



**CITY OF SOUTH PASADENA
COMMUNITY SERVICES COMMISSION**

**REGULAR MEETING AGENDA
MONDAY, FEBRUARY 13, 2023 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. Pursuant to AB 361 Government Code section 54953, subdivision (e)(3), the Community Services Commission may conduct its meetings remotely and may be held via video conference.

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=TDduMWY0QVI2dGpiWWWrdmpSWWM5UT09>
- 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=TDduMWY0QVI2dGpiWWWrdmpSWWM5UT09>
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

Victoria Rocha, Chair

ROLL CALL

Victoria Rocha, Chair
Bryan Samuels, Vice-Chair

Lela Bissner, Commissioner
Kristine Kwong, Commissioner
Alberto Ocon, Commissioner
Gabriel Vogel, Commissioner
Margaret Yi, Commissioner

COUNCIL LIAISON: Councilmember Donovan

PUBLIC COMMENT GUIDELINES

The City welcomes public input. Members of the public can comment on a non-agenda subject under the jurisdiction of the Community Services Commission or on an agenda item, you may participate by one of the following options:

Option 1:
Participate in-person at the City Council Chambers

Option 2:
Public Comment speakers have three minutes to address the Commission, however, the 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 for up to 3 minutes per item.

Option 3:
Email public comment(s) to SPautsch@southpasadenaca.gov
Public Comments received in writing will not be read aloud at the meeting, but will be part of the meeting record. Written public comments will be uploaded online for public viewing under Additional Documents 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) Name (optional), and
- 2) Agenda item you are submitting public comment on.
- 2) Submit by no later than 12:00 noon., on the day of the Commission meeting.

PLEASE NOTE: The Commission may 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.

- 1. **Introduction of Newly Appointed Commissioner**
- 2. **Public Comment**

ACTION/DISCUSSION

- 3. **Minutes of the Community Services Commission Meeting of December 12, 2022**
Recommendation

It is recommended that the Commission review and approve the December 12, 2022 Meeting Minutes.

4. **Approval of Spring/Summer 2023 Field Use Requests**

Recommendation

It is recommended that the Commission review and approve the field permits for Spring/Summer 2023.

5. **Discussion on Installation of a Welcome Sign at the Nature Park**

Recommendation

It is recommended that the Commission discuss and give direction regarding a Welcome sign at the Nature Park.

6. **Review and Approve the 2023 Community Services Commission Work Plan**

It is recommended that the Commission review and approve the 2023 Community Services Commission Work Plan.

COMMUNICATIONS

7. **City Council Liaison Communications**

8. **Staff Liaison Communications**

9. **Division Liaison Communications**

10. **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 **February 13, 2023**, on the bulletin board in the courtyard of City Hall at 1414 Mission Street, South Pasadena, CA 91030, and on the City's, website as required by law, on the date listed below.*

2/9/2023

/S/ Sheila Pautsch, Community Services Director

Date

Staff Name, Staff Title



Monday, December 12, 2022
Minutes of the Regular Meeting of the Community Services Commission

CALL TO ORDER

A Regular Meeting of the Community Services Commission was called to order by Chair Rocha on Monday, December 12, 2022, at 6:32 p.m. The meeting was held in a hybrid setting, with Commissioners present at the Council Chambers.

ROLL CALL

Present: Chair Victoria Rocha, Commissioners Lela Bissner, Kristine Kwong, Alberto Ocon, Karen Tamis (via Zoom), and Gabriel Vogel

Absent: Vice-Chair Bryan Samuels (Excused Absence)

City Staff: Community Services Director Sheila Pautsch
Community Services Deputy Director Lucy Hakobian
Community Services Supervisor Melissa Snyder
Community Services Supervisor Nathalie Wilcox
Program Specialist Jordan Bell

Council Liaison: Councilmember Jack Donovan (Absent)

PUBLIC COMMENT

None

ACTION / DISCUSSION

Minutes of the Community Services Commission Meeting of November 14, 2022

Motion by Commissioner Ocon to approve the November 14, 2022 meeting minutes, seconded by Commissioner Bissner. Motion carries 6-0 to approve the November 14, 2022 meeting minutes.

