



CITY OF LAGUNA HILLS PARKS & RECREATION COMMISSION

REGULAR MEETING AGENDA Wednesday, December 1, 2021 – 7:00 PM

Dan Cooper - Chair

Julie Nassif - Vice Chair

Maya Carroll - Commissioner

Patricia Thee - Commissioner

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

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

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

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

ROLL CALL OF COMMISSIONER MEMBERS

1. PUBLIC COMMENTS

This is the time to address the Parks and Recreation Commission on any matter not listed on this Agenda that is within the subject matter jurisdiction of the Commission. Public Comments are limited to three minutes per person, an overall time limit of ten minutes for any one subject, and a total time limit of thirty minutes.

2. MINUTES APPROVAL

2.1 Approval of Minutes for the October 6, 2021

Recommendation: That the Parks and Recreation Commission approve the minutes for the October 6, 2021, regular meeting.

3. PRESENTATIONS

4. ADMINISTRATIVE REPORTS

4.1 2021 Recreation Activity Update

Recommendation: That the Parks and Recreation Commission receive an oral report regarding 2021 recreation activity update.

4.2 Community Center and Sports Complex Security Cameras and Lighting

Recommendation: That the Parks and Recreation Commission provide feedback to Staff on installations and lighting improvements at the Community Center and Sports Complex as described in this report.

5. INFORMATIONAL ITEMS

5.1 Two Unscheduled Vacancies for Parks and Recreation Commission

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 February 2, 2022, at 7:00 PM in the City Council Chamber, located at 24035 El Toro Road, Laguna Hills, California.

CERTIFICATION

I, DAVID T. REYNOLDS, Deputy City Manager of the City of Laguna Hills, do hereby certify that a copy of the foregoing Agenda was posted at Laguna Hills City Hall, Laguna Hills Community Center, and the Courtyard at La Paz Center by November 24, 2021, at 5:00 PM.



David T. Reynolds; Deputy City Manager**November 24, 2021**

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: December 1, 2021
TO: Parks and Recreation Commission
FROM: Kayle McDonald
ISSUE: Approval of Minutes for the October 6, 2021

RECOMMENDATION: That the Parks and Recreation Commission approve the minutes for the October 6, 2021, regular meeting.

ATTACHMENTS:

- P&R Minutes 211006

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

**REGULAR MEETING
MINUTES
Wednesday, October 6, 2021**

CALL TO ORDER

The meeting was called to order at 7:00 PM by Vice Chair Julie Nassif.

PLEDGE OF ALLEGIANCE

ROLL CALL OF COMMISSIONER MEMBERS

Attendee Name	Title	Status	Arrived
Dan Cooper	Chair	Absent	
Julie Nassif	Vice Chair	Present	
Maya Carroll	Commissioner	Present	
Don Caskey	Commissioner	Present	
Patricia Thee	Commissioner	Present	

1. PUBLIC COMMENTS

2. MINUTES APPROVAL

2.1 Approval of Minutes for the August 4, 2021

Recommendation: That the Parks and Recreation Commission approve the minutes for the August 4, 2021, Regular meeting.

RESULT:	APPROVED [3 TO 0]
MOVER:	Julie Nassif, Vice Chair
SECONDER:	Don Caskey, Commissioner
AYES:	Julie Nassif, Vice Chair, Don Caskey, Commissioner, Patricia Thee, Commissioner
ABSTAIN:	Maya Carroll, Commissioner
ABSENT:	Dan Cooper, Chair

3. PRESENTATIONS

4. ADMINISTRATIVE REPORTS

4.1 Park Quality Control Program Update

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

Parks Supervisor Ryan Hanley greeted the Commission and was available to answer any questions from the Commission.

The Commission suggested to Mr. Hanley, that Park Quality Control Program be presented to the Commission on a quarterly basis.

Mr. Hanley agreed with the suggestion.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Don Caskey, Commissioner
SECONDER:	Maya Carroll, Commissioner
AYES:	Julie Nassif, Vice Chair, Maya Carroll, Commissioner, Don Caskey, Commissioner, Patricia Thee, Commissioner
ABSENT:	Dan Cooper, Chair

4.2 Holiday Season Event Schedule

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

Deputy City Manager Dave Reynolds provided a summary of the report to the Commission.

The Commission was in favor of hosting Holiday Events at the Laguna Hills Community Center.

The Commission's recommendations for staff were to reach out to the Laguna Hills High School Culinary and Drama Club Departments, along with our local Elementary Schools to determine their interests in participating in these events.

Commissioner Thee mentioned her involvement with the Chamber of Commerce and said she would reach out to them.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Julie Nassif, Vice Chair
SECONDER:	Maya Carroll, Commissioner
AYES:	Julie Nassif, Vice Chair, Maya Carroll, Commissioner, Don Caskey, Commissioner, Patricia Thee, Commissioner
ABSENT:	Dan Cooper, Chair

5. INFORMATIONAL ITEMS

6. COMMISSIONER COMMENTS

7. ADJOURNMENT

There being no further business before the Parks and Recreation Commission at this session, Vice Chair Nassif declared the meeting adjourned at 7:26 PM.

