

CITY OF LOS ALAMITOS
Los Alamitos Recreation & Community Services Department
10911 Oak St., Los Alamitos CA 90720

PARKS, RECREATION AND CULTURAL ARTS COMMISSION
AGENDA
SPECIAL MEETING AGENDA

Wednesday, January 11, 2023 – 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

Alex Duran will lead the Pledge of Allegiance.

4. ORAL COMMUNICATIONS

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. INSTALLATION OF NEW COMMISSIONERS

Director of Recreation & Community Services, Emeline Noda will give the Oath of Office and install Wendy Cope as Parks, Recreation and Cultural Arts (PR&CA) Commissioners.

6. PR&CA COMMISSION REORGANIZATION

A. Annual PR&CA Commission Reorganization

This report provides relevant information for the PR&CA Commission's annual reorganization, by the election of the Chair and Vice Chair.

Recommendation: It is recommended that the Parks, Recreation, and Cultural Arts Commission nominate and elect:

1. Chair
2. Vice Chair

7. APPROVAL OF MINUTES

A. Approval of Minutes

8. STAFF REPORTS

A. Scholarship Update

This report provides the Parks, Recreation & Cultural Arts Commission with information regarding the revised Scholarship Program.

Recommendation:

Commission receive and file.

B. Special Event Vendor Packet

This report provides the Parks, Recreation & Cultural Arts Commission with an overview of the 2023 Special Event Vendor Packet for the Recreation and Community Services Department.

Recommendation:

Commission receive and file.

C. Youth Sports

This report provides the Parks, Recreation & Cultural Arts Commission with a review and preview of Youth Sport Programs.

Recommendation:

Commission receive and file.

9. ITEMS FROM THE RECREATION & COMMUNITY SERVICES DEPARTMENT

10. 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.

11. ADJOURNMENT

The City Council will adjourn to Monday,

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 day of 29th of December 2022.**

Trini Zenovka

Trini Zenovka, Department Secretary

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

REGULAR MEETING – WEDNESDAY, November 2, 2022

1. CALL TO ORDER

The Parks, Recreation and Cultural Arts Commission met in a Regular Session at 7:01 p.m., Wednesday, November 2, 2022, in the Community Center, 10911 Oak St., Chair A. Duran presiding.

2. ROLL CALL

Present: Commission Members: Bandak, A. Duran, K. Duran, Gallagher,

Absent: Commission Members: Beck, Joseph

Present: Staff: Emeline Noda, Director of Recreation &
Community Services Department
Jennifer Sisoiev, Recreation Manager
Joanna Contreras, Recreation Supervisor
Steve Kim, Recreation Supervisor
Rene Carmody, Public Works Supervisor

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, Chair Duran closed Oral Communications.

5. APPROVAL OF MINUTES

October 5, 2022

Motion/Second: K. Duran/Bandak

Motion Carried: The Parks, Recreation and Cultural Arts Commission approved the Regular Meeting of October 5, 2022.

6. Parks, Recreation & Cultural Arts Commission Appointment for Vice Chair

Nominate and vote for Vice Chair appointment:

Recommendation: It is recommended that the Parks, Recreation, and Cultural Arts Commission nominate and elect:

1. Vice Chair

Motion/Second: A. Duran/K. Duran

Motion Carried: The Parks, Recreation and Cultural Arts Commission, nominated, and appointed William Bandak as Vice Chair.

7. 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/Bandak

Abstain: N/A

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

B. BIENNIAL PARK/FACILITY MAINTENANCE

The Public Works Division oversees the maintenance of facilities and park maintenance. This report provides the Parks, Recreation and Cultural Arts Commission with a bi-annual update.

Recreation Supervisor Steve Kim summarized the staff report, Rene Carmody, Public Works Supervisor provided updates.

C. WOMEN'S CONFERENCE RECAP

This report provides the Parks, Recreation & Cultural Arts Commission a recap of the Women's Conference.

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

D. VENDOR PACKET

This report provides the Parks, Recreation & Cultural Arts Commission This report provides the Parks, Recreation & Cultural Arts Commission with a report on the My City My Los Al Vendor Packet.

Recreation Manager Jennifer Sisoiev summarized the staff report.

