

CITY OF LOS ALAMITOS

3191 Katella Avenue Los Alamitos, CA 90720

REGULAR AGENDA PARKS, RECREATION, AND CULTURAL ARTS COMMISSION MEETING

May 5, 2021 – 7:00 p.m.

SAFETY ALERT – NOTICE REGARDING COVID-19

Due to COVID-19, the City of Los Alamitos Parks, Recreation and Cultural Arts Commission on March 3, 2021 will be conducted by video conference pursuant to the provisions of the Governor's Executive Orders N-25-20 and N-29-20. The public may access the meeting electronically or telephonically.

Pursuant to Executive Orders and given the current health concerns, members of the public may not attend the meeting in person. Members of the public can access the meeting by phone by dialing +1 (301) 715-8592 and enter the Meeting ID: 842 3603 4796. Your microphone will be disabled upon entry for the duration of the meeting.

The public can submit comments to enoda@cityoflosalamitos.org with the subject line "PUBLIC COMMENT ITEM #" (insert the item number relevant to your comment) or "PUBLIC COMMENT NON-AGENDA ITEM." Comments **received by 12:00 p.m.** will be compiled, provided to the Parks, Recreation and Cultural Arts Commission, and made available to the public before the start of the meeting. Staff will not read email comments at the meeting, but the official record will include all email comments received until the close of the meeting.

Members of the public wishing to verbally deliver comments via the telephone conference can submit their requests to enoda@cityoflosalamitos.org **until the close of the public comment period.** The Department Secretary will compile a list of speakers who have indicated a desire to speak. Before the close of the meeting, the Department Secretary will announce each speaker, enable the speaker's microphone, and begin the three minute timer. The speaker's microphone will automatically be disabled at the end of three minutes.

All speakers shall observe civility, decorum and good behavior. Any item submitted to the Parks, Recreation and Cultural Arts Committee during the meeting shall become public record and subject to applicable disclosure laws.

NOTICE TO THE PUBLIC – 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 City Hall in the City Clerk's Office or on the City's website at www.cityoflosalamitos.org once the agenda has been publicly posted.

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

Any written materials relating to an item on this agenda submitted to the City Council after distribution of the agenda packet are available for public inspection online at www.cityoflosalamitos.org.

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 City Clerk's Office at (562) 431-3538, extension 220, 48 hours prior to the meeting so that reasonable arrangements may be made.

1. CALL TO ORDER

2. ROLL CALL

Commissioner Bandak
Commissioner Beck
Commissioner K. Duran
Commissioner Joseph
Commissioner Orozco
Vice Chair Murphy
Chair A. Duran

3. ORAL COMMUNICATIONS

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4. APPROVAL OF MINUTES

Approval of the Minutes for the Special Meeting of April 14, 2021.

5. STAFF REPORTS

A. Facility and Park Maintenance Bi-Annual Update

This report provides the Parks, Recreation & Cultural Arts Commission with a report of Facility and Park Maintenance Bi-Annual Update.

Recommendation: Commission receive and file

B. Programs & Events

This report provides the Parks, Recreation & Cultural Arts Commission with an update on programs and events.

Recommendation: Commission receive and file

6. ITEMS FROM THE RECREATION & COMMUNITY SERVICES DEPARTMENT

7. COMMISSIONER REPORTS

A. 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.

8. ADJOURNMENT

I hereby certify under penalty of perjury under the laws of the State of California, that the foregoing Agenda was posted at the Los Alamitos City Hall, 3191 Katella Ave. and online at www.cityoflosalamitos.org not less than 72 hours prior to the meeting. Dated this 30th of April 2021.


Trini Zenovka, Department Secretary

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

SPECIAL MEETING – WEDNESDAY, April 14, 2021

1. CALL TO ORDER

The Parks, Recreation and Cultural Arts Commission met in a Special Session at 7:01 p.m., Wednesday, April 14, 2021, online via Zoom with Chair A. Duran presiding. As a result of the State of Emergency in California due to the threat of COVID-19 and pursuant to Governor Newsom Executive Order N-25-20 issued on March 12, 2020, all members of the Parks, Recreation, and Cultural Arts Commission attended telephonically.

2. ROLL CALL

Present: Commission Members: Bandak, A. Duran, K. Duran, Murphy, Orozco

Absent: Commission Members: Beck, Excused
Joseph, Excused

Present: Staff: Emeline Noda, Acting Director of Recreation & Community Services
Megan Shimada, Recreation Supervisor
Trini Zenovka, Department Secretary

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Chair A. Duran opened Oral Communications.

