

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
June 4, 2025**

6:00 PM

IRWINDALE CITY HALL - COUNCIL CHAMBERS

PAULA FRAIJO - Chair

CARMEN ROMAN - Vice Chair

MICHELLE DURAN - Commissioner

JUSTIN KELLY - Commissioner

NATHAN ROMERO - 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, Nathan Romero, Vice Chair Carmen Roman, 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. Recreation Manager Update

Department: Public Services

Recommendation: Receive and file the Recreation Manager Update

B. Aquatics Supervisor Update

Department: Public Services

Recommendation: Receive and file the Aquatics Supervisor Update.

C. Public Works Supervisor Update

Department: Public Services

Recommendation: Receive and file the Public Works Supervisor Update

D. Maintenance Update from the 2025 Walk-through

Department: Public Services

Recommendation: Receive and file the maintenance update from the 2025 walk-through of the Dan Diaz Recreation Center, the Aquatics Center, Irwindale Park, and Jardin de Roca Park.

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 at 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. Code of Conduct for the Public Services Department

Department: Public Services

Recommendation: Recommend approval to city council.

9. PUBLIC SERVICES DIRECTOR UPDATE

10. REQUESTS FOR AGENDA ITEMS BY COMMISSION

If a Commissioner is interested in a task or project, the Commissioner shall request that the item be agendized in this section.

11. 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 June 4, 2025, be posted at the City Hall, Library, and Post Office on **May 29, 2025**.



Armando Hegdahl, CMC
Management Analyst

City of
IRWINDALE
AGENDA REPORT

Date: June 4, 2025

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

From: Elizabeth Rodriguez, Public Services Director

Issue: Recreation Manager Update

Public Services Director's Recommendation:

Receive and file the Recreation Manager Update

Administrative Action:

Submitted by:

Elizabeth Rodriguez, Public Services Director

Prepared by:

Priscilla Zepeda, Recreation Manager

Background and Analysis:

May Highlights:

May events and offerings

Muffins with Moms Tots event was held on May 10, RockAbilities Painting with Friends was held on May 14th, Family Trip to Sea World was held on May 17, and Family Picnic and Bingo was held on May 31. Tons of fun, lots of memories, and an amazing job by staff.

Teeny Tots 2024-2025 school year comes to a close

The Irwindale Teeny Tots program ended on May 21 with an end of the year party. Before they celebrated a year of growth, friendships, and fun, they were able to take a class field trip to the LA County Fair. Special thank you to all the families who took part in this year's program and to our incredible teachers; Delicia Ponce and Darlene Acero for their hard work and dedication to the program.

Irwindale Cheer

Irwindale Cheer was honored for their incredible 2024-2025 season at the regularly scheduled Irwindale City Council meeting held on May 14. The team also enjoyed their end of the season banquet at SkyZone on May 27. Great job to all the girls, their families and staff on their epic season. Special thank you to their coaches; Samantha Amesola, Lavina Burrola, and Amanda Orosco.

Announcement/ News

- HVAC unit will be replaced at the Dan Diaz Recreation Center with work beginning June 9. The Dan Diaz Recreation Center may be closed for up to two business days. Classes will be moved to alternate locations.
- Recreation Staff Inservice will take place June 9. Staff will have the opportunity to learn from one another and share ideas as we prepare for another great year of classes, programs, trips, amenities, and events.
- Recruitment for Recreation Aides is taking place. Staff is looking forward to the addition of quality team members who are eager to create community through people, parks and programs.
- Recreation staff had the opportunity to participate in two offsite staff trainings: Day Camp/Child Care Training Roundtable Discussions offered through the City of Baldwin Park and CPRS District 13 Recreation Leader training. Two Recreation Staff Members; Luana Acuna and Sonia Dominguez had the honor of presenting on the topic of "Inclusion Strategies for Day Camp/Child Care".

CivicRec is going LIVE!

