

CITY OF IRWINDALE

5050 N. IRWINDALE AVE., IRWINDALE CA 91706 • PHONE: (626) 430-2200



**NOTICE AND AGENDA FOR THE REGULAR MEETING OF THE
PARKS & RECREATION COMMISSION**

April 3, 2024

6:00 PM

IRWINDALE CITY HALL - COUNCIL CHAMBERS

**DAN DIAZ RECREATION CENTER
16053 Calle de Paseo
Irwindale, CA 91706**

**IRWINDALE AQUATICS CENTER
5050 N. Irwindale Avenue
Irwindale, CA 91706**

PAULA FRAIJO - Chair

BELEN ZEPEDA - Vice Chair

MICHELLE DURAN - Commissioner

JUSTIN KELLY - Commissioner

CARMEN ROMAN - Commissioner

Via Zoom Webinar at <https://us02web.zoom.us/j/83373897360>

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Listen Over Phone: 1-669-900-6833; Webinar ID: 833-7389-7360

Spontaneous Communications: The public is encouraged to address the Parks & Recreation Commission on any matter listed on the agenda or on any other matter within its jurisdiction. The Parks & Recreation Commission will hear public comments on items listed on the agenda during discussion of the matter and prior to a vote. The Parks & Recreation Commission will hear public comments on matters not listed on the agenda during the Spontaneous Communications period.

Pursuant to provisions of the **Brown Act**, no action may be taken on a matter unless it is listed on the agenda. The Parks & Recreation Commission may request that staff research and/or schedule certain matters for consideration at a future Parks & Recreation Commission meeting.

Americans with Disabilities Act: In compliance with the ADA and Government Code section 54953(g), the City of Irwindale has adopted a reasonable accommodation policy to swiftly resolve accommodation requests. The policy can be found on the City's website: <https://www.irwindaleca.gov/DocumentCenter/View/8075/AB-2449-Reasonable-Accommodation-Policy>. If you need special assistance to participate in a Parks & Recreation Commission meeting or other services offered by this City, including an electronic or printed copy of the City's reasonable accommodation policy, please contact City Hall at (626) 430-2200. Notification of at least 48 hours prior to the meeting or time when services are needed will assist the City staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

Note: Staff reports are available for inspection at the office of the Chief Deputy City Clerk, City Hall, 5050 N. Irwindale Avenue, during regular business hours (8:00 a.m. to 6:00 p.m., Monday through Thursday).

Code of Ethics

As City of Irwindale Parks & Recreation Commissioners, our fundamental duty is to serve the public good. We are committed to the principle of an efficient and professional local government. We will be exemplary in obeying the letter and spirit of Local, State and Federal laws and City policies affecting the operation of the government and in our private life. We will be independent and impartial in our judgment and actions.

We will work for the common good of the City of Irwindale community and not for any private or personal interest. We will endeavor to treat all people with respect and civility. We will commit to observe the highest standards of morality and integrity, and to faithfully discharge the duties of our office regardless of personal consideration. We shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of others.

We will inform ourselves on public issues, listen attentively to public discussions before the body, and focus on the business at hand. We will base our decisions on the merit and substance of that business. We will be fair and equitable in all actions, claims or transactions. We shall not use our official position to influence government decisions in which we have a financial interest or where we have a personal relationship that could present a conflict of interest, or create a perception of a conflict of interest.

We shall not take advantage of services or opportunities for personal gain by virtue of our public office that are not available to the public in general. We shall refrain from accepting gifts, favors or promises of future benefit that might compromise our independence of judgment or action or give the appearance of being compromised.

We will behave in a manner that does not bring discredit or embarrassment to the City of Irwindale. We will be honest in thought and deed in both our personal and official lives.

Ultimate responsibility for complying with this Code of Ethics rests with the individual elected and appointed official. In addition to any other penalty as provided by law, violation of this Code of Ethics may be used as a basis for disciplinary action or censure of a Council Member and/or Commissioner.

These things we hereby pledge to do in the interest and purposes for which our government has been established.

IRWINDALE PARKS & RECREATION COMMISSION



REGULAR MEETING - 6:00 P.M.**1. CALL TO ORDER****2. PLEDGE OF ALLEGIANCE****3. INVOCATION****4. ROLL CALL** **Commissioners: Michelle Duran, Justin Kelly, Carmen Roman, Vice Chair Belen Zepeda, Chair Paula Fraijo****5. AB 2449 DISCLOSURES**

Remote participation by a member of the legislative body for just cause or emergency circumstances

6. CONSENT CALENDAR

The Consent Calendar contains matters of routine business and is to be approved with one motion unless a member of the Parks & Recreation Commission requests separate action on a specific item. At this time, members of the audience may ask to be heard regarding items on the Consent Calendar.

A. Minutes of the Meeting Held March 6, 2024

Department: City Clerk

Recommendation: Approve

7. SPONTANEOUS COMMUNICATIONS

This is the time set aside for members of the audience to speak on any item not on this agenda that is within the Commission's subject matter jurisdiction. The Parks & Recreation Commission is an advisory body appointed by the City Council that reviews and provides recommendations on matters related to parks and community recreation within the City. Except for very limited circumstances, state law prohibits any Commission discussion or action on items that are not on the agenda.

All members of the public are asked to observe the City's Rules of Procedure and Public Meeting Decorum. The City's Rules of Procedure and Public Meeting Decorum can be found on the City's website, and Chapter 2.40 of the Irwindale Municipal Code. You may also contact the City Clerk's Office for copies.

Each speaker will be limited to 3 minutes unless such time limits are extended. If a member of the public wishes to donate their time to another speaker, both persons must be physically present and in attendance of the meeting. The Presiding Officer may, in his or her discretion, extend the 3-minute time limitation for the particular subject for all speakers. In no event shall the total amount of speaking time exceed 6 minutes per person for the subject under discussion. Organized groups of persons wishing to address the Board on the same subject should select a spokesperson to represent the group, so as to avoid unnecessary repetition.

The Commission may regulate a speaker who is speaking too long or out of order, being unduly repetitious, discussing irrelevancies, or extending to items not within the subject matter jurisdiction of the Commission. Please be reminded that discrimination, abusive use of profanity, unruly disruption, and violent or physically threatening conduct is discouraged. Members of the public shall not disrupt the orderly conduct of the meeting. The Presiding Officer will request that a person cease any disruptive conduct, and if not immediately stopped, will direct the person to be removed from the meeting.

8. NEW BUSINESS

At this time, members of the audience may ask to be heard regarding an item on New Business.

A. Walkthrough of the Dan Diaz Recreation Center and Irwindale Aquatics Center

Department: Public Services

Recommendation: Conduct a walkthrough of the Dan Diaz Recreation Center and Irwindale Aquatics Center to prepare for the summer.

B. Tentative Summer Schedule for the Irwindale Aquatics Center

Department: Public Services

Recommendation: Receive and file the tentative schedule for the 2024 Aquatics Summer Season.

C. Irwindale Park Improvements Project Phases IV & V Update

Department: Public Services

Recommendation: Receive and file the Irwindale Park Improvements Project Phases IV & V Update and provide staff with direction on the exterior, interior, and beam paint color for the Restrooms and paint color for Block Wall between the Police Department and the Irwindale Park Phase IV.

D. Field Trip Policy Update

Department: Public Services

Recommendation: Finalize the Field Trip Policy for the Dan Diaz Recreation Center, Irwindale Aquatics Center, and the Irwindale Senior Center and recommend approval to city council.

