



**DRAFT MINUTES OF THE REGULAR MEETING  
OF THE CITY OF LA CAÑADA FLINTRIDGE  
PARKS & RECREATION COMMISSION  
HELD ON WEDNESDAY, JUNE 13, 2018**

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**PRELIMINARY BUSINESS**

**1. Call to Order**

Chair Kamar called the meeting to order at 6:00 p.m.

**2. Roll Call**

Commissioners Kambe, Decker, Koblin, and Kamar present.

Commissioner Olson's absence was noted.

**3. Pledge of Allegiance**

**4. Comments from the Public**

Joleen O'Brien, requested information regarding the process of reserving field space for a new lacrosse team a volunteer organization is trying to form.

Division Manager Parseghian described the process, and asked for Ms. O'Brien to contact staff to go into more details regarding the permitting.

**5. Approval of May 9, 2018 Regular Meeting Minutes**

M/S/C: Commissioner Koblin/Decker to approve the May 9, 2018 Regular Meeting Minutes. 3-0-2, Approved. Commissioner Kambe abstained and Commissioner Olsen absent for the vote.

**NEW BUSINESS**

**6. Permit and Fee Waiver Requests:**

**A. Palm Crest Elementary School PTA, use of Palm Crest Elementary School Athletic Field**

Division Manager Parseghian presented the staff report.

M/S/C: Commissioner Kambe/Koblin to approve the Palm Crest Elementary School PTA, fee waiver request for use of Palm Crest Elementary School Athletic Field. 4-0-1, Approved. Commissioner Olsen absent for the vote.

**B. Spartan Baseball Academy, use of La Canada High School Varsity Athletic Field**

Division Manager Parseghian presented the staff report.

Kevin Callahan, representing Spartan, added their request to include Junior Varsity infields as well since they reduced their program by a week.

M/S/C: Commissioner Koblin/ to approve the Spartan Baseball Academy, fee waiver request for use of La Canada High School Varsity and Junior Varsity Athletic Field. 4-0-1, Commissioner Olsen absent for the vote.

## **7. Discussion of Municipal Code Section 5.24**

Division Manager Parseghian presented the staff report.

Commissioner Kambe asked the reasoning for the item and the concerns the Commission had for the definition of the “Resident Applicant”.

Chair Kamar stated the concern was regarding the number of fields available to the user groups. He stated that the District’s late start was impacting on the availability of the fields.

Commissioner Koblin provided background on how the 350 residents rule for organizations came to be.

Commissioner Kambe pointed out if the issue was the late start of the District and the impact it was having with the user groups, the 350 residents rule would not address.

Vice Chair Decker asked staff to reconfirm each roster is checked to make sure it meets the Resident applicant definition.

Division Manager Parseghian confirmed that the staff checks each name on the roster one by one. He also added, in the past there have been issues with user groups submitting their rosters on time. However, he stated, the Commission would only approve the fee waivers for those cases with a condition that they provide a roster to staff for confirmation.

Vice Chair Decker asked what the definition of the meaning behind “collective of people”.

Division Manager Parseghian stated his interpretation to be a number of people presenting as a group without being part of a formal bona fide organization.

Vice Chair Decker asked for the origin behind the 350 rules.

Commissioner Koblin stated brief history of the agreement between the user groups and the City regarding coming up with the 350 rule.

Commissioner Kambe did not support changing the language.

Commissioner Koblin did not support changing the language, either.

Division Manager Parseghian also noted continued generosity by AYSO in funding projects to improve joint use fields.

M/S/C: Commissioner Kambe/Kobin to leave “Resident Definition” in Chapter 5.24 as is.

## **CONCLUDING BUSINESS**

### **8. Staff Comments.**

Division Manager Parseghian provided updates on the following project: JUC Projects, Senior Citizen Needs Assessment, Signage for fields and Music in the Park, FY18-19 Budget, Mayor's Hike. He also informed the Commission Go Human Event Southern California Association of Governments event. He also reminded the Commission that the July 11<sup>th</sup> Parks and Recreation Commission meeting will be at Memorial Park.

Division Manager Parseghian also informed the Commission of the District's request to use the La Canada High School Junior/Varsity fields by the football team while they are completing their football stadium project. He stated, this use will have an impact on the condition of the fields. He stated staff has worked with them and tried to accommodate as much as possible.

### **9. Items for Future Agendas.**

Vice Chair Decker asked for the status of the future agenda item discussion regarding field maintenance and usage.

Commissioner Koblin recommended having the discussion at the November meeting.

Commissioner Kambe asked for an update regarding the JUC Tennis Court projects.

Vice Chair Decker asked if the shelved Oak Grove Artificial Turf Project funding commitment by AYSO could be used for other projects.

Division Manager Parseghian stated the commitment by AYSO was for the Oak Grove Artificial Turf Project. He also stated past practice has been to discuss these projects and the Commission's priority during the budget discussions in April.

### **10. Comments from the Commission.**

Commission Koblin informed the commission that he has resigned from the Commission effective at the end of the meeting. He thanked staff and the Commission for the years of support.

Chair Kamar presented Commissioner Koblin with a plaque from the Parks and Recreation Commission for his years of service. He thanked Commissioner Koblin for his hard work.

