

# 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  
February 7, 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 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*



**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 JANUARY 11, 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. IRWINDALE PARK IMPROVEMENT PROJECT PHASES IV & V UPDATE - Verbal Report

***Department: Public Services***

Recommendation: Receive and file.

B. IRWINDALE AQUATICS CENTER HEATER REPLACEMENT PROJECT UPDATE - Verbal Report

***Department: Public Services***

Recommendation: Receive and file.

C. DEDICATION & NAMING OF THE NEW IRWINDALE PARK TRELIS (NORTH OF THE PLAZA FOUNTAIN) IN HONOR OF MARGARET DIAZ

***Department: Public Services***

Recommendation: Provide staff with direction.

D. FACILITY & OPEN SPACE RENTAL POLICY FOR THE DAN DIAZ RECREATION CENTER, IRWINDALE AQUATICS CENTER, AND IRWINDALE PARKS

***Department: Public Services***

Recommendation: Recommend approval to City Council.

E. TENTATIVE SCHEDULE FOR AQUATICS SPRING SEASON

***Department: Public Services***

Recommendation: Receive and file.

## 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.

A. PURCHASE OR DEDICATION OF LAND TO THE CITY OF IRWINDALE FOR CONSTRUCTION OF A SPORTS COMPLEX PARK (Requested by: Chair Fraijo)

**Department: Public Services**

Recommendation: Formal motion and vote to place item under New Business at the next Parks & Recreation Meeting.

B. ADD BOOTS IN THE PARK TO THE IRWINDALE RECREATION'S SPECIAL EVENT SCHEDULE (Requested by Commissioner Roman)

**Department: Public Services**

Recommendation: Formal motion and vote to place item under New Business at the next Parks & Recreation Meeting.

**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 February 7, 2024, be posted at the City Hall, Library, and Post Office on February 1, 2024.



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Armando Hegdahl, CMC  
Management Analyst

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

**ROLL CALL:** Present: Commissioners Michelle Duran, Justin Kelly, 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

**COMMISSION  
REORGANIZATION**

MANAGEMENT ANALYST HEGDAHL Management Analyst Hegdahl presented the staff report and opened the floor to nominations for the position of Chair.

COMMISSIONER ZEPEDA Commissioner Zepeda nominated Commissioner Fraijo.

COMMISSIONER KELLY Commissioner Kelly nominated Commissioner Roman.

ROLL CALL There being no further nominations, Analyst Hegdahl closed the floor to nominations and, on a call for the vote, Commissioner Fraijo was appointed to the position of Chair, with Commissioners Duran, Fraijo, and Zepeda in favor, Commissioners Kelly and Roman opposed.

CHAIR FRAIJO Chair Fraijo then opened the floor to nominations for the position of Vice Chair.

Chair Fraijo nominated Commissioner Zepeda.

ROLL CALL There being no further nominations, Chair Fraijo closed the floor to nominations and, on a call for the vote, Commissioner Zepeda was unanimously appointed to the position of Vice Chair.

**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.

ITEM NO. 7A  
MINUTES OF  
DECEMBER 6, 2023

MINUTES OF DECEMBER 6, 2023

The minutes of the meeting held December 6, 2023, were approved.

**END OF CONSENT CALENDAR**

**SPONTANEOUS**  
**COMMUNICATIONS**

DENA ZEPEDA

Dena Zepeda congratulated Chair Fraijo and Vice Chair Zepeda on their appointments as Chair and Vice Chair, respectively, spoke in favor of term limits, commended Recreation staff for the wonderful Christmas programs and activities, and suggested that some holiday events, such as the house decorating contest, be held toward the middle of December instead of at the beginning.

**NEW BUSINESS**

ITEM NO. 9A  
IRWINDALE PARK  
IMPROVEMENT  
PROJECT UPDATE

IRWINDALE PARK IMPROVEMENT PROJECT UPDATE – Verbal Report

DIRECTOR RODRIGUEZ

Director Rodriguez presented the update and made a PowerPoint presentation wherein she displayed photos of the construction progress and elaborated on the work being conducted, including the following:

- 1) Restroom renovations
- 2) Expansion of the horseshoe pit
- 3) New irrigation lines
- 4) New electrical lines for lighting
- 5) New picnic shelter
- 6) Renovation and creation of concrete pads for picnic tables
- 7) Renovation and creation of concrete walkways
- 8) Removal of old landscaping and installation of new

She further noted that this same information had been presented to the Council and thanked Engineering staff for providing the details.

COMMISSIONER  
ROMAN

Responding to a question by Commissioner Roman, Director Rodriguez indicated that the Commission may recommend to the Council that the picnic shelter east of the bus turnabout be made available for rent, if it so chooses.

Commissioner Roman also asked about the types of plants that would be planted, to which Director Rodriguez advised that staff will have indigenous, drought-resistant plants put in.

- CHAIR FRAIJO Chair Fraijo asked about the schedule for tree trimming at the park, to which Director Rodriguez advised that the photos displayed during the presentation were taken before the trees were trimmed.
- COMMISSIONER DURAN Commissioner Duran asked about the project timeline, to which Director Rodriguez advised that the project was originally scheduled to be completed in March. However, the lack of available building materials and having to deal with unanticipated issues have caused delays. Staff hopes that the project will be completed in May; staff will keep the Commission informed regarding developments.
- DENA ZEPEDA Dena Zepeda stated her opinion that there is not a sufficient number of workers working on the project and suggested that the contractor be obligated to complete the project by March.
- CHAIR FRAIJO Chair Fraijo noted that any potential repercussions for the contractor's failure to complete the project by the contract date would need to be decided by the Council. She did, however, suggest for staff to keep a close on construction crews to make sure they work as expeditiously as possible.
- DIRECTOR RODRIGUEZ Director Rodriguez indicated that city staff has seen between 15-30 workers at the site that work during the entirety of their permissible work hours. However, staff will check to see whether the workers could work later and/or impose a penalty if the project is not completed as per the contract.
- ITEM NO. 9B  
MURAL AT THE TEEN ROOM MURAL AT THE TEEN ROOM – Verbal Report
- MANAGER ZEPEDA Manager Zepeda introduced Teen Club President Giovanni Salgado, who made a PowerPoint presentation outlining several options for the design of the proposed mural. He noted that the Teen Club members overwhelmingly selected design option #1.
- DISCUSSION HELD Discussion was held regarding the design elements and options for each of the designs presented.
- CONSENSUS The commissioners reached consensus and concurred with the selection made by the Teen Club.
- MANAGER ZEPEDA Manager Zepeda noted that the Commission should also provide suggestions for the mural's colors.

