

**MINUTES OF A REGULAR MEETING OF THE LAKE FOREST  
COMMUNITY SERVICES COMMISSION**

The regular meeting of the Community Services Commission of the City of Lake Forest was held Wednesday, May 7, 2025, at the Lake Forest City Council Chambers, 100 Civic Center Drive, Lake Forest, California.

**CALL TO ORDER:** **6:30 p.m.**

**ATTENDANCE:**

Commissioners:	Justo Fuentes (Arrived at 6:33 pm) Loretta Herrin Zia Jones
Vice Chair:	Margie Lancaster
Chair:	Timothy Bruton
Deputy City Manager:	Sean McGovern
Recreation Manager:	Vicky Blethen (Absent)
Recreation Manager:	Laura Hunter
Commission Secretary:	Yvette Zavaleta

**PLEDGE OF ALLEGIANCE:**

The Pledge of Allegiance to the Flag of our Country was led by Commissioner Herrin.

**PRESENTATIONS: (Item No. 1)**

**1. CAPITAL IMPROVEMENT PLAN UPDATE**

Deputy City Manager McGovern introduced the item and invited Assistant City Engineer Doug Erdman to provide a presentation on the various projects of the Capital Improvement Program (CIP). Assistant City Engineer Erdman stated that the CIP is making significant progress across 70 projects. He noted that since the March 2025 update, a total of 33 projects have now been completed, including the Barker Ranch Dog Park synthetic turf replacement and gazebo upgrades at Pittsford Park. He concluded his report by stating that there are ten projects currently under construction, nine under pre-construction, ten in design and seven in pre-design.

Commissioner Fuentes inquired whether street signs in homeowners' association (HOA) communities would be updated as part of the citywide street sign replacement, Mr. Erdman clarified that private streets are the responsibility of their respective HOAs.

Assistant City Engineer Erdman answered follow-up questions from Vice Chair Lancaster, Commissioner Jones, and Chair Bruton.

**CONSENT CALENDAR: (Item Nos. 2 – 5)**

Item No. 2 was pulled for discussion.

3. REVISED MINUTES OF THE COMMUNITY SERVICES COMMISSION MEETING OF JANUARY 8, 2025
4. RECREATION ASK LAKE FOREST TICKETS
5. 2025 APRIL PROGRAM PARTICIPATION REPORT

**ITEM PULLED FOR DISCUSSION: (Item No. 2)**

2. APPROVAL OF THE MINUTES OF THE COMMUNITY SERVICES COMMISSION MEETING OF APRIL 2, 2025

Commissioner Jones stated that at the preceding meeting, she had requested staff to include a summary of Orange County Sheriff's Department (OCSD) service calls pertaining to parks in future agenda packets. She noted that this request was absent from the April meeting minutes and requested that it be added. Deputy City Manager McGovern affirmed it would be added to the minutes.

MOTION: It was moved by Vice Chair Lancaster and seconded by Commissioner Herrin to approve all the items listed under the Consent Calendar. The motion passed unanimously, 5-0.

**PUBLIC COMMENTS:**

There were no public comments received for this meeting.

**DISCUSSION ITEMS: (Item No. 6)**

## 6. REPORT RELATED TO LAKE FOREST SPORTS PARK SECURITY ENHANCEMENTS

Deputy City Manager McGovern introduced the item and invited Recreation Manager Hunter to provide updates to the Commission on the enhanced security at the Lake Forest Sports Park. Recreation Manager Hunter informed the Commission that on April 9, 2025, City staff met with residents who expressed concerns about e-bikers in the Sports Park. In response, the City has publicized enforcement efforts, stationed OCSD deputies at the park on weekends and launched social media outreach. In response to a significant rise in complaints regarding reckless e-bike use in City parks, staff presented plans to amend the existing security contract with California Panther Security. This amendment would deploy security resources to the Sports Park, where City staff and the security company will collaborate to enforce Chapter 13 of the Lake Forest Municipal Code, which restricts reckless riding and mandates e-bikers to yield to pedestrians. The proposed security coverage hours at the Sports Park would be Monday through Friday from 4:00 p.m. to 10:00 p.m. and Saturday and Sunday from 9:00 a.m. to 6:00 p.m. A guard in a clearly marked security golf cart will patrol the park, deter and respond to reckless e-bike activity and contact the Sheriff's Department when necessary. The proposed amendment is currently under review and if approved, security coverage is expected to begin in late May or early June.

Recreation Manager Hunter answered follow-up questions from Commissioner Herrin and Vice Chair Lancaster regarding the proposed security hours. Ms. Hunter clarified that these hours are tentative depending on immediate needs.

