

Parks, Recreation and Community Services Commission Meeting Agenda Announcement

On March 12, 2020, Governor Newsom issued Executive Order No. N-25-20, which allows Brown Act Body members to attend meetings telephonically. Please be advised that some, or all, Whittier Parks, Recreation and Community Services Commissioners may attend this meeting telephonically.

Consistent with mandates of Executive Order No. N-29-20, a physical location from which members of the public may observe the meeting or offer public comment will not be made available. City Hall will not be open to the public for this meeting; however public comments can be submitted below as instructed.

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
CITY COUNCIL CHAMBERS, 13230 PENN STREET
JUNE 21, 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 January 18, 2023, Special Meeting Joint Session of February 15, 2023, and Special Meeting Joint Session of April 19, 2023

5.B. Park Project Updates

Recommendation: Receive and file Park Project Updates

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 16 day of June 2023.

/s/ Roxanne Gonzalez

Roxanne Gonzalez, Administrative Secretary



Agenda Report

Parks, Recreation and Community Services Commission

Date: June 21, 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 January 18, 2023, Special Meeting Joint Session of February 15, 2023, and Special Meeting Joint Session of April 19, 2023.

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 January 18, 2023
- B. Minutes of the Special Meeting Joint Session of February 15, 2023
- C. Minutes of the Special Meeting Joint Session of April 19, 2023

**MINUTES
CITY OF WHITTIER
PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION
REGULAR MEETING
CITY COUNCIL CHAMBER, 13230 PENN STREET
JANUARY 18, 2023 – 6:00 P.M.**

1. CALL TO ORDER:

Chair Kennedy called the regular meeting of the Parks, Recreation & Community Services Commission to order at 6:01 p.m. in the Council Chamber of Whittier City Hall, 13230 Penn Street, Whittier, California.

2. ROLL CALL

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

ABSENT: None.

STAFF PRESENT:

Virginia Santana, Director of Parks, Recreation and Community Services
Erin Hamilton, Community Services Manager
Nanette Duron-Palacios, Community Services Coordinator
Margo Diamond, Management Analyst I
Roxanne Gonzalez, Administrative Secretary

3. PLEDGE OF ALLEGIANCE

Vice-Chair Mrla led the Pledge of Allegiance.

4. PUBLIC COMMENTS

No public comments were received.

5. STAFF REPORTS

5.A. Approval of Minutes

It was moved by Commissioner Sera and seconded by Commissioner Westrup, carried 7-0 to approve the minutes of the Regular Meeting of September 21, 2022.

5.B. Park Projects Updates

Secretary Santana stated that Guirado Park has been on our list of improvements. We received funds from Assemblyman Ian Calderon's office prior to him leaving office. The funds were for the Greenway Trail lighting, Lee and Erika Owens Park, Laurel Park restrooms, and Guirado Park. Once those other projects were moved forward there were insufficient funds for Guirado Park. Staff secured Measure A. Funds and the balance of State funds to complete the Park Project. The Guirado Park renovation was approved prior to the discussion of a Parks Master Plan, so staff can move the project forward. We are going to renovate Guirado Park, Kennedy Park, and the Michigan Park, which are three areas that really need work. We will send out a Request for Proposal (RFP) to find an architect who can create a design and put together the construction documents for all three of these projects.

Secretary Santana added that we have. We received the Per Capita funds which will be utilized to renovate the parking lot, replace fence, and make Kennedy Park ADA complaint.

Secretary Santana stated that the Murphy Ranch Ballfields lighting project is being handled by the Public Works Department. The Public Works Department is working on the environmental plans to address the proximity to the hills and trails. Community meetings have been held to collect suggestions and listen to the concerns of residents. The Muphy Ranch Little League and Whittier Little League joined forces and the numbers of participants have grown. Lighting will allow them to hold more practices in the evening.

In addition, she stated that SWA is preparing the construction documents for Parnell Park. She added that SWA asked if we wanted access to the splash area controls to be above ground or underground. Secretary Santana stated that she is working with the Public Works Department to review the pros and cons of both options.

Secretary Santana stated that the Penn Park project is moving forward. Agreements have gone out, equipment for the playground has been purchased by the contractor. Staff and the contractor are waiting for the equipment to arrive. Currently we are on a waitlist for the equipment due to its popularity and anticipate its arrival mid-July.

Currently, we are waiting on equipment to move the Whittier Theatre lighting project forward. Once equipment arrives the contractor will install the equipment. We anticipate the equipment to arrive at the end of February and may be able to begin holding shows in early May. However, at this time we are able to host small simple productions.

