CITY OF LAGUNA HILLS
PARKS & RECREATION COMMISSION

REGULAR MEETING AGENDA
Wednesday, February 1, 2017 – 7:00 PM

Chris Mackey - Chair

Maya Douglas - Vice-Chair
David Robbins - Commissioner
Victoria Auer - Commissioner
Dan Cooper - 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.

1.1 <u>Parks and Recreation Commission Reorganization</u>

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

2. MINUTES APPROVAL

2.1 Minutes Approval

Recommendation: That the Parks and Recreation Commission approve the December 7, 2016 regular meeting minutes.

3. PRESENTATIONS

3.1 Eagle Scout Project at Cabot Park

Recommendation: That the Parks and Recreation Commission receive a presentation from Eagle Scout candidate Dawson Campbell regarding the installation of a score board at Cabot Park.

4. ADMINISTRATIVE REPORTS

4.1 2016 Community Services Department Year End Report

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

4.2 Parks and Recreation Commission Participation in the 2017 - 2019 Budget Process

Recommendation: That the Parks and Recreation Commission propose its 2017 - 2019 Biennial Budget Major Plans for the City Council's consideration.

5. INFORMATIONAL ITEMS

6. COMMISSIONER COMMENTS

7. ADJOURNMENT

The next Regular Meeting of the Parks & Recreation Commission will be April 5, 2017, 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 26, 2017 at 5:00 PM.

David T. Reynolds; Deputy City Manager ***January 26, 2017***

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: February 1, 2017

TO: Parks and Recreation Commission

FROM: David Reynolds
Deputy City Manager

ISSUE: Parks and Recreation Commission Reorganization

RECOMMENDATION: That the Parks and Recreation Commission nominate and elect a Chair and Vice Chair.

Election of Chair

Election of Vice Chair

City of Laguna Hills

Parks & Recreation Commission

Staff Report

DATE: February 1, 2017

TO: Parks and Recreation Commission

FROM: David Reynolds
Deputy City Manager

ISSUE: Minutes Approval

RECOMMENDATION: That the Parks and Recreation Commission approve the December 7, 2016 regular meeting minutes.

ATTACHMENTS:

- 12-07-16 Minutes

CITY OF LAGUNA HILLS
PARKS & RECREATION COMMISSION

REGULAR MEETING
MINUTES
Wednesday, December 7, 2016

CALL TO ORDER

The meeting was called to order at 7:00 PM by Chair Chris Mackey

PLEDGE OF ALLEGIANCE

Pledge of Allegiance was led by Chair Mackey.

ROLL CALL OF COMMISSIONER MEMBERS

Attendee Name	Title	Status	Arrived
Chris Mackey	Chair	Present	
Maya Douglas	Vice-Chair	Present	
Victoria Auer	Commissioner	Present	
Richard Nagle	Commissioner	Present	
Dan Cooper	Commissioner	Present	

1. PUBLIC COMMENTS

2. MINUTES APPROVAL

2.1 Minutes Approval

Recommendation: That the Parks and Recreation Commission approve the October 5, 2016 regular meeting minutes.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Maya Douglas, Vice-Chair
SECONDER:	Dan Cooper, Commissioner
AYES:	Chris Mackey, Chair, Maya Douglas, Vice-Chair, Victoria Auer, Commissioner, Richard Nagle, Commissioner, Dan Cooper, Commissioner

3. PRESENTATIONS

4. ADMINISTRATIVE REPORTS

Attachment: 12-07-16 Minutes (1181 : Minutes Approval)

5. INFORMATIONAL ITEMS

5.1 2016 Fall Quarter Evaluation

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

Community Services Superintendent Meehan summarized the report to the Commission.

RESULT:	**RECEIVE AND FILE [UNANIMOUS]**
MOVER:	Chris Mackey, Chair
SECONDER:	Victoria Auer, Commissioner
AYES:	Chris Mackey, Chair, Maya Douglas, Vice-Chair, Victoria Auer, Commissioner, Richard Nagle, Commissioner, Dan Cooper, Commissioner

5.2 Park Quality Control Program Annual Report

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

Community Services Superintendent Meehan Summarized the report to the Commission.

RESULT:	**RECEIVE AND FILE [UNANIMOUS]**
MOVER:	Maya Douglas, Vice-Chair
SECONDER:	Richard Nagle, Commissioner
AYES:	Chris Mackey, Chair, Maya Douglas, Vice-Chair, Victoria Auer, Commissioner, Richard Nagle, Commissioner, Dan Cooper, Commissioner

6. COMMISSIONER COMMENTS

Commissioner Cooper thanked Commissioner Nagle for his service on the Parks and Recreation Commission.

7. ADJOURNMENT

There being no further business before the Parks and Recreation Commission at this session, Chair Mackey declared the meeting adjourned at 7:20 PM.

