

## **Parks, Recreation and Community Services Commission Special Meeting Agenda Announcement**

On March 12, 2020, Governor Newsom issued Executive Order No. N-25-20, which allows Brown Act Body members to attend meetings telephonically. Please be advised that some, or all, Whittier Parks, Recreation and Community Services Commissioners may attend this meeting telephonically.

Consistent with mandates of Executive Order No. N-29-20, a physical location from which members of the public may observe the meeting or offer public comment will not be made available. City Hall will not be open to the public for this meeting; however public comments can be submitted below as instructed.

To submit Public Comments/Questions:

- Email: [romeroj@cityofwhittier.org](mailto:romeroj@cityofwhittier.org)
- Voicemail: (562) 567-9400

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.

**NOTICE AND CALL OF SPECIAL MEETING BY COMMISSION SECRETARY  
AGENDA  
CITY OF WHITTIER  
PARKS, RECREATION AND COMMUNITY SERVICES COMMISSION  
SPECIAL MEETING  
COUNCIL CHAMBER, 13230 PENN STREET  
AUGUST 23, 2021, 6:00 PM**

**1. CALL TO ORDER**

**2. ROLL CALL**

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

**3. PLEDGE OF ALLEGIANCE**

**4. PUBLIC COMMENTS**

The public is invited to address the Parks, Recreation, and Community Services Commission regarding any item of business, or any matter within the body's subject matter jurisdiction. Consistent with Executive Order No. N-29-20 public comments can be made via:

- Email: [romeroj@cityofwhittier.org](mailto:romeroj@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. Special Event Permit Application - Whittier Pride at the Park**

Recommendation: Review and recommend approval of the Whittier Pride Special Event Permit Application to host a Whittier Pride at the Park, at Central Park on Saturday, September 25, 2021.

**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 20 day of August 2021.

/s/ Julissa Romero

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Julissa Romero, Office Specialist II



# Agenda Report

Parks, Recreation and Community Services Commission

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**Date:** August 23, 2021

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

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

**Subject:** Special Event Permit Application - Whittier Pride at the Park

## **RECOMMENDATION**

Review and recommend approval of Whittier Pride Special Event Permit Application to host a Pride at the Park event at Central Park on Saturday, September 25, 2021.

## **BACKGROUND**

In 2019 the City of Whittier received an application from the Whittier Youth Build organization to host a Whittier Pride Festival to be held at Central Park. On August 13, 2019, City Council approved the permit for the Whittier Youth Build, Whittier Pride Festival. The event was held on September 28, 2019 and was well received and attended by the surrounding community.

## **DISCUSSION**

The Parks, Recreation and Community Services Department has received a Special Event permit application from Whittier Pride to host Whittier Pride in the Park. Members from the 2019 event have formalized the organization and are now a newly formed non-profit, Whittier Pride. The permit is requesting to hold the event on Saturday, September 25, 2021, at Central Park. They have submitted the same event footprint as the 2019 Whittier Pride Festival. The Whittier Pride in the Park is again intended to celebrate diversity and provide community, fellowship, and resources for the LGBT+ people of Whittier and surrounding communities.

The event will be free and open to the public from 11:00 a.m. to 6:00 p.m. Park access has been requested from 7:00 a.m. until 8:00 p.m. to allow sufficient time for set-up through clean-up. Anticipated attendance is approximately 2,000 people throughout the entire day. The committee plans to work with Whittier organizations, churches, businesses, and residents to create an event that is positive, uplifting, and mutually beneficial for all involved.

It is anticipated that Whittier Pride will have approximately 40 vendors, primarily consisting of local businesses with some regional and national companies. Also scheduled are two food trucks which will be parked along Bailey Street. All retail vendors are required to have a valid California Seller's Permit, and City of Whittier Business License; food vendors are also required to provide proof of a valid county

health certificate. Many local businesses and organizations have already expressed their support and interest in participating as vendors and/or sponsors.

Restroom facilities will be provided through a combination of the facilities existing at the park and the Whittier Pride Committees provision of portable restrooms in sufficient numbers to accommodate the anticipated attendance. The portable restrooms will not be placed on the park grounds.

