



**CITY OF SOUTH PASADENA  
COMMUNITY SERVICES COMMISSION**

**A G E N D A**  
**MONDAY, JANUARY 12, 2026, 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 [Ihakobian@southpasadenaca.gov](mailto:Ihakobian@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=0VfsfiZWN1WUhYY3PSJMpwbVaXZDGB.1>

**CALL TO ORDER:** Chair Bryan Samuels

**ROLL CALL:** Chair Bryan Samuels  
Vice Chair Stephen L. Plotkin  
Commissioner Leslie Albe Field  
Commissioner Anne Bagasao  
Commissioner Anthony W. Lai  
Commissioner Lauren Weinberger

**PLEDGE OF ALLEGIANCE:** Commissioner Leslie Albe Field

**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 MEETING MINUTES FOR NOVEMBER 10, 2025**

Recommendation

It is recommended that the Commission consider the approval of the minutes for the Community Services Commission Meeting on November 10, 2025.

**4. CONSIDERATION OF APPROVAL OF THE COMMUNITY SERVICES COMMISSION SPECIAL MEETING MINUTES FOR DECEMBER 16, 2025**

Recommendation

It is recommended that the Commission consider the approval of the minutes for the Community Services Commission Special Meeting on December 16, 2025.

**ACTION/DISCUSSION**

**5. REVIEW AND CONSIDER APPROVAL OF FIELD USE REQUEST FOR SOUTH PASADENA LITTLE LEAGUE**

Recommendation

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

**6. 2025 4TH OF JULY FESTIVAL OF BALLOON EVENT RECAP AND DIRECTION FOR 2026 CELEBRATION**

Recommendation

It is recommended that the Commission:

1. Receive an overview of the 2025 4<sup>th</sup> of July Festival of Balloon event;
2. Provide feedback to guide planning efforts for the 2026 event;
3. Provide a recommendation on preferred evening show format:
  - o Traditional Firework; or
  - o Drone Light Show; or
  - o Hybrid fireworks and drone show.

**7. ADOPTION OF RESOLUTION NO. 2026-01 SETTING THE DATE, TIME AND PLACE OF REGULAR COMMISSION MEETINGS**

Recommendation

It is recommended that the Commission adopt Ordinance No. 2026-01 setting the date, time and place of Regular Commission Meetings.

**COMMUNICATIONS**

**8. CITY COUNCIL LIAISON COMMUNICATIONS****9. COMMISSIONER COMMUNICATIONS****10. STAFF LIAISON COMMUNICATIONS****PUBLIC COMMENT – CONTINUED****11. 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**

FEBRUARY 9, 2026	REGULAR COMMISSION MEETING	6:30 P.M.
APRIL 13, 2026	REGULAR COMMISSION MEETING	6:30 P.M.
MAY 11, 2026	SPECIAL COMMISSION MEETING	6:30 P.M.
JUNE 8, 2026	CANCELLED	

**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 January 12, 2026, 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.*

01/08/2026 /S/

Date Melissa Snyder, Community Services Deputy Director



# Community Services Commission Agenda Report

ITEM NO. 3

---

**DATE:** December 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 MEETING MINUTES FOR NOVEMBER 10, 2025**

---

## **Recommendation**

It is recommended that the Commission consider approval of the minutes for the Community Services Commission Meeting on November 10, 2025.

## **Attachment:**

Attachment No. 1 – Draft Community Services Commission November 10, 2025 Meeting Minutes

## **ATTACHMENT 1**

Item No. 3 – Draft Community Services Commission  
November 10, 2025 Meeting Minutes



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

**MINUTES**  
**MONDAY, NOVEMBER 10, 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, November 10, 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
Mayor	Janet Braun

**ABSENT**

Commissioner	Mackenzie Z. Moore
Commissioner	Lauren Weinberger ( <i>Excused Absence</i> )

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

**CITY STAFF PRESENT:**

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

**PLEDGE OF ALLEGIANCE:**

The Flag Salute was led by Chair Samuels.

**PUBLIC COMMENT**

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

None

**CHANGES TO THE AGENDA**

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

Item No. 5 was removed from the agenda and therefore not discussed.

