

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
CITY COUNCIL CHAMBER, 13230 PENN STREET
JANUARY 15, 2025, 6:00 PM**

1. CALL TO ORDER

2. ROLL CALL

Elizabeth Apodaca, Commissioner
Tiffany Givens, Commissioner
Wayne Hao, Commissioner
Don Mrla, Commissioner
Joseph Westrup, Commissioner
Victoria Pacheco, Vice Chair
Robert Sera, Chair

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENTS

he 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 16, 2024.

5.B. Kennedy and Guirado Park Improvements Project

Recommendation: Receive and File Report.

5.C Shelter's Right Hand Special Event Permit

Recommendation: Approve Special Event Permit Application from Shelter's Right Hand for its "Stepping Out Against Domestic Violence" 5k Walk on April 26, 2025.

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 10th day of January 2025.

/s/ Marissa Galvan

Marissa Galvan, Secretary



Agenda Report

Parks, Recreation and Community Services Commission

Date: January 15, 2025

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 16, 2024.

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 16, 2024

**MINUTES
CITY OF WHITTIER
PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION
REGULAR MEETING
CITY COUNCIL CHAMBER, 13230 PENN STREET
OCTOBER 16, 2024 – 6:00 P.M.**

1. CALL TO ORDER:

Chair Sera called the regular meeting of the Parks, Recreation & Community Services Commission to order at 6:03 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
Victoria Pacheco, Vice Chair
Robert Sera, Chair

ABSENT: Wayne Hao, Commissioner
Don Mrla, Commissioner

STAFF PRESENT:

Virginia Santana, Director of Parks, Recreation and Community Services
Erin Hamilton, Community Services Manager
Stacey Arismendez, Management Analyst
Roxanne Gonzalez, Administrative Secretary

3. PLEDGE OF ALLEGIANCE

Commissioner Westrup 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 Givens, seconded by Vice Chair Pacheco, and carried 5-0 to approve the minutes of the Regular Meeting of September 18, 2024, with corrections. (Absent: Commissioner Mrla and Commissioner Hao).

5.B. Priorities and Implementation Guide

Secretary Santana presented the Priorities and Implementation Guide to the Commission. The guide includes a chart that reflects input from staff, the Commission, the community, and KTUA, as well as findings from recent park inspections. The chart organizes parks based on their amenity scores, ranked from lowest to highest. Kennedy Park, which received the lowest score, is currently undergoing renovations. Guirado Park, ranked second with a "Fair" rating, is also under construction. Using the park rankings, amenities assessments, and inspection results, the parks were prioritized as follows: Kennedy Park, Guirado Park, Broadway Park, J.G. Park (a smaller park now hosting programs like Movies in the Park), Joe Miller Field, Michigan Park, Murphy Ranch Park, Leffingwell Ranch Park, Founders Park, Central Park, Penn Park, Greenway Trail, York Field, Anaconda Park, Lee and Erika Owens Park, and Parnell Park (which was not ranked on the chart). This prioritization helps provide a clear framework for addressing park needs and future improvements.

Commissioner Givens inquired whether the list provided to the Commission ranked the parks by priority. Secretary Santana clarified that the list given to Commissioners is not organized by priority, but the chart displayed on the screen is prioritized accordingly. Commissioner Givens expressed concern about Leffingwell Ranch Park being rated lower in priority, especially since parks with more amenities and higher rankings were categorized as "Fair." She emphasized that Leffingwell Ranch Park, one of the few parks on the east side of Whittier, is not receiving the attention it deserves. The park's playground equipment is small and outdated. Her concern arose from its lower priority ranking compared to parks that are more modern and better equipped. In response, Secretary Santana acknowledged that Leffingwell Ranch Park should have received a lower rating to reflect a higher priority ranking. She assured the Commission that the chart would be revisited for further review.

Community Services Manager Hamilton noted that the Council could choose to prioritize parks with fewer amenities. She suggested that staff could prepare a secondary priority chart for Council's consideration, including recommendations for parks that have been less maintained and offer fewer amenities. Secretary Santana added that the chart could also be reorganized to include factors such as park acreage and size. Commissioner Givens highlighted that Leffingwell Ranch Park is located next to the YMCA, which uses its playground and pickleball courts for programming. She emphasized that additional investment in the park could attract more community members.

Chair Sera stated that the parks listed vary in features and amenities. He emphasized the importance of recognizing parks in poor condition and asked whether it would be possible to compare parks with differing amenities and features more effectively. He questioned the value of creating a general category that highlight parks that lack restrooms or have fewer than three or four amenities. He suggested that such a categorization could help the Council

quickly identify parks with the most and least resources and utilization. He continued that smaller parks should not be overlooked and recommended that staff update the list to better highlight parks with a full range of amenities and those with fewer resources. Secretary Santana acknowledged this suggestion and proposed organizing the chart by factors such as amenities, acreage, and size. She then asked the Commission if they would like to move the chart forward to Council or have it brought back to the Commission revised. Commissioner Givens suggested adding an addendum or remarks rather than redoing the entire chart. Secretary Santana agreed, stating that a comments column could be added for specific parks, along with details on acreage and size.

