CITY OF LOS ALAMITOS
3191 Katella Ave.
Los Alamitos, CA 90720

AGENDA
PARKS, RECREATION, AND
CULTURAL ARTS COMMISSION
REGULAR MEETING
Wednesday, April 5, 2017 – 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 Chirco
Commissioner Doby
Commissioner Hill
Commissioner Jorge
Commissioner Olveda
Vice Chair Estrada
Chair Carvajal

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 December 7, 2016, January 4, 2017 and March 1, 2017.

6. **STAFF REPORTS**
   
   **A. Los Alamitos Spring Carnival featuring the Egg Hunt**  
   This report provides the Parks, Recreation & Cultural Arts Commission an update regarding the Spring Carnival.

   Recommendation: Commission receive and file.

   **B. Race on the Base 2017**  
   This report provides the Parks, Recreation & Cultural Arts Commission with pertinent information regarding the 2017 Race on the Base.

   Recommendation: Commission receive and file.

   **C. Los Alamitos Aquatics Programming**  
   This report provides the Parks, Recreation & Cultural Arts Commission an overview of how the Aquatics program has progressed over the last few years.

   Recommendation: Commission discuss the future of the aquatics program.

   **D. Off Leash Area at Little Cottonwood Park**  
   This report provides the Parks, Recreation and Cultural Arts Commission an overview of what it might take to place an off leash area/dog park at Little Cottonwood Park.

   Recommendation: Commission discuss the feasibility of an off leash area/dog park in Los Alamitos and provide a recommendation to staff and/or City Council.

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

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

I hereby certify, under penalty of perjury under the laws of the State of California that the foregoing Agenda was posted at the Community Center, Museum and City Hall not less than 72 hours prior to the meeting. Dated this 31st day of March 2017.

Trini Zenovka, Department Secretary
1. **CALL TO ORDER**
   The Parks, Recreation and Cultural Arts Commission met in a Regular Session at 7:00 p.m., Wednesday, December 7, 2016, in the Council Chambers, 3191 Katella Ave., Chair Wilson presiding.

2. **ROLL CALL**
   **Present:** Commission Members: Bell, Carvajal, Decker, Estrada, Jempsa, Jorge, Wilson
   **Staff:** Corey Lakin, Recreation & Community Svcs. Dir.
   Emeline 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.

   Mark Chirco introduced himself to the Parks Recreation and Cultural Arts Commission as a new incoming commissioner.

   The PR&CA Commission welcomed new the commissioner, Chair Wilson closed Oral Communications.

5. **MINUTES**
   Motion/Second: Carvajal/Decker
   Unanimously Carried: The Parks, Recreation, and Cultural Arts Commission approved the minutes of the regular meeting of November 2, 2016.

6. **STAFF REPORTS**

   **A. Quarterly Park Maintenance Update**
   Public Services Superintendent Tony Brandyberry provided a quarterly update on all maintenance activities under the purview of the Parks, Recreation and Cultural Arts Commission for fourth quarter of 2016. 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. The report listed all maintenance and repair activities and yielding the opportunity for the Commission to provide feedback to staff on current and future maintenance concerns they may have. Staff also recognized additional maintenance and repairs that are essential and will provided an update at the next quarterly meeting.
B. Race on the Base 2017

Recreation Manager Emeline Noda provided the Parks, Recreation and Cultural Arts Commission with pertinent information on the 36th Annual Southland Credit Union Los Alamitos Race on the Base (ROTB). This is the City's largest special event and draws thousands of people to Los Alamitos and the Joint Forces Training Base. Our goal is to create a sustainable event, provide a positive image of the City of Los Alamitos and the Joint Forces Training Base by creating a memorable community event for all participants, sponsors, vendors, volunteers, and spectators.

Registration for ROTB is currently at the same level as last year at this time, although registration was down slightly last year compared to previous years. Several local races are also experiencing lower registrations due to many competing events, making it difficult for runners to choose an event.

This year's campaign includes Community Charity Partners and Official Charity Partners. Honoring Our Fallen and Rock For Vets are fundraising for their causes by participating in the event and increasing awareness. Official Charity Honoring Our Fallen has partnered this year with ROTB for the Honoring Our Fallen 5K Run/Walk to Remember in honor of fallen soldiers. There is also an Honoring Our Fallen Virtual 5K Run/Walk to Remember that allows participation all over the world.

Staff promotes Race on the Base with a contest to kick off registration, Facebook and Twitter posts, email blasts and staff begins to attend different racing events throughout the region leading up to the Race. Staff is continuously evaluating ways to keep fresh and up to date on current trends. This year staff has an expanded Glow in the Dark Fun Run presented by Southland Credit Union which now includes all ages, a Glow in the Dark Costume Contest and Family Pricing Package and a longer distance option of ½ mile of 1 mile.

Post race food will be distributed at the finish line again to avoid long lines after their event. A large Registration and Vendor Expo Tent will be adjacent to the Start and Finish Line. Long Beach Memorial, Miller Children's & Women's Hospital of Long Beach and Community Hospital of Long Beach is sponsoring the expanded expo, helping participants meet local medical, wellness and health-related businesses and organizations.

