
**PARKS AND
RECREATION
COMMISSION**



**OCTOBER 05, 2011
7:00 PM**

AGENDA

Carol Meyers – Chair

Mark Jones – Vice Chair

Jeffrey McConnell – Commissioner

Daniel Cooper – Commissioner

Jack Noenickx – Commissioner

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

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

ROLL CALL OF CITY COUNCIL MEMBERS:

1. PUBLIC COMMENTS

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 Secretary prior to an individual being heard by the Commission. No action will be taken on any items not on the Agenda unless the Parks and Recreation Commission makes a determination that an emergency exists or that the need to take action on the item arose subsequent to posting of the Agenda. This is the appropriate time for members of the public to make comments regarding items not listed on the agenda.

There will be a time limitation of three minutes per person, an overall time limit of ten minutes for any one subject, and a time limit of thirty minutes for the Public Comments portion of the Agenda.

Parks and Recreation Agendas may also be viewed on the City's website:
www.ci.laguna-hills.ca.us

2. MINUTES

2.1 REGULAR MEETING, AUGUST 3, 2011

RECOMMENDATION: Approve the Minutes of the August 3, 2011, Regular Meeting.

3. PRESENTATIONS

4. ADMINISTRATIVE REPORTS

4.1 FURNITURE REPLACEMENT FOR HERITAGE ROOM

RECOMMENDATION: That the Parks and Recreation Commission review and provide feedback to staff regarding the purchase of new banquet chairs for the Heritage Room at the Laguna Hills Community Center.

5. INFORMATIONAL ITEMS

5.1 SUMMER QUARTER EVALUATION 2011

RECOMMENDATION: Receive and File the Report.

5.2 CITY WIDE ANNUAL TURF OVERSEEDING PROGRAM

RECOMMENDATION: Receive and File the Report

5.3 RECREATION CLASS REGISTRATION TREND UPDATE REPORT

RECOMMENDATION: Receive and File the Report

6. COMMISSIONER COMMENTS

7. ADJOURNMENT

The next Regular Meeting of the Parks and Recreation Commission will be December 07, 2011, at 7:00 PM, in the City Council Chamber, located at 24035 El Toro Road, Laguna Hills, California.

CERTIFICATION

I, DAVID T. REYNOLDS, Deputy City Manager of the City of Laguna Hills, do hereby certify that a copy of the foregoing Agenda was posted at Laguna Hills City Hall, Laguna Hills Community Center, and La Paz Center by September 30, 2011, at 5:00PM.



DAVID T. REYNOLDS
DEPUTY CITY MANAGER

September 30, 2011

DATE

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

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

**CITY OF LAGUNA HILLS, CALIFORNIA
PARKS AND RECREATION COMMISSION
REGULAR MEETING MINUTES
AUGUST 3, 2011**

CALL TO ORDER

The Meeting of the Parks and Recreation Commission of the City of Laguna Hills, California, was called to order by Chair Meyers at 7:01 p.m. in the Laguna Hills City Council Chamber, located at, 24035 El Toro Road, Laguna Hills.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Commissioner Noenickx.

ROLL CALL OF COMMISSION MEMBERS

Present: Carol Meyers, Chair
Mark Jones, Vice Chair
Jeffrey McConnell, Commissioner
Jack Noenickx, Commissioner

Absent: Daniel Cooper, Commissioner

STAFF PRESENT: David Reynolds, Deputy City Manager; Dan Meehan, Community Services Superintendent; and Jaime Ballard, Administrative Assistant.

1. PUBLIC COMMENTS

Carmella Cocco of Laguna Hills greeted the Commissioners. Ms. Cocco indicated she currently lives behind Veeh Ranch Park and would like to discuss the large group of soccer players that practices on the field behind her house every night until late in the evening. Ms. Cocco states the parking has become limited, there are loose dogs that have attacked her dog, and they blow their whistles late into the night. Ms. Cocco requested the Commission reduce the number of people required for a permit to play on the field as a possible solution.

Deputy City Manager Reynolds stated that staff does enforce a facility permit when a group is using a facility to the exclusion of others, a group or activity is fifty or more people, or when the Director feels there is a need for a permit. Mr. Reynolds indicated changing the current ordinance would require further research considering there is no athletic fee schedule for Neighborhood Parks similar to the Sports Complexes. Deputy City Manager Reynolds indicated staff would be happy to visit the park to request that individuals currently using the park are abiding by current parking rules and City ordinances while staff does further research on this issue in an effort to bring a report back to the Commission at a later date.

2. APPROVAL OF MINUTES

2.1 REGULAR MEETING, JUNE 1, 2011

IT WAS MOVED BY COMMISSIONER NOENICKX,
SECONDED BY COMMISSIONER MCCONELL, TO
APPROVE THE MINUTES OF THE JUNE 1, 2011,
REGULAR MEETING.

The motion carried by the following vote:

AYES:	Chair Meyers, Vice Chair Jones, Commissioners McConnell and Noenickx.
NOES:	None
ABSENT:	Commissioner Cooper

3. PRESENTATIONS

3.1 Laguna Hills High School PTSA Request to Co-Sponsor A Community Event

Pam Prince and Sheri Sandler from the Laguna Hills High School PTSA greeted the Commission. Ms. Sandler indicated the Laguna Hills High School PTSA would like to cosponsor a community event. Ms. Sandler stated the purpose of this event would be to raise funds for the booster clubs of Laguna Hills High School as well as hosting an event where people could come and enjoy themselves and feel like a part of the community.

Commissioner Noenickx asked Ms. Sandler if the athletic groups would be included and if they still would continue "Casino Night." Ms. Sandler indicated the event would incorporate all groups and the "Casino Night" would continue as in past years.

Deputy City Manager Reynolds indicated the Community Services Department does have a Work Program in the Biennial Budget for Fiscal Year 2011/12 – 2012/13 to research the possibility and interest of hosting a community-wide signature event such as a "Concert in the Park" or "Taste of Laguna Hills."

It was the consensus of the Commission for staff to proceed with further research on an event of this nature along with advertisement options.

