
**PARKS AND
RECREATION
COMMISSION**



**FEBRUARY 05, 2014
7:00 PM**

AGENDA

Jack Noenickx - Chair

Daniel Cooper - Vice Chair

Chris Mackey - Commissioner

Victoria Auer - Commissioner

Richard Nagle - Commissioner

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

2.1 APPROVAL OF THE MINUTES OF THE REGULAR MEETING,
DECEMBER 04, 2013

RECOMMENDATION: THAT THE PARKS AND RECREATION COMMISSION
APPROVE THE MINUTES OF THE DECEMBER 04, 2013 REGULAR
MEETING.

3. PRESENTATIONS

4. ADMINISTRATIVE REPORTS

4.1 2013 COMMUNITY SERVICES YEAR END REPORT

RECOMMENDATION: THAT THE PARKS AND RECREATION COMMISSION
RECEIVE AND FILE THE REPORT

5. INFORMATIONAL ITEMS

5.1 TREE CITY USA SIGNS

RECOMMENDATION: THAT THE PARKS AND RECREATION COMMISSION
RECEIVE AND FILE THE REPORT.

6. COMMISSIONER COMMENTS

7. ADJOURNMENT

The next Regular Meeting of the Parks and Recreation Commission will be April 02, 2014, 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 La Paz Center by January 31, 2014, at 5:00PM.



DAVID T. REYNOLDS
DEPUTY CITY MANAGER

January 31, 2014

DATE

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 access.

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, CALIFORNIA
Parks and Recreation Commission
MINUTES
DECEMBER 4, 2013

CALL TO ORDER

Chair Noenickx called the Regular Meeting of the Parks and Recreation Commission of the City of Laguna Hills, California, to order at 7:01 PM in the Laguna Hills City Council Chamber, 24035 El Toro Road, Laguna Hills.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chair Noenickx.

ROLL CALL OF COMMISSION MEMBERS:

Present: Chair Noenickx, Vice Chair Cooper, Commissioner Mackey,

Absent: Commissioner Auer and Commissioner Nagle

STAFF PRESENT: David Reynolds, Deputy City Manager; Dan Meehan, Community Services Superintendent; Cindy Sands, Administrative Assistant.

1. PUBLIC COMMENTS

2. MINUTES

2.1 REGULAR MEETING, OCTOBER 02, 2013

**MOTION TO APPROVE THE MINUTES OF THE OCTOBER 02, 2013 MEETING
BY VICE CHAIR COOPER, S/COMMISSIONER MACKEY.
APPROVED BY A VOTE OF 3-0.**

3. PRESENTATIONS

None

4. ADMINISTRATIVE REPORTS

4.1 2014 LAGUNA HILLS HALF MARATHON, 10K, & 5K EVENT

Community Services Superintendent Meehan provided a brief summary of the report which detailed the Y-T-D participation rate in addition to current course maps and budget for the 2014 event.

Mr. Mike Bland of Laguna Hills greeted the Commission. Mr. Bland indicated the 3/5 Battalion would be deployed to Japan during the race period and that might have an impact on the participation rate at this year's event. Mr. Bland provided the Commission with a brief history on this year's suggested Grand Marshall; Lance Corporal Carlos Garcia.

**MOTION THAT THE COMMISSION RECOMMEND TO THE CITY COUNCIL THAT LANCE CORPORAL CARLOS GARCIA IS THE GRAND MARSHALL AT THIS YEAR'S EVENT, BY CHAIR NOENICKX S/VICE CHAIR COOPER.
APPROVED BY A VOTE OF 3-0.**

**MOTION TO RECEIVE AND FILE THE REPORT, BY COMMISSIONER MACKAY S/VICE CHAIR COOPER.
APPROVED BY A VOTE OF 3-0.**

4.2 HOLIDAY AND PATRIOTIC BANNER PROGRAM

Deputy City Manager Reynolds provided the Commission with a PowerPoint presentation summarizing the key elements within the attached staff report.

Mr. Reynolds reiterated the banner evaluation project was an approved major plan in the City's current budget cycle, however, was not currently factored into the current budget.

It was the consensus of the Commission to direct staff to provide the following recommendations to the City Council regarding the Holiday and Patriotic Banner Program:

1) Return of Citywide "Season Greetings" and "Patriotic" Banner Program

- The Parks and Recreation Commission favored the return of both Holiday and Patriotic banners and the use of existing banner designs. Existing banners in good condition should be used again and banners should be replaced as necessary. The Commission favored the banner program as it was displayed on City arterials prior to the program reductions of 2005. The streets where banners were displayed prior to 2005 included Alicia Parkway, Cabot Road, El Toro Road, La Paz Road, Oso Parkway, Paseo de Valencia Lake Forest Drive, and Moulton Parkway. The Commission's recommendation was to budget for the return of both the Holiday and the Patriotic banners on the aforementioned streets in the next budget cycle.

