



City of Laguna Hills Parks & Recreation Commission

Chris Bieber
Chair

Marc Trocchio
Vice Chair

Sanjay Mathur
Commissioner

Patricia Thee
Commissioner

Michael Zozaya
Commissioner

Regular Meeting Agenda
Wednesday, October 2, 2024 - 7:00 PM

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 twelve 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 twelve minutes for any one subject, and a total time limit of thirty minutes. Clarification questions from the Commission will not count against time limits. Speaker's responses are limited to one minute.

2. Minutes Approval

2.1 Approval of Minutes for August 7, 2024, Regular Meeting

Recommendation: That the Parks and Recreation Commission approve the minutes for the August 7, 2024, Regular Meeting.

2.2 Approval of Minutes for September 16, 2024, Special Meeting

Recommendation: That the Parks and Recreation Commission approve the minutes for the September 16, 2024, Special Meeting.

2.3 Approval of Minutes for September 18, 2024, Special Meeting

Recommendation: That the Parks and Recreation Commission approve the minutes for the September 18, 2024, Special Meeting.

3. Presentations

4. Administrative Reports

4.1 Park Quality Program Update

Recommendation: That the Parks and Recreation Commission receive an update on the Park Quality Control Program.

5. Informational Items

5.1 2024 Summer Concerts and Movies Post-Event Report

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

5.2 2024 Heritage Day Post-Event Verbal Report

Recommendation: That the Parks and Recreation Commission receive a verbal report regarding the Third Annual Heritage Day Fall Festival.

6. Commissioner Comments

Adjournment

The next Regular Meeting of the Parks & Recreation Commission will be December 4, 2024, at 7:00 p.m. 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 September 27, 2024, at 5:00 p.m..



David T. Reynolds, Deputy City Manager

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
Parks & Recreation Commission
Regular Meeting
Minutes
Wednesday, August 7, 2024**

Call to Order

The meeting was called to order at 7:01 PM by Chair Bieber.

Pledge of Allegiance

Roll Call of Commissioner Members

Present:

Chair Chris Bieber
Vice Chair Marc Trocchio
Commissioner Sanjay Mathur
Commissioner Patricia Thee
Commissioner Michael Zozaya

Absent:

1. Public Comments

2. Minutes Approval

2.1 Approval of Minutes for June 5, 2024, Regular Meeting

Recommendation: That the Parks and Recreation Commission approve the minutes for the June 5, 2024, regular meeting.

A motion to approve the Minutes for the June 5, 2024 Regular Meeting was moved by Commissioner Zozaya, seconded by Commissioner Mathur.

Result:

Yes 5, No 0, Abstained 0

Ayes: Chair Bieber, Vice Chair Trocchio, Commissioner Mathur,
Commissioner Thee, Commissioner Zozaya

Nays: None

Abstain: None

3. Presentations

4. Administrative Reports

4.1 2024 City of Laguna Hills Memorial Day Half Marathon, 5K, and 10K Honoring the USMC Dark Horse Battalion - Post Event Report

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

Community Services Manager Gannon provided a report.

A motion to receive and file the item was moved by Commissioner Zozaya, seconded by Commissioner Mathur.

Result:

Yes 5, No 0, Abstained 0

Ayes: Chair Bieber, Vice Chair Trocchio, Commissioner Mathur,
Commissioner Thee, Commissioner Zozaya

Nays: None

Abstain: None

4.2 2024 4th of July Celebration Post Event Report

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

Community Services Manager Gannon provided a report.

A motion to receive and file the item was moved by Vice Chair Trocchio, seconded by Commissioner Thee.

Result:

Yes 5, No 0, Abstained 0

Ayes: Chair Bieber, Vice Chair Trocchio, Commissioner Mathur,
Commissioner Thee, Commissioner Zozaya

Nays: None

Abstain: None

5. Informational Items

5.1 2024 Summer Event Update

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

Community Services Manager Gannon provided a report.

A motion to receive and file the item was moved by Commissioner Zozaya, seconded by Vice Chair Trocchio.

Result:

Yes 5, No 0, Abstained 0

Ayes: Chair Bieber, Vice Chair Trocchio, Commissioner Mathur,
Commissioner Thee, Commissioner Zozaya

Nays: None

Abstain: None

6. Commissioner Comments

Commissioner Thee mentioned that the corner of Alicia Pkwy and Aliso Hills seemed unsightly due to the visible signage and dumpsters. Staff was advised to look into the possibility of providing screening or shrubbery.

