



**CITY OF LAGUNA HILLS
PARKS AND RECREATION COMMISSION
REGULAR MEETING AGENDA
AUGUST 05, 2015
7:00 PM**

Victoria Auer – Chair

**Richard Nagle - Vice Chair
Chris Mackey - Commissioner**

**Maya Douglas - Commissioner
Daniel Cooper - 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 03, 2015.

RECOMMENDATION: THAT THE PARKS AND RECREATION COMMISSION APPROVE THE MINUTES OF THE JUNE 03, 2015 REGULAR MEETING.

3. PRESENTATIONS

- 3.1 PRESENTATION REGARDING THE CITY OF LAGUNA HILLS' PARTICIPATION AS A "HOST TOWN" IN SUPPORT OF THE 2015 SPECIAL OLYMPICS WORLD GAMES

RECOMMENDATION: THAT THE PARKS AND RECREATION COMMISSION RECEIVE A PRESENTATION FROM STAFF.

4. ADMINISTRATIVE REPORTS

- 4.1 2015 MEMORIAL DAY HALF MARATHON, 10K, AND 5K POST EVENT REPORT

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

- 4.2 2015 FOURTH OF JULY POST EVENT REPORT

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 and Recreation Commission will be October 07, 2015, 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, 2015, at 5:00 PM.



DAVID T. REYNOLDS
DEPUTY CITY MANAGER

July 31, 2015

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
JUNE 03, 2015

CALL TO ORDER

Chair Auer called the Regular Meeting of the Parks and Recreation Commission of the City of Laguna Hills, California, to order at 7:00 PM in the Laguna Hills City Council Chamber, 24035 El Toro Road, Laguna Hills.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chair Auer.

ROLL CALL OF COMMISSION MEMBERS:

Present: Chair Auer, Commissioner Cooper, Commissioner Mackey

Absent: Vice Chair Nagle and Commissioner Douglas

STAFF PRESENT: Dan Meehan, Community Services Superintendent; Jaime Ballard, Administrative Assistant.

1. PUBLIC COMMENTS

Tracy Madlener of Laguna Hills greeted the Commission. Mrs. Madlener stated concerns to the Commission regarding the current use of harmful chemicals such as "Round Up" and "2, 4-D" throughout the City.

Mrs. Madlener provided a packet to the Commission that included facts, alternatives, and letters from experts for their consideration.

2. MINUTES

2.1 REGULAR MEETING MINUTES, APRIL 01, 2015

**MOTION TO APPROVE THE MINUTES OF THE APRIL 1, 2015 REGULAR MEETING BY COMMISSIONER COOPER, S/COMMISSIONER MACKEY.
APPROVED BY A VOTE OF 3-0.**

3. PRESENTATIONS

3.1 LAGUNA HILLS LITTLE LEAGUE'S REQUEST TO REPLACE THE SCOREBOARD AT THE LITTLE LEAGUE BASEBALL FIELD LOCATED AT THE COMMUNITY CENTER AND SPORTS COMPLEX

Chris Herman and Sean Gerson from Laguna Hills Little League greeted the Commission. Mr. Gerson indicated he was searching for a donor to replace the current scoreboard which no longer works upon the approval of the Commission.

The Parks and Recreation Commission suggested the Laguna Hills Little League representatives return at a later meeting to present samples including sizes and suggested materials or renderings for their review.

4. ADMINISTRATIVE REPORTS

4.1 2015 LAGUNA HILLS VOLUNTEER CONNECTION DAY, ARBOR DAY AND PAPER SHREDDING

Community Services Superintendent Meehan provided an oral summary of the report. Mr. Meehan would like the minutes to reflect there were only ten (10) Podocarpus trees planted at Mendocino Park versus the Magnolia and Cara Wood trees originally written in the report.

IT WAS THE CONSENSUS OF THE COMMISSION TO RECEIVE AND FILE THE REPORT.

