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 November 1, 2017.

6. **STAFF REPORTS**
   
   A. **Recap of 2017 Trunk or Treat Featuring the Treasure Hunt**
   This report provides the Parks, Recreation & Cultural Arts Commission a recap of the 2017 Trunk or Treat featuring the Treasure Hunt event.

   Recommendation: Receive and File.

   B. **Winter/Spring 2018 Youth Sports Preview**
   This report provides the Parks, Recreation & Cultural Arts Commission an update regarding the Winter 2018 Youth Sports Programs.

   Recommendation: Receive and File.

   C. **Race on the Base Update**
   This report provides the Parks, Recreation & Cultural Arts Commission an update regarding the 2018 Race on the Base.

   Recommendation: Receive and File.

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

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

9. **ADJOURNMENT**
I hereby certify, under penalty of perjury under the laws of the State of California that the foregoing Agenda was posted at the Community Center, Museum and City Hall not less than 72 hours prior to the meeting. Dated this 30th day of November 2017.

   [Signature]

   [Name]

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

REGULAR MEETING – WEDNESDAY, November 1, 2017

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

2. ROLL CALL
Present: Commission Members: Chirco, Doby, Estrada, Jorge
Absent: Commission Members: Carvajal, Hill, Olveda
Present: Staff: Corey Lakin, Recreation & Community Svcs. Dir.
Steven Mendoza, Development Services Director
Emeline Noda, Recreation Manager
Megan Shimada, Recreation Coordinator

3. PLEDGE OF ALLEGIANCE
Vice Chair Estrada led the Pledge of Allegiance.

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

5. MINUTES
Motion/Second: Jorge/Chirco
Unanimously Carried: The Parks, Recreation, and Cultural Arts Commission approved the minutes of the regular meeting of October 4, 2017.

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

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

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

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

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

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

Corey Lakin asked to move the January Commission meeting to January 10, 2018 at the Community Center and the Commission unanimously agreed.
8. **COMMISSIONER REPORTS**
Commissioner Jorge, announced that his term with the PR&CA Commission will end December 2017 and he will not reapply for another next term nor for the Los Alamitos Area Chamber of Commerce as he will assume more responsibility with Casa Youth Shelter.

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

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

____________________________________
Judy Estrada, Vice Chair

Attest:

____________________________________
Emeline Noda, Recreation Manager
Recreation & Community Services Department
City of Los Alamitos  
Parks, Recreation & Cultural Arts Commission

Agenda Report  
Staff Report  
December 6, 2017  
Item No: 6A

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

Via: Emeline Noda, Recreation Manager

From: Megan Shimada, Recreation Coordinator

Subject: Recap of 2017 Trunk or Treat featuring the Treasure Hunt

Summary: This report provides the Parks, Recreation & Cultural Arts Commission a recap of the 2017 Trunk or Treat featuring the Treasure Hunt event.

Recommendation: Commission receive and file.

Background

The Los Alamitos Recreation and Community Services Department hosted its 6th annual Trunk or Treat featuring the Treasure Hunt at Little Cottonwood Park on Saturday, October 28, 2017 from 5:00-7:30pm. The event featured a costume contest, fun photo areas, carnival game booths, age-appropriate treasure hunt areas, inflatables, trick-or-treating from trunks, food trucks, an adult pie eating contest, and a spooky hayride.

Discussion

An estimated 3,500 people visited Little Cottonwood Park to enjoy the 6th annual Trunk or Treat event. The event had three age-divided treasure hunt areas and costume contests.

