



**CITY OF SOUTH PASADENA  
COMMUNITY SERVICES COMMISSION**

**A G E N D A  
REGULAR MEETING  
MONDAY, APRIL 8, 2024, AT 6:30 P.M.**

**AMEDEE O. "DICK" RICHARDS JR. COUNCIL CHAMBERS  
1424 MISSION, SOUTH PASADENA, CA 91030**

**South Pasadena 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 today will be for the benefit of the South Pasadena community and not for personal gain.*

**NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY**

The South Pasadena Community Services Commission Meeting will be conducted in-person from the Amedee O. "Dick" Richards, Jr. Council Chambers, located at 1424 Mission Street, South Pasadena.

Public participation may be made as follows:

- In Person – Council Chambers, 1424 Mission Street, South Pasadena, CA 91030
- Via Zoom – **Webinar ID: 811 7715 2833 Passcode 923927**
- Written Public Comment – written comment must be submitted by 12:00 p.m. the day of the meeting by emailing to [Spautsch@southpasadenaca.gov](mailto:Spautsch@southpasadenaca.gov).
- Via Phone – +1-669-900-6833 and entering the Zoom Meeting ID listed above.

Meeting may be viewed at:

1. Go to the Zoom website, <https://zoom.us/join> and enter the Zoom Meeting information; or
2. Click on the following unique Zoom meeting link: <https://us06web.zoom.us/j/81177152833>

<b>CALL TO ORDER:</b>	Chair	Gabriel Vogel
<b>ROLL CALL:</b>	Vice Chair	Bryan Samuels
	Commissioner	Lela Bissner
	Commissioner	Leslie Albe Field
	Commissioner	Anthony W. Lai
	Commissioner	Mackenzie Z. Moore
	Commissioner	Stephen L. Plotkin
<b>PLEDGE OF ALLEGIANCE:</b>	Commissioner	Leslie Albe Field

**PUBLIC COMMENT GUIDELINES** (*Public Comments are limited to 3 minutes*)

The City welcomes public input. Members of the public can comment on a non-agenda subject under the jurisdiction of the Community Services Commission or on an agenda item, you may participate by one of the following options:

## Option 1:

Participate in-person at the Council Chambers.

## Option 2:

Public Comment speakers have three minutes to address the Commission, however, the Chair and Commission can adjust time allotted as needed. Participants will be able to "raise their hand" using the Zoom icon during the meeting, and they will have their microphone un-muted during comment portions of the agenda to speak.

## Option 3:

Email public comment(s) to [spautsch@southpasadenaca.gov](mailto:spautsch@southpasadenaca.gov)

Public Comments received in writing will not be read aloud at the meeting, but will be part of the meeting record. Written public comments will be uploaded online for public viewing under Additional Documents. There is no word limit on emailed Public Comment(s). Please make sure to indicate:

- 1) Name (optional), and
- 2) Agenda item you are submitting public comment on.
- 3) Submit by no later than **12:00 p.m.**, on the day of the Commission meeting.

PLEASE NOTE: The Chair may exercise the Chair's discretion, subject to the approval of the majority of the Commission to adjust public comment(s) to less than three minutes.

*NOTE: Pursuant to State law, the Commission may not discuss or take action on issues not on the meeting agenda, except that members of the 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.*

**PUBLIC COMMENT****1. PUBLIC COMMENT – GENERAL (NON-AGENDA ITEMS)**

General Public Comment will be limited to 30 minutes at the beginning of the agenda. If there are speakers remaining in the queue, they will be heard at the end of the meeting.

Only Speakers who sign up in the first 30 minutes of public comment will be queued up to speak.

**ACTION/DISCUSSION****2. APPROVAL OF MINUTES OF MARCH 11, 2024, COMMUNITY SERVICES COMMISSION MEETING**Recommendation

It is recommended that the Commission review and consider approval of the March 11, 2024, Meeting Minutes.

