

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

PARKS, RECREATION AND CULTURAL ARTS COMMISSION
AGENDA
REGULAR MEETING

Wednesday, March 1, 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 Beck
Comissioner Cope
Commissioner K.Duran
Commissioner Gallagher
Commissioner Joseph
Vice Chair Bandak
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 come forward to speak on any item within the subject matter jurisdiction of the Parks, Recreation & Cultural Arts Commission (PR&CA). Please state if you wish to speak on an item on the Agenda. Remarks are to be limited to not more than five minutes.

5. APPROVAL OF MINUTES

A. Approval of Minutes

6. STAFF REPORTS

A. 2023 Summer Concert Series

This report provides the Parks, Recreation & Cultural Arts Commission information on 2023 MemorialCare Miller Children's & Women's Hospital Long Beach Summer Concert Series.

Recommendation:

Commission review and file.

B. Contract Classes

This report provides the Parks, Recreation & Cultural Arts Commission an inside look at some of the new contract classes within the Recreation and Community Services Department.

Recommendation:

Commission review and file.

C. Los Alamitos Recreation & Community Services Department Loyalty Program-MyRec Rewards

Recommendation:

Commission receive and file.

7. ITEMS FROM THE RECREATION & COMMUNITY SERVICES DEPARTMENT

8. COMMISSIONER REPORTS

At this time, Commissioners may report on items not specifically described on the Agenda that are of interest to the community, provided no action or discussion is taken except to provide staff direction to report back or to place the item on a future Agenda.

9. ADJOURNMENT

The Parks, Recreation, and Cultural Arts Commission will adjourn to Wednesday, April 5, 2023.

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 Thursday, February 23rd.**

Lauren Pavelec

Lauren Pavelec, Clerical Assistant

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

REGULAR MEETING – WEDNESDAY, February 1, 2023

1. CALL TO ORDER

The Parks, Recreation and Cultural Arts Commission met in a Regular Session at 7:00 p.m., Wednesday, February 1, 2023, in the Community Center, 10911 Oak St., Chair A. Duran presiding.

2. ROLL CALL

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

Absent: Commission Members: Bandak (excused), Beck, Joseph (excused)

Present: Staff: Emeline Noda, Director of Recreation & Community Services
Jennifer Sisoiev, Recreation Manager
Steve Kim, Recreation Supervisor
Jason Bruton, Special Events Supervisor
Alix Anderson, Community Services 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, Chair Duran closed Oral Communications.

5. APPROVAL OF MINUTES

January 11, 2023

Motion/Second: K. Duran/A. Duran

Motion Carried: The Parks, Recreation and Cultural Arts Commission approved the Special Meeting of January 11, 2023.

January 26, 2023

Motion/Second: A. Duran/K. Duran

Motion Carried: The Parks, Recreation and Cultural Arts Commission approved the Special Meeting of January 26, 2023.

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.

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

Motion/Second: Cope/A. Duran

Abstain: N/A

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

A. 2022 ACCOMPLISHMENTS

This report provides the Parks, Recreation & Cultural Arts Commission with a summary of the 2022 Recreation & Community Services Department accomplishments.

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

B. SPRING 2023 PREVIEW OF PROGRAMS & EVENTS

This report provides the Parks, Recreation & Cultural Arts Commission with information regarding the upcoming Spring Programs and Events.

Recreation Supervisor Steve Kim summarized the staff report.

C. LOS ALAMITOS AQUATICS PROGRAM

This report provides the Parks, Recreation & Cultural Arts Commission with information regarding the upcoming Los Alamitos Aquatics Program.

Special Events Supervisor Jason Bruton summarized the staff report.

8. ITEMS FROM THE RECREATION & COMMUNITY SERVICES DEPARTMENT

Emeline Noda, Director of Recreation & Community Services

The annual staff Recreation Core Staff Retreat was today, February 1 at Rancho Los Amigos. The day includes speakers and presentations on a variety of work-related topics such as communication, team building, life balance, public speaking, and effective leadership. This annual retreat provides Recreation Administrative staff the opportunity to gather, learn and improve their skills while building team rapport.

The Recreation and Community Services Department is hiring for a variety of positions including Recreation Leader, Lifeguard, Water Safety Instructor I, Senior

Lifeguard/Water Safety Instructor II and Recreation Specialist – Preschool. Interested applicants are encouraged to visit and apply on the City’s website.

