

**MINUTES OF THE LA HABRA HEIGHTS
PARKS & RECREATION COMMISSION MEETING
DECEMBER 3, 2003**

OPENING CEREMONIES

1. **CALL MEETING TO ORDER**

Chairperson Vecchione called the December 3, 2003 Parks and Recreation Commission meeting to order at 7:31 P.M. at the Community Center, 1245 Hacienda Road, La Habra Heights.

2. **ROLL CALL**

Members present: Chairman Vecchione, Commissioners: Hughes, McAdams, and Sauble. Alternate Manek has resigned. Absent: Commissioner Uyeno (excused). Also present: Senior Management Analyst Orchanian.

STANDARD MOTIONS

3. **APPROVAL OF MINUTES;** Minutes of Regular Meeting of September 3, 2003 and November 5, 2003.

Commissioner McAdams offered a motion to approve the minutes of September 3, 2003. The motion was seconded by Commissioner Sauble and approved as follows:

AYES: Hughes, McAdams, Sauble and Vecchione
NOES: None
ABSENT: Uyeno

Commissioner Sauble offered a correction on the November 5, 2003 minutes on page four (4), paragraph six (6). Change the Emergency Fair date to "May 8th".

Commissioner Sauble further corrected on page five (5), paragraph nine (9), line two (2), change the spelling of "Reid" to "Reed".

Commissioner Hughes offered a motion to approve the November 5, 2003 minutes as corrected. The motion was seconded by Commissioner Sauble and approved as follows:

AYES: Hughes, McAdams, Sauble and Vecchione
NOES: None
ABSENT: Uyeno

PUBLIC COMMENTS; MATTERS NOT ON THE AGENDA

There were no comments from the public.

OLD BUSINESS

4. Discussion of 25th Anniversary Financial Report – Lara Orchanian

Ms. Orchanian reported that after deducting the expenses for the Dinner Dance and the picnic from revenue, there remains \$12,754.47. She stated that she needs to confirm these figures with the Accountant as her original figures differ to some extent.

5. Discussion on Parks & Recreation Policy Manual Section I.

There were no further corrections or comments from the Commission on Section I.

Senior Management Analyst Orchanian explained that each section after going to the Commission will go to the City Manager, then to the City Attorney and next to the City Council for approval.

Ms. Orchanian stated that at the next Parks and Recreation Commission meeting we will discuss comments or corrections on Section II.

Chairperson Vecchione stated that she and Ms. Orchanian have rewritten Section II and III into one section (Section II).

Chairperson Vecchione asked the Senior Management Analyst what the Special Event Program Specifications paper was in their packet.

The Senior Management Analyst explained that it concerns the liability insurance we have with Driver Alliant Insurance Services. She stated that she was advised to include the policy into the Manual. She stated that the policy may change. It is good from January 1st of one year to January 1st of the next year. This is the City's insurance and any event not listed, the applicant must buy insurance for. The City Attorney will advise us when he looks at the Manual.

6. Discussion on Avocado Festival 2004

- Crafters – Vecchione

Chairperson Vecchione reported that she had not worked on this item. She stated that she will send a letter to all those who came last year.

Ms. Orchanian stated that she had put an ad in the Craft magazine, mentioned at a previous meeting, for the Avocado Festival.

Commissioner McAdams suggested Chairperson Vecchione go to Sonora's Christmas Boutique this Saturday from 9:00 A.M. to 3:00 P.M. for ideas.

- Food – McAdams and Orchanian

Commissioner McAdams reported that she is not going to start on this until January.

Ms. Orchanian noted that she had not started on the food yet. She suggested they wait until after the Holidays. Ms. Orchanian noted that Commissioner Uyeno stated that she would be doing the popcorn and hotdogs again this year.

- Advertising – McAdams and Hughes

It was decided to wait until January to begin the advertising.

