



# Parks Arts and Recreation Commission Meeting Agenda

January 14, 2020, 6:30 p.m.  
Community Meeting Room, City Hall

**Vacant  
Chair**

**Russell Narahara  
Vice-Chair**

**Johnny McBride  
Commissioner**

**Tricia Montelongo  
Commissioner**

**Beverly Womack  
Commissioner**

## Procedures for Addressing the Parks Arts and Recreation 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 Parks Arts and Recreation 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, the Parks Arts and Recreation Commission discourages 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) 993-8232. 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)**

# Parks Arts and Recreation Commission

January 14, 2020

## REGULAR MEETING

6:30 p.m.

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### MEETING CALLED TO ORDER

**ROLL CALL:** Chair / Vacant  
Vice Chair / Commissioner Narahara  
Commissioner McBride  
Commissioner Montelongo  
Commissioner Womack

### PLEDGE OF ALLEGIANCE

### ORAL COMMUNICATIONS

At this time the public is invited to address the Parks Arts and Recreation Commission concerning any agenda item, which is not a public hearing item, or other items under the jurisdiction of the Parks Arts and Recreation 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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## PARKS ARTS AND RECREATION COMMISSION AGENDA

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1. **Oath of Office** – Commissioners to complete the Oath of Office.
  2. **Approval of Minutes** – November 12, 2019
  3. **Monthly Report** – Staff to provide updates of programs, services, and projects offered by the Community Services Department.
    - St. Jude 2020 Grant Funding opportunity
    - CIP Budget update
    - Fiscal Year 2019-2020 Mid Year Budget Request
    - Navigation Center update
    - C.A.P.E.S Program
  4. **Staff Comments** – Staff to provide updates.
  5. **Agenda Building and Meeting Schedule** – Staff and Commission to review agenda items and schedule upcoming meetings and meeting locations.
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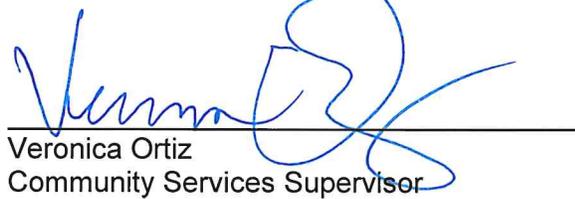
**ADJOURNMENT**

The Parks Arts and Recreation Commission Adjourn to a Regular Meeting on Tuesday, February 11, 2020 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, Veronica Ortiz, Community Services Supervisor for the City of Placentia, hereby certify that the Agenda for the January 14, 2020 Regular Meeting of the Parks Arts and Recreation Commission was posted on Thursday, January 9, 2020.



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Veronica Ortiz  
Community Services Supervisor

MINUTES  
PLACENTIA PARKS, ARTS, AND RECREATION  
COMMISSION REGULAR MEETING  
November 12, 2019

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Meeting called to order at 6:38 p.m.

**ROLL CALL**

Present: Johnny McBride, Tricia Montelongo, Beverly Womack

Absent: Russel Narahara

Staff Present: Veronica Ortiz, Community Services Supervisor  
Matt Brand, Community Services Coordinator  
Madelinne Cuevas, Community Services Coordinator  
Aileen Munoz, Community Services Coordinator  
Felipe Zambrano, Community Services Coordinator  
Jazmine Alvarado, Community Services Program Coordinator

Guest: Steve Lawson, Hank Montelongo

**PLEDGE OF ALLEGIANCE** – Led by Community Services Supervisor Veronica Ortiz.

**ORAL COMMUNICATIONS** – Supervisor Veronica Ortiz provided the Commission with an overview of meeting proceedings and opened oral communication to the guests present. Guest Steve Lawson introduced himself to the Commission as a resident of Placentia who is interested in learning more about the City of Placentia and its programs. Guest Hank Montelongo introduced himself to the Commission as the husband of Commissioner Tricia Montelongo.

