

CITY OF LOS ALAMITOS
Recreation & Community Services Department
10911 Oak St.
Los Alamitos, CA 90720

AGENDA
PARKS, RECREATION, AND
CULTURAL ARTS COMMISSION
REGULAR MEETING
Wednesday, April 6, 2016 – 7:00 P.M.

This Agenda contains a brief general description of each item to be considered. Except as provided by law, action or discussion shall not be taken on any item not appearing on the agenda. Supporting documents, including staff reports, are available for review at the Recreation & Community Services Department or on the City's website at www.cityoflosalamitos.org once the agenda has been publicly posted.

Each matter on the agenda, no matter how described, shall be deemed to include any appropriate motion, whether to adopt a minute motion, resolution, payment of any bill, approval of any matter or action, or any other action. Items listed as "for information" or "for discussion" may also be the subject of an "action" taken by the City Council at the same meeting.

Any written materials relating to an item on this agenda submitted to the Parks, Recreation & Cultural Arts Commission after distribution of the agenda packet are available for public inspection at the Recreation & Community Services Department, 10911 Oak St., Los Alamitos CA 90720, during normal business hours. In addition, such writings or documents will be made available for public review at the respective public meeting.

It is the intention of the City of Los Alamitos to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee, or a participant at this meeting, you will need special assistance beyond what is normally provided, please contact the Recreation & Community Services Department at (562) 430-1073, extension 540, 48 hours prior to the meeting so that reasonable arrangements may be made. Assisted listening devices may be obtained from the Parks, Recreation & Cultural Arts Commission Secretary at the meeting for individuals with hearing impairments.

Persons wishing to address the Parks, Recreation & Cultural Arts Commission on any item on the Parks, Recreation & Cultural Arts Commission Agenda should complete a yellow "Request to Speak" card and will be called upon at the time the agenda item is called or during the Parks, Recreation & Cultural Arts Commission's consideration of the item and may address the Parks, Recreation & Cultural Arts Commission for up to three minutes.

1. **CALL TO ORDER**
2. **ROLL CALL**
Commissioner Bell
Commissioner Carvajal
Commissioner Jempsa
Commissioner Jorge
Vice Chair Decker
Chair Wilson
3. **PLEDGE OF ALLEGIANCE**

4. ORAL COMMUNICATIONS

At this time, any individual in the audience may come forward to speak on any item within the subject matter jurisdiction of the Parks, Recreation & Cultural Arts Commission (PR&CA). Please state if you wish to speak on an item on the Agenda. Remarks are to be limited to not more than five minutes.

5. MINUTES

Approval of the minutes for the regular meeting of February 3, 2016 and March 2, 2016.

6. STAFF REPORTS

A. Quarterly Park Maintenance Update

This agenda item is to update the Parks, Recreation and Cultural Arts Commission on Quarterly Park Maintenance efforts and results made throughout the City.

Recommendation: Commission receive, discuss, and file.

B. Preview of the Weekend of Art in Los Alamitos

This report provides the Parks, Recreation & Cultural Arts Commission a preview of the upcoming Weekend of Art in Los Alamitos.

Recommendation: Commission receive and file.

C. Race on the Base 2016

This report provides the Parks, Recreation & Cultural Arts Commission with pertinent information regarding the 2016 Race on the Base.

Recommendation: Commission receive and file.

7. ITEMS FROM THE RECREATION & COMMUNITY SERVICES DEPARTMENT

8. COMMISSIONER REPORTS

At this time, Commissioners may report on items not specifically described on the Agenda that are of interest to the community, provided no action or discussion is taken except to provide staff direction to report back or to place the item on a future Agenda.

9. ADJOURNMENT

I hereby certify, under penalty of perjury under the laws of the State of California that the foregoing Agenda was posted at the Community Center, Museum and City Hall not less than 72 hours prior to the meeting. Dated this 31st day of March 2016.


Trini Zenovka, Department Secretary

**MINUTES OF PARKS, RECREATION AND CULTURAL ARTS COMMISSION
OF THE CITY OF LOS ALAMITOS**

REGULAR MEETING – WEDNESDAY, March 2, 2016

1. CALL TO ORDER

The Parks, Recreation and Cultural Arts Commission met in a Regular Session at 7:02 p.m., Wednesday, March 2, 2016, in the Council Chambers, 3191 Katella Ave., Chair Wilson presiding.

2. ROLL CALL

Present: Commission Members: Bell, Carvajal, Jorge, Wilson

Absent: Commission Members: Decker, Jempsa

Present: Staff: Corey Lakin, Recreation & Community Svcs. Dir.
Emeline Noda, Recreation Manager
Ron Noda, Recreation Manager
Megan Shimada, Recreation Coordinator
Trini Zenovka, Department Secretary

3. PLEDGE OF ALLEGIANCE

Chair Wilson led the Pledge of Allegiance.

4. ORAL COMMUNICATIONS

Chair Wilson opened Oral Communications. There being no one present wishing to speak, Chair Wilson closed Oral Communications.

5. MINUTES

The Parks, Recreation, and Cultural Arts Commission deferred approval of minutes of the regular meeting of February 3, 2016 to next month due to lack of quorum.

7. STAFF REPORTS

A. Los Alamitos Spring Carnival Featuring the Egg Hunt

Megan Shimada, Recreation Coordinator, provided an overview of the Los Alamitos Recreation and Community Services Department's annual Spring Carnival at Little Cottonwood Park on Saturday, March 26, 2016. Due to the growing number of attendees, the event is now being moved out onto the field area to provide parking for guests and a larger area for families to maneuver throughout the event activities.

The carnival will feature the popular egg hunt, vendor booths, food trucks, carnival games, bounce houses, arts and crafts, and a photo area with Peter Rabbit. The coloring and drawing contest winning entries along with "honorable mentions" will be displayed the day of the Spring Carnival.

