



**CITY OF SOUTH PASADENA  
COMMUNITY SERVICES COMMISSION**

**A G E N D A  
REGULAR MEETING  
MONDAY, MARCH 11, 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>	Chair	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 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.

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

It is recommended that the Commission receive and file this presentation.

**ACTION/DISCUSSION****3. INTRODUCTION OF NEW COMMISSIONER MACKENZIE Z. MOORE**

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

Recommendation

It is recommended that the Commission review and consider approval of the February 12, 2024, Meeting Minutes.

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

Recommendation

It is recommended that the Commission review and provide a recommendation to City Council on the Transit Assessment.

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

Recommendation

It is recommended that the Commission review and consider approval of field permit request for South Pasadena Little League.

7. **REVIEW AND CONSIDER APPROVAL OF SPRING 2024 USE REQUEST FOR AYSO FOR ARROYO SOUTH FIELD**

Recommendation

It is recommended that the Commission review and consider approval of field permit request for AYSO.

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**

Recommendation

It is recommended that the Commission review and consider approval of field permit request for Camp Adventurewood.

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

Recommendation

It is recommended that the Commission review and consider approval of field permit request for Holy Family School.

10. **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.

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

Recommendation

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

**PUBLIC HEARING**

**COMMUNICATIONS**

**12. CITY COUNCIL LIAISON COMMUNICATIONS**

**13. COMMISSIONER COMMUNICATIONS**

**14. STAFF LIAISON COMMUNICATIONS**

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

**PUBLIC COMMENT – CONTINUED**

**15. 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**

April 8, 2024	Regular Meeting	6:30 p.m.
May 13, 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 **March 11, 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.*

3/7/2024

/S/

Date

Sheila Pautsch, Community Services Director



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

**MINUTES**

**MONDAY, FEBRUARY 12, 2024, AT 6:30 P.M.**

**CALL TO ORDER:**

The Regular Meeting of the South Pasadena Community Services Commission was called to order by Vice Chair Samuels on Monday, February 12, 2024, at 6:34 P.M. The City Council Chambers is located at 1424 Mission Street, South Pasadena, California.

**ROLL CALL:**

**PRESENT**

Vice-Chair	Bryan Samuels
Commissioner	Leslie Albe Field
Commissioner	Anthony W. Lai
Commissioner	Stephen Plotkin
Commissioner	Gabriel Vogel
Council Liaison	Jack Donovan

**ABSENT**

Commissioner Bissner (Excused Absence)

Melissa Snyder, Community Services Supervisor, announced a quorum.

**CITY STAFF PRESENT:**

Sheila Pautsch, Community Services Director; Melissa Snyder, Community Services Supervisor; Nathalie Wilcox, Community Services Supervisor, and Jordan Bell, Program Specialist were present at Roll Call.

**PUBLIC COMMENT**

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

None

**ACTION/DISCUSSION**

**2. INTRODUCTION OF COMMISSIONERS**

Director Pautsch welcomed the three new Commissioners. Each Commissioner introduced themselves. We will have one other Commissioner join us after onboarding.

**3. APPROVAL OF COMMUNITY SERVICES COMMISSION MEETING MINUTES FOR DECEMBER 11, 2023**

Recommendation

It is recommended that the Community Services Commission approve the minutes for the December 11, 2023, Community Services Commission Meeting.

**COMMISSION ACTION AND MOTION**

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

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

**4. REVIEW AND CONSIDER APPROVAL OF FIELD CLOSURE OF ARROYO SOUTH FOR MAINTENANE**

Community Services Supervisor Wilcox presented the item for field closure at Arroyo South from June 19-August 31, 2024. Vice-Chair Samuels had concerns with the closure dates and requested staff confirm with South Pasadena Little League. Director Pautsch confirmed this information as well a discussion about the closure dates at a previous field meeting with AYSO, SPLL and city staff. Commissioner Plotkin inquired about any cost associated with the permit. Director Pautsch informed Commissioners that it is part of the City's maintenance contract.

**COMMISSION ACTION AND MOTION**

A motion was made by Commissioner Lai, seconded by Commissioner Field and approved by roll call vote to approve Item No. 4. The motion carried 5-0, by the following vote:

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

**5. REVIEW AND CONSIDER APPROVAL OF FIELD USE REQUEST FOR LOS ANGELES KUBB CLUB**

Community Services Supervisor Wilcox presented the item for a one-day use of Orange Grove Park for Kubb Club. Vice-Chair reminded staff to be respectful of SPLL's permit time. Commissioner Plotkin inquired about any cost associated with the permit. Commissioner Lai inquired about insurance requirements.

**COMMISSION ACTION AND MOTION**

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

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

**6. REVIEW AND CONSIDER APPROVAL OF SPRING/SUMMER 2024 FIELD USE REQUESTS FOR SOUTH PASADENA LITTLE LEAGUE**

Community Services Supervisor Wilcox presented the item for South Pasadena Little League's request for Spring and Summer 2024 field usage. Staff is requesting a fee waiver for this request. Director Pautsch informed Commissioners that it is part of the departments' guidelines and a copy of that will be provided as it contains a lot of information. Vice-Chair Samuels did add that in kind contributions are provided by SPLL and AYSO. He also wants to have an amendment for Sunday field usage, which can be brought back at the next meeting. Commissioner Plotkin asked Council Liaison Donovan if AYSO has ever paid fees for fields. He commented that AYSO has not paid any fees for use of fields.

**COMMISSION ACTION AND MOTION**

**A motion was made by Commissioner Vogel, seconded by Commissioner Field and approved by roll call vote to approve Item No. 6. The motion carried 5-0, by the following vote:**

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

**7. CONCERT/MOVIES IN THE PARK SUBCOMMITTEE**

Community Services Supervisor Wilcox presented the item. Commissioner Field asked about a timeline. The subcommittee will receive all pertinent information via email, and the staff is seeking two members to assist with this endeavor. This can be done at home, and the subcommittee will have two weeks to make their choice. Vice-Chair Samuels inquired about a double feature. Community Services Supervisor Snyder reported that with the start of the first movie at sundown, it would make it difficult to do a double feature. Vice-Chair Samuels and Commissioner Field are interested to be part of the subcommittee.

**8. REVIEW AND CONSIDER APPROVAL OF THE SOUTH PASADENA SENIOR CENTER POLICES AND PROCEDURES**

Community Services Supervisor Snyder presented this item. The Senior Center had multiple guidelines and now has been compiled into one cohesive document with minor modifications. Commissioner Plotkin inquired about what changes are being proposed and if there is a membership fee. Commissioner Field inquired about any financial assistance for seniors. Commissioner Lai inquired if there is any significant impact with coffee service ending at 4:30 p.m.,

**COMMISSION ACTION AND MOTION**

**A motion was made by Vice-Chair Samuels, seconded by Commissioner Lai to include an amendment in the policies and procedures on scholarship and financial need to the membership portion, and approved by roll call vote to approve Item No. 8. The motion carried 5-0, by the following vote:**

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



**ABSTAINED:** None

**9. RECEIVE AND FILE SAN PASCUAL STABLES ANNUAL REPORT**

Community Services Director Pautsch presented this item. This is a city-owned facility and is leased to SPS, LLC, averaging \$200,000 in revenues. Part of their contract is to provide an annual report. Commissioner Plotkin asked about the contract date and whether the stables was profitable. He also asked Council Liaison Donovan if the city has to contribute any funds to the Stables, in which he responded no. Vice-Chair Samuels inquired about contract term. Director Pautsch responded that the city receives 6% of their gross, but the Stables pays all invoices, instructors, utilities, employees, etc.

