



CITY OF LAGUNA HILLS

PARKS & RECREATION COMMISSION

REGULAR MEETING AGENDA

Wednesday, June 5, 2024 – 7:00 PM

Patricia Thee - Commissioner

Chris Bieber - Chair

Marc Trocchio - Vice Chair

Sanjay Mathur - Commissioner

Michael Zozaya - 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 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 the April 3, 2024 Regular Meeting

Recommendation: That the Parks and Recreation Commission approve the minutes for the April 3, 2024, regular meeting.

3. PRESENTATIONS

4. ADMINISTRATIVE REPORTS

4.1 Update on CIP 241, General Park Improvements

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

4.2 Park Quality Program Update

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

4.3 2024 Memorial Day Race Verbal Report

Recommendation: That the Parks and Recreation Commission receive a verbal report recapping the Memorial Day Half Marathon, 5K, and 10K Honoring the USMC Dark Horse Battalion Race Event held on May 27, 2024.

4.4 Adult Sports Leagues Update

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

4.5 2024 Fourth of July Celebration Pre-Event Report

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

5. INFORMATIONAL ITEMS

5.1 Schedule of Upcoming Events - 2024 Events/Activities Calendar

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

6. COMMISSIONER COMMENTS

7. ADJOURNMENT

The next Regular Meeting of the Parks & Recreation Commission will be August 7, 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 May 30, 2024, at 5:00 p.m.



David T. Reynolds, Deputy City Manager

May 30, 2024

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: June 5, 2024
TO: Parks and Recreation Commission
FROM: David Reynolds
Deputy City Manager/Community Services Director
ISSUE: Approval of Minutes for the April 3, 2024 Regular Meeting

RECOMMENDATION: That the Parks and Recreation Commission approve the minutes for the April 3, 2024, regular meeting.

ATTACHMENTS:

- P&R Commission Meeting Minutes 04.03.24

**CITY OF LAGUNA HILLS
PARKS & RECREATION COMMISSION**

**REGULAR MEETING
MINUTES
Wednesday, April 3, 2024**

CALL TO ORDER

The meeting was called to order at 7:00 p.m. by Chair Chris Bieber.

PLEDGE OF ALLEGIANCE

ROLL CALL OF COMMISSIONER MEMBERS

Attendee Name	Title	Status	Arrived
Chris Bieber	Chair	Present	
Marc Trocchio	Vice Chair	Absent	
Sanjay Mathur	Commissioner	Absent	
Patricia Thee	Commissioner	Present	
Michael Zozaya	Commissioner	Present	

1. PUBLIC COMMENTS

The following individual addressed the Parks and Recreation Commission on non-agendized items:

Harry Huggins, board member of the Laguna Terrace Beautification Team, provided public comments concerning their upcoming event: "Laguna Terrace Plein Air Painting Contest."

2. MINUTES APPROVAL

2.1 Approval of Minutes for the February 7, 2024 Regular Meeting

Recommendation: That the Parks and Recreation Commission approve the minutes for the February 7, 2024, regular meeting.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Michael Zozaya, Commissioner
SECONDER:	Patricia Thee, Commissioner
AYES:	Patricia Thee, Commissioner, Chris Bieber, Chair, Michael Zozaya, Commissioner
ABSENT:	Marc Trocchio, Vice Chair, Sanjay Mathur, Commissioner

3. PRESENTATIONS**4. ADMINISTRATIVE REPORTS****4.1 2024 Daddy Daughter Dinner Dance Post-Event Report**

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

Community Services Manager Mrs. Gannon presented her report to the Parks and Recreation Commission.

4.2 2024 Hoppin' Hills Post-Event Report

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

Community Services Manager Mrs. Gannon presented her report to the Parks and Recreation Commission.

4.3 2024 Memorial Day Race Update

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

Community Services Manager Mrs. Gannon presented her report to the Parks and Recreation Commission.

5. INFORMATIONAL ITEMS**6. COMMISSIONER COMMENTS**

Commissioner Zozaya expressed his appreciation for the Rooted event that took place at Clarington Park on Saturday, March 16th. Commissioner Zozaya gave staff contact information for the local Lion's Heart group in order to promote more involvement and volunteerism among Laguna Hills teens.

7. ADJOURNMENT

There being no further business before the Parks and Recreation Commission at this session, Chair Bieber declared the meeting adjourned at 7:22 p.m.

