

Parks, Recreation and Community Services Commission Meeting Agenda Announcement

In-Person Public Comment is now Available

On September 16, 2021, Governor Newsom signed into law Assembly Bill 361, which allows Brown Act bodies to attend meetings telephonically. Please be advised that some, or all, Whittier Parks, Recreation and Community Services Commissioners may attend this meeting telephonically.

Speakers must limit their comments to three minutes. Please note, by order of the presiding officer, public comments minutes may be reduced if at their discretion a surplus of public speakers is present at the meeting.

To submit Public Comments/Questions:

- Email: gonzalezr@cityofwhittier.org
- Voicemail: (562) 567-9400
- Live Audio via Zoom: Only those members of the public who have 'raised their hand' on Zoom will be in the queue for speaking.
- In person at City Hall 13230 Penn St., Whittier, CA 90602, City Council Chamber

To view live meetings remotely:

- Video and audio: <https://us06web.zoom.us/j/86955588397>
- Audio only: Dial 1 (720) 707-2699 (Meeting ID: 869 5558 8397)

Please submit email comments by 5:00 p.m. on the date of the meeting to ensure Parks, Recreation and Community Services Commissioners receive and have time to review them. All emails received by 5:00 p.m. are forwarded to the Commission. Emails received after 5:00 p.m. but before the conclusion of public comments will be entered into the record.

Americans with Disabilities Act

Disability-related services are available to enable persons with a disability to participate in this meeting, consistent with the Federal Americans with Disabilities Act of 1990. Spanish interpreters are also available. For information or to request services, please contact the Parks, Recreation and Community Services Department at least 24 hours in advance of the meeting at (562) 567-9400.

**AGENDA
CITY OF WHITTIER
PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION
COUNCIL CHAMBERS, 13230 PENN STREET
JANUARY 18, 2023, 6:00 PM**

1. CALL TO ORDER

2. ROLL CALL

Elizabeth Apodaca, Commissioner
Tiffany Givens, Commissioner
Delia Morales, Commissioner
Robert Sera, Commissioner
Joseph Westrup, Commissioner
Don Mrla, Vice Chair
Kevin Kennedy, Chair

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENTS

The public is invited to address the Parks, Recreation, and Community Services Commission regarding any item of business, or any matter within the body's subject matter jurisdiction. Consistent with Executive Order No. N-29-20 public comments can be made via:

- Email: gonzalezr@cityofwhittier.org
- Voicemail: (562) 567-9400

Please submit email and voicemail public comments by 5:00 p.m. on the date of the meeting to ensure Commissioners receive and have time to review them. All emails and voicemails received by 5:00 p.m. are forwarded to the Commission. Emails and voicemails received after 5:00 p.m. but before the conclusion of public comments will be entered into the record.

Pursuant to State law, the Commission cannot take action or express a consensus of approval or disapproval on any communications which do not appear on the printed agenda.

5. STAFF REPORTS

5.A. Approval of Minutes

Recommendation: Approve the Minutes of the Regular Meeting of September 21, 2022.

5.B. Park Projects Updates

Recommendation: Receive and file park project updates.

5.C. Parks Master Plan Update

Recommendation: Receive and file the Parks Master Plan update.

5.D. Sub-Committee Updates

Recommendation: Receive and file the following sub-committee updates:

- Summer Concerts
- Whittier Beautification

5.E. Whittier Youth Sports Affiliates Updates

Recommendation: Receive and file Whittier Youth Sports Affiliates update.

6. SECRETARY COMMENTS

7. COMMISSIONER COMMENTS AND CONFERENCE REPORTS

8. ADJOURNMENT

Disability-related services are available to enable persons with a disability to participate in this meeting, consistent with the Federal Americans with Disabilities Act of 1990. Spanish interpreters are also available. For information or to request services, please contact the Parks, Recreation and Community Services (PRCS) Department at least 24 hours in advance of the meeting at (562) 567-9400.

The agenda packet is available three days before the meeting in the PRCS Department at City Hall (13230 Penn Street), Whittier Central Library (7344 Washington Avenue) and East Whittier Branch Library (10537 Santa Gertrudes Avenue). Additionally, the agenda packet can be viewed on the City's website. Materials distributed to the Parks, Recreation and Community Services Commission within 72 hours of the Commission meeting are available for public inspection in the PRCS Department's Office.