**COMMISSION ACTION AND MOTION**

**A motion was made by Vice-Chair Samuels, seconded by Commissioner Vogel to approach the Lessee to consider a Community Day/Open House for South Pasadena, and approved to receive and file Item No. 9.**

**10. SELECTION OF CHAIR AND VICE-CHAIR**

Vice-Chair Samuels nominated Commissioner Vogel for Chair. Commissioner Vogel accepted the nomination with no other nominations. Motion carries 4-0-1.

Commissioner Lai nominated Commissioner Samuels as Vice-Chair. Commissioner Samuels accepted the nomination with no other nominations. Motion carried 4-0-1 with Vice-Chair Samuels abstaining.

**COMMUNICATIONS**

**11. CITY COUNCIL LIAISON COMMUNICATIONS**

Councilmember Donovan provided a brief update on the progress of the Caltrans homes.

**12. COMMISSIONER COMMUNICATIONS**

Commissioner Vogel thanked Vice-Chair Samuels for nominating him as Chair of the Commission.

**13. STAFF LIAISON COMMUNICATIONS**

Community Services Director Pautsch reported on the following: Golf Course Comprehensive Plan Request for Proposal; Golf Course Grab-and-Go Request for Information; Award of Contract of the Pocket Parks at the March 6<sup>th</sup> City Council Meeting; Library/Community Center Ad Hoc Committee as we seek a member from this Commission to serve on the Ad Hoc Committee; and the Transit Assessment. Vice-Chair Samuels requested that Staff Communications be included in the agenda packet.

Community Services Supervisor Wilcox reported on the concert sponsorship letter that were mailed out, and so far we have \$4650 in sponsorships; recreation class registration opened; spring eggstravaganza is scheduled on March 31. Commissioner Lai inquired about tickets for eggstravaganza, staff will state information on website that tickets are for kids only.

Program Specialist Bell reported on after school, spring camp and summer camp information. Commissioner Field inquired about any scholarship opportunities for camp.

Community Services Supervisor Snyder reported on the Snuggle a Senior program; Lunar New Year Luncheon in collaboration with the South Pasadena Chinese American Club; Valentine’s Day Luncheon scheduled for February 14.

**14. CONTINUED PUBLIC COMMENT-GENERAL**

John Pilznienski reported on the condition of Orange Grove tennis courts, line colors, locking up the park at night; surface is worn out, and the opportunity for a community partnership. Instructor Michelle P. was in the audience also but did not provide a public comment. Vice-Chair Samuels commented that the Orange Grove Park has been neglected, basketball court, camp med, fencing not being taken care of. He provided a personal comment that anything West of Fair Oaks is not well kept. Commissioner Lai made a motion to prepare a review of the maintenance schedule at Orange Grove tennis courts, specifically the resurfacing. Vice-Chair Samuels added that the resurfacing at Garfield Park to be included. Motion was seconded by Commissioner Vogel.

**ADJOURNMENT**

There being no further matters, Vice-Chair Samuels adjourned the meeting of the Community Services Commission at 8:39 P.M. to the next Regular Community Services Commission meeting scheduled for March 10, 2024.

Respectfully submitted:

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

APPROVED:

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

ATTEST:

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

*Approved at Community Services Commission Meeting: March 10, 2024*

2024

# South Pasadena Transit Assessment



Presented by:  
Mobility Advancement  
Group

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## EXECUTIVE SUMMARY

The Mobility Advancement Group has been engaged by the City of South Pasadena to conduct a Transit Assessment of the City's dial-a-ride service. The goals of this study were to evaluate the current dial-a-ride program, consider offering micro transit service to the community, explore whether to continue in-house operation of the service or contract out, and make a presentation to City Council.

Over the last four months, consultant staff has engaged with City staff, transit staff in surrounding cities, reviewed operating data and associated reports, and held a community meeting (Transit Talks) in November which attracted 43 South Pasadena residents who gave their options on moving transit service forward.

Based on our analysis, community input, and staff suggestions, we present the following recommendations.

- Continue City operation of service. The City's service is well-run, productive, and cost-effective compared to nearby contracted transit services. The seniors love the service. Contracting transit operations would only result in a modest cost savings.
- Strive to return service to pre-pandemic levels: The goal should be to transport 10,000 seniors annually. 6,897 were transported in FY '23.
- Fully staff dial-a-ride operations. This will help book more passengers on a daily basis.
- Review transit driver compensation to ensure that the City is competitive to attract and retain transit drivers. The City's current wage rate for transit drivers is below the wage rates for Pasadena's service, which is contracted.
- Consider operating micro transit service for the general public. This would require the purchase of two additional vehicles and increased staffing levels. Operating costs are estimated between \$336,387 to \$479,688 annually. Approximately 6,952 to 10,428 passengers could be transported each year.
- Plan for upgrade of dial-a-ride dispatching software to accommodate both seniors and the general public. The current software system is outdated and needs replacement in the near future. Estimated cost are \$137,961.

## INTRODUCTION

The City of South Pasadena Transit Assessment was designed to accomplish the following objectives:

- Evaluate the current dial-a-ride program, staffing, and operations.
- Explore the options of all in-house services or contracting out services.
- Consider the possibility of adding Micro Transit as an additional service for the community.
- Make a presentation to the Community Services Commission and City Council of findings and recommendations.

The transit consulting firm Mobility Advancement Group was selected in August 2023 to conduct the Transit Assessment for the City. After a kick-off meeting in September, the following work plan was agreed upon.

### Task 1 – Community Meeting

A Community Meeting would be conducted by EBA Planning of Pasadena, a subcontractor to Mobility. The Community Meeting would identify community sentiment and perceptions related to South Pasadena transit service.

### Task 2 – Analyze Existing Dial-A-Ride Service

Consultant staff would analyze the existing dial-a-ride service using Key Performance Indicators (KPIs) from similar services in Southern California. This comparison of KPIs would serve as a bench mark for service effectiveness.

### Task 3 - Present Service Options

The report will present several service options for the City to consider including:

- Maintain Existing Service: No change to existing dial-a-ride service for senior and disabled residents.
- Consider operating Micro Transit Service: Micro Transit service could provide on-demand service to the general public throughout South Pasadena. This service would be similar to Metro Micro service operated in Pasadena and Altadena and the Ride SG service in San Gabriel.

Capital and operating costs will be presented as well as estimated ridership numbers.

The report will present different ways to provide City's dial-a-ride service. These include:

- Maintain Existing Service: City staff would continue to operate South Pasadena dial-a-ride service.
- Contract Option: All transit operations would be contracted to a private transit company.

## Task 4 – Present Final Report

The final report would be presented to the Community Services Commission and City Council.

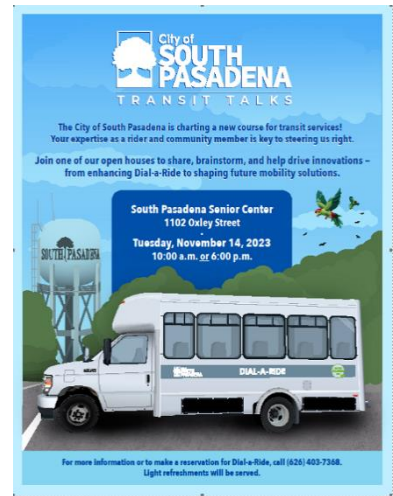


## 1. INTRODUCTION

Two community meetings were held on November 14, 2023 at the South Pasadena Senior Center. The “Transit Talks” meetings were designed to brainstorm and help drive innovations to improve dial-a-ride service, as well as shaping future mobility solutions.