Discussion and Direction Regarding the Creation of a Path from Clarich Field to Nelson Field along the Hillside

Community Services Director introduced the item. Discussion took place amongst the Commissioners. Motion was made by Chair Rocha to recommend city staff to bring back

this item after Public Works provides a recommendation, seconded by Commissioner Kwong. Motion carries 6-0.

COMMUNICATIONS

City Council Liaison Communications

None

Staff Liaison Communications

Community Services Director Pautsch thanked Commissioner Tamis for her time serving on the Commission.

Division Liaison Communications

Community Services Supervisor Snyder provided an update on senior division items for the senior meals program. A few save the dates include the Senior Holiday Luncheon; Gift Wrapping, Holiday Cheer and Snuggle a Senior program. Social media efforts continue to increase with 1382 unique accounts and 35 new followers. The department is offering a new event, the Hometown Holidays throughout the month of December. Concert Sponsorship Letters will be sent out to businesses, and a meeting will be scheduled with the subcommittee to determine concert bands. Staff will be conducting their first training with CivicPlus, which will be the department's new registration software.

Community Services Supervisor Wilcox provided an update on recreation and youth services. The Breakfast with Santa event was sold out with 130 tickets. The department coordinated 49 gazebo rentals in the month of November. There are 279 registrations thus far for Recreation classes, and staff are already planning for the spring session.

Program Specialist Bell provided an update on the After-School Camp Med program. The program has 60 participants enrolled, and has hired on 2 new Recreation Leaders. Teen Center participation has increased to 13 teens.

Deputy Community Services Director Hakobian informed the Commission of a new electric van arriving in January 2023, along with the recruitment of a Management Analyst in the Transit Division.

Commissioner Communications

Chair Rocha commented on the Golf Course Consultant's draft proposal, and she thanked Commissioner Tamis for her efforts and the work she has done on the Commission.

Commissioner Bissner stated complaints about Golf Course staff. Director Pautsch will be speaking to the Operator.

Commissioner Kwong attended a few luncheons at the Senior Center and was well pleased.

Commissioner Ocon also echoed Chair Rocha's comments on the Golf Course and the draft proposal.

ADJOURNMENT Meeting adjourned at 7:09 p.m.

Lucy Hakobian
Deputy Community Services Director

Victoria Rocha
Chair, Community Services Commission

DRAFT



Community Services Commission Agenda Report

ITEM NO. _ 4 _

DATE: February 13, 2023

FROM: Sheila Pautsch, Community Services Director

SUBJECT: **Approval of Spring/Summer 2023 Field Use Requests for South Pasadena Little League, Camp Adventurewood, and Kubb Club**

Recommendation

It is recommended that the Commission approve the Spring and Summer 2023 Field Permits for South Pasadena Little League (SPLL), Camp Adventurewood, and Kubb Club.

Discussion/Analysis

South Pasadena Little League 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.

Camp Adventurewood is a regular user who utilizes the space in the summer. They are requesting the use of the Amphitheatre, Grass Area near the playground, and use of both Gazebos at Arroyo Park. Camp Adventurewood is also requesting permission to place a temporary storage unit in the parking lot next to the AYSO unit, for storage purposes. The temporary storage unit would arrive on June 1, and depart on August 1.

Kubb Club is a regular user who utilizes the space in the spring. They are requesting use of Orange Grove Field, for a one-day tournament. SPLL will agreed to release their permit for this day, to accommodate the request.

Next Steps

1. Provide SPLL its 2023 Field Permit
2. Provide Camp Adventurwood its 2023 Field Permit
3. Provide Kubb Club its 2023 Field Permit

Background

In order 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. Staff is requesting a fee waiver for South Pasadena Little League. For Camp Adventurewood, we are estimating \$15,000 in revenue, and for Kubb Club, \$450.

Approval of Spring/Summer 2023 Field Use Requests

February 13, 2023

Page 2 of 2

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*.

