



Recreation & Parks Commission Meeting Agenda

July 14, 2014 – Placentia City Hall I

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)

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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
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Recreation & Parks Commission

July 14, 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 – May 12, 2014 & June 9, 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. Staff and Commission to review the process of updating the Parks and Facilities Report.
4. **Budget Update** –
Staff to provide an overview of the current budget process and budget stabilization plan.

5. **General Plan Update** –
Commissioner Granger to provide a report on the General Plan meeting held on May 14, 2014.
6. **Boys & Girls Club and Muckenthaler Programs Proposal Update** –
Staff to update the Commission on current developments regarding the proposal presented by the Boys & Girls Club and the Muckenthaler Center to offer programming at the Teen Center (Kraemer Clubhouse).

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 and meeting locations.

ADJOURNMENT

The Recreation and Parks Commission Adjourn to a Regular Meeting on Monday, August 11, 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 July 14, 2014 Regular Meeting of the Recreation and Parks Commission was posted on July 9, 2014.



Maria Elena Maurer
Community Services Coordinator

MINUTES
PLACENTIA RECREATION AND
PARKS COMMISSION REGULAR MEETING
May 12, 2014

Meeting called to order at 7:02 p.m.
Meeting held at the Whitten Center

ROLL CALL

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

PLEDGE OF ALLEGIANCE – Led by Commissioner Emrick

ORAL COMMUNICATIONS – College students Desiree Vest, Kevin Vest and Jacqueline Castalan were in attendance.

COMMISSIONER COMMENTS AND REPORTS - Commissioner Bartelt reported that she had attended the City of Tustin's California Association of Parks and Recreation for Commissioners meeting. She attended for the opportunity to meet and share with other Commissioners and to be updated; however, she was disappointed that the emphasis was about a non-profit group where many of the members are from the City of Tustin. On the positive side, Brown Act changes were discussed.

1. **APPROVAL OF MINUTES** – March 10, 2014

MOTION by Commissioner Hunt to approve the minutes of March 10, 2014 as submitted; **SECOND** by Commissioner Granger and **CARRIED** by a **4-0-2-1 VOICE VOTE** (Jackson, Newman, Absent; Emrick, Abstained).

2. **DISCUSSION OF PROGRAM PROPOSAL FROM BOYS & GIRLS CLUB AND MUCKENTHALER CENTER** -

Representatives from the Boys & Girls Club, Dan Rodriguez, Alicia De La Luz, and Elvin Campbell, provided an overview of the programs and activities that are being proposed using the Kraemer Clubhouse (Teen Center) at Kraemer Park. This would be a place dedicated for teen programs. The initial proposed program will start on June 23 through August 15, Monday-Friday from 11:00 a.m. to 5:00 p.m. and would provide a positive social environment and sports programs for teens. A job shadowing program and reviving RBI would be offered. The goal of the joint use would be to enable all young people to reach their full potential and to show them a different way to be a better person. The Fall program would be available Monday-Friday from 2:00-7:00 p.m. The programs would be free of charge; however, a nominal fee may be charged for excursions and field trips.

Zoot Velasco, representative from the Muckenthaler Center, indicated that the goal of the center is to expose kids to the arts since the schools are losing the

creative edge. This program is geared to start in the Fall and could include: Hip Hop Dance classes, theatre improvisation, puppetry, a DJ class, photography, creative writing classes, hosting a Ballet Folkloric with free studio space, etc. Adult classes would be offered as well. Muckenthaler staff would run the art related programs and manage the space and the Boys & Girls Club would provide youth programs and sports after school. The City's commitment would include doing some capital improvements needed at the Teen Center such as updating electrical and plumbing, replacing carpet to linoleum flooring, making exterior repairs to walls, windows and roof as needed, providing tables and chairs, providing two computers, etc, and provide ongoing general maintenance of the property. Staff Nicks indicated that these renovations would be possible and the resources would be available.

