



**CITY OF SOUTH PASADENA  
COMMUNITY SERVICES COMMISSION**

**A G E N D A**  
**REGULAR MEETING**  
**MONDAY, FEBRUARY 10, 2025, AT 6:30 P.M.**

**AMEDEE O. "DICK" RICHARDS JR. COUNCIL CHAMBERS**  
**1424 MISSION, 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](mailto: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:**

Vice Chair

Bryan Samuels

**ROLL CALL:**

Vice Chair

Bryan Samuels

Commissioner

Leslie Albe Field (Excused Absence)

Commissioner

Anne Bagasao

Commissioner

Anthony W. Lai

Commissioner

Mackenzie Z. Moore

Commissioner

Stephen L. Plotkin

Commissioner

Lauren Weinberger

**PLEDGE OF ALLEGIANCE:**

Vice Chair

Bryan Samuels

**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](mailto: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. INTRODUCTION OF NEW COMMISSIONERS****ACTION/DISCUSSION**

**3. SELECTION OF CHAIR AND VICE CHAIR**Recommendation

It is recommended that the Commission select and appoint a Chair and Vice Chair.

**4. APPROVAL OF MINUTES OF OCTOBER 14, 2024, COMMUNITY SERVICES COMMISSION MEETING**Recommendation

It is recommended that the Commission review and consider approval of the October 14, 2024, Meeting Minutes.

**5. APPROVAL OF MINUTES OF DECEMBER 9, 2024, JOINT MEETING OF THE COMMUNITY SERVICES COMMISSION AND THE PUBLIC ART COMMISSION MEETING**Recommendation

It is recommended that the Commission review and consider approval of the December 9, 2024, Meeting Minutes.

**6. SELECTION OF SUMMER EVENTS SUBCOMMITTEE**Recommendation

It is recommended that the Commission select a subcommittee to include two Commissioners to assist staff with the 2025 summer event planning.

**7. REVIEW AND CONSIDER APPROVAL OF FIELD USE REQUESTS FOR SOUTH PASADENA LITTLE LEAGUE**Recommendation

It is recommended that the Commission review and consider approval of field permit request for South Pasadena Little League.

**8. REVIEW AND CONSIDER APPROVAL OF FIELD USE REQUESTS FOR HOLY FAMILY SCHOOL**Recommendation

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

**9. RECEIVE AND FILE THE 2024 ANNUAL REPORT FROM SAN PASCUAL STABLES**Recommendation

It is recommended that the Commission receive and file the 2024 Annual Report from San Pascual Stables.

<b>PUBLIC HEARING</b>
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**COMMUNICATIONS****10. CITY COUNCIL LIAISON COMMUNICATIONS****11. COMMISSIONER COMMUNICATIONS****12. STAFF LIAISON COMMUNICATIONS**

- Community Services Department
- Recreation & Youth Services Division
- Senior Services Division
- Transit Division

**PUBLIC COMMENT – CONTINUED****13. 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**

MARCH 13, 2025	SPECIAL JOINT MEETING WITH LIBRARY BOARD OF TRUSTEES	7:00PM
APRIL 14, 2025	REGULAR COMMISSION MEETING	6:30PM
MAY 12, 2025	SPECIAL JOINT MEETING WITH LIBRARY BOARD OF TRUSTEES	6:30PM

**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](mailto: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](mailto: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 10, 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.*

02/06/2025

/MS/

Date

Melissa Snyder, Community Services Deputy Director



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

**MINUTES**

**MONDAY, OCTOBER 14, 2024, AT 6:30 P.M.**

**CALL TO ORDER:**

The Regular Meeting of the South Pasadena Community Services Commission was called to order by Chair Vogel on Monday, October 14, 2024, at 6:34 P.M. The City Council Chambers is located at 1424 Mission Street, South Pasadena, California.

**ROLL CALL:**

**PRESENT**

Chair	Gabriel Vogel
Vice Chair	Bryan Samuels
Commissioner	Lela Bissner
Commissioner	Leslie Albe Field
Commissioner	Anthony W. Lai (On Zoom)
Commissioner	Mackenzie Z. Moore
Commissioner	Stephen Plotkin
Council Liaison	Jack Donovan

**ABSENT**

Commissioner	Mackenzie Z. Moore
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Lucy Hakobian, Community Services Director, announced a quorum.

**CITY STAFF PRESENT:**

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

**PLEDGE OF ALLEGIANCE:**

The Flag Salute was led by Commissioner Bissner.