David Reynolds, Deputy City Manager

ATTEST:

Chris Mackey, Chair

Approved at meeting of February 1, 2017

City of Laguna Hills

Parks & Recreation Commission

Staff Report

DATE: February 1, 2017

TO: Parks and Recreation Commission

FROM: Dan Meehan
Community Services Superintendent

ISSUE: Eagle Scout Project at Cabot Park

RECOMMENDATION: That the Parks and Recreation Commission receive a presentation from Eagle Scout candidate Dawson Campbell regarding the installation of a score board at Cabot Park.

SUMMARY:

Eagle Scout candidate Dawson Campbell will provide the Parks and Recreation Commission with an oral presentation regarding the installation of a scoreboard at Cabot Park to be utilized by Laguna Hills Little League. Attached to this report are the project details, along with a letter of support from Laguna Hills Little League. Project designs will be available for review during the meeting.

ATTACHMENTS:

- Attachment A-Project Details
- Attachment B-Letter of Support from Laguna Hills Little League

Dawson Campbell Eagle Scout Project

Baseball Scoreboard at Cabot Park, Laguna Hills

Why Build a Scoreboard?

The reason I am building a baseball scoreboard as my Eagle Scout project is to help the parents, players and fans know the score of the games as they are being played. The Cabot baseball fields hold a lot of memories for me because I played several years of baseball on them. Currently, the only way to find out the score is to ask the official scorekeeper, who is busy with other duties. They do not have a scoreboard on the lower or upper fields of Cabot park but I decided to build the scoreboard on the lower field for not only the purpose of keeping score, but so Laguna Hills can host tournaments for the intermediate level in Little League.

How will the Scoreboard Function?

The scoreboard will be manual, meaning that volunteers will post the score and inning as they change. The bottom of the scoreboard will be approximately 4.5 feet above the ground. Number placards will be hung on small hooks, and the numbers will be 14-16 inches high by 10-12 inches wide. In addition to posting the score and inning, there is an option to have the number of outs recorded by posting colored discs, one disc per out. The numbers and discs will be stored after each game in the same area where the bases and other items are kept.

What are the Measurements of the Scoreboard?

The scoreboard itself will be 4-feet by 8-feet, and the bottom will be 4.5 feet above the ground. The board will be a plywood sheet. The scoreboard will be attached to two 4"x4" wood posts which will be inserted into corresponding holes in the ground. The poles will be secured in place with cement.

Where Specifically will the Scoreboard be located?

The scoreboard, as said above, will be located at Cabot Park, Laguna Hills. It will be on the lower field of the park. Specifically, it will be in mid-right field and about 4 feet 6 inches behind the fence. This location will be visible by the home and visiting seats, as well as by the players and coaches in both dugouts.

When will the Scoreboard be finished?

It is my goal to have the scoreboard project complete by the end of March. Obviously, this will depend on a few factors, such as city approval, weather and availability of the lower field on certain Saturdays, when my troop and I would be erecting the scoreboard.

Note: I am not requesting any funds or supplies from the city in connection with the project. I will be raising all of the funds necessary to purchase the supplies, and I will be using volunteer help to build the scoreboard and put it up.

The Blue Rectangle represents the placement of the scoreboard. The wood posts would be inserted into the ground about 4.5 feet behind the fence. The top of the scoreboard will be 8.5 feet high.

January 17th, 2017

City of Laguna Hills,

Cc: Dawson Campbell

To whom it may concern;

The board of Directors from Laguna Hills Little League has approved the building of a scoreboard at either of The Cabot park baseball fields. It is our understanding the work is to be performed by Dawson Campbell. The scoreboard is to be placed in the outfield behind the outfield fence. We would like to thank Mr. Campbell for his support of Laguna Hills Little League. Please contact me direct with any questions.

Sincerely,

Dave Schweitzer
President
LAGUNA HILLS LITTLE LEAGUE
405-55-02
949-233-1957

LAGUNA HILLS LITTLE LEAGUE
21881 Alicia Parkway, Suite 163 – Laguna Hills, CA 92653•949.357.5591•LHLL-LeaguePresident@LHLL.org

City of Laguna Hills

Parks & Recreation Commission

Staff Report

DATE: February 1, 2017

TO: Parks and Recreation Commission

FROM: Dan Meehan
Community Services Superintendent

ISSUE: 2016 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 2016. 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:

- Year End Report
- Attachment A to the Year End Report - Emeritus Insitue 2016 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 2016 Community Services Department highlights and accomplishments:

