



CITY OF LAGUNA HILLS PARKS & RECREATION COMMISSION

REGULAR MEETING AGENDA Wednesday, August 5, 2020 – 7:00 PM

David Robbins - Chair

**Victoria Auer - Vice Chair
Maya Carroll - 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 February 5, 2020

Recommendation: That the Parks and Recreation Commission approve the Minutes for February 5, 2020, Regular Meeting.

3. PRESENTATIONS**4. ADMINISTRATIVE REPORTS****4.1 Election of Parks and Recreation Commission Chair and Vice Chair**

Recommendation: That the Parks and Recreation Commission wait until its regularly scheduled meeting of February 3, 2021, to conduct a Commission reorganization to elect the Chair and Vice Chair.

4.2 Coronavirus Update on Status of City of Laguna Hills' Recreation Facilities Openings and Closures

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

5. INFORMATIONAL ITEMS**6. COMMISSIONER COMMENTS****7. ADJOURNMENT**

The next Regular Meeting of the Parks & Recreation Commission will be October 7, 2020, 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 July 31, 2020, at 5:00 PM.



David T. Reynolds; Deputy City Manager**July 31, 2020**

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 5, 2020
TO: Parks and Recreation Commission
FROM: Dan Meehan
Community Services Superintendent
ISSUE: Approval of Minutes for February 5, 2020

RECOMMENDATION: That the Parks and Recreation Commission approve the Minutes for February 5, 2020, Regular Meeting.

ATTACHMENTS:

- PR Minutes 200205

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

**REGULAR MEETING
MINUTES
Wednesday, February 5, 2020**

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	7:02 PM
Maya Carroll	Commissioner	Present	7:00 PM
Julie Nassif	Commissioner	Present	7:00 PM

1. PUBLIC COMMENTS

Eagle Scout, Michael Holland, presented his proposed project of creating an Eagle Scout Solar Bench to the Parks and Recreation Commission. His proposed idea was to have solar power benches at the parks in Laguna Hills for the public to charge devices, along with adding additional shading.

2. MINUTES APPROVAL

2.1 Approval of Minutes for December 4, 2019

Recommendation: That the Parks and Recreation Commission approve the Minutes for December 4, 2019, Regular Meeting.

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

3. PRESENTATIONS

4. ADMINISTRATIVE REPORTS

4.1 Active.Net Recreation Software Online Credit Card Use Fee (Convenience Fee) Charged to Customers.

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

Recreation Supervisor Matt Durham presented his report to the Parks and Recreation Commission.

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

4.2 2019 Community Services Department Year End Report

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

Superintendent Dan Meehan gave a brief synopsis of the report.

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

5. INFORMATIONAL ITEMS

6. COMMISSIONER COMMENTS

Commissioner Dan Cooper asked what construction is occurring on the Alicia site. Mr. Reynolds responded that the construction project will be a Senior Memory Care Facility, along with some commercial businesses adjacent to Alicia Parkway.

7. ADJOURNMENT

There being no further business before the Parks and Recreation Commission at this session, Chair Robbins declared the meeting adjourned at 7:28 PM.

David Reynolds, Deputy City Manager

ATTEST:

David Robbins, Chair

Approved at meeting of August 5, 2020.

Attachment: PR Minutes 200205 (2188 : Approval of Minutes for February 5, 2020)



City of Laguna Hills

Parks & Recreation Commission

Staff Report

DATE: August 5, 2020
TO: Parks and Recreation Commission
FROM: David Reynolds
Deputy City Manager
ISSUE: Election of Parks and Recreation Commission Chair and Vice Chair

RECOMMENDATION: That the Parks and Recreation Commission wait until its regularly scheduled meeting of February 3, 2021, to conduct a Commission reorganization to elect the Chair and Vice Chair.

SUMMARY:

It is the established procedure for the Parks and Recreation Commission to select one of its members to serve as the Chair and another member to serve as the Vice Chair. These appointments are to occur annually at the first Commission meeting in February. Unfortunately, staff inadvertently did not include the Parks and Recreation Commission reorganization agenda item on the February 5, 2020, Parks and Recreation Commission meeting agenda for the purposes of the Commission's election of Chair and Vice Chair; and consequently, an appointment of a new Chair and Vice Chair did not occur at the beginning of this calendar year. Currently, Commissioner Robbins is serving as Chair and Commissioner Auer is serving as Vice Chair. These appointments occurred on February 6, 2019.