Adjournment

The next Regular Meeting of the Parks & Recreation Commission will be October 2, 2024, at 7:00 p.m. in the City Council Chamber, located at 24035 El Toro Road, Laguna Hills, California.

There being no further business before the Parks and Recreation Commission at this session, Chair Bieber declared the meeting adjourned at 7:32 p.m.

David Reynolds, Deputy City Manager

ATTEST:

Chris Bieber, Chair

Approved at meeting of October 2, 2024.

**City of Laguna Hills
Parks & Recreation Commission
Special Meeting
Minutes
Monday, September 16, 2024**

Call to Order

The meeting was called to order at 6:02 p.m. by Chair Bieber.

Pledge of Allegiance

Roll Call of Commissioner Members

Present:

Chair Chris Bieber
Vice Chair Marc Trocchio
Commissioner Patricia Thee
Commissioner Michael Zozaya

Absent:

Commissioner Sanjay Mathur

1. Public Comments

2. Presentations

**2.1 Summaries of Community Outreach Work Efforts for Park Improvements
at Cabot, Veeh Ranch, and San Remo Parks**

Recommendation: That the Parks and Recreation Commission receive a presentation from RJM Design Group on the community outreach results for these parks.

Landscape Architect of RJM, Andrew Steen, presented the results of the community outreach surveys and site inventory concerning Cabot, Veeh Ranch, and San Remo Parks.

The Parks and Recreation Commission gave their feedback concerning each community requested item listed in the presentation for the consideration of the City Council.

The following individuals addressed the Parks and Recreation Commission on San Remo Park improvements: Harry Huggins, Yury Amelchanka, and Donna Todd.

Adjournment

The next Special Meeting of the Parks & Recreation Commission will be September 18, 2024, at 6:00 p.m. in the Laguna Hills Community Center Heritage Room, located at 25555 Alicia Pkwy, Laguna Hills, California.

There being no further business before the Parks and Recreation Commission at this session, Chair Bieber declared the meeting adjourned at 8:35 p.m.

David Reynolds, Deputy City Manager

ATTEST:

Chris Bieber, Chair

Approved at meeting of October 2, 2024.

**City of Laguna Hills
Parks & Recreation Commission
Special Meeting
Minutes
Wednesday, September 18, 2024**

Call to Order

The meeting was called to order at 6:01 p.m. by Chair Bieber.

Pledge of Allegiance

Roll Call of Commissioner Members

Present:

Chair Chris Bieber
Vice Chair Marc Trocchio
Commissioner Patricia Thee
Commissioner Michael Zozaya

Absent:

Commissioner Sanjay Mathur

1. Public Comments

2. Presentations

**2.1 Summaries of Community Outreach Work Efforts for Park Improvements
at El Conejo and MacKenzie Parks.**

Recommendation: That the Parks and Recreation Commission receive a presentation from David Volz Design Landscape Architects, Inc. on the community outreach results for these parks.

Landscape Architect of David Volz Design, Shaun Johnson, presented the results of the community outreach surveys and site inventory concerning El Conejo and MacKenzie Parks.

The Parks and Recreation Commission gave their feedback concerning each community requested item listed in the presentation for the consideration of the City Council.

In addition, residents of Laguna Hills that live near both parks provided comments on park improvements.

Adjournment

The next Regular Meeting of the Parks & Recreation Commission will be October 2, 2024, at 7:00 p.m. in the City Council Chamber, located at 24035 El Toro Road, Laguna Hills, California.

There being no further business before the Parks and Recreation Commission at this session, Chair Bieber declared the meeting adjourned at 7:49 p.m.

David Reynolds, Deputy City Manager

ATTEST:

Chris Bieber, Chair

Approved at meeting of October 2, 2024.



City of Laguna Hills Parks & Recreation Commission Staff Report

Date: October 2, 2024
To: Parks and Recreation Commission
From: David Reynolds, Deputy City Manager
Issue: Park Quality Program Update

Recommendation: That the Parks and Recreation Commission receive an update on the Park Quality Control Program.

