



CITY OF LAGUNA HILLS PARKS & RECREATION COMMISSION

REGULAR MEETING AGENDA Wednesday, April 3, 2019 – 7:00 PM

David Robbins - Chair

**Victoria Auer - Vice Chair
Maya Douglas - Commissioner**

**Dan Cooper - Commissioner
Julie Nassif - 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 February 6, 2019

Recommendation: The Parks and Recreation Commission approve the minutes for the February 6, 2019, regular meeting.

3. PRESENTATIONS

4. ADMINISTRATIVE REPORTS

4.1 Recreation Facility Needs Assessment Request for Proposals

Recommendation: That the Parks and Recreation Commission Receive and File the Report.

4.2 Grant Funding Opportunity and Invitation for Public Comment-1) CIP Project 609 Multi-Use Trail Westerly of the Community Center from Alicia Pkwy to Indian Hill Lane and 2) CIP Project 611 Multi-Use Trail Northside La Paz Road from Alameda Avenue to Paseo De Valencia

Recommendation: That the Parks and Recreation Commission review the Grant Funding Opportunity through Proposition 68 and invite members of the Public to comment on proposed projects 1) CIP Project 609 Multi-Use Trail from Alicia Pkwy to Indian Hill Lane and 2) CIP Project 611 Multi-Use La Paz Road.

5. INFORMATIONAL ITEMS

5.1 2019 Winter Quarter Evaluation

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

5.2 2019 4Th of July Celebration Pre Event Report

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 5, 2019, 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 March 29, 2019, at 5:00 PM.



David T. Reynolds, Deputy City Manager

March 29, 2019

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 3, 2019
TO: Parks and Recreation Commission
FROM: Dan Meehan
Community Services Superintendent
ISSUE: Approval of Minutes for February 6, 2019

RECOMMENDATION: The Parks and Recreation Commission approve the minutes for the February 6, 2019, regular meeting.

ATTACHMENTS:

- PR Minutes 190206

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

**REGULAR MEETING
MINUTES
Wednesday, February 6, 2019**

CALL TO ORDER

The meeting was called to order at 7:00 PM by Chair Dan Cooper

PLEDGE OF ALLEGIANCE

The pledge of Allegiance was led by Chair Cooper.

ROLL CALL OF COMMISSIONER MEMBERS

Attendee Name	Title	Status	Arrived
Dan Cooper	Chair	Present	7:00 PM
David Robbins	Vice Chair	Present	7:00 PM
Victoria Auer	Commissioner	Present	7:00 PM
Maya Douglas	Commissioner	Present	7:00 PM
Julie Nassif	Commissioner	Present	7:00 PM

STAFF PRESENT: Deputy City Manager Dave Reynolds, Community Services Superintendent Dan Meehan, Community Services Recreation Coordinator Kathleen Middleton and Community Services Secretary Kayle McDonald.

ELECTION OF CHAIR

Chair Cooper nominated Vice Chair Robbins for Chair, S/by Commissioner Auer.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dan Cooper, Chair
SECONDER:	Victoria Auer, Commissioner
AYES:	Dan Cooper, Chair, David Robbins, Vice Chair, Victoria Auer, Commissioner, Maya Douglas, Commissioner, Julie Nassif, Commissioner

ELECTION OF VICE CHAIR

Commissioner Douglas nominated Commissioner Auer for Vice Chair, S/by Commissioner Cooper.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Maya Douglas, Commissioner
SECONDER:	Dan Cooper, Commissioner
AYES:	David Robbins, Chair, Victoria Auer, Vice Chair, Dan Cooper, Commissioner, Maya Douglas, Commissioner, Julie Nassif, Commissioner

1. PUBLIC COMMENTS

No public Comments.

2. MINUTES APPROVAL

2.1 Approval of Minutes for December 5, 2018

Recommendation: That the Parks and Recreation Commission approve the minutes for the December 5, 2018, Regular Meeting.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	David Robbins, Chair
SECONDER:	Maya Douglas, Commissioner
AYES:	David Robbins, Chair, Victoria Auer, Vice Chair, Dan Cooper, Commissioner, Maya Douglas, Commissioner
ABSTAIN:	Julie Nassif, Commissioner

3. PRESENTATIONS

There were no presentations.

4. ADMINISTRATIVE REPORTS

4.1 2018 Community Services Department Year End Report

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

Superintendent Mr. Meehan gave a synopsis of the 2018 report.

Chair Robbins asked Mr. Meehan if the staff count will remain constant this year. He answered Chair Robbins that full-time staff is recruiting heavily right now. However, he anticipates overall our staff complement will remain steady. Chair Robbins wanted clarity on the Facility Maintenance and Repair expenses and if it includes the Essex contract. Mr.

Meehan answered saying it does not and the Essex contact is a separate line item in the budget.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Victoria Auer, Vice Chair
SECONDER:	David Robbins, Chair
AYES:	David Robbins, Chair, Victoria Auer, Vice Chair, Dan Cooper, Commissioner, Maya Douglas, Commissioner Julie Nassif, Commissioner

4.2 Staff Led Recreation Class and Activity Fee Schedule

Recommendation: That the Parks and Recreation Commission recommend that the City of Laguna Hills Recreation Activity Fee Schedule for activities offered and led by City Staff be brought to the City Council for its approval.

Deputy City Manager Mr. Reynolds gave a brief synopsis of the report.

Commissioner Auer asked Mr. Reynolds what the current revenue fee split is between Contract Instructors and the City. Mr. Reynolds stated that the current revenue fee split is 70/30, where Contract Instructors retain 70% of the revenue that they generate and the City will assume 30%. The Department is suggesting that we change the split to 65/35 to further recover facility operational costs.

Commissioner Auer asked after reviewing this fee study are there any increases reflected in this table over what we have charged historically, or are we maintaining the status quo. Recreation Coordinator Mrs. Middleton answered, fees for activities such as Build a Fort and Day Camp have increased to be more competitive with the market. In addition, the Department completed an area study with five or six surrounding cities, and discovered that the fees for Laguna Hills classes are competitive with surrounding cities.

Chair Robbins asked if the City is required to follow State requirements regarding profit making, and does that mean the City is prohibited from turning a profit on its activities. Mr. Reynolds answered saying that is correct; however, State Law doesn't specify that requirement with our facility reservation fees.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Maya Douglas, Commissioner
SECONDER:	Dan Cooper, Commissioner
AYES:	David Robbins, Chair, Victoria Auer, Vice Chair, Dan Cooper, Commissioner, Maya Douglas, Commissioner, Julie Nassif, Commissioner

5. INFORMATIONAL ITEMS

There were no informational items.

6. COMMISSIONER COMMENTS

Chair Robbins wanted to know what staff did to follow up with the complaints residents had regarding large group use at Stockport Park. Mr. Reynolds replied that staff has visited the park more frequently and communicated the requirement of a facility park permit per our municipal code to park users. Staff was able to correctly mitigate the complaint issue. As of now, there have been no further complaints.

Chair Robbins asked, with the delay in the development of the mall, and with the developmental fees that the mall would have generated, what is the status of the park capital budget? Mr. Reynolds replied that we are in the budget process currently. Capital Improvement Project (CIP) is anticipated to begin shortly which is the replacement of air conditioning units at the Community Center. Regular maintenance of our parks is also budgeted in the City's Capital improvement Plan. A revised 5 Lagunas plan will be presented to the City Council soon and will start triggering the process again.

7. ADJOURNMENT

There being no further business before the Parks and Recreation Commission at this session, Chair Robbins declared the meeting adjourned at 7:24 PM.

David Reynolds, Deputy City Manager

ATTEST:

David Robbins, Chair

Approved at meeting of April 3, 2019

Attachment: PR Minutes 190206 (1831 : Approval of Minutes for February 6, 2019)



City of Laguna Hills

Parks & Recreation Commission

Staff Report

DATE: April 3, 2019
TO: Parks and Recreation Commission
FROM: David Reynolds
Deputy City Manager
ISSUE: Recreation Facility Needs Assessment Request for Proposals

RECOMMENDATION: That the Parks and Recreation Commission Receive and File the Report.

SUMMARY:

Attached to this report is the City's draft Request for Proposals (RFP) for a recreation facility needs assessment project. Staff is requesting that the Commission review the RFP document once again because it has been almost two (2) years since the Commission's original review of it. Merlone-Geier Partners (MGP) halted the redevelopment of the 5 Lagunas project, which led to staff's ceasing the work effort on the recreation facility needs assessment. Now, MGP is planning to complete a revised site plan by the end of this fiscal year, and staff recommended that the facility recreation need assessment project to be reinitiated by the issuance of the attached RFP.

BACKGROUND:

Almost two years ago, on August 2, 2017, the Parks and Recreation Commission was presented with a draft Recreation Facility Needs Assessment RFP document for its review and approval. At this meeting, the Parks and Recreation Commission approved the scope of work contained in the RFP for a facility recreation needs assessment project and recommended that the draft RFP be brought to the City Council for its approval. The City Council was presented with the Recreation Facility Needs Assessment RFP on August 22, 2017, and authorized City staff to initiate a procurement process for a qualified consulting firm to conduct a City-wide recreation facility needs

Recreation Needs Assessment

April 3, 2019

Page 2

assessment project. The RFP document was sent to consulting firms and posted to the City's website on August 25, 2017.

