

## **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](mailto: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  
FEBRUARY 19, 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**

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](mailto: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 January 15, 2025.

**6.B. Whittier Sunrise Fee Waiver**

Recommendation: Recommend City Council approve the Whittier Sunrise Rotary Foundation, Inc. fee waiver.

**6.C. Rotary Club of Whittier Foundation Special Event Permit Application**

Recommendation: Approve the Special Event Permit Application from the Rotary Club of Whittier Foundation for its first annual Mental Health 5K Walk on May 3, 2025, at Central Park.

**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 14<sup>th</sup> day of February 2025.

/s/ Roxanne Gonzalez

Roxanne Gonzalez, Administrative Secretary



# Agenda Report

## Parks, Recreation and Community Services Commission

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**Date:** February 19, 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 January 15, 2025.

### **BACKGROUND**

None.

### **DISCUSSION**

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

### **FISCAL IMPACT**

None.

### **STRATEGIC PLANNING GOAL**

Goal 4: Transparent & Open Government

### **ATTACHMENTS**

A. Minutes of the Regular Meeting of January 15, 2025

**MINUTES  
CITY OF WHITTIER  
PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION  
REGULAR MEETING  
CITY COUNCIL CHAMBER, 13230 PENN STREET  
JANUARY 15, 2025 – 6:00 P.M.**

**1. CALL TO ORDER:**

Vice Chair Pacheco 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  
Wayne Hao, Commissioner  
Joseph Westrup, Commissioner  
Victoria Pacheco, Vice Chair

**ABSENT:** Robert Sera, Chair  
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 Givens 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 Commissioner Westrup, and carried 5-0 to approve the minutes of the Regular Meeting of October 16, 2024. (Absent: Commissioner Mrla and Commissioner Sera).

### **5.B. Kennedy and Guirado Park Improvements Project**

Secretary Santana informed the Commission that the basketball court painting is complete. The fitness equipment will be inspected, and staff will receive training. The Guirado Park project is expected to be completed by February 7, 2025, and the park will remain fenced off until the ribbon cutting. A Notice of Completion will be presented to the City Council once the project is finalized.

She added that the Community Services Manager Hamilton will consult with the Art in Public Places Advisory Committee regarding the retaining wall.

Commissioner Givens inquired about the Kennedy Park project timeline. Secretary Santana confirmed it will be completed alongside Guirado Park. Both parks will remain fenced off until a reopening plan is finalized. Staff will refresh Kennedy Park with painting, planting, and woodchip refilling. Tree trimming has been completed, and the project remains on track for a February 7, 2025, completion.

Commissioner Westrup asked about renovations to the baseball diamond at Guirado Park. Secretary Santana confirmed that while not part of the main project, staff cleared overgrown brush and mowed the field, significantly improving its appearance and usability.

The Commission unanimously received and filed the Kennedy and Guirado Park Improvements Project Update. (Absent: Commissioner Mrla and Commissioner Sera).

### **5.C. Shelter's Right Hand Special Event Permit**

Secretary Santana informed the Commission that while the Shelter's Right Hand Special Event Permit is not typically presented, requested changes and a fee waiver required review. The agency's 5K event has grown over the years, prompting discussions with staff and the agency on ensuring walkers follow traffic laws. The agency was tasked with developing a safety plan. Based on last year's event feedback. They have requested for Bailey Street to be closed similarly to the Summer Concert Series. They will also have the walkers leave in separated groups by bib number and are asking for the closure fees to be waived.

Community Services Manager Hamilton stated the cost for staffing and posting no-parking signs was \$259.00. Secretary Santana added that the agency was asked to provide extra restrooms and trash receptacles. While they coordinated with a church for placement, closing Bailey Street will improve safety for attendees crossing to use them. The park's power supply will also be inspected due to previous concerns. The event will feature vendors, raffles, and children's activities, with agency staff handling setup.

Commissioner Hao asked if two city employees would staff the event for seven hours. Secretary Santana confirmed, explaining they are needed to manage barricades and parking. Staff will park vehicles on opposite ends of the street closure on Bailey Street as well as setting up barricades. If the event were larger, police presence would be required. Commissioner Hao asked if two staff members was sufficient. Community Services Manager Hamilton affirmed that two staff members were sufficient, with agency volunteers assisting with monitoring the event.

