

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

PARKS, RECREATION AND CULTURAL ARTS COMMISSION
AGENDA
SPECIAL MEETING

Wednesday, October 1, 2025 – 6:00 PM

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.

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

Agenda-related documents provided to a majority of the Parks, Recreation and Cultural Arts Commission after distribution of the Parks, Recreation and Cultural Arts Commission agenda packet (GC §54957.5) will be made available for public inspection at the meeting. Such documents will also be available at the Recreation and Community Services Department, 10911 Oak St. Los Alamitos, CA 90720.

In compliance with the Americans with Disabilities Act, Assistive Listening headphones are available and can be checked out from the Recreation and Community Services Department. If you need special assistance to participate in this meeting, please contact the Recreation and Community Services Department at (562) 430-1073, ext. 501. Notification at least 42 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. [28 CFR 35.102.35.104 ADA Title II]. Language translation services are available for this meeting by calling the Recreation and Community Services Department Office least 42 hours in advance.

If you are unable to attend this meeting in person, you may submit comments on any agenda item or on any item not on the agenda by email to enoda@cityoflosalamitos.org with the subject line "PR&CA ORAL COMMUNICATIONS". Comments received by 3:00 p.m. the day of the meeting will be compiled, provided to the Parks, Recreation and Cultural Arts Commission, and made available to the public before the start of the meeting. Staff will not read email comments at the meeting.

If, as an attendee, or a participant at this meeting, you will need special assistance beyond what is normally provided, please contact the Recreation and Community Services Department Office at (562) 430-1073, extension 501, 48 hours prior to the meeting so that reasonable arrangements may be made.

1. CALL TO ORDER

2. ROLL CALL

Commissioner Wright
Commissioner Singer
Commissioner Gallagher
Commissioner Joseph
VACANT
Vice Chair Beck
Chair Bandak

3. PLEDGE OF ALLEGIANCE

Chair Bandak will lead the Pledge of Allegiance.

4. PRESENTATION

A. Commission Handbook (Development Services)

The updated Boards, Commissions, and Committees Policy Handbook (Handbook) will provide an easy-to-understand format for the City's appointed bodies that will complement the Los Alamitos Municipal Code.

Recommendation: Receive & File.

5. 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.**

6. APPROVAL OF MINUTES

A. Approval of Minutes for the Special Meeting of August 6, 2025

7. STAFF REPORTS

A. Department Marketing Strategies

This report provides the Parks, Recreation & Cultural Arts Commission with an overview of the development and implementation of marketing strategies utilized year-round to promote seasonal programs and events.

Recommendation: Commission receives and files.

B. California Park & Recreation Society District 10 Volunteer Merit Award Nominations

This report provides the Parks, Recreation & Cultural Arts Commission with an opportunity to consider nominees for the 2025 California Park & Recreation Society (CPRS) District 10 Volunteer Merit Award.

Recommendation: Commission receive, consider, select nominee(s), and file

8. ITEMS FROM THE RECREATION & COMMUNITY SERVICES DEPARTMENT

At this time, City Staff may also report on items not specifically described on the Agenda that are of interest to the community, provided no action or discussion is taken except.

9. COMMISSIONER REPORTS

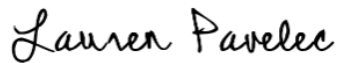
At this time, Commissioners may report on items not specifically described on the Agenda that are of interest to the community, provided no action or discussion is taken except to

provide staff direction to report back or to place the item on a future Agenda.

10. ADJOURNMENT

The Parks, Recreation, and Cultural Arts Commission will adjourn to Wednesday, December 3, 2025.

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 day of September.**

A handwritten signature in black ink that reads "Lauren Pavelec". The script is cursive and fluid.

Lauren Pavelec, Department Secretary

CITY OF LOS ALAMITOS



BOARDS, COMMISSIONS, AND COMMITTEES POLICY HANDBOOK

CITY OF LOS ALAMITOS
3191 Katella Avenue
Los Alamitos, CA 90720
Phone (562) 431-3538
FAX (562) 493-1255

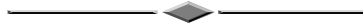
www.cityoflosalamitos.org

Adopted by City Council Resolution No. 2025-27

CITY OF LOS ALAMITOS

VISION STATEMENT

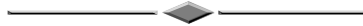
To ensure Los Alamitos small town ambiance, high quality of life, and economic vitality are maintained and strengthened



CITY FACTS

Los Alamitos was incorporated March 1, 1960.

Los Alamitos' size is 4.3 square miles



This manual has been prepared to assist Commissioners and members of Committees and Boards in the performance of their duties. Included are standards adopted by City Council that delineate the administrative procedures and the rules and regulations that relate to the Boards, Commissions, and Committees.

This manual is intended to give Commissioners an orientation of their Commission. It includes an overview of the Commission's role and responsibilities and the structure and procedures of Los Alamitos' Municipal Government.

Los Alamitos Commissioners are vital to the City's organization and its efforts to meet the needs and interests of the Community. This manual will assist Commissioners as a member of the team. The City Council and Staff are most appreciative of Commissioner's time and efforts.

GENERAL INFORMATION

History of Los Alamitos

On March 1, 1960, the township of Los Alamitos became a chartered city. The 4.05 square mile city of Little Cottonwoods was affectionately described as ***A Jewel of a City***. The City's seal, designed by longtime resident William A. Daniels, captures the ancestry of the region. The official flower, the Daisy, reflects the importance of our City's youth since it was nominated by a young boy because it was his mother's favorite flower. Still embracing its small-town ambience, the City offers excellent recreational and park facilities, a stellar police department, and a commitment to maintain the City. With a population estimated at just over 11,600, its outstanding schools, friendly neighborhoods, and strategic location as the crossroads of two major freeways, Los Alamitos keeps its roots in history and its future vested in those who cherish this special community.

Charter City

The City of Los Alamitos is a charter city operating under a Council-Manager form of government. The City Charter is ordained and established as the organic law of the City under the Constitution of the State of California.

In the Council-Manager form of City government, the City Council appoints a City Manager to serve as a full-time executive to carry out the established policies. The City Council appoints all legal counsel to provide City Attorney services. All department directors are appointed by, and report to, the City Manager.

City Council

A five-member City Council is elected by district to perform the legislative and policy-making functions of local government. Terms are staggered to allow for overlap; alternatively, and successively, three members' terms are filled at one general municipal election and two members' terms at the next such election. Council Members' terms of office are for four years and members are limited to serving a total of 12 consecutive years or three terms. Annually, the Council Members select a Mayor and Mayor Pro Tempore. The Los Alamitos City Council conducts regularly scheduled meetings once monthly, on the third Monday, beginning at 6:00 p.m., in the City Council Chamber, located at 3191 Katella Avenue.

All Council meetings are public meetings. Agendas and general information relative to the meetings are available from the City Clerk's Office. They can also be viewed on the City's website at www.cityoflosalamitos.org.

LOS ALAMITOS ORGANIZATIONAL STRUCTURE

The City of Los Alamitos consists of four departments: Administrative Services, Development Services, Police, and Recreation and Community Services.

City Manager/Administrative Services Department

The City Manager oversees this department, which is dedicated to developing policy and legislative actions that provide a safe and healthy environment to promote the highest quality of life for residents and visitors. The department is also dedicated to providing leadership for the effective and efficient delivery of municipal services. This department is responsible for the general management of all City operations in the areas of Administration, City Attorney, Finance, Human Resources, Claims, Legislative Matters, and the City Clerk's Office.

Development Services Department

This department is dedicated to enhancing the appearance of the City through its neighborhood and business environment and to improving the economic well-being of its community and residents. It consists of Planning, Building and Safety Inspection, Neighborhood Preservation Services, Public Works, Economic Development, and Engineering. This department is also responsible for fleet services, Internal Technology (IT), and risk management.

Police Department

This department is responsible for protecting the lives and property of Los Alamitos residents and for enforcing established laws and City Ordinances. It is dedicated to providing the highest degree of professional police services in partnership with the community to make Los Alamitos a better place to live, visit, and conduct business. The department also provides special programs such as the Community Emergency Response Team and Emergency Preparedness.

Recreation and Community Services Department

This department is responsible for recreation and community services programs and community-wide special events designed to benefit residents of all ages and interests. Through its aquatics, day camp, park programs, sports, special classes, and senior programs, the department creates community and improves the quality of life.

Other City Services

The Orange County Fire Authority provides fire services. Waste disposal, electrical services, sewer services, gas services, water services, and cable communication services are provided to residents as established through franchise agreements. The City of Long Beach contracts for animal control services, and the County of Orange provides library services to the community. The City also contracts for City Attorney services.

BOARDS, COMMISSIONS, AND COMMITTEES

The City's Charter allows the City Council to create by ordinance Boards or Commissions and may grant to them powers and duties consistent with the provisions of the City's Charter. California Government Code 54950, often referred to as the Ralph M. Brown Act, establishes guidelines for open and public meetings of legislative bodies. It defines "legislative body" broadly to include just about every type of decision-making body of a local agency.