By the proposal deadline, the City received a total of six (6) proposals from consulting firms. Around the same time, Merlone-Geier Partners (MGP), the owner of the former Laguna Hills Mall, announced that it was taking a strategic pause in the redevelopment of the former Laguna Hills Mall (or the 5 Lagunas Project). In turn, City staff determined to also put the Recreation Facility Needs Assessment Project on hold. All six (6) vendors were notified of the City's intent to halt the assessment project and that they would be informed when the City was ready to move on this assessment project once again.

It is anticipated that MPG will develop a new site plan for the 5 Lagunas Project by the end of this fiscal year. Consequently, staff recommends that the City reinstate the facility recreation needs assessment project by again sending out an RFP to elicit proposals from qualified firms. Staff is requesting the Parks and Recreation Commission's once again review the RFP document, particularly the "Scope of Work" section, to ensure that the requested work effort for this needs assessment project meets the Commission's expectations. Staff will bring the RFP document to the City Council at a later date for its review and approval before it is sent out to vendors. The RFP schedule will also be determined at a later date and all references to RFP schedule dates within the attached draft document have been removed.

This RFP will be sent to consulting firms to elicit, not only their cost proposals for such an assessment, but also their proposed approach to the City's requested work effort. The selected vendor, after award of contract by the City Council, will evaluate and determine the recreation facility needs of the Laguna Hills community, will compare the City's facilities to benchmark standards, will engage the public on recreation needs and demands, and will prioritize current and future recreation needs. The requested work effort for this project is provided in detail in the attached RFP document under the "Scope of Work" section beginning on page 4, and is summarized below.

Needs Assessment Analysis	Community Outreach and Public Participation	Needs Assessment Report and Presentation
• Recreation Facilities Inventory • Facility Needs Ratios • Supply and Demand • Gap Analysis • Skateboard Park Use • Roller Hockey Rink • Survey of Sports Organizations • Trends • Benchmark/Comparison • Document Review	• Focus Group/Interviews • Reata Town Hall Meeting • Public Workshop Meetings • Survey	• Draft Report • Final Report • City Council Presentations

Recreation Needs Assessment

April 3, 2019

Page 3

The City of Laguna Hills hired a firm in 2008 to conduct a recreation facility needs assessment. The results of this study were presented to the City in March 2009 and the consultant's prioritized recommendations of this 2008/2009 study are listed in the attached RFP under the "Background" section.

ATTACHMENTS:

- 2019 Needs Assessment RFP DRAFT

DRAFT

REQUEST FOR PROPOSALS

RECREATION FACILITIES NEEDS ASSESSMENT

Issued by:



City of Laguna Hills
24035 El Toro Road
Laguna Hills, California 92653

xxxxx, 2019

Proposals Due: xxxxxx

DRAFT

I. INTRODUCTION AND SCHEDULE

The City of Laguna Hills (“City”) is seeking proposals from qualified consulting firms (“Proposer(s)”) to conduct a citywide recreation needs assessment (“Needs Assessment” or “Project”). The Scope of Work for the Project is listed in Section IV of this RFP document. Proposals from qualified firms will be due by 4:00 p.m. on xxxx, xxxxxxxx.

The tentative schedule for this procurement process is as follows:

Action	Date
RFP Issued	TBD
Proposals Due	TBD
Award of Contract	TBD
Final Needs Assessment Report Presentation to City Council	TBD

II. BACKGROUND

The City of Laguna Hills has a population of 30,681. The City occupies 6.6 square miles and is 99.9% built-out. A total of approximately 65 acres of public park land is located in the City of Laguna Hills. This includes an 18 acre Community Center and Sports Complex, a nine acre sports park, and 12 neighborhood public parks. In addition to these developed public parks, a 2.5 acre open space area (“Aliso Hills”) is also located within Laguna Hills and is designated as a future public park. The City of Laguna Hills also has 15 private parks, three elementary public schools, and one high school. A non-profit senior citizen center, operated by South County Senior Services, is also located within the City.

The Community Services Department is responsible for providing recreation classes, special events, excursions, camps, athletic programs, and disability services for the community. The Public Services Department is responsible for the design, construction, and maintenance of public facilities including the City’s parks.

The City Council adopted the City’s first Master Plan of Parks and Recreation in May of 1993. This was a 20 year Master Plan. The City annexed the 756 acre North Laguna Hills area consisting of a mix of residential and office/retail uses on July 1, 1996. The Master Plan was updated in 1996 with a new Field Use Survey to account for the 1996 Annexation, already completed capital improvement projects, and the planned Community Center and Sports Complex. The City successfully annexed the “Westside” of the City on September 18, 2000, which added 149 acres of residential land including the Aliso Viejo Community Association’s private Sheep Hills Park.

DRAFT

There are two joint use agreements between the City and Saddleback Unified School District (“District”) that were executed for the purposes of establishing mutual cooperation in providing recreational facilities for Laguna Hills students and residents. The first agreement was originally signed by both parties in 1994, and was a fifteen-year joint use agreement for the shared use of the “upper field” at Laguna Hills High School. Pursuant to this agreement, the City funded the installation of lights on a softball field and partial soccer field and, in return, District provided field use times in the fall and spring for City scheduled recreation programs. This agreement was extended for multiple one-year extensions when the fifteen (15) year term ended, until a new agreement was executed in 2014. The new joint use agreement was entered into by both parties on May 27, 2014, and is a ten (10) year agreement for, again, the joint use of the Laguna Hills High School upper field. In addition, the City agreed, as part of the terms of the agreement, to assist District in the installation of an artificial turf field in the upper field location for increased use of this field by the City. This agreement will expire in 2024 unless it is extended by mutual written consent of the parties.

Another joint use agreement addressed the six (6) acres of undevelopable land on the Laguna Hills High School campus that was located adjacent to the twelve (12) acres of undeveloped City property. For the purposes of developing the total eighteen (18) acres of undeveloped land for recreational purposes, the District and the City approved and executed a Joint Use Agreement in 1997. Pursuant to the 1997 Joint Use Agreement, the District allowed the City to develop on its six (6) acres of undeveloped land for recreation purposes. This area is now a part of the Laguna Hills Community Center and Sports Complex and is currently developed with a parking lot, a skateboard park, and a roller hockey rink. The Community Center houses the City’s Community Services Department and includes banquet room facilities, classrooms and a gymnasium. In addition to the skateboard park and the roller hockey rink, the Sports Complex also includes soccer fields, a baseball field, a softball field, picnic shelters, and a playground. The District can use the Community Center and Sports Complex for school meetings, soccer practices, volleyball practices, basketball practices, and other agreed upon uses. The 1997 Joint Use Agreement’s term is in perpetuity as long as the District property is used for recreational purposes.

In 2008, the City hired a consulting firm to conduct a facility recreation needs assessment. In the final report presented to the City Council in March 2009, the consulting firm proposed the following priorities based on public input, facility demand analysis, deficit/surplus analysis, benchmarking analysis, and survey results:

Highest Priorities

- Trails
- Picnicking in developed sites
- Re-establishing a new partnership agreement with Laguna Hills High School

Medium Priorities

- Lighting at appropriate outdoor sports fields and courts
- Inline skating rink (1 covered)

DRAFT

- Softball/baseball fields (1 additional)
- Outdoor basketball court (1 additional)

Lower Priorities

- Soccer/Multi-use fields (1 additional)
- Aquatic center/Splashpad (1 additional)

The City updated its General Plan in 2009 which includes several community goals such as the goal to “Expand and maintain the City’s integrated parks, recreation, and trails system to meet the needs of residents of all ages.” Several General Plan policies fall under this goal including:

- Investigate the need for additional community facilities in Laguna Hills, such as community centers, swimming pools, parks, sports fields, a library, and/or an amphitheater.
- Provide recreation opportunities at the Community Center in response to the changing needs of the community.
- Expand and improve the network of trails that provides interesting and safe access to parks, schools, neighborhood commercial areas, activity centers, and regional recreation opportunities.
- Maintain unique and diverse open space for purposes of protecting scenic resources, passive recreation, and habitat protection.
- Determine the need for special facilities for seniors and the disabled to increase enjoyment and accessibility to parks and trails.
- Promote special facilities and activities for youths and teens that focus on educational enrichment and skills training.
- Continue to investigate joint use opportunities with SVUSD, private schools, and other organizations.

III. PURPOSE AND OBJECTIVES

With the anticipation of the City receiving a substantial amount of Quimby Act fees within the next several years, it is imperative that the City determine the community’s recreation facility needs and demands in order to spend these funds wisely. Therefore, a recreation facility needs assessment is timely, and the City anticipates that this Project should accomplish, at a minimum, the following objectives:

1. Produce a Needs Assessment document that clearly defines the recreation facility needs of the community and identifies surpluses and deficiencies with existing facilities.
2. Compare the City of Laguna Hills’ recreation to industry benchmark standards.
3. Prioritize current and future recreation needs.
4. Effectively engage the public to elicit community recreation facility demands.
5. Present the final Needs Assessment report to the City Council by June 2018.

