AGENDA
PARKS, RECREATION, AND
CULTURAL ARTS COMMISSION
REGULAR MEETING
Wednesday, January 4, 2017 – 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 Carvajal
   Commissioner Estrada
   Commissioner Jorge

3. PLEDGE OF ALLEGIANCE

4. INSTALLATION OF NEW COMMISSIONERS
   Installation of Mark Chirco, Tanya Doby and Steven Olveda new Parks, Recreation and Cultural Arts Commissioners

5. 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.
6. **SPECIAL ORDERS OF THE DAY**

   A. **Annual Parks, Recreation & Cultural Arts Commission Reorganization**
      This report provides relevant information for the Parks, Recreation & Cultural Arts Commission’s annual reorganization, by the election of Chair and Vice Chair.

      Recommendation: Elect Officers for the position of Chair and Vice Chair

7. **MINUTES**
   Approval of the minutes for the regular meeting of December 7, 2016.

8. **STAFF REPORTS**

   A. **Commission Orientation**
      This report and PowerPoint presentation serves as an orientation to the new Commission members and a review for the returning Commission members.

      Recommendation: Commission receive and file.

   B. **Park Playground Surfacing Design Options**
      This agenda item is to inform the Parks, Recreation and Cultural Arts Commission on the various playground surfacing design options submitted by the apparent low bidder for Orville Lewis and Little Cottonwood Parks.

      Recommendation: Commission receive discuss and provide a recommendation on the playground surfacing design.

   C. **2017 Music and Movies Event Series Themes and Movie Selection**
      This report provides the Parks, Recreation & Cultural Arts Commission an opportunity to provide input on the movie and theme options for the 2017 Music and Movies Event Series.

      Recommendation: Commission recommend movie and theme choices for the 2017 Music and Movies Event Series.

9. **ITEMS FROM THE RECREATION & COMMUNITY SERVICES DEPARTMENT**

10. **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.

11. **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 2016.

[Signature]

Trini Zenovka, Department Secretary

Parks, Recreation & Cultural Arts Agenda
Regular Meeting
January 4, 2017
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# City of Los Alamitos
## Parks, Recreation & Cultural Arts Commission

### Agenda Report
#### Special Orders of the Day

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

**From:** Corey Lakin, Recreation and Community Services Director  

**Subject:** Annual Parks, Recreation & Cultural Arts Commission Reorganization  

**Summary:** This report provides relevant information for the Parks, Recreation and Cultural Arts Commission’s annual reorganization by election of the Chair and Vice Chair.

**Recommendation:** Parks, Recreation and Cultural Arts Commission discuss, nominate and elect a Chair and Vice Chair.

## Background

The City’s Municipal Code requires that the Parks, Recreation and Cultural Arts Commission select a Chair and Vice Chair at the first regular meeting of each calendar year. The City’s Municipal Code reads as follows:

> **2.30.040 Officers—Election and vacancy.**  
> A. The officers of city boards, commissions, and committees shall consist of a chair and a vice chair. The chair and vice chair shall be elected annually at the first regular meeting of each calendar year and shall hold office for a term of one year or until a successor is duly elected and qualified. Election shall be by a majority vote cast by those members present and voting at the meeting at which the election is held. Officers shall assume office immediately upon election.”

## Discussion

The Secretary (staff liaison) will open up nominations for the Office of the Chair. Nominations for Chair will be accepted, closed and then the Commission will vote for the Chair. The newly-elected Chair will then conduct the election for the Office of the Vice Chair. Nominations for Vice Chair will be accepted, closed and then the
Commission will vote for the Vice Chair. Nominations will be considered in the order received if more than one Commission is nominated.

**Fiscal Impact**

None.

Submitted & Approved By:

[Signature]

Corey Lakin
Recreation & Community Services Director
MINUTES OF PARKS, RECREATION AND CULTURAL ARTS COMMISSION
OF THE CITY OF LOS ALAMITOS

SPECIAL MEETING – WEDNESDAY, December 7, 2016

1. CALL TO ORDER
The Parks, Recreation and Cultural Arts Commission met in a Regular Session at 7:00 p.m.,
Wednesday, December 7, 2016, in the Council Chambers, 3191 Katella Ave., Chair Wilson
presiding.

