

# CITY OF LOS ALAMITOS

3191 Katella Ave.  
Los Alamitos, CA 90720

## AGENDA PARKS, RECREATION, AND CULTURAL ARTS COMMISSION REGULAR MEETING Wednesday, May 2, 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 Carvajal  
Commissioner Duran  
Commissioner Hill  
Commissioner Hunter  
Commissioner Murphy  
Vice Chair Olveda  
Chair Doby

### 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 April 4, 2018.

**6. STAFF REPORTS**

**A. Summer Preview 2018**

This report provides the Parks, Recreation & Cultural Arts Commission with pertinent information regarding the 2018 Summer Programs and Classes.

Recommendation: Commission receive and file.

**B. Park Maintenance Update**

This report provides the Parks, Recreation & Cultural Arts Commission with pertinent information regarding the Park Maintenance Update

Recommendation: Commission receive and file.

**C. Recreation & Community Services Department Goals & Objectives**

This report provides the Parks, Recreation & Cultural Arts Commission with pertinent information regarding the Recreation & Community Services Department's Goals & Objectives.

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 26<sup>th</sup> day of April, 2018.

  
Trini Zenovka, Department Secretary

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

**REGULAR MEETING – WEDNESDAY, April 4, 2018**

**1. CALL TO ORDER**

The Parks, Recreation and Cultural Arts Commission met in a Regular Session at 7:01 p.m., Wednesday, April 4, 2018, in the Council Chambers, 3191 Katella Ave., Chair Doby presiding.

**2. ROLL CALL**

**Present:** Commission Members: Carvajal, Doby, Duran, Hill, Hunter, Murphy, Olveda

**Absent:** Commission Members: None

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

**3. PLEDGE OF ALLEGIANCE**

Chair Doby led the Pledge of Allegiance.

**4. ORAL COMMUNICATION**

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

**5. MINUTES**

Motion/Second: Carvajal/Hunter – March 7, 2018.

Motion Carried: The Parks, Recreation and Cultural Arts Commission approved the Regular meeting of March 7, 2018 as written.

**6. STAFF REPORTS**

**A. Weekend of Art Review**

Megan Shimada, Recreation Coordinator, provided the Parks Recreation and Cultural Arts Commission a recap of the third annual Weekend of Art in Los Alamitos held at the Los Alamitos Community Center on March 16-17, 2018. Approximately 1,000 people visited the two-day visual art exhibition throughout the weekend, with 260 visual art pieces on display and 14 performing arts groups.

**B. Joint Use Agreement – The Youth Center**

Recreation Manager Ron Noda, provided the Parks Recreation and Cultural Arts Commission with the requested information regarding the agreement between the City of Los Alamitos and The Youth Center for the joint use of the

“Community Recreational and Social Center.” Manager Noda gave the Commission a brief history of The Youth Center, programs that the Youth Center offers, and answered questions from the Commission.

**C. Race on the Base 2018**

Recreation Manager Emeline Noda provided information on the City’s largest special event. This year was the 37<sup>th</sup> annual event which included the popular Reverse Triathlon, Jr. Reverse Triathlon, 10K Run, Honoring Our Fallen 5K Run/Walk with Virtual 5K, 10K Wheelchair Race, and the popular Glow in the Dark Whimsical Fun Run with a new “Whimsical” twist that took place on the Friday night Packet Pick-up. The Saturday portion of the event entailed the races being held on the runways at the JFTB and features military static displays with live music throughout the course. The event also featured a two-day Health & Fitness Vendor Expo, free race clinics, and traditional finisher medals and sublimated shirts that had a new patriotic theme.

Mrs. Noda provide information on the sponsors. Sponsors play a significant role in the Race on the Base, not only financially, but also by helping to spread the word about the event to the patrons who frequent their businesses. Mrs. Noda reported that a five-month delay in knowing if the event would occur did hinder the sponsorship solicitation as well as companies’ disclosed layoffs resulting in lack of funds for businesses to contribute to the 2018 Race on the Base.

Added to the list of recommendations already generated by Staff, the Commissioners suggested: Early registration within a 2-week period automatically enters a participant into a lottery for drink tickets, etc.; donor list. Commissioner Hill commented that parking flowed better this year.