DRAFT

IV. SCOPE OF WORK

Listed below is the City's expectations for the Scope of Work for this Project. The City's requested work efforts for Proposer are organized into three primary task groups: Needs Assessment Analysis, Community Outreach and Participation, and Needs Assessment Report & Presentation. Proposers are encouraged to expand on this list if deemed necessary, based on its experience, to provide the City with a comprehensive Needs Assessment study.

Recreation program services (i.e. recreation classes/activities) assessment is not a part of this Project's scope of work. The determination of recreation facility refurbishment needs, including maintenance needs, is not a part of this Project's scope of work.

Proposer shall periodically meet with City staff to discuss Project status and to set mutual expectations. A kickoff meeting shall be scheduled to review Project objectives, approach, and schedule.

A. NEEDS ASSESSMENT ANALYSIS

Provide detailed analysis and research of existing facilities, population and industry trends, current recreation facility demands, and project future recreation facility demands. The following is the City's expectations for the Project's analysis and research.

- **Recreation Facilities Inventory** - Update the City's recreation facilities inventory of existing public and private parks, trails, open spaces, aquatic facilities, community and senior centers, and other recreation amenities. An inventory of park amenities such as playgrounds, exercise equipment, parking lots, bocce ball & Pickle Ball courts, etc. should also be noted. School district property should also be included in this inventory. Proposer should note if private recreation facilities are open and available to the general public. An inventory that was produced during 2008/2009 recreation facility needs assessment is attached as (Exhibit I). This exhibit was centered on sport fields and facilities and Proposers' inventory should expand on this list as requested above.
- **Facility Needs Ratios** – Proposer will update the City's Facility Needs Ratio as presented in (Exhibit II) based on current City population. An analysis should also be included on future population growth as requested under "Trends" in this section within the final report. This data should be compared to NRPA's ratio per population standards or equivalent standards and include all recreation facilities discussed and contemplated during this Project.
- **Supply and Demand** – Proposer shall perform supply and demand analysis based on inventory research and public input needs and provide

DRAFT

recommendations. Supply and demand research should also be projected out for future facility recreation needs.

- **Gap Analysis** – Proposer shall conduct gap analysis of recreation facilities with the purpose of identifying underserved and overserved neighborhoods and demographics. Proposer shall make recommendations to address any current and future gaps in recreation facility offerings.
- **Skateboard Park Use** – As part of this analysis, Proposer will determine the current percentage of residential use of the City's public skateboard park. Survey of ages and type of use should also be recorded.

Proposer shall also compile a listing of other private/public skateboard parks in the southern California area and what activities (i.e. skateboarding, scootering, bicycling, etc.) are allowed at the park. In addition, this research should also include if private/public skateboard parks are supervised or unsupervised facilities and if a fee is charged for its use. A listing of what fees are charged should be included in Proposer's research results.

- **Roller Hockey Rink** – Proposer shall also compile a listing of other private/public roller hockey rinks in the southern California area. Proposer should identify if other facilities are not being used for roller hockey, and if the private/public facilities are not being used for roller hockey, Proposer should list the other uses (i.e. arena soccer, pickle ball, roller derby, etc.).
- **Survey of Sports Organizations** - Survey and identify the current field/facility usage and needs of sports organizations and clubs (i.e. AYSO, YMCA, Laguna Hills Jr. Basketball, Laguna Hills Little League, etc.) that conduct sport programs within the City of Laguna Hills. This includes School District property within Laguna Hills. Identify what sports organizations are using school district fields within the City of Laguna Hills.

Identify the facility needs for lights for practice and games during the survey of the sports organizations. The final report to City should distinguish between the needs for facilities with lights and facilities without lights.

- **Trends** – Proposer shall look at the key trends and impacts of demographics on recreation activity in general. In addition, Proposer shall analyze demographic trends specific to the City that may impact or affect recreation and park needs for the next ten (10) years. Use the most recent census data to project population and demographic distribution (the future Five Lagunas apartment buildings and other known housing projects must

DRAFT

be included in this analysis). This will also include an analysis of how demographic changes will affect youth sports within the City and Proposer should also project youth sports participation rates for the next ten (10) years.

- **Benchmark/Comparison** – Include a comparison of the City’s facilities to industry benchmark standards such as CPRS and/or NRPA (or other equivalent standards).
- **Document Review** - Review all City documents that will assist in the formation of the Needs Assessment document. Documents include, but are not limited to:
 - 1) 2009 Recreation Facilities Needs Assessment
 - 2) 2009 General Plan
 - 3) 2017 – 2019 Biennial Budget's Six Year Capital Improvement Program
 - 4) Staff reports
 - 5) 2001 Bikeways, Trails & Open Space Master Plan
 - 6) Joint Use Agreements
 - 7) Community Services Brochures, etc.

B. COMMUNITY OUTREACH AND PUBLIC PARTICIPATION

The community outreach process for this Project will be critical in engaging the community on recreation facility needs. The Proposer shall determine satisfaction levels of current recreation facilities and identify unmet demands in the community. A Strength, Weaknesses, Opportunities, and Threats (SWOT) analysis may be considered to facilitate discussions. The following is the City’s expectations for community outreach and public participation.

- **Focus Groups/Interviews** – Proposer shall host a minimum of two (2) focus group meetings to discuss satisfaction levels with current recreation facilities and the need for additional recreation facilities. City will work with Proposer to identify appropriate focus group meeting attendees. In addition, Proposer will be required to conduct individual interviews as required. It is anticipated that the following stakeholders and user groups will be interviewed and/or attend a focus group meeting. Proposer and City will work on a final list of individuals and groups that need to be interviewed.
 1. City Staff
 2. City Council Members
 3. Parks and Recreation Commissioners
 4. Youth Sports Organizations (both non-profit and club)
 5. Boy Scouts, Girl Scouts
 6. School District staff
 7. Laguna Hills High School staff

DRAFT

8. PTAs
9. Adult sport leagues
10. HOAs
11. Nellie Gail Gators Swim Club
12. Groups that rent City recreation facilities
13. Recreation Contract Instructors

- **Reata Town Hall Meeting** – Conduct a town hall meeting at the Reata Oakbrook Village Apartments to elicit the recreation facility needs of this apartment community. This is an important aspect of this study considering that the demographics of the Reata Oakbrook Village Apartments, more than likely, are expected to be similar to the three multifamily residential buildings that will be constructed at the Five Llagunas project site (as mentioned in the Background section of this document).
- **Public Workshop Meetings** – Conduct two (2) public workshop meetings, hosted by the Parks and Recreation Commission, to elicit broad-based community recreation needs input. Presentations to the Parks and Recreation Commission will be required as part of these public workshops.
- **Survey** – Develop a series of questions to include in a City-wide survey to determine citizen interests, needs, customer satisfaction, etc. in regards to recreation facilities within the City of Laguna Hills. Proposer shall advise the City, based on its experience, the best way to conduct a survey (i.e. phone, mail, social media, other website tools).

Proposer will be responsible for formatting, delivering, and administering the survey, compiling the survey results and analyzing the data.

C. NEEDS ASSESSMENT REPORT & PRESENTATION

Proposer shall compile all research and public input data into a comprehensive report and summarize Project findings in a presentation to the City Council. The following is the City's expectations for the final report and presentations to the City Council.

- **Draft Report** – A preliminary Needs Assessment report shall be submitted to City staff for review prior to any presentations to the City Council.
- **Final Report** – The final report shall consist of all analysis, research, public input, maps and illustrations if necessary, recommendations, and exhibits. Proposer shall submit ten (10) copies of the final report and also submit a PDF version of the report. At a minimum the report shall include:
 1. The latest recreation trends

DRAFT

2. Demographic trends, recreation needs and demands, and projections
 3. Survey results/data analysis
 4. Proposer prioritized recommendations (current needs/future needs)
 5. Recreation facility surpluses and deficiencies (supply/demand and gap analysis)
 6. Summary of all community outreach and stakeholder input
 7. Facility inventories and ratios
 8. Sport organizations use and needs
 9. Skateboard park and Roller Hockey Rink use and analysis
- **City Council Presentations** – two (2) presentations to the City Council by Proposer will also be required during this Project. It is anticipated that the first presentation will be to summarize Needs Assessment findings and recommendations in order to elicit comments from the City Council to assist in the completion of the final report. The second presentation to the City Council will be of the final Needs Assessment report.

V. PROPOSAL SUBMISSION REQUIREMENTS AND RESPONSE FORMAT

The Proposer is responsible for preparing an effective, clear, well-organized and concise formal written proposal. In order to be considered for selection, consultant firms must submit a complete response to this RFP that includes the following mandatory information and/or requirements in the following format. Failure to provide any of the information requested below may be cause for the proposal to be rejected.

1. Transmittal Letter. A transmittal letter introducing the firm and the individual who will be the primary contact person.
2. Executive Summary. An executive summary.
3. Firm Background Information. Background information including specific qualifications and experience in conducting related studies for similar governmental, educational, or public sector entities. The information below must be included:
 - a. Describe the firm's organizational structure and explain how the firm is qualified to be responsive to the specific requirements of this RFP.
 - b. Describe the firm's qualifications and experience providing similar services as required in this RFP.