2. ROLL CALL
Present: Commission Members: Bell, Carvajal, Decker, Jempsa, Jorge, Wilson

Staff: Corey Lakin, Recreation & Community Svcs. Dir.
Emeline Noda, Recreation Manager
Tony Brandyberry, Superintendent, Public Works

3. PLEDGE OF ALLEGIANCE
Chair Wilson led the Pledge of Allegiance.

4. ORAL COMMUNICATIONS
Chair Wilson opened Oral Communications.

Mark Chirco introduced himself to the Parks Recreation and Cultural Arts Commission as a
new incoming commissioner.

The PR&CA Commission welcomed new the commissioner, Chair Wilson closed Oral
Communications.

5. MINUTES
Motion/Second: Carvajal/Decker
Unanimously Carried: The Parks, Recreation, and Cultural Arts Commission approved the
minutes of the regular meeting of November 2, 2016.

6. STAFF REPORTS

A. Quarterly Park Maintenance Update
Public Services Superintendent Tony Brandyberry provided a quarterly update on all
maintenance activities under the purview of the Parks, Recreation and Cultural Arts
Commission for fourth quarter of 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. 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.
B. **Race on the Base 2017**

Recreation Manager Emeline Noda provided the Parks, Recreation and Cultural Arts Commission with pertinent information on the 36th Annual Southland Credit Union Los Alamitos Race on the Base (ROTB). This is the City’s largest special event and draws thousands of people to Los Alamitos and the Joint Forces Training Base. Our goal is to create a sustainable event, provide a positive image of the City of Los Alamitos and the Joint Forces Training Base by creating a memorable community event for all participants, sponsors, vendors, volunteers, and spectators.

Registration for ROTB is currently at the same level as last year at this time, although registration was down slightly last year compared to previous years. Several local races are also experiencing lower registrations due to many competing events, making it difficult for runners to choose an event.

This year’s campaign includes Community Charity Partners and Official Charity Partners. Honoring Our Fallen and Rock For Vets are fundraising for their causes by participating in the event and increasing awareness. Official Charity Honoring Our Fallen has partnered this year with ROTB for the Honoring Our Fallen 5K Run/Walk to Remember in honor of fallen soldiers. There is also an Honoring Our Fallen Virtual 5K Run/Walk to Remember that allows participation all over the world.

Staff promotes Race on the Base with a contest to kick off registration, Facebook and Twitter posts, email blasts and staff begins to attend different racing events throughout the region leading up to the Race. Staff is continuously evaluating ways to keep fresh and up to date on current trends. This year staff has an expanded Glow in the Dark Fun Run presented by Southland Credit Union which now includes all ages, a Glow in the Dark Costume Contest and Family Pricing Package and a longer distance option of ½ mile of 1 mile.

Post race food will be distributed at the finish line again to avoid long lines after their event. A large Registration and Vendor Expo Tent will be adjacent to the Start and Finish Line. Long Beach Memorial, Miller Children’s & Women’s Hospital of Long Beach and Community Hospital of Long Beach is sponsoring the expanded expo, helping participants meet local medical, wellness and health-related businesses and organizations.

Parking will be handled by City staff, volunteers from the Civil Air Patrol and contracted parking personnel from 24/7 Event Services to maximize efficiency. The majority of parking for vendors, volunteers, participants, and spectators will be on the tarmac. Placing the Expo Tent off of the airfield also enables more cars to park on the tarmac. Traffic into and out of the base will be through both the Lexington and Orangewood gates.

Staff provided samples of both the participants camouflage short sleeve and glow run long sleeve t-shirts and announced toddler shirts will to be offered for the first time at this year’s event. Staff also provided a sample design of the 3rd evolution of the OC California Race Series medal.

