

# CITY OF LOS ALAMITOS

10911 Oak Street  
Los Alamitos, CA 90720

## AGENDA PARKS, RECREATION, AND CULTURAL ARTS COMMISSION SPECIAL MEETING

Wednesday, January 10, 2018 – 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](http://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 Doby  
Commissioner Hill  
Commissioner Murphy  
Commissioner Olveda  
Chair Carvajal

**3. PLEDGE OF ALLEGIANCE**

**4. INSTALLATION OF NEW COMMISSIONERS**

Install Dean Hill as a Parks, Recreation, and Cultural Arts Commissioner.  
Install Trisha Murphy as a Parks, Recreation, and Cultural Arts Commissioner.

**5. 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.

**6. PR&CA COMMISSION REORGANIZATION**

**A. Annual PR&CA Commission Reorganization**

This report provides relevant information for the PR&CA Commission's annual reorganization, by the election of the Chair and Vice Chair.

Recommendation: It is recommended that the Parks, Recreation, and Cultural Arts Commission nominate and elect:

1. Chair
2. Vice Chair

**7. MINUTES**

Approval of the minutes for the regular meeting of November 1, 2017.  
Approval of the minutes for the regular meeting of December 6, 2017.

**8. STAFF REPORTS**

**A. 2017 Winter Wonderland at the Plaza Review**

This report provides the Parks, Recreation and Cultural Arts Commission a review of the 6<sup>th</sup> Annual Winter Wonderland at the Plaza.

Recommendation: Commission receive and file.

**B. 2018 4th of July Fireworks Spectacular**

This report provides the Parks, Recreation and Cultural Arts Commission with pertinent information regarding the upcoming 31<sup>st</sup> Annual 4th of July Fireworks Spectacular.

Recommendation: Commission receive and file.

**C. Recreation & Community Services Department Employee of the Quarter**

This report provides the Parks, Recreation and Cultural Arts Commission with an update for the Recreation and Community Services Department Employee of the Quarter.

Recommendation: Commission receive and file.

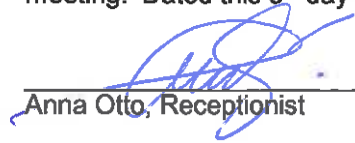
**9. ITEMS FROM THE RECREATION & COMMUNITY SERVICES DEPARTMENT**

**10. 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.

## 11. 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 3<sup>rd</sup> day of January 2018.

  
\_\_\_\_\_  
Anna Otto, Receptionist

# City of Los Alamitos

## Parks, Recreation & Cultural Arts Commission

### Agenda Report Staff Report

January 10, 2018  
Item No: 6A

**To:** Chair Pete Carvajal & Members of the Parks, Recreation and Cultural Arts Commission

**From:** Emeline Noda, Recreation Manager

**Subject:** Parks, Recreation, and Cultural Arts Commission Reorganization

**Summary:** This report provides relevant information for the Parks, Recreation & Cultural Arts Commission's annual reorganization, by election of the Chair and Vice Chair.

**Recommendation:** It is recommended that the Parks, Recreation, and Cultural Arts Commission nominate and elect:

1. Chair
2. Vice Chair

### Background:

The City's Municipal Code requires that the Parks, Recreation, and Cultural Arts Commission select a Chair and a Vice Chair at their regular meeting in January. The City's Municipal Code reads as follows.

#### ***"2.48.050 Officers—Election and vacancy.***

*A. The officers of the Parks, Recreation, and Cultural Arts Commission shall consist of a Chairman, a Vice Chairman and a Secretary. The Chairman and Vice Chairman shall be elected annually at the first regular meeting in the month of January, and shall hold office for a term of one year or until a successor is duly elected and qualified. Election shall be by a majority vote cast by those commissioners present and voting at the meeting at which the election is held. Officers shall assume office immediately."*

**Discussion**

After convening the item, procedure calls for the Chair to temporarily relinquish the Chair to the Secretary in order that election for the Office of Chair may be conducted. The newly-elected Chair would then conduct the election for the Office of Vice Chair. A second is not required for nominations and nominations will be considered in the order received if more than one Commissioner is nominated.