COMMISSIONER ROMAN Commissioner Roman suggested that the members of the commission also participate in painting the Teen Club mural. She also thanked the teens for setting aside their phones and attending the meeting.

MOTION A motion was made by Chair Fraijo, seconded by Commissioner Kelly, to concur with the Teen Club’s selection of mural design option #1. The motion was unanimously approved.

CHAIR FRAIJO Chair Fraijo commended Giovanni for his presentation and encouraged the Teen Club members to make their voices heard at future commission meetings.

ITEM NO. 9C  
BANNERS IN DAN DIAZ RECREATION CENTER BANNERS IN DAN DIAZ RECREATION CENTER – Verbal Report

MANAGER ZEPEDA Manager Zepeda advised that former Commissioner Ortiz requested that banners be displayed at the Dan Diaz Recreation Center to recognize the accomplishments of the Irwindale Cheer Team and requested that the commission provide input and recommendations, after which staff could look into pricing for the banners and the costs to mount them.

CHAIR FRAIJO Chair Fraijo suggested potentially mounting banners similar in design to the ones that high schools display when their teams win CIF championships but avoid placing the participants’ names on them since these would likely be too numerous.

COMMISSIONER ROMAN Commissioner Roman suggested also creating t-shirts that include participants names so that they could be recognized for their accomplishments.

MANAGER ZEPEDA Manager Zepeda stated that staff would prepare design and color options to present to the Commission at a later date.

CHAIR FRAIJO Chair Fraijo suggested accounting for the upcoming gym remodel when considering banner designs. She also suggested looking at banners hung in neighboring parks for ideas, and for staff to ask the Teen Club members whether they would like to participate in academic decathlons so that their accomplishments there could also be displayed via banners.

ITEM NO. 9D  
FACILITY & OPEN  
SPACE RENTAL  
POLICY ITEM

FACILITY & OPEN SPACE RENTAL POLICY ITEM

- DIRECTOR RODRIGUEZ Director Rodriguez presented the staff report. She noted that the proposed policy is still in draft form so that the commission may make recommendations for changes. The final document will be presented to the Council for final approval.
- CHAIR FRAIJO Chair Fraijo suggested that the picnic shelter near the bus stop should be available to rent.
- COMMISSIONER ROMAN Commissioner Roman also suggested that the picnic shelter to the east of the Police Department be made available to rent. She also suggested that certain areas and facilities should not be made available to rent by the public when they are needed for city-sponsored events, to which Director Rodriguez advised that the suggestion would be included in the policy.
- CHAIR FRAIJO Chair Fraijo suggested that staff check on the cleanliness of reserved areas after events are held and for rental deposits to be returned to patrons only after confirming that the premises were returned to their original condition.
- DIRECTOR RODRIGUEZ Director Rodriguez stated that security deposits are meant to cover major damages to city facilities and added that deposits would not be returned if the facility is left a huge mess. However, staff can be scheduled to verify the state of rented facilities after each function to ensure all is in proper working condition.
- CHAIR FRAIJO Chair Fraijo also suggested against allowing organizations to rent park facilities more than twice per week and reiterated her previous request for staff to seek out available land within the city for the development of a park designated for sports such as soccer and football.
- DIRECTOR RODRIGUEZ Director Rodriguez responded by indicating that she has informed the city's contract grant writer to seek out grants for the development of such a park.
- COMMISSIONER ROMAN Commissioner Roman questioned the need for the development of a sports park and opposed the City committing funding toward developing one.
- DIRECTOR RODRIGUEZ Director Rodriguez stated that this topic would be discussed at a future commission meeting.

- CHAIR FRAIJO                      Chair Fraijo suggested potentially asking developers working in Irwindale to help fund the development of a park.
- COMMISSIONER ROMAN                      Commissioner Roman asked a clarifying question about the timely payment for a facility rental.
- CHAIR FRAIJO                      Chair Fraijo suggested that the policy indicate that rental agreements are subject to cancellation by the city for just cause.
- COMMISSIONER ROMAN                      Commissioner Roman suggested that the Parks & Recreation Commission serve as the appeals hearing board, to which Director Rodriguez advised that staff is working with the City Attorney’s Office to establish who should decide appeals. She added that an updated version of the policy with the suggestions made by the commissioners would be presented at next month’s meeting.
- ITEM NO. 9E  
FOOD & DRINK  
OPTIONS AT EVENTS                      FOOD AND DRINK OPTIONS AT EVENTS – Verbal Report
- MANAGER ZEPEDA                      Manager Zepeda presented the update wherein she advised that 15 of the 30 special events put on by the Recreation Department feature vendors, with local non-profits and recreation clubs, such as the Teen Club and the Kindness Crew, selling food and drinks. She requested that the Commission clarify what it would like to have sold at said events.
- COMMISSIONER DURAN                      Commissioner Duran suggested having more food options available at functions, such as what was done at the Christmas Spectacular, where the Kindness Crew sold nachos, the Teen Club sold tamales, etc.
- MANAGER ZEPEDA                      Manager Zepeda noted that the Teen Club usually sells drinks during the Music in the Park events.
- CHAIR FRAIJO                      Chair Fraijo stated that having others set up booths would probably not take away from the Teen Club’s business.
- COMMISSIONER ROMAN                      Commissioner Roman noted that the taco vendor had a line up to 40 minutes long, to which Chair Fraijo stated that these occurrences would have been a good opportunity to offer other food alternatives and suggested that this be implemented for events such as Mariachi Fest and Easter / Christmas events.
- MANAGER ZEPEDA                      Manager Zepeda stated that staff will look at expanding food options at events such as Mariachi Fest and revisit the matter after a year to discuss the results.

- JOSEPH TAPIA                      Joseph Tapia suggested for the Teen Club to sell cooked food.
- LINDA MAREZ                      Linda Marez spoke in opposition to creating competition to the Teen Club's efforts to raise funds by selling drinks.
- CHAIR FRAIJO                      Chair Fraijo stated that any issues that arise after offering various food and drink options could be revisited later.

