

**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
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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

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:

Maya Douglas, Chair

Approved at meeting of August 2, 2017