7. **ITEMS FROM THE RECREATION & COMMUNITY SERVICES DEPARTMENT**

Recreation and Community Services Director Corey Lakin thanked the commission for coming to the Holiday Commission Dinner on December 6. A special thank to those of you not
returning next month, it has been a pleasure to with each of you and appreciate your service. It has been an honor to work with all of the commissioners this past year.

Recreation Manager Emeline Noda reminded the commission that the Holiday Decorating Contest judging will take place next week and if anyone is interested in judging please let us know tonight.

8. COMMISSIONER REPORTS
Commission Jempsa thanked staff for those who planned the Holiday Commissioner Dinner event and as her and her husband were very pleased with the event.

Commissioner Bell expressed how pleased he was for having served on the commission and also thanked staff for work on the Veterans Memorial Sundial and Weekend of Art.

Commissioner Estrada was not able to attend Winter Wonderland, but her family was able to join in the festivities and received great reviews from her neighbors.

Commissioner Carvajal thanked the commission for being awesome to serve the community. The Commission is among the best that he has served with, having looked at things in a different and positive way and challenging staff and Council to improve. We are going to miss a lot of you and those of staying will continue to search for new and better ways of doing things and looks forward to serving with the new commissioners.

Commissioner Jorge also thanked both staff and the commission for participating and serving our community. He enjoyed volunteering at the snow area and looks forward to it next year. Commissioner Jorge provided an update on Wings Wheels and Rotors and thanked everyone that attended as they plan on expanding on this event next year.

Vice Chair Decker thanked staff for the Holiday Commissioner Dinner and attended the Winter Wonderland, volunteering at the slide area and also agreed to judge the holiday decorating contest! Commissioner Decker thanked everyone for allowing her to serve on the commission the past two years and plans on attending future event.

Chair Wilson, enjoyed the Holiday Commissioner Dinner and attended Winter Wonderland where he was introduced as Councilmember Elect. He thanked the commission for their support and looks forward to working with the Commission.

9. ADJOURNMENT
The Parks, Recreation, and Cultural Arts Commission adjourned at 8:20 p.m.

Attest:

Josh Wilson, Chair

Corey Lakin, Director
Recreation & Community Services Department
City of Los Alamitos
Parks, Recreation & Cultural Arts Commission

Agenda Report
Staff Report

January 4, 2017
Item No: 8A

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

From: Corey Lakin, Recreation & Community Services Director

Subject: Commission Orientation

Summary: This report and PowerPoint presentation serves as an orientation to the new Commission members and a review for the returning Commission members.

Recommendations: Commission receive and file.

Background:

The Parks, Recreation and Cultural Arts Commission currently has six Commissioners made up of three new members who begin their service on January 4, 2017, one Commissioners who began their service in June 2016, one in September 2014 and one in February 2003.

Discussion:

Staff has prepared a PowerPoint presentation as an orientation for the new Parks, Recreation and Cultural Arts Commissioners and a refresher for the returning Commissioners. The presentation has updated information about the facilities, scope, budget, and programs that the Recreation and Community Services Department offers. The presentation also will serve to orient the Commissioners as to their role with the department and as an advisory body to the City Council. Commissioners have also received the City of Los Alamitos Commissioner’s Handbook, which is also included as an attachment to this Staff Report.
Fiscal Impact:

None.

Submitted & Approved By:

Corey Lakin
Recreation & Community Services Director

Attachments: 1. Commissioner Orientation PowerPoint
              2. City of Los Alamitos Boards, Commissions & Committees Policy Handbook
City of Los Alamitos

Commissioner Orientation

Parks, Recreation and Cultural Arts Commission

January 4, 2017

Recreation and Community Services

Happy Holidays 2016
Spreading joy and cheer all year long in Los Alamitos
Los Alamitos Recreation & Community Services
Organizational Structure

Five full time staff
- Director – Corey Lakin
- Manager – Emeline Noda
- Manager – Ron Noda
- Department Secretary – Trini Zenovka
- Coordinator – Megan Shimada