**PUBLIC COMMENT**

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

None

**PRESENTATION**

**ACTION/DISCUSSION****2. APPROVAL OF MINUTES OF OCTOBER 14, 2024, COMMUNITY SERVICES COMMISSION MEETING**Recommendation

It is recommended that the Community Services Commission approve the minutes for the October 14, 2024, Regular Community Services Commission Meeting.

**COMMISSION ACTION AND MOTION**

A motion was made by Commissioner Field, seconded by Commissioner Plotkin, and approved by roll call vote to approve Item No. 2. The motion carried 5-0-1-1 with Commissioner Samuels abstaining, by the following vote:

**AYES:** Bissner, Field, Lai, Plotkin, Vogel

**NOES:** None

**ABSENT:** Moore

**ABSTAINED:** Samuels

**3. CONSIDER APPROVAL OF THE FALL 2024 FIELD USE REQUEST FOR SOUTH PASADENA LITTLE LEAGUE (SPLL)**Recommendation

It is recommended that the Community Services Commission consider approval of the Fall 2024 field use request for SPLL.

**COMMISSION ACTION AND MOTION**

A motion was made by Commissioner Bissner, seconded by Commissioner Samuels, and approved by roll call vote to approve Item No. 3. The motion carried 6-0-1-0 with by the following vote:

**AYES:** Bissner, Field, Lai, Plotkin, Samuels, Vogel

**NOES:** None

**ABSENT:** Moore

**ABSTAINED:** None

**4. DISCUSS MONTHLY WORK PLAN FOR THE COMMISSION**Recommendation

It is recommended that the Commission discuss the monthly work plan. The Commission engaged in a lively discussion and is committed to enhancing community engagement by participating in departmental and city events.

**5. RECEIVE AND FILE THE 2024 4<sup>TH</sup> OF JULY EXPENSE REPORT**Recommendation

It is recommended that the Commission receive and file the 2024 4<sup>th</sup> of July Expense Report.

**COMMUNICATIONS****6. CITY COUNCIL LIAISON COMMUNICATIONS**

No report.

**7. COMMISSIONER COMMUNICATIONS**

Commissioner Field extended her appreciation for a well-planned Multicultural event.

**8. STAFF LIAISON COMMUNICATIONS**

Community Services Director Hakobian reported on the following:

- Dial A Ride provided 727 trips this past month
- Full time driver recruitment was successful, driver will start on October 21

Community Services Supervisor Wilcox reported on the following:

- Halloween Spooktacular scheduled on October 25
- Offering new classes for fall session; Winter class registration begins November 1
- After school year enrollment remains steady at 33
- Public Works will be replacing the mesh at Garfield Park gazebos

Community Services Supervisor Snyder reported on the following:

- Nutrition Program 1<sup>st</sup> Quarter ended with 729 meals/month
- Senior Center received 26 new members and xx renewals for a total of 558 members
- Dumpster Day pick-ups are scheduled this week, and open to residents on October 19
- Added a 2<sup>nd</sup> bus to the Solvang excursion with 15 people on a waiting list

**PUBLIC COMMENT- CONTINUED****9. CONTINUED PUBLIC COMMENT-GENERAL**

None

**ADJOURNMENT**

There being no further matters, Chair Vogel adjourned the meeting of the Community Services Commission at 8:06 P.M. to the next Regular Community Services Commission meeting scheduled for November 4, 2024.

Respectfully submitted:

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Lucy Hakobian  
Community Services Director



APPROVED:

\_\_\_\_\_  
Bryan Samuels  
Vice Chair

ATTEST:

\_\_\_\_\_  
Lucy Hakobian  
Community Services Director

*Approved at Community Services Commission Meeting: February 10, 2025*

DRAFT



**CITY OF SOUTH PASADENA  
JOINT SPECIAL MEETING OF THE COMMUNITY SERVICES AND  
THE PUBLIC ART COMMISSION**

**MINUTES  
MONDAY, DECEMBER 9, 2024, AT 6:30 P.M.**

**CALL TO ORDER:**

The Joint Special Meeting of the South Pasadena Community Services Commission and the Public Art Commission was called to order by Chair Vogel on Monday, December 9, 2024, at 6:28 P.M. The City Council Chambers is located at 1424 Mission Street, South Pasadena, California.

**ROLL CALL:**

**PRESENT**

Chair	Gabriel Vogel
Vice Chair	Bryan Samuels
Commissioner	Lela Bissner
Commissioner	Leslie Albe Field
Commissioner	Mackenzie Z. Moore
Commissioner	Stephen Plotkin
Council Liaison	Jack Donovan

**ABSENT**

Commissioner	Anthony W. Lai (Excused Absence)
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**ROLL CALL:**

**PRESENT**

Chair	Annalee Andres
Commissioner	Michael Seel
Commissioner	Jeffrey Burke
Commissioner	Doloris Piazza
Council Liaison	Janet Braun

**ABSENT**

Vice Chair	Rina Crystal Velasco (Excused Absence)
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Melissa Snyder, Community Services Supervisor, announced a quorum.

