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 contract 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