Irwindale Recreation will be going live with CivicRec beginning July 1, 2025. The company who offers our current RecPro software is closing effective June 30th. A citywide mailer notifying residents of the change with instructions on how to register, is being sent out this month. CivicRec has a variety of features not offered by our current software including online registration and notification options. All classes and programs offered by Recreation, with the exception of Kidzone and Adult/Family Field Trips, will be available in the online option. Residents/City Employees need to provide their VALID resident/employee card to have access to resident rates and registration dates. Non-residents will be able to purchase tickets or register for classes online as well. Staff is looking forward to this new offering for our patrons and will do all we can to allow for a seamless transition. Special thanks to Jeff Wagner and Jonamhae Cucal from IT who have worked with staff on the transition and Recreation Supervisor Melissa Marez who took the lead on the project.

Save the Dates

- June 4: Kidzone End of the Year Party
- June 11: RockAbilities BBQ and Summer Olympics - Irwindale Park Plaza from 10am - 12pm
- June 14: Donuts with Dads (Tot Event) - Dan Diaz Recreation Center - 12pm
- June 16: Summer Kidzone begins - 8am - 6pm AND Summer Lunch program begins - 11:30am - 12:30pm
- June 21: Deep Sea Fishing trip
- June 28: Community Softball Game - Alfred F. Herrera Softball Field - 9am AND Red, White and You BBQ - Irwindale Park Plaza from 4pm - 9pm
- June 30: Sunset Cinema - Moana 2 (movie begins at Dusk)

Attachments:

None

City of
IRWINDALE
AGENDA REPORT

Date: June 4, 2025

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

From: Elizabeth Rodriguez, Public Services Director

Issue: Aquatics Supervisor Update

Public Services Director's Recommendation:

Receive and file the Aquatics Supervisor Update.

Administrative Action:

Submitted by:

Elizabeth Rodriguez, Public Services Director

Prepared by:

Daniel M. Grijalva, Aquatics Supervisor

Background and Analysis:

May Highlights:

Irwindale Aquatics Center Expo Makes a Splash!

On Saturday, May 10, the Irwindale Aquatics Center Expo welcomed community members from 1:00pm to 4:00pm for a warm and exciting afternoon of fun, learning, and water safety awareness. The event was a big hit with families and residents who came out to explore all that the Irwindale Aquatics Center has to offer! Attendees had the chance to:

- **Dive into information** about our incredible aquatics programs.
- **Meet our friendly team** and staff members.
- **Cool off with recreational swimming** alongside family and loved ones.
- **Visit interactive booths** promoting **Water Safety Awareness**.

The Irwindale library added to the fun with a creative underwater fish craft for kids and information about the upcoming summer reading program, while the police department delighted young visitors with water blasters and coloring books. Irwindale Recreation hosted their popular sensory table with our dedicated staff offering the following:

- **CPR/AED demonstration tables**, offering valuable life-saving tips.
- **A Water Safety Awareness Station**, where attendees were encouraged to sign the Safe Swimmers Pledge.

Thanks to everyone who joined us and helped make the day a memorable success. We look forward to seeing you again next year!

Irwindale Swim Team Honors National Water Safety Day

On Thursday, May 15, the Irwindale Swim Team participated in National Water Safety Day with a special focus on safety and preparedness. In honor of the occasion, team members engaged in Junior Lifeguard training scenarios, offering a glimpse into the exciting possibilities of a future Irwindale Aquatics Junior Lifeguard Program. These hands-on activities helped introduce participants to the core skills of lifeguarding—teamwork, quick response, and water rescue techniques—while reinforcing the importance of water safety in a fun and interactive way. We're proud of our swim team for taking part in this valuable experience and look forward to building more opportunities like this in the near future! The spring swim team will conclude on Thursday, May 29, and resume in summer beginning June 16.

Announcement/ News

Summer kicks off this Friday, June 6, from 12:00pm - 4:00pm with recreational swimming and then from 6:00pm- 9:00pm with evening recreational swimming. Resident registration begins on June 2 at 5:00pm for the first session of swimming lessons, Parent and Me, Aqua Stand Up, Summer Swim Team, Dive-in Movies (1st Night), and Splash and Play. Non-Resident registration will be held on June 9 at 5:00pm for the same classes, programs, and events listed above. During the month of May, Irwindale Aquatics staff participated in 12 hours of in-service/ re-certification training. Staff is very proud to be leading a team that is devoted and dedicated to providing a safe and welcoming environment.

