



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, December 4, 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 October 2, 2024, Regular Meeting

Recommendation: That the Parks and Recreation Commission approve the minutes for the October 2, 2024, Regular Meeting.

3. Presentations

4. Administrative Reports

4.1 Changing the Start Time of Parks and Recreation Commission Meetings

Recommendation: That the Parks and Recreation Commission provide direction to City staff on changing the start of the Parks and Recreation Commission meetings to 6:00pm.

5. Informational Items

5.1 Tentative 2025 Special Events Calendar

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

5.2 2024 Pre-Holiday Events Report

Recommendation: That the Parks and Recreation Commission receive and file the 2024 Pre-Holiday Events Report.

6. Commissioner Comments

Adjournment

The next Regular Meeting of the Parks & Recreation Commission will be February

5, 2025, 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 November 29, at 5:00 p.m.

A handwritten signature in black ink, appearing to read 'David T. Reynolds', is written over a solid horizontal line.

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, October 2, 2024**

Call to Order

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

Pledge of Allegiance

Roll Call of Commissioner Members

Present:

Chair Chris Bieber
Commissioner Sanjay Mathur
Commissioner Patricia Thee
Commissioner Michael Zozaya

Absent:

Vice Chair Marc Trocchio

1. Public Comments

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.

A motion to approve the Minutes for the August 7, 2024, Regular Meeting was moved by Commissioner Zozaya, seconded by Commissioner Thee.

Result:

Yes 4, No 0, Abstained 0

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

Nays: None

Abstain: None

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.

A motion to approve the Minutes for the August 7, 2024, Regular Meeting was moved by Commissioner Thee, seconded by Commissioner Zozaya.

Result:

Yes 4, No 0, Abstained 0

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

Nays: None

Abstain: None

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.

A motion to approve the Minutes for the August 7, 2024, Regular Meeting was moved by Commissioner Zozaya, seconded by Commissioner Thee.

Result:

Yes 4, No 0, Abstained 0

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

Nays: None

Abstain: None

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.

Parks Supervisor Hanley provided a report.

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.

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.

Community Services Manager Gannon provided a report.

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

Result:

Yes 4, No 0, Abstained 0

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

Nays: None

Abstain: None

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.

Community Services Manager Gannon provided a report.

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

Result:

Yes 4, No 0, Abstained 0

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

Nays: None

Abstain: None

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 .

There being no further business before the Parks and Recreation Commission at this session, Chair Bieber declared the meeting adjourned at 7:33 p.m.

David Reynolds, Deputy City Manager

ATTEST:

Chris Bieber, Chair

Approved at meeting of _____.



City of Laguna Hills Parks & Recreation Commission Staff Report

Date: December 4, 2024
To: Parks and Recreation Commission
From: Jessica Cardenas, Administrative Assistant
Issue: Changing the Start Time of Parks and Recreation Commission Meetings

Recommendation: That the Parks and Recreation Commission provide direction to City staff on changing the start of the Parks and Recreation Commission meetings to 6:00pm.

Background:

The City Council approved changing its Council meetings starting time to 6pm. This change will occur in 2025. In addition, the Traffic Commission has changed its meeting start time to 6pm. Staff recommends that the Parks and Recreation Commission also approve changing its meetings start time from 7pm to 6pm. If approved, the meeting start time change will take effect at the Parks and Recreation Commission's regularly scheduled meeting on February 5, 2025.

Fiscal Impact:

None.

Attachments:

None



City of Laguna Hills Parks & Recreation Commission Staff Report

Date: December 4, 2024
To: Parks and Recreation Commission
From: Holland Gannon, Community Services Manager
Issue: Tentative 2025 Special Events Calendar

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

Background:

Attached is the tentative 2025 Special Events calendar for the Commission's review. Please note that this schedule is provisional and subject to change pending the approval of the 2025-2027 biennial budget allocations.

Fiscal Impact:

Funding for the City's special events is allocated in the City's biennial budgets.

Attachments:

1. 2025 Tentative Events Calendar

2025 TENTATIVE EVENTS CALENDAR

JANUARY

FEBRUARY

2/21 – Daddy Daughter Dinner Dance (6:30-8:30p) @ LHCC

2/28 – Mom & Son Dinner Dance (6:30-8:30p) @ LHCC

MARCH

APRIL

4/12 – Hoppin' Hills

MAY

5/26 – Memorial Day Half Marathon

JUNE

JULY

7/4 – 4th of July Celebration 4-9:30pm @LHCC

7/11 –Summer Concert Series TBD 6:30-8:30p @LHCC

7/18 - Summer Concert Series TBD 6:30-8:30 @LHCC

7/25 - Summer Concert Series TBD 6:30-8:30 @LHCC

AUGUST

8/1 – Summer Concert Series TBD 6:30-8:30 @LHCC

8/8- Movie in the Park TBD

8/15- Movie in the Park TBD

8/22- Movie in the Park TBD

8/9- Movie in the Park TBD

SEPTEMBER

OCTOBER

DECEMBER

12/5 – Tree Lighting 6-8p

12/12 – Parent's Night Out (6-8:30p)

12/13 – Breakfast with Santa

12/19 – Holiday Dance Extravaganza

*Rooted events are TBD

*Shredding and compost events are TBD

*Heritage Day TBD



City of Laguna Hills Parks & Recreation Commission Staff Report

Date: December 4, 2024
To: Parks and Recreation Commission
From: Holland Gannon, Community Services Manager
Issue: 2024 Pre-Holiday Events Report

Recommendation: That the Parks and Recreation Commission receive and file the 2024 Pre-Holiday Events Report.