**CONSENT CALENDAR****3. CONSIDERATION OF APPROVAL OF THE COMMUNITY SERVICES COMMISSION MEETING MINUTES FOR OCTOBER 13, 2025**Recommendation

It is recommended that the Commission consider the approval of the minutes for the Community Services Commission Meeting on October 13, 2025.

**COMMISSION ACTION AND MOTION**

**A motion was made by Vice Chair Plotkin, seconded by Lai, and approved by roll call vote to approve Item No. 3 as amended. The motion carried 5-0-2-0, by the following vote:**

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

**NOES:** None

**ABSENT:** Moore, Weinberger

**ABSTAINED:** None

**ACTION/DISCUSSION****4. DISCUSSION AND RECOMMENDATION OF POLICY TOPICS RELATED TO COURT USE AT CITY PARKS**

Community Service Deputy Director Snyder presented this item. Chair Samuels noted that the Commission received one written public comment regarding the item.

Recommendation

It is recommended that the Community Services Commission review and provide a recommendation to the City Council on the following policy topics related to court use at City parks:

1. Large group use;
2. Time restrictions for pickleball; and
3. Court reservation systems.

In-Person Public Comment

Michael Pusateri spoke regarding the item.

In-Person Public Comment

Michael Ribas spoke regarding the item.

In-Person Public Comment

Amy Betts spoke regarding the item.

**COMMISSION ACTION AND MOTION**

**A motion was made by Commissioner Lai, seconded by Chair Samuels, and approved by roll call vote to recommend that staff prepare a proposed policy for the City Council consideration to change that limits court hours to 8:00 a.m. to 8:00 p.m., update**

postings for reservation and use of the courts, and have staff research into adoption of sound reduction equipment for pickleball. The motion carried 5-0-2-0, by the following vote:

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

**NOES:** None

**ABSENT:** Moore, Weinberger

**ABSTAINED:** None

**5. REVIEW AND CONSIDER APPROVAL OF PATRON SURVEY FOR THRONE LAB RESTROOM**

Item No. 5 was removed from the agenda and therefore not discussed.

Recommendation

~~It is recommended that the Community Services Commission review and approve the proposed patron satisfaction survey for user of the new Throne Lab restroom facility.~~

**PUBLIC HEARING**

**COMMUNICATIONS**

**6. CITY COUNCIL LIAISON COMMUNICATIONS**

- None

**7. COMMISSIONER COMMUNICATIONS**

- Commissioner Field provided an update on the Library and Community Center Comprehensive Site Plan presentation to the City Council.
- Commissioner Bagasao thanked the staff for the work on the Halloween Boo Bash and provided feedback she received from community participants.
- Commissioner Lai provided feedback received on the Halloween Boo Bash and expressed the importance of community events. He also inquired regarding construction of a new skate park in the Arroyo and possibilities to
- The Vice Chair Plotkin noted looking forward to connecting with the Youth Services Gap subcommittee, noted that there was standing water in the Dog Park, and inquired about the Parks Comprehensive Plan and Dr. Beatriz Solis Memorial Park construction.
- Chair Samuels noted the assessment of Arroyo Park and Orange Grove Park that was documented by himself and Commissioner Bagasao. He also inquired about the status of World Cup event planning, skate park repairs, and noted community feedback he received regarding the Throne Lab.
- Mayor Braun provided additional context regarding current projects and capital improvement projects throughout the City.

**8. STAFF LIAISON COMMUNICATIONS**

- Community Services Deputy Director thanked Community Services Coordinator Bell for the research he conducted regarding Item No. 4. Additionally, she noted upcoming save the dates for Community Services Department events.

- Community Services Coordinator Bell clarified the work being conducted in the Arroyo is a bike pump track and not a skate park.
- Community Services Director Hakobian provided an update on the Parks Comprehensive Plan presentation and the ribbon-cutting ceremonies for the two pocket parks.