**3. REVIEW AND PROVIDE DIRECTION TO STAFF OF THE SUMMER 2024 FIELD USE REQUEST FOR FITSPORTS FOR ARROYO NORTH**

Recommendation

It is recommended that the Commission review and provide direction to staff for the field use request for FitSports.

**4. RECEIVE AND FILE THE ADDITIONAL MAINTENANCE SCHEDULE INFORMATION FOR GARFIELD PARK AND ORANGE GROVE PARK TENNIS COURTS**

Recommendation

It is recommended that the Commission receive and file the additional maintenance schedule information provided by staff for Garfield Park and Orange Grove Park tennis courts.

**PUBLIC HEARING**

**COMMUNICATIONS**

**5. CITY COUNCIL LIAISON COMMUNICATIONS**

**6. COMMISSIONER COMMUNICATIONS**

**7. STAFF LIAISON COMMUNICATIONS**

- Community Services Director
  - Sheila Pautsch
- Deputy Community Services Director
  - Lucy Hakobian
- Community Services Supervisors
  - Nathalie Wilcox
  - Melissa Snyder
- Management Analyst
  - Gabriel Tallon
- Program Specialist
  - Jordan Bell

**PUBLIC COMMENT – CONTINUED**

**8. CONTINUED PUBLIC COMMENT – GENERAL**

This time is reserved for speakers in the public comment queue not heard during the first 30 minutes of Item 1. No new speakers will be accepted at this time.

**ADJOURNMENT**

**FOR YOUR INFORMATION**

**FUTURE COMMUNITY SERVICES COMMISSION MEETINGS**

May 13, 2024	Regular Meeting	6:30 p.m.
June 10, 2024	Regular Meeting	6:30 p.m.


**PUBLIC ACCESS TO AGENDA DOCUMENTS AND BROADCASTING OF MEETINGS**

Commission meeting agenda packets, any agenda related documents, and additional documents are available online for public inspection on the City's website: <https://www.southpasadenaca.gov/government/boards-commissions>

**AGENDA NOTIFICATION SUBSCRIPTION**

If you wish to receive an agenda email notification, please contact the City Clerk's Division via email at [CityClerk@southpasadenaca.gov](mailto:CityClerk@southpasadenaca.gov) or call (626) 403-7230.

**ACCOMMODATIONS**

 The City of South Pasadena wishes to make all of its public meetings accessible to the public. If special assistance is needed to participate in this meeting, please contact the City Clerk's Division at (626) 403-7230 or [CityClerk@southpasadenaca.gov](mailto:CityClerk@southpasadenaca.gov). Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. 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).

**CERTIFICATION OF POSTING**

*I declare under penalty of perjury that I posted this notice of agenda for the meeting to be held on **April 8, 2024**, 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, on the date listed below.*

<u>4/4/2024</u>	<u>IS/</u>
Date	Sheila Pautsch, Community Services Director



**CITY OF SOUTH PASADENA  
COMMUNITY SERVICES COMMISSION REGULAR MEETING**

**MINUTES**  
**MONDAY, MARCH 11, 2024, AT 6:30 P.M.**

**CALL TO ORDER:**

The Regular Meeting of the South Pasadena Community Services Commission was called to order by Commissioner Bissner on Monday, February 12, 2024, at 6:31 P.M. The City Council Chambers is located at 1424 Mission Street, South Pasadena, California.

**ROLL CALL:**

**PRESENT**

Vice-Chair	Bryan Samuels (arrived after roll call)
Commissioner	Leslie Albe Field
Commissioner	Anthony W. Lai
Commissioner	Mackenzie Z. Moore
Commissioner	Stephen Plotkin
Council Liaison	Jack Donovan

**ABSENT**

Commissioner Vogel

Melissa Snyder, Community Services Supervisor, announced a quorum.

**CITY STAFF PRESENT:**

Sheila Pautsch, Community Services Director; Lucy Hakobian, Community Services Deputy Director; Melissa Snyder, Community Services Supervisor; Nathalie Wilcox, Community Services Supervisor; Gabriel Tallon, Management Analyst; and Jordan Bell, Program Specialist were present at Roll Call.

