



MINUTES
Recreation and Community Services Commission
Adjourned Regular Meeting
November 13, 2019

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

PLEDGE OF ALLEGIANCE was led by Commissioner Kirk Real.

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

ABSENT: Vice Chairperson Ben Delarosa

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 October 9, 2019. The motion was approved with Commissioner Winnie Heiss abstaining.

ANNOUNCEMENTS AND PRESENTATIONS:

Director Valarie Frost began her remarks by thanking the commission for their attendance at the annual Halloween carnivals. In addition, she thanked Chairperson Spaseff and Commissioner Allen for their attendance at the Long Beach City College Alumni Hall of Fame Induction Ceremony where Community Services Manager Chuck Martucci was inducted. Lastly, she thanked Chairperson Spaseff for his attendance at a recent council meeting.

Next, Ms. Frost enlightened the commission with information from the Park Development Committee Meeting held on Tuesday, October 29. It was said that six reports were presented at the meeting: Review of Prospective Tenant for Burns Community Center, Older Adult Volunteer of the Year Nomination Process, Lakewood Youth Sports Coach's Recognition Program, On Site Cooking for Private Rentals at Recreation Facilities, Facility Rental Insurance – Community Rooms, and TGIS Catered Events at Monte Verde Park. Ms. Frost reported that three of the reports were receive and file reports with no required action from the committee. For the remaining three reports, staff was given the following direction: draft a lease agreement with Refresh Youth Center to occupy just over 300 sq. ft. of space at the Burns Community Center, include non-residents in the Older Adult Volunteer of the Year award program, extend the coach's recognition program to include assistant coaches commensurate to head coaches and to review coaches currently volunteering in the program to identify service milestones—but no lookback to volunteers whom are no longer active

Ms. Frost concluded her announcements by informing the commission that the annual tree lighting ceremony was set to take place on Friday, December 6 in front of the Centre, and the Lakewood Celebrates holiday event, where the Project Shepherd program is recognized, will be on Tuesday, December 10 in the Weingart Ballroom.

Assistant Director Kevin Bright provided information regarding programming during the Thanksgiving holiday. Mr. Bright reported that that parks and community centers would have adjusted schedules and noted that all facilities were scheduled to be closed Thanksgiving Day, with parks set to reopen at noon on Friday, November 29. He added that the Weingart Senior Center and the Burns Community Center would be closed for the entirety of the weekend and that DASH would not be in operation.

Next, Mr. Bright reported on recent and upcoming events. He announced that on Monday, November 4, Project Shepherd began accepting registrations at Palms Park and the Burns Community Center. It was said that 128 families have registered to date for the holiday assistance program, which is up from the prior year's 103 registrations. On Saturday, November 9, the Turkey Tournament supporting Project Shepherd took place at San Martin Park. The softball tournament was said to bring together community for fun and competition, all in the name of a good cause. Eight teams competed fiercely and ten backstop sponsor signs were purchased for \$100 each. Net proceeds totaled to more than \$3,626, which was said to be an all-time high for the tournament. Mr. Bright noted that more money was expected to be raised as a result of staff heading out into the community to seek new sponsors. It was said that Pieology would be donating 20% of their lunch sales to Project Shepherd. Flyers were provided to the commission to present when placing their orders. The Project Shepherd warehouse was said to be opening at the Youth Center on Tuesday, December 3 with volunteers beginning service on Wednesday, December 4. Mr. Bright noted that the online program, "SignUp.com" continues to be a convenient way for volunteers to sign up, while minimizing staff time in seeking help for the program. Finally, it was said that food distribution would take place on Friday, December 13 and Saturday, December 14. Volunteers will hand out 60 turkeys, 25 scooters and hundreds of toys, which are sure to bring hundreds of smiles.

Lastly, Mr. Bright announced that the annual Senior Holiday Luncheon would take place on Monday, December 2 from 11 a.m. to 12:30 p.m. in the Weingart Ballroom at The Centre. The commission was asked to inform their secretary if interested in attending.