9. RECREATION MANAGER UPDATE

10. AQUATICS SUPERVISOR UPDATE

11. PUBLIC WORKS SUPERVISOR UPDATE

12. PUBLIC SERVICES DIRECTOR UPDATE

13. FUTURE AGENDA ITEMS REQUESTED BY COMMISSIONERS

At this time, the Commission will deliberate and discuss whether these items should be placed on a future agenda. In order for any listed item to be placed on a future agenda for substantive discussion or action, the Commission must act by formal motion to direct the City Manager and/or the Public Services Director or Community Development Director to place the item on a future agenda.

14. ADJOURN

AFFIDAVIT OF POSTING

I, Armando Hegdahl, Management Analyst, certify that I caused the agenda for the regular meeting of the Parks & Recreation Commission, to be held on April 3, 2024, be posted at the City Hall, Library, and Post Office on March 28, 2024.



Armando Hegdahl, CMC
Management Analyst

The Irwindale **PARKS & RECREATION COMMISSION** met in regular session at the above time and place.

ROLL CALL: Present: Commissioners Michelle Duran, Justin Kelly, Carmen Roman; Chair Paula Fraijo

Absent: Vice Chair Belen Zepeda

Also present: Elizabeth Rodriguez, Public Services Director; Priscilla Zepeda; Recreation Manager; Daniel Grijalva, Aquatics Supervisor; Pedro Rodriguez, Public Works Services Supervisor; and Armando Hegdahl, Management Analyst

AB 2449 DISCLOSURES None.

CONSENT CALENDAR

MOTION A motion was made by Chair Fraijo, seconded by Commissioner Duran, to approve the Consent Calendar. The motion was unanimously approved; Vice Chair Zepeda absent.

ITEM NO. 6A MINUTES OF FEBRUARY 7, 2024
MINUTES OF
FEBRUARY 7, 2024 The minutes of the meeting held February 7, 2024, were approved.

END OF CONSENT CALENDAR

SPONTANEOUS
COMMUNICATIONS There were no speakers.

NEW BUSINESS

ITEM NO. 8A IRWINDALE AQUATICS' BUDGET REQUESTS TO CITY COUNCIL
IRWINDALE & IRWINDALE COMMUNITY FOUNDATION – VERBAL REPORT
AQUATICS' BUDGET
REQUESTS TO CITY
COUNCIL & IRWINDALE
COMMUNITY
FOUNDATION –
VERBAL REPORT

CHAIR FRAIJO Chair Fraijo requested that details pertaining to future budget requests be included in the agenda packets for the Commissioners' review.

AQUATICS
SUPERVISOR
GRIJALVA

Aquatics Supervisor Grijalva made the presentation wherein he discussed the Aquatics Division's requests for funding for programs and items such as:

- 1) Family Luau
- 2) Aquatics Expo
- 3) Red, White, & You
- 4) Items for the Shark Shack
- 5) Lounge chairs & deck furniture
- 6) A projector and screen for the Dive-In Movies program

COMMISSIONER
ROMAN

Responding to a question by Commissioner Roman, Supervisor Grijalva confirmed that the date of the Expo conflicts with a Contract Cities conference that the commissioners are scheduled to attend. He advised that the Expo is generally scheduled during Water Safety Week.

CHAIR FRAIJO

Chair Fraijo suggested that staff look into changing next year's Expo scheduling to avoid conflicts with conferences, to which Director Rodriguez advised that the Contract Cities conference will consistently conflict with the Aquatics Expo and spoke on the division's tight schedule, though she indicated that the Expo could possibly be held on May 11.

COMMISSIONER
KELLY

In reply to a question by Commissioner Kelly, Director Rodriguez advised that staff wishes to purchase a projector and screen instead of the current practice of renting these items for the Dive-In Movies program.

ITEM NO. 8B
IRWINDALE
RECREATION'S
BUDGET REQUESTS
TO CITY COUNCIL &
IRWINDALE
COMMUNITY
FOUNDATION

IRWINDALE RECREATION'S BUDGET REQUESTS TO CITY
COUNCIL & IRWINDALE COMMUNITY FOUNDATION

MANAGER ZEPEDA

Manager Zepeda advised that the Recreation Department will ask for funding for the following:

- 1) Mariachifest sound and supplies
- 2) Music in the Park (Bands and sound)
- 3) Snowzone for the Christmas Spectacular
- 4) Inflatables and decorations for the Red, White, and You BBQ
- 5) Events such as Sunset Cinema, Scarecrow Alley, etc.
- 6) Supplemental increase in snack costs for the Kidzone program.
- 7) Kindness Krew

- 8) Classes such as Yoga AM, Thrive and Shine, Dog Obedience, etc.
- 9) Twelve cheer uniforms
- 10) Increase in costs for trips; e.g. increase number of tickets from 23 to 30.
- 11) Country concert (band, sound, supplies, and décor)
- 12) Red, White and You BBQ (band and sound)
- 13) Rockabilities events (12 per year)
- 14) Adult fishing trip
- 15) Family trip to an NFL game
- 16) Mural supplies for the Game/Teen Room
- 17) Banners to hang in the Dan Diaz Recreation Center, and
- 18) Divider curtain for the basketball court

COMMISSIONER ROMAN Commissioner Roman requested purchasing 40 tickets to the NFL instead of the 30 being requested by staff. She also requested that the city purchase a “great” sound system for use at the park

MANAGER ZEPEDA Manager Zepeda advised that staff is working with the IT Department on obtaining a sound system. She also spoke on the need to add a divider curtain for safety reasons.

COMMISSIONER DURAN Commissioner Duran concurred on the need for the divider curtain.

CHAIR FRAIJO As requested by Chair Fraijo, Manager Zepeda spoke on increased costs when purchasing a larger number of tickets to events and activities.

LINDA MAREZ In response to requests by Linda Marez, Manager Zepeda discussed costs for chartering a boat for the adult fishing trip and the cost per ticket for the NFL games.

Linda Marez agreed that the divider is necessary but spoke against purchasing additional tickets for the NFL games, to which Chair Fraijo stated that the City offers residents the opportunity to experience events that they may not otherwise be able to enjoy.

ITEM NO 8C PUBLIC SERVICES MAINTENANCE’S BUDGET REQUESTS TO
PUBLIC SERVICES CITY COUNCIL & IRWINDALE COMMUNITY FOUNDATION –
MAINTENANCE’S VERBAL REPORT
BUDGET REQUESTS
TO CITY COUNCIL &
IRWINDALE
COMMUNITY
FOUNDATION –
VERBAL REPORT

- SUPERVISOR RODRIGUEZ Supervisor Rodriguez presented his update, wherein staff is requesting budgeting for:
- 1) Pour in Place ground maintenance for Irwindale Park
 - 2) Two trellis replacements at Little Park of Irwindale
 - 3) A school bus pass system & radio
 - 4) Bus parking for trips
- CHAIR FRAIJO Responding to a question by Chair Fraijo, Supervisor Rodriguez advised that staff would look into the feasibility of constructing the trellises in-house, potentially of steel or aluminum to avoid termite damage, which is what happened to the original trellises.
- COMMISSIONER ROMAN Commissioner Roman asked about the funding request for the school bus pass system and radios, to which Director Rodriguez explained that the funding would cover software licensing fees and cell phone service. She added that the system should be operational by August.
- CHAIR FRAIJO Responding to a question by Chair Fraijo, Director Rodriguez explained that funding donated by the Foundation that had not been expended in one fiscal year may be carried forward to the next.
- ITEM NO. 8D
LIFEGUARD RETENTION / RECRUITMENT UPDATE FOR SUMMER SEASON – VERBAL REPORT
- LIFEGUARD RETENTION / RECRUITMENT UPDATE FOR SUMMER SEASON – VERBAL REPORT
- SUPERVISOR GRIJALVA Supervisor Grijalva presented the report and indicated that all 12 lifeguards will be returning for the next season. Additional positions should be filled soon, pending clearance checks.
- COMMISSIONER KELLY Commissioner Kelly asked for the deadline for tuberculosis tests, to which Director Rodriguez advised that it is March 28.
- ITEM NO. 8E
IRWINDALE PARK IMPROVEMENT PROJECT PHASES IV & V UPDATE – VERBAL REPORT
- IRWINDALE PARK IMPROVEMENT PROJECT PHASES IV & V UPDATE – VERBAL REPORT
- DIRECTOR RODRIGUEZ Director Rodriguez made a PowerPoint presentation and discussed updates to the project, wherein she detailed the following:

- 1) As of March 1st, approximately 60% of the project has been completed
- 2) The park will reopen on July 17, 2024.
- 3) SCE has completed the vault & transformers update
- 4) The Picnic Shelter & Restroom roof sheathing has been installed. The restroom roof sheeting has also been installed.
- 5) Plumbing, electrical, & framing has been installed in the restrooms.
- 6) The horseshoe pit has been formed and the base has been compacted.
- 7) All footings for light poles have been poured.
- 8) Irrigation laterals, spray heads, and rotors have been installed for phase IV.

COMMISSIONER
ROMAN

Commissioner Roman suggested that the project contractor be fined if they do not complete the project in the timeline originally specified. She also asked about a project area walk through, to which Director Rodriguez advised that a walk through has been scheduled for April for the Recreation Center and the Aquatics building, with another walk through scheduled for May for Irwindale Park and Jardin de Roca Park.

COMMISSIONER
DURAN

Commissioner Duran asked about paths of travel, to which Director Rodriguez briefly elaborated upon and advised that the paths traveled by the Commission at last year's walk through would be replaced.

ITEM NO. 8F
IRWINDALE AQUATICS
CENTER HEATER
UPDATE – VERBAL
REPORT

IRWINDALE AQUATICS CENTER HEATER UPDATE – VERBAL
REPORT

SUPERVISOR
GRIJALVA

Supervisor Grijalva made a PowerPoint presentation and explained that construction was completed and the system was installed and connected. The unit will be tested the week of March 4, 2024, with scheduled operation beginning March 18.

ITEM NO. 8G
FIELD TRIP POLICY

FIELD TRIP POLICY

DIRECTOR RODRIGUEZ

Director Rodriguez presented the staff report and discussed the draft policy.

COMMISSIONER
ROMAN

Commissioner Roman suggested that individuals waiting in line be given wristbands or tickets so that they can leave and return instead of standing in line until they can obtain their tickets.

CHAIR FRAIJO

Chair Fraijo stated that providing wristbands may not be fair and instead suggested that seating be offered to those waiting in line.

Chair Fraijo also suggested that the draft policy include disclaimers indicating that program participants may only sign themselves up as well as individuals of their household, with current Resident ID cards.

Chair Fraijo also asked to be informed of the exact monetary loss incurred from unused event tickets and spoke against potentially penalizing children from attending future events due to their absence during previous trips, which were likely out of their control.

COMMISSIONER
ROMAN

Commissioner Roman suggested that staff gently remind parents that the City will waste funding if tickets go unutilized.

COMMISSIONER
DURAN

Commissioner Duran stated that the Commission wishes to remove the Children's Day Camp program from the policy.

COMMISSIONER
KELLY

Commissioner Kelly stated that parents should be responsible for having their children attend trips that they signed them up for.

COMMISSIONER
ROMAN

Responding to a question by Commissioner Roman, Director Rodriguez explained how the standby list works.

CHAIR FRAIJO

Chair Fraijo suggested that staff give a warning before penalizing anyone.

Responding to a question by Chair Fraijo, Director Rodriguez advised that individuals may appeal warnings. Chair Fraijo suggested that appeal forms be submitted prior to the next trip instead of three days after the original trip, which is what the draft policy would require.

Chair Fraijo indicated that certain individuals feel that others receive better seats at events and suggested implementing a lottery system to avoid the appearance of favoritism, to which Manager Zepeda advised that certain participants may need special accommodations that may be unknown to members of the public but are taken into consideration by City staff when assigning seating.

Chair Fraijo suggested that trip applications include a checkbox that individuals could mark off if they would prefer to be contacted should tickets become available on the day of the event.

COMMISSIONER
KELLY

Responding to a question by Commissioner Kelly, Director Rodriguez advised that City employees are entitled to the same benefits as residents when it comes to obtaining tickets to City-sponsored events.

CHAIR FRAIJO

Chair Fraijo reiterated her request to eliminate KidZone and teen programs from the proposed policy and for the policy to spell out appeal procedures, including the possibility of appealing staff warnings.

MANAGER ZEPEDA In response to a question by Manager Zepeda, Chair Fraijo suggested that individuals on stand-by lists be given until the next business day from the day they are contacted to sign up for trips.

LINDA MAREZ Linda Marez agreed that children should attend trips that they are signed up for. She also disagreed with the idea that preferential seating is offered to certain participants. She also suggested that parents be given the ability to check off which Day Camp trips their children would be able to attend and spoke in favor of having individuals line up and remain in line to obtain trip tickets.

ITEM NO. 8H
BOOTS IN THE PARK
(COPYRIGHT
INFRINGEMENT) –
VERBAL REPORT

BOOTS IN THE PARK (COPYRIGHT INFRINGEMENT) – VERBAL REPORT

MANAGER ZEPEDA Manager Zepeda noted that, due to copyright laws, staff is unable to name a country-themed dance event “Boots in the Park.” She then discussed various options to incorporate the Commission-requested country-themed dance event: 1) designating one of the 7 Music in the Park concerts for country music, 2) add an 8th concert to Music in the Park, 3) create a new, separate event in the spring to include food, music band, and vendors. Options 2 and 3 would require additional budgeting.

DISCUSSION HELD Lengthy discussion was held relating to the logistics in holding a country-themed dance event, including timing of the event, budgetary requirements, and advertising.

COMMISSION CONSENSUS Commission consensus was reached to preferably hold the country-themed music concert as the 7th Music in the Park concert.

ITEM NO. 8I
DAN DIAZ
RECREATION CENTER
REROOFING PROJECT
UPDATE – VERBAL
REPORT

DAN DIAZ RECREATION CENTER REROOFING PROJECT UPDATE – VERBAL REPORT

DIRECTOR RODRIGUEZ Director Rodriguez made a PowerPoint presentation outlining the need to remove the existing, deteriorated roof, install new flashings, drain assemblies, and roofing materials. The project is scheduled to run from April 1, 2024, through June 14, 2024 and would require the Recreation and Library divisions to temporarily relocate to a site along Calle de Paseo. She added that certain Recreation classes would be temporarily relocated to the Senior Center, Jardin de Roca Park, and other sites.

COMMISSIONER ROMAN Responding to a question by Commissioner Roman, Director Rodriguez advised that the reroofing project would be completed several weeks before June 17.

COMMISSIONER KELLY Commissioner Kelly asked about the project bid process and about the site of the temporary offices, to which Director Rodriguez indicated that the City hired the lowest, responsible project bidder, and that the site of the temporary offices is owned by the Luna family.

CHAIR FRAIJO In reply to a question by Chair Fraijo, Director Rodriguez advised that all registrations and rentals will be done at the Senior Center and that adequate signage will be posted.