- The Commission's second choice for street coverage was to center banner displays in the City's core as was the budget consideration initiative in 2005. This street coverage included Alicia Parkway, El Toro Road, La Paz Road, and Paseo de Valencia.
- The Commission favored the installation of Patriotic banners prior to Memorial Day and displaying them through Veteran's Day in November. The Commission suggested that at the same time the Patriotic banners are removed, the Holiday banners could be installed. The Holiday banners would be on display until mid-January. The Commission felt that Veteran's Day should be included in the Patriotic banner program and the City could benefit from cost savings of a banner change-out.

2) 2014 Patriotic Banner Display

- The Commission recommended the use of existing City Patriotic banners and 25 Team Dark Horse banners to honor the 25 fallen 3/5 Battalion Marines and to install these banners in time for the 2014 Memorial Day Race. The Commission recommended that the 3/5 banners are integrated with the City Patriotic banner side by side. On another pole, two City patriotic banners would be on display side by side.
- The Commission's recommendation for a coverage area was Option 2 as described in the staff report, which includes Paseo de Valencia (El Toro to La Paz) and Alicia Parkway (Hon to Moulton).
- The Commission's recommendation to use these two roadways was also conditioned on reducing the number of banners to be displayed by staggering banners to every other light pole. This recommendation was made with the understanding that the Team Dark Horse Committee would fund the creation of the 25 fallen Marine banners and possibly fund the installation cost of these banners.

5. INFORMATIONAL ITEMS

6. COMMISSIONER COMMENTS

Chair Noenickx requested staff provide the Commission with an update regarding the walkway project along La Paz Rd. up Alameda. Deputy City Manager Reynolds indicated he would follow up with Public Services Director; Ken Rosenfield and provide the Commission with a project update.

Chair Noenickx thanked Mike Bland of Laguna Hills for his service on the 3/5 Marine Support Committee and welcomed Karen Robbins.

7. ADJOURNMENT

There being no further business before the Parks and Recreation Commission at this meeting, Chair Noenickx adjourned the meeting at 8:47 pm.

DAVID REYNOLDS
DEPUTY CITY MANAGER

ATTEST:

JACK NOENICKX, CHAIR

APPROVED AT MEETING OF FEBRUARY 5, 2014

CITY OF LAGUNA HILLS

PARKS AND RECREATION COMMISSION AGENDA REPORT COMMUNITY SERVICES DEPARTMENT

ISSUE: 2013 COMMUNITY SERVICES YEAR END REPORT

SUMMARY:

Staff has completed a Year End Report for calendar year 2013. The purpose of the report is to highlight the major accomplishments of the past year, along with providing information on facility reservations, program registration and evaluations, and costs associated with the maintenance of the Community Center building.

**RECOMMENDATION: THAT THE PARKS AND RECREATION COMMISSION
RECEIVE AND FILE THE REPORT.**

ATTACHMENTS:

- 2013 Community Services Year End Report

THE CITY OF LAGUNA HILLS



COMMUNITY SERVICES DEPARTMENT YEAR END REPORT

2/5/2014 ITEM NO. 4.1

2013

STAFFING:

The Community Services Department is comprised of six full-time staff, two regular part-time staff, and thirty part-time and seasonal employees. The mission statement of the department is to "Provide quality recreation programming that promotes a healthy lifestyle, self-esteem, family life, and community spirit." To fulfill the objectives of this mission statement, the Community Services Department offers recreation programs, City wide special events, senior programs, disability services, adult sports leagues, and manages the operation of the 43,000 square foot Community Center building and Sports Complex. The purpose of this report is to highlight the major accomplishments of the past year, as well as to highlight information such as facility reservation totals, program registration, and costs associated with the maintenance of the Community Center building.

Department Highlights

The following is a listing of some of the 2013 Community Services Department highlights and accomplishments.

