



**CITY OF LAGUNA HILLS
PARKS AND RECREATION COMMISSION
REGULAR MEETING AGENDA
AUGUST 06, 2014
7:00 PM**

Daniel Cooper - Chair

**Victoria Auer - Vice Chair
Chris Mackey - Commissioner**

**Richard Nagle - Commissioner
Jack Noenickx - 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,
JUNE 4, 2014**

RECOMMENDATION: THAT THE PARKS AND RECREATION COMMISSION CONTINUE THE APPROVAL OF MINUTES OF THE JUNE 4, 2014, REGULAR MEETING TO THE OCTOBER 1, 2014, REGULAR MEETING.

3. PRESENTATIONS

4. ADMINISTRATIVE REPORTS

4.1 2014 MEMORIAL DAY HALF MARATHON, 10K, AND 5K POST EVENT REPORT

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

4.2 2014 FOURTH OF JULY POST EVENT REPORT

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

5. INFORMATIONAL ITEMS

5.1 2014 SPRING 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 October 1, 2014, 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 1, 2014, at 5:00 PM.



DAVID T. REYNOLDS
DEPUTY CITY MANAGER

August 1, 2014
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: AUGUST 6, 2014

TO: PARKS AND RECREATION COMMISSION

**FROM: DAN MEEHAN
COMMUNITY SERVICES SUPERINTENDENT**

**ISSUE: 2014 MEMORIAL DAY HALF MARATHON, 10K, AND 5K POST EVENT
REPORT**

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

SUMMARY:

The 16th annual City of Laguna Hills Memorial Day Half Marathon, 10K and 5K, Honoring the USMC Dark Horse Battalion took place on Monday, May 26, 2014. Three thousand, six hundred-ninety (3,690) runners participated in the event. Although the 3/5 Battalion Marines are currently deployed, a number of 1st Division Marines participated in the event this year. The races were started by event Grand Marshall Cpl. Carlos Garcia after the runners were addressed by Lt. General John Toolan, the Commanding General of the 1st Marine Expeditionary Force. Highlights of the Community Expo for 2014 was the presence of Marines, a number of static displays, and the ceremony honoring both the Grand Marshall and the Gold Star families in attendance. Total 2014 event expenditures, including staff time, were \$195,066 and event revenues totaled \$182,661.

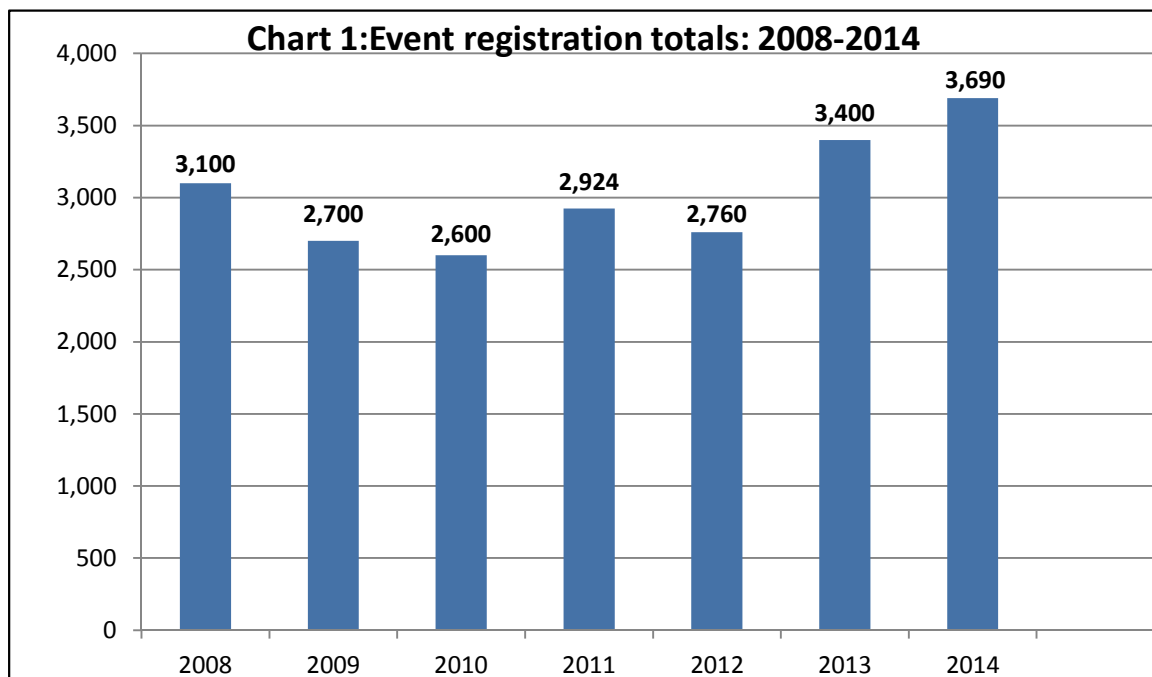
BACKGROUND:

The 16th annual City of Laguna Hills Memorial Day Half Marathon, 10K and 5K Honoring the USMC Dark Horse Battalion took place on Monday, May 26, 2014. Three thousand, six hundred-ninety (3,690) participants registered for the 2014 event, with seventy-nine percent (79%) utilizing the Internet to pre-register. Approximately four hundred (400) registrations were accepted in person during the pre-registration and packet pick-up that took place at Road Runner Sports on Saturday, May 24, 2014 and Sunday, May 25, 2014 between the hours of 10:00 a.m. and 4:00 p.m. Another three hundred and forty-eight (348) runners registered in person on the morning of the event.

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. Approximately twenty pounds of food was collected. In addition, the proceeds from the sales of beer garden tickets, a total of \$2,900, was donated to South County Outreach.

A highlight of the Community Expo for 2014 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. In addition, a ceremony was held to honor the Grand Marshall and the Gold Star families in attendance. Grand Marshall Cpl. Carlos Garcia, a wounded warrior that had served with the 3/5 Marine Battalion in Afghanistan, started the races from a WWII-era Jeep. Lt. General John Toolan addressed the runners at the start line and then participated in the event, running the 10K. The Color Guard from the Headquarters Company, 3rd Battalion, 5th Marines was also on hand to present the Nation's colors prior to the start of the races.

The chart below provides an event registration comparison for the years 2008-2014.



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 3,475 paid race participants, the available community assistance funding for the 3/5 Marine Support Committee is \$10,425. A draft Resolution for the City Council's consideration and approval to authorize community assistance funding in the amount of \$10,425 for the 3/5 Marine Support Committee will be presented to the City Council at its August 26, 2014, meeting.

FISCAL IMPACT:

The 2014 Memorial Day Race event budget for direct expenditures was \$165,000 with a budget forecast for event sponsorships and registration revenue totaling \$174,600. Provided in Table 1, are the actual direct expenses of the event at \$173,269 with the actual revenue at \$182,661. Direct expenses were under event revenue by \$9,392. Including staff costs, the total expenses for the event were \$195,066.

Table 1: 2014 Event Expense and Revenue Summary:

	\$ Amount
A) Event Revenue:	
Race Registrations	157,651
Sponsors	18,935
Expo Vendors	6,075
Total Revenue	182,661
B) Event Direct Expenses:	
Permits	1,370
Advertising	4,525
Graphics	3,392
Miscellaneous (<i>Truck rentals, Scaffolding</i>)	13,635
Race Shirts/Awards/Bibs/Food	43,296
Services	83,333
Expo	7,408
Police Services	16,310
Total Event Direct Expenses	173,269
C) Direct Expenses (over)/under Revenue	9,392
D) Event Staff Expenses:	
Planning (pre-event)	14,310
Pre-packet Pickup	1,245
Event Day	6,242
Total Staff Expenses	21,797
E) Total Event Expenses	195,066
F) Total Event Expenses (over)/under Revenue	(12,405)

If the City Council approves the community assistance resolution, \$10,425 will be provided to the 3/5 Marine Support Committee from the City's General Fund for Community Assistance funding. As a result, the 2014 Total Event Expenses would be revised to \$205,491.



City of Laguna Hills Parks & Recreation Commission Staff Report

DATE: AUGUST 6, 2014

TO: PARKS AND RECREATION COMMISSION

**FROM: DAN MEEHAN
COMMUNITY SERVICES SUPERINTENDENT**

ISSUE: 2014 FOURTH OF JULY POST EVENT REPORT

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

SUMMARY:

The City of Laguna Hills held the annual Fourth of July Celebration at the Laguna Hills Sports Complex on Friday, July 4, 2014. The special event took place between the hours of 4:00 p.m. and 9:30 p.m. and included a number of activities in addition to the fireworks show. Fireworks America provided an excellent fireworks display with a duration of 20 minutes. Expenditures for the 2014 Fourth of July Celebration totaled \$54,298. Net costs for the event totaled \$49,111, when factoring in \$4,087 in ticket sales revenue and \$1,100 in vendor booth rentals revenue.

