CITY OF LOS ALAMITOS  
3191 Katella Ave.  
Los Alamitos, CA 90720

AGENDA  
PARKS, RECREATION, AND  
cultural Arts Commission  
regular Meeting  
Wednesday, March 6, 2019 – 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 Doby  
Commissioner Hill  
Commissioner Hunter  
Commissioner Murphy  
Vice Chair Duran  
Chair Olveda

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 February 6, 2019.

6. **STAFF REPORTS**

A. **Spring Carnival**
   This report provides the Parks, Recreation & Cultural Arts Commission with a preview of the 2019 Spring Carnival.
   
   **Recommendation:** Commission discuss and provide recommendations.

B. **California Park & Recreation Society District 10 Volunteer Merit Award Nominee(s)**
   This report provides the Parks, Recreation & Cultural Arts Commission with an opportunity to consider nominees for the 2019 California Park & Recreation Society (CPRS) District 10 Volunteer Merit Award.
   
   **Recommendation:** Commission receive, consider, select nominee(s) and file.

C. **Recreation Department Offerings Brainstorm Part II**
   This report provides the Parks, Recreation & Cultural Arts Commission with an opportunity to brainstorm future program offerings for the Recreation & Community Services Department.

   **Recommendation:** Commission discuss and provide recommendations.

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 1st day of March 2019.

[Signature]
Trini Zenovka, Department Secretary
MINUTES OF PARKS, RECREATION AND CULTURAL ARTS COMMISSION
OF THE CITY OF LOS ALAMITOS

REGULAR MEETING – WEDNESDAY, February 6, 2019

1. CALL TO ORDER
The Parks, Recreation and Cultural Arts Commission met in a Regular Session at 7:02 p.m., Wednesday, February 6, 2010, in the Council Chambers, 3191 Katella Ave., Chair Olveda presiding.

2. ROLL CALL
Present: Commission Members: Crans, Doby, Hunter, Murphy, Olveda
Absent: Commission Members: Duran, Hill

Present: Staff: Ron Noda, Recreation Manager
             Emeline Noda, Recreation Manager
             Megan Shimada, Recreation Supervisor
             Trini Zenovka, Department Secretary

3. PLEDGE OF ALLEGIANCE
Chair Olveda the Pledge of Allegiance.

4. ORAL COMMUNICATION
Chair Olveda opened Oral Communications. There being no one present wishing to speak, Chair Olveda closed Oral Communications.

5. MINUTES
Motion/Second: Crans/Olveda
Abstain: Duran/Hill
Motion Carried: The Parks, Recreation and Cultural Arts Commission approved the Regular Meeting of February 6, 2019.

6. STAFF REPORTS
A. Preview of Contract Classes
Recreation Supervisor, Megan Shimada provided the Parks, Recreation and Cultural Arts Commission an inside look at the acquisition and implementation of new contract classes within the Recreation and Community Services Department. The City of Los Alamitos offers the community a wide variety of specialty programs, classes and camps through contract instructors. The use of the contract instructors allows the Recreation and Community Service Department to find specialized professionals who have expertise in areas of interest to the members of the community. These specialized areas include fitness, sports, painting, performing arts, educational development, engineering, animal training, and much more. Every season, staff adds new classes to the
Recreation and Community Services’ “Recreation Brochure” in order to keep up with program trends and public interests.

Recreation and Community Services Department staff utilize several resources to acquire new classes and instructors. Co-sponsoring classes and camps with neighboring cities and classes listed in conjunction with local businesses are another valuable resource for acquiring new contract classes. Another resource is the City of Los Alamitos Recreation Services' social media accounts including Facebook, Instagram, Twitter, and Nextdoor. Lastly, new instructors often reach out to the Recreation and Community Services Department. The Recreation and Community Services Department has been fortunate in acquiring many new classes through these methods.

When initial contact is make with prospective instructors, staff will request that the instructor complete a "class proposal form" and return it to be reviewed. After staff has decided to tentatively accept a class proposal, a meeting will be scheduled with the instructor. If the City and the instructor wish to proceed, a contract will be signed. After the contract is signed, the class is created in the registration system and booked in the facility schedule. The new class will be incorporated into the next issue of the Recreation Brochure, where the new class will be available for registration via online registration, walk-in, mail-in, or fax. Meetings with instructors are held bi-annually at the Community Center. These meetings are an opportunity to gather and give feedback to improve classes, customer service, facilities, marketing, and overall service to the participants.

B. Program Highlight: Youth Sports
Recreation Manager, Ron Noda provided an overview of the Youth Sports classes operated by the Recreation and Community Services Department. The youth sports program offers classes to coed ages two to fourteen years old on a year-round basis. Promoting regular physical activity is a public health priority and classes conducted by the Recreation and Community Services Department makes physical activity available, affordable, enjoyable and ultimately beneficial for the youth of the community.