<b>PUBLIC COMMENT- CONTINUED</b>
----------------------------------

**9. CONTINUED PUBLIC COMMENT-GENERAL**

None

**ADJOURNMENT**

There being no further matters, Chair Samuels adjourned the meeting of the Community Services Commission at 8:00 P.M. to the next Regular Community Services Commission meeting scheduled for December 8, 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: January 12, 2026*



# Community Services Commission Agenda Report

---

ITEM NO. 4

**DATE:** January 12, 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 DECEMBER 16, 2025**

---

## **Recommendation**

It is recommended that the Commission consider approval of the minutes for the Community Services Commission Special Meeting on December 16, 2025.

## **Attachment:**

Attachment No. 1 – Draft Community Services Commission December 16, 2025 Special Meeting Minutes

## **ATTACHMENT 1**

Item No. 4 – Draft Community Services Commission  
December 16, 2025 Special Meeting Minutes



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

**MINUTES**  
**TUESDAY, DECEMBER 16, 2025, AT 5:00 P.M.**

**CALL TO ORDER:**

The Special Meeting of the South Pasadena Community Services Commission was called to order by Chair Samuels on Tuesday, December 16, 2025, at 5:00 P.M. The South Pasadena Senior Center is located at 1102 Oxley Street, South Pasadena, California.

**ROLL CALL:**

**PRESENT**

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

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

**CITY STAFF PRESENT:**

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 Vice Chair Plotkin.

**PUBLIC COMMENT**

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

None

**ACTION/DISCUSSION**

**2. REVIEW AND CONSIDER APPROVAL OF THE ARROYO NORTH FIELD MAINTENANCE MEMO**

Community Service Deputy Director Snyder presented this item.

**Recommendation**

It is recommended that the Community Services Commission review and consider approval of the Arroyo North Field Maintenance Memo.

**COMMISSION ACTION AND MOTION**

**A motion was made by Commissioner Lai, seconded by Chair Samuels, and approved by roll call vote to approve the Arroyo North Field Maintenance Memo. The motion carried 7-0-1-0, by the following vote:**

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

**NOES:** None

**ABSENT:** Moore

**ABSTAINED:** None

**PUBLIC HEARING**

**COMMUNICATIONS**

**3. CITY COUNCIL LIAISON COMMUNICATIONS**

- Mayor Braun wished all the Commissioners a happy holidays. She also provided additional clarification on Ordinance No. 2406 regarding commission composition and meeting schedules.

**4. COMMISSIONER COMMUNICATIONS**

- Commissioner Lai thanked Mayor Braun for an insightful State of the City and provided an update on the South Pasadena Police Department's Citizens Police Academy that both him and Commissioner Weinberger participated in. He also thanked staff for the Breakfast with Santa event.
- Commissioner Weinberger also provided input on the Citizens Police Academy and noted the importance and need of mental health resources.
- Commissioner Moore thanked everyone for her time on the Commission.
- Vice Chair Plotkin inquired regarding 2026 meeting schedule. Community Services Deputy Director Snyder noted that an ordinance would be brought to the January meeting for formal adoption of meeting schedule.
- Commissioner Bagasao inquired when the court use policy and a desire to have another discussion regarding the item. Community Services Deputy Director Snyder confirmed the item would be brought back in 2026.

**5. STAFF LIAISON COMMUNICATIONS**

- Community Services Deputy Director thanked Commissioner Moore for her participation on the Commission. She also provided information on the pocket park ribbon cutting ceremonies scheduled for December 17, 2025 and an update on the 4<sup>th</sup> of July Festival of Balloons sky show celebration.

**PUBLIC COMMENT- CONTINUED**

**6. CONTINUED PUBLIC COMMENT-GENERAL**

None

**ADJOURNMENT**

There being no further matters, Chair Samuels adjourned the meeting of the Community Services Commission at 5:32 P.M. to the next Regular Community Services Commission meeting scheduled for January 12, 2026.

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: January 12, 2026*



# Community Services Commission Agenda Report

ITEM NO. 5

**DATE:** January 12, 2026

**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**

---

## **Recommendation**

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

## **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 Orange Grove Field, as well as the Arroyo North and South Fields, for both the Spring and Summer sessions during the following days and times:

### **Spring Session**

- **March 1, 2026, to May 31, 2026**

#### **Arroyo Fields:**

- Monday through Friday: 4:00 p.m. to 10:30 p.m.
- Saturday and Sunday: 7:00 a.m. to 10:30 p.m.

