

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
JUNE 15, 2022, 6:00 PM**

1. CALL TO ORDER

2. ROLL CALL

Kevin Kennedy, Commissioner
Delia Morales, Commissioner
Don Mrla, Commissioner
Ray Wong, Commissioner
Jeff Brauckmann, Vice Chair
Chris Hardeman, 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

6. SECRETARY COMMENTS

6.A. Approval of Minutes

Recommendation: Approve the Minutes of the Regular Meeting of May 18, 2022.

6.B. Whittier Trojans Youth Football and Cheer Update

Recommendation: Receive and file Whittier Trojans Youth Football and Cheer update.

6.C. Uptown Senior Center Renovation and Improvement Project

Recommendation: Review and file Senior Center Renovation and Improvement Project update.

6.D. Whittier Beautification Program Update

Recommendation: Appoint two Commissioners to the Whittier Beautification Program Sub-Committee.

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 10th day of June 2022.

/s/ Roxanne Gonzalez

Roxanne Gonzalez, Administrative Secretary



Agenda Report

Parks, Recreation and Community Services Commission

Date: June 15, 2022

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 May 18, 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 May 18, 2022

**MINUTES
CITY OF WHITTIER
PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION
REGULAR MEETING
CITY COUNCIL CHAMBER, 13230 PENN STREET
MAY 18, 2022 – 6:00 P.M.**

1. CALL TO ORDER:

Chair Hardeman called the regular meeting of the Parks, Recreation & Community Services Commission to order at 6:05 p.m. in the Council Chamber of Whittier City Hall, 13230 Penn Street, Whittier, California.

2. ROLL CALL

PRESENT: Delia Morales, Commissioner
Don Mrla, Commissioner
Ray Wong, Commissioner
Jeff Brauckmann, Vice-Chair
Chris Hardeman, Chair

ABSENT: Kevin Kennedy, Commissioner

STAFF PRESENT:

Virginia Santana, Director of Parks, Recreation and Community Services
Erin Hamilton, Community Services Manager
Ronald Saldana, Community Services Supervisor
Roxanne Gonzalez, Administrative Secretary

3. PLEDGE OF ALLEGIANCE

Vice-Chair Brauckmann led the Pledge of Allegiance.

4. PUBLIC COMMENTS

There were no public comments.

5. STAFF REPORTS

5.A. Approval of Minutes

It was moved by Vice-Chair Brauckmann, seconded by Commissioner Mrla, and carried 4-0 to approve the minutes of the Regular Meeting of April 20, 2022, (Absent: Commissioner Kennedy; Abstained: Commissioner Morales).

5.B. Whittier Trojans Youth Football and Cheer Update

Community Services Supervisor Saldana and Secretary Santana updated Commissioners on the Whittier Trojan Youth Football and Cheer search for a

home base. Whittier Trojans Youth Football and Cheer utilized one of the elementary schools, which is now under construction. Staff has met with Whittier Trojans Youth Football and Cheer and attended a meeting the organization hosted in May. Staff has scheduled another meeting with Whittier Trojans Youth Football and Cheer for later this month. Hopeful that Pioneer High School can be the Whittier Trojans Youth Football and Cheer new home base.

Chair Hardeman stated that he, Commissioner Wong, and Commissioner Kennedy were approached on Arbor Day by Whittier Trojans Football and Cheer, who have spoken at a City Council meeting. Chair Hardeman and the Commission would like to see an update regarding a solution for Whittier Trojans Youth Football and Cheer.

It was moved by Commissioner Wong and seconded by Commissioner Morales, carried 5-0 to receive and file the updates for Whittier Trojans Youth Football and Cheer (Absent: Commissioner Kennedy).

5.C. Whittier Beautification Program Update

Secretary Santana stated that the five-year goals were initiated in 2020. On May 10, City Council approved the Whittier Beautification Program presented by Staff. The program intends to recognize single-family and multi-family residents throughout Whittier who have worked on their homes and landscaping. Staff created an application process open to all Whittier residents.

Whittier residents can be nominated every five years and can nominate themselves, or a neighbor can nominate them as well. Commissioner Wong asked if each district in Whittier would have a winner. Secretary Santana responded that every district would have a winner so long as nominations from every district are submitted. She added that the application asks residents what district they currently reside in.

Chair Hardeman stated that there is no language regarding districts on the introduction page of the applications. He asked if the application could include language informing applicants that every district will be recognized. He also noted that the application did not contain language indicating that residents can be elected for an award every five years. Secretary Santana responded that Staff would include language regarding all districts in Whittier will be recognized.

Secretary Santana stated that two Commissioners from the Parks, Recreation and Community Services Commission and Cultural Arts Commission will select the awardees for the selection Committee. The Sub-Committee members will select winners who will be recognized with a certificate, yard sign, and window cling by City Council.

Vice-Chair Brauckmann pointed to the deadline of Friday, April 29, 2022, on the application attachment and asked if applications had already been

submitted. Secretary Santana stated that we have not begun to accept applications and added that Staff hopes to collect applications next Spring. She added that if the deadline is moved to next Spring, it will allow Council time to select new Commissioners.

