



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

AGENDA
MONDAY, MAY 11, 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 msnyder@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>

CALL TO ORDER: Chair Anthony W. Lai

ROLL CALL:

Chair	Anthony W. Lai
Vice Chair	Anne Bagasao
Commissioner	Leslie Albe Field
Commissioner	Tessa Petrich
Commissioner	Stephen L. Plotkin
Commissioner	Bryan Samuels
Commissioner	Lauren Weinberger

PLEDGE OF ALLEGIANCE: Commissioner Tessa Petrich

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 msnyder@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 APRIL 13, 2026

Recommendation

It is recommended that the Commission consider the approval of the minutes for the Community Services Commission Meeting on April 13, 2026.

ACTION/DISCUSSION

4. REVIEW AND PROVIDE FEEDBACK ON EAGLE SCOUT PROJECT AT EDDIE PARK

Recommendation

It is recommended that the Community Services Commission:

1. Review and consider the proposed Eagle Scout project by Ethan Vetrone; and
2. Provide feedback and consider a recommendation regarding the installation location of a bench at Eddie Park.

5. REVIEW THE CAMP MED AFTER SCHOOL PROGRAM ANALYSIS

Recommendation

It is recommended that the Community Services Commission:

1. Review the Camp Med After School Program analysis; and
2. Consider providing a recommendation to the City Council regarding the future of the program.

6. RECEIVE AND PROVIDE FEEDBACK ON THE 2026 SPRING EGGSTRAVAGANZA EVENT SUMMARY

Recommendation

It is recommended that the Community Services Commission:

1. Receive the 2026 Spring Eggstravaganza Event Summary; and
2. Provide feedback regarding event operations, attendance, community engagement, and planning considerations for future events.

COMMUNICATIONS

7. CITY COUNCIL LIAISON COMMUNICATIONS

8. COMMISSIONER COMMUNICATIONS

9. STAFF LIAISON COMMUNICATIONS

PUBLIC COMMENT – CONTINUED

10. 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

JUNE 8, 2026	CANCELLED	
AUGUST 10, 2026	COMMISSION MEETING	6:30 P.M.
OCTOBER 12, 2026	COMMISSION MEETING	6:30 P.M.

PUBLIC ACCESS TO AGENDA DOCUMENTS AND BROADCASTING OF MEETINGS

Commission meeting agenda packets, any agenda related documents, and additional documents are available online for public inspection on the City’s website:

<https://www.southpasadenaca.gov/government/boards-commissions>

AGENDA NOTIFICATION SUBSCRIPTION

If you wish to receive an agenda email notification, please contact the City Clerk’s Division via email at CityClerk@southpasadenaca.gov or call (626) 403-7230.

ACCOMMODATIONS



The City of South Pasadena wishes to make all of its public meetings accessible to the public. If special assistance is needed to participate in this meeting, please contact the City Clerk’s Division at (626) 403-7230 or CityClerk@southpasadenaca.gov. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. Notification at least 48 hours prior to the meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting (28 CFR 35.102-35.104 ADA Title II).

CERTIFICATION OF POSTING

*I declare under penalty of perjury that I posted this notice of agenda for the meeting to be held on **May 11, 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.*

05/08/2026 /S/

Date

Melissa Snyder, Community Services Director



Community Services Commission Agenda Report

ITEM NO. 3

DATE: May 11, 2026

FROM: Melissa Snyder, Community Services Director

PREPARED BY: Lucy Hakobian, Senior Management Analyst

SUBJECT: **CONSIDERATION OF APPROVAL OF THE COMMUNITY SERVICES COMMISSION MEETING MINUTES FOR APRIL 13, 2026**

Recommendation

It is recommended that the Commission consider approval of the minutes for the Community Services Commission Meeting on April 13, 2026.

Attachment:

Attachment No. 1 – Draft Community Services Commission April 13, 2026, Meeting Minutes

ATTACHMENT 1

Item No. 3 – Draft Community Services Commission
April 13, 2026 Meeting Minutes



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

**MINUTES
MONDAY, APRIL 13, 2026, AT 6:30 P.M.**

CALL TO ORDER:

The Regular Meeting of the South Pasadena Community Services Commission was called to order by Chair Lai on Monday, April 13, 2026, at 6:32 P.M. The City Council Chambers is located at 1424 Mission Street, South Pasadena, California.

ROLL CALL:

PRESENT

Chair	Anthony Lai
Vice Chair	Anne Bagasao
Commissioner	Teresa Petrich
Commissioner	Stephen L. Plotkin
Commissioner	Bryan Samuels
Commissioner	Lauren Weinberger
Mayor	Sheila Rossi

ABSENT

Commissioner Leslie Albe Field

Melissa Snyder, Community Services Director, announced a quorum.

CITY STAFF PRESENT:

Melissa Snyder, Community Services Director; Nathalie Wilcox, Community Services Supervisor; and Jordan Bell, Community Services Coordinator were present at Roll Call. Assistant City Manager/CFO Nick Kimball was also present.

PLEDGE OF ALLEGIANCE:

The Flag Salute was led by Chair Lai.