Division Manager Parseghian, on behalf of staff, thanked Commissioner Koblin for his years of service. He also informed the Commission of City Council's plan to recognize Commissioner Koblin at the next Council meeting.

Division Manager Parseghian went through assigning Music in the Park introductions for the remaining dates.

**ADJOURN**

Chair Kamar adjourned the meeting at 6:04 p.m.

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**Arabo Parseghian, Division Manager  
(Staff Liaison to the Commission)**



**DRAFT MINUTES OF THE REGULAR MEETING  
OF THE CITY OF LA CAÑADA FLINTRIDGE  
PARKS & RECREATION COMMISSION  
HELD ON WEDNESDAY, APRIL 11, 2018**

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**PRELIMINARY BUSINESS**

**1. Call to Order**

Chair Kamar called the meeting to order at 6:00 p.m.

**2. Roll Call**

Commissioners Decker, Kambe, Olson and Kamar present.

Commissioner Koblin's absence was noted.

**3. Pledge of Allegiance**

**4. Comments from the Public**

None

**5. Approval of March 14, 2018 Regular Meeting Minutes**

M/S/C: Commissioner Olson/Kamar to approve the March 14, 2018 Commission Regular Meeting Minutes. (3-0-2), Approved. Commissioner Kambe abstained.

**NEW BUSINESS**

**6. Permit and Fee Waiver Requests:**

**A. Tessa Fungo, representing LCHS students, use of Memorial Park**

Division Manager Parseghian presented the staff report.

Vice Chair Decker voiced her concern regarding the perceived support by the City for the march with a permit approval.

Division Manager Parseghian stated the Commission was considering whether the applicant qualifies for a fee waiver as stated under the City's Municipal Code. He stated the issuance of the permit is neither a show of support nor up for consideration by the Commission.

Chair Kamar stated his concern for the safety of the students.

Division Manager Parseghian stated the event was discussed at the Joint Use Committee meeting with the District. He stated there will be increased patrol along Foothill Boulevard during the event.

Commissioner Kambe stated the decision before the Commission is simply to determine whether the applicant is granted the \$90 fee waiver or not.

M/S/C: Commissioner Kambe/Kamar to approve the Tessa Fungo, representing LCHS students, fee waiver request for use of Memorial Park. 3-0-2, Approved. Commissioner Decker abstained.

## **7. Review of Recreational Activity at Memorial Park**

Division Manager Parseghian presented the staff report.

Commissioner Olson agreed to serve as the City's representative for the April 28, 2018 event. Vice Chair Decker will serve as the City's representative for all other dates.

## **8. Senior Citizen Needs Assessment**

Division Manager Parseghian presented the staff report.

Vice Chair Decker supported having a centralized resource center on the City Website.

Chair Kamar supported having newsletter publications discussing articles relevant to senior citizens.

Commissioner Kambe suggested an article on the next citywide newsletter discussing the background of the Senior Citizen's Needs Assessment.

Vice Chair Decker asked if the Commission could host a forum on key topics affecting Senior Citizens.

M/S/C: Commissioner Olson/Decker to approve and recommend the creation of a digital resource center and newsletter articles to address the senior citizen needs. (4-0-1), Approved.

## **9. Review of Fiscal Year 2018-19 Budget Requests**

Division Manager Parseghian presented the staff report.

Chair Kamar asked regarding the La Canada High School Field Netting extension and its cost.

Division Manager Parseghian stated the cost in the report is an estimate based on a discussion with a contractor.

Commissioner Olsen supported having Music in the Park during the winter season.

Commissioner Kambe suggested hosting the concert as close to last Sunday to Christmas Holidays. He suggested potentially having the La Canada High School Choir perform.

M/S/C: Commissioner Decker/Olson to approved recommending one Music in the Park Winter Concert, LCHS Varsity Baseball Field Netting Extension, FIS Upper Field Entrance (ADA) and Cornishon Field Seating & Dugout (ADA) for the FY 2018-19 budget requests. (4-0-1), Approved.

## **CONCLUDING BUSINESS**

**10. Staff Comments.**

Division Manager Parseghian provided an update regarding the Joint Use Committee meeting. He provided an update regarding the Tennis Court Resurfacing Project. He stated the JUC CIP Sub-Committee has recommended taking immediate action in funding the project or risk closing the courts in Summer 2019.

Commissioner Kambe asked about the idea of having the tennis courts be multi-use.

Division Manager Parseghian stated that the Sub-Committee is investigating if restriping the courts for futsal would allow funding from other sources or user groups.

Division Manager Parseghian stated the damaged bench at the Tennis Court will be replaced in the coming month.

Commissioner Kambe asked about donations by other user groups and residents.

Division Manager Parseghian stated a donation fund could be established for such funding. He stated the fund would not be created until there is a funding commitment by the District and the City for the project.

**11. Items for Future Agendas.**

Commissioner Kambe asked for an update on Music in the Park.

**12. Comments from the Commission.**

Commission Kambe inquired if a permit was issued for a service held by a church on a prior Sunday.

Division Manager Parseghian stated that he would investigate and give the commission an update on the permit.

Vice Chair Decker stated receiving complaints regarding the acoustics during Music in the Park.

**ADJOURN**

Chair Kamar adjourned the meeting at 7:20 p.m.

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**Arabo Parseghian, Division Manager  
(Staff Liaison to the Commission)**