

CITY OF LOS ALAMITOS

3191 Katella Avenue Los Alamitos, CA 90720

AGENDA PARKS, RECREATION, AND CULTURAL ARTS COMMISSION REGULAR MEETING

June 3, 2020 – 5:00 p.m.

SAFETY ALERT –NOTICE REGARDING COVID-19

Due to COVID-19, the City of Los Alamitos Parks, Recreation and Cultural Arts Commission on June 3, 2020 will be conducted by videoconference pursuant to the provisions of the Governor's Executive Orders N-25-20 and N-29-20. The public may access the meeting electronically or telephonically.

Pursuant to Executive Orders and given the current health concerns, members of the public may not attend the meeting in person. Members of the public can access the meeting by phone by dialing +1 (301) 715-8592 and enter the Meeting ID: 896 1932 2968. Your microphone will be disabled upon entry for the duration of the meeting.

The public can submit comments to rnoda@cityoflosalamitos.org with the subject line "PUBLIC COMMENT ITEM #" (insert the item number relevant to your comment) or "PUBLIC COMMENT NON-AGENDA ITEM." Comments **received by 12:00 p.m.** will be compiled, provided to the Parks, Recreation and Cultural Arts Commission and made available to the public before the start of the meeting. Staff will not read email comments at the meeting but the official record will include all email comments received until the close of the meeting.

Members of the public wishing to verbally deliver comments via the telephone conference can submit their requests to rnoda@cityoflosalamitos.org **until the close of the public comment period.** The Department Secretary will compile a list of speakers who have indicated a desire to speak. Before the close of the meeting, the Department Secretary will announce each speaker, enable the speaker's microphone, and begin the three minute timer. The speaker's microphone will automatically be disabled at the end of three minutes.

All speakers shall observe civility, decorum and good behavior. Any item submitted to the Parks, Recreation and Cultural Arts Committee during the meeting shall become public record and subject to applicable disclosure laws.

NOTICE TO THE PUBLIC – 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 City Hall in the City Clerk's Office or on the City's website at www.cityoflosalamitos.org once the agenda has been publicly posted.

Each matter on the agenda, no matter how described, shall be deemed to include any appropriate motion, whether to adopt a minute motion, resolution, payment of any bill, approval of any matter or action, or any other action. Items listed as "for information" or "for discussion" may also be the subject of an "action" taken by the City Council at the same meeting.

Any written materials relating to an item on this agenda submitted to the City Council after distribution of the agenda packet are available for public inspection online at www.cityoflosalamitos.org.

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 City Clerk's Office at (562) 431-3538, extension 220, 48 hours prior to the meeting so that reasonable arrangements may be made.

1. CALL TO ORDER

2. ROLL CALL

Commissioner Bandak
Commissioner Crans
Commissioner Hill
Commissioner Nefulda
Commissioner Orozco
Vice Chair Murphy
Chair Duran

3. ORAL COMMUNICATIONS

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4. APPROVAL OF MINUTES

A. Approval of the Minutes for the Regular Meeting of May 6, 2020.

5. STAFF REPORTS

No Staff Reports

8. ITEMS FROM THE RECREATION & COMMUNITY SERVICES DEPARTMENT

9. COMMISSIONER REPORTS

- A. 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.

10. ADJOURNMENT

I hereby certify under penalty of perjury under the laws of the State of California, that the foregoing Agenda was posted at the Los Alamitos City Hall, 3191 Katella Ave. and online at www.cityoflosalamitos.org not less than 72 hours prior to the meeting. Dated this 29th day of May 2020.


Irini Zenovka, Department Secretary

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

REGULAR MEETING – WEDNESDAY, MAY 6, 2020

1. CALL TO ORDER

The Parks, Recreation and Cultural Arts Commission met in a Regular Session at 5:02 p.m., Wednesday, April 6, 2020, in the Council Chambers, 3191 Katella Avenue, Chair Duran presiding. As a result of the State of Emergency in California due to the threat of COVID-19 and pursuant to Governor Newsom Executive Order N-25-20 issued on March 12, 2020, all members of the Parks, Recreation, and Cultural Arts Commission attended telephonically.

