



**CITY OF LAGUNA HILLS
PARKS AND RECREATION COMMISSION
REGULAR MEETING AGENDA
OCTOBER 07, 2015
7:00 PM**

Victoria Auer – Chair

**Richard Nagle - Vice Chair
Chris Mackey - Commissioner**

**Maya Douglas - Commissioner
Daniel Cooper - Commissioner**

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

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

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

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

ROLL CALL OF COMMISSIONER MEMBERS:

1. PUBLIC COMMENTS

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

minutes.

2. MINUTES

2.1 APPROVAL OF THE MINUTES OF THE REGULAR MEETING, AUGUST 05, 2015.

RECOMMENDATION: THAT THE PARKS AND RECREATION COMMISSION APPROVE THE MINUTES OF THE AUGUST 05,2015 REGULAR MEETING.

3. PRESENTATIONS

3.1 PRESENTATION BY MR. HECTOR CALDERON REGARDING THE POSSIBILITY OF A COMMUNITY GARDEN

RECOMMENDATION: TO RECEIVE A PRESENTATION BY MR. HECTOR CALDERON REGARDING THE POSSIBILITY OF A COMMUNITY GARDEN.

4. ADMINISTRATIVE REPORTS

4.1 PARK QUALITY CONTROL PROGRAM

RECOMMENDATION: THAT THE PARKS AND RECREATION COMMISSION REINSTITUTE THE PARK QUALITY PROGRAM.

4.2 LAGUNA HILLS SPORTS COMPLEX SNACK BAR OPERATION

RECOMMENDATION: THAT THE OPERATION AND USE OF THE SNACK BAR AT THE LAGUNA HILLS SPORTS COMPLEX BE AVAILABLE TO LAGUNA HILLS YOUTH SPORTS GROUPS AND NON-PROFIT ORGANIZATIONS THROUGH THE COMPLETION OF A FACILITY USE PERMIT APPLICATION.

5. INFORMATIONAL ITEMS

5.1 2015 SUMMER QUARTER EVALUATION

RECOMMENDATION: THAT THE PARKS AND RECREATION COMMISSION RECEIVE AND FILE THE REPORT.

6. COMMISSIONER COMMENTS

7. ADJOURNMENT

The next Regular Meeting of the Parks and Recreation Commission will be December 02, 2015, at 7:00 PM, in the City Council Chamber, located at 24035 El Toro Road, Laguna Hills, California.

CERTIFICATION

I, DAVID T. REYNOLDS, Deputy City Manager of the City of Laguna Hills, do hereby certify that a copy of the foregoing Agenda was posted at Laguna Hills City Hall, Laguna Hills Community Center, and the Courtyard at La Paz Center by October 2, 2015, at 5:00 PM.



DAVID T. REYNOLDS
DEPUTY CITY MANAGER

October 2, 2015

DATE

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

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



City of Laguna Hills Parks & Recreation Commission Staff Report

DATE: OCTOBER 7, 2015

TO: PARKS AND RECREATION COMMISSION

**FROM: DAN MEEHAN
COMMUNITY SERVICES**

ISSUE: PARK QUALITY CONTROL PROGRAM

**RECOMMENDATION: THAT THE PARKS AND RECREATION COMMISSION
REINSTITUTE THE PARK QUALITY CONTROL PROGRAM.**

SUMMARY:

A Park Quality Control Program was first implemented with the Parks and Recreation Commission during September 1997, and then reinstated in 2009. This program involved the Commission member's inspection of the City's parks on a monthly basis. Staff would like to re-introduce this program to the Parks and Recreation Commission since new Commissioners have been appointed and a new Parks Supervisor has been hired; and propose the use of the attached form as a way for the Commission to report park conditions to staff.

BACKGROUND:

Beginning in September of 1997, the Parks and Recreation Commission were tasked with inspecting the thirteen (13) City parks on a monthly basis as part of the City's Park Quality Control Program. The program was reinstated in June of 2009, before tapering off in the last few years. As new Commissioners have been appointed, and a new Parks Supervisor has been hired by the City, staff believe that re-introducing this program to the Commission is appropriate at this time.

Currently, the City maintains its parks through a landscape maintenance contract and the contractor is responsible for reporting issues at the City's parks. In addition, the City's Parks Supervisor conducts a thorough, on-site visit of each park every week to evaluate the quality of maintenance work being performed, inspect the condition of the play equipment, and to look for potential safety hazards and other problems.

