



**CITY OF SOUTH PASADENA  
COMMUNITY SERVICES COMMISSION**

**A G E N D A  
REGULAR MEETING  
MONDAY, SEPTEMBER 11, 2023, AT 6:30 P.M.**

**CITY COUNCIL CHAMBERS  
1424 MISSION STREET, 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 City Council Chambers, located at 1424 Mission Street, South Pasadena.

Public participation may be made as follows:

- In Person – City Council Chambers, 1424 Mission Street, South Pasadena, CA 91030
- Via Zoom – **Webinar ID: 811 7715 2833**
- 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>

**CALL TO ORDER:** Chair Victoria Rocha

**ROLL CALL:**

Chair	Victoria Rocha
Vice Chair	Bryan Samuels
Commissioner	Lela Bissner
Commissioner	Kristine Kwong
Commissioner	Alberto Ocon
Commissioner	Gabriel Vogel
Commissioner	Margaret Yi

**PLEDGE OF ALLEGIANCE:** Commissioner Gabriel Vogel

**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 City 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 AUGUST 21, 2023, COMMUNITY SERVICES COMMISSION MEETING**

Recommendation

It is recommended that the Commission review and consider approval of the August 21, 2023, Meeting Minutes.

**3. APPROVAL OF FALL 2023 FIELD USE REQUESTS**

Recommendation

It is recommended that the Commission review and consider approval of the requests.

**4. 2023 SUMMER SPECIAL EVENTS UPDATE**

Recommendation

It is recommended that the Commission receive and file the 2023 Summer Special Events Update.

**PUBLIC HEARING**

**COMMUNICATIONS**

**5. CITY COUNCIL LIAISON COMMUNICATIONS**

**6. COMMISSIONER COMMUNICATIONS**

**7. STAFF LIAISON COMMUNICATIONS**

**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**

October 9, 2023	Regular Meeting	6:30 p.m.
November 13, 2023	Regular Meeting	6:30 p.m.
December 11, 2023	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 **September 11, 2023**, 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.*

9/7/2023

/S/

Date

Sheila Pautsch, Community Services Director



**CITY OF SOUTH PASADENA  
COMMUNITY SERVICES COMMISSION**

**MINUTES  
SPECIAL MEETING  
MONDAY, AUGUST 21, 2023, AT 6:30 P.M.**

**CALL TO ORDER:**

The Meeting of the South Pasadena Community Services Commission was called to order by Chair Rocha on Monday, August 21, 2023, at 6:33 P.M. in the South Pasadena Senior Center, 1102 Oxley Street, South Pasadena, California.

**ROLL CALL:**

**PRESENT**

Chair	Victoria Rocha
Vice Chair	Bryan Samuels
Commissioner	Lela Bissner
Commissioner	Kristine Kwong
Commissioner	Alberto Ocon
Commissioner	Gabriel Vogel
Commissioner	Margaret Yi
Council Liaison	Jack Donovan

**ABSENT**

Lucy Hakobian, Deputy Community Services Director, announced a quorum.

**CITY STAFF PRESENT:**

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

**PUBLIC COMMENT**

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

None.

**ACTION/DISCUSSION**

**2. APPROVAL OF MINUTES OF JUNE 12, 2023 COMMUNITY SERVICES COMMISSION MEETING**Recommendation

It is recommended that the Commission review and consider approval of the June 12, 2023, Meeting Minutes.

**COMMISSION ACTION AND MOTION**

A motion was made by Commissioner Vogel, seconded by Commissioner Yi and approved by roll call vote to approve Item No. 2. The motion carried 4-0-3, by the following vote:

**AYES:** Samuels, Bissner, Vogel, Yi

**NOES:** None.

**ABSENT:** Rocha, Ocon, Kwong

**ABSTAINED:** None.

**3. APPROVE THE ADDITION OF AN ENGRAVED BOULDER FOR TRENT TOZER TO THE SOUTH PASADENA CHILDREN'S MEMORIAL AND HEALING GARDEN**Recommendation

It is recommended that the Commission review and consider approval of the addition of an engraved boulder for Trent Tozer. Staff Liaison Hakobian presented the item.