Attachments:

1. South Pasadena Little League Field Use Request Form
2. Camp Adventurewood Field Use Request Form
3. Kubb Club 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:	South Pasadena Little League		
Contact Person Name:	Alberto O Ocon		
Street Address:	925 Lyndon Street	City:	South Pasadena
		Zip Code:	91030
Home Phone:	818-468-6649	Work Phone:	818-507-9705
		Fax:	818-484-2650
Email:	president@spl.com		

FIELD USE

PARK	<input checked="" 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 checked="" type="checkbox"/> Other <u>Softball</u>
FIELD/BASEBALL	<input checked="" type="checkbox"/> Clarich	<input checked="" type="checkbox"/> Burke	<input checked="" type="checkbox"/> Nelson
			<input checked="" 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	Use of the fields for the Spring and Summer Baseball and Softball Season		
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: _____	<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			02/27/2023

SPRING

	MARCH	APRIL	MAY
DATES	03/01-03/31-2023	04/01-30-2023	05/01-31/2023

SUMMER

	JUNE	JULY	AUGUST
DATES	06-01 to 06-30-2023	07/01-31-2023	08-01-08/27/2023

FALL

	SEPTEMBER	OCTOBER	NOVEMBER
DATES			

DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
TIME	4pm-1030pm	4pm-1030pm	4pm-1030pm	430pm-1030pm	430pm-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 5
*		*	
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 (\$)	
		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: 08/04/2022

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:	Camp Adventurewood					
Contact Person Name:	Peter Kazanjian & Michael Cummings					
Street Address:	1766 E. Washington Bl.	City:	Pasadena	Zip Code:	91104	
Home Phone:	626-664-5670	Work Phone:	626-922-0945	Fax:	N/A	
Email:	peter@campadventurewood.com ; michael@campadventurewood.com					

FIELD USE

PARK	<input type="checkbox"/> Orange Grove	<input checked="" type="checkbox"/> Arroyo North	<input checked="" type="checkbox"/> Arroyo South		
SPORT/ACTIVITY	<input type="checkbox"/> Baseball	<input type="checkbox"/> Soccer	<input checked="" type="checkbox"/> Other <u>Camp</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	Annual summer camp for children ages 4-13 Specific requested areas of the park are: Ampitheatre, Grass Area Near Playground, Gazebos A & B				
Will spectator be present?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Will picnic area be required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Will admission be charged?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	▲ If Yes, a separate reservation is required. Please fill out a Park Reservation Application form.		

INSURANCE INFORMATION

Insurance Policy:	See attached COI from 2022. New COI will come in May 2023.
Policy Holder:	Camp Adventurewood
Policy Number:	PAC395240601 ; UMB395240701

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	See attached.	See attached.	

FALL

	SEPTEMBER	OCTOBER	NOVEMBER
DATES			

DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
TIME		Please see attached spreadsheets.					

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 (\$) 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: _____