David Reynolds, Deputy City Manager

ATTEST:

Chris Bieber, Chair

Approved at meeting of June 5, 2024



City of Laguna Hills

Parks & Recreation Commission

Staff Report

DATE: June 5, 2024
TO: Parks and Recreation Commission
FROM: David Reynolds
Deputy City Manager/Community Services Director
ISSUE: Update on CIP 241, General Park Improvements

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

SUMMARY:

The Parks and Recreation Commission was last presented with a staff report on an update on Capital Improvement Project (CIP) 241, General Park Improvements on December 6, 2023. At that meeting, it was explained how staff evaluated the City's fourteen existing parks and chose five parks with the highest need for recreational facility rehabilitation and/or enhancements: Cabot Park, El Conejo Park, Mackenzie Park, San Remo Park, and Veeh Ranch Park. Since then, the Public Works Department, on January 29, 2024, released three Requests for Proposals (RFPs) to solicit proposals from design professionals and qualified firms for park design services for the rehabilitation of these five highest priority parks under three project bids as follows:

1. Cabot Park
2. El Conejo Park and Mackenzie Park
3. San Remo Park and Veeh Ranch Park

On March 26, 2024, fourteen firms submitted proposals for Cabot Park, thirteen firms submitted proposals for El Conejo Park and Mackenzie Park, and thirteen firms submitted proposals for San Remo Park and Veeh Ranch Park. In turn, City staff evaluated all proposals during April 2024.

Update on CIP 241

June 5, 2024

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The City Council was presented with staff's recommendation for award of landscape architectural and park design Professional Services Agreements (PSAs) on May 14, 2024. At this meeting, the City Council approved the following PSAs:

- RJM Design Group, Inc., for Landscape Architectural Design Services for Cabot Park Rehabilitation Project in the total Maximum Contract Amount of \$193,500.
- David Volz Design Landscape Architects, Inc., for Landscape Architectural Design Services for El Conejo Park and Mackenzie Park Rehabilitation Project in the total Maximum Contract Amount of \$173,700.
- RJM Design Group, Inc., for Landscape Architectural Design Services for Veeh Ranch Park and San Remo Park Rehabilitation Project in the total Maximum Contract Amount of \$285,390.

For the Commission's reference, the May 14, 2024, staff report is attached to this report, including attachments.¹ Within this report, a list of the next steps for these projects is provided, including the Parks and Recreation Commission's involvement with them.

ATTACHMENTS:

- May 14, 2024 City Council Staff Report

¹ The Professional Service Agreement attachments are not included with the May 14, 2024, staff report attachment.



City of Laguna Hills

City Council/Planning Agency

Staff Report

DATE: May 14, 2024

TO: Mayor and Council Members

FROM: Joe Ames
Public Works Director/City Engineer

ISSUE: Award of Professional Services Agreements for Landscape Architectural Services, CIP No. 241, General Park Improvements

RECOMMENDATION: That the City Council:

- 1) Award a Professional Services Agreement to RJM Design Group, Inc., for Landscape Architectural Design Services for Cabot Park Rehabilitation Project in the total Maximum Contract Amount of \$193,500;
 - 2) Award a Professional Services Agreement to David Volz Design Landscape Architects, Inc., for Landscape Architectural Design Services for El Conejo Park and Mackenzie Park Rehabilitation Project in the total Maximum Contract Amount of \$173,700;
 - 3) Award a Professional Services Agreement to RJM Design Group, Inc., for Landscape Architectural Design Services for Veeh Ranch Park and San Remo Park Rehabilitation Project in the total Maximum Contract Amount of \$285,390; and
 - 4) Authorize the City Manager to sign the proposed Professional Services Agreements.
-

SUMMARY:

At the November 21, 2023 City Council meeting, City Council transferred all available Quimby Act Park In-Lieu funds to Capital Improvement Project No. 241, General Park Improvements. The Quimby Act Park In-Lieu funds must be spent by the City on developing new parks, or rehabilitating or enhancing existing parks or recreational

Award of Professional Services Agreements, CIP No. 241

May 14, 2024

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facilities/recreational amenities, and must be committed within five years of receiving the funding. As part of the staff report, City staff wrote they evaluated the City's 14 existing parks and chose five parks with the highest need for recreational facility rehabilitation and/or enhancements: Cabot Park, El Conejo Park, Mackenzie Park, San Remo Park, and Veeh Ranch Park. Subsequently, on January 29, 2024, City staff released Requests for Proposals (RFPs) to solicit proposals from design professionals and qualified firms for park design consulting services for the rehabilitation of the parks. On March 26, 2024, fourteen (14) firms submitted proposals for Cabot Park, thirteen (13) firms submitted proposals for El Conejo Park and Mackenzie Park, and thirteen (13) firms submitted proposals for San Remo Park and Veeh Ranch Park. The corresponding fee schedules were submitted in separate sealed envelopes. Staff evaluated all 40 proposals during April 2024. As a result of this formal competitive process, it is recommended that Professional Services Agreements (PSA's) be awarded and entered into with the following landscape architectural firms for the following projects: 1) RJM Design Group, Inc., for Landscape Architectural Design Services for Cabot Park Rehabilitation Project in the total Maximum Contract Amount of \$193,500; 2) David Volz Design Landscape Architects, Inc., for Landscape Architectural Design Services for El Conejo Park and Mackenzie Park Rehabilitation Project in the total Maximum Contract Amount of \$173,700; and 3) RJM Design Group, Inc., for Landscape Architectural Design Services for Veeh Ranch Park and San Remo Park Rehabilitation Project in the total Maximum Contract Amount of \$285,390.

