

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

PARKS, RECREATION AND CULTURAL ARTS COMMISSION
AGENDA
REGULAR MEETING

Wednesday, November 2, 2022 – 7:00 PM

SAFETY ALERT – NOTICE REGARDING COVID-19

Pursuant to the provisions of the Governor’s Executive Orders N-25-20 and N-29-20, some members of the City of Los Alamitos City Council may participate by videoconference.

The public may access the meeting in person. If you wish to attend the Parks, Recreation, and Cultural Arts Commission meeting in person, the Council Chamber is located at 3191 Katella Ave., Los Alamitos, California 90720, will have seating for this meeting and the public shall have the right to observe and offer public comment at this location.

Masks will be required before entering the Council Chamber. Seating will be available based on six feet of social distancing. The City of Los Alamitos continues to follow the Centers for Disease Control and Prevention (CDC) guidelines and these provisions are subject change with short notice.

Please consider carefully before attending this meeting in person and keep a six foot distance from others as much as possible. Please do not attend this meeting in person if you have traveled out of state and/or you have had direct contact with someone who has travelled or tested positive for Coronavirus (COVID-19), or you are experiencing symptoms such as coughing, sneezing, fever, difficulty breathing or other flu-like symptoms.

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 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 501, 48 hours prior to the meeting so that reasonable arrangements may be made.

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 Bandak
Commissioner Beck
Commissioner K. Duran
Commissioner Gallagher
Commissioner Joseph
Vice Chair - Vacant
Chair A. Duran

3. PLEDGE OF ALLEGIANCE

Chair Duran will lead the Pledge of Allegiance.

4. ORAL COMUNICATIONS

At this time, any individual in the audience may address the Parks, Recreation, and Cultural Arts Commission and speak on any item within the subject matter jurisdiction of the Commission. Please state if you wish to speak on an item on the Agenda. **Remarks are to be limited to not more than three minutes.**

5. APPROVAL OF MINUTES

Approval of the Minutes for the Regular Meeting of October 5, 2022.

6. PARKS RECREATION AND CULTURALS ARTS COMMISSION REORGANIZATION

This report provides relevant information about the PR&CA Commission's reorganization for the election of the Vice Chair. Recommendation: It is recommended that the Parks, Recreation, and Cultural Arts Commission nominate and elect: 1. Vice Chair

7. STAFF REPORTS

A. Findings Required by AB 361 For The Continue Use of Teleconference for Meetings (Recreation)

For the Parks, Recreation & Cultural Arts Commission to continue to have the option to meet via teleconference during the pandemic, AB 361 requires the Parks, Recreation & Cultural Arts Commission to make specific findings at least every thirty (30) days.

Recommendation:

Make the following findings by a majority vote of the Parks, Recreation & Cultural Arts Commission:

1. A state of emergency has been proclaimed by California's Governor due to the COVID-19 pandemic, and continues to be in effect;
2. The Parks, Recreation & Cultural Arts Commission has reconsidered the circumstances of the state of emergency; and
3. State and local officials continue to recommend measures to promote social distancing to slow the spread of COVID-19.

B. Biannual Park/Facility Maintenance (Recreation)

This report provides the Parks, Recreation & Cultural Arts Commission with a bi-annual update on facility and park maintenance.

Recommendation:

Commission discuss and provide recommendations.

C. Special Event Vendor Packet (Recreation)

This report provides the Parks, Recreation & Cultural Arts Commission with an overview of the Special Event Vendor Packet for the Recreation and Community Services Department.

Recommendation:

Commission receive and file.

D. "Elevate" Women's Conference Recap (Recreation)

This report provides the Parks, Recreation & Cultural Arts Commission with a recap summary of the new event "Elevate" Women's Conference.

Recommendation:

Commission receive and file.

8. ITEMS FROM THE RECREATION & COMMUNITY SERVICES DEPARTMENT

9. 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.

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 25th of October 2022.**

Trini Zenovka

Trini Zenovka, Department Secretary

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

REGULAR MEETING – WEDNESDAY, October 5, 2022

1. CALL TO ORDER

The Parks, Recreation and Cultural Arts Commission met in a Regular Session at 7:01 p.m., Wednesday, October 5, 2022, in the Community Center, 10911 Oak St., Chair A. Duran presiding.

2. ROLL CALL

Present: Commission Members: Bandak, Beck, A. Duran, K. Duran, Gallagher, Joseph, Murphy

Absent: Commission Members: N/A

Present: Staff: Emeline Noda, Director of Recreation & Community Services Department
Jennifer Sisoiev, Recreation Manager
Joanna Contreras, Recreation Supervisor
Steve Kim, Recreation Supervisor
Samantha Kenny, Recreation Coordinator

3. PLEDGE OF ALLEGIANCE

Chair Duran led the Pledge of Allegiance.