Mr. Velasco added that the Muckenthaler Center would facilitate a meeting with other non-profit groups to create partnerships to bring more funding into Placentia. A meeting has been scheduled with the Orange County Community Foundation to explore a matching contribution with the Placentia Community Foundation.

Commissioner Hunt stated that teens need to have a place to go to and the fact that the Boys & Girls Club programs would be free is a plus. Commissioner Dougherty expressed his concern that in the past the Commission had done due diligence recommending a prior proposal by the Boys & Girls Club to offer services to Placentia kids in conjunction with the Torii Hunter Field completion and the Boys & Girls Club did not follow through. Mr. Rodriguez added that the Boys & Girls Club intend to restore trust and must service Placentia children (the Club does offer after school programs at various Placentia school sites). Staff Nicks indicated that the Commission's recommendation would be going to City Council for their consideration of this proposal.

MOTION by Commissioner Granger to support of the partnerships and concept to use the Kraemer Clubhouse (Teen Center) by the Boys & Girls Club and the Muckenthaler Center for summer and after school programs; **SECONDED** by Commissioner Bartelt and **CARRIED** by a **4-1-2-0 VOICE VOTE** (Dougherty, No Vote; Jackson, Newman Absent).

3. MONTHLY REPORT

Staff Nicks reported that the new ActiveNet online registration software program has shown success; out of a total of 339 Spring transactions, 155 were online totaling over \$13,000. The Teen Hoops program was cancelled due to insufficient registrations even though Staff tried to adjust the schedule. It seems there are other programs for Basketball competing with it. Commissioner Hunt stated that the CIF rules were changed and players are now allowed to play year round at the high schools.

Staff Nicks added that the excursion to a Clippers Basketball game had taken place. Senior Center volunteers were honored at a recent breakfast. Easter activities, in partnership with the Placentia Library, Rotary and Women's Round Table, were successful and well attended. Summer recruitment and part time staff trainings will be taking place next week. The opening of Summer Registration is on Saturday, May 17, 2014 starting at 9:00 a.m. Swim class

registration can only be done in person in order to verify date of birth and residency.

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

Staff Nicks reported that the air conditioner units at the Backs Building were vandalized to steal copper and metal from the units. City Council approved the replacement of a new air conditioner. The replacement cost of \$39,000 is coming from an emergency fund and Honeywell agreed to split the payment in two installments, one due on current fiscal year and the balance after July 1, 2014. Fortunately, a member of our Economic Development Committee donated a security camera system that was already installed.

The Verizon co-location of the cell tower at Tuffree Park is on hold; Verizon has not completed the paperwork. The Koch Park cell tower project started construction a few weeks ago and as per the agreement, once construction starts the lease payment of \$2,400 is due. This project is to be completed in mid June. After contacting Verizon to inform them that Goldenrod was not suitable for a cell tower, they are interested in Samp Park and should be coming back with a proposal. Verizon also has expressed interest in a cell tower at Wagner Park and Commission reviewed the preliminary plan. A new location will be brought up for consideration as well as including playground improvements as part of the project.

The School District submitted a set of plans for the fence installation between Tuffree Middle School and Tuffree Park. The sports groups will have to relocate the storage units to another location. Commissioner Hunt commented that the sports groups would have to go through the Facility Improvement Form Process.

5. **GENERAL PLAN UPDATE -**

The General Plan Advisory Committee will be meeting on Wednesday, May 14, 2014. Commissioner Granger will be attending and will provide a report at the next Commission meeting in June.

6. **BUDGET UPDATE**

Staff Nicks reported that the City is still facing a deficit. At this time, no major reductions have been proposed or cuts to programs. Concerts in the Park have been reduced to 6 instead of 8. A budget study session is scheduled on Tuesday, May 27 when a major budget discussion will take place. A Landscape Maintenance District fee increase has been proposed for the area by Champions Sports Complex and the homes near Chapman Avenue/Orangethorpe. This fee has remained the same since 1992 with no cost of living increases. Homeowners could see an impact of \$80-100 a year if it passes. This will relieve the general fund from subsidizing over \$170,000 a year for this district. Ballots are expected back from those property owners. The options are: raising the fee, reduce the level of service, and/or continue to subsidize it.

