

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

To view live meetings remotely:

- Video and audio: <https://zoom.us/j/99778255419>
- Audio only: Dial (669) 900-9128 (Meeting ID: 997 7825 5419)

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 CHAMBER, 13230 PENN STREET
NOVEMBER 18, 2020, 6:00 PM**

1. CALL TO ORDER

2. ROLL CALL

Jeff Brauckmann, Commissioner
Kevin Kennedy, Commissioner
Delia Morales, Commissioner
Ray Wong, Commissioner
Chris Hardeman, Vice Chair
Don Mrla, 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: arodriguez@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 October 21, 2020.

5.B. Fall for our Front Porch Challenge

Recommendation: Review the submissions for the Front Porch Challenge and select a winner.

5.C. Youth Sports Affiliates Updates

Recommendation: Receive and file updates on the Youth Sports Affiliates.

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 18th day of November 2020.

/s/ Alex Rodriguez

Alex Rodriguez, Office Specialist III



Agenda Report

Parks, Recreation and Community Services Commission

Date: November 18, 2020

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 October 21, 2020.

BACKGROUND

None.

DISCUSSION

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

FISCAL IMPACT

There is no fiscal impact associated with this report.

ATTACHMENTS

A. Minutes of the Regular Meeting of October 21, 2020.

**MINUTES
CITY OF WHITTIER
PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION
REGULAR MEETING
CITY COUNCIL CHAMBER, 13230 PENN STREET
October 21, 2020 – 6:00 P.M.**

1. CALL TO ORDER:

Chair Mrla called the regular meeting of the Parks, Recreation and 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: Kevin Kennedy, Commissioner
Ray Wong, Commissioner
Chris Hardeman, Vice Chair
Don Mrla, Chair

ABSENT: Jeff Brauckmann, Commissioner
Delia Morales, Commissioner

STAFF PRESENT:

Virginia Santana, Director of Parks, Recreation and Community Services
Erin Hamilton, Community Services Manager
Justin Steele, Community Services Supervisor
Alex Rodriguez, Office Specialist III

3. PLEDGE OF ALLEGIANCE

Vice Chair Hardeman led the Pledge of Allegiance.

4. PUBLIC COMMENTS

Chair Mrla stated the public is invited to address the Parks, Recreation and Community Services Commission regarding any item of business or any matter within the body subject matter jurisdiction consistent with Governor Newsom's Executive Order N-29-20, public comments can be made via the email and voicemail provided in the agenda. Pursuant to state law the Commission cannot take action or express a consensus of approval or disapproval on any communications that do not appear on the printed agenda.

Secretary Santana read the following comment emailed to the commission from Whittierresident@gmail.com: "Dear Director of Parks/Recreation: We were visiting Michigan Park last week and also this week. Michigan Park has a parking lot with two driveways --- one to enter and one to exit. The parking stalls in this lot point in one direction (they point North). The concern is that while we were sitting at the park, we saw many vehicles entering the lot from the "exit" driveway, then they'd make their way down the lot and have to turn their vehicle around to be able to park in the correct direction. Plus, it puts vehicles entering from the correct entrance at risk from vehicles coming towards them from the

opposite direction. We think that better signage at the driveways, and markings on the floor of the lot (both entrance and exit) should be added so that visitors can clearly see that they are NOT to enter via the "EXIT" driveway. Also, it would really be helpful if some very large white arrows were painted on the parking lot floor. Your help in this matter is greatly appreciated. Thanks and have a blessed day!"

Secretary Santana noted that no other comments were received.

5. STAFF REPORTS

5.A. Approval of Minutes

Commissioner Kennedy stated a comment he made during the previous meeting was not transcribed on the minutes and he would like them added.

The Commission agreed and motioned to approved the minutes with Commissioner Kennedy's comment added, which was to consider allowing the youth to swim at the pool due to the fact they do not necessarily have vulnerability to Covid-19.

It was moved by Vice Chair Hardeman, seconded by Commissioner Wong, and carried 4 – 0 (absent: Commissioner Brauckmann and Commissioner Morales) to approve the Minutes of the August 19, 2020 Regular Meeting.

5.B. Youth Sports Affiliates Updates

Community Services Supervisor Justin Steele provided updates on the Youth Sports Affiliate Organizations. He stated four groups, Whittier Trojan football, Whittier Pony Baseball, Whittier Girls Softball, and AYSO 75, will be using York Field for clinics and conditioning only. He informed the commission no games will be played at this time.

He explained when the Affiliates submitted a plan to get back on the field, it was not simply accepted. City Staff reviewed the plans, proposed changes to the affiliates and once they had a plan they agreed on, they would be granted approval to proceed.

He informed the Commission that schools are still unavailable for use at this time

He gave an update on the Youth Sports Affiliate Policy Subcommittee. Commissioner Kennedy and Commissioner Brauckmann and staff will be meeting soon to discuss the policy.

