



CITY OF LAGUNA HILLS

PARKS & RECREATION COMMISSION

REGULAR MEETING AGENDA

Wednesday, April 6, 2022 – 7:00 PM

Julie Nassif - Chair

Patricia Thee - Vice Chair

Sanjay Mathur - Commissioner

Dan Cooper - Commissioner

Neel Patel - 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 Minutes for the February 2, 2022

Recommendation: That the Parks and Recreation Commission approve the minutes for the February 2, 2022, regular meeting.

3. PRESENTATIONS

3.1 Presentation from Harry Huggins on Laguna Terrace Beautification Efforts and Public Park Improvement Requests

Recommendation: Receive a presentation from Harry Huggins on the Laguna Terrace beautification work efforts and a request for improvements at the public parks located within the Laguna Terrace area.

4. ADMINISTRATIVE REPORTS

4.1 Social Media Tools for Community Services Outreach

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

4.2 2022 Laguna Hills Memorial Day Half Marathon, 10K and 5K Pre-Event Report

Recommendation: That the Parks and Recreation Commission receive and file the pre-event planning report.

4.3 2022 4Th of July Celebration Pre-Event Report

Recommendation: That the Parks and Recreation Commission receive and file the 2022 4th of July Celebration pre-event report.

4.4 Community Improvement Projects

Recommendation: That the Parks and Recreation Commission begin to discuss and recommend Community Engagement projects to improve and beautify the City of Laguna Hills.

5. INFORMATIONAL ITEMS

6. COMMISSIONER COMMENTS

7. ADJOURNMENT

The next Regular Meeting of the Parks & Recreation Commission will be June 1, 2022 at 7:00 p.m. 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 March 31, 2022, at 5:00 p.m.



David T. Reynolds; Deputy City Manager

March 31, 2022

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 6, 2022
TO: Parks and Recreation Commission
FROM: Dan Meehan
Community Services Superintendent
ISSUE: Approval of Minutes for the February 2, 2022

RECOMMENDATION: That the Parks and Recreation Commission approve the minutes for the February 2, 2022, regular meeting.

ATTACHMENTS:

- P&R Minutes 220202

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

**REGULAR MEETING
MINUTES
Wednesday, February 2, 2022**

CALL TO ORDER

The meeting was called to order at 7:00 p.m. by Chair Dan Cooper.

PLEDGE OF ALLEGIANCE

ROLL CALL OF COMMISSIONER MEMBERS

Attendee Name	Title	Status	Arrived
Dan Cooper	Chair	Present	
Julie Nassif	Vice Chair	Present	
Patricia Thee	Commissioner	Present	
Sanjay Mathur	Commissioner	Present	
Neel Patel	Commissioner	Present	

ELECTION OF CHAIR

Recommendation: That the Parks and Recreation Commission elect a new Chair.

Chair Dan Cooper nominated Vice Chair Julie Nassif to be Chair. It was moved by Chair Cooper S/by Commissioner Patricia Thee.

ELECTION OF VICE CHAIR

Recommendation: That the Parks and Recreation Commission elect a new Vice Chair.

Chair Nassif nominated Commissioner Thee to be Vice Chair. It was moved by Commissioner Cooper and S/by Chair Nassif.

1. PUBLIC COMMENTS

There were no public comments.

2. MINUTES APPROVAL

2.1 Approval of Minutes for the December 1, 2021

Recommendation: That the Parks and Recreation Commission approve the minutes for the December 1, 2021, regular meeting.

RESULT:	APPROVED [3 TO 0]
AYES:	Julie Nassif, Chair, Patricia Thee, Vice Chair, Dan Cooper, Commissioner
ABSTAIN:	Sanjay Mathur, Commissioner, Neel Patel, Commissioner

3. PRESENTATIONS

3.1 Monument to the 3/5 and 2/4 Marines KIA During the Vietnam War

Recommendation: That the Parks and Recreation Commission receive a presentation from Team Dark Horse founder Mike Bland regarding a recommendation to place a marine monument at the Laguna Hills Community Center.

Team Darkhorse founder, Mike Bland, presented his report to the Parks and Recreation Commission. Superintendent Dan Meehan asked that the Commission provide feedback to staff and Mr. Bland.

Commissioner Cooper and Chair Nassif suggested to Mr. Bland, that the other branches of the military be mentioned on the monument.

Chair Nassif suggested engraving a phrase or a slogan to reference other branches of the military on the bench. She also suggested that the placement of the monument be in front of the soccer field, in the flower bed behind the retaining wall.

Commissioner Patel suggested that the placement of the monument be located in front of the skatepark, along the sidewalk of Paseo De Valencia near the fencing. He suggested that the monument be somewhere that is safe and where the community thinks is the best place for visibility.

Vice Chair Thee commented at Mandeville Park there is a military monument located there. She suggested that the placement of the monument should not be at Mandeville Park.

4. ADMINISTRATIVE REPORTS

4.1 Park Quality Control Program Update

Recommendation: That the Parks and Recreation Commission receive an update from Parks Supervisor Ryan Hanley.

Parks Supervisor Ryan Hanley greeted the Commission and was available to answer any questions from the Commission.

The Commission gave suggestions to Mr. Hanley. Mr. Hanley mentioned that he appreciates all the work that the Commission does with the Park Quality Control Program. He stated he would follow up with them on all their comments.

