

CITY OF IRWINDALE

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



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

January 11, 2024

6:00 PM

IRWINDALE CITY HALL - COUNCIL CHAMBERS

PAULA FRAIJO - Chair

BELEN ZEPEDA - Vice Chair

MICHELLE DURAN - Commissioner

JUSTIN KELLY - Commissioner

CARMEN ROMAN - Commissioner

Via **VIEW-ONLY Zoom Webinar** at <https://us02web.zoom.us/j/83373897360>

In the event that a Zoom broadcast is unavailable, staff will promptly notify the public through its social media platforms. The public meeting will proceed in accordance with The Brown Act.

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



SPECIAL 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. REORGANIZATION OF THE PARKS & RECREATION COMMISSION

A. REORGANIZATION OF THE PARKS & RECREATION COMMISSION

Department: City Clerk

Recommendation: That the Parks & Recreation Commission reorganize, including the selection of a Chair and Vice-Chair.

6. AB 2449 DISCLOSURES

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

7. 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 DECEMBER 6, 2023

Department: City Clerk

Recommendation: Approve

8. SPONTANEOUS COMMUNICATIONS

This is the time set aside for members of the audience to speak on items not on this agenda. State law prohibits any Commission discussion or action on such communications unless 1) the Commission by majority vote finds that a catastrophe or emergency exists; or 2) the Commission by at least four votes finds that the matter (and need for action thereon) arose within the last five days. Since the Commission cannot participate (except as stated), it is requested that all such communications be made in writing to be included on the next agenda for full discussion and action. If a member of the audience feels he or she must proceed tonight, then 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. In no event shall any donations of time exceed six minutes of total speaking time per person on any one item. The Presiding Officer may, in his or her

discretion, extend the 3-minute time limitation for the particular subject under discussion for all speakers. Organized groups of persons wishing to address the Commission 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, being unduly repetitious, or extending discussion of irrelevancies.

Public Comments will be heard in the following order:

1: Email comments

2: In-person attendees

9. NEW BUSINESS

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

A. IRWINDALE PARK IMPROVEMENT PROJECT UPDATE - Verbal Report

Department: Public Services

Recommendation: Receive and file.

B. MURAL AT THE TEEN ROOM - Verbal Report

Department: Public Services

Recommendation: Discuss and provide input on the Teen Room Mural.

C. BANNERS IN DAN DIAZ RECREATION CENTER - Verbal Report

Department: Public Services

Recommendation: Discuss and provide input to staff regarding the possible display of banners in the Dan Diaz Recreation Center.

D. FACILITY & OPEN SPACE RENTAL POLICY ITEM

Department: Public Services

Recommendation: Discuss and provide input to staff regarding the rental policy, which establishes guidelines that governs facility and open space rentals for the Dan Diaz Recreation Center, Irwindale Aquatics Center, and Irwindale parks.

E. FOOD AND DRINK OPTIONS AT EVENTS - Verbal Report

Department: Public Services

Recommendation: Discuss and provide input on food and drink options at events.

10. RECREATION MANAGER UPDATE

11. AQUATICS SUPERVISOR UPDATE

12. PUBLIC WORKS SUPERVISOR UPDATE

13. PUBLIC SERVICES DIRECTOR UPDATE

14. COMMISSIONER COMMENTS AND FUTURE DISCUSSION REQUESTS

- A. Dedication & Naming of the New Irwindale Park Trellis (North of the Plaza Fountain) in Honor of Margaret Diaz (Requested by Chair Fraijo)

15. ADJOURN

AFFIDAVIT OF POSTING

I, Armando Hegdahl, Management Analyst, certify that I caused the agenda for the SPECIAL meeting of the Parks & Recreation Commission, to be held on January 11, 2024, be posted at the City Hall, Library, and Post Office on **POSTING DATE HERE**.



Armando Hegdahl, CMC
Management Analyst

Date: January 11, 2024
To: Honorable Chair and Members of the Parks & Recreation Commission
From: Elizabeth Rodriguez, Public Services Director
Issue: REORGANIZATION OF THE PARKS & RECREATION COMMISSION

Public Services Director's Recommendation:

That the Parks & Recreation Commission reorganize, including the selection of a Chair and Vice-Chair.

Administrative Action:

Submitted by:

Elizabeth Rodriguez, Public Services Director

Prepared by:

Armando Hegdahl, Management Analyst

Background and Analysis:

It is appropriate at this time for the Parks and Recreation Commission to conduct its yearly reorganization, including the selection of a Chair and Vice-Chair, by following the procedure outlined as follows:

1. The Management Analyst opens nominations for Chair. Any Commissioner may make a nomination and no second to the nomination is required.
2. After receiving all nominations, the Management Analyst closes nominations.
3. The Management Analyst then conducts the roll call vote to determine who will serve as Chair. If more than one nomination is made, a roll call vote is conducted for each nomination, beginning with the first nomination received, until a Chair is selected by majority vote.
4. The Chair then opens the nomination period for Vice-Chair in the same manner as above.
5. After receiving all nominations, the Chair then closes the nomination period.
6. The Chair then conducts the roll call vote to determine who will serve as Vice-Chair. If more than one nomination is made, a roll call vote is conducted for each nomination, beginning with the first nomination received, until a Vice-Chair is selected.

Attachments:

None

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

ROLL CALL: Present: Commissioners Michelle Duran, Teresa Ortiz, Carmen Roman; Vice Chair Belen Zepeda; Chair Paula Fraijo

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

AB 2449 DISCLOSURES None.

CONSENT CALENDAR

MOTION A motion was made by Chair Fraijo, seconded by Commissioner Roman, to approve the Consent Calendar. The motion was unanimously approved.

ITEM NO. 6 MINUTES OF NOVEMBER 1, 2023
MINUTES OF
NOVEMBER 1, 2023 The following minutes were approved as presented:

1) Regular meeting held November 1, 2023.