4. ORAL COMMUNICATION

Chair Duran opened Oral Communications. There being no one present requesting to speak, Vice-Chair Murphy closed Oral Communications.

5. APPROVAL OF MINUTES

April 6, 2022
Motion/Second: Murphy/Bandak

May 4, 2022
Motion/Second: Beck/Bandak

June 1, 2022
Motion/Second: Joseph/Murphy

September 7, 2022
Motion/Second: Joseph/K. Duran

June 29, 2022
Motion/Second: Murphy/Bandak

July 13, 2022

Motion/Second: Bandak/K. Duran

Motion Carried: The Parks, Recreation and Cultural Arts Commission approved the Regular Meeting of April 6, 2022, May 4, 2022, June 1, 2022, September 7, 2022, and Special Meeting June 29, 2022, and July 13, 2022.

6. STAFF REPORTS

A. Findings Required by AB 361 for the Continued Use of Teleconferencing for Meetings

For the Parks, Recreation & Cultural Arts Commission to continue to have the option to meet via teleconference during the pandemic, AB 361 requires the Parks, Recreation & Cultural Arts Commission to make specific findings at least every thirty (30) days.

Recreation and Community Services Director Emeline Noda summarized the staff report.

Motion/Second: K. Duran/Joseph

Abstain: N/A

Motion Carried: The Parks, Recreation and Cultural Arts Commission the option to meet via teleconference during the pandemic.

B. Fall and Winter Offerings

This report provides the Parks, Recreation & Cultural Arts Commission with a preview of Recreation fall and winter offerings

Recreation Supervisor Joanna Contreras summarized the staff report.

C. Adult Sports Preview

This report provides the Parks, Recreation & Cultural Arts Commission a highlight of all adult sports programs offered in 2022.

Recreation Coordinator Samantha Kenny summarized the staff report.

D. California Park & Recreation Society District 10 Volunteer Merit Award Nominee(s) 2023.

This report provides the Parks, Recreation & Cultural Arts Commission with an opportunity to consider nominees for the 2023 California Park & Recreation Society (CPRS) District 10 Volunteer Merit Award.

Recreation Manager Jennifer Sisoev summarized the staff report and requested CPR&CA Commissioners to select nominees for CPRS District 10 Volunteer Merit Award.

The California and Recreation Society (CPRS) District will notify and invite to the Awards and Installation Banquet date TBA for 2023. The City Council will

also be invited to attend along with the City Manager and Recreation and Community staff. The awards program recognizes and honors individuals and organizations who have contributed to the recreation profession and the quality of life within CPRS District 10. Each year the City of Los Alamitos nominates an individual and/or an organization to receive the Volunteer Merit Award. Nominations were taken from individual Commissioners and voted the following:

- Universal Waste System Inc. (UWS) – Organization: Motion/Second: A. Duran/Bandak
- Blair Pietrini founder of Grateful Hearts – Individuals: Motion/Second K. Duran/Murphy

8. ITEMS FROM THE RECREATION & COMMUNITY SERVICES DEPARTMENT

Emeline Noda, Director of Recreation & Community Services Department

- The Elevate Women's Conference will be held on Wednesday, October 12, 2022, from 8:30 a.m. to 1:00 p.m. at the Los Alamitos Community Center.
- Good Morning Los Al will be held on Wednesday, October 19, 2022, from 8:30 a.m. – 9:30 a.m. at the Los Alamitos Community Center.
- Tickets will be on sale for Casino Royale Casino Night benefitting the Los Alamitos Community Foundation scheduled for Saturday, November 12, 2022, at 6:00 p.m. at the Los Alamitos Community Center.
- Joanna will be sending email reminders on future event opportunities for PR&CA Commissioners.

Jennifer, Recreation Manager

- Expressed excitement about the Winter Brochure, as Senior Services Programs will be featured on the front cover of the brochure as well as the expansion of the older adult programs.

Joanna Contreras, Recreation Supervisor

- Expecting a baby boy in February 2023

Samantha Kenny, Recreation Coordinator

- Nothing to report

Steve Kim, Recreation Supervisor

- We are researching educational workshops/seminars and looking into using Measure M funds for transportation vouchers.

Due to the PR&CA Commission recommendation not to meet in the month of December 2022 and resume on January 11, 2023, the PR&CA Commission voted on the following Via Videoconference Special Meetings.