Parking will be handled by City staff, volunteers from the Civil Air Patrol and contracted parking personnel from 24/7 Event Services to maximize efficiency. The majority of parking for vendors, volunteers, participants, and spectators will be on the tarmac. Placing the Expo Tent off of the airfield also enables more cars to park on the tarmac. Traffic into and out of the base will be through both the Lexington and Orangewood gates.

Staff provided samples of both the participants camouflage short sleeve and glow run long sleeve t-shirts and announced toddler shirts will to be offered for the first time at this year's event. Staff also provided a sample design of the 3rd evolution of the OC California Race Series medal.

7. ITEMS FROM THE RECREATION & COMMUNITY SERVICES DEPARTMENT

Recreation and Community Services Director Corey Lakin thanked the commission for coming to the Holiday Commission Dinner on December 6. A special thank to those of you not
returning next month, it has been a pleasure to with each of you and appreciate your service. It has been an honor to work with all of the commissioners this past year.

Recreation Manager Emeline Noda reminded the commission that the Holiday Decorating Contest judging will take place next week and if anyone is interested in judging please let us know tonight.

8. COMMISSIONER REPORTS
Commission Jempsa thanked staff for those who planned the Holiday Commissioner Dinner event and as her and her husband were very pleased with the event.

Commissioner Bell expressed how pleased he was for having served on the commission and also thanked staff for work on the Veterans Memorial Sundial and Weekend of Art.

Commissioner Estrada was not able to attend Winter Wonderland, but her family was able to join in the festivities and received great reviews from her neighbors.

Commissioner Carvajal thanked the commission for being awesome to serve the community. The Commission is among the best that he has served with, having looked at things in a different and positive way and challenging staff and Council to improve. We are going to miss a lot of you and those of staying will continue to search for new and better ways of doing things and looks forward to serving with the new commissioners.

Commissioner Jorge also thanked both staff and the commission for participating and serving our community. He enjoyed volunteering at the snow area and looks forward to it next year. Commissioner Jorge provided an update on Wings Wheels and Rotors and thanked everyone that attended as they plan on expanding on this event next year.

Vice Chair Decker thanked staff for the Holiday Commissioner Dinner and attended the Winter Wonderland, volunteering at the slide area and also agreed to judge the holiday decorating contest! Commissioner Decker thanked everyone for allowing her to serve on the commission the past two years and plans on attending future events.

Chair Wilson, enjoyed the Holiday Commissioner Dinner and attended Winter Wonderland where he was introduced as Councilmember Elect. He thanked the commission for their support and looks forward to working with the Commission.

9. ADJOURNMENT
The Parks, Recreation, and Cultural Arts Commission adjourned at 8:20 p.m.

________________________________________

Pete Carvajal, Chair

Attest:

________________________________________

Corey Lakin, Director
Recreation & Community Services Department
MINUTES OF PARKS, RECREATION AND CULTURAL ARTS COMMISSION
OF THE CITY OF LOS ALAMITOS

REGULAR MEETING – WEDNESDAY, January 4, 2017

1. CALL TO ORDER
The Parks, Recreation and Cultural Arts Commission met in a Regular Session at 7:12 p.m., Wednesday, January 4, 2017, in the Council Chambers, 3191 Katella Ave., Vice Chair Estrada presiding.

2. ROLL CALL
Present: Commission Members: Chirco, Jorge, Estrada, Olveda
Absent: Commission Members: Carvajal; Doby
Present: Staff: Corey Lakin, Recreation & Community Svcs. Dir.

3. PLEDGE OF ALLEGIANCE
Recreation and Community Services Director Corey Lakin led the Pledge of Allegiance.

4. INSTALLATION OF NEW COMMISSIONERS
Recreation and Community Services Director Corey Lakin gave the Oath of Allegiance and installed Mark Chirco and Steven Olveda as Parks, Recreation and Cultural Arts (PR&CA) Commissioners.

5. ORAL COMMUNICATIONS
Recreation and Community Services Director Corey Lakin opened Oral Communications. There being no one present wishing to speak, Director Lakin closed Oral Communications.

6. SPECIAL ORDERS OF THE DAY
A. Annual Parks, Recreation and Cultural Arts Commission Reorganization
Recreation and Community Services Director Corey Lakin provided the PR&CA Commission with information to nominate and elect a Chair and Vice Chair for the annual reorganization of the PR&CA Commission.

Recreation and Community Services Director Corey Lakin opened nominations for the position of Chair; Commissioner Jorge nominated Commissioner Carvajal, seconded by Commissioner Estrada. There being no further nominations Director Lakin closed the nominations.

Unanimously Carried: The PR&A Commission appointed Commissioner Carvajal to the position of Chair.

Recreation and Community Services Director Corey Lakin opened nominations for the position of Vice Chair; Commissioner Jorge nominated Commissioner Estrada. There being no further nominations Director Lakin closed the nominations.
Unanimously Carried: The PR&A Commission appointed Commissioner Estrada to the position of Vice Chair.

7. MINUTES
Motion/Second: Deferred approval of minutes of December 7, 2016 to next schedule meeting.

8. STAFF REPORTS
A. Commission Orientation
Recreation and Community Services Director Corey Lakin provided the PR&CA Commission a PowerPoint presentation and Commissioner’s Handbook to the new Commission members and a review for the returning Commission members.

