



MINUTES
Recreation and Community Services Commission
Adjourned Regular Meeting
March 18, 2020

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

PLEDGE OF ALLEGIANCE was led by Vice Chairperson Ben Delarosa.

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

APPROVAL OF MINUTES: A motion was made by Commissioner Kirk Real and seconded by Vice Chairperson Ben Delarosa to approve the minutes from the meetings of January 8, 2020 and February 12, 2020. Minutes were approved as submitted with Chairperson Ted Spaseff abstaining from the approval of the minutes of January 8 and Commissioners Dave Allen and Winnie Heiss abstaining from the approval of the minutes of February 12.

ANNOUNCEMENTS AND PRESENTATIONS:

Director Valarie Frost began her remarks by announcing that Vice Chairperson Delarosa was stepping down from his role on the RCS Commission. She thanked him for his 17 years of service, his wisdom and insight on the commission, and his dedication to both the city and the community. She noted that he would be honored for his years of service at a future Lakewood Celebrates.

Ms. Frost then provided the commission with an update on department activity amidst the Covid-19 pandemic. She began with an update on recreation programs, sharing that the after-school Activity Zone had been canceled through Monday, April 20, which was said to be congruent with school closures implemented by Long Beach, ABC, and Bellflower Unified School Districts. Reinstatement of the program will match the school district's scheduling which may likely continue through the month of May. She mentioned that department personnel was developing a virtual recreation program whereby users can easily access videos and online applications that promote physical fitness, healthy eating and education. Adaptive Recreation and Special Olympics activities, including practices and sports tournaments, were said to have been canceled through June 7, per Special Olympics of Southern California.

Next Ms. Frost provided an update on Lakewood Youth Sports, registration for the LYS baseball, softball, and t-ball season was said to begin on Saturday, April 25. All registration will be accepted online and verification of date of birth will be verified prior to the start of practices in May. Verification of new sports coaches will be coordinated in May or later and if deemed necessary the start of the sports season will be delayed.

Concerning contract classes, Ms. Frost explained that 182 contract classes were canceled through March. She noted that cancellations were recently extended through May 10. It was said that all participants and class instructors were notified of cancellations. Refunds totaling \$27,582 have been issued to 849 participants. It was said that staff was currently working to process the remaining cancellations and refunds.

Ms. Frost reported that the DASH transportation program was operating on a revised format with no more than four persons allowed on a bus and no more than two persons allowed in a van. The service was said to be greatly valued by residents who still need assistance getting to doctor appointments and to the store to pick up grocery items. Ms. Frost informed the commission that staff had identified Lakewood grocery outlets providing exclusive grocery shopping times to seniors and/or older adults. DASH staff will inform existing clients of special shopping times at local grocery stores and augment its service to provide transportation for clients at times that match their interest to shop at these grocers.

The Burns Community Center is home to Mothers at Work, Lakewood Meals on Wheels, and the central operation of Lakewood Project Shepherd. Mothers at Work will continue to offer daycare programs for its participants, while adhering social distancing recommendations. Meals on Wheels is continuing their meal delivery program as normal, but volunteers over 65 are being asked to refrain from volunteering during this time. They are accepting new clients at this time. The program is \$8 per day, per person. Payment options for those who cannot afford the regular rate can be coordinated. RCS staff is working with the executive director of Meals on Wheels to inform the public of their services and encourage older adults to take advantage of home delivery of meals. The Project Shepherd Program has been called upon to provide boxes of food to Lakewood families. The charts below detail how many families have been provided assistance since March 9. Staff has an accurate inventory of food and supplies and is working with the city's purchasing department to ensure that food and essential household supplies are available to distribute to our residents in need. Detailed statistics are being managed at both facilities to ensure good records management and tracking for future trends.

Burns Community Center	Number of Families	Number of Participants	Number of Food Boxes Provided
Week of March 9	2	5	6
Monday, March 16	5	19	19
Tuesday, March 17	4	16	14

Palms Park	Number of Families	Number of Participants	Number of Food Boxes Provided
Week of March 9	2	11	12
Monday, March 16	1	4	3
Tuesday, March 17	0	0	0

Ms. Frost reported that the Weingart Senior Center was closed for daily activities, however, city staff was said to be onsite coordinating with the Human Services Association (HSA) to provide pickup of prepackaged meals for seniors to take home. A drive-thru system was developed to limit access into the center and create proper social distancing. HSA’s frozen meals are also being delivered to recurrent clients who normally use DASH to get to the Weingart Senior Center for meals. The table below details how many participants are being served by HSA.