As a reminder, the Commissioner’s terms are as follows:

<u>Members</u>	<u>Appointment</u>	<u>Exp. Date</u>
Dean Hill	February 2017	December 2017
Emil Jorge	September 2014	December 2017
Pete Carvajal	February 2003	December 2017
Tanya Doby	December 2016	December 2019
Steven Olveda	December 2016	December 2019
Trisha Murphy	December 2017	December 2019

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

**REGULAR MEETING – WEDNESDAY, November 1, 2017**

**1. CALL TO ORDER**

The Parks, Recreation and Cultural Arts Commission met in a Regular Session at 7:14 p.m., Wednesday, November 1, 2017, in the Council Chambers, 3191 Katella Ave., Vice Chair Estrada presiding.

**2. ROLL CALL**

**Present:** Commission Members: Chirco, Doby, Estrada, Jorge

**Absent:** Commission Members: Carvajal, Hill, Olveda

**Present:** Staff: Corey Lakin, Recreation & Community Svcs. Dir.  
Steven Mendoza, Development Services Director  
Emeline Noda, Recreation Manager  
Megan Shimada, Recreation Coordinator

**3. PLEDGE OF ALLEGIANCE**

Vice Chair Estrada led the Pledge of Allegiance.

**4. ORAL COMMUNICATIONS**

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

**5. MINUTES**

Motion/Second: Jorge/Chirco

Unanimously Carried: The Parks, Recreation, and Cultural Arts Commission approved the minutes of the regular meeting of October 4, 2017.

**6. STAFF REPORTS**

**A. Preview of 2018 Weekend of Art in Los Alamitos**

Megan Shimada, Recreation Coordinator provided the Parks, Recreation & Cultural Arts Commission a preview of 2018 Weekend of Art in Los Alamitos. The third annual Weekend of Art in Los Alamitos is scheduled for Friday, March 16, 2018 from 5-8pm and Saturday, March 17, 2018 from 10am–8pm. This event is now a two-day visual art exhibition and will be held at the Los Alamitos Community Center, featuring all performing and visual arts mediums, demonstrations, vendors, and mini activities throughout the event. Based on 2017 survey responses and feedback on the event suggested including the medium to the note cards next to each artwork and place like mediums together to improve the overall event. The PR&CA Commission approved the recommended change of the notecards but overruled the recommendation to place like mediums together.

The Parks, Recreation and Cultural Arts Commissioners are invited to attend the event on Friday, March 16<sup>th</sup> to select the winners of the Commissioner's Awards and Saturday March 17<sup>th</sup> for the Awards Ceremony.

**B. Los Alamitos Streetlight Banner Policy Development**

Steven Mendoza, Development Services Director provided the Parks, Recreation and Cultural Arts Commission a working draft to review a uniform policy for the attachment of banners to the new street light poles located within the center median of Los Alamitos Boulevard between Cerritos and Katella Avenues. The PR&CA Commission approved the recommended changes below on the working draft for Streetlight Banner Program for Los Alamitos:

- City, Non-Profit and LAUSD
- Monthly (30-day minimum/maximum)
- Twice a Year (maximum)
- Banner Grouping: City, Non-Profit and LAUSD):
  - (4 Poles 8 Banners) Seasonal Generic
  - (2 Poles 4 Banners) City Seasonal
  - (2 Poles 4 Banners) Non-Profit Seasonal
  - (2 Poles 4 Banners) LAUSD Seasonal
- Uniform Banner both Sides (Front and Back), Color and Size based on Santa Clara
- Priority Groups
- Must Meet Banner Specification Required (if not purchased through City's approved companies/contractor)
- Banners will only be hung by City contractor or City staff
- Appeal Process
- Financial Deposit Damages/Replacement/Vandalism/Liability Insurance
- Add FAQ

PR&CA Commission provided direction to Steven Mendoza, Development Services Director to finalize the working draft and forward to City Attorney's office for analysis of the program and then forward to the City Council.