Commissioner Givens inquired whether \$259.00 was the only cost to the agency and if there was a registration cap. Secretary Santana confirmed the fee and explained that the event had grandfathered fee waivers. However, due to its growth, it required Commission review since the additional requirements exceed what was preapproved. The agency was encouraged to use the Greenway Trail, but they strongly preferred Central Park. If the event expands further, alternative arrangements may be necessary. Most agencies are required to provide fees and detailed event plans, however this grandfathered event exceeded previous allowances, requiring changes.

Commissioner Apodaca noted the permit mentioned 2 to 3 restrooms but lacked location details. Secretary Santana clarified they will be placed in the church parking lot, with park restrooms also readily available. Commissioner Westrup asked if police presence was standard. Community Services Manager Hamilton stated that police typically are made aware of the event happening. She added that we discussed with the agency the complaints we received from business owners along Greenleaf Avenue. The agency made event adjustments, such as sending walkers in groups for a safer, more controlled event. Commissioner Westrup asked if police presence was requested and would the agency be responsible for the costs. Community Services Manager responded that at this time, police enforcement was not requested. If police enforcement was needed, the agency would be responsible for the cost.

Secretary Santana stated that in addition to the Commissions review, the application is also sent to all departments for comments. Commissioner Apodaca encouraged directing the agency to the Greenway Trail for future events. Vice Chair Pacheco acknowledged the growing awareness of the event but emphasized prioritizing safety and exploring alternative fundraising measures to operate the event in a safer manner.

Commissioner Hao noted this was the event's 29th year and supported approving the fee waiver as a goodwill gesture. Commissioner Givens asked if the Commission were to approve the permit and fee waiver could they include specific recommendations for their events in the future. Secretary Santana confirmed that recommendations could be incorporated.

It was moved by Commissioner Givens, seconded by Commissioner Apodaca, and carried 5-0 to approve the Special Event Permit Application from Shelter's Right Hand for its "Stepping Out Against Domestic Violence" 5K Walk on April

26, 2025, and recommended that the organization consider other viable alternatives for the future walks like the Greenway Trail, limiting participant capacity, to supportable means, and be aware of increase in cost should the event continue to grow. (Absent: Commissioner Mrla and Commissioner Sera).

## **6. SECRETARY'S COMMENTS**

Secretary Santana shared the following updates:

- Arbor Day will be held on March 13, 2025, at Central Park. We will be re-planting a seedling from the historic Walnut Tree on the Greenbelt at Central Park.
- Concert Share at the Double Tree will be hosted on Thursday, January 16, 2025, where 100 bands will share their information with cities. Our staff will collect band information to share with our Summer Concert subcommittee.
- Family Sports Night Out will be on Friday February 7, 2025 (LA Kings v. Dallas Stars). There are 90 participants enrolled.
- Volunteer of the Year Applications are open. The application deadline was extended to January 31, 2025. Please get your applications submitted, anyone can submit.
- Parnell Park Renovation project was approved to move forward by Council at the January 14, meeting. Trees that need to be removed will be posted for 30 days
- Spring Day Camp registration opens in February and will be based out of the Whittier Community Center.
- Kids Sports Night Out registration is open
- Scholarship Application opened January 15, 2025, and the deadline is February 12, 2025. This year the scholarship funding will remain the same but once provider changes take place the scholarship opportunity may look different.
- Due to infrastructure construction going on along Palm Avenue, we have been requested to evaluate 11 trees for removal that are in the construction area. If the trees are found to need removal, we will post removal of the trees for 30 days.
- Annexation was approved. Through this process we have acquired McNees Park.

## **7. COMMISSIONERS' COMMENTS**

Commissioner Westrup asked whether trees removed from Parnell Park for the renovation project would be replaced. Secretary Santana clarified that 196 new trees would be planted and 50 existing trees would remain in place.

