

CITY OF LOS ALAMITOS

3191 Katella Ave.
Los Alamitos, CA 90720

AGENDA PARKS, RECREATION, AND CULTURAL ARTS COMMISSION REGULAR MEETING Wednesday, September 2, 2015 – 7:00 P.M.

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 540, 48 hours prior to the meeting so that reasonable arrangements may be made. Assisted listening devices may be obtained from the Parks, Recreation & Cultural Arts Commission Secretary at the meeting for individuals with hearing impairments.

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 Bell
 - Commissioner Carvajal
 - Commissioner Decker
 - Commissioner Jempsa
 - Vice Chair Wilson
 - Chair Jorge
3. **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. MINUTES

Approval of the minutes for the regular meeting of August 5, 2015.

6. STAFF REPORTS

A. Aquatics Programming

This report provides the Parks, Recreation & Cultural Arts Commission an update regarding aquatics programming.

Recommendation: Commission receive and file.

B. Contract Classes

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

Recommendation: Commission receive and file.

C. Los Alamitos Volunteer Program (L.A.V.P.) Summer Recap

This report provides the Parks, Recreation & Cultural Arts Commission an update regarding the Los Alamitos Volunteer Program (L.A.V.P.).

Recommendation: Commission receive and file.

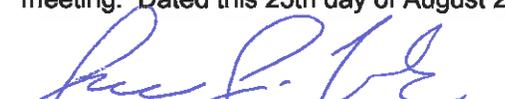
7. ITEMS FROM THE RECREATION & COMMUNITY SERVICES DEPARTMENT

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

I hereby certify, under penalty of perjury under the laws of the State of California that the foregoing Agenda was posted at the Community Center, Museum and City Hall not less than 72 hours prior to the meeting. Dated this 25th day of August 2015.


Trini Zenovka, Department Secretary

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

REGULAR MEETING – WEDNESDAY, AUGUST 5, 2015

1. CALL TO ORDER

The Parks, Recreation and Cultural Arts Commission met in a Regular Session at 7:00 p.m., Wednesday, August 5, 2015, in the Council Chambers, 3191 Katella Ave., Vice Chair Wilson presiding.

2. ROLL CALL

Present: Commission Members: Bell, Carvajal, Decker, Jempsa, Wilson

Absent: Commission Members: Jorge

Present: Staff: Corey Lakin, Recreation & Community Svcs. Dir.
Ron Noda, Recreation Manager
Trini Zenovka, Department Secretary

3. PLEDGE OF ALLEGIANCE

Vice Chair Wilson asked Commissioner Carvajal to lead the Pledge of Allegiance.

4. ORAL COMMUNICATIONS

Vice Chair Wilson opened Oral Communications. There being no one present wishing to speak, Vice Chair closed Oral Communications.

5. MINUTES

Motion/Second: Carvajal/Decker

Abstain: None

Unanimously Carried: The Parks, Recreation, and Cultural Arts Commission approved the minutes of the regular meeting of July 1, 2015, as amended.

6. STAFF REPORTS

A. 2015 July 4th Fireworks Spectacular Overview and Wrap-Up

The annual 4th of July Fireworks Spectacular is co-produced by the cities of Los Alamitos and Cypress with financial support and police support from the City of Seal Beach and financial support from the Community of Rossmoor.

Since 2010, the 4th of July Fireworks Spectacular has been revenue-direct expenditures neutral. The largest sponsor was Republic Services for \$15,000 with a

total of \$27,000 in sponsorships raised. Expenditures include licensing fee, the only fee that was not included was \$12,000 from the General Fund Reserves for larger fireworks and \$500 resident statistic survey.

The Parks, Recreation and Cultural Arts Commission requested staff to researched the cost associated with filming of the 4th of July event by and broadcasting it to the community(ies). The cost would be anywhere from \$500 - \$3000, depending on several factors such as who will be doing the productions, are they doing it on a volunteer basis or will they be charging a fee, the quality of the broadcast, HD verses regular, and where the tape will be played.

The goal for the statistic survey was not to slow down traffic, get people in, parked and no lines around the corner. This information was presented to City Council and there were no surprises. One Council Member suggested asking surrounding Chamber of Commerce to sponsor this event as there are many are non-residents attending the 4th of July event.

B. Fall Preview

The Recreation and Community Services Department offers programming on a year round basis with hundreds of different type of programs, classes and events. The City of Los Alamitos offers a wide-array of activities to keep kids and adults active. All programs, classes and events can be found in Fall 2015 edition of the Recreation and Community Services Activities Guide.

The Recreation and Community Services Department Fiscal Year 15-16 budget has expenditures and revenues budgeted for each of the programs, classes and events. Expenditures and revenues fluctuate for these activities based upon enrollment, registration and anticipated attendance. Sponsors and vendors also have an impact on the revenues and expenses for the programs.

7. ITEMS FROM THE RECREATION & COMMUNITY SERVICES DEPARTMENT

Staff thanked the Commission for attending the 4th of July event.

Staff provided positive feedback from Carrier Row residents as they were pleased with the firework show.

Los Alamitos Volunteer Program will hold their 2nd social event on Saturday, September 12th at 11:30 or 12:30 p.m. City Council, Parks, Recreation and Cultural Arts Commission and city staff are invited to thank the volunteers for their hard work throughout the year.

Staff invites Commission, family, friends and the community to attend Trunk or Treat on October 24, 2015 at Little Cottonwood Park, activities begin at 5:00 p.m.

8. COMMISSIONER REPORTS

Commissioner Decker inquired about the percentages breakdown and 64 percentages on other residency statics.

Commissioner Carvajal inquired about the JFTB licensing fee and if it was included in the expenditures for the 4th of July budget.

Commissioner Carvajal inquired about carnival rides at the 4th of July event and asked staff for feedback from Carrier Row residents.

Commissioner Jempsa after hearing suggestions of adding carnival rides, mentioned that this would take more staff time to plan and get this done. With a lot of staff time going into what is already done, we and since the people in the communities have accepted this and feel very comfortable at the level the event is at, and since it takes a lot of time and effort from city personnel, she recommended that the event be maintained as is.

Commissioner Decker inquired about traffic exiting the base after the 4th of July event.

Commissioner Carvajal want to mention an observation while exiting the tarmac as there is a little confusion from exiting the tarmac, there were some vehicles that were driving fast down the center. That looked very dangerous and seemed hazardous.

