

CITY OF LOS ALAMITOS

3191 Katella Ave.
Los Alamitos, CA 90720

AGENDA PARKS, RECREATION, AND CULTURAL ARTS COMMISSION REGULAR MEETING Wednesday, January 6, 2016 – 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. PR&CA COMMISSION REORGANIZATION

- A. Nominate New Chairperson
- B. Nominate New Vice-Chairperson

6. MINUTES

Approval of the minutes for the regular meeting of December 2, 2015.

7. STAFF REPORTS

A. How to Respond to an Active Shooter

Based on the request of the Parks, Recreation and Cultural Arts Commission, Police Captain Rick Moore will show the Commission a short video on how to respond to an active shooter courtesy of the Los Angeles County Sheriff's Department, and provide Commissioners with additional recommendations on how to respond when at a public event, park or community center.

Recommendation: Commission receive and file.

B. Community Center and Picnic Shelter Policy and Rentals

This report provides the Parks, Recreation & Cultural Arts Commission information regarding the Community Facility and Shelter Use Policy.

Recommendation: Commission receive and file.

C. 2015 Winter Wonderland at the Plaza Review

This report provides the Parks, Recreation and Cultural Arts Commission with an overview of the 4th Annual Winter Wonderland at the Plaza presented by Arrowhead Products.

Recommendation: Commission receive and file.

D. Quarterly Park Maintenance Update

This agenda item is to update the Parks, Recreation and Cultural Arts Commission on Quarterly Park Maintenance efforts and results made throughout the City.

Recommendation: Commission receive and file.

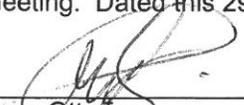
8. ITEMS FROM THE RECREATION & COMMUNITY SERVICES DEPARTMENT

9. COMMISSIONER REPORTS

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

10. ADJOURNMENT

I hereby certify, under penalty of perjury under the laws of the State of California that the foregoing Agenda was posted at the Community Center, Museum and City Hall not less than 72 hours prior to the meeting. Dated this 29th day of December 2015.



Anna Otto for
Trini Zenovka, Department Secretary

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

REGULAR MEETING – WEDNESDAY, December 2, 2015

1. CALL TO ORDER

The Parks, Recreation and Cultural Arts Commission met in a Regular Session at 7:01 p.m., Wednesday, December 2, 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.
Emeline Noda, Recreation Manager
Ron Noda, Recreation Manager
Trini Zenovka, Department Secretary

3. PLEDGE OF ALLEGIANCE

Vice Chair Wilson led 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: Bell /Decker

Unanimously Carried: The Parks, Recreation, and Cultural Arts Commission approved the minutes of the regular meeting of November 4, 2015.

6. STAFF REPORTS

A. State Mandated Water Restrictions Update

California is currently entering the fourth year of one of the worst droughts in its history. On April 1, 2015, Governor Brown imposed emergency regulations for statewide water conservation calling for, among other things, a reduction of 25% for all water suppliers. Golden State Water (our local water district) has mandated the target to a 16% water reduction for each and every water meter (not a total reduction for all meters combined).

City Parks and arterials are showing some signs of browning with McAuliffe Field taking the biggest hit. The field is inundated with goose grass weed which thrives on

dry, turf grass dirt. The field was shut down for its annual winter rehabilitation on Monday, November 23rd. Watering during the rehabilitation and afterwards is essential, so staff is hoping for a consistent, yet moderate “El Nino.”

Commissioner Carvajal, recommends as the City goes about replacing landscaping regardless of El Nino that we look into drought tolerant plants. Commissioner Carvajal recommended that we begin to look at different avenues to address our deteriorating field conditions, which are closed 25% of the year as the fields continue to get worse. This goes back several years and it comes down to our failure as a community to invest in these fields. Commissioner Carvajal also inquired about flooding and what the City is doing to prepare for adequate drainage throughout the city.

Tony Brandyberry, Public Works Superintendent said that there are many originally contributing factors with McAuliffe field going back several years. This field was not leveled correctly nor was it equipped with the proper drainage due to available funding (reference PRZ report). Public Works has taken many precautions in preparing for El Nino in clearing out storm drains and address flood areas. Information relating to El Nino is available on the City's website.

Vice Chair Wilson recommended that the commission request City Council at midyear to invest in our fields to be competitive with other Cities and Municipalities.

B. 2016 Music and Movies Event Series Themes and Movie Selection

The City of Los Alamitos Recreation and Community Services Department typically conducts four (4) Music and Movies events throughout the summer months. This series of free events includes a live band, children's activities, arts and crafts followed by a movie. In an attempt to create community by offering a variety of activities throughout the City, Recreation staff would like the Commission to discuss and make a recommendation on the location for the Series, the themes, and the movies.

Commissioners voted to hold 2016 Music and Movies utilizing different park sites in the following order (Motion/Wilson and Second/Carvajal):

1. Laurel Park – Theme: Hollywood Nights; Movie: “Minions”
2. Orville R. Lewis Park – Theme: Disney Classics; Movie: “Toy Story”
3. Little Cottonwood Park – Theme: Community Choice; Movie choices:
“Inside Out”
“Alladin”
“Good Dinosaur”
4. JFTB Pool – Theme: Making Waves; Movie: “Finding Nemo”

C. Art Exhibition

On October 7, 2015, Parks, Recreation and Cultural Arts Commissioners discussed their desire for the City of Los Alamitos to host a fine arts exhibition. The Commission requested staff work with Commissioner Michael Bell and put together a plan and bring it back to the Commission. Based on the several recommendations of the Parks, Recreation and Cultural Arts (PRCA) Commission, the event should be a three (3) day Visual Arts Exhibition held late spring with a schedule of: Friday 5 - 8 p.m., Saturday 10 a.m. - 5 p.m., and Sunday 12 noon - 5 p.m.

Commission voted for 1st, 2nd and 3rd ribbon awards (24 ribbons combining ceramics and pottery for each of the mediums, plus two (2) additional awards in acrylics for Mayor's and Commission Awards, total of 26 awards). Each artist will receive a certificate of appreciation. Judges will be selected from City Council Members and PRCA Commissioners.