Parks Superintendent Philip Lopez provided updates regarding two ongoing projects, field one at Mayfair Park and the Paramount Boulevard project. With regards to field one at Mayfair Park, he reported that the turf in the outfield and near the first base dugout had been removed in preparation for the installation of new turf, and trenching for a new irrigation system. It was said that the original design for the irrigation system had moved south toward the ball diamond and would now be isolated to the field. Mr. Lopez informed the commission that the project was funded entirely using money from the grant received from the contractor. The grant was said to have been provided to the city because of the impact the construction has had on the field's irrigation system. Concerning the project on Paramount Blvd., Mr. Lopez reported that the project was coming along well. He noted that the majority of the project was complete, with the exception of a few remaining tasks on both sides of the street. The commission was informed that the medians along Paramount Blvd. were designed to be inverted so that runoff water coming from the street will go into the median where it will be captured and reused to water the plant material. Within the planters, six

water capture drains were installed and extend around 50 feet deep to help capture the water and percolate it back into the water system.

Mr. Lopez confirmed for Commissioner Allen that the foliage along Paramount Blvd. would only grow to be a few feet tall in order to maintain visibility.

Chairperson Spaseff commended staff for a job well done with the Lakewood Education Foundation Golf Tournament. He thanked the commission for their donations towards a tee sign. He shared that he had attended the Senior Health and Benefit Information Fair and said it was a great event. He also attended the Long Beach City College Alumni Hall of Fame induction ceremony where Community Services Manager Chuck Martucci was inducted. He said it was a very nice event and Mr. Martucci gave a wonderful speech. He congratulated staff for a job well done with the annual Halloween carnivals and shared that he also had the chance to attend the Emergency Health Fair.

Commissioner Kirk Real expressed his delight in seeing how staff managed to adapt the Halloween carnival at Mayfair Park around the storm water capture project. He commended Community Services Manager Nicole Duran and Community Services Supervisor Irving Montenegro, Jr. for pulling off successful and well-organized event.

REPORTS:

1. Aquatics Program Annual Report

Community Services Manager Nicole Duran displayed slides and highlighted the various aquatics programs and events that took place in the past year, as noted in the written report. On Saturday, April 13 in-water testing was conducted for all returning aquatics staff. Testing was said to consist of activities designed to reevaluate the swimming abilities and techniques of returning lifeguards, such as the Cooper swim 12-minute swim test, manikin and brick retrieval, and a brick tread. All staff were successful in completing the tests. Immediately following the in-water testing, it was said that returning staff joined the new hire candidates, who also participated in the in-water testing, for a group presentation and a two-question interview. Of the 22 candidates, 15 were selected to continue in the process and were invited to attend a lifeguarding instructor school and instructed to obtain the water safety instructor certification. Eleven candidates were successful in meeting both requirements and were offered positions as lifeguard and swim instructors. The candidates were required to attend several extensive trainings that were continued bi-weekly throughout the summer months. Required trainings included a four-hour in-service designed to cover city and department policies as well as instructions regarding concussion protocol and mandated reporting policy procedures, lifeguard techniques, in-water rescues, and swim lesson curriculum.

Ms. Duran reported that a total of 81 participants registered for the pre-summer swim session offered at Mayfair Pool from May 28 to June 7. Regular season lessons began on Saturday, June 15 at both Mayfair and McCormick Pools and ran through Friday, August 23. Sessions were available on weekdays in the mornings and in the evenings at both facilities. Additionally, McCormick Pool offered Saturday lessons, which also included private lessons.

Post-summer private lessons were available from September 3 to October 1 at Mayfair Pool. It was noted that 37 reservations were booked out of the 42 available.

Next, it was reported that the Junior Lifeguard Program had another successful season with a total of 57 participants. From June 17 to August 9, junior lifeguards were provided with instruction on basic water rescue and water safety. A CPR and first aid certification course was offered and attended by the 11 participants who received their American Red Cross certification award. Junior lifeguards also enjoyed excursions at Bolsa Chica State Beach and Raging Waters as part of the registration fee. Ms. Duran reported that both excursions were well attended and feedback from staff and participants were overwhelmingly positive. The ninth annual Junior Lifeguard Swim Meet was said to have taken place on Saturday, July 20. McCormick Pool and Mayfair Pool's junior lifeguards competed to secure bragging rights for the summer. Special events continued to thrive throughout the summer with both pools offering a series of Friday night themed events for Lakewood residents and non-residents.

