



Michael Zozaya
Chair

Harry Huggins
Vice Chair

Chris Bieber
Commissioner

Patricia Thee
Commissioner

Marc Trocchio
Commissioner

City of Laguna Hills Parks and Recreation Commission

Regular Meeting Agenda
Wednesday, August 5, 2026 - 6:00 PM
City Council Chamber
24035 El Toro Road
Laguna Hills, CA 92653

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

Members of the public wishing to address the Parks and Recreation Commission can do so during the Public Comments portion of the Agenda with a time limitation of three minutes per person, as determined by the Chair, 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 as determined by the Chair.

2. Minutes Approval

2.1 Approval of Minutes for June 3, 2026, Regular Meeting

Recommendation: That the Parks and Recreation Commission approve the minutes for the June 3, 2026 Regular Meeting.

3. Presentations

3.1 Employee of the Quarter - Spring 2026

Recommendation: That the Parks and Recreation Commission receive a presentation recognizing the part-time Employee of the Quarter, Jack Burnett.

4. Administrative Reports

4.1 Holiday Lights Display

Recommendation: That the Parks and Recreation Commission recommend Staff to present the proposal, with proposed changes, from The Christmas Kings to the City Council for review and approval.

4.2 2026 Holiday Event Series Pre-Event Report

Recommendation: That the Parks and Recreation Commission 1. Receive a report from City Staff; and 2. Provide input regarding the 2026 Holiday Event Series for City Council review.

5. Informational Items

5.1 2026 4th of July Celebration Post-Event Report

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

5.2 Mid-Summer Events Update

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

5.3 Harvest in the Hills Pre-Event Report

Recommendation: That the Parks and Recreation Commission receive and file

the report.

5.4 Senior Dial-A-Taxi Update

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

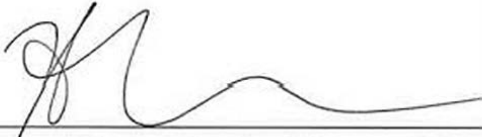
6. Commissioner Comments

Adjournment

The next Regular Meeting of the Parks & Recreation Commission will be October 7, 2026, at 6:00 p.m. in the City Council Chamber, located at 24035 El Toro Road, Laguna Hills, California.

CERTIFICATION

I, Holland Gannon, Community Services Director 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 Knotty Pine Park by July 31, at 6:00 p.m.

A handwritten signature in dark ink, appearing to be 'H. Gannon', is written over a horizontal line.

Holland Gannon, Community Services Director

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 Community Services Director at (949) 707-2680. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to assure access.

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

**City of Laguna Hills
Parks and Recreation Commission
Regular Meeting
Minutes
Wednesday, June 3, 2026**

Call to Order

The meeting was called to order at 6:00 p.m. by Chair Zozaya.

Pledge of Allegiance

Roll Call of Commissioner Members

Present:

Chair Michael Zozaya
Vice Chair Harry Huggins
Commissioner Patricia Thee

Absent:

Commissioner Chris Bieber
Commissioner Marc Trocchio

1. Public Comments

2. Minutes Approval

2.1 Approval of Minutes for April 1, 2026, Regular Meeting

Recommendation: That the Parks and Recreation Commission approve the minutes for the April 1, 2026, Regular Meeting.

A motion to That the Parks and Recreation Commission approve the minutes for the April 1, 2026 Regular Meeting was moved by Vice Chair Huggins, seconded by Commissioner Thee.

Result:

Yes 3, No 0, Abstained 0

Ayes: Chair Zozaya, Vice Chair Huggins, Commissioner Thee
Nays: None
Abstain: None

3. Presentations

4. Administrative Reports

4.1 2026 Memorial Day Half Marathon, 5K, and 10K Honoring USMC Team Darkhorse Post-Event Verbal Report

Recommendation: That the Parks and Recreation Commission receive a verbal report.

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

Result:

Yes 3, No 0, Abstained 0

Ayes: Chair Zozaya, Vice Chair Huggins, Commissioner Thee

Nays: None

Abstain: None

4.2 2026 4th of July Celebration Pre-Event Report

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

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

Result:

Yes 3, No 0, Abstained 0

Ayes: Chair Zozaya, Vice Chair Huggins, Commissioner Thee

Nays: None

Abstain: None

4.3 2026 Summer Series Pre-Event Report

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

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

Result:

Yes 3, No 0, Abstained 0

Ayes: Chair Zozaya, Vice Chair Huggins, Commissioner Thee

Nays: None

Abstain: None

4.4 America250 Celebration Update

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

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

Result:

Yes 3, No 0, Abstained 0

Ayes: Chair Zozaya, Vice Chair Huggins, Commissioner Thee

Nays: None

Abstain: None

5. Informational Items

6. Commissioner Comments

Commissioner Thee asked Vice Chair Huggins about the Plein Air Painting program and mural project.

Chair Zozaya spoke of and asked questions about the upcoming Orange County Senior Games event.

Chair Zozaya and Commissioner Thee commended staff on their efforts and work.

Adjournment

The next Regular Meeting of the Parks & Recreation Commission will be Wednesday, August 5th, 2026, at 6:00 p.m. in the City Council Chamber, located at 24035 El Toro Road, Laguna Hills, California.

There being no further business before the Parks and Recreation Commission at this session, Chair Zozaya declared the meeting adjourned at 6:33 p.m.

Holland Gannon, Community Services Director

ATTEST:

Michael Zozaya, Chair

Approved at meeting of August 5, 2026.



City of Laguna Hills Parks and Recreation Commission Staff Report

Date: August 5, 2026
To: Parks and Recreation Commission
From: Holland Gannon, Community Services Director
Issue: Employee of the Quarter - Spring 2026

Recommendation: That the Parks and Recreation Commission receive a presentation recognizing the part-time Employee of the Quarter, Jack Burnett.

Background:

The Employee of the Quarter program was developed to celebrate and highlight the outstanding contributions of part-time Community Services staff members who demonstrate exceptional commitment, teamwork, and service. The program provides employees with the opportunity to nominate their peers for recognition, ensuring that awardees are selected through a process that reflects the respect and appreciation of their colleagues.

By spotlighting individual achievements, the Employee of the Quarter program supports a positive workplace culture, boosts morale, and reinforces the values of dedication and excellence that guide Community Services operations.

We are pleased to announce that Jack Burnett has been selected as the Employee of the Quarter, as chosen by his peers.

Jack has been an incredible addition to our team and is recognized for his positive impact. He is punctual, dependable, and always eager to lend a helping hand wherever it's needed. Whether assisting coworkers, supporting an event, or stepping into a new task, he approaches every opportunity with a positive attitude and a willingness to contribute. One of the things that stands out most is his initiative. During slower periods, he actively looks for meaningful ways to support the department instead of waiting to be assigned a task. He has taken the initiative to create new informational handouts for the public and has assisted in

different roles at events without direction, such as at our Community Trash Cleanup, our July 4th Celebration, and Camp Build-A-Fort. He is actively helping improve the experience for our residents and visitors.

Fiscal Impact:

Employees that win Employee of the Quarter receive special Community Services uniform items valued at approximately \$50, amounting to approximately \$200 per year.

Attachments:

None



City of Laguna Hills Parks and Recreation Commission Staff Report

Date: August 5, 2026
To: Parks and Recreation Commission
From: Holland Gannon, Community Services Director
Issue: Holiday Lights Display

Recommendation: That the Parks and Recreation Commission recommend Staff to present the proposal, with proposed changes, from The Christmas Kings to the City Council for review and approval.

Background:

The current 2026-2027 budget includes a budget line item for a City-wide holiday decoration program in the amount of \$125,000. In accordance with the City's purchasing ordinance, (LHMC 3-08.110(L), subsections (10) and (11)), the City need not follow the formal procurement procedures set forth in Section 3-08.090 of the LHMC when the City Council finds and determines a contract is for entertainment services and/or community support. Staff solicited informal proposals from qualified vendors to identify a scope of work that would be satisfactory to the City. The proposals that have been submitted are attached to this report.

This year, Staff sought proposals for the lighting of the entry monuments, El Toro medians, Gazebo Park, and a synchronized light show at the Laguna Hills Community Center. Staff received six proposals, and after review, Staff recommends The Christmas Kings.

A pricing summary is shown here:

Vendor Name	Price
The Christmas Kings (Shine Creations LLC)	\$115,000

Holiday Light Installations (HLI)	\$122,555
The Christmas Light Guy Co.	\$125,000
Dekra-Lite	\$121,738
BrightLife Designs	\$121,056
St. Nicks	\$124,952

Staff recommends removing the lighted "LH" from The Christmas Kings proposal, as no light study has been conducted for neighboring residents. With the "LH" being removed, Staff proposes an additional element on the plaza fountain wall.

The Request for Proposals (RFP) and all proposals are attached to this report for review (Attachments 1-7).

Fiscal Impact:

The budget for FY 2026-2027 Holiday Lights Program is \$125,000.

Attachments:

1. Attachment 1: Holiday Lights RFP 2026
2. Attachment 2: The Christmas Kings Proposal
3. Attachment 3: Holiday Light Installations (HLI) Proposal
4. Attachment 4: The Christmas Light Guy Co Proposal
5. Attachment 5: Dekra-Lite Proposal
6. Attachment 6: BrightLife Designs
7. Attachment 7: St. Nick's Proposal

**CITY OF LAGUNA HILLS
HOLIDAY LIGHTING AND DECORATION SERVICES**

Proposal Due Date: July 31, 2026

Contact Person:

Holland Gannon, Community Services Director
hgannon@lagunahillsca.gov
949-707-2686

I. INTRODUCTION

The City of Laguna Hills is soliciting quotes (proposals) from qualified vendors for the design, installation, maintenance, and removal of holiday lighting and decorations at various locations throughout the City. The City seeks festive, professional, and visually impressive lighting displays that will enhance community spirit during the holiday season.

The proposals will include lights at entry monuments and a light show with holiday decorations at the Community Center.

The budget for 2026 Holiday Light Decorations is \$125,000.

II. Scope of Work:

1. Laguna Hills Entry Monuments and Gazebo Park

- **Garland & Lights:** Decorate all 5 Entry Monument signs with decorated, lighted garland and warm white lighting. Light bushes/shrubbery directly in front of Entry Monument sign with warm white lights
- **Tree Decoration Requirements (per location):**
 - Trunk and individual branch wrapping with warm white string lighting
 - 1. Wrapped light strands should have no more than 2" separations on trunks
 - Canopy lighting and hanging light decorations (e.g., starbursts, drip lights, snowflakes) distributed evenly throughout the canopy
 - Lift and traffic coordination with Public Works as required

Location	Number of Trees
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Moulton/Lake Forest	1
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Location	Number of Trees
Moulton/Nellie Gail	6
Alicia/5 Freeway	2
La Paz/Cabot	2
Oso/Cabot	2

2. El Toro Medians (2 Identical Medians)

- Wrap entire palm tree trunk with warm white lights (6 palms per median)
- Install lighted decorations on 4 pillars per median (ex. Christmas trees, snowflakes, gift boxes, ornaments, etc)

3. Gazebo Park (Santa Maria/San Remo)

- Decorate gazebo with holiday lights and a wreath

4. Community Center

- Wreaths, snowflakes, or other holiday-themed decorations on front entrance doors/windows
- Install lighting on bushes, trees, and small palm trees in plaza area planters
- Decorate 18' tall City outdoor Christmas tree:
 - Warm white string lights (with option to add multi-color/twinkle lights)
 - Ornaments
- Light switch prop for tree lighting ceremony with City Council
- Tree lighting adjacent to:
 - Alicia Parkway (warm white lights)
 - Paseo de Valencia (warm white lights)
 - Trees on both sides of Community Center Drive entry:
 - Wrap trunks and canopies as in "Entry Monument Light Coverage Examples"
- Lit holiday decorations on monument pillars at corner of PDV/Alicia
- One large walk-through lit decoration piece in plaza area
- Design and install a holiday light show synchronized to music:
 - Include additional lighted decorations, lights, and professional audio equipment
 - Use plaza area trees (eight in tree wells) for light show lighting
 - When not active, lights must remain static
 - Include decorations within plaza area that integrate with the show

- Show Schedule:
 - Duration: 7–10 minutes per show
 - Frequency: Every 30 minutes from 5:00 PM to 9:00 PM
 - Program two alternating shows with different musical selections

III. GENERAL REQUIREMENTS (Applies to All Proposals)

- Provide traffic control, including traffic control plans, for the installation and removal of lights. Obtain a no-fee City encroachment permit from the Public Works Department prior to implementation of traffic control
- All lighting must be LED
- Timers or automation must be included for lighting control
- Contractor shall be responsible for maintenance and repair during the display period
 - Maintenance requests must be addressed within 24 hours of reported issue
- Lights must be installed by November 25th. Lights will be turned on at all locations from November 27, 2026-December 28, 2026. Lights must be removed by January 4, 2027
 - Photographic confirmation of installation will be sent to the City by November 27th
- Contractor must have experience with municipal-scale holiday lighting
- Weekly Nighttime Inspections of all lighted areas with summary of findings emailed to City staff the day after inspection is completed
- Mandatory attendance at Tree Lighting Ceremony on December 4th, 2026
- Insurance, bonding, and appropriate certifications required

• INSURANCE

- Compliance with Insurance Requirements. VENDOR shall obtain, maintain, and keep in full force and effect during the term of this Lighting Agreement, at its sole cost and expense, and in a form and content satisfactory to Client, all insurance required under this section. VENDOR shall not commence any Project services or work under this Lighting Agreement unless and until it has provided evidence satisfactory to Client that it has secured all insurance required under this section. If VENDOR's existing insurance policies do not meet the insurance requirements set forth herein, VENDOR agrees to amend, supplement or endorse the policies to do so.
- Types of Insurance Required. As a condition precedent to the effectiveness of this Lighting Agreement, and without limiting the indemnity provisions set forth in this Lighting Agreement, VENDOR shall obtain and maintain in full force and effect during the term of this Lighting Agreement, including any extension thereof, the following policies of insurance:
 - Commercial General Liability Insurance. VENDOR shall obtain and maintain, in full force and effect throughout the term of this Lighting Agreement, a policy of Commercial General Liability Insurance written on an occurrence basis with limits of at least one million dollars (\$1,000,000.00) per occurrence, two million dollars

(\$2,000,000.00) in the general aggregate, and one million dollars (\$1,000,000.00) for products and completed operations. Defense costs shall be paid in addition to the limits. The policy shall contain no endorsements or provisions limiting coverage for (1) contractual liability; (2) cross liability exclusion for claims or suits by one insured against another; or (3) contain any other exclusion contrary to the Lighting Agreement.

- Automobile Liability Insurance. VENDOR shall obtain and maintain, in full force and effect throughout the term of this Lighting Agreement, a policy of Automobile Liability Insurance written on a per occurrence basis with limits of at least one million dollars (\$1,000,000.00) combined limit for each occurrence covering bodily injury and property damage. The policy shall specifically include coverage for owned, non-owned, leased, and hired automobiles.
- Workers' Compensation Insurance. VENDOR shall obtain and maintain, in full force and effect throughout the term of this Lighting Agreement, a policy of Workers' Compensation Insurance in at least the minimum statutory amounts, and in compliance with all other statutory requirements, as required by the State of California. VENDOR agrees to waive and obtain endorsements from its workers' compensation insurer waiving all subrogation rights under its workers' compensation insurance policy against the Client, its officials, officers, employees, agents and volunteers, and to require each of its sub consultants and subcontractors, if any, to do likewise under their workers' compensation insurance policies. VENDOR shall obtain and maintain, in full force and effect throughout the term of this Lighting Agreement, a policy of Employer's Liability Insurance written on a per occurrence basis with limits of at least one million dollars (\$1,000,000.00) per accident for bodily injury or disease.
- Acceptability of Insurers. Insurance required by this section shall be issued by a licensed company authorized to transact business in the state by the Department of Insurance for the State of California with a current rating of A:VII or better (if an admitted carrier), or a current rating of A:X or better (if offered by a non-admitted insurer listed on the State of California List of Approved Surplus Lines Insurers (LASLI), by the latest edition of A.M. Best's Key Rating Guide, except that the Client will accept workers' compensation insurance from the State Compensation Fund. In the event the Client determines that the Project work or services to be performed under this Lighting Agreement creates an increased or decreased risk of loss to the Client, VENDOR agrees that the minimum limits of the insurance policies may be changed accordingly upon receipt of written notice from the Client. VENDOR shall immediately substitute any insurer whose A.M. Best rating drops below the levels specified herein.
- Insurance Endorsements. Required insurance policies shall not be in compliance if they include any limiting provision or endorsement that has not been submitted to the Client for written approval. Required insurance policies shall contain the following provisions, or VENDOR shall provide endorsements on forms approved by the Client to add the following provisions to the insurance policies:

- The policy or policies of insurance required by this section for Commercial General Liability and Automobile Liability Insurance shall be endorsed to provide the following:
 - Additional Insured: The Client, its officials, officers, employees, agents and volunteers, shall be additional insureds with regard to liability and defense of suits or claims arising out of the performance of the Lighting Agreement; and
 - Additional Insured Endorsements: Additional insured endorsements shall not (1) be restricted to “ongoing operations”, (2) exclude “contractual liability”, (3) restrict coverage to “sole” liability of VENDOR, or (4) contain any other exclusions contrary to the Lighting Agreement; and, the coverage shall contain no special limitations on the scope of protection afforded to additional insureds.
 - Notice: The policy or policies of insurance required by this section for Commercial General Liability and Automobile Liability Insurance shall be endorsed to state that coverage shall not be suspended, voided, cancelled, or modified, or reduced in coverage or in limits, except after thirty (30) days prior written notice by First Class U.S. Mail, postage-prepaid, has been provided to the Client. Notwithstanding the foregoing, if coverage is to be suspended, voided, or cancelled because of VENDOR’s failure to pay the insurance premium, the notice provided to Client shall be by ten (10) days prior written notice.
- For all policies of Commercial General Liability Insurance, VENDOR shall provide endorsements for ongoing operations and completed operations to effectuate this requirement.
- Deductibles and Self-Insured Retentions. Any deductible or self-insured retention must be approved in writing by the Client in advance and shall protect the Client, its officials, officers, employees, agents and volunteers, in the same manner and to the same extent as they would have been protected had the policy or policies not contained a deductible or self-insured retention.
- Primary and Non-Contributing Insurance. All policies of Commercial General Liability Insurance and Automobile Liability Insurance shall be primary and any other insurance, deductible, or self-insurance maintained by the Client, its officials, officers, employees, agents or volunteers, shall not contribute with this primary insurance. Policies shall contain or be endorsed to contain such provisions.
- Waiver of Subrogation. All policies of Commercial General Liability and Automobile Liability Insurance shall contain or be endorsed to waive subrogation against the Client, its officials, officers, employees, agents and volunteers, or shall specifically allow VENDOR or others providing insurance evidence in compliance with the requirements set forth in this section to waive their right to recovery prior to a loss. VENDOR hereby agrees to waive its own right of recovery against the Client, its officials, officers, employees, agents and volunteers, and VENDOR hereby agrees to require similar written express waivers and insurance clauses from each of its sub consultants or subcontractors.

- Evidence of Coverage. Concurrently with the execution of the Lighting Agreement, VENDOR shall deliver certificates of insurance together with original endorsements affecting each of the insurance policies required by this section. Required insurance policies shall not be in compliance if they include any limiting provision or endorsement that has not been submitted to the Client for written approval. The certificates of insurance and original endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf. At least fifteen (15) days prior to the expiration of any such policy, evidence of insurance showing that such insurance coverage has been renewed or extended shall be filed with the Client. If such coverage is cancelled or reduced and not replaced immediately so as to avoid a lapse in the required coverage, VENDOR shall, within ten (10) days after receipt of written notice of such cancellation or reduction of coverage, file with the Client evidence of insurance showing that the required insurance has been reinstated or has been provided through another insurance company or companies. VENDOR shall promptly furnish, at Client's request, copies of actual policies including all declaration pages, endorsements, exclusions and any other policy documents Client requires to verify coverage.
- Requirements Not Limiting. Requirements of specific coverage or minimum limits contained in this section are not intended as a limitation on coverage, limits, or other requirements, or a waiver of any coverage normally provided by any insurance. Nothing in this section shall be construed as limiting in any way the indemnification provision contained in this Lighting Agreement, or the extent to which VENDOR may be held responsible for payments of damages to persons or property.
- Enforcement of Agreement (Non-Estoppel). VENDOR acknowledges and agrees that actual or alleged failure on the part of the Client to inform VENDOR of any non-compliance with any of the insurance requirements set forth in this section imposes no additional obligation on the Client nor does it waive any rights hereunder.
- Insurance for Subconsultants. VENDOR shall either: (1) include all subconsultants or subcontractors engaged in any Project work or services for VENDOR relating to this Lighting Agreement as additional named insureds under the VENDOR's insurance policies; or (2) VENDOR shall be responsible for causing its subconsultants or subcontractors to procure and maintain the appropriate insurance in compliance with the terms of the insurance requirements set forth in this section, including adding the Client, its officials, officers, employees, agents and volunteers, as additional insureds to their respective policies. All policies of Commercial General Liability Insurance provided by VENDOR's subconsultants or subcontractors performing any Project work or services related to this Lighting Agreement shall be endorsed to name the Client, its officials, officers, employees, agents and volunteers, as additional insureds. VENDOR shall not allow any subconsultants or subcontractors to commence any Project work or services relating to this Lighting Agreement unless and until it has provided evidence satisfactory to Client that the subconsultant or subcontractor has secured all insurance required under this section.
- Other Insurance Requirements. The following terms and conditions shall apply to the insurance policies required of VENDOR pursuant to this Lighting Agreement:

- VENDOR shall provide immediate written notice to Client if (1) any of the insurance policies required herein are terminated, cancelled or suspended, (2) the limits of any of the insurance coverages required herein are reduced, or (3) the deductible or self-insured retention is increased.
 - All insurance coverage and limits provided by VENDOR and available or applicable to this Lighting Agreement are intended to apply to each insured, including additional insureds, against whom a claim is made or suit is brought to the full extent of the policies. Nothing contained in this Lighting Agreement or any other agreement relating to the Client or its operations shall limit the application of such insurance coverage.
 - None of the insurance coverages required herein will be in compliance with the requirements of this section if they include any limiting endorsement which substantially impairs the coverages set forth herein (e.g., elimination of contractual liability or reduction of discovery period), unless the endorsement has first been submitted to the Client and approved in writing.
 - Certificates of insurance will not be accepted in lieu of required endorsements, and submittal of certificates without required endorsements may delay commencement of the Project. It is VENDOR's obligation to ensure timely compliance with all insurance submittal requirements as provided herein.
 - VENDOR agrees to ensure that subconsultants and subcontractors, if any, and any other parties involved with the Project who are brought onto or involved in the Project by VENDOR, provide the same minimum insurance coverage required of VENDOR. VENDOR agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. VENDOR agrees that upon request, all agreements with subcontractors and others engaged in the Project will be submitted to the Client for review.
 - VENDOR agrees to provide immediate written notice to Client of any claim, demand or loss against VENDOR arising out of the Project work or services performed under this Lighting Agreement and for any other claim, demand or loss which may reduce the insurance available to pay claims, demands or losses arising out of this Lighting Agreement.
- INDEMNIFICATION
 - To the fullest extent permitted by law, VENDOR shall defend (at VENDOR's sole cost and expense with legal counsel reasonably acceptable to Client), indemnify, protect, and hold harmless Client, its officials, officers, employees, agents and volunteers (collectively the "Indemnified Parties"), from and against any and all liabilities, actions, suits, claims, demands, losses, costs, judgments, arbitration awards, settlements, damages, demands, orders, penalties, and expenses including legal costs and attorney fees (collectively "Claims"), including but not limited to Claims arising from injuries to or death of persons (VENDOR's employees included), for damage to property, including property owned by Client, or from any violation of any federal, state, or local law or ordinance, which

Claims arise out of, pertain to, or are related to VENDOR's performance under this Lighting Agreement. Under no circumstances shall the insurance requirements and limits set forth in this Lighting Agreement be construed to limit VENDOR's indemnification obligation or other liability hereunder.

IV. SUBMISSION REQUIREMENTS

Please include the following in your proposal:

1. Company profile and relevant experience
2. Detailed scope of work for each proposal
3. Conceptual lighting plan, sketches, and photos of past work
4. Project timeline
5. Itemized cost breakdown by proposal and location
6. Warranty and maintenance plan
7. Proof of insurance and licenses
8. Three references from similar projects

V. SELECTION CRITERIA

Proposals will be evaluated based on:

- a. Creativity and quality of design
- b. Experience and qualifications
- c. References and past performance
- d. Cost-effectiveness
- e. Timeline feasibility
- f. Maintenance and warranty service

Please submit proposals and inquiries by July 31, 2026 to:

Holland Gannon
City of Laguna Hills
25555 Alicia Pkwy, Laguna Hills CA 92653
hgannon@lagunahillsca.gov
949-707-2686

Entry Monument & Gazebo Park Locations

Entry Monument (Alicia/5 Freeway)



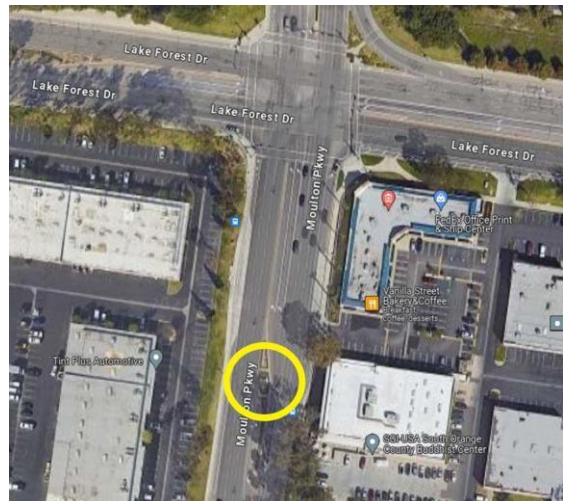
Entry Monument (Oso/Cabot)



Entry Monument (La Paz/Cabot)



Entry Monument (Moulton/Lake Forest)



Entry Monument (Moulton/Nellie Gail)



Gazebo Park (Santa Maria/San Remo)



El Toro Median Locations



Community Center Decoration Coverage



 Outer tree decoration coverage areas

 Planter area decorations

 Corner monument decorations

 Outdoor Xmas Tree

Additional Areas not marked on diagrams requiring lights and decorations:

- 1) Community Center roofline
- 2) Front entrance doors and windows
- 3) Main walkthrough lit decoration
- 4) Lights/Decorations installed in plaza area and incorporated into the light show

Community Center Drive Coverage



Entry Monument Light Coverage Examples

1) Wrap tree trunk and major branches with lights



2) Wrap tree canopy with lights



3) Hang lit decorations such as star bursts, snowflakes, or drip lighting from tree canopy



4) Decorate monuments with lighted garland and shrubbery with lights



AN EXCITING NEW CHAPTER



IS NOW
OPERATING UNDER
THE SHINE BRAND



This transition brings together the creativity, operational excellence, and resources of one unified team—allowing us to deliver an even stronger experience for our partners and guests.

ONE TEAM. | ONE BRAND. | STRONGER TOGETHER.

SHINE

C R E A T I O N S

IMMERSIVE ENVIRONMENTS.
UNFORGETTABLE EXPERIENCES.

DESIGN • MANUFACTURE • INSTALL • SERVICE



DESIGN



MANUFACTURE



INSTALL



SERVICE



STORAGE

ELEVATED DESIGN. FLAWLESS EXECUTION. LASTING IMPACT.





COMPANY INFORMATION

Shine Creations is a nationally recognized designer, fabricator, and operator of immersive holiday lighting experiences, themed attractions, and destination events. Since 2005, our team has partnered with municipalities, zoos, resorts, theme parks, casinos, shopping destinations, and commercial properties throughout the United States to create memorable guest experiences that drive attendance, engagement, and revenue.

Our expertise extends beyond décor and lighting. We specialize in designing complete guest experiences, integrating immersive environments, interactive attractions, operational planning, and proven event strategies that transform public spaces into highly anticipated seasonal destinations.

WE CREATE EXPERIENCES THAT
INSPIRE, ENGAGE, AND DRIVE RESULTS.



MATHEW KRONQUIST
PRESIDENT



951-454-9777 (cell)
951-402-2000 (office)



mat@shinecreations.com



JOSH LETOURNEAU
PRINCIPAL



603-913-5081 (cell)



josh@shinecreations.com



FOUNDED

2005



HEADQUARTERS

Southern California



SERVICE AREA

Nationwide



SPECIALIZATION

Immersive Events, Holiday Lighting
& Themed Experiences



CORE SERVICES

Design, Fabrication, Installation,
Operations, Maintenance,
Removal & Storage



MARKETS SERVED

Zoos, Municipalities, Resorts,
Theme Parks, Casinos &
Commercial Properties



DESIGN • FABRICATION • INSTALLATION • OPERATIONS • IMMERSIVE EXPERIENCES

ELEVATED SERVICE CLEAR COMMUNICATION

We provide end-to-end solutions that transform spaces, elevate experiences, and create lasting impact.



IMMERSIVE DECOR

Custom designs that create unforgettable environments.



CUSTOM MANUFACTURING PARTNERS

Unique, high-quality decor built to impress.



FACTORY DIRECT OVERSEAS PARTNERS

Global sourcing. Better value. Exceptional quality.



INTERACTIVE TECHNOLOGIES

Engage guests with cutting-edge interactive experiences.



TWINKLY PRO INTEGRATION PARTNER

Advanced lighting control and dynamic RGB displays.



TURNKEY ACTIVATIONS

We handle everything from design to takedown.



NATIONWIDE SALES & INSTALLATION CAPACITY

Coast-to-coast teams. Scalable for any size project.



PURCHASE, LEASE & REVENUE SHARE OPTIONS

Flexible partnerships designed for your goals.