**PUBLIC COMMENT**

**1. PUBLIC COMMENT – GENERAL (NON-AGENDA ITEMS)**

None

**2. RECEIVE AND FILE PRESENTATION ON REDUCING YOUTH ACCESS TO TOBACCO PRODUCTS BY THE WELLNESS CENTER**

Dr. Julia Ruedas with The Wellness Center provided a presentation on reducing youth access to tobacco products.

Recommendation

It is recommended that the Community Services Commission receive and file the presentation on Reducing Youth Access to Tobacco Products presented by Dr. Julia Ruedas from The Wellness Center.

**ACTION/DISCUSSION**

**3. INTRODUCTION OF NEW COMMISSIONER MACKENZIE Z. MOORE**

Vice-Chair Samuels introduced Commissioner Moore.

**4. APPROVAL OF COMMUNITY SERVICES COMMISSION MEETING MINUTES FOR FEBRUARY 12, 2024**

Recommendation

It is recommended that the Community Services Commission approve the minutes of the February 12, 2024, Community Services Commission Meeting.

**COMMISSION ACTION AND MOTION**

A motion was made by Commissioner Lai, seconded by Commissioner Bissner and approved by roll call vote to approve Item No. 4. The motion carried 6-0-1-0, by the following vote:

- AYES: Samuels, Bissner, Field, Lai, Moore, Plotkin
- NOES: None
- ABSENT: Vogel
- ABSTAINED: None

**5. TRANSIT ASSESSMENT PRESENTATION BY MARTIN GOMBERT FROM MOBILITY AVANCEMENT GROUP**

Martin Gombert from Mobility Advancement Group presented this item.

Recommendation

It is recommended that the Community Services Commission review and provide a recommendation on the Transit Assessment.

**COMMISSION ACTION AND MOTION**

A motion was made by Commissioner Lai seconded by Commissioner Field and approved by roll call vote to continue to operate Dial-A-Ride with modifications to add a full-time driver by converting part-time positions into full-time, and approved Item No. 5. The motion carried 5-1-1-0, by the following vote:

- AYES: Bissner, Field, Lai, Moore, Plotkin
- NOES: Samuels
- ABSENT: Vogel
- ABSTAINED: None

A second motion was made by Commissioner Lai seconded by Commissioner Bissner and approved by roll call vote to continue to continue to explore micro transit service

and research feasibility and logistics, and approved Item No. 5. The motion carried 6-0-1-0, by the following vote:

**AYES:** Samuels Bissner, Field, Lai, Moore, Plotkin  
**NOES:** None  
**ABSENT:** Vogel  
**ABSTAINED:** None

**6. REVIEW AND CONSIDER APPROVAL OF SPRING/SUMMER 2024 FIELD USE REQUEST FOR SOUTH PAADENA LITTLE LEAGUE FOR ORANGE GROVE, ARROYO SOUTH AND ARROYO NORTH FIELDS**

Community Services Supervisor Wilcox presented the item. Commissioner Plotkin inquired about how organizations can make contributions to the city.

**COMMISSION ACTION AND MOTION**

A motion was made by Commissioner Plotkin, seconded by Commissioner Bissner and approved by roll call vote to approve Item No. 6. The motion carried 6-0-1-0, by the following vote:

**AYES:** Samuels, Bissner, Field, Lai, Moore, Plotkin  
**NOES:** None  
**ABSENT:** Vogel  
**ABSTAINED:** None

**7. REVIEW AND CONSIDER APPROVAL OF SPRING 2024 FIELD USE REQUESTS FOR AYSO FOR ARROYO SOUTH FIELDS (Item #7 was taken before Item #6)**

Community Services Supervisor Wilcox presented the item. Commissioner Plotkin inquired about how organizations can make contributions to the city.