PUBLIC COMMENT

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

None

CHANGES TO THE AGENDA

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

None

CONSENT CALENDAR**3. CONSIDERATION OF APPROVAL OF THE COMMUNITY SERVICES COMMISSION MEETING MINUTES FOR FEBRUARY 9, 2026**Recommendation

It is recommended that the Community Services Commission consider the approval of the minutes for the Community Services Commission Meeting for February 9, 2026.

COMMISSION ACTION AND MOTION

A motion was made to recommend the approval of the minutes by Commissioner Samuels, seconded by Vice Chair Bagasao, and approved by roll call vote to approve Item No. 3. The motion carried 6-0-1-0 with the following vote:

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

ACTION/DISCUSSION**4. PRESENTATION PROVIDING AN OVERVIEW OF THE CITY BUDGET**

Assistant City Manager/CFO Nick Kimball presented this item.

Recommendation

It is recommended that the Community Services Commission:

1. Receive this report and the accompanying budget presentation for information; and
2. Provide any questions or comments to staff for consideration during the FY 2026-27 budget development process.

No formal action is required.

5. PRESENTATION PROVIDING AN UPDATE ON FIFA WORLD CUP WATCH PARTY AND 4TH OF JULY EVENT PLANNING

Community Services Supervisor Wilcox presented this item.

Recommendation

It is recommended that the Community Services Commission:

1. Receive this report for information; and
2. Provide any questions or comments for staff for consideration during the event planning process.

No formal action is required.

6. DISCUSSION AND CONSIDER APPROVAL OF THE 2026 COMMISSION WORK PLAN

Community Services Director Snyder presented this item.

Recommendation

It is recommended that the Community Services Commission discuss and consider approval of the 2026 Community Services Commission Work Plan.

COMMISSION ACTION AND MOTION

A motion was made to recommend the approval of the 2026 Commission Work Plan by Chair Lai, seconded by Commissioner Weinberger, with an amendment by Commissioner Plotkin to add the Youth Gap Analysis Survey, and approved by roll call vote to approve Item No. 6. The motion carried 6-0-1-0 with the following vote:

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

7. CONSIDERATION TO PROVIDE A RECOMMENDATION TO CITY COUNCIL TO MODIFY SUMMER CAMP MED PROGRAM MODEL AND ASSOCIATED FEES

Community Services Coordinator Bell presented this item.

Recommendation

It is recommended that the Community Services Commission consider:

1. Approval of a recommendation to City Council for a revised Summer Camp Med program model, including modified base program hours and the introduction of optional extended care periods; and
2. Approval of a recommendation to City Council of an updated Summer Camp fee structure that aligns program hours and services with regional municipal practices and improves cost recovery.

COMMISSION ACTION AND MOTION

No formal action was taken. Staff will conduct additional research.

8. REVIEW AND CONSIDER APPROVAL OF THE FIELD USE REQUEST FOR CAMP ADVENTUREWOOD

Community Services Supervisor Wilcox presented this item.

Recommendation

It is recommended that the Community Services Commission review and consider approval of the field use request for Camp Adventurewood.

COMMISSION ACTION AND MOTION

A motion was made to consider approval of the field use request for Camp Adventurewood by Commissioner Petrich, seconded by Chair Lai, and approved by roll call vote to approve Item No. 8. The motion carried 4-2-1-0 with the following vote:

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

9. REVIEW AND CONSIDER APPROVAL OF THE FIELD USE REQUEST FOR HOLY FAMILY

Community Services Supervisor Wilcox presented this item.

Recommendation

It is recommended that the Community Services Commission review and consider approval of the field use request for Holy Family.

COMMISSION ACTION AND MOTION

A motion was made to consider approval of the field use request for Holy Family by Commissioner Samuels, seconded by Vice Chair Bagasao, and approved by roll call vote to approve Item No. 9. The motion carried 6-0-1-0 with the following vote:

AYES: Lai, Bagasao, Petrich, Plotkin, Samuels, Weinberger

NOES: None

ABSENT: Field

ABSTAINED: None

10. REVIEW AND DISCUSSION OF PROPOSED TARGET COST RECOVERY RANGES FOR COMMUNITY SERVICES DEPARTMENT

Community Services Director Snyder presented this item.

Recommendation

It is recommended that the Community Services Commission review the proposed target cost recovery ranges and provide feedback for staff consideration.

No formal action was taken.

COMMUNICATIONS**11. CITY COUNCIL LIAISON COMMUNICATIONS**

Mayor Rossi attended the Executive Office of Protocol to discuss upcoming opportunities related to FIFA and LA28. These global events may present opportunities for the City to host activities, as host cities could rent facilities for event-related uses. While the broader economic outlook remains uncertain, with concerns about potential global recession, the City is proactively exploring strategic opportunities. Efforts are also underway to re-establish a strong partnership with the South Pasadena Unified School District (SPUSD), with a focus on expanding student engagement initiatives. One such opportunity includes collaboration between South Pasadena Fire Department and SPUSD to introduce EMT coursework at the high school, providing students with valuable career pathway exposure. Additionally, the City continues to emphasize a rigorous and professional approach across its commissions, reinforcing high standards in governance and community service.

