



**CITY OF SOUTH PASADENA  
COMMUNITY SERVICES COMMISSION**

**A G E N D A**

**MONDAY, SEPTEMBER 8, 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](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=0VfsfiZWN1WUhhYU9PSJMpwbVhXZDGB.1>

<b>CALL TO ORDER:</b>	Chair	Bryan Samuels
<b>ROLL CALL:</b>	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
<b>PLEDGE OF ALLEGIANCE:</b>	Commissioner	Mackenzie Z. Moore

**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.

**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 JULY 14, 2025**

Recommendation

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

**PRESENTATION**

**4. PRESENTATION ON COMMISSION REGULAR ITEMS AND SPECIAL PROJECTS**

**5. PRESENTATION ON POCKET PARK CONSTRUCTION UPDATE**

**6. LIBRARY AND COMMUNITY CENTER SITE PLAN UPDATE**

**ACTION/DISCUSSION**

**7. 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.

**8. ADOPT A PARK SELECTIONS**

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.

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

Recommendation

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

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

Recommendation

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

**11. QUARTERLY UPDATES REGARDING ROTATING TOPICS**Recommendation

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

**12. REVIEW DRAFT REQUEST FOR PROPOSALS FOR 4<sup>TH</sup> OF JULY CELEBRATION**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 4<sup>th</sup> of July sky show celebration.

**PUBLIC HEARING****COMMUNICATIONS****13. CITY COUNCIL LIAISON COMMUNICATIONS****14. COMMISSIONER COMMUNICATIONS****15. STAFF LIAISON COMMUNICATIONS****PUBLIC COMMENT – CONTINUED****16. 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**

OCTOBER 13, 2025	REGULAR COMMISSION MEETING	6:30 PM
NOVEMBER 10, 2025	REGULAR COMMISSION MEETING	6:30 PM
DECEMBER 8, 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](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 **September 8, 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.*

09/04/2025      /S/

Date      Melissa Snyder, Community Services Deputy Director



# Community Services Commission Agenda Report

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ITEM NO. 3

**DATE:** September 8, 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 JULY 14, 2025**

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## **Recommendation**

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

## **Attachments:**

1. Draft Community Services Commission July 14, 2025 Meeting Minutes

## **ATTACHMENT 1**

Draft Community Services Commission July 14,  
2025 Meeting Minutes



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

**MINUTES  
MONDAY, JUNE 14, 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, June 14, 2025, at 6:39 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 (on Zoom)
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 Commissioner Lai.

**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 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.

**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. 3 of the Consent Calendar. The motion carried 6-0-1-0, by the following vote:

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

**NOES:** None

**ABSENT:** Moore

**ABSTAINED:** None

<b>ACTION/DISCUSSION</b>
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**4. DISCUSSION AND APPROVAL OF REVISIONS TO THE 2025 COMMISSION WORK PLAN**

Community Services Director Hakobian 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**

The Commission discussed Item No. 4 but did not take action or make a recommendation at this time. A motion was made by Commissioner Lai, seconded by Commissioner Weinberger, to have Item No. 4 will be brought back to the August 11, 2025 Community Services Commission Regular Meeting.

<b>PUBLIC HEARING</b>
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<b>COMMUNICATIONS</b>
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**5. CITY COUNCIL LIAISON COMMUNICATIONS**

None

**6. COMMISSIONER COMMUNICATIONS**

- Commissioner Field provided an update on the Library and Community Center Site Plan regarding community engagement and data collection. She notified the Commission that the first round of engagement data is available online and another survey will be conducted at a later date. She also noted that she attended the first Concert in the Park and the 4<sup>th</sup> of July Festival of Balloons parade.

- Commissioner Lai recognized the work of staff as on marketing the summer events as he attended the first Movie in the Park which was well attended.
- Commissioner Weinberger noted that she attended the first Concert in the Park which was also well attended.
- Vice Chair Plotkin relayed that he strongly encouraged Chair Samuels and Commissioner Bagasao to continue to serve on the Commission.
- Chair Samuels provided feedback regarding the 4<sup>th</sup> of July Festival of Balloons and commended the staff for their hard work. Additionally, Chair Samuels inquired about the purchase of an electric lawn mower for the Arroyo Seco Golf Course.

## **7. STAFF LIAISON COMMUNICATIONS**

- Director Hakobian noted that she will be presenting items at the upcoming City Council Meeting and encouraged the Commission to review the agenda. She also noted that the Parks Comprehensive Plan Survey is currently available online at [www.planspparks.com](http://www.planspparks.com).

