



MINUTES  
Recreation and Community Services Commission  
Adjourned Regular Meeting  
June 10, 2020

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

PLEDGE OF ALLEGIANCE was led by Chairperson Ted Spaseff.

ADMINISTRATION OF OATH OF OFFICE: The Commission Secretary, Michelle Williams, administered the Oath of Office to newly appointed Commissioner Stacy Valdez.

ROLL CALL: PRESENT: Chairperson Ted Spaseff  
Commissioner Dave Allen  
Commissioner Winnie Heiss  
Commissioner Kirk Real  
Commissioner Stacy Valdez

APPROVAL OF MINUTES: A motion was made by Commissioner Kirk Real and seconded by Commissioner Dave Allen to approve the minutes from the meeting of March 11, 2020. Minutes were approved as submitted with Commissioner Stacy Valdez abstaining.

ANNOUNCEMENTS AND PRESENTATIONS:

Director Valarie Frost began her remarks by welcoming Commissioner Valdez to the Recreation & Community Services Commission. She then provided updates from a recent City Council Meeting sharing that City Council had adopted a two-year balanced budget for fiscal year 2021-2022. The budget will maintain full funding for Lakewood services across all program areas. City Council noted that the budget remains balanced in its focus and priorities with near equal spending on Recreation and Community Services, Public Works and Public Safety. Ms. Frost shared that the Council Meeting began with comments about the nationwide and local protests in wake of the death of George Floyd in Minneapolis. It was said that Mayor Todd Rogers expressed that Mr. Floyd's death in police custody shocked our collective consciousness as human beings and once again exposed racial disparities and injustices in our nation and communities. Nearly 40 residents attended said Council Meeting and 15 of them spoke highly of Lakewood as a community, but also recounted personal stories of experiencing racial discrimination either from neighbors or law enforcement. Lakewood City Council Members said they were eager to start the city's new community dialogue where residents will have the opportunity to be heard on ways to make life in Lakewood better for everyone. It was said that the initial emphasis would be on racial equality and community law enforcement relations.

Ms. Frost then provided an update for the commission regarding the COVID-19 pandemic. She reported that the total number of cases in LA County was 61,045, with 2,565 known deaths. There were 214 cases and six deaths ascribed to the Lakewood area. Ms. Frost noted that the number of cases both for Lakewood and for the county as a whole, were cumulative totals since the beginning of the crisis and none of the current numbers were active cases.

Ms. Frost informed the commission that several facility improvements were underway, including ADA restroom improvements. She mentioned that contractors were working on the rough plumbing and sewer at San Martin Park and Bolivar Park. Boyar and Del Valle Parks were said to be scheduled for a punch-walk and will likely have minor punch-list corrections. It was said that contractors were working on shop drawings and submittals for new automatic doors at the Civic Center. Concerning the Mayfair Storm Water Capture Project, Ms. Frost remarked that the rebar cages were reinstalled at the tennis courts for the tennis court lights. Concerning to the Lakewood Equestrian Center, city staff was said to be working on an RFP to issue to the Conservation Corps of Long Beach, to collaborate on the efforts to build a new hay barn structure. Next, it was mentioned that Public Works was working on the scope of work for a roller shade replacement project at The Centre. Staff will remove the existing blinds and install motorized and manual roller shades throughout The Centre.

Ms. Frost shared with the commission that the recreation catalog was available online. She added that this edition of the catalog was augmented with several virtual classes. She then reminded the Commission that on Thursday, June 11 staff would host the Summer Kick-off Zoom Meeting. She asked that the commission RSVP to their secretary if they plan on attending. It was said that staff had made videos on the on the aspects of their job that they missed most during the Safer at Home order. She noted that each video would be viewed during the Zoom meeting.

