



**CITY OF SOUTH PASADENA
COMMUNITY SERVICES COMMISSION**

A G E N D A
MONDAY, JULY 14, 2025, AT 6:30 P.M.

**AMEDEE O. "DICK" RICHARDS JR. COUNCIL CHAMBERS
1424 MISSION STREET, SOUTH PASADENA, CA 91030**

11 MAYFLOWER ROAD, HULL, MA 02045

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=0VfsfiZWN1WUhhYY3PSJMpwbVaXZDGB.1>

CALL TO ORDER:

Chair

Bryan Samuels

ROLL CALL:

Chair

Bryan Samuels

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 Anthony W. Lai**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.

CHANGES TO THE AGENDA**2. 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.

3. CONSIDERATION OF APPROVAL OF THE COMMUNITY SERVICES COMMISSION SPECIAL MEETING MINUTES FOR MAY 19, 2025

Recommendation

It is recommended that the Commission consider the approval of the minutes for the Community Services Commission Special Meeting on May 19, 2025.

ACTION/DISCUSSION

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

Recommendation

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

PUBLIC HEARING

COMMUNICATIONS

5. CITY COUNCIL LIAISON COMMUNICATIONS

6. COMMISSIONER COMMUNICATIONS

7. STAFF LIAISON COMMUNICATIONS

PUBLIC COMMENT – CONTINUED

8. 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

AUGUST 11, 2025	REGULAR COMMISSION MEETING	6:30 PM
SEPTEMBER 8, 2025	SPECIAL JOINT MEETING W/ LIBRARY BOARD OF TRUSTEES	6:30 PM

OCTOBER 13, 2025

REGULAR COMMISSION MEETING

6:30 PM

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 **July 14, 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.*

07/10/2025 /S/

Date

Melissa Snyder, Community Services Deputy Director



Community Services Commission Agenda Report

ITEM NO. 3

DATE: July 14, 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 MAY 19, 2025**

Recommendation

It is recommended that the Commission consider approval of the minutes for the Community Services Commission Special Meeting on May 19, 2025.

Attachments:

1. Draft Community Services Commission May 19, 2025 Special Meeting Minutes

ATTACHMENT 1

Draft Community Services Commission May 19,
2025 Special Meeting Minutes



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

**MINUTES
MONDAY, MAY 19, 2025, AT 6:30 P.M.**

CALL TO ORDER:

The Special Meeting of the South Pasadena Community Services Commission was called to order by Chair Samuels on Monday, May 19, 2025, at 6:30 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	Mackenzie Z. Moore
Commissioner	Lauren Weinberger
Mayor	Janet Braun

ABSENT

None

Melissa Snyder, Community Services Deputy Director, announced a quorum.

CITY STAFF PRESENT:

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

PLEDGE OF ALLEGIANCE:

The Flag Salute was led by Commissioner Moore.

PUBLIC COMMENT

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

The Commission received one public comment on Zoom from Yelena Krivitskaya regarding concern sand in South Pasadena public parks. The comment was interested in whether any lead testing or remediation has been conducted, additional proactive steps the City is taking, and what are the current lead levels.

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

None

CONSENT CALENDAR

3. **CONSIDERATION OF APPROVAL OF THE COMMUNITY SERVICES COMMISSION MEETING MINUTES FOR APRIL 14, 2025**

Recommendation

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

COMMISSION ACTION AND MOTION

A motion was made by Commissioner Weinberger, seconded by Commissioner Lai, and approved by roll call vote to approve Item No. 3 of the Consent Calendar. The motion carried 7-0-0-0, by the following vote:

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

NOES: None

ABSENT: None

ABSTAINED: None

ACTION/DISCUSSION

4. **DISCUSSION ON PARTNERSHIP WITH LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY (METRO) AND THRONE LABS FOR RESTROOM FACILITY INSTALLATION**

Community Services Deputy Director Snyder presented this item.

Recommendation

It is recommended that the Commission receive and discuss information regarding the City Council-approved partnership with the Los Angeles County Metropolitan Transportation Authority (Metro) for the installation of a Throne Labs smart restroom facility and provide feedback on the proposed site plan and implementation details.

COMMISSION ACTION AND MOTION

The Commission discussed Item No. 4 but did not take action or make a recommendation at this time.

5. **DISCUSSION ON YOUTH SERVICES GAP ANALYSIS**

Community Services Deputy Director Snyder presented this item.

Recommendation

It is recommended that the Commission discuss and provide feedback on existing youth programming and potential opportunities for new services to address gaps in youth services.

COMMISSION ACTION AND MOTION

The Commission discussed Item No. 5 but did not take action or make a recommendation at this time. Staff will work with Commissioner Moore to develop a

survey to be issued through South Pasadena Unified School District to gauge youths' needs and wishes for programming.

