



**CITY OF SOUTH PASADENA  
COMMUNITY SERVICES COMMISSION**

**A G E N D A  
REGULAR MEETING  
MONDAY, OCTOBER 14, 2024, AT 6:30 P.M.**

**AMEDEE O. “DICK” RICHARDS JR. COUNCIL CHAMBERS  
1424 MISSION, SOUTH PASADENA, CA 91030**

**South Pasadena Commission Statement of Civility**

*As your appointed governing board, we will treat each other, members of the public, and city employees with patience, civility and courtesy as a model of the same behavior we wish to reflect in South Pasadena for the conduct of all city business and community participation. The decisions made today will be for the benefit of the South Pasadena community and not for personal gain.*

**NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY**

The South Pasadena Community Services Commission Meeting will be conducted in-person from the Amedee O. “Dick” Richards, Jr. Council Chambers, located at 1424 Mission Street, South Pasadena.

Public participation may be made as follows:

- In Person – Council Chambers, 1424 Mission Street, South Pasadena, CA 91030
- Via Zoom – **Webinar ID: 811 7715 2833 Passcode 923927**
- Written Public Comment – written comment must be submitted by 12:00 p.m. the day of the meeting by emailing to [lhakobian@southpasadenaca.gov](mailto:lhakobian@southpasadenaca.gov).
- Via Phone – +1-669-900-6833 and entering the Zoom Meeting ID listed above.

Meeting may be viewed at:

1. Go to the Zoom website, <https://zoom.us/join> and enter the Zoom Meeting information; or
2. Click on the following unique Zoom meeting link: <https://us06web.zoom.us/j/81177152833>

<b>CALL TO ORDER:</b>	Chair	Gabriel Vogel
<b>ROLL CALL:</b>	Vice Chair	Bryan Samuels
	Commissioner	Lela Bissner
	Commissioner	Leslie Albe Field
	Commissioner	Anthony W. Lai
	Commissioner	Mackenzie Z. Moore
	Commissioner	Stephen L. Plotkin
<b>PLEDGE OF ALLEGIANCE:</b>	Commissioner	Lela Bissner

**PUBLIC COMMENT GUIDELINES** (*Public Comments are limited to 3 minutes*)

The City welcomes public input. Members of the public can comment on a non-agenda subject under the jurisdiction of the Community Services Commission or on an agenda item, you may participate **by one of the following options:**

Option 1:

Participate in-person at the Council Chambers.

Option 2:

Public Comment speakers have three minutes to address the Commission, however, the Chair and Commission can adjust time allotted as needed. Participants will be able to “raise their hand” using the Zoom icon during the meeting, and they will have their microphone un-muted during comment portions of the agenda to speak.

Option 3:

Email public comment(s) to [lhakobian@southpasadenaca.gov](mailto:lhakobian@southpasadenaca.gov)

Public Comments received in writing will not be read aloud at the meeting but will be part of the meeting record. Written public comments will be uploaded online for public viewing under Additional Documents. There is no word limit on emailed Public Comment(s). Please make sure to indicate:

- 1) Name (optional), and
- 2) Agenda item you are submitting public comment on.
- 3) Submit by no later than **12:00 p.m.**, on the day of the Commission meeting.

PLEASE NOTE: The Chair may exercise the Chair's discretion, subject to the approval of the majority of the Commission to adjust public comment(s) to less than three minutes.

*NOTE: Pursuant to State law, the Commission may not discuss or take action on issues not on the meeting agenda, except that members of the Commission or staff may briefly respond to statements made or questions posed by persons exercising public testimony rights (Government Code Section 54954.2). Staff may be asked to follow up on such items.*

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

General Public Comment will be limited to 30 minutes at the beginning of the agenda. If there are speakers remaining in the queue, they will be heard at the end of the meeting.

Only Speakers who sign up in the first 30 minutes of public comment will be queued up to speak.

**PRESENTATION****ACTION/DISCUSSION****2. APPROVAL OF MINUTES OF SEPTEMBER 9, 2024, COMMUNITY SERVICES COMMISSION MEETING**

Recommendation

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

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

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

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

It is recommended that the Commission discuss the monthly work plan.