**RECREATION**  
**MANAGER UPDATE**

RECREATION  
MANAGER ZEPEDA

Recreation Manager Zepeda provided the following update:

- 1) The Holiday Decorating contest was held on December 13.
- 2) Winter classes began this week.
- 3) The Hiking Club continues growing in popularity, though individuals are still encouraged to sign up.
- 4) Pickleball and Coed Cornhole Leagues also remain popular. Staff hopes the Women's Cornhole League will begin soon.
- 5) The following Day Camp and Teen trips were held recently:
  - A) Movie trip – 34 registered / 22 attended
  - B) Knott's Berry Farm – 29 registered / 18 attended
  - C) Magic Mountain – 15 registered / 13 attended
- 6) A Harbor Holiday Cruise took place on December 9 with 100% attendance.
- 7) Upcoming trips:
  - A) Tots trip to Build a Bear Workshop – February 8
  - B) Family Trip to San Clemente Outlets – February 17
- 8) The Tots, Kidzone, Cheer, and Teens each had their holiday parties recently. She thanked participating staff and volunteers as well as Krystal Barraza with United Rock Products for donating toys to the Tots.
- 9) The RockAbilities Jolly Jam held on December 21 was a huge success. She was extremely appreciative of Inclusion Specialist Luana Acuna's efforts in organizing the event and thanked the members of the Recreation and Public Works Departments.
- 10) The Cookies and Milk with Santa event was also held on December 21.
- 11) Approximately 78 participants participated in yesterday's RockAbilities Rock and Stroll event.
- 12) Upcoming event dates:
  - A) Tot Drive-In Movie – January 24
  - B) Family Valentine's Night – February 9
- 13) The gym floor resurfacing project will begin tomorrow.
- 14) The Recreation Department will be closed on January 15 in honor of Martin Luther King Jr. Day.
- 15) Two new Stairclimbers were received over the winter break and are available in the Cardio Room.

COMMISSIONER ROMAN Commissioner Roman suggested holding Halloween and Christmas events in the Irwindale neighborhoods near Duarte, to which Manager Zepeda advised that all Irwindale residents are encouraged to register for these events.

COMMISSIONER KELLY Commissioner Kelly thanked staff for arranging for the harbor cruise.

**AQUATICS SUPERVISOR UPDATE**

AQUATICS SUPERVISOR GRIJALVA Aquatics Supervisor Grijalva provided the following update:

- 1) The City Council has awarded a contract for the replacement of the pool heater.
- 2) Staff is working hard on finalizing the schedule for the spring season.

COMMISSIONER ROMAN Commissioner Roman requested an adult swimming class.

CHAIR FRAIJO Chair Fraijo asked for the timeline for the pool heater replacement, to which Supervisor Grijalva indicated that he would provide additional information at the next meeting.

Chair Fraijo also asked that he present the spring pool schedule at the next meeting. She then asked how often the ADA pool lift is used to which Supervisor Grijalva indicated that it is not used very often.

DIRECTOR RODRIGUEZ Director Rodriguez noted that the pool steps are not ADA accessible but will be redesigned to ensure compliance.

**PUBLIC WORKS SUPERVISOR UPDATE**

PUBLIC WORKS SUPERVISOR Public Works Supervisor Rodriguez presented the following update:

- 1) He congratulated Chair Fraijo, Vice Chair Zepeda, and Commissioner Kelly on their appointments.
- 2) Park maintenance staff is hard at work removing all Christmas decorations.
- 3) Building maintenance staff has successfully completed a new office for the Engineering Department and performed electrical work at the Recreation Supervisor offices during the closure.
- 4) Staff also helped set up for the Christmas Spectacular and RockAbilities events.
- 5) Staff also cleaned up the entire park after the last wind event.

LINDA MAREZ Linda Marez expressed her profound appreciation for the City Hall Christmas lighting.

**PUBLIC SERVICES**  
**DIRECTOR UPDATE**

DIRECTOR RODRIGUEZ Director Rodriguez presented the following update:

- 1) She welcomed Commissioner Kelly to the Commission.
- 2) All city offices, with the exception of the Police Department, will be closed in recognition of Martin Luther King Jr. Day. The same offices will be closed February 19 for President's Day.
- 3) The city is recruiting for lifeguards, aquatics aides, and recreation aides. Flyers will be sent to residents soon.
- 4) Staff also sent a flyer to residents with information regarding scavengers.

**COMMISSIONER**  
**COMMENTS AND**  
**FUTURE DISCUSSION**  
**REQUESTS**

ITEM NO. 14A  
DEDICATION &  
NAMING OF THE  
NEW IRWINDALE PARK  
TRELLIS

DEDICATION & NAMING OF THE NEW IRWINDALE PARK  
TRELLIS (NORTH OF THE PLAZA FOUNTAIN) IN HONOR OF  
MARGARET DIAZ (Requested by Chair Fraijo)

CHAIR FRAIJO

Chair Fraijo spoke briefly about Margaret Diaz and how she would accompany former Commission Chair Danny Diaz to all the events where he would volunteer and suggested recognizing her decades-long efforts in supporting Recreation programs.

MOTION

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

COMMISSIONER  
ROMAN

Commissioner Roman suggested contracting "The Rolling Heartbreakers" a Tom Petty cover band, to perform at this year's Music in the Park concerts. She also requested that the last MariachiFest event be replaced with a "Boots in the Park" country-themed event, to which Director Rodriguez advised that the request would need to be placed on a future agenda to determine whether the majority of the Commission would agree with the recommendation. Commissioner Roman also suggested replacing the Recreation Department's speakers and sound system.

**ADJOURNMENT**

There being no further business to conduct, the meeting was adjourned at 9:07 p.m.

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Armando Hegdahl, CMC  
Management Analyst

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Date: February 7, 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 TRELIS (NORTH OF THE PLAZA FOUNTAIN) IN HONOR OF MARGARET DIAZ

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**Public Services Director's Recommendation:**

Provide staff with direction.

**Administrative Action:**

**Submitted by:**

Elizabeth Rodriguez, Public Services Director

**Prepared by:**

**Background and Analysis:**

At the January 11, 2024 Special Parks & Recreation Commission Meeting, Chair Fraijo requested, with consensus from the commission, to dedicate the new Irwindale Park Trellis located north of the Irwindale Plaza in honor of Margaret Diaz, a life-long resident who dedicated her life serving the Irwindale community alongside her husband Dan Diaz.

Margaret Diaz was born on February 22, 1939. For more than 40 years, Mrs. Diaz has been volunteering for various City events, such as the annual Easter Eggstraveganza and Halloween Spooktacular where she and her family coordinated and implemented the Easter egg hunt for children 9-12 and Bingo, respectively. When M.I. Fiesta began, Margaret took the lead by coordinating all the volunteers, setup, and implementation for Loteria. She instilled a legacy of volunteering within her family and she herself continued to volunteer up until the day she passed away on April 28, 2021.

