



**CITY OF SOUTH PASADENA  
COMMUNITY SERVICES COMMISSION**

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

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

**11 MAYFLOWER ROAD, HULL, MA 02045**

**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	Mackenzie Z. Moore

**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.

**PRESENTATION****ACTION/DISCUSSION****2. APPROVAL OF MINUTES OF JUNE 10, 2024, COMMUNITY SERVICES COMMISSION MEETING**

Recommendation

It is recommended that the Commission review and consider approval of the June 10, 2024, Meeting Minutes.

**3. REVIEW AND APPROVE THE SUMMER 2024 FIELD USE REQUEST FOR SOUTH PASADENA LITTLE LEAGUE (SPLL)**Recommendation

It is recommended that the Commission review and approve the Summer 2024 field use request for SPLL.

**4. REVIEW AND APPROVE THE FALL 2024 FIELD USE REQUEST FOR AMERICAN YOUTH SOCCER ORGANIZATION (AYSO)**Recommendation

It is recommended that the Commission review and approve the Fall 2024 field use request for AYSO.

**5. CANCELLATION OF AUGUST COMMISSION MEETING**Recommendation

It is recommended that the Commission cancel the regular Commission Meeting in August. The next regular meeting will be held on September 9, 2024.

**PUBLIC HEARING****COMMUNICATIONS****6. CITY COUNCIL LIAISON COMMUNICATIONS****7. COMMISSIONER COMMUNICATIONS****8. STAFF LIAISON COMMUNICATIONS**

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

**PUBLIC COMMENT – CONTINUED**

**9. 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**

September 9, 2024	Regular Meeting	6:30 p.m.
October 14, 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 **July 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.*

7/2/2024

/S/

Date

Sheila Pautsch, Community Services Director



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

**MINUTES  
MONDAY, JUNE 10, 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 Lai on Monday, June 10, 2024, at 6:31 P.M. The City Council Chambers is located at 1424 Mission Street, South Pasadena, California.

**ROLL CALL:**

**PRESENT**

Commissioner	Lela Bissner
Commissioner	Anthony W. Lai
Commissioner	Mackenzie Z. Moore
Commissioner	Stephen Plotkin
Council Liaison	Jack Donovan

**ABSENT**

Chair	Gabriel Vogel
Vice-Chair	Bryan Samuels
Commissioner	Leslie Albe Field

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

**CITY STAFF PRESENT:**

Sheila Pautsch, Community Services Director; and Lucy Hakobian, Community Services Deputy Director were present at Roll Call.

**PLEDGE OF ALLEGIANCE:**

The Flag Salute was led by Commissioner Lai.

**PUBLIC COMMENT**

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

Yvonne LaRose talked about the importance of a diverse make up and what we can contribute as a community.

**PRESENTATION**

**ACTION/DISCUSSION****2. APPROVAL OF MINUTES OF MAY 13, 2024, COMMUNITY SERVICES COMMISSION MEETING**Recommendation

It is recommended that the Community Services Commission approve the minutes for the May 13, 2024, Regular Community Services Commission Meeting.

**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. 3. The motion carried 4-0-3-0, by the following vote:

**AYES:** Bissner, Lai, Moore, Plotkin

**NOES:** None

**ABSENT:** Field, Samuels, Vogel

**ABSTAINED:** None

**3. REVIEW AND APPROVAL OF THE 2024/2025 COMMUNITY SERVICES COMMISSION WORK PLAN**Recommendation

It is recommended that the Community Services Commission review and approve the 2024/2025 Work Plan. This item will be agendaized at the next meeting for review and approval. Commissioner Plotkin had a friendly amendment to the Work Plan to add community forum under community engagement.

**COMMISSION ACTION AND MOTION**

A motion was made by Commissioner Bissner, seconded by Commissioner Moore, and approved by roll call vote to approve Item No. 3 with the friendly amendment. The motion carried 4-0-3-0, by the following vote:

**AYES:** Bissner, Lai, Moore, Plotkin

**NOES:** None

**ABSENT:** Field, Samuels, Vogel

**ABSTAINED:** None

**COMMUNICATIONS****4. CITY COUNCIL LIAISON COMMUNICATIONS**

Councilmember Donovan provided a brief update on the following:

- 4<sup>th</sup> of July Poster Contest
- Revised Bike Lanes
- Resolution for a ceasefire
- Rejection of the appeal for the townhome project

**5. COMMISSIONER COMMUNICATIONS**

Commissioner Plotkin is unable to attend in person the July and August meetings; however he will be joining via zoom. Commissioner Lai is unable to attend the Commissioner Congress on June 20.