BACKGROUND:

In the May and June 2023 City Council budget workshops, no new funding was appropriated by City Council to CIP No. 241, General Park Improvements. At the workshops, City Council expressed a desire for City staff to prioritize park improvements for future consideration in lieu of retaining a consultant to create a Parks Master Plan.

At the November 21, 2023 City Council meeting, City Council transferred all available Quimby Act Park In-Lieu funds to Capital Improvement Project No. 241, General Park Improvements. The Quimby Act Park In-Lieu funds must be spent by the City on developing new parks, or rehabilitating or enhancing existing parks or recreational facilities/recreational amenities, and must be committed within five years of receiving the funding. As part of the City staff report, City staff wrote they evaluated all 14 of the City's parks and prioritized proposed park rehabilitation and/or enhancement improvements, primarily focusing on the condition of existing playgrounds as the metric for prioritizing park improvements. Of the 14 parks, City staff chose eight (8) parks as

the ones with the highest need for improvements based upon the age and condition of the existing playgrounds, and provided estimated budgets and recommended minimum scopes of work at each park.

Five of the eight parks were determined to need playground structure replacements: Cabot Park, El Conejo Park, Mackenzie Park, San Remo Park, and Veeh Ranch Park. Three more parks were identified as needing rubberized play surfacing replacements in the future: Community Center/Dinosaur Park, Mandeville Park, and Mendocino Park.

As presented at the November 21, 2023 City Council meeting, the estimated budgets and scopes of work for the eight parks are included as an attachment to this report.

Subsequently, on January 29, 2024, City staff released three (3) Requests for Proposals (RFPs) to solicit proposals from design professionals and qualified firms for park design services for the rehabilitation of the five (5) highest priority parks as follows:

- Cabot Park
- El Conejo Park and Mackenzie Park
- San Remo Park and Veeh Ranch Park

City staff decided to group these parks, in part, to realize some operational efficiencies and based on similar sizes and budgets.

On March 26, 2024, fourteen (14) firms submitted proposals for Cabot Park, thirteen (13) firms submitted proposals for El Conejo Park and Mackenzie Park, and thirteen (13) firms submitted proposals for San Remo Park and Veeh Ranch Park. The corresponding fee schedules were submitted in separate sealed envelopes.

A list of firms that submitted proposals in response to each of the RFPs is attached.

City staff evaluated all 40 proposals during April 2024.

Pursuant to Laguna Hills Municipal Code (LHMC) Section 3-08.150 (Professional services contracts), the solicitation and award of professional services agreements are made utilizing the following selection process and criteria.

Section 3-08.150 reads in relevant part as follows:

"...[S]election by the city for professional services in areas including but not limited to

Award of Professional Services Agreements, CIP No. 241

May 14, 2024

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private architectural, landscape architectural, engineering, environmental, land surveying, construction project management, management and administration, financial, accounting, auditing, actuarial, economics, and/or development and planning, which involve the exercise of discretion and independent judgment together with an advanced or specialized knowledge, expertise, training, or unique skills gained by formal studies or experience, shall be on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required, and shall not be awarded solely on the basis of cost.... In accordance with state law, the city shall consider price after the city is satisfied that the would-be person, company, corporation, contractor, consultant, or firm has demonstrated the competence and professional qualifications necessary for the satisfactory performance of the services required.” (Emphasis added.)

As a result, the City utilized a qualifications-based selection process to identify professional firms that are best suited and most qualified to serve the City’s needs. The RFPs identified the following criteria for the selection of the professional consultants’ proposals:

1. Experience of the firm and the staff assigned to provide the requested services.
2. Demonstrated understanding of the service needs outlined in the RFP.
3. Successful delivery of similar services.
4. Location of firm and availability of staff to be assigned to projects.
5. Quality of references.
6. Content, quality, completeness and form of submitted proposal.
7. Interviews (optional).
8. Proposed cost of services (considered after selection of best qualified firms).

Based upon City staff’s evaluation of the proposals, it is recommended that Professional Services Agreements (PSAs) be awarded and entered into with the following landscape architectural design firms for the following park projects as follows:

- RJM Design Group, Inc., for Landscape Architectural Design Services for Cabot Park Rehabilitation Project in the total Maximum Contract Amount of \$193,500;

- David Volz Design Landscape Architects, Inc., for Landscape Architectural Design Services for El Conejo Park and Mackenzie Park Rehabilitation Project in the total Maximum Contract Amount of \$173,700; and
- RJM Design Group, Inc., for Landscape Architectural Design Services for Veeh Ranch Park and San Remo Park Rehabilitation Project in the total Maximum Contract Amount of \$285,390.