Vice Chair Wilson, recommended adding other items to keep people there longer after the firework show to space out traffic. It was a fantastic event, food vendors and fun zone were all packed. The only suggestion he had was to place speakers in the seating area and in the center so that everyone may hear the bands.

Commissioner Carvajal requested for Public Work staff to sand, paint and maintain the shelter at Orville Lewis Jr. Park, recommending addressing the base posts to the shelter as they are beginning to deteriorate.

Vice Chair Wilson has requested for Public Works to regularly maintain Stansbury Park.

9. ADJOURNMENT

The Parks, Recreation, and Cultural Arts Commission adjourned at 8:09 p.m.

Josh Wilson, Vice Chair

Attest:

Corey Lakin, Director
Recreation & Community Services Department

City of Los Alamitos

Recreation & Community Services

Agenda Report
Staff Report

September 2, 2015
Item No: 6A

To: Emil Jorge, Chairperson
Members of the Parks, Recreation and Cultural Arts Commission

Via: Corey Lakin, Recreation & Community Services Department Director

From: Gerardo Alonso, Community Services Coordinator

Subject: Aquatics Programming

Summary: This report provides the Parks, Recreation & Cultural Arts Commission an update regarding aquatics programming.

Recommendation: Commission receive and file.

Background:

The Los Alamitos Recreation and Community Services Department has maintained and operated the pool located on the Joint Forces Training Base since 1998. The pool is a 50 meter x 25 yard Olympic-size pool that is open to the public year-round. Approximately 250,000 patrons visit the pool annually, causing it to be one of the most highly utilized facilities in the City. The Recreation and Community Services Department continues to increase the programming and maintain the user groups at the pool in order to utilize the facility as much as possible. Revenue has continued to be stable, as have the expenditures, with the exception of the increasing utilities. More Los Alamitos residents and residents from surrounding communities become water safe because of our facility and by taking part in the numerous aquatics activities every year. Many military use the pool not only for training but for physical fitness. A brief description of each of the various aquatics programs that take place at the pool is listed below. This information is provided to you so that you will be informed Commissioners and assist in informing the community of all the programs offered at the USA Water Polo National Training Center.

Discussion:

Learn-to-Swim Lessons

Learn-to-Swim Lessons are offered throughout the year at the pool, with summer being the busiest season. This summer, nearly 1,500 group lessons were offered during the 11-week program. During the "offseason" of September-May, lessons are still offered, but registration is less than the summer. During the winter months (January-March), participant to staff ratio is cut in half to provide more attention for the participant, and lesson costs increase slightly to allow the City to continue offsetting the expenditures of providing the programming.

For the first time in four years, the City of Stanton offered Los Alamitos' summer swim lessons to their residents. Their staff did this several years ago in order to offer aquatics activities to Stanton residents even though they don't have a pool of their own. There was not a major increase in swimming lessons this summer because of this partnership, however, it allows their residents to see that Los Alamitos is down the street and offers year-round lessons. Hopefully it will lead to continued patronage from their residents throughout the year.

Saturday lessons continue to be extremely popular since being introduced in 2011. Saturday lessons sell out every session even as the City increases the number of classes offered each quarter. The number of requests received for both group and private lessons on Saturday mornings is an excellent indication that the City is meeting the evolving needs of the community.

The Pre-Swim Team class is the highest level of group lessons offered in Los Alamitos. Pre-Swim Team is a one-hour class compared to the normal 30-minute class for Levels 1-6. Pre-Swim Team participant numbers continue to grow as popularity for the advanced swimming continues to grow.

Private (one-to-one ratio) and Semi-Private (two or three-to-one ratio) swim lessons are also offered year-round. These lessons are structured to have five 30-minute lessons and are offered any day and any time that the patron would like, as long as a staff member is available. This flexibility in the schedule has allowed parents to work swimming lessons around their work schedules, their child's busy schedules and therefore increased the number of private lessons offered. Staff always encourages private and semi-private lessons to coincide with group lessons since staff is already onsite, especially during the busy summer months. This summer, 115 private and semi-private swim lessons took place. Most were offered during the traditional times, but some parents have varying schedules, so staff tried to accommodate their needs as well. Participants pay a higher cost for these lessons because of the individualized instruction and the ability to schedule the lessons around their schedule.

Recreational and Lap Swimming

From March-September, Recreational Swimming is offered daily for all kids who want to play in the pool from 12noon – 1:30 p.m. Monday-Friday (Monday-Saturday during the summer). Children are free and adults are only \$4 per occasion. Recreational Swimming occurs during the same time that Lap Swimming does in order to allow children and their parents to swim in the pool together.

Lap Swimming participation increases during the summer and decreases during the winter, but has a steady stream of participants – both military and civilian. Lap Swimming is offered 10-15 times per week due to creative scheduling, allowing staff to lifeguard for multiple programs. This program is very popular when the weather is hot and for military men and women to keep in shape, while having less impact on their body than running. Additionally, many adults use the pool during these times before work, during their lunch breaks or on the weekends.

The City offered an end of summer bash as a thank you to the community for a great summer and to continue promoting the City's first-ever Recreation Swim sponsor, Los Alamitos Oral Surgery. The end of summer bash included pizza, drinks, music, a large in-water inflatable obstacle, and a couple smaller inflatables for the younger kids. The end of summer bash was a tremendous success with great community support leading to interest in Recreational Swimming and the City's fall programs.

FINS – Los Alamitos Masters Swimming

Another option for Lap Swimmers who want a more structured program is the FINS (Fitness IN Swimming) program. This Masters swimming program began in April 2008 with nine participants swimming. Now, this program has more than 25 participants who have the chance to be coached Monday-Thursday evenings or Saturday mornings with a swim instructor ("Coach") on the pool deck during the one and a half hour long practice. Participants also get an opportunity to swim during any of the lap swim times at no additional cost and are provided with a written workout if desired. Coaches have become highly involved in this program and have accompanied participants in competitive matches throughout the Southern California. The master swimmers that come to our program range in swimming ability from beginners trying to get in better shape to competitive swimmers competing in triathlons.

Junior Lifeguards

The Junior Lifeguards program first started in the summer of 2008, but continues to be a well-attended program at the pool. This eight-week program offers participants the opportunity to learn better swimming techniques and become faster and better swimmers. Participants earn the privilege to assist City swim instructors during swim lessons and volunteer with staff at special events throughout the summer. "Junior Guards" shadow and assist the aquatics staff and learn how to lifeguard and teach swimming lessons. This summer, participants took two field trips during the summer

program including a trip to the beach and a paddle boarding excursion. They were afforded the opportunity to become certified in American Red Cross CPR. Participants also had an opportunity to visit the JFTB Fire Department to hear the first responders encourage them to continue with exercise, fitness and education.