It was moved by Commissioner Mrla and seconded by Vice-Chair Brauckmann, carried 5-0 to select sub-committee members for the Whittier Beautification Program at the next regular meeting and receive and file the Whittier Beautification Program Update (Absent: Commissioner Kennedy).

6. SECRETARY'S COMMENTS

Secretary Santana updated Commissioners on Council's budget study session meeting. Capital Improvement Projects requested this year include:

- Replacement of our automated external defibrillators (13).
- Replacement of the pool lift system to assist patrons entering the pool.
- Repair of the Central Park Gazebo.
- Replacement of the York Field shade structure.
- Replace Community Center gymnasium doors.
- New oven/range at the Community Center.
- Repave the Michigan Park parking lot.

She added that the Parnell Park Renovation Project is moving forward. She informed Commissioners that the Memorial Day event will be held in front of City Hall on May 30, 2022, at 9:00 AM.

Summer Day Camp is completely booked. The Summer WYN Club slots are filling up as well. The Summer Day Camp participants will get to go on field trips this summer. The Summer Concert series will host twelve bands. Six bands will perform on Mondays at Central Park and the other six bands will perform on Thursday at Parnell Park. Senior programming is moving forward with scheduling senior trips.

Supervisor Saldana and his team are running a summer sports camp. His team hosted a successful sports camp during the spring where kids got to have some fun and were kept busy. The summer sports camp will be held at York Field. Chair Hardeman asked where Staff will host the sports camp and what age group will have an opportunity to participate. Supervisor Saldana responded that the summer sports camp will be hosted at York Field and kids between seven to twelve years of age can participate.

Commissioners received an update on the Senior Center Renovation Project. Staff will present costs associated with the renovation of the Senior Center to Council. The architect presented three proposals to Staff. Staff plans to request the proposal that will cost four million, allowing for all the required renovations. The architect is about 40% done with the plans. Once Council provides further direction the architect can move forward with completing the plans and specifications. Chair Hardeman stated that California has a surplus of funds to assist cities within the state. He asked if Staff

would investigate tapping into that source of funding to increase the Senior Center Renovation Project budget. Secretary Santana responded that Staff has looked into other funding sources, like Measure A and Proposition 68 funds. She added that there are other grant opportunities we could seek out if needed.

The Parnell Park Renovation Project plans will be presented to Council on May 24, 2022. SWA concept design group has been keeping us on task. Staff has met with the Ad Hoc Committee, which the Mayor and Cathy Warner comprise. SWA will get us to 30% of the documents we need. If Council reaches an agreement regarding the concept plans, SWA will complete the remainder of the documents we need. Once the documents are complete, we can move forward with acquiring the specs for the project.

Commissioner Mrla asked for an update on the Lee and Erika Owens Park splash pad damage. Secretary Santana stated that it will cost about \$33,000 to repair the water feature. Staff is hoping repairs can be completed by Memorial Day weekend.

7. COMMISSIONERS' COMMENTS

Commissioner Wong, Morales, and Vice-Chair Brauckmann had no comments.

Commissioner Mrla commented that although the Greenway Trail is well maintained, he was surprised by how much trash was picked up at the Keep Whittier Prettier event. He added that many of the residents who attended the clean-up event commented that they had never been on the trail before. He stated that it was great to see everyone working together.

Chair Hardeman commented that he hoped everything went smoothly with all the ongoing projects. He stated that he had been asked about the swings at the playgrounds, which were removed due to COVID. Secretary Santana responded that she met with the Parks Division to discuss bringing back the removed swings and added that some swings might need parts replaced.

8. ADJOURNMENT

The meeting was adjourned at 6:47 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 15, 2022
To: Parks, Recreation and Community Services Commission
From: Virginia Santana, Director of Parks, Recreation and Community Services
Subject: Whittier Trojans Youth Football and Cheer Update

RECOMMENDATION

Receive and file Whittier Trojans Youth Football and Cheer update.

BACKGROUND

At the May 20, 2022, Parks, Recreation and Community Services Commission meeting staff reported that Trojans Football would be meeting with WUHSD to discuss a potential home for Trojan Football and Cheer. City Staff would continue to identify alternative sites for practices and games.

DISCUSSION

City Staff and the Trojans Football and Cheer met in the month of May and reported back on their progress since their last meeting.

Trojans Board of Directors stated that Pioneer High School can accommodate games on weekend dates but would not be able to accommodate weeknight practices.

City staff met with East Whittier City School District representatives to identify a site large enough to accommodate Trojans Football and Cheer. Additionally, discussions took place to determine the feasibility of portable lights being stored on campus.

La Colima Elementary School was agreed upon to accommodate practices for the 2022 season and an agreement was reached to safely secure portable lights with the City's assistance on campus. City Staff executed a walk through of the site with the EWCS staff and they are in the process of determining costs for portable lights for the 2022 season.

FISCAL IMPACT

None.

STRATEGIC PLANNING GOAL

Goal 4: Transparent & Open Government

ATTACHMENTS

None.



