



# Parks Arts and Recreation Commission Meeting Agenda

June 9, 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.

### **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.

**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

June 9, 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. **Nominations** – Commissioners to nominate and elect Chair and Vice Chair.
2. **Approval of Minutes** – May 12, 2020.
3. **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
4. **Concerts in the Park 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, July 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 June 9, 2020 Regular Meeting of the Parks Arts and Recreation Commission was posted on Thursday, June 4, 2020.

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Veronica Ortiz  
Community Services Supervisor

MINUTES  
PLACENTIA PARKS, ARTS, AND RECREATION  
COMMISSION REGULAR MEETING  
May 12, 2020

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Meeting called to order at 5:02 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 Montelongo noted that by June, the Commission should have voted in a Chair and Vice Chair. Commissioner Montelongo noted that she would like to add Chair and Vice Chair nominations to the June 9<sup>th</sup> agenda. Community Services Supervisor Ortiz shared that the nominations would be facilitated by City staff and that a quorum is required for the nominations and election process.

**1. APPROVAL OF MINUTES –**

Commissioners reviewed the April 14, 2020 meeting minutes. The minutes were **MOTIONED** for approval by Commissioner Montelongo. The motion was **SECONDED** by Commissioner McBride. 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. City staff has continued working on working on A/B platoon shifts, and are planning to continue on this schedule until May 31<sup>st</sup>. The temporary reception area remains operational, with the public allowed inside City Hall by appointment only. While parks and restrooms are open, park amenities remain closed. Handball and tennis courts are will reopen the week of May 13<sup>th</sup>. Signage is being created to reinforce social distancing guidelines. Internal department meetings with Community Services staff will soon take place to plan for

summer programming, such as aquatics. The City is also still planning for Concerts in the Park and Movies in the Park. Summer programming is scheduled to start on July 6, 2020. Staff are considering holding instructor-led classes virtually. The Community Services Department is also considering surveying past participants of the Learn-To-Swim program asking if they would like to participate in a modified program. Community Services Director Crocker noted that the City is planning phased soft openings of facilities and programming.

**b. Parque Del Arroyo Verde**

Supervisor Ortiz provided a brief update regarding Parque Del Arroyo Verde Capital Improvement Project updates. Planned updates to the park include the playground structure, concrete surfacing, and minor cosmetic updates to restrooms facilities. There has been one meeting with a design firm to discuss these potential updates. City staff have looked into themed play structures. Final draft plans will be brought to the Commission for review.

**c. FY 20-21 Budget Update**

The Community Services Department is in the process of reviewing expenditure and revenue reports in collaboration with the City's Finance Department. An overview the budget will be added to the agenda once the budget update has been completed.

**d. Navigation Center**

Supervisor Ortiz reported that a total of 71 individuals from local encampment areas went to the Navigation Center. Local emcampment areas were cleaned up on April 1-2. The City is working very closely with People Assisting The Homeless, the Navigation Center operator, to provide services for homeless individuals. Commissioner Montelongo voiced concerns regarding the amount of bikes in the lot at the Navigation Center. Community Services Director Crocker reported that bikes racks were ordered to accommodate for 100 bikes. Director Crocker shared that a majority of calls to the Police Department include loitering. With the Navigation Center now fully functional, the City is now able to enforce anti-camping ordinances. There was brief discussion regarding businesses in the surrounding area being affecting by loitering and trash.

**e. Memorial Bench Program**

Supervisor Ortiz provided a brief update regarding the Memorial Bench Program. The memorial bench program has two interested parties, and City staff are working with applicants to find appropriate areas to place benches. Applicants pay a fee to have a bench selected by the Public Works Department, and a small plaque ordered by the Community Services Department. The bench will be placed in a pre-selected area of the park approved by Public Works, Community Services, and PARC. Further updates on the applications will be brought to the Commission when available.

**3. VOLUNTEEN PROGRAM UPDATE**

Coordinator Zambrano reported that the Community Services Department still wanted to give local youth the opportunity to be a part of the program even with the COVID-19 emergency. Flyers for the program were posted to the City's social media platforms as well as at City facilities. Volunteers work alongside Community Services Leaders to conduct summer programming. Coordinator Zambrano reported that no applications have been received.

**4. SUMMER RECRUITMENT UPDATE**

Coordinator Zambrano clarified that summer recruitment involves the application process for paid part-time Community Services Leaders and Specialists. Coordinator Zambrano reported that 10 candidates for the recreation program are scheduled to be interviewed via Zoom or teleconference call.

**5. STAFF COMMENTS**

Coordinator Zambrano provided a brief updated regarding Concerts in the Park. The Community Services Department is still planning for the Concerts in the Park series scheduled to begin on July 16<sup>th</sup>. The program will be modified to allow for social distancing, and staff are meeting to discuss what modifications may be necessary.

**6. AGENDA BUILDING AND MEETING SCHEDULE**

All items are to remain on the agenda. Nominations for Chair and Vice Chair and an update on Concerts in the Park are to be added to the agenda.

**ADJOURNMENT**

There being no further business, Commissioner Womack **MOTIONED** to adjourn to Tuesday, June 9, 2020 at 5:00 p.m. Regular meeting to be held via conference call; **SECOND** by Commissioner Montelongo and **CARRIED** by a **3-0-0 VOICE VOTE**. Meeting adjourned on May 12, 2020 at 5:56 p.m.

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Veronica Ortiz  
Community Services Supervisor