END OF CONSENT CALENDAR

SPONTANEOUS
COMMUNICATIONS

LINDA MAREZ Linda Marez expressed her appreciation for the Recreation Department's recent Christmas program, particularly the booth for children with disabilities.

NEW BUSINESS

ITEM NO. 8A MURAL AT THE TEEN ROOM – Verbal Report
MURAL AT THE
TEEN ROOM

MANAGER ZEPEDA Manager Zepeda made a PowerPoint presentation and discussed five different mural designs, all of which have been approved by the Teen Club. The various designs incorporated elements such as silhouettes, color blocks, and black and white graphics.

COMMISSIONER ROMAN Commissioner Roman stated her preference for designs 1 and 5.

- VICE CHAIR ZEPEDA Vice Chair Zepeda expressed her preference for design 2.
- COMMISSIONER ORTIZ Commissioner Ortiz preferred design 5.
- COMMISSIONER DURAN Commissioner Duran preferred design 1.
- CHAIR FRAIJO Chair Fraijo stated her preference of designs 1 and 5. She also made several suggestions, such as having the teens paint items that they are currently focusing on in their programs, the inclusion of pictures of different stages of the community, and perhaps some poetry.
- MANAGER ZEPEDA Manager Zepeda offered incorporating elements from the top three choices, to include illustrations of concepts such as community, friendship, fun, etc, and return to the Commission for further input.
- CHAIR FRAIJO Chair Fraijo suggested maybe adding the words “Here We Grow” somewhere in the middle.
- MANAGER ZEPEDA Manager Zepeda advised that staff would work on the concepts with input from the Teen Club. Afterward, the Teen Club President will return to present the design to the Commission.
- ITEM NO. 8B FACILITY & OPEN SPACE RENTAL POLICY ITEM
FACILITY & OPEN SPACE RENTAL POLICY ITEM
- DIRECTOR RODRIGUEZ Director Rodriguez presented the staff report.
- MOTION A motion was made by Commissioner Roman, seconded by Chair Fraijo, to continue this matter to the next Commission meeting. The motion was unanimously approved.

RECREATION
MANAGER UPDATE

- RECREATION MANAGER ZEPEDA Recreation Manager Zepeda provided the following update:
- 1) The Irwindale Cheer participants placed first in their competition held November 18.
 - 2) Luana Acuna, the new Inclusion Specialist, recently facilitated her first staff training, covering “Disability Etiquette and Awareness”. She also offered the City’s first sensory space at the 2023 Christmas Spectacular and will experience her first RockAbilities event on December 21.

- 3) Day Camp and Teens enjoyed a trip to Disneyland on November 24. She thanked the Irwindale Community Foundation for funding the trip.
- 4) Registrations for winter Day Camp and Teen Trips have begun this week.
- 5) She elaborated on the Christmas Spectacular event, including the various activities offered, and thanked all staff, volunteers, and donors for their hard work in ensuring its success.
- 6) Jolly Jam and Cookies & Milk with Santa are scheduled for December 21. She also thanked staff at United Rock for their donations and participation in these activities.

COMMISSIONER
ROMAN

Commissioner Roman noted the following, all of which occurred during the Christmas Spectacular, and made suggestions for improvements: 1) she thanked Supervisor Rodriguez for having repaired an open electrical box, 2) a new sound system is desperately needed, 3) she suggested that only the Mayor and other local dignitaries, excluding the rest of the Council, speak at the event so that attendees have more time to participate in activities, 4) that the vendor that set up the inflatable snow globe not be hired anymore since it nearly collapsed this year, 5) that wristbands for the train ride be distributed, and 6) separating the photo opportunities with Santa and stocking giveaways into separate lines.

VICE CHAIR ZEPEDA

Vice Chair Zepeda concurred with Commissioner Roman's suggestion that only the Mayor speak at the event.

COMMISSIONER
DURAN

Commissioner Duran noted that this event offered lots of food options. She also noted cleanliness and pest-control issues at the Recreation kitchen, as well as electricity issues when running multiple appliances, which would trip the circuit breakers.

CHAIR FRAIJO

Chair Fraijo suggested placing the booths along the perimeter of the area. She commended Public Works and Recreation staff for the wonderful outcome and the amazing decorations at the event. She also thanked the Council and the Community Foundation for funding such a spectacular event.

DENA ZEPEDA

Dena Zepeda noted that some food sold out, suggested a menu be offered at future events, and noted that there was not enough time to participate in all the activities that were offered. She also reported cleanliness issues at the Community Center kitchen, to which Chair Fraijo suggested that this issue be brought to the attention of Senior Center staff.

JOSEPH TAPIA

Joseph Tapia spoke in support of saving oak trees from being cut down to make room for the new Library, to which Chair Fraijo noted

that sick trees have been removed in the past; however, the issue with the oak trees would need to be addressed by the City Council.

MANAGER ZEPEDA

Manager Zepeda spoke on several suggestions for next year's event, including having Santa arrive early, extending the time for performances, having the Council and Santa turn on the lights and then provide their speeches, and providing wristbands to all performers so they would not have to wait in line. She agreed with Chair Fraijo's suggestion to change the layout and noted that staff is looking into purchasing generators to avoid power outages. Regarding pest control, it appears that pest activity has increased due to the construction work being conducted at the park. However, additional measures are being undertaken to mitigate the issue.

LINDA MAREZ

Linda Marez thanked the Recreation Department and acknowledged how hard they work to set up events such as the Christmas Spectacular. She noted that, despite minor issues, it was an overwhelming success.

AQUATICS
SUPERVISOR UPDATE

AQUATICS
SUPERVISOR GRIJALVA

Aquatics Supervisor Grijalva provided the following update:

- 1) The pool covers have been laid out and prepared for the winter season.
- 2) Facility maintenance staff continues to ensure that the pool is in proper working condition once the pool reopens.
- 3) He also reported on his attendance at the California Aquatic Management School in Burlingame last month.

CHAIR FRAIJO

Chair Fraijo spoke in favor of staff continuing to participate in future training opportunities.