Entertainment consisting of live bands, dancers, singers, comedians, magicians, cheerleaders, DJs, and other similar acts that will be staged in the gazebo area and a second stage placed in the park.

The “Family Fun Zone” will be an area designated for family-friendly activities such as carnival games, ring toss, and corn hole, as well as a fitness zone for yoga type activities. The event will also have a vaccination education area and other wellness activities and information.

The Whittier Pride Committee is requesting the closure of Bailey Street, between Friends Avenue and Washington Avenue with limited access to the perimeter of the park. This area will be for vendor loading and unloading as well as food truck parking. All street closure requirements, as determined by the Public Works Department and Whittier Police Department, will be followed.

Whittier Pride will pay the required fees for police and/or security personnel, street closures and park maintenance fees for the event. (Attachment B)

The Whittier Pride Committee has communicated with members of the community including residents, businesses, and organizations. They have been met with excitement and positive comments for the possible return of their event.

A valid Certificate of Insurance, with Endorsement, naming the City of Whittier as “Additional Insured”, including City’s required coverage limits, will be submitted to the Administrative Services Department for review no less than two (2) weeks prior to the proposed event.

### **FISCAL IMPACT**

There is no fiscal impact associated with this report. The applicant will pay for all City associated costs.

### **STRATEGIC PLANNING GOAL**

Goal 4: Transparent & Open Government

### **ATTACHMENTS**

- A. Whittier Pride, Special Event Permit Application
- B. Estimated City Fees



# 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: 07/12/2021  
 TYPE OF ACTIVITY: 09/25/2021 Pride At the Park  
 EVENT DATE: SATURDAY, SEPT. 25TH, 2021  
 EVENT TIME (include set up and take down) 7AM TO 8PM  
 LOCATION REQUESTED: CENTRAL PARK  
 (Attach map/proposed layout)  
 EXPECTED ATTENDANCE: 2,000 GUESTS  
 CONTACT NAME: CLAUDIA JIMENEZ PHONE (626) 374-5448  
 CONTACT NAME DAY OF EVENT: CLAUDIA PHONE (626) 374-5448  
 ORGANIZATION NAME: WHITTIER PRIDE  
 (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: 12120 NORINO DR. WHITTIER, CA 90601  
 BUSINESS PHONE: (626) 374-5448 EMAIL: WHITTIERPRIDEFESTIVAL@GMAIL  
 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)  
LOS ANGELES COUNTY - JANICE HAHN OFFICE  
500 W. TEMPLE ST., LOS ANGELES CA. 90012  
 IS THIS A NEW EVENT?  NO  YES  
 HOW WILL THE EVENT BE ADVERTISED? LIST PUBLICATIONS, RADIO STATIONS, WEBSITES THAT WILL ADVERTISE THE EVENT:  
WWW.WHITTIERPRIDE.ORG  
AND LGBTQ PUBLICATIONS  
 WILL A FEE OR DONATION BE REQUESTED:  NO  YES AMOUNT \_\_\_\_\_

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) *CF*

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.

*PRIDE AT THE PARK TO INCLUDE: VENDOR BOOTHS, FOOD TRUCKS, TWO (2) ENTERTAINMENT STAGES W/ AMPLIFIED MUSIC & LIVE ENTERTAINMENTS, ENT. TENT, HEALTH & WELLNESS SCREENINGS, KIDS/FAMILY ZONE, PORTABLE TOILETS, GUEST SHADE TENT, FIRST AID TENT ELECTRIC GENERATOR AND DUMPSTERS.*

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)
- CERTIFICATE OF INSURANCE & ENDORSEMENT SHEET
- HEALTH DEPARTMENT APPROVAL (IF APPLICABLE - SEE RULES & REGS.)
- FIRE DEPARTMENT APPROVAL (IF APPLICABLE - SEE RULES & REGS.)