<b>PUBLIC COMMENT- CONTINUED</b>
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## **8. CONTINUED PUBLIC COMMENT-GENERAL**

None

## **ADJOURNMENT**

There being no further matters, Chair Samuels adjourned the meeting of the Community Services Commission at 8:20 P.M. to the next Regular Community Services Commission meeting scheduled for August 11, 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: August 11, 2025*



# Community Services Commission Agenda Report

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ITEM NO. 4

**DATE:** September 8, 2025

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

**PREPARED BY:** Melissa Snyder, Community Services Deputy Director

**SUBJECT: PRESENTATION ON COMMISSION REGULAR ITEMS AND SPECIAL PROJECTS**

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## **Purpose**

The purpose of this report is to present the Commission's regular agenda items and upcoming special projects. This is for the Commission's awareness and review. No action or recommendations are requested at this time.

## **Background**

The Community Services Commission plays a vital role in advising staff and the City Council on matters related to parks, public recreation, and other quality-of-life services. While the Commission meets regularly to review and discuss a variety of topics, staff recognize the value in providing an overview on the Commission's standing responsibilities and an overview of upcoming special projects that may require Commission input or involvement. This presentation aims to ensure all Commissioners are aligned on their role, provide context for recurring agenda items, and offer a preview of upcoming work.

## **Analysis**

The following categories will be covered in the presentation to the Commission:

### **Regular Agenda Items:**

- Field Use Requests
- Annual Stables Report
- Children's Memorial Garden Requests
- Monthly Golf Course Financial Reports
- Selection for Summer Event Entertainment
- Community Services Program Updates
- Public Comments and Community Input
- Commissioner Reports and Liaison Updates
- Quarterly Updates

### **Special Projects (Seasonal or One-Time Initiatives):**

## Regular Items & Special Projects Presentation

September 8, 2025

Page 2 of 2

- Golf Course RFQs Review
  - Review staff recommendation to the City Council
- 4<sup>th</sup> of July Festival of Balloons – The 250<sup>th</sup> Anniversary
  - Provide recommendations to staff on the City's Independence Day celebration
- 2026 FIFA World Cup and 2028 Olympic/Paralympic Games
  - Provide recommendations to staff on upcoming celebrations
- Parks Comprehensive Plan
- Library and Community Center Site Plan
- Cost Analysis of Programming Presentation

This item is informational in nature and is intended to help the Commission effectively participate in the upcoming year's work.

### **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*.

Attachment:

1. PowerPoint Presentation on Commission Regular Items and Special Projects

## **ATTACHMENT 1**

Item No. 4 – PowerPoint Presentation on  
Commission Regular Items and Special Projects

# Regular & Special Project Items

**Date: September 8, 2025**

**Prepared By: Melissa Snyder, Community Services Deputy Director**

# Purpose

- **The purpose of today's presentation is to provide the Commission with a high-level overview of regular agenda items and upcoming special projects or one-time initiatives.**



# Regular Agenda Items

- **Field Use Requests**
- **Annual Stables Report**
- **Children's Memorial Garden Requests**
- **Monthly Golf Course Financial Reports**
- **Selection for Summer Event Entertainment**
- **Community Services Program Updates**
- **Public Comments and Community Input**
- **Commissioner Reports and Liaison Updates**
- **Quarterly Updates**



# Special Projects

- **Golf Course RFQs Review**
  - Review staff recommendation to the City Council
- **4<sup>th</sup> of July Festival of Balloons – The 250<sup>th</sup> Anniversary**
  - Provide recommendations to staff on the City's Independence Day celebration
- **2026 FIFA World Cup and 2028 Olympic/Paralympic Games**
  - Provide recommendations to staff on upcoming celebrations
- **Parks Comprehensive Plan**
- **Library and Community Center Site Plan**
- **Cost Analysis of Programming Presentation**



# Community Services Commission Agenda Report

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ITEM NO. 5

**DATE:** September 8, 2025

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

**PREPARED BY:** Melissa Snyder, Community Services Deputy Director

**SUBJECT: PRESENTATION ON POCKET PARK CONSTRUCTION UPDATE**

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## **Purpose**

The purpose of this report is to provide the Commission with an informational update on the progress of ongoing pocket park construction projects.

## **Background**

The pocket park projects began in 2018 with initial community outreach and concept development, aimed at enhancing neighborhood access to small-scale, walkable green spaces. In response to evolving design standards, the park concepts were revised in 2021. Following final design and permitting, a construction contract was awarded in November 2024. Construction began shortly thereafter and is currently in progress, with completion anticipated in fall 2025.

## **Information Update**

Staff will deliver a brief presentation summarizing:

- Key Work Completed
- Upcoming Tasks

This report is provided for informational purposes only. No action is requested from the Commission at this 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*.

