



**CITY OF SOUTH PASADENA
PARKS & RECREATION COMMISSION REGULAR MEETING AGENDA**

**Council Chamber
1424 Mission Street, South Pasadena, CA 91030**

March 9, 2020, at 6:30 p.m.

*In order to address the Parks & Recreation Commission, please complete a Public Comment Card.
Time allotted per speaker is three minutes.*

South Pasadena Parks & Recreation Commission Statement of Civility

As your appointed governing board we will treat each other, members of the public, and city employees with patience, civility and courtesy as a model of the same behavior we wish to reflect in South Pasadena for the conduct of all city business and community participation. The decisions made tonight will be for the benefit of the South Pasadena community and not for personal gain.

CALL TO ORDER: Chair, Karen Tamis

ROLL CALL: Karen Tamis, Chair
Kristine Kwong, Vice-Chair
Dollie Chapman, Commissioner
Victoria Rocha, Commissioner
Albert Ocon, Commissioner

COUNCIL LIAISON: Marina Khubesrian, M.D.

STAFF PRESENT: Sheila Pautsch, Community Services Director

EXCUSED:

PUBLIC COMMENTS AND SUGGESTIONS

(Time limit is three minutes per person)

The Parks & Recreation Commission welcomes public input. Members of the public may address the Parks & Recreation Commission by completing a public comment card and giving it to the Community Services Staff prior to the meeting. At this time, the public may address the Parks & Recreation Commission on items that are not on the agenda. Pursuant to state law, the Parks & Recreation Commission may not discuss or take action on issues not on the meeting agenda, except that members of the Parks & Recreation Commission or staff may briefly respond to statements made or questions posed by persons exercising public testimony rights (Government Code Section 54954.2). Staff may be asked to follow up on such items.

Note: Public input will also be taken during all agenda items. Time allotted per speaker is three (3) minutes.

PRESENTATIONS

1. None

ACTION/DISCUSSION

2. Minutes for Approval: February 10, 2020 Regular Meeting
3. Selection of Adopt a Park
4. Review and Recommendations of the Capital Improvement 10 Year Plan

COMMUNICATIONS

5. City Council Liaison Communications
6. Commissioner Communications
7. Staff Liaison Communications

ADJOURNMENT

FUTURE PARKS & RECREATION COMMISSION MEETINGS

April 13, 2020

Council Chamber

6:30 pm

May 11, 2020

Council Chamber

6:30 pm

PUBLIC ACCESS TO AGENDA DOCUMENTS

Prior to meetings, agenda related documents are available for public inspection at, City Hall, 1414 Mission Street, South Pasadena, CA 91030. The complete agenda packet may also be viewed on the City's website at: <https://www.southpasadenaca.gov/government/boards-commissions>

ACCOMMODATIONS

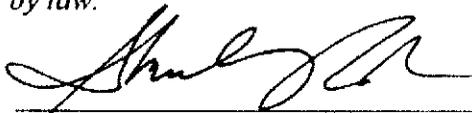


The City of South Pasadena wishes to make all of its public meetings accessible to the public. Meeting facilities are accessible to persons with disabilities. If special assistance is needed to participate in this meeting, please contact the City Clerk's Division at (626) 403-7230. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. Hearing assistive devices are available in the Council Chamber. Notification at least 48 hours prior to the meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting (28 CFR 35.102-35.104 ADA Title II).

I declare under penalty of perjury that I posted this notice of agenda on the bulletin board in the courtyard of City Hall at 1414 Mission Street, South Pasadena, CA 91030, and on the City's website as required by law.

3/5/2020

Date



Sheila Pautsch

Community Services Director

February 10, 2020

DRAFT



**MINUTES OF THE REGULAR MEETING OF THE
PARKS AND RECREATION COMMISSION
OF THE CITY OF SOUTH PASADENA CONVENED
THIS 10th DAY OF FEBRUARY 2020, AT 6:30 P.M.
AMEDEE O. "DICK" RICHARDS, JR., COUNCIL CHAMBERS
1424 MISSION STREET**

CALL TO ORDER

Vice Chair K. Tamis convened the regular meeting of the Parks and Recreation Commission at 6:30 p.m.