RESULT:	RECEIVE AND FILE [UNANIMOUS]
MOVER:	Patricia Thee, Vice Chair
SECONDER:	Neel Patel, Commissioner
AYES:	Julie Nassif, Chair, Patricia Thee, Vice Chair, Sanjay Mathur, Commissioner, Neel Patel, Commissioner, Dan Cooper, Commissioner

4.2 Development of Citywide Local Hazard Mitigation

Recommendation: That the Parks and Recreation Commission discuss the development of the City's Local Hazard Mitigation Plan and provide input on any hazards of concern in the community to be evaluated and mitigated.

Starla Barker presented her report to the Parks and Recreation Commission and answer questions from the Commission.

4.3 2021 Community Services Department Year End Report

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

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Julie Nassif, Chair
SECONDER:	Neel Patel, Commissioner
AYES:	Julie Nassif, Chair, Patricia Thee, Vice Chair, Sanjay Mathur, Commissioner, Neel Patel, Commissioner, Dan Cooper, Commissioner

5. INFORMATIONAL ITEMS

6. COMMISSIONER COMMENTS

Commissioner Patel had comments about agenizing items on a future Parks and Recreation Commission meeting. The comments included painting trail underpasses and utility boxes projects, an analysis of the City's landscape budget and use of ARPA funds, landscape improvements to school district property at school entrances, transfer of \$5K from firework display to the Rooted Campaign, and host an Instagram contest to promote the City.

7. ADJOURNMENT

There being no further business before the Parks and Recreation Commission at this session, Chair Cooper declared the meeting adjourned at 9:14 p.m.

David Reynolds, Deputy City Manager

ATTEST:

Julie Nassif, Chair

Approved at meeting of April 6, 2022



City of Laguna Hills

Parks & Recreation Commission

Staff Report

DATE: April 6, 2022
TO: Parks and Recreation Commission
FROM: David Reynolds
Deputy City Manager/Community Services Director
ISSUE: Presentation from Harry Huggins on Laguna Terrace Beautification Efforts and Public Park Improvement Requests

RECOMMENDATION: Receive a presentation from Harry Huggins on the Laguna Terrace beautification work efforts and a request for improvements at the public parks located within the Laguna Terrace area.

SUMMARY:

Harry Huggins, president of the Laguna Terrace Beautification Team ("Team"), will be present at the April 6, 2022, meeting to share with the Parks and Recreation Commission the Team's work efforts to beautify their community such as the painting of utility boxes. In addition, Mr. Huggins presentation will also include a request for park improvements at San Remo Park and Santa Vittoria Park.



City of Laguna Hills

Parks & Recreation Commission

Staff Report

DATE: April 6, 2022
TO: Parks and Recreation Commission
FROM: Matt Durham
Recreation Coordinator
ISSUE: Social Media Tools for Community Services Outreach

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

SUMMARY:

This report provides information on the social media tools that are available to Community Services Department to advertise and promote City events and recreation activities. In addition, two policies are attached for the Commission's reference. These policies establish a "limited public forum" and thus provide Staff with the guidelines of what can and what cannot be posted to our social media tools.

BACKGROUND:

City Website & Website Tools

The City's website has recently undergone a redesign work effort that began in September 2020. The new City website launched in November of 2021. As a part of the redesign effort Staff spent time addressing the website tools at our disposal to help better communicate with the public, uphold standards of transparency, and present government information in an easy-to-find manner. A summary of some of the website tools are provided below.

Content Management Tools. CivicPlus is the City's website vendor and through CivicPlus' content management website software Staff is able to create, edit, and

Social Media Tools for Community Services Outreach

April 6, 2022

Page 2

manage the City's webpages. CivicPlus also provides several built-in modules that Staff uses for public engagement and the sharing of information such as agendas, calendars, bids, news, and facilities.

1. **Community Portal.** The City website also includes a Community Portal (or electronic Community Bulletin Board), modeled after the Saddleback Unified School District's "Flyer's / Links" webpage, for the posting of noncommercial messages that promote educational, philanthropic, civic, charitable, cultural, recreational activities, and community fundraisers. For reference purposes, the policy that establishes the City's limited public forum Community Portal is attached to this report. This policy is called the "Community Portal Policy."
2. **Notify Me.** The Notify Me module allows web users to subscribe to email and/or text message notifications from the City's website. There are currently 1,866 subscribers to this service. Users also have the option to subscribe to specific topics such as the Calendar, News Flash, Job Postings, and Bid Postings to ensure they are receiving the content they prefer. The Notify Me module also allows the City to send notifications to its subscribers through a customized message.
3. **CivicSend.** CivicSend is a newly purchased add-on tool to our CivicPlus website software. CivicSend serves as our communication creation and distribution module. Working in tandem with our Notify Me subscription tool (already in use on our website), CivicSend enables the City to send multi-channel citizen communications (via email and text) from one platform. CivicSend also provides tools to create custom newsletters that can be sent across all platforms which has the potential to function as our electronic "City Views" newsletter. We are also able to upload our data base of over 9,000 users from Active.net to extend the reach of this module. The Active.net software is further described below.

City Mobile App

CivicPlus (CP) Mobile is the mobile application that integrates with the City's website. It is designed exclusively for local government as another tool to enhance public services and citizen engagement. Essentially, it is a mobile smart device's version of the City's website. CP Mobile's website integration allows for updates made on the City's website to automatically push to the City's mobile app. The City's CP Mobile project is underway and is estimated to be complete in 4-6 months. Once this project is complete, the City of Laguna Hill's mobile app will be available in the iTunes App Store and Google Play.

Social Media Tools for Community Services Outreach

April 6, 2022

Page 3

Marketplace for download.

