



# Parks Arts and Recreation Commission Meeting Agenda

May 12, 2020, 5:00 p.m.  
Teleconference call, City Hall

**Vacant  
Chair**

**Russell Narahara  
Vice-Chair**

**Johnny McBride  
Commissioner**

**Tricia Montelongo  
Commissioner**

**Beverly Womack  
Commissioner**

## **SPECIAL PROCEDURES NOTICE DURING COVID-19 EMERGENCY**

On March 4, 2020, Governor Newsom proclaimed a State of Emergency as a result of the threat of the COVID-19 virus.

On March 17, 2020, Governor Newsom issued Executive Order N-29-20, which temporarily suspends requirements of the Brown Act allowing City Council Members to hold public meetings via teleconferencing and make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe and to address the City Council.

Given the health risks associated with COVID-19, please be advised that the City Council Chambers are closed to the public and some, or all, of the Placentia City Council Members may attend this meeting telephonically.

### **How to Submit Public Comment**

Members of the public may provide public comment by sending comments for the Heritage Committee meeting consideration by email to the Community Services Supervisor at [vortiz@placentia.org](mailto:vortiz@placentia.org). Please limit to 200 words or less. Comments received before or during a Committee meeting, until the close of the **Oral Communications** portion of the agenda, will be read into the public record, subject to the regular time limitations per speaker. Longer submittals will be included in the public record. If you are unable to provide your comments in writing, please contact the Community Services Department office for assistance at (714) 993-8232.

**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)**

### **Americans with Disabilities Act Accommodation**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's Office at [cityclerk@placentia.org](mailto:cityclerk@placentia.org) or by calling (714) 993-8231. Notification 48 hours prior to the meeting will generally enable City Staff to make reasonable arrangements to ensure accessibility while maintaining public safety. (28 CFR 35.102.35.104 ADA Title II)

Until further notice the City will implement the guidelines of the California Department of Public Health in regard to social distancing.

The city of Placentia thanks you in advance for taking all precautions to prevent the spread of the COVID-19 virus.

The City will return to normal City Council meeting procedures as soon as the emergency has ended.

# Parks Arts and Recreation Commission

May 12, 2020

## REGULAR MEETING

5:00 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** – April 14, 2020.
2. **Monthly Report** – Staff to provide updates of programs, services, and projects offered by the Community Services Department.
  - COVID-19 update
  - Parque del Arroyo Verde Update
  - FY 20-21 Budget Update
  - Navigation Center Update
  - Memorial Bench Program
3. **Volunteer Program Update** – Staff to provide an update.
4. **Summer Recruitment Update** – Staff to provide an update.
5. **Staff Comments** – Staff to provide updates.
6. **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, June 9, 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 May 12, 2020 Regular Meeting of the Parks Arts and Recreation Commission was posted on Thursday, May 7, 2020.

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Veronica Ortiz  
Community Services Supervisor

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

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Meeting called to order at 5:06 p.m.

**ROLL CALL**

Present: Russel Narahara, Beverly Womack, Johnny McBride, Trisha Montelongo

Absent: None.

Staff Present: Veronica Ortiz, Community Services Supervisor  
Aileen Munoz, Community Services Coordinator  
Felipe Zambrano, Community Services Coordinator

Guest: None.

**PLEDGE OF ALLEGIANCE** – Lead by Community Services Supervisor Ortiz.

**ORAL COMMUNICATIONS** – None.

**COMMISSIONER COMMENTS AND REPORTS** – Commissioner McBride requested an update regarding the status of CAPES grants. An update on this topic will be given in the Monthly Report. Commissioner Womack stated that she would like to know who is responsible for maintenance of the bridge and walkway off of Santa Fe Street. Community Services Supervisor Ortiz noted that maintenance of the walkway is the responsibility of the Public Works Department, but members of the public and Commissioners are welcome to submit work orders through the iPlacentia app.

**1. APPROVAL OF MINUTES –**

Commissioners reviewed the January 14, 2020 meeting minutes. The minutes were **MOTIONED** for approval by Commissioner Montelongo. The motion was **SECONDED** by Commissioner Womack. The motion carried.

**2. MONTHLY REPORT**

**a. COVID-19 Update**

Community Services Supervisor Ortiz provided an update regarding the City's response to the COVID-19 emergency. The City has begun limiting in-person meetings until the foreseeable future. Committee and Commission meetings will be held telephonically. Regarding City Council meetings, procedures have been adopted for public comment to limit public interaction.