Attachment:

1. PowerPoint Presentation on Pocket Park Construction Update

## **ATTACHMENT 1**

Item No. 5 – PowerPoint Presentation on Pocket  
Park Construction Update

# Pocket Park Construction Update

**Date: September 8, 2025**

**Prepared By: Melissa Snyder, Community Services Deputy Director**



# Key Work Completed

- **Grading Operations**
- **Utilities (Underground Water, Electrical & Storm Drain)**
- **Fence and Wall Installations**
- **Concrete Walls & Decorative Benches**



# Upcoming Tasks

- **Flatwork Installation**
  - **Concrete Sidewalks & Walkways**
  - **Decomposed Granite Surfaces**
  - **Rubberized Play Surfaces with Decorative Elements**
- **Installation of Park Features**
  - **Park Furniture**
  - **Lighting & Irrigation**
  - **Landscaping Work**

***Staff anticipate project completion for fall 2025***



# Community Services Commission Agenda Report

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ITEM NO. 7

**DATE:** September 8, 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**

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## **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 1<sup>st</sup> Draft Community Services Commission Work Plan
3. 2025 2<sup>nd</sup> Draft Community Services Commission Work Plan
4. 2025 3<sup>rd</sup> Draft Community Services Commission Work Plan

# **ATTACHMENT 1**

Item No. 7 – 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**

Item No. 7 – 2025 1<sup>st</sup> Draft Community Services  
Commission Work Plan

# Community Services Commission

## 2025 Work Plan



Objective	Tasks and Activities	Lead Person(s)	Timeline	Desired Outcome
Enhance Department communication strategies.	<ul style="list-style-type: none"> <li>Develop a comprehensive communication plan for the Department</li> <li>Enhance social media presence to engage a wider audience</li> <li>Review and update the City's website to improve accessibility and user experience</li> </ul>	Melissa Snyder	June	Improve effectiveness of communication with residents and stakeholders, ensuring transparency and engagement.
Conduct a comprehensive parks and facilities analysis.	<ul style="list-style-type: none"> <li>Complete the Parks Comprehensive Plan</li> <li>Create a long-term maintenance plan with Public Works for parks and facilities</li> <li>Develop recommendations for environmentally sustainable practices within parks and facilities</li> <li>Adopt a Park</li> </ul>	Commissioners	December	Evaluate the condition and usage of public parks and facilities to ensure they meet community needs and are sustainable for the future.
Review and provide recommendations to streamline permits and Department policies.	<ul style="list-style-type: none"> <li>Review and provide recommendations on the Guidelines for Community Services Department Events, Facilities and Programs Management</li> </ul>	Commissioners	Recommendations due in August  Draft presented to Commission in October	Simplify and improve efficiency in the City's permit application process and ensure clear policies for the Department.

	<ul style="list-style-type: none"> <li>• Review current permitting processes and identify areas for improvement</li> <li>• Implement clear guidelines and timelines for each type of permit application</li> </ul>			
Increase Commission education on City	<ul style="list-style-type: none"> <li>• Attend City Council Meetings and Commission Meetings to develop an understanding of City governance</li> <li>• Develop Commission purview and charges</li> </ul>	Commissioners	Continuous	Enhance the Commission's understanding of how city governance and operations work, including the roles of different departments, elected officials, and how decisions are made and implemented.
Conduct periodic review of Community Services financials and budget.	<ul style="list-style-type: none"> <li>• Review draft budget</li> <li>• Periodic review of Community Services budget</li> <li>• Review audits for grant funded programs and services</li> <li>• Understanding Key Performance Indicators (KPIs) for the Department</li> </ul>	Commissioners	April	Ensure financial transparency, accountability, and long-term sustainability of City services.

## **ATTACHMENT 3**

Item No. 7 – 2025 2<sup>nd</sup> 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.



