

**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 Mark 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 expressed 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:

  
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Emeline Noda, Recreation Manager  
Recreation & Community Services Department

  
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Tanya Doby, Chair