**COMMISSION ACTION AND MOTION**

A motion was made by Commissioner Ocon, seconded by Commissioner Yi and approved by roll call vote to approve Item No. 3. The motion carried 7-0-0, by the following vote:

**AYES:** Rocha, Samuels, Bissner, Vogel, Yi, Kwong, Ocon

**NOES:** None.

**ABSENT:** None.

**ABSTAINED:** None.

**4. APPROVE THE FALL 2023 FIELD USE REQUESTS**Recommendation

It is recommended that the Commission review and consider approval of the Fall 2023 field use requests for Holy Family and American Youth Soccer Organization (AYSO). Staff Liaison Hakobian presented the item.

**COMMISSION ACTION AND MOTION**

A motion was made by Chair Rocha, seconded by Commissioner Bissner and approved by roll call vote to approve Item No. 4 for Holy Family, considering the field closure at Orange Grove. The motion carried 7-0-0, by the following vote:

**AYES:** Rocha, Samuels, Bissner, Vogel, Yi, Kwong, Ocon

**NOES:** None.

**ABSENT:** None.

**ABSTAINED:** None.

**COMMISSION ACTION AND MOTION**

A motion was made by Chair Rocha, seconded by Commissioner Bissner and approved by roll call vote to approve Item No. 4 for AYSO, considering the following: Field Closure November-January; field not available on October 27 for the Spooktacular Event; Field available on October 28<sup>th</sup> but may have limited parking due to the Arroyo Fest; Field not available on October 29<sup>th</sup> due to Arroyo Fest; Start time at Orange Grove to begin at 5:00 p.m. to share the space with Holy Family; and shared use of field on Sundays at Orange Grove to provide time for softball offered through South Pasadena Little League. The motion carried 6-0-1, by the following vote:

**AYES:** Rocha, Bissner, Vogel, Yi, Kwong, Ocon

**NOES:** None.

**ABSENT:** None.

**ABSTAINED:** Samuels

**COMMISSION ACTION AND MOTION**

A motion was made by Chair Rocha, seconded by Commissioner Bissner and approved by roll call vote to not approve Item No. 4 for International FC. International FC does not meet the South Pasadena-based certified non-profit organization. The motion carried 7-0-0, by the following vote:

**AYES:** Rocha, Samuels, Bissner, Vogel, Yi, Kwong, Ocon

**NOES:** None.

**ABSENT:** None.

**ABSTAINED:** None

**COMMUNICATIONS****5. CITY COUNCIL LIAISON COMMUNICATIONS**

Councilmember Donovan provided information on the Slow Streets as a pilot project.

**6. COMMISSIONER COMMUNICATIONS**

Commissioner Ocon reported on South Pasadena Little League (SPLL) Junior Baseball Team competed in western regionals but lost in semi-finals.

Chair Rocha commented on how well the Commission Congress was coordinated, and the impressive work from all the Commissions.

Commissioner Bissner asked about her role on the Commission.

Vice Chair Samuels inquired about reopening the restaurant at the Golf Course.

**7. STAFF LIAISON COMMUNICATIONS**

Community Services Director Pautsch reminded the Commission about the Golf Study Session scheduled on September 6. The concert from August 20<sup>th</sup> will be rescheduled due to rain. The 4<sup>th</sup> of July event was a success, will be researching drone shows.

Management Analyst Tallon provided an update on the Transit Division. The division has been short staffed and will be recruiting for a part time driver position.

Program Specialist Bell provided an update on Summer Camp Med along with resident and non-resident information requested by Vice-Chair Samuels.

**ADJOURNMENT**

There being no further matters, Chair Rocha adjourned the meeting of the Community Services Commission at 7:33 P.M. to the next Regular Community Services Commission meeting scheduled for September 11, 2023.

Respectfully submitted:

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Lucy Hakobian  
Deputy Community Services Director

APPROVED:

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Victoria Rocha  
Chair

ATTEST:

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Lucy Hakobian  
Deputy Community Services Director

*Approved at Commission Meeting:*





# Community Services Commission Agenda Report

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ITEM NO.   3  

**DATE:** September 11, 2023  
**FROM:** Sheila Pautsch, Community Services Director  
**SUBJECT:** **Approval of Fall 2023 Field Use Requests**

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## **Recommendation**

It is recommended that the Commission review the Fall 2023 Field Use Requests for South Pasadena Little League (SPLL) and Holy Family.

## **Discussion/Analysis**

SPLL is a regular user who utilizes the space for softball and is requesting use of Orange Grove. Holy Family is a regular user who utilizes the space for flag football and is requesting use of Orange Grove.