**COMMISSIONER COMMENTS AND REPORTS** – None.

**1. OATH OF OFFICE –**

Supervisor Ortiz lead the Commissioners in the Oath of Office. Commissioners signed the Oath of Office and returned the document to Supervisor Ortiz for filing with the City Clerk's Office. Supervisor Ortiz provided an overview of the Commissioners binders that will be available to the Commissioner at every meeting. The binders consist of the updated agenda and minutes, copies of agenda items, and information about the Park, Arts, and Recreation Commission roles.

**2. SUMMER 2019 REVIEW –**

Supervisor Ortiz provided the Commissioners an overview of Summer Programming and presented the "Summer 2019 in Review" video. Commissioner McBride commented that there were nothing but smiles on the kid's faces. Supervisor Ortiz shared that the Community Services Department also offers free year-round programming that included tutoring and P.A.R.K's programming. The Community Services Department is one department with two divisions that include Community

Services which focuses on recreation, after-school programming, and events and the Neighborhood Services Division that is off-site at the Whitten Community Center. The Neighborhood Services Division focuses on outreach, assistance, emergency food programs, parenting classes, counseling services, tutoring services, translation services, and medical services provided by the St. Jude Medical Clinic.

Supervisor Ortiz introduced the Community Services Coordinators to the Commissioners and directed the Coordinators to discuss the highlights of their programming. Community Services Coordinator Maddie Cuevas introduced herself and shared she oversees the Neighborhood Services Office and the Senior Center. The Neighborhood Services Office is a Family Resource Center that is partnered with several non-profit organizations throughout Orange County. The Neighborhood Services Office served over 1300 families with food services. Food Programming runs throughout the year. During the summer, over 100 families participate in summer events. Neighborhood Services has over 150 families who have pre-registered for the upcoming Holiday events. Coordinator Cuevas also shared information about Senior Center programming. Senior Center hosts several events for the Seniors. During the Summer, Senior participants went to the OC Fair with Mayor Shader, participated in a Health Fair, and over 200 Seniors received food services. Supervisor Ortiz clarified that the Whitten Community Center and the Senior Center are under the Neighborhood Services Division. Commissioner Montelongo inquired about LOT 318. Supervisor Ortiz shared that LOT 318 is a local non-profit that serves the La Jolla community, provides tutoring, and often collaborates with the City.

Community Services Coordinator Matt Brand introduced himself and shared that he oversees Placentia Youth Basketball, Movies in the Park, and is a liaison to the Sports User Groups that use our City Fields. This summer, 1300 people attended Movies in the Park. This summer, we hosted a movie at Kraemer Memorial Park for the first time and approximately 190 people attended. We had our Placentia Youth Basketball Summer Camp that focuses on clinic style basketball skills for youth. Supervisor Ortiz added the Placentia Youth Basketball League is a non-competitive co-ed program for youth grades Pre-K to 8<sup>th</sup>. Commissioner McBride asked about the City's Gyms. Coordinator Brand shared that the city has two gyms. Oberle Gym is shared with the Placentia Yorba Linda School District (PYLUSD) through a joint use agreement and Tynes Gym is located at Tuffree Park.

Community Services Coordinator Aileen Munoz introduced herself and shared that she is in charge of the Aquatics Program, which includes the Learn to Swim Program. The program teaches children how to swim from ages 9 months old up to 12 years old. The program is hosted at Valencia High School in the morning and El Dorado High School in the evening. There are 4 sessions and each class is 30 minutes. All instructors are part-time City employees and certified by the Red Cross. The City had over 500 participants for the Learn to Swim Program with a total revenue of \$34,560. Supervisor Ortiz shared that we plan to have similar programming at the Whitten Community Center as the City pays fees for the use of PYLUSD pools. The City owns two pools: Whitten Community Center Pool and Gomez Community Center Pool. The City's pools would be used for Mommy and Me classes due to the 5ft. depth of the pools. There will be some expenses to start Winter Programming but the City is currently exploring options. Coordinator Munoz

shared that we have open swim at both of the City pools that are free to the public. The locations are opened June 25 - August 23<sup>rd</sup>. The attendance for Whitten Pool was 921 and Gomez Pool was 234. Coordinator Munoz shared that we had 626 participants in recreation classes, which include art classes, music classes, swim classes, excursions, and a variety of other classes. The total revenue for recreation classes was \$53, 456 for the Summer Session. Supervisor Ortiz added that we also offer facility rentals and fields for a fee.