MULTI YEAR CONTRACTS TO GROW OVER TIME

Long term partnerships. Long term success.



FREE CREATIVE DESIGN, RENDERINGS, AND PRODUCT DEVELOPMENT

Visionary concepts brought to life.



WALK THROUGH & DRIVE THROUGH EVENTS

Immersive experiences guests will never forget.



NOT JUST CHRISTMAS - HALLOWEEN, BOTANICAL, LUNAR NEW YEAR, AND MORE!

Seasonal experiences. Year-round impact.



OUR PROMISE

With the legacy of The Christmas Kings and the creative expertise of Light Up The Night Production, Shine Creations delivers exceptional experiences through design, innovation, and flawless execution.

OUR PROMISE IS SIMPLE: WE DELIVER VALUE, COMMUNICATE CLEARLY, AND PERFORM AT THE HIGHEST LEVEL—ON EVERY PROJECT.



PROVIDE VALUE

We take a partnership approach to every project, delivering innovative solutions that create long-term value and measurable results.



COMMUNICATE

Clear, proactive communication is the foundation of our process. We are responsive, transparent, and easy to work with.



PERFORM

Our experienced teams execute with precision and care. We are committed to safety, quality, and exceeding expectations from start to finish.



**ONE COMMITMENT.
EVERY EXPERIENCE.**

OUR TARGET CUSTOMER

A TRUSTED PARTNER FOR HIGH-PROFILE DESTINATIONS NATIONWIDE

WHO'S WHO OF CLIENTS

Shine Creations specializes in large-scale commercial environments and destination-based experiences designed to increase attendance, guest engagement, and long-term revenue growth.

PRIMARY CLIENT CATEGORIES

- * ZOOS & BOTANICAL GARDENS
- * MUNICIPALITIES & CITY PROGRAMS
- * SPORTS VENUES & STADIUMS
- * THEME PARKS & ATTRACTIONS
- * RESORTS & CASINOS
- * LARGE HOA COMMUNITIES
- * MIXED-USE RETAIL & ENTERTAINMENT DISTRICTS
- * EVENT SPACES & FAIRGROUNDS
- * SHOPPING CENTERS & LIFESTYLE CENTERS

CORE INDUSTRIES WE SERVE



CHRISTMAS

Large-scale holiday lighting, immersive walkthroughs, custom décor fabrication, animated displays, and destination event experiences.



HALLOWEEN

Family-friendly and IP-driven Halloween attractions, illuminated décor trails, interactive environments, and themed experiences.



OTHER HOLIDAYS

Lunar New Year, Valentine's, patriotic events, harvest festivals, and seasonal activations year-round.



EVENTS & FESTIVALS

Ticketed walkthroughs, drive-through parks, community events, immersive installations, and sponsorship-ready attractions.

“WE CREATE LARGE-SCALE IMMERSIVE ENVIRONMENTS THAT TRANSFORM DESTINATIONS INTO ANNUAL TRADITIONS.”

OUR PROCESS

FROM VISION TO UNFORGETTABLE

1



SITE VISIT

We walk the space, understand your goals, and assess every detail on site.

2



LAYOUT DESIGN

Our designers create a custom concept and detailed plan tailored to your space.

3



BUILD

Our expert team builds and tests every element with precision and care on site.

4



EXPERIENCE

We install, activate, and bring your vision to life—creating unforgettable moments.

01 SKETCH



02 DESIGN

03 CONCEPT



OUR UNIQUE VISIONS
WILL HELP YOU DECIDE



04 IDEAS TO LIFE



DESIGN PROCESS

BRAINSTORM WITH OUR DESIGNERS

SHINE
CREATIONS

MANUFACTURING CAPABILITIES

ENDLESS POSSIBILITIES. IMPECCABLE QUALITY. MADE TO SHINE.



DIRECT TO MANUFACTURER RELATIONSHIPS

We partner with the world's best manufacturers to ensure quality, reliability, and competitive pricing.



WE CAN DESIGN ANYTHING

From concept to creation, our design team brings your ideas to life—no limits, just possibilities.



BUILT WITH PROJECT GOALS IN MIND

Every detail is engineered to align with your vision, budget, timeline, and long-term objectives.



CUSTOM. DOWN TO THE FINEST DETAIL

Truly custom pieces, tailored finishes, and unique designs that set your project apart.



QUALITY YOU CAN COUNT ON

Premium materials, expert craftsmanship, and rigorous quality control at every step.



ON TIME. EVERY TIME.

Streamlined production and logistics to keep your project on schedule and stress-free.

DESIGNED TO INSPIRE. BUILT TO LAST. DELIVERED TO EXCEED.

NATIONAL REACH.

STRATEGICALLY POSITIONED. NATIONWIDE IMPACT.

Our distribution network ensures seamless logistics, responsive service,
and nationwide coverage for projects of any scale.



WEST COAST

WAREHOUSE / DISTRIBUTION



WILDOMAR, CA

Strategically located to serve
clients across the Western U.S.



EAST COAST

LOGISTICS CENTER



NEW HAMPSHIRE

Positioned to efficiently support
projects throughout the Eastern U.S.



NATIONWIDE LOGISTICS

Reliable transportation and delivery
to support every project.



COMING SOON

WAREHOUSE / DISTRIBUTION CENTER



TENNESSEE

Expanding our footprint to better serve
the heart of the United States.



CORPORATE OFFICE



NOLENSVILLE, TN

Our headquarters for strategy,
operations, and client success.



LOCAL SERVICE. NATIONAL POWER.

Local teams with the reach and resources
to deliver coast to coast.

COAST TO COAST COVERAGE



NATIONAL NETWORK



STRATEGIC LOCATIONS



RELIABLE PARTNERS



SEAMLESS DELIVERY



RESPONSIVE SUPPORT

of 264

COAST TO COAST.

NATIONAL COVERAGE. LOCAL EXPERTISE.

Our national network of trusted installers allows us to deliver exceptional experiences **anywhere in the country.**

WEST COAST PROJECTS

- 📍 RIVERSIDE, CA
- 📍 ANAHEIM, CA
- 📍 LOS ANGELES, CA
- 📍 TEMECULA, CA
- 📍 PALM SPRINGS, CA
- 📍 FRESNO, CA
- 📍 SANTA CLARA, CA
- 📍 SAN DIEGO, CA
- 📍 LAS VEGAS, NV



NATIONAL NETWORK OF INSTALLERS

Experienced. Trusted.
Everywhere.

Delivering excellence
on projects of any size,
coast to coast.



COAST TO COAST COVERAGE

Projects delivered
from sea to shining sea.



NATIONAL NETWORK OF INSTALLERS

Vetted professionals ensuring
quality and consistency.



LARGE SCALE EXPERIENCE

Proven success on complex
projects nationwide.



LOCAL EXPERTISE. NATIONAL REACH.

On-the-ground teams with
nationwide support.



EXCEPTIONAL RESULTS. EVERY TIME.

Committed to bringing your
vision to life—anywhere.

SAFETY IS OUR PRIORITY.

The safety of our team, our partners, and the public is always our top priority. We are committed to maintaining the highest safety standards on every project, every time.



SAFETY FIRST, ALWAYS

We follow strict safety protocols and industry best practices to prevent incidents and promote a culture of safety.



TRAINED & CERTIFIED

All team members are trained, certified, and qualified in their respective roles, including equipment operation and rigging.



CERTIFIED OPERATORS & RIGGERS

Our operators and riggers are certified and experienced in operating heavy equipment and working at heights safely and efficiently.



SAFETY STANDARDS

We adhere to OSHA guidelines and all applicable safety regulations to ensure compliance and protection on every job site.



ACCOUNTABILITY AT EVERY LEVEL

From project managers to field crew, everyone is empowered and accountable for maintaining a safe work environment.



SAFETY FIRST,
ALWAYS



TRAINED &
CERTIFIED



CERTIFIED
OPERATORS & RIGGERS



SAFETY
STANDARDS



ACCOUNTABILITY
AT EVERY LEVEL

WE DON'T CUT CORNERS. + WE BUILD SAFELY. + WE PROTECT OUR TEAM. + WE DELIVER EXCELLENCE.

MAXIMIZING VALUE. YEAR AFTER YEAR.

Our inventory is more than décor — it's a long-term asset that helps drive higher attendance, stronger guest satisfaction, and increased ticket prices year after year.



INCREASE GROSS REVENUE & TICKET PRICE

Our premium décor creates unforgettable experiences that drive repeat visits, boost ticket prices, and grow your gross revenue — year after year for a decade or more using the same core inventory.



REFURBISH, RENEW, REUSE

During the off-season, we refurbish and repair every piece to like-new condition — ensuring long-term value and maximum return on your investment.



ALWAYS EVOLVING

We are constantly updating and building our inventory to keep every experience fresh, innovative, and memorable.



FLEXIBLE INVENTORY. ENDLESS POSSIBILITIES.

Because we rent everything — not sell — we can shift inventory from one job to another, allowing you to refresh your displays year after year without increasing expenditure.



YOUR PARTNER IN LONG-TERM SUCCESS

Our commitment to quality, creativity, and efficiency ensures your event remains best-in-class, season after season.



BUILT TO LAST. DESIGNED TO IMPRESS. MAINTAINED TO PERFORM.

We refurbish every piece to like-new condition so your investment continues to shine.



WE DELIVER. WE INSTALL. WE DELIGHT.

Our logistics and expert crews ensure seamless delivery, installation, and performance — every time.



LONG-TERM VALUE



HIGHER REVENUE



FRESH EXPERIENCES



SMART INVESTMENT



LASTING IMPACT

BUILT BEYOND BORDERS. DELIVERED ACROSS AMERICA.

Over the past 5 years, we've built powerful importing and manufacturing relationships that give us the capacity, creativity, and control to deliver unmatched experiences—season after season.



EXCLUSIVE PARTNERSHIPS

We have secured exclusive rights to sell with our partner manufacturers in the United States—ensuring unique, high-demand designs you won't find anywhere else.



SHIPPING & LOGISTICS EXPERTS

Our dedicated shipping and logistics teams manage every detail—from port to project site—routing product efficiently across the country and on time, every time.



MASSIVE FABRICATION CAPACITY

Our fabrication capacity is north of 50 containers per season, all produced within a tight 5-month production window to meet the demands of peak season.



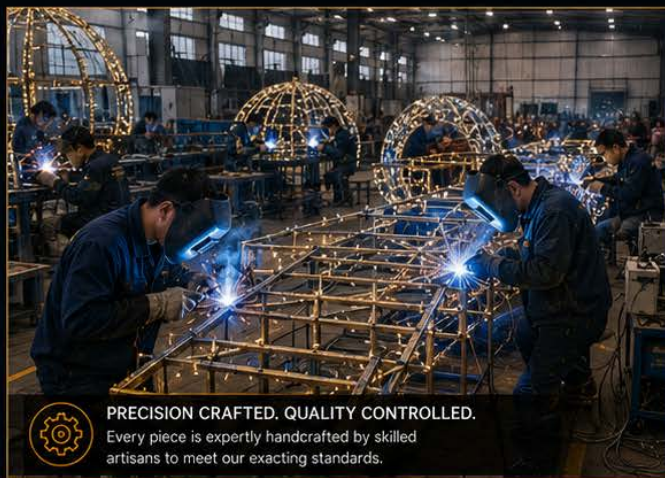
INNOVATION THAT SETS US APART

75% of our inventory is completely new designs every year, keeping your displays fresh, exciting, and ahead of the curve.



GLOBAL VISION. LOCAL IMPACT.

We combine global manufacturing strength with local execution—delivering world-class décor experiences to communities across the nation.



PRECISION CRAFTED. QUALITY CONTROLLED.

Every piece is expertly handcrafted by skilled artisans to meet our exacting standards.



DESIGNED TO DAZZLE.

Our in-house design team creates innovative, high-impact pieces that bring your vision to life.



DELIVERED EVERYWHERE.

Our logistics network ensures seamless delivery to any city, any venue, anywhere in the U.S.



50+

CONTAINERS PER SEASON
Fabrication capacity north of 50 containers each season.



5

MONTH PRODUCTION WINDOW
From concept to creation in a focused 5-month window.



75%

NEW DESIGNS EVERY YEAR
75% of our inventory features brand-new designs annually.



EXCLUSIVE RIGHTS

Exclusive rights to sell with our manufacturing partners in the United States.



NATIONWIDE DELIVERY

Strategic shipping and logistics teams delivering experiences across the country.

BUILT ON CONTRACTS. FOCUSED ON RESULTS.

MULTI-YEAR PARTNERSHIPS. FORESEEABLE REVENUE.

FLEXIBLE CONTRACT TERMS



1
YEAR



3
YEAR



5
YEAR



MULTI-YEAR CONTRACTS

1, 3 and 5 year
agreements for long-term
partnerships.



FORESEEABLE REVENUE

Multi-year visibility drives
stable, predictable
revenue growth.



REDUCED RISK. STRONGER PLANNING.

Long-term commitments
reduce risk and support
confident investment.



STRONG PARTNERSHIPS. LASTING VALUE.

Aligned goals create
lasting impact and
mutual success.



CONSISTENT RESULTS. YEAR AFTER YEAR.

Proven performance
delivering value
season after season.

OUR WORK

The following are a few projects that showcase our style and capabilities.



INDOOR, OUTDOOR, IMMERSIVE, ATTRACTIVE, TRADITIONAL, & MODERN

We can make any vision a reality.



CREATIVE DESIGN

Innovative concepts tailored to your vision and audience.



CUSTOM SOLUTIONS

Bespoke designs and installations built to fit any space.



EXPERT EXECUTION

Flawless project management from concept to completion.



QUALITY & SAFETY

We prioritize the highest standards in every detail of every project.



RELIABLE PARTNER

A team you can count on for communication, transparency, and results.



MEMORABLE IMPACT

Creating experiences that leave lasting impressions.

LIGHT FESTIVAL

The Christmas Kings Designed & Operated a Light Festival this season in Norco, CA.



Over **45,000** Patrons visited the event in its first year of operation.



Over **100** lit 3D Decor Pieces placed throughout the 3-Acre Venue.



56' Tall Smart Pixel RGB Show Tree & **(4) 25'** Tall Smart Pixel RGB Light Trees fully customized to light show with music.



50+ Trees wrapped and programmed to custom light show.



Skating Rink, Food Trucks, VIP Tent, Pictures with Santa, Blow up Competition Course, Vendors, Letters to Santa Area.



THE PARK

CASINO & PARK LAS VEGAS



HIGHLIGHTS



28' Tall gold glittering Royal Ribbon Tree installed by 80' tall Dancer Statue and in front of T-Mobile Arena



23' Wide Royal Ribbon Arch installed by Waterfall Feature along Las Vegas Blvd



2 Custom made Arches at entry to The Park wrapped with warm/pure twinkling lights, 4.5' Red 3D Ornaments at the base of each Arch



PHOTO OPPS:



10' Tall 3D Snowman



10' Tall 3D Teddy Bear



13' Long by 5' Wide Sit-in Sleigh



11' Tall lit Santa Chair



(14) 6' Tall 3D Majestic Gold Decor Pieces spread throughout The Park planter beds



Two 20' Tall decorated Christmas Trees placed on Stages



12 Trees wrapped with RGB lights

BEVERLY HILLS BOLD

Custom design and fabrication, from Concept to Reality



UNIQUE PHOTO OPPORTUNITY
at the Historic Beverly Hills Sign



23' WIDE
Royal Ribbon Arch



16' TALL
Custom Made Walk-Through
Gift Box



33' TALL BY 42' WIDE
Willow Tree placed in
Beverly Canon Gardens



THE CHRISTMAS KINGS
provided Installation, Service,
Removal, Shipping, Logistics,
Repair, and Client Communications





DREAMWORKS ADVENTURE TO SANTA



Interactive Santa House



Collaboration with DreamWorks Animation
Studios & Parker 3D



LED Tiles as the Exterior Shell Displaying Video
and Content



Cast Members and Actors Operating the House
for Photos



Interactive Sleigh Ride with 3D Screen, Misters,
Fans, and Seat Rumbler



The Christmas Kings handled installation, service,
removal, shipping & logistics, as well as client
contact and troubleshooting for projects across
the country in multiple states for 3 years.



TCK project responsibility was over
\$3,000,000.00



THE BLOC LA

PROJECT DETAILS:



Custom lit Walk-Thru 33' Tall Polygon Tree with smart pixel RGB lights

Custom lit Walk-Thru 16' Tall by 16' Long Ornament with smart pixel RGB lights

Five 6' round RGB Smart Pixel Spheres hanging 40' above courtyard

25 3' and 4' Pure White Spheres hanging 50' above courtyard

Hundreds of feet of Garland installed on railings all the way around courtyard

Polygon Tree, Ornament, and Spheres programmed to custom made Light Show with Music

THE SMITHSONIAN ZOO

A TICKETED HOLIDAY EVENT EXPERIENCE

A beloved seasonal tradition that transforms the zoo into a magical wonderland. From family-friendly BOO at the Zoo to a dazzling Christmas celebration—every light, every detail, every moment is designed to delight.



TICKETED EVENT

Guests purchase tickets to experience a one-of-a-kind holiday event at the zoo.



WE PROVIDE EVERYTHING – AS A RENTAL

From concept and installation to takedown and storage, we handle it all.



TREE WRAP PROGRAM

Hundreds of trees wrapped in fully programmable RGB lights that transition seamlessly from Halloween to Christmas.



DOZENS OF DÉCOR ELEMENTS

A wide variety of walk-through and sit-in displays that create unforgettable photo experiences throughout the zoo.



SEAMLESS TRANSITION

We transform the entire experience from family-friendly BOO at the Zoo to a breathtaking Christmas celebration.



A COMPLETE TURNKEY EXPERIENCE

Design, décor, lighting, programming, installation, maintenance, storage, and takedown—all provided by us as a rental.



BRINGING MAGIC TO LIFE

Creating cherished memories for millions of guests season after season.

WALK THROUGH & DRIVE THROUGH PARKS

Create unforgettable holiday experiences with immersive light displays designed to inspire wonder.

RENTAL PACKAGES



1 YEAR TERM

- One Complete Season
- Installation & Removal
- Storage, Maintenance & Repairs
- Dedicated Support



2 YEAR TERM

- Two Complete Seasons
- Preferred Pricing
- Installation & Removal
- Storage, Maintenance & Repairs
- Dedicated Support



3 YEAR TERM

- Three Complete Seasons
- Best Value Pricing
- Installation & Removal
- Storage, Maintenance & Repairs
- Dedicated Support



DECOR WITH REVENUE SHARE OPPORTUNITY

Partner with us to bring world-class light experiences to life. We offer revenue share opportunities for ticketed events at:



ZOOS



BOTANICAL
GARDENS



EVENT
SPACES



STADIUMS
& MORE



TURNKEY. MEMORABLE. PROFITABLE. We handle everything—so you can focus on delighting your guests.

BRING YOUR VENUE TO LIFE. ✨ **DELIGHT YOUR GUESTS.** ✨ **GROW YOUR REVENUE.**



BOO AT THE ZOO

FAMILY FRIENDLY. IMMERSIVE. UNFORGETTABLE.

Our Boo at the Zoo experiences transform the zoo into an enchanting, family-friendly adventure filled with light, imagination, and interactive fun.



THEMED WALK-THROUGH ZONES

Immersive environments bring each area to life with color, character, and captivating decor.



PHOTO & SELFIE MOMENTS

Larger-than-life displays and themed backdrops perfect for capturing memories.



INTERACTIVE GAMES & ACTIVITIES

Engaging, playful experiences designed for kids and families of all ages.



FAMILY FRIENDLY FUN

A safe, welcoming environment that creates lasting memories and brings families back year after year.



DESIGN. BUILD. INSTALL. MAGIC.

From concept to completion, we create engaging experiences that delight and inspire.



MEMORIES THAT LAST.

Moments families treasure long after the night is over.



INSTAGRAM-WORTHY EVERY STEP.

Picture-perfect displays around every corner.



PLAY. EXPLORE. ENJOY.

Interactive fun that keeps kids engaged and smiling.



SAFE. BRIGHT. FAMILY FIRST.

Designed with families in mind for a worry-free visit.



WE BRING THE MAGIC.

Creative design and flawless execution make every detail shine.

IMMERSIVE HALLOWEEN EXPERIENCES

Family-friendly seasonal activations designed to drive attendance, engagement, and unforgettable guest experiences.



RGB ACRYLIC MAZE



GIANT DÉCOR & PHOTO OPS



IMMERSIVE WALK THROUGHS



FOOD & BEVERAGE STATIONS



INTERACTIVE & INSTAGRAMMABLE MOMENTS



FAMILY FRIENDLY

Safe, welcoming environments for all ages.



INTERACTIVE EXPERIENCES

Engaging activations that delight and connect.



WALK THROUGH ATTRACTIONS

Immersive paths that encourage exploration.



PHOTO OPPORTUNITIES

Iconic moments designed to be shared.



FOOD & BEVERAGE INTEGRATION

Enhance the experience and increase dwell time.



REVENUE SHARE OPPORTUNITIES

Flexible models aligned with your goals.



SCALABLE ACTIVATIONS

Custom solutions for any size venue or budget.

REFERENCES

Hudson Gardens Ticketed Event – Project Size \$850,000 Annually

Scope of Work: Decorating and Installing Themed Zones and Decor Throughout Hudson Gardens

Tatiana Langjahr

Director of Events & Visitor Services

TLangjahr@ssprd.org

720-573-6664



REFERENCES

Living Desert Zoo and Gardens

Scope of work: Ticketed walk through event throughout the Zoo Grounds

Jody Easterbrook

JEasterbrook@livingdesert.org

760-346-9810



REFERENCES

Babcock Ranch – Project Size \$350,000 Annually
Scope of work: Free walk through event throughout the city

Bill Pinheiro
wpinhe@bcmcmd.com
908-803-6007



★ REFERENCES ★

Ladera Ranch Community

Scope of work: Decorating and installing lighting at monuments and community Park

Christopher Crowley

Christopher.Crowley@255Residential.com

949-305-4175



REFERENCES



April 24, 2026

To Whom It May Concern,

I am writing this business reference to recommend Light Up The Night Production for their outstanding work in event production. As the previous Event Manager of Anheuser-Busch/Merrimack, I collaborated with various production and event management teams during high-profile events. Light Up the Night Productions surpassed all expectations every time.

In my experience working alongside their team, Light Up The Night Production has consistently demonstrated:

- **Exceptional Technical Execution:** They handle complex lighting, sound, and staging requirements with precision, ensuring that the "Run of Show" stays on schedule even for events with over 50,000 attendees.
- **Professionalism and Reliability:** Their ability to coordinate logistics in high-pressure environments—similar to the rigorous setup and health safety standards required by Anheuser-Busch and the Town of Merrimack—is exemplary.
- **Collaborative Spirit:** They are proactive in communicating with other vendors and event staff, which is essential for the success of large-scale community festivals. Additionally, they were always available to answer my questions.

I highly recommend Light Up The Night Production for any event requiring a professional and technically proficient production partner.

Sincerely,

Carla Reardon

Brewery Experience Manager

4/25/2026

To Whom It May Concern,

I am pleased to provide this letter of recommendation for Light Up The Night Productions and its founder, Josh Letourneau. Our partnership began in 2017, when their team completed an installation at our brewery in Merrimack, New Hampshire. From the outset, they demonstrated professionalism, creativity, and operational excellence.

In 2018, the scope of our collaboration expanded significantly, growing into a project valued at approximately \$100,000. By 2019, we engaged Light Up The Night Productions to fully design, build, and develop the creative and marketing strategy for a new event concept, Brewery Frights. Their team successfully delivered a complete, high-quality experience on a \$50,000 budget, generating a strong return on investment and a highly favorable overall P&L. Notably, this was accomplished while they simultaneously executed our annual Christmas installation at the same location without any decline in quality or performance.

Also in 2019, we partnered with Light Up The Night to reimagine one of our existing light events at a field location in Fort Collins, Colorado. Their ability to adapt creative direction and execution across multiple markets proved to be a significant asset.

In 2020, Light Up The Night was commissioned to develop an expanded version of Brewery Frights for both the Merrimack and Fort Collins markets. Although the project was initially halted due to COVID-19, their team demonstrated exceptional agility and commitment by rapidly pivoting, relocating the entire production, and successfully executing both Halloween and Christmas events at Grant's Farm in St. Louis, Missouri, on short notice.

Since 2021, Light Up The Night Productions has been instrumental in the design, installation, and procurement of all elements for our Brewery Lights experience in St. Louis. Their continued performance has been marked by consistency, innovation, and a strong attention to detail, making them a trusted long-term partner.

What sets Light Up The Night apart is its ability to collaborate effectively on both new developments and existing event enhancements. Their ability to deliver projects on time and within budget has been exceptional.

Based on our experience, we confidently recommend Light Up The Night Productions to any organization seeking to develop new experiential events or elevate existing ones. Their combination of creative vision, operational execution, and financial efficiency makes them a highly valuable partner.

Sincerely,

Glenn Cox
Manager, Brewery Experiences
Anheuser-Busch, LLC

REFERENCES



Smithsonian
National Zoological Park
Conservation Biology Institute

April 24, 2026

To Whom It May Concern,

I am writing this letter in reference to the contractor, Light Up The Night Productions. I had worked with them during my tenure as Head of Events at the Smithsonian's National Zoo and Conservation Biology Institute in Washington, D.C.

One of the Zoo's signature projects was ZooLights, a large-scale seasonal holiday event that transforms the Zoo's 163-acre campus in Rock Creek Park into an immersive winter experience. This event invites guests to explore the grounds through a curated path of illuminated displays, themed installations, and festive environments designed to engage visitors of all ages. Zoo Lights has become a cornerstone of the Zoo's annual programming, blending conservation messaging with a highly visual and experiential holiday attraction.

In 2024, Light Up The Night Productions was contracted to execute key aspects of the event, to include fabrication and installation of all décor elements, on-site support and maintenance, deinstallation, storage, procurement of lighting materials, and collaboration on the overall experiential design. Given the scale of the event and the complexity of operating within a live animal environment, this work required not only technical expertise but also a deep understanding of operational sensitivity and safety.

From the outset, Josh and his team have been exceptional partners on this event. Having prior experience in environments such as Busch Gardens, they were adept at working within a living collection - an essential requirement for the Zoo from an animal safety perspective. They are highly communicative, collaborative, and solution-oriented throughout the process. They embedded themselves as true co-producers in the event's often remaining on-site for months to ensure every detail was executed seamlessly. Above all, they genuinely cared about the success of the event as much as we did.

Their professionalism extended across all interactions within the Zoo. They work respectfully and effectively with a wide range of stakeholders, including electricians, animal care staff, horticulture teams, and park operations personnel. This often requires navigating competing priorities while maintaining installation timelines and ensuring the overall success of the event. Notably, their approach significantly improved collaboration between the events team and the broader Zoo staff.

The impact of their work was immediately evident. The overall thematic cohesion of Zoo Lights improved dramatically, installations were cleaner and more precise, and the scale and quality of lighting increased substantially. The event itself was elevated in both guest experience and operational execution, drawing attention from peer institutions.

In our second year working together, we expanded Light Up The Night's scope to include additional seasonal events such as Boo at the Zoo and Night of Living Zoo. While Boo at the Zoo was ultimately canceled due to the federal government shutdown in 2025, their team demonstrated remarkable adaptability, pivoting quickly and ensuring readiness for Zoo Lights upon reopening.

Light Up The Night is currently on a multi-year contract with the Zoo, and I have every confidence that they will continue to deliver exceptional results. Although I have since transitioned to a new role within the Smithsonian, I would have continued to enjoy working with their team had I remained in my previous position.

For legal reasons, I must state these are my personal opinions and are not the opinions of the Smithsonian. Should you require any additional information, I would be happy to speak further.

Please feel free to contact me at your convenience.

Sincerely,
Andrew Rondinone
(202) 255-2155



04/24/2026

RE: The Christmas Kings

To whom it may concern,

I work for a large tribal casino in central California. We recently (2022) moved into a new facility and hadn't considered holiday decorations. The Christmas Kings were brought out to discuss potential packages and from the very start, we knew they were exactly what we needed.

They approached us with ideals and gave us a few options to choose from. Their team showed off their creative side with ideas and suggestions, and they worked seamlessly with our facilities team to get everything installed.

This year we added a skating rink to the property. We were panicked about getting the new area decorated, but The Christmas Kings were all over it, providing ideas and guidance for the project.

The Christmas Kings have proven to be one of our strongest partners. Their experience and professionalism would be reason enough, but they are constantly looking for ways to improve our business and make things work. They understand that our success is linked to their own, so they are always focused on improving the way they (and we) do things. The work they've done for us, and continue to do, absolutely transforms our property, and the guests love it. I can't recommend them highly enough.

Robbie Sell

Manager of Guest Experience

Table Mountain Casino Resort

REFERENCES



May 9, 2026

To Whom It May Concern,

I am pleased to provide this letter of recommendation for The Christmas Kings and their representatives, Mathew Kronquist and Sean Skog. During our partnership at Hudson Gardens, I had the opportunity to work closely with their team on the planning, design, installation, maintenance, and operation of our annual holiday lighting event.

Hudson Gardens hosts a large-scale ticketed holiday experience that serves as one of our signature seasonal attractions. Prior to partnering with The Christmas Kings, the event had experienced several years of declining attendance, diminishing guest excitement, and increasing challenges in maintaining its position as a premier holiday destination within the region. We knew significant changes would be required to restore the event to the legacy attraction it had once been.

From the outset, Mathew, Sean, and their team brought a fresh vision, creative energy, and strategic approach that immediately elevated the project. Rather than simply supplying décor, they became true partners in reimagining the guest experience. Their ability to create immersive environments, develop engaging photo opportunities, and introduce new themed elements transformed the overall event atmosphere and significantly increased guest engagement.