Senior Recreation Leaders & Assistant Pool Managers
60-80 part time Recreation Leaders & Water Safety Instructors
Department Organization
Aquatics  Sports
Community Services  Special Classes
Day Camp  Special Events
Park Programs  Seniors

Community Center
The focal point for department activities and services. It is 11,326 sq. feet of activity rooms and kitchen facilities used for City programs and rentals such as banquets, receptions, meetings.
Little Cottonwood Park

6.75 acres
Home to Park Programs
Home to Spring Carnival, Trunk or Treat, and one Music and Movie Event
Largest open space

50th Anniversary Courtyard
Laurel Park
4.33 acres
Lighted ball
diamond and field
for adult softball,
pick up soccer and
ultimate Frisbee, and
user groups
Los Alamitos tennis
program
Home for two Music
and Movies Events

Orville R. Lewis Jr. Park
1.65 acres includes children's play area,
basketball court, softball diamond, picnic and
BBQ area
New Playground in 2017
Home to one Music
& Movie Event
Home to Summer
Parks Program
Coyote Creek Park
City's Newest Park
3.7 acres of Passive Recreation
California Native Plants
Adjacent to Coyote Creek Bike Trail – new pavement coming soon

"Pocket" Parks

- Labourdette Park: .44 acres
- Roberts Park: .09 acres
- Soroptimist Park: .17 acres
- Stansbury Park: .62 acres
- Sterns Park: .29 acres
Los Alamitos Volunteer Program (LAVP)

Engaging teens ages 11-17
Supports all City programs
Builds Work Ethic
Simulates real world experiences
Teens can work toward an interview with RCS Department
Volunteer Hours, Workshops, Socials

The Youth Center

3,382 sq. ft. joint use city owned facility completed in 1979
Los Alamitos Youth Center, Inc. – a private non-profit agency
Oak Gymnasium

Gym on Oak Middle School campus
Constructed in 1975 as part of the Community Recreational and Social Center Complex
City has access and control of the gym for programs on school days at 4:30 pm, all day on non-school days
Gym was modernized in summer 2013 & permanent restrooms were constructed

Middle School Fields

Joint Use Agreements
McAuliffe Field
- Maintained by City's Public Works
- 7 acres of lighted field space non-lighted field space & track
- Programmed afterschool hours by City
Oak Field
- Maintained by District
- 10 acres of lighted field space & track
- Programmed afterschool hours by City
JFTB Aquatic Training Center

JFTB MWR resumed operations in March 2016
50 meter pool, open year round
Home to 7 user groups including the USA
Women's National/Olympic Water Polo team
City Programs include:
- Learn to swim classes
- Water Aerobics
- FINS Masters Swim Team
- Water Safety Classes
- Junior Lifeguards

Our Core Programs

What is a core program?
- Large % of budget dedicated
- Long history/tradition
- Operates year round
- We control a large % of market

Youth and Adult Sports
Day Camp
Aquatics
Preschool Programs
Senior Programs
Special Events
Spring Carnival

Weekend of Art in Los Alamitos
Preschool Fun

Adult Sports
Pee Wee Youth Sports

Winter Wonderland at the Plaza
Trunk or Treat

Drama Classes
Dance Classes

Seniors
4th of July Fireworks Spectacular

Race on the Base

Largest special event for the City
Regional Event
Revenue generator
- $14,500 in 2006 race to $89,000 in 2016 race
Largest Reverse Triathlon in USA
2016 celebrated 35-year history
4,000+ participants
500+ volunteers
Race Clinics

Glow in the Dark Fun Run
Reverse Triathlon Transition Area

Jr. Reverse Triathlon
Reverse Triathlon (Run, Bike, Swim)

OC California Race Series
Department Marketing Campaign

Budget

Fiscal Year July 1 – June 30

Annual Adopted Budget (June)

Mid-Year Budget Review (February)

Monthly Budget Review
Budget Detail

<table>
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<tr>
<th>General Fund</th>
<th>FY 2009-09</th>
<th>FY 2015-16</th>
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<tr>
<td>Expenditure Budget</td>
<td>$1,834,469</td>
<td>$1,738,511</td>
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<tr>
<td>Revenue Commitment</td>
<td>$1,041,380</td>
<td>$1,224,674</td>
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</tbody>
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% Self Sustaining 56.8% 70.4%

Capital Improvement Program

Serves as a plan for the provision of public improvements and allocation of resources to accomplish these improvements.