The winners of the 2018 ROTB City Council and Commission Participation Challenge resulted in a tie between the PR&CA Commission and the City Council, plaque will be presented at the May 21<sup>st</sup> City Council Meeting.

**D. Recreation & Community Services Department New Programming**

The Recreation and Community Services Department “Creates quality of life” for community members through health, safety, community, family, and education. Through education, the Recreation and Community Services Department offers a wide variety of educational and special interest classes, camps for youth, adults, and seniors that encourages lifelong learning with over 400 programs and classes offered. Recreation Manager Ron Noda provided a preview to the Commission of upcoming new programs.

Following the presentation, the Commissioners suggested the following:

- Gift Certificates
- Silent auction

- Day Camp Certificate
- Cup stacking - Teens
- VIP program

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

### Emeline Noda, Recreation Manager

- Organization study will be discussed at the City Council meeting of April 16, 2018.
- Senior Prom Masquerade will take place on Saturday, May 12, 2018 for Ages 50+ at the Los Alamitos Community Center, tickets are currently on sale.
- The City of Los Alamitos is partnering with the Los Alamitos non-profits in the community on the first annual Citywide volunteer service event "Serve Los Al." A Serve Los Al Assembly will be held Saturday, June 30, 2018.
- CPRS District 10 Awards and Installation Banquet will be held on April 19, 2018 at Rio Hondo Golf Course from 5:00-9:00 p.m., please RSVP no later than Friday, April 6, 2018.

### Ron Noda, Recreation Manager

- The Recreation and Community Services Department held Recreation Leaders interviews in a group setting and will schedule another group interview in three weeks. Commissioners were asked to share the job opportunity with co-workers, family, and friends. Job application is available on the City's website.
- The Recreation and Community Services Department has partnered with Sunburst Academy to allow cadets on-the-job learning, career and leadership development, and the opportunity to job shadow from April 23-May 11, 2018.
- State of the City was held at the Joint Forces Training Base in partnership with the Chambers to discuss our accomplishments in the City.
- Recreation Manager Ron Noda is the City's liaison to the Los Alamitos Museum.

## 8. **COMMISSIONER REPORTS**

### Commissioner Hunter

- Stated he had a blast at the Spring Carnival and gave kudos to Recreation Coordinator Megan Shimada for doing such a great job.

### Commissioner Duran

- Echoed Commissioner Hunter.

### Commissioner Carvajal

- Stated the Weekend of Art event was very impressive and urged keeping former Commissioner Bell as the curator.

### Commissioner Hill

- Stated the Spring Carnival was fantastic and complimented staff.

Vice-Chair Olveda

- Nothing to report

Chair Doby

- Stated she was happy new Commissioners attended the events.

**9. ADJOURNMENT**

The Parks, Recreation, and Cultural Arts Commission adjourned at 8:41 p.m.

\_\_\_\_\_  
Tanya Doby, Chair

Attest:

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

# City of Los Alamitos

## Parks, Recreation & Cultural Arts Commission

### Agenda Report Staff Report

May 2, 2018  
Item No: 6A

**To:** Chair Tanya Doby & Members of the Parks, Recreation and Cultural Arts Commission

**From:** Emeline Noda, Recreation Manager

**Subject:** 2018 Summer Preview

**Summary:** This report provides the Parks, Recreation & Cultural Arts Commission a preview of the Los Alamitos Recreation and Community Services Department's 2018 summer programs, classes, camps, and events.

**Recommendation:** Commission receive and file.

### Background

The Recreation and Community Services Department has an intense summer program scheduled for 2018. The typical ten weeks of summer is one of the busiest periods of the year with the largest number of participants along with the variety of summer events and activities. This summer, due to the Los Alamitos Unified School District (LAUSD) revised calendar, the summer will only consist of seven (7) weeks. During these summer weeks, the department experiences an increase in staffing levels (paid staff and volunteers) and revenue generated, as a majority of programs, events, and classes occur throughout this season.

### Discussion

#### Los Alamitos Volunteer Program (L.A.V.P.)

L.A.V.P. is a volunteer-based program for middle and high school students to give back to their community while assisting them in completing their community service requirements necessary for high school graduation. These students gain experiences in the varied field of recreation while supporting other local non-profit organizations as well as the City of Los Alamitos.