To augment this inspection work effort, and to provide a user view of the park facilities and landscape standards, staff suggests that the Commission re-instate the Park Quality Control Program and perform regular monthly inspections of the neighborhood parks and the Community Center and Sport Complex outdoor facilities. The Commission's feedback on park maintenance, landscaping, facilities, and park safety will be helpful to staff.

A proposed schedule for Commission park checks is provided on Attachment 1. Staff suggests a rotating quarterly schedule to allow each Commissioner to visit each park over the course of one year—and in most cases to visit a park more than once per year. Furthermore, two (2) Commissioners are assigned to a park per quarter with the understanding that each Commissioner's schedule is busy and a park visit by a Commissioner may not be possible during a particular quarter. The proposed schedule was drafted to provide as much coverage to park inspections as possible.

Attached to the staff report is the "Park Quality Control List" to be used to report on each park inspection (see Attachment 2). The form should be submitted to the Community Services Department. In turn, the Community Service Department will provide the completed report to the City's Parks Supervisor who will address any issues highlighted in the Commissioner's inspection report. Keep in mind, that staff's expectations of the Commission is to provide a report when possible and the schedule provided below is only a guideline.

ATTACHMENTS

- Attachment 1: Park Inspection Schedule
- Attachment 2: Park Quality Control Checklist

ATTACHMENT 1

Park Inspection Schedule

Park	Acres	Jan. - Mar.	Apr. - June	July - Sep.	Oct. - Dec.
Veeh Ranch	11	1 2	3 4	5 1	2 3
San Remo	1.6	4 5	1 2	3 4	5 1
Santa Vittoria	2.87	2 3	4 5	1 2	3 4
Mendocino	3.93	5 1	2 3	4 5	1 2
Mandeville	3.34	3 4	5 1	2 3	4 5
Clarington	3.49	1 2	3 4	5 1	2 3
Beckenham	2.75	1 2	3 4	5 1	2 5
Stockport	3.99	4 5	1 2	3 4	5 1
Cabot Park	8.8	2 3	4 5	1 2	3 4
El Conejo	2	5 1	2 3	4 5	1 2
Knotty Pine	3.85	3 4	5 1	2 3	4 5
Mackenzie	2.85	1 2	3 4	5 1	2 3
Costeau	3.67	4 5	1 2	3 4	5 1
LHCC & SC	18	2 3	4 5	1 2	3 4

Commissioner Codes:

Commissioner Douglas	1
Commissioner Cooper	2
Commissioner Mackey	3
Commissioner Nagle	4
Commissioner Auer	5

**Attachment 2
CITY OF LAGUNA HILLS
PARK QUALITY CONTROL CHECKLIST**

PARK _____

DATE OF OBSERVATION _____

OBSERVATION BY _____

		<u>Poor</u>		<u>Acceptable</u>		<u>Good</u>
I.	<u>Turf</u>					
a)	Mowing/Edging:	1	2	3	4	5
b)	Clippings Removed:	1	2	3	4	5
c)	Color:	1	2	3	4	5
d)	Weed Control:	1	2	3	4	5
e)	Overall appearance:	1	2	3	4	5
Comments: _____						

II.	<u>Shrubs & Ground Covers</u>					
a)	Trimming:	1	2	3	4	5
b)	Coverage:	1	2	3	4	5
c)	Weed Control:	1	2	3	4	5
d)	Litter Control	1	2	3	4	5
e)	Overall Appearance:	1	2	3	4	5
Comments: _____						

III.	<u>Trees</u>					
a)	Trimming:	1	2	3	4	5
b)	Raising:	1	2	3	4	5
c)	Overall Appearance:	1	2	3	4	5
Comments: _____						

		Poor		Acceptable		Good
IV.	<u>Trash Receptacles</u>					
a)	Emptied:	1	2	3	4	5
b)	Liner in Place:	1	2	3	4	5
c)	Litter Control:	1	2	3	4	5
d)	Overall Appearance:	1	2	3	4	5
Comments:		_____				

V.	<u>Playground</u>					
a)	Appearance:	1	2	3	4	5
b)	Condition:	1	2	3	4	5
c)	Surfacing:	1	2	3	4	5
Comments:		_____				

VI.	<u>Drinking Fountain</u>					
a)	Appearance:	1	2	3	4	5
b)	Condition:	1	2	3	4	5
c)	Surfacing:	1	2	3	4	5
Comments:		_____				

VII.	<u>Tennis Courts</u>					
a)	Appearance:	1	2	3	4	5
b)	Condition:	1	2	3	4	5
c)	Surfacing:	1	2	3	4	5
d)	Netting:	1	2	3	4	5
Comments:		_____				

