



Recreation & Parks Commission Meeting Agenda

March 10, 2014
7:00 p.m. – Placentia City Hall

Michael Dougherty
Chair

Sharon Jackson
Vice Chair

Linda Bartelt
Commissioner

Todd Emrick
Commissioner

Mary Granger
Commissioner

Bruce Hunt
Commissioner

Ira Newman
Commissioner

Procedures for Addressing the Recreation & Parks Commission

Any person who wishes to speak regarding an item on the agenda or on a subject within the City's jurisdiction during the "Oral Communications" portion of the agenda should fill out a "Speaker Request Form" and give it to the recording secretary BEFORE that portion of the agenda is called.

The Recreation & Parks Commission encourage free expression of all points of view. To allow all persons the opportunity to speak, please keep your remarks brief. If others have already expressed your position, you may simply indicate that you agree with a previous speaker. If appropriate, a spokesperson may present the views of an entire group. To encourage all views, Recreation & Parks Commission discourage clapping, booing or shouts of approval or disagreement from the audience.

PLEASE SILENCE ALL PAGERS, CELL PHONES, AND OTHER ELECTRONIC EQUIPMENT WHILE COMMISSION IS IN SESSION.

Special Accommodations

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Community Services Department at (714) 993-8184. Notification 48 hours prior to the meeting will generally enable City staff to make reasonable arrangements to ensure accessibility.
(28 CFR 35.102.35.104 ADA Title II)

Copies of all agenda materials are available for public review in the Office of the City Clerk. Persons who have questions concerning any agenda item may call the Community Services Department, (714) 993-8184, to make inquiry concerning the nature of the item described on the agenda.

In compliance with Senate Bill 343, any writings or documents provided to a majority of the City Council regarding any item on this agenda that are not exempt from disclosure under the Public Records Act will be made available for public inspection at the City Clerk's Office at City Hall, 401 East Chapman Avenue, Placentia, during normal business hours.

City of Placentia
401 E Chapman Avenue
City of Placentia, CA 92870

Community Services Department
Phone: (714) 993-8232
Fax: (714) 961-0283
Website: www.placentia.org

Recreation & Parks Commission

March 10, 2014

REGULAR MEETING

7:00 p.m.

MEETING CALLED TO ORDER

ROLL CALL: Chair / Commissioner Dougherty
Vice Chair / Commissioner Jackson
Commissioner Bartelt
Commissioner Emrick
Commissioner Granger
Commissioner Hunt
Commissioner Newman

PLEDGE OF ALLEGIANCE

ORAL COMMUNICATIONS

At this time the public is invited to address the Recreation and Parks Commission concerning any agenda item, which is not a public hearing item, or other items under the jurisdiction of the Recreation and Parks Commission.

COMMISSIONER COMMENTS AND REPORTS

The purpose of these reports is to provide information on projects and programs that are discussed at sub-committee meetings. No decisions are to be made on these issues. If a Commission member would like formal action on any of the discussed items, it will be placed on a future Commission Agenda.

RECREATION AND PARKS COMMISSION AGENDA

1. **Approval of Minutes** – January 13, 2014 and February 10, 2014
2. **Monthly Report** –
Staff to provide updates of programs and services offered by the Community Services Department.
3. **Parks and Facility Project Updates** –
Staff to provide updates on status of current capital improvement projects including ongoing and potential cell towers.
4. **Review of Parks & Facilities Study/Park Assignments** -
Commission to review the Parks & Facilities Study, schedule park/facility visitations, and consider park assignments for 2014.

5. **Open Space Element of the General Plan**
Staff to review process to update the open space element of the general plan including the re-establishment of the General Plan Advisory Committee.
6. **School District Update –**
Staff to report on recent meeting held at the School District and updates of Tuffree Middle School fence installation.
7. **Budget Update –**
Staff to provide an overview of the current budget process and budget stabilization plan.

Park Inspection Reports - Commission to review inspection reports with staff.

STAFF COMMENTS

Agenda Building and Meeting Schedule – Staff and Commission to review agenda items and schedule upcoming meetings including consideration of meetings at various City facilities.

ADJOURNMENT

The Recreation and Parks Commission Adjourn to a Regular Meeting on Monday, April 14, 2014 at 7:00 p.m. in the Community Meeting Room at City Hall located at 401 East Chapman Avenue, Placentia.

CERTIFICATION OF POSTING

I, Maria Elena Maurer, Community Services Coordinator for the City of Placentia, hereby certify that the Agenda for the March 10, 2014 Regular Meeting of the Recreation and Parks Commission was posted on March 6, 2014.

Maria Elena Maurer
Community Services Coordinator

MINUTES
PLACENTIA RECREATION AND
PARKS COMMISSION REGULAR MEETING
January 13, 2014

Meeting called to order at 7:05 p.m.

