

CITY OF LOS ALAMITOS

3191 Katella Ave.
Los Alamitos, CA 90720

AGENDA PARKS, RECREATION, AND CULTURAL ARTS COMMISSION REGULAR MEETING Wednesday, May 4, 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.

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

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 Jempsa
 - Commissioner Jorge
 - Vice Chair Decker
 - Chair Wilson
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 February 3, 2016 and April 6, 2016.

6. STAFF REPORTS

A. Boards, Commissions, and Committees Policy Handbook

At its April 18, 2016, the City Council unanimously adopted Resolution 2016-11, adopting the City's Policy Handbook for Boards, Commissions, and Committees. The information is being provided to the Commissions.

Recommendation: Receive and file.

B. New Field Regulations Overview

This report provides the Parks, Recreation & Cultural Arts Commission with an overview of the new field regulations that was approved by the Los Alamitos Unified School District Board of Education at their April 19, 2016 meeting.

Recommendation: Receive and file.

C. Preschool Age Program Offerings

This report provides the Parks, Recreation & Cultural Arts Commission with pertinent information regarding preschool age program offerings.

Recommendation: Receive and file.

D. Interest in Park, Facility & Program Tour

This report provides the Parks, Recreation & Cultural Arts Commission with an option to schedule a park, facility and program tour during the summer months.

Recommendation: Commission can plan a schedule for visiting Los Alamitos parks, facilities and program during the summer months based on the availability of the Commissioners.

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 28th day of April 2016.


Trini Zenovka, Department Secretary

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

REGULAR MEETING – WEDNESDAY, April 6, 2016

1. CALL TO ORDER

The Parks, Recreation and Cultural Arts Commission met in a Regular Session at 7:05 p.m., Wednesday, April 6, 2016, at the Los Alamitos Community Center, 10911 Oak Street, 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
Megan Shimada, Recreation Coordinator
Tony Brandyberry, Public Works Superintendent
Trini Zenovka, Department Secretary

3. PLEDGE OF ALLEGIANCE

Commissioner Jempsa led the Pledge of Allegiance.

4. ORAL COMMUNICATIONS

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

5. MINUTES

Motion/Second: Decker/Wilson

Unanimously Carried: The Parks, Recreation, and Cultural Arts Commission approved the minutes of the regular meeting of March 3, 2016 and deferred approval of minutes of the regular meeting of February 3, 2016 to next month due to lack of quorum.

6. STAFF REPORTS

A. Quarterly Park Maintenance Update

Tony Brandyberry, Public Works Superintendent provided the 2016 second quarter park maintenance activity update to the Parks, Recreation and Cultural Arts Commission. The report listed all maintenance and repair activities and yielding the opportunity for the commission to provide feedback to Staff on current and future maintenance concerns they may have. Staff also recognized additional maintenance and repairs that are essential and will provided an update at the next quarterly meeting.

Chair Wilson inquired about the existing issue with mosquitoes at Stansbury Park.

Tony Brandyberry, Public Works Superintendent provided information on Vector Control and will also request for a service call at this location.

Commissioner Bell requested progress report on McAuliffe field from staff.

Ron Noda, Recreation Manager, provided an update on McAuliffe field and said that Tony Brandyberry, Public Works Superintendent is currently looking at DG (decomposed granite) material to be used on the track. Progress is moving forward and heading in the right direction.

B. Preview of the Weekend of Art in Los Alamitos

Megan Shimada, Recreation Coordinator, provided The Parks, Recreation and Cultural Arts Commission with a preview of the Weekend of Art in Los Alamitos scheduled for Friday, April 29 – Sunday, May 1, 2016. The three-day visual art exhibition will feature local artists in the following mediums: sculpture, pottery, ceramics, jewelry, photography, painting, drawing, fiber arts, wood working, and print and will take place at the Community Center. The local newspapers have been contacted and provided literature to disperse through online and print media. Staff will continue to distribute through as many avenues as possible to spread the word about this exciting event.

C. Race on the Base 2016

Emeline Noda, Recreation Manager, provided a final wrap up on the City's largest special event, Southland Credit Union Los Alamitos Race on the Base (ROTB). This event draws thousands of people to Los Alamitos and the Joint Forces Training Base (JFTB). The addition of the live 80's cover band Knyght Ryder at Packet Pick Up and the new Glow in the Dark 1K Kids Run brought Friday night Packet Pick Up to life with excitement. The event also featured a sublimated technical long-sleeved shirt for all participants and volunteers, post race food, a two-day Health & Fitness Vendor Expo sponsored by the Los Alamitos Medical Center, free race clinics, and a special edition 35th Anniversary finisher medals.

An update was provided on sponsors, volunteers, registration, vendor expo, charity campaign and recommendations on how to improve 2017 ROTB event. Honoring Our Fallen has scheduled a meeting with staff to see how they can become even more involved in the event to raise funds for their charity. The winners of the 2016 Race on the Base Council & Commission Participation Challenge goes to the City Council with the largest number and highest percentage attending the event. Revenues for the 2016 Race on the Base event totaled approximately \$90,078 above the direct costs associated with the event.