B. Park Playground Surfacing Design Options
Recreation and Community Services Director Corey Lakin provided an overview of the Park Playground Surfacing Design Options Bids received by the City to the PR&CA Commission and provided five (5) design options for the pour in place playground surfacing and costs associated with the contractors bids.

The Parks, Recreation and Cultural Arts (PR&CA) Commission recommends the following:

Little Cottonwood: “Blue river” running throughout (connecting water paths), “Red lava” for high traffic areas and beige for the base.

Orville Lewis: Black runway, white lines, gray exterior and under the airplane taking off; white circle white H, black in the middle, helipad underneath swings.

C. 2017 Music and Movies Event Series Themes and Movie Selection
Recreation and Community Services Director Corey Lakin provided the PR&CA Commission the opportunity to vote on the movie and theme options for the 2017 Music and Movies Event Series. The City of Los Alamitos annually holds four (4) Music and Movies events during the summer months. These events are free and create community throughout the City, allowing different neighborhoods the opportunity to walk to park events, enjoy a variety of activities, food and live entertainment followed by a movie with friends and neighbors.

- Saturday, June 24, 2017 at Laurel Park = “Animals, Animals, Oh My!” Secret Life of Pets
- Saturday, July 8, 2017 at Little Cottonwood Park = “Books of the Big Screen” Jungle Book
- Saturday, July 22, 2017 at Orville R. Lewis Park = “Family Favorite” Wreck-It-Ralph
- Saturday, August 5, 2017 at Laurel Park = “Community Choice” TBD by the Community.

7. ITEMS FROM THE RECREATION & COMMUNITY SERVICES DEPARTMENT
Recreation and Community Services Director Corey Lakin provided an update on Winter programming and ROTB. We are currently speaking with 100.3 Radio about
sponsorship opportunity for ROTB and we recently received a marketing opportunity from iHeartMEDIA. Our staffs is heavily marketing the ROTB event, and invite you to help by posting posters or providing flyers to share with your place of business, family, friends and everyone you know. The PR&CA Commission is encouraged to challenge the other commissions and City Council to a friendly competition.

8. COMMISSIONER REPORTS

Commissioners Chirco, Jorge, Estrada and Olveda did not have any items to report.

9. ADJOURNMENT

The Parks, Recreation, and Cultural Arts Commission adjourned at 9:16 p.m.

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Judy Estrada, Vice Chair

Attest:

________________________________________

Corey Lakin, Director
Recreation & Community Services Department
1. **CALL TO ORDER**
The Parks, Recreation and Cultural Arts Commission met in a Regular Session at 7:00 p.m., Wednesday, March 1, 2017, in the Council Chambers, 3191 Katella Ave., Chair Carvajal presiding.

2. **ROLL CALL**

   **Present:**  Commission Members:  Chirco, Carvajal, Doby, Estrada, Jorge, Hill, Olveda
   
   **Absent:**  Commission Members:  None

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

3. **PLEDGE OF ALLEGIANCE**
Chair Carvajal led the Pledge of Allegiance.

4. **INSTALLATION OF NEW COMMISSIONER**
Recreation and Community Services Manager Emeline Noda gave the Oath of Allegiance and installed Dean Hill as a Parks, Recreation and Cultural Arts (PR&CA) Commissioner.

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

6. **MINUTES**
   
   Motion/Second:  Estrada/Jorge
   Abstain:  Hill

   Unanimously Carried:  The Parks, Recreation, and Cultural Arts Commission approved the minutes of the regular meeting of February 1, 2017. Deferred approval of minutes of December 7, 2016 and January 4, 2017 to next schedule meeting.

7. **STAFF REPORTS**
   
   A. **Los Alamitos Senior Club**
   Recreation and Community Services Manager, Emeline Noda, provided the Parks Recreation and Cultural Arts Commission an update on the Los Alamitos Senior Club. The Club meets every Thursday at the Community Center and has its own board of directors and provides opportunities for seniors in the community to maintain an active and healthy lifestyle while building friendships, community awareness and wonderful memories. This Club is the heart of Los Alamitos, because each week they truly give of themselves for the benefit of others with
passion and purpose. They are an inspiring group and the City is proud to host them a gathering place for such a special, caring, devoted group of model citizens who care and give back to their community.

B. Recreation & Community Services Department Employee of the Quarter
Recreation Manager Ron Noda provided the Parks Recreation and Cultural Arts Commission an update on the Employee of the Quarter. The Recreation and Community Services Department implemented an awards program in the Fall of 2015 to recognize part-time employees for their outstanding work performance on a quarterly basis.

The awards program honors individuals with strong work ethic, exhibit quality customer service and provide excellent work. The Recreation and Community Service Department has awarded Samantha Kenny, Fall 2015; Bianca Frontino, Winter 2016; Krittina Veneciano, Spring 2016; Steve Kim, Spring 2016; and Alyssa Olveda, Fall 2016 as recipients of Employee of the Quarter.