Save the Dates

- June 2: Resident registration for the first session of swim lessons, Parent and Me, Aqua Stand Up, Summer Swim Team, Dive-in Movies (1st Night), and Splash and Play at 5:00pm
- June 6: First Day of Summer at the Aquatics Center
- June 9: Non-Resident registration for all the classes, programs, and events listed under Resident registration.
- June 13: Dive in Movies at 7pm - "3 Ninjas"
- June 14: Splash and Play -12:00pm - 4:00pm
- June 27: Dive in Movies at 7pm - "Shrek"
- June 28: Splash and Play - 12:00pm - 4:00pm

Attachments:

None

City of
IRWINDALE
AGENDA REPORT

Date: June 4, 2025

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

From: Elizabeth Rodriguez, Public Services Director

Issue: Public Works Supervisor Update

Public Services Director's Recommendation:

Receive and file the Public Works Supervisor Update

Administrative Action:

Submitted by:

Elizabeth Rodriguez, Public Services Director

Prepared by:

Pedro Rodriguez, Public Works Supervisor

Background and Analysis:

The Parks division is progressing with routine maintenance. The Parks Lead is collaborating with a consultant to develop an enhanced weed abatement program for the team. Commissioner Roman reported irrigation problems at Little Park, where staff has addressed two lateral line breaks and a valve. The Little Park irrigation repairs are nearing completion at 90% and are anticipated to be finished within the next couple of weeks. Additionally, park maintenance staff assisted with clean up and preparations for Irwindale Recreation's Spring Picnic & Bingo held on May 31.

Facilities Maintenance has completed upgrades at the Aquatics Center, including retrofitting wall packs and installing lighting on the deck area leading to and from the locker rooms. Additionally, they installed the TV in the Game Room, ensuring a clean setup by adding an outlet and a channel chase to conceal all cords and wires from connected equipment.

Looking ahead, management is looking into various training opportunities for the coming months.

Regarding upcoming events, staff are inquiring about equipment rentals in preparation for the Annual Fireworks Show, which will be held on the lot along Allen Dr.

Attachments:

None

City of
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AGENDA REPORT

Date: June 4, 2025

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

From: Elizabeth Rodriguez, Public Services Director

Issue: Maintenance Update from the 2025 Walk-through

Public Services Director's Recommendation:

Receive and file the maintenance update from the 2025 walk-through of the Dan Diaz Recreation Center, the Aquatics Center, Irwindale Park, and Jardin de Roca Park.

Administrative Action:

Submitted by:

Elizabeth Rodriguez, Public Services Director

Prepared by:

Pedro Rodriguez, Public Works Supervisor

Background and Analysis:

On April 2, 2025 and May 7, 2025, the Parks & Recreation Commission completed a walk-through tour of the Dan Diaz Recreation Center, the Irwindale Aquatics Center, Irwindale Park, and Jardin de Roca Park to identify areas of concern prior to the summer season. During and after the tour, the Commission provided input, and staff made a record of specific areas of improvement.

The following table outlines these specific areas of improvement, and the status of each:

DAN DIAZ RECREATION CENTER	STATUS
Replace net at basketball court near memorial garden	COMPLETED
Clean drinking fountain (outside/behind building)	COMPLETED/ONGOING
Repair or replace baseboard near the elevator	COMPLETED
Replace rusty hand weights	PENDING FY25/26
Replace covers in weight room	PENDING FY25/26
Replace sink/counter and bathroom partitions in men's restroom near elevator	PENDING FY25/26