PUBLIC WORKS
SUPERVISOR UPDATE

DIRECTOR RODRIGUEZ Director Rodriguez presented the following update:

- 1) She thanked Public Works staff for working tirelessly in setting up for the Christmas Spectacular, particularly those who worked on retrofitting the Christmas tree.
- 2) She also provided a brief update on the status of the Irwindale Park Improvement Project and advised that she would invite Engineering Director Chan to next month's meeting to provide another update.
- 3) Staff is working on addressing electrical loads. She noted that the Park Improvement Project is taking up a lot of electricity and, as

such, staff is requesting for upgraded electrical panels that could handle larger electrical loads.

PUBLIC SERVICES
DIRECTOR UPDATE

None.

COMMISSIONER
COMMENTS AND
FUTURE DISCUSSION
REQUESTS

ITEM NO. 13A
FOOD AND DRINK
OPTIONS AT EVENTS

FOOD AND DRINK OPTIONS AT EVENTS – Requested by
Commissioner Duran

MOTION

A motion was made by Chair Fraijo, seconded by Commissioner Roman, to add this matter to the next agenda for Commission discussion. The motion was unanimously approved.

ITEM NO. 13B
BANNERS AT THE
DAN DIAZ RECREATION
CENTER RECOGNIZING
THE CHEER SQUAD

BANNERS AT THE DAN DIAZ RECREATION CENTER
RECOGNIZING THE CHEER SQUAD

MOTION

A motion was made by Commissioner Ortiz, seconded by Chair Fraijo, to add this matter to the next agenda for Commission discussion. The motion was unanimously approved.

COMMISSIONER
ROMAN

Commissioner Roman thanked those in attendance for attending tonight's meeting.

CHAIR FRAIJO

Chair Fraijo requested that staff prepare and present a report regarding the location of a site where a football and/or soccer field could be constructed within Irwindale for use by the community. She also requested to place an item on the next agenda to discuss the potential of naming the trellis area near the horseshoe pit at Irwindale Park in honor of Margaret Diaz.

ADJOURNMENT

There being no further business to conduct, the meeting was adjourned at 7:16 p.m.

Armando Hegdahl, CMC
Management Analyst

Date: January 11, 2024
To: Honorable Chair and Members of the Parks & Recreation Commission
From: Elizabeth Rodriguez, Public Services Director
Issue: FACILITY & OPEN SPACE RENTAL POLICY ITEM

Public Services Director's Recommendation:

Discuss and provide input to staff regarding the rental policy, which establishes guidelines that governs facility and open space rentals for the Dan Diaz Recreation Center, Irwindale Aquatics Center, and Irwindale parks.

Administrative Action:

Submitted by:

Elizabeth Rodriguez, Public Services Director

Prepared by:

Elizabeth Rodriguez, Public Services Director

Background and Analysis:

At the July 26, 2023 City Council Meeting, Council Member Larry G. Burrola requested the Parks and Recreation Commission provide direction to the city council on the future use of the Alfred F. Herrera Memorial Field for activities such as football practice rentals and non-rentals.

On March 8, 2023, a resident rented the Alfred F. Herrera Memorial Field for youth football practice from March 8 through November 30, 2023. During the first few months, the rental was for one to two times a week. Beginning in July, the rental moved to four times a week, which caused issues with parking for Music in the Park and a concern with the use of the field for football practice disturbing and destroying the grass.

On August 2, 2023, this item was brought forth before the Parks & Recreation Commission for review of the Irwindale Municipal Code Chapter 9.16 – Conduct in Public Parks and the rental of the Alfred F. Herrera Memorial Field for youth football. A discussion was held among the commissioners and the community which resulted in the following:

- Add the word practice to IMC Section 9.16.20 (Q) to read as follows:
To play, engage in or participate in any game **or practice** such as hockey, rugby, cricket, football or other team games involving competitive body contact except where and when specifically

authorized at designated facilities by the ~~recreation director~~ public services director, (or director who oversees recreation);

- Add cheer to the list of sports that are not allowed to practice or perform in City Parks except City-sponsored programs and events or where and when specifically authorized at designated facilities by the public services director (add to IMC Section 9.16.20 (V) Prohibited activities); and
- The Alfred F. Herrera Memorial Field can only be rented and used for softball or baseball (based on IMC Section 9.16.060 Baseball (hardball) in parks). No hockey, rugby, cricket, football or other team games or practices involving competitive body contact are allowed on this field. (add to IMC Section 9.16.30 Use of facilities); and
- Place restrictions on how long the Alfred F. Herrera Memorial Field (field) can be rented. Recommends the field would need to be rented on a week to week basis (add to IMC Section 9.16.30 Use of facilities); and
- Preference will continue to be given to city-sponsored events (add to IMC Section 9.16.30 Use of facilities); and
- Under IMC Section 9.16.30 Use of facilities, it states “Direction of Parks”. Change “Director of Parks” to “Public Services Director,” or (Director who oversees the Parks); and
- Under IMC Section 9.16.020 Prohibited activities, it states “Recreation Director” in various locations. Change “Recreation Director” to “Public Services Director,” or (Director who oversees Recreation); and
- Under IMC Section 9.16.060 Baseball (hardball) in parks, it states “Recreation Director.” Change “Recreation Director” to “Public Services Director,” or (Director who oversees Recreation).

There was consensus from the commission to bring this item back for follow-up and discussion at another meeting.

This item was brought back to the commission at its regularly scheduled September 6, 2023 meeting for further discussion. The discussion held resulted in the following requests:

- Ensure that City-sponsored events have priority;
- Multiple staff members such as the Recreation Manager, Public Services Director, and the City Manager all review and approve requests for the use of the fields in the parks;
- Month-to-month rentals versus season-long rentals for sports rental requests; and
- Create a Rental Policy outlining the rental process.