6. DISCUSSION OF THE SAN PASCUAL STABLES

Community Services Deputy Director Snyder presented this item.

Commissioner Lai stated he would submit questions by email, but they would primarily focus on whether the operator is fulfilling their obligations for community outreach and youth services.

Chair Samuels and Commissioner Bagasao wanted to better understand the historic property and ensure fair labor practices are being enforced for the tenant.

Vice Chair Plotkin wanted clarification regarding the capital improvement funds for the historic property and where the funds are deposited. Community Services Director Hakobian noted the rental fee and capital improvement funds are deposited into the General Fund.

Recommendation

It is recommended that the Commission engage in a discussion to gather relevant and insightful questions that will guide a presentation by the San Pascual Stables Operator at the Community Services Commission Meeting on September 8, 2025.

COMMISSION ACTION AND MOTION

The Commission discussed Item No. 6 but did not take action or make a recommendation at this time.

7. COMMISSION FOLLOW-UP AND ACTION ITEM RECAP

Chair Samuels and Community Services Deputy Director Snyder presented this item.

Commissioner Field requested that we add the Parks Comprehensive Plan and Library and Community Center Comprehensive Site Plan Surveys to be included on this item moving forward.

Chair Samuels requested that the Skate Park maintenance be included on this item moving forward.

Recommendation

It is recommended that the Commission provide a summary of actionable items from the May 19, 2025 meeting for staff to maintain.

PUBLIC HEARING

COMMUNICATIONS

8. CITY COUNCIL LIAISON COMMUNICATIONS

Mayor Braun provided an update to the Commission regarding the elimination of Commissioner Congress which will be replaced with Commissioners providing a report to City Council. Additionally, she provided an update regarding the Fiscal Year 2025-2026 Budget

timeline with approval tentatively set for August 20, 2025 and the Fiscal Year 2023-2024 audit being close to completion.

9. COMMISSIONER COMMUNICATIONS

- Commissioner Lai recognized the work of staff as the summer events are coming and looks forward to the schedule release.
- Commissioner Field thanked Community Services Director Hakobian for the facilities tour. She noted that the historical property and the Stables looked great and in good condition. She also inquired as to why we no longer have Division updates during meetings.
- Commissioner Bagasao inquired about who is responsible for parking enforcement for the trail in the lower Arroyo. She also suggested ensuring we have posted signs in our parks regarding rules and municipal codes.
- Chair Samuels provided an update on off leash dogs in Orange Grove Park. He expressed his appreciate for the work of staff and the Commission.
- Vice Chair Plotkin reported that he still strongly encourages re-instating the Youth Commission.
- Commissioner Weinberger inquired about guidelines to maintain a welcoming environment in the South Pasadena Senior Center.

10. STAFF LIAISON COMMUNICATIONS

None

PUBLIC COMMENT- CONTINUED

11. CONTINUED PUBLIC COMMENT-GENERAL

None

ADJOURNMENT

There being no further matters, Chair Samuels adjourned the meeting of the Community Services Commission at 8:31 P.M. to the next Regular Community Services Commission meeting scheduled for June 9, 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: June 9, 2025

DRAFT



Community Services Commission Agenda Report

ITEM NO. 4

DATE: July 14, 2025

FROM: Lucy Hakobian, Community Services Director

PREPARED BY: Melissa Snyder, Community Services Deputy Director

SUBJECT: **DISCUSSION AND APPROVAL OF REVISIONS TO THE 2025 COMMISSION WORK PLAN**

Recommendation

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

Background

The annual Work Plan serves as a guiding document outlining the Commission's priorities, goals, and activities for the year that aligns with City Council priorities.

Analysis

This agenda item is intended to initiate a discussion on revising the 2025 work plan to ensure it is consistent with and supports the City Council's priorities. The goal of the Work Plan is to address City Council priority areas through clear objectives and actionable tasks that will help the Commission fulfill its mission.

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*.

Attachments:

1. 2025 City Council Priorities
2. 2025 Revised Draft Community Services Commission Work Plan

ATTACHMENT 1
2025 City Council Priorities

City of South Pasadena

City Council Priorities 2025

Approved by City Council on February 19, 2025

This is a compilation of the priorities submitted by each Councilmember organized under five main “pillars”.

1. Finance

The most critical area to be accomplished in calendar year 2025 is work toward accurate financial reporting and budgeting. Accurate financial statements must be produced to enable decisions on all other priorities.

- a) LSL, LLP progress to complete necessary accounting and reporting through the year. FY2024 audit complete by June 30, 2025; FY2025 audit in progress by November 2025; FY2025 midyear budget review by Council in March 2025; FY2026 budget adopted by June 30, 2025; five-year projections complete by September 30, 2025
- b) Determine the cadence for regular financial reports to be submitted to Council and Finance Commission; schedule due July 31, 2025
- c) Hire Finance Director and Senior Accountant (Controller) due September 2025 and rebuild the Finance Department team
- d) Establish and start meeting with the Infrastructure Financing Working Group, the mission of which is to study options for financing the various infrastructure improvement projects set forth in this list of priorities.