David Reynolds, Deputy City Manager

ATTEST:

Julie Nassif, Vice Chair

Approved at meeting of December 1, 2021

Attachment: P&R Minutes 211006 (2666 : Approval of Minutes for the October 6, 2021)



City of Laguna Hills

Parks & Recreation Commission

Staff Report

DATE: December 1, 2021
TO: Parks and Recreation Commission
FROM: Dan Meehan
Community Services Superintendent
ISSUE: 2021 Recreation Activity Update

RECOMMENDATION: That the Parks and Recreation Commission receive an oral report regarding 2021 recreation activity update.

SUMMARY:

Staff will provide the Parks and Recreation Commission with an oral report regarding 2021 recreation activity update.



City of Laguna Hills

Parks & Recreation Commission

Staff Report

DATE: December 1, 2021
TO: Parks and Recreation Commission
FROM: David Reynolds
Deputy City Manager/Community Services Director
ISSUE: Community Center and Sports Complex Security Cameras and Lighting

RECOMMENDATION: That the Parks and Recreation Commission provide feedback to Staff on installations and lighting improvements at the Community Center and Sports Complex as described in this report.

SUMMARY:

The City Council received Public Safety Update reports from Staff in regards to public safety improvements at the Community Center and Sports Complex. At its October 12, 2021, meeting, the City Council directed staff to prepare a budget amendment to increase security camera installations and lighting improvements at the Community Center and Sports Complex. Prior to bringing a budget amendment to the City Council, Staff is seeking input from the Parks and Recreation Commission on Staff's proposed Community Center and Sports Complex Security Camera and Lighting Plan as described in this report.

BACKGROUND:

On July 13, 2021, the City Council received a Public Safety Update report which presented a list of improvements and public safety actions planned to be undertaken at both the Community Center and Sports Complex. Another Public Safety Update report was presented to the City Council on October 12, 2021, that provided follow-up on specific actions and a presentation of Staff's proposed Community Center and Sports Complex Security Camera and Lighting Plan (see Attachment A). At the October 12, 2021, meeting, the City Council directed Staff to prepare a budget amendment to

Community Center Security Cameras and Lighting

December 1, 2021

Page 2

increase security camera installations and lighting improvements at the Community Center and Sports Complex as described in this report.

It is planned to present this item again to the City Council at another City Council meeting with a proposed budget amendment. This report is being presented to the Parks and Recreation Commission at this time for its feedback on the installation of additional cameras and lighting at the Laguna Hills Community Center and Sports Complex under the proposed plan. The Commission's feedback will be helpful for Staff in preparing for the next presentation to the City Council on security enhancements at the Community Center and Sports Complex. Specifically, Staff is requesting the Commission's input on zone priorities and its opinion on the need for certain cameras and lighting in each zone of Staff's proposed plan (Attachment A). Input from the Commission will be useful in the event that there is a need to adjust the overall project costs and subsequent budget amendment for additional camera and lighting installations. The overall proposed Community Center and Sports Complex Security Camera and Lighting Plan costs are summarized in the Fiscal Impact section of this report.

The following information was included in the Staff report reviewed by the City Council on October 12, 2021. Additionally, images of the proposed cameras, existing lighting hardware, and new security lighting specifications are included in this report for the Commission's reference (see Attachment B).

Security Cameras

Status: The Community Center's camera systems recorder/CPU upgrade project is complete. The old recorder/CPU hardware had reached its capacity for cameras and needed to be replaced to allow for new camera expansions. The new hardware and software provides the capacity for more cameras to be added to the camera security system.

Staff and OC Sheriff personnel have assessed the outdoor areas of the Community Center and Sports Complex to identify blind spot areas for the placement of additional security cameras. For the purposes of planning and budgeting for the installation of new cameras, Staff divided the Community Center and Sports Complex into five zones of exterior areas and one zone of interior area (see Attachment A: Community Center and Sports Complex Security Cameras and Lighting Plan). These zones could be used to prioritize the purchase and installation of new cameras as separate or combined installation project(s). Millennium Alarm

Community Center Security Cameras and Lighting

December 1, 2021

Page 3

Systems, the City's current security camera vendor, provided the estimated costs for the following installations. A recommended installation location of cameras by zone, exterior and interior, is depicted in the Community Center and Sports Complex Security Cameras and Lighting Plan.

Zone 1: Soccer fields and walkway in-between to softball field and soccer fields

Install four (4) cameras with 360-degree coverage on the existing athletic field light poles to provide security coverage of soccer fields, the walkway in-between the softball field and soccer fields, the softball field, the town green walkway entrance, the intersection of Community Center Drive and entrance to Community Center Sports Complex parking lots, and the soccer field parking lot. Estimated Cost: \$20,000

Zone 2: Softball Field, Playground, and Picnic Shelter

Install two (2) cameras with 360-degree coverage with one camera installed on an existing softball field light pole, and the other on a walkway light pole in the playground area. These cameras would provide security coverage of the softball field, the walkway area and City storage area located in-between the softball field and the playground, the upper north end of the playground, and the slope area behind the playground. An additional 360-degree camera (for a total of three cameras in this zone) can be installed at the town green gazebo to provide coverage of the southern portion of the playground area and walkway and the upper town green area. A total of five (5) cameras are currently installed and would remain in place at the snack bar and restroom facility that provides security coverage of the surrounding area including coverage of the picnic shelter area. Estimated Cost: \$18,000.

