
PARKS AND RECREATION COMMISSION



**DECEMBER 05, 2012
7:00 PM**

AGENDA

Mark Jones – Chair

Jack Noenickx – Vice Chair

Jeffrey McConnell – Commissioner

Daniel Cooper - Commissioner

Farid Tabrizy - Commissioner

Location: City Council Chamber, 24035 El Toro Road, Laguna Hills, California 92653

Any person wishing to address the Parks and Recreation Commission on any matter, whether or not it appears on this Agenda, is asked to complete a "Request to Speak" form available on the table at the back of the Chamber. The completed form is to be submitted to the Recording Secretary prior to an individual being heard by the Parks and Recreation Commission.

Members of the public wishing to address the Parks and Recreation Commission can do so during the Public Comments portion of the Agenda with a time limitation of three minutes per person, an overall time limit of ten minutes for any one subject, and a total time limit of thirty minutes for Public Comments. If you are commenting on an Agenda item, your comments will be heard at the time that item is scheduled on the Agenda. If you are addressing the Commission on an item not listed on the Agenda, the Parks and Recreation Commission is prohibited by law from discussing or taking any action on that item.

CALL TO ORDER

Resolution No. 96-04-09-1 established rules of decorum for public meetings held by the City of Laguna Hills. Resolution No. 96-04-09-1 is available on the table at the back of the City Council Chamber.

PLEDGE OF ALLEGIANCE

ROLL CALL OF CITY COUNCIL 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.

2. MINUTES

- 2.1 APPROVAL OF MINUTES OF REGULAR MEETING, OCTOBER 3, 2012

RECOMMENDATION: THAT THE PARKS AND RECREATION COMMISSION APPROVE THE MINUTES OF THE OCTOBER 3, 2012 REGULAR MEETING.

3. PRESENTATIONS

- 3.1 SHADE STRUCTURES AND SCOREKEEPER BOXES AT CABOT PARK FOR LAGUNA HILLS LITTLE LEAGUE

RECOMMENDATION: THAT THE PARKS AND RECREATION COMMISSION RECEIVE A PRESENTATION FROM THE LAGUNA HILLS LITTLE LEAGUE REQUESTING THE INSTALLATION OF SHADE STRUCTURES AND SCOREKEEPER BOXES AT CABOT PARK.

4. ADMINISTRATIVE REPORTS

- 4.1 LAGUNA HILLS LITTLE LEAGUE FIELD PREFERENCES FOR NEW 50/70 BASEBALL DIVISION

RECOMMENDATION: THAT THE PARKS AND RECREATION COMMISSION PROVIDE FEEDBACK REGARDING LAGUNA HILLS LITTLE LEAGUE'S FIELD PREFERENCES FOR A NEW 50/70 LITTLE LEAGUE DIVISION.

- 4.2 2013 LAGUNA HILLS HALF MARATHON, 10K & 5K EVENT AND PROPOSED HALF MARATHON ENTRY FEE INCREASE

RECOMMENDATION: THAT THE PARKS AND RECREATION COMMISSION PROVIDE FEEDBACK TO STAFF REGARDING THE PROPOSED HALF MARATHON FEE INCREASE.

- 4.3 2013 EARTH DAY LAGUNA HILLS EVENT AND DOCUMENT SHREDDING EVENT

RECOMMENDATION: THAT THE PARKS AND RECREATION COMMISSION PROVIDE FEEDBACK TO STAFF ON PROPOSED PROJECTS FOR THE 2013 EARTH DAY LAGUNA HILLS EVENT AND SHREDDING EVENT.

- 4.4 COMMUNITY SERVICES WORK PROGRAM UPDATES FOR THE CURRENT BUDGET CYCLE AND COMMISSION PARTICIPATION IN THE 2013 - 2015 BUDGET PROCESS

RECOMMENDATION: THAT THE PARKS AND RECREATION COMMISSION REVIEW THE STATUS UPDATES OF THE COMMUNITY SERVICES DEPARTMENT WORK PROGRAMS FOR THE CURRENT BUDGET CYCLE AND CONDUCT PRELIMINARY DISCUSSIONS ON BUDGET PRIORITIES FOR THE NEXT BIENNIEL BUDGET.

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

The next Regular Meeting of the Parks and Recreation Commission will be February 06, 2013, 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 La Paz Center by November 30, 2012, at 5:00PM.



DAVID T. REYNOLDS
DEPUTY CITY MANAGER

November 30, 2012

DATE

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, you should contact the office of the Deputy City Manager at (949) 707-2680. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to assure access.

Materials related to an item on this Agenda submitted to the Commission after distribution of the Agenda packet are available for public inspection in the Community Center at 25555 Alicia Parkway, Laguna Hills, California, during normal business hours.

CITY OF LAGUNA HILLS, CALIFORNIA
Parks and Recreation Commission
MINUTES
OCTOBER 3, 2012

CALL TO ORDER

Vice Chair Noenickx called the Regular Meeting of the Parks and Recreation Commission of the City of Laguna Hills, California, to order at 7:00 PM in the Laguna Hills City Council Chamber, 24035 El Toro Road, Laguna Hills.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Vice Chair Noenickx.

ROLL CALL OF COMMISSION MEMBERS:

Present: Vice Chair Noenickx, Commissioner Daniel Cooper, Commissioner Jeffrey McConnell, Commissioner Farid Tabrizy

Absent: Chair Mark Jones

STAFF PRESENT: Dan Meehan, Community Services Superintendent; Jaime Ballard, Administrative Assistant; and Jan Frainie, Parks Supervisor.

1. PUBLIC COMMENTS

Mrs. Laura Dickson of Laguna Hills greeted the Commission. Mrs. Dickson stated she wanted to plant a tree a number of years ago in memory of a neighbor of hers who was blind and used to walk around Mendocino Park next to her house every day. Mrs. Dickson recalls the process as being a very long process and required numerous phone calls to the City to have an actual tree planted. She indicated approximately \$300 was collected and donated to the City for the tree planting.

Mrs. Dickson suggested replacing older, diseased trees, or trees that are crooked, over grown or that had become a nuisance from donations with trees that have a good growth pattern and do not get excessively tall along with being fire resistant. She stated some agencies attach gator bags to the tree which is a 20 gallon bag of water that also allows the tree to be watered at a moderate pace. The gator bag can be refilled and removed at any time. Since the City does not currently allow plaques to be placed on trees, she suggested that the donors' name could be placed on the gator bags since it's temporary, in part of recognizing the donor.

In addition to the suggestions provided, Mrs. Dickson requested that a site map of all the planted donated trees be advertised in the City Views brochure. Mrs. Dickson provided the Commission with a handout of examples of other agencies who offer tree donation services.

2. MINUTES

2.1 REGULAR MEETING, AUGUST 1, 2012

**MOTION TO APPROVE THE MINUTES OF THE AUGUST 1, 2012, REGULAR MEETING, BY COMMISSIONER COOPER S/COMMISSIONER MCCONNELL.
APPROVED BY A VOTE OF 4-0.**

3. PRESENTATIONS

4. ADMINISTRATIVE REPORTS

4.1 TREE DONATION IN PUBLIC PARKS

Community Services Superintendent Meehan summarized the report. Mr. Meehan indicated the City does not currently have a formal tree donation policy in place, however, in the past, the City has worked with residents to plant trees in parks. Superintendent Meehan stated that Parks Supervisor Jan Frainie indicated the City doesn't get more than one or two request per year.

Superintendent Meehan indicated staff was seeking feedback on how tree donations should be handled.

**MOTION TO STAY WITH CURRENT POLICY TO INCLUDE TREES PLANTED BY CITY CONTRACTORS, SPECIES CHOSEN BY THE CITY, DONATOR PAYS FEE ESTABLISHED BY THE CITY, AND CITY CHOOSES THE LOCATION BY VICE CHAIR NOENICKX S/COMMISSIONER COOPER.
APPROVED BY A VOTE OF 4-0.**

4.2 SUMMER QUARTER EVALUATION 2012

Vice Chair Noenickx suggested staff provide a prior year comparison in future reports as well as annual scholarship funds provided to participants.

