

# CITY OF IRWINDALE

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



## NOTICE AND AGENDA FOR REGULAR MEETING OF THE

SENIOR CITIZEN COMMISSION

**February 26, 2024**

9:00 AM

IRWINDALE COUNCIL CHAMBER

IRIS RODRIGUEZ - Chair

CAROL ACOSTA - Vice Chair

CHRISTINA FRAIJO - Commissioner

PATRICIA GONZALES - Commissioner

ROBERT LOPEZ - Commissioner

Via Zoom Webinar at <https://us02web.zoom.us/j/88366337251>

**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: 883-6633-7251**

**Spontaneous Communications:** The public is encouraged to address the Senior Citizen Commission on any matter listed on the agenda or on any other matter within its jurisdiction. The Senior Citizen Commission will hear public comments on items listed on the agenda during discussion of the matter and prior to a vote. The Senior Citizen 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 Senior Citizen Commission may request that staff research and/or schedule certain matters for consideration at a future Senior Citizen 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 Senior Citizen 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 Senior Citizen 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 SENIOR CITIZEN COMMISSION*



**1. CALL TO ORDER****2. PLEDGE OF ALLEGIANCE****3. INVOCATION****4. ROLL CALL**      **Commissioners: Christina Fraijo, Patricia Gonzales, Robert Lopez; Vice Chair Carol Acosta, Chair Iris Rodriguez****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 Commission requests separate action on a specific item. At this time, members of the audience may ask to be heard regarding an item on the Consent Calendar.

A. Minutes of the Meeting Held January 22, 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 Senior Citizen Commission is an advisory body appointed by the City Council that reviews and provides recommendations on matters related to pertaining to the senior citizens of the community. 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. Field Trip Policy

***Department: Public Services***

Recommendation: Provide input to staff regarding the field trip policy, which establishes guidelines that governs registration, attendance, cancellations, and consequences of not cancelling attendance before the deadline.

**9. SENIOR CENTER MANAGER UPDATE**

**10. PUBLIC SERVICES DIRECTOR UPDATE**

**11. 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.

**12. ADJOURN**

AFFIDAVIT OF POSTING

I, Sylvia Tapia, Office Specialist, certify that I caused the agenda for the regular meeting of the Irwindale Senior Citizen Commission to be held on February 26, 2024, to be posted at the City Hall, Library, and Post Office on February 22, 2024.



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Sylvia Tapia,  
Office Specialist

The Irwindale **SENIOR CITIZEN COMMISSION** met in regular session at the above time and place.

**ROLL CALL:** Present: Commissioners Carol Acosta, Christina Fraijo; Patricia Gonzales; Robert Lopez;  
Vice Chair Iris Rodriguez

Also present: Elizabeth Rodriguez, Public Works Services Director; Eloise Beltran, Senior Center Manager; Armando Hegdahl, Management Analyst; Sylvia Tapia, Office Specialist

**COMMISSION  
REORGANIZATION**

**MANAGEMENT ANALYST** Management Analyst Hegdahl explained that it would be appropriate to conduct the reorganization of the Senior Citizen Commission and opened the floor to nominations for the position of Chair.

**COMMISSIONER ACOSTA** Commissioner Acosta nominated Vice Chair Rodriguez.

**ROLL CALL** There being no further nominations, Management Analyst Hegdahl closed the floor to nominations and, on a call for the vote, Vice Chair Rodriguez was unanimously appointed to the position of Chair.

**CHAIR RODRIGUEZ** Chair Rodriguez resumed the meeting and opened the floor to nominations for Vice Chair.

Chair Rodriguez nominated Commissioner Acosta

**COMMISSIONER FRAIJO** Commissioner Fraijo nominated Commissioner Gonzales

**ROLL CALL** There being no further nominations, Chair Rodriguez closed the floor to nominations and conducted the roll call for the nominations, beginning with the first nomination received. The nomination of Commissioner Acosta for Vice Chair was successful with Commissioner Acosta, Fraijo, Lopez, and Chair Rodriguez in favor, Commissioner Gonzales opposed

**COMMISSIONER GONZALES** Commissioner Gonzales thanked Commissioner Fraijo for nominating her.

**CONSENT CALENDAR**

**MOTION** A motion was made by Commissioner Gonzales, seconded by Commissioner Lopez, to approve the Consent Calendar. The motion was unanimously approved.