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

Corey Lakin, Director of Recreation and Community Services Department reminded Commissioners to RSVP for the Commissioner Dinner on December 5, 2017 at Old Ranch Country Club, Winter Wonderland at the Plaza on December 2, 2017 at St. Isidore Plaza. Commissioner Carvajal, Estrada, Jorge and Hill terms for PR&CA Commission will expire in December 2017 and they were invited to apply again for the next term.

Emeline Noda, Recreation Manager announced that she is back in the office as of November 1, 2017 and Ron Noda, Recreation Manager will be out of the office November 1, 2017 through January 5, 2018.

Corey Lakin asked to move the January Commission meeting to January 10, 2018 at the Community Center and the Commission unanimously agreed.

**8. COMMISSIONER REPORTS**

Commissioner Jorge, announced that his term with the PR&CA Commission will end December 2017 and he will not reapply for another next term nor for the Los Alamitos Area Chamber of Commerce as he will assume more responsibility with Casa Youth Shelter.

Vice Chair Estrada and Commissioners Chirco and Doby did not have any item to report.

**10. ADJOURNMENT**

The Parks, Recreation, and Cultural Arts Commission adjourned at 8:40 p.m.

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Pete Carvajal, Chair

Attest:

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Emeline Noda, Recreation Manager  
Recreation & Community Services Department



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

**REGULAR MEETING – WEDNESDAY, December 6, 2017**

**1. CALL TO ORDER**

The Parks, Recreation and Cultural Arts Commission met in a Regular Session at 7:01 p.m., Wednesday, December 6, 2017, in the Council Chambers, 3191 Katella Ave., Chair Carvajal presiding.

**2. ROLL CALL**

**Present:** Commission Members: Carvajal, Doby, Hill, Jorge

**Absent:** Commission Members: Olveda, Estrada

**Present:** Staff: Emeline Noda, Recreation Manager  
Megan Shimada, Recreation Coordinator

**3. PLEDGE OF ALLEGIANCE**

Chair Carvajal led the Pledge of Allegiance.

**4. ORAL COMMUNICATIONS**

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

**5. MINUTES**

The Parks, Recreation, and Cultural Arts Commission deferred approval of minutes of November 1, 2017 to next scheduled meeting.

**6. STAFF REPORTS**

**A. Recap of 2017 Trunk or Treat Featuring the Treasure Hunt**

Megan Shimada, Recreation Coordinator provided the Parks Recreation and Cultural Arts (PR&CA) Commission a recap of the 2017 Trunk or Treat featuring the Treasure Hunt event. On Saturday, October 28, 2017 the Los Alamitos Recreation and Community Service Department hosted its 6th Trunk or Treat featuring the Treasure Hunt. The event featured a costume contest and newly added Family Division, photo areas, carnival game booths, treasure hunt areas, inflatables, trick-or-treating from trunks, food trucks, an adult pie eating contest, and a spooky hayride.

The PR&CA Commission recommended staff to provide a movie screen and a Halloween movie for the public to enjoy at next year's Trunk or Treat event. The Commission recommended to move the stage to a visible location with more lighting. Staff was requested to provide cards to include category, name, description and add judges' scores for the Costume Contest. It was also recommended barricades or security guard be positioned along the hayride path for safety of the guests. The Commission requested to sign thank you cards for

future events that staff send out to supporters of the City events (i.e. sponsors, etc.)

**B. Winter/Spring 2018 Youth Sports Preview**

Megan Shimada, Recreation Coordinator provided the Parks, Recreation and Cultural Arts Commission with an update regarding the Winter 2018 Youth Sports Programs. In the Winter, the City conducts a Youth Basketball League for coeds in K-8th grades. In the Spring, the City conducts a Youth Track and Field Program. The Department will be slightly modifying the programs by adding after-school intramural co-ed sports and adding a Song Team program to complement the Youth Basketball Programs.

