



MINUTES  
Recreation and Community Services Commission  
Adjourned Regular Meeting  
December 12, 2018

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MEETING WAS CALLED TO ORDER at 6:00 p.m. by Chairperson Dave Allen.

PLEDGE OF ALLEGIANCE was led by Commissioner Delarosa.

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

ABSENT: Commissioner Winnie Heiss

APPROVAL OF MINUTES: Meeting of November 14, 2018. A motion was made by Commissioner Kirk Real and seconded by Commissioner Ted Spaseff. Minutes were approved as submitted with Commissioner Ben Delarosa abstaining.

ANNOUNCEMENTS AND PRESENTATIONS:

Assistant Director Kevin Bright provided information regarding programming and upcoming events. On Monday, December 3, the Project Shepherd warehouse was said to be in full swing at the Lakewood Youth Center with 246 volunteers donating 443 hours of time to date. Distribution will begin on Thursday, December 13, and continue through Saturday, December 15. Also, on Saturday, December 15, the Lakewood Rotary Club will be delivering food to residents of the Candlewood Park Apartments and Whispering Fountains Apartments and individual drivers will be making other home deliveries. The Teddy Bear Tree toy distribution room was said to be fully stocked and all youth will again be receiving gifts according to their lists, as the community continues to show its generosity. It was reported that 298 families were currently signed up for the 2018 Project Shepherd Holiday Assistance Program.

Mr. Bright went on to announce that on Tuesday, December 4, Community Services Manager, Chuck Martucci, along with David Ashman, the Area E Disaster Management Area Coordinator, led city staff in a simulated emergency exercise. The exercise brought together 53 staff from various city departments. A detailed simulation was developed and included two modules for staff to tackle. The emergency incident was said to have simulated a 7.0 earthquake along the San Andreas Fault, affecting most of the greater Los Angeles County area. Module one allowed staff to deal with issues arising 24 hours following the incident, while module two had staff troubleshoot issues arising 72 hours following the incident. The goal of the exercise was to identify gaps within staff's current knowledge. While there were some areas with room for improvement, Mr. Bright reported that overall, our EOC operated very well and met most of the goals and objectives of the assignment. Mr. Bright commended Mr. Martucci for putting together such a fantastic and beneficial exercise.

Mr. Bright then provided information regarding modified hours at parks and community centers during the holidays. On Monday, December 24, all parks will be closed for the Christmas Eve holiday. The Burns Community Center and the Weingart Senior Center will remain open, however, the senior center will close at 3:30 p.m. and no lunch service will be provided. On Christmas day, Tuesday, December 25, all facilities will be closed. On Monday, December 31, parks will be open with an abbreviated schedule from noon until 3 p.m. The Burns Community Center and the Weingart Senior Center will be open, with the senior center once again closing at 3:30 p.m. The congregate meal program will be served at the senior center on the 31<sup>st</sup>. On New Year's Day, Tuesday, January 1, parks will be open until 5 p.m. and the Burns Community Center and the Weingart Senior Center will both be closed. Mr. Bright reported that on all non-holiday weekdays throughout the holiday vacation period, parks will be open from noon until 5 p.m until children return to school on Monday, January 7. DASH operations were said to be closed on Christmas Eve and Christmas Day. Service will operate until 3 p.m. on New Year's Eve and will again be closed on New Years Day.

Parks Superintendent Philip Lopez provided an update on Rynerson Park. The installation of the new sewer line has been completed and the new restroom facilities were installed. The two picnic shelters located on the southern portion of the park were demolished and all materials have been hauled away. Mr. Lopez reported that at a recent council meeting it was decided that the shelters would not be replaced; a concrete slab suitable for commercial picnic tables and barbecue grills would instead be installed just north of the remaining picnic shelter nearest the playground.

