



Recreation & Parks Commission Meeting Agenda

March 12, 2018, 6:30 p.m.
Community Meeting Room, City Hall

Michael Dougherty
Chair

Russell Narahara
Vice-Chair

Linda Bartelt
Commissioner

Kenny Binnings
Commissioner

Todd Emrick
Commissioner

Mary Granger
Commissioner

Bruce Hunt
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

March 12, 2018

REGULAR MEETING

6:30 p.m.

MEETING CALLED TO ORDER

ROLL CALL: Chair / Commissioner Dougherty
Vice Chair / Commissioner Narahara
Commissioner Bartelt
Commissioner Binnings
Commissioner Emrick
Commissioner Granger
Commissioner Hunt
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** – February 12, 2018.

2. **Monthly Report** – Staff to provide updates of programs and services offered by the Community Services Department.
 - PYLUSD Joint Use Agreement- Update
 - Field History-Update

3. **Kraemer Memorial Park Garden Fence Update** – Staff to report on new developments regarding the Garden Fence installed at Kraemer Memorial Park by Boys & Girls Club.
4. **Soccer on Torii Hunter** - Staff to provide updates.
5. **Parks and Facility Project Updates** – Staff to provide updates on status of current and future capital improvement projects.
 - Urban Forest presentation by Public Works Department representative (April)
6. **Dog Park County Survey Update** –Staff to provide an update on the Dog Park County Survey conducted by the County.
7. **Fee Schedule for facilities**- Staff to provide updates.
8. **Tri City Park agreements** – Staff to provide details on conveyance and implementation agreement and the cooperative agreement.
9. **Complete Parks presentation** – Staff to present the Complete Parks presentation and review the updated resolution.
10. **Park Inspection Reports** –Commissioners to review inspection reports with staff.
11. **Staff Comments** - Staff to provide updates.
12. **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, April 09, 2018 at 6:30 p.m. in the Community Meeting Room at City Hall located at 401 East Chapman Avenue, Placentia.

CERTIFICATION OF POSTING

I, Aileen Munoz, Community Services Coordinator for the City of Placentia, hereby certify that the Agenda for the March 12, 2018 Regular Meeting of the Recreation and Parks Commission was posted on March 8, 2018.

Aileen Munoz
Community Services Coordinator

MINUTES
PLACENTIA RECREATION AND
PARKS COMMISSION REGULAR MEETING
February 12, 2018

Meeting called to order at 6:30 p.m.

ROLL CALL

Present: Bartelt, Dougherty, Hunt, Granger, Newman
Absent: Narahara, Binnings, Emrick, Jackson

Staff Present: Veronica Ortiz, Community Services Supervisor
Aileen Munoz, Community Services Coordinator
Matthew Brand, Community Services Coordinator
Joanna Contreras, Community Services Office Assistant
Elsa Robinson, Public Works Management Analyst

Guest: Kainoa Cachia

PLEDGE OF ALLEGIANCE – Led by Commissioner Granger.

ORAL COMMUNICATIONS – None to be given.

COMMISSIONER COMMENTS AND REPORTS -

Commissioner Hunt noted that a copy of the agreement that transferred the authority of Tri-City Park from the City to the County of Orange is needed in order to understand the rules and regulations of the park. Commissioner Hunt requested that the review of said agreement be itemized for the next meeting. Commissioner Granger mentioned that the drinking fountain at Santa Fe Park and Jaycee Parkette must be fixed, replaced, or removed.

1. **APPROVAL OF MINUTES** – **January 8, 2018.**

Commissioner Granger requested that the minutes be amended to include her remark about moving the garden at Kraemer Memorial Park to the other side. **MOTION** by Commissioner Granger to approve the Minutes of January 8, 2018, with the amendment; **SECOND** by Commissioner Bartelt and **CARRIED** by a **5-0-0 VOICE VOTE**.

2. **PUBLIC WORKS PRESENTATION** –

Staff person Robinson presented information regarding a changed ordinance that allotted the responsibility of caring for residential parkway trees and sidewalk repairs to the City. City Council has requested that the City adopt an urban forest management plan, and the Public Works department is looking to the Commission to serve in an advisory capacity for implementing the new program. Staff person Robinson provided the parameters into which the program would fit, including the number of trees and anticipated costs. The Commission accepted the receipt of the Public Works presentation and would like more clarification at the next meeting. They would like to know why the trees are now a priority, how the trees

would be watered, and the reason that it falls under the Parks and Recreation authority.