Board, Commission, and Committee members are advisory bodies. They are appointed by and serve at the pleasure of the City Council in an advisory capacity to provide citizen input and recommendations. They advise and make recommendations to the City Council, but the City Council has the final responsibility for all policy decisions. The Planning Commission also serves as a decision-making body, per State law.

An appointment to a Board, Commission, or Committee is an honor and a responsibility and increases citizen participation in government affairs. As advisors, each member is expected to attend meetings regularly, understand the duties and role, and work to contribute to the betterment of the community. City staff provides technical and administrative assistance to the City Council and appointed advisory groups.

Composition

The Boards, Commissions and Committees are composed of the following number of members. Members are appointed by the City Council as terms expire and/or as vacancies occur.

- Parks, Recreation & Cultural Arts Commission (5 members)
- Personnel Appeals Commission (5 members)
- Planning Commission (5 members)
- Traffic Commission (5 members)

Regular Scheduled Meetings

The Commissions conduct regular scheduled meetings once a month, beginning at 6:00 p.m., in the Council Chamber, located at 3191 Katella Avenue.

The following are the regularly scheduled meetings per Commission:

- Parks, Recreation, & Cultural Arts Commission – first Wednesday of even months
- Traffic Commission – second Wednesday of the month
- Planning Commission – fourth Wednesday of the month
- Personnel Appeals Commission – as needed

RECRUITMENT AND APPOINTMENT PROCESS

Only registered voters, residing in the City of Los Alamitos are eligible for appointments. All Board, Commission, and Committee members are appointed by, and serve at the pleasure of, the City Council. The City Clerk's Office oversees the appointment process and maintains a roster of all appointees.

Applications

Those wishing to apply for appointment to a Board, Commission or Committee may do so by filling out an application form available from the office of the City Clerk. Every effort is made by the Council to give representation on a Board, Commission or Committee from a diverse cross-section of the City's citizens. A resident may apply concurrently for appointment to more than one Board, Commission or Committee, but may be appointed to only one of these advisory bodies at a time.

The process of filling vacancies is as follows:

1. An Availability Notice, detailing the Commission/Board's purpose, meeting location/time and current vacancy is prepared. The Notice specifies a thirty (30) day filing period in which applications are accepted. The Notice is posted at City Hall and the City's website, and information is distributed on the City's social media outlets.
2. Only new applications will be considered for current vacancies. Residents who are not current appointees and are interested in serving on a Commission/Board are invited to complete and submit a new application during the thirty (30) day filing period. Each Commission application will be specific to that Commission.
3. Once the application deadline is met, a date will be scheduled for City Council to interview all applicants for the vacancy under consideration. Thereafter, the appointment will be made by the City Council.

Terms

All members shall be appointed for a term of three years, with the exception of members of the Personnel Appeals Commission, who serve four years.

Oath of Office

Newly appointed member of a Board, Commission or Committee is required to take the Oath of Office as administered by the City Clerk or designee. Upon completion of the Oath, the member is authorized to attend meetings and vote.

Statements of Economic Interests – Form 700

All members of established City Boards, Commissions and Committees are required under State Law to file a Statement of Economic Interest 700 Form, with the City Clerk, upon assuming office. Annual statements must be filed each year thereafter as long as you hold office. A Leaving Office form must be completed upon leaving office.

Compensation

Charter: The members of Boards and Commissions shall serve without compensation for their services but may receive reimbursement for necessary traveling and other expenses incurred on official duty when the City Council authorizes such expenditures.

LAMC Chapter 2.30.080: All members of the Parks, Recreation and Cultural Arts Commission, Planning Commission, Personnel Appeals, and Traffic Commission of the City shall be provided a ten thousand dollar (\$10,000.00) group life insurance policy while appointed to the Commission or Board, with the premium of the policy to be paid by the City during such time. Upon expiration of their term or removal from office, such members shall not be entitled to any further compensation, including such policy.

ATTENDANCE AND REMOVAL

Council appointments made to a Board, Commission or Committee are held in high regard and an appointed advisory member is expected to attend and participate in all of the meetings held by the advisory group.

Absence from two consecutive meetings or from one-third (1/3) of the total of the regularly scheduled meetings during any calendar year shall be deemed to constitute the resignation of such member and the position shall automatically become vacant. The Chair or Vice-Chair of the Commission shall thereupon promptly notify the City Clerk. The City Clerk will notify the City Council and the former Commissioner of the fact of the vacancy.

Members of the Commission shall serve at the will and pleasure of the City Council. Therefore, they may, at any time, be removed from office, with or without cause, by a majority vote of the City Council whenever, in its discretion, the best interests of the City shall be served thereby.

RELATIONS OF THE BOARDS, COMMISSIONS, AND COMMITTEES

Relationships with the City Council

When a member of an advisory body addresses the City Council at a public meeting, it shall be made clear whether the member is speaking on behalf of the advisory body or as an individual citizen.

Business transacted with the City Council should be in writing from the Board, Commission, or Committee, and represent decisions made by a majority of the advisory group. The written communication, addressed to the City Council, should be channeled through the Chair of the advisory group and submitted to the City Manager's office.

A Board, Commission or Committee should not represent proposals to the City Council through community organizations. The method of advancing proposals carries the political influence of the organization as well as the proposal, which puts the Council in a difficult position to consider the proposal on its merits alone.

Undue Influence on Commissions/Boards

Council Members shall not attempt to coerce or influence Commissioners/Board Members in making appointments, awarding contracts, selecting consultants, processing development applications, or granting City licenses or permits. The City Council shall not attempt to change or interfere with the operating policies and practices of any City department.

Relationships with City Staff

The City's administrative staff works for and is responsible to the City Manager. The City Manager or designee may assign Staff to act in a technical advisory capacity and provide supportive assistance to a Board, Committee or Commission.

The Commission shall have the authority to utilize the services of the City Staff and such professional and other personnel as may be employed by the City from time to time as long as services rendered are within the City's adopted budget. Members shall not ask Staff to commit Staff resources for work that has not been budgeted or has not been approved by the City Council.

The Commission shall make all requests for discussion items publicly at a Commission meeting and require the support of the majority of the members present to have the item researched by Staff and added to the agenda. Staff will prioritize requests and bring items forward to the Commission in a timely manner.

Complaints Regarding Performance of Staff

Any concerns by a Commissioner/Board Member over the behavior or work of a City employee should be directed to the City Manager privately to ensure the concern is resolved and investigated completely and equitably. Commissioner/Board Members shall not reprimand employees directly, nor shall they communicate their concerns to anyone other than the City Manager. Commissioner/Board Members shall refrain from berating,

chastising, or speaking negatively about Staff to or in front of members of the public.

Relationships with Other Board, Commission or Committee Members

In order to build a consensus around common goals and objectives, each Board, Commission and Committee must create a degree of cooperation among members. An important way to develop this cooperation is for each member to ensure that meetings proceed in an orderly manner. The Chairperson is primarily responsible for seeing that consideration of agenda items moves along expeditiously with reasonable time allocated to each item. It is important that all members familiarize themselves with the basic rules of parliamentary procedure and by adequately preparing for presentations made to the Board, Commission or Committee, and thoroughly reviewing all materials provided to them before the meeting.

All Boards, Commission and Committees should be aware that members come from different backgrounds and represent different perspectives. Members contribute in their own way and are an important part of the decision-making process.

Bearing this in mind, the following concepts may serve as guidelines to develop cooperation:

- Always respect other individuals' viewpoints even though they may be the opposite of your own.
- Allow other individuals to articulate their views and then attempt to make an objective evaluation of those views.
- Evaluate fellow Board, Commission or Committee members' viewpoints based on what is best for the total community.
- Board, Commission and Committee members must be open and honest at all times.
- Each member has a responsibility to recognize new members and to see that they are made welcome and become oriented and trained.

Relationships with the Public

Members are encouraged to seek out and become aware of public opinion relating to their field of influence. They should welcome citizen input at meetings and ensure that the rules and procedures for these public hearings are clearly understood.

Members should conduct themselves at public meetings in a manner that is fair and best represents the City of Los Alamitos. Members should be considerate of all interests, attitudes, and differences of opinion. They should also take care to observe the appearance, as well as the principle, of impartiality.

The City promotes freedom of expression and open communication. It is expected that all Council Members and Appointed Officials will follow the outlined code of Conduct when representing the City and will avoid offending, participating in serious disputes, and disrupting workplaces.