Zone 3: Little League Field and Town Green

Install one (1) camera with 360-degree coverage on the little league field scoreboard. This camera would provide security coverage of the little league field and dugouts, a portion of the town green and the town green walkway. Estimated Cost: \$6,000

Zone 4: Hockey Rink and Skatepark

Install one (1) camera with 360-degree coverage on the hockey rink light pole. This camera would provide security coverage of the entire hockey rink, the grass area behind and on the north end of the hockey rink, and the seating area adjacent to

Community Center Security Cameras and Lighting

December 1, 2021

Page 4

the hockey rink. Replace one of the existing Skateboard Park cameras with one (1) new camera equipped with pan/tilt/zoom capabilities to provide real-time surveillance and investigation assistance. The replaced security camera could be moved to another location. A total of three (3) existing cameras are installed on a light pole at the Skateboard Park that provide coverage of the Skatepark, a portion of the upper parking lot, the walkway leading to the hockey rink, and the southern portion of the hockey rink. Estimated Cost: \$11,000.

Zone 5: Community Center Building (Exterior)

The Community Center Building is currently equipped with seven (7) external cameras; however, there still exists some blind spots in the perimeter of the building and it is recommended to install an additional seven (7) cameras. This will provide enhanced coverage to all perimeter areas of the building. Additional security camera coverage areas include the Heritage Room patio area, the walk way and gymnasium entrances on the easterly side of the gymnasium adjacent to Paseo de Valencia, and the back entrance into the building storage area located on the west side of the building adjacent to Community Center Drive. Estimated Cost: \$23,000.

Zone 6: Community Center Building (Interior)

This project would entail upgrading and replacing the existing interior twenty-eight (28) analog cameras to digital cameras to improve camera resolution quality. Estimated Cost: \$35,000.

Security Lighting

Status: Staff has consulted with both the OC Sheriff's Department and the City's Security Camera Vendor to identify locations of additional lighting needs. During this assessment work effort, Staff identified four walkway light poles that needed repair and these repairs have been completed. Similar to the security camera assessment, Staff divided the exterior of the Community Center and Sports Complex into five (5) Zones to identify possible locations for additional security lighting locations which are marked on the Community Center and Sports Complex Security Cameras and Lighting Plan. It is recommended to add motion-senor triggered lights to the zones identified below to provide another level of security and illumination to existing walkway lighting.

Zone 1: Soccer fields and walkway in-between to softball field and soccer fields

Community Center Security Cameras and Lighting

December 1, 2021

Page 5

Install a) two (2) motion sensor lights, photo-cell and motion sensor equipment on one athletic field light pole to illuminate the walkway in between the soccer fields and the softball field and a portion of walkway area in-between the playground and the softball field and b) install two (2) additional motion sensor lights, photo-cell and motion sensor equipment on another athletic field light pole to illuminate the walkway in between the soccer fields and the softball field. Estimated Cost: \$13,000.

Zone 2: Softball Field, Playground, and Picnic Shelter

Install a) two (2) motion sensor lights, photo-cell and motion sensor equipment on a softball field light pole to provide additional lighting to the walkway area and City storage area located in-between the softball field and the playground, b) install three (3) motion sensor lights, photo-cell and motion sensor equipment on a walkway playground light pole to illuminate the back of the playground (northern section of the playground) and c) install three (3) motion sensor lights, photo-cell and motion sensor equipment on the town green gazebo to provide lighting around the southern portion of the playground and walkway area and the gazebo area. Estimated cost: \$23,000.

Zone 3: Little League Field and Town Green

Install a) two (2) motion sensor lights, photo-cell and motion sensor equipment on one little league field light pole to illuminate the little league field walkways and dugout entrances and b) install two (2) motion sensor lights, photo-cell and motion sensor equipment on one little league field light pole to illuminate the little league field walkways and dugout entrances. Estimated Cost: \$13,000.

Zone 4: Hockey Rink and Skatepark

Install a) two (2) motion sensor light, photo-cell and motion sensor equipment on one hockey rink light pole to illuminate the hockey rink walkway and stadium seating area and b) install two (2) motion sensor lights, photo-cell and motion sensor equipment on another hockey rink light pole to illuminate the hockey rink walkway and stadium seating area. Estimated Cost: \$13,000.

Zone 5: Community Center Building

Install a) two (2) motion sensor lights and two (2) photo-cell and motion sensor sets of equipment on the building to illuminate the walk way and gymnasium entrances on the easterly side of the gymnasium adjacent to Paseo de Valencia, b) install two

Community Center Security Cameras and Lighting

December 1, 2021

Page 6

(2) motion sensor lights and two (2) photo-cell and motion sensor sets of equipment on the building to illuminate the Heritage Room patio area, c) install two (2) motion sensor lights, photo-cell and motion sensor equipment on the building to illuminate the back entrance into the building storage area and trash enclosure area located on the westerly side of the building adjacent to Community Center Drive, and d) install one (1) motion sensor light, photo-cell and motion sensor equipment on the building to illuminate stairway back exit to the gymnasium located on the north side of the building. Estimated Cost: \$30,000.

Sports Field Lights

In addition, it is recommended that the existing sports field lighting of the Soccer Fields and Baseball Field be upgraded to higher illumination and power conserving lighting. The Softball Field lighting was previously upgraded. Estimated Cost: \$200,000.