8. ITEMS FROM THE RECREATION & COMMUNITY SERVICES DEPARTMENT

Emeline Noda, Director of Recreation & Community Services Department

The Los Alamitos Community Foundation Casino Royale Casino Night scheduled for Saturday, November 12, 2022, at the Community Center has been postponed to February 11, 2023. The Foundation is not eligible for the California Department of Justice (DOJ) required permit as the organization has not been in business for three years. Once the new date has been finalized and the permit approved, the Casino Night will be publicized again to the public.

What is an inventive way to facilitate a men's group to connect, receive feedback, guidance, build supportive friendships and network. Please reach out and survey neighbors, friends and coworkers on interests, ideas, and thoughts on networking topics for men to benefit from being a part of a men's group.

Joanna Contreras, Recreation Supervisor

- Winter Wonderland we are a month out, exciting to share that we have 38 of the 40 vendor spots filled for the event. You are invited to join us in kicking off the Winter Wonderland event at 4:00 p.m., please let us know if you are available.
- We are following-up on Holiday Decorating Contest judges, as the following volunteered: Joseph, K. Duran, Gallagher and Bandak.
- Thank you for the PR&CA Commissioners who joined us for the Halloween Decorating Contest event this year, it truly was fun!

Trini Zenovka, Department Secretary

- Please join us for Senior Club's quarterly Bingo Fundraiser on December 1, 2022, at the Community Center as well on December 15, 2022, for their annual Ugly Sweater Contest and Holiday Luncheon.

7. COMMISSIONER REPORTS

Commissioner Gallagher

Nothing to report

Commissioner K. Duran

Nothing to report

Vice Chair Bandak

Nothing to report

Chair A. Duran

Chair Duran expressed his gratitude and admiration for newly appointed Council Member Trisha Murphy. Thanked Council Member Murphy for her dedication and service to the Parks, Recreation, and Cultural Arts Commission and wished her best!

9. ADJOURNMENT

The Parks, Recreation, and Cultural Arts Commission adjourned at 7:37 p.m.

Attest:

Alex Duran, Chair

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

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

SPECIAL MEETING – THURSDAY, December 1, 2022

1. CALL TO ORDER

The Parks, Recreation and Cultural Arts Commission met in a Special Session at 12:00 p.m., Thursday, December 1, 2022, video conference, Chair Duran presiding.

2. ROLL CALL

Present: Commission Members: Bandak, Beck, A. Duran, Gallagher

Absent: Commission Members: K. Duran (excused), Joseph (excused)

Present: Staff: Emeline Noda, Director of Recreation & Community Services Department

3. 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.

Director of Recreation & Community Services Department, Emeline Noda summarized the staff report.

Unanimously, the Parks, Recreation and Cultural Arts Commission approved the option to meet via teleconference during the pandemic.

ROLL CALL VOTE

Chair A. Duran	Aye
Vice Chair Bandak	Aye
Commissioner Vacant	N/A
Commissioner Beck	Aye
Commissioner K. Duran	Not Present (excused)
Commissioner Gallagher	Aye
Commissioner Joseph	Not Present (excused)

4. ADJOURNMENT

The Parks, Recreation, and Cultural Arts Commission adjourned at 12:05 p.m.

Attest:

Alex Duran, Chair

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

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

SPECIAL MEETING – THURSDAY, December 29, 2022

1. CALL TO ORDER

The Parks, Recreation and Cultural Arts Commission met in a Special Session at 12:06 p.m., Thursday, December 29, 2022, video conference, Chair Duran presiding.

2. ROLL CALL

Present: Commission Members: Bandak, A. Duran, Gallagher, Joseph

Absent: Commission Members: Beck (absent), K. Duran (excused)

Present: Staff: Jennifer Sisoev, Recreation Manager

3. 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.

Director of Recreation & Community Services Department, Emeline Noda summarized the staff report.

Unanimously, the Parks, Recreation and Cultural Arts Commission approved the option to meet via teleconference during the pandemic.

ROLL CALL VOTE

Chair A. Duran	Aye
Vice Chair Murphy	Aye
Commissioner Bandak	Aye
Commissioner Beck	Not Present (absent)
Commissioner K. Duran	Not Present (excused)
Commissioner Gallagher	Aye
Commissioner Joseph	Aye

4. ADJOURNMENT

The Parks, Recreation, and Cultural Arts Commission adjourned at 12:10 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: January 11, 2023

ITEM NUMBER: 8A

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

Presented By: Steve Kim, Recreation Supervisor

Subject: Scholarship Update

SUMMARY

This report provides the Parks, Recreation & Cultural Arts Commission with information regarding the revised Scholarship Program.

