



Recreation & Parks Commission Meeting Agenda

April 8, 2019, 6:30 p.m.
Administration Room 1, City Hall

Michael Dougherty
Chair

Russell Narahara
Vice-Chair

Linda Bartelt
Commissioner

Todd Emrick
Commissioner

Sharon Jackson
Commissioner

Ira Newman
Commissioner

Vacant

Vacant

Vacant

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

April 8, 2019

REGULAR MEETING

6:30 p.m.

MEETING CALLED TO ORDER

ROLL CALL: Chair / Commissioner Dougherty
Vice Chair / Commissioner Narahara
Commissioner Bartelt
Commissioner Emrick
Commissioner Jackson
Commissioner Newman
VACANT
VACANT

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 11, 2018.
3. **Monthly Report** – Staff to provide updates of programs and services offered by the Community Services Department.
 - Placentia Open Space and Urban Greening Master Plan Community Workshop
 - Prop 68 update
 - North Orange County Task Force Grant Update
 - Mid-Year Budget update
4. **Parks and Facility Project Updates** – Staff to provide updates on status of current and future capital improvement projects.
 - Discussion of Capital Improvement projects list

5. **Memorial Bench in Honor of Mary Granger** – Staff and Commission to discuss doing a Memorial Bench in honor of former Commissioner Granger, at Kraemer Memorial Park.
 6. **Park Inspection Reports** – Commissioners and staff to review inspection reports.
 - Tuffree/Champions Field Day Projects
 7. **Staff Comments** – Staff to provide updates.
 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, May 13, 2019 at 6:30 p.m. in Administration Room 1 at City Hall located at 401 East Chapman Avenue, Placentia.

CERTIFICATION OF POSTING

I, Veronica Ortiz, Community Services Supervisor for the City of Placentia, hereby certify that the Agenda for the April 8, 2019 Regular Meeting of the Recreation and Parks Commission was posted on April 4, 2019.

Veronica Ortiz
Community Services Supervisor

MINUTES
PLACENTIA RECREATION AND
PARKS COMMISSION REGULAR MEETING
February 11, 2019

Meeting called to order at 6:44 p.m.

ROLL CALL

Present: Michael Dougherty, Linda Bartelt, Todd Emrick, Sharon Jackson, Ira Newman

Absent: Russel Narahara

Staff Present: Sandra Gonzalez, Director of Community Services
Veronica Ortiz, Community Services Supervisor
Matt Brand, Community Services Coordinator
Marshè Samuel, Community Services Office Assistant

Guest: None

PLEDGE OF ALLEGIANCE – Led by Commissioner Jackson.

ORAL COMMUNICATIONS – None.

COMMISSIONER COMMENTS AND REPORTS – Commissioner Bartelt brought it to the attention of the Commission that there has been some confusion among residents regarding Placentia’s new sales tax. She suggested the City clarify whether the tax is a 1% sales tax or a 1 cent sales tax.

1. APPROVAL OF MINUTES – January 14th, 2019.

Commissioner Newman **MOTIONED** to approve the January 14th minutes. Commissioner Emrick **SECONDED** the motion. The motion was approved.

2. GENERAL PLAN COMMENTS –

Supervisor Veronica Ortiz informed the Commissioners that their comments regarding the General Plan have been received and shared with Development Services. Supervisor Veronica Ortiz invited Commissioners to voice any additional comments via email.

3. MONTHLY REPORT –

Supervisor Ortiz announced to the Commission that they were ready to select two raffle winners. The raffle winners are Chris Gomez and Mary Sanchez. Supervisor Ortiz provided an update on the Powell Building renovations and shared with the Commission that the heavy doors at the entrance of the building have been replaced and restroom renovations were completed a few weeks ago. Due to

dust, the building will still need to undergo a deep cleaning before it can be occupied again.

6. PARKS AND FACILITY PROJECT UPDATES –

Supervisor Ortiz stated that the Koch Park HVAC and roof project have received bids from three different vendors. She informed the Commissioners that the Public Works Department will be assisting with the project and leading construction. The Public Works Department is also responsible for doing job walkthroughs and putting out the RFP. Director Gonzalez confirmed that the project will not begin until the bids have gone to Council and a contractor is awarded. The City is searching for a single contractor that can cater to both the HVAC portion of the project and the roof.