IRWINDALE AQUATICS CENTER	STATUS
Paint rod iron fence around the pool area	PENDING FY25/26
Cover/remove wire outlet covers in the pool area	COMPLETED
Repair wall top cap at the north side of pool	
Replace light covers in both locker rooms	COMPLETED
Repair tiles in both locker rooms	
Replace bathroom and shower partitions in both locker rooms. Look into better stalls for both locker rooms	PENDING FY25/26
WOMEN'S LOCKER ROOM: Repair restroom flush valve	COMPLETED
WOMEN'S LOCKER ROOM: Replace toilet paper dispensers	COMPLETED
MEN'S LOCKER ROOM: Scrape paint off and repaint ceiling	
MEN'S LOCKER ROOM: Fill in gaps on concrete seating area	COMPLETED
Trim trees growing into perimeter	COMPLETED
Fix tankless water heaters (2)	COMPLETED
Add signs that say "report vandalism" in both locker rooms	COMPLETED

IRWINDALE PARK	STATUS
Add lighting to horseshoe pit	COMPLETED
Repair wood around sand at horseshoe pit	
Place signs on restrooms for Public Works repairs	COMPLETED
Fix/Replace cracked baby changing stations at both restrooms	
Place signs above baby changing stations "Do not sit on baby changing stations"	ORDERED
Spray paint ADA Seating on ADA seating area south of Softball Field Bleachers	
Add more plants with color and completely fill each pod with flowers at the Memorial Garden	
Inspect the condition of the Magnolia Tree between the playground	CONTACTED CONTRACTOR

and softball field	
Clean up the grass area around playground (messy)	COMPLETED
Trim Palm Trees near Picnic Shelter	CONTACTED CONTRACTOR
Repair toilet push button in Men's Restroom near playground	COMPLETED
Remove twig from fountain on restrooms near playground	COMPLETED
Fix leaning signs near east end parking lot	
Remove social distancing stickers from around playground	COMPLETED
Replace padding on play equipment in playground area	ORDERED PARTS
Remove ants from playground area	COMPLETED
Zip tie overhead lighting in plaza	COMPLETED

JARDIN DE ROCA PARK	STATUS
Clean bus stop adjacent to park/graffiti on bus bench	COMPLETED
Remove and reinstall drains around basketball court	
Repair stucco on restroom building	
Clean light covers above sinks	COMPLETED
Remove social distancing stickers from all areas of park	COMPLETED
Replant vines on empty vertical planter boxes	
Remove graffiti from restrooms on west side	COMPLETED
Replace toilet paper in restrooms	COMPLETED/SPOKE WITH STAFF
Replace sticker on swings	ORDERED STICKER
Replace rusted BBQs in various areas of park; install larger BBQs near main picnic areas	
Repair leak from drinking fountain/dog water station	
Remove graffiti on trellis south of skate area	COMPLETED

Attachments:

None

City of
IRWINDALE
AGENDA REPORT

Date: June 4, 2025

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

From: Elizabeth Rodriguez, Public Services Director

Issue: Code of Conduct for the Public Services Department

Public Services Director's Recommendation:

Recommend approval to city council.

Administrative Action:

Submitted by:

Elizabeth Rodriguez, Public Services Director

Prepared by:

Elizabeth Rodriguez, Public Services Director

Background and Analysis:

At the January 9, 2025 Parks & Recreation Special Meeting, Vice Chair Roman requested the Commission review a participant behavior policy for the Dan Diaz Recreation Center. After much research, it was determined that the City did not have this type of policy for the Dan Diaz Recreation Center, Irwindale Aquatics Center, or Irwindale parks. Additionally, staff identified most surrounding cities had a code of conduct policy for its parks and recreation departments, including the Irwindale Public Library.

At the February 5, 2025 Parks & Recreation Regularly Scheduled Meeting, staff provided copies of and presented a variety of different policies on this topic, including the Irwindale Public Library's Code of Conduct, City of Monterey Park's Parks & Recreation's Behavior Guidelines, City of Temple City's Code of Conduct, and City of Ventura's Parks & Recreation's Code of Conduct. After reviewing these documents, a discussion was held and the Commission requested staff use the City of Temple City's Code of Conduct as a template to create a code of conduct for the Public Services Department.

