

CITY OF LOS ALAMITOS

**3191 Katella Ave.
Los Alamitos, CA 90720**

SPECIAL AGENDA PARKS, RECREATION, AND CULTURAL ARTS COMMISSION MEETING

Wednesday, August 1, 2018 – 6:00 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 Duran
Commissioner Hill
Commissioner Hunter
Commissioner Murphy
Vice Chair Olveda
Chair Doby

- 3. PLEDGE OF ALLEGIANCE**

4. INSTALLATION OF NEW COMMISSIONER

Install Jonathan Crans as Parks, Recreation and Cultural Arts Commissioner

5. ORAL COMMUNICATION

At this time, any individual in the audience may come forward to speak on any item within the subject matter jurisdiction of the Parks, Recreation & Cultural Arts Commission (PR&CA). Please state if you wish to speak on an item on the Agenda. Remarks are to be limited to not more than five minutes.

6. MINUTES

Approval of the Minutes for the Meeting of June 6, 2018 and the Special Meeting of July 11, 2018.

7. ITEMS FROM THE RECREATION & COMMUNITY SERVICES DEPARTMENT

A. 2018 Park/Facility Tour

This report provides the Parks, Recreation & Cultural Arts Commission with a schedule of the various parks in Los Alamitos that the Commission will be touring with City staff from the Recreation and Community Services.

Recommendation: Commission receive, file and proceed with site visits of Los Alamitos parks/facilities according to the schedule in the staff report.

8. 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 24 hours prior to the meeting. Dated this 25th day of July 2018.



Trini Zenovka, Department Secretary

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

REGULAR MEETING – WEDNESDAY, June 6, 2018

1. CALL TO ORDER

The Parks, Recreation and Cultural Arts Commission met in a Regular Session at 7:03 p.m., Wednesday, June 6, 2018, in the Council Chambers, 3191 Katella Ave., Chair Doby presiding.

2. ROLL CALL

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

Absent: Commission Members: Carvajal

Present: Staff: Ron Noda, Recreation Manager
Emeline Noda, Recreation Manager

3. PLEDGE OF ALLEGIANCE

Chair Doby led the Pledge of Allegiance.

4. ORAL COMMUNICATION

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

5. MINUTES

Motion/Second: Olveda/Duran – June 6, 2018.

Motion Carried: The Parks, Recreation and Cultural Arts Commission approved the Regular Meeting of June 6, 2018 with revisions to item number 4. ORAL COMMUNICATIONS, second sentence, replace Chair Doby with Commissioner Duran as the individual who thanked Mrs. Nugent.

6. STAFF REPORTS

A. Preview of 2018 Music and Movies Event Series

Recreation Manager Ron Noda provided the Parks, Recreation and Cultural Arts Commission a preview of the Los Alamitos Recreation and Community Services Department's 2018 Music and Movies Event Series. The Music and Movies Event Series is held annually during the summer months and provides the community with a fun-filled evening of activities including a live band, children's activities, arts and crafts, followed by a movie. The three 2018 Music and Movies Event Series dates will be on June 23 at Laurel Park, July 14 at Orville R. Lewis Park, and July 28 at Little Cottonwood Park. All Music and Movies events will begin at 6:30pm with live music and will conclude with a movie to view under the stars. The Recreation and Community Services Department, along with the Parks, Recreation, and Cultural Arts Commission,

invites the community to attend the Music and Movies Event Series along with neighbors, friends, and family.

B. Los Alamitos Museum

Recreation Manager Ron Noda provided the Parks Recreation and Cultural Arts Commission information on the Los Alamitos Museum. The Los Alamitos Museum has been serving the City of Los Alamitos since 1975. The Museum Association is a nonprofit corporation duly organized to operate and preserve the Los Alamitos Museum by providing recreational programs in the field of historical and cultural development for the residents of the City and the County of Orange. The Los Alamitos Museum is open to the public, free of charge, from 2:00-4:00pm every Tuesday, Thursday, and Sunday.

C. Social Service Program Update

Recreation Manager Emeline Noda provided the Parks, Recreation and Cultural Arts Commission with the Recreation and Community Services Department's update on Social Services Programs. Social Services Programs include support to the Los Alamitos Senior Club, the Senior Lunch and Bread Program, the Senior Grocery Program, Senior Exercise Classes, Senior Prom, and various senior social activities. Staff expanded the social services to include local nonprofit groups, City Calendar, quarterly donation drives, and participation in the new annual citywide volunteer service event "Serve Los Al."

