

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

March 25, 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 February 26, 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 Update

Department: Public Services

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

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 March 25, 2024, to be posted at the City Hall, Library, and Post Office on March 21, 2024.



Sylvia Tapia, Office Specialist

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

ROLL CALL: Present: Commissioners Christina Fraijo; Patricia Gonzales; Robert Lopez;
Chair Iris Rodriguez

Vice Chair Carol Acosta - Absent

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

CONSENT CALENDAR

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

ITEM NO. 1A MINUTES
MINUTES

The minutes of the regular meeting held January 22, 2023, were approved.

END OF CONSENT CALENDAR

**SPONTANEOUS
COMMUNICATIONS**

There were no speakers.

NEW BUSINESS

ITEM NO. 8A
FIELD TRIP POLICY

Presenting a field trip policy for the Dan Diaz Recreation Center, Irwindale Aquatics Center and Senior Center. The focus will be on the Senior Center Language and procedures as this policy will also be presented to the Parks & Recreation Commission for review and comments on March 6th.

**DIRECTOR
RODRIGUEZ**

Director Rodriguez suggests that the Senior Citizen Commission reviews and provides input on the field trip policy, which establishes guidelines that govern registrations, attendance, cancellations, and consequences for not cancelling attendance before the deadline. Focusing on the Senior Center language only.

COMMISSIONER
GONZALES

Responding to a question by Commissioner Gonzales, Director Rodriguez stated if there are any open seats, senior staff management reserves the right to contact those who did not sign up for the field trip. Seniors who are aware of any seat openings are encouraged to contact the Senior Center. The paperwork must be completed by 2:30 p.m. She strongly encourages seniors to arrive at the Senior Center by 2:00 p.m.

A standby list will be generated if a participant(s) who wanted to sign up for the field trip is unable to secure a spot or a resident attendee places an individual(s) on the standby list. Seniors who are interested in going should call the Senior Center and put themselves on the standby list.

DIRECTOR
RODRIGUEZ

Director Rodriguez will present the proposal to Parks & Recreation and update the Senior Commission on any changes. Once finalized, it will be proposed to the City Council for approval.

**SENIOR CENTER
MANAGER UPDATE**

Senior Center Manager Beltran provided the following update:

- 1) Special events and activities:
 - A) The Valentine's Dance on February 9th was well attended and enjoyable for all.
 - B) The Paint N Sip event went extremely well. Hopefully, we can bring this event back.
 - C) On Thursday, February 22nd, the Senior Center celebrated Maggie Guzman for her services. It was a great success.
 - D) Registrations are being accepted for non-residents for the St. Patrick's Day Dance.
 - E) We are currently accepting non-resident registrations for the Birthday Brunch.
 - F) Spring Boutique is scheduled for March 6th, from 9 a.m. – 2 p.m. Selling pozole as a senior fundraiser.
 - G) On March 13th, Dr. Talk will present a seminar on stroke prevention from 12:45 p.m. – 2:00 p.m. Registration is not required.
 - H) Taking registrations for Spring classes on March 4th, line dancing, yoga, chair Zumba, and sewing classes.
- 2) Field Trips:
 - A) Knott's Berry Farm Boysenberry Festival is scheduled for March 23rd from 8:30 a.m. – 5 p.m. Non-resident standbys can register today. There are a few open spots.

COMMISSIONER
GONZALES

Commissioner Gonzales stated that the funeral seminar food was good. The seminar was informative and well-attended.

**PUBLIC SERVICES
DIRECTOR UPDATE**

Public Service Director Rodriguez announced a blood drive in collaboration with the American Red Cross. The bloodmobile is stationed in front of City Hall from 9 a.m. to 3 p.m.

The Irwindale Sister City invites everyone to a fundraising dance for Sister City Salvatierra, GTO Mexico at the West Covina Elks Lodge. A fundraising event is being held for the 25 victims of the December 17, 2023, massacre. It is a \$20 donation per person. If you're interested, please contact Grace Cox or Marguerite Lopez-Sapien. RSVP by Thursday, February 29th.

The Development Workshop scheduled for Monday, February 5th, has been rescheduled for Monday, March 4th, at 6 p.m. in the Council Chamber. It's a housing update on the 10-acre site on Allen Drive.

The Human Resources Department is accepting applications for the Summer Youth Worker. The program will start on Monday, June 17th, and continue through Thursday, August 1st and it will be limited to a maximum of 20 participants. Applications will be accepted online starting Thursday, March 7th.

COMMISSIONER
FRAIJO

Replying to a question by Commissioner Fraijo, Director Rodriguez stated that applicants must be at least 15 years old. College students can also participate, but for more information contact the Human Resources Department.

COMMISSIONER
GONZALES

In response to a question by Commissioner Gonzales, Director Rodriguez stated that changes are being made to the bus stop across from City Hall to ensure cleanliness.

DIRECTOR
RODRIGUEZ

Director Rodriguez stated that cameras will be installed at the skate park and Irwindale Park but not till the park's improvement is completed.

COMMISSIONER
GONZALES

In response to a question by Commissioner Gonzales, Director Rodriguez has noticed a slight change in Athens' trash pick-up schedule. She does encourage residents to take their trash out before 6 a.m. in case there is a new driver.

**COMMISSIONER ITEMS
AND REQUESTS**

COMMISSIONER
FRAIJO

Commissioner Fraijo mentioned that a few residents from Las Casitas have requested an elevator on the opposite side in case the current one breaks down.