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

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

**PUBLIC HEARING****COMMUNICATIONS****6. CITY COUNCIL LIAISON COMMUNICATIONS****7. COMMISSIONER COMMUNICATIONS****8. STAFF LIAISON COMMUNICATIONS**

- Community Services Director
  - Lucy Hakobian
- Community Services Supervisor(s)
  - Melissa Snyder
  - Nathalie Wilcox
- Management Analyst
  - Gabriel Tallon

**PUBLIC COMMENT – CONTINUED****9. 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**

November 4, 2024	Special Meeting	6:30 p.m.
December 9, 2024	Regular 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](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 **October 14, 2024**, 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.*

10/10/2024                      /LH/

Date                              Lucy Hakobian, Community Services Director



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

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

**CALL TO ORDER:**

The Regular Meeting of the South Pasadena Community Services Commission was called to order by Chair Vogel on Monday, July 8, 2024, at 6:32 P.M. The City Council Chambers is located at 1424 Mission Street, South Pasadena, California.

**ROLL CALL:**

**PRESENT**

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

**ABSENT**

None

Lucy Hakobian, Deputy Community Services Director, announced a quorum.

**CITY STAFF PRESENT:**

Sheila Pautsch, Community Services Director; Lucy Hakobian, Community Services Deputy Director; Nathalie Wilcox, Community Services Supervisor; Melissa Snyder, Community Services Supervisor; and Gabriel Tallon, Management Analyst 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)**

None

**PRESENTATION**

**ACTION/DISCUSSION****2. APPROVAL OF MINUTES OF SEPTEMBER 9, 2024, COMMUNITY SERVICES COMMISSION MEETING**Recommendation

It is recommended that the Community Services Commission approve the minutes for the September 9 2024, Regular Community Services Commission Meeting.

**COMMISSION ACTION AND MOTION**

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

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

**NOES:** None

**ABSENT:** Moore\*

**ABSTAINED:** Field

**3. REVIEW AND APPROVE THE FIELD CLOSURE SCHEDULE FOR ORANGE GROVE FIELD**Recommendation

It is recommended that the Community Services Commission review and approve the the field closure schedule for Orange Grove Park.

**COMMISSION ACTION AND MOTION**

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

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

**NOES:** None

**ABSENT:** Moore\*

**ABSTAINED:** None

**4. REVIEW AND APPROVE THE FALL 2024 FIELD USE REQUEST FOR HOLY FAMILY SCHOOL**Recommendation

It is recommended that the Community Services Commission review and approve the Fall 2024 field use request for Holy Family School.

**COMMISSION ACTION AND MOTION**

A motion was made by Commissioner Lai, seconded by Commissioner Bissner, and approved by roll call vote to approve Item No. 4. The motion carried 6-0-1-0 with by the following vote:

**AYES:** Bissner, Field, Lai, Plotkin, Samuels, Vogel  
**NOES:** None  
**ABSENT:** Moore\*  
**ABSTAINED:** None

## **5. RECEIVE AND FILE THE SUMMER 2024 SPECIAL EVENTS UPDATE**

### Recommendation

It is recommended that the Commission receive and file the Summer 2024 Special Events Update. Community Services Supervisor Wilcox provided the report.

### **COMMISSION ACTION AND MOTION**

**A motion was made by Commissioner Lai, seconded by Commissioner Field, and approved by roll call vote to receive and file Item No. 5. The motion carried 7-0-0-0, by the following vote:**

**AYES:** Bissner, Field, Lai, Moore, Plotkin, Samuels, Vogel  
**NOES:** None  
**ABSENT:** None  
**ABSTAINED:** None

## **6. DISCUSS AND RECOMMEND NOVEMBER 2024 COMMUNITY SERVICES COMMISSION MEETING DATE**

### Recommendation

It is recommended that the Commission discuss and recommend a date in November 2024 for the Commission to hold their meeting. The regularly scheduled meeting falls on a holiday. Deputy Community Services Director Hakobian suggested November 4 as a recommendation based on the Council Chamber's availability.

### **COMMISSION ACTION AND MOTION**

**A motion was made by Vice-Chair Samuels, seconded by Commissioner Bissner, and approved Item No. 6.**

## **COMMUNICATIONS**

## **7. CITY COUNCIL LIAISON COMMUNICATIONS**

Councilmember Donovan provided a brief update on the eviction notice to the South Pasadena Preservation Foundation. Clarification was made that the eviction was not related to rent payment.

## **8. COMMISSIONER COMMUNICATIONS**

Commissioner Field provided an update on the Library/Community Center Ad Hoc Committee. Commissioner Bissner attended the Senior Champion Award and the Golf Course meeting. Commissioner Plotkin commended staff on the social media efforts and inquired on how to increase followers. Vice Chair Samuels also commended staff on social media efforts and had questions on the Director position and the golf comprehensive plan. He made a motion to agendaize a work plan item for a future meeting, motion received a second by Commissioner Plotkin. Chair Vogel inquired on the Cooling Center.