12. COMMISSIONER COMMUNICATIONS

Vice-Chair Bagasao raised concerns regarding motorized bicycles being operated within park areas in violation of the Municipal Code, underscoring the need for consistent enforcement. Additionally, issues persist with individuals attaching equipment to trees, including ropes with weighted objects, which may pose safety risks and cause damage to park infrastructure. April is recognized as Sexual Assault Awareness Month, with a proclamation aimed at raising community awareness and support for prevention efforts.

Chair Lai expressed appreciation to staff for their efforts in delivering a well-attended and successful Eggstravaganza event.

Commissioner Samuels inquired about the Throne restroom facility at the Metro Station, noting interest in evaluating its effectiveness. He requested that usage data be shared, including frequency of use and any instances of unauthorized activity. He also raised a question regarding the spacing of ficus trees and whether wrapping of the unit has been considered.

Commissioner Plotkin noted a lack of continuity due to the absence of a meeting last month. He also pointed out signage at the stables parking lot indicating it is reserved for stable use only. Additionally, it was shared that Mayor Rossi is optimistic about the potential appointment of a youth representative to the Commission.

13. STAFF LIAISON COMMUNICATIONS

Community Services Director Snyder shared that Community Services Coordinator Bell has been promoted within, with this Friday marking his last day in his current role. Assistant City Manager/CFO Kimball announced that Mr. Bell will be stepping into the position of Customer Success Center Manager.

Agenda forecast: Upcoming items include an after-school analysis, a Memorandum of Understanding with organizations, Municipal Code updates, and discussions related to tennis and pickleball court usage. The summer event calendar will be distributed soon.

In recognition of Older Americans Month, several events are planned to include A Healthy Aging Fair, and a special recognition honoring Mr. Walter Cervantes. Other May events include a Cinco de Mayo and Mother's Day luncheon. In speaking to Vice Chair Bagasao, the South Pasadena Police Department will be increasing patrols to address motorized activity concerns. Additionally, the Parks Comprehensive Plan initiative is currently in the program evaluation phase.

PUBLIC COMMENT- CONTINUED

14. CONTINUED PUBLIC COMMENT-GENERAL

None

ADJOURNMENT

There being no further matters, Chair Lai adjourned the meeting of the Community Services Commission at 9:26 P.M. to the next Special Community Services Commission meeting scheduled for May 11, 2026.

Respectfully submitted:

Lucy Hakobian
Senior Management Analyst

APPROVED:

Anthony Lai
Chair

ATTEST:

Melissa Snyder
Community Services Director

Approved at Community Services Commission Meeting: May 11, 2026



Community Services Commission Agenda Report

ITEM NO. 4

DATE: May 11, 2026

FROM: Melissa Snyder, Community Services Director

PREPARED BY: Lucy Hakobian, Senior Management Analyst

SUBJECT: **REVIEW AND PROVIDE FEEDBACK ON EAGLE SCOUT PROJECT AT EDDIE PARK**

Recommendation

It is recommended that the Community Services Commission:

1. Review and consider the proposed Eagle Scout project by Ethan Vetrone; and
2. Provide feedback and consider a recommendation regarding the installation location of a bench at Eddie Park.

Executive Summary

Ethan Vetrone has proposed an Eagle Scout project involving the construction and donation of a bench for installation at Eddie Park. As part of his presentation, he will present the project and three potential bench placement options for Commission consideration. This item is before the Community Services Commission for review, feedback, and a recommendation to staff regarding whether the project should proceed.

Background

The Eagle Scout rank is the highest rank attainable in Scouts BSA and requires completion of a service project that demonstrates leadership, planning, organization, and community benefit.

Ethan Vetrone has proposed an Eagle Scout project involving the construction and donation of a bench for installation at Eddie Park. As part of the proposed project, the Scout would be responsible for project planning, fundraising, and coordination related to the bench. Installation would be completed by Public Works staff in coordination with Community Services staff.

Eddie Park has also been the location of prior community-led improvement projects, including Girl Scout projects such as a bridge and a Little Free Library. The proposed bench project would continue that pattern of volunteer-supported park enhancements.

Analysis

The proposed project involves the addition of a public bench at Eddie Park. Benches are a common park amenity that support passive use by providing opportunities for rest,

observation, and general visitor convenience. Depending on the final location selected, the bench may serve a range of park users, including families, older adults, and individuals utilizing the park for walking or informal recreation.

Because the project includes three placement options, one consideration for the Commission is the relative appropriateness of each location within the park. Relevant factors may include visibility, accessibility, proximity to pedestrian circulation and activity areas, user convenience, and compatibility with existing park operations and maintenance practices. Review of location options may also help determine whether the proposed bench would enhance park usability without creating conflicts with circulation, maintenance access, or other park functions.

In addition to siting considerations, the Commission may also consider the project more broadly in terms of overall appropriateness as a community-supported park improvement. Relevant considerations may include the public benefit provided by the improvement, the suitability of the proposed amenity within the park setting, the durability of the proposed bench, and whether the project is consistent with the character and functional needs of the site.

Installation would be completed by Public Works staff, which would allow the City to maintain oversight of siting and installation methods. Staff coordination would help ensure that any approved project is implemented in a manner consistent with accessibility considerations, safety requirements, maintenance access, and overall park functionality.

