



**CITY OF SOUTH PASADENA
COMMUNITY SERVICES COMMISSION**

A G E N D A
MONDAY, OCTOBER 13, 2025, AT 6:30 P.M.

**AMEDEE O. "DICK" RICHARDS JR. COUNCIL CHAMBERS
1424 MISSION STREET, 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: 824 1689 5308**
Passcode: 547050
- Written Public Comment – written comment must be submitted by 12:00 p.m. the day of the meeting by emailing to lhakobian@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/82416895308?pwd=0VfsfiZWN1WUhhY3PSJMpbwVaXZDGB.1>

CALL TO ORDER:

Vice Chair

Stephen L. Plotkin

ROLL CALL:

Chair

Bryan Samuels (*Excused Absence*)

Vice Chair

Stephen L. Plotkin

Commissioner

Leslie Albe Field

Commissioner

Anne Bagasao

Commissioner

Anthony W. Lai

Commissioner

Mackenzie Z. Moore

Commissioner

Lauren Weinberger

PLEDGE OF ALLEGIANCE:

Commissioner

Lauren Weinberger

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 lhakobian@southpasadenaca.gov

Public Comments received in writing will not be read aloud at the meeting but will be part of the meeting record. Written public comments will be uploaded online for public viewing under Additional Documents. There is no word limit on emailed Public Comment(s). Please make sure to indicate:

- 1) Name (optional), and
- 2) Agenda item you are submitting public comment on.
- 3) Submit by no later than **12:00 p.m.**, on the day of the Commission meeting.

PLEASE NOTE: The Chair may exercise the Chair's discretion, subject to the approval of the majority of the Commission to adjust public comment(s) to less than three minutes.

NOTE: Pursuant to State law, the Commission may not discuss or take action on issues not on the meeting agenda, except that members of the Commission or staff may briefly respond to statements made or questions posed by persons exercising public testimony rights (Government Code Section 54954.2). Staff may be asked to follow up on such items.

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

General Public Comment will be limited to 30 minutes at the beginning of the agenda. If there are speakers remaining in the queue, they will be heard at the end of the meeting.

Only Speakers who sign up in the first 30 minutes of public comment will be queued up to speak.

PRESENTATION**2. PRESENTATION OF THE 4TH OF JULY FIREWORK SHOW SURVEY RESULTS****3. PRESENTATION OF UPDATE ON ARROYO SECO GOLF COURSE PROGRESS****CHANGES TO THE AGENDA**

4. REORDERING OF, ADDITIONS, OR DELETIONS TO THE AGENDA**CONSENT CALENDAR****OPPORTUNITY TO COMMENT ON CONSENT CALENDAR**

Items listed under the Consent Calendar are considered by the City Manager to be routine in nature and will be enacted by one motion unless a public comment has been received or Commission requests otherwise, in which case the item will be removed for separate consideration. Any motion relating to an ordinance or a resolution shall also waive the reading of the ordinance or resolution and include its introduction or adoption as appropriate.

5. CONSIDERATION OF APPROVAL OF THE COMMUNITY SERVICES COMMISSION MEETING MINUTES FOR SEPTEMBER 8, 2025Recommendation

It is recommended that the Commission consider the approval of the minutes for the Community Services Commission Meeting on September 8, 2025.

6. RECEIVE AND FILE THE SUMMER 2025 SPECIAL EVENT UPDATERecommendation

It is recommended that the Commission receive and file the 2025 Summer Events Update.

7. CONSIDERATION OF APPROVAL OF THE APPOINTMENTS TO SITES FOR THE ADOPT A PARK PROGRAMRecommendation

It is recommended that the Commission consider the approval of the appointments to sites for the Adopt A Park Program.

ACTION/DISCUSSION**8. SELECTION OF 2026 4TH OF JULY FESTIVAL OF BALLOONS SUBCOMMITTEE**Recommendation

It is recommended that the Commission select a subcommittee to include two Commissioners to provide support and input with 2026 4th of July Festival of Balloons event planning.

9. DISCUSSION OF RECOMMENDED AMENDMENTS TO SOUTH PASADENA MUNICIPAL CODE SECTION 21.22 – TENNIS COURTS USE POLICYRecommendation

It is recommended that the Community Services Commission review and provide feedback on the proposed amendments to South Pasadena Municipal Code (SPMC) Section 21.22 – Special Provisions Relative to Tennis Courts.

10. YOUTH SERVICES GAP ANALYSIS SURVEYRecommendation

It is recommended that the Commission review and approve the proposed Youth Services Survey to be distributed to students in the South Pasadena Unified School District (SPUSD) to gather input on desired youth programs and identify areas where the City may expand or enhance its services.