Acting Director of Recreation & Community Services Department Emeline Noda stated no public comments were received. Chair A. Duran closed Oral Communications.

4. APPROVAL OF MINUTES

Motion/Second: Bandak/Orozco

Motion Carried 4/3: The Parks, Recreation and Cultural Arts Commission approved the Regular Meeting of March 3, 2021.

ROLL CALL VOTE

Chair A. Duran	Aye
Vice Chair Murphy	Abstain
Commissioner Bandak	Aye
Commissioner Beck	Absent
Commissioner K. Duran	Aye
Commissioner Joseph	Absent
Commissioner Orozco	Aye

5. STAFF REPORTS

A. Preview of New Classes and Camps

This report provides the Parks, Recreation & Cultural Arts Commission with a preview of the new Recreation classes and camps.

Recreation Supervisor Megan Shimada summarized the staff report.

B. 5th Grade: Next Level! Recap

This report provides the Parks, Recreation & Cultural Arts Commission a report of the Lee Elementary 5th Grade: Next Level! Recap.

Acting Director of the Recreation and Community Services Department, Emeline Noda, summarized the staff report.

C. Community Center Renovation

This report provides the Parks, Recreation & Cultural Arts Commission with a report of the completed Community Center Lobby Renovation.

Acting Director of the Recreation and Community Services Department, Emeline Noda, summarized the staff report.

6. ITEMS FROM THE RECREATION & COMMUNITY SERVICES DEPARTMENT

Megan Shimada, Recreation Supervisor

- The Recreation & Community Services Department will hold its fifth annual Weekend of Art event on Friday, April 16 and Saturday, April 17. The exhibition will be open on Friday from 5:00 p.m. - 8:00 p.m. and on Saturday from 10:00 a.m. - 8:00 p.m. All ages had the option to submit up to three different pieces of art in any medium. To date, there are 349 total art submissions, 22 arts and craft

- vendors and four food vendors. Stage performances will be held outdoors on Friday and Saturday, an Arts and Crafts Vendor Fair will be outdoors on Saturday.
- Recreation staff designed new graphics for the new registration software MyRec. Participants will be able to create an account, make facility reservation requests, and view programs online.
 - Registration is currently taking place for new classes and day camp, participants are encouraged to try one of the many new classes that the department is offering this spring season such as dog training, youth art, tween home economics, preschool and youth, American Sign Language, toddler town, guitar, and adult outdoor fitness. Staff and instructors continue to prepare for modifications or cancelations based on current COVID-19 restrictions. Registration for Summer 2021 classes and programs will be available in May, for additional information refer to the website www.cityoflosalamitos.org/recreation.

Emeline Noda, Acting Director of Recreation & Community Services Department

- The MemorialCare Miller Children's & Women's Hospital Spring Carnival Drive-Thru took place on Saturday, April 3 and serviced 177 vehicles/families. The flow of participant vehicles was a steady stream the entire event. Reservations were required ahead of event day. Staff worked hard to get the event all set up and ready to go for the 10:00 A.M. start time. All of the vendors attended the event and gave out candy along with small toys for all of the participants in attendance. The trunks seemed happy with the steady flow of attendees. Participants who attended and came from other same day drive-up spring events, commented that they enjoyed the decorations and format of the event. The Police Department and Development Services/Public Works came out to represent their Departments and did an amazing job decorating their vehicles.
- Staff invited the PRCA to the May 17, 2021 City Council Meeting prior to the 6:00 p.m. for the ribbon cutting of the renovated lobby and awards presentation (arrival 5:45 p.m.) The Los Alamitos Recreation & Community Services Department will receive two Statewide Awards from the President-Elect of California Park and Recreation Society. The Commission is invited to join in receiving these prestigious awards.
- The first Balance and Fitness class was held at the Community Center on April 6, 2021 since being cancelled last year due to COVID-19. Several Senior Club members attended this class designed for older adult's fitness activities in a safe training environment. They shared with staff how excited they were to attend and since have been sharing their experiences with friends.
- The Recreation & Community Services Department held the fourth Drive-up Ice Cream Social and added a Bingo activity to the event on Thursday, April 8 from 1:00 p.m. to 2:00 p.m. Approximately 30 seniors attended and had a great time playing bingo games in their car and enjoying an ice cream treat. Staff visited with each member multiple times and decorated the parking lot with birthday decorations. Home Instead Senior Care attended and handed out individually wrapped cookies and other giveaways.
- The Community Center Lobby renovation was a true team effort by City staff and is now complete. The Los Alamitos Recreation & Community Services staff worked well with the Public Works staff to accomplish this special DIY project to demo wall and existing front desk, remove carpet, paint walls and tile, re-wire

electrical work, build and create new walls to create a needed office space and seating area for patrons waiting for their children during classes.