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

- Monday through Thursday: 5:00 p.m. to 10:30 p.m.
- Saturday and Sunday: 7:00 a.m. to 10:30 p.m.
- *The adjusted weekday start time at Orange Grove accommodates Holy Family's field use request.*

- **No other field closures are currently scheduled**

### **Summer Session**

- **June 1, 2026, to August 31, 2026**

2026 Field Use Request for SPLL

January 12, 2026

Page 2 of 2

**Arroyo Fields:**

- Monday through Friday: 8:00 a.m. to 10:30 p.m.
- Saturday and Sunday: 7:00 a.m. to 10:30 p.m.

**Orange Grove Park:**

- Monday through Thursday: 8:00 a.m. to 10:30 p.m.
- Saturday and Sunday: 7:00 a.m. to 10:30 p.m.
- No field closures are currently scheduled

**Next Steps**

Upon Commission approval, staff will proceed with issuing SPLL's 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 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:**

Attachment No. 1 – Field Use Request for SPLL

## **ATTACHMENT 1**

### **Item No. 5 – Field Use Request for South Pasadena Little League**



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

# FIELD USE REQUEST FORM

## CONTACT INFORMATION

Organization Name:	South Pasadena Little League		
Contact Person Name:	Alberto O Ocon		
Street Address:	925 Lyndon Street	City:	South Pasadena
Home Phone:	818-468-6649	Work Phone:	818-507-9705
Email:	president@sppl.com		

## FIELD USE

PARK	<input checked="" type="checkbox"/> Orange Grove	<input checked="" type="checkbox"/> Arroyo North	<input checked="" type="checkbox"/> Arroyo South		
SPORT/ACTIVITY	<input checked="" type="checkbox"/> Baseball	<input type="checkbox"/> Soccer	<input checked="" type="checkbox"/> Other <u>Softball</u>		
FIELD/BASEBALL	<input checked="" type="checkbox"/> Clarich	<input checked="" type="checkbox"/> Burke	<input checked="" type="checkbox"/> Nelson		
FIELD/SOCCER	<input type="checkbox"/> Arroyo North	<input type="checkbox"/> Field (1)	<input type="checkbox"/> Field (2)		
REASON FOR REQUEST	Use of the fields for the Spring and Summer Baseball, Softball and Challenger Season				
Will spectator be present?	<input checked="" 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:	Lexington Insurance Company	
Policy Holder:	South Pasadena Little League	
Policy Number:	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: \_\_\_\_\_  Coordinator  Supervisor  Director

Sportsman: \_\_\_\_\_ Insurance: \_\_\_\_\_  Approved  Denied

Notes: \_\_\_\_\_

## DATES OF USE

### WINTER

DATES	DECEMBER	JANUARY	FEBRUARY

### SPRING

DATES	MARCH	APRIL	MAY
	03/01-31/2026	04/01-30/2026	05/01-31/2026

### SUMMER

DATES	JUNE	JULY	AUGUST
	06/01-30/2026	07/01-31/2026	08/01-31/2026

### FALL

DATES	SEPTEMBER	OCTOBER	NOVEMBER

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 5
	×		×
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

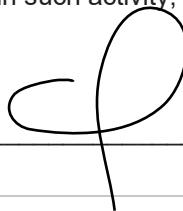
**Note:** As of Monday, April 6, 2020, we are only able to accept credit cards (subject to a [credit card fee](#) per transaction) or checks for payment.

## 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: 11/12/2025

## OFFICE USE ONLY

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

Cash  Check  Credit Card

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



# Community Services Commission Agenda Report

ITEM NO. 6

**DATE:** January 12, 2026

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

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

**SUBJECT:** **2025 4TH OF JULY FESTIVAL OF BALLOON EVENT RECAP  
AND DIRECTION FOR 2026 CELEBRATION**

---

## Recommendation

It is recommended that the Commission:

1. Receive an overview of the 2025 4<sup>th</sup> of July Festival of Balloon event;
2. Provide feedback to guide planning efforts for the 2026 event;
3. Provide a recommendation on preferred evening show format:
  - o Traditional Firework; or
  - o Drone Light Show; or
  - o Hybrid fireworks and drone show.