- CIP 513 Completed: The refurbishment of the Community Center facility was completed in 2013. Work completed included paint throughout the facility, new carpet, and wallpaper.
- A Community Services Department Work Program for FY 2013/14 is to "Increase community awareness and availability of senior programs." To accomplish this task, staff worked with the Emeritus Institute of Saddleback College in adding new class offerings at the Community Center. New classes added in 2013 included Sketching, Art Appreciation, Watercolor, and a Beginning Spanish course. In addition, staff added a Chamber Music Concert Series once a month in the Heritage Room. "Moment Musicale", offered by the Saddleback College Emeritus Institute Symphony, was offered during the lunch hour and was well attended. Finally, staff offered a "Drop-in Table Tennis" program on Mondays and Thursdays in the gymnasium from 12 noon-2:00pm. The program had a total of 525 attendees for 2013.
- An upgrade to the existing security camera system was also started in 2013. Nine new cameras are being added to the existing 16 security camera system. New cameras will be added at the skatepark, loading dock, and front parking lot at the Community Center. In addition, some of the existing analogue cameras inside the facility were upgraded to IP cameras. Staff will also be able to access and view the camera system from mobile devices with the new upgrade.



Special Events

The Community Services Department once again offered a variety of family oriented, seasonal special events. More than 15,400 participants attended the special events offered during 2013 (this includes the estimate for the 4th of July event). Listed below are the special events offered during 2013 as well as participation numbers for each event for 2011 and 2012.

Daddy Daughter Dinner Dance

On February 8, 2013 the annual "Daddy Daughter Dinner Dance" took place at the Community Center. Two hundred thirteen (213) fathers and daughters registered for a night of dancing, dinner and a lifetime of memories. Dinner was catered by Olamendi's and dessert was provided by Heidelberg Pastry Shop.

2011	2012	2013
197	224	213

Late Night Flashlight Egg Hunt

On March 29, 2013 two hundred twelve (212) children ages 7-14 came out with flashlights and baskets in hand to find hidden eggs. Each child got a raffle ticket and also had the chance to collect extra tickets by finding special eggs with tickets inside of them. The event concluded once again with a large raffle in the gazebo area of the Laguna Hills Sports Complex.

2011	2012	2013
130	158	245

Mr. Bunny & Friends

On Saturday, March 30, 2013 one hundred six (106) children ages six years and younger came out to the Community Center for a morning filled with fun springtime activities. This event offered participants a light breakfast, crafts and a picture with Mr. Bunny himself. The morning was capped off by an egg hunt which took place on the lawn in front of the Community Center.

2011	2012	2013
73	85	106

Earth Day Laguna Hills & Document Shredding Event

The City's annual Earth Day Laguna Hills took place on Saturday, April 20, 2013. Sixty-three (63) volunteers were welcomed by Council Members, Commissioners and staff before breaking off into coordinated groups to assist in the cleanup of the Aliso Creek Trail, the Edison Easement Trail, Veeh Ranch Trail, and the Juan Avila Trail. Volunteers also planted trees in recognition of Arbor Day along Paseo de Valencia. A document shredding event was added to the event in 2013. A total of 11,855 pounds of documents were shredded and diverted from local landfills. The volunteers concluded their work just before noon and were provided a thank you luncheon at the Community Center which was donated by local restaurants.

2011	2012	2013
49	132	63

Children's Spring Concert

Approximately one hundred (100) people attended the annual Children's Spring Concert on Friday, May 3, 2013 on the soccer fields at the Community Center. Families were able to enjoy music provided by Jules Music 4 Kids, a bounce house, crafts and games, along with dinner and dessert options provided by two food trucks.

2011	2012	2013
75	125	100

Fourth of July

Approximately 11,000 people attended the city's annual Fourth of July Celebration on Thursday, July 4, 2013. The event began at 4:00 pm with carnival rides, games, informational material, food booths and live entertainment provided by "Straight 78." Total expenditures for this event were \$24,535 (not including staff time). Net costs totaled \$18,809, which accounts for \$4,426 in ride ticket sales and \$1,300 in vendor booth rentals. The City was not charged for a fireworks show for 2013.

2011	2012	2013
~11,000	~11,000	~11,000

A Ghostly Affair

On Saturday, October 26, 2013 the Community Center's Heritage room was transformed into a haunted mansion. One hundred thirty-four (134) children ages 12 and younger came out in their favorite Halloween costumes to see if they could catch a glimpse of the many scary creatures lurking around the Community Center that night. The night included ghoulish snacks and exciting games and prizes.

2011	2012	2013
36	108	134

Breakfast with Santa

Saturday, December 7, 2013 one hundred forty-one participants came to the Community Center for pictures and breakfast with Santa. Community Services staff and Parks and Recreation Commissioners served a pancake breakfast. The morning also included crafts and entertainment was provided by Annie Bannanie.