IT WAS MOVED BY COMMISSIONER NOENICKX,
SECONDED BY COMMISSIONER MCCONELL TO
CONTINUE WITH RESEARCH ON THIS EVENT TO
SUBMIT TO THE COMMISSION.

The motion carried by the following vote:

AYES: Chair Meyers, Vice Chair Jones,
Commissioners McConnell and Noenickx.
NOES:
ABSENT: Commissioner Cooper

4. ADMINISTRATIVE REPORTS

4.1 2011 Memorial Day Half Marathon and 5K Post Event Report

Community Services Superintendent Meehan provided a post event report to the Parks and Recreation Commission.

IT WAS MOVED BY COMMISSIONER
MCCONELL, SECONDED BY COMMISSIONER
NOENICKX TO RECEIVE AND FILE THE REPORT.

The motion carried by the following vote:

City of Laguna Hills
Parks and Recreation Commission
Regular Meeting Minutes
August 3, 2011

AYES: Chair Meyers, Vice Chair Jones,
Commissioners McConnell and Noenickx.
NOES:
ABSENT: Commissioner Cooper

4.2 2011 Fourth of July Post Event Report

Superintendent Meehan provided a post event report to the Parks and Recreation Commission.

IT WAS MOVED BY COMMISSIONER NOENICKX,
SECONDED BY COMMISSIONER MCCONNELL TO
RECEIVE AND FILE THE REPORT.

The motion carried by the following vote:

AYES: Chair Meyers, Vice Chair Jones,
Commissioners McConnell and Noenickx.
NOES:
ABSENT: Commissioner Cooper

5. INFORMATIONAL ITEMS

5.1 Spring 2011 Quarter Evaluation

Commissioner Noenickx asked Superintendent Meehan if the "Children's Spring Concert" was held during bad weather. Mr. Meehan stated the event was not held during bad weather and that participation numbers fluctuate sometimes when events are free. Commissioner Noenickx asked if local schools participated in the "Fossil Finder Fossil Fixer" program or if it was only non-residents. Mr. Meehan stated it was non-residents in this particular quarter and that local schools did participate in different quarters.

IT WAS MOVED BY COMMISSIONER NOENICKX,
SECONDED BY COMMISSIONER MCCONNELL TO
RECEIVE AND FILE THE REPORT.

The motion carried by the following vote:

AYES: Chair Meyers, Vice Chair Jones,
Commissioners McConnell and Noenickx.
NOES:
ABSENT: Commissioner Cooper

5.2 Public Outreach for Neighborhood tree Planting Program

IT WAS MOVED BY COMMISSIONER
MCCONNELL, SECONDED BY COMMISSIONER
NOENICKX TO RECEIVE AND FILE THE REPORT.

The motion carried by the following vote:

AYES: Chair Meyers, Vice Chair Jones,
Commissioners McConnell and Noenickx.
NOES:
ABSENT: Commissioner Cooper

6. COMMISSIONER COMMENTS

Commissioner Noenickx asked staff when Inner-Coastal Watershed Day was. Superintendent Meehan indicated he would research the date and forward it to the Commissioners.

Chair Meyers suggested that staff research the type plants planted at Beckenham Park and bring a report back to the Commission at a later date. Chair Meyers indicated there is one particular plant that looked very nice when it was initially planted but has died off and it not aesthetically pleasing and would not recommend planting this particular plant at other local parks. Deputy City Manager indicated staff would be pleased to research the plant Chair Meyers is referring to and bring a report back to the Commission at a later date.

7. ADJOURNMENT

There being no further business before the Parks and Recreation Commission at this session, Chair Meyers declared the meeting adjourned at 8:08 p.m.

City of Laguna Hills
Parks and Recreation Commission
Regular Meeting Minutes
August 3, 2011

DAVID T. REYNOLDS
DEPUTY CITY MANAGER

ATTEST:

CAROL MEYERS, CHAIR
APPROVED AT MEETING OF OCTOBER 5, 2011.

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

ISSUE: FURNITURE REPLACEMENT FOR HERITAGE ROOM

SUMMARY:

The 2011/12 – 2012/13 Biennial Budget includes a budget for the the purchase of tables and chairs for the 5,000 square foot banquet room, the Heritage Room, at the Laguna Hills Community Center. The chair replacement is scheduled for the current fiscal year. Banquet chairs for the Heritage Room were last purchased in October of 2006. After nearly five years and hundreds of reservations, many of the chairs are stained or damaged and need to be replaced. For the purposes of this report, staff contacted local municipalities to determine the type of chair utilized for their banquet facilities, along with any refurbishment or replacement schedule they may adhere to. Pictures of the chairs utilized by the other cities contacted are attached to this report. Also attached are pictures and pricing on four chair options for the Commission's review.

BACKGROUND:

The 2011/12 – 2012/13 Biennial Budget includes a budget for the purchase of tables and chairs for the banquet room at the Laguna Hills Community Center. The chair replacement is scheduled for the current fiscal year, with a budget of \$22,000. The table replacement is scheduled for FY 2012/13, with a budget of \$19,000. The existing chairs, which are fabric covered with a metal frame, were purchased in October of 2006, and many are stained or damaged. A picture of the chairs that are used in the Heritage Room at the Community Center is provided in Attachment 1. One of these chairs is scarred with a stain which is also a similar condition for most of the 325 chairs available to patrons who rent the City's banquet room facility. Also included in Attachment 1 is a picture of the two types of plastic chairs utilized at the Community Center. The brown folding chairs are used in the Heritage Room for youth events and overflow seating for large events, and the white plastic chairs have been traditionally used in the upstairs Art Room and Classroom for classes and reservations.

Staff contacted the cities of Laguna Niguel, Mission Viejo, and Rancho Santa Margarita to determine the type of chairs that are being provided to rental groups at their facilities. Attachment 2 provides pictures and information regarding the chairs utilized by these

RECOMMENDATION: THAT THE PARKS AND RECREATION COMMISSION REVIEW AND PROVIDE FEEDBACK TO STAFF REGARDING THE PURCHASE OF NEW BANQUET CHAIRS FOR THE HERITAGE ROOM AT THE LAGUNA HILLS COMMUNITY CENTER.

organizations, which vary from plastic padded chairs to fabric covered chairs similar to those used in Laguna Hills.

