

**A G E N D A**  
**REGULAR MEETING**  
**South Pasadena Parks and Recreation Commission**  
**Amedee O. "Dick" Richards Jr., City Council Chambers, 1424 Mission Street**  
**Monday, September 9th, 2019**  
**6:30 p.m.**

David Beadle, Chair  
Commissioners:  
Vice-Chair Karen Tamis, Andrew Vogel, Kristine Kwong, Dollie Chapman  
Michael A. Cacciotti, City Council Liaison  
A. Loera & A. Kim, Acting-Community Services Directors, Staff Liaison

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1. Roll Call ..... R. Martin, Staff

2. Minutes for Approval: May 13<sup>th</sup>, 2019

**COMMENTS ON MATTERS NOT ON AGENDA**

3. Public Participation - 3 minutes maximum per speaker

**PRESENTATIONS**

4. Walk or Bike to School ..... A. Kim

5. Halloween Spooktacular ..... A. Kim

6. Update on 2019 South Pasadena Concerts in the Park Series..... A. Kim

**ACTION AND / OR DISCUSSION ITEMS**

7. Receive and File the Community Services Year End Revenue Report ..... A. Loera

**COMMUNICATIONS**

8. City Council Liaison Report ..... M. Cacciotti

9. Commissioner Reports..... Commissioners

10. Staff Liaison Report ..... A. Loera

**ADJOURNMENT**

**Next meeting: December 9<sup>th</sup>, 2019 (Not meeting on October 14<sup>th</sup>  
& November 11<sup>th</sup> in observance of Columbus Day and Veterans  
Day)**

STATE OF CALIFORNIA (CITY OF SOUTH PASADENA) (COUNTY OF LOS ANGELES)  
I declare under penalty of perjury, that I am an employee of the City of South Pasadena, and that I posted this Agenda on the bulletin board in the courtyard of the City Hall at 1414 Mission Street, South Pasadena, on or before September 5<sup>th</sup>, 2019 as required by Law.

Date: 9/5/19

Signature: 

May 13<sup>th</sup>, 2019

**DRAFT**



**MINUTES OF THE REGULAR MEETING OF THE  
PARKS AND RECREATION COMMISSION  
OF THE CITY OF SOUTH PASADENA CONVENED  
THIS 13<sup>th</sup> DAY OF MAY 2019, AT 6:30 P.M.  
AMEDEE O. "DICK" RICHARDS, JR., COUNCIL CHAMBERS  
1424 MISSION STREET**

**1. ROLL CALL**

Chair D. Beadle convened the regular meeting of the Parks and Recreation Commission at 6:33 p.m.

Staff R. Martin called the roll. Present were: Chair D. Beadle, Commissioners: A. Vogel, K. Kwong, and Staff Liaison Director Pautsch  
Other Officials and Staff present: Management Assistant R. Martin  
Excused: Vice-Chair K. Tamis and Commissioner D. Chapman  
Not present during roll call: Council Liaison Michael Cacciotti, arrived after roll call

**2. APPROVAL OF THE MINUTES OF THE SPECIAL MEETING OF APRIL 8<sup>TH</sup>, 2019**

**MOTION:** Commission approved the minutes of the special April 8<sup>th</sup>, 2019 Parks and Recreation Commission meeting. By voice vote, the motion passed unanimously.

(Vogel, Kwong)

**COMMENTS ON MATTERS NOT ON THE AGENDA**

**3. PUBLIC PARTICIPATION**

None

**PRESENTATIONS/ (ACTION AND/OR DISCUSSION)**

**4. NONE**

# DRAFT

May 13<sup>th</sup>, 2019

## ACTION AND /OR DISCUSSION ITEMS

### 5. SPECIAL EVENT RECOMMENDATION LIST

Director Pautsch presented item. Staff is looking for Commission to review and agree upon a prioritize list of the Recreation Special events to be reduced or eliminated based on the current Special Event list that was received and filed at the April 8<sup>th</sup> Commission meeting. The prioritized list of reduced or eliminated events will be considered for implementation should City Council request in the future for budget purposes.

**MOTION:** Commission recommended eliminating Snow Day and Doggy Day, consolidate National Night Out with one Movie in the Park, keep a total of three Movies in the Park, eliminate one of the Summer Concerts in the Park, keep two Shakespeare in the Park, keep Halloween event, keep Eggstravaganza, and keep Breakfast with Santa. By voice vote, the motion passed unanimously.