It was moved by Commissioner Apodaca, seconded by Chair Sera, and carried 5-0 to move the Priorities Implementation guide forward to Council with the inclusion of park size, acreage and comments for consideration. (Absent: Commissioner Mrla and Commissioner Hao).

6. SECRETARY'S COMMENTS

Secretary Santana shared the following updates:

- 10/26 we will host the Whittier Spooktacular 5K.
- 10/23 we will attend a Resource Fair at St. Mary's at 6:30 p.m. and hand out information on our programs like Dial-A-Ride and lunch program. Other city departments will be in attendance as well and share information with attendees.
- 11/11 we will host Veterans Day in front of City Hall and invite attendees to watch a documentary on Jose Ramos at the Whittier Theatre.
- 11/16 we will host Chalktastic in front of City Hall.
- 11/21 we will host a Harvest Feast at the Whittier Senior Center from 11:00 a.m. to 2:00 p.m. Please notify us if you would like to volunteer.
- The Ace Skate event has been postponed.

7. COMMISSIONERS' COMMENTS

Commissioner Givens thanked staff for compiling the chart and incorporating the various suggestions.

Commissioner Westrup thanked staff for organizing the upcoming events. He inquired about the start times for the Resource Fair at St. Mary's and Chalktastic. Secretary Santana confirmed the Resource Fair would begin at 6:30 p.m., while Management Analyst Arismendez noted that Chalktastic would start at 9:00 a.m. Commissioner Westrup then asked about the Harvest Feast, and it was confirmed it would begin at 11:00 a.m., with opportunities for volunteers to help serve food and escort seniors.

Commissioner Apodaca thanked staff for their efforts in organizing the chart and upcoming events. She acknowledged the importance of the inspections that were conducted at the parks and for taking into consideration the conditions of the amenities.

Vice Chair Pacheco recognized the difficulty of creating an amenities chart given the varying sizes and features of the parks. She commended staff for incorporating community and Commission feedback, which is evident when reviewing the chart.

Chair Sera acknowledged the significant progress made. He thanked staff and KTUA for their collaborative efforts in sorting through the information and suggestions.

8. ADJOURNMENT

The meeting was adjourned at 6:43 p.m.

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

Virginia Santana, Secretary



Agenda Report

Parks, Recreation and Community Services Commission

Date: January 15, 2025

To: Parks, Recreation and Community Services Commission

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

Subject: Kennedy and Guirado Park Improvements Project

RECOMMENDATION

Receive and File Report.

BACKGROUND

The Project includes site modifications, including block walls, lighting, landscaping, irrigation, parking lot rehabilitation, and several ADA improvements. Additionally, Guirado Park will include new basketball courts and fitness equipment with a rubberized surface.

On March 28, 2023, City Council approved the professional services agreement with TAIT and Associates, Inc., to provide engineering design services to develop construction bid documents for Kennedy Park and Guirado Park Improvements.

On June 25, 2024, the City Council approved the plans and specifications and authorized the advertisement for construction bids for the Project. The council also approved the purchase of fitness equipment from Greenfields Outdoor Fitness, Inc. for Guirado Park.

On July 25, 2024, the City received five bids, with Caliba, Inc. submitting the lowest bid.

On August 13, 2024, City Council adopted Resolution No. 2024-48, amending the Fiscal Year 2024-2025 Budget with an appropriation for the Kennedy Park & Guirado Park Improvements Project awarded to Caliba, Inc.

DISCUSSION

The projects are moving forward as scheduled. Guirado Park is nearing completion, with the painting of the basketball courts and other minor punch list items to complete. Kennedy Park has been met with some underground irrigation issues, but they are correcting and making great strides. The large wall adjacent to the homes at Kennedy Park has been installed, and the parking lot is coming together. Attached (attachment A) are photos of the progress made at both project locations.

FISCAL IMPACT

There is no Fiscal Impact associated with this report.

Agenda Item No. 5.B.

STRATEGIC PLANNING GOAL

- Transparent & Open Government

ATTACHMENTS

- A. Photos of Kennedy and Guirado Park Improvements Project

KENNEDY PARK – PROGRESS PHOTOS





GUIRADO PARK PROGRESS PHOTOS









Agenda Report

Parks, Recreation and Community Services Commission

Date: January 15, 2025

To: Parks, Recreation and Community Services Commission

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

Subject: Shelter's Right Hand Special Event Permit

RECOMMENDATION

Approve Special Event Permit Application from Shelter's Right Hand for its "Stepping Out Against Domestic Violence" 5k Walk on April 26, 2025.

BACKGROUND

The Shelter's Right Hand, as the auxiliary to the Women's and Children's Crisis Shelter (WCCS), has been able to provide a haven and critical emergency and support services to families in our community. Women, men, and their children are finding their way out of the nightmare of violence and into a shelter that offers safety, shelter, and hope. In their 43rd year, they are once again hosting their annual 5k WALK "Stepping Out Against Domestic Violence."