C. Preview of 2017 Weekend of Art in Los Alamitos
Recreation Coordinator Megan Shimada provided the Parks, Recreation & Cultural Arts Commission a preview of the upcoming Weekend of Art in Los Alamitos scheduled for Friday, March 17- Sunday, March 19, 2017. The three-day art festival will feature all performing and visual arts mediums at the Los Alamitos Community Center. This year additional awards were added for Pre-K through 5th grade, Middle School, High School, and Adult (18+) 1st, 2nd, & 3rd places for each group and “People’s Choice” 1st place awards. The length of the demonstrations/activities was extended to include multiples at one time throughout the exhibition area, allowing for choices among the attendees and incorporate performing arts throughout the event. The local newspapers have been contacted and provided literature to disperse through online and print media. Staff will continue to market through as many avenues as possible.

D. California Park & Recreation Society District 10 Volunteer Merit Award Nominee(s)
The California Parks and Recreation Society District 10 is hosting an awards and installation banquet on Thursday, April 20, 2017 at the Community Meeting Center in Garden Grove. The awards program is designed to recognize and honor individuals and organizations who have contributed to the recreation profession and the quality of life within CPRS District 10. The PR&CA Commission, City Council, City Manager as well as Recreation and Community Services staff are invited to attend the District 10 banquet. Each year the Parks, Recreation & Cultural Arts Commission nominates an individual and/or an organization to receive the Volunteer Merit Award.

Recreation Manager Emeline Noda opened discussion for recommendation.

After much discussion the PR&CA Commissioners voted Chang Orthodontics and Michael Bell as their year’s selections. Chair Carvajal motioned, Commissioner Jorge second the motion and all voted in favor.
8. **ITEMS FROM THE RECREATION & COMMUNITY SERVICES DEPARTMENT**
Recreation Manager Emeline Noda thanked the PR&CA Commission for their support at the Race on the Base. We maintained registration and will be sending survey to all participants and will recognize race sponsors at the April City Council Meeting and invite you to attend. Next Month we will provide you an update on ROTB event.

Ron Noda, Recreation Manager provided an update on the cancellation of fields due to excessive rain this season. The Recreation and Community Services Department is hiring, please let anyone you think might be interested contact our office for further information.

9. **COMMISSIONER REPORTS**
Commissioner Olveda and family participated in ROTB event on Saturday as did his family.

Commissioner Chirco, attended ROTB Glow Run on Friday evening and also judged the participants of his event. His son also participated in the Glow Run along with his family, enjoyed the food and vendors at the event.

Vice Chair Estrada volunteered at ROTB table and really enjoyed the event. She requested an update on the Coyote Creek bike path.

Commissioner Hill and family participated in the ROTB.

Commissioner Doby volunteered to judge Glow Run and had so much fun and loved the selection of food trucks at the event.

Commissioner Jorge, participated in the event as did his family and friends. Commissioner Jorge mentioned that he received many compliments on how well organized this event is and appreciates all our efforts. Commissioner Jorge provided an update on Wheels Wings and Rotors to take place in October 2017.

Chair Carvajal, attended the Glow Run on Friday and had a great time judging the event. Chair Carvajal requested staff to provide the commission printed cards with all the social network marketing avenues for reference and an updated staff reports (example fields, rules and regulation) for the commission as education components. Chair Carvajal is excited to have the commission fully staffed and encouraged all commissioners to talk with neighbors and friends and bring back ideas to the Commission to bring change to the City.

10. **ADJOURNMENT**
The Parks, Recreation, and Cultural Arts Commission adjourned at 9:20 p.m.

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Pete Carvajal, Chair

Attest:

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Corey Lakin, Director
Recreation & Community Services Department
City of Los Alamitos
Recreation & Community Services

Agenda Report
Staff Report

April 5, 2017
Item No: 6A

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

Via: Corey Lakin, Recreation & Community Services Director

From: Megan Shimada, Recreation Coordinator

Subject: Los Alamitos Spring Carnival featuring the Egg Hunt

Summary: This report provides the Parks, Recreation & Cultural Arts Commission an update regarding the Spring Carnival.

Recommendation: Commission receive and file.
Background:

The Los Alamitos Recreation and Community Services Department will be hosting its annual Spring Carnival at Little Cottonwood Park on Saturday, April 15, 2017 from 9:00-11:30am. The carnival will feature the popular egg hunt, vendor booths, carnival games, bounce houses, arts and crafts, and a photo area with Peter Rabbit.

Discussion:

Approximately 2,500 people are expected to come out to Little Cottonwood Park to enjoy the annual Spring Carnival. In past years, the carnival has predominately taken place in the parking lot of Little Cottonwood Park, with the egg hunts and some inflatable activities happening on the grass.

The Spring Carnival will have three egg hunt areas that will be divided according to age:

- Ages 0 to 3
- Ages 4 to 7
- Ages 8 to 12

In each area, a Golden Egg will be hidden and a special prize will be given to the child who finds it. Additional activities will be available including carnival game booths, arts and crafts, activities, a photo area with Peter Rabbit, vendors and food trucks.

Parks, Recreation and Cultural Arts (PRCA) Commissioners are invited and encouraged to participate in this year’s event. Commissioners’ tasks will include being the emcee for the event and awarding the prizes to the winners. Below is the schedule that Commissioners are being requested for:

- Emcee – welcome community members to the event from 8:45 – 11:30am
- Start the three Egg Hunt areas beginning at 9:30am
- Hand out awards to the finders of the Golden Egg beginning at 9:30am

PRCA Commissioners interested in attending this year’s Spring Carnival should contact Megan Shimada at the Recreation and Community Services Department.