Via Videoconference Special Meeting scheduled for Thursday, December 1, 2022, at Noon

Motion: A. Duran / K. Duran

Via Videoconference Special Meeting scheduled for Thursday, December 29, 2022, at Noon

Motion: Murphy/A. Duran

7. COMMISSIONER REPORTS

Commissioner Beck

Nothing to report

Commissioner Bandak

Great job on the Street Fair and Glow in the Dark Run, commented that it was awesome! Was pleased with the relocation of the food trucks and the sparkler tower was mesmerizing for the runners and children. Also commented how great the touch a truck was and seeing the children gazing and smiling.

Commissioner Joseph

Nothing to report

Commissioner K. Duran

Nothing to report

Commissioner Gallagher

Nothing to report

Vice Chair Murphy

Nothing to report

Chair A. Duran

Thanked staff for the 5K Run, as it was Chair Duran's first year attending this event. It was very well done, thanked staff for everything that they do and commented how it is not an easy task. Thanked Vice Chair Murphy for covering on a couple of occasions this past year. Chair Duran attended Senior Club's Bingo Fundraiser on August 29, 2022, and would like to visit again tomorrow, August 6, 2022. Requested staff to research other ways to assist seniors with parking at the Community Center.

Requested staff when upgrading/renovating different park sites, to research different shade covering structures.

9. ADJOURNMENT

The Parks, Recreation, and Cultural Arts Commission adjourned at 7:59 p.m.

Attest:

Alex Duran, Chair

Emeline Noda
Director of Recreation & Community Services
Recreation & Community Services Department

City of Los Alamitos

PARKS, RECREATION AND CULTURAL ARTS COMMISSION AGENDA REPORT

MEETING DATE: November 2, 2022

ITEM NUMBER: 7A

To: Chair Alex Duran & Members of the Parks, Recreation and Cultural Arts Commission

Presented By: Emeline Noda
Director of Recreation & Community Services Department

Subject: Findings Required by AB 361 For The Continue Use of Teleconference for Meetings

SUMMARY

For the Parks, Recreation & Cultural Arts Commission to continue to have the option to meet via teleconference during the pandemic, AB 361 requires the Parks, Recreation & Cultural Arts Commission to make specific findings at least every thirty (30) days.

RECOMMENDATION

Make the following findings by a majority vote of the Parks, Recreation & Cultural Arts Commission:

1. A state of emergency has been proclaimed by California's Governor due to the COVID-19 pandemic, and continues to be in effect;
2. The Parks, Recreation & Cultural Arts Commission has reconsidered the circumstances of the state of emergency; and
3. State and local officials continue to recommend measures to promote social distancing to slow the spread of COVID-19.

BACKGROUND

Assembly Bill 361 (AB 361) was signed into law by the Governor on September 16, 2021. A portion of AB 361 enacted amendments to California Government Code section 54953 regarding teleconference meetings. Those amendments authorize local agencies, like the City, to continue to conduct meetings by teleconference during a Governor-proclaimed state of emergency provided that certain findings are made by the legislative body, and provided that certain procedural requirements are met regarding public access to the meetings.

A new requirement in AB 361 requires specific findings be reaffirmed at least every thirty (30) days in order for the Parks, Recreation & Cultural Arts Commission to continue to have the option for one (1) or more of its members to use teleconferencing.

DISCUSSION

Required Findings

The teleconference provisions in AB 361 may only be utilized as long as a Governor-proclaimed state of emergency remains active, or while state or local officials have recommended measures to promote social distancing. When either of those is the case (both are true at this time), then in order to continue to teleconference using the new provisions of AB 361, the Parks, Recreation & Cultural Arts Commission must make the following findings by majority vote every 30 days:

(A) The Parks, Recreation & Cultural Arts Commission has reconsidered the circumstances of the state of emergency; and

(B) Either of the following circumstances exist:

- i. The state of emergency continues to directly impact the ability of the members to meet safely in person; or
- ii. State or local officials continue to impose or recommend measures to promote social distancing.

To comply with that requirement, the recommended action would have the Parks, Recreation & Cultural Arts Commission find each of the following:

- a. A state of emergency has been proclaimed by California's Governor due to the COVID-19 pandemic, and continues to be in effect;
- b. The Parks, Recreation & Cultural Arts Commission has reconsidered the circumstances of the state of emergency; and
- c. State and local officials continue to recommend measures to promote social distancing to slow the spread of COVID-19.

The "Every 30 Days Thereafter" Requirement

As noted above, AB 361 findings must be made "no later than 30 days after teleconferencing for the first time pursuant to , and every 30 days thereafter..."

In order to preserve the option for the Parks, Recreation & Cultural Arts Commission or individual members of the Parks, Recreation & Cultural Arts Commission to participate in meetings during the pandemic via teleconference in the future, the Parks, Recreation & Cultural Arts Commission will have to adopt the required findings at least every 30 days.