DIRECTOR RODRIGUEZ Director Rodriguez added that funding has also been set aside to replace 5 aging a/c units at the Recreation Center, though the roof would need to be replaced first.

RECESS At 8:27 p.m., the Commission took a short recess.

RECONVENE At 8:34 p.m., the Commission reconvened and resumed the meeting.

**RECREATION
MANAGER UPDATE**

RECREATION MANAGER ZEPEDA Recreation Manager Zepeda provided the following update:

- 1) Staff has met with the Teen Club members to discuss painting a mural in the Game/Teen Room. They indicated that they are very interested in participating and will begin once funding is approved.
- 2) The banners that the Commission has previously requested cost between \$75 and \$150 apiece. If purchased, these would need to be installed by City staff. If funding is approved, sample design styles would be presented to the Commission.
- 3) The Valentine's Family Night was a great success with 40 individuals participating.
- 4) The RockAbilities Friendship Dance exceeded capacity this year. She noted that the event was DJ'd by Theresa Burnette, who also happens to have a disability.
- 5) The following events and activities have been scheduled:
 - A) Council recognition of the Irwindale Cheer Team – March 13
 - B) RockAbilities Community Resource Fair – March 16
 - C) Family Trip to Heritage Square Museum – March 23
 - D) Teeny and Tiny Tots Hunt – March 26
 - E) Cheer Banquet – March 28
 - F) Easter Eggstravaganza and RockAbilities EGGcellent Adventure – March 30
 - G) Day Camp / Teen Movie Trip – April 2

- H) RockAbilities Petting Zoo – April 3
- I) Day Camp Trip to Universal Studios – April 4
- J) Teen Trip to Universal Studios – April 5
- K) Spring Tot Trip to Adventure City – April 6
- L) Family Trip to Carlsbad Flower Fields – April 20
- M) Teen Club trip to Santa Monica Pier – April 27
- 6) Staff attended the California Parks and Recreation Society (“CPRS”) annual conference last week, where the City’s RockAbilities program was highlighted.
- 7) The Irwindale Competition Cheer team competed in their final two competitions of the season and placed 1st. She showed a video clip demonstrating the team’s talents.

COMMISSIONER
ROMAN

Commissioner Roman asked whether names could be added to the banners, to which Manager Zepeda advised that the banners would include the name of the sport and the year in which the title was received.

AQUATICS
SUPERVISOR UPDATE

AQUATICS
SUPERVISOR GRIJALVA

Aquatics Supervisor Grijalva provided the following update:

- 1) All 12 Lifeguards and three of four Senior Lifeguards will return for the 2024 season.
- 2) Two conditional job offers for the Aquatics Aide / Pool Cashier positions have been accepted and two conditional job offers for the Lifeguards positions are in the clearance stage.
- 3) The Aquatics Center is scheduled to open its doors on Monday, March 18.
- 4) Registrations for the following programs will begin on March 4:
 - A) Aqua Stand Up
 - B) Swim Team
 - C) Aquafitness
- 5) The Senior Splash / Aqua Walk, Mindful Waters and Lap Swimming programs are ready for launch the week of March 18.
- 6) Staff will attend the RockAbilities Resource Fair to be held on March 16.
- 7) Aquatics staff also attended the CPRS conference last week and expressed his appreciation for the opportunity of attending.

COMMISSIONER
ROMAN

Commissioner Roman asked when the snack bar would open, to which Supervisor Grijalva advised that it will open the first week in June and would operate from 12 to 4 pm, Mondays through Fridays.

Commissioner Roman asked whether volunteers could staff the snack bar so that it would remain open longer, to which Chair Fraijo

cautioned against potentially competing against non-profit organizations that also sell goods in the afternoons and evenings.

PUBLIC WORKS
SUPERVISOR UPDATE

PUBLIC WORKS
SUPERVISOR
RODRIGUEZ

Public Works Supervisor Rodriguez presented the following update:

- 1) Park Maintenance staff has been hard at work keeping up with routine maintenance at the parks.
- 1) Staff completed the annual fire suppression system last week and all extinguishers will be serviced tomorrow.
- 2) Staff completed a pesticide-handler safety training recently.
- 3) Staff also attended the CPRS conference recently.

COMMISSIONER
ROMAN

Commissioner Roman expressed concern over the state of trees at the park, to which Supervisor Rodriguez advised that the trees are simply dormant. However, should any trees die, they would be replaced by the contractor.

PUBLIC SERVICES
DIRECTOR UPDATE

DIRECTOR RODRIGUEZ Director Rodriguez presented the following update:

- 1) She advised that she also attended the CPRS conference.
- 2) Applications for the Summer Youth Program will be accepted beginning March 7.
- 3) Applications will be accepted for an open Bus Driver position.
- 4) Bids are being accepted for phase 2 of the Veterans Monument project.

COMMISSIONER
ROMAN

In reply to a question by Commissioner Roman, Director Rodriguez advised that the tutoring program will remain on the same schedule as before but will be held in the Council Chambers during the re-roofing program.

FUTURE AGENDA
ITEMS REQUESTED
BY COMMISSIONERS

None.

ADJOURNMENT

There being no further business to conduct, the meeting was adjourned at 9:01 p.m., in memory of lost loved ones, family and friends.

Armando Hegdahl, CMC
Management Analyst

Date: April 3, 2024
To: Honorable Chair and Members of the Parks & Recreation Commission
From: Elizabeth Rodriguez, Public Services Director
Issue: Walkthrough of the Dan Diaz Recreation Center and Irwindale Aquatics Center

Public Services Director's Recommendation:

Conduct a walkthrough of the Dan Diaz Recreation Center and Irwindale Aquatics Center to prepare for the summer.

Administrative Action:

Submitted by:

Elizabeth Rodriguez, Public Services Director

Prepared by:

Elizabeth Rodriguez, Public Services Director

Background and Analysis:

Attachments:

None

Date: April 3, 2024
To: Honorable Chair and Members of the Parks & Recreation Commission
From: Elizabeth Rodriguez, Public Services Director
Issue: Tentative Summer Schedule for the Irwindale Aquatics Center

Public Services Director's Recommendation:

Receive and file the tentative schedule for the 2024 Aquatics Summer Season.

Administrative Action:

Submitted by:

Elizabeth Rodriguez, Public Services Director

Prepared by:

Daniel M. Grijalva, Aquatics Supervisor

Background and Analysis:

The summer season in the City of Irwindale has always been an exciting time for staff and patrons as they embark on the many programs, activities and classes offered by the Irwindale Aquatics Center. There are a variety of activities and events provided for families and patrons of all ages to experience, and this year will be just as exciting.

Irwindale Aquatics is just about prepped and gearing up for the launch of the upcoming 2024 season at the Irwindale Aquatics Center. Summer has a scheduled tentative start date of Friday, June 7, 2024.