Date: February 3, 2023

OFFICE USE ONLY

Balance Paid: \$ _____ Date: _____

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

Summer 2023

Proposed Adventurewood Ampitheatre Schedule

Day	Date	Start	End	Hours	Location
Monday	June 19, 2023	9:00 AM	10:00 AM	1.00	Arroyo North Stadium
Tuesday	June 20, 2023	9:00 AM	10:00 AM	1.00	Arroyo North Stadium
Wednesday	June 21, 2023	9:00 AM	10:00 AM	1.00	Arroyo North Stadium
Thursday	June 22, 2023	9:00 AM	10:00 AM	1.00	Arroyo North Stadium
Friday	June 23, 2023	9:00 AM	10:00 AM	1.00	Arroyo North Stadium
Monday	June 26, 2023	9:00 AM	10:00 AM	1.00	Arroyo North Stadium
Tuesday	June 27, 2023	9:00 AM	10:00 AM	1.00	Arroyo North Stadium
Wednesday	June 28, 2023	9:00 AM	10:00 AM	1.00	Arroyo North Stadium
Thursday	June 29, 2023	9:00 AM	10:00 AM	1.00	Arroyo North Stadium
Friday	June 30, 2023	9:00 AM	10:00 AM	1.00	Arroyo North Stadium
Monday	July 3, 2023	9:00 AM	10:00 AM	1.00	Arroyo North Stadium
Tuesday	July 4, 2023	-----	-----	0.00	Arroyo North Stadium
Wednesday	July 5, 2023	9:00 AM	10:00 AM	1.00	Arroyo North Stadium
Thursday	July 6, 2023	9:00 AM	10:00 AM	1.00	Arroyo North Stadium
Friday	July 7, 2023	9:00 AM	10:00 AM	1.00	Arroyo North Stadium
Monday	July 10, 2023	9:00 AM	10:00 AM	1.00	Arroyo North Stadium
Tuesday	July 11, 2023	9:00 AM	10:00 AM	1.00	Arroyo North Stadium
Wednesday	July 12, 2023	9:00 AM	10:00 AM	1.00	Arroyo North Stadium
Thursday	July 13, 2023	9:00 AM	10:00 AM	1.00	Arroyo North Stadium
Friday	July 14, 2023	9:00 AM	10:00 AM	1.00	Arroyo North Stadium
Monday	July 17, 2023	9:00 AM	10:00 AM	1.00	Arroyo North Stadium
Tuesday	July 18, 2023	9:00 AM	10:00 AM	1.00	Arroyo North Stadium
Wednesday	July 19, 2023	9:00 AM	10:00 AM	1.00	Arroyo North Stadium
Thursday	July 20, 2023	9:00 AM	10:00 AM	1.00	Arroyo North Stadium
Friday	July 21, 2023	9:00 AM	10:00 AM	1.00	Arroyo North Stadium
Monday	July 24, 2023	9:00 AM	10:00 AM	1.00	Arroyo North Stadium
Tuesday	July 25, 2023	9:00 AM	10:00 AM	1.00	Arroyo North Stadium
Wednesday	July 26, 2023	9:00 AM	10:00 AM	1.00	Arroyo North Stadium
Thursday	July 27, 2023	9:00 AM	10:00 AM	1.00	Arroyo North Stadium
Friday	July 28, 2023	9:00 AM	10:00 AM	1.00	Arroyo North Stadium
Total:				29.00	

Summer 2023

Proposed Adventurewood Gazebo A and B Schedule

Day	Date	Start	End	Hours	Location
Monday	June 19, 2023	12:00 PM	1:00 PM	1.00	Arroyo Gazebo A & B
Tuesday	June 20, 2023	12:00 PM	1:00 PM	1.00	Arroyo Gazebo A & B
Wednesday	June 21, 2023	-----	-----	0.00	Arroyo Gazebo A & B
Thursday	June 22, 2023	12:00 PM	1:00 PM	1.00	Arroyo Gazebo A & B
Friday	June 23, 2023	12:00 PM	1:00 PM	1.00	Arroyo Gazebo A & B
Monday	June 26, 2023	12:00 PM	1:00 PM	1.00	Arroyo Gazebo A & B
Tuesday	June 27, 2023	12:00 PM	1:00 PM	1.00	Arroyo Gazebo A & B
Wednesday	June 28, 2023	12:00 PM	1:00 PM	1.00	Arroyo Gazebo A & B
Thursday	June 29, 2023	12:00 PM	1:00 PM	1.00	Arroyo Gazebo A & B
Friday	June 30, 2023	12:00 PM	1:00 PM	1.00	Arroyo Gazebo A & B
Monday	July 3, 2023	12:00 PM	1:00 PM	1.00	Arroyo Gazebo A & B
Tuesday	July 4, 2023	-----	-----	0.00	Arroyo Gazebo A & B
Wednesday	July 5, 2023	12:00 PM	1:00 PM	1.00	Arroyo Gazebo A & B
Thursday	July 6, 2023	12:00 PM	1:00 PM	1.00	Arroyo Gazebo A & B
Friday	July 7, 2023	12:00 PM	1:00 PM	1.00	Arroyo Gazebo A & B
Monday	July 10, 2023	12:00 PM	1:00 PM	1.00	Arroyo Gazebo A & B
Tuesday	July 11, 2023	12:00 PM	1:00 PM	1.00	Arroyo Gazebo A & B
Wednesday	July 12, 2023	12:00 PM	1:00 PM	1.00	Arroyo Gazebo A & B
Thursday	July 13, 2023	-----	-----	0.00	Arroyo Gazebo A & B
Friday	July 14, 2023	12:00 PM	1:00 PM	1.00	Arroyo Gazebo A & B
Monday	July 17, 2023	12:00 PM	1:00 PM	1.00	Arroyo Gazebo A & B
Tuesday	July 18, 2023	12:00 PM	1:00 PM	1.00	Arroyo Gazebo A & B
Wednesday	July 19, 2023	12:00 PM	1:00 PM	1.00	Arroyo Gazebo A & B
Thursday	July 20, 2023	12:00 PM	1:00 PM	1.00	Arroyo Gazebo A & B
Friday	July 21, 2023	12:00 PM	1:00 PM	1.00	Arroyo Gazebo A & B
Monday	July 24, 2023	12:00 PM	1:00 PM	1.00	Arroyo Gazebo A & B
Tuesday	July 25, 2023	12:00 PM	1:00 PM	1.00	Arroyo Gazebo A & B
Wednesday	July 26, 2023	12:30 PM	1:30 PM	1.00	Arroyo Gazebo A & B
Thursday	July 27, 2023	12:00 PM	1:00 PM	1.00	Arroyo Gazebo A & B
Friday	July 28, 2023	12:00 PM	1:00 PM	1.00	Arroyo Gazebo A & B
				Total:	27.00