Potential Consequence of Not Making the Findings Every 30 Days

AB 361 does not expressly state what happens if a legislative body fails to make the required findings "every 30 days." However, it expressly requires the timely re-approval of the findings "in order to continue to teleconference" in the manner that AB 361 authorizes.

As a result, if the Parks, Recreation & Cultural Arts Commission does not adopt the required findings every 30 days, then the Parks, Recreation & Cultural Arts Commission could be precluded from continuing to teleconference thereafter, perhaps even if the Parks, Recreation & Cultural Arts Commission was later willing to adopt the findings at a later date. For this reason, the City Attorney recommends that the Parks, Recreation & Cultural Arts Commission adopt the required findings at this time and at least every 30 days thereafter, unless the Parks, Recreation & Cultural Arts Commission decides as a permanent matter that it will no longer permit teleconferencing at all (e.g., regardless of whether the state of emergency worsens).

Procedural Requirements for The Conduct of Teleconference Meetings

AB 361 contains several new requirements for the conduct of teleconference meetings with which the City has prepared to comply. Specifically, each meeting must:

1. Allow members of the public to attend and comment at the meeting via call-in option or internet-based service option;
2. Protect the statutory and constitutional rights of the parties and the public appearing before the legislative body;
3. In the event of disruption which prevents broadcasting the meeting or which prevents members of the public from offering public comments via the call-in or internet-based option, the Parks, Recreation & Cultural Arts Commission must take no further action until the disrupted public access is restored;
4. The City may not require public comments to be submitted in advance, and must offer the opportunity for the public to offer comments “in real time” during the meeting; and
5. The public must be allowed “a reasonable amount of time per agenda item to allow members of the public to provide public comment, including time for members of the public to register , or otherwise be recognized for the purpose of providing public comment.

A “teleconference” occurs for purposes of AB 361 whenever one or more members of the Parks, Recreation & Cultural Arts Commission connect to a Parks, Recreation & Cultural Arts Commission meeting via electronic means. Thus, even if four members of the Parks, Recreation & Cultural Arts Commission meet in person, if the fifth joins the meeting via Zoom, the meeting will be a teleconference meeting that must be conducted in accordance with the requirements of AB 361.

For purposes of AB 361 “...’state of emergency’ means a state of emergency proclaimed pursuant to Section 8625 of the California Emergency Services Act...” Cal. Gov’t Code Sec. 54953(e)(4). Section 8265 of CESA in turn refers to a state of emergency proclaimed by the Governor

Cal Gov’t Code Sec. 54953(e)(3)

FISCAL IMPACT

N/A

Attachment: None

City of Los Alamitos

PARKS, RECREATION AND CULTURAL ARTS COMMISSION AGENDA REPORT

MEETING DATE: November 2, 2022

ITEM NUMBER: 7B

To: Chair Alex Duran & Members of the Parks, Recreation and Cultural Arts Commission

Presented By: Steve Kim, Recreation Supervisor

Subject: Biannual Park/Facility Maintenance

SUMMARY

This report provides the Parks, Recreation & Cultural Arts Commission with a bi-annual update on facility and park maintenance.

RECOMMENDATION

Commission discuss and provide recommendations.

BACKGROUND

Staff would like to provide an update on park and facility maintenance activities 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**– The Recreation & Community Services department controls the field lights at this location. User groups who wish to utilize the field in the evening can request the field lights.
 1. Repaired electrical vault lids to prevent theft of wiring.
 2. Replaced router for field light control panel.
 3. Plan to replace electrical vaults with theft deterrent lids.

- **Laurel Park**– Normal monthly maintenance is taking place with the ball diamond along with routine checks on the tennis courts. Public Works has replaced and/or repaired the following broken equipment.
 1. Install self-locking mechanism on restroom doors.
 2. Install new fencing around the irrigation system.
 3. Replace old picnic benches with new picnic benches.
 4. Replace bulbs and wiring for tennis court lights.

- **Little Cottonwood Park**– Normal monthly maintenance is taking place with the sports field along with routine safety check on the playground equipment. Public Works has replaced and/or repaired the following broken equipment.
 1. Repair irrigation equipment to provide adequate coverage.
 2. Maintenance the grass field to minimize undulation.
 3. Repair septic tank access point.
 4. Repair damages due to vandalism in the restrooms.

- **Orville R. Lewis Park**– Normal monthly maintenance is taking place with the sports field. Public Works has replaced and/or repaired the following broken equipment.
 1. Power wash benches and play structure.
 2. Install message board kiosk to post flyers of programs and events.

- **Roberts Park** – Normal maintenance is taking place with the playground including weekly raking of the woodchips and a playground safety check.

- **Stansbury Park**– Normal maintenance is taking place with the playground including weekly raking of the woodchips and a playground safety check.
 1. Repair broken piece on rubber climbing apparatus.
 2. Power wash benches and repair damaged park benches.