**MOTION TO DIRECT STAFF TO RECEIVE AND FILE THE REPORT, BY VICE CHAIR NOENICKX S/COMMISSIONER COOPER.
APPROVED BY A VOTE OF 4-0.**

5. INFORMATIONAL ITEMS

5.1 CIP NO. 513A COMMUNITY CENTER REFURBISHMENT UPDATE

Community Services Superintendent Meehan summarized the report.

**MOTION TO DIRECT STAFF TO RECEIVE AND FILE THE REPORT, BY
COMMISSIONER COOPER S/COMMISSIONER MCCONNELL.
APPROVED BY A VOTE OF 4-0.**

5.2 CITY WIDE ANNUAL TURF OVERSEEDING PROGRAM

Vice Chair Noenickx asked if we used reclaimed water in north Laguna Hills. Parks Supervisor Jan Frainie stated no; that area falls within the El Toro Water District. Mr. Frainie indicated the El Toro Water District had plans for a distribution line for a reclaimed water line coming down Santa Vittoria that could possibly service Santa Vittoria Park, Veeh Ranch Park, and the medians along Santa Vittoria and Santa Maria. Mr. Frainie indicated once they had the distribution line they could start plumbing for reclaimed water into the parks. Parks Supervisor indicated staff only overseeds reclaimed water areas.

**MOTION TO DIRECT STAFF TO RECEIVE AND FILE THE REPORT, BY
COMMISSIONER COOPER S/COMMISSIONER MCCONNELL.
APPROVED BY A VOTE OF 4-0.**

6. COMMISSIONER COMMENTS

7. ADJOURNMENT

There being no further business before the Parks and Recreation Commission at this meeting, Vice Chair Noenickx declared the meeting adjourned at 7:45 PM.

DAVID T. REYNOLDS
DEPUTY CITY MANAGER

ATTEST:

MARK JONES, CHAIR

APPROVED AT MEETING OF DECEMBER 5, 2012

CITY OF LAGUNA HILLS
PARKS AND RECREATION COMMISSION
AGENDA REPORT
COMMUNITY SERVICES DEPARTMENT

ISSUE: SHADE STRUCTURES AND SCOREKEEPER BOXES AT CABOT PARK FOR LAGUNA HILLS LITTLE LEAGUE

SUMMARY:

Laguna Hills Little League (LHLL) is requesting that shade structures be built to cover the two existing metal bleachers at Cabot Park. There are no shade structures at this site and it becomes very uncomfortable to enjoy baseball games without shade when watching a game from these bleachers. LHLL president, Kim Schremp, will be present at the Commission meeting to provide the Commission with LHLL's proposal on shade structures.

LHLL is also requesting permission to build scorekeeper boxes behind each home plate enclosure at Cabot Park. Kim Schremp will also provide the Commission on a presentation on this request.

Images of the Cabot Park bleacher area and what LHLL is envisioning to possible install for structures are attached to this report for reference. Images of an existing shade structure and a scorekeeper box at Aliso Viejo Woodfield Park are also attached to this report.

ATTACHMENTS:

- Image: Cabot Park Bleacher Area
- Images: Aliso Viejo Woodfield Park Shade Structure and Scorekeeper Box
- Images: Shade Structure and Scorekeeper Box Proposed by LHLL

RECOMMENDATION: THAT THE PARKS AND RECREATION COMMISSION RECEIVE A PRESENTATION FROM THE LAGUNA HILLS LITTLE LEAGUE REQUESTING THE INSTALLATION OF SHADE STRUCTURES AND SCOREKEEPER BOXES AT CABOT PARK.

Cabot Park Bleacher Area



**Aliso Viejo Woodfield Park
Shade Structure and Scorekeeper Box**



Shade Structure and Scorekeeper Box Proposed by LHLL



CITY OF LAGUNA HILLS

PARKS AND RECREATION COMMISSION AGENDA REPORT COMMUNITY SERVICES DEPARTMENT

ISSUE: LAGUNA HILLS LITTLE LEAGUE FIELD PREFERENCES FOR NEW 50/70 BASEBALL DIVISION

SUMMARY:

Laguna Hills Little League (LHLL) is interested in beginning a new 50/70 Baseball Division (Intermediate Division) and approached staff on modifying a field for new base path dimensions. Staff and LHLL have had several conversations on accommodating this request and which fields would work the best. Based on these conversations, LHLL sent a letter to staff on its field preferences. This letter is attached to this report. Staff is requesting the Commission's review of this request and to determine which field option is preferable from its perspective and if funds for field improvements should be set aside in the next budget cycle if applicable.

BACKGROUND:

For the last several years Little League International has promoted a pilot program to introduce a new 50/70 Baseball Division to leagues. This new division establishes a field dimension of 50 feet for the pitching distance and 70 feet for base path distances. One of the reasons for this new division is to provide a bridge between a standard Little League baseball field and a conventional field for Little League players. This new Division will also allow 13 year olds to play with 11 and 12 year old children; however, this is not the intent of LHLL as further described below.

LHLL approached staff to express its interest in establishing a new 50/70 division and to request a field to play at the new 50/70 field dimensions. LHLL's original request was to modify the baseball field at the Laguna Hills Community Center to accommodate the new infield dimensions. LHLL currently uses this field for the Majors Division (11 - 12 year olds) which plays at 46/60 infield dimensions—specifically 46.5' pitching distance and 60' base path distances). Staff did perform infield modifications during the soccer field renovation project to accommodate 50/70 play. However, after examining the request further from a risk management perspective, staff determined that the outfield distance from home plate was not an adequate distance in accordance to suggested outfield dimensions for a new 50/70 Division (see Table 1).

Moving forward, it is LHLL's intention to continue with a Majors Division for 11 – 12 year olds, introduce a new Intermediate Division for 13 year olds at 50/70 play, and modify

the Junior Division to only 14 year old play (see Table 1). This is dependent on LHLL ability to acquire a field with the correct playing dimensions at 50/70.

Table 1: Division Field Dimensions & LHLL Proposed Divisions		
Division (Ages)	Diamond Dimension in ft. (Pitching Mound - Base Paths)	Outfield Fence Dist. in ft.(min. – max.)
Majors (11-12)	46.5 – 60	195 – 225
Intermediate (13)	50 – 70	220 – 270 ⁽¹⁾
Junior (14)	60.5 – 90	250 – 350

(1) The outfield distance has not been officially determined by Little League International for the 50/70 Division.

Recent conversations with LHLL have been centered on other field options besides the Community Center's baseball field in light of staff's concerns with the outfield fence distance and risk management concerns with this field. During these conversations, additional fields were examined for outfield distance expansion and other factors were considered as well. *(Aerial photographs of these fields are attached to this report for the Commission's review and potential discussion).*

As a result of these conversations, LHLL submitted a letter to staff stating their field preferences to accommodate 50/70 Intermediate field dimensions appropriate for 13 year old play. This letter is attached to this report. LHLL's field preferences are summarized below and staff also has provided comments under each preference. Representatives from the LHLL will also be present at this meeting to discuss LHLL's preferences and the need to accommodate the field request for the new 50/70 Intermediate Division.

Staff's comments below in regards to outfield distances are based on preliminary analysis using the City's GIS system and aerial photos.

LHLL Preference #1 – Re-build/Rehab San Joaquin Elementary School as a double usage field with both 50/70 (Intermediate Division) and 60/90 (Junior Division).

Comments:

- The City improved this field in the past for the LHLL practice purposes.
- The cost to convert the field to multi-use as requested by LHLL is estimated at \$35,000. This cost would need to be budgeted in the next budget cycle.
- Outfield dimensions would work for Intermediate Division based on unofficial outfield dimensions. What about tournament play outfield dimensions max at 270' and school portables in left outfield? Need for fencing/netting?
- Concern with accommodating a Junior Division and required outfield dimensions at 250' to 350' for both league game play and tournament play.

- Coordination of field improvements with Saddleback Unified School District. The need for a Joint Use Agreement? Ongoing maintenance concerns—maintenance agreement?
- No lights at this field.
- Need for sideline fencing and hooded net behind home plate?

LHLL Preference #2 – Renovate the lower Cabot Park field as a double usage field with both 50/70 (Intermediate Division) and 60/90 (Junior Division).

