AGENDA
PARKS, RECREATION, AND CULTURAL ARTS COMMISSION
REGULAR MEETING
Wednesday, May 3, 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 April 5, 2017.

6. **STAFF REPORTS**

   A. **Los Alamitos Aquatics Program Discussion**
      This report provides the Parks, Recreation & Cultural Arts Commission an overview of how the Aquatics program has progressed over the last few years and options on how to proceed with the program.

      Recommendation: Commission discuss the future of the aquatics program.

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 27th day of April 2017.

   [Signature]

   Trini Zenovka, Department Secretary

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Parks, Recreation & Cultural Arts Agenda
Regular Meeting
May 3, 2017
Page No. 2
MINUTES OF PARKS, RECREATION AND CULTURAL ARTS COMMISSION
OF THE CITY OF LOS ALAMITOS

SPECIAL MEETING – WEDNESDAY, December 7, 2016

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
Recruitment 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.
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.

______________________________
Judy Estrada, Vice 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, April 5, 2017

1. CALL TO ORDER
The Parks, Recreation and Cultural Arts Commission met in a Regular Session at 7:04 p.m., Wednesday, April 5, 2017, in the Council Chambers, 3191 Katella Ave., Chair Carvajal presiding.

2. ROLL CALL
Present: Commission Members: Chirco, Carvajal, Doby, Hill, Jorge, Olveda
Absent: Commission Members: Estrada
Present: Staff: Corey Lakin, Recreation & Community Svcs. Dir.
             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
Motion/Second: Olveda/Chirco
Abstain: Estrada
Unanimously Carried: The Parks, Recreation, and Cultural Arts Commission approved the minutes of the regular meeting of March 1, 2017. Deferred approval of minutes of December 7, 2016 and January 4, 2017 to next schedule meeting.

7. STAFF REPORTS
A. Los Alamitos Spring Carnival featuring the Egg Hunt
Megan Shimada, Recreation Coordinator, provided an overview of the Los Alamitos Recreation and Community Services Department’s annual Spring Carnival at Little Cottonwood Park on Saturday, April 15, 2017. The carnival will feature the popular egg hunt, vendor booths, food vendors, carnival games, bounce houses, arts and crafts, and a photo area with Peter Rabbit.

Parks Recreation and Cultural Arts (PRCA) Commissioners are invited to participate in this year’s event. Chair Carvajal volunteered to be this year’s Spring Carnival Emcee and Commissioner Doby volunteered to start the Egg Hunt and hand out awards to the finders of the Golden Egg.
B. Race on the Base 2017
Emeline Noda, Recreation Manager, provided pertinent information on the City’s largest special event, Southland Credit Union Los Alamitos Race on the Base (ROTB). This year was the 36th annual event included the 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. The event also featured a sublimated technical short-sleeved shirt for all participants and volunteers, post race food, a two-day Health & Fitness Vendor Expo sponsored by the Long Beach Memorial, Community Hospital Long Beach, Miller Children’s & Women’s Hospital Long Beach, free race clinics, and traditional dog tag finisher medals.

An update was provided on sponsors, volunteers, registration, vendor expo, charity campaign and recommendations on how to improve the 2018 ROTB event. 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 and highest percentage attending the event.

C. Los Alamitos Aquatics Programming
Recreation and Community Services Director Corey Lakin provided the Parks, Recreation and Cultural Arts Commission an overview of the Los Alamitos Aquatics Program over the last few years. 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 and requested the Parks, Recreation and Cultural Arts Commission provide their insight into the future of the aquatics program. Several options were provided that include continuing the program, eliminating 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.

Chair Carvajal recommended this item to be deferred to next month’s meeting for community input and further discussion. Staff was instructed to provide additional resources and information on the Aquatics Program, other organizations, businesses, and individuals to determine the best course of action to recommend to the City Council for consideration. Motioned/Second: Chair Carvajal/Commissioner Jorge, all in favor.

D. Off Leash Area at Little Cottonwood Park
Recreation and Community Services Director Corey Lakin provided 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. At the January 17, 2017 Council Meeting, City Council requested Staff to have the Parks, Recreation and Cultural Arts Commission discuss and provide a report on the possibility of having an off leash dog park at Little Cottonwood Park.

Chair Carvajal recommended this agenda item be deferred to a later date for further discussion and community input and instructed staff to explore a possibility of a small dog pocket park at Little Cottonwood Park. Motioned/Second: Chair Carvajal/Commissioner Jorge, all in favor.

Parks, Recreation & Cultural Arts
Regular Meeting
April 5, 2017
Page 2 of 3
8. ITEMS FROM THE RECREATION & COMMUNITY SERVICES DEPARTMENT
Recreation and Community Services Director Corey Lakin provided an update on Coyote Creek Bike Trail and will provide a date for a Ribbon Cutting Ceremony at a future meeting. Thanked the PR&CA Commission and all those who attended the dedication of Orville R. Lewis Park Playground and provided an update on the resurfacing of Little Cottonwood Park. The cleaning and polishing the Memorial Sundial located at City Hall will be completed next month in preparation for a rededication of the Sundial prior to the City Council Meeting on Monday, May 15, 2017.