Commissioner Bell motioned and Commissioner Decker second for the official title of the art exhibition to be "Weekend of Art in Los Alamitos."

Commission recommended for staff to select a specific weekend around City and School District calendar events.

Vice Chair Wilson, recommended for event be funded by the City from General Fund Reserves.

Vice Chair Wilson, with full support of the commission recommended to City Council to fund and create A Weekend of the Art in Los Alamitos. Vice Chair Wilson motioned, Commissioner Carvajal second.

7. ITEMS FROM THE RECREATION & COMMUNITY SERVICES DEPARTMENT

It is our 4th Annual Winter Wonderland at the Plaza presented by Arrowhead Products. We will honor several sponsors for their generous donation.

Commissioner Holiday Dinner will be at Old Ranch Country Club in Seal Beach off of Lampson on Tuesday, December 8, 2015.

We are in need of judges for the Holiday Decorating Contest on December 15, 2015 beginning at 6 p.m. at the Community Center.

We have tallied Commissioners votes in the selection order for the following three (3) theme nights and complementing movies for 2016:

1. Disney Classics - Toy Story
2. Hollywood Nights - Inside Out
3. Making Waves- Finding Nemo
4. Community to Vote Surfs Up, Aladdin and Good Dinosaur

All of these movies are Disney and have licensing restrictions, which may require Recreation staff to alter movie choices should the Disney viewing window prohibit availability of certain films.

Our brochure was mailed out before our last meeting and Winter Camp begins December 21, 2015.

We are in need of Recreation Leaders and Water Safety Instructors if you know of anyone who would be interested.

McAuliffe field will be down for 12 weeks as well as Laurel Park for 4 weeks due to rehabilitation.

8. COMMISSIONER REPORTS

Commissioner Jempsa and Decker did not have any comments at this time.

Commissioner Bell recommended having the Police Department present on how to prepare in handling similar situations such as the San Bernardino incident.

Vice Chair Wilson recommends in keeping in scope with PRCA commission is what type training does recreation may need to prepare for a violent situation.

9. ADJOURNMENT

The Parks, Recreation, and Cultural Arts Commission adjourned at 9:16 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

January 6, 2016
Item No: 7A

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

From: Corey Lakin, Recreation and Community Services Director

Subject: How to Respond to an Active Shooter

Summary: Based on the request of the Parks, Recreation and Cultural Arts Commission, Police Captain Rick Moore will show the Commission a short video on how to respond to an active shooter courtesy of the Los Angeles County Sheriff's Department, and provide Commissioners with additional recommendations on how to respond when at a public event, park or community center.

Recommendation: Commission receive and file.

Background

In light of the recent San Bernardino shootings, Commissioner Michael Bell requested the Commissioners and the residents be informed regarding how to handle themselves when confronted with an active shooter. The Parks, Recreation and Cultural Arts Commissioners, after a brief discussion, requested staff work with the Los Alamitos Police Department to inform the Commission on an active shooter situation that is under the purview of the Commission.

Discussion

Active Shooter situations in the workplace or at public locations is unfortunately becoming more common and receives significant media coverage, leaving several questions on how one should respond if one is caught in that situation. Over the past several years with shootings at schools, places of work and in public venues, several agencies and organizations now practice active shooter drills, just like California schools practice responding during an earthquake drill.

The Los Angeles County Sheriff's Department put together an informative, but graphic video depiction of an active shooter situation with recommendations on how to respond:

1. Get Out
2. Secure Your Location

3. Defend Yourself

The Federal Bureau of Investigation's (FBI) tagline is "Run, Hide, Fight", which shows the common recommendations of the law enforcement agencies. Both agencies agree that each person needs to look out for him/herself first before assisting others. If everyone does that, there will not be a need to assist others. Whether inside a building, at your place of work or at an outdoor venue, the response should always be the same: remove yourself from the situation as quickly and safely as possible; if you cannot get away, find a secure/hidden location to be protected and quiet; and when in doubt, fight for your life.

Fiscal Impact

None.

Submitted & Approved By:



Corey Lakin
Recreation & Community Services Director

City of Los Alamitos Recreation & Community Services

**Agenda Report
Staff Report**

**January 6, 2016
Item No: 7B**

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

Via: Corey Lakin, Recreation & Community Services Director

From: Emeline Noda, Recreation Manager

Subject: Community Center and Picnic Shelter Policy and Rentals

Summary: This report provides the Parks, Recreation & Cultural Arts Commission information regarding the Community Facility and Shelter Use Policy.

Recommendation: Review the Community Facility and Shelter Use Policy and 2015 rental history in preparation for future discussion regarding policy revisions and fee increases.

Background:

The City of Los Alamitos Recreation and Community Services Department offers the community the opportunity to reserve rooms in the Community Center and two shelters at Little Cottonwood Park for a specified fee by location. The policy was adopted by the Los Alamitos City Council on February 14, 1983. The Community Center is rented year-round and includes a large multipurpose room, a medium activity room, a small activity room, meeting room, lounge, and craft room, provided for the use of City sponsored activities, community based organizations, non-profit organizations, private individuals and commercial groups. The two covered shelters are also rented year-round by community members and organizations for family gatherings, picnics, birthday parties and celebrations.

Discussion:

Staff is requesting to review the current policy and discuss recommended amendments to the document as it is outdated with the last revision completed back in July of 2008.

The recommendation will include splitting the Community Facility and Shelter Use Policy in to two separate documents: 1) Community Center Rental Use Policy 2) Picnic Shelter Use Policy. With a City-wide fee study presently under review, now is an appropriate time to update the current policy, implement new policies and recommend a possible fee increase to the City Council.

The Community Center is rented for a variety of purposes by individuals, businesses, churches, and organizations on a consistent basis. Types of rentals can include wedding receptions, birthday celebrations, business meetings, church gatherings, workshops, and baby showers. In 2015, 246 separate bookings occurred at the Community Center which includes recurring rentals such as church gatherings and school workshops, totaling \$34,737.50 in revenue.

