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 Hill
   Commissioner Murphy
   Vice Chair Olveda
   Chair Doby

3. PLEDGE OF ALLEGIANCE

4. INSTALLATION OF NEW COMMISSIONERS
   Install Alexander Duran and Stephen Hunter as 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. **MINUTES**
   Approval of the Minutes for the Special Meeting of February 7, 2018.

7. **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. California Park & Recreation Society District 10 Volunteer Merit Award Nominee(s)**
   This report provides the Parks, Recreation and Cultural Arts Commission the opportunity to consider nominees for the 2018 CPRS District 10 Volunteer Merit Award.

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

   **C. Serve Los Alamitos Volunteer Service Event**
   This report provides the Parks, Recreation & Cultural Arts Commission with a report on a new “Serve Los Al” Volunteer Service Event.

   Recommendation: Commission receive and file.

   **D. Los Alamitos Spring Carnival featuring the Egg Hunt**
   This report provides the Parks, Recreation, and Cultural Arts Commission an update regarding the Spring Carnival.

   Recommendation: Commission receive and file.

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

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

10. **ADJOURNMENT**

    I hereby certify, under penalty of perjury under the laws of the State of California that the foregoing Agenda was posted at the Community Center, Museum and City Hall not less than 72 hours prior to the meeting. Dated this 1st day of March, 2018.

    Anna Otto, Recreation Coordinator
1. **CALL TO ORDER**  
The Parks, Recreation and Cultural Arts Commission met in a Special Session at 7:10 p.m., Wednesday, February 7, 2018, in the Recreation and Community Service Department, 10911 Oak St., Chair Doby presiding.

2. **ROLL CALL**  
Present: Commission Members: Carvajal, Doby, Hill, Murphy, Olveda  
Absent: Commission Members: None  
Present: Staff: Ron Noda, Recreation Manager  
Emeline Noda, Recreation Manager

3. **PLEDGE OF ALLEGIANCE**  
Chair Doby led the Pledge of Allegiance.

4. **ORAL COMMUNICATION**  
Chair Doby opened Oral Communications. There being no one present wishing to speak, Chair Doby closed Oral Communications.

5. **MINUTES**  
Motion/Second: Murphy/Olveda -- January 10, 2018.  
Motion Carried: The Parks, Recreation and Cultural Arts Commission approved the Special meeting of January 10, 2018 with changes.

6. **STAFF REPORTS**  
A. **2018 Music and Movies Event Series Movie Selection**  
   Recreation Manager Ron Noda provided the Commissioners the opportunity to vote on the movie and theme options for the 2018 Music and Movies Event Series. 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 following by a movie. The event series are held at Little Cottonwood Park, Laurel Park, and Orville R. Lewis Park and included give-a-ways, raffle prizes, and refreshments that are available for a nominal fee.

   Due to the Los Alamitos Unified School District revising their school year and having only seven weeks of summer, there will be only three (3) events to be enjoyed this summer. Below are the tentative 2018 dates and locations:
• Saturday, June 23, 2018 at Laurel Park
• Saturday, July 14, 2018 at Orville R. Lewis Park
• Saturday, July 28, 2018 at Little Cottonwood Park

Following discussion regarding bringing in alternative entertainment such as various types of bands, open mic entertainment, etc., the final vote for the movies was:

• June 23 in Laurel Park is “The Lion King”
• July 14 in Orville R. Lewis Park is “Coco”
• July 28 at Little Cottonwood Park is “The Lego Ninjago Movie”

B. 2018 Los Alamitos Community Center Facility Tour
Recreation Manager Emeline Noda provided the Parks, Recreation & Cultural Arts Commission with information regarding how each summer the Commissioners visit the parks and facilities that are owned, operated and/or utilized by the City for programs, events and/or passive recreation to become more familiar with the sites and amenities at each site. A facility tour of the Los Alamitos Community Center along with an educational discussion of what is offered at the facility is beneficial to new and existing Commissioners as many Commissioners have not received a formal tour of the Los Alamitos Community Center.

Attached to these minutes is an overview of the tour that ensued and the comments and suggestions made by the Commissioners.

