



**MINUTES**  
**Recreation and Community Services Commission**  
**Adjourned Regular Meeting**  
**November 8, 2017**

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MEETING WAS CALLED TO ORDER at 6:00 p.m. by Chairperson Kirk Real

PLEDGE OF ALLEGIANCE was led by Commissioner Ted Spaseff

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

APPROVAL OF MINUTES: A motion was made by Vice Chairperson Dave Allen and seconded by Commissioner Winnie Heiss to approve the minutes from the meeting of October 11, 2017. The motion was carried by unanimous roll call vote.

**ANNOUNCEMENTS AND PRESENTATIONS:**

Director Lisa Litzinger provided information regarding upcoming programs and events. She announced that the Special Olympics Fall Games will be held November 11 and 12. Lakewood's soccer, softball and bowling teams will participate in the games. The holiday Tree Lighting event will be held on November 30 and starts earlier this year at 4:30 p.m. with food trucks, Santa, photo opportunities, and activities for children as in the past. The formal program begins at 6:30 p.m. and the tree will be eliminated nightly through January 1.

On December 4 the Holiday Senior Luncheon will be held at The Centre from 11 a.m. to 1:30 p.m. Please RSVP to your secretary if you would like to attend. Pathways Volunteer Hospice Light Up a Life program is scheduled for December 11 at The Centre at 7 p.m. Lakewood Celebrates will begin at 5:45 p.m. on December 12 at The Centre with the formal program beginning at 6:30 p.m.

Ms. Litzinger announced that one current and one former member of the Recreation and Community Services Staff received Mayor's Award at the Award of Valor today. Austin Pierce and Josue Ramos were honored for their quick action in responding to an incident at Palms Park on Halloween 2016. They assisted an injured victim and provided valuable information regarding the suspects that lead authorities to their capture.

Jobs have been offered to two applicants to fill the vacant Administrative Clerk positions in the department. Physicals will be scheduled upon successful completion of background checks of both ladies. It is hoped that both new Administrative Clerks can start on the job in early December. Ms. Litzinger explained, to answer Vice Chairperson Allen's question, that both applicants are from the outside.

Ms. Litzinger announced that Dennis Lander passed away last week. A memorial for him will be held on Sunday, November 19 from 11 a.m. to 1 p.m. at Del Valle Park. A reception after the memorial will be held at Glory Days. Chairperson Kirk Real noted that Dennis has iconic status in the community for his composition of the Boys of Del Valle Park poem. Chairperson Real

suggested that it would be appropriate for the Recreation and Community Services Commission to adjourn the meeting in memory of Dennis.

Commissioner Ted Spaseff commended staff, including referees, on an outstanding LYS Flag Football season. It was a great experience, and his grandson enjoyed it.

Commissioner Ben Delarosa reported that he attended Halloween Carnivals at Bloomfield and Palms Parks. He said it was great as always. Staff reported that attendance was down slightly from last year, which may be attributed to the World Series game on television at the same time.

Chairperson Real stated his appreciation for the efforts of the entire city staff to present such a meaningful event in the Award of Valor. He noted the unique aspect of Lakewood's event in recognizing civilians in addition to uniformed personnel.

#### REPORTS:

##### **1. Facility Rentals Annual Report**

Community Services Manager Kevin Bright presented information regarding the rental of city facilities, including rooms, ball fields, and swimming pools, as noted in the written report. In addition to the process for renting a facility, Mr. Bright explained the various types of groups that typically make reservations and the criteria for each fee category.

Mr. Bright explained that at the end of 2016, the department-wide transition to the ActiveNet software system used to manage rental of facilities did not compromise customer service in any way. To accurately report statistics for this report however, information from both the old Class system and the new ActiveNet system had to be combined. The result revealed an overall increase in rentals over the past year, proving that Lakewood continues to provide highly sought-after, top notch facilities, staffed with great employees, and a quality experience from start to finish.

Commissioner Winnie Heiss reported her experience with staff at Mayfair Park during an event. She stated that on that particular day, there were at least four other events going on at the same time. Staff handled everything seamlessly.

Commissioner Spaseff asked if the number of guests attending each rental permit is tracked. Mr. Bright responded that the number of guests attending rental permits is included in the total attendance number for the park each day. He clarified that information regarding the reservations of picnic shelters is not included in this report because it does not involve revenue. Commissioner Spaseff mentioned that his family holds its annual family picnic in Lakewood because everyone loves the parks.

Mr. Bright confirmed for Vice Chairperson Allen that statistics regarding rental of The Centre is not included in this report., noting that The Centre Operations Annual Report will be presented in March. Valarie Frost, Assistant Director of Recreation and Community Services, added that revenues at The Centre have steadily increased since TGIS took over the catering contract there.

Commissioner Ben Delarosa requested status of adult soccer leagues renting fields over the past few years. Mr. Bright explained that there is one adult soccer league that utilizes primarily

Bloomfield Park and occasionally Palms Park, and that the program is going strong. This group is one of the biggest, continual revenue generators from field reservations. Mr. Bright explained that his predecessor worked very hard to organize this group's use of facilities and now the group and the city work in harmony to process and carry through field permits.

Commissioner Delarosa asked if any cricket teams utilize city facilities. Mr. Bright reported that there have not been any permits issued to cricket teams, however a pick-up game does organize from time to time. Commissioner Delarosa stated that he has noticed games being played at Palms Park on Sundays. Staff will monitor and address the situation if the group appears to be organized and meeting on a regular basis.

Chairperson Real noted that he witnessed the quality of service provided by the department's front counter staff, and was truly impressed. Staff was very knowledgeable and very direct, clear, and professional. Commissioner Heiss stated that she witnessed the same thing. Ms. Frost explained for Commissioner Spaseff, the process used when a permit holder is not present for their reservation.

The Commission received and filed the report.

## **2. Holiday Programs Preview**

Community Services Manager Kevin Bright displayed slides and reviewed the various programs, classes, trips, and events offered during the holidays by the Recreation and Community Services Department as noted in the written report. Activities celebrated by Seniors were highlighted, as were holiday events scheduled for the Adaptive Recreation Program, and the travel trip to the Julefest Celebration in Solvang, which has already sold out.

The Commission received and filed the report.

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

A written report and discussion of the Recreation and Community Services Department Programs, Services and Maintenance Activities for the month of October 2017 and a listing of upcoming activities for December 2017.

Chairperson Real commented that the TLC group worked at St. Timothy's Church, the new home of Pathways Volunteer Hospice in late October. The memorial park sitting area at Pathways' old site, was recreated by the TLC group with new plant material. Pathways' staff and their clients are very pleased.

The Commission received and filed the report.

## **WRITTEN COMMUNICATIONS:**

1. Letter to Part-Time Employee of the Month, Susan Peebles, for the month of September 2017.

Chairperson Real thanked staff for making the Commission aware of the contributions made by individual employees.

The Commission received and filed the letter.

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ORAL COMMUNICATIONS:

None.

ADJOURNMENT:

Chairperson Real invited all present to stand for a moment of silence in remembrance of Dennis Lander.

There being no further business brought before the Recreation and Community Services Commission, Chairperson Kirk Real adjourned the meeting at 6:50 p.m. to December 13, 2017, at 5:00 p.m. in the City Council Chambers.

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