What impressed us most was their commitment to understanding our goals and their willingness to continually refine and improve the experience. Their team remained highly responsive throughout the design, installation, and operational phases, consistently delivering quality work while maintaining professionalism and attention to detail.

The impact of their efforts was substantial. The event regained momentum, attendance improved, guest feedback became overwhelmingly positive, and Hudson Gardens once again established itself as a must-see holiday destination. Through their creativity, expertise, and dedication, The Christmas Kings helped transform a struggling event back into a successful and growing legacy attraction.

I would confidently recommend The Christmas Kings, Mathew Kronquist, and Sean Skog to any organization seeking a partner capable of delivering exceptional holiday experiences, large-scale decorative installations, and memorable guest-focused events.

Please feel free to contact me if additional information would be helpful.

Sincerely,

Tatianna Langjahr

Tatianna Langjahr
Hudson Gardens
Langjahr@ssprd.org



CITY OF LAGUNA HILLS

PROJECT PACKAGE

Laguna Hills Holiday Experience

SHINE
— CREATIONS —

CREATING BRIGHTER MOMENTS. TOGETHER.



CITY OF LAGUNA HILLS

LAGUNA HILLS CITY MONUMENTS

(i) Moulton/Lake Forest Entry Monument

a. One (1) Tree

(including tree directly behind monument)

(ii) Moulton/Nellie Gail Entry Monument

a. Four (4) Trees

(including tree directly behind monument)

(iii) Alicia/5 Freeway Entry Monument

a. Two (2) Trees

(including tree directly behind monument)

(iv) La Paz/Cabot Entry Monument

a. Three (3) Trees

(including tree directly behind monument)

(v) Oso/Cabot Entry Monument

a. Four (4) Trees

(including tree directly behind monument)





(i) Moulton/Lake Forest Entry Monument
a. One (1) Tree
(including tree directly behind monument)



(ii) Moulton/Nellie Gail Entry Monument
a. Four (4) Trees
(including tree directly behind monument)



(iii) Alicia/5 Freeway Entry Monument
a. Two (2) Trees
(including tree directly behind monument)



(iv) La Paz/Cabot Entry Monument
a. Three (3) Trees
(including tree directly behind monument)



(v) Oso/Cabot Entry Monument
a. Four (4) Trees
(including tree directly behind monument)



CITY OF LAGUNA HILLS

LAGUNA HILLS CITY MONUMENTS

Wrap trunk and major limbs of Trees behind Monument Signs with LED Pure White mini lights at 4" spacing between wraps approx. 15' high

LED Pure White mini lights will be strung around the canopies

LED Twinkle Hanging Cluster Lights Installed within the upper canopies of the median trees - on areas most viewable from driving approach

- **Aerial lift will be utilized**

LED Lit Garland across top of each Monument Sign with Red Bows

Bushes in front of and behind Monument Signs lit with Pure White LED Twinkle lights - Ground cover as applicable





CITY OF

LAGUNA HILLS

EL TORO CENTER MEDIANS

Spiral wrap Palm Trees in center island with Warm White Twinkling LED mini lights at 4" spacing up approx. 25' high

Place a 4.5' Tall 3D Lit Ornament / Present boxes at top of ALL 8 PILLARS

Custom "LH" insert for the present boxes

***Note:** There are two medians that look like this, both will be lit and decorated the same





CITY OF

LAGUNA HILLS

EL TORO CENTER MEDIANS

Spiral wrap Palm Trees in center island
with Warm White Twinkling LED mini
lights at 4" spacing up approx. 25' high

Place a 4.5' Tall 3D Lit Ornament /
Present boxes at top of ALL 8 PILLARS

Custom "LH" insert for the present boxes

***Note:** There are two medians that look like
this, both will be lit and decorated the same



GAZEBO

C9 LED Warm or Pure lights around perimeter and peak outline of the gazebo

48" Lit Wreath with bow hung at front peak of the gazebo

2 - 18" Bows hung on the front sides of the gazebo



CREATING BRIGHTER
MOMENTS. TOGETHER.





CITY OF LAGUNA HILLS

COMMUNITY CENTER COURTYARD

C9 Red and Pure white Lights (or alternate color) will be installed on the back & sides of the building and the front will be incorporated into the light show.

Trees and Bushes in the Courtyard with Pure White and Red LED mini lights to match the Community Center Building Lights and Decor Pieces mixed throughout the City.



*Image from previous Installation



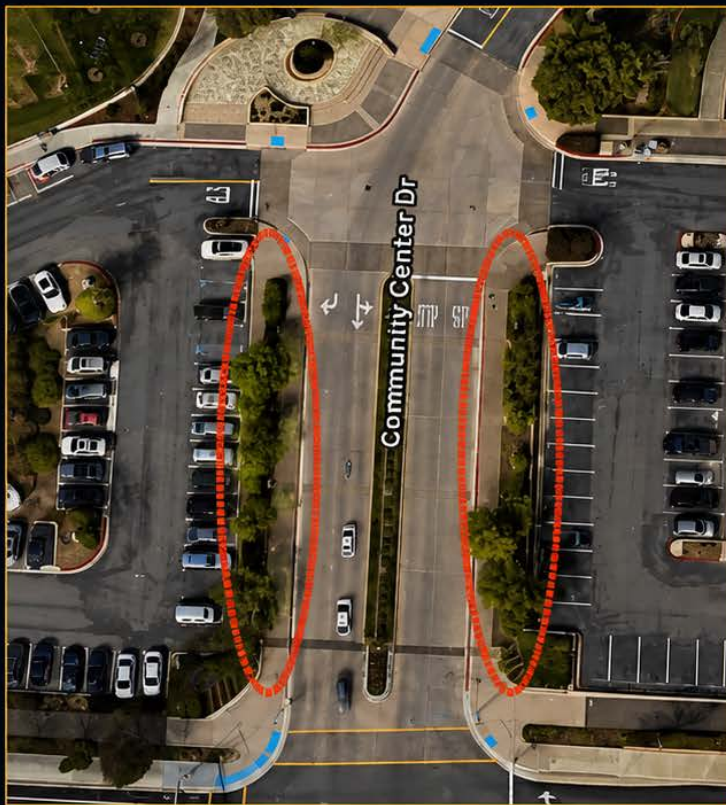
CITY OF

LAGUNA HILLS

COMMUNITY CENTER ENTRY DRIVE

Trees along each side of the Community Center entry drive to be trunk and branch wrapped to approx. 12'

These trees will also be canopy wrapped as shown in the reference photo





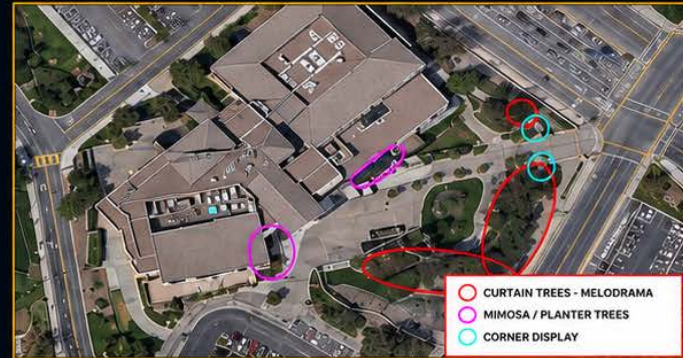
CITY OF LAGUNA HILLS

LAGUNA HILLS COMMUNITY CENTER

Hanging cluster lights set within high points of the canopies of the trees within the scope - most viewable from street side

Trees along each side of the Community Center entry drive to be trunk and branch wrapped to approx. 12'

These trees will also be canopy wrapped as shown in the reference photo





CITY OF LAGUNA HILLS

COMMUNITY CENTER COURTYARD

Alternating Red-White LED C9 bulbs on the sides and back of Community Center Building

6' Pre-Lit Wreath with 48" Red Bow mounted above main entry doors

Two 7.5' Tall Snowflakes mounted on windows to left and right of main entrance

Pure white lights in bushes and small palm trees in front of building. Red mini lights in fronds of small palm trees.

Installation of INTERACTIVE PHOTO OP in front of Community Center Building - Heart of Christmas Ornament



Heart of Christmas





CITY OF
LAGUNA HILLS

**COMMUNITY CENTER
CORNER PILLARS**

PASEO DE VALENCIA AND ALICIA PKWY

Custom Happy Holidays Laguna Hills
Entry Arch Present Box Sign

Two 4.5' Tall 3D Ornaments Pre-Lit
with twinkling LED lights sitting on
top of smaller Pillars





CITY OF LAGUNA HILLS

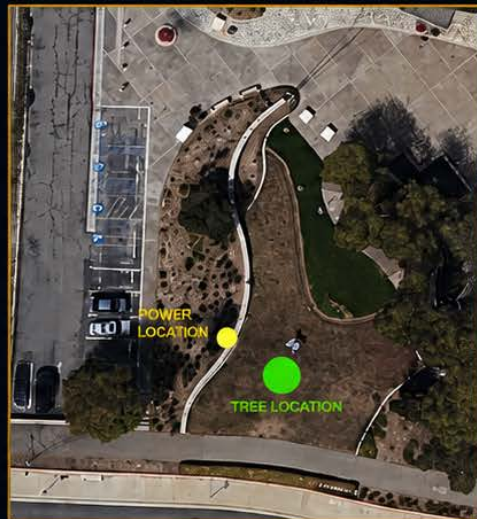
COMMUNITY CENTER CHRISTMAS TREE

Trunk wrapped with micro LED
Warm/Pure twinkling lights

Canopy wrapped with Warm C7 Lights
and accented with Micro LED
Warm/Pure twinkling lights

Ornament package installed on tree
- Traditional Colors - Red, Silver, Gold

On/Off Switch provided for City
Council Tree lighting ceremony



LIGHT SWITCH FOR
LIGHTS ON
CEREMONY



CITY OF LAGUNA HILLS

COMMUNITY CENTER FEATURES

RGB LED LIGHTS THAT DANCE TO
MUSIC AND SYNCHRONIZED
TOGETHER TO CREATE AN
IMMERSIVE INTERACTIVE LIGHT
SHOW

- 8 branch wrapped trees with micro RGB LED lights approx. 15' high
- 400' RGB C9 LED roof line lights
- 1 x 18' tall trees of lights with 1200 RGB LED micro lights each
- 2 x 14' tall trees of lights with 800 RGB LED micro lights each
- BOSCOYO coro props - spinners, stars, candy canes, and a singing element
- 6 songs - synchronized lights to music





CITY OF LAGUNA HILLS

LAGUNA HILLS “LH” ON THE HILL

The LH on the Hill across from the community center will be outlined in Pure White C9 LED Bulbs

The L will have red Micro LED lights strung within the letter

The H will have green Micro LED lights strung within the letter.





CITY OF LAGUNA HILLS

LIVE PICS



SHINE
CREATIONS

CREATING BRIGHTER MOMENTS. TOGETHER.

Pricing Breakdown:

Lights and Decor Rental

Entry Monuments and Gazebo Park

El Toro Center Medians

- 12 Spiral Wrapped Palm Trees along El Toro with Pure White Twinkle LED mini lights
- 8 4.5' Tall Pre-Lit 3D Ornaments & Gift boxes on top of El Toro Monument Pillars

Entry Monuments

- 5 Laguna Hills Monument Signs with Pre-Lit Garland across Top
- 14 Branch and Canopy Wrapped Trees with Hanging cluster lights at Entry Monument Signs
 - Utilizing a Boom to ensure higher installation points
 - Traffic Control Needed

Community Center

Community Center Perimeter Red/White LED C9 lights (Lighting Color TBD)

- 1 6' Wreath with 48" Red Bow above Community Center Main Entrance
- 2 7.5' Pandora Snowflakes above Community Center Entrances
- 1 Walk Through/Photo Op - Heart of Christmas Ornament
- 2 3' 3D Gift Boxes near photo op
- 2 7.5' Tall Pre-Lit 3D Red Ornaments on Corner Monument Pillars
- 2 4.5' Tall Pre-Lit 3D Silver Ornaments on Corner Monument Pillars
- 30 Trees and Bushes in front of Community Center Building and along Alicia Pkwy
- 8 Trees along Community Center Drive wrapped with Micro LED
 - Canopy wrapped
- 1 Pine Christmas Tree - trunk and canopy wrapped. Ornaments hung within canopy

*NOTE: Lighting color choice to be made by City prior to installation

Pricing Breakdown:

- 1 Community Hillside Monogram
Laguna Hills "LH" lighting program

LIGHT SHOW:

- 8 trees wrapped in RGB LED lights
- 400' C9 RGB LED roof lines
- 1 x 18' RGB trees of lights
- 2 x 14' RGB trees of lights
- 4 Boscoyo Spinners
- Singing Component - Santa
- 6 light show props to include singing component
- Speaker system for audio in the courtyard for light show

TOTAL:

\$115,000

PROJECT INFORMATION



PROJECT TIMELINE:

- Pre-Season wrapping of trees - Middle of October
- Installation of the entire scope completed by November 25th, 2026
- *All lights on buildings and trees will be installed after October 1st, all greenery and decor will be installed by November 25th.

*All trees must be trimmed by end of September so we can install lights. These will remain off until the point of project finalization.



PRODUCT WARRANTY AND SERVICE:

- All product provided as seasonal rental
- Price includes installation, any service calls with a 24-48 response time, and removal of all product in early January.



PAYMENT TERMS:

- 50% Due upon Signing of Contract (Net 30)
- 50% Due on December 15th (Net 30)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/1/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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PRODUCER Inszone Insurance Services, LLC 2721 Citrus Road, Suite A Rancho Cordova, CA 95742	CONTACT NAME: Certificate Team PHONE (A/C No. Ext): 877-308-9663 FAX (A/C No.): 916-400-2625 E-MAIL: certs@inszoneins.com ADDRESS: certs@inszoneins.com
INSURED Shine Creations LLC 7115 Southpoint Pkwy., Unit 5132 Brentwood, TN 37027	INSURER(S) AFFORDING COVERAGE INSURER A: BERKLEY ASSURANCE COMPANY NAIC # 39462 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES

CERTIFICATE NUMBER: 1087939555

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC ☐ OTHER		ASP913117780-01	5/27/2026	5/27/2027	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPIOP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	☐ Y ☒ N	N/A			PER STATUTE ☐ OTHER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Verification Of Insurance						



THANK YOU
FOR YOUR CONSIDERATION



WE WOULD **LOVE** WORKING WITH YOU
TO BRING YOUR EVENT TO **LIFE**.

Holiday

LIGHT INSTALLATIONS



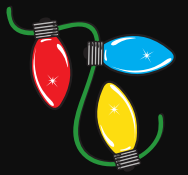
Holiday Lighting and Decoration Services RFP 2026

**David Flores
562-640-1956**

david@holidaylightinstallations.com



Company Profile



Holiday Light Installations has proudly served Southern California for nearly 15 years, specializing in commercial and municipal holiday lighting, décor, and immersive seasonal experiences. Our portfolio includes premier destinations such as the Mission Inn Festival of Lights, the City of Riverside, the City of Lakewood, OC Parks, and The Ritz-Carlton Laguna Niguel, as well as high-profile experiential activations for brands including Disney+, Hulu, American Express, and Netflix. From city-wide holiday programs to nationally recognized live events, we create memorable environments that engage communities and leave lasting impressions.

Our team combines skilled craftsmanship, meticulous attention to detail, and experienced project management to safely and efficiently deliver projects of every scale. Beyond holiday décor, our background in the live events industry has given us extensive experience collaborating with creative teams, fabricators, municipalities, and production partners to bring ambitious concepts to life. Whether installing custom décor, transforming public spaces, or helping curate immersive guest experiences, we are committed to delivering exceptional results while maintaining the highest standards of safety, professionalism, and customer service. We take pride in building lasting partnerships and creating experiences that reflect the character, vision, and pride of the communities and organizations we serve.



LIGHT INSTALLATIONS



Relevant experience



Mission Inn Hotel– Festival of Lights

-Scope: Large-scale municipal holiday décor and lighting program, including downtown plaza, historic Mission Inn, and public event spaces.

-Relevance: Our experience managing the Mission Inn Festival of Lights closely aligns with the scope and operational requirements of the City of Laguna Hills. The project spans multiple public spaces and requires extensive coordination with city departments, comprehensive power and load management, engineered traffic control plans, and the installation of large-scale holiday lighting displays. This experience has equipped our team to successfully manage complex municipal holiday programs while maintaining the highest standards of safety, scheduling, and public presentation.

Orange County Parks – Annual Halloween & Christmas Walk-Thru Experiences

-Scope: Immersive seasonal décor for regional parks including large-scale lighting, themed props, and interactive displays.

-Relevance: Comparable in scale to the Community Center, these projects included the installation of multiple tree wraps, illuminated décor structures, and other large-scale holiday displays designed to withstand high public interaction while delivering a memorable guest experience.

Aliso Viejo Community Association- Holiday Decor Program

-Scope: Community-wide holiday program spanning approximately three miles, featuring illuminated monument signs, tree wraps, and holiday décor installed at multiple key intersections and community entrances.

-Relevance: Demonstrates HLI's ability to successfully manage multi-site holiday programs through coordinated logistics, consistent design execution, and efficient installation across numerous locations while maintaining a cohesive holiday experience.





Relevant experience



Ritz-Carlton, Laguna Niguel – Holiday Decor Program

-Scope: Full-service holiday décor for luxury resort including lobby trees, exterior lighting, and custom-fabricated pieces.

-Relevance: Demonstrates HLI's ability to deliver cohesive, high-quality holiday decor programs through premium craftsmanship, meticulous attention to detail, and flawless execution, creating memorable holiday experiences that enhance public spaces and foster community engagement.

Disney+ & Hulu– World's Largest Gingerbread House Event & Activation

-Scope: In partnership with Experiential Supply Co., HLI provided complete holiday lighting and décor installation for the Guinness World Record World's Largest Gingerbread House activation produced for Disney+ and Hulu. The project included custom lighting, decorative installations, on-site coordination, and flawless execution for a nationally recognized, high-profile media event.

Relevance: Demonstrates HLI's ability to execute complex, high-visibility projects with demanding production schedules, multiple stakeholders, and large public attendance. The same level of planning, logistics, safety, and attention to detail directly translates to the successful delivery of city-wide holiday décor programs.





Scope



Laguna Hills Entry Monuments

Monument(Alicia/5 Freeway)

- WW Mini Light - 30 mini lights **(2 Tree)**
- 1 Decorated Garland w/ bows (2)
- 18 spheres of various colors; 9 per tree

Monument(Oso/Cabot)

- WW Mini Lights - 8 mini lights **(1Tree)**
- 1 Decorated Garland w/ bows (2)
- 9 spheres of various colors

Monument (La Paz/Cabot)

- WW Mini Lights - 30 mini lights **(2 Tree)**
- 1 Decorated Garland w/ Bows (2)
- 18 spheres of various colors; 9 per tree

Monument (Moulton/Lake Forest)

- WW Mini Lights - 12 mini lights **(1 Tree)**
- 1 Decorated Garland w/ bows (2)
- 9 spheres of various colors

Monument (Moulton/Nellie Gail)

- WW Mini Lights - 90 mini lights **(6 Tree)**
- 1 Decorated Garland w/ bows (2)
- 42 spheres of various colors; 7 per tree





Scope



El Toro Medians

Median 1

-WW Mini Lights - 90 mini lights **(6Tree)**

-4, 4ft Twinkling Snowflakes **(4 Pillars)**

-4, 3ft Twinkling Snowflakes **(4Pillars)**

-4, 2ft Twinkling Snowflakes **(4Pillars)**

Median 2

-WW Mini Lights - 90 mini lights **(6Tree)**

-4, 4ft Twinkling Snowflakes **(4 Pillars)**

-4, 3ft Twinkling Snowflakes **(4Pillars)**

-4, 2ft Twinkling Snowflakes **(4Pillars)**

Gazebo Park (Santa Maria/San Remo)

Gazebo

-WW Mini Lights - 12 mini lights **(4 Pillars wrapped)**

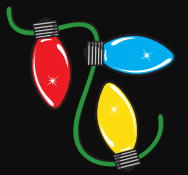
-1, 3ft Wreath w/ Bow

-Approx. 80' C9's





Scope



Community Center

Building

- 6ft wreath w bow (entrance building Peak)
- Approx. 820' Warm White C9 Lights
- 47 Cascading Snowfall Lights, installed on roofline
- 50 ww minis (2 Pillars wrapped)
- 2 decorated Garland & 2 Bows (on top of doors)



Scan to see
Snowfall Lights

Plaza area planters

- 30 ww minis

18ft Outdoor Christmas Tree

- Green Red and Gold Ornament ranging from sizes 3"-8"
- Appox. 30 Warm White Minis; option to add in multicolor and/or twinkle lights
- Custom Light switch prop for tree lighting ceremony



Scope



Community Center

Additional Tree Lighting

- Adjacent to Alicia Parkway
- Adjacent to Paseo de Valencia
- Trees on both sides of Community Center Drive entry
- 400 ww strands

Monument Pillars - corner of PDV/Alicia

- 2 Dual Candy Canes 7ft (1 each Pillar)

Plaza Area

- One large walk-through lit decoration piece, Gingerbread or Ornament
- 100 Strands of RGB Mini Lights; color changing & functionality
- Design and install a holiday light show synchronized to music on 11 plaza trees

Show Schedule:

- Duration: 7–10 minutes per show
- Frequency: Every 30 minutes
- From 5:00 PM to 9:00 PM
- Two alternating shows with different musical selections





Conceptual Lighting





Conceptual Lighting



Snowflake examples



Decorated Greenery; Ornament Package to be Red, Green, Gold



10ft Gingerbread
walkthrough/pho
to opp



7ft dual candy canes

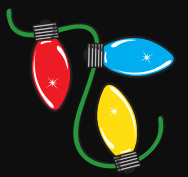


Photos of Past Work





Photos of Past Work





Photos of Past Work





Photos of Past Work





Project Timeline



Installation

- Starting November 15th
- Ending November 20th

Powering On

- Starting November 27th
- Ending December 28th

Removal

- Starting December 30th
- Ending January 2nd



LIGHT INSTALLATIONS



Cost Breakdown



Laguna Hills Entry Monuments

Monument & Trees (Alicia/5 Freeway) -----	\$3,125
Monument & Trees (Oso/Cabot) -----	\$2,605
Monument & Trees (La Paz/Cabot) -----	\$3,500
Monument & Trees (Moulton/Lake Forest) -----	\$2,745
Monument & Trees(Moulton/Nellie Gail -----	\$6,540

El Toro Medians

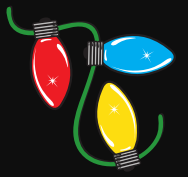
Median 1 -----	\$6,750
Median 2 -----	\$6,750

Gazebo Park (Santa Maria/San Remo)

Gazebo -----	\$1530
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Cost Breakdown



Community Center

Building- Roofline/Wreath/Pillars/Doors-----	\$15,755
Plaza Area Planters/Walk Thru Piece -----	\$13,860
18ft Outdoor Christmas Tree/Light Switch Prop-----	\$6,600
Perimeter Tree Lighting/Monument Pillars/Driveway Trees ---	\$18,000
Lightshow 8 plaza trees in wells, 3 additional on grass -----	\$34,795

Total: \$122,555



Warranty & Maintenance Plan



Before Installation

- All strands and wire used will be inspected for any tears, rips or any other faulty issues preventing lights and wire from working properly.

During Installation

- All strands and wire will be weatherproofed during the installation

After Installation

- Weekly Nighttime Inspections of all lighted areas
- Weekly Nighttime Inspections of all Timers
- Heavy Rain Inspections - (Day after heavy rain stops)

Summary of findings emailed to City staff the day after inspection is completed

- Any maintenance requests will be addressed within 24 hours of reported issue
- Mandatory attendance at Tree Lighting Ceremony on December 4th, 2026



Proof of Insurance



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/10/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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PRODUCER Sreyvin Samoeun 2744 E Chapman Ave Orange CA 92669-3209		CONTACT NAME: Samantha Samoeun PHONE (A/C, NO, EXT): 714-828-7119 FAX (A/C, NO): E-MAIL ADDRESS: ssamoeun@farmersagent.com	
INSURED HOLIDAY LIGHT INSTALLATIONS, 7332 ADAMS ST PARAMOUNT CA 90723		INSURER(S) AFFORDING COVERAGE INSURER A: Truck Insurance Exchange 21709 INSURER B: Farmers Insurance Exchange 21652 INSURER C: Mid Century Insurance Company 21687 INSURER D: Crum & Foster Insurance Company 44520 INSURER E: State Compensation Insurance Fund 35078 INSURER F:	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAME ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY RPD CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDTL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
D	☒ COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE \$ 1,000,000
	☐ CLAIMS-MADE ☒ OCCUR						DAMAGE TO RENTED PREMISES (Ea Occurrence) \$ 100,000
							MED EXP (Any one person) \$ 10,000
	GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC OTHER:	Y	N	BAK898846	09/21/2025	09/21/2026	PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000 \$
B	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000
	ANY AUTO OWNED AUTOS ONLY ☒ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY ☒	N	N	808812827	10/19/2025	10/19/2026	BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ EXCESS LIAB ☐ DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						☒ PER STATUTE ☐ OTHER \$
E	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	8284961	08/28/2025	08/28/2026	E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
		Y					

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Bridge Group Investments II, LLC; Bridge Group Investments, LLC; Steerpoint Capital II, LLC; Spinoso Real Estate Group DLS, LLC and its affiliates; Spinoso Management Group LLC and its affiliates

CERTIFICATE HOLDER

CANCELLATION

	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

ACORD 25 (2016/03)

31-1709 11-15

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Holiday

LIGHT INSTALLATIONS



References



David Place– Curator; OC Parks

David.Place@ocparks.com

(714)381-4460

Francisco Fernandez– Director of Engineering;

Mission Inn Hotel & Spa

ffernandez@missioninn.com

(951)784-03

Jasen Smith – CEO; Experiential Supply Co

Jasen@experientialsupply.com

(732)691-8559

Yessenia Munoz– Assistant General Manager; Aliso Viejo

Community Association

ymunoz@avca.net

(949) 243-7750



LIGHT INSTALLATIONS



Closing Statement



Thank you for the opportunity to submit our proposal. We sincerely appreciate your consideration and look forward to the possibility of partnering with you to create a memorable holiday experience.

At Holiday Light Installations, we believe the best projects are built through open communication and collaboration. Should you wish to adjust any of the proposed colors or decor elements, our team is happy to customize the package to better align with your vision. We take pride in being flexible, responsive, and committed to delivering a final product that exceeds expectations.

We appreciate your time and consideration and hope to have the opportunity to work together this holiday season.

David Flores

Founder

(562)640-1956

David@holidaylightinstallations.com



July 29, 2026

City of Laguna Hills
25555 Alicia Pkwy
Laguna Hills, CA 92653

Dear Mrs. Gannon and Members of the Selection Committee,

On behalf of Trovao and Associates, Inc. dba The Christmas Light Guy Co., we are pleased to submit our proposal for the City of Laguna Hills 2026 Holiday Lighting & Décor Program.

Following the successful implementation of the City's 2025 holiday lighting program, including the Community Center Synchronized Holiday Light Show, we are excited for the opportunity to once again partner with the City to create a memorable holiday experience for residents and visitors. Having successfully designed, programmed, installed, maintained, and operated last year's display, our team brings valuable experience and firsthand knowledge of the City's holiday program to further enhance this year's presentation.

This year's proposal builds upon that success with thoughtfully refreshed décor, upgraded feature elements, and a more timeless, elegant design throughout the Community Center, city medians, monuments, and key streetscapes. The synchronized holiday light show remains the centerpiece of the program, featuring thousands of individually programmed RGB lights choreographed to music, while warm white architectural lighting and premium holiday décor create a beautiful and welcoming holiday atmosphere throughout the City.

For more than 28 years, The Christmas Light Guy Co. has partnered with municipalities, business districts, shopping centers, and entertainment destinations throughout California to design, install, maintain, remove, and store premier commercial holiday lighting and décor. Our clients continue to entrust us with their holiday programs because of our commitment to quality, creativity, responsive service, and reliable project execution.

We appreciate the opportunity to once again serve the City of Laguna Hills and are confident our proven experience, innovative design approach, and commitment to excellence will deliver another exceptional holiday season for the community. Thank you for your consideration. We look forward to partnering with you again to bring the spirit of the holidays to Laguna Hills.

Sincerely,

Andrea Trovao
Chief Operations Officer
Trovao and Associates Inc. dba The Christmas Light Guy Co.

CONTRACTOR INFORMATION

Firm Name: Trovao and Associates Inc. dba The Christmas Light Guy Company

Address: 3330 E 29th St, Long Beach, CA 90806

Phone: 888-378-8722

Primary Contact: Andrea Trovao – Chief Operations Officer

Email: andrea@tclgc.com

For over 28 years, The Christmas Light Guy Co. has been a trusted leader in commercial holiday lighting and décor, creating memorable seasonal experiences for municipalities, shopping centers, business districts, and entertainment destinations throughout California. What began as one individual's passion for holiday lighting has grown into a full-service company recognized for delivering exceptional holiday programs with creativity, reliability, and outstanding customer service.

As our company has grown, so has our commitment to continuous improvement. We have invested in building a stronger team, refining our processes, implementing advanced project management systems, and expanding our capabilities to better serve our clients. These investments allow us to execute complex municipal holiday programs with greater efficiency, consistency, and attention to detail while maintaining the personalized service that has defined our company since its beginning.

Today, our experienced team includes professionals in sales, design, project management, operations, installation, inventory management, and customer support. We provide comprehensive services including holiday décor design, installation, maintenance, removal, refurbishment, storage, and year-round program management. Our 24-hour rapid-response maintenance service ensures displays remain safe, beautiful, and fully operational throughout the holiday season.