The Recreation and Community Services Department offers a variety of youth sports for coed ages two to fourteen:

- Parent and Me Basketball
- Parent and Me Soccer
- Mini Superstars
- Junior Pee Wee Basketball
- Junior Pee Wee Flag Football
- Junior Pee Wee T-ball
- Junior Pee Wee Soccer
- Pee Wee Baseball
- Pee Wee Soccer
• Youth Track and Field
• Youth Volleyball League
• Youth Basketball League
• After School Sports

Staff continually seeks sponsors that will assist to offset expenditures of the Youth Sports Programs throughout the year.

C. Recreation Department Offering
Recreation Manager, Emeline Noda provided the Parks, Recreation & Cultural Arts Commission with an opportunity to brainstorm future program offerings for the Recreation and Community Services Department. The Recreation and Community Services Department "Creates Quality of Life" for community members through health, safety, community, family and education. Staff is always inquiring input from the Commission on the needs and desires from the community.

7. ITEMS FROM THE RECREATION & COMMUNITY SERVICES DEPARTMENT
Emeline Noda, Recreation Manager
• Announced and thanked Chair Olveda attended January 21, 2019 City Council and invited the City Council and other Commissions to participate in the Race on the Base Commissioner Challenge. Mrs. Noda also requested for two volunteers to judge for the Glow in the Dark Whimsical Fun Run (Commissioners Doby and Murphy volunteered to judge this event, Chair Olveda and Commissioner Hunter will be participating in the 5K Run).
• Announced that the Recreation and Community Services Department will be offering Day Camp the week of February 18-22, 2019.

Megan Shimada, Recreation Supervisor
• Weekend of Art marketing, and seeking performances has begun. Mrs. Shimada also requested for two judges from the PR&CA Commission for this event (Commissioner Murphy volunteered).
• Announced that Spring Carnival will be held on April 20, 2019 at Little Cottonwood Park. Commissioners will also be requested to volunteer at the event and a future email will be sent in regards to this.
• Announced that the Recreation & Community Services Department is currently hiring and request that the Commissioners share this with family and friends who might be interested in employment.

Ron Noda, Recreation Manager
• Informed the PR&CA Commissioners that public officials are required to take an ethics-training course to educate them on the ethical standards required of any individual who works in state or local government. Public officials may utilize free online courses available to satisfy this requirement. Cities, counties and special districts in California are required by law (AB 1234, Chapter 700, Stats. of 2005) to provide ethics training to their local officials.
• Announced that the Los Alamitos Museum will be inducting three standout residents whose accomplishments will be forever enshrined in the Museum’s Hall of Fame. The Museum honored Jake Nix, a pitcher for the San Diego Padres, Rachel Fattal, a member of the 2016 Gold Medal Olympics water polo team, and Nikki Monninger, a bass player for the music group Silversun Pickups.
• McAuliffe Field will reopen on February 22, 2019 after its 12 week rehab.
• Informed the PR&CA Commission that the City and the Los Alamitos Unified School District has begun negotiations for the Master Joint Use Agreement and the Individual Joint Use Agreements in regards to facilities.
• Announced that the Recreation & Community Services Department will be presenting to the Budget Standing Committee the Department’s Fiscal Sustainability Plan on Monday, March 4, 2019 at the Council Chambers.

9. COMMISSIONER REPORTS
Commissioner Hunger
• Nothing to report.

Commissioner Doby
• Announced that January 9, 2019 was the first meeting that she missed while serving on the Parks Recreation and Cultural Arts Commission and that she appreciates the Recreation and Community Services Department staff and all that they do.

Commissioner Crans
• Nothing to report.

Chair Olveda
• Encouraged the rest of the Parks, Recreation and Cultural Art Commissioners to participate in the upcoming Race on the Base.

Commissioner Murphy
• Requested staff to update Commissioner Hunter’s photograph and add it to the Park, Recreation and Cultural Arts Commission webpage.

10. ADJOURNMENT
The Parks, Recreation, and Cultural Arts Commission adjourned at 8:57 p.m.
Motion/Second: Olveda/Hunter.

Attest: __________________________
Steven Olveda, Chair

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Emeline Noda, Recreation Manager
Recreation & Community Services Department
City of Los Alamitos
PARKS, RECREATION & CULTURAL ARTS
AGENDA REPORT

MEETING DATE: March 6, 2019 ITEM NUMBER: 6A

To: Chair Steven Olveda & Members of the Parks, Recreation and Cultural Arts Commission

Presented By: Megan Shimada, Recreation Supervisor

Subject: Spring Carnival Preview

SUMMARY

This report provides the Parks, Recreation & Cultural Arts Commission with a preview of the 2019 Spring Carnival.