DRAFT

- c. Provide proof of financial stability enabling the firm to be capable of meeting the requirements of this RFP.
 - d. Provide one (1) copy of Recreation Facility Needs Assessment Study, or comparable report, the firm has completed that is closely related to the scope of work contemplated in this RFP.
 - e. Provide a project staffing organizational chart listing proposed personnel assigned to this project. Include assigned duties, and comprehensive resumes for each individual listed. Resumes must list education, training, professional work experience, and a listing of work performed comparable to that described within this RFP.
 - f. References: Provide a list of at least three (3) clients for whom you have conducted and completed a Needs Assessment within the last three (3) years comparable to that described within this RFP. Indicate client organization name, contact person, and phone number.
4. Summary of RFP Requirements. Provide on no more than one (1) printed page the firm's understanding of the requirements stated in this RFP.
 5. Approach to Scope of Work. Provide a detailed description of the steps that will be taken to complete the required tasks identified in Section IV of this RFP. Include a detailed discussion of any methodologies used or approaches taken for each task.
 6. Schedule of Performance. Provide a proposed Schedule of Performance, including a time line for project completion:
 - a. Provide a project schedule identifying start and end dates for each phase of the project - include milestones, submittal of deliverables, and each task required for the successful and timely completion of each phase of the Project.
 - b. Indicate the earliest date the firm would be able to commence work on this project.
 7. Use of Sub-Contractors or Sub-Consultants. Indicate in the firm's proposal any portion of work that would be performed by a sub-contractor. Provide information on all sub-contractors as required in Section 3 above.
 8. Schedule of Compensation/Fees. Provide a separate sealed proposed Schedule of Compensation/Fees to perform all work identified under Section IV, Scope of Work. Include all proposed incidental or professional

DRAFT

hourly fees/rates. Only one (1) sealed Schedule of Compensation/Fees is required.

9. Non-Discrimination. A certificate of non-discrimination regarding nondiscrimination by the firm (See, **Exhibit III**)
10. Financial Interests. A certificate, signed under penalty of perjury, regarding disclosure of financial interests of City/District officials or employees with the firm (See, **Exhibit IV**).
11. Professional Services Agreement. Proposer shall affirmatively state that they have reviewed and are ready to execute the City's standard form Professional Services Agreement, including providing the required proof of insurance coverages described therein. (See, **Exhibit V**).
12. Authorized Signatory. The name, title and signature of a corporate officer that is authorized to contractually bind the firm. Please include a corporate resolution evidencing authorized signatory. The proposal must be a firm offer valid for a 60-day period.
13. Proposal Copies. Submit one (1) original and three (3) copies of the proposal. Also include one copy in PDF format via e-mail.

VI. Selection Process

Each proposal received will be evaluated and reviewed to determine if it meets the stated requirements set forth in this RFP. The top finalists will be invited to make an oral presentation to an evaluation team.

Proposals timely submitted will be evaluated using the criteria listed below:

- Demonstrated understanding of the professional services requested.
- Prior experience in performing similar projects.
- Qualifications of the firm and assigned project consultants.
- Overall project design and methodology.
- Time line for project completion / proposed schedule.
- Professional Fees/Hourly Rates/Cost.
- Reference Checks.

Selection by the City for professional services shall be on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required, and shall not be awarded solely on the basis of cost. Selection will be made to ensure that such services are engaged on the basis of demonstrated competence and qualifications for the types of services to be performed and at fair and reasonable prices to the City. The City shall consider total compensation

DRAFT

after the City is satisfied that the would-be person, company, corporation, contractor, consultant, or firm has demonstrated the competence and professional qualifications necessary for the satisfactory performance of the services required.

All questions concerning this RFP are to be made via email, or phone, and directed to:

David Reynolds
Deputy City Manager
City of Laguna Hills
25555 Alicia Pkwy.
Laguna Hills, CA 92653
949-707-2685
dreynolds@lagunahillsca.gov

Proposals must be received by the City of Laguna Hills City Clerk by xxxxxx. The Proposer must submit one (1) original, three (3) printed copies, and one (1) copy in PDF format via email.

VII. General Information

The City of Laguna Hills reserves the right to reject any or all proposals and will not be liable for any costs incurred by responding firms relating to the preparation of proposals or making of presentations.

- Costs for developing responses to this RFP or for attending bidder's meetings prior to the award of the contract are entirely the responsibility of the Proposer and shall not be chargeable to the City.
- Proposals must be valid for a minimum of 60 days.
- The City reserves the right to expand or diminish the Scope of Work subject to negotiation with the successful Proposer.
- The City is not required to select the proposal that may indicate the lowest price or costs. The City may reject all proposals when, in its sole discretion and opinion, none of them meet the requirements or specifications of this RFP, the benefits derived will be less than anticipated or desired, or the rejection is in the best interest of the City. If all proposals are rejected, the City may or may not request additional proposals.
- In the event it becomes necessary to revise any part of this RFP, addenda will be provided in writing to all Proposers.

Thank you very much for taking your valuable time to respond to this RFP.

DRAFT**Exhibits**

- Exhibit I - Park Recreation Facility Inventory (sports fields/facility).
- Exhibit II - Quantity and population ratios for all outdoor facilities.
- Exhibit III - Certificate of Non-Discrimination.
- Exhibit IV - Certificate of Employment Relationships and Financial Interest.
- Exhibit V - City's Sample Draft Professional Services Agreement.



City of Laguna Hills

Parks & Recreation Commission

Staff Report

DATE: April 3, 2019

TO: Parks and Recreation Commission

FROM: David Reynolds
Deputy City Manager

ISSUE: Grant Funding Opportunity and Invitation for Public Comment-1) CIP Project 609 Multi-Use Trail Westerly of the Community Center from Alicia Pkwy to Indian Hill Lane and 2) CIP Project 611 Multi-Use Trail Northside La Paz Road from Alameda Avenue to Paseo De Valencia

RECOMMENDATION: That the Parks and Recreation Commission review the Grant Funding Opportunity through Proposition 68 and invite members of the Public to comment on proposed projects 1) CIP Project 609 Multi-Use Trail from Alicia Pkwy to Indian Hill Lane and 2) CIP Project 611 Multi-Use La Paz Road.

SUMMARY:

The Public Services Department is considering applying for grant funding through Proposition 68, the State Park Program (SPP)¹. This grant program will fund new parks and recreational opportunities across California. The Public Services Department has two developed Capital Improvement Program projects that are awaiting funding. The Public Services Department would like to request that the Parks and Recreation Commission review the grant funding opportunity for CIP 609, which is a multi-use trail from Alicia Pkwy to Indian Hill Lane westerly of the Community Center and CIP 611, which is multi-use trail on the northerly side of La Paz Road from Alameda Avenue to Paseo de Valencia. The grant application due date is August 5, 2019, and the grant

¹ The Overview Section of the Application Guide to the "Statewide Park Development and Community Revitalization Program" is attached to this report for reference. The entire Application Guide can be accessed from the California Department of Parks and Recreation website.

Grant Funding Opportunity and Invitation for Public Comment-1) CIP Project 609 Multi-Use Trail Weste

April 3, 2019

Page 2

program requires public input as a part of the grant application process. A brief overview and map for each project is attached for review and comment.

BACKGROUND:

Proposition 68 Statewide Park Program competitive grants will create new parks and new recreation opportunities in critically underserved communities across California. \$650,275,000 will be distributed throughout multiple rounds. Eligible applicants are Cities, Counties, Districts, Joint Powers Authorities and Non-Profits. The types of project the grant will fund are new parks, expanding an existing park, renovate an existing park, trails and other recreation facilities. The maximum grant request per application/park is \$8,500,000 and the minimum is grant request per application/park is \$200,000. An applicant may submit multiple applications for different projects. An applicant can potentially receive multiple grant awards that total more than \$8.5 million in the same round. There is no cap to the amount of grants an applicant may receive per round. The grant by itself may fund the entire project. For the 2019 Round the grant performance period is July 1 2018- June 30th 2022.

The Public Services Department is considering applying for grant funding through Proposition 68, the State Park Program (SPP). The Public Services Department has two developed Capital Improvement Program projects that are awaiting funding. The Public Services Department would like to request that the Parks and Recreation Commission review the grant funding opportunity for CIP 609, which is a multi-use trail from Alicia Pkwy to Indian Hill Lane westerly of the Community Center and CIP 611, which is multi-use trail on the northerly side of La Paz Road from Alameda Avenue to Paseo de Valencia. The grant application due date is August 5, 2019, and the grant program requires public input as a part of the grant application process. A brief overview and map for each project is attached for review and comment.

FISCAL IMPACT:

The Proposition 68 Grant Funding will provide up to 100% of the cost of new recreational projects with a maximum funding for any one project capped at \$8.5 Million. CIP 609 has an estimated cost of \$500,000 and CIP 611 has an estimated cost of \$8.5 Million.