Summer 2023

Proposed Adventurewood Grass Area/Playground Schedule

Day	Date	Start	End	Hours	Location
Monday	June 19, 2023	10:00 AM	3:30 PM	5.50	Grass by Playground
Tuesday	June 20, 2023	10:00 AM	3:30 PM	5.50	Grass by Playground
Wednesday	June 21, 2023	2:30 PM	3:30 PM	1.00	Grass by Playground
Thursday	June 22, 2023	10:00 AM	3:30 PM	5.50	Grass by Playground
Friday	June 23, 2023	10:00 AM	3:30 PM	5.50	Grass by Playground
Monday	June 26, 2023	10:00 AM	3:30 PM	5.50	Grass by Playground
Tuesday	June 27, 2023	10:00 AM	3:30 PM	5.50	Grass by Playground
Wednesday	June 28, 2023	10:00 AM	3:30 PM	5.50	Grass by Playground
Thursday	June 29, 2023	10:00 AM	3:30 PM	5.50	Grass by Playground
Friday	June 30, 2023	10:00 AM	3:30 PM	5.50	Grass by Playground
Monday	July 3, 2023	10:00 AM	3:30 PM	5.50	Grass by Playground
Tuesday	July 4, 2023	-----	-----	0.00	Grass by Playground
Wednesday	July 5, 2023	10:00 AM	3:30 PM	5.50	Grass by Playground
Thursday	July 6, 2023	10:00 AM	3:30 PM	5.50	Grass by Playground
Friday	July 7, 2023	10:00 AM	3:30 PM	5.50	Grass by Playground
Monday	July 10, 2023	10:00 AM	3:30 PM	5.50	Grass by Playground
Tuesday	July 11, 2023	10:00 AM	3:30 PM	5.50	Grass by Playground
Wednesday	July 12, 2023	10:00 AM	3:30 PM	5.50	Grass by Playground
Thursday	July 13, 2023	1:30 PM	3:30 PM	2.00	Grass by Playground
Friday	July 14, 2023	10:00 AM	3:30 PM	5.50	Grass by Playground
Monday	July 17, 2023	10:00 AM	3:30 PM	5.50	Grass by Playground
Tuesday	July 18, 2023	10:00 AM	3:30 PM	5.50	Grass by Playground
Wednesday	July 19, 2023	10:00 AM	3:30 PM	5.50	Grass by Playground
Thursday	July 20, 2023	10:00 AM	3:30 PM	5.50	Grass by Playground
Friday	July 21, 2023	10:00 AM	3:30 PM	5.50	Grass by Playground
Monday	July 24, 2023	10:00 AM	3:30 PM	5.50	Grass by Playground
Tuesday	July 25, 2023	10:00 AM	3:30 PM	5.50	Grass by Playground
Wednesday	July 26, 2023	12:30 PM	3:30 PM	3.00	Grass by Playground
Thursday	July 27, 2023	10:00 AM	3:30 PM	5.50	Grass by Playground
Friday	July 28, 2023	10:00 AM	3:30 PM	5.50	Grass by Playground
				Total:	149.00



