

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
March 6, 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 the meeting held February 7, 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 Aquatics' Budget Requests to City Council & Irwindale Community Foundation - Verbal Report

Department: Public Services

Recommendation: Receive and file the presentation on the Irwindale Aquatics Center's Budget Requests to City Council & Irwindale Community Foundation.

B. Irwindale Recreation's Budget Requests to City Council & Irwindale Community Foundation - Verbal Report

Department: Public Services

Recommendation: Receive and file the presentation on the Irwindale Recreation's Budget Requests to City Council & Irwindale Community Foundation.

C. Public Services Maintenance's Budget Requests to City Council & Irwindale Community Foundation - Verbal Report

Department: Public Services

Recommendation: Receive and file the presentation on Public Services Maintenance's Budget Requests to City Council & Irwindale Community Foundation.

D. Lifeguard Retention/Recruitment Update for Summer Season - Verbal Report

Department: Public Services

Recommendation: Receive and file the verbal report on the lifeguard retention and recruitment for Summer Season.

E. Irwindale Park Improvement Project Phases IV & V Update - Verbal Report

Department: Public Services

Recommendation: Receive and file the presentation on the Irwindale Park Improvement Project Phases IV & V update.

F. Irwindale Aquatics Center Heater Update - Verbal Report

Department: Public Services

Recommendation: Receive and file the presentation on the Irwindale Aquatics Center Heater Update.

G. Field Trip Policy

Department: Public Services

Recommendation: Review and 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.

H. Boots in the Park (Copyright Infringement) - Verbal Report

Department: Public Services

Recommendation: Review and provide input to staff on a Country Concert in the Park.

I. Dan Diaz Recreation Center Reroofing Project Update - Verbal Report

Department: Public Services

Recommendation: Receive and file the presentation on the Dan Diaz Recreation Center Reroofing Update.

9. RECREATION MANAGER UPDATE

10. AQUATICS SUPERVISOR UPDATE

11. PUBLIC WORKS SUPERVISOR UPDATE

12. PUBLIC SERVICES DIRECTOR UPDATE

13. FUTURE AGENDA ITEMS REQUESTED BY COMMISSIONERS

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

14. ADJOURN

AFFIDAVIT OF POSTING

I, Armando Hegdahl, Management Analyst, certify that I caused the agenda for the regular meeting of the Parks & Recreation Commission, to be held on March 6, 2024, be posted at the City Hall, Library, and Post Office on February 29, 2024.



Armando Hegdahl, CMC
Management Analyst

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

ROLL CALL: Present: Commissioners Michelle Duran, Justin Kelly, Carmen Roman; Vice Chair Belen Zepeda (arrived at 6:09 p.m.); Chair Paula Fraijo

Also present: Elizabeth Rodriguez, Public Services Director; Priscilla Zepeda; Recreation Manager; Daniel Grijalva, Aquatics Supervisor; Pedro Rodriguez, Public Works Services Supervisor; Jesus Hernandez, Administrative Secretary; and Karen Ruiz, Office Specialist

AB 2449 DISCLOSURES None.

CONSENT CALENDAR

MOTION A motion was made by Chair Fraijo, seconded by Commissioner Roman, to approve the Consent Calendar. The motion was unanimously approved; Vice Chair Zepeda absent at the time of the roll call.

ITEM NO. 6A MINUTES OF JANUARY 11, 2024
MINUTES OF
JANUARY 11, 2024 The minutes of the meeting held January 11, 2024, were approved.

END OF CONSENT CALENDAR

SPONTANEOUS COMMUNICATIONS

TERESA ORTIZ Teresa Ortiz thanked the Commission for the support it gave her during the time she served as Commissioner. She also thanked staff for their hard work, dedication, and kindness.

NEW BUSINESS

ITEM NO. 8A IRWINDALE PARK IMPROVEMENT PROJECT PHASES IV AND V UPDATE – Verbal Report
IRWINDALE PARK
IMPROVEMENT
PROJECT PHASES IV
AND V UPDATE

DIRECTOR RODRIGUEZ Director Rodriguez provided the verbal report with a PowerPoint presentation and advised that, as of the end of January, the project is approximately 50% completed. Some rain events have caused delays,

though the contractor is allowed to make up those days. Additional work has also caused delays. The contractor is working on an updated schedule which will be provided to staff as soon as it is finalized. She added that SCE is working on electrical upgrades to ensure sufficient power is made available throughout the park and noted work for ADA-compliant paths of travel as well as upgrades to irrigation lines and lighting modifications.