At a previous meeting, Commissioners requested a lighting analysis of the City parks. Specifically, the Commissioners requested clarification about the “broken light” standard and which lights are applicable. Supervisor Ortiz and Director Gonzalez acknowledged that improving lighting at the parks are a top priority. Coordinator Brand stated that any lights that are not working whether they are visibly broken or not, fall under the “broken light” standard. Coordinator Brand conducted an updated lighting analysis of walkways and parkways throughout the City and reported that the Champions Sports Complex experienced copper theft last month which contributed to poor lighting throughout the park. Kraemer Park, Koch Park, McFadden Park, and Parque de los Niños have also been experiencing lighting issues and require replacements. Several of the parks have undergone lighting rehabilitation, but problems with vandalism are still prevalent. To mitigate this, Director Gonzalez stated cameras have been installed at Parque de los Niños and police are regularly patrolling. Parque de los Vaqueros, Samp Park, and Santa Fe Park received a better lighting report than the previously mentioned parks. Coordinator Brand concluded with an analysis of Tuffree Park requiring several lighting replacements.

7. MEMORIAL BENCH IN HONOR OF MARY GRANGER –

Commissioner Jackson shared that the Granger family would prefer the memorial bench be located at Arroyo Verde Park. Commissioner Jackson will follow up with the family and relay the information back to the Commission. This item is to remain on the agenda.

9. PARK INSPECTION REPORTS –

Supervisor Ortiz presented packet information courtesy of Larry Walters. Larry Walters is a grandparent in Placentia who previously coached with Pony Baseball. Larry Walters has expressed concerns regarding field conditions at Champions Sports Complex and Tuffree fields. The City was able to resolve several of those concerns immediately with the assistance of Public Works. There were other items cited by Larry Walters that the City cannot address at this moment because they are larger and long-term projects. Supervisor Ortiz provided Commissioners with photos of the current field conditions. Supervisor Ortiz, Director Gonzalez,

Coordinator Brand, and Director Estevez of Public Works have already met with Larry Walters to review the photos and discuss possible remedies.

Larry Walters proposed a “Field Day” on Sunday, March 3rd, in which 50 members involved with the Pony Baseball League would like to volunteer to address issues at the Champions Sports Complex and Tuffree Park. Director Gonzalez has already informed Larry Walters of the projects volunteers may do, and the projects that will require a professional contractor. Supervisor Ortiz provided Commissioners with a list of permissible projects in green, and prohibited projects in red. Director Gonzalez has already met with the City Administrator and City Attorney regarding the project. Volunteers will be required to sign an indemnification form prior to beginning any work on the fields on Sunday, March 3rd, which will relieve the City of liability. Two representatives from Public Works will be present for all work completed on Field Day.

Commissioner Jackson inquired about whether the volunteers will receive any kind of recognition for their work. Supervisor Ortiz suggested volunteers be invited to a City Council meeting. Director Gonzalez will be informing Mayor Shader of Field Day and discuss the possibility of presenting volunteers with a “Do the Right Thing” award.

10. STAFF COMMENTS –

Director Gonzalez asked for the Commissioners consideration at the next meeting to discuss the 5 to 7 year Capital Improvement Project list for parks. The \$17 million list includes information from all of the past reports and surveys.

There was a brief discussion about the City’s fire safety meeting that Commissioner Emrick attended.

Coordinator Brand announced that the next Sports Advisory Committee meeting will be taking place on Tuesday, March 26th, at 6pm. There is currently a tentative Sports Advisory Committee meeting scheduled for Tuesday, October 29th. Coordinator Brand also shared with Commissioners that a soccer team sneaked on to the field while it was closed due to rain. Coordinator Brand is considering the possibility of disciplinary action. If such action is taken, there will be a separate Sports Advisory Committee meeting where this can be discussed. Coordinator Brand proposed assigning a new commissioner to the Sports Advisory Committee. Commissioner Emrick volunteered.

12. AGENDA BUILDING AND MEETING SCHEDULE –

Agenda items to include: Capital Improvement Project list, memorial bench, park inspection report, parks and facilities update, and Field Day.

ADJOURNMENT –

There being no further business, **MOTION** by Commissioner Bartelt to adjourn to Monday, March 11, 2019 at 6:30p.m. Regular meeting to be held at City Hall; **SECOND**

by Commissioner Jackson and **CARRIED** by a **6-0-0 VOICE VOTE**. Meeting adjourned on February 11, 2019 at 7:43 p.m.

Marshè Samuel
Community Services Office Assistant