**CITY STAFF PRESENT:**

Lucy Hakobian, Community Services Director; Alison Becker, Interim Community Development Director; Melissa Snyder, Community Services Supervisor; and Tatianna Marin, Acting Assistant Planner were present at Roll Call.

**PLEDGE OF ALLEGIANCE:**

The Flag Salute was led by Commissioner Bissner.

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

None

**ACTION/DISCUSSION****2. ARROYO SECO GOLF COURSE COMPREHENSIV PLAN DRAFT PRESENTATION**

Community Services Director Hakobian introduced the item and introduced Forrest Richardson with Forrest Richardson Golf Course Architect to make his presentation.

Overall, the comprehensive plan was positively received by both Commissions. The primary concern, however, is the projected cost of the project.

**PUBLIC COMMENT- CONTINUED****3. CONTINUED PUBLIC COMMENT-GENERAL**

Barbara Eisenstein raised a concern about the plan extending into the Nature Park. However, the consultant clarified that there are no plans to expand the driving range into that area. She also questioned the legal implications regarding water from the Arroyo and the potential considerations during drought years. Additionally, Ms. Eisenstein inquired about the project's overall cost.

Dr. Richard Schneider expressed concerns regarding the Nature Park. He referenced a proposal from the pandemic period, which suggested replacing the clubhouse with a high-quality restaurant and a two-story building to generate additional revenue.

Bianca Richards praised the idea of restoring the mini-golf and appreciated the involvement of artists. She also expressed her approval of the new branding but suggested it could better reflect the full range of offerings in the Arroyo.

Nicholas J. Batch (via Zoom) inquired whether the horse trails would be impacted during the master plan construction. He also suggested the possibility of adding hitching rails and providing dining options for equestrians.

Dianne Domingo-Foraste (via Zoom) echoed Ms. Batch's comment and also shared her thoughts on the hill/terrace view.

Gary Pia (Submitted comment via Commissioner Bissner), he is in support of the plan.

**ADJOURNMENT**

There being no further matters, Chair Vogel adjourned the meeting of the Community Services Commission at 8:19 P.M. to the next Regular Community Services Commission meeting scheduled for January 13, 2025.

Respectfully submitted:

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Lucy Hakobian  
Community Services Director

APPROVED:

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Bryan Samuels  
Vice Chair

ATTEST:

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Lucy Hakobian  
Community Services Director

*Approved at Community Services Commission Meeting: February 10, 2025*



# Community Services Commission Agenda Report

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ITEM NO. 6

**DATE:** February 10, 2025

**FROM:** Lucy Hakobian, Community Services Director

**PREPARED BY:** Nathalie Wilcox, Community Services Supervisor

**SUBJECT:** **SELECTION OF A SUBCOMMITTEE FOR SUMMER EVENTS**

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## **Recommendation**

It is recommended that the Community Services Commission establish a subcommittee consisting of two (2) members to assist in the selection of entertainment for the 2025 Summer Events, which include the Movies in the Park series and the Summer Concerts in the Park.

## **Background**

The City of South Pasadena has a long-standing tradition of providing free summer entertainment to the community. The Summer Concerts in the Park series has been offered for over 20 years, providing a safe and enjoyable environment where families and residents can gather to enjoy live music. Additionally, the Movies in the Park series offers family-friendly outdoor movie screenings.

Each year, the Community Services Commission plays a key role in selecting the movies and musical acts for these events. To streamline the selection process, a subcommittee is formed to review options and make recommendations.

## **Analysis**

For 2025, the City will be hosting:

- Three (3) Movies in the Park, which will feature family-friendly films shown on Friday evenings.
- Four (4) Summer Concerts on Sunday evenings

The subcommittee will play a vital role in curating the lineup and considering community preferences which will involve:

- Reviewing a list of available movie titles and potential musical acts
- Ensuring selections align with the City's budget and event goals
- Incorporate the commitment to diversity in City sponsored performances from Sundown Town Resolution No. 7750

By forming a subcommittee, the selection process will be more efficient and inclusive, allowing for a range of perspectives in choosing family-friendly and engaging entertainment for the community.

### **Next Steps**

Upon approval, the Commission will appoint two members to the subcommittee. The subcommittee will meet with staff to review options and make final recommendations for the Summer 2025 lineup.

