



CITY OF LAGUNA HILLS

PARKS & RECREATION COMMISSION

REGULAR MEETING AGENDA

Wednesday, October 3, 2018 – 7:00 PM

Dan Cooper - Chair

David Robbins - Vice Chair
Chris Mackey - Commissioner

Victoria Auer - Commissioner
Maya Douglas - Commissioner

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

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

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

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

ROLL CALL OF COMMISSIONER MEMBERS

1. PUBLIC COMMENTS

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

2. MINUTES APPROVAL

2.1 Approval of Minutes for August 01,2018

Recommendation: That the Parks and Recreation Commission approve the Minutes for the August 1, 2018, Regular Meeting

3. PRESENTATIONS**4. ADMINISTRATIVE REPORTS****4.1 Proposed Medal Series**

Recommendation: That the Parks and Recreation Commission provide feedback on the proposed medal series.

5. INFORMATIONAL ITEMS**5.1 2018 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 & Recreation Commission will be December 5, 2018, at 7:00 PM in the City Council Chamber, located at 24035 El Toro Road, Laguna Hills, California.

8. Staff Reports**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 September 25, 2018, at 5:00 PM.



David T. Reynolds; Deputy City Manager**September 25, 2018**

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

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



City of Laguna Hills

Parks & Recreation Commission

Staff Report

DATE: October 3, 2018
TO: Parks and Recreation Commission
FROM: Dan Meehan
Community Services Superintendent
ISSUE: Approval of Minutes for August 01, 2018

RECOMMENDATION: That the Parks and Recreation Commission approve the Minutes for the August 1, 2018, Regular Meeting

ATTACHMENTS:

- Minutes 8-1-18

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

**REGULAR MEETING
MINUTES
Wednesday, August 1, 2018**

CALL TO ORDER

The meeting was called to order at 7:00 PM by Chair Dan Cooper

PLEDGE OF ALLEGIANCE

Pledge of Allegiance was led by Chair Cooper.

ROLL CALL OF COMMISSIONER MEMBERS

Attendee Name	Title	Status	Arrived
Dan Cooper	Chair	Present	7:00 PM
David Robbins	Vice Chair	Present	7:00 PM
Victoria Auer	Commissioner	Absent	
Chris Mackey	Commissioner	Present	7:00 PM
Maya Douglas	Commissioner	Absent	

Staff Present: Deputy City Manager; David Reynolds, Kathleen Middleton; Recreation Coordinator, Kayle McDonald; Administrative Assistant

1. PUBLIC COMMENTS

Meg Gorham of Laguna Hills greeted the Commission. Mrs. Gorham indicated she would love the Commission's approval to have her presence representing Grad Night at the National Night Out on Tuesday in the form of a booth to represent the community. Chair Cooper suggested following up with Police Services to coordinate.

2. MINUTES APPROVAL

2.1 Approval of Minutes for June 6, 2018, Regular Meeting

Recommendation: That the Parks and Recreation Commission approve the Minutes for the June 6, 2018, Regular Meeting

Commission asked Parks and Recreation Secretary to correct Brian Young's name in 4th paragraph on third page and remove Vice Chair Cooper to reflect Chair Cooper on fourth page of June 6, 2018 minutes.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Chris Mackey, Commissioner
SECONDER:	David Robbins, Vice Chair
AYES:	Dan Cooper, Chair, David Robbins, Vice Chair, Chris Mackey, Commissioner
ABSENT:	Victoria Auer, Commissioner, Maya Douglas, Commissioner

3. PRESENTATIONS

4. ADMINISTRATIVE REPORTS

4.1 Proposed City Council Policy for Display of Sponsorship Banners in City Parks for Laguna Hills Youth Sports Organizations.

Recommendation: That the Parks and Recreation Commission review and comment on the draft "Temporary Sponsorship Banners in City Parks" Policy.

Deputy City Manager Reynolds provided a verbal summary of the report to the Parks and Recreation Commission. Mr. Reynolds indicated the recommendation of the report was to illicit feedback from the Commission and to present the information to City Council during the August 28, 2018 meeting.

Vice Chair Robbins moved to recommend the adoption of the proposed City Council Policy to display sponsorship banners within City Parks, motion was seconded by Chair Cooper.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	David Robbins, Vice Chair
SECONDER:	Dan Cooper, Chair
AYES:	Dan Cooper, Chair, David Robbins, Vice Chair, Chris Mackey, Commissioner
ABSENT:	Victoria Auer, Commissioner, Maya Douglas, Commissioner

4.2 Update of City Council Reservation Policies Related to the Use of City Facilities Such as Community Center Rooms, Parks, Athletic Fields, Courts, and Gymnasium.