The meetings were well publicized and turnout was excellent, with 43 individuals attending. Most attendees were seniors and South Pasadena residents. A large number are current dial-a-ride users.

Attendees were requested to complete a Community Engagement Survey to establish how they use transit service, suggested improvements, and select demographic information. Individuals could also scan a QR Code to access the survey.



54 surveys were completed at the meeting and online.

A complete copy of the Survey and results is included in the Appendix.

## 2. MEETING INPUT

City and consultant staff made a brief presentation and the meeting was opened for general comments. Comments from attendees included:

- Dial-a-ride customers loved the service and praised the drivers.
- Customers requested expanded service hours and days.
- Many customers commented about service being fully-booked and not being able to schedule same-day trips.
- Customers requested expanded service to Glendale and San Gabriel Valley destinations.
- Several customers requested the City start a micro-transit service.



At the end of the meeting attendees were asked to mark a Destination Dashboard with their frequent stops in the City and surrounding areas. Attendees marked up the Dashboard and continued their conversations about transit with City and consultant staff members.

## 3. MEETING TAKE-A-WAYS



The major comments received at the meeting included the following.

1. Excellent Customer Service: Customers praised the dial-a-ride drivers for providing excellent service.
2. Expand Service: Numerous comments were received requesting expanded hours, service days, and areas of service. Staff commented that expanding service areas outside the City could impact existing users by increasing trip length.
3. Booking Delays: Dial-A-Ride customers commented that they often cannot schedule trips for several days because all rides have been scheduled. They also commented that they were unable to make reservations for same-day service.
4. Micro Transit: The start of Metro Micro service in Pasadena in 2021 piqued the interest of several meeting attendees. They were interested in having a similar service in South Pasadena.



## ANALYSIS OF DIAL-A-RIDE SERVICE

**1. INTRODUCTION**

The City of South Pasadena’s dial-a-ride service is available to City residents 55 years of age or older and/or residents with a disability. Registration is required and all rides are pre-scheduled.

Service is provided to and from any destination in South Pasadena. Limited service is provided to medical facilities in Pasadena, Arcadia, San Gabriel, Alhambra, and San Marino. Service is operated Monday through Friday from 8 am to 4 pm.

Several leisure and excursion trips are offered monthly. Recent trips included Hastings Village, The Shops at Santa Anita, and Walmart in Duarte.

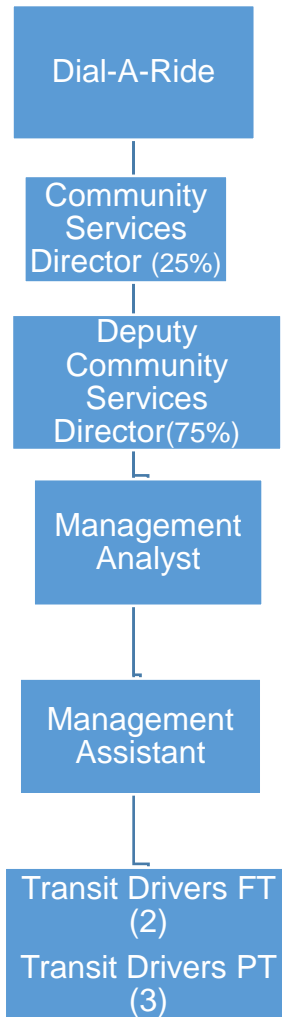
Three vehicles are used to provide service. Vehicle 80 has been out-of-service for most of the past year. Two are CNG-powered and two are battery electric vehicles (BEV). The current dial-a-ride vehicle inventory is shown below.

Vehicle	Model	Year	Fuel	Mileage	Status	Note
78	MV-1	2012	CNG	76,899	Operational	Scheduled for replacement
79	MV-1	2014	CNG	62,583	Operational	Scheduled for replacement
80	Bus	2017	BEV	37,145	Operational	
81	Bus	2021	BEV	6,772	Operational	

Vehicles 78 & 79 are scheduled for replacement in FY '25. All new City transit vehicles will be zero emission vehicles.

Dial-a-ride service is operated by City employees.

Shown below is the budgeted staff for dial-a-ride for FY '24. Two Transit Driver PT positions are currently unfilled.

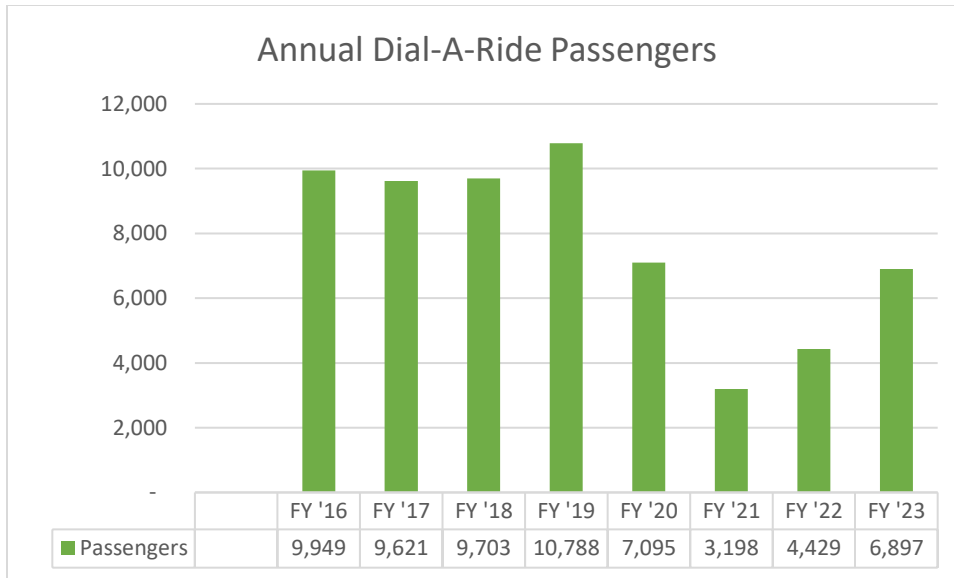


## 2. ANALYSIS OF SERVICE

To analyze effectiveness of South Pasadena’s dial-a-ride service, we looked at historical trends and conducted a peer analysis with similar systems in Los Angeles County.

As shown by the following graph, South Pasadena consistently transported approximately 10,000 seniors annually from FY '16 to FY '19. This number dropped significantly during the pandemic but has increased to two-thirds of per-pandemic levels. The drop in passengers was caused by the pandemic as well as staff shortages.

These numbers will be mentioned further in the recommendation section.