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

FIELD USE REQUEST FORM

CONTACT INFORMATION

Organization Name: Los Angeles Kubb Club

Contact Person Name: Marshall Dostal

Street Address: 1920 Leman St. City: South Pasadena Zip Code: 91030

Home Phone: 323-839-1246 Work Phone: _____ Fax: _____

Email: MLDOSTAL@AOL.COM

FIELD USE

PARK Orange Grove Arroyo North Arroyo South

SPORT/ACTIVITY Baseball Soccer Other KUBB

FIELD/BASEBALL Clarich Burke Nelson Arroyo South (T-Ball)

FIELD/SOCCER Arroyo North Field (1) Field (2) Arroyo South

REASON FOR REQUEST

Will spectator be present? Yes No

Will admission be charged? Yes No

Will picnic area be required? Yes No

▲ If Yes, a separate reservation is required. Please fill out a Park Reservation Application form.

INSURANCE INFORMATION

Insurance Policy: TBD / Farmers

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		April 23, 2023	

SUMMER

	JUNE	JULY	AUGUST
DATES			

FALL

	SEPTEMBER	OCTOBER	NOVEMBER
DATES			

DAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY SUNDAY

TIME

8AM-
4PM

FEEES

FIELD USE		LIGHT USE	
HOURS PER DAY	8	HOURS PER DAY	
TOTAL DAYS	1	TOTAL DAYS	
NUMBER OF FIELDS REQUESTED	1	NUMBER OF FIELDS REQUESTED	
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: [Handwritten Signature]

Date: 2/6/23

OFFICE USE ONLY

Balance Paid: \$ _____ Date: _____

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



Community Services Commission Agenda Report

ITEM NO. 5

DATE: February 13, 2023

FROM: Sheila Pautsch, Community Services Director

SUBJECT: **Discussion on Installation of a Welcome Sign at the Nature Park**

Recommendation

It is recommended that the Commission provide direction after considering options for the installation of a welcome sign at the Nature Park.

Discussion/Analysis

This request was brought up by Barbara Eisenstein with the Friends of the Nature Park and Councilmember Michael Cacciotti, to have the Commission discuss the installation of a welcome sign at the Nature Park. The permanent sign should be durable and aesthetically pleasing to welcome visitors to the Nature Park.

Alternatives Considered

1. Engraved Boulder
2. High-Density Polyethylene (HDPE)

Next Steps

1. Commission provides direction to staff
2. Staff will obtain estimates based on recommendation

Background

The South Pasadena Nature Park officially the South Pasadena Arroyo Seco Woodland and Wildlife Park, is a small parcel along the Arroyo Seco graced with mature coast live oaks, southern walnuts, and western sycamores. Planted with sage, buckwheat, and other native coastal sage scrub plants, the park provides an inviting environment for birds, lizards, squirrels, and numerous other critters. Locals too enjoy walking, jogging, and horseback riding through the park. In 2006, Friends of the Nature Park was created as a community stewardship group for the park. This volunteer group conducts cleanups, removal of weeds and litter, and maintains the park for the community.