Partial closures remain in effect at all City parks. Playground equipment sports courts, and fields have been closed in an effort to prevent large

gatherings in public spaces. Bathrooms and picnic shelters remain open, with the Public Works Department and part-time Community Services Field Ambassador monitoring these amenities regularly for no large gatherings. Moreover, the P.A.R.K.'s youth recreation program has been cancelled until further notice. Food boxes are also being provided to families of P.A.R.K.'s participants of the Cathy Torrez Learning Center and the Whitten Center.

The Senior Center and Neighborhood Services office at the Whitten Center continue to operate at partial capacity. At the Whitten Center, emergency food assistance programs are still in operation. Supervisor Ortiz reported an increase in the need for food and hygiene supplies since the COVID-19 pandemic began. At the Senior Center, participants are able to pick up meals for the week. Additionally, Senior Center staff have been home-delivering meals to seniors who are home-bound.

City Hall has been closed to the public until further notice, with some exceptions for appointment-only meetings. A reception area has been set up in the Community Meeting Room in an effort to reduce public traffic through the building. Additionally, all employees and members of the public entering City Hall for a meeting undergo a temperature check prior to entering. The Public Works Department has been tasked with sanitizing and cleaning desks, door knobs, phones, and other commonly touched surfaces on a daily basis. All City employees have been provided a cloth mask to wear when interacting with the public and with other departments. Part-time Community Services staff have also been provided with cleaning supplies, gloves, hand sanitizer, and disinfecting wipes as well. City full-time employees are now operating on A/B Platoon shifts to limit interaction and potential for exposure.

**b. Prop 68 Update**

Supervisor Ortiz provided a brief update regarding Prop 68 funds. As previously reported, the City of Placentia was awarded \$640,000 by the California Department of Parks and Recreation for the renovation of La Placita Parkette in the La Jolla neighborhood. Although there have been some delays due to the COVID-19 outbreak, a preliminary contract to accept the funding for renovation has been signed by City Administrator Arrula and submitted. As renovations to the park must be completed by March 30, 2022. Supervisor Ortiz reported that staff will begin budgeting for the renovations in the 2020-2021 Fiscal Year. When available, concept designs will be brought to the Parks, Arts, and Recreation Commission for review and input.

**c. LOVE Placentia**

Community Services Coordinator Zambrano provided a brief update for LOVE Placentia. Due to the COVID-19 outbreak, the LOVE Placentia service day has been postponed until a later date.

**3. C.A.P.E.S PROGRAM APPLICATIONS**

Coordinator Zambrano provided an update on C.A.P.E.S. grants. Seven (7) projects were awarded grants. Checks were processed the week of March 23<sup>rd</sup>. Due to school closures, the funds will be available to grant recipients to complete projects in the next school year.

4. **CONCERTS IN THE PARK 2020 SERIES**

Supervisor Ortiz clarified that the Community Services Department is still planning for a regular 9-week summer, although plans may change. Coordinator Zambrano reported that he has been in contact with all the booked performers. Contracts will soon be sent out with a cancellation clause. Coordinator Zambrano also reported that the sound-system rentals have been tentatively booked. The Placentia Chamber of Commerce Taste of Placentia event is also moving forward. Commissioner Montelongo **MOTIONED** to confirm the Chamber's choice for the performer at the Taste of Placentia event date. Commissioner McBride **SECONDED** this motion. The motion carried. At a previous meeting, the Placentia Community Foundation approached the Commission to suggest the continued collaboration of the Beer and Wine Garden at the Concerts in the Park Series. Commissioner Montelongo **MOTIONED** to continue partnering with the Placentia Community Foundation. Commissioner McBride **SECONDED** this motion. The motion carried. There was brief discussion regarding the layout of the Concerts in the Park events, food vendors, craft and vendor booths. Coordinator Zambrano informed the Commission that Tri-City Park is closed to through-traffic and is only open to pedestrian traffic during the events.

5. **STAFF COMMENTS**

None.

6. **AGENDA BUILDING AND MEETING SCHEDULE**

C.A.P.E.S Program Applications is to be removed from the agenda.

**ADJOURNMENT**

There being no further business, Commissioner Montelongo **MOTIONED** to adjourn to Tuesday, May 12, 2020 at 5:00 p.m. Regular meeting to be held via conference call; **SECOND** by Commissioner McBride and **CARRIED** by a **3-0-0 VOICE VOTE**. Meeting adjourned on April 14, 2020 at 6:02 p.m.

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Veronica Ortiz  
Community Services Supervisor