SENIOR SWIM LESSONS

The full-fledged summer schedule is ready for another run with a few new additions, including the newly requested Senior Swim Lessons. Senior Swim Lessons will be offered on Tuesdays and Thursdays during the Senior Splash/Aqua Walk Session that takes place from 1:00pm – 4:00pm. The lessons will be 30 minutes long and will be divided into two 4-week sessions. This will consist of 8 total classes per session and are outlined below:

First Session: June 18th – July 11th

(Residents may register June 3rd – June 16th)

(Non- Residents may register June 10th-June 16th)

Second Session: July 16th- August 8th

(Residents may register June 24th- July 7th)
(Non-Residents may register July 1st- July 7th)

SWIM LESSONS

Swim Lessons will continue to have three, two week long sessions with the first session beginning on June 17, 2024 and ending on June 28, 2024. Information on registration dates and sessions are as follows:

First session: June 17th – June 28th
(Residents may register June 3rd – June 16th)
(Non- Residents may register June 10th-June 16th)

Second session: July 8th –July 19th
(Residents may register June 24th- July 7th)
(Non-Residents may register July 1st- July 7th)

Third session: July 29th – August 9th
(Residents may register July 15th- July 28th)
(Non-Residents may register July 22nd- July 28th)

AQUA STAND UP

Aqua Stand Up (Paddle Board Yoga) will return for the summer season beginning on Saturday, June 15th and run until August 18th. It will be offered as two 5-week sessions. Classes will be offered on Saturday and Sunday mornings at 8:00am and 9:00am. The first session will be offered from June 15th through July 14th and the second session will be offered from July 20th through August 18th

WATER POLO AND VOLLEYBALL CLINIC

Water Polo and Volleyball will be offered as a 4-week clinic, starting with Water Polo every Friday from June 21st through July 12th. Volleyball will follow from July 19th through August 9th.

PARENT AND ME CLASS

Parent and Me Classes will start on Saturday, June 15th and run until August 18th. This class will be offered as two 5-week sessions with the first session offered from June 15th through July 14th and the second session offered from July 20th through August 18th.

The following provides a summary outline of all the tentative summer class and program schedules for 2024:

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7a		Swim Team					
8a	Paddle Board						Paddle Board
	Yoga		Yoga				
9a	Paddle Board	Swimming Lessons				Paddle Board	
	Yoga					Yoga	
10a							
	Parent & Me					Parent & Me	
11a							
12p	Recreational Swimming	Recreational Swimming	Mindful Waters	Recreational Swimming	AquaBilities	Recreational Swimming	Recreational Swimming
1p			Senior Splash/Lessons		Senior Splash/Lessons		
2p							
3p							
4p							
		Aquafitness & Lap Swim				Water Polo Clinic/ Volley-Ball Clinic	
5p							
6p		Recreational Swim					
7p							
8p							
9p							

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The summer season will end on Sunday, August 18, 2024 to align with the Covina-Valley Unified School District and the start of the new school year on August 19, 2024.

Attachments:

None

City of
IRWINDALE
AGENDA REPORT

Date: April 3, 2024
To: Honorable Chair and Members of the Parks & Recreation Commission
From: Elizabeth Rodriguez, Public Services Director
Issue: Irwindale Park Improvements Project Phases IV & V Update

Public Services Director's Recommendation:

Receive and file the Irwindale Park Improvements Project Phases IV & V Update and provide staff with direction on the exterior, interior, and beam paint color for the Restrooms and paint color for Block Wall between the Police Department and the Irwindale Park Phase IV.

Administrative Action:

Submitted by:

Elizabeth Rodriguez, Public Services Director

Prepared by:

Elizabeth Rodriguez, Public Services Director

Background and Analysis:

The Irwindale Park Improvements Project Phases IV & V commenced construction on September 5, 2023. The City-approved plans and specifications for this project calls out the number and color of concrete picnic tables, benches, and trash cans required for both phases and are identified as follows:

Product #	Product Name	Quantity	Dimensions
Q1-VIC-84B	Victoria Bench	6	84" L x 36" H x 24" D
Q2-VIC-84B	Victoria Bench	1	87" L x 24" H x 24" D
QR-CAL2832W-A24	Waste Container	47	22" L x 32" H x 24" Diameter
Q-LBT102PTADA	ADA Picnic Table	11	102" L x 29 1/2" H x 72" D
Q-LBT96PT	Standard Picnic Table	44	72" L x 33" H x 72" D

An order was placed for 44 concrete picnic tables in Emerald Bay Green by the City's Contractor Simgel Co, Inc. and approved by the City's Landscape Architect Steven A. Ormenyi on September 5, 2023 to ensure the order would not be delayed. Recently, staff was informed by Mr. Ormenyi that the order for the standard 6' (72") picnic tables were actually placed for 5' (60") youth picnic tables.

Mr. Ormenyi was able to cancel the order; however, 14 of the Youth Picnic Tables were already produced and unable to be returned to the vendor, QCP Corp. After discussing the issue with QCP

Corp and learning that the salesperson who took the order is no longer with the company, QCP Corp has offered to honor the lower youth picnic table price for the 30 standard picnic tables. The original cost of the standard picnic tables is \$1,980.04 and the youth rate is \$1,553, which results in a cost savings of \$427 per standard picnic table.

There is not much difference between these two types of picnic tables. When compared side by side, the difference is as follows:

Picnic Table Type	Table Height	Bench Height	Table Length	Overall Width
Youth Picnic Table	30" (2 ½')	17 ½" (1.48')	60" (5')	52 ½" (4.4')
Standard Picnic Table	33" (2 ¾')	20 ½" (1.7')	72" (6')	72" (6')

As to not cause a delay in the project, staff has identified the following locations on where the youth, standard, and ADA picnic tables will be placed in Phase V of the Irwindale Park Improvements Project, which is where most of the children and youth gather. The recommended locations are as follows:

Location	Youth Picnic Table	Standard Picnic Table	ADA Picnic Table
Playground Area	6	2	2
East of Picnic Shelter	4	1	2
Volleyball Court	2	1	1
East End Parking Lot 2		1	0

These locations were also presented to City Council at their March 27, 2024 meeting.

Additionally, staff requires direction from the Parks & Recreation Commission to approve the exterior, interior, and beam paint color for the Restrooms and paint color for the Block Wall between the Police Department and the Irwindale Park Phase IV. The attached color samples may not be the true representation of each color. Therefore, samples will be provided with the possibility of additional colors.

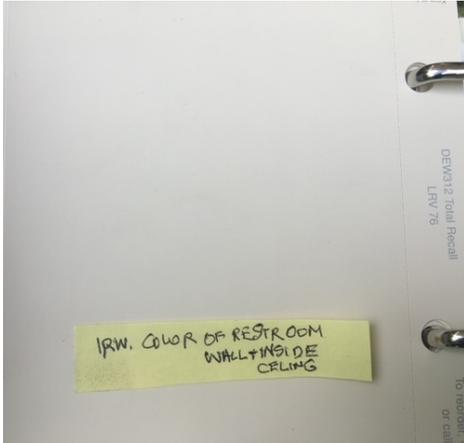
Attachments:

1. 4-3-2024 Irwindale Park Improvements Project Phase IV V - COLORS

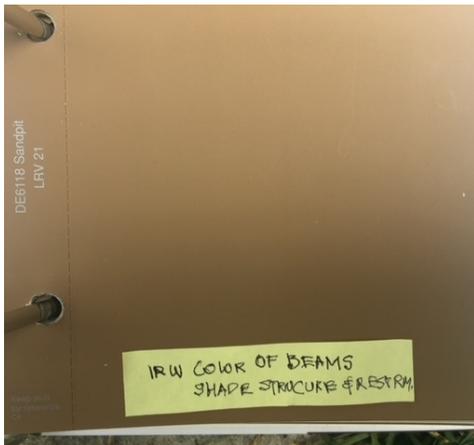


COLOR SAMPLES

RESTROOM WALL & INSIDE CEILING



BEAM, SHADE STRUCTURE & EXTERIOR RESTROOM COLOR



POLICE DEPARTMENT/IRWINDALE PARK WALL COLOR



COLOR SAMPLES WILL BE PROVIDED AT THE APRIL 3, 2024 PARKS & RECREATION MEETING AS THE COLORS ON THIS PAGE MAY NOT BE THE TRUE REPRESENTATION OF EACH COLOR.

