

Notice and Agenda

Regular Meeting of the La Cañada Flintridge Joint Operations Team

Thursday, July 23, 2026 at 9:30 AM

**City Hall
One Civic Center Drive
La Cañada Flintridge, CA 91011**



Comments from the Public

The public is encouraged to address the Joint Operations Team on any matter posted on the agenda or on any other matter within its jurisdiction. If you wish to address the Joint Operations Team, you may do so during the **Comments from the Public** period noted on the agenda. Each person is allowed 3-minutes speaking time.

Pursuant to provisions of the Brown Act, no action may be taken on a matter unless it is listed on the agenda, or unless certain emergency or special circumstances exist. The Joint Operations Team may direct staff to investigate and/or schedule certain matters for consideration at a future City Council meeting.

Agenda Materials

Copies of staff reports and supporting documentation pertaining to agenda items are available for public viewing and inspection at City Hall, 2nd Floor Lobby Area, during regular business hours, and on the City's website <https://lcf.ca.gov>. For further information regarding agenda items, please contact the City Manager's Office at (818) 790-8880.

SB 343 – Any writings relating to an agenda item distributed to a majority of the City Council less than 72 hours prior to the meeting will be available for public review in the City Clerk's Office during normal business hours and/or posted on the City's website.

Levine Act - To promote transparency and fairness in government decision-making, the Levine Act imposes contribution prohibitions and disclosure requirements. Specifically, any elected or appointed City officer is prohibited from making or attempting to influence a decision in a proceeding involving a license, permit, or other entitlement for use if the officer received a contribution of more than \$500 within the preceding 12 months from a party or their agent. (Gov. Code § 84308(c)(1).) Additionally, parties to proceedings involving a license, permit, or other entitlement for use pending before any elected or appointed City officer must disclose any campaign contributions exceeding \$500 that they made within the preceding 12 months. (Gov. Code § 84308(e)(1).) For more information please visit: <https://lcf.ca.gov/city-clerk/levine-act/>.

Reasonable Accommodations

In compliance with the Americans with Disabilities Act and Government Code Section 54953(g), the City Council has adopted a "reasonable accommodations" policy to expedite accommodation requests. The policy can also be found on the City's website. Please contact the City Clerk's Office, (818) 790-8880 to make an accommodation request, or to obtain an electronic or printed copy of the policy.

9:30 AM Joint Operations Team Regular Meeting**Preliminary Business****Call to Order****Roll Call****Pledge of Allegiance****Comments from the Public**

Please note: This is the opportunity for members of the public to comment on items listed on the Consent Calendar or on any items not appearing on the agenda. Because of restrictions contained in California Law, the Joint Operations Team may not discuss or act on any item not on the agenda but may briefly respond to statements made or ask a question for clarification. The Chair may also request a brief response from staff to questions raised during public comment or may request a matter be agendaized for a future meeting.

Consent Calendar

Items on the Consent Calendar will be enacted by one motion and roll call vote without individual discussion. If discussion is desired, the item will be removed and considered separately.

- 1) Approval of Minutes of the Joint Operations Team Meetings May 28, 2026

Other Business

- 2) The City and the Sheriff Department provide the update to the Joint Operations Team
- 3) Staff Update on
 - a)
 - City Capital Projects (City)
 - District Projects (District)
 - Field Maintenance (City/District)
 - Facility Use for Summer Programs (City/District)
- 4) Update and discussion on the new Joint Use Agreement (oral report)
- 5) Update on the Lanterman Auditorium Refinishing Project (oral report)
- 6) Update on the Pickleball Pilot Sound Study (oral report)
- 7) Discussion on LCHS Tennis Court LED Retrofitting Plan (oral report)

Concluding Business

- Members' Comments
- Request for future agenda items
- Staff Comments

Adjournment

Motion to Adjourn

I certify under penalty of perjury that the agenda was posted on the City Hall bulletin board at One Civic Center Drive at least **72 hours** prior to the meeting, in accordance with Government Code Section 54954.2.

Arabo Parseghian, Assistant City Manager

Minutes of the Regular Joint Operations Team Meeting
March 26, 2026

CALL TO ORDER

The regular Joint Operations Team Meeting was called to order by Dan Jeffries at 9:35 a.m.

ROLL CALL

Voting Members Present:

City Council Mayor Pro Tem, Jeanne Kim Hobson
City Council Member, Stephanie Fossan
Governing Board Vice President, Josh Epstein
Governing Board Member, Dan Jeffries

Non-Voting Members Present:

Wendy Sinnette
Dr. Daniel Jordan

District/City Staff/Representatives Present

Melissa Shepherd
Arabo Parseghian
Jonathan Hidalgo
Maged El-Rabaa
Sergeant John Lee
Ken Roberts
Kristin Cook
Angela Cho

PLEDGE OF ALLEGIANCE

Josh Epstein led the Pledge of Allegiance.