Video Outreach

1. **Vimeo.** City Staff uses the Vimeo service that enables Staff the ability to create, manage, and share videos. It's particularly helpful when embedding a video on our website since the City's website vendor, CivicPlus, doesn't support storage of video. Video files need to be stored on a third-party platform with a link to it on the City's website. Vimeo also assists with formatting the video, so that it can easily be added to the website, as well as providing templates and stock photos, videos, and music that can be used without worry of copyright infringement.
2. **Mayor's Video Message.** On February 9, 2021, the City Council approved a policy establishing a video messaging program entitled, "Mayor's Message." The purpose of this program is to produce recurring short videos for the Mayor to highlight important City information, such as public service announcements, scheduled public meetings, City programs and events, and holiday greetings, and that the segments be produced on an as-needed basis.
3. **YouTube.** The City Council was presented with a Staff report that covered the City's social media tools on August 24, 2021. At this meeting, Staff also requested direction from the City Council on the establishment of a City of Laguna Hills' YouTube Channel. The City Council deferred the establishment of a YouTube Channel and instead assigned a City Council Social Media Ad Hoc Committee to first address the need to implement such a channel along with consideration of other social media tools.

Other City Social Media Accounts and Tools

The following is a list of social media tools that they City uses in addition to its website and other public outreach tools. A social media policy entitled, "Public Use Social Media Policy" was established on February 21, 2017, to create a limited public forum of postings and comments on any of the City's social media tools. This policy, which is attached for reference, provides the guidelines on types of information that can be posted and what comments can be omitted in accordance to the policy. Currently, the City's Facebook page allows for public comments but the City's Instagram and Twitter accounts do not currently allow for public comments to City posts. Information provided to these social media channels consists of City information about upcoming meetings, events and public safety and service information.

Social Media Tools for Community Services Outreach

April 6, 2022

Page 4

1. **Facebook** (1,858 followers). The City's Facebook is "Laguna Hills Community Center – City of Laguna Hills."
2. **Instagram** (332 followers)
3. **Twitter** (974 followers)
4. **Hootsuite**. Hootsuite is a social media management tool with features to help with planning, scheduling, and syndicating social posts. Key features include automatic scheduling, social media monitoring, performance reporting, and basic task management.
5. **Canva**. Canva is a graphic design platform, used to create social media graphics, presentations, posters, documents and other visual content. The app includes templates for users to use to help with both design and formatting across multiple platforms. This tool is also utilized for graphics on the City website.

Recreation Software Email Tool

Active.net is the software the Community Services Department uses to manage our facility reservations and recreation class/activities registrations. Active.net maintains a customer data base, which includes both class participants and facility reservation patrons. Currently this database includes just over 9,000 users and we can use the Active.net email tool to send emails to these users. We can also filter the data by categories such as age or residency to help better target our communications.

City Website Statistics

Below are statistics on use of the City of Laguna Hills current website from January 1, 2021, through December 31, 2021. These statistics provide a snapshot on what type of information the public is accessing on the City's website.

Table 1. Top Ten Page views	Unique Pageviews*	%
Build and Safety	13,592	15.9%
Jobs	13,548	15.9%
Coronavirus	12,114	14.2%
Bid	10,447	12.2%
Classes and Activities	6,792	8.0%
Planning Projects - New Developments	6,390	7.5%
City Council	6,109	7.2%
Village at Laguna Hills	5,534	6.5%
Community Center	5,469	6.4%
Forms/Documents/Maps	5,291	6.2%

Social Media Tools for Community Services Outreach

April 6, 2022

Page 5

	85,286	100.0%
*Unique Pageviews account for only one IP address visit to a webpage visits from the same IP address. Used to represent how many individuals are accessing the City's Website.		

Table 2. Top Website Searches

Label	Searches*	%
Dinosaur Park	418	19.7%
Business License	251	11.8%
Daily Inspection Run List	251	11.8%
Jobs	215	10.1%
Permits	207	9.8%
Inspection	161	7.6%
inspections	158	7.4%
permit	150	7.1%
pickleball	130	6.1%
hours	95	4.5%
Fireworks	86	4.1%
	2122	100.0%

*The number of visitors that searched for this Keyword on the City website search engine excluding OC City Clerk services such as marriage, birth certificate, and passport.

ATTACHMENTS:

- Administrative Order No. 26- Public Use Social Media Policy
- Administrative Order No. 21-Community Portal Policy

CITY OF LAGUNA HILLS**ADMINISTRATIVE ORDER NO. 26
EFFECTIVE DATE: FEBRUARY 21, 2017****General Subject: Miscellaneous Policies****Specific Subject: Public Use Social Media Policy**

Purpose:

This Policy governs the use of the City's social media sites as a means of furthering communication between the City and members of the public. The purpose of this Policy is to establish a limited public forum and to set forth viewpoint neutral and reasonable standards for the posting of comments by members of the public on the City's social media sites.

Statement of Policy:

This Policy applies to all users and visitors to the City's social media sites. This Policy must be readily accessible to users and visitors to the City's social media sites and made available by display on each individual site or by a prominently displayed hyperlink on each site. By interacting with the City through any and all of the City's social media sites, all users and visitors agree to the terms and conditions set forth in this Policy. The City reserves the right to remove any content that is posted on a City social media site in violation of this Policy, the terms of use of the social media site's host, or any applicable law. A posting or any other submission on a City social media site constitutes acceptance of these terms.