**6. STAFF LIAISON COMMUNICATIONS**

Community Services Director Pautsch reported on the following:

- Commission Congress
- Summer programming
- Summer Camp Med

Commissioner Lai thanked Director Pautsch for all her efforts. She has been extremely helpful, welcoming and a great resource.

Deputy Community Services Director Hakobian reported on the following:

- Movies in the Park
- Concerts in the Park
- 4<sup>th</sup> of July
- Save the Date for Multi-Cultural Event

**PUBLIC COMMENT- CONTINUED**

Yvonne LaRose attended the Public Safety Commission and inquired about hate crimes and how it is impacting South Pasadena.

**7. CONTINUED PUBLIC COMMENT-GENERAL**

None

**ADJOURNMENT**

There being no further matters, Chair Vogel adjourned the meeting of the Community Services Commission at 7:19 P.M. to the next Regular Community Services Commission meeting scheduled for July 8, 2024.

Respectfully submitted:

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Lucy Hakobian  
Deputy Community Services Director

APPROVED:

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Gabriel Vogel  
Chair

ATTEST:

\_\_\_\_\_  
Lucy Hakobian  
Deputy Community Services Director

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

DRAFT





# Community Services Commission Agenda Report

ITEM NO. \_ 3 \_

**DATE:** July 8, 2024

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

**SUBJECT:** **Consider Approval of the Summer 2024 Field Use Request for South Pasadena Little League**

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## Recommendation

It is recommended that the Commission review and consider approval of the Summer 2024 Field Use Request for South Pasadena Little League (SPLL) as requested.

## Discussion/Analysis

SPLL is a regular user who utilizes the space for softball. They are requesting the use of the Burke Field only on the following day/times:

- June 26, 2024 through August 28, 2024
- Wednesday 8:00 a.m. to 2:00 p.m.

## Next Steps

1. Provide SPLL its 2024 Field Permit

## Background

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

## Fiscal Impact

Staff is requesting a fee waiver for SPLL.

## 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: South Pasadena Little League Field Use Request Form

# FIELD USE REQUEST FORM

## CONTACT INFORMATION

<b>Organization Name:</b>	South Pasadena Little League				
<b>Contact Person Name:</b>	Alberto Ocon				
<b>Street Address:</b>	925 Lyndon St	<b>City:</b>	South Pasadena	<b>Zip Code:</b>	91030
<b>Home Phone:</b>	818-468-6649	<b>Work Phone:</b>	818-468-6649	<b>Fax:</b>	
<b>Email:</b>	president@spll.com				

## FIELD USE

<b>PARK</b>	<input type="checkbox"/> Orange Grove	<input checked="" type="checkbox"/> Arroyo North	<input type="checkbox"/> Arroyo South	
<b>SPORT/ACTIVITY</b>	<input checked="" type="checkbox"/> Baseball	<input type="checkbox"/> Soccer	<input type="checkbox"/> Other _____	
<b>FIELD/BASEBALL</b>	<input type="checkbox"/> Clarich	<input type="checkbox"/> Burke	<input type="checkbox"/> Nelson	<input type="checkbox"/> Arroyo South (T-Ball)
<b>FIELD/SOCCER</b>	<input type="checkbox"/> Arroyo North	<input type="checkbox"/> Field (1)	<input type="checkbox"/> Field (2)	<input type="checkbox"/> Arroyo South
<b>REASON FOR REQUEST</b>	SPLL would like to have Summer Baseball Clinics			
<b>Will spectator be present?</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<b>Will picnic area be required?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Will admission be charged?</b>	<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

<b>Insurance Policy:</b>	Lexington Insurance Company
<b>Policy Holder:</b>	South Pasadena Little League
<b>Policy Number:</b>	011405744

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			

### SPRING

	MARCH	APRIL	MAY
DATES			

### SUMMER

	JUNE	JULY	AUGUST
DATES	26	3,10,17,24,31	7,14,21,28

### FALL

	SEPTEMBER	OCTOBER	NOVEMBER
DATES			

DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
TIME			8 am-2pm				

## FEES

FIELD USE		LIGHT USE	
HOURS PER DAY	6	HOURS PER DAY	
×		×	
TOTAL DAYS	10	TOTAL DAYS	
×		×	
NUMBER OF FIELDS REQUESTED	60	NUMBER OF FIELDS REQUESTED	
+		+	
FIELD USE FEES (\$)	0	LIGHT USE FEES (\$)	
=		=	
FIELD USE SUBTOTAL (\$)	0	LIGHT USE SUBTOTAL (\$)	
		<b>TOTAL DUE (\$)</b>	<b>0</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:** 06/21/2024 \_\_\_\_\_