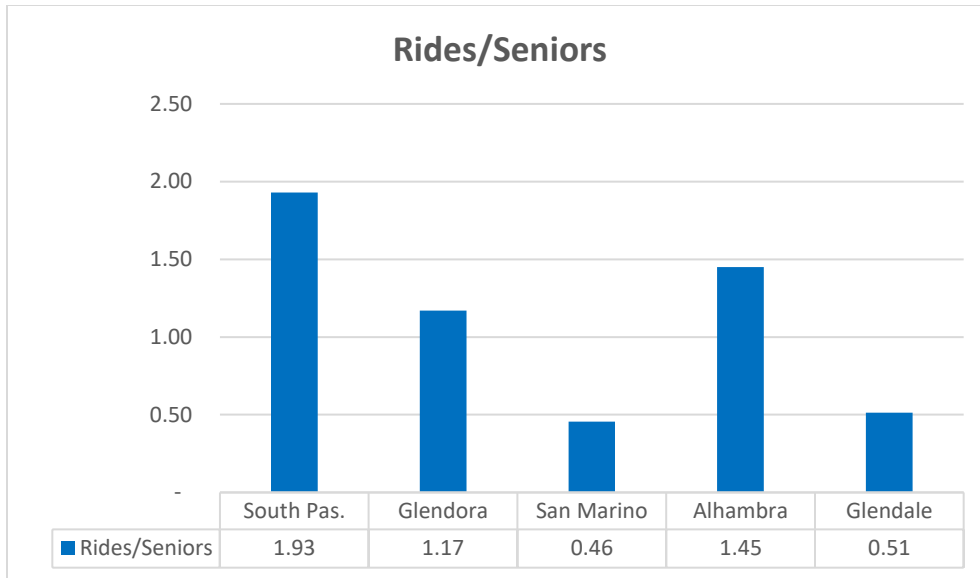
## Peer Systems

To analyze the effectiveness of the City's dial-a-ride service, we compared operating statistics with surrounding cities. The following cities were used as peer comparisons.

- San Marino
- Glendale
- Alhambra
- Glendora

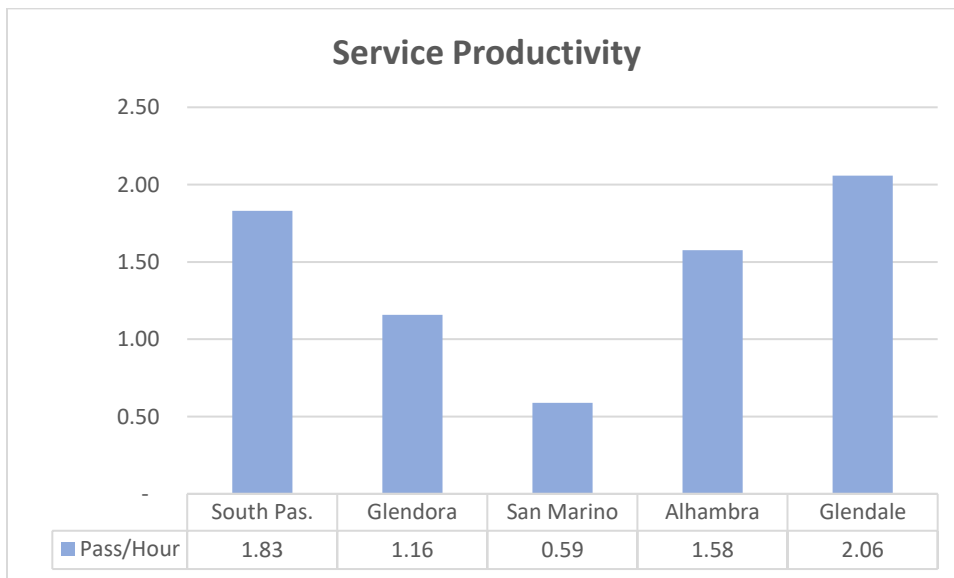
1. Rides per Seniors: This measurement tells us how intensively seniors in each City use their dial-a-ride service. Annual dial-a-ride ridership is divided by the total number of seniors (+ 65 YO) in each City.

As shown in the graph below, seniors in South Pasadena use dial-a-ride service more than any other City in the peer group.



2. **Service Productivity:** This measurement tells us how productive each City’s dial-a-ride service is operated. Annual passengers are divided by the total revenue hours operated.

As shown below, South Pasadena is the second most productive dial-a-ride system compared to other cities in the peer group.



3. **Cost per Passenger:** This measurement tells us how cost-effective each system is operated. Total cost is divided by annual passengers.

At a cost of \$77.47 per passenger, the City of South Pasadena is close to the average cost compared to its peers.



## SERVICE OPTIONS

This section presents the following:

1. How can the City operate its dial-a-ride service?
2. What are different transit service options for the City to consider?

### How Can the City operate its dial-a-ride Service?

An analysis is warranted to determine if contracting some or all of the City's service could result in significant cost savings for the City.

#### 1. **Methods to Provide Dial-A-Ride Service**

1. **Maintain Existing Service:** The City would continue to operate the service using City employees.
2. **Contracted Service:** In this option, a contractor would provide drivers, dispatchers, vehicle maintenance, and insurance. The City would provide vehicle storage, CNG fuel, and charging for battery-electric vehicles (BEV).

#### Option One – Maintain Existing Service:

Since the inception of the City's dial-a-ride service in the 1980s, the service has been operated by the City's Community Services Department using City employees. The FY '24 budget for the Community Services Department included the following positions:

<b>Position</b>	<b>Number</b>	<b>Status</b>
Management Analyst	One	Full Time
Management Assistant	One	Full Time
Transit Driver	Two	Full Time
Transit Driver	Three	Part Time

The FY '24 budget for Dial-A-Ride service is \$762,915<sup>1</sup> and is funded with Prop A Local Return funds.

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<sup>1</sup> Prop A. Dial-A-Ride 205-8030-8025

This service method has worked well for the City. The quality of service provided to South Pasadena seniors is excellent based on the comments received at the recent Community Meetings in November 2023.

The City of South Pasadena is one of the few cities in Los Angeles County that operates its dial-a-ride service with City staff. The large majority of cities contract this service to private transit companies. For example, both Pasadena and Alhambra contract with TransDev to operate their dial-a-ride service. TransDev also operates the City of San Gabriel's micro transit service **Ride SG**.

As noted earlier in the report, South Pasadena's cost-per-passenger figure is comparable to other cities that contract their service.

The advantages and disadvantages of this service model are summarized below:

#### Advantages

- Experienced staff
- Quality service provided to seniors
- Service is productive
- Cost effective compared to other cities

#### Disadvantages

- Delays in hiring new employees

#### Option Two – Contract Service

In this option the City would contract out dial-a-ride operations. The contractor could provide the following services:

- Drivers
- Dispatchers
- Maintenance
- Overall management

The City could provide the following services:

- Vehicle storage
- CNG fueling and electric charging for BEV vehicles
- Policy direction

As noted earlier, this is the common method for cities to provide dial-a-ride service in Los Angeles County.



The advantages and disadvantages of this service model are summarized below:

Advantages

- New employees can be hired quickly.
- Expertise in running micro transit services at other locations.

Disadvantages

- Possible turnover in experienced operators. They may transfer to other City positions if their position is contracted.
- Currently dial-a-ride staff work at the City’s Senior Center, which provides numerous benefits to working with seniors. Moving the dispatch office to another location could have negative customer service and management impacts.

**Cost Comparison**

Shown below is the FY '24 cost for the City of South Pasadena operating the dial-a-ride service and the estimated cost to contract the service. The contract service option is estimated to be \$109,105 (-14%) below the cost of City operation.

The Contract option includes some wages and benefits for City staff that manage the service.

Contract operations costs are estimated at \$96.77 per hour. This is the current rate for the City of Pasadena’s dial-a-ride service operated by TransDev.