VIII. Basketball Courts

		<u>Poor</u>	<u>Acceptable</u>	<u>Good</u>	
<u>Basketball Courts</u>					
a)	Appearance:	1	2	3	4 5
b)	Condition:	1	2	3	4 5
c)	Surfacing:	1	2	3	4 5
d)	Surfacing:	1	2	3	4 5

Comments: _____

IX. Safety Concerns

Comments: _____

X. General Comments



City of Laguna Hills

Parks & Recreation Commission

Staff Report

DATE: OCOTOBER 7, 2015

TO: PARKS AND RECREATION COMMISSION

FROM: TODD SMYSER
COMMUNITY SERVICES

ISSUE: LAGUNA HILLS SPORTS COMPLEX SNACK BAR OPERATION

RECOMMENDATION: THAT THE OPERATION AND USE OF THE SNACK BAR AT THE LAGUNA HILLS SPORTS COMPLEX BE AVAILABLE TO LAGUNA HILLS YOUTH SPORTS GROUPS AND NON-PROFIT ORGANIZATIONS THROUGH THE COMPLETION OF A FACILITY USE PERMIT APPLICATION.

SUMMARY:

Since October of 2004, the City of Laguna Hills has had a concessionaire agreement with the Laguna Hills High School Music Boosters to operate the snack bar at the Laguna Hills Sports Complex. The snack bar has primarily been open on Saturdays and Sundays during AYSO and Little League games and has helped the Music Boosters to raise funds for their program. The agreement expired in July of 2015, and at this time staff is recommending that the snack bar become available to Laguna Hills youth sports programs and non-profit organizations on a daily or short term basis through the completion of a Facility Use Permit application.

BACKGROUND:

The agreement between the City of Laguna Hills and the Laguna Hills High School Music Boosters to operate the snack bar at the Laguna Hills Sports Complex lapsed in July of 2015. Staff felt it was prudent at this time to research how other cities choose to operate their snack bars. Past agreement terms and conditions for the operation of the Laguna Hills snack bar included:

- The concessionaire shall restore in substantially the same condition the building and fixtures, which have been removed or altered.
- Concessionaire shall make no general alterations or material additions on or to said premises without written consent of the Director. All alterations or improvements

shall remain for the benefit of the City and title thereto shall pass to the City upon their installation on said premises.

- The snack bar shall be open on a schedule submitted by the Concessionaire and approved by the Director.
- Contract term was 1 year and renewable by written request.

Staff reached out to and received information regarding snack bar operations from the cities of Fountain Valley, Huntington Beach and Irvine. Below is a brief summary of some of the terms and conditions of the agreements received from these cities.

Huntington Beach Concessionaire Guidelines:

- Operator agrees to pay City for the operation and management of the premises a sum equal to the following percentages of the amount of 7.5% gross sales.
- City in its sole discretion reserves the right to approve or disapprove any menu item for any reason.
- Ten year term and a security deposit of \$2,500 is collected and held for the duration of the agreement.

Fountain Valley Concessionaire Guidelines:

- Concessionaire agrees to operate the facility in such a manner that it is open to the general public.
- Concessionaire agrees to obtain from City, the County of Orange and any other responsible public agency all permits and authorizations to perform this contract. Concessionaire agrees to comply with all applicable City, County, State, and Federal laws in performing this agreement.
- Two year term.
- Concessionaire pays the City 10% of the total gross receipts for the two year period.

Irvine's Concessionaire Guidelines:

- A concession stand request form, refundable cleaning deposits, rental fees and insurance forms must be received prior to occupation. Site walk through must be performed with CS staff prior to use and keys provided.
- Each operator must possess current liability insurance to cover damages. The certificate and endorsement page must be provided annually.
- Deposit and rental fees: Per City Reservation and Facility Policies and charged per day. If applied deposits range from \$100 to \$300 and are refundable if the facility is left clean. If applied daily fees charged varied from \$50 to \$150 per day.

After reviewing these policies, staff favors a rental process similar to that conducted by the City of Irvine which mirrors how rooms and/or fields are reserved currently at the Laguna Hills Community Center and Sports Complex. Through the completion and approval of a Facility Use Permit application, different groups would have the opportunity to raise funds for their programs without committing to a long term contract. Priority for the rental of the snack bar would be given to the Laguna Hills youth sports organizations such as AYSO and Little League, along with other Laguna Hills non-profit organizations such as the Laguna Hills Music Boosters.

