



Recreation & Parks Commission Meeting Agenda

December 14, 2015, 6:30 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

December 14, 2015

REGULAR MEETING

6:30 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 and November 9, 2015 Minutes
2. **Sports Advisory Committee Update** – Commissioners Dougherty, Hunt, Newman and Staff Brand to provide an update on the recent meeting held with the Sports Advisory Committee on November 16, 2015.

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, January 11, 2016 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 December 14, 2015 Regular Meeting of the Recreation and Parks Commission was posted on December 10, 2015.



Maria Elena Maurer
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

MINUTES
PLACENTIA RECREATION AND
PARKS COMMISSION REGULAR MEETING
NOVEMBER 9, 2015

Meeting called to order at 7:00 p.m.

ROLL CALL

Present: Emrick, Dougherty, Granger, Jackson, Newman
Absent: Hunt
Staff Present: Stacia Mancini, Interim Community Services Director
Maria Elena Maurer, Community Services Coordinator

PLEDGE OF ALLEGIANCE – Led by Commissioner Emrick.

ORAL COMMUNICATIONS – None in attendance.

COMMISSIONER COMMENTS AND REPORTS -

1. APPROVAL OF MINUTES –

October 19, 2015 Minutes

Due to lack of quorum, the minutes of October 19, 2015 will be postponed until the next regular Commission meeting.

2. MONTHLY REPORT –

Staff Mancini reported that the Heritage Committee will be having a follow up meeting on Thursday, November 19, 2015 at 6:30 p.m. in the front Community Meeting Room at City Hall. The Committee will be discussing what could be done differently under the extreme weather conditions that affected this year's event. The recruitment for the Director of Community Services has closed and applications are being reviewed. It is anticipated that 8-9 candidates will be interviewed so a final selection can be determined by the beginning of 2016. City Hall will be closed from December 21 through January 3, 2016 for the holidays.

3. PARKS AND FACILITY PROJECT UPDATES -

Staff Mancini reported that the Interim City Administrator, Damien Arrula has put together a 40 minute presentation from the Task Force that is very informative. It includes current City conditions and recommendations to sustainability. Staff Arrula would like to come to the Recreation and Parks Commission to offer this presentation; other committee service groups have attended it already. If the Commission agrees, this presentation can be scheduled at the Commission's December meeting.

Staff Mancini indicated that the outdoor exercise equipment installation at both Kraemer and McFadden Parks is coming along. The concrete pads were completed and the actual installation of the equipment will be done in the next two weeks. The Commission will be invited to the Ribbon Cutting that is tentatively

scheduled on Tuesday, December 1, 4:30 p.m., at Kraemer Park. There are no current updates on cell towers other than looking at co-locations that have been requested and issues with current cell tower providers.

4. TREE GRANTS OPPORTUNITIES DISCUSSION -

Staff Mancini was asked at the last Commission meeting to look into possible tree grants to replace dead trees. There are some grants available; Relief California is one that has a 25% match and up to \$70,000 in grant money. It can be done in combination with volunteer and in-kind services. This grant requires that rounded large crown trees be planted for shade purposes. The problem with large trees is that during the current drought, they will require heavy watering for the first couple of years to sustain them. The entire packet on this grant is being sent for Staff Mancini's review. Will also be talking to West Coast Arborists for suggestions on the species of trees that meet this requirement and are drought tolerant.

Part of the St. Jude Hospital grant for the exercise equipment, included a portion of \$11,000 that can be used for grant writing that benefits healthy living, and clean air through trees certainly qualifies for use of this allocation.

5. FACILITY MAINTENANCE CONTRACT REVIEW -

Staff Mancini indicated she did not get a chance to fully review the maintenance contract. The total budget to maintain all 14 parks in the City, including mediums, landscaping and maintenance is \$415,000. Even if all the parks were the same size, the equal allocation of \$30,000 would be very slim and not enough to properly maintain each of the parks. Staff Mancini will follow up on this item.

Commissioner Granger added that during her visit to Kraemer Park, she noticed the repainting of graffiti is very sloppy. This includes the Backs Building doors.

6. TORII HUNTER FIELD USE UPDATE -

Staff Mancini reported that the Torii Hunter field is underutilized. From the period July 1, 2015 through November 2, 2015, it has only been reserved 15 days for a total of 48 hours with a net revenue of \$1,006.00. Girls Youth Softball groups have been using the field. Unfortunately, it gets dark after 5:30 p.m. and the field does not have lights. The Boys and Girls Club initially started using it for their youth baseball program, but when they relocated to Brea, the usage stopped. Coordinator Matt Brand will be discussing the use of this field with the sports groups at the meeting on November 16, and will be asked to provide a report to the Commission at the December meeting.

PARK INSPECTION REPORTS -

Commissioner Granger reported that the windows in the courtyard at the Gomez Center are scratched really bad and asked if there was anything that could be done. They are supposed to have a film that protects the glass. Staff Mancini will let the Maintenance Department know of this situation; this film is anti-vandalism resistant, but it does not offer 100% scratch protection. Also, on the NW corner, by the basketball courts, there are exposed wires in the ground, cover is broken and should be fixed right away. Bathrooms are also in bad shape; walls and ceiling are dirty and should be washed down. Commissioner Granger recommended better cleaning supplies. Gopher holes are all over the field at this location. Staff Mancini commented that due to the water

shortage, power washing cannot be used to clean facilities. Will be looking at alternative cleaners to dry clean although some products are cost prohibited. A new method to treat for gophers has been scheduled.

STAFF COMMENTS –

Staff Mancini asked if there was an interest from the Commissioners to attend the Task Force recommendations presented by the Interim City Administrator to be scheduled on Monday, December 14, 2015 at 6:30 p.m. It was agreed that the update on the Sports Advisory Committee would be the only item on the December's meeting agenda to allow for the presentation to start at 7:00 p.m.

AGENDA BUILDING AND MEETING SCHEDULE – Agenda items for next meeting to include an update on the Sports Advisory Committee meeting to be held on Monday, November 16, 2015.

ADJOURNMENT - There being no further business, **MOTION** by Commissioner Dougherty to adjourn to Monday, December 14, 2015 regular meeting; **SECOND** by Commissioner Granger and **CARRIED** by a **5-0-1-0 VOICE VOTE** (Hunt Absent). Meeting adjourned on November 9, 2015 at 7:38 p.m.

Maria Elena Maurer, Recording Secretary
Recreation and Parks Commission