Fiscal Impact:

Funding for the event is budgeted in the Special Events Division of the Recreation and Community Services Department. The Spring Carnival will also gain revenue funds from possible food trucks and vendors. To date, AYSO Region 159 has contributed $2,500, the Los Alamitos Senior Club has contributed $250, and the New York Travel Club has contributed $250 for a total of $3,000 to assist in offsetting expenses for the event.

Submitted By:  
Megan Shimada  
Recreation Coordinator

Approved By:  
Corey Lakin  
Recreation & Community Services Director
City of Los Alamitos
Recreation & Community Services

Agenda Report
Staff Report

April 5, 2017
Item No: 6B

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

Via: Corey Lakin, Recreation & Community Services Director

From: Emeline Noda, Recreation Manager

Subject: Race on the Base 2017

Summary: This report provides the Parks, Recreation & Cultural Arts Commission with pertinent information regarding the 2017 Race on the Base.

Recommendation: Commission receive and file.

Background

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

Race on the Base events include the popular Reverse Triathlon, Jr. Reverse Triathlon, 10K Run, Honoring Our Fallen 5K Run/Walk with new Virtual 5K, 10K Wheelchair Race, and the newly expanded Glow in the Dark Fun Run presented by Southland Credit Union that took place on the Friday prior to the event during Packet Pick Up. This year was the 36th annual event. The Saturday portion of the event entails 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 sublimated soft technical short-sleeved shirt for all 5K/10K/Triathlon participants and long-sleeve technical shirts for the Glow Run and volunteers, post race food, a two-day Health & Fitness Vendor Expo sponsored by the Los Alamitos Medical Center, free race clinics, and traditional dog tag finisher medals.
Discussion

2017 Post Event Survey

Staff sent out a post event survey on February 27, 2017 and received 786 responses in the first 48 hours.

- 51% said they have participated in the race before while 49% said they are new participants
- Out of those who participated previously, 23% said they participated last year, and another 37% said they have participated in the last two to three years
- 97% said they would recommend this event to another friend or family member, and 3% said they would not
- 75% said they plan to return next year, 3% said they would not and 22% were undecided
- When asked to rate the overall race experience, 95% rated the race as good or excellent, while 4% said the event was ok and 1% said the event was poor
- Generally comments have been positive. Staff did ask for recommendations on improving next year’s event and received 384 responses so far varying from “No recommendations... you guys rock! Have done tons of events and yours is one of the most organized, friendly, and generous events that I have attended. I have recommended to many (who signed up) and many more will be returning with me next year! And...we all drive in from the Inland Empire! Great job to all!” to a variety of suggestions that will be put into an evaluation document to be used for next year’s planning. The major challenge experienced each year was improving the traffic flow entering the Base during the busiest time which is about 45 minutes prior to the 7:00 a.m. start. Other suggestions include going back to the long sleeve shirt with the colder weather, adding more attractions/entertainment to the course, and improve signage on the course.

Race Registration

Below exhibits the amount of registrations received each year for the past five years. Registration was slightly above last year’s number which is a good thing as many races are still declining in registration.
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**Sponsors**

Sponsors play a significant role in the Race on the Base, not only financially, but by helping to spread the word about the event to the patrons who frequent their businesses. The final amount in cash received was $89,750 (up from from $81,500 in 2016) and a value of $86,900 (up from $59,400 in 2016) in in-kind sponsorships.

Southland Credit Union measures their success (return on investment) by tracking the number of new members and by seeing their name and logo on all the marketing pieces produced and publicized and exposure on Race Day. As of Race Day, Southland signed up 68 new members which is the average of the last two years. Southland Credit Union also sponsored the popular Glow in the Dark Fun Run which was a great success with a significant increase over last year’s 1K Kids Run. This year, all ages had the option of running a half mile or 1 mile, increasing participation by more than 30%, from 321 participants in 2016 to 418 participants this year.

**Volunteers**

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

We are thankful for the following groups who are registered to volunteer for 2017:

- Alpha Gamma Sigma Long Beach City College
- AREC
- Bolsa Grande Men’s League
- Branch Church of Los Alamitos
- Cottonwood Church
- CSULB Alpha Phi Omega
- Los Alamitos High School CSF
- Los Alamitos Volunteer Program
- Rancho Alamitos Key Club
- Sunburst Youth Academy
- The Believers
- 26.2 Club

Registration & Vendor Expo

The two-day Vendor Expo had a decrease in vendors to about 50 in the large enclosed vendor tent and a new Health & Fitness Expo Sponsor: Long Beach Memorial, Community Hospital Long Beach, Miller Children’s & Women’s Hospital Long Beach.

Charity Campaign

The Race on the Base Charity Campaign is in its fifth year and includes Community Charity Partners and Official Charity Partners. These two tiers allowed non-profit organizations to fundraise for their cause by participating in the event. This type of involvement serves to increase community participation and awareness of the event. Participation in Race on the Base assisted three participating charities to raise over $11,069 to be contributed back to their organizations.