2. ROLL CALL

Present: Commission Members: Bandak, Crans, Duran, Hill, Murphy, Nefulda, Orozco

Absent: Commission Members: None

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

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Chair Duran opened Oral Communications.

Acting Deputy City Manager, Ron Noda stated no public comments were received. Chair Duran closed Oral Communications.

4. MINUTES

Motion/Second: Duran/Bandak
Abstain: None

Motion Carried: The Parks, Recreation and Cultural Arts Commission approved the Regular Meeting of March 4, 2020.

5. STAFF REPORTS

A. None

6. ITEMS FROM THE RECREATION & COMMUNITY SERVICES DEPARTMENT

Ron Noda, Acting Deputy City Manager

- On March 12, 2020 the City of Los Alamitos declared a local state of emergency due to the imminent public health impacts of the Coronavirus. The declaration of the local state of emergency enables the City to be able to call on outside resources in the event that they are needed and to start the process of allowing the City to apply for Federal and State financial assistance. All City facilities, programs and amenities are closed but City services are still being rendered. Development Services are conducting Plan and Code Enforcement by appointment only, the Police Department is fully operational, and Public Works is still busy tending to the maintenance of the City. The Recreation and Community Services Department are not doing any type of classes, only some essential programs. Recreation Staff are continuously cleaning the Civic Center buildings. Most of the office staff are telecommuting and come into the Community Center to do parts of their tasks that they are unable to do so at home.
- The City of Los Alamitos have activated the Emergency Operations Center (EOC) inside the Community Center. The EOC is currently at a Level 1 Stage of activation (3 levels), Level 1 Stage being the lowest. Given that we have never experienced a pandemic emergency at the local level of this magnitude, there were some challenges in terms of converting one of the Community Center rooms into the EOC. Installation and wiring for television, internet, and telephones had to be done.
- Around town you have seen Red, White, Blue and YOU banners, ribbons and lawn displays on trees, median, light poles along Los Alamitos Boulevard, Katella Avenue, Bloomfield Avenue, and Cerritos Avenue. This is done to honor essential workers such as healthcare professionals, military personnel, firefighters, police officers, school employees, grocery and restaurant workers, the postal service, and bankers. The City of Seal Beach, the Community of Rossmore, and the Los Alamitos Unified School District have joined in to honor the essential employees that are working around the clock to provide vital service to the community. Residents and local business are encouraged to join in on the Red, White Blue and YOU.
- City staff, Los Alamitos Medical management staff in coordination with local police, sheriff and fire agencies honored and thanked the front line workers at the Los Alamitos Medical Center. Police vehicles and firetruck lined both sides of Kaylor Street and applauded each staff as then entered/exited the facility with refreshment and a giant "Thank You" banner. The Recreation Department also provided a banner to our corporate sponsor, MemorialCare Millers Children's & Women's Hospital of Long Beach. A video featuring City staff and the chair of each commission was created thanking the essential workers. Staff encouraged the PR&CA to join in on the Red, White, Blue & YOU and tie a ribbon, put up a flag or lawn display in thanking our community's essential workers.
- City parks are open to the public but many of the amenities such as the restroom facilities are closed. City staff have cautioned taped all of our picnic shelters,

playground equipment, basketball hoops and have placed signage to prevent large/team gatherings along with police patrolling of our parks.

- The City is currently working on a reopening plan based on Governor Newsom guidelines. We will provide a staff report on an organized reopening plan of the City to Council at an upcoming City Council meeting to minimize risk as much as possible to all of our participants, volunteers and employees. Staff will email the PR&CA with an update of the City's reopening plan.
- Please feel free to email us or contact us via phone if you have any questions or concerns.

