

MINUTES OF THE LA HABRA HEIGHTS  
PARKS AND RECREATION COMMISSION

MARCH 6, 2002

**OPENING CEREMONIES**

1. **CALL MEETING TO ORDER**

A meeting of the Parks and Recreation Commission was called to order at 7:35 P.M. by Chairman Moon at the Community Center, 1245 Hacienda Road, La Habra Heights.

2. **ROLL CALL**

Commission members present: Chairman Moon, Commissioners McAdams, Speer, Vecchione and Alternate Caywood. Absent: Commissioner Uyeno. Also present was Senior Management Analyst Orchanian.

Chairman Moon read an E-mail from Alternate Cote'. Mr. Cote' declared his resignation as Alternate due to school conflicts on Wednesday evenings. He stated that he would continue with work on advertising for the Avocado Festival.

**STANDARD MOTIONS**

3. **APPROVAL OF MINUTES; MINUTES OF REGULAR MEETING OF FEBRUARY 6, 2002.**

Alternate Caywood offered a motion to approve the minutes of February 6, 2002 as presented, seconded by Commissioner Vecchione and approved as follows:

AYES: Caywood, McAdams, Moon, Speer and Vecchione  
NOES: None  
ABSENT: Uyeno

**PUBLIC COMMENTS; MATTERS NOT ON THE AGENDA**

Cathy Sauble, Emergency Preparedness Committee Chairman, stated that the Emergency Preparedness Fair had been scheduled for May 18, 2002, which is the same date as the Avocado Festival. She requested the Parks and Recreation Commission allow the Emergency Preparedness Fair to join them at the Avocado Festival if there would be room. She noted that they will have three or four booths and need approximately 60 feet by 10 feet of space.

The Parks and Recreation Commission unanimously agreed that this would be a good idea.

Both events will need to combine plot plans for their placement in The Park.

## **OLD BUSINESS**

### 4. SUB COMMITTEE REPORTS

- Budget

Senior Management Analyst Orchanian reported that last month she was not able to supply the Commission with a budget report, but has one at this time. She explained that \$30,335 was actually budgeted. For the year to date revenue, \$60,852.20 was the grant from LA County for youth employment for The Park. \$27,507.72 revenue is from rental of The Park and Gymnasium. \$33,004.18 is additional money from LA County. She noted that she would have to find out if it was targeted for anything specifically. The following pages showed a breakdown for expenses.

Chairman Moon asked the Senior Management Analyst if she could provide them with a monthly breakdown on the revenue for The Park and Gymnasium rental so they can see the difference between summer and winter revenue. Also he would like a detail of the gazebo and horse arena revenue. Chairman Moon stated that a budget report would be acceptable quarterly.

- Grants - Survey submitted in December

The Senior Management Analyst reported that there was no new information available.

The Analyst noted that their list of ten projects would be presented to the City Council at their March 14 meeting next Thursday for their approval. When they approve the list staff can go ahead with bids for the items.

Alternate Caywood asked if it would be possible to have a sound system installed in the gazebo for the Avocado Festival.

The Senior Management Analyst answered that it would be very unlikely. She stated that she would talk to Joe Geissinger to see if he knew of any sound system they could use.

The Commission discussed problems involved with having live music during the Avocado Festival and the possibility of not having a sound system at all.

Chairman Moon asked the Senior Management Analyst to place "Music" on the next agenda.

- Avocado Festival (May 18, 2002) - Commissioner McAdams and Chairman Moon.

Chairman Moon noted that the Commission needed a special meeting on the Avocado Festival on March 19, 2002 and April 16, 2002. The place to meet to be decided.

Sub Committee reports:

- Food - Chairman Moon

Chairman Moon explained that he had a copy of the revised sponsorship letter for the 5k run-walk and he would use it as a model for the food vendors for the Avocado Festival.

