



# Recreation & Parks Commission Meeting Agenda

September 12, 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](http://www.placentia.org)

# Recreation & Parks Commission

September 12, 2016

## REGULAR MEETING

6:30 p.m.

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### 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

### ELECTION OF OFFICERS –

Commission to conduct elections for Chair and Vice-Chair positions.

### 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.

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## RECREATION AND PARKS COMMISSION AGENDA

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1. **Approval of Minutes** – June 13, 2016 and July 11, 2016
2. **Monthly Report** –  
Staff to provide updates of programs and services offered by the Community Services Department.
  - City Council Updates
3. **Parks and Facility Project Updates** –  
Staff to provide updates on status of current capital improvement projects.

4. **Heritage Festival 2016 Commission Participation** – Commission to discuss participation in the 2016 Heritage Festival scheduled on Saturday, October 8, 2016.
5. **Facilities Subcommittee Assignments Review** – Commissioners to review Parks and Facilities Assignments.
6. **Park Inspection Reports** - Commissioners to review inspection reports with staff.
7. **Staff Comments** -
8. **Agenda Building and Meeting Schedule** – Staff and Commission to review agenda items and schedule upcoming meetings and meeting locations.

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#### **ADJOURNMENT**

The Recreation and Parks Commission Adjourn to a Regular Meeting on Monday, October 10, 2016 at 6:30 p.m. in the Community Meeting Room at City Hall located at 401 East Chapman Avenue, Placentia.

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#### **CERTIFICATION OF POSTING**

I, Maria Elena Maurer, Community Services Coordinator for the City of Placentia, hereby certify that the Agenda for the September 12, 2016 Regular Meeting of the Recreation and Parks Commission was posted on September 8, 2016.



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Maria Elena Maurer  
Community Services Coordinator

MINUTES  
PLACENTIA RECREATION AND  
PARKS COMMISSION REGULAR MEETING  
June 13, 2016

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

**ROLL CALL**

Present: Bartelt, Dougherty, Emrick, Newman  
Absent: Granger, Hunt, Jackson  
Staff Present: Sandra González, Director of Community Services  
Veronica Ortiz, Community Services Supervisor  
Luis Estevez, Public Works Manager  
Matt Brand, Community Services Coordinator  
Aileen Munoz, Community Services Clerical Aid

**PLEDGE OF ALLEGIANCE** – Led by Commissioner Emrick

**ORAL COMMUNICATIONS** – Resident Blake Montero in attendance. Mr. Montero wanted to thank the Commission for looking into the Landscape District 92-1 and gave information regarding Placentia Champions Sports Complex.

**COMMISSIONER COMMENTS AND REPORTS** - None provided.

1. **APPROVAL OF MINUTES** –

**April 11, 2016 and May 9, 2016**

Due to lack of quorum, the Minutes of April 11 and May 9, 2016 will be postponed for approval until the next Recreation and Parks Commission meeting on July 11, 2016.

2. **OVERVIEW OF LANDSCAPE MAINTENANCE DISTRICT 92-1** –

Public Works Manager, Luis Estevez, discussed what Landscape Maintenance District 92-1 is. It was established in 1992 and has 2,200 parcels of land that the Landscape Maintenance District Covers. Funds collected through the district are used for landscape maintenance services such as upkeep of medians, and parkways located within the district boundaries, which also includes Placentia Champions Sports Complex (PCSC). In 1996 City Council took action to remove the PCSP from the Landscape Maintenance District. At the time, the City's general fund was able to support the cost of maintaining the sports park. However, in 2010, the City opted to move the cost back into the Landscape Maintenance District due to financial issues. In 2014, property owners were asked to vote to increase assessments that had been set since 1992 and are collected within that Landscape Maintenance District since (it costs about \$154.00/year per residence to maintain this district). Fees have stayed the same while there has been an increase in landscape maintenance costs. This fiscal year, there is less revenue than expenditure. In 2015, voters elected not to increase costs to the Landscape Maintenance District. The city pays \$48,775 a year to maintain the

landscape and an additional \$12,775 for bathroom maintenance, which all comes from the City's general fund. In current FY 2015-16, the City has collected \$49,353 from sport's user groups for field use. There has been an additional \$41,734 from the sports leagues to use the lights at the PCSC. The sports user groups are contributing a total of \$91,087.20 a year.

3. **MONTHLY REPORT -**

Staff González handed out a blue calendar with events for the Teen Arts Center. Community Services is planning on working with the Library and Boys and Girls Club with staffing and planning events for the Teen Arts Center. These include excursions, dinners, art week, and more.