- **Labourdette Park** – Normal maintenance is taking place with the playground including weekly raking of the woodchips and a playground safety check. Public Works has replaced and/or repaired the following broken play equipment.
 1. Replaced damaged picnic bench.
 2. Power wash walls and sidewalks to remove chalk.

- **Sterns Park** – Normal maintenance is taking place with the playground including

weekly raking of the woodchips and a playground safety check.

- **Soroptimist Park** – Normal maintenance is taking place with the playground including weekly raking of the woodchips and a playground safety check.

1. Public Works removed paint on the sidewalk.

- **Coyote Creek Park** – Normal maintenance is taking place. Public Works also removed all of the brush and debris along the bike path.

- **Community Center/Youth Center**– Normal maintenance has been done in the interior and exterior of the Community Center and Youth Center.
 1. Lounge room was converted to create new office spaces for staff.
 2. Back copier was also converted to a meeting to create more space for meetings and future classes.
 3. Toilet in women's restroom repaired due to leak.
 4. New tables were delivered for facility rentals.

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 2022-2023 operational budget or the 2022-2023 Capital Improvement Plan (CIP) budget for City Council to review.

Attachment: None

City of Los Alamitos

PARKS, RECREATION AND CULTURAL ARTS

COMMISSION AGENDA REPORT

MEETING DATE: November 2, 2022

ITEM NUMBER: 7C

To: Chair Alex Duran & Members of the Parks, Recreation and Cultural Arts Commission

Presented By: Jennifer Sisoiev, Recreation Manager
Emeline Noda, Director of Recreation & Community Services

Subject: Special Event Vendor Packet

SUMMARY

This report provides the Parks, Recreation & Cultural Arts Commission with an overview of the Special Event Vendor Packet for the Recreation and Community Services Department.

RECOMMENDATION

Commission receive and file.

BACKGROUND

The Recreation and Community Services Department programs a variety of special events each year including: Weekend of Art, Spring Carnival, Teen Expo, Senior Prom, Summer Concert Series, 4th of July Fireworks Spectacular, Race Los Al, Street Fair, Trunk or Treat and Winter Wonderland. Vendor opportunities occur at each of the events for both sales and food, and staff actively seek out local businesses and organizations interested in holding a booth. For the first time, in January 2022, staff launched an all-in-one application for all events throughout the year, providing vendors a way to sign up for their preferred events up front as opposed to individually.

DISCUSSION

Staff maintains a strong relationship with local businesses and organizations and outreaches first to previous vendors to provide an early sign-up incentive prior to opening the opportunities to all vendors. Not only does this process streamline and benefit the vendors to allow for efficiency in planning and budgeting their marketing opportunities for the year, it also assists the event planning process internally for the Recreation & Community Services Department. Events have many moving parts including the budget, staffing, layout, marketing, entertainment, vendors, parking/traffic, supplies, logistics, attractions etc. This consolidated Special Event Vendor Packet makes planning more effective to be able to solicit vendors at the beginning of each year and fill spots early, making the planning process simpler and smoother for all involved. This allows for vendors to be able to obtain necessary permits ahead of time and not receive multiple requests from various staff members in charge of different events,

with numerous vendor packets. Vendors have expressed their appreciation of the new process and the ability to plan their marketing dollars and allocate staffing to various events at the start of each year.

In total, vendor fees collected for the 2022 event year to date is \$12,475, with all funds helping to offset the cost of each event.

Below is the breakdown of vendor fees collected per event in 2022:

Name of Event/Program	Sponsorships
Weekend of Art	\$375
Spring Carnival	\$1,425
Summer Concert Series	\$450
4 th of July	\$2,950
Street Fair	\$4,250
Trunk or Treat	\$1,200
Winter Wonderland	\$1,825
TOTAL	\$12,475

The 2023 Special Event Vendor Packet is a work in progress, with an expected launch date of January 2023. Attached to this report is the 2022 Special Event Vendor Packet for reference.

FISCAL IMPACT

Costs to run the Special Event Vendor Packet are minimal and include minor costs of printing and staff time. All costs are absorbed in the Department's annual budget.

Attachment: 1. 2022 City of Los Alamitos Special Event Vendor Packet



Los Alamitos

Recreation & Community Services
Creating Quality of Life

SPECIAL EVENT VENDOR PACKET





2022 Los Alamitos Recreation & Community Services Department

Special Event Vendor Information

Los Alamitos
Recreation & Community Services
Creating Quality of Life

Select the events your business/organization would like to be involved in, then complete and return the back of this form along with your payment information and any required insurance/health permits. You will be contacted by the event coordinator for additional details.