If the proposed contracts are awarded by City Council, as recommended, the next steps will be as follows:

Step 1: Proceed with Preliminary Design Plan Process

- Consultant proceeds with surveys of residents to gauge desired park recreational facility and/or amenity rehabilitation and enhancement improvements, meetings with City staff and any ad-hoc design committee established by City Council to verify needs, determine materials, and provide options for playground equipment.
- Consultant develops list of proposed park rehabilitation and enhancement improvements and ranks them according to available budget for review.
- In consultation with City staff, consultant verifies the proposed park rehabilitation and enhancement improvements are considered eligible for funding by Quimby Act Park In-Lieu fees.
- In consultation with City staff, consultant develops three conceptual plan alternatives for each location for feedback that have “low,” “medium,” and “high” construction cost estimates. Consultant coordinates with playground manufacturer(s) to produce 3-D graphic of playground equipment.
- Parks & Recreation Commission recommends one of the three alternatives or provides feedback on the alternatives to City staff and consultant.
- Further refinement of conceptual alternatives, if necessary.
- City Council approves Parks & Recreation Commission recommended conceptual alternative or provides additional feedback to City staff and consultant. If necessary, return to City Council for further review.

Step 2: Preparation of Final Plans & Specifications

- Consultant prepares final plans and specifications for review and approval by City staff and City Council, which includes:
 - Comprehensive bid schedule sheets with units and quantities
 - Complete set of construction plans and associated details that include complete specifications for onsite amenities, infrastructure/utilities, rubberized surfacing including performance standards, grading and drainage, landscape, signage, lighting, etc.
 - Final estimate of construction cost

Step 3: Bidding & Award of Construction Project

- City Council approves advertisement of plans and specifications for construction bidding.
- City staff advertises Notice(s) Inviting Bids.
- City Council awards public works construction contract to lowest, responsive, responsible bidder.

Step 4: Construction

- City staff and consultant supervise construction, verify adherence to design plans and specifications, respond to contractor requests for information, and any contract change order requests.
- Contract change orders, if needed, are processed.

Step 5: Project Close-Out

- Project punch lists completed.
- Project as-built drawings completed by design consultant and contractor.
- Approval of Notice of Completion by City Council.
- Final retention payment to construction contractor.

Provided no unreasonable delays are caused by additional requests for design refinements, reviews, or other deviations of the above-listed process, steps 1 through 3 typically requires approximately 5-6 months to complete. Step 3 typically requires 2 months to complete. Steps 4 and 5 typically require 5 to 7 months to complete. The

total time to complete each park project, if done concurrently, is approximately 12 to 14 months.

CEQA FINDINGS:

As a feasibility and planning study for use in connection with possible future action, approval of the proposed landscape architectural design consulting services agreements with David Volz Design Landscape Architects, Inc. and RJM Design Group, Inc., are statutorily exempt from the California Environmental Quality Act ("CEQA") (California Public Resources Code Section 21000 *et seq.*), pursuant to Section 15262 of the State CEQA Guidelines (14 Cal.Code Regs §15000 *et seq.*) CEQA exempts from its requirements "feasibility or planning studies for possible future actions which the agency, board, or commission has not yet approved, adopted, or funded." (CEQA Guidelines §15262.) Here, the purpose of the proposed professional services agreements is to obtain professional landscape architectural services needed to prepare concepts, plans, specifications and estimates for the proposed CIP No. 241, General Park Improvements (collectively, the "Improvements"). These concepts, plans, specifications, and estimates will aid the City: in determining whether to proceed with the Improvements; in determining whether the Improvements are exempt from CEQA review, or, if they are not, in identifying and disclosing the Improvements' potential environmental impacts (if any); and determining the costs of proceeding with the Improvements. The City has not yet entered into a public works contract for the construction of the Improvements. As a result, the proposed agreements fall within CEQA's statutory exemption for planning and feasibility studies. (CEQA Guidelines § 15162.)

FISCAL IMPACT:

CIP No. 241 (General Park Renovations) is active in fiscal year 2023/2024 and currently has an appropriated budget of \$2,297,153.48, which includes \$2,053,640.48 in Quimby Act Park In-Lieu fees, none of which have yet been encumbered. The recommended action to award PSAs to the consulting firms totaling \$652,590 would leave an unencumbered balance of \$1,644,563.48. Based upon the tentative budget presented as part of the November 21, 2023, City Council agenda report concerning CIP No. 241, the anticipated scope of construction work still requires at least \$1,049,046.52 in unidentified funding to complete the anticipated scope of work for all eight parks.

Award of Professional Services Agreements, CIP No. 241

May 14, 2024

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ATTACHMENTS:

- Prioritization, Budget, Scope of Work for Park Rehabilitation Improvements - November 21, 2023 City Council Meeting
- Park Improvements Location Map
- List of Firms Submitting Proposals
- Professional Services Agreement - RJM Design Group, Inc. (Cabot Park)
- Professional Services Agreement - David Volz Design (El Conejo and MacKenzie Parks)
- Professional Services Agreement - RJM Design Group, Inc. (Veeh Ranch and San Remo Parks)