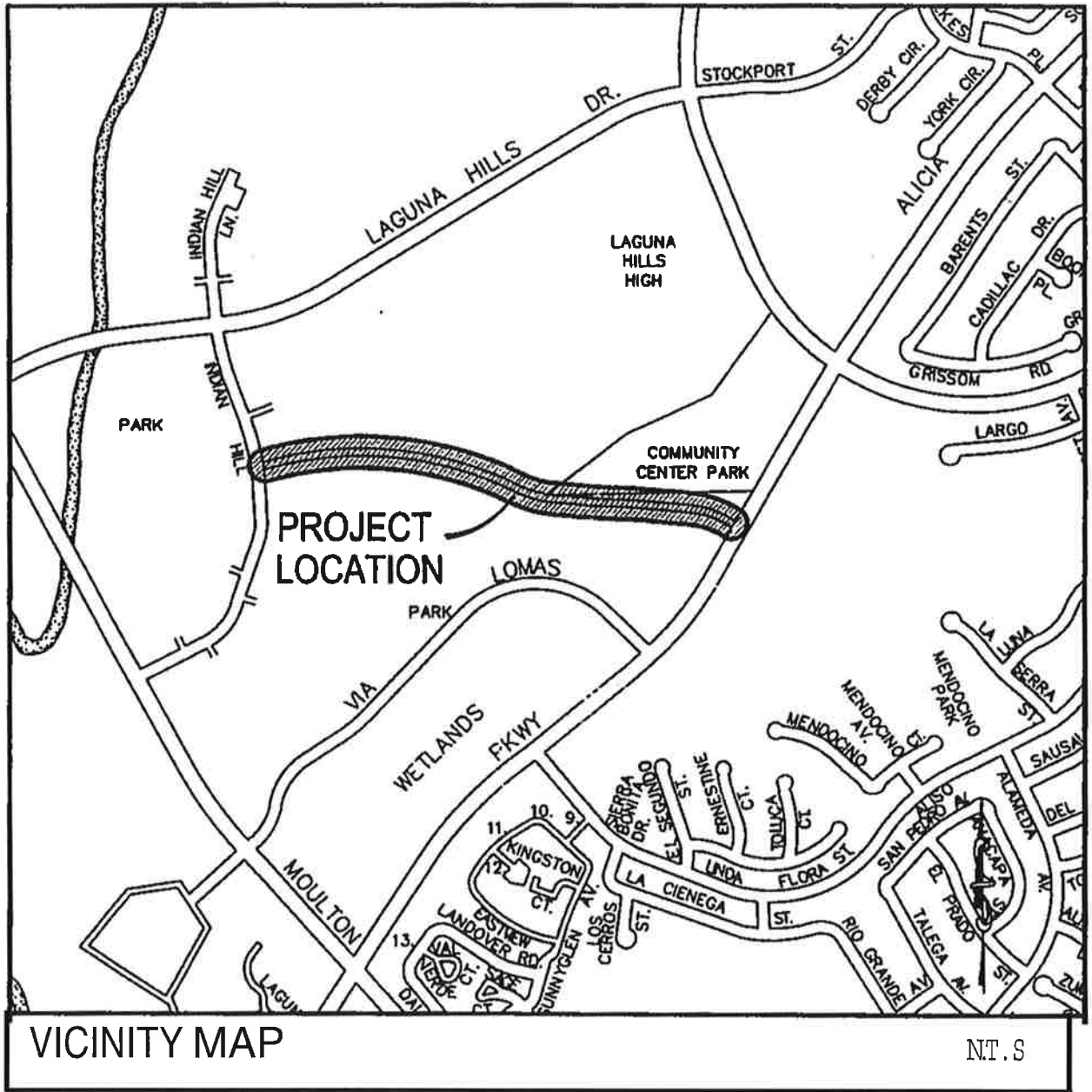
ATTACHMENTS:

- CIP Summary 609 & 611
- Prop 68 Application Guide - Program Overview Section

CIP 609

Summary

Trail improvement project from the Community Center and Sports Complex to Indian Hill Lane. This important community trail would traverse the area within the Southern California Edison power line easement with a multi-use dirt trail and a parallel paved bicycle trail with limited landscaping separating the two trails. This trail meets all the criteria associated with the Land and Water Conservation Fund. The City Council is requested to support the submission of this Grant Application by the adoption of the attached Resolution.



VICINITY MAP

NT.S

CIP 611

Summary

PROJECT NAME: La Paz Class 1 Bike & Walking/Hiking Trail Project

PROJECT SCOPE: La Paz Class 1 Bike Trail & Walking/Hiking Trail gap closures project in the Open Space northerly side of La Paz Road. Located within the permanent La Paz Open Space Corridor along the northerly side of La Paz Road from Paseo De Valencia to Alameda Avenue. The open space is fully owned by the City of Laguna Hills.

The proposed project, La Paz Road Class 1 Bike Trail & Walking/Hiking Trail Project, will be constructed within a permanent Open Space corridor providing off-road connections for a 1.13 mile distance within a currently inaccessible area in this Open Space. The proposed improvements are most importantly being constructed to remove school-age children from the curb-adjacent public sidewalk, where multiple vehicle lanes in each direction regularly experience high speed vehicles. Should any child, often in groups of school children headed to or from the immediately adjacent Valencia Elementary School, accidentally step off the sidewalk, they would be at risk to an incident from passing vehicles. In addition, with limited drop-off and pick-up space at the school, this project will allow children a safe passage to and from school without parents driving to and from the school to deliver and pick up children, thus reducing greenhouse gas emissions.

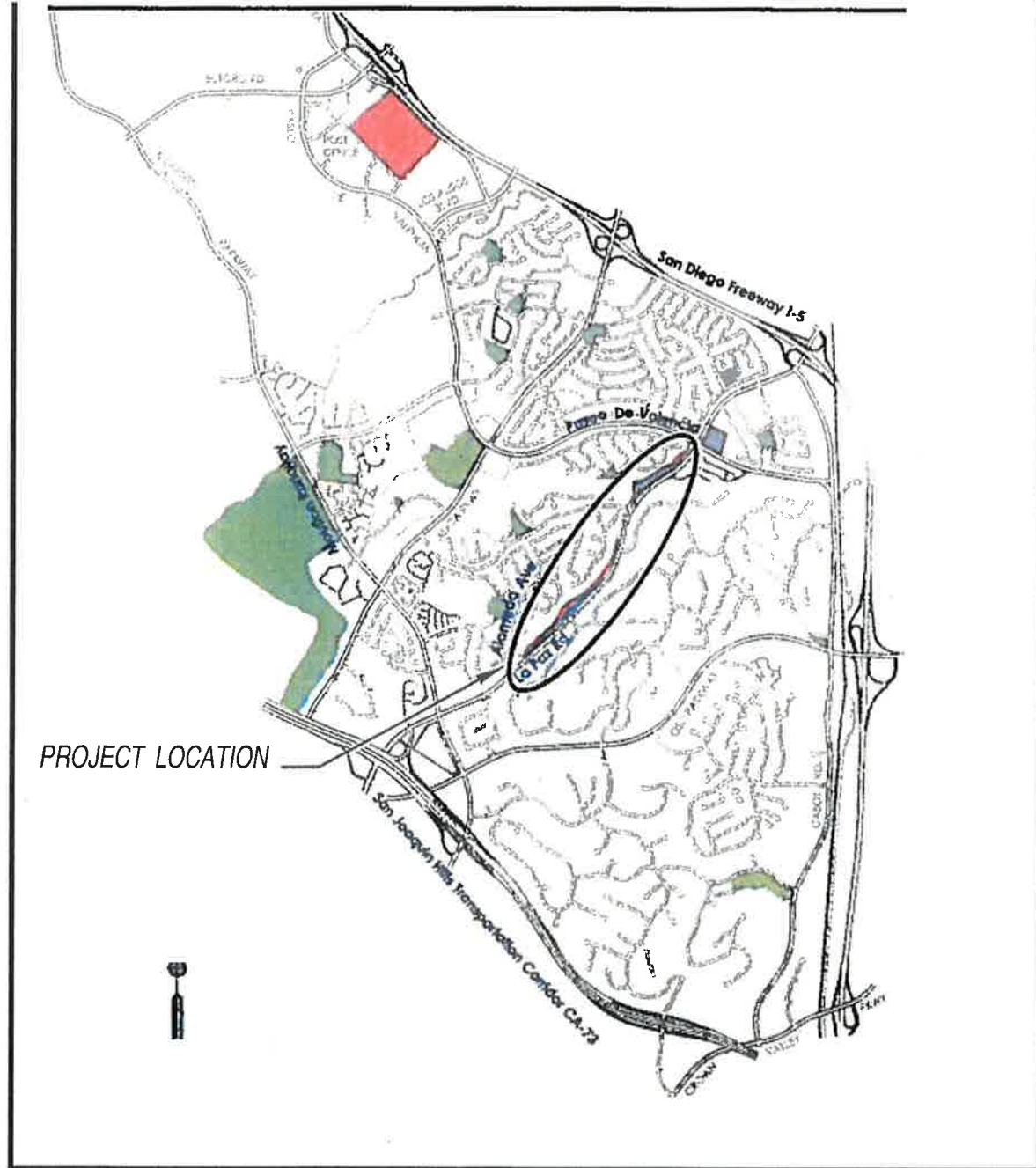
This project will make a major contribution to achieving alternative non-vehicular trails and routes within the City for recreation, access to public schools, commercial centers and public recreational areas. As the proposed project will be within a permanently public open space corridor, these improvements will provide recreational area access which could be an alternative to families driving vehicles to local recreation areas for outdoor activities. This project is located about one-half mile from a designated AB1550 low income community and a SCAG identified Environmental Justice Area.