Weingart Senior Center HSA Meal Distribution	Number of Participants	Number of Hot Meals	Number of Frozen Meals Provided (3 per person)
Week of March 9	248	248	0
Monday, March 16	24 (8 DASH delivered)	24	0
Tuesday, March 17	33 (10 DASH delivered)	33	0
Wednesday, March 18	39 (9 DASH delivered)	0	117

Senior Center staff is also calling recurring facility participants, to ensure that they are doing well during this time. It was said that these well checks were important as they create early assessment of the individual needs that each participant may have and aren’t able to naturally communicate because they are home and not in a fully social environment.

Concerning special events and facility rentals, Ms. Frost reported that in accordance with the recommendation of the Centers for Disease Control and Prevention (CDC), large events and mass gatherings that consist of 50 people or more will be canceled or postponed at all city facilities through an eight week period ending on Mother’s Day, Sunday, May 10. Room reservations and picnic shelters at city facilities along with private events held at The Centre are all affected. Thirty-four events scheduled at The Centre, approximately 139 room reservations at city parks and community centers, and 91 picnic shelters are being canceled. It was said that TGIS would work with their customer base to either reschedule or refund canceled events. City staff will do the same for all private facility rentals under its accord. The lobby of The Centre will be closed to the public beginning March 18 through May 10. The list of city-organized special events to be canceled or postponed is tabled below.

Date	Event	Status
Friday, March 13	Play at Palms	Canceled
Saturday, March 14	Earth Walk	Canceled
Monday, March 16	LYS Awards Night	Canceled
Friday, March 27	Fun-Tastic Family Night	Canceled
Saturday, March 28	Mother-Son Date Night	Postponed

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Date	Event	Status
Friday, April 3	Daddy-Daughter Date Night	Postponed
Thursday, April 9	Travel Trip to Cirque du Soleil	Canceled
Friday, April 10	Play at Palms	Canceled
Wednesday, April 15	Older Adult Recognition Lunch	Canceled
Friday, April 24	Fun-Tastic Family Night	Canceled
Saturday, April 25	Volunteer Day	Canceled
Saturday, April 25	LYS Volunteer Coach’s Recognition	Postponed
Thursday, April 30	El Comienzo Luncheon	Canceled
Sunday, May 10	Mother’s Day Brunch	Canceled

It was said that a few smaller teen, adaptive recreation and family events would also be canceled in the month of April and up until May 10. Ms. Frost noted that the Pan Am Fiesta had not been canceled to date. She mentioned that in the coming weeks, the Lakewood City Council and city staff would closely observe the rapidly changing landscape associated with the pandemic, and make a final decision the week of April 13, as to whether or not the event will proceed.

Concerning the Lakewood Equestrian Center, Ms. Frost reported that no group lessons were currently being offered at the facility. Lessons for existing students are being conducted in smaller groups of two to three students and social distancing is in practice. Participants are temporarily prohibited from grooming or prepping the horse and the requirement has been fully assigned to the horse trainer who will get the horse ready for the lesson. Additionally, students have been instructed to refrain from hanging out before or after lessons. Boarders were asked to refrain from congregating and to simply provide care of their horse as needed and keep an appropriate distance from others. Pony Time, the company that operates the petting zoo, is regulating the numbers of kids in the petting zoo area and limiting the number and frequency of pony rides. They are also sanitizing the facility and have hand-washing areas for the public.

Ms. Frost informed the commission that recreation department staff in both the program and environmental resources divisions have been working together to thoroughly clean city facilities and maintain a safe and healthy environment. This includes buildings, playgrounds and picnic shelters. Approximately 10 ERD personnel have been reassigned from the landscape crew to a recreation facility to double-up on cleaning and disinfecting efforts and as such non-essential tasks are on being deferred. Recreation leaders are also on-site to supervise recreation facilities ensuring public safety and adherence to facility rules and regulations. All city staff are exercising social distancing including maintenance personnel who routinely travel in multiples in city trucks and office personnel who work in close proximity.