In general, staff has been pleased with the fabric covered banquet chairs purchased through Mity-Lite, Inc. The chairs are more formal in appearance than the plastic or wooden chairs found in other facilities. Although the fabric on the chairs is treated with a stain resistant, such as Scotch Guard, after a number of years and hundreds of reservations significant stains have appeared on most of the current chairs. Staff was provided with a quote to re-upholster the chairs, and found it more cost effective to replace the chairs entirely. Attachment 3 provides images of the four chair types for which staff received quotes. These chair types and costs for the replacement of 325 chairs are summarized below.

Table 1: Chair Type and Associated Cost

Chair Type	Cost
Flex One Folding Chair* (plastic)	\$7,405
Duramax Lightweight Folding Chair* (plastic)	\$10,180
C400 Fabric Banquet Chair (metal frame)	\$21,020
Chiavari Chair (aluminum)	\$22,257

* - These chairs would also require five new chair carts to be purchased, at a total cost of \$2,950.

The fabric covered C400 banquet chair is similar to what has been used in the Heritage Room since the Community Center opened in 2002.

THAT THE PARKS AND RECREATION COMMISSION REVIEW AND PROVIDE FEEDBACK TO STAFF REGARDING THE PURCHASE OF NEW BANQUET CHAIRS FOR THE HERITAGE ROOM AT THE LAGUNA HILLS COMMUNITY CENTER.

ATTACHMENTS:

- Attachment 1 – Picture of Existing Chairs
- Attachment 2 – Banquet Room Chairs Survey and Pictures
- Attachment 3 – Sample Chairs and Pricing

Attachment 1
Picture of Existing Chairs



Existing Fabric Padded Chairs: 325 chairs used in the Heritage Room.

Attachment 1
Picture of Existing Chairs



Brown Folding Chair: 300 chairs in use at Community Center, for youth events held in the Heritage Room and overflow seating for large events.

White Plastic Chair: 60 chairs in use at Community Center, for programs or classes in the Art Room and Classroom.

Attachment 2

Banquet Room Chairs Survey and Pictures

	Laguna Niguel	Mission Viejo	Rancho Santa Margarita
	Sea & Country Com. Ctr. 24602 Aliso Creek Rd. 949-425-5151	Norman Murray Com. Ctr. 24932 Veterans Way 949-470-3062	Bell Tower Com. Ctr. 22232 El Paseo 949-216-9700
Chairs Fabric, Wood or Plastic	Fabric/ 2 different types.	Fabric	Plastic
Cleaning Schedule	As needed	As needed by own custodial staff	As needed
Replacement Schedule	As needed	As needed	None
Comments	Facility opened in 1994 and they have recovered the chairs twice. See photo attachment.	See photo attachment.	Non-folding chairs are heavy metal frame with plastic seats. See photo attachment.

Laguna Niguel



Mission Viejo



Rancho Santa Margarita



Attachment 3
Sample Chairs and Pricing

Duramax Lightweight Folding Chair

Total cost for 325 (including tax and shipping): **\$10,180**



Flex One Folding Chair

Total cost for 325 chairs: **\$7,405**



Patterned plastic allows seat and backrest to flex to the contours of each individual.



Aluminum Chiavari Chair

Total cost for 325 chairs: **\$22,257**



C400 Fabric Banquet Chair

Total cost for 325 chairs: **\$21,020**

classic series



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

ISSUE: SUMMER QUARTER EVALUATION 2011

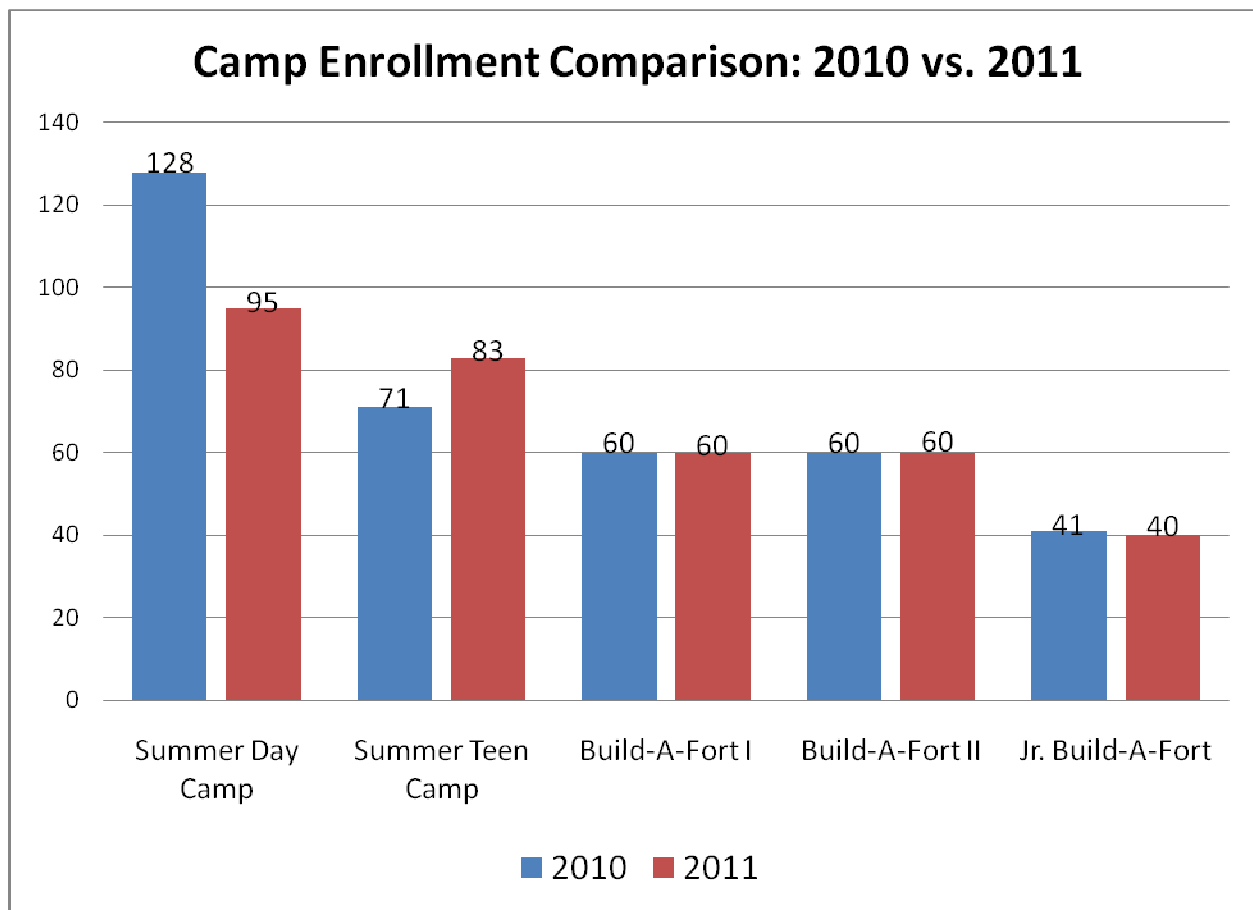
SUMMARY:

At the conclusion of each quarter staff prepares a summary of each Community Services Program and a staff level critique of the City's quarterly offerings to keep the Commission apprised of the recreation activity accomplishments of the Department. A total of 855 participants were enrolled in or attended classes and events during the 2011 summer quarter. Sixty-seven percent (67%) of participants were residents and thirty-three percent (33%) were non-residents.

BACKGROUND:

The Community Services Department offered a variety of summer camp programs that provided children with an array of fitness, cooking, team building, arts and craft activities as well as exciting day trips to locations such as Knott's Berry Farm, Wild Rivers and Disneyland. The "Summer Day Camp" program had a total of ninety-five (95) children ages six (6) through ten (10) participate throughout the summer and the "Summer Teen Camp" program had a total of eighty-three (83) participants ages eleven (11) through fourteen (14). The popular "Build A Fort" program continued to be well received and each session filled to capacity, the "Junior Build A Fort" camp with forty (40) participants, and the "Build A Fort" camps with sixty (60) participants in each session. The chart on the following page provides an enrollment comparison for the 2010 and 2011 Community Services staff led camps.

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



Other classes that were well attended during the summer quarter include “All Sorts of Sports”, with twenty-one (21) enrolled, “Messy Muddy Hands and Toes”, with thirteen (13) enrolled, and “Pop Star Sing and Dance”, which filled with twelve (12) participants.

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

ATTACHMENTS:

- Summer Activities Enrollment totals for 2010 and 2011

Activities Totals Report
Summer 2010/2011
(Blank Cells Represent No Class/Activity Offered)

Class	2010 Summer Enrollments			2011 Spring Enrollments			2011 Summer Enrollments		
	Res	NonRes	Total	Res	NonRes	Total	Res	NonRes	Total
Adult Bicycle Maintenance				0	0	0	0	0	0
Adult Basketball League				20	36	56			
Adult Softball League-Co-Ed				20	38	58			
Adult Softball League-Men's Lower D				22	38	60			
Adult Softball League-Men's Recreation				32	48	80			
Adult Softball League-Men's Upper C				30	52	82			
Adult Softball League-Men's Upper D				27	53	80			
Adult Volleyball League-Co-Ed				18	30	48			
Adult Volleyball League-Women's				21	27	48			
Adult Open Gym Basketball	7	5	12	11	15	26	5	3	8
Advanced Karate	4	2	6						
Advanced Karate (2 days a week)	2	1	3						
After School Sports-Valencia				28	0	28			
After School Sports-Lomarena				36	0	36			
After School Sports-San Joaquin				20	4	24			
All Sorts of Sports	12	2	14	19	6	25	15	6	21
American Red Cross Adult, Child & Infant CPR	0	0	0	4	3	7	0	0	0
American Red Cross Standard First Aid									
Ballet/Tap Combination									
Beginning Drawing									
Beginning Guitar	6	6	12	2	0	2	2	1	3
Beginning Hiking	0	0	0	1	4	5	0	0	0
Beginning Karate									
Beginning Karate (2 days a week)	0	0	0						
Beginning/Intermediate/Advanced	1	3	4	5	6	11	5	5	10
Beginning/Intermediate/Advanced				0	0	0	4	1	5
Belly Dancing I	12	13	25	20	13	33	2	6	8
Belly Dancing I							5	5	10
Belly Dancing I							6	4	10
Belly Dancing II	2	12	14	0	10	10	2	9	11
Belly Dancing III & IV	0	21	21	1	10	11	0	12	12
Build A Fort Camp	107	13	120				120	0	120
Cardio Kick 'N Jab	5	0	5						
CDC Dance Company-Invite Only				0	3	3	0	3	3
Cheerleading & Song Pom Dance Camp	4	1	5				4	1	5
Children's Advanced Beginning Tennis	0	0	0				0	0	0
Children's Beginning Tennis	0	0	0				0	0	0
Children's Running Program				11	28	39			
Children's Spring Concert				75	0	75			
Circle of Friends Bowling Night							12	0	12
Circle of Friends Karaoke Night	6	0	6	28	0	28			
Circle of Friends Pizza & Movie in the Park	1	11	12				1	11	12
Circle of Friends Softball Game & BBQ	7	0	7				4	0	4
Circle of Friends Cooking & Crafts				14	0	14			
Circle of Friends Spring Dance				46	0	46			
Classic Combo A							3	1	4
Classic Combo C							0	3	3
Clog Dance	0	9	9	7	8	15	4	5	9
Clog Dance (3 Month Option)	1	19	20	1	10	11	4	10	14
Coast 2 Coast Soccer Camp	16	11	27				9	5	14
Fossil Finders Fossil Fixers				0	81	81			
Gentle Yoga	8	7	15	8	5	13	7	2	9
Geologic History & Early Settlement	3	15	18	2	0	2			
Grow Me A Garden				3	4	7			
Hiking Club	0	0	0	11	3	14			
Hip Hop (6-8)	0	4	4	8	6	14	5	2	7
Hip Hop (9 and older)	0	4	4				2	3	5
How to Sell on eBay!	6	0	6	3	1	4	0	0	0
Intermediate Beatles Guitar				2	4	6	0	0	0
Intermediate Karate	5	2	7						
Intermediate Karate (2 days a week)	0	1	1						

