



CITY OF LAGUNA HILLS

PARKS & RECREATION COMMISSION

REGULAR MEETING AGENDA

Wednesday, April 7, 2021 – 7:00 PM

Dan Cooper - Chair

Julie Nassif - Vice Chair
Don Caskey - Commissioner

Maya Carroll - Commissioner
Patricia Thee - Commissioner

Location: City Council Chamber, 24035 El Toro Road, Laguna Hills, CA 92653

Any person wishing to address the Parks and Recreation Commission on any matter, whether or not it appears on this Agenda, is asked to complete a "Request to Speak" form available on the table at the back of the Chamber. The completed form is to be submitted to the Recording Secretary prior to an individual being heard by the Parks and Recreation Commission.

Members of the public wishing to address the Parks and Recreation Commission can do so during the Public Comments portion of the Agenda with a time limitation of three minutes per person, an overall time limit of ten minutes for any one subject, and a total time limit of thirty minutes for Public Comments. If you are commenting on an Agenda item, your comments will be heard at the time that item is scheduled on the Agenda. If you are addressing the Commission on an item not listed on the Agenda, the Parks and Recreation Commission is prohibited by law from discussing or taking any action on that item.

CALL TO ORDER

Resolution No. 96-04-09-1 established rules of decorum for public meetings held by the City of Laguna Hills. Resolution No. 96-04-09-1 is available on the table at the back of the City Council Chamber.

PLEDGE OF ALLEGIANCE

ROLL CALL OF COMMISSIONER MEMBERS

1. PUBLIC COMMENTS

This is the time to address the Parks and Recreation Commission on any matter not listed on this Agenda that is within the subject matter jurisdiction of the Commission. Public Comments are limited to three minutes per person, an overall time limit of ten minutes for any one subject, and a total time limit of thirty minutes.

2. MINUTES APPROVAL

2.1 Approval of the Minutes for February 3, 2021

Recommendation: That the Parks and Recreation Commission approve the minutes for the February 3, 2021, Regular Meeting.

3. PRESENTATIONS

4. ADMINISTRATIVE REPORTS

4.1 Recreation Use of the Community Center and Sports Complex Hockey Rink

Recommendation: That the Parks and Recreation Commission recommend recreation use of the Community Center and Sports Complex Hockey Rink Facility.

4.2 "LH" Letters on the Hillside Across from the Community Center.

Recommendation: That the Parks and Recreation Commission provide feedback to Staff regarding Staff's proposed "LH" letters design and replacement project contest as described in this report.

4.3 City of Laguna Hills 30 Year Anniversary

Recommendation: That the Parks and Recreation Commission provide staff with ideas on how to promote and celebrate the City of Laguna Hills 30 Years of Incorporation.

4.4 Video Streaming of Youth Sports Games

Recommendation: That the Parks and Recreation Commission provide feedback on its interest to install a camera(s) at a City athletic field (s) for the purposes of viewing youth sports games remotely.

4.5 Park Quality Control Program

Recommendation: That the Parks and Recreation Commission reinstate the Park Quality Control Program.

4.6 2021 Memorial Day Race Update

Recommendation: That the Parks and Recreation Commission receive an oral presentation regarding the 2021 City of Laguna Hills Memorial Day 5K and 10K, honoring the USMC Dark Horse Battalion.

4.7 2021 4TH of July Celebration

Recommendation: That the Parks and Recreation Commission receive an oral report on the 2021 4th of July Celebration and provide feedback on a firework display.

5. INFORMATIONAL ITEMS**5.1 2021 Rooted Volunteer Campaign Update**

Recommendation: That the Parks and Recreation Commission receive and file the report.

6. COMMISSIONER COMMENTS**7. ADJOURNMENT**

The next Regular Meeting of the Parks & Recreation Commission will be June 2, 2021, at 7:00 PM in the City Council Chamber, located at 24035 El Toro Road, Laguna Hills, California.

CERTIFICATION

I, DAVID T. REYNOLDS, Deputy City Manager of the City of Laguna Hills, do hereby certify that a copy of the foregoing Agenda was posted at Laguna Hills City Hall, Laguna Hills Community Center, and the Courtyard at La Paz Center by April 2, 2021, at 5:00 PM.



David T. Reynolds; Deputy City Manager

April 2, 2021

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, you should contact the office of the Deputy City Manager at (949) 707-2680. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to this meeting.

Materials related to an item on this Agenda submitted to the Commission after distribution of the agenda packet are available for public inspection in the Community Center at 25555 Alicia Parkway, Laguna Hills, California, during normal business hours.