The City Council approved a Facility and Street Naming Policy on September 27, 2017 that allows for the naming or renaming of City facilities and streets in a manner that is compatible with the community interest to enhance the values and heritage of the City of Irwindale. The policy outlines the qualifications for naming a City Facilities, which is summarized as follows:

- The facility must be under the control of the City; and
- The group, individual, or family the facility that is requested to be named or renamed after has provided a significant and substantial contribution of a service, cultural or historic nature to the City of Irwindale, as determined by the City Council; and

- The facility being considered to be named or renamed after the honoree should be the area in which the honoree made the most contribution and should have a correlation between the service provided by the honoree and the facility; and
- No facility shall be named or renamed after an individual until at least one (1) year following the death of such individual.

If the criteria above are met, then a City of Irwindale Facility and Street Naming Application is required to be filled out and submitted to the City Council for consideration. A proposed name or renaming of the facility is required to be included in the application. Should the Parks & Recreation Commission desire to approve the naming of the new Irwindale Park Trellis in honor of Margaret Diaz, then staff is requesting a name be approved as part of this item or the item can be brought back to the commission with proposed names and to provide the commission with more time to discuss a name. A draft City of Irwindale Facility and Street Naming Application has been filled out for the Parks & Recreation Commission's review and consideration.

**ATTACHMENT(S):**

1. Facility and Street Naming Policy on September 27, 2017
2. City of Irwindale Facility and Street Naming Application - Margaret Diaz

**Attachments:**

1. Facility and Street Naming Policy
2. Margaret Diaz Application - Filled out

## **CITY OF IRWINDALE FACILITY AND STREET NAMING POLICY**

**PURPOSE:** To establish uniform procedures for the naming or renaming of City facilities and streets in a manner that is compatible with community interest to enhance the values and heritage of the City of Irwindale.

### GENERAL POLICY

The following guidelines have been established to provide for a consistent and uniform procedure in the naming or renaming of City facilities and streets (collectively, "Facility(ies)").

### PROVISIONS

#### A. General Guidelines

1. The City Council shall have the final authority to name and rename all City Facilities.
2. The City Council shall have the final authority to designate commemorative Facilities names and plaques.
3. Under extraordinary circumstances, the City Council may, with a super majority vote of at least four City Council members, revoke the current name of any Facility.
4. It is the intent of this policy to prohibit the changing of street names that have existing homes or businesses using the street name in their address, except under extraordinary circumstances with a super majority vote of at least four City Council members and written approval of a majority of impacted property owners.
5. No Facility shall be named after a seated elected or appointed official.

#### B. Qualifications for Naming of City Facilities

1. Qualifying criteria include the following:
  - a. City controlled Facilities may be named or renamed after any group, individual, or family, living or deceased that has made significant and substantial contributions of a service, cultural or historic nature to the City of Irwindale, as determined by the City Council. Said contributions do not have to be financial in nature; they may include extensive service and / or support to the City organization of the community in general.
  - b. The area in which the honoree made the most contribution should be considered when determining which Facility will be named after that person or

group. That is, when possible, there should be a correlation between the service provided by the honoree and the Facility.

- c. No Facility shall be named or renamed after an individual until at least one (1) year following the death of such individual. This provision may be waived by a super majority vote of at least four (4) City Council members. This guideline is appropriate to establish a waiting period to ensure that an individual's accomplishments and contributions will stand the test of time; and that decisions shall not be made on an emotional basis immediately following a person's death.
- d. When determining whether to rename a Facility, the party making the determination shall consider all factors he / she / they deem relevant, including whether some or all of the following accurately describe the person or organization for whom the Facility is proposed to be renamed:
  - i. The person or organization made lasting and significant\* contributions to the protection of natural or cultural resources of the City of Irwindale; or
  - ii. The person or organization made substantial\* contributions to the betterment of a specific Facility consistent with the established standards for the Facility; or
  - iii. The person or organization made substantial\* contributions to the advancement of recreational opportunities with the City of Irwindale; or
  - iv. The person or organization was associated with an economic development or redevelopment activity; or
  - v. The person or organization had a positive impact on the lives of Irwindale's residents; or
  - vi. The person or organization volunteered for ten (10) or more years of service to the community; or
  - vii. Upon the naming or renaming of a Facility, the name shall not be used for any other dedication or renaming.
  - viii. The City Council, in its sole and unlimited discretion, may remove or change the name of any Facility at any time, unless contractually obligated otherwise.

*\*Additional information as to how / why the contribution of the individual or organization was significant or substantial may be required.*

## C. Facility Naming Criteria

### 1. Streets

- a. Names for streets shall be unique and distinct. Similar sounding or duplicate street names shall not be considered
- b. Street names shall be selected to either recognize natural features related to the Irwindale community or to recognize a person or organization that have made a lasting and significant contribution to the betterment of the City of Irwindale.
- c. Names with the same theme are suggested for naming streets in an entire subdivision, as a means of general identification.
- d. Discriminatory or derogatory names shall not be allowed.
- e. Names for public and private streets in a new subdivision shall be proposed by the developer, reviewed by the Planning Commission, and approved by the City Council. The street names shall be adopted by the City when the final subdivision map for the development is recorded.
- f. For the purposes of this policy, the changing of street names that have existing homes or businesses using the street name in their address shall not be allowed, except under extraordinary circumstances with a super majority vote of at least four (4) City Council members and written approval of a majority of impacted property owners.

### 2. City Facilities

- a. For purposes of this Subsection C.2, City facilities refer to parks, buildings, or recreational facilities.
- b. For new City facilities, the naming process shall begin as early in the project as possible.
- c. City facility names shall be selected to either recognize natural features related to the Irwindale community or to recognize a person or organization that made a lasting and significant contribution to the betterment of the City of Irwindale.
- d. Areas within City facilities that may be named separately from the main building include points of entry; rooms / patios within a City building; facility features (such as a column or fountain); walkways; trails, recreational facilities (such as group picnic areas, sports fields, water features, or park

monuments); physical features (such as mountains, hills, or vistas); drive-ways; or other related items.

