



CITY OF LAGUNA HILLS

PARKS & RECREATION COMMISSION

REGULAR MEETING AGENDA

Wednesday, August 2, 2017 – 7:00 PM

Maya Douglas - Chair

Dan Cooper - Vice Chair

Chris Mackey - Commissioner

Victoria Auer - Commissioner

David Robbins - 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 Minutes Approval

Recommendation: That the Parks and Recreation Commission approve the June 7, 2017 regular meeting minutes.

3. PRESENTATIONS**4. ADMINISTRATIVE REPORTS****4.1 Recreation Facility Needs Assessment Request for Proposals**

Recommendation: That the Parks and Recreation Commission Receive and File the Report.

5. INFORMATIONAL ITEMS**5.1 2017 Memorial Day Half Marathon, 10K, and 5K Post Event Report**

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

5.2 2017 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 4, 2017, 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 27, 2017 at 5:00 PM.



David T. Reynolds; Deputy City Manager**July 27, 2017**

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 2, 2017
TO: Parks and Recreation Commission
FROM: David Reynolds
Deputy City Manager
ISSUE: Minutes Approval

RECOMMENDATION: That the Parks and Recreation Commission approve the June 7, 2017 regular meeting minutes.

ATTACHMENTS:

- Minutes

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

**REGULAR MEETING
MINUTES
Wednesday, June 7, 2017**

CALL TO ORDER

The meeting was called to order at 7:00 PM by Chair Maya Douglas

PLEDGE OF ALLEGIANCE

Led by Chair Douglas.

ROLL CALL OF COMMISSIONER MEMBERS

Attendee Name	Title	Status	Arrived
Maya Douglas	Chair	Present	
Dan Cooper	Vice Chair	Present	
Victoria Auer	Commissioner	Present	
Chris Mackey	Commissioner	Present	
David Robbins	Commissioner	Present	

1. PUBLIC COMMENTS

None.

2. MINUTES APPROVAL

2.1 Minutes Approval

Recommendation: That the Parks and Recreation approve the April 5, 2017 regular meeting minutes.

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

3. PRESENTATIONS**4. ADMINISTRATIVE REPORTS****4.1 Recreation Class and Activity Fee Study**

Recommendation: That the Parks and Recreation Commission Review and provide feedback to staff on the Recreation Class and Activity Fee Study and staff's recommendations within the Report.

Deputy City Manager Reynolds summarized the report to the Commission. Mr. Reynolds indicated the FY 2015/16 -2016/17 Biennial Budget included a major plan to conduct a cost recovery analysis for room rentals, recreation field usage, and recreation class/activities and propose new rates if necessary. Deputy City Manager stated staff had already completed a Community Center Facility Rental Rate study and the City Council approved a new rental rate schedule on June 28, 2016. Mr. Reynolds explained the study methodology staff used within the report.

Deputy City Manager Reynolds requested feedback from the Parks and Recreation Commission regarding staff's following recommendations:

1. Increase the rate for some of the led classes where appropriate.

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

2. Adjust the contractor instructor/City percentage revenue split to 65/35 respectively.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Daniel Cooper, Vice Chair
SECONDER:	David Robbins, Commissioner

AYES: Maya Douglas, Chair, Dan Cooper, Vice Chair, Victoria Auer, Commissioner, Chris Mackey, Commissioner, David Robbins, Commissioner

3. Explore possibility of new recreation software options and present options to current software servicer (Active.net) to try to reduce current processing and transaction fees.

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

4. Charge 2% administration fee to the public for every transaction to help offset the fees charged to the City for each transaction.

RESULT: **APPROVED**
MOVER: Maya Douglas, Chair
SECONDER: David Robbins, Commissioner
AYES: Maya Douglas, Chair, Dan Cooper, Vice Chair, Victoria Auer, Commissioner, David Robbins, Commissioner
ABSTAINED: Chris Mackey, Commissioner

Attachment: Minutes (1353 : Minutes Approval)

5. INFORMATIONAL ITEMS

5.1 2017 Laguna Hills Volunteer Connection Day, Arbor Day, Paper Shredding and Garage Clean-Up Event

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

Community Services Superintendent Meehan stated this was an informational item and didn't have anything additional to add to the report unless the Commission had additional questions.

Commissioner Mackey suggested that the event be changed to a different day in an effort to engage a larger crowd and avoid spring break. Vice Chair Cooper stated the event has always been held on that particular day in honor of "Earth Day." Commissioner Mackey also suggested that staff reach out to all local PTA's, Lion's Heart, and advertise on all available social media. Community Services Meehan stated it would definitely be worth a shot to review all advertisement options.