Commissioner Jones inquired about the security company's use of a golf cart, Ms. Hunter explained that the golf cart would not be utilized to chase or apprehend e-bikers but to maintain a security presence at the Sports Park.

Commissioner Fuentes and Chair Bruton shared comments in favor of the proposed security enhancements.

### **DEPUTY CITY MANAGER'S REPORT:**

Deputy City Manager McGovern provided several updates to the Commission. The first update was of the historically canceled July and September Community Services Commission meetings. He explained that the July meeting is typically canceled due to the extensive planning and preparation for the Fourth of July parade. The September meeting is typically canceled due to conflicts with the Lake Forest Civic Leadership Academy which takes place in the Council Chambers and involves the Management Services department. He informed the Commission that while these meetings are typically canceled, the Commission can still convene if direction is received.

His second update was about Cavanaugh Park. He stated that a contract is expected to be signed soon, and a consultant has been selected to help plan for the park's future. He stated this will be a big project for the City and there will be opportunities for the Commission to participate in this project. Community outreach is anticipated to begin in June or July of this year, and the Commission should see preliminary plans and updates soon after.

Mr. McGovern shared that in response to feedback received from Commission Members, more in-depth financial reports will be provided on a quarterly basis to provide a clearer understanding of the department's finances and programs.

He also informed the Commission that the contracted security company will be providing monthly updates to City staff about park security. Those updates, along with some statistics from OCSD, would be included in the Commission's future agenda packets.

Lastly, he notified the Commission of upcoming presentations, including a presentation from Public Works and another on veterans programming.

Deputy City Manager McGovern answered follow-up questions from Vice Chair Lancaster and Commissioner Fuentes.

#### **COMMISSIONER COMMENTS:**

Commissioner Fuentes apologized for his tardiness; he explained he was coaching his son's Little League game at the Sports Park. He noted that while he has seen e-bikers at the Sports Park, he has not personally experienced any disruption from e-bikes and praised the Sports Park as a clean and enjoyable park. Commissioner Fuentes reported on visiting Peachwood, Tamarisk, and Nature Parks with his children and highlighted that Nature Park is on the list for future renovation. He thanked City staff for their work.

Commissioner Herrin shared some negative feedback she received during Bunny Blast regarding issues with cash-only payments and long wait times for face painting. She reported on her attendance of bunco, Meet the Mayor, Fourth of July parade planning meetings, the Clubhouse's Senior Jungle Dance, and the Pet Expo. She mentioned free summer concerts at the Sun and Sail Club Lake Forest II. Lastly, she wished everyone a Happy Mother's Day.

Commissioner Jones reported she attended bingo at the Clubhouse with Chair Bruton and had an enjoyable time. Though she was unable to attend Bunny Blast herself, she sent her family, and they expressed similar feedback about the long lines for face painting. She attended the Lake Forest Chamber of Commerce's

marketing event, Meet the Mayor, and State of the City events. Finally, she thanked staff for their fabulous work.

Vice Chair Lancaster shared comments in agreement with Commissioner Herrin and Commissioner Jones regarding the Bunny Blast face painting feedback. She attended bunco at the Clubhouse with her husband and Commissioner Herrin. She also attended a Fourth of July parade planning meeting, and commended Ms. Hunter and the volunteer team. She shared information from the City Council meeting about Southern California Edison's LED streetlight replacement and the Orange County Fire Authority's drowning prevention proclamation. She also attended the Meet the Mayor event, and gave kudos to Mary Visconte, CEO of the Lake Forest Chamber of Commerce, for her exceptional work organizing the event. She concluded her comments by wishing a Happy Mother's Day to all mothers, including pet mothers.

Chair Bruton reported on his attendance of Bunny Blast and found it to be well-attended with great weather and well-staffed booths. He also attended Meet the Mayor, the Chamber of Commerce's marketing event, and the City's budget workshop, finding all of them beneficial and interesting. Chair Bruton reported he has been regularly attending bingo at the Clubhouse and has enjoyed socializing and making new friends. He commented on upcoming Mother's Day and Father's Day events and encouraged participation. He also mentioned the next Senior Advisory Board meeting will be held on May 14, 2025, at 10:30 a.m. at the Senior Clubhouse. Lastly, he thanked staff for their work, successes, and their commitment to making Lake Forest a better place to live, work, play, learn, shop, and worship.

**ADJOURNMENT:**

The regular meeting of the Community Services Commission was adjourned at 7:35 pm. The next regular meeting is Wednesday, June 4, 2025.

Respectfully Submitted:

Approved:

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SEAN MCGOVERN  
DEPUTY CITY MANAGER

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TIMOTHY BRUTON  
CHAIR  
COMMUNITY SERVICES  
COMMISSION