The proposed project is limited in scope, and staff do not anticipate significant operational or environmental impacts associated with installation of the bench. However, because the City is working to establish a more consistent review process for Eagle Scout projects, Commission feedback and recommendation may assist staff in evaluating both the merits of this specific proposal and the broader framework for future project review.

Fiscal Impact

No significant General Fund impact is anticipated. Costs associated with the bench would be borne through the Scout's project. City costs are expected to be limited to staff time associated with project review, coordination, and installation.

Next Steps

Following Commission review, staff will consider the Commission's feedback and recommendation regarding the proposed project and placement options. If the project is recommended to move forward, Community Services and Public Works staff will coordinate with the Scout regarding final placement, project details, and installation.

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.

Eagle Scout Project
May 11, 2026
Page 3 of 3

Attachment:

1. Eagle Scout Project PowerPoint Presentation

ATTACHMENT 1

Item No. 4 – Eagle Scout Project PowerPoint
Presentation

Eagle Scout Bench Project Presentation

By: Ethan Vetrone



Google Map of Eddie Park

3 Locations for
one future
Eagle Scout
bench.

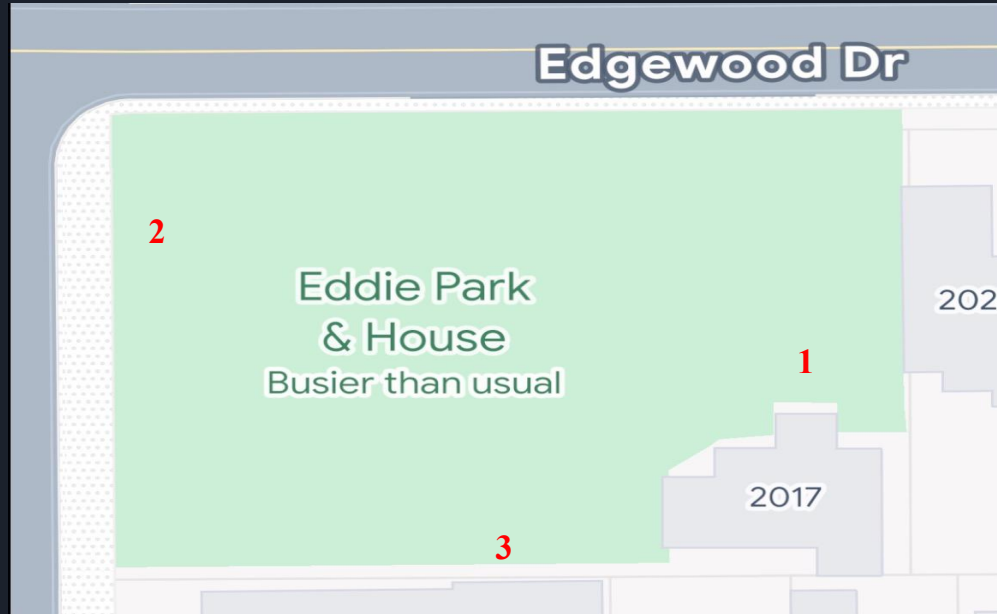


Image of Location 1



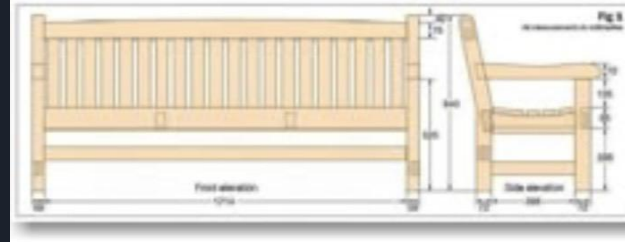
Image of Location 2



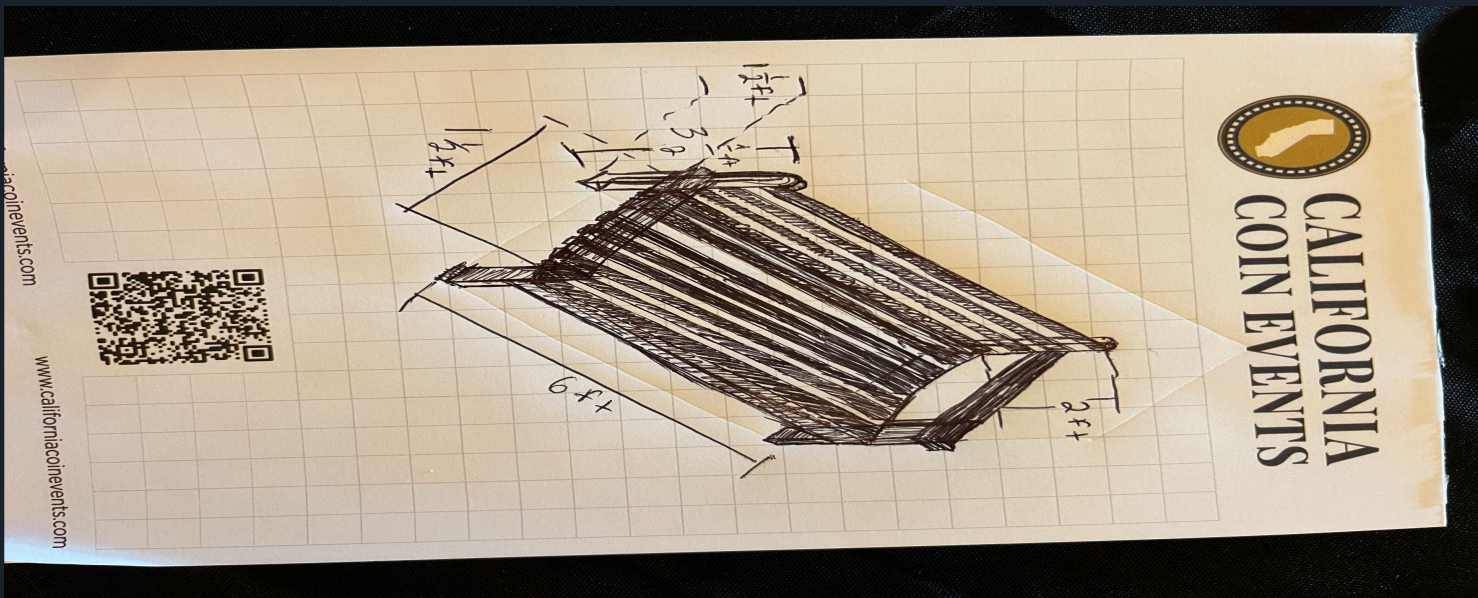
Image of Location 3



Bench Diagram



Bench Drawing Plan 1





Budget

The budget will be between \$300 - \$600 based on estimates from Home Dept, Anawalt Lumber, and Ganahl Lumber. This includes the wood it will be made out of that being con heart redwood. All funds will be raised by donations from sites such as GoFundMe and other fundraiser related activities.



Labor

All labor will be 100% volunteer based. Most volunteers will be Troop 7 scouts along with other friends and family who will be willing to help.



Thanks For Listening!



Community Services Commission Agenda Report

ITEM NO. 5

DATE: May 11, 2026

FROM: Melissa Snyder, Community Services Director

PREPARED BY: Nathalie Wilcox, Community Services Supervisor

SUBJECT: **REVIEW THE CAMP MED AFTER SCHOOL PROGRAM ANALYSIS**

Recommendation

It is recommended that the Community Services Commission

1. Review the Camp Med After School Program analysis; and
2. Consider providing a recommendation to the City Council regarding the future of the program.

Executive Summary

The Community Services Department is presenting an analysis of the Camp Med After School Program to evaluate recent participation trends, program revenue, and operating costs. Camp Med is a longstanding City recreation program that provides supervised after-school care and enrichment for elementary school students.

Over the last three school years, Camp Med cumulative monthly enrollment has declined from 459 in school year 2023-24 to 146 in school year 2025-26, representing an overall decrease of approximately 68.2%.