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

5.2 2017 Spring Quarter Evaluation

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

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

5.3 2017 Memorial Day Race: Event Update

Recommendation: That the Parks and Recreation Commission receive an oral presentation regarding the 2017 City of Laguna Hills Memorial Day Half Marathon, 5K, and 10K, honoring the USMC Dark Horse Battalion.

Community Services Superintendent Meehan provided a verbal summary of the report.

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

5.4 **2017 4Th of July Celebration: Event Update**

Recommendation: That the Parks and Recreation Commission receive an oral presentation regarding the 4th of July celebration and fireworks display.

Community Services Superintendent Meehan provided a summary of the report.

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

6. **COMMISSIONER COMMENTS**

Commissioner Robbins asked if there's any update regarding the Skate Park. Mr. Reynolds indicated the Skate Park will be included in a comprehensive Recreation Needs Assessment as a work program in the next budget cycle.

Vice Chair Cooper thanked staff for their hard work on the Fee Study Staff report.

7. **ADJOURNMENT**

There being no further business before the Parks and Recreation Commission at this session, Chair Douglas declared the meeting adjourned at 8:32 PM.

David Reynolds, Deputy City Manager

ATTEST:

Chris Mackey, Chair

Approved at meeting of August 2, 2017

Attachment: Minutes (1353 : Minutes Approval)



City of Laguna Hills

Parks & Recreation Commission

Staff Report

DATE: August 2, 2017
TO: Parks and Recreation Commission
FROM: David Reynolds
Deputy City Manager
ISSUE: Recreation Facility Needs Assessment Request for Proposals

RECOMMENDATION: That the Parks and Recreation Commission Receive and File the Report.

SUMMARY:

A major plan in this budget cycle is to conduct a recreation needs assessment. Attached to this report is the City's draft Request for Proposals (RFP) for a recreation facility needs assessment project. Planned for an issue date of August 25, 2017, this RFP will be sent to consulting firms to elicit, not only their cost proposals for such an assessment, but also their proposed approach to the City's requested work effort. The selected vendor after the procurement process will evaluate and determine the recreation facility needs of the Laguna Hills community, will compare the City's facilities to benchmark standards, will engage the public on recreation needs, and will prioritize current and future recreation needs. The requested work effort for this project is provided in the draft RFP document under the "Scope of Work" section.

Staff is planning on presenting this Recreation Facility Needs Assessment RFP to the City Council on August 22, 2017, for its review and approval before it is sent out to vendors. The tentative RFP schedule calls for proposals to be submitted by qualified firms by October 6, 2017.

The City of Laguna Hills hired a firm in 2008 to conduct a recreation facility needs assessment. The results of this study were presented to the City in March 2009 and the consultant's prioritized recommendations of this 2008/2009 study are listed in the attached RFP under the "Background" section.

Recreation Needs Assessment

August 2, 2017

Page 2

Staff is requesting the Parks and Recreation Commission's review of this RFP document, particularly the "Scope of Work" section, to ensure that the requested work effort for this needs assessment project meets the Commission's expectations.

Keep in mind that the City anticipates receiving approximately \$15.5M in Quimby Act fees from the residential portions of the Five Lagunas project in the next three to five years. It is imperative that the City determine the community's recreation facility needs and demands in order to spend these funds wisely; and therefore, a comprehensive recreation facility needs assessment is highly recommended and timely.

ATTACHMENTS:

- 2017 Needs Assessment RFP

REQUEST FOR PROPOSALS

RECREATION FACILITIES NEEDS ASSESSMENT

Issued by:



**City of Laguna Hills
24035 El Toro Road
Laguna Hills, California 92653**

August 25, 2017

Proposals Due: October 6, 2017

I. INTRODUCTION AND SCHEDULE

The City of Laguna Hills (“City”) is seeking proposals from qualified consulting firms (“Proposer(s)”) to conduct a citywide recreation needs assessment (“Needs Assessment” or “Project”). The Scope of Work for the Project is listed in Section IV of this RFP document. Proposals from qualified firms will be due by 5:00 p.m. on Friday, October 6, 2017.

The tentative schedule for this procurement process is as follows:

Action	Date
RFP Issued	August 25, 2017
Proposals Due	October 6, 2017
Award of Contract	November 14, 2017
Final Needs Assessment Report Presentation to City Council	By June 12, 2018

II. BACKGROUND

The City of Laguna Hills has a current population of 30,681. The City occupies 6.6 square miles and is 99.9% built-out. A total of approximately 65 acres of public park land is located in the City of Laguna Hills. This includes an 18 acre Community Center and Sports Complex, a nine acre sports park, and 12 neighborhood public parks. In addition to these developed public parks, a 2.5 acre open space area (“Aliso Hills”) is also located within Laguna Hills and is designated as a future public park. The City of Laguna Hills also has 15 private parks, three elementary public schools, and one high school located within the City. A non-profit senior citizen center, operated by South County Senior Services, is also located within the City.

