

Parks, Recreation and Community Services Commission Meeting Agenda Announcement

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 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
NOVEMBER 15, 2023, 6:00 PM**

1. CALL TO ORDER

2. ROLL CALL

Elizabeth Apodaca, Commissioner
Tiffany Givens, Commissioner
Wayne Hao, Commissioner
Victoria Pacheco, Commissioner
Joseph Westrup, Commissioner
Robert Sera, 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: 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 October 18, 2023.

5.B. Parks Master Plan Draft

Recommendation: Review and make recommendations to KTUA on the Parks Master Plan Draft.

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 9th day of November 2023.

/s/ Roxanne Gonzalez

Roxanne Gonzalez, Administrative Secretary

PLEASE NOTE: Due to the file size of the Parks Master Plan it will be available for the general public to view in its entirety at the Parks, Recreation, and Community Services Department counter in City Hall, 13230 Penn Street, Whittier, CA 90602.



Agenda Report

Parks, Recreation and Community Services Commission

Date: November 15, 2023

To: Parks, Recreation and Community Services Commission

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

Subject: Approval of Minutes

RECOMMENDATION

Approve the Minutes of the Regular Meeting of October 18, 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 October 18, 2023

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

1. CALL TO ORDER:

Vice-Chair Sera called the regular meeting of the Parks, Recreation & Community Services Commission to order at 6:00 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
Joseph Westrup, Commissioner
Robert Sera, Vice-Chair

ABSENT: Don Mrla, Chair

STAFF PRESENT:

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

3. PLEDGE OF ALLEGIANCE

Vice-Chair Sera led the Pledge of Allegiance.

4. OATH OF OFFICE

Oath of office was administered to Wayne Hao.
Oath of office was administered to Victoria Pacheco.

5. PUBLIC COMMENTS

No public comments were received.

6. STAFF REPORTS

6.A. Approval of Minutes

It was moved by Commissioner Givens, seconded by Commissioner Apodaca, and carried 4-0 to approve the minutes of the Regular Meeting of September 20, 2023 (Chair Mrla absent; Commissioner Hao & Commissioner Pacheco abstained).

6.B. Sub-Committees

Community Services Manager Hamilton provided a brief background on the three sub-committees: Concerts, Youth Sports Affiliates, and Whittier Beautification. Commissioner Westrup asked if it is traditional to remain on the same committee for another year. Manager Hamilton recommended the Commissioners annually rotate the sub-committees they serve, allotting them an opportunity to volunteer on all the different sub-committees. Commissioner Hao asked what the main responsibility for sub-committee members is. Manager Hamilton explained the responsibilities Commissioners are assigned on the different sub-committees and listed how often the sub-committees meet. Commissioner Givens and Commissioner Apodaca volunteered to serve on the Concert Selection sub-committee. Commissioner Pacheco and Vice-Chair Sera volunteered to serve on the Youth Sports Affiliates sub-committee. Commissioner Westrup and Commissioner Hao volunteered to serve on the Whittier Beautification sub-committee.

It was moved by Commissioner Westrup, seconded by Commissioner Givens, and carried 6-0 to approve the sub-committee assignments. (Chair Mrla absent)

6.C. Special Event Permit Application – Whittier Walk for Wellness

Community Services Manager Hamilton provided a brief background on the special event permit application process. She explained upon submitting a cover letter, a complete application, a Whittier Business License, Certificate of Insurance with the endorsement, the application will undergo a Department review. She added that the purpose of bringing the application before the Commission is to vet the event before it goes before Council.

Manager Hamilton stated that she met with the event organizer, Ms. Brandy Rametta, to discuss the application and event details. Previously, the Local Wellness Foundation held their event along Hadley, but they want to grow their event. The Local Wellness Foundation would like to host the Whittier Walk for Wellness at Central Park, where vendors will be stationed. The agency will utilize the sidewalks for their 5K walk. Street closures will not be necessary for this event.