7. ITEMS FROM THE RECREATION & COMMUNITY SERVICES DEPARTMENT

Corey Lakin, Recreation and Community Services Director reported that we currently have an opening to fill our last Commissioner spot and will remain open until filled. There will be several of us attending the CPRS banquet on April 14th in Newport Beach and we will carpool and caravan. This event is now sold out and the Volunteer Merit Award will be presented to Sir Speedy and Karen Klabouch. PRCA Commissioners are

invited to attend the April 18, 2016, Council meeting to meet and recognize our Race on the Base Sponsors.

8. COMMISSIONER REPORTS

Commissioner Carvajal is very pleased with maintenance at Orville Lewis.

Vice Chair Decker was very excited about volunteering at ROTB start line on both event days. Vice Chair Decker along with Corey Lakin, Director of Recreation and Community Services Department, attended the Long Beach Convention Center Expo in March and will also be attending the California Parks and Recreation Society District awards and installation banquet later this month.

Commissioner Jempsa thanked staff for keeping the City an active place and is glad to live here.

Commissioner Bell thanked staff for all their hard work and recommend to add a People Choice category award for next year's Weekend of the Art Event.

Chair Wilson thanked staff for a job well done on the Spring Carnival Event, recommended to have age specific candies for the younger children and expand space for egg hunt.

9. ADJOURNMENT

The Parks, Recreation, and Cultural Arts Commission adjourned at 8:45 p.m.

Josh Wilson, Chair

Attest:

Corey Lakin, Director
Recreation & Community Services Department

City of Los Alamitos

Recreation & Community Services

Agenda Report Consent Calendar

May 4, 2016
Item No: 6A

To: Chair Josh Wilson & Members of the Parks, Recreation & Cultural Arts Commission

Via: Corey Lakin, Recreation & Community Services Director

From: Windmera Quintanar, CMC, City Clerk

Subject: Boards, Commissions, and Committees Policy Handbook

Summary: At its April 18, 2016, the City Council unanimously adopted Resolution 2016-11, adopting the City's Policy Handbook for Boards, Commissions, and Committees. The information is being provided to the Commissions.

Recommendation: Receive and file.

Background

The Los Alamitos Municipal Code addresses the City's Boards, Commissions, and Committees within Title 2. Council adopted Ordinance 2015-06 which streamlined the policies and information for each body. The goal was to help ensure consistency for all Commissions in the way they handle their meetings and conduct themselves.

The City Clerk's Office has prepared a user friendly Handbook which contains the updated information for each appointed body in an easy to understand format. The Handbook is now being presented to each active Commission.

Discussion

The proposed Handbook provides a brief background on the City and organization structure. The Handbook outlines the recruitment and appointment process, proper relationships for Commissioners with City Council, Staff, other appointed members, and the public; the roles of City Council, Staff, and Commissioners; an overview of the agenda process and holding a meeting; procedures during a meeting; and, an outline of each Commission.

Some important issues have been highlighted below. This is not all inclusive and you are highly encouraged to read the Handbook thoroughly and ask questions you may have.

Recruitment and Appointment Process

The recruitment process remains the same. The City Clerk's Office will post an Availability Notice when vacancies occur. All interested parties, including incumbents, must submit an application to the City Clerk's Office. Commission members are encouraged to submit the names of qualified, interested parties for each vacancy. Council will interview all applicants and make appointments as needed. Commissioners serve at the City Council's pleasure. Upon appointment, Commissioners will take an Oath of Office and complete a Form 700.

Attendance and Removal

Absence from three consecutive meetings or from one-third (1/3) of the total of the regularly scheduled meetings during any calendar year shall result in the resignation of the Commissioner and the position will automatically become vacant. The Chair or Vice-Chair of the Commission is responsible for notifying the City Clerk, who will then will notify the City Council and the former Commissioner of the vacancy.

Commissioners' Role

All Boards and Commissions act in an advisory capacity to City Council. Appointed members review and make recommendations to the City Council, but they do not establish City policy or administer City programs. Appointed members are encouraged to provide alternate solutions or recommendation for action or policy and listen to and reflect community interests, needs, and values to the City Council.

Agendas

The Staff liaison is responsible for preparation and distribution of an agenda and supporting documents prior to each meeting. The Secretary will prepare the agenda under the direction of the Department Director. Staff will add necessary items to the agenda as needed for Commission consideration.

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

Fiscal Impact

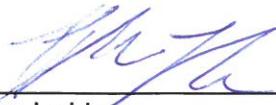
No Fiscal Impact.

Submitted by:

 FOR WINDMERA QUINTANAR

Windmera Quintanar, CMC
City Clerk

Approved By:



Corey Lakin
Recreation & Community Services Director

Attachment: 1. City Council Resolution No. 2016-11

RESOLUTION NO. 2016-11

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
LOS ALAMITOS, CALIFORNIA, ADOPTING THE BOARDS,
COMMISSIONS, AND COMMITTEES POLICY HANDBOOK**

WHEREAS, the City Council of the City of Los Alamitos strives to provide consistent policies for its legislative bodies; and,

WHEREAS, the regulations for the City's Boards, Commissions, and Committees is laid out in Title 2 of the Los Alamitos Municipal Code; and,

WHEREAS, this Handbook will be complimentary to the Los Alamitos Municipal Code and provide an easy to understand format for the City's appointed bodies; and,

WHEREAS, this Handbook will provide a quick reference for all appointed bodies to help ensure they carry out their duties in a fair and consistent manner.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LOS ALAMITOS
DOES RESOLVE AS FOLLOWS:**

SECTION 1. The City Council of the City of Los Alamitos, California, finds that the above recitals are true and correct.