## **8. ADJOURNMENT**

The meeting was adjourned at 6:51 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

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**Date:** February 19, 2025

**To:** Parks, Recreation and Community Services Commission

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

**Subject:** Whittier Sunrise Rotary Club Fee Waiver

## **RECOMMENDATION**

Recommend City Council approve the Whittier Sunrise Rotary Foundation, Inc. fee waiver.

## **BACKGROUND**

The Whittier Sunrise Rotary Foundation, Inc. is a service organization, founded on March 31, 1958, and part of a global network of 1.2 million members across 34,000 clubs. Committed to the motto "Service Above Self," the organization actively contributes to the Whittier community. Each spring, it hosts the Battle of the Bands at the Vic Lopez Auditorium, with proceeds supporting participating schools in enhancing their arts and educational programs.

## **DISCUSSION**

The Whittier Sunrise Rotary Foundation, Inc. currently meets at Jack's Whittier Restaurant and Roadhouse Grill but wishes to hold regular meetings at the Whittier Senior Center. Meetings take place weekly on Thursdays from 5:30 p.m. to 7:15 p.m. The Whittier Senior Center staff calculated the rental fees for the period February 6, 2025, to February 6, 2026, totaling \$4,637.50.

## **FISCAL IMPACT**

\$4637.50 would not be collected to cover the cost of staffing the rental and room use.

## **STRATEGIC PLANNING GOAL**

Goal 4: Transparent & Open Government

## **ATTACHMENTS**

- A. Whittier Sunrise Rotary Foundation, Inc. Fee Waiver Request
- B. Estimated Rental Fees



Whittier Sunrise Rotary Foundation, Inc.  
9425 La Alba Drive  
Whittier, California 90603-1229

January 23, 2025

Ms. Virginia Santana  
Director of Parks, Recreation and Community Services  
City of Whittier  
13200 Penn St,  
Whittier, CA 90602

Dear Respected Ms. Santana;

Our Organization, the Whittier Sunrise Rotary Club, is seeking permission to hold our weekly meetings at the Whittier Senior Center and a waiver of meeting fees.

The club meetings are currently held every Thursday evening from 5:30 pm to 7:15 pm. We are looking for a more suitable professional location to replace our current meeting places of Jack's Whittier Restaurant and Roadhouse Grill.

FYI, Rotary is the world's premiere service organization. We emphasize friendship, integrity and service to others. There are over 1.2 million members in 34,000 clubs worldwide... all dedicated to "Service Above Self." Our Club was formed on March 31, 1958. We focus on community development, education and literacy in the Whittier area. Our biggest event is the Battle of the Bands held each spring at the Vic Lopez Auditorium. The proceeds of this event are donated to the participating schools to develop their arts and educational programs. Our membership consists of residents and individuals that work and contribute to the Whittier Community.

We thank you in advance for your positive feedback on this request.

Very truly yours:

A handwritten signature in black ink, appearing to read "Mike Abdelaaty", written over a horizontal line.

Mike Abdelaaty  
2024-2025 President  
E: [mabdelaaty@hotmail.com](mailto:mabdelaaty@hotmail.com)  
C: (626) 348-4393

CC: George Prather, Secretary, 2024-2025

The Whittier Sunrise Rotary Club Foundation, Inc., has been designated a 501(c) (3) non-profit organization. Contributions to the Foundation are deductible for income tax purposes under section 170 of the IRS Code. (Federal ID number 20-3644490.



Whittier Senior Center  
13225 Walnut St  
Whittier, CA 90602  
(562) 567-9470

## PERMIT #36337

Authorized On: 02/04/2025 11:13 AM

<b>Location</b>	<b>Permit Holder</b>	<b>Authorized Agent</b>
Whittier Senior Center 13225 Walnut Street Whittier, CA 90602	Whittier Sunrise Rotary 15141 E. Whittier BL Whittier, CA 90603 626-348-4393	Carmen Marquez 562-567-9430 pks@cityofwhittier.org <a href="https://www.whittierprcs.org/home-communityservice">https://www.whittierprcs.org/home-communityservice</a>