FISCAL IMPACT:

The estimated total cost of safety improvements to the Community Center and Sports Complex is \$405,000. This estimate is based upon an allocation of \$113,000 for additional blind spot security cameras, \$92,000 for dark area additional lighting and \$200,000 for sports field lighting enhancements. No funds are currently included in the Capital Improvement Project Budget for this expenditure and the addition of these improvements will require a Budget Amendment.

ATTACHMENTS:

- Attachment A - Community Center and Sports Complex Camera and Lighting Plan
- Attachment B - Camera and Lighting Images & Specifications

Attachment A

Community Center and Sports Complex Security Cameras and Lighting Plan

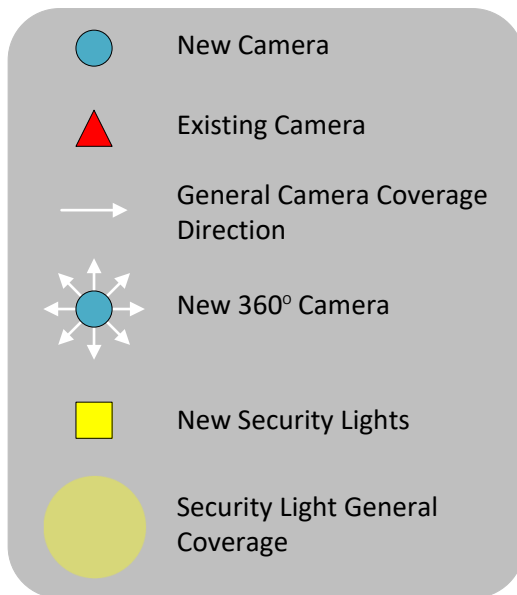
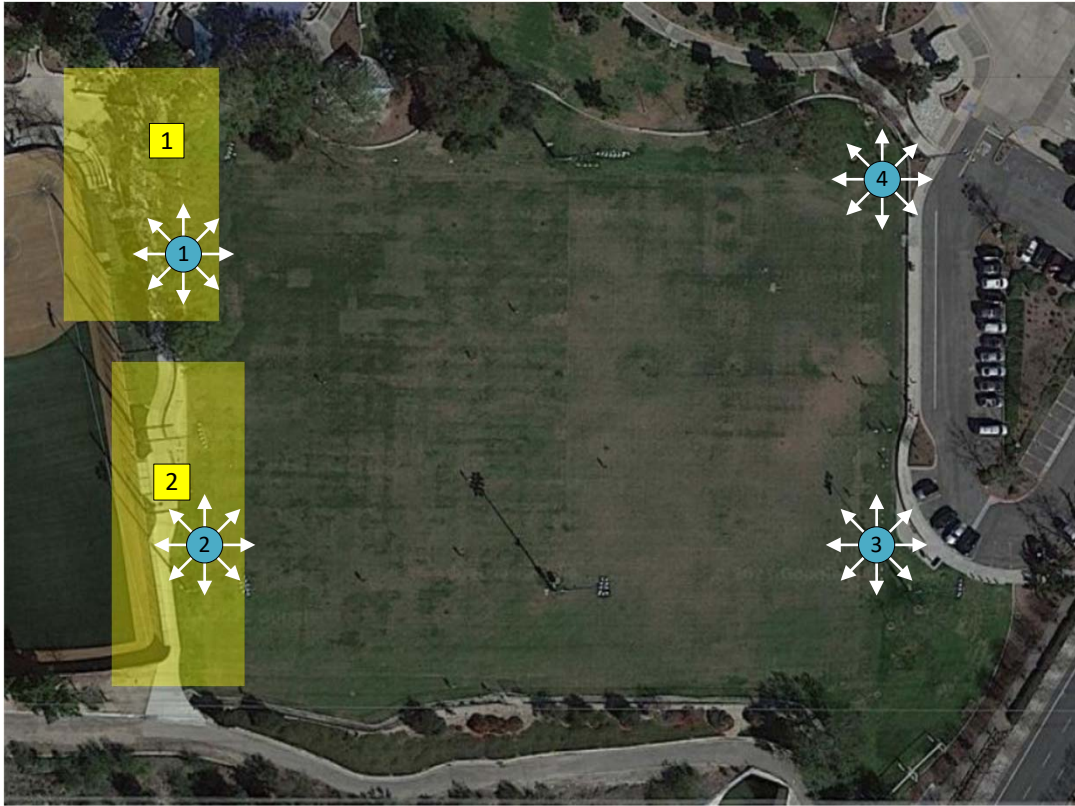
Community Center and Sports Complex Security Zones Overlay



Community Center and Sports Complex camera and lighting security zones. Zone 6 includes all interior Community Center building cameras and is not noted on the above diagram.

