

CITY OF LOS ALAMITOS

3191 Katella Avenue Los Alamitos, CA 90720

REGULAR AGENDA PARKS, RECREATION, AND CULTURAL ARTS COMMISSION MEETING

July 7, 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 June 5, 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 Regular Meeting of June 2, 2021.

5. STAFF REPORTS

A. Specialty Camps and Classes

This report provides the Parks, Recreation & Cultural Arts Commission with information regarding specialty camps and classes.

Recommendation: Commission receive and file

B. Weaver Elementary 5th Grade Year-end Event

This report provides the Parks, Recreation & Cultural Arts Commission with information regarding the Weaver Elementary 5th Grade Year-end event that took place on Wednesday, June 9 at Weaver Elementary School.

Recommendation: Commission receive and file

C. Employee of the Quarter

This report provides the Parks, Recreation & Cultural Arts Commission with information regarding the Los Alamitos Recreation & Community Services Department Employee of the Quarter.

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 2nd of July 2021.



Trini Zenovka, Department Secretary

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

REGULAR MEETING – WEDNESDAY, June 2, 2021

1. CALL TO ORDER

The Parks, Recreation and Cultural Arts Commission met in a Special Session at 7:02 p.m., Wednesday, June 2, 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: A. Duran, K. Duran, Joseph, Orozco

Absent: Commission Members: Bandak, Excused
Beck, Absent
Murphy, Excused

Present: Staff: Emeline Noda, Acting Director of Recreation & Community Services
Chet Simmons, City Manager
Samantha Kenny, Recreation Coordinator

3. ORAL COMMUNICATION

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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: N/A

Tabled: The Parks, Recreation and Cultural Arts Commission approved the Regular Meeting of May 5, 2021, due to lack of quorum.

5. PRESENTATION

A. Looking Forward: Opportunities for Los Alamitos

City Manager Chet Simmons provided presentation to PR&CA Commission.

6. STAFF REPORTS

A. Parks Make Life Better Month

This report provides the Parks, Recreation & Cultural Arts Commission with information regarding Parks Make Life Better (PMLB) Month. Recreation staff have coordinated programs, events, and activities for the entire family to enjoy helping celebrate PMLB in the month of July.

Community Services Coordinator, Samantha Kenny, summarized the staff report.

7. ITEMS FROM THE RECREATION & COMMUNITY SERVICES DEPARTMENT

Emeline Noda, Acting Director of Recreation & Community Services Department

- You are invited today's City Council meeting at 6pm on June 21, 2021, at the City Council Chambers for the following presentations:
 - California Parks and Recreation Society District 10 Volunteer Merit Award to Marilyn Poe
 - Presentation of Certificates of Recognition to the Grand Prize Winners of the Prize Winners of the Print Masters Art Contest.
 - Proclamation to the Parks, Recreation and Cultural Arts Commission for Parks Make Life Better Month.
- Announced the Parks Recreation and Cultural Arts Commission has been on the cover of the Even-News Enterprise publication for the following date:
 - June 3, 2021 - Happy Days Here Again for Los Alamitos Finances
 - May 27, 2021 - Serve Los Al Project Wins Top State Award.
- Announced Music and Movies Event Series, PR&CA Commissioners were invited to Emcee the following event series:
 - June 12, 2021, Bustamante and Friends Band at Little Cottonwood Park at 6:30 p.m.
 - June 26, 2021, Mary Poppins Returns Movie at Orville Lewis Park at 8:00 p.m.
 - July 10, 2021, Flyer Band at Little Cottonwood Park at 8:00 p.m.

- July 24, 2021, UP Movie at Little Cottonwood Park at 8:00 p.m.
- Announced and invited commission to attend Senior Club last Bingo Birthday Celebration Drive Up event on June 10, 2021, at 10:00 a.m. at the Community Center parking lot and visit with the seniors.
- Announced Senior Club will resume in person on July 15, 2021, with modified restrictions.
- Announced Dine-n-Dough House will resume August 10, 2021.

8. COMMISSIONER REPORTS

Commissioner K. Duran

- Nothing to Report.

Commissioner Orozco

- Nothing to Report.

Commissioner Joseph

- Inquired about economic development and long-term growth for the success and the future of the City.

Chair A. Duran

- Chair A. Duran recommended day trips for senior population. Thanked Recreation Staff for their hard work and dedication in providing excellent programming to our community. Thanked Sam for joining us and providing us information as it related to Parks Make Life Better month.