CHAIR FRAIJO

Chair Fraijo noted a concern about the placement of project perimeter fencing, which Supervisor Rodriguez stated he would look into.

Chair Fraijo then noted that Vice Chair Zepeda arrived at the meeting at 6:09 p.m.

COMMISSIONER
ROMAN

Responding to a question by Commissioner Roman, Director Rodriguez noted that new picnic tables will be installed at the park and that these would match existing tables.

CHAIR FRAIJO

In response to a question by Chair Fraijo, Director Rodriguez advised that the new trellis would match the existing trellis found at the Skate Park.

Chair Fraijo also asked about the estimated completion date for the project, to which Director Rodriguez indicated that it may be completed by late April or early May.

COMMISSIONER
DURAN

Commissioner Duran asked how the construction timeline would affect Recreation's programs for Easter, to which Director Rodriguez indicated that staff had already planned to relocate the program to other locations within the park in anticipation of the construction work.

CHAIR FRAIJO

Chair Fraijo suggested that staff ensure that events such as the Easter program include adequate PA systems to make sure that any messages that need to be relayed would reach all areas of the park, to which Manager Zepeda stated that Recreation staff has partnered with the Police Department, which parks a vehicle where everybody can hear its siren.

COMMISSIONER
ROMAN

Commissioner Roman requested that the City purchase a large sound system for the park.

ITEM NO. 8B
IRWINDALE AQUATICS
CENTER HEATER
REPLACEMENT

IRWINDALE AQUATICS CENTER HEATER REPLACEMENT
PROJECT UPDATE – Verbal Report

SUPERVISOR GRIJALVA Supervisor Grijalva spoke on the scope of work for the project, which includes the demo of the old heating unit and the concrete inside the pump room, repair of underground plumbing, replacement of piping, framing and pouring of new concrete, and the installation and connection of the new unit. Staff estimates that the project, which costs less than \$100,000, will be completed by April 5, 2024, though unanticipated events may occur which could delay its completion.

CHAIR FRAIJO Chair Fraijo requested another update at the next meeting.

**ITEM NO. 8C
DEDICATION &
NAMING OF THE NEW
IRWINDALE PARK
TRELLIS IN HONOR
OF MARGARET DIAZ** DEDICATION & NAMING OF THE NEW IRWINDALE PARK TRELLIS (NORTH OF THE PLAZA FOUNTAIN) IN HONOR OF MARGARET DIAZ

DIRECTOR RODRIGUEZ Director Rodriguez provided background information on Mrs. Diaz and presented the report.

CHAIR FRAIJO Chair Fraijo suggested that the existing policy for the naming of city facilities be modified so that living individuals could also be recognized, to which Director Rodriguez stated that the request could be placed on a future agenda for further discussion, though she noted that the final decision is made by the City Council.

COMMISSIONER ROMAN Commissioner Roman suggested that the new Library include the names of all Irwindale Librarians, to which Chair Fraijo noted that a Library Workshop would be held on February 15 and would likely be a more appropriate venue to bring up the suggestion.

MOTION A motion was made by Chair Fraijo, seconded by Commissioner Duran, to request that staff fill out a "Facility and Street Naming Policy" on behalf of the Parks and Recreation Commission and forward same to the City Council to request that it name the new Irwindale Park trellis as the "Margaret Diaz Pavilion". The motion was unanimously approved.

**ITEM NO. 8D
FACILITY & OPEN
SPACE RENTAL
POLICY FOR THE
DAN DIAZ
RECREATION CENTER;
IRWINDALE AQUATICS
CENTER; AND
IRWINDALE PARKS** FACILITY & OPEN SPACE RENTAL POLICY FOR THE DAN DIAZ RECREATION CENTER; IRWINDALE AQUATICS CENTER; AND IRWINDALE PARKS

DIRECTOR RODRIGUEZ Director Rodriguez presented the report.

CHAIR FRAIJO Chair Fraijo suggested that the draft policy be amended to read “no facility may be rented more than two times per week by the same person and/or organization.” She also asked whether applicants will be informed by staff that only those listed as “heads of household” would receive deposit reimbursements, to which Director Rodriguez confirmed that this was correct.

Chair Fraijo asked why this arrangement was in place, to which Manager Zepeda stated that the existing software contains this limitation, and staff hopes the new software does not. She added that the only issue that this arrangement has created was when a resident reserved a facility for a non-resident, and the non-resident called hoping to receive a reimbursement; however, per the arrangement, it would go to the resident renter.