ROLL CALL

Present: Commission: Vice-Chair K. Tamis, Commissioners: K Kwong, D. Chapman, V. Rocha, and R. Ocon

Absent: None

Officials Present: Staff Liaisons Directors S. Pautsch and Mayor Robert Joe

Absent: City Council Liaison Marina Khubesrian

PUBLIC COMMENTS AND SUGGESTIONS:

Mayor Joe spoke to the Commissioners about the following topics Camp Med, Teen Center, General Plan and the Coronavirus. Joe also thanked them for all they have done for the City

1. **PRESENTATION:** None

2. **APPROVAL OF THE MINUTES OF THE SPECIAL MEETING OF DECEMBER 9th, 2020**

MOTION BY COMMISSIONER KWONG, SECONDED BY COMMISSIONER CHAPMAN CARRIED 5-0, approve the minutes of the regular December 9, 2020 Parks and Recreation Commission meeting.

3. **REVIEW THE CODE OF ETHICS AND CONDUCT POLICY AND PROVIDE INPUT**

DRAFT

February 10, 2020

Commissioner Tamis mentioned there was nothing in the policy regarding social media and or online presents in many different platforms. Should state commissioners cannot use their title when posting especially when ranting on a topic.

Commissioner Kwong commented on item #10 regarding closed session. Kwong feels this is not applicable to commissioner.

4. NOMINATION OF TWO COMMISSIONERS TO SERVE ON THE 2020 SUMMER CONCERT SUBCOMITTEE AND DETERMINE THE 2020 CONCERT SERIES

MOTION BY COMMISSIONER KWONG, SECONDED BY COMMISSIONER TAMIS, CARRIED 5-0, approve the nomination of Commissioner Ocon and Chapman to the Summer Concert Subcommittee.

5. RECEIVE AND FILE THE 2019 SAN PASCUAL STABLES ANNUAL REPORT

Received and Filed the 2019 San Pascual Stables Annual Report

6. 2020 FIELD USE PERMIT APPROVAL

MOTION BY COMMISSIONER CHAPMAN, SECONDED BY COMMISSIONER OCON, CARRIED 5-0, approval of field use permits for California Kubb Club, LA Monarch Baseball, AYSO and Camp Adventurewood.

MOTION BY COMMISSIONER KWONG, SECOND BY ROCHA, CARRIED 4-0 WITH COMMISSIONER OCON ABSTAINING, approval of the Field Use Permit for South Pasadena Little League.

7. REVIEW AND RECOMMENDATIONS REGARDING THE CO-SPONSORSHIP POLICY AND LIST OF ORGANIZATIONS

MOTION BY COMMISSIONER CHAPMAN, SECOND BY COMMISSIONER ROCHA, CARRIED 5-0, recommend moving the Co-sponsorship Policy and List of Organization forward to City Council

8. NOMINATION OF A CHAIR AND VICE CHAIR FOR THE 2020 PARKS AND RECREATION COMMISSION

MOTION BY COMMISSIONER KWONG, SECOND BY COMMISSIONER OCON, CARRIED 5-0, approve the nomination of Vice Chair Tamis as the 2020 Chair of the Parks and Recreation Commission and Commissioner Kwong as the 2020 Vice Chair of the Parks and Recreation Commission

9. CITY COUNCIL LIAISON COMMUNICATION

None

10. COMMISSIONER LIAISON COMMUNICATION

Chair Tamis request staff request the filed lights at Orange Grove not turn off before 10:00pm as people are still leaving the park.

Commissioner Ocon invited all to the South Pasadena Little League opening night on March 6, 2020 from 6:00pm to 10:00pm.

10. STAFF LIAISON REPORT

Director Pautsch updated the commission on the new Program Specialist that s starting February 24, 2020 and that second interviews were completed for the Recreation Coordinator.

ADJOURNMENT

By consensus, the Commission adjourned at 8:00 p.m. The next Commission meeting will be held on March 9th, 2020.

Respectfully Submitted:

Approved By:

Sheila Pautsch
Community Services Director

Karen Tamis
Chair



Parks & Recreation Commission Agenda Report

ITEM NO. 4

DATE: March 9, 2020

FROM: Sheila Pautsch, Community Services Director

SUBJECT: **Review and Recommendations of the 2020 Capital Improvement 10 year Plan for the Community Services Department**

Recommendation

It is recommended that the Commission review and suggest recommendations to the 2020 Capital Improvement 10 year plan (CIP) for the Community Services Department.