This report provides a review of available enrollment and fiscal data, including revenue, supplies and operations expenditures, staffing costs, net revenue or subsidy, and cost recovery. Rather than making assumptions regarding the specific reasons for the decline in participation, the report focuses on available data and provides general context regarding other recreation-based and community-based after-school opportunities available in South Pasadena and the surrounding area.

The purpose of this item is to provide the Commission with information regarding the current status of the program and to receive a recommendation that may be forwarded to the City Council for final consideration.

Background

Camp Med is a longstanding City recreation program that provides after-school care and enrichment for elementary school students. The program is currently operated by the Community Services Department and has historically served students in grades 1 through 5.

The program has traditionally offered a supervised environment that includes recreational activities, homework time, social interaction, and enrichment opportunities. Camp Med has also provided a City-operated option for families seeking after-school care outside of the school campus setting.

In recent years, staff has observed a decrease in participation. As part of the Department's broader review of program efficiency, cost recovery, and service delivery, staff has prepared this analysis to evaluate the program's recent performance and determine whether the current structure remains sustainable and responsive to community needs.

Analysis

Participation Trends

Camp Med participation has declined over the last three school years. For purposes of this analysis, enrollment is calculated based on the number of participants enrolled in each month of the program year. As a result, the annual enrollment figure represents cumulative monthly enrollment, rather than an unduplicated count of individual students served.

Using this methodology, cumulative monthly enrollment decreased from 459 in school year 2023-24 to 354 in school year 2024-25, and then to 146 in school year 2025-26.

School Year	Cumulative Monthly Enrollment	Change from Prior Year	Percent Change
2023-24	459	-	-
2024-25	354	(105)	-22.9%
2025-26	146	(208)	-58.8%

Overall, cumulative monthly enrollment decreased by 313 from school year 2023-24 to school year 2025-26, representing an approximate 68.2% decline over the three-year period. While this methodology does not reflect the number of unique students served, it provides a consistent year-over-year comparison of program utilization based on monthly enrollment activity.

Fiscal Review

Staff reviewed available revenue and expenditure information for the Camp Med After School Program for school years 2023-24, 2024-25, and 2025-26. The fiscal review includes program revenue, supplies and operations expenditures, fully burdened staffing costs, total program expenditures, net revenue or subsidy, and cost recovery.

Detailed fiscal tables are included as Attachment No. 1. The attachment provides two fiscal scenarios: one excluding the Community Services Coordinator position and one including the Community Services Coordinator position. This allows the Commission to review the program's financial performance both from a direct program staffing perspective and from a broader staffing cost perspective.