City of Laguna Hills

Parks & Recreation Commission

Staff Report

DATE: April 7, 2021
TO: Parks and Recreation Commission
FROM: Dan Meehan
Community Services Superintendent
ISSUE: Approval of the Minutes for February 3, 2021

RECOMMENDATION: That the Parks and Recreation Commission approve the minutes for the February 3, 2021, Regular Meeting.

ATTACHMENTS:

- P&R Minutes 210203

**CITY OF LAGUNA HILLS
PARKS & RECREATION COMMISSION**

**REGULAR MEETING
MINUTES
Wednesday, February 3, 2021**

CALL TO ORDER

The meeting was called to order at 7:00 PM by Deputy City Manager David Reynolds.

PLEDGE OF ALLEGIANCE

ROLL CALL OF COMMISSIONER MEMBERS

Attendee Name	Title	Status	Arrived
Dan Cooper	Commissioner	Present	
Don Caskey	Commissioner	Present	
Maya Carroll	Commissioner	Present	
Julie Nassif	Commissioner	Present	
Patricia Thee	Commissioner	Present	

ELECTION OF CHAIR

Commissioner Maya Carroll nominated Commissioner Dan Cooper, S/by Commissioner Julie Nassif

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Maya Carroll, Commissioner
SECONDER:	Julie Nassif, Commissioner
AYES:	Dan Cooper, Commissioner, Don Caskey, Commissioner Maya Carroll, Commissioner, Julie Nassif, Commissioner Patricia Thee, Commissioner

ELECTION OF VICE CHAIR

Chair Cooper nominated Commissioner Julie Nassif, S/by Commissioner Maya Carroll.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dan Cooper, Chair
SECONDER:	Maya, Carroll
AYES:	Dan Cooper, Chair, Julie Nassif, Vice Chair, Don Caskey, Commissioner Maya Carroll, Commissioner, Patricia Thee, Commissioner

1. PUBLIC COMMENTS**2. MINUTES APPROVAL****2.1 Approval of Minutes for August 5, 2020**

Recommendation: That the Parks and Recreation Commission approve the Minutes for August 5, 2020, Regular Meeting.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Maya Carroll, Commissioner
SECONDER:	Dan Cooper, Chair
AYES:	Dan Cooper, Chair, Julie Nassif, Vice Chair, Don Caskey, Commissioner, Maya Carroll, Commissioner, Patricia Thee, Commissioner

3. PRESENTATIONS**4. ADMINISTRATIVE REPORTS****4.1 Coronavirus (COVID-19) Update on the Status of City of Laguna Hills Recreation Facilities and Recreation Programs and a Summary of 2020 Community Services Department Events.**

Recommendation: That the Parks and Recreation Commission receive and file the report.

Superintendent Dan Meehan gave a brief synopsis of the report to the Parks and Recreation Commission.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dan Cooper, Chair
SECONDER:	Maya Carroll, Commissioner
AYES:	Dan Cooper, Commissioner, Don Caskey, Commissioner, Maya Carroll, Commissioner, Julie Nassif, Commissioner, Patricia Thee, Commissioner

5. INFORMATIONAL ITEMS**6. COMMISSIONER COMMENTS**

Chair Dan Cooper formerly welcomed Commissioner Don Caskey and Commissioner Patricia Thee to the Parks and Recreation Commission. Commissioner Don Caskey and Commissioner Patricia Thee introduced

themselves and briefly discussed some of the goals they would like to accomplish during their term.

7. ADJOURNMENT

There being no further business before the Parks and Recreation Commission at this session, declared the meeting adjourned at 7:27PM.

David Reynolds, Deputy City Manager

ATTEST:

Dan Cooper, Chair

Approved at meeting of April 7, 2021



City of Laguna Hills

Parks & Recreation Commission

Staff Report

DATE: April 7, 2021
TO: Parks and Recreation Commission
FROM: David Reynolds
Deputy City Manager
ISSUE: Recreation Use of the Community Center and Sports Complex Hockey Rink

RECOMMENDATION: That the Parks and Recreation Commission recommend recreation use of the Community Center and Sports Complex Hockey Rink Facility.

SUMMARY:

The Parks and Recreation Commission first recommended the introduction of pickleball as another multi-use recreation activity at the Community Center and Sports Complex Hockey Rink (Hockey Rink) on December 2, 2015. Beginning in January 2016, the pickleball recreation program has been a popular recreation activity, but was temporary cancelled upon the closure of the Hockey Rink in March 2020 due to the Coronavirus Pandemic. On November 24, 2020, the City Council directed Staff to open the Hockey Rink for drop-in pickleball play Monday through Sunday from 8am to 9pm per the request of pickleball enthusiasts. Shortly thereafter, the portable pickleball nets were vandalized and pickleball players have complained about individuals entering the Hockey Rink and disrupting play. Staff is recommending the return of pickleball and other recreation activities at the Hockey Rink as was offered prior to the pandemic (or prior to March 2020). Staff is requesting feedback from the Parks and Recreation Commission on the scheduling and use of the Hockey Rink to accommodate different recreation interests of this facility.