PUBLIC HEARING**COMMUNICATIONS****11. CITY COUNCIL LIAISON COMMUNICATIONS****12. COMMISSIONER COMMUNICATIONS****13. STAFF LIAISON COMMUNICATIONS****PUBLIC COMMENT – CONTINUED****14. 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**

NOVEMBER 10, 2025	REGULAR COMMISSION MEETING	6:30 P.M.
DECEMBER 8, 2025	REGULAR COMMISSION MEETING	6:30 P.M.
JANUARY 12, 2026	REGULAR COMMISSION MEETING	6:30 P.M.

PUBLIC ACCESS TO AGENDA DOCUMENTS AND BROADCASTING OF MEETINGS

Commission meeting agenda packets, any agenda related documents, and additional documents are available online for public inspection on the City's website:

<https://www.southpasadenaca.gov/government/boards-commissions>

AGENDA NOTIFICATION SUBSCRIPTION

If you wish to receive an agenda email notification, please contact the City Clerk's Division via email at CityClerk@southpasadenaca.gov or call (626) 403-7230.

ACCOMMODATIONS

The City of South Pasadena wishes to make all of its public meetings accessible to the public. If special assistance is needed to participate in this meeting, please contact the City Clerk's Division at (626) 403-7230 or CityClerk@southpasadenaca.gov. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. Notification at least 48 hours prior to the meeting will assist staff in assuring that reasonable

arrangements can be made to provide accessibility to the meeting (28 CFR 35.102-35.104 ADA Title II).

CERTIFICATION OF POSTING

*I declare under penalty of perjury that I posted this notice of agenda for the meeting to be held on **October 13, 2025**, 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.*

10/08/2025

/S/

Date

Melissa Snyder, Community Services Deputy Director



Community Services Commission Agenda Report

ITEM NO. 2

DATE: October 13, 2025

FROM: Lucy Hakobian, Community Services Director

PREPARED BY: Melissa Snyder, Community Services Deputy Director

SUBJECT: **PRESENTATION OF 4TH OF JULY FIREWORK SHOW SURVEY RESULTS**

Purpose

The purpose of this report is to present the Commission with the survey results from the 4th of July Firework Show. This is for the Commission's awareness and review. No action or recommendations are requested at this time.

Background

Following the City's annual 4th of July Firework Show, a community survey was conducted to gather feedback on event satisfaction, logistics, and suggestions for improvement.

Analysis

Staff will present a summary of the survey results, including overall satisfaction, key themes, and community input to help guide future event planning.

Attachments:

1. PowerPoint Presentation 4th of July Firework Show Survey

ATTACHMENT 1

Item No. 2 – PowerPoint Presentation on 4th of July
Firework Show Survey

4th of July Firework Show Survey

Date: October 13, 2025

Prepared By: Melissa Snyder, Community Services Deputy Director

Purpose of Survey

- **Goal:** To gather community input on the current 4th of July fireworks celebration and explore interest in alternative show formats.
- **Objectives:**
 - Measure satisfaction with the traditional fireworks show.
 - Gauge community interest in drone shows and hybrid options.
 - Collect feedback to help guide future event planning.
- **Note:** This survey was intended for community feedback purposes only and is not statistically representative of the overall population.

Key Results (Ratings)



Question	Rating
On a scale of 1 to 5, how would you rate your overall experience at the 4th of July Firework Show? (1 = Very Poor, 5 = Excellent)	Average Rating: 4.8
On a scale of 1 to 5, how interested are you in a drone light show in the future? (1 = Not Interested, 5 = Very Interested)	Average Rating: 2.2
On a scale of 1 to 5, how interested are you in a hybrid show (fireworks + drones) in the future? (1 = Not Interested, 5 = Very Interested)	Average Rating: 2.8
On a scale of 1 to 5, how interested are you in a traditional firework show in the future? (1 = Not Interested, 5 = Very Interested)	Average Rating: 4.8

Summary of Open-Ended Comments

What People Appreciated/Liked:

- Attendees overwhelmingly praised the quality of the fireworks, the community feel, and the ease of attending. The event is viewed as a beloved local tradition that brings families and neighbors together.

Suggestions & Ideas:

- Most improvement suggestions focused on logistics (food, sound, and entry/exit flow) rather than the show itself. Overall sentiment remained very positive, with attendees showing enthusiasm for enhancements that improve comfort and engagement.



Community Services Commission Agenda Report

ITEM NO. 3

DATE: October 13, 2025

FROM: Lucy Hakobian, Community Services Director

PREPARED BY: Melissa Snyder, Community Services Deputy Director

SUBJECT: PRESENTATION OF UPDATE ON ARROYO SECO GOLF COURSE PROGRESS

Purpose

The purpose of this report is to provide the Commission with an update on the Arroyo Seco Golf Course. This item is for the Commission's information only. No action or recommendations are requested at this time.

Background

The City initiated an RFP process to identify qualified operators for the Arroyo Seco Golf Course. The RFP seeks to ensure continued quality operations, maintenance, and programming at the facility in alignment with community and City goals.

