

CITY OF LOS ALAMITOS

3191 Katella Ave.
Los Alamitos, CA 90720

AGENDA PARKS, RECREATION, AND CULTURAL ARTS COMMISSION REGULAR MEETING

Wednesday, November 7, 2018 – 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 Crans
Commissioner Duran
Commissioner Hill
Commissioner Hunter
Commissioner Murphy
Vice Chair Olveda
Chair Doby

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 October 3, 2018.

6. STAFF REPORTS

A. Winter Wonderland 2018 Preview

This report provides the Parks, Recreation & Cultural Arts Commission a preview on the 2018 Winter Wonderland event.

Recommendation: Commission receive and file.

B. Bi-Annual Park Maintenance Update

This report provides the Parks, Recreation & Cultural Arts Commission an update report on the Bi-Annual Park Maintenance.

Recommendation: Commission receive and file.

C. 2018 Holiday Decorating Contest and Santa Calling

This report provides the Parks, Recreation & Cultural Arts Commission with a preview of the 2018 Holiday Decorating Contest and Santa Calling.

Recommendation: Commission 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 2nd day of November, 2018.


Trini Zenovka, Department Secretary

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

REGULAR MEETING – WEDNESDAY, October 3, 2018

1. CALL TO ORDER

The Parks, Recreation and Cultural Arts Commission met in a Regular Session at 7:05 p.m., Wednesday, October 3, 2018, in the Council Chambers, 3191 Katella Ave., Chair Doby presiding.

2. ROLL CALL

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

Absent: Commission Members: Hunter

Present: Staff: Ron Noda, Recreation Manager
Emeline Noda, Recreation Manager
Megan Shimada, Recreation Supervisor
Maria Enciso, Recreation Leader II
Ben Kalish, Recreation Leader I

3. PLEDGE OF ALLEGIANCE

Commissioner Hill 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/Hill.

Abstain: Hunter.

Motion Carried: The Parks, Recreation and Cultural Arts Commission approved the Regular Meeting of September 5, 2018 with the recommended changes:

- Commissioner Murphy led the Pledge of Allegiance. Page 1, Item 3. Pledge of Allegiance.
- Commissioner Murphy inquired about Winter Wonderland performance. Page 3, Item 9. Commissioner Reports.

6. STAFF REPORTS

A. Employee of the Quarter Update

Recreation Manager, Emeline Noda provided the Parks, Recreation and Cultural Arts Commission an update on the Employee of the Quarter. The Recreation and Community Services Department implemented in the Fall of

2015 an awards program to recognize part-time employees for their outstanding work performance on a quarterly basis. The S.T.A.R. awards program honors individuals who “S” – supports the Department’s values, “T” – displays teamwork, “A” – goes above and beyond, and “R” are reliable.

Employees are nominated by lead staff or the Administrative team in the Recreation & Community Services Department and voted on each quarter. The following individuals have been the recipients of the “Employee of the Quarter.” Maria Enciso and Ben Kalish were both present and provided the PR&CA a background of their work experience and the knowledge they have ascertained being an employee of the Recreation and Community Services Department. Below are the recipients of the S.T.A.R. Employee of the quarter.

- Samantha Kenny, Fall 2015; Bianca Frontino, Winter 2016; Kristina Veneciano, Spring 2016; Steve Kim, Spring 2016; and Alyssa Olveda, Fall 2016; Davika Kim, Spring 2017, Ryan McAdam and Erika Halberg, Summer 2017; Sheena Moore, Fall 2017; Maria Enciso, Winter 2018; Anna Otto, Spring 2018; Ben Kalish, Summer 2018.

B. 4th of July Fireworks Spectacular Recap

Recreation Manager, Ron Noda provided the Parks, Recreation, and Cultural Arts Commission a recap of the 2018 4th of July Fireworks Spectacular. This event is co-produced by the cities of Los Alamitos and Cypress with financial support from the City of Seal Beach and the Community of Rossmoor. This year, the Joint Forces Training Base provided the facility for the event, in-kind donation, and also provided financial support.