### 3. Commemorative Street Names and Plaques

- a. Commemorative street name signs are additions to the street name and will not change the street address. Existing street names shall be retained and a supplemental sign or plaque shall be installed beneath the existing street name signage. Names for the commemorative street name signs shall be selected to either recognize natural features related to the Irwindale community or to recognize a person or organization that have made a lasting and significant contribution to the betterment of the City of Irwindale.
- b. Commemorative plaques shall be placed in public facilities. Names for the commemorative plaques shall be selected to recognize a person or organization that has made a lasting and significant contribution to the betterment of the City of Irwindale.

#### D. Facility Naming Procedure (Applies to City facilities and streets):

1. Requests for naming and / or changing the name of a City Facility shall be submitted to the City Manager's Office in writing on the City's Facility Naming Application Form. If the proposed Facility is in recognition of a person or organization, the applicant is required to provide clear evidence that the person or organization to be honored has made a significant and lasting contribution to the betterment of the City of Irwindale.
2. All submittals, whether from an individual, organization or City staff, must include the name and address of the submitter. No anonymous submittals will be accepted.
3. Upon receipt of the application, the City Manager or his / her designee shall review the application. If the proposed Facility to be named / renamed is connected or associated with a park, the City Manager or his / her designee shall place the Facility Naming Application Form on a future Park and Recreation Commission agenda for review and consideration. The Park and Recreation Commission shall then consider the application and render a recommendation to the City Council regarding the proposed name / rename.
4. Following that review, the City Manager or his / her designee shall place the proposed facility naming / renaming item on a future City Council agenda for formal review and consideration by the City Council. If the request is denied by the Council, no further action is taken. If the City Council approves the request, staff is directed to go forward with implementing the naming of the Facility. The steps taken to implement the request will be developed as an internal City process. The decision of the City Council will be final.



City of Irwindale  
Facility and Street Naming Application

Applicants Name: \_\_\_\_\_

Address: \_\_\_\_\_

Applicants Phone: \_\_\_\_\_ Applicants E-Mail: \_\_\_\_\_

Location of facility or street to be named: \_\_\_\_\_

Individual / Organization to be Recognized: \_\_\_\_\_

Proposed Name: \_\_\_\_\_

Please Check all that apply:

- Is the individual deceased? If yes, what was the date of their death: \_\_\_\_\_  
mm/dd/yyyy
- The person or organization made lasting and significant\* contributions to the protection of natural or cultural resources of the City of Irwindale
- The person or organization made substantial contributions\* to the betterment of a specific facility or park consistent with the established standards for the facility.
- The person or organization made substantial contributions\* to the advancement of recreational opportunities with the City of Irwindale
- The person or organization was associated with an economic development or redevelopment activity.
- The person or organization had a positive impact on the lives of Irwindale residents.
- The person or organization volunteered for ten (10) or more years of service to the community.

**\*Please provide additional information as to how / why the contribution of the individual was significant or substantial not to exceed two (2) typed pages.**

Biographical information: (Explain)

Civic involvement: (Explain)

Connection to the facility or street: (Please explain in depth)

Reason for Nomination (required):

Additional Comments (additional information may be attached):

---

**For Office Use**

Date Received by City Manager's Office: \_\_\_\_\_

Name of Recipient: \_\_\_\_\_



City of Irwindale  
Facility and Street Naming Application

Applicants Name: \_\_\_\_\_

Address: \_\_\_\_\_

Applicants Phone: \_\_\_\_\_ Applicants E-Mail: \_\_\_\_\_

Location of facility or street to be named: \_\_\_\_\_

Individual / Organization to be Recognized: \_\_\_\_\_

Proposed Name: \_\_\_\_\_

Please Check all that apply:

- Is the individual deceased? If yes, what was the date of their death: \_\_\_\_\_  
mm/dd/yyyy
- The person or organization made lasting and significant\* contributions to the protection of natural or cultural resources of the City of Irwindale
- The person or organization made substantial contributions\* to the betterment of a specific facility or park consistent with the established standards for the facility.
- The person or organization made substantial contributions\* to the advancement of recreational opportunities with the City of Irwindale
- The person or organization was associated with an economic development or redevelopment activity.
- The person or organization had a positive impact on the lives of Irwindale residents.
- The person or organization volunteered for ten (10) or more years of service to the community.

**\*Please provide additional information as to how / why the contribution of the individual was significant or substantial not to exceed two (2) typed pages.**

Biographical information: (Explain)

Civic involvement: (Explain)

Connection to the facility or street: (Please explain in depth)

Reason for Nomination (required):

Additional Comments (additional information may be attached):

---

**For Office Use**

Date Received by City Manager's Office: \_\_\_\_\_

Name of Recipient: \_\_\_\_\_

**Biographical Information:**

I do not know the date in which she moved into the City of Irwindale as that preceded my birth, however, I have known her to live at the corner of Nora Ave with her husband Dan Diaz and their children for over 40 years.

**Civic Involvement:**

Mrs. Diaz has been volunteering for various City event for over 40 years. She stood alongside her husband Dan Diaz for the annual Easter Eggstravaganza and Halloween Spooktacular where they and their children ran BINGO and coordinated the 9-12 egg hunt area. When M.I. Fiesta began, Margaret took the lead in terms of securing volunteers and working the entire event. All three areas in which her and her family volunteer have been completely covered by her with no help from the Recreation staff. She coordinated volunteers, schedules and set up for all three area's freeing up staff to handle other areas of need. Her contributions to the Irwindale Recreation Department are invaluable and it is admirable to see the way she lead her family into community service.

**Connection to the facility or street:**

The location of the pavilion at Irwindale Park is adjacent to the location where both her and Dan Diaz would set up with their family to enjoy the Music in the Park concert series.

**Reason for nomination:**

Dan Diaz was honored for his decades of service to the community both as the Chairman of the Parks and Recreation Commission and for his volunteer service. Everywhere he was, Margaret was right by his side. To honor her seperatly for her decades of service and for her commitment to the community is why we have chosen to nominate her for this honor. Her family continues to carry on her legacy by volunteering for all three events in her name. Her impact continues, even after her death.

\*Margaret Diaz was born on February 22, 1939 and passed away on April 28, 2021.

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Date: February 7, 2024

To: Honorable Chair and Members of the Parks & Recreation Commission

From: Elizabeth Rodriguez, Public Services Director

Issue: FACILITY & OPEN SPACE RENTAL POLICY FOR THE DAN DIAZ RECREATION CENTER, IRWINDALE AQUATICS CENTER, AND IRWINDALE PARKS

---

**Public Services Director's Recommendation:**

Recommend approval to City Council.