**Coyote Creek**
- Funded by Rivers and Mountains Conservancy

**Preschool Building**
- Funded by State Park Bond Grant

**Laurel Park Rehab**
- Funded by the Park Development Fund
Commission Powers & Duties

Act in advisory capacity to City Council in all matters pertaining to recreation, parks, and community services

Act in advisory capacity to City Council in all matters pertaining to fine arts and cultural affairs

Commission Powers & Duties

Formulate policies on recreational services and cultural enrichment for approval by City Council

Advise City Council on problems of development of recreation and fine arts areas, facilities programs, and services
Commission Powers & Duties

Assist City Council in the coordination of community-wide services

Make periodic appraisals of the total recreation and parks operations, fine arts and cultural affairs & interpret the needs of the public

Brown Act

Open and Publicly Noticed Meetings

Minimum 72 Hour Posting of Meeting

Direct Communication by Majority of Members is Prohibited
Disclosures

Political Reform Act requires public disclosure of personal assets and income (Form 700)

Must be filed with 30 days of assuming office

Must disqualify self from decisions that may affect personal economic interests

The brick says it all....
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:

<table>
<thead>
<tr>
<th>Board, Commission, and Committee</th>
<th>Department</th>
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<tbody>
<tr>
<td>Cable Television Commission</td>
<td>Cable Operations Manager (Contract)</td>
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<tr>
<td>Parks, Recreation &amp; Cultural Arts Commission</td>
<td>Recreation &amp; Community Services</td>
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<tr>
<td>Personnel Appeals Board</td>
<td>Administrative Services Director</td>
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<tr>
<td>Planning Commission</td>
<td>Community Development</td>
</tr>
<tr>
<td>Traffic Commission</td>
<td>Public Works/Police Department</td>
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**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 agendize 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 agendize 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
Parks, Recreation & Cultural Arts Commission

Agenda Report
Staff Report

January 4, 2017
Item No: 8B

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

From: Corey Lakin, Recreation and Community Services Director

Subject: Park Playground Surfacing Design Options

Summary: This agenda item is to inform the Parks, Recreation and Cultural Arts Commission on the various playgroundsurfacing design options submitted by the apparent low bidder for Orville Lewis and Little Cottonwood Parks.

Recommendation: Receive, discuss, and provide a recommendation on the playground surfacing design.

Background

The City of Los Alamitos applied for the Tire Derived Products Grant through CalRecycle and was awarded $142,881 on June 29, 2015. The City Council approved the Parks, Recreation and Cultural Arts Commission’s recommendations for playgroundsurfacing along with the Bid and Specifications for installation of the playground equipment at Orville Lewis Park and installation of the “pour in place” playground surfacing at Orville Lewis and Little Cottonwood Parks.

The City received bids on January 3, 2017. Within the bid specifications contained a line item to provide the City with five (5) design options for the pour in place playground surfacing. Staff will be presenting these bids for consideration at the January 17, 2017 City Council Meeting.

Discussion

The Parks, Recreation, and Cultural Arts Commission has the opportunity tonight to make a recommendation to the City Council about which playground surfacing design option to select for Orville Lewis and Little Cottonwood Parks. Due to scheduling, the packet of the submitted design options with associated costs will be provided to the
Commissioners during the Commission Meeting. As a reminder, more color options and more sophisticated designs directly correlate to increased costs.

Fiscal Impact

The Tire Derived Products Grant through CalRecycle pays for approximately 10% of the pour in place underlayment. The top coating is the most expensive material cost to the City. As more color options are added to the pour in place surfacing, the costs will rise slightly. The costs associated with the contractors bid are located in the Commissions packet that was handed out tonight and are up for discussion.