Little Cottonwood Park's Picnic Shelters are in high demand and are typically reserved months in advance. The Large Shelter received a total of 114 reservations generating approximately \$4,990 in revenue for the 2015 calendar year. The Small Shelter had a total of 47 reservations generating approximately \$1,550 in revenue for the 2015 calendar year. The fees for both the Community Center and the picnic shelters are outlined in Attachment A.

In an effort to make the reservation process more efficient for both patrons and staff, staff is presenting preliminary recommendations which will be included in a more detailed report for the Commission to review in February. Staff is currently considering the following recommendations and is requesting input from the Parks, Recreation, and Cultural Arts Commission:

Community Center Rentals:

1. Revise the permit processing fee to include transfer and refund fees (fees based on fee study recommendations)
2. Application must be submitted at least 30 days prior with full payment due 30 days prior to reservation
3. Separate the Community Center Rental Policy from the Picnic Shelter Policy
4. Remove ABC Alcohol Policy allowing the sale of alcohol as no alcohol sales are permitted due to the Community Center being a public facility
5. Security deposit refunded by check only, within two to four weeks following rental
6. Administer fee for janitorial services (fee based on fee study recommendations and consultation with Public Works staff)
7. Include staff set up and tear down fee in rental fee (fee based on fee study recommendations, no set up or tear down of chairs and tables is recommended by renter due to liability, room diagram must be submitted with application)
8. Include insurance requirements based on type of event, attendance, hours of event, and consumption of alcohol
9. Revise the current application and include check box on application that the applicant has reviewed all rental policies

10. A minimum of 14 days notification to receive full refund minus revised processing fee
11. Facility fees are not applicable for Community Based Organizations utilizing facilities Monday – Thursday evenings for board meetings only. (Limited to one (1) per month with no fees)

Picnic Shelter Rentals:

1. Revise the permit processing fee to include transfer and refund fees (fees based on fee study recommendations)
2. Application must be submitted at least 30 days prior with full payment due 30 days prior to reservation
3. Separate the Picnic Shelter Policy from the Community Center Rental Policy
4. Include policies relating to mobile food carts, no sales vendors, no petting zoo, no live music or DJ, etc.
5. Consider attendance maximums for each shelter
6. Replace the Reservation Bulletin Board at Little Cottonwood Park
7. Consider reserving the Orville R. Lewis Picnic Shelter and BBQ area
8. During Winter and early Spring, park rentals should not occur beyond dusk
9. Consider allowing small standard size moon bounce to be allowed with rental of the small shelter (possible fee for allowance of a moon bounce at all parks)
10. Revise the current application and include check box on application that the applicant has reviewed all rental policies

Fiscal Impact:

Staff expenditures for coordinating Community Center and Picnic Shelter Rentals are funded through the City's General Fund. The City collects all fees for rentals. In Fiscal Year 14-15, Community Center and Picnic Shelter Rentals accounted for \$40,224 which is 3% of the total revenue for the Recreation and Community Services Department.

Submitted By:



Emeline Noda
Recreation Manager

Approved By:



Corey Lakin
Recreation & Community Services Director

Attachments:

- A. Current Community Facility and Shelter Use Policy*
- B. Current Community Facility Application*
- C. Current Picnic Shelter Application*

ATTACHMENT A

CITY OF LOS ALAMITOS

Community Facility and Park Shelter Use Policy

Community facilities, which include a large multipurpose room, a medium activity room, a small activity room, meeting room, and craft room, are provided for the use of City sponsored activities, community based organizations, non-profit organizations, private individuals and commercial groups. We ask that you take a few minutes to read the following information to assist you in utilizing these facilities. If you have any questions, please call the Recreation and Community Services Department office: (562) 430-1073.

Priority Use and Rental Categories

Priority of use for Recreation & Community Services facilities is as follows:

- I. CIVIC: City sponsored Recreation and Community Services Department activities followed by Los Alamitos Unified School District functions.
- II. COMMUNITY BASED OR NON-PROFIT GROUPS (501(c)(3) only): Organizations within Los Alamitos Unified School District boundaries followed by defined organizations outside the district boundaries.
- III. PRIVATE: Resident individuals followed by non-resident individuals.
- IV. COMMERCIAL: Businesses and profit-making organizations, and politically affiliated organizations.

Groups or individuals may, upon request, be required to provide a current roster of members or guest list, complete with addresses.

Policy and Procedures for Community Center Rentals

A FACILITY USE APPLICATION provided by the City of Los Alamitos Recreation and Community Services Department shall be submitted and accompanied by a non-refundable \$25.00 processing fee. (Processing fee is applied to total rental fees).

- Application must be received a minimum of ten (10) calendar days prior to requested use date, and will be accepted up to twelve (12) months in advance.
- Applicants will receive a written response within five (5) working days of receipt of application.
- Requests shall not be approved for a period exceeding three (3) months.
- No group shall be permitted more than once a week usage unless a special allowance is granted by the Director of Recreation and Community Services.

ATTACHMENT A

Application Process

- Payment of fees: A \$25 non-refundable deposit must be paid at the time user's application is submitted.

Once approved, balance of fees and set-up diagram (if needed) are due thirty (30) days prior to scheduled activity date.

Refer to pages five (5) and six (6) for Fee and Deposit Schedule.

- Individual signing the Facility Use Application and/or person in charge of event must be present with a copy of approved application before user group will be admitted to facility.
- Cancellation: Cancellation shall be made no less than thirty (30) days prior to scheduled event in order to avoid any loss of the paid security deposit.

Any reservation may be cancelled by the City with written notice for use by City sponsored program. In the event of such a cancellation, notice shall be given as far in advance of the scheduled event as possible, with a full refund of all fees and deposits made.