7. ITEMS FROM THE RECREATION & COMMUNITY SERVICES DEPARTMENT

Emeline Noda, Recreation Manager

• ROTB Glow in the Dark Whimsical Costume Contest to be held on Friday, February 23rd between 5:45 and 6:30 PM – She asked if any of the Commissioners would volunteer to be the judges and Chair Doby & Commissioner Murphy volunteered.
• JLL Study – Will be held on February 12 at 5:00 PM in the Council Chamber.
• She has the ROTB shirts and VIP passes for the Commissioners.
• Weekend of Art to be held on March 3rd – Appealed for judges; if interested, please email Megan Shimada, Recreation Coordinator, before the Commission’s next meeting.

Ron Noda, Recreation Manager

• FNL (Friday Night Lights) – Will begin their games on February 16th at McAuliffe Park.
• Lincoln Properties (Super Media site) – They have begun construction and we will continue to park in the parking lot during the construction.
• Gave an update on: Spring Carnival; ROTB; Weekend of Art; and the Youth Sports Board.
8. **COMMISSIONER REPORTS**

   Commissioner Hill
   - Inquired as to an update on the pool at the Base and how the City will be involved. Following discussion, Ron Noda, Recreation Manager, suggested calling Dr. Sherry Kropp at the school district for any questions the Commission may have on this issue.

   **Commissioner Murphy**
   - No items to discuss.

   **Vice Chair Olveda**
   - Invited his fellow Commissioners to be at the ROTB so they can win the trophy. Emeline Noda, Recreation Manager, indicated she would email the Planning and Traffic Commissions to issue a challenge.

   **Chair Doby**
   - No items to discuss.

9. **ADJOURNMENT**

   The Parks, Recreation, and Cultural Arts Commission adjourned at 8:50 p.m.

   __________________________________________
   Tanya Doby, Chair

   Attest:

   __________________________________________
   Emeline Noda, Recreation Manager
   Recreation & Community Services Department
Attachment A

To

Minutes for the February 7th, 2018
Parks, Recreation, & Cultural Arts Commission Meeting

Recommendations for Improvements/Renovation to Existing Community Center

Activity Room #1

- Change color scheme
- Remove carpet from the walls
- Change out flooring that is durable and looks like wood
- Upgrade bar area and add pocket doors
- Upgrade small kitchen counter tops, cabinets, sink
- Upgrade to lighting
- Bingo boards – automated and ability to cover or hide

Activity Room #2

- New closet doors
- Upgrade audio
- Remove carpet from walls
- Change flooring
- Paint
- Change out windows – energy efficient
- Change out doors
- New tables and chairs

Large Kitchen

- New center island and counter top
- New cabinets
- New ceiling
- New lights
- New appliances (except new refrigerator/freezer)
- New flooring
- New doors
- New sink fixtures
- New backsplash

Meeting Room
• Remove wallpaper
• LED Lighting
• Replace table with nicer and smaller table
• Kids/Area or Lounge

**Lounge**
• New windows – energy efficient
• New paint
• New lighting

**Lobby**
• New furniture or re-upholster
• New automatic doors
• Potential to extend lobby
• Family restroom
• Fix water damage
• Remove glass cases and add charging stations/registration kiosks
• New flooring
• Accent Walls
• LED lighting
• Upgrade front desk or potentially move front desk so it is viewable at the front of the Community Center as patrons walk in

**Craft Room**
• Change out floor
• Add ballet bar
• Upgrade cabinets
• Upgrade counter tops
• Add locks
• Replace windows – energy efficient

**Outside Courtyard**
• Add seating
• Cover and make storage (wasted space)
• LED Lights
• Add a gate/surveillance camera

**Loft**
• Replace windows – energy efficient
• Replace fabric couches
• Remove carpet
Back Copy Room

- More shelf space
- Earthquake proof
- Filtered water dispenser

General

- Standalone Wi-Fi for public
- Replace outdated frames
- Clear shed area and add cover
- Move employee recognition STAR to be more visible
- Employee restroom/kitchen
- Potentially move around offices to join together make more efficient use of space
City of Los Alamitos
Parks, Recreation & Cultural Arts Commission

Agenda Report
Staff Report
March 7, 2018
Item No: 7A

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

From: Ron Noda, Recreation Manager

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 seven (7) Commissioners made up of two (2) new members who begin their service on March 7, 2018.