Staff Gonzalez stated that the memorial bench has almost been finalized. A resident can submit an application with the location of the bench, the name of who will be remembered and \$1,000 check. The balance of \$650 for the bench will be paid upon bench installation. The application and plaque selected will go to the Commission to be approved. Accounts and cost have already been determined for the program.

City Council will be going dark for their next meeting because of the 4<sup>th</sup> of July holiday. The next City Council meeting will be held July 12, 2016. The St. Jude's Grant is on the next council agenda. The council has also decided that they will not be revisiting the medical marijuana issue. They unanimously voted No on bringing any medical marijuana businesses to the city. Staff González added that the laser leveling of the fields at the Placentia Champions Sports Complex was approved by City Council. The work will be starting the first week in July taking approximately ten days with the remaining of the month the fields will be closed.

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

Staff González is still waiting for a grant update for the Veterans History Project grant. Backs Building ADA upgrades will be in the lobby and bathrooms and making a pathway from handicapped parking to the front doors. It will be started in October and completed in December. Gomez and Whitten pools are being renovated. There is a tentative grand opening day for Whitten pool on Wednesday June 29 at 3:00 p.m. Starting June 27, 2016, there will also be free meals, "Kid's Café" at Whitten Center. It will run Monday, Wednesday, and Thursdays at 11:00 a.m.

5. **BUDGET UPDATE -**

Staff González and Ortiz gave an overview regarding City expenditures and revenue. Some special department supplies were identified and were not accounted for when creating the budget. For example, updating tables and chairs for building rentals or supplies for Heritage Festival. The City does receive about \$90,000-100,000 in revenue from facility rentals.

6. **SPORTS USERS FINGERPRINTING POLICY DISCUSSION-**

Staff Brand discussed what background checks the sports users must go through. For example, girls' softball has a criminal history and background check and an interview process. Placentia Little League has optional fingerprinting, and checks the sex offender data base. Staff Brand suggested speaking with the Police

Department to find out how extensive the background check should be used by the sports groups. Commissioner Newman asked what other cities policies are. Staff Ortiz stated that they will not let the user groups rent fields until all their paperwork is completed. Staff González recommended a study on surrounding city policies, which will be presented at the next meeting.

7. **PARK INSPECTION REPORT –**

Commissioner Bartelt commented that the Parque de Los Vaqueros bathroom paper towel dispenser does not close. It was noticed on Sunday, June 12 at 11:30 a.m. Staff González has asked Staff Cardenas to put locks on the power outlets at the parks. Staff González is looking for grants to work on Parque de los Niños to expand parking and create a baseball field.

8. **STAFF COMMENTS**

Staff Ortiz reviewed the information on Concerts and Movies in the Park and discussed the community walks that have taken place and other walks that are planned to come. There was a Walk with the Mayor on May 21 and around 15 people participated. On June 12, at Kraemer Park, a walk with a St. Jude Hospital doctor had about 20 participants. The Pack Walk will be on Saturday, July 9, 2016 at Kraemer Park at 10:00 a.m. This will include a dog walk, parade, and dog costume contest. Commissioners and staff suggested going to PETCO, veterinarians, parks, grooming locations, and Lazy Dog restaurant to give flyers out.

Staff González reviewed the current agreement with the Placentia Yorba Linda Unified School District (PYLUSD) dated 2007. In this agreement, a concession stand/storage building and restrooms were to have been built at the Valadez school site; maintenance costs were to be split 50-50. The current Superintendent is leaving and efforts have been made to meet with him prior to his departure to discuss these issues. In addition, part of the discussion with the Superintendent will be the imbalance that is now taking place since fees are now charged for using the pools (which triggered higher fees for swimming lessons for the residents), and the schools increasing use of City sites for free.

Commissioner Newman stated that we haven't been pushing the district to hold them to the agreement that was made. Commissioner Emrick stated that Commissioner Hunt knew about a "sunset" clause that would end the agreement. Staff González stated that there was no end date with the agreement between the School District and the City so this should not be a concern. It was agreed that building a concession stand would be beneficial not only to the sports groups but also, it would make this location more appealing and help in the allocation of field distribution. Staff González added that the intent at this meeting with the Superintendent will be to press the District to honor the agreement and to find out how they are going to fund the improvements.

9. **AGENDA BUILDING AND MEETING SCHEDULE –**

Agenda items for next meeting to include Fingerprinting Policy Review and Sports User Groups Allocation Update.