On March 18, 2020, the City declared a state of local emergency because of the Novel Coronavirus and the City has been in this state ever since. As the Commission is aware, certain recreation facilities have closed and recreation activity has been suspended as a result of this pandemic. The City's actions under the local emergency also included the cancellation of the April 1, 2020, and the June 3, 2020, Parks and Recreation Commission which prevented staff to place the Commission reorganization on a Parks and Recreation Commission agenda.

Election of Officers

August 5, 2020

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This evening, August 5, 2020, the Parks and Recreation Commission could elect a Chair and a Vice Chair to serve out the remainder of the 2020 calendar year, with the next appointment of Commission officers occurring on February 3, 2021. However, in light of the uncertainties surrounding this pandemic for the remainder of this calendar year and the possibilities of cancelling the Parks and Recreation Commission meetings of October 6, 2020, and December 2, 2020, staff's recommendation is to wait until February 3, 2021, to conduct an election of the Chair and Vice Chair.



City of Laguna Hills

Parks & Recreation Commission

Staff Report

DATE: August 5, 2020
TO: Parks and Recreation Commission
FROM: David Reynolds
Deputy City Manager
ISSUE: Coronavirus Update on Status of City of Laguna Hills' Recreation Facilities
Openings and Closures

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

SUMMARY:

In March of this year, the City of Laguna Hills began its efforts to close City recreation facilities and amenities in response to State orders to mitigate the spread of COVID-19. Staff continues to actively monitor regulations in the anticipation of safely opening up facilities, amenities, and recreation programs. This report provides an update on the status of recreation facility and amenity closures and openings with references to applicable guidelines and regulations. The list includes the following facilities: Community Center and gymnasium, athletic fields, public restroom facilities, parks, trails, picnic shelters, playgrounds, skateboard park, hockey rink, tennis courts, basketball courts, handball courts, and volleyball courts.

BACKGROUND:

The following is an update on the openings and closures of the City's public recreation facilities and amenities in light of the Novel Coronavirus pandemic. Where applicable, reference to corresponding guidelines and regulations is also provided. It should be noted, that with all of the facilities that are listed below, staff is conducting an ongoing evaluation of state and local regulations and guidelines to determine when openings and closures should occur.

1. **Community Center & Gymnasium** – CLOSED through September 10, 2020.

The City of Laguna Hills' Executive Order, issued on May 18, 2020, cancelled all recreation programs and activities and facility reservations/rentals through September 10, 2020.

Corresponding State/Local Guidelines and Regulations:

- a) "State public health directives prohibit professional, social and community mass gatherings. Gatherings are defined as—meetings or other events that bring together persons from multiple households at the same time for a shared or group experience in a single room, space, or place such as an auditorium, stadium, arena, large conference room, meeting hall, or other indoor or outdoor space. They pose an especially high danger of transmission and spread of COVID-19" (see "Are mass gatherings permitted?" on the States COVID-19 website: <https://covid19.ca.gov/stay-home-except-for-essential-needs/#top>).

2. **Restroom facilities at Cabot and Community Center Sports Complex**: CLOSED.

Porta-pottie units with hand washing stations were installed at both the parking lots of Cabot Park and the Community Center and Sports Complex, per Laguna Hills Executive Order, dated March 30, 2020, and will remain in place while these public restrooms are closed. Staff will determine if it is feasible to open these restrooms dependent on need and when Picnic shelters, youth sports activities, and playgrounds are permitted to open and resume.

3. **Parks (open spaces) & Trails** – OPEN

The City of Laguna Hills public parks and trails were never closed during this pandemic and these openings have been in line with the State's stay-at-home order guidelines for outdoor recreation as referenced below.

Corresponding State/Local Guidelines and Regulations:

- a) "It's okay to go outside to go for a walk, to exercise, and participate in healthy activities as long as you maintain a safe physical distance of six feet and gather only with members of your household" (see *Outdoor recreation*, "Can I still exercise? Take my kids to the park for fresh air?

Take a walk around the block?” on the States COVID-19 website: <https://covid19.ca.gov/stay-home-except-for-essential-needs/#top>).

4. **Fields (organized sports play)** – CLOSED to youth sports activities and practices.

