



MINUTES  
Recreation and Community Services Commission  
Adjourned Regular Meeting  
July 13, 2022

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MEETING WAS CALLED TO ORDER at 6 p.m. by Chairperson Dave Allen.

PLEDGE OF ALLEGIANCE was led by Commissioner Robert Nelson.

ROLL CALL: PRESENT: Chairperson Dave Allen  
Commissioner Veronica Lucio  
Commissioner Robert Nelson  
Commissioner Stacy Valdez

ABSENT: Vice Chairperson Ted Spaseff

APPROVAL OF MINUTES: Meeting of June 8, 2022. A motion was made by Commissioner Stacy Valdez and seconded by Commissioner Nelson to approve the minutes from the meeting of June 8, 2022. The motion was carried with a unanimous roll call vote.

ADMINISTRATION OF OATH OF OFFICE: The Commission Secretary, Michelle Williams, administered the Oath of Office to Chairperson Allen, Commissioner Veronica Lucio, and Commissioner Valdez.

ANNOUNCEMENTS AND PRESENTATIONS:

Director Valarie Frost began her remarks by informing the commission that at a recent City Council Meeting, the City Council certified the election results. She reported that Todd Rogers was elected in District 1, Steve Croft was elected in District 2, and Cassandra Chase was elected in District 5. It was said that with the certification of the election results, Mayor Croft selected Robert Nelson to serve on the Community Safety Commission. Ms. Frost announced that Commissioner Robert Nelson would step down from his seat on the Recreation and Community Services Commission effective at the conclusion of the meeting.

Commissioner Nelson thanked Ms. Frost and the RCS staff for their congeniality during his short time on the RCS Commission. He shared that although the transition would be bittersweet; he looked forward to the opportunity to continue to serve the Lakewood community.

Next, Ms. Frost provided information regarding programming and upcoming events. She shared that the Save-A-Life event at Mayfair Pool would be held on Saturday, July 23 from 9 to 11 a.m. at Mayfair Park; the National Night Out event-hosted by the Public Safety Department-would be held at Bolivar Park on Tuesday, August 2 from 7 to 9 p.m.; the Lakewood Youth Sports (LYS) Closing Day Ceremony would be held on Saturday, August 6 at 9:30 a.m. at Palms Park; and the Patriot Day Flag Lowering Ceremony would be held on Sunday, September 11 at The Centre at 6:30 p.m. She asked that the commission rsvp with their secretary if interested in attending any of the aforementioned events.

Ms. Frost informed the commission that with the recent resignation of Lisa Dalmatoff, the department was in the process of recruiting a new Administrative Clerk.

Lastly, Ms. Frost shared that provided in the commission's agenda packet was a letter from Speaker of the Assembly Anthony Rendon thanking RCS staff, in particular Community Services Supervisor Kelly Garnetti and Community Services Manager Joseph Vasquez, for hosting the Youth Leadership Workshop on local government.

Ms. Frost announced that the city has received a \$2.9 million dollar grant courtesy of Speaker Rendon for the Lakewood Equestrian Center Carson Street Nature Trail, bringing the grant funding total for the equestrian center to \$3.9 million dollars. She shared that grant funds would not only be used for the Nature Trail, but also to install a manure management system, and to complete an irrigation conversion from potable water to reclaimed water at the equestrian center.

Commissioner Valdez shared that she had attended a few LYS baseball games and said they were a lot of fun to watch. She commented that it was nice to see parks back active. She also shared that she attended the recent City Council meeting.

Commissioner Nelson mentioned that he visited most parks to check out the LYS baseball games. He gave kudos to staff for doing a great job running the program. He shared that he too attended the recent City Council meeting.

Commissioner Lucio shared that she attended the Senior Health Fair and mentioned that Community Services Supervisor Sabrina Junkin and staff were amazing and the event was well organized. She added that it was nice to see the cooling center was available for seniors. She shared that she also attended LYS Opening Day, the first Concert in the Park, and the Block Party. She mentioned that said events were lots of fun and gave kudos to staff for a job well done. Lastly, she stated that she and her husband volunteered with the Friends of Lakewood Library to assist with the Taste of Lakewood at the Block Party. She commented that it was nice to see families happily enjoying the event.