Supervisor Steele gave information about the upcoming sports obstacle course events Give To Play. An event that gives youth the opportunity to donate can food items while they participate in some fun outdoor activities.

Chair Mrla inquired about the safeguards when it pertains to shared equipment that will be in place for the Give To Play event.

Supervisor Steele stated enough equipment was purchased so that staff will have time in-between usage to sanitize the equipment. He expects the kids to complete the obstacle course in ten minutes or less which will give staff adequate time to make sure sanitizing protocol is followed.

Supervisor Steele noted that Orange County is just down the street and they are ahead of LA County regarding reopening from the Covid-19 Pandemic. The public has been mixed about how fast or slow they perceive that we are opening.

Chair Mrla noted that it is known how safe the Parks, Recreation and Community Services department is with these events. He inquired about safety to ensure it was noted on record that this is a priority.

Commissioner Kennedy stated he suggested those with input on the revision to the Youth Sports Affiliates Policy to email himself, Commissioner Brauckmann, or City staff. He noted we would need to address the issue dealt to the softball program last year. We should look at adding what the perspective of the City should be when two team managers do not get along.

Vice Chair Hardeman requested that the City staff email the Youth Sports Affiliates Policy to the Commissioners.

Secretary Santana stated we can do that for the Commissioners.

It was moved by Commissioner Kennedy, seconded by Chair Mrla, and carried 4 – 0 (absent: Commissioner Brauckmann and Commissioner Morales) to receive and file the Youth Sports Affiliate Updates.

6. SECRETARY'S COMMENTS

Secretary Santana stated the first item she wants to discuss with the Commission was the roles and responsibilities of the Commission and the vacancies of the Parks, Recreation and Community Services Commission.

She noted City Staff will be putting together a presentation for the Commission on the roles and responsibilities. It will serve as a reminder that the Commissioners have a voice and we take everything that is said into consideration.

She stated as far as the vacancies, that City Council will be discussing the matter. They are deciding on whether to have in person interviews or to do the interviews through Zoom. They also are thinking of offering those in the positions a one-year extension with the hopes that in person interviews will be an option after the extensions end.

She updated the Commission that the restrooms and playgrounds have reopened. We had started with opening the Palm Park and Central Park restrooms as a test run. After purchasing the appropriate equipment and creating the appropriate cleaning protocol, we have reopened all the restrooms and playgrounds.

Vice Chair Hardeman inquired if there have been any issues with homeless individuals since we have the homeless shelter now open.

Secretary Santana responded by stating she has not received any complaints of vandalism or reports of missing items since we reopened the playgrounds and restrooms.

Supervisor Steele added that his staff uses the 24/7 app to report any graffiti and any issues they come across. Staff has not reported any issues with homeless individuals.

Secretary Santana continued by giving some updates upcoming events. The City will be having a Veterans Day Concert with a military band from the 40th Infantry Division for families to listen to while celebrating the day.

She stated we will be having Senior Bingo (Gobble, Gobble Bingo) at the old Alpha Beta Parking Lot where participants will use their car radio to listen out for the numbers being called. We are working with local organizations to get some fun giveaways for those who win.

She continued by commenting we will also be celebrating Senior birthdays for Seniors that live in the community. We will be singing happy birthday, dropping off a festive sign, and moving on to the next home. We are doing that once a month and so far, our busiest day has fifteen participant visits.

She provided information about the Adaptive Recreation Talent Show that was put together by Community Services Coordinator Art Carasco. She said she would send the Commissioners the link to a talent show posted to YouTube.

She provided information about the parking lot movies for Halloween. The movie will be Hocus Pocus and there will be a car/parking space decoration contest.

She mentioned we are continuing with our day camps. We will have a trunk or treat event for the kids.

She continued by giving information about the Fall For Your Front Porch Contest for the holidays.

She then mentioned and gave information for the Santa's Workshop event. The event will follow safety guidelines and give the community an opportunity to celebrate the holiday.

She gave information about the Rock'n Christmas Concert which will be Live streamed on social media on Christmas Eve.

She mentioned the Adaptive Recreation group was looking to record a storytelling and post it for the community to view.

She stated we are doing our Rec and Read. We will have our mobile unit go out twice a month to secret locations. Books can be checked out by children and adults. They will have crafts and an obstacle course.

Commissioner Kennedy complimented our effort on the flyers for each event.

Chair Mrla commended the department for all its efforts to present opportunities to the community to stay engaged. Especially the efforts for the senior activities since the Senior Center has been temporarily closed to the general community.

7. COMMISSIONERS' COMMENTS

Commissioner Kennedy had no comments at this time.

Commissioner Wong drove by Lee Owens Park and commented on how well its coming together and asked if Secretary Virginia had any comments on that progress.