Analysis

Staff will provide an update on the current status of the RFP process. At this stage, staff is conducting interviews with proposers and evaluating submissions. Additional updates will be provided as the process moves forward toward a recommendation and potential agreement.



Community Services Commission Agenda Report

ITEM NO. 5

DATE: October 13, 2025

FROM: Lucy Hakobian, Community Services Director

PREPARED BY: Melissa Snyder, Community Services Deputy Director

SUBJECT: **CONSIDERATION OF APPROVAL OF THE COMMUNITY SERVICES COMMISSION SPECIAL MEETING MINUTES FOR SEPTEMBER 8, 2025**

Recommendation

It is recommended that the Commission consider approval of the minutes for the Community Services Commission Meeting on September 8, 2025.

Attachments:

1. Draft Community Services Commission September 8, 2025 Meeting Minutes

ATTACHMENT 1

Item No. 5 – Draft Community Services Commission
September 8, 2025 Meeting Minutes



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

MINUTES
MONDAY, SEPTEMBER 8, 2025, AT 6:30 P.M.

CALL TO ORDER:

The Regular Meeting of the South Pasadena Community Services Commission was called to order by Chair Samuels on Monday, September 8, 2025, at 6:34 P.M. The City Council Chambers is located at 1424 Mission Street, South Pasadena, California.

ROLL CALL:

PRESENT

Chair	Bryan Samuels
Vice Chair	Stephen L. Plotkin
Commissioner	Leslie Albe Field
Commissioner	Anne Bagasao
Commissioner	Anthony W. Lai
Commissioner	Lauren Weinberger
Mayor	Janet Braun

ABSENT

Commissioner	Mackenzie Z. Moore
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Melissa Snyder, Community Services Deputy Director, announced a quorum.

CITY STAFF PRESENT:

Lucy Hakobian, Community Services Director; Melissa Snyder, Community Services Deputy Director; and Nathalie Wilcox, Community Services Supervisor were present at Roll Call.

PLEDGE OF ALLEGIANCE:

The Flag Salute was led by Chair Samuels.

PUBLIC COMMENT

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

None

2. REORDERING OF, ADDITIONS, OR DELETIONS TO THE AGENDA

None

CONSENT CALENDAR

3. CONSIDERATION OF APPROVAL OF THE COMMUNITY SERVICES COMMISSION SPECIAL MEETING MINUTES FOR JULY 14, 2025Recommendation

It is recommended that the Commission consider the approval of the minutes for the Community Services Commission Special Meeting on July 14, 2025.

In-Person Public Comment

Josh Betta spoke regarding the item.

COMMISSION ACTION AND MOTION

An amended motion was made by Commissioner Weinberger, seconded by Vice Chair Plotkin, and approved by roll call vote to approve Item No. 3 of the Consent Calendar. The motion carried 4-2-1-0, by the following vote:

AYES: Samuels, Plotkin, Bagasao, Weinberger

NOES: Field, Lai

ABSENT: Moore

ABSTAINED: None

PRESENTATION

4. PRESENTATION ON COMMISSION REGULAR ITEMS AND SPECIAL PROJECTS

Community Services Deputy Director Snyder presented this item.

In-Person Public Comment

Tucker Nelson spoke regarding the item.

5. PRESENTATION ON POCKET PARK CONSTRUCTION UPDATE

Community Services Deputy Director Snyder presented this item.

6. LIBRARY AND COMMUNITY CENTER SITE PLAN UPDATE

Community Services Deputy Director Snyder presented this item.

ACTION/DISCUSSION

7. DISCUSSION AND APPROVAL OF REVISIONS TO THE 2025 COMMISSION WORK PLAN

Community Services Deputy Director Snyder presented this item.

Recommendation

It is recommended that the Commission review and discuss revisions to the current annual Work Plan to ensure alignment with City Council priorities.

COMMISSION ACTION AND MOTION

A motion was made by Commissioner Lai, seconded by Commissioner Weinberger, and approved by roll call vote to approve Item No. 7, as presented. The motion carried 6-0-1-0, by the following vote:

AYES: Samuels, Plotkin, Bagasao, Field, Lai, Weinberger

NOES: None

ABSENT: Moore

ABSTAINED: None

8. ADOPT A PARK SELECTIONS

Community Services Deputy Director Snyder presented this item.

Recommendation

It is recommended that the Commission discuss and finalize the selection of parks to be assigned to individual Commissioners as part of the Adopt A Park Program.

COMMISSION ACTION AND MOTION

The Commission discussed Item No. 8 and the item will be brought back to the October 13, 2025 Community Services Commission Regular Meeting for approval.

9. REVIEW AND CONSIDER APPROVAL OF FIELD USE REQUEST FOR AMERICAN YOUTH SOCCER ORGANIZATION

Community Services Supervisor Wilcox presented this item.