Interactions with each other, City staff and the community, Commissioners will:

- Be respectful, especially when there is disagreement.
- Be honest and truthful.
- Treat each other and everyone with courtesy and refrain from behavior that is contrary to this Policy or derogatory comments.
- Refrain from inciting such behavior or derogatory comments.
- Make our community feel welcome and strive to make people feel heard by listening carefully, asking clarifying questions, and seeking to understand.
- Model good leadership by being professional, demonstrating effective leadership for our community, and adhering to this Policy.
- Recognize and pay deference to the roles and responsibilities of various members of the organization.
- Confront challenging topics directly and resolve conflicts directly.
- Keep an open mind; be willing to change views with new information, data, etc.
- Be accountable and responsible for their actions and words, even when it is uncomfortable to do so. This includes apologizing when a Council Member's behavior falls short of the Policy's aspirational standards.
- Be open to constructive feedback.
- Present problems in a way that promotes discussion and resolution.
- Credit others' contributions to moving our community's interests forward.
- Treat City staff professionally and refrain from publicly criticizing employees.
- Assume good intentions and do not pre-judge others.
- Acknowledge mistakes and move on from them.
- Debate the facts of the situation and avoid personalities and personal attacks.
- Endeavor to resolve interpersonal issues between Council Members outside of a City Council meeting and not permit interpersonal issues to impact the governance team.
- Explain disagreement in a way that focuses on the merits of an issue and recognizes that reasonable people of differing interests/good intentions can disagree on what is best for our community.
- Act in a manner that reflects the belief that Council Members, City staff, and others who serve the City are on the same team in service to our community, even though we have different roles.
- Fact-check information with colleagues, the City Manager, the City Attorney, and City Staff prior to making statements.
- Exercise self-control and avoid threats and personal attacks against anyone including Council Members, City Staff, Vendors, or the public.
- Focus on the issue at hand and avoid personalizing debates.
- Avoid engaging in disorderly or boisterous conduct that disturbs, disrupts, or otherwise impedes the orderly conduct of the meeting.
- Obey any lawful order of the Mayor or Presiding Officer to enforce this Policy.
- Focus discussion on current agenda items.

ROLE OF CITY COUNCIL, ADVISORY MEMBERS, AND STAFF

Board, Commission and Committee members are appointed to serve in an advisory capacity to provide citizen input and recommendation of policy relative to its specific area of assignment. The Planning Commission is advisory and a decision-making body, per State law. Board, Commission and Committee members serve at the City Council's pleasure.

City Staff provides technical and administrative assistance to the City Council, Boards, Commissions and Committees, and serve at the direction of the City Manager, who in turn answers to the City Council.

City Council's role is to:

- Adhere to the Municipal Code
- Establish policy and direct the City Manager to carry out policy
- Solicit input from Boards, Commissions and Committees on issues in their various functional areas unless there are legal or time constraints

All Boards and Commissions shall review and make recommendations to the City Council on all matters pertaining to specific areas of designation. The general duties applicable to all Los Alamitos Boards, Commissions and Committees shall be:

- Review and recommend policy to the City Council. The appointed members do not establish City policy or administer City programs. Appointed members are encouraged to provide alternate solutions or recommendations for action or policy.
- To act in an advisory capacity to City Council and to cooperate with all governmental agencies and civic groups
- Listen to and reflect community interests, needs, and values to the City Council
- Represent the overall public good and not that of an exclusive group or interest
- Be informed of the scope of responsibility and operating procedures of the advisory groups
- Serve as a sounding board for the community and City administrators The Commission's specific roles and duties can be found at the end of this policy.

Staff's role is to:

- Research and investigate issues, prepare alternatives and recommendations for Boards, Commissions, Committees, and City Council review
- Implement City Council policy decisions
- Provide Staff liaison and clerical support to the Board, Commission, or Committee under the guidance of the Department Director and City Manager

Designated Staff shall serve as liaisons and/or Secretaries to each Commission. Representatives from other departments may attend when appropriate as well.

The following departments shall serve as Staff liaisons and/or Secretaries to each Board, Commission, and Committee:

Board, Commission, and Committee	Department
Parks, Recreation & Cultural Arts Commission	Recreation & Community Services
Personnel Appeals Board	City Manager/Administrative Services
Planning Commission	Development Services
Traffic Commission	Development Services

Boards, Commissions, and Committee Recommendations

Board, Commission, and Committee recommendations are forwarded to the City Council by Staff. The timeframe for City Council or Commission consideration may vary depending upon issue and urgency. The Planning Commission has certain legal timeframes in which to hear certain subject matter. City Council may reject recommendations, not for the lack of confidence in the suggestion, but due to other issues and considerations the Council must weigh in order to reach the decision that meets the legal responsibility and general welfare of the community.

ROLE OF OFFICERS

Election of Officers

The officers of City Boards, Commissions, and Committees shall consist of a Chairman and a Vice Chairman. The Chairman and Vice Chairman are elected annually at the first regular meeting of each calendar year. These positions hold office for a term of one year. Election shall be by a majority vote cast of the members present at the meeting the election is held. Officers shall assume office immediately upon election.

The Secretary shall be the Staff liaison who oversees the Commission appointed by the City Manager or their designee.

Duties

It shall be the duty of the **Chairman** to:

- Preside at all meetings of the Commission
- Call, and preside at, special meetings
- Sign all necessary and appropriate resolutions and other documents in the name of the Commission
- Name and appoint all necessary and appropriate committees of the Commission
- Represent the Commission or designate a representative of the Commission at all meetings and functions required by law or otherwise

It shall be the duty of the **Vice Chairman** to:

- Perform all duties of the Chairman in the absence or temporary illness of the Chairman

It shall be the duty of the **Secretary** to:

- Prepare, post, and distribute an agenda for all meetings of the Commission
- Make and maintain minutes of the proceedings of the Commission
- Sign, as Secretary, in the name of the Commission, all necessary and appropriate resolutions, notices and other documents authorized and directed by the Commission
- Receive and process all applications and all matters relating to the Commission

MEETINGS AND PREPARATION

Agendas

The Staff liaison is responsible for preparation and distribution of an agenda and supporting documents prior to each meeting. All reports to be submitted at a scheduled meeting must be delivered to the Secretary prior to the deadline established by administrative policy. The Secretary will prepare the agenda under the direction of the Department Director. Staff will add necessary items to the agenda as needed for Commission consideration.

The Commission shall make all requests for discussion items to be placed on an agenda publicly at a Commission meeting and require the support of the majority of the members present to have the item researched by Staff and added to the agenda. Staff will prioritize requests and bring items forward to the Commission in a timely manner. Documentation and information on the item shall be provided to Staff by the requesting Commission member prior to the agenda deadline.

The agenda shall be made available to the members at least 72 hours preceding the regular meeting to which it pertains and 24 hours preceding a special meeting.

The Chairperson or the majority of the members of the advisory group may call special meetings.

Adjourned Meetings

If, for any reason, the business to be considered at a regular meeting cannot be completed, less than a quorum of the members may designate a time and date for an adjourned meeting. Any matter to be considered at a regular meeting may be processed at an adjourned meeting. But, in order to so adjourn, it is necessary that this be announced to the public present at the time of adjournment and so recorded in the minutes.

The original 72-hour posting requirement is valid for taking action at an adjourned meeting. A notice of adjournment must be posted within 24 hours of adjournment.

Quorum

A quorum consists of a majority of the members of the Commission. A quorum is required to conduct the business of any meeting, whether it is regular, adjourned, or special. A majority vote of the members present and voting, where a quorum is present at any regular/special meeting, is required to carry a motion, proposal or resolution. Although a Commissioner is expected to be present at all meetings, should he/she know in advance that this will be impossible; he/she should so notify the Commission Secretary or Chairperson, or a Staff member.

In the event that a majority of Commissioners will not be present to conduct a meeting, the Staff liaison shall be notified in order to publicly post the meeting cancellation.

REGULATIONS TO HOLD A MEETING

All Boards, Commissions, and Committees shall meet regularly, as needed (provided there are business items to agendaize for consideration), in a location within the City of Los Alamitos, and shall meet the notice and meeting provisions of the Brown Act.

All meetings shall be open to the public except as otherwise authorized by the laws of the State of California. Regular minutes of such meetings shall be maintained by these advisory groups and available for public inspection at all times.

A meeting includes any gathering of a majority of the members of the advisory group to hear, discuss, or deliberate upon any item that is within its subject matter jurisdiction. A meeting also includes any use of direct communication, personal intermediaries, or technological devices, which are employed by a majority of the members of the Commission to develop a collective concurrence on any action to be taken on at any time by members of the legislative body.

Parliamentary Procedures

The procedure of the body shall be governed by majority vote of the body except as provided by the Los Alamitos Municipal Code, the City Charter, other rules adopted by the City Council, or applicable provisions of State Law. Rosenberg's Rules of Order may be used as a guide but shall not be conclusive authority on any question of order or procedure.

THE BROWN ACT

The Brown Act is a State Law requiring open meetings. It requires, among other things, that Commission meetings be open to the public (e.g., adequate meeting notification).

The law requires that the meeting agenda be posted 72 hours in advance, and that no changes can be made after that time. The notice must contain the time and place for such a meeting and the agenda subject to be considered. The law states that no action may be introduced or taken on items not on the agenda.

The law requires that meetings, at which a quorum of the members is in attendance, must be open to the public. For this reason, less than 50% of the members may be assigned to sub-Committees; otherwise it would create a quorum. A guide to the Ralph M. Brown Act is available online and listed in the Quick Links to Useful Resources at the end of this Handbook.

Open and Public Meetings

All advisory group meetings are required to be non-discriminatory to the public, handicap accessible, and shall not require an admission fee or sign-in. In addition, the public shall have the right to record/broadcast meetings, inspect tapes of meetings, and meetings may be video teleconferenced.