Postings Prohibited: Content submitted on any and all City social media sites that contain any of the following is prohibited:

- a) Content not typically related to the purpose of the particular social media site or article commented on;
- b) Content that defames, abuses, harasses, stalks, threatens or violates the legal rights of others;
- c) Content that includes sexual content, profanity, vulgarity, obscenity, racism, hatred, slander, threats and/or violence;
- d) Content that promotes, fosters, or perpetuates discrimination or personal attacks on the basis of race, creed, color, age, religion, gender, marital status, status with

regard to public assistance, national origin, physical or mental disability or sexual orientation;

- e) Content that contains personal information about another person or that violates a person's privacy;
- f) Content that contains sexual content or links to sexual content;
- g) Content that promotes specific commercial entities, causes, products, candidates for office, ballot measures or political organizations;
- h) Content that contains spam or advertisements;
- i) Content that promotes, advocates, or encourages illegal activity or encouragement of illegal activity;
- j) Content that contains information that may compromise the safety or security of the public or public systems; or
- k) Content that violates a legal ownership interest of any other party.

The City will apply these restrictions in a manner that is viewpoint neutral and is consistent over time. Any content removed based on these requirements must be retained including the time, date, and identity of the poster when available.

Records Management and Privacy:

Any comment or other content posted on a City social media site may be subject to disclosure pursuant to the California Public Records Act (Cal. Gov't Code Section 6250 *et seq.*). Commenters are urged to protect their privacy and should consider refraining from posting personal identifying information including but not limited to: last name, address, age, and phone number.

Responsibility for Content:

A comment posted by a member of the public on any City social media site expresses the views of the commenter only and publication of a comment does not imply endorsement of, or agreement by, the City, nor do such comments necessarily reflect the opinions or policies of the City.

Disclaimer of Notice:

Communications made through any City social media site shall in no way be deemed to constitute legal notice to the City or any of its departments, officers, employees, agents, or representatives with respect to any existing or potential claim or cause of action against the City or any of its departments, officers, employees, agents, or

representatives where notice to the City is required by any federal, state or local law, rule, or regulation.

Terms of Service of Social Media Networking Sites:

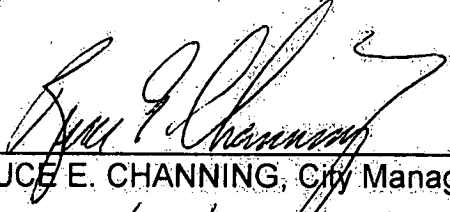
Each social networking source used by the City maintains a Terms of Service ("Terms") Agreement. In addition to being bound by the provisions of this policy, all users of any City social media site are bound by these Terms, and the City reserves the right to report any user violation.

Interpretation of Policy and Revisions:

The City Manager or designee is responsible for interpreting and enforcing this Policy, monitoring its implementation, and recommending changes to this Policy. The City reserves the right to modify this Policy at any time.

Approval:

Administrative Order No. 26 shall be effective on the date set forth above for the City of Laguna Hills.



BRUCE E. CHANNING, City Manager

3/13/17

Date of Issue

Approved as to Form:



GREGORY E. SIMONIAN, City Attorney

3/8/17

Date of Issue

CITY OF LAGUNA HILLS**ADMINISTRATIVE ORDER NO. 21
EFFECTIVE DATE: NOVEMBER 12, 2012
REVISED: FEBRUARY 21, 2017**

General Subject: Miscellaneous Policies
Specific Subject: Community Portal Policy

Purpose:

The City desires to develop a "Community Portal" section of the City's website to help publicize local community events and activities that are of general and current interest.

The purpose of this Administrative Order is to establish a limited public forum and to set forth viewpoint neutral and reasonable standards for the posting of noncommercial messages on the Community Portal. All commercial messages and advertisements, regardless of content, shall be prohibited.

Statement of Policy:

Postings Permitted: Noncommercial messages and advertisements concerning the following may be posted on the Community Portal:

- a) Educational, philanthropic, civic, charitable, cultural, or recreational activities, events, or fundraisers;
- b) Public service announcements; and
- c) City programs, events, or meetings.

Postings Prohibited: All commercial messages, solicitations, and advertisements, and noncommercial messages which include any of the following are prohibited on the Community Portal:

- a) Content that defames, abuses, harasses, stalks, threatens or violates the legal rights of others;
- b) Sexual content, profanity, vulgarity, obscenity, racism, hatred, slander, threats and/or violence;
- c) Content that promotes, fosters, or perpetuates discrimination or personal attacks on the basis of race, creed, color, age, religion, gender, marital status, status with

Administrative Order No. 21
Community Portal Policy
Page 2

regard to public assistance, national origin, physical or mental disability or sexual orientation;

- d) Content that contains personal information about another person or that violates a person's privacy;
- e) Content that promotes specific commercial entities, causes, products, candidates for office, ballot measures, or political organizations;
- f) Advertisements;
- g) Conduct or encouragement of illegal activity;
- h) Information that may tend to compromise the safety or security of the public or public systems; or
- i) Content that violates a legal ownership interest of any other party.

The City will apply these restrictions in a manner that is viewpoint neutral and is consistent over time.

