



MINUTES
Recreation and Community Services Commission
Adjourned Regular Meeting
June 13, 2018

MEETING WAS CALLED TO ORDER at 6:00 p.m. by Chairperson Kirk Real

PLEDGE OF ALLEGIANCE was led by Commissioner Ben Delarosa

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

APPROVAL OF MINUTES: A motion was made by Vice Chairperson Dave Allen and seconded by Commissioner Ben Delarosa to approve the minutes from the meeting of May 9, 2018. The motion was carried by unanimous roll call vote with Chairperson Kirk Real abstaining.

ANNOUNCEMENTS AND PRESENTATIONS:

Director Valarie Frost began by thanking the Commissioners. She introduced Nadhia Flores, the Acting Secretary, and Michelle Williams, who was in the audience and part of the support clerical staff for the Recreation and Community Services Department. Director Frost continued by discussing the Summer Orientation and Training and thanked the Commissioners for attending.

She began the evening's announcements with a recap of the previous night's City Council Meeting. The primary focus of the meeting was the approval of the FY19 and FY20 budgets. The City Manager and Director of Administrative Services provided the Council with a joint presentation. The Council was informed that due to the stagnant revenues and increasing expenses, the budget development process identified a structural deficit.

The Recreation and Community Services Department worked tirelessly to narrow the deficit. Two full-time vacancies will remain vacant in the next two fiscal years. The part-time workforce was reduced by two Maintenance Trainees and four Custodial Aides. In addition, the department reduced its capital equipment replacement request and opted to wait for new tables, chairs and EZ Up canopies. To provide further savings, the department will not incur travel expenses for the California Park and Recreation Society training scheduled in Sacramento next March. The department will continue to identify efficiencies in both operating and personnel expenses.

Director Frost continued with personnel updates. Selection interviews for the position of Community Services Supervisor were held on Tuesday and had two vacancies to fill. Kelly Garnetti was selected for one of the positions. Kelly's position as the department's Administrative Assistant I, will not be filled. Assignments have been distributed amongst staff, and department management is looking to augment an internship program. First-round interviews for the Administrative Secretary position are scheduled for the following day. With the position being filled by July.

Lastly, the announcements ended with Director Frost assuring the Commissioners that with all the changes in the budget development and changes in personnel assignment the workforce is capable, intelligent, and trustworthy. Staff will work together to weather the storm and get through this unfamiliar time.

Assistant Director Kevin Bright began his communications and announcements with updates on programs and events, specifically within the program division of the Recreation Department. The Civic Center Block Party Taste of Lakewood presale ticket sales began June 11 at Angelo Iacoboni and Nye Library. Tickets were \$10 for a book of ten tickets. Second, the Senior Health Fair hosted at the Weingart Senior Center is scheduled for Friday, June 15 10:00 a.m. – 12:00 p.m. The fair will include screening such as derma scan, bone density and glucose testing and opportunities for back massages. A healthy lunch of hamburger patties, potato salad, and fruit are available with a suggested minimal donation to HSA.

Annual LYS Opening day is scheduled for Saturday, June 16 at Mayfair Park Lisa Fernandez Field. A kickoff event with a parade of participants at 10:00 a.m. will begin the opening ceremony with remarks from the Assistant Director, the Mayor and Speaker Anthony Rendon. Kids will then get to explore the Community Safety Expo and the inflatables attractions. The season kicks off with games on Monday, June 18.

Mr. Bright continued his announcements with The Concerts in the Parks. The first concert is scheduled for Thursday, June 21, 2018. The first band is a 90's tribute band 90s210. They have performed in the past as Knyght Ryder as a 80s tribute band. Finally, Special Olympics US Games Softball team is heading up to Seattle on June 30. Planning has begun with a kickoff event at Glory Days. Invitations will be sent out later in the week. This concluded the Assistant Director's report.

Philip Lopez, Superintendent of the Parks, finalized the remarks covering the major projects at the parks. Bolivar Park had a grand opening with a photo op and an opportunity to thank everyone involved. The turf still needs a little more growth so it is a waiting game at this point. Three brand new shelters were installed but are blocked off. The public is waiting to get access to them but we have to wait for the new turf to come in. In a couple weeks, they are hoping it will be available to the public.

Mayfair Park center section of the park is fenced off. Tennis courts and the turf from the center has been removed. The infield mix for one of the baseball diamonds was repurposed in the other diamonds. A couple problems with irrigations and lighting. Some rerouting had to be done of the water lines. Lastly, Burns first phase of the project is almost complete. The rear portion of the facility is almost complete. The elevator will be installed in the next couple of weeks. The rear end of the facility will be reopened and the front end will be closed off for the completion of the project. New air conditioning units and landscaping are also expected.

REPORTS:

1. FY 2018-19 Recreation Work Calendar Adoption

Assistant Director, Kevin Bright, presented the Commission the FY 2018-2019 Recreation Commission Work Calendar. The department staff along with the Assistant Director reviewed the calendar and made some changes. Along with adding new additional reports to the Work Calendar. These new reports were added by management and suggestions made by the Commission throughout the year. To give the Commissioners a more comprehensive view.

The first of the new reports will be in November 2018, the Incident and Injury Annual Report, regarding the department's incidents and injuries. In March 2019, RCS Part-time Staff Recruitment Annual Report was added the commission will have an opportunity to see how the department recruits for its summer time staff. In particular, recruiting for its pools, sports program and recreation staff.

The department has a unique hiring process through a group assessment center. In April 2019, the Department Marketing Annual Review how the department is marketing its programs. To optimize visibility and attendance. Finally, in May 2019 Playground Inventory Review. Playgrounds are one of the most significant amenities. Allowing the department staff and commission to see what is happening in the playgrounds. Additionally, any possible capital improvements.