Deep Water Aerobics

Deep Water Aerobics is a low impact, no pressure and fun water aerobic workout. The class provides participants with the benefits of resistance training, aerobics and stretching in a low impact environment. Water Aerobics began in the spring of 2011 with four participants and a staff member who volunteered her time to teach the class. This summer, more than 20 students were in the pool on Saturday mornings exercising to different genres of music. This program is offered year-round and allows for men and women of all ages and abilities to exercise with less strain and impact on their bodies.

Water Safety Classes

American Red Cross Lifeguarding, Lifeguard Instructor and Water Safety Instructor certification classes are examples of the water safety contract classes that are taught at the USA Water Polo National Training Center. These classes are typically offered in the spring allowing candidates to learn the skills and knowledge necessary to prevent and respond to emergency or teach swimming lessons. Upon successful completion of each course, students received American Red Cross certifications and are eligible to apply for a job with the City of Los Alamitos in the aquatics division or in another Red Cross certified facility. These classes also provide the City a chance to screen potential applications before they apply for a job with the City. This year out of the six new hires two came from the water safety classes the City offered prior to summer.

Pool User Groups

The pool is home to several user groups who utilize the pool year-round for training, water polo tournaments, swim meets and more. Many of these groups host daily practices and have at least one competition per year in the pool. User Groups include long-time organizations like USA Water Polo, Seal Beach Swim Club, International Water Polo Club, Greta Andersen Swim School, Long Beach Grunions Masters Swim Club, and Los Alamitos High School Boys and Girls Swimming and Water Polo. Staff continues to seek new organizations, schools and programs to utilize the pool for practices, tournaments and games in order to continue bringing in new revenue for the pool.

The pool is also utilized for many military trainings, competitions, Family Days, and testing. Various tenants on the Joint Forces Training Base take advantage of the close proximity and inexpensive costs to host water survival or a day of testing at the pool. Additionally, many military entities use the pool for their family days when they want to boost morale and invite the families of the soldiers onto the installation.

Pool Lease

On Monday, August 24, 2015, the Commander of the Joint Forces Training Base (JFTB), Brigadier General Nathaniel Reddicks addressed the Los Alamitos City Council with an update on the pool lease agreement. BG Reddicks told the City Council that the JFTB is interested in continuing to allow the public and City of Los Alamitos continued access to the pool after the lease agreement expires on February 29, 2016. JFTB staff is working to enable Morale, Welfare and Recreation (MWR)/Non-Appropriated Funds (NAF) to take over pool operations and maintenance. MWR and the JFTB will fund necessary repairs for the pool and the City will in essence become a tenant of MWR and rent pool space for City programs. The timing of this will likely not be until late August, 2016 to allow USA Water Polo to train for the Olympics and the City and other users to get through the height of summer programs. At that time, the pool will have repairs completed. In the meantime, pool operations may switch over to MWR once the current lease agreement expires or the pool will stay under the City's care until that time. There are several more details to be worked out in the coming months, but the JFTB has committed to keep everyone informed during this time.

Fiscal Impact:

Funding for these Aquatics programs is budgeted in the General Fund under the Recreation and Community Services Department budget Aquatics Division. Operating and maintaining a pool is very expensive with utility costs including gas for heating the pool, water for refilling the pool caused by evaporation, and lighting the facility. Staffing the facility that is open from 5:30am-10:00pm seven days a week is another major expense. Therefore, one of the main challenges the Recreation and Community Services Department has consistently faced is trying to close the gap between revenues and expenses at the pool.

Generally pools are a money-losing operation and most cities struggle to keep pools around 50% revenue offset. Staff has been working since 2007 to cut expenses and increase revenues, while creating new programming and maintaining efficient staffing and consistency in leadership. The department has found a way to allow the pool to become direct expenditure-revenue offset.

In FY 2014-15, the Expenditures for the Aquatics Division are anticipated to close at \$337,500 with Aquatic-specific revenues totaling \$341,300 (no full-time staff expenses or overhead is included in the Aquatics Division expenses, as those expenses are budgets in the Administration Division).

Submitted By:



Gerardo Alonso
Community Services Coordinator

Approved By:



Corey Lakin
Recreation & Community Services Director

City of Los Alamitos

Recreation & Community Services

Agenda Report
Staff Report

September 2, 2015
Item No: 6B

To: Emil Jorge, Chairperson
Members of the Parks, Recreation and Cultural Arts Commission

Via: Corey Lakin, Recreation & Community Services Director

From: McKenzie Ricks, Community Services Coordinator

Subject: Contract Classes

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

Recommendation: Commission receive 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, animal training, and much more. Every season, staff adds new classes to the Recreation and Community Services Activities Guide in order 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, facility booking, and finally registration.

Discussion:

Recruitment

Recreation and Community Services Department Staff utilize several resources to acquire new classes and instructors. One such resource is the Quarterly Brochure

Exchange. This event is hosted by an independent group that has branched off of the CPRS District 10 organization, but includes all municipalities within the same boundaries. The brochure exchange gives recreation professionals the opportunity to discuss class trends and see what types of classes and programs are doing well in other cities. The group includes a wide range of representatives from cities in Orange County as well as Los Angeles County. Attendees often share names and contact information of instructors or companies looking to expand to new locations.

Co-sponsoring classes and camps is another valuable resource for acquiring new contract classes. This arrangement occurs when another nearby city, like Cypress or Seal Beach, is offering a new class and wants to produce additional exposure. The contract class coordinator from the partnering city will contact the City of Los Alamitos to see if our department is interested in listing one of their classes in our Activities Guide. While the class is held at the partnering city's facility, Los Alamitos will also list the class in our Activities Guide and take a limited number of registrations. Co-sponsoring allows the City of Los Alamitos to offer more classes even when our own facilities are all booked.

Classes are also listed in conjunction with local businesses. Often times, staff will reach out to new and/or successful businesses that are looking to gain exposure and offer to list a couple of their classes. Other times, these businesses will approach our Department seeking a partnership. These businesses include dance studios, fitness gyms, The Sewing Lab, Build It Workspace, and The Rinks ice skating. The classes listed with these businesses are held on their premises, again, allowing the City to offer more classes even when space is limited in the Community Center.