Class	2010 Summer Enrollments			2011 Spring Enrollments			2011 Summer Enrollments		
	Res	NonRes	Total	Res	NonRes	Total	Res	NonRes	Total
Intro to Dance I - Tap, Jazz and Ballet	2	3	5	10	16	26			
Intro to Dance I/II- Tap, Jazz and Ballet	7	8	15	1	4	5			
Intro to Dance II/III - Instructor	1	3	4	12	2	14			
Jazz II/III - Instructor Approval	1	3	4	0	4	4	0	3	3
Junior Build A Fort Camp	41	0	41				40	0	40
Junior Hoops	6	5	11						
Ki Yo Kids							0	0	0
Kids Bicycle Safety				0	0	0	0	0	0
Kindergarten Here I Come				12	3	15			
Lango Tot & Preschool Spanish	0	0	0						
Late Night Flashlight Egg Hunt				118	40	158			
Lil' Chef's				5	2	7			
Lil' Hip Hop	3	1	4						
Lyrical II/III - Instructor Approval	1	3	4	0	4	4	0	3	3
Messy Muddy Hands and Toes							10	3	13
Middle School Dance				244	56	300			
Mr. Bunny & Friends				54	19	73			
Music Together	7	8	15	10	8	18	12	5	17
Native American Storytelling and and Crafts	2	9	11						
Native Americans and the Missions	4	9	13						
On The Farm				5	3	8			
Our First Inhabitants	4	12	16						
Pee Wee Basketball	8	6	14						
Piano/Keyboard for Adults				0	0	0	0	0	0
Piano/Keyboard for Children				0	0	0	7	2	9
Playtime!	17	10	27	17	14	31	14	3	17
Pop Star Sing and Dance Camp							9	3	12
Preschool Dance I	9	5	14	10	14	24	1	6	7
Preschool Dance II	0	0	0	11	9	20	3	4	7
Pretty Princess	7	7	14				0	0	0
Primary Ballet							0	0	0
Ranches to Farms to Cities	5	9	14	0	6	6			
Ranchos and the "Cow Counties"	4	6	10						
Self Defense for Adults									
Skyhawks Sports Basketball Camp	11	25	36				15	17	32
S'mores & Snores Community Campout	57	46	103				17	32	49
Soccer Starters	10	5	15	8	1	9	6	1	7
Summer Day Camp - Week 1	12	0	12				10	2	12
Summer Day Camp - Week 2	11	2	13				0	0	0
Summer Day Camp - Week 3	23	3	26				6	9	15
Summer Day Camp - Week 4	17	9	26				8	2	10
Summer Day Camp - Week 5	7	1	8				14	4	18
Summer Day Camp - Week 6	12	2	14				15	3	18
Summer Day Camp - Week 7	9	2	11				15	7	22
Summer Teen Camp - Week 1	8	0	8				8	3	11
Summer Teen Camp - Week 2	8	0	8				9	1	10
Summer Teen Camp - Week 3	11	0	11				9	4	13
Summer Teen Camp - Week 4	11	1	12				6	1	7
Summer Teen Camp - Week 5	4	1	5				12	1	13
Summer Teen Camp - Week 6	8	1	9				14	3	17
Summer Teen Camp - Week 7	12	1	13				9	3	12
Storybooks in Motion				4	4	8			
Super Heroes for Super Kids							0	0	0
Super Sitters				14	13	27			
Surf Crew	12	0	12				6	0	6
Sweet Treats							0	0	0
Tap I/II				1	3	4			
Teen & Adult Int. Tennis							0	0	0
The Veggie Kitchen				27	28	55	15	12	27
Tiny Cheerleaders HSM Cheer Camp	10	2	12						
Tot & Preschool Lango Spanish							0	4	4
Totally T-ball				2	3	5			
Trucks, Trains, Boats, and Planes	5	6	11						
Tunes and Tales	34	27	61	22	14	36	16	11	27

Class	2010 Summer Enrollments				2011 Spring Enrollments			2011 Summer Enrollments			
	Res	NonRes	Total		Res	NonRes	Total		Res	NonRes	Total
Under the Sea	2	7	9								
Volunteer Connection Day					32	17	49				
Wild and Wacky Water Fun	8	4	12						8	4	12
Whole New World									0	0	0
World Hand Drumming/Med. Drumming	0	13	13		1	9	10		0	13	13
Yoga I/Yoga Basics	16	4	20		16	4	20		6	4	10
Young Rembrandts Cartoon Drawing	9	2	11		8	3	11		4	1	5
Zumba					34	10	44		30	7	37
Zumba (3 Month Option)					4	0	4		1	0	1
Enrollment Totals:	671	433	1104		1238	859	2097		576	279	855
	61%	39%			59%	41%			67%	33%	
Total # of Class Programs Offered			77				70				77

CITY OF LAGUNA HILLS

PARKS AND RECREATION COMMISSION AGENDA REPORT COMMUNITY SERVICES DEPARTMENT

ISSUE: CITY WIDE ANNUAL TURF OVERSEEDING PROGRAM

SUMMARY:

Beginning in October, the Parks Division will begin its annual turf renovation. All Parks and medians serviced by reclaimed water will be dethatched, scalped, and over seeded with perennial ryegrass seed. Reclaimed water is only provided by Moulton Niguel Water District in the City of Laguna Hills. The program is intended to provide an improved aesthetic of bright green grass area that would otherwise enter dormancy and have the color of pale green to brown due to cooler weather conditions. Turf Renovation notification signs will be provided by Nieves Landscape at all location sites. Potable or domestic turf sites do not receive renovation, only the following reclaimed water sites will receive renovation:

Parks

- Cabot Park
- Community Center & Sports Complex
- Costeau Park
- Mckenzie Park
- Knotty Pine Park
- Mandeville Park
- Mendocino Park
- Stockport Park

Medians

- Alicia Median
- La Paz Median
- Oso Median
- Greenbelts at Alicia and Moulton
- Oso at Moulton
- La Paz at Paseo de Valencia

Over seeding for the sport fields is scheduled to begin in December and are to include Cabot Park baseball infields, Community Center Little League infield, and three acres of the Soccer fields at the Sports Park. Temporary fencing will be used for the Soccer fields at the Sports Park through the third week of January.