Recommendation: That the Parks and Recreation Commission review the attached 2nd draft of the “Public Facility Reservation & Use Policy” and provide comment to staff before it is brought to the City Council.

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

Chair Cooper stated he felt this was a well written report and appreciated the hard work of staff, the rest of the Commissioners concurred.

Chair Cooper moved to approve Reservation Policies, Commissioner Mackey seconded.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dan Cooper, Chair
SECONDER:	Chris Mackey, Commissioner
AYES:	Dan Cooper, Chair, David Robbins, Vice Chair, Chris Mackey, Commissioner
ABSENT:	Victoria Auer, Commissioner, Maya Douglas, Commissioner

4.3 2018 Memorial Day Half Marathon, 10K, 5K, Post Event Report

Recommendation: The Parks and Recreation Commission receive and file the report

Recreation Coordinator Kathleen Middleton provided a verbal update to the Parks and Recreation Commission. Mrs. Middleton indicated we did conclude our medal series this year.

Laguna Hills resident Meg Gorham suggested that Laguna Hills Chamber of Commerce have a presence at the race.

RESULT:	RECEIVE AND FILE [UNANIMOUS]
MOVER:	Chris Mackey, Commissioner
SECONDER:	Dan Cooper, Chair
AYES:	Dan Cooper, Chair, David Robbins, Vice Chair, Chris Mackey, Commissioner
ABSENT:	Victoria Auer, Commissioner, Maya Douglas, Commissioner

4.4 Fourth of July Post Event Report 2017

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

Recreation Coordinator Kathleen Middleton provided a verbal summary of the report of the event to the Parks and Recreation Commission.

Chair Cooper complimented staff on the event.

Meg Gorham indicated she was disallowed to participate in the dippin dots booth for the 4th of July. Mrs. Gorham was advised to go thru the appropriate channels such as the school PTA to gain approval to gain permit approval.

RESULT:	RECEIVE AND FILE [UNANIMOUS]
MOVER:	Dan Cooper, Chair
SECONDER:	David Robbins, Vice Chair
AYES:	Dan Cooper, Chair, David Robbins, Vice Chair, Chris Mackey, Commissioner
ABSENT:	Victoria Auer, Commissioner, Maya Douglas, Commissioner

5. INFORMATIONAL ITEMS

6. COMMISSIONER COMMENTS

Commissioner Mackey stated there was an issue with the volleyball net at Knotty Pine Park.

Commissioner Mackey stated that the bushes on Alicia Parkway and Aliso Hills need to be trimmed back as they're creating a blind spot for drivers.

Vice Chair Robbins stated he's been very impressed with the quality of our parks. Deputy City Manager Reynolds stated he would pass that information along to our Parks Supervisor.

7. ADJOURNMENT

There being no further business before the Parks and Recreation Commission at this session, Chair Cooper declared the meeting adjourned at 7:46 P.M.

David Reynolds, Deputy City Manager

ATTEST:

Dan Cooper, Chair

Approved at meeting of October 3, 2018



City of Laguna Hills

Parks & Recreation Commission

Staff Report

DATE: October 3, 2018
TO: Parks and Recreation Commission
FROM: Dan Meehan
Community Services Superintendent
ISSUE: Proposed Medal Series

RECOMMENDATION: That the Parks and Recreation Commission provide feedback on the proposed medal series.

SUMMARY:

Prior to the 2014 half marathon event, Community Services staff and Renegade Racing personnel chose to create a five year medal series, titled the “Joint Chiefs of Staff” series. The medals were designed using the emblem of all five military branches that collectively make up the Joint Chiefs of Staff. Those participants that finished the race all five years consecutively, from 2014 to 2018, were eligible for the “Joint Chiefs of Staff” medal. An image of each of the five finisher medals, along with the “Joint Chiefs of Staff” medal, is attached to this staff report. Both the finisher medals and the “Joint Chiefs of Staff” medal were well received by race participants.

The City Council approved a five year Event Management Agreement with Renegade Racing at its September 11, 2018, meeting. Registration for the 2019 event is slated to open in early October, and Renegade Racing personnel along with staff have developed a new five year medal series. The title of “Spirit of Valor” has tentatively been chosen for the new series. The proposed series of medals, listed by year, is as follows:

- 2019: U.S. Coast Guard
- 2020: Women in Service
- 2021: First Responders
- 2022: MIA/POW

Proposed Medal Series

October 3, 2018

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- 2023: Purple Heart

Staff is seeking input from the Commission on the proposed medal series. If the new medal series is approved, staff will begin promoting it for the 2019 event.

