



**CITY OF LAGUNA HILLS
PARKS AND RECREATION COMMISSION
REGULAR MEETING AGENDA
FEBRUARY 03, 2016
7:00 PM**

Victoria Auer – Chair

**Richard Nagle - Vice Chair
Chris Mackey - Commissioner**

**Maya Douglas - Commissioner
Daniel Cooper - 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.

PARKS AND RECREATION COMMISSION REORGANIZATION

ELECTION OF CHAIR

ELECTION OF VICE CHAIR

2. MINUTES

2.1 APPROVAL OF THE MINUTES OF THE REGULAR MEETING,
DECEMBER 2, 2015.

RECOMMENDATION: THAT THE PARKS AND RECREATION COMMISSION
APPROVE THE MINUTES OF THE DECEMBER 2, 2015 REGULAR MEETING.

3. PRESENTATIONS

4. ADMINISTRATIVE REPORTS

4.1 2015 COMMUNITY SERVICES DEPARTMENT YEAR END REPORT

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

4.2 2016 PATRIOTIC AND 3/5 MARINE BATTALION TRIBUTE BANNER
DISPLAY

RECOMMENDATION: THAT THE PARKS AND RECREATION COMMISSION
APPROVE THE INSTALLATION OF 3/5 MARINE BATTALION TRIBUTE
BANNERS AS RECOMMENDED BY STAFF IN THIS STAFF REPORT

5. INFORMATIONAL ITEMS

5.1 2016 VOLUNTEER CONNECTION DAY AND DOCUMENT
SCHREDDING 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 and Recreation Commission will be April 06, 2016, 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 January 29, 2016, at 5:00 PM.



DAVID T. REYNOLDS
DEPUTY CITY MANAGER

January 29, 2016

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
REGULAR MEETING MINUTES
DECEMBER 2, 2015

CALL TO ORDER

Chair Auer called the Regular Meeting of the Parks and Recreation Commission of the City of Laguna Hills, California, to order at 7:00 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 Auer.

ROLL CALL OF COMMISSION MEMBERS:

Present: Chair Auer, Vice Chair Nagle, Commissioner Cooper, Commissioner Douglas, Commissioner Mackey

Absent: None

STAFF PRESENT: David Reynolds; Deputy City Manager, Dan Meehan; Community Services Superintendent; Matt Durham; Senior Leader, Daryl Walezak; Senior Leader; Jaime Ballard, Administrative Assistant.

1. PUBLIC COMMENTS
2. MINUTES

2.1 REGULAR MEETING MINUTES, OCTOBER 7, 2015

MOTION TO APPROVE THE MINUTES OF THE OCTOBER 07, 2015 REGULAR MEETING BY COMMISSIONER COOPER, S/COMMISSIONER MACKEY.
APPROVED BY A VOTE OF 4-0.
VICE CHAIR NAGLE ABSTAINED

3. PRESENTATIONS
4. ADMINISTRATIVE REPORTS

4.1 MULTI-USE OF THE ROLLER HOCKEY RINK AND THE

CONSIDERATION OF INSTALLING PICKLEBALL COURTS

Deputy City Manager Reynolds indicated one of the Community Services Department Work Programs for 2015/16 - 2016/17 was to evaluate the current use at the hockey rink and recommend multiple use of the hockey facility.

Mr. Reynolds introduced Senior Leader Walezak to the Commission. Mr. Walezak greeted the Commission. Mr. Walezak provided the Commission with a PowerPoint presentation that included the following items:

- Pictures of the Current Hockey Rink
- Potential Use of Rink
- Introduction of Pickleball
- Examples of Permanent Courts and Temporary Courts
- Pictures of Courts located in the City of Laguna Niguel
- Examples of Multi-Use Courts
- Pickleball Equipment
- Staff's Suggestions (Options 1-3)

Mr. Bill Smith of Laguna Niguel greeted the Commission. Mr. Smith provided the Commission with a hand-out of the Pickleball games currently being held in the City of Laguna Niguel. Mr. Smith stated Pickleball is a sport that has exploded throughout the community.

MOTION TO RECOMMEND TO THE CITY COUNCIL THE INSTALLATION OF PICKLE BALL COURTS AND HALF-COURT BASKETBALL COURTS AS PRESENTED AS OPTION #4 IN THE STAFF REPORT BY COMMISSIONER COOPER, S/COMMISSIONER DOUGLAS. 5-0

4.2 COMMUNITY CENTER FACILITY AND GYMNASIUM RENTAL RATES

Deputy City Manager Reynolds indicated another Community Service Work Program for FY 2015/16 – 2016/17 was to conduct an analysis of the current rental rates being charged by the City of Laguna Hills and compare them to what other municipalities are charging.