D. Appoint Ad Hoc Subcommittee to review play structure design at Labourdette Park

Recreation Manager Ron Noda recommended for the Parks Recreation and Cultural Arts Commission to establish an Ad Hoc Subcommittee to review projected play structure designs for Labourdette Park. The PR&CA Commission nominated Commissioner Hunter, Motion: Olveda/Hill; Commissioner Duran, Motion: Murphy/Hunter, and Commissioner Hill, Motion: Doby/Murphy to serve the Labourdette Park Ad Hoc Subcommittee. The Subcommittee will review playground structure designs and provide recommendations and feedback on three to four potential playground structure designs for the PR&CA Commission for final approval.

The City of Los Alamitos has designated funds in FY 18/19 CIP to replace the play equipment at Labourdette Park with a budget of \$120,000-\$130,000. Public Works will remove the wood chips and existing equipment for a savings of \$15,000-\$20,000.

The PR&CA Commission provided direction to Labourdette Park Ad Hoc Subcommittee to review modern playground structures with obstacle courses, shade covering, ADA swing, and toddler/5-10-year-old play equipment combo and rubberized surfacing.

7. ITEMS FROM THE RECREATION & COMMUNITY SERVICES DEPARTMENT

Emeline Noda, Recreation Manager

- The Organizational Study (Matrix Report) for Recreation and Community Services and Community Development Departments passed; City Council voted 5-0 at the Special City Council Meeting held on May 11, 2018. The Recreation and Community Services Director position was frozen instead of being eliminated, so that the position can return if necessary. We are currently in the recruitment process of hiring a full-time Recreation and Community Services Coordinator. The job post closed on June 15, 2018 and Megan Shimada promoted to Recreation Supervisor.
- The City of Los Alamitos City Council also passed a Resolution to support California Proposition 68, The Clean Water and Parks Act.
- The City of Los Alamitos is collaborating with the Los Alamitos nonprofits in the community on the inaugural citywide volunteer service event, "Serve Los Al," scheduled for June 29th and 30th.
- The City of Los Alamitos collaborated with HomeAid Essentials to host a Diapers and Wipes Donation Drive, ending tomorrow June 7, 2018.
- In place of the next PR&CA Commission meeting scheduled for July 4, 2018, we will hold a Special Meeting for the month of July on July 11, 2018 at 7:00 p.m. at the Community Center. We will schedule facility, fields and park tours either the month of July or August as traditionally these meetings begin at 6:00 PM with dinner before heading off to sites.

Ron Noda, Recreation Manager

- The City of Los Alamitos City Council is holding public meetings to discuss the future of voting Districts. The community is invited to attend any of the scheduled meetings.
- Oak is currently closed for rehabilitation and field activities will be concentrated at McAuliffe field.
- On June 2, 2018, the Recreation Department held an employee annual in-service where we have socialization, teambuilding, training, and review of City regulations, rules and policies. We received many compliments from returning staff that it was a fun and great in-service experience. We ended the day with the Administrative Team serenading a special song to the staff.
- Lastly, on July 15, 2018 the City Council will present the Chair of PR&CA Commission a Proclamation stating that the month of July is Parks Make Life Better month. Staff invites the PR&CA Commission to attend and receive this special recognition as a group.
- In the next few weeks, you will be receiving email correspondences from staff about the Ad Hoc Subcommittee and summer programming and events. Please respond to let us know if you will be attending any programs and events.

8. COMMISSIONER REPORTS

Commissioner Duran

- Commission Duran attended the Hotel Ground Breaking Ceremony and commended staff on a job well done and is excited with the new development of the property.

Vice-Chair Olveda

- Nothing to report.

Chair Doby

- Is very excited about replacing the playground structure at Labourdette Park.

Commissioner Hill

- Nothing to report.

Commissioner Hunter

- Nothing to report.

Commissioner Murphy

- Nothing to report.

9. ADJOURNMENT

The Parks, Recreation, and Cultural Arts Commission adjourned at 8:40 p.m.
Motion/Second: Doby/Murphy.

Tanya Doby, Chair

Attest:

Emeline Noda, Recreation Manager
Recreation & Community Services Department

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

SPECILA MEETING – WEDNESDAY, July 11, 2018

1. CALL TO ORDER

The Parks, Recreation and Cultural Arts Commission met in a Regular Session at 7:10 p.m., Wednesday, July 11, 2018, in the Council Chambers, 3191 Katella Ave., Chair Doby presiding.

2. ROLL CALL

Present: Commission Members: Doby, Duran, Olveda

Absent: Commission Members: Hill, Hunter, Murphy

Present: Staff: Ron Noda, Recreation Manager
Emeline Noda, Recreation Manager
Megan Shimada, Recreation Supervisor
Sheena Moore, Recreation Specialist

3. PLEDGE OF ALLEGIANCE

Chair Doby led the Pledge of Allegiance.