The Community Services Department is responsible for providing recreation classes, special events, excursions, camps, athletic programs, and disability services for the community. The Public Services Department is responsible for the design, construction, and maintenance of public facilities including the City’s parks.

The City Council adopted the City’s first Master Plan of Parks and Recreation in May of 1993. This was a 20 year master plan. On November 14, 1995, the City Council approved annexation of the North Laguna Hills area, which became part of the incorporated City on July 1, 1996. The Master Plan was updated in 1996 with a new Field Use Survey to account for the 1996 annexation, completed capital improvement projects, and the fact the City was in the process of planning the Community Center and Sports Complex. The City successfully annexed the “Westside” of the City on September 18, 2000, which subsequently added 149 acres of residential land including the Aliso Viejo Community Association’s Sheep Hills Park.

There are two joint use agreements between the City and Saddleback Unified School District (“District”) that were executed for the purposes of establishing mutual cooperation in providing recreational facilities for Laguna Hills students and residents. The first agreement was originally signed by both parties in 1994, and was a fifteen-year joint use agreement for the shared use of the upper field at Laguna Hills High School. In accordance to this agreement, the City funded the installation of lights on a softball field and partial soccer field and, in return, District provided field use times in the fall and spring for City scheduled recreation programs. This agreement was extended for multiple one-year extensions when the fifteen (15) year term ended, until a new agreement was executed in 2014. The new joint use agreement was entered into by both parties on May 27, 2014, and is a ten (10) year agreement for, again, the joint use of the Laguna Hills High School upper field. In addition, the City agreed, as part of the terms of the agreement, to assist District in the installation of an artificial turf field in the upper field location for increased use of this field by the City. This agreement will expire in 2024 unless it is extended by mutual written consent of the parties.

Another joint use agreement addressed the six (6) acres of undevelopable land on the Laguna Hills High School campus that was located adjacent to the twelve (12) acres of undeveloped City property. For the purposes of developing the total eighteen (18) acres of undeveloped land for recreational purposes, the District and the City approved and executed a Joint Use Agreement in 1997. Pursuant to the 1997 Joint Use Agreement, the District allowed the City to develop on its six (6) acres of undeveloped land for recreation purposes. This area is now a part of the Laguna Hills Community Center and Sports Complex and is currently developed with a parking lot, a skateboard park, and a roller hockey rink. The Community Center houses the City’s Community Services Department and includes banquet room facilities, classrooms and a gymnasium. In addition to the skateboard park and the roller hockey rink, the Sports Complex also includes soccer fields, a baseball field, a softball field, picnic shelters, and a playground. The District can use the Community Center and Sports Complex for school meetings, soccer practices, volleyball practices, basketball practices, and other agreed upon uses. The 1997 Joint Use Agreement’s term is in perpetuity as long as the District property is used for recreational purposes.

In 2008, the City hired a consulting firm to conduct a facility recreation needs assessment. In the final report presented to the City Council in March 2009, the consulting firm proposed the following priorities based on public input, facility demand analysis, deficit/surplus analysis, benchmarking analysis, and survey results:

Highest Priorities

- Trails
- Picnicking in developed sites
- Re-establishing a new partnership agreement with Laguna Hills High School

Medium Priorities

- Lighting at appropriate outdoor sports fields and courts

- Inline skating rink (1 covered)
- Softball/baseball fields (1 additional)
- Outdoor basketball court (1 additional)

Lower Priorities

- Soccer/Multi-use fields (1 additional)
- Aquatic center/Splashpad (1 additional)

The City updated its General Plan in 2009 which includes several community goals such as the goal to “Expand and maintain the City’s integrated parks, recreation, and trails system to meet the needs of residents of all ages.” Several General Plan policies fall under this goal including:

- Investigate the need for additional community facilities in Laguna Hills, such as community centers, swimming pools, parks, sports fields, a library, and/or an amphitheater.
- Provide recreation opportunities at the Community Center in response to the changing needs of the community.
- Expand and improve the network of trails that provides interesting and safe access to parks, schools, neighborhood commercial areas, activity centers, and regional recreation opportunities.
- Maintain unique and diverse open space for purposes of protecting scenic resources, passive recreation, and habitat protection.
- Determine the need for special facilities for seniors and the disabled to increase enjoyment and accessibility to parks and trails.
- Promote special facilities and activities for youths and teens that focus on educational enrichment and skills training.
- Continue to investigate joint use opportunities with SVUSD, private schools, and other organizations.

In March 2016, the City Council approved the site development permit for the Five Lagunas project. This project is the renovation of the Laguna Hills Mall which was first established in 1973, and much of the development focuses on reusing significant portions of the former mall. The project also includes three planned residential buildings, which will include a total of 988 multifamily dwelling units. The City anticipates receipt of approximately \$15.5M in Quimby Act fees from the residential portions of this project in the next three to five years. These funds will be used towards funding recreation facility projects within the City.