Facility Rules and Regulations

- GENERAL: Please confine group(s) to area(s) designated on contract. Please report any problems to Community Center staff.
- DECORATING: No objects are to be suspended or attached to ceiling, walls, windows or blackboards. No type of nails, staples, tape, etc., will be permitted on ceilings, walls, windows or blackboard. No candles, glitter, or helium balloons are allowed in the facility. It is suggested that the patron concentrate on table and portable room decorations. **Failure to adhere to these policies will result in forfeiture of entire security deposit.**
- CLEAN-UP: Clean-up is the patron's responsibility. This includes: Wiping of table tops; ensuring chairs are clean; removing all refuse from floors; disposing of all refuse from floors; wiping of counter tops and kitchen equipment; cleaning up any spillage in refrigerator and removal of all supplies. **If clean-up is not accomplished at an acceptable standard, patron's entire security deposit will be forfeited.**
- SECURITY: The presence of security officers is required at any event where the numbers of guests exceed one hundred (100). Events with less than one hundred guests may also be required to contract for security guard service at the discretion of the Director of Recreation and Community Services. It is the patron's responsibility to contract independently for

ATTACHMENT A

such services. Service is to be provided from an approved list of security service agencies available in the Community Center office. Written proof of contract for security must be provided no later than one week prior to scheduled event. Ratio of security guards to guests is dependent upon the nature of the event, and shall be determined by the Director of Recreation and Community Services. Any event serving alcohol will be required to have at least one (1) security guard.

MINORS: All persons under eighteen (18) years of age are minors. Events where the majority of attendees are minors must be chaperoned in the ratio of one adult for every fifteen minors. If alcohol is served in the presence of minors, **FULL** supervision must be adhered to.

INSURANCE: Patrons shall be required to purchase an insurance policy naming the City of Los Alamitos as the additionally insured, which includes coverage for host liquor liability, if applicable, as well as public liability and property damage to the limit of \$1,000,000. Patron may either purchase said insurance privately or through the carrier made available through the City of Los Alamitos. Insurance purchased through the Community Center is available at various rates, dependent upon the purpose of the scheduled event and the number of guests attending.

ALCOHOL: Alcohol refers to any beverage that contains any alcohol. Use of alcohol will be permitted in the Community Center only.

Use of alcoholic beverages must be on the application form at the time facility use is requested. The Director of Recreation and Community Services and the Chief of Police will review the application for approval/disapproval. The City reserves the right to place restrictions on the use of alcoholic beverages in accordance with State law, City Ordinance and Community Center Policy. Additional liquor liability insurance is required for all events where alcohol beverages are available (see INSURANCE above).

If alcohol is to be sold or donations accepted, an A.B.C. permit must be obtained and a copy of same provided to the City of Los Alamitos at least one week prior to scheduled event. The Alcohol Beverage Control License may be obtained at:

605 W. Santa Ana Blvd., Bldg. #28, Suite 369
Santa Ana, Ca 92701
Telephone: (714) 558-4101

Alcoholic beverages may not be sold or consumed by minors under the age of twenty one (21) years of age.

ATTACHMENT A

Facility Capacities

	<u>Banquet Capacity</u>	<u>Assembly Capacity</u>
Small Activity Room	60	100
Medium Activity Room	110	170
Large Activity Room	175	200
Craft Room	None	75
Meeting Room	None	20

Fees and Deposit Schedule

- I. CIVIC: City sponsored Recreation and Community Services Department activities followed by Los Alamitos Unified School District functions.
- II. COMMUNITY BASED OR NON-PROFIT GROUPS (501(c)(3) only: Organizations within Los Alamitos Unified School District boundaries followed by defined organizations outside the district boundaries.
 - Facility fees are not applicable for Community Based Organizations utilizing facilities Monday – Thursday evenings for board or general membership meetings, or registration activities. (Limited to one (1) per month with no fees)
- III. PRIVATE: Resident individuals followed by non-resident individuals.
- IV. COMMERCIAL: Businesses and profit-making organizations, and politically affiliated organizations.

Facility Fees (Hourly, including set-up and take-down time)

<u>Category</u>	<u>Facility</u>	<u>Cost per hour (Normal Hours)</u>	<u>Cost Per Hour (Extended Hours)</u>
Category II.	Small Activity Room (1,200sq.ft.)	\$ 30.00	\$ 45.00
	Medium Activity Room (2,400 sq.ft.)	\$ 40.00	\$ 55.00
	Large Activity Room (3,600 sq. ft.)	\$ 40.00	\$ 55.00
	Craft Room	\$ 30.00	\$ 45.00
	Meeting Room	\$ 25.00	\$ 40.00
Category III.	Small Activity Room (1,200sq.ft.)	\$ 45.00	\$ 60.00
	Medium Activity Room (2,400 sq.ft.)	\$ 65.00	\$ 80.00
	Large Activity Room (3,600 sq. ft.)	\$ 85.00	\$ 100.00
	Craft Room	\$ 45.00	\$ 60.00
	Meeting Room	\$ 30.00	\$ 45.00

ATTACHMENT A

Category IV.	Small Activity Room (1,200sq.ft.)	\$ 80.00	\$ 95.00
	Medium Activity Room (2,400 sq.ft.)	\$105.00	\$120.00
	Large Activity Room (3,600 sq. ft.)	\$130.00	\$145.00
	Craft Room	\$ 80.00	\$ 95.00
	Meeting Room	\$ 50.00	\$ 65.00

Assessment of Fees:

Normal Operating Hours are defined as Monday through Thursday, 8 am to 5 pm, and Friday, 8 am to 4 pm.

Extended Operating Hours are defined as Friday, 4 pm to 11 pm, and Saturday and Sunday, 8 am to 11 pm.

Additional Fees:

Kitchen Use \$40.00/event
 Set Up and Tear-down (by Center Staff) \$25/hour add'l
(PLEASE NOTE THAT SET-UP/TEAR-DOWN APPLIES TO TABLES AND CHAIRS ONLY)

Security Deposits: (Refundable after the event)

<u>Facility</u>	<u>Room</u>	<u>With Alcohol</u>
Small Activity Room	\$100.00	\$200.00
Medium Activity Room	\$150.00	\$250.00
Large Activity Room	\$150.00	\$250.00
Crafts Room	\$100.00	- 0 -
Meeting Room	\$ 50.00	- 0 -

All security deposits are in addition to rental fees and are refundable after the rental provided the user is out of the building on time, clean-up has been done properly, and there has been no damage to furniture or fixtures. (A LIST OF ALL REQUIREMENTS ARE AVAILABLE AT TIME OF RESERVATION)

If any loss or damage occurs to equipment, facilities or sites, an appropriate amount to cover damage and/or replacement costs will be withheld from the deposit with the balance returned to the user.