**Administrative Action:**

**Submitted by:**

**Prepared by:**

**Background and Analysis:**

At the January 11, 2024 Special Parks & Recreation Commission meeting, Staff introduced the first draft of a Facility & Open Space Rental Policy for the Dan Diaz Recreation Center, Irwindale Aquatics Center, and Irwindale parks. At this meeting, the commission had the following comments and are reflected in the revised policy as redlines for the Parks & Recreation Commission's consideration:

- **Clarified:** The Picnic Shelter east of the Bus Turnabout and the New Picnic Shelter Trellis north of the Irwindale Plaza are available to rent. The rental fee is identified under Picnic Shelter in the City of Irwindale Comprehensive Schedule of Fees & Charges; and
- **Added:** Facility Uses Section to this policy; and
- **Added:** No Facility may be rented more than two times a week; and
- **Clarified:** For Irwindale Residents, all facility and open space rentals are available up to one week prior to a planned event as long as the application and payment are submitted one week prior to the event; and
- **Added:** A staff member will be assigned to verify the condition of the rental at the end of the event; and
- **Added:** Any rental may be terminated for just cause; and
- **Added:** No rentals at the Dan Diaz Recreation Center, Irwindale Aquatics Center, Alfred F. Herrera Softball Field or at Irwindale Park will be approved or allowed during special events including but not limited to the Easter Eggstravaganza, Red, White and You BBQ, Halloween Spooktacular, Christmas Spectacular & Mayor's Tree Lighting Ceremony, etc; and
- **Added:** Limited rental will be allowed during Music in the Park and MariachiFest including but

not limited to the Picnic Shelters and Picnic Areas; however, large attended rentals will not be approved during Music in the Park and MariachiFest.

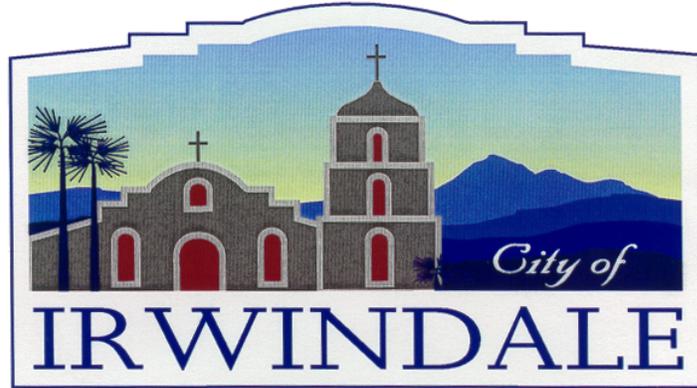
Staff recommends the Parks & Recreation Commission complete a final review of the Facility & Open Space Rental Policy for the Dan Diaz Recreation Center, Irwindale Aquatics Center, and Irwindale parks and recommend approval to the City Council.

**ATTACHMENT(S):**

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

**Attachments:**

1. 2-7-2024 Rental Policy - POLICY



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

**~~January 11~~ Revised: February 7,  
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~~is able 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, Picnic Area, 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~~or 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; and
- Use of Facilities and Open Spaces; and
- Rental rates, with discounts for residents and non-profit organizations; and
- Scheduling, changes, and cancellation; and
- Security Deposits and payment; and
- Approval of rentals; and
- Liability and insurance requirements; and
- Parking and noise; and
- Prohibited activities, ~~such as smoking within 20 feet of a public building/space, vehicle access in park area, etc.~~; and
- Decorating; and
- Pets and service animals; and
- Facility & open space cleanup; and
- City-Sponsored Events; and
- 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. The following lists the facilities available to rent as part of this policy:

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)
    - vi. Picnic Shelter (East of the Bus Turnabout)
    - vii. Picnic Shelter (Trellis North of the Irwindale Plaza)
  - 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 and the New Picnic Shelter Trellis north of the Irwindale Plaza are available to rent. The rental fee is identified under Picnic Shelter in the City of Irwindale Comprehensive Schedule of Fees & Charges. is also on a first come, first serve basis.

## Facility Uses

The facility uses are approved but not limited to the following:

1. Dan Diaz Recreation Center
  - a. Dan Diaz Recreation Center Gymnasium: Gymnasium rentals are approved in accordance with the rules and regulations for but not limited to Basketball, Pickleball, Volleyball, Cheer, T-ball, Whiffle ball, etc. This includes practices, games, tournaments, and competitions.
  - b. Alfred F. Herrera Memorial Field (Softball Field): The softball field rentals are primarily approved in accordance with the rules and regulations for but not limited to softball practices, games, and tournaments. However, the use of this field is approved for City-sponsored events such as flag football and soccer, and soccer and baseball as outlined in Irwindale Municipal Code Chapter 9.16.050 – Soccer in parks, and 9.16.060 Baseball (hardball) in parks.
  - c. Irwindale and Jardin de Roca Park: The use of these picnic shelters and areas are approved for but not limited to birthday, anniversary, retirement, etc. parties; family reunions; receptions; memorials; etc. (Larger events and the use of specific equipment may require a special event, building, electrical, etc. permits).
2. Irwindale Aquatics Center

- a. Swimming Pool: Rentals are approved in accordance with the rules and regulations for but not limited to pool parties, swim meets, water polo, AquaVolleyball, fitness, etc. This includes any practices, games, and tournaments.

No facility may be rented more than two times a week.

**Facility Rental Fees**

The rental fees are tied to the most recently approved and adopted City of Irwindale Comprehensive Schedule of Fees & Charges, which can be found on the City's website at [www.irwindaleca.gov](http://www.irwindaleca.gov).