**COMMISSION ACTION AND MOTION**

A motion was made by Commissioner Bissner, seconded by Commissioner Lai and approved by roll call vote to approve Item No. 7. The motion carried 5-0-1-1, by the following vote:

**AYES:** Bissner, Field, Lai, Moore, Plotkin  
**NOES:** None  
**ABSENT:** Vogel  
**ABSTAINED:** Samuels

**8. REVIEW AND CONSIDER APPROVAL OF SUMMER 2024 FIELD USE REQUEST FOR CAMP ADVENTUREWOOD FOR ARROYO NORTH STADIUM, GAZEBO A AND B, AND GRASS AREA/PLAYGROUND AT ARROYO SOUTH**

Community Services Supervisor Wilcox presented the item.

**COMMISSION ACTION AND MOTION**

A motion was made by Commissioner Samuels seconded by Commissioner Field and approved by roll call vote to approve Item No. 8. The motion carried 6-0-1-0, by the following vote:

**AYES:** Samuels, Bissner, Field, Lai, Moore, Plotkin  
**NOES:** None  
**ABSENT:** Vogel  
**ABSTAINED:** None

**9. REVIEW AND CONSIDER APPROVAL OF SUMMER 2024 FIELD USE REQUEST FOR HOLY FAMILY SCHOOL FOR ORANGE GROVE FIELD**

Community Services Supervisor Wilcox presented the item.

**COMMISSION ACTION AND MOTION**

A motion was made by Commissioner Samuels seconded by Commissioner Bissner and approved by roll call vote to approve Item No. 9. The motion carried 6-0-1-0, by the following vote:

**AYES:** Samuels, Bissner, Field, Lai, Moore, Plotkin  
**NOES:** None  
**ABSENT:** Vogel  
**ABSTAINED:** None

**10. REVIEW AND PROVIDE DIRECTION TO STAFF OF THE SUMMER 2024 FIELD USE REQUEST FOR FITSPORTS FOR ARROYO NORTH**

Community Services Supervisor Wilcox presented the item.

**COMMISSION ACTION AND MOTION**

A motion was made by Commissioner Samuels, seconded by Commissioner Field to postpone the decision until staff have a discussion with South Pasadena Little League. The motion to postpone carried 6-0-1-0, by the following vote:

**AYES:** Samuels, Bissner, Field, Lai, Moore, Plotkin  
**NOES:** None  
**ABSENT:** Vogel  
**ABSTAINED:** None

**11. RECEIVE AND FILE THE MAINTENANCE SCHEDULE FOR GARFIELD PARK AND ORANGE GROVE PARK TENNIS COURTS**

Deputy Community Services Director Hakobian presented this item. Commission requested this item be on a future agenda to inquire about the last time the tennis courts were resurfaced as well as inquiring about a resurfacing schedule.

**Recommendation**

It is recommended that the Community Services Commission receive and file the maintenance schedule for Garfield Park and Orange Grove Park tennis courts.

**COMMUNICATIONS**

**12. CITY COUNCIL LIAISON COMMUNICATIONS**

Councilmember Donovan provided a brief update on the housing rental program and Mission to Mission event coming up on April 28.



**13. COMMISSIONER COMMUNICATIONS**

Vice-Chair Samuels inquired about the South Pasadena Educational Foundation's fee of \$20,000 for the annual Parti Gras.

**14. STAFF LIAISON COMMUNICATIONS**

Community Services Director Pautsch reported on the following:

- Library Ad Hoc Comprehensive Plan
- Commissioner Field is interested; additional information will be provided

Community Services Supervisor Wilcox reported on the following:

- Concerts subcommittee will receive information on band selections; Recreation class registration is now open; Spring Eggstravaganza on March 30; and 37 park gazebo reservations

Management Analyst Tallon reported on the following:

- Purchasing two electric fleet; hiring a new full-time driver

Program Specialist Bell reported on the following:

- Spring Break Camp

Commissioner Field inquired about a potential scholarship opportunity for summer camp. Due to public funds, we are unable to do so. However, the suggestion was made to have a discussion with Commissioner Field and Program Specialist Bell.