The project proposes to construct both an off-road Class 1 bicycle trail and an off-road pedestrian walking/hiking trail within a 1.13 mile segment of this permanent La Paz Open Space Corridor. The project's scope of work includes grading of the dual trail system to achieve trails which rarely have segments with grades over 5% grade, achieving ease of travel for children and adults with physical challenges.

The scope of work includes clearing, grading, fencing, retaining wall, lighting, benches and trash receptacles and landscaping.

CITY OF LAGUNA HILLS

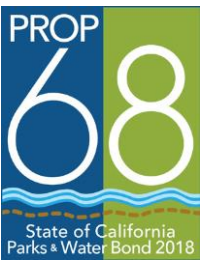
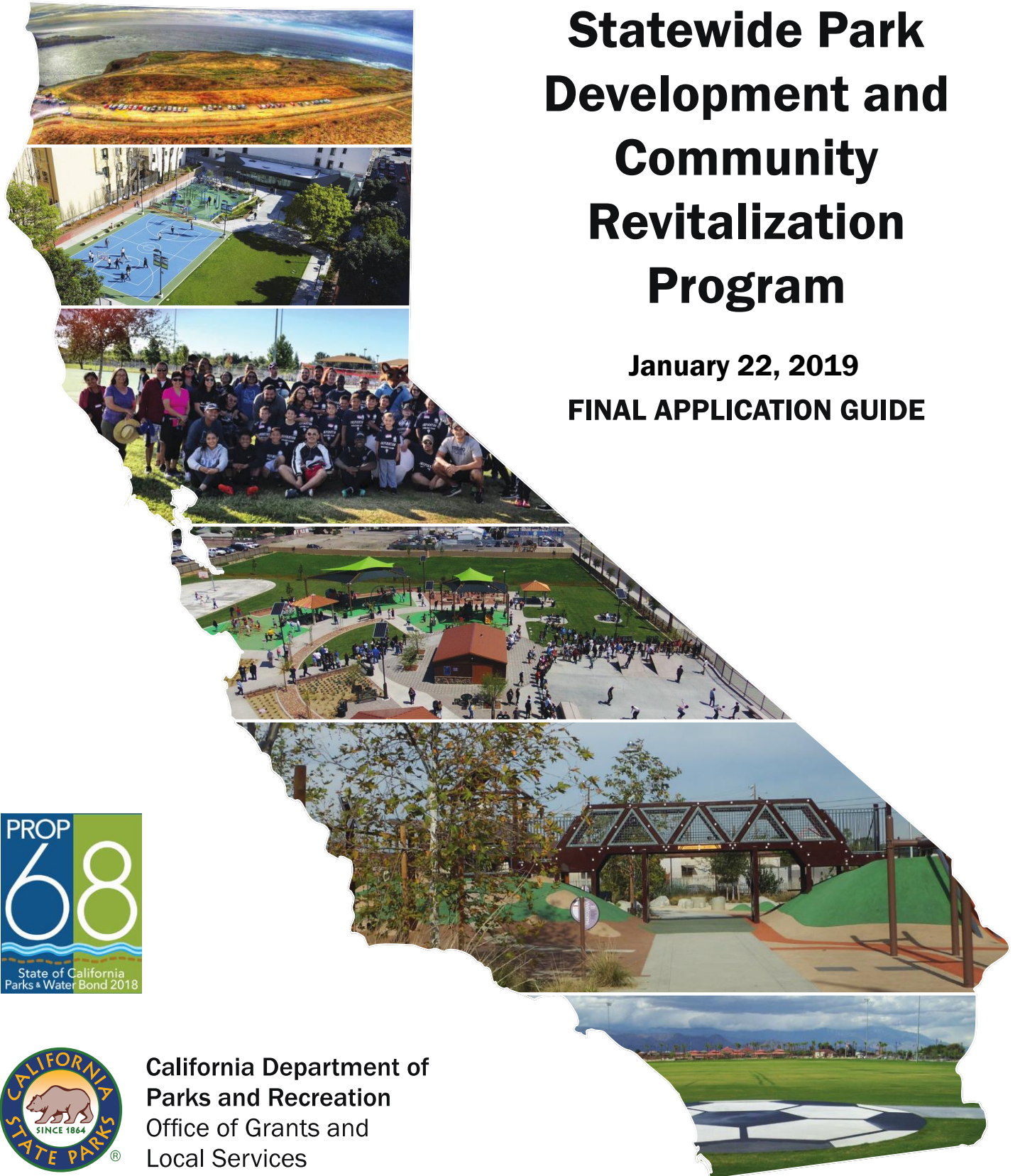
LA PAZ ROAD CLASS 1 BIKE & WALKING TRAIL PROJECT FROM ALAMEDA ATO PASÉO DE VALENCIA VICINITY MAP



Statewide Park Development and Community Revitalization Program

January 22, 2019

FINAL APPLICATION GUIDE



California Department of
Parks and Recreation
Office of Grants and
Local Services

State of California Department of Parks and Recreation

Office of Grants and Local Services

DEPARTMENT MISSION

The mission of the California Department of Parks and Recreation (DPR) is to provide for the health, inspiration, and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high-quality outdoor recreation.

COMMUNITY ENGAGEMENT DIVISION MISSION

Encouraging healthy communities by connecting people to parks, supporting innovative recreational opportunities, embracing diversity, fostering inclusivity, and delivering superior customer service, with integrity for the enrichment of all.

THE OFFICE OF GRANTS AND LOCAL SERVICES (OGALS) MISSION

To address California's diverse recreational, cultural and historical resource needs by developing grant programs, administering funds, offering technical assistance, building partnerships, and providing leadership through quality customer service.

OGALS VISION GOALS

- Proactive in meeting California's park and recreation needs through innovative grant programs and customer service.
- Commitment to providing quality customer service in every interaction and transaction as honest, knowledgeable, and experienced grant administrators.
- Sensitive to local concerns while mindful of prevailing laws, rules, and regulations.
- Responsive to the needs of applicants, grantees, non-profit organizations, local governments, tribes, and legislative members, as partners working to improve the quality of life for all Californians by creating new parks and recreation opportunities.

Cover images of parks created by this program:

Top to bottom, Noyo Headlands Park in Fort Bragg, Boedekker Park in San Francisco (photo by Jeremy Beeton, courtesy of The Trust for Public Land). Inspiration Park in Fresno, Bryce E. Haynes Park in San Bernardino, Serenity Park in Watts, and Rancho Las Flores Park in Coachella.

Welcome to the Statewide Park Development and Community Revitalization Program (SPP)

FOREWORD

Since 1965, statewide grants administered by OGALS created and improved over 7,400 parks. We look forward to continuing this legacy with grantees to improve the quality of life for communities throughout California.

Parks are unique places where children can play, families and friends bond, people exercise, seniors socialize, youth are mentored, cultures are celebrated, and everyone connects with nature. For these reasons and more, vibrant parks funded by this program will create humane and healthier communities. Building successful parks in underserved communities is “a work of art.” SPP embraces meaningful engagement with local residents where park designs represent each community’s unique recreation needs and creativity.

SPP is the largest park related grant program in California’s history and possibly U.S. history, with over \$1 billion in funding between the 2018 Prop. 68 and 2006 Prop. 84 Bond Acts. To record the legacy of this program, “before and after” site photos will be featured at parksforcalifornia.org. Thank you for your interest.

APPLICATION GUIDE

Use these guidelines to plan and submit the grant application. The SPP Team is committed to give technical assistance, taking pride in being approachable and informative. Contact information and program updates are at parks.ca.gov/spp.

SEND APPLICATIONS TO:

Street Address for Overnight Mail:

Calif. Dept. of Parks and Recreation
Office of Grants and Local Services
1416 Ninth Street, Room 918
Sacramento, CA 95814

Mailing Address:

Calif. Dept. of Parks and Recreation
Office of Grants and Local Services
P.O. Box 942896
Sacramento, CA 94296-0001

MAIN LINE: (916) 653-7423

PROGRAM WEBSITES: parks.ca.gov/spp | parksforcalifornia.org/communities

Revitalizing Communities Statewide

Serenity Park – Watts



Rancho Las Flores – Coachella



Noyo Headlands – Fort Bragg



Inspiration Park – Fresno



Bryce E. Haynes Park – San Bernardino



Boedekker Park – San Francisco



TABLE OF CONTENTS

I. PROGRAM OVERVIEW

Intent	4
Legacy	4
Eligible Applicants	4
Types of Projects	4
Grant Amount Per Application	6
Amount Available Per Round	7
Application Deadline for Each Round	7
Application Process	7
Grant Administration Process	8

II. Application Package

Checklist	11
1. Application Form	12
2. Project Selection Criteria	14
3. Community FactFinder Report and Handbook Form	33
4. Resolution	35
5. Grant Scope/Cost Estimate Form	37
6. Funding Sources	40
7. Project Timeline Form	42
8. Applicant Capacity	45
9. CEQA Compliance and Certification Form	46
10. Project Site Ownership, Acquisition, or Lease	48
11. Concept Level Site Plan	49
12. Photos and Copyright Agreement Form	49
13. Project Location Map	51
14. Non-Profit Applicant Requirements	51
15. Corps Consultation Process	51

III. Eligible Costs

Acquisition, Pre-Construction, Construction	52
Ineligible Costs	55

IV. Appendices

Technical Assistance for Applicants	56
Project Selection Criteria Guidance	57
Definitions for All Words and Terms in SMALL CAPS	70

Words and terms in SMALL CAPS are defined in the back of this guide.