- Baskets – McAdams and Uyeno

Commissioner McAdams stated that she would be doing a Country motif and a Spa basket, but would wait until January to approach other people.

Chairperson Vecchione asked if Country Cousins would do the wrapping for the baskets again.

Commissioner McAdams expressed the opinion that they would.

- City Groups – Sauble

Commissioner Sauble stated that she would start contacting the City groups in January.

- T-shirts / Petting Zoo (Bale of Hay) – Uyeno

Ms. Orchanian stated that when she spoke to Commissioner Uyeno she was told that there are probably enough for this event but she will count them.

- Games - ?

Ms. Orchanian reported that Commissioner Uyeno asked her to add "Bean Bag Toss" and "Ping Pong Ball Toss for Fish".

Commissioner McAdams suggested the Highland Riders man the games. We can create the games and possibly give a portion of the ticket sales to them. She asked Commissioner Hughes to help her with readying the games.

- Avocado 500 / Moon Jump – Sauble

Commissioner Sauble reported that she talked to Adrian Heiss about the Avocado 500 and he stated that they could get together a month ahead of time and see what condition the Avocado 500 game is in and if it needs any repair.

Commissioner McAdams stated that she would e-mail Commissioner Sauble with what she needs to get for this game. She explained that she would have to order wood wheels.

Ms. Sauble stated that she picked the Moon Jump company because it was in Buena Park and if anything went wrong they are closer. With a generator, the Moon Jump and the insurance, it will cost \$140 for the time we need it. We can get our own attendant or hire theirs for \$12.50 per hour.

Ms. Orchanian suggested that if we hire their attendant we should determine if the person manning the Moon Jump is knowledgeable about it so he can fix it if anything goes wrong, before we go ahead and reserve it. We can make a decision next month whether to use their attendant or find one ourselves.

Ms. Orchanian explained that we should reserve the Moon Jump and the Dunk Tank. We will need an invoice from them so we will be able to write out a purchase order.

Commissioner Hughes explained that he was offered a discount if they rented more than one item from the Dunk Tank company. He also explained that we do not need a generator as we have electricity available at The Park.

The Commission asked Commissioner Hughes to check what the cost will be if they rent the Moon Bounce and the Dunk Tank from the one place.

Dunk Tank – Hughes

Commissioner Hughes reported that he had one estimate for \$170 for the day to set it up and take it down.

The Commission asked him to reserve that dunk tank.

- Rock Climber – Vecchione

Commissioner Hughes noted that he had checked and was quoted a price of \$1200.

Commissioner Vecchione stated that she would also check on the Rock Climber, but if it is \$1200 we should forget it.

- Nickel in the Hay Stack – Uyeno

It was noted that we would have this game.

- Signs / Programs – Vecchione

Ms. Orchanian noted that Commissioner Uyeno has asked her to add flyers to this category.

Commissioner McAdams noted that music should be added to the list. She offered to contact Ernestine Goldstein for this.

Ms. Orchanian reminded the Commission that with everything they decide to spend they need to provide her with an invoice ahead of time so she can provide a purchase order.

She explained that she had a sample of the Program from last year and stated that she and Arlene from the Staff would work together to make a nice program.

- Parking – Vecchione and Orchanian

Ms. Orchanian noted that they will need to contact the following: the church off of West Road (Vecchione), Carmel shuttle (Orchanian), LA County about their property (Orchanian) and there is also a lot by the Brett Marie Bruce office on Hacienda Road (Orchanian).

- Layout / Map – Vecchione and Uyeno

Chairperson Vecchione stated that nothing could be done this month on this item.

- Recipe Contest – Century 21 Jervis

Commissioner Uyeno asked the Senior Management Analyst to add a Salsa Contest with avocado to the Recipe Contest for discussion.

It was decided that this could be added to the contest as another possibility.

Ms. Sauble reported that she had contacted the Chiropractic College to invite them to be at the Avocado Festival. She stated that they are checking to see if they are free on that date.