4. ORAL COMMUNICATION

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

5. MINUTES

Motion/Second: Olveda/Duran – May 2, 2018.

Motion Carried: The Parks, Recreation and Cultural Arts Commission approved the Regular Meeting of May 2, 2018 as written, deferred Regular Meeting of June 6, 2018 minutes to next month.

6. STAFF REPORTS

A. Program Highlight: Ready, Set Go! Preschool Program

Recreation Manager Emeline Noda and Preschool Instructor Sheena Moore provided the Parks, Recreation and Cultural Arts Commission with information about the Ready, Set Go! Preschool Program. The City of Los Alamitos Recreation and Community Services Department offers a wide variety of programs, classes, and camps for preschool age children ages three to five years old, ranging from camps, dance classes, Jr. Pee Wee Sports, and preschool. The Recreation and Community Services Department is able to offer the Ready, Set, Go! Preschool Program for lower cost options to the community that they might not have otherwise been able to afford, or compete in enrollment

in other local preschool programs that are continuously full with long wait lists. This popular parent participation preschool program operates year-round. Each session is approximately eight (8) weeks and offers a few different days and times. Three-year-old children develop language skills, cognitive and gross motor development through various programming and activities. Four and five-year-olds make new discoveries about themselves and others, learn how to problem solve and think independently in a learning environment designed to capture their interest while progressing at their own individual pace.

The preschool program maintains a full program of 20 children per class per session. Recently the wait list for the Monday, Wednesday, Friday class has increased, allowing staff to take the next four children, to the max capacity of the classroom and added another staff member to remain in ratio. The parents continue to let the instructor and the Recreation and Community Services Department know how vital the preschool program is and how well it prepares their children for kindergarten. Staff continually finds innovative and low cost activities and crafts to stay within budget, while providing a comprehensive and quality preschool learning experience.

B. Facility Usage

Recreation Manager Ron Noda provided the Parks Recreation and Cultural Arts Commission information on the operation of several facilities available for use and rent to the public. Several of these facilities provide residents and local organizations with an excellent opportunity to have a meeting, conduct sports activities, or have a birthday party at a clean, local place at a reasonable price. The Community Center has several rooms available for classes, meetings, or celebrations. There are two picnic shelters at Little Cottonwood Park that are available for rent to families and the parks and fields, gymnasium, and tennis courts are all available for rent for fitness or leisure. The management, maintenance, scheduling, and staffing of each of these facilities exceeds the revenues brought in by the use. The direct costs for staffing the programs and activities at these locations are paid by the reservation.

C. Sponsors Opportunities and New Partnership Program

Recreation Manager Emeline Noda and Recreation Supervisor Megan Shimada provided the Parks, Recreation & Cultural Arts Commission with pertinent information on Sponsor Opportunities and a new Partnership Program. Sponsorships and partnerships are essential in the operation of the Los Alamitos Recreation and Community Services Department. Each event has several sponsor opportunities available at different levels. Each program has the opportunity to have a sponsor associated to reduce costs and offset the expenditures of the Department. Businesses or organizations receive extensive marketing they would not normally have access to in the City and surrounding communities. Staff recently created a new Partnership Program to enable local businesses to get involved in their community and help "Create Quality of Life" with the Recreation & Community Services Department while obtaining tangible marketing benefits.

Sponsors can now receive exposure across all community events, website, flyers, Activity Guides, social media posts, email marketing, door hangers, and bus stop advertisements. This is an added opportunity that sponsors can opt into that offers a broader reach into the community. These programs will be launched later this month and marketed by City staff. Staff will continue its active solicitation of community partners to reduce expenditures, to provide improved programs and services to the community.

D. Update - Labourdette Park Playground Equipment Options

Recreation Manager Ron Noda provided information to the Parks Recreation and Cultural Arts Commission on the playground options for the anticipated new Labourdette Park playground equipment. The City Council authorized Staff to begin the Capital Improvement Project (CIP) for the replacement of the playground equipment and surfacing of Labourdette Park. The Parks, Recreation, and Cultural Arts Commission created an Ad Hoc subcommittee to discuss the several options and provided a selection of four options for the new play structure at Labourdette Park. The Ad Hoc subcommittee recommended the following items as a priority for the PR&CA Commission review:

- A swing structure that incorporates a belt swing, a toddler swing, and an ADA compliant swing
- Two separate play structures – one for 2-5 year olds and the other one for 5-12 year olds
- Full rubberized surfacing

The Parks, Recreation, and Cultural Arts Commission voted all in favor for Option 1 – Landscape Structure and the natural green/brown color scheme. Motioned/Second: Olveda/Duran

