



CITY OF LAGUNA HILLS

PARKS & RECREATION COMMISSION

REGULAR MEETING AGENDA

Wednesday, August 7, 2019 – 7:00 PM

David Robbins - Chair

Victoria Auer - Vice Chair
Maya Douglas - Commissioner

Dan Cooper - Commissioner
Julie Nassif - 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 June 5, 2019**

Recommendation: That the Parks and Recreation Commission approve the minutes for the June 5, 2019, regular meeting.

3. PRESENTATIONS**4. ADMINISTRATIVE REPORTS****4.1 2019 Memorial Day Half Marathon, 10K, and 5K Post Event Report**

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

5. INFORMATIONAL ITEMS**5.1 2019 Fourth of July Post Event Report**

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 October 2, 2019, 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 August 2, 2019, at 5:00 PM.



David T. Reynolds; Deputy City Manager**August 2, 2019**

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: August 7, 2019
TO: Parks and Recreation Commission
FROM: David Reynolds
Deputy City Manager
ISSUE: Approval of Minutes for June 5, 2019

RECOMMENDATION: That the Parks and Recreation Commission approve the minutes for the June 5, 2019, regular meeting.

ATTACHMENTS:

- PR Minutes 190605

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

**REGULAR MEETING
MINUTES
Wednesday, June 5, 2019**

CALL TO ORDER

The meeting was called to order at 7:00 PM by Chair David Robbins

PLEDGE OF ALLEGIANCE

ROLL CALL OF COMMISSIONER MEMBERS

Attendee Name	Title	Status	Arrived
David Robbins	Chair	Present	7:00 PM
Victoria Auer	Vice Chair	Present	7:00 PM
Dan Cooper	Commissioner	Present	7:00 PM
Maya Douglas	Commissioner	Present	7:05 PM
Julie Nassif	Commissioner	Present	7:00 PM

1. PUBLIC COMMENTS

Gabe John greeted the Parks and Recreation Commission. He presented to the Commissioners his proposition about having a joint lease agreement with the City of Laguna Hills in regards to the roller hockey rink. He wants to revitalized the area by renovating the rink, help with regular maintenance and transform the area to make it more of an attractive element for the City. Mr. John is planning on attending the next Commission meeting where this item will be included in the agenda.

2. MINUTES APPROVAL

2.1 Approval of Minutes for April 3, 2019

Recommendation: That the Parks and Recreation Commission approve the minutes for the April 3, 2019, regular meeting.

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

3. PRESENTATIONS

There were no presentations.

4. ADMINISTRATIVE REPORTS

4.1 Grant Funding Opportunity and Invitation for Public Comment-1) CIP Project 609 Multi-Use Trail Westerly of Community Center from Alicia Pkwy to Indian Hill Lane and 2) CIP Project 611 Multi-Use Trail Northside La Paz Road from Alameda Avenue to Paseo De Valencia.

Recommendation: That the Parks and Recreation Commission approve the Grant Funding Opportunity through Proposition 68 and invite members of the public to comment on proposed projects: 1) CIP Project 609 Multi-Use Trail from Alicia Pkwy to Indian Hill Lane and 2) CIP Project 611 Multi-Use La Paz Road

Park Supervisor Mr. Hanley presented to the Commission Proposition 68 Grant Application and answered questions from the Commission.

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

4.2 2018 Spring Quarter Evaluation

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

Superintendent Mr. Meehan gave a synopsis of the 2018 report.

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

5. INFORMATIONAL ITEMS

5.1 2019 Memorial Day Race Event

Recommendation: That the Parks and Recreation Commission receive an oral presentation regarding the 2018 City of Laguna Hills Memorial Day Half Marathon, 5K, and 10K, honoring the USMC Dark Horse Battalion.

Superintendent Mr. Meehan gave a synopsis of the 2019 report.

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

5.2 2019 Laguna Hills Volunteer Connection Day Event

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

Mr. Meehan gave a synopsis of the 2019 report.

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

6. COMMISSIONER COMMENTS

Vice Chair Auer commented on the City's tree donation program and what a great opportunity it is for residents. She was not sure the public was aware of this program and recommended for staff to get the word out.

7. ADJOURNMENT

There being no further business before the Parks and Recreation Commission at this session, Chair Robbins declared the meeting adjourned at 7:23PM.

David Reynolds, Deputy City Manager

ATTEST:

David Robbins, Chair

Approved at meeting of August 7, 2019



City of Laguna Hills

Parks & Recreation Commission

Staff Report

DATE: August 7, 2019
TO: Parks and Recreation Commission
FROM: Dan Meehan
Community Services Superintendent
ISSUE: 2019 Memorial Day Half Marathon, 10K, and 5K Post Event Report

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

SUMMARY:

The 21st annual City of Laguna Hills Memorial Day Half Marathon, 10K and 5K, honoring the USMC Dark Horse Battalion took place on Monday, May 27, 2019. Three thousand, two hundred twelve runners (3,212) participated in the event. A number of Marines ran in the half marathon again this year, which along with the 5K and 10K, was led from the start line by Grand Marshall Major Tom Schueman. A highlight of the community expo for 2019 was the presence of Marines along with a number of static displays. Total 2019 event expenditures, including staff time, were \$201,463 and event revenues totaled \$177,685.

BACKGROUND:

The 21st annual City of Laguna Hills Memorial Day Half Marathon, 10K and 5K honoring the USMC Dark Horse Battalion took place on Monday, May 27, 2019. Three thousand, two hundred twelve (3,212) participants registered for the 2019 event, with more than eighty percent (80%) utilizing the internet to register. Table 1 below lists registration numbers by local City.