10. **ADJOURNMENT** –

There being no further business, **MOTION** by Commissioner Newman to adjourn to Monday, July 11, 2016 at 6:30 p.m. regular meeting; **SECOND** by Commissioner Emrick and **CARRIED** by a **4-0-3-0** (Granger, Hunt, Jackson, Absent) **VOICE VOTE**. Meeting adjourned on June 13, 2016 at 7:44 p.m.

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Aileen Munoz, Recording Staff  
Recreation and Parks Commission

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

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Meeting called to order at 6:32 p.m.

**ROLL CALL**

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

**PLEDGE OF ALLEGIANCE** – Led by Commissioner Hunt

**ORAL COMMUNICATIONS** –

**COMMISSIONER COMMENTS AND REPORTS** - Commissioner Hunt noted that the City of Placentia did not have any signs to indicate “No Fireworks allowed” during the July 4<sup>th</sup> celebration, and some people do not know they are illegal in Placentia. Police Department was not responding to calls and his neighbor was afraid at the multitude of fireworks in her neighborhood.

1. **APPROVAL OF MINUTES** –

**April 11, 2016 Minutes**

**MOTION** by Commissioner Granger to approve the Minutes of April 11, 2016 as Submitted; **SECOND** by Commissioner Bartelt and **CARRIED** by a 4-0-2-1 **VOICE VOTE** (Dougherty, Emrick, Absent; Newman, Abstained).

**May 9, 2016 Minutes**

**MOTION** by Commissioner Newman to approve the Minutes of May 9, 2016 as Submitted; **SECOND** by Commissioner Jackson and **CARRIED** by a 4-0-2-1 **VOICE VOTE** (Dougherty, Emrick, Absent; Bartelt, Abstained).

**June 13, 2016 Minutes**

Due to lack of quorum, the Minutes of June 13, 2016 will be postponed for approval until the next scheduled Recreation and Parks Commission meeting on September 12, 2016.

2. **MONTHLY REPORT** -

Staff Ortiz reported that the official opening day for the Placentia Teen Center was the week of July 5th. As a partner, the Boys and Girls Club is providing a snack and dinner for all the teens in attendance. An art instructor, currently working part time as a Clerical Aide for the City, is providing art classes one week in July and one in August. When staff met with the teens, they gave direction of what they wanted to do. The Staff is planning a Wii tournament and a Karaoke night and the

Placentia Library will be adding their own teen programming and providing a staff person. Overall, this is a great collaboration. It is anticipated that about 40 teens will be attending the Placentia Teen Center. Commissioner Jackson indicated she had a Wii game she would be able to donate. Commissioner Granger suggested that the Teen Center main access face the park to provide more visibility. Staff González commented that this is part of a capital plan.

Staff González added City Council did not meet on July 5, but will have a meeting on July 12 and the 19, back to back Tuesdays, and will be going dark in the month of August. The month of July is National Recreation and Parks month. A proclamation and video showcasing summer activities will be presented at the July 12, 2016 City Council meeting. At the meeting on July 19, 2016, the St. Jude Hospital presentation will take place to accept the new grant for \$65,000; \$50,000 will be used to purchase outdoor exercise equipment for Santa Fe Park and the \$15,000 remaining will be used for other grant writing opportunities. Commissioners were encouraged to attend.

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

Staff Ortiz reported that the Outdoor Exercise Equipment installation at Parque De Los Niños and the pool renovation at the Gomez Center had been completed. Staff hopes that this added amenity will help revitalize the park and get more attendance at the Gomez Center. The grand opening is scheduled on Monday, July 18, 2016. A flyer will be distributed door to door to invite residents that live around the neighborhood. Commissioner Bartelt commented that new houses off of Van Buren do not have a community pool and they would benefit knowing about the center and its amenities. Commissioner Hunt mentioned the new craze of Pokeman; a new game that gets people out to find Pokeman at designated locations. A "Pokeman" could be one on the outdoor exercise equipment locations. Commissioner Granger spoke to a couple of residents at Parque De Los Niños and they had offered a suggestion to have more outdoor activities at the Gomez Center. They would like to see the children playing more outside.

Staff González added that the News Times has also been given information on the Teen Center activities expansion, the outdoor exercise equipment and re-opening of the renovated pools. The current reporter, Denise Salazar, has written very positive articles in the last few weeks in this regard.