The construction project for the Whittier Uptown Senior Center renovation was awarded and agreements were sent out for signature. Staff is waiting to finalize the date for the grand reopening of the Uptown Senior Center.

Secretary Santana opened the floor for discussion. Commissioner Westrup asked when the groundbreaking for Parnell Park will take place. Secretary Santana responded that about six months until plans are finalized and approved by Council but may take longer. There are several details that still need to be discussed and finalized. However, we will be able to host our Concert Series at Parnell one last time before it shuts down for renovation. Commissioner Givens asked if Staff can see examples of the equipment being underground and above ground. Secretary Santana stated yes, we will conduct research and speak with OSHA to see what they will allow for the installation.

Chair Kennedy asked how the chemical room at Lee and Erika Owens Park is set up and for a timeline on Guirado Park. Secretary Santana responded that the room is above ground at Lee and Erika Owens Park, and it will be at least six months before we break ground and begin construction at Guirado Park.

Commissioner Sera asked when does staff anticipate completing all eight projects. Secretary Santana stated that every project has its own timeline. The Parnell Park renovation project may take another two years before it is completed. However, the Whittier Theatre lighting project, Penn Park renovations and the ballfield lights, will be completed this year. As for Kennedy Park, Guirado Park, and Michigan Park the timelines are set by the grant guidelines.

Vice-Chair Mrla asked when the Greenway Trail East will be completed. Secretary Santana stated she is not certain when the trail extension will be completed.

It was moved by Commissioner Morales and seconded by Commissioner Sera, carried 7-0 to received and file the park projects updates.

5.C. Parks Master Plan Update

Secretary Santana stated that the plan is moving along. We have our first team meeting with KTUA before the holidays. The company held a community meeting at the Cookies with Santa event to obtain feedback from community members and visited nineteen of our parks. Staff are scheduled to meet with KTUA to discuss details on the next stage for the Parks Master Plan. She added that KTUA needed to have four stakeholder meetings and four community meetings/events. Staff will review questions that KTUA will have community members answer. KTUA is designing a website to present questions and to show progress.

Chair Kennedy asked when the Parks Master Plan sub-committee will meet. Secretary Santana stated that we anticipate we will host a meeting with the sub-committee sometime after the meeting on Monday.

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

5.D. Sub-Committee Updates

Manager Hamilton stated that Community Services Supervisor Simon and Coordinator Landis are leading our Summer Concert series this year. Supervisor Simon and Coordinator Landis attended the concert share event in February. We hope to host a sub-committee meeting February 1, at Parnell Park. We have twelve concert slots to fill and several bands and alternates to choose from for this summer.

Manager Hamilton stated that she and Management Analyst Diamond received great feedback from Commissioner Apodaca and Sera about the Whittier Beautification Program. The judging criteria was reviewed by the sub-committee. Management Analyst Diamond is updating the application and plans to launch it at the end of February.

Commissioner Westrup asked what time the Summer Concerts sub-committee will meet. Manager Hamilton stated that the meeting will be held in the evening around five or six and be about two hours. She added that 30 second snippets will be shown to the sub-committee. Supervisor Simon and Coordinator Landis will organize the bands by genre and the sub-committee will be able to select bands from the list presented to them.

It was moved by Commissioner Apodaca and seconded by Commissioner Sera, carried 7-0 to received and file the sub-committee updates.

5.E. Whittier Youth Sports Affiliates Updates

Community Services Coordinator Duron stated that the Youth Sports Affiliates sub-committee held a meeting last Monday and about seven of the nine affiliates were present at that meeting. She added that they secured Pioneer High School for NJB which has given the league another facility to host practices. They have about 700 children in their program. The Whittier Redskins is looking for a way to recognize their peewee division which went on to win the conference championship. Murphy Ranch Little League has 600 children registered, and Pony baseball has 575 children registered for the upcoming season. She added that they are constantly looking for practice space.

Commissioner Sera asked how they have been able to find practice space or expand existing areas to accommodate more teams. Coordinator Duron responded that she and Supervisor Saldana have held meetings with the school districts, to utilize their space for practices. She added that they were able to find practice space for the Trojans at La Colima. She continued that they were informed that if they wish to remain at La Colima they may need to consider having their groups practice on separate days to accommodate the growing numbers.

Commissioner Apodaca asked where do coaches for these sport affiliate groups come from. Coordinator Duron stated that all the coaches are volunteers.