Submitted & Approved By:

Corey Larkin
Recreation & Community Services Director
City of Los Alamitos
Parks, Recreation & Cultural Arts Commission

Agenda Report
Staff Report

January 4, 2017
Item No: 8C

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

Via: Corey Lakin, Recreation & Community Services Director

From: Ron Noda, Recreation Manager

Subject: 2017 Music and Movies Event Series Themes and Movie Selection

Summary: This report provides the Parks, Recreation & Cultural Arts Commission an opportunity to provide input on the movie and theme options for the 2017 Music and Movies Event Series.

Recommendation: Commission recommend movie and theme choices for the 2017 Music and Movies Event Series.

Background:

The City of Los Alamitos Recreation and Community Services Department annually holds four (4) Music and Movies events during the summer months. This series of free events provides the community with a fun filled evening of activities including a live band, children's activities, arts and crafts followed by a movie. In 2016, the event series were held at Little Cottonwood Park, Laurel Park, and Orville R. Lewis Park. The Music and Movies Event Series also included give-a-ways, raffle prizes, and refreshments that were available for a nominal fee.

Discussion:

The Recreation and Community Services Department, along with the Parks, Recreation, and Cultural Arts Commission, invites the community to attend the Music and Movies Event Series with neighbors, friends, and family again in 2017.

The evenings will begin at 6:30pm with live music and will conclude with a movie to view under the stars. While listening to live music, guests can enjoy games, arts and crafts, and food from local vendors. Additionally, Recreation staff will provide a pre-movie
activity for prizes, which are typically donated by local businesses and may include gift
cards to local restaurants or amusement park tickets.

There will be a total of four (4) events during the summer months. Below are the
tentative 2017 dates and locations:

- Saturday, June 24, 2017 at Laurel Park
- Saturday, July 8, 2017 at Little Cottonwood Park
- Saturday, July 22, 2017 at Orville R. Lewis Park
- Saturday, August 5, 2017 at Laurel Park

In an attempt to create community by offering a variety of activities throughout the City,
the location for the 2016 Music and Movie Event Series rotated among Los Alamitos' parks to allows different neighborhoods the opportunity to walk to park events, enjoy a
night out with friends and neighbors, and build stronger neighborhood relationships. Staff is recommending continuing the rotation among the same neighborhood parks in
2017.

Bands for the live entertainment will be chosen in the upcoming months. Members of
the Parks, Recreation and Cultural Arts Commission will have the opportunity to select
the movies and theme for each Music and Movie event date. This year, commissioners
are asked to select three (3) of the theme nights and complementing movie choice.

Attachment #1 is the Commissioner's voting sheet. Commissioners will find the voting
sheet to have two theme choices for each Music and Movie date. Each theme will have
three movies to select from. Commissioners are asked to choose one (1) theme for
each date and one (1) movie under the theme they have chosen. In the event of a tie,
Recreation staff will provide the tie-breaking vote.

Please note that animated Disney movies are only allowed to be shown during the
“2017 Disney Window” which is only available for the last two Music and Movie event
dates – July 22 and August 5. Disney’s live action films are available for the July 8 date.

Community members will be asked to vote for the fourth movie for the August 5, 2017
Music and Movie event at Laurel Park. Recreation staff will create a ballot and
community members will be able to vote by submitting a ballot at City-wide special
events, the Community Center, or vote online via Facebook. The three movies that
community members may choose from are:

- Power Rangers (rated PG)
- Finding Dory (rated PG)
- Zootopia (rated PG)

Attachment #2 provides a brief synopsis of each of the movies listed in Attachment #1.
Fiscal Impact:

Funding for the event is provided by the Recreation and Community Services Department budget in the Special Events budget. The budget for the four (4) events is $3,000. City staff looks to supplement the City's funding by seeking food trucks, vendors, and sponsors for each event date.