7. ITEMS FROM THE RECREATION & COMMUNITY SERVICES DEPARTMENT
Emeline Noda, Recreation Manager

- Mrs. Noda is excited to announce that Megan Shimada has been promoted to Recreation Supervisor and Steve Kim promoted to full time Recreation Coordinator. Vacated position of part-time Community Services Coordinator position will be available online until August 3, 2018.
- Recreation and Community Services Department staff will be offering in the Fall Brochure a new Escape Room at the Community Center during the months of October and November. A minimum recommended age is 14 for "The Living Dead Lab". All ages are welcome in the "Kidnap Mystery" room as this room is more family friendly. Parental/guardian supervision of all minors is required for both Escape Rooms.
- Staff is currently researching paint and plant/pastries classes.
- In place of the next PR&CA Commission meeting scheduled for August 1, 2018, we will hold a Special Meeting to include a light dinner and a facility, fields and park tours. Light dinner will begin at 5:30 p.m. Special Meeting at 6:00 p.m., and site tours will begin immediately after Staff Reports.

Megan Shimada, Recreation Supervisor

- Leaf Donations - Staff has created a donation program where anyone can purchase a leaf to support the scholarship program and help families who need assistance with classes offered through the City of Los Alamitos Recreation and Community Services Department. Leaves will be sold for \$1, \$5, or \$10.

Ron Noda, Recreation Manager

- In place of the next PR&CA Commission meeting scheduled for August 1, 2018, we will hold a Special Meeting to tour facility, fields and parks. A light dinner will be provided at 5:30 p.m. The start of the Special Meeting will be at 6:00 p.m.
- The month of July is Parks Make Life Better month.
- Los Alamitos City Council will vote on the City Council District Map at the July 16, 2018 City Council meeting. The City Council is in favor of the "Green" map.
- Los Alamitos Museum has submitted an application to be designated as a Historical landmark as it is the only adobe building in the City of Los Alamitos and only a handful in the County of Orange.
- At the July 16, 2018, City Council Meeting three candidates for the PR&CA Commission will be interviewed to fill the vacancy. They will be interviewed beginning at 5:30 p.m. before the regular Council meeting.
- At a future meeting staff will provide the PR&CA Commission an update on the 4th of July event in September - approximately 15,000 attended the event.
- The next Music and Movies will be on July 14, 2018 at Orville R. Lewis Park. Live music will be provided by La Sirena beginning at 6:30 p.m., followed by the Disney Pixar movie - Coco.

8. COMMISSIONER REPORTS

Commissioner Duran

- Nothing to report.

Vice-Chair Olveda

- Fireworks show was amazing.

Chair Doby

- Recommended for staff to research the popularity of Paint and Mingle classes for singles. Chair Doby express her excitement with new programs.

9. ADJOURNMENT

The Parks, Recreation, and Cultural Arts Commission adjourned at 8:50 p.m.
Motion/Second: Doby/Olveda.

Attest:

Tanya Doby, Chair

Emeline Noda, Recreation Manager
Recreation & Community Services Department

City of Los Alamitos
Parks, Recreation & Cultural Arts Commission

Agenda Report
Staff Report

August 1, 2018
Item No: 7A

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

From: Ron Noda, Recreation Manager

Subject: 2018 Park/Facility Tour

Summary: This report provides the Parks, Recreation & Cultural Arts Commission with a schedule of the various parks in Los Alamitos that the Commission will be touring with City staff from the Recreation and Community Services.

Recommendation: Commission receive, file and proceed with site visits of Los Alamitos parks/facilities according to the schedule in the staff report.

Background:

The Parks, Recreation and Cultural Arts Commissioners has visited the parks and facilities that are owned, operated, and/or utilized by the City for programs, events and/or passive recreation for the past several years. The goals for this is for the Commissioners to become more familiar with the sites and amenities provided at each location.

Discussion:

In order for the Parks, Recreation and Cultural Arts Commissioners to make the informed recommendations to the City Council, it is important for the Commissioners to be familiar with the various parks and facilities the City manages, owns, and programs, as well as the amenities at each site. Staff from the Recreation and Community Services Department will provide the Commission with a tour of the following sites the Commission determined would be beneficial for Commissioners to visit.

Tonight's site visit schedule will be as follows:

Roberts Park (10911 Oak Street)
The Youth Center (10909 Oak Street)
Oak Middle School Gymnasium & Field (10821 Oak Street)
Coyote Creek Park (10821 Oak Street)
Little Cottonwood Park (4000 Farquhar Avenue)
Orville R. Lewis Park (3662 Kempton Drive)
Soroptimist Park (10822 Pine Street)
Stansbury Park (3711 Toland Avenue)
Sterns Park (3811 Farquhar Avenue)
Labourdette Park (4401 Howard Avenue)

Fiscal Impact:

No fiscal impact.