



MINUTES  
Recreation and Community Services Commission  
Adjourned Regular Meeting  
December 11, 2019

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MEETING WAS CALLED TO ORDER at 6 p.m. by Chairperson Ted Spaseff.

PLEDGE OF ALLEGIANCE was led by Commissioner Ben Delarosa.

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

ABSENT: Commissioner Winnie Heiss

APPROVAL OF MINUTES: A motion was made by Commissioner Dave Allen and seconded by Commissioner Kirk Real to approve the minutes from the meeting of November 13, 2019. The motion was approved with Vice Chairperson Ben Delarosa abstaining.

ANNOUNCEMENTS AND PRESENTATIONS:

Director Valarie Frost began her remarks by thanking the commissioners for all of their support during the past year. Ms. Frost then proceeded to provide information regarding upcoming events. She announced that on Wednesday, January 22 the State of the City Public Address would take place at 12 p.m. at The Centre, and noted that beginning Wednesday, March 11 through Friday, March 13 the CPRS Conference & Expo would be held at the Long Beach Convention Center. It was said that several city staff have volunteered to work the event, and in exchange for their volunteer service, they would be permitted to attend training sessions provided throughout the day.

Assistant Director Kevin Bright provided information regarding programming and upcoming events. Mr. Bright reported that on Monday, December 4 the Project Shepherd warehouse opened at the Lakewood Youth Center. He remarked that the volunteers were very efficient, even cancelling an afternoon shift because all work had been previously completed. It was said that distribution begins on Friday, December 13 and concludes on Saturday, December 14. Mr. Bright pointed out that due to the efficiency of the program supervisors, staff will accomplish the effort in just two days as opposed to three days' distribution in past years. On Saturday, December 14, the Lakewood Rotary Club will deliver food to residents of the Candlewood Park Apartments and Whispering Fountains Apartments, with individual drivers making other home deliveries as well. Additionally, Mr. Bright noted that the Teddy Bear Tree toy distribution room was fully stocked and all youth will receive gifts according to their lists, as the community continues to show its collectively big heart. It was said that a total of 308 families were served during the 2018 Project Shepherd Holiday Assistance Program.

Finally, Mr. Bright informed the commission that with the end of the year approaching there would be modified hours at parks and community centers. He reported that on Monday, December 24, all parks would be closed for the Christmas Eve Holiday, with the Burns Community Center and the

Weingart Senior Center remaining open. He noted that the Weingart Senior Center would close at 3:30 p.m. with no lunch service to be provided. On Christmas day, Wednesday, December 25, all facilities are scheduled to be closed. On Monday, December 31, parks will open with an abbreviated schedule from noon to 3 p.m., the Burns Community Center will open with regular hours, and the Weingart Senior Center will again close at 3:30 p.m., however, the congregate meal program will be served that day. On New Year's Day, parks will be open until 5 p.m., while both senior centers are closed. All non-holiday weekdays throughout the holiday vacation period, parks will be open from noon until 5 p.m. until kids go back to school on Monday, January 6. Lastly, DASH operations will be closed on Christmas Eve and Christmas Day; service will operate until 3 p.m. on New Year's Eve, and will be closed on New Year's Day.

Parks Superintendent Philip Lopez provided updates regarding two ongoing projects, field one at Mayfair Park and the Paramount Blvd. project. Concerning Paramount Blvd., Mr. Lopez reported that two walkthroughs with the contractor had been conducted and a punch list had been created detailing remaining items to be completed. A final walkthrough to check the irrigation system was said to be scheduled for Monday, December 16. Also on Monday, December 16, staff will meet with the contractor at Mayfair Park to conduct a job-walk at field one. Mr. Lopez stated that the contractor has been working diligently to complete the leveling of the outfield using a laser leveling system before they proceed to apply a Bermuda sod mixed with winter rye.

Next, Mr. Lopez provided an update on the Lakewood Equestrian Center stating that staff was able to get a contractor to go out and install a double gate at the front entrance. He mentioned that the gate included a four feet high chain link fence. It was said that staff was currently working with the Public Works supervisor to install the electrical arms so that the gate will automatically close. It was said that the gate would be programmed to open early in the morning and close in the early evening. It was said that boarders who need to enter the facility during the late evening hours would be provided with an electronic gate opener.

Commissioner Real expressed that he is fascinated with the laser leveling process and mentioned that the project was coming along beautifully. He shared that he attended the Senior Holiday Luncheon and stated that it was well attended and a lot of fun. He commended Commissioner Allen for a job well done as the master of ceremonies for the event. Lastly, he shared that he had also attended the recent Lakewood Celebrates and said it was a grand celebration.