Staff intends to utilize this rental process for the snack bar on a trial basis to determine whether it works effectively both for the City and for the user groups that rent the snack bar. If the process proves to be problematic, staff will consider entering into a year-long agreement with an interested party.



City of Laguna Hills Parks & Recreation Commission Staff Report

DATE: OCTOBER 7, 2015

TO: PARKS AND RECREATION COMMISSION

**FROM: DAN MEEHAN
COMMUNITY SERVICES SUPERINTENDENT**

ISSUE: 2015 SUMMER QUARTER EVALUATION

**RECOMMENDATION: THAT THE PARKS AND RECREATION COMMISSION
RECEIVE AND FILE THE REPORT.**

SUMMARY:

At the conclusion of each quarter, staff prepares a summary of Community Services Programs and a staff level critique of the City's quarterly offerings to keep the Commission apprised of the accomplishments and out comings of the Department. A total of 1,624 participants were enrolled in programs for the summer 2015 quarter. Revenue for the summer quarter totaled \$105,513.

BACKGROUND:

A number of programs were successful during the summer quarter. In the Cultural Arts category, the "A Midsummer Night's Dream" and "The Complete Works of William Shakespeare", offered by On the Edge Theater Productions, were very popular. A total of three hundred eighty-nine (389) participants enjoyed these outdoor performances. Creative Kids Playhouse offered a theater program for children, drawing fifty-one participants between the ages of 6 and 14 for their production of "Snow White, a Musical." Also well attended in the summer quarter was the community services staff led "Surf Crew", which took eighteen beginning surfers to beaches throughout Orange County each Wednesday for seven weeks.

The Circle of Friends program continued to offer its monthly events, with the highlight of the summer season was the Pizza and Movie Night which drew a crowd of thirty seven participants. Table 1 provides an event attendance comparison for the Circle of Friends Pizza & Movie Night for the previous three years.

Table 1: Circle of Friends Pizza and Movie Night Attendance Comparison

2013	2014	2015
19	22	37

The Community Services Department once again collaborated with the Orange County Sheriff's Department in hosting the "National Night Out" event in the Sports Complex on Tuesday, August 4 from 5:00-8:00pm. Approximately 350 people attended this annual event designed to promote unity and safety in the community.

ATTACHMENTS:

- Summer Activities Enrollment totals for 2014 and 2015

Exhibit A

Summer 2014 Enrollment Summary

Summer 2014/2015

(Blank Cells Represent No Class/Activity Offered)

CLASS	Summer 2014			Summer 2015		
	Res	NonRes	Total	Res	NonRes	Total
A Midsummer Night's Dream				284	13	297
Adult Basketball League: Open League	0	0	0			0
Adult Open Gym Basketball	5	3	8	8	14	22
Adult Softball - Comp Co-Ed			0	Field Closed for Maintenance		
Adult Softball League Lower C	0	0	0	Field Closed for Maintenance		
Adult Softball League: "D" Level	0	1	1	Field Closed for Maintenance		
Adult Softball League Co-ed D	0	0	0	Field Closed for Maintenance		
Adult Softball League--Men's Lower D			0	Field Closed for Maintenance		
Adult Softball League--Men's Upper C			0	Field Closed for Maintenance		
Adult Softball League--Men's Upper D			0	Field Closed for Maintenance		
Adult Volleyball League--Womens	0	0	0	0	0	0
Aikido	4	17	21	13	19	32
Ballet I	9	8	17	8	2	10
Ballet II	5	2	7	5	4	9
Beginning Ballroom Dance	1	3	4	0	26	26
Beginning Guitar	2	1	3	3	0	3
Beginning Ukulele				3	1	4
Beg/Int/Adv Drawing & Painting	3	3	6	2	1	3
Belly Dancing I	3	7	10	0	16	16
Belly Dancing II	3	7	10	2	4	6
Belly Dancing III & IV	0	11	11	0	5	5
Build A Fort	119	1	120	107	13	120
Children's Adv/Beg Tennis	0	0	0			
Children's Beginning Tennis	7	0	7			
Children's Birthday Party Program	1	0	1			0
Circle of Friends BBQ & Games	4	0	4	15	9	24
Circle of Friends Pizza & Movie Night	22	0	22	23	14	37
Classic Combo A	3	3	6	0	0	0
Classic Combo B	3	4	7	0	0	0
Classic Combo C & D (Tap & Jazz)	0	0	0			
Clay Adventures	0	0	0	0	0	0
Coast 2 Coast Soccer Camp	21	5	26	11	6	17
Complete Works of William Shakespeare: Abridged				87	5	92
Contemporary	3	2	5	3	3	6
Creative Kids Musical Theater Immersion				19	32	51
Do, Re, Mi Musical Me	0	0	0			
Engineering FUNdamentals with Lego			0			
Engineering FUNdamentals Mine Craft	12	2	14			
Funk Fitness				0	0	0
Gentle Yoga	4	6	10	7	4	11
Hip Hop	18	3	21	10	3	13
How to Sell on eBay!	0	0	0			
Intro to Ballet Folklorico for Children				0	0	0
Jazz I/II				4	0	4
Jazz III	1	4	5	0	0	0
Jazz IV*				1	3	4
Jazz V*				2	0	2
Jedi Engineering with Lego	4	4	8			
Jedi Master Engineering with Lego	6	2	8			
Junior Build A Fort	34	6	40	40	1	41
Kundalini Yoga	0	0	0			
Leaps and Turns	2	4	6			
Let's Get Frozen	32	33	65	6	7	13
Lyrical I*				0	0	0
Lyrical III/IV*				3	2	5
Mediterranean Hand Drumming: Level I	0	0	0	0	1	1