Background:

Staff developed a Park Quality Program for the Parks and Recreation Commission in order for the Commission to provide feedback to staff on park maintenance and conditions of the City's public parks. Part of this program is for the City's Parks Supervisor, Ryan Hanley, to provide periodic updates on the Park Quality Program to the Commission. Mr. Hanley will provide another update on this program and on general park maintenance at the October 2, 2024, meeting.

Fiscal Impact:

None

Attachments:

None



City of Laguna Hills Parks & Recreation Commission Staff Report

Date: October 2, 2024
To: Parks and Recreation Commission
From: Holland Gannon, Community Services Manager
Issue: 2024 Summer Concerts and Movies Post-Event Report

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

Background:

The City of Laguna Hills Community Services Department celebrated a successful summer with the Concerts in the Park and Movies in the Park series, featuring an impressive lineup that drew large crowds and fostered community spirit.

Concerts in the Park:

The concert series kicked off on **July 19** with Paperback Writer: The Beatles Experience, in which attendees enjoyed nostalgic tunes. Following this, Stone Soul brought oldies and Motown classics to the stage on **July 26**. Local favorite, Family Style, performed on **August 2** on a mobile stage on the soccer field due to anticipated larger crowd attendance. The series continued on **August 9** with Yachty by Nature, providing a fun, yacht rock experience, and culminated with the grand finale, Symphony on the Go on **August 31**, which showcased a beautiful orchestral performance. All concerts, except for Symphony on the Go, which was held at Cabot Park, took place at the Laguna Hills Community Center and Sports Complex. The first two concerts used the Town Green Gazebo for a stage, and the last two concerts hosted at the Laguna Hills Community Center and Sports Complex used a portable stage installed on the soccer field. The average attendance at each of the concerts in the Concert in the Park series was 350 people.

Movies in the Park:

In addition to the successful concert series, the Movies in the Park series drew large crowds from neighborhood parks. The movie series kicked off on **August 16** at Costeau Park with the family-friendly film *Lilo & Stitch*, and the Community Services Department provided free shave ice from Haole Boys for the first 150 attendees. The following week, on **August 23**, at El Conejo Park, *Planes* took to the screen on National Ride the Wind Day, where staff handed out free kites to participants. On **August 30**, Santa Vittoria Park transformed into a magical setting for the 2023 version of *The Little Mermaid*, enchanting audiences with its underwater adventures. For this event, Staff hired an ice cream truck to give out free ice cream to the first 150 attendees. Finally, on **September 6** at Beckenham Park, *Kung Fu Panda 4* rounded out the series for the End of Summer Celebration. TK Burgers provided burgers, chips, and drinks to the first 150 participants. Each movie saw an average of 200 attendees.

Fiscal Impact:

The budget for the 2024 Concerts in the Park series was \$34,000, not including staff time. Total expenditures were \$40,850 including \$735 for supplies for Symphony on the Go and estimated staff costs.

2024 Concerts in the Park Expenditures		
Direct Costs		
Bands	\$	12,000
Stage and Sound	\$	24,463
Signage	\$	175
Supplies	\$	322
Portable Restrooms	\$	560
Total Direct Costs	\$	37,520
Estimated Staff Costs	\$	3,330
Total Expenditures	\$	40,850

The budget for the 2024 Movies in the Park series was \$10,000, not including staff time. Total expenditures were \$12,663 including estimated staff costs.

2024 Movies in the Park Expenditures

Direct Costs

Haole Boys Shave Ice	\$	828
Movie License	\$	2,440
Ice Cream Truck	\$	482
TK Burger Truck	\$	1,373
Kites	\$	809
Supplies	\$	1,100
Portable Restrooms	\$	1,240
Total Direct Costs	\$	8,271
Estimated Staff Costs	\$	4,392
Total Expenditures	\$	12,663

Attachments:

None



City of Laguna Hills Parks & Recreation Commission Staff Report

Date: October 2, 2024
To: Parks and Recreation Commission
From: Holland Gannon, Community Services Manager
Issue: 2024 Heritage Day Post-Event Verbal Report

Recommendation: That the Parks and Recreation Commission receive a verbal report regarding the Third Annual Heritage Day Fall Festival.

Background:

Staff will provide the Commission with a verbal report on Heritage Day Fall Festival hosted at the Laguna Hills Community Center and Sports Complex on September 28, 2024.

Fiscal Impact:

Another report will be provided to Commission on the actual expenditures of the event. The total budget for the Heritage Day is \$84,000.

Attachments:

None