This year, the L.A.V.P. program has 85 registered volunteers who typically volunteer a combined 4600+ hours in various programs and events each summer:

Special Events: Music and Movies in the Park, 4<sup>th</sup> of July Fireworks Spectacular

Pre-School Program: Assist staff with classroom duties

Youth Sports: Scorekeeping, assisting staff with field preparation, a variety of youth sports activities

Summer Day Camp: Assist staff with leading campers in games, art and crafts, tournaments, special events and excursions for an additional cost

Summer Park Program: Assist staff with games, arts and crafts, tournaments, special events

Community Service Projects: Cypress Run and Serve Los Al

## **Parks Program**

Parks Program is a free drop-in program held at Little Cottonwood Park and Orville R. Lewis Park in the summer. The 7-week program has Recreation Leaders organize, plan, and implement structured activities including sports, arts and crafts, tournaments, and special events.

Over 3,800 children typically participate in the Parks Program and they are treated to free excursions at a variety of locations such as Billy Beez, the Orange County Zoo, Scooters Jungle, watching a movie at 4 Star Cinema, and Seal Beach.

## **Los Alamitos Summer Day Camp**

The Los Alamitos Summer Day Camp program will provide 7-weeks of custodial care for children ages 5-12. More than 2,280 campers register for the day camp each summer and have the chance to participate in fun arts & crafts, sports, games, swimming, and excursions every Thursday to popular places like Scooter's Jungle, Rockin Jump OC, Knott's Berry Farm, John's Incredible Pizza, Aquarium of the Pacific, an Angels Baseball game, and the Discovery Cube.

## **Ready, Set, Go! Preschool Program**

The summer preschool session will operate 7 weeks with two classes – a 4 to 5 year old class held three times a week (Monday, Wednesday, Friday) and a 3 year old class held twice a week (Tuesday, Thursday). Both classes have about 20-30 participants in each class. Last summer was the largest enrollment for summer in the history of the Ready, Set, Go! Preschool Program. Highlights for the summer preschool sessions include



learning about 3-D shapes, learning ten frames, making dinosaur fossils, making a volcano and watching it erupt, and learning to tie shoes.

## **Summer Specialty Camps & Classes**

Each summer, the Recreation and Community Services Department partners with other cities to provide specialty camps. This year, 43 camps are offered in the Summer Activities Guide with some of the more popular camps including Lego Flix, Crazy Chemworks, Robots 101, and NASA Jr. Astronauts. Traditional contract classes are also offered in the summer for all ages and a variety of interests.

## **Sports**

### Adult Sports

Adult Sports programs give adults the opportunity to exercise, promote wholesome physical activity, and provide an outlet for competition and fun. This program reduces stress, builds friendships, provides an opportunity for bonding, and promotes health and wellness.

This summer, Adult Sports includes:

- 11v11 Soccer Men's Over 25
- 11v11 Soccer Men's Over 45
- 7v7 Men's Over 25
- 7v7 Men's Over 35
- 7v7 Soccer Women's Over 30
- Men's Softball REC Division
- Co-Ed Softball REC Division
- Men's Basketball
- Pick-Up Basketball
- Pick-Up Soccer

For the first time this season, the Recreation Department will be contracting the basketball and softball leagues. Softball will be contracted with Major League Softball (MLS) and basketball with Fast Action Basketball (FAB).

### Youth Sports

Youth Sports offer children a fun and safe environment to learn basic skills and develop techniques in each sport in a small group clinic-style atmosphere. Coached by Recreation and Community Services Department staff, children are taught good sportsmanship, teamwork and are presented a t-shirt and award at the end of each program. The programs are offered to participants ranging in age from 2 to 7 years old. The following youth sports will be offered this summer:

- Parent and Me Soccer
- Jr. Pee Wee T-Ball
- Jr. Pee Wee Soccer
- Pee Wee Soccer League
- Pee Wee T-Ball League

## Events

### 4<sup>th</sup> of July Fireworks Spectacular

The 31<sup>st</sup> Annual 4<sup>th</sup> of July Fireworks Spectacular is scheduled for Wednesday, July 4<sup>th</sup> at the Joint Forces Training Base (JFTB) in Los Alamitos. The cities of Los Alamitos, Cypress, Seal Beach, and the Community of Rossmoor collaborate to host this annual event to honor the men and women of the military and celebrate our country's birthday.