Commissioner Givens asked how challenging it is to find to lit practice space. Coordinator Duron responded that it is very challenging to find space. Currently soccer has their own spots, but once East Whittier begins their field maintenance, we will need to look for a new practice space. Commissioner Givens asked what the rules are against installing lights if a space found is not well lit. Manager Hamilton added that we only have so many lit fields in the city which is limiting. We own the lights and maintain them at Hillview and East Whittier Middle School and have several logistics to consider meeting the needs of residents, parents, and teams, and acquiring funding for the lights. Secretary Santana added that we are partnering with East Whittier Middle School to upgrade the lights and renovate the ballfields.

It was moved by Commissioner Westrup and seconded by Commissioner Givens, carried 7-0 to received and file the Whittier Youth Sports Affiliates updates.

7. SECRETARY'S COMMENTS

Secretary Santana stated that the City attorney put together a training for the Boards and Commissions. We will schedule our training at the next meeting on February 15, 2023, at 6:00 PM. She added that the Cultural Arts Commission and Library Board of Trustees will join us at this meeting.

Staff will begin attending our meetings again to allow Commissioners to become familiar with them and learn about what they do. The Senior Services division have been organizing events and activities to keep our seniors engaged and active. She added that staff has put together programming for Spring and Summer. Also, the COVID-19 Recovery Grant Program application is out and have been sent out to non-profit agencies. The agency must be headquartered in Whittier and asked the Commission to direct groups to the application if they know anyone in need of funding.

8. COMMISSIONERS' COMMENTS

Commissioner Sera commented that the PRCS Department has a lot going on. He is glad to hear about the progress of these projects. He asked if there is a policy that states we can close parks after a certain amount of rain due to the saturation of the ground after it rains. How will it impact the older trees and will this be included in the Parks Master Plan. Secretary Santana stated that maintenance will be considered in the Parks Master plan. She added that there is no policy pertaining to the closure of parks due to ground saturation however, staff will block off overly saturated areas after a rainstorm.

Vice-Chair Mrla asked if there is an update on the tree manual. Secretary Santana stated that liability pertaining to the trees is a topic being heavily discussed at the moment with our HR and Risk Management Department. Vice-Chair Mrla asked if the

Greenway Trail extension West will be taken into consideration in the Parks Master Plan. Secretary Santana stated that yes, and that they have retrieved property information for the land purchased on First Ave and the parcel we will purchase to expand Anaconda Park.

Commissioner Givens thanked staff for working on all the projects with enthusiasm and stated that she enjoyed Sports Night Out event.

Commissioner Apodaca thanked staff for the comprehensive reports and looks forward to meeting staff and attending our Spring and Summer events.

Commissioner Westrup thanked staff for all the information and asked how often the Police Department patrols the Greenway Trail. Secretary Santana stated that she does not know their patrol schedule but does know that they try to be a presence. She added that residents are the best caretakers of the trail. They will reach out when something is not right on the trail.

9. ADJOURNMENT

The meeting was adjourned at 7:20 p.m.

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

Virginia Santana, Secretary

**MINUTES
CITY OF WHITTIER
PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION
SPECIAL MEETING JOINT SESSION WITH
LIBRARY BOARD OF TRUSTEES
CULTURAL ARTS COMMISSION
SOCIAL SERVICES COMMISSION
ART IN PUBLIC PLACES ADVISORY COMMITTEE
CITY COUNCIL CHAMBER, 13230 PENN STREET
FEBRUARY 15, 2023 – 6:00 P.M.**

1. CALL TO ORDER:

The special meeting joint session of the Parks, Recreation and Community Services Commission was called to order at 6:05 p.m. in the Council Chamber of Whittier City Hall, 13230 Penn Street, Whittier, California.

2. ROLL CALL

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

Chair Antonio Granado
Board Member Laurie Baccus
Board Member Kathy Marin
Board Member John Greg Gomez
Board Member Joseph Dzirums

Susan Eiden, Commissioner
Beth Robinson, Commissioner
Christopher Rubalcaba, Commissioner
Pamela Korporaal, Vice-Chair

Kathleen McDonnell, Commissioner
Carlos Illingworth, Commissioner
Jose Luevano, Vice-Chair
Irene Muro, Chair

Pamela Korporaal, Member
Eric Martinez, Member
Wes Murray, Member
Beth Robinson, Member
Peggy Rowe, Vice Chair
Marilyn McCarty, Chair

ABSENT: Sandra Hahn, Member

STAFF PRESENT:

Virginia Santana, Director of Parks, Recreation and Community Services
Erin Hamilton, Community Services Manager
Alyssa Rico, Community Services Supervisor
Amanda Krause, Community Services Coordinator
Margo Diamond, Management Analyst I
Roxanne Gonzalez, Administrative Secretary

Paymaneh Maghsoudi, Director of Library Services
Ivonne Arreola, Library Services Manager
Julie Perez, Management Assistant
Molly Noh, Management Assistant

Keith Collins, Assistant City Attorney

3. PLEDGE OF ALLEGIANCE

Chair Kennedy from the Parks, Recreation and Community services Commission led the pledge of allegiance.