DISCUSSION

The Shelter's Right Hand requests additional support from the City, which has not been approved in past permits. These new requests are as follows:

1. Street Closure: between Washington Avenue and Friends Avenue from 5:00 AM to 11:00 AM. (6hrs) - No Parking signs the day before will need to be posted.
2. Fee Waiver Request for the added street closure request:
Parks, Recreation & Community Services Staff Cost:
\$259. (two staff at \$18.50 x 7 hours)
3. Parking Accessibility: Request that the parking structures on Bright and Comstock open early to accommodate participants.

The Shelter's Right Hand has many volunteers to oversee this wonderful event and will be paying for additional restrooms and trash cans needed for the growing number of participants they are expecting. The event continues to grow, and street closure has become necessary for safety reasons.

FISCAL IMPACT

The Shelter's Right Hand requests that the estimated staffing cost of \$259 from the Parks, Recreation, and Community Services Department be waived.

STRATEGIC PLANNING GOAL

Goal 4: Transparent & Open Government

ATTACHMENTS

A. Shelter's Right Hand 5k Application

Shelter's Right Hand
Auxiliary to the Women's & Children's Crisis Shelter



November 1, 2024

Director Parks, Recreation and Community Services
13230 Penn Street
Whittier, CA 90602

Dear Director:

Shelter's Right Hand is in its 42nd year as the non-profit, fundraising auxiliary to the Women's and Children's Crisis Shelter, Inc., (WCCS). Since 1978 WCCS has provided temporary shelter and support services for victims of domestic violence in our local community and the southeast area of Los Angeles County.

Shelter's Right Hand is holding its 29th annual "Stepping Out Against Domestic Violence" 5K Walk to benefit **WEES** on Saturday, April 26, 2025. The monies raised from the Walk support the maintenance and operations of the shelter's emergency program.

Please find attached a Special Event Permit Application for use of Central Park in Uptown Whittier. The request is for the starting and ending point of the 5K Walk. The Walk registration begins at 6:30 a.m. Following a warm-up and welcome at the park gazebo, the Walk will begin at about 8:00 a.m., coursing a 3.1-mile route through the business and historic residential districts of Uptown Whittier. Participants return to the park for refreshments and the awarding of prizes. The event usually concludes by 11:00 a.m. The estimated attendance at the Walk is 600 to 700.

As in the past, we are requesting permission for amplified sound at the event. Amplified sound from the Central Park gazebo would be used only for about 60 minutes, from 7:15 a.m. to 8:15 a.m. We would ask that the electricity by the gazebo be turned on by the City before 7:15 a.m. and that the bathrooms be open by 6:30 a.m. Hopefully, this arrangement will again be acceptable for the upcoming Walk. We do not require the need of any other City services.

Advertising for the Walk is done by direct mail, email, street banners on Greenleaf Ave., local newspapers, Channel 6, storefront posters, flyers, our website, and the **WEES** website. In addition, we will be using a variety of social media to advertise. Since we will begin advertising the Walk in October, we appreciate knowing if our application has been approved as soon as possible.

If you have any questions, please call me at (562) 556-2667 or email me at monii.piedra@gmail.com.

Thank you for your kind and helpful assistance.

Highest regards,

Monica Piedra | 5K Walk Chairwoman, 2025

501 (c)(3) Nonprofit Organization
Tax ID No. 95-3738316

December 17, 2024

Dear Parks and Recreation Team,

I am following up on our December 4, 2024, submission and meeting with Virginia and Erin, I'd like to provide additional details regarding our upcoming Shelter's Right Hand Stepping Out Against Domestic Violence 5K Walk to be held on Saturday, April 26, 2025, at Central Park in Uptown Whittier and kindly request your assistance in ensuring its success.

As our event has grown significantly since last year, we are requesting the following support from the city:

1. **Street Closure:** We kindly ask the city staff to close the street between Washington and Friends from 5:00 AM to 11:00 AM to ensure pedestrian safety and prevent accidents. This would require barricades and city staff (working in shifts) to monitor both ends of the street. A map is included for reference.
2. **Fee Waiver Request:** As this is our first time requesting a street closure, we respectfully request a waiver of the associated fees. Given the long-standing partnership between the city and the SRH 5K Walk, we believe this request aligns with our shared goal of supporting community events that benefit residents.
3. **Restroom Facilities:** We plan to provide two to three portable restrooms in the enclosed area to accommodate our walkers.
4. **Trash Collection:** We will place a medium-sized roll-away trash bin in the enclosed area for centralized waste collection, arranged through Athens.
5. **Parking Accessibility:** We request that the parking structures on Bright and Comstock remain open to accommodate participants.
6. **Power Box Inspection:** We ask for the power box in the area to be inspected 2-3 weeks prior to the event to ensure it is in proper working order and to avoid any outages or malfunctions.

We deeply appreciate the city's support in helping us host a safe and successful event. We are confident that our Walk will continue to foster community engagement and promote a positive impact on our residents.

Thank you for your consideration. We are happy to provide any additional information needed to assist with these requests.

Please let us know if there is anything else we can do to assist with these six items.