Recommendation

It is recommended that the Commission review and consider approval of field permit request for American Youth Soccer Organization.

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. 9, as presented. The motion carried 6-0-1-0, by the following vote:

AYES: Samuels, Plotkin, Bagasao, Field, Lai, Weinberger

NOES: None

ABSENT: Moore

ABSTAINED: None

10. REVIEW AND CONSIDER APPROVAL OF FIELD USE REQUEST FOR HOLY FAMILY CATHOLIC SCHOOL

Community Services Supervisor Wilcox presented this item.

Recommendation

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

COMMISSION ACTION AND MOTION

A motion was made by Chair Samuels, seconded by Commissioner Lai, and approved by roll call vote to approve Item No. 10, as presented. The motion carried 6-0-1-0, by the following vote:

AYES: Samuels, Plotkin, Bagasao, Field, Lai, Weinberger
NOES: None
ABSENT: Moore
ABSTAINED: None

11. QUARTERLY UPDATES REGARDING ROTATING TOPICS

Community Services Deputy Director Snyder presented this item.

Recommendation

It is recommended that the Commission discuss and adopt a structured framework for quarterly updates to ensure consistent, informative, and relevant communication.

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. 11, as presented, allowing staff to schedule items to be presented on a quarterly basis. The motion carried 6-0-1-0, by the following vote:

AYES: Samuels, Plotkin, Bagasao, Field, Lai, Weinberger
NOES: None
ABSENT: Moore
ABSTAINED: None

12. REVIEW DRAFT REQUEST FOR PROPOSALS FOR 4TH OF JULY CELEBRATION

Community Services Deputy Director Snyder presented this item.

Recommendation

It is recommended that the Commission review and provide feedback regarding the proposed Request for Proposals (RFP) process for identifying a qualified vendor to provide the 4th of July sky show celebration.

COMMISSION ACTION AND MOTION

A motion was made by Commissioner Lai, seconded by Commissioner Weinberger, and approved by roll call vote to approve Item No. 11, with inclusion of the Commission's feedback and revisions. The motion carried 6-0-1-0, by the following vote:

AYES: Samuels, Plotkin, Bagasao, Field, Lai, Weinberger
NOES: None
ABSENT: Moore
ABSTAINED: None

PUBLIC HEARING

COMMUNICATIONS

13. CITY COUNCIL LIAISON COMMUNICATIONS

- Mayor Braun thanked the Commission for their patience and work on the finalization of the Commissions Work Plan.

14. COMMISSIONER COMMUNICATIONS

- Commissioner Bagasao provided feedback on the Summer Concerts in the Park series, noting that the ACME Time Machine performance was particularly outstanding. She also offered comments regarding the food trucks and performances, and recommended that the City explore ways to address slacklining and motorized bike activity in parks, along with improving signage to promote park safety and compliance.
- Commissioner Lai provided feedback on the Movies and Concerts in the Park series, noting that both events were well executed and positively received by the community. He also commented on Garfield Park, emphasizing the importance of maintaining the park's condition and amenities for public enjoyment. Additionally, he expressed agreement with Commissioner Bagasao's remarks regarding the need for improved signage to promote compliance with park rules and ensure a safe, enjoyable environment for all visitors. He also noted looking forward to the Halloween Boo Bash.
- Chair Samuels expressed agreement with the Commissioners' feedback regarding the Summer Concerts and Movies in the Park programs. Additionally, Chair Samuels expressed interest in exploring opportunities to host more community events outside of the summer season to maintain year-round engagement. He also inquired about the appropriate point of contact for organizing neighborhood block parties.
- Commissioner Field provided a personal update, expressing gratitude for a successful kidney surgery and sharing that she was glad to have been able to participate in an outdoor Concert in the Park event during her recovery.
- The Vice Chair requested additional information regarding the Parks Comprehensive Plan, including clarification on its current status and when it will be presented to the Commission for further review and discussion. He also expressed interest in the Youth Services Gap Analysis, emphasizing the importance of including this topic in future Commission agendas. The Vice Chair noted that he would like to be actively involved in the review and discussion process for both initiatives to support continued progress and alignment with community needs.

15. STAFF LIAISON COMMUNICATIONS

- Community Services Director Hakobian noted that she will be presenting cost estimates for resurfacing the tennis courts to the City Council. Additionally she thanked staff for the work that goes into creating the packet for the Commission.
- Community Services Supervisor Wilcox provided an update on the annual Boo Bash scheduled for Friday, October 24, 2025 from 5:30 p.m. to 8:00 p.m. She also noted that if Commissioners are interested in volunteering they can contact her directly via email.

PUBLIC COMMENT- CONTINUED

16. CONTINUED PUBLIC COMMENT-GENERAL

None

ADJOURNMENT

There being no further matters, Chair Samuels adjourned the meeting of the Community Services Commission at 8:45 P.M. to the next Regular Community Services Commission meeting scheduled for October 13, 2025.