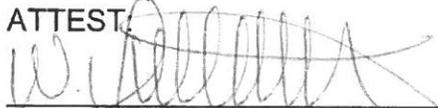
SECTION 2. The City Council hereby adopts the Boards, Commissions, and Committees Policy Handbook (Exhibit A).

SECTION 3. The City Clerk shall certify as to the adoption of this Resolution.

PASSED, APPROVED, AND ADOPTED this 18th day of April, 2016.



Richard D. Murphy, Mayor

ATTEST:


Windmera Quintanar, CMC, City Clerk

APPROVED AS TO FORM:



Cary S. Reisman, City Attorney

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss
CITY OF LOS ALAMITOS)

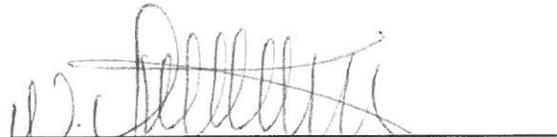
I, Windmera Quintanar, CMC, City Clerk of the City of Los Alamitos, California, do hereby certify that the foregoing resolution was adopted at a regular meeting of the City Council held on the 18th day of April, 2016, by the following vote to wit:

AYES: COUNCILMEMBERS: Edgar, Murphy, Hasselbrink, Kusumoto, Murphy
Grose

NOES: COUNCILMEMBERS: None

ABSENT: COUNCILMEMBERS: None

ABSTAIN: COUNCILMEMBERS: None



Windmera Quintanar, CMC, City Clerk

CITY OF LOS ALAMITOS



BOARDS, COMMISSIONS, AND COMMITTEES POLICY HANDBOOK

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

—◆—
www.cityoflosalamitos.org

CITY OF LOS ALAMITOS

VISION STATEMENT

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



CITY FACTS

Los Alamitos was incorporated March 1, 1960.

Los Alamitos' size is 4.3 square miles



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

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

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

GENERAL INFORMATION

History of Los Alamitos

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

Charter City

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

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

City Council

A five-member City Council is elected at large to perform the legislative and policy-making functions of local government. Terms are staggered to allow for overlap; alternatively, and successively, three members' terms are filled at one general municipal election and two members' terms at the next such election. Council Members' terms of office are for four years and members are limited to serving a total of 12 consecutive years or three terms. Annually, the Council Members select a Mayor and Mayor Pro Tempore.

The Los Alamitos City Council conducts regularly scheduled meetings once monthly, on the third Monday, beginning at 6:00 p.m., in the City Council Chamber, located at 3191 Katella Avenue.

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

LOS ALAMITOS ORGANIZATIONAL STRUCTURE

The City of Los Alamitos consists of the departments of City Manager, City Clerk's Office, Administrative Services, Police, Community Development, Public Works, and Recreation and Community Services.

City Manager's Office

This office is dedicated to developing policy and legislative actions that provide a safe and healthy environment to promote the highest quality of life to residents and visitors. It is also dedicated to providing leadership for the effective and efficient delivery of municipal services. This department is responsible for the general management of all City operations in the areas of Administration, City Attorney, Human Resources, Legislative Matters, Risk Management, Information Services and Video Production.

City Clerk's Office

This office is committed to providing exceptional and transparent customer service to internal and external customers, supporting City Council and Staff. As the principal link between the public, the City Council, and the City organization, the City Clerk's Office administers democratic processes, including City elections and managing vital City records.

Administrative Services Department

This department is responsible for finance, budget, and treasury and is also responsible for the purchase of most equipment and supplies. This department manages all personnel related functions within the city.

Police Department

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

Development Services Department

This department is dedicated to enhancing the appearance of the City through its neighborhood and business environment and to improving the economic well-being of its community and residents. The department consists of Current and Advance Planning, Building and Safety Inspection, Code Enforcement Services, Public Works, and Engineering. Public Works is responsible for sustaining the high quality of the City's public facilities and infrastructure through cost-effective maintenance. The Engineering Division is responsible for engineering design, contracts, capital improvement projects, and traffic. The Public Services Division is responsible for maintenance of all City-owned landscaped parks, storm drains, streets and sidewalks, traffic signals, and building maintenance.

Recreation and Community Services Department

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

Other City Services

Fire Services are provided by the Orange County Fire Authority. Waste disposal and cable communication services are provided to residents as established through franchise agreements. Animal control services are contracted with the City of Long Beach and library services are provided to the community through the County of Orange. The City also contracts for City Attorney services.