Date: April 3, 2024
To: Honorable Chair and Members of the Parks & Recreation Commission
From: Elizabeth Rodriguez, Public Services Director
Issue: Field Trip Policy Update

Public Services Director's Recommendation:

Finalize the Field Trip Policy for the Dan Diaz Recreation Center, Irwindale Aquatics Center, and the Irwindale Senior Center and recommend approval to city council.

Administrative Action:

Submitted by:

Elizabeth Rodriguez, Public Services Director

Prepared by:

Elizabeth Rodriguez, Public Services Director

Background and Analysis:

At the March 6, 2024, Parks & Recreation regular meeting, staff presented the first draft of the Field Trip Policy for the Dan Diaz Recreation Center, Irwindale Aquatics Center, and Irwindale Senior Center. The Parks & Recreation commission discussed the policy, accepted comments from the community and agreed on the following change:

- During the registration process, staff will make an announcement reminding participants to notify staff of their cancelation by the deadline if they are no longer able to make the trip. *(under Education and Outreach)*
- A Resident ID or City Employee Card is required if the attendee is registering as a Resident or placed on the Standby List as a Resident. *(under Lining Up for Field Trip Registration)*
- Those individuals calling in only apply to being placed on the standby list in the event that a field trip is full and must do so starting the day after registration up to the Friday before the event. Any spots that are still open for a field trip require the individual to come in person to sign up for the trip, fill out all necessary paperwork, and pay fees, if applicable. *(under Lining Up for Field Trip Registration)*
- This section only applies to the Adult/Family Field Trips offered through the Dan Diaz Recreation Center and Irwindale Aquatics Center, and the field trips offered through the Senior Center. *(under Failure to Cancel After the Deadline)*
 - First time canceling after the deadline, the participant will receive a warning.
 - Second time canceling after the deadline, the participant will not be able to sign up for the next trip until the non-resident registration date for the Adult/Family Field Trips

offered through the Dan Diaz Recreation Center and Irwindale Aquatic Center and the standby registration date for the field trips offered through the Irwindale Senior Center. Typically, departments will provide one trip per month.

- Third time canceling after the deadline, the participant will not be able to sign up for the next trip.
- Should there be a fourth time canceling after the deadline, the participant will meet with the Department Manager/Supervisor and Public Services Director to determine why the participant continues to sign up for trips but does not attend the trip or cancel before the deadline.
- The procedures listed under i. – iv. above will reset each fiscal year.
- Forms may be submitted to erodriguez@irwindaleca.gov prior to the next trip and are available at the Dan Diaz Recreation Center, Irwindale Aquatics Center, and Irwindale Senior Center. *(under Appeals Process)*
- Good reasons for cancellation are emergency situations that were not planned for including but are not limited to medical emergencies, custodial issues, etc. *(under Appeals Process)*

The Parks & Recreation Commission also asked staff to research the possibility of creating a form or box that can be checked using the City’s software system that states, "Please call me in the event that there are tickets available for field trips."

The Senior Citizen Commission accepted all of the above changes at its regularly scheduled March 25, 2024, meeting.

Additionally, the Parks & Recreation Commission requested staff provide the full cost of the field trips offered by the Dan Diaz Recreation, including the total amount of money lost due to no shows. The following table provides this information for the commission's review:

FAMILY / ADULT TRIPS								
DATE OF TRIP	TRIP NAME	TOTAL # OF TICKETS / SPOTS	# OF SIGN-UPS	# OF ATTENDEES	# OF NO SHOWS	PRICE PER TICKET	TOTAL PURCHASE PRICE	AMOUNT LOST
2/26/2022	The Hollywood Museum	23	23	20	3	\$12.00	\$276.00	\$36.00
3/26/2022	Farmer's Market / The Grove	23	19	19	0	\$0	\$0	\$0
4/23/2022	Old Town San Diego	23	21	16	5	\$0	\$0	\$0

5/14/2022	Dodgers vs. Phillies	23	23	23	0	\$44.00	\$1,012.00	\$0
6/25/2022	Catalina Island	23	23	23	0	\$69.50	\$1,598.50	\$0
9/24/2022	Dodgers vs. Cardinals	23	23	22	1	\$51.00	\$1,173.00	\$51.00
10/14/2022	Carved @ Descanso Gardens	23	23	23	0	\$38.00	\$874.00	0
11/19/2022	San Clemente Outlets	23	14	12	2	\$0	\$0	\$0
12/17/2022	Disney on Ice	23	23	23	0	\$39.25	\$902.75	\$0
2/18/2023	Tom's Farm	23	8	3	5	\$0	\$0	\$0
3/18/2023	Santa Barbara	30	30	28	2	\$0	\$0	\$0
4/22/2023	Palm Springs Aerial Tram	30	30	25	5	\$32.00	\$960.00	\$160.00
5/13/2023	Dodgers vs. Padres	30	30	30	0	\$88.00	\$2,640.00	\$0
6/25/2023	Tina Turner	30	30	30	0	\$64.50	\$1,935.00	\$0
9/23/2023	Dodgers vs. Giants	30	30	30	0	\$79.00	\$2,370.00	\$0
10/21/2023	San Diego Safari Park	30	30	30	0	\$62.10	\$1,863.00	\$0
11/18/2023	Oak Tree Mountain	30	Canceled	0	0	\$0	\$0	\$0
12/9/2023	Harbor	30	30	30	0	\$56.00	\$1,680.00	\$0

	Cruise							
					23		\$17,284.25	\$247.00

DAY CAMP								
DATE OF TRIP	TRIP NAME	TOTAL # OF TICKETS / SPOTS	# OF SIGN-UPS	# OF ATTENDEES	# OF NO SHOWS	PRICE PER TICKET	TOTAL PURCHASE PRICE	AMOUNT LOST
4/5/2022	Spring DC - Movie	43	31	21	10	\$7.99	\$247.69	\$79.90
4/7/2022	Spring DC - Knott's	43	31	25	6	\$37.00	\$1,147.00	\$222.00
6/28/2022	Summer DC - Movies	43	43	33	10	\$7.99	\$343.57	\$79.90
7/12/2022	Summer DC - Pacific Park	43	43	32	11	\$32.00	\$1,376.00	\$352.00
7/19/2022	Summer DC - Pirates Dinner	43	43	35	8	\$22.61	\$972.23	\$180.88
7/26/2022	Summer DC - Soak City	43	43	28	15	\$30.00	\$1,290.00	\$450.00
8/2/2022	Summer DC - John's Incred.	43	43	33	10	\$26.99	\$1,160.57	\$269.90
8/9/2022	Summer DC - Raging Waters	43	43	34	9	\$37.99	\$1,633.57	\$341.91