CHAIR FRAIJO Chair Fraijo requested that the rental fees be made available in Spanish and placed on the City website.

COMMISSIONER ROMAN Commissioner Roman asked whether the policy could specify that jumpers and tents are not allowed in the parks, to which Chair Fraijo advised that the Municipal Code already states this.

DIRECTOR RODRIGUEZ Director Rodriguez added that there are also signs posted at the parks that prohibit said items.

PAT GONZALES Pat Gonzales asked clarifying questions about the proposed policy, to which Director Rodriguez clarified which sports may be played at the park per the Municipal Code, and noted that individuals may play without a permit, but organized teams must first obtain permits before playing.

COMMISSIONER DURAN Commissioner Duran suggested for the City to accept electronic payments, to which Director Rodriguez advised that the Finance Department is looking into implement a system that would allow electronic payments.

SUZANNE GOMEZ Suzanne Gomez asked about park rule enforcement and suggested a policy for community policing, to which Chair Fraijo suggested that individuals contact the Police Department if they observe illegal/inappropriate behavior at the parks; or they can contact Recreation staff, who would in turn contact the Police Department.

DIRECTOR RODRIGUEZ Director Rodriguez stated that a phrase could be included in the policy encouraging individuals to contact the Police Department if they notice anything inappropriate at the park.

MOTION A motion was made by Chair Fraijo, seconded by Commissioner Kelly, to recommend that the City Council approve the policy with the recommendations made by the Commissioners. The motion was unanimously approved.

ITEM NO. 8E TENTATIVE SCHEDULE FOR AQUATICS SPRING SEASON
**TENTATIVE SCHEDULE
FOR AQUATICS
SPRING SEASON**

SUPERVISOR GRIJALVA Supervisor Grijalva presented the report.

CHAIR FRAIJO Chair Fraijo noted that the spring schedule would probably depend on the completion of the new pool heater, to which Supervisor Grijalva stated that program flyers will probably indicate that the heater will be inoperable until April 5.

DIRECTOR RODRIGUEZ Director Rodriguez added that some patrons would still use the pool even without the benefit of a heater.

CHAIR FRAIJO Chair Fraijo stated her belief that using the pool without a heater is unsafe, to which Supervisor Grijalva noted that the pool would not be offered if the temperature dropped below a certain threshold.

Chair Fraijo then asked if additional classes would be offered if sessions were cancelled due to the cold temperature of the pool, to which Director Rodriguez stated that they would not.

COMMISSIONER ROMAN Commissioner Roman suggested potentially holding classes on the deck instead of in the water, to which Supervisor Grijalva stated that this suggestion could be considered.

COMMISSIONER KELLY Commissioner Kelly asked about the existing heater, to which Director Rodriguez noted that it is ten years old and that, although they are designed to work longer, the way this heater was installed caused it to become faulty prematurely.

**RECREATION
MANAGER UPDATE**

**RECREATION
MANAGER ZEPEDA** Recreation Manager Zepeda provided the following update:

- 1) Staff is working on designs for banners and will provide a full report once pricing options are determined.
- 2) The following events are scheduled for February:
 - A) Tot Trip to Build a Bear – February 8
 - B) Valentine’s Family Night at the Irwindale Community Center – February 9

- C) Tot Valentine Craft – February 13
- D) Rockabilities Friendship Dance – February 14
- E) Teens are holding a Lollipop-Gram Fundraiser – February 14
- F) Family Trip to the San Clemente Outlets – February 17
- G) Irwindale Cheer will compete – February 10 and 24.
- 3) Locks can be purchased as part of the Locks of Love program.
- 4) The following events are scheduled for March:
 - A) Rockabilities Resource Fair – March 16
 - B) Family Trip to Heritage Square Museum – March 23
 - C) Easter Eggstravaganza and Rockabilities Eggcellent Adventure – March 30
- 5) Recreation will be closed on February 19 in observance of President’s Day
- 6) The Recreation Center will convert to a polling place on February 27, during which the basketball court will be closed until equipment is picked up on March 9.
- 7) Rockabilities will sell clothing in the near future.
- 8) She also wished a happy birthday to Chair Fraijo

COMMISSIONER ROMAN As requested by Commissioner Roman, Manager Zepeda listed the pricing for the locks for the Locks of Love program as well as the clothing for the Rockabilities program.