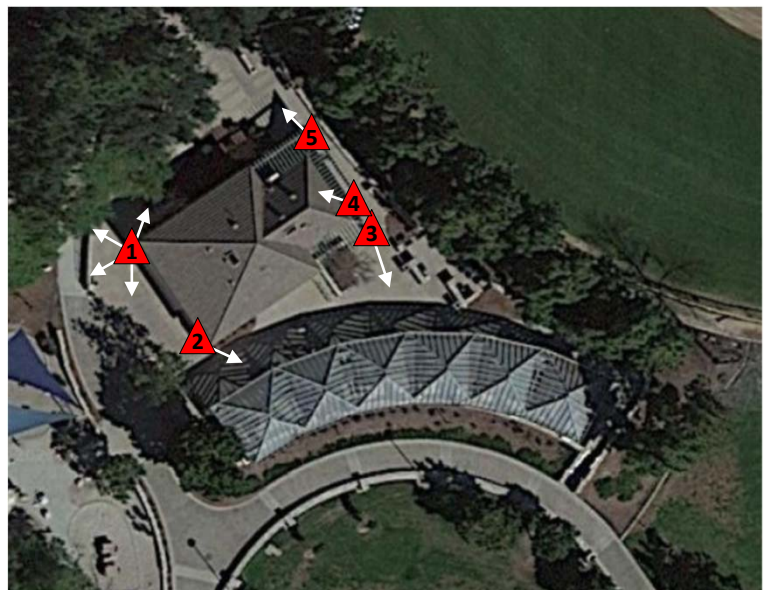
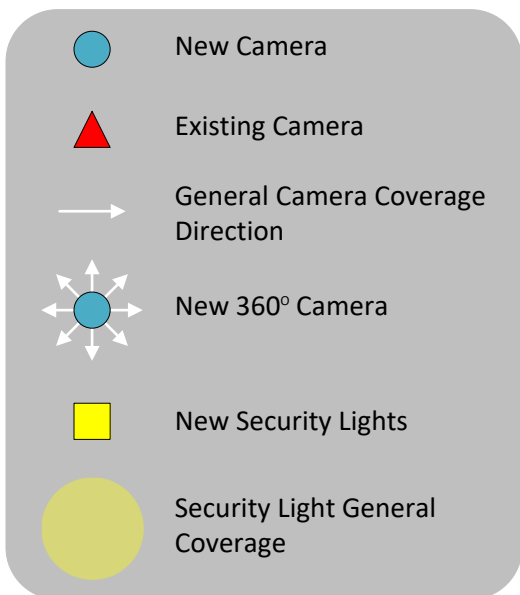
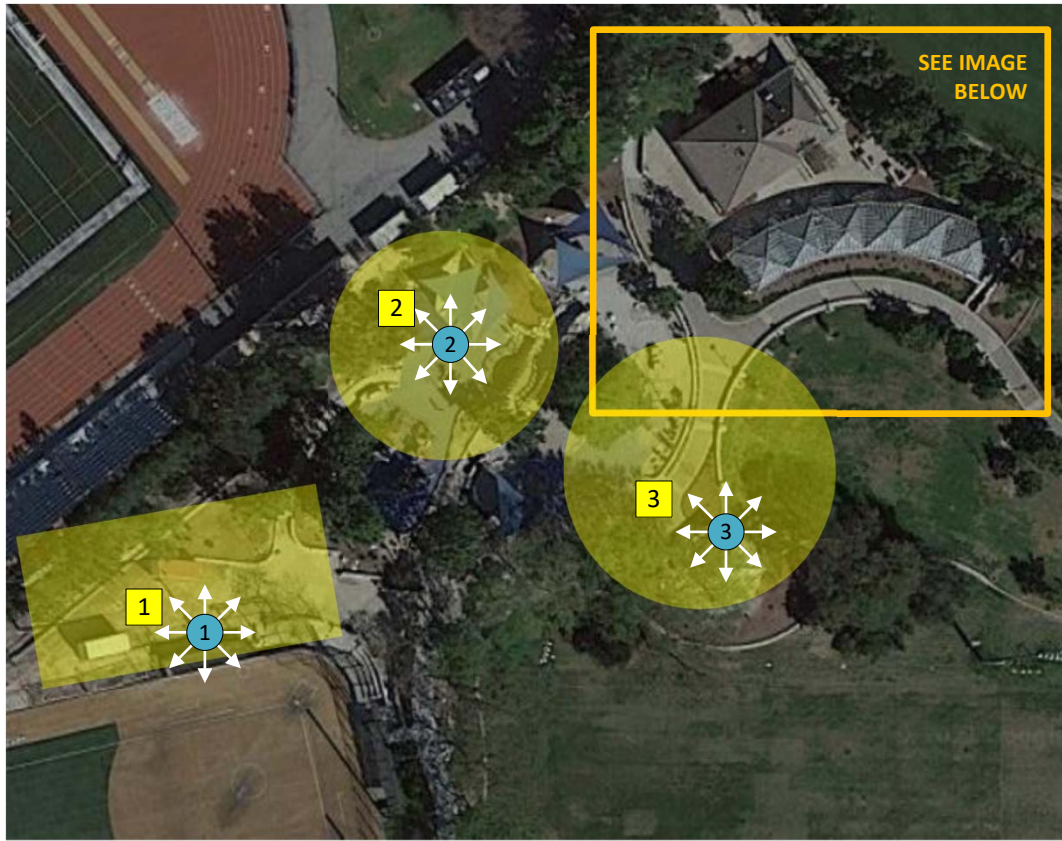
ZONE 1

