



**CITY OF SOUTH PASADENA
COMMUNITY SERVICES COMMISSION**

**REGULAR MEETING AGENDA
MONDAY, AUGUST 8, 2022 at 6:30 p.m.**

**CITY COUNCIL CHAMBERS
1424 MISSION STREET, SOUTH PASADENA, CA 91030**

South Pasadena Community Services 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 Council Chambers, Amedee O. "Dick" Richards, Jr., located at 1424 Mission Street, South Pasadena.

The Meeting will be available:

- In Person Hybrid – City Council Chambers, 1424 Mission Street
- Live Broadcast via the website-
<https://us06web.zoom.us/j/85789571231?pwd=TDduMWY0QVI2dGpiWWVrdmpSWWM5UT09>
- Via Zoom – **Webinar ID:** 857 8957 1231

To maximize public safety while still maintaining transparency and public access, members of the public can observe the meeting via Zoom in one of the three methods below.

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/85789571231?pwd=TDduMWY0QVI2dGpiWWVrdmpSWWM5UT09>
Meeting ID: 857 8957 1231 Passcode: 980847 or
3. You may listen to the meeting by calling: +1-669-900-6833 and entering the Zoom Meeting ID.

CALL TO ORDER

Kristine Kwong

ROLL CALL

Kristine Kwong, Chair
Victoria Rocha, Vice-Chair
Alberto Ocon, Commissioner
Karen Tamis, Commissioner

COUNCIL LIAISON:

Councilmember Donovan

PUBLIC COMMENT GUIDELINES

The City welcomes public input. If you would like to comment on an agenda item, members of the public may participate **by means of one of the following options:**

Option 1:

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 for up to 3 minutes per item.

Option 2:

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 and available at the City Clerk’s Counter for viewing. There is no word limit on emailed Public Comment(s). Please make sure to indicate:

- 1) Agenda item you are submitting public comment on.
- 2) Submit by no later than 12:00 noon., on the day of the Commission meeting.

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.

1. Public Comment**ACTION/DISCUSSION****2. Minutes of the Parks and Recreation Commission Meeting of June 13, 2022****Recommendation**

It is recommended that the Commission review and approve the June 13, 2022 Meeting Minutes.

3. Review and Approval of Fall 2022 Field Permits**Recommendation**

It is recommended that the Commission review and approve the 2022 Fall Permits for Field Use.

COMMUNICATIONS**4. City Council Liaison Communications****5. Staff Liaison Communications****6. Division Liaison Communications**

7. **Commissioner Communications**

ADJOURNMENT

PUBLIC ACCESS TO AGENDA DOCUMENTS

The complete agenda packet may be viewed on the City’s website, www.southpasadenaca.gov.

Meeting recordings will be available for public viewing after the meeting. Recordings will be uploaded to the City’s YouTube Channel no later than the next business day after the meeting.

The City’s YouTube Channel may be accessed at:

https://www.youtube.com/channel/UCnR169ohzi1AlewD_6sfwDA/featured

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 **August 4, 2022**, 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.*

8/4/2022

/S/ Sheila Pautsch, Community Services Director

Date

Staff Name, Staff Title



Monday, June 13, 2022

Minutes of the Regular Meeting of the Parks and Recreation Commission

CALL TO ORDER

A Regular Meeting of the South Pasadena Parks and Recreation Commission was called to order by Vice-Chair Rocha on Monday, June 13, 2022, at 6:33 p.m. The meeting was held in a hybrid setting, with Commissioners present via zoom and at the Council Chambers.

ROLL CALL

Present: Kristine Kwong, Chair; Victoria Rocha, Vice-Chair; Alberto Ocon, Commissioner.

Absent: Karen Tamis, Commissioner (Excused).
Dollie Chapman, Commissioner (Excused).

City Staff: Community Services Director Sheila Pautsch
Community Services Deputy Director Lucy Hakobian
Management Analyst Israel Suarez

Council Liaison: Councilmember Jack Donovan.

PUBLIC COMMENT

No Public Comments were received in writing or verbally via Zoom.

COMMUNICATIONS

City Council Liaison Communications

No Council Liaison Communications.

Commissioner Communications

No Commissioner Communications.