<b>Cost Category</b>	<b>City Operation</b>	<b>Contract</b>	<b>Difference</b>
Wages and Benefits	\$ 619,365	\$ 216,160	
Operations and Maintenance	\$ 143,530	\$ 50,550	
Contract Operations	\$ -	\$ 387,080	
<b>TOTAL</b>	<b>\$ 762,895</b>	<b>\$ 653,790</b>	<b>\$(109,105)</b>

Recommendations

It is recommended that the City continue to operate its service in-house, the Maintain Existing Service option, for the following reasons:

- Service is productive,
- Service is cost-effective compared to nearby services,
- Service is well regarded by South Pasadena seniors,
- City staff is experienced in running the service and has a great understanding of the needs of senior riders,

- Given the small size of the service, contracting the service would result in a modest reduction in program costs.
- The small size of the City's dial-a-ride service might make it difficult to attract contractors because of its small size.

Ridership pre-pandemic was approximately 10,000 passengers annually. Due to the impact of the pandemic and staff shortages, ridership has not completely rebounded. 6,897 passengers used the service in FY '23.

**The City should have a goal to return annual dial-a-ride ridership to 10,000 passengers.** This would provide higher quality to seniors to eliminate wait times that can extended for several days.

To accomplish this goal it is recommend:

- Add Full-Time Positions: The three part-time transit driver positions have proved to be very difficult to fill, thus resulting in driver shortages that impact service quality. It is recommended that the three budgeted part-time positions be changed to two full-time positions.

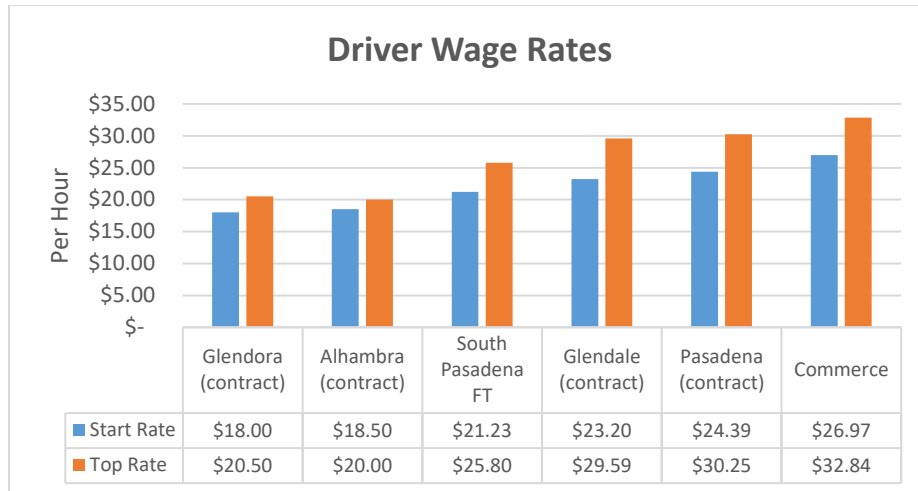
Over the past several years, several transit agencies and contractors have reduced or even eliminated part-time positions because of the difficulty in filling them. The City of Commerce's Transportation Department switched to only hiring full time employees in 2021. <sup>2</sup>

- Review Transit Driver Compensation: Competitive compensation is critical in attracting and retaining department staff. South Pasadena's current wage range for Transit Drivers (FT) is \$21.23 to \$25.80 per hour. As shown in the Driver Wage Rate chart below, this is below both Glendale and Pasadena's driver wage schedules. Both of these operations are contracted.

The City is currently conducting a compensation study, which could recommend the adjustment of the wage range for Transit Drivers.

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<sup>2</sup> September 21, 2021 Council Report. Approval of New Positions and Personnel Action Plan for the Transportation Department



- Update Job Descriptions: The current job descriptions are generic and don't reflect transit operations. Updating these documents would better define employees' transit duties and allow the City to recruit more qualified employees in the future.

## 2. Different Service Options for the City to Consider

At the “Transit Talks” meeting, attendees requested the City provide expanded service to the general public including City supported ride share service, fixed route shuttle, and micro transit service.

These options are analyzed in the following section.

### Option One – City supported Ride Share Service

This service is currently operated in Monrovia and West Covina. The City supports a low-cost ride share service to expand service to both the general public and senior and disabled residents.

The Go Monrovia service provides \$3.00 Lyft rides to Monrovia residents anywhere in the city and medical trips within three miles of the city limits. Accessible trips are available for individuals using mobility devices.

Riders can use the Lyft app or the Lyft Concierge dispatch service if they do not have a smart phone.

The Move WC program supplements the City's dial-a-ride program provides discounted Uber rides to senior and disabled residents. Riders pay the first \$3 of the Uber trip and the City subsidizes up to \$20 of each trip. Users can travel within the West Covina and up to three miles outside the City limits for medical trips.

Accessible trips are provided by the City's dial-a-ride service for individuals using mobility devices.

Providing supplemental ride share service has the potential for significant cost impacts as well as issues relating to compliance with American's with Disabilities Act regulations.<sup>3</sup>



### Option Two – Fixed Route Shuttle Service

The City of South Pasadena previously operated the Gold Link fixed route shuttle service. Two buses provided peak-hour shuttle service to the Gold Line Station.

Due to very low ridership, this service was discontinued in 2012.

The fixed route service model would be ineffective in most areas of the City.



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<sup>3</sup> Monrovia Agrees to Ensure Equal Access for Persons with Disabilities to Its Transportation Services Program, Department of Justice, September 11, 2021 press release

## Option Three – Micro Transit Service

### Overview

Micro transit service is demand response service scheduled by a smart phone app. These flexible services are appropriate in areas where demand for fixed route transit service is low.

A good example of this service is the micro transit service operated by the City of San Gabriel. For many years the City operated a traditional dial-a-ride service for senior and disabled residents.



To increase transportation options available to City residents, the City started a micro transit service called **Ride SG** in 2023. Micro transit service is provided to the general public seven days per week and compliments the existing senior and disabled service, which has been rebranded **Ride SG+**.

Customers download the **Ride SG** app to schedule a ride. Rides start and end at existing bus stops or “virtual stops” that are throughout the neighborhood. The service is a shared ride service with approximately 32% of trips shared with multiple riders.

**Ride SG** users can travel anywhere in the City and **Ride SG+**. Customers can travel approximately five miles outside the City limits. Most of these trips are for medical purposes.

The City has slowly rolled out the service and are aiming for 90-110 riders per day.

Micro transit service could provide service to the general public as well as senior and disabled residents in South Pasadena and nearby areas.

The advantages and disadvantages of micro transit are as follows:

### Advantages

- Service would be expanded to all South Pasadena residents.
- Service is conveniently accessed by a smart phone app or calling the City’s dispatch center.
- Riders would not have to walk more than a quarter mile to a pickup point. Micro transit would pick up at existing bus stops and “virtual stops”, which would be located at safe pickup points throughout the City.
- Appropriate service model for a low density area such as South Pasadena.

Disadvantages

- Ridership is moderate. An average of 2 to 3 passengers per hour would be transported.
- Service could not transport students to and from schools without special driver and vehicle permits from the California Highway Patrol.

Recommendation

To expand transit service to all South Pasadena residents, it is recommended that the City consider operating micro transit service.