Best regards,

Monica Piedra

Shelter's Right Hand | Walk Chairwoman
(562) 556-2667 cell



City of Whittier

Parks, Recreation and Community Services Department
13230 Penn Street, Whittier, CA 90602
Phone (562) 567-9400
FAX (562) 567-2870

TODAY'S DATE: 11/01/2024

TYPE OF ACTIVITY: "Stepping Out Against Domestic Violence" 5k Walk

EVENT DATE: Saturday, April 26, 2025

EVENT TIME (include set up and take down) 6:00 AM TO 11:00 AM

LOCATION REQUESTED: Central Park, Uptown Whittier

(Attach map/proposed layout)

EXPECTED ATTENDANCE: 600-700

CONTACT NAME: Monica Piedra

PHONE: 562 556 2667

CONTACT NAME DAY OF EVENT: Monica Piedra

PHONE: 562 556 2667

ORGANIZATION NAME: Shelter's Right Hand

(Per the WMC event must be conducted by a non-profit organization which has its principal office or place of business within the City of Whittier)

ADDRESS: P.O. Box 9304, Whittier, CA 90608-9304

BUSINESS PHONE: 562 693-7378

EMAIL: monii.piedra@gmail.com

LIST NAME, ADDRESS AND PHONE NUMBER OF ANY OTHER NON-PROFIT ORGANIZATION, SPONSOR OR ASSOCIATION ASSISTING IN THE COORDINATION OF THIS EVENT: (List on separate paper if necessary)

Women's and Children's Crisis Shelter, Inc (WCCS)

7702 Washington Ave 2nd Floor, Whittier CA 90602

IS THIS A NEW EVENT? ☒ NO ☐ YES

HOW WILL THE EVENT BE ADVERTISED? LIST PUBLICATIONS, RADIO STATIONS, WEBSITES THAT WILL ADVERTISE THE EVENT:

- Direct mail, street banners (Greenleaf), Whittier Daily News,
- Channel 6, store front posters, WCCS website: www.wccshope.org,

WILL A FEE OR DONATION BE REQUESTED: ☐ NO ☒ YES AMOUNT \$35 Adults
\$20 children

- Shelter's Right Hand website: www.sheltersrighthand.org, Facebook, Instagram

Organizations/Participants agree to defend, indemnify and hold harmless the City, its officers, agents, employees, and volunteers for any loss, damage, claim, injury, cost or expense, including attorney's fees from any and all willful or negligent acts that may arise out of the organization's/participant's use of the city's facilities. (initial) MP

PROPOSED ACTIVITIES:

Be very specific as to the desired activities, set up, equipment, etc. Attach a detailed diagram/layout of event area showing booths (if applicable), restroom facilities (include accessible), parking (include accessible), location of trash containers, etc. Attach additional pages if necessary. Please note that certain events may require signatures and addresses from neighbors/businesses that may be impacted by the event.

Central Park will be the site for the start and finish of the 5K Walk. Tables will be set up for registration, distribution of t-shirts, water, noodle bags, refreshments and prizes. There will also be tables for information, First Aid and walk business and organizations sponsors.

Sound amplification is set up at the park gazebo for use from 7:30am-8am. Clothesline Project t-shirts, Silent Witness figures and Behind Closed Doors Project will also be on display. "I Can We Can Project" invites participants to engage in a craft activity in support of domestic violence victims.

WILL STREET CLOSURES BE REQUIRED? ☐ NO ☒ YES

Please attach a detailed diagram/layout showing street closures, exits, parking (include accessible).

WILL THERE BE AMPLIFIED SOUND? ☐ NO ☒ YES

CHECK LIST Your application will not be considered complete without the following items.

- ☒ COVER LETTER DESCRIBING EVENT
- ☒ SPECIAL EVENT PERMIT APPLICATION
- ☒ DIAGRAM OF EVENT LAYOUT
- ☒ COPY OF CITY OF WHITTIER BUSINESS LICENSE - MUST BE WHITTIER BASED NON-PROFIT ORGANIZATION (MUST BE SUBMITTED AT LEAST 2 WEEKS BEFORE EVENT DATE)
- ☒ CERTIFICATE OF INSURANCE & ENDORSEMENT SHEET (MUST BE SUBMITTED AT LEAST 2 WEEKS BEFORE EVENT DATE)
- ☐ HEALTH DEPARTMENT APPROVAL (IF APPLICABLE - SEE RULES & REGS.)
- ☐ FIRE DEPARTMENT APPROVAL (IF APPLICABLE - SEE RULES & REGS.)