Director Valarie Frost provided a few important highlights from recent City Council meetings. On Tuesday, November 27, at a scheduled Council Study Session, the 2019 Civic Center Block Party was canceled, resulting from the extraordinary costs to produce the event and the city's existing structural deficit. Staff have been instructed to investigate the cost and feasibility of offering a fireworks display in 2020. Staff was said to be currently undertaking that exercise. At the same meeting, the Council was updated as to the cost of construction to replace the two aged picnic shelters at Rynerson Park. Ms. Frost reported that at this time, the city does not have the financial resources to replace both shelters. In the interim, a concrete slab suitable for commercial picnic tables and barbecue grills will be installed just north of the remaining picnic shelter nearest the playground.

Ms. Frost announced that the second of four Budget Advisory Group meetings was held on Tuesday, December 4. The group was reminded of the City's existing structural deficit and was educated on the Lakewood Way, the tangible and intangible things for which residents and staff hold in high regard.

Next, she reported that a recent City Council meeting the equestrian center lease was extended through September 30, 2019. It was said that in January, staff would begin the exercise of developing a Request for Proposal to solicit for a qualified equestrian center operator. The process, which includes soliciting and selecting an operator and the potential need for a transition period between the current and a new operator, is calendared for a nine month period. As a result, staff was proactive in extending the existing agreement with Sandie Mercer Stables from June 30 to September 30, 2019.

Ms. Frost noted that Lakewood City Hall would be closed beginning on Monday, December 24, through Friday, December 28, and then again on Tuesday, January 1. A small crew of staff was said to be scheduled to work at City Hall on Monday, December 31.

Another point of reference noted by Ms. Frost was the separation of Matthew Perea, Community Services Supervisor. Matthew had been assigned to oversee operations at Bolivar and Biscailuz Parks, as well as McCormick and Mayfair Pools. Interviews were said to have been recently conducted to fill the vacancy with the intention of having someone in place mid-January.

Ms. Frost concluded her report by providing the Commission with some celebratory news. She reported that at the recent American Public Works Association Banquet, the City of Lakewood was recognized with awards for the Burns Community Center Renovation Project as well as the Bolivar Park Storm Water Capture Project. Council Member Diane Dubois, City Manager Thaddeus McCormack and Public Works Director Lisa Rapp were said to have been present to accept the award on behalf of the city.

Commissioner Kirk Real shared that he recently attended the Senior Holiday Luncheon. He said that it was highly attended as usual and that Chairperson Dave Allen did a fantastic job as the Master of Ceremonies for the event. He then shared that he recently had the opportunity to attend Lakewood Celebrates, stating that the event was very nice and that he very much appreciated the opportunity to attend.

Vice Chairperson Ted Spaseff echoed Commissioner Real's sentiments about the Senior Holiday Luncheon stating that it was a great event and Chairperson Dave Allen did an outstanding job. He shared that his heart was warmed when he overheard an attendee at the event mention how grateful she was to have a hot meal during the holidays. He mentioned that he recently attended the tree lighting ceremony and said that it was an excellent event and he really enjoyed the new set up.

Chairperson Dave Allen said the Senior Holiday Luncheon is always a great time. He commended Community Services Supervisor, Sabrina Junkin, on a job well done.

Ms. Frost then clarified for Commissioner Ben Delarosa that there was not a role for the commission in the Area E Disaster Management Plan other than registering as a CERT volunteer. Commissioner Delarosa inquired as to how the drought tolerant plants held up in the recent rain. Mr. Lopez informed Commissioner Delarosa that the synthetic turf was on a drainage system and assured him that there were no major issues caused by the rain.

## 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 audio visual 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 for play.

Mr. Bauman reported that in fiscal year 2016-2017, \$260,374.25 was accepted for reservations, while in fiscal year 2017-2018, \$249,697.00 was received for a 4% decrease. Rentals for athletic fields were said to have remained almost static with revenues of \$19,230 in FY 2016-2017 and \$19,855 in FY 2017-2018. Mr. Bauman pointed out that while there was a small decrease in room rental revenue, it should be noted that Monte Verde was unavailable for rentals due to renovation work from November 2017 through March 2018. It was said that the same timeframe in FY 2016-2017 resulted in approximately \$16,000 in revenue.