Comments:

- The cost to convert the field to multi-use as requested by LHLL is estimated at \$35,000. This cost would need to be budgeted in the next budget cycle.
- Outfield dimensions would work for Intermediate Division. Need for fencing/netting in right outfield because of playground?
- Does outfield dimensions max at 270 feet for Intermediate Division - play work?
- Outfield dimensions do not work for the Junior Division unless fencing was installed.
- Aesthetic issues and cost of fencing/netting.
- No lights at this field.
- Displacement of current Little League Divisions using this field.

LHLL Preference #3 – Renovate the Laguna Hills Community Center field according to Little League International specifications (in regards to fencing requirements) to allow for both 11-12 age play and 13 year old play on the 50/70 dimensions.

Comments:

- Infield modifications already occurred to accommodate both 46/60 and 50/70 infield dimensions during the CIP for soccer field renovations this year.
- Outfield dimensions are not adequate for both the Intermediate and Junior Divisions. This field was originally designed to accommodate the LHLL lower age divisions.
- Fencing/Netting could be installed to protect the Picnic Shelter Area and the right field walkway from errant balls to accommodate the required outfield distance requirements. Staff is concerned about the aesthetics of fencing/netting and the overall cost. The cost of fencing/netting would need to be budgeted in the next budget cycle.
- Risk management business decision—the City could allow play on this field as requested by LHLL without any netting installation. The City could also execute an indemnification agreement and require additional insurance coverage from LHLL to use the field under 50/70 dimensions. However, the

City would still assume an element of risk because the field was not originally designed for play at this dimension and consequently the City could still be liable for any injuries or damages. City staff currently does not favor this option.

For background information, the current LHLL home fields in Laguna Hills are listed below.

Table 2: LHLL Home Field Locations and Age Divisions		
Field Location	Division	Age Group
Costeau Park	Tee Ball / Rookie	4 -6
Stockport Park	Tee Ball / Rookie	4 - 6
Cabot Park Upper	A - AA	7 - 9
Cabot Park Lower	AAA	10 - 11
LHCC Baseball field	Majors	11 - 12
LHCC Softball field (practice)	Juniors	13 - 14
LHHS JV Field	Juniors	13 - 14

RECOMMENDATION: THAT THE PARKS AND RECREATION COMMISSION PROVIDE FEEDBACK REGARDING LAGUNA HILLS LITTLE LEAGUE'S FIELD PREFERENCES FOR A NEW 50/70 LITTLE LEAGUE DIVISION.

ATTACHMENTS

- Attachment 1 – Letter from LHLL
- Attachment 2 – Aerial photos of fields

November 27, 2012

Mr. David Reynolds
Deputy City Manager
City of Laguna Hills
25555 Alicia Parkway
Laguna Hills, CA 92653



Mr. Reynolds,

On behalf of Laguna Hills Little League, I wanted to extend our heartfelt appreciation for your partnership in working towards fulfilling our needs associated with offering a valuable youth sports program to the children of our city. Our collaborative efforts have made a significant impact on the quality of programs we are able to offer.

In reference to our latest endeavor, I submit the following for your consideration:

To stay consistent in offering the same divisions of play as Little League International Laguna Hills Little League is seeking partnership with the City of Laguna Hills in creating a field according to proper 50 / 70 Intermediate field dimensions appropriate for 13 year old play.

After reviewing all possible filed options, LHLL's preference is as follows:

Preference #1: Re-build / rehab the baseball field at San Joaquin Elementary School as a double usage field with both 50/70 (Intermediate Division) dimensions AND 60/90 (Junior Division) dimensions. This would provide LHLL with a dedicated "Upper Division" field, eliminating our dependency on Laguna Hills High School for their JV field and also allowing us the opportunity to host upper division tournaments.

Preference #2: Renovate the LOWER baseball diamond at Cabot Park as a double usage field with both 50/70 (Intermediate Division) dimensions AND 60/90 (Junior Division) dimensions. This would provide LHLL with a dedicated "Upper Division" field, eliminating our dependency on Laguna Hills High School for their JV field and also allowing us the opportunity to host upper division tournaments. This option would also provide us with additional income potential from Snack Bar sales.

Preference #3: Renovate the Laguna Hills Community Center Field according to Little League International specifications (in regards to fencing requirements) to allow for both 11/12 age play AS WELL as 13 year old play on the 50/70 dimensions.

I look forward to working with you and the city on this project!

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Kimberly Schremp".

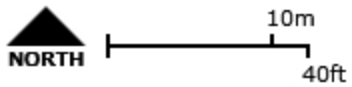
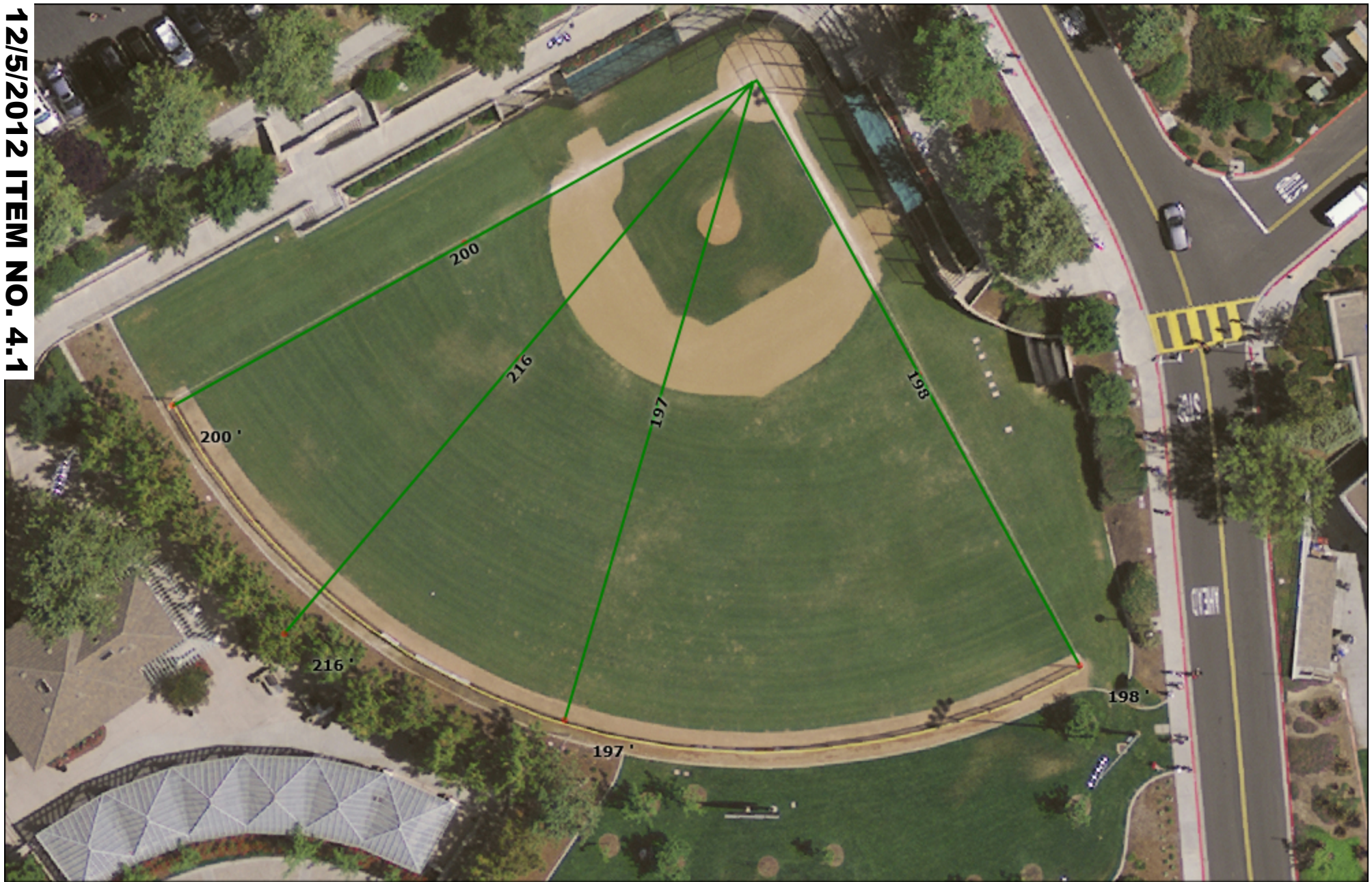
Kimberly Schremp, President
LAGUNA HILLS LITTLE LEAGUE