Parks Recreation and Cultural Arts (PRCA) Commissioners are invited to participate in this year's event. Commissioners' tasks include being the emcee for the event and awarding the prizes to the winners. Chair Wilson and Commissioner Bell both volunteered to assist staff in these areas.

Chair Wilson requested that staff email Commissioner Decker about this volunteer opportunity as she was not present and also inquired how staff was handling egg hunt age groups and would like to keep them as accurate as possible.

Commission Carvajal recommended to staff to provide colored paper bracelets and incorporate colored signs along with those bracelets designating each age category and location.

B. Community Center and Picnic Shelter Policy and Rentals

The attached policies and applications are in draft form and require additional revisions based on Commissioner and staff feedback as well as review by the California Joint Powers Insurance Authority and the City Attorney before it goes to the City Council for final approval. The desire is to have a new document and new fees in place by the beginning of next fiscal year (July 1, 2016). This policy was last updated in 2008 and we want to make sure that all areas are covered.

Chair Wilson, recommended that item number 4 existing language be removed and replace with "Sale of Alcohol is not permitted". Chair Wilson wanted to get some clarification on item number 13 regarding Resident vs. Non-Resident fees.

Emeline Noda, Recreation Manager, explained that these policies were in draft form waiting for fee study comprehensive report to incorporate any fees for Resident vs. Non-Resident fees.

Emeline Noda, Recreation Manager, requested input on establishing a Picnic Shelter Policy for Orville Lewis Park. After much discussion the Commission was not in favor of advertising Orville Lewis Park as facility for a picnic shelter rental.

Chair Wilson, recommended staff to list park facilities and amenities and provide a general park policy of no amplified music, no moon bounces and facilities are on a first-come first-served basis. Chair Wilson recommended staff to establish a Parks Special Events Facilities Request at the discretion/approval of the Parks and Recreation Department Director.

Commissioner Bell, recommended staff to clearly define the Holiday schedule for Picnic Shelter Policy.

Corey Lakin, Director of Recreation and Community Service Department, also requested to include City events, ROTB and 4th of July to the Picnic Shelter Policy.

Chair Wilson was pleased to see all the recommended changes and recommended staff to move forward with Picnic Shelter and Rental policies.

C. California Park and Recreation Society District 10 Volunteer Merit Award Nominee(s):

The California Parks and Recreation Society District 10 is hosting an awards and installation banquet on Thursday, April 14, 2016 at Marina Park in Newport Beach. The awards program is designed to recognize and honor those individuals and organizations who have contributed to the recreation profession and the quality of life within CPRS District 10. The PRCA Commission, City Council, City Manager as well as Recreation and Community Services staff are invited to attend the District 10 banquet. Each year the City of Los Alamitos nominates an individual and/or organization to receive the Volunteer Merit Award.

Corey Lakin, Director of Recreation and Community Services Department, opened discussion for recommendations.

After much discussion the PRCA Commissioners voted Sir Speedy and Karen Klabouch as an individual as this year's selection. Commissioner Bell motioned, Commissioner Carvajal second the motion and all voted in favor.

8. ITEMS FROM THE RECREATION & COMMUNITY SERVICES DEPARTMENT

Corey Lakin, Director of Recreation and Community Services Department, invited PRCA Commissioners to the Spring Carnival on March 26, 2016.

Please look for our Spring Brochure as it was mailed this week.

Provided a copy of the Art Exhibition Registration form that will be posted on the website and social media tomorrow.

Emeline Noda, Recreation Manager invited PRCA Commissioners to attend a City Council meeting on April 18, 2016 and recognize Race on the Base Sponsor at 4:45 PM at the Community Center. Staff will provide an update on ROTB 2016 event at next month's meeting.

9. COMMISSIONER REPORTS

Commissioner Bell, provide an update on Weekend of the Art and wanted staff to know what a great event ROTB was and thanked staff for a job well done.

Commissioner Jorge, attended ROTB event and it was great, unfortunately my family did not get to participate as they all had the flu.

Commissioner Carvajal, was not able to attend ROTB due to illness, this was the first year that he missed in a very long time. Commissioner Carvajal received and shared some great feedback from some of his friends that participated in the Glow Run and Reverse Triathlon.

Chair Wilson attended ROTB and expressed that the event was fantastic. His two year old son participated in the Glow Run and had to carry him half way and told him that he

needed to run the rest of it to get his medal. It was a fantastic experience got my family out and he participated in the 5KRun. Looking forward to debrief meeting and go over specific tactical items.

10. ADJOURNMENT

The Parks, Recreation, and Cultural Arts Commission adjourned at 8:43 p.m.

Josh Wilson, Chair

Attest:

Corey Lakin, Director
Recreation & Community Services Department

**MINUTES OF PARKS, RECREATION AND CULTURAL ARTS COMMISSION
OF THE CITY OF LOS ALAMITOS**

REGULAR MEETING – WEDNESDAY, February 3, 2016

1. CALL TO ORDER

The Parks, Recreation and Cultural Arts Commission met in a Regular Session at 7:01 p.m., Wednesday, February 3, 2016, in the Council Chambers, 3191 Katella Ave., Chair Wilson presiding.

2. ROLL CALL

Present: Commission Members: Bell, Decker, Jempsa, Jorge, Wilson

Absent: Commission Members: Carvajal

Present: Staff: Corey Lakin, Recreation & Community Svcs. Dir.
Emeline Noda, Recreation Manager
Ron Noda, Recreation Manager
Trini Zenovka, Department Secretary

3. PLEDGE OF ALLEGIANCE

Chair Wilson led the Pledge of Allegiance.

4. ORAL COMMUNICATIONS

Chair Wilson opened Oral Communications. There being no one present wishing to speak, Chair Wilson closed Oral Communications.