Recreation Manager Emeline Noda reminded the PR&CA Commission of April 17, 2017 City Council Meeting recognizing race sponsors and presentation of plaque for the winners of ROTB Council & Commission Participation Challenge. This year Spring Camp will be the week of April 17-21, 2017 and announced that the social media card is being finalized to be available at next meeting.

9. COMMISSIONER REPORTS
Commissioner Hill attended the Orville R. Lewis Park Playground Dedication, said it was fantastic and everyone was happy.

Commissioner Doby, was not able to attend the Orville R. Lewis Park Playground Dedication but will be having a future play date at that location and very excited.

Commissioner Olveda attended the Orville R. Lewis Park Playground Dedication and was very pleased with all the personal touches such as the little planes, cookies and glider over head.

Commissioner Jorge, attended the Orville R. Lewis Park Playground Dedication and was very pleased with the attendance and thanked staff for such a wonderful job on this event. Commissioner Jorge would like the community to come together from this point forward and look for opportunities to come together and voice our concerns with the JFTB relating to community events at the base.

Commissioner Chirco, attended the Orville R. Lewis Park Playground Dedication and received positive feedback from his neighbors about the event and the playground.

Chair Carvajal attended the Orville R. Lewis Park Playground Dedication and was very please on how quickly this project was completed and expressed how staff continues to amaze him with all that they do, with the size of the staff, the challenges they face and expressed his appreciation for their dedication.

10. ADJOURNMENT
The Parks, Recreation, and Cultural Arts Commission adjourned at 10:06 p.m.

_____________________________
Pete Carvajal, Chair

Attest:

_____________________________
Corey Lakin, Director
Recreation & Community Services Department
City of Los Alamitos
Parks, Recreation & Cultural Arts Commission

Agenda Report
Staff Report
May 3, 2017
Item No: 6A

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

From: Corey Lakin, Recreation & Community Services Director

Subject: Los Alamitos Aquatics Program Discussion

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

Recommendation: Commission discuss the future of the aquatics program.

Background:

At the April 5 Parks, Recreation and Cultural Arts (PRCA) Commission meeting, Commissioners requested that discussion regarding the future of the Los Alamitos Aquatics program be brought back in May. PRCA Commissioners requested additional information with regards to other local aquatics offerings and that staff notify past aquatics participants about the topic up for discussion.

Discussion:

Attachment #1 is the Staff Report from the April 5, 2017 Parks, Recreation and Cultural Arts (PRCA) Commission meeting providing the history of the aquatics program, along with the current status and climate of the current aquatics programs. One of the requests from the Commission was to provide information regarding other local aquatics programs in the area – what is offered similar to the City’s offerings, their pricing, etc. Attachment #2 is a table that demonstrates the opportunities for locals to take swimming lessons and/or other aquatic programs. Information was collected via website and/or contact with individual organizations.

Over the last two and a half years (October 2014 – April 2017), the City has provided thousands of opportunities to learn to swim (LTS) and exercise through aquatic
Over the last two and a half years (October 2014 – April 2017), the City has provided thousands of opportunities to learn to swim and exercise through aquatic activities. The chart below demonstrates the number of registrations processed during that time:

<table>
<thead>
<tr>
<th></th>
<th>10/1/14-4/20/17</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Deep Water</td>
</tr>
<tr>
<td></td>
<td>Aerobics</td>
</tr>
<tr>
<td>Resident</td>
<td>65</td>
</tr>
<tr>
<td>Non Resident</td>
<td>36</td>
</tr>
<tr>
<td>GRAND TOTAL</td>
<td>101</td>
</tr>
<tr>
<td></td>
<td>FINS</td>
</tr>
<tr>
<td>Resident</td>
<td>140</td>
</tr>
<tr>
<td>Non Resident</td>
<td>228</td>
</tr>
<tr>
<td>GRAND TOTAL</td>
<td>368</td>
</tr>
<tr>
<td></td>
<td>Semi-Private</td>
</tr>
<tr>
<td>Resident</td>
<td>66</td>
</tr>
<tr>
<td>Non Resident</td>
<td>57</td>
</tr>
<tr>
<td>GRAND TOTAL</td>
<td>123</td>
</tr>
<tr>
<td></td>
<td>Private</td>
</tr>
<tr>
<td>Resident</td>
<td>220</td>
</tr>
<tr>
<td>Non Resident</td>
<td>158</td>
</tr>
<tr>
<td>GRAND TOTAL</td>
<td>378</td>
</tr>
<tr>
<td></td>
<td>LTS</td>
</tr>
<tr>
<td>Resident</td>
<td>2986</td>
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<tr>
<td>Non Resident</td>
<td>2356</td>
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<tr>
<td>GRAND TOTAL</td>
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<tr>
<td></td>
<td>TOTAL</td>
</tr>
<tr>
<td>Resident</td>
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<tr>
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<td></td>
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<tr>
<td>Percentage</td>
<td>55%</td>
</tr>
<tr>
<td>Non Resident</td>
<td>45%</td>
</tr>
</tbody>
</table>

There are several options for how to proceed with the City’s Aquatics Programs.