The Christmas Light Guy Co. has earned the trust of cities, shopping centers, business districts, and commercial properties by consistently delivering high-quality holiday programs that are professionally managed from concept through removal. Our reputation is built on innovative design, premium décor, operational excellence, responsive communication, and a commitment to exceeding our clients' expectations year after year.

Our goal extends beyond installing holiday décor—we create memorable holiday experiences that bring communities together, support local businesses, foster community pride, and establish traditions that residents and visitors look forward to year after year. We are committed to continually evolving our designs, services, and operations to deliver exceptional holiday programs that inspire, engage, and leave a lasting impression on every community we serve.

Key Highlights:

- Founded in 1998; Incorporated in 2006
- Corporate Headquarters: 3330 E 29th St, Long Beach, CA 90806
- Storage Facility: Large, storage facility providing accessible inventory, refurbishment capabilities, and an operational hub
- Municipal Experience: Successfully producing and managing holiday décor programs for numerous government agencies, including the City of Laguna Hills, City of Laguna Beach, City of Irvine, City of Arcadia, City of Garden Grove, City of Burbank, and others
- High Client Retention: Many clients, including City of Arcadia (since 2012) and City of Irvine (since 2016), continue to use our services year after year due to our reliability and commitment to excellence

Frank Trovao, Founder and President, will personally oversee and lead the project for the City of Laguna Hills, bringing experience from over 200 large-scale holiday installations to ensure a seamless and successful execution.

Mission Statement

At The Christmas Light Guy Co., we bring holiday magic to life through expert installation, premium décor, and superior craftsmanship. With over 28 years of experience, we specialize in turnkey holiday lighting solutions, ensuring every display is professionally designed, installed on schedule, and maintained with precision—providing a festive and stress-free experience for our clients year after year.

Licensing & Compliance

- The Christmas Light Guy Company is fully licensed to conduct business in the State of California, including City of Long Beach business license for our corporate location.
- We will submit the required insurance documents and obtain City's business license before contract execution. Insurance documents attached, which can be revised if needed to correct any specific language, etc.

Key Personnel:

- **Frank Trovao** – President, Founder, and Project Manager (25+ years experience)
- **Andrea Trovao** – Account Executive (18 years experience)
- **Ray Ferlisi** – Operations Manager (20 years experience)
- **Arthur Gonzales** – Supervisor/Lead Installer (7 years experience)

Principles and Resumes

Frank Trovao

President & Head Project Manager

Experience: 25+ years

Frank is the founder and visionary behind The Christmas Light Guy Company. With over 25 years of hands-on experience in the holiday lighting and décor industry, he has overseen more than 200 municipal and commercial lighting programs. Frank specializes in project planning, field operations, client coordination, quality control, and is highly skilled in electrical systems, wiring, and lighting integration. He is directly involved in all large-scale installations and brings a deep understanding of municipal permitting, safety compliance, and creative lighting design.

Core Competencies:

- Large-scale municipal lighting program management
- Electrical wiring and lighting system integration
- Safety regulation compliance (OSHA, CAL/OSHA)
- Budgeting and cost management
- Creative concept development
- High-profile client and city agency coordination

Andrea Trovao

Account Executive

Experience: 18 years

Andrea oversees administrative operations, scheduling, and client communication. She plays a key role in logistics, timeline management, and internal coordination. Andrea also manages subcontractor relationships, inventory tracking, and ensures smooth execution of multi-phase projects, from procurement through final removal.

Core Competencies:

- Project scheduling and operations
- Vendor coordination and inventory management
- Quality assurance
- Permitting and contract documentation
- Customer service and client relations

Ray Ferlisi

Operations Manager

Experience: 20 years

Ray supervises installation teams and manages on-site operations. He leads pre-install inspections, safety briefings, and oversees maintenance response efforts. Ray ensures that all installations are completed per scope, with safe rigging, proper electrical integration, and strict attention to detail.

Core Competencies:

- Field crew leadership and safety enforcement
- Lighting and décor installation logistics

- Electrical troubleshooting and setup
- Equipment handling (lifts, trucks, rigging systems)
- Maintenance coordination and response

Arthur Gonzales**Supervisor & Lead Installer****Experience: 7 years**

Arthur is a skilled Supervisor and Lead Installer with 6 years of experience in holiday décor installation and a strong background in construction, electrical systems, project planning, and logistics. He leads field teams in the installation and removal of complex lighting and décor setups, ensuring every element is safely secured and professionally executed. Arthur brings valuable knowledge of electrical wiring and lighting systems, along with experience operating heavy-duty vehicles. He holds a Commercial Driver's License (Class B), allowing him to safely transport large loads and equipment to and from job sites.

Core Competencies:

- Crew leadership and on-site project coordination
- Electrical setup, wiring, and troubleshooting for lighting systems
- Installation of pole-mounted décor, palm tree lighting, and skyline displays
- Construction experience with safe rigging and structural mounting
- Commercial Driver's License (Class B) holder
- Vehicle and equipment transport logistics
- Mentorship and training of junior installation technicians

EXPERIENCE AND REFERENCES**Notable Municipal Client References****City of Laguna Hills**

Client Reference: Holland Gannon, Community Services Director

Phone: 949-707-2680

Email: hgannon@lagunahillsca.gov

Scope of Work: Large monument decor at medians and Community Center, tree lighting includes LED Mini Lights & Starburst Lighting, LED lit garland decor, Custom designed large photo ops, 18' City Christmas tree decor, custom RGB light show synchronized to music to include perimeter lighting, 18' Christmas tree, columns, bushes and wreath lights at Community Center.

City of San Juan Capistrano

Client Reference: Kristen Hauptli, Senior Management Analyst

Phone: 949-443-6364

Email: hivanoff@sanjuancapistrano.org

Scope of Work: We provide installation, maintenance, and removal of holiday decorations, including 191 LED pole-mounted decorations, a 40-ft lit and decorated tree, tree wrapping, garland pole wraps, custom banners, and LED décor elements. Our team ensures seamless installation with proper electrical connections, brackets, and automated timers while coordinating directly with the City. We also provide year-round storage and refurbishment for repairs or replacements of any non-working decorations. Coordinated with City staff, City engineers, and Caltrans for permits and lane closures along Ortega Hwy.

City of Burbank – Downtown Burbank Business Improvement District

Client Reference: Marissa Cardwell, Senior Economic Development Analyst

Phone: 818-238-5170

Email: MCardwell@burbankca.gov

Scope of Work: We provide the City of Burbank with a creative holiday light display, including a custom overhead LED-lit snowflake canopy, palm tree lighting, a 36-ft walk-through Christmas tree, dining parklet displays, median nutcracker and star displays, pergola decorations, 188 decorated garland pole wraps, and Gobo projections.

City of Laguna Beach and Chamber of Commerce

Client Reference: Brittany Ganson, President/CEO

Phone: 949-494-1018

Email: Brittany@lagunabeachchamber.org

Scope of Work: We provide installation, maintenance, and removal of City-owned holiday décor, including **over 174 trees decorated with LED-lit snowflakes and cluster lights, decorated wreaths**, 12ft LED Snowflake. We coordinate directly with the City and business owner to ensure proper installation with secure electrical connections and automated timers.

City of Irvine – Orange County Great Park & Civic Center

Client Reference: Karena Lee, Superintendent - Special Events

Phone: 949-724-7409

Email: karenalee@cityofirvine.org

Scope of Work: We provide perimeter lighting, tree lighting, and large-scale holiday displays at the Civic Center and OC Great Park, including a 30-ft artificial Christmas tree, palm tree lighting, pole décor, Gobo projections, overhead light canopies, decorated light poles, and rooftop reindeer displays.

City of Arcadia – Downtown & Transit Plaza Holiday Display

Client Reference: Mary Buttice, Executive Assistant, City Manager's Office

Phone: 626-821-4302

Scope of Work: We design and install holiday lighting for Arcadia's downtown area and Transit Plaza, including LED garland pole wraps on over 100 poles, pole-mount decorations, banner installations, oversized ornament displays, branch tree lighting, and a large 35-ft Christmas tree with LED lighting and ornaments.

Summary of Experience in Similar Projects

The Christmas Light Guy Company has successfully executed numerous large-scale municipal holiday décor and lighting programs across California, specializing in street décor, product leasing, pole-mounted decorations, palm tree lighting, RGB programming, seasonal maintenance, and secure storage solutions. Our extensive experience includes working with cities, business improvement districts, shopping centers, and entertainment venues, providing turnkey holiday lighting solutions from installation to removal and year-round storage. Street Décor & Product Leasing.

Monument Displays & Community Entry Décor

We have successfully designed and installed illuminated garlands, wreaths, and themed lighting treatments for dozens of city entry monuments and gateway signage. Our team understands how to work around city infrastructure, integrate décor seamlessly into existing landscaping, and ensure traffic visibility and safety remain top priorities.

Tree Lighting – Trunk, Branch & Canopy

We are experts in wrapping trees of all sizes with commercial-grade LED lighting — including intricate canopy lighting and hanging features such as starbursts, orbs, and drip lights. Whether palm, pine, or deciduous, we use custom spacing and tension techniques to ensure a clean, professional result that lasts the season and photographs beautifully.

Custom Décor & One-of-a-Kind Walkthroughs

Themed décor is one of our specialties. We've created showstopping walk-through ornaments, oversized LED sculptures, and fully custom skyline pieces tailored to city branding, color palettes, or holiday themes. These iconic elements drive social media engagement and give cities a signature look that residents love.

Palm Tree & Median Lighting

Palm trees are one of our most requested elements. We wrap trunks with precision using cool white, warm white, or color-changing LED mini lights. On medians, we enhance impact with symmetrical pillar lighting and durable fixtures built to withstand weather, vibration, and daily traffic exposure.

Roofline & Architectural Accents

We've provided architectural lighting for civic buildings, including roofline edge lighting, symmetrical wreath placements, and color-programmed LED uplighting. We approach these projects with the same care as a theatrical set — emphasizing balance, sightlines, and long-term safety.

RGB Programming & Customization

We integrate RGB programmable lighting into our holiday décor, providing cities with the ability to customize their displays for multiple seasons, themes, and special events. Our advanced RGB lighting solutions allow for synchronized color-changing sequences, animated effects, and interactive displays, offering a modern and engaging experience for residents and visitors.

Maintenance & 24-Hour Service Response

We prioritize the ongoing maintenance of all installed décor, offering weekly inspections and a 24-hour response time for any reported issues. Our team is equipped to handle bulb replacements, wiring repairs, and fixture adjustments promptly, ensuring the display remains fully operational and visually appealing throughout the holiday season.

PROJECT UNDERSTANDING AND APPROACH

The Christmas Light Guy Company will provide all design, labor, materials, tools, hardware, supplies, equipment, insurance, and permits necessary for the installation, maintenance, removal, packaging, storage, and transportation of holiday decorations for the City of Laguna Hills. We meticulously plan each project, adhering to city guidelines, safety regulations, and installation/removal timelines as outlined in the RFP. Our dedicated project management team and expert installation crews work efficiently to complete all installations within the required timeframe while prioritizing safety and quality.

All lighting and décor elements are properly secured and placed to withstand weather conditions and maximize public safety. We exclusively use high-quality, heavy-duty, outdoor commercial-grade materials, ensuring the longevity and reliability of every installation. Our work fully complies with the California Division of Industrial Safety and OSHA regulations.

Work Program and Schedule

- Install File/Scope of Work – A detailed list of work to be created/reviewed, including installation/removal dates, necessary tools and equipment, key contacts, and any special requests or potential hazards.
- Provide traffic control, including traffic control plans, for the installation and removal of lights. Obtain a no-fee City encroachment permit from the Public Works Department prior to implementation of traffic control

- Procurement & Preparation – All materials will be procured, inspected for quality and design integrity, and prepared for installation at our Long Beach, CA warehouse. Items will be clearly marked and packaged for streamlined deployment.
- Installation & Removal – Crews will be briefed on the work plan, dispatched with clear work orders, and supervised by our Owner/President and Operations Manager to ensure quality and professionalism.

Project Timeline

- Installation: Prior to November 25th, total time: 2-3 days
- Photographic confirmation of installation will be sent to the City by November 27th
- Lighting in Operation: November 27 – December 28
- Weekly Nighttime Inspections of all lighted areas with summary of findings emailed to City staff the day after inspection is completed
- Mandatory attendance at Tree Lighting Ceremony on December 4th, 2026
- Removal: Between December 29 – January 4 , total time: 1 day

Equipment & Safety Measures

- Equipment Used: Bucket trucks, ladders, stake-bed truck for transportation.
- Safety Protocols: Installation crews will utilize harnesses, reflective vests, and full PPE. Extensive training is conducted to ensure the highest levels of safety.
- Traffic Control: We will comply with all city/state standards and approved traffic control plans as necessary. Traffic control plan in accordance with the WATCH manual to be provided if lane closures are deemed necessary.

Maintenance, Quality Control, & Warranty

- 24-hour rapid-response maintenance for any reported issues, ensuring the display remains in top condition. Maintenance requests will be addressed within 24 hours of reported issue.
- Bi-weekly on-site maintenance checks throughout the duration of the program. Weekly Nighttime Inspections of all lighted areas with summary of findings emailed to City staff the day after inspection is completed.
- Quality control inspections prior to installation, ensuring all décor meets our high standards.
- Warranty – all product to be in working order during the season and will be replaced or repaired as needed.

Storage & Cleaning Process

- Post-season inspections, cleaning, and inventory management to ensure décor longevity and readiness for future use.
- Secure storage facility at our Long Beach, CA warehouse.

SCOPE OF WORK

Our team is committed to delivering a visually stunning, safe, and efficiently executed holiday lighting program for the City of Laguna Hills. With our proven track record and dedication, we will

ensure the City's holiday décor enhances the festive atmosphere and provides a magical experience for residents and visitors alike.

Laguna Hills Entry Monuments

- Monument Décor – Decorate all (5) Entry Monuments with 14" thick LED Lit Garland along top of monument with (2) 18" Structured Red with Gold Trim Bows.
- Tree Décor – (13) total trees at (5) Entry Monument locations, Trunks and branches wrapped with Warm White LED Mini Lights, Warm White LED Mini Lights in canopy using approx. (14) light strands per tree, and (8) LED Lit Starbursts or Snowflakes in each tree.
 - Tree Count and Locations:
 - Moulton/Lake Forest – (1) Tree
 - Moulton/Nellie Gail – (6) Trees
 - Alicia/5 Freeway – (2) Trees
 - La Paz/Cabot – (2) Trees
 - Oso/Cabot – (2) Trees

El Toro Median Décor (2 Identical Medians)

- (12) Palm Trees wrapped with (7) Strands each of LED Warm White Mini Lights (6 Palm Trees per median).
- (8) Pillars (4 per median) decorated with choice of 3D LED Light displays or combination of, ex. Stars, Snowflakes, Gift boxes, Ornaments, Christmas Trees. Additional options may be customized upon request.

Gazebo Park Décor

- (10) pcs of 14" x 9' LED Lit Garland around (4) posts and perimeter of Gazebo with 36" LED Lit Wreath with 18" Structured Red/Gold Bow.

Community Center

Synchronized Holiday Light Show

Building on the success of the 2025 Community Center Synchronized Holiday Light Show, The Christmas Light Guy Co. is excited to once again transform the Community Center Plaza into an immersive holiday destination. Having successfully designed, programmed, installed, and operated last year's synchronized production, our team brings proven experience and a thorough understanding of the site to deliver a reliable, professionally choreographed holiday attraction that captivates visitors while seamlessly integrating with the Community Center environment.

Throughout each evening, the Community Center will remain beautifully illuminated in an elegant Warm White Holiday Scene, creating a timeless and inviting holiday atmosphere for residents and visitors alike. Every 30 minutes, the plaza will come alive as thousands of individually programmed RGB lights transition into a spectacular synchronized performance where every lighting element dances in perfect harmony with the music. Each sequence is professionally choreographed so colors, movement, fades, chases, sparkles, ripples, pulses, and animated effects are precisely timed

to the rhythm, tempo, and emotion of each musical selection before gracefully returning to the elegant warm white holiday presentation.

Each 7–10 minute performance will run automatically every 30 minutes from 5:00 PM to 9:00 PM nightly, providing multiple opportunities for guests to experience the show while ensuring the Community Center remains beautifully illuminated throughout the evening.

Show Overview

The synchronized holiday light show is designed as a fully immersive holiday production that combines professionally choreographed lighting, music, and architectural illumination into one cohesive experience.

Features include:

- Two professionally choreographed holiday productions featuring different musical selections and custom-programmed lighting sequences, alternating throughout the evening.
- Approximately 7–10 minute performances every 30 minutes from 5:00 PM to 9:00 PM nightly.
- Commercial-grade outdoor audio system professionally installed and optimized for Community Center Plaza coverage.
- Automated playback and scheduling system for reliable nightly operation throughout the holiday season.
- Every RGB lighting element is individually programmed and synchronized to the music, allowing colors and animations to respond with precision to the rhythm, tempo, vocals, and dramatic moments of each song—creating the appearance that the entire Community Center is dancing in perfect harmony with the music.
- Advanced lighting programming includes flowing chases, cascading effects, shimmer, sparkles, fades, pulses, ripples, color transitions, and dramatic scene changes that move seamlessly throughout the plaza.
- Professionally programmed lighting sequences integrate architectural lighting, Christmas trees, landscape lighting, rooflines, and feature displays into one coordinated holiday production.

Integrated Holiday Experience

The Community Center lighting program has been thoughtfully designed to provide two complimentary holiday experiences throughout each evening.

Between scheduled performances, the site remains beautifully illuminated in an elegant Warm White Holiday Scene, featuring architectural lighting, illuminated trees, wreaths, and signature holiday displays that create a timeless and welcoming holiday environment.

Every 30 minutes, the synchronized holiday performance begins as select RGB lighting elements transition into a professionally choreographed musical production. Animated lighting effects travel seamlessly across the Community Center, while the surrounding warm white architectural lighting and illuminated feature displays remain illuminated, providing visual depth, balance, and continuity

throughout the performance. The result is an immersive holiday experience that feels polished, cohesive, and magical both during and between scheduled shows.

Featured Synchronized Performance Elements

The following lighting elements are fully integrated into the synchronized holiday light show and participate in the professionally programmed musical performances.

Community Center Roofline

- Install approximately 1,937 linear feet of commercial-grade RGB LED C9 lighting along the full Community Center roofline.

Community Center Entry

Decorate the Community Center entry doors and windows with:

- (1) 72-inch fully decorated LED illuminated wreath featuring premium greenery, ornaments, star accents, and structured bow.
- (2) 60-inch fully decorated LED illuminated wreaths featuring premium greenery, ornaments, and structured bows.

Community Center Entrance Columns

- Wrap (2) entrance columns with approximately (8) strands each of commercial-grade RGB LED mini lights.

Existing 18-Foot Community Christmas Tree

Decorate the existing live Christmas Tree with:

- Commercial-grade RGB LED mini lights
- Approximately 600 ornaments (3", 4", 6", and 8")
- Illuminated star tree topper
- Decorative tree skirt
- Ceremonial light switch prop for the annual tree lighting ceremony

Plaza Trees

- Decorate (8) plaza trees located within the tree wells with approximately (4) strands each of commercial-grade RGB LED mini lights.

Plaza Planter Areas

Decorate the (2) landscape planter areas, including hedges, shrubs, and small palm tree clusters, using approximately (53) strands of commercial-grade RGB LED mini lights.

RGB Animated Christmas Tree

Provide and install:

- (1) 13-foot RGB Animated Christmas Tree complete with programmable RGB lighting system.

Illuminated Star Sculpture

Provide and install:

- (2) 6-foot illuminated 3D Star Sculptures integrated into the synchronized lighting program.

Warm White Architectural Lighting

The following elements remain continuously illuminated in elegant Warm White throughout the evening, creating a timeless holiday atmosphere before, during, and after each synchronized performance. These architectural lighting elements frame the Community Center, enhance the overall holiday environment, and provide visual continuity throughout the site.

Parkway Trees

Decorate:

- (12) trees adjacent to Alicia Parkway and Paseo de Valencia with approximately (6) strands each of commercial-grade Warm White LED mini lights.

These illuminated trees define the Community Center perimeter, create a welcoming holiday streetscape, and beautifully frame the synchronized holiday experience.

Community Center Drive Entry Trees

Decorate:

- (7) Community Center Drive entry trees with approximately (14) strands each of commercial-grade Warm White LED mini lights.

These beautifully illuminated trees create a grand holiday arrival experience, welcoming visitors into the Community Center with an elegant warm white canopy while complementing the synchronized holiday production within the plaza.

Signature Holiday Displays

Premium illuminated feature displays create memorable landmarks, strengthen the Community Center's holiday identity, and provide engaging photo opportunities for residents and visitors throughout the season.

Monument Pillars

Decorate:

- (4) monument pillars located at the corner of Paseo de Valencia and Alicia Parkway.

Each monument will feature a premium LED illuminated 3D holiday sculpture. Display selections may include Stars, Snowflakes, Gift boxes, Ornaments, Christmas Trees. Additional options may be customized upon request.

These gateway features create a welcoming holiday entrance and establish highly visible focal points for both pedestrian and vehicular traffic.

X Large Walk-Through Display of choice

Provide and install:

- (1) 12-foot illuminated "Happy Holidays", Gift Box, or other provided choices for Walk-Through Display.

The display features bold dimensional lettering with festive holiday accents and serves as an interactive destination where families and visitors can gather, walk through, and capture memorable holiday photographs throughout the season.

Santa Sleigh & Reindeer Display

Provide and install:

- (1) LED illuminated Santa Sleigh with 2 Reindeer on top of the fountain wall. Overall length approx.. 16ft long x 6.5ft high

This timeless holiday vignette provides another festive focal point and family photo opportunity while enhancing the overall holiday atmosphere within the Community Center Plaza.

Summary

The proposed Community Center Holiday Lighting Program combines synchronized RGB technology, elegant warm white architectural lighting, and premium illuminated holiday displays into one cohesive holiday destination. Building upon the success of the City's 2025 synchronized holiday light show, this year's production continues to elevate the guest experience through professionally choreographed lighting, music, and immersive design.

The Community Center remains beautifully illuminated throughout the evening in a classic Warm White Holiday Scene, while every 30 minutes thousands of individually programmed RGB lights transform the plaza into a spectacular musical production where lighting appears to dance in perfect harmony with each holiday song. The result is a polished, immersive holiday experience that encourages residents and visitors to gather, celebrate, create lasting memories, and return throughout the holiday season.

COST PROPOSAL – see attached “Trovaio and Associates - Laguna Hills Cost Proposal 2026”

PHOTO ATTACHMENTS

- Reference Photos and Videos of Work Completed
 - Proposed Décor Product Images
-

Thank you for your consideration. We look forward to collaborating with the City of Laguna Hills on this exciting holiday project.

CITY OF LAGUNA HILLS 2026 PROPOSAL - TROVAO AND ASSOCIATES INC

Rental, Installation, Removal - Monument Décor - (5) Entry Monuments decorated with decorated garland and lighting.

\$250.00	per monument	x	5	=	\$1,250.00
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Rental, Installation, Removal - (14) Trees (Trunks & Branches) wrapped with Warm White LED Mini Lights and (8) LED Starburst and/or snowflake lights

*Locations:	\$950.00	per tree	x	13	=	\$12,350.00
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Moulton/Lake Forest (1 Tree)

Moulton/Nellie Gail (6 Trees)

Alicia/5 Freeway (2 Trees)

La Paz/Cabot (2 Trees)

Oso/Cabot (2 Trees)

Rental, Installation, Removal - Palm Tree Wrap - (12) Palm Trees (trunks) wrapped with Warm White LED Mini Lights.

*El Toro Medians(identical)

\$280.00	per tree	x	12	=	\$3,360.00
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Rental, Installation, Removal - Median Pillar Décor - (8) Median Pillars with LED Décor

*El Toro Medians(identical)

\$2,000.00	per pillar	x	8	=	\$16,000.00
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Rental, Installation, Removal - Gazebo Lighting - 90 ft of LED Lit Garland

*Gazebo Park at Santa Maria/San Remo

\$250.00	per pc	x	10	=	\$2,500.00
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Rental, Installation, Removal - Gazebo Decor - 36" Wreath w/ Bow

*Gazebo Park at Santa Maria/San Remo

\$450.00	per pc	x	1	=	\$450.00
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Rental, Installation, Removal - C9 Perimeter Lighting - along Community Center Roofline -1,937ft

\$4.90	per ft	x	1937	=	\$9,491.30
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Rental, Installation, Removal - Window/Door Décor (wreaths, snowflakes, other décor)

\$1,250.00	per 72" wreath	x	1	=	\$1,250.00
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\$850.00	per 60" wreath	x	2	=	\$1,700.00
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Rental, Installation, Removal - LED Lights wrapped around (2) Columns

\$320.00	per columns	x	2	=	\$640.00
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Rental, Installation, Removal - Plaza Planter Area 1 (includes bush lighting, small palm trees)

\$40.00	per strand	x	33	=	\$1,320.00
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Rental, Installation, Removal - Plaza Planter Area 2 (includes bush lighting, small palm trees)

\$40.00	per strand	x	20	=	\$800.00
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Rental, Installation, Removal - 18' City Christmas Tree Decor - LED Warm White Mini Lights - 100ct

\$45.00	per strand	x	25	=	\$1,125.00
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Rental, Installation, Removal - 18' City Christmas Tree Decor - Ornament Package

\$2,500.00	each	x	1	=	\$2,500.00
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Rental, Installation, Removal - Tree Lighting Ceremony Light Switch

\$350.00	per light switch	x	1	=	\$350.00
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Rental, Installation, Removal - Tree Wrap - (8) Plaza Area Trees in tree wells (4 strands each)

*Plaza Trees (tree wells)

\$160.00	per tree	x	8	=	\$1,280.00
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Rental, Installation, Removal - Tree Wrap - (12) Trees wrapped with Warm White LED Mini Lights. (6 strands each)

*adjacent to Alicia Pkwy and Paseo de Valencia

\$240.00	per tree	x	12	=	\$2,880.00
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Rental, Installation, Removal - Tree Wrap - (7) Trees (trunks and canopies) with Warm White LED Mini Lights - (14 strands each)

*both sides Community Center Dr entry

\$560.00	per tree	x	7	=	\$3,920.00
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Rental, Installation, Removal - Monument Décor - (4) Monument Pillars with LED Lit Décor

*Paseo de Valencia/Alicia Pkwy

\$2,000.00	per monument	x	4	=	\$8,000.00
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Rental, Installation, Removal - Large Décor - Warm White Steady LED Walk-thru Display

*Plaza

\$12,000.00	each	x	1	=	\$12,000.00
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Rental, Design, Installation, Removal - Red Santa Sleigh with Reindeer

\$4,500.00	each	x	1	=	\$4,500.00
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Rental, Design, Installation, Removal - 6' RGB Star

\$2,000.00	each	x	2	=	\$4,000.00
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Rental, Design, Installation, Removal - 13' RGB Programmable Christmas Tree

\$12,000.00	each	x	1	=	\$12,000.00
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Rental, Design, Installation, Removal - Tree Lighting - Additional fee for RGB Lights - add in all plaza trees, columns, wreaths, 18' Christmas Tree

\$40.00	per strand	x	198	=	\$7,920.00
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Rental, Design, Installation, Removal - Light Show - Holiday Light show synchronized to music.

* Includes: Synchronized displays, RGB Front of building perimeter lighting, plaza tree, columns, bush, wreath lights, 18' Tree lights,(RGB color changing) and audio

\$23,500.00	each	x	1	=	\$23,500.00
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Subtotal:					\$135,086.30
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Discount:				\$	10,086.30
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Proposal Total:					\$125,000.00
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CITY OF LAGUNA HILLS
RENDERINGS
2026

(5) ENTRY MONUMENTS OPTIONS



(2) EL TORO MEDIANAS OPTIONS - 6FT LED RED/WHITE ORNAMENT BALLS



(2) EL TORO MEDIANAS OPTIONS - 6FT LED RED/WHITE GIFT BOXES



(2) EL TORO MEDIANAS OPTIONS - 8FT LED WARM WHITE CHRISTMAS TREES



(2) EL TORO MEDIANIS - 6FT LED WARM WHITE STARS OR SNOWFLAKES



GAZEBO - LED LIT GARLAND - WREATH



ROOFLINE RGB LIGHTS, WREATHS ON WINDOWS, COLUMN LIGHTING



18' LIVE TREE DECORATED - RGB LIGHTS AND ORNAMENT PACKAGE



MONUMENT DECOR - 6FT LED RED/WHITE ORNAMENT BALLS



MONUMENT DECOR - 8FT LED WARM WHITE CHRISTMAS TREES



MONUMENT DECOR - 6FT LED RED/WHITE GIFT BOXES



MONUMENT DECOR - 6FT LED WARM WHITE STARS OR SNOWFLAKES



RGB LIGHT SHOW DECOR - 13FT RGB CHRISTMAS TREE + RGB STAR + CHOOSE 1 XL WALK THRU DISPLAY



LARGE WALK THRU DECOR - ADDITIONAL OPTIONS



LED SANTA SLEIGH WITH REINDEER



13' RGB CHRISTMAS TREE AND RGB STAR DECOR



8 TREES WRAPPED IN RGB LIGHTS



(2) PLAZA AREA PLANTERS RGB LIGHTS



(12) PARKWAY TREES & (7) COMM CENTER DRIVE TREES - LED WARM WHITE LIGHTS



2025 COMMUNITY CENTER HOLIDAY DISPLAY





PAST WORK PHOTOS









MAKE IT MAGIC!

July 31, 2026



CITY OF LAGUNA HILLS

REQUEST FOR PROPOSAL:

HOLIDAY LIGHTING AND DECORATION SERVICES

Dulce Diaz
DulceD@Dekra-lite.com
(800) 436-3627 Ext. 355

City of Laguna Hills
25555 Alicia Parkway
Laguna Hills, CA 92653
Attn: Holland Gannon

To Whom it May Concern:

Thank you for including Dekra-Lite in your holiday bid process. In this proposal, you'll find information and pricing for your 2026 Holiday Lighting and Decoration Services.