COMMENTS FROM THE PUBLIC:

Nalani Lasiewicz - Public comment was to clarify discussion about the potential pickleball courts at La Cañada High School. She noted that pickleball is not a feeder sport to tennis.

REORDERING OF THE AGENDA

Due to the significant number of community members present to speak on Agenda Item 8, Mr.

Jeffries requested a motion to move Agenda Item 8 (Discussion on the Back Entrance of PCR – City/District) to immediately follow Agenda Item 2, at which time the City and the Sheriff's Department would provide an update to the Joint Operations Team.

Motion made by: Stephanie Fossan

Seconded by: Jeanne Kim Hobson

Voting: Unanimously Approved

MINUTES

1. Minutes of the Joint Operations Team Meetings:

a) None.

There were no minutes for approval at this meeting.

PUBLIC SAFETY UPDATE

2. The City and the Sheriff Department provide the update to the Joint Operations Team

Mr. Parseghian provided an update on the Emergency Preparedness Committee, which meets quarterly to discuss items relevant to community preparedness. At its most recent meeting, the committee discussed City trees and their impact on community preparedness efforts, as well as enforcement-related items including e-bike safety, enforcement near schools, and public safety enforcement.

Mr. Parseghian also reported that Deputy Brian Chung will return as the School Resource Deputy at LCHS next month.

Mr. Jeffries asked whether the crossing guard had been present during recent construction. Mr. Parseghian noted that the crossing guard would resume normal operations next week.

STAFF UPDATE

3. Staff Update on:

a. City Capital Projects (City)

Mr. El-Rabaa provided an update on the Foothill and Viro project. The placing of the new poles will begin next week when LCUSD is on spring break. The next challenge will be the crosswalk in front of St. Francis. The equipment has been ordered but the poles will not be delivered until after August. He is coordinating with the contractor to see what work can take place during the summer to minimize impact to the schools.

Mr. El-Rabaa added that while it would be ideal for the equipment and supplies to be installed

during summer or other school breaks, there are only 2 manufacturers in the entire county that make the poles and while some installation can be done during school breaks to minimize traffic impacts, it is not always possible.

b. District Projects (District)

The District is on track to complete the PCY TK/K building modernization. Neighboring residents near the elementary schools have reached out to the District requesting that the community be mindful when entering access roads, noting that the start of baseball/softball season has resulted in increased and disruptive traffic. The District will speak with the City and LCBSA to address these neighbor complaints.

At LCHS, staff have been directing students not to cross at the construction site, and relocating the crossing guard to Oak Grove has helped alleviate the issue.

Mr. Jeffries commented that school drop-off and pick-up at Hahamongna has also been running smoothly following the parent communication that was sent out.

c. Other (City/District)

Mr. El-Rabba updated the Joint Operations Team that the sidewalk repair will take place on OakGrove (North) south of Berkshire, right before the Methodist Church driveway. The project will be awarded soon and construction will begin in May/June.

OLD BUSINESS

4. None.

NEW OR CONTINUED BUSINESS

5. Discussion on Pedestrian Traffic Evaluation Along Foothill Blvd (Between Hampton Road and Oak Grove) (City)

Mr. El-Rabaa presented the Pedestrian Traffic Evaluation along Foothill Blvd (between Hampton Rd. and Oak Grove Dr.).

The presentation can be accessed at the following link:

<https://drive.google.com/file/d/1c-5O-TuNrEIQx6WZFMgCYSpf91jVM1sU/view?usp=sharing>

Mr. Jeffries asked whether widening the sidewalk on Foothill Blvd. between Oak Grove Dr. and Viro Rd. would be beneficial. He noted that the District currently owns the CEC building located on Foothill Blvd. and could work with the City if such a project would benefit students walking to and from school.

Mr. Epstein noted that 245 pedestrians currently use the crosswalk crossing from Foothill Blvd. to Viro Rd. and asked why the current signage reads "No Stopping" rather than "No Parking." He commented that while the goal is to make the area safer, redirecting additional vehicles to the front of the school could present a different set of challenges.

Mr. Jeffries opened the floor for public comment:

David Haxton commented that issues related to schools should be resolved by the schools working with the City, rather than placing the burden of drop-off and pick-up traffic problems on the community.