BOARDS, COMMISSIONS, AND COMMITTEES

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

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

An appointment to a Board, Commission, or Committee is an honor and a responsibility and increases citizen participation in the affairs of government. As advisors, regular attendance at meetings, understanding the duties and role, and working to contribute to the betterment of the community are needed of each member. City staff provides technical and administrative assistance to the City Council and appointed advisory groups.

COMPOSITION

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

- Cable Television Commission (5 members plus 1 student member)
- Parks, Recreation & Cultural Arts Commission (7 members)
- Personnel Appeals Commission (5 members)
- Planning Commission (7 members)
- Traffic Commission (7 members)

RECRUITMENT AND APPOINTMENT PROCESS

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

Applications

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

The process of filling vacancies is as follows:

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

Terms

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

Oath of Office

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

Statements of Economic Interests – Form 700

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

Compensation

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

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

ATTENDANCE AND REMOVAL

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

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

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

RELATIONS OF THE BOARDS, COMMISSIONS, AND COMMITTEES

Relationships with the City Council

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

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

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

Relationships with City Staff

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

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

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

Relationships with Other Board, Commission or Committee Members

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

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

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

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

Relationships with the Public

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

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

ROLE OF CITY COUNCIL, ADVISORY MEMBERS, AND STAFF

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

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

City Council's role is to:

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

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

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

Commission specific roles and duties can be found at the end of this policy.

Staff's role is to:

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

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

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

Board, Commission, and Committee	Department
Cable Television Commission	Cable Operations Manager (Contract)
Parks, Recreation & Cultural Arts Commission	Recreation & Community Services
Personnel Appeals Board	Administrative Services Director
Planning Commission	Community Development
Traffic Commission	Public Works/Police Department

Boards, Commissions, and Committee Recommendations

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

ROLE OF OFFICERS

Election of Officers

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

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

Duties

It shall be the duty of the Chairman to:

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

It shall be the duty of the Vice Chairman to:

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

It shall be the duty of the Secretary to:

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

MEETINGS AND PREPARATION

Agendas

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

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

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

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

Adjourned Meetings

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

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

Quorum

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

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

REGULATIONS TO HOLD A MEETING

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

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

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

Parliamentary Procedures

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

THE BROWN ACT

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

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

The law requires that meetings, at which a quorum of the members is in attendance, must be open to the public. For this reason, less than 50% of the members may be assigned to sub-Committees; otherwise it would create a quorum.

Open and Public Meetings

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

Public Hearings

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

Face to Face Meetings

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

Serial Meetings

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

Meeting Exceptions

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

PROCEDURES DURING THE MEETING

Public Testimony at Meetings

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

Rules of Debate

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

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

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

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

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

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

Remarks of Members and Synopsis of Debate

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

Protest Against Action

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

Addressing the Boards, Commission, and Committees

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

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

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

Rules of Decorum

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

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

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

C. Persons Addressing the Body. Any persons making impertinent, slanderous or profane remarks or who becomes boisterous while addressing the body shall be called to order by the presiding officer and, if such conduct continues, may at the discretion of the presiding officer be ordered barred from further audience before the body during that meeting.

D. Members of the Audience. Any person in the audience who engages in disorderly conduct such as hand clapping, stamping of feet, whistling, using profane language, yelling and similar demonstrations, which conduct disturbs the peace and good order of the meeting, or who refuses to comply with the lawful orders of the presiding officer shall be guilty of a misdemeanor. Upon instructions from the presiding officer, it shall be the duty of the Secretary to contact the Police Department to remove any such person from the Council Chamber and to place him or her under arrest.

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

Motions

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

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

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

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

Tie votes shall be lost motions and may be reconsidered.

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

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

CABLE TELEVISION COMMISSION (*SUSPENDED)

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

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

1. To make recommendations regarding Los Alamitos community cable television programming, scheduling of programming, and broadcast standards;
2. To approve grants for community access productions;
3. To develop and recommend a promotion plan to enhance channel usage and viewership;
4. To review effectiveness of outreach efforts;
5. To create maximum interest in local events, people, places, and issues via community cable access television;
6. To provide Los Alamitos residents, businesses and organizations an opportunity to produce and participate in community television;
7. To encourage the education of Los Alamitos students in community television programming and production;
8. To assess, review and make recommendations regarding the adequacy of community access equipment and facilities.
9. To assess, review and make recommendations regarding additional possible sources of revenue to support operations.

** At the March 21, 2016, the City Council suspended Commission activities for and additional six months pending further review by the Cable Operations Manager.*

PARKS, RECREATION AND CULTURAL ARTS COMMISSION

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

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

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

PERSONNEL APPEALS COMMISSION

The powers and duties of the Commission shall consist of:

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

PLANNING COMMISSION

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

TRAFFIC COMMISSION

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

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

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

City of Los Alamitos Recreation & Community Services

Agenda Report Staff Report

May 4, 2016
Item No: 6B

To: Chair Josh Wilson & Members of the Parks, Recreation and Cultural Arts Commission

Via: Corey Lakin, Recreation & Community Services Director

From: Ron Noda, Recreation Manager

Subject: New Field Regulations Overview

Summary: This report provides the Parks, Recreation & Cultural Arts Commission with an overview of the new field regulations that was approved by the Los Alamitos Unified School District Board of Education at their April 19, 2016 meeting.