Along with the high-quality products you'll find outlined in this bid, partnering with Dekra-Lite gives you access to our teams and expertise built over almost 40 years in the industry. This includes Lesley and myself as your sales support team, our talented designers, in-house printing and fabrication departments, and installation teams to set up and remove your décor.

Please don't hesitate to contact me if you have any questions or need additional information. I look forward to discussing next steps with you after your team has reviewed our proposal.

Thank you for your time and Merry Christmas!

Dulce Diaz

Dulce Diaz | Account Executive

O: (800) 436-3627 ext. 355

dulced@dekra-lite.com

www.dekra-lite.com

COMPANY OVERVIEW & CREDENTIALS

Dekra-Lite is a full-service Christmas décor company that has been decorating commercial properties since 1987. We've completed hundreds of projects for clients including shopping malls and lifestyle centers, entertainment venues, theme parks, municipalities, and charitable organizations. Our in-house design team has been concepting holiday cheer for decades and has worked on everything from city banner programs to giant bespoke décor projects spanning entire shopping centers. And our fabrication and printing departments work year-round to make sure our customers' city streets and special events shine bright.

Located in the heart of Orange County, CA, Dekra-Lite is 100% employee-owned, which means everyone who works on your project is working like an owner. From the hands that assemble our trees in the workshop to the faces you see installing them on your property, every member of our team is essential to our shared success. We pride ourselves on our high-quality design services, robust product offerings, and eye for decoration innovation. It's why we love the work we do. And it's why you'll love it, too.

KEY PERSONNEL

Mike Sterling - President

LeeRoy Chaffin II - Vice President Sales

Dulce Diaz - Account Executive

800-436-3627 Ext. 355

Dulced@Dekra-Lite.com

North Pole Mission Control - Operations

800-436-3627

Northpolemissioncontrol@Dekra-Lite.com

REFERENCES

We've been partnering with the properties below for over 10 years. In that time, we've fostered a relationship that brings joy to both of our teams and, more importantly, to their guests each year. Just like your team, these properties wanted us to design, install, and remove a unique program centered around trees and lit décor. Each of these references would be happy to answer any questions you may have about their experience working with our team.

City of Hawaiian Gardens

Ramie Torres - Admin Technician

rlpe@hgcity.org

(562) 420-2641 Ext. 202 | 211815 Pioneer Boulevard, Hawaiian Gardens, CA 90716

SCOPE: Dekra-Lite has been working with the City of Hawaiian Gardens for the last 18 years. We've helped them elevate their décor with a 24' RGB tree, a live tree wrapped with LED mini lights, and pole mounts throughout the city.

City of Dana Point

Jennifer Anderson - Senior Management Analyst

janderson@danapoint.org

(949) 248-3571 | 33282 Golden Lantern, Ste. 101, Dana Point CA 92629

SCOPE: For the past 11 years, Dekra-Lite has been managing the entire 300+ Banner program for the City of Dana Point banner change-outs, from their Holiday Banners, Festival of Whales and Memorial Day flags, and many more!

City of Lakewood

Samantha Chambers - Assistant Project Manager Public Works

schambers@lakewoodcity.org

Phone: (562)-866-9771 Ext. 2505 | 5050 Clark Avenue, Lakewood, CA 90712

SCOPE: For nearly 16 years, Dekra-Lite has been making the City of Lakewood more magical with deciduous tree lighting, a 24' RGB tree show, garland, wreaths, Image Projection Systems, and perimeter lighting

HOW WE WORK

Design Expertise: Dekra-Lite can bring its creative design team to the table to conceptualize unique and captivating decoration ideas that align with the festive spirit of the event and the local community's preferences. These designs could include eye-catching Artificial Trees, Wreaths, Garland, Photo Ops and Light Pole Banners, that create memorable moments for all families.

Installation Excellence: With years of experience in large-scale decoration installations, Dekra-Lite can ensure that all decorations are installed safely, efficiently, and in a visually appealing manner.

Maintenance and Durability: Dekra-Lite's involvement continues beyond installation. Our Northpole Mission Control Team respond to repair request within 24-48 hours.

Expertise in Regulations: Handling large-scale installations for public events involves adhering to safety regulations and permits. Dekra-Lite's experience in this area can help navigate the legal and logistical aspects of decoration installation, ensuring a smooth process for the city if needed.

Dekra-Lite's involvement in the Community project can bring creativity, expertise, and professionalism to the table. From design conceptualization to installation and ongoing maintenance, our contributions can significantly enhance the visual appeal of the event, create an honorary atmosphere, and contribute to the overall success.

Entry Monuments



Transform your entry monuments into festive holiday landmarks with lush commercial-grade mountain pine garland, warm white LED mini lights, vibrant red bows with gold trim, decorated with shattered proof ornament creating a warm and welcoming holiday experience.

Palm Trees



Create a festive holiday atmosphere by decorating your palm trees with commercial-grade warm white LED mini lights. Professionally wrapped trunk, these illuminated palms highlight the natural beauty of each tree while bringing warmth, elegance, and festive charm to the community.

Median Pillars



Transform decorative pillars into festive holiday focal points with illuminated oversized ornaments and gift box displays. These vibrant, eye-catching accents create a welcoming holiday atmosphere while adding color, dimension, and seasonal charm to key entrances, medians, and gathering spaces.

Gazebo Park (Sanya Maria San Remo)



Transform the gazebo into a festive holiday gathering place with elegant perimeter garland and a beautifully decorated illuminated wreath. Accented with warm white LED lighting, vibrant ornaments, and a signature red bow, this timeless display creates a warm, welcoming centerpiece

Gazebo Park (Sanya Maria San Remo)



Create a warm and welcoming holiday destination by transforming the gazebo into a festive focal point with Dekra-Lite's signature décor. The roofline is outlined with elegant C9 warm white LED roofline lighting, providing a timeless, architectural glow that enhances the structure's design.

Community Center



Welcome visitors with elegant holiday décor featuring illuminated designer sprays on the entrance columns. Decorated with warm white LED lights, premium ornaments, pinecones, and classic red bows, these festive accents create a warm and inviting entrance while complementing the architecture of the Community Center. The display offers beautiful daytime appeal.

Sequoia Trees



Our long-lasting Sequoia Trees are the safest tree on the market with RSE (Registered Structural Engineer) stamp of approval. It has dual-tone emerald and forest-green branches with tan specks. The branches are self-shaped, which reduces assembly time and ensures your tree looks fantastic each year. Available in various sizes.

PDV/Alicia Corner Monuments



Add a touch of holiday cheer to the Community Center entrance with festive Deer Greeters accents mounted on the monument signs. Featuring lush greenery, a classic red jacket, these whimsical displays create a welcoming and memorable entrance for residents and visitors while enhancing the City's holiday atmosphere.

Walk-through Ornament



Create an unforgettable holiday experience with a walk-through illuminated ornament, providing the perfect interactive photo opportunity for visitors of all ages. Brilliantly illuminated with warm white LED lights, this iconic display serves as a festive centerpiece, encouraging guests to gather, explore, and capture lasting holiday memories. Its timeless design adds a magical touch to the Community Center while enhancing the overall holiday atmosphere.

Community Center (Perimeter Lighting)



Enhance the Community Center with classic C9 warm white LED roofline lighting that beautifully highlights the building's architectural features. The clean, elegant lighting creates a warm holiday glow.

PROPOSAL

Purchase Option

Includes: Purchase Décor, Installation, Removal, Maintenance and Storage

- (5) Entry Monuments with Decorated Garland
- Various Tree Wraps with WW Mini Lights
- Various Shrubs Wrap with WW Net Lighting
- Pillars with Ornaments/Gift Boxes
- Perimeter Lighting on Gazebo and Community Center
- 3' Decorated Wreath on Gazebo
- 4' Decorated Sprays on Community Pillars
- 18' Decorated Sequoia Tree with Light Switch Prop
- Sitting Deer Greeter
- Walkthrough Ornament with Custom Gift Tag

Product	\$51,725*
Labor Installation, Removal and Storage	\$70,013
Total	\$121,738*

*Tax not Included * Price Includes 32% Special City Discount

3 YEAR LEASE OPTION

Includes: Décor, Installation, Removal, Maintenance, Refurbishment and Storage

- (5) Entry Monuments with Decorated Garland
- Various Tree Wraps with WW Mini Lights
- Various Shrubs Wrap with WW Net Lighting
- Pillars with Ornaments/Gift Boxes
- Perimeter Lighting on Gazebo and Community Center
- 3' Decorated Wreath on Gazebo
- 4' Decorated Sprays on Community Pillars
- 18' Decorated Sequoia Tree with Light Switch Prop
- Sitting Deer Greeter
- Walkthrough Ornament with Custom Gift Tag

2026 - Year 1	\$96,453*
2027 - Year 2	\$96,453*
2028 - Year 3	\$96,453*
3-Year Program Total	\$289,359*

*Tax not Included * Price Includes 32% Special City Discount

At the end of the lease, you can purchase the product for a small fee, and we can continue to provide installation, removal, and storage service.

CERTIFICATE OF INSURANCE



Allianz Global Corporate & Specialty®

COMMERCIAL OUTPUT POLICY DECLARATIONS

The Company issuing this policy is indicated by the Company Code (first letter or number) in the POLICY NUMBER, as follows:

Co. Code	Prefix	Number
054		MXI93083020

A STOCK COMPANY

054 - AGCS Marine Insurance Company

RENEWAL OF POLICY NUMBER
SML93083020

AGCS Marine Insurance Company
225 W. Washington St., Suite 1800
Chicago, IL 60606

Producer Code: **S-00090520**
Producer or Agent Name
CRC INSURANCE SERVICES INC
Address:
50 CALIFORNIA STREET #2000
SAN FRANCISCO, CA 94111

Named Insured: Dekra-Lite Industries, Inc.
Lopez Living Trust Dated June 18, 2007
Dekra-Lite Industries Employee Stock Ownership Trust
DL Imaging
Dba: Street Banners

Mailing Address: 3102 West Alton Avenue
Santa Ana, CA 92704

Policy Period: From: 05/01/2026 To: 05/01/2027 at 12:01 A.M. Standard Time at your mailing address shown above.

The Named Insured is a(n) CORPORATION

Business or Operations of the Named Insured: Distribution and Installation of Commercial Holiday Decor

In return for payment of the premium and subject to all the terms of this policy, we agree with you to provide the insurance as stated in the policy.

COVERAGE FORMS AND CORRESPONDING ENDORSEMENTS ATTACHED AT INCEPTION:

97 01 10, 99 01 19, CB 4700DEC 07 17, CB 4710 10 16, CL 0162CA 08 06, CL 0620 01 15, CL 0700 10 06, CL 100CA Ed. 2.0, CL 9603PHNCA 01 10, CO 0413CA 08 06, CO 1080 11 03, CO 1082 11 03, CO 1295 11 03, CO 1296 11 03, COP 100CA Ed. 2.0, COP 101CA Ed. 2.0, COP 102CA Ed. 2.0, COP 103CA Ed. 1.0, COP 2000DEC 05 20, COP 226CA Ed. 2.0, COP 227CA Ed. 2.0, COP 229CA Ed. 2.0, COP 232CA Ed. 2.0, COP 261 Ed. 1.0, COP 273 Ed. 1.0, COP 3010 10 15, COV SH 07 09, EDP 6200DEC 05 11, EDP 6210 05 11, IM 8000 04 16, IM 8002 01 10, IM 8006 03 20, IM 8013 06 10, IM 8035 12 20, IM CUSTOM 1 10 04, IM CUSTOM 2 10 04, IM CUSTOM 3 10 04, IM TOC 01 10, NIM 1050 02 16, OFAC 1005PHN 11 11, PRVCY 2900PHNCA 03 21, TRANS DEC 01 05

PREMIUM SUMMARY:

Estimated Annual Premium \$ 60,771

Premium Due at Inception \$ 60,771

☐ Terrorism Risk Insurance Act - Certified Acts Coverage - Covered \$
☒ Terrorism Risk Insurance Act - Certified Acts Coverage - Not Covered \$ 0

COP 2000DEC 05 20

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Page 1 of 2

Summary of Charges
Premium \$60,771.00
Broker Fee \$500.00
Total \$61,271.00
Zip Code 92704

SCHEDULED LOCATIONS ENDORSEMENT-CALIFORNIA

Coverage provided by the Commercial Output Program Coverages applies only to the "covered locations" shown below.

<u>Location No.</u>	<u>Covered Locations</u>	<u>Covered Property/ Coverage Provided</u>	<u>Limit</u>
001	3102 West Alton Avenue, Santa Ana, CA 92704	Building Business Personal Property including Stock and Personal Property of Others Blanket Earnings and Extra Expense	\$6,000,000 \$1,550,000 \$3,150,000
002	3433 West Harvard Street, Santa Ana, CA 92705	Building Business Personal Property including Stock and Personal Property of Others Blanket Earnings and Extra Expense	\$8,200,000 \$3,350,000 Included in Blanket Expense
003	7917 Silverton Avenue, Suite 418, San Diego, CA 92126	Business Personal Property including Stock and Personal Property of Others Blanket Earnings and Extra Expense	\$ 35,000 Included in Blanket Expense

<u>Location No.</u>	<u>Coinsurance</u>	<u>Automatic Increase</u>	<u>Replacement Cost</u>
001	0%	0%	Yes
002	0%	0%	Yes
003	0%	0%	Yes

SCHEDULED LOCATIONS ENDORSEMENT-CALIFORNIA

Coverage provided by the Commercial Output Program Coverages applies only to the "covered locations" shown below.

<u>Location No.</u>	<u>Covered Locations</u>	<u>Covered Property/ Coverage Provided</u>	<u>Limit</u>
001	3102 West Alton Avenue, Santa Ana, CA 92704	Building Business Personal Property including Stock and Personal Property of Others Blanket Earnings and Extra Expense	\$6,000,000 \$1,550,000 \$3,150,000
002	3433 West Harvard Street, Santa Ana, CA 92705	Building Business Personal Property including Stock and Personal Property of Others Blanket Earnings and Extra Expense	\$8,200,000 \$3,350,000 Included in Blanket Expense
003	7917 Silverton Avenue, Suite 418, San Diego, CA 92126	Business Personal Property including Stock and Personal Property of Others Blanket Earnings and Extra Expense	\$ 35,000 Included in Blanket Expense

<u>Location No.</u>	<u>Coinsurance</u>	<u>Automatic Increase</u>	<u>Replacement Cost</u>
001	0%	0%	Yes
002	0%	0%	Yes
003	0%	0%	Yes



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/13/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER SUNZ Insurance Solutions, LLC ID : (Vensure HR) c/o Vensure HR Inc 1475 S. Price Road, Chandler, AZ 85286	CONTACT NAME: Colleen DeWitt PHONE (A/C, No, Ext): (800) 409-8958 E-MAIL: certs@vensure.com FAX (A/C, No):
INSURED Avitus, Inc DBA Avitus Group L/C/F Dekra-Lite Industries Inc 1475 S. Price Road Chandler AZ 85286	INSURER(S) AFFORDING COVERAGE INSURER A: SUNZ Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES **CERTIFICATE NUMBER:** 10301745 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Per occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/POP AGG \$ OTHER:
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ OTHER:
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ OTHER:
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☒ N	N/A	WC072-00568-026	01/01/2026	01/01/2027	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Coverage provided for all leased employees but not subcontractors of: Dekra-Lite Industries Inc.
Client Effective: 03/02/2025.

CERTIFICATE HOLDER CA - California Informational Purposes Only	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Rick Leonard
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ACORD 25 (2016/03)

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10301745 | AvitusIncDBAAvitusGroup MCP (CA) WC07200568026 | System | 12/13/2025 21:23:36 PM | Page 1 of 1



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/05/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER  WEISSINGER INSURANCE AGENCY, INC RIC WEISSINGER, AGENT LIC.#0C69161 5922 WARNER AVE HUNTINGTON BEACH, CA 92649	CONTACT NAME: BRANDON BENNINGTON PHONE (A/C, No, Ext): 7143771111 FAX (A/C, No): 7143771611 E-MAIL ADDRESS: BRANDON@RICZINGER.COM	
	INSURER(S) AFFORDING COVERAGE INSURER A: State Farm Mutual Automobile Insurance Company NAIC # 25178 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
INSURED DEKRA-LITE INDUSTRIES INC 3102 W. ALTON AVE SANTA ANA, CA 92704		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC ☐ OTHER					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Per occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPROP AGG \$ \$
A	AUTOMOBILE LIABILITY ☒ ANY AUTO ☒ OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☒ DEDUCT ☒ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY ☒ \$1,000		655 2359-B30-75 655 2362-B30-75 655 2360-B30-75 655 2363-B30-75	08/30/2025 08/30/2025 08/30/2025 08/30/2025	08/30/2026 08/30/2026 08/30/2026 08/30/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☐ RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☐	N/A			PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Proof of Insurance

CERTIFICATE HOLDER

CANCELLATION

Proof of Insurance	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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ACORD 25 (2016/03)

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1001486 132848.12 03-16-2016



CONTACT:

Dulce Diaz

dulced@dekra-lite.com

(800) 436-3627 Ext. 355



City of Laguna Hills Holiday Décor Program Proposal

July 31st, 2026



Cover Letter



July 31st, 2026

Holland Gannon
(949) 707-2686
hgannon@lagunahillsCA.gov

Dear City of Laguna Hills,

BrightLife Designs is appreciative and eager for the opportunity to submit a proposal for the Holiday Décor Program for City of Laguna Hills. Our experience with large scale, time sensitive projects across Southern California has granted us with the knowledge and understanding of lighting design and installation needed to accomplish this project successfully.

For years, clients such as Visit Big Bear, City of Chino, City of Santa Ana, City of Moreno Valley, Palmdale, City of Lake Forest, and San Diego International Airport have not only counted on BrightLife Designs' technical abilities and focused attention to get the job done, but have stayed with us for our innovation, professionalism, and great customer service.

Our team looks forward to collaborating with all city team members involved with the Lighting and Decor Project to ensure our shared understanding of the enhancements throughout Big Bear is achieved with the proper overall concept, design, and installation.

Should we be awarded the contract, BrightLife Designs is grateful for the trust you will be placing in our firm to execute this project to the highest of standards. Because of the significant time and resources our firm has devoted to the planning of this project, we are confident the BrightLife Designs team will exceed your expectations in every way.

Sincerely,

Will Gugerty

Firm Profile

About BrightLife Designs:

The BrightLife Designs Team has helped Cities, Shopping Center, Resorts, Country Clubs, Business Districts, and more across Southern California achieve their extravagant lighting/holiday program designs for years. Our team cultivates close and collaborative relationships with each and every client, to ensure their holiday and lighting vision comes to life. Providing our clients with design consultation, installation, removal, and storage services for both Rented and Purchased décor, it is our goal to help spread cheer a little more each year.

Firm Information:

Joe Castro:	Owner / Designer / Legal Compliance
Will Gugerty:	Project Manager / New Business Development
Matt Bocks:	Operations Manager/ Project Manager
Denise Balestier	Office Manager
Mike Rocha:	Senior Installer / Warehouse Manager

- BrightLife Designs LLC
- Tax ID 82-4564576
- 6 Full Time: 35-40 Seasonal Staff
- Certified Small Business Supplier # 16266451
- County of Los Angeles Small Business Enterprise (LSBE) Vendor #: 26142502
- Business Address: 16351 Gothard St, STE C Huntington Beach CA 92647
- Telephone: (714) 326-8326
- Contact Name: Will Gugerty
- Web: www.Brightlifedesigns.com

Key Personnel



Joe Castro Owner & Designer

Joe is the founder and reason BrightLife Design thrives like a well-established business that has been functioning for many years. Joe brings 10+years of knowledge, experience and relationships to the BrightLife Design platform and foundation. His drive, determination and tenacity are invaluable to BrightLife's high performance team. Over the past nine years he has challenged himself to learn all facets of business operations and has duplicated those skills within his team members to ensure that BrightLife Designs implements creative concepts with exemplary execution. After several years in the industry with another company, he was able to branch off and start his own company with more solid company values with the client always coming first.

Will Gugerty Project Management & New Business Development

Will utilizes his strong creative and communicative abilities to generate and manage new business in BrightLife Designs' ever-expanding portfolio. By working closely with the client, our design team, and our installers throughout every part of our process he tactfully ensures clients' needs are continually met to the utmost degree. Will brings with him multiple years of customer service and management experience, as well as a B.S. in Business Management from San Francisco State University.



BrightLife Experts

BrightLife Designs has an efficient business model and our formulation for financial success depends on long term relationships with a vast array of expert business consultants and contractual staff who provide business guidance, legal compliance, management information systems, public relations, and creative talent such as designers, graphic artists, and sound technicians. We value our experts and nurture long-term relationships. As a result, we can deliver the types of expert services normally associated with larger companies within a cost efficient and stable business model.

Proposed Specialized Plan and Design of Decorations

BrightLife will ensure all decorations requiring electrical lighting are energy efficient and will use LED lights for all decorating purposes, if applicable. Whenever possible, we will use Lighted Décor Elements made with recycled material, and new or used decorative items that are refurbished and in good conditions upon testing and installation. We will provide specialized planning and designed elements adaptable to the surroundings of each location; planning will be considered for high volume foot traffic areas and for all external weather conditions.

Schedule of installation will be provided to the Client four (4) weeks prior the installation or removal dates. The installation services will be executed on or as close as possible to desired schedule. Installation and de-installation services to be no longer than 15-17 business days. Service hours for installation and de-installation will take place between 9:00 p.m. and 6:00 a.m., during night hours when traffic is less, unless otherwise advised by the Client.

BrightLife will be responsible to provide special equipment needed to install and de-install large pieces and/or specialized designs. Expenses for transporting, packing and for any necessary precautions will be at no cost to the Client. Details of required special equipment is indicated prior to installation.

Potential problems at the service workspace and/or other locations will immediately be communicated to the Client to inform and agree on a correction plan, should there be any.

Service staff will be dressed in BrightLife attire, as outlined by the company's handbook. BrightLife staff will address all personnel professionally during all interactions.

BrightLife Designs has a 4-hour response time to all Emergency's, a 24-hour response time to non-emergency when notified. All decorations will be inspected regularly within the time frame specified in this RFP.

Project Approach & Statement of Qualifications

Project Understanding:

It is BrightLife Designs goal and responsibility to enhance the visual appeal and attractiveness of Laguna Hills with lighting and décor. It is our approach to provide you with a turn-key program. We shall provide design, development, technical and artistic direction of the program, specifically Illuminated enhancements and other decorations. It is necessary for us to create, produce, and execute for you a comprehensive and professional Lighting program. Services provided by BrightLife will include procurement of decorations, materials, labor, supplies, equipment, tools, transportation, and other items necessary for the installation and execution of the project. All pricing includes labor for installation and removal of the décor for the clients.

BrightLife executes all projects in a timely manner while protecting and considering the environment. While it is our job to decorate and beautify, it is our responsibility to install the decorations with the utmost care and respect for the facilities, trees, and surrounding landscape. We take great precautions to protect the streets, sidewalks, and parkways around the site in a proper manner. As well as pedestrian safety.

Approach & Methodology & Statement of Qualifications:

BrightLife Designs has a complete and thorough understanding of the scope of work required for Laguna Hills. We understand the staffing and equipment needed to execute the program as well as the time and approach to complete the work. BrightLife will ensure all decorations requiring electrical lighting are energy efficient and will use LED lights for all decorating purposes. BrightLife will use new Lighted Décor Elements made with recycled materials when applicable. Production of any design elements will take place at BrightLife Designs warehouse. We will be responsible for providing special equipment needed for installation and de-installation of large pieces and specialized décor. We also have a full inventory of products on hand to use for replacement materials when needed and required.

Base Scope of Work Cost Sheet

Rental/Installation/Removal



City of Laguna Hills Holiday Cost Sheet

All Pricing is RENTAL, INSTALLATION, and REMOVAL

ITEM #	Item/Area	Décor Description	Qty	Unit Price	Total
Moulton / Lake Forest Entry Monument					
1	Monument Sign	Pre-Lit, Pre-Decorated Garland Placed Across the Top of the Monument Sign. Red/Burgundy/Gold Color Scheme.	1	\$ 375.00	\$ 375.00
2	Shrubs	Warm White Mini Lights Installed on the Shrubs immediately infront/surrounding the monument sign.	1	\$ 55.00	\$ 55.00
3	Small Tree	Warm White Mini Light Tree Wrap on Trunk and Branches	1	\$ 85.00	\$ 85.00
4	Small Tree Canopy	RGB Uplight Illuminating Canopy of Tree. One (1) Uplight Per Tree Set to Green or Red. *Other Colors Available.	1	\$ 125.00	\$ 125.00
5	Small Tree Canopy	Animated Snowfall Tubes Hung throughout Canopy. Approx. (4) 12" Tubes. Per Tree	1	\$ 375.00	\$ 375.00
6	Small Tree Canopy	Warm White Mini Lights Installed throughout the Canopy of the tree. Lights draped on all sides.	0	\$ 175.00	
Moulton / Nellie Gail Entry Monument					
7	Monument Sign	Pre-Lit, Pre-Decorated Garland Placed Across the Top of the Monument Sign. Red/Burgundy/Gold Color Scheme.	1	\$ 375.00	\$ 375.00
8	Shrubs	Warm White Mini Lights Installed on the Shrubs immediately infront/surrounding the monument sign.	1	\$ 55.00	\$ 55.00
9	Small Tree	Warm White Mini Light Tree Wrap on Trunk and Branches	1	\$ 85.00	\$ 85.00
10	Small Tree Canopy	RGB Uplight Illuminating Canopy of Tree. One (1) Uplight Per Tree Set to Green or Red. *Other Colors Available.	1	\$ 125.00	\$ 125.00
11	Small Tree Canopy	Animated Snowfall Tubes Hung throughout Canopy. Approx. (4) 12" Tubes. Per Tree	1	\$ 220.00	\$ 220.00
12	Small Tree Canopy	Warm White Mini Lights Installed throughout the Canopy of the tree. Lights draped on all sides.	0	\$ 175.00	
13	Medium Tree	Warm White Mini Light Tree Wrap on Trunk and Branches	2	\$ 175.00	\$ 350.00
14	Medium Tree Canopy	RGB Uplight Illuminating Canopy of Tree. Two (2) Uplight Per Tree Set to Green or Red. *Other Colors Available.	2	\$ 125.00	\$ 250.00
15	Medium Tree Canopy	Animated Snowfall Tubes Hung throughout Canopy. Approx. (5) 12" Tubes. Per Tree	10	\$ 55.00	\$ 550.00

16	Medium Tree Canopy	Warm White Mini Lights Installed throughout the Canopy of the tree. Lights draped on all sides.	0	\$ 375.00	\$ -
17	Large Tree	Warm White Mini Light Tree Wrap on Trunk and Branches	3	\$ 575.00	\$ 1,725.00
18	Large Tree Canopy	RGB Uplight Illuminating Canopy of Tree. Three (3) Uplight Per Tree Set to Green or Red. *Other Colors Available.	9	\$ 125.00	\$ 1,125.00
19	Large Tree Canopy	Red Lighred Spheres of varying sizes hung Throughout the Caopy of the Trees. Approximatley (4) Per Tree.	3	\$ 500.00	\$ 1,500.00
Alicia / I-5 Entry Monument					
20	Monument Sign	Pre-Lit, Pre-Decorated Garland Placed Across the Top of the Monument Sign. Red/Burgundy/Gold Color Scheme.	1	\$ 375.00	\$ 375.00
21	Shrubs	Warm White Mini Lights Installed on the Shrubs immediately infront/surrounding the monument sign.	1	\$ 55.00	\$ 55.00
22	Small Tree	Warm White Mini Light Tree Wrap on Trunk and Branches	1	\$ 85.00	\$ 85.00
23	Small Tree Canopy	RGB Uplight Illuminating Canopy of Tree. One (1) Uplight Per Tree Set to Green or Red. *Other Colors Available.	1	\$ 125.00	\$ 125.00
24	Small Tree Canopy	Animated Snowfall Tubes Hung throughout Canopy. Aprrox. (4) 12" Tubes. Per Tree	4	\$ 375.00	\$ 1,500.00
25	Small Tree Canopy	Warm White Mini Lights Installed throughout the Canopy of the tree. Lights draped on all sides.	0	\$ 175.00	
26	Medium Tree	Warm White Mini Light Tree Wrap on Trunk and Branches	1	\$ 175.00	\$ 175.00
27	Medium Tree Canopy	RGB Uplight Illuminating Canopy of Tree. Two (2) Uplight Per Tree Set to Green or Red. *Other Colors Available.	1	\$ 125.00	\$ 125.00
28	Medium Tree Canopy	Animated Snowfall Tubes Hung throughout Canopy. Aprrox. (5) 12" Tubes. Per Tree	5	\$ 55.00	\$ 275.00
29	Medium Tree Canopy	Warm White Mini Lights Installed throughout the Canopy of the tree. Lights draped on all sides.	0	\$ 375.00	\$ -
La Paz / Cabot Entry Monument					
30	Monument Sign	Pre-Lit, Pre-Decorated Garland Placed Across the Top of the Monument Sign. Red/Burgundy/Gold Color Scheme.	1	\$ 375.00	\$ 375.00
31	Shrubs	Warm White Mini Lights Installed on the Shrubs immediately infront/surrounding the monument sign.	1	\$ 55.00	\$ 55.00
32	Small Tree	Warm White Mini Light Tree Wrap on Trunk and Branches	1	\$ 85.00	\$ 85.00