BACKGROUND:

Staff is estimating that more than 10,000 people attended the City of Laguna Hills' annual Fourth of July event this year. The 2014 Fourth of July event once again included carnival rides, games, informational and food booths, and entertainment. Total ticket sales revenue was \$4,087 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: Kebabs and Sandwiches
- Festival Singers: Hot Dogs
- LHHS Football Boosters: Drinks
- AYSO Region 1422: Chili and Cornbread

- LH NJB: Hamburgers
- LHHS Water Polo Boosters: Shaved Ice
- LHHS Lacrosse Boosters: Iced Coffee and Cupcakes
- LHHS Mandarin Club: Boba Milk Tea

After three years of issues with the fireworks display, staff was very pleased with this year's show, provided by Fireworks America. As the Parks and Recreation Commission may recall, staff arranged for a 4-6 minute back-up show to be in place, in the event that a mishap occurred with the primary show. As there were no issues with the first 16-minute display, the back-up show was fired immediately after the primary display concluded. The full fireworks show lasted 20 minutes, included nearly 1,400 shells, and had a total cost of \$32,500.

A highlight of the 2014 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 including vehicles, weapons and other equipment.

As the Parks and Recreation Commission may recall, the firing location for the fireworks display was moved away from the high school buildings at the direction of OCFA. This year the firing location was the grass area between the football field and the baseball field. On Saturday, July 5, 2014, City staff walked the campus and found that shells and debris had fallen on the track and football field, however, the pool area 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 arranged with Sunset Property Services to provide a street sweeper and staff to assist in the clean-up of the campus.

FISCAL IMPACT:

The adopted budget for FY 2014-2015 includes \$53,750 for the City's 2014 Fourth of July Celebration event. Expenditures for the 2014 Fourth of July Celebration totaled \$54,298. Net costs for the event totaled \$49,111, which accounts for \$4,087 in ticket sales revenue and \$1,100 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.



City of Laguna Hills

Parks & Recreation Commission

Staff Report

DATE: AUGUST 6, 2014

TO: PARKS AND RECREATION COMMISSION

FROM: DAN MEEHAN
COMMUNITY SERVICES SUPERINTENDENT

ISSUE: 2014 SPRING 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 1,370 participants were enrolled in programs for the spring 2014 quarter.

BACKGROUND:

The Community Services Department hosted the annual "Late Night Flashlight Egg Hunt" on April 11, 2014, at the Laguna Hills Community Center. One hundred twenty-two (122) patrons enjoyed games, a flashlight egg hunt, and a raffle in the Park. Table 1 below provides an event attendance comparison from 2012 through 2014.

Table 1: Late Night Flashlight Egg Hunt's Attendance Comparison

2012	2013	2014
245	212	122

"Mr. Bunny & Friend's," the Community Services Department's Easter event for ages 6 & under was also held in the spring 2014 Quarter. Fifty four (54) patrons took photos with Mr. Bunny, created spring crafts, enjoyed light refreshments and took part in an egg hunt. Table 2 on the following page provides an event attendance comparison from 2012 to 2014.

Table 2: Mr. Bunny & Friends Attendance Comparison.

2012	2013	2014
85	106	54

A number of other programs were successful during the spring quarter. In the Excursion category, the Star Party at the Griffith Observatory Excursion was sold out, for the second year in a row, with twenty (22) participants attending.

The Circle of Friends Program continued to offer its monthly events, with the highlight of the spring season again being the Summer Kick-off Dance. Table 3 provides an event attendance comparison for the Circle of Friends Summer Kick-Off Dance for the previous three years.

Table 3: Circle of Friends Summer Kick-Off Dance Attendance Comparison

2012	2013	2014
47	68	38

ATTACHMENTS:

- Spring Activities Enrollment totals for 2013 and 2014

Exhibit A

Spring 2014 Enrollment Summary

Spring 2013/2014

(Blank Cells Represent No Class/Activity Offered)