Respectfully submitted:

Melissa Snyder
Community Services Deputy Director

APPROVED:

Bryan Samuels
Chair

ATTEST:

Melissa Snyder
Community Services Deputy Director

Approved at Community Services Commission Meeting: October 13, 2025



Community Services Commission Agenda Report

ITEM NO. 6

DATE: October 13, 2025

FROM: Lucy Hakobian, Community Services Director

PREPARED BY: Nathalie Wilcox, Community Services Supervisor

SUBJECT: 2025 Summer Special Events Update

Recommendation

It is recommended that the Commission receive and file the 2025 Summer Events Update.

Background

The Community Services Department hosted four Concerts in the Park, three Movies in the Park, and two Shakespeare in the Park performances throughout June, July, and August. These events provide a variety of live music, family-friendly movies, and entertainment to our community.

Analysis

2025 Summer Special Events Schedule & Attendance

Concerts in the Park were held on alternating Sundays to allow for other events on the intermediary weekends, creating a continuous summer series for the community. Concerts took place from 5:00 p.m. to 7:00 p.m. on Sundays, while Movies in the Park were hosted on the second Friday of each month and began at sunset.

Food trucks were present at each event, offering food and beverages to attendees.

Date	Special Event	Attendance
June 13, 2025	Movie in the Park: <i>A Goofy Movie</i> (1995)	340
June 29, 2025	Concert in the Park: Latin Soul Band (Latin)	458
July 11, 2025	Movie in the Park: <i>A Minecraft Movie</i> (2025)	310
July 19, 2025	Shakespeare in the Park: <i>Julius Caesar</i>	275
July 20, 2025	Shakespeare in the Park: <i>As You Like It</i>	425
July 27, 2025	Concert in the Park: ACME Time Machine (Oldies/Tribute)	733
August 3, 2025	Concert in the Park: Soul3Sixty (Soul R&B)	470
August 8, 2025	Movie in the Park: <i>The Wild Robot</i> (2024)	304
August 17, 2025	Concert in the Park: Pat Benatar & Beyond (Tribute)	574

2025 Summer Special Events Sponsorship

In January 2025, the Community Services Department mailed sponsorship letters to 651 local businesses and contracted consultant groups. The 2025 cash sponsorships totaled \$14,500.00, with an additional total of \$2,000 with in-kind contributions.

Organization/Individual	Amount	Sponsorship Level
Athens Services	\$5,000	Title
The Pansky Markle Family	\$2,000	Gold
Law Offices of Michael Oran, APC	\$1,000	Silver
RHA Landscape Architects-Planners, Inc.	\$1,000	Silver
Shakers & Canoe House	\$1,000	Silver
SmileHaus Orthodontics	\$1,000	Silver
South Pasadena AYSO, Region 214	\$1,000	Silver
South Pasadena Little League	\$1,000	Silver
Mike and Anne's Inc.	\$500	Bronze
Rialto Project	\$500	Bronze
Kim's Hapkido Martial Arts	\$250	Special Friends
Rene A. Ramos	\$100	Friends
Family Chiropractic Center of So. Pasadena	\$50	Friends
Kimberly C. Wong, LCSW	\$50	Friends
The Jireh Group Realty	\$50	Friends
Total Sponsorship:	\$14,500	

In-Kind Contributions

Organization/Individual	Amount
Aztlan Athletics LLC	\$2,000

Concert Stage

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

Fiscal Impact

The 2025 Summer Special Events cost \$39,397.84 with funding allocated under Recreation and Youth Services Special Events. Expenses were covered over Fiscal Year 2024-2025 and Fiscal Year 2025-2026.

Special Event	Total Program Cost
Concerts in the Park Total	\$26,110.10
Movies in the Park Total	\$5,787.74
Shakespeare in the Park Total	\$7,500.00
Total:	\$39,397.84

Public Notification

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.



Community Services Commission Agenda Report

ITEM NO. 7

DATE: October 13, 2025

FROM: Lucy Hakobian, Community Services Director

PREPARED BY: Melissa Snyder, Community Services Deputy Director

SUBJECT: **CONSIDERATION OF APPROVAL OF THE APPOINTMENTS TO SITES FOR THE ADOPT A PARK PROGRAM**

Recommendation

It is recommended that the Commission consider the approval of the appointments to sites for the Adopt A Park Program.

Background

The Adopt A Park Program is an initiative designed to promote community stewardship, improve communication between the Community Services Commission and staff, and support the ongoing care and attention to the City's park system. Each Commissioner is assigned one or more parks to monitor and advocate for throughout the year.

Commissioners are expected to:

- Periodically visit their assigned park(s),
- Identify maintenance or safety concerns,
- Attend or support community events at the park,
- Serve as a liaison for the park(s).