Once a Rental Policy is finalized and presented to the City Council for recommendation for approval by the Parks & Recreation Commission, the commission will finalize any further language in the Irwindale Municipal Code Chapter 9.16 Conduct in Public Parks.

Additionally, the Irwindale Park Improvement Project Phase III included the construction of Picnic Shelter just east of the Bus Turnabout that is not included as a rental item. Furthermore, the Irwindale Park Improvement Project Phase IV includes the construction of a Trellis area that is also not included

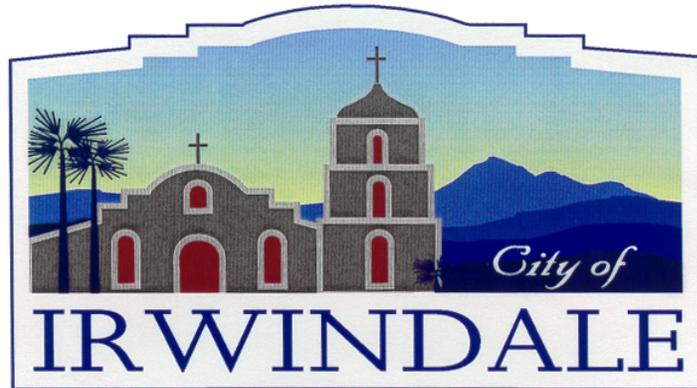
as a rental area. A discussion is warranted at this time to determine whether one or both of these areas should be included as a rental area and inserted into this policy.

Attachment:

1. Draft Facility & Open Space Rental Policy for the Dan Diaz Recreation Center, Irwindale Aquatics Center, and Irwindale parks *dated January 11, 2024*

Attachments:

1. 1-11-2024 Rental Policy - POLICY



**Facility & Open Space
Rental Policy for the Dan
Diaz Recreation Center,
Irwindale Aquatics Center,
and Irwindale parks.**

January 11, 2024

I. SCOPE

This policy will provide guidelines as it relates to the facility and open space rentals provided by and through the Dan Diaz Recreation Center and Irwindale Aquatics Center.

II. PURPOSE

The purpose of this policy is to establish guidelines that will govern the process by which staff can rent out facilities at and through the Dan Diaz Recreation Center and Irwindale Aquatics Center.

III. DEFINITIONS

- a. **Applicant.** The person renting the facility or open space.
- b. **Facility.** A public building or infrastructure such as the Dan Diaz Recreation Center, the Irwindale Aquatics Center, the Swimming Pool, the Picnic Shelter, etc.
- c. **Irwindale Business.** A business located in the City of Irwindale with a valid City of Irwindale Business License.
- d. **Non-Profit.** A bona-fide 501(c) organization or government agency.
- e. **Non-resident.** A person that does not live in the City of Irwindale, does not have an active Resident Identification Card, is not a City of Irwindale Employee, or is not a business located in the City of Irwindale.
- f. **Open Space.** Any city park, picnic area, grass area, plaza, basketball court, tennis court, volleyball court, etc.
- g. **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., rentals, programs, classes, etc.).
- h. **Resident.** A person that lives in the City of Irwindale and has an active Resident Identification Card. A City of Irwindale Employee is also able to sign up as a resident participant and must present their employee identification card at the time of signup.
- i. **Staff.** Any City Employee who works at the Irwindale Aquatics Center and the Irwindale Recreation.

IV. PROCEDURES

In an effort to ensure there is an established policy for facility and open space rentals that provides information on the following:

- List of Rentals
- Rental rates, with discounts for residents and non-profit organizations;
- Scheduling, changes, and cancellation;
- Security Deposits and payment;
- Approval of rentals;
- Liability and insurance requirements;
- Parking and noise;
- Prohibited activities, such as smoking within 20 feet of a public building/space, vehicle access in park area, etc.;
- Decorating;
- Pets and service animals;
- Facility & open space cleanup;
- City-Sponsored Events;
- Other Permits Required; and
- Appeals Process.

List of Facilities for Rent

There are various indoor and outdoor facilities and spaces in the City of Irwindale that are available to rent. Applications are accepted on a first come, first serve basis and must be submitted no later than one week prior to the rental. For long-term rentals, applications must be submitted 30 days prior to the first rental date.

1. Dan Diaz Recreation Center
 - a. Dan Diaz Recreation Center Gymnasium
 - b. Alfred F. Herrera Memorial Field (Softball Field)
 - c. Irwindale Park
 - i. Picnic Shelter (Near Playground)
 - ii. Picnic Area 1a (West of Swimming Pool)
 - iii. Picnic Area 1b (West of Swimming Pool)
 - iv. Picnic Area 2 (Adjacent to Playground)
 - v. Picnic Area 3 (Adjacent to outdoor Volleyball pit)
 - d. Jardin de Roca Park
 - i. Picnic Area 1 (West of Tot Lot)
 - ii. Picnic Area 2 (South of Tennis Courts)
2. Irwindale Aquatics Center
 - a. Swimming Pool

A map of these areas is attached to this policy as Exhibit "A".

To rent any of the City facilities or open spaces, please contact or visit the following centers as applicable:

Dan Diaz Recreation Center (626) 430-2224
 16053 Calle de Paseo
 Irwindale, CA 91706

Irwindale Aquatics Center (626) 430-2248
 16053 Calle de Paseo
 Irwindale, CA 91706

Not all rooms in a facility or open spaces are available for rental. Most open spaces are available on a first come, first serve basis. The picnic areas at Little Park of Irwindale and El Nido Park are available on a first come, first serve basis. The Picnic Shelter east of the Bus Turnabout is also on a first come, first serve basis.

Facility Rental Fees

The rental fees are tied to the most recently approved and adopted City of Irwindale Comprehensive Schedule of Fees & Charges.