Event	Location	Date	Event Time	Setup/breakdown	Estimated Attendance	Additional info	Pricing
Weekend of Art	Los Alamitos Community Center 10911 Oak Street	Friday, March 18 & Saturday, March 19	5:00-8:00pm (Fri) 10:00am-8:00pm (Sat)	8:00-9:30am (Sat setup) 8:00pm (breakdown)	500-1,000	*arts & crafts vendors only *vendors on Saturday only	_____ \$25 Nonprofit/501c3 or _____ Arts & Crafts Vendor _____ \$50 Food/Truck
Spring Carnival	Little Cottonwood Park 4000 Farquhar Avenue	Saturday, April 16	9:30am-12:00pm	6:30-9:30am (setup) 12:00pm (breakdown)	3,000		_____ \$25 Nonprofit/501c3 _____ \$100 Commercial _____ \$100 Food _____ \$150 Food Truck
Summer Concert Series	Various locations	Thursdays: June 16- August 11 (except July 7)	6:30-8:00pm	5:00-6:15pm (setup) 8:00pm (breakdown)	200	Circle dates and list total in Pricing column: June 16, June 23, June 30 July 14, July 21, July 28 August 4, August 11	*Price is per date. Include total: _____ \$25 (each) Commercial/info _____ \$100 (all 8) Commercial/info _____ \$50 (each) Food/Truck _____ \$200 (all 8) Food/Truck
4th of July Fireworks Spectacular	Joint Forces Training Base 11200 Lexington Drive	Monday, July 4	4:00-9:30pm	12:00-3:30pm (setup) 9:30-11:00pm (breakdown)	7,000-10,000	*Additional insurance requirements to be met. For full list, visit our website.	_____ \$50 Nonprofit/501c3 _____ \$150 Commercial _____ \$300 Food _____ \$350 Food Truck
My City My Los Al Street Fair	Pine Street	Friday, September 23 & Saturday, September 24	4:00-9:00pm (Fri) 10:00am-8:00pm (Sat)	9:00am-2:00pm (Fri setup) 5:00-6:00am (Sat setup) 9:00pm (Sat breakdown)	3,000		_____ \$50 Nonprofit/501c3 _____ \$150 Commercial _____ \$300 Food _____ \$350 Food Truck
Trunk-or-Treat	Little Cottonwood Park 4000 Farquhar Avenue	Saturday, October 22	5:00-7:30pm	3:00-4:30pm (setup) 7:30pm (breakdown)	4,500		_____ \$25 Nonprofit/501c3 _____ \$100 Commercial _____ \$100 Food _____ \$150 Food Truck
Winter Wonderland	Pine Street	Saturday, December 3	4:00-7:30pm	2:00-3:30pm (setup) 7:30pm (breakdown)	7,000		_____ \$25 Nonprofit/501c3 _____ \$100 Commercial _____ \$100 Food _____ \$150 Food Truck
Additional Information: • Events take place rain or shine. No refunds. • Space dimensions: 10x10 booth area or 10x24 food truck area. Additional space may be available for an additional fee. • Vendor is responsible for providing their own: Power, tables, chairs, canopies/shade. • Vendor responsible for having a representative present at their booth the entire event.							TOTAL: _____

Insurance/Permit Requirements:

Merchandise Vendors considered high-risk (i.e. those providing hands-on demonstrations, selling high-risk items, etc.) are required to provide a Certificate of Liability insurance naming the City of Los Alamitos listed as additionally insured. Coverage must include \$1,000,000 per occurrence and \$2,000,000 general aggregate and be valid for event date.

Food vendors are required to provide the following:

1. Certificate of Insurance naming the City of Los Alamitos as additionally insured and a SPECIFIC endorsement letter for participation at each event. Coverage must include \$1,000,000 per occurrence and \$2,000,000 general aggregate.
2. Proof of Orange County Health Permit valid for the day of the event.
3. Proof of Temporary Food Facility Application.
4. Provide a hand washing station at their booth/table including warm water, soap and a catch basin.
5. All vendors selling/sampling pre-packaged foods must adhere to the policies and guidelines of the Orange County Health Department and have a valid OCHD permit.
6. Food trucks must provide license plate information and automobile insurance.
7. *There are additional and very specific insurance requirements for vendors committing to the 4th of July Fireworks Spectacular event specific to the Joint Forces Training Base. Please view our website for the additional requirements.