Secretary Santana stated we will have a ribbon cutting in December for the splash pad. They still have landscaping to do and they do need to test the water. They will have a training on the water filtration and how that will be maintained. It is a good sign that we will be on track for December. She will have more information next month.

Commissioner Wong wanted to thank the staff for their hard work and professionalism. He stated it is his last year and wanted to express his gratitude for all the hard work in the last eight years. He expressed his gratitude to his fellow Commissioners, commending them for their hard work. He stated he has never seen a commission with commissioners who work so well together. He ended with if he does not see us again it has been an honor and a privilege.

Vice Chair Hardeman spoke about the announcement that East Whittier School District is hoping to open January 11th, that could possibly affect the fields at Hillview.

Vice Chair Hardeman continued by mentioning the library groundbreaking for the Central Library. He stated the Commissioners and City Staff are welcome to attend.

Secretary Santana brought up the Whittier Community Foundation's virtual 5k.

Chair Mrla inquired if the department has what they need to prepare for the change in weather as it relates to trees in the city.

Secretary Santana stated yes, our department and West Coast Arborists are working together to maintain the city trees. We are transitioning into having West Coast Arborists take over the tree maintenance under the supervision of the Tree Supervisor Wayne McBurney and Parks Manager Michael Montoya.

Chair Mrla stated he was running on the Greenway Trail and said the lights on the trail look great.

Secretary Santana mentioned although the project is complete, we have not been given complete control over the lights yet. She said we will let the Commission know when the ceremony for the dedication and completion of the project occurs.

8. ADJOURNMENT

The meeting was adjourned at 6:57 p.m.

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

Virginia Santana, Secretary



Agenda Report

Cultural Arts Commission

Date: November 18, 2020

To: Cultural Arts Commission

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

Subject: Fall for our Front Porch Challenge

RECOMMENDATION

Review the submissions for the Front Porch Challenge and select a winner.

BACKGROUND

This fall season the PRCS team has been faced with creating new programming due to the COVID-19 pandemic. The team created a new program: Fall for our Front Porch Challenge! Residents were invited to email photographs of their porch or front doors decorated for the fall season. The deadline to submit photos for the challenge was Sunday, November 9. Anyone that lived in Whittier could submit their photo for a chance to receive a "First Place" lawn sign and ribbon.

DISCUSSION

Commissioners will review a presentation from Parks, Recreation and Community Services staff of all submissions and select a winner.

FISCAL IMPACT

There is no fiscal impact associated with this report.

ATTACHMENTS

A. PowerPoint Presentation



FALL FOR OUR FRONT PORCH CHALLENGE





**FALL
FOR OUR FRONT PORCH
CHALLENGE**

**Decorate your porch
or front door for
the fall season!**

Winners will be selected by the
PRCS Commission and announced
on November 20

WELCOME

Submit picture(s) and
contact information to
youth.services@cityofwhittier.org
by 12 p.m. on
Sunday, November 8

For more information, please call the Parks, Recreation
& Community Services Department at (562) 567-9430

**Parks
Recreation &
Community
Services**



Advertised Via Social
Media on Tuesday,
September 22, 2020

Anita Martinez

“I like to do different things with tires”



Alisha Oseguera



Nena Carlos-Bautista





Agenda Report

Parks, Recreation and Community Services Commission

Date: November 18, 2020

To: Parks, Recreation and Community Services Commission

From: Youth Sports Affiliate Subcommittee

Subject: Youth Sports Affiliates Updates

RECOMMENDATION

Receive and file updates on the Youth Sports Affiliates.

BACKGROUND

Due to the current pandemic, all Youth Sports Affiliates have been dormant since March 13, 2020. Staff are closely monitoring Los Angeles County Health requirements to re-open fields, pools, and gyms and are keeping affiliate groups informed of the details. Per Los Angeles County Health Guidelines, youth sports organizations can return to play following strict protocols for clinics and conditioning only. The Whittier Aquatic Club, Whittier Pony Baseball, Whittier Girls Softball, Whittier Trojan Football, and AYSO-75 have all returned to practice. To ensure all safety procedures are followed, all clinics and conditioning are located at York Field.

DISCUSSION

The Youth Sports Affiliate subcommittee met and discussed potential updates to the current policy. After issues arose in 2019 in regard to parent conduct, the subcommittee thought it would be beneficial to have some character training added to the code of conduct for the coaches and board members. The addition of this training will hold the board members, parents, and coaches accountable for their actions.

Another potential update to the policy would be for the requirement of each Affiliate to have an active website that would keep board meeting agendas, minutes, code of conduct information, as well as league financial documents. This requirement for an updated website will encourage the affiliates to run their organization in an organized and professional manner.

The subcommittee will continue its review of the policy and return to the Commission with further recommendations.

FISCAL IMPACT

There is no fiscal impact associated with this report.

ATTACHMENTS

None.