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.

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

- Full-time staff
  - Recreation Manager – Emeline Noda
  - Recreation Manager – Ron Noda
  - Department Secretary – Trini Zenovka
  - Community Service Coordinator – Megan Shimada

- Part-time lead staff
  - Coordinator – Alyssa Olveda
  - Coordinator – Anna Otto
  - Coordinator – Steve Kim
    - Specialist – Jayne Smith
    - Specialist – Erika Hafberg
    - Specialist – Davina Kim
    - Specialist – Samantha Kennedy
    - Specialist – Sheena Moore
    - Specialist – Latino Howard
    - Specialist – Andy Kim
    - Specialist – Karen Osbon

- 40-50 part-time Recreation Leaders

Department Organization

Aquatics  Sports
Community Services  Special Classes
Day Camp  Special Events
Park Programs  Seniors
Community Facilities

- Community Center
  The main focal point for department activities and services. It is 11,325 square feet of office space, activity rooms and kitchen facilities used for City programs and rentals such as banquets, receptions, and meetings.

Oak Gymnasium

- The gym on the campus of Oak Middle School was constructed in 1975 as part of the Community Recreational and Social Center Complex.
- The City has access and control of the gym for youth and adult recreational programs beginning at 7:00 pm each school day and all day on the weekends.
- Gym was modernized in summer 2013 & permanent restroom was constructed during same time for use by gym & field users.

Youth Center

- 3,332 sq. ft. joint-use facility completed in 1979 and owned by the city of Los Alamitos
- Los Alamitos Youth Center, Inc. – a private, non-profit agency

Community Parks – Little Cottonwood Park

- 50th Anniversary Courtyard
- Amenities – 6.07 acres
  - Picnic shelter rentals (large and small shelter)
  - Small ball diamond
  - Walking path
- Special Events
  - Music and Movies in the Park
  - Spring Carnival featuring the Egg Hunt
  - Trunk or Treat featuring the Treasure Hunt
- Summer Parks Program
Community Parks – Laurel Park

- 4.5 acres
- Amenities
  - Lighted large ball diamond
  - Four lighted tennis courts
  - Tennis Courts
- Special Event
  - Music and Movies in the Park

Community Parks – Orville R. Lewis Park

- 1.7 acres
- Special Event
  - Music and Movie events
- Amenities
  - Outdoor basketball court
  - Grass softball diamond
  - Picnic and BBQ area
  - Newer play area
  - Rubberized play surface and play equipment

Other Community Parks

- Labourdette Park
  - .25 acres

- Roberts Park
  - .50 acres

- Soroptimist Park
  - .25 acres

- Stansbury Park
  - .75 acres

- Sterns Park
  - .25 acres

The Los Alamitos Recreation & Community Services Department brings great value to the life of residents in Los Alamitos in "Creating Quality of Life." The community chose five words that creates "quality of life" to them at the Community Center and different programs and events throughout 2017.
Community

- Creating opportunities for residents to come together through City events and enjoy a community atmosphere.
  - Spring Carnival
  - Truck or Treat
  - Weekend of Arts
  - Holiday Decorating Contest
  - Made and Market Event Series
  - Winter Wonderland
  - 4th of July Fireworks Spectacular
  - Race on the Bay
  - Senior Prom
Education

- Offering a wide variety of educational and special interest classes and camps for youth, adults, and seniors that encourages lifelong learning.
  - Preschool program (3-5 years old)
  - Portrait Workshop, art classes
  - Dance classes
  - Music and Movement (2-4 years old)
  - Guitar lesson (9-12 years old)
  - Build It Woodshop (10-18 years old)
  - Many, many more!