Signature of Applicant *Chanda Jimmy* Date *7/12/2021*

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

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

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

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



WHITTIER PRIDE FESTIVAL

DATE: 9/25/2021

HOURS: 11am - 6PM

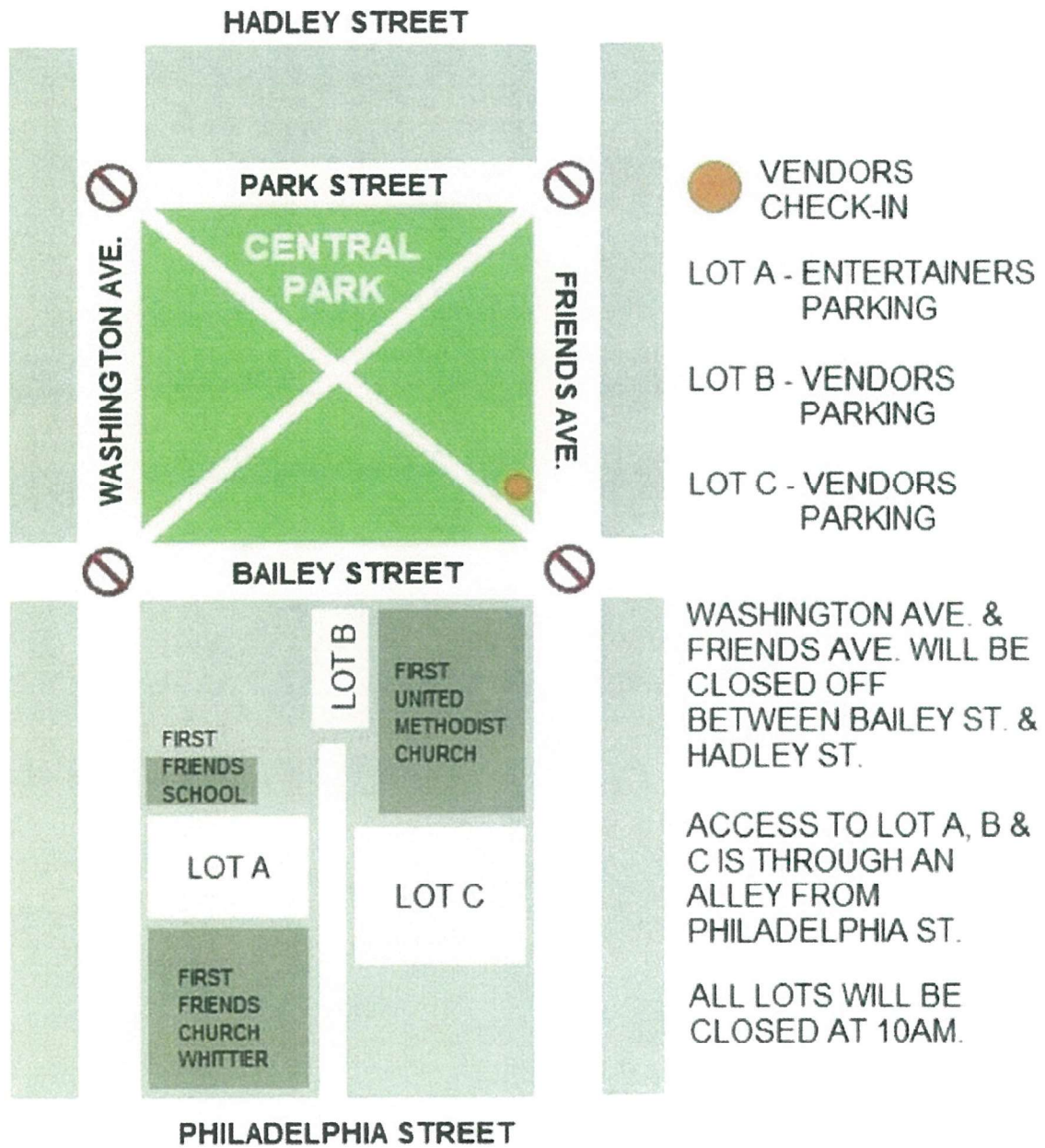
SETUP: 7AM - 12NOON

BREAK DOWN: 6PM - 8PM

WHITTIER PRIDE :



WHITTIER PRIDE DESIGNATED PARKING LOTS





## Secretary of State Certificate of Status

I, SHIRLEY N. WEBER, Ph.D., Secretary of State of the State of California, hereby certify:

**Entity Name:** WHITTIER PRIDE  
**File Number:** C4770806  
**Registration Date:** 07/28/2021  
**Entity Type:** DOMESTIC NONPROFIT CORPORATION  
**Jurisdiction:** CALIFORNIA  
**Status:** ACTIVE (GOOD STANDING)

As of July 28, 2021 (Certification Date), the entity is authorized to exercise all of its powers, rights and privileges in California.