Procedure:

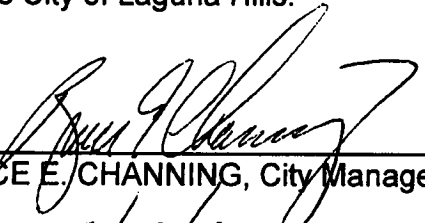
- a) All content intended for posting on the Community Portal must be delivered to the Community Services Director. The Community Services Director will review and evaluate the posting request consistent with the requirements set forth in this Policy.
- b) The Community Services Director shall determine whether the proposed posting complies with this Policy and is appropriate for posting. If deemed appropriate for posting, the Community Services Director will cause the notice to be posted on the Community Portal section of the City's website.
- c) Postings must be a reasonable file size, must not exceed 3 MB, and must be submitted in PDF file format.
- d) Due to limited staff time, the City may not be able to accommodate all postings submitted. Priority will be given in the order received.
- e) Postings containing specific dates for events and activities will be removed after the date(s) listed in the notice.

Interpretation of Policy and Discontinuance of Program:

- a) The City Manager is responsible for interpreting and enforcing this Policy, monitoring its implementation, and recommending changes to this Policy.
- b) The City Manager may immediately remove or otherwise discontinue use of the Community Portal in its entirety for any reason and at any time.

Approval:

Administrative Order No. 21, as revised, shall be effective on the date set forth above for the City of Laguna Hills.



BRUCE E. CHANNING, City Manager

3/13/17

Date of Issue

Approved as to Form:



GREGORY E. SIMONIAN, City Attorney

3/8/17

Date of Issue



City of Laguna Hills

Parks & Recreation Commission

Staff Report

DATE: April 6, 2022

TO: Parks and Recreation Commission

FROM: Dan Meehan
Community Services Superintendent

ISSUE: 2022 Laguna Hills Memorial Day Half Marathon, 10K and 5K Pre-Event Report

RECOMMENDATION: That the Parks and Recreation Commission receive and file the pre-event planning report.

SUMMARY:

The 23rd annual City of Laguna Hills Memorial Day Half Marathon, 10K and 5K, honoring the USMC Dark Horse Battalion is scheduled for Monday, May 30, 2022. Event registration opened in early December 2021 and there are approximately nine hundred (900) runners registered for the event at this time. The Laguna Hills 3/5 Marine Support Committee ("Team Darkhorse") has selected USMC Combat Veteran Raymond Orozco to serve as the Grand Marshall for the 2022 event. The City once again intends to donate \$3 from each paid 5K, 10K, and half marathon race registration to the Team Darkhorse at the conclusion of the event.

BACKGROUND:

The 23rd annual City of Laguna Hills Memorial Day Half Marathon, 10K and 5K honoring the USMC Dark Horse Battalion is scheduled for Monday, May 30, 2022. All races will start at 7 AM, which allows the streets impacted by the event to re-open as early as possible. Staff intends to once again work with The Toll Roads to waive toll road fees in exchange for booth space at the Community Expo. The tolls have been waived between the hours of 7 AM and 9 AM during past years events to minimize the inconvenience for Aliso Viejo residents due to the road closures at Alicia Parkway and Moulton Parkway.

2022 Laguna Hills Memorial Day Half Marathon, 10K and 5K Pre-Event Report

April 6, 2022

Page 2

As the Parks and Recreation Commission may recall, a pledge formula was established by City Council direction, whereby, the City intends to donate \$3 from each paid 5K, 10K, and half marathon registration to Team Darkhorse at the conclusion of the event. The pledge formula for providing continued financial support to Team Darkhorse was established by the City Council at its November 22, 2011, meeting after reviewing several funding options. The donation to Team Darkhorse is formalized with a Community Assistance Funding Resolution each year as a post event action by the City Council. Based on the City Council approved pledge formula, \$3,750 was provided to Team Darkhorse in 2021 by City Council Resolution for Community Assistance Funding. As noted above, members of Team Darkhorse have selected USMC Combat Veteran Raymond Orozco to serve as the Grand Marshall for the 2022 event.

The race course maps is attached for the Commission's reference.

