

CITY OF LOS ALAMITOS

3191 Katella Ave.
Los Alamitos, CA 90720

AGENDA PARKS, RECREATION, AND CULTURAL ARTS COMMISSION MEETING

Wednesday, September 7, 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.

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 Estrada
 - 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 special meeting of August 3, 2016.

6. STAFF REPORTS

A. Quarterly Park Maintenance Update & Facility Tour Review

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

B. 2016 4th of July Fireworks Spectacular Overview and Wrap-Up

This report provides the Parks, Recreation and Cultural Arts Commission with an overview of the 2016 4th of July Fireworks Spectacular.

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 1st day of September 2016.


Trini Zenovka, Department Secretary

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

SPECIAL MEETING – WEDNESDAY, August 3, 2016

1. CALL TO ORDER

The Parks, Recreation and Cultural Arts Commission met in a Regular Session at 5:30 p.m., Wednesday, August 3, 2016, in the Council Chambers, 3191 Katella Ave., Chair Wilson presiding.

2. ROLL CALL

Present: Commission Members: Bell, Carvajal, Decker, Estrada, Jempsa, Wilson

Absent: Commission Members: Jorge

Present: Staff: Corey Lakin, Recreation & Community Svcs. Dir.
Emeline Noda, Recreation Manager
Ron Noda, Recreation Manager
Tony Brandyberry, Superintendent, Public Works

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: Wilson/Decker

Abstain: Bell

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

6. STAFF REPORTS

A. Park/Facility Tour - Night 2 of 2

Staff from the Recreation and Community Services Department and the Public Services Department provided the Parks, Recreation and Cultural Arts Commission a tour of various parks and facilities the City manages, owns and programs. The tour provided commissioners the opportunity to become familiar with amenities at each site. The PR&CA Commission visited the Community Center, Roberts Park, The Youth Center, Oak Middle School Field and Gymnasium, Coyote Creek Park, Stansbury Park, McAuliffe Middle School field, Laurel Park, and Soroptimist Park.

7. ITEMS FROM THE RECREATION & COMMUNITY SERVICES DEPARTMENT

Corey Lakin, Director of Recreation and Community Services Department thanked the PR&CA commission for attending the tours of the various park sites and facilities. Music and Movies attendance has been great and thanked those commissioners who attended both events.

The Fall Brochure is now available and our new registration systems and will go live beginning on August 6, 2016. Winter Wonderland will be December 3, 2016 from 4-7:30 p.m. at St. Isidore Historical Plaza.

Ron Noda, Recreation Manager invited the PR&CA commission to Music and Movies Event on August 6, 2016 at Little Cottonwood Park and August 20, 2016 at Laurel Park. The annual Los Alamitos Volunteer Program Appreciation Dinner and recognition by City Council will be on September 19, 2016. Emily Gingras, Recreation Coordinator secured Optum Care as a sponsor for the October 22, 2016 Trunk or Treat event at Little Cottonwood Park.

Emeline Noda, Recreation Manager provided an update on attendance for Day Camp that is averaging 50-55 children and Park Programs 20-30 per day, higher than previous years.

8. COMMISSIONER REPORTS

Commissioner Jempsa did not have an item to report.

Commissioner Bell inquired about Race on the Base Registration and volunteered to be Emcee for Trunk or Treat.

Vice Chair Decker attended both of the Music and Movies and was very pleased with the band selections.

Commissioner Estrada received positive feedback from friends who attended both Music and Movies.

Commission Carvajal Emceed the July 23, 2016 Music and Movies and received positive feedback from neighbors who attended the event.

Chair Wilson thanked staff for a job well done at Music and Movies. It was great to have these events rotate to each park site. Chair Wilson will also join staff and commission at Music and Movies event on August 6, 2016.

9. ADJOURNMENT

The Parks, Recreation, and Cultural Arts Commission adjourned at 8:30 p.m.

Josh Wilson, Chair

Attest:

Corey Lakin, Director
Recreation & Community Services Department

City of Los Alamitos

Parks, Recreation & Cultural Arts Commission

**Agenda Report
Staff Report**

**September 7, 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 & Facility Tour Review

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 third quarter of 2016 park maintenance activity update to the Parks, Recreation and Cultural Arts (PRCA) 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.