## Background

The annual 4th of July Festival of Balloon is a long-standing community tradition celebrating Independence Day and bringing together residents, visitors, nonprofit partners, and local organizations. The 2025 event included a full day of activities, culminating in an evening concert and fireworks display.

Key event components included:

- Pancake Breakfast hosted by the Kiwanis Club
- Opening Ceremony
- Community Parade
- Party in the Park
- Live Concert and Fireworks Show

## Event Overview

The 2025 4th of July Festival of Balloon was held on July 4, 2025. Programming occurred throughout the day, offering family-friendly activities and entertainment for a wide range of ages.

## **Event Components**

### **Pancake Breakfast (Kiwanis Club)**

The Kiwanis Club hosted the annual Pancake Breakfast, which continues to be a popular tradition and a key fundraising event with a local service organization.

### **Opening Ceremony**

The Opening Ceremony formally kicked off the day's celebrations and included remarks from the Mayor, City Manager, and Director. The National Anthem was performed by a local high school student. Additional recognition included the presentation of poster contest awards by SPARC. Local dignitaries in attendance included Assemblymember Mike Fong.

### **Parade**

The community parade included 47 entries representing civic groups, nonprofits, businesses, and residents and spanned approximately 0.6 miles. The parade experienced strong spectator turnout and a positive community response. This year's event featured the highest number of entries since the City assumed responsibility for coordination, with consistent participation across a wide range of groups. The check-in process and staging area functioned efficiently, and improved direction at the conclusion of the parade helped enhance overall flow.

Despite these successes, several challenges were identified. Spacing between parade entries was inconsistent, and some participants did not fully adhere to established parade guidelines, including unauthorized performances, the use of helium balloons, and the inclusion of political statements that created conflicts between groups. Staff also experienced difficulty securing classic vehicles for dignitaries, and parade script preparation was complicated by last-minute changes and limited responsiveness from some participants. Additionally, challenges were encountered related to street closures during the event.

### **Party in the Park**

Party in the Park offered family activities, classic games, food options, and entertainment, including inflatables and a live DJ. Attendance was strong, with a solid crowd present prior to the parade that increased afterward and remained steady throughout the duration of the event.

Operational challenges were also noted. Several food vendors ran out of food or left early, the City incurs all fees associated with health permits, and staff had limited insight into vendor fundraising outcomes. The layout of the event presented additional challenges, as attendees tended to congregate near Mission Street rather than dispersing throughout the park. While staff encouraged guests to move deeper into the park, the reopening of the street presents possible safety concerns.

### Live Concert and Fireworks Show

The evening program featured a live concert followed by a fireworks display, with 2,515 tickets sold. Gates opened at 7:00 p.m., the concert ran from 7:30 p.m. to 8:30 p.m., and the fireworks show began at approximately 9:00 p.m. and lasted approximately 20 minutes. Public feedback was overwhelmingly positive, with attendees praising the quality of the fireworks, the strong sense of community, and the event's status as a beloved local tradition.

Areas for improvement were also identified. Attendees noted challenges related to lack of food vendor options, sound levels of music during the firework show, and entry and exit flow. The lack of contactless purchasing options required manual credit card processing, contributing to longer wait times. Exit flow was also impacted by limited gate openings by SPUSD. Entry lines were concentrated on Diamond Street while Meridian Street experienced shorter wait times, indicating a need for improved signage and crowd distribution. Staffing the evening portion of the event proved difficult, and post-event clean-up required significant staff time and resources.

### **Public Safety and Operations**

Traffic control and parking operations generally functioned as planned; however, an issue occurred at the start of street closures that diverted traffic into the parade lineup area. The situation was promptly resolved with assistance from the Police Department. No major public safety incidents were reported.