(Beadle, Kwong)

### 6. CITY COUNCIL LIAISON REPORTS

City Council Liaison M. Cacciotti reminded Commission of the 626 Golden Street event scheduled on Sunday, May 19<sup>th</sup>. He encouraged all Commissioners to attend if possible. Asked Commission to look at the use of Roundup Weed Killer on city parks and make a recommendation that can go to the Natural Resources Environmental Commission and City Council. Commission request item be added to the next Parks & Recreation Commission agenda. Director Pautsch confirmed staff would look into the request, and item would be added to a future agenda. No motion was needed.

### 7. COMMISSIONER REPORT

Commissioner Vogel complimented all the staffs' effort in revamping and maintaining the up-keep of the baseball fields. He also relayed a community member's request to restock the park restrooms more often. Chair Beadle asks staff if there can be more visible signage advertising the water bottle refilling stations at the Arroyo fields. Additionally, Commissioner Vogel also suggested moving the refilling station at Arroyo field to a more centralized position; the current location is not as convenient and apparent to the public.

### 8. STAFF LIAISON REPORT

Director S. Pautsch updated Commission on the following items:

- Camp Med Summer Camp, weeks are selling out
- Summer Concerts in the Park list of entertainment will be provided in June
- Addressed recent Skate Park incident, issue is currently being resolved

Subject to revision; unapproved until ratified by the Commission

# DRAFT

May 13<sup>th</sup>, 2019

## ADJOURNMENT

By consensus, the Commission adjourned at 7:13 p.m. The next Commission meeting will be held on June 10<sup>th</sup>, 2019.

Respectfully Submitted:

Approved By:

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Reyna Salazar-Martin  
Community Services Management Assistant

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David Beadle  
Chair



# Parks & Recreation Commission Agenda Report

ITEM NO. 6

**DATE:** September 9, 2019  
**FROM:** Anthony Kim, Community Services Coordinator  
**SUBJECT:** Update on 2019 South Pasadena Concerts in the Park Series

The 2019 Summer Concerts in the Park season was a great success. There was a wide variety of music, food, and fun brought to our community. Food, snacks, and drinks were provided by a variety of food trucks, and several local Girl Scout troops (baked goods and cotton candy). We also had an Italian Ice/Agua Frescas vendor at every concert. The Upper San Gabriel Valley Municipal Water District, LA Metro, and the LA County USC Medical Foundation (The Wellness Center) also joined us for the final concert.

## 2019 Schedule

We re-introduced a schedule of holding concerts on alternate Sundays (similar to the successful 2016 schedule). This allowed for different events on intermediary weeks, effectively creating a summer of events for the Community.

We also changed the concert time this season from 5:00-7:00 P.M. to 6:00-8:00 P.M. This allowed us to take advantage of the evening's cooling temperatures.

## 2019 Concert Attendance & Lineup

Concert Date	Band/Type of Music	Attendance	Temp @ 6:00pm (est.)
June 16	Escape: The Journey Tribute	800 ppl	75°F
June 30	Louie Cruz Beltran (Latin Jazz)	900 ppl	80°F
July 14	The Wiseguys Big Band Machine	600 ppl	80°F
July 28	The Kings of 88 (Classic Piano Rock)	600 ppl	80°F
August 11	Blue Breeze Band (R&B/Funk)	900 ppl	75°F

## 2019 Sponsorships

The 2019 sponsorships (excluding for-profit food vendors) totalled **\$14,100.00**, which includes in-kind donations from Aztlan Athletics (\$3,500); SOSOUND (\$2,200); and Ellen's Silkscreening (\$250). The Office of Supervisor Kathryn Barger continues their support through the LA County Department of Arts and Culture grant program, sponsoring the band at the June 30<sup>th</sup> concert (\$1,900).