Recreation Supervisor Joanna Contreras will begin maternity leave in the coming weeks, Steve Kim will be assigned some of her tasks during her absence.

Trini Zenovka, Department Secretary

- Announced that Los Alamitos Senior Club will resume travel trips, first travel trip will on Monday, February 20, 2023, to Pala Casino Spa Resort.
- Bingo Fundraiser will take place on March 2, 2023, buy in is from 9:30 a.m. 11:00 a.m., Bingo starts promptly at 11:30 a.m.
- Senior Club Board will be installed tomorrow, February 2, 2023.

7. COMMISSIONER REPORTS

Commissioner K. Duran

Nothing to report

Commissioner Cope

Nothing to report

Commissioner Gallagher

Nothing to report

Chair A. Duran

Chair Duran thanked staff for their hard work and dedication in making a difference in the community and expressed his appreciation for staff.

9. ADJOURNMENT

The Parks, Recreation, and Cultural Arts Commission adjourned at 7:48 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: March 1, 2023

ITEM NUMBER: 6A

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

Presented By: Steve Kim, Recreation Supervisor

Subject: 2023 Summer Concert Series

SUMMARY

This report provides the Parks, Recreation & Cultural Arts Commission information on 2023 MemorialCare Miller Children's & Women's Hospital Long Beach Summer Concert Series.

RECOMMENDATION

Commission review and file.

BACKGROUND

The Summer Concert Series was first held in the summer of 2022 as a replacement for the Music & Movies event series. The City of Los Alamitos Recreation and Community Services Department held eight (8) Summer Concert Series events during the summer months. This series of free events provided the community with an evening of live music and food on select dates.

DISCUSSION

The Summer Concert Series was well received by the public last year. The average attendance at each date was over 120 patrons. The event was able to cover a wide variety of genres along with a Beer Garden run by the Los Alamitos Community Foundation.

Each date will feature a live band with concert beginning at 6:30 p.m. and conclude at 8:00 p.m. while guests can also enjoy vendors and food vendors.

This year the first set of four concerts will take place on Pine Street and be called "Concerts on Pine Street" on the following dates:

- Thursday, June 15, 2023
- Thursday, June 22, 2023
- Thursday, June 29, 2023
- Thursday, July 13, 2023

The second set of four concerts will take place alternating at Little Cottonwood Park and Orville R. Lewis Park on the following dates:

- Thursday, July 20, 2023 at Little Cottonwood
- Thursday, July 27, 2023 at Orville R. Lewis Park
- Thursday, August 3, 2023 at Little Cottonwood Park
- Thursday, August 10, 2023 at Orville R. Lewis Park

Staff requests input from the Parks, Recreation & Cultural Arts Commission on suggested genres for this year's series to assist in planning.

Genres of suggested music include: 50's, 60's, 70's, 80's, 90's, country, rock, funk, cover bands, pop, and dance. The Commission is requested to rank the genres to provide direction to staff on priority order of types of bands to select for the available concert dates.

FISCAL IMPACT

Funding for the event is provided by the Recreation and Community Services Department budget in the Special Events budget. MemorialCare Miller Children's & Women's Hospital Long Beach's sponsorship assists with offsetting the event budget. Funding from food trucks, vendors, and sponsors will further assist with offsetting the budget.

Attachment: 1. Voting Sheet for 2023 Summer Concert Series Genres

2023 Summer Concert Series Genres

Please rate the genres on preference from 1-10 (1 being most preferred)

	50's era music
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	60's era music
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	70's era music
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	80's era music
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	90's era music
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	Country music
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	Rock music
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	Funk music
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	Cover Bands
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	Pop music
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	Dance music
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	Other:
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	Other:
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City of Los Alamitos

PARKS, RECREATION AND CULTURAL ARTS

COMMISSION AGENDA REPORT

MEETING DATE: March 1, 2023

ITEM NUMBER: 6B

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

Presented By: Cassidy Figueroa
Recreation Coordinator

Subject: Contract Classes

SUMMARY

This report provides the Parks, Recreation & Cultural Arts Commission an inside look at some of the new contract classes within the Recreation and Community Services Department.

RECOMMENDATION

Commission review and file.

BACKGROUND

The City of Los Alamitos offers the community a wide variety of specialty programs, classes and camps through contract instructors. The use of contract instructors allows the Recreation and Community Services Department to find specialized professionals who have expertise in areas of interest to the members of the community. These specialized areas include fitness, sports, painting, performing arts, educational development, engineering, older adult programming, and much more. Every season, staff add new classes to the Recreation and Community Services Brochure to keep up with program trends and public interest. The process of adding a new class requires several steps including recruitment, class proposal submission, meeting/interview with the instructor, signing a contract, background checks and insurance, facility booking, and finally registration.