On the ERD side, the original Park Maintenance Report has been split. This annual report will be split and will give the Commission two opportunities a year to review the park maintenance. In October, there will be the Fall/Winter Park Maintenance Report. In April, Spring/Summer Park Maintenance Report. This finalized the Assistant Director's formal report.

Vice Chairperson Allen inquired of the July all-hands meeting as the most informative and he was enthusiastic to see if it would reoccur. The department staff is working on a creative and again all-hands meeting on July 11. The Assistant Director promised an informative and entertaining meeting.

Commissioner Delarosa inquired about the Incidents and Injury Report. Clarification of what would be included in the report itself, specifically the Concussion Protocol. Assistant Director clarified that it would include a summary of all incidents and injuries for the course of the year. Incidents could be an altercation outside of LYS. The commissioner also inquired about the Facility Rentals Report. This report was originally presented in November but has been moved to December. The Assistant Director reassured that both reports are heavily latent on the written portion not as much as the oral presentations.

Commission Spaseff questioned if any of the meetings are dark would it be possible to roll over the reports to the following meeting. The Director said it would be to the discretion of the Commission. Chairperson Real asked adopt the Work Calendar. The acting 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

Supervisor Janet Mondragon presented the Commission with the DASH Annual Report. Ms. Mondragon informed the Commission on the steady increase in registered participants. There were over 100 registered throughout the year with an additional 10 that she registered that same day. There has been a steady increase in the ridership to the Weingart Senior Center. Specifically, the Chair Exercise classes which are held on Tuesdays and Thursdays. Resulting in now having to use two buses to make sure all the participants arrive on time. The report included a video presentation from City TV who highlighted a special report on the DASH program. The Commissioners were able to see first-hand how the DASH program works.

In regards, to the hiring program for DASH four new drives joined the staff. They were trained and were able to obtain a Commercial Class license. Five more of the current drivers were trained to setup the Resource Command Vehicle. The RCV is used for special events and can be used for any actual emergency events. Additionally, two new buses were purchased to replace some of the older buses. Ms. Mondragon is hoping to purchase a couple more buses in the upcoming year using the the Prop A funds. This would complete the replacement of all older high mileage buses.

Lastly, Ms. Mondragon reported on the Recreational Travel Program. This very popular program with residents and non-residents. They had a trip to Paramount Studios and Harlem Globe Trotters exhibition game. In addition, the Yulefest trip during the month of December included parades and

other holiday season goodies. Trips included live performances from Pentatonix at the Hollywood Bowl and Jersey Boys performance at the Ahmanson Theatre.

Commissioner Heiss commented on how the program has grown over the years. If it were not for DASH people would not have the transportation they need to get around and keeping healthy. Commissioner Spaseff echoed how proud he was the DASH program, allowing its drivers to obtain it's the appropriate training.

Chairperson Real commented about the Travel Program. As a consumer, he was able to attend two of the trips. The Paramount Studios and Getty Villa which he was deeply fond of. Most importantly, the convenience of getting picked up from the Burns Center and not having to deal with the traffic to all the different destinations.

The Commission received and filed the report.

3. Landscape & Turf Maintenance Annual Report

ERD Supervisor, Mike McDade, reported on the turf and landscape maintenance program. This year saw quite a few landscape projects that were started and completed. The section on Lakewood Blvd and South Street plant materials were matched to was planted the previous year. This year rocks were incorporated to prevent theft. Newer plants will also be added when the stalks of the older plants come out, as that is a sign that the plants are dying and ready for replacement.

Ocana well-site was a combined project between ERD and Water Resources. They assisted by pouring the concrete. The neighbor to the north of the site was concerned with the landscape project and the fence that was installed last year. The department made an effort to get in contact with the neighbor before the start of the current landscape project. The result was the resident was happy with the project. Flowerbeds and plants received drip irrigation that is very efficient using minimal water.

Another well-site project was on Palo Verde Avenue with the assistance of Water Resources. Mr. McDade commented that a video would help depict a better view of the projects. They incorporated and purchased 50 tons of crush rock with Water Resources funds. The neighbor had a similar crush rock in his driveway. New backflow was installed in the back creek. Still to come is the east side of the street which will be completed this fiscal year. Plant materials will match both sides of the street.

Mayfair Pool, several applications were used to kill off the grass. Then mowing to have it ready for summer. Extensive changing to the irrigation systems. Some conversions were done to the existing hydraulics system to electrical. This is a more effective system with a better response time. A visual of the new pieces of equipment purchased was displayed for the Commission.

Commissioner Spaseff commented that it would be good idea to use City TV for a video demonstration. Therefore, people can see all the work it takes to keep the parks and our streets clean.

Chairperson Real inquired about a report on Lakewood Connected. Specifically, the theft of a piece of water equipment. Residents saw first-hand one of these incidents. Currently, Fathom group is replacing the water meters so residents assumed it was a worker not an actual theft. Mr. McDade has contacted other cities who have reported they were also been effected. The equipment being stolen is a backflow device and is all made of brass. The Director informed the Commission that Sheriffs are aware of the situation and a detective is working on the incidents. They want residents to be vigilant which is why a report was published in Lakewood Connect.

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 2018.

The Commission received and filed the report.

WRITTEN COMMUNICATIONS:

1. Letter to Part-Time Employee of the Month, Daisy Ignacio for the month of April 2018.

ORAL COMMUNICATIONS:

None.

ADJOURNMENT:

There being no further business brought before the Recreation and Community Services Commission, Chairperson Kirk Real adjourned the meeting at 7:09 p.m. to July 11, 2018, at 6:00 p.m. in the City Council Chambers.

Nadhia Flores, Acting Secretary
Recreation and Community Services Commission