4. PRESENTATION – SENIOR SERVICES DIVISION

Community Services Supervisor Rico from the Senior Services Division introduced herself and Community Services Coordinator Krause. Supervisor Rico stated that seniors can access the senior newsletter online, in person at Parnell Park, and by mail. Coordinator Krause stated that we have two senior centers. The main senior center is currently closed for renovations and is tentatively set to reopen in September 2023. We currently have been running programming out of Parnell Park. Supervisor Rico stated that we offer a variety of drop in and pre-registered classes.

Supervisor Rico stated that we offer information and referral services which is operated by Information and Referral Specialist, Janet Rivera. We share information from legal assistance to home repairs. Supervisor Rico shared the ongoing programs offered including: movies, senior hikes, and clubs. Coordinator Krause shared information on our Dial-A-Ride services which allows seniors to schedule rides for doctor's appointments and to move around Whittier.

5. PUBLIC COMMENTS

No public comments were received.

6. STAFF REPORTS

6.A. Brown Act Training for Boards, Commissions and Committees

Secretary Santana introduced Keith Collins to the Boards, Commissions and Committee present at the meeting. Assistant City Attorney Collins began by

discussing three focus points. He stated that he would review the powers and duties, discuss best practices, and review applicable laws.

Attorney Collins stated that powers and duties for the Social Services Commission are set forth in the Whittier Municipal Code 2.36 which states the purpose of the Social Services Commission is to advise City Council on social elements to the General Plan, assess social changes and community needs, define social goals of the community, review social programs offered by all organizations within the City, suggest priorities regarding unmet social needs, and provide a forum for planning and debate on these issues. They also advise City Council on social conditions within the City, assess and report to council on social needs, work with staff on policies and programs to meet social needs, make recommendations to Council, and perform other duties as directed by Council. The Social Services Commission does not have authority like Council and can only contact other staff with the City Manager's approval which means that a Commissioner cannot contact staff as a Commissioner for purpose of directing their work or assigning them projects.

Attorney Collins stated that the powers and duties for the Parks, Recreation and Community Services Commission are set forth in the Charter Section 711 which states the Commission may advise City Council on parks, recreation, parkways, and street trees, consider or recommend budget matters to City Council and the City Manager relating the related items, assist in planning programs, stimulate public interest, cooperate with schools or other entities, and other duties as directed by City Council.

Attorney Collins discussed the purpose and powers and duties of the Art in Public Places Advisory Committee which are set forth in the Whittier Municipal Code 2.38 and 12.52. The purpose of the Committee is to provide variety of nationally recognized artwork throughout the City of highest quality, and review applications, examine proposals, consider safety, weather resistance, public response, artists training, etcetera. The powers and duties of the Committee allow them to require developers to install public art as part of development. The Committee reviews the art component of the development application based on standards set forth in WMC 12.52, and they make recommendations to the Cultural Arts Commission who then makes recommendation to the City Council.

Attorney Collins discussed the powers and duties of the Cultural Arts Commission set forth in the Whittier Municipal Code chapter 2.06. The Cultural Arts Commission purpose is to advise City Council regarding programs to enhance art for Whittier residents, prioritize recommendations regarding improvement of art activities, raise art awareness, and provide a forum for these discussions. The Commission also advises City Council on cultural arts, assess and report cultural needs, work with City staff to meet needs and recommend steps to Council. Furthermore, the Commission perform other duties assigned by the Council like make recommendation to Council on development application decisions received from the Art in Public place Advisory Committee. However, the Commission does not have the authority to

obligate the City, and City Manager approval is required before a Commissioner may contact staff other than designated staff.

Attorney Collins stated that the powers and duties of the Board of Library Trusts is set forth in the Charter section 710. The Board has the power and duty to advise City Council on matters pertaining to the city libraries, designate its own officer and procedures, consider, and make recommendations regarding the library budget, recommend policies regarding acquisitions, solicit cooperation of schools and other entities, and other duties designated by the City Council.