Public Hearings

A Board, Commission, and/or Committee may determine a public hearing be held by a two-thirds majority of those members present. An exception exists for the Planning Commission, which is governed by laws regarding public hearing requirements for land use issues. A public hearing is warranted if the Board, Commission, and/or Committee determines that its deliberations concerning a matter within its designation would be substantially aided by the presentation of testimony from the citizens of the City, or a certain area of the City. Notice of such a hearing may be provided by publication in a newspaper of general circulation published in the City of Los Alamitos, by posting the same in at least three (3) public places, and mailing of a public hearing notice. Such hearings shall be conducted in accordance with the rules established for the conduct of hearings before the City Council unless the Council, by resolution, shall provide otherwise. The Planning Commission has varying notice dates due to the subject matter.

Face to Face Meetings

City Council and City-appointed advisory group meetings are considered to be face-to-face meetings. These meetings are unlawful if a quorum of the appointed members discuss City business face-to-face, in private or without proper public notification specified in the Brown Act.

Serial Meetings

A serial meeting is a meeting where a quorum of the members uses any direct communication, personal intermediaries, or technological devices to develop collective concurrence on action to be taken. Serial meetings are unlawful because there is no way to properly notice and agendaize them, or to provide for any means of communication (electronic or otherwise) used for the purpose of developing collective concurrence on action to be taken.

Meeting Exceptions

1. Out-of-town meetings are not allowed except if there is not a meeting facility in the City; for compliance with law or Court Order; real or personal property inspection; meetings of multi-agency significance; meetings with state or federal officials; meetings in, and regarding, City facilities and pending litigation closed sessions, at legal counsel's office if more economical.
2. In addition, members are not restricted by the Brown Act from attending conferences, attending community meetings organized by others, attending public meetings of another body or agency and attending social or commercial occasions.
3. Emergency meetings may be called if prompt action is necessary due to disruption or threatened disruption of public facilities. This includes work stoppage or other activity or crippling disaster which severely impairs health, safety or both. In case of an emergency meeting, the 24-hour notice is not required, but the meeting is still required to be open to the public.

PROCEDURES DURING THE MEETING

Public Testimony at Meetings

Public testimony must be allowed at meetings as long as the testimony applies only to meetings and items for which action is proposed to be taken, except during oral communications. The opportunity to give public testimony must appear on meeting notices (agenda). The Commission can regulate the length of testimony.

Rules of Debate

A. Getting the Floor. Every member desiring to speak shall first address the Chair, gain recognition and shall confine him or herself to the question under debate, avoiding personalities and indecorous language.

B. Questions to Staff. Every member desiring to question the City Staff shall, after recognition by the presiding officer, address his or her questions to the presiding Staff Liaison or the City Attorney (if applicable), who shall be entitled either to answer the inquiry or designate a member of the Staff for that purpose.

C. Interruptions. A member, once recognized, shall not be interrupted when speaking unless called to order by the presiding officer unless a point of order of business or personal privilege is raised by another member. If a member, while speaking, is called to order, he or she shall cease speaking until the question of order is determined and, if determined to be in order, he or she may proceed. Members of the City Staff after recognition by the presiding officer shall hold the floor until completion of their remarks or until recognition is withdrawn by the presiding officer.

D. Points of Order. The presiding officer shall determine all points of order subject to the right of any member to appeal to the Commission, Board, or Committee. If an appeal is taken, the question shall be: "Shall the decision of the Presiding Officer be sustained?" A majority vote shall conclusively determine such question of order.

E. Point of Personal Privilege. The right of a member to address the body on a question of personal privilege shall be limited to cases in which his or her integrity, character or motives are questioned or where the welfare of the body is concerned. A member raising a point of personal privilege may interrupt another member who has the floor only if the presiding officer recognizes the privilege.

F. Limitation of Debate. No member shall be allowed to speak more than once upon any particular subject until every other member desiring to do so shall have spoken.

Remarks of Members and Synopsis of Debate

A member may request through the presiding officer the privilege of having an abstract of his or her statement on any subject under consideration by the body entered in the minutes. If the body consents, such statement shall be entered in the minutes.

Protest Against Action

Any member has the right to have the reasons for his or her dissent from, or his or her protest against any action of the body entered in the minutes. Such dissent or protest to be entered in the minutes shall be made in the following manner: "I would like the minutes to show that I am opposed to this action for the following reasons. . ."

Addressing the Boards, Commission, and Committees

A. Manner of Addressing the Boards, Commissions, and Committees. Each person desiring to address the body shall step up to the microphone in the front of the Council Chamber, state his or her name for the record, state the subject he or she wishes to discuss, state whom he or she is representing if he or she represents an organization or other persons, and, unless further time is granted by majority vote of the Body, shall limit his or her remarks to three minutes at the time an agenda item is called and five minutes during oral communications. All remarks shall be addressed to the body as a whole and not to a specific member. No question shall be asked of a member or a member of the City Staff without the permission of the presiding officer.

B. Spokesperson for Group of Persons. In order to expedite matters and to avoid repetitious presentations, whenever any group of persons wishes to address the body on the same subject matter, it shall be proper for the presiding officer to request that a spokesperson be chosen by the group to address the body and, in case additional matters are to be presented by any other member of the group, to limit the number of such persons addressing the body.

C. After Motion. After motion has been made or a public hearing has been closed, no member of the public shall address the body from the audience on the matter under consideration without first securing permission to do so by a majority vote of the body.

Rules of Decorum

A. Members. While the body is in session, the members must preserve order and decorum, and a member shall neither by conversation or otherwise delay or interrupt the proceedings or the peace of the body or disturb any member while speaking or refuse to obey the orders of the presiding officer. Members of the body shall not leave their seats during a meeting without first obtaining the permission of the presiding officer.

B. Employees. Members of the City Staff and employees shall observe the same rules of order and decorum as are applicable to the body, with the exception that

members of the City Staff may leave their seats during a meeting without first obtaining the permission of the presiding officer.

C. **Persons Addressing the Body and Members of the Audience.** Members of the audience shall not engage in disorderly or boisterous conduct, including the utterance of loud, threatening, or abusive language, clapping, whistling, yelling, stamping of feet, or other acts which actually disturb, disrupt, impede, or otherwise render the orderly conduct of the public meeting infeasible. A member of the audience engaging in any such disorderly conduct shall, at the discretion of the presiding officer or a majority of the body, be subject to ejection from that meeting.

D. **Violation of the California Penal Code.** Any person or persons who willfully disrupts, disturbs, or otherwise impedes the orderly conduct of a public meeting may be prosecuted pursuant to Penal Code Section 403 (Disturbance of Public Assembly or Meeting). Every person who violates Penal Code Section 403 is guilty of a misdemeanor.

E. **Persons Authorized at Dais.** During a meeting no person, except members of the body and the City staff, shall be permitted on, at or within five feet of the council dais without the prior consent of the presiding officer.

Motions

A motion by any member of the body, including the presiding officer, may not be considered by the body without receiving a second.

Any vote of the body including a roll call vote, may be registered by the members by answering “yes” or “aye” for an affirmative vote or “no” or “nay” for a negative vote upon his or her name being called by the Secretary.

Any member who is disqualified from voting on a particular matter by reason of a conflict of interest shall publicly state or have the presiding officer state the nature of such disqualification in open meeting. Where no clearly disqualifying conflict of interest appears, the matter of disqualification may, at the request of the member affected, be decided by the other members. A member who is disqualified by reason of a conflict of interest in any manner shall not remain seated during the debate and vote on such matter, but shall request and be given the permission of the presiding officer to step down from the dais and leave the Council Chamber. A member stating such disqualification shall not be counted as a part of a quorum and shall be considered absent for the purpose of determining the outcome of any vote on such matter.

Every member should vote unless disqualified by reason of conflict of interest or bias/prejudice. A member who abstains from voting without a disqualifying conflict of interest or bias/prejudice thereby consents that a majority of the quorum may decide the question voted upon.

Tie votes shall be lost motions and may be reconsidered.

A member may change his or her vote prior to adjournment of meeting but not thereafter. A member who publicly announces that he or she is abstaining from voting on a particular matter shall not subsequently be allowed to withdraw the abstention.

A motion to reconsider any action taken by the body may be made only on the day such action was taken. It may be made either immediately during the same session, or at a recessed or adjourned session thereof. Such motion may be made only by one of the members who voted with the prevailing side. Nothing herein shall be construed to prevent any member from making or remaking the same or any other motion at a subsequent meeting of the body.

Limited Printing Policy

In support of environmental sustainability, cost reduction, and operational efficiency, the City of Los Alamitos emphasizes a Limited Printing Policy. This policy restricts printing to essential documents only and encourages the use of digital alternatives wherever possible.

Objectives

1. Environmental Responsibility: Reduce paper consumption and waste to support environmental sustainability initiatives.
2. Cost Reduction: Decrease expenses related to paper, ink, printers, and maintenance through limiting the publication, printing, and storage of hard copy documents when permitted by law and when consistent with applicable records retention requirements.
3. Efficiency and Productivity: Streamline operations through the use of digital tools, reducing time spent on printing, filing, and retrieving paper documents. Identify and use alternatives to printing with collaborative software and other cloud computing tools to distribute, store and edit documents.
4. Data Security: Enhance the security of sensitive information by minimizing the risk of document loss or unauthorized access associated with physical paper.