Soccer Fields 1 & 2 and walkway in-between Softball Field and Soccer Fields



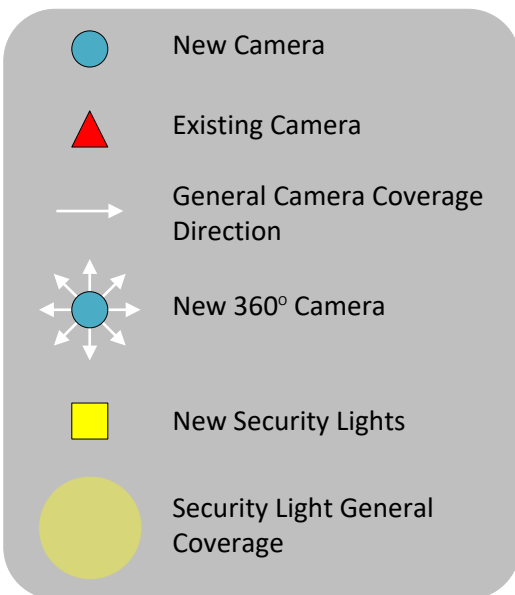
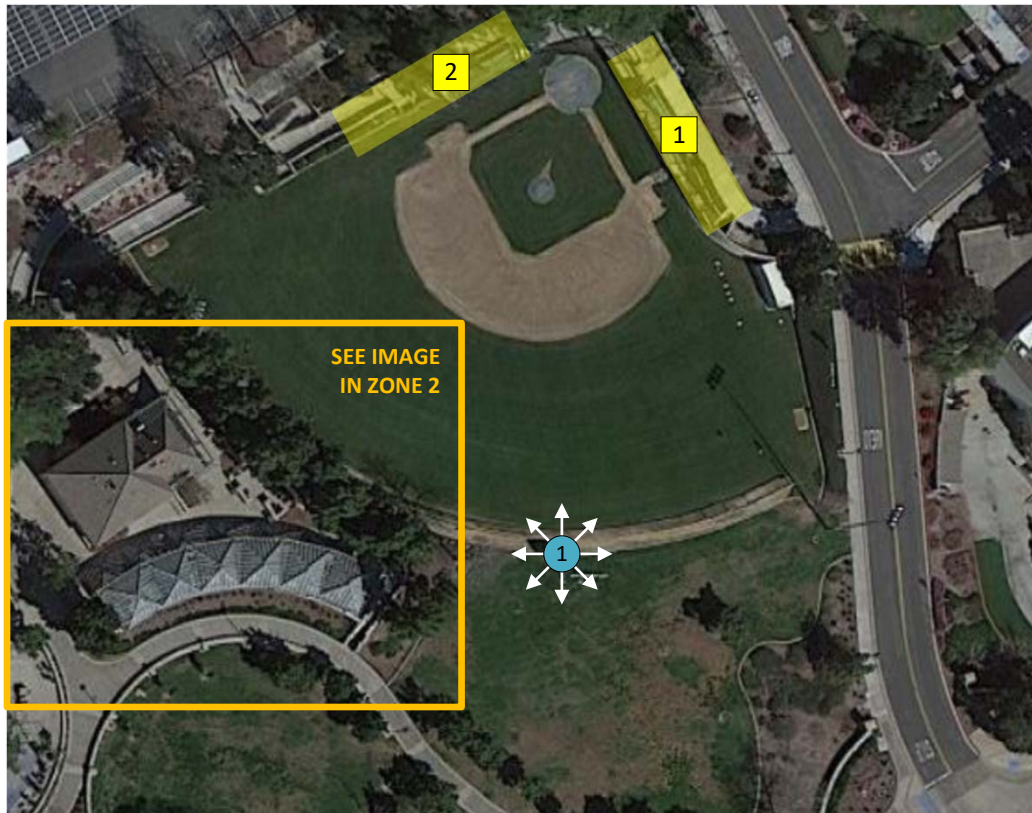
ZONE 2