Attorney Collins opened the floor for discussions on the best practices. Vice-Chair Luevano for the Social Services Commission asked how a Commissioner can put an item on the agenda. Attorney Collins stated there are several ways to put an item on the agenda. The first option would be to individually contact a council member regarding the item they wish to have added to the agenda. This is the preferred method. The second option would be to have the Board, Commission or Committee request staff to prepare an agenda item on the subject matter. However, staff is applicant driven and will prepare an agenda item on pending matters. If the Commissioner cannot get a majority vote from their fellow Commissioners to add an item to the agenda, then he recommends falling back on the first option which is to individually contact a council member.

Member Murray from the Art in Public Places Advisory Committee asked when there is an application originating from the City to place a piece of art in the City does it implicate any of the conflict-of-interest provisions as enforced by the Fair and Political Practice Commission. Attorney Collins responded that yes, if a city site is proposed to place an art piece and the recommendation goes before Council and a Commissioner, Council member, Board member, or Committee member is within certain number of feet and the art piece has the potential to affect the property value then it would raise a conflict-of-interest concern.

Attorney Collins discussed the best practices. He stated that the role of the Commission, Committee and Boards is advisory to the City Council on matters brought before it by City staff. All recommendations must be based on the factual record and authorized by a provision of the municipal code. He added that questions for staff that require a detailed answer are best asked outside the context of a public meeting. When making recommendations it is essential that recommendations are grounded in the actual information presented before them in the context of a public meeting. Once we get away from those type of decisions we delve in the world of back door deals, outside the purview of public scrutiny. So, when making decisions on any matter brought before you it is required by the law to only base decisions on evidence, testimony, and information brought before you in public meeting setting because it allows other parties to respond. He added that decision should not be made on what others have said outside of the meeting but on the information presented at the meeting. Furthermore, if there are questions for staff that required a detailed response then it is best to ask prior to the meeting to allot staff time to respond.

He continued that Commissioners, Board and Committee Members may have a place on the agenda where they can make comments and request (but not direct) items to be agendaized for future discussions. He stated that the Commission does not have authority to direct the workflow of staff. The Whittier Municipal Code and the Charter state the roles and scope of duties of every Commission, Board and Committee.

Chair Kennedy from the PRCS Commission asked if an agenda item is always a recommendation. Attorney Collins recommended to avoid overreaching scope of authority. If a Commissioner, Board or Committee Member feels compelled to advocate strong about one decision over another, see if you can ground that desire in one of the powers and duties contained for your Commissions. If cannot then it is best practice to not advocate too strongly about something your Commission is not allowed to do. Power and duties allotted is to interpret, recommend, advise on vary narrow subsets of the broader policy set by Council. Avoid trying to direct staff to do work or prepare agenda items for future discussions. Best practice is to reach out to your Council Member to direct staff to bring the item before you at a meeting. Certain groups will receive applicants before them seeking approval and there is a temptation to get the best deal for the city from the dais during the meeting and negotiating with the applicant during a public meeting is not a good idea. Those discussions are not part of the granted authority. Rather staff works with developer to bring something before you, and you may interpret and advise.

Attorney Collins discussed the laws and ethics Council, Commissions, Committees, and Board members are subject to. Can divide laws and ethics into a few different categories. The law is the minimum standard for what we must do. Ethics are a higher stander because they tell us what we ought to do. Ethics goes above and beyond the legal requirements and just because it is legal does not mean it is ethical, or public will perceive it to be so. Attorney Collins asked, "where do you want to set your sights as a public servant?" He continued that there are three groups of ethics laws: personal financial gain, government transparency laws, and fair processes. The general principle for personal financial gain is that public servants should not benefit financially from their positions. For example, if as a public servant you find yourself in a position to approve an art project that may increase or decrease the value of your property then you should recuse yourself from the decision-making process. Therefore, public servants should not participate in decisions that may affect their finances/property. There is a list of financial interests and the form that can take and as a public servant you must determine whether your impact will affect your interests. Another principle is if you have a financial interest in an official decision, you should recuse yourself. Refrain from discussing or influencing the official decision. State your recusal, reason for recusal, and leave the room.

The general principle for transparency laws is the public trusts a process it can see. The meeting must be open to the public and the body can only act on items on the agenda published in advanced. A meeting is a congregation of a majority of members to discuss official business. So, if you're on five-member

commission and all get together to play baseball then that is not a meeting, but if in the dugout and discuss a pending application then you have a majority of members discussing official business and that is technically a meeting which was not agendaized or made public. Also, a meeting can occur on social media with only two members commenting, selecting reply-all to a staff email, via group texts and serial meetings. If two Commissioners are liking, commenting, posting emojis on the same post which relates their official authority and subject matter then it will be considered a meeting under the updated Brown Act.