The treasure hunt areas were split up into three areas according to the following ages:

- Ages 0 to 3
- Ages 4 to 7
- Ages 8 to 12
Community members, local organizations, and businesses were invited to decorate their vehicles and participate in the event as “trunks.” There were a total of 29 trunks that participated and Grateful Hearts was the recipient of the “Tricked Out Trunk” award. There were also four (4) food trucks/vendors, 11 vendor booths, and five (5) hayride stations for the new “Spooky Hayride”. Below are the organizations that participated:

**Hayride Station Sponsors:**
The Branch Church
Senior Club
LAVP
ASCENT Apartment Homes
Generations Church OC

**Trunks:**
Generations Church OC (21)
Grateful Hearts
Los Alamitos Kids Resale
Los Alamitos Police Department
Shelley Hasselbrink
Realtor, Michelle Ellis
Realtor, Kathleen Tomblin
Realtor, Rebekah Benavidez
Shauna Kato
Water Safe Swim School

**Food:**
Coda’s Kettle Corn
Kona Ice
Papa Murphy’s
Crepes Bonaparte

**Vendors:**
Mad Science
Saint Hedwig Church & School
Pat’s Creations
Los Alamitos Kids Resale
Wicorek Family Dentistry
Lipsense and Lularoe
Damsel in Defense
Los Alamitos Youth Baseball
Memorial Care Millers Children’s Hospital
Watersafe Swim School
Thirty-One Gifts

The popular costume contest gave a chance for all youngsters from infants to 12 years old to get up on stage to showcase their costume. There were three categories that are
separated according to age, similar to the treasure hunt. There was also a Family Division this year that was well received by the guests.

Also new this year, there was an adult pumpkin pie eating contest. There were two rounds of 5 and the winner took home a trophy and gift certificate for a free Polly’s Pie.

**Fiscal Impact**

Funding for the event was budgeted for $5,000 in expenditures and $500 in revenue under the Special Events Division of the Recreation and Community Services Department. In finalizing the event budget, the actual expenditures are $5,160 and revenues total $3,375.

Submitted By:

Megan Shimada  
Recreation Coordinator

Approved By:

Emeline Noda  
Recreation Manager
City of Los Alamitos
Parks, Recreation & Cultural Arts Commission

Agenda Report
Staff Report

December 6, 2017
Item No: 6B

To: Chair Pete Carvajal and Members of the Parks, Recreation & Cultural Arts Commission
Via: Emeline Noda, Recreation Manager
From: Megan Shimada, Recreation Coordinator
Subject: Winter/Spring 2018 Youth Sports Preview

Summary: This report provides the Parks, Recreation & Cultural Arts Commission an update regarding the Winter 2018 Youth Sports Programs.

Recommendation: Commission receive and file.

Background:

The City of Los Alamitos offers a variety of Youth Sports Programs throughout the year. In the Winter, the City conducts a Youth Basketball League for coeds in K-8th grades. In the Spring, the City conducts a Youth Track & Field Program. Offered primarily as an after-school activity, practices are held at various sites around the community.

Discussion:

After evaluation, research and discussion among staff and the Los Alamitos Unified School District (LAUSD), the Department will be slightly modifying the programs, adding After-school Intramural Co-Ed Sports, and adding a Song Team program to compliment the Youth Basketball Program.

Youth Basketball
New this year, the City will be partnering with the Los Angeles Jr. Clippers to continue the ever popular ten-week Youth Basketball League. The league kicks off in January with practices beginning the week of January 8th and a Clippers Alumni Clinic on January 13th. The league will end in March with a “Skills Contest.”

2018 Winter Youth Sports Preview
December 6, 2017
Page 1 of 4
Staff approximates over 140 youth will register for the 2018 season and will split into four divisions:

- Pee Wee: Kindergarten and 1st graders
- All Star: 2nd and 3rd graders
- Dream Team: 4th and 5th graders
- Legends: 6th, 7th, and 8th graders

Practices are held once a week at the following sites:

- Hopkinson Elementary
- Lee Elementary
- Los Alamitos Elementary
- McGaugh Elementary
- Rossmoor Elementary
- Oak Middle School
- McAuliffe Middle School

Games are played every Saturday at the Oak Middle School Gymnasium. The Youth Basketball League will take a hiatus from practices and games the week of February 20th due to the Race on the Base.