Mr. Reynolds provided the Commission with a brief summary of the methodology used in conducting the analysis along with the benchmark average of what other municipalities are charging.

Mr. Reynolds summarized staff's "Proposed Fee Worksheet" for the Commission with the objective of recovering operating costs and align with the benchmark average.

Commission asked if there were any concerns regarding the fee increases negatively impacting reservation numbers. Staff responded by saying that with the increases, the rates are still competitive and would not deter rentals.

MOTION TO RECOMMEND TO CITY COUNCIL STAFF'S PROPOSED FACILITY RATE INCREASES BY COMMISSIONER MACKEY, S/COMMISSIONER DOUGLAS. 5-0

5. INFORMATIONAL ITEMS

5.1 2016 LAGUNA HILLS HALF MARATHON, 10K & 5K EVENT

Community Services Superintendent Meehan summarized the report for the Commission.

IT WAS THE CONSENSUS OF THE COMMISSION TO RECEIVE AND FILE THE REPORT.

5.2 2015 FALL QUARTER EVALUATION

Community Services Superintendent Meehan summarized the report for the Commission.

IT WAS THE CONSENSUS OF THE COMMISSION TO RECEIVE AND FILE THE REPORT.

6. COMMISSIONER COMMENTS

7. ADJOURNMENT

There being no further business before the Parks and Recreation Commission at this meeting, Chair Auer adjourned the meeting at 7:58 pm.

DAVID REYNOLDS
DEPUTY CITY MANAGER

ATTEST:

VICTORIA AUER, CHAIR

APPROVED AT MEETING OF FEBRUARY 3, 2016



City of Laguna Hills

Parks & Recreation Commission

Staff Report

DATE: FEBRUARY 3, 2016

TO: PARKS AND RECREATION COMMISSION

**FROM: DAN MEEHAN
COMMUNITY SERVICES SUPERINTENDENT**

ISSUE: 2015 COMMUNITY SERVICES DEPARTMENT YEAR END REPORT

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

SUMMARY:

Staff has completed a Year End Report for calendar year 2015. 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.

ATTACHMENTS:

- 1) Year End Report
- 2) Attachment A to the Year End Report – Emeritus Institute 2015 Enrollments

City of Laguna Hills

Community Services Department Year End Report

Staffing

The Community Services Department is comprised of six full-time staff, one 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

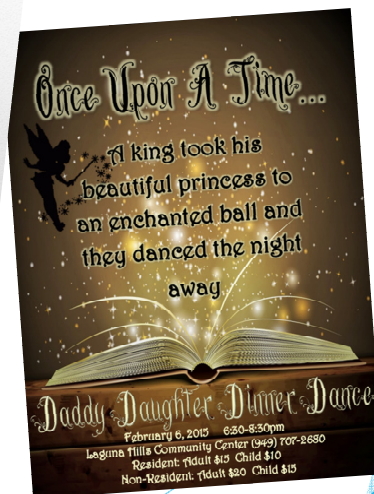
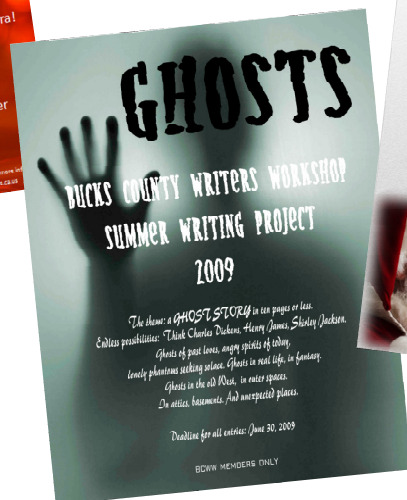
The following is a listing of some of the 2015 Community Services Department highlights and accomplishments:

- ▶ A Community Services Department Work Program for FY 2015/16-2016/17 was to 'serve as a "Host Town" city for the delegation for the Los Angeles World Games Special Olympics.' During the summer, the City of Laguna Hills and the City of Lake Forest partnered in this effort. The cities were honored to host athletes from the Cayman Islands (56 delegates) and Vietnam (12 delegates) prior to the start of the opening ceremonies in Los Angeles. Activities for the athletes included a dance at the Lake Forest Civic Center, a breakfast at the Laguna Hills Community Center, training time at Laguna Hills High School and Community Center gym, and an outing to the Orange County Fair.
- ▶ The City of Laguna Hills and Moulton Niguel Water District formed a strategic partnership to convert the softball field at the Laguna Hills Sports Complex to synthetic turf. Lehman Construction, Inc., began the work in July, and is now completed. The project included turf replacement, lighting, fencing and netting and will result in expanded use of the fields and reduced operational costs, all with no impact to the City's general fund.