Policy Jurisdiction

This policy applies to Board, Commission, and Committee Members and applies to the use of City of Los Alamitos internal printers. It covers all types of documents, including but not limited to:

- Internal and external correspondence (e.g., emails, memos)
- Reports and presentations
- Meeting agendas and minutes
- Forms and applications
- Marketing and promotional materials

Digital Tools and Resources

To support the reduction of printing, the City of Los Alamitos provides access to the following digital tools and resources:

1. Electronic Signatures: Platforms like DocuSign, Adobe Sign, or other signature programs should be used for securely signing documents without printing.

Printing Restrictions Printing is limited to the following essential circumstances:

1. Legal or Regulatory Compliance: Documents required by law or regulation to be in physical form.
2. Public Records Requests: Documents specifically requested through the formal public records request may be provided to the requestor in hard copy with applicable charges associated to the printing of the materials.
3. Critical Operational Needs: Documents necessary for critical operational functions that cannot be effectively handled electronically. A hard copy may be provided with applicable charges associated to the printing of the materials.

Printing Best Practices When printing is deemed necessary, the following best practices must be followed:

1. Double-Sided Printing: Utilize double-sided printing to reduce paper usage.
2. Print Preview: Use the print preview function to avoid printing errors and unnecessary pages.
3. Draft Mode: Print in draft mode for non-final documents to save ink.
4. Page Limits: Limit the number of pages printed to the minimum required, which is less than two pages. If the number of pages exceeds two, then a digital copy will be provided.

Communications with Staff

Board, Commission, and Committee members are encouraged to contact their liaison directly to ask questions for clarification or to request information. A Board, Commission, or Committee Member shall not direct Staff to initiate any action, change a course of action, or prepare any report that is significant in nature, nor shall a Member initiate any project or study without the approval of a majority of a quorum of Board, Commission, or Committee at a properly agendized meeting.

Request for Information for additional information on subject matters of interest

All requests should be made to the City liaison. The liaison will coordinate requests with the appropriate departments. The department head will take into consideration the amount of time and resources required to compile the requested information and advise the Member within 12 working days of an anticipated delivery date. Delivery dates are estimations based on current workloads, the number of information requests being received, available staff, etc.

Some information requested may take longer to retrieve. Anticipated delivery dates are subject to change at the department head's discretion. If the department head estimates compiling the requested information will require more than two hours of Staff time or otherwise necessitate a significant amount of Staff time to complete, then the department head will place the request on the next Board, Commission, Committee Agenda for approval and authorization by a majority vote of a quorum of the Board, Commission or Committee.

Information requests made by a Member and the resulting production of information, and records will be shared with the entire Board, Commission, or Committee to ensure equity in the distribution of information.

Responses will be provided in the most efficiently accessible way, including links to websites and electronic documents.

Undue Influence on Staff

Board, Commission, and Committee Members shall not attempt to coerce or influence Staff in making appointments, awarding contracts, selecting consultants, processing development applications, granting City licenses or permits, or assigning tasks and/or moving up tasks' timeline. The Board, Commission, and Committee shall not attempt to change or interfere with the operating policies and practices of any City department.

Complaints Regarding the Performance of Staff

Any concerns by a member of a Board, Commission, or Committee over the behavior or work of a City employee should be directed to the City Manager privately to ensure the concern is resolved and investigated completely and equitably. Members shall not reprimand employees directly, nor shall they communicate their concerns to anyone other than the City Manager. Board, Commission, or Committee members shall refrain from berating, chastising, or speaking negatively about Staff to or in front of members of the public.

PARKS, RECREATION AND CULTURAL ARTS COMMISSION

The Commission shall have such power, authority and duties as may be assigned by resolution of the City Council, as such may be adopted or amended by the City Council from time to time.

The City Council may, from time to time, empower the Commission:

1. To act in an advisory capacity to the City Council in all matters pertaining to public recreation, parks and community services, and to cooperate with other governmental agencies and civil groups in the advancement of sound recreation and parks planning and programming;
2. To act in an advisory capacity to the City Council in all matters pertaining to fine arts and cultural affairs, including proposing programs that will develop fine arts and cultural affairs activities in the City, such as improving the local library services, sponsoring art exhibits, musical and dramatic productions and working closely with all community organizations, agencies, schools and interested individuals in developing programs and activities for the cultural enrichment of City residents;
3. To formulate policies on recreational services and cultural enrichment for approval by the City Council;
4. To advise the City Council on problems of development of recreation and fine arts areas, facilities, programs and services;
5. To assist the City Council, when necessary, in the coordination of community-wide services sponsored by other governmental agencies and voluntary organizations;
6. To make periodic appraisals of the total recreation and parks operations in the City, to make periodic appraisals of the total fine arts and cultural affairs activities in the City, and to interpret the needs of the public in this regard to the City Council.

PERSONNEL APPEALS COMMISSION

The powers and duties of the Commission shall consist of:

1. To determine the order of business for the conduct of its meetings and hearings, and to hold such meetings as may be required by the rules or on call of the Chairperson or a majority of the members of the Commission. A majority of the members of the Commission shall constitute a quorum for the transaction of business;
2. As provided by the personnel rules, to receive and hear appeals submitted by any person in the competitive service relative to any dismissal, demotion, reduction in pay or suspension without pay for forty (40) hours or more and to certify the findings and recommendations as provided in this article;
3. In any hearing conducted by the Commission, it shall have the power to examine witnesses under oath and compel their attendance or production of evidence by subpoenas issued in the name of the City and attested by the City Clerk. It shall be the duty of the Police Chief to cause all such subpoenas to be served and refusal of a person to attend or to testify in answer to such subpoena shall subject the person to prosecution in the same manner set forth below for failure to appear before the City Council in response to a subpoena issued by the City Council. Each member of the Personnel Appeals Commission shall have the power to administer oaths to witnesses;
4. Within ten days after concluding the hearing, the Personnel Appeals Commission shall affirm, revoke or modify the action taken and certify its findings and decision to the City Council, City Manager and to the affected employee. The decision of the Personnel Appeals Commission shall be final and binding upon the City and its officials;
5. Prepare rules of procedure for the conduct of appeal hearings including, but not limited to, requiring attendance of witnesses, swearing of witnesses, order and burden of proof, examination of witnesses by the parties and Commission, deliberation by the Commission and preparation of findings and conclusions.

PLANNING COMMISSION

The Planning Commission shall have the powers and duties provided by the statutes of the state of California and local ordinances.

TRAFFIC COMMISSION

The Commission shall have such power, authority and duties as may be assigned by resolution of the City Council, as such may be adopted or amended by the City Council from time to time.

The City Council may, from time to time, empower the Commission:

1. Review requests for traffic safety regulatory signs and markings and make determinations pertaining thereto;
2. Initiate special studies on any unsafe or malfunctioning traffic condition and determine solutions to such conditions;
3. Review complaints, requests or suggestions concerning traffic safety conditions;
4. Perform such other functions as the City Council may request from time to time;
5. Review speed limits, one-way street designations, speed humps/bumps, traffic signals and any other device for traffic control and make recommendations to the City Council pertaining thereto.
6. Except as specified above, the Traffic Commission is an advisory body to the City Council.

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

SPECIAL MEETING – WEDNESDAY, August 6, 2025

1. CALL TO ORDER

The Parks, Recreation and Cultural Arts Commission met in a Special Session at 6:00 p.m., Wednesday, August 6, 2025, in the Council Chambers, 3191 Katella Ave., Chair Bandak presiding.

2. ROLL CALL

Present: Commission Members: Bandak, Gallagher, Singer, Joseph

Absent: Commission Members: Wright, Beck

Present: Staff: Emeline Noda, Director of Recreation & Community Services/Director of Intergovernmental Affairs
Jennifer Sisoiev, Recreation Manager
Jason Bruton, Recreation Manager
Lorry Hempe, Interim Public Works Superintendent
Lauren Pavelec, Department Secretary
Tara Farjian, Community Resource Supervisor
Carson Deterding, Recreation Coordinator

3. PLEDGE OF ALLEGIANCE

Chair Bandak led the Pledge of Allegiance.

4. ORAL COMMUNICATIONS

Chair Bandak opened 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, and Cultural Arts Commission. Remarks are limited to not more than five minutes per speaker. Oral communications were closed.

5. APPROVAL OF MINUTES

Motioned: Joseph/Seconded Gallagher

Motion Carried: The Parks, Recreation and Cultural Arts Commission approved the minutes for the Regular Meeting of June 4, 2025.

A. STAFF REPORTS

A. Park Tours

This report provides the Parks, Recreation & Cultural Arts Commission with a schedule of the various parks in Los Alamitos that the Commission will tour with City staff from the Recreation and Community Services Department. The Commission will also receive a verbal report of potential ideas for future improvements and plans for each site.