RECOMMENDATION

Commission discuss and provide recommendations.

BACKGROUND

The Los Alamitos Recreation and Community Services Department will be hosting the Memorial Care Miller Children’s & Women’s Hospital Long Beach Spring Carnival presented by AYSO Region 159 at Little Cottonwood Park on Saturday, April 20, 2019 from 9:00-11:30am. The carnival will feature the popular egg hunt, vendor booths, carnival games, bounce houses, arts and crafts, and a photo area with Peter Rabbit.

DISCUSSION

The Los Alamitos Recreation Department creates “Quality of Life” for residents by hosting programs and events that emphasize Community, Family, Education, Safety, and Health. Spring Carnival is one of the many events in which the Recreation Staff coordinate to instill “Quality of Life” directly into the Los Alamitos community by bringing the community together, creating long lasting family memories, and to allow local businesses and nonprofits to be connected to residents. Approximately 2,500 people are expected to enjoy the annual Spring Carnival event at Little Cottonwood Park.

The Spring Carnival will have three egg hunt areas that will be divided according to age. The hunt area for ages 0-3 will begin at approximately 9:30am, the hunt area for ages 4-7 will begin at approximately 9:40am, and the hunt area for ages 8-12 will begin at approximately 9:50am.
In each hunt area, a Golden Egg will be hidden and a special prize will be given to the child who finds it.

Other activities that will be available includes carnival game booths, face painting, balloon twisting, live entertainment by the band Sugar Lips, a photo area with Peter Rabbit, family games, inflatables, vendors and food trucks.

Parks, Recreation and Cultural Arts (PR&CA) Commissioners are invited and encouraged to participate in this year’s event. Commissioners’ volunteer duties will include being the emcee for the event and awarding the prizes to the winners. Below is the schedule that Commissioners are being requested for:

- Emcee – welcome community members to the event from 8:45 – 11:30am
- Start the three Egg Hunt areas beginning at 9:30am and hand out awards

PR&CA Commissioners interested in attending this year’s Spring Carnival should contact Megan Shimada at the Recreation and Community Services Department.

**FISCAL IMPACT**

Funding for the event is budgeted in the Special Events Division of the Recreation and Community Services Department. The Spring Carnival will also gain additional revenue from food trucks and vendors. Memorial Care Miller Children’s & Women’s Hospital Long Beach has agreed to sponsor the event as title sponsor with AYSO Region 159 being the presenting sponsor. Their sponsorship will assist in offsetting the cost of the event.
City of Los Alamitos
PARKS, RECREATION & CULTURAL ARTS
AGENDA REPORT

MEETING DATE: March 6, 2019
ITEM NUMBER: 6B

To: Chair Steven Olveda & Members of the Parks, Recreation and Cultural Arts Commission

Presented By: Ron Noda, Recreation Manager

Subject: California Park & Recreation Society District 10 Volunteer Merit Award Nominee(s)

SUMMARY

This report provides the Parks, Recreation & Cultural Arts Commission with an opportunity to consider nominees for the 2019 California Park & Recreation Society (CPRS) District 10 Volunteer Merit Award.

RECOMMENDATION

Commission receive, consider, select nominee(s), and file.

BACKGROUND

The California Parks and Recreation Society (CPRS) District 10 is scheduled to host their awards and installation banquet on Thursday, April 4, 2019 in the city of Laguna Woods. The awards program is designed to recognize and honor those individuals and organizations who have contributed to the recreation profession and the quality of life within CPRS District 10, whose boundaries include portions of Los Angeles and all of Orange County.

Each year the City of Los Alamitos nominates an individual and/or an organization to receive the Volunteer Merit Award.

DISCUSSION:

The Volunteer Award nomination process will open shortly to all agency members of District 10. Last year Teri Nugent of the Los Alamitos Senior Club and Friday Night Lights
Youth Flag Football were honored by the City of Los Alamitos, Parks, Recreation & Cultural Arts Commission, and CPRS District 10.

This item is presented to the Commission for you to discuss worthy individuals and/or groups that you would like to nominate. Nominations will be taken from individual Commissioners and a final vote made at the conclusion of the discussion due to the upcoming nomination deadline during the month of March.

The Parks, Recreation and Cultural Arts Commission is invited to attend the District 10 banquet which is themed this year as: “A Night Under the Stars.” Social Hour is scheduled to begin at 5:00 p.m. and the banquet at 6:00 p.m. on Thursday, April 4, 2019 in the city of Laguna Woods. The City Council will also be invited to attend along with the City Manager and Recreation and Community Services staff.

**FISCAL IMPACT:**

The Recreation and Community Services Department will support the cost of the award(s) and the banquet for the recipient(s) and his/her/their guest(s), and banquet for all Parks, Recreation and Cultural Arts Commissioners, Staff and City representatives who wish to attend.