TERESA ORTIZ Teresa Ortiz thanked Recreation staff for the new stair-climbers in the Cardio Room.

AQUATICS SUPERVISOR UPDATE

AQUATICS SUPERVISOR GRIJALVA Aquatics Supervisor Grijalva provided the following update:

- 1) The City is recruiting for the following positions: Lifeguard, Aquatics Aide, and Pool Cashier. These positions are open until filled.
- 2) A new LED “Shark Shack” sign is now being displayed at the site entrance.
- 3) The spring Aquatics season will begin on March 18.
- 4) He also provided the registration dates for the various programs offered through the Aquatics Center.

COMMISSIONER DURAN In reply to a question by Commissioner Duran, Supervisor Grijalva advised that he would try to squeeze Adult Swim Lessons in with the Senior Splash and Aqua Walk programs.

CHAIR FRAIJO Responding to a question by Chair Fraijo, Supervisor Grijalva advised that no applications have yet been received for the open positions; however, one young individual stopped by with questions. He added that the Aquatics Center will be sufficiently staffed for the

spring session, though he would prefer to have more staff available if possible.

**PUBLIC WORKS
SUPERVISOR UPDATE**

PUBLIC WORKS
SUPERVISOR

Public Works Supervisor Rodriguez presented the following update:

- 1) Park maintenance crews continue performing routine maintenance and are keeping the park clean during the recent rainstorms.
- 2) Crews also completed the installation of bottle filling stations and dog drinking fountains at Jardin de Roca Park.
- 3) Staff is also working on ordering new plants for Jardin de Roca Park.
- 4) Building maintenance staff is working on cleaning roof gutters and drains in preparation of the upcoming storms.
- 5) The facility division is working on various projects and work requests.
- 6) Most staffers completed “Everyday Teamwork” and “Communication Skills” training. Two additional staff members attended the Rainbird Academy Bootcamp.
- 7) He thanked all his staff for their hard work during recent storms.

COMMISSIONER
ROMAN

Commissioner Roman asked which staff member should be contacted to report potholes, to which Supervisor Rodriguez suggested that these be reported to Public Works Yard staff.

VICE CHAIR ZEPEDA

Vice Chair Zepeda asked about the Rainbird Academy, to which Supervisor Rodriguez advised that these relate to sprinkler systems.

COMMISSIONER
KELLY

Commissioner Kelly asked about the availability of sandbags, to which Supervisor Rodriguez advised that sand is available at the City Yard facility.

CHAIR FRAIJO

Responding to several questions by Chair Fraijo, Supervisor Rodriguez indicated that a dead tree at Jardin de Roca Park will be replaced and that native plants will be planted at Irwindale Park.

Chair Fraijo also commended staff for winter seeding the grass and keeping it green.

**PUBLIC SERVICES
DIRECTOR UPDATE**

DIRECTOR RODRIGUEZ Director Rodriguez presented the following update:

- 1) She displayed a photo that shows a water bottle filling station inside the park.

COMMISSIONER ROMAN Commissioner Roman asked whether the water coming out of park faucets is filtered, to which Supervisor Rodriguez indicated that it is not.

FUTURE AGENDA
ITEMS REQUESTED
BY COMMISSIONERS

CHAIR FRAIJO Responding to a question by Chair Fraijo, Director Rodriguez advised that this portion of the agenda remains the section by which Commissioners may comment on various subjects.

ITEM NO. 13A
PURCHASE OR DEDICATION OF LAND TO THE CITY OF IRWINDALE FOR CONSTRUCTION OF A SPORTS COMPLEX PARK (Requested by Chair Fraijo)

CHAIR FRAIJO Chair Fraijo noted that she did not necessarily request for land to be purchased for a sports complex. Rather, she suggested that city-owned green space be used, or for staff to work with project developers so that they may donate green space for the development of a soccer/football or general park area.

MOTION A motion was made by Chair Fraijo, seconded by Commissioner Duran, to request that the City Council direct staff to research whether land could be dedicated for the development of a park and/or soccer/football sports facility. The motion was unanimously approved.

ITEM NO. 13B
ADD BOOTS IN THE PARK TO THE IRWINDALE RECREATION'S SPECIAL EVENT SCHEDULE (Requested by Commissioner Roman)

MOTION A motion was made by Commissioner Roman, seconded by Commissioner Kelly, to add this item to the agenda so that the Commission may fully consider whether a "Boots in the Park" event could be added to the list of musical events scheduled for 2024. The motion was unanimously approved.