Community Services Coordinator Felipe Zambrano introduced himself and shared that he is in charge of P.A.R.K's programming which stands for Positive Activities and Recreation for Kids. We have 5 sites throughout the city: Cathy Torres Learning Center, Koch Park, Whitten Community Center, and Gomez Community Center. In June, we opened the Placentia Teen Center. The attendance for all the P.A.R.Ks sites increased overall. This summer was especially warm and we were able to install a new A/C system at Koch Park. Through P.A.R.K's programming, we offer excursions and 613 children participated in excursions this summer. Coordinator Zambrano shared the Summer Madness event where all the sites come together and spend the day participating in a variety of activities. We had 80 kids join us from all the sites. Coordinator Zambrano highlighted that the Cathy Torres Learning Center focuses on tutoring. During the Summer, we have walking field trips that include activities at the Whitten Pool and Kraemer Park.

Coordinator Zambrano shared that he coordinates the Concerts in the Park series that is hosted at Tri-City Park. The city hosts 5 concerts and this Summer was especially hot. Attendance was down approximate 25%. \$2,139 was raised for the C.A.P.E.S Program which provides scholarships for teachers. Commissioner Montelongo asked what C.A.P.E.S stand for. Coordinator Zambrano clarified that the acronym stands for Cultural Arts Projects for Every Student. Supervisor Ortiz added that it would be up to the Commission to decide how to move forward with the C.A.P.E.S program in regards to name, advertising, and fundraising. Commissioner Montelongo inquired about the City's Community Centers. Coordinator Zambrano shared that in the Palm Quarterly, there is a list of all the park sites for a total of 5. Supervisor Ortiz shared information about Teen Center Programming with the Commission.

### **3. COMMISSION DESCRIPTION/PURPOSE**

Supervisor Ortiz provided the Commission with an overview of the Commissions purpose. Supervisor Ortiz shared the existing Facility Use Policy for facilities, fields, and field lights with the Commission. The Facility Use Policy is a general guide for the procedures and fees associated with facility use. Supervisor Ortiz shared the Field Allocation Policy with the Commission, which shows how City Fields are allocated to Sports User Groups. The City of Placentia allocates the City owned fields as well as two of the PYLUSD fields on a joint-use agreements. We meet with PYLUSD frequently on the field allocation processes. Coordinator Matt Brand shared previously the City allocated all the fields in the City of Placentia except High Schools. Coordinator Brand provided an overview of the fields that the City currently allocates and the requirements for field allocation. Supervisor Ortiz shared that there was a subcommittee of the Recreation and Parks Commission called the

Sports Advisory Committee in which the members would attend meeting to meet with the Sports User Groups to review field allocations.

Supervisor Ortiz discussed Ordinance 0-2019-11 that City Council established to formalize the newly formed Commissions. Supervisor Ortiz highlighted Section 2.18 that pertains to the establishment of PARC, primary duties, purpose, and membership. Supervisor Ortiz highlighted Section 2.18.040: Officers, Meetings, and Records, which states the meeting requirements for the Commission in which the Commission is required to meet quarterly. Supervisor shared the general responsibilities and roles of the Commission. Commissioner Montelongo inquired about a clause regarding talking to persons outside of a meeting. Supervisor Ortiz clarified that you cannot have a quorum outside of a posted meeting regarding business matters of the Commission.

#### **4. MONTHLY REPORT**

Supervisor Ortiz provided an overview of the Monthly Report in which staff will update the Commission on important events, projects, or decisions happening in the City. Supervisor Ortiz provided the Commission with information regarding the Proposition 68 Park Grant. The City submitted 6 applications for the renovations and improvements of Kraemer Memorial Park, McFadden Park, Santa Fe Park, Jaycee Parkette, La Placita Parkette, and Parque de Los Niños. The City submitted a request of \$12 million dollars in grant funding. The State is conducting a site visit for the submitted park applications on Thursday, November 21, 2019 for clarifying questions. Supervisor Ortiz extended an invitation to the Commissioners to participate in the site visit.