All fees are subject to change.

ATTACHMENT A

POLICY AND PROCEDURE FOR PICNIC SHELTER RENTALS

**Shelter #1
(Large)**

Covered Picnic Shelter with 6 Tables and Barbeques

Fees: \$35 for 4 hours (4 hour increments are at the discretion of the Recreation Department to be able to accommodate two (2) reservations per day during the summer months).

\$70 for 5+ hours (any 5 hours of your choice year round)

**Shelter #2
(Small)**

Covered Picnic Shelter with 2 Tables

Fees: \$25 for 4 hours (4 hour increments are at the discretion of the Recreation Department to be able to accommodate two (2) reservations per day during the summer months).

\$50 for 5+ hours

(Reservations will not be taken for most major holidays, therefore the use of shelters will be on a first-come, first-served basis only).

Cancellation Policy:

Requests for cancellation must be received 14 days prior to your event. There will be a \$5 administrative charge for all cancellations. Refunds may take up to 30 days to be processed.

Other amenities at Little Cottonwood Park include the following:

- 4 Picnic Tables (stationary)
- 4 Barbecues (stationary)
- Softball Field
- Tot Lot
- 1 Basketball Court
- Restrooms
- Spacious Area
- 2 Playgrounds
- 2 Volleyball Courts
- Limited Parking

ATTACHMENT A

- **Please note that only one bounce house will be allowed per day and only with the Large Shelter rentals.** A Certificate of Liability Insurance naming the City of Los Alamitos in the amount of \$1,000,000 is required from the bounce house rental company. The Certificate must have an attached Endorsement to be valid. Proof of the Certificate and Endorsement must be provided two weeks before the reservation date.
- It is advisable to bring your own large trash bags as there is no guarantee that trash will be empty.

The aim of the City of Los Alamitos is to provide a standard of service for our patrons that will ensure their scheduled event is a positive experience. To this end, any items not specifically addressed in this Community Facility & Park Shelter Use Policy may be approved at the discretion of the Director of Recreation and Community Services. Undefined requests for facility use may, at the City's pleasure, be referred to the Parks, Recreation & Cultural Arts Commission for further review.

Adopted by Los Alamitos City Council 02/14/83

Revised and adopted by Los Alamitos City Council 09/23/85

Revised and adopted by Los Alamitos City Council 01/25/88

Revised and adopted by Los Alamitos City Council 07/01/08

[g/share/word/community center and shelter use policy](#)

ATTACHMENT B



COMMUNITY CENTER
10911 OAK STREET
LOS ALAMITOS, CA 90720
562-430-1073 - FAX 562-594-9657

Reservation: _____
(Day) (Date)
Room: _____
Classification: _____

\$25.00 Filing Fee Required when submitting application, and will be applied to Security Deposit, or returned if application denied. This reservation/contract is issued in accordance with the policies outlined on the reverse side as established by the City Council and the Recreation & Community Services Department. Complete contract and return ALL copies for approval/disapproval to the Community Center office. Your copy will be returned to you after approval/disapproval. Any false statements are grounds for denial.

Group/Organization: _____ Non-Profit #: _____

Applicant: _____ Title/Position: _____ CDL#: _____

Address: _____
(Street) City Zip

Telephone Numbers: (Day) _____ (Night) _____ (Emergency) _____

Requested Event Date: _____ Requested Event Time: _____

Purpose of Event: _____ Projected Attendance: _____

Type of Set-Up: Banquet Theater Conference Classroom None Other: _____

Alcoholic Beverages Served? Yes No Alcoholic Beverages Sold? Yes No ABC Permit #: _____

I, the undersigned, on behalf of the above named organization, do hereby agree to indemnify and hold harmless the City of Los Alamitos, and any of their officers, agents or employees from any liability or claim or action for damages resulting from or in any way arising out of the use of the facility or equipment and will agree to abide and enforce the Rules, Regulations and Policies governing the facility as set forth by the City of Los Alamitos. I HAVE READ THE REVERSE SIDE OF THIS CONTRACT.

E-mail Address (For Receipt/Permit) _____

Signed (person making reservation) _____ Date: _____

FOR OFFICE USE ONLY

REFUNDABLE DEPOSITS

Room Deposit _____

Alcohol Deposit _____

TOTAL DEPOSITS _____

Less Processing Fee _____

BALANCE DEPOSIT DUE _____

RENTAL FEES

Event Time Hours _____

Preparation/Clean-Up Hours _____

Set-Up/Tear-Down (Center Staff) _____

Kitchen Use _____

TOTAL RENTAL FEES DUES _____

APPLICANT PLEASE NOTE:

Your application has been approved/disapproved.

Reason for disapproval: _____

Balance of deposit _____ is due by _____ in order to confirm this contract.

Rental fees: _____ are due by _____ or this agreement may be subject to cancellation.

_____ Security officers are required/not required.

Liability Insurance is required/not required.

Certificate of Insurance; written proof of security service; ABC Permit # (if applicable) are due by _____

Signed: _____ Date: _____

Comments: _____

ATTACHMENT B

CITY OF LOS ALAMITOS Community Facility Use Policy

Policy and Procedures

APPLICATION shall be made on official forms provided by the City of Los Alamitos Recreation and Community Services Department, accompanied by a \$25.00 processing fee. (Processing fee is applied to security deposit, however, it is non-refundable if applicant cancels their reservation).

- I. Application must be received a minimum of ten (10) calendar days prior to requested use date, and will be accepted up to twelve (12) months in advance.
- II. Applicants will receive a written response within five (5) working days of receipt of application.
- III. Requests shall not be approved for a period exceeding three (3) months.
- IV. No group shall be permitted more than once a week usage, unless a special allowance is granted by the Director of Recreation and Community Services.