Dan Diaz Recreation Center Gymnasium		
Rental Fee	Fee Amount	Notes
Resident	25.00	Hourly, 2 Hour Minimum
Irwindale Business/Non-Profit Organization	75.00	Hourly, 2 Hour Minimum
Non-Resident	100.00	Hourly, 2 Hour Minimum
Other Fees		
Scoreboard/Keeper Staff Time	At Cost	Charged at Sr. Rec Leaders Rate
Security Deposit	200.00	
Insurance (if obtained through City)	At Cost	Varies per Type of Event

Picnic Shelter		
Rental Fee	Fee Amount	Notes
Resident	10.00	Hourly
Irwindale Business/Non-Profit Organization	15.00	Hourly
Non-Resident (only if less than 30 days to event)	300.00	Per Day
Other Fees		
Security Deposit	75.00	
Insurance (if obtained through City)	At Cost	Varies per Type of Event

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Picnic Area		
Rental Fee	Fee Amount	Notes
Resident	15.00	Daily
Irwindale Business/Non-Profit Organization	25.00	Daily
Non-Resident	35.00	Daily
Other Fees		
Power Outlet Convenience Fee	15.00	Daily

Alfred F. Herrera Memorial Field (Softball Field)		
Rental Fee	Fee Amount	Notes
Resident	25.00	Hourly
Irwindale Business/Non-Profit Organization	35.00	Hourly
Non-Resident	50.00	Hourly
Softball Field Lighting Rental		
Resident	15.00	Hourly
Irwindale Business/Non-Profit Organization	25.00	Hourly
Non-Resident	30.00	Hourly
Other Fees		
Scoreboard/Keeper Staff Time	At Cost	Charged at Sr. Rec Leaders Hourly Rate
Security Deposit	200.00	
Insurance (if obtained through City)	At Cost	Varies per Type of Event

Swimming Pool		
Rental Fee	Fee Amount	Notes
Resident	200.00	Hourly
Irwindale Business/Non-Profit Organization	300.00	Hourly
Non-Resident	400.00	Hourly
Other Fees		
Assistant Pool Manager	At Cost	
Sr. Lifeguards	At Cost	
Security Deposit	300.00	
Insurance (if obtained through City)	At Cost	Varies per Type of Event

Schedules, Changes, and Cancellation

For Irwindale Residents, all facility and open space rental applications must be submitted and paid for at least one week prior to the planned event. Any changes to the

application must be made prior to the event. Irwindale Businesses, Non-Profit Organizations, Non-Residents and long-term rentals regardless of resident, non-resident, business, or non-profit status may only apply for a rental within one month of their event and any changes to the rental must be made one week prior to the rental.

Facility and open space rentals are subject to a cancellation fee based on the day the rental is cancelled and how many days prior to the event the rental was canceled. The Cancellation Fees are listed as follows:

Cancellation Fees		
Cancellation Fee: 60+ Days Prior to Event	10%	10% of Rental Fee; Charged to Security Deposit
Cancellation Fee: 6-59 Days Prior to Event	30%	30% of Rental Fee; Charged to Security Deposit
Cancellation Fee: 0-5 Days Prior to Event	100%	100% of Rental Fee; Charged to Security Deposit

Security Deposits and Payments

Security Deposits and all fees, including insurance if purchasing from the City, must be paid for at the time the application is submitted in order to secure the rental. In the event that a long-term rental is requested, then the Security Deposit and all fees will be paid once the rental is approved. The Security Deposit will be refunded by a City check to the Applicant stated on the application within 30 days upon inspection of the facility and open space area(s), confirmation that no property damage was made or prohibited activities occurred, and there is no additional clean up required as a result of the event. The refundable security deposit is forfeited if:

- a. The Facility or Open Space area is damaged in any way, including damaged, broken and/or missing equipment/picnic benches, graffiti, vandalism, or similar damage; or
- b. The Facility, parking lot, city vehicles or any other city owned property is damaged or left in an unacceptable manner.
- c. The Facility or Open Space area is not left properly clean.
- d. The Applicant or a member of the event engaged in prohibited activities as outlined in the Irwindale Municipal Code Section 9.16.020 and activities identified in the Prohibited Activities section of this policy.

Approval of Rentals

The Application, Security Deposit and all fees, including insurance if purchasing from the City, must be paid for at the time the application is submitted in order to secure the rental. In the event that a long-term rental is requested, then staff will route the application for approval and all fees will be paid once the rental is approved. The City of Irwindale may impose additional requirements as deemed necessary to protect the health, safety, and/or

welfare of the community. The facility shall be used for the purpose stated in this Agreement and no other use will be permitted.

The Picnic Shelter and the Picnic Area rentals are processed through the Dan Diaz Recreation Center. Recreation Staff is authorized to process and approve Picnic Shelter and Picnic Area rentals. Rentals for the Dan Diaz Recreation Gymnasium, the Alfred F. Herrera Memorial Field, and the Irwindale Swimming Pool will need to be routed to and approved by the Recreation Manager/Aquatics Supervisor, Public Services Director, and the City Manager.

Liability and Insurance Requirements

All uses of City facilities will be subject to the following regulations and restrictions:

- A. Insurance and Indemnification.
 - a. When it is deemed to be in the best interest of the general public, the City will require the Applicant to furnish a Certificate of Insurance naming the City as additionally insured. The amount of the insurance shall not be less than \$1,000,000 per occurrence of commercial general liability insurance.
 - b. Insurance is also available for purchase through the City's Insurance. Staff will obtain a quote for insurance, which is based on type of rental, type of event, and number of rental days requested:
 - i. Note, if insurance is purchased from the City and Applicant cancels within 15 days of rental date, insurance will be returned minus a \$10.00 administrative fee.
 - c. To the full extent permitted by law, Applicant agrees to indemnify, defend and hold harmless the City, its officers, employees and agents ("Indemnified Parties") against, and will hold and save them and each of them harmless from, any and all actions, either judicial, administrative, arbitration or regulatory claims, damages to persons or property, losses, costs, penalties, obligations, errors, omissions or liabilities whether actual or threatened (herein "claims or liabilities") that may be asserted or claimed by any person, firm or entity arising out of or in connection with the use of the City's facilities provided herein by Applicant, its guests, employees, agents, subcontractors, or invitees ("indemnors") and in connection therewith:
 - i. Applicant will defend any action or actions filed in connection with any of said claims or liabilities and will pay all costs and expenses, including legal costs and attorneys' fees incurred in connection therewith;
 - ii. Applicant will promptly pay any judgment rendered against the City, its officers, agents or employees for any such claims or liabilities arising out of or in connection with the use of the City's facilities provided herein by indemnors; and Applicant agrees to save and hold the City, its officers, agents, and employees harmless therefrom;
 - iii. In the event the City, its officers, agents or employees is made a party to any action or proceeding filed or prosecuted against Applicant for such damages or other claims arising out of or in connection the use of