The 4th of July Fireworks Spectacular offered attendees a wide selection of food options, vendors, live music entertainment, and a 22-minute firework show. This year, the 4th of July Fireworks Spectacular brought out an estimated 15,000 people onto the Joint Forces Training Bases with several residents being able to view the firework show off the base in neighborhoods that surrounds the instillation. New this year was a Family Fun Area that consisted of airbrush tattoos, hair crowns, giant board games, corn hole and bubbles and more.

C. Trunk or Treat Preview

Recreation Supervisor, Megan Shimada provided the Parks, Recreation & Cultural Arts Commission a preview of the 7th Annual Trunk or Treat event at Little Cottonwood Park on Saturday, October 27, 2018. The event will feature the costume contest, arts and crafts, a fun photo and selfie areas, carnival game booths, inflatables, trick-or-treating from trunks, food trucks, a spooky train ride, adult pie-eating contest, and activities for the entire family.

Community members, local organizations, and businesses are invited to decorate their vehicles and participate in the event as “trunks” to market themselves to approximately 2,500 residents. This year AYSO Region 159 committed to being the Trunk or Treat event sponsor.

The Parks, Recreation and Cultural Arts Commissioners are invited and encouraged to participate by emceeing the event, judge the costume contest, announce treasure hunt, judge and award prizes to the best trunk winners. Chair Doby, Commissioner Hill, and Commissioner Murphy volunteered for any area as needed.

8. ITEMS FROM THE RECREATION & COMMUNITY SERVICES DEPARTMENT

Emeline Noda, Recreation Manager

- The City of Los Alamitos Recreation and Community Services Department is having its annual Winter Wonderland event on December 1, 2018 on Pine Street. Sponsorship opportunities are available on-line on the City's website. Volunteers to assist with the event are needed as well.
- Provided an update on Race on the Base (ROTB), February 22-23, 2019. Los Alamitos Unified School Districts' elementary and middle school will be participating in a school challenge. The school with the most entries will win a championship belt, money towards their school, and a popsicle party. ROTB will also have a new "rucking" division that will be offered.
- Provided an update to the PR&CA Commission on Escape Los Al during the months of October – November.

Megan Shimada, Recreation Supervisor

- Scholarship Donations – For the Fall, pumpkins and sunflowers will be sold to support the scholarship program and help families who need assistance with classes offered through the Los Alamitos Recreation and Community Services Department. Pumpkins and sunflowers are on sale for \$3, \$5, or \$10.

Ron Noda, Recreation Manager

- Announced the Los Alamitos Volunteer Program Recognition Night will be on October 15, 2018. Dinner will be served before the City Council Meeting and will be held at the Community Center.
- Provided an update on the status of the Labourdette Park and Playground Equipment Project.
- Provided an update on the roof and asbestos abatement at the Recreation and Community Service Department.
- Announced Records Management Day - October 8, 2018. All City Departments will be closed but staff will be onsite managing/organizing and destroying obsolete records of digital and paper files approved by the City Clerk's office.
- Provided an update on the slurry sealing: The parking lot at City Hall will be closed due to slurry sealing on Friday, October 5th and 6th. The company that will be doing the slurry seal will be using half of the parking lot at Little Cottonwood Park from October 5th to October 8th. Los Alamitos Blvd. will be slurry sealed on October 6-8th. One lane will always be open but expect traffic delays.
- Provided information on Orville Lewis Park playground surfacing "roll coat" that will be done on Friday, October 5, 2018 and the fence will stay up until Monday, October 8, 2018.

9. COMMISSIONER REPORTS

Commissioner Murphy

- Nothing to report

Commissioner Duran

- Commissioner Duran visited Senior Club and the Dine In and Dough House and was very pleased with both the programs and thanked staff for providing excellent programs to the senior community.

Chair Doby

- Thanked staff for treats.

Vice-Chair Olveda

- Nothing to report.

Commissioner Crans

- Nothing to report.

Commissioner Hill

- Nothing to report.