ITEM NO. 1A  
MINUTES

MINUTES

The minutes of the regular meeting held December 18, 2023, were approved.

**END OF CONSENT CALENDAR**

**SPONTANEOUS**  
**COMMUNICATIONS**

There were no speakers.

**SENIOR CENTER**  
**MANAGER UPDATE**

Senior Center Manager Beltran provided the following update:

- 1) Special events and activities:
  - A) The New Year's dance was a success, it was a sold-out event.
  - B) Registration is still open for the vision board activity on Wednesday, January 24th.
  - C) The Valentine's Dance will be held on February 9<sup>th</sup>, from 11 a.m. – 2 p.m. Sign-ups are being accepted.
  - D) The Paint N Sip will be held on February 16<sup>th</sup>, from 6 p.m. – 9 p.m. Currently accepting registrations for both Residents and Non-residents. There is a \$10 fee for non-residents.
  - E) The Birthday Brunch for this coming Friday is full. Taking registration for the month of February. Non-residents can sign up starting January 29<sup>th</sup>.
  - F) Two seminars are scheduled: one today at 10:00 a.m. about free specialized phone and equipment, and another on February 5<sup>th</sup>, from 1:00 p.m. – 2:30 p.m. on funeral planning, with lunch provided by Dignity Memorial. Residents can register today, and non-residents can register on January 29<sup>th</sup>. It is limited to the first 50 people that register.
- 2) Field Trips:
  - A) Fantasy Springs Casino is scheduled for January 27<sup>th</sup> from 8 a.m. – 5 p.m. It is full.
  - B) Dinner Detective is scheduled for February 10<sup>th</sup> from 5 p.m. – 10 p.m. Non-resident standbys can register as of today, and regular non-residents can register on January 29<sup>th</sup>. For residents is free and for non-residents. There is a \$50 fee for non-residents. A staff member will be present on the trip to assist with any needs.

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

Public Service Director Rodriguez welcomed Commissioner Lopez to the Senior Citizen Commission. She also congratulated Chair Rodriguez and Vice Chair Acosta on their appointments.

Public Service Director Rodriguez noted that a scavenging notice was sent out to all residents. The City of Irwindale and Athens Services are aware of the community's scavenging issue, which includes scavengers moving trash from the black bin to the blue or green bin. In some cases,

Athens Services has issued a Notice of Violation because the blue or green bins are now considered contaminated. She recommends trying to take out the trash before 6 a.m. on Friday rather than the night before. If someone receives a Notice of Violation or your green or blue bins are not picked up due to scavenging, please contact Public Services.

The police department is also increasing patrols throughout the city on Thursday nights and Friday mornings. Please report any scavengers to the Irwindale Police Department.

A notice of violation is not a fine from Athens or the city. That's not going to happen till the end of the year, closer to fall. The residents have an additional 6 to 8 months to practice recycling requirements. It is a requirement from the city to implement this and enforce it starting January 1, 2024, but not starting until further out.

There will be another notice going out soon to all residents regarding coyotes. A yard audit checklist will be available on the Irwindale website to assist in reducing the number of coyotes visiting homes within the next week. Report any incidents to Public Services.

The Human Resources Department is accepting applications for the following positions:

**Part-time:** Aquatics Aide/Pool Cashier, Lifeguard, Recreation Aide, Police Officer Trainee,

**Full-Time:** Police Officer, and Police Dispatcher/Clerk.

COMMISSIONER  
FRAIJO

In response to a question by Commissioner Fraijo, Director Rodriguez stated that the park is expected to be completed in May, as opposed to March, as originally planned.

COMMISSIONER  
GONZALES

Commissioner Gonzales noticed scavengers going through her trash bins, specifically the blue bins.

DIRECTOR  
RODRIGUEZ

Director Rodriguez stated that the closure of the park has led to an increase in scavengers on Juarez Street, Calle del Norte, and Ayon Avenue, which may explain why they are passing through the residential area.

### **COMMISSIONER ITEMS AND REQUESTS**

COMMISSIONER  
GONZALES

Commissioner Gonzales inquired about the calendar board. She highlighted the importance of updating everyone on current activities. She will be happy to assist in updating the calendar board.

### **ADJOURNMENT**

There being no further business to conduct, the meeting was adjourned at 9:27 a.m.