Staff Liaison Communications

Community Services Director Pautsch informed the Commission of the newly formed Community Services Commission and the meeting times starting in August. Director Pautsch informed the

Commission that there will be new members joining the Commission and combining the current Commission with the Senior and Youth Commission. Director Pautsch thanked the Commission for their work and dedication to the City. Lastly, Director Pautsch reminded the Commissioners of the Commission Congress on June 22, 2022.

ACTION / DISCUSSION

Approval of the May 9, 2022, Meeting Minutes

Motion by Chair Kwong to approve the May 9, 2022 meeting minutes, seconded by Vice-Chair Rocha. Motion carries 3-0 to approve the May 9, 2022 meeting minutes.

ADJOURNMENT Meeting adjourned at 6:42 p.m.

Israel Suarez
Management Analyst

Kristine Kwong
Chair of Parks and Recreation Commissions



Community Services Commission Agenda Report

ITEM NO. _____

DATE: August 8, 2022

FROM: Sheila Pautsch, Community Services Director

SUBJECT: **Approval of Fall 2022 Field Permits**

Recommendation

It is recommended that the Commission approve the Fall 2022 Field Permits for AYSO, South Pasadena Little League (SPLL), and Holy Family School.

Discussion/Analysis

AYSO, South Pasadena Little League, and Holy Family are regular users who utilize the fields. AYSO is requesting the use of Orange Grove, Arroyo North, and Arroyo South Fields, Monday – Sunday (with the exception of Sundays at Orange Grove).

SPLL is requesting the use of Orange Grove Field on Sundays.

Holy Family is requesting the use of Orange Grove Field Monday – Friday.

Next Steps

1. Approve AYSO its 2022 Fall Field Permit
2. Approve South Pasadena Little League its 2022 Fall Field Permit
3. Approve Holy Family School its 2022 Fall Field Permit

Background

Each year, AYSO, SPLL, and Holy Family School request the use of fields through a permit request that is provided to the Community Services Department, for review and approval by the Community Services Commission. AYSO, SPLL, and Holy Family School utilize fields for their leagues and flag football practice. These organizations are local non-profit and all fees for field usage and lighting is waived. The staff works closely with AYSO, SPLL, and Holy Family School to share field space to accommodate league seasons due to overlap with playoffs and All-Stars.

Fiscal Impact

There is no Fiscal Impact.

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*.

Approval of Fall 2022 Field Permits

August 8, 2022

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Attachments:

1. AYSO Field Permit Request
2. SPLL Field Permit Request
3. Holy Family School Permit Request

FIELD USE REQUEST FORM

CONTACT INFORMATION

Organization Name:	South Pasadena Little League				
Contact Person Name:	Alberto O Ocon				
Street Address:	P O Box 924	City:	South Pasadena	Zip Code:	91030
Home Phone:	818-468-6649	Work Phone:	818-507-9705	Fax:	818-484-2650
Email:	president@spll.com				

FIELD USE

PARK	<input checked="" 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 checked="" type="checkbox"/> Other <u>Softball</u>	
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	Sunday only request to use Orange Grove Park. SPLL would like to run its Fall Softball Program. We have spoken with AYSO and if there is a Sunday they need the field we will not use OGP.			
Will spectator be present?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Will picnic area be required?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Will admission be charged?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	▲ If Yes, a separate reservation is required. Please fill out a Park Reservation Application form.	

INSURANCE INFORMATION

Insurance Policy:	Lexington Insurance Company
Policy Holder:	South Pasadena Little League
Policy Number:	011405744

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

OFFICE USE ONLY

Approved by: _____ Date: _____ Coordinator Supervisor Director
 Sportsman: _____ Insurance: _____ Approved Denied
 Notes: _____

DATES OF USE

WINTER

	DECEMBER	JANUARY	FEBRUARY
DATES			

SPRING

	MARCH	APRIL	MAY
DATES			

SUMMER

	JUNE	JULY	AUGUST
DATES			

FALL

	SEPTEMBER	OCTOBER	NOVEMBER
DATES	4,11,18,25	2,9,16,23,30	6,13

DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
TIME							730 am-10pm

FEES


FIELD USE		LIGHT USE	
HOURS PER DAY	14	HOURS PER DAY	3
×		×	
TOTAL DAYS	11	TOTAL DAYS	11
×		×	
NUMBER OF FIELDS REQUESTED	1	NUMBER OF FIELDS REQUESTED	1
+		+	
FIELD USE FEES (\$)	0	LIGHT USE FEES (\$)	
=		=	
FIELD USE SUBTOTAL (\$)	0	LIGHT USE SUBTOTAL (\$)	
		TOTAL DUE (\$)	0