III. PURPOSE AND OBJECTIVES

With the anticipation of the City receiving a substantial amount of Quimby Act fees within the next several years, it is imperative that the City determine the community’s recreation facility needs and demands in order to spend these funds wisely. Therefore, a recreation facility needs assessment is timely, and the City anticipates that this Project should accomplish, at a minimum, the following objectives:

1. Produce a Needs Assessment document that clearly defines the recreation facility needs of the community and identifies surpluses and deficiencies with existing facilities.
2. Compare the City of Laguna Hills' recreation to industry benchmark standards.
3. Prioritize current and future recreation needs.
4. Effectively engage the public to elicit community recreation facility demands.
5. Present the final Needs Assessment report to the City Council by June 2018.

IV. SCOPE OF WORK

Listed below is the City's expectations for the Scope of Work for this Project. The City's requested work efforts for Proposer are organized into three primary task groups: Needs Assessment Analysis, Community Outreach and Participation, and Needs Assessment Report & Presentation. Proposers are encouraged to expand on this list if deemed necessary, based on its experience, to provide the City with a comprehensive Needs Assessment study.

Recreation program services (i.e. recreation classes/activities) assessment is not a part of this Project's scope of work.

Proposer shall periodically meet with City staff to discuss Project status and to set mutual expectations. A kickoff meeting shall be scheduled to review Project objectives, approach, and schedule.

A. NEEDS ASSESSMENT ANALYSIS

Provide detailed analysis and research of existing facilities, population and industry trends, current recreation facility demands, and project future recreation facility demands. The following is the City's expectations for the Project's analysis and research.

- **Recreation Facilities Inventory** - Update the City's recreation facilities inventory of existing public and private parks, trails, open spaces, aquatic facilities, community and senior centers, and other recreation amenities. An inventory of park amenities such as playgrounds, exercise equipment, parking lots, bocce ball & Pickle Ball courts, etc. should also be noted. School district property should also be included in this inventory. Proposer should note if private recreation facilities are open and available to the general public. An inventory that was produced during 2008/2009 recreation facility needs assessment is attached as (**Exhibit I**). This exhibit was centered on sport fields and facilities and Proposers' inventory should expand on this list as requested above.

- **Facility Needs Ratios** – Proposer will update the City's Facility Needs Ratio as presented in (Exhibit II) based on current City population. An analysis should also be included on future population growth as requested under "Trends" in this section within the final report. This data should be compared to NRPA's ratio per population standards or equivalent standards and include all recreation facilities discussed and contemplated during this Project.
- **Supply and Demand** – Proposer shall preform supply and demand analysis based on inventory research and public input needs and provide recommendations. Supply and demand research should also be projected out for future facility recreation needs.
- **Gap Analysis** – Proposer shall conduct gap analysis of recreation facilities with the purpose of identifying underserved and overserved neighborhoods and demographics. Proposer shall make recommendations to address any current and future gaps in recreation facility offerings.
- **Skateboard Park Use** – As part of this analysis, Proposer will determine the current percentage of residential use of the City's public skateboard park. Survey of ages and type of use should also be recorded.

Proposer shall also compile a listing of other private/public skateboard parks in the southern California area and what activities (i.e. skateboarding, scootering, bicycling, etc.) are allowed at the park. In addition, this research should also include if private/public skateboard parks are supervised or unsupervised facilities and if a fee is charged for its use. A listing of what fees are charged should be included in Proposer's research results.

- **Roller Hockey Rink** – Proposer shall also compile a listing of other private/public roller hockey rinks in the southern California area. Proposer should identify if other facilities are not being used for roller hockey, and if the private/public facilities are not being used for roller hockey Proposer should list the other uses (i.e. arena soccer, pickle ball, roller derby, etc.).
- **Survey of Sports Organizations** - Survey and identify the current field/facility usage and needs of sports organizations and clubs (i.e. AYSO, YMCA, Laguna Hills Jr. Basketball, Laguna Hills Little League, etc.) that conduct sport programs within the City of Laguna Hills. This includes school district property within Laguna Hills. Identify what sports organizations are using school district fields within the City of Laguna Hills.

Identify the facility needs for lights for practice and games during the survey of the sports organizations. The final report to City should distinguish between the needs for facilities with lights and facilities without lights.