Chairperson Spaseff shared that he too attended the Senior Holiday Luncheon and said that it was a great time. He echoed Commissioner Real's comments regarding Commissioner Allen's stellar job as the master of ceremonies. He also mentioned that staff did a wonderful job with the Tree Lighting Ceremony stating that the turnout was fantastic, and adding that it was admirable that the mayor took the time to thank staff publicly for making the event a successful one.

Mr. Lopez clarified for Chairperson Spaseff that the water used along Paramount Blvd. to water the landscape was potable water. He mentioned that once the plants are established, staff plans to turn the potable water off and utilize the water that will be captured through the inverted gutters.

REPORTS:

**1. Facility Rentals Annual Report**

Community Services Manager Alex Bauman 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. Bauman explained the various types of groups that typically make reservations and the criteria for each fee category. He mentioned that interest in popular facilities, such as Monte Verde Park, Mayfair Park, and the Lakewood Youth Center, often result in the receipt of multiple requests submitted at the earliest eligible time. Those situations are resolved by granting priority to Lakewood residents followed by a lottery, as necessary. The variety of available recreation facilities often results in satisfied customers who have booked alternate facilities during time frames that meet their needs.

Rental fees were said to include the use of banquet tables and chairs for indoor room permits. Some facilities have staging areas equipped with a refrigerator, sink, and microwave, while others offer audiovisual equipment such as sound systems and projectors. For ball field permits, staff preps the field for play, which includes watering and dragging the fields, providing bases, and chalking the ball field.

Mr. Bauman reported that in fiscal year 2017-2018, \$249,697.00 was accepted for reservations, while in fiscal year 2018-2019, \$274,035.26 was received for a 9.7% increase. Rentals for athletic fields decreased overall with revenues of \$19,855 in FY 2017-2018 and \$15,806 in FY 2018-2019. He mentioned that while there was a significant increase in room rental revenue, it should be noted that Monte Verde was unavailable for rentals during a five-month renovation in FY 2017-2018. The overall total in FY 2018-2019 reflects a 5.25% increase from FY 2016-2017.

Mr. Bauman clarified for Chairperson Spaseff that room rental rates have been stable for many years; however, he mentioned that the city was in the process of conducting an analysis of costs so future increases may be a possibility.

Chairperson Spaseff inquired as to whether or not TGIS had any success in booking a reservation at Monte Verde Park in the past year. Ms. Frost informed him that TGIS had not secured any reservations to date. She mentioned that TGIS staff had put together a marketing campaign containing elaborately staged photos in hopes to better market their services and increase their chances at securing a reservation. She promised to provide the photos to the commission post meeting.

The Commission received and filed the report.

**2. Holiday Programs Annual Report**

Community Services Manager Nancy Hitt 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 Mission Festival of Lights, which has already sold out. Ms. Hitt also shared information on instructional classes unique to the holiday season.

It was reported that holiday activities at the parks will again be featured throughout the two weeks of school vacation from Monday, Dec. 23 through Friday, Jan. 3. Special activity flyers are available at Lakewood City Hall and Lakewood parks. Santa Claus will make an early appearance on Saturday, Dec. 21 at each of the parks, followed by a candy cane hunt. Highlights will include winter craft projects, indoor and outdoor games, and sweet confections to celebrate the season. Special program flyers will be printed for distribution to the local schools in December. Flyers will be available online, at Lakewood City Hall, and at city parks and community centers.

Ms. Hitt mentioned that in an effort to maximize efficiency as well as service to residents, park hours are amended during the winter break period. City parks will be open 12 p.m. until 5 p.m. during the break period, but will be closed on Tuesday, December 24 and Wednesday, December 25 in recognition of the Christmas holiday. On New Year's Eve, parks will see an abbreviated schedule of 12 p.m. to 3 p.m.

The Commission received and filed the report.

### **3. Activities and Maintenance Report No. 6**

A written report and discussion of the Recreation and Community Services Department Programs, Services and Maintenance Activities for the month November 2019 and a listing of upcoming activities for January 2020.

The Commission received and filed the report.

#### **WRITTEN COMMUNICATIONS:**

1. Letter to Employee of the Month – Noel Muñoz – October 2019

#### **ORAL COMMUNICATIONS:**

None.

#### **ADJOURNMENT:**

There being no further business to be brought before the Recreation and Community Services Commission, Chairperson Ted Spaseff adjourned the meeting at 6:35 p.m. to January 8, 2020 at 6 p.m. in the City Council Chambers.