3. **MONTHLY REPORT -**

Supervisor Ortiz informed the Commission that there is not currently an update for the City's joint-use agreement with the Placentia-Yorba Linda Unified School District.

Staff member Brand updated the Commission on his meeting with the sports user groups, paying particular attention to the fields. There have been no requests for school district fields. User groups have taken a special interest in field upkeep, and staff member Brand noted that the PYLUSD plans to close some fields during the summer for maintenance, adding that Champions Sports Complex and Tuffree Park would also be closed for a short duration beginning in July. Regarding the maintenance of parks, staff member Brand noted that the roof of the snack shack at Koch Park needs repair. Staff member Brand also reported that user group guidelines have been approved by the School District. Chairperson Dougherty questioned when the Commission would be able to view those guidelines, and staff member Brand reported that it would be available in July. Commissioner Hunt noted that there would now be two meetings for Sports Advisory Groups: one for the City and one for the PYLUSD. Commissioner Granger questioned who would complete the repair work, to which Supervisor Ortiz responded saying that there would be a contracted company that would be paid using C.I.P. funds.

It was also mentioned that the Southern California Association of Governments is working with the City to hire a consulting team to complete projects at City facilities and parks. The Commission would like to be more involved in the beginning stages of park projects in the future.

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

Supervisor Ortiz brought two updates to the Commission. She noted the previously mentioned roof of the snack shack at Kock park, explaining that the City's Capital Improvement Project (C.I.P.) funding for the next fiscal year may cover the estimated costs of the repair. The cost is currently estimated at \$35,000 with air-conditioning repairs included. Supervisor Ortiz also mentioned the Powell building, noting that CDBG grant funding is available for updates to the building. The City will seek to extend the funds to December, as they are currently set to expire at the end of June. The projects that will be prioritized at Powell building include restroom renovations, a front-door replacement, and several window replacements. There is currently \$108,000 for this project. The City intends to present the planned project with its extended timeline to City Council. Commissioner Bartelt recommended that Love Placentia partner with a group to receive funding to update all of the windows. Commissioner Granger inquired about the picnic tables that were scheduled to be installed near the Aguirre building. Staff member Contreras reported that the benches were bought and are being made.

4. **DOG PARK COUNTY SURVEY UPDATE -**

Supervisor Ortiz notified the Commission that there are no updates because the City has not been able to secure a meeting with Supervisor Shawn Nelson from the County of Orange.

5. **KRAEMER MEMORIAL PARK GARDEN FENCE UPDATE –**

Supervisor Ortiz updated the Commission on the status of the fence. The City and the Boys and Girls Club discussed moving the garden to the other side of the park, as Commissioner Granger had suggested in the Commission's previous meeting. Supervisor Ortiz notified the Commission that moving the garden could be a potential project for Love Placentia. The Placentia Library, which works with the Boys and Girls Club, is also in agreement to move the garden. The Boys and Girls Club will attend the Commission's March meeting in order to present new fencing options.

6. **FEE SCHEDULE FOR FACILITIES -**

Supervisor Ortiz remarked that the fee schedule is still being drafted. The Finance Department has been working with a consultant, and a draft has been created. The Commission will continue to receive updates on this matter.

7. **STAFF COMMENTS -**

Supervisor Ortiz noted that the City has begun the mid-year budget for the Community Services Department, and the fiscal year budget will begin soon. Supervisor Ortiz noted that at the next Commission meeting, the Commission would have a better idea of what will be the City's part of the budget. Supervisor Ortiz explained that the pool pump at the Whitten Community Pool must be either repaired or replaced. Supervisor Ortiz stated that an approval has been submitted to receive a new pool pump.

Supervisor Ortiz also notified the Commission of the new iPlacentia Application that allows work orders to be submitted from Placentia residents and City employees. The application is available for mobile devices and devices that have internet access.

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

Agenda items to include: PYLUSD Joint Use Agreement Update, Sports Advisory Committee Update, Parks and Facility Projects Update, Dog Park Update, Kraemer Park Garden Fence Update, Park Inspection Report, Draft Resolution Comments, Fee Schedule for Facilities, Tri-City Park Agreement, Placentia Palm, Responsibilities of Staff and Commission.

ADJOURNMENT –

There being no further business, **MOTION** by Commissioner Hunt to adjourn to Monday, March 12, 2018 at 6:30 p.m. regular meeting to be held at City Hall; **SECOND** by Commissioner Granger and **CARRIED** by a **5-0-0 VOICE VOTE**. Meeting adjourned on February 12, 2018 at 7:59 p.m.

Aileen Munoz
Community Services Coordinator