



Recreation & Parks Commission Meeting Agenda

June 13, 2016, 6:30 p.m.
Community Meeting Room at City Hall

Bruce Hunt
Chair

Todd Emrick
Vice Chair

Linda Bartelt
Commissioner

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

June 13, 2016

REGULAR MEETING

6:30 p.m.

MEETING CALLED TO ORDER

ROLL CALL: Chair / Commissioner Hunt
Vice Chair / Commissioner Emrick
Commissioner Bartelt
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** – April 11, 2016 Minutes; May 9, 2016 Minutes
2. **Overview of Landscape Maintenance District 92.1** –
Public Works Manager to provide an overview of the Landscape Maintenance District 92.1.
3. **Monthly Report** –
Staff to provide updates of programs and services offered by the Community Services Department.
 - Teen Arts Center Summer Program
 - Bench Dedication Program Guidelines Final Review
 - City Council Updates

4. **Parks and Facility Project Updates** –
Staff to provide updates on status of current capital improvement projects including outdoor exercise equipment and pool renovations through grants from St. Jude Medical Hospital.
5. **Budget Update** –
Staff to provide an update on budget for Fiscal Year 2016-2017.
6. **Sports Users Fingerprinting Policy Discussion** –
Commissioners and Staff to discuss adding Fingerprinting requirements to the Athletic Field Use and Allocation Policy.
7. **Park Inspection Reports** - Commissioners to review inspection reports with staff.
8. **Staff Comments** -
9. **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, July 11, 2016 at 6:30 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 June 13, 2016 Regular Meeting of the Recreation and Parks Commission was posted on June 9, 2016.



Maria Elena Maurer
Community Services Coordinator

MINUTES
PLACENTIA RECREATION AND
PARKS COMMISSION REGULAR MEETING
APRIL 11, 2016

Meeting called to order at 6:36 p.m.

ROLL CALL

Present: Bartelt, Dougherty, Granger, Hunt, Jackson
Absent: Emrick, Newman
Staff Present: Sandra González, Director of Community Services
Steve Pischel, Director of Administrative Services
Veronica Ortiz, Community Services Supervisor
Matt Brand, Community Services Coordinator
Maria Elena Maurer, Community Services Coordinator

PLEDGE OF ALLEGIANCE – Led by Commissioner Granger

ORAL COMMUNICATIONS – None in attendance.

COMMISSIONER COMMENTS AND REPORTS -

Commissioner Granger asked for Staff González' business card.

1. APPROVAL OF MINUTES –

March 14, 2015 Minutes

Commissioner Granger noted a correction under Staff Comments, second paragraph, last sentence "tile mosaic around the wall behind the fountain" instead of "around the base of the fountain".

MOTION by Commissioner Granger to approve the Minutes of March 14, 2016 as corrected; **SECOND** by Commissioner Dougherty and **CARRIED** by a **4-0-2-1 VOICE VOTE** (Emrick, Newman, Absent; Hunt Abstained).

2. MONTHLY REPORT -

Staff Ortiz reported that the deadline for Photo Contest entries was extended to April 28 to allow for more participation. A flyer with information about the "I Heart OC" was distributed. This is an opportunity for the community to come together on April 27-28 and donate to local nonprofits. The Placentia Community Foundation hopes to receive support on these days for their scholarship program. In the past, the City of Placentia, Heritage Festival and Boys & Girls Club have in turn received donations from the Placentia Community Foundation. Another event coming up is Shred Day scheduled on Saturday, April 23 from 8:00 a.m. – 11:00 a.m. in the Placentia Police compound. This is a great way to get rid of old records.

3. PARKS AND FACILITY PROJECT UPDATES -

Staff González reported that the agenda report on the concrete for the outdoor exercise equipment at Parque De Los Niños was going to City Council on April

19, 2016. St. Jude Hospital provided \$50,000 to purchase the outdoor exercise equipment and the City's match of \$21,300 for the preparation and concrete work is coming from the Park Development Fund. Once the equipment is installed, St. Jude Hospital and the Commissioners will be invited to the Ribbon Cutting sometime in May.

Staff González added that St. Jude Hospital had also provided a grant of \$69,000 to replaster both community pools as well as replacing the filtration system. This item is also going to City Council for approval at the April 19, 2016 meeting. Staff Pischel commented that Staff González' experience with grants is very impressive and the Community Services Department is very fortunate to have her.

4. LOVE PLACENTIA EVENT PROJECT REVIEW -

Staff Ortiz indicated that the "Love Placentia" Citywide serve day event is scheduled on Saturday, April 30. Marilyn Anderson, from the Police Department is the lead. So far, 400 volunteers have signed up online. A list of the projects scheduled to be done on this day was distributed. Commissioner Hunt commented that he was happy to see that many of the projects listed have been flagged before by the Commission. Staff González added that Bimbo Bakeries had agreed to sponsor \$5,000 towards the supplies needed for this event, and Sherwin Williams was donating paint.