Analysis

At the September 8, 2025 regular Community Services Commission meeting, the Commission discussed the Adopt-A-Park Program and expressed enthusiasm for direct participation. Each Commissioner identified one or more park sites they would like to adopt based on personal interest, location, and familiarity with community needs.

The selections are summarized below:

Adopted Park/Site	Commissioner(s)
Arroyo Park	Chair Samuels & Commissioner Bagasao
Dr. Beatriz Solis Memorial Park	Vice Chair Plotkin & Commissioner Lai
Eddie Park	Vice Chair Plotkin & Commissioner Field
Garfield Park	Commissioners Field, Lai & Weinberger
Grevelia Pocket Park	Commissioner Weinberger
Orange Grove Park	Chair Samuels

South Pasadena Skate Park	Commissioner Bagasao
South Paws-adena Dog Park	Vice Chair Plotkin

Next Steps

Following the approval of park assignments, Commissioners will be expected to provide regular updates on their adopted park(s) during the Commissioner Communications portion of future meetings. Updates may include observations, community feedback, or maintenance concerns related to their assigned location(s).

Fiscal Impact

There is no immediate fiscal impact associated with this discussion. Any financial considerations related to the discussion will be addressed as part of the budget development process.

Public Notification

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.



Community Services Commission Agenda Report

ITEM NO. 8

DATE: October 13, 2025

FROM: Lucy Hakobian, Community Services Director

PREPARED BY: Melissa Snyder, Community Services Deputy Director

SUBJECT: **SELECTION OF 2026 4TH OF JULY FESTIVAL OF BALLOONS
SUBCOMMITTEE**

Recommendation

It is recommended that the Commission select a subcommittee to include two Commissioners to provide support and input with 2026 4th of July Festival of Balloons event planning.

Background

The City's annual 4th of July Festival of Balloons is a long-standing community tradition celebrating Independence Day with family-friendly activities, entertainment, and fireworks. Planning for the 2026 event is underway, and staff are seeking Commission involvement to help guide the event's planning and ensure it reflects community values and priorities.

Analysis

Staff are requesting the formation of a subcommittee composed of two Commissioners to work alongside City staff and event organizers throughout the planning process. The subcommittee will provide feedback on key aspects of the event, including programming, community outreach, sponsorship opportunities, and volunteer coordination.

In addition, the subcommittee will assist in exploring potential enhancements to the parade, such as improving participant engagement and identifying opportunities to elevate the overall parade experience.

The subcommittee may also participate in discussions regarding the event name and branding, ensuring it continues to reflect the community's identity and evolving vision for the celebration.

The subcommittee's participation will help ensure that the Commission's perspectives are incorporated into planning decisions and that the 2026 Festival of Balloons continues to evolve as a signature community event.

Next Steps

Upon Commission approval, two Commissioners will be appointed to the subcommittee. Staff will coordinate with the appointed members to schedule the first planning meeting.

Fiscal Impact

There is no immediate fiscal impact associated with this discussion. Any financial considerations related to the discussion will be addressed as part of the budget development process.

Public Notification

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.



Community Services Commission Agenda Report

ITEM NO. 9

DATE: October 13, 2025

FROM: Lucy Hakobian, Community Services Director

PREPARED BY: Melissa Snyder, Community Services Deputy Director
Nathalie Wilcox, Community Services Supervisor
Jordan Bell, Community Services Coordinator

SUBJECT: **DISCUSSION OF RECOMMENDED AMENDMENTS TO SOUTH PASADENA MUNICIPAL CODE SECTION 21.22 – TENNIS COURTS USE POLICY**

Recommendation

It is recommended that the Community Services Commission review and provide feedback on the proposed amendments to South Pasadena Municipal Code (SPMC) Section 21.22 – Special Provisions Relative to Tennis Courts – to reflect inclusive use of court space for pickleball and other paddle sports, clarify language, and align court rules with current community usage and recreational trends.

Background

The existing ordinance was last updated in 2010 and is specific to tennis courts and tennis play. Since that time, the popularity of pickleball and other paddle sports has significantly increased in South Pasadena and across the country. As a result, shared court usage, new equipment needs, and scheduling conflicts have emerged.

To better reflect current usage and community demand, staff has reviewed the current policy and developed recommended revisions to modernize the language, improve clarity, and promote equitable access for both tennis and paddle sport users.