Camp Med After School Program Participation and Cost Analysis

May 11, 2026

Page 3 of 5

Based on the fiscal analysis, the program generated net revenue in school years 2023-24 and 2024-25. However, in school year 2025-26, program revenue no longer fully offset total program expenditures, resulting in a net subsidy. When the Community Services Coordinator position is excluded, the 2025-26 net subsidy is approximately \$24,849.40, with cost recovery of 69.5%. When the Community Services Coordinator position is included, the 2025-26 net subsidy increases to approximately \$40,941.40, with cost recovery of 58.1%.

Cost recovery is calculated by dividing program revenue by total program expenditures. The fiscal data demonstrates that declining enrollment and revenue have impacted the program's overall cost recovery, particularly in school year 2025-26.

Revenue Trends

Program revenue has declined over the last three school years, consistent with the decline in enrollment.

School Year	Revenue	Change from Prior Year	Percent Change
2023-24	\$184,168.00	-	-
2024-25	\$141,384.00	(\$42,784.00)	-23.2%
2025-26	\$56,710.00	(\$84,674.00)	-59.9%

Overall, revenue decreased by \$127,458 from school year 2023-24 to school year 2025-26, representing an approximate 69.2% decline over the three-year period.

Comparable Recreation-Based & Community-Based After School Programs

In addition to school-based childcare programs, families in South Pasadena and the surrounding area have access to recreation-based, camp-style, and community-based after-school options. These programs vary in structure, cost, location, transportation, hours, eligibility, and whether they operate as formal childcare, recreation programming, or drop-in youth enrichment.

A comparison of recreation-based and community-based after-school programs is included as Attachment No. 2 for general context. The attachment is not intended to determine the cause of Camp Med's participation decline. Rather, it provides an overview of other after-school program models available in South Pasadena and nearby communities.

Staff does not currently have sufficient information to determine whether these programs have directly impacted Camp Med enrollment.

Family Feedback

Staff has conducted follow-up outreach to families who have left the Camp Med After School Program. Responses were voluntary, and not all families responded. A summary of the responses received is included as Attachment No. 3.

The feedback received indicates that families left Camp Med for a variety of reasons, including changes in family schedules, access to school-based or free after-school care, participation in other after-school classes or activities, cost or location considerations, and

facility-related concerns. Several families also provided positive feedback regarding Camp Med staff, program quality, and their child's overall experience.

Because the responses represent only those families who chose to respond, the information should be viewed as qualitative feedback rather than a statistically representative survey. However, the feedback provides useful context for the Commission's discussion regarding potential program modifications, including facility considerations, transportation logistics, flexible enrollment options, and continued outreach to families.

Program Considerations

As part of this review, the Community Services Commission is being asked to discuss the future of the Camp Med After School Program and provide a recommendation to the City Council. The City Council would make the final determination regarding whether the program should continue as currently structured, be modified, or be discontinued.

The following options are provided for Commission discussion and recommendation.

Option A: Recommend Continuing the Program as Currently Structured

The Commission may recommend that the City continue operating the Camp Med After School Program in its current format.

This option would preserve continuity for currently participating families and maintain a longstanding City-operated after-school program. However, if participation remains at current levels, the program may continue to require General Fund support unless revenue increases or expenditures decrease.

Option B: Recommend Modifying the Program Model

The Commission may recommend that the City modify the program to improve participation, cost recovery, or operational sustainability.

Potential modifications could include:

- Establishing a minimum enrollment threshold;
- Adjusting program days or hours;
- Reviewing staffing levels based on actual average daily attendance;
- Increasing outreach to families;
- Conducting a parent survey to better understand program needs;
- Offering the program seasonally or during school breaks instead of throughout the full school year;
- Exploring partnerships with SPUSD or other community providers.

This option would allow the City to preserve some level of service while making adjustments based on current participation levels, program costs, and community needs.

Option C: Recommend Discontinuing the After-School Program

Camp Med After School Program Participation and Cost Analysis

May 11, 2026

Page 5 of 5

The Commission may recommend that the City Council consider discontinuing the Camp Med After School Program after an appropriate transition period.

If this option is pursued, staff would develop an implementation plan for City Council consideration, including family notification, timeline considerations, and information regarding alternative after-school care options.

Discontinuation would reduce or eliminate the City's direct operating costs for the school-year after-school program; however, it would also remove a longstanding City-operated service.

Next Steps

Following Commission discussion, staff will prepare a summary of the Commission's feedback and recommendation for City Council consideration.

Fiscal Impact

There is no immediate fiscal impact associated with the Commission's review and discussion of this item. The fiscal impact of continuing, modifying, or discontinuing the program will depend on the final direction provided by the City Council. Based on the fiscal analysis, the program generated net revenue in school years 2023-24 and 2024-25, but required a General Fund subsidy in school year 2025-26. Staff will continue to refine the analysis as needed before presenting a final recommendation to the City Council.

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.