The following charity was named “Official Charity” of Race on the Base:

1. Honoring Our Fallen (raised: $6,819)

Community Charity Partner:

1. Rock for Vets (raised: $2,970)
2. Cottonwood Runners/Anchored (raised $1,280)

2017 Event Recommendations

Staff met with the JFTB, Run Racing, Gemini Timing and other Departments to discuss how to make the event better in 2018. Here are some of the recommendations that are being looked into further:
• Improve parking
  o Improve parking personnel & security
  o Improve directional signage
  o Add three lanes coming in from Lexington
• Delineate 5K and 10K finish lines
• More DJ music on course rather than the bands
• Expand older children 9-12 transition area for Jr. Tri
• Glow in the Dark Fun Run:
  o Only have two waves next year:
    ▪ Younger children ages 8 and under with family ½ mile
    ▪ Ages 9 and above with family (must be registered) ½ mile or 1 mile option
  o Move start line back to food truck/band area with increased lighting at the Start line
• Consider chip timing in bib
• Race shirts
  o Go back to long-sleeve technical race shirts (camouflage)
• Change up finisher medals each year to collectibles (tank, helicopter, jet)
• Improve signage and mile markers on Reverse Triathlon
• Prepare alternative routes that do not involve the airfield

2017 Race on the Base Council & Commission Participation Challenge

The winners of the 2017 Race on the Base Council & Commission Participation Challenge goes to the Parks, Recreation & Cultural Arts Commission with the Largest Number Attending the event of five Commissioners and Highest Percentage of Participation at 83%. A plaque will be engraved recognizing this accomplishment and will be presented to the Parks, Recreation & Cultural Arts Commission at the April 17th City Council Meeting.

Fiscal Impact:

Expenditures allocated for the Race on the Base are funded through the City’s General Fund in the Special Events Division of the Recreation and Community Services Department budget. Major expenditures for the event include: tent cost, participant shirts, race management, timing, marketing, and medals. Revenue from the Race on the Base is derived from participant registration, sponsor participation, and the Vendor Expo booth rentals. Revenue goes into the City’s General Fund.

Submitted By:

Emeline Noda
Recreation Manager

Approved By:

Corey Lakin
Recreation & Community Services Director
City of Los Alamitos
Recreation & Community Services

Agenda Report
Staff Report
April 5, 2017
Item No: 6C

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

From: Corey Lakin, Recreation & Community Services Director

Subject: Los Alamitos Aquatics Programming

Summary: This report provides the Parks, Recreation & Cultural Arts Commission an overview of how the Aquatics program has progressed over the last few years.

Recommendation: Commission discuss the future of the aquatics program.

Background:

After nearly 20 years of successful management and programming of the pool located at the Joint Forces Training Base, on March 1, 2016, the Morale, Welfare and Recreation (MWR) component of the Joint Forces Training Base (JFTB) took back control of pool operations and management. In order to continue providing swim safety and aquatics programming for Los Alamitos and surrounding residents, the City of Los Alamitos signed a six-month “Pool Use Agreement” with the JFTB MWR to rent the pool on a per lane basis through August 31, 2016. For the first three months (March-May), the cost per lane was $3.45 per hour for short course and $7.75 per hour for long course. The next three months (June-August), the per lane cost increased to $5.45 per hour for short course and $12.25 per hour for long course.

Since MWR took over the management of the pool, the City of Los Alamitos reduced its programming to core programs including swimming lessons (group, private and semi-private lessons), the FINS (Fitness IN Swimming) Masters Swim program, Deep Water Aerobics, and Junior Lifeguards (only in the summer). All four programs operate at a revenue-direct expenditure neutral cost.

At the March 20, 2017 Special Meeting of the City Council, the Los Alamitos City Council instructed staff to continue operating an aquatics program through the summer, but requested the Parks, Recreation and Cultural Arts Commission provide input on
how to proceed after the summer. There are several options that include continuing the program, eliminating the program, altering the program by eliminating some offerings and/or times of the year certain programs are offered, or contracting some or all of the services through another organization or business.

Discussion:

One year has passed with the new model of the City being a renter of pool space and offering revised aquatics programming and the City Council has asked the Parks, Recreation and Cultural Arts Commission to provide their insight into the future of the aquatics programs. There are several aspects of the aquatics program to review when looking at how to proceed with aquatics offerings besides revenues and expenditures, including safety, diversifying recreational opportunities, liability, staffing, competition, and more. Several of the issues relating to each of these are briefly discussed below.

Safety
Safety is always a prior it everything that we offer and provide to our constituents. Teaching individuals, especially children, how to swim is a life skill that is necessary to keep them safe and comfortable in and around water. Drowning is preventable and by teaching swim lessons, the City does its part to help avoid disastrous occurrences.

Diverse Programming
The Recreation and Community Services Department prides itself on offering a wide variety of programs, activities and events for all ages and abilities. By offering swim lessons, Junior Lifeguards, an adult masters swim program and water aerobics, the City has continued to operate activities including water safety and fitness.

Agreement
Currently, the City is utilizing the pool at the Joint Forces Training Base under the agreement that expired in August 2016 on a month to month basis. The benefit is that the costs have remained the same since August 2016, however, in September 2016, the JFTB and MWR indicated that fees would eventually increase due to the need to charge for office and storage space at the facility, as well as increasing staffing costs for the lifeguards.