2011	2012	2013
74	150	141

Memorial Day Half Marathon, 10K & 5K

The 15th annual City of Laguna Hills Memorial Day Half Marathon , 10K and 5K honoring the USMC Dark Horse Battalion took place on Monday, May 27, 2013, with 3,400 runners participating. The races were led away from the start line by the first ever event Grand Marshall in a USMC Humvee, just after the Nation's colors were presented by a Color Guard from the 3/5 Battalion. 3/5 Marines were once again a popular addition to the post race expo.

2011	2012	2013
2,924	2,760	3,400



Facility Maintenance & Repair

The Community Services Department manages the 18 acre Community Center and Sports Complex. The Community Center facility is maintained through a janitorial contract with the Ritz Company. As part of the contract, a Day Porter assists in the routine maintenance and cleaning of the building, five days per week, eight hours per day. The annual costs for the Ritz Company is \$70,000. In addition to general maintenance repair costs, routine services associated with the facility include the following:

- Indoor plant service
- Elevator service
- Pest control service
- Air conditioning service
- Plumbing and electrical service
- Fire alarm testing

Security system

The Community Center facility maintenance costs for 2013 totaled \$62,987. The table below provides a comparison of the Maintenance and Repairs expenditures for the previous three years. The budget for FY 2013/14 is \$60,000. It should be noted that the Ritz Company janitorial service contract is not included in the costs provided in Table 1. In addition, the Public Services department administers the landscape maintenance and outdoor janitorial services contracts for the Sports Complex facility and the costs for those service contracts are also not reflected in the totals presented in Table 1.

Table 1: Maintenance and Repair Costs per Calendar Year		
2011	2012	2013
\$48,449	\$69,292	\$62,987

Facility Reservations

The Laguna Hills Community Center and Sports Complex continues to serve the community for numerous facility reservation needs, which include wedding receptions, memorials, business seminars, quinceaneras, and HOA meetings. The Sports Complex fields, picnic shelters and paleo themed playground are busy throughout the year. The tables below presents a comparison for facility and field rental revenue for 2012 and 2013.

Table 2: Facility Reservation Revenue Comparison		
Facility	2012	2013
Heritage Room	\$132,658.00	\$102,640.00
Meeting Room A/B/C	\$32,015.00	\$33,891.25
Art Room	\$13,258.00	\$11,820.00
Physical Activity Room	\$545.00	\$295.00
Large Classroom	\$11,035.00	\$14,255.00
Individual Classroom	\$0.00	\$1,552.50
Gymnasium 1 Court	\$7,195.00	\$3,925.00
Full Gymnasium	\$3,450.00	\$12,035.00
Tower Room	\$220.00	\$167.50
Picnic Shelters	\$9,982.00	\$7,905.00
Half Soccer Field	\$16,430.00	\$13,878.75
Full Soccer Field	\$11,693.00	\$5,576.25
Baseball Field	\$0.00	\$4,215.00
Softball Field	\$2,310.00	\$6,652.50
Total Revenue	\$240,791.00	\$218,808.75

Table 3: Reservation Stats by Rental Category			
2013			
	# of Res.	Hours	Percentage of Rental Hours
Resident Non-Profit	80	1,780.50	43.5.%
Resident Private	151	1,605.75	39.3%
Non-Resident Non-Profit	33	286.25	7.0%
Non-Resident Private	39	210.25	5.1%
Commercial	42	206.75	5.0%
Totals	345	4,089.50	

Program Registration

The City offered more than 450 recreation classes during 2013. Senior fitness programming is managed by the Emeritus program at Saddleback College, and had 2,141 participants in 2013. A total of 6,216 people participated in recreation programs offered in 2013, and program revenue for 2013 totaled \$315,066. For a means of comparison, enrollment and revenue totals for 2011 and 2012 are provided in the Figures 1 and 2 below.