- the City's facilities provided herein, Applicant agrees to pay to the City, its officers, agents or employees, any and all costs and expenses incurred by the City, its officers, agents or employees in such action or proceeding, including but not limited to, legal costs and attorneys' fees.
- iv. Applicant shall be fully responsible to indemnify City hereunder therefore, and failure of City to monitor compliance with these provisions shall not be a waiver hereof. This indemnification includes claims or liabilities arising from use of the City's facilities hereunder.
 - v. The provisions of this Section do not apply to claims or liabilities occurring as a result of City's sole negligence or willful acts or omissions, but, to the fullest extent permitted by law, shall apply to claims and liabilities resulting in part from City's negligence, except that design professionals' indemnity hereunder shall be limited to claims and liabilities arising out of the negligence, recklessness or willful misconduct of the design professional. The indemnity obligation shall be binding on successors and assigns of Applicant and shall survive termination of this Agreement.

- B. Applicant is solely responsible for supervising all individuals at the City facility and open spaces during the event. The City is not responsible for providing this supervision.

Parking and Noise

Parking for events is limited to public parking spaces and street parking. There is absolutely no parking in any area where the curb is painted red, resident and service road driveways, the bus turnabout, emergency access gates, and the entrance to the David Fraijo Martinez Public Works Building. These areas should never be blocked by vehicles. No parking is allowed in adjacent business parking lots.

Irwindale Municipal Code (IMC) Section 9.28 describes the regulations for noise. While music from a radio or phone with a small portable speaker is allowed, the ambient noise level should not exceed 50 decibels between the hours of 7am and 10pm, per IMC Section 9.28.30, in any City Park, Facility or Open Space. Any noise at a level which exceeds the ambient or the ambient base level as set forth above by more than 10 dB when measured at any boundary line of the property from which the noise emanates shall constitute proof of a violation.

Prohibited Activities

An extensive list of prohibited activities in the City of Irwindale Parks can be found under Irwindale Municipal Code Section 9.16.020. For the purposes of this policy, the following activities are prohibited and the applicant will forfeit their security deposit if the applicant or anyone at the event is caught engaging in such activity:

- No smoking within any City Facility including restrooms and within 20 feet of an entrance of a facility;

- No unauthorized vehicles are allowed in the park at any time, this includes loading and unloading;
- No roping off areas or placing personal items (such as ice chests, chairs, blankets, etc.) to reserve additional picnic tables in the park that are on a first come, first serve basis;
- No amplified music (a personal radio or phone with small portable speaker is allowed), bands, DJs, carnival rides, moon bounces, tents, or animals (except on leash or Service Animals) allowed on the park grounds unless the activity is a City Sponsored event; and
- No alcohol is allowed at any parks, the Alfred F. Herrera Memorial Field, the Dan Diaz Recreation Center or the Irwindale Aquatics Center;
- No gambling of any kind shall be conducted on, or in, City facilities, and the Applicant shall ensure that no disorderly or illegal conduct shall be allowed in any facility. Charitable events and/or fundraisers in support of non-profit organizations that include a "Casino Night" or similar event where no monies are wagered are excluded from this prohibition;

Decorating

Decorating is allowed in the Picnic Shelter, Picnic Areas, the Dan Diaz Recreation Center Gymnasium and the Irwindale Aquatics Center. Decorations are to be immediately taken down and removed at the end of the event. This includes but is not limited to tape, string, or other mounting mechanism.

Pets and Service Animals

All dogs should be led by a leash or chain not more than 6 feet long and under the full control of its owner or custodian.

Facility & Open Space Cleanup

All food, trash, decorations, etc. must be cleaned up and properly disposed of in a trash can located in the facility or open space area. If the trash can is full, the Applicant must find another trash can to use. If any taco carts are used, all oil/grease must be properly disposed of and cleaned. To properly dispose of the oil, place it in a leak proof container with tightfitting lids and discard in the trash with the lid secured. Do not pour oil/grease down sinks, storm drains/grates, or on the ground. If the oil/grease is not properly disposed of, then the security deposit will be forfeited.

City-Sponsored Events/Operations

City-Sponsored Events will take precedence over all rentals. The Dan Diaz Recreation Center Gymnasium and the Irwindale Aquatics Center's Swimming Pool will only be available to rent outside existing hours of operation and when no events are scheduled.

Other Permits

A Special Event Permit may be required with the City's Community Development Department for any private event including but not limited to family reunions, corporate picnics, funerals, weddings, parties exceeding a specific number, etc. Any use of temporary equipment such as oversized tents, fencing, booths; entertainment, and the presence of vendors will require a Special Event Permit. Additional permits may also include an Amplified Sound Registration Statement Form, Building Permits, and Electrical Permits to name a few.