Liability
In respects to the liability, the City maintains a $5 Million General Liability Insurance policy for use of the pool along with providing an Additional Insured Endorsement. Per the agreement, the City holds the military and MWR harmless against any liability for the programs that take place at the pool.

Costs
The costs associated with renting the pool remain at $5.45 per hour for short course lanes and $12.25 per hour for long course lanes. These hourly expenses include the cost of lifeguards for all City programs, taking the liability of the safety of the patrons at the pool off of the City and onto MWR. However, the City is still responsible for its
patrons and staff for coaching and teaching swim lessons. Additionally, due to the need to rent lanes in advance and not controlling the pool, the City has been bumped from the pool to accommodate other activities as well as the flexibility that used to be afforded to the City for swim lessons has been eliminated. Pool rental space is still at a premium and additional users have come to the pool as well as additional hours for lap swimming, therefore further restricting the amount of usage afforded to the City.

Registration
Over the past 13 months, there have been several factors that have led to nearly a significant decrease in swim lesson participation.

- Change – with all the changes that were occurring over a year ago, there were some participants who left the City’s swim lesson program for what they considered at the time a more stable program. With rumors and the fate of the City’s programs unknown at the time due to the lack of a timely lease agreement. Participants were notified that the City would continue to operate programs as usual until further notice, but some remained concerned about the future and did not want to start somewhere that they possibly could not finish.

- Staff – once MWR hired their aquatics management staff and began hiring lifeguards, a couple of the City’s staff left to become employees of MWR. Initially, it had been discussed to share staff, however, they made the decision to quit working for the City and move over to MWR and not work for both entities. Since then, at least seven City employees have become MWR employees with only two individuals working for both entities. Besides MWR, other local aquatics facilities and programs hire staff for coaching, teaching swim lessons, and lifeguarding, making it a challenge to compete locally. Swim schools, other municipalities and for-profit aquatic facilities are all pulling from the same “pool” of potential staff. Additionally, in speaking with other municipal aquatic programs, hiring qualified instructors is becoming more difficult. In general, there are fewer individuals seeking jobs in the aquatics industry due to the required certifications and potential new hires wanting more money for less work at other non-aquatic establishments.

Competition
In Los Alamitos there are now two private swim schools operating year-round with warm (85-92 degrees) and covered or indoor pools. Additionally, surrounding municipalities like Seal Beach, Cypress, Long Beach, and La Palma also have swim lesson programs, some of which are offered throughout the year. Great Wolf Lodge and Knott’s Soak City are also considered competition for not only staff, but financially when it comes to expendable income.

Current State of Aquatics
Currently, aquatics programs are offered year-round, with FINS (Fitness IN Swimming) Masters Swim Team maintaining about 20 consistent participants and growing. Deep Water Aerobics fluctuates with 10-15 participants based on the seasons and weather.
Last summer Junior Lifeguards having 30 participants, which was the largest number of participants the program has ever seen. Swim lessons, however are not as successful as they have been in the past. Nearly 1,200 swim lessons have been offered over the past year versus more than 2,000 lessons in previous years. Swimming lessons used to fill up constantly, causing staff to open new classes and find additional times for individuals to take lessons. Now, classes are being combined (i.e. Level 2 classes originally offered at 3:30pm and 4:00pm, now only being offered at 3:30pm or Level 1 and 2 classes turned into a combination Level 1/2 class) in order to meet the minimum numbers of participants to keep the lessons operating at a financially reasonable level.

Hiring remains a challenge. The City sought to hire five swim instructors in the fall 2016 since many staff goes away to college. Only two staff were hired and both have since resigned. Two weeks ago, staff was afforded the opportunity seek applicants for part-time aquatics and recreation staff in the middle of the city-wide hiring freeze. To date one new aquatics staff member has been offered a position with one additional interview pending with no other applications pending. Without additional staff, offering an adequate number of summer swim lessons will be a challenge.

Staff has reached out to a two organizations to gauge their interest in partnering with the City to become a contract instructor for aquatics programs or at least offer the opportunity for lower-cost swim lessons. Discussions will continue with additional organizations, businesses, and individuals to determine the best course of action to recommend to the City Council for consideration.

**Fiscal Impact**

Los Alamitos Aquatics program has, for several years, operated at a revenue-direct expenditure neutral cost (excluding overhead) and continues to do so today. Expenses include part-time swim instructor staffing costs, pool rent, and supplies.

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Submitted & Approved By:

[Signature]

Corey Lakin  
Recreation & Community Services Director

Los Alamitos Aquatics Programming  
April 5, 2017  
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City of Los Alamitos
Recreation & Community Services

Agenda Report
Staff Report
April 5, 2017
Item No: 6D

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

From: Corey Lakin, Recreation & Community Services Director

Subject: Off Leash Area at Little Cottonwood Park

Summary: This report provides the Parks, Recreation & Cultural Arts Commission an overview of what it might take to place an off leash area/dog park at Little Cottonwood Park.

Recommendation: Commission discuss the feasibility of an off leash area/dog park in Los Alamitos and provide a recommendation to staff and/or the City Council.