Recommendation: Commission receive and file.

Background:

Hundreds of youth and adults participate in activities on City and School District-owned and maintained facilities every day. The City and School District have work cooperatively for years to permit, schedule, and maintain these facilities including Oak and McAuliffe Fields, as well as the elementary school, high school sites, and city parks. In 2007 the "PRZ Report" was developed to provide guidelines for improved maintenance to the fields based on the usage, weather and other conditions at the time. Since then, the recommended maintenance schedule implemented by both entities at all the facilities is having trouble keeping up with the current conditions due to the drought watering restrictions, increased facility usage, and ever-changing types of usage. In reaction to the concerns received by the User Groups, school officials and others, the Los Alamitos Unified School District Board of Education approved new regulations at their April 19, 2016 meeting to assist with the preservation of the fields.

Discussion:

Oak and McAuliffe Fields undergo an annual 12-week "down time" to rehabilitate the fields. Oak's rehabilitation time is during the summer (June-September) with McAuliffe's

rehabilitation occurring during the winter months (November-February). The City's Public Works and the School District's maintenance crews have also increased the maintenance of the fields on a weekly basis with increased mowing and aeration and have invested in a fertigation system that fertilizes the fields whenever the irrigation is on. The increased maintenance and 12-week down time have not produced adequate field conditions and appearance according to some users. Larry Musser of PRZ Consulting was contracted again in 2016 by both the City and School District to do an updated analysis of all the fields and to offer recommendations due to the changes in usage and conditions. His conclusion is that the fields are being overused and that due to the water restrictions and other conditions, the maintenance is not able to keep the fields in good condition. Mr. Musser offered some regulations which were presented to the Community Youth Sports Board on several occasions over the last couple months. After discussion, recommendations and adjustments, the proposed regulation changes were brought to the School District Board and they approved them the changes at their April 19, 2016 meeting. The new regulations are expected to assist with improved maintenance of the fields.

The following regulations will go into effect on June 16, 2016:

- Oak and McAuliffe Field
 - High school through adult participants: On a two-acre field, no subdivision of fields less than two 1-acre fields
 - Elementary through middle school participants: On a two-acre field, no subdivision of field less than four ½-acre fields
- Elementary School Fields and Laurel Field (District Office)
 - High School through adult participants: No subdivision of fields less than two acres
 - Elementary through middle school participants: No subdivision of fields less than one acre
- Fields have one day of rest during the weekdays and one day of rest on the weekend
- One week of rest in the fall (approximately October) and one week of rest in the spring (approximately March or April)
 - During the week of rest, fields need to be rotated and restriped.
- Limit high school/adult use to four hours per day during the weekday and six hours per day on Sundays
- Community Youth Sports Groups will be required to submit a practice and game schedule for the season. The schedule will outline the coaches/teams assigned to each field and the time slot listing the number of people per field. Schedules and rosters will be updated once they are finalized.
- Any user of the fields failing to have a permit will result in two warnings followed by the assessment of use of facility fees plus a \$100 violation fee on the third and subsequent violation(s).
- Excessive violations (five or more) may result in loss of field permits

Fiscal Impact:

The new regulations will not only effect Community Youth Sports Groups and outside users but City programming and budget as well:

- Impact City programming (soccer leagues) as more fields and possible facilities will have to be utilized. More fields and facilities will increase staff hours and supplies (paint, painting equipment, soccer equipment).
- Impact City by increasing staff time to monitor the fields to make sure user groups are following the new regulations
- Impact revenues as outside rental groups that have historically utilized the field will no longer be able to rent fields because the one day the field is open on the weekend will be reserved for City's soccer leagues
- Impact City revenue because the week's rest in the middle of the season will prolong the season possibly resulting in having restrictions on the number of soccer teams

All revenues and expenditures for youth and adult sports and field and facility reservations are budgeted annually in the Recreation and Community Services Department's Sports Division.

Submitted By:



Ron Noda
Recreation Manager

Approved By:



Corey Lakin
Recreation & Community Services Director

Attachment: 1. Facility Use Policy and Procedures Rules and Guidelines-Revisions

FACILITY USE POLICY AND PROCEDURES
RULES AND GUIDELINES – Revisions
Effective June 16, 2016

(Priority) Field use is determined by the priority of user Groups: Group 1 has priority over Group 2 which has priority over Group 3.

(Fees) All fees and paperwork requirements must be received at the time of registration.

(Rules) **Field Rest:**

- 1 day of rest Monday thru Friday
- 1 day of rest on weekend
- 1 week rest in the fall and one in the spring, mid-season

Field Rotations:

- Rotate teams on available fields after the one week mid-season field rest

Field Layout:

- Field layouts shall be alternated during the week of rest.

Schedules:

- Require that groups submit a schedule along with their application. The schedule will outline the coaches/teams assigned to each field and time slot listing the number of players that will be on the fields per the limitation of the number of teams per field.

Adult use:

- Limit adult use to 4 days per week, 4 hours per day during the week and 6 hours on Sunday.

Field size:

- All field subdivisions to be limited to a maximum of one game/practice with two teams.