Signature of Applicant _____

Date

11/01/2024

-----office use only-----

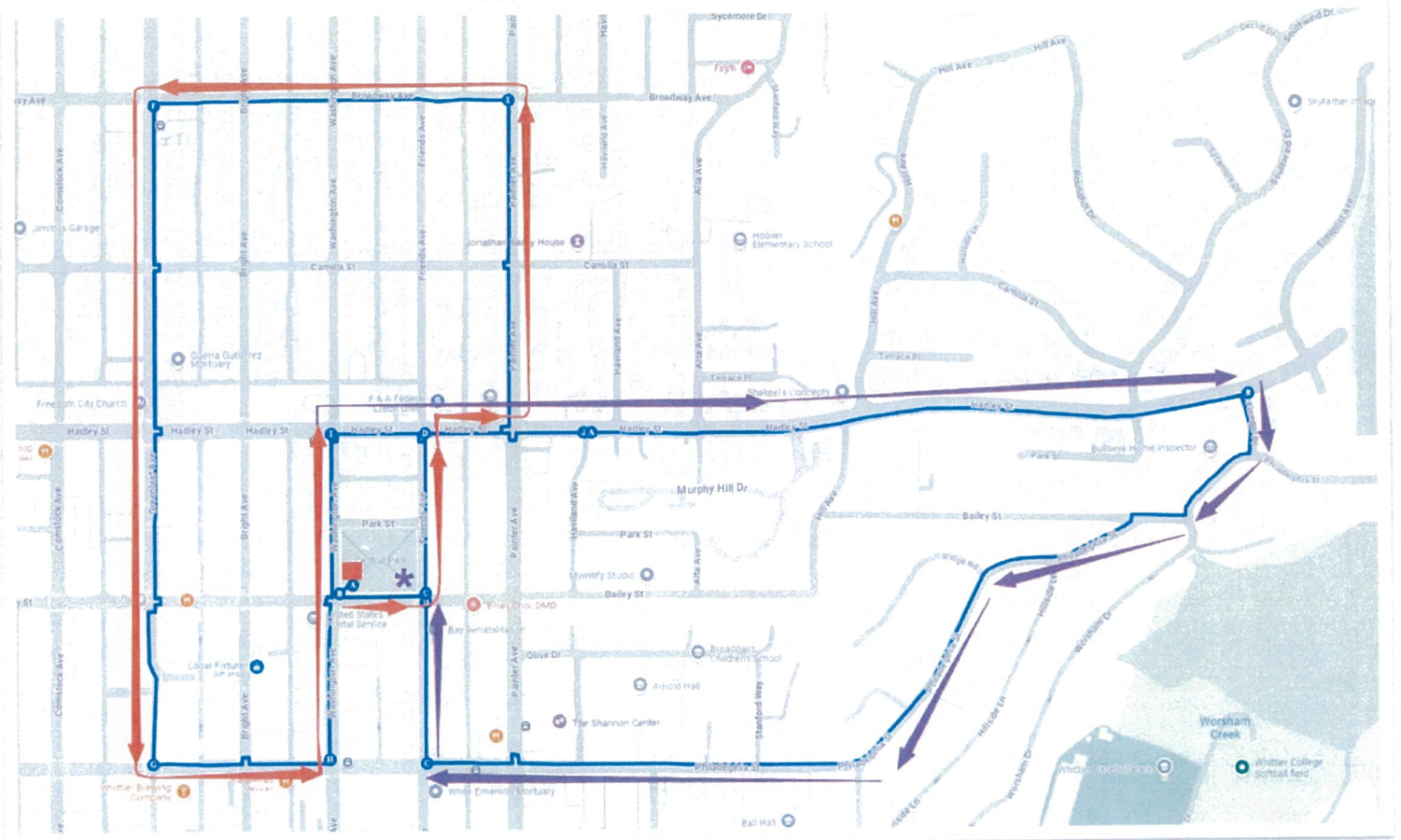
Date Application Received: _____ Staff Signature _____

Amount Due _____ Receipt # _____ Permit # _____

Fee: _____ Deposit: _____ Payment Type: _____ Date: _____

STEPPING OUT AGAINST DOMESTIC VIOLENCE

5K FITNESS WALK ROUTE



LEGEND: ■ START * FINISH

BUSINESS LICENSE

The issuing of a Business License is for revenue purposes only. It does not relieve the taxpayer from the responsibility of complying with the requirements of any other department of the City of Whittier or any other ordinance, law or regulation of the City of Whittier, State of California or any other governmental agency.

BUSINESS NAME: SHELTER'S RIGHT HAND THRIFT SHOP
BUSINESS OWNER: DIANE BRITTON

BUSINESS LOCATION: 12300 WASHINGTON BLVD J
WHITTIER, CA 90606-2584

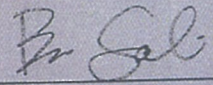
SHELTER'S RIGHT HAND THRIFT SHOP
PO BOX 9304
WHITTIER, CA 90608

CITY OF WHITTIER

13230 Penn Street • Whittier, CA 90602-1772
Phone: (562) 567-9880

BUSINESS DESCRIPTION:
NON PROFIT ORGANIZATION

License Number: 39620
Expiration Date: 2/28/2025


City Manager

NOT TRANSFERABLE
TO BE POSTED IN A CONSPICUOUS PLACE

Starting January 1, 2021, Assembly Bill 1607 requires the prevention of gender-based discrimination of business establishments. A full notice is available in English or other languages by going to: <https://www.dca.ca.gov/publications/>