Chairperson Allen mentioned that he drove by Del Valle Park the morning of a recent concert and mentioned that hundreds of chairs had already been set out. He commented that it was great to see the event back in action.

#### REPORTS:

##### **1. RCS Department Annual Budget Report**

Assistant Director Kevin Bright presented to the commission the Recreation and Community Services Annual Budget Report for Fiscal Year 2022-2023. He explained that in February the budget development process was initiated, and staff were directed by the city manager and Finance and Administrative Services to work under the philosophy of status quo for the upcoming two years. He noted that a volatile market, with soaring costs, had already demonstrated that the city manager's direction was prudent.

Mr. Bright shared that at the regular meeting of the City Council on June 14, the two-year budget was adopted. It was said that although staff had developed a two-year budget, only year one would be presented to the commission. Mr. Bright then highlighted a few items within the budget report. He shared that the department had been allotted a budget of

\$15,011,068. He noted that amount was \$199,731 less than the 2021-2022 Fiscal Year Budget. It was said that a primary reason for the cut was the elimination of funding in Recreation and Community Services for the oversight of Emergency Management. Completing the transition to Public Safety, Division 7250 was moved to the department as a new function. From that budget line, recreation maintained a minimal allocation for CPR and First Aid training in both supply and personnel accounts. Mr. Bright noted that otherwise—in comparison to the prior year—only modest increases were made to each division, generally to account for some of the aforementioned rising consumer costs to things like office and maintenance supplies.

Other notable increases to the budget included an allocation for the Fest-of-All multicultural event. Mr. Bright informed the commission that although the event was hosted in 2021, it was a mid-year budget appropriation. In 2022, the event was incorporated at the outset in Division 7400. Secondly, Mr. Bright shared that authorization was given to fill the frozen Park Maintenance Worker position, which was put on hold following a retirement in 2018 during a period of budgetary uncertainty. This position was re-allocated in Division 7600.

Mr. Bright reported that the department would project revenues in the amount of \$1,253,600. Which was said to be an anticipated increase of \$126,256 over 2021. It was said that the increase was expected as a result of anticipated increases in programming; particularly in facility rentals, and food and beverage concessions at The Centre. Mr. Bright pointed out that although staff have predicted an increase, the revenue projections were still highly conservative as staff continues to watch for trends of an uncertain nature with regard to COVID-19. He noted that without further restrictions, RCS revenues might greatly outperform the budget.

Moving forward, Mr. Bright announced that the second portion of the annual budget report—where the commission gets to annually reacquaint themselves with the entire RCS management team—would begin. The RCS Department Supervisors Caitlin Cariaso, Lorraine Delarosa, Kelly Garnetti, Jonathan Gorne, Jessica Johnson, Noel Munoz, and Susan Peebles; Park Maintenance Lead Workers Kevin Arias and Joe Sheldon; and Recreation Coordinator Catherine Schad each presented slides and shared with the commission an assignment in which they worked with a team. Mr. Bright noted that staff's presentations would depict how the synergy of working within a team creates value and success for themselves and to the residents served by the RCS Department.

Chairperson Allen thanked staff for their presentations, calling them quintessential, and encouraging them to keep up the great work.

Commissioner Valdez stated that the culture that staff described in Lakewood was unmatched and was something that made her proud.

The commission received and filed the RCS Department Annual Budget Report.

**2. Activities and Maintenance Report No. 1**

A written report and discussion of the Recreation and Community Services Department Programs, Services and Maintenance Activities for the month of June 2022 and a listing of upcoming activities for August 2022.

The Commission received and filed the report.

**WRITTEN COMMUNICATIONS**

1. Letters to Co-Part-Time Employees of the Month, Mary Toledo and Jeremiah Skipps, June 2022.

**ORAL COMMUNICATIONS**

Tiffany Jacobs with the National Financial Literacy Campaign briefly provided information regarding her company's services to the commission and inquired about the possibility of hosting an information booth at future events. She was directed to speak with Community Services Manager Nicole Duran, who was in attendance, at the conclusion of the meeting.

**ADJOURNMENT:**

There being no further business brought before the Recreation and Community Services Commission, Chairperson Allen adjourned the meeting at 7:08 p.m. to Wednesday, August 10, at 6 p.m. in the Council Chambers.

Michelle Williams, Administrative Secretary  
Recreation and Community Services Commission