This certificate relates to the status of the entity on the Secretary of State's records as of the Certification Date and does not reflect documents that are pending review or other events that may affect status.

No information is available from this office regarding the financial condition, status of licenses, if any, business activities or practices of the entity.



**IN WITNESS WHEREOF**, I execute this certificate and affix the Great Seal of the State of California this day of July 29, 2021.

**SHIRLEY N. WEBER, Ph.D.**  
Secretary of State

**Certificate Verification Number:** YKEN58Y

To verify the issuance of this Certificate, use the Certificate Verification Number above with the Secretary of State Certification Verification Search available at [pebizfile.sos.ca.gov/certification/index](http://pebizfile.sos.ca.gov/certification/index).

RECEIPT FOR PAYMENT

No. 098603

CITY OF WHITTIER

RCP DATE:07/12/21 RCPHCT001517200

13230 Penn Street,  
Whittier, CA 90602-1772

DESCRIPTION	AMOUNT
BUSINESS LICENSE FEE	\$15.00
SP1186 ACCESS FEE	\$4.00

Business Licenses (562) 567-9880  
Building Inspections (562) 567-9320

TOTAL PAID \$19.00

CHECK PAID: \$19.00

For: Business License  New  Renewal  Other

Business Name: Whittier Pride

License Number: \_\_\_\_\_

Business License Tax - BL \$ \_\_\_\_\_

Application/Renewal Fee - BLA \$ 15.00

1 to 3 Rental(s) - BLR \$ \_\_\_\_\_

Business License Penalty - BLF \$ \_\_\_\_\_

Uptown Assessment - BLU \$ \_\_\_\_\_

Uptown Assessment Penalty - BLUP \$ \_\_\_\_\_

State Disability Access Fee - AF \$ 4.00

Other \_\_\_\_\_ \$ \_\_\_\_\_

TOTAL DUE \$ 19.00

Cash  Check  Credit Card/ATM

This Receipt must be Machine Validated

# BUSINESS LICENSE

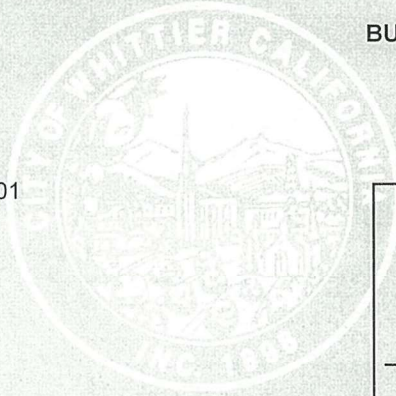
The issuing of a Business License is for revenue purposes only. It does not relieve the taxpayer from the responsibility of complying with the requirements of any other department of the City of Whittier or any other ordinance, law or regulation of the City of Whittier, State of California or any other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

# CITY OF WHITTIER

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

**BUSINESS NAME:** Whittier Pride  
**BUSINESS OWNER:** Claudia Jimenez  
Dolisa Perez  
**BUSINESS LOCATION:** 12120 NORINO DR  
WHITTIER, CA 90601

**BUSINESS DESCRIPTION:**  
EXEMPT FROM LICENSE TAX



WHITTIER PRIDE  
12120 NORINO DR  
WHITTIER, CA 90601

License Number: 114133

Expiration Date: 7/31/2022

Director of Administrative Services

NOT TRANSFERABLE

TO BE POSTED IN A CONSPICUOUS PLACE

## MISSION STATEMENT

- Our Mission is to create and oversee a Whittier Pride LGBTQ+ Center for members of our community to access resources such as mental health, youth counseling, health services and create a space to have courageous conversations about acceptance, inclusion, teaching tolerance while inspiring individuals to be their most authentic selves.