5. MINUTES

Motion/Second: Decker/Jorge

Unanimously Carried: The Parks, Recreation, and Cultural Arts Commission approved the minutes of the regular meeting of January 6, 2016.

6. STAFF REPORTS

A. Pool Update

After several meetings between the Joint Forces Training Base (JFTB) staff and City staff and elected officials took place over the past year, in mid-January the City received a briefing on the transition of the pool back to the JFTB Morale, Welfare and Recreation (MWR). JFTB MWR will be assuming maintenance and operations of the pool as of March 1, 2016. The JFTB Department of Public Works (DWP) will be taking over repairs and maintenance and MWR will take over operations. Their plan is to have a “transition” time between March 1 – August 31, 2016 that will allow the City to continue to act as the scheduler for the pool during that time at \$62-98/hour. Staff has been working toward determining the financial implications of continuing City-operated programs and present to the City Council with alternatives to determine the future of the City’s aquatics program.

Staff has spoken with nearly all of the current Pool User Groups to discuss the implications, with most organizations expressing their concern about the significant increase in pool rent. Rumors have already begun to impact participation in City and User Group programs, causing participants to begin looking for alternative clubs and locations for swimming lessons.

Commissioner Bell and Chair Wilson have requested to review the financial implications.

B. Southland Credit Union 35th Annual Los Alamitos Race on the Base

Emeline Noda, Recreation Manager brought samples of our new swivel medals for the Commission to view before being distributed. Race on the Base (ROTB) has grown to be the City's largest special event and draws thousands of people to Los Alamitos and the JFTB. Registration is currently down quite a bit from last year and is likely due to many competing events, specialized in a variety of themed races that make it difficult for runners to commit and the threat of "El Nino" weather predictions.

Community Charity Partners and Official Charity Partners allow non-profit organizations to fundraise for their cause while participating in the event and fundraise on behalf of their charities at ROTB. Charity Participation and Cheer Station Challenge was created to add excitement to the course and encourage participants during their race with creative themed cheer stations while fundraising for local charities.

There will be a large Registration and Vendor Expo Tent, adjacent to the Start and Finish Line again this year. Continued from last year is an expansion of the health and wellness component of the event with the expansion of the Los Alamitos Medical Center Health and Wellness Expo. The majority of parking for vendors, volunteers, participants, and spectators will be on the tarmac. On Friday traffic onto the base will be through Lexington only and Saturday will through Lexington gate and exiting will take place through the Orangewood gate as it was effective at the 4th of July event.

Chair Wilson had attended both Traffic and Planning Commission meeting and staff invited the Personnel Appeals and Cable Commissions to participate in the Commission/Council participation challenge.

7. ITEMS FROM THE RECREATION & COMMUNITY SERVICES DEPARTMENT

Corey Lakin, Recreation and Community Services Director reported that City Council is very excited and supportive of the Weekend of the Art in Los Alamitos. In the coming weeks staff will be working with Commissioner Bell to finalize additional details.

The Spring Brochure will be pushed out a few weeks late February or early March and registration will start right away, classes begin in April, allowing changes to the aquatic programs and venue the Music and Movies.

Ron Noda, Recreation Manager provided an update on McAuliffe field, stating that it will reopen on February 16, 2016. Our volunteers will be volunteering at Katella Senior Living helping to make door hangers on February 9.

We have a new Police Chief Eric Nunez who came from the City of La Palma and Chief Todd Mattern retired two weeks ago. The new Chief is very involved and supportive of our Department and staff is excited to work with him.

California Parks and Recreation Society (CPRS) Conference will be in Long Beach March 8-11, 2016. If you are interested in attending the conference or vendor expo, please let us so that we can make arrangement for you to attend.

Corey Lakin reported that he was elected to one of 12 Board Members for the State Board of the CPRS for the next two years and very excited to be the Region 5 Representative, serving members from San Diego to Los Angeles.

8. COMMISSIONER REPORTS

Commissioner Jempsa did not have any items to report.

Commissioner Jorge and his family will be attending ROTB.

Chair Wilson has accepted Councilmember Edgar's ROTB time challenge. He was happy to get support from City Council for Weekend of Art in Los Alamitos and in support of Councilmember Hasselbrink's discussion item to appropriate \$40,000 for special events to reduce some of the burden on staff fundraising. He had a great experience at the pool with swim lessons and feel very passionate in keeping this for the community.

Vice Chair Decker requested to be added to the ROTB volunteer group for both Friday and Saturday.

Commissioner Bell and his son distributed ROTB posters throughout the City.

9. ADJOURNMENT

The Parks, Recreation, and Cultural Arts Commission adjourned at 8:29 p.m.

Josh Wilson, Chair

Attest:

Corey Lakin, Director
Recreation & Community Services Department

City of Los Alamitos

Agenda Report Staff Report

April 6, 2016
Item No: 6A

To: Chair Josh Wilson & Members of the Parks, Recreation & Cultural Arts Commission

From: Tony Brandyberry, Public Works Superintendent

Via: Corey Lakin, Director of Recreation and Community Services

Subject: Quarterly Park Maintenance Update

Summary: This agenda item is to update the Parks, Recreation and Cultural Arts Commission on Quarterly Park Maintenance efforts and results made throughout the City.

Recommendation: Receive, Discuss, and File

Background

Staff would like to provide the 2016 second quarter park maintenance activity update to the Parks, Recreation and Cultural Arts Commission. The intent of the update is to inform the Commission on previous maintenance, repairs, future repairs, and any changes in regulations pertaining to Parks, sports fields, or playgrounds. Drought related updates will be contained in a standalone report.

The report will list all maintenance and repair activities while yielding the opportunity for the Commissions to provide feedback to Staff on current or future maintenance concerns they may have.

Discussion

The following repairs have been made at the listed Facilities.

