



Recreation & Parks Commission Meeting Agenda

November 9, 2015, 7:00 p.m.
Community Meeting Room at City Hall

Bruce Hunt
Chair

Todd Emrick
Vice Chair

Michael Dougherty
Commissioner

Mary Granger
Commissioner

Sharon Jackson
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

November 9, 2015

REGULAR MEETING

7:00 p.m.

MEETING CALLED TO ORDER

ROLL CALL: Chair / Commissioner Hunt
Vice Chair / Commissioner Emrick
Commissioner Dougherty
Commissioner Granger
Commissioner Jackson
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 – October 19, 2015 Minutes**
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 outdoor exercise equipment through grants from St. Jude Medical Hospital and cell towers projects.
4. **Tree Grants Opportunities Discussion –**
Staff to discuss availability of Tree Grants to use to replace dead trees throughout the City.

5. **Facility Maintenance Contract Review** –
Staff to provide a review of Public Works Facility Maintenance Contracts.
6. **Torii Hunter Field Use Update** -
Staff to provide a field use report on the Torii Hunter Field by Kraemer Park.

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, December 14, 2015 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 November 9, 2015 Regular Meeting of the Recreation and Parks Commission was posted on November 5, 2015.



Maria Elena Maurer
Community Services Coordinator

MINUTES
PLACENTIA RECREATION AND
PARKS COMMISSION REGULAR MEETING
OCTOBER 19, 2015

Meeting called to order at 6:34 p.m.

ROLL CALL

Present: Dougherty, Granger, Hunt, Newman
Absent: Emrick, Jackson
Staff Present: Stacia Mancini, Interim Community Services Director
Maria Elena Maurer, Community Services Coordinator
Veronica Ortiz, Community Services Supervisor
Felipe Zambrano, Community Services Coordinator
Matt Brand, Community Services Coordinator

PLEDGE OF ALLEGIANCE – Led by Commissioner Newman.

ORAL COMMUNICATIONS – None in attendance.

COMMISSIONER COMMENTS AND REPORTS -

Commissioner Hunt indicated that past Community Services Director, Jon Nicks, was looking into finding funds to do the fields at the Placentia Champions Sports Complex. When the sports users starting paying for the use of the fields, part of the money was to be used to maintain them. Since the Sports Advisory Committee is meeting soon, he would like to be able to provide the Committee with an update in this regard.

1. APPROVAL OF MINUTES –

August 10, 2015 Minutes

MOTION by Commissioner Granger to approve the Minutes of August 10, 2015 as Submitted; **SECOND** by Commissioner Dougherty and **CARRIED** by a **4-0-2-0 VOICE VOTE** (Emrick, Jackson, Absent).

2. OVERVIEW OF COMMUNITY SERVICES SUMMER 2015 PROGRAMS

A video showcasing Summer 2015 activities was presented. Community Services Supervisor, Veronica Ortiz, and Coordinators Felipe Zambrano, Maria Elena Maurer and Matt Brand, provided a review of the areas that they oversee, which included: Aquatics, Learn to Swim and Recreational Programs, Movies and Concerts at the Park, Senior Center activities, Food Distribution through the Friendly Center, P.A.R.K.'s after school activities and tutoring, Recreation Classes, Park and Facility Reservations, Gym use, and Adult Sports.

Staff Mancini stated that when people interact with City's programs, the line staff that includes supervisors, coordinators, coaches and part time staff, they are the representatives of the department. In the short time that she has been Interim Director, she has noticed the commitment and hard work the Community Services

Staff displays on a daily basis. The success of the recreation programs and activities is the results of their efforts.

3. PARKS AND FACILITY PROJECT UPDATES -

Staff Mancini reported that Staff Maurer and Public Works Superintendent Joel Cardenas have taken the lead on the exercise outdoor equipment project from the St. Jude Hospital grant. All the equipment pieces have been received. The agreement for the concrete services was signed and the concrete work at Kraemer Park is scheduled to commence on October 22, 2015. A ribbon cutting ceremony will be scheduled once the installation is complete at both Kraemer and McFadden Parks. The Commissioners will be invited to attend.