The Senior Management Analyst asked for the revised copy of the letter before it will be sent out. Chairman Moon agreed that he would e-mail the letter to the Senior Management Analyst and the Commission members. He also explained that he felt there was room for eight paying vendors between the doors of the gymnasium.

- Silent Auction - Commissioner McAdams

Commissioner McAdams reported that she had 21 baskets at present. She explained that Dyanna Heiss was helping her and that flyers are being made for the gift basket chairpersons to pass out on their street. She provided one to the flyers to the Senior Management Analyst for approval.

Dyanna Heiss reported that she had worked on Ardsheal and Caselaro for this project.

- Games - Commissioners McAdams and Vecchione

Commissioner McAdams reported that El Portal school has given permission to use their games and booths for the Avocado Festival without charge. If the Commission would like to donate something for the use of the games, that would be appreciated. She explained that tickets and prizes would be needed.

Commissioner Vecchione reported that a Climbing Rock Wall would be too expensive.

The Commission agreed that the Moon bounce would be good to have.

Each booth will need to be manned by volunteers. A schedule needs to be made for this. Boy Scouts and the Explorers were considered.

- Publicity - Jeff Cote'

Jeff Cote' will be E-mailing Chairman Moon to report the work he has done.

- Recipe Contest - Alternate Caywood

Alternate Caywood reported that in each category there will be three ribbon prizes and then one grand prize from all of the categories. There will be five categories.

- Logistics - Commissioner Speer

Commissioner Speer noted that he did not have anything new to report.

Commissioner McAdams reminded everyone that they still needed more parking and she suggested that those working at the Festival should not park in the prime spots.

Chairman Moon suggested making the lower area available and suitable for parking.

- Other Activities - Commission Uyeno

Commissioner McAdams reported that Commissioner Uyeno had found two people who would do face painting; also a horse rescue group, the greyhound rescue group and a petting zoo to be at the Avocado Festival.

Cathy Sauble, Emergency Preparedness Chairman suggested a booth for minor first aid. She offered to take care of that.

Senior Management Analyst Orchanian suggested the Commission make a list of the items they need with an estimated cost and when purchased, give the receipts to her to for reimbursement.

The Commission discussed purchasing T-shirts.

Senior Management Analyst Orchanian suggested they could wear an avocado colored T-shirt and wear a name tag.

Commissioner Speer will investigate what the cost would be for a T-shirt for each Commissioner.

- 1K/5k Run/Walk (October 5, 2002) - Commissioners McAdams and Speer  
Status of Sponsorship letter

Chairman Moon reported that the Sponsorship letter has been revised as suggested by the Interim City Manager. He agreed to E-mail a copy of the letter to the Senior Management Analyst.

Alternate Caywood asked what the Commission thought about a Craft booth.

The consensus of the Commission was that it was fine if Alternate Caywood could head it.

Chairman Moon asked that the Craft booth be placed on the next agenda.

The Commission decided that the Recipe Contest, and the Silent Auction will be inside the gymnasium.

- Volunteer Liaison - Alternate Caywood and Commissioner Speer

Chairman Moon asked Commissioner Speer to contact Jessica Winship and advise her of the two Special Parks and Recreation meetings on the Avocado Festival on March 19 and April 16 and ask if she can attend them.

5. MAINTENANCE

Alternate Caywood asked if the landscaping had been improved in front of the gymnasium.

Chairman Moon was not sure, but stated that there are charges for landscaping on the monthly budget.

6. STATUS OF PARKS IMPROVEMENTS, VOTED AND APPROVED AT NOVEMBER 1, MEETING

- Bar-B-Qs/Grill  
(Remove one at Tot Lot, Fix one near Parking Area, Add one or two)

Senior Management Analyst Orchanian reported that she and Commissioner McAdams had spoken to Barbecues Galore again and found that the one they gave them the quote on was identical to those already in The Park. Now the only thing needed is to find the best price. The expenditure request is being taken to the City Council for approval on Thursday March 14.