Director of Recreation & Community Services and Director of Intergovernmental Affairs Emeline Noda summarized the staff report and visited Roberts, Stansbury, Soroptimist, Laurel, Labourdette, Little Cottonwood, Sterns, and Orville Lewis Jr.

6. ITEMS FROM THE RECREATION & COMMUNITY SERVICES DEPARTMENT

Emeline Noda, Director of Recreation & Community Services/Director of Intergovernmental Affairs

- Announced the end of Summer, highlighting the success of programs and classes offered during the season.

Jennifer Sisoiev, Recreation Manager

- Introduced Tara Farajian as Community Resource Supervisor.

Jason Bruton, Recreation Manager

- Announced the Universal Waste Systems Celebrate Los Al on September 13, 2025, from 4:40 p.m. to 9:30 p.m., with Serve Los Al from 9:00 a.m. to 12:00 p.m., Veterans Recognition at 5:30 p.m., and the Elite Maintenance and Tree Service Glow Run and Glide at 7:30 p.m.
- Aquatics is back in session for fall at the Joint Forces Training Base.

Tara Farajian, Community Resource Supervisor

- Announced the Elevate Senior Expo scheduled for August 27, 2024, from 10:00 a.m. to 12:00 p.m. at the Los Alamitos Community Center.
- Shared details about the upcoming Senior Fall classes.

B. COMMISSIONER REPORTS

Commissioner Wright

Nothing to report.

Commissioner Singer

Nothing to report.

Commissioner Gallagher

Nothing to report.

Commissioner Joseph

Nothing to report.

Vice Commissioner Beck

Nothing to report.

Chair Bandak.

Nothing to report.

C. ADJOURNMENT

The Parks, Recreation, and Cultural Arts Commission adjourned at 8:26 p.m.

Attest:

William Bandak, Chair

Emeline Noda
Director of Recreation & Community Services/
Director of Intergovernmental Affairs

City of Los Alamitos

PARKS, RECREATION AND CULTURAL ARTS

COMMISSION AGENDA REPORT

MEETING DATE: October 1, 2025

ITEM NUMBER: 7A

To: Chair William Bandak Members of the Parks, Recreation and Cultural Arts Commission

Presented By: Alejandro Gonzalez Lecumberri, Recreation Coordinator / Graphics Media

Subject: Department Marketing Strategies

SUMMARY

This report provides the Parks, Recreation & Cultural Arts Commission with an overview of the development and implementation of marketing strategies utilized year-round to promote seasonal programs and events.

RECOMMENDATION

Commission receives and files.

BACKGROUND

The Recreation & Community Services Department in the City of Los Alamitos is responsible for promoting public programs, classes, and events that serve the community. To ensure maximum community participation and awareness, the Department has implemented a comprehensive, multi-channel marketing approach that spans both print and digital platforms.

DISCUSSION

The Recreation & Community Services Department implements a comprehensive and multi-faceted marketing strategy to promote programs, classes, and community events throughout the year. These efforts ensure that information is accessible, accurate, and engaging for residents, businesses, schools, and community partners.

The seasonal Recreation Brochure is the Department's key publication, offering detailed information on upcoming activities, classes, and events. Produced through a coordinated team effort, it includes program details, schedules, costs, and registration info, all presented in a seasonal design. Widely distributed to Los Alamitos residents, businesses, schools, and partners, it serves as one of the City's main tools for community communication and engagement.

In addition to the brochure, the Recreation & Community Services Department oversees the digital Weekly E-newsletter campaign, which serves as another key marketing instrument. With an audience of approximately 11,000 contacts, this newsletter provides consistent, timely, and relevant updates on upcoming events, recreation classes, City-wide departmental messages,

and other important announcements. This platform ensures that the Los Alamitos community remains well-informed and connected.

The Recreation & Community Services Department also enhances outreach through the City's official website, which provides residents with easy access to program and event information, as well as through targeted door hanger distributions that deliver direct communication to households. Furthermore, high-visibility displays such as street banners and bus shelters throughout Los Alamitos play a significant role in raising awareness of seasonal offerings and special events. The Los Al Loop team frequently includes Recreation & Community Services ads for upcoming events and a calendar listing for reference for the community. The Recreation & Community Services Department built such an engaging and successful social media account that the City merged accounts, and now the @cityoflosal Instagram and Facebook accounts provide up-to-date information all year long with 6,695 followers on Instagram and 1,500 followers on Facebook.

Supporting these initiatives is Recreation Coordinator Alejandro Gonzalez Lecumberri, who provides graphic design and marketing expertise to all City Departments year-round. He produces a wide array of materials displayed at the Community Center, across City facilities, and throughout the greater Los Alamitos community. His design leadership ensures a consistent and professional presentation of information across all platforms. The Department's social media team, made up of Recreation Coordinator Samantha Kenny and Department Secretaries Lauren Pavelec and Jewelia Miranda, plays a vital role in keeping the community informed of all that Los Alamitos Recreation & Community Services has to offer.

Collectively, these coordinated marketing strategies enable the Recreation & Community Services Department to maintain consistent, accurate, and effective communication. By utilizing diverse channels and approaches, the Department strengthens awareness, engagement, and participation while continuing to foster a strong connection between the City of Los Alamitos and its community.

FISCAL IMPACT

Expenditures associated with the production of the quarterly Recreation Brochure, as well as all printed outreach materials and display banners, are funded through the City's General Fund under the Recreation and Community Services Department.

Attachment: 1. Department Marketing Strategies UPDATED

Los Alamitos

Recreation & Community Services

Creating Quality of Life

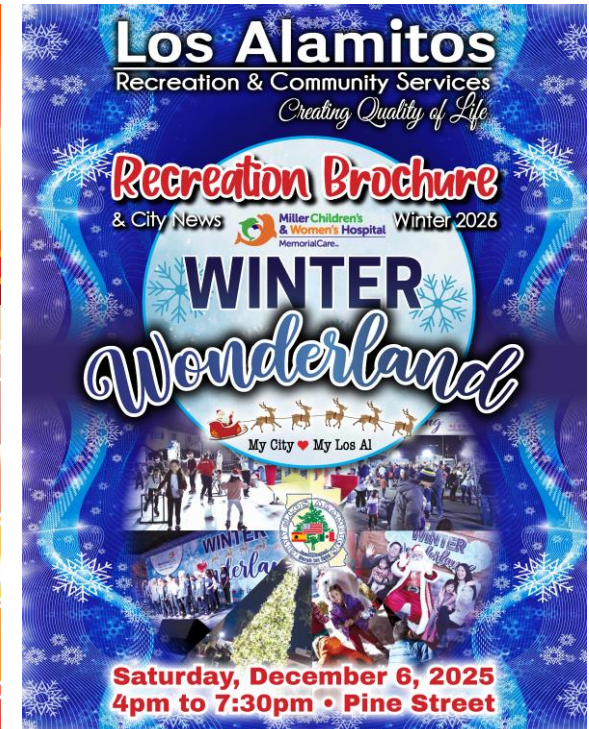


DEPARTMENT MARKETING STRATEGIES

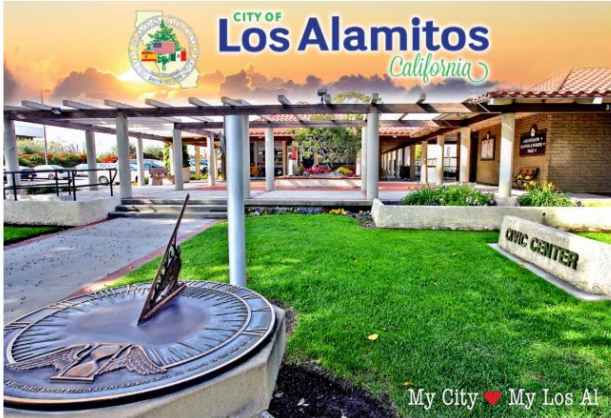
My City ♥ My Los Al

Content

Seasonal Brochures



Content Weekly E-Newsletter



City of Los Alamitos
California

My City ♥ My Los Al

Weekly E-News

News



**City of Los Alamitos
Legislative Platform**

Los Al Weekly E-Newsletter_September 18
Sent Since September 18, 2025 at 9:00 AM PDT

Subject Los Al Weekly E-Newsletter!
Legislative Platform, Health Advisory, I-605/Project, Adaptive Recreation, Women's Conference, Trunk or Treat, Aquatics, Pals of Los Al, Fall Camp, Party Packages, Seniors, Free Workshops, etc...

Preheader

From name City of Los Alamitos
From agonzalezlecumberri@cityoflosalamitos.org
Reply agonzalezlecumberri@cityoflosalamitos.org
Lists Weekly E-News
Email link <https://conta.cc/46nM4ae>

Send a test email:
Enter up to 5 email addresses:

Personal Note 0/400
This note will appear to the top of the email

Send test **Print**



I-605 Katella INTERCHANGE

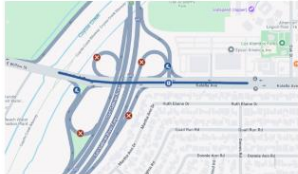
Safer. Smarter. Smoother.