Staff Nicks indicated that City Council is also testing voters' sensitivity to an increase from 3.5 to 5% to the Utilities Tax (in the 90's it was reduced from 5 to 3.5%). At the City Council meeting on May 20, 2014, information will be presented

from the survey. In regards to the option to outsource the Police Department, City Council decided not to explore this option.

The Public Works Parks/Landscape & Facilities Division has been combined with Community Services since the Director's recent retirement. The new Assistant City Administrator will be overseeing Development Services, Engineering, Street and Sewer Maintenance Divisions.

7. **SPORTS ADVISORY COMMITTEE UPDATE** –

Staff Nicks reported that the School District had provided the fee schedules to the sports groups. There is an application fee of \$50 per site and currently, there is no cost to use the elementary or middle school fields. Staff Nicks added that the City may bring up to the School District the concept that the school fields need to be checked by their staff when weather conditions require it. City Staff is not able to check all the fields within an hour to properly update the Field Condition Hotline.

8. **GRANT APPLICATION UPDATE** –

Staff Nicks reported that the \$350,000 Community Grant to meet ADA compliance was awarded to the City and Staff will be working on this project in the upcoming months. Unfortunately, the grant to renovate the Backs Building did not meet the ranking standards. Bimbo Bakeries is willing to make a donation for improvements to Tynes Gym. Commissioner Hunt noted that the restrooms at this location are in bad shape.

PARK INSPECTION REPORTS –

Commissioner Granger reported that the fence at Parque de los Niños was cut and some kids were trying to go through the opening and could potentially get hurt.

STAFF COMMENTS –

AGENDA BUILDING AND MEETING SCHEDULE –

Items to consider: Monthly Report, Budget Update, General Plan Update, Boys & Girls Club/Muckenthaler Proposal Update.

ADJOURNMENT - There being no further business, **MOTION** by Commissioner Hunt to adjourn to Monday, June 9, 2014 regular meeting; **SECOND** by Commissioner Emrick and **CARRIED** by a **5-0-2-0 VOICE VOTE** (Jackson, Newman, Absent). Meeting adjourned on May 12, 2014 at 9:17 p.m.

Maria Elena Maurer, Recording Secretary
Recreation and Parks Commission

MINUTES
PLACENTIA RECREATION AND
PARKS COMMISSION REGULAR MEETING
June 9, 2014

Meeting called to order at 7:04 p.m.

ROLL CALL

Present: Dougherty, Emrick, Hunt, Newman
Absent: Bartelt, Granger, 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 Newman

ORAL COMMUNICATIONS –

COMMISSIONER COMMENTS AND REPORTS - Commissioner Hunt commented that the Ethics Training the City provided last week, was one of the best he has ever attended. The presenter was excellent. Commissioner Dougherty added that the training online took him about three hours to complete. Commissioner Hunt mentioned that he had been approached by a resident asking where the money from the Tri-City Park maintenance savings is going. He responded that it goes to the general fund. Resident commented that it should go to the Park Fund.

1. **APPROVAL OF MINUTES** – May 12, 2014

Due to lack of quorum, the approval of the May 9, 2014 minutes will be postponed until the next Commission meeting.

2. **MONTHLY REPORT**

Staff Nicks reported that summer registration took place on Saturday, May 17, 2014. A total of 109 people came in to register and 40 went online. Approximately \$24,285 in revenue was collected; \$4,000 more than last year. The Wine Tasting Tour is back by popular demand as well as the July 4th Fireworks excursion at the Hollywood Bowl. The Cowabunga Crab Fest put on by the Rotary Club took place on Saturday, June 7, 2014 and it was well attended. Community Services staff has been busy getting ready for summer and certifying the part time staff. Swim classes begin on June 23. Concerts in the Park start on Thursday, July 10 and Movies in the Park on Friday, July 11.