Another resource is the City of Los Alamitos Recreation and Community Services Activities Guide. The Department will frequently run an advertisement in the Activities Guide encouraging community members to share their talents and teach a class in their area of expertise. This generates several class proposals every quarter. The advertisement is also occasionally posted on the City's website encouraging instructors to contact us. The Class Proposal Form is also always available online.

Lastly, new instructors often reach out the Recreation and Community Services Department. Every week, interested instructors will call, email, or walk-in, inquiring about teaching a class at the Community Center. The Recreation and Community Services Department has been fortunate in acquiring many new classes through this method.

Class Proposal Form

When initial contact is made with prospective instructors, staff will request that the instructor complete a Class Proposal Form and return it to be reviewed. This form asks the instructor to describe their class in detail and explain any needs that they may have including room set-up and equipment. Staff will then review the proposal and decide whether or not to proceed with adding the class. When deciding on a class, staff takes

into account the community demographic, program trends and similar classes that are currently being offered by tenured instructors.

Meeting/Interview with an Instructor

After staff has decided to tentatively accept a class proposal, a meeting will be scheduled with the instructor. The purpose of this is to familiarize the instructor with the community center and discuss more in-depth the instructor's vision for the class. Staff utilizes this time to "interview" the instructor to ensure a good fit with the City. Staff will discuss class dates, fees, commission split, fingerprinting, and insurance requirements as well if the instructor is worthy of hosting a class. If the City and the instructor wish to proceed, a contract will be signed.

Contract

All instructors must sign a contract prior to teaching within the Recreation and Community Services Department. The contract outlines compensation, the duties of the City, the duties of the Contract Instructor, insurance requirements, fingerprinting and criminal background check, standard provisions, and rules and regulations. Instructor compensation ranges from 65% to 80% of the total registration fees based upon whether the class or camp is being conducted on City property or private property, whether the instructor requires insurance, and whether the instructor teaches in other agencies. Contracts are renewed every two years if all is going well with the instructor and the City.

Facility Booking

After the contract is signed, the class is created in our registration system (CSI) and booked in the facility schedule. Staff can then search and see exactly what is taking place in the Community Center on any given day and which classes the instructor is teaching and where the classes are held.

Registration

The new class will be incorporated into the next issue of the Activities Guide where it will be distributed to 9,000 homes in Los Alamitos and surrounding areas. The new class will be available for registration via online registration, walk-in, mail-in, or fax.

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 that 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 Activities Guide, set up and tear down for each class/camp, and staffing the facility when classes/camps take place. The percentage the City receives in revenue for the

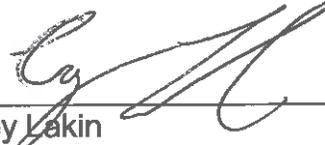
classes helps to offset these costs. The City collects all registration fees for the classes and camps, and then cuts a check to the instructors according to the agreed upon commission split. In Fiscal Year 14-15, contract classes accounted for \$156,580 which is 12% of the total revenue for the Recreation and Community Services Department.

Submitted By:

Approved By:



McKenzie Ricks
Community Services Coordinator



Corey Lakin
Recreation & Community Services Director

Attachments:

- 1. Class Proposal*
- 2. Independent Contractor Agreement for Contract Class Instructors*



MCKENZIE RICKS
City of Los Alamitos
Recreation and Community Services
10911 Oak Street
Los Alamitos, CA 90720
(562) 430-1073 FAX (562) 594-9657
mricks@cityoflosalamitos.org

CLASS PROPOSAL

Instructor(s): _____ **Date:** _____

Business Name: _____ **Email:** _____

Home Address: _____

City/State: _____ **Zip:** _____

Social Security or Tax ID #: _____ **Phone:** _____

Suggested Class Titles A. _____

B. _____

1. Please provide a 25-40 word description of your proposed class: _____

2. Please list ideas for marketing and any target populations to be reached: _____

3. Class specifics (participant age range, day/time preference, location, proposed fee): _____

4. Past experience in teaching this program (including references): _____

5. What promotional efforts will you devote energy and/or financial support to? _____

6. Room set-up desired: _____

7. Specific equipment needed: _____

8. Are participant materials needed for your class? YES () NO ()

If yes, please indicate approximate costs and where students will be referred to purchase supplies:

9. An additional information: _____

Please attach your current resume, class or workshop outline (including teaching methods), samples of previous flyers or press coverage, business card, and any other supplemental material. You can email, fax or drop off your proposal form. We will respond to your proposal within a few weeks. If you have any questions, please feel free to call (562) 430-1073. Thank you for your time and interest.

**INDEPENDENT CONTRACTOR AGREEMENT FOR
CONTRACT CLASS INSTRUCTORS**

INSTRUCTIONS FOR COMPLETING AGREEMENT PACKET

Please ensure the following documents are completed and/or enclosed with your executed Agreement:

- 1 Two original signed Agreements (a fully executed original Agreement will be mailed to you for your records after processing).
- 2 On Page 4, initial the appropriate statement regarding use of representatives.
- 3 On Page 9, initial the appropriate statement and enclose copies of all the appropriate Evidence of Insurance (refer to Section 7 of the Agreement for further details about insurance requirements).
- 4 On Page 13, sign, date and complete the requested information.

Items below only apply if entering this Agreement as a Corporation, LLC or with a Fictitious Business Name ("DBA"):

1. For Corporations and LLCs: Provide the City with written documentation that the individual(s) who sign the Agreement have the authority to bind the entity in the Agreement (i.e., for Corporations, provide a copy of the corporate resolution authorizing named individual(s) to sign Agreements; for LLCs, provide a copy of the current operating agreement and/or statement of information filed with the Secretary of State). Normally, two corporate officers and LLC members are required to sign unless the corporate/LLC documentation states that only one is required. If one person has two titles in the corporation and is signing alone, both titles must be printed after the signature.
2. If doing business under a Fictitious Business Name (i.e., FBN or DBA), please provide a copy of the fictitious business name statement filed with the County.

INDEPENDENT CONTRACTOR AGREEMENT FOR CONTRACT CLASS INSTRUCTORS

This Independent Contractor Agreement ("Agreement") is made and entered into as of this _____ day of _____ ("Effective Date") by and between the City of Los Alamitos, a California municipal corporation and charter city ("City"), and _____ a _____ ("Contractor") to provide the classes or programs in _____ ("Class" or "Program" – type(s)) hereby agreed upon, as scheduled and described in the *Los Alamitos Recreation and Community Services Activities Guide*, which is incorporated herein by this reference, and as approved in writing by City.