33	Small Tree Canopy	RGB Uplight Illuminating Canopy of Tree. One (1) Uplight Per Tree Set to Green or Red. *Other Colors Available.	1	\$ 125.00	\$ 125.00
34	Small Tree Canopy	Animated Snowfall Tubes Hung throughout Canopy. Approx. (4) 12" Tubes. Per Tree	4	\$ 55.00	\$ 220.00
35	Small Tree Canopy	Warm White Mini Lights Installed throughout the Canopy of the tree. Lights draped on all sides.	0	\$ 175.00	\$ -
36	Medium Tree	Warm White Mini Light Tree Wrap on Trunk and Branches	1	\$ 175.00	\$ 175.00
37	Medium Tree Canopy	RGB Uplight Illuminating Canopy of Tree. Two (2) Uplight Per Tree Set to Green or Red. *Other Colors Available.	1	\$ 125.00	\$ 125.00
38	Medium Tree Canopy	Animated Snowfall Tubes Hung throughout Canopy. Approx. (5) 12" Tubes. Per Tree	5	\$ 55.00	\$ 275.00
39	Medium Tree Canopy	Warm White Mini Lights Installed throughout the Canopy of the tree. Lights draped on all sides.	0	\$ 375.00	\$ -
Oso / Cabot Entry Monument					
40	Monument Sign	Pre-Lit, Pre-Decorated Garland Placed Across the Top of the Monument Sign. Red/Burgundy/Gold Color Scheme.	1	\$ 375.00	\$ 375.00
41	Shrubs	Warm White Mini Lights Installed on the Shrubs immediately in front/surrounding the monument sign.	1	\$ 55.00	\$ 55.00
42	Small Tree	Warm White Mini Light Tree Wrap on Trunk and Branches	1	\$ 85.00	\$ 85.00
43	Small Tree Canopy	RGB Uplight Illuminating Canopy of Tree. One (1) Uplight Per Tree Set to Green or Red. *Other Colors Available.	1	\$ 125.00	\$ 125.00
44	Small Tree Canopy	Animated Snowfall Tubes Hung throughout Canopy. Approx. (4) 12" Tubes. Per Tree	1	\$ 375.00	\$ 375.00
45	Small Tree Canopy	Warm White Mini Lights Installed throughout the Canopy of the tree. Lights draped on all sides.	0	\$ 175.00	
46	Medium Tree	Warm White Mini Light Tree Wrap on Trunk and Branches	3	\$ 175.00	\$ 525.00
47	Medium Tree Canopy	RGB Uplight Illuminating Canopy of Tree. Two (2) Uplight Per Tree Set to Green or Red. *Other Colors Available.	3	\$ 125.00	\$ 375.00
48	Medium Tree Canopy	Animated Snowfall Tubes Hung throughout Canopy. Approx. (5) 12" Tubes. Per Tree	15	\$ 55.00	\$ 825.00
49	Medium Tree Canopy	Warm White Mini Lights Installed throughout the Canopy of the tree. Lights draped on all sides.	0	\$ 375.00	\$ -
El Toro Median #1					

50	Palm Trees	Warm White Mini Light Tree Wrap on Trunk up to Nut Of Tree	6	\$ 575.00	\$ 3,450.00
51	Palm Trees	RGB Uplights Illuminating the fronds of the Palm Trees in the median. Alternating Green or Red *other colors available	6	\$ 375.00	\$ 2,250.00
52	Pillars	Lighted Presents with Garland Outline Installed on the top of the Median Pillars. Presents range are Red/White or Green/Red.	4	\$ 775.00	\$ 3,100.00
53	Pillars	2D Lighted Star and Snowflake Décor. Alternating Pillars.	4	\$ 450.00	\$ 1,800.00
El Toro Median #2					
54	Palm Trees	Warm White Mini Light Tree Wrap on Trunk up to Nut Of Tree	6	\$ 575.00	\$ 3,450.00
55	Palm Trees	RGB Uplights Illuminating the fronds of the Palm Trees in the median. Alternating Green or Red *other colors available	6	\$ 375.00	\$ 2,250.00
56	Pillars	Lighted Presents with Garland Outline Installed on the top of the Median Pillars. Presents range are Red/White or Green/Red.	4	\$ 775.00	\$ 3,100.00
57	Pillars	2D Lighted Star and Snowflake Décor. Alternating Pillars.	4	\$ 450.00	\$ 1,800.00
Gazebo Park					
58	Roofline	C9 Warm White Perimeter Lights Installed around the Roof of the Gazebo.	85	\$ 7.00	\$ 595.00
59	Gazebo Park	36" Wreath. Pre-Lit, Pre-Decorated installed on the face of the gazebo.	1	\$ 275.00	\$ 275.00
Community Center					
60	8' Wreath and Garland Swag - Community Center Building Main Entrance	8' Wreath with Garland Swags, Pre-Lit, Pre-Decorated installed above the main Entrance Doors. Adorned with Ornamentation and Warm White Lights.	1	\$ 1,350.00	\$ 1,350.00
61	Pillar Lights - Community Center Building Main Entrance	Warm White and Red Mini Lights installed on the main entrance pillars of the Community Center in a Candy Cane Style.	2	\$ 850.00	\$ 1,700.00
62	6' Wreaths - Community Center Building Front Windows	6' Wreath, Pre-Lit, Pre-Decorated installed above the main front Windows. Adorned with Ornamentation and Warm White Lights.	2	\$ 550.00	\$ 1,100.00

63	8' Red Lighted Bows - Community Center Building Main Roof	8' Red Lighted Bows Installed on the roofline on either side of the Main Entrance. Warm White Twinkle Lights.	2	\$ 2,850.00	\$ 5,700.00
64	3D Ornament Arch Tunnel with Sign - Community Center Plaza	3d Ornament Arch Tunnel installed in the plaza near the tree wells. Silver and Gold Ornament arches with Warm White Mini Light Tunnel.	1	\$ 6,500.00	\$ 6,500.00
65	Giant 20' Snowflake Arch - Community Center Plaza	Giant 20' Snowflake Arch installed on the walkway leading from the parking lot to the plaza	1	\$ 4,500.00	\$ 4,500.00
66	Pre-Lit, Pre-Decorated Garland - Community Center Plaza Fountain	Pre-Lit, Pre-Decorated Garland Placed Across the Top of the Fountain Wall. Red/Burgundy/Gold Color Scheme.	5	\$ 375.00	\$ 1,875.00
67	Large Lighted Presents - Community Center Plaza Fountain	Large Lighted Presents installed in the fountain of the Plaza. (2) Presents, Red/White or Green/Red Color Scheme.	2	\$ 475.00	\$ 950.00
68	Lightpole Garland and Bow Kit - Community Center Plaza Fountain	Garland and Bow Accent Kits Installed on the Lightpoles throughout the plaza.	11	\$ 475.00	\$ 5,225.00
69	Large Trees - Community Center Plaza Grass - Alicia Parkway	Warm White Mini Light Tree Wrap on Large Trees in Plaza Grass on Alicia Parkway side. Approximatley 15-18ft up on trunks and major branches.	13	\$ 575.00	\$ 7,475.00
70	Large Trees - Community Center Plaza Grass Trees - Paseo de Valencia	Warm White Mini Light Tree Wrap on Large Trees in Plaza Grass on Paseo de Valencia side. Approximatley 15-18ft up on trunks and major branches.	6	\$ 575.00	\$ 3,450.00
71	Medium Trees - Community Center Plaza Grass Trees - Paseo de Valencia	Warm White Mini Light Tree Wrap on Large Trees in Plaza Grass on Paseo de Valencia side. Approximatley 8ft up on trunks and major branches.	3	\$ 325.00	\$ 975.00
72	Medium Trees - Community Center Entrance Trees	Warm White Mini Light Tree Wrap on Large Trees in Community Center Entrance. Approximatley 8ft up on trunks and major branches.	7	\$ 325.00	\$ 2,275.00
73	Medium Tree Canopies - Community Center Entrance Trees	RGB Uplights installed on Community Center Entrance Trees illuminating the Canopies. Approx 1 -2 uplights per tree, set to Green/Red alternating.	7	\$ 350.00	\$ 2,450.00
74	Medium Tree Canopies - Community Center Entrance Trees	Animated Snowfall Tubes Hung throughout Canopy. Approx. (5) 12" Tubes. Per Tree	7	\$ 275.00	\$ 1,925.00
75	Lighted Presents & Garland - Community Center Corner Monument Pillars	Lighted Presents with Garland Outline installed on marquee pillars at the corner monument entrance. One Present per pillar.	7	\$ 725.00	\$ 5,075.00

76	18' Tree Lights and Ornament Package - Community Center Live Tree	18" Tree Adorned with Warm White C9 Lighting Drapped throughout the canopy. Ornaments in Red/Burgundy/Gold Color scheme.	1	\$ 5,500.00	\$ 5,500.00
77	Present Décor Package - Community Center Live Tree	Lighted Presents, Spheres, and Ornament Flurry installed around the base of the 18' Tree. Items range in color and size.	1	\$ 2,850.00	\$ 2,850.00
78	Light Switch Prop - Community Center Live Tree	Light Switch Prop for Tree Lighting	1	\$ 1,250.00	\$ 1,250.00
79	Light Show RGB Controllable - Community Center Building Roofline	RGB Color-Changing Roofline Lighting Installed Along Building Perimeter. Fully Programmable with Custom Holiday Color Scenes and Animations. *Additional Colors and Effects Available.	1	\$ 11,950.00	\$ 11,950.00
80	Light Show RGB Controllable - Community Center Plaza Tree Wells	RGB Color-Changing Lighting wrapped Throughout Existing Tree Trunks and Primary Branches. Fully Programmable with Coordinated Holiday Color Scenes and Animations. *Additional Colors and Effects Available.	8	\$ 695.00	\$ 5,560.00
81	Light Show RGB Controllable - Community Center Plaza Fountain Grass	RGB Color-Changing Lighting Wrapped Throughout Existing Tree Trunks and Primary Branches. Fully Programmable with Coordinated Holiday Color Scenes and Animations. *Additional Colors and Effects Available.	4	\$ 695.00	\$ 2,780.00
82	RGB Light Show - Community Center Building Planters	RGB Color-Changing Lighting Wrapped Throughout Existing Planters and Hedges. Fully Programmable with Coordinated Holiday Color Scenes and Animations. *Additional Colors and Effects Available.	1	\$ 2,500.00	\$ 2,500.00
83	RGB Light Show - Community Center Light Show Coordination/Programming/Audio Equipment	*Custom RGB Light Show Coordinated Across Community Center Lighting. Includes Programming, Show Sequencin for Two (2) shows and Audio Equipment.	1	\$ 3,550.00	\$ 3,550.00
84	On Site Event Support Staff - 1 Night	Two Technicians on site for Event Night. 4 hours for support with Program Products as needed.	1	\$ 750.00	\$ 750.00
Sub Total					\$ 124,800.00
New Customer Discount					\$ 3,744.00
Annual Total SINGLE Year					\$ 121,056.00

50% Due Upon Acceptence of Proposal

50% Due upon Installation Comencing

*Power locations to be provided by client for any lighted décor.

*Additional Cost for any additional permitting required for installation.

*Lightshow and RGB Controllable Lighting Subject to change based on additional show requests

Additional Options Cost Sheet & Renderings

***All Renderings are conceptual; size and design may vary.**

Monument Signs



Monument Signs



Monument Signs



Medians



Community Center





Community Center



Community Center



Community Center

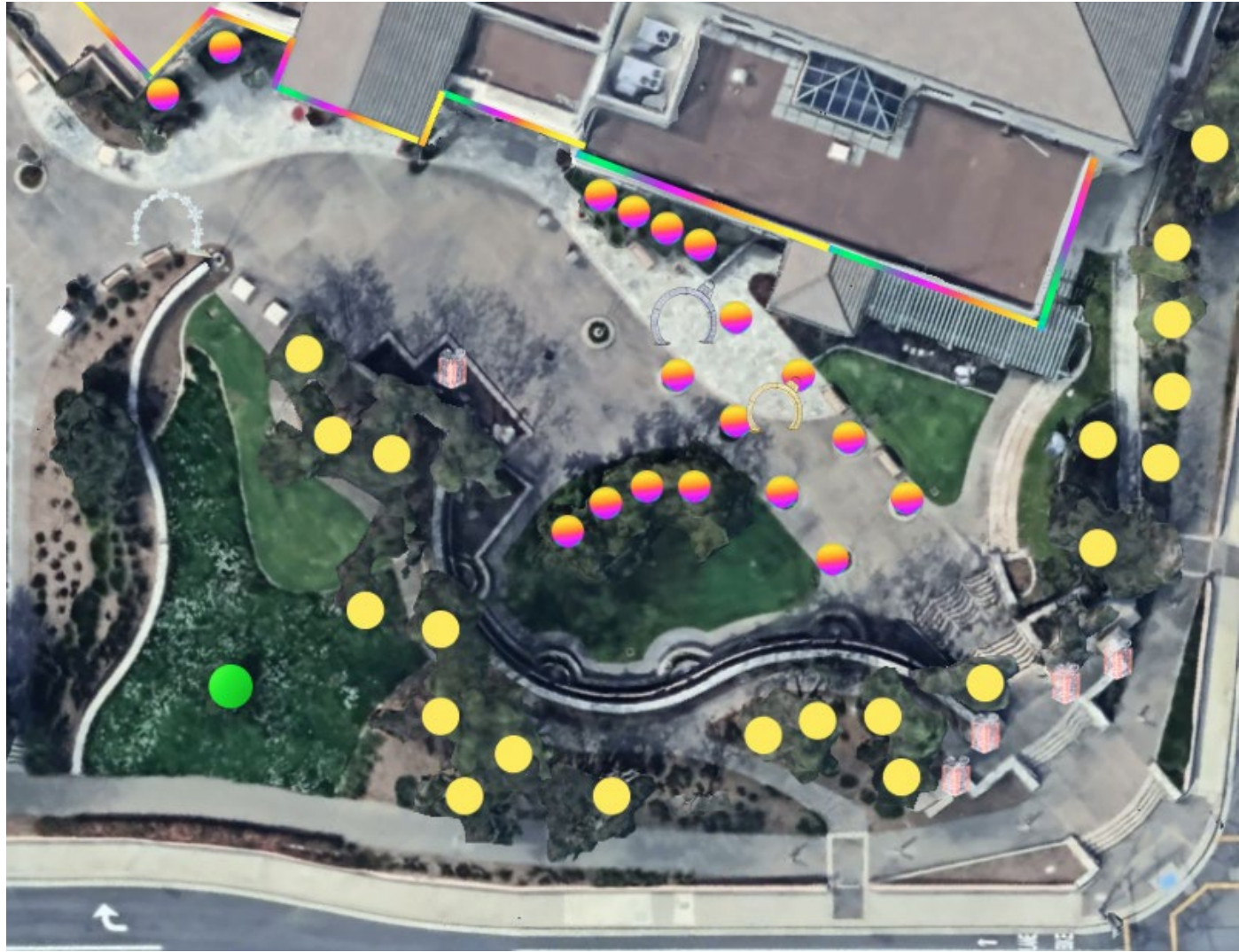


Community Center





Community Center - Map



Community Center – Alternate Option



References/Additional Projects

References

Below find Three (3) references and description of recent project performed by BrightLife and Team Members within the past five (5) years.

San Diego Airport



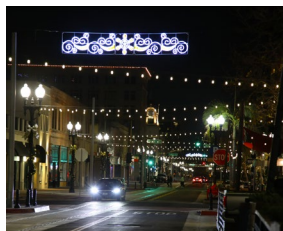
Business	Contact Name and Title	Description of Project
Name: San Diego Airport Address: N Harbor Dr, San Diego, CA 92101 Email: evanpelt@san.org Phone: 619-400-2580	Eric Van Pelt Terminal Operations Coordinator	Installation of Permanent Lighting Throughout the airport. Installation of Holiday decorations throughout various areas of the Airport. Including Giant Trees, Giant Wreaths, and Large lighted motifs

City of Moreno Valley



Business	Contact Name and Title	Description of Project
Name: City of Moreno Valley Address: 14075 Fredrick Street Moreno Valley, CA 92552 Email: claudiat@moval.org Phone: 951.413.3289	Claudia Torres Community Services Super Intendent	Year 2021-Present - Decorated City Hall Building, Large 30' tree, Palm Tree Lighting, RGB Up lighting, Building Perimeter Lighting.

City of Santa Ana

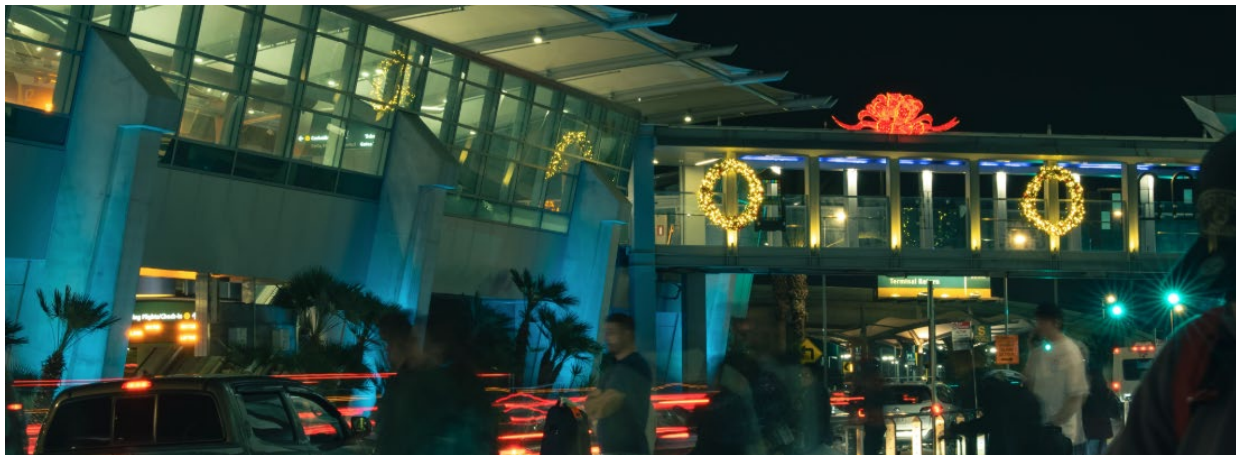


Business	Contact Name and Title	Description of Project
Name: City of Santa Ana Address: 20 Civic Center Plaza, Sana Ana CA 92701 Email: JCastro5@santa-ana.org Phone: 714-673-3619	Julie Castro Economic Development Specialist	Installation of Overstreet Lighting across 5+ City blocks in the heart of Downtown Santa Ana. Holiday Décor is installed throughout 10 City blocks of the downtown area, including multiple large motifs around the City Hall Plaza.





San Diego Airport



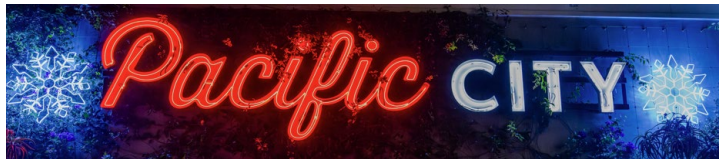
2nd and PCH



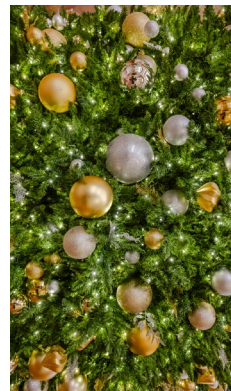
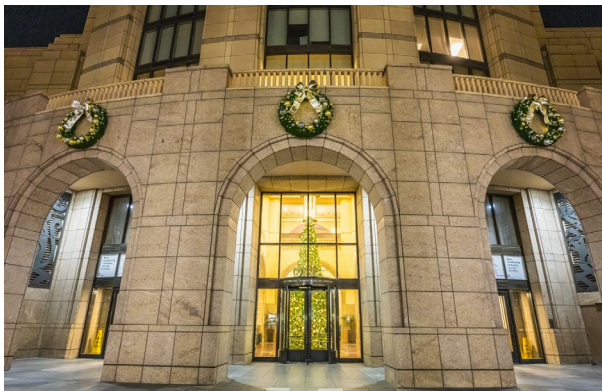
Manhattan Village



Pacific City



Los Angeles Metro



Visit Big Bear – Alpine Zoo Wild Lights



Ontario Mills



Thank You!

Rental: Installation Services
Purchase: N/A
Installation Date: Nov 1st – 26th, 2026, Lighting installed in Oct.
Strike Date: Jan 2nd – 14th
Installation Address: Laguna Hills
Optional Insurance: Insurance Certificates, Fee of \$200 Waived. **Accepted Or Denied (please circle one)**

To execute this agreement, sign this proposal and the Terms and Conditions. Please note the payment schedule above, in addition any delinquent accounts with a past due balances are subject to a \$90.00 late fee. Upon receipt of initial payment, the dates of installation & removal will be secured. This quote is valid for 30 days. Thank you.

Sincerely,



Joe Castro

Will Gugerty

Authorized Signer

Printed Name

Date



CITY OF
LAGUNA HILLS

HOLIDAY LIGHTING & DÉCOR

HOLIDAY LIGHTING & DÉCOR 2026

LAGUNA HILLS HOLIDAY

A WARM-WHITE CHRISTMAS,
DIALED UP WITH CLASSIC RED & GOLD

HOLIDAY LIGHTING & DECORATION SERVICES · 2026 SEASON

Submitted to City of Laguna Hills · Attn: Holland Gannon, Community Services Director · 25555 Alicia Pkwy, Laguna Hills, CA 92653

RFP Holiday Lighting & Decoration Services · Due July 31, 2026 · Total Budget \$125,000

Submitted by T&G Global, LLC dba St. Nick's Christmas Lighting & Décor · 6861 Walker Street, La Palma, CA 90623

Phil Gurule, Account Executive · (562) 649-0302 · phil@st-nicks.com

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INTRODUCTION

Cover Letter

Dear Friends at the City of Laguna Hills,

St. Nick's is excited to submit this holiday décor proposal — designed to brighten the City's entry monuments, El Toro medians, Gazebo Park, and the Community Center with a festive, professional, and visually impressive display. We appreciate the opportunity to partner with you again this season, and we've paired this proposal with full-color renderings of every location so the City can see exactly what it is approving.

Other valued clients — including the City of Newport Beach, the City of Temecula, The Pike Outlets, the Long Beach Convention Center, and The Music Center in Downtown Los Angeles — have trusted St. Nick's with their holiday lighting and décor. There are many reasons our clients return year after year: our design innovation, our professionalism, and our command of the complexities of large, municipal-scale projects.

Our team includes structural engineers, sound technicians, and a cadre of experts who ensure our designs are implemented safely, on time, and within your budget. We build with high-quality products, energy-efficient LED lighting, and advanced DMX light-show programming. This proposal has been developed specifically to meet the scope and **\$125,000 budget** outlined in the City's 2026 Request for Proposals — including a **two-program synchronized light show** at the Community Center.

We are confident that our technical abilities, combined with our attention to detail, will meet and exceed your expectations. Thank you for sharing the holidays with us.

Warm regards,

Phil Gurule

Account Executive · St. Nick's Christmas Lighting & Décor · (562) 649-0302 · phil@st-nicks.com



Phil Gurule
ACCOUNT EXECUTIVE

 (562) 649-0302

 phil@st-nicks.com

Executive Summary

St. Nick's Christmas Lighting & Décor has designed, engineered, installed, and maintained large-scale holiday displays for more than 28 years — for cities, resorts, shopping centers, and civic institutions across California, including the City of Temecula, the Long Beach Convention Center, and The Music Center in Downtown Los Angeles.

For 2026 we bring the City of Laguna Hills one cohesive holiday experience across every site in the scope — the entry monuments, the El Toro medians, Gazebo Park, and the Community Center — anchored by a warm-white spine, accented with classic red and gold, and culminating in a two-program synchronized RGB light show on the Community Center plaza. Because we own our large-format inventory and self-perform design, installation, maintenance, and removal, the City's budget goes into what residents see, and the full program lands within the \$125,000 not-to-exceed budget.

The 2026 Theme Concept

SIGNATURE THEME		
Laguna Hills <i>Holiday</i>		
A warm-white Christmas, dialed up with classic red & gold. RFP base first · festive accents second		
RFP FOUNDATION The mandated warm-white base	ST. NICK'S FESTIVE Classic holiday accents	LAGUNA HILLS CIVIC Optional city-brand tie-in
Warm White #FFE7AE · trees, monuments Amber Glow #FFD782 · starbursts, drips Cool White #EAF2FF · snowflakes, twinkle Champagne #E9D9A8 · garland highlight	Christmas Red #B4182C · bows, C9 roofline Evergreen #1E4D2B · garland, wreaths Antique Gold #C0A24E · ornaments, ribbon Burgundy #7A0F1B · ornament depth	Olive / Moss #8B9B39 · city signature Slate Blue #3E6EA4 · light-show wash Civic Gold #B08D2C · accent script Sky Tint #CDE3EC · cool show wash

The RFP names one color repeatedly: **warm white** — specified for the monuments, shrubbery, all tree wraps, the El Toro palm trunks, Gazebo Park, the City tree, and the Alicia & Paseo de Valencia tree lighting. Warm white is the base; color appears as red & gold accents and full RGB in the synchronized light show and its animated plaza elements.



~70% warm white + amber — the RFP-required citywide throughline. ~20% red · evergreen · gold — bows, garland, ornaments & wreaths. ~10% olive · slate blue — optional civic tie-in in the light show & medians.

Lit Custom Holiday Skyline

RFP · SIGNATURE FEATURE



"Laguna Hills Holiday" lit skyline — spanning the entrance monument pillars at the PDV / Alicia corner

Design intent: a custom-fabricated lit "Laguna Hills Holiday" skyline — warm-white script framed by a lit Christmas tree, oversized blue & green ornaments, and shooting-star arches — mounted across the two stone monument pillars at the Community Center entrance (PDV / Alicia corner). It creates a signature, City-branded photo moment and a welcoming gateway to the plaza and the tree-lighting ceremony.

ITEM	SIZE	QTY	NOTES
Lit Custom Holiday Skyline — PDV / Alicia monument pillars	Custom	1	Corner monument accents; signature branded feature.

Entrance Monument Pillars — Secondary Option



Secondary option — lit gift-box displays on the entrance monument pillars (PDV / Alicia corner)

Design intent — same investment, different silhouette

If the City prefers not to span a lit element across the entrance, this alternate places oversized lit gift-box displays directly on the monument pillars instead — two large boxes on the inner pillars and two on the flanking walls, in red and gold with lit bows. It keeps the branded arrival moment and the photo opportunity at the plaza entrance while leaving the sightline through the entry completely open.

ITEM	SIZE	QTY	NOTES
Lit gift-box displays on entrance monument pillars — PDV / Alicia	Custom	4	Alternate to the Lit Custom Holiday Skyline.

Priced identically to the Lit Custom Holiday Skyline — \$5,500. Selecting this option does not change the project total.



Static state — warm-white plaza with lighted snowflakes



Show state — full-spectrum RGB across trees & snowflakes



Star Flake arch — lighted display (gold & icy white)



Star Flake arch — RGB show mode



Snowflake Archway — lighted display (warm-white)

Design intent: this is where color comes alive. Two City-branded walk-through features anchor the plaza: the "Laguna Hills Holiday" Star Flake arch, glowing warm-white by day and shifting to full RGB color during the two nightly shows, and a companion Snowflake Archway in static warm white. Eight tree-well show trees and six lighted snowflakes complete the scene; shows run 7-10 minutes every 30 minutes, 5:00-9:00 PM. The RFP requires one large walk-through piece; St. Nick's is providing two at no additional cost.

ITEM	SIZE	QTY	NOTES
14' RGB walk-through centerpiece — Star Flake	14'	1	Main plaza feature & photo moment.
14' walk-through centerpiece — Snowflake Archway	14'	1	Static warm white; photo moment.
Lighted snowflakes — static warm white	4'	6	Ground-set along the plaza walkway.
Plaza tree-well show trees — RGB sequenced to music	Per tree	8	Core show lighting.
Outer + large plaza trees — wrapped for ambient show glow	Per tree	17	14 outer (warm-white) + 3 large (RGB-enhanced).
Professional audio system + DMX/RGB programming — two alternating shows	—	1	7–10 min every 30 min, 5:00–9:00 PM.



Main entrance — decorated wreath



Side entrance — arch snowflake



Roofline C9 & entry landscaping — red/white C9, net-lit trees & shrubs

Design intent: crisp, festive architecture. Red/cool-white C9 LED runs approximately 1,200 ft along the Community Center roofline; front entrance doors and windows carry a wreath and cool-white lighted snowflakes, with a Lit Custom Holiday Skyline on the PDV/Alicia corner monument pillars. Plaza-area bushes, trees, and small pygmy palms are lit in warm white throughout the planters.

ITEM	SIZE	QTY	NOTES
Red/cool-white C9 LED eave & roofline lighting	~1,200 ft	1	Crisp festive edges around the building.
Decorated wreath — front entrance	6’	1	Over the main entry.
Lighted snowflakes — front entrance windows	4’	2	Cool-white flakes.
Plaza-area bushes & small pygmy palms lighting	—	1	Warm white; throughout the planters.



18-foot City tree — ceremony centerpiece

The hero of the ceremony

- 18-foot City tree wrapped in warm-white & red C9 bulbs (seasonal rental).
- Oversized red, silver, gold & white ornaments.
- Candy-cane light-switch prop for the City Council tree-lighting.
- Trunk & canopy wrap on Community Center Drive trees; trunk wrap on Alicia Parkway & Paseo de Valencia.
- Topped with a 2' animated snowfall tree topper.

ITEM	SIZE	QTY	NOTES
18-foot City tree — warm-white & red C9, oversized ornaments, 2' snowfall topper	—	1	Ceremony centerpiece; seasonal rental.
Candy-cane light-switch prop	—	1	For the City Council tree-lighting ceremony.
Community Center Drive entry trees — trunk & canopy wrap (both sides)	Full tree	5	Warm white, per Entry-Monument coverage examples.
Alicia Parkway tree lighting — warm-white trunk wrap	Full tree	10	Tree count confirmed at design-review site walk.
Paseo de Valencia tree lighting — warm-white trunk wrap	Full tree	4	Tree count confirmed at design-review site walk.



