



**DRAFT MINUTES REGULAR MEETING  
OF THE CITY OF LA CAÑADA FLINTRIDGE  
PARKS & RECREATION COMMISSION  
HELD ON WEDNESDAY, OCTOBER 10, 2018**

---

**PRELIMINARY BUSINESS**

**1. Call to Order**

Chair Decker called the meeting to order at 6:02 p.m.

**2. Roll Call**

Commissioners Decker, Kambe, Kamar, Kozakar and Olson present.

**3. Pledge of Allegiance**

**4. Comments from the Public**

None

**5. Approval of September 12th, 2018 Regular Meeting Minutes**

M/S/C: Commissioner Kambe/Olson to approve the September 12<sup>th</sup>, 2018 Regular Meeting Minutes as modified. 4-0-1, Approved. Commissioner Kozakar abstained.

**NEW BUSINESS**

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

**A. La Cañada Elementary School (5<sup>th</sup> Grade Pumpkin Carving) for the use of Memorial Park**

Division Manager Parseghian presented the staff report.

Commissioner Kamar asked about cleaning services for the event.

Division Manager Parseghian stated staff would either require porter service paid by the applicant or get assurance from the applicant on the cleanliness of the park.

M/S/C: Commissioner Olson/Kambe to approve the La Canada Elementary School (5<sup>th</sup> Grade Pumpkin Carving) permit and fee waiver request for the use of Memorial Park. 5-0-0, Approved.

**B. La Canada Elementary School (5<sup>th</sup> Grade End of School Year Picnic) for the use of Memorial Park**

Division Manager Parseghian presented the staff report.

M/S/C: Commissioner Kambe/Kamar to approve the La Canada Elementary School (5<sup>th</sup> Grade End of School Year Picnic) permit and fee waiver request for the use of Memorial Park. 5-0-0, Approved.

**C. La Canada Elementary School for the use of LCE Athletic Field**

Division Manager Parseghian presented the staff report.

M/S/C: Commissioner Kamar/Olson to approve the La Canada Elementary School permit and fee waiver request for the use of La Canada Elementary Athletic Field. 5-0-0, Approved.

**D. La Canada Elementary School PTA for the use of LCE Athletic Field**

Division Manager Parseghian presented the staff report.

M/S/C: Commissioner Olson/Decker to approve the La Canada Elementary School PTA permit and fee waiver request for the use of La Canada Elementary Athletic Field. 5-0-0, Approved.

**E. La Canada Presbyterian Church Parent Education for the use of Memorial Park**

Division Manager Parseghian presented the staff report.

Division Manager Parseghian provided further clarification when it comes to determining porter service. Mr. Parseghian stated porter service on average costs between \$500 to \$700 per event. Mr. Parseghian said the City works with local group applicants to minimize the financial burden by allowing them to clean the park.

Commissioner Kozakar asked about the availability of electricity and AV system at the park.

Division Manager Parseghian stated that the City will turn on electricity at the gazebo area upon the request of the applicant. Mr. Parseghian stated there is no AV equipment available to applicants by the City, but users can bring their own.

M/S/C: Commissioner Kozakar/Kambe to approve the La Canada Presbyterian Church Parent Education permit and fee waiver request for the use of Memorial Park. 5-0-0, Approved.

**7. Update on FY18-19 Budgeted Recreation Projects**

Division Manager Parseghian presented the staff report.

Commissioner Olson asked a procedural question regarding the Commission's recommended projects to the City Council.

Division Manager Parseghian stated the Commission's project recommendations, including their priority list, are reviewed by the City Manager and Department Director against all citywide requests, including those from other commissions. High priority projects which are the most feasible and align with City Council goals are then forwarded to City Council for consideration.

Commissioner Kozakar asked about the shade structure estimate and the scope of the Cornishon fencing improvement.

Division Manager Parseghian stated the shade structure estimate was based on discussions with shade contractors. He added the Cornishon fencing improvement is to replace the worn down chain-link fence dividing the field and the sidewalk.

Chair Decker requested confirmation that the project would not conflict with user group activities.

Division Manager Parseghian confirmed projects are scheduled in collaboration with the District and our user group schedules.

**8. Appointment of Commission Representatives to serve on the JUC Field Master Plan Committee.**

Division Manager Parseghian presented the staff report.

Chair Decker appointed herself and Commissioner Kozakar to represent the Parks and Recreation Commission on the JUC Field Master Plan Committee. She also appointed Vice Chair Kambe as an alternate.

Vice Chair Kambe asked who the other representative will be on the Committee.

Division Manager Parseghian stated including the just appointed commissioners; there will be two representatives from the School Board, two from the Sports Coalition, District and City staff, Arabo Parseghian and Ken Roberts.

**CONCLUDING BUSINESS**

**9. Staff Comments.**

Division Manager Parseghian provided an update on the Cornishon Tennis Courts Resurfacing Project. Mr. Parseghian stated the JUC Board approved getting bid documents, pending the approval from the District and City to fund 50 percent of the project by each agency. Mr. Parseghian also updated the Commission on the Senior Resources database and the Mayor's Trail Hike.

Vice Chair Kambe asked what type of organizations will be in the Senior Resources database.

Division Manager Parseghian stated the first phase would include local community groups which provide services to senior citizens. Mr. Parseghian also suggested the Commission adopt a policy when determining which organizations get included in the database.

**10. Items for Future Agendas.**

Commissioner Kamar asked for a future agenda item to discuss potentially moving the Music in the Park date to July 4<sup>th</sup>.

Commissioner Kozakar asked for a future agenda item to discuss maintenance of the fields including closure enforcement.

Chair Decker agreed with a future discussion regarding enforcement with permits and the closure.

Division Manager Parseghian recommended having discussion related to field use and field maintenance at the JUC Subcommittee level first.

Vice Chair Kambe concurred with the importance of enforcement and agreed with agendizing the discussion.

Commissioner Olson also agreed with agendizing the item.

Commissioner Olson asked if the new Superintendent of Facilities and Maintenance presents to the commission regarding maintaining the fields.

Division Manager Parseghian recommended having these discussions at the JUC Subcommittee first then bring it back to the Commission for further analysis.

Commissioner Kozakar stated there are other cities where the fields are used more but are in better condition.

Division Manager Parseghian stated staff was looking into this and encourage Commissioners to let staff know of any agencies they may know whose fields they prefer. The staff will contact those agencies for the maintenance plan for comparison.

#### **11. Comments from the Commission.**

Vice Chair Kambe welcomed Commissioner Kozakar to the Commission.

Chair Decker asked for the notification process to user groups regarding field requests for 2019.

Division Manager Parseghian stated the letters are sent to prior years permit holders only. Mr. Parseghian stated any new user groups requesting field usage should contact Christina Nguyen to begin the process.

#### **ADJOURN**

Chair Decker adjourned the meeting at 7:15 p.m.

---

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