STAY CONNECTED
octa.net/605Katella
888-200-3302
605KatellaInfo@octa.net
@605Katella

ABOUT THE PROJECT
The Orange County Transportation Authority (OCTA), in cooperation with Caltrans, is improving the local interchange at Interstate 605 (I-605) and Katella Avenue. The project will enhance safety

Click Here to View the Latest Updates



CLOSURES AND DETOURS MAP

An interactive "Closures and Detours Map" will be updated regularly highlighting major activities and associated closures and detours. We encourage the community to bookmark the link for quick access to real-time construction information. Click on the image to be redirected, or [Click here](#).

For more information, including closures and detours [visit octa.net/605Construction](https://octa.net/605Construction), or email the Outreach Team at: 605KatellaInfo@octa.net

Los Al Weekly E-Newsletter_September 18
Sent Since September 18, 2025 at 9:00 AM PDT

Subject Los Al Weekly E-Newsletter!
Legislative Platform, Health Advisory, I-605/Project, Adaptive Recreation, Women's Conference, Trunk or Treat, Aquatics, Pals of Los Al, Fall Camp, Party Packages, Seniors, Free Workshops, etc...

Preheader

From name City of Los Alamitos
From agonzalezlecumberri@cityoflosalamitos.org
Reply agonzalezlecumberri@cityoflosalamitos.org
Lists Weekly E-News
Email link <https://conta.cc/46nM4ae>

Send a test email:
Enter up to 5 email addresses:

Personal Note 0/400
This note will appear to the top of the email

Send test **Print**

Content Street Banners



Los Alamitos
Recreation & Community Services
Creating Quality of Life

FINANCIAL PARTNERS
CREDIT UNION

Weekend of Art

CALLING ALL ARTISTS! **2 DAY VISUAL & PERFORMING ARTS EXHIBITION**

March 14 & 15, 2025

www.cityoflosalamitos.org/recreation

REGISTER WITH QR CODE



MemorialCare
Miller Children's & Women's Hospital Long Beach

Spring Carnival

free admission! PRESENTED BY CalOptima Health

SATURDAY, APRIL 19
9:30 AM - 12:00 PM

LITTLE COTTONWOOD PARK
(4000 FARQUHAR AVENUE)

www.cityoflosalamitos.org/recreation

CHECK WEBSITE FOR EGG HUNT SCHEDULE



MemorialCare

ELEVATE ENCORE 50+ SENIOR EXPO

Presented by: **LivingWell** HOME CARE **scan** HEALTH PLAN

FREE **WEDNESDAY, AUGUST 27**
10:00 A.M. - 12:00 P.M.

• Resources • Vendor Fair • Light Breakfast • Giveaways

Los Alamitos
Recreation & Community Services
Creating Quality of Life

Los Alamitos Community Center
10911 Oak Street, Los Alamitos
562-430-1073 • cityoflosalamitos.org/recreation



UWS
UNIVERSAL WASTE SYSTEMS INC.

Celebrate Los Al

10901 Pine St. Los Alamitos

Sept. 13, 2025

- CONCERTS
- PUBLIC SAFETY FAIR
- STREET FAIR
- CARNIVAL
- GLOW RUN & GLIDE
- PINE STREET'S FOOD TASTING
- BEVERAGE GARDEN

WWW.CITYOFLOSALAMITOS.ORG/RECREATION

Content Social Media

Instagram

Log In

Sign Up



cityoflosal

City of Los Alamitos

3,442 posts 6,695 followers 1,002 following

Government Official
Official account for the City of Los Alamitos. Follow for news, events, programs, & more! #mycitymylosal ❤️
3191 Katella Ave., Los Alamitos, California 90720



News Flash



Connect



Employment



City Events



Website



Content Door Hangers

Los Alamitos Recreation & Community Services
Creating Quality of Life

RACE ON THE BASE
2025

REVERSE SPRINT TRIATHLON
5K RUN / WALK

MARCH 1, 2025
REGISTER NOW!
RACEONTHEBASELOSAL.COM

TITLE SPONSOR: UWS
SUPPORTING SPONSOR: FINANCIAL PARTNERS
COMMUNITY SPONSOR: PLANNED GIVING

LOCATION: LOS ALAMITOS JOINT FORCES TRAINING BASE
11200 LEXINGTON DRIVE, LOS ALAMITOS, CA 90720

2 DAY VISUAL & PERFORMING ARTS EXHIBITION

Presented by the Los Alamitos Parks, Recreation & Cultural Arts Commission

Weekend of Art

FRIDAY March 14, 2025
5:00 – 8:00 PM

SATURDAY March 15, 2025
12:00 – 7:00 PM

LOS ALAMITOS COMMUNITY CENTER (10911 OAK ST.)
WWW.CITYOFLOSALAMITOS.ORG/RECREATION

MemorialCare Miller Children's & Women's Hospital Long Beach

Spring Carnival
free admission!

SATURDAY APRIL 19, 2025
9:30 AM – 12:00 PM
LITTLE COTTONWOOD PARK

Presented by the Parks, Recreation & Cultural Arts Commission

Concerts on Pine street and Concerts in the Parks

SUMMER CONCERT SERIES
FREE EVENT 6:30 p.m. - 8:00 p.m.

CONCERT DATES & LOCATIONS

10902 Pine Street June 12 - JT Harker (Country)	Little Cottonwood Park July 17 - Remix (Funk & R&B)
June 19 - Devotional (Depeche Mode Tribute)	July 31 - Hard Day's Night (Beatle's Tribute)
June 26 - 80Z Band (80's Music)	Orville R. Lewis Jr. Park July 24 - Chris Lozano Band (Country & Rock)
July 10 - Headshine (Reggae)	August 7 - Spin Town (Top 40 Band)

My City ♥ My Los Al cityoflosalamitos.org

Thursday, July 3, 2025
4:00 p.m. Gates Open
Gates close at 8:45 p.m. or when event reaches capacity
Fireworks Show begins approximately 9:00 p.m.
Los Alamitos Joint Forces Training Base
Enter through Lexington or Orangewood Gates

3RD of July Fireworks Spectacular

- Seating and shade are not provided.
- Bring lawn chairs, blankets & weighted canopies (max 10'x10' in size and must be taken down by dusk).
- No pedestrians, walk-ins, or bicycles at the gate.
- No pets (service dogs are allowed on post).
- Minors without an I.D. must be accompanied by a parent/guardian.
- All vehicles may be subject to random vehicle inspections.
- No outside alcohol permitted.

Shining Star Sponsors: Sun, Eveready, UWS, Rising Star Sponsors: Borden, Borden, Borden

Food Court * Vendor Booths * Musical Entertainment * Beer Garden
Free to attend * Adults must have state/federal issued I.D. to enter (drivers must show valid Driver's License at gate).

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Los Alamitos Recreation & Community Services
Creating Quality of Life

Celebrate Los Al
10901 Pine Street, Los Alamitos
My City ♥ My Los Al Sept. 13, 2025

Serve Los Al
Citywide Volunteer Service Event
Oak Middle School Auditorium
10821 Oak St. Los Alamitos

Street Fair & Carnival
5:30 PM Veterans Recognition

Concerts
4:30 PM 80's All-Stars
7:00 PM Country Nation

Public Safety Fair

Pine strEATS & Beverage Garden
Eat, Drink & Celebrate Los Al Restaurants

Glow Run & Glide
Register Here

Los Alamitos Recreation & Community Services
Creating Quality of Life

Celebrate Los Al
10901 Pine Street, Los Alamitos
Sept. 13, 2025
5:00 pm

Pine strEATS
Eat, Drink & Celebrate Los Al Restaurants

Calling all foodies!
Food•ie (noun) A person with particular interest in food; a gourmet.

Savor entrée and dessert tastings from local eateries and restaurants.

\$1 ticket per sample

Scan the QR code for Pine StrEATS related information, including a list of participating restaurants

Content

Los Alamitos Bus Shelters

Los Alamitos Recreation & Community Services
FINANCIAL PARTNERS CREDIT UNION
My City My Los Al

Weekend of Art

OPEN TO ALL AGES

2 DAY VISUAL & PERFORMING ARTS EXHIBITION

March 14 & 15, 2025

CALLING ALL ARTISTS!



REGISTER WITH QR CODE

www.cityoflosalamitos.org/recreation

Los Alamitos Recreation & Community Services
My City My Los Al

Fun and interactive programs for those with special needs!

Adaptive Recreation

Fun Friends Sports Engaging



FOR MORE INFORMATION:
www.cityoflosalamitos.org/recreation

Los Alamitos Recreation & Community Services
My City My Los Al

MemorialCare Miller Children's & Women's Hospital Long Beach

PRESENTED BY CalOptima Health

Spring Carnival

FREE ADMISSION

SATURDAY, APRIL 19
9:30 AM - 12:00 PM

LITTLE COTTONWOOD PARK
(4000 FARQUHAR AVENUE)

www.cityoflosalamitos.org/recreation

Los Alamitos My City My Los Al

LOS ALAMITOS YOUTH BASKETBALL LEAGUE

DATES
January 5 - March 21

GRADES

- Pee Wee: K - 1st Grade
- All-Star: 2nd - 3rd Grade
- Dream Team: 4th - 5th Grade
- Legends: 6th - 8th Grade

LOCATION
• Oak Middle School Gym (10821 Oak St.)