Additionally, staff conducted the facility tours in the months of July and August with the PRCA Commission. This tour was well received by the Commission and the results will be incorporated into the maintenance activities of this report.

This report will list all maintenance and repair activities while yielding the opportunity for the Commissioners to provide additional 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 turf is sustaining during the drought. The usual brown areas are back this year, but on a positive note, the goose grass weed seems to be less predominant this year. The annual rehabilitation for this park is scheduled to begin the week of November 21, 2016.
- **McAuliffe Track & Field** – City staff has completed the first annual rehabilitation of the track infield. This included the School District removing the old exercise equipment, City staff removing the long jump, City staff performing a light rehabilitation to the turf, and City staff constructing a new long jump in a different location. Staff will need to reseed one area as a fungus developed on the new seed. The School District has authorized the City to cone off this area for germination during school hours.
- **Laurel Park** – Staff has started mowing the turf twice a week as the turf is growing at a fast rate. City Staff mows on Mondays and the City's contractor mows on Thursdays. New parking lot signage posting the approved parking times was installed per the City Council's resolution.
- **Little Cottonwood Park** – Normal monthly maintenance is taking place with the sports field. Playground inspections have yielded that playground woodchip mulch is needed and currently being purchased.
- **Orville Lewis Park** – Normal monthly maintenance is taking place with the sports field. Playground inspections have yielded some platform deterioration issues which staff are working to remedy.
- **Roberts Park** – Normal maintenance is taking place with the playground including weekly raking of the woodchips. City staff removed a portion of the walkway going to the old Verizon parking lot to expose a covered up sewer manhole. This area is in Verizon's property. Once demolition begins on the property, the new owners will be taking the triangle-shaped corner back. Public Works will access this at that time to change irrigation and walkways to accommodate the returning of old property lines.
- **Stansbury Park** – Normal monthly maintenance is occurring. Playground inspections have taken place with this park, yielding no issues.
- **Labourdette Park** – Normal monthly maintenance is taking place along with playground inspections yielding some rust on the bar steps which will be remedied by staff.
- **Sterns Park** – Normal monthly maintenance is occurring. Playground inspections have taken place with this park, yielding no issues.

- **Soroptimist Park** – Normal maintenance is taking place. Playground inspections have yielded the need for additional playground woodchips which will be purchased during the fourth quarter of the year.
- **Coyote Creek Park** – Normal maintenance continues while the park is in its dormant season. Wood mulch was added to help abate weeds.
- **Community Center/Youth Center** – The mysterious inoperative bingo board problem has been solved by Staff replacing the wiring in the wall. Air Conditioning maintenance has taken place by the City's outside vendor. Additional repairs will be taking place along with air conditioner vent diffusers installed in Activity Room 2/3.
- **Median Island Replanting** – The center median islands from Farquhar ave to Bradbury Rd have been completed. Staff replaced 5 trees and multiple plants. Wood mulch was added to help with weed control.

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

- **Laurel Park** – Staff has scheduled the restrooms roof replacement for January 2017, unless time allows for an earlier repair. Staff will also look into adding a metal screen cover to the skylights to prevent them from being broken by softballs or other equipment.
- **Little Cottonwood Park** – Staff will have Precision Concrete Inc. repair 21 sidewalk lift areas in order to level the concrete. This is a fairly new concept and if successful, the City will be incorporating their services Citywide. Additionally, 100 yards of playground woodchip mulch will be installed in September.
- **Labourdette Park** – Staff is removing the rust from the bar steps.
- **Orville Lewis Park** – Staff will be filling in the deteriorated sections of the platform at the playground with a color-matched silicon.
- **Soroptimist Park** – Once the playground woodchip mulch is completed at Little Cottonwood Park, staff will add the remaining mulch to Soroptimist Park. If additional mulch is needed, more will be ordered at that time.
- **Coyote Creek** – Replanting will be taking place within the next three months as the park comes out of its dormancy.
- **City Hall Facility Bronze Time Piece** – Staff has contacted the Sculpture Conservation Studio (recommended by Commissioner Bell) and has an appointment to obtain a full report on the condition of the time piece and plans

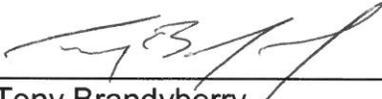
with costs to restore. This item will be brought back to the PRCA Commission for discussion once this information is obtained.