Attachments:

Attachment No. 1 – Camp Med Fiscal Review Tables

Attachment No. 2 – Comparable Recreation-Based and Community-Based After School Programs

Attachment No. 3 – Camp Med Exit Survey Response Summary

ATTACHMENT 1

Item No. 5 – Camp Med Fiscal Review Tables

Attachment No. 1 – Camp Med Fiscal Review Tables

Camp Med Fiscal Review Tables

Table 1

Fiscal Review Excluding Program Specialist/Community Services Coordinator Position

School Year	Revenue	Supplies / Operations Expenditures	Staffing Costs (Fully Burdened)	Total Program Expenditures	Net Revenue / Subsidy	Cost Recovery
2023-24	\$184,168.00	\$10,938.69	\$130,265.03	\$141,203.72	\$42,964.28	130.4%
2024-25	\$141,384.00	\$9,571.21	\$83,834.90	\$93,406.11	\$47,977.89	151.4%
2025-26	\$56,710.00	\$2,368.51	\$79,190.89	\$81,559.40	(\$24,849.40)	69.5%

Table 2

Fiscal Review Including Program Specialist/Community Services Coordinator Position

School Year	Revenue	Supplies / Operations Expenditures	Staffing Costs (Fully Burdened)	Total Program Expenditures	Net Revenue / Subsidy	Cost Recovery
2023-24	\$184,168.00	\$10,938.69	\$143,540.93	\$154,479.62	\$29,688.38	119.2%
2024-25	\$141,384.00	\$9,571.21	\$97,513.10	\$107,084.31	\$34,299.69	132%
2025-26	\$56,710.00	\$2,368.51	\$95,282.89	\$97,651.40	(\$40,941.40)	58.1%

ATTACHMENT 2

Item No. 5 – Comparable Recreation-Based and
Community-Based After School Programs

**Attachment No. 2 – Comparable Recreation-Based & Community Based
After School Programs**

Comparable Recreation-Based & Community Based After School Programs

Program/Provider	Location / Service Area	General Model	Grades / Ages Served	Notes
Camp Med After School Program	City of South Pasadena	City-operated recreation-based after-school program	Grades 1-5	Off-campus program with pick-up from local elementary schools.
Right At School / SPUSD	SPUSD elementary schools and SPMS	School-site after-school program	TK-5 and grades 6-8	Offered at each elementary school and SPMS; after-school services listed from 3:00 p.m. to 6:00 p.m.
SPEF After-School Enrichment	SPUSD school sites	Enrichment classes	Varies by class	Seasonal enrichment classes offered on school campuses.
Pasadena After School Adventures Program	City of Pasadena	City recreation-based before/after-school care	School-age youth	Pasadena program offers before- and after-school care at designated sites.
Kids Klub / Camp Kids Klub	San Gabriel Valley / Pasadena area	Private camp-style after-school and seasonal camp program	6 weeks to 15 Years	Offers before- and after-school programming, homework support, arts and crafts, sports, cooking, science, performing arts, and transportation to/from school.
Los Angeles County Parks "Every Body Plays"	LA County park sites	Parks-based drop-in youth recreation program	Ages 7 to 17	Free, drop-in recreation program with sports, fitness, arts and crafts, group games, ESTEAM activities, and homework assistance. This is recreation-based but is not a custodial childcare program.
Boys & Girls Club of Pasadena	Pasadena / Altadena / Sierra Madre area	Nonprofit community-based after-school program	Ages 6 to 18	Offers school-year after-school programming with homework help, tutoring, arts, sports, technology, leadership, and wellness activities.
YMCA Before & After School Programs	YMCA of Metropolitan Los Angeles / local YMCA service area	Community-based youth development / childcare program	Grades TK-8	Offers before- and after-school programs, with no YMCA membership required.

ATTACHMENT 3

Item No. 5 – Camp Med Exit Survey Response Summary

Attachment No. 3 – Camp Med Exit Survey Response Summary

Camp Med Exit Survey Response Summary

Staff has conducted informal follow-up outreach to families who left the Camp Med After School Program to better understand family decision-making and program feedback. Responses were voluntary, and not all families responded. The information summarized below is qualitative in nature and should not be interpreted as a statistically representative survey of all former Camp Med participants.

The responses received generally identified a range of reasons for leaving the program, including changes in family schedules, access to school-based or free after-school care, participation in other activities or classes, cost or location considerations, and facility-related concerns. Several families also provided positive feedback regarding Camp Med staff, program quality, and their child’s experience.

Table 1
Primary Reason Identified for Leaving Camp Med

Primary Reason Identified	Number of Responses	General Summary
School-based, free, or on-campus after-school option	5	Families reported using free school-based care, extended day programs, on-campus programs, or school-based classes that better aligned with their needs.
Parent or family schedule changed	3	Families reported that a parent stopped working, lost employment, worked from home, or became available for after-school care.
Facility, location, or site-related concerns	2	Families identified concerns related to public restrooms, park setting, distance from home, or space limitations.
Child became more independent	1	One family reported that their child was old enough to complete work independently at home after school.
Specialized academic or support needs	1	One family reported transitioning to a program focused on executive functioning and academic support.
Sports, activities, or part-time scheduling needs	1	One family reported that sports schedules made full enrollment less practical and noted interest in a part-time option.
Total Response Entries	13	Response categories are based on the primary reason identified in each response.