### **Fiscal Impact**

Funding for the Summer Events is supported through the City's budget and sponsorships from local businesses. The City actively seeks sponsorship contributions to offset event costs, such as booking quality entertainment and securing professional sound services. A formal sponsorship request letter is sent to businesses, inviting them to support the series. Contributions help maintain the high quality of these free community events while ensuring accessibility for all residents. Recreation and Youth Services budgets for these services annually within special events with a total of \$30,800 (101-8030-8032-8264) allocated.

### **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

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ITEM NO. 7

**DATE:** February 10, 2025

**FROM:** Lucy Hakobian, Community Services Director

**PREPARED BY:** Nathalie Wilcox, Community Services Supervisor

**SUBJECT:** **CONSIDER APPROVAL OF THE FIELD USE REQUEST FOR SOUTH PASADENA LITTLE LEAGUE**

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## Recommendation

It is recommended that the Commission review and consider approval of the Field Use Request for South Pasadena Little League (SPLL) as requested with the following exceptions:

- Orange Grove Field not available April 27, 2025, from 8:00 a.m. to 4:00 p.m.

## Background

To streamline the approval process, the Community Services Commission reviews field permit allocations. SPLL is a long-standing partner of the City and provides youth baseball and softball opportunities to the South Pasadena community. In addition to utilizing City fields for their programs, SPLL also provides additional field maintenance and services, and they meet the requirement of having at least 50% of their participants live, work, or attend school in the City of South Pasadena. This partnership helps maintain the quality of the fields and ensures greater accessibility for local youth programs.

## Analysis

SPLL is requesting use of the Arroyo North, Arroyo South, and Orange Grove fields during the following days and times:

### Spring Session:

- **March 1, 2025, to May 31, 2025**
- **Monday through Friday:** 4:00 p.m. to 10:30 p.m. (Arroyo)
- **Monday through Friday:** 5:00 p.m. to 10:30 p.m. (OG)
- **Saturday and Sunday:** 7:00 a.m. to 10:30 p.m.
- At this time, there are no scheduled field closures.

### Summer Session:

- **June 1, 2025, to August 31, 2025**
- **Monday through Friday:** 8:00 a.m. to 10:30 p.m.
- **Saturday and Sunday:** 7:00 a.m. to 10:30 p.m.

- At this time, there are no scheduled field closures.

### **Next Steps**

Upon Commission approval, staff will proceed with issuing SPLL's 2025 Field Permit with the following considerations:

- Orange Grove Field will not be available on April 27, 2025, from 8:00 a.m. to 4:00 p.m.

### **Fiscal Impact**

In alignment with the City's commitment to supporting community-based organizations that provide valuable recreational opportunities to youth, the City Council has approved a fee waiver for SPLL.

### **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*.

Attachment: Field Use Request for South Pasadena Little League



# FIELD USE REQUEST FORM

## CONTACT INFORMATION

<b>Organization Name:</b>	South Pasadena Little League				
<b>Contact Person Name:</b>	Alberto O Ocon				
<b>Street Address:</b>	925 Lyndon Street	<b>City:</b>	South Pasadena	<b>Zip Code:</b>	91030
<b>Home Phone:</b>	818-468-6649	<b>Work Phone:</b>	818-507-9705	<b>Fax:</b>	818-484-2650
<b>Email:</b>	president@spll.com				

## FIELD USE

<b>PARK</b>	<input checked="" type="checkbox"/> Orange Grove	<input checked="" type="checkbox"/> Arroyo North	<input checked="" type="checkbox"/> Arroyo South
<b>SPORT/ACTIVITY</b>	<input checked="" type="checkbox"/> Baseball	<input type="checkbox"/> Soccer	<input checked="" type="checkbox"/> Other <u>Softball</u>
<b>FIELD/BASEBALL</b>	<input checked="" type="checkbox"/> Clarich	<input checked="" type="checkbox"/> Burke	<input checked="" type="checkbox"/> Nelson
<b>FIELD/SOCCER</b>	<input type="checkbox"/> Arroyo North	<input type="checkbox"/> Field (1)	<input type="checkbox"/> Field (2)
<b>FIELD/SOCCER</b>	<input type="checkbox"/> Arroyo South		
<b>REASON FOR REQUEST</b>	Use of the fields for the Spring and Summer Baseball, Softball and Challenger Season		
<b>Will spectator be present?</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Will picnic area be required?</b>
<b>Will admission be charged?</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<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

<b>Insurance Policy:</b>	Lexington Insurance Company
<b>Policy Holder:</b>	South Pasadena Little League
<b>Policy Number:</b>	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			