Figure 1: Number of Annual Program Registrants

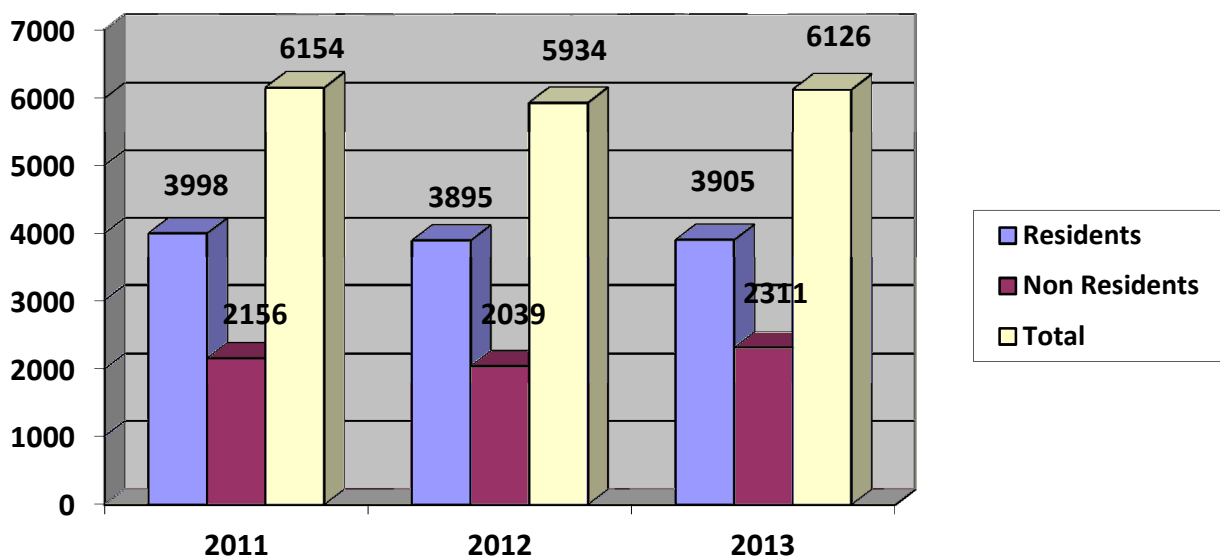


Figure 2: Program Registration Revenue

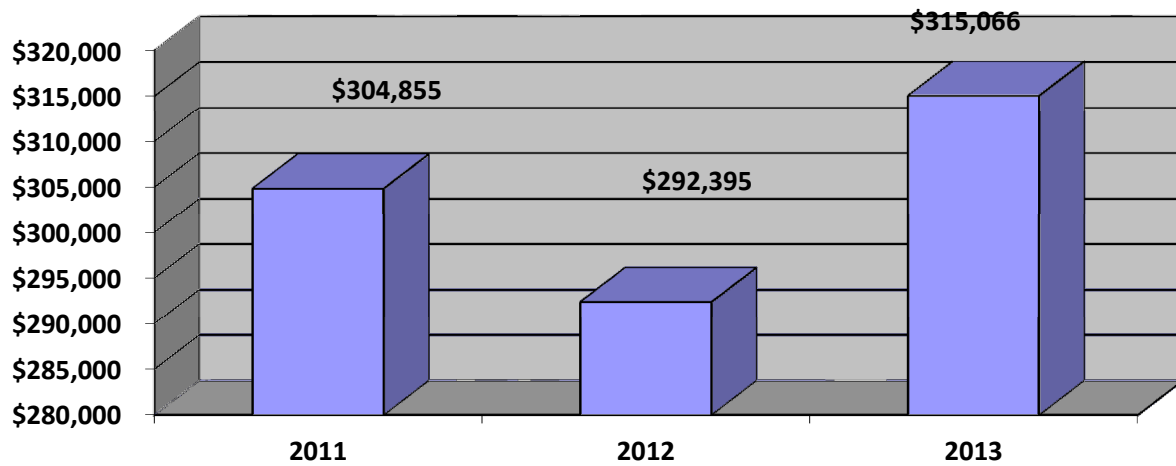


Table 3 below provides a breakdown of classes offered by category, along with a comparison between calendar years 2012 and 2013.

Table 3: Class Age Category Comparison					
		2012		2013	
Category	Age	# of Classes	% of Program Offerings	# of Classes	% of Program Offerings
Early Childhood	1.5-6 years	105	24%	109	23%
Children	6-12 years	116	26%	119	25%
Teen	13-17 years	95	22%	96	20%
Adult	18 and older	122	28%	145	31%



CITY OF LAGUNA HILLS

PARKS AND RECREATION COMMISSION AGENDA REPORT COMMUNITY SERVICES DEPARTMENT

ISSUE: TREE CITY USA SIGNS

SUMMARY:

At the October 2, 2013, Parks and Recreation Commission meeting, Chair Noenickx inquired about the location of "Tree City USA" signs within the City. The signs acknowledge that the City has attained the status of "Tree City USA" by the Arbor Day Foundation. Staff discussed the matter with the Parks Department, and was informed that there are two signs on Alicia Parkway, two signs on La Paz Road, and one on Oso Parkway near Cabot Road. The Parks Department has one additional sign that may be placed in North Laguna Hills if an appropriate center median can be found on Moulton Parkway or Lake Forest Drive.

**RECOMMENDATION: THAT THE PARKS AND RECREATION COMMISSION
RECEIVE AND FILE THE REPORT.**