**Attachments:**
1. Previous CPRS District 10 Volunteer Merit Awardees
2. CPRS District 10 Awards & Installation Banquet Save the Date Flyer
CPRS District 10 Volunteer Award
Past Award Winners

1996  Walter Ackerman, Commissioner of AYSO Region 159
1997  Los Alamitos Senior Citizens' Club
1998  Los Alamitos Rotary Club
1999  George Briggeman, Jr.
2001  Los Alamitos Youth Center, Inc.
2002  None
2003  Tom Kneeshaw
2004  Ganahl Lumber
2005  Major Lisa Kutschera
2006  Trend Offset Printing
2007  Mark Wagner – Retiree Recognition Award
2007  Patti Haney & Rand Watkins - Seal Beach Swim Club
2008  Verna Burns – Sr. Club
2008  Beth Piburn & Candace Drucker – Parks, Recreation and Cultural Arts Commissioners
2009  Keyanus Price, Trend Offset Printing
2009  Lu Morgan, Senior Meals Program volunteer
2010  Fred Freeman, AYSO Volunteer
2010  Revolution Church
2011  50th Anniversary Committee
2012  Nancy Karmelich, Banners of Honor
2012  María Teresa Diaz, St. Isidore Historical Plaza
2013  Tom Rothwell
2013  Southland Credit Union
2014  Tom Stretz
2014  Sunburst Youth Academy
2015  Los Alamitos Medical Center
2015  Erin Henkhaus
2016  Sir Speedy of Los Alamitos
2016  Karen Klabough
2017  Dr. Russel Chang
2017  Michael Bell
2018  Teri Nugent – Sr. Club
2018  Friday Night Lights (FNL) Flag Football
CPRS District 10 Celebrates

A Night UNDER THE Stars

Awards & Installation Banquet
Thursday, April 4, 2019
5-9pm | Laguna Woods
City of Los Alamitos
PARKS, RECREATION & CULTURAL ARTS
AGENDA REPORT

MEETING DATE: March 6, 2019               ITEM NUMBER: 6C

To:  Chair Steven Olveda & Members of the Parks, Recreation and Cultural Arts Commission

Presented By:  Emeline Noda, Recreation Manager

Subject:  Recreation Department Offerings Brainstorm Part II

SUMMARY

This report provides the Parks, Recreation & Cultural Arts Commission with an opportunity to brainstorm future program offerings for the Recreation & Community Services Department.

RECOMMENDATION

Commission discuss and provide recommendations.

BACKGROUND

The Recreation and Community Services Department “Creates Quality of Life” for community members through health, safety, community, family, and education. Through education, the Recreation and Community Services Department offers a wide variety of educational, fitness, and special interest classes, camps for youth, adults, and seniors that encourages lifelong learning with over 400 programs and classes offered. Staff is always inquiring about current trends and new offerings for the community and is seeking input from the Commission on the needs and desires from the community.

DISCUSSION

The Parks, Recreation & Cultural Arts Commission met on February 6, 2019 to begin brainstorming on Recreation program offerings. This item serves to continue the brainstorming discussion and obtain clarification on suggestions and discuss feasibility on recommendations.

The Recreation & Community Services Department aims to meet the community’s needs for all ages and abilities. Staff will continue to lead the Parks, Recreation & Cultural Arts Commission in a brainstorm activity to address any gaps that might exist in program, class, or activity offerings for each age group. Staff invites the Commissioners to be creative and bring all ideas to the table. This brainstorm session will help to
facilitate future strategic planning meetings performed by the management team of the Department. Although there are limitations in staffing or budget, the Recreation & Community Services Department is open to partnerships with other businesses to expand the variety of activities and services offered, seek sponsorships, and further enhance the Department’s marketing efforts to fill current and future activities.

In addition, staff will continue discussion on developing a Customer Loyalty Program with potential benefits and criteria. Staff will take the Commission’s input for consideration when developing the program to see what is feasible to implement.

Staff will be applying for Prop 68 funding for recreation infrastructure. This is a “per capita” grant that is approximately $200,000 in funding available per agency. Staff will continue discussion on seeking recommendations from the Parks, Recreation & Cultural Arts Commission on how they would like to see this funding utilized if received. It is recommended that once funding is received, that it be spent in a quick timeframe and the money should be spent on projects that are visible to the community.

**FISCAL IMPACT**

Any future programming or classes expenditure cost will be offset by revenue generated by participation fees. If it is a social service type program, staff will seek partnerships (i.e. Senior Grocery Program through Second Harvest Food Bank and Feeding America), seek sponsorships, or reallocate funds within the budgeted funding available through the Recreation & Community Services Department Annual Fiscal Year Budget.