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: Alberto O Ocon 

Date: 06/28/2022

OFFICE USE ONLY

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

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

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

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

Signature of User:  Date: _____

OFFICE USE ONLY

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



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

FIELD USE REQUEST FORM

CONTACT INFORMATION					
Organization Name:	Holy Family School SP				
Contact Person Name:	Marie Lopez (School Secretary)				
Street Address:	1301 Rollin St.	City:	South Pasadena	Zip Code:	91030
Home Phone:		Work Phone:	626-403-6161	Fax :	626-403-6180
Email:	mlopez@holyfamily.org				

FIELD USE	
PARK	<input checked="" 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 <input checked="" type="checkbox"/> FLAG FOOTBALL_____
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	FLAG FOOTBALL
Will spectator be present? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Will picnic area be required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <small>if</small> Yes, a separate reservation is required. Please fill out a Park Reservation Application form.
Will admission be charged? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

INSURANCE INFORMATION	
Insurance Policy:	Los Angeles Archdiocese (Will Provide Copy upon Request)
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			AUGUST 15th (start)

FALL

	SEPTEMBER	OCTOBER	NOVEMBER
DATES	ON GOING	ON GOING	NOVEMBER 22nd (END DATE)

DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
TIME							

Page 1 of 3

FEES

HOURS PER DAY		FIELD USE LIGHT USE HOURS PER DAY	
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TOTAL DAYS		TOTAL DAYS	
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NUMBER OF FIELDS REQUESTED		NUMBER OF FIELDS REQUESTED	
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FIELD USE FEES (\$)		LIGHT USE FEES (\$)	
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FIELD USE SUBTOTAL (\$)		LIGHT USE SUBTOTAL (\$)	
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TOTAL DUE (\$)	
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I agree to assume all risk and hazards incidental to such participation including transportation to said activity; and I do hereby waive, release, absolve, indemnify, and agree to hold harmless the City of South Pasadena, its employees, volunteers, and participants involved in such activity, for any such claim arising out of injury or property loss.

Signature of User: *Saul Banitt* Date: 7/13/22

OFFICER USE ONLY

Balance Paid: \$ _____ Date: _____

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



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

FIELD USE REQUEST FORM

CONTACT INFORMATION					
Organization Name:	Holy Family School SP				
Contact Person Name:	Marie Lopez (School Secretary)				
Street Address:	1301 Rollin St.	City:	South Pasadena	Zip Code:	91030
Home Phone:		Work Phone:	626-403-6161	Fax :	626-403-6180
Email:	mlopez@holyfamily.org				

FIELD USE	
PARK	<input type="checkbox"/> Orange Grove <input checked="" type="checkbox"/> Arroyo North <input type="checkbox"/> Arroyo South
SPORT/ACTIVITY	<input type="checkbox"/> Baseball <input checked="" 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 checked="" type="checkbox"/> Arroyo North <input checked="" type="checkbox"/> Field (1) <input checked="" type="checkbox"/> Field (2) <input type="checkbox"/> Arroyo South
REASON FOR REQUEST	Soccer Practice (2 teams)
Will spectator be present? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Will picnic area be required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <small>Δ If</small>
Will admission be charged? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Yes, a separate reservation is required. Please fill out a Park Reservation Application form.

INSURANCE INFORMATION	
Insurance Policy:	Los Angeles Archdiocese (Will Provide Copy upon Request)
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			February 6 (start)

SPRING

	MARCH	APRIL	MAY
DATES	On Going	April 28 (End date)	

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		HOURS PER DAY	

TOTAL DAYS		TOTAL DAYS	x x
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NUMBER OF FIELDS REQUESTED		NUMBER OF FIELDS REQUESTED	x x
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FIELD USE FEES (\$)		LIGHT USE FEES (\$)	+ +
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FIELD USE SUBTOTAL (\$)		LIGHT USE SUBTOTAL (\$)	= =
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TOTAL DUE (\$)	
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Signature of User: Saul Barrios Date: 7/13/22

OFFICE USE ONLY

Balance Paid: \$ _____ Date: _____

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