Special Events

The Community Services Department once again offered a variety of family oriented, seasonal special events. More than 14,500 participants attended the special events offered during 2015 (this includes the estimate for the 4th of July event which is ~10,000). Listed below are the special events offered during 2015 as well as participation numbers for each event for 2013 and 2014.



Daddy Daughter Dinner Dance

On February 6, 2015 the annual “Daddy Daughter Dinner Dance” took place at the Community Center. Two hundred six (206) fathers and daughters registered for a night of dancing, dinner and a lifetime of memories. Dinner was catered by Villa Roma and dessert was from Rita’s Italian Ice.

2013	2014	2015
213	210	206



Late Night Flashlight Egg Hunt

This event was cancelled for 2015 and the funds were utilized for the Special Olympics “Host Town” activities.

2013	2014	2015
245	122	CANCELLED

Mr. Bunny and Friends

This event was cancelled for 2015 and the funds were utilized for the Special Olympics “Host Town” activities.

2013	2014	2015
106	54	CANCELLED

Volunteer Connection Day & Mulch Collection Event

The City's annual Volunteer Connection Day took place on Saturday, April 18, 2015. Sixty (60) 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 Oso Parkway Trail, Veeh Ranch Trail, and the Juan Avila Trail. Volunteers also planted fifteen (15) trees in recognition of Arbor Day at Mendocino Park. The event also offered an onsite paper shredding event. 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.

2013	2014	2015
63	53	60

Fourth of July

Approximately 10,000 people attended the city's annual Fourth of July Celebration on Friday, July 4, 2015. 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 \$49,796 (not including staff time). Net costs totaled \$43,758, which accounts for \$4,938 in ride ticket sales and \$1,100 in vendor booth rentals.

2013	2014	2015
~11,000	~11,000	~10,000



A Ghostly Affair

On Saturday, October 24, 2015, the Community Center's Heritage room was the site of a Halloween carnival. Ninety-three (93) children ages 6 and younger came out in their favorite Halloween costumes and were able to play multiple carnival games, make crafts to take home, and take pictures with various Halloween characters. The afternoon included ghoulish snacks and an opportunity to trick-or-treat.

2013	2014	2015
134	65	93



A 'MAZE'ingly Haunted Hills

On the evening of Saturday, October 24, 2015, the Community Center's Heritage room was transformed into a haunted maze. Eighty-two (82) children ages 7 to 17 came out to see if they could find the many ghosts and goblins sneaking and lurking around the Community Center.

2013	2014	2015
-	75	82



Breakfast with Santa

Saturday, December 12, 2015 one hundred seventy-five (175) 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, carolers, and a story read by Santa.

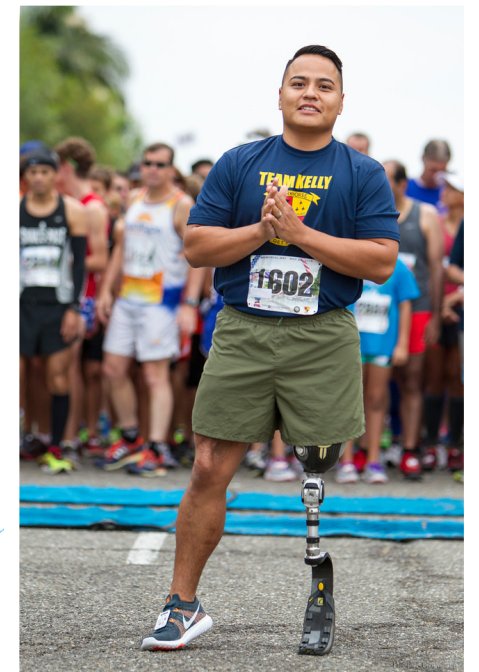
2013	2014	2015
141	94	175



Memorial Day Half Marathon, 10K & 5K

The 17th annual City of Laguna Hills Memorial Day Half Marathon, 10K and 5K honoring the USMC Dark Horse Battalion took place on Monday, May 25, 2015, with 3,990 runners participating. The races were led away from the start line by the event Grand Marshall Cpl. Marcus Chischilly just after the Nation's colors were presented by the Color Guard from the 1st Division.

2013	2014	2015
3,400	3,690	3,990



Facility Maintenance Repair

The Community Services Department manages the 18 acre Community Center and Sports Complex. The Community Center facility is maintained by Essex Property Management. 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 2015 totaled \$78,711. The table below provides a comparison of the Maintenance and Repairs expenditures for the previous three years. The budget for FY 2014/15 was \$62,500. In addition, the Public Services department administered the landscape maintenance contract for the Sports Complex facility in 2015, and the costs for those service contracts are not reflected in the totals presented in Table 1.

Table 1: Maintenance and Repair Costs per Calendar Year		
2013	2014	2015
\$62,987	\$68,972	\$78,711

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 2013 and 2014.