## **ATTACHMENT 4**

Item No. 7 – 2025 3<sup>rd</sup> Draft Community Services  
Commission Work Plan

# Community Services Commission

## 2025 Work Plan



Objective	Tasks and Activities	Lead Person(s)	Desired Outcome
Enhance Department communication initiatives.	<ul style="list-style-type: none"> <li>Assist with outreach for Community Services Department related projects such as the Parks Comprehensive Plan and special events</li> </ul>	Commissioners	Improve effectiveness of communication with residents and stakeholders, ensuring transparency and engagement.
Support sustainable park development and community engagement initiatives.	<ul style="list-style-type: none"> <li>Develop recommendations for staff on environmentally sustainable practices within parks and facilities</li> <li>Adopt a Park</li> <li>Review staff recommendation to City Council on Arroyo Seco Golf Course RFQ</li> </ul>	Commissioners	Evaluate the condition and usage of public parks and facilities to ensure they meet community needs and are sustainable for the future.
Provide recommendations to improve community services guidelines and permitting processes.	<ul style="list-style-type: none"> <li>Review and provide recommendations to staff on the Guidelines for Community Services Department Events, Facilities and Programs Management</li> <li>Review current permitting processes and provide recommendations to staff on areas for improvement</li> </ul>	Commissioners	Simplify and improve efficiency in the City's permit application process and ensure clear policies for the Department.
Provide input to enhance upcoming city events and celebrations.	<ul style="list-style-type: none"> <li>Participate in the ribbon cutting ceremony for the Pocket Parks</li> <li>Provide input on City celebrations for 2026 events including Festival of Balloons, FIFA World Cup, and upcoming 2028 Olympics</li> </ul>	Commissioners	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.

Support outreach and planning for the Library and Community Center project.	<ul style="list-style-type: none"> <li>Assist with outreach and provide input on the Library and Community Center Site Plan</li> </ul>	Commissioners	Promote meaningful community engagement in the Library & Community Center Site Plan process, aiming to increase public input and awareness.
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DRAFT



# Community Services Commission Agenda Report

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ITEM NO. 8

**DATE:** September 8, 2025

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

**PREPARED BY:** Melissa Snyder, Community Services Deputy Director

**SUBJECT:** **ADOPT A PARK SELECTIONS**

---

## **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.

## **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**

Commissioners will review the current list of parks and consider any changes, assignments, or additions needed.

Key locations to be considered include:

- Arroyo Park
- Dr. Beatriz Solis Memorial Park (Berkshire Pocket Park)
- Eddie Park
- Garfield Park
- Grevelia Pocket Park
- Orange Grove Park
- South Pasadena Skate Park
- South Paws-adena Dog Park

**Next Steps**

Following discussion and confirmation 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. 9

**DATE:** September 8, 2025

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

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

**SUBJECT:** **CONSIDER APPROVAL OF THE FIELD USE REQUEST FOR AYSO**

---

## Recommendation

It is recommended that the Commission review and consider approval of the Field Use Request for American Youth Soccer Organization (AYSO) as requested.

## Background

To streamline the approval process, the Community Services Commission reviews field permit allocations. AYSO is a long-standing partner of the City and provides youth soccer opportunities to the South Pasadena community. In addition to utilizing City fields for their programs, AYSO 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

AYSO is requesting use of the Orange Grove Field, as well as the Arroyo North and South Fields, for both the fall and winter sessions during the following days and times:

### Fall Session

- **September 1, 2025, to November 30, 2025**

#### **Arroyo Fields:**

- Monday through Friday: 4:00 p.m. to 9:00 p.m.
- Saturday and Sunday: 8:00 a.m. to 5:00 p.m.

#### **Orange Grove Park:**

- Monday through Thursday: 5:00 p.m. to 9:00 p.m.
- Saturday and Sunday: 8:00 a.m. to 5:00 p.m.
- *The adjusted weekday start time at Orange Grove accommodates Holy Family's field use request.*
- Orange Grove Park will be unavailable on Friday, October 24, due to a City event
- A tentative special event is scheduled for a Saturday at Arroyo Park (January 10 or January 17)

## 2025-2026 Field Use Request for AYSO

September 8, 2025

Page 2 of 2

- No other field closures are currently scheduled

Winter Session

- **December 1, 2025, to February 28, 2026**

### **Arroyo Fields:**

- Monday through Friday: 4:00 p.m. to 9:00 p.m.
- Saturday and Sunday: 8:00 a.m. to 5:00 p.m.

### **Orange Grove Park:**

- Monday through Thursday: 5:00 p.m. to 9:00 p.m.
- Saturday and Sunday: 8:00 a.m. to 5:00 p.m.
- *The adjusted weekday start time at Orange Grove accommodates Holy Family's field use request.*

- No field closures are currently scheduled

## **Next Steps**

Upon Commission approval, staff will proceed with issuing AYSO's 2025-2026 Field Permit with the above considerations.