Next, Ms. Frost reported that City Hall would reopen to the public on Monday, June 15. To protect employees from the spread of COVID-19, all employees will participate in an informal symptoms check and screening, which will include having their temperature taken with a non-contact thermometer. She added that the public will do the same prior to entry into City Hall at a check-in station set up on the east side of the building near the east entrance. It was said that staff was working on stage three opening plans for aquatic facilities, summer camps, contract classes and senior programs. She shared that staff was hoping to get more information from the county soon. Lastly, she announced that complete opening of the city's senior centers, including congregate meals, facility rentals for large gatherings, and the opening of playgrounds and outdoor fitness equipment were being recommended in stage five based on the risk and high potential for financial constraints to operate and offer those amenities.

Lastly, Ms. Frost stated that city staff was arranging for three firework shows to be displayed in different parts of the city so that many residents can view a top-notch, professional and safe fireworks show from their front porch. The show will occur at the same time throughout the city on Friday, July 3 beginning at 8:30 p.m. For residents unable to view the fireworks from their location, City TV will broadcast live coverage of the firework shows as seen from the rooftop of The Centre. The coverage will include patriotic music played in the background. She noted that the location of the firework displays would be announced on Friday, June 26.

Commissioner Kirk Real shared that he had driven past Mayfair Park numerous times in the past weeks. He mentioned that he had observed the progress on the storm water capture project, and stated that work was progressing and looking good.

Chairperson Spaseff shared that he walks by the Homerun Dog Park on his daily walk and commented that the park looks nice and is very well maintained. He thanked the ERD staff for doing a great job maintaining the park. Lastly, he thanked all of the RCS staff for maintaining outstanding communications with the commission despite the chaos of dealing with a pandemic.

ROUTINE ITEMS: A motion was made by Commissioner Dave Allen and seconded by Commissioner Kirk Real to approve the following routine items in one motion without separate discussion.

- RI-1. LAKEWOOD YOUTH SPORTS PROGRAMS ANNUAL REPORT – Staff recommends the commission approve the report on Lakewood Youth Sports Programs.
- RI-2. DEPARTMENT MARKETING ANNUAL REVIEW – Staff recommends the commission approve the report on the department marketing program.
- RI-3. PARK MAINTENANCE SPRING/SUMMER REPORT – Staff recommends the commission approve the report on park maintenance activity for spring/summer.
- RI-4. HUMAN SERVICES AGENCY REPORT – Staff recommends the commission approve the report on human service agencies.
- RI-5. SUMMER PROGRAMS AND CATALOG PREVIEW – Staff recommends the commission approve the report on summer programs and catalog preview.
- RI-6. CAPITAL IMPROVEMENT PROJECTS AT RECREATION FACILITIES – Staff recommends the commission approve the report on capital improvement projects at recreation facilities.

REPORTS:

1. **Commission FY 20-21 Work Calendar Adoption**

The Commission reviewed the FY20-21 Work Calendar and had no questions or comments.

Mr. Bright recommended that the commission adopt the FY 2019-2020 Recreation Commission Work Calendar as proposed. The secretary took roll and with a unanimous vote, the work calendar was adopted.

The commission received and filed the report.

2. **DASH Transit Annual Report**

Community Services Supervisor Janet Mondragon highlighted important details as noted in the written report. She informed the commission that a database review was performed beginning the year prior, and enabled staff to identify clients who no longer live in the service area or who no longer need DASH services. She explained that the extensive review provided a realistic number of active users in the database and offers staff pertinent information needed to better serve clients who may need extra time or care in transporting, due to changes in mobility. She pointed out that the reduction in clients detailed in Exhibit

A in the written report was due to the database review. It was said that the demand for DASH service had significantly decreased since March as DASH clients fall into the vulnerable population category and as such, they have largely been staying at home.

Ms. Mondragon shared that due to changes in staffing, three new DASH drivers were hired, however, due to the global pandemic their start date was delayed. She mentioned that staff plans to hire an additional three drivers after the new fiscal year. It was said that basic training would be provided to all new hires including training to obtain a commercial Class B license.