4.2 SPRING QUARTER EVALUATION

Community Services Superintendent Meehan provided an oral summary of the report.

IT WAS THE CONSENSUS OF THE COMMISSION TO RECEIVE AND FILE THE REPORT.

5. INFORMATIONAL ITEMS

5.1 2015 MEMORIAL DAY RACE: EVENT UPDATE

Superintendent Meehan provided an oral summary of the report. Mr. Meehan indicated the post-race report would be presented to the Commissioners during the August meeting.

IT WAS THE CONSENSUS OF THE COMMISSION TO RECEIVE AND FILE THE REPORT.

5.2 2015 4TH OF JULY CELEBRATION: EVENT UPDATE

Superintendent Meehan provided an oral summary of the report. Mr. Meehan indicated the post-race report would be presented to the Commissioners during the August meeting.

IT WAS THE CONSENSUS OF THE COMMISSION TO RECEIVE AND FILE THE REPORT.

6. COMMISSIONER COMMENTS

Community Services Superintendent Meehan provided information regarding Chair Auer's question pertaining to the usage of reclaimed water throughout the City of Laguna Hills at the June 3, 2015 Parks and Recreation Commission Meeting.

Mr. Meehan indicated all parks and medians in the Moulton Niguel Water District with the exception of El Conejo Park were utilizing reclaimed water. Mr. Meehan stated within the next six (6) months, all parks and medians within the El Toro Water District will be using reclaimed water.

7. ADJOURNMENT

There being no further business before the Parks and Recreation Commission at this meeting, Chair Auer adjourned the meeting at 7:50 pm.

DAVID REYNOLDS
DEPUTY CITY MANAGER

ATTEST:

VICTORIA AUER, CHAIR

APPROVED AT MEETING OF AUGUST 5, 2015



City of Laguna Hills

Parks & Recreation Commission

Staff Report

DATE: AUGUST 5, 2015

TO: PARKS AND RECREATION COMMISSION

**FROM: DAN MEEHAN
COMMUNITY SERVICES SUPERINTENDENT**

**ISSUE: PRESENTATION REGARDING THE CITY OF LAGUNA HILLS'
PARTICIPATION AS A "HOST TOWN" IN SUPPORT OF THE 2015
SPECIAL OLYMPICS WORLD GAMES**

**RECOMMENDATION: THAT THE PARKS AND RECREATION COMMISSION
RECEIVE A PRESENTATION FROM STAFF.**

SUMMARY:

As the Parks and Recreation Commission will recall, the City of Laguna Hills partnered with the City of Lake Forest to be a "Host Town" in support of the 2015 Special Olympics World Games, currently being held in Los Angeles. Athletes from the Cayman Islands and Vietnam were welcomed by staff from both cities, and provided with opportunities to practice their respective sports, visit the Irvine Spectrum and the Orange County Fair, and enjoy a special breakfast held at the Laguna Hills Community Center. Staff has prepared a brief presentation to summarize the three days of activities provided to the athletes during their stay in South Orange County.



City of Laguna Hills Parks & Recreation Commission Staff Report

DATE: AUGUST 5, 2015

TO: PARKS AND RECREATION COMMISSION

**FROM: DAN MEEHAN
COMMUNITY SERVICES SUPERINTENDENT**

**ISSUE: 2015 MEMORIAL DAY HALF MARATHON, 10K, AND 5K POST EVENT
REPORT**

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

SUMMARY:

The 17th annual City of Laguna Hills Memorial Day Half Marathon, 10K and 5K, honoring the USMC Dark Horse Battalion took place on Monday, May 25, 2015. Three thousand, nine hundred-ninety runners (3,990) participated in the event. Although the 3/5 Battalion Marines were deployed, a number of 1st Division Marines participated in the event this year. The races were started by event Grand Marshall Cpl. Marcus Chischilly, who then joined the runners while completing the 5K event. Highlights of the community expo for 2015 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 2015 event expenditures, including staff time, were \$222,178 and event revenues totaled \$196,046.