5. TRI-CITY PARK CLOSURE UPDATE -

Staff Pischel provided an overview of the Tri-City Park transfer to the County that took effect in January 2013. In the last three and a half years, the County has addressed the maintenance and operations of the park and continues to work on the capital improvement projects identified prior to the transfer i.e., lighting, irrigation system, lake renovation, tree trimming, etc. The County's high maintenance standards show and the park looks great. There are activities that will continue to be held at the park as per the agreement such as the Heritage Festival, Concerts in the Park, etc. at no cost to the City.

Staff Pischel indicated that the Tri-City Park Authority has not been an active group since the transfer took place and was not officially dissolved. The members of the Authority (representatives from the cities of Brea, Fullerton and Placentia) will take this action to their respective City Councils soon. Staff Pischel added that if the Commissioners had any concerns about Tri-City Park, to share them with Staff. The City of Placentia maintains a good relationship with the County and any issues would be addressed.

Staff Brand reported that on February 17, 2016, he had received a phone call from the president of Pony Baseball, Tim Wetzel to discuss the sign that was posted by the County about the early closure of Tri-City Park at 6:00 p.m. Consequently, an e-mail was received from the County confirming this information. As a result, staff contacted all the other sports groups and related this information. In addition, the City started receiving phone calls from the residents around Tuffree Park complaining about the parking problem in the neighborhood. It was discovered that the parking available at Tuffree Middle School and by Tri-City Park was underutilized.

Staff Brand added that steps were then taken to address this complaint. All the sports groups using the fields at Tuffree; AYSO, JUSA, Pony Baseball, Placentia Little League and YMCA, were notified and given a flyer to distribute to the parents that notes the availability of parking and requesting that the adjacent neighborhood not be impacted. The time for the park closure since then has moved to 9:00 p.m. for the duration of daylight savings time.

6. **MUCKENTHALER ARTS CENTER UPDATE -**

Staff González distributed a copy of the letter sent by the Muckenthaler Center notifying the City of the termination of the Art Teen Center activities at the Teen Center. She met with Zoot Velasco and it was unclear what the terms of the agreement were and their expectation in regards to the City's money contribution. They felt they could not continue the programming with the seed money of \$5,000 that the City had provided. In order to continue the relationship with the City, a City contribution of \$15,000-\$20,000 would be expected.

In the meantime, Community Services staff met with a group of 15-20 teens from the Boys and Girls Club to discuss their interests in the arts and suggestions. The interests ranged from culinary art to American Idol, science, math, technology, etc. The Placentia Library is also interested in partnering with Community Services to expand on their current teen programs and incorporate the arts. Staff González was enthusiastic about the City continuing and expanding on the Teen Center activities.

Commissioner Dougherty expressed disappointment about the fact that groups like the Muckenthaler approach the City with promises that eventually do not deliver. Staff works hard to make an agreement work, but the City does not get what was offered. When a group is allowed to run the program, the City loses control. Commissioner Bartelt indicated she was upset about the negative way Placentia was represented in the newspaper and statements Muckenthaler made about what the City could not provide and they could. During her visits to the Teen Center, there was very little activity/participation.

Park Inspection Reports -

Commissioner Hunt reported that there is a 5 gallon bucket on the flat roof portion of the Powell Building on the patio area that should be removed. Commissioner Granger commented that an additional trash receptacle should be added to Kraemer Park near the playground/sidewalk area.

STAFF COMMENTS -

Staff González indicated that the laser leveling of the fields at Placentia Champions Sports Complex will be taken to City Council for approval. The ADA restroom renovation to the Backs Building is moving forward. Community Services has a Facebook page and building its "Likes". Everything that is posted on Facebook, is also in the City's website. The Cathy Torrez Learning Center, through the Friendly Center, hosted a "Golden Retriever" to teach kids how to care for animals.

Staff González added that a resident request had come in for a Memorial Bench in honor of a deceased spouse. In the past, memorial bench and tree planting requests have been handled for Tri-City Park. Staff is doing research and putting together

recommendations and an application process for these types of requests at other park locations.

AGENDA BUILDING AND MEETING SCHEDULE – Agenda items for next meeting to include Love Placentia Event Review, Budget Update, Teen Art Center Programs Update, Outdoor Exercise Equipment/Pool Renovation Update, and Adopt a Bench Program Update.