ATTACHMENTS:

- Finisher Medal Attachment

2014-2018 "Joint Chiefs of Staff" Finisher Medals



2014
FINISHER'S MEDAL



2015
FINISHER'S MEDAL



2016
FINISHER'S MEDAL



2017
FINISHER'S MEDAL



2018
FINISHER'S MEDAL



LEGACY MEDAL



City of Laguna Hills

Parks & Recreation Commission

Staff Report

DATE: October 3, 2018
TO: Parks and Recreation Commission
FROM: Dan Meehan
Community Services Superintendent
ISSUE: 2018 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 2,030 participants were enrolled in programs for the summer 2018 quarter. Revenue for the summer quarter totaled \$142,857.

BACKGROUND:

A number of programs were successful during the summer quarter. In the Camp category, Creative Kids Playhouse offered "Alice in Wonderland, a Musical" for children ages 6-13 years. This week long camp concluded with a performance for the parents, and had 54 total participants. Culinary Kids offered three sessions of its cooking camp for children this summer, drawing a total of sixty-eight participants between the ages of 5 and 13. Also well attended in the summer quarter were the community services staff led "Day Camp" and "Teen Camp" programs, and the three sessions of the "Build-A-Fort" camps filled to capacity as well.

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

2018 Summer Quarter Evaluation

October 3, 2018

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Tuesday, August 7 from 5:00-8:00pm. Approximately 700 people attended this annual event designed to promote unity and safety in the community.

ATTACHMENTS:

- Copy of Summer 2018 Enrollment Summary

Summer 2018 Enrollment Summary

Summer 2017/2018

(Blank Cells Represent No Class/Activity Offered)

CLASS	Summer 2017			Summer 2018		
	Res	NonRes	Total	Res	NonRes	Total
Acting preparation for High School Theatre				0	0	0
Adult Acting				0	8	8
Acting Preparation for High School Theatre				0	0	0
Adult Acting				0	8	8
Adult Basketball League: Open League	0	0	0	0	0	0
Adult Open Gym Basketball	20	23	43	4	12	16
Adult Softball League- Men's Lower "C" League	0	1	1			
Adult Softball League: Men's "D" League	0	1	1			
Adult Softball League--Men's Upper "D" League	0	0	0			
Adult Table Tennis Annual Pass	0	0	0	0	3	3
Adult Table Tennis: 1-Day Guest Pass	0	0	0	2	13	15
Adult Tennis- Advanced Beginner	6	0	6	5	2	7
Adult Tennis- Intermediate	5	0	5	4	0	4
Adult Tennis- Learn to Rally (Beginner Tennis)	2	1	3	1	0	1
Ageless Ballet (10 class pass)	2	1	3			
Ageless Ballet (5 class pass)	0	0	0			
Aikido	14	12	26	24	20	44
Alice in Wonderland, a Musical				10	44	54
All Star Tennis	2	2	4	4	0	4
Ballet Tier D/F/G/Pointe	1	0	1			
Basics of Skateboarding Camp: Basics/Beginning	12	10	22	8	4	12
Basics of Skateboarding Camp: Intermediate/Advanced	0	1	1	0	0	0
Beginning Ballroom Dance	12	18	30			
Beginner Ballet				0	0	0
Beginning Guitar	3	0	3	0	0	0
Beginning Ukulele	1	0	1	0	0	0
Belle of the Ball	0	0	0			
Belly Dancing I	0	28	28	0	7	7
Belly Dancing II	0	10	10	0	7	7
Belly Dancing III & IV	1	3	4	0	3	3
Budding Ballerinas/Preschool Ballet	3	1	4			
Body Sculpt and Strength				19	1	20
Build A Fort	108	18	126	124	4	128
Ceramics Creations	5	5	10			
Children & Teen Open Gym Basketball	0	0	0	3	4	7
Circle of Friends BBQ & Craft	19	0	19	10	7	17
Circle of Friends Bowling Night	13	0	13	9	5	14
Circle of Friends Summer Kick-off Dance	40	0	40	36	25	61
Clog Dance	2	16	18	3	19	22
Coast 2 Coast Soccer Camp	0	0	0			
Culinary Kids	15	10	25	22	46	68
Early Additional Family Member: I/II/III/IIII/IIIIII/IIIIIII				22	12	34
Fairy Garden Workshop	5	3	8	0	0	0
Forest Fairy Ballet	0	0	0			
Fourth of July Vendor Booth	6	1	7	8	1	9
Future Stars Tennis	7	3	10	2	2	4
Gentle Yoga	8	2	10	6	7	13
Intro to STEM with LEGO materials	0	0	0	0	0	0
Intro to Music Together				5	1	6
Jedi Engineering using Lego	7	4	11	4	5	9
Jedi Master Engineering using Lego	4	3	7	0	0	0
Junior Build A Fort	37	3	40	34	6	40
Kids on Broadway Series 1	3	3	6			
Kids on Broadway Series 2	0	0	0			
Little Red Hen				2	11	13
Meditation, everyone should meditate- WHY FREETRIAL	1	1	2			
Meditation, everyone should meditate, Why?	2	2	4	0	0	0