Proposed Service Parameters

- Service operated Monday through Friday 6 a.m. to 6 p.m. and Saturday 8 a.m. to 4 p.m.
- 3,476 annual revenue service hours
- Two vehicles would be required to operate the service
- Estimated Annual ridership would be approximately 6,592 to 10,428 passengers.
- Two additional drivers and one dispatcher would be required for the micro transit service

Estimated Costs

Estimated capital and operating costs to operate micro transit service are shown below.

Item	Cost	Number	Total
Battery Electric Vehicle (BEV)	\$200,000	2	\$400,000
Dispatch Software	\$137,961	1	\$137,961
<b>TOTAL CAPITAL</b>			<b>\$537,961</b>

Item	Cost	Number	Total
Operating Cost-Low	\$96.77/hour	3,476 hours	\$336,387
Operating Cost-High	\$138.00/hour	3,476 hours	\$479,688

Other Considerations

Given the long lead time for Battery Electric Vehicles (BEV), a start date of July 1, 2025 would be realistic for the City to consider the start of micro transit service.

The City’s dispatching software, Route Match, was recently acquired by TripSpark. Route Match software will not be updated by TripSpark and will require replacing in the near future. A new dispatching system could allow the City to operate the existing dial-

a-ride service for seniors as well as micro transit service for the general public. The estimate cost for new dispatching software is \$137,691.

# APPENDIX

## 1. South Pasadena Community Engagement Survey Questions

1. What modes of transportation would best assist you in reaching where you want to go?
  - a. Dial-a-ride
  - b. Fixed route
  - c. Micro transit/on demand
  - d. Light rail
  - e. Other \_\_\_\_\_
  
2. Utilizing the city's transit options, where would you see yourself going?
  - a. Work
  - b. School
  - c. Social
  - d. Medical Appt.
  - e. Errands
  - f. Destination of Interest (i.e. Costco, Target, Gold Line Station) \_\_\_\_\_
  
3. Where would you like to be picked up from?
  - a. Home
  - b. Work
  - c. School
  - d. Social
  - e. Medical Appt.
  - f. Other \_\_\_\_\_
  
4. Do you have any other transit related comments or concerns?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IN THIS SECTION, PLEASE TELL US ABOUT YOU AND YOUR HOUSEHOLD [OPTIONAL]**

5. Are you a resident of South Pasadena?

Yes    No

6. a) How many people live in your household? \_\_\_\_\_

6. b) How many cars or SUVs? \_\_\_\_\_



7. Which of the following categories best matches your annual household income?

Under \$20,000     \$21-\$45,000     \$46-\$70,000     over \$70,000     Prefer not to answer

8. Which of the following age categories matches your age?

Under 18     19-35     36-59     60 or over     Prefer not to answer

## 2. Additional Customer Comments

- Keep the Transit Affordable
- Transit should provide same day options
- Micro Transit Services are not ideal for shopping trips or if you are on a schedule
- City events should have an address available so outside transit can be arranged. For example access will set a transportation appointment without a physical address.
- Longer times at the stores
- More arts and crafts
- TJ Max, Macy's, Ross, The Container Store, The World Market
- Call to confirm pickup time
- Notify Gold Line Riders that they can use the city services to help reduce the number of vehicles that come to the city.
- Bike lanes that Connect to surrounding cities
- Bike rack along Fair Oaks
- Bike Education
- Want a calendar of events. Want to know the days that services won't operate.
- Be expanded to Arcadia
- Would like weekend transportation.
- Frequency to be more than what is currently offered. Looking for an on demand schedule.
- Excursions around the city where movies were filmed.
- Heritage square to see the Victorian homes.



# Community Services Commission Agenda Report

ITEM NO. \_ 6 \_

**DATE:** March 11, 2024

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

**SUBJECT:** Consider Approval of the Spring/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 Spring and Summer 2024 Field Use Request for South Pasadena Little League (SPLL) as requested with the following exceptions:

- Arroyo South closed for maintenance June 19-August 31, 2024
- Orange Grove use time starting at 5:00 p.m. to accommodate Holy Family's request (March-May)

## Discussion/Analysis

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

- March 1, 2024, through August 31, 2024
- Monday through Friday 4:00 p.m. to 10:30 p.m.
- Saturday 7:00 a.m. to 10:30 p.m.
- Sunday 7:00 a.m. to 10:30 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

The fiscal impact would be funds allocated for field maintenance through a contract that the City pays for. 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 O Ocon		
<b>Street Address:</b>	925 Lyndon Street	<b>City:</b>	South Pasadena
		<b>Zip Code:</b>	91030
<b>Home Phone:</b>	818-468-6649	<b>Work Phone:</b>	818-507-9705
		<b>Fax:</b>	818-484-2650
<b>Email:</b>	president@spll.com		

## FIELD USE

<b>PARK</b>	<input checked="" type="checkbox"/> Orange Grove	<input checked="" type="checkbox"/> Arroyo North	<input checked="" type="checkbox"/> Arroyo South
<b>SPORT/ACTIVITY</b>	<input checked="" type="checkbox"/> Baseball	<input type="checkbox"/> Soccer	<input checked="" type="checkbox"/> Other <u>Softball</u>
<b>FIELD/BASEBALL</b>	<input checked="" type="checkbox"/> Clarich	<input checked="" type="checkbox"/> Burke	<input checked="" type="checkbox"/> Nelson
	<input checked="" 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>	Use of the fields for the Spring and Summer Baseball, Softball and Challenger Season		
<b>Will spectator be present?</b>	<input checked="" type="checkbox"/> Yes	<input 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	03/01-31/2024	04/01-30/2024	05/01-31/2024

### SUMMER

	JUNE	JULY	AUGUST
DATES	06/01-30/2024	07/01-31/2024	08/01-31/2024

### FALL

	SEPTEMBER	OCTOBER	NOVEMBER
DATES			

DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
TIME	4pm-1030pm	4pm-1030pm	4pm-1030pm	4pm-1030pm	4pm-1030pm	7am-1030pm	7am-1030pm

## FEES


FIELD USE		LIGHT USE	
HOURS PER DAY	M-F 20/ Sat-Sun 24	HOURS PER DAY	M-F 12.5/ Sat-Sun 54
×		×	
TOTAL DAYS	M-F 135/Sat-Sun 54	TOTAL DAYS	M-F 135/ Sat-Sun 54
×		×	
NUMBER OF FIELDS REQUESTED	6	NUMBER OF FIELDS REQUESTED	6
+		+	
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: 11/28/2023

### OFFICE USE ONLY

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

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



# Community Services Commission Agenda Report

ITEM NO. \_ 7 \_

**DATE:** March 11, 2024

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

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

---

## Recommendation

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

- The requested time is during South Pasadena Little League (SPLL) season. However (SPLL) will permit AYSO to utilize Arroyo South, when available, Monday through Friday 7:30 p.m.-9:00 p.m. and Sunday from 8:00 a.m.-5:00 p.m.

## Discussion/Analysis

AYSO is a regular user who utilizes the space for soccer. They are requesting the use of the Arroyo South field during SPLL season on the following days/times:

- March 1, 2024, through May 31, 2024
- Monday through Friday 7:00 p.m. to 9:00 p.m.
- Saturday 7:00 a.m. to 9:00 p.m.
- Sunday 8:00 a.m. to 5:00 p.m.