Oak and McAuliffe Middle Schools:

- Kindergarten thru 8th grade - The subdivision of fields will be limited to no less than ½ acre. Grade 9 thru Adult – The subdivision of fields will be limited to no less than 2 acres.

Elementary and Laurel Fields:

- Kindergarten thru 8th grade – The subdivision of fields will be limited to no less than 1 acre. Grade 9 thru Adult – The subdivision of fields will be limited to no less than 2 acres.

(Violation) **Field use without a permit:**

- Any group or organization failing to have a permit will result in two (2) warnings followed by the assessment of use of facility fees plus a one hundred dollar (\$100)

fee violation penalty on the third and subsequent violation(s).

Excessive violations:

- Excessive violations may result in loss of field allocation.
- Excessive violations are considered more than five (5) violations within a season.

(ENFORCEMENT)

Site supervisor:

- Staff may consider hiring a part time site supervisor to randomly monitor field usage.

City of Los Alamitos Recreation & Community Services

Agenda Report Staff Report

May 4, 2016
Item No: 6C

To: Chair Josh Wilson & Members of the Parks, Recreation and Cultural Arts Commission

Via: Corey Lakin, Recreation & Community Services Director

From: Emeline Noda, Recreation Manager

Subject: Preschool Age Program Offerings

Summary: This report provides the Parks, Recreation & Cultural Arts Commission with pertinent information regarding preschool age program offerings.

Recommendation: Commission receive and file.

Background:

The City of Los Alamitos Recreation and Community Services (RCS) Department offers a wide variety of programs, classes, and camps for preschool age children ages three to five years old ranging from science camps, dance classes, Jr. Pee Wee Sports, and swim lessons. This age group represents a strong niche in the Los Alamitos community of parents who are continuously seeking to expose their children to a range of experiences during this important introductory stage of their life and see what peaks their interest.

Many organizations do not offer programs for this age group in specific areas such as Youth Sports, which provides a good opportunity for the RCS Department to focus on the development of this age group in different aspects of recreational programming. In other areas where there are several other organizations providing similar programming such as the Ready, Set Go! Preschool Program, there is high a demand to offer this type of program to the community. The Recreation and Community Services Department is able to offer lower cost options to the community to participate in recreational and educational-based programs that they might not have otherwise been able to afford or compete in enrollment in other local preschool programs that are continuously full with long wait lists. Staff continually evaluates current trends in what

the needs are of the community to fill in the gaps or supplement in the provision of services for this target age group.

Discussion:

Special Interest Camps

The Summer 2016 Recreation & Community Services Activities Guide features 23 special interest camps that will be offered throughout the summer session providing the preschool age youth in the community more alternatives throughout the summer. Camps vary in ages and interests and are filled with activities and adventures to keep kids active and entertained all summer.

- Storybook Adventure
- Cute Baby Animals Art Camp
- Superhero Gymnastics Camp
- Enchanted Princess Camp
- Perfect Pixies & Fabulous Fairies Camp
- Minions & Monsters Camp
- Fashion Friends Camp
- Rockstar Popstar Camp
- Amazing Astronaut & Art Camp
- Cheerdance & Tumble Camp
- Musical Madness Camp
- Hip Hop Camp
- Circus Gymnastics Camp
- Camp Stage Play
- Camp Broadway Star
- Tennis Camp
- Galaxy Defenders
- Secret Agent Lab
- Science in Action
- Little Scientists Preschool Camp
- Crazy Chemworks
- British Soccer Camps
- Zumba Kids (Tiny Stars)

Classes

For over 30 years, the Los Alamitos Recreation & Community Services Department has offered a wide variety of contract class offerings for all ages ranging from preschool age to older adults. Most cities operate and fill their community centers with contract classes to avoid the cost of having to hire each specialized instructor as a member of city staff for what could potentially be a long-term or short-term employment. Depending on the popularity of the class or current trends, classes may fill and continue each session or be short-lived as a one-session offering with low enrollment, resulting in cancellation of the class. Throughout the year, the Department offers over 30 preschool classes including:

- Ice Skating for Tots
- Parent & Me Ice Skating
- Hip Hop Tots
- Musical Minis
- Petit Ballet
- Princess Ballet
- Ballet Tap Combo
- Rockstar Popstar
- Prima Ballerina
- Tiaras & Tutus
- Petit Ballerina
- Hip Hop
- Music & Movement
- Little Bakers
- Teeny Tumblers
- Preschool Gymnastics

- Little Singers
- Art Innovators Preschool
- Fun on the Farm
- Horse Fun for Preschoolers
- Tribe Warriors Crossfit for Kids
- Sound Start Readers
- Mini Kickers Youth Soccer
- Shaping it up with ABC's and 123's
- Move to the Music
- Reading, Math & More
- Jedi Engineering Camp Using Legos
- Kiddie Karate
- Little Birds Kids Yoga
- Amiguitos
- Learn & Play Group
- Broadway Sing & Dance
- Skatedogs Skateboard Class
- Tennis Pee-Wee Classes

Day Camp

The Los Alamitos Summer Day Camp program provides 10 weeks of custodial care for preschool age children who are at least five years old. Custodial care provides supervision of children in a low ratio to adults (typically 10:1) where parents must sign their children in and out of camp. Parents enroll their child in this camp if they are unable to provide day care during the summer and also to keep their children engaged in fun, enriching, and safe activities throughout the summer break. The program is available for children up to age 12, however, in the past couple of years a large group of 5 year olds have attended the program.