- **McAuliffe Field** – The field reopened on February 16, 2016. The grass seed took very well and is vigorously growing. Mowing is now taking place on Monday mornings and Wednesday afternoons as well as monthly aerifying per the PRZ report. Pre-emergent was applied to help combat the goose grass weed that has been affecting the sports fields in the summertime.

- **Laurel Park** – The field reopened on January 19, 2016 from its annual yearly rehabilitation. Mowing is currently on Thursday as the grass is not growing at a rate to qualify it for bi-weekly mowing. Monthly aerifying is taking place. Pre-emergent was applied to help combat the goose grass weed that has been affecting the sports fields in the summertime.
- **Little Cottonwood Park** – Normal monthly maintenance is taking place with the sports field along with aerifying once a month. Playground inspections have also taken place. Staff replaced one belt swing and a plastic climber panel that was found to be defective.
- **Orville Lewis Park** – Normal monthly maintenance is taking place with the sports field along with aerifying once a month. Playground inspections have also taken place with two platforms replaced due to rust showing through.
- **Roberts Park** – Playground inspections were completed and the curly climber has a defective weld at the top. Staff is obtain pricing information now and will start repairs once replacement parts are obtained.
- **Stansbury Park** – Normal monthly maintenance is occurring. Playground inspections have taken place with this park in need of additional playground woodchips.
- **Community Center/Youth Center** – During recent rains the roof over activity room #1 was found leaking again. The Contractor that repaired the roof two years ago inspected and repaired the roof, free of charge as the warranty had expired. The freezer in the large kitchen has a defective compressor. Repairs should take place at the end of March.
- **City Hall Facility Bronze Time Piece** – Staff has not been able to finish this project and will be continuing it for the next quarter.
- **Pool Facility** – Staff has removed most City-owned property from the pool facility that is not vital to the swimming lessons, water aerobics and FINS programs.
- **Labourdette Park** – The fencing project will be completed by the end of March. Playground inspections took place and yielded a faulty plastic barrier that has been replaced.

Staff has also recognized additional maintenance and repairs that are essential. The goal is to accomplish the repairs within the next quarter, permitting adequate time and weather. These repairs are listed below:

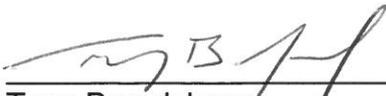
- **McAuliffe Track & Field** – City Staff is currently working with the School District on obtaining authorization to perform annual maintenance to the track field. The School District will be removing the exercise equipment with the City constructing a new long jump in its place. The old long jump will be removed. One additional sprinkler will be added and the entire field scraped, leveled, and seeded as the other soccer fields have been in the past. No date has been set when construction will take place, but it is expected for late spring. (see attached plan)
- **City Hall Facility Bronze Time Piece** – Staff is still working on obtaining a bid for polishing the timepiece. If within budget, Staff will proceed with the work. If not. Staff will add this job to the next years Capital Improvement Plan.

- **Laurel Park** – Staff still intends to replace the tile roof section of the restrooms building, but was not able to start this project due to other workload within the City. This will entail almost 100% of wood replacement, 100% of tile replacement and one skylight lens needs to be replaced. Staff will also look into adding a metal screen cover to the skylights as homerun balls are hit and break the skylights.
- Annual irrigation inspection and repair will take place at all City facilities. Staffs intent is to make this a bi-annual inspection. One in early spring and one mid-summer.
- Median Island replanting will take place on Los Alamitos Blvd. from Farquhar Ave. to Bradbury Rd. Several trees will be added along with missing shrubs. Once planted, staff will add additional wood mulch to help with weed abatement.
- Roberts Park Curly Climber will be replaced when replacement parts have been obtained.
- Stansbury Park will have playground wood chips added to correct the level of chips.
- The floor in Activity Rooms 1, 2, & 3 is expected to be replaced due to a minor flood that occurred late last year. The janitor's closet sink developed a leak that caused the floor tiles to pop up, therefore creating a trip hazard. The costs will be covered by the City's insurance carrier, minus the City's \$5,000 deductible.

Fiscal Impact

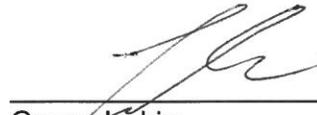
The Public Works Department has funding in the General Fund FY 15-16 budget to make repairs to the fields, playgrounds and medians. While staff intend is to accomplish as many repairs as possible within budget, if the budget does not allow for the completion of the repairs, staff will obtain estimates and add those repairs to the 2016-17 operational budget or the Capital Improvement Plan.

Submitted By:



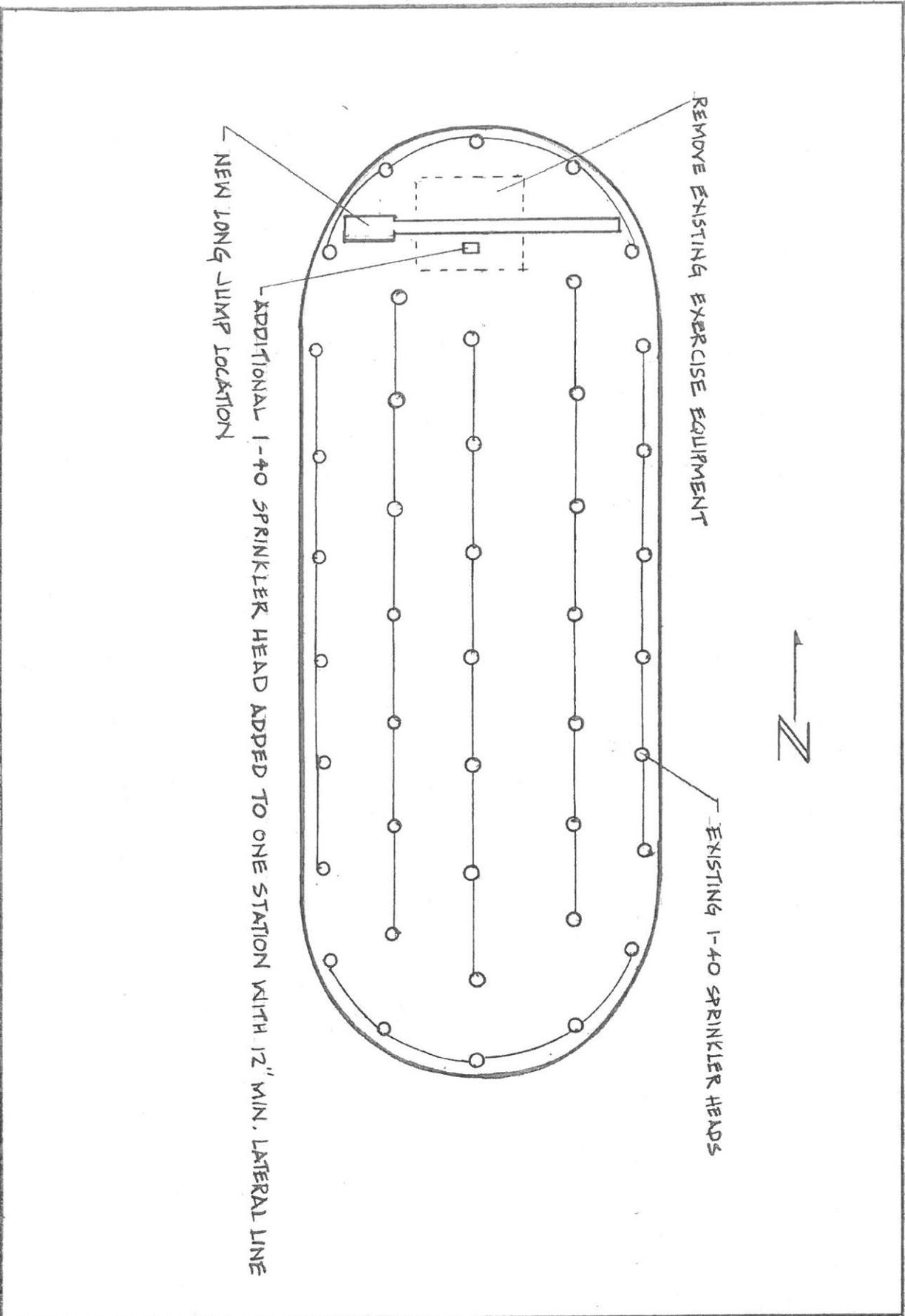
Tony Brandyberry
Public Works Superintendent

Approved By:



Corey Lakin
Recreation & Community Services Director

Attachment: 1. McAuliffe Track Field Plan



MCAULIFFE
TRACK FIELD

DRAWN BY: GARY SALDIVAR

SCALE: 1" = 50' DATE: 3/17/16

City of Los Alamitos

Recreation & Community Services

Agenda Report Staff Report

April 6, 2016
Item No: 6B

To: Chair Josh Wilson & Members of the Parks, Recreation and Cultural Arts Commission

Via: Corey Lakin, Director of Recreation & Community Services

From: Megan Shimada, Recreation Coordinator

Subject: Preview of the Weekend of Art in Los Alamitos

Summary: This report provides the Parks, Recreation & Cultural Arts Commission a preview of the upcoming Weekend of Art in Los Alamitos.

Recommendation: Commission receive and file.

Background:

The Parks, Recreation, & Cultural Arts Commission and Recreation & Community Services Department will be hosting the first annual Weekend of Art in Los Alamitos on Friday, April 29 – Sunday, May 1, 2016. The three-day visual art exhibition will feature local artists in the following mediums: sculpture, pottery, ceramics, jewelry, photography, painting, drawing, fiber arts, wood working, and print.

Discussion:

The event will take place in the Community Center and will be “dressed up” with pipe, drape, and lattices to turn the Activity Rooms into an art gallery. Depending on the number of artist submissions, the two large activity rooms will be the first rooms to be set up and will be arranged according to medium. All two dimensional artwork will be displayed on black lattices and the three dimensional artwork will be set on pedestals or displays provided by the artists. Friday, April 29, 2016 will consist of a small opening ceremony with music, a ribbon cutting, and private determination of the awards by the judges. Awards will be distributed based upon the following:

- Mayor’s Awards: 1st place, 2nd place, 3rd place, and Honorable Mention

- Curator's Awards: 1st place, 2nd place, 3rd place, and Honorable Mention
- Commissioner's Awards: 1st place, 2nd place, 3rd place, and Honorable Mention
- Art Educator's Awards: 1st place, 2nd place, 3rd place, and Honorable Mention

Each award winner will receive a ribbon, certificate, and gift card to an art or craft supply store. Saturday, April 30, will be considered the "demonstration day". Staff is arranging skilled artists will be speaking about their craft and conducting demonstrations every 30 minutes throughout the day. A timeline will become available once the demonstration schedule is finalized later this month. On Sunday, May 1 there will be a closing ceremony complete with heavy appetizers, drinks, music, and an awards ceremony. The outside breezeway between the Community Center and Youth Center is scheduled to be used for the ceremony, pending weather conditions. Staff is currently seeking donations from local restaurants and businesses to provide the food and beverages.