## **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 AYSO.

## **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:

1. Field Use Request for AYSO

## **ATTACHMENT 1**

Item No. 9 – American Youth Soccer Organization  
Field Use Request



# FIELD USE REQUEST FORM

## CONTACT INFORMATION

<b>Organization Name:</b>	AYSO REGION 214 SOUTH PASADENA/SAN MARINO				
<b>Contact Person Name:</b>	BETSY DE LEON				
<b>Street Address:</b>	PO BOX 214	<b>City:</b>	SOUTH PASADENA	<b>Zip Code:</b>	91030
<b>Home Phone:</b>	909-538-3012	<b>Work Phone:</b>		<b>Fax :</b>	
<b>Email:</b>	BETSY@ayso214.org				

## FIELD USE

<b>PARK</b>	<input checked="" type="checkbox"/> Orange Grove <input type="checkbox"/> Arroyo North <input type="checkbox"/> Arroyo South	
<b>SPORT/ACTIVITY</b>	<input type="checkbox"/> Baseball <input type="checkbox"/> Soccer <input type="checkbox"/> Other _____	
<b>FIELD/BASEBALL</b>	<input type="checkbox"/> Clarich <input type="checkbox"/> Burke <input type="checkbox"/> Nelson <input type="checkbox"/> Arroyo South (T-Ball)	
<b>FIELD/SOCCER</b>	<input checked="" type="checkbox"/> Arroyo North <input type="checkbox"/> Field (1) <input type="checkbox"/> Field (2) <input type="checkbox"/> Arroyo South	
<b>REASON FOR REQUEST</b>	AYSO PRACTICES AND GAMES FOR FALL SEASON	
<b>Will spectator be present?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Will picnic area be required?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No ▲ If Yes, a separate reservation is required. Please fill out a Park Reservation Application form.	
<b>Will admission be charged?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

## INSURANCE INFORMATION

<b>Insurance Policy:</b>	ATTACHED TO PERMIT
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Policy Holder:	
Policy Number:	

Required endorsement language to be listed as additional insured: **“City of South Pasadena, its officials, employees and agents.”**

OFFICE USE ONLY	
Approved by: _____ Date: _____ <input type="checkbox"/> Coordinator <input type="checkbox"/> Supervisor <input type="checkbox"/> Director	
Sportsman: _____ Insurance: _____ <input type="checkbox"/> Approved <input type="checkbox"/> Denied Notes:	
<div></div>	

DATES OF USE
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	WINTER		
	DECEMBER	JANUARY	FEBRUARY
DATES	12/1/2025-12/31/2025	1/1/2026-1/31/2026	2/1/2026-2/28/2025

	SPRING		
	MARCH	APRIL	MAY
DATES			

SUMMER

	JUNE	JULY	AUGUST
DATES			

FALL			
	SEPTEMBER	OCTOBER	NOVEMBER
DATES	9/1/2025-9/30/2025	10/1/2025-10/31/2025	11/1/2025-11/30/2025

DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
TIME	4-9PM	4-9PM	4-9PM	4-9PM	4-9PM	8-5PM	8-5PM

FEEs
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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 (\$)		LIGHT USE FEES (\$)	
= =			
FIELD USE SUBTOTAL (\$)		LIGHT USE SUBTOTAL (\$)	
TOTAL DUE (\$)			

**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:** BETYS DE LEON **Date:** 7/29/2025

### OFFICE USE ONLY

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

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



# Community Services Commission Agenda Report

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ITEM NO. 10

**DATE:** September 8, 2025

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

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

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

---

## Recommendation

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

- AYSO has been notified of the request and has agreed to adjust its field use schedule to accommodate Holy Family's use of Orange Grove Park from September through February.

## 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 is requesting use of the Orange Grove Park field for flag football practice during the fall and winter sessions on the following dates and times:

### Fall Session

- **September 1, 2025, to November 30, 2025**
- Monday through Thursday: 3:30 p.m. to 5:00 p.m.
- No other field closures are currently scheduled

### Winter Session

- **December 1, 2025, to February 28, 2026**
- Monday through Thursday: 3:30 p.m. to 5:00 p.m.
- No other field closures are currently scheduled

**Next Steps**

Upon Commission approval, staff will proceed with issuing Holy Family's 2025-2026 Field Permit with the above considerations and coordination with AYSO.

**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:**

1. Field Use Request for Holy Family School

## **ATTACHMENT 1**

Item No. 10 – Holy Family Catholic School Field  
Use Request

# FIELD USE REQUEST FORM

## CONTACT INFORMATION

<b>Organization Name:</b>					
<b>Contact Person Name:</b>					
<b>Street Address:</b>		<b>City:</b>		<b>Zip Code:</b>	
<b>Home Phone:</b>		<b>Work Phone:</b>		<b>Fax:</b>	
<b>Email:</b>					

## FIELD USE

<b>PARK</b>	<input type="checkbox"/> Orange Grove	<input type="checkbox"/> Arroyo North	<input type="checkbox"/> Arroyo South
<b>SPORT/ACTIVITY</b>	<input type="checkbox"/> Baseball	<input type="checkbox"/> Soccer	<input type="checkbox"/> Other _____
<b>FIELD/BASEBALL</b>	<input type="checkbox"/> Clarich	<input type="checkbox"/> Burke	<input 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 (T-Ball)		
<b>REASON FOR REQUEST</b>			
<b>Will spectator be present?</b>	<input 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 type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>▲ If Yes, a separate reservation is required. Please fill out a Park Reservation Application form.</p>			