BACKGROUND:

The 17th annual City of Laguna Hills Memorial Day Half Marathon, 10K and 5K honoring the USMC Dark Horse Battalion took place on Monday, May 25, 2015. Three thousand, nine hundred-ninety (3,990) participants registered for the 2015 event, with seventy-five percent (75%) 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 23 and Sunday, May 24 between the hours of 11:00 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 one hundred pounds of food were 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 2015 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. Marcus Chischilly, a wounded warrior that had served with the 3/5 Marine Battalion in Afghanistan, started the races before joining the runners and completing the 5K event. The Color Guard from the Orange County Sheriff's Department 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 3,524 paid race participants, the available community assistance funding for the 3/5 Marine Support Committee is \$10,572. A draft resolution for the City Council's consideration and approval to authorize community assistance funding in the amount of \$10,572 for the 3/5 Marine Support Committee will be presented to the City Council at its August 25, 2015, meeting.

FISCAL IMPACT:

The 2015 Memorial Day Race event budget for direct expenditures is \$177,000 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 \$201,501 with the actual revenue at \$196,046. Direct expenses were over event revenue by \$5,455. Including staff costs, the total expenses for the event were \$222,178.

Table 1: 2015 Event Expense and Revenue Summary:

	\$ Amount
A) Event Revenue:	
Race Registrations	164,646
Sponsors	24,500
Expo Vendors	6,900
Total Revenue	196,046
B) Event Direct Expenses:	
Permits	668
Advertising	6,915
Graphics	3,941
Miscellaneous (<i>Truck rentals, Scaffolding</i>)	10,805
Race Shirts/Awards/Bibs/Food	66,002
Services	86,971
Expo	7,580
Police Services	18,619
Total Event Direct Expenses	201,501
C) Direct Expenses (over)/under Revenue	(5,455)
D) Event Staff Expenses:	
Planning (pre-event)	13,170
Pre-packet Pickup	1,035
Event Day	6,472
Total Staff Expenses	20,677
E) Total Event Expenses	222,178
F) Total Event Expenses (over)/under Revenue	(26,132)

If the City Council approves the community assistance resolution, \$10,572 will be provided to the 3/5 Marine Support Committee from the City's General Fund for Community Assistance funding. As a result, the 2015 Total Event Expenses would be revised to \$232,750.



City of Laguna Hills Parks & Recreation Commission Staff Report

DATE: AUGUST 5, 2015

TO: PARKS AND RECREATION COMMISSION

**FROM: DAN MEEHAN
COMMUNITY SERVICES SUPERINTENDENT**

ISSUE: 2015 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 Saturday, July 4, 2015. 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 18 minutes. Expenditures for the 2015 Fourth of July Celebration totaled \$49,544. Net costs for the event totaled \$43,506, when factoring in \$4,938 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 2015 Fourth of July event once again included carnival rides, games, informational and food booths, and entertainment. Total ticket sales revenue was \$4,938 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 Plates
- Festival Singers: Hot Dogs
- LHHS Football Boosters: Drinks
- AYSO Region 1422: Chili and Cornbread

- LHHS PTSA: Dip n' Dots
- LHHS Water Polo Boosters: Shaved Ice
- LHHS Lacrosse Boosters: Iced Coffee and Cupcakes

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 \$26,400.

A highlight of the 2015 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.

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 Sunday, July 5, 2015, City staff walked the campus and found that shells and debris had fallen on the track and football field, however, the pool area and the entire upper field was free from debris. A total of 12 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. There was no evidence of any burns or damage to the fields or track, as confirmed by SVUSD personnel on site during the morning hours of July 5.

FISCAL IMPACT:

The adopted budget for FY 2015-2016 includes \$53,750 for the City's 2014 Fourth of July Celebration event. Expenditures for the 2015 Fourth of July Celebration totaled \$49,544. Net costs for the event totaled \$43,506, which accounts for \$4,938 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.