



**MINUTES**  
Recreation and Community Services Commission  
Adjourned Regular Meeting held  
November 9, 2016

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MEETING WAS CALLED TO ORDER at 6:01 p.m. by Chairperson Winnie Heiss

PLEDGE OF ALLEGIANCE was led by Vice Chairperson Kirk Real

ROLL CALL: PRESENT:     Chairperson Winnie Heiss  
                                  Vice Chairperson Kirk Real  
                                  Commissioner Ben Delarosa  
                                  Commissioner Ted Spaseff

ABSENT:           Commissioner Dave Allen

APPROVAL OF MINUTES: Meeting of October 12, 2016. A motion was made by Vice Chairperson Kirk Real and seconded by Commissioner Ben Delarosa to approve the minutes. The motion was carried by unanimous roll call vote.

**ANNOUNCEMENTS AND PRESENTATIONS:**

Director Lisa Litzinger previewed upcoming programs and events which include the Special Olympics Fall Games to be held in Fountain Valley on November 12 and 13. Lakewood Special Olympics' softball and soccer teams will participate in the games. The Commission was advised to see their secretary for a schedule of our teams' games. Ms. Litzinger announced that the Holiday Tree Lighting event will be held on Friday, December 2 from 5:30 to 8 p.m. at The Centre with food trucks, snow, photo opportunities and Santa. The program portion of the event begins at 6:30 p.m. The events of the season continue with the Holiday Senior Luncheon on December 5 from 11 a.m. to 1:30 p.m. at The Centre, and then Lakewood Celebrates will take place on December 13 at 6 p.m. also at The Centre.

Ms. Litzinger reminded the commission to RSVP to Barbara if they would like to attend the retirement luncheon for Karen Plantz scheduled for December 14 at 11:30 a.m. at Fuddrucker's. Lunch may be purchased on your own and \$10 is being collected toward purchasing a gift for Karen. Ms. Litzinger announced that Lisa Novotny, Assistant City Manager is also retiring at the end of the year.

In other news, Ms. Litzinger announced that the Del Valle Park Playground project will be submitted for a CPRS Award. The winners are expected to be announced in January and the commission will be notified.

**REPORTS:**

**1. Facility Rentals Annual Report**

Community Services Manager Kevin Bright explained the information provided in the written report regarding the rental of activity rooms, sports fields and pools at city facilities as well as revenues generated from the rentals. Mr. Bright then introduced Kristin Preciado

and Caitlynn Brown, the department's two reservation specialists who work at the front counter and gave them each an opportunity to tell a little about themselves.

Ms. Preciado explained that she started working part time for the city in 2006 at Monte Verde Day Camp. She reported that she loved it so much, that she came back to work every summer. A few years ago she worked in the Administrative Services Department on a part-time basis, and then, in 2013, became a full-time Administrative Clerk at the front counter in Recreation and Community Services. Her favorite part of the job is the people.

Ms. Brown stated that she has been employed with the city for the past 11 years, starting out working part-time at the pools and eventually being promoted to Pool Manager. From there, she worked as a Recreation Leader IV at the Burns Community Center, and then at the Youth Center. She explained that she has learned quite a bit in the one month that she has been a full-time Administrative Clerk in the Recreation and Community Services Department and added that she is excited for all the opportunities working in the recreation field has afforded her, and looks forward to all she still will get to learn.

Chairperson Winnie Heiss thanked both ladies for their enthusiasm when she comes to City Hall.

Vice Chairperson Kirk Real noted that Kristin and Caitlynn are the front line for the department. He added that their great and friendly customer service keeps customers coming back to experience all the city has to offer and he appreciates what they do.

Commissioner Ted Spaseff expressed his appreciation for the ladies being the friendly faces of the department and getting things started on a positive note for customers. He also noted that he understands how difficult transitioning to new software programs can be and he commended them for accomplishing that with smiles on their faces.

The Commission received and filed the report.

## **2. Holiday Programs Preview**

Community Services Manager Kevin Bright expanded on the various holiday programs events and trips that were included in the written report. He noted that the travel trip to the Mission Inn Festival of Lights has already sold out.

Chairperson Heiss commented that she thoroughly enjoyed the travel trips she has gone on.

Ms. Litzinger reminded the group that City Hall will be closed from December 26 through January 2.

The Commission received and filed the report.

## **3. Activities and Maintenance Report No. 5**

A written report was provided describing the Recreation and Community Services Department Programs, Services and Maintenance Activities for the month of October 2016,

and a listing of upcoming activities for December 2016.

Commissioner Real mentioned that he saw one of the banners promoting donation of canned goods for Project Shepherd. Ms. Litzinger stated that volunteering at the warehouse can be scheduled online, but that it is fine to just stop by as well. She also recommended that commissioners contact their secretary to obtain online volunteer registration information.

The Commission received and filed the report.

WRITTEN COMMUNICATIONS:

1. Letter to Devin Creighton, Part-Time Employee of the Month of September 2016.

The letter will be filed.

ORAL COMMUNICATIONS:

None.

ADJOURNMENT:

There being no further business to be brought before the Recreation and Community Services Commission, Chairperson Winnie Heiss adjourned the meeting at 6:45 p.m. to December 14, 2016, at 5:00 p.m. in the City Council Chambers.

Barbara Di Iorio, Secretary to the  
Recreation and Community Services Commission