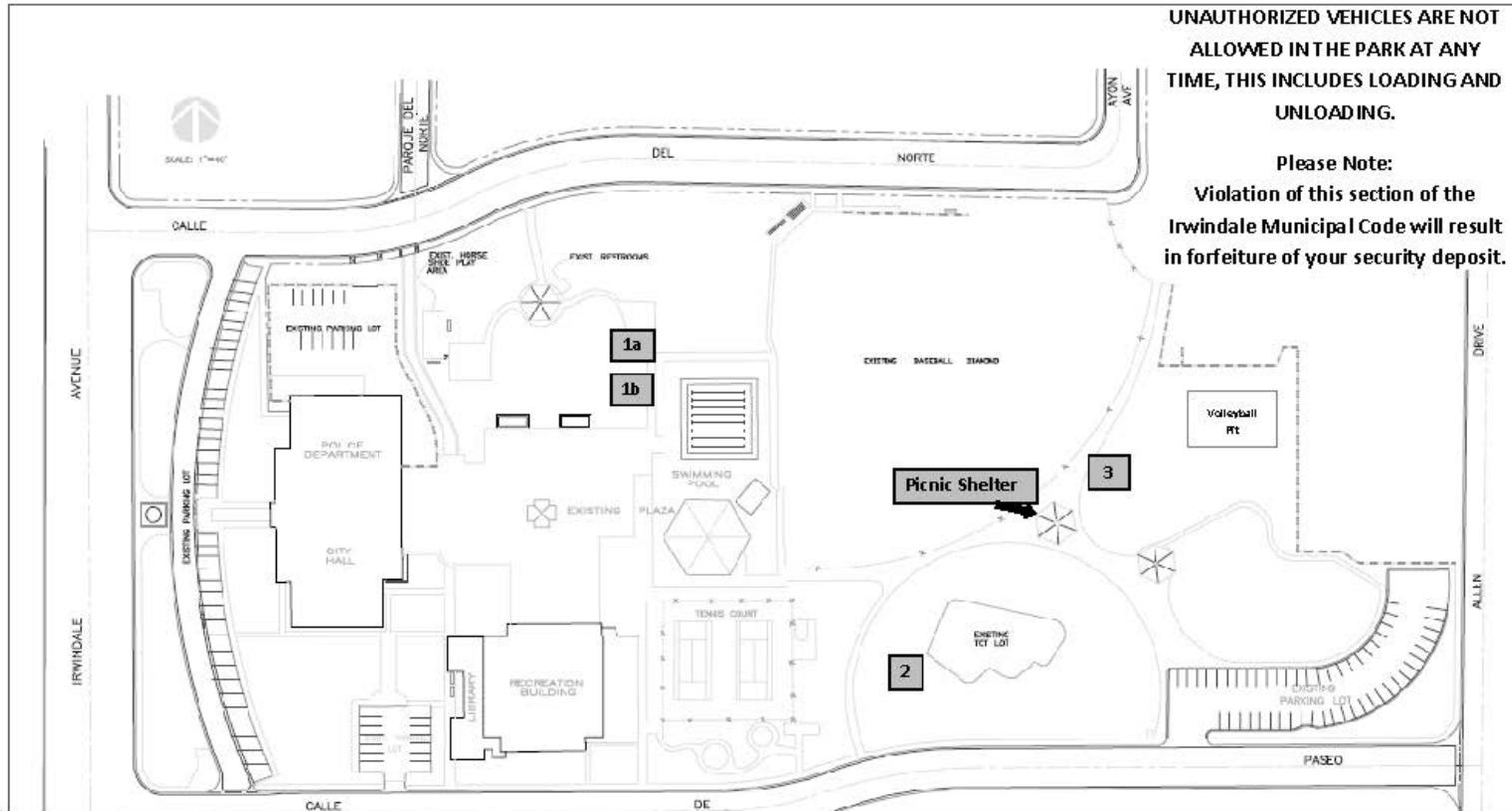
Appeals Process

Any issues or concerns such as a forfeit of security deposit must first be made by the Public Services Director. However, a higher level appeals process is available at the Administrative level to the Office of the City Manager. Appeals must be submitted in writing prior to consideration by both the Public Services Director and the City Manager. Appeals must be submitted in writing prior to consideration by the Office of the City Manager. Forms may be submitted to the Office of the City Clerk at cityclerk@irwindaleca.gov no later than 3 days after the event and are available at the Dan Diaz Recreation Center and Irwindale Aquatics Center.

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.

This policy is subject to change due to a local emergency, county, or state emergency.

Exhibit A



UNAUTHORIZED VEHICLES ARE NOT ALLOWED IN THE PARK AT ANY TIME, THIS INCLUDES LOADING AND UNLOADING.