Supervisor Ortiz provided an update on St. Jude 2020 Grant Funding. The City recently met with St. Jude and has given the City up to \$75,000 to add outdoor fitness equipment at several parks throughout the City, assisted with the replacement of pool equipment, resurfacing of the pools, and playground resurfacing. St. Jude has requested our wish list for the upcoming grant season. All grant funding requests have to be focused on reducing obesity and increasing fitness. The City has suggested walking trail lighting for Kraemer Memorial Park. The City will be meeting with St. Jude in the new year to go over the potential costs and funding for projects.

Supervisor Ortiz provided the Commission with the Placentia Open Space and Urban Greening Master Plan that will be presented to Council on Tuesday, November 19, 2019. This plan was used to inform the General Master Plan of the City. In 2017, the City was awarded \$150,000 through the Southern California Association of Government (SCAG) to conduct an Open Space and Urban Greening Master Plan study. The City hired a consultant using the funding to do community engagement for the last 2 years and provide recommendations on what the community wants in their park. The goal is to make Placentia Parks a more walking friendly community to give the public an opportunity to get outside and feel safe. Supervisor Ortiz invited the Commissioners to the City Council meeting on Tuesday, November 19, 2019.

Supervisor Ortiz provided the Commission with an overview of the Fiscal Year 2019-2020 Budget for the Community Services Department. The Community Services Budget is broken into divisions comprised of Administration, Recreation, Neighborhood Services, Heritage Festival, Fact Grant, and Senior Services.

Supervisor Ortiz provided an update on the Placentia Navigation Center. The Placentia Navigation Center is located at 731 S Melrose and will offer wrap-around services for the homeless community. Supervisor Ortiz shared that the Community Services Department is overseeing the operator of the Navigation Center who will be handling the day-to-day operations of the facility. Currently, Community Services is attending construction meetings with the Public Works Division and Planning Division. The Navigation Center is expected to open in early 2020.

Supervisor Ortiz provided the Commission with a calendar of events for the upcoming Holiday events. The Turkey Distribution event for Placentia residents will be on Thursday, November 21, 2019 at the Whitten Community Center. A second Turkey Distribution for non-residents event will be on Tuesday, November 26, 2019 at the Whitten Community Center. The Commission Appreciation Celebration will be on Tuesday, November 26, 2019 from 6:15 p.m. to 8:15 p.m. at Placentia City of Hall. The Holiday Tree Lighting Event is on Thursday, December 5, 2019 from 6:00 p.m. to 8:00 p.m. at Placentia City Hall. The Tamale Festival is on Wednesday, December 11, 2019 from 4:00 p.m. – 10:00 p.m. in Downtown Placentia. The Community Christmas Basket Event will be on Saturday, December 14, 2019 from 11:00 a.m. to 2:00 p.m. at the Whitten Community Center.

#### **5. STAFF COMMENTS**

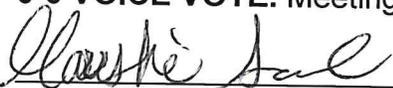
None.

#### **6. AGENDA BUILDING AND MEETING SCHEDULE**

Items to be added to the agenda C.A.P.E.S and Sports Advisory Meeting. Items to be removed from the agenda Summer 2019 review.

#### **ADJOURNMENT**

There being no further business, **MOTION** by Commissioner Montelongo to adjourn to Tuesday, January 14, 2020 at 6:30 p.m. Regular meeting to be held at Placentia City Hall, Community Meeting Room; **SECOND** by Commissioner Womack and **CARRIED** by a **3-0-0 VOICE VOTE**. Meeting adjourned on November 12, 2019 at 8:19 p.m.



Marshè Samuel

Community Services Office Assistant