- The 2021 Serve Los Al date is set for September 10-11, 2021, kicking off the Week of Los Al.
- The next Donation Drive sponsored by Southland Credit Union is the paper goods and diaper drive. The Recreation and Community Services Department will be collecting paper goods and diapers for distribution to the local non-profit organizations. Donations can be dropped off at the Los Alamitos Community Center Monday-Thursday from 7:30 a.m. – 5:30 p.m. The distribution to the non-profit organizations is on Wednesday, May 12 at the Los Alamitos Community Center at from 4:00 p.m. to 7:00 p.m.
- Recreation Staff is currently working on putting together a Movie Night for Hopkinson Elementary.
- Recreation staff conducted the first 4th of July meeting with JFTB personell earlier this month on logistics and will continue to provide updates to the PR&CA Commission.

7. COMMISSIONER REPORTS

Commissioner K. Duran

- Nothing to Report.

Commissioner Orozco

- Nothing to Report.

Commissioner Bandak

- Nothing to Report.

Vice Chair Murphy

- Nothing to Report.

Chair A. Duran

- Chair A. Duran congratulated staff on a job well done on the Spring Carnival Drive-Thru Event! Chair Duran is excited for all the new programming being offered and the upcoming Weekend of Art event.

8. ADJOURNMENT

The Parks, Recreation, and Cultural Arts Commission adjourned at 8:02 p.m.
Motion/Second: Orozco/Joseph

Attest:

Alex Duran, Chair

Emeline Noda

Acting Director of Recreation & Community Services
Recreation & Community Services Department

City of Los Alamitos

PARKS, RECREATION & CULTURAL ARTS

AGENDA REPORT

MEETING DATE: May 5, 2021

ITEM NUMBER: 5A

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

Presented By: Ron Noda, Acting Deputy City Manager

Subject: Facility and Park Maintenance Bi-Annual Update

SUMMARY

This report provides the Parks, Recreation and Cultural Arts Commission with a bi-annual update on City parks and facilities maintenance.

RECOMMENDATION

1. Parks, Recreation and Cultural Arts Commission receive and file the report; and
2. Commission discuss and provide recommendations.

Background

This report includes information on repairs, future projects, maintenance repairs, and changes in regulations pertaining to Parks, sports fields, and playground equipment. Additionally, this report will further assist the Commission in providing staff with recommendations and or concerns.

Discussion

The following report provides updates and details on repairs made to the listed City parks and facilities:

- **Laurel Park**
Continued monthly maintenance. This past winter, Laurel Park was part of grid pruning conducted by the City's contractor, West Coast Arborist (WCA). Additionally, Laurel Park was closed for the month of December for field rehabilitation by the Public Works department, which included the following repairs:
 - Replacement of the mechanical time clock for restroom lights.
 - Replacement and installation of two new breakers to the electrical panel.

- Installation of a new banner post for the Community Center.
 - Purchase and placement of two new 8 ft. bench tables.
- **Little Cottonwood Park**
Continued monthly maintenance including playground safety checks and repairs. Several lighting issues and various repairs were addressed as follows:
 - Replacement of dead bolts to the park restrooms due to vandalism.
 - Installation of new irrigation battery clock.
 - Replacement of playground bicycle pedals.
 - Replacement of one basketball net.
 - Replacement and installation of lighting sensor in the women's restroom.
 - Replacement of photocells to playground security lights.
 - Replacement of back storage room light fixture.
 - Replacement of broken climbing strap.
- **Orville R. Lewis Park**
Continued park maintenance including playground safety checks. Public Works has concentrated on leveling the sports field and grass areas due to excessive gopher activity. The following issues have been addressed:
 - Replacement of worn out basketball nets.
 - Installation of new irrigation clock.
 - Repaired three broken sprinklers and installed new valves.
 - Filled ruts due to gophers.
- **Roberts Park**
Continued park maintenance with weekly woodchip raking and playground safety checks. Beautification of the park has been completed as we addressed several trip hazards throughout the park. The following issues have been addressed:
 - Repaired several concrete trip hazards.
 - Replanted and refurbished the planter with new vegetation.
 - Repaired non-working irrigation due to Lincoln property construction.
- **Stansbury Park**
Continued park maintenance with playground safety checks. The Public Works staff's future beautification plans include addressing uneven concrete, adding new vegetation, and replacing worn out benches.
- **Labourdette Park**
Continued park maintenance including weekly woodchip raking and monthly playground safety checks. The following repairs have been addressed at Labourdette Park:
 - Replaced two broken sprinklers.
 - Installation of new shut off valve to drinking fountain.
 - Replacement of broken playground handrail.