Table 2: Reservation Revenue Comparison			
Facility	2013	2014	2015
Heritage Room	\$102,640.00	\$114,708.75	\$129,884.65
Meeting Room A/B/C	\$33,891.25	\$39,240.00	\$34,425.00
Art Room	\$11,820.00	\$13,753.75	\$10,020.00
Physical Activity Room	\$295.00	\$465.00	\$0.00
Large Classroom	\$14,255.00	\$6,482.50	\$11,692.00
Individual Classroom	\$1,552.50	\$157.50	\$188.75
Gymnasium 1 Court	\$3,925.00	\$7,752.50	\$4,110.00
Full Gymnasium	\$12,035.00	\$15,660.00	\$8,835.00
Tower Room	\$167.50	\$550.00	\$485.00
Picnic Shelters	\$7,905.00	\$8,117.50	\$4,495.00
Half Soccer Field	\$13,878.75	\$2,925.00	\$9,743.75
Full Soccer Field	\$5,576.25	\$9,061.25	\$6,210.00
Baseball Field	\$4,215.00	\$3,830.00	\$5,707.00
Softball Field	\$6,652.50	\$13,290.00	\$4,002.50
Total Revenue	\$218,808.75	\$235,993.75	\$229,798.65

Table 3: Reservation Stats by Rental Category

	2013			2014			2015		
	# of Res.	Hours	Percentage of Revenue	# of Res.	Hours	Percentage of Revenue	# of Res.	Hours	Percentage of Revenue
Resident Non-Profit	80	1,780.50	43.5%	94	1,418.25	42.4%	87	1,690	52.8%
Resident Private	151	1,605.75	39.3%	130	1,113.25	33.3%	122	915.50	28.6%
Non-Resident Non-Profit	33	286.25	7.0%	29	175.75	5.3%	26	134	4.2%
Non-Resident Private	39	210.25	5.1%	32	267.5	8.0%	34	185	5.8%
Commercial	42	206.75	5.0%	46	366	11.0%	43	275.50	8.6%
Totals	345	4,089.50		331	3,340.75		312	3,200	

Program Registration

The City offered nearly 420 recreation classes during 2015. Senior fitness and cultural arts programming is managed by the Emeritus program at Saddleback College, and had nearly 2,400 participants in 2015. Attachment A to this report provides a class enrollment breakdown for all Emeritus classes offered. A total of 6,152 people participated in recreation programs offered in 2015, and program revenue for 2015 totaled \$354,973. For a means of comparison, enrollment and revenue totals for 2013 and 2014 are provided in the Figures 1 and 2 on the following page.