New this year, the City has partnered with the Los Angeles Jr. Clippers with the popular Youth Basketball League. The Clippers Partnership will include several benefits to both the participants and the City. Chang Orthodontics is the "Official Youth Sports Sponsor" since 2013. The brand new Song Team, will be offered for 10 weeks for cheerleaders in grades K-8. Registration includes pom poms, a uniform and hair bows. A new Young Runners Club program will be offered in the Winter to enhance the growth of the Track and Field and Cross Country programs and partnering with the 2018 Race on the Base (ROTB). The Young Runners Club will be offered for 8 weeks at Oak Middle School beginning on January 3, 2018 and ending on Race on the Base weekend. Registration fee will include a race shirt, race medal, and admission into the Glow in the Dark Whimsical Fun Run or \$25 towards an ROTB event of their choosing.

Commissioner Hill recommended to include a shirt along with the registration fee for the Young Runners Club to promote the program.

**C. Race on the Base Update**

Emeline Noda, Recreation Manager provided the Parks, Recreation and Cultural Arts Commission with pertinent information regarding the 2018 Race on the Base. ROTB is the City's largest special event held on the 4th weekend of February. Registration is currently down compared at this point last year, with the delay of the start of registration due to the determination if the event would take place in 2018.

Staff constantly evaluates marketing efforts and evaluates the return on investment and is always brainstorming on ways to keep the ROTB fresh and up to date in current industry trends. Staff added a new "Whimsical" theme to the Glow in the Dark Fun Run to attract more participants.

Sponsorship is significantly lower this year compared to this time last year. Contact with potential sponsors began late this year due to not knowing if the event would take place. For a variety of reasons, sponsors have either significantly decreased their sponsor dollars or have not returned due to competing sponsor dollars, layoffs in their organization and reduced budgets, etc. This year's Registration and Vendor Expo Tent will also be significantly smaller due to the late start in vendor recruitment, the military restrictions and new application procedures.

Colonel Bond has signed a Memorandum of Agreement (MOA) for 2018 and said that he also plans to sign an MOA for 2019 before he leaves office.

Chair Carvajal requested staff to inform the Commission on the dates of the Council and the other City Commissions for the promotion of the Race on the Base Challenge.

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

Emeline Noda, Recreation Manger invited the PR&CA Commission to volunteer to be a judge for the Holiday Decorating Contest on December 13, 2017. Emeline Noda asked the Commission to save the date for Weekend of Art on March 16-17, 2018 at the Community Center and reminded the Commission of the Special Meeting to be held on January 10, 2018 at the Community Center at 7:00 p.m.

**8. COMMISSIONER REPORTS**

Commissioner Hill and Doby had no items to report.

Commissioner Jorge, commented how much he has enjoyed serving on the PR&CA Commission for the past three years and thanked staff for a wonderful job that they do.

Chair Carvajal expressed how awesome the Winter Wonderland was and apologized for not being able to attend Trunk or Treat event in October. Chair Carvajal thanked the City Manager and City Council for providing the City's Commissions with a wonderful Commissioner Dinner Event. Chair Carvajal recommended to add an agenda item in the next few months to discuss the future of the Recreation and Community Services Department and staffing.

**9. ADJOURNMENT**

The Parks, Recreation, and Cultural Arts Commission adjourned at 8:19 p.m.

\_\_\_\_\_  
Pete Carvajal, Chair

Attest:

\_\_\_\_\_  
Emeline Noda, Recreation Manager  
Recreation & Community Services Department

# City of Los Alamitos

## Parks, Recreation & Cultural Arts Commission

### Agenda Report Staff Report

January 10, 2018  
Item No: 8A

**To:** Chair Pete Carvajal & Members of the Parks, Recreation and Cultural Arts Commission

**From:** Emeline Noda, Recreation Manager

**Subject:** 2017 Winter Wonderland at the Plaza Review

**Summary:** This report provides the Parks, Recreation and Cultural Arts Commission with a preview of the 6<sup>th</sup> Annual Winter Wonderland at the Plaza event.