- **Trends** – Proposer shall look at the key trends and impacts of demographics on recreation activity in general. In addition, Proposer shall analyze demographic trends specific to the City that may impact or affect recreation and park needs for the next ten (10) years. Use the most recent census data to project population and demographic distribution (the future Five Lagunas apartment buildings must be included in this analysis). This will also include an analysis of how demographic changes will affect youth sports within the City and Proposer should also project youth sports participation rates for the next ten (10) years.
- **Benchmark/Comparison** – Include a comparison of the City's facilities to industry benchmark standards such as CPRS and/or NRPA (or other equivalent standards).
- **Document Review** - Review all City documents that will assist in the formation of the Needs Assessment document. Documents include, but are not limited to:
 - 1) 2009 Recreation Facilities Needs Assessment
 - 2) 2009 General Plan
 - 3) 2017 – 2019 Biennial Budget's Six Year Capital Improvement Program
 - 4) Staff reports
 - 5) 2001 Bikeways, Trails & Open Space Master Plan
 - 6) Joint Use Agreements
 - 7) Community Services Brochures, etc.

B. COMMUNITY OUTREACH AND PUBLIC PARTICIPATION

The community outreach process for this Project will be critical in engaging the community on recreation facility needs. The Proposer shall determine satisfaction levels of current recreation facilities and identify unmet demands in the community. A Strength, Weaknesses, Opportunities, and Threats (SWOT) analysis may be considered to facilitate discussions. The following is the City's expectations for community outreach and public participation.

- **Focus Groups/Interviews** – Proposer shall host a minimum of two (2) focus group meetings to discuss satisfaction levels with current recreation facilities and the need for additional recreation facilities. City will work with Proposer to identify appropriate focus group meeting attendees. In addition, Proposer will be required to conduct individual interviews as required. It is anticipated that the following stakeholders and user groups will be interviewed and/or attend a focus group meeting. Proposer and

City will work on a final list of individuals and groups that need to be interviewed.

1. City Staff
 2. City Council Members
 3. Parks and Recreation Commissioners
 4. Youth Sports Organizations (both non-profit and club)
 5. Boy Scouts, Girl Scouts
 6. School District staff
 7. Laguna Hills High School staff
 8. PTAs
 9. Adult sport leagues
 10. HOAs
 11. Nellie Gail Gators Swim Club
 12. Groups that rent City recreation facilities
 13. Recreation Contract Instructors
- **Reata Town Hall Meeting** – Conduct a town hall meeting at the Reata Oakbrook Village Apartments to elicit the recreation facility needs of this apartment community. This is an important aspect of this study considering that the demographics of the Reata Oakbrook Village Apartments, more than likely, will be similar to the three multifamily residential buildings that will be constructed at the Five Lagunas project site—as mentioned in the Background section of this document.
 - **Public Workshop Meetings** – Conduct two (2) public workshop meetings, hosted by the Parks and Recreation Commission, to elicit broad-based community recreation needs input. Presentations to the Parks and Recreation Commission will be required as part of these public workshops.
 - **Survey** – Develop a series of questions to include in a City-wide survey to determine citizen interests, needs, customer satisfaction, etc. in regards to recreation facilities within the City of Laguna Hills. Proposer shall advise the City, based on its experience, the best way to conduct a survey (i.e. phone, mail, social media, other website tools).

Proposer will be responsible for formatting, delivering, and administering the survey and compiling the survey results.

C. NEEDS ASSESSMENT REPORT & PRESENTATION

Proposer shall compile all research and public input data into a comprehensive report and summarize Project findings in a presentation to the City Council. The following is the City's expectations for the final report and presentations to the City Council.

- **Draft Report** – A preliminary Needs Assessment report shall be submitted to City staff for review prior to any presentations to the City Council.
- **Final Report** – The final report shall consists of all analysis, research, public input, maps and illustrations if necessary, recommendations, and exhibits. Proposer shall submit ten (10) copies of the final report and also submit a PDF version of the report. At a minimum the report shall include:
 1. The latest recreation trends
 2. Demographic trends, recreation needs and demands, and projections
 3. Survey results
 4. Proposer prioritized recommendations (current needs/future needs)
 5. Recreation facility surpluses and deficiencies (supply/demand and gap analysis)
 6. Summary of all community outreach and stakeholder input
 7. Facility inventories and ratios
 8. Sport organizations use and needs
 9. Skateboard park and Roller Hockey Rink use and analysis
- **City Council Presentations** – two (2) presentations to the City Council by Proposer will also be required during this Project. It is anticipated that the first presentation will be to summarize Needs Assessment findings and recommendations in order to elicit comments from the City Council to assist in the completion of the final report. The second presentation to the City Council will be of the final Needs Assessment report.

V. PROPOSAL SUBMISSION REQUIREMENTS AND RESPONSE FORMAT

The Proposer is responsible for preparing an effective, clear, well-organized and concise formal written proposal. In order to be considered for selection, consultant firms must submit a complete response to this RFP that includes the following mandatory information and/or requirements in the following format. Failure to provide any of the information requested below may be cause for the proposal to be rejected.