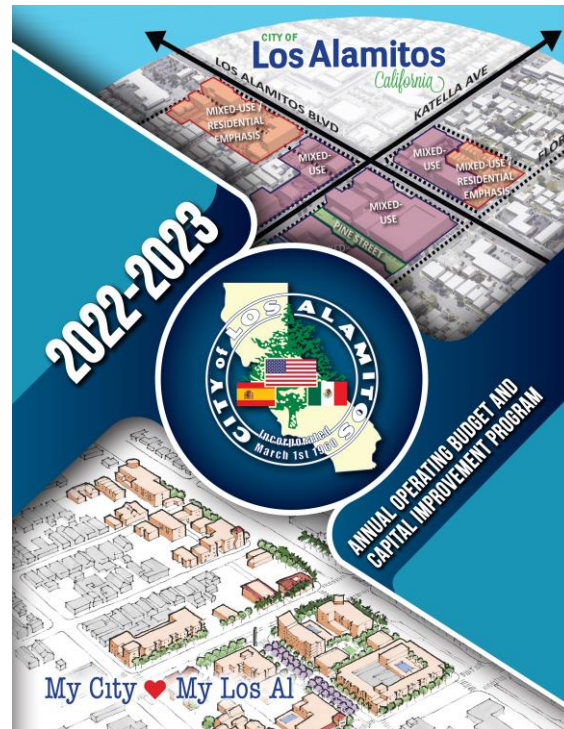
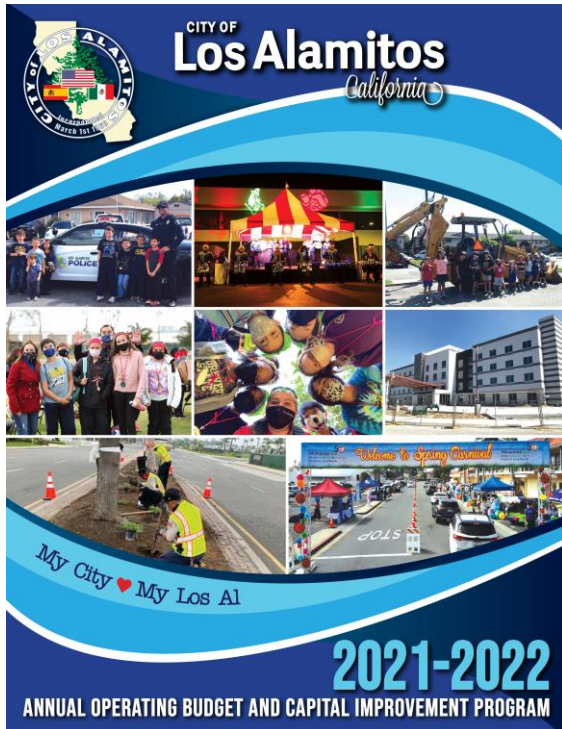


SCAN QR CODE TO REGISTER AND FOR MORE INFORMATION

FOR MORE INFORMATION:
LOS ALAMITOS COMMUNITY CENTER • 10911 OAK ST. LOS ALAMITOS
www.cityoflosalamitos.org/recreation

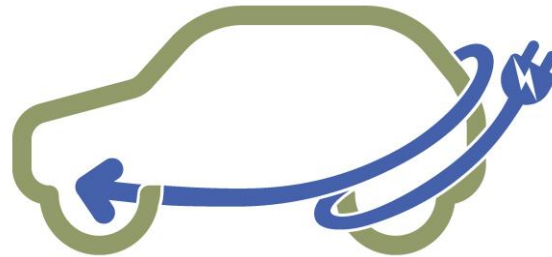
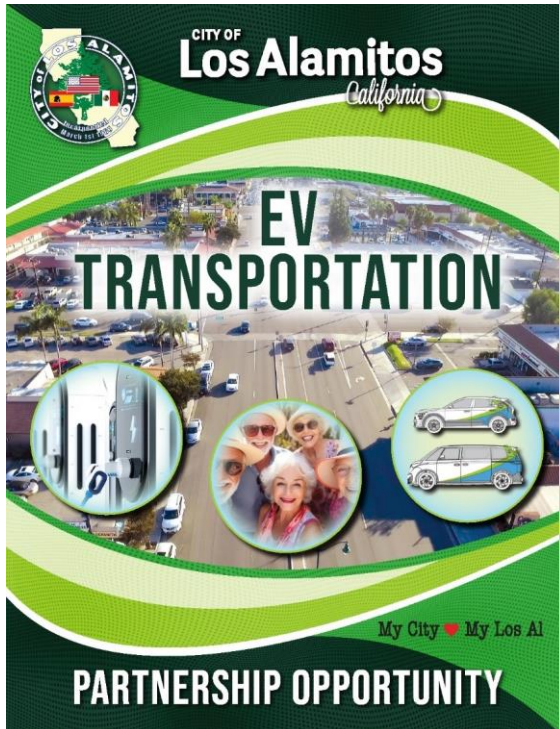
Content

Finance Budget Covers



Content

EV Transportation (Senior Services Master Plan)



Content Various

RECREATION DEPARTMENT BOX TRUCK VEHICLE



PUBLIC WORKS DEPARTMENT VEHICLES



NEIGHBORHOOD PRESERVATION DEPARTMENT (CODE ENFORCEMENT) VEHICLES



RECREATION DEPARTMENT VEHICLES



EPSON



City of Los Alamitos

PARKS, RECREATION AND CULTURAL ARTS

COMMISSION AGENDA REPORT

MEETING DATE: October 1, 2025

ITEM NUMBER: 7B

To: Chair William Bandak Members of the Parks, Recreation and Cultural Arts Commission

Presented By: Samantha Kenny

Subject: California Park & Recreation Society District 10 Volunteer Merit Award Nominations

SUMMARY

This report provides the Parks, Recreation & Cultural Arts Commission with an opportunity to consider nominees for the 2025 California Park & Recreation Society (CPRS) District 10 Volunteer Merit Award.

RECOMMENDATION

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

BACKGROUND

The California Park and Recreation Society (CPRS) District 10 regularly hosts an awards and installation banquet each spring. The awards program is designed to recognize and honor those individuals and organizations who have contributed to the recreation profession and the quality of life within CPRS District 10, whose boundaries include portions of Los Angeles and all of Orange County.

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

DISCUSSION

The Volunteer Award nomination process is open to all agency members of District 10. In 2025, Precious Life Shelter and Rachel Solis, a long time Senior Programs volunteer were honored by the City of Los Alamitos, Parks, Recreation & Cultural Arts Commission, and CPRS District 10. The award banquet was held Thursday, April 10, 2025, at The City of Lakewood, Centre Event Venue.

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

The Parks, Recreation and Cultural Arts Commission will be notified and invited to the Awards

and Installation Banquet with a date TBD sometime in spring 2026. The City Council will also be invited to attend along with the City Manager and Recreation and Community Services staff.

FISCAL IMPACT

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

Attachment: 1. CPRS District Ten Volunteer Award Recipients List

**CPRS District 10 Volunteer Award
Past Award Winners**

1996	Walter Ackerman, Commissioner of AYSO Region 159
1997	Los Alamitos Senior Citizens' Club
1998	Los Alamitos Rotary Club
1999	George Briggeman, Jr.
2000	Brigadier General Guido J. Portante, Jr.
2001	Los Alamitos Youth Center, Inc.
2002	None
2003	Tom Kneeshaw
2004	Ganahl Lumber
2005	Major Lisa Kutschera
2006	Trend Offset Printing
2007	Mark Wagner – Retiree Recognition Award
2007	Patti Haney & Rand Watkins - Seal Beach Swim Club
2008	Verna Burns – Sr. Club
2008	Beth Piburn & Candace Drucker – Parks, Recreation and Cultural Arts Commissioners
2009	Keyanus Price, Trend Offset Printing
2009	Lu Morgan, Senior Meals Program volunteer
2010	Fred Freeman, AYSO Volunteer
2010	Revolution Church
2011	50 th Anniversary Committee
2012	Nancy Karmelich, Banners of Honor Maria Teresa Diaz, St. Isidore Historical Plaza
2013	Tom Rothwell Southland Credit Union
2014	Tom Stretz Sunburst Youth Academy
2015	Los Alamitos Medical Center Erin Henkhaus
2016	Sir Speedy of Los Alamitos Karen Klabough
2017	Dr. Russel Chang Michael Bell
2018	Teri Nugent – Sr. Club Friday Night Lights (FNL) Flag Football
2019	Dr. Sherry Kropp Joint Forces Training Base
2020	Manuel Gouveia Grateful Hearts
2021	Marilynn Poe MemorialCare Miller Children & Women's Hospital Long Beach
2022	Cottonwood Church Lee Elementary School 5 th Grade Teachers
2023	Universal Waster Systems (UWS) Blair Pietrini
2024	Precious Life Shelter