**Update on 2019 South Pasadena Concerts in the Park Series**

September 9, 2019

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Organization/Individual	Amount	Sponsorship Level
<b>Cash Sponsorship</b>		
Pansky Markle Attorneys at Law	2,000.00	GOLD Level
LA County Supervisor, Kathryn Barger	1,900.00	GOLD Level
Athens Services	1,000.00	Silver Level
ADAPPS Builders	1,000.00	Silver Level
Longo Toyota-Lexus	500.00	Bronze Level
DMS Facility Services	250.00	Special Friends
Kim's Hapkido Martial Arts	250.00	Special Friends
South Pasadena Public Service Employees Assoc.	250.00	Special Friends
Susan Masterman Architects	250.00	Special Friends
Marz Gifts	100.00	Friends
Woman's Club of South Pasadena	100.00	Friends
D&S Printing	50.00	Friends
Domino's Pizza	50.00	Friends
Fremont Centre Theatre	50.00	Friends
Handle and Gift	50.00	Friends
iTennis Arroyo Seco Raquet Club	50.00	Friends
Jasleen Boutique	50.00	Friends
Kathy Baker	50.00	Friends
Kimberly C Wong, Attorney at Law	50.00	Friends
Phoenix Food Boutique	50.00	Friends
Rene Ramos, Attorney at Law	50.00	Friends
South Pasadena Optometric Group	50.00	Friends Level
<b>Sub-total</b>	<b>8,150.00</b>	
<b>In-Kind Sponsorship</b>		
Aztlan Athletics	3,500.00	PLATINUM Sponsor
SOSOUND	2,200.00	GOLD Sponsor
Ellens Silkscreening	250.00	Bronze Level
<b>Sub-total</b>	<b>5,950.00</b>	
<b>TOTAL</b>		<b>\$14,100.00</b>

**Concert Stage**

Aztlan Athletics provided a modular portable stage at each concert. Aztlan kindly sponsored the use costs of a modular portable stage (\$3,500.00) for this year's summer series. The City was only responsible for delivery and staffing fees associated with setup/breakdown at each concert (\$2,740.00).



# Parks & Recreation Commission Agenda Report

ITEM NO. 7

**DATE:** September 9, 2019

**FROM:** Sheila Pautsch, Community Services Director

**SUBJECT:** Receive and File the 2018-2019 Fiscal Year Community Services Department Revenue

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## Recommendation

It is recommended that the Commission receive and file the 2018-2019 fiscal year (FY) Community Services Department Revenue.

## Discussion/Analysis

Each year the Community Services Department (Department) projects its revenue for the upcoming FY budget. For FY 18-19, the Department projected revenue of \$1,010,556. This also includes the leased properties. When excluding the leased properties, the revenue was \$732,174 which includes the senior center, facilities rentals and recreation. The Camp Med program brings in the most revenue with almost \$400,000. This amount covers the cost of staffing and supplies for Camp Med year round.

The leased properties met expected revenues with the highest increase with the San Pascual Stable with the amount of \$74,199. This is due to the new lease agreement with SPS, LLC and a more transparent approach to financial statements received by the city each month.

The current FY 19-20 is projected to increase due to the Fee Study and adoption of the Fee Schedule that went into effect July 1, 2019.

## Next Steps

1. Continue to track monthly revenues for the Department
2. Look into possible new classes, programs and partnerships to increase revenues

## Background

The Department has steadily increase revenues over the last ten years. The Camp Med program has shown significant increases over the years. Camp Med increased numbers over the years as well as the addition to Middle School Camp Med that was not offered in the past. The Department will continue to look at ways to offer new classes and programs to create revenue to assist in meeting the City's revenue expectations.

## Fiscal Impact

The Departments overall gross revenue for FY 18-19 was \$1,074,892.

**Receive and File the 2018-2019 Fiscal Year Community Services Department Revenue**  
September 9, 2019  
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**Public Notification of Agenda Item**

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.