1. Transmittal Letter. A transmittal letter introducing the firm and the individual who will be the primary contact person.
2. Executive Summary. An executive summary.
3. Firm Background Information. Background information including specific qualifications and experience in conducting related studies for similar governmental, educational, or public sector entities. The information below must be included:

- a. Describe the firm's organizational structure and explain how the firm is qualified to be responsive to the specific requirements of this RFP.
 - b. Describe the firm's qualifications and experience providing similar services as required in this RFP.
 - c. Provide proof of financial stability enabling the firm to be capable of meeting the requirements of this RFP.
 - d. Provide one (1) copy of Recreation Facility Needs Assessment Study, or comparable report, the firm has completed that is closely related to the scope of work contemplated in this RFP.
 - e. Provide a project staffing organizational chart listing proposed personnel assigned to this project. Include assigned duties, and comprehensive resumes for each individual listed. Resumes must list education, training, professional work experience, and a listing of work performed comparable to that described within this RFP.
 - f. References: Provide a list of at least three (3) clients for whom you have conducted and completed a Needs Assessment within the last three (3) years comparable to that described within this RFP. Indicate client organization name, contact person, and phone number.
4. Summary of RFP Requirements. Provide on no more than one (1) printed page the firm's understanding of the requirements stated in this RFP.
5. Approach to Scope of Work. Provide a detailed description of the steps that will be taken to complete the required tasks identified in Section IV of this RFP. Include a detailed discussion of any methodologies used or approaches taken for each task.
6. Schedule of Performance. Provide a proposed Schedule of Performance, including a time line for project completion:
- a. Provide a project schedule identifying start and end dates for each phase of the project - include milestones, submittal of deliverables, and each task required for the successful and timely completion of each phase of the Project.
 - b. Indicate the earliest date the firm would be able to commence work on this project.

7. Use of Sub-Contractors or Sub-Consultants. Indicate in the firm's proposal any portion of work that would be performed by a sub-contractor. Provide information on all sub-contractors as required in Section 3 above.
8. Schedule of Compensation/Fees. Provide a separate sealed proposed Schedule of Compensation/Fees to perform all work identified under Section IV, Scope of Work. Include all proposed incidental or professional hourly fees/rates.
9. Non-Discrimination. A certificate of non-discrimination regarding nondiscrimination by the firm (See, **Exhibit III**)
10. Financial Interests. A certificate, signed under penalty of perjury, regarding disclosure of financial interests of City/District officials or employees with the firm (See, **Exhibit IV**).
11. Authorized Signatory. The name, title and signature of a corporate officer that is authorized to contractually bind the firm. Please include a corporate resolution evidencing authorized signatory. The proposal must be a firm offer valid for a 60-day period.
12. Proposal Copies. Submit one (1) original and three (3) copies of the proposal. Also include one copy in PDF format via e-mail.

VI. Selection Process

Each proposal received will be evaluated and reviewed to determine if it meets the stated requirements set forth in this RFP. The top finalists will be invited to make an oral presentation to an evaluation team.

Proposals timely submitted will be evaluated using the criteria listed below:

- Demonstrated understanding of the professional services requested.
- Prior experience in performing similar projects.
- Qualifications of the firm and assigned project consultants.
- Overall project design and methodology.
- Time line for project completion / proposed schedule.
- Professional Fees/Hourly Rates/Cost.
- Reference Checks.

Selection by the City for professional services shall be on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required, and shall not be awarded solely on the basis of cost. Selection will be made to ensure that such services are engaged on the basis of demonstrated competence and qualifications for the types of services to be performed

and at fair and reasonable prices to the City. The City shall consider price after the City is satisfied that the would-be person, company, corporation, contractor, consultant, or firm has demonstrated the competence and professional qualifications necessary for the satisfactory performance of the services required.

All questions concerning this RFP are to be made via email, or phone, and directed to:

David Reynolds
Deputy City Manager
City of Laguna Hills
25555 Alicia Pkwy.
Laguna Hills, CA 92653
949-707-2685
dreynolds@lagunahillsca.gov

Proposals must be received by the City of Laguna Hills City Clerk by **5:00 p.m., FRIDAY, OCTOBER 6, 2017.** The Proposer must submit one (1) original, three (3) printed copies, and one (1) copy in PDF format via email.

VII. General Information

The City of Laguna Hills reserves the right to reject any or all proposals and will not be liable for any costs incurred by responding firms relating to the preparation of proposals or making of presentations.