DIRECTOR
RODRIGUEZ

Director Rodriguez mentioned that she would forward the information to the Housing Authority. She also suggests the members of Las Casitas attend the City Council and Housing Authority meetings and make that request as well.

ADJOURNMENT

There being no further business to conduct, the meeting was adjourned at 9:40 a.m.

ATTEST:

Sylvia Tapia
Office Specialist

Date: March 25, 2024
To: Honorable Chair and Members of the Senior Citizen Commission
From: Elizabeth Rodriguez, Public Services Director
Issue: Field Trip Policy Update

Public Services Director's Recommendation:

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

Administrative Action:

Submitted by:

Elizabeth Rodriguez, Public Services Director

Prepared by:

Elizabeth Rodriguez, Public Services Director

Background and Analysis:

At the February 26, 2024 Senior Citizen Commission meeting, staff presented the first draft of the Field Trip Policy for the Dan Diaz Recreation Center, Irwindale Aquatics Center, and Irwindale Senior Center. The Senior Citizen Commission held a discussion on this policy, which included 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. The commission had no changes or additions to the policy.

Staff also presented the same policy to the Parks & Recreation Commission at their March 6, 2024 regular meeting. The Parks & Recreation commission discussed the policy, accepted comments from the community and agreed on the following changes and additions that staff is requesting the Senior Citizen Commission consider:

- During the registration process, staff will make an announcement reminding participants to notify staff of their cancellation by the deadline if they are no longer able to make the trip. *(under Education and Outreach)*
- A Resident ID or City Employee Card is required if the attendee is registering as a Resident or placed on the Standby List. *(under Lining Up for Field Trip Registration)*
- Those individuals calling in only applies to being placed on the standby list in the event that a field trip is full and must do so starting the day after registration up to the Friday before the event. Any spots that are still open for a field trip requires the individual to come in person to sign up for the trip, fill out all necessary paperwork, and pay fees, if applicable. *(under Lining Up*

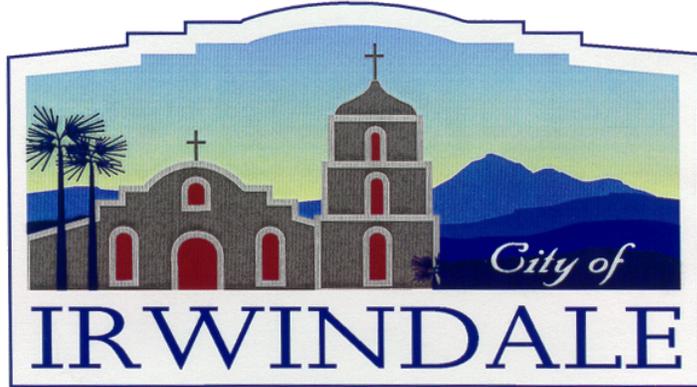
for Field Trip Registration)

- This section applies the the Dan Diaz Recreation Center’s and Irwindale Aquatics Center’s Adult/Family Field Trips only, and the Senior Center’s Field Trips. *(under Failure to Cancel After the Deadline)*
 - First time cancelling after the deadline, the participant will receive a warning.
 - Second time cancelling after the deadline, the participant will not be able to sign up for the next trip until the non-resident registration date for the 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.
 - Third time cancelling after the deadline, the participant will not be able to sign up for the next trip.
 - Should there be a fourth time cancelling after the deadline, the participant will meet with the Department Manager/Supervisor and Public Services Director to determine why the participant continues to sign up for trips but does not attend the trip or cancel before the deadline.
 - The procedures listed under i. – iii. above will reset each fiscal year.
- Forms may be submitted to erodriguez@irwindaleca.gov prior to the trip and are available at the Dan Diaz Recreation Center, Irwindale Aquatics Center, and Irwindale Senior Center. *(under Appeals Process)*
- Good reasons for cancellation are emergency situations that were not planned for including but are not limited to medical emergency, custodial issues, etc. *(under Appeals Process)*

Additionally, the Parks & Recreation Commission asked staff to see if they are able to create a form or box that can be checked using the City’s software system that states please call me in the event that there are tickets available for field trips.

Attachments:

1. 3-25-2024 Field Trip Policy - POLICY



Field Trip Policy

~~February 26~~ March 25, 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. During the registration process, staff will make an announcement reminding participants to notify staff of their cancellation by the deadline if they are no longer able to make the trip. Staff will contact the attendees the Monday before the trip to confirm their attendance. The deadline to cancel without any repercussions is by 6pm on Wednesday before the field trip date.

C. Lining Up for Field Trip Registration

Dan Diaz Recreation Center

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

Irwindale Aquatics Center

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

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

Irwindale Senior Center

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

D. Standby List

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

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

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

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

E. Notifications of Cancellation Before the Deadline

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

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

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

F. Failure to Cancel After the Deadline

This section applies the the Dan Diaz Recreation Center's and Irwindale Aquatics Center's Adult/Family Field Trips only, and the Senior Center's Field Trips.

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

ii. First-Second time cancelling after the deadline, the participant will not be able to sign up for the next trip until the non-resident registration date for the 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.

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

iv. Should there be a third-fourth time cancelling after the deadline, the participant will meet with the Department Manager/Supervisor and Public

Services Director to determine why the participant continues to sign up for trips but does not attend the trip or cancel before the deadline.

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

G. Appeals Process

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