Recreation Use of the Community Center and Sports Complex Hockey Rink

April 7, 2021

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BACKGROUND:

On December 2, 2015, the Parks and Recreation Commission was presented with a Staff report to evaluate the use of the Hockey Rink and to recommend other recreation multi-use of this facility. Staff recommended pickleball to the Commission as an additional use of the Hockey Rink based on its popularity with the senior community. At that time, California Street Hockey Association (CSHA) managed the Hockey Rink and offered both youth and adult hockey leagues. However, the demand for outdoor hockey was declining and CSHA permitted other recreation activity such as lacrosse and a roller derby to also occur within the Hockey Rink.

The Parks and Recreation moved to recommend to the City Council the installation of pickleball courts and a half basket ball court at the Hockey Rink at its December 2, 2015, meeting. This recommendation was presented to the City Council by Staff on February 9, 2016, and the City Council ultimately approved the installation of four pickleball courts at the Hockey Rink to introduce other types of sporting activity at this facility.

In May 2016, the City did not renew the Hockey Rink management agreement with CSHA and assumed the responsibility of managing the facility including allocating time for its use. Lines were painted on the Hockey Rink to designate four pickleball courts and portable nets were purchased to support a pickleball recreation program which commenced on June 13, 2016. Since that time, and until March 2020, the pickleball program was supported by on-site part-time recreation staff. Unfortunately, City facilities, including the Hockey Rink, were closed in March 2020, because of the Coronavirus Pandemic. Additionally, all part-time Staff were furloughed and full-time Staff were primarily assigned to work from home during the majority of calendar year 2020.

Towards the end of 2020, pickleball enthusiasts requested that the City open the Hockey Rink for pickleball for outdoor exercise during the pandemic. On November 24, 2020, the City Council directed Staff to open the Hockey Rink for drop-in pickleball play Monday through Sunday from 8am to 9pm to accommodate the need for exercise during the pandemic. Staff set-up the four portable pickleball nets, programmed the lights to turn on during the evenings, and unlocked the Hockey Rink to permit public access for pickleball beginning on December 1, 2020. However, shortly after re-opening this facility, all four portable nets and their frames were vandalized and damaged beyond repair. Also, pickleball players expressed concerns with individuals entering the Hockey Rink facility and disturbing them while they were using the facility.

As requested by the pickleball group, City staff installed additional signs at the Hockey Rink in accordance to the Laguna Hills Municipal Code (LHMC) Section 8-04.340 that reads: "City of Laguna Hills Roller Hockey Rink, no bicycling, no skateboarding, no

Recreation Use of the Community Center and Sports Complex Hockey Rink

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scootering, violators will be ejected from the roller hockey rink and/or subject to citation and prosecution pursuant to LHMC 8-04.340.”

Activity at the Hockey Rink before the Coronavirus Pandemic is provided below in Table 1. In addition to the listed activity, the Hockey Rink was also used for drop-in street hockey play, lacrosse practice, and Special Olympics events.

Table 1. Hockey Rink Schedule prior to Pandemic						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Pickleball Evening (6pm – 9pm)	Pickleball Morning (9am – 12pm) – Roller Derby Evening (7pm – 9pm)	Pickleball Morning (9am – 12pm)	Pickleball Evening (6pm – 9pm)	Roller Derby Evening (7pm – 9pm)	Roller Derby Tournaments (Scheduled at least once a month, 8am – 7pm)	Roller Derby Evening (4pm – 6pm)

Staff is in the process of planning for the re-opening of City facilities and the phasing in of our recreation programs. It is advisable that the City return to a managed schedule of use of the Hockey Rink to not only secure productive play of pickleball, but to also allow the return of other recreation interests at this facility once COVID-19 guidelines allow for them. Staff recommends supporting a pickleball recreation program two nights per week and two days per week, which was the case prior to the COVID-19 pandemic. Night staffing support will require the City to bring back some part-time recreation Staff from furlough. Also, Staff intends to purchase new portable replacement nets for the City’s pickleball recreation program.

Staff is requesting the Parks and Recreation Commission’s feedback on the use of the Hockey Rink for pickleball and other recreation activity.

FISCAL IMPACT:

The one-time cost to replace the four portable nets with new ones is approximately \$1,600.