LAGUNA HILLS LITTLE LEAGUE
24881 Alicia Parkway, Suite 163 - Laguna Hills, CA 92653 • 949.357.5591 • LHLL-LittleLeaguePresident@LHLL.org

Attachment 2

Aerial Photos of Fields

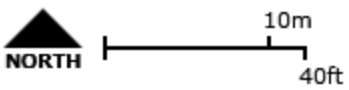
1. Community Center Little League Field Dimensions
2. Community Center Software Field Dimensions
3. Cabot Park
4. Cabot Upper Field Dimensions
5. Cabot Lower Field Dimensions
6. Sheep Hills Park Baseball Field Dimensions
7. San Joaquin Baseball Field Dimensions
8. Upper High School JV Field Dimensions
9. High School Varsity Field Dimensions



Date: 11/13/12

Community Center Little League Field Dimensions





Date: 11/13/12

Community Center Softball Field Dimensions

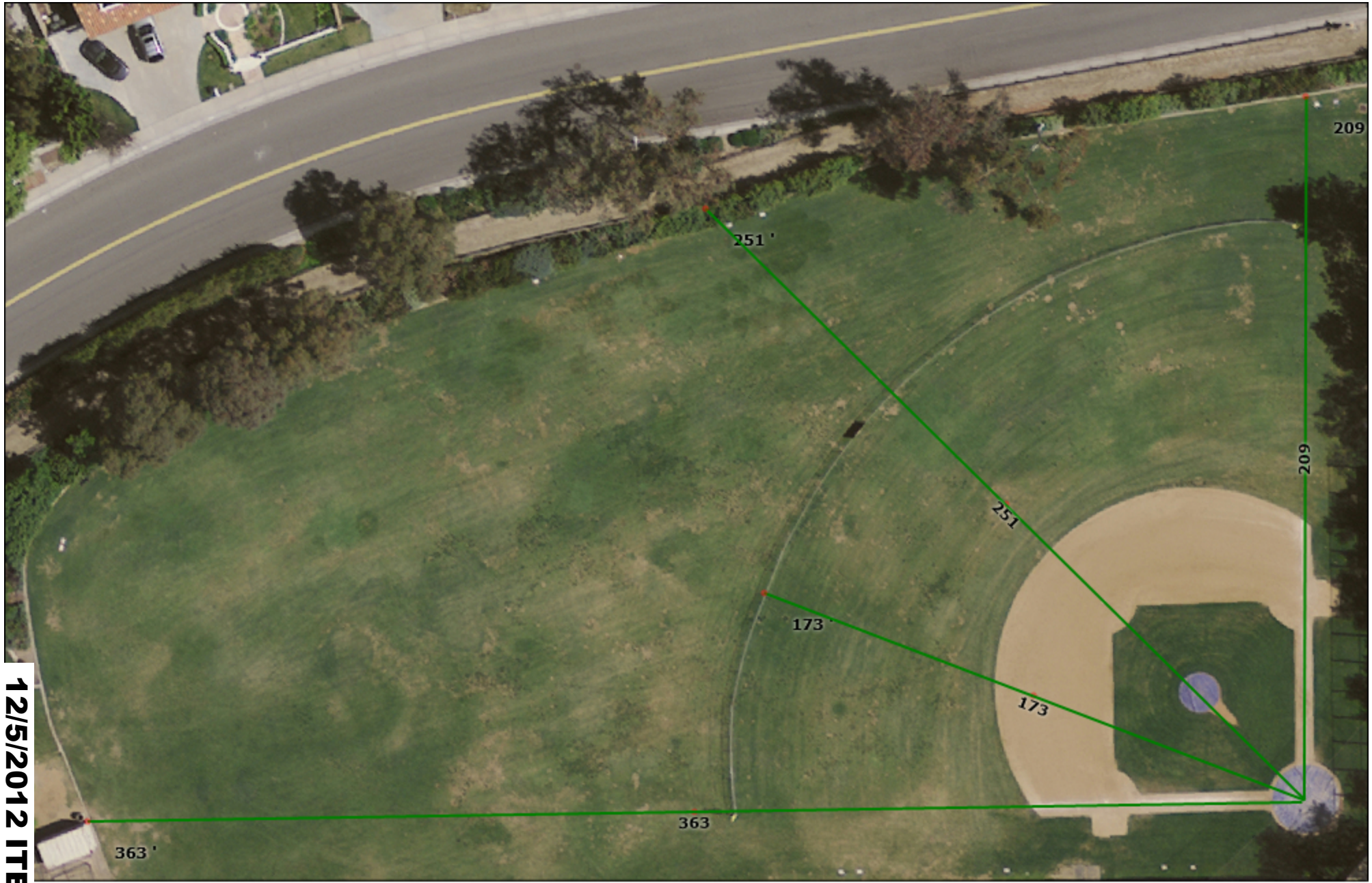




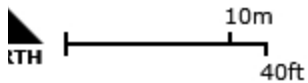
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Date: 11/13/12

Cabot Park





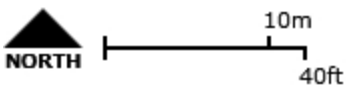
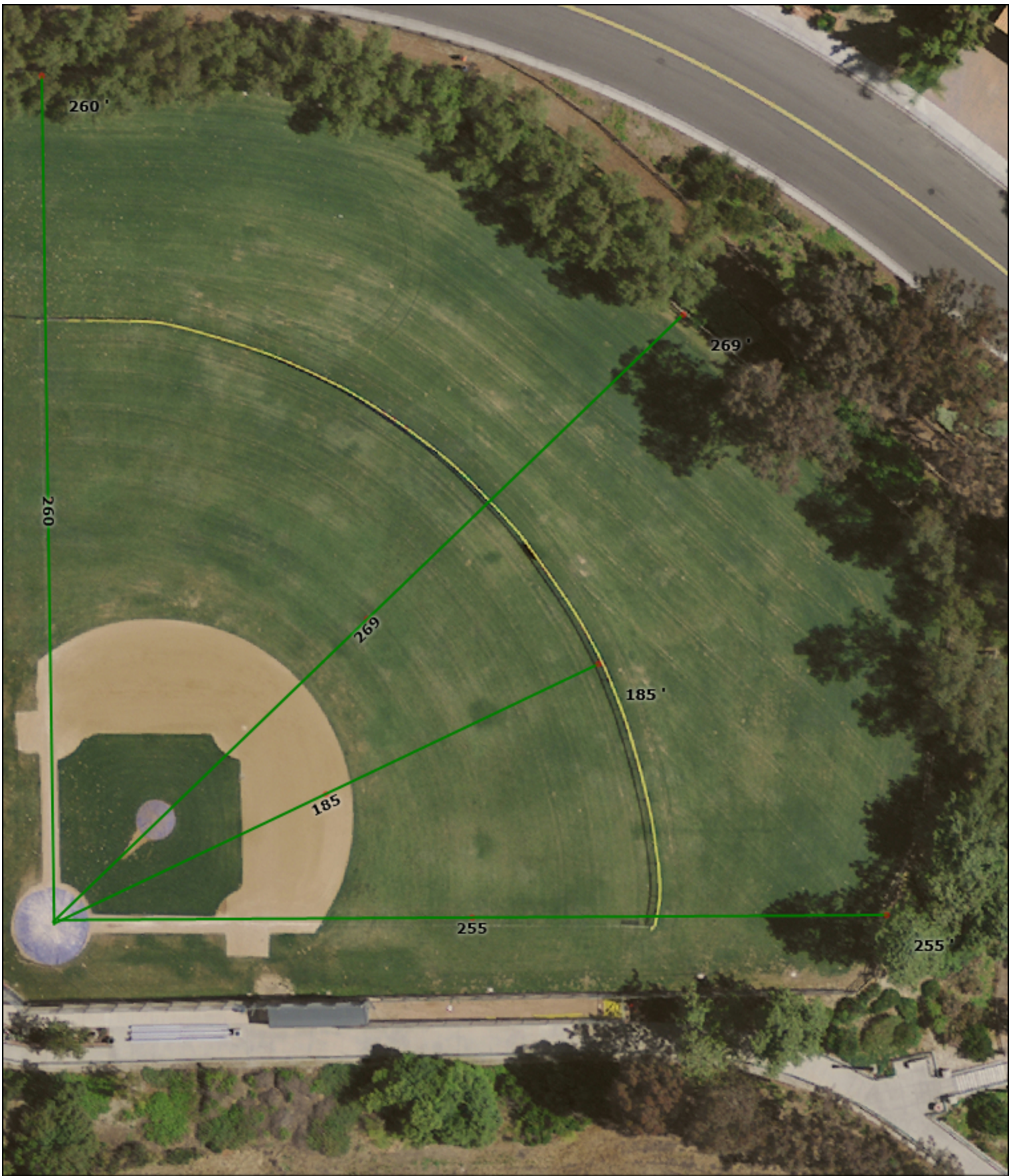
12/5/2012 ITEM NO. 4.1