Mr. Bauman reported that in 2019, there will be a change in facility rentals; an agreement to allow the longtime caterer at The Centre, Thank Goodness It's Sofia (TGIS) to begin catering events at Monte Verde Park. Events, including outdoor weddings, would now have the opportunity to be provided a first-class catered experience, with an all-in-one booking opportunity at Monte Verde. Bookings through TGIS will now be accepted up to 18 months in advance, which will allow many bridal parties ample time to plan for their event. The agreement will generate moderate income for the city and provide more opportunities for residents to arrange professionally catered events at one of Lakewood's most attractive and popular facilities. Because TGIS has a liquor license and has demonstrated over many years at The Centre that the organization is very responsible in catering events with alcoholic beverages, TGIS will be allowed to provide alcoholic beverages at events at Monte Verde Park.

Additionally, with the completion of the Burns Community Center renovation, the Activity Room will be added to the current slate of available rentals. Mr. Bauman noted that with a room capacity of 125, it is anticipated that this new addition will be a popular alternative for various permit types. He mentioned that rental fees for Burns would fall in the same category as Boyar, Monte Verde and Mayfair Parks at \$35/hour for residents and \$72/hour for non-residents.

Ms. Frost clarified for Vice Chairperson Spaseff that TGIS would pay the city 20% per reservation made at Monte Verde Park. She mentioned that amount would in fact outperform the standard rental rate.

Commissioner Kirk Real pointed out the tremendous discrepancy between the Mayfair and McCormick Pool revenue. He inquired as to whether or not staff had any marketing plans in place to help promote the use of the McCormick Pool. Mr. Bright informed him of the

significant marketing push recently made by Community Services Manager Nicole Duran to help promote the McCormick Pool and mentioned that some of those numbers would be represented in next year's Facility Rentals Annual Report. He then shared that staff saw immediate results with regard to recreation swim opportunities as well as swimming lessons at McCormick Pool following the reopening of Bolivar Park after the completion of the storm water capture project. It was reported that by the end of the summer, McCormick Pool was in fact outperforming Mayfair Pool in terms of recreation swim numbers.

Mr. Bright confirmed for Vice Chairperson Spaseff that the rental rates were the same for both Mayfair and McCormick Pool. He then inquired as to whether staff had any thoughts of creating a pool pavilion at Bolivar Park similar to the one at Mayfair. Mr. Bright informed him that unfortunately capital funds remain unavailable for low priority projects such as that.

Ms. Frost informed Chairperson Allen that Nifty After Fifty had not in fact vacated the Burns Community Center just yet. It was said that they would vacate on Monday, December 31.

The Commission received and filed the report.

## **2. Holiday Programs Preview**

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 Newport Beach Christmas Boat Parade, 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 school vacation period. Supervised activities at city parks begin on Saturday, December 22, with a visit from Santa Claus at each Lakewood park, and then the programs fully get underway on Wednesday, December 26, when all Lakewood schools are out for the winter break. Highlights were said to 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 noon until 5 p.m. during the break period, but will be closed on Monday, December 24 and Tuesday, December 25, in recognition of the Christmas holiday. On New Year's Eve, parks will see an abbreviated schedule of 12 noon to 3 pm.

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 2018 and a listing of upcoming activities for January 2019.

WRITTEN COMMUNICATIONS:

1. Letter to Employee of the Month, Matt Munoz – September 2018.

ORAL COMMUNICATIONS:

None.

ADJOURNMENT:

There being no further business to be brought before the Recreation and Community Services Commission, Chairperson Dave Allen adjourned the meeting at 6:50 p.m. to January 9, 2019 at 6 p.m. in the City Council Chambers.

Michelle Williams, Administrative Secretary  
Recreation and Community Services Commission