The season ends with a "Skills Contest" that also includes an awards presentation. Each participant will receive a Clippers "shooting shirt/jersey" and an award. The Skills Contest was instituted as a non-competitive and fun way to conclude the season that involves the entire team. Contests such as "team speed relays" and "Around the World" shooting involves the entire team and also showcase basketball skills. This format gives every participant a chance to shine regardless of their basketball skill level.
The Youth Basketball League is operated entirely by Recreation Staff as they are the coaches, referees, and scorekeepers. Prior to the season, staff attends internal meetings that cover basketball concepts and drills. Included in the Clippers partnership is a coaches' clinic held by Positive Coaching Alliance to further enhance what is covered at the internal meetings.

Some other benefits of the Clippers Partnership include:

Participants to receive:
- Giveaway items
- Sportsmanship program for all participants. Participants can be nominated or write an essay on one of several categories and win prizes from the Clippers. Coaches can also be nominated.
- $50 off Summer Camps for all participants; in addition, each kid that registers using the Los Alamitos promo code will earn the organization $20
- Discounted pricing on each Clippers Youth Basketball initiative (Got Skills, Learn to Play, Camps)
- Membership discounts to TEAM LA in addition to several LA Clippers sponsors
- Ability to purchase a 2017-18 Clippers ticket for $5

Organization to receive:
- Activation at any tournaments or large events including our Street Team (who would provide giveaway items and a photo booth), Chuck the Condor and the Spirit Dance Team
- Custom Baden composite basketballs
- Autographed merchandise with proceeds going towards your scholarship fund or equipment
- “Proud Partners” banner to be displayed at your gym
- Advertising on the Jr. Clippers website as well as social media pages
- Ability to use the Jr. Clippers logo on any/all material
- “Learn to Play” program with all participants being directed to sign up for City of Los Alamitos beginner leagues (I have attached the curriculum for Day 1 for your viewing).

Chang Orthodontics is the "Official Youth Sports Sponsor" for the Youth Basketball League. As the "Official Youth Sports Sponsor" Chang Orthodontics is advertised in the quarterly Recreation and Community Services Department's brochure, a banner is hung during games at Oak Gymnasium, their logo is imprinted on each participant's jersey, and team members of Chang Orthodontics are present to hand out trophies during the awards ceremony. Chang Orthodontics has been a sponsor of the Youth Sports Program since 2013 and is currently in its third year of a three-year sponsorship agreement.
Song Team
Brand new to the Recreation Sports Programs is the Song Team. For 10 weeks, cheerleaders in grades K-8th will learn basic song team cheers and dance to perform at the Los Alamitos Youth Basketball League games. Practices will take place on Wednesdays at the Los Alamitos Community Center from 3:30-4:30pm. Teams will be split based on age and number of participants. The registration fee will include poms, uniform and hair bow.

Young Runners Club
For several years the Recreation & Community Services Department has offered a Youth Track, Field, and Cross Country program for 1st-8th grades. While the program has been very successful, the staff feel the program could continue to grow and positively partner with the 2018 Race on the Base.

The newly named program, Young Runners Club, will take place for 8 weeks at Oak Middle School beginning on January 3rd and ending on Race on the Base weekend. The Young Runners Club will serve as a training program for the events taking place at the Race on the Base. The registration fee will include a race shirt, race medal, and admission into the Glow in the Dark Whimsical Fun Run or $25 towards an ROTB event of their choosing.

Fiscal Impact:

Expenditures allocated by the Youth Basketball Leagues and Young Runners Club are funded through the City's General Fund, in the Sports Division. Revenue from participants' registration fee (Youth Basketball League - $115) and Chang Orthodontic's annual sponsorship of $4,200 help offset the expenditures of the program. Partnership with the Clippers Organization will also offset the costs of staff trainings and jerseys.

Submitted By:  
Megan Shimada  
Recreation Coordinator

Approved By:  
Emeline Noda  
Recreation Manager
City of Los Alamitos
Parks, Recreation & Cultural Arts Commission

Agenda Report
Staff Report
December 6, 2017
Item No: 6C

To: Chair Pete Carvajal & Members of the Parks, Recreation and Cultural Arts Commission
From: Emeline Noda, Recreation Manager
Subject: Race on the Base 2018

Summary: This report provides the Parks, Recreation & Cultural Arts Commission with pertinent information regarding the 2018 Race on the Base.

Recommendation: Commission receive and file.