Figure 1: Number of Annual Program Registrants

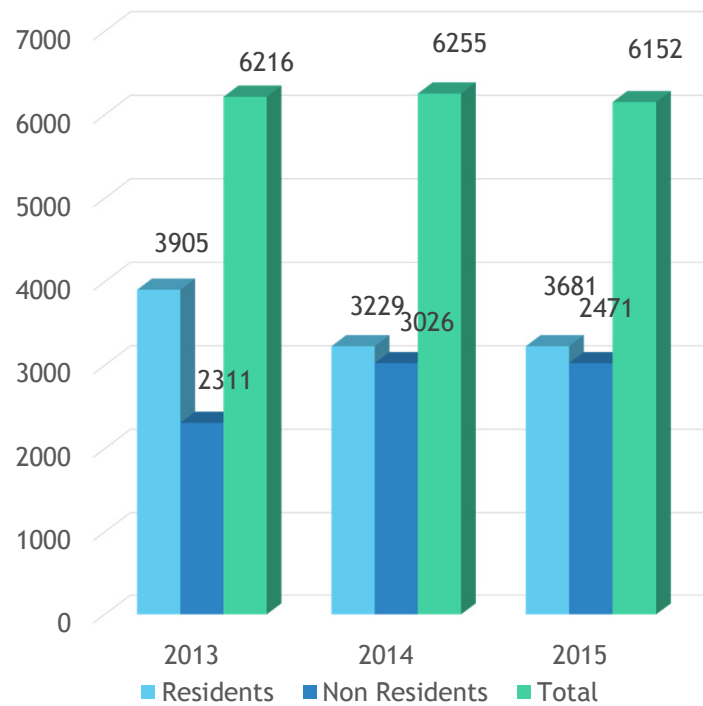


Figure 2: Program Registration Revenue

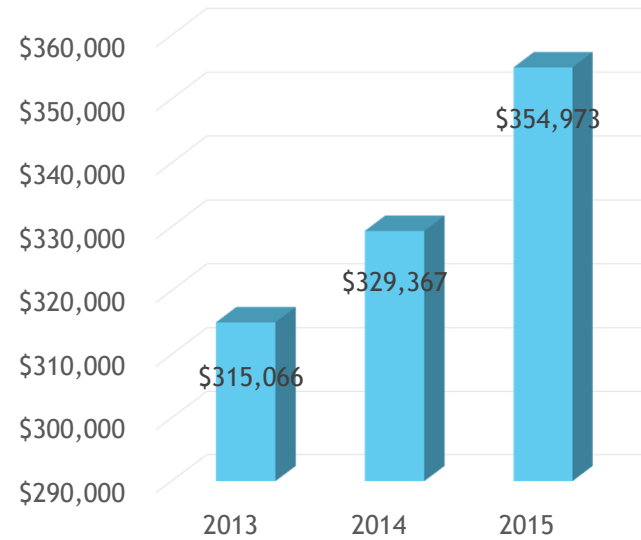


Table 4 below provides a breakdown of classes offered by category, along with a comparison between calendar years 2013 and 2014.

Table 4: Class Age Category Comparison

		2013		2014		2015	
Category	Age	# of Classes	% of Program Offerings	# of Classes	% of Program Offerings	# of Classes	% of Program Offerings
Early Childhood	1.5-6 years	109	23%	96	22%	89	21%
Children	6-12 years	119	25%	93	20%	97	23%
Teen	13-17 years	96	20%	80	18%	78	19%
Adult	18 and older	145	31%	179	40%	154	37%
Total		469		448		418	



Spring 2015 - Emeritus Institute									
Site	Day	Time	Instructor	Ticket #	Class Preix	Class Title	Enrollment	Start	End
LHCCSC	M	1:00 PM - 4:05 PM	Lommatsch Barrett, C	19920	ART 41X	ART MEDIA STUDIES -EI	36	01/20/2015	05/21/2015
LHCCSC	Mon & Wed	9:00 AM - 9:50 AM	Ward, M	20815	HLTH 502	HLTH AND WELLNESS(EI)	212	01/20/2015	05/21/2015
LHCCSC	Mon & Wed	10:05 AM - 10:55 AM	Lowe, L	20730	HLTH 502	HLTH AND WELLNESS(EI)	115	01/20/2015	05/21/2015
LHCCSC	Mon & Wed	11:00 AM - 11:50 AM	Lowe, L	20810	HLTH 502	HLTH AND WELLNESS(EI)	56	01/20/2015	05/21/2015
LHCCSC	T	9:00 AM - 10:50 AM	Font, A	20315	SPAN 231X	INT PRAC SPANISH (EI)	32	01/20/2015	05/21/2015
LHCCSC	T	11:00 AM - 12:50 PM	Fong, F	20605	HLTH 502	HLTH AND WELLNESS(EI)	68	01/20/2015	05/21/2015
LHCCSC	Tues & Thur	8:30 AM - 9:20 AM	Lowe, L	20520	HLTH 502	HLTH AND WELLNESS(EI)	106	01/20/2015	05/21/2015
LHCCSC	Tues & Thur	9:30 AM - 10:50 AM	Lowe, L	20515	HLTH 501	HLTH FIT-WELLNESS-EI	67	01/20/2015	05/21/2015
LHCCSC	W	1:00 PM - 3:50 PM	Rogers Cloud, R	20125	ART 59X	INT/ADV WATERCOLOR-EI	34	01/20/2015	05/21/2015
LHCCSC	Thurs	10:00 AM - 11:50 AM	Fernald, T	19450	ART 20X	ART APPRECIATION-EI	44	01/20/2015	05/21/2015
LHCCSC	F	9:00 AM - 12:05 PM	McCullough, V	20475	HLTH 501	HLTH FIT-WELLNESS-EI	101	01/20/2015	05/21/2015
LHCCSC	F	10:10 AM - 11:55 AM	Lowe, L	20635	HLTH 502	HLTH AND WELLNESS(EI)	64	01/20/2015	05/21/2015
LHCCSC	F	1:00 PM - 4:05 PM	Hanna Chase, D	19970	ART 80X	BEG SKETCHING-EI	26	01/20/2015	05/21/2015
LHCCSC	S	10:30 AM - 1:35 PM	McFall, P	20200	ENG 6X	NON FICTION WRITNG-EI	20	01/20/2015	05/21/2015
14 Sections							981		