APPROVED APPLICATIONS

- I. **Payment of Fees:** Deposit must be paid at the time user's application is approved. Balance of fees and set-up diagram are due thirty (30) days prior to scheduled activity date. Refer to pages five (5) and six (6) for Fee and Deposit Schedule.
- II. **Cancellation:** Cancellation shall be made no less than thirty (30) days prior to scheduled event in order to avoid forfeiture of deposit. \$25.00 processing fee is non-refundable.

Any reservation may be cancelled by the City with written notice for use by and for city sponsored programs. In the event of such a cancellation, notice shall be given as far in advance of the scheduled event as possible, with a full refund of all fees and deposits made.

Facility Rules & Regulations

- GENERAL:** Please confine group(s) to area(s) designated on contract. Please report any problems to Community Center Staff; they are more than happy to assist you in any way they can.

Individual Signing Facility Use Application and/or person in charge of event must be present with a copy of approved application before user group will be admitted to building.
- DECORATING:** No objects are to be suspended or attached to ceiling, wall, windows or blackboards. No type of nails, staples, tape, etc. will be permitted on ceilings, walls, windows or blackboard. No candles, glitter, or helium balloons are allowed in the facility. It is suggested that the patron concentrate on table and portable room decorations.
- CLEAN-UP:** Clean-up is the patron's responsibility. This may include: Wiping of tabletops; insuring chairs are clean; removing all refuse from floors; disposing of all refuse from floors; wiping of counter tops and kitchen equipment; cleaning up any spillage in refrigerator and removal of all supplies. If clean-up is not accomplished at an acceptable standard an appropriate amount will be withheld from the deposit to cover additional labor costs.
- SECURITY:** The presence of security officers are required at any event where the numbers of guests exceed one hundred (100). Events with less than one hundred guests may also be required to contract for security guard service at the discretion of the Director of Recreation & Community Services. It is the patron's responsibility to contract independently for such service. Service is to be provided from an approved list of security service agencies available in the Community Center office. Written proof of contract for security must be provided no later than one week prior to scheduled event. Ratio of security guards to guests is dependent upon the nature of the event, and shall be determined by the Director of Recreation & Community Services.
- MINORS:** All persons under eighteen (18) years of age shall be deemed to be minors. Events where the majority of attendees are minors must be chaperoned in the ratio of one adult for every fifteen minors.
- INSURANCE:** Patrons shall be required to purchase an insurance policy naming the City of Los Alamitos as the additionally insured, which includes coverage for host liquor liability, if applicable, as well as public liability and property damage to the limit of \$1,000,000. Patron may either purchase said insurance privately or through the carrier made available through the City of Los Alamitos. Insurance purchased through the Community Center is available at various rates, dependent upon the purpose of the scheduled event and the number of guests attending.
- ALCOHOL:** Alcohol refers to any beverage that contains any alcohol. Use of alcohol will be permitted in the Community Center only. Use of alcoholic beverages must be on the application form at the time facility use is requested. The Director of Recreation & Community Services and the Chief of Police will review the application for approval or disapproval. The City reserves the right to place restrictions on the use of alcoholic beverages in accordance with State Law, City Ordinance and Community Center Policy. Additional liquor liability insurance is required for all events where alcohol beverages are available. (SEE INSURANCE ABOVE).

If alcohol is to be sold or donations accepted, an A.B.C. permit must be obtained and a copy of same provided to the City of Los Alamitos no later than one (1) week prior to scheduled activity. The Alcohol Beverage Control License may be obtained at:
605 W. Santa Ana Blvd., Bldg. #28, Suite 389
Telephone: (714) 556-4101

Alcoholic beverages may not be sold or consumed by minors under the age of twenty one (21) years of age.

The aim of the City of Los Alamitos is to provide a standard of service for our patrons that will insure their scheduled event is a positive experience. To this end, any items not specifically addressed in this Facility Use Policy may be approved at the discretion of the Director of Recreation & Community Services. Undefined requests for facility use may, at the City's pleasure, be referred to the Parks & Recreation Commission for further review. Working together, we can maximize use of our community facilities; and maintain them in a manner we can all be proud of for the benefit of our entire community.

ATTACHMENT C



City of Los Alamitos
Recreation & Community Services Department
10911 Oak Street, Los Alamitos, CA 90720
(562) 430-1073 Fax (562) 594-9657

(office use only)

Date received
Must be submitted 14 days in advance of requested use date.

LITTLE COTTONWOOD SHELTER REQUEST FORM

DATE(s) facility will be used:

DAY(s) facility will be used:

TIME (please include set up time and clean up time):

PURPOSE OF RENTAL (Birthday Party, Baby Shower, Reunion, etc.):

FACILITY REQUESTED Please note: Shelter #1 & #2 requires 14 day notice for cancellation w/\$5 admin fee.

COTTONWOOD PARK

Utility Field Time: Softball Field Time: Volleyball Court Time: Basketball Courts

Please note: a 2 hour time frame is required for Cottonwood Park field and court requests.

COTTONWOOD PARK SHELTER Large Shelter Small Shelter

(Applicable Fees Payable at Time of Reservation) (No Moon Bounce Allowed)

Is this event open to the public?

Will donations or admission be charged?

What is the expected attendance?

Will you have a MOON BOUNCE at this event?

EQUIPMENT NEEDS

Volleyball Net & Ball (\$50 deposit)

Name or Organization		E-mail Address (for Receipt & Permit)
Address:	City:	Zip Code:
Home Phone:	Mobile Phone:	Work Phone:
Emergency Contact:		Emergency Contact Phone:

SAVE HARMLESS AGREEMENT AND COVENANT NOT TO SUE: In consideration of being permitted to use facilities of the CITY OF LOS ALAMITOS, indicated previously, I do hereby covenant and agree that the CITY OF LOS ALAMITOS, their officers, employees and members or representatives shall not be liable for any loss, damage, injury or liability of any kind to any person or property caused by or arising from any use of the premise of the CITY OF LOS ALAMITOS, or by any defect in building structure or improvement thereof, or in any equipment to be used for any loss, damage or injury from any cause whatsoever to the property or person of the undersigned or any part of its employs, agents or other persons entering upon or using said premises or any part thereof, or to any property stored or place thereon. Notwithstanding anything to the contrary herein contained and irrespective of any insurance carried by the undersigned for the benefit of the above enumerated entitles, the undersigned agrees to protect, indemnify, covenant not to sue, and hold the above enumerated entitles of said premises harmless from any and all damages or liabilities of whatsoever nature arising out of or in connection with the CITY OF LOS ALAMITOS in use of occupancy of the premises arising from any state or condition of said premises or any part thereof.