### SPRING

	MARCH	APRIL	MAY
DATES	03/01-31/2025	04/01-30/2025	05/01-31/2025
	NOTE: 4-10:30pm M-F DURING SCHOOL YEAR OG 5PM START TIME	NOTE: 4-10:30pm M-F DURING SCHOOL YEAR OG 5PM START TIME	NOTE: 4-10:30pm M-F DURING SCHOOL YEAR OG 5PM START TIME

### SUMMER

	JUNE	JULY	AUGUST
DATES	06/01-30/2025	07/01-31/2025	08/01-31/2025

### FALL

	SEPTEMBER	OCTOBER	NOVEMBER
DATES			

DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
TIME	8am-1030pm	8am-1030pm	8am-1030pm	8am-1030pm	8am-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 54
×		×	
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 (\$)	
		<b>TOTAL DUE (\$)</b>	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:** 10/23/2024

## OFFICE USE ONLY

**Balance Paid:** \$ \_\_\_\_\_ **Date:** \_\_\_\_\_

☐ Cash ☐ Check ☐ Credit Card

**Receipt #** \_\_\_\_\_ **Till #** \_\_\_\_\_ **Initials** \_\_\_\_\_



# Community Services Commission Agenda Report

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ITEM NO. 8

**DATE:** February 10, 2025

**FROM:** Lucy Hakobian, Community Services Director

**PREPARED BY:** Nathalie Wilcox, Community Services Supervisor

**SUBJECT:** **CONSIDER APPROVAL OF THE 2025 FIELD USE REQUEST FOR HOLY FAMILY SCHOOL**

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## Recommendation

It is recommended that the Commission review and consider approval of the 2025 Field Use Request for Holy Family School as requested, with the following conditions:

- SPLL has been notified of this request and has agreed to adjust its field use times to accommodate Holy Family's use of Orange Grove Park from March through May.
- Holy Family School must remain outside the fenced area at Orange Grove Park once SPLL arrives for practice.

## Background

To streamline the approval process, the Community Services Commission reviews field permit allocations. Holy Family School is a long-standing partner of the City, providing youth sports opportunities to the South Pasadena community. Holy Family meets the City's requirement that at least 50% of participants live, work, or attend school in South Pasadena. This partnership ensures greater accessibility to local youth sports programs and maximizes the use of City facilities.

## Analysis

Holy Family School has requested use of the Orange Grove field during the following days and times for flag football practice:

- **March 3, 2025, to May 29, 2025**
- **Monday through Thursday: 3:30 p.m. to 5:00 p.m.**

## Next Steps

Upon Commission approval, staff will proceed with issuing Holy Family's 2025 Field Permit with the above considerations and coordination with SPLL.

**Fiscal Impact**

In alignment with the City's commitment to supporting community-based organizations that provide valuable recreational opportunities for youth, a fee waiver has been approved for Holy Family School.

**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*.

Attachment: Field Use Request for Holy Family School



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

## FIELD USE REQUEST FORM

### CONTACT INFORMATION

Organization Name:	Holy Family Catholic School				
Contact Person Name:	Alan Morales				
Street Address:	1301 Rollin St	City:	South Pasadena	Zip Code:	91030
Home Phone:	1(626) 799-4354	Work Phone:		Fax:	
Email:	amorales@holyfamly.org				

### FIELD USE

PARK	<input checked="" type="checkbox"/> Orange Grove	<input type="checkbox"/> Arroyo North	<input type="checkbox"/> Arroyo South	
SPORT/ACTIVITY	<input type="checkbox"/> Baseball	<input checked="" type="checkbox"/> Soccer	<input checked="" type="checkbox"/> Other <u>Football</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	Practice			
Will spectator be present?	<input 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:	Safety Nat'l Casualty Corp / Archdiocese of LA Ins Co. / Munich Reinsurance America, Inc.
Policy Holder:	Roman Catholic Archbishop of Los Angeles , a Corporation Sole
Policy Number:	NAIC 15105 / 10227

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	Whole Month Monday-Thursday	Whole Month Monday-Thursday	Whole Month Monday-Thursday

### SPRING

	MARCH	APRIL	MAY
DATES	Whole Month Monday-Thursday	Whole Month Monday-Thursday	Whole Month Monday-Thursday

### SUMMER

	JUNE	JULY	AUGUST
DATES	Whole Month Monday-Thursday		8/19-8/29/2024

### FALL

	SEPTEMBER	OCTOBER	NOVEMBER
DATES	Whole Month Monday-Thursday	Whole Month Monday-Thursday	Whole Month Monday-Thursday

DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
TIME	3:30-5:00	3:30-5:00	3:30-5:00	3:30-5:00			