<b>Dan Diaz Recreation Center Gymnasium</b>		
<b>Rental Fee</b>	<b>Fee Amount</b>	<b>Notes</b>
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
<b>Other Fees</b>		
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

<b>Picnic Shelter</b>		
<b>Rental Fee</b>	<b>Fee Amount</b>	<b>Notes</b>
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
<b>Other Fees</b>		
Security Deposit	75.00	
Insurance (if obtained through City)	At Cost	Varies per Type of Event

<b>Picnic Area</b>		
<b>Rental Fee</b>	<b>Fee Amount</b>	<b>Notes</b>
Resident	15.00	Daily
Irwindale Business/Non-Profit Organization	25.00	Daily

Non-Resident	35.00	Daily
<b>Other Fees</b>		
Power Outlet Convenience Fee	15.00	Daily

<b>Alfred F. Herrera Memorial Field (Softball Field)</b>		
<b>Rental Fee</b>	<b>Fee Amount</b>	<b>Notes</b>
Resident	25.00	Hourly
Irwindale Business/Non-Profit Organization	35.00	Hourly
Non-Resident	50.00	Hourly
<b>Softball Field Lighting Rental</b>		
Resident	15.00	Hourly
Irwindale Business/Non-Profit Organization	25.00	Hourly
Non-Resident	30.00	Hourly
<b>Other Fees</b>		
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

<b>Swimming Pool</b>		
<b>Rental Fee</b>	<b>Fee Amount</b>	<b>Notes</b>
Resident	200.00	Hourly
Irwindale Business/Non-Profit Organization	300.00	Hourly
Non-Resident	400.00	Hourly
<b>Other Fees</b>		
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 rentals are available up to one week prior to a planned event as long as an application is 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 must apply for a rental within one month prior to 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 cancelled. The Cancellation Fees are listed as follows:

<b>Cancellation Fees</b>		
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 for 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. A staff member will be assigned to verify the condition of the rental at the end 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.
- 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.

Any rental may be terminated for just cause.

### **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 with 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.
- No smoking within 20 feet of main entrances, exits, and operable windows of a public building/space.

### **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 mechanisms.

### **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, or equivalent, 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. No rentals at the Dan Diaz Recreation Center, Irwindale Aquatics Center, Alfred F. Herrera Memorial Field or at Irwindale Park will be approved or allowed during special events including but not limited to the Easter Eggstravaganza, Red, White and You BBQ, Halloween Spooktacular, Christmas Spectacular & Mayor’s Tree Lighting Ceremony, etc. Limited rentals will be allowed during Music in the Park and MariachiFest including but not limited to the Picnic Shelters and Picnic Areas; however, large attended rentals will not be approved during Music in the Park and MariachiFest.

### **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.

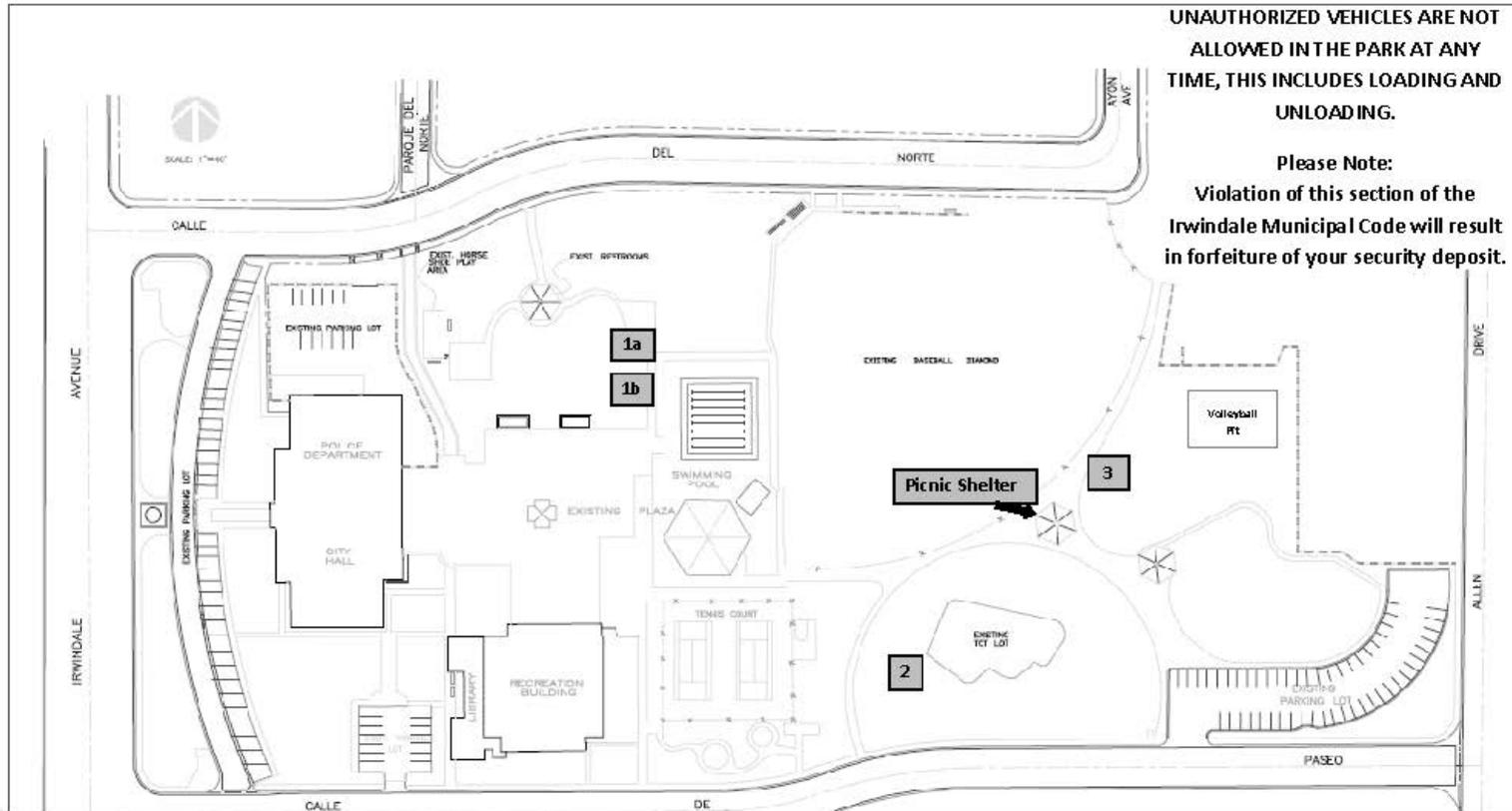
### **Appeals Process**

Any issues or concerns such as a forfeit of security deposit must first be made by the Public Services Director. However, a ~~higher level~~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](mailto: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 areas may be reserved together or with the Picnic Shelter with one deposit, however separate fees apply. Non Residents may only reserve areas within one month of their event.