City of Los Alamitos

Recreation & Community Services

Agenda Report Staff Report

January 6, 2016
Item No: 7C

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

From: Corey Lakin, Recreation and Community Services Director

Subject: 2015 Winter Wonderland at the Plaza Review

Summary: This report provides the Parks, Recreation and Cultural Arts Commission with an overview of the 4th Annual Winter Wonderland at the Plaza presented by Arrowhead Products.

Recommendation: Commission receive and file.

Background

The Los Alamitos Area Chamber of Commerce began a new committee in 2012 called the Young Professionals. At one of the committee meetings in October 2012, the group discussed hosting an event in the Los Alamitos to celebrate the holidays. With three staff members from the City of Los Alamitos on the committee, staff brought up the idea of a collaborative event between the City of Los Alamitos and the Young Professionals, and Winter Wonderland was born.

The inaugural Winter Wonderland at the Plaza event in 2012 was very successful with an estimated 1,200 attendees with a few main stage performances, a snow area with two sled runs and a small snow play area, photos with Santa, and a tree lighting ceremony. Due to the overwhelming positive response to the event, the City and Chamber Young Professionals agreed to partner again to host the 2nd Annual event on December 7, 2013. This second annual event had double the attendance with increasing the sledding area to four runs and adding snow machines, inflatables, food trucks, vendors, a trackless train and more, further enhancing the event. This led the way to a continued partnership for the 3rd Annual Winter Wonderland that took place on Saturday, December 6, 2014. With an crowd around 3,500 people, this became the third largest City-hosted special event, next to the 4th of July and Race on the Base. This year, the tradition continued for the 4th Annual Winter Wonderland at the Plaza presented by Arrowhead Products, which solidified the first Saturday in December as Winter Wonderland in Los Alamitos and with more than 4,000 people in attendance and increased programming, was the largest and best Winter Wonderland yet.

Discussion

The 4th Annual Winter Wonderland at the Plaza presented by Arrowhead Products was collaboratively developed by members of the Los Alamitos Area Chamber of Commerce Young Professionals and the City of Los Alamitos. The event took place at St. Isidore Historical Plaza and along Reagan Street between Florista Street and Katella Avenue on Saturday, December 5, 2015 from 4:00 p.m. – 7:30 p.m.

Event attendees will enjoyed a bigger and better event this year with a main stage full of several performances from the local elementary and middle schools, the City's Ready, Set, Go! Preschool Program, and community youth groups. The stage was busy starting at 4:00 p.m. up until about 7:15 p.m. With 11 different groups performing either on the stage or in front of the stage (allowing the stage to be set up for the next act, the stage was a major attraction to families of the children performing and one of the centers of attention for event goers.

A large sledding area with four sled runs was available for all ages to experience the joy of sledding in the snow, couple with a snow play area for kids to enjoy making snowmen, throwing snowballs (gently) and making snow angels. While the snowman photo area was not as popular as it was last year, there was always still a line for families to snap a photo with "Frosty" under the snowy sky with the new whimsical backdrop developed to help advertise the event and the events' presenting sponsor Arrowhead Products. Los Alamitos-based Elite Special Events will be provided the 25 tons of snow for the event, spreading it out into the three different areas, allowing thousands of participants to enjoy the snow simultaneously.

The most popular area this year was the opportunity to meet and take a photo with Santa and Mrs. Claus. Families were able to take their annual photo with Santa and all children walked away with either a toy donated by Bandai or a candy cane. Santa and Mrs. Claus made their grand entrance aboard an OCFA Fire Truck, performed on stage with the Ready, Set, Go! Preschool Program for one of their songs and was busy until 7:30 p.m. when the event concluded. The line to meet Santa was no shorter than 20 people throughout the evening, sometimes having nearly 100 people at its longest point.

Inflatables and arts and crafts were also free of charge to the thousands of attendees. Los Alamitos-based business Built It Workspace took over six picnic benches in the Plaza to provide children with arts and crafts to create and take home. Additionally two bounce houses, a 55' long inflatable obstacle course, a trackless train, and a 30' high rock wall were other free attractions for children.

A new feature this year was a Contract Class demonstration area, with six contract class instructors highlighting the classes and camps they offer through the Recreation and Community Services Department. Some of the highlights included Skatedogs setting up a fully-equipped mini-skateboard park with helmet and skateboards for children to try and the guitar class not only highlighting their students currently enrolled, but marketed to future students interested in learning how to play guitar.

The Youth Center donated a 12-foot Christmas tree that was decorated and lit up during a tree lighting ceremony at 5:45 p.m. The tree remained in place throughout the month and illuminated nightly. Canned food items were collected and donated to Grateful Hearts again this year, with a commitment to try and increase that outreach in the future. Seven food vendors/food trucks served dinner and snacks throughout the event with tremendous success. More than 30 vendor/sponsor booths from local businesses and organizations informed the public about their cause and/or sold their wares to those interested in making a purchase.

Initially, the committee was anticipating a revenue shortfall due to increased costs and the loss of a few sponsors, however, thanks to a last minute and large sponsorship from Arrowhead Products, the event was more festive! With lights strung across the street and snow machines filling the air with “snow” throughout the event, the wintery street seemed more cheerful and welcoming than ever. This equipment was purchased rather than rented so it can be used for future events. All the proceeds collected from the trucks, vendors and sponsors helped pay for the event, keeping the Winter Wonderland at the Plaza a revenue-neutral event for both the City and the Chamber for the fourth consecutive year. Some invoices have still not been received, but it is anticipated that a small amount of revenue will be carried over for future events.