Los servicios relacionados con la discapacidad están disponibles para permitir que las personas con discapacidad participen en esta reunión, de conformidad con la Ley Federal de Estadounidenses con Discapacidades de 1990. También hay intérpretes en español disponibles. Para obtener información o para solicitar servicios, comuníquese con el Departamento de Recreación y Parques al Servicio a la Comunidad al menos de 24 horas antes de la reunión al (562) 567-9400.

El paquete de la agenda está disponible tres días antes de la reunión con El Departamento de Recreación y Parques al Servicio a la Comunidad en el Ayuntamiento (13230 Penn Street), Biblioteca Central de Whittier (7344 Washington Avenue) y Biblioteca sucursal del este de Whittier (10537 Santa Gertrudes Avenue). Además, el paquete de la agenda se puede ver en el sitio web de la Ciudad. Los materiales distribuidos al Comisión de parques, recreación y servicios comunitarios dentro de las 72 horas de la reunión del Concejo Municipal están disponibles para inspección pública en la con El Departamento de Recreación y Parques al Servicio a la Comunidad.

I hereby certify under penalty of perjury, under the laws of the State of California that the foregoing agenda was posted in accordance with the applicable legal requirements. Regular and Adjourned Regular meeting agendas may be amended up to 72 hours in advance of the meeting. Dated this 13th day of January 2023.

/s/ Roxanne Gonzalez

Roxanne Gonzalez, Administrative Secretary



Agenda Report

Parks, Recreation and Community Services Commission

Date: January 18, 2023

To: Parks, Recreation and Community Services Commission

From: Virginia Santana, Director of Parks, Recreation and Community Services

Subject: Approval of Minutes

RECOMMENDATION

Approve the Minutes of the Regular Meeting of September 21, 2022.

BACKGROUND

None.

DISCUSSION

Staff prepared draft minutes and hereby submits the minutes for Commission's approval.

FISCAL IMPACT

None.

STRATEGIC PLANNING GOAL

Goal 4: Transparent & Open Government

ATTACHMENTS

A. Minutes of the Regular Meeting of September 21, 2022

**MINUTES
CITY OF WHITTIER
PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION
REGULAR MEETING
CITY COUNCIL CHAMBER, 13230 PENN STREET
SEPTEMBER 21, 2022 – 6:00 P.M.**

1. CALL TO ORDER:

Chair Kennedy called the regular meeting of the Parks, Recreation & Community Services Commission to order at 6:02 p.m. in the Council Chamber of Whittier City Hall, 13230 Penn Street, Whittier, California.

2. ROLL CALL

PRESENT: Elizabeth Apodaca, Commissioner
Delia Morales, Commissioner
Robert Sera, Commissioner
Joseph Westrup, Commissioner
Don Mrla, Vice-Chair
Kevin Kennedy, Chair

ABSENT: None.

STAFF PRESENT:

Erin Hamilton, Community Services Manager
Margo Diamond, Management Analyst I
Roxanne Gonzalez, Administrative Secretary

3. PLEDGE OF ALLEGIANCE

Chair Kennedy led the Pledge of Allegiance.

4. PUBLIC COMMENTS

No public comments were received.

5. OATH OF OFFICE

Oath of office was administered to Tiffany Givens

6. STAFF REPORTS

6.A. Approval of Minutes

It was moved by Commissioner Westrup, seconded by Commissioner Sera, and carried 6-0 to approve the minutes of the Regular Meeting of August 17, 2022, and the minutes of the Special Meeting of August 25, 2022. Commissioner Givens abstained.

6.B. Parks Master Plan Update

Manager Hamilton informed the Commission that a Parks Master plan would allow us to have a guide to follow for large CIP projects, other future projects, park maintenance, and general upkeep. We received two submissions; she and Secretary Santana have reviewed the proposals in depth. City Council has awarded the contract to KTUA.

Manager Hamilton added that at the previous meeting, we assigned Chair Kennedy and Vice-Chair Mrla to the Parks Master Plan sub-committee. They will help lead the way as KTUA designs the Park Master Plan. It will be a nine (9) month to one (1) year project. Manager Hamilton opened the floor for discussion.

Chair Kennedy asked how much we are paying the consultant and why Council did not select a person from the department to take on the project. Manager Hamilton stated that the consultant's work would cost \$249,531.00. She added that the department does not have sufficient staff to take on this project, and it is not our specialty. Chair Kennedy commented that the department hired an outside company for their impartial insight, but park staff is the most familiar with the parks and facilities. Vice-Chair Mrla stated that he reviewed the Request for Proposal and liked the three touch points listed for the community. He added that it will be challenging to prevent others from feeling left out of the decision-making process but continued that it is our job to represent the community.