Corresponding State/Local Guidelines and Regulations:

- a) “Most organized activities and sports such as basketball, baseball, soccer, and football that are held on park fields, open areas, and courts are not permitted to the extent that they require coaches and athletes who are not from the same household or living unit to be in close proximity, which increases their potential for exposure to COVID-19. Members of the same household may engage in such activities and sports together.” (See State’s COVID-19 Industry Guidance: Campgrounds, RV Parks, and Outdoor Recreation, pg. 3 - <https://covid19.ca.gov/pdf/quidance-campgrounds.pdf>).
- b) On July 8, 2020, the County of Orange announced that youth sports activities including practices will be postponed in Orange County until further direction is provided from the State.

5. **Picnic Shelters** – CLOSED – Picnic Shelter at Community Center and Sports Complex; OPEN – picnic tables at neighborhood parks. Signs are posted on closures and social distancing requirements in accordance to guidelines.

Corresponding State/Local Guidelines and Regulations:

- a) “Outdoor spaces intended for gatherings and group functions, including pavilions, communal fire rings, public-use camp kitchens, and amphitheaters should remain closed. Remove, separate, post closure signs, or tape-off all benches, common area picnic tables, and multi-person seating (including seating around fire pits) to discourage visitors from congregating” (See State’s COVID-19 Industry Guidance: Campgrounds, RV Parks, and Outdoor Recreation, pg. 11 - <https://covid19.ca.gov/pdf/quidance-campgrounds.pdf>).
- b) “Smaller picnic shelters, such as those that typically accommodate only household groups, can remain open with posted physical distancing related restrictions (e.g., limit use to one household at a time)” (See

State's COVID-19 Industry Guidance: Campgrounds, RV Parks, and Outdoor Recreation, pg. 11 - <https://covid19.ca.gov/pdf/guidance-campgrounds.pdf>.

- c) "Picnics (with your household members only)" is listed on the State's website as acceptable outdoor recreation activity (see "Outdoor recreation" on <https://covid19.ca.gov/stay-home-except-for-essential-needs/#top>).

6. **Playgrounds** – CLOSED. Signs are posted on closures.

Corresponding State/Local Guidelines and Regulations:

- a) "Playgrounds should also remain closed" (See *State's COVID-19 Industry Guidance: Campgrounds, RV Parks, and Outdoor Recreation, pg. 11 - <https://covid19.ca.gov/pdf/guidance-campgrounds.pdf>*).
- b) The County of Orange playgrounds remain closed.

7. **Skateboard park** – CLOSED. The skateboard park is an unsupervised public facility and is currently closed with fencing installed around it.

Corresponding State/Local Guidelines and Regulations:

- a) OC Health Care Agency was notified by California Department of Public Health, on July 2, 2020, that skate parks are not permitted as playgrounds are still closed.
- b) "Skateboarding (not in groups)" is listed on the State's website as acceptable outdoor recreation activity (see <https://covid19.ca.gov/stay-home-except-for-essential-needs/#top>). "

8. **Hockey Rink** - CLOSED

At this time, staff is not recommending the opening of the Hockey Rink since the majority of its use has been reserved for a Roller Derby league and reservations for the Hockey Rink are predominately handled by facility reservations. The City's drop-in Pickleball program is located within the Hockey Rink and is supervised by staff. This program will be evaluated to determine when it can re-open.

9. **Tennis Courts** – OPEN (singles play only). Signs are posted with social distancing guidelines and singles play only.

The City of Laguna Hills public tennis courts have remained open during the pandemic. Singles play is advised in accordance to the guidelines provided below.

Corresponding State/Local Guidelines and Regulations:

- a) “Tennis and table tennis (singles)” is listed on the State’s website as acceptable outdoor recreation activity (*see <https://covid19.ca.gov/stay-home-except-for-essential-needs/#top>*).
- b) “Members of the same household may engage in such activities and sports together” (*See guidelines reference in 4.a above*).

10. **Outdoor basketball, handball, and volleyball courts** – OPEN. Signs are posted on social distancing requirements per guidelines.

These recreation amenities have remained open during the pandemic.

Corresponding State/Local Guidelines and Regulations:

- a) “Members of the same household may engage in such activities and sports together” (*See guidelines reference in 4.a above*).