6. Update on field maintenance activities (City/District)

Mr. Roberts presented the Field Maintenance Activities Report, detailing the Joint Use Field status for September 2025–November 2025. He reported that the fields are in excellent condition and noted that he has received numerous compliments from the community.

Mr. Jeffries inquired about the gopher situation. Mr. Roberts shared that the City has engaged a gopher specialist and that conditions are improving.

Mr. Jeffries also noted the provision from the Joint Use Agreement that states that the City will maintain the backstops, fences, and bleachers around the softball fields. Mr. Roberts responded that the backstops at FIS, Cornishon, and LCE have been replaced. A few bleachers at FIS have been replaced, and there are currently no plans to replace them at Oakgrove yet.

7. Update on Planned Summer Project/Program (City/District)

Ms. Sinnette reported the following summer programs:

- Action League of Flintridge (ALF) Elementary Summer School will be held at PCR from June 15 to July 10, 2026. CEC will also be on site;
- Extended School Year for Special Education will be at LCHS from June 10 to July 10, 2026;
- Spartan AllStars will be at LCHS from June 15 to July 24, 2026;
- Teacher led programs from June 15 to July 17, 2026;
- The YMCA summer camp will be hosted at LCE from June 8 to July 31, 2026.

There will be no programs held at PCY due to construction.

8. Discussion on the back entrance of PCR (City/District)

This item was presented following the Public Safety Update.

Mr. Parseghian introduced the agenda item, noting that the topic of the back entrance of Palm Crest Elementary (PCR) had recently been raised at a City Council meeting. Community

members have expressed interest in reopening the back entrance of PCR. As this topic requires context from both governing bodies, it was placed on the agenda as a discussion item for the Joint Operations Team.

Ms. Sinnette explained that the area in question is not District property. She noted that the District's insurance will not provide coverage for the back entrance of PCR, as it is a County easement, and that the County intends to move forward with closing it off.

Ms. Hobson added that many residents have expressed interest in reopening the back entrance to alleviate vehicle and pedestrian traffic, noting that it serves as an alternate route for those traveling to and from school.

Ms. Fossan asked whether this is something the City could advocate for. Dr. Jordan responded that while the situation is complex, the City can make inquiries on the matter. She voiced support for exploring all available options to make the path walkable and, from a liability standpoint, requested that the City explore options for insuring the area.

Mr. Jeffries opened the floor for public comment:

Laura Anne Carlos spoke regarding safety concerns for children walking to school. She stated that urging the County to reopen the back entrance would benefit the community and neighborhood, not merely as a convenience, but as a safety issue.

Devi Patel-Lee noted that upcoming development will bring additional residents and vehicles, citing existing congestion during school carline as an example. She asked whether it would be possible to reclaim the easement and emphasized that this issue is a high priority for both the community and the City.

Nalani Lasiewicz shared that she has walked this path for 20 years and described its current condition as dangerous, noting that tree roots have made the path difficult to use and that it presents an ongoing maintenance concern. She also raised concerns about security if the gate remains open.

The consensus of the Joint Operations Team was for the City to contact the County Supervisor's Office. This item will return at a subsequent meeting for further updates and discussion.

ITEMS FOR FUTURE AGENDA

The City is working on the RFP for the Stagefloor at Lanterman. An update will be provided at the next JOT meeting.

COMMENTS FROM THE MEMBERS

Ms. Hobson shared that the City is excited to celebrate the City's 50th anniversary celebration. She shared the details of the logo design contest.

There are several celebrations lined up throughout the year and these will be communicated.

COMMENTS FROM THE STAFF

Mr. Parseghian shared that a tree planting event will be held on Arbor Day. The City will be planting 50 trees for the 50th year celebration.

ADJOURNMENT

There being no further business, and with no objections, the regular meeting of the Joint Operations Team was adjourned at 10:47 a.m.

Minutes of the Regular Joint Operations Team Meeting
May 28, 2026

Call to Order

The regular Joint Operations Team Meeting was called to order at 9:31 a.m. by Chair Dan Jeffries.

Roll Call

Mr. Jeffries requested a motion to allow Mayor Pro Tem Jeanne Kim Hobson to appear remotely. Under SB 707, elected officials are allowed to appear remotely under just cause due to an illness without it being cited in advance on the agenda:

Motion made by: Josh Epstein

Seconded by: Stephanie Fossan

Voting: Unanimously Approved

Voting Members Present:

City Council Mayor Pro Tem, Jeanne Kim Hobson
City Council Member, Stephanie Fossan
Governing Board Vice President, Josh Epstein
Governing Board Member, Dan Jeffries

Non-Voting Members Present:

Wendy Sinnette
Dr. Daniel Jordan

District/City Staff/Representatives Present

Melissa Shepherd
Arabo Parseghian
Jonathan Hidalgo
Deputy Chun
Maged El-Rabaa
Ken Roberts
Kristin Cook
Angela Cho

Pledge of Allegiance

Nayri Vartanian led the Pledge of Allegiance.