- **Annual Irrigation Inspection** – This has become an on-going project at all City facilities. Staff's intent is to make this a biannual inspection. One in early spring and one in midsummer.
- **Tire Derived Product Grant** – Staff is diligently working on the options for plans and specifications to utilize this grant. This would include the possibility of a new park playground, pour in place rubberized surface, and/or rubberized chips. Once a park has been chosen due to age of equipment & condition, then a plan will be brought forth to the Commission for discussion likely by November's meeting.

Fiscal Impact

Staff intends to accomplish as many repairs as possible within budget. If budget does not allow for the completion of certain repairs, Staff will obtain estimates and add those repairs to the 2017/18 operational budget or the Capital Improvement Plan (CIP) budget for City Council to review.

Submitted By:



Tony Brandyberry
Public Works Superintendent

Approved By:



Corey Lakin
Recreation & Community Services Director

City of Los Alamitos

Parks, Recreation & Cultural Arts Commission

Agenda Report Staff Report

September 7, 2016
Item No: 6B

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

From: Ron Noda, Recreation Manager

Via: Corey Lakin, Director Recreation and Community Services

Subject: 2016 4th of July Fireworks Spectacular Overview & Wrap-Up

Summary: This report provides the Parks, Recreation & Cultural Arts Commission with an overview of the 2016 4th of July Fireworks Spectacular.

Recommendation: Commission receive and file.

Background

The annual 4th of July Fireworks Spectacular is co-produced by the cities of Los Alamitos and Cypress with financial support from the city of Seal Beach and the Community of Rossmoor. The Joint Forces Training Base provides the facility for the show.

Since 2010, the 4th of July Fireworks Spectacular has been revenue-direct expenditures neutral, meaning that no general fund money has been spent on the event, other than full-time Recreation and Community Services Department staff and other overhead from Los Alamitos and Cypress. All Public Works, Police, and part-time Recreation staff time plus the cost of supplies, fireworks, rentals, and contracts were offset with revenues raised through sponsorships, vendors, parking fees, game usage, and contributions from Seal Beach and Rossmoor. There has even been a small amount of unused revenues carried over each year and placed into a Liability Account to assist with funding future shows in the event the revenue falls short of expenditures.

After the 2014 fireworks show, the City Council directed staff to purchase an additional \$12,000 in higher fireworks (5", 6" and 8" shells) in response to resident complaints regarding the relocation of the fireworks display.

Discussion

The 2016 4th of July Fireworks Spectacular was one of the largest shows in its 29 year history.

Fireworks

The Fireworks Display shot by Fireworks America totaled \$31,000. Shell sizes of 5", 6" 8", and 10" were fired off to allowed the show to be fuller and higher in the sky, allowing residents not on the JFTB to see the fireworks display better. The 22-minute show lit up the night sky for thousands inside and outside of the Base to view.

City staff worked with the Joint Forces Training Base airfield and operations staff to accommodate the construction work being done on the runway located near the event area. Staff was able to secure approximately half of the East Ramp of the Army Airfield for the festivities due to the construction crew utilizing the other half as a staging area for their equipment and supplies. This move pushed the event area into the vehicle parking lot back, but still leaving plenty of room for parking.

Vendors

There were 14 food vendors and 10 informational/sales vendors selling their culinary creations and wares to the thousands of attendees. The food and commercial vendors paying for booth spaces contributed \$10,975 in revenue for the event.

Parked Vehicles

Since 2011, the cities have collected \$5 per vehicle parked on the airfield of the Joint Forces Training Base in order to help offset the cost of the event. In 2016, there were 1,962 vehicles that paid for parking for a total of \$9,810. Approximately 500 military and VIP vehicles were parked that did not pay the parking fee. This was the highest number of paid vehicles to date since the City began charging and tracking the number of vehicles on the airfield.