Analysis

Current	Proposed Change
21.22 – Special Provisions Relative to Tennis Courts It is unlawful for any person to violate any of hereinafter specified rules for the use of tennis courts in any park:	21.22 – Special Provisions for Use of Tennis and Paddle Sport Courts It is unlawful for any person to violate any of hereinafter specified rules for the use of courts in any park:
(a) City of South Pasadena sponsored tennis programs and events have priority over any other use.	(a) City of South Pasadena-sponsored recreational programs and events, including tennis, pickleball, and other

	paddle sports, shall have priority use over any other activity on designated courts.
(b) Tennis shoes are required to play upon any tennis court.	(b) Non-marking athletic shoes must be worn on all court surfaces to protect court integrity.
(c) The use of roller skates, roller blades, skateboards, bikes, roller/hockey, or any other wheel toys prohibited on the tennis courts.	(c) The use of roller skates, rollerblades, skateboards, bicycles, hockey equipment, scooters, or other wheeled devices is prohibited on court surfaces. Courts are designated solely for tennis, pickleball, and other approved paddle sports.
(d) Unauthorized professional instruction is prohibited unless authorization is obtained from the community services director and posted at tennis courts.	(d) Unauthorized professional or paid instruction is prohibited on all public courts. Authorization must be obtained from the Community Services Director and must be posted at the court. This applies to tennis, pickleball, and all paddle sports.
(e) Tennis courts are available on a first-come, first-served basis, at all times regardless of age of participants.	(e) Courts are available on a first-come, first-served basis unless otherwise scheduled for permitted events or maintenance. This applies to all users, regardless of age or sport.
(f) Pets are not allowed on the tennis courts.	(f) No change proposed.
(g) It is unlawful to cut, break, deface or disturb nets, fencing or any park related equipment.	(g) No change proposed.
(h) When all courts are occupied and there are individuals who are waiting to use the courts, the following rules apply for relinquishment of the courts: (1) An individual using the backboard, serving alone, or using a ball machine may play for one half hour. (2) Singles or doubles may play for one hour or one set, whichever is the shortest time. (3) Warm-up before a set shall not exceed five minutes. (4) A court cannot be held.	(h) When all courts are occupied and individuals are waiting, the following time limits shall apply for all users (tennis, pickleball, and paddle sports): (1) Solo practice, including use of a backboard or ball machine: 30 minutes maximum. (2) Singles or doubles play: 1 hour or 1 set/game, whichever is shorter. (3) Warm-up before play shall not exceed 5 minutes. (4) Courts may not be held or reserved without physical presence or permit.
(i) To use any tennis court for tennis tournaments or other special events of any kind, a permit must first be obtained...	(i) To use any court for tournaments, organized matches, league play, or other special events related to tennis,

	pickleball, or paddle sports, a permit must be obtained in advance from the Community Services Director.
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Proposed Subsections to Add

Below are proposed subsections for the Commission to consider adding in addition to the above amendments.

Permit Requirement for Large Group Use

(j) Any organized activity, event, or exercise involving a large group (defined as more than eight individuals) requires a permit from the Community Services Director. This includes but is not limited to: clinics, group lessons, team practices, meetups, or fitness bootcamps. Unpermitted large group use may be subject to removal.

This helps prevent informal or commercial groups from monopolizing court space, especially during peak hours, and ensures equitable access for the broader public.

Prohibition of Amplified Sound

(k) Amplified music, loudspeakers, or any sound amplification devices are prohibited on or adjacent to court areas, unless expressly authorized by the Community Services Director through a special event permit.

This protects nearby residents from noise disturbances and maintains a respectful and distraction-free environment for players.

Additional Considerations

Below are additional considerations for the Commission's discussion.

Time Restrictions for Pickleball Use

Given community feedback regarding sound impacts and limited court availability, staff recommend that the Commission discuss whether to establish restricted hours for pickleball play. These time restrictions could help balance access for both tennis and pickleball users while minimizing disruption to nearby residents during early morning or late evening hours.

Example options include:

- Limiting pickleball play after 8:00 a.m. and before 8:00 p.m.
- Designating specific days or courts for pickleball-only or tennis-only use.

The Commission's feedback on whether and how to implement time restrictions will help inform final policy language.

Reservation System

Currently, South Pasadena courts operate on a first-come, first-served basis. To assess whether a reservation system could improve access and reduce conflicts, staff surveyed 22 local cities regarding their tennis and pickleball court management practices.

Summary of Findings:

- Only two cities (approximately 9%) reported using an online reservation system for public court access.
- The vast majority continue to rely on first-come, first-served play or informal player coordination methods.

Based on these results, reservation systems are not yet common practice among comparable cities in the region. However, if the Commission is interested, staff could explore a pilot program or a hybrid model (combining reservations for certain time blocks with open play at others) to evaluate community response and administrative needs.

Next Steps

1. Gather Community Services Commission feedback on the proposed ordinance updates and additional considerations.
2. Incorporate feedback and present revised ordinance language to the City Council for review and approval.
3. Coordinate with Public Works to update court signage and any online information to reflect approved changes.

Fiscal Impact

No immediate fiscal impact. Future consideration may be given to improved signage, court striping, and scheduling platforms, which would require budget approval at a later time.

Public Notification

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.