11/22/2022	Fall DC - Universal Studios	43	26	21	5	\$109.00	\$2,834.00	\$545.00
12/27/2022	Winter DC - Movies	43	30	22	8	\$7.99	\$239.70	\$63.92
1/3/2023	Winter DC - Knott's	43	31	22	9	\$37.00	\$1,147.00	\$333.00
4/5/2023	Spring DC - Movie	43	28	24	4	\$7.99	\$223.72	\$31.96
4/6/2023	Spring DC - LA Zoo	43	24	21	3	\$16.00	\$384.00	\$48.00
6/27/2023	Summer DC - Movie	43	39	25	16	\$7.99	\$311.61	\$127.84
7/11/2023	Summer DC - Skate Express	43	41	28	13		\$699.00	\$-
7/18/2023	Summer DC - Soak City	43	41	23	18	\$30.00	\$1,230.00	\$540.00
7/25/2023	Summer DC - Round 1	43	41	28	13	\$27.99	\$1,147.59	\$363.87
8/1/2023	Summer DC - John's Incred.	43	41	26	15	\$27.99	\$1,147.59	\$419.85
8/8/2023	Summer DC - Raging Waters	43	41	26	15	\$37.99	\$1,557.59	\$569.85
11/24/2023	Disneyland	40	38	37	1	\$140.00	\$5,320.00	\$140.00
12/27/2023	Winter DC	40	34	24	10	\$8.00	\$272.00	\$80.00

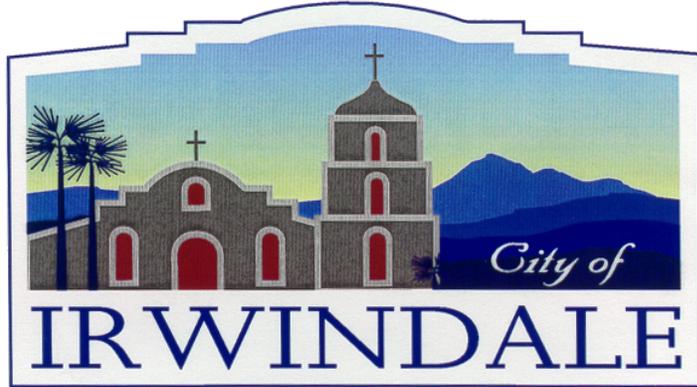
	- Movie							
1/3/2024	Winter DC - Knott's	40	29	18	11	\$37.00	\$1,073.00	\$407.00
					220		\$25,757.43	\$5,646.78

TEEN TRIPS								
DATE OF TRIP	TRIP NAME	TOTAL # OF TICKETS / SPOTS	# OF SIGN-UPS	# OF ATTENDEES	# OF NO SHOWS	PRICE PER TICKET	TOTAL PURCHASE PRICE	AMOUNT LOST
4/8/2022	Knott's Berry Farm	15	9	7	2	\$37.00	\$333.00	\$74.00
7/9/2022	Magic Mountain	15	15	15	0	\$45.00	\$675.00	\$0
9/10/2022	Mall Day - Canceled	15	2	0	0	\$0	\$0	\$0
10/15/2022	Halloween Horror Nights	15	12	12	0	\$79.00	\$948.00	\$0
1/6/2023	Knott's Berry Farm	20	20	20	0	\$37.00	\$740.00	\$0
6/30/2023	Universal Studios	22	21	21	0	\$109.00	\$2,398.00	\$0
4/1/2023	Big Air Trampoline Park	22	8	7	1	\$30.00	\$240.00	\$30
7/31/2023	Eaton Canyon Hiking (TC)	20	6	5	1	\$0	\$0	\$0
8/4/2023	Neon Arcade & Dinner (TC)	20	13	13	0	\$0	\$0	\$0
8/11/2023	Teen Beach Trip (TC)	20	12	12	0	\$0	\$0	\$0

10/7/2023	Knott's Halloween Haunt	22	22	21	1	\$73.49	\$1,616.78	\$73.49
11/24/2023	Disneyland	22	24	23	1	\$140.00	\$3,360.00	\$140.00
1/5/2024	Magic Mountain	22	16	16	0	\$73.00	\$1,168.00	\$0
					6		\$11,478.78	\$317.49

Attachments:

1. 4-3-2024 Field Trip Policy - POLICY



Field Trip Policy

~~February 26~~April 3, 2024

I. SCOPE

This policy will provide guidelines as it relates to waiting in line, sign ups, attendance, seating arrangements, and filling seats in the event of cancellations for City run field trips across all departments.

II. PURPOSE

The purpose of this policy is to establish guidelines that govern the process by which participants can sign up for field trips, staff can hold participants accountable in the event a participant misses a field trip and make clear the process in which open seats on field trips can be filled due to cancellations.

III. DEFINITIONS

- A. **Attendee/Attendee list.** Individuals who physically wait in line the day of registration or the duration of the registration period to sign up for a ticket/spot on the list to attend a field trip. Each department will assign the total number of tickets/spots available for each field trip. An attendee is an individual who made it on the attendee list.
- B. **City Run Field Trip.** Any field trip that is offered by City Departments, including but not limited to the Dan Diaz Recreation Center, Irwindale Aquatics Center, and Irwindale Senior Center where participants sign up to attend a trip, whether the participant rides the City bus or takes their own vehicles.
- C. **Non-resident.** A person that does not live in the City of Irwindale, does not have an active Resident Identification Card, or is not a City of Irwindale Employee.
- D. **Participant.** Any person, resident or non-resident, who would like to sign up for a field trip whether on the attendee list, or standby list.
- E. **Resident Identification Card.** This card is to provide a method by which City staff can accurately identify eligible residents of the City of Irwindale for the purpose of providing a variety of benefits (i.e., aquatics, recreation, and senior center programs), which are only available to residents and/or provided to residents at a reduced or no cost as compared to non-residents.
- F. **Resident.** A person that lives in the City of Irwindale and has an active Resident Identification Card. A City of Irwindale Employee can also sign up as a resident participant and must present their employee identification card at the time of signup.
- G. **Standby List.** The standby list is for persons wishing to attend the field trip but were unable to secure a spot due to capacity limits. The standby list is also when a resident signs up and is placed on the Attendee List, the resident (per household) is allowed to place two (2) individuals on the standby list. In this case, the standby list is mostly for non-residents but can sometimes be for a resident friend or family

member in another household that is unable to wait in line or doesn't have a Resident Identification Card.

The standby list has different priority tiers for the Dan Diaz Recreation Center Field Trips and the Senior Center Field Trips.

IV. PROCEDURES

A. Overview

In an effort to allow all those who would like to participate in City run field trips, a field trip policy will be implemented. The field trip policy will provide guidelines for all City run field trips. From cancellations before and after the deadline, clearly outlining how seating for trips is chosen, and defining the order in which participants are chosen in the event a sold-out trip has cancellations.

B. Education and Outreach

Staff will ensure the placement of deadline information is included on all flyers, at the designated facilities, and on registration paperwork, which will remind participants and attendees of the deadline to cancel. During the registration process, staff will make an announcement reminding participants to notify staff of their cancellation by the deadline if they are no longer able to make the trip. Staff will contact the attendees the Monday before the trip to confirm their attendance. The deadline to cancel without any repercussions is by 6pm on Wednesday before the field trip date.

C. Lining Up for Field Trip Registration

Dan Diaz Recreation Center

Registration begins at 6:00pm on the date specified on the Field Trip Flyer for residents and non-residents. Participants are allowed to line up prior to the 6:00pm registration time. Participants are only allowed to sign up individuals in the same household. Participants may have someone outside their household stand in line on their behalf; however, the participant must be the one that registers themselves and/or their household. The participant must be present by 6:00pm to sign up/purchase. A Resident ID or City Employee Card is required if the attendee is registering as a Resident or placed on the Standby List as a Resident.

Irwindale Aquatics Center

Registration begins at 5:00pm on the date specified on the Field Trip Flyer for residents and non-residents. Participants are allowed to line up prior to the 5:00pm registration time. Participants are only allowed to sign up individuals in the same household. Participants may have someone outside their household stand in line on their behalf; however, the participant must be the one that registers themselves and/or their household. The participant must be present by 5:00pm to sign

up/purchase. A Resident ID or City Employee Card is required if the attendee is registering as a Resident or placed on the Standby List as a Resident.