Background:

The Race on the Base has grown to be the City’s largest special event. Held annually on the 4th weekend of February, the event draws thousands of people to Los Alamitos and the Joint Forces Training Base. The race has now become a year-round planning effort involving the dedication of Recreation and Community Services full-time and part-time staff to prepare for the event. The goals for the event are:

- To create a positive image of the City of Los Alamitos and the Joint Forces Training Base.
- To create a memorable community event for all participants, sponsors, vendors, volunteers, and spectators.
- To create a sustainable event and program for the City and the Department.

Discussion:

Registration Update

Registration is currently down with approximately 800 total registrations received as of the end of November compared to over 1,000 at this point last year. With the delay of the start of registration for several months due to the determination if the event would take place in 2018, registration lost a bit of momentum from previous years. Last year’s
overall registration number was higher at 4,100 participants up from the previous year with 4,082 total. The highest number of registration in the event's history was at 4,444 participants in 2015. Staff continues to hear from several other local races and many continue to experience lower registrations in the last several years likely due to many more competing events, specialized in a variety of themes from color runs to adventure races that make it difficult for runners to choose an event.

**Charity Campaign**

This year's campaign includes Community Charity Partners and Official Charity Partners. These two tiers will allow non-profit organizations to fundraise for their cause while participating in the event. An application process is involved with specific requirements for each category. This involvement serves to increase community participation, awareness of the event, and add military enhancements by working with military non-profit organizations.

This year the Race on the Base already has two Charities as seen below. The Race on the Base Crowdrise page allows individuals to donate to a cause or join one of the official charity teams.

**Official Charity Partner:**

**Honoring Our Fallen** – Honoring Our Fallen is an organization dedicated to serving our nation's fallen and the families these heroes have left behind by providing comprehensive support. This organization offers family support upon death of a military or first responder hero and lifetime family support through programs and services that support families during the cycles of grief and remembrance of sacrifice.

**Community Charity Partner:**

**Rock For Vets** – Rock For Vets is a music rehabilitation program within the Veterans Administration (VA) Health Care System, offering music therapy/instruction classes to Veterans of all ages and genders, whether they can already play an instrument, sing or if they just have the desire to learn. Rock For Vets offers Veterans returning from Iraq and Afghanistan, OIF to OEF to Vietnam Veterans and beyond suffering from post traumatic stress disorder (PTSD) and other illnesses a chance to build their social skills in a supportive and educational environment.

Two ways charities can fundraise on behalf of their charities at Race on the Base include:

**Charity Participation Challenge:**

- Recruitment of as many participants representing their charity to participate in one of the Race on the Base events (no minimum required, must specify which charity to benefit in registration process).
• Crowdrise fundraising page Race on the Base will provide for every registered event participant, Race on the Base will donate $5 back to the charity.

Charity Cheer Station Challenge:

• Charity will provide: At least 20 participants for a “Themed Cheer Station” on the Course.

• Recruitment of as many participants representing their charity to participate in one of the Race on the Base events (no minimum required, must specify which charity to benefit in registration process).

• Crowdrise fundraising page Race on the Base will provide for every registered event participant, Race on the Base will donate $5 back to the charity.

How to Win or Fundraise more for your Charity:

• $500 Extra for charity with the best themed Cheer Station by vote from ROTB participants via social media.

This challenge was created to add to the course excitement and to encourage participants during their race through creative themed cheer stations in addition to fundraising for local charities.

Strategies to Increase Participation

Staff promoted the 37th Annual Southland Credit Union Los Alamitos Race on the Base with a contest to kick off registration. A Facebook and Twitter post on the Race on the Base pages and via email blast to the ROTB database was announced for a drawing of one free race entries. Those registered by the Early Bird Registration Deadline of October 15th were eligible. Over 633 people were registered and eligible for the contest compared to 837 people registered at the same week the previous year.

Staff sends out email blasts reminders of registration deadlines and promote various aspects of the race and Southland Credit Union free race entries on a consistent basis through our own 20,000+ race database, RUN Racing’s 100,000+ database, Gemini Timing database of 100,000+, and continuing this year through Raceplace a popular website and race magazine that thousands of runners look to plan their race calendars.