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

CITY OF LAGUNA HILLS

PARKS AND RECREATION COMMISSION AGENDA REPORT COMMUNITY SERVICES DEPARTMENT

ISSUE: RECREATION CLASS REGISTRATION TREND UPDATE REPORT

SUMMARY:

At its September 27, 2011 meeting, the City Council approved staff's recommendation to adjust the non-resident fee for contract instructor classes for \$10 to \$5. This is in response to a downward trend in recreation class participation. The information that was presented to the City Council is attached to this report for the Parks and Recreation Commission's reference.

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

ATTACHMENTS:

- 9/27/2011 City Council meeting staff report, "Recreation Class Registration Trend Update Report."

CITY OF LAGUNA HILLS
AGENDA REPORT
COMMUNITY SERVICES DEPARTMENT

ISSUE: RECREATION CLASS REGISTRATION TREND UPDATE REPORT

SUMMARY:

Staff conducted a cost recovery study in 2009 on the recreation classes and activities offered. The non-resident fee for classes and activities was increased beginning spring 2010 quarter as a result of this study. Staff advised the City Council that a report would be brought back to the City Council after a year's worth of data was collected under the revised class fee schedule. The purpose of this report is to present the enrollment trend of recreation classes and activities in light of the fee increases implemented last year and staff's proposed changes (or actions) in response to the registration trend. Overall, the annual recreation class registration has decreased by 28% when comparing the year in which the fee increases were applied to the prior year in which the fee increases were not applied (see Figure 1). Staff is proposing to decrease the non-resident rate for contractor led classes to \$5, adjust the base fee for staff led classes to prompt more enrollment, and to evaluate the recreation program offerings to possibly refresh the classes that are offered to help increase overall registration.

BACKGROUND:

The Community Services Department conducted a cost recovery study in 2009 on the rates charged for recreation classes and activities. This was a major plan of the Community Services Department during the last budget cycle. As a result of this study, the non-resident rate for staff led classes was increased from \$2 to \$5 and the non-resident rate for contract instructor classes was increased from \$2 to \$10. These changes went into effect during the spring 2010 quarter.

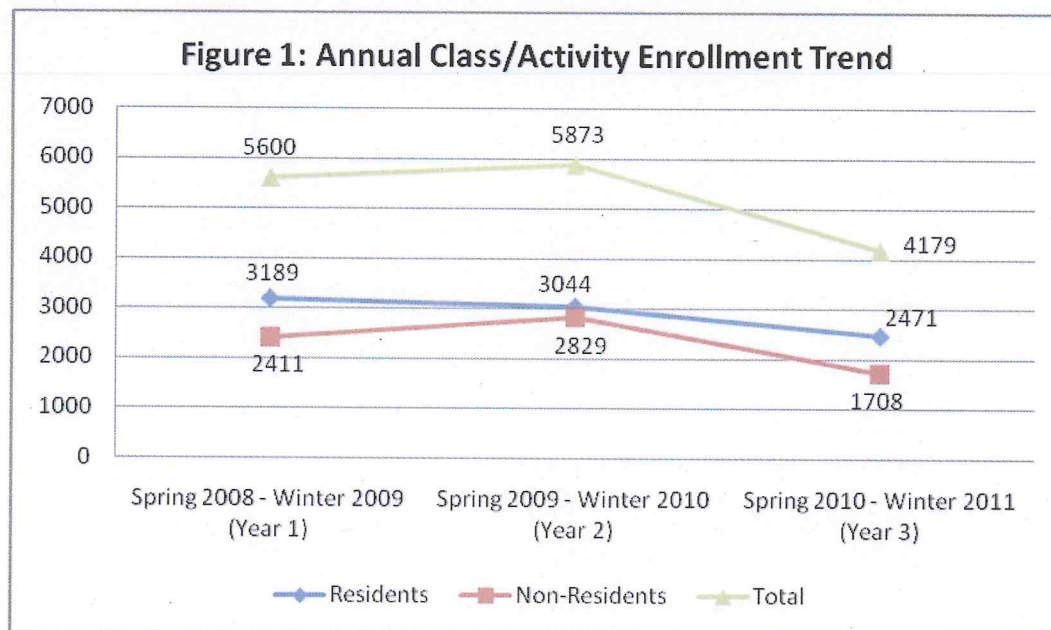
A report was brought to the City Council on November 9, 2010, that compared the non-resident rate charged in Laguna Hills to other cities' fees for non-residents. (The November 9, 2010, City Council Report is attached to this staff report for reference). At this meeting, staff recommended continuing forward with the adjusted non-resident fees and to bring a report back to the City Council after a year's worth of recreation participation trends were gathered. The purpose of this report is to present the

RECOMMENDATION: THAT THE CITY COUNCIL RECEIVE AND FILE THE REPORT AND AUTHORIZE STAFF TO ADJUST THE NON-RESIDENT FEE FOR CONTRACT INSTRUCTOR CLASSES FROM \$10 TO \$5.

enrollment trend of the recreation classes in light of the fee increases implemented last year and staff's proposed changes in response to the registration trends.

Annual Registration Enrollment Trend

Figure 1 below represents the registration for a 3 year period. The rate increases were applied to the spring 2010 quarter; therefore, Year 3 in the figure below shows overall registration for an entire year under the revised class/activity rate schedule. Years 1 and 2, as depicted in the graph below, show total annual registration numbers prior to the rate increase. The overall (or "Total") registration in Year 3 has decreased by 28% from Year 2. Of that percentage decrease, there was a 19% decrease in class registration for residents and a 39% decrease in non-resident class registrations.