Community Services Supervisor Snyder reported on the following:

- Lunar New Year Luncheon in partnership with the South Pasadena Chinese American Club; COVID-19 Boosters were administered with the County; Alignment Health offered classes have been successful; Huntington Health-fall prevention workshop; Tech Talk-How to Use an Air Fryer with 50 attendees; Dumpster Day reservations are open; older adult egg hunt; Senior Prom on April 12.

**15. CONTINUED PUBLIC COMMENT-GENERAL**

None

**ADJOURNMENT**

There being no further matters, Vice-Chair Samuels adjourned the meeting of the Community Services Commission at 9:23 P.M. to the next Regular Community Services Commission meeting scheduled for April 8, 2024.

Respectfully submitted:

\_\_\_\_\_  
Melissa Snyder  
Community Services Supervisor

APPROVED:

\_\_\_\_\_  
Gabriel Vogel  
Chair

ATTEST:

\_\_\_\_\_  
Melissa Snyder  
Community Services Supervisor

*Approved at Community Services Commission Meeting: April 8, 2024*

DRAFT



# Community Services Commission Agenda Report

ITEM NO. \_ 3 \_

**DATE:** April 8, 2024

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

**SUBJECT:** **Review and Provide Direction of the Summer 2024 Field Use Request for FitSports Kinetics**

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## **Recommendation**

It is recommended that the Commission review and provide direction of the Summer 2024 Field Use Request for FitSports Kinetics (FitSports).

## **Discussion/Analysis**

FitSports is a new applicant based in Pasadena, requesting to use two fields at Arroyo North to run a summer baseball and softball camp, on the following days/times:

- June 5, 2024, through July 21, 2024
- Monday through Friday from 8:00 a.m. to 1:00 p.m.

Per the Commission's request, this item was discussed with South Pasadena Little League (SPLL). SPLL has invested in field maintenance of over \$42,000 from October 1, 2023 to present. Last year alone, field maintenance expenses reached \$70,000 paid by SPLL. Outside groups who use the field will not take care of the area and leave the damages for SPLL, AYSO or the City to repair. SPLL has witnessed this in the past.

June to August SPLL is involved in All Star and Summer League play. Even though SPLL's permits are in the late afternoon, SPLL maintains the infields year-round. SPLL volunteers come in early in the morning or early afternoon to prepare the fields for later games. When the fields are set up for games early, people still use them and ruin the line for the games to come that evening. It is a battle SPLL deals with constantly. Allowing this group to use the fields would be a costly punishment for SPLL.

## **Next Steps**

1. Staff recommendation is to deny this permit request based on the information provided by SPLL.

## **Background**

To streamline the approval process, the Community Services Commission reviews the field permit allocation.

**Fiscal Impact**

The fiscal impact would be funds allocated for field maintenance through a contract that the City pays for. An estimated field usage fee of \$15,000 would apply.

**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: FitSports Kinetics Field Use Request Form



Recreation Division  
 815 Mission St. South Pasadena, CA 91030  
 Phone (626) 403-7380

## FIELD USE REQUEST FORM

### CONTACT INFORMATION

Organization Name: FitSport Kinetics  
 Contact Person Name: Luke Strockis  
 Street Address: 801 S Raymond Ave City: Pasadena Zip Code: 91105  
 Home Phone: Work Phone: (818) 681-9078 Fax:  
 Email: luke@fitsportkinetics.com

### FIELD USE

PARK  Orange Grove  Arroyo North  Arroyo South  
 SPORT/ACTIVITY  Baseball  Soccer  Other \_\_\_\_\_  
 FIELD/BASEBALL  Clanch  Burke  Nelson  Arroyo South (T-Ball)  
 FIELD/SOCCER  Arroyo North  Field (1)  Field (2)  Arroyo South

#### REASON FOR REQUEST

We are looking to host a summer baseball and softball camp for kids 7-14 years of age. Ideally, drop off would be 8:00 AM and pick up would be 12 noon or 1:00 PM at the latest. Baseball would be on one field and softball on another with the last 90 minutes a mixed group for fun and games.