9. ADJOURNMENT

The Parks, Recreation, and Cultural Arts Commission adjourned at 7:56 p.m.
Motion/Second: A. Duran/Orozco

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: July 7, 2021

ITEM NUMBER: 5A

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

Presented By: Cassidy Given, Senior Recreation Leader

Via: Emeline Noda, Acting Director of Recreation & Community Services

Subject: Specialty Camps and Classes

SUMMARY

This report provides the Parks, Recreation & Cultural Arts Commission with information regarding specialty camps and classes. These are staff taught camps and classes that give the City of Los Alamitos Recreation & Community Services staff the opportunity to plan, prepare, and teach classes designated to a specific theme.

RECOMMENDATION

Commission receive and file.

Background

Over the last year, the City of Los Alamitos Recreation & Community Services Department transitioned to more classes and camps taught by Senior Recreation Leaders and Recreation Leaders. Staff who have an interest and passion in a specific subject are provided the opportunity to teach their own specialty class or camp. Staff are given a set budget and planning hours for their class/camp and full range on how they want to plan and execute it. These classes and camps have been very popular within the community. Due to COVID-19, many contract class instructors did not return Summer of 2021, and this presented the perfect opportunity to introduce a variety of staff led summer camps.

Discussion

Listed below are the classes and camps that staff have been teaching over the past year. They have been broken down into categories by season and year.

Winter 2021:

- Youth Beginning Art -Class

- Modern Tween Home Economics –Class
- L.A.S.E.R. LAB –Class
- LEGO Fun –Class
- Guitar 101 –Class
- Private Guitar Lessons –Class

Spring 2021:

- Toddler Town –Class
- Preschool Sign Language –Class
- Beginning Youth Art –Class
- Youth Art Camp
- Song Team –Class
- Modern Tween Home Economics –Class
- L.A.S.E.R. LAB –Class
- LEGO Fun –Class
- LEGO Camp
- Guitar 101 –Class
- Private Guitar Lessons –Class
- Youth Sign Language –Class

Summer 2021:

- Art, Crafts and Fun! –Camp
- Toddler Town –Class
- Lil Chef –Camp
- Youth Art –Camp
- Lil Cheer –Camp
- So You Think You Can Dance –Camp
- Kids Baking Academy –Camp
- Jedi Training –Camp
- Modern Tween Home Economics –Camp
- Mock Trial, Public Speaking and Debate –Camp
- Jurassic Dinoworld –Camp
- Magic Camp
- Fairytale Camp
- Survivor Camp
- LEGO Camp
- Fairytale Camp
- Around the World Camp
- Private Beginning Guitar Lesson -Class

Fiscal Impact

The fees generated from participant registration offset the costs of the classes and camps. Expenditures including staffing and supplies come out of the General Fund in the Los Alamitos Recreation and Community Services Department division budget.

City of Los Alamitos

PARKS, RECREATION & CULTURAL ARTS

AGENDA REPORT

MEETING DATE: July 7, 2021

ITEM NUMBER: 5B

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

**Presented By: Samantha Kenny, Community Services Coordinator
Katie Howard, Recreation Specialist**

Via: Emeline Noda, Acting Director of Recreation & Community Services

Subject: Weaver Elementary 5th Grade Year-end Event

SUMMARY

This report provides the Parks, Recreation & Cultural Arts Commission with information regarding the Weaver Elementary 5th Grade Year-end event that took place on Wednesday, June 9 at Weaver Elementary School.

RECOMMENDATION

Commission receive and file.

BACKGROUND

Weaver Elementary PTA President contacted the Los Alamitos Recreation and Community Services Department to collaborate with Weaver Elementary School PTA to coordinate an end of the year field day for the graduating 5th grade class on Wednesday, June 9 from 8:00 a.m. to 12:00 p.m. on campus. Staff prepared a proposal that consisted of games and activities for the four-hour timespan for 112 5th grade students with the purpose of creating a fun, memorable experience for the graduating 5th grade class.

DISCUSSION

Upon arrival, the 5th grade students were split into 10 teams, met their team leader, created their team name, decorated their team flag, and designed their bandanna to represent their team. The event consisted of 10 different stations in which each group spent a duration of 19 minutes at. Listed below are the stations each group participated in:

- Station 1: Human foosball & jumbo soccer

- Station 2: Water balloon volleyball & jumbo volleyball
- Station 3: Two obstacle courses
- Station 4: Nerf Zone
- Station 5: Photo challenge & jumbo lawn games- Jenga, connect 4, corn hole, ball toss
- Station 6: Solar System Trivia & make your own galaxy slime
- Station 7: Playground puzzle & make your own school-themed bracelets
- Station 8: Sponge races & life-size Angry Birds
- Station 9: Make your own dirt cup & cake eating contest
- Station 10: United States trivia & sensory mystery boxes

Staff enjoy this type of direct interaction with the students and make it a great camp-like experience. The principal, teachers and volunteers appreciate the fact that the Los Alamitos Recreation & Community Services Department plans and executes the entire event from set up to clean up and provides all the supplies necessary for the event. It makes it very easy on the Weaver Elementary Team to provide a memorable and engaging event for their students.