The ongoing cost for evening part-time staffing support at the Community Center and Sports Complex for two nights per week is provided below.

Recreation Use of the Community Center and Sports Complex Hockey Rink

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Estimated Cost for Recreation Leaders (2 Nights per week)

<u>Position</u>	<u>Hourly Rate ¹</u>	<u>Hours per</u>	<u>Cost per Evening</u>	<u>Cost per Week</u>	<u>Cost per Month</u>
		<u>Evening</u>			
Recreation Leader II	\$ 17.77	5	\$ 88.85	\$ 177.70	\$ 710.80
Recreation Leader II	\$ 17.77	5	\$ 88.85	\$ 177.70	\$ 710.80
TOTALS	\$ 35.54	10	\$ 177.70	\$ 355.40	\$ 1,421.60

1. Hourly Rate includes benefits

Multi-use of the Hockey Rink provides facility rental revenue for the City to support its recreation facilities and programming. For instance, the use of the Hockey Rink by a roller derby organization generated \$12,895 in revenue for the City in 2019.



City of Laguna Hills

Parks & Recreation Commission

Staff Report

DATE: April 7, 2021

TO: Parks and Recreation Commission

FROM: Dan Meehan
Community Services Superintendent

ISSUE: "LH" Letters on the Hillside Across from the Community Center.

RECOMMENDATION: That the Parks and Recreation Commission provide feedback to Staff regarding Staff's proposed "LH" letters design and replacement project contest as described in this report.

SUMMARY:

A Major Plan identified in the FY's 2013/14-2014/15 Budget was to "install 'LH' letters on the hill behind the Ralph's Shopping Center across from the Laguna Hills Community Center so that the letters are visible to everyone sitting at the Laguna Hills High School stadium." In the Spring of 2015 Staff worked with Eagle Scout candidate Daniel Green in completing the project, with letters on the hillside measuring 60 feet in height and 35 feet in width and constructed using decorative rock and a wood border. After nearly six years the borders surrounding the rocks have deteriorated and the letters have shifted on the hillside. At its September 22, 2020, meeting, the City Council directed Staff to "investigate options to improve and renovate and maintain the LH Hillside sign." Staff suggests conducting a design and replacement project contest for the "LH" hillside monogram and is seeking input from the Commission on the guidelines and expectations of such a contest. It is Staff's opinion that the contest proposers will need to account for the design, construction, and ongoing maintenance needs of a proposed replacement solution.

BACKGROUND:

In the Spring of 2015, Staff worked with Eagle Scout candidate Daniel Green in completing the "LH" project, with letters on the hillside measuring 60 feet in height and

Refurbishment of "LH" Letters on the Hillside Across from the Community Center

April 7, 2021

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35 feet in width and constructed using decorative rock and a wood border. As noted above, the borders surrounding the rocks have deteriorated and the letters have shifted on the hillside. There have been several individuals expressing an interest in heading up a project to improve the "LH" hillside monogram. At its September 22, 2020, meeting, the City Council directed Staff to "investigate options to improve and renovate and maintain the 'LH' Hillside sign." After consideration on the most favorable approach to address City Council's direction, and also addressing the expressed interest from others to assist with the monogram's replacement, Staff is proposing to conduct a "LH" Letters Design and Replacement Project contest (Contest).

Staff proposes to advertise the Contest across all of the City's social media platforms (i.e. Facebook, Instagram, Twitter, City Website), and that Contest submissions are first reviewed by the Parks and Recreation Commission. The Commission will make recommendations to the City Council including a finalist(s) for consideration. The Parks and Recreation Commission's recommendations will be presented to the City Council for final selection. Table 1 below details a proposed Contest schedule that will allow time to account for any City costs required for project assistance into the next two-year budget if required.

Table 1: Proposed LH Design Contest Schedule

Present Contest Concept to City Council	April 13, 2021
Begin Advertising Design Contest	April 19, 2021
Submittals Due Date	May 21, 2021
P&R Commission Review	June 2, 2021
City Council Selects Contest Winner	June 8, 2021

Staff is seeking guidance from the Parks and Recreation Commission regarding this Contest. First, is the Commission in favor of this Contest as proposed by Staff as a means to elicit proposals and replacement options for the "LH" on the hillside? Second, what are the expectations for this Contest from the Parks and Recreation Commission's perspective? Some additional questions to consider to assist in the framing of the Contest are listed below:

Refurbishment of "LH" Letters on the Hillside Across from the Community Center

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1. Should the Contest be limited to Laguna Hills non-profit organizations and resident groups?
2. Should the replacement of the letters be a volunteer based project?
3. Should proposers be responsible for all costs of project including design and replacement of the letters? What should be the City's involvement?
4. Is a pre-qualification process for proposals required before Contest proposals are first presented to the Parks and Recreation Commission? For example, Staff review of proposals to determine building safety and standards, construction feasibility, and access to utilities?
5. Is it beneficial for Contest proposers to present their ideas during a Parks and Recreation Commission meeting?
6. Should proposals address the ongoing maintenance needs and anticipated costs of maintenance?
7. What at a minimum is required in each proposal?
 - Description of project including materials used and need for access to utilities such as water or electricity.
 - Diagram of project including dimensions and mockups to illustrate the finished project.
 - Project schedule with anticipated completion date.
 - Costs of the project and how it will be funded.
 - Description of ongoing project maintenance and anticipated costs and how the maintenance costs will be funded.
 - Description of how the work will be accomplished. Use of individual volunteers or group of volunteers, contractors, non-profit organization.
 - What assistance is needed by proposer from the City to accomplish the project vision?

FISCAL IMPACT:

The design contest will require nominal costs for Staff to administer. Any City costs to assist with any replacement efforts will need to be factored into the next 2-year budget.



City of Laguna Hills

Parks & Recreation Commission

Staff Report

DATE: April 7, 2021

TO: Parks and Recreation Commission

FROM: David Reynolds
Deputy City Manager

ISSUE: City of Laguna Hills 30 Year Anniversary

RECOMMENDATION: That the Parks and Recreation Commission provide staff with ideas on how to promote and celebrate the City of Laguna Hills 30 Years of Incorporation.

SUMMARY:

With an overwhelming vote of 86%, voters approved the incorporation of the City of Laguna Hills on March 5, 1991. The City of Laguna Hills was formerly incorporated on December 20, 1991, and this December 20, 2021, marks the City's 30th year of incorporation. The purpose of this report is to elicit ideas from the Parks and Recreation Commission on how to promote and celebrate this occasion. The Commission's input will be presented to the City Council.

For reference purposes, the following were suggestions provided by the Parks and Recreation Commission in June 2011, to celebrate the City's 20th Anniversary.

- Install banners on light poles that advertise the City's 20 Year Anniversary. Install these banners as soon as possible to promote this event up to December 20, 2011, at City entrances/gateways or on major thoroughfares.
- Present a banner at the Community Center to feature the City's 20th Year of Incorporation.
- Place banners at the City's entry monuments that advertise the City's 20 Year Anniversary.

City of Laguna Hills 30 Year Anniversary

April 7, 2021

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- Pass out little trinkets such as flags, pins, pens, and mugs at City events that feature the City's 20th year of incorporation.
 - Offer glasses/mugs with a 20 Year Anniversary promotion theme to the public for a charge with proceeds going to a charitable donation.

The 20 Year Anniversary celebration included the following: a timeline display of major milestones in the history of the City was developed; a City calendar featuring photos throughout the City was produced; trinkets such as magnets were created to pass out at City events, coasters were made; and a cake reception was held at a City Council meeting.

The City celebrated its 25 Year Anniversary by hosting a cake reception at a City Council meeting.

FISCAL IMPACT:

The budget for the City's 20 Year Anniversary celebration was approximately \$7,000. Expenses for the City's 30 Year Anniversary celebration will need to be included in the City's next two-year budget which begins July 1, 2021.



City of Laguna Hills

Parks & Recreation Commission

Staff Report

DATE: April 7, 2021
TO: Parks and Recreation Commission
FROM: David Reynolds
 Deputy City Manager
ISSUE: Video Streaming of Youth Sports Games

RECOMMENDATION: That the Parks and Recreation Commission provide feedback on its interest to install a camera(s) at a City athletic field (s) for the purposes of viewing youth sports games remotely.

SUMMARY:

The Coronavirus Pandemic has had a substantial impact on the way that we conduct business, engage with others, and participate in recreation activity and sports. Under “Stay at Home” orders, we adapted to work from home by leveraging video streaming tools such as GoToMeeting and Zoom. Current California Department of Public Health (CDPH) guidelines for youth and adult sports¹ include a section on “Limitations on Observers” which is included below (emphasis is added).

Limitations on Observers

- Limit observation of youth sports (age 18 years and under) to immediate household members, and for the strict purpose of age appropriate supervision. This includes observation of practice and competition. Limit number of observers to ensure physical distance can be maintained, reduce potential crowding, and maintain indoor and outdoor capacity limits.