CHAIR FRAIJO

Chair Fraijo asked whether police presence would be the norm for future Commission meetings, to which Director Rodriguez confirmed that it would be.

ADJOURNMENT

There being no further business to conduct, the meeting was adjourned at 7:35 p.m.

Armando Hegdahl, CMC
Management Analyst

City of
IRWINDALE
AGENDA REPORT

Date: March 6, 2024
To: Honorable Chair and Members of the Parks & Recreation Commission
From: Elizabeth Rodriguez, Public Services Director
Issue: Irwindale Aquatics' Budget Requests to City Council & Irwindale Community Foundation - Verbal Report

Public Services Director's Recommendation:

Receive and file the presentation on the Irwindale Aquatics Center's Budget Requests to City Council & Irwindale Community Foundation.

Administrative Action:

Submitted by:

Elizabeth Rodriguez, Public Services Director

Prepared by:

Daniel M. Grijalva, Aquatics Supervisor

Background and Analysis:

Attachments:

None

City of
IRWINDALE
AGENDA REPORT

Date: March 6, 2024
To: Honorable Chair and Members of the Parks & Recreation Commission
From: Elizabeth Rodriguez, Public Services Director
Issue: Irwindale Recreation's Budget Requests to City Council & Irwindale Community Foundation
- Verbal Report

Public Services Director's Recommendation:

Receive and file the presentation on the Irwindale Recreation's Budget Requests to City Council & Irwindale Community Foundation.

Administrative Action:

Submitted by:

Elizabeth Rodriguez, Public Services Director

Prepared by:

Priscilla Zepeda, Recreation Manager

Background and Analysis:

Attachments:

None

City of
IRWINDALE
AGENDA REPORT

Date: March 6, 2024
To: Honorable Chair and Members of the Parks & Recreation Commission
From: Elizabeth Rodriguez, Public Services Director
Issue: Public Services Maintenance's Budget Requests to City Council & Irwindale Community Foundation - Verbal Report

Public Services Director's Recommendation:

Receive and file the presentation on Public Services Maintenance's Budget Requests to City Council & Irwindale Community Foundation.

Administrative Action:

Submitted by:

Elizabeth Rodriguez, Public Services Director

Prepared by:

Pedro Rodriguez, Public Works Supervisor

Background and Analysis:

Attachments:

None

City of
IRWINDALE
AGENDA REPORT

Date: March 6, 2024
To: Honorable Chair and Members of the Parks & Recreation Commission
From: Elizabeth Rodriguez, Public Services Director
Issue: Lifeguard Retention/Recruitment Update for Summer Season - Verbal Report

Public Services Director's Recommendation:

Receive and file the verbal report on the lifeguard retention and recruitment for Summer Season.

Administrative Action:

Submitted by:

Elizabeth Rodriguez, Public Services Director

Prepared by:

Daniel M. Grijalva, Aquatics Supervisor

Background and Analysis:

Attachments:

None

City of
IRWINDALE
AGENDA REPORT

Date: March 6, 2024
To: Honorable Chair and Members of the Parks & Recreation Commission
From: Elizabeth Rodriguez, Public Services Director
Issue: Irwindale Park Improvement Project Phases IV & V Update - Verbal Report

Public Services Director's Recommendation:

Receive and file the presentation on the Irwindale Park Improvement Project Phases IV & V update.

Administrative Action:

Submitted by:

Elizabeth Rodriguez, Public Services Director

Prepared by:

Elizabeth Rodriguez, Public Services Director

Background and Analysis:

Attachments:

None

City of
IRWINDALE
AGENDA REPORT

Date: March 6, 2024
To: Honorable Chair and Members of the Parks & Recreation Commission
From: Elizabeth Rodriguez, Public Services Director
Issue: Irwindale Aquatics Center Heater Update - Verbal Report

Public Services Director's Recommendation:

Receive and file the presentation on the Irwindale Aquatics Center Heater Update.