2019 Memorial Day Half Marathon, 10K, and 5K Post Event Report
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Table 1: Registration totals by City

City	Total Registrations
Laguna Hills	178
Aliso Viejo	175
Mission Viejo	151
Irvine	126
Laguna Niguel	116

The City of Laguna Hills and South County Outreach again partnered in a food drive over the Memorial Day Weekend. Race participants and spectators were encouraged to bring canned goods and non-perishable food items to benefit South County Outreach. Collection stations were available at the race start line, in the community expo, and at Road Runner Sports during registration and pre-race packet pick-up. More than three hundred pounds of food was collected. In addition, a portion of the proceeds from the sales of beer garden tickets, a total of \$500, were donated to South County Outreach.

A highlight of the community expo for 2019 was the presence of the Marines from the 1st Division. At the request of the 3/5 Marine Support Committee, a number of static displays were brought to the event. The public was able to sit in the vehicles and interact with the Marines. Grand Marshall Major Tom Schueman helped start the races at 7:00am before running the 5K. In addition, former Grand Marshalls Michael Spivey, Carlos Garcia, and Marcus Chischilly and a number of Gold Star families all attended the event. The Color Guard from the OCSD was also on hand to present the nation's colors prior to the start of the races.

As the Parks and Recreation Commission may recall the City Council selected the option of a pledge formula based on the Memorial Day Race registration revenues for the purpose of providing future financial assistance to the 3/5 Marine Support Committee. The pledge formula approved by the City Council was \$3.00 per paid 5K, 10K, and half marathon race participant. Applying this pledge formula to the total of 3,017 paid race participants, the available community assistance funding for the 3/5 Marine Support Committee is \$9,051. Staff will recommend that the City Council authorize a Resolution to provide this community assistance funding at its August 27, 2019, meeting.

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FISCAL IMPACT:

The 2019 Memorial Day Race event budget for direct expenditures is \$194,000 with a budget forecast for event sponsorships and registration revenue totaling \$174,600. Provided in Table 2 on the following page are the actual direct expenses of the event at \$182,196 with the actual revenue at \$177,685. Including staff costs, the total expenses for the event were \$201,733.

Table 2: 2019 Event Expense and Revenue Summary:

A) Event Revenue:	\$ Amount
Race Registrations	150,810
Sponsors	21,000
Expo Vendors	5,875
Total Revenue	177,685
B) Event Direct Expenses:	
Permits	950
Advertising	12,196
Graphics	3,124
Miscellaneous (<i>Truck rentals, Scaffolding</i>)	15,369
Race Shirts/Awards/Bibs/Food	44,846
Services	77,220
Expo	9,012
Police Services	19,479
Total Event Direct Expenses	182,196
C) Direct Expenses (over)/under Revenue	(4,511)
D) Event Staff Expenses:	
Planning (pre-event)	12,520
Pre-packet Pickup	895
Event Day	6,122

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Total Staff Expenses	19,537
E) Total Event Expenses	201,733
F) Total Event Expenses (over)/under Revenue	(24,048)

If the City Council approves the community assistance resolution, \$9,051 will be provided to the 3/5 Marine Support Committee from the City's General Fund for Community Assistance funding. As a result, the 2019 Total Event Expenses would be revised to \$210,784.



City of Laguna Hills

Parks & Recreation Commission

Staff Report

DATE: August 7, 2019
TO: Parks and Recreation Commission
FROM: Dan Meehan
Community Services Superintendent
ISSUE: 2019 Fourth of July Post Event Report

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

SUMMARY:

Staff is estimating that nearly 10,000 people attended the City of Laguna Hills' annual Fourth of July event this year. The 2019 Fourth of July event once again included carnival rides, games, informational and food booths, and entertainment. Total ticket sales revenue was \$4,209 for the two carnival rides. The Laguna Hills non-profit groups that sold food and other items informed staff that they were very pleased with their total profits. The non-profit vendors that participated in this year's event were:

- Boy Scout Troop 1602: Pizza and B-B-Q Corn
- LHHS Music Boosters: Nachos, Churros, and Candy
- Armenian Festival: Chicken Sandwiches
- Festival Singers: Hot Dogs and Brownies
- Team Dark Horse: Hamburgers and Chips
- LHHS Water Polo Boosters: Shaved Ice and Water
- AYSO 1422: Cotton Candy

The fireworks display was again provided by Fireworks America. The fireworks show lasted 18 minutes, included nearly 1,200 shells, and had a total cost of \$26,500.

2019 Fourth of July Post Event Report

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A highlight of the 2019 event was the presence of Marines from the 1st Division. At the request of the 3/5 Support Committee several Marines attended the event, bringing with them static displays for the public to experience.

The firing location for the show was the grass area between the football field and the baseball field on the Laguna Hills High School campus. On Thursday, July 5, 2019, City staff walked the campus and found that shells and debris had fallen on the track and football field and tennis courts, however, the pool area and the entire upper field was free from debris. A total of 10 Community Services staff members were on the Laguna Hills High School campus on July 5, clearing firework debris. In addition, City staff received assistance from the City's landscape maintenance vendor in the clean-up of the campus. There was no evidence of any burns or damage to the fields or new track surface.

FISCAL IMPACT:

The adopted budget for FY 2019-2020 includes \$58,450 for the City's 2018 Fourth of July Celebration event. Expenditures for the 2019 Fourth of July Celebration totaled \$54,836. Net costs for the event totaled \$49,727, which accounts for \$4,209 in ticket sales revenue and \$900 in vendor booth rentals revenue. A nominal expense may be added to the overall total for SVUSD clean-up efforts of firework debris in areas that City staff could not access (e.g. roof areas). This expense is not currently represented in the figures presented in this staff report.