

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: Russell Narahara

Staff Present: Veronica Ortiz, Community Services Supervisor  
Matt Brand, Community Services Coordinator  
Madeline 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 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 led 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 Commissioner’s binders, consisting of updated Agenda and Minutes packets, and information regarding the role and scope of the Commission.

**2. SUMMER 2019 REVIEW –**

Supervisor Ortiz provided an overview of Summer 2019 Programming and presented the “Summer 2019 in Review” video. Supervisor Ortiz shared that the Community Services Department also offers free year-round programming, including 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, which is off-site at the Whitten Community Center. Neighborhood Services focuses on community outreach, assistance, emergency

food programs, parenting classes, counseling services, services, translation services, and medical services provided by the St. Jude Medical Clinic.

Supervisor Ortiz introduced the Community Services Coordinators to the Commissioners and prompted the Coordinators to discuss the highlights of their programming. Community Services Coordinator Maddie Cuevas introduced herself and shared her duties at the Neighborhood Services Office and the Senior Center. The Neighborhood Services Office is a family resource center that partners with several non-profit organizations throughout Orange County. The Neighborhood Services Office served over 2000 families throughout the 2018-19 year and provided 1300 families with food services during the summer. Food programming runs throughout the year. During the summer, over 100 families participated in summer events. Neighborhood Services has over 150 families who have pre-registered for the upcoming Holiday events. Coordinator Cuevas also shared information regarding Senior Center programming. During the summer, seniors visited the OC Fair with Mayor Shader, participated in a Health Fair. 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 his duties, including overseeing Placentia Youth Basketball, Movies in the Park, and is a liaison to the sports user groups that use City fields. About 1300 people attended Movies in the Park during the summer. 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, shared with the Placentia Yorba Linda School District (PYLUSD) through a joint use agreement and Tynes Gym, located at Tuffree Park.

Community Services Coordinator Aileen Munoz introduced herself and shared that she oversees the Aquatics Program, which includes the Learn to Swim Program and public recreation swim. The Learn to Swim program teaches children aged 9 months old to 12 years old how to swim. The program is hosted at Valencia High School in the morning and El Dorado High School in the evening. There are typically 4 sessions with 30-minute classes. All instructors are part-time City employees and certified by the Red Cross in lifeguarding, CPR, and instructing. The City had over 500 participants for the Learn to Swim Program with a total revenue of \$34,560. Supervisor Ortiz shared that there are plans to have similar programming during the winter at the Whitten Community Center. The City owns two pools: Whitten Community Center Pool and Gomez Community Center Pool. These pools would be used for Mommy and Me classes, due to the shallow depth of the pools. There will be some expenses to start Winter Programming, but the City is currently exploring options. Coordinator Munoz shared that the City offers open swim at both of the City pools during the summer that are free to the public. This summer, the pools were open from 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 and music, the Learn to Swim program, excursions, and a variety of other classes. The total revenue for recreation classes was \$53, 456 for the summer season. Supervisor Ortiz added that we also offer facility and field rentals 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. There are 5 sites throughout the City: Cathy Torres Learning Center, Koch Park, Whitten Community Center, and Gomez Community Center, and the Placentia Teen Center, which opened in June 2019. The attendance for all the P.A.R.Ks sites increased overall. A new A/C system was installed at Koch Park due to the heat. Through P.A.R.K's programming, the City offers summer excursions; participants totaled 613. Coordinator Zambrano briefly described the Summer Madness event, where all 5 sites come together and spend the day participating in a variety of activities; 80 kids participated from all 5 sites. Coordinator Zambrano highlighted that the Cathy Torres Learning Center focuses on tutoring. During the summer, walking field trips at the center include visits to the Whitten Pool and playtime at Kraemer Park.

Coordinator Zambrano shared that he also coordinates the Concerts in the Park series hosted at Tri-City Park. The City hosts 5 concerts. Attendance was down approximately 25%, possible due to excessive heat. \$2,139 was raised for the C.A.P.E.S Program which provides scholarships for local teachers. Commissioner Montelongo asked what C.A.P.E.S stands 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 regarding Teen Center Programming.

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

Supervisor Ortiz provided an overview of the Commission's purpose. Supervisor Ortiz briefly reviewed the existing Facility Use Policy which shows how City facilities, fields, and field lighting are allocated to Sports User Groups. The Facility Use Policy is a general guide for the procedures and fees associated with facility use. Supervisor Ortiz reviewed 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 PYLUSD fields on a joint-use agreements. The Community Service Department meets with PYLUSD frequently regarding field allocation processes. Coordinator Matt Brand shared that the City previously allocated all fields in the City of Placentia except High School fields. 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 named the Sports Advisory Committee in which members meet with the Sports User Groups to review field allocations.

Supervisor Ortiz discussed Ordinance 0-2019-11, which the City Council established to formalize the newly formed Commissions. Supervisor Ortiz highlighted Section 2.18, which pertains to the establishment of PARC, primary duties, purpose, and membership. Supervisor Ortiz highlighted Section 2.18.040: Officers, Meetings, and Records, which outlines meeting requirements for the Commission, which is required to meet quarterly. Supervisor Ortiz reviewed the general responsibilities and roles of the Commission. Commissioner Montelongo inquired about a clause regarding speaking with Commissioners outside of a posted meeting regarding business matters. Supervisor Ortiz clarified that the Commission 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 total request of \$12 million dollars in grant funding for renovations. The State of California is conducting site visits for the 6 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 was awarded up to \$75,000 for the installation of outdoor fitness equipment at several parks throughout the City, the replacement of pool equipment, and pool and playground resurfacing. St. Jude has requested our wish list for the upcoming grant season. All grant funding requests must 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 an overview of the Placentia Open Space and Urban Greening Master Plan that will be presented to the City 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 execute community engagement over the past 2 years and provide recommendations on what the community wants in their parks. The goal is to make Placentia parks a more safe and walking friendly. 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 Neighborhood Services 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. 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, Commissioner Montelongo **MOTIONED** 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.

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Marshè Samuel  
Community Services Office Assistant