## RESERVATIONS

Location	Facility	Date	Time	Hours	Estimate
Whittier Senior Center	Room 1 & 2	Thu, Feb 6th 2025	05:30 PM-07:15 PM	1.75	\$87.50
Whittier Senior Center	Room 1 & 2	Thu, Feb 13th 2025	05:30 PM-07:15 PM	1.75	\$87.50
Whittier Senior Center	Room 1 & 2	Thu, Feb 20th 2025	05:30 PM-07:15 PM	1.75	\$87.50
Whittier Senior Center	Room 1 & 2	Thu, Feb 27th 2025	05:30 PM-07:15 PM	1.75	\$87.50
Whittier Senior Center	Room 1 & 2	Thu, Mar 6th 2025	05:30 PM-07:15 PM	1.75	\$87.50
Whittier Senior Center	Room 1 & 2	Thu, Mar 13th 2025	05:30 PM-07:15 PM	1.75	\$87.50
Whittier Senior Center	Room 1 & 2	Thu, Mar 20th 2025	05:30 PM-07:15 PM	1.75	\$87.50
Whittier Senior Center	Room 1 & 2	Thu, Mar 27th 2025	05:30 PM-07:15 PM	1.75	\$87.50
Whittier Senior Center	Room 1 & 2	Thu, Apr 3rd 2025	05:30 PM-07:15 PM	1.75	\$87.50
Whittier Senior Center	Room 1 & 2	Thu, Apr 10th 2025	05:30 PM-07:15 PM	1.75	\$87.50
Whittier Senior Center	Room 1 & 2	Thu, Apr 17th 2025	05:30 PM-07:15 PM	1.75	\$87.50
Whittier Senior Center	Room 1 & 2	Thu, Apr 24th 2025	05:30 PM-07:15 PM	1.75	\$87.50
Whittier Senior Center	Room 1 & 2	Thu, May 1st 2025	05:30 PM-07:15 PM	1.75	\$87.50
Whittier Senior Center	Room 1 & 2	Thu, May 8th 2025	05:30 PM-07:15 PM	1.75	\$87.50
Whittier Senior Center	Room 1 & 2	Thu, May 15th 2025	05:30 PM-07:15 PM	1.75	\$87.50
Whittier Senior Center	Room 1 & 2	Thu, May 22nd 2025	05:30 PM-07:15 PM	1.75	\$87.50
Whittier Senior Center	Room 1 & 2	Thu, May 29th 2025	05:30 PM-07:15 PM	1.75	\$87.50
Whittier Senior Center	Room 1 & 2	Thu, Jun 5th 2025	05:30 PM-07:15 PM	1.75	\$87.50
Whittier Senior Center	Room 1 & 2	Thu, Jun 12th 2025	05:30 PM-07:15 PM	1.75	\$87.50
Whittier Senior Center	Room 1 & 2	Thu, Jun 19th 2025	05:30 PM-07:15 PM	1.75	\$87.50
Whittier Senior Center	Room 1 & 2	Thu, Jun 26th 2025	05:30 PM-07:15 PM	1.75	\$87.50
Whittier Senior Center	Room 1 & 2	Thu, Jul 3rd 2025	05:30 PM-07:15 PM	1.75	\$87.50
Whittier Senior Center	Room 1 & 2	Thu, Jul 10th 2025	05:30 PM-07:15 PM	1.75	\$87.50

