



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

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

**CALL TO ORDER:**

The Special Meeting of the South Pasadena Community Services Commission was called to order by Chair Samuels on Monday, May 19, 2025, at 6:30 P.M. The City Council Chambers is located at 1424 Mission Street, South Pasadena, California.

**ROLL CALL:**

**PRESENT**

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

**ABSENT**

None

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

**CITY STAFF PRESENT:**

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

**PLEDGE OF ALLEGIANCE:**

The Flag Salute was led by Commissioner Moore.

**PUBLIC COMMENT**

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

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

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

None

## CONSENT CALENDAR

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

#### Recommendation

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

#### COMMISSION ACTION AND MOTION

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

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

## ACTION/DISCUSSION

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

Community Services Deputy Director Snyder presented this item.

#### Recommendation

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

#### COMMISSION ACTION AND MOTION

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

### 5. DISCUSSION ON YOUTH SERVICES GAP ANALYSIS

Community Services Deputy Director Snyder presented this item.

#### Recommendation

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

#### COMMISSION ACTION AND MOTION

**The Commission discussed Item No. 5 but did not take action or make a recommendation at this time. Staff will work with Commissioner Moore to develop a survey to be issued through South Pasadena Unified School District to gauge youths' needs and wishes for programming.**

**6. DISCUSSION OF THE SAN PASCUAL STABLES**

Community Services Deputy Director Snyder presented this item.

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

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

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

Recommendation

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

**COMMISSION ACTION AND MOTION**

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

**7. COMMISSION FOLLOW-UP AND ACTION ITEM RECAP**

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

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

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

Recommendation

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

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

Mayor Braun provided an update to the Commission regarding the elimination of Commissioner Congress which will be replaced with Commissioners providing a report to City Council. Additionally, she provided an update regarding the Fiscal Year 2025-2026 Budget timeline with approval tentatively set for August 20, 2025 and the Fiscal Year 2023-2024 audit being close to completion.

#### **9. COMMISSIONER COMMUNICATIONS**

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

#### **10. STAFF LIAISON COMMUNICATIONS**

None

**PUBLIC COMMENT- CONTINUED**

#### **11. CONTINUED PUBLIC COMMENT-GENERAL**

None

#### **ADJOURNMENT**

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

Respectfully submitted:



Melissa Snyder  
Community Services Deputy Director

APPROVED:

  
Bryan Samuels  
Chair

ATTEST:

  
Melissa Snyder  
Community Services Deputy Director

*Approved at Community Services Commission Meeting: June 9, 2025*