- A Community Services Department Work Program for FY 2015/16-2016/17 was to 'analyze recreation and facility rental fees and compare with surrounding community and update the City's reservation policies.' Staff conducted a comprehensive rental rate study during 2016 that compared the City of Laguna Hills Community Center rental rates to other surrounding municipalities and also compared the City's rates to the cost to operate room rentals. This work effort also included updating the City Council Reservation policies that pertain to Community Center facility and gymnasium rentals (Policies 309, 310, and 313). On June 28, 2016, the City Council approved a resolution that set in to place rental rates that more readily recover costs to operate room rentals on an hourly basis, and the City Council approved updates to the aforementioned City Council Reservation Policies.
- For this year's Halloween events, staff focused on promoting the events through the Community Services Department's Facebook page rather than using street banners and fliers. The use of Facebook posts regarding the events resulted in a significant increase in participation for 2016. Staff also used Facebook to promote the 2016 Breakfast with Santa event and has advertised the 2017 Daddy Daughter Dinner Dance as well, which staff anticipates will fill with over 200 participants. Staff intends to continue to use and learn how to better utilize social media for promotion of Community Services programs and events.

Special Events

The Community Services Department once again offered a variety of family oriented, seasonal special events. Nearly 14,500 participants attended the special events offered during 2016 (this includes the estimate for the 4th of July event which is ~10,000). Listed on the following pages are the special events offered during 2016 as well as participation numbers for each event for 2014, 2015 and 2016.

Daddy Daughter Dinner Dance

The Community Services Department hosted its annual Daddy Daughter Dinner Dance on Friday, February 12, 2016. Two hundred eight (208) participants came dressed in their “Roaring 20’s” attire and enjoyed pasta, salad, and rolls, provided by Villa Roma, while Nothing Bundt Cakes donated buntini’s for dessert. The participants were then invited to dance the night away and take funny photos with one another. The table below provides an event attendance comparison for years 2014 through 2016.

2014	2015	2016
203	206	208

Volunteer Connection Day & Shredding Event

The City's annual Volunteer Connection Day took place on Saturday, April 16, 2016. Fifty one (51) volunteers were welcomed by Commissioners and staff before participating the day's projects. Volunteers broke off into groups to assist trail clean-ups of the Aliso creek Trail, Veeh Ranch Trail, Juan Avila Trail and the Edison Easement Trail. Volunteers also planted eleven (11) trees at the Veeh Ranch Park. In addition, 158 participants dropped off 6,150lbs of documents for shredding during a four hour time period from 8am-12pm. 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. CR&R reported that 580lbs of debris was collected and 50 percent of that amount was recycled.

2014	2015	2016
53	60	51

Fourth of July

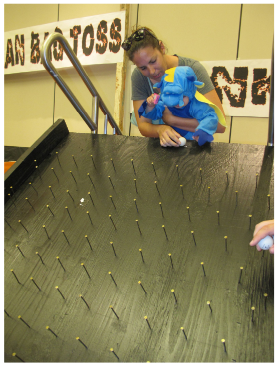
Approximately 10,000 people attended the city's annual Fourth of July Celebration on Friday, July 4, 2016. The special event took place between the hours of 4:00 pm and 9:30 p.m. and included a number of activities; carnival rides, games, informational material, food booths, entertainment and fireworks show. Fireworks America provided an excellent fireworks display with a duration of 18 minutes. Expenditures for the 2016 Fourth of July Celebration totaled $50,879. Net costs for the event totaled $45,120, when factoring in $4,759 in ticket sales revenue and $1,000 in vendor booth rentals revenue.

2014	2015	2016
~11,000	~10,000	~10,000

A Ghostly Affair

On Saturday, October 29, 2016, the Community Center's Heritage room was the site of a Halloween carnival. One hundred twenty-five (125) 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.

2014	2015	2016
65	93	125



A‘MAZE’ingly Haunted Hills

On the evening of Saturday, October 29, 2016, the Community Center’s Heritage room was transformed into a haunted maze. One hundred and seventy-five (175) 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.

2014	2015	2016
75	82	175

https://www.facebook.com/lagunahillscc/videos/1769891883266497/

Breakfast with Santa

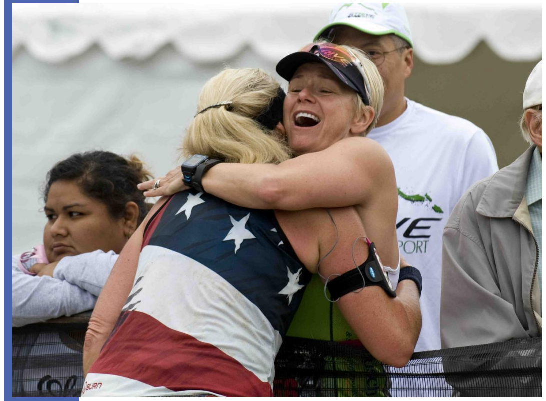
Saturday, December 10, 2016 one hundred and eighty (180) participants came to the Community Center for pictures and breakfast with Santa. Community Services staff and Parks and Recreation Commissioners served a pancake breakfast. The morning also included crafts, carolers, and a story.