The purpose of the Code of Conduct is to establish guidelines that promote and support a safe, fun, and healthy environment through productive participation. Participants are expected to adhere to this Code of Conduct and conduct themselves appropriately while utilizing and taking part in city facilities, parks, programs, services, field trips, and special events. The Code of Conduct for the Public Services Department provides information on the scope of this policy, the purpose of this policy, the standards of conduct, violations, enforcement and consequences of violations, outlines what constitutes immediate suspension, and the appeals process.

At the May 7, 2025 Parks & Recreation Regularly Scheduled Meeting, staff presented the first draft of the Code of Conduct for the Public Services Department to the Commission for review and comments. The Commission had the following comments/edits, which are outlined in bold and underlined:

STANDARDS OF CONDUCT

- Dress appropriately for a public place. This includes wearing a shirt/top, pants/skirt/shorts, and shoes at all times **(dress code is based on the program/class requirements, such as appropriate swimwear at the Irwindale Aquatics Center or no shoes at Yoga;** and
- Please notify staff of any hazards, problems, or Code of Conduct violations **as soon as possible.**
- Comply with all applicable federal, state, and local laws, including the City of Irwindale's Municipal Code and policies, **other city policies, and/or venue policies.**

VIOLATIONS

- Any activity that negatively affects the physical health of participants, volunteers, or City staff or places them in physical danger or **fear of such threat;** and
- Possession, selling, or use of **marijuana,** tobacco, illegal drugs, non-prescribed, or appearing to be under the influence of alcohol or controlled substances while on City property or when participating in City-sponsored programs, services, activities, field trips, or special events; and
- Leaving children under the age of **9** unsupervised **in any Public Services facility and 12 and under for Adult/Family field trips;** and

Staff members may apply this guideline differently to behavior in different locations depending on the disruption caused by the behavior. When disruptive behavior occurs on the public sidewalk, street or park in front of City facilities, staff members should ask that individuals discontinue the disruptive behavior and/or request police assistance to enforce applicable laws and ordinances as appropriate.

ENFORCEMENT & CONSEQUENCES OF VIOLATIONS

The City reserves the right to:

1. **Require members of the public who engage in disruptive behavior to leave the premises.**
2. **Restrict or suspend members of the public who engage in disruptive behavior from using specific City facilities or services or revoke their use of specific City facilities or services. Suspension may include dissolution of privileges to use City facilities, City property, City parks, City services, or participation in City-sponsored programs, classes, activities, field trips, and special events.**
3. **Exclude members of the public who engage in disruptive behavior from City property for a specified period of time.**

These guidelines will be applied fairly and equally to all members of the public. Persons of all ages are expected to follow this policy. Parents, guardians, or caregivers are responsible for ensuring that children meet this expectation as needed.
City staff will notify police immediately of any illegal behavior or threat to the safety of members of the public or staff.

- Added an asterisk to Participant and/or patron listed under Enforcement & Consequences of Violations, Immediate Suspension and Appeal Process. Added the following language after the Appeals Process: ***Participant/patron – If a participant/patron is a minor, then City staff will meet with the parent(s)/ guardian(s) of the minor.**
- Added **Parent/Guardian Signature for Minors** to the end of the policy.

This policy will be signed and renewed when the participant renews their account profile. The account profile will be updated annually to verify the Code of Conduct is signed, a valid Resident ID/City Employee Card is on file, phone and email are accurate and any emergency contact information is updated.

Attachments:

1. 6-4-2025 Code of Conduct - POLICY



Code of Conduct for the Public Services Department

~~May 7~~ June 4, 2025

Revised with Parks & Recreation
Commission Changes

I. SCOPE

The City of Irwindale Code of Conduct for the Public Services Department (Collectively the Dan Diaz Recreation Center, Irwindale Aquatics Center, all Irwindale parks, and the Irwindale Senior Center) will provide guidelines as it relates to the programs, activities, services, field trips, and special events provided by and through the Public Services Department.

II. PURPOSE

The purpose of the Code of Conduct is to establish guidelines that promote and support a safe, fun, and healthy environment through productive participation. Participants are expected to adhere to this Code of Conduct and conduct themselves appropriately while utilizing and taking part in city facilities, parks, programs, services, field trips, and special events.

III. STANDARDS OF CONDUCT

All City of Irwindale