Approximately 14,000 people attend the patriotic event which included activities like military static displays, food booths, and live music on the main stage. The evening concluded with a 22-minute long fireworks show which remains one of the best and longest displays in Southern California.

### Music and Movies Event Series

The Music and Movies Event Series, presented by the Parks, Recreation, & Cultural Arts Commission will take place on three Saturdays throughout the summer. An average of 350 community members come out to each event with their friends and family to listen to great live music and watch a movie under the stars. Below is a preview of the band and movie schedule:

- June 23<sup>rd</sup> at Laurel Park
  - Movie – *Disney's The Lion King*
  - Band – Reckless
- July 14<sup>th</sup> at Orville Lewis Park
  - Movie – *Disney's Pixar Coco*
  - Band – La Sirena
- July 28<sup>th</sup> at Little Cottonwood Park
  - Movie – *The Lego Ninjago Movie*
  - Band – Sugar Lips

## Fiscal Impact

The Recreation and Community Services Department receives a significant amount of its revenue during the summer months in each of the areas discussed above. Funding for these programs have been budgeted in various accounts listed in the current Fiscal Year (FY) 2017-18 (through June 30, 2018) and the FY 2018-19 (begins July 1, 2018) Recreation and Community Services Department budgets. All classes and programs have fees that help offset the costs of the programs except for 4<sup>th</sup> of July Fireworks Spectacular, Music and Movies Event Series and Parks Programs which are free to attend.

# City of Los Alamitos

## Parks, Recreation & Cultural Arts Commission

### Agenda Report Staff Report

May 2, 2018  
Item No: 6B

**To:** Chair Tanya Doby & Members of the Parks, Recreation & Cultural Arts Commission

**From:** Ron Noda, Recreation Manager

**Subject:** Facility & Park Maintenance Update

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

**Recommendation:** Commission receive and file.

### Background

Staff would like to provide an update on park maintenance activity 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.

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 annual rehabilitation for this facility is traditionally done beginning the week of Thanksgiving and shut down for approximately 12 weeks. The rehabilitation project was completed and began on November 20, 2017 and the facility was re-opened on February 12, 2018. Aerating, fertilization, and re-seeding was done. The Los Alamitos Unified School District during the Winter Break rehabilitated the track field by installing a mow curb around the track and laying down a new track surface composed of decomposed granite (DG).

- **Laurel Park** – Staff has begun work on a roof project for the bathrooms. The project also includes installing new doors for the storage closets that are utilized by the City's tennis contractor.
- **Little Cottonwood Park** – Normal monthly maintenance is taking place with the sports field. Public Works replaced bent bollards located at the basketball courts with a decorative, split-reared wooden fencing. The plexi-glass for the display case was replaced as well as installing a new double barbeque at the large shelter.
- **Orville R. Lewis Park** – Normal monthly maintenance is taking place with the sports field. Orville R. Lewis Park has also received new playground equipment and the wood chips were replaced with a surface made up of rubberized surface.
- **Roberts Park** – Normal maintenance is taking place with the playground including weekly raking of the woodchips. Public Work staff did some concrete work on the pathway leading up to the park.
- **Stansbury Park** – Normal monthly maintenance is occurring. The wrought iron fencing leading into the park was removed, repaired, reinstalled and repainted. The Stansbury Park sign was also repainted as well.
- **Labourdette Park** – Normal monthly maintenance is taking place along with routine playground inspections.
- **Sterns Park** – Normal monthly maintenance is occurring. Wooden benches have been removed and a decorative, concrete cap was installed.
- **Soroptimist Park** – Normal monthly maintenance is taking place along with routine playground inspections.
- **Coyote Creek Park** – Normal maintenance continues.
- **Community Center/Youth Center** – The landscaping in front of the Community Center was removed and replaced with colorful plants and flowers. The accent walls project in the Community Center has been completed. Along with the accent wall installation, the Recreation & Community Service Department logo was installed on one of the walls as well.
- **Median Islands** – The center median islands project at Bradbury, Rossmoor Way, and Pine Street has been completed. The existing grass has been removed and replaced with drought tolerate plants. The irrigation has been improved and the pavers have been repaired.