2014	2015	2016
94	175	180

Memorial Day Half Marathon, 10K & 5K

The 18th annual City of Laguna Hills Memorial Day Half Marathon, 10K and 5K honoring the USMC Dark Horse Battalion took place on Monday, May 30, 2016. Three thousand, six hundred ninety-six runners (3,696) participating in the event. A number of Marines ran in the half marathon again this year, which along with the 5k and 10k, was led from the start line by Grand Marshall LCpl. Jorge Ortiz. Total 2016 event expenditures, including staff time, were $194,879 and event revenues totaled $187,547.

2014	2015	2016
3,690	3,990	3,696



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 2016 totaled $98,774. The table below provides a comparison of the Maintenance and Repairs expenditures for the previous three years. The budget for FY 2015/16 was $70,200. In addition, the Public Services department administered the landscape maintenance contract for the Sports Complex facility in 2016, 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

2014	2015	2016
$68,972	$78,711	$98,774

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 2014 and 2015.

Table 2: Reservation Revenue Comparison

Facility	2014	2015	2016
Heritage Room	$114,708.75	$129,884.65	$112,098.00
Meeting Room A/B/C	$39,240.00	$34,425.00	$32,172.50
Art Room	$13,753.75	$10,020.00	$8,342.50
Physical Activity Room	$465.00	$0.00	$0.00
Large Classroom	$6,482.50	$11,692.00	$6,718.25
Individual Classroom	$157.50	$188.75	$120.00
Gymnasium 1 Court	$7,752.50	$4,110.00	$4,640.00
Full Gymnasium	$15,660.00	$8,835.00	$10,225.00
Tower Room	$550.00	$485.00	$180.00
Picnic Shelters	$8,117.50	$4,495.00	$4,317.50
Half Soccer Field	$2,925.00	$9,743.75	$6,730.00
Full Soccer Field	$9,061.25	$6,210.00	$5,870.00
Baseball Field	$3,830.00	$5,707.00	$3,516.25
Softball Field	$13,290.00	$4,002.50	$4,342.50
Roller Hockey Rink	0.00	0.00	$6,275.00
Total Revenue	**$235,993.75**	**$229,798.65**	**$205,547.40**

Table 3: Reservation Stats by Rental Category

	2014			2015			2016		
	# of Res.	Hours	Percentage of Revenue	# of Res.	Hours	Percentage of Revenue	# of Res.	Hours	Percentage of Revenue
Resident Non-Profit	94	1,418.25	42.4%	87	1,690	52.8%	91	1,546	52.0%
Resident Private	130	1,113.25	33.3%	122	915.50	28.6%	112	795.50	26.8%
Non-Resident Non-Profit	29	175.75	5.3%	26	134	4.2%	24	138	4.7%
Non-Resident Private	32	267.5	8.0%	34	185	5.8%	40	216.50	7.5%
Commercial	46	366	11.0%	43	275.50	8.6%	40	265.50	9.0%
Totals	**331**	**3,340.75**		**312**	**3,200**		**307**	**2,961.50**	

Program Registration

The City offered 520 recreation classes during 2016. Senior fitness and cultural arts programming, offered at the Laguna Hills Community Center, is managed by the Emeritus program at Saddleback College, and had 3,084 participants in 2016. Attachment A to this report provides a class enrollment breakdown for all Emeritus classes offered. A total of 6,724 people participated in recreation programs offered in 2016, and program revenue for 2016 totaled $377,536. For a means of comparison, enrollment and revenue totals for 2015 and 2016 are provided in the Figures 1 and 2 on the following page.