## FEES

FIELD USE		LIGHT USE	
HOURS PER DAY		HOURS PER DAY	
	×		×
TOTAL DAYS		TOTAL DAYS	
	×		×
NUMBER OF FIELDS REQUESTED		NUMBER OF FIELDS REQUESTED	
	+		+
FIELD USE FEES (\$)	0	LIGHT USE FEES (\$)	
	=		=
FIELD USE SUBTOTAL (\$)	0	LIGHT USE SUBTOTAL (\$)	
		<b>TOTAL DUE (\$)</b>	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:** Alan Morales

**Date:** 8-15-2024

## OFFICE USE ONLY

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

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





# Community Services Commission Agenda Report

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ITEM NO. 9

**DATE:** February 10, 2025

**FROM:** Lucy Hakobian, Community Services Director

**PREPARED BY:** Lucy Hakobian, Community Services Director

**SUBJECT:** **2024 ANNUAL REPORT FROM SAN PASCUAL STABLES**

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## **Recommendation**

It is recommended that the Commission receive and file the San Pascual Stables Annual Report for calendar year 2024.

## **Background**

The San Pascual Stables is a city owned facility that is leased San Pascual Stables, LLC.

## **Analysis**

Staff brings to the Commission on an annual basis pertinent report for the Commission's review. The lease with SPS, LLC. started on February 2019. Per their agreement, a written annual report to the Community Services Commission is due on November 15<sup>th</sup> of each year. This is a detailed report regarding programs and services offered by SPS, LLC.

## **Fiscal Impact**

Though this report does not demonstrate a fiscal impact, the lease with SPS, LLC. has provided an annual revenue source of about \$200,000 per year.

## **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*.

Attachment: 2024 San Pascual Stables Annual Report



EQUESTRIAN FACILITY -  
BOARDING - TRAINING  
221 San Pascual Ave. South Pasadena, Ca. 91030

October 25, 2024 ANNUAL REPORT  
PRESENTED TO SOUTH PASADENA PARKS AND RECREATION COMMISSION  
BY: SPS LLC

In accordance with Section 9, part (A) with respect to the mandatory list of actions required by the City of South Pasadena:

(9) i: San Pascual Stables works with many local organizations offering our facilities to bring horseback riding into the lives of young people. Riders as young as 5 years old are able to start learning. San Pascual Stables has additionally worked with the City of South Pasadena to offer discounted Summer Camp sessions to residents of South Pasadena.

San Pascual Stables Riding Camps continue to be a successful opportunity for young riders to learn horsemanship and riding skills year round. Our camps coincide with South Pasadena School vacations so we are able to have Spring, Summer, Thanksgiving, and Holiday Camps. Each camp runs from 8:30am - 2:30pm. Our sessions are advertised through our website, flyers around town, as well through manning booths at local schools in order to promote this fun experience for children.

(9) iii. In regard to establishing annual scholarship opportunities for economically disadvantaged youth and seniors:

Our most successful endeavor in this area has been the very popular “working student” program. The program requires students (under staff supervision) to assist around the barn with tasks they are most capable of doing. This can include brushing horses, walking injured horses, helping new students tack and untack their horses, putting horses in their stalls for the night, etc. In return these students receive horseback riding instruction free of charge. Many of these students have gone on to show competitively and have proven to be hard working, appreciative people, willing to work for the chance to be around these wonderful horses. It is a genuinely fulfilling program for both students and instructors. Some of our working students have gone on to become full-time, salaried employees of San Pascual Stables.

In addition, San Pascual Stables donates our school horses and facility to Mustard Seed Ranch to conduct their program every Monday afternoon during the school year. Through their community partnership with Hillside Academy, Mustard Seed Ranch is serving youth referred to in-patient programs at the Stables to initiate healing and build healthy, social relationship skills to assist them in being successful in their future endeavors. In 2024, 25 youth participated in the 16-week program at San Pascual Stables. This organization founded in 1999 as a charitable nonprofit dedicated to providing hippotherapy and life-experience programs to abused and neglected youth in Southern California. [www.mustardseedranch.org](http://www.mustardseedranch.org).

(9) iv: Due to Safety and insurance issues, the trail program has not been able to be implemented.

(9) v: San Pascual Stables rents the facility and horses for birthday parties, events, and photoshoots.

(9) vi: This was covered above in regards to our weekly work with Mustard Seed Ranch.

(9) vii: San Pascual Stables has always been and remains fully open to any programs that the City of South Pasadena would like to suggest to be held at San Pascual Stables, with proceeds benefitting park improvement projects. San Pascual Stables continues to donate to local events, such as the annual SPEF event in the Arroyo, and the Halloween Spooktacular. We also sponsor school events and donate lessons or a week of camp for school raffles.