**9. STAFF LIAISON COMMUNICATIONS**

Community Services Director Pautsch reported on the following:

- The Director position will be filled by Lucy Hakobian
- Commission will receive a draft report for the Golf Course Comprehensive Plan
- Parks Comprehensive Plan will be kicking off soon. Staff will check with consultant in getting monthly updates on this project to be provided to the Commission
- Pocket Park Award of Contract on October 4

Deputy Community Services Director Hakobian reported on the following:

- Multicultural Event scheduled on September 28 from 11am-3pm

Community Services Supervisor Wilcox reported on the following:

- Summer camp med with 714 registrations, 13% increase from last year with 193 campers
- After school year enrollment was low, however we now have 32 campers. Vice-Chair Samuels asked if Camp Med program can be outsourced
- Need Commissioners to judge costume contest. Chair Vogel and Commissioners Lai and Bissner will be heading this endeavor

Community Services Supervisor Snyder reported on the following:

- Nutrition Program distributed a total of 715 meals in August
- Senior Center received 27 new members and 18 renewals for a total of 192 couple memberships and 379 individual memberships
- Upcoming events include Hispanic Heritage celebration on September 17, Flu Shot clinic on September 26, Ice Cream Social on September 27
- The excursion to Solvang is at full capacity; looking into getting a 2<sup>nd</sup> bus

Management Analyst Tallon reported on the following:

- Received two new electric vehicles for Transit Division.

**PUBLIC COMMENT- CONTINUED**

**10. CONTINUED PUBLIC COMMENT-GENERAL**

None

**ADJOURNMENT**

There being no further matters, Chair Vogel adjourned the meeting of the Community Services Commission at 7:51 P.M. to the next Regular Community Services Commission meeting scheduled for October 7, 2024.

Respectfully submitted:

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Lucy Hakobian  
Community Services Director



APPROVED:

\_\_\_\_\_  
Gabriel Vogel  
Chair

ATTEST:

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

*Approved at Community Services Commission Meeting: October 7, 2024*

DRAFT



# Community Services Commission Agenda Report

ITEM NO. 3

**DATE:** October 14, 2024

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

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

**SUBJECT:** **Consider Approval of the Fall 2024 Field Use Request for SPLL**

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## Recommendation

It is recommended that the Commission review and consider approval of the Fall 2024 Field Use Request for South Pasadena Little League (SPLL) as requested.

## Background

To streamline the approval process, the Community Services Commission reviews the field permit allocation.

## Analysis

SPLL is a regular user who utilizes the space for softball clinics and games. They are requesting the use of the Orange Grove field the following days/times:

- Saturdays from 5:00 p.m. to 9:00 p.m. and Sundays from 8:00 a.m. to 10:00 p.m.
  - September 1, 8, 15, 21, 22, 28, 29
  - October 5, 6, 12, 13, 19, 20, 26, 27
  - November 2, 3, 9, 10, 16, 17

## Next Steps

Provide SPLL its 2024 Field Permit.

## Fiscal Impact

Staff is requesting a fee waiver for South Pasadena Little League.

## 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*.

# FIELD USE REQUEST FORM

## CONTACT INFORMATION

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

## FIELD USE

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

## INSURANCE INFORMATION

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

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

## OFFICE USE ONLY

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  Coordinator  Supervisor  Director  
 Sportsman: \_\_\_\_\_ Insurance: \_\_\_\_\_  Approved  Denied  
 Notes: \_\_\_\_\_

## DATES OF USE

### WINTER

	DECEMBER	JANUARY	FEBRUARY
DATES			

### SPRING

	MARCH	APRIL	MAY
DATES			

### SUMMER

	JUNE	JULY	AUGUST
DATES			

### FALL

	SEPTEMBER	OCTOBER	NOVEMBER
DATES			

DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
TIME							

## FEES

FIELD USE		LIGHT USE	
HOURS PER DAY	x	HOURS PER DAY	x
TOTAL DAYS	x	TOTAL DAYS	x
NUMBER OF FIELDS REQUESTED	+	NUMBER OF FIELDS REQUESTED	+
FIELD USE FEES (\$)	=	LIGHT USE FEES (\$)	=
FIELD USE SUBTOTAL (\$)		LIGHT USE SUBTOTAL (\$)	
<b>TOTAL DUE (\$)</b>			

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

## DISCLAIMER AND RELEASE OF LIABILITY

Please be sure that the schedule reflects actual use. The Community Services Department has the authority to cancel or reduce use due to inclement weather or field conditions. Due to limited space, we recommend applications be submitted at least two (2) months prior to use. **Also, any permanent structure must be pre-approved via a formal approval process with the Parks & Recreation Commission.**

I agree to assume all risk and hazards incidental to such participation including transportation to said activity; and I do hereby waive, release, absolve, indemnify, and agree to hold harmless the City of South Pasadena, its employees, volunteers, and participants involved in such activity, for any such claim arising out of injury or property loss.

