



**MINUTES OF THE REGULAR MEETING OF THE  
PARKS AND RECREATION COMMISSION  
OF THE CITY OF SOUTH PASADENA CONVENED  
THIS 14<sup>TH</sup> DAY OF MARCH 2016, AT 6:30 P.M.  
AMEDEE O. "DICK" RICHARDS, JR., COUNCIL CHAMBERS  
1424 MISSION STREET**

**1. ROLL CALL**

Commissioner Chair Zavala convened the Regular Meeting of the Parks and Recreation Commission at 6:35 p.m.

Staff R. Martin called the roll. Present were Chair Zavala, Vice-Chair Taylor, Commission Members Rosen, Salinas, Gin

Excused Absence: City Council Dr. Richard Schneider

Other Officials and Staff present: Community Services Director/ Staff Liaison S. Pautsch, and Staff R. Salazar-Martin, and Community Services Supervisor L. Hakobian.

**2. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF FEBRUARY 8th, 2016**

**MOTION:** Commission approved the minutes of the regular February 8th, 2016 meeting. By unanimous voice vote, the motion passed. Abstain: Commissioner Gin

(Zavala, Salinas)

**3. PUBLIC PARTICIPATION**

Linda Poore-Resident: Presentation on Pickle ball. She gave a description of the sport rules and function, as well as options on how it can be introduced into to City of South Pasadena, specifically as activities offered through the Recreation Division.

**MOTION:** Commission would like to add Pickle ball Discussion to the next Parks and Recreation Commission Meeting agenda. By unanimous voice vote, the motion passed

(Zavala, Rosen)

**MOTION:** Commission would like staff to bring information to the next meeting to explore the likely location and the cost to have one court in the City painted. By unanimous voice vote, the motion passed

(Rosen, Salinas)

**4. PRESENTATIONS/(ACTION/DISCUSSION)**

None

**ACTION AND/OR DISCUSSION ITEMS**

**5. FIELD USE APPLICATIONS (SPRING, SUMMER, FALL 2016)**

Community Services Supervisor Hakobian presented all information and breakdown of all submitted applications reviewed by the Recreation Division for field use in the upcoming Spring, Summer and Fall season for 2016. Staff has recommended to approve all keeping in mind all future closures and other reservations.

**MOTION:** Commission approved the seven application as submitted to the Recreation Division for field use in the upcoming Spring, Summer, and Fall Seasons in 2016. By unanimous voice vote, the motion passed

(Rosen, Taylor)

**6. SAN PASCUAL STABLES REQUEST PERMISSION TO DEMOLISH A SHED**

Community Services Director Pautsch presented item. The San Pascual Stables has requested permission to approve the demolition of the shed that is alongside the house and parking lot on the location. The Commission was provided a letter from the San Pascual Stables, picture of the shed, as well as a list of items that are protected as a Historical Landmarks on the property. The shed in question is not on the list. The cost of the demolition and repaving the land to add additional parking spaces will be handled by the Stables owner. At this time the Commission is asked to give a recommendation to present to council to either keep the shed as is, or to recommend the complete demolition of the shed as the owners have requested.

**MOTION:** Commission recommends the approval of the shed demolition at the San Pascual Stables as requested by the owners at their cost in order to make additional parking spaces. By unanimous voice vote, the motion passed

(Salinas, Gin)

**7. COMMUNITY SERVICES OPERATIONAL ANALYSIS RECOMMENDATION**

Director Pautsch presented item. After a careful analysis of all current position titles in the Community Services Department, it was found that many job titles did not have approved job specifications or have not been

reviewed or revised in over 10-15 years. A recommendation is now presented to Commission for reclassification and elimination of certain position within all divisions in the Community Services Department. Commission is presented a handout with all current position titles that will be reclassified and/or eliminated. Also, she clarifies that there will not be an elimination of employees, rather the eliminating of titles and reclassification of job specifications. The main objective is to keep quality part time employees and give them the incentive to stay. This will allow the reclassification of job specifications, increase in allotted hours for part time employees, and in turn an increase in employee salary. At this time the Commission is asked to give a recommendation to take to City Council. Commissioner Salinas asked how it will affect the overall budget. Director Pautsch has provided a report requested by the City Manager which estimates that there is an approximate \$95,000 increase in the staff budgeting for the upcoming fiscal year.

**MOTION:** Commission approves the proposed changes of Community Services staff. By unanimous voice vote, the motion passed

(Rosen, Taylor)

**8. FINALIZED CAPITAL IMPROVEMENT PROJECTS LIST FOR 2016-17**

Director Pautsch presented finalized Capital Improvement Project List for 2016-17 with final edits made by the Commission in the February 8<sup>th</sup> meeting. No motion is needed at this time.

**9. CITY COUNCIL LIAISON REPORT**

Not present.

**11. COMMISSONER REPORTS**

Vice-Chair Taylor updated the Commission on the current items the Arroyo Seco Golf Subcommittee is discussing and will notify the Commission with any updates as they become available. Also wanted to let the Commission know that her brother, resident Bob McLain, received the very prestigious and rare Boy Scouts of Greater Los Angeles Council Award. Commissioner Rosen gave his overview of the Community City Budget Planning meeting he attended Saturday, March 12<sup>th</sup>. Commissioner Salinas gave positive feedback as well as recommends a Zumba leisure class he attended offered through the Recreation Division. Commissioner Gin spoke about his latest trips out of the Country and wanted to share what he learned through the athletic and park programs he encountered being there.

**12. STAFF LIAISON REPORT**

Director Pautsch gave her update on upcoming Camp Med Spring Vacation schedule and reminded Commission on the upcoming annual Spring Eggstravaganza event on March 26<sup>th</sup> hosted by the Recreation Division.

March 14<sup>th</sup>, 2016

**ADJOURNMENT**

By consensus, the Commission adjourned at 7:24 p.m. The next Commission meeting will be held on Monday, April 11<sup>th</sup>, 2016.

Respectfully Submitted:

Approved By:

  
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Sheila Pautsch  
Community Services Director

  
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Jose Zavala  
Chair