I. PROGRAM OVERVIEW

I. PROGRAM OVERVIEW

INTENT

Statewide Park Program (SPP) competitive grants will create NEW PARKS and NEW RECREATION OPPORTUNITIES in CRITICALLY UNDERSERVED COMMUNITIES across California.

Proposition 68 Funding

- \$650,275,000 will be distributed throughout multiple ROUNDS.
- Use this Application Guide for each ROUND.

LEGACY

Previously, Proposition 84 (2006 Bond Act) funded two ROUNDS:

- \$2.9 billion was requested. \$368 million was awarded.
- Over one hundred new parks were created and twenty existing parks were improved throughout California.

SPP legislation is found in Public Resources Code §§5640 through 5653.

Proposition 68 (2018 Bond Act) continues this program's legacy.

ELIGIBLE APPLICANTS

- Cities
- Counties
- DISTRICTS (as defined on page 71)
- JOINT POWERS AUTHORITIES (one member of the JOINT POWERS AUTHORITY must be either an eligible DISTRICT, City, or County)
- NON-PROFITS with 501(c)(3) status

TYPES OF PROJECTS

A PROJECT must involve either DEVELOPMENT or a combination of ACQUISITION and DEVELOPMENT to:

1. Create a NEW PARK, or
2. EXPAND an EXISTING PARK, or
3. RENOVATE an EXISTING PARK

I. PROGRAM OVERVIEW

All PROJECTS must create or RENOVATE at least one RECREATION FEATURE. Examples of RECREATION FEATURES include but are not limited to the following:

RECREATION FEATURES (eligible examples)

- ACQUISITION of land:
 - Combined with DEVELOPMENT of a NEW RECREATION FEATURE.
 - OR
 - Already has a RECREATION FEATURE for public use at close of escrow.
- Aquatic center, swimming pool, splash pad, fishing pier or paddling launch site
- Amphitheater/performing arts dance, music, and theater stage
- Athletic fields (soccer regulation or “futbol-rapido”, baseball, softball, football, etc.)
- Athletic courts (basketball, “futsal”, tennis, pickleball, etc.)
- Community gardens, botanical or demonstration gardens and orchards
- Community/Recreation center (only if it will be in or ADJACENT to a PARK)
- Dog park
- Jogging and walking loop, par course, running track
- Non-motorized trail, pedestrian/bicycle bridge, greenbelt/linear PARK
- Outdoor gym exercise equipment (stations fixed into ground)
- Open space and natural area for public recreation use
- Picnic/Bar-B-Que areas
- Playground and tot lot
- Plaza, Zocalo, Gazebo
- Public art (mosaic tiles, sculptures, murals)
- Skate park, skating rink, and BMX or pump track (non-motorized bike tracks)
- Lighting to allow for extended night time use of a RECREATION FEATURE
- Shade structure/COVERED PARK areas over a RECREATION FEATURE to allow for extended day time use

I. PROGRAM OVERVIEW

MAJOR SUPPORT AMENITIES (eligible examples)

A PROJECT may also include MAJOR SUPPORT AMENITIES such as:

- Restroom building, snack shack
- Parking lot, staging area, pathway for access to a RECREATION FEATURE
- Landscaping or lighting that will be constructed throughout the PARK

APPLICATIONS where the majority of the TOTAL PROJECT COST is for a MAJOR SUPPORT AMENITY will be less competitive. PROJECTS should create a NEW RECREATION OPPORTUNITY(S) as the primary goal.

APPLICATIONS only for MAJOR SUPPORT AMENITIES are ineligible; a PROJECT must create or RENOVATE at least one RECREATION FEATURE.

GRANT AMOUNT PER APPLICATION

- Maximum grant request per APPLICATION/PARK: \$8,500,000
- Minimum grant request per APPLICATION/PARK: \$200,000

One PARK = One Application:

Each PARK requires its own, separate APPLICATION. Only one APPLICATION, requesting up to \$8.5 million, may be submitted for the same PARK in the same ROUND.

Multiple PARKS = Multiple Applications:

An APPLICANT may submit multiple APPLICATIONS for different PARKS. An APPLICANT can potentially receive multiple GRANT awards that total more than \$8.5 million in the same ROUND. There is no cap to the amount of grants an APPLICANT may receive per ROUND.

No Match Required:

The GRANT by itself may fund the entire PROJECT.

I. PROGRAM OVERVIEW

AMOUNT AVAILABLE PER ROUND

\$650,275,000 will be split into multiple ROUNDS as shown below:

Round	State Budget APPROPRIATION DATE = Start of GRANT PERFORMANCE PERIOD	Amount Available
2019 ROUND	July 1, 2018 (APPROPRIATION DATE) GRANT PERFORMANCE PERIOD: July 1, 2018 – June 30, 2022	\$254,942,000
Future ROUND(s) See parks.ca.gov/spp for future funding announcements	Future State Budget(s) will determine APPROPRIATION DATE(s)	\$395,333,000
		Total: \$650,275,000*

A minimum of 20% of funds available (at least \$134,125,000 of the \$650,275,000) will fund PROJECTS that EXPAND or RENOVATE EXISTING PARKS.

*Of the total \$650,275,000, a minimum of 2% (\$13,005,500) and no more than 5% (\$32,513,750) will fund COMMUNITY ACCESS PROGRAMS through a separate competitive application process. See parks.ca.gov/cap.

APPLICATION DEADLINE FOR EACH ROUND

The APPLICATION deadline will be unique for each ROUND of SPP and will be announced at parks.ca.gov/spp.

APPLICATION PROCESS

1. Review the “Competitive Chart” at parks.ca.gov/spp.
 - The “Competitive Chart” is an important technical assistance tool that outlines what needs to be prioritized and considered for a competitive SPP APPLICATION.
2. Review this guide to understand the competitive APPLICATION requirements in more detail.
3. Participate in the extensive technical assistance methods such as APPLICATION workshops and contacting OGALS SPP experts. See page 56 for a complete list.
4. Review the GRANT ADMINISTRATION GUIDE, including CONTRACT provisions, to understand the requirements if the competitive APPLICATION is selected for funding.

I. PROGRAM OVERVIEW

5. Send the APPLICATION to OGALS postmarked by the application deadline announced at parks.ca.gov/spp. APPLICATION submittal instructions are found on page 10.
6. As another form of technical assistance, APPLICANTS may be advised to correct or complete documents after the APPLICATION is submitted.
 - Exception: Project Selection Criteria (pages 14– 31) responses must be complete by the APPLICATION deadline. Revisions will not be accepted.
7. The competitive APPLICATION(S) will be evaluated and ranked based on Project Selection Criteria responses. GRANT award decisions will be announced approximately five months after the application deadline. APPLICANTS will receive either a GRANT award or GRANT denial letter.

GRANT ADMINISTRATION PROCESS AND PERFORMANCE PERIOD

1. APPLICANTS who receive a grant award letter from OGALS must attend a mandatory GRANT ADMINISTRATION workshop.
2. After the mandatory workshop, OGALS will send a CONTRACT to the APPLICANTS.
3. After a signed CONTRACT is returned and signed by the State, the APPLICANT becomes a GRANTEE. The GRANTEE will receive a deed restriction/grant notice to record on the title to the property if the GRANTEE owns the land. The deed restriction/grant notice refers to the CONTRACT that requires GRANTEES to ensure operation and maintenance of the PROJECT SITE for 30 years.
4. The GRANT PERFORMANCE PERIOD starts with the APPROPRIATION DATE. If the grant is awarded, PRE-CONSTRUCTION COSTS dating back to the APPROPRIATION DATE may be reimbursed.
5. PROJECT COMPLETION is at least three months before the end of the GRANT PERFORMANCE PERIOD.
6. Send the final payment request to OGALS at least three months before the end of the GRANT PERFORMANCE PERIOD. This gives time for OGALS to review the payment documents, conduct a final site inspection, and process the final payment through the State Controller's Office.
7. The CONTRACT requires GRANTEES to ensure operation and maintenance of the PROJECT SITE for 30 years. The 30-year period begins with the APPROPRIATION DATE.
8. Each ROUND will have a unique GRANT PERFORMANCE PERIOD based on the APPROPRIATION DATE. Dates for each round will be posted at parks.ca.gov/spp.

Community Park Beautification



Before



After



After

From blighted land to a vibrant park with soccer and play areas.
Shown above: Vacant land before, becomes Benito Juarez Park, after.



Before



After

A restroom's exterior is enhanced to tell the community's story.
Left: Noyo Headlands Park, before. Right: Noyo Headlands Park, after.



City of Laguna Hills

Parks & Recreation Commission

Staff Report

DATE: April 3, 2019

TO: Parks and Recreation Commission

FROM: Dan Meehan
Community Services Superintendent

ISSUE: 2019 Winter Quarter Evaluation

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

SUMMARY:

At the conclusion of each quarter, staff prepares a summary of Community Services Programs and a staff level critique of the City's quarterly offerings to keep the Commission apprised of the accomplishments and out comings of the Department. A total of 1,511 participants were enrolled in programs for the winter 2019 quarter. Revenue for the winter quarter totaled \$74,391.