Softball Field, Playground, and Picnic Shelter



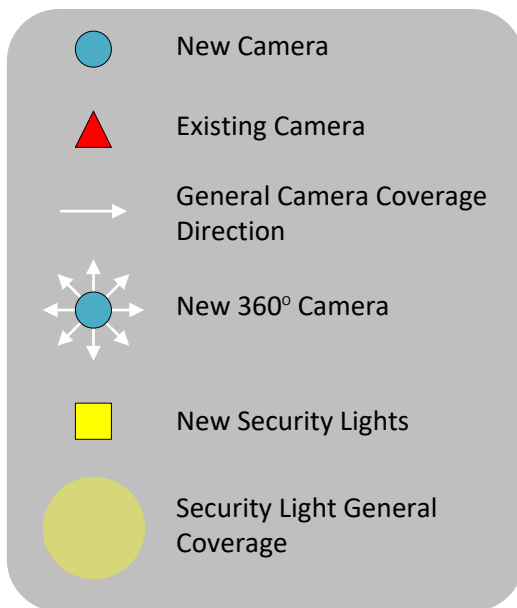
ZONE 3

Little League Field and Town Green

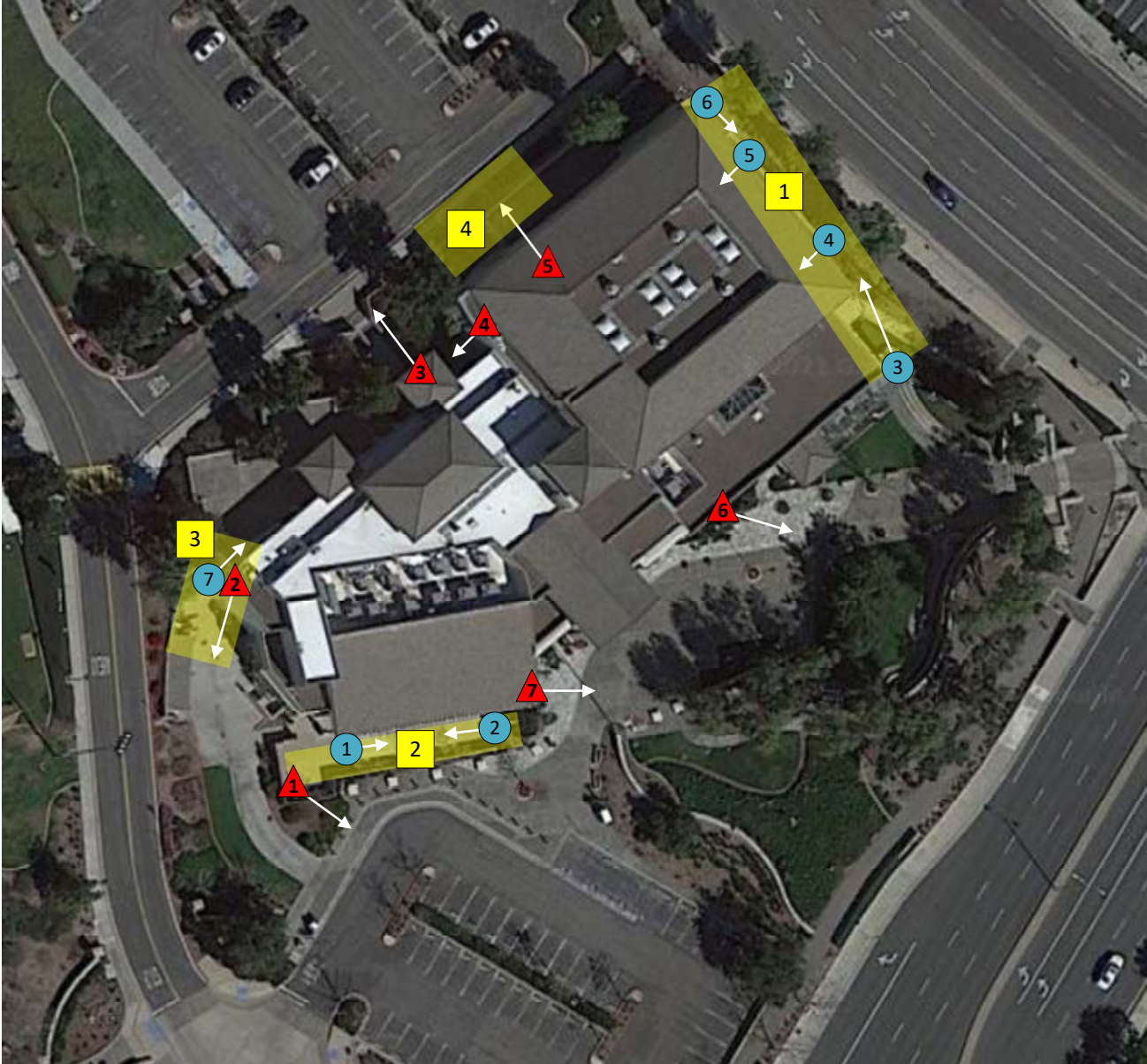


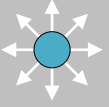
ZONE 4

Hockey Rink and Skatepark



ZONE 5
Community Center Building (Exterior)



-  New Camera
-  Existing Camera
-  General Camera Coverage Direction
-  New 360° Camera
-  New Security Lights
-  Security Light General Coverage

Attachment B

Camera and lighting images & Specifications

Proposed Security Cameras

A



B



C



Existing Lighting

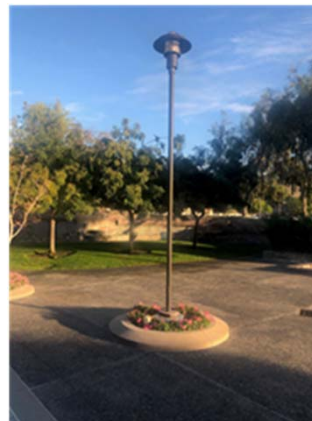
D



E



F



LED Parking Lot/Area Lights - Slipfitter Mount

SPEC SHEET



Outstanding Photometric Performance

Topaz's Area Lights feature uniform illumination, low-profile design, high efficacy, long lifespan, and easy installation. The one-piece die-cast aluminum housing with UV resistant powder coat finish offers outstanding corrosion protection. Ideal for use in various commercial environments such as auto dealerships, parking lots, walkways, roadways, campuses, façade lighting, grocery stores and other public areas.