SHEL RIG-01

NGOINT

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/10/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER License # 0415724 Hendersons Insurance Agency, Inc. 6548 Bright Ave Whittier, CA 90601	CONTACT NAME:	
	PHONE (A/C, No, Ext): (562) 698-9644	FAX (A/C, No): (562) 696-7082
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
INSURED Shelter's Right Hand P O Box 9304 Whittier, CA 90608	INSURER A: Travelers Casualty Insurance Company of America	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X	X	6807636X625	5/20/2024	5/20/2025	EACH OCCURRENCE \$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						
	OTHER:						
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY						
	<input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY	X	X	6807636X625	5/20/2024	5/20/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> HIRED AUTOS ONLY						BODILY INJURY (Per person) \$
	<input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB						EACH OCCURRENCE \$
	<input type="checkbox"/> EXCESS LIAB						AGGREGATE \$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

5K WALK, WHITTIER, CA DATE: April 26, 2025

CERTIFICATE HOLDER IS NAMED ADDITIONAL INSURED AS REQUIRED BY WRITTEN CONTRACT WITH RESPECTS TO INSURED'S OPERATION. Blanket Waiver of Subrogation Included per CGD8420219

Primary insurance wording applies per the attached forms.

CERTIFICATE HOLDER

CANCELLATION

CITY OF WHITTIER
13230 PENN STREET
Whittier, CA 90602

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Ken Henderson

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

XTEND ENDORSEMENT FOR SMALL BUSINESSES

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

GENERAL DESCRIPTION OF COVERAGE – This endorsement broadens coverage. However, coverage for any injury, damage or medical expenses described in any of the provisions of this endorsement may be excluded or limited by another endorsement to this Coverage Part, and these coverage broadening provisions do not apply to the extent that coverage is excluded or limited by such an endorsement. The following listing is a general coverage description only. Read all the provisions of this endorsement and the rest of your policy carefully to determine rights, duties, and what is and is not covered.

- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>A. Who Is An Insured – Unnamed Subsidiaries</p> <p>B. Who Is An Insured – Employees And Volunteer Workers – Bodily Injury To Co-Employees And Co-Volunteer Workers</p> | <p>C. Who Is An Insured – Newly Acquired Or Formed Limited Liability Companies</p> <p>D. Incidental Medical Malpractice</p> <p>E. Blanket Waiver Of Subrogation</p> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

PROVISIONS

A. WHO IS AN INSURED – UNNAMED SUBSIDIARIES

The following is added to **SECTION II – WHO IS AN INSURED**:

Any of your subsidiaries, other than a partnership or joint venture, that is not shown as a Named Insured in the Declarations is a Named Insured if:

- a. You are the sole owner of, or maintain an ownership interest of more than 50% in, such subsidiary on the first day of the policy period; and
- b. Such subsidiary is not an insured under similar other insurance.

No such subsidiary is an insured for "bodily injury" or "property damage" that occurred, or "personal and advertising injury" caused by an offense committed:

- a. Before you maintained an ownership interest of more than 50% in such subsidiary; or
- b. After the date, if any, during the policy period that you no longer maintain an ownership interest of more than 50% in such subsidiary.

For purposes of Paragraph 1. of Section II – Who Is An Insured, each such subsidiary will be deemed to be designated in the Declarations as:

- a. A limited liability company;

- b. An organization other than a partnership, joint venture or limited liability company; or

- c. A trust;

as indicated in its name or the documents that govern its structure.

B. WHO IS AN INSURED – EMPLOYEES AND VOLUNTEER WORKERS – BODILY INJURY TO CO-EMPLOYEES AND CO-VOLUNTEER WORKERS

The following is added to Paragraph 2.a.(1) of **SECTION II – WHO IS AN INSURED**:

Paragraphs (1)(a), (b) and (c) above do not apply to "bodily injury" to a co-"employee" while in the course of the co-"employee's" employment by you or performing duties related to the conduct of your business, or to "bodily injury" to your other "volunteer workers" while performing duties related to the conduct of your business.

C. WHO IS AN INSURED – NEWLY ACQUIRED OR FORMED LIMITED LIABILITY COMPANIES

1. The following replaces the first sentence of Paragraph 3. of **SECTION II – WHO IS AN INSURED**:

Any organization you newly acquire or form, other than a partnership or joint venture, and of which you are the sole owner or in which you maintain an ownership interest of more than 50%, will qualify as a Named Insured if

there is no other similar insurance available to that organization.

2. The following replaces the last sentence of Paragraph 3. of **SECTION II – WHO IS AN INSURED**:

For the purposes of Paragraph 1. of Section II – Who Is An Insured, each such organization will be deemed to be designated in the Declarations as:

- a. A limited liability company;
- b. An organization other than a partnership, joint venture or limited liability company; or
- c. A trust;

as indicated in its name or the documents that govern its structure.

D. INCIDENTAL MEDICAL MALPRACTICE

1. The following replaces Paragraph b. of the definition of "occurrence" in the **DEFINITIONS** Section:

- b. An act or omission committed in providing or failing to provide "incidental medical services", first aid or "Good Samaritan services" to a person, unless you are in the business or occupation of providing professional health care services.