2. Infrastructure

The City has infrastructure needs that have not been addressed for decades. The proper planning for addressing the repair or replacement of many of these projects must begin with planning and financing.

- a) Streets/gutter repair—Aggressively pursue work toward the comprehensive plan for streets and gutter repair; re-examine the plan to set goals for completion within 6 years and a financing plan (by August 2025)
- b) Establish a sidewalk repair plan and program by December 2025
- c) Complete the Library/Community Center Master Plan with extensive public outreach and present to Council by December 2025
- d) Sponsor 3 meetings with the public to present the Arroyo Golf course master plan and work with the Infrastructure Financing working group to consider funding sources with options presented by November 2025
- e) Begin working on the repair of the Westside Reservoir
- f) Produce a plan and timeline for completion of repairs to Sewer infrastructure in compliance with the Sewer Consent Judgment
- g) Complete negotiations with Athens Services for trash removal in the city by September 2025, and begin rollout of the organics trash collection by June 2025 (include 2 public meetings to explain to residents)
- h) Establish the Corridor Transit Working Group and begin meetings for N/S corridors connection with Alhambra/Pasadena and the E/W corridors connection with Los Angeles and San Marino

- i) Work on Parks Master Plan for completion and presentation in early 2026; begin construction on the 2 pocket parks
- j) Study and enhance emergency/disaster readiness, including evacuation plans. Provide periodic public status reports of program enhancements
- k) Continue efforts to provide infrastructure on electrification and sustainable/alternative energy options

3. Housing

The City will continue to focus on implementation of housing goals and acquisition and sale of CalTrans houses

- a) Finalize the Housing Element and zoning and other requirements, including appropriate height limits in the overlay zones and timely submit to the California Department of Housing and Community Development (HCD)
- b) Acquire and sell vacant CalTrans houses, with consideration of any properties suitable for affordable housing projects, by October 2025
- c) Finalize development agreement with Related California for the Mound/El Centro senior affordable housing development by December 2025
- d) Create a working group for Visioning South Pasadena 2050, including the “Mission Mile” and develop 3D models and drawings to represent the vision

4. Governance

Implement current municipal code requirements for governance of Commissions and consider amendments to clarify and combine commissions as approved. Establish regular reporting and performance assessments.

- a) City Council sets annual priorities for calendar year by February 15 each year
- b) Public Works and Mobility and Transportation Infrastructure Commission (MTIC) are combined and Planning and Design Review Board (DRB) are combined as approved by Council, by April 2025
- c) Commission Chairs work with staff liaison to establish meeting agendas, and Commission Chairs present to Council annually in October commission progress
- d) Commissions set annual priorities and work plans, consistent with Council priorities by March annually
- e) On-board new City Manager and agree to performance evaluation criteria
- f) Study role of City Treasurer and evaluate elected/appointed status

5. Operational Efficiencies

Work with the City Manager to establish improved operational efficiencies.

- a) Establish a Communications Strategy to better communicate with residents through newspapers, advertisements, social media, newsletters, and direct communications through organizations. Plan due by October 2025
- b) Establish a Project Management system to track progress of projects in progress and proper reporting and expense reimbursement system
- c) Explore personnel to assist with grants
- d) Establish quantifiable Key Performance Indicators (KPIs) for each department

- e) Review recruiting and retention practices to recruit, attract and retain outstanding staff members, and consider a third party to conduct exit interviews
- f) Successfully finalize Memorandums of Understanding (MOUs) with bargaining units

ATTACHMENT 2
2025 Revised Draft Community Services
Commission Work Plan

Community Services Commission

2025 Work Plan



Tasks and Activities	Desired Outcome
1. Provide a social media presence to engage a wider audience	Improve effectiveness of communication with residents and stakeholders.
2. Assist with outreach for the Parks Comprehensive Plan survey and related tasks 3. Provide input for the ribbon cutting ceremony for the Pocket Parks and help with public outreach	Through these efforts, the Community Services Commission will help ensure that parks initiatives are inclusive, well-communicated, and aligned with community values.
4. Provide input on potential new developments for the golf course	The Commission's input will contribute to a transparent decision-making process that maximizes public benefit and aligns with long-term community priorities.
5. Provide input on City celebrations for 2026 events including Festival of Balloons, FIFA World Cup, and upcoming 2028 Olympics	Support the successful planning and groundwork for high-impact community events that foster civic pride, celebrate cultural and recreational values, and engage residents of all ages and backgrounds.
6. Provide input and assist with outreach to community for the Library & Community Center Site Plan with upcoming community events and outreach	Promote meaningful community engagement in the Library & Community Center Site Plan process, aiming to increase public input and awareness.