



**CITY OF SOUTH PASADENA
COMMUNITY SERVICES COMMISSION**

**A G E N D A
REGULAR MEETING
MONDAY, SEPTEMBER 9, 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.
- 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	Gabriel Vogel
ROLL CALL:	Vice Chair	Bryan Samuels
	Commissioner	Lela Bissner
	Commissioner	Leslie Albe Field
	Commissioner	Anthony W. Lai
	Commissioner	Mackenzie Z. Moore
	Commissioner	Stephen L. Plotkin
PLEDGE OF ALLEGIANCE:	Commissioner	Lela Bissner

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

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 JULY 8, 2024, COMMUNITY SERVICES COMMISSION MEETING**

Recommendation

It is recommended that the Commission review and consider approval of the July 8, 2024, Meeting Minutes.

3. REVIEW AND APPROVE THE FIELD CLOSURE SCHEDULE FOR ORANGE GROVE FIELDRecommendation

It is recommended that the Commission review and approve field closure schedule for Orange Grove field.

4. REVIEW AND APPROVE THE FALL 2024 FIELD USE REQUEST FOR HOLY FAMILY SCHOOLRecommendation

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

5. RECEIVE AND FILE THE SUMMER 2024 SPECIAL EVENTS UPDATERecommendation

It is recommended that the Commission receive and file the Summer 2024 Special Events Update.

6. DISCUSS AND RECOMMEND NOVEMBER 2024 COMMUNITY SERVICES COMMISSION MEETING DATERecommendation

It is recommended that the Commission discuss and recommend a date in November 2024 for the Commission to hold their meeting. The regularly scheduled meeting falls on a holiday.

PUBLIC HEARING**COMMUNICATIONS****7. CITY COUNCIL LIAISON COMMUNICATIONS****8. COMMISSIONER COMMUNICATIONS****9. 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

10. 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 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 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. 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 9, 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.*

9/5/2024

/S/

Date

Sheila Pautsch, Community Services Director



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

**MINUTES
MONDAY, JULY 8, 2024, AT 6:30 P.M.**

CALL TO ORDER:

The Regular Meeting of the South Pasadena Community Services Commission was called to order by Chair Vogel on Monday, July 8, 2024, at 6:36 P.M. The City Council Chambers is located at 1424 Mission Street, South Pasadena, California.

ROLL CALL:

PRESENT

Chair	Gabriel Vogel
Vice Chair	Bryan Samuels
Commissioner	Lela Bissner
Commissioner	Anthony W. Lai
Commissioner	Mackenzie Z. Moore
Commissioner	Stephen Plotkin (On Zoom)
Council Liaison	Jack Donovan

ABSENT

Commissioner Leslie Albe Field (Excused Absence)

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 Moore.

PUBLIC COMMENT

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

None

PRESENTATION

ACTION/DISCUSSION**2. APPROVAL OF MINUTES OF JULY 8, 2024, COMMUNITY SERVICES COMMISSION MEETING**Recommendation

It is recommended that the Community Services Commission approve the minutes for the July 8, 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. 2. The motion carried 5-0-1-1, with Vice Chair Samuels abstaining, by the following vote:

AYES: Bissner, Lai, Moore, Plotkin, Vogel

NOES: None

ABSENT: Field

ABSTAINED: Samuels

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

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

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. 3. The motion carried 6-0-1-0, by the following vote:

AYES: Bissner, Lai, Moore, Plotkin, Samuels, Vogel

NOES: None

ABSENT: Field

ABSTAINED: None

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

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

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. 4. The motion carried 5-0-1-1 with Vice Chair Samuels abstaining, by the following vote:

AYES: Bissner, Lai, Moore, Plotkin, Vogel

NOES: None
ABSENT: Field
ABSTAINED: Samuels

5. CANCELLATION OF AUGUST COMMISSION MEETING

Recommendation

It is recommended that the Commission cancel the regular Commission meeting in August. The next regular Commission meeting will be held on September 9, 2024. There will be a golf meeting scheduled on August 7, 2024 and the Commission is invited to attend as the consultant will be soliciting feedback for the Arroyo Seco Golf Course Comprehensive Plan.