Candy-cane light-switch prop
— for the City Council tree-lighting ceremony.
Shown in position at the base of the City tree in the photograph above.



Moulton / Nellie Gail monument — garland, red & gold bows, canopy starbursts



Estate-tree canopy — net-lit shrubs



Alicia / gateway monument — street context

Design intent: a classic, elegant front door to the City. All five entry monument signs are dressed in evergreen garland, warm-white lighting, and two 24" red & gold bows, with the shrubbery washed in warm white. The 13 monument trees across five locations receive tight trunk & branch wrapping ($\leq 2"$ spacing) with eight gold starbursts per tree. LED-only; lift and traffic coordinated with Public Works.

ITEM	SIZE	QTY	NOTES
Lighted garland + two 24" red/gold bows	Per sign	5	One per entry monument sign.
Warm-white lighting on bushes/shrubbery	—	5	In front of each monument.
Tree trunk & branch wrap, warm-white LED ($\leq 2"$)	Full tree	13	13 trees across 5 locations.
Canopy lighting + hanging décor — starbursts	Per canopy	13	8 starbursts per tree · 104 total.

El Toro Medians

RFP · 2 MEDIANS · 12 PALMS · 8 PILLARS



Warm-white palm-trunk wrap — rhythmic gateway along El Toro



Lit pillar display — stacked gift boxes in red, green & gold



El Toro gateway — wrapped palms & lit pillar displays

Design intent: a clean, rhythmic holiday gateway across both identical medians. Every palm trunk is wrapped full-height in warm-white lighting — six palms per median, twelve total — and each median's four pillars carry lit displays: gift boxes and ornaments in red, green, and gold. The palm silhouette echoes the City's own logo imagery for a subtle Laguna Hills signature.

ITEM	SIZE	QTY	NOTES
Palm-trunk wrap, warm-white LED	20' trunk	12	6 palms per median (2 medians).
Lighted pillar displays — gift boxes & ornaments	Per pillar	8	4 pillars per median.



Gazebo eave icicle lighting + decorated wreath — the neighborhood photo moment

A soft, all-warm glow

- Warm-white icicle lighting on the gazebo eave and posts.
- A 6’ decorated wreath — red, burgundy & gold ornaments with a 4’ bow.
- Intimate and photo-friendly — the neighborhood’s keepsake shot.

Design intent: a soft, all-warm keepsake at the heart of the Santa Maria / San Remo neighborhood. The gazebo eave and posts are lined in warm-white icicle lighting, with a 6’ decorated wreath and 4’ bow as the centerpiece — an intimate, photo-friendly moment that gives the neighborhood its own signature holiday setting.

ITEM	SIZE	QTY	NOTES
Warm-white icicle LED lighting — gazebo eave & posts	Full eave	1	Soft, all-warm glow.
Decorated lighted wreath with bow — red, burgundy & gold	6’ wreath / 4’ bow	1	Neighborhood keepsake centerpiece.



Aerial view — highlighted roofline segments for C9 lighting placement



Overhead view — full roofline lighting path, highlighted in red

Scope reference: Red/cool-white C9 LED eave & roofline lighting (approx. 1,200 ft)

Diagrams above show the exact eave and roofline sections to be wrapped in red and cool-white C9 lighting, matching the static-décor line item on page 9 and the pricing summary on page 20.

Company Profile & Experience

St. Nick's Christmas Lighting & Décor has designed and installed premium holiday lighting for municipalities, resorts, shopping centers, and civic institutions across California and nationwide since 1998. We specialize in large-scale, high-visibility installations that combine custom décor, energy-efficient LED lighting, and synchronized, music-driven light shows — and we self-perform design, installation, maintenance, and removal with our own trained crews and company-owned equipment.

LEGAL / DBA	T&G Global, LLC — dba St. Nick's Christmas Lighting & Décor
ESTABLISHED	1998 (28 years in business)
TAX ID	68-0636192
CONTRACTOR LICENSE	B — General Building Contractor #990427
TEAM	14 full-time employees; 30–45 seasonal staff
BUSINESS ADDRESS	6861 Walker Street, La Palma, CA 90623
PHONE / WEB	(562) 438-0017 · www.st-nicks.com
PRIMARY CONTACT	Phil Gurule, Account Executive · (562) 649-0302 · phil@st-nicks.com

Leadership Team

- **Nicholas Adams** — Founder / Designer / Legal Compliance (licensed qualifying individual, CSLB #990427, Class B)
- **Wade Francis** — Chief Financial Officer
- **Brenda Sheridan** — Director of Operations
- **Daniel Christenson** — Director of Sales & Project Manager
- **Stephanie Escobar** — Creative Director
- **Bret Green, PE, PMP** — Structural Engineer

Project Team

St. Nick's operates as T&G Global, LLC dba St. Nick's Christmas Lighting & Décor — a design-build holiday décor firm that self-performs design, installation, maintenance, and removal with its own staff and equipment. The core team assigned to the City of Laguna Hills is:

- **Phil Gurule** — Account Executive; the City's single primary point of contact for this proposal.
- **Daniel Christenson** — Director of Sales & Project Manager; overall project lead across design, install, and service.
- **Nicholas Adams** — Founder / Designer; licensed qualifying individual (CSLB #990427, Class B), responsible for license compliance and field execution.
- **Stephanie Escobar** — Creative Director; leads the décor design and renderings program.
- **Bret Green, PE, PMP** — Structural Engineer; reviews and signs off any elevated or structural attachments.
- **Brenda Sheridan** — Director of Operations; directs the trained install crews, certified lift operators, and light-show technicians.

Self-performed. St. Nick's designs, installs, maintains, and removes the requested services using its own trained crews, certified lift operators, sound technicians, and company-owned equipment and inventory — the City is never dependent on rental availability or third-party subcontractors.

Scope of Work & Methodology

The following scope addresses every location and requirement in the City's 2026 RFP. All lighting is LED, controlled by automated timers, and installed, maintained, and removed by St. Nick's.

Entry Monuments & Gazebo Park Trees

- Decorate all 5 entry monument signs with lighted, decorated garland (two 24" red/gold bows each) and warm-white lighting; light bushes and shrubbery directly in front of each sign.
- Trees at 5 locations (13 total): Moulton/Lake Forest (1), Moulton/Nellie Gail (6), Alicia/5 Fwy (2), La Paz/Cabot (2), Oso/Cabot (2).
- Trunk & individual branch wrapping with warm-white string lighting — no more than 2" separation on trunks.
- Canopy lighting plus hanging decorations — eight starbursts per tree (104 total) — distributed evenly through each canopy.
- Lift and traffic coordination with Public Works as required.

El Toro Medians (2 identical medians)

- Wrap entire palm-tree trunks with warm-white lights — 6 palms per median (12 total).
- Install lighted decorations on 4 pillars per median (8 total): gift boxes and ornaments.

Gazebo Park (Santa Maria / San Remo)

- Decorate the gazebo with warm-white holiday lighting and a 6' decorated lighted wreath with a 4' bow.

Community Center — Static Décor

- Wreath on the front entrance door and lighted snowflakes on the entrance windows.
- Warm-white lighting on bushes, trees, and small pygmy palms throughout the plaza-area planters.
- Red/cool-white C9 LED lighting along the Community Center roofline (approx. 1,200 ft).
- A Lit Custom Holiday Skyline on the PDV/Alicia corner monument pillars.
- Decorate the 18-foot City tree with warm-white & red C9 lights, oversized ornaments, and a 2' snowfall topper, plus a ceremony light-switch prop.
- Wrap trunks and canopies of trees on both sides of the Community Center Drive entry; wrap trunks of trees along Alicia Parkway and Paseo de Valencia.
- Two large plaza walk-through decorations: Star Flake arch (RGB) & Snowflake Archway (static warm white).

Community Center — Synchronized Light Show

- Design and install a holiday light show synchronized to music, with professional audio equipment and additional lit decorations integrated into the plaza.
- Use the eight plaza-area trees (in tree wells) as core RGB show lighting; when not active, all lights remain static (warm-white default).
- **Two alternating show programs** with different musical selections (8+ songs rotating through the season).
- Show schedule: 7–10 minutes per show, every 30 minutes from 5:00 PM to 9:00 PM.

SCHEDULE

Project Timeline

MILESTONE	ACTIVITY
August 2026	Contract execution and confirmation of final scope.
September 2026	Final design review with City staff; confirm custom décor, site access, and traffic-control plans; obtain no-fee City encroachment permit.
October 2026	Fabrication, décor preparation, and programming of both light-show programs.
Nov 3 – 24, 2026	On-site installation of all holiday décor and lighting at every designated location.
By November 25, 2026	Installation complete; final quality checks and system testing.
November 27, 2026	All locations illuminated; photographic confirmation of installation sent to the City.
December 4, 2026	Mandatory attendance at the City's Tree Lighting Ceremony.
Nov 27 – Dec 28, 2026	Lights operational nightly per RFP; weekly nighttime inspections with summary emailed to City staff the next day.
By January 4, 2027	Removal of all décor and lighting; site restoration and final walk-through with City staff.
St. Nick's coordinates all traffic control (including traffic-control plans) and obtains the required no-fee encroachment permit from the City's Public Works Department prior to installation and removal.	

SERVICE

Warranty & Maintenance Plan

St. Nick's guarantees the performance and quality of all décor, lighting, and programming throughout the 2026 holiday season.

- **In-Season Maintenance** — on-call service for the full display period to address outages, damage, or operational issues.
- **Response Time** — all maintenance requests addressed within 24 hours of the reported issue, per RFP requirements; safety-critical or high-visibility issues prioritized for same-day response.
- **Weekly Nighttime Inspections** — St. Nick's inspects all lighted areas weekly and emails a summary of findings to City staff the day after each inspection.
- **Coverage** — repair or replacement of faulty lights, décor, or components due to normal wear, weather, or technical issues.
- **Exclusions** — damage from vandalism, accidents, or events outside our control repaired promptly at cost with prior City approval.
- **Post-Season Review** — following removal, St. Nick's inspects all décor and provides a condition report for City records.

REQUIREMENTS

Insurance, Bonding & Compliance

St. Nick's carries and will maintain all insurance required by Section III of the RFP for the full term of the agreement, and will provide certificates and endorsements prior to commencing work:

- Commercial General Liability — \$1,000,000 per occurrence / \$2,000,000 aggregate / \$1,000,000 products & completed operations, occurrence basis.
- Automobile Liability — \$1,000,000 combined single limit (owned, non-owned, leased, and hired autos).
- Workers' Compensation & Employer's Liability — statutory limits / \$1,000,000, with waiver of subrogation.
- City of Laguna Hills, its officials, officers, employees, agents, and volunteers named as additional insureds; coverage primary and non-contributing, with 30-day cancellation notice.
- Carriers rated A:VII or better (admitted) / A:X or better (surplus lines), per the RFP. Bonding and B — General Building Contractor License #990427 in effect.
- A current Certificate of Insurance and required endorsements are available on request and will be furnished to the City prior to commencing work.
- **Indemnification:** St. Nick's will defend, indemnify, and hold harmless the City, its officials, officers, employees, agents, and volunteers to the fullest extent permitted by law, per the Lighting Agreement.

PRICING

Itemized Cost Summary

Itemized by location, per RFP Submission Requirement #5. A detailed line-item pricing workbook accompanies this proposal.

LOCATION / ITEM	QTY	UNIT	AMOUNT
1 • ENTRY MONUMENTS & TREES (5 MONUMENT SIGNS + 13 TREES)			
Decorated lighted garland w/ two 24" red & gold bows on entry monument signs	5	\$650	\$3,250
Warm-white lighting on bushes/shrubbery at each monument sign	5	\$250	\$1,250
Tree trunk & individual branch wrapping, warm-white LED (≤2" spacing)	13	\$425	\$5,525
Canopy lighting + hanging décor — 8 starbursts per tree (104 total)	13	\$680	\$8,840
Subtotal			\$18,865
2 • EL TORO MEDIANS (2 IDENTICAL MEDIANS)			
20' palm-trunk wrap, warm-white LED mini lights (6 palms per median)	12	\$455	\$5,460
Lighted pillar decorations — gift boxes & ornaments (4 pillars per median)	8	\$1,894	\$15,152
Subtotal			\$20,612
3 • GAZEBO PARK (SANTA MARIA / SAN REMO)			
Warm-white icicle LED lighting installed on gazebo eave	1	\$950	\$950
6' decorated lighted wreath — red/burgundy/gold ornaments & 4' bow	1	\$850	\$850
Subtotal			\$1,800

LOCATION / ITEM	QTY	UNIT	AMOUNT
4 • COMMUNITY CENTER — STATIC DÉCOR			
Red/cool-white C9 LED eave & roofline lighting (approx. 1,200 ft)	1,200	\$11.50	\$13,800
6' decorated wreath on front entrance	1	\$850	\$850
4' lighted snowflakes on front entrance windows	2	\$850	\$1,700
Lit custom holiday skyline on monument pillars at PDV / Alicia corner	1	\$5,500	\$5,500
Warm-white lighting on plaza-area bushes & small pygmy palms	1	\$2,750	\$2,750
Community Center Drive entry trees (both sides) — trunk & canopy wrap	5	\$655	\$3,275
Alicia Parkway tree lighting — warm-white trunk wrap	10	\$240	\$2,400
Paseo de Valencia tree lighting — warm-white trunk wrap	4	\$240	\$960
Subtotal			\$31,235
5 • COMMUNITY CENTER — SYNCHRONIZED LIGHT SHOW			
18-foot City tree — live tree rental, warm-white & red C9, oversized ornaments, 2' snowfall topper	1	\$4,200	\$4,200
Candy-cane light-switch prop for the City Council tree-lighting ceremony	1	\$850	\$850
14' RGB walk-through lit decoration (main plaza centerpiece) — Star Flake	1	\$13,500	\$13,500
14' walk-through lit decoration — Snowflake Archway (static warm white)	1	\$5,375	\$5,375
Plaza show trees in tree wells — RGB sequenced to music (8 trees)	8	\$975	\$7,800
Outer plaza trees — warm-white wrap, ambient show lighting (14 trees)	14	\$425	\$5,950
Large plaza trees — RGB-enhanced ambient show lighting (3 trees)	3	\$1,355	\$4,065
Professional audio system + DMX/RGB programming — two alternating shows (7-10 min, every 30 min, 5-9 PM)	1	\$5,600	\$5,600
4' lighted snowflakes — ground-set plaza walkway, static warm white	6	\$850	\$5,100
Subtotal			\$52,440
Project Total			\$124,952
2026 Budget			\$125,000

Tree counts reflect quantities stated in the City's RFP and prior-season records, and will be confirmed with City staff at the design-review site walk.

Pricing reflects seasonal design, fabrication, installation, maintenance, and removal, with décor and equipment owned and stored by St. Nick's. Estimates valid 30 days; 50% deposit schedules installation; sales tax applied where required.

Past Projects

A selection of St. Nick's civic and large-venue holiday installations — the same design, engineering, and self-performed execution proposed for the City of Laguna Hills.

Long Beach Convention & Entertainment Center 2019–2026 · LONG BEACH, CA



70' tree & tree-lighting ceremony — Long Beach Terrace Theater

Civic-scale showpieces

- 70' Christmas tree for the City's tree-lighting ceremony (6,000+ in attendance).
- A record 100' lighted bow over the Long Beach Arena.
- 15+ lighted photo ops across the Performing Arts Center, Civic Center & Port.

City of Temecula — Old Town

2021–2026 · TEMECULA, CA



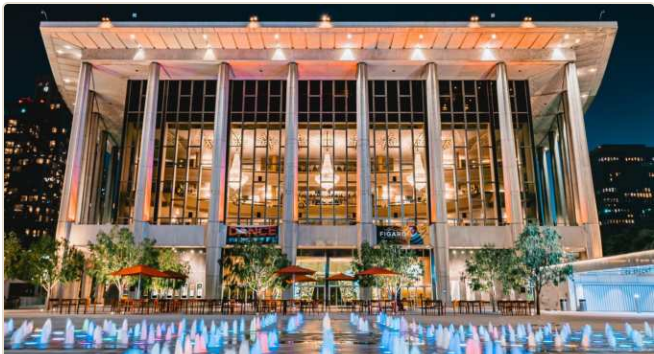
24' lighted frame tree — Old Town Temecula town square



Giant illuminated gift box — one of the district's photo features

LA County Music Center

2008–2026 · DOWNTOWN LOS ANGELES



Dorothy Chandler Pavilion — façade & plaza fountains



40' frame tree — Jerry Moss Plaza, Music Center

References

Three references from comparable municipal and civic holiday-lighting projects.

Long Beach Convention Center

2019 – 2026

Tra Jones, Assistant General Manager · (562) 499-7541 · TJones@longbeachcc.com

Long Beach Performing Arts Center, Civic Center & Port. Featured a 70 ft Christmas tree for the City's tree-lighting ceremony (6,000+ in attendance) and 15+ lighted photo ops, including a record 100 ft lighted bow over the Long Beach Arena.

City of Temecula

2021 – 2026

Tracy Tomines · (562) 794-8180 · tracy.tomines@temeculaca.gov

Old Town Temecula. 24 ft lighted frame tree with a lighted silver bow base and a 14 ft custom-designed lighted hot-air-balloon photo opportunity.

LA County Music Center

2008 – 2026

Lorena Tecuapetla, Building Services Director · (213) 972-7667 · LTecuapetla@MusicCenter.org

40 ft decorated frame tree and 55 ft lighted sphere tree, with décor installed across Walt Disney Concert Hall, Grand Park, Ahmanson Theater, Mark Taper Forum, Music Center Plaza, and Dorothy Chandler Pavilion.

Thank you for the opportunity to bring the 2026 holiday season to the City of Laguna Hills. We look forward to lighting up the City together.

ADDENDUM

Licenses, Registration & Insurance

Supporting documentation for RFP Submission Requirement #7 — Proof of insurance and licenses.

CSLB Contractor's License #990427

Class B — General Building Contractor. Current and active, verified through the Contractors State License Board.

DIR Public Works Contractor Registration #PW-LR-1000457719

DIR approved, required for public works in California.

Certificate of Liability Insurance

General liability, automobile liability, and excess/umbrella coverage. Certificate holder details redacted — sample only.

Certificate of Workers' Compensation Insurance

Statutory coverage with \$1,000,000 employer's liability limits. Certificate holder details redacted — sample only.

Blanket Waiver of Subrogation — Workers' Compensation

Applies to all California jobs where a waiver is required by written contract.

Blanket Additional Insured Endorsement — Automobile

Automatically extends additional insured status where required by written contract.

Certificates issued to the City upon award

The certificates that follow are provided as evidence of coverage in force; holder information has been redacted. Upon award, St. Nick's will furnish certificates and endorsements naming the City of Laguna Hills, its officials, officers, employees, agents and volunteers as additional insureds, primary and non-contributing, per Section III of the RFP.

CSLB Contractor's License #990427 — Class B, current and active

CSLB CONTRACTOR'S LICENSE #990427 - CURRENT & ACTIVE (CLASS B)



DEPARTMENT OF CONSUMER AFFAIRS
CONTRACTORS
STATE LICENSE BOARD



Consumers



Licensees



Applicants

On

▼ Contractor's License Detail for License # 990427

DISCLAIMER: A license status check provides information taken from the CSLB license database. Before relying on this information, you should be aware of the following limitations.

- ▶ CSLB complaint disclosure is restricted by law ([B&P 7124.6](#)). If this entity is subject to public complaint disclosure click on link that will appear below for more information. Click [here](#) for a definition of disclosable actions.
- ▶ Only construction related civil judgments reported to CSLB are disclosed ([B&P 7071.17](#)).
- ▶ Arbitrations are not listed unless the contractor fails to comply with the terms.
- ▶ Due to workload, there may be relevant information that has not yet been entered into the board's license database.

Business Information

T & G GLOBAL LLC
6861 WALKER STREET
LA PALMA, CA 90623
Business Phone Number:(562) 495-2040

Entity

Ltd Liability

Issue Date

02/06/2014

Reissue Date

09/09/2016

Expire Date

09/30/2026

License Status

This license is current and active.

All information below should be reviewed.

Classifications

B - GENERAL BUILDING

Page 40 of 54

ST. NICK'S CHRISTMAS LIGHTING & DÉCOR

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City of Laguna Hills · 2026 Holiday Lighting & Décor

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DIR Public Works Contractor Registration #PW-LR-1000457719

DIR PUBLIC WORKS CONTRACTOR REGISTRATION #PW-LR-1000457719 (DIR APPROVED)

DIR

EST. 1927

State of California
Department of
Industrial Relations

HomeGet started

Home > Customer Account Lookup > 1000457719 - T & G Global LLC

1000457719 - T & G Global LLC

Customer Account Lookup

PWCR	Legal Entity Name
1000457719	T & G Global LLC
Contractor Status	Doing Business As (DBA)
DIR Approved	St. Nick's
CSLB	Business Structure
990427	Limited Liability Company (LLC)
Business Phone	President
5624380017	Nicholas Adams
Ext	Email
	frankie@st-nicks.com
Registration Start Date	Registration End Date
2025-07-16	2028-06-30
Crafts	
N/A Other Light Fixture Maintenance	

Certificate of Liability Insurance — general, automobile & excess (holder redacted)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/16/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Kelly Williams Insurance Agency, Inc. 4400 E. Pacific Coast Hwy. Long Beach CA 90804		CONTACT NAME: Gina Villacis PHONE (A/C, No, Ext): (562) 498-8661 FAX (A/C, No): (562) 985-0429 E-MAIL ADDRESS: gina@kellywilliamsins.com	
INSURED T&G Global, LLC, DBA: St. Nick's Christmas Lighting Services 6861 Walker St La Palma CA 90623		INSURER(S) AFFORDING COVERAGE INSURER A: Cumis Specialty Insurance Company INSURER B: California Auto Insurance Company INSURER C: Palomar Excess and Surplus Insurance Company INSURER D: INSURER E: INSURER F:	
		NAIC # 12758 38342 16754	

COVERAGES **CERTIFICATE NUMBER:** CL2631604980 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:	Y		PGIA01137-00	09/07/2025	09/07/2026	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000						
	MED EXP (Any one person) \$ 5,000						
	PERSONAL & ADV INJURY \$ 1,000,000						
B	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY			BA040000098884	03/09/2026	03/09/2027	GENERAL AGGREGATE \$ 2,000,000
	PRODUCTS - COMP/OP AGG \$ 2,000,000						
	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000						
	BODILY INJURY (Per person) \$						
C	☒ UMBRELLA LIAB ☒ OCCUR ☒ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$			PES-XS-01-6567	09/07/2025	09/07/2026	PERSONAL & ADV INJURY \$ 1,000,000
	PROPERTY DAMAGE (Per accident) \$						
	EACH OCCURRENCE \$ 4,000,000						
	AGGREGATE \$ 4,000,000						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N	N / A				PER STATUTE OTH-ER \$
	E.L. EACH ACCIDENT \$						
	E.L. DISEASE - EA EMPLOYEE \$						
	E.L. DISEASE - POLICY LIMIT \$						

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Subject to all policy terms, endorsements, and exclusions.

General Liability form included CG 2033 0413.

CERTIFICATE HOLDER

CANCELLATION

	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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ACORD 25 (2016/03)

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Certificate of Workers' Compensation Insurance (holder redacted)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/4/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Republic Risk Mitigation Insurance Solutions 503 Natoma Street Folsom CA 95630		CONTACT NAME: Certificate Department PHONE (A/C, No, Ext): 916-800-7787 FAX (A/C, No): 916-800-7995 E-MAIL ADDRESS: Certs@joinrepublic.com	
		INSURER(S) AFFORDING COVERAGE INSURER A : Omaha National Casualty Company INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :	
INSURED T & G Global LLC 6861 Walker St La Palma CA 90623-1020		NAIC # 32107	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PROJECT ☐ LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ HIRED AUTOS ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB ☐ OCCUR ☐ CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	Y	ONCC17012135-02	9/29/2025	9/29/2026
							☒ PER STATUTE E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Waiver of Subrogation is granted in favor of the [REDACTED] with respects to Workers Compensation per the endorsement attached.

CERTIFICATE HOLDER

CANCELLATION

[REDACTED]	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Amber Buck</i>
------------	--

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Blanket Waiver of Subrogation — Workers’ Compensation

WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY

WC ON 04 WS A
(Ed. 01-19)

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT—CALIFORNIA

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

You must maintain payroll records accurately segregating the remuneration of your employees while engaged in the work described in the Schedule.

Blanket Waiver: The additional premium for this endorsement shall be 2% of the California workers’ compensation premium otherwise due on such remuneration.

Specific Waiver: The additional premium for this endorsement shall be 5% of the California workers’ compensation premium otherwise due on such remuneration.

Person or Organization	Schedule Job Description
Blanket Waiver of Subrogation	As respects to all CA jobs performed by the named insured during the policy period where by written contract a waiver of subrogation is required prior to the commencement of work.

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.
(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective	09/29/2025	Policy No.	ONCC17012135-02	Endorsement No.
Insured		Insurance Company	Omaha National Casualty Company	
T & G Global LLC				

Countersigned By Reagan P. Hall

Blanket Additional Insured Endorsement — Automobile Liability

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

BLANKET ADDITIONAL INSURED

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM
MOTOR CARRIER COVERAGE FORM
TRUCKERS COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by the endorsement.

The following is added to the **Section II - Liability Coverage**, Paragraph **A.1. Who Is An Insured** Provision:

Any person or organization that you are required to include as additional insured on the Coverage Form in a written contract or agreement that is signed and executed by you before the "bodily injury" or "property damage" occurs and that is in effect during the policy period is an "insured" for Liability Coverage, but only for damages to which this insurance applies and only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured provision contained in Section II.

MCA20480711



City of Laguna Hills Parks and Recreation Commission Staff Report

Date: August 5, 2026
To: Parks and Recreation Commission
From: Holland Gannon, Community Services Director
Issue: 2026 Holiday Event Series Pre-Event Report

Recommendation: That the Parks and Recreation Commission 1. Receive a report from City Staff; and 2. Provide input regarding the 2026 Holiday Event Series for City Council review.

Background:

The City of Laguna Hills' annual Holiday Event Series provides opportunities for community members to celebrate the holiday season through a variety of fun and celebratory events. Below are the details for each event.

The 2026 Holiday Event Series will consist of three signature events:

- Friday, December 4 – Tree Lighting Ceremony (6:00pm-8:00pm)
- Saturday, December 12 – Breakfast with Santa (two seatings-9:00am and 10:30am)
- Friday, December 18 – Holiday Dance Extravaganza (6:30pm-9:00pm)

There will also be additional celebrations including:

- Wishing Tree
- Hot chocolate and cookie stations on select nights
- Special holiday excursions
- Holiday light show
- Toy Drive: Partner with Christ Community Church to host Toy Drive by waiving fees for the Heritage Room

Tree Lighting Ceremony

The annual Tree Lighting Ceremony will be held on Friday, December 4, from 6:00pm-8:00pm at the Laguna Hills Community Center.

The event will feature:

- Tree lighting ceremony
- Visit and photos with Santa Claus
- Carolers
- Seasonal refreshments
- Children's activities and crafts
- Community booths
- Holiday-themed photo opportunities
- Snow-play area
- Games

The event is anticipated to attract approximately 300 attendees and serves as the official kickoff to the City's holiday season.

Breakfast with Santa

Breakfast with Santa will take place on Saturday, December 12, at the Laguna Hills Community Center.

This family event provides children and their families with the opportunity to enjoy breakfast with Santa Claus in a festive setting. Activities include:

- Catered pancake breakfast from Polly's Pies
- Visits and photos with Santa
- Holiday crafts and activities
- Seasonal entertainment

Due to demand, this year's event will have two seating times (9:00am and 10:30am). The capacity will be 150 per seating, so we anticipate 300 participants, increased from 180 participants. Advanced ticket purchase will be required. The cost for Laguna Hills residents is \$10 and for non-residents, the cost is \$15.

Holiday Dance Extravaganza

The Holiday Dance Extravaganza will be held on Friday, December 18, at the Community Center.

The event showcases performances by local dance studios and community groups celebrating the holiday season. The program will feature a variety of dance styles and performances while providing an opportunity for local youth and performers to share their talents with the community. There is also a catered dinner for the event. The cost is \$20 per person. Staff anticipates approximately 150 attendees. Last year, 133 tickets were sold.

Fiscal Impact:

The budget for the holiday event series is \$21,500.

The cost breakdown per event is as follows:

Event	2025 Cost	Estimated 2026 Cost	Estimated Revenue (Ticket Sales)
Tree Lighting Ceremony	\$8,785	\$9,050	
Breakfast with Santa	\$5,275	\$7,915	\$3,750
Holiday Dance Extravaganza	\$12,120	\$12,500	\$3,000
		\$29,465	\$6,750

There may be additional revenue depending on sponsorships.

Attachments:

None



City of Laguna Hills Parks and Recreation Commission Staff Report

Date: August 5, 2026
To: Parks and Recreation Commission
From: Holland Gannon, Community Services Director
Issue: 2026 4th of July Celebration Post-Event Report

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

Background:

The City of Laguna Hills hosted an extra-special 4th of July Celebration in honor of America250 at the Laguna Hills Sports Complex on Saturday, July 4, 2026. Staff estimates that there were approximately 8,000 attendees.

The event began at 4:00 PM and provided a variety of family-fun entertainment. The celebration featured a variety of activities, games, food, and vendor and information booths throughout the evening. From 4:00 PM to 6:00 PM, there were yard games including corn hole, water balloon tosses, sack races, and more. A community-favorite band, Family Style, performed live music from 6:00 PM until 8:45 PM. Shortly after, members of the City Council offered a welcome address and comments, which led into "The Star-Spangled Banner", sung a cappella, by the Keene Music Group. The night concluded with a spectacular fireworks show.