DISCUSSION

The City of Los Alamitos currently has 30 contract instructors and offers on average 100 classes per season. City staff receive feedback from public patrons, class registrants, and the Parks Recreation & Cultural Arts Commission in regards to the contract class offerings. There was an overwhelming response to increase programming after school and on the weekends to accommodate working families and their busy schedules. There was also a request to increase programming in education, special interest, older adults, adapted and teen programming. As a result, the following classes have been implemented into the City brochure:

Fall 2022 – Summer 2023 Programming

- “Frozen” Princess Ballet – Thursday evening for ages 3-6
- Youth Art – Monday evening for ages 6-12
- Lil’ Chef Cooking Class – Saturday for ages 4-6
- Master Chef Cooking Class – Saturday for ages 7-12
- Homecourt Edge Basketball – Tuesday, Thursday and Sunday for ages 5-16
- Modern Tween Home Economics Class – Tuesday evening for ages 10-14
- Cursive Handwriting Class – Tuesday evening for ages 10-14
- Watercolor Painting – Saturday for ages 16+
- Mat Pilates – Monday evening for ages 18+
- Sugar Cookie Decorating – Tuesday evening for ages 16+
- Chair Yoga – Saturday for ages 18+
- 8-Sport Multi Sport with Sportball - Saturday for ages 16m-5
- Golf with Sportball - Saturday for ages 2-7
- Guava Grove Ukulele – Wednesday and Saturday evening for ages 18+
- Silver Jewelry Making – Wednesday for ages 16+
- Older Adult Technology Classes – Online workshops for ages 50+
- Quest Cooking Classes – Saturday for ages 14+ (adapted programming)

FISCAL IMPACT

Due to the revenue-sharing nature with the instructors of the contract classes, the classes and camps are a consistent source of revenue for the City, which helps offset the cost of operating and maintaining the facility. Staff expenditures for coordinating the classes include: staff to recruit and organize the instructors, produce and mail the Recreation Brochure, set-up and tear down each class/camp, and staffing the facility when classes/camps take place. The percentage the City receives in revenue for the classes helps to offset these costs and ranges from 20-35%.

The City collects all registration fees for the classes and camps, and then processes payment to the instructors according to the agreed-upon commission split.

Every registration that occurs in the Recreation and Community Services Department also has a processing fee attached. The processing fee assists with offsetting the cost of the registration software.

Attachment: None

City of Los Alamitos

PARKS, RECREATION AND CULTURAL ARTS

COMMISSION AGENDA REPORT

MEETING DATE: March 1, 2023

ITEM NUMBER: 6C

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

Presented By: Cassidy Figueroa
Recreation Coordinator

Subject: Los Alamitos Recreation & Community Services Department Loyalty Program-MyRec Rewards

SUMMARY

RECOMMENDATION

Commission receive and file.

BACKGROUND

The Los Alamitos Recreation and Community Services Department is updating the Loyalty Program-MyRec Rewards sponsored by MemorialCare Miller Children's and Women's Hospital Long Beach. Participants can sign up for the loyalty program to receive benefits year-round and be rewarded for signing up for multiple programs and classes. The program is similar to other private industry rewards programs or customer loyalty programs.

DISCUSSION

The MemorialCare Miller Children's & Women's Hospital Long Beach My Rec Rewards Loyalty Program is proposed for a fee of \$49 (resident) or \$52 (non-resident) per family per year. Once a family signs up for the program, they will receive exclusive benefits for the entire family. Benefits of being a member of the loyalty program include:

- Free Holiday Art Workshop
- Preferred Parking for the 3rd of July Fireworks Spectacular
- Front of the line passes for
 - Winter Wonderland – snow play area: sledding
 - Spring Carnival – photo with Peter Rabbit

- 5% off classes excluding other discounted programs

Staff welcomes additional suggestions from the Parks, Recreation & Cultural Arts Commission for benefits for the program.

FISCAL IMPACT

The Loyalty Program is expected to generate revenue for the Recreation and Community Services Department. The cost of the benefits for the Loyalty Program will be offset by the revenue and the sponsorship from MemorialCare Miller Children's and Women's Hospital Long Beach.

Attachment: None