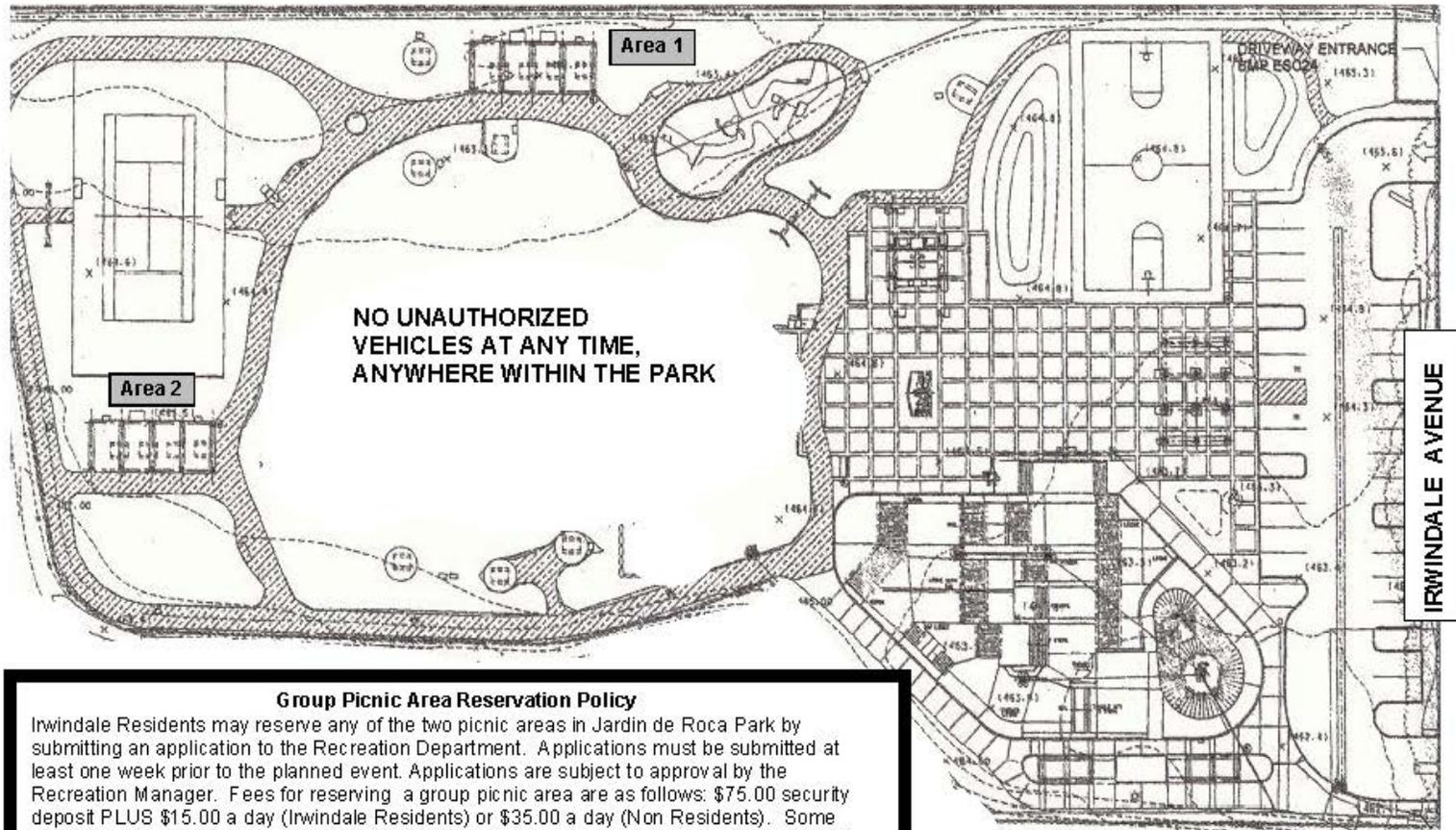
**Area 1a** – 5 picnic tables, west of Swimming Pool (can be reserved with 1b)

**Area 2** – 4 picnic tables, adjacent to playground

**Area 1b** – 5 picnic tables, west of Swimming Pool (can be reserved with 1a)

**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 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.



**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.

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Date: February 7, 2024  
To: Honorable Chair and Members of the Parks & Recreation Commission  
From: Elizabeth Rodriguez, Public Services Director  
Issue: TENTATIVE SCHEDULE FOR AQUATICS SPRING SEASON

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**Public Services Director's Recommendation:**

Receive and file.

**Administrative Action:**

**Submitted by:**

Daniel M. Grijalva, Aquatics Supervisor

**Prepared by:**

**Background and Analysis:**

Irwindale Aquatics is preparing for the upcoming 2024 season, which will be another eventful 8 months at the Aquatics Center. Spring has a scheduled tentative start date of Monday, March 18, 2024. Aqua Stand Up, Mindful Waters, Senior Splash/Aqua Walk, Swim Team, Aqua Fitness and Lap Swimming will be making a return to the spring class schedule. Until the summer season kicks off, the Aquatics Center will only be open from Monday through Thursday from 2pm-8pm. The Spring schedule for 2024 is outlined below:

**MINDFUL WATERS:**

Mindful Waters will take place on Tuesdays and Thursdays from March 18<sup>th</sup> through June 6<sup>th</sup>.

**SENIOR SPLASH/AQUA WALK & LAP SWIMMING:**

Senior Splash/Aqua Walk and Lap Swimming will be Monday through Thursday from March 18<sup>th</sup> through June 6<sup>th</sup> for the spring schedule duration. The summer schedule begins Friday, June 7, 2024.

**AQUA STAND UP & AQUA FITNESS:**

There will be two (2) sessions for Aqua Stand Up (also known as Paddle Board Yoga) and Aqua Fitness. Session one will take place March 18<sup>th</sup> through April 18<sup>th</sup>. Session two will take place April 22<sup>nd</sup> through May 23<sup>rd</sup>.

**SWIM TEAM:**

Swim Team will commence March 18<sup>th</sup> through May 30<sup>th</sup> and is scheduled for Monday through Thursday from 4pm to 5:15pm. Swim Team times will change beginning the week of June 3<sup>rd</sup> or 10<sup>th</sup> to early morning hours as to not compete with summer classes and programs such as Swimming Lessons, day or night swimming, and Senior Splash.

Below is a summary table of the classes based on days and times:

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2p		Aqua Stand Up 2p-2:45p	Mindful Waters 2p-2:45p	Aqua Stand Up 2p-2:45p	Mindful Waters 2p-2:45p		
3p			Senior Splash/Aquawalk 3p to 4p				
4p							
5p			Swim Team 4p-5:15p				
6p			Aqua Fitness and Lap Swimming 5:30p-6:15p				
7p			Aqua Fitness and Lap Swimming 6:30p-7:15p				
8p							
9p							

**Attachments:**

None