After the event concluded, Recreation Staff created a memorable video to send to the principal at Weaver Elementary Schools to be share with the students and their families.

The Los Alamitos Recreation and Community Services Department looks forward to future collaborations with the Los Alamitos Unified School District for future events.

FISCAL IMPACT

Weaver Elementary School PTA covered the cost of staffing and supplies for the event.

City of Los Alamitos

PARKS, RECREATION & CULTURAL ARTS

AGENDA REPORT

MEETING DATE: July 7, 2021

ITEM NUMBER: 5C

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

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

Subject: Employee of the Quarter

SUMMARY

This report provides the Parks, Recreation & Cultural Arts Commission with information regarding the Los Alamitos Recreation & Community Services Department Employee of the Quarter.

RECOMMENDATION

Commission receive and file.

BACKGROUND

The Recreation and Community Services Department implemented an awards program to recognize part-time employees for their outstanding work performance on a quarterly basis. The awards program was designed to honor individuals who have a strong work ethic, exhibit quality customer service to patrons, and have performed excellent work in their program or event to which they were assigned.

DISCUSSION

First implemented in Fall 2015, the Recreation & Community Services Department full time staff wanted to recognize part-time employees within the department to honor those who have gone above and beyond. The Department employs approximately 50 part-time recreation leaders on an annual basis. Most of the employees do an outstanding job on a daily basis, but there are a few who have stood out among their peers. Especially during COVID-19, the entire staff stepped up to the challenge and pivoted traditional programming to creative and flexible programming that remained safe and engaging for the community.

Staff developed a STAR criteria for determining which staff member(s) should be recognized each quarter. Employees are nominated by lead staff or the administrative team in the Recreation & Community Services Department and voted on each quarter based on the following criteria:

S – Support of the Department’s Values
T – Teamwork
A – Above & Beyond
R – Reliable

The following individuals have been the recipients of the “Employee of the Quarter” in FY 2020-2021.

Alix Anderson (Senior Recreation Leader) – Alix was awarded Employee of the Quarter for Winter of 2020. Alix completed her internship with the Department and was instrumental in the execution of the Escape Room, the new Halloween Decorating Contest, Holiday Decorating Contest, and the sales of Spooky Egg Hunt Kits to benefit the Scholarship fund. Alix successfully executed Toddler Town, works front desk, preschool program and many other programs and events for the Department. She is a Recreation major and dedicated to the Recreation profession for her career. She has done an exceptional job.

Connor Crook (Senior Recreation Leader) – Connor was awarded Employee of the Quarter for Spring of 2020. Connor’s work ethic and interaction with participants and parents is highly valued in the community. He coaches youth sports, works City events, is a lead at Day Camp and Parks Program. He is dependable, respected, and well-known in the community. Connor is an exceptional leader among the staff and motivates the team to be better each day with his positive attitude.

Jack Stevens (Recreation Leader) – Jack was awarded Employee of the Quarter for the Summer of 2020. His enthusiasm with the campers goes above and beyond. He consistently displays high energy and dedication such as at Spring Carnival as Peter Rabbit. He teaches guitar and participates as an outstanding employee in many other programs for the Department. Jack is versatile in his skills and utilized in a variety of tasks, classes and events.

Hagen Given (Senior Recreation Leader) – Hagen was awarded Employee of the Quarter for Fall of 2020. Hagen worked several years ago and was away as a student. Since his return in 2020, he has contributed an amazing amount of talent and hard work. Most notably, Hagen took the lead along with the Recreation team and the Public Works Department to renovate the entry lobby and seating area for the Community Center. Hagen also works several programs, classes, Parks Program and events and is an enthusiastic member of the team. Hagen also took the lead at Lee Elementary’s Next Level Parkapalooza event and did an incredible job.

FISCAL IMPACT

The nominal costs for the certificates, stars, and STAR Employees recognition wall decor to recognize staff is taken from the Recreation and Community Services Department’s supply budget.