Commissioner Westrup asked what would constitute a proposed special event as unacceptable. Manager Hamilton stated if an agency asked all the streets to be closed off or for the department to lead the event. She added that the Commission may feel the proposed special event may adversely affect the community and vote to reject the application. Vice-Chair Sera asked if the applicant was made aware the application would be reviewed and invited to the meeting. Manager Hamilton responded yes. Vice-Chair Sera asked when will the applicant begin their wellness walk given that their event begins at 7:00 a.m. Manager Hamilton responded that the event would be set up at 7:00 a.m.

and begin at 8:00 a.m. The walk would be an hour long and conclude at 9:00 a.m.

Vice-Chair Sera asked if applicants are required to submit insurance and should it name the City of Whittier as additional insured. Commissioner Hao asked if the endorsement names Central Park will the rest of the City be covered if an injury were to incur outside of the park and what are the event host's responsibilities. He asked if the applicant is responsible for picking up the trash from their event to keep the park clean, and if there is language in pertaining to cleanliness. Commissioner Pacheco asked if the Local Wellness Foundation is walking the same route the Shelter's Right-Hand walks for their event. Manager Hamilton responded that they will not be walking the same route as the Shelter's Right-Hand and added that we will confirm the insurance is acceptable. She continued that the Local Wellness Foundation will be walking the path they've followed for the past two years. Commissioner Givens stated that this is a 5K walk not a five-mile walk. Manager Hamilton confirmed. Vice-Chair Sera stated this seems like a positive event and does not see a reason to not approved the event.

Commissioner Hao asked if the other agencies participating in the event could be vetted. Manager Hamilton stated that we do not necessarily vet attendees; we focus on vetting the main agency hosting the event. Commissioner Hao recommended vetting other agencies to ensure they are not controversial.

It was moved by Commissioner Apodaca, seconded by Commissioner Givens, and carried 6-0 to approve the Special Event Permit submitted by the Local Wellness Foundation Whittier Walk for Wellness event. (Chair Mrla absent).

7. SECRETARY'S COMMENTS

Manager Hamilton provided the following updates:

The Pumpkin Patch Splash was held on October 7, 2023. On October 21, we will show Nightmare Before Christmas. KTUA will be at the Movie in the Park on October 21 to provide results and accept additional feedback. We plan to present the Parks Master Plan draft to the Commission in November and take it Council in December. Manager Hamilton added that she sat in on a presentation pertaining to Park Master Plans at the conference she attended.

The Penn Park Renovation Project is moving forward with grading, the new playground layout, and rubberized surfacing to meet ADA requirements. Michigan Park will have a voting center. The new voting center allows us to have indoor recreation space for the Summer WYN Club. The Kennedy Park Project is moving forward as restrooms are being removed and the parking will be widened. At Guirado Park, fitness equipment and basketball courts will be installed. Renovations at Kennedy Park & Guirado Park should be completed in the Summer of 2024. Furthermore, on Thursday next week, we will have the first preliminary punch list of the Senior Center. We should receive the keys in about three weeks. We are waiting

on the repair of the AC panel, which will allow the Fire Department to sign off on the renovation project. Once we hold a ribbon cutting and a soft reopening, the Commission will have an opportunity to see the Uptown Senior Center.

On October 28, we are hosting the 14th annual Spooktacular event. There are 2300 runners registered for the event, and we are expecting about 3000 runners. The event will have a beer garden, costume contest, Creepy Crawley kid run, 5K run, and pancakes. The Whittier Community Foundation will be donating \$30,000 to the City so we can install pickleball courts by renovating one tennis court at the Leffingwell Ranch Park tennis courts. We will host Veteran's Day on November 11th at Central Park from 10:00 a.m. to 12:00 p.m. Prior to that event, we will host an Askate event on November 4. The Askate Foundation is an agency that works with individuals with disabilities. Our department makes an effort to host positive programming in a space like a skate park because it is frequently used by the community. Chalktastic will be held on November 18 at City Hall.

8. COMMISSIONERS' COMMENTS

Commissioner Westrup commended staff for moving all programming, events, and projects forward. He asked Management Analyst Diamond about the Pumpkin Splash event. Management Analyst Diamond stated that we doubled the number of participants and tripled the amount of pumpkins in the pool. She added that lots of families and children were enjoying the pool, crafts, and left with one to two pumpkins. Commissioner Westrup asked for an update on the People Mover project. Manager Hamilton responded that the People Mover project will go before Council on October 24 to determine if we will move forward with the recommended company.