ADJOURNMENT - There being no further business, **MOTION** by Commissioner Dougherty to adjourn to Monday, May 9, 2016 at 6:30 p.m. regular meeting; **SECOND** by Commissioner Granger and **CARRIED** by a **5-0-1-0** (Emrick, Newman, Absent) **VOICE VOTE**. Meeting adjourned on April 11, 2016 at 7:43 p.m.

Maria Elena Maurer, Recording Secretary
Recreation and Parks Commission

MINUTES
PLACENTIA RECREATION AND
PARKS COMMISSION REGULAR MEETING
MAY 9, 2016

Meeting called to order at 6:33 p.m.

ROLL CALL

Present: Emrick, Granger, Hunt, Jackson, Newman
Absent: Bartelt, Dougherty
Staff Present: Sandra González, Director of Community Services
Veronica Ortiz, Community Services Supervisor
Veronica Rodarte, Community Services Coordinator
Maria Elena Maurer, Community Services Coordinator

PLEDGE OF ALLEGIANCE – Led by Commissioner Hunt

ORAL COMMUNICATIONS – Resident Blake Montero in attendance. Mr. Montero asked if any of the Commissioners lived by Champions Park and expressed concerns that the Commissioners were not educated about the 92.1 ruling that relates to the special Landscape District assessment. Commissioners Hunt and Newman informed Mr. Montero that this item would be placed on a future agenda in order to be discussed. Commissioners are not able to offer comments or a response due to the Brown Act rules.

COMMISSIONER COMMENTS AND REPORTS -

Commissioner Emrick commented that he was too fast in taking the Ethics training online and he will have to retake it; the minimum time required is two hours.

1. **APPROVAL OF MINUTES** –

April 11, 2016

Due to lack of quorum, the Minutes of April 11, 2016 will be postponed for approval until the next Recreation and Parks Commission meeting on June 13, 2016.

2. **MONTHLY REPORT -**

Staff González distributed the Community Services calendar of activities and announced that the Summer opening of registration will be on Saturday, May 21. The Police Department will be offering a station tour and the Placentia Library will participate by having an information booth about their Summer reading programs. In addition, the first community walk will take place at 8:00 a.m., followed by one scheduled on June 9 at Kraemer Park at 6:30 p.m. Other community walks will be planned for July and August to include "Walk with the Doc" and "Pack Walk" – a dog walk, parade and dog costume.

On the City Council meeting of May 17, 2016, a Certificate of Recognition will be presented to the two top sponsors of the Love Placentia event, Bimbo Bakeries and Premier Chrysler Jeep. Each donated \$5,000.

Staff Rodarte coordinates the programs that are offered at the Whitten Center in conjunction with the partnership with the Friendly Center. Staff Rodarte presented an overview of the services to the community that are provided; food distribution, counseling for those individuals that do not have insurance, domestic violence, tutoring and upcoming events such as "Airplane Day", "Make a Garden", "Father/Daughter" event, etc. Commissioner Granger asked for contact information that can be given out to individuals in need of some of these services. A suggestion was made to have a business card with the back side in Spanish.

Commissioners Hunt and Newman reported that a meeting had been held with the Sports Advisory Committee last week. Concerns about the parking at Tuffree Park were discussed. The sports users were advised that if the neighborhood is negatively impacted by people parking on the streets close to the park, this may trigger a request for "Permit Parking". Another concern was the closure of Tri-City Park at 9:00 p.m. and the earlier closure once daylight savings time kicks in. The good news is that the County has not brought up the parking fee implementation. Commissioner Newman added that the sports groups have been getting along very well and no problems have been encountered.

Staff González commented that it was fantastic that the sports users have not had any controversy. They were reminded that they have to provide their 501C-3 proof and rosters to confirm that at least 60% of their participants are Placentia residents. Additionally, all coaches must be fingerprinted and their Board of Directors must provide confirmation in writing to the city. A revision to the policy to include "Fingerprint Policy" will be added to next month's agenda for discussion.

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

Staff González reported that Zoot Velasco, from the Muckenthaler Center In Fullerton, had sent an e-mail announcing his departure from the Muckenthaler as he had accepted a CEO position for Kern County Museum effective the end of June. In the meantime, Community Services has applied for a grant from the Orange County Arts Council to help continue Teen Center Arts programming.

Staff González added that she is currently preparing the long grant application for a three year cycle of the USDA grant that supports the Farmer's Market. The application is due on Thursday, May 12, 2016.

St. Jude Hospital continues to be a great partner and has approved another grant for fiscal year 2016-2017 in the amount of \$65,000; \$50,000 toward outdoor exercise equipment and \$15,000 for other healthy living grant writing opportunities. The outdoor exercise equipment will be installed at Santa Fe Park. With the St. Jude Hospital initial grant, the City began the first steps to be considered an "Eager City" toward healthy living. The goal is to move up to a "HEAL" City (healthy eating, active living). The hospital is interested in attending a ribbon cutting after the installation of the outdoor exercise equipment at Parque De Los Niños and once the pool renovations are completed.