The day camp starts on June 20 and operates through August 30, from 9:00am to 4:00pm each day. Extended camp hours are offered for an additional fee from 7:00am to 9:00am and 4:00pm to 6:00pm. The capacity is approximately 70 participants.

Each week offers activities for the youth designed around a central theme. Each day is filled with excitement and adventure as they participate in fun trips to the beach, arts & crafts, sports, games, swimming, and excursions every Thursday to hip places like Scooter's Jungle, Angel Game, Knott's Berry Farm, and much more!

Spring and Winter Camps are also available at a daily rate during the annual breaks each school year with a different theme and event for each day of the seasonal camps.

Events

Community events are what bring the community together for a common purpose. In the City of Los Alamitos, these events are vital to the quality of life and recreational life experiences during the various seasons of the year. A majority of our community events has a family focused component and targets the preschool age specifically in a special way.

- *Race on the Base* – Featured the new Friday night Glow in the Dark 1K Run with many preschool age participants in 2016 and hundreds in prior years for the Saturday 1K Kids Run event. A Kids Fun Zone sponsored by

Southland Credit Union is available to all children at no cost and includes games and activities for all youth.

- Spring Carnival – Features an egg hunt specifically for ages 0 to 3 and ages 4 to 7, with carnival games, photos with Peter Rabbit, arts and crafts, and a drawing contest with a Pre-K category.
- 4th of July Fireworks Spectacular – Features a Kids Fun Zone, live music, food, and free Fireworks show that is kid and family friendly.
- Trunk-or-Treat – Features a treasure hunt for ages 0 to 3 and ages 4 to 7, a costume contest, carnival games, arts and crafts, photo area, and inflatables.
- Music & Movies Event Series – Features family friendly “G” & “PG-rated” movies during four different dates with activities and live music in the park.
- Weekend of Art – Offers an opportunity for preschool age children to submit any form of visual art to be displayed at the Community Center.
- Winter Wonderland – Features a snow area with four sled runs, a snow play area, photos with Santa and Mrs. Claus, inflatables, a trackless train, arts and crafts, and a tree lighting ceremony. The City’s Ready, Set Go! Preschool Program performs on stage at the event timed with Santa and Mrs. Claus’ arrival to the event.

Jr. Pee Wee & Pee Wee Sports

The Los Alamitos Recreation & Community Services Department proudly offers a diverse youth sports program for preschool age children. These are introductory programs designed to teach children the fundamentals of sports in a positive environment. Fundamental skills are taught in a clinic-style format for Jr. Pee Wee programs and Pee-Wee Sports for the older preschooler are placed into teams and coached by Recreation staff. Games reinforce what is taught in practice in a non-competitive, fun environment.

- Parent & Me Soccer
- Jr. Pee Wee Soccer
- Pee-Wee Soccer League
- Jr. Pee Wee T-Ball
- Pee Wee T-Ball League
- Jr. Pee Wee Basketball
- Jr. Pee Wee Flag Football
- Tribe Kids
- Youth Track & Field
- Outdoor Fun

Ready, Set, Go! Preschool Program

The Ready, Set, Go! Preschool Program began in Fall, 2004 with our instructor Mrs. Barbara Brown. The City hired a preschool instructor instead of continuing to contract with preschool instructors to meet the increasing needs of the community by having a

dedicated preschool program. Barbara brought many years of full-time teaching experience to the classroom and to the City.

Until November 2006, the preschool was using the Community Center Craft Room, when the City received a grant to purchase and install a multi-use modular facility next to the Community Center. The multi-use modular facility enabled the preschool program to be expanded to address the growing community needs. Preschool teacher Barbara Brown moved her Ready, Set, Go! Preschool Program to the new building and started her winter session on January 8, 2007 in their new home.

This popular parent participation preschool program operates year-round. Each session is approximately 10 weeks and offers a few different days and times. The Ready, Set, Go! Preschool Program provides an opportunity for children to establish relationships while experiencing a thematic, hands-on approach to learning. Three-year-old children develop language skills, cognitive and gross motor development through various programming and activities. Four and five-year-olds make new discoveries about themselves and others, learn how to problem solve and think independently in a learning environment designed to capture their interest while progressing at their own individual pace.

The preschool program currently requires parent participation in four or more classes each session. This allows the adult-to-child ratio to decrease as well as gives the teacher the opportunity to spend more time with each child working on their individual needs. For the past year, a Preschool Aide has also assisted in the classroom a couple days a week, providing another set of hands and to help with the preparation work needed for the classroom.

Classes are offered at different days and times for different age groups. The four and five-year-old class meets on Mondays, Wednesdays and Fridays from 9:00am to 1:00pm. The class for the three-year-olds is on Tuesdays and Thursday from 9:00am to 12noon.