RECOMMENDATION

Commission receive and file.

BACKGROUND

The Recreation and Community Services Department offers a scholarship program to assist low-income individuals and families in participating in recreation programming.

DISCUSSION

Scholarship funds are available for all ages to assist low-income individuals and families in participating in Los Alamitos Recreation and Community Services programs. Revisions to the scholarship program include streamlining the process, adjusting eligibility requirements for scholarship recipients to accommodate a wider income range according to Orange County income figures, and to provide a maximum of \$100 per household per season excluding any material fees. Below are the complete guidelines for the Los Alamitos Scholarship Program.

Guidelines on Scholarships

1. Participation in the Scholarship Program is not permitted until final approval of scholarship has been received.
2. Approved Scholarship recipients are responsible for material fees and the balance after the first \$100 scholarship has been applied.
3. Scholarships will be limited to a maximum of one per season (Summer, Fall, Winter, Spring) per household. Not to exceed more than \$100 total per household per season.
4. Scholarships require a minimum of two (2) weeks prior to the registered program start date to process and approve.
5. Scholarships are only available to residents of the City of Los Alamitos. Submit copy of one of the following for acceptable proof of residency.

1. State of California Driver's License
2. Utility Bill
6. Submit one copy of the following for acceptable proof of income.
 1. Most recent tax return
 2. W-2 Form
7. Scholarships are not available for the following:
 1. Facility Rentals
 2. Adult Sports including Pick Up Sports
 3. Material Fees

FISCAL IMPACT

The Scholarship program is funded through several sources of income including: MemorialCare Miller Children's & Women's Hospital Long Beach's sponsorship, revenue collected at various Recreation and Community Services events, and donations.

Attachment: 1. REVISED 11-15-2022 Scholarship Application

LOS ALAMITOS RECREATION & COMMUNITY SERVICES Scholarship Application

The following information must be completed in full and submitted to the Los Alamitos Community Center (10911 Oak Street, Los Alamitos, CA 90720) a minimum of two (2) weeks before the start of the registered program.

- Scholarship Application
- Registration Form
- Proof of Los Alamitos Residency
- Proof of Income

Today's Date: _____ Participant's Name: _____

Parent (Guardian) Name: _____

Relationship to Participant: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Number: _____ Email: _____

Emergency Contact Name: _____

Relationship to Participant: _____

Contact Number: _____ Email: _____

Number in Household: _____ Income Monthly/Yearly _____

OFFICE USE ONLY

Date Received: _____ Processed By: _____

- ☐ Registration Form
- ☐ Proof of Residency
- ☐ Proof of Income

Program Name: _____

Amount: \$ _____ Approved Scholarship Amount: \$ _____

Balance Due: \$ _____ **Approved By:** _____

LOS ALAMITOS RECREATION & COMMUNITY SERVICES

Scholarship Information

Scholarship funds are available for all ages to assist low-income individuals and families in participating in Los Alamitos Recreation & Community Services Programs.

Guidelines on Scholarships

1. Participation in the Scholarship Program is not permitted until final approval of scholarship.
2. Scholarships will be limited to a maximum of one transaction per season (Summer, Fall, Winter, Spring) per household. Not to exceed more than \$100 total per household per season (excluding processing fees and material fees).
3. Scholarships require a minimum of two (2) weeks prior to the registered program start date to process and approve.
4. Scholarships are only available to residents of the City of Los Alamitos. Submit one of the following for acceptable proof of residency.
 - a. State of California Driver's License or ID
 - b. Utility Bill
5. Submit one of the following for acceptable proof of income.
 - a. Most recent tax return
 - b. W-2 Form
6. Scholarships are not available for the following:
 - a. Facility Rentals
 - b. Adult Sports including Pick Up Sports
 - c. Material Fees

INCOME ELIGIBILITY GUIDELINES

United States Department of Housing and Urban Development (HUD)
Effective April 18, 2022