Comments from the Public

Michelle Jaross - Ms. Jaross, a representative from the Parks and Recreation Commission, requested that as the district and city are drafting the new joint use agreement, for the district to be mindful of tenant use of joint use facilities. There have been some instances with the commission granting permits to some user groups and later having to revoke the permit because the facility is unavailable.

David Haxton - Mr. Haxton's comment was regarding City's treatment of joint use facilities. He noted that the city is too protective of the fields and not protective enough of residents. He stated that a recent complaint of residents near the pickleball courts where amplified music was being played too loudly. He also shared that the city is being too protective of the fields and that the cost of maintenance of the fields does not justify the small amount of use.

Mr. Jeffries requested additional information regarding the use of the amplified music. Kristin Cook clarified that some pickleball players were complaining about other pickleball players' use. The issue will be monitored and the rules may be modified if the same complaint continues to come to the commission.

Consent Calendar

1. Approval of Minutes of the Joint Operations Team January 29, 2026 Special Meeting

Mr. Jeffries requested an amendment under agenda item 11 on page 6. The amended sentence will now read:

Mr. Jeffries suggested limiting future scheduling of the facility beyond December of 2026.

Motion made by: Stephanie Fossan

Seconded by: Josh Epstein

Voting:

City Council Mayor Pro Tem, Jeanne Kim Hobson - YES

City Council Member, Stephanie Fossan - YES

Governing Board Vice President, Josh Epstein - YES

Governing Board Member, Dan Jeffries - YES

The minutes were unanimously approved as amended.

Other Business

2. The City and the Sheriff Department provide the update to the Joint Operations Team

Deputy Chung introduced himself to the Joint Operations Team as the new School Resource Deputy. He serves as the active deputy at LCHS, as well as for LCE, PCR, and PCY. The Sheriff's Department will be present at graduation and the 8th grade promotion ceremony.

3. Staff Update on:

a. City Capital Projects (City)

Mr. El-Rabaa was pleased to announce that the traffic light at Foothill Blvd. and Viro Rd. has been completed and is now operating. The next project will be the installation of a traffic light in front of St. Francis High School.

Ms. Fossan asked for a traffic update at Viro and Foothill. Mr. El-Rabaa reported that he has been monitoring the area and that there are currently no impacts to westbound traffic, with eastbound traffic also flowing more smoothly.

Mr. Jeffries commented that traffic has not been backed up and has been running much more smoothly, and thanked Mr. El-Rabaa for his work.

Mr. El-Rabaa also provided an update on two related traffic proposals brought before the Traffic Works Commission: a proposed No U-Turn restriction on Viro Rd., which was not approved, and a proposal for a No Left Turn (during school hours, eastbound on Foothill Blvd. toward Daleridge) along with a No U-Turn restriction on Daleridge, which was approved by the Traffic Works Commission and will now be brought before the City Council for approval.

Mr. El-Rabaa also provided an update on the sidewalk project near La Cañada Methodist Church by Berkshire, noting that AT&T has confirmed the overhead utility lines will be moved underground.

He added that the Mayor's Park opening will be scheduled for June 25th, with a formal ribbon-cutting ceremony.

b. District Projects (District)

Ms. Sinnette shared that, over the summer, the District will be completing the modernization of Buildings J and H at PCY, which will house the Pre-K, TK, and Kindergarten programs. Fifth and sixth grade students will move to temporary housing, and the library will also relocate to its permanent space this summer. She reported that all projects are on track and progressing well.

At LCE, the gas lines will be replaced; in the meantime, food preparation has been taking place at LCHS and transported to LCE.

c. Field Maintenance (City/District)

Ken Roberts shared that the City is preparing for the annual field maintenance. All fields will be touched up. Mr. Jeffries thank Mr. Roberts for keeping the fields in great shape.

d. Facility Use for Summer Programs (City/District)

Ms. Sinnette reported the following summer programs:

- Action League of Flintridge (ALF) Elementary Summer School will be held at PCR from June 15 to July 10, 2026. CEC will also be on site;
- Extended School Year for Special Education will be at LCHS from June 10 to July 10, 2026;
- The Acting Camp and Spartan AllStars Camp will be at LCHS from June 15 to July 24, 2026;
- Teacher led programs from June 15 to July 17, 2026 will be held at LCHS;
- The YMCA summer camp will be hosted at LCE from June 8 to July 31, 2026.