The preschool program maintains about 16 to 21 children per class per session. The class goes on one or two field trips each session, providing the parents and children additional educational opportunities. The parents continue to let the instructor and the Recreation and Community Services Department know how vital the preschool program is and how well it prepared their children for kindergarten.

Preschool instructor Ms. Barbara will be leaving her position to move out of state and staff has viewed this as an opportunity to change the program due to the current needs of the community. The parent participation program has worked well for the last 12 years but in many instances it has become a struggle for parents to commit to the required four in-class volunteer days. Staff has recommended removing the requirement for parents to be involved and instead make it voluntary. In place of the parent volunteers, two consistent staff will be scheduled to operate the program at a 10:1 ratio similar to Summer Day Camp. The program is expected to remain a popular program even more so as the parent participation may be viewed as more desirable now that it will be offered as an option versus a requirement.

Summer Parks Program

"Club Los Alamitos" Summer Parks Programs at Little Cottonwood Park and Orville Lewis Park will be open for ten weeks this summer. Recreation Leaders conduct structured activities including sports, arts and crafts, tournaments, and special events from 11:30am - 3:30pm Monday through Friday. This is a free drop-in program that accommodates the older preschool age child of five years old and the past few summers has had a large increase in this age group. The program is offered to children up to age 12 years old.

Swimming Lessons

Learn-to-Swim Lessons are offered throughout the year at the pool with summer maintaining the highest number of lessons of more than 1,500 lessons during the 10-week program. Saturday lessons continue to sell out each session and will continue due to increasing demand and high enrollment. Programs offered year-round for preschoolers include:

- Parent & Me
- Tiny Tots
- Levels 1-5/6
- Private or Semi-Private swim lessons

Fiscal Impact:

Expenditures allocated for the preschool age programs are funded through the City's General Fund. Revenue from contract classes, special interest camps, day camp, swim lessons, Ready, Set, Go! Preschool Program, and Jr. Pee Wee sports programs offset the direct cost of expenditures. The Summer Parks Program is funded in full by the City's General Fund and has no revenue to offset the expenditures. Citywide special events vary in revenue generated through sponsorships, vendor booth sales, and/or registration and also are funded by the City's General Fund.

Submitted By:



Emeline Noda
Recreation Manager

Approved By:



Corey Lakin
Recreation & Community Services Director

City of Los Alamitos

Recreation & Community Services

Agenda Report Staff Report

May 4, 2016
Item No: 6D

To: Chair Josh Wilson & Members of the Parks, Recreation and Cultural Arts Commission

From: Corey Lakin, Recreation & Community Services Director

Subject: Interest in Park, Facility & Program Tour

Summary: This report provides the Parks, Recreation & Cultural Arts Commission with the an option to schedule a park, facility and program tour during the summer months.

Recommendation: Commission can plan a schedule for visiting Los Alamitos parks, facilities and program during the summer months based on the availability of the Commissioners.

Background:

In 2013, the Parks, Recreation and Cultural Arts Commission visited the parks and facilities within the City to become more familiar with the sites and amenities at each location. At the time, the Commissioners seemed to enjoy the tour, giving them an opportunity visit locations they had not previously been to and an opportunity to see what each location offered, provide feedback and suggestions, and see enhancements that were made to each location.

Discussion:

In order for the Parks, Recreation and Cultural Arts Commissioners to make the informed recommendations to the City Council, it is important for the Commissioners to be familiar with the various parks, facilities and programs the City manages and the amenities at each site and how they are used by residents. If the Commission is interested in visiting the various sites this summer, staff from the Recreation and Community Services Department and the Public Services Department will provide the Commission with a tour of the various sites during two or three Commission meetings.

The City has nine parks and one Community Center and uses LAUSD's Oak and McAuliffe Middle School fields and Oak Gymnasium as well as the JFTB's National Training Center. The Commission can decide which of the locations to visit, when to visit, and if there is any specific information or questions Commissioners want to know during the tour.

Community Center & Roberts Park (10911 Oak Street)
Oak Middle School Field & Gymnasium (10821 Oak Street)
Stansbury Park (3711 Toland Avenue)
Laurel Park (10862 Bloomfield Avenue)
Sorooptimist Park (10822 Pine Avenue)
Labourdette Park (4401 Howard Street)
Sterns Park (3811 Farquhar Avenue)
Little Cottonwood Park (4000 Farquhar Avenue)
Orville Lewis Park (3662 Kempton Drive)
McAuliffe Middle School Field (4112 Cerritos Avenue)
Coyote Creek Park (10821 Oak Street)
JFTB National Training Center (11200 Lexington Drive)

Staff would recommend that if the Commission is able to meet at an earlier time, Commissioners could see the facilities used during programming (i.e. Day Camp at the Community Center, Park Programs at Little Cottonwood Park, and swimming lessons at the pool). Staff is recommending these tours to occur during the summer months (July and August) since it is lighter outside later in the evening and facilities are more highly utilized, however, visit could take place in June or September as well.

Fiscal Impact:

No fiscal impact.

Submitted & Approved By:



Corey Lakin
Recreation & Community Services Director