Background:

The Laguna Hills Community Services Department is hosting a series of exciting holiday events to bring the community together this December. Whether you're looking to celebrate with family or enjoy a night out, there's something for everyone. All events will take place at the Laguna Hills Community Center and Sports Complex. Here's a look at the upcoming festivities:

December 6: Tree Lighting (6:00 PM - 8:00 PM)

Kick off the holiday season at the annual Tree Lighting Ceremony! This family-friendly event will feature festive lights, joyful carolers, delicious refreshments, fun holiday crafts, and even snow! A special snow play area will be set up in the parking lot, so be sure to bundle up and get ready for some frosty fun. Santa will also make a special appearance, so don't forget to bring your holiday spirit.

December 13: Parent's Night Out (6:00 PM - 8:30 PM)

Parents, take a break and get your holiday shopping done while the Community Services staff takes care of the kids (ages 6-14). This event offers a safe and fun environment for children to enjoy activities while parents have some well-deserved time off. Pre-registration is required, and the event costs \$5 per child. Dinner will be provided for the kids.

December 14: Breakfast with Santa (9:00 AM - 11:00 AM)

Join Santa for a magical morning at the Breakfast with Santa event! Enjoy a delicious pancake breakfast, take part in fun holiday crafts, and snap a picture with Santa himself. Pre-registration is required for this festive event, which costs \$10 per person. Children under 2 years old can join in for free!

December 14: Holiday Dance & Music Extravaganza (7:00 PM - 9:00 PM)

End your day with a lively celebration at the Holiday Dance & Music Extravaganza. Enjoy a variety of holiday dance and music performances by local artists. Doors open at 6:30 PM, and the performances start at 7:00 PM. Pre-registration is required for this festive event, and you can scan the QR code below for more details and registration information.

And So Much More!

In addition to these wonderful events, the Laguna Hills Community Center is hosting even more activities to make this holiday season special! Be sure to check out:

- **Holiday Wreath Workshop** (December 12, 6-8pm)
- **Home Alone Movie & Trivia Night** (December 21, 4-7pm)
- **Holiday Light Tour** (December 11 and December 20, 6-8:30pm)

Space is limited for all events, so don't miss out—sign up today!

This festive season promises to be full of fun and cheer. We look forward to celebrating with you! The 2024 Holiday Event flyer and donation opportunities are attached to this report.

Fiscal Impact:

The budget for this year's holiday event series is \$24,000.

Attachments:

1. Holiday Events Final
2. Donations Flyer



CITY OF LAGUNA HILLS *Holiday Events*

DECEMBER 6: TREE LIGHTING 6P-8P

Kick off the holiday season with an evening of festive lights, carolers, refreshments, crafts, snow, and a visit from Santa! We will have a snow play area in the parking lot so dress warm!

DECEMBER 13: PARENT'S NIGHT OUT 6P-8:30P

Parents, get your holiday shopping done and let the Community Services staff watch the kids (ages 6-14)! Pre-registration is required and the event costs \$5 per child. Dinner will be served.

DECEMBER 14: BREAKFAST WITH SANTA 9A-11A

Join Santa for a pancake breakfast! The event will feature crafts, pictures with Santa, and a delicious breakfast. Pre-registration is required and the event costs \$10 per person, children under 2 years old are free.

DECEMBER 14: HOLIDAY DANCE & MUSIC EXTRAVAGANZA 7P*-9P

Enjoy an evening of holiday dance and music performances from local artists.

*Doors open at 6:30pm. Pre-registration is required. Scan QR code below for more information.

And so much more! Scan here to register and see all of the other events and programs including floral workshops, holiday movie night, and a special light tour! Space is limited so sign up today!



All events will take place at the Laguna Hills Community Center and Sports Complex - 25555 Alicia Parkway



FOR MORE INFORMATION:

lagunahillsca.gov
949.707.2680

SPONSORED BY:



CITY OF LAGUNA HILLS

Holiday Donations

SOUTH COUNTY OUTREACH FOOD DRIVE

Donate non-perishable food items to South County Outreach that provides residents with the nourishing ingredients and staples needed to make full meals, lunches, and holiday baked goods.

LAGUNA HILLS TOY DRIVE

The City of Laguna Hills is partnering with Christ Community Church and other local organizations in order to help provide presents to those in need this holiday season. Pick up a gift tag at the Community Center for more details.

LAGUNA HILLS BOOK DRIVE

Donate new or gently used books in our Laguna Hills Book Drive. These books will be donated to those in need and help support our local libraries.

Scan here to register and see all of the other events and programs this holiday season. Space is limited so sign up today!



All donation drives will take place at the Laguna Hills Community Center and Sports Complex - 25555 Alicia Parkway

FOR MORE INFORMATION:

lagunahillsca.gov
949.707.2680