Ms. Mondragon expressed that the biggest challenge of the year has been the COVID-19 pandemic, which has affected the department in several different ways. DASH modified its service parameters in March and began expanding service hours to accommodate requests from Lakewood's vulnerable population to take advantage of area grocery stores offering early morning shopping hours for seniors. Staff began delivering meals from the Human Services Association to individual homes of DASH clients.

Following directions from the Governor's office, the Centers for Disease Control and Prevention and the Los Angeles County Department of Health Department in order to limit the spread of COVID-19 and protect employees and the public, Ms. Mondragon reported that DASH had increased cleaning routines, implemented physical distancing measures, and instituted regular wearing of personal protective equipment. In order to maintain physical distancing standards, Ms. Mondragon stated that DASH buses are limited in capacity with four passengers spaced throughout buses, and vans limited to one passenger per trip. There is also modified protocol for securing wheelchairs and limiting face-to-face contact between driver and passenger.

Ms. Mondragon added that the DASH fleet of vehicles would have protective barriers installed in both buses and vans to separate drivers from passengers and add another layer of protection in the attempt to mitigate the spread of COVID-19. She pointed out that Exhibit A shows the decrease in annual round trips, operational days, and annual miles due to the pandemic. Several travel trips that were cancelled due to the pandemic were listed as noted in the written report.

Ms. Mondragon explained to Commissioner Allen that Long Beach Dial-A-Ride, which is supplemented by the City of Lakewood, provides additional transportation to eligible Lakewood residents. She informed him that Lakewood staff does not assist in coordinating those rides; however, it is available to Lakewood residents who need to travel to Long Beach for reasons other than medical appointments. She explained that Long Beach Dial-A-Ride was not funded by Prop A nor Prop C, but was in fact mandated since Long Beach has a transportation system, they are required to have a complimentary paratransit service.

Commissioner Winnie Heiss thanked Janet for doing a marvelous job in managing DASH transportation services. She shared that every DASH driver she has encountered has been delightful and thanked the city for providing the service.

The Commission received and filed the report.

**3. Landscape & Turf Maintenance Annual Report**

Environmental Resources Division Supervisor Mike McDade reported on the turf and landscape maintenance program. Mr. McDade reported that due to COVID-19 the Environmental Resources Division has had to make hard choices and tough decisions. Landscape Maintenance has relocated part-time staff to the parks department to complete detail cleaning and disinfecting of offices, playgrounds and shelters. He explained that full-time staff were split into two work schedules which resulted in less staff to available to complete required tasks.

Mr. McDade then highlighted projects that landscape and irrigation maintenance staff had completed earlier in the year as noted in the written report. Projects were said to include, installing a drought tolerant theme on Woodruff Avenue at Centralia Street and Del Amo Blvd. at Studebaker Road; converting an aged potable water system to recycled; removing and replacing turf, within 100 feet from the well site, with decomposed granite, boulders, and an agave plant; and renovating two parkways located on Clark Avenue at the northern border of Lakewood and Bellflower. It was said that landscape maintenance staff followed the recent theme of decomposed granite, boulders, and drought tolerant plant material.

Concerning turf maintenance, Mr. McDade reported that during the year, nearly 77,000 square feet or just over 1 1/2 acres of turf, trees and irrigation lines were removed from Paramount Boulevard panels between Carson Street and Del Amo Boulevard as part of a major capital improvement project. He mentioned that the panels received fresh new landscape including California native plants, dripline irrigation, and cobble stone. Bioswales to capture storm water runoff were also said to have been included in the design. Mr. McDade informed the commission that ERD had assumed responsibility for maintenance of the panels.

Commissioner Real commented stating that he drove down Paramount Blvd. and shared that the landscape looks terrific. He thanked ERD staff for their hard work.

The Commission received and filed the report.

**4. Activities and Maintenance Report No. 12**

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

The Commission received and filed the report.

WRITTEN COMMUNICATIONS:

None.

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 of the Recreation and Community Services Commission at 6:49 p.m. to July 8, 2020 at 6 p.m. in the City Council Chambers.

Michelle Williams, Administrative Secretary  
Recreation and Community Services Commission