Commissioner Sera asked if the proposal included items that, as a City, we have certain things we know need attention. Manager Hamilton responded that we would discuss these needs and items brought to our attention by the Commission with the company during our kickoff meeting.

Commissioner Westrup asked if the master plan would take about nine months and how we would get this information out to the public. Manager Hamilton confirmed the timeline, and Management Analyst Diamond would post the relevant information on the City's website and our Social Media outlets. Also, the Parks Master Plan sub-committee will discuss getting information out to the public and conducting community meetings with KTUA.

Commissioner Givens asked if having a Parks Master Plan and designating a company to work on creating a plan will assist in acquiring funding and whether we will present the master plan with the request made for funding. Manager Hamilton stated that we could refer to the Parks Master Plan when determining how to spend funding or accept funding for future projects. She added that it would also assist us when applying for grants.

Vice-Chair Mrla asked Manager Hamilton if Montebello's Parks Master Plan could be sent to the Commission and asked if we are in contact with other cities to see what we can do better or what was done well when developing a Parks Master Plan. Manager Hamilton stated that they have spoken to other cities

about their Parks Master Plan and noticed that certain cities have a plan that others do not, so it is difficult to ascertain whether we can do anything better. Commissioner Westrup asked if there is a trend to hire a consulting agency to create a Parks Master Plan. Manager Hamilton stated yes.

It was moved by Commissioner Sera and seconded by Commissioner Givens, carried 7-0 to receive and file the Parks Master Plan update.

7. SECRETARY'S COMMENTS

Manager Hamilton updated the Commission on events and programming. Fall swim lessons are going strong. We partnered with Whittier High School for a Back to the Future movie night on the football field. We hope to return to Whittier High School for a Back to the Future II, movie night. On October 15th, we will be showing Casper the Friendly Ghost at Joe Miller Field. We will have fun activities before the movie begins at dusk. We will host the Chalktastic event from 9:00 AM to 12:00 PM on that same day. Chalktastic will be held in front of City Hall and is open to all ages. A professional chalk artist will be present, Rec and Read, and food trucks will also be at the event. The Adaptive Recreation groups are thriving and returning to in-person activities and will host an in-person Halloween dance for our participants. Seniors 55+ can sign up for our trips, which sell out quickly. There is an upcoming trip to the Morongo Casino.

The Lee and Erika Owens Park splash pad is still down. We are waiting for one last component to be replaced. We have also installed gates at Lee and Erika Owens Park. Vandalism was a problem at that park, and we will be proposing a change in the hours for the park to deter vandalism. Finally, the Kennedy Park project is moving forward.

8. COMMISSIONERS' COMMENTS

Commissioner Givens thanked the staff for their hard work and the Commissioners for the warm welcome.

Commissioner Morales stated that she had the privilege to attend the Senior Luau. It was nice to see many seniors out at the luau. The entertainment and music were fabulous.

Vice-Chair Mrla asked how changing the hours of Lee and Erika Owens Park would affect the partnership with the Boys and Girls Club. Manager Hamilton stated that we reached out to Oscar, the Director of the Boys and Girls Club, and the group generally limits their time at the park due to the individuals that hang out there. She added that we do not have a contract with them.

Commissioner Sera commented that the staff is very busy. However, he stated that he appreciates that the City works towards making progress, and with his position on the Commission, he will do what he can to provide constructive input.

Commissioner Westrup is honored to be a part of the Commission. He stated that we could all work together to continue making Whittier a better place.

Chair Kennedy stated that when he first began as Commissioner, a Council Member advised that to be involved, one needs to go to events and take in community member feedback.

9. ADJOURNMENT

The meeting was adjourned at 6:38 p.m.

Approved and adopted by the Parks, Recreation and Community Service Commission on _____.

Virginia Santana, Secretary



Agenda Report

Parks, Recreation and Community Services Commission

Date: January 18, 2023

To: Parks, Recreation and Community Services Commission

From: Virginia Santana, Director of Parks, Recreation and Community Services

Subject: Park Projects Updates

RECOMMENDATION

Receive and file park project updates.

BACKGROUND

None.

DISCUSSION

The Commission will discuss the status of the following Park Projects:

Guirado Park – Fitness Equipment and Basketball Court

Kennedy Park – ADA Access, Parking Lot, additional amenities

Murphy Ranch Ballfield – Field Lighting Project

Parnell Park – Park and Zoo Renovation

Penn Park – Playground and Rubberized Surfacing Replacement

Whittier Theatre – Theatre Lighting and Sound Board Replacement

Whittier Uptown Senior Center – Renovation Project

FISCAL IMPACT

None.