ROLL CALL

Present: Dougherty, Emrick, Hunt, Jackson, Newman
Absent: Bartelt, Granger
Staff Present: Steve Pischel, Director of Administrative & Community Services
Jon Nicks, Deputy Director of Community Services
Maria Elena Maurer, Community Services Coordinator

PLEDGE OF ALLEGIANCE – Led by Commissioner Jackson

ORAL COMMUNICATIONS – None in attendance

COMMISSIONER COMMENTS AND REPORTS -

1. **APPROVAL OF MINUTES** – December 9, 2013

Commissioner Dougherty clarified that the wording of the Motion on Item 3, as it refers to the Goldenrod cell site proposal by Verizon, should have stated “to reject the options as currently proposed, instead of “deny approval”.

MOTION by Commissioner Newman to approve the minutes of December 9, 2013 as amended; **SECOND** by Commissioner Emrick and **CARRIED** by a **5-0-0-2 VOICE VOTE** (Bartelt, Granger, Absent).

2. **MONTHLY REPORT**

Staff Nicks reported that before the holiday closures, the Christmas Basket program serviced a total of 267 families (30 more than last year). This program included the collaboration of Placentia Disposal’s food drive, Women’s Round Table \$1,000 donation, toy donations, and the Friendly Center’s leadership. In addition, 11 families were adopted. The Rose Parade excursion took place on January 1, 2014. The Placentia Youth Basketball Program (PYB) started playing games with a total of 70 participants (20 more than last year’s) making up 11 teams.

Coordinator Maurer reported that a total of 19 Santa Visits were conducted on the first three weekends in December totaling \$1,260. This program is building up with new families and the addition of a new Santa Claus and it continues to be well received. A reporter from the Orange County Register followed Santa on one of the nights and the story came out the last weekend of the program.

Staff Nicks indicated that Community Services staff has been training on a new registration software program called ActiveNet. This programs allows for online

registration that includes a convenience charge. Facility reservations and swimming classes will continue to be done in person only. The Spring program will kick off the new online capability.

3. **PARKS AND FACILITY PROJECT UPDATES -**

Staff Nicks reported that Koch Park cell site proposal is moving forward. AT&T was receptive to the suggestions provided. Verizon was provided with the comments made by the Commission regarding Goldenrod and they will be looking at other options. Two possible proposals to co-locate were received; Verizon at Tuffree Park and AT&T at Kraemer Park. Commissioner Newman asked what amount was paid by these cell providers to the City. Staff Pischel responded that for a full cell site it was \$2,400/month and a co-locate between \$1,500-\$2,000/month. In addition, staff is working closely with the Planning Department to develop a fee structure so cell providers that come in are charged a deposit they can draw down as they go through the process. The intent is to tighten up the process and make it more streamline.

Staff Nicks noted that the Skate Park proposal has not had much progress. A couple of private investors are interested, but want more information on what potential revenue the Skate Park will bring. They will be working with Daddy O's and he will provide the projections.

Staff met with Doug Domene from the School District to discuss creating a closed campus at Tuffree Middle School; they have a lot of people coming into their campus/track during school hours who think it is part of Tuffree Park. They want to create a fence line to divide the fields from the school. They were receptive to the City's input. The meeting with the user groups is still pending to discuss the school fields user fees mentioned at the last Sports Advisory Committee meeting. Commissioner Newman stated that it was encouraging the fact that the School District was communicating with the City prior to moving forward with these changes. The School District also mentioned wanting to do a field renovation from May-September at Kraemer Middle School. Scope of work was not available.

4. **Review of Parks & Facilities Study/Park Assignments**

Commissioner Emrick shared pictures of his assigned parks that showed the area to be added to the study with a brief description of the problem. It was agreed that this type of format would be helpful as it clearly identifies the problem areas. Staff Nicks will work in creating a template that everyone can use to unify the new Parks & Facilities Study. The goal is to have Commissioners turn in their information by the March meeting. Staff Pischel emphasized that any issues needing immediate attention can still be submitted to staff right away.

PARK INSPECTION REPORTS –

Comments regarding playground material wear and tear were made. Staff Nicks mentioned that this material is now improved and has a higher wear than in the past.

STAFF COMMENTS –

Staff Pischel announced that unfortunately, Assistant City Administrator, Ken Domer, had left the City for a new position with the City of Huntington Beach and Director of Public Works, Steve Drinovsky, will also retire in March. In addition, Community Services Coordinator, Maria Elena Maurer, was recognized as Employee of the Year.

AGENDA BUILDING AND MEETING SCHEDULE –

Monthly Report, Budget Update, and other items as needed.

ADJOURNMENT - There being no further business, **MOTION** by Commissioner Hunt to adjourn to Monday, February 10, 2014 regular meeting; **SECOND** by Commissioner Emrick and **CARRIED** by a **5-0-0-2 VOICE VOTE** (Bartelt, Granger, Absent). Meeting adjourned on January 13, 2014 at 8:19 p.m.

Maria Elena Maurer, Recording Secretary
Recreation and Parks Commission

MINUTES
PLACENTIA RECREATION AND
PARKS COMMISSION REGULAR MEETING
February 10, 2014

Meeting called to order at 7:03 p.m.