- **Sterns Park**
Continued park maintenance including weekly woodchip raking and playground safety checks.
- **Soroptimist Park**
Continued park maintenance including weekly woodchip raking and monthly playground safety checks. Public Works staff has completed the beautification of Soroptimists Park, which includes the following:
 - Repaired irrigation for new landscaping.
 - Planting of new vegetation throughout the park.
 - Removal and replacement of two dying trees.
 - Repaired lifted concrete.
 - Replacement of worn-out chain-link fencing with new fencing.
 - Installation of new irrigation clock.
- **Coyote Creek Park**
Continued park maintenance, which includes weed abatement, trimming, and irrigation checks and repairs. Future projects include installation of an entrance gate to prevent unauthorized vehicles from accessing the park and putting in a greener landscape.
- **Community Center/Youth Center**
The Public Works department is continuing its efforts in creating a more inviting appearance to the Community Center and Youth Center by revamping the front entrance of the Community Center with new landscaping and repairing lifted concrete. The following updates have been made:
 - Repaired irrigation for new planters.
 - Removed and replanted new vegetation around the Community Center.
 - Installation of new banner posts City wide for the Recreation Department.
 - Repaired and grinded lifted sidewalks around building.
 - Assisted the Recreation Department with installation of new framing and drywall as part of the Community Center's renovations.

Fiscal Impact

The Public Works department intends to accomplish the beautification of City parks and facilities and conduct repairs as needed within budget or via the City Council approved Capital Improvement Plan (CIP) projects. If the approved budget does not allow for the completion of certain updates or repairs, staff will obtain estimates and add those updates/repairs to the 2021-2022 operational budget or the 2021-2022 CIP budget for City Council review.

City of Los Alamitos

Parks, Recreation, & Cultural Arts Commission

Agenda Report

MEETING DATE: May 5, 2021

ITEM NUMBER: 5B

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

Presented By: Emeline Noda, Acting Director of Recreation & Community Services

Subject: Programs and Events Update

SUMMARY

This report provides the Parks, Recreation & Cultural Arts Commission a report on an update on programs and events.

RECOMMENDATION

Commission receive and discuss.

BACKGROUND

Over the past year, due to COVID-19, the Los Alamitos Recreation and Community Services Department has pivoted as needed to maintain programs, events and services based on the changing COVID-19 regulations and restrictions. This report provides an update on current and upcoming programs and events.

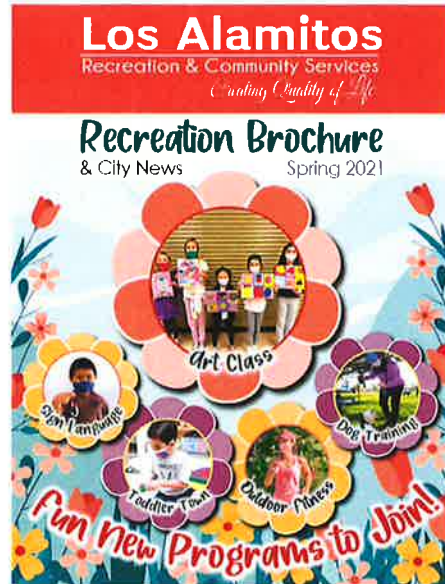
DISCUSSION

Spring Recreation Brochure & New Online Recreation Management Software

The Los Alamitos Recreation & Community Services Department Spring Recreation Brochure is currently available and displays all classes, programs and upcoming events. The brochure was mailed to residents in April and hard copies are also available at the Community Center and online at www.cityoflosalamitos.org/recreation.

Staff is preparing for the new software launch for MyRec. Participants will be able to create an account, make facility reservation requests, and view programs online.