- Costs for developing responses to this RFP or for attending bidder's meetings prior to the award of the contract are entirely the responsibility of the Proposer and shall not be chargeable to the City.
- Proposals must be valid for a minimum of 60 days.
- The City reserves the right to expand or diminish the Scope of Work subject to negotiation with the successful Proposer.
- The City is not required to select the proposal that may indicate the lowest price or costs. The City may reject all proposals when, in its sole discretion and opinion, none of them meet the requirements or specifications of this RFP, the benefits derived will be less than anticipated or desired, or the rejection is in the best interest of the City. If all proposals are rejected, the City may or may not request additional proposals.
- A copy of the City's Sample Draft Professional Service Agreement has been included as an attachment to this RFP (**Exhibit V**). The successful firm shall be required to adhere to the provisions of the City's standard form Professional Services Agreement, including providing the required proof of

insurance coverages described therein. The attached sample draft Professional Services Agreement is subject to revision and modification upon final.

- In the event it becomes necessary to revise any part of this RFP, addenda will be provided in writing to all Proposers.

Thank you very much for taking your valuable time to respond to this RFP.

Exhibits

- | | |
|-------------|---|
| Exhibit I | - Park Recreation Facility Inventory (sports fields/facility). |
| Exhibit II | - Quantity and population ratios for all outdoor facilities. |
| Exhibit III | - Certificate of Non-Discrimination. |
| Exhibit IV | - Certificate of Employment Relationships and Financial Interest. |
| Exhibit V | - City's Sample Draft Professional Services Agreement. |

EXHIBIT I

	Space shared with another field	Backstop, Practice	Adult Baseball field	Youth Baseball field	Basketball, outdoor	Basketball, indoor	In-line Hockey	M-Purpose Field, Large	M-Purpose Field, Medium	M-Purpose Field, Small	Softball field	Game or Practice	Lights possible	Parking
City of Laguna Hills Parks and Facilities														
Beckenham Park										1		P	N	N
Cabot Park	y			2					1			G	N	Y
Clarrington Park									1			P	N	N
Community Center and Sports Complex				1		2	1	2			1	G	Y	Y
Costeau Park		1		1	1					1		P	N	N
El Conejo Park					0.5				1			P	N	N
Knotty Pine Park									1			P	N	N
Mackenzie Parks									1			P	N	N
Mandeville Park									1			P	N	N
Mendocino Park									1			P	N	N
San Remo Park												P	N	N
Santa Vittoria Park												P	N	N
Stockport Park		2							1			P	N	N
Veeh Ranch Park					1			1				P	N	N
Totals		3	0	4	2.5	2	1	3	8	2	1			
HOA Parks														
Aliso Meadows													N	N
Bella Vista													N	N
Casa de Laguna					1							P	N	N
Dapple Grey					0.5							P	N	N
Fossil Park													N	N
Gallup Park					0.5							P	N	N
Hidden Trail					0.5							P	N	N

EXHIBIT I

	Space shared with another field	Backstop, Practice	Adult Baseball field	Youth Baseball field	Basketball, outdoor	Basketball, indoor	In-line Hockey	M-Purpose Field, Large	M-Purpose Field, Medium	M-Purpose Field, Small	Softball field	Game or Practice	Lights possible	Parking
Laguna Village					2							P	N	Y
Lomas Laguna													N	N
Moulton Park					0.5							P	N	N
Moulton Ranch								1				G	N	N
Nellie Gail Center													Y	Y
Quail Creek													N	N
Sheep Hills				1				1				G	Y	N
Sunset Place													N	N
Totals		0	0	1	5	0	0	2	0	0	0			
Schools														
Laguna Hills High School			1	1	6	4		3			2	G	Y	Y
Lomarena ES		1		1	6			1		1		G	Y	Y
San Joaquin ES				1	4							G	Y	Y
Valencia ES		1		1	4			1				G	Y	Y
Totals		2	1	4	20	4	0	5	0	1	2			
GRAND TOTAL		5	1	9	28	6	1	10	8	3	3			

Exhibit II

Quantity and population ratios for all outdoor facilities

	Laguna Hills Facilities		Private Park Facilities		School Facilities		Total Facilities	
Activity	Quantity	current per population ratio	Quantity	current per population ratio	Quantity	current per population ratio	Quantity	current per population ratio
Pool swimming	0		5	1/6,684	1	1/33,421	6	1/5,570
Using open turf areas	13	1/2,571	10	1/3,342	0		23	1/1,453
Using play equipment, tot-lots	14	1/2,387	9	1/3,713	7	1/4,774	30	1/1,114
Picnicking in developed sites (# of tables)	65	1/514	0		0		65	1/514
Softball and baseball	5	1/6,684	1	1/33,421	7	1/4,474	13	1/2,571
Soccer, football or rugby	13	1/2,571	2	1/16,711	6	1/5,570	21	1/1,591
Basketball	2.5	1/13,368	5	1/6,684	20	1/1,6771	27.5	1/1,215
Equestrian facilities	0		8	1/4,177	0		8	1/4,177
Volleyball (outdoor)	4	1/8,355	2	1/16,	0		6	1/5,570
Tennis	4	1/8,355	15	1/2,228	8	1/4,178	27	1/1,237
In-line skating	1	1/33,421	0		0		1	1/33,421
Skateboarding	1	1/33,421	0		0		1	1/33,421