2. The following replaces the last paragraph of Paragraph 2.a.(1) of **SECTION II – WHO IS AN INSURED**:

Unless you are in the business or occupation of providing professional health care services, Paragraphs (1)(a), (b), (c) and (d) above do not apply to "bodily injury" arising out of providing or failing to provide:

- (a) "Incidental medical services" by any of your "employees" who is a nurse, nurse assistant, emergency medical technician, paramedic, athletic trainer, audiologist, dietician, nutritionist, occupational therapist or occupational therapy assistant, physical therapist or speech-language pathologist; or
- (b) First aid or "Good Samaritan services" by any of your "employees" or "volunteer workers", other than an employed or volunteer doctor. Any such "employees" or "volunteer workers" providing or failing to provide first aid or "Good Samaritan services" during their work hours for you will be deemed to be acting within the

scope of their employment by you or performing duties related to the conduct of your business.

3. The following replaces the last sentence of Paragraph 5. of **SECTION III – LIMITS OF INSURANCE**:

For the purposes of determining the applicable Each Occurrence Limit, all related acts or omissions committed in providing or failing to provide "incidental medical services", first aid or "Good Samaritan services" to any one person will be deemed to be one "occurrence".

4. The following exclusion is added to Paragraph 2., **Exclusions**, of **SECTION I – COVERAGES – COVERAGE A – BODILY INJURY AND PROPERTY DAMAGE LIABILITY**:

Sale Of Pharmaceuticals

"Bodily injury" or "property damage" arising out of the violation of a penal statute or ordinance relating to the sale of pharmaceuticals committed by, or with the knowledge or consent of, the insured.

5. The following is added to the **DEFINITIONS** Section:

"Incidental medical services" means:

- a. Medical, surgical, dental, laboratory, x-ray or nursing service or treatment, advice or instruction, or the related furnishing of food or beverages; or
- b. The furnishing or dispensing of drugs or medical, dental, or surgical supplies or appliances.

6. The following is added to Paragraph 4.b., **Excess Insurance**, of **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS**:

This insurance is excess over any valid and collectible other insurance, whether primary, excess, contingent or on any other basis, that is available to any of your "employees" for "bodily injury" that arises out of providing or failing to provide "incidental medical services" to any person to the extent not subject to Paragraph 2.a.(1) of Section II – Who Is An Insured.

E. BLANKET WAIVER OF SUBROGATION

The following is added to Paragraph 8., **Transfer Of Rights Of Recovery Against Others To Us**,

COMMERCIAL GENERAL LIABILITY

of **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS:**

If the insured has agreed in a contract or agreement to waive that insured's right of recovery against any person or organization, we waive our right of recovery against such person or organization, but only for payments we make because of:

- a. "Bodily injury" or "property damage" that occurs; or
- b. "Personal and advertising injury" caused by an offense that is committed;
subsequent to the execution of the contract or agreement.

4. Other Insurance

If valid and collectible other insurance is available to the insured for a loss we cover under Coverages A or B of this Coverage Part, our obligations are limited as described in Paragraphs a. and b. below.

As used anywhere in this Coverage Part, other insurance means insurance, or the funding of losses, that is provided by, through or on behalf of:

- (i) Another insurance company;
- (ii) Us or any of our affiliated insurance companies, except when the Non cumulation of Each Occurrence Limit provision of Paragraph 5. of Section III – Limits Of Insurance or the Non cumulation of Personal and Advertising Injury Limit provision of Paragraph 4. of Section III – Limits of Insurance applies because the Amendment – Non Cumulation Of Each Occurrence Limit Of Liability And Non Cumulation Of Personal And Advertising Injury Limit endorsement is included in this policy;
- (iii) Any risk retention group; or
- (iv) Any self-insurance method or program, in which case the insured will be deemed to be the provider of other insurance.

Other insurance does not include umbrella insurance, or excess insurance, that was bought specifically to apply in excess of the Limits of Insurance shown in the Declarations of this Coverage Part.

As used anywhere in this Coverage Part, other insurer means a provider of other insurance. As used in Paragraph c. below, insurer means a provider of insurance.

a. Primary Insurance

This insurance is primary except when Paragraph b. below applies. If this insurance is primary, our obligations are not affected unless any of the other insurance is also primary. Then, we will share with all that other insurance by the method described in Paragraph c. below, except when Paragraph d. below applies.

b. Excess Insurance

(1) This insurance is excess over:

- (a) Any of the other insurance, whether primary, excess, contingent or on any other basis:
 - (i) That is Fire, Extended Coverage, Builder's Risk, Installation Risk or similar coverage for "your work";

- (ii) That is insurance for "premises damage";

- (iii) If the loss arises out of the maintenance or use of aircraft, "autos" or watercraft to the extent not subject to any exclusion in this Coverage Part that applies to aircraft, "autos" or watercraft;

- (iv) That is insurance available to a premises owner, manager or lessor that qualifies as an insured under Paragraph 4. of Section II – Who Is An Insured, except when Paragraph d. below applies; or

- (v) That is insurance available to an equipment lessor that qualifies as an insured under Paragraph 5. of Section II – Who Is An Insured, except when Paragraph d. below applies.

(b) Any of the other insurance, whether primary, excess, contingent or on any other basis, that is available to the insured when the insured is an additional insured, or is any other insured that does not qualify as a named insured, under such other insurance.

(2) When this insurance is excess, we will have no duty under Coverages A or B to defend the insured against any "suit" if any other insurer has a duty to defend the insured against that "suit". If no other insurer defends, we will undertake to do so, but we will be entitled to the insured's rights against all those other insurers.