There is the elimination of the program entirely. This would save the City approximately $118,000 in expenditures (staffing and supply costs), but also cost the City approximately $123,000 in revenue. It would allow the Recreation and Community Services Department staff to focus on other areas of the Department and not compete with the two Los Alamitos-based businesses as well as the other local municipal and private aquatic programs. However, it would eliminate a service of providing safety in the water for hundreds of residents and non-residents who learn to swim through the City of Los Alamitos annually.

The second option is to continue offering the City-operated aquatics programs with the same or modified offerings. The City-employed Water Safety Instructors currently teach group swim lessons, private and semi-private swim lessons, water aerobics, Masters Swimming, and Junior Lifeguards (summer only). All programs are currently taught year-round (except Junior Lifeguards) and could remain that way. Another alternative would be to offer programs just during the summer or for a specific amount of time (4-months, 6-months, etc.). Costs will either remain as budgeted or would be decreased based upon the amount of time and/or offerings provided to the community (supplies and training costs would remain similar no matter if/what the reduction in offerings would be). The benefits of maintaining the current status is that the City maintains control and organization of its own programs. The model has been successful for several years with recent drops in participation and staff hiring, with the hope that the future would allow for a recovery. The disadvantages of keeping the status-quo is operating with the continued struggles the City is currently facing including significant competition, lack of qualified and interested staff, decreasing participation, unknown future costs for pool rent, lack of control of aquatics facility, and high liability costs.

The third option is to continue offering an aquatics program, but with a contracted instructor/organization. This would allow the City to continue offering the life-saving classes and fitness programs, but do it through a revenue-sharing partnership like is done with other contract classes (dance, art, etc.). The benefits of such a program moves the liability off of the City and onto the contractor who would be required to provide insurance, proper instruction to the participants and lifeguards. It would allow for the City to offer additional programs if a contractor would like to offer additional aquatic programs. Expenditures and revenues would be adjusted to reflect the revenue split –

Los Alamitos Aquatics Program Discussion
May 3, 2017
Page 2 of 3
this could be handled through the City taking the registrations and providing a percentage of the revenue to the contractor or the contractor taking the registration and paying the City a portion of the revenues received. A disadvantage to contracting the program is the possibility of costs increasing due to the revenue sharing and the business model of a private company.

Staff has met with owners and managers of other of private or non-profit organizations who may be able to offer aquatic programs through the City to residents. These organizations include Seal Beach Swim Club, Morale Welfare and Recreation at the Joint Forces Training Base, Aquatic Explorations, and Water Safe Swim School in Los Alamitos. Three of the four entities showed interest in working with the City, but each would likely have a different price point with various advantages for contracting with each entity. Offering water safety programs and classes as well as aquatic-based fitness programs is an important component of a well-round recreation department and a core service the Recreation and Community Services Department would like to offer. It is important that the price remain competitive, but affordable.

**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.

<table>
<thead>
<tr>
<th></th>
<th>2014-15 Actual</th>
<th>2015-16 Actual</th>
<th>2016-17 Projected</th>
<th>2017-18 Budget</th>
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<td>Revenues</td>
<td>341,295</td>
<td>285,592</td>
<td>122,822</td>
<td>122,480</td>
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<tr>
<td>Expenses</td>
<td>330,793</td>
<td>239,528</td>
<td>112,264</td>
<td>117,524</td>
</tr>
<tr>
<td><strong>Net Income</strong></td>
<td><strong>10,502</strong></td>
<td><strong>46,064</strong></td>
<td><strong>10,558</strong></td>
<td><strong>4,956</strong></td>
</tr>
</tbody>
</table>

The fiscal impact of contracting out aquatics programs would depend on the negotiations and contract with the agency, but a revenue-split would result in revenues over expenditures by a specified percentage.

The elimination of the aquatics program would see a decrease of budgeted revenues of $122,480 and budgeted expenditures of $115,524 annually.

Submitted & Approved By:

Corey Lakin
Recreation & Community Services Director

Attachment: 1. April 5, 2017 Parks, Recreation & Cultural Arts Commission Staff Report – Los Alamitos Aquatics Programming
2. Los Alamitos Area Aquatics Offerings

Los Alamitos Aquatics Program Discussion
May 3, 2017
Page 3 of 3
City of Los Alamitos
Recreation & Community Services

Agenda Report               April 5, 2017
Staff Report                   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 priority 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.

<table>
<thead>
<tr>
<th></th>
<th>2014-15 Actual</th>
<th>2015-16 Actual</th>
<th>2016-17 Projected</th>
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<td>Expenses</td>
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<td>Net Income</td>
<td>10,502</td>
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Submitted & Approved By:

Corey Lakin
Recreation & Community Services Director

Los Alamitos Aquatics Programming
April 5, 2017
Page 4 of 4
<table>
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<tr>
<th>Agency</th>
<th>Programs</th>
<th>Ages</th>
<th>Cost</th>
<th>Max Size of Class</th>
<th>Length</th>
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<td>City of Los Alamitos</td>
<td>Swimming Lessons</td>
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<td>3-8 participants</td>
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<td>Pre-Swim Team</td>
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