Attachment: Community Services Revenue

Community Services Revenue

	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	Projected 18-19
<b>Senior Center</b>												
Sr Center Classes	\$4,703	\$7,105	\$16,038	\$12,541	\$16,169	\$13,936	\$14,118	\$17,816	\$23,856	\$21,392	\$20,483	\$28,000
Sr Center Membership	\$8,381	\$8,898	\$12,578	\$10,798	\$9,603	\$9,790	\$9,972	\$9,888	\$9,420	\$8,658	\$10,430	\$9,500
Sr Center Bus Trips	\$700	\$902	\$238	\$512	\$0	\$2,900	\$3,733	\$5,616	\$6,859	\$5,660	\$3,744	\$7,000
Sr Center Programs	\$815	\$384	\$72	\$1	\$3	\$1,372	\$1,860	\$910	\$2,437	\$3,679	\$2,150	\$3,700
Coffee	\$1,165	\$1,181	\$1,224	\$1,489	\$1,647	\$1,873	\$1,424	\$1,534	\$1,243	\$1,284	\$1,162	\$1,500
	\$15,763	\$18,470	\$30,150	\$25,340	\$27,422	\$29,871	\$31,107	\$35,764	\$43,815	\$40,673	\$37,969	\$49,700
<b>Rentals</b>												
War Memorial	\$58,735	\$58,397	\$49,098	\$59,457	\$65,124	\$72,209	\$86,427	\$71,177	\$50,596	\$45,476	\$50,014	\$40,000
Eddie House	\$4,883	\$6,277	\$4,904	\$6,328	\$6,771	\$6,375	\$3,633	\$3,744	\$4,347	\$2,810	\$4,676	\$3,600
Senior Center	\$3,168	\$3,412	\$3,703	\$3,149	\$3,652	\$3,150	\$2,647	\$2,160	\$1,635	\$2,665	\$1,900	\$2,000
Orange Grove	\$180	\$400	\$920	\$1,572	\$1,460	\$2,200	\$1,400	\$3,266	\$5,235	\$10,311	\$4,643	\$4,000
Youth House	\$1,412	\$3,302	\$2,793	\$2,428	\$3,242	\$2,907	\$2,645	\$2,796	\$6,018	\$4,823	\$4,190	\$5,250
War Kitchen									\$2,250	\$3,300	\$3,075	\$1,500
Parks/Fields	\$42,263	\$37,763	\$43,693	\$37,579	\$39,743	\$42,181	\$38,372	\$49,198	\$63,240	\$64,777	\$60,680	\$40,000
	\$110,640	\$109,551	\$105,110	\$110,513	\$119,992	\$129,022	\$135,124	\$132,341	\$133,321	\$134,162	\$129,178	\$96,350
<b>Recreation</b>												
Camp Med	\$177,951	\$206,557	\$212,448	\$260,671	\$287,115	\$316,523	\$298,528	\$304,750	\$363,407	\$409,932	\$393,035	\$320,000
Classes	\$117,741	\$134,800	\$157,167	\$167,422	\$190,571	\$199,465	\$204,293	\$198,821	\$166,517	\$181,975	\$153,557	\$190,000
Special Events	\$6,783	\$6,626	\$7,243	\$7,674	\$10,694	\$4,890	\$5,150	\$10,181	\$11,067	\$12,417	\$10,435	\$9,500
Concerts in the Park	\$16,971	\$10,400	\$10,305	\$7,125	\$15,599	\$10,749	\$12,949	\$9,734	\$10,301	\$14,550	\$8,000	\$13,000
Adult Sports	\$15,700	\$16,260	\$17,514	\$8,866	\$4,200	\$1,243	\$854	\$366	\$150	\$0	\$0	\$0
	\$335,145	\$374,642	\$404,677	\$451,758	\$508,179	\$532,870	\$521,774	\$523,852	\$551,442	\$618,874	\$565,027	\$532,500
<b>Department Totals</b>	\$461,549	\$502,664	\$539,937	\$587,611	\$655,593	\$691,763	\$688,005	\$691,957	\$728,578	\$793,709	\$732,174	
Park Impact Fee	\$83,051	\$20,472	\$66,690	\$23,733	\$63,995	\$49,557	\$307,785	\$97,901	\$76,587	\$156,379	\$164,070	\$40,000
<b>Leased Properties</b>												
Batting Cages	\$5,100	\$13,907	\$13,027	\$10,998	\$7,502	\$11,899	\$16,056	\$12,636	\$15,488	\$8,382	\$13,061	\$10,000
Racquet Ball Club	\$7,020	\$7,020	\$7,020	\$56,260	\$35,790	\$39,000	\$39,000	\$39,430	\$68,560	\$77,912	\$81,900	\$84,000
Stables	\$46,310	\$46,185	\$52,515	\$50,526	\$51,374	\$52,037	\$52,442	\$53,213	\$54,216	\$51,853	\$74,199	\$66,500
Golf Course	\$145,403	\$138,496	\$121,084	\$279,414	\$241,966	\$306,072	\$223,164	\$186,354	\$108,047	\$147,700	\$173,558	\$171,506
	\$203,833	\$205,609	\$193,646	\$397,197	\$336,632	\$409,008	\$330,662	\$291,633	\$246,311	\$285,847	\$342,718	\$332,006
<b>Overall Revenue</b>	\$665,382	\$708,273	\$733,583	\$984,808	\$992,225	\$1,100,771	\$1,018,667	\$983,590	\$974,889	\$1,079,556	\$1,074,892	\$1,010,556