Background:

At its January 17, 2017 Council meeting, Mayor Hasselbrink directed Staff to bring back a report to begin the discussion of establishing an off leash dog park. At the March 20, 2017 City Council meeting, the entire City Council voted to have the Parks, Recreation and Cultural Art Commission look at the possibility of having an off leash area at Little Cottonwood Park.

Discussion:

Dog Parks (otherwise known as off leash areas for dogs) are becoming much more common place due to the desire for individuals wanting an area that their pets can roam free without being tethered to a leash. There are several local agencies as well as agencies throughout the state who have dog parks and allow this type of activity in public parks. Locally, the following cities have dog parks with several others in Orange and Los Angeles Counties:

- Seal Beach (Arbor Park)
- Lakewood (Rynerson Park)
- Long Beach (El Dorado Park & 9 other locations)
Garden Grove (Garden Grove Park)

This report allows the Parks, Recreation and Cultural Arts Commission to discuss the feasibility of such a park and provide direction to staff on providing further information and/or make a recommendation to the City Council. A potential area for the dog park would be the back corner of Little Cottonwood Park as illustrated below.

This location was chosen for several reasons:

- Little Cottonwood Park is located adjacent to many apartment dwellers who do not have yards for their pets to run around in
- The southeast corner of the park is far away from residents, trying to mitigate any sound impact from barking dogs or loud park visitors
- Currently that corner of the park already has several trees for shade, with the nearest activity taking place on the walking path and t-ball field

There are several considerations to take into account when determining whether to create a dog park and/or where to place one. Besides the financial components which are discussed in the Fiscal Impact below, there are some concerns over installing a dog park at Little Cottonwood Park:

- Safety: A dog park requires fencing to separate the off leash animals from the rest of the park in order to protect the dogs and people.
• Neighborhood Opposition: If neighbors are opposed to the dog park in their neighborhood park, they will likely voice their concerns. Concerns may include noise, increased usage, waste not picked up, parking issues, off-leash rule breakers, etc.
• Compatibility: The t-ball field is in close proximity to the proposed site and the two activities may not be conducive without additional fencing or other ball field alterations.
• Drainage: Due to dog waste, drainage is a concern during a rain storm or daily use of sprinklers. There is currently a drain located along the left side of the ball field, but there is also a large drain located just east of the proposed location.
• Requests for additional dog parks: With one dog park proposed for Little Cottonwood Park, other neighborhoods may begin requesting additional dog parks in their neighborhood parks.
• CIP Funding: With the need to install fencing, benches, gates, water fountains, signage, waste bags, and other possible amenities or alterations to the park to allow for the dog park, Capital Improvement Project (CIP) funds may be reallocated from other projects in order to put the dog park in place.
• Ongoing Maintenance: Dog parks require additional staffing to ensure the dog waste bags are refilled, waste is cleaned up routinely and the turf/dirt and sprinklers are maintained.
• CEQA Requirements: A California Environmental Quality Act (CEQA) analysis may be required to identify the significant environmental impacts of their actions and to avoid or mitigate those impacts, if feasible.

While these are some concerns staff has developed based on internal discussions and conversations with other agencies who maintain dog parks, there may be others. However, there are also significant advantages to having a dog park:

• Opportunity for dogs to roam off their leash in a protected environment
• Enables interaction between dogs
• The liability for the individual dogs is on the owner: CA Civil Code Section 3342(a) states that: “The owner of any dog is liable for the damages suffered by any person who is bitten by the dog while in a public place or lawfully in a private place, including the property of the owner of the dog, regardless of the former viciousness of the dog or the owner’s knowledge of such viciousness.”
• A place where Los Alamitos residents can bring their dogs for exercise and socialization for the animals and their owners
• A new amenity for Los Alamitos and Little Cottonwood Park to diversify recreational opportunities in the City
• A designated area for dog owners to legally have their animals off their leash versus doing it illegally elsewhere in the City
Fiscal Impact

The goal would be to use as little General Fund as possible and seek grant opportunities where available. Some potential grants include:

- http://www.petsafe.net/barkforyourpark/
- http://thestantonfoundation.org/canine/dog-parks
- https://www.beneful.com/dream-dog-park/local-dog-parks/

This project would require an appropriation of funds for one-time capital costs and ongoing maintenance. Staff will seek grant funding wherever possible. One-time costs are estimated to cost between $20,550 and $77,350:

- Municipal Code Changes (Legal, Advertising, Publishing): $2,000
- Community Outreach (Community Meetings, plans and specifications) $2,500
- CEQA Analysis (one or the other, but not both)
  - Exemption $5,200
  - Mitigated Negative Declaration $62,000
- Construction (Fencing, Signage, Water Fountains, Waste Bags, Labor) $9,500
- Maintenance & Operations (Waste Bags, Trash, Irrigation, Turf, Labor) $1,350

Approximately $70,000 of Park Development Funds is currently available and if used, would deplete those funds entirely. If grants are not received and the project costs exceed what is available in the Park Development Fund, unassigned fund balance reserves from the General Fund would be necessary to fund the project.

Submitted & Approved By:

[Signature]

Corey Lakin
Recreation & Community Services Director