Health

- Providing multiple fitness programs through contract classes, youth and adult sports, and the annual Race on the Base event for all ages and abilities. Providing health screenings and nutrition programs for seniors.
  - Chair Yoga
  - Pilates Mat
  - T’ai Chi Chih
  - Youth Basketball League
  - Young Runner’s Club
  - Senior Lunch and Bread Program
  - Senior Grocery Program
  - Many, many more!
Safety

- We offer classes that provides safety education and a safe day-care option for children in Summer, Spring, and Winter Day Camps and the free Summer Parks Program.
  - CPR and First Aid Classes
  - Build Your Own Survival Pack Classes
  - Spring Camp
  - Winter Camp
  - Summer Day Camp
  - Summer Parks Program
  - Balance & Fitness for Older Adults

Family

- Providing community wide special events and programs for the entire family to enjoy, participate, and create memories.
  - Special events
  - Santa Callings
  - Special Olympics
  - Los Alamitos Volunteer Program
  - Preschool Program
  - Day Camp
  - Adult sports
  - Youth sports

Budget

- Fiscal Year July 1 – June 30
- Annual Adopted Budget (June)
- Mid-Year Budget Review (February)
- Monthly Budget Review
**Budget Detail**

<table>
<thead>
<tr>
<th></th>
<th>FY 2008-09</th>
<th>FY 2018-19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenditure Budget</td>
<td>$1,834,469</td>
<td>$1,532,652</td>
</tr>
<tr>
<td>Revenue Commitment</td>
<td>$1,041,380</td>
<td>$853,506</td>
</tr>
<tr>
<td><em>% Self Sustaining</em></td>
<td>57%</td>
<td>56%</td>
</tr>
<tr>
<td><em>Average in similar size and surrounding cities revenue offset: 33%</em></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Capital Improvement Program**

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

- **Coyote Creek**
  - Funding by Arives and Mountains Conservancy

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

- **Laurel Park Rehab**
  - Funding by the Park Development Fund

**Commission Powers & Duties**

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

- Act in advisory capacity 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

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

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

**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 agenda 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 March 7, 2018
Staff Report Item No: 7B

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

From: Emeline Noda, Recreation Manager

Subject: California Park & Recreation Society District 10 Volunteer Merit Award Nominee(s)

Summary: This report provides the Parks, Recreation and Cultural Arts Commission the opportunity to consider nominees for the 2018 CPRS District 10 Volunteer Merit Award.

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

Background:

The California Parks and Recreation Society District 10 is scheduled to host their awards and installation banquet on Thursday, April 19, 2018 at the Rio Hondo Golf Course in Downey. The awards program is designed to recognize and honor those individuals and organizations who have contributed to the recreation profession and the quality of life within CPRS District 10, whose boundaries include portions of Los Angeles and all of Orange County.

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

Discussion:

The Volunteer Award nomination process will open shortly to all agency members of District 10. Last year Dr. Chang and Michael Bell were honored by the City of Los Alamitos, Parks, Recreation & Cultural Arts Commission and CPRS District 10.

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

The Parks, Recreation and Cultural Arts Commission is invited to attend the District 10 banquet which is themed this year as: “An Evening in Paris.” Social Hour is scheduled to begin at 5:00 p.m. and the banquet at 6:00 p.m. on Thursday, April 19, 2018, at the Rio Hondo Golf Course in Downey (10627 old River School Road, Downey, CA 90241). The City Council will be invited to attend along with the City Manager and Recreation and Community Services staff.

Fiscal Impact:

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

Attachments:  
1. Previous CPRS District 10 Volunteer Merit Awardees  
2. CPRS District 10 Awards & Installation Banquet Save the Date Flyer
CPRS District 10 Volunteer Award
Past Award Winners