**Recommendation:** Commission receive and file.

### Background

The City of Los Alamitos and the Los Alamitos Area Chamber of Commerce Young Professionals created Winter Wonderland at the Plaza in 2012. Collaboratively, the agencies discussed hosting an event in Los Alamitos to celebrate the holidays and bring families and businesses together for the holidays. The inaugural event had an estimated 1,200 attendees with a few stage performances, a snow area with two sled runs and a small snow play area, photos with Santa, and a tree lighting ceremony. Due to the overwhelming positive response to the event, the City and Chamber Young Professionals agreed to continue the partnership, having hosted the event annually since 2012. The event continued to grow in attractions and attendance every year with the 2017 event maintaining an estimated 6,000+ event attendees, filling the streets and St. Isidore Historical Plaza for the three and a half hour event.

### Discussion

The 6<sup>th</sup> Annual Winter Wonderland at the Plaza event took place Saturday, December 2, 2017 from 4:00 p.m. – 7:30 p.m.

The event moved to Pine Street instead of Reagan Street in 2016 due to the space needed to accommodate the increased crowd capacity and event expansion. The focus still remained at St. Isidore Historical Plaza with the snow, the snowman, Santa and Mrs. Claus, and arts and crafts. By moving the remainder of the event onto Pine Street, it allowed for more space due to the wider street and use of the adjacent parking lots for parking and activities. Additional improvements include the movement of the “snow” machines to allow for more areas of “snow.”

The canned food drive partnered with Summer Harvest and other local non-profits including Casa Youth Shelter, Grateful Hearts, We Care and Precious Life. Summer Harvest distributed 30 canned food drive boxes throughout businesses in the local community.

The stage was fully booked with musical performances from local schools and community groups. Platinum Sponsor Generations Church provided the sound for the stage at no charge.

<b>Performance Time</b>	<b>Performance Group</b>
4:00-4:01pm	Sarang Church- Hand Bells
4:01-4:15pm	Los Alamitos Ready, Set, Go! Preschool
4:12-4:15pm	Santa Arrives on OCFA Fire Truck (Sings with preschoolers)
4:15-4:30pm	Hopkinson Elementary Choir
4:30-5:00pm	Brittany Fisherelli
5:00-5:30pm	Impact Show Troupe
5:30-5:45pm	Announcements/National Anthem by Brittany F./Tree Lighting (Sing Along with MCA and OAK Choirs)
5:45-6:00pm	Oak Choir Showcase
5:45-6:15pm	McAuliffe Middle School Choir
6:15-6:30pm	Lee Elementary Choir
6:30-6:33pm	Los Alamitos High School Dance Team
6:30-7:00pm	Amazing Lenses
7:00-7:30pm	Dance West- The Movement

A large sledding area with four sled runs was available for all ages to experience the snow, along with a snow play area and the chance to take a photo with a snowman under the “snowy” sky. Generations Church also provided a professional photographer for families and emailed photos directly after the event. Los Alamitos-based Elite Special Events provided 25 tons of snow for the event spread out to three different areas and allowed more participants to enjoy the snow simultaneously. All of these activities were free to the public.

Santa was provided thanks to the generosity of Alamitos Eye Care and made his grand entrance aboard an OCFA Fire Truck. The Youth Center donated a 10’ Christmas tree that was decorated and lit up during a tree lighting ceremony at 5:30 p.m. Once the event concluded, the tree was moved in front of St. Isidore Plaza and lit nightly throughout the holiday season.

Food vendors, sales vendors, sponsors, churches, and non-profits lined Pine Street providing visitors opportunities to shop, receive information or donate to their favorite causes. Winter Wonderland at the Plaza is an event for residents, businesses and neighbors

of all ages to enjoy. The City and the Chamber is proud to provide another excellent event for the community we serve. The Parks, Recreation and Cultural Arts Chair and Los Alamitos Area Chamber of Commerce Chair personalized the 140 Winter Wonderland thank you cards that was mailed one week after the event to all who made the event possible.