## INSURANCE INFORMATION

<b>Insurance Policy:</b>	
<b>Policy Holder:</b>	
<b>Policy Number:</b>	

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			

### SUMMER

	JUNE	JULY	AUGUST
DATES			

### FALL

	SEPTEMBER	OCTOBER	NOVEMBER
DATES			

DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
TIME							

## 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 (\$)		LIGHT USE FEES (\$)	
=		=	
FIELD USE SUBTOTAL (\$)		LIGHT USE SUBTOTAL (\$)	
<b>TOTAL DUE (\$)</b>			

**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:** \_\_\_\_\_

## OFFICE USE ONLY

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

☐ Cash ☐ Check ☐ Credit Card

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



# Community Services Commission Agenda Report

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ITEM NO. 11

**DATE:** September 8, 2025

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

**PREPARED BY:** Melissa Snyder, Community Services Deputy Director

**SUBJECT:** **QUARTERLY UPDATES REGARDING ROTATING TOPICS**

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## **Recommendation**

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

## **Background**

Currently, staff work on various projects, programs, and initiatives that may be relevant to share with the Community Services Commission. However, there is no formal process in place to determine which items should be included in these updates or how they are selected and presented. At the request of the Community Services Commission Chair, this item has been added to the agenda for discussion.

## **Analysis**

By identifying and standardizing key areas of focus for quarterly updates, the Commission can better communicate staffs' work, track progress over time, and respond to ongoing community needs. Establishing these topics also helps streamline the reporting process and ensures that updates reflect both City Council priorities and current activities.

## **Next Steps**

Following discussion and confirmation of the selected topic areas, staff will incorporate the finalized structure into the preparation of quarterly updates.

## **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

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ITEM NO. 12

**DATE:** September 8, 2025

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

**PREPARED BY:** Melissa Snyder, Community Services Deputy Director

**SUBJECT:** **REVIEW DRAFT REQUEST FOR PROPOSALS FOR 4<sup>TH</sup> OF JULY CELEBRATION**

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## **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 4<sup>th</sup> of July sky show celebration.

## **Background**

The City of South Pasadena has traditionally hosted the 4<sup>th</sup> of July Festival of Balloons celebration featuring a professional fireworks display experience to commemorate Independence Day. This annual event is a cherished community tradition, drawing residents and visitors together for a safe and festive holiday experience.

In March 2025, the City Council directed staff to explore alternative display options for the 2026 celebration—specifically, the feasibility of a hybrid show that incorporates both fireworks and drones. This direction reflects a growing interest in innovative and environmentally conscious event formats, as well as a desire to broaden the experience for attendees.

In response, staff have developed a comprehensive RFP to solicit qualified vendors capable of producing one or more of the following show formats:

- A traditional fireworks display;
- A hybrid fireworks and drone show; and/or
- A fully drone-based aerial show.

Including all three options in the RFP will allow the City to evaluate a range of proposals and determine the best approach for delivering a memorable and responsible 4<sup>th</sup> of July celebration in 2026.

## **Analysis**

The draft RFP outlines the scope of services, evaluation criteria, required qualifications, and timeline for vendor selection. Key elements of the draft RFP include:

- Scope of Work
- Proposal Requirements
- Anticipated Timeline
- Submission Instructions
- Vendor Proposal Submission Checklist

Staff seeks the Commission's input on the draft RFP to ensure that the scope, priorities, and expectations align with community values and the vision for the event.

### **Next Steps**

Following the Commission's review and feedback, staff will finalize the RFP and initiate the formal solicitation process. Proposals will be evaluated based on the criteria outlined in the RFP. Qualified proposals will be brought back to the Community Services Commission, Natural Resource Commission, and Public Safety Commission for review and recommendation prior to presenting a final vendor selection to the City Council for approval.

### **Fiscal Impact**

Funding for the 4th of July celebration, including the sky show component, is included in the approved Fiscal Year 2025–2026 Community Services Department budget. Final costs will depend on the selected proposal.