1996  Walter Ackerman, Commissioner of AYSO Region 159
1997  Los Alamitos Senior Citizens' Club
1998  Los Alamitos Rotary Club
1999  George Briggeman, Jr.
2001  Los Alamitos Youth Center, Inc.
2002  None
2003  Tom Kneeshaw
2004  Ganahl Lumber
2005  Major Lisa Kutschera
2006  Trend Offset Printing
2007  Mark Wagner – Retiree Recognition Award
2007  Patti Haney & Rand Watkins - Seal Beach Swim Club
2008  Verna Burns – Sr. Club
2008  Beth Piburn & Candace Drucker – Parks, Recreation and Cultural Arts
       Commissioners
2009  Keyanus Price, Trend Offset Printing
2009  Lu Morgan, Senior Meals Program volunteer
2010  Fred Freeman, AYSO Volunteer
2010  Revolution Church
2011  50th Anniversary Committee
2012  Nancy Karemelich, Banners of Honor
       Maria Teresa Diaz, St. Isidore Historical Plaza
2013  Tom Rothwell
       Southland Credit Union
2014  Tom Stretz
       Sunburst Youth Academy
2015  Los Alamitos Medical Center
       Erin Henkhaus
2016  Sir Speedy of Los Alamitos
       Karen Klabough
2017  Dr. Russel Chang
       Michael Bell
Save the Date

Departure
Thursday April 19th, 2018

Rio Hondo Golf Course
10627 Old River School Rd
Downey, CA 90241

Time
5:00-9:00pm

Destination

PASSPORT CPRS District 10 Awards & Installation Banquet

"An Evening in Paris"
City of Los Alamitos
Parks, Recreation & Cultural Arts Commission

Agenda Report
Staff Report
March 7, 2018
Item No: 7C

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

From: Emeline Noda, Recreation Manager

Subject: "Serve Los Al" Volunteer Service Event

Summary: This report provides the Parks, Recreation & Cultural Arts Commission with a report on a new "Serve Los Al" Volunteer Service Event.

Recommendation: Commission receive and file.

Background:

The Los Alamitos Recreation and Community Services Department offers a wide variety of events and programs for all ages. Social service programs fall under the umbrella of the Community Services element of the Department. Currently, there is a strong emphasis on senior program offerings. Recreation Manager Emeline Noda comes from a strong background of social services with experience from the City of La Mirada in running the Senior Activity Center for five years prior to coming to the City of Los Alamitos. For the last 10 years, Mrs. Noda and staff have focused on developing and enhancing the senior programming for the City with the existing facilities and resources available.

Through a variety of means, the City has strengthened its social services in the following ways:

- Enhanced the Senior Lunch and Bread Program including the home delivered meals component and expanding the congregate Senior Lunch Program on site with the week Senior Lunch Bunch with 30 to 40 participants weekly
- Established the Senior Exercise Program with over 50 participants weekly
- Established the Senior Grocery Program with over 60 household participants bi-monthly
- Partnered with off-site senior facilities to offer free classes
- Expanded information and referral resources
- Expanded non-emergency medical transportation through partnership with Abrazar
- Worked with the Los Alamitos Senior Club to increase weekly attendance and provide support with local community sponsors and partners to enhance programming
- Created gathering opportunities such as the annual Senior Prom for seniors to socialize
- Worked with local HMO’s to provide free health screenings to the community
- Worked with the non-profits on the annual Canned Food Drive at Winter Wonderland

Mrs. Noda has always had the goal to expand social services beyond just the senior population and partner with the City’s local non-profit organizations to join together on projects and programs to benefit the entire community. In recent years, the Partners for Progress non-profit organization that was once made up of the Executive Directors of the local non-profits dissolved. This group was the avenue to network and work together to discuss community calendars and create information sharing opportunities. Since this left a gap in the community, Mrs. Noda had the goal to organize an informal group among the non-profits and the City and work towards a common goal, share knowledge and resources and host a citywide calendar.

Discussion:

Recreation Manager Emeline Noda met with Amy Payne from Summer Harvest and Amy Lakin from Casa Youth Shelter to brainstorm how to kick off the Non-Profit Network Collaborative Group and came up with a Citywide Day of Service Event. The service event would entail a variety of service projects coordinated on one day throughout the City and would incorporate large labor type projects that large groups of volunteers from the community can participate in, developed by the non-profits and the City. This idea is modeled after the City of Huntington Beach Week of Service. It is a great way for the community to connect with local non-profits and for bigger projects to get completed.