Location	Facility	Date	Time	Hours	Estimate
Whittier Senior Center	Room 1 & 2	Thu, Jul 17th 2025	05:30 PM-07:15 PM	1.75	\$87.50
Whittier Senior Center	Room 1 & 2	Thu, Jul 24th 2025	05:30 PM-07:15 PM	1.75	\$87.50
Whittier Senior Center	Room 1 & 2	Thu, Jul 31st 2025	05:30 PM-07:15 PM	1.75	\$87.50
Whittier Senior Center	Room 1 & 2	Thu, Aug 7th 2025	05:30 PM-07:15 PM	1.75	\$87.50
Whittier Senior Center	Room 1 & 2	Thu, Aug 14th 2025	05:30 PM-07:15 PM	1.75	\$87.50
Whittier Senior Center	Room 1 & 2	Thu, Aug 21st 2025	05:30 PM-07:15 PM	1.75	\$87.50
Whittier Senior Center	Room 1 & 2	Thu, Aug 28th 2025	05:30 PM-07:15 PM	1.75	\$87.50
Whittier Senior Center	Room 1 & 2	Thu, Sep 4th 2025	05:30 PM-07:15 PM	1.75	\$87.50
Whittier Senior Center	Room 1 & 2	Thu, Sep 11th 2025	05:30 PM-07:15 PM	1.75	\$87.50
Whittier Senior Center	Room 1 & 2	Thu, Sep 18th 2025	05:30 PM-07:15 PM	1.75	\$87.50
Whittier Senior Center	Room 1 & 2	Thu, Sep 25th 2025	05:30 PM-07:15 PM	1.75	\$87.50
Whittier Senior Center	Room 1 & 2	Thu, Oct 2nd 2025	05:30 PM-07:15 PM	1.75	\$87.50
Whittier Senior Center	Room 1 & 2	Thu, Oct 9th 2025	05:30 PM-07:15 PM	1.75	\$87.50
Whittier Senior Center	Room 1 & 2	Thu, Oct 16th 2025	05:30 PM-07:15 PM	1.75	\$87.50
Whittier Senior Center	Room 1 & 2	Thu, Oct 23rd 2025	05:30 PM-07:15 PM	1.75	\$87.50
Whittier Senior Center	Room 1 & 2	Thu, Oct 30th 2025	05:30 PM-07:15 PM	1.75	\$87.50
Whittier Senior Center	Room 1 & 2	Thu, Nov 6th 2025	05:30 PM-07:15 PM	1.75	\$87.50
Whittier Senior Center	Room 1 & 2	Thu, Nov 13th 2025	05:30 PM-07:15 PM	1.75	\$87.50
Whittier Senior Center	Room 1 & 2	Thu, Nov 20th 2025	05:30 PM-07:15 PM	1.75	\$87.50
Whittier Senior Center	Room 1 & 2	Thu, Nov 27th 2025	05:30 PM-07:15 PM	1.75	\$87.50
Whittier Senior Center	Room 1 & 2	Thu, Dec 4th 2025	05:30 PM-07:15 PM	1.75	\$87.50
Whittier Senior Center	Room 1 & 2	Thu, Dec 11th 2025	05:30 PM-07:15 PM	1.75	\$87.50
Whittier Senior Center	Room 1 & 2	Thu, Dec 18th 2025	05:30 PM-07:15 PM	1.75	\$87.50
Whittier Senior Center	Room 1 & 2	Thu, Dec 25th 2025	05:30 PM-07:15 PM	1.75	\$87.50
Whittier Senior Center	Room 1 & 2	Thu, Jan 1st 2026	05:30 PM-07:15 PM	1.75	\$87.50
Whittier Senior Center	Room 1 & 2	Thu, Jan 8th 2026	05:30 PM-07:15 PM	1.75	\$87.50
Whittier Senior Center	Room 1 & 2	Thu, Jan 15th 2026	05:30 PM-07:15 PM	1.75	\$87.50
Whittier Senior Center	Room 1 & 2	Thu, Jan 22nd 2026	05:30 PM-07:15 PM	1.75	\$87.50
Whittier Senior Center	Room 1 & 2	Thu, Jan 29th 2026	05:30 PM-07:15 PM	1.75	\$87.50
Whittier Senior Center	Room 1 & 2	Thu, Feb 5th 2026	05:30 PM-07:15 PM	1.75	\$87.50
				<b>TOTAL:</b>	<b>\$4,637.50</b>

Thank you for choosing the City of Whittier for your rental venue. Please read all facility policies, procedures and guidelines for further information.

Organization/Participation agrees to defend, indemnify and hold harmless the City, its officers, agents, and employees for any loss, damage, cost or expense, including attorney fees, that may arise during or out of the Organization's use of occupancy of the City's facilities, except as may result from sole negligence or willful misconduct of the City, its officers agents and employees.