Commissioner Robinson from the Cultural Arts Commission asked if you have three members of the body outside the context of a regular meeting within speaking distance of one another and someone snaps a photo and alleges it was a meeting what is the best way to respond. Attorney Collins stated that if you are alleged to have committed a brown act allegation then politely educate the public that the congregation of majority must also take the step of deliberating, hearing, or considering official business and make clear that did not occur.

Commissioner Givens from the PRCS Commission asked if members are not deliberating or discussing city business then it would not establish a Brown Act Violation and whether two Commissioners should avoid liking the same post. Attorney Collins stated the language of the statute states a meeting occurs when a majority of members of the same body gather to consider, hear, or deliberate a matter within their jurisdiction. He continued that Commissioners could gather and sit in the back to listen to the same presentation and it may be considered as a Brown Act violation. However, most attorneys would not go that far so long as there is no discussion or deliberation. He suggested to members to avoid liking the same post. He added that the remedy for a Brown Act violation would be to rescind the action. For example, a park decision has been approved and there is a post of the grand opening. If two Commissioners like the post, then what is the legal remedy for approving of an item that has already been approved. Although the risk of violation is low, he recommends avoiding liking the post.

Attorney Collins provided information on the public records act under the transparency laws. The Public has general access to all records relation to city business. It is a god idea to treat any writing between you and another Commissioner or with City staff as subject to public disclosure. Some categories of sensitive records are exempt from public disclosure. There is a long list of categories under the public records act of records we do not need to discuss but very narrows and carefully defined and best practice to treat everything in writing as open to the public. He continued to provide information on the fair process law. The principle of the fair process law states that as a decision maker, the public expects you to be impartial and to avoid favoritism. Grounded in the due process clause under the U.S. Constitution. Due process requires an impartial decision maker. Person interest in outcome requires recusal. It's okay to have strong opinions but cannot prejudge the matter.

Attorney Collins stated that law sets a minimum standard for ethical behavior. Ethic laws carry stiff penalties. Commissioner Eiden from the Cultural Arts Commission asked if your interest in a matter is not financial can you still have a conflict of interest. Attorney Collins stated yes. Commissioner Givens from the PRCS Commission asked to what extent could our social media communication and personal communication could be used to as evidence that we are impartial or not. Attorney Collins stated that all those communications that relate to official business are public records. They need not be a city email or on city documents. Commissioner Mrla from the PRCS Commission asked if a Commissioner could make a comment as a member of the public. Attorney Collins stated no because when you are in your meeting you cannot take off that hat and then be a member of the public then resume that seat because it blurs that line of decision maker role and advocacy role. You can be a member of the public with Council but not to your own body.

7. SECRETARY'S COMMENTS

Secretary Santana and Director of Library Services Maghsoudi thanked everyone for attending the training and thanked Attorney Collins for leading the training.

8. COMMISSIONERS' COMMENTS

None.

9. ADJOURNMENT

The meeting was adjourned at 7:01 p.m.

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

Virginia Santana, Secretary

**MINUTES
CITY OF WHITTIER
PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION
SPECIAL MEETING JOINT SESSION WITH
CULTURAL ARTS COMMISSION
ART IN PUBLIC PLACES ADVISORY COMMITTEE
CITY COUNCIL CHAMBER, 13230 PENN STREET
APRIL 19, 2023 – 6:00 P.M.**

1. CALL TO ORDER:

The special meeting joint session of the Parks, Recreation and Community Services Commission was called to order at 6:02 p.m. in the Council Chamber of Whittier City Hall, 13230 Penn Street, Whittier, California.

2. ROLL CALL

PRESENT: Tiffany Givens, Commissioner
Robert Sera, Commissioner
Joseph Westrup, Commissioner
Kevin Kennedy, Chair

Susan Eiden, Commissioner
Christopher Rubalcaba, Commissioner
Pamela Korporaal, Vice-Chair

Pamela Korporaal, Member
Eric Martinez, Member
Wes Murray, Member
Peggy Rowe, Vice Chair

ABSENT: Elizabeth Apodaca, Commissioner
Delia Morales, Commissioner
Don Mrla, Vice-Chair
Beth Robinson, Commissioner
Sandra Hahn, Member
Marilyn McCarty, Chair

STAFF PRESENT:

Virginia Santana, Director of Parks, Recreation and Community Services
Erin Hamilton, Community Services Manager
Margo Diamond, Management Analyst I
Darren Schmidt, Community Services Supervisor
Justin Steele, Community Services Supervisor
Art Carrasco, Community Services Coordinator
Roxanne Gonzalez, Administrative Secretary

Jacob Leon, KTUA

3. PLEDGE OF ALLEGIANCE

Secretary Santana led the pledge of allegiance.