The community support for the event continues to grow, making Winter Wonderland one of the largest events in the City. Due to the continued growth of the event, the committee will be exploring the feasibility of hosting the event on Los Alamitos Boulevard in the area of the Los Alamitos Boulevard Beautification Project.

Event sponsors are listed below:



## Fiscal Impact

In total, \$23,425 in revenue was raised by the 22 businesses/organizations sponsors, 43 vendors and seven food trucks who participated in the 2017 Winter Wonderland at the Plaza. All the proceeds collected from the trucks, vendors and sponsors help to keep Winter Wonderland at the Plaza a revenue-direct expenditure neutral event for both the City and the Chamber for the sixth consecutive year. The largest donations were from Generations Church and Katella Deli, who donated \$5,000 each as "Platinum Sponsors."

# City of Los Alamitos

## Parks, Recreation and Cultural Arts Commission

### Agenda Report Staff Report

January 10, 2018  
Item No: 8B

**To:** Chair Pete Carvajal & Members of the Parks, Recreation and Cultural Arts Commission

**From:** Ron Noda, Recreation Manager

**Subject:** 31<sup>st</sup> Annual 4<sup>th</sup> of July Fireworks Spectacular

**Summary:** This report provides the Parks, Recreation & Cultural Arts Commission with pertinent information regarding the upcoming 31<sup>st</sup> annual 4<sup>th</sup> of July Fireworks Spectacular scheduled for Wednesday, July 4, 2018.

**Recommendation:** Commission receive and file.

### Background:

The annual 4<sup>th</sup> of July Fireworks Spectacular is being considered to be held at the Joint Forces Training Base (JFTB), marking its 31<sup>st</sup> year of the event. It is co-sponsored by the cities of Los Alamitos, Cypress, Seal Beach and the Rossmoor Community Services District.

Approximately 15,000 people attend the free event to celebrate America's birthday by viewing a spectacular fireworks display. The main stage will have live entertainment. The event will once again be held on the airfield with parking on the tarmac similar to last year.

Four years ago, the event was moved from the dirt area adjacent to the Lexington Gate to the tarmac of the Los Alamitos Army Airfield due to a number of reasons:

- Regulations require approximately 100' per inch diameter of shell of firework from any structure (i.e. 4" shell = 400'). The previous location near the front entrance to the installation has structures that are 200', 300', and 400' from where the fireworks were launched and houses that are less than 500' from the epicenter. Therefore, only 3" shells and smaller would be allowed to be used. Since 2016, 3", 4", 5", 6", 7", 8" and 10" shells were utilized.

- There were several buildings and parking lots that were constructed on the Base that took away seating areas. Additionally, the line of sight was taken away due to these new buildings for those who find grass in areas not adjacent to the Showmobile. The tarmac allows for all attendees to sit near the Showmobile and have a clear line-of-sight to the fireworks display.
- There was limited access for those in wheelchairs and others who had difficulty walking or maneuvering through the uneven terrain near the fireworks display area. The tarmac is adjacent to parking and all concrete, alleviating the unsafe grounds due to gopher holes and weed-infested dirt. Additionally, handicapped parking is located within a couple hundred feet of the Showmobile instead of half a mile from the festivities.

Below is the tentative timeline of the event:

- 4:00pm                      Event officially begins
- 4:00-7:45pm              Main Stage Performances
- 7:45pm                      Dignitary Speeches
- 8:00-9:00pm              Main Stage Performances
- 9:00pm                      Fireworks Show begins
- 9:30pm                      Event Concludes

### **Discussion:**

Staff will provide a verbal update of the event in its initial planning stages.