Attachment No. 3 – Camp Med Exit Survey Response Summary

Table 2
Common Themes Mentioned in Responses

Theme Mentioned	Number of Responses	Notes
Positive feedback regarding Camp Med, staff, or child experience	10+	Many families described Camp Med positively, including comments about staff, activities, friendships, and overall program quality.
School-based or on-campus convenience	5	Families referenced school-based care, extended day, or on-campus classes as more convenient.
Potential interest in returning to Camp Med	5	Several families indicated they may return if family circumstances change, if they no longer qualify for free care, or if school-based placement is not available.
Public restroom concern	3	Families referenced concerns about children using public park restrooms.
Cost or economic consideration	3	Families referenced free care, cost, or the economic impact of not attending often enough to justify full enrollment.
Transportation, wait time, or distance	2	Families referenced bus wait time, distance from home, or off-campus logistics.
Interest in part-time or more flexible enrollment	2	Families noted that full enrollment was difficult to justify when children had other activities or only needed care a few days per week.
Homework environment, noise, or space	2	Families referenced homework noise or limited indoor space.
Park setting / public safety concern	1	One response referenced concern about individuals near the park area.

Note: Themes may overlap because individual responses may mention more than one issue.



Community Services Commission Agenda Report

ITEM NO. _____

DATE: May 11, 2026

FROM: Melissa Snyder, Community Services Director

PREPARED BY: Nathalie Wilcox, Community Services Supervisor

SUBJECT: RECEIVE AND PROVIDE FEEDBACK ON THE 2026 SPRING EGGSTRAVAGANZA EVENT SUMMARY

Recommendation

It is recommended that the Community Services Commission:

1. Receive the 2026 Spring Eggstravaganza Event Summary; and
2. Provide feedback regarding event operations, attendance, community engagement, and planning considerations for future events.

Executive Summary

The 2026 Spring Eggstravaganza was held on Saturday, March 28, 2026, at Garfield Park from 12:00 p.m. to 2:00 p.m. The event included a variety of family-friendly activities such as an egg hunt, adaptive egg hunt, games, rides, and a photo opportunity with the bunny.

This was a ticketed event, with a total of 248 participants in attendance. The event was supported by Community Services staff, volunteers, and Public Works. This report provides a summary of event operations, participation, and financial performance.

Background

The Spring Eggstravaganza is an annual Community Services event designed to provide a seasonal recreational opportunity for families in the community. The event includes structured egg hunts, activity booths, and entertainment elements that promote community engagement.

The 2026 event maintained its traditional format while continuing to incorporate inclusive programming, including an Adaptive Egg Hunt, to support participants of all abilities.

Analysis

The event was implemented as planned, with activities occurring within the scheduled timeframe. Key components included:

- Multiple egg hunt sessions organized by age group
- An Adaptive Egg Hunt to support inclusive participation
- Carnival-style rides and attractions

2026 Spring Eggstravaganza Event Summary

May 11, 2026

Page 2 of 3

- Staff- and volunteer-led games and activity booths
- Participation from 9 community partner booths, providing additional activities and engagement opportunities
- Photo opportunities with seasonal-themed elements

Attendance totaled 248 participants, with strong participation observed throughout the event. Pre-sale ticketing accounted for the majority of early attendance, with additional participation on the day of the event.

Staff coordinated event setup, operations, and participant flow, with support from Public Works for equipment delivery and site preparation. No significant operational issues were reported.

Following the event, staff distributed a post-event survey to participants to gather feedback and evaluate overall satisfaction. Results will be used to inform planning and improvements for future events.

Participation Trends

Year	Attendance
2024	200*
2025	275
2026	248

*2024 attendance was impacted by inclement weather, requiring the event to be relocated indoors and limiting overall capacity.

Attendance levels over the past three years reflect consistent community interest in the Spring Eggstravaganza event. While 2024 participation was constrained due to weather-related limitations, attendance rebounded in 2025 with expanded outdoor operations. The 2026 event saw 248 participants, representing continued strong turnout and sustained demand for the program. Variations in attendance year-to-year may be attributed to factors such as weather conditions, event capacity, and program offerings.

Fiscal Review

The event was delivered within the approved budget of \$6,000, with total expenditures of \$5,856.06, funded through the Community Services operating budget.

Major cost components included:

Expenditures	Total Cost
Event Rentals	\$4,590.00
Supplies and materials	\$1,245.30
Miscellaneous expenses	\$20.76
Total:	\$5,856.06

2026 Spring Eggstravaganza Event Summary

May 11, 2026

Page 3 of 3

As a ticketed event, total revenue generated from ticket sales was **\$3,024.00**, which included:

	Tickets Sold	Revenue
Pre-sale tickets (\$12/child)	160	\$1,440.00
Day of tickets (\$18/child)	88	\$1,584.00
Total:	248	\$3,024.00

The event achieved approximately 52% cost recovery, with ticket revenue offsetting a portion of total expenditures. The net cost of the event was \$2,832.06.

Fiscal Impact

There is no immediate fiscal impact associated with receiving and discussing this item. This report is intended to provide an overview of event operations, participation, and financial performance. Any future recommendations related to fee adjustments or cost recovery strategies would be brought forward separately for Commission consideration.

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*.