### SPLL Proposed Usage:

September 3, 2023-November 19, 2023

Monday through Saturday evenings after 6:30 p.m. when AYSO is not utilizing field  
Sunday 8:00 a.m.-10:00 p.m.

### Items to Consider:

- Approve permit for SPLL starting September 11, 2023
- Orange Grove Field not available on October 27, 2023 (City's Halloween Event)
- Orange Grove Field not available October 29, 2023 (Arroyo Fest)
- Orange Grove Field not available November 27, 2023-January 31, 2024 (Field Maintenance)

Note: Registration for Arroyo Fest will take place at Orange Grove on October 28, 2023, from 10:00 a.m.-6:00 p.m. at the basketball court. Parking around the park will be limited due to this event.

### Holy Family Proposed Usage:

September 15, 2023-November 17, 2023

Friday 3:30 p.m.-5:00 p.m.

### Item to Consider:

- Orange Grove Field not available on October 27, 2023 (City's Halloween Event)

**Next Steps**

1. Provide SPLL its Fall 2023 Field Permit considering the items listed above
2. Provide Holy Family its Fall 2023 Field Permit considering the items listed above

**Background**

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

**Fiscal Impact**

The fiscal impact would be funds allocated for field maintenance through a contract. Staff is requesting a fee waiver for SPLL and Holy Family.

**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:

1. SPLL 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:	SPLL				
Contact Person Name:	Alberto Ocon				
Street Address:	925 Lyndon St	City:	South Pasadena	Zip Code:	91030
Home Phone:	818- 468-6649	Work Phone:		Fax :	
Email:	<a href="mailto:president@spll.com">president@spll.com</a>				

FIELD USE	
PARK	<input checked="" type="checkbox"/> Orange Grove <input type="checkbox"/> Arroyo North <input type="checkbox"/> Arroyo South
SPORT/ACTIVITY	<input checked="" type="checkbox"/> Softball <input type="checkbox"/> Soccer <input type="checkbox"/> Other _____
FIELD/BASEBALL	<input type="checkbox"/> ich <input type="checkbox"/> Burke <input type="checkbox"/> Nelson <input type="checkbox"/> Arroyo South (T-Ball)
FIELD/SOCCER	<input type="checkbox"/> Arroyo North <input type="checkbox"/> Field (1) <input type="checkbox"/> Field (2) <input type="checkbox"/> Arroyo South
REASON FOR REQUEST	Softball Clinics/Games/Practices outside of regular permit times. AYSO has agreed to field being open for these times.
Will spectator be present? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Will picnic area be required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No ▲
Will admission be charged? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If Yes, a separate reservation is required. Please fill out a Park Reservation Application form.

INSURANCE INFORMATION	
Insurance Policy:	See Attached.
Policy Holder:	SOUTH PASADENA LL Alberto Ocon 925 Lyndon St South Pasadena, CA 91030
Policy Number:	See Attached.

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  Denied Notes:

\_\_\_\_\_

**DATES OF USE**

**WINTER**

	DECEMBER	JANUARY	FEBRUARY
DATES			_____
DATES			_____
DATES			_____

**SPRING**

	MARCH	APRIL	MAY
DATES			
DATES			
DATES			

**SUMMER**

	JUNE	JULY	AUGUST
DATES			
DATES			
DATES			

**FALL**

	<b>SEPTEMBER</b>	<b>OCTOBER</b>	<b>NOVEMBER</b>
<b>DATES</b>	Sept. 3, 10, 17, 24	Oct. 1, 8, 15, 22, 29	Nov. 5, 12, 19

Mon. - Sat Evenings when AYSO is not using Fields

<b>DAY</b>	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>	<b>SATURDAY</b>	<b>SUNDAY</b>
<b>TIME</b>	█			█	█	█	8am-10pm

SPLL would like to use field on weeknights once all of AYSO has left the field. If AYSO is practicing SPLL will use the dirt only.