Community Services Commission Agenda Report

ITEM NO. 10

DATE: October 13, 2025

FROM: Lucy Hakobian, Community Services Director

PREPARED BY: Melissa Snyder, Community Services Deputy Director

SUBJECT: **REVIEW AND APPROVAL OF YOUTH SERVICES SURVEY FOR SPUSD STUDENTS**

Recommendation

It is recommended that the Commission review and approve the proposed Youth Services Survey to be distributed to students in the South Pasadena Unified School District (SPUSD) to gather input on desired youth programs and identify areas where the City may expand or enhance its services.

Background

The City of South Pasadena provides a variety of recreational, educational, and enrichment opportunities for youth through Community Services programs. As the needs and interests of young residents continue to evolve, staff are seeking to evaluate current offerings and identify potential programming gaps.

To support this effort, Vice Chair Plotkin, Commissioner Moore, and staff have developed a short survey intended for distribution to local schools within SPUSD. The survey aims to engage youth directly in the planning process, giving students a voice in shaping the types of programs and services they value most.

Analysis

The proposed Youth Services Survey will be distributed in collaboration with SPUSD and is designed to gather feedback from students in upper elementary, middle, and high school. The survey includes questions related to:

- Interests in recreational, cultural, and educational programs (e.g., arts, sports, STEM, leadership, volunteering).
- Perceived gaps in current youth programming offered by the City.
- Preferred program formats (e.g., after-school, weekend, seasonal).
- Barriers to participation, such as scheduling, location, or cost.

Responses will be analyzed to identify trends and priority areas for future program development. The survey results will be shared with the Commission and used to inform recommendations for youth-oriented initiatives, partnerships, and budget planning.

Staff are seeking Commission feedback on the survey's content, structure, and distribution approach to ensure it effectively captures meaningful input from students.

Next Steps

If approved by the Commission, staff will:

1. Finalize the survey incorporating Commission feedback.
2. Coordinate with SPUSD administration for distribution.
3. Collect and analyze responses.
4. Return to the Commission with findings and potential program recommendations.

Fiscal Impact

There is no direct fiscal impact associated with the review and approval of the survey. Any future program expansions or new initiatives identified through survey results will be evaluated for fiscal feasibility and brought forward for Commission and City Council consideration.

Public Notification

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.

Attachments:

1. Draft City of South Pasadena Youth Services Survey

ATTACHMENT 1

Item No. 10 – Draft City of South Pasadena Youth
Services Survey

CITY OF SOUTH PASADENA – YOUTH SERVICES SURVEY

PURPOSE:

The City of South Pasadena wants to hear from students about the types of programs, committees, and spaces they are most interested in. Your feedback will help the City create spaces that better meet the needs and interests of local youth.

1. What types of programs or activities are you most interested in?

(Check all that apply)

- ☐ Sports, fitness, outdoor recreation (e.g., basketball, soccer, dance, yoga, biking)
- ☐ Arts & Performing Arts (e.g., painting, ceramics, creative projects, theater, music)
- ☐ STEM (science, technology, engineering, math)
- ☐ College prep, technical skills, career path planning (reword)
- ☐ Social events (e.g., movie nights, festivals, game nights)
- ☐ Other (please specify): _____

2. When would you be most likely to participate in a City program?

- ☐ After school on weekdays
- ☐ Evenings on weekdays
- ☐ Weekends
- ☐ During school breaks or summer vacation

3. Would you be interested in joining a youth committee or volunteer group – a group of students who share ideas, help plan events, and/or assist with programs?

- ☐ Yes
- ☐ No
- ☐ Maybe

4. Would you be interested in having a youth center in town – a space for young people to hang out, do activities, or get help with homework?

- ☐ Yes
- ☐ No
- ☐ Maybe

5. If yes, what kinds of issues or projects would you like to work on?

(Open-ended)

6. How can the City better support young people like you?

(Open-ended)

7. What might make it hard for you to join City programs?

(Check all that apply)

- ☐ Schedule conflicts
- ☐ Cost or registration fees
- ☐ Transportation or location
- ☐ Not aware of programs
- ☐ Lack of interest
- ☐ Other (please specify): _____

8. How do you usually find out about events or programs?

- ☐ Friends or family
- ☐ School announcements or newsletters

- ☐ Social media (Instagram, TikTok, etc.)
 - ☐ City website or email
 - ☐ Flyers or posters
 - ☐ Other: _____
-

9. What school do you attend?

- ☐ Arroyo Vista Elementary
 - ☐ Marengo Elementary
 - ☐ Monterey Hills Elementary
 - ☐ South Pasadena Middle School
 - ☐ South Pasadena High School
 - ☐ Other (please specify): _____
-

10. Do you live in South Pasadena?

- ☐ Yes
 - ☐ No
 - ☐ Not sure
-

11. How old are you?

- ☐ 10 years or younger
 - ☐ 11-13 years
 - ☐ 14-15 years
 - ☐ 16-18 years
 - ☐ 19 years or older
-

Thank you for sharing your thoughts!

Your feedback will help the City of South Pasadena make programs that fit the interests and needs of local youth.