10. ADJOURNMENT

The Parks, Recreation, and Cultural Arts Commission adjourned at 8:42 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

November 7, 2018
Item No: 6A

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

From: Emeline Noda, Recreation Manager

Subject: 2018 Winter Wonderland Preview

Summary: This report provides the Parks, Recreation and Cultural Arts Commission with a preview of the 7th Annual Winter Wonderland event.

Recommendation: Commission receive and file.

Background

The City of Los Alamitos and the Los Alamitos Area Chamber of Commerce Young Professionals created Winter Wonderland in 2012. Collaboratively, the agencies discussed hosting an event in Los Alamitos to celebrate the holidays and bring families and businesses together for the holidays. The inaugural event had an estimated 1,200 attendees with a few stage performances, a snow area with two sled runs and a small snow play area, photos with Santa, and a tree lighting ceremony. Due to the overwhelming positive response to the event, the City and Chamber Young Professionals agreed to continue the partnership, having hosted the event annually since 2012. The event continued to grow in attractions and attendance every year with the 2017 event maintaining an estimated 6,000+ event attendees, filling the streets and St. Isidore Historical Plaza for the three and a half hour event.

Discussion

The 7th Annual Winter Wonderland event will take place Saturday, December 1, 2018 from 4:00 p.m. – 7:30 p.m.

The event moved to Pine Street instead of Reagan Street in 2016 due to the space needed to accommodate the increased crowd capacity and event expansion. The focus still remained at St. Isidore Historical Plaza with the snow, the snowman, Santa and Mrs. Claus, and arts and crafts. By moving the remainder of the event onto Pine Street, it allowed for more space due to the wider street and use of the adjacent parking lots for parking and activities. Additional improvements include the movement of the “snow” machines to allow for more areas of “snow.”

The Toy Drive is presented by Southland Credit Union and will benefit the local charities such as Summer Harvest, Casa Youth Shelter, Grateful Hearts, The Youth Center, We Care and Precious Life to distribute to local families in need.

The stage is fully booked with musical performances from local schools and community groups. Alamitos Eye Care will provide the sound for the stage at no charge.

Performance Time	Performance Group
4:00-4:15p	Ready Set Go Preschool
4:12-4:15p	SANTA ARRIVES
4:15-4:30p	Sarang Church- Instrumentals
4:30-4:50p	Hopkinson Elementary Choir
4:50-5:00p	LAE Music Program
5:00-5:30p	Impact Show Troupe
5:30-5:40p	ANNOUNCEMENTS & TREE LIGHTING
5:40-6:15p	MCA and Oak Choirs
6:15-6:35p	Lee Elementary Choir
6:35-6:50p	Dance West
6:30-7:00p	On Stage Dance
7:00-7:30p	Oak Jazz Band

A large sledding area with four sled runs will be available for all ages to experience the snow, along with a snow play area and the chance to take a photo with a snowman under the “snowy” sky. Los Alamitos-based Elite Special Events provides 25 tons of snow for the event spread out to three different areas and allowed more participants to enjoy the snow simultaneously. All of these activities are free to the public.

Santa and Mrs. Claus is provided thanks to the generosity of Alamitos Eye Care and will make their grand entrance aboard an OCFA Fire Truck. The Youth Center is donating a 10’ Christmas tree that will be decorated and lit up during a tree lighting ceremony at 5:30 p.m. Once the event concludes, the tree will be moved in front of St. Isidore Plaza and lit nightly throughout the holiday season.

Food vendors, sales vendors, sponsors, churches, and non-profits will line Pine Street providing visitors opportunities to shop, receive information or donate to their favorite causes. Winter Wonderland at the Plaza is an event for residents, businesses and neighbors of all ages to enjoy. The City and the Chamber is proud to provide another excellent event for the community we serve. The Parks, Recreation and Cultural Arts Chair and Los Alamitos Area Chamber of Commerce Chair typically personalize the 140 Winter Wonderland thank you cards that are mailed one week after the event to all who made the event possible.

The community support for the event continues to grow, making Winter Wonderland one of the largest events in the City. Volunteers are being sought to assist with staffing the event and the link can be found on the Winter Wonderland page on the City’s website.