¹ See California Department of Public Health’s Outdoor and Indoor Youth and Recreational Adult Sports: [Outdoor and Indoor Youth and Recreational Adult Sports \(ca.gov\)](https://www.cdph.ca/Programs/CID/DCDC/Pages/Immunization/Imz/Policy/2020/000009.aspx)

Video Streaming of Youth Sports Games

April 7, 2021

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- Consider video streaming of games so that they can be watched "live" from home.
 - For adult sports, spectators are not permitted at this time.

Staff is requesting feedback from the Parks and Recreation on its interest on installing a camera(s) at our athletic fields to promote social distancing during the pandemic by enabling youth sports games to be viewed “live” from home. Also, there may be some merit to continue forward with the capability of “live streaming” youth sports events as a public service once the pandemic is well behind us.

FISCAL IMPACT:

The cost to install one camera is estimated at \$5,000. This includes labor costs and equipment such as a camera, a wireless access point, and an omni-directional antenna. An ongoing annual cost of \$2,184 will be incurred for a COX line for internet access.



City of Laguna Hills

Parks & Recreation Commission

Staff Report

DATE: April 7, 2021
TO: Parks and Recreation Commission
FROM: Dan Meehan
Community Services Superintendent
ISSUE: Park Quality Control Program

RECOMMENDATION: That the Parks and Recreation Commission reinstate the Park Quality Control Program.

SUMMARY:

A Park Quality Control Program was first implemented with the Parks and Recreation Commission during September 1997, and then reinstated in 2009 and again in 2015. This program involved the Commission member's inspection of the City's parks on a monthly basis. Staff would like to re-introduce this program to the Parks and Recreation Commission since new Commissioners have been appointed. Staff proposes the use of the attached form as a way for the Commission to report park conditions to Staff.

BACKGROUND:

Beginning in September of 1997, the Parks and Recreation Commission were tasked with inspecting the fourteen (14) City parks on a monthly basis as part of the City's Park Quality Control Program. The program was reinstated in June of 2009 and again in 2015, before tapering off in the last few years. As new Commissioners have been appointed, Staff believes that re-introducing this program to the Commission is appropriate at this time.

Currently, the City maintains its parks through a landscape maintenance contract and the contractor is responsible for reporting issues at the City's parks. In addition, the City's Parks Supervisor conducts a thorough, on-site visit of each park every week to

Park Quality Control Program

April 7, 2021

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evaluate the quality of maintenance work being performed, inspect the condition of the play equipment, and to look for potential safety hazards and other problems.

To augment this inspection work effort, and to provide a “resident perspective” of the park facilities and landscape standards, Staff suggests that the Commission re-instate the Park Quality Control Program and perform regular monthly inspections of the neighborhood parks and the Community Center and Sport Complex outdoor facilities. The Commission’s feedback on park maintenance, landscaping, facilities, and park safety will be helpful to Staff.

A proposed schedule for Commission park checks is provided on Attachment 1. Staff suggests a rotating quarterly schedule to allow each Commissioner to visit each park over the course of one year—and in most cases to visit a park more than once per year. Furthermore, two (2) Commissioners are assigned to a park per quarter with the understanding that each Commissioner’s schedule is busy and a park visit by a Commissioner may not be possible during a particular quarter. The proposed schedule was drafted to provide as much coverage to park inspections as possible.

Attached to the staff report is the “Park Quality Control List” to be used to report on each park inspection (see Attachment 2). The form should be submitted to the Community Services Department. In turn, the Community Service Department will provide the completed report to the City’s Parks Supervisor who will address any issues highlighted in the Commissioner’s inspection report. Keep in mind, that Staff’s expectations of the Commission is to provide a report when possible and the attached schedule is only a guideline.

ATTACHMENTS:

- Park Inspection Schedule
- Park Quality Control Checklist

ATTACHMENT 1

Park Inspection Schedule

Park	Acres	Jan. - Mar.	Apr. - June	July - Sep.	Oct. - Dec.
Veeh Ranch	11	1 2	3 4	5 1	2 3
San Remo	1.6	4 5	1 2	3 4	5 1
Santa Vittoria	2.87	2 3	4 5	1 2	3 4
Mendocino	3.93	5 1	2 3	4 5	1 2
Mandeville	3.34	3 4	5 1	2 3	4 5
Clarrington	3.49	1 2	3 4	5 1	2 3
Beckenham	2.75	1 2	3 4	5 1	2 5
Stockport	3.99	4 5	1 2	3 4	5 1
Cabot Park	8.8	2 3	4 5	1 2	3 4
El Conejo	2	5 1	2 3	4 5	1 2
Knotty Pine	3.85	3 4	5 1	2 3	4 5
Mackenzie	2.85	1 2	3 4	5 1	2 3
Costeau	3.67	4 5	1 2	3 4	5 1
LHCC & SC	18	2 3	4 5	1 2	3 4

