



OFFICE OF THE CITY MANAGER

April 11, 2013

To the Honorable City Council  
of the City of Pasadena

Mayor and Councilmembers:

**WEEKLY NEWSLETTER**

**1. 2013 City/PUSD Sports Fields Reservation Process:**

The City of Pasadena and Pasadena Unified School District are once again inviting sports organizations to submit applications to reserve City and School District fields for sports activities during the Summer and Fall of 2013. The deadline to submit applications for field permits during this period (July 1 and December 30, 2013) is Friday, April 19, 2013 at 12 p.m. Completed City applications can be faxed to (626) 744-7520 or mailed / delivered to Victory Park Reservations Desk, 2575 Paloma Street, Pasadena, CA, 91107. Any requests to use Pasadena Unified School District fields must be submitted to PUSD's Facilities Division at [barrett.shirly@pusd.us](mailto:barrett.shirly@pusd.us) or call (626) 396-5850 x 89189. I have attached a memorandum from Mercy Santoro, Director of Human Services and Recreation which provides additional information on an upcoming mandatory citywide field scheduling meeting and information on how to reserve a City field.

**2. Summer Farmer's Market Returns to Playhouse District:**

Mercy Santoro, Director of Human Services and Recreation is pleased to announce that the Pasadena Certified Farmer's Market is bringing back the return of the Summer Market, which will open in the Playhouse District beginning Wednesday, April 17, 2013 and continue through October 30, 2013. This year's location is 535 East Union Street (between Madison and Oakland Avenues, next to the Fuller Seminary Garden). Come and enjoy fresh California fruits and vegetables, honey, fish, eggs, and more. New items this season will be kettle corn and Kimchi, a Korean variety of pickled vegetables with cabbage. Hours of operation will be 3:30 p.m. to 7:30 p.m., and will take advantage of the longer daylight hours.

The Pasadena Certified Farmer's Market supports programs in the Human Services and Recreation Department. For more information contact Kenny James at (626) 744-7500 or [kjames@cityofpasadena.net](mailto:kjames@cityofpasadena.net).

*City Hall*  
100 N. Garfield Avenue, Room 229  
Mailing Address: P.O. Box 7115 • Pasadena 91109-7215  
(626) 744-6936 • Fax (626) 744-4774  
[smermell@cityofpasadena.net](mailto:smermell@cityofpasadena.net)

3. **Rose Bowl Renovation Project Weekly Update:**

Attached is the most current schedule for the Rose Bowl Renovation Project as provided by Darryl Dunn, General Manager of the Rose Bowl.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'S. Mermell', written over a horizontal line.

**STEVE MERMELL**  
Assistant City Manager

/attachment



**MEMORANDUM – CITY OF PASADENA**  
**Human Services and Recreation Department**

DATE: April 10, 2013

TO: Michael Beck, City Manager

FROM: Mercy Santoro, Director – Human Services & Recreation

SUBJECT: **2013 City/PUSD Sports Fields Reservation Process**

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The **Mandatory Citywide Field Scheduling Meeting** for use of either City fields or PUSD fields will be held at **6:00 p.m. on Wednesday, May 15, 2013**, at Victory Park Class Room #3. City and Pasadena Unified School District staff will provide a grail of proposed permitted fields based on field restrictions and availability. During this meeting, all sports organizations will be able to address sports permitting policies, scheduling concerns and special requests.

In order to reserve a City field, a City Facility Use Application Form must be submitted. Forms are available on line at [www.cityofpasadena.net/humanservices](http://www.cityofpasadena.net/humanservices). PUSD facility reservation forms can be obtained at [www.pusd.us](http://www.pusd.us) and scroll down to Civic Center Permits. Additionally, the City and PUSD require a copy of your insurance, total number of teams and most recent team rosters; including age and home zip code of all youth participants (adults can be grouped as 18 years or older). The roster can be submitted as an attachment to the reservation application form or can be sent by email to [rsvdesk@cityofpasadena.net](mailto:rsvdesk@cityofpasadena.net).

If you should have questions regarding City sports fields, please contact Kenny James at 626.744.7500 or [kjames@Cityofpasadena.net](mailto:kjames@Cityofpasadena.net). For School District related questions contact Shirly Barrett at (626)396-5850 x 89189 or [barrett.shirly@pusd.us](mailto:barrett.shirly@pusd.us).

# PROJECT PLANNING SCHEDULE

4/8/2013

April							May							June						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						

- April 8, 2013: Weekly Update Meeting (11am/ Conference Room)
- April 8, 2013: Review Of UCLA Scrimmage Power Needs (1pm/ Conference Room)
- April 9, 2013: Police Drivers Training Course (7am-4pm/ South Lot F)
- April 9, 2013: Scrimmage/ Select a Seat- Legends meeting (11am/ Conference Room)
- April 9, 2013: American Golf- Play on the Field (4pm)
- April 10, 2013: Safety Committee Meeting (Noon/ Conference Room)
- April 10, 2013: IMG Weekly Meeting (2pm/ Conference Room)
- April 10, 2013: TOR Vendors walkthrough (4pm/ Pavilion)
- April 11, 2013: Neighborhood Meeting (7:30am/ Brookside)
- **April 14, 2013: Flea Market**
- **April 15, 2013: Pavilion Substantial Completion**
- April 15, 2013: Legacy Coordination Meeting (10:15am/ Admin)
- April 15, 2013: Weekly Update Meeting (11am/ Conference Room)
- April 16-17, 2013: Pasadena Air Operations Fly-in (Court of Champions)
- April 16-17, 2013: Pasadena Traffic Operations Meeting (Media Center)
- April 17, 2013: IMG Weekly Meeting (2pm/ Conference Room)
- April 18, 2013: Bank of the West Event (Field)
- April 18-19, 2013: Autism Speaks Load-in
- April 20, 2013: Autism Speaks

- April 22, 2013: Legacy Coordination Meeting (10:15am/ Admin)
- April 22, 2013: Weekly Update Meeting (11am/ Conference Room)
- April 23, 2013: 100<sup>th</sup> Rose Bowl Game Press Conference (6pm/ Level D)
- April 24, 2013: Police Drivers Training Course (7am-4pm/ South Lot F)
- April 24, 2013: Football Bowl Association Stadium Tour (1:30pm)
- April 24, 2013: IMG Weekly Meeting (2pm/ Conference Room)
- April 24, 2013: TOR BCS Cocktails and Dinner (6pm/ Field and Pavilion)
- April 27, 2013: Cystic Fibrosis Walk (Lot B)
- April 27, 2013: Police Expo (Court of Champions)
- April 27, 2013: Spring Scrimmage
- April 28, 2013: CSX Intermodal Rodeo (Lot F)
- April 29, 2013: Legacy Coordination Meeting (10:15am/ Admin)
- April 29, 2013: Weekly Update Meeting (11am/ Conference Room)
- May 1, 2013: Police Drivers Training Course (7am-4pm/ South Lot F)
- May 1, 2013: IMG Weekly Meeting (2pm/ Conference Room)
- May 1, 2013: Local Hiring Advisory Group (4pm/ Brookside)
- May 1, 2013: WPRA Meeting and Tours (5pm)
- May 4-5, 2013: UCLA Select A Seat