11/13/12

Cabot Upper Field Dimensions





Cabot Lower Field Dimensions

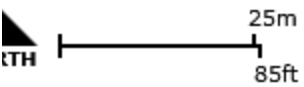
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12/5/2012 ITEM NO. 4.1





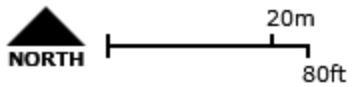
12/5/2012 ITEM NO. 4.1



11/13/12

Sheep Hills Park Baseball Field Dimensions

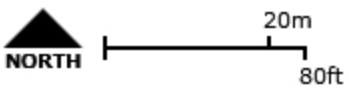
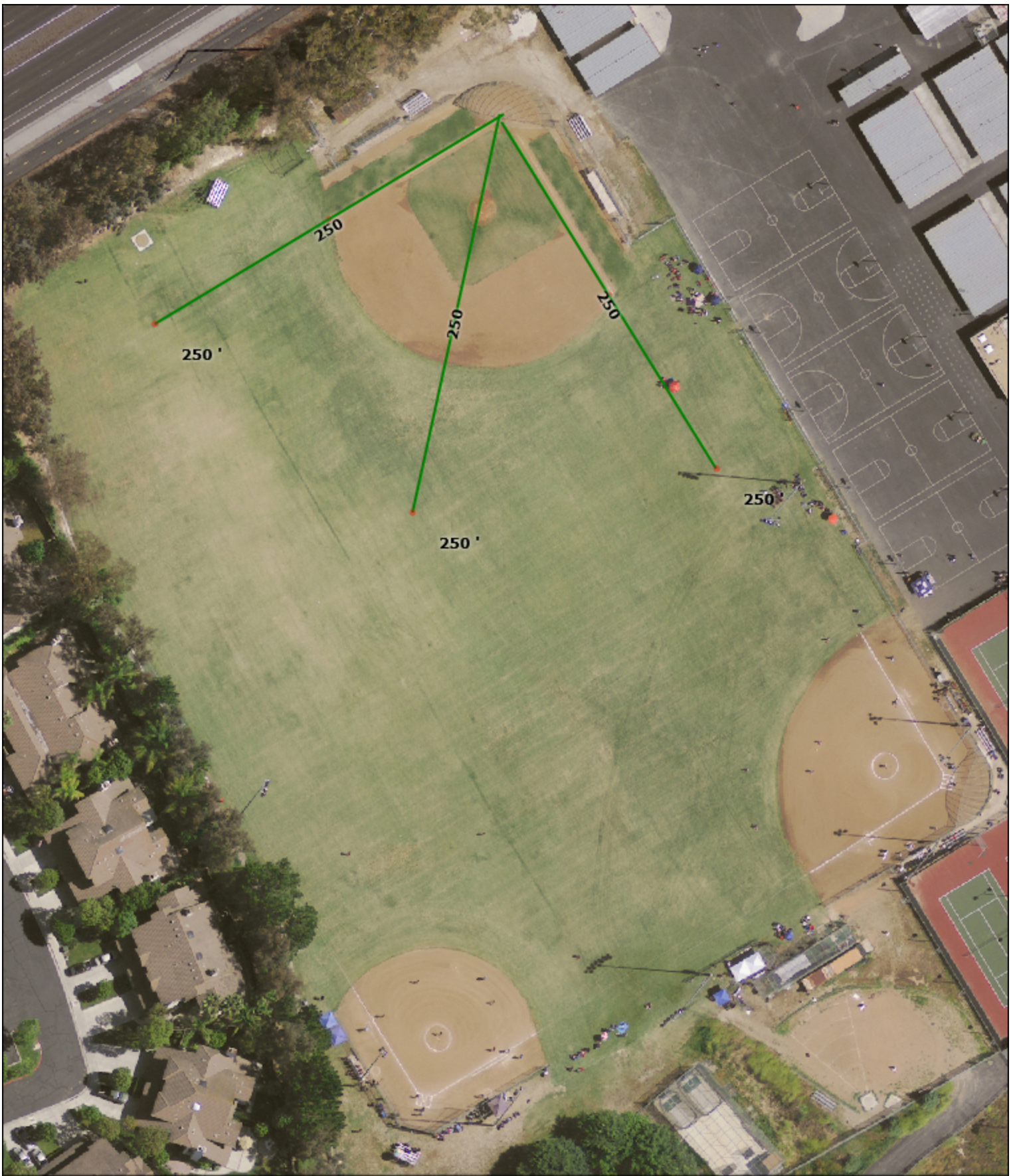




Date: 11/13/12

San Joaquin Baseball Field Dimensions

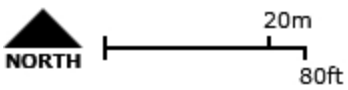




Date: 11/13/12

Upper High School JV Field Dimensions





Date: 11/13/12

12/5/2012 ITEM NO. 4.1

High School Varsity Field Dimensions



CITY OF LAGUNA HILLS

PARKS AND RECREATION COMMISSION AGENDA REPORT COMMUNITY SERVICES DEPARTMENT

ISSUE: 2013 LAGUNA HILLS HALF MARATHON, 10K & 5K EVENT AND PROPOSED HALF MARATHON ENTRY FEE INCREASE

SUMMARY:

The City of Laguna Hills Half Marathon, 10K and 5K, honoring the USMC Dark Horse Battalion is scheduled for Monday, May 27, 2013. As the Commission will recall, the 10K was added to the 2012 event and had a total of 477 participants. Staff is considering increasing the half marathon entry fee by \$7. The increase in revenue resulting from the entry fee increase will allow for additional event advertising and may also cover the costs of finisher medals for all 5K and 10K participants. Staff is seeking input from the Parks and Recreation Commission on the proposed fee increase. Additionally, the City once again intends to donate \$3 from each 5K, 10K, and half marathon race registration to the 3/5 Marine Support Committee at the conclusion of the event per City Council direction.

BACKGROUND:

The City of Laguna Hills Memorial Day Half Marathon, 10K and 5K, honoring the USMC Dark Horse Battalion is scheduled for Monday, May 27, 2013. The 10K run was added to the event for 2012 as part of a work program of the CS Department. A total of 477 runners participated in the 10K in 2012. Each of the race course maps is attached to this staff report.

For the 2012 event, a pledge formula was established by City Council direction, whereby, the City intends to donate \$3 from each 5K, 10K, and half marathon registration to the 3/5 Marine Support Committee at the conclusion of the event. Based on this pledge formula, more than \$7,700 was provided to the 3/5 Support Committee in 2012.

Another charity benefactor of the race event for 2013 is South County Outreach. The City of Laguna Hills will again work with South County Outreach to promote a Food Drive over the Memorial Day Weekend. In addition, the beer garden ticket sale proceeds will again be donated to South County Outreach. In 2012, 130 pounds of food were donated and \$1,690 of beer garden ticket sale proceeds were provided to South County Outreach. Race participants and spectators will again be encouraged to bring canned goods and non-perishable food items. Collection stations will be available at

the race start line and the community expo on Monday, May 27. Another collection station will be located at Road Runner Sports in Laguna Hills during pre-race packet pick up on both Saturday, May 25 and Sunday May 26 from noon – 4:00 p.m.