Administrative Action:

Submitted by:

Elizabeth Rodriguez, Public Services Director

Prepared by:

Daniel M. Grijalva, Aquatics Supervisor

Background and Analysis:

Attachments:

None

Date: March 6, 2024
To: Honorable Chair and Members of the Parks & Recreation Commission
From: Elizabeth Rodriguez, Public Services Director
Issue: Field Trip Policy

Public Services Director's Recommendation:

Review and 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, at the recommendation of the Parks & Recreation Commission, the City Council approved free programs, classes, activities and field trips for Irwindale Residents utilizing the Irwindale Recreation and Aquatics centers. As a result, there was an increase in the number of signups for field trips provided by Irwindale Recreation. In March of 2023, Administration approved an increase in the amount of tickets/spots available for field trips from 23 to 30. While this has helped provide more spots for participants to attend these field trips, there are times when an attendee fails to cancel by the deadline. When there is a standby list for a trip, last minute cancellations and no shows result in someone on the standby list not able to attend. Additionally, the City or the Irwindale Community Foundation loses out on the cost of the ticket, if an entrance fee was required for the trip.

At the regularly scheduled Parks & Recreation Commission meeting held on May 3, 2023, staff provided a verbal update on a request from the Senior Citizen Commission requesting to create and enact a policy that would penalize those that do not cancel their planned attendance at a field trip by a certain date. The Commission requested that staff continue to educate the community and attendees on the importance of cancelling their attendance on a field trip prior to the deadline. The Commission was against penalizing anyone for not cancelling by the deadline or due to a no show. Due to the limited number of spots available for field trips provided by Irwindale Recreation and the high number of individuals placed on the standby list, staff recommends a policy be implemented and participants be held accountable for not cancelling their attendance on a field trip by the deadline or not showing up the day of the field trip. This policy also provides procedures for waiting in line, the standby list,

seating arrangements, and filling seats when a participant cancels their attendance.

Staff has completed the following table to provide the Commission with information on the field trips provided by Irwindale Recreation, including the number of trips, the number of tickets/spots available, attendance, and the number of participants that do not show up the day of the trip. Additionally, the table provides information on Family/Adult Field Trips, Day Camp Trips, and Teen Trips.

FAMILY/ADULT TRIPS					
DATE OF TRIP	TRIP NAME	TOTAL TICKETS /SPOTS	# OF SIGN- UPS	# OF ATTENDEES	# OF NO SHOWS
2/26/2022	The Hollywood Museum	25	25	20	5
3/26/2022	Farmer's Market/The Grove	23	19	19	0
4/23/2022	Old Town San Diego	23	21	16	5
5/14/2022	Dodgers vs. Phillies	23	23	23	0
6/25/2022	Catalina Island	23	23	23	0
9/24/2022	Dodgers vs. Cardinals	23	23	22	1
10/14/2022	Carved @ Descanso Gardens	23	23	23	0
11/19/2022	San Clemente Outlets	23	14	12	2
12/17/2022	Disney on Ice	23	23	23	0
2/18/2023	Tom's Farm	23	8	3	5
3/18/2023	Santa Barbara	30	30	28	2
4/22/2023	Palm Springs Aerial Tram	30	30	25	5
5/13/2023	Dodgers vs. Padres	30	30	30	0
6/25/2023	Tina Turner	30	30	30	0
9/23/2023	Dodgers vs. Giants	30	30	30	0
10/21/2023	San Diego Safari Park	30	30	30	0
11/18/2023	Oak Tree Mountain	30	Cancelled		
12/9/2023	Harbor Cruise	30	30	30	0

DAY CAMP					
DATE OF TRIP	TRIP NAME	TOTAL TICKETS /SPOTS	# OF SIGN- UPS	# OF ATTENDEES	# OF NO SHOWS
4/5/2022	Spring DC – Movie	43	31	21	10
4/7/2022	Spring DC – Knott's	43	31	25	6
6/28/2022	Summer DC-Movies	43	43	33	10
7/12/2022	Summer DC	43	43	32	11
7/19/2022	Summer DC	43	43	35	8
7/26/2022	Summer DC	43	43	28	15
8/2/2022	Summer DC	43	43	33	10
8/9/2022	Summer DC	43	43	34	9

11/22/2022	Fall DC – Universal Studios	43	26	21	5
12/27/2022	Winter DC – Movies	43	30	22	8
1/3/2023	Winter DC – Knott’s	43	31	22	9
4/5/2023	Spring DC - Movie	43	28	24	4
4/6/2023	Spring DC – LA Zoo	43	24	21	3
6/27/2023	Summer DC – Movie	43	41	25	16
7/11/2023	Summer DC -	43	41	28	13
7/18/2023	Summer DC -	43	41	23	18
7/25/2023	Summer DC	43	41	28	13
8/1/2023	Summer DC	43	41	26	15
8/8/2023	Summer DC	43	41	26	15
11/24/2024	Disneyland	40	38	37	1
12/27/2023	Winter DC – Movie	40	34	24	10
1/3/2024	Winter DC – Knott’s	40	29	18	11