Emeline Noda, Recreation Manager

- Prior to COVID-19 the Los Alamitos Recreation and Community Services Department provided a free Senior Grocery Program sponsored by Second Harvest Food Bank and Feeding America to senior citizens and low-income families in the community. Grocery distribution provided 60-90 participants and took place inside of the Community Center bi-weekly, which consisted of fresh produce, deli, dairy products, and more. The Senior Grocery Program does not require income nor registration. Distribution now takes place weekly and is on a first come, first serve basis to the first 175 participants. The boxed non-perishable food and self-care items are distributed in the Community Center parking lot in a "drive thru" style. Due to popular demand, we are limiting one box of non-perishable foods and self-care items per each individual per vehicle.
- Our corporate sponsor MemorialCare Millers Children's & Women's Hospital of Long Beach has lost out on many marketing opportunities as many of our events have been cancelled. Staff is working with the marketing team from MemorialCare come up with an alternative marketing plan.
- Wellness check phone calls to Senior Club Members, Dine N Dough House, as well as Balance and Fitness participants are conducted bi-weekly, as this may be their only social interaction outside of their home. Participants who cannot drive and need assistance are directed to the nonprofits We Care and Grateful Hearts.
- A Serve Los Al Committee meeting was recently held via a Zoom call and all of the nonprofit networking group were able to participate and provided information about their organization during the COVID-19 pandemic.
- The Recreation and Community Services staff are producing some fun uplifting, self-care, cooking, baking, arts, crafts, demonstration/instructional videos highlighting life in quarantine. A time capsule for future generations to see how it was to live through COVID-19 was also created. As we expand onto this new social media campaign, we have gained a huge increase in followers by providing avenues for the community to engage and provide feedback. Our social media outlets include: Facebook, Instagram, Twitter, Nextdoor, and Email Blasts.
- The Recreation and Community Services Department's Summer Brochure will be mailed to our residents in postcard form announcing that we have gone digital. We will also notify our followers through our social media outlets.

Megan Shimada, Recreation Supervisor

- The Department's virtual contract classes and videos are all produced in-house by our talented social media team. There has been a huge increase in our followers as we provide a variety of contract class videos such as Pilates, yoga, tennis, dance, golf, and Lego. The Department's social media staff has been getting very creative and this month we are featuring various drive through series. We will continue to provide these offerings after we resume to our new normal.

- The City is requesting donations for medical supplies for Los Alamitos Medical Center and corporate sponsor MemorialCare Millers Children's & Women's Hospital of Long Beach.

7. COMMISSIONER REPORTS

Chair Duran

- Thanked the staff for doing a tremendous job during these unprecedented times. Staff is doing a great job in engaging the community and making things fun and uplifting. He has received many positive comments from the community. Chair Duran requested a summarized budget and fiscal sustainability reports relating to the City and Recreation and Community Service Department in the month of July.

Commissioner Crans

- Commended staff on the social media postings and engagement of the community. Commissioner Crans requested staff to provide an update on the fiscal sustainability plan for the City of Los Alamitos.

Vice Chair Murphy

- Inquired about social media marketing in the College Park North area, as this area has not seen much participation with the Recreation and Community Services social media activities. Commented on how pleased to see the displays of lawn signs and red, white and blue throughout the community thanking essential workers.

Commissioner Bandak

- Thanked staff for the social media posting and keeping the community engaged.

Commissioner Hill

- Requested staff to produce a walking segment at Little Cottonwood Park about proper social distancing. Commissioner Hill also requested a segment with the Principal of Los Alamitos High School to show the constructions of the different buildings so that the community can see what it is going to look like in the next few months.

Commissioner Orozco

- Nothing to report

Commissioner Nufelda

- Nothing to report

8. ADJOURNMENT

The Parks, Recreation, and Cultural Arts Commission adjourned at 5:57 p.m.
Motion/Second: Duran/Murphy

Attest:

Alex Duran, Chair

Emeline Noda, Recreation Manager
Recreation & Community Services Department