4. PRESENTATION

AQUATICS & TENNIS DIVISION

Secretary Santana introduced Community Services Supervisor Darren Schmidt. Supervisor Schmidt presented information on programming, activities, and events offered by the Aquatics and Tennis Division. He also discussed lifeguard training, and introduced the different staff and the roles they play in the division.

YOUTH SERVICES DIVISION

Secretary Santana introduced Community Services Supervisor Steele and Community Services Coordinator Carrasco who oversee the Youth Services Division and Adaptive Recreation programming. Supervisor Steele and Coordinator Carrasco shared their background and the programming, activities, and events offered by the Youth Services and Adaptive Recreation Division. Also, they shared what activities were offered during the pandemic and discussed their team training strategies. Supervisor Steele and Coordinator Carrasco shared how their division operates the Summer Day Camp and WYN programming and how they keep participants informed and involved with adaptive recreation programming.

5. PUBLIC COMMENTS

Received a public comment via email from Mike Garabedian pertaining to the Greenway Trail East extension.

Veronica Islas addressed the PRCS Commission. She is a proud soccer mom of two, volunteer coach, and a director for the Board of Director for WAYS. She came to speak tonight on behalf of the board, players, parents and coaches. She wanted to bring to attention the situation affecting league at Hillview Middle School. The EWCS D have plans to renovate the field at Hillview Middle School by leveling and hydroseeding the grass field and adding a running track. She added that they initially thought this was great news and that it would benefit the community. However, instead of the renovation being mutually beneficial the School Districts plan will be detrimental to league.

The district's plan to add a college regulation running track in the middle of the field will result in the loss of half of WAYS game day fields and 45% of practice field space. WAYS initially suggested a different placement of a smaller track that would allow them to have their game day and practice field space. Ms. Islas brought along copies of WAYS suggested layout and the layout the district has plans for. She continued that the district rejected their proposal and instead plans to force half of population out of Hillview Middle School to different elementary schools. She stated that the obstacles they face with this solution is that it presents logistical challenges to families with kids on different teams, by having to drive to multiple sites for practices happening on same day and at the same time. It is also forcing their teams to practice on poor quality fields

riddled with gopher holes and uneven surfaces leading to sprained ankles and injuries. In addition, elementary school fields have no lights which come November would not allow their teams to practice on those fields because it would be too dark. Adding a college track at a middle school is excessive and inconsiderate seeing as it would displace hundreds of their soccer players who use the fields in the fall and spring. WAYS is coming out of their most successful season in terms of registration. WAYS has seen a 30% increase since the previous fall and 59% increase since previous spring. There are 622 kids currently playing in the league. Additionally, many of their players attend schools within the EWCSO.

Soccer in Whittier is strong and growing and coming off a world cup year and the upcoming women's world cup they are expecting fall be their strongest season yet. In fact, after just day and half of opening registration WAYS almost has 100 kids signed up. Ms. Islas asked the Commission to help by advocating on their behalf and by helping WAYS find an equitable solution.

6. STAFF REPORTS

6.A. Parks Master Plan

Secretary Santana stated the Parks Master Plan was an item City Council directed the department to push forward. The Parks Master Plan will help determine how our services are provided, how parks are maintained and what amenities we can add to our parks.

Jacob Leon from KTUA presented to the Commissions and Committee a quantitative analysis of our parks and recreation. He provided an overview of the Parks Master Plan process which will be a comprehensive plan that provides a clear set of goals and priorities, that with the help of community and stakeholder engagement will determine how to best meet the future of parks and open space needs of citizens. He added the plan may include development, redevelopment, expansion and enhancement of the parks and recreation system.

The presentation provided a four-step timeline where Mr. Leon informed everyone that KTUA is working on a Park Inventory (GIS), Park Resource Assessment, Maintenance and Operations Evaluation. KTUA has begun hosting community workshops, stakeholder meetings, and is working on a general compliance plan and drafting recommendations. He hopes to come back in the fall with their recommendations.