Vice-Chair Sera asked where the voting center will be placed on the park grounds. Manager Hamilton stated the voting center would be placed north of the restrooms. She added that a Path will be built from the parking lot to the voting center and restrooms. Vice-Chair Sera added that he appreciates that we are moving forward project. the projects at Penn Park, West Side Parks, Guirado Park, and the senior Center are all moving forward.

Commissioner Apodaca is looking forward to all the fall events. She thanked staff for their hard work and welcomed new Commissioners.

Commissioner Hao stated he was impressed with the breadth and depth of activities in Whittier. He added that online postings make such a difference, and that social media makes a huge impact.

Commissioner Pacheco commended the department on their social media presence and utilizing social media to advertise events.

Commissioner Givens thanked the staff for their hard work. At every event she goes to, she sees Management Analyst Diamond capturing content. Commissioner Givens welcomed the new commissioners and added that she is excited that the Whittier Theater is open again and hosting plays.

9. ADJOURNMENT

The meeting was adjourned at 7:05 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: November 15, 2023

To: Parks, Recreation and Community Services Commission

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

Subject: Parks Master Plan Draft

RECOMMENDATION

Review and make recommendations to KTUA on the Parks Master Plan Draft.

BACKGROUND

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

Since being awarded the contract, KTUA has been actively engaged in community outreach efforts. This engagement began in December 2022 and has included a series of community meetings that featured Q&A sessions, and collaborative maps of the City allowing residents to share their feedback about parks and amenities. In addition, KTUA distributed a comprehensive survey to more than 4,000 residents and introduced an interactive survey to gather valuable feedback from the local community.

Subsequently, KTUA contracted with Matrix Consulting Group that analyzed the City's programs, staffing, cost recovery, maintenance, and other pertinent data. They met with City staff that plan and conduct the programs and work in the field to gather research to ensure the Parks Master Plan was as comprehensive as possible. KTUA wrapped up their community engagement efforts on October 21, 2023, when they attended the City's Movie in the Park event to reach out to the community to share preliminary feedback.

DISCUSSION

Utilizing the data from the surveys, community outreach forums, and the Matrix Consulting Group, KTUA has developed an initial draft of the Parks Master Plan. KTUA will share their presentation and the Commission will receive instruction for the review of the draft, and a timeline for the next commission meeting to present any additional feedback to KTUA before the plan is brought before City Council.

Agenda Item No. 5.B.

FISCAL IMPACT

None.

STRATEGIC PLANNING GOAL

Goal 4: Transparent & Open Government

ATTACHMENTS

A. Parks Master Plan Summary



City of **Whittier** Parks Master Plan

Draft: November 2023



Plan Overview

The Parks Master Plan includes the following components:

1



Inventory of City-Owned Parks

A thorough, physical assessment of the quantity and condition of park facilities and amenities.

2



Park “Level of Service” Analysis

An analysis of geographic and demographic data to better understand gaps and underserved populations throughout the City.

3



Assessment of Recreation Programming & Staff Resources

A review of recreation and staffing resource data from the last five years to assess future opportunities.

4



Community & Stakeholder Engagement

A comprehensive community and stakeholder outreach program comprised of meetings, workshops, surveys, online tools, and more.

5



Recommendations for Parks and Recreation Facilities & Programming

Recommendations based on feedback collected from residents, stakeholders, staff, and elected officials.

6



Implementation Strategies

Implementable short, mid, and long-term projects that will inform the City’s annual Capital Improvement Program over the next ten years.

7



Recommendations for Funding

A table of federal, state, and regional funding sources for parks and recreation projects and programming.





Parks Master Plan Review

Commissioner direction:

1. Please review the provided Parks Master Plan draft document.
2. Make any notes or requests for revision on the copy provided to you.
3. Prepare to discuss those notes and revisions at the following Parks and Recreation commission meeting in December.
4. Please bring your copy of the Parks Master Plan draft document to the December meeting.