FEATURES

- One piece die-cast aluminum housing with UV resistant polycarbonate optical lens
- 2" slipfitter mounting
- Suitable for mounting heights ranging from 18-36' in area lighting applications
- Silicone rubber gasket provides a weatherproof seal
- Twist-lock photocell included
- 0-10V Dimming

APPLICATIONS

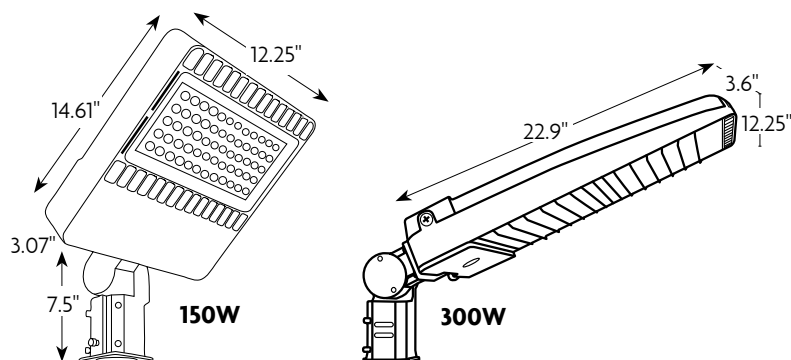
- Parking lots
- Area lighting
- Illumination of areas of ingress
- Security lighting

LED Parking Lot/Area Lights - Slipfitter Mount

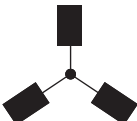
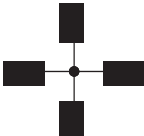
SPEC SHEET

GENERAL SPECIFICATIONS

Voltage: 120-277V (300W also available in 480V)
Average Rated Life: 50,000 (L70)
CRI: >70
CCT: 5000K
IES Distribution: Type 3
Lumens Per Watt (LPW): 130 (300W), 133 (150W)
Ambient temp: -40°F to 113°F



EPA OF AREA LIGHT

Item							
	1	2 @90°	2 @120°	2@180°	3 @90°	3 @120°	4 @90°
150W	0.667	0.742	1.162	1.165	1.167	1.163	1.167
300W	0.847	0.996	1.629	1.634	1.636	1.632	1.636

SPECIFICATIONS / ORDER INFO

Item #	Order Code	UPC Code	Input Current Amps	Input Watts	Lumens	Equivalent Wattage*	DLC	Case Qty
F-ARL/150W/50K/SF	74470	751338015524	1.39-0.60	150	20,000	400W MH	PA89X9DC	1
F-ARL/300W/50K/SF	74471	751338015579	2.78-1.20	300	39,000	1,000W MH	PWRK16HV	1
F-ARL/300W/50K/SF480	74480	751338020191	0.83	300	39,000	1,000W MH	PVIDBC6G	1

NOMENCLATURE

Example: **F-ARL/150W/50K/SF**

F=Fixture / **ARL**=Area Light / **150W**=150W / **50K**=5000K / **SF**=Slipfitter Mount

*Equivalent wattage dependent on fixture, reflectance and lumen maintenance of lamp

Specifications are subject to change without prior notice. This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

FIVE (5) YEAR LIMITED WARRANTY: TOPAZ LIGHTING CORP. warrants to the original purchaser that all TOPAZ LED Outdoor Fixtures shall be free from defects of material and workmanship for a period of five (5) years from the date of purchase. TOPAZ LIGHTING CORP. will, at its option, repair or replace without charge a defective LED lamp that has not been misused, carelessly handled or improperly installed. Repair or replacement, as stated above, shall constitute the purchaser's exclusive warranty, which does not extend to transportation, installation, labor or any other consequential charges. www.topaz-usa.com



City of Laguna Hills

Parks & Recreation Commission

Staff Report

DATE: December 1, 2021

TO: Parks and Recreation Commission

FROM: David Reynolds
Deputy City Manager/Community Services Director

ISSUE: Two Unscheduled Vacancies for Parks and Recreation Commission

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

SUMMARY:

By virtue of his appointment onto the City Council on October 26, 2021, Council Member Don Caskey's term on the Parks and Recreation Commission is vacated, creating an unscheduled vacancy on the Parks and Recreation Commission. Additionally, on November 15, 2021, Staff received a letter of resignation from Parks and Recreation Commissioner Maya Carroll, effective January 1, 2022, creating a second unscheduled vacancy on the Parks and Recreation Commission. At its November 23, 2021, meeting, the City Council directed Staff to proceed with the application process to fill the two unscheduled vacancies per Government Code Section 54974 and the Laguna Hills Municipal Code Section 2-28.080.

The timeline for the process for appointing Commissioners is as follows:

December 13, 2021

Open of application period. Notices will be posted in the City Clerk's office and forwarded to the newspaper for publication. Notices will also be forwarded to homeowners' associations in Laguna Hills and to the Laguna Hills Technology Library, as well as made available on the City's website.

Commission Vacancies
December 1, 2021
Page 2

January 14, 2022	Close of application period; thirty days is the standard application period for the City's biennial Commission appointment process.
January 18, 2022	The City Council holds a Special Meeting to conduct interviews and appoint two new Commissioners.
February 2, 2022	New Parks and Recreation Commissioners attend first Parks and Recreation Commission meeting. Commissioners will be sworn in prior to attending this meeting.
February 8, 2022	New Commissioners are provided with Certificate of Appointment at City Council meeting.