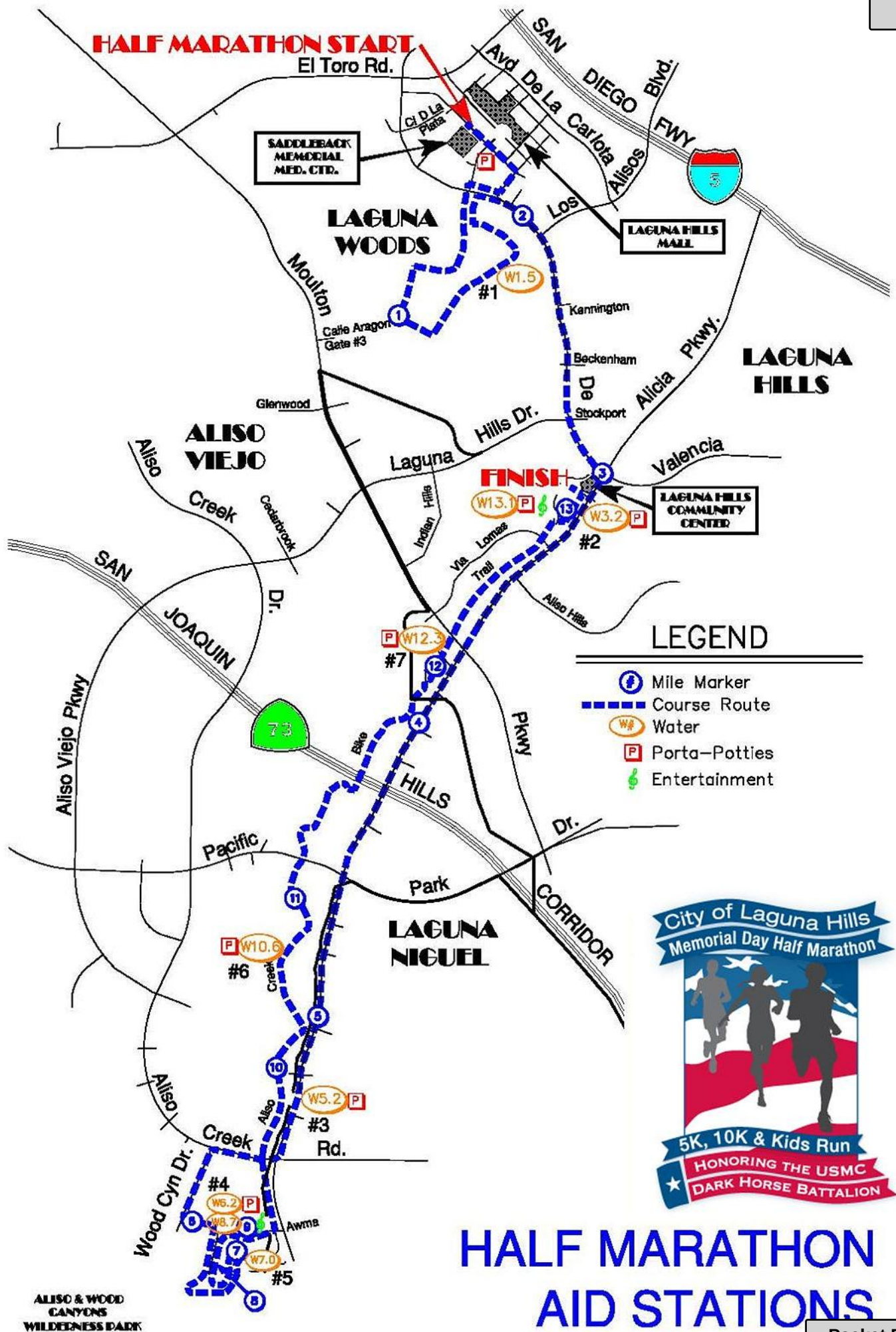
Staff will provide the Parks and Recreation Commission with a synopsis of the event including the results of the charity outreach activity when the post event report is brought to the Commission in August 2022.

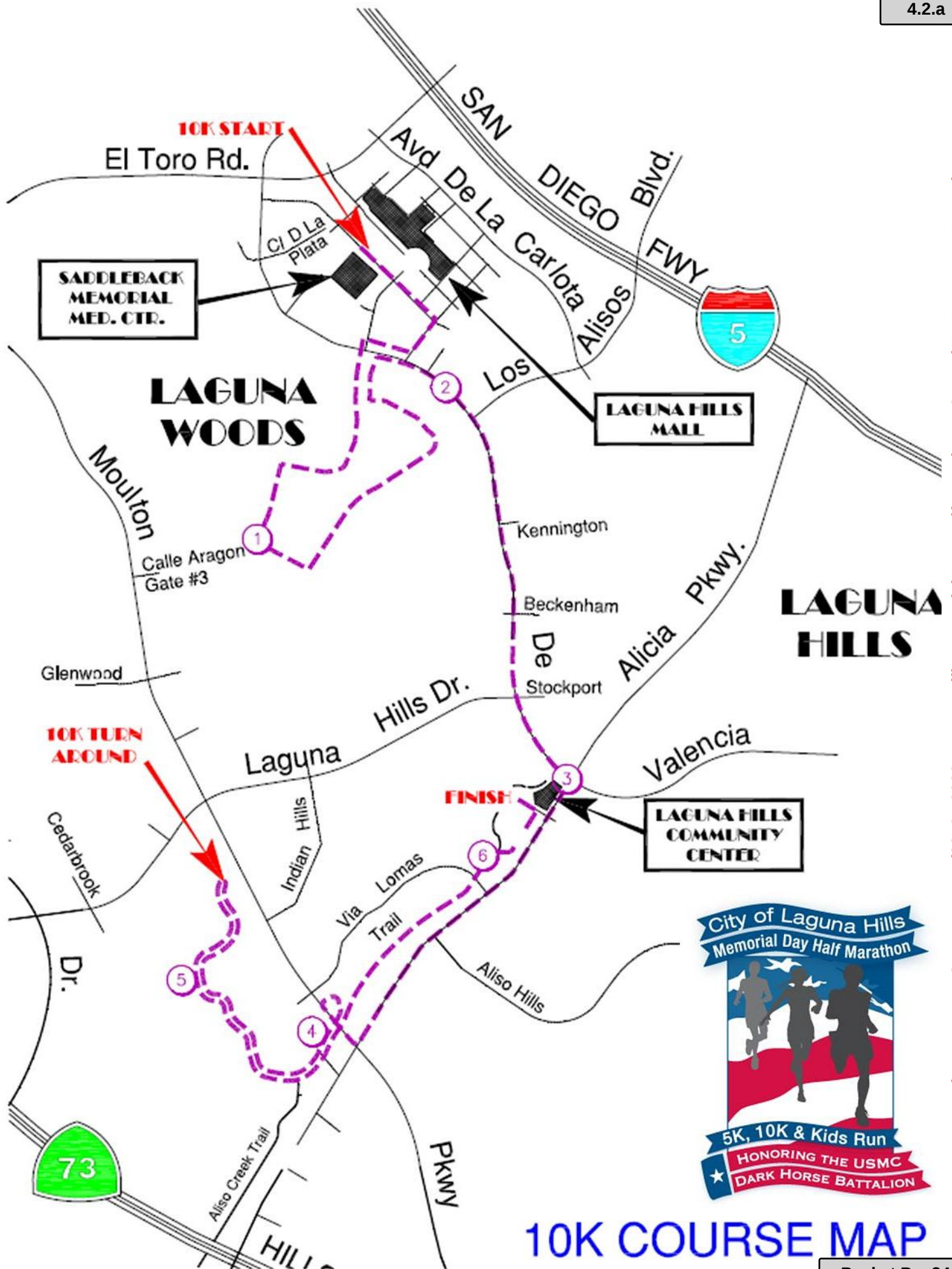
FISCAL IMPACT:

The budget for the 2022 Memorial Day race event is \$194,000, with revenue estimated at \$180,000. Event revenue for the 2021 event was \$56,483 and expenditures totaled \$100,258. The expenditure total for 2021 also included the \$3,750 provided to the 3/5 Marine Support Committee.

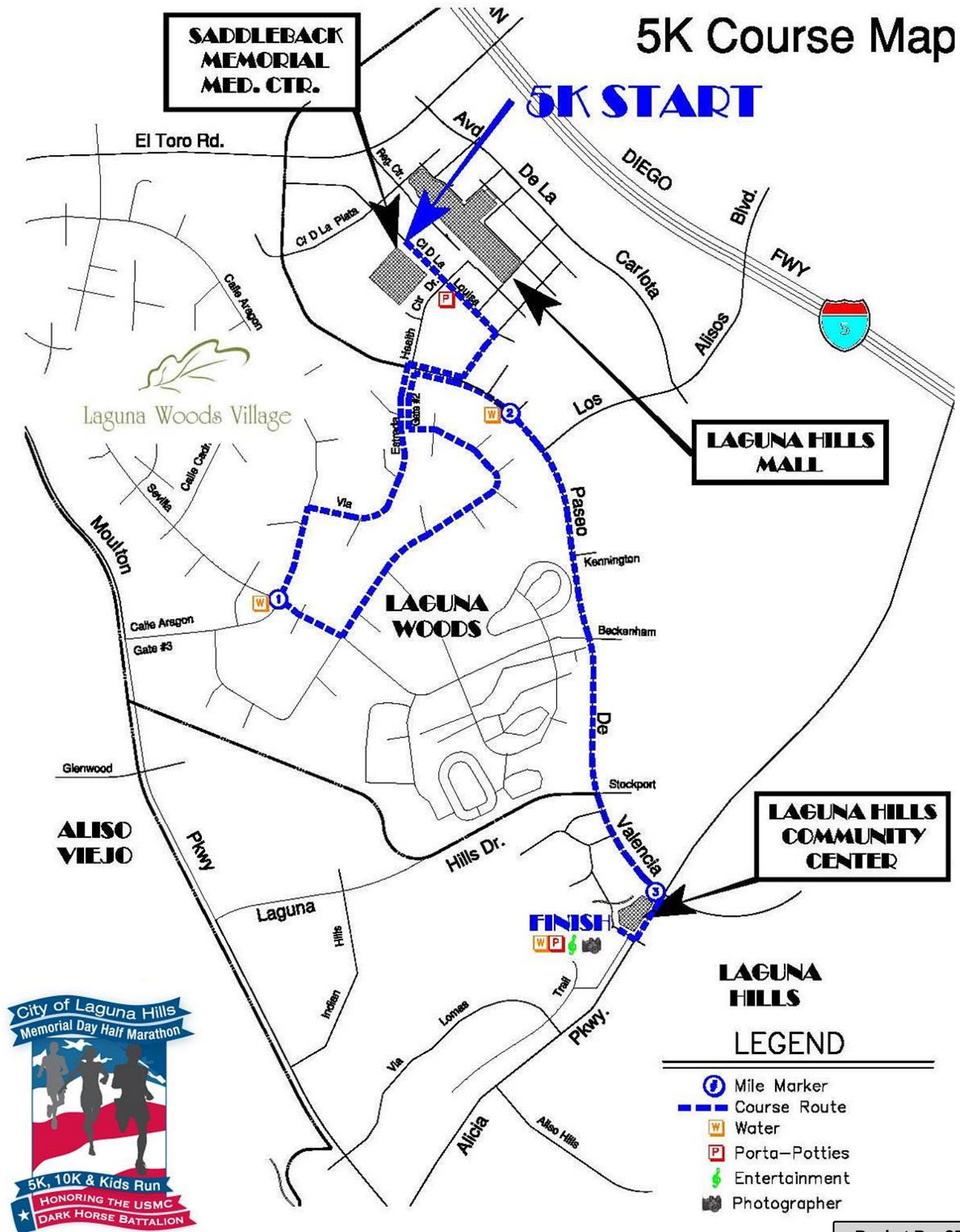
ATTACHMENTS:

- Race Course Maps





5K Course Map





City of Laguna Hills

Parks & Recreation Commission

Staff Report

DATE: April 6, 2022

TO: Parks and Recreation Commission

FROM: Dan Meehan
Community Services Superintendent

ISSUE: 2022 4Th of July Celebration Pre-Event Report

RECOMMENDATION: That the Parks and Recreation Commission receive and file the 2022 4th of July Celebration pre-event report.

SUMMARY:

The City of Laguna Hills will host its annual Fourth of July celebration at the Laguna Hills Sports Complex on Monday, July 4, 2022. The special event will be held from 4:00 p.m. to 9:30 p.m. and includes a number of activities in addition to the fireworks show. At its April 12, 2022, meeting, staff will recommend that the City Council authorize the City Manager to execute an agreement with Fireworks and Stage FX America, LLC (FA), for the 2022 fireworks display. The proposed show for 2022 will have approximately one thousand two hundred and sixty-nine (1,269) shells, and a cost of \$38,500. The show will be approximately 18 minutes in length.