Discussion/Analysis

The City of South Pasadena (City) has been working on a 10 year CIP plan to be able to map out the many projects that not only Community Services Department (Department) has but all the departments within the City. This plan will assist the City Council during the budget process to determine the priority, cost and funding of each project.

The Department has many projects within the 10 year plan with a few having a funding source but many do not. The Departments priority would be to complete 1) the design and construction of Grevelia Pocket Park, 2) design and construction of Berkshire Pocket Park, 3) complete a Park Master Plan, 4) a new key security system for all City park facilities, 5) replace the senior center flooring, 6) Arroyo walking Trail along Arroyo Drive. The top three projects can be funded by the Park Impact Fee and Measure A fund which takes the burden off of the General Fund.

Alternatives Considered

1. Recommend alternative projects on the list to be prioritized before any of the above mentioned projects.

Next Steps

1. Make recommendation to the City Council on the CIP for the Department

Background

The City has not had a clear CIP for over 10 years. Projects were started if staffing and funding was available to manage the project. With the institution of the first 5 year CIP plan a few years back, City staff felt 5 years was too short of a window when looking for grants or alternative funding sources for projects. This longer more detailed plan will be a living document and continue to be updated and used during the budget process each year.

Review and Recommendations of the 2020 Capital Improvement 10 year Plan for the
Community Services Department
March 9, 2020
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Fiscal Impact

At this time, there is no financial impact to the City. This plan will enable City Council to determine what projects will move forward each year in the budget.

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: 2020/2021 CIP 10 year Plan for the Community Services Department

2020/21 FY CIP Overview

Department Name: Community Services

Division	CIP Section	Project Name	Priority	Year # Funding	nding Cert. Y/N	1 2020/21	2 2021/22	3 2022/23	4 2023/24	5 2024/25	6 2025/26	7 2026/27	8 2027/28	9 2028/29	10 2029/30
Senior Center	Facilities	Expanded sound proof wall at Senior Center	M3	Senior Citizen's Found	Y		\$ 50,000								
Senior Center	Facilities	Senior Center Flooring	H5	General Fund	N		\$ 30,000								
Recreation	Parks	Sports Complex renovations at Arroyo	L5	Measure A	N					\$ 750,000					
Recreation	Parks	Berkshire Pocket Park	H2	Park Impact Fee/Measure A	Y		\$ 400,000								
Recreation	Parks	Playground - Eddie Park	L1	Prop A Maintenance/Servicing	N				\$ 150,000						
Recreation	Parks	Restrooms at Eddie Park	M6	Measure A	Y					\$ 100,000					
Recreation	Parks	Fitness Equipment - Garfield Park	M4	Measure A	Y			\$ 75,000							
Recreation	Parks	Fitness Equipment - Arroyo	M5	Measure A	Y		\$ 75,000								
Recreation	Facilities	Park Gazebo - Garfield	M2	General Fund	N				\$ 200,000						
Recreation	Parks	Playground - Garfield	L2	Prop A Maintenance/Servicing	N			\$ 200,000							
Recreation	Parks	Grevelia Pocket Park	H1	Park Impact Fee/Measure A	Y	\$ 350,000									
Recreation	Facilities	Key system to all recreation facilities	H4	General Fund	N	\$ 75,000									
Recreation	Facilities	Orange Grove Park Gazebo	M1	General Fund	N	\$ 150,000									
Recreation	Parks	Playground - Orange Grove Park	L3	Prop A Maintenance/Servicing	N			\$ 200,000							
Recreation	Parks	Sports Complex renovations at Orange Grove	L4	Measure A	N					\$ 750,000					
Recreation	Parks	Park Master Plan - Admin	H3	Park Impact Fee	N		\$ 100,000								
Recreation	Facilities	War Memorial Park Improvements	L5	Measure A	N							\$ 500,000			
Recreation	Parks	Arroyo Walking Trail	H6	General Fund/possibly grants	N			\$ 200,000							

Many items under Measure A and/or Prop A M&S are not certain we will get a per capita but it will apply for it. Also results of Park Master Plan may reveal other items that may take priority.