Household Size	Very Low Income Threshold
1	\$47,450.00
2	\$54,200.00
3	\$61,000.00
4	\$67,750.00
5	\$73,200.00
6	\$78,600.00
7	\$84,050.00
8	\$89,450.00



2022
United States Department of Housing and Urban Development
Income Limits

The following United States Department of Housing and Urban Development Income Limits will be used by the Orange County Housing Authority for administration of rental assistance programs effective **April 18, 2022.**

<u>Household size</u>	<u>L30 (Extremely Low)</u>	<u>L50 (Very Low)</u>
1	\$28,500	\$47,450
2	\$32,550	\$54,200
3	\$36,600	\$61,000
4	\$40,650	\$67,750
5	\$43,950	\$73,200
6	\$47,200	\$78,600
7	\$50,450	\$84,050
8	\$53,700	\$89,450

City of Los Alamitos

PARKS, RECREATION AND CULTURAL ARTS

COMMISSION AGENDA REPORT

MEETING DATE: January 11, 2023

ITEM NUMBER: 8B

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

Presented By: Jennifer Sisoiev, Recreation Manager

Subject: Special Event Vendor Packet

SUMMARY

This report provides the Parks, Recreation & Cultural Arts Commission with an overview of the 2023 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. 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. In total, vendor fees collected for the 2022 event year to date is \$13,175, 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	\$1,325
Winter Wonderland	\$2,400
TOTAL	\$13,175

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. Vendor application with insurance requirements 2023



Los Alamitos

Recreation & Community Services

Creating Quality of Life

cityoflosalamitos.org/recreation

SPECIAL EVENT VENDOR PACKET





Los Alamitos Recreation & Community Services Department

2023 Special Event Vendor Information

Los Alamitos
Recreation & Community Services
Creating Quality of Life

Select the events your business/organization would like to participate in. Complete and return this form (front and back) along with your payment and any required insurance/health permits. You will be contacted by the event coordinator for additional details.

Event	Location	Date	Event Time	Setup/teardown	Estimated Attendance	Additional info	Pricing
Weekend of Art	Los Alamitos Community Center 10911 Oak Street	Friday, March 17 & Saturday, March 18	5:00-8:00pm (Fri) 12:00-6:00pm (Sat)	9:30-11:30am (Sat setup) 5:30pm (Sat teardown)	1,500	*arts & crafts vendors only *vendors on Saturday only from 12:00-5:30pm	____ \$25 Nonprofit/501c3 or ____ Arts & Crafts Vendor ____ \$50 Food/Truck
Spring Carnival	Little Cottonwood Park 4000 Farquhar Avenue	Saturday, April 8	9:30am-12:00pm	6:30-9:30am (setup) 12:00pm (teardown)	4,000		____ \$25 Nonprofit/501c3 ____ \$100 Business ____ \$100 Food ____ \$150 Food Truck
Summer Concert Series	Various locations	Thursdays: June 15- August 10(except July 6)	6:30-8:00pm	4:00-6:15pm (setup) 8:00pm (teardown)	125 per day	Circle dates and list total in Pricing column: June 15, June 22, June 29 July 13, July 20, July 27 August 3, August 10	*Price is per date. Include total: ____ \$25 (each) Business/info ____ \$150 (all 8) Business/info ____ \$50 (each) Food/Truck ____ \$250 (all 8) Food/Truck
3rd of July Fireworks Spectacular	Joint Forces Training Base 11200 Lexington Drive	Monday, July 3	4:00-9:30pm	12:00-3:30pm (setup) 9:30-11:00pm (teardown)	8,000	*Additional insurance and requirements specific to military to be met.	____ \$50 Nonprofit/501c3 ____ \$150 Business ____ \$300 Food ____ \$350 Food Truck
My City My Los Al Street Fair & Car Show	Pine Street	Friday, September 22 & Saturday, September 23	4:00-9:00pm (Fri) 8:00am-2:00pm (Sat)	12:00-2:00pm (Fri setup) 9:00pm (Fri teardown)	3,000	*food vendors both Fri & Sat *other vendors Fri only *table & 2 chairs provided	____ \$50 Nonprofit/501c3 ____ \$150 Business ____ \$300 Food ____ \$350 Food Truck
Trunk or Treat	Little Cottonwood Park 4000 Farquhar Avenue	Saturday, October 21	5:00-7:30pm	2:30-4:30pm (setup) 7:30pm (teardown)	5,000	*Trunk application separate. Visit website for more info	____ \$25 Nonprofit/501c3 ____ \$100 Business ____ \$100 Food ____ \$150 Food Truck
Winter Wonderland	Pine Street	Saturday, December 2	4:00-7:30pm	2:00-3:30pm (setup) 7:30pm (teardown)	7,000	*5 food vendors, 2 snack vendors	____ \$25 Nonprofit/501c3 ____ \$100 Business ____ \$50 Food/nonprofit ____ \$100 Food ____ \$150 Food Truck
							TOTAL: _____