NOW, THEREFORE, it is mutually agreed by and between the undersigned parties as follows:

1. TERM

The term of this Agreement shall commence on the Effective Date, and shall terminate on _____, unless terminated earlier as provided herein.

2. COMPENSATION

2.1 City shall pay Contractor within twenty-one (21) business days after the last Class meeting. City shall pay Contractor an amount equal to _____ percent (_____%) of the amount of the total enrollment fees collected, minus a Four Dollar (\$4.00) per person administration fee for each Class held and a Three, Four, or Five Dollar (\$3.00, \$4.00, or \$5.00) base rate fee determined by the length of the class. A class held for the length of one or two (1 or 2) weeks will be deducted a Three Dollar (\$3.00) base rate fee; a class being held for the length of three or four (3 or 4) weeks will be deducted a Four Dollar (\$4.00) base rate fee; and a class held for the length of five (5) or more weeks will be deducted a Five Dollar (\$5.00) base rate fee.

2.2 City shall pay Contractor by live check delivered by mail to the address provided.

3. DUTIES OF CITY

3.1 Registration. City shall register all participants and shall collect all enrollment fees. Contractor shall not accept enrollment fees directly from a participant unless City approves, in advance and in writing, the acceptance of enrollment fees by Contractor. Contractors shall only collect materials fees that are pre-approved by City and published in advance in the *Los Alamitos Recreation and Community Services Activities Guide* (if applicable). Such materials fees shall be collected by Contractor at the first Class meeting. No additional fees shall be collected for materials, uniforms, awards, etc. without prior written approval and advance advertising by the City.

3.2 Publicity. City shall provide publicity for the Class(es) in the *Los Alamitos Recreation and Community Services Activities Guide* (published on a quarterly basis). City shall have the sole discretion to decide what information will be included in the *Los Alamitos Recreation and Community Services Activities Guide* about the Class and Contractor. Publicity may also include flyers created by City or Contractor. Contractor-created flyers are encouraged, but must be approved in writing by City before distribution.

3.3 Class Facility. City shall provide a location for the Class(es) without charging Contractor any rental fees, unless otherwise agreed to in writing by the Parties. Contractor will request dates and times for the Classes and City will inform Contractor if the facility is available. It is Contractor's sole responsibility to request these dates/times; City will not automatically schedule Contractor's Classes for them. Specific room requests will be accepted, but are not guaranteed. Room selection is based on need, size of class, type of activity and availability, and is reserved at the discretion of the City.

3.4 Refund Processing. City shall provide refunds to participants when:

3.4.1 The participant drops the Class before the second Class meeting;

3.4.2 The participant drops a one (1) day or more workshop at least five (5) business days before the workshop begins; or

3.4.3 The Class is canceled by City or Contractor.

3.5 Class Roster. City shall provide Class Rosters to Contractor via email prior to the start date of the Class.

4. CONTRACTOR DUTIES

4.1 Contractor. Contractor hereby certifies that it, or any subcontractor, representative or employee (collectively "Representatives") who will be teaching the Class or assisting in teaching the Class are qualified to do so, and qualified to perform the services described above and in the Program outline submitted to City. Contractor is responsible for all Class curriculum development. Contractor is responsible for training, supervising, evaluating, scheduling, and any other requirements by law for all Representatives. Contractor warrants that it will continuously furnish the personnel to provide the Program(s) or Class(es) as contemplated by this Agreement.

4.2 Representatives. Contractor shall provide City with the name(s), address(es) and phone number(s) of all Representatives who will be providing any services pursuant to this Agreement. All Representatives of Contractor must comply with the Fingerprint Policy (see Section 8). All Representatives must be able to provide proof of legal right to work in the United States (and be covered on Contractor's insurance policy if required).

4.2.1 Representative Approval Form. Attached as Exhibit A, and incorporated herein by reference, is the Representative Approval Form ("Form"). Each Contractor Representative is required to obtain the written approval of the City prior to performing any services under this Agreement. Prior to Contractor using any Representative(s) to provide any services pursuant to this Agreement, Contractor shall submit to City a completed Form for such Representative. Contractor, at the sole discretion of City, shall remove from the Program(s) or Class(es) any Representative assigned to the performance of services pursuant to this Agreement upon written request of City.

4.3 Use of Representatives. Please initial the statement that applies:

_____ I will not be using Representatives or employees.

_____ I will be using Representatives or employees. ***Any completed and approved Form shall be incorporated herein by reference. I shall not authorize any Representative or employee to provide services pursuant to this Agreement unless and until the City has approved in writing the completed Form for that individual, and, the individual has cleared all background and fingerprint checks in accordance with Section 8 hereof.***

4.4 Subcontracting. Contractor shall not subcontract or assign any portion of the rights, obligations or duties required under this Agreement, without first obtaining prior written approval from City. Subcontracts, if any, shall contain a provision whereby the subcontractor acknowledges receipt of a copy of this Agreement, and agrees to be subject to all provisions hereof.

4.5 Supplies/Equipment. Contractor shall be responsible for providing all supplies, equipment, personnel, materials, and any additional publicity desired for the class, at Contractor's sole expense. Contractor shall also be responsible for repairing and maintaining all equipment and supplies, and ensuring that it is in good working condition. The City will not be responsible for any damage, repairs, misplaced, or stolen supplies or equipment, and will not be responsible for storing any of Contractor's supplies or equipment.

4.6 Anti-Discrimination Laws. Contractor agrees and certifies that no person shall, on the grounds of race, religion, creed, color, national origin, ancestry, age, physical disability, mental disability, medical condition, including the medical condition of Acquired Immune Deficiency Syndrome (AIDS) or any condition related thereto, marital status, sex, sexual orientation or any other impermissible basis under the law, be excluded from participation in, or be denied the benefits of the services provided pursuant to this Agreement, except as otherwise permitted by law. Contractor shall, where applicable, conform to the requirements of the Americans with Disabilities Act in the performance of this Agreement.

