

**MINUTES OF THE REGULAR MEETING OF  
THE COMMUNITY SERVICES COMMISSION OF  
THE CITY OF LA MIRADA**

**DECEMBER 5, 2018**

**CALL TO ORDER**                      The regular meeting of the Community Services Commission was called to order at 6:30 p.m. in the Council Chambers at City Hall, 13700 La Mirada Boulevard, La Mirada, California.

**PLEDGE OF ALLEGIANCE**              The Pledge of Allegiance was recited.

**ROLL CALL**              Present:      Commissioner Rebecca Cline  
   Commissioner Pete Dames  
   Commissioner Diane Gramajo  
   Commissioner Steve Lee  
   Vice Chairman Misty Cota  
   Chairman Susan Savage

   Absent:      Commissioner Michael Lord

   Staff:        Liza Soto, Aquatics Manager  
   Lisa Montoya, Community Services Supervisor  
   Jorge Orozco, Community Services Coordinator  
   Amanda Ponce de Leon, Community Services Coordinator  
   Samantha Coutts, Senior Recreation Leader II  
   Ashley Chanman, Senior Recreation Leader

**APPROVAL OF MINUTES**

**1. MINUTES OF THE REGULAR MEETING OF November 7, 2018**

**Vice Chairman Cota moved and Commissioner Cline seconded to approve the minutes of the November 7, 2018 meeting.**

**MOTION CARRIED BY THE FOLLOWING ROLL CALL VOTE:**

**AYES:                      Commissioners Cline, Gramajo, Lee, Vice Chairman Cota,  
   Chairman Savage**

**NOES:                      None**

**ABSENT:                    Commissioner Lord**

**ABSTAIN:                   Commissioner Dames**

## **NEW BUSINESS**

### **2. SANTA LETTERS PROGRAM**

Aquatics Manager Liza Soto introduced Senior Recreation Leader Ashley Chanman.

Senior Recreation Leader Chanman provided an overview of the Santa Letters Program and noted the steady increase in participation since its inception in 2003. She said the City recently upgraded its themed mailboxes this holiday season.

Commissioner Lee asked who responds as “Santa” and if there have been extraordinary requests.

Senior Recreation Leader Chanman responded and said Community Services staff provides the response letters. She said response letters to participants asking for help in purchasing gifts for their families can be challenging.

### **3. 2018 HOLIDAY TOY AND FOOD DRIVE**

Aquatics Manager Soto introduced Community Services Supervisor Lisa Montoya.

Community Services Supervisor Montoya reported on the Holiday Toy and Food Drive and said the program would continue through December 14. She said non-perishable food items and toy donations collected from the 33 bins placed throughout the community would be distributed to five local partner organizations including La Mirada Volunteer Center, St. Paul of the Cross Catholic Church, Good Sam Pantry at Beatitudes of Our Lord Catholic Church, Interfaith Food Center, and Grace Food Bank at Grace Evangelical Free Church.

Commissioner Cline inquired if families in need of assistance during the holidays are able to make a request through the City.

Community Services Supervisor Montoya responded and said staff would work with partnering organizations to provide assistance.

Commissioner Lee inquired about the location of donation bins.

Community Services Supervisor Montoya responded and said donation bins were strategically placed at participating organizations, civic center facilities, and local businesses with heavy foot traffic, including markets and Starbucks.

### **4. ACTIVE SHOOTER AND EMERGENCY SITUATIONS TRAINING**

Aquatics Manager Soto introduced Community Services Coordinator Amanda Ponce de Leon.

Community Services Coordinator Ponce de Leon reported Community Services and Public Safety staff attended an Active Shooter and Emergency Situations training provided by the Los Angeles County Sheriff's Department in November. She said the training included statistics, examples of previous incidents, warning signs, and the best practices for barricading and seeking safe shelter. Action plans will be tailored to meet the needs of each facility and discussed with staff involved.

Commissioner Lee inquired if the training was ongoing and available to the public.

Community Services Coordinator Ponce de Leon responded and said the annual training was closed to the public.

## **5. 2019 FATHER DAUGHTER DANCE**

Aquatics Manager Soto introduced Senior Recreation Leader II Samantha Coutts.

Senior Recreation Leader II Coutts reported on the 2019 Father Daughter Dance to be held on February 8, 2019. She said the dance will feature a "Night Among the Stars" theme and include dinner, dancing, crafts and souvenir photos.

Vice Chairman Cota inquired about the food that will be served during the event.

Senior Recreation Leader II Coutts responded and said dinner has yet to be determined and that tacos and pizza have been served in the past.

## **PUBLIC COMMENT**

There were no public comments.

## **SENIOR, HISTORICAL, AND YOUTH COUNCIL REPORTS**

Community Services Supervisor Montoya reported the historical buildings located at the Neff Estate are closed due to renovations. She said renovations are scheduled for completion in January 2019.

## **COMMISSION ANNOUNCEMENTS**

Commissioner Lee reported Love La Mirada organizers have changed the structure of the program and partnered with OC United to join the "Love our City" umbrella which will streamline the website and decrease costs. He said Love La Mirada organizers are considering project ideas and looking to secure lead volunteers and sponsors.

Commissioner Cline attended the Chili Holiday Celebration and commended staff on a successful event.

Commissioner Gramajo reported the La Mirada Kiwanis Club holiday shopping spree for local children would take place on December 6.

Vice Chairman Cota reported on the Thanksgiving Feast held at Foster Road Elementary School on November 16. She said the Chamber of Commerce may potentially partner with the City to offer classes in 2019.

Chairman Savage thanked staff and wished everyone a happy holiday.

**STAFF ANNOUNCEMENTS**

Aquatics Manager Soto reported that the next regular Community Services Commission meeting was scheduled for January 2, 2019. The Commissioners expressed support for the cancellation of the January 2, 2019 meeting. The next regular meeting will be held on February 6, 2019.

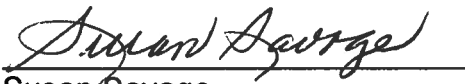
**ADJOURNMENT**

The meeting was adjourned at 7:01 p.m.

Submitted:

  
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Jorge Orozco  
Community Services Coordinator

Attest:

  
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Susan Savage  
Chairman