### **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 1**

Item No. 12 – Request for Proposals 4<sup>th</sup> of July Sky  
Show Celebration



# Request for Proposals

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## 4<sup>th</sup> of July Sky Show Celebration


**RFP No. CS25-005**

### **PROPOSAL RELEASE DATE**

TBD

### **PROPOSAL SUBMITTAL DUE DATE**

TBD

 (626) 403-7392

 lhakobian@southpasadenaca.gov

 [www.southpasadenaca.gov](http://www.southpasadenaca.gov)

## OVERVIEW

### SUMMARY

The City of South Pasadena (City) is seeking qualified vendors to provide a show to display the 2026 4<sup>th</sup> of July Celebration. The purpose of this Request for Proposal (RFP) is to solicit proposals from experienced companies to design, organize, and execute a professionally choreographed, safe, and spectacular 4<sup>th</sup> of July sky show celebration. The RFP requests cost estimates for fireworks display, a hybrid show or a drone show.

### KEY DATES

Release Date: xxx, 2025

RFP Due: xxx, 2025

Selection and Notification of Qualified Candidates: Winter 2025

Event Date: July 4, 2026

Event Time: 9:00 p.m.

Location: South Pasadena High School

### QUALIFICATIONS STATEMENT INFORMATION

Qualifications Statements should be comprehensive and clearly outlined. Instructions for what to include in your submission are detailed herein.

### POINT OF CONTACT

This RFP Official Point of Contact is:

Lucy Hakobian, Community Services Director

[lhakobian@southpasadenaca.gov](mailto:lhakobian@southpasadenaca.gov)

(626) 403-7392



## COMMUNITY PROFILE

The City of South Pasadena (City) is a charming community, situated only six miles from downtown Los Angeles. Called the City of Trees, the area is known for its stunning homes, unique small businesses, and top-quality schools. South Pasadena's diverse population of about 26,000 occupies a mere 3.44 square miles of flatlands and hillsides on the west side of the San Gabriel Valley. This small-town atmosphere makes South Pasadena one of California's most desirable locations.

## OVERVIEW

The City of South Pasadena is inviting proposals from qualified and experienced vendors to produce a 4th of July sky show display as part of the City's 2026 Independence Day Celebration. The show will take place at the South Pasadena High School, and the City will be responsible for acquiring use of the space. The event theme is *From Sea to Shining Sea: 250 Years of the American Spirit*. This Request for Proposals (RFP) seeks to identify a partner capable of designing, coordinating, and executing a professionally choreographed, visually impressive, and safe show for a public audience of approximately 2,500 attendees. Vendors may submit proposals for one or more of the following options:

**Option A:** Fireworks Display Design

**Option B:** Hybrid Show Design (Fireworks combined with Drone)

**Option C:** Drone Light Show

The selected vendor must demonstrate a proven track record in delivering large-scale public shows and meet all technical, safety, and regulatory requirements.

## SCOPE OF WORK

The selected provider will be responsible for the following:

- **Fireworks Display Design:** Design a customized fireworks display that aligns with the theme and atmosphere of the event. The show should feature a diverse array of effects, vibrant colors, and dynamic scenes, all synchronized with family-friendly background music. Proposals must include a detailed shell inventory specifying the type and description of each shell (e.g., peony, chrysanthemum, comet), total quantity, and shell size (in inches). All proposals must also account for all necessary personnel, permits, and materials required for execution.
- **Hybrid Show Design:** Design a customized hybrid show that seamlessly combines fireworks with a drone display, aligned with the overall theme and atmosphere of the event. The show should feature a wide range of effects, colors, scenes, and durations, all synchronized with family-friendly background music. The **fireworks component** must include detailed specifications such as shell type and description (e.g., brocade crown, willow, color-changing peony), total quantity of each shell, and shell size (diameter in inches). The **visual component** should include the number of drones, flight duration, programmed effects, types of lasers/lights, color range, synchronization methods, and any additional multimedia elements (e.g., video projection, soundscapes, LED walls). All proposals must include a complete breakdown of required personnel, permits, materials, and associated costs.
- **Drone Light Show:** Design a customized drone light show that aligns with the theme and atmosphere of the event. The display should feature a wide range of effects, colors, formations, and durations, all synchronized with family-friendly background music. As the sole feature of the event, the proposal must include a creative overview of the drone show, including the narrative or theme (e.g., patriotic, community-focused), estimated duration, types of visual effects and formations (e.g., symbols, animations, logos), and details on music synchronization. Technical specifications should include the total number of drones, drone models, and their LED capabilities (e.g., color range, brightness, animation resolution), as well as flight altitude and radius, launch and landing area requirements, and the required safety perimeter. All proposals must include a full breakdown of personnel, required permits, materials, and associated costs.