Figure 1: Number of Annual Program Registrants

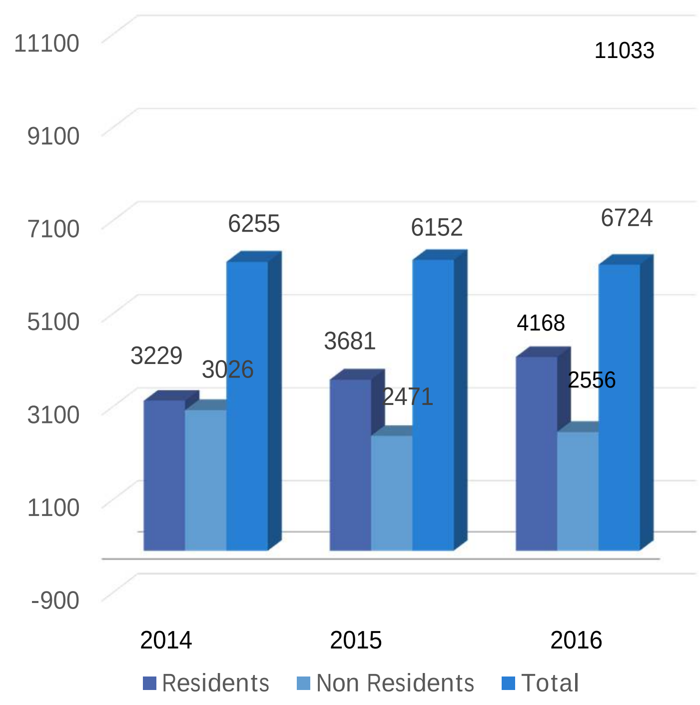


Figure 2: Program Registration Revenue

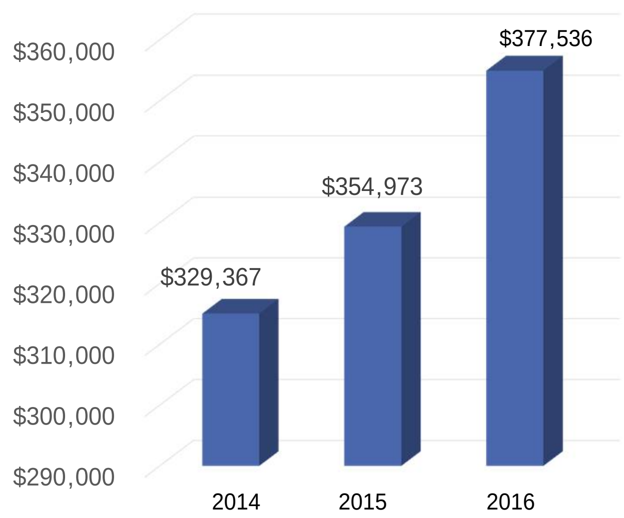


Table 4 below provides a breakdown of classes offered by category, along with a comparison between calendar years 2014 and 2015.

Table 4: Class Age Category Comparison

		2014		2015		2016	
Category	**Age**	**# of Classes**	**% of Program Offerings**	**# of Classes**	**% of Program Offerings**	**# of Classes**	**% of Program Offerings**
Early Childhood	**1.5-6 years**	96	22%	89	22%	79	15%
Children	**6-12 years**	93	20%	97	20%	106	20%
Teen	**13-17 years**	80	18%	78	18%	192	37%
Adult	**18 and older**	179	40%	154	40%	143	28%
	Total	448		418		520	

Room	Days	Time	Instructor	SectionID	CourseID
LHCCSC	Tues & Thurs	8:30 AM - 9:20 AM	Lowe, L	15390	HLTH 502
LHCCSC	Fri	8:30 AM - 10:20 AM	McCullough, V	16250	HLTH 502
LHCCSC	Tues	9:00 AM - 10:50 AM	Duran DeMehranfard, M	15860	SPAN 231X
LHCCSC	Mon & Wed	9:00 AM - 9:50 AM	Ward, M	15730	HLTH 502
LHCCSC	Tues & Thurs	9:30 AM - 10:45 AM	Lowe, L	15510	HLTH 501
LHCCSC	Mon & Wed	10:00 AM - 11:50 AM	Fernald, T	16135	ART 20X
LHCCSC	Mon & Wed	10:00 AM - 10:50 AM	Lowe, L	15965	HLTH 502
LHCCSC	Fri	10:10 AM - 12:00 PM	Lowe, L	15925	HLTH 502
LHCCSC	Tues	11:00 AM - 12:50 PM	Fong, F	16030	HLTH 502
LHCCSC	Mon & Wed	11:00 AM - 11:50 AM	Lowe, L	16100	HLTH 502
LHCCSC	Fri	1:00 PM - 3:50 PM	Hanna Chase, D	15485	ART 80X
LHCCSC	Mon	1:00 PM - 3:50 PM	Lommatsch Barrett, C	15845	ART 41X
LHCCSC	Weds	1:00 PM - 3:50 PM	Rogers Cloud, R	16060	ART 59X
Total Sections:	**13**				
LHCCSC	Fri	8:30 AM - 10:20 AM	Costa, R	15805	HLTH 504
LHCCSC	Tues & Thurs	8:30 AM - 9:20 AM	Lowe, L	15760	HLTH 504
LHCCSC	Mon & Wed	9:00 AM - 9:55 AM	Ward, M	15915	HLTH 504
LHCCSC	Tues & Thurs	9:30 AM - 10:50 AM	Lowe, L	15670	HLTH 503
LHCCSC	Thurs	10:00 AM - 11:50 AM	Fernald, T	15230	ART 20X
LHCCSC	Fri	10:00 AM - 11:55 AM	Fong, F	15920	HLTH 504
LHCCSC	Mon & Wed	10:00 AM - 10:55 AM	Lowe, L	15750	HLTH 504
LHCCSC	Tues	11:00 AM - 12:50 PM	Fong, F	15880	HLTH 504
LHCCSC	Mon & Wed	11:00 AM - 11:55 AM	Lowe, L	15905	HLTH 504
LHCCSC	Fri	1:00 PM - 3:50 PM	Fernald, T	15295	ART 80X
LHCCSC	Weds	1:00 PM - 3:50 PM	Rogers Cloud, R	15395	ART 59X
Total Sections:	**11**				
LHCCSC	Tues & Thurs	8:30 AM - 9:20 AM	Lowe, L	18170	HLTH 502
LHCCSC	Fri	8:30 AM - 10:35 AM	McCullough, V	18285	HLTH 502
LHCCSC	Tues	9:00 AM - 10:50 AM	Duran DeMehranfard, M	18565	SPAN 231X
LHCCSC	Mon & Wed	9:00 AM - 9:50 AM	Ward, M	18690	HLTH 502
LHCCSC	Tues & Thurs	9:30 AM - 10:45 AM	Lowe, L	18775	HLTH 501
LHCCSC	Thurs	10:00 AM - 11:50 AM	Fernald, T	18710	ART 20X
LHCCSC	Mon & Wed	10:00 AM - 10:50 AM	Lowe, L	18110	HLTH 502
LHCCSC	Fri	10:10 AM - 12:15 PM	Messenger, L	18700	HLTH 502
LHCCSC	Tues	11:00 AM - 12:50 PM	Fong, F	18590	HLTH 502
LHCCSC	Mon & Wed	11:00 AM - 11:50 AM	Lowe, L	18655	HLTH 502
LHCCSC	Fri	1:00 PM - 4:05 PM	Hanna Chase, D	17855	ART 80X