Ms. Duran reported that revenues had increased in 2019 by over \$9,000 with the most noticeable increases occurring in Swim Lesson and Water Aerobics registrations. There were decreases in the registration for the Junior Lifeguard Program and attendance for recreation swim at both facilities.

Lastly, it was reported that in 2019, online personnel scheduling was implemented for the aquatics staff. Discussion to adopt the When to Work online platform was initiated shortly after the 2018 aquatics season and proved to be a significant benefit to the staff. The When to Work web-based program allowed for more efficient scheduling and access for part-time staff. Additionally, since the implementation of paid sick leave in 2015 by the state legislature, covering shifts for employees calling off for health reasons has proved challenging for management. This program streamlined the process for filling shifts.

Commissioner Kirk Real inquired as to why dollar revenue for pool rentals at both pools had such a significant increase. Ms. Duran informed him that the increase was most likely because the aquatics season started later than usual the prior year and because McCormick Pool was not visible behind the construction for the storm water capture project.

Ms. Duran informed Commissioner Allen that the department was no longer having issues recruiting aquatics personnel due to the fact that the city now offers the lifeguard training at no cost.

The Commission received and filed the report.

2. Incident and Injury Annual Report

Community Services Supervisor Irving Montenegro, Jr. expanded on information on the department's incident and injury reporting process as noted in the written report. He reminded the commission that recreation staff completes a department incident and injury report form to record all incidents and injuries occurring on a city recreation facility. Management

personnel, including the department director, review the reports for completeness and to identify potential trends. Statistical information, including type of incident and an estimate of loss to the city, is transferred into a spreadsheet allowing staff to recognize specific types of incidents and injuries occurring on a facility. Mr. Montenegro reported that through October 2019, there were 328 incidents reported across all facilities for the year which reflects a 25.5% decrease compared to the previous year. In 2018, there were 440 incidents reported, which reflects a 2.5% increase from the amount reported in 2017. Of all the facilities, Palms Park, Bloomfield Park and Mayfair Park have reported the highest volume of incidents each of the past three years. In regards to the types of incidents, it was said that emergency calls for Sheriff's assistance were the department's single most frequent classification of incident. This was said to include incidents of theft, patron altercations, homeless issues and property damage. Injuries sustained by facility patrons and Public Works Gatekeeper assistance calls joined emergency calls for Sheriff's assistance as frequently cited types across all facilities.

The commission was informed that a summary of the 2019 Incident and Injury reports and a three-year comparison of statistics, by facility and by type, was provided in their agenda packets.

Mr. Montenegro, Jr. pointed out that thorough reporting and recordkeeping provides numerous benefits to the city. Documenting and evaluating loss for each incident, when applicable, provides not only a yearly loss amount but can be used in cases when the city is able to seek reimbursement from the person involved. Records also help staff identify potential trends occurring across the city. Reviewing these records can reveal areas in which incidents are on the increase and allows staff to identify new approaches for possible prevention. It was said that comprehensive record keeping helps evaluate the progress of staff and if needed, provide any necessary training or changes to the administrative process.

Mr. Bright informed Commissioner Real that the reason information for Hoover Middle School was not provided in the incident and injury spreadsheet in the past was because programming at Hoover Middle School was new.

The Commission received and filed the report.

4. Activities and Maintenance Report No. 5

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

The Commission received and filed the report.

WRITTEN COMMUNICATIONS:

1. Letter to Employee of the Month – Gilberto Arteaga-Ceja – September 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 6:54 p.m. to November 13, 2019 at 6 p.m. in the City Council Chambers.

Michelle Williams, Administrative Secretary
Recreation and Community Services Commission