(3) When this insurance is excess over other insurance, we will pay only our share of the amount of the loss, if any, that exceeds the sum of:

- (a) The total amount that all such other insurance would pay for the loss in the absence of this insurance; and

- (b) The total of all deductible and self-insured amounts under all that other insurance.

(4) We will share the remaining loss, if any, with any other insurance that is not described in this Excess Insurance provision and was not bought specifically to apply in excess of the Limits of Insurance shown in the Declarations of this Coverage Part.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – OWNERS, LESSEES OR
CONTRACTORS – COMPLETED OPERATIONS**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):	Location And Description Of Completed Operations
CITY OF WHITTIER 13230 PENN STREET WHITTIER, CA 90602	
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work" at the location designated and described in the schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

HIRED AUTO AND NONOWNED AUTO LIABILITY

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE FORM

SCHEDULE

Insurance is provided only with respect to those coverages for which a specific premium charge is shown:

COVERAGE

Hired Auto Liability

ADDITIONAL PREMIUM

\$ INCLUDED

Nonowned Auto Liability

\$ INCLUDED

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

PROVISIONS

A. COVERAGE

If a premium charge is shown in the SCHEDULE above, the insurance provided under **Section I – Coverage A – Bodily Injury And Property Damage Liability** applies to "bodily injury" and "property damage" arising out of the maintenance or use of a "hired auto" or "nonowned auto". Maintenance or use of a "nonowned auto" includes test driving in connection with an "auto business".

B. EXCLUSIONS

With respect to the insurance provided by this endorsement:

1. The exclusions, under **Section I – Coverage A – Bodily Injury And Property Damage Liability**, other than exclusions **a.**, **b.**, **d.**, **e.**, **f.** and **i.** and the Nuclear Energy Liability Exclusion (Broad Form) are deleted and replaced by the following:
 - a. "Bodily injury" to:
 - (1) Any fellow "employee" of the insured arising out of and in the course of:
 - (a) Employment by the insured; or
 - (b) Performing duties related to the conduct of the insured's business.
 - b. "Property damage" to:
 - (1) Property owned or being transported by, or rented or loaned to the insured; or
 - (2) Property in the care, custody or control of the insured.

C. WHO IS AN INSURED

Section II – Who Is An Insured is replaced by the following:

Each of the following is an insured under this insurance to the extent set forth below:

1. You;
2. Anyone else including any partner or "executive officer" of yours while using with your permission a "hired auto" or a "nonowned auto" except:
 - a. The owner or lessee (of whom you are a sublessee) of a "hired auto" or the owner or lessee of a "nonowned auto" or any agent or "employee" of any such owner or lessee;
 - b. Your "employee" if the covered "auto" is owned by that "employee" or a member of his or her household;
 - c. Your "employee" if the covered "auto" is leased, hired or rented by him or her or a member of his or her household under a lease or rental agreement for a period of 180 days or more;
 - d. Any partner or "executive officer" with respect to any "auto" owned by such partner or officer or a member of his or her household;
 - e. Any partner or "executive officer" with respect to any "auto" leased or rented to such partner or officer or a member of his or her household under a lease or rental agreement for a period of 180 days or more;

- f. Any person while employed in or otherwise engaged in duties in connection with an "auto business", other than an "auto business" you operate;
 - g. Anyone other than your "employees", partners, a lessee or borrower or any of their "employees", while moving property to or from a "hired auto" or a "nonowned auto"; or
3. Any other person or organization, but only with respect to their liability because of acts or omissions of an insured under 1. or 2. above.

D. AMENDED DEFINITIONS

The Definition of "insured contract" of **Section V – Definitions** is amended by the addition of the following exceptions to paragraph f.:

Paragraph f. does not include that part of any contract or agreement:

- (4) That pertains to the loan, lease or rental of an "auto" to you or any of your "employees", if the "auto" is loaned, leased or rented with a driver; or
- (5) That holds a person or organization engaged in the business of transporting property by "auto" for hire harmless for your use of a covered "auto" over a route or territory that person or organization is authorized to serve by public authority.

E. ADDITIONAL DEFINITIONS

Section V – Definitions is amended by the addition of the following definitions:

- 1. "Auto Business" means the business or occupation of selling, repairing, servicing, storing or parking "autos".
- 2. "Hired auto" means any "auto" you lease, hire, rent or borrow. This does not include:
 - a. Any "auto" you lease, hire or rent under a lease or rental agreement for a period of 180 days or more, or
 - b. Any "auto" you lease, hire, rent or borrow from any of your "employees", partners, stockholders, or members of their households.
- 3. "Nonowned auto" means any "autos" you do not own, lease, hire, rent or borrow that are being used in the course and scope of your business at the time of an "occurrence". This includes "autos" owned by your "employees" or partners or members of their households but only while being used in the course and scope of your business at the time of an "occurrence".

If you are a sole proprietor, "nonowned auto" means any "autos" you do not own, lease, hire, rent or borrow that are being used in the course and scope of your business or personal affairs at the time of an "occurrence".