LHCCSC	Mon	1:00 PM - 3:50 PM	Lommatsch Barrett, C	17975	ART 41X
LHCCSC	Weds	1:00 PM - 3:50 PM	Rogers Cloud, R	18755	ART 59X

Total Sections: 13

Title	Enrollment	StartDate	EndDate
HLTH AND WELLNESS(EI)	115	01/19/2016	05/23/2016
HLTH AND WELLNESS(EI)	128	01/19/2016	05/23/2016
INT PRAC SPANISH (EI)	51	01/19/2016	05/23/2016
HLTH AND WELLNESS(EI)	216	01/19/2016	05/23/2016
HLTH FIT-WELLNESS-EI	75	01/19/2016	05/23/2016
ART APPRECIATION-EI	41	01/19/2016	05/23/2016
HLTH AND WELLNESS(EI)	130	01/19/2016	05/23/2016
HLTH AND WELLNESS(EI)	51	01/19/2016	05/23/2016
HLTH AND WELLNESS(EI)	76	01/19/2016	05/23/2016
HLTH AND WELLNESS(EI)	65	01/19/2016	05/23/2016
BEG SKETCHING-EI	29	01/19/2016	05/23/2016
ART MEDIA STUDIES -EI	27	01/19/2016	05/23/2016
INT/ADV WATERCOLOR-EI	45	01/19/2016	05/23/2016
HEALTHY AGING (EI)	80	05/31/2016	07/25/2016
HEALTHY AGING (EI)	116	05/31/2016	07/25/2016
HEALTHY AGING (EI)	208	05/31/2016	07/25/2016
HEALTH & FITNESS (EI)	73	05/31/2016	07/25/2016
ART APPRECIATION-EI	47	05/31/2016	07/25/2016
HEALTHY AGING (EI)	106	05/31/2016	07/25/2016
HEALTHY AGING (EI)	119	05/31/2016	07/25/2016
HEALTHY AGING (EI)	72	05/31/2016	07/25/2016
HEALTHY AGING (EI)	68	05/31/2016	07/25/2016
BEG SKETCHING-EI	26	05/31/2016	07/25/2016
INT/ADV WATERCOLOR-EI	39	05/31/2016	07/25/2016
HLTH AND WELLNESS(EI)	117	08/22/2016	12/18/2016
HLTH AND WELLNESS(EI)	116	08/22/2016	12/18/2016
INT PRAC SPANISH (EI)	46	08/22/2016	12/18/2016
HLTH AND WELLNESS(EI)	230	08/22/2016	12/18/2016
HLTH FIT-WELLNESS-EI	76	08/22/2016	12/18/2016
ART APPRECIATION-EI	36	08/22/2016	12/18/2016
HLTH AND WELLNESS(EI)	126	08/22/2016	12/18/2016
HLTH AND WELLNESS(EI)	73	08/22/2016	12/18/2016
HLTH AND WELLNESS(EI)	96	08/22/2016	12/18/2016
HLTH AND WELLNESS(EI)	66	08/22/2016	12/18/2016
BEG SKETCHING-EI	27	08/22/2016	12/18/2016

ART MEDIA STUDIES -EI	27	08/22/2016	12/18/2016
INT/ADV WATERCOLOR-EI	45	08/22/2016	12/18/2016

City of Laguna Hills

Parks & Recreation Commission

Staff Report

DATE: **February 1, 2017**

TO: **Parks and Recreation Commission**

FROM: **David Reynolds**
Deputy City Manager

ISSUE: **Parks and Recreation Commission Participation in the 2017 - 2019 Budget Process**

RECOMMENDATION: That the Parks and Recreation Commission propose its 2017 - 2019 Biennial Budget Major Plans for the City Council's consideration.