ROLL CALL

Present: Bartelt, Dougherty, Granger, Hunt, Newman
Absent: Emrick, Jackson
Staff Present: Steve Pischel, Director of Administrative & Community Services
Jon Nicks, Deputy Director of Community Services
Maria Elena Maurer, Community Services Coordinator

PLEDGE OF ALLEGIANCE – Led by Commissioner Granger

ORAL COMMUNICATIONS – None in attendance

COMMISSIONER COMMENTS AND REPORTS - Commissioner Bartelt commented about the article in the newspaper where Staff Pischel is quoted regarding the City's community events and the collaboration with non-profit groups on community services programs.

1. **APPROVAL OF MINUTES** – January 13, 2014

Approval of Minutes will be postponed due to lack of quorum.

2. **MONTHLY REPORT**

Staff Nicks reported that the Spring issue of the Placentia Quarterly had been mailed to all Placentia homes. Priority registration for residents starts on Tuesday, February 18 at 7:30 am in City Hall or at midnight when online registration opens. With 8 teams registered, Adult Basketball and Futsal began league play on February 4. The excursion to the Wizard of Oz at the Sergerstrom Center for the Arts on Sunday, February 23, 2014, still has tickets available for \$65/person.

Staff Nicks and Pischel encouraged the Commissioners to attend the Community Workshop, regarding the budget stabilization, taking place on Wednesday, February 12 at 6:30 p.m. at the Backs Bldg. This will be a good opportunity to hear the information on the City's current fiscal situation and share ideas. All feedback from those in attendance will be brought back to City Council. Commissioner Dougherty asked if the Assistant City Administrator's position had been filled. Staff Pischel responded that this position was open for recruitment. A part-time contractor currently oversees the Planning, Building and Economic Development divisions. In addition, recruitments for the Finance position is also taking place.

Staff Nicks indicated that the School District has invited the staff, the City of Yorba Linda and all the Sports User Groups to a meeting on Thursday, February 13

at the School District office, to discuss the proposed fees for the High School fields and the Performing Arts Complex. The School District will also discuss changes to their allocation policy and take feedback as they have proposed implementation of these fees in July.

3. **PARKS AND FACILITY PROJECT UPDATES -**

Staff Nicks reported that Staff had applied for a grant through the State to renovate the Backs Community Building and to make it multi-use. The grant is for \$2 million and it allows three years to come up with the 50% match that is required. Staff believes a strong application was submitted. Commissioner Newman suggested that our State Representative be made aware of our application and request his support.

Koch Park cell site proposal is moving forward with AT&T and is about a month away from starting construction just north of the picnic shelters. Verizon was provided with the comments made by the Commission regarding Goldenrod and they will be looking at other options. AT&T request to co-locate at Kraemer Park will go through Planning Commission. They are requesting to make the tower 20' higher due to higher elevation being required for reception. More information will be provided at the next Commission meeting.

Staff Nicks noted that the Skate Park proposal has not had much progress. Private investors would be needed to go forward with this project.

4. **REVIEW OF PARKS AND FACILITIES STUDY/PARK ASSIGNMENTS**

Commissioner Dougherty stated that Staff had send out the Power Point Template to use and update the Parks & Facilities Study creating a "new look". Staff will be able to help those that need assistance taking the pictures for their particular sites. Commission can review the information provided at the March meeting. Staff Pischel noted that by adding a picture of what the issue or problem may be, the information will be very helpful when addressing capital improvement budgets and for future planning and fundamental maintenance.

Commissioner Newman shared photos of Goldenrod and Arroyo Verde parks.

PARK INSPECTION REPORTS –

Commissioner Granger reported Los Vaqueros Park flood control channel is overgrown and this may become a flooding problem. She commented that, overall, the maintenance of the parks has improved and they look better. Commissioner Newman commented that at Arroyo Verde Park people are driving over the curb with their vehicles to the picnic area since the bollard was removed.

Commissioner Granger suggested that people be encouraged to report any problems they encounter at City's parks and facilities by placing a small paragraph in the Quarterly or the website.

STAFF COMMENTS –

Commissioner Dougherty reminded everyone about the Commission/Committee Reception on Thursday, February 27 at the Powell Bldg. Commissioners Dougherty, Newman, Bartelt, Granger and Hunt will be able to attend.

AGENDA BUILDING AND MEETING SCHEDULE –

Monthly Report, Park Study Evaluations, Budget Update, School District Meeting Update.

ADJOURNMENT - There being no further business, **MOTION** by Commissioner Hunt to adjourn to Monday, March 10, 2014 regular meeting; **SECOND** by Commissioner Newman and **CARRIED** by a **5-0-0-2 VOICE VOTE** (Jackson, Emrick, Absent). Meeting adjourned on February 10, 2014 at 7:55 p.m.

Maria Elena Maurer, Recording Secretary
Recreation and Parks Commission