There will be no programs held at PCY due to construction.

Angela Cho provided updates on behalf of the City. The LCBSA Summer Smash will be held June 5–7 at City Hall. The YMCA will reinstate its Spring into Wellness event at Mayor's Discovery Park following the ribbon-cutting ceremony.

Mr. Parseghian reported that Caltrans plans to close the Caltrans parking lot for three months beginning July 1st due to improvements to the freeway tunnel, including electrical upgrades. He noted that this closure will impact Music in the Park, and that the Farmers Market will also be relocated during this time.

Mr. Jeffries opened the floor for public comment:

David Haxton - Commented that the Lanterman Auditorium parking lot is underutilized during fireworks events and suggested marketing this lot to the community as additional parking.

4.Update on the County of Los Angeles Property at the Back Entrance of PCR

At the last JOT meeting, staff were directed to contact the County to explore the possibility of the County allowing easement or access and use of the back entrance of PCR. The liability issue remains for the District. Mr. Parseghian requested direction from the JOT members. Per

Ms. Shepherd this space is not part of school district property and the district's insurance provider is not willing to extend coverage to this area.

Mr. El-Rabaa stated that the County Public Works could enter into a joint use agreement with the City to use the path for certain purposes. One of the ramifications is that this area is part of the flood control district and would need to be brought up to standards for use.

There was consensus among the Joint Operations Team to continue working on the question of if this area would be able to be insured.

5. Lanterman Auditorium Refinishing Project Bids

Angela Cho reported that, per direction from the last JOT meeting, the City issued a Request for Proposals (RFP) for pricing to refinish the Lanterman Auditorium stage floor. The City received three quotes, ranging from \$34,500 to 49,000. A pre-bid meeting was held for contractors, which was attended by 12 bidders.

All bids received were for sanding, refinishing, and addressing deep gouges in the stage floor. It was noted that a full stage replacement is extremely more expensive and carries additional risk, as the condition of the subfloor is unknown and could result in costs exceeding \$100,000. The proposed scope of work under the lowest responsive bid is estimated to take approximately one month to complete.

Ms. Sinnette explained that one recommendation could be to proceed with the lowest responsive bid, noting that the cost would be shared 50/50 between the City and District, which both agencies agree is reasonable. Mr. Epstein stated that he believes this approach is a viable temporary fix.

The JOT members also discussed that La Cañada Junior Theatre books the auditorium for multiple performances throughout the year, making it difficult to take the space fully out of service; discontinuing use at the end of the current school year (2025-2026) would significantly impact many groups.

Ms. Hobson stated that she would like to begin developing a long-term plan for the auditorium. In the meantime, Mr. Epstein recommended moving forward with approving the repair to minimize impacts to the groups that use the Lanterman.

Mr. Jeffries requested a motion to formally recommend that the City Council and School Board approve spending half of the cost of the lowest responsive bid to repair the Lanterman Auditorium Stage flooring:

Motion made by: Josh Epstein

Seconded by: Stephanie Fossan

Voting:

City Council Mayor Pro Tem, Jeanne Kim Hobson	- YES
City Council Member, Stephanie Fossan	- YES
Governing Board Vice President, Josh Epstein	- YES
Governing Board Member, Dan Jeffries	- YES

Concluding Business

Commissioners' Comments

Ms. Jaross indicated that the premise that the commission works under is to give LCHS what it needs for school usage. When revising the agreement, she noticed a pattern that joint use hours are 5:00 pm but sometimes the district needs the field until 5:30 pm or later.

Ms. Hobson requested clarification regarding the noise on the pickleball court. It was clarified that the complaint surfaced as some pickleball players complained about other pickleball players' use. The issue will be monitored and the rules may be modified if the same complaint continues to come to the commission.

Mr. Jeffries inquired about the re-striping of the LCHS tennis courts for dual tennis/pickleball use. This item will be brought to the City Council for funding consideration. An update will be brought to a subsequent meeting.

Request for future agenda items

The following future agenda items were requested:

- Lanternman Auditorium;
- LCHS tennis court striping for pickleball use;
- Update on the County of Los Angeles Property at the Back Entrance of PCR.

Staff Comments

Mr. Parseghian reported that the City and the District continue to work closely on the new Joint Use Agreement. Draft language is being developed for review. There is no further update at this time; an agenda item will be added to a future meeting once an update is available.

Adjournment

There being no further business, and with no objections, the regular meeting of the Joint Operations Team was adjourned at 10:54 a.m.