Summer 2015 - Emeritus Institute									
Site	Day	Time	Instructor	Ticket #	Class Preix	Class Title	Enrollment	Start	End
LHCCSC	MWF	8:00 AM - 8:50 AM	Lowe, L	10430	HLTH 503	HEALTH & FITNESS (EI)	122	05/26/2015	07/19/2015
LHCCSC	MWF	9:00 AM - 9:50 AM	Lowe, L	10440	HLTH 503	HEALTH & FITNESS (EI)	112	05/26/2015	07/19/2015
LHCCSC	Tues & Thurs	8:00 AM - 9:20 AM	Nelson, J	10215	HLTH 503	HEALTH & FITNESS (EI)	68	05/26/2015	07/19/2015
LHCCSC	Tues & Thurs	9:30 AM - 10:50 AM	Nelson, J	10240	HLTH 503	HEALTH & FITNESS (EI)	102	05/26/2015	07/19/2015
4 Sections							404		

Fall 2015 - Emeritus Institute									
Site	Day	Time	Instructor	Ticket #	Class Preix	Class Title	Enrollment	Start	End
LHCCSC	M	1:00 PM - 3:50 PM	Lommatsch Barrett, C	15045	ART 41X	ART MEDIA STUDIES -EI	30	08/17/2015	12/16/2015
LHCCSC	MW	9:00 AM - 9:50 AM	Ward, M	15110	HLTH 502	HLTH AND WELLNESS(EI)	200	08/17/2015	12/16/2015
LHCCSC	MW	10:00 AM - 10:50 AM	Lowe, L	14335	HLTH 502	HLTH AND WELLNESS(EI)	124	08/17/2015	12/16/2015
LHCCSC	MW	11:00 AM - 11:50 AM	Lowe, L	15155	HLTH 502	HLTH AND WELLNESS(EI)	65	08/17/2015	12/16/2015
LHCCSC	T	9:00 AM - 10:50 AM	Duran DeMehranfard, M	14805	SPAN 231X	INT PRAC SPANISH (EI)	54	8/17/2015	12/16/2015
LHCCSC	T	11:00 AM - 12:50 PM	Fong, F	14585	HLTH 502	HLTH AND WELLNESS(EI)	80	08/17/2015	12/16/2015
LHCCSC	Tues & Thur	8:30 AM - 9:20 AM	Lowe, L	14840	HLTH 502	HLTH AND WELLNESS(EI)	113	8/17/2015	12/16/2015
LHCCSC	Tues & Thur	9:30 AM - 10:50 AM	Lowe, L	14620	HLTH 501	HLTH FIT-WELLNESS-EI	64	08/17/2015	12/16/2015
LHCCSC	W	1:00 PM - 3:50 PM	Rogers Cloud, R	14425	ART 59X	INT/ADV WATERCOLOR-EI	31	08/17/2015	12/16/2015
LHCCSC	Thurs	10:00 AM - 11:50 AM	Fernald, T	15055	ART 20X	ART APPRECIATION-EI	42	08/17/2015	12/16/2015
LHCCSC	F	8:30 AM - 10:20 AM	McCullough, V	18100	HLTH 502	HLTH AND WELLNESS(EI)	115	08/17/2015	12/16/2015
LHCCSC	F	10:10 AM - 11:55 AM	Lowe, L	14775	HLTH 502	HLTH AND WELLNESS(EI)	61	08/17/2015	12/16/2015
LHCCSC	F	1:00 PM - 3:50 PM	Hanna Chase, D	14835	ART 80X	BEG SKETCHING-EI	30	08/17/2015	12/16/2015
13 Sections							1009		



City of Laguna Hills Parks and Recreation Commission Staff Report

DATE: FEBRUARY 3, 2016

TO: PARKS AND RECREATION COMMISSION

**FROM: DAN MEEHAN
COMMUNITY SERVICES SUPERINTENDENT**

**ISSUE: 2016 PATRIOTIC AND 3/5 MARINE BATTALION TRIBUTE BANNER
DISPLAY**

**RECOMMENDATION: THAT THE PARKS AND RECREATION COMMISSION
APPROVE THE INSTALLATION OF 3/5 MARINE BATTALION TRIBUTE BANNERS AS
RECOMMENDED BY STAFF IN THIS STAFF REPORT**

SUMMARY:

The 18th annual City of Laguna Hills Memorial Day Half Marathon, 10K and 5K honoring the USMC Dark Horse Battalion is scheduled for Monday, May 30, 2016. For the 2014 and 2015 race events, the City Council approved the display of the City's patriotic banners along with the Team Dark Horse Tribute banners from just prior to the Memorial Day event to July 5. Staff was informed in July of 2015 that the banner pole hardware is failing and needs to be replaced. After consideration, staff is recommending that the banner display be limited to the tribute banners on 26 light poles for the 2016 event due to budget constraints.