(9) viii: We have created an email marketing program using marketing software to send out regular community announcements about our events and programs. San Pascual Stables also works with a web/SEO manager to maximize search function. This is done in addition to our community outreach at local schools and events. Additionally, riders from San Pascual Stables have been featured in international media outlets (The Chronicle of the Horse) and local outlets (including the South Pasadena Review) for our success at the American National Pony Finals. Our riders continually take home awards. The Zone 10 (comprised of California and Nevada riders) team has taken home gold medals in 2023, and 2017- 2021 and a silver finish in 2022, and our very own Caroline Sterckx acts as chef d'equipe each year. Just recently one of our riders, Finley Hamilton, came in fourth in the Individual Jumping Final representing Zone 10 in the 1.20m-1.25 division at Jump-NEE a few weeks ago. This repeated success is unheard of and impressive on a national scale. San Pascual Stables also brings a team of 20-30 riders to each local Interscholastic Equestrian League show each school year. David and Caroline coach the majority of South Pasadena's Residents.

(9) ix: Office Managers Ivy Kaplan and Yanei Ochoa regularly meet with boarders, students and instructors to solicit feedback regarding anything on the minds of our clients. Any concern they cannot solve is then taken to David Sterckx, managing member of the partnership, to handle it in a timely manner.

In regards to other general operations of the Stables, we have written up a brief summary of operations below regarding our staff, who have all worked together to execute the tasks above.

As to maintaining a qualified staff, San Pascual is very proud to have exemplary people associated with the Stables. Below is the information for the lease sections noted:

DAVID STERCKX is the managing partner of SPS LLC and the on-site business manager for the barn. David has been the head trainer at San Pascual Stables for 15 years and is hands-on with every aspect of barn maintenance. David supervises feed/feed ordering, horse well-being, training programs, grounds keeping/ maintenance, insurance, and staff/independent contractor administration. He also regularly meets with clients and boarders alike to discuss feedback, improvements, and changes at San Pascual Stables.

IVY KAPLAN has been co-managing San Pascual Stables since 2023. She assist DAVID STERCKX for the deposits and billing for San Pascual Stables, and assists our accountant in client payments and accounts receivables for the barn. She handles the payroll of the staff and independent contractor. Ivy maintains regular office hours Tuesday through Friday from Noon to 5pm and on Saturday from 8am-Noon. Ivy also assist DAVID STERCKX to handle client and community communications through our email marketing program. Ivy is the first point of contact, either in person or via email or phone, when inquiring for lessons at San Pascual Stables.

In regard to item (h) iii, Ivy is in charge of handling any written or verbal complaints or requests made by clients and they are all immediately reported to managing partner of SPS LLC, David Sterckx. This includes setting up meetings with the client and David Sterckx, and coming to a mutually agreeable solution. This policy insures that all reasonable requests and/or complaints are handled in a fair and timely manner.

YANEI OCHOA is the Riding School Director. Yanei manages the riding school and ensures that each student is with the appropriate instructor and horse, and is achieving their riding goals. She also oversees the training grooms for those horses in training. Yanei helps CAROLINE STERCKX to organize our Annual Schooling Horse Show and Clinic, which is open to all riders at San Pascual Stables starting from leadline through high Jumpers.

In regard to item (h) iii, Yanei is the point person for all requests and/or complaints with regard to riding students (beginner to advanced), training clients, and/or parents. The process of insuring customer satisfaction is the same process as followed by Ivy Kaplan, and noted above. Yanei is the person of contact for the Summer Camps, including assisting in hiring camp counselors, creating activities, and organizing registration. Yanei also responds to all requests for information by the general public with regard to riding lessons and training.

JETTE DAVIS and has been responsible for supervising stalls and well-being of the horses. Jette is responsible for daily checks to ensure every horse's stall is clean, has water, is appropriately fed according to their diet, and that the horse is in good health. Jette's normal work schedule is 6 days a week from 3:00 p.m. to 5:30 p.m. although she is often seen at the barn outside of those hours as well. Jette oversees a team of capable stall grooms as well as maintenance staff.

JOEY HANNIBAL has been with San Pascual Stables since 2023 and works under Yanei Ochoa to assist with preparing school horses for lessons. Joey comes on weekday mornings to check stalls and waters of all school horses, as well as to perform general care/maintenance. She returns on weekday afternoons, since that is the time most students are taking lessons. On Saturdays Joey works during the busy lesson hours, 7AM-12PM. Joey has been an exceptionally friendly and helpful person at San Pascual Stables since starting here and is well-liked by staff and riders.