Will spectator be present?  Yes  No Will picnic area be required?  Yes  No  
 Will admission be charged?  Yes  No If Yes, a separate reservation is required. Please fill out a Park Reservation Application form.

### INSURANCE INFORMATION

Insurance Policy: Western World Insurance  
 Policy Holder: Defense Kinetics, Inc. dba FitSport Kinetics  
 Policy Number: NPP8921556

Required endorsement language to be listed as additional insured: "City of South Pasadena, its officials, employees and agents."

### OFFICE USE ONLY

Approved by \_\_\_\_\_ Date \_\_\_\_\_  Coordinator  Supervisor  Director  
 Sportsman \_\_\_\_\_ Insurance: \_\_\_\_\_  Approved  Denial  
 Notes \_\_\_\_\_

**DATES OF USE**

WINTER

DECEMBER

JANUARY

FEBRUARY

DATES

SPRING

MARCH

APRIL

MAY

DATES

SUMMER

JUNE

JULY

AUGUST

June 5th - 30th

July 10 - 21st

DATES

FALL

SEPTEMBER

OCTOBER

NOVEMBER

DATES

DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
TIME	8:00AM - 1:00PM	8:00AM - 1:00PM	8:00AM - 1:00PM	8:00AM - 1:00PM	8:00AM - 1:00PM		

**FEEs**

	FIELD USE			LIGHT USE
HOURS PER DAY	5			HOURS PER DAY
TOTAL DAYS	30	*		TOTAL DAYS
NUMBER OF FIELDS REQUESTED	2	*		NUMBER OF FIELDS REQUESTED
FIELD USE FEES (\$)		*		LIGHT USE FEES (\$)
FIELD USE SUBTOTAL (\$)		*		LIGHT USE SUBTOTAL (\$)
				<b>TOTAL DUE (\$)</b>

Note: As of Monday, April 6, 2020, we are only able to accept credit cards (subject to a credit card fee per transaction) or checks for payment.

**DISCLAIMER AND RELEASE OF LIABILITY**

Please be sure that the schedule reflects actual use. The Community Services Department has the authority to cancel or reduce use due to inclement weather or field conditions. Due to limited space, we recommend applications be submitted at least two (2) months prior to use. Also, any permanent structure must be pre-approved via a formal approval process with the Parks & Recreation Commission.

I agree to assume all risk and hazards incidental to such participation including transportation to said activity, and I do hereby waive, release, absolve, indemnify, and agree to hold harmless the City of South Pasadena, its employees, volunteers, and participants involved in such activity, for any such claim arising out of injury or property loss.

Signature of User: 

Date: 12-8-23

**OFFICE USE ONLY**

Balance Paid: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Cash  Check  Credit Card      Receipt # \_\_\_\_\_ Till # \_\_\_\_\_ Initials \_\_\_\_\_



# Community Services Commission Agenda Report

ITEM NO.   4  

**DATE:** April 8, 2024  
**FROM:** Sheila Pautsch, Community Services Director  
**SUBJECT:** **Additional Maintenance Schedule Information for Garfield Park and Orange Grove Park Tennis Courts**

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At the March 8, 2024, Commission meeting, a request was made to receive additional maintenance schedule information for Garfield Park and Orange Grove Park Tennis Courts.

Below is the court resurfacing information:

Orange Grove Park	\$6,170	12/15/2010
Garfield Park	\$10,960	6/2/2010

Based on information received from a tennis court contractor, it is recommended that tennis courts be resurfaced every 5-7 years. Court resurfacing is currently not in the Five-Year Capital Improvement Program.

Bids to resurface the tennis courts were obtained. The following are the costs for each facility.

Orange Grove Park	\$50,339.20	2/13/2024
Garfield Park	\$27,051.20	2/13/2024

Staff is working with Public Works to add to the Five-Year Capital Improvement Plan.