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

- **Laurel Park** – A rehabilitation project on the ball diamond will be done in the near future. The ball diamond maintenance project includes rototilling, installing infield conditioner, and laser leveling.
- **Little Cottonwood Park** – A rehabilitation project on the ball diamond will be done in the near future. The ball diamond maintenance project includes rototilling, installing infield conditioner, laser leveling, and repairing the berm. Re-landscaping in front of the park along Farquhar Avenue will also be done. Staff has added the repair of the parking lot and basketball court to the 2018/2019 CIP Project list for City Council to review.
- **Labourdette Park** – Staff will be re-landscaping the front of the park with drought tolerant plants.
- **Orville Lewis Park** – Staff will be replacing the deteriorated wood border around the basketball court.
- **Roberts Park** – Pathway project that includes removal of concrete and a large tree and laying down new concrete will be done. Roots from the large tree has dislodge the concrete creating a tripping hazard. Wood chips will be installed for the playground area.
- **Soroptimist Park** – Staff will be installing new wood chips for the playground area.
- **Sterns Park** – Staff will be removing the chain link fence in the back of the park and replacing it with a decorative wrought iron fence. Repairs will also be made to the wood patio structure and re-painted.
- **Community Center/Youth Center** – The May agenda for City Council includes requests for repairs to the roof and the bathrooms in the large activity room. Additional enhancements to the Community Center (new photos, painting) will also be done in the future.
- **Median Islands** – Re-landscaping of the inlands on Reagan Street with drought tolerant plants will be done.

## **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 2018/19 operational budget or the Capital Improvement Plan (CIP) budget for City Council to review.

# City of Los Alamitos

## Parks, Recreation & Cultural Arts Commission

### Agenda Report Staff Report

May 2, 2018  
Item No: 6C

**To:** Chair Tanya Doby & Members of the Parks, Recreation and Cultural Arts Commission

**From:** Emeline Noda, Recreation Manager

**Subject:** Recreation & Community Services Department Goals & Objectives

**Summary:** This report provides the Parks, Recreation & Cultural Arts Commission a preview of the Los Alamitos Recreation and Community Services Department's 2018 summer programs, classes, camps, and events.

**Recommendation:** Commission receive and file.

### Background

The Los Alamitos Recreation and Community Services Department has historically provided a wide array of programming and events for the community to serve all ages and abilities. The Department strives to maintain high levels of service on limited resources and with creative solutions. The Department meets on an annual basis to evaluate Department goals and objectives to ensure current trends and needs of the community are being addressed.

### Discussion

In February of 2018, the Recreation and Community Services Department Administrative team met for an Internal In-Service. During this time, staff brainstormed a variety of topics and prioritized the top five goals and objectives that would further advance the Department to reach elevated standards of operations.

These goals include:

1. Provide quality customer experience  
(Overall experience from Community Center aesthetics, registration process, and quality of programs and events)

2. Increase branding, visibility, and relationships in the community through a variety of marketing and outreach efforts  
*(Utilize community selected five words that "Create quality of life." Visible participation and increased relationships with local non-profits and business community, JFTB, local media, and School District)*
3. Increase revenue each year with enhanced programming  
*(Sponsorship Program, facility packages, increased programming, and expanded partnerships)*
4. Enhance the work culture and environment through teamwork, staff recognition, and growth opportunities  
*(Succession planning, growth opportunities for staff, recognition, and socials)*
5. Identify gaps of service in the community by creating, contracting out, and partnering with other organizations to bridge those gaps  
*(Teen programming, life skill classes, Scholarship Program, weekend classes for working families)*

Staff has identified several objectives under each goal that are currently being evaluated for feasibility of implementation. The Department has taken the approach to promote lower level staff to leadership positions to carry out many of the objectives and during this transition phase, staff are being assigned various duties based on fit.

## **Fiscal Impact**

Currently, staff is working within the Recreation and Community Services Department's annual Fiscal Year budget to accomplish each goal. Enhanced programming may incur additional expenditures that will be offset by revenue generated.