MARIE SULLIVAN shares responsibilities with Joey and works on Sundays to help with our packed lesson schedule as well as take care of our school horses. Marie has been with us for many years taking lessons and doing working student activities. She has since continued her riding with weekly lessons and working with us part-time to ensure the riding school is running smoothly. Marie has aspirations of becoming an Equine Veterinarian and has shadowed one of our vets in the past so we are very excited for her future endeavors.

STALL GROOMS work 8 hours a day for 6 days a week, with pay of time-and-a-half for the 6<sup>th</sup> day. The stables employs 6 stall grooms who are in charge of cleaning all horse stalls each day, feeding daily at scheduled times (6:00a.m. and 2:30p.m.), making routine checks of watering devices in each stall each morning, and other basic horse care. In addition to helping maintain clean restrooms, they also clean the wash rack areas twice a day and water, prune, and maintain the lush flower gardens and grass areas. The stall grooms will also alert the training grooms/ trainers if they notice a horse is not eating or hasn't pooped in a while. This is a sign that the horse is not feeling their best and should be monitored. Stall Grooms and time with San Pascual are:

Benigno Felix (37 years)  
Felipe Ramirez (8 years)  
Carlos Ramirez (6 years)  
Jonathan Hernandez (3 years)  
Adolfo Miguel (2 years)  
Hector Peralta (2 years)

TRAINING GROOMS care for and personally groom horses that are, for the most part, in the training program. These grooms work full time with their hours determined by the needs of the clients. Training Grooms and time with San Pascual are:

Alberto Moreno (6 years)  
Samuel Montes (7 years)  
Silvestre Navarro (2 years)  
Roberto Navarro (4 years)  
Pedro Navarro (2 years)  
Carlos-Daniel Gonzalez Colin (4 years)  
Eduardo Gutierrez Navarro (2 years)  
Martin Gonzales (11 years)

GROUND MAINTENANCE is done by our foreman, Juan Escobar, and has worked at San Pascual Stables for 3 years. Juan works approximately 8 hours per day to accomplish the tasks of dragging the arenas by tractor, watering arenas, daily maintenance of barns and barn equipment, and general repairs. Juan communicates with David if there are any immediate improvements that need to be made and keeps track of the stall grooms and their efficiency.

TRAINERS AND INSTRUCTORS have the responsibility to schedule and give lessons, train horses, and interface with students and parents to ensure that students' riding goals are being achieved in a safe and proper manner. Their hours are dependent upon the needs of the individual clients. All instructors have liability coverage with the City of South Pasadena named as additionally insured. The names of the instructors and time associated with San Pascual Stables are:

David Sterckx (Head Trainer) (15 years)  
Caroline Sterckx (16 years)  
Natalie Klibanow (16 years)  
Yanei Ochoa (10 years)  
Ivy Kaplan (3 years)  
Sophie St Clair (4 years)  
Jessica Jacobsson (4 years)  
Mariana Martins (8 years)  
Ellie Kao (2 year)  
Lisa Caskey (2 year)  
Beth Sloke (2 year)  
Christina Arrobio (2 year)  
Nathalia Wantuil (2 year)

(9) iv: In addition to the stall and grounds maintenance noted above, San Pascual Stables does the following:

Manure is removed from the stall into a large bin that is transferred directly into the Earthworks Inc. shipping containers without any contacts with the ground. This is a huge improvement on keeping it clean. The Earthworks containers are picked up twice a week.

All stall grooms and ground maintenance personnel are in charge of litter control on the grounds. Fly and rodent control are handled by ground maintenance on an on-going basis.

Some new upgrades done to San Pascual Stables this year include that we continuously add in new footing into all of our arenas. Repairs and maintenance to our stalls have also been made by replacing the rusted metal structure and replacing with new wood the wood that shows signs of termites or the rotten wood to our stalls. We installed a new fence for our hay storage. San Pascual has spent \$36,348.84 on wood from Ganahl Lumber from October of 2023 to September of 2024 just for the stalls. During the Summer, we also added shades in between the front office and the picnic tables to aid in shade and reducing the heat from the sun in the office and for the viewers of the main arena. We have added hand air dryers to preserve paper. . Additionally, we have added more landscape lighting on the property.

We also re-painted the old barn and have new signs for visitors currently in the works. Lastly, we have added a new filtered water dispenser with cold and hot water for our community.

We are thrilled to continue to provide a professional, well-maintained service to the community of South Pasadena and welcome any opportunities and suggestions to continue our community outreach.



David Sterckx  
Managing Partner; SPS LLC





After hours Low Voltage Landscape Lights



Old Barn Paint





Stalls Before Repairs

Stalls After Repairs