Staff is considering increasing the half marathon entry fee by \$7 for the 2013 event. A review of local races shows that the Laguna Hills half marathon is approximately \$35-\$50 below market average, while the 5K and 10K fees are more in line with fees charged by other events. Staff is not proposing to increase the entry fee for the 5K or 10K for 2013. The additional revenue from a modest increase in the half marathon entry fee will allow for additional race advertising. In addition, the increase in revenue may also allow for the purchase of finisher medals for all 5K and 10K participants. Race fees increase incrementally after the opening of registration in December. The proposed half marathon fees for 2013 along with the entry fees for 2012 are listed in the table below.

Table 1: 2012 Half Marathon Entry Fees and Proposed Increases

Fee Increments	2012 Event Fees	2013 Proposed Fees
Before January 1st	\$53	\$60
Until March 15th	\$58	\$65
Until May 7th	\$63	\$70
After May 7th	\$68	\$75

Staff is seeking input from the Parks and Recreation Commission on the proposed entry fee increase for the 2013 half marathon.

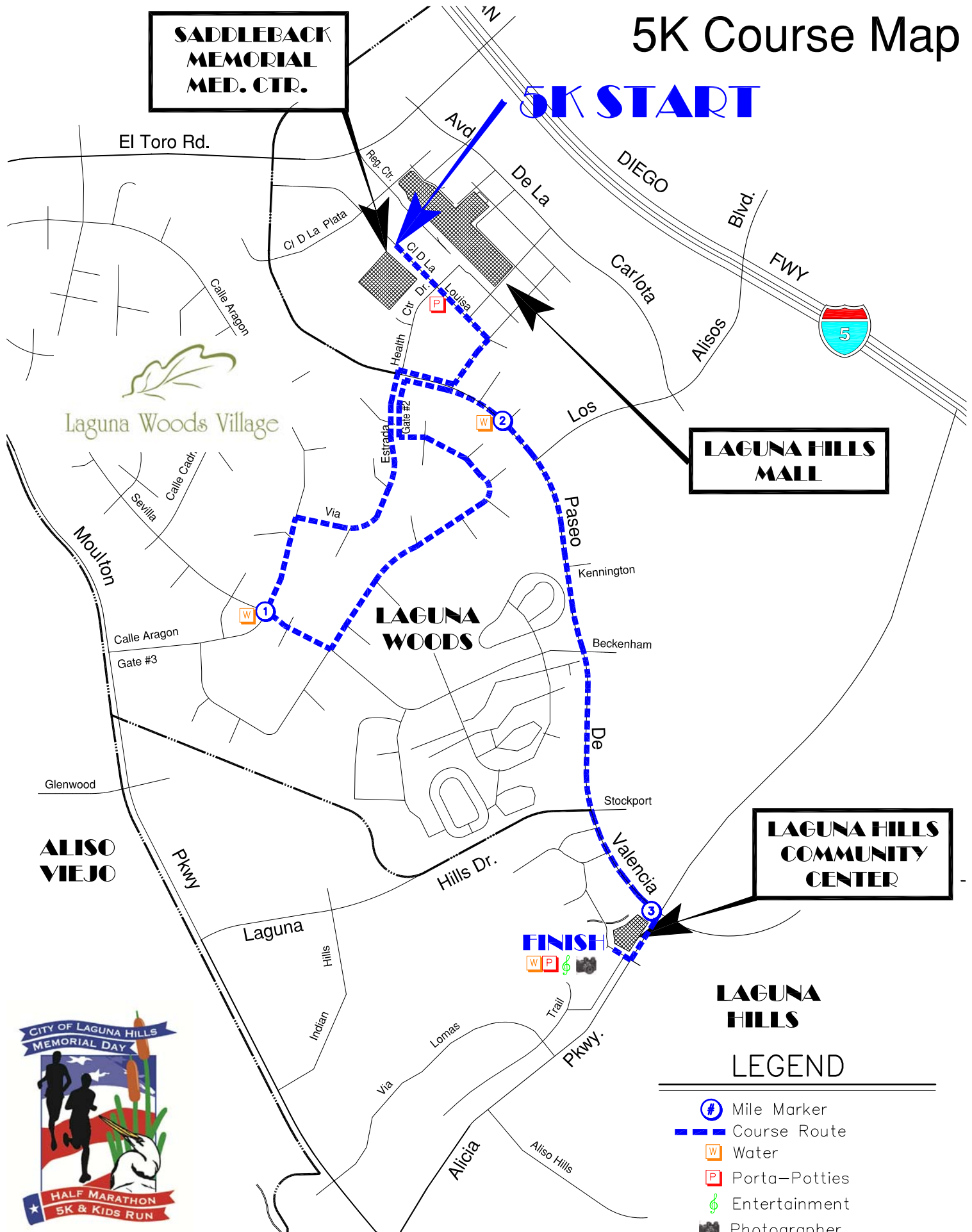
Staff will provide the Commission with a synopsis of the event including the results of the charity outreach activity when the post event report is brought to the Commission at its August 2013 meeting.

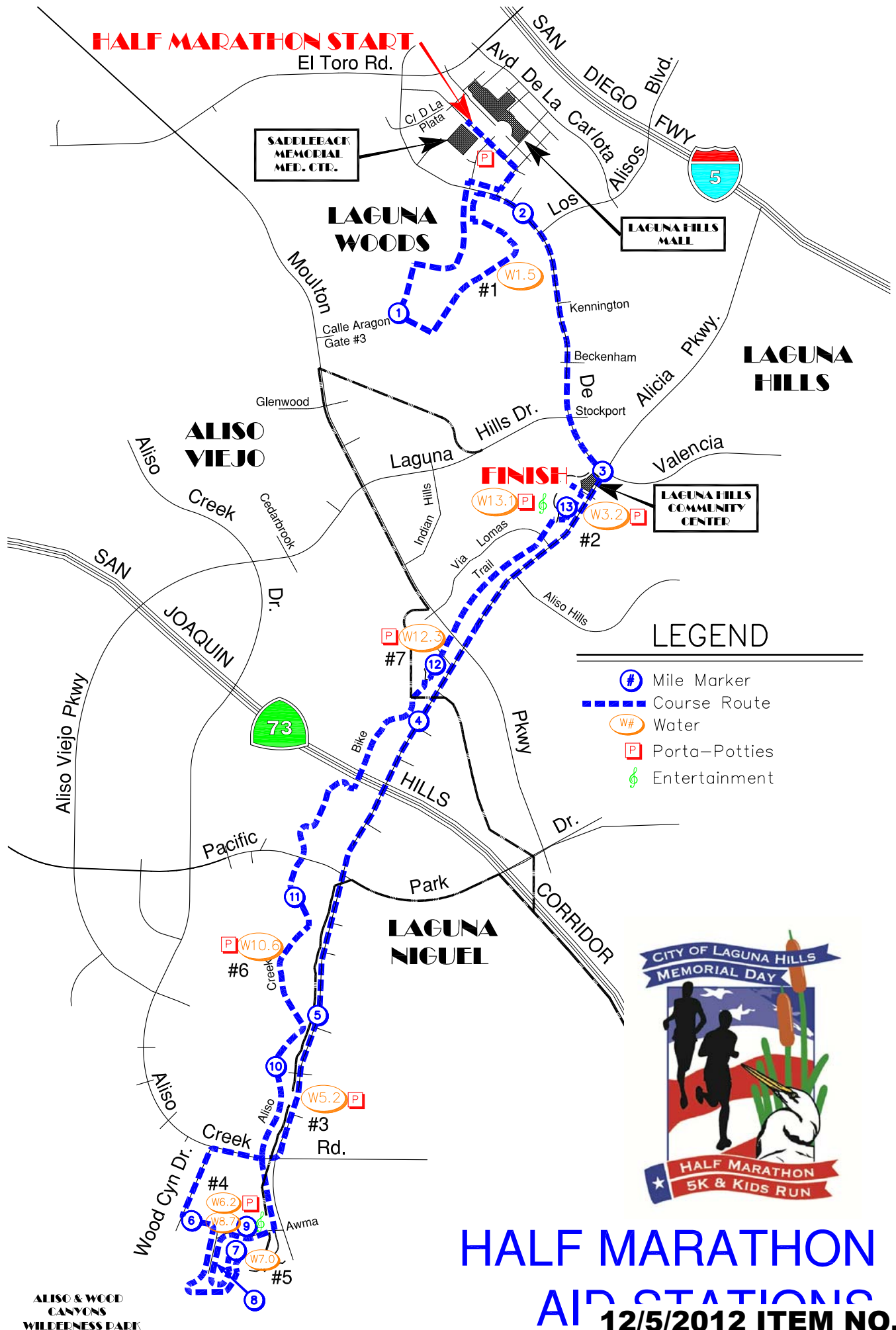
RECOMMENDATION: THAT THE PARKS AND RECREATION COMMISSION PROVIDE FEEDBACK TO STAFF REGARDING THE PROPOSED HALF MARATHON FEE INCREASE.