Park Project Ranking Sheet

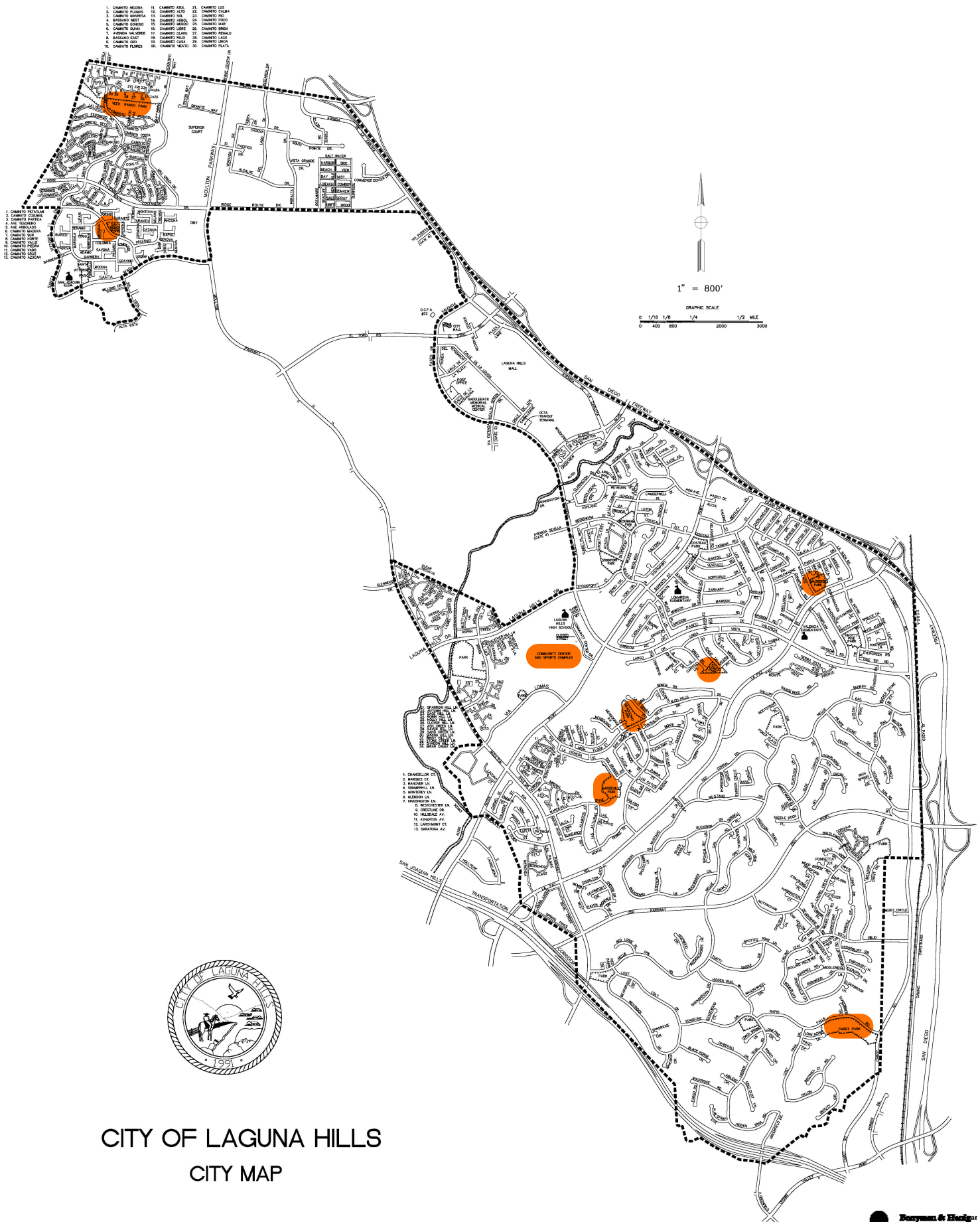
<u>Park Name</u>	<u>Playground Condition</u>	<u>Rubber Replacement Priority</u>	<u>10%/90% Weighted Composite Score</u>
Beckenham	11	8	8.3
Cabot Park	3	8	7.5
Clarington	9	8	8.1
Community Center	10	6	6.4
Costeau Park	13	8	8.5
El Conejo	8	1	1.7
Knotty Pine Park	5	8	7.7
Mackenzie Park	2	3	2.9
Mandeville Park	12	6	6.6
Mendocino Park	6	5	5.1
San Remo	4	4	4
Santa Vittoria	7	8	7.9
Stockport	14	8	8.6
Veeh Ranch	1	2	1.9