- **Permitting and Compliance:** Ensure all necessary permits, licenses, explosives licenses, FAA licenses and any and all approvals are secured in advance of the event. The contractor must comply with all Federal, State of California, State Fire Marshall, City of South Pasadena Fire Department and other local regulations related to the discharge of fireworks, hybrid, or drone show displays. Provide a site plan indicating safety zones/fall out zones and safety perimeter distances.
- **Music Synchronization:** Provide synchronized music to accompany the Fourth of July show. Proposals should demonstrate the vendor's ability and experience in syncing visual displays with live or pre-recorded music, and outline any additional equipment or coordination needed to implement this feature successfully. The City of South Pasadena will provide a sound technician to collaborate with the vendor on announcements and playing the music synchronization.
- **Setup and Safety:** Set up and inspect show display prior to the event to ensure proper safety protocols are followed. Provide all necessary equipment, including safety barriers, signage, and safety personnel per National Fire Protection Association code specifications.
- **Post-Display Cleanup:** After the display, ensure all debris is cleaned up and disposed of in accordance with environmental standards and regulations.
- **Insurance:** Provide a copy of insurance coverage, including liability insurance, that covers both damage to property and injuries with a Best's Rating acceptable to the City of no less than A:VII showing.

## PROPOSAL REQUIREMENTS

To be considered, all proposals must include the following elements:

- **Company Profile:** Overview of your company, including years of experience in providing 4<sup>th</sup> of July shows, relevant certifications, and key staff members involved in the project.
- **Display Concept:** A description of the proposed show, including duration, types of fireworks, drones or laser effects, and a rough outline of the timing.
- **Pricing Breakdown:** A detailed breakdown for the show, including set up, execution, insurance, permits, safety measures, and any other associated costs.
- **References:** At least three references with similar events where you have provided a show, including the event name, contact person, and details of your involvement.
- **Safety Protocols:** Detailed safety protocols, including personnel qualifications, fire safety measures, and emergency plans. All workers must have sufficient skill, training and experience to properly perform the work assigned to them. All workers shall be in identifiable clothing of the Contractor while on site.
- **Insurance Details:** Proof of adequate liability insurance coverage, including worker's compensation and general liability.
- **Permitting and Compliance:** An outline of the permitting process and a commitment to secure all necessary permits, licenses and approvals.

## ANTICIPATED TIMELINE

Anticipated timeline listed below, all due by **12:00 noon** on their respective due dates

- Release Date: XXX
- Qualifications Statement Submittal Due: XXX
- Selection and Notification of Qualified Candidates (if applicable): Winter 2025

## SUBMISSION INSTRUCTIONS

Only electronically submitted responses will be accepted. All Qualifications Statements become the property of the City of South Pasadena. The City will not furnish any pre-selection information

concerning the status of a submission other than an acknowledgement that the submission was received.

Submit Proposal to:  
Lucy Hakobian  
Community Services Director  
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DRAFT

## VENDOR PROPOSAL SUBMISSION CHECKLIST

(To be completed and submitted with proposal. Attach additional paper if necessary)

#	Requirement	Included (✓) or Fill In
1	Company contact information	Company Name  Contact  Phone  Email
2	Indicate which options(s) you are proposing: Check all that apply	<input type="checkbox"/> Option A- Fireworks Display Show <input type="checkbox"/> Option B- Hybrid Show <input type="checkbox"/> Option C- Drone Light Show
3	Option A- Fireworks Only Include a description of shells to be used in the show, along with total number of each type of shell, size of shell (circumference) and its unit price. Proposals should include all costs, including labor, cost of materials, required permits, etc. Safety plan, pyrotechnic license, and proof of insurance shall be included.	
4	Option B- Hybrid Only Include a description of shells to be used in the show, along with total number of each type of shell, size of shell (circumference) and its unit price. Include number of drones and displays and/or provide options for 150 drones, 350 drones and 500 drones. Concept design and choreography, drone programming and simulation included. Proposals should include all costs, including labor, cost of materials, required permits, etc. Safety plan, pyrotechnic license, and proof of insurance shall be included.	Hybrid Only (Fireworks and drones) and include show length:  <input type="checkbox"/> # of fireworks _____ <input type="checkbox"/> # of fireworks _____ <input type="checkbox"/> # of fireworks _____  <input type="checkbox"/> 150 Drones _____ <input type="checkbox"/> 350 Drones _____ <input type="checkbox"/> 500 Drones _____
5	Option C- Drone Light Show Include number of drones and displays and/or provide options for 150 drones, 350 drones and 500 drones. Concept design and choreography, drone programming and simulation included. Include show length for each option.	
6	Total estimated cost for each selected show option (itemized, if possible)	\$

7	Proposed show duration (in minutes) for each option	
8	Number of years of experience producing shows (indicate which type of show)	
9	Confirmation of availability for July 4, 2026	<input type="checkbox"/> Yes <input type="checkbox"/> No
10	Optional: Links to video/photo samples of previous show	