Staff is attending five different racing events throughout the region leading up to Race on the Base to promote with the travelling Race on the Base Booth and branded ROTB promo items with an invitation to Southland Credit Union staff to attend as well.

Race on the Base posters will be printed by Sir Speedy printing (paper provided by Kelly Paper) and 40,000 brochures printed by Trend Offset Printing (all as in-kind donations) distributed around Los Alamitos and surrounding cities.
Staff continues to make contact with large businesses to encourage them to sign up employees as part of a healthy initiative and receive a group discount of $5.00 off per entry.

Staff has requested JFTB tenant groups to run as a squad and for more military static displays to line the course. Both assist in adding a military feel to the event, which many participants have requested in last year’s post-event survey.

Race on the Base’s Facebook Community page and Twitter page are both growing in popularity with over 9,229 “likes” on Facebook, 417 followers on Twitter, 254 followers on Instagram. Periodic drawings for free race entries act as an incentive to “like” a post or follow the Race on the Base and the response has been well received as a result of the drawings.

Staff constantly evaluates marketing efforts and evaluates the return on investment when committing marketing dollars towards any publication/website calendar and is always brainstorming on ways to keep Race on the Base fresh and up to date in current trends by adding a new theme to the Glow in the Dark Fun Run now with a “Whimsical” theme, in addition to the Glow in the Dark Costume Contest and Family Pricing Package and a longer distance option of ½ mile of 1 mile.

Official Charity Honoring Our Fallen has decided to partner with Race on the Base to present the Honoring Our Fallen 5K Run/Walk to Remember in honor of fallen soldiers who have given their life in service to our country. There is also an Honoring Our Fallen Virtual 5K Run/Walk to Remember that supporters can participate from all over the nation.

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. Staff has been working to obtain new sponsors for Race on the Base. To date, only $50,000 has been raised in cash compared to $85,250 last year at this point and $43,900 in-kind to date with the following sponsors:

**Returning Sponsors:**

Southland Credit Union
Republic Services
OptumCare
Sir Speedy
Trend Offset Printing
News Enterprise
Ganahl Lumber
Los Alamitos Medical Center
Kelly Paper
Orange County Breeze
Feds Get Fit
Frieda’s Specialty Produce
Tri-Zone
Contact with potential sponsors began late this year due to not knowing if the event would be taking place with returning sponsors and companies or organizations. For a variety of reasons, sponsors have either significantly decreased their sponsor dollars or have not returned due to competing sponsor dollars, layoffs in their organization, and reduced budgets, etc. Staff looks for sponsors who will enhance the racing experience for the participants, as well as businesses from other races or events that would have a stake in the targeted market the Race on the Base provides. Los Alamitos-based businesses and organizations are a focus of this effort, which results in 65% of the sponsors being located in Los Alamitos.

The strategy when working with sponsors is to not only individualize their sponsorship package, but to focus on the return on investment for each of them, since each company or organization has a different purpose for being a part of the Race on the Base.

We strive to learn every sponsor’s goals and consciously work hard to surpass them on every level. The sponsors invest in us and in our event and we invest our time and efforts into exceeding their expectations.

In-kind sponsorship is also very valuable because this can enhance the experience for the participants and/or save money for the City. This year for post race food, staff will be looking for items for all participants to be distributed at the finish line and avoid long lines after their event.

**Registration & Expo**

This year’s Registration and Vendor Expo Tent, adjacent to the Start and Finish will most likely be significantly smaller due to the late start in vendor recruitment. Hundreds of local companies and organizations have been contacted to join the sponsors in the Vendor Expo. Normally 50-60 vendors attend the Expo, however due to military restrictions, new application procedures must be put in place, along with the late start of recruitment, the expo is expected to be smaller this year. The expo is going to include:

- Giveaways
- Sampling booths
- Sponsor booths
- Race shirt distribution (New long-sleeved sublimated race shirts)
- Stage with entertainment and awards

The tent provides protection from the elements in rain or shine and an opportunity to corral the participants and spectators, funneling them through the expo to provide them with numerous opportunities to interact with the vendors. This tent is the focal point for the event offering a centralized area for participants, spectators, and volunteers.
Parking

Parking will be handled by City staff and contracted parking personnel in order to maximize efficiency. The majority of parking for vendors, volunteers, participants, and spectators will be on the tarmac again this year. Placing the Expo Tent off of the airfield also enables more cars to park on the tarmac, hopefully accommodating all participants’ and spectators’ vehicles. Traffic into and out of the base will be through both the Lexington and Orangewood gates.