## OFFICE USE ONLY

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

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



# Community Services Commission Agenda Report

ITEM NO. \_ 4 \_

**DATE:** July 8, 2024

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

**SUBJECT:** **Consider Approval of the Fall 2024 Field Use Request for American Youth Soccer Organization**

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## Recommendation

It is recommended that the Commission review and consider approval of the Fall 2024 Field Use Request for American Youth Soccer Organization (AYSO) as requested with the following exceptions:

- Orange Grove Field not available on October 25, 2024
- Modify start time of 4:00 p.m. to 5:00 p.m. at Orange Grove Field only to accommodate Holy Family School

*At the time of this request, the staff does not have a field closure maintenance schedule for 2025.*

## Discussion/Analysis

AYSO is a regular user who utilizes the space for soccer. They are requesting the use of the Arroyo North, Arroyo South and Orange Grove fields the following days/times:

- September 1, 2024, through February 28, 2025
- Monday through Friday 4:00 p.m. to 9:00 p.m.
- Saturday/Sunday 8:00 a.m. to 8:00 p.m.

## Next Steps

1. Provide AYSO its 2024 Field Permit with the exception of the following:
  - Start time of 5:00 p.m. at Orange Grove
  - Field not available on October 25, 2024, at Orange Grove

## Background

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

## Fiscal Impact

Staff is requesting a fee waiver for AYSO.

## Public Notification of Agenda Item

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Attachment: AYSO Field Use Request Form

# FIELD USE REQUEST FORM

## CONTACT INFORMATION

<b>Organization Name:</b>					
<b>Contact Person Name:</b>					
<b>Street Address:</b>		<b>City:</b>		<b>Zip Code:</b>	
<b>Home Phone:</b>		<b>Work Phone:</b>		<b>Fax:</b>	
<b>Email:</b>					

## FIELD USE

<b>PARK</b>	<input type="checkbox"/> Orange Grove	<input type="checkbox"/> Arroyo North	<input type="checkbox"/> Arroyo South	
<b>SPORT/ACTIVITY</b>	<input type="checkbox"/> Baseball	<input type="checkbox"/> Soccer	<input type="checkbox"/> Other _____	
<b>FIELD/BASEBALL</b>	<input type="checkbox"/> Clarich	<input type="checkbox"/> Burke	<input type="checkbox"/> Nelson	<input type="checkbox"/> Arroyo South (T-Ball)
<b>FIELD/SOCCER</b>	<input type="checkbox"/> Arroyo North	<input type="checkbox"/> Field (1)	<input type="checkbox"/> Field (2)	<input type="checkbox"/> Arroyo South
<b>REASON FOR REQUEST</b>				
<b>Will spectator be present?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Will picnic area be required?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Will admission be charged?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	▲ If Yes, a separate reservation is required. Please fill out a Park Reservation Application form.	

## INSURANCE INFORMATION

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<b>Policy Holder:</b>	
<b>Policy Number:</b>	

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

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DATES			

### SPRING

	MARCH	APRIL	MAY
DATES			

### SUMMER

	JUNE	JULY	AUGUST
DATES			

### FALL

	SEPTEMBER	OCTOBER	NOVEMBER
DATES			

DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
TIME							

## FEES


FIELD USE		LIGHT USE	
HOURS PER DAY	x	HOURS PER DAY	x
TOTAL DAYS	x	TOTAL DAYS	x
NUMBER OF FIELDS REQUESTED	+	NUMBER OF FIELDS REQUESTED	+
FIELD USE FEES (\$)	=	LIGHT USE FEES (\$)	=
FIELD USE SUBTOTAL (\$)		LIGHT USE SUBTOTAL (\$)	
<b>TOTAL DUE (\$)</b>			

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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: \_\_\_\_\_

## OFFICE USE ONLY

Balance Paid: \$ \_\_\_\_\_ Date: \_\_\_\_\_  
 Cash    Check    Credit Card   Receipt # \_\_\_\_\_ Till # \_\_\_\_\_ Initials \_\_\_\_\_