BACKGROUND:

The Community Services Department hosted the annual Daddy Daughter Dinner Dance, which took place on Friday, February 9 and sold out with 201 participants. Table 1 below provides an event attendance comparison for the event for years 2017 through 2019.

Table 1: Daddy Daughter Dinner Dance Attendance Comparison

2017	2018	2019
206	201	201

A number of programs were also successful during the winter quarter, including the staff led Hiking Club that filled to capacity with 14 hikers registered. In addition, the staff led Circle of Friends program offered a Pizza and Movie Night, a Holiday Dinner Dance,

2019 Winter Quarter Evaluation

April 3, 2019

Page 2

and a Valentine's Dance during the winter quarter. A total of 147 people attended these events.

ATTACHMENTS:

- Copy of Winter 2019 Enrollment Summary

Winter 2019 Enrollment Summary

Winter 2018/2019

(Blank Cells Represent No Class/Activity Offered)

CLASS	Winter 2018			Winter 2019		
	Res	NonRes	Total	Res	NonRes	Total
Adult Open Gym Basketball	1	4	5	5	8	13
Adult Basketball League: Open League	0	0	0	0	0	0
Adult Table Tennis Annual Pass	2	1	3	6	3	9
Adult Table Tennis: 1-Day Guest Pass	1	18	19	1	14	15
Adult Tennis- Advanced Beginner	11	1	12	6	2	8
Adult Tennis- Intermediate	10	0	10	2	0	2
Adult Tennis- Learn to Rally	1	0	1	0	0	0
Adult Volleyball League--Womens	0	0	0			
After School Sports School Yard Games- Lomarena	17	5	22	24	6	30
After School Sports School Yard Games- San Joaquin	14	7	21	0	0	0
After School Sports School Yard Games- Valencia	24	0	24	18	0	18
Ageless Ballet (10 class pass)	1	1	2			
Ageless Ballet (5 class pass)	0	0	0			
Aikido (All Levels Ages 19 & older)	4	3	7	2	9	11
Aikido (Beginning Ages 6-18)	8	1	9	15	9	24
Aikido (Intermediate Ages 6-18)	15	5	20	4	6	10
All Star Tennis	12	5	17	14	18	32
Basics of Skateboarding: Beginning	2	0	2	3	4	7
Basics of Skateboarding: Intermediate	0	0	0			
Beginning Ballroom Dance	9	15	24			
Beginning Guitar	2	2	4	3	0	3
Beginning Ukulele	1	0	1	4	0	4
Belly Dancing I	4	10	14	2	4	6
Belly Dancing II	1	20	21	1	3	4
Belly Dancing III & IV	0	11	11	0	5	5
Breakfast with Santa	108	74	182	137	43	180
Ceramics Creations	0	0	0			
Childrens and Teen Open Gym Basketball	9	6	15	10	4	14
Children's Birthday Party Program	65	43	108			
Christmas Tunes and Tales	10	8	18	8	11	19
Circle of Friends Pizza and Movie Night	40	0	40			0
Circle of Friends Bowling Night				9	6	15
Circle of Friends: Holiday Dinner Dance	53	0	53	42	27	69
Circle of Friends: Valentine's Dance	54	0	54	28	19	47
Clog Dance	1	15	16	0	7	7
Clog Dance-Holiday Dance	0	5	5			
Daddy Daughter Dinner Dance	106	95	201	104	96	200
Day Hike at Bear Canyon				2	2	4
Excursion to the Getty Center				7	1	8
Festival of Lights and Tour of Mission Inn				13	0	13
Fossil Finder Fossil Fixer	14	0	14			
Future Tennis Stars	21	6	27	7	1	8
Gentle Yoga	9	9	18	3	9	12
Hamlet				125	189	314
Hiking 101	5	0	5	11	0	11
Hiking Club	13	1	14			
Holidays with Music Together	4	4	8	6	4	10
Intro to Belly Dance				3	8	11
Kindergarten, Here I Come!	7	8	15	0	0	0
Meditation, everyone should meditate- WHY?	1	1	2			
Meg's Community Kitchen Workshops	5	0	5			
Movement/Mediation Class	4	4	8			
Music Together	5	15	20	2	8	10
Music Together-Free Trial	3	5	8			
Playtime!	3	11	14	5	12	17
Qigong Free Trial	2	0	2	0	0	0
Qigong for All	4	2	6	0	0	0

Attachment: Copy of Winter 2019 Enrollment Summary (1825 : 2019 Winter Quarter Evaluation)

Exhibit A

(Blank Cells Represent No Class/Activity Offered)

CLASS	Winter 2018			Winter 2019		
	Res	NonRes	Total	Res	NonRes	Total
Q3 Additional Family Member: Five Dance Classes	0	0	0			
Q3 Additional Family Member: Four Dance Classes	0	0	0			
Q3 Additional Family Member: One Dance Class	11	5	16	7	3	10
Q3 Additional Family Member: Six Dance Classes	0	0	0			
Q3 Additional Family Member: Three Dance Classes	0	0	0	0	1	1
Q3 Additional Family Member: Two Dance Classes	0	1	1	0	0	0
Q3 WCMP Dance Classes: Eight Classes	1	0	1			
Q3 WCMP Dance Classes: Five Classes	1	1	2	0	1	1
Q3 WCMP Dance Classes: Four Classes	1	0	1	0	0	0
Q3 WCMP Dance Classes: Nine Classes	0	0	0			0
Q3 WCMP Dance Classes: One Class	39	29	68	25	21	46
Q3 WCMP Dance Classes: Seven Classes	1	1	2			
Q3 WCMP Dance Classes: Six Classes	0	0	0	0	0	0
Q3 WCMP Dance Classes: Ten Classes	0	0	0			
Q3 WCMP Dance Classes: Three Classes	2	3	5	1	3	4
Q3 WCMP Dance Classes: Two Classes	15	1	16	9	0	9
Q3 WCMP Dance Classes: Unlimited Classes	0	0	0			
Rising Stars Tennis	23	4	27	13	2	15
Sitton Peak Day Hike	0	0	0			
Slow Pitch Adult Softball: Coed League	0	0	0			0
Slow Pitch Adult Softball: Men's "D" League	1	5	6	0	36	36
Slow Pitch Adult Softball: Men's "C" League	0	0	0			
Slow Pitch Adult Softball: Men's Lower "D" League	18	42	60			
Slow Pitch Adult Softball: Men's Upper "D" League	14	46	60			0
Star Party at the Griffith Observatory				4	6	10
Tennis Stars	23	5	28	21	3	24
Tier 1 Tennis	1	16	17	8	4	12
Tunes and Tales	14	13	27	4	7	11
Zumba	38	4	42	5	1	6
Zumba Toning	28	0	28			
Enrollment Totals:	917	597	1514	729	626	1355
	61%	39%		54%	46%	

Attachment: Copy of Winter 2019 Enrollment Summary (1825 : 2019 Winter Quarter Evaluation)



City of Laguna Hills

Parks & Recreation Commission

Staff Report

DATE: April 3, 2019
TO: Parks and Recreation Commission
FROM: Dan Meehan
Community Services Superintendent
ISSUE: 2019 4Th of July Celebration Pre Event Report

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

SUMMARY:

The City of Laguna Hills will host its annual Fourth of July celebration at the Laguna Hills Sports Complex on Thursday, July 4, 2019. 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 March 12, 2019, meeting, the City Council authorized the City Manager to execute an agreement with Fireworks America for the 2019 fireworks display. The proposed show for 2019 will have approximately one thousand one hundred and three (1,103) shells, and a cost of \$26,500. The fireworks display 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 Thursday, July 4, 2019. 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

2019 4Th of July Celebration Pre Event Report

April 3, 2019

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
- City Commissions

Vendor Booths: (To be contacted by Staff)

- Dippin Dots - LHHS PTSA
- Churros, candy, pretzels, & nachos - LHHS Music Boosters
- Roasted Corn, iced tea, lemonade & pizza - Boy Scout Troop 1602
- Shaved ice - LHHS Water Polo Boosters
- Hot dogs & brownies - Festival Singers
- Chili & Cornbread - AYSO 1422
- Water, soda & Gatorade - LHHS Football Boosters
- Cupcakes and iced coffee - LHHS Lacrosse Boosters
- Hamburgers and chips – Team Darkhorse

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.

Vendor booth rental forms will be sent to all past vendors. Vendors who have participated previously in the Fourth of July Celebration have until late May to submit their request for a booth for 2019. After this date, food items that have not been secured by a past vendor may be given away to other interested Laguna Hills non-profit organizations.

At its March 12, 2019, meeting, the City Council authorized the City Manager to execute an agreement with Fireworks America for the 2019 fireworks display. The proposed show for 2019 will have approximately one thousand one hundred and three (1,103) shells, and a cost of \$26,500. The fireworks display will be approximately 18 minutes in length.

FISCAL IMPACT:

The budget for the 2018 Fourth of July event is \$58,450 which includes a fireworks budget of \$26,500. Estimated net costs total \$52,250, which accounts for an estimated \$5,000 in ticket sales revenue and \$1,200 in vendor booth rentals.