**Signature of User:** \_\_\_\_\_

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

## OFFICE USE ONLY

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

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

# Community Services Commission

## 2024 Work Plan

Item #4



Objective	Tasks and Activities	Lead Person(s)	Timeline	Desired Outcome
Library/Community Center Comprehensive Plan Ad Hoc Committee Member	Attend monthly meetings	Leslie Albe Field	Year around Ad Hoc Committee	Report out each meeting on any updates from the work of the Ad Hoc Committee
Provide input, complete surveys, and attend community meetings for the Park Comprehensive Plan	Be involved in the process by attending community meetings and completing surveys.	All Commissioners	September 2024 – March 2025	Provide recommendations to the City Council regarding the Park Comprehensive Plan
Provide input, complete surveys, and attend community meetings for the Golf Course Comprehensive Plan	Be involved in the process by attending community meetings and completing surveys.	All Commissioners	July 2024 – January 2025	Provide a recommendation to the City Council regarding the Golf Course Comprehensive Plan
Community Engagement	Attend Special Events, activities, programs, share information about the Community Services Department and host Community Forum with residents	All Commissioners	Year Round	Inform the community of all events, programs, classes, and activities within the Community Services Department
Ribbon Cutting for two pocket parks	Attend and participate in the ribbon-cutting ceremonies of the two pocket parks	All Commissioners	Spring 2025	Support of the Community in the opening of new parks and amenities



# Community Services Commission Agenda Report

ITEM NO.   5  

**DATE:** October 14, 2024  
**FROM:** Lucy Hakobian, Community Services Director  
**PREPARED BY:** Lucy Hakobian, Community Services Director  
**SUBJECT:** **2024 Festival of Balloons/4<sup>th</sup> of July Expenditures**

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The Community Services Department successfully hosted the annual Festival of Balloons/4th of July Events in 2024. This cherished event typically features opening ceremonies, a parade, a party in the park, and a concert, concluding with the highly anticipated fireworks display at South Pasadena High School.

This memo provides a comprehensive breakdown of the expenditures for the 2024 Event, detailing all associated costs, including staffing. The total expenditure for the 2024 Event amounted to \$120,401. This figure includes approximately \$22,200 for staff overtime. The remaining \$98,201 covers various event components such as the fireworks show, lighting, sound, stage setup, facility use at the high school, safety barricades, band performance, health department permits, inflatable jumpers, rental equipment, banners, and other supplies.

## **2024 Fourth of July / Festival of Balloons Event Expenses**

**FY 2023/2024 Expense Total:** \$73,023.99  
**FY 2024/2025 Expense to Date:** \$25,177.02

Planning for the 2024 Event revealed cost increases in several areas. Notably, the fireworks display saw a \$5,000 increase, with potential additional costs for the band, sound, and other vendors. The staff costs, totaling \$22,200, were not included in the Community Services Department Budget due to delays in the passing of the FY 2024/2025 budget; these costs were absorbed by individual departments.

## **2024 Fourth of July / Festival of Balloons Event Breakdown**

<b>Item</b>	<b>Cost</b>
Parade	\$36,688.54
Party in the Park	\$4,480.78
Fireworks Show	\$57,031.69

<b>Item</b>	<b>Cost</b>
Staff (Overtime)	\$22,200.00
<b>Total Cost for 2024</b>	<b>\$120,401.01</b>

The fireworks show was a notable success, featuring a 20-minute display. Ticket sales for the event totaled 2,366, comprising 2,008 advance sales and 358 sold at the door, generating \$35,490 in revenue. In comparison, the 2023 event generated \$17,066 from 1,420 tickets sold.

In conclusion, the projected cost for the 2024 Fourth of July/Festival of Balloons Event was \$125,000. The actual expenditures closely align with this estimate, demonstrating effective management and successful execution of the event. After accounting for revenue, the total expenses amounted to \$84,911.