4.7 Class Size. Contractor shall determine the minimum and maximum number of participants required for each Class to ensure the quality and safety of the Class participants. Contractor or Contractor's authorized representative is required to attend the first Class meeting of all Class offerings advertised in the *Los Alamitos Recreation and Community Services Activities Guide* unless Contractor cancels the Class three (3) business days prior to the start date, with the prior written approval of City. In the event of such approved cancellation, Contractor shall be responsible for informing all registered participants. Contractor shall not be obligated to provide any additional services in regards to the canceled Class. If the minimum number of participants is met or exceeded, the Class shall be held as scheduled (even if any of the initial participants subsequently drop the Class), subject to Section 14 of this Agreement. If the demand is such that an additional Class could be offered, it shall be taken under consideration and negotiated between City and Contractor. If Class(es) are canceled for two (2) consecutive offerings (quarterly or annually) due to lack of enrollment, the class will not be scheduled again until City determines that public demand has increased.

4.8 Use of Non-City Facilities for Classes. If Contractor desires to conduct the Class at its place of business, or some other non City-owned site or facility, Contractor must:

- 4.8.1 Receive approval from the City at least forty-eight (48) hours in advance;
- 4.8.2 Notify all Class participants via email and/or phone at least forty-eight hours in advance, once approved by the City;
- 4.8.3 Provide sufficient parking for all participants;
- 4.8.4 Post signs at the site to direct participants to the location of class;
- 4.8.5 Allow access to City staff to the location when requested;
- 4.8.6 Provide appropriate insurance and indemnify the City per Sections 7.0 and 12.0 below.

4.9 Absences. Contractor shall obtain permission from City five (5) business days prior to any planned absence from the class. In the event of illness, Contractor is required to notify City and participants at least twelve (12) hours prior to any Class cancellation.

4.9.1 City urges Contractor to provide a substitute Representative whenever possible instead of canceling Classes. Contractor shall obtain City's prior written approval of any substitute Representative. Any substitute Representative must have completed a criminal background check pursuant to Section 8 prior to teaching any City Programs or Classes and must have an authorized Representative Approval Form on file with City.

4.10 Contact Information. Contractor is required to notify City in writing of any name, address, telephone number, email, website or direct deposit payment changes within forty-eight (48) hours of such change. (Direct Deposit changes take effect two to four (2 to 4) weeks after notification.)

4.11 Contractor Informational Meeting. Contractor or Contractor's authorized Representative(s) or employee(s) shall attend informational meetings as requested by City.

4.12 Sign-Out Sheets. All Camp Contractors with participants ages seventeen (17) years and younger must have a legal guardian sign out each Class participant after each Class. Sign out sheets along with attendance sheets are available to Contractor from City of Los Alamitos Recreation and Community Services Staff. The City will provide the Contractor with a Minor Release Form that will allow legal guardians to approve self sign-outs for thirteen to seventeen (13 to 17) year-old minors.

4.13 Other Requirements. Contractors shall:

4.13.1 Cooperate fully with all reasonable requests from City staff;

4.13.2 Maintain the highest degree of participant safety possible;

4.13.3 Immediately report to the City staff named in Section 5 or his/her designee, by phone or e-mail, any injuries as a result of Class participation, damages to the classroom or Program facility that could cause potential injury to a Class participant, and/or other needed maintenance repairs. Notify parents or guardians of minors under the age of 18 and City staff regarding any injuries experienced during class;

4.13.4 Clear all participants from the designated Class area at the end of Class time unless participants continue to use public City facilities for personal use without conflict with other scheduled activities and in accordance with posted hours and availability limitations;

4.13.5 Ensure that any music or sound system is kept at levels that will not interfere with other classes or create a public disturbance/nuisance;

4.13.6 Close and secure the room or building at the end of each Class;

4.13.7 Turn off any lights, heat, air conditioning, or other utilities when Class is finished;

4.13.8 Complete and return the quarterly "Contract Class Schedule" requested by City if Contractor wishes to be a part of the marketing materials;

4.13.9 Know facility rules and regulations and provide pertinent information (e.g., refunds) to participants; and

4.13.10 Abide by all City policies and procedures including, but not limited to, the requirements set forth in the *Los Alamitos Recreation and Community Services Activities Guide* current Contractor Guidelines which is incorporated herein by this reference. Contractor's signature on this Agreement signifies acknowledgement of receipt of the Contractor Guidelines.

4.15 Contractor Photo ID Badge. Contractor is required to wear a City-provided Contract Instructor Photo ID Badge at all times while engaging in services for City. Contractor shall be required to pay \$10.00 for any lost or replacement Contractor Photo ID Badge. Any Contractor's Representative shall be required to purchase (\$10.00 each) and wear a Contractor Photo ID Badge while engaging in services for the City. Contractor Photo ID Badges are distributed upon execution or renewal of the Agreement with City.

5. NOTICES

5.1 Delivery. Unless otherwise indicated, all notices, demands, requests or approvals, including change of address notices, to be given under the terms of this Agreement, shall be given in writing, and shall conclusively be deemed served when delivered personally, or on the third business day after the deposit thereof in the United States mail, postage prepaid, first-class mail, addressed as hereinafter provided.

5.2 City Contact. All notices, demands, requests or approvals from Contractor to City shall be addressed to City at:

Attn.: McKenzie Ricks
Recreation and Community Services Department
City of Los Alamitos
10911 Oak St.
Los Alamitos, CA 90720

5.3 Contractor Contact. All notices, demands, requests or approvals from City to Contractor shall be addressed to Contractor at the contact information provided on Exhibit "A" to this Agreement.

6. INDEPENDENT CONTRACTOR

The parties intend and agree that at all times during the performance of services under this Agreement, Contractor shall act as an Independent Contractor and shall not be considered an agent or employee of City. As such, Contractor shall have the sole legal responsibility to remit all federal and state income and Social Security taxes and to provide for its own workers compensation and unemployment insurance and that of its Representatives. Contractor also agrees to provide liability insurance as required by

City and described more fully below in Section 7.0. City shall not be liable for any payment or compensation in any form to Contractor or its Representatives or employees, other than as specifically provided herein. City reserves the right to employ other independent contractors and contractors who teach the same or similar classes. City shall provide Contractor with IRS Form 1099 or other applicable IRS forms at the end of the calendar year for all fees paid to Contractor.

7. INSURANCE

7.1 General Liability Insurance. Classes required to be covered by general liability insurance include those that include high risk activity, animals, and those conducted off-site. The definition of a High Risk Activity is any sport or activity in which a mishap could result in serious injury or death. Classes being provided by Contractor are not deemed High Risk, include animals, or are being conducted off-site. Therefore, no insurance is required by the City.