Registration for Summer 2021 classes and programs opens online on Saturday, May 8 for Los Alamitos residents and Monday, May 10 for non-residents. Walk-in and faxed registrations will be accepted starting on Saturday, May 15. Registration is available online at www.cityoflosalamitos.org/recreation.



Contract Classes

The week of April 6, the Community Center re-opened with indoor classes at 25% capacity. Students are still required to participate in a health screening upon arrival and wear a face covering while in the facility/class. Overall with classes indoors, outdoors and off-site at other locations, there are approximately 40 to 50 classes for the Spring Session currently occurring or scheduled to take place.

Staff Led Classes

Staff taught Recreation classes are popular with classes such as Art, Laser Lab, Modern Tween Home Economics, Guitar, Lego, Toddler Town. Most classes have between 10 to 15 participants enrolled in each class.



Youth Sports

Youth Sports has been pretty consistent throughout the past year with the ability to be outdoors with the Sports & Rec afterschool program, Parent and Me, Mini Superstars, Jr. Superstars, and Jr. Pee Wee Programs. Sports & Rec was featured on the cover of School News that gets distributed to the Los Alamitos Unified School District. Youth basketball clinics are taking place currently at Oak Middle School.



Time for Summer Fun!



Adult Sports

Adult Sports Soccer League began the week April 11. Currently, the Men's Sunday 11v11 45+ league has five registered teams, the Wednesday 7v7 Men's 35+ league has 12 registered teams, and the Thursday Women's 30+ has seven registered teams. Staff is pleased with the teams registered considering it has been one year since the program was discontinued.

Senior Services

- Senior Grocery Program – The Senior Grocery Program continues to serve 180 people each week on Tuesdays at Cottonwood Church.



- Senior Club Drive Up Bingo and Birthday Celebration – The monthly celebrations and drive-up bingo games resumed in April.



- Social Hour – Social hour began with once a month Yahtzee at the Community Center. The seniors were excited to resume activities inside the Community Center and were very impressed with the Lobby renovations.
- Balance and Fitness – Balance and Fitness class resumed in-person with 50 people (full class at 25% capacity).



- Senior Wellness Calls – Staff continue to make Senior Wellness Calls bi-weekly.
- Senior Club Zoom – Staff continues to meet with the Senior Club members on Zoom on Thursday mornings.

Preschool

Both MWF and TH classes are currently full with 14 participants each per the CDC guidelines on capacity. Staff are giving tours for upcoming sessions. The MWF 4 & 5 year old class is preparing for an outdoor drive-up graduation in June.

Day Camp/CIT

Day Camp registration is currently available for ages 5 to 12. Staff is exploring once a week excursions as destinations open up. Staff expects to fill to 60 participants this summer. Counselors in Training will also be available for ages 13 to 16.

Parks Program

Parks Program is scheduled to take place this summer at Little Cottonwood Park and Orville Lewis Park. Last summer, the program was cancelled and pivoted to Camp in a Box. Staff are looking forward to the return of this free program with minimal excursions.

Los Alamitos Volunteer Program

The Los Alamitos Volunteer Program for ages 11 to 17 is scheduled to resume this summer with planned workshops and activities and volunteer opportunities at many of the programs listed in this report.

Events

- Hopkinson Elementary has contracted with the Los Alamitos Recreation & Community Services Department for a Drive-in Movie on Wednesday, May 26 at Little Cottonwood Park as part of their 5th grade end of the year activities.
- Weaver Elementary has requested a program proposal for the 5th graders' last week of school on Wednesday, June 9. The program proposal will include similar aspects from Lee's Next Level event week.
- Music & Movies in the Park – Staff are exploring on pivoting back to an in-person model of Music & Movies in the Park with social distanced circles and reservations based on current COVID-19 tier guidelines in place.
- 4th of July Fireworks Spectacular – A detailed 4th of July Fireworks Spectacular plan will be presented at the June Parks, Recreation & Cultural Arts Commission. The fireworks contract has been approved and staff are moving forward with plans for the event.

Serve Los AI Updates

Serve Los AI Committee continues to meet on a monthly basis and will resume in person meeting on Monday, May 17 at the Community Center. The current Donation Drive is for diapers, baby wipes and paper goods that will be distributed to Home Aid Essentials Program and the local non-profits to benefit families in need.

FISCAL IMPACT

All programs and events are budgeted in the current Fiscal Year 2020-2021 or 2021-2022 budgets.