Vendor Application Form

Business Name: _____

Main Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____

Description of merchandise/food: _____

Booth Type: ☐ Nonprofit or info booth ☐ Commercial booth (sales) ☐ Food Vendor ☐ Food Truck

I fully understand that my participation in Weekend of Art exposes me to the risk of personal injury, death or property damage. I hereby acknowledge that I am voluntarily participating in this event and agree to assume any such risks. I hereby release, discharge and agree not to sue the City of Los Alamitos or LAUSD and each of their respective officers, agents, employees, representatives, board members, volunteers and sponsors for any injury, death or damage to or loss of personal property arising out of, or in connection with my participation in the event from whatever cause, including the active or passive negligence of City of Los Alamitos or LAUSD and each of their respective officers, agents, employees, representatives, board members, volunteers and sponsors, or any other participants in the event. The parties to this agreement understand that this document is not intended to release any party from any act or omission of "gross negligence," as that term is used in applicable case law and/or statutory provision. In consideration for being permitted to participate in the event I hereby agree, for myself, my heirs, administrators, executors, assigns, and agents that I shall indemnify and hold harmless City of Los Alamitos or LAUSD and each of their respective officers, agents, employees, representatives, board members, volunteers and sponsors, from any and all claims, demands, actions or suits arising out of or in connection with my participation in the event. I also grant my irrevocable right and permission with respect to photographs, videos, motion pictures, and/or sound recordings being taken of myself/my employees. I further certify that said person/minor is in good health and has no physical or other impediment which would endanger him/her from participating in such an activity. I hereby consent to any x-ray, examination, anesthetic, medical or surgical diagnosis or treatment and hospital care to be rendered to myself by a physician or hospital selected by staff for any injury or incident arising out of or connect with this event. The City of Los Alamitos has put into place preventative measures and protocols to protect event participants from the spread of COVID-19; however, the City of Los Alamitos cannot guarantee that you will not become infected with COVID-19. Further, attending the event could increase your risk of contracting COVID-19. By signing this Liability Release and Assumption of Risk, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that I may be exposed to or infected by COVID-19 by attending the event and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at the event may result from the actions, omissions, or negligence of myself and others, including, but not limited to, the City of Los Alamitos, its officers, agents, and employees, and other event participants and their families. I voluntarily agree to assume all the foregoing risks and accept sole responsibility for any harm, injury, or damage that may befall my attendance to the event. I hereby release, covenant not to sue, discharge, and hold harmless the City of Los Alamitos, its officers, agents, and employees (collectively "Released Parties") from any and all claims, including all liabilities, actions, damages, costs or expenses of any kind arising out of the event ("Claims"). I understand and agree that this Liability Release and Assumption of Risk includes any Claims based on the actions, omissions, or negligence, whether passive or active, of the Released Parties and irrespective of whether a COVID-19 infection occurs before, during, or after my attendance at the event. I, the undersigned, represent the listed organization and do hereby agree to contribute the agreed upon dollar amount and to participate in the aforementioned activity. I further agree to abide by and enforce the rules of the City of Los Alamitos. My booth or food truck may be shut down by officials at anytime if they deem my product or marketing supplies to be unsuitable for the event participants or if they will cause damage or problems to city property. I hereby certify that, on behalf of our organization, we shall be personally responsible for any damage or unnecessary abuse of booth, grounds, or equipment by our organization. The City of Los Alamitos reserves the right to approve the groups that want to have a booth at a City sponsored event to ensure that the services and merchandise offered are consistent with the family-oriented entertainment event. The City funds a portion of the costs for the event and State Law prohibits the City from expending funds to support a campaign. As a result, no booths supporting or opposing candidates for public office, ballot measures, or other election activities other than voter registration will be permitted. Location of booth space will be made at the discretion of the City of Los Alamitos. Because of aisle clearance requirements between booths and emergency vehicle lanes, vendors will not be allowed to extend their booth beyond the allotted space. **High risk vendors must submit a certificate of Liability Insurance and Additional Insured Specific Endorsement naming the certificate holder must be submitted prior to event date, for the following certificate holder: City of Los Alamitos, and its officers, employees, agents and volunteers (10911 Oak St., Los Alamitos, CA 90720).**

Signature: _____

Date: _____

Method of Payment

Print Name: _____

Total Charge: _____

Method of Payment: ☐ Cash ☐ Mastercard ☐ Visa ☐ Discover ☐ Check (Make payable to the City of Los Alamitos)

Credit Card: Expiration: __/__/__ CW2:

Signature: _____ Date: _____

Pay to the City of Los Alamitos
Return Application and Payment to:
City of Los Alamitos Recreation & Community Services Department
10911 Oak Street, Los Alamitos , 90720
eventvendors@cityoflosalamitos.org

Vendor Insurance Requirements

Insurance is due no later than **two weeks prior to event date**. It is the Vendor's responsibility to make sure insurance meets the exact requirements listed in the attached sample. If insurance is not approved 24 hours prior to event, Vendor will forfeit their space without refund. *Special requirements for all 4th of July Spectacular vendors below.*