Submitted By:

[Signature]
Ron Noda
Recreation Manager

Approved By:

[Signature]
Corey Lakin
Recreation & Community Services Director

Attachments:
1. Voting Sheet
2. Brief Movie Synopses
3. PowerPoint Presentation
Voting Sheet

<table>
<thead>
<tr>
<th>June 24, 2017 at Laurel Park</th>
<th>Theme – “Animals, Animals, Oh My!”</th>
<th>Theme – “We Love the 80s”</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Secret Life of Pets – rated PG</td>
<td>Top Gun – rated PG</td>
<td></td>
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<tr>
<td>The Angry Birds Movie – rated PG</td>
<td>The Karate Kid – rated PG</td>
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<tr>
<td>Storks – rated PG</td>
<td>Honey I Shrunk the Kids – rated PG</td>
<td></td>
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</tbody>
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<thead>
<tr>
<th>July 8, 2017 at Little Cottonwood Park</th>
<th>Theme – Books to the Big Screen</th>
<th>Theme – “You Got Some Talent huh?!”</th>
</tr>
</thead>
<tbody>
<tr>
<td>The BFG – rated PG</td>
<td>Sing – rated PG</td>
<td></td>
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<tr>
<td>The Jungle Book – rated PG</td>
<td>The Mighty Ducks – rated PG</td>
<td></td>
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<tr>
<td>Pete’s Dragon – rated PG</td>
<td>Little Giants – rated PG</td>
<td></td>
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</tbody>
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<thead>
<tr>
<th>July 22, 2017 at Orville R. Lewis Park</th>
<th>Theme – Aloha!</th>
<th>Theme – Family Favorite</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moana – rated PG</td>
<td>The Incredibles – rated PG</td>
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</tr>
<tr>
<td>Lilo &amp; Stitch – rated PG</td>
<td>Wreck-It-Ralph – rated PG</td>
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<tr>
<td>Surf’s Up – rated PG</td>
<td>The Lego Batman Movie – rated PG</td>
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</tbody>
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<tr>
<th>August 5, 2017 at Laurel Park</th>
<th>“Community Choice”</th>
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<tbody>
<tr>
<td>Power Rangers – rated PG</td>
<td></td>
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<tr>
<td>Finding Dory – rated PG</td>
<td></td>
</tr>
<tr>
<td>Zootopia – rated PG</td>
<td></td>
</tr>
</tbody>
</table>

Instructions:

1. Please select one theme per event date. Themes are highlighted **YELLOW**.

2. Please rank the movies in order from #1 to #3 within the theme that you have chosen, with #1 being your first choice.

3. Please vote for a movie for the “Community Choice” night – August 5th.
Brief Movie Synopses

Theme: Animals, Animals, Oh My!

- “The Secret Life of Pets” (2016) Rated PG - The quiet life of a terrier named Max is upended when his owner takes in Duke, a stray whom Max instantly dislikes.

- “The Angry Birds Move” (2016) Rated PG – Find out why the birds are so angry. When an island populated by happy, flightless birds are visited by mysterious green piggies, it’s up to three unlikely outcasts – Red, Chuck, and Bomb – to figure out what the pigs are up to.

- “Storks” (2016) Rated PG – Storks have moved on from delivering babies to packages. But when an order for a baby appears, the best delivery stork must scramble to fix the error by delivering the baby.

Theme: We Love the 80s!

- “Top Gun” (1986) Rated PG – As students at the United States Navy’s elite fighter weapon school compete to be best in class, one daring young pilot learns a few things from a civilian instructor that are not taught in the classroom.


- “Honey I Shrunk the Kids” (1989) Rated PG – The scientist father of a teenage girl and boy accidentally shrinks his and two other neighborhood teens to the size of insects. Now the teens must fight diminutive dangers as the father searches for them.

Theme: Books to the Big Screen

- “The BFG” (2016) Rated PG – A girl named Sophie encounters the Big Friendly Giant who, despite his intimidating appearance, turns out to be a kind hearted soul who is considered an outcast by the other giants because, unlike them, he refuses to eat children.