### **Staffing Levels**

- Law enforcement, fire, and emergency services: 17
- Public Works: 6
- Library: 3
- Community Services: 34

### **Financial Summary (High-Level)**

- Total event expenditures: \$85,977.89
- Estimate staffing expenditures: \$20,000
- Total revenues/sponsorships: \$39,870 (firework ticket sales)

### **Discussion**

The information above is provided to ensure the Commission has a clear understanding of the scope, scale, and operational considerations of the 2025 4th of July Festival of Balloon. The event continues to be one of the City's most significant annual community celebrations, incorporating multiple components that collectively contribute to its success, visibility, and community impact.

Planning for the 2026 event will occur in the context of the United States' 250th anniversary, which presents a unique opportunity to elevate the community's Independence Day celebration. This milestone year is expected to draw increased public

interest, higher attendance, and heightened expectations for programming, community engagement, and overall experience.

As staff seeks recommendations for the 2026 event, it is important that the Commission consider the celebration holistically, recognizing how each component—Pancake Breakfast, Opening Ceremony, Parade, Party in the Park, live entertainment, and fireworks—works together to create a full-day civic experience. Recommendations should account not only for individual event elements, but also for overall event flow, historical significance, community identity, operational capacity, public safety, and fiscal sustainability.

This background is intended to support thoughtful, forward-looking guidance that reflects both the successes and lessons learned from the 2025 event, while also acknowledging the once-in-a-generation opportunity presented by the 250th anniversary.

One of the primary considerations for the 2026 event is the type of evening show to be featured. Options include:

#### Fireworks Show

- Traditional and familiar to the community
- High visual impact and strong attendance draw
- Requires extensive safety planning, permitting, and cleanup

#### Drone Show

- Newer technology with reduced noise and debris
- Potentially more flexible storytelling and visuals
- May have limitations related to brightness, weather, and audience expectations

#### Hybrid Show (Fireworks and Drones)

- Combines traditional fireworks with drone elements
- Offers innovation while maintaining a familiar experience
- Typically higher cost and increased coordination requirements

#### **Commission Feedback Requested**

Staff requests Commission feedback on the following:

1. Overall impressions of the 2025 4<sup>th</sup> of July Festival of Balloon event;
2. Desired changes or enhancements for the 2026 event; and
3. Direction regarding the preferred type of evening show for 2026:
  - Fireworks
  - Drone show
  - Hybrid fireworks and drone show

#### **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

4<sup>th</sup> of July Festival of Balloons

January 12, 2026

Page 5 of 5

reports on the City's website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.



# Community Services Commission Agenda Report

ITEM NO. 7

**DATE:** January 12, 2026

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

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

**SUBJECT:** **ADOPTION OF RESOLUTION NO. 2026-01 SETTING THE DATE, TIME AND PLACE OF REGULAR COMMISSION MEETINGS**

---

## Recommendation

It is recommended that the Commission:

1. Adopt Ordinance No. 2026-01 setting the date, time and place of Regular Commission Meetings; and
2. Approve the 2026 Community Services Commission meeting schedule for the 2026 calendar year.

## Background

On November 19, 2025, the City Council reviewed proposed amendments to Chapter 2 (Administration) of the South Pasadena Municipal Code regarding general provisions applicable to all commissions, as well as updates to individual commissions. Following direction from the City Council, Ordinance No. 2406 was revised and later adopted at the City Council Regular Meeting on December 3, 2025.

## Analysis

On December 3, 2025, the City Council adopted Ordinance No. 2406, which amends the general provisions of the South Pasadena Municipal Code related to all City commissions. The ordinance includes updates to commissioner term limits, youth commissioners, commission composition, and meeting requirements.

As relevant to the Community Services Commission, Ordinance No. 2406 changes the required frequency of regular meetings from monthly to every other month and requires each commission to formally establish the date, time, and place of its regular meetings by legislative action. Previously, the Commission's meeting schedule was established by practice rather than by ordinance.

The proposed ordinance implements the requirements of Ordinance No. 2406 by establishing a regular meeting schedule for the Community Services Commission on an every-other-month basis at a specified date, time, and location. Adoption of the ordinance promotes consistency, transparency, and compliance with the Municipal Code while

preserving the Commission's ability to cancel meetings or hold special meetings as permitted by law.