The application (Attachment #1) has been dispersed through a number of marketing outlets including:

- City's website
- City's and Department's Facebook page
- Email blast through Los Alamitos Unified School District
- Huntington Beach Art Association
- San Pedro Art Association
- Garden Grove Art Association
- Cerritos Art Association
- Sixty Minute Spectacles
- Nextdoor.com
- Spring Carnival featuring the Egg Hunt

The local newspapers have been contacted and provided the literature to disperse through the online and print media this week. We will continue to distribute through as many avenues as possible to spread the word about this exciting upcoming event including, but not limited to:

- LACN – Los Angeles Culture Net List Serve
- PCN – Pasadena Culture Net List Serve
- Artslant.com
- Los Angeles Art Opportunities
- Pluginamp.com
- ProfessionalArtistMag.com
- Art Supply Warehouse
- Local Michael's, Hobby Lobby, Home Depot, Lowe's, and Joanne's Fabrics stores
- Sammy's Camera
- M & L Fabrics

As of March 29, 2016, only three completed applications have been received, but staff has received several phone calls and emails inquiring about the event and hundreds of flyers being picked up at the Community Center and Spring Carnival.

Fiscal Impact:

Funding for the event was appropriated by the City Council at \$5,000 in the Recreation and Community Services Department Special Events budget. Staff is currently looking for donations for centerpieces for the banquet, cocktail tables, gift certificates, food, and beverages to help keep costs at a minimum, while enhancing the event.

Submitted By:



Megan Shimada
Recreation Coordinator

Approved By:



Corey Lakin
Recreation & Community Services Director

Attachment: 1. Weekend of Art in Los Alamitos Application



3 Day Visual Art Exhibition April 29th ~ May 1st, 2016

Friday, April 29th. 5 p.m. to 8 p.m.
 Saturday, April 30th. 9 a.m. to 3 p.m.
 Sunday, May 1st. Noon to 5 p.m.
 Awards Reception Sunday at 3 p.m.

All ages
and abilities
welcome

Guest
Curator:
Michael Bell

**FREE
to enter!**

Registration must be received by April 18th
 Visit www.cityoflosalamitos.org/recreation for details and registration

Los Alamitos Community Center
 10911 Oak Street Los Alamitos • www.cityoflosalamitos.org • 562-430-1073

Art Exhibition Application Form

Application Deadline: April 18, 2016

Name: _____

Address: _____

City: _____ ST: _____ Zip: _____

Phone: _____ Cell/Other: _____

Email: _____ Website: _____

Artwork Information:

*Each artist is allowed one piece and will be judged based on **ONLY** one piece.

Title: _____

Medium (circle one): Sculpture Pottery Ceramics Jewelry Photography Painting Drawing Fiber Arts Woodwork Print

Year Created: _____

Dimensions: _____

Is this artwork for sale? YES NO

Please include the following with your application (incomplete applications will not be reviewed)

Price if applicable: _____

Submit applications to:

City of Los Alamitos

Attn: Megan Shimada

10911 Oak Street Los Alamitos, CA 90720

Artwork Delivery: April 27, 2016 7:30 a.m. to 5:30 p.m.

Artwork Pick-up: May 1, 2016 5:00 p.m. or May 2, 2016 7:30 a.m. to 5:30 p.m.

1) Your resume or narrative biographical information
 2) 3 X 5 inch card describing of your artwork including (see example below):

NAME: First Name Last Name
TITLE (YEAR): Name of Artwork (Year created)
MEDIUM: Type of Artwork
SALE: Indicate "Not for Sale" or "For Sale"
ARTIST STATEMENT: Significance or meaning of item

Exhibitor Eligibility

Objective: Our goal is to produce a show that provides each exhibitor the opportunity to show his or her work to its best advantage, supports the purchase of original art and craft, and fosters art appreciation.

About the Exhibition:

- The exhibition will be held at the Los Alamitos Recreation & Community Services Department Community Center.
- The facility is located at 10911 Oak Street, Los Alamitos, CA 90720.
- Exhibitions will be available for viewing:
 - Friday, April 29, 2016 from 5:00 p.m. to 8:00 p.m.
 - Saturday, April 30, 2016 from 10:00 a.m. to 5:00 p.m.
 - Sunday, May 1, 2016 from 12:00 p.m. to 5:00 p.m. Closing Ceremony will begin at 3:00 p.m.
- The City does not charge an exhibition fee or receive commission.
- The City's insurance does not cover art exhibitions. Furthermore, the City of Los Alamitos is not responsible for any damage, loss or theft that may occur to Artist's work while it is being displayed in the Community Center gallery. Artists must self-insure for damage, loss or theft to their work.
- Artwork description cards will be placed next to the artwork. 3" X 5" cards must be provided by the artist.

Exhibitor Eligibility:

- The show is open to all applicants, regardless of age, race, color, creed, sexual orientation, or national origin.
- Each contestant is allowed to submit one work of art.
- All artwork that is displayed by the artist must be one-of-a-kind, original created by the artist. Exhibitors may not exhibit work purchased for resale from other artists or commercial suppliers (no buy/sell). We do not allow agents or dealers; greenware; un-set tumbled stones; sales of frames; or the resale of craft kits or patterns.
- Two-dimensional artwork should be framed and ready for display, including wire on the back.
- Artists who submit 3D art must provide their own pedestals if needed.
- Artwork may be for sale or already sold. Pieces must be identified as such.
- All works of art must remain for the entire exhibit. If a piece is purchased, it must remain until the show closes.
- Failure to comply with show guidelines and rules may result in an exhibitor being asked to remove non-compliant items from sale or face dismissal from the show. There are four content areas which could require additional review for acceptability: nudity, extreme religious, political, or violent subject matter. The City of Los Alamitos reserves the right to make a determination regarding acceptability.
- The artist will assume all costs for transportation, framing, and pedestals or cases.
- The artist will allow the City of Los Alamitos one time fair use of the artwork on the City of Los Alamitos website for promotional purposes.