X: \_\_\_\_\_

Community Services Supervisor

Date: \_\_\_\_\_

X: \_\_\_\_\_

Signature of Applicant

Date: \_\_\_\_\_



# Agenda Report

Parks, Recreation and Community Services Commission

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**Date:** February 19, 2025

**To:** Parks, Recreation and Community Services Commission

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

**Subject:** Rotary Club of Whittier Foundation Special Event Permit Application

## **RECOMMENDATION**

Approve the Special Event Permit Application from the Rotary Club of Whittier Foundation for its first annual Mental Health 5K Walk on May 3, 2025, at Central Park.

## **BACKGROUND**

Rotary International, established in 1905 in Chicago, is the world's oldest service club and now boasts over one million members worldwide. The Whittier Rotary Club was founded in 1922, with its foundation branch launching in 2019. Alongside their latest initiative, the Mental Health Walk, Whittier Rotary also organizes the annual All-Star Baseball and Softball Games at York Field. Both events aim to raise funds for meaningful causes, including mental health, while providing an enjoyable experience.

## **DISCUSSION**

The Rotary Club of Whittier Foundation is organizing a Mental Health 5K Walk to raise funds for enhanced mental health services in the community. The walk will follow a designated route through Uptown Whittier's business district, using sidewalks encouraging participants to follow the rules of the road to ensure a safe and accessible path. The California High Schools Rotary Interact Club will station members at each intersection to ensure walkers follow traffic signals and remain on the sidewalks.

Event setup will include a registration table and PA system, with the gazebo, power, and restrooms also in use. Participants and attendees can park along the street or in the parking structures on Bright Avenue and Comstock Avenue. Several agencies will be present to distribute information on their mental health services. While street closures will not be necessary, amplified sound will be used during the event.

The Certificate of Insurance and Endorsements are currently under review, and the route will be finalized prior to receiving the final permit.

## **FISCAL IMPACT**

There is no fiscal impact.

**STRATEGIC PLANNING GOAL**

Goal 4: Transparent & Open Government

**ATTACHMENTS**

A. Rotary Club of Whittier Foundation Special Event Permit Application





## ROTARY CLUB OF WHITTIER

P.O. BOX 753  
WHITTIER, CALIFORNIA

2025 January 13

City of Whittier  
Parks, Recreation and Community Services Department  
13230 Penn Street  
Whittier CA 90602

Attn: Virginia Santana

Dear Ms. Santana,

The Rotary Club of Whittier Foundation wishes to host its first annual Mental Health Walk on May 3, 2025 at Central Park. Our purpose is to raise funds for enhanced mental health services in the community.

**Please find attached, our:**  
**Special Event Permit Application**  
**Certificate of Liability Insurance**  
**Diagram of Event Layout**

We wish to use Central Park on May 3 to welcome walkers and provide tables and space for local mental health service agents to distribute information about their services. A 5k route will be mapped out using the sidewalks through Uptown Whittier's business district. California High School's Rotary Interact Club members will staff every intersection to urge walkers to obey traffic lights and to stay on the sidewalks.

We look forward to a successful and enjoyable day. Thank you.

Sincerely,

A handwritten signature in cursive script, appearing to read "Owen Newcomer".

Owen Newcomer, on behalf of  
Monica Peters, Coordinator  
Rotary Club of Whittier Foundation  
562-447-0383



# 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: 12-27-2024

TYPE OF ACTIVITY: Walk for Mental Health

EVENT DATE: 5-3-2025

EVENT TIME (include set up and take down) 5:30 a.m. TO 12:30 p.m.

LOCATION REQUESTED: Central Park  
(Attach map/proposed layout)

EXPECTED ATTENDANCE: 100-150

CONTACT NAME: Monica Peters PHONE 562-447-0383

CONTACT NAME DAY OF EVENT: Monica Peters PHONE 562-447-0383

ORGANIZATION NAME: Rotary Club of Whittier  
(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: PO Box 753 Whittier, CA 90608

BUSINESS PHONE: 562-219-1085 EMAIL: whittierrotary.org

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)  
Whittier Sunrise Rotary Club

IS THIS A NEW EVENT? ☐ NO ☒ YES

HOW WILL THE EVENT BE ADVERTISED? LIST PUBLICATIONS, RADIO STATIONS, WEBSITES THAT WILL ADVERTISE THE EVENT:  
Chamber of Commerce, Whittier Daily News, Social Media,  
Eventbrite, Posters

WILL A FEE OR DONATION BE REQUESTED: ☐ NO ☒ YES AMOUNT \$25.00

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) JP

**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.

Setup of Registration tables, PA system set up,  
Parking available on streets and structures on Bright Ave  
and Coarstock Ave. Informational booths will be set up inside  
Park along sidewalks, walk route is TBD  
Use of gazebo, Power needed & bathrooms open

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)

NA ☐ HEALTH DEPARTMENT APPROVAL (IF APPLICABLE - SEE RULES & REGS.)