ATTACHMENTS

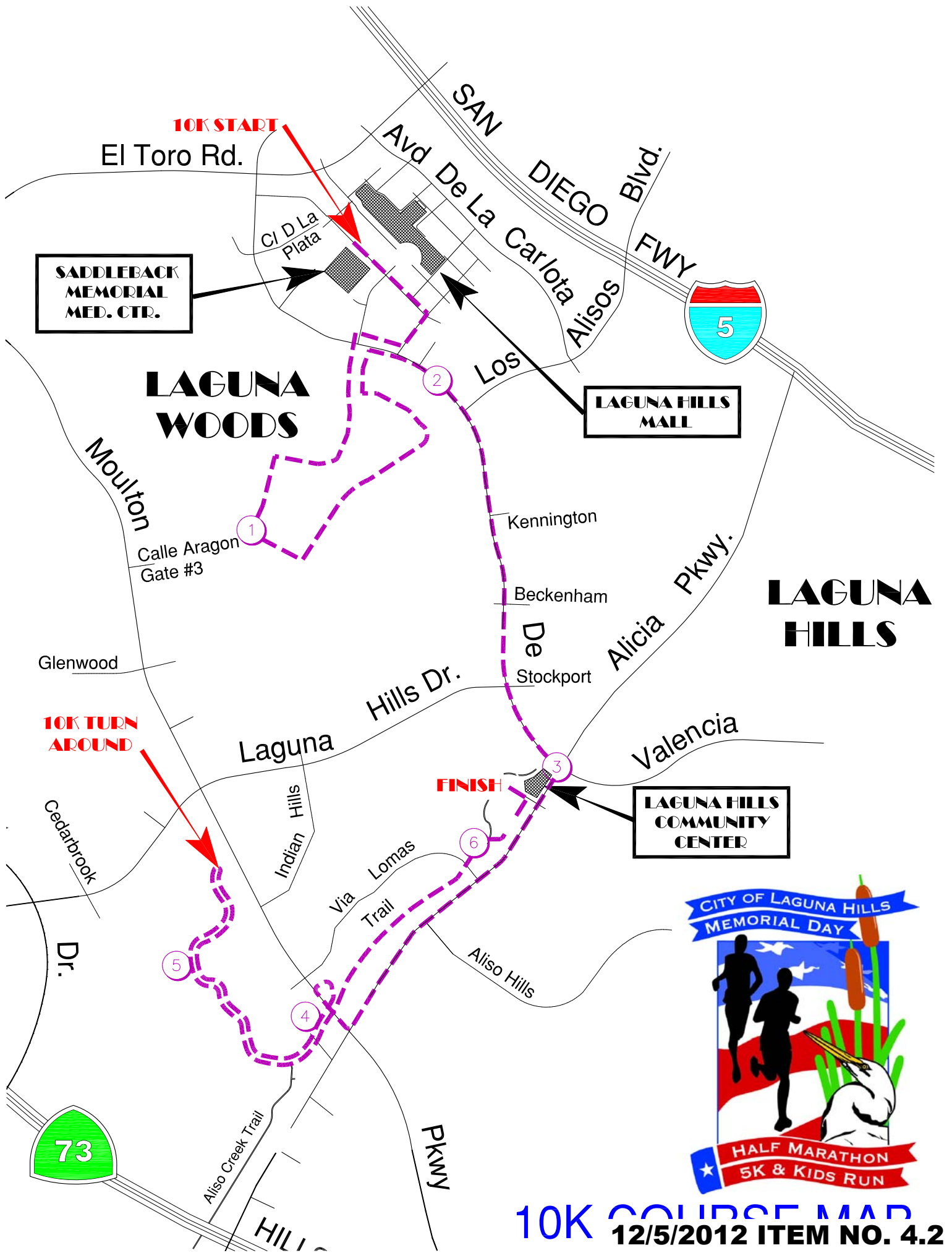
- Attachment 1 – Course Maps

5K Course Map





HALF MARATHON 12/5/2012 ITEM NO. 4.2



CITY OF LAGUNA HILLS
PARKS AND RECREATION COMMISSION
AGENDA REPORT
COMMUNITY SERVICES DEPARTMENT

ISSUE: 2013 EARTH DAY LAGUNA HILLS EVENT AND DOCUMENT SHREDDING EVENT

SUMMARY:

The City of Laguna Hills will host the annual Earth Day Laguna Hills (formerly Volunteer Connection Day) on Saturday, April 20, 2013 and will once again take place from 9:00 a.m. to 12:00 p.m. and include a “thank you” lunch for participants. Past projects have included multiple trail clean-up projects, a disaster preparedness day, painting utility boxes throughout the City, and in 2012, a Green Expo and Earth Day Laguna Hills Art Contest. At this time, staff is seeking input from the Parks and Recreation Commission on project ideas for the 2013 Earth Day Laguna Hills event.

BACKGROUND:

The City of Laguna Hills will host the annual Earth Day Laguna Hills on Saturday, April 20, 2013. As the Commission will recall, for the 2012 event sixty-seven (67) volunteers were welcomed by Council Members, Commissioners and staff before exploring the Earth Day Laguna Hills Art Contest submissions and the Green Expo, which included:

- Wyland Clean Water Mobile Learning Unit
- Moulton Niguel Water District
- El Toro Water District
- West Coast Arborists
- City Paleontologist
- Crafts for the younger children in attendance
- Oil Recycling
- Art Contest display

Event participants then broke off into coordinated groups to assist in the clean-up of nearby trails and the planting of fifteen Crepe Myrtle trees in recognition of Arbor Day. An additional sixty-five (65) individuals visited the Green Expo and Wyland exhibit

RECOMMENDATION: THAT THE PARKS AND RECREATION COMMISSION PROVIDE FEEDBACK TO STAFF ON PROPOSED PROJECTS FOR THE 2013 EARTH DAY LAGUNA HILLS EVENT AND DOCUMENT SHREDDING EVENT.

without assisting with the projects. The volunteers concluded their work just before noon and were provided a thank you luncheon at the Laguna Hills Community Center.

Staff plans to add a free document shredding to the Earth Day Laguna Hills event. Patrons will have the opportunity to have confidential documents shredded between the hours of 8:00am and 12:00pm. Two trucks will be stationed in the Community Center parking lots for the drop off of documents. Staff is seeking input from the Parks and Recreation Commission for additional project ideas for the 2013 Earth Day Laguna Hills event.

FISCAL IMPACT:

The FY 2012/13 budget for Earth Day Laguna Hills is \$1,000. Event expenditures totaled \$1,296 for the 2012 Earth Day Laguna Hills.

RECOMMENDATION: THAT THE PARKS AND RECREATION COMMISSION PROVIDE FEEDBACK TO STAFF ON PROPOSED PROJECTS FOR THE 2013 EARTH DAY LAGUNA HILLS EVENT AND DOCUMENT SHREDDING EVENT.

ATTACHMENTS:

1. Document Shredding Flier



City of Laguna Hills

FREE Document Shredding Event

Help the environment and protect yourself from identity theft! Join us at our 1st annual shredding event.

Saturday, April 20, 2013

8:00 am - 12:00 pm

Or Until Trucks Reach

Capacity

Laguna Hills Community Center

25555 Alicia Parkway



This shredding event will provide you the opportunity to have confidential documents destroyed on site, free of charge. Now is the time to safely discard unwanted documents, including:

- personal documents
- old tax records
- credit card offers & statements
- medical paperwork
- cancelled checks
- billing statements
- paycheck stubs
- legal documents

Due to the capacity of the shredding trucks, there will be a daily limit of 7 banker boxes, plastic bags, or paper bags per car load. Please remove notebooks, folders, binding clips, or any type of metal clasp before bringing your items to be shredded. For more information, please contact (949) 707-2680.