STRATEGIC PLANNING GOAL

Goal 4: Transparent & Open Government

ATTACHMENTS

None.



Agenda Report

Parks, Recreation and Community Services Commission

Date: January 18, 2023

To: Parks, Recreation and Community Services Commission

From: Virginia Santana, Director of Parks, Recreation and Community Services

Subject: Parks Master Plan Update

RECOMMENDATION

Receive and file the Parks Master Plan update.

BACKGROUND

On July 30, 2020, City Council developed its Strategic Planning Goals and supporting objectives. The Strategic Goals include:

- Provide for Public Safety, Ensure Long-Term Financial Sustainability
- Maintain & Enhance Quality of Life
- Transparent & Open Government
- Promote a Strong Local Economic Base

The supporting objectives were scheduled according to fiscal year, such that the Strategic Goals constitute a work plan for September 2020 through June 30, 2024.

One of the objectives identified by the City Council under the Strategic Goal of maintaining and enhancing the quality of life is a Parks Master Plan. A comprehensive plan will assess the current conditions of the City's 23 parks, facilities, and open space and determine present and projected community needs to guide future Capital Improvement projects, recreational programs, and maintenance needs.

To establish a comprehensive Parks Master Plan, a Request for Proposals (RFP) was created to begin the search for a qualified agency.

On July 12, 2022, City Council approved the RFP and authorized the City Clerk to advertise for professional service proposals.

On September 13, 2022, City Council awarded KTUA the Professional Service contract in the amount not to exceed \$249,531 for the Parks Master Plan project. Also, Council adopted Resolution No. 2022-74 amending FY 2022-23 FY 2022-23 budget in the amount of \$249,531 in general funds to be allocated for the Parks Master Plan Project and authorized the City Manager to execute a Professional Services contract on behalf of the City.

DISCUSSION

KTUA has met with staff and visited and assessed all city parks and the Greenway Trail. They also attended our Cookies with Santa event to begin engaging the community for feedback on the parks and amenities.

FISCAL IMPACT

None.

STRATEGIC PLANNING GOAL

Goal 4: Transparent & Open Government

ATTACHMENTS

None.



Agenda Report

Parks, Recreation and Community Services Commission

Date: January 18, 2023

To: Parks, Recreation and Community Services Commission

From: Virginia Santana, Director of Parks, Recreation and Community Services

Subject: Sub-Committee Updates

RECOMMENDATION

Receive and file the following sub-committee updates:

- Summer Concerts
- Whittier Beautification

BACKGROUND

None.

DISCUSSION

Summer Concert Series

City Staff attended a Concert Share event on Thursday, January 12, 2023, to observe and gather information for potential bands to perform at the 2023 Summer Concerts series. Staff is recommending February 1, 2023, as the date for the sub-committee to meet with the Special Events staff to determine the lineup for the 2023 Summer Concert series.

Whittier Beautification Program

The Whittier Beautification sub-committee met and discussed updating the application. Management Analyst Diamond has updated the packet and the program will launch at the end of this month.

FISCAL IMPACT

None.

STRATEGIC PLANNING GOAL

Goal 4: Transparent & Open Government

ATTACHMENTS

None.



Agenda Report

Parks, Recreation and Community Services Commission

Date: January 18, 2023

To: Parks, Recreation and Community Services Commission

From: Virginia Santana, Director of Parks, Recreation and Community Services

Subject: Whittier Youth Sports Affiliates Updates

RECOMMENDATION

Receive and file Whittier Youth Sports Affiliates update.

BACKGROUND

The Youth Sports Affiliates met at their quarterly meeting on January 9, 2022.

DISCUSSION

City Staff secured the use of Pioneer High School Gymnasium as an alternative location for NJB Basketball games during the Winter 2022-2023 Season.

Whittier Redskins Football is looking at ways to recognize the Pee-wee Division, 12u football team for their Conference Championship during the 2022 season.

Murphy Ranch Little League has 600 registered athletes, and Whittier Pony Baseball has 575 registered athletes for the upcoming 2023 Spring season. Each league has over 100 athletes on their respective waitlists.

City staff and youth sports affiliates continued to discuss ways to maximize the use of practice space on City and District fields for the Spring season.

FISCAL IMPACT

None.

STRATEGIC PLANNING GOAL

Goal 4: Transparent & Open Government

ATTACHMENTS

None.