Event sponsors are displayed below:

Fiscal Impact

In total, \$23,425 in revenue was raised by the 22 businesses/organizations sponsors, 43 vendors and seven food trucks who participated in the 2017 Winter Wonderland at the Plaza. All the proceeds collected from the trucks, vendors and sponsors help to keep Winter Wonderland at the Plaza a revenue-direct expenditure neutral event for both the City and the Chamber for the seventh consecutive year. The largest donations for 2018 are from Friday Night Lights Youth Flag Football at Presenting Sponsor level of \$10,000 and Arrowhead Products at Platinum Sponsor level of \$5,000. It is anticipated that due to the large sponsorship from FNL, the committee will have seed money for next year's event.

City of Los Alamitos

Parks, Recreation & Cultural Arts Commission

Agenda Report
Staff Report

November 7, 2018
Item No: 6B

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

From: Ron Noda, Recreation Manager

Subject: Facility & Park Maintenance Update

Summary: This agenda item is to update the Parks, Recreation and Cultural Arts Commission on Park Maintenance efforts and results made throughout the City.

Recommendation: Commission receive and file.

Background

Staff would like to provide an update on park maintenance activity to the Parks, Recreation and Cultural Arts Commission. 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.

This report will list all maintenance and repair activities while yielding the opportunity for the Commissioners to provide additional feedback to staff on current or future maintenance concerns they may have.

Discussion

The following repairs have been made at the listed facilities:

- **McAuliffe Field** – Normal weekly maintenance is occurring that includes mowing of the fields and dragging of the track. The annual rehabilitation for this facility is scheduled to begin the week of Thanksgiving and shut down for approximately 12 weeks, reopening on February 11, 2019.

The Los Alamitos Unified School District has notified the City of field fee increases that will take effect on January 1, 2019. The field fee increase will effect Oak Field as well. The revised field fees are listed below:

Type	Acres	Group 1	Group 2	Group 3
Small field	0.5 or less	No Charge	\$7.37	\$7.37
Medium field	0.5 - 1.5	No Charge	\$14.73	\$14.73
Large field	1.5 and up	No Charge	\$29.46	\$29.46
LAHS Track & Field	NA	No Charge	\$75.64	\$75.64

- **Laurel Park** – Public Works staff has completed the roof project on the bathrooms and replaced the sink hardware in the restrooms as well. The homeless population has utilized the restrooms at Laurel Park and have vandalized the paper dispensers. Staff is currently installing a new vandal proof toilet paper dispenser. Upcoming project will include building a wooden, open beam roof over the irrigation pump and controller area eliminating the chain link fence that currently covers the area. The replacement of two front doors and adding additional lighting to the storage room will also be done.
- **Little Cottonwood Park** – Normal monthly maintenance is taking place with the sports field along with routine safety check on the playground equipment. The rubberized surface of the playground area also had maintenance (roll coat) done as well. Public Works staff has also trimmed the park's trees as this occurs every three years. Upcoming project includes the parking lot to be refurbished.
- **Orville R. Lewis Park** – Normal monthly maintenance is taking place with the sports field. Orville R. Lewis Park also had maintenance done (roll coat) to the rubberized surface of the playground area.
- **Roberts Park** – Normal maintenance is taking place with the playground including weekly raking of the woodchips and a playground safety check. New woodchips were placed during the Serve Los Al event.
- **Stansbury Park** – Normal maintenance is taking place with the playground including weekly raking of the woodchips and a playground safety check. New woodchips were placed during the Serve Los Al event. Upcoming project includes replacing two concrete slabs that are cracked and raised by tree roots.
- **Labourdette Park** – Normal maintenance is taking place with the playground including weekly raking of the woodchips and a playground safety check. Labourdette Park will be receiving ADA improvements, new irrigation and turf, new landscape at the front of the park, and new playground equipment and rubber surfacing via the City Council approved Capital Improvement Projects (CIP).
- **Sterns Park** – Normal maintenance is taking place with the playground including weekly raking of the woodchips and a playground safety check. The chain link fence that are on both sides of the park will be replaced with a decorative wrought iron fence.