Reorganized Priority by Composite Score

<u>Park Name</u>	<u>Score</u>	<u>Estimated Total Budget</u>	<u>Proposed Scope of Work</u>
El Conejo	1.7	\$ 455,000.00	Remove zipline structure and install small 2-5 playground (\$250k), keep existing 5-12 playground structure and replace worn components (\$125k), replace rubber surfacing (\$80k).
Veeh Ranch	1.9	\$ 500,000.00	Replace all playground equipment (\$325k), replace light fixture standards throughout park (\$125k), replace rubber surfacing (\$50k).
Mackenzie Park	2.9	\$ 360,000.00	Remove 5-12 playground and install two smaller playground units for ages 2-5 and 5-12 (\$300k), replace rubber surfacing (\$60k). Alternatively, replace with smaller individual structures (\$175k).
San Remo	4.0	\$ 510,000.00	Replace existing playground equipment (\$350k), replace rubber surfacing (\$60k), convert volleyball area to BBQ area at request of Laguna Terrace Association (\$100k).
Mendocino Park	5.1	\$ 215,000.00	Keep existing playground structures and replace worn components (\$125k), replace rubber surfacing (\$90k).
Community Center	6.4	\$ 198,000.00	Replace rubberized surfaces only. No other proposed work.
Mandeville Park	6.6	\$ 133,500.00	Replace rubberized surfaces only. No other proposed work.
Cabot Park	7.5	\$ 417,000.00	Rubber OK here, but playground is in poor shape. Propose replacement of all rubber (\$57k) and install new playground equipment (\$350k).
Knotty Pine Park	7.7	No Proposed Work	
Santa Vittoria Park	7.9	No Proposed Work	
Clarington Park	8.1	No Proposed Work	
Beckenham Park	8.3	No Proposed Work	
Costeau Park	8.5	No Proposed Work	
Stockport Park	8.6	No Proposed Work	
Subtotal		\$ 2,788,500.00	
Design & Construction Management Allowance (20%)		\$ 557,700.00	
Total		\$ 3,346,200.00	

Funding Sources

Quimby Act In-Lieu Funds Transfer to CIP 241	\$ (2,053,640.48)
Existing CIP 241 Carryover Funds	\$ (243,513.00)
Total Available Funding	\$ (2,297,153.48)
Anticipated Funding Shortfall	\$ 1,049,046.52
Potential Future Transfer from General Fund Reserves	



CITY OF LAGUNA HILLS CITY MAP

<u>Cabot Park – Proposals Received</u> Albert A. Webb Associates Brightview Design Group David Volz Design Landscape Architects, Inc. Hongjoo Kim Landscape Architects, Inc. IDS Group, Inc. Interwest Consulting Moore Iacofano Goltsman, Inc. (MIG) Nuvis Landscape Architecture Placeworks Richard Fisher Associates RHA Landscape Architects-Planners, Inc. RJM Design Group, Inc. RRM Design Group, Inc. Van Dyke Landscape Architects, Inc.	<u>El Conejo and MacKenzie Parks – Proposals Received</u> Albert A. Webb Associates Brightview Design Group David Volz Design Landscape Architects, Inc. Hongjoo Kim Landscape Architects, Inc. IDS Group, Inc. Interwest Consulting Moore Iacofano Goltsman, Inc. (MIG) Nuvis Landscape Architecture Placeworks RHA Landscape Architects-Planners, Inc. RJM Design Group, Inc. RRM Design Group, Inc. Van Dyke Landscape Architects, Inc.
<u>San Remo and Veeh Ranch Parks – Proposals Received</u> Albert A. Webb Associates Brightview Design Group David Volz Design Landscape Architects, Inc. Hongjoo Kim Landscape Architects, Inc. IDS Group, Inc. Interwest Consulting Moore Iacofano Goltsman, Inc. (MIG) Nuvis Landscape Architecture Placeworks RHA Landscape Architects-Planners, Inc. RJM Design Group, Inc. RRM Design Group, Inc. Van Dyke Landscape Architects, Inc.	



City of Laguna Hills

Parks & Recreation Commission

Staff Report

DATE: June 5, 2024
TO: Parks and Recreation Commission
FROM: David Reynolds
Deputy City Manager/Community Services Director
ISSUE: Park Quality Program Update

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

SUMMARY:

The Park Quality Control Program was presented at the June 7, 2023, Parks and Recreation Commission meeting to introduce newly appointed Commissioners to this program. At the October 6, 2021, Commission meeting, the Parks and Recreation Commission requested quarterly updates in regards to this program. Since then, staff has continued with quarterly updates on park maintenance under the Park Quality Control Program. Parks Supervisor Ryan Hanley will provide another update on this program and on general park maintenance at the June 5, 2024 meeting. Mr. Hanley will also be available to answer Commissioner questions related to the maintenance of the City's public parks.



City of Laguna Hills

Parks & Recreation Commission

Staff Report

DATE: June 5, 2024
TO: Parks and Recreation Commission
FROM: Holland Gannon
Community Services Manager
ISSUE: 2024 Memorial Day Race Verbal Report

RECOMMENDATION: That the Parks and Recreation Commission receive a verbal report recapping the Memorial Day Half Marathon, 5K, and 10K Honoring the USMC Dark Horse Battalion Race Event held on May 27, 2024.



City of Laguna Hills

Parks & Recreation Commission

Staff Report

DATE: June 5, 2024
TO: Parks and Recreation Commission
FROM: Holland Gannon
Community Services Manager
ISSUE: Adult Sports Leagues Update

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

SUMMARY:

The Community Services department hosted Adult Softball and Basketball Leagues during the Spring 2024 Season. The Adult Softball league was held on Monday nights located at the Community Center Sports Park on the Softball field and the Adult Basketball League was held on Thursday nights inside the Community Center Gymnasium. Both leagues had 3 scheduled games per week beginning at 6:30pm each week. The leagues consisted of 6 teams that included a 10-game regular season and 1 playoff night. Each player of the 1st place teams received a Championship T-Shirt/Sweatshirt at the end of the season.