ATTEST:

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Sylvia Tapia  
Office Specialist

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Date: February 26, 2024  
To: Honorable Chair and Members of the Senior Citizen Commission  
From: Elizabeth Rodriguez, Public Services Director  
Issue: Field Trip Policy

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**Public Services Director's Recommendation:**

Provide input to staff regarding the field trip policy, which establishes guidelines that governs registration, attendance, cancellations, and consequences of not cancelling attendance before the deadline.

**Administrative Action:**

**Submitted by:**

Elizabeth Rodriguez, Public Services Director

**Prepared by:**

Elizabeth Rodriguez, Public Services Director

**Background and Analysis:**

On July 28, 2021, the City Council approved the City of Irwindale Comprehensive Schedule of Fees & Charges, which included all senior center related fees. As the Senior Center provides field trips once a month with a combination of trips that are at no cost to the city and trips that require an entrance fee, these fees are now free to residents. At the January 23, 2023 Senior Citizen Commission Meeting, Commissioner Gonzalez requested accountability for individuals who sign up for trips but do not cancel by the deadline or do not show up the day of the trip. At the February 27, 2023 Senior Citizen Commission Meeting, staff provided an agenda report to seek the Commission's input on a cancellation policy for field trips. At this meeting, the Commission agreed to the following:

- Deadline to cancel attendance on a field trip is by 6:00pm on the Wednesday before the field trip. If the attendee cancels by this date, then no further action is required.
- Any participant who cancels after the deadline will be subject to the following:
  1. First time cancelling after the deadline, the participant will not be able to sign up for the next trip until the standby registration date.
  2. Second time cancelling after the deadline, the participant will not be able to sign up for the next trip.

Additionally, the Senior Citizen Commission requested a list of trips, number of registered for the trip,

the number of individuals who actually attended the trip, and the number of no shows be provided for review. The following outlines this information for calendar years 2022 and 2023.

<b>SENIOR CENTER FIELD TRIPS</b>					
<b>DATE OF TRIP</b>	<b>TRIP NAME</b>	<b>TOTAL TICKETS /SPOTS</b>	<b># OF SIGN- UPS</b>	<b># OF ATTENDEES</b>	<b># OF NO SHOWS</b>
1/29/2022	Huntington Library	22	21	18	3
2/19/2022	Pechanga Resort Casino	22	21	20	1
3/20/2022	Hornblower Brunch Cruise	22	21	20	1
4/2/2022	Frida/Olvera Street	22	22	18	4
5/21/2022	Pirates Dinner & Show	22	22	21	1
6/11/2022	Agua Caliente Casino	22	21	14	7
7/16/2022	Beach BBQ	22	22	18	4
8/20/2022	Aquarium of the Pacific	22	22	19	3
9/17/2022	Harrah's Casino	22	21	18	3
10/15/2022	Hollywood Tour	22	20	17	3
11/5/2022	Natural History Museum	22	22	13	10
12/17/2022	123 Farms	22	19	15	4
1/28/2023	Grease the Musical/Dinner	22	22	19	3
2/11/2023	Casino Morongo	22	22	22	0
3/11/2023	Santa Anita Park	22	22	22	0
4/22/2023	San Antonio Winery	22	22	20	2
5/13/2023	L.A. County Fair	22	21	16	5
6/10/2023	Agua Caliente Casino	22	18	15	3
7/15/2023	Beach BBQ	22	22	20	2
8/5/2023	Santa Monica Pier	22	21	15	6
9/16/2023	Cataline Island	22	22	21	1
10/14/2023	Yaamava Casino	22	19	19	0
11/18/2023	Momma Mia	22	22	20	2
12/2/2023	Merry-Achi Christmas	22	22	22	0

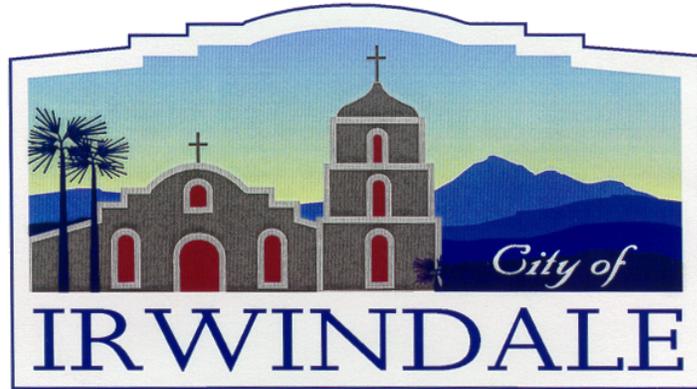
While some of the Senior Center Field Trips are free, most of the field trips require an entrance fee, which ranges anywhere from \$20 to \$100 per ticket. Most tickets are purchased in advance, non-transferable, and only valid for the date purchased. Therefore, when there is a no show or a participant

cancels after the deadline and staff is unable to fill that seat, the City or the Irwindale Community Foundation loses money.