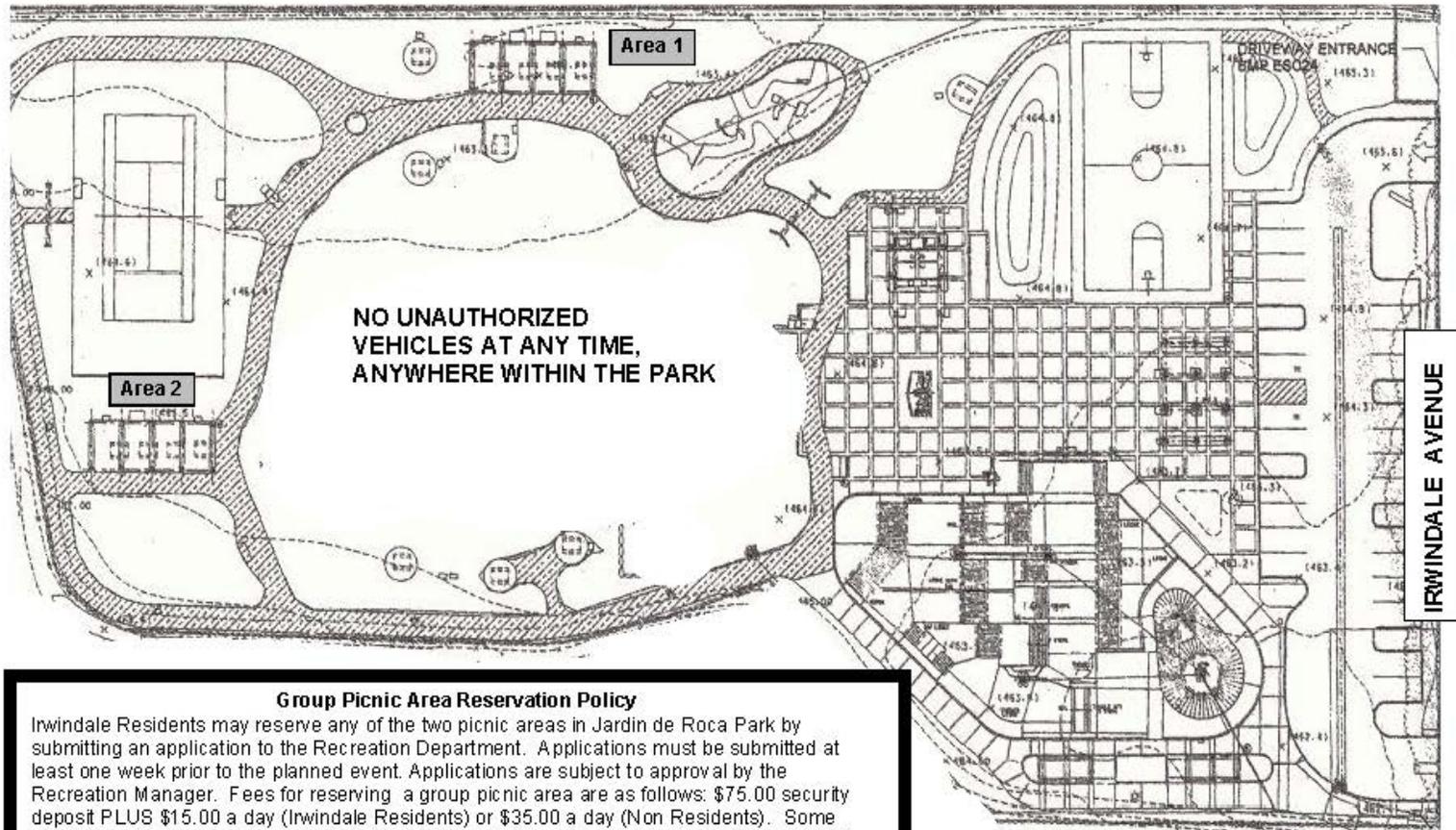
**Please Note:
Violation of this section of the Irwindale Municipal Code will result in forfeiture of your security deposit.**

Group Picnic Area Reservation Policy

Irwindale Residents may reserve any of the 4 picnic areas in Irwindale Park by submitting an application to the Recreation Department. Applications must be submitted at least one week prior to the planned event. Applications are subject to approval by the Recreation Manager. Fees for reserving a group picnic area are as follows: \$75.00 security deposit PLUS \$15.00 a day (Irwindale Residents) or \$35.00 a day (Non Residents). Some area's may be reserved together or with the Picnic Shelter with one deposit, however separate fee's apply. Non Residents may only reserve area's within one month of their event.

- Area 1a** – 5 picnic tables, west of Swimming Pool (can be reserved with 1b)
- Area 1b** – 5 picnic tables, west of Swimming Pool (can be reserved with 1a)
- Area 2** – 4 picnic tables, adjacent to playground
- Area 3** – 5 picnic tables, adjacent to outdoor Volleyball pit (can be reserved with Picnic Shelter)

Picnic tables that are not within the designated group area are available for use on a first come, first serve basis and are deemed "taken" ONLY if someone is present to reserve the table(s). The City of Irwindale does not permit roping off of areas or placing personal items (ice chests, chairs, blankets, etc.) to reserve picnic areas. Amplified music, bands, carnival rides, moon bounces, tents, or animals (dogs on a leash are ok) are not allowed on the park grounds unless the activity is a City Sponsored event. Amplified music or bands may be possible with a City permit. Special fees, restrictions and conditions may apply.



Group Picnic Area Reservation Policy

Irwindale Residents may reserve any of the two picnic areas in Jardin de Roca Park by submitting an application to the Recreation Department. Applications must be submitted at least one week prior to the planned event. Applications are subject to approval by the Recreation Manager. Fees for reserving a group picnic area are as follows: \$75.00 security deposit PLUS \$15.00 a day (Irwindale Residents) or \$35.00 a day (Non Residents). Some area's may be reserved together or with the Picnic Shelter with one deposit however separate fee's apply. Non Residents may only reserve area's within one month of their event.

Area 1 – 4 picnic tables, west of Tot Lot
Area 2 – 4 picnic tables, south of Tennis Courts

Picnic tables that are not within the designated group areas are available for use on a first come, first serve basis and are deemed "taken" ONLY if someone is present to reserve the table(s). The City of Irwindale does not permit roping off of areas or placing personal items (ice chests, chairs, blankets, etc.) to reserve picnic areas. Amplified music, bands, carnival rides, moon bounces, tents, or animals (dogs on a leash are ok) are not allowed on the park grounds unless the activity is a City Sponsored event. Amplified music or bands may be possible with a City permit. Special fees, restrictions and conditions may apply.

UNAUTHORIZED VEHICLES ARE NOT ALLOWED IN THE PARK AT ANY TIME, THIS INCLUDES LOADING AND UNLOADING.

**Please Note:
Violation of this section of the Irwindale Municipal Code will result in forfeiture of your security deposit.**

Date: January 11, 2024
To: Honorable Chair and Members of the Parks & Recreation Commission
From: Elizabeth Rodriguez, Public Services Director
Issue: Dedication & Naming of the New Irwindale Park Trellis (North of the Plaza Fountain) in Honor of Margaret Diaz (Requested by Chair Fraijo)

Public Services Director's Recommendation:

Discuss and provide direction on dedicating and naming the new Irwindale Park Trellis (North of the Plaza Fountain) in honor of Margaret Diaz.

Administrative Action:

Submitted by:

Elizabeth Rodriguez, Public Services Director

Prepared by:

Elizabeth Rodriguez, Public Services Director

Background and Analysis:

Attachments:

None