Commissioner Allen thanked Ms. Frost for an organized and concise update on department functions.

Commissioner Real echoed Commissioner Allen's comments and thanked Ms. Frost and staff for their diligence.

Chairperson Spaseff shared that he had witnessed staff hard at work cleaning and sanitizing facilities and thanked staff for their efforts during a very difficult situation.

Ms. Frost confirmed for Vice Chairperson Delarosa that there has been significant cuts in hours for part-time staff due to Covid-19. She mentioned that facilities are still open; however, with the loss of permits, most have been staffed with one person instead of the normal two or three.

Parks Superintendent Philip Lopez informed Commissioner Real that the Mayfair Park Storm Water Capture Project had not yet been affected by the Covid-19 mandates.

Chairperson Spaseff asked staff to extend his congratulations to Nadhia Flores for being selected as Employee of the Year. He shared that he was able attend the Arbor Day presentation at Del Valle Park and mentioned that the program was great and staff did a wonderful job. He mentioned that the program would be great for the seniors to see and recommended a performance be held at the Weingart Senior Center in the future.

Ms. Frost confirmed for Chairperson Spaseff that restrooms at Del Valle, Mae Boyar, Bolivar, and San Martin Parks were currently being renovated to make them ADA accessible. She noted that restroom renovations were almost complete at Mayfair and Biscailuz Parks.

REPORTS:

1. Volunteer Program Update

Assistant Director Kevin Bright noted a few important changes to the written report titled Volunteer Program Update. He reported that many of the events listed in the report, including Lakewood Volunteer Day, had been canceled due to Covid-19. The LYS Coaches Recognition Night was said to have been postponed to June 11.

The Commission received and filed the report.

2. The Centre Operations Annual Report

Mr. Bright informed the commission of important changes to the written report titled The Centre Operations Annual Report. He pointed out that many of the events listed in the written report had been canceled due to Covid-19. He asked for the commission's attention to the second page of the report; he noted that in prior years the total rent paid by the concessionaire was listed in the report and included both rent paid, based on facility rentals, and AV needs. Mr. Bright explained that technically the AV equipment and services paid for by clients went to a different department, so for 2019 the revenue for AV needs is no longer reflected in this report, as staff felt it was most important to demonstrate RCS revenues on that line.

The Commission received and filed the report.

3. Vandalism Annual Report

Mr. Bright highlighted important information from the written report titled Vandalism Annual Report. He pointed out that staff saw a rise of 12.4% from the prior year in terms of vandalism activity. He stated, anecdotally speaking, that 2019 was seemingly a year where Lakewood facilities were inundated by several graffiti incidents, more so than in years past and the numbers then bore that out. He pointed out that graffiti incidents in recent years had been very low and noted that the 44 incidents that occurred in 2019 was a more commensurate level of what is typically seen. He mentioned that Palms and Bloomfield Parks saw the most graffiti incidents in 2019, most likely due to gang and homeless activities.

The Commission received and filed the report.

4. RCS Part-time Staff Recruitment Annual Report

Mr. Bright provided updates to the written report titled RCS Part-time Staff Recruitment Annual Report. He noted that the assessment center, scheduled for the first week of April, would be canceled and instead staff would revert to the old system of conducting a brief face-to-face interview, with attention to social distancing.

Concerning sports program recruitment, Mr. Bright reported that with regards to the rules lecture, the on-field practical walk-thru and examination process, staff will provide multiple sessions of each in order to maintain proper social distancing.

Finally, concerning the aquatics program, Mr. Bright informed the commission that the in-water testing would also be modified from one single session with all candidates, to a series of in-water testing throughout an entire day in smaller groups.

Mr. Bright informed Commissioner Allen that Summer Orientation did not yet need to be postponed but staff would make a decision depending on the situation with Covid-19 as the date neared.

5. Activities and Maintenance Report No. 9

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

The Commission received and filed the report.

WRITTEN COMMUNICATIONS:

1. Letter to Employee of the Month – Vanessa Marquez – January 2020

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 in honor of Vice Chairperson Ben Delarosa and his 17 years of service to the Recreation and Community Services Commission at 6:34 p.m. to April 8, 2020 at 6 p.m. in the City Council Chambers.

Michelle Williams, Administrative Secretary
Recreation and Community Services Commission