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. 5. The motion carried 6-0-1-0, by the following vote:

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

COMMUNICATIONS

6. CITY COUNCIL LIAISON COMMUNICATIONS

Councilmember Donovan provided a brief update on the following:

- Separation of employment with City Manager Chaparyan; Chief Brian Solinsky and Community Services Director Sheila Pautsch have been appointed Acting City Managers.

7. COMMISSIONER COMMUNICATIONS

Chair Vogel volunteered at the 4th of July event and reported that it was a great day. Vice Chair Samuels inquired about volunteer support to assist city staff for the 4th of July events. He added that the Commission should enhance their roles by taking on additional tasks and asked about the possibility of the Chair and Department Director to meet and come up with monthly topics. Chair Vogel reminded the Commission that this falls under the Annual Work Plan.

8. STAFF LIAISON COMMUNICATIONS

Community Services Director Pautsch reported on the following:

- Arroyo Seco Golf Course Meeting August 7; Surveys are forthcoming
- Parks Comprehensive Plan Award of Contract on July 17

Commissioner Plotkin inquired as to why the Commission did not partake in the Parks Comprehensive Plan project. Director Pautsch informed the Commission that these are city projects that require City Council approval.

Deputy Community Services Director Hakobian reported on the following:

- Summer Camp

- After School Registration
- 2 new Dial-A-Ride vans have been delivered making it 100% electric fleet

PUBLIC COMMENT- CONTINUED

9. CONTINUED PUBLIC COMMENT-GENERAL

None

ADJOURNMENT

There being no further matters, Chair Vogel adjourned the meeting of the Community Services Commission at 7:34 P.M. to the next Regular Community Services Commission meeting scheduled for September 9, 2024.

Respectfully submitted:

Lucy Hakobian
Deputy Community Services Director

APPROVED:

Gabriel Vogel
Chair

ATTEST:

Lucy Hakobian
Deputy Community Services Director

Approved at Community Services Commission Meeting: September 9, 2024



Community Services Commission Agenda Report

ITEM NO. 3

DATE: September 9, 2024

FROM: Sheila Pautsch, Community Services Director

PREPARED BY: Lucy Hakobian, Community Services Deputy Director

SUBJECT: **Consider Approval of the Field Closure Schedule for Orange Grove**

Recommendation

It is recommended that the Commission review and consider approval of the field closure schedule for Orange Grove from December 2, 2024, through January 24, 2025, for maintenance.

Background

To streamline the approval process, the Community Services Commission reviews the field closure schedule. After the approval process, staff will notify Public Works and coordinate the work with the contractor.

Analysis

This will be a planned period where the field at Orange Grove will be temporarily closed to users allowing for necessary maintenance, ultimately aiming to improve the quality of the field.

Next Steps

Commission to consider approval of the field closure for Orange Grove.

Fiscal Impact

The financial impact of this work is part of the agreement signed by the contractor.

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 reports on the City's website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.



Community Services Commission Agenda Report

ITEM NO. 4

DATE: September 9, 2024

FROM: Sheila Pautsch, Community Services Director

PREPARED BY: Lucy Hakobian, Community Services Deputy Director

SUBJECT: **Consider Approval of the Fall 2024 Field Use Request for Holy Family School**

Recommendation

It is recommended that the Commission review and consider approval of the Fall 2024 Field Use Request for Holy Family School as requested with the following exceptions:

- Orange Grove Field not available on October 25, 2024, due to Halloween Event
- Orange Grove Field not available December 2, 2024, through January 24, 2025, due to field closure for maintenance.

Background

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

Analysis

Holy Family School is a regular user who utilizes the space for flag football. They are requesting the use of the Orange Grove field the following days/times:

- August 19, 2024, through December 31, 2024
- Monday through Friday from 3:30 p.m. to 5:00 p.m.

Next Steps

Provide Holy Family its 2024 Field Permit with the following exception:

- Field not available on October 25, 2024
- Field not available December 2, 2024, through December 31, 2024

Fiscal Impact

Staff is requesting a fee waiver for Holy Family.

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 reports on the City's website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.