Senior Management Analyst Orchanian asked Commissioner Sauble to get together with her and they would make up a list of groups that need to be contacted.

NEW BUSINESS

7. Recommendation to earmark 25th Anniversary donated funds toward special Parks and Recreation account.

Ms. Orchanian reported that she would present a staff report to the City Council next week with a recommendation from the Commission that we would like to earmark the donated funds or any remaining balance that we have toward a special fund account for Parks and Recreation improvement purposes.

Chairperson Vecchione offered a motion to earmark the \$12,754.41 to be placed in a special fund especially for Parks and Recreation to be used for improvements for our facilities. The motion was seconded by Commissioner McAdams and approved as follows:

AYES: Hughes, McAdams, Sauble and Vecchione
NOES: None
ABSENT: None

Ms. Orchanian stated that there will be a private citizen making that recommendation also. She stated that she could not say when the money would be available.

STAFF COMMENTS

8. Seven New Picnic Tables have been Installed.

Senior Management Analyst Orchanian reported that we now have seven (7) new picnic tables at The Park. We have chained down four (4) of the tables in strategic areas. There are three in the gazebo that are left unchained so they can be moved as needed. The tables are made of plastic material.

9. Saturday, January 10, 2004 from 8:00 A.M. – 1:00 P.M. the City will have its 2nd Quarterly Clean-Up at the Upper Parking Lot. This is open to La Habra Heights Residents only.

Ms. Orchanian reported that this would be hosted by Waste Management this time. She stated that she needs volunteers. Residents can bring up to two loads of non-hazardous material. The volunteers are not there to help unload trucks and cars. The volunteers will direct traffic, check identification and make sure they go to the correct bins.

10. City will Advertise for Three Alternate Positions in the City Newsletter.

Ms. Orchanian reported that the City Newsletter should come out either this weekend or the next with the ad for the three Alternate positions for the Parks and Recreation Commission and Alternates for the Emergency Preparedness Commission. The advertising will continue until we have what we need.

Chairperson Vecchione asked how many volunteers are needed for the Quarterly Clean-up.

Ms. Orchanian answered that four would be enough.

Chairperson Vecchione stated that she would be there. The other Commission members have other commitments.

Ms. Orchanian stated that she would be there and some of the youth employees. She will see if Commissioner Uyeno is available. She stated that there would be City Staff representation.

PARKS AND RECREATION COMMISSION COMMENTS; MATTERS NOT ON THE AGENDA

Commissioner Sauble reported that she priced the tables for the Park Building. The 8-foot table is \$70, the 6-foot is \$40 and the 4-foot table is \$32. These tables can be purchased at Sam's Club. These are solid and not foldable.

Ms. Orchanian stated that they might buy ten (10) tables. She asked Commissioner Sauble to ask if they would give the City a discount.

Chairperson Vecchione suggested getting six 8-foot tables, four 6-foot and two 4-foot.

Ms. Orchanian stated that they still need to inventory what they have and discard what is not useable. She stated that she thought they had enough chairs. She noted that they are going to need a new rack for the tables.

The consensus of the Commission was to itemize the tables on the next agenda, because the tables need to be inventoried before we buy new ones. They also left the inventory and discarding of the tables to the Senior Management Analyst's discretion and have her report back at the January 7, 2004 meeting.

Ms. Orchanian reported that the cost of the construction on the kitchen (\$61,000) is high. Mr. Hendrickson feels this is too high and they need to meet with the Engineering Department on this matter so no Staff Report will be presented to the City Council until this matter is checked into. The project should still be done by May 2004.

The Commission discussed installing a new string of Christmas lights on the gazebo. It was decided to buy a new string of lights and have the Fire Department install them.

ADJOURNMENT

Chairperson Vecchione adjourned the Parks and Recreation meeting at 8:47 P.M. to the January 7, 2004 meeting.

ATTEST:

CHAIRPERSON, ADRIAN VECCHIONE