Attachment: Copy of Summer 2018 Enrollment Summary (1688 : 2018 Summer Quarter Evaluation)

Exhibit A

(Blank Cells Represent No Class/Activity Offered)

CLASS	Summer 2017			Summer 2018		
	Res	NonRes	Total	Res	NonRes	Total
Meg's Community Kitchen Workshops #5	3	1	4			
Meg's Community Kitchen Workshops #6	5	0	5			
Meg's Community Kitchen Workshops #7	5	1	6			
Meg's Community kitchen Workshops #14 & #15				0	0	0
Minecraft Modding				0	0	0
Minescratch: Video game design				0	0	0
Mini Hawk (Soccer, Baseball & Basketball) Camp	14	6	20			
Mini Hawk (Soccer, Baseball)				5	1	6
Mini Tennis Camp (Ages 5-7)	3	4	7			
Mini Tennis Camp (Ages 8-12)	3	4	7	4	1	5
Mini Tennis Camp (Ages 5-8)				3	0	3
Music Together	12	14	26	8	4	12
Musical Theater: Stone Soup	6	13	19			
Musical Theater: Dance and Sing				0	0	0
National Night Out	180	120	300	350	350	700
Pickleball				4	5	9
Playtime!	15	10	25	6	9	15
Poppy's Paradise	0	0	0			
Preschool Combo Dance Class	0	0	0			
Preschool Dance and Play Series Hakuna Matata				0	0	0
Preschool Dance and Play Series "Lets Get Frozen"				6	2	8
Preschool Dance and Play Series "Under the Sea"				6	2	8
Primary Ballet	0	0	0			
Qigong for All	6	1	7	2	0	2
Qigong for All-Free Trial	1	0	1			
Rising Stars Tennis	3	1	4	6	0	6
Saddleback College ART	0	0	0	0	0	0
Saddleback College PHIL	0	0	0	0	0	0
Saddleback College Senior Emeritus Program	0	0	0	0	0	0
Shakespeare in the Hills	260	27	287	246	18	264
Skyhawks Sports Baseball Camp				0	9	9
Skyhawks Sports Basketball Camp	14	12	26	12	14	26
Skyhawks Sports Flag Football Camp	3	4	7	3	6	9
STEM Challenge with LEGO materials	0	0	0	0	0	0
Sugar Plum Summer	0	0	0			
Summer Day Camp- Aquarium of the Pacific	13	5	18			
Summer Day Camp- Castle Park				22	3	25
Summer Day Camp- Knott's Berry Farm	18	8	26	18	7	25
Summer Day Camp- Knott's Soak City	12	8	20			
Summer Day Camp- Medieval Times				22	3	25
Summer Day Camp- Natural History Museum				19	7	26
Summer Day Camp- Pump it Up/Tanaka Farms				24	2	26
Summer Day Camp- Pirates Dinner Adventure	11	7	18			
Summer Day Camp- Pump it Up/Boomers	14	8	22			
Summer Day Camp- San Diego Zoo	11	6	17	25	2	27
Summer of ART Camp	11	2	13	8	2	10
Summer Teen Camp- Knott's Berry Farm	21	17	38			
Summer Teen Camp- Magic Mountain	8	3	11			
Summer Teen Camp- Sea World	20	6	26			
Summer Teen Camp- Universal Studios	7	6	13			
Summer Teen Camp- Week 1				9	4	13
Summer Teen Camp- Week 2				8	5	13
Summer Teen Camp- Week 3				9	4	13
Summer Teen Camp- Week 4				10	3	13
Summer Teen Camp- Week 5				6	8	14
Summer Teen Camp- Week 6				10	3	13
Surf Crew	0	0	0	2	3	5
Tap and Jazz Combo	2	2	4	0	0	0
Tennis Stars	0	0	0	0	0	0

Attachment: Copy of Summer 2018 Enrollment Summary (1688 : 2018 Summer Quarter Evaluation)

Exhibit A

(Blank Cells Represent No Class/Activity Offered)

CLASS	Summer 2017				Summer 2018		
	Res	NonRes	Total		Res	NonRes	Total
Through the Woods, a musical	10	23	33				
Tier 1 Tennis	0	0	0		0	0	0
Total Technique	8	5	13		4	3	7
Tunes and Tales	24	21	45		9	6	15
Where the Sky Meets the Sea...	0	0	0				
Zumba	28	0	28		12	2	17
Zumba Toning	18	0	18				
Zumba (3 Month Option)	4	0	4		2	1	3
Enrollment Totals:	1139	531	1670		1251	776	2030
	68%	32%			62%	38%	
Total Classes offered:	92				84		