## Next Steps

1. Provide AYSO its 2024 Field Permit

## 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. Staff is requesting a fee waiver for AYSO.

## 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: 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

<b>Insurance Policy:</b>	
<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

### 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							





# Community Services Commission Agenda Report

ITEM NO. \_ 8 \_

**DATE:** March 11, 2024

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

**SUBJECT:** Consider Approval of the Summer 2024 Field Use Request for Camp Adventurewood

---

## Recommendation

It is recommended that the Commission review and consider approval of the Summer 2024 Field Use Request for Camp Adventurewood as requested with the following exceptions:

- Arroyo South closed for maintenance June 19-August 31, 2024

## Discussion/Analysis

Camp Adventurewood is a regular user who utilizes Arroyo Park for their annual summer camp. They are requesting the use of the Arroyo North Stadium (Amphitheater), Gazebo A and B, and the Grass/Playground at Arroyo South on the following days/times:

- June 17, 2024, through July 26, 2024
- Arroyo North Stadium- Monday through Friday, 9:00 a.m. to 10:00 a.m. (29 hours)
- Gazebo A and B- Monday through Friday, 12:00 noon-1:00 p.m.
- Grass/Playground at Arroyo South, Monday through Friday, 10:00 a.m.- 3:30 p.m. (149 hours)

Camp Adventurewood is also requesting permission to place an 8'x 40' temporary storage unit in the parking lot next to the AYSO unit, for storage purposes. The temporary storage unit will arrive on June 1, and depart on August 1.

## Next Steps

1. Provide Camp Adventurewood its 2024 Field Permit

## 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 \$15,000 will be generated from this request.

## 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: Camp Adventurewood 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

<b>Insurance Policy:</b>	
<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

### 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	+	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: \_\_\_\_\_

## OFFICE USE ONLY

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

# Summer 2024

## Proposed Adventurewood Ampitheatre Schedule

Day	Date	Start	End	Hours	Location
Monday	June 17, 2023	9:00	10:00	1.00	Arroyo North Stadium
Tuesday	June 18, 2023	9:00	10:00	1.00	Arroyo North Stadium
Wednesday	June 19, 2023	9:00	10:00	1.00	Arroyo North Stadium
Thursday	June 20, 2023	9:00	10:00	1.00	Arroyo North Stadium
Friday	June 21, 2023	9:00	10:00	1.00	Arroyo North Stadium
Monday	June 24, 2023	9:00	10:00	1.00	Arroyo North Stadium
Tuesday	June 25, 2023	9:00	10:00	1.00	Arroyo North Stadium
Wednesday	June 26, 2023	9:00	10:00	1.00	Arroyo North Stadium
Thursday	June 27, 2023	9:00	10:00	1.00	Arroyo North Stadium
Friday	June 28, 2023	9:00	10:00	1.00	Arroyo North Stadium
Monday	July 1, 2023	9:00	10:00	1.00	Arroyo North Stadium
Tuesday	July 2, 2023	9:00	10:00	1.00	Arroyo North Stadium
Wednesday	July 3, 2023	9:00	10:00	1.00	Arroyo North Stadium
Thursday	July 4, 2023	-----	-----	0.00	Arroyo North Stadium
Friday	July 5, 2023	9:00	10:00	1.00	Arroyo North Stadium
Monday	July 8, 2023	9:00	10:00	1.00	Arroyo North Stadium
Tuesday	July 9, 2023	9:00	10:00	1.00	Arroyo North Stadium
Wednesday	July 10, 2023	9:00	10:00	1.00	Arroyo North Stadium
Thursday	July 11, 2023	9:00	10:00	1.00	Arroyo North Stadium
Friday	July 12, 2023	9:00	10:00	1.00	Arroyo North Stadium
Monday	July 15, 2023	9:00	10:00	1.00	Arroyo North Stadium
Tuesday	July 16, 2023	9:00	10:00	1.00	Arroyo North Stadium
Wednesday	July 17, 2023	9:00	10:00	1.00	Arroyo North Stadium
Thursday	July 18, 2023	9:00	10:00	1.00	Arroyo North Stadium
Friday	July 19, 2023	9:00	10:00	1.00	Arroyo North Stadium
Monday	July 22, 2023	9:00	10:00	1.00	Arroyo North Stadium
Tuesday	July 23, 2023	9:00	10:00	1.00	Arroyo North Stadium
Wednesday	July 24, 2023	9:00	10:00	1.00	Arroyo North Stadium
Thursday	July 25, 2023	9:00	10:00	1.00	Arroyo North Stadium
Friday	July 26, 2023	9:00	10:00	1.00	Arroyo North Stadium
<b>Total:</b>				<b>29.00</b>	



# Summer 2024

## Proposed Adventurewood Gazebo A and B Schedule

Day	Date	Start	End	Hours	Location
Monday	June 17, 2023	12:00 PM	1:00 PM	1.00	Arroyo Gazebo A & B
Tuesday	June 18, 2023	12:00 PM	1:00 PM	1.00	Arroyo Gazebo A & B
Wednesday	June 19, 2023	12:00 PM	1:00 PM	1.00	Arroyo Gazebo A & B
Thursday	June 20, 2023	12:00 PM	1:00 PM	1.00	Arroyo Gazebo A & B
Friday	June 21, 2023	12:00 PM	1:00 PM	1.00	Arroyo Gazebo A & B
Monday	June 24, 2023	12:00 PM	1:00 PM	1.00	Arroyo Gazebo A & B
Tuesday	June 25, 2023	12:00 PM	1:00 PM	1.00	Arroyo Gazebo A & B
Wednesday	June 26, 2023	12:00 PM	1:00 PM	1.00	Arroyo Gazebo A & B
Thursday	June 27, 2023	12:00 PM	1:00 PM	1.00	Arroyo Gazebo A & B
Friday	June 28, 2023	12:00 PM	1:00 PM	1.00	Arroyo Gazebo A & B
Monday	July 1, 2023	12:00 PM	1:00 PM	1.00	Arroyo Gazebo A & B
Tuesday	July 2, 2023	12:00 PM	1:00 PM	1.00	Arroyo Gazebo A & B
Wednesday	July 3, 2023	-----	-----	0.00	Arroyo Gazebo A & B
Thursday	July 4, 2023	-----	-----	0.00	Arroyo Gazebo A & B
Friday	July 5, 2023	12:00 PM	1:00 PM	1.00	Arroyo Gazebo A & B
Monday	July 8, 2023	12:00 PM	1:00 PM	1.00	Arroyo Gazebo A & B
Tuesday	July 9, 2023	12:00 PM	1:00 PM	1.00	Arroyo Gazebo A & B
Wednesday	July 10, 2023	12:00 PM	1:00 PM	1.00	Arroyo Gazebo A & B
Thursday	July 11, 2023	-----	-----	0.00	Arroyo Gazebo A & B
Friday	July 12, 2023	12:00 PM	1:00 PM	1.00	Arroyo Gazebo A & B
Monday	July 15, 2023	12:00 PM	1:00 PM	1.00	Arroyo Gazebo A & B
Tuesday	July 16, 2023	12:00 PM	1:00 PM	1.00	Arroyo Gazebo A & B
Wednesday	July 17, 2023	12:00 PM	1:00 PM	1.00	Arroyo Gazebo A & B
Thursday	July 18, 2023	12:00 PM	1:00 PM	1.00	Arroyo Gazebo A & B
Friday	July 19, 2023	12:00 PM	1:00 PM	1.00	Arroyo Gazebo A & B
Monday	July 22, 2023	12:00 PM	1:00 PM	1.00	Arroyo Gazebo A & B
Tuesday	July 23, 2023	12:00 PM	1:00 PM	1.00	Arroyo Gazebo A & B
Wednesday	July 24, 2023	12:30 PM	1:30 PM	1.00	Arroyo Gazebo A & B
Thursday	July 25, 2023	12:00 PM	1:00 PM	1.00	Arroyo Gazebo A & B
Friday	July 26, 2023	12:00 PM	1:00 PM	1.00	Arroyo Gazebo A & B
<b>Total:</b>				<b>27.00</b>	