8. FINGERPRINTS AND CRIMINAL BACKGROUND CHECK

8.1 Fingerprints. Contractor and its Representatives must submit to and pass a criminal background investigation by providing a complete set of fingerprints to City at least thirty (30) calendar days prior to teaching, substituting for Contractor, or assisting with any Class. Contractor and its Representatives are required to submit fees in the amount of up to \$32 per person to the City of Los Alamitos, to cover all costs associated with fingerprinting through the City of Los Alamitos Police Department and the Department of Justice. Fingerprints may be required to be updated every two (2) years.

8.2 Classes with Minors. In addition, all Classes involving minors age seventeen (17) or younger must be taught in an open atmosphere where parents and guardians are able to observe Class instruction, if so desired. At no time may the parent or guardian of a minor be denied access to a Class. If parent or guardian is disruptive or otherwise interfering with the conduct of a Class, they shall be given the option of leaving the immediate vicinity of the Class, with or without their child.

9. TRANSPORTING OF MINOR PARTICIPANTS

9.1 Transporting Minors. Unless the Program specifically involves travel or transportation of minors to an offsite location, Contractor, or its Representatives, shall not transport any minor participant by vehicle or otherwise.

9.2 Unattended Minors after Class. If, after the conclusion of any Class session, a minor participant has not been picked up, Contractor shall make every effort to contact the minor's parent, legal guardian, or other authorized individual to whom the minor may be released. If no contact can be made with any of the above individuals, Contractor shall contact City Staff working at the Community Center during their class or if class is offsite, Contractor shall contact staff at the Recreation & Community Services Department Office at (562) 430-1073 (Monday through Thursday, 7:30 a.m. to 5:30 p.m.

and Friday 7:30 a.m. to 4:00 p.m). For Class(es) not offered at the Community Center, during all other hours, Contractor shall contact the Los Alamitos Police Department for assistance at (562) 594-7232.

10. CONFIDENTIALITY; OWNERSHIP OF DOCUMENTS

All Class rosters, participant addresses and contact information, and any other such information or documents compiled by City and provided to Contractor, shall remain the property of City. Contractor shall not release such information to others without prior written authorization by City. Contractor shall not use such information for any other purpose than that authorized by City. All Class rosters, Class participant addresses and contact information, shall be used by Contractor solely for administration of Classes and the performance of City business. Contractor shall take reasonable steps consistent with the law to prevent distribution of such information. Contractor's obligations under this Section shall survive the termination of this Agreement.

11. USE OF NAMES AND LOGOS; ADVERTISING, PRESS RELEASES AND PUBLICITY

Contractor shall not include City's name, seal, logos or insignia, or photographs of the Class site or participants, in any publicity pertaining to Contractor's services or Class in any magazine, trade paper, newspaper, radio or television production, Internet, social media site, or other printed or electronic medium without the prior written consent of City and any participants depicted or named therein.

12. INDEMNIFICATION

12.1 General. Contractor shall indemnify, defend and hold harmless City, its elected and appointed officers, employees, agents, volunteers, representatives, the City Council, boards and commissions ("Indemnified Parties") with respect to any loss, liability, injury or damage that arises out of, or is in any way related to, the acts or omissions of Contractor, its employees, representatives, officers and agents in the course of performing services under this Agreement; however, Contractor shall not be required to indemnify City from any claim arising from the sole negligence or willful misconduct of the Indemnified Parties.

12.2 Intellectual Property. Contractor shall defend, indemnify, and hold harmless the Indemnified Parties from any claim of infringement or other proceedings brought against City for any intentional or unintentional violation by Contractor of the legally protected rights of any third parties, with respect to works performed, logos displayed, or written or digital materials provided by Contractor and used during the performance of this Agreement. Such legally protected rights of third parties include but are not limited to trade secrets, moral rights, proprietary acts, U.S. patents, trademarks, service marks and copyrights vested or issued as of the effective date of this Agreement. If Contractor will be providing a public performance of musical compositions or arrangements that are subject to a license held by a third party, it is the responsibility of

Contractor to obtain the appropriate license to perform the material prior to the public performance.

13. TERMINATION

City has the right, at its sole discretion and with or without cause, to terminate this Agreement at any time by giving three (3) calendar days' prior written notice to Contractor. In the event of termination under this Section, City shall pay Contractor on a prorated basis for Class(es) or Program(s) that were actually taught by Contractor, if any, prior to termination.

14. CLAIMS

Unless a shorter time is specified elsewhere in this Agreement, before making its final request for payment under the Agreement, Contractor shall submit to City in writing, all claims for compensation under or arising out of this Agreement. Contractor's acceptance of the final payment shall constitute a waiver of all claims for compensation under or arising out of this Agreement except those previously made in writing and identified by Contractor in writing as unsettled at the time of its final request for payment. Contractor and City expressly agree that in addition to all claims filing requirements set forth in the Agreement, Contractor shall be required to file any claim Contractor may have against City in strict conformance with the Government Claims Act (Govt. Code §§ 900 *et seq.*).

15. STANDARD PROVISIONS

15.1 Compliance with all Laws. Contractor shall, at its own cost and expense, comply with all statutes, ordinances, regulations and requirements of all governmental entities, including federal, state, county or municipal, whether now in force or hereinafter enacted.

15.2 Waiver. A waiver by City of any term, covenant, or condition in the Agreement shall not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant or condition.

15.3 Integrated Contract. This Agreement represents the full and complete understanding of every kind or nature whatsoever between the parties hereto, and all preliminary negotiations and Agreements of whatsoever kind or nature are merged herein. No verbal contract or implied covenant shall be held to vary the provisions herein.

15.4 Conflicts or Inconsistencies. In the event there are any conflicts or inconsistencies between this Agreement and the Exhibits attached hereto, the terms of this Agreement shall govern.

15.5 Amendments. This Agreement may be modified or amended only by a written document executed by both Contractor and City and approved as to form by the City Attorney.

15.6 Controlling Law and Venue. The laws of the State of California shall govern this Agreement and all matters relating to it and any action brought relating to this Agreement shall be adjudicated in a court of competent jurisdiction in the County of Orange, State of California.

15.7 Equal Opportunity Employment. Contractor represents that it is an equal opportunity employer and it shall not discriminate against any subcontractor, employee or applicant for employment on the basis of race, religion, creed, color, national origin, ancestry, age, physical disability, mental disability, medical condition, including the medical condition of Acquired Immune Deficiency Syndrome (AIDS) or any condition related thereto, marital status, sex, sexual orientation or any other impermissible basis under the law, except as otherwise permitted by law.