SUMMARY:

The City is in the process of developing its 2017 – 2019 Biennial Budget. An essential part of this process is public input and the City Council hosts four (4) public meetings to discuss components of the City's budget document. The purpose of this agenda item is to elicit input from the Parks and Recreation Commission on its proposed major plans for the next two fiscal years (FY 2017/2018 and FY 2018/2019), which begins July 1, 2017. This staff report includes updates on the current biennial budget cycle's major plans and work programs for the Community Services Department. The City Council will review all proposed major plans at its Budget Workshop scheduled for March 11, 2017.

BACKGROUND:

The 2017 – 2019 Biennial Budget process has begun. As part of the budget process, it is the City Council's policy that opportunities are provided for public input during the budget process as well as during the City Council's public review and budget adoption. The following is the schedule of the City Council public meetings:

- March 11, 2017 Strategic Planning Study Session

- April 25, 2017 CIP Study Session
- May 23, 2017 Operating Budget Study Session
- June 7, 2017 Budget Public Hearing and Budget Adoption

The Parks and Recreation Commission is being asked at this time to provide staff with its input for its proposed major plans for the 2017 – 2019 Biennial Budget. Each City department is in the process of developing its major plans and work programs as the first task of the budget cycle. These work efforts, as well as the major plans proposed by the Commission, will be presented to the City Council at its March 11, 2017 meeting. At this meeting, the City Council will determine whether or not to fund a proposed major plan. For the Parks and Recreation Commission's guidance, a "Major Plan" is a work effort that may cost $50,000 or more, may require considerable staff time, or is politically sensitive in nature.

Attached to this staff report is a status update of each of the major plans and work programs assigned to the Community Services Department for this current budget cycle (Biennial Budget 2015 – 2017).

ATTACHMENTS:

- Attachement 1 - Community Services FY 2015 - 2017 Major Plans and Work Programs Status Update

2015-17 MAJOR PLANS AND WORK PROGRAMS UPDATE

COMMUNITY SERVICES

Major Plans

No proposed major plans.

Work Programs

1. **Serve as a "Host Town" city for a delegation for the Los Angles World Games Special Olympics.**

   Status: Complete. The City of Laguna Hills and the City of Lake Forest joined together to become a Host Town for the 2015 Special Olympics. As a Host Town, the City of Laguna Hills was 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 City Hall, a breakfast at the Laguna Hills Community Center, training time at Laguna Hills High School and Community Center gym, an outing at the Orange County Fair, and shopping at the Irvine Spectrum. Lake Forest and Laguna Hills received a total of $21,945 in goods and services donated to help support this event. These donations included bus transportation services provided by JFK Transportation, food by Chick-Fil-A and Taco Bell, and volunteer time and food donations by the Knights of Columbus. Monetary contributions were made by Cox Communications, Kelly Blue Book, and CR&R, Inc., which went towards hotel lodging expenses to house the delegates during their stay. The Orange County Sheriff's Department was instrumental in providing security and protection for athletes and support staff members during the Host Town Event. During the Special Olympic Games, athletes from the Cayman Islands and Vietnam won 26 Gold, 26 Silver, and 27 Bronze medals.

2. **Evaluate the Senior Dial-a-Taxi program and its continuance in light of the OCTA SMP contract term expiration date of June 30, 2016.**

   Status: Complete. A work program in the current budget cycle was to evaluate the Senior Dial-a-Taxi program and determine if it should continue in light of the Orange County Transportation Authority (OCTA) Senior Mobibility Program (SMP) contract expiration of June 30, 2016. Staff evaluated our current senior transportation program and determined that the program's participation has steadily increased through the years and is a well-received program. The County of Orange and the City worked together to execute a 5-year extension to the OCTA SMP Agreement in the form of an amendment to the Agreement. OCTA's SMP from Measure 2 funds is the source of funding for the City's program, and the City Council approved the amendment to the Agreement on June 28, 2016. In addition, staff conducted a competitive bid process for the procurement of the taxi service provider for the City's program. Only one bid was received by the incumbent, California Yellow Cab (CYC), and CYC was awarded a contract by the City Council on July 12, 2016 to provide the dial-a-taxi transportation service to the currently 546 seniors that are signed up to use the program for the next five years. Of the program registrants, approximately 27 seniors actively use the program and take an average of 284 trips per month.

3. **Join the Healthy Eating Active Living (HEAL) Cities campaign which promotes the policies of active life land use decisions, healthy foods, and employee wellness.**

   Status: In Process. Community Services staff is working on this project and will bring a staff report to the Parks and Recreation Commission at its April 2017 meeting. This project will also be brought to the City Council for final approval.