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

Staff Nicks reported that the cell tower construction is underway at Koch Park. AT&T has been made aware that the May and June lease payments are due. Commissioner Hunt suggested that the City put up a sign highlighting the improvements being made at the park; make the community aware. Verizon has

not completed the paperwork for the co-location at Tuffree. They have; however, submitted a proposal for Samp Park.

The School District has gone to bid for the fence installation between Tuffree Middle School and Tuffree Park.

4. **BUDGET UPDATE**

Staff Nicks indicated that City Council had a study session on the preliminary budget on May 20, 2014. The City is still facing a \$1.7 deficit. In order to close this gap, vacancies in several departments will remain. At this time, no major reductions have been proposed for Community Services programs. Other cuts proposed include cutting back on consulting services, meetings and conferences (this includes not able to attend the CPRS conference), cutting out the expenditure for the Teen Hoop program since low enrollment numbers warrants this cut. Commissioner Hunt commented that conferences offer staff an opportunity to interact and learn what other cities are doing; they are not just a training opportunity, they are important for staff to attend.

5. **GENERAL PLAN UPDATE –**

Due to Commissioner Granger's absence, this item will be brought back for update at the next Commission meeting.

6. **BOYS & GIRLS CLUB AND MUCKENTHALER PROGRAMS PROPOSAL UPDATE –**

Staff Nicks indicated that the Boys & Girls Club agreement was taken to City Council for approval on June 2, 2014 and it was approved. The Club will provide all the funding for staff, materials and supplies to operate the programs and the City will maintain the Teen Center (Kraemer Clubhouse).

Commissioner Dougherty asked what was the amount in capital improvements that will be needed. He was under the impression that the proposal included making unspecified capital improvements within a two-week window that had not been planned for this facility. Staff Nicks responded that the Boys & Girls Club can operate their program without any capital improvements needed. The Muckenthaler proposal did suggest that certain capital improvements were needed in order to operate their program in the fall. They can also offer many resources that can help with labor, grants, etc. This agreement will be taken to City Council separately later on. It will be brought back to the Commission for its consideration prior to this step.

PARK INSPECTION REPORTS –

Staff Maurer noted that the pictures that Commissioners have taken of their assigned parks, have been put together. It was suggested that once this process is complete, staff will be able to put together a presentation. A review of selected parks can then be accomplished at each Commission meeting.

Commissioner Hunt commented that the County has completed many improvements at Tri-City Park and that the Sports Groups should be reminded of the upcoming parking fee implementation.

STAFF COMMENTS –

Staff Pischel expressed appreciation of the Commission for their input, suggestions, feedback and support of the Community Services team and it makes a great difference. As far as a budget component, it has been recommended that Jon Nicks be promoted to Community Services Director. Staff Pischel will take a step back and dedicate his time as Administrative Services Director. In the absence of a Public Works Director, Staff Nicks will take an additional role with facilities management and overseeing building, landscape and park maintenance. In addition, he will oversee maintenance staff and contracts in these areas. The official announcement will be made at the City Council meeting on June 17, 2014.

AGENDA BUILDING AND MEETING SCHEDULE –

Items to consider: Monthly Report, Budget Update, General Plan Update, Boys & Girls Club/Muckenthaler Proposal Update.

ADJOURNMENT - There being no further business, **MOTION** by Commissioner Emrick to adjourn to Monday, July 14, 2014 regular meeting; **SECOND** by Commissioner Newman and **CARRIED** by a **4-0-3-0 VOICE VOTE** (Bartelt, Granger, Jackson Absent). Meeting adjourned on June 9, 2014 at 7:49 p.m.

Maria Elena Maurer, Recording Secretary
Recreation and Parks Commission