The Winter Wonderland at the Plaza was and continues to be an event for residents, businesses and neighbors of all ages to enjoy. It is anticipated that more than 4,000 participants attended this year, providing the very generous sponsors, vendors and entertainers a great opportunity to showcase to the community what they have to offer. The City and the Chamber are honored to continue to provide the community with an excellent community event for the holidays.

Fiscal Impact

The 23 sponsors, 26 vendors and 7 food vendors collectively brought in just under \$22,000 in revenue, up from \$15,000 last year. The event expenditures to date equal around \$20,500, netting a small amount of revenue for seed money for next year’s event. There is a net zero fiscal impact to the City’s General Fund from this event, which was the promise staff made to the City Council prior to the event three years ago. The largest donation was from Arrowhead Products, who donated \$10,000 for the first time. Their generous contribution allowed the event to remain revenue-direct expenditure-neutral for the City and the Chamber. The City and the Chamber thank all of our sponsors and vendors for another wonderful holiday event.

Submitted & Approved By:



Corey Lakin
Recreation & Community Services Director

City of Los Alamitos

Agenda Report Staff Report

January 6, 2016
Item No: 7D

To: Chair Emil Jorge & Members of the Parks, Recreation & Cultural Arts Commission

From: Tony Brandyberry, Public Works Superintendent

Via: Corey Lakin, Recreation and Community Services Director

Subject: Quarterly Park Maintenance Update

Summary: This agenda item is to update the Parks, Recreation and Cultural Arts Commission on Quarterly Park Maintenance efforts and results made throughout the City.

Recommendation: Receive, Discuss, and File

Background

Staff would like to provide a quarterly update on all maintenance activities under the purview of the Parks, Recreation and Cultural Arts Commission starting in 2016. The intent of the update is to inform the Commission on previous maintenance, repairs, future repairs, and any changes in regulations pertaining to parks, sports fields, or playgrounds. Drought related updates will be contained in a standalone report.

The report will list all maintenance and repair activities while yielding the opportunity for the Commissioners to provide feedback to Staff on current or future maintenance concerns they may have.

Discussion

The following repairs have been made at the listed Facilities:

- **McAuliffe Field** – Yearly turf rehabilitation began on November 23-25. This included mowing, irrigation repair (replacement of nearly all sprinkler heads), leveling, aerating, dethatching, granular fertilization, over seed, and topper placement. Within two weeks the grass seed had germinated and the field is starting to recover. The field is scheduled to reopen February 16, 2016.

- **Laurel Park** - Yearly turf rehabilitation began the week of December 14th. This included mowing, irrigation repairs, aerating, granular fertilization, over seed and topper placement. The field is scheduled to reopen on January 19, 2016. Staff also repaired the leaking flat roof on the restroom building. Staff applied the left over pool roof materials to save on costs. One additional parking lot flood light was replaced.
- **Little Cottonwood Park** – Staff replaced the security lighting at the restroom building and repaired the woman's toilet. The parking lot drains have been cleaned and cleared to aid with the expected rainfall. This year, the parks trees have been trimmed and the dead bushes around the irrigation pump house were removed.
- **Orville Lewis Park** – Staff repaired the metal footings to the shelter. This included cutting out the rusted metal, grinding clean, and welding new pieces onto the existing posts. It was mandatory to wait until the summer park program was over as child safety with welding was a factor.
- **Roberts Park** – LAUSD repaired the leaking fire hydrant that is located on their property.
- **Stansbury Park** – Staff replaced six leaking irrigation valves and verified operation of the entire system.
- **Community Center/Youth Center** – All roof drains have been jetted clean by an outside plumber. Two floor grates have been replaced. Minor electrical and plumbing repairs have been made to both buildings.
- **City Hall Facility Bronze Time Piece** – Staff washed and attempted to polish the piece but was unsuccessful. It will need to have a professional to complete the work. Staff also replaced the monument signage and repainted the stucco.
- **Pool Facility** – Staff reroofed the pump house, Water Polo rooms and offices. The JFTB offered to assist with labor but unfortunately, did not follow through. City Staff completed the job within two weeks just before a rain event. Additional repairs are still underway and expect to be completed in January. The outside pond was removed as it was inoperable.
- **Landscape Maintenance Contract** – In December, the City Council unanimously voted to extend the Landscape Maintenance Contract with Midori Gardens for an additional two years, at the same cost. Midori Gardens accepted the terms. Staff is very pleased with the level of quality from Midori Gardens.

Staff also recognizes additional maintenance and repairs that are essential. The goal is to accomplish the repairs within the next quarter, time and weather permitting. These repairs are listed below:

- **McAuliffe Track & Field** – When the “big field” reopens on February 16, Staff will close the field inside the track for rehabilitation. The turf rehabilitation process will be the same as the big field; with exception to more leveling will be needed as this is the first rehabilitation this field will have had in over 12 years of service. The field will be scraped, drug, and additional material will be placed. Weed abatement will be performed along the east side of the track as well.
- **Laurel Park** – Staff will replace the tile roof section of the restrooms building. This will entail almost 100% of wood replacement, 100% of tile replacement and one skylight lens to be replaced. Staff will also look into adding a metal screen cover to the skylights as homerun balls are hit and break the skylights.
- **Labourdette Park** – Staff still continue fabrication of replacement fence panels in the front and sides of the park. All materials have been purchased and now need to be welded, painted and installed.
- **City Hall Facility Bronze Time Piece** – Staff will be obtaining bids to restore the timepiece. If within budget, Staff will proceed with the work. If not, Staff will add this job to the next year’s Capital Improvement Projects.

Fiscal Impact

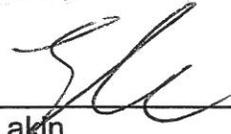
Staff intends to accomplish as many repairs within budget as possible. If budget does not allow for the completion of the repairs, Staff will obtain estimates and add those repairs to the list of future Capital Improvement Projects.

Submitted By:



Tony Brandyberry
Public Works Superintendent

Approved By:



Corey Lakin
Recreation & Community Services Director