4. **Evaluate current use at the Hockey Rink and recommend other recreation multiple use of the facility to maximize use of the rink.**

   Status: In Process. Staff has evaluated the use of the Hockey Rink and proposed the introduction of a new use, Pickle Ball, at this facility. The Parks and Recreation Commission favored this idea and recommended to the City Council that the City incur a nominal cost to paint court lines and purchase portable netting for Pickle Ball use. On February 9, 2016, the City Council approved the inclusion of Pickle Ball courts at the Hockey Rink and Pickle Ball play began in June 2016. To date, several individuals participate in the open Pickle ball play offered on Tuesday and Thursday nights.

   Staff continues to evaluate the hockey rink for other uses dependent on recreation trends and public needs. Staff is considering conducting a recreation needs assessment of the hockey and skateboard park areas to determine the best recreation use for these areas.

5. **Analyze recreation and facility rental fees and compare with the surrounding community and update the City's reservation policies.**

   Status: In Process. The Community Services Department conducted a comprehensive rental rate study that compared the City of Laguna Hills' Community Center rental rates to other surrounding municipal rates and also compared the City of Laguna Hills rates to the cost to operate room rentals. This work effort also included updating the City Council Reservation Policies that pertain to Community Center facility and gymnasium rentals (Policies 309, 310, and 313). On June 28, 2016, the City Council approved a resolution that set in to place rental rates that more readily recover costs to operate room rentals on an hourly basis, and the City Council approved updates to City Council Reservation Policies 309, 310, and 313. It was estimated that the new rental rates will result in an approximate $14,500 increase in revenue based on 2015 reservation data and the City of Laguna Hills rates continue to be very competitive to what other Cities are charging.

   Staff plans on presenting to the Parks and Recreation Commission, at its meeting in April 2017, its recreation class/activity fee and comparison study. Upon comment from the Commission, staff will present a report for the City Council's review.

The fee study on what the city charges for its outdoor recreation amenities (i.e athletic fields and park amenities) will also be brought to the Parks and Recreation Commission in April 2017. This will include suggested updates to City Council reservation policies 311, 312, 314, and 316. This work effort will also include approval by the City Council on any policy updates and any adjusted to rental rates, which requires approval of a City Council resolution.

6. **Develop and implement recreation activities such as a community scavenger hunt that will promote the City's identity, its businesses, and its places of interest.**

   Status: In process. Staff organized a scavenger hunt event and advertised this event in the Fall 2016 City Views periodical and on the recreation social media site. The event was cancelled due to low participation interest. Staff will consider hosting this event again in the first part of summer or offering another type of community event that will promote the City's 25 years of incorporation by fiscal year's end.

SOLID WASTE AND RECYCLING

Major Plans

No proposed major plans.

Work Programs

1. **Host another regional mulch collection event and host paper shredding events for Laguna Hills residents.**

   Status: Ongoing. A paper shredding service was offered to residents as part of last year's Volunteer Connection Day and 158 residents dropped off approximately 6,150 lbs. of documents to shred. The Community Services Department will again host another paper shredding event this April 2017. City staff is also working with CR&R on hosting a mulch giveaway event for November 2017.

2. **Work with the Community Development Department on construction and demolition programs and ongoing trash and recycling service infrastructure considering the State's CalGreen Building Code for the City's development projects.**

   Status: Ongoing. Community Services staff continues to work with Community Development staff to ensure that the State mandates for appropriate solid waste diversion is occurring within the City of Laguna Hills. Community Services staff and the City's recycling consultant, EcoNomics, reviewed the waste plan submitted by Merlone Geier for the Five Lagunas Project. An approved waste plan is a requirement in the conditions of approval for this project. Staff approved this plan and careful review of this plan was necessary because the Five Lagunas site will be the top waste generator within the City of Laguna Hills.

NON-DEPARTMENTAL

Major Plans

1. **Implement a server virtualization project to reduce hardware and energy cost by consolidating more workloads on fewer servers. Server virtualization will also facilitate administration of City's business applications and server disaster recovery procedures.**

   Status: Complete. New server virtualization hardware infrastructure running VMware 6 and a new Veeam backup system was installed last year. The required City's software applications, print services, and data files have been transferred over to the new virtualization host(s) hardware. To date a total of six (6) servers have been retired from the City's network as a result of the implementation of this new server virtualization technology. Two additional servers that function as the Fundbalance and Accutrac servers will be retired by April 2017. This will bring our retired servers to eight (8) leaving only the GIS and the Remote Terminal Server on their own hardware. The Remote Terminal Server is used to access the Laguna Hills Private network over a secure VPN connection.

Work Programs

1. **Update backup policies and procedures and all IT support documentation.**

   Status: In Process. Work efforts on updating the backup policies were put on hold until the new virtualization hardware and software project was completed. Staff is in the process of formalizing the City's backup policies and procedures as well as updating IT support documentation.