Additional Information:

- Events take place rain or shine with exception for severe weather. **NO REFUNDS OR TRANSFERS BETWEEN EVENTS.**
- 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.
- The City funds a portion of the costs for all events 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 or other election activities other than voter registration and ballot measure information will be permitted.
- Marketing material distributed should be for informational purposes only and free of offensive, lewd, discriminatory or obscene language/images and promote only legal activities. Staff reserve the right to remove any materials considered non-compliant.
- It is the responsibility of each vendor to provide all necessary and required insurance/permits at least three weeks prior to event in addition to complying with all County health requirements. Full listing of such requirements can be found on the City's Special Event Vendor webpage.

Vendor Application Form

Main Contact Name: _____

City: _____ State: _____ Zip: _____

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 City of Los Alamitos events 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 Military Department of the State of California 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 Military Department of the State of California 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 Military Department of the State of California 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 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). Additional wording required for 3rd of July event. See insurance information following this application.**

I HAVE CAREFULLY READ THIS WAIVER, RELEASE, HOLD HARMLESS AND AGREEMENT NOT TO SUE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A FULL RELEASE OF ALL LIABILITY AND SIGN IT ON MY OWN FREE WILL.

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:

Billing Address:

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 **three 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 a refund. *Special requirements for all 3rd 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 County Health Permit valid for the day of the event.
- Proof of Temporary Food Facility Application through OC Health.

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 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 3rd 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 60 days prior to event.
- Proof of Health Permit valid for the day of the event.
- Purchasing of food items from a reliable and known to public vendor such as: Restaurant Depot, Smart & Final, Costco, major grocery chains is required. Receipts for food purchases will be requested for verification on the day of the event by representative from the Joint Forces Training Base.

NOTE: Circled items MUST be filled out completely.

ACORD TM CERTIFICATE OF LIABILITY INSURANCE						DATE (MM/DD/YYYY) 01/01/2022	
PRODUCER INSURANCE BROKER OR COMPANY NAME AND CONTACT INFORMATION, INCLUDING EMAIL ADDRESS				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.			
INSURED COMPANY NAME AND CONTACT INFORMATION, INCLUDING A VALID EMAIL ADDRESS				INSURERS AFFORDING COVERAGE		NAIC #	
				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 INSRD		TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
		GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS MADE ☒ OCCUR ☐ GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☒ LOC	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	
		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 EA ACC \$ AUTO ONLY: 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? Yes / No If yes, describe under SPECIAL PROVISIONS below OTHER	FACRUB3175M68411	01/01/2022	01/01/2023	WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 DISEASE - POLICY LIMIT \$ 1,000,000	
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS							
CERTIFICATE HOLDER				CANCELLATION			
City of Los Alamitos 3191 Katella Ave. Los Alamitos, CA 90720				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 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

**MUST include this
section verbatim**

State Or Governmental Agency Or Subdivision Or Political Subdivision:

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

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".

City of Los Alamitos

PARKS, RECREATION AND CULTURAL ARTS

COMMISSION AGENDA REPORT

MEETING DATE: January 11, 2023

ITEM NUMBER: 8C

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

**Presented By: Joanna Contreras, Recreation Supervisor
Angel Hernandez, Community Services Coordinator**

Subject: Youth Sports

SUMMARY

This report provides the Parks, Recreation & Cultural Arts Commission with a review and preview of Youth Sport Programs.

RECOMMENDATION

Commission receive and file.