15.8 Interpretation. The terms of this Agreement shall be construed in accordance with the meaning of the language used and shall not be construed for or against either party by reason of the authorship of the Agreement or any other rule of construction which might otherwise apply.

15.9 Severability. If any term or portion of this Agreement is held to be invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions of this Agreement shall continue in full force and effect.

15.10 Attorneys' Fees. In the event of any dispute or legal action arising under this Agreement, the prevailing party shall be entitled to attorneys' fees.

15.11 Counterparts. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original and all of which together shall constitute one (1) and the same instrument.

TO EFFECTUATE THIS AGREEMENT, the parties have caused their duly authorized representatives to execute this Agreement on the dates set forth below.

“City”
City of Los Alamitos

“Contractor”

By: _____
Bret M. Plumlee, City Manager

By: _____

Date: _____

Date: _____

Attest:

By: _____
Windmera Quintanar, CMC, City Clerk

By: _____

Date: _____

Date: _____

Approved as to form:

By: _____
Cary S. Reisman, City Attorney

Date: _____

EXHIBIT A
Contractor Approval Form

Please Print Legibly

Contractor Name: _____

Address: _____

City, State, Zip: _____

Date of Birth: _____ Phone # _____

Email: _____

Signature of Contractor: _____ Date _____

City Use Only

Contract #: _____

Fingerprints YES NO _____
Staff Signature/Date

Background Cleared YES NO _____
Staff Signature/Date

Cleared to Work YES NO _____
Staff Signature/Date

Photo Taken YES NO _____
Staff Signature/Date

Contractor Notified By Email YES NO _____
Staff Signature/Date

Approved By: _____ Date _____
Corey Lakin, Director
Recreation & Community Services

City of Los Alamitos

Recreation & Community Services

Agenda Report
Staff Report

September 2, 2015
Item No: 6C

To: Emil Jorge, Chairperson
Members of the Parks, Recreation and Cultural Arts Commission

Via: Corey Lakin, Director of Recreation & Community Services

From: Taylor Conley, Community Services Coordinator

Subject: Los Alamitos Volunteer Program (L.A.V.P.) Summer Recap

Summary: This report provides the Parks, Recreation & Cultural Arts Commission an update regarding the Los Alamitos Volunteer Program (L.A.V.P.).

Recommendation: Commission receive and file.

Background:

Since its inception in 2009, the Los Alamitos Recreation and Community Services Department invites youth ages 11 to 17 to join the Los Alamitos Volunteer Program (L.A.V.P.). Youth who join L.A.V.P. will have an opportunity to make a positive impact in the City of Los Alamitos and the surrounding communities. During the summer months when schools are out of session, L.A.V.P. members are the most active, looking for ways to give back to their community, while earning volunteer hours for graduation.

Discussion:

Members of the Los Alamitos Volunteer Program are involved in a myriad of different programs and events throughout Los Alamitos and its surround communities. L.A.V.P. members are extremely active from June through August. This summer, members have participated in the following:

- CPR/First Aid/A.E.D. certification workshop
- City wide special events
 - Four Music and Movies Events
 - 4th of July Fireworks Spectacular
- Community service projects

- Precious Life Thrift Store
- World Series of Beach Volleyball
- Cypress 5k/10k

In addition to the events listed above, members also volunteer their time in Recreation and Community Services Departments programs such as the Ready, Set, Go Preschool Program, Day Camp, Parks Programs, and youth sports. L.A.V.P. had 60 participants volunteer 3,200 hours this summer. The majority of the volunteer hours were done in our Parks Program (1,375), Day Camp (1,100), and the Ready, Set, go preschool program (296).

To demonstrate how committed some of these volunteers are, here are a few examples of the accomplishments of a few the program's volunteers:

The L.A.V.P. member projected to have the most amounts of hours volunteered this summer is Samantha Fernandez. Samantha volunteered over 250 hours for the Park Program at Little Cottonwood Park throughout the 11 weeks. She was consistently volunteering five days a week, assisting staff with managing games, completing crafts, coordinating special activities, and organizing participants on excursions. Samantha also volunteered at the Cypress 5k/10k and one of the Music and Movies events with her fellow volunteers.

L.A.V.P. gets an influx of sign-ups before the summer months with youth that want to stay busy during the break and get involved in their community. However, some volunteers return every summer, bringing their enthusiasm and experience with them. Our most tenured volunteers are Adrian Rojas and Erin Henkhaus; both of these participants originally started in 2011 and have been active members since. They have volunteered throughout the year at the Ready, Set, Go Preschool Program, youth sports, Day Camp, Winter Wonderland, Trunk-or-Treat, Spring Carnival, 4th of July, Race on the Base, and countless other community service projects.

One of the goals of the volunteer program is to get its participants to volunteer and gain experience in a variety of programs and events. Volunteer members are encouraged to participate in different programs and events so they may gain work experience and grow personally. The volunteer that gained the most varied experience this summer is Kevin Jiang. Kevin has participated this summer in the following: CPR/First Aid/A.E.D. certification workshop, Precious Life Thrift Store, Day Camp, Music and Movies, youth sports, and the 4th of July Fireworks Spectacular. Even though he did not volunteer the most hours, he did utilize the time he was available to try new things and challenge himself. The volunteer program provides an opportunity for participants to learn about what they enjoy and Kevin took full advantage of his opportunity this summer.

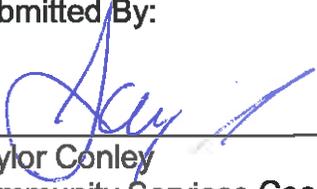
In order to recognize all of the volunteers' hard work and dedication throughout the summer, staff is working on an L.A.V.P. end of summer Field Day. This will be a "thank you" event held at Laurel Park on Saturday, September 12th from 12:30-2:30pm. Volunteer members and their families will be provided with lunch and be able to play field games such as kickball and dodge ball. The Parks, Recreation, and Cultural Arts

Commissioners are invited to join the Los Alamitos City Council and Recreation and Community Services staff and attend the event to help thank our amazing volunteers.

Fiscal Impact:

Funding for this program is offset by participant fees of \$39 per year. The participants receive a Volunteer t-shirt, sweatshirt (if they work an event that has cool weather) and a backpack, all of which are branded so they can be easily indentified during a program or event.

Submitted By:



Taylor Conley
Community Services Coordinator

Approved By:



Corey Lakin
Recreation & Community Services Director