CLASS	Spring 2013			Spring 2014		
	Res	NonRes	Total	Res	NonRes	Total
Adult Basketball League: Open League	0	0	0	0	0	0
Adult Basketball League: 30 & Over	0	0	0			
Adult Open Gym Basketball	10	9	19	3	5	8
Adult Softball - Comp Co-Ed	0	0	0	0	0	0
Adult Softball League: "D" Level	0	0	0	66	44	110
Adult Softball League--Men's Lower D	19	29	48			
Adult Softball League--Men's Upper C	0	0	0			
Adult Softball League--Men's Upper D	0	0	0			
Adult Volleyball Co-Ed	0	0	0			
Adult Volleyball League--Womens	4	4	8	0	0	0
After School Sports Track & Field-Lomarena	29	1	30	27	2	29
After School Sports Track & Field-San Joaquin	25	1	26	8	5	13
After School Sports Track & Field-Valencia	50	6	56	28	1	29
Aikido	5	30	35	21	18	39
All Sorts of Sports				6	4	10
Art Explorations	0	0	0			
Animal Safari				0	0	0
Ballet				8	6	14
Beginning Guitar	1	1	2			
Beg/Int/Adv Drawing & Painting	4	3	7	6	2	8
Beginning Ballroom Dance				0	2	2
Belly Dancing I	5	6	11	3	17	20
Belly Dancing II	2	8	10	2	6	8
Belly Dancing III & IV	0	8	8	0	11	11
Ceramics Creations				0	0	0
Children & Teen Open Gym				0	0	0
Children's Adv/Beg Tennis	0	0	0	6	0	6
Children's Beginning Tennis	4	0	4	4	1	5
Children's Running Program	18	4	22	20	11	31
Children's Spring Concert	60	40	100			
Circle of Friends Bowling Night				8	7	15
Circle of Friends Indoor Sports Night	2	4	6			
Circle of Friends Karaoke Night	5	7	12			
Circle of Friends BINGO Night				8	6	14
Circle of Friends Spring Dance/Summer Kick-Off Dance	27	41	68	20	18	38
Classic Combo A	8	8	16	7	13	20
Classic Combo B	0	0	0	3	8	11
Classic Combo C/D	5	4	9			
Classic Combo C				3	7	10
Community Dance Troupe	2	5	7	2	5	7
Do, Re, Mi Musical Me	0	0	0	0	0	0
Earth Day Laguna Hills	38	25	63			
Fossil Finder Fossil Fixer (School Tour)	117		117			
Fossil Finders Fossil Fixers (EC Class)	4	1	5			
Funk Fitness	8	3	11	9	4	13
Gentle Yoga	8	7	15	5	5	10
Hip Hop	10	7	17	14	9	23
How to Sell on eBay!	0	0	0	0	0	0
Intermediate Beatles Guitar	0	0	0			
Jazz II/III- Instructor Approval Required	2	7	9			
Jazz III				2	3	5
Kindergarten, Here I Come!	9	6	15	6	10	16
Kundalini Yoga				2	4	6
Late Night Flashlight Egg Hunt	Offered Winter 2013			69	53	122
Lil' Chefs	8	0	8			
Lyrical II	6	3	9	6	3	9
Lyrical II/III (Requires Instructor Approval)	1	3	4			
Lyrical (Level III)				2	3	5

Exhibit A

(Blank Cells Represent No Class/Activity Offered)

CLASS	Spring 2013			Spring 2014		
	Res	NonRes	Total	Res	NonRes	Total
Mediterranean Hand Drumming: Level I	0	1	1	0	1	1
Mediterranean Hand Drumming: Level II	0	3	3	0	3	3
Messy Muddy Hands and Toes	11	2	13	0	0	0
Middle School Dance	150	100	250	195	130	325
Mini Excursion to the Getty Villa				5	5	10
Mission San Juan Capistrano & Mexican Rancho Period	1	5	6			
Mommy & Me Art Time	0	0	0			
Mr. Bunny and Friends	Offered Winter 2013			40	14	54
Music Together	7	17	24	5	14	19
My First Classroom				5	5	10
Our First Inhabitants-Life of the Acjachemen Tribe	0	0	0			
Parent and Tot Clay Time				0	0	0
Pee Wee Picasso	5	3	8			
Parents Night WITHOUT the Kids!				9	2	11
Performance Technique-Instructor Approval Required	3	1	4	3	0	3
Play Dough Picasso	3	0	3	1	4	5
Playtime!	22	10	32	17	15	32
Preschool Dance I	8	8	16	10	8	18
Preschool Dance II - Tap, Ballet & Pre-Jazz Combo	9	11	20	10	11	21
Soccer Starters				6	4	10
Star Party at the Griffith Observatory	15	5	20	16	6	22
Supersitters	0	0	0	0	0	0
Tap/Jazz II- Instructor Approval Required	4	2	6	3	5	8
Tapp & Jazz III				5	2	7
Teen and Adult Intermediate Tennis	3	1	4	0	0	0
The Veggie Kitchen: A Cinco de Mayo Cooking Celebration	6	3	9			
The Veggie Kitchen: Fresh & Flavorful Springtime	10	6	16			
The Veggie Kitchen: Meatless Meals	8	8	16			
Tunes and Tales	8	13	21	22	20	42
Volunteer Connection Day				30	20	50
Yoga Basics	8	4	12	10	5	15
Young Rembrandts Cartoon Drawing	5	0	5			
Zumba	29	8	37	27	2	29
Zumba (3 Month Option)	2	4	6	7	1	8
Zumba Gold Toning (Express)	2	1	3			
Zumba Gold Toning (Express) 3 month option	4	1	5			
Enrollment Totals:	819	498	1317	800	570	1370
	62%	38%		58%	42%	
Total Classes offered:			134			114