Commissioner Codes:

Commissioner Carroll	1
Commissioner Caskey	2
Commissioner Cooper	3
Commissioner Nassif	4
Commissioner Thee	5

**Attachment 2
CITY OF LAGUNA HILLS
PARK QUALITY CONTROL CHECKLIST**

PARK _____

DATE OF OBSERVATION _____

OBSERVATION BY _____

		<u>Poor</u>	<u>Acceptable</u>	<u>Good</u>	
I.	<u>Turf</u>				
a)	Mowing/Edging:	1	2	3	4 5
b)	Clippings Removed:	1	2	3	4 5
c)	Color:	1	2	3	4 5
d)	Weed Control:	1	2	3	4 5
e)	Overall appearance:	1	2	3	4 5
	Comments: _____				

II.	<u>Shrubs & Ground Covers</u>				
a)	Trimming:	1	2	3	4 5
b)	Coverage:	1	2	3	4 5
c)	Weed Control:	1	2	3	4 5
d)	Litter Control	1	2	3	4 5
e)	Overall Appearance:	1	2	3	4 5
	Comments: _____				

III.	<u>Trees</u>				
a)	Trimming:	1	2	3	4 5
b)	Raising:	1	2	3	4 5
c)	Overall Appearance:	1	2	3	4 5
	Comments: _____				

Attachment: Park Quality Control Checklist (2384 : Park Quality Control Program)

		<u>Poor</u>	<u>Acceptable</u>	<u>Good</u>	
IV.	<u>Trash Receptacles</u>				
a)	Emptied:	1	2	3	4 5
b)	Liner in Place:	1	2	3	4 5
c)	Litter Control:	1	2	3	4 5
d)	Overall Appearance:	1	2	3	4 5
Comments: _____					

V.	<u>Playground</u>				
a)	Appearance:	1	2	3	4 5
b)	Condition:	1	2	3	4 5
c)	Surfacing:	1	2	3	4 5
Comments: _____					

VI.	<u>Drinking Fountain</u>				
a)	Appearance:	1	2	3	4 5
b)	Condition:	1	2	3	4 5
c)	Surfacing:	1	2	3	4 5
Comments: _____					

VII.	<u>Tennis Courts</u>				
a)	Appearance:	1	2	3	4 5
b)	Condition:	1	2	3	4 5
c)	Surfacing:	1	2	3	4 5
d)	Netting:	1	2	3	4 5

Comments: _____

		<u>Poor</u>	<u>Acceptable</u>	<u>Good</u>	
VIII.	<u>Basketball Courts</u>				
a)	Appearance:	1	2	3	4 5
b)	Condition:	1	2	3	4 5
c)	Surfacing:	1	2	3	4 5
Comments:					

IX.	<u>Safety Concerns</u>				
Comments:					

X.	<u>General Comments</u>				



City of Laguna Hills

Parks & Recreation Commission

Staff Report

DATE: April 7, 2021
TO: Parks and Recreation Commission
FROM: Dan Meehan
Community Services Superintendent
ISSUE: 2021 Memorial Day Race Update

RECOMMENDATION: That the Parks and Recreation Commission receive an oral presentation regarding the 2021 City of Laguna Hills Memorial Day 5K and 10K, honoring the USMC Dark Horse Battalion.

SUMMARY:

Staff will provide the Parks and Recreation Commission with an oral report regarding the 2021 City of Laguna Hills Memorial Day 5K, and 10K, Honoring the USMC Dark Horse Battalion.



City of Laguna Hills

Parks & Recreation Commission

Staff Report

DATE: April 7, 2021
TO: Parks and Recreation Commission
FROM: Dan Meehan
Community Services Superintendent
ISSUE: 2021 4TH of July Celebration

RECOMMENDATION: That the Parks and Recreation Commission receive an oral report on the 2021 4th of July Celebration and provide feedback on a firework display.

SUMMARY:

Staff will provide the Parks and Recreation Commission an oral report regarding the 4th of July Celebration for this year. It is Staff's intent not to host the traditional 4th of July celebration which includes carnival rides, vendor booths, games, and music due to COVID-19 guidelines and regulations. In regards to a firework show, Staff is requesting input from the Parks and Recreation Commission if it is in favor of firing a show this 4th of July.



City of Laguna Hills

Parks & Recreation Commission

Staff Report

DATE: April 7, 2021

TO: Parks and Recreation Commission

FROM: Dan Meehan
Community Services Superintendent

ISSUE: 2021 Rooted Volunteer Campaign Update

RECOMMENDATION: That the Parks and Recreation Commission receive and file the report.