Fiscal Impact

The fiscal impact will include procurement of the sign, based on the direction provided to staff. The 1st alternative, it would involve the purchase of a boulder, and delivery to the site, followed by hiring a professional to engrave it. The commission will need to determine the size of the boulder. As a reference, we have a boulder in the Demonstration Garden. For the 2nd alternative,

Discussion on Installation of a Welcome Sign at the Nature Park

February 13, 2023

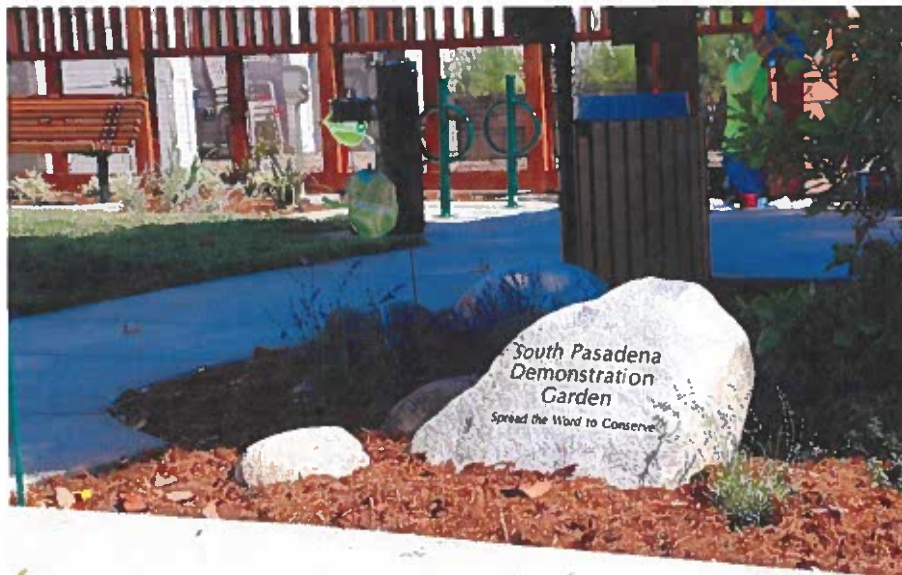
Page 2 of 2

staff will look at the option of purchasing a High-Density Poly Ethylene (HDPE), which is a petroleum-based thermoplastic polymer that is versatile plastic. HDPE plastic sign material expands or contracts in response to temperature fluctuation. As a reference, the dog park sign is HDPE.

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*.

Engraved Boulder at the Demonstration Garden (Alternative #1)



High-Density Poly Ethylene at the Dog Park (Alternative #2)



Parks and Recreation Commission 2023 Work Plan



Objective	Tasks and Activities	Lead Person(s)	Timeline	Desired Outcome
Selection of Chair/Vice Chair, adopt-a-park selections and Concert subcommittee	Obtain nominations for Chair/Vice Chair All commissioners select a park Nominations for Concert Subcommittee	Chair	June June December	New Chair/Vice Chair A subcommittee of two for concerts Each park selected by Commissioners
Review CS Budget	Complete a spreadsheet of the Department Budget	Sheila Pautsch	April	Knowledge of CS department budget 20/21 and 21/22
Approval of Field Permits (twice a year)	Complete each field permit for approval	Sheila Pautsch	February and July	Permits only approved with COVID guidelines in mind (ASYO and SPLL only)
Receive and Review the Annual Report of the San Pascual Stables	Obtain a letter from SPS, LLC for review	Sheila Pautsch	December	Ensure the SPP, LLC lease is being followed
Periodic review of City Lease/Management Agreements as well as Financials	Prepare Financial Reports and agreements for review	Sheila Pautsch	Throughout the year	Ensure Commission has knowledge of each agreement and current financials
Approval of Healing Garden Applications	Prepare a report for review	Sheila Pautsch	When they are received	Approval of new additions to the Healing Garden
Review and Recommendations on Memo of Understanding (MOU) with American	Prepare draft MOUs for review and recommendations	Sheila Pautsch	First draft September Second draft October	Approved MOU with SPLL and AYSO

<p>Youth Soccer Organization (AYSO) and South Pasadena Little League (SPLL)</p>	<p>Review and recommendation of a Joint Use Agreement with South Pasadena Unified School District (SPUSD)</p>		<p>Prepare a draft joint use agreement with SPUSD for review and recommendation</p>		<p>Sheila Pautsch</p>	<p>Move to City Council for approval by December</p>	<p>First draft September Second draft October Move to City Council for approval by December</p>		<p>Approved joint use agreement with SPUSD</p>
---	---	--	---	--	-----------------------	--	---	--	--