4. **SPORTS USER ALLOCATION UPDATE -**

Staff Brand reported that as per Commissioners' request, seven of our surrounding cities had been contacted to find out if background checks of volunteers were a prerequisite for field allocation. None of the cities contacted do, with the exception of Fullerton. They do require background checks of only the partner groups that have priority for field allocation. After these partner groups get their allocation, there is not a lot left. For example, a travel softball group needing field use for tournaments and a few practices, would not be required to show proof of background checks. As a rule, the user groups are required to show proof of background checks when pulling out insurance coverage for the organization.

5. **SPORTS USERS FINGERPRINTING POLICY DISCUSSION-**

Staff González commented that this was brought up to the Sports Advisory Committee as a means to protect the City and all the sports groups have given the City a letter certifying that their Board and coach volunteers have had background checks and have been fingerprinted. The City's policy should note that it is highly recommended that all coaches, volunteers and board members go through a background/fingerprint check, although it cannot be mandated or required as part of their field allocation. Staff Brand added that the recommendation for NAYS (National Association of Youth Sports) is that everyone that has access to kids, has to go through a background check. Commissioner Hunt suggested that the user groups be asked for a copy of their organization's policy that should state they do background checks. This should be another layer of protection for each of the sports organizations and the City.

**MOTION** by Commissioner Hunt to have staff put together an appendix to add to the Allocation Policy listing the items discussed and bring it back to the Commission for approval; **SECOND** by Commissioner Granger and **CARRIED** by **5-0 VOICE VOTE**. (Dougherty, Emrick; Absent).

6. **PARK INSPECTION REPORTS –**

Commissioner Bartelt commented she had driven by Placentia Champions Sports Complex while they were doing the field laser leveling and Staff Ortiz added that the fields look great after the completion of this work. Commissioner Newman noted that the first movie, Minions, had great attendance as well. Staff Ortiz mentioned that the first Concert in the Park also had high attendance. The collaboration of City and County, and the County's sponsorship of the Neil Diamond band made the concert a big success.

Commissioner Newman inquired if at Placentia Champions the City allows organized groups to use the fields for coaching; his wife has noticed that a group is definitely using the fields for this purpose. Staff Brand responded that groups for profit are not allowed to use City property for personal gain. City staff can follow up on this issue and Commissioner Newman was asked to give staff a call when this activity is taking place.

7. **STAFF COMMENTS**

Staff González suggested that since City Council is going dark in August, the Commission follow suit and have the next meeting on September 12, 2016 as scheduled. The first "Pack Walk" was a big success with 28 participants. Library Executive Director, Jeannette Contreras, Vivian Perez from the Placentia Foundation and Melodie Coward from the Cultural Arts Commission were the judges. Most of the dogs came in custom and some did tricks. Vinjon's Kennel in Yorba Linda and a Pet Store had a booth and distributed free goodie bags to those in attendance and spray painted the dogs with "tatoos". The Placentia Buzz had 73 likes on FaceBook.

The grand reopening of the Gomez pool and the opening of outdoor exercise equipment at Parque De Los Niños are scheduled on Monday, July 18, 2016. State Assembly and Congressman Royce's representatives will be presenting certificates to the City and to St. Jude Hospital. Councilmembers and City Staff

will also be in attendance. This is the perfect way for the City to get noticed and the good things happening in Placentia. Staff González asked for the Commissioners' opinion regarding the new look for the Placentia Quarterly. A graphic designer firm was asked to create a new format with the Fall 2016 issue. After some discussion, it was agreed that Placentia Palm was a suitable "branding name" for the Quarterly Newsletter and that the new format would be an improvement.

8. **AGENDA BUILDING AND MEETING SCHEDULE –**

As per staff's recommendation, Commission will be dark in the month of August.

**MOTION** by Commissioner Hunt for the Commission to go dark in August and resume the Recreation and Parks Commission meeting on September 12, 2016 regular scheduled meeting; **SECOND** by Commissioner Newman and **CARRIED** by **5-0 VOICE VOTE**. (Dougherty, Emrick; Absent).

Agenda items for next meeting to include Election of Officers, Sports Advisory Subcommittee meeting to review final policy, Heritage Festival participation discussion, and Subcommittee Assignments.

9. **ADJOURNMENT –**

There being no further business, **MOTION** by Commissioner Granger to adjourn to Monday, September 12, 2016 at 6:30 p.m. regular meeting; **SECOND** by Commissioner Bartelt and **CARRIED** by a **5-0-2-0 VOICE VOTE** (Dougherty, Emrick, Absent). Meeting adjourned on July 11, 2016 at 7:44 p.m.

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Maria Elena Maurer  
Community Services Coordinator