FIELD USE REQUEST FORM

CONTACT INFORMATION

Organization Name:					
Contact Person Name:					
Street Address:		City:		Zip Code:	
Home Phone:		Work Phone:		Fax:	
Email:					

FIELD USE

PARK	<input type="checkbox"/> Orange Grove	<input type="checkbox"/> Arroyo North	<input type="checkbox"/> Arroyo South		
SPORT/ACTIVITY	<input type="checkbox"/> Baseball	<input type="checkbox"/> Soccer	<input type="checkbox"/> Other _____		
FIELD/BASEBALL	<input type="checkbox"/> Clarich	<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					
Will spectator be present?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will picnic area be required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will admission be charged?	<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

Insurance Policy:	
Policy Holder:	
Policy Number:	

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			

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	x	NUMBER OF FIELDS REQUESTED	x
FIELD USE FEES (\$)	+	LIGHT USE FEES (\$)	+
FIELD USE SUBTOTAL (\$)	=	LIGHT USE SUBTOTAL (\$)	=
TOTAL DUE (\$)			

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: _____

OFFICE USE ONLY

Balance Paid: \$ _____ **Date:** _____

Cash Check Credit Card **Receipt #** _____ **Till #** _____ **Initials** _____



Community Services Commission Agenda Report

ITEM NO. 5

DATE: September 9, 2024
FROM: Sheila Pautsch, Community Services Director
PREPARED BY: Nathalie Wilcox, Community Services Supervisor
SUBJECT: **2024 Summer Special Events Update**

Recommendation

It is recommended that the Commission receive and file the 2024 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

2024 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 concert season 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
June 14, 2024	Movie in the Park: Elemental (2023)	130 ppl
June 23, 2024	Concert in the Park: Anything for Salinas (Selena Tribute)	350 ppl
July 12, 2024	Movie in the Park: Trolls Band Together (2023)	150 ppl
July 20, 2024	Shakespeare in the Park: Henry IV: Falstaff & the Boy Who Would Be King	375 ppl
July 21, 2024	Shakespeare in the Park: Cardenio: Or Double Falsehood	400 ppl
July 28, 2024	Concert in the Park: Blue Breeze Band (Motown/R&B)	420 ppl
August 4, 2024	Concert in the Park: Mirage: Visions of Fleetwood Mac (Tribute)	755 ppl
August 9, 2024	Movie in the Park: Barbie (2023)	145 ppl
August 18, 2024	Concert in the Park: Smooth Sounds of Santana (Latin)	825 ppl

2024 Summer Special Events Sponsorship

In January 2024, the Community Services Department mailed sponsorship letters to 745 local businesses. The 2024 cash sponsorships totaled \$5,650.00, with an additional total of \$2,000 with in-kind contributions.

Organization/Individual	Amount	Sponsorship Level
Pansky Markle Attorney at Law	\$2,000.00	Gold
Shakers & Canoe House	\$1,000.00	Silver
Fair Oaks Orthodontics	\$500.00	Bronze
Holy Family Church	\$500.00	Bronze
Liu Acupuncture & Holistic Health Inc.	\$500.00	Bronze
Moxie Birth	\$500.00	Bronze
Fremont Center Theater	\$250.00	Special Friends
Kim's Hapkido Martial Arts	\$250.00	Special Friends
Family Chiropractic Center	\$50.00	Friends
Old Focals	\$50.00	Friends
Rene A. Ramos	\$50.00	Friends
Total Sponsorship:	\$5,650.00	

In-Kind Contributions

Organization/Individual	Amount
Aztlan Athletics LLC	\$2,000.00

Concert Stage

Aztlan Athletics supplied a modular portable stage and a standard stacking speaker system for each concert. They generously discounted the total cost for using the stage and speaker system for this year's summer series.

Fiscal Impact

The 2024 Summer Special Events cost \$38,835.39 with funding allocated under Recreation and Youth Services Special Events (101-8030-8032-8264). Expenses were covered over Fiscal Year 2023-2024 and Fiscal Year 2024-2025.

Special Event	Total Program Cost
Concerts in the Park Total	\$28,161.51
Movies in the Park Total	\$5,673.88
Shakespeare in the Park Total	\$5,000.00
Total:	\$38,835.39

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 reports on the City's website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.