The elements for the event are further described below:

Activities/Games: City staff secured two (2) obstacle inflatable courses, and three (3) different inflatable games. Additionally, there were three (3) face painters for the event. Staff hosted PLINKO and gave away prizes such as cotton candy, glow sticks, backpacks, America250 hats and flying discs, patriotic gear, and more.

Additional Entertainment: As part of the America250 celebration, five (5) historical reenactors attended the event portraying iconic figures from American history, including Abraham Lincoln, General Grant, James Madison, Betsy Ross, and Abigail Adams. The reenactors mingled with attendees throughout the evening, posed for photographs, and provided an educational and entertaining experience for families.

From 4:30 PM to 5:30 PM, the American Heritage Ensemble performed. They walked throughout the event grounds with traditional fife and drum music while presenting historical demonstrations and patriotic performances. There was also a Declaration of Independence signing photo op, and a large marquis-style "250".

Food: Staff reached out to the non-profit groups that have previously sold food items at the event. Laguna Hills High School Music Boosters and Water Polo Boosters participated in the event and sold the following items:

- LHHS Music Boosters: nachos, churros, popcorn, and candy
- LHHS Water Polo Boosters: shave ice and water

To ensure that there was an adequate amount of food for those in attendance, staff secured seven (7) food vendors for the event. The food vendors in attendance included:

- El Chucky
- Scooter's Italian Ice
- S&E Food Team BBQ
- Buddy'z Burgers
- Angeleno's Wood Fired Pizza
- Big Foot Loaded Corn Dogs
- Sol Naciente Grill

Information Booths & Displays: Informational booths at the event included the City of Laguna Hills information booth and 3/5 Support Committee booth. Unfortunately, the 3/5 Marines were unable to attend with static displays. El Toro Water District was also in attendance with a water truck, providing fresh water to attendees. Custom City of Laguna Hills reusable aluminum cups were provided by CR&R. The Laguna Hills PTSA held a booth and sold street name signs at the event.

Firework Display: At its March 24, 2026 meeting, the City Council approved an amendment to the agreement with Garden State Fireworks to enhance the display with additional shells and a larger finale, creating the largest fireworks presentation in the event's history. The approximately 20-minute synchronized fireworks display began immediately following the National Anthem at approximately 9:00 PM.

As in previous years, the fireworks were launched from the grass area between the football field and baseball field on the Laguna Hills High School campus. City staff coordinated closely with Laguna Hills High School, the Orange County Fire Authority, and Garden State Fireworks to ensure a safe event and arranged for post-event cleanup and removal of fireworks debris from the high school campus immediately following the celebration.

Fiscal Impact:

Staff is still collecting final invoices. However, a summary of the 2026 4th of July Celebration estimated expenditures and revenue is provided in Table 1 below. The budget for the 2026 Fourth of July Celebration was \$110,000. To date, expenditures for the 2026 event total \$116,061. However, it is estimated that the final cost will be approximately \$141,000. Revenues totaled \$1,600. The difference between the budgeted amount for the event and the actual costs will be covered by a donation from CR&R that was intended for community events.

Table 1:

Item	Estimated	Actual
Fife and drum	\$ 2,100.00	\$ 2,100.00
Family Style	\$ 5,000.00	\$ 5,000.00
Fireworks	\$ 70,395.00	\$ 70,395.00
Sound and Stage	\$ 20,758.29	\$ 20,758.29
Reenactors	\$ 2,000.00	\$ 2,000.00
Food	\$ 500.00	\$ 500.00
Rentals	\$ 5,331.05	\$ 5,331.05
Security	\$ 4,000.00	
OCSD	\$ 11,000.00	
Restrooms	\$ 1,869.25	\$ 1,869.25
Bounce Houses	\$ 3,000.00	\$ 3,000.00
Face Painters	\$ 2,225.00	\$ 2,225.00
Spider boxes	\$ 2,000.00	\$ 1,340.00
Insurance Support	\$ 8,900.00	
SVUSD	\$ 405.00	\$ 405.00
A Capella National Anthem	\$ 1,000.00	\$ 1,000.00
Advertising	\$ 136.50	\$ 136.50
	\$140,620.09	\$116,060.09

Attachments:

None



City of Laguna Hills Parks and Recreation Commission Staff Report

Date: August 5, 2026
To: Parks and Recreation Commission
From: Jessica Cardenas, Administrative Assistant
Issue: Mid-Summer Events Update

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

Background:

The City of Laguna Hills is currently hosting its annual Summer Concert Series and Movies in the Park programs. These community events are designed to provide free, family-friendly recreational and entertainment opportunities for residents and visitors while promoting community engagement.

Concerts in the Park:

The 2026 Summer Concert Series consists of three outdoor concerts held at the Laguna Hills Community Center, outdoors at the gazebo. Concerts will continue to take place from 6:30 PM to 8:30 PM. Attendees have been encouraged to bring lawn chairs and blankets. A food truck is available during each event. Concerts in the Park are sponsored in part by Cityside Fiber and I Can Academy Tutoring. The scheduled performances are as follows:

Date	Performer	Food Truck	Additional Information
July 17, 2026	The Reflexx	Prime Philly	Includes Kids Market
July 31, 2026	History of Pop	Camarones Picositos El Chucky	
August 14, 2026	ACME Time Machine	Chef Silly's Funnel Cake Magic and	

Gourmet Kitchen

Movies in the Park:

The Movies in the Park program provides free outdoor movie screenings at various neighborhood parks throughout the summer. Festivities for each event will continue to begin at 6:30 PM, with the movie scheduled to begin approximately 10 minutes after sunset. Residents have been encouraged to bring chairs, blankets, and picnic items to enjoy a family-friendly outdoor movie experience. Each Movie in the Park has provided the first 100 attendees with a complimentary food item served by various food trucks. Additionally, a portable outdoor restroom was rented for each Movie in the Park. Movies in the Park are sponsored in part by Cityside Fiber, I Can Academy Tutoring, Elite Employment Law, and Guidepost Montessori. The scheduled movies are as follows:

Date	Movie	Location	Giveaway For First 100 Attendees
July 10, 2026	<i>How to Train Your Dragon</i> (Live Action)	Mackenzie Park	Ice Cream
July 24, 2026	<i>Trolls</i>	San Remo Park	Funnel Cake
August 7, 2026	<i>Madagascar</i>	Stockport Park	Shaved Ice
August 21, 2026	<i>The Super Mario Galaxy Movie</i>	Clarington Park	TK Burger Meal

Fiscal Impact:

The budget for Concerts in the Park is \$19,000. The budget for Movies in the Park is \$5,000. To date, staff has secured \$2,000 for Concerts in the Park and \$1,750 for Movies in the Park in sponsorships.

Attachments:

1. 2026 Concerts
2. Movies in the Park 2026

CITY OF LAGUNA HILLS



SUMMER

Concert Series

July 17 - The Reflexx
and Kids Market Event

July 31 - History of Pop

August 14 - ACME Time
Machine

Concerts will be held outdoors at the
Laguna Hills Community Center from
6:30-8:30pm. Bring your chairs and come
hungry-there will be food trucks!

25555 Alicia Pkwy
949-707-2680



*Thank you to
our sponsors!*



I Can Academy
TUTORING

CITY OF LAGUNA HILLS Movies *in the* Park



July 10
Mackenzie
Park



July 24
San Remo
Park



August 7
Stockport
Park



August 21
Clarrington
Park

Bring your chairs, blankets, and picnic for a family fun movie night! Festivities begin at 6:30pm and movies will begin about 10 minutes after sunset.

Sponsored by



I Can Academy
TUTORING





City of Laguna Hills Parks and Recreation Commission Staff Report

Date: August 5, 2026
To: Parks and Recreation Commission
From: Jessica Cardenas, Administrative Assistant
Issue: Harvest in the Hills Pre-Event Report

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

Background:

The City's 2nd annual Harvest in the Hills event will be held on Saturday, October 10, from 4:00 PM to 6:00 PM on the Town Green of the Laguna Hills Community Center. This free event will feature fall-themed fun like backyard games, crafts, community partner booths, food trucks, face painting, pie eating contests, and a magic show.

Schedule of Events

4:00PM - 6:00PM: Backyard games, crafts, community partner booths, food trucks, and face painting

4:15PM: Polly's Apple Pie Eating Contest

4:30PM: Polly's Apple Pie Eating Contest

4:45PM: Polly's Apple Pie Eating Contest

5:00PM - 6:00PM: Magic Show performed by local magician, Billy Bonkers

Fiscal Impact:

This event is budgeted for \$3,000 and currently has two Event Sponsors, Moulton Niguel Water District and I Can Academy, totaling \$950 in sponsorships. Polly's Pies will be sponsoring the pie eating contest, including both supplies and prizes.

Attachments:

1. Harvest in the Hills 2026



Harvest IN THE Hills

ENTERTAINMENT-FOOD-FUN

OCTOBER 10, 2026

25555 ALICIA PKWY ~ EVENT STARTS AT 4PM

Join the City of Laguna Hills on the Town Green for an evening filled with fall fun and family friendly activities.

4PM-6PM: Community partners expo, crafts, backyard games, face painting, and more

4:15PM/4:30PM/4:45PM: Polly's Apple Pie Eating Contest

5PM-6PM: Magic Show at the Gazebo

Food will be available for purchase



I Can Academy
TUTORING



City of Laguna Hills Parks and Recreation Commission Staff Report

Date: August 5, 2026
To: Parks and Recreation Commission
From: Jessica Cardenas, Administrative Assistant
Issue: Senior Dial-A-Taxi Update

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

Background:

The City of Laguna Hills offers a Senior Mobility Program (SMP) known as Dial-A-Taxi. This program provides sedans and wheelchair-accessible vans twenty-four hours a day, seven days a week within the designated service area and specific satellite locations. The program is exclusive to Laguna Hills residents sixty years and older. There are currently 730 active members of the program.

This senior transportation program is in coordination with Orange County Transportation Authority (OCTA), who help subsidize the program, and OCY Management, LLC (OCY), formerly known as California Yellow Cab, who provide the transportation service. Both the services agreement with OCY and the cooperative agreement with OCTA expired in June of 2026. The OCTA cooperative agreement has been extend another five years, through 2031, after gaining approval from OCTA's Board on June 22, 2026.

In anticipation of the service contract's expiration in June 2026 and the City's SMP request for proposals (RFP), staff conducted program research to better utilize funds and enhance the program for residents. In April 2025, a survey was sent out to every member in order to gain program feedback. The survey asked seven questions to discover how members originally heard about the program, how satisfied they are with OCY Management LLC's service, what locations or areas they would like to see included in the program, and overall program feedback. Eighty-six completed surveys were submitted back to the Community Services Department.

The feedback provided information concerning the best way to communicate with our members, the average monthly usage, and their overall program satisfaction. The survey showed that members are very satisfied with OCY Management LLC's performance, with most saying their service is "excellent" or "good." The most common requests were to expand our service. The top three requested locations in order are: Aliso Viejo, Irvine, and Laguna Niguel. This information helped shape the Senior Mobility Program RFP.

In June 2026, City staff posted an RFP with documents and specifications for senior transportation mobility services. Staff received one proposal from OCY Management, LLC. This proposal was approved by the City Council at the June 23, 2026 Regular Meeting.

Program Changes:

As part of the new contract, the service area was expanded and the fee schedule was changed. The original service area covered all of Laguna Hills, Laguna Woods, and Mission Viejo. Satellite services were in Irvine, Laguna Niguel, and Lake Forest. There was a \$5 copay per one-way trip, except for John Wayne Airport. For trips to John Wayne Airport, there was a \$20 copay each way.

The new service area now encompasses Laguna Hills, Aliso Viejo, Irvine, Lake Forest, Laguna Niguel, Laguna Woods, and Mission Viejo. Satellite locations include John Wayne Airport and UCI Medical Center. The one-way fee now varies by city and location, and rides must begin or end in Laguna Hills. The new program guidelines went into effect on August 1st, 2026 and were mailed to every member.

Fiscal Impact:

The Senior Mobility Program (SMP) is funded by Measure M2 (M2) through the Orange County Transportation Authority (OCTA). Measure M2 Project U – Senior Mobility Program provides funding to support local, community-based transportation services for seniors. Funding for the program is identified as one percent of M2 net sales tax revenue and is allocated to eligible participating cities and eligible agencies based upon the participating cities and eligible agencies' percentage of the senior population of the county.

Funding allocations are based on sales tax receipts and is distributed every other month. SMP funds must be expended within three years of receipt and OCTA can grant a two-year extension. If the time limits for use of SMP funds are not satisfied, any remaining funds will be returned to OCTA. Per our cooperative agreement with OCTA, the City matches 20% of the total annual program expenditure.

These funds are used for the following: contract services, marketing and outreach, mailing costs, staff time, and program materials. All spending is tracked and monthly reports are submitted to OCTA. OCTA also conducts annual audits and inspections to ensure cities and eligible agencies are following the accounting requirements and applicable laws regarding the use of public funds.

In response to the expanded service area and to the rising cost of transportation, the copay per one-way trip now differs within the service area and between satellite locations. The table below outlines the new fee schedule for 2026-2029 and 2029-2031:

2026-2029	Rider Co-pay (1 Way)	Amount Billed to City (1 Way)	Total Cost Per Trip (1 Way)
Service Area (any destination within Laguna Hills, Aliso Viejo, Irvine, Laguna Niguel, Laguna Woods, Lake Forest, and Mission Viejo)			
City of Laguna Hills	\$5.00	\$18.00	\$23.00
City of Aliso Viejo	\$5.00	\$20.00	\$25.00
City of Irvine	\$20.00	\$20.00	\$40.00
City of Laguna Niguel	\$10.00	\$25.00	\$35.00
City of Laguna Woods	\$5.00	\$20.00	\$25.00
City of Lake Forest	\$10.00	\$20.00	\$30.00
City of Mission Viejo	\$10.00	\$20.00	\$30.00
Satellite Destinations (Outside Service Area)			
UCI Medical Center	\$30.00	\$35.00	\$65.00
John Wayne Airport	\$20.00	\$26.00	\$46.00
Second Stop Service	\$20.00	\$0.00	\$20.00

2029-2031	Rider Co-pay (1 Way)	Amount Billed to City (1 Way)	Total Cost Per Trip (1 Way)
Service Area (any destination within Laguna Hills, Aliso Viejo, Irvine, Laguna Niguel, Laguna Woods, Lake Forest, and Mission Viejo)			
City of Laguna Hills	\$6.00	\$19.00	\$25.00
City of Aliso Viejo	\$6.00	\$21.00	\$27.00
City of Irvine	\$21.00	\$21.00	\$42.00
City of Laguna Niguel	\$11.00	\$26.00	\$37.00
City of Laguna Woods	\$6.00	\$21.00	\$27.00
City of Lake Forest	\$11.00	\$21.00	\$32.00
City of Mission Viejo	\$11.00	\$21.00	\$32.00
Satellite Destinations (Outside Service Area)			
UCI Medical Center	\$31.00	\$36.00	\$67.00
John Wayne Airport	\$21.00	\$27.00	\$48.00

According to our contract, OCY Management LLC sets their prices for the total cost per trip; however, the City reserves the right to change the rider co-pay rate at any time. In fiscal year 2027/2028, City staff will reevaluate the fee schedule in anticipation of the increase in total trip cost and the increase in ridership per City. The next new fee schedule will take effect in fiscal year 2028/2029.

In fiscal year 2024/2025, the City of Laguna Hills received approximately \$50,000 in M2 SMP funding. The City spent approximately \$40,000 in the fiscal year 2024/2025 with approximately \$32,000 being spent using M2 SMP funds. In fiscal year 2025/2026, it is estimated that the City of Laguna Hills will receive approximately \$54,000 in M2 SMP funding. The City is projected to spend approximately \$53,000 in the fiscal year with approximately \$42,000 being spent using M2 SMP funds. The remaining funds will be added to the M2 SMP funds being received in fiscal year 2026/2027. A forecast of future funds through 2031 is attached to this report.

Attachments:

1. Dial-A-Taxi Program Guidelines 8.1.26
2. Dial A Taxi Flyer 2026



FUNDED BY



Dial-A-Taxi Program

City of Laguna Hills residents 60 years and older are eligible for this program funded by Orange County Transportation Authority (OCTA) with SMP and M2 Funds. The program provides sedan and wheelchair-accessible vans 24 hours a day, seven days a week within the designated service area and specific satellite locations. The service area covers all of Laguna Hills, Aliso Viejo, Irvine, Laguna Niguel, Laguna Woods, Lake Forest, and Mission Viejo. Satellite locations include John Wayne Airport and UCI Medical Center.

- Prices per one-way trip vary by City and satellite destination.
- Rides must begin or end in Laguna Hills.

Who is eligible?

Participants must be:

- Resident of Laguna Hills
- 60 years or older
- Self-sufficient or provide a personal care attendant

How to apply?

1. Obtain the Application & Waiver (available on the city website or at the Laguna Hills Community Center)
2. Show proof of residency and age along with a photo for your ID card
3. Allow 2 weeks for processing

For more information, visit the Laguna Hills Community Center, call (949) 707-2680, or visit <https://www.ci.laguna-hills.ca.us/190/Dial-A-Taxi-Program-For-Seniors>



City of Laguna Hills

Senior Dial-A-Taxi Program

User Policies & Service Guidelines

Updated 08/01/2026

I. Program Overview

A. What is the Senior Dial-A-Taxi Program?

The City of Laguna Hills' Senior Dial-A-Taxi Program is funded by OCTA and is designed to provide door-to-door taxi service to eligible Laguna Hills residents. The current cab operator is *Yellow Cab*. Both standard sedans and vans with lift equipment are available.

B. Who does it serve?

Service is provided to all Laguna Hills residents who are 60 years of age or older. Service will also be provided to seniors 60 years of age or older who qualify for the OCTA ACCESS program. This is only for the Dial-A-Taxi trips within the Service Area and the Satellite Destinations. Qualified residents must have an approved application on file and be issued a Senior Dial-A-Taxi photo identification card before being authorized to participate in this program.

C. Where does it go?

Service is provided within Laguna Hills, Aliso Viejo, Laguna Woods, Laguna Niguel, Lake Forest, Mission Viejo, and Irvine City limits ("**Service Area**") for shopping, recreational/social activities, personal business, standard medical appointments, etc. Note: transportation for regular chemotherapy, cancer treatments or kidney dialysis therapy is **not permitted** and will be referred to other medically based transportation services.

*All scheduled trips must begin or end in Laguna Hills.

The following *Satellite Destinations* outside of the Service Area are serviced by the program at an additional charge:

- *John Wayne Airport, 18601 Airport Way, Santa Ana*
- *UCI Medical Center, 101 The City Dr S, Orange, CA 92868*

D. When is it available?

The program operates *seven (7) days a week, twenty-four (24) hours a day*, including holidays. Service can be scheduled one (1) hour ahead of time, or weeks or months in advance.

E. What are the costs?

Participants pay **\$5.00 per one-way trip** for any distance traveled to and from Laguna Hills within *Laguna Hills, Aliso Viejo, and Laguna Woods*. The total cost for a round trip to and from Laguna Hills within these cities is \$10.00.

Participants pay **\$10.00 per one-way trip** for any distance traveled to and from Laguna Hills within *Laguna Niguel, Lake Forest, and Mission Viejo*. The total cost for a round trip to and from Laguna Hills within these cities is \$20.00.

Participants pay **\$20.00 per one-way trip** for any distance traveled to and from Laguna Hills within *Irvine and John Wayne Airport*. The total cost for a round trip to and from Laguna Hills within this city and satellite location is \$40.00.

Participants pay **\$30.00 per one-way trip** for travel to and from Laguna Hills to *UCI Medical Center*. The total cost for a round trip to and from Laguna Hills to this satellite location is \$60.00.

Fees are paid directly to the taxicab operator via cash or authorized credit card. Special Note: (*Tipping is not required; however, tipping is up to the rider and encouraged in cases of traveling to satellite destinations outside of City limits or driver assistance with shopping bags, etc.*)

The City of Laguna Hills has the right to increase costs as needed.

F. What are the usage restrictions?

There are *no restrictions* on the number of trips allowed per month.

G. How do I register?

1. Complete a *Dial-A-Taxi Application form* and return it to the Laguna Hills Community Center and Sports Complex, 25555 Alicia Parkway, Laguna Hills, CA 92653. (Applications are available Monday through Saturday from 8:00 a.m. – 10:00 p.m., and Sunday from 12:00 p.m. – 6:00 p.m. at the Laguna Hills Community Center and Sports Complex, 25555 Alicia Parkway, Laguna Hills, CA. 92653; and online at www.ci.laguna-hills.ca.us. From the City's web-site, click on the "Departments" link and "Community Services"
2. Applications are reviewed and service eligibility emails or calls will be made to all applicants within five business days.
3. Residents tentatively approved for this service will be contacted for a *photo I.D. appointment* at the Laguna Hills Community Center and Sports Complex. City issued Dial-a-Taxi Photo identification cards are free at this time.
4. All applicants **must bring** the following information to the photo appointment to verify/confirm program eligibility:
 - *Proof of Laguna Hills residency*
 - *Proof of age*
5. Upon issuance of the Dial-A-Taxi photo identification card, the participant is authorized to use the service.

H. What is the "Second Stop" Trip option?

Purpose: The intent is to permit users to complete **quick errands** to the pharmacy, dry cleaners, shoe repair shop, etc. instead of scheduling another separate trip to these locations. It has been determined that a maximum of 20 minutes would be needed by a frail customer (possibly using a walker/wheelchair or cane) to navigate into the store, locate

item, wait in line, process their purchase and navigate outside of the store to their awaiting cab. Therefore, the cab driver agreeing to provide this service will be required to **wait a maximum of 20 minutes**. The participant will pay \$20.00 directly to the taxicab operator for using this “second stop” service. In addition, benefited users will be encouraged to offer a tip to those drivers providing this service.

I. How Do I Use the “Second Stop” Trip option?

1. Must be requested by customers and scheduled by Cab dispatcher at the time of the initial service request.
2. Must be on the return portion of a round trip within the Service Area only.
3. Must be within one mile of the initial destination. (Customers need to know the approximate distance of the errand stop from their initial destination.)
4. The cab driver will not wait over 20 minutes. The "second stop" service option should be for the purpose of picking up medicine, dry cleaning or other quick "in and out" errands.
5. If the actual wait time exceeds the 20 minutes as outlined, the information shall be carefully documented by the driver and submitted to the City for reimbursement. Should this situation arise, the City reserves the right to suspend membership and potentially remove this service option.

II. Usage Section

A. How far can I travel with the City’s Dial-A-Taxi service?

Each registered participant can travel any distance to and from Laguna Hills within the Service Area provided that the trip is for a **standard** medical appointment, shopping, social/recreational purposes and/or personal business. (Travel is also permitted to and from Laguna Hills to the listed Satellite Locations noted in Section 1-Program Overview.)

B. When do I request service?

- Participants requesting “*demand response*” service are encouraged to make service reservations at least *60 minutes* in advance of pick-up time. (Tip: reserve a “return time” pick-up when scheduling an appointment to minimize the waiting period.)
- Participants with *fixed time* appointments are encouraged to make service reservations at least *24 hours* in advance.
- Participants requesting a *vehicle with lift* are encouraged to place their call *48 hours* in advance.
- Participants with *standing appointments* are permitted to make service reservations as far as *one year in advance*.

C. How do I request service?

The following procedures must be followed when using the taxi service:

1. Call the number noted on the back of the Senior Dial-A-Taxi photo I.D. card for both *sedan* and/or *van with lift service*:

1-877-809-6587

2. You will receive an automatic attendant greeting stating:
“You have received the City of Laguna Hills’ Yellow Cab’s special accounts line. Please have your passenger I.D., pick-up and destination addresses ready. For quality assurance purposes your call may be monitored or recorded.”
3. *Be prepared* to answer questions in this order:
 - a. “Operator ###, are you calling to schedule or confirm?”
 - b. “May I please have your **passenger I.D. number?**”
 - c. “May I please have the City account # listed on your I.D. card?”
 - d. “Is the passenger’s last name: XXXXXXXX”
 - e. “Is the phone number at the pick-up address: #####”
 - f. “Are we picking you up at: XXXXXXXXXXXXXXXX”
 - g. “What are the major cross streets?”

- Where will you be waiting? (include entrance location and gate number , if relevant)
 - What date are you traveling on?
 - What time are we picking you up?
- h. “What is the destination address?”
 - i. “What is the purpose of the trip?”
 - j. “How many passengers (including escort/attendant)?”
 - k. “At this point, the intake dispatcher confirms the pickup date/time, pick-up address, telephone number and the reservation is entered.”
4. All participants are encouraged to reserve a “return time” pick-up when scheduling an appointment so as to minimize the waiting period. Special Note: if the customer desires the “second stop”/cab wait service for a short errand *on the return portion* of their round trip, this special service *must be scheduled at the trip of the initial booking*; (refer to Section I- “Second Stop”/Cab Wait Service.)
 5. By City contract, the cab shall arrive “on time” to a scheduled pick-up location, but no earlier than 30 minutes before or 30 minutes after the scheduled appointment time. Excessive cab tardiness is cause for a registered complaint with the *Yellow Cab*, (see Complaint Section).
 6. When boarding the vehicle, the participant must immediately show their Dial-A-Taxi *photo identification card* to the cab driver and have their cash or credit card ready.
 7. Drivers may assist participants with small packages; however, special assistance of this nature will vary among drivers. Note: If assistance is needed on a regular basis, participants are encouraged to bring their own Personal Care Attendant (PCA). (The PCA can be a family member or friend; must be eighteen years of age or older; does not need to be preregistered for the service and will *ride for free.*)
 8. *Unless arranged ahead of time with the Second Stop/Cab Wait service on the **return portion** of the trip*, the taxi driver will not wait for individuals to finish their grocery shopping or other errands nor will they engage in “stand-by” time.

9. Participants are instructed to be *ready and watching* at least 30 minutes before the scheduled pick up time to ensure timely service. (Note: please specify exact pick-up location, gate number, building/mall entrance, etc. to ensure timely service.)

D. How do I conserve my “out of pocket” costs?

- Share a taxi ride with family members/friends. Up to three (3) individuals can ride in the cab for one fare per one-way trip. One registered participant must be in the cab at all times. (Note: all riders must be at the same pick-up and/or drop-off locations; no “piggyback trips” are allowed.)
- Where possible, use other forms of public transportation to offset your out-of-pocket costs: (e.g.) public bus, carpooling and other area-wide transportation resources.

III. Special Policies:

A. Instructions to Special Needs Passengers

- Disabled and/or special needs passengers must be able to approach, enter and exit the cab or van without driver assistance. If unable to do so, a Personal Care Attendant (PCA) must accompany and assist the passenger at all times. In addition, should a customer’s personal welfare and/or safety be identified as a concern, the city may require that a PCA accompany the customer at all times.
- Personal Care Attendants do not need a photo identification card and ride for free as long as their attendee is present at all times during the cab ride. Personal care attendants must be at least eighteen (18) years of age and must comply with all policies.
- Collapsible wheelchairs, walkers, etc. are all permitted in the standard cab; however, cab driver assistance loading and unloading these devices will vary among drivers.
- Vans with lift equipment are available for passengers with electronic and/or non-collapsible wheelchairs and/or scooters. Service arrangements must be made at least 48 hours in advance.

IV. Complaint Procedures:

A. When to file a complaint

1. If a Dial-A-Taxi participant or a concerned family member has a complaint about the service: (e.g.) courtesy of the driver, cleanliness of the vehicle, timeliness of the service, overcharging, he/she is instructed to **immediately** call:

Yellow Cab Complaints: **1- 714- 427-2555 (General)**
or Melissa Gomez, Program Manager: 1 -714- 427-2555, ext.307

2. Once the participant registers a complaint, a Complaint Form will be completed by the intake operator based on the information received.
3. Within 24 hours of a reported complaint, Yellow Cab's assigned *Customer Service Representative* will contact the participant to resolve the problem. Within 48 hours of the registered complaint, the city representative will be notified of the steps being taken to address the client's concern.

B. How to file a complaint:

- Participants are requested to document the date, time of day, location of the incident, witnesses and any other valuable information including cab driver's name and vehicle number, etc.
- Customers may also contact the City of Laguna Hills Senior Transportation Administrator at (949) 707-2681 to follow up on a registered complaint or discuss any program concerns or suggestions.
- A complaint form is attached to the back of this document. Additional copies are available at the Laguna Hills Community Center.
- Once notified of the complaint, City staff will follow up with the cab company to confirm that the problem has been investigated, and the customer (or family member) has been contacted with the complaint resolution.

**Office Use Only**

Date Received : _____

Date Reviewed : _____

CYC : _____ Staff _____

CITY OF LAGUNA HILLS
Dial-A-Taxi Program
COMPLAINT FORM

Passengers Full Name: _____

Address: _____ Apt. # _____ Zip _____

Home Phone#: _____ Family Member: _____ Phone # _____

1. Day/Date of Trip: _____ 2. Trip

Destination: _____ Address/Cross
streets (if known) _____

3. Date/time call was placed: _____ / _____ For Date/Time: _____ / _____

4. Time cab arrived: _____ Cab no.(if known) _____

5. If cab was **later than 30 minutes**, did you contact the Cab Company/complaint number at (714)427-
2555 to register a formal complaint? YES___ or NO___ (number is noted on the back of the
Dial-A-Taxi Photo ID card and noted in the User Policies/Service Guidelines)

Please explain the cab company's response: _____

_____ Did a Cab

Company Customer Service Representative contact you?

YES___ NO___ Explain _____

6. Please describe any **other complaints** you may have (e.g.) discourteous driver, unclean vehicle,
etc. _____

_____7. CYC/City Follow-up: __________

