



# Parks Arts and Recreation Commission Meeting Agenda

March 10, 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

March 10, 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. **Approval of Minutes** – January 14, 2020.
2. **Monthly Report** – Staff to provide updates of programs, services, and projects offered by the Community Services Department.
  - Navigation Center Update
  - Prop 68
3. **Nominations** – Commission to nominate and vote for position of Chairperson and Vice Chairperson.
4. **C.A.P.E.S Program Applications** – Staff to provide an update on selected applicants.
5. **Concerts in the Park 2020 Series** – Staff to provide an update on the 2020 Concert Series.
6. **Staff Comments** – Staff to provide updates.

7. **Agenda Building and Meeting Schedule** – Staff and Commission to review agenda items and schedule upcoming meetings and meeting locations.

#### **ADJOURNMENT**

The Parks Arts and Recreation Commission Adjourn to a Regular Meeting on Tuesday, April 14, 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 March 10, 2020 Regular Meeting of the Parks Arts and Recreation Commission was posted on Friday, March 6, 2020.

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Veronica Ortiz  
Community Services Supervisor

MINUTES  
PLACENTIA PARKS, ARTS, AND RECREATION  
COMMISSION REGULAR MEETING  
January 14, 2020

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Meeting called to order at 6:34 p.m.

**ROLL CALL**

Present: Russell Narahara, Johnny McBride, Tricia Montelongo

Absent: Beverly Womack

Staff Present: Karen Crocker, Interim Director of Community Services  
Veronica Ortiz, Community Services Supervisor  
Marshè Samuel, Community Services Office Assistant  
Aileen Munoz, Community Services Coordinator  
Felipe Zambrano, Community Services Coordinator

Guest: None.

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

**ORAL COMMUNICATIONS** – None.

**COMMISSIONER COMMENTS AND REPORTS** – None.

**1. OATH OF OFFICE –**

Supervisor Ortiz led Russell Narahara in the Oath of Office. Commissioner Narahara signed the Oath of Office and returned the document to Supervisor Ortiz for filing with the City Clerk’s Office.

**2. Approval of Minutes –**

Commissioners reviewed the November 12, 2019 meeting minutes. Commissioner Narahara provided a correction to change his name from “Russel” to “Russell”. The minutes were **MOTIONED** for approval by Commissioner Montelongo. The motion was **SECONDED** by Commissioner Narahara. Motion carried.

**3. MONTHLY REPORT**

**a. St. Jude Grant Funding Opportunity**

Supervisor Ortiz noted that the City is currently trying to secure funding from St. Jude Medical Center to provide improvements at Kraemer Memorial Park. The funding is meant to specifically target obesity in low-income areas. Previously, funding from St. Jude has provided for the installation of exercise equipment at McFadden and Gomez parks. This year, the funding would be used to fund 12-15 walking path trail lights. The City is currently seeking 3

quotes from electrical companies for installation of the lights. Commissioner McBride offered to provide contact information from electrical companies. Interim Director Crocker specified that the grant funding would purchase the lights, but the installation would be an additional cost that the City would need to allocate funding for. Interim Director Crocker also noted that the installation of the lights may be a potential Love Placentia project. Commissioner McBride inquired the hours of operation of the pathway lights. Director Crocker specified that purpose of the lighting is safety, and the lights would be on all night.

**b. CIP Budget Update**

Supervisor Ortiz clarified that “CIP” stands for Capital Improvement Projects. The Arroyo Verde improvement project was been awarded an architect approved by the City Council. This project will include the installation of new concrete, updated playground equipment, benches, and water fountains. Director Crocker noted that the design would likely come back to the PARC Commission for review. The Commission and City staff discussed the possibility of having themed parks.

Supervisor Ortiz reported that the Champions Sports Complex CIP was rebranded as Public Works Department project. Iron-fencing at the park is on the list for replacement due to safety concerns.

Director Crocker and Supervisor Ortiz reported that funding meant for the replacement of a wooden pergola at Samp Park is to be re-prioritized for the resurfacing of rubberized surfacing at Goldenrod Park.

Supervisor Ortiz reported that the purchase of ADA pool lifts have been installed at both City pools; the Whitten Community Center Pool and Gomez Pool. The ADA lifts are in storage during the off-season.

Supervisor Ortiz provided an update regarding restroom stall doors at the Aguirre Building and Champions Sports Complex. Specifically, stall doors are needing to be installed in men’s restrooms, and refurbished in the women’s restrooms. The project is expected to be complete in May 2020.

**c. Fiscal Year 2019-2020 Mid-Year Budget Request**

Supervisor Ortiz reported that the City is currently in the middle of Fiscal Year 2019-2020. Supervisor Ortiz noted that the Mid-budget is used to review budget items, such as unanticipated costs. The Community Services Department is currently waiting for approval of the Mid Year budget from the Finance Department some anticipated costs for 2020 include Grand Openings for the Navigation Center and the Veteran’s Village.

**d. Navigation Center Update**

Commissioner Montelongo inquired about the Navigation Center operator. Supervisor Ortiz clarified that the City has chosen P.A.T.H. (People Assisting the Homeless) through a rigorous proposal process. The Operator was approved by the City Council. PATH will begin outreach to homeless communities beginning in February 2020. Supervisor Ortiz noted that \$5.6

million in funding for the Navigation Center came through a grant from HEAP (Homeless Emergency Assistance Program). Commissioner McBride and Supervisor Ortiz engaged in discussion regarding the security and day-to-day operations of the Navigation Center. Supervisor Ortiz also reported that an oversight committee, named the Shelter Advisory Committee, is to be established to provide feedback to the City Council and City staff.

**e. C.A.P.E.S. Program**

Coordinator Zambrano provided a brief overview of the former Cultural Arts program, C.A.P.E.S, and the past processes regarding the selection of award winners. This summer at Concerts in the Park, the Commission raised \$2,139 through opportunity drawings. There are currently 3 applications; one from Golden Elementary School and two from Valencia High School. Coordinator Zambrano distributed copies of the application to the Commissioners for review. Supervisor Ortiz commented that award winners are invited to a City Council meeting for recognition. There was brief discussion regarding advertising of the program. The extended deadline will be posted on the Community Service's social media platforms and an article will be included in the City Administrator's Weekly Newsletter. The deadline was extended until January 30, and final review of all applications will take place at the February 11, 2020 meeting.

**4. STAFF COMMENTS**

Coordinator Zambrano briefly commented on Concerts in the Park. It is one of the responsibilities of the Commission to choose the bands for the Concerts series. In the past, the Cultural Arts Commission would attend a Concert share event. The Chamber of Commerce typically hosts the Taste of the Town event at the last Concert date and has secured the final band for the series. The Placentia Community Foundation also hosts a Beer and Wine Garden at the Concert series.

**5. AGENDA BUILDING AND MEETING SCHEDULE**

Items to be added to the agenda include C.A.P.E.S and Concerts in the Park. Oath of Office is to be removed from the agenda.

**ADJOURNMENT**

There being no further business, Commissioner Narahara **MOTIONED** to adjourn to Tuesday, January 14, 2020 at 7:37 p.m. Regular meeting to be held at Placentia City Hall, Community Meeting Room; **SECOND** by Commissioner Montelongo and **CARRIED** by a **3-0-0 VOICE VOTE**. Meeting adjourned on February 11, 2020 at 8:19 p.m.

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Marshè Samuel  
Community Services Office Assistant