# Summer 2024

## Proposed Adventurewood Grass Area/Playground Schedule

Day	Date	Start	End	Hours	Location
Monday	June 17, 2023	10:00	3:30 PM	5.50	Grass by Playground
Tuesday	June 18, 2023	10:00	3:30 PM	5.50	Grass by Playground
Wednesday	June 19, 2023	10:00	3:30 PM	5.50	Grass by Playground
Thursday	June 20, 2023	10:00	3:30 PM	5.50	Grass by Playground
Friday	June 21, 2023	10:00	3:30 PM	5.50	Grass by Playground
Monday	June 24, 2023	10:00	3:30 PM	5.50	Grass by Playground
Tuesday	June 25, 2023	10:00	3:30 PM	5.50	Grass by Playground
Wednesday	June 26, 2023	10:00	3:30 PM	5.50	Grass by Playground
Thursday	June 27, 2023	10:00	3:30 PM	5.50	Grass by Playground
Friday	June 28, 2023	10:00	3:30 PM	5.50	Grass by Playground
Monday	July 1, 2023	10:00	3:30 PM	5.50	Grass by Playground
Tuesday	July 2, 2023	10:00	3:30 PM	5.50	Grass by Playground
Wednesday	July 3, 2023	2:30 PM	3:30 PM	1.00	Grass by Playground
Thursday	July 4, 2023	-----	-----	0.00	Grass by Playground
Friday	July 5, 2023	10:00	3:30 PM	5.50	Grass by Playground
Monday	July 8, 2023	10:00	3:30 PM	5.50	Grass by Playground
Tuesday	July 9, 2023	10:00	3:30 PM	5.50	Grass by Playground
Wednesday	July 10, 2023	10:00	3:30 PM	5.50	Grass by Playground
Thursday	July 11, 2023	1:30 PM	3:30 PM	2.00	Grass by Playground
Friday	July 12, 2023	10:00	3:30 PM	5.50	Grass by Playground
Monday	July 15, 2023	10:00	3:30 PM	5.50	Grass by Playground
Tuesday	July 16, 2023	10:00	3:30 PM	5.50	Grass by Playground
Wednesday	July 17, 2023	10:00	3:30 PM	5.50	Grass by Playground
Thursday	July 18, 2023	10:00	3:30 PM	5.50	Grass by Playground
Friday	July 19, 2023	10:00	3:30 PM	5.50	Grass by Playground
Monday	July 22, 2023	10:00	3:30 PM	5.50	Grass by Playground
Tuesday	July 23, 2023	10:00	3:30 PM	5.50	Grass by Playground
Wednesday	July 24, 2023	12:30 PM	3:30 PM	3.00	Grass by Playground
Thursday	July 25, 2023	10:00	3:30 PM	5.50	Grass by Playground
Friday	July 26, 2023	10:00	3:30 PM	5.50	Grass by Playground
<b>Total:</b>				<b>149.00</b>	





# Community Services Commission Agenda Report

ITEM NO. \_ 9 \_

**DATE:** March 11, 2024

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

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

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## Recommendation

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

- SPLL is aware of this request and will push back their practice time to accommodate this request at Orange Grove Park from March-May.
- Holy Family School must be outside of the fences at Orange Grove once SPLL shows up for practice.

## Discussion/Analysis

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

- March 11, 2024, through May 17, 2024
- Monday through Friday 3:30 p.m. to 5:00 p.m.

## Next Steps

1. Provide Holy Family School its 2024 Spring Field Permit

## 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. Staff is requesting a fee waiver for Holy Family School.

## 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: Holy Family School 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

<b>Insurance Policy:</b>	
<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

### 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 (\$)	=
<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:** \_\_\_\_\_

## OFFICE USE ONLY

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

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



# Community Services Commission Agenda Report

ITEM NO. \_ 10 \_

**DATE:** March 11, 2024

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

**SUBJECT:** **Consider Approval of the Summer 2024 Field Use Request for FitSports Kinetics**

---

## Recommendation

It is recommended that the Commission review and consider approval of the Summer 2024 Field Use Request for FitSports Kinetics (FitSports) as requested with the following exceptions:

- Arroyo South closed for maintenance June 19-August 31, 2024
- Arroyo North closure schedule not confirmed

## 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 8:00 a.m. to 1:00 p.m.

## Next Steps

1. Commission to review and provide direction to staff

## 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	<input type="checkbox"/> Orange Grove	<input checked="" type="checkbox"/> Arroyo North	<input checked="" type="checkbox"/> Arroyo South		
SPORT/ACTIVITY	<input checked="" type="checkbox"/> Baseball	<input type="checkbox"/> Soccer	<input type="checkbox"/> Other _____		
FIELD/BASEBALL	<input checked="" type="checkbox"/> Clarich	<input checked="" type="checkbox"/> Burke	<input checked="" 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	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?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Will picnic area be required?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Will admission be charged?	<input checked="" 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:	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: _____	<input type="checkbox"/> Coordinator	<input type="checkbox"/> Supervisor	<input type="checkbox"/> Director
Sportsman: _____	Insurance: _____	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	
Notes: _____				

## DATES OF USE

### WINTER

	DECEMBER	JANUARY	FEBRUARY
DATES			

### SPRING

	MARCH	APRIL	MAY
DATES			

### SUMMER

	JUNE	JULY	AUGUST
DATES	June 5th - 30th	July 10 - 21st	

### 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. \_ 11 \_

**DATE:** March 11, 2024

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

**SUBJECT:** **Maintenance Schedule for Garfield Park and Orange Grove Park Tennis Courts**

At the February 12, 2024, Commission meeting, a request was made to provide the maintenance schedule for Garfield Park and Orange Grove Park Tennis Courts.

## Garfield Park

Item	Duration
Blowing leaves, weeding and clean-up of tennis courts	Weekly
Power washing tennis courts (high pressure nozzle)	Monthly
Power washing gazebo and picnic area (high pressure nozzle)	Weekly
Power wash playground rubber surface	Monthly
Tennis court lighting project	June 2015
Tennis court time clock	June 2015

## Orange Grove Park

Item	Duration
Blowing leaves, weeding and clean-up of tennis courts	Weekly
Power washing tennis courts (high pressure nozzle)	Monthly
Power washing gazebo and picnic area (high pressure nozzle)	Weekly
Power wash playground rubber surface	Monthly
Tennis court net post and footing replaced	May 2022
Basketball court restriped	June 2023
Replaced two picnic tables	2022
Lights replaced with LED bulbs	January 2024

Court resurfacing is currently not in the Five-Year Capital Improvement Program. Minor repairs are placed in the Community Services Budget. In FY 22/23 the Orange Grove pickleball courts were re-striped. Tennis nets are purchased on an as-needed basis.