Awards:

- Reception and awards ceremony will take place on Sunday, May 1, 2016 beginning at 3:00 p.m. Reception will include refreshments, beverages, music, and an awards ceremony.
- Awards given will include:
 - Mayor's Awards: 1st place, 2nd place, 3rd place, and Honorable Mention
 - Curator's Awards: 1st place, 2nd place, 3rd place, and Honorable Mention
 - Commissioner's Awards: 1st place, 2nd place, 3rd place, and Honorable Mention
 - Art Educator's Awards: 1st place, 2nd place, 3rd place, and Honorable Mention

Application Deadline: April 18, 2016

City of Los Alamitos Recreation & Community Services

Agenda Report Staff Report

April 6, 2016
Item No: 6C

To: Chair Josh Wilson & Members of the Parks, Recreation and Cultural Arts Commission

Via: Corey Lakin, Recreation & Community Services Director

From: Emeline Noda, Recreation Manager

Subject: Race on the Base 2016

Summary: This report provides the Parks, Recreation & Cultural Arts Commission with pertinent information regarding the 2016 Race on the Base.

Recommendation: Commission receive and file.

Background:

The Southland Credit Union Los Alamitos Race on the Base is the City's largest special event. Held each February, the event draws thousands of people to Los Alamitos and the Joint Forces Training Base (JFTB).

Race on the Base events include the popular Reverse Triathlon, Jr. Reverse Triathlon, 10K Run, 5K Run, 5K Walk, 10K Wheelchair Race and newest event the Glow in the Dark 1K Kids Run that took place on the Friday prior to the event during Packet Pick Up. This year was a special year as the event celebrated its 35th Anniversary with a live 80's cover band Knyght Ryder. The addition of the live band at Packet Pick Up and the new Glow in the Dark 1K Kids Run brought Friday night Packet Pick Up to life. In past years during the later hours of the evening during Packet Pick Up, expo traffic significantly decreases and this year, the energy and the crowd attending the Friday night festivities, including the food trucks, the event developed a great atmosphere with excitement in the air. The Saturday portion of the event entails the races being held on the runways at the JFTB and features helicopters and military vehicles with live music throughout the course. The event also featured a sublimated technical long-sleeved shirt for all participants and volunteers, post race food, a two-day Health & Fitness Vendor Expo sponsored by the Los Alamitos Medical Center, free race clinics, and a special edition 35th Anniversary finisher medals.

Discussion:

Below exhibits the amount of registrations received each year for the past five years. Registration took a dip this year due to a number of likely factors, including registration being down in races industry-wide, due to market oversaturation of racing events.

Race	2012 Entries	2013 Entries	2014 Entries	2015 Entries	2016 Entries
5K Run	1001	1105	1274	1319	1183
10K Run	710	794	916	893	766
5K Walk	428	612	609	665	506
Kids Run	125	137	182	141	321
Wheel	2	1	6	2	8
In-Line	98	82	57	N/A	N/A
Rev. Tri	1113	1223	1220	1246	1116
Jr. Rev. Tri	184	197	174	178	182
TOTAL	3661	4151	4438	4444	4082

2016 Post Event Survey

Staff sent out a post event survey on March 1, 2016 and received 704 responses in the first 24 hours. Results include:

- Out of the 834 total respondents as of March 25, 2016, 54% said they have participated in the race before (up 9% from the previous year) while 46% said they are new participants
- Out of those who participated previously, 30% said they participated last year, and another 30% said they have participated in the last two to three years
- When asked if the 834 respondents would recommend this event to another friend or family member, 98% said yes and 2% said no
- When asked if they plan to return next year, 77% said yes (4% higher than last year), 3% said no and 20% were undecided
- When asked to rate the overall race experience, 95% rated the race as good or excellent, while 4% said the event was ok and 1% said the event was poor
- Generally comments have been positive. Staff did ask for recommendations on improving next year's event and received 459 responses so far varying from, "This year we just did the Glow in the Dark 1K and it was PHENOMENAL!!! The volunteers were AMAZING and the event was a blast for our 2½ year olds! Overall, I can't stop raving about the great addition to the ROTB! There is a lot going on that day and everything flows smoothly!" to "Another job well done! Thank you for organizing this amazing event." to a variety of suggestions that will be put into the evaluation document to be used for next year's planning.

The major challenge experienced this year was improving the traffic flow entering the Base during the busiest time which is about 45 minutes prior to the 7:00am start which caused the races to start ten minutes late. Other suggestions include going from a

long sleeved shirt to a short sleeved shirt, adding more attractions to the course, and improving signage on the course in addition to improving entering the Base

Sponsors

Sponsors play a significant role in the Race on the Base, not only financially, but by helping to spread the word about the event to the patrons who frequent their businesses. The final amount in cash received was \$81,500 (down from \$89,000 in 2015) and a value of \$59,400 in in-kind sponsorships.

Southland Credit Union measures their success (return on investment) by tracking the number of new members and by seeing their name and logo on all the marketing pieces produced and publicized and exposure on Race Day. As of Race Day, Southland signed up 77 new members up from the previous year of 63 new members in 2015 with the majority signing up for the 5K Run. Southland Credit Union also sponsored the newest event: the Glow in the Dark 1K Kids Run which was a huge success with a 228% increase over the previous year of the 1K Kids Run going from 141 participants to 321 participants.

Volunteers

The Race on the Base Planning Team successfully secured approximately 500 individual and group volunteers for the Race on the Base. Volunteers are integral for the successful operation of the event and were stationed throughout the event to assist in smooth operations.

Registration & Vendor Expo

The two-day Vendor Expo was a huge success with nearly 70 vendors in the large enclosed vendor tent and new Health & Fitness Expo Sponsor Los Alamitos Medical Center.

Charity Campaign

The Race on the Base Charity Campaign is in its fourth year and includes Community Charity Partners and Official Charity Partners. These two tiers allowed non-profit organizations to fundraise for their cause by participating in the event. This type of involvement serves to increase community participation and awareness of the event. Participation in Race on the Base assisted two participating charities to raise over \$13,480 to be contributed back to their organizations.