<b>FEES</b>
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**FIELD USE LIGHT USE**

HOURS PER DAY		HOURS PER DAY	
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TOTAL DAYS		TOTAL DAYS	x x
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NUMBER OF FIELDS REQUESTED	1	NUMBER OF FIELDS REQUESTED	1	x x
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FIELD USE FEES (\$)		LIGHT USE FEES (\$)		+ +
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FIELD USE SUBTOTAL (\$)		LIGHT USE SUBTOTAL (\$)		= =
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<b>TOTAL DUE (\$)</b>			
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**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: 08/25/2023 \_\_\_\_\_

**OFFICE USE ONLY**

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

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



# Community Services Commission Agenda Report

ITEM NO.   4  

**DATE:** September 11, 2023  
**FROM:** Sheila Pautsch, Community Services Director  
**PREPARED BY:** Melissa Snyder, Community Services Supervisor  
**SUBJECT:** **2023 Summer Special Events Update**

## Recommendation

It is recommended that the Commission receive and file the 2023 Summer Events Update.

## Background

The Community Services Department hosts four Concerts in the Park, three Movies in the Park, and two Shakespeare in the Park throughout the months of June, July, and August. These events provide a variety of music, family friendly movies, and fun brought to our community.

## Analysis

### 2023 Summer Special Events Schedule & Attendance

Concerts in the Park are held on alternating Sundays to allow for different events on intermediary weeks, effectively creating a summer series of events for the community. This season concerts ran from 5:00 p.m. to 7:00 p.m. on Sundays. Movies in the Park were hosted on the second Friday of each month and began at sunset. Below is the event schedule and attendance.

Date	Special Event	Attendance
July 17, 2023	Movie in the Park: Turning Red (2022)	180 ppl
June 25, 2023	Concert in the Park: Hit Me 90's (90's Tribute)	600 ppl
July 7, 2023	Movie in the Park: Black Panther Wakanda Forever (2022)	120 ppl
July 16, 2023	Concert in the Park: The Detroit Nights (Motown)	650 ppl
July 23, 2023	Shakespeare in the Park: Twelfth Night	325 ppl
July 28, 2023	Shakespeare in the Park: Hamlet	360 ppl
August 6, 2023	Concert in the Park: Estani Y La Ascension (Latin)	385 ppl
August 11, 2023	Movie in the Park: Top Gun Maverick (2022)	135 ppl
August 20, 2023	Concert in the Park: Country Nation (Country)*	<i>Cancelled</i>

\*Country Nation Concert in the Park was cancelled due to Tropical Storm Hilary and unable to reschedule due to band availability.

## 2023 Summer Special Events Sponsorship

In January 2023, the Community Services Department mailed sponsorship applications to 745 local businesses. The 2023 cash sponsorships totaled \$18,350.00, with an additional total of \$4260 with in-kind contributions.

Organization/Individual	Amount	Sponsorship Level
Assurance Realty	\$5,000.00	Title
Athens Services	\$5,000.00	Title
Councilmember Jack Donovan	\$4,500.00	Platinum
SmileHaus Orthodontics	\$1,000.00	Silver
Fremont Centre Theatre	\$500.00	Bronze
Susan Masterman Architects	\$500.00	Bronze
Beyond the Classroom, Inc.	\$500.00	Bronze
Fair Oaks Orthodontics	\$500.00	Bronze
Rene A. Ramos Attorney at Law	\$250.00	Special Friends
Kim's Hapkido Martial Arts	\$250.00	Special Friends
Family Chiropractic Center	\$50.00	Friends
Ken's Shoes	\$50.00	Friends
Andrew D. Bernstein Associates Photography	\$50.00	Friends
Kimberly C. Wong, LCSW	\$50.00	Friends
Ray Morton	\$50.00	Friends
Marz Gifts	\$50.00	Friends
Anonymous	\$50.00	Friends
<b>Total Sponsorship:</b>	<b>\$18,350.00</b>	

**In-Kind Contributions**

Organization/Individual	Amount
Aztlan Athletics LLC	\$4,260.00

**Concert Stage**

Aztlan Athletics provided a modular portable stage and dance floor at each concert. Aztlan kindly discounted the use costs of the modular portable stage and dance floor from \$8,835.00 to \$4,575.00 for this year's summer series.

**Fiscal Impact**

The 2023 summer special events cost \$34,409.91 with funding allocated under Recreation and Youth Services Special Events (101-8030-8032-8264). Expenses were covered over Fiscal Year 2022-2023 and Fiscal Year 2023-2024.

Special Event	Total Program Cost
Concerts in the Park Total	\$19,614.91
Movies in the Park Total	\$9,795.00
Shakespeare in the Park Total	\$5,000.00
<b>Total:</b>	<b>\$34,409.91</b>

**Public Notification**

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



2023 Summer Special Events Update  
September 11, 2023  
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reports on the City's website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.