Staff presents a draft field trip policy for the Senior Citizen Commission’s review and comments. This policy outlines the field trip guidelines for waiting in line, signing up, holding participants accountable for attending the field trip, seating arrangements, and filling seats in the event of cancellations.

**Attachments:**

1. 2-26-2024 Field Trip Policy - POLICY



# **Field Trip Policy**

**February 26, 2024**

## I. SCOPE

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

## II. PURPOSE

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

## III. DEFINITIONS

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

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

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

#### **IV. PROCEDURES**

##### **A. Overview**

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

##### **B. Education and Outreach**

Staff will ensure the placement of deadline information is included on all flyers, at the designated facilities, and on registration paperwork, which will remind participants and attendees of the deadline to cancel. Staff will contact the attendees the Monday before the trip to confirm their attendance. The deadline to cancel without any repercussions is by 6pm on Wednesday before the field trip date.

##### **C. Lining Up for Field Trip Registration**

###### Dan Diaz Recreation Center

Registration begins at 6:00pm on the date specified on the Field Trip Flyer for residents and non-residents. Participants are allowed to line up prior to the 6:00pm registration time. Participants are only allowed to sign up individuals in the same household. Participants may have someone outside their household stand in line on their behalf; however, the participant must be the one that registers themselves and/or their household. The participant must be present by 6:00pm to sign up/purchase.

###### Irwindale Aquatics Center

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

## Irwindale Senior Center

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

### **D. Standby List**

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

#### **i. Dan Diaz Recreation Center/Irwindale Aquatics Center**

1. Top priority will go to a resident who stood in line the day of registration but the spots were already filled. During the registration period but after the first day of registration, residents are able to call in to place themselves and/or their household on the standby list.
2. Next, residents placed on the standby list by a resident on the Attendee List.
3. Then, non-residents placed on the standby list by a resident on the Attendee List.
4. Finally, non-residents who signed up after the field trip is full.

#### **ii. Irwindale Senior Center Priority List**

1. Top priority will go to a resident who stood in line the day of registration, but the spots were already filled. During the registration period and after the first day of registration, residents are able to call in to place themselves and/or their household on the standby list.
2. Then, non-residents placed on the standby list by a resident on the Attendee List.
3. Finally, non-residents who signed up after the field trip is full.

### **E. Notifications of Cancellation Before the Deadline**

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

1. Participant\* calls, speaks with staff or leaves a message on the main department phone line hosting the event.
  - a. Aquatics Center (626) 430-2248

- b. Dan Diaz Recreation Center (626) 430-2224
- c. Irwindale Senior Center (626) 430-2283

2. Participant\* emails the staff member listed as the contact on the flyer.
3. A written note signed and dated by Participant\* is dropped off at the front desk of the department hosting the field trip.

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

#### **F. Failure to Cancel After the Deadline**

- i. First time cancelling after the deadline, the participant will not be able to sign up for the next trip until the non-resident registration date for the Dan Diaz Recreation Center's and Irwindale Aquatic Center's field trips and the standby registration date for the Irwindale Senior Center's field trips. Typically, departments will provide one trip per month.
- ii. Second time cancelling after the deadline, the participant will not be able to sign up for the next trip.
- iii. Should there be a third time cancelling after the deadline, the participant will meet with the Department Manager/Supervisor and Public Services Director to determine why the participant continues to sign up for trips but does not attend the trip or cancel before the deadline.
- iv. The procedures listed under i. – iii. above will reset each year.

#### **G. Appeals Process**

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

#### **H. Field Trips That Require Assigned Seating**

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

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

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

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

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

#### **I. Filling Seats After A Field Trip is Full**

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

##### **Dan Diaz Recreation Center/Irwindale Aquatics Center Priority List**

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

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

##### **Irwindale Senior Center Priority List**

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

3. Finally, non-residents who signed up after the field trip was full will be contacted in the order they signed up.

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

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