Irwindale Senior Center

Registration begins at 8:30am on the date specified on the Field Trip Flyer for residents, standby non-residents and non-residents. The Irwindale Senior Center opens for operations at 8:00am at which time participants line up to receive a numbered ticket. This allows participants to walk around, sit down, and/or get a beverage while they wait for registration to begin and the numbers to be called. Participants are only allowed to sign up individuals in the same household and must be the one that registers themselves and/or their household. The participant cannot have a participant from another household stand in line or get a numbered ticket for them. A Resident ID or City Employee Card is required if the attendee is registering as a Resident or placed on the Standby List as a Resident.

D. Standby List

A standby list will be generated in the event that a participant(s) who wanted to sign up for the field trip but was unable to secure a spot or a resident attendee places an individual(s) on the standby list. The order will be as follows and all participants will be signed up in the order they were received per grouping:

- i. Dan Diaz Recreation Center/Irwindale Aquatics Center
 1. Top priority will go to a resident who stood in line the day of registration but the spots were already filled. During the registration period but after the first day of registration, residents are able to call in to place themselves and/or their household on the standby list. Those individuals calling in only apply to being placed on the standby list in the event that a field trip is full and must do so starting the day after registration up to the Friday before the event. Any spots that are still open for a field trip require the individual to come in person to sign up for the trip, fill out all necessary paperwork, and pay fees(if applicable).
 2. Next, residents placed on the standby list by a resident on the Attendee List.
 3. Then, non-residents placed on the standby list by a resident on the Attendee List.
 4. Finally, non-residents who signed up after the field trip is full.
- ii. Irwindale Senior Center Priority List
 1. Top priority will go to a resident who stood in line the day of registration, but the spots were already filled. During the registration period and after the first day of registration, residents are able to call in to place themselves and/or their household on the standby list. Those individuals calling in only apply to being placed on the standby list in the event that a field trip is full and must do so starting the day after registration up to the Friday before the event. Any spots that are still open for a field trip require the individual to come in person to sign up

for the trip, fill out all necessary paperwork, and pay fees (if applicable).

2. Then, non-residents placed on the standby list by a resident on the Attendee List.
3. Finally, non-residents who signed up after the field trip is full.

E. Notifications of Cancellation Before the Deadline

Participants* must cancel their attendance on a field trip by 6:00pm on the Wednesday prior to the trip date. If this is completed, then no further action will be taken as the participant cancelled prior to the deadline. There are 3 ways to notify staff of cancellation:

1. Participant* calls, speaks with staff or leaves a message on the main department phone line hosting the event.
 - a. Aquatics Center (626) 430-2248
 - b. Dan Diaz Recreation Center (626) 430-2224
 - c. Irwindale Senior Center (626) 430-2283
2. Participant* emails the staff member listed as the contact on the flyer.
3. A written note signed and dated by Participant* is dropped off at the front desk of the department hosting the field trip.

*If participant is a minor, then only a parent or legal guardian may notify staff of a cancellation.

F. Failure to Cancel After the Deadline

This section only applies to the Adult/Family Field Trips offered through the Dan Diaz Recreation Center and Irwindale Aquatics Center, and the field trips offered through the Senior Center.

i. First time cancelling after the deadline, the participant will receive a warning.

ii. First Second time cancelling after the deadline, the participant will not be able to sign up for the next trip until the non-resident registration date for the Adult/Family trips offered through the Dan Diaz Recreation Center's and Irwindale Aquatic Center's field trips and the standby registration date for the field trips offered through the Irwindale Senior Center's field trips. Typically, departments will provide one trip per month.

iii. Second Third time cancelling after the deadline, the participant will not be able to sign up for the next trip.

~~iii-iv.~~ Should there be a ~~third-fourth~~ time cancelling after the deadline, the participant will meet with the Department Manager/Supervisor and Public Services Director to determine why the participant continues to sign up for trips but does not attend the trip or cancel before the deadline.

~~iv-v.~~ The procedures listed under i. – ~~ivii.~~ above will reset each fiscal year.

G. Appeals Process

If a participant has good reason for failing to cancel by the deadline, then they may write a formal appeal at the Administrative level. Appeals must be submitted in writing prior to consideration by the Public Services Director and the City Manager. Forms may be submitted to erodriguez@irwindaleca.gov ~~no later than 3 days~~ ~~after~~prior to the next trip and are available at the Dan Diaz Recreation Center, Irwindale Aquatics Center, and Irwindale Senior Center. Good reasons for cancellation are emergency situations that were not planned for including but are not limited to hospitalization of participant or family member, death in the family, medical emergencies, custodial issues, etc.

H. Field Trips That Require Assigned Seating

When a trip requires assigned seating, department staff will make it a priority to purchase seats in the same section. In the event that staff is not able to purchase seats in the same section, then staff will make every effort to select seats in similar sections. The goal will be to keep attendees seated together.

Seating is assigned by the department staff hosting the field trip. The department will do its best to assign the seats based on the order of the attendee list and will take into consideration keeping families from other households together. At times, the number of individuals who signed up will dictate where individuals are seated.

For example, if there are seven (7) seats in a row, then staff will have to consider the following different assigned group seating based on the attendee list and families attending that specific field trip:

- i. 2 attendees, 2 attendees, 3 attendees
- ii. 3 attendees, 4 attendees
- iii. 2 attendees, 5 attendees

Staff will review the attendee list to see if there are cluster groups that fit these different combinations and ensure that groups are not separated but seated together.

I. Filling Seats After A Field Trip is Full

In the event that a field trip is completely booked and a participant cancels, then the empty seats shall be filled in the following order and is based on the standby priority list:

Dan Diaz Recreation Center/Irwindale Aquatics Center Priority List

1. Those residents who physically stood in line the day of registration but did not receive a spot due to capacity limits will be contacted first in the order they signed up. Then residents who called in to be placed on the standby list during the registration period will be contacted in the order they signed up.
2. Next, residents placed on the standby list by a resident on the Attendee List will be contacted in the order they signed up.
3. Then, non-residents placed on the standby list by a resident on the Attendee List will be contacted in the order they signed up.
4. Finally, non-residents who signed up after the trip was full will be contacted in the order they signed up.

In the event that all four (4) of the above steps are completed and there are still tickets or seats available for the field trip, the Recreation Manager, Recreation Supervisors and Senior Recreation Leaders have the authority to contact individuals who have gone on past trips but did not sign up for the specific trip where tickets/seats are available as long as the individuals are contacted and sign all waivers/forms the morning of the schedule trip.

Irwindale Senior Center Priority List

1. Those residents who physically stood in line the day of registration but did not receive a spot due to capacity limits will be contacted in the order they signed up. Then residents who called in to be placed on the standby list during the registration period will be contacted in the order they signed up.
2. Next, non-residents placed on the standby list by a resident on the Attendee List will be contacted in the order they signed up.
3. Finally, non-residents who signed up after the field trip was full will be contacted in the order they signed up.

In the event that all three (3) of the above steps are completed and there are still tickets/seats available for the field trip, the Senior Center Manager and full-time senior center staff have the authority to contact individuals who have gone on past trips but did not sign up for the specific trip where tickets/seats are still available as long as the individuals are contacted and sign all waivers/forms before the Senior Center closes at 2:30pm on the Friday before the trip.

This policy will be reviewed one year after its approval to receive feedback from the public and staff on how this policy is impacting the community.