Mr. Leon presented a map which illustrated the existing parks in the City of Whittier he also presented a park inventory which will help them see if we have any deficits. KTUA used 2021 census to determine how much of the community is being served by our current parks and facilities. He added although there is a deficit the City of Whittier is doing well in serving the community in comparison to neighboring communities. He continued that the city does need to explore area to add more parks or form mor joint use agreements to meet the needs of the community which is estimated to grow.

Mr. Leon presented several charts and maps to illustrate potential growth to better meet the needs of a growing community and sites where the city may potentially add more parks with amenities such as fields and courts. KTUA will continue with stakeholder meetings, summarize workshop and stakeholder feedback, review results of statistically valid surveys, begin draft recommendations and schedule workshop #3 for late Spring and Summer 2023.

Commissioner Sera from the PRCS Commission asked will there be recommendations or plans that will increase the availability for park usage for park acreage. Mr. Leon stated that its about understanding where we can make creative decisions to improve acres per 1000. For example, we must look at the joint use agreements and relationship between the City and School Districts and understand the limitations and opportunities of sports fields and playgrounds usage which will hopefully help reduce the deficit. Also, understanding different ways of recreation and getting creative with pocket parks is imperative to improve open space. KTUA is also able to analyze different parcels the City can convert into parks. He added that KTUA will work with the City to decrease the deficit as much as possible.

Chair Kennedy from the PRCS Commission asked about the emphasis of what portion of our programming is geared to kids, seniors and the general population and how do they fit into the formula of gaps. Mr. Leon stated that KTUA's survey asks the community about programming needs and KTUA will incorporate programming needs into their planning process over the summer.

Member Murray from the AIPP Advisory Committee asked if there is a way during the development to think about the geological effects of the earthquake zone that comes through the city and turning that into an open space which will also provide a nice greenspace. Mr. Leon stated that he and his team will discuss about further exploring the earthquake zone and providing an update later.

Chair Korporaal from the Cultural Arts Commission asked if the City could have a joint use agreement with Whittier College who has recently decided to stop conducting some of their sports activities and will have untapped fields. Mr. Leon stated that Whittier College is another resource which could be recommended in the Parks Master Plan.

Commissioner Givens from the PRCS Commission asked are there any opportunities or new innovative technologies to build up to gain additional acreage. Mr. Leon stated KTUA is open to exploring new innovative ideas like building up to gain additional acreage if appropriate for the City of Whittier.

Commissioner Apodaca from the PRCS Commission asked if everyone will have access to the maps to take a closer look. Mr. Leon stated he will email the PowerPoint to Secretary Santana to send out to everyone at the meeting.

7. SECRETARY’S COMMENTS

Secretary Santana thanked Jacob Leon from KTUA and encouraged the stakeholders at the meeting to fill out the survey and share the survey. She also thanked everyone who attended the meeting.

8. COMMISSIONERS’ COMMENTS

Chair Kennedy from the PRCS Commission asked if the Parks Master Plan will include other chapters in that plan. Secretary Santana and Manager Hamilton stated yes, that our sub-committee will meet with outside stakeholders like our Sports Affiliate groups.

Member Murray from the AIPP Advisory Committee asked if other agencies will also provide input like the Whittier Host Lions Club. Secretary Santana stated yes.

9. ADJOURNMENT

The meeting was adjourned at 7:31 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: June 21, 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

Guirado Park, Michigan Park & Kennedy Park

The plans for all three parks are at 30% of completion and the contractors are working hard to move the projects forward.

Penn Park

Penn Park Playground Improvement Project is moving forward with a pre-construction meeting in the next few weeks. The site preparations will begin mid-July with the playground equipment delivered at the end of the month.

Parnell Park

SWA's Parnell Park is moving along nicely. The first draft of the finalized construction documents are being circulated through the City for approval and or changes. The groundbreaking to begin construction is targeted for the Fall of 2023.

Whittier Theatre Lighting

Kinetic Lighting Inc. & Smart City Electric have finalized the Theater Lighting Project. There is one small part that is pending delivery in July, but shows are being scheduled by staff and the Theater is open!

Whittier Uptown Senior Center

CWA, Inc., and Staff continue to meet bi-weekly with the Construction Company. The roof has come off and the external entry to the Center has begun renovation. The middle atrium has been cleared out and will begin enclosure soon. The project is on schedule to finish in the Fall.

FISCAL IMPACT

Agenda Item No. 5.B.

None.

STRATEGIC PLANNING GOAL

Goal 4: Transparent & Open Government

ATTACHMENTS

None.