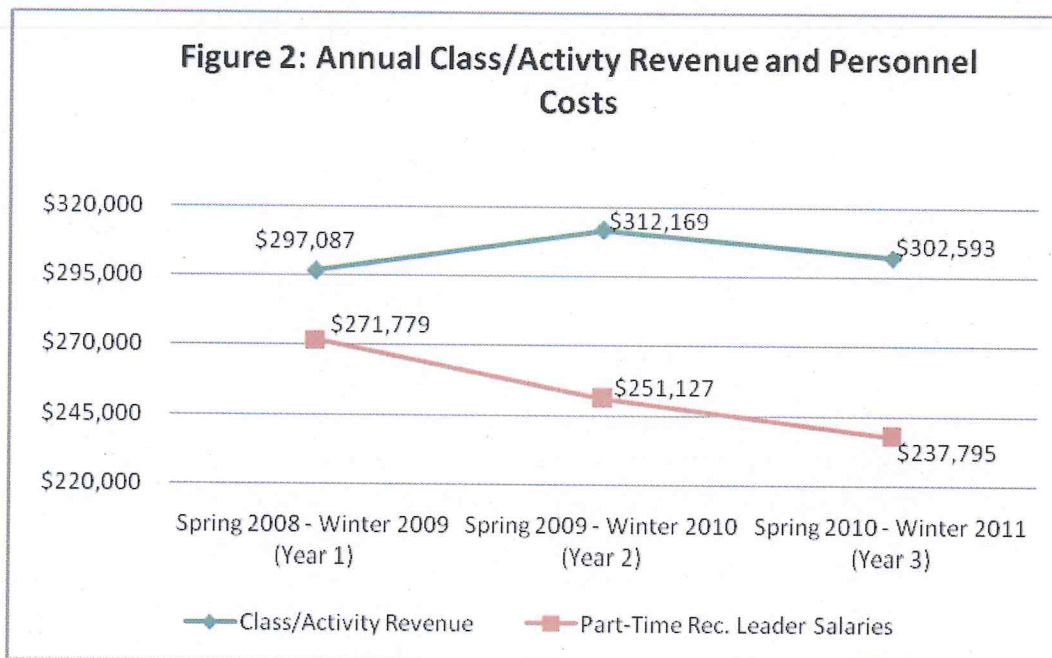


In addition to the impact of the fee increase, staff believes that there are other factors to these registration decreases which include general interest in the classes offered and the economy. For example, staff has found that there has been a steady decrease in the attendance to staff led classes in the past years. For the most part, the Community Services Department has carried the same program offerings, with a few modifications here and there, for the last several years. Refreshing the class offering for our staff led classes might also encourage an increase in registration. One of the work programs identified in the current budget cycle for the Community Services Department is to "Evaluate the City's recreation activities and classes on meeting the needs of the different demographic groups in the community and address any deficiencies."

The economy also has affected registration trends. Reaching out to other surrounding cities, it was communicated to staff that these cities have also experienced downward

trends in overall registration in the last couple of years and that some of their class offerings have had a slow start. However, the downward trend that we have experienced as a result of the rate increase is more significant than the downward trends of these surrounding cities; and staff is proposing changes to the rates as discussed later in the staff report.

Staff also wanted to bring to the City Council's attention the revenue that was generated and the recreation leader salary costs during the same three year time period as Figure 1. These numbers are presented in Figure 2. below. The annual class and activities revenue in the year in which the rate increases were applied (or Year 3) was 3% (or \$9,576) below Year 2 revenue. However, Year 3 revenue was \$5,506 more than Year 1 revenue.



Attention was placed on also managing costs to run the City's recreation programs by more efficiently scheduling part-time staff and dropping classes that didn't meet the required class minimums. This was another part of the Community Services' cost recovery major plan and as the figure above depicts, for the three year time period the salary costs for part-time staff steadily decreased. The part-time recreation leader staff is primarily assigned to run classes and activities that are offered by the City of Laguna Hills.

Recommended Actions

When staff first presented to the City Council the cost recovery study on recreation classes and activities in 2009, general guidelines were considered for determining a

rate increase. Staff believes that a few of these guidelines should be reiterated for this report which are:

- Total Cost recovery of Direct and Indirect Costs is a goal when setting rates wherein the adjusted rates will not unreasonably reduce class/activity participation.
- Direct Costs should always be recovered when possible.

In consideration of these guidelines staff suggests the following changes to the fees.

1. Decrease the non-resident fee for contract instructor led classes from \$10.00 to \$5.00. With this proposed change the non-resident rate for both staff led classes and contractor led classes will be \$5.00. Staff will apply this change for the winter 2012 quarter recreation program offering.
2. Adjust the base fee for staff led classes as appropriate. The Community Services Department has the flexibility to adjust fees for staff led classes if there is a significant decrease in enrollment. Staff has already made some adjustments for the fall 2011 quarter and will continue to adjust the rate charged for staff led classes dependent on low enrollment trends and overall interest in the classes offered.

And as mentioned earlier in the staff report, staff will be evaluating the class offerings to determine if new types of classes need to be offered to encourage more class enrollments.

FISCAL IMPACT:

It is staff's opinion that the recommended actions proposed by staff will positively affect overall class and activity registration numbers through time and will prevent a continued downward trend in annual revenue. In addition, the proposed actions will also ensure that direct costs for classes and activities continue to be recovered.

RECOMMENDATION: THAT THE CITY COUNCIL RECEIVE AND FILE THE REPORT AND AUTHORIZE STAFF TO ADJUST THE NON-RESIDENT FEE FOR CONTRACT INSTRUCTOR CLASSES FROM \$10 TO \$5.