In addition to the Spring 2024 Basketball Season, we are partnering with the City of Lake Forest to host our first annual "Inter-City Showcase." This will be a one-night event taking place at the Laguna Hills Community Center Gymnasium on June 6th. Each city will be inviting the top 3 teams from their Spring league standings to participate in a one game showcase vs the other city. This event will be free for all teams and put on by the City of Laguna Hills. All players will receive at T-Shirt for participating.

Adult Sports Leagues Update

June 5, 2024

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FISCAL IMPACT:

The 2023/2024 fiscal year Adult Sports budget is \$7,750. The fiscal year end estimate is approximately \$7,100.

Softball Supplies	\$2,000
Basketball Supplies	\$2,000
Championship Game Fees	\$2,350
Umpire/Referee Fees	\$750
Total:	\$7,100

ATTACHMENTS:

- Attachment 1 - Basketball Photos
- Attachment 2 - Softball Photos

Attachment 1: Basketball Photos



Attachment 2: Softball Photos





City of Laguna Hills

Parks & Recreation Commission

Staff Report

DATE: June 5, 2024

TO: Parks and Recreation Commission

FROM: Holland Gannon
Community Services Manager

ISSUE: 2024 Fourth of July Celebration Pre-Event Report

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

SUMMARY:

The City of Laguna Hills will host its annual 4th of July celebration at the Laguna Hills Sports Complex on Thursday, July 4, 2024. The special event will be held from 4:00 PM to approximately 9:30 PM and includes a number of activities in addition to the fireworks show as outlined in this report. An event estimated budget is also provided in this staff report under the Fiscal Impact section.

BACKGROUND:

The City of Laguna Hills will host its annual 4th of July celebration at the Laguna Hills Sports Complex on Thursday, July 4, 2024. The event will begin at 4:00 PM and the following is the tentative schedule of the event:

Event Schedule

4:00 PM – 8:50 PM	Activities, games, food, and vendor/information booths
4:00 PM – 6:00 PM	Music provided by sound equipment vendor functioning as DJ with recorded music. Band setup.

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5:45 PM – 5:55 PM	Speeches from historical reenactors
6:00 PM – 8:50 PM	Identity Theft live music
8:50 PM	Mayor's Welcome/Comments/Presentation of Colors
9:00 PM	National Anthem
9:05 PM – 9:25 PM	Firework show

The elements for this event are further described below.

Activities/Games: Five (5) inflatables will be rented this year to provide activities for children. The anticipated inflatables are: Shooting Stars Basketball, Football Challenge, Skee Ball Inflatable, as well as two larger inflatable obstacle courses, Adrenaline Rush and 360 Extreme Obstacle Course.

Two (2) carnival rides have been reserved this year. Staff will not know the specific rides until closer to the event, but they will be similar to the 2023 event. Last year, the rides were "Tilt a Whirl" and "Sizzler."

Face painting and children's crafts will also be offered this year.

Music: This year staff has arranged for the band, Identity Theft, to provide musical entertainment. This high-energy band will be playing a wide range of hits.

The sound company hired for this event will provide music to the audience from 4:00 PM – 6:00 PM while Identity Theft sets up their equipment in the Town Green Gazebo. A change to this year's event is to place a stage on the soccer field for the musical entertainment with the addition of more sound equipment.

Additional Entertainment: Due to the popularity of historical reenactors at previous years' events, staff has booked the following characters: Abraham Lincoln, Mary Todd Lincoln, General Grant, James Madison, and Betsy Ross. Reenactors will be available for photos as well as give speeches around 5:45 PM. Because the band will be relocated to the stage on the soccer field, staff is considering locating the historical reenactors to the Town Green Gazebo.

Food: Staff reached out to the non-profit groups that have previously sold food items at the event. To date, no non-profit groups have expressed an interest in

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participating at this time. Staff will continue to reach out to local non-profits. Last year, Laguna Hills High School Football Booster, Music Booster, and Water Polo Booster participated in the event and sold the following items:

- LHHS Football Boosters: soda, water and Gatorade
- LHHS Music Boosters: nachos, churros, popcorn, and candy
- LHHS Water Polo Boosters: shaved ice and water

To ensure that there is an adequate amount of food for those in attendance, staff has secured the following food trucks:

- The Family Ice Cream
- MC Kabob Grill
- Bigfoot Loaded Corndogs
- Yummy Bird LLC

Staff is working on securing a minimum of two (2) more food trucks for the event.

Information Booths & Displays: It is planned to once again incorporate information booths and displays into the 4th of July event. Staff will coordinate what information is included in the City's information booth and what type of giveaways will be available to the public. Last year, informational booths at the event included the City of Laguna Hills booth, OC Sheriff booth and displays, Chamber of Commerce booth, and 3/5 Support Committee booth and 3/5 Marine displays.

