

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

**REGULAR MEETING – WEDNESDAY, May 4, 2016**

**1. CALL TO ORDER**

The Parks, Recreation and Cultural Arts Commission met in a Regular Session at 7:02 p.m., Wednesday, May 4, 2016, at the Los Alamitos Community Center, 10911 Oak Street, Chair Wilson presiding.

**2. ROLL CALL**

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

**Absent:** Commission Members: Decker

**Present:** Staff: Corey Lakin, Recreation & Community Svcs. Dir.  
Emeline Noda, Recreation Manager  
Ron Noda, Recreation Manager  
Windy Quintanar, CMC, City Clerk  
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: Carvajal/Wilson

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

**6. STAFF REPORTS**

**A. Boards, Commissions, and Committees Policy Handbook**

Windy Quintanar, CMC, City Clerk provided an overview to the Parks, Recreation and Cultural Arts Commission on the newly adopted City's Policy Handbook for Board, Commissions, and Committees. The Handbook outlines the recruitment and appointment process, proper relationships for Commissioners with City Council, Staff, other appointed members, and the public; the roles of City Council, Staff, and Commissioners; an overview of the agenda process and holding a meeting; procedures during a meeting; and an outline of each Commission.

**B. New Field Regulations Overview**

Ron Noda, Manager of Recreation and Community Services Department provided the Parks, Recreation and Cultural Arts Commission an overview of the new field regulations that was approved by the Los Alamitos Unified School District Board of

Education at their April 19, 2016 meeting. The new regulations are expected to assist with preservation and improve maintenance of the fields. The new rules and regulations will go into effect on June 16, 2016.

**C. Preschool Age Program Offerings**

Emeline Noda, Manager of Recreation and Community Services Department provided an overview of the wide variety of programs, contract classes, camps, park programs, swimming lessons and community events offered throughout the year. The Recreation and Community Services Department is able to offer lower cost options to the community to participate in recreational and educational-based programs to keep families active and entertained. Staff continually evaluates current trends and what the needs are of the community to fill in the gaps or supplement in the provision of services for our community.

Our preschool instructor, Ms. Barbara, will be leaving her position to move out of state and staff will be revising the program based on current needs of the community. Staff recommends removing the requirement for parents to be involved four days per session and make it voluntary. In place of the parent volunteers, two consistent staff will operate the program at a 10:1 ratio similar to Summer Day Camp. The program is expected to remain popular, and even more now that the parent participation will be offered as an option versus a requirement.

**D. Interest in Park, Facility & Program Tour**

Corey Lakin, Director of Recreation and Community Services Department provided the Parks, Recreation and Cultural Arts Commissioners the option to schedule a park, facility and program tour of the various sites this summer. Staff from the Recreation and Community Services and Public Services Departments will provide tour of the various sites during two or three Commission meetings and decide which of the locations to visit. Staff recommended tours to occur during the summer months (July and August) since it is lighter outside later in the evening and facilities are more highly utilized.

Chair Wilson asked if there was an interest from the Commission to conduct site tours.

Commissioner Carvajal emphasized that this is a great opportunity as he attended these site tours and affirmed that they are informative and valuable to assist the commission in making decisions for future recommendations/improvements to City Council.

Chair Wilson Motioned to meet at 5:00 p.m. at Chambers the months of July and August and visit five locations for 20 minutes, Carvajal second and all voted in favor.

**7. ITEMS FROM THE RECREATION & COMMUNITY SERVICES DEPARTMENT**

Emeline Noda, Manager, Recreation and Community Services Department invited the Parks Recreation and Cultural Arts Commission to join staff at the Senior Prom on May 14, 2016 at the Community Center. The Recreation and Community Services Department will have a new registration software system and will be sending out an online registration access to all of our customers.

Corey Lakin, Director of Recreation and Community Services Department announced that our Summer Activity Guide is out. He invites the Parks Recreational and Cultural Arts Commission to come out to 4<sup>th</sup> of July and Music & Movies events and encourage families, friends, and neighbors to attend. Staff thanked the Commission for their support of the Weekend of Art. At the next Council Meeting we will be proposing to increase non-resident parking fee to \$10 for the 4<sup>th</sup> of July event to offset some of our costs.

**8. COMMISSIONER REPORTS**

Jempsa is very excited about the new preschool program and requested to visit when the new program is in place.

Commissioner Bell expressed how pleased he was with the Weekend of Art and that it was a huge success. Next year we will offer a People Choice Award next year. He thanked staff for making this a remarkable event and asked if the event was within budget.

Chair Wilson motioned for a Budget Report on the Weekend of Art, Commissioner Bell Second the motion, all voted in favor.

Commissioner Jorge expressed his gratitude to the commission for honoring Karen Klabouch and Sir Speedy at the CPRS Awards and Banquet. He requested staff to restripe parking lines at Laurel Park as they are not visible. He wants staff to express his thanks to Public Works for responding so quickly to the service request at the men's restroom in Laurel Park.

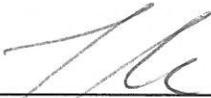
Commissioner Carvajal participated on the first day of weekend of Art and thanked staff and Commissioner Bell for bringing this great event to our Community. Commissioner Carvajal asked staff to inquire with MWR about having a beer garden at the 4<sup>th</sup> of July.

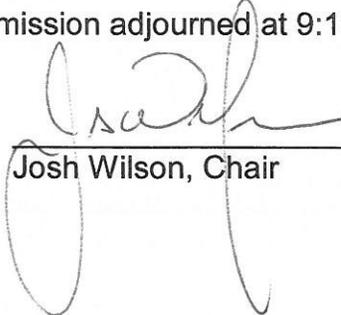
Chair Wilson also asked staff to inquire about a beer truck for the 4<sup>th</sup> July event with the MWR. Chair Wilson commended staff for a job well done as the Weekend of Art will now be an annual event in our community. The California Parks and Recreation Society District Awards and Banquet was an outstanding event and highly attended. Chair Wilson requested staff for an update at the next scheduled meeting on the Sun Dial and Mosquitoes at Stansbury Park.

**9. ADJOURNMENT**

The Parks, Recreation, and Cultural Arts Commission adjourned at 9:10 p.m.

Attest:

  
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Corey Lakin, Director  
Recreation & Community Services Department

  
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Josh Wilson, Chair