NA ☐ FIRE DEPARTMENT APPROVAL (IF APPLICABLE - SEE RULES & REGS.)

Signature of Applicant

[Signature]

Date 1-7-2025

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

Date Application Received: \_\_\_\_\_ Staff Signature \_\_\_\_\_

Amount Due \_\_\_\_\_ Receipt # \_\_\_\_\_ Permit # \_\_\_\_\_

Fee: \_\_\_\_\_ Deposit: \_\_\_\_\_ Payment Type: \_\_\_\_\_ Date: \_\_\_\_\_



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
2/10/2025

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).

<b>PRODUCER</b> Hylant Group Inc 811 Madison Ave Toledo OH 43604	<b>CONTACT NAME:</b> Macy Gorrell / Sara Humphries <b>PHONE (A/C, No, Ext):</b> 419-259-2710 <b>FAX (A/C, No):</b> 419-255-7557 <b>E-MAIL ADDRESS:</b> Rotary@hylant.com														
<b>Insured</b> All Active US Rotary Clubs & Districts Rotary Club of Whittier Attn: Risk Management Dept. 1560 Sherman Avenue Evanston, IL 60201-3698	<table border="1"><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A: Westchester Surplus Lines Insurance Company</td><td>10172</td></tr><tr><td>INSURER B:</td><td></td></tr><tr><td>INSURER C:</td><td></td></tr><tr><td>INSURER D:</td><td></td></tr><tr><td>INSURER E:</td><td></td></tr><tr><td>INSURER F:</td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Westchester Surplus Lines Insurance Company	10172	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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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"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor Liability Included GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		G73578917003	7/1/2024	7/1/2025	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMP/OP AGG \$4,000,000 \$
A	<input type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y		G73578917003	7/1/2024	7/1/2025	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input type="checkbox"/> N/A		N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> 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)  
The Certificate Holder is included as an additional insured where required by written contract or permit subject to the terms and conditions of the general liability policy, but only to the extent bodily injury or property damage is cause in whole or in part by the acts or omissions of the insured.

## CERTIFICATE HOLDER

City of Whittier: 13230 Penn St.  
Whittier, CA 90602  
Central Park: 6532 Friends Ave.  
Whittier, CA 90601  
Mental Health Walk, May 3, 2025

## CANCELLATION

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

Judy K. Wilson

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ACORD 25 (2016/03)

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**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

### **SCHEDULE**

**Name Of Additional Insured Person(s) Or Organization(s):**

City of Whittier  
13230 Penn St  
Whittier, CA 90602  
RE: Rotary Club of Whittier  
Event Name: The Walk of Mental Health  
Event Location: Central Park  
Event Date: 05.03.2025

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

**A. 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", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

**B.** With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable limits of insurance;

whichever is less.

This endorsement shall not increase the applicable limits of insurance.

## 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:** ROTARY CLUB OF WHITTIER FOUNDATION  
**BUSINESS OWNER:** OWEN NEWCOMER

**BUSINESS LOCATION:** 5443 BROOKMEAD DR  
WHITTIER, CA 90601-2440

ROTARY CLUB OF WHITTIER FOUNDATION  
PO BOX 753  
WHITTIER, CA 90608-0760

## CITY OF WHITTIER

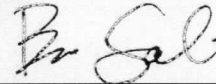
13230 Penn Street • Whittier, CA 90602-1772  
Phone: (562) 567-9880