The following charities were named "Official Charities" of Race on the Base:

1. Honoring Our Fallen (raised: \$9,718)
2. Rock for Vets (raised: \$3,768)

Honoring Our Fallen has scheduled a meeting with staff to see how they can become even more involved in the event to raise funds for their charity.

2016 Event Recommendations

Staff met with the JFTB, Run Racing, Gemini Timing and other Departments to discuss how to make the event better in 2017. Here are some of the recommendations that are being looked into further:

- Open Orangetown and potential gate off of Farquhar (next to LAYB Parking Lot Entrance) from 5am to 8am (but not preventing cars from coming in after that point)
- Open F3 for entry onto the airfield
- More bands on the course or DJ's
- Re-configure water placement on course to be at miles 1, 3 and 5
- Add designated signage and small fencing for Jr. Tri Parents Spectator Area
- Expand and/or separate Jr. Tri Transition Area, have different entrance for Wave 1 of Jr. Tri from Wave 2 of Jr. Tri
- Coordinate with Fiddler's Green to move their food and beverages next to the Expo tent by the Food Trucks and at the Pool concession area for after the triathlon
- Add umbrellas in outdoor food area
- Glow in the Dark 1K Kids Run: Make it a family run next year with family pricing options and individual pricing
 - Have a 1 mile as one distance and a shorter distance for younger participants at ¼ mile
 - Consider having the younger participants go first then the older waves
- Consider chip timing in bib
- Re-do the website next year with mobile viewing
- Race shirts
 - Consider short sleeve race shirts due to multiple requests and warmer weather in February for the last several years
 - Add more youth sizes even toddler sizes for Glow Run
- Triathlon: Consider Longer swim for Wave 1

2016 Race on the Base Council & Commission Participation Challenge

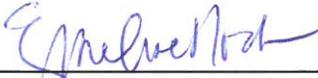
The winners of the 2016 Race on the Base Council & Commission Participation Challenge goes to the City Council with the Largest Number Attending the event with all five Council Members and Highest Percentage of Participation at 100%. A plaque will be engraved recognizing this accomplishment and will be presented to the City Council at the April 18th City Council Meeting.

Fiscal Impact:

Expenditures allocated for the Race on the Base are funded through the City's General Fund. Revenue from the Race on the Base is derived from participant registration, sponsor participation, and the Vendor Expo booth rentals. Major expenditures for the event include: tent cost, participant shirts, race management company, timing company, marketing, and participant medals as outlined in the attached event budget.

Revenues for the 2016 Race on the Base event totaled approximately \$90,078 above the direct costs associated with the event. Due to the decreased registration, staff has conservatively reduced revenue projections for next year from prior budget years.

Submitted By:



Emeline Noda
Recreation Manager

Approved By:



Corey Lakin
Recreation & Community Services Director

Attachment: 1. 2016 ROTB Budget

FINAL

Race on the Base Budget

Estimate: 2016



REVENUE	
Registration	198,899.35
Sponsors	81,500.00
Medical Vendor Booth Credit for LAMC	-350.00
OC Race Series Reimbursement	1,506.00
T-Shirt Sales	5.00
Vendor Booth Rentals & VRB	16,225.00
Volunteer Bags	-603.50
\$100 Deposit Returned	-3,800.00
Photography	159.39
Total Revenue	293,541.24

10.4553 Revenue

10.558.5353 Expenditures

EXPENDITURES	
Advertising/Marketing	9,705.92
Bananas	635.00
Bands	3,301.00
Benefits - All Personnel- Medicare	283.92
Benefits - PT Recreation Staff - PT Retirement	389.58
Bibs/Bike Numbers	1,879.60
Bid Notice	375.00
Cash Register	110.00
Charity Rebates	3,036.38
Chip Timing	12,273.00
Glow Run Supplies	1,046.46
Equipment Rental (Tent, tables, chairs, etc.)	31,647.74
Event Signage	3,697.87
Fencing Rental	3,525.73
Finisher/Award Medals	11,666.43
Flatbed and Golf Cart Rental	843.20
Interpreter Services	320.00
JFTB Licensing	3,424.00
Jr. Tri Announcer	400.00
Laminate Bike Rack Sheets	379.20
Light Towers - American Rentals	956.75
Lt. Col Lasser Announcer	300.00
Main Start Announcer	595.00
OC Race Series Medals	2,260.44
Post Race Food	3,809.86
Parking & Security Services	5,245.00
Personnel - Police	3,564.99
Personnel - FT Comp Time (Secretary & Coord.)	2,090.34
Personnel - Pre-Race PT Rec Staff (reg. & promo)	2,131.02
Personnel - PT Recreation & Aquatics Staff	8,257.84
Personnel - Public Works	3,536.64
Personnel - Race Management Company	26,193.43
Pizza Sunburst (after event)	495.00
Pot Hole Repair Roller Rental, Asphalt and Labo	1,229.00
Portable Restrooms	3,475.14
Promotional Items	1,000.00
Race Radios	530.00
Race Shirts	33,345.00
Race Supplies	664.58
RUN Racing & Rec truck rentals	1,928.47
Safety Pins	180.00
Sales Use Tax (water bottles promo items/bibs)	252.36
Shipping Costs	108.69
Sound Engineer	5,150.00
Sponsor Appreciation Dinner & Supplies	800.00
Survey Monkey	204.00
Traffic Cones, Delineators, Baricades	2,085.00
Virtual Race Bag	500.00
Volunteers/Staff Food Friday & Race Day	2,286.17
Wrap Up Meeting	438.48
Wristbands, zip ties, bags, cups	910.00
Total Expenditures	203,463.23

Revenue Total	293,541.24
Expenditure Total	203,463.23
Net Proceeds (w/o indirect overhead costs)	90,078.01