BACKGROUND:

For the 2014 and 2015 race events, the City Council approved the display of the City's patriotic banners from just prior to the Memorial Day event to July 5. The banners were displayed on the streets recommended by the Parks and Recreation Commission, shown on page one of Attachment 3 to this staff report. Also approved was the inclusion of the Team Dark Horse banners honoring the 25 fallen 3/5 Battalion Marines into the patriotic banner display. Costs for the 2015 banner display, including the install and removal of the banners and some minor repairs that were needed, were \$8,600. Staff carried forward this actual expense in the budget for the banner display for the 2016 event. After the removal of the banners in July of 2015, staff were informed by the banner vendor, Systems International, Inc., that the banner pole hardware needed to be replaced, as the majority of it is now twenty years old and is failing to hold the banners securely. Consequently, the cost to display the banners as displayed in prior years is now much higher.

After reviewing the costs of hardware replacement, detailed below, staff is recommending that the banner display route be altered, eliminating the patriotic banners that were previously displayed on Paseo de Valencia between Alicia Parkway and La Paz, as well as those that were displayed from Hon to Paseo de Valencia along Alicia Parkway. Staff is recommending that the 3/5 Tribute Banners be partnered with a patriotic banner, staggered on 26 light poles that follow the race route along Paseo de Valencia and on Alicia towards Moulton Parkway only. This proposed display route is shown on page two of Attachment 1 to this staff report. The banner that was created for Derek Gardner, a former Laguna Hills resident that lost his life in Afghanistan, will also be included in the display. Pictures of the banner display from 2014 are included in Attachment 2 to this staff report.

2016 Banner Display Costs with Hardware Replacement:

2015 Display - 62 Pole display shown on page one of Attachment 1. Tribute banners were partnered with patriotic banners along the race course. The City's patriotic banners were also displayed on Alicia Parkway from Hon to Paseo de Valencia, as well as on Paseo de Valencia between Alicia Parkway and La Paz.

	Quantity	Unit Cost	Sub total
Hardware	62	\$221.30	\$13,720.60
Freight	62	\$8.76	\$543.12
Installation	62	\$55.00	\$3,410.00
Removal	62	\$27.50	\$1,705.00
Traffic*	3	\$1,550.00	\$4,650.00
Total			\$24,028.72

* This option may require three days for install/removal

26 Pole Display - Staff's recommendation shown on page two of Attachment 1. Tribute banners will be partnered with a patriotic banner along the race course only, in the same fashion as prior years.

	Quantity	Unit Cost	Sub total
Hardware	26	\$221.30	\$5,753.80
Freight	26	\$8.76	\$227.76
Installation	26	\$55.00	\$1,430.00
Removal	26	\$27.50	\$715.00
Traffic	2	\$1,550.00	\$3,100
Total			\$11,226.56

13 Pole Display - Two tribute banners per pole along the race course, eliminating the City's patriotic banners from the display.

	Quantity	Unit Cost	Sub total
Hardware	13	\$221.30	\$2,876.90
Freight	13	\$8.76	\$113.88
Installation	13	\$55.00	\$715.00
Removal	13	\$27.50	\$357.50
Traffic	2	\$1,550.00	\$3,100
Total			\$7,163.28

FISCAL IMPACT:

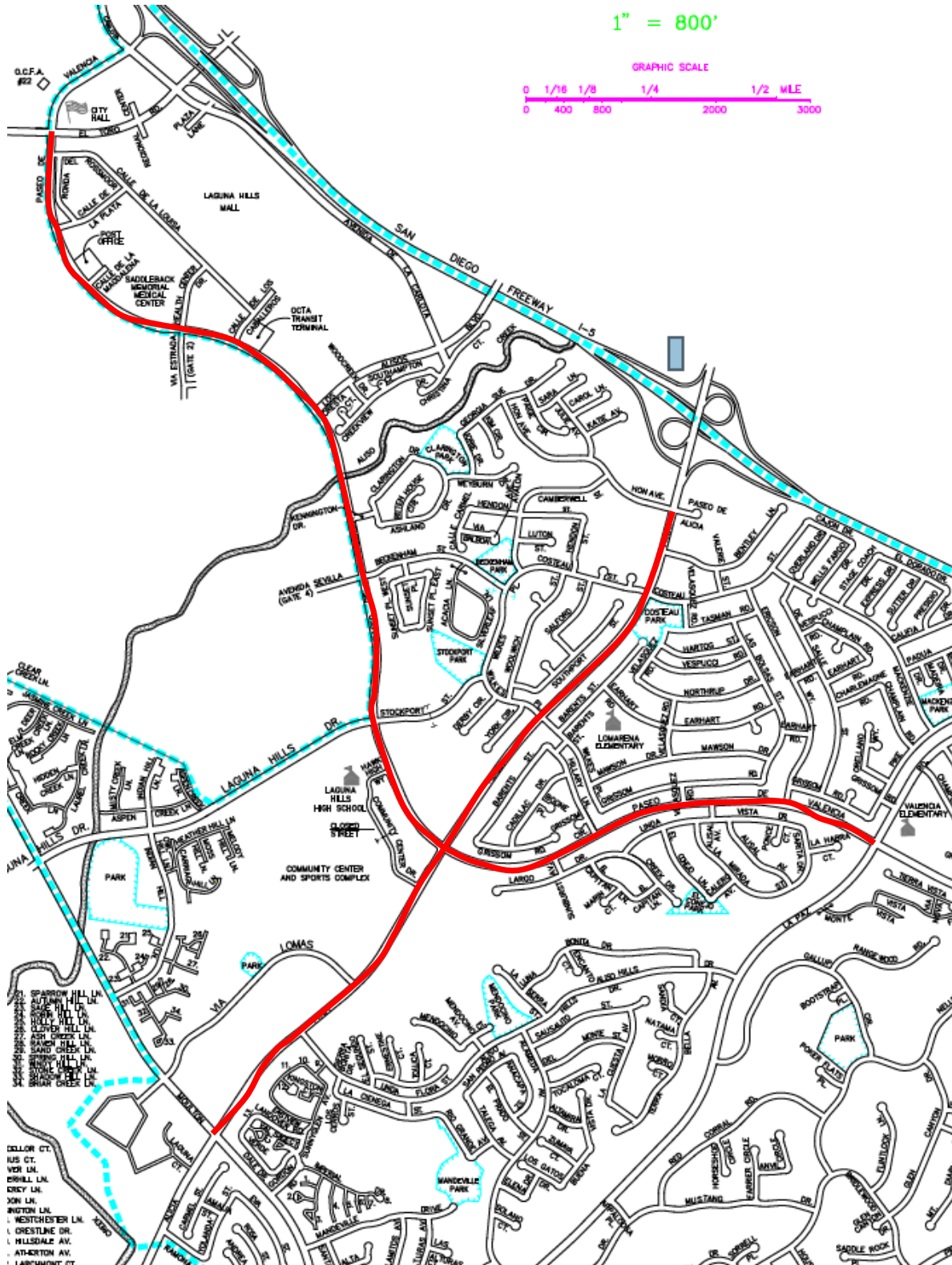
Although there is not a budget for the banner display, staff created a line item in the amount of \$8,600 for the banners within the race budget. Estimated costs for the 2016 banner display are \$11,226.56.

ATTACHMENTS:

- Attachment 1 - 2015 Patriotic Banner Street Coverage Map and Proposed Display for 2016 Event
- Attachment 2 - Banner display Photographs

Attachment 1

Banner Street Coverage for 2014 and 2015 Race Events



Proposed Banner Street Coverage for **2016** Race Event





2P8E0033.JPG



2P8E0038.JPG



2P8E0039.JPG





City of Laguna Hills Parks & Recreation Commission Staff Report

DATE: FEBRUARY 3, 2016

TO: PARKS AND RECREATION COMMISSION

**FROM: DAN MEEHAN
COMMUNITY SERVICES**

**ISSUE: 2016 VOLUNTEER CONNECTION DAY AND DOCUMENT SHREDDING
PRE-EVENT REPORT**

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

SUMMARY:

The 2016 Volunteer Connection Day event is scheduled for Saturday, April 16, 2016. Past projects have included multiple trail clean-ups, painting projects, a Green Expo, and for 2015, a free document shredding event. Projects for 2016 include trail clean-ups and a tree planting ceremony in recognition of Arbor Day, along with another free document shredding.

BACKGROUND:

The 2016 Volunteer Connection Day event is scheduled for Saturday, April 16, 2016 between the hours of 9:00am and 12:00pm. As the Commission may recall, for the 2015 event sixty (60) volunteers were welcomed by Council Members, Commissioners and staff before venturing off to assist in the clean-up of nearby trails and the planting of ten (10) trees in recognition of Arbor Day. The 2015 event also included a free document shredding event. A total 130 participants dropped off 3,150lbs of documents for shredding.

Projects for the 2016 event include trail clean-ups and a tree planting ceremony in recognition of Arbor Day. Staff will send volunteers to the Aliso Creek trail, Juan Avila trail, and to Veeh Ranch Park for clean-up efforts. A total of nine trees will be planted at Veeh Ranch Park. Six of the trees will be Flowering Pear and the remaining three will be Jacaranda trees.

Staff plans to once again offer a free document shredding during the Volunteer Connection Day event. Patrons will have the opportunity to have confidential documents shredded

between the hours of 8:00am and 12:00pm. Two trucks will be stationed in the Community Center parking lot for the drop off of documents.

FISCAL IMPACT:

The FY 2015/16 budget for Volunteer Connection Day is \$1,000. Event expenditures totaled \$261.13 for the 2015 Volunteer Connection Day.