### BUSINESS DESCRIPTION:

NON PROFIT ORGANIZATION

**License Number:** 118774

**Expiration Date:** 1/31/2026



City Manager

NOT TRANSFERABLE

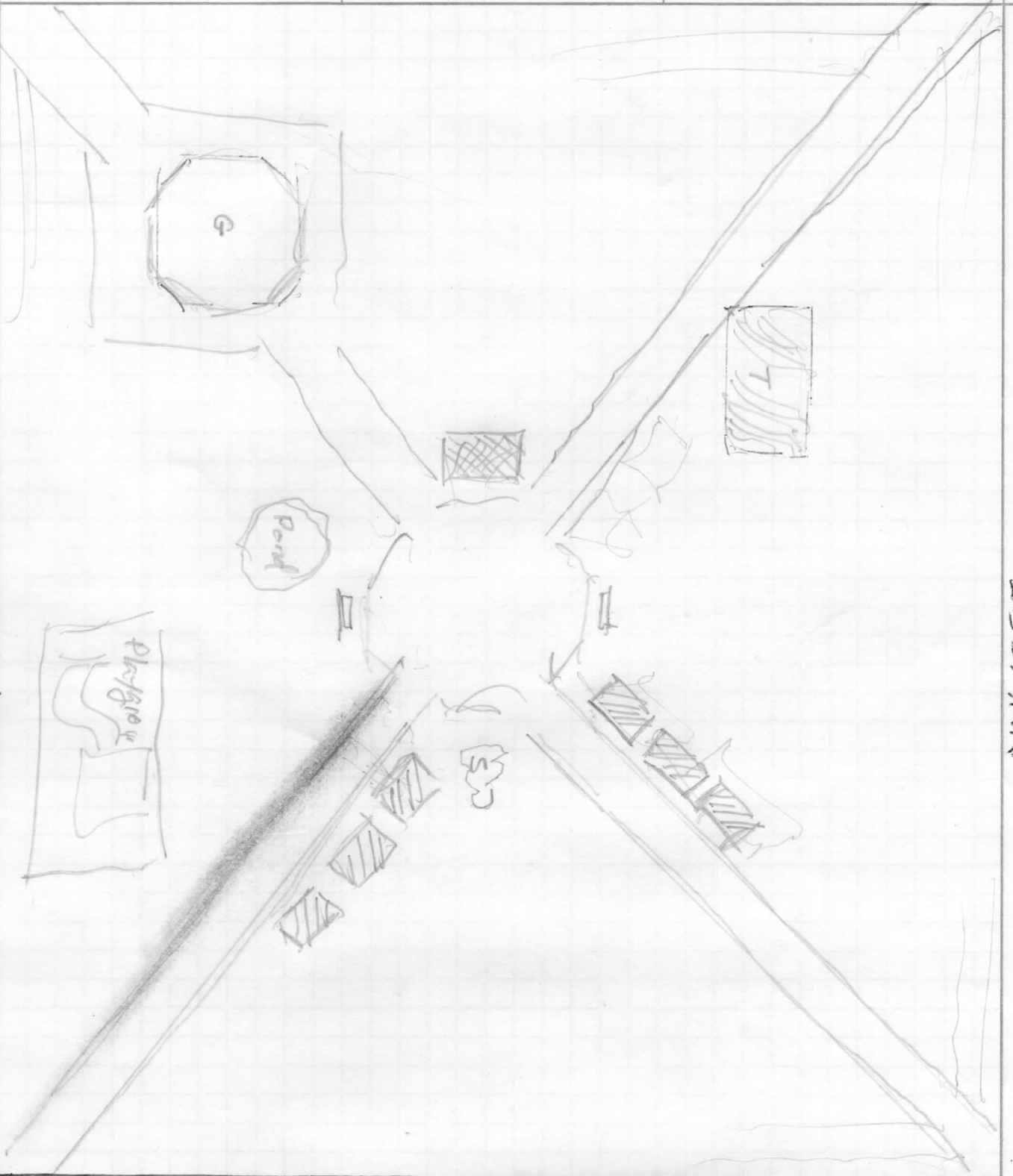
TO BE POSTED IN A CONSPICUOUS PLACE

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/>

WASHINGTON AVE

PARK STREET

BAILEY STREET



FRIENDS AVE



T=toilets  
G=gazebo

Sponsor  
booths

Registration