Staff González indicated that the design phase for the Backs Building restroom renovation is almost complete. An ADA ramp from the parking lot to the building entrance was added. This project includes renovations to the lobby and both

restrooms to be accessible. CDBG grant funding will be used. The laser leveling of the fields at Placentia Champions will be completed in July.

4. **LOVE PLACENTIA EVENT PROJECT REVIEW -**

Staff Ortiz reported that the Love Placentia event had over 1,200 volunteers and was a great success. Many of the projects included painting of the picnic shelters and fences around the pools, window cleaning and landscaping. Staff learned that preparation of the ground and slopes should be done before the event to make the planting easier. One of the top sponsors was Bimbo Bakeries; they had about 20 of their employees volunteer at Parque De Los Ninos and after the event noted that they would be willing to participate in other Community events. Commissioner Granger commented that it would be nice to see a positive article in the newspaper on this event.

5. **TEEN CENTER PROGRAMS UPDATE -**

Staff González indicated that plans were underway for the City to continue the teen programs at the Teen Arts Center. A meeting will be scheduled with the Placentia Library to discuss their participation. At the meeting with the Boys & Girls Club teens, they expressed a variety of interests: water color, social work, sports, etc. Staff González met with an Art teacher that has many ideas for art classes. Another possibility is to offer a video game design workshop as well as sports activities and games. The summer Teen program would run from July 5 through the end of August.

6. **ADOPT A BENCH PROGRAM REVIEW -**

Staff Gonzalez reported that the Adopt a Bench program was an active program when the City still operated Tri-City Park. A recent request from a resident came in to dedicate a bench at Tri-City Park. Staff González updated the old application process that now includes updated prices and the opportunity to dedicate a bench at any of the City parks. The resident was given a choice of three areas at Tuffree Park and the family made their selection. The total cost of the bench is \$1,650 and includes three lines and no more than 28 characters for a plaque that will be affixed to the back of the bench. A new account will be created to track the money as it comes in and the costs of the bench and plaque are paid. Commissioners Granger and Newman suggested to add a disclaimer to the application form that states: "City reserves the right to limit the number of dedicated benches at each of the City parks".

7. **BUDGET UPDATE -**

Staff González reported that the budget process had been delayed due to the recent employee embezzlement. City Manager has reassured that it will not be affecting city operations and that no cuts or layoffs are anticipated. Each department has turned in their budget requests and a meeting will be scheduled soon with the Department heads to finalize the budget. The interim Finance CFO has come on board. More updates on the budget will be provided at the next meeting.

Commissioner Hunt inquired about the City's use of the High School pools. Staff Ortiz commented that the School District had informed the City that there would be an hourly fee of \$30/hr. of actual pool use and an additional \$10/hr. for

custodial service. In the past, these fees have been waived. An invoice was received from the School District charging for the time that staff is there to set up and take down which was not part of the original discussion. These unexpected fees have triggered an increase of swim lessons fees to try to offset this added expense. Morning lessons at Valencia High School increased from \$60 last year to \$70 and evening lessons at El Dorado High School went from \$45 to \$60 per session.

Commissioner Hunt stated that the School District has not honored the agreement signed for the sale of Melrose and the new Valadez Middle School. As per the agreement, the School District had to build restrooms and a snack stand by the fields. Staff González will be meeting again with the School District and Commissioner Hunt will be notified of this meeting for his attendance.

Park Inspection Reports -

Commissioner Granger commented that at Kraemer Park, the area downstairs of the Backs Building used by the Boys and Girls Club, still has a lot of trash; they should be using the leaf blower away from the building. The bucket left on top of the Powell Building reported last month has been removed.

STAFF COMMENTS –

Staff González

AGENDA BUILDING AND MEETING SCHEDULE – Agenda items for next meeting to include Overview of Landscape Maintenance District 92.1, Budget Update, Teen Art Center Programs Update, School District Meeting Update, Fingerprinting Policy Report, and Adopt a Bench Program Final Review.

ADJOURNMENT - There being no further business, **MOTION** by Commissioner Emrick to adjourn to Monday, June 13, 2016 at 6:30 p.m. regular meeting; **SECOND** by Commissioner Granger and **CARRIED** by a **5-0-2-0** (Bartelt, Dougherty, Absent) **VOICE VOTE**. Meeting adjourned on May 9, 2016 at 7:44 p.m.

Maria Elena Maurer, Recording Secretary
Recreation and Parks Commission