ATTACHMENTS:

- November 9, 2010, Staff Report: "Comparison of Non-Resident Fee for Contract Instructor Recreation Classes"

CITY OF LAGUNA HILLS

AGENDA REPORT COMMUNITY SERVICES DEPARTMENT

ISSUE: COMPARISON OF NON-RESIDENT FEE FOR CONTRACT INSTRUCTOR RECREATION CLASSES

SUMMARY:

On July 13, 2010, the City Council directed staff to bring back a report to the City Council on what other cities are charging for a non-resident fee. This direction was in response to a contract instructor's public comments on the non-resident fee of \$10 for contract instructor classes not being reasonable. The City Council was presented with staff's Recreation Program Rate Study on November 10, 2009, and approved increasing the non-resident rate for City staff led classes to \$5 and for contract instructor led classes to \$10. The modified non-resident rates went into effect during the Spring 2010 program offering and to date staff has not observed a significant decrease in enrollment for contract instructor classes. Staff's recommendation is to continue with the current non-resident fees and bring a report back to the City Council after Spring 2011 recreation activity. This will provide staff with a year's worth of recreation class participation trends and a better understanding of the overall impact of the non-resident rate increase of Spring 2010.

BACKGROUND:

The City Council directed staff at its July 13, 2010, meeting to bring back a report to the City Council comparing the non-resident fees charged by the City of Laguna Hills with other municipalities. The City Council's direction was in response to a contractor instructor's public comments on the non-resident fee of \$10 not being in line with what other surrounding communities were currently charging.

Attached to this staff report is a comparison of what other cities are charging for a non-resident fee, as well as miscellaneous fees such as an administration fee. Several cities, in addition to a non-resident fee, are charging an administration fee to recover costs of on-line transactions for example. The administration fee is applied to both non-residents and residents. The City of Laguna Hills does not charge any administration

RECOMMENDATION: THAT THE CITY COUNCIL RECEIVE AND FILE THE REPORT.

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fees. The cost of on-line transaction fees for recreation registration is approximately \$18,000 a year for the City of Laguna Hills.

Staff presented the City Council with a Recreation Program Rate Study on November 10, 2009. Staff's recommendations, as summarized below, were approved by the City Council at this meeting and these recommendations were implemented in the Spring 2010 recreation program offering. The objectives of these recommendations were to recover costs to operate Community Services recreation programs.

1. The rate charged for staff-led recreation classes/activities was increased by at least 31% in most cases to the average of what other cities were charging for similar classes.
2. The non-resident fee of \$2.00 was raised to \$5.00 for all City staff-led classes.
3. The non-resident fee of \$2.00 was raised to \$10.00 for all contract instructor led classes. This increase assists the City with recovering overall costs of running recreation programs such as supplying contract instructors with insurance coverage, use of facilities, and class advertisement through City Views.

Staff also gathered information on what other cities are compensating contract instructors. This information is included in the attached table. Contract instructors, at the City of Laguna Hills, receive 70 percent of class revenue and the City receives 30 percent of class revenue. The average class revenue, for example, generated during a recent recreation program session was \$3,032. Of this total class revenue, under the 70/30 revenue percentage compensation formula, a contract instructor would receive \$2,122 of this revenue as compensation and the City would retain \$910. As part of the Recreation Program Rate Study, staff did not recommend any modifications to the current 70/30 revenue percentage arrangement as a means to recover costs to operate the City's recreation services.

The Community Services Department has the flexibility to adjust the recreation program fees if the increased rate results in a significant decrease in enrollment. To date, staff has not experienced a significant decrease in enrollment for contract instructor classes due to the non-resident rate increase. For instance, the average number of the non-resident class participants per quarter for contract instructor classes is 299 participants since 2007. The Spring 2010 quarter consisted of 303 non-resident participants and 287 non-resident participants attended contract instructor classes during the Summer 2010 quarter. Staff recommends continuing forward with the current non-resident rates and to bring a report back to the City Council after Spring 2011 recreation program activity. It is staff's opinion that a year's worth of data will afford staff with solid recreation class participation trends and the overall impact of the non-resident rate increase.

NOVEMBER 9, 2010, ITEM NO. 6.5A

FISCAL IMPACT:

Since the implementation of the new non-resident fee in the Spring 2010 quarter, the non-resident fee has resulted in \$7,160 in revenue for the Spring and Summer 2010 quarters. About 76 percent of this revenue is a result of the increase in the non-resident fee. Staff estimates that the non-resident fee will result in approximately \$17,600 in revenue for fiscal year 2010/2011.

RECOMMENDATION: THAT THE CITY COUNCIL RECEIVE AND FILE THE REPORT.

ATTACHMENTS:

- City Comparison of Non-Resident Rate

NOVEMBER 9, 2010, ITEM NO. 6.5A

10/5/2011 ITEM NO. 5.3

CITY COMPARISON OF NON-RESIDENT FEES AND CLASS REVENUE PERCENTAGE SPLITS

City	Non-Resident Fee	Misc. Fees	Class Revenue Split (Contractor/City)
Aliso Viejo (AVCA)	\$5.00	no fees	90/10
Brea	\$5.00 for classes \$1-\$49; \$10 for classes \$50 - \$99; \$15 for classes \$100.	\$3 Administration fee for both residents and non-residents.	50/50
Costa Mesa	\$5.00	no fees	70/30
Dana Point	no fee except for youth basketball program which is \$10.00.	\$3 online registration fee for both residents and non-residents.	70/30
Fountain Valley	no fee	no fees	65/35
Fullerton	\$6.00	\$5 Administration Fee for both residents and non-residents.	50/50
Irvine	\$5.00 (Classes under \$75); \$10.00 (Classes over \$75)	no fees	50/50
Laguna Beach	no fee except for \$25 for the junior life guard program.	no fees	66/34
Laguna Hills	\$5.00 (city staff led classes); \$10.00 (contract instructor led classes).	no fees	70/30
Laguna Niguel	no fee	no fees	70/30
Lake Forest	\$5.00	no fees	70/30
Mission Viejo	no fee	no fees	80/20
Newport Beach	\$10.00	\$3 Administration fee for both residents and non-residents.	60/40
Rancho Santa Margarita	no fee	\$3 online registration fee for both residents and non-residents.	70/30
San Clemente	no fee	\$3 Administration fee for both residents and non-residents.	70/30
San Juan Capistrano	no fee	no fees	65/35
Yorba Linda	\$3.00	\$2.00 Administration Fee; plus \$4.00 walkin/fax/registrations and \$5.00 for online registrations. Charged to both residents and non-residents.	60/40

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