Part of the grant audit and reporting for this grant, requires that the City identify policies for healthy eating and active living in our General Plan. The City's General Plan is currently in draft form and has not been adopted. The City has until the end of January 2016 to file the report with St. Jude Hospital. It is hoped that certain portions of the General Plan can be adopted before then that relate to open space/healthy living.

Staff Mancini reported that in regards to the cell tower project at Samp Park, she has met with the neighborhood association to address a lot issue. A section of land in the park belongs to the association, and the cell provider was using their gate to access the cell tower construction. The City has installed a new access gate and will be putting up signage to indicate that this area is "private property". This action is believed will take care of the problem. In addition, Verizon is interested in co-locating at one of the original AT&T cell tower locations. An update will be provided at the next Commission meeting.

Commissioner Newman asked that in the event that the General Plan is not adopted prior to the grant report requirement, will it affect the St. Jude grant. Staff Mancini responded that the General Plan inclusion would be the preferred choice, but the City will be able to use other data to substantiate the programs/activities that promote healthy living. The information provided in the Summer review would be a perfect choice and St. Jude Hospital is willing to work with the City.

4. HERITAGE FESTIVAL & PARADE EVENT OVERVIEW -

Staff Ortiz indicated that the Heritage Festival & Parade held on Saturday, October 10, 2015, had been a very hot day reaching over 100 degree temperature. The Festival had a total of 167 vendors, 247 cars in the Car Show, 62 parade entries and 30 bands. Due to the extreme heat, the parade was stopped at 11:30 a.m. Sixty one calls for emergency were received in one hour and the City Manager opened the EOC. It took all staff personnel working together to respond to the emergency, including Fire and Police Departments. The event itself was cut short one hour ending at 3:00 p.m. instead of 4:00 p.m., although the festival participants did not complain; everyone was eager to go home.

Staff Mancini noted that this type of an emergency is a learning opportunity for everyone. A debriefing is tentatively scheduled on Thursday, October 29 at City Hall and one of the items will be a discussion on when should a festival like this

be cancelled due to anticipated extreme weather conditions. People in general helped one another and everyone reacted in a helpful manner and no one panic. Staff Mancini added that other cities use production companies that specialize in events like the Heritage Festival. It is amazing that the City of Placentia uses a small number of staff and volunteers to put on an event of this magnitude.

Commissioner Hunt expressed concerns that the City would be financially liable to refund participants fees if the event had to be cancelled. Contracts would need revision to note a cancellation policy on all contracts and applications, etc.

5. PARK ASSIGNMENT REVIEW –

Commissioners discussed and agreed to temporarily split the parks that were assigned to Commissioner Bartelt and once the new Commissioner is assigned, it will be reviewed once again. Commissioner Granger will take Kraemer Park, Commissioner Hunt will take the E.T. Powell Bldg, and Commissioner Newman will take Santa Fe Park. Staff Mancini noted that on the upcoming City Council Agenda, there is mention that the City is recruiting for various Commission and Committee positions.

PARK INSPECTION REPORTS –

Commissioner Hunt noted that the three year mark before the County initiates the parking fees at Tri-City Park should be coming up soon and asked if this should be discussed with the Sports Advisory Committee. Staff Ortiz indicated that when she met with the County representatives recently regarding the Heritage Festival, there was mention that they were looking to implement the fees, but offered no specifics.

STAFF COMMENTS –

AGENDA BUILDING AND MEETING SCHEDULE – Agenda items for next meeting to include an update on Tree Grants that may be available, Sports Advisory Committee Meeting Report, Public Works Facility Maintenance Contract Review, and Torii Hunter Field Use Update.

ADJOURNMENT - There being no further business, **MOTION** by Commissioner Dougherty to adjourn to Monday, November 9, 2015 regular meeting; **SECOND** by Commissioner Granger and **CARRIED** by a **4-0-2-0 VOICE VOTE** (Emrick, Jackson Absent). Meeting adjourned on October 19, 2015 at 8:15 p.m.

Maria Elena Maurer, Recording Secretary
Recreation and Parks Commission