CITY OF LAGUNA HILLS
PARKS AND RECREATION COMMISSION
AGENDA REPORT
COMMUNITY SERVICES DEPARTMENT

ISSUE: COMMUNITY SERVICES WORK PROGRAM UPDATES FOR THE CURRENT BUDGET CYCLE AND COMMISSION PARTICIPATION IN THE 2013 – 2015 BUDGET PROCESS

SUMMARY:

The purpose of this report is to provide the Parks and Recreation Commission with updates on the current budget cycle work programs assigned to the Community Services Department. The purpose of this report is to also prompt preliminary discussion from the Parks and Recreation Commission on budget considerations for the next two year budget cycle which begins on July 1, 2013. It is planned that the February 6, 2013 Commission meeting will also be a time for the Commission to continue in budget discussions and to finalize its budget recommendations to the City Council.

BACKGROUND:

The planning process for the next budget cycle (2013 – 2015 Biennial Budget process) is fast approaching. As part of the budget process, the Parks and Recreation Commission propose work programs and budget priorities for the City Council's consideration. Historically, these discussions have occurred at the Commissions' February meeting prior to a new budget cycle. Staff, however, felt it prudent to begin preliminary discussions on budget considerations at this time and then continue budget discussions at the February 6, 2013 meeting.

Each City department also develops proposed major plans and work programs to build the City budget. A presentation of Community Services' plans and work programs to the Parks and Recreation Commission will occur at the February 6, 2013 meeting. The budget priorities of staff, the Parks and Recreation Commission, and the Traffic Commission will all be presented to the City Council for its budget considerations in a meeting that will be scheduled in Spring 2013.

RECOMMENDATION: THAT PARKS AND RECREATION COMMISSION REVIEW THE STATUS UPDATES OF THE COMMUNITY SERVICES DEPARTMENT WORK PROGRAMS FOR THE CURRENT BUDGET CYCLE AND CONDUCT PRELIMINARY DISCUSSIONS ON BUDGET PRIORITIES FOR THE NEXT BIENNIEL BUDGET.

Presented below is an update of the current budget cycle work programs assigned to the Community Services department related to parks and recreation.

1. Advertise and celebrate the City of Laguna Hills' 20 year anniversary of incorporation.

The City recognized its 20 years of incorporation at the City Council meeting of December 13, 2012. A 2012 City calendar, an executive coaster, and refrigerator magnets were created to memorialize this event. Exhibiting the major accomplishments of the 20 years of cityhood, a display board was created and presented at the December 13, 2012 meeting and at some of the City's special events including the 2012 4th of July event. Trinkets were also offered to the public at the 2012 4th of July event that promoted the City's 20 years of City hood.

2. Research the possibility and interest of hosting a community wide signature event such as "Concert in the Park" or "Taste of Laguna Hills" event with expenses for the event covered by private donations and/or partnerships with other organizations.

Meetings were held with representatives of the L.H.H.S. PTSA about hosting a community wide signature event. Also, on August 3, 2011 the Parks and Recreation Commission received a presentation from PTSA representatives on co-sponsoring a community event with the City of Laguna Hills at the Community Center. The Commission was in favor of a community event but nothing transpired as a result of these meetings. The PTSA's perspective of this event was to establish a fund raiser event for the high school. Youth sports such as LHLL also expressed an interest on hosting a community event for fund raising purposes

Staff also contacted the South Orange County Chamber of Commerce regarding an event of this nature. In researching what other cities offer, staff discovered that events like a "Taste of Laguna Hills" have generally been turned over to the Chamber of Commerce to coordinate. City staff has little or no involvement beyond issuing permits that may be required to shut down streets or serve alcohol.

Staff continues to research the possibility of hosting a community wide signature event.

3. Evaluate and propose options to address security issues at the Community Center and Sports Complex's Skate Park.

A meeting was held with California Street Hockey to discuss the possibility of them assuming control of the entire facility (skate park and hockey rink). Staff

requested a proposal from them on a possible solution but none has been received.

Fisher Associates is conducting research on options to address security issues at the skate park. A report will be presented to the Parks and Recreation Commission at its February 6, 2013 meeting.

4. **Evaluate the ongoing need of the joint use agreement between the City and SVUSD for use of upper high school field; and evaluate the interest of a joint venture with SVUSD for the installation of an artificial turf field at the upper high school field.**

Both the City and SVUSD agreed to extend the joint use agreement for another year. This extension expires on April 26, 2013. Staff will be meeting to discuss another extension of the agreement for another year. The interest for the installation of an artificial turf field at the upper high school field never transpired.

5. **Implement a 10K race as part of the City's Half Marathon Memorial Day Event.**

A 10K race was added to the 2012 event and 477 runners participated in the 10K race.

6. **Feature art work from Laguna Hills elementary and high school students in the Community Center's Rotating Art Gallery.**

Staff has reached out to the Laguna Hills High School art program and the elementary schools on any interest of exhibiting student's art work at the Community Center art gallery. There has been an initial interest by the High School art teacher but never a commitment on when art work would be displayed.

As part of the 2012 Earth Day Laguna Hills event, the City hosted an Earth Day art contest for elementary school children. Fifty students submitted art projects. The finalists' artwork, selected by the Parks and Recreation Commission, were displayed at the Community Center for a few months. The finalists were also recognized by the Mayor at the Earth Day event.

Staff has displayed a series of photographs that promote the City's recreation programs and special events when no other art exhibits are available. These pictures would be the City's default exhibit and could also include the display of the City's Civic Center historical murals that will be for sale. Staff continues to look for ways to promote the display of art as part of the City's recreation program offering (e.g. art and photography classes).

7. Evaluate the City's recreation activity and classes on meeting the needs of the different demographic groups in the community and address any deficiencies.

An on-line survey tool, Survey Monkey, was utilized to gauge the needs of the different age groups in the City, and an "Open House" event was held on Saturday March 24, 2012. Approximately 75 people completed the on-line survey, and 100 people attended the "Open House" event. Those in attendance at the Open House were able to gather some information on programs offered and to observe a variety of class demonstrations. Participants were also able to complete the on-line survey at computer stations that were set-up for the event.

Both of these activities were advertised in the Spring 2012 edition of City Views. Furthermore, the opportunity to sit on a focus group to assess the City's recreation offering was also advertised in City Views. Staff did not receive any phone calls from residents expressing an interest in participating in a focus group as a result of this advertisement.

A report was brought to the Parks and Recreation Commission at its June 6, 2012 meeting updating them of this work program effort.

8. Research the possibility of implementing a program at the Community Center in which seniors tutor and mentor Laguna Hills' youth and teens.

A meeting was held with O.C. Library staff on what they offer for tutor programs and if the City could advertise these services in City Views. Staff continues to research the potential of a program with consideration placed on what other services are provided in the community by other organizations.

9. Promote the use of the City's trail system as part of the "Get Fit Campaign" by providing information on how many miles are walked on each trail on the City's website or in City Views, creating trail maps, and investigating the possibly of installing mile markers on City trails.

This work program has been completed, with walking trails having been measured and mapped. Trail information will be included in the City Views edition, and is currently displayed on the City's website, and at the Community Center. At its August 1, 2012 meeting, the Commission approved an Eagle Scout project to install mile markers on the Oso Parkway Trail within Laguna Hills.

10. Research the need and possibility of implementing a Youth Advisory Board that could address the needs of the Laguna Hills youth.

Staff has reviewed the programs offered by a number of local municipalities with regards to the nature of their programs and the costs incurred to conduct a Youth Advisory Board. Responsibilities of the Youth Activity Boards for those cities contacted included participation in City events, community service projects, and assistance with alcohol awareness events and youth job fairs.

The budget for the programs ranged from \$1,200 to \$10,000 annually. The monies are utilized for programs/activities, the purchasing of furniture and supplies, and in one City, transportation from two middle schools to an on-site Teen Room.

Participation ranged from 6-20 members, with the majority serving on the board for a period of one year. The program is open to students at local middle schools and high schools. Board members in most cities attend a monthly meeting with City staff and in some cases an adult advisor.