City of Laguna Hills

Parks & Recreation Commission

Staff Report

DATE: August 2, 2017
TO: Parks and Recreation Commission
FROM: Dan Meehan
Community Services Superintendent
ISSUE: 2017 Memorial Day Half Marathon, 10K, and 5K Post Event Report

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

SUMMARY:

The 19th annual City of Laguna Hills Memorial Day Half Marathon, 10K and 5K, honoring the USMC Dark Horse Battalion took place on Monday, May 29, 2017. Three thousand, two hundred forty-five runners (3,245) 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 Hospital Corpsman Stuart Fuke. A highlight of the community expo for 2017 was the presence of Marines along with a number of static displays. Total 2017 event expenditures, including staff time, were \$191,793 and event revenues totaled \$162,652.

BACKGROUND:

The 19th annual City of Laguna Hills Memorial Day Half Marathon, 10K and 5K honoring the USMC Dark Horse Battalion took place on Monday, May 29, 2017. Three thousand, two hundred forty-five (3,245) participants registered for the 2017 event, with seventy percent (70%) utilizing the internet to pre-register. Approximately two hundred (200) registrations were accepted in person during the pre-registration and packet pick-up that took place at Road Runner Sports on Saturday, May 27 and Sunday, May 28

2017 Memorial Day Half Marathon, 10K, and 5K Post Event Report

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between the hours of 11:00 a.m. and 4:00 p.m. Another one hundred and ninety (190) 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 2017 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 Hospital Corpsman Stuart Fuke, a wounded warrior that had served with the 3/5 Marine Battalion in Afghanistan, helped start the races at 7:00am. The Color Guard from the 3/5 Marine Battalion 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 2,946 paid race participants, the available community assistance funding for the 3/5 Marine Support Committee is \$8,838. Staff will recommend that the City Council authorize a Resolution to provide this community assistance funding at its August 22, 2017, meeting.

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FISCAL IMPACT:

The 2017 Memorial Day Race event budget for direct expenditures is \$184,000 with a budget forecast for event sponsorships and registration revenue totaling \$174,600. Provided in Table 1 on the following page are the actual direct expenses of the event at \$171,116 and the actual revenue at \$162,652. Direct expenses were over event revenue by \$8,464. However, when staffing costs are included, total expenses exceeded revenue by \$29,141.

Table 1: 2017 Event Expense and Revenue Summary:

	\$ Amount
A) Event Revenue:	
Race Registrations	138,172
Sponsors	21,000
Expo Vendors	3,480
Total Revenue	162,652
B) Event Direct Expenses:	
Permits	1,325
Advertising	2,726
Graphics	5,054
Miscellaneous (<i>Truck rentals, Scaffolding</i>)	14,568
Race Shirts/Awards/Bibs/Food	33,065
Services	89,174
Expo	7,562
Police Services	17,642
Total Event Direct Expenses	171,116
C) Direct Expenses (over)/under Revenue	(8,464)

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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	191,793
F) Total Event Expenses (over)/under Revenue	(29,141)

If the City Council approves the community assistance resolution, \$8,838 will be provided to the 3/5 Marine Support Committee from the City's General Fund for Community Assistance funding. As a result, the 2017 Total Event Expenses would be revised to \$200,631.



City of Laguna Hills

Parks & Recreation Commission

Staff Report

DATE: August 2, 2017
TO: Parks and Recreation Commission
FROM: Dan Meehan
Community Services Superintendent
ISSUE: 2017 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 Tuesday, July 4, 2017. 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 2017 Fourth of July Celebration totaled \$55,648. Net costs for the event totaled \$50,520, when factoring in \$4,228 in ticket sales revenue and \$900 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 2017 Fourth of July event once again included carnival rides, games, informational and food booths, and entertainment. Total ticket sales revenue was \$4,228 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

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-
- Armenian Festival: Kebabs
 - Festival Singers: Hot Dogs
 - LHHS PTSA: Dip n' Dots and Cotton Candy
 - 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 \$26,500.

A highlight of the 2017 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 Tuesday, July 5, 2017, 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 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 track, as confirmed by SVUSD personnel on site during the morning hours of July 5.

FISCAL IMPACT:

The adopted budget for FY 2017-2018 includes \$58,450 for the City's 2017 Fourth of July Celebration event. Expenditures for the 2017 Fourth of July Celebration totaled \$55,648. Net costs for the event totaled \$50,520, which accounts for \$4,228 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.