### **Fiscal Impact:**

Staff is working with the JFTB to negotiate a new Memorandum of Agreement and reduce expenditures and increase revenue for the 2018 4th of July Spectacular in an effort to make the event cost neutral. Once we have an agreement, Staff will reach out to the City of Cypress to determine if they are still interested in partnering with Los Alamitos on the event. Staff will also reach out again to Seal Beach and the Community of Rossmoor to request for their annual contribution in addition to seeking additional sponsors. The JFTB has stated they will continue to provide the licensing for the installation in-kind due to the patriotic nature of the event. This year they have also expressed the possibility of being a direct partner and paying for some of the expenses of the event.



# City of Los Alamitos

## Parks, Recreation & Cultural Arts Commission

### Agenda Report Staff Report

January 10, 2018  
Item No: 8C

**To:** Chair Pete Carvajal & Members of the Parks, Recreation and Cultural Arts Commission

**From:** Ron Noda, Recreation Manager

**Subject:** Recreation & Community Services Department Employee of the Quarter

**Summary:** This report provides the Parks, Recreation & Cultural Arts Commission an update on the Recreation and Community Services Department Employee of the Quarter.

**Recommendation:** Commission receive, consider and file.

### Background:

The Recreation and Community Services Department implemented an awards program to recognize part-time employees for their outstanding work performance on a quarterly basis. The awards program was designed to honor individuals who have a strong work ethic, exhibit quality customer service to patrons, and have performed excellent work in their program or event to which they were assigned.

### Discussion:

First implemented in Fall 2015, the Recreation & Community Services Department full time staff wanted to recognize part-time employees within the department to honor those who have gone above and beyond. The Department employs approximately 50 part-time recreation leaders on an annual basis. Most of the employees do an outstanding job on a daily basis, but there are a few who have stood out among their peers.

Staff developed a STAR criteria for determining which staff member(s) should be recognized each quarter. Employees are nominated by lead staff or the Administrative team in the Recreation & Community Services Department and voted on each quarter based on the following criteria:

S – Support of the Department's Values

T – Teamwork  
A – Above & Beyond  
R – Reliable

The following individuals have been the recipients of the “Employee of the Quarter” since the last update was provided in March of 2017.

#### Spring 2017

Davika Kim – Davika Kim is a Recreation Leader I and consistently assists in the Tuesday/Thursday 3- year old class for the Ready, Set, Go! Preschool Program. She also works in Youth Sports, special events, front desk, Adult Site Supervisor, facility reservations and the Summer Parks Program. Davika is a reliable staff member and an instrumental member of the Department, always picking up extra shifts to ensure coverage in all areas.

#### Summer 2017

Ryan McAdam – Ryan was a Water Safety Instructor who has worked double shifts every week all summer (7 hours a day), picked up shifts for other staff, been requested as an instructor more than any other instructor this summer and always has a positive attitude, on time (early to his shifts), always willing to help and been a great employee this summer.

Erika Halberg – Senior Recreation Leader Erika Halberg works Adult & Youth Sports, assisted in coordinating Spring Carnival and Trunk-or-Treat, works all special events, class rollover, front desk, facility reservations, Day Camp and organized the Summer Parks Program as the lead staff member. She is eager to learn and always respectful and pleasant to work with.

#### Fall 2017

Sheena Moore - Recreation Specialist Sheena Moore has been selected as the Employee of the Quarter due to her outstanding programming leading the Ready, Set, Go! Preschool Program. Ms. Sheena has successfully filled both classes to capacity with growing wait lists in the one year she has been in the position. This program experienced a significant drop in attendance once the previous long-time instructor of 10+ years left the program to move out of state and Ms. Sheena has done a great job of building the program back up in a short time. The Ready, Set, Go! Preschool Program has historically been successfully attended through word of mouth and Ms. Sheena is now the talk of the town for the great work she does preparing Los Alamitos preschoolers for Kindergarten including curriculum in math, science, writing and sight word reading. The program is known for hands on learning education and being affordable for those needing part-time preschool instruction.

**Fiscal Impact:**

The nominal costs for the certificates, stars and STAR Employees recognition wall decor to recognize staff is taken from the Recreation and Community Services Department's supply budget.