SUMMARY:

The City's annual Volunteer Connection Day event has been held each year on the third Saturday of April, to coincide with the recognition of Earth Day. Past projects have included multiple trail clean-ups, painting projects, and tree planting in recognition of Arbor Day. Due to the COVID-19 pandemic, the 2020 Volunteer Connection Day event was cancelled. In an effort to engage the community in beautification projects during the pandemic, Community Services Staff developed the "Rooted Volunteer Campaign," with the initial event taking place in October of 2020. Although this volunteer program was placed on hold during the Regional Stay-At-Home order in late 2020, Staff planned on offering a few more events during this fiscal year. At its March 9, 2021, meeting, the City Council approved the incorporation of the traditional Volunteer Connection Day event into the new "Rooted Volunteer Campaign" schedule of volunteer events by hosting a tree planting event in recognition of Arbor Day this April. In addition, the City Council approved a second "Rooted Volunteer Campaign" planting event to take place in the month of June.

BACKGROUND:

The City's annual Volunteer Connection Day event has been held each year on the third Saturday of April, to coincide with the recognition of Earth Day. Past projects have included multiple trail clean-ups, painting projects, and tree planting in recognition of

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Arbor Day. Due to the COVID-19 pandemic, the 2020 Volunteer Connection Day event was cancelled, and the Community Services Staff developed the “Rooted Volunteer Campaign” initiative to offer volunteer event opportunities during the pandemic. The initial “Rooted Volunteer Campaign” event took place on October 24, 2020.

Staff developed the concept of being “Rooted” in the beautification of the City of Laguna Hills by establishing a volunteer campaign for the planting of trees and plants and other improvement projects throughout the City. A logo was created for this campaign and is used to advertise the events and is printed on the t-shirts that are provided to all volunteers (see Figure 1.) As mentioned above, the first “Rooted Volunteer Campaign” event was held on October 24, 2020, and was centered on planting. Thirty (30) volunteers registered for Laguna Hills Community Center planting location. On the day of the event, nine (9) volunteers and Staff planted over 350 plants,

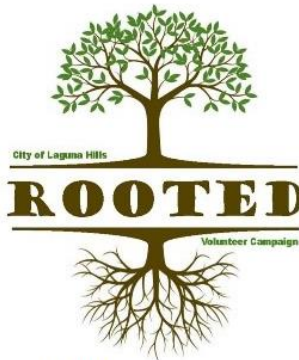


FIGURE 1.

8 different varieties including Red Carpet Roses, Purple Lantanas, and Red Iceberg Roses in several areas at the Laguna Hills Community Center, including the slope of Dinosaur Park. The other planting location was the neighborhood of Sunburst/Largo. Sixteen (16) volunteers registered for this planting project location. On the day of the event, fourteen (14) volunteers and Staff planted 100 Plumbagoes, 25 Iceberg Roses, and 200 Ivy Geraniums at the sidewalk locations of Sunburst and the slope area along Largo. The City’s landscape maintenance contractor provided 300 plants for the October 2020 event.

At its March 9, 2021, meeting, the City Council directed Staff to incorporate the traditional Volunteer Connection Day event into the new “Rooted Volunteer Campaign” for April 17, 2021, and offer an additional planting event to be held in the month of June. The planting location for the June event has yet to be determined. The April 17, 2021, event will be dedicated to the planting of trees in recognition of Arbor Day, which is required for the City’s Tree City USA certification. Fifteen trees will be provided by Nieves Landscaping per their agreement with the City, and will be planted at El Conejo Park. Trees to be planted include Crape Myrtle, Tipu Tree, and Jacaranda. In addition, 50-75 one-gallon plants will be planted at El Conejo Park which will include Lantana, Roses, and Salvia plants.

FISCAL IMPACT:

Staff estimates the total expense for Staff’s recommended April and June 2021 “Rooted Volunteer Campaign” events is \$3,200. This amount can be accommodated in the

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Community Service's budget for this fiscal year.

At the March 9, 2021, City Council meeting, Staff presented two options for the City Council's information for the continuation of the Rooted Volunteer Campaign into the next budget cycle. The options are provided below. These estimates account for 300 one-gallon plants and 15 trees being annually provided by Nieves Landscaping per its agreement with the City, and also includes planting material and other miscellaneous event support material expenses (including t-shirts for the volunteers).

1. Offer a "Rooted Volunteer Campaign" event on a monthly basis - \$25,000 annually.
2. Offer a "Rooted Volunteer Campaign" event on a quarterly basis - \$6,500 annually