- “Pete’s Dragon” (2016) Rated PG – The adventure of an orphaned boy named Pete and his best friend Elliot, who just happens to be a dragon.

- “The Jungle Book (2016) – Rated PG – After a threat from the tiger Shere Khan forces him to flee the jungle, a man-cub named Mowgli embarks on a journey of self discovery with the help of panther, Bagheera, and free spirited bear, Baloo.

Theme: You Got Some Talent, Huh?!

- “Sing” (2016) Rated PG – A koala named Buster Moon has one final chance to restore his theater to its former glory by producing the world’s greatest singing competition.
- "The Mighty Ducks (1992) Rated PG – A self-centered lawyer is sentenced to community service coaching a rag tag youth hockey team.

- "The Little Giants (1994) – Rated PG – Misfits form their own opposing team to an elite peewee football team, coached by the elite team coach’s brother.

**Theme: Aloha**

- "Moana" (2016) Rated PG – In Ancient Polynesia, when a terrible curse incurred by Maui reaches an impetuous Chieftain’s daughter’s island, she answers the Ocean’s call to seek out the demigod to set things right.

- "Lilo & Stitch" (2002) Rated PG – A Hawaiian girl adopts an unusual pet who is actually a notorious extra-terrestrial fugitive from the law.


**Theme: Family Favorite**

- "The Incredibles" (2004) – Rated PG – A family of undercover superheroes, while trying to live the quiet suburban life, are forced into action to save the world.

- "Wreck-It Ralph" (2012) Rated PG – A video game villain wants to be a hero and sets out to fulfill his dreams, but his quest brings havoc to the whole arcade where he lives.

- "The Lego Batman Movie" (2017) Rated PG – Bruce Wayne must not only deal with criminals of Gotham City, but also the responsibility of raising a boy he adopted.

**Theme: Community Choice**

- "Power Rangers" (2017) – Rated PG – A group of high-school kids, who are infused with unique superpowers, harness their abilities in order to save the world.

- "Finding Dory" (2016) Rated PG – The friendly but forgetful blue tang fish begins a search for her long-lost parents, and everyone learns a few things about the real meaning of family along the way.

- "Zootopia" (2016) Rated PG – In a city of anthropomorphic animals, a rookie bunny cop and a cynical con artist fox must work together to uncover a conspiracy.
2017 Music and Movies Event Series
Dates & Location

Saturday, June 24, 2017 at Laurel Park
Saturday, July 8, 2017 at Little Cottonwood Park
Saturday, July 22, 2017 at Orville R. Lewis Park
Saturday, August 5, 2017 at Laurel Park
June 24, 2017 at Laurel Park
Theme: “Animals, Animals, Oh My!”

June 24, 2017 at Laurel Park
Theme: “We Love the 80s”
July 8, 2017 at Little Cottonwood Park
Theme: Books to the Big Screen

July 8, 2017 at Little Cottonwood Park
Theme: "You Got Some Talent Huh?!"
July 22, 2017 at Orville R. Lewis Park
Theme: Aloha!

July 22, 2017 at Orville R. Lewis Park
Theme: Family Favorites
August 5, 2017 at Laurel Park
Community Choice

June 24, 2017 at Laurel Park
Theme - Animals, Animals Part 2
The Squirrel Life of Pets - rated PG
The Angry Birds Movie - rated PG
Zootopia - rated PG

July 2, 2017 at Little Cottonwood Park
Themes - Books to the Big Screen
The Biggles - rated PG
The Jungle Book - rated PG
Peter Pan - rated PG

July 21, 2017 at Country Road Park
Themes - Animal
March of the Penguins - rated PG
Lup & Chim - rated PG
Zootopia - rated PG

August 5, 2017 at Laurel Park
Community Choice
Power Rangers - rated PG
Peanuts Movie - rated PG
Zootopia - rated PG

1. Please select one theme per event date. Themes are highlighted in YELLOW.
2. Please rank the movies in order from #1 to #4 within the theme that you have chosen, with #1 being your first choice.
3. Please vote for a movie for the "Community Choice" event - August 5.