Exhibit A

(Blank Cells Represent No Class/Activity Offered)

CLASS	Summer 2014			Summer 2015		
	Res	NonRes	Total	Res	NonRes	Total
Mediterranean Hand Drumming: Level II	0	3	3	0	1	1
Mini Hawk (Soccer, Baseball & Basketball) Camp	13	3	16	13	3	16
Music Together	3	3	6	10	15	25
My First Classroom	3	0	3			
National Night Out	275	75	350	210	140	350
Ninjaneering Masters with Lego	0	0	0			
Ninjaneering with Lego	0	0	0			
Piano/Keyboard for Children (Ages 4-7)	1	2	3	3	0	3
Playdough Picasso!	3	4	7			
Playtime!	8	11	19	18	14	32
Pre-Engineering with Lego	8	11	19			
Pre Ballet				9	2	11
Preschool Dance I	8	7	15	2	5	7
Preschool Dance II - Tap, Ballet & Pre-Jazz Combo	9	5	14	2	3	5
Qigong for All	3	2	5	3	3	6
S'mores & Snores Community Campout				0	0	0
Skyhawks Sports Basketball Camp	17	2	19	11	6	17
Skyhawks Sports Flag Football	0	0	0	4	7	11
Summer Day Camp- Adventure Playground				0	0	0
Summer Day Camp- California Adventure	13	8	21	8	2	10
Summer Day Camp- Disneyland	14	12	26	22	5	27
Summer Day Camp- Knott's Berry Farm	9	5	14	12	1	13
Summer Day Camp- Knott's Soak City	11	6	17	13	3	16
Summer Day Camp- Laser Quest	11	3	14			
Summer Day Camp- Pirates Dinner Adventure	13	4	17	9	4	13
Summer Day Camp- Pump It Up	2	4	6			
Summer of ART Camp				17	4	21
Summer Teen Camp- Aquatica	10	3	13	7	6	13
Summer Teen Camp-Disneyland	4	9	13	6	7	13
Summer Teen Camp- Knott's Berry Farm	8	5	13	6	7	13
Summer Teen Camp- Magic Mountain	7	5	12	9	4	13
Summer Teen Camp- San Diego Zoo	6	6	12	9	2	11
Summer Teen Camp- Sea World	9	2	11	8	5	13
Summer Teen Camp- Universal Studios	11	2	13	7	6	13
Surf Crew	7	2	9	17	1	18
Tap I/II				1	2	3
Tap III/IV				0	3	3
Tap/Jazz II- Instructor Approval Required	1	4	5			
Tap & Jazz III	4	1	5			
Teen and Adult Intermediate Tennis	0	0	0			
The Glass Slipper Ballet Ball				0	0	0
The Taming of the Shrew	31	345	376			
The Veggie Kitchen: Fresh & Flavorful Veggie Meals	6	9	15			
The Veggie Kitchen: Veggie Picnic and Grilling	3	10	13			
Theater Camp: Rumpelstiltskin	18	19	37			
Tunes and Tales	22	20	42	10	9	19
Voice Lessons				0	0	0
Wine Tasting & Old Town Temecula	0	0	0			
Yoga Basics	8	6	14	0	0	0
Zumba	31	10	41	34	0	34
Zumba (3 Month Option)	3	1	4			0
Enrollment Totals:	944	771	1715	1146	478	1624
	55%	45%		71%	29%	
Total Classes offered:			123			105