TEEN TRIPS					
DATE OF TRIP	TRIP NAME	TOTAL TICKETS /SPOTS	# OF SIGN-UPS	# OF ATTENDEES	# OF NO SHOWS
4/8/2022	Knott’s Berry Farm	15	9	7	2
7/29/2022	Magic Mountain	15	15	15	0
9/10/2022	Mall Day - Cancelled	15	2	0	0
10/15/2022	Halloween Horror Nights	15	12	12	0
1/6/2023	Knott’s Berry Farm	15	15	15	0
6/30/2023	Universal Studios	22	21	21	0
4/1/2023	Big Air Trampoline Park	22	8	7	1
7/31/2023	Eaton Canyon Hiking	20	6	5	1
8/4/2023	Neon Arcade & Dinner	20	13	13	0
8/11/2023	Teen Beach Trip	20	12	12	0
10/7/2023	Knott’s Halloween Haunt	22	22	21	1
11/24/2023	Disneyland*	22	24	23	1
1/5/2024	Magic Mountain	22	16	16	0

**There were two unused Day Camp Disneyland Tickets transferred over to the Teens as this trip was on the same day for both Day Camp and Teens.*

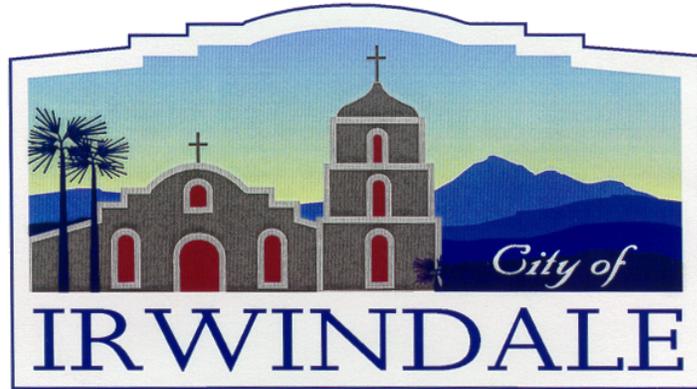
While some of the Family/Adult Field Trips are free, most of the field trips require an entrance fee, which ranges anywhere from \$20 to \$140 per ticket. Most tickets are purchased in advance, non-transferable and only valid for the date purchased. Therefore, when there is a no show or a participant cancels after the deadline and staff is unable to fill that seat, the City or Irwindale Community Foundation loses money.

This policy was also introduced to the Senior Citizen Commission at its regularly scheduled meeting held on February 26, 2024 for input and comments. Their comments are also included in this draft field trip policy. The Senior Citizen Commission did not have any changes; however, the policy will be

presented at the March 25, 2024 Senior Commission Meeting to review any changes made by the Parks & Recreation Commission, finalize and recommend approve to the city council.

Attachments:

1. 3-6-2024 Field Trip Policy - POLICY



Field Trip Policy

**for the Dan Diaz Recreation Center,
Irwindale Aquatics Center, and
Irwindale Senior Center**

March 6, 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 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.

Date: March 6, 2024
To: Honorable Chair and Members of the Parks & Recreation Commission
From: Elizabeth Rodriguez, Public Services Director
Issue: Boots in the Park (Copyright Infringement) - Verbal Report

Public Services Director's Recommendation:

Review and provide input to staff on a Country Concert in the Park.

Administrative Action:

Submitted by:

Elizabeth Rodriguez, Public Services Director

Prepared by:

Priscilla Zepeda, Recreation Manager

Background and Analysis:

Attachments:

None

City of
IRWINDALE
AGENDA REPORT

Date: March 6, 2024
To: Honorable Chair and Members of the Parks & Recreation Commission
From: Elizabeth Rodriguez, Public Services Director
Issue: Dan Diaz Recreation Center Reroofing Project Update - Verbal Report

Public Services Director's Recommendation:

Receive and file the presentation on the Dan Diaz Recreation Center Reroofing Update.

Administrative Action:

Submitted by:

Elizabeth Rodriguez, Public Services Director

Prepared by:

Elizabeth Rodriguez, Public Services Director

Background and Analysis:

Attachments:

None