Amy Payne invited the local non-profit leaders to a meeting on February 16th at 9:00 a.m. in the Community Center. The overall goal was to continue collaborative service type projects year round such as the Canned Food Drive at Winter Wonderland and develop a Citywide calendar to better coordinate among the groups and the City when scheduling events. The hope was that the group would naturally develop into an informal network type group that can meet on a regular basis and work together to do positive projects for the City as a whole.

Staff had a very positive and productive kick off meeting on Friday, February 16th with the Executive Directors from We Care, Summer Harvest, Casa Youth Shelter, Lestonnnac Free Clinic, Precious Life, Grateful Hearts and the Youth Center. The group was very open and excited about the idea and named it “Serve Los Al.” An additional idea was brought up to do a free health clinic for vision and dental screenings for the community. The event is tentatively set for the last weekend of June 29th and 30th. Recreation staff
will meet with Public Works staff to identify projects around the City that can be considered a volunteer project i.e. trash pick-up, painting a shelter, etc.

The group is scheduled to meet once a month at the Community Center to continue planning and brainstorming about the event. The group is also interested in continuing the monthly meetings to network and share calendars as was originally intended to create an informal network group with the goal of working together for the good of Los Alamitos.

Fiscal Impact:

The event is in the initial planning stages and the fiscal impact is still to be determined.
City of Los Alamitos  
Parks, Recreation & Cultural Arts Commission

Agenda Report  
Staff Report  
March 7, 2018  
Item No: 7D

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

Via: Ron Noda, Recreation Manager

From: Megan Shimada, Recreation Coordinator

Subject: Los Alamitos Spring Carnival Featuring the Egg Hunt

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

Recommendation: Commission receive and file.

LOS ALAMITOS RECREATION & COMMUNITY SERVICES DEPARTMENT

SPRING CARNIVAL

LITTLE COTTONWOOD PARK • 4000 FAROUHAR AVE
SATURDAY BEFORE EASTER | 9-11:30AM
EGG HUNTS • GAMES • VENDORS • FUN • FREE ENTRY

SPONSORED BY:

WWW.CITYOFLOSALAMITOS.ORG | 562.430.1073
Background:

The Los Alamitos Recreation and Community Services Department will be hosting its annual Spring Carnival at Little Cottonwood Park sponsored by AYSO Region 159 on Saturday, March 31, 2018 from 9:00-11:30am. The carnival will feature the popular egg hunt, vendor booths, carnival games, bounce houses, arts and crafts, and a photo area with Peter Rabbit.

Discussion:

The Los Alamitos Recreation Department creates “Quality of Life” for residents by hosting programs and events that emphasize Community, Family, Education, Safety, and Health. Spring Carnival is one of the many events in which the Recreation Staff coordinate to instill “Quality of Life” directly into the Los Alamitos community. Approximately 2,500 people are expected to enjoy the annual Spring Carnival event at Little Cottonwood Park. Last year, the carnival took place completely on the grass of the park.

The Spring Carnival will have three egg hunt areas that will be divided according to age:

- Ages 0 to 3
- Ages 4 to 7
- Ages 8 to 12

In each area, a Golden Egg will be hidden and a special prize will be given to the child who finds it. Additional activities will be available including carnival game booths, face painting, balloon twisting, live entertainment, a photo area with Peter Rabbit, family games, vendors and food trucks.

Parks, Recreation and Cultural Arts (PRCA) Commissioners are invited and encouraged to participate in this year’s event. Commissioners’ tasks will include being the emcee for the event and awarding the prizes to the winners. Below is the schedule that Commissioners are being requested for:

- Emcee – welcome community members to the event from 8:45 – 11:30am
- Start the three Egg Hunt areas beginning at 9:30am
- Hand out awards to the finders of the Golden Egg beginning at 9:30am

PRCA Commissioners interested in attending this year’s Spring Carnival should contact Megan Shimada at the Recreation and Community Services Department.

Fiscal Impact:

Funding for the event is budgeted in the Special Events Division of the Recreation and Community Services Department. The Spring Carnival will also gain revenue funds from possible food trucks and vendors. To date, AYSO Region 159 has contributed $2,500,
the Los Alamitos Senior Club has contributed $250, and the New York Travel Club has contributed $250 for a total of $3,000 to assist in offsetting expenses for the event.