Staff recommends adoption of the ordinance to bring the Community Services Commission into compliance with the updated Municipal Code requirements.

**Fiscal Impact**

There is no fiscal impact associated with the adoption or implementation of Ordinance No. 2026-01.

**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:**

Attachment No. 1 – Ordinance No. 2026-01 – Related to Commission Meeting Schedule

Attachment No. 2 – 2026 Regular Community Service Commission Meeting Schedule

**ATTACHMENT 1**  
**Item No. 7 – Ordinance No. 2026-01 – Related to**  
**Commission Meeting Schedule**

**CITY OF SOUTH PASADENA  
RESOLUTION NO. 2026-01**

**A RESOLUTION OF THE COMMUNITY SERVICES  
COMMISSION OF THE CITY OF SOUTH  
PASADENA, CALIFORNIA, SETTING THE DATE  
AND TIME AND PLACE OF ITS REGULAR  
MEETINGS**

**WHEREAS**, the City Council of the City of South Pasadena has created the Community Services Commission pursuant to Section 2.44 of Chapter 2 of the South Pasadena Municipal Code;

**WHEREAS**, Government Code Section 54954 provides that each legislative body of a local agency shall provide by ordinance or resolution the time and place for holding regular meetings; and

**WHEREAS**, the Community Services Commission of the City of South Pasadena desires to set the time and place of its regular meetings;

**NOW, THEREFORE, THE COMMUNITY SERVICES COMMISSION OF  
THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES RESOLVE,  
DECLARE, DETERMINE AND ORDER AS FOLLOWS:**

**SECTION 1. Recitals.** The Community Services Commission hereby finds that the above recitals are true and correct and are incorporated herein as if set forth in full.

**SECTION 2. Regular Meetings.** The regular meetings of the Community Services Commission of the City of South Pasadena ("Commission") shall be held every other month on second Monday at 6:30 p.m. The regular meeting location shall be in the Amedee O. "Dick" Richards Jr. Council Chambers, located at 1424 Mission Street, South Pasadena, California.

**SECTION 3. Circumstances Under Which Regular Meeting Is Cancelled.** In the event an agenda for a regular meeting of the Commission is not posted timely in accordance with the provisions of Section 54954.2 of the Government Code, such regular meeting is cancelled without any further action of the Commission, except as may be required by the Ralph M. Brown Act.

**SECTION 4. Special and Adjourned Meetings.** The Commission may hold special meetings or adjourn its regular meeting to other dates and times and locations as may be necessary subject to compliance with the noticing

requirements of the Ralph M. Brown Act, Government Code Section 54950 et. seq.

**SECTION 5. Effective Date.** This Resolution shall be in full force and effect immediately upon its passage and adoption thereof. To the extent there is any inconsistency between this Resolution and any other resolution previously adopted on the same matter, this Resolution shall prevail, and the portions of the previously adopted resolution shall be automatically repealed and have no further force or effect.

**PASSED, APPROVED AND ADOPTED** on this 12th day of January 2026.

---

Bryan Samuels, Chair

**ATTEST:**

---

Lucy Hakobian, Community Services Director

**I HEREBY CERTIFY** the foregoing resolution was duly adopted by the Community Services Commission of the City of South Pasadena, California, at a regular meeting held on the 12th of January 2026 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINED:**

---

Lucy Hakobian, Community Services Director

**ATTACHMENT 2**

**Item No. 7 – 2026 Regular Community Service  
Commission Meeting Schedule**



**CITY OF SOUTH PASADENA  
2026 REGULAR COMMUNITY SERVICES COMMISSION  
MEETING SCHEDULE**

Commission Meeting Date	Notes
January 12, 2026	Regular Community Services Commission Meeting
February 9, 2026	Regular Community Services Commission Meeting
April 13, 2026	Regular Community Services Commission Meeting
May 11, 2026	Community Services Commission Meeting <i>(Special Meeting)</i>
<b>June 8, 2026</b>	<b>Cancelled</b>
August 13, 2026	Regular Community Services Commission Meeting
October 12, 2026	Regular Community Services Commission Meeting
December 14, 2026	Regular Community Services Commission Meeting