## PRIDE AT THE PARK

- Event Date: September 25, 2021
- Location: Central Park
  - Address: 6532 Friends Ave Whittier CA 90601
- Set Up Time: 7:00AM – 10:30AM
- Event Time: 11:00 AM – 6:00PM
- Free Parking for Event:
  - Bright Parking Structure: 6721 Bright Ave Whittier CA 90601 (Spaces: 223 stalls) ✓
  - Comstock Parking Structure: 6738 Comstock Ave Whittier CA 90601 (Spaces: 350 stalls) ✓





## Pride at the Park: Entertainment Schedule and Cost

Main Event: Stage 1		Timeslot Start	Location
1	Opening	11:00 AM	Main Stage
2	Drag Show	11:30 AM	Main Stage
3		11:45 AM	Main Stage
4		12:00 PM	Main Stage
5	Singers	12:30 PM	Main Stage
6		1:00 PM	Main Stage
7		2:00 PM	Main Stage
8	Drag Show	2:30 PM	Main Stage
9		3:00 PM	Main Stage
10		3:30 PM	Main Stage
11	Grand Finale	4:00 PM	Main Stage
12		5:00 PM	Main Stage
<b>Main Event: Stage 2</b>			
1	Cultural	11:00 AM	2nd Stage
2		11:30 AM	2nd Stage
3		12:00 PM	2nd Stage
4	Prime Time	12:30 PM	2nd Stage
5		1:00 PM	2nd Stage
6		1:30 PM	2nd Stage
7	Grand Finale	2:30 PM	2nd Stage
8		4:00 PM	2nd Stage
9		4:30 PM	2nd Stage

## WISHLIST SUPPORT FROM LOS ANGELES COUNTY SUPERVISORS JANICE HAHN'S OFFICE.

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- Fifty (50) 10x10 Canopy Tents for Vendors
- Fifty (50) 6ft Tables for Vendors
- One Hundred (100) Folding Chairs for Vendors
- Two (2) 16ftx25ft Stages with Stairs
- One (1) Podium
- Four (4) 10x10 Canopy Tents for Green Room
- Ten (10) 72inch round tables with umbrellas for Food Area
- Two (2) Powered Generators for each stage
- Two (2) 16ftx25ft Tents for VIP Area & Stage 1
- Ten (10) Portable Potties (To accommodate 1,500 - 2,000 guest)
- One (1) Dumpster
- Two (2) Large Tent to provide shade for viewers in front stage





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

# PERMIT #16442

Authorized On: 08/19/2021 07:14 PM

**NOTE:** Event: Pride at the Park 2021

<b>Location</b> Central Park 6532 Friends Avenue Whittier, CA 90606	<b>Permit Holder</b> Whittier Pride 12120 Norino Dr. Whittier, CA 90601 626-374-5448	<b>Authorized Agent</b> Stacey Arismendez 562-567-9430 pks@cityofwhittier.org <a href="https://www.whittierprcs.org/home-communityservice">https://www.whittierprcs.org/home-communityservice</a>
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## RESERVATIONS

Location	Facility	Date	Time	Hours	Fee
Central Park	Park	Sat, Sep 25th 2021	07:00 AM-08:00 PM	13.00	\$0.00
	<b>Addons</b>				
		Park Maintenance Fees			\$40.00
		Park Staffing Fees			\$1,295.88
		Public Works Fees			\$456.65
		WPD Staffing Fees			\$4,426.20
		<b>Addons Total</b>			<b>\$6,218.73</b>
				<b>TOTAL:</b>	<b>\$6,218.73</b>

## CHARGES

LOCATION	FACILITY	DESCRIPTION	TOTAL	PAID	BALANCE DUE
Central Park	Park	Sep 25, 2021 7:00 AM-8:00 PM	\$0.00	\$0.00	\$0.00
Central Park	Park	Park Maintenance Fees	\$40.00	\$0.00	\$40.00
Central Park	Park	Park Staffing Fees	\$1,295.88	\$0.00	\$1,295.88
Central Park	Park	Public Works Fees	\$456.65	\$0.00	\$456.65
Central Park	Park	WPD Staffing Fees	\$4,426.20	\$0.00	\$4,426.20
		<b>TOTAL:</b>	<b>\$6,218.73</b>	<b>\$0.00</b>	<b>\$6,218.73</b>

**ATTACHMENT B**

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

X: .....  
Signature of Applicant

Date: .....

Date: .....