Staff is in the process of coordinating what booths and displays will be at this year's event. "Team Dark Horse" will be present to support the adopted Marines of the 3/5 Battalion at this year's event. Marines from the 3/5 Battalion will also be present with static displays.

Fireworks Display: At the April 23, 2024 City Council meeting, City Council authorized City Manager, Jarad Hildenbrand, to execute the fireworks display agreement with Fireworks and Stage FX America, LLC, with the stipulation that the fireworks show duration be extended. Staff received a new proposal to add 3 minutes to the fireworks show, taking it from twenty (20) minutes and a cost of \$40,500, to twenty-three (23) minutes and a cost of \$41,500.

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FISCAL IMPACT:

The original budget for this year's 4th of July event was \$95,500 including a \$40,500 fireworks budget. Staff has requested a budget amendment to increase the total event budget to \$110,640 to accommodate a stage, lighting, better sound equipment, and an increase in fireworks in accordance with direction and comments made by City Council on April 23, 2024. See the table below for event budget details.

2024 4th of July Event Revised Budget Summary	
Band	\$ 5,000
Electrician	\$ 2,000
Character Actors	\$ 1,000
Face Painters	\$ 2,000
Firework Display	\$ 41,500
Inflatables (Games/Bouncers)	\$ 4,000
Janitorial and HS Custodial	\$ 1,100
Misc/supplies	\$ 2,540
OC Sheriff	\$ 14,000
Portables (toilets/sinks)	\$ 2,500
Rentals (tables, chairs, booths)	\$ 4,000
Security	\$ 3,000
Sound and Stage Company	\$ 13,000
Two Carnival Rides	\$ 15,000
Total	\$ 110,640



City of Laguna Hills

Parks & Recreation Commission

Staff Report

DATE: June 5, 2024
TO: Parks and Recreation Commission
FROM: Holland Gannon
Community Services Manager
ISSUE: Schedule of Upcoming Events - 2024 Events/Activities Calendar

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

SUMMARY:

Attached to this staff report is the Community Services Department's 2024 Events/Activities planning calendar for the Parks and Recreation Commission's reference.

ATTACHMENTS:

- Attachment 1: 2024 Events Calendar

2024 EVENTS/ACTIVITIES CALENDAR

Late Feb. – Late July– LHLL Season

Feb. – May – AYSO Spring Season

July – September - Soccer Fields Closed for Renovations

September – late November – AYSO Fall Season

December

GHS – Global Harmony Symphony

(Dates for Event/Activities italicized not confirmed and are tentative)

-----**2024**-----

JANUARY

FEBRUARY

2/16 – Daddy Daughter Dinner Dance (6:30-8:30p) @ LHCC

MARCH

3/16 - Rooted Campaign Event (Clarington)

3/23 – Hoppin’ Hills (9a-11a LHCC)

APRIL

4/12 – Parents Night Out 6-8:30p

4/15 – GHS Spring Concert – 7p

4/27 - Rooted Campaign Event (Santa Vittoria) 9a-12p

MAY

5/11 – Mother’s Day Paint and Tea (11a-2p)

5/27 – Memorial Day Race

JUNE

6/8 - Rooted Campaign Event (TBD)

6/8 - Shredding @LHCC

6/13 – Moment Musicale

6/14 – Circle of Friends Dance (Flag Day Theme)

6/22 – Chamber of Commerce Car Show (LH Mall 9a-1p)

-----**FY 24/25**-----

JULY

7/4 – 4th of July Celebration 4-9:30pm (Summer Concert Series #1) Identity Theft @LHCC

7/15 – GHS Symphonic Ballroom POPS! Concert 7-9p @LHCC

7/19 - Summer Concert Series #2: Beatles Cover 6:30-8:30p @LHCC

7/26 - Summer Concert Series #3: Stone Soul 6:30-8:30p @LHCC

AUGUST

8/2 - Summer Concert Series #4: Family Style 6:30-8:30p @LHCC

8/9 - Summer Concert Series #5: Yachty by Nature 6:30-8:30p @LHCC

8/16- Movie in the Park: Lilo and Stitch @ Costeau (National Hawaiian Shirt Day – shave ice truck giveaway)

8/22- Organic Waste Town Hall meeting

8/23- Movie in the Park: Planes @ El Conejo (National Ride the Wind Day-kite party beforehand)

8/30- Movie in the Park: The Little Mermaid (2023) @ Santa Vittoria (National Beach Day – ice cream giveaway)

8/31- Concert in the Park: Symphony on the Go @ Cabot

SEPTEMBER

9/6- Movie in the Park: Kung Fu Panda 4 @ Beckenham (end of summer celebration)

9/7- Mother & Son Day of Fun

9/14 - Rooted Campaign Event

9/28 – Heritage Day

OCTOBER

10/5 – Night at the Museum Movie Night w/ library

10/18 – Circle of Friends Halloween Dance

5/30/24

NOVEMBER**11/2** – *CR&R Compost Giveaway***DECEMBER****12/6** – Tree Lighting**12/13** – Parent's Night Out (6-8:30p)**12/14** – Breakfast with Santa**12/21** – Dance Extravaganza