BACKGROUND:

The City of Laguna Hills will host its annual Fourth of July celebration at the Laguna Hills Sports Complex on Monday, July 4, 2022. For the Fourth of July Celebration event this year, the following activities are tentatively scheduled:

Main Stage Entertainment:

- Straight 78 (70's through Contemporary Funk, Soul, and Rock)

Games:

- Soccer Kick

2022 4Th of July Celebration Pre-Event Report

April 6, 2022

Page 2

-
- Double Hoop Shot
 - Football Toss

Carnival Rides:

- Two carnival rides

Activities:

- 40 foot obstacle Course
- Spacewalk-Airwalk

Children's Activities

- Face Painting
- Crafts

City Information Booth: (To Date)

- Community Services Class/Event Promotion
- Recycling Information
- 30th Anniversary Acknowledgement

Staff reached out to those groups that have previously sold food items at the event. To date, only three groups have expressed an interest in participating. To ensure that there is an adequate amount of food for those in attendance, staff is also securing food trucks for the 2022 4th of July Celebration.

The following is the tentative schedule of events:

4:00 P.M. Event Begins

Activities, games, music, food and vendor booths

8:50 P.M. Mayor's Welcome/Comments

9:00 P.M. National Anthem

9:05 P.M. Fireworks Display

In addition to the activities listed above, it is anticipated that "Team Dark Horse" will be present to support the adopted Marines of the 3/5 Battalion at this year's event. Marine's from the 3/5 Battalion may also be present.

At its April 12, 2022, meeting, staff will recommend that the City Council authorize the City Manager to execute an agreement with Fireworks and Stage FX America, LLC (FA), for the 2022 fireworks display. The proposed show for 2022 will have approximately one

2022 4Th of July Celebration Pre-Event Report

April 6, 2022

Page 3

thousand two hundred and sixty-nine (1,269) shells, and a cost of \$38,500. The show will be approximately 18 minutes in length.

A City Council approved Community Services Department Work Program for the current two-year budget cycle is to “Increase the firework display shell count for the 2022 4th of July event to enhance the 2022 4th of July Celebration event.” The proposed firework display includes 169 more shells than the 2021 show. The proposed show has a total cost of \$38,500, whereas the 2021 display cost \$26,500. Per FA, price increases this year include higher costs for overseas manufacturing, shipping, import taxes, and drayage, which is the expense for transporting and unloading shipping containers. The cost for a firework display with the same shell count as the 2021 firework display (1,100) is \$33,000.

<u>Estimated 4th Of July Costs</u>	
Fireworks Display	\$38,500
Band	\$2,800
Sound Company	\$3,200
Two Carnival Rides/Generator	\$2,500
Games/Bouncers	\$4,200
Booth Rental	\$2,500
Craft Supplies/Prizes	\$500
Security	\$1,800
Electrician	\$1,000
<u>Estimated Costs</u>	<u>67,000</u>

2022 4Th of July Celebration Pre-Event Report

April 6, 2022

Page 4

FISCAL IMPACT:

The budget for the 2022 Fourth of July event is \$58,450 which includes a fireworks budget of 31,500. Estimated overall expenditures total \$67,000.

The cost for a firework display with the same shell count as the 2021 fireworks display (1,100 shells) is \$33,000. Last year's cost for the firework display was \$26,500.



City of Laguna Hills

Parks & Recreation Commission

Staff Report

DATE: April 6, 2022

TO: Parks and Recreation Commission

FROM: David Reynolds
Deputy City Manager/Community Services Director

ISSUE: Community Improvement Projects

RECOMMENDATION: That the Parks and Recreation Commission begin to discuss and recommend Community Engagement projects to improve and beautify the City of Laguna Hills.

SUMMARY:

Comments were made during the “Commissioner Comments” section of the February 2, 2022, Parks and Recreation Commission meeting agenda to promote certain improvements in the City such as painting utility boxes and improving equestrian trail underpasses. This item is agenized for the Commission to discuss further and to provide a list of projects for consideration. It is recommended that the Commission’s proposed improvement and/or beautification projects have a connection to community engagement and can be tied to Community Services activities or to volunteerism (similar to the Rooted Volunteer Campaign).

Part of each budget process is to elicit budget input from the Parks and Recreation Commission. The next biennial budget commences on July 1, 2023, and ends on June 30, 2025. Work efforts to develop the next 2-year budget will begin in January 2023. This is an opportunity for the Parks and Recreation Commission to develop a project list and to move it forward to upcoming Park and Recreation Commission meetings for discussion and refinement until the Commission’s budget input/project list is finalized at the Commission’s February 2023, meeting. The completed list will be presented to the City Council during a City Council budget workshop meeting. A thoughtful process and

Community Improvement Projects

April 6, 2022

Page 2

schedule in developing project ideas as potential budget items for the City Council's consideration would be beneficial.

Listed below are the Community Services Department related major plan/work programs that are identified in the current biennial budget cycle.

1. Celebrate the City's 30th year of incorporation.
2. Host a quarterly Rooted Volunteer Campaign event to help beautify and make improvements within the City.
3. Increase the firework display shell count for the 2022 4th of July event to enhance the 2022 4th of July Celebration event.
4. Host movies in the park events at our neighborhood parks.