**Event Schedule**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Friday, February 23, 2018</strong></td>
<td></td>
</tr>
<tr>
<td>1:30 pm</td>
<td>Health &amp; Fitness Expo / Packet Pick Up Opens</td>
</tr>
<tr>
<td>5:30 pm</td>
<td>Live Band Begins</td>
</tr>
<tr>
<td>6:30 pm</td>
<td>Glow in the Dark Whimsical Fun Run (2 waves)</td>
</tr>
<tr>
<td>7:30 pm</td>
<td>Health &amp; Fitness Expo / Packet Pick Up Closes</td>
</tr>
<tr>
<td><strong>Saturday, February 24, 2018</strong></td>
<td></td>
</tr>
<tr>
<td>6:50 am</td>
<td>Opening Ceremonies: National Anthem and Color Guard (for 5K/10K)</td>
</tr>
<tr>
<td>6:55 am</td>
<td>10K Handcycle/Wheelchair Start (max 1 hr 30 min)</td>
</tr>
<tr>
<td>7:00 am</td>
<td>10K Run Start (max 1 hr 30 min)</td>
</tr>
<tr>
<td>7:00 am</td>
<td>Jr. Reverse Triathlon Start (Ages 7 to 8) (Mandatory meeting 15 min. prior to Start)</td>
</tr>
<tr>
<td>7:10 am</td>
<td>5K Run Start (max 1 hr 30 min)</td>
</tr>
<tr>
<td>7:15 am</td>
<td>5K Walk Start (max 1 hr 30 min)</td>
</tr>
<tr>
<td>7:30 am</td>
<td>Jr. Reverse Triathlon Start (Ages 9 to 12) (Mandatory meeting 15 min. prior to Start)</td>
</tr>
<tr>
<td>8:15 am</td>
<td>Wave 1 Reverse Triathlon Mandatory Meeting</td>
</tr>
<tr>
<td>8:45 am</td>
<td>Wave 1 Reverse Triathlon Start (Finishers with max time of 1 hr 30 min and Relay Teams)</td>
</tr>
<tr>
<td>9:45 am</td>
<td>Wave 2 Reverse Triathlon Mandatory Meeting</td>
</tr>
<tr>
<td>10:15 am</td>
<td>Wave 2 Reverse Triathlon Start (Finish times over 1 hour 30 min+, Athena, Clydesdale, Challenged Athletes, and Beginner Triathletes)</td>
</tr>
</tbody>
</table>
Park, Recreation and Cultural Arts Commission Race on the Base Challenge:

Last year, the Parks, Recreation and Cultural Arts Commission challenged the City Council and the other City Commissions to the Race on the Base Challenge. The friendly competition and Participation Award Recognition takes place among the City Council and each of the Commissions in two categories: 1) largest number of representatives and 2) the highest percentage of representatives per group. This provides for an opportunity to discuss the criteria and methods to spread the word about the challenge to the other Commissions and the City Council. Last year, the Parks, Recreation and Cultural Arts Commission placed first in both categories.

Fiscal Impact:

Expenditures allocated for the Race on the Base are funded through the City’s General Fund. Revenue from the Race on the Base is derived from participant registration, sponsor participation, and the Vendor Expo booth rentals. The Race on the Base typically produces more revenues than direct expenditures; however, the only question this time of year is how much due to the late start of registration and vendor/sponsor recruitment. More revenue than direct expenditures is expected, but is difficult to determine this early in the planning stages as sponsors are currently still being sought and registration is currently taking place.

Submitted & Approved By:

[Signature]

Emeline Noda
Recreation Manager