BACKGROUND

The City of Los Alamitos Recreation and Community Services Department offers a wide variety of Youth Sport programs year-round for children ranging from the ages 2-12 years old. Youth Sport program offerings vary from season to season and are strategically placed to meet demand. Through these youth sports programs, participants can improve their health through physical activity, develop their athleticism, and refine their social, teamwork, and leadership skills.

DISCUSSION

Youth Volleyball League – The Recreation Department offers a Co-ed Youth Volleyball League on a yearly basis. Teams are coached by Recreation staff in which participants are taught the skills and techniques associated with volleyball. Practices are held at various school sites throughout the Los Alamitos Unified School District with games being held on Fridays at the Oak Middle School Gym. This past year, the Youth Volleyball League ran in both the spring and fall seasons. In the spring, there were six teams within the Spike Division, for grades 6-8, constituting a total registration count of 40. In addition to the Spike Division, a Set Clinic was coached by Recreation staff for grades 4-5. The Set Clinic had 6 total registrations. The 2022 fall Youth Volleyball League saw great growth in registrations as the Set Division was able to run in addition to the Spike Division. The Set Division, for grades 4-5, had a total registration count of 30. The Spike Division also tallied a registration count of 30. Youth Volleyball will return in the fall of 2023. Recreation staff are considering the addition of a Bump Clinic for grades 1-3. The goal is for the Bump Clinic to serve as a feeder program for the Set and Spike Divisions.

Youth Basketball League – The Los Alamitos Co-ed Youth Basketball League will begin the week of January 30, 2023. The league will last until April 8 with games played on Saturdays at the Oak Middle School Gym. Practices are to be held at various school sites and will cater to grades K-8. Teams are led and coached by Recreation staff.

In 2021, the Los Alamitos Youth Basketball League had a total of 31 registrations. However, the Recreation Department is expecting to greatly increase this registration number for the winter 2023 season. As an enhancement to the league, Recreation staff have secured a partnership with the Jr. Clippers. Through this partnership, the Los Alamitos Co-ed Youth Basketball League has received access to Jr. NBA coaching curriculum in addition to many other benefits. A skills clinic will be hosted by the Jr. Clippers on February 4 to kick start the season.

Youth Track and Field – The Co-ed Youth Track and Field program is offered in the spring for grades 1-8. Participants are coached by Recreation staff and are exposed to different events in track and field, and basic cross-country techniques. Events include the 50m, 100m, and long jump. On the last day of the program, participants are given the opportunity to compete in a special meet. The 2022 Youth Track and Field program saw 37 total registrations.

Junior Pee Wee – Several Junior Pee Wee Sports are offered through clinic-style camps that occur over five weeks throughout the year. There are also weeklong camps offered throughout the summer. The Junior Pee Wee programs take place over five weeks and include lessons in soccer, flag football, baseball, and basketball. In the past, these have catered to participants aged 3.5-4 years old. Starting in the spring of 2023, the age range will adjust to 3-5 years old in efforts to bring in more registrations. Additionally, weeklong summer sports camps are offered for soccer and baseball for participants from the ages 4-7. In the summer of 2023, the Recreation Department will introduce a Jr. Pee Wee Basketball in response to a community request with the goal of providing more opportunities to engage.

Pee Wee Sports – Due to low enrollment, the Jr. Superstars program will no longer be offered following winter 2023. In its place, new Pee Wee Sport programs will be introduced in efforts to reach older age groups. Participants of these programs will be between the ages of 5 and 8 and will meet on Saturdays at Little Cottonwood Park for the 5-week program. Pee Wee Soccer will be offered in the spring, Pee Wee Flag Football in the fall, and Pee Wee Basketball in the winter of 2024. These programs will be taught by Recreation staff and participants will learn the fundamental skills of each sport in a clinic-style camp. Participants will go through various drills and skill-based games that will enhance their skills. An award will be given at the end of the program to all participants.

FISCAL IMPACT

Expenditures allocated for Youth Sports are funded through the City's General Fund from the Recreation and Community Services Department. Youth Sport program costs are offset by various sponsors, with most through MemorialCare Miller Children's and Women's Hospital Long Beach. Youth sports exceeded the City Council approved percentage revenue, expenditure offset for Fiscal Year 21-22. The additional revenue was in large part to high enrollment for youth soccer and t-ball in addition to the sponsorship for youth sports from

MemorialCare Miller Children's and Women's Center Long Beach.

Attachment: None