Agenda Report

Parks, Recreation and Community Services Commission

Date: June 15, 2022

To: Parks, Recreation, and Community Services Commission

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

Subject: Uptown Senior Center Renovation and Improvement Project

RECOMMENDATION

Review and file Senior Center Renovation and Improvement Project update.

BACKGROUND

On August 11, 2020, the Uptown Senior Center became the site of the City's temporary emergency homeless shelter. Prior to the shelter opening, Staff cleared all equipment and supplies. Modifications were made to the security system, kitchen, and other rooms in the facility to meet the requirements of the shelter.

During the May 4, 2021, City Council budget study session, a Capital Improvement Project was authorized to renovate and remodel the Uptown Senior Center, to include changes to the entryway doors, front counter, flooring, kitchen, meeting rooms and atrium and to correct ADA shortfalls in the men's and women's restrooms and shared spaces. The recommended scope was based upon input by the Senior Advisory Committee and the Parks, Recreation and Community Services Commission, Subcommittee.

On June 22, 2021, City Council approved \$610,000 for the renovation and improvement project of the Uptown Senior Center in the Fiscal Year 2021-22 budget.

On August 10, 2021, City Council approved and authorize an agreement with CWA AIA, Inc. (CWA), in an amount not to exceed \$149,170 to provide schematic design, design development, construction documents, and bidding/construction administration services for the Senior Center Renovation and Improvement Project.

On January 25, 2022, City Council held a discussion regarding surplus funding, and conceptually approved additional funding for significant ADA upgrades identified for the interior and exterior of the facility, preliminarily estimated at \$650,000.

On May 24, 2022, City Council provided direction to staff to pursue Scope C which would provide a fully renovated Senior Center and cost \$4.1 million.

DISCUSSION

The initial scope of Uptown Senior Center improvements included automated doors at the entry, replacement of slippery entryway tiles, restroom refurbishment, upgraded flooring throughout the facility, and additional programming space. These modifications led to an

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initial estimate of \$610,000 for work to repair the Senior Center and reopen it to the public for use.

However, in addition to the initially planned enclosure of the atrium, the replacement of entryway doors and flooring, and the restroom refurbishment, more areas of need have been identified, including the roof, partition walls in the meeting rooms, and the HVAC system. Code requirements for both safety and accessibility have increased the scope of work necessary to restore the kitchen for use by SASSFA and other groups.

Due to the additional necessary work and rising construction costs, CWA provided three scopes of work with construction cost estimates. Per Councils direction Staff will proceed with Scope C.

Scope C (\$4.1M)

- Complete ADA required work – Two restrooms and one single accommodation restroom
- ADA Required Site work
- New Mansard Roofing, excluding flat areas of roof housing the HVAC
- Cosmetic upgrades
- New entry, awnings, and kitchen
- Interior floor finishes and paint
- Parking lot resurfacing
- Landscape
- Enclosure of Courtyard
- HVAC alterations for enclosed courtyard
- Storage Room
- New cabinetry and counters
- New partition walls
- New ceilings
- New interior lighting
- Fire sprinklers
- New roofing at flat roofs
- New HVAC system

Scope of Work C would provide a fully renovated Senior Center, removing the need for additional disruptions to programming for many years and will require companion amendments to the CWA architectural agreement for the additional design services, which will be presented to Council at a future meeting.

FISCAL IMPACT

There is no fiscal impact associated with this report.

STRATEGIC PLANNING GOAL

Goal 3: Maintain & Enhance Quality of Life

ATTACHMENTS

None.



Agenda Report

Parks, Recreation and Community Services Commission

Date: June 15, 2022
To: Parks, Recreation and Community Services Commission
From: Virginia Santana, Director of Parks, Recreation and Community Services
Subject: Whittier Beautification Program Update

RECOMMENDATION

Appoint two Commissioners to the Whittier Beautification Program Sub-Committee.

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, and Promote a Strong Local Economic Base.

City Council identified the maintaining and enhancing of quality life as an objective, which will be achieved through the Whittier Beautification Program.

Staff developed program guidelines and criteria, a nomination and evaluation process, and suggested recognition for honorees. In essence, the annual process involves the nomination of Whittier residential properties, via application, to include (single family or multifamily property) before and after photos and a description of the improvements.

Nominations will be reviewed by a sub-committee consisting of two (2) Parks, Recreation and Community Services Commissioners and two Cultural Arts Commissioners, which will make final recommendations. The City Council will review the committee's recommendations and will award the residents at a Council Meeting. Information will also be shared on all social media outlets and our cable channel. Award winners will be recognized with a Certificate, yard sign, and window cling.

Costs for the program are minimal, with approximately 20 hours of staff time to prepare agenda reports for Commissions, purchasing of supplies, creating social media content and certificates and approximately \$3,000 to produce the recognition materials.

On May 10, 2022, City Council approved the Whittier Beautification Program presented by Staff.

DISCUSSION

The Commission reviewed the Beautification Program guidelines and requested to continue discussion and appointment of sub-committee members at its next regular meeting.

FISCAL IMPACT

None.

STRATEGIC PLANNING GOAL

Maintain & Enhance Quality of Life

ATTACHMENTS

None.