Chairman Moon asked Commissioner McAdams along with the Senior Management Analyst to make the decision on which barbecue to buy..

- Public Service Bulletin Board

Senior Management Analyst Orchanian stated that as soon as this is approved by the City Council, staff will purchase the board and figure out how it will be placed.

- City Basketball Nights

Chairman Moon reported that attendance had picked up. The last time there were twelve in attendance. He noted that he had reserved the next few weeks and changed the time to 7:30 through 9:30 starting March 17.

John Erickson from the Highland Riders asked for a place on the next agenda to make a presentation on the announcer's booth and what the Highland riders can give toward the project. He also commented that as far as adding a third rail to the fence, it would not make any difference to the horse. They would not go over the fence and if they were panicked they would go through it.

Senior Management Analyst Orchanian reported that there would be a \$1715.62 cost to add a third rail on the 628-foot length.

7. NEW ACTIVITIES

Bingo Night

No comments at this time.

8. ADA PARK PATHWAY PROJECT

No further comments at this time as staff is working on the ADA restrooms at City Hall.

9. HAZARDOUS WASTE EVENT AT THE PARK ON 6-8-02

Chairman Moon asked that this item stay on the agenda as a reminder.

10. PET VACCINATION CLINIC AT THE PARK ON 6-18-02

Chairman Moon stated that he had updated contact information for the Pet Vaccination Clinic.

Commissioner Vecchione explained that they would need volunteers from the Commission to fill out paperwork at the clinic.

The Senior Management Analyst noted that the Commission would not need an Agenda for the volunteer work as it is not a meeting.

**NEW BUSINESS**

11. REVIEW APPLICATIONS FOR THE USE OF THE PARK

The first application was for the Basset Hound Club of Southern California for March 9 and 10, 2002 from 7 a.m. to 4 p.m. for 51 to 100 people, 8 from La Habra Heights. Park grounds and Gazebo are being requested. This will be a Basset Specialty event.

Commissioner Vecchione offered a motion to approve the Basset Hound application, seconded by Commissioner Speer and approved as follows:

AYES: Caywood, McAdams, Moon, Speer and Vecchione  
NOES: None  
ABSENT: Uyeno

The second application is from Leslie McCormick for the Gazebo for a wedding party on March 16, 2002 from 2 p.m. to 6 p.m. Alcohol will be used.

Chairman Moon stated that the Commission may not approve alcohol use.

Commissioner Vecchione explained that alcohol must be approved by the City Council or their agent. The City Manager may approve alcohol if the City Council

meeting would not be in time.

The third application was for the Highland Riders for April 21, June 16, August 18, and September 25, 2002 from 8 a.m. to 5 p.m. in the horse arena. 30-50 people expected.

Chairman Moon asked if the total fees could be filled in for all four days.

Senior Management Analyst Orchanian stated that she would consult with staff and see if that could be done.

Alternate Caywood offered a motion to approve the Highland Riders application, seconded by Commissioner McAdams and approved as follows:

AYES: Caywood, McAdams, Moon, Speer and Vecchione  
NOES: None  
ABSENT: Uyeno

12. USAGE OF 'RESERVED' FUNDS (RAFFLE PROCEEDS & VOLUNTEER'S DONATIONS).

Chairman Moon suggested that this should be moved to Old Business and since they did not know what amount was left after the items previously approved, they would not add anything tonight.

13. STAFF COMMENTS: FUTURE MEETINGS

Senior Management Analyst Orchanian read the April 6, 2002 agenda to the Parks and Recreation Commission and allowed the Commission to make any changes they would like to see for the next meeting. She would E-mail it to Chairman moon later so he could make any changes or O. K. it for her.

**PARKS AND RECREATION COMMISSION COMMENTS; MATTERS NOT ON THE AGENDA**

No comments.

**ADJOURNMENT**

Chairman Moon adjourned the Parks and Recreation Commission meeting at 9:50 p.m.

ATTEST:

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WILLIAM MOON