Food Vendors:

- Certificate of Liability Insurance & Endorsement with specific verbiage pertaining to the City of Los Alamitos (example on next page).
- General aggregate must be at least 2 million, policy dates must be valid at time of event.
- Proof of Orange County Health Permit valid for the day of the event.
- Proof of Temporary Food Facility Application

Food Trucks:

- Certificate of Liability Insurance & Endorsement with specific verbiage pertaining to the City of Los Alamitos (example on next page).
- General aggregate must be at least 2 million, policy dates must be valid at time of event.
- Proof of Orange County Health Permit valid for the day of the event.
- License plate information for Health Permit

High Risk Vendors (e.g. Vendors selling items deemed high-risk or providing any hands-on demonstrations or screenings)

- Certificate of Liability Insurance & Endorsement with specific verbiage pertaining to the City of Los Alamitos (example on next page).
- General aggregate must be at least 2 million, policy dates must be valid at time of event.

Requirements for 4th of July Vendors:

- ALL vendors must provide a certificate of Liability Insurance and Additional Insured SPECIFIC Endorsement naming the following certificate holders: City of Los Alamitos its officers, employees, agents and volunteers as additional insureds (10911 Oak St., Los Alamitos, CA 90720), Military Department of the State of California (4522 Saratoga Avenue Building 15, Los Alamitos, CA 90720), Army and Air Force Exchange Service (4522 Saratoga Avenue Building 15, Los Alamitos, CA 90720), and City of Seal Beach (211 8th St. Seal Beach, CA 90740).
- General aggregate must be at least 2 million, policy dates must be valid at time of event.
- ALL vendors must provide the following information for any employees working in the designated booth on the day of the event. Please list the employee's first name, last name, driver's license number (or government issued I.D.), home address, email address, company affiliation, and company point of contact along with their insurance.
- Complete and return an AAFES form, available on our Special Event Vendor website.
- Due date for insurance, employee list and AAFES form is at minimum 3 weeks prior to event.

NOTE: Circled items MUST be filled out completely.

ACORDTM CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 01/01/2022
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.		
PRODUCER INSURANCE BROKER OR COMPANY NAME AND CONTACT INFORMATION, INCLUDING EMAIL ADDRESS		INSURERS AFFORDING COVERAGE NAIC #
INSURED COMPANY NAME AND CONTACT INFORMATION, INCLUDING A VALID EMAIL ADDRESS		INSURER A: INSURER B: INSURER C: INSURER D: INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR	INSR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
		GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS MADE ☒ OCCUR ☐	GL8050623	01/01/2022	01/01/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
		GEN'L AGGREGATE LIMIT APPLIES PER: POLICY ☐ PRO-JECT ☒ LOC ☐				
		AUTOMOBILE LIABILITY ANY AUTO ☒ ALL OWNED AUTOS SCHEDULED AUTOS ☒ HIRED AUTOS ☒ NON-OWNED AUTOS	TP988035201	01/01/2022	01/01/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		GARAGE LIABILITY ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
		EXCESS/UMBRELLA LIABILITY ☒ OCCUR ☐ CLAIMS MADE DEDUCTIBLE \$ RETENTION \$	006502599	01/01/2022	01/01/2023	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below Yes / No	FACRUB3175M68411	01/01/2022	01/01/2023	WC STATUTORY LIMITS E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 DISEASE - POLICY LIMIT \$ 1,000,000
		OTHER				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

CERTIFICATE HOLDER City of Los Alamitos City Clerk's Office 3191 Katella Ave. Los Alamitos, CA 90720	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER SHALL MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER. AUTHORIZED REPRESENTATIVE
--	---

Must use this address

Sign Here

MUST match with General Liability Policy Number on Certificate of Liability Insurance

POLICY NUMBER: _____

COMMERCIAL GENERAL LIABILITY
CG 20 12 05 09

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – STATE OR GOVERNMENTAL
AGENCY OR SUBDIVISION OR POLITICAL
SUBDIVISION – PERMITS OR AUTHORIZATIONS**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

State Or Governmental Agency Or Subdivision Or Political Subdivision:

The City of Los Alamitos, its officers, employees, agents and volunteers as additional insureds

MUST include this section verbatim

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II – Who Is An Insured is amended to include as an insured any state or governmental agency or subdivision or political subdivision shown in the Schedule, subject to the following provisions:

1. This insurance applies only with respect to operations performed by you or on your behalf for which the state or governmental agency or subdivision or political subdivision has issued a permit or authorization.

2. This insurance does not apply to:

- a. "Bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the federal government, state or municipality; or
- b. "Bodily injury" or "property damage" included within the "products-completed operations hazard".