License Agreement

For the last several years, the Joint Forces Training Base (JFTB) has been a partner for the 4th of July Fireworks Spectacular. Through a Memorandum of Understanding (MOU), the JFTB provided the installation as the home of the patriotic event and helped to provide security, fire and operational support through their staff. In exchange for this partnership, the cities made a donation to the JFTB Morale, Welfare and Recreation (MWR) fund of approximately \$2,000-2,600 annually. Last year, the JFTB provided the cities of Los Alamitos and Cypress with a License Agreement, basically renting the grounds of the JFTB to the cities for the event. The JFTB provided security staff at the front gate to check identification and staff to open the areas of the Base needed for the event. This relationship continued again this year as the cities paid \$4,234 for the areas

of the Base used for the event. Additional police and security were hired to ensure the safety of the attendees. Another expense for the License Agreement was City Attorney fees. Cypress incurred \$866 and Los Alamitos incurred \$713 in attorney's fees to review and negotiate the language in the License Agreement.

Sponsors

Sponsorships continue to be a priority of the Los Alamitos staff, even though they pose a significant challenge with the number of other events and programs the Recreation and Community Services Department seeks donations for, in addition to the other non-profits in town who also compete for these dollars. This year was another successful endeavor for staff as a total of \$29,000 was raised. The \$15,000 contribution from Republic Services highlights the sponsorships along with the new sponsorship of \$5,000 from Generation Church. Below are the rest of the contributions:

- Sea Air Federal Credit Union - \$2,500
- CARE Ambulance - \$2,500
- Charles Abbot Associates - \$1,000
- Cottonwood Church – \$1,000
- Shops at Rossmoor - \$1,000
- Southern California Edison - \$1,000

Kids Fun Zone

The City of Los Alamitos contracts with Los Alamitos-based Elite Special Events to produce the Kids Fun Zone. Approximately 10-15 inflatables, games and rides for kids of all ages to enjoy throughout the event are offered. The City received 15-20% of the revenues for the day, which totaled \$2,092 this year which assists to offset the 2016 expenditures.

Fiscal Impact

The budget for the 4th of July Fireworks Spectacular stems from the General Fund in Los Alamitos to pay for Police and Public Works employees' overtime, part-time Recreation Leaders, supplies, fireworks, and contracts. Cypress pays for their expenses and Los Alamitos pays for theirs. Revenue is sought to offset the direct costs for the event and are also accounted for in the Los Alamitos General Fund and paid out to Cypress to reimburse their direct costs. The 2016 revenues include:

- Parking fee - \$9,810
- Sponsorships - \$29,000
- Vendor Booths - \$10,975
- Kids Fun Zone - \$2,092
- Seal Beach's contribution - \$8,000
- Community of Rossmoor's contribution - \$6,200

This year, staff looked at other opportunity to save on expenses. Staff contracted with JCL Traffic to set-up and tear-down the tarmac parking area saving on part-time recreation staff hours and supplies (rental of cones, food and beverages, carts, and miscellaneous supplies).

The 4th of July Fireworks Spectacular netted approximately \$66,007 in revenues, offsetting the \$60,801 in direct-expenditures. The City of Los Alamitos collects all the revenues and reimburses the City of Cypress for their expenditures (\$32,054.71), since the revenues cover direct-expenditures for the event. The balance of revenues over expenditures will be moved into the City's 4th of July Liability Account to be used for future 4th of July Fireworks Spectacular events when the revenues will not meet the direct-expenditures.

The 4th of July Fireworks Spectacular has traditionally offered families a safe and fun way to celebrate America's birthday with members of their community. With live entertainment, food vendors, military displays, vendor booths, an extensive Family Fun Zone, and a spectacular fireworks display, this event provides fun and amusement for the entire family at a patriotic venue during the most patriotic day of the year.

Submitted By:



Ron Noda
Recreation Manager

Approved By:



Corey Lakin
Recreation & Community Services Director