- **Soroptimist Park** – Normal maintenance is taking place with the playground including weekly raking of the woodchips and a playground safety check. The playground equipment has been recently pressure washed as well.
- **Coyote Creek Park** – Public Works fixed all the irrigation and ruts that were made by the oil pipe replacement contractors. Many areas got trampled and became bare and has been replaced with some new plants. More planting will be done as well as replacement of the plexi-glass on the message sign.
- **Community Center/Youth Center** – The Community Center is currently having the roof and large activity room restrooms being repaired. Staff is currently working on a self-serve kiosk area for participants to register on-line using Ipads. It has been approved by City Council via the Capital Improvement Projects (CIP) to do some ADA work outside the Community Center.

Fiscal Impact

Staff intends to accomplish as many repairs as possible within budget or via City Council approved CIP projects. If the budget does not allow for the completion of certain repairs, staff will obtain estimates and add those repairs to the 2018/19 operational budget or the Capital Improvement Plan (CIP) budget for City Council to review.

City of Los Alamitos

Parks, Recreation & Cultural Arts Commission

Agenda Report Staff Report

November 7, 2018
Item No: 6C

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

From: Megan Shimada, Recreation Supervisor

Subject: 2018 Holiday Decorating Contest and Santa Calling Preview

Summary: This report provides the Parks, Recreation and Cultural Arts Commission with a preview of the Holiday Decorating Contest and Santa Calls programs.

Recommendation: Commission receive and file.

Background

The Holiday Decorating Contest occurred many years ago in the past for several years then was discontinued and was brought back by request of a resident in 2009. The Los Alamitos Recreation and Community Services Department invites all residents of Los Alamitos to participate in the 2018 Los Alamitos Holiday Decorating Contest. Members of the community are encouraged to decorate their homes in the holiday spirit and enter into the Los Alamitos Holiday Decorating Contest. Any home is eligible as long as their lights are turned on during the contest.

Santa Calling has been taking place as a special service to the community for over 20 years during the holiday season each December as a fun way for kids to experience some holiday magic.

Discussion

On December 12th between the hours of 6:00 p.m. to 9:00 p.m. judges from the community will select 1st and 2nd place winners in each of the Los Alamitos neighborhoods. Signs will be distributed to each winner for display in front of their home. Winners are requested to keep decorations on display throughout the holiday season. A map of the winning homes will be posted on the City website for community members to visit during the holiday season. Judges are requested from the Parks, Recreation & Cultural Arts Commission as well as from the community. Below are each of the neighborhoods that will be judged:

- Parkewood
- College Park North
- Green Brook

- Royal Oak Park
- Old Dutch Haven
- Highlands
- Apartment Row
- Suburbia Estates
- Old Town East & West
- Carrier Row
- New Dutch Haven

Attachment #1 is a map of Los Alamitos that displays the location of each neighborhood:

Santa Calling is scheduled for Wednesday, December 12th from 5:00 p.m. to 7:00 p.m. Children are encouraged to write a letter to Santa and drop it off at the Los Alamitos Community Center by 3:00 p.m. by December 5th as the Post Office no longer accepts letters to Santa by mail. The child should include their name, age, phone number and any other information Santa needs to know. Recreation staff makes the phone calls and acts as "Santa." A script is provided to staff along with jingle bells to enhance the interaction with the children.

Fiscal Impact

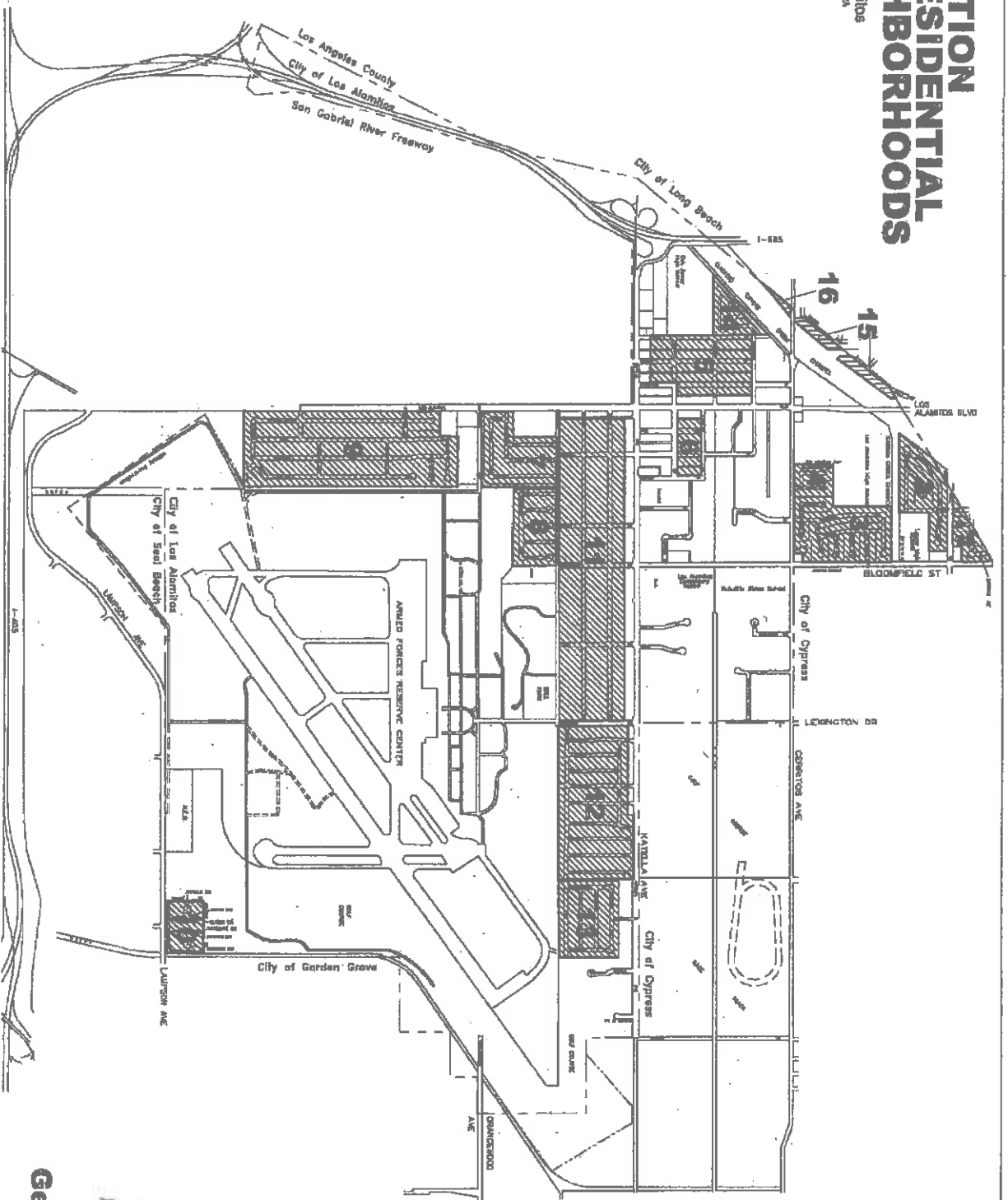
Each program is budgeted within the Los Alamitos Recreation and Community Services Department and totals approximately \$1,000 between staffing and supplies for both programs.

Attachment #1 – Los Alamitos Residential Map

LOCATION OF RESIDENTIAL NEIGHBORHOODS

City of Los Alamitos
 ORANGE COUNTY - CALIFORNIA
 LEGEND

City Boundary



- 1. Country Squares
- 2. College Park North
- 3. Greenbrook
- 4. Woodcrest
- 5. Old Town West
- 6. Old Town East
- 7. Old Dutch Haven
- 8. Suburbia
- 9. Highlands
- 10. Parkwood
- 11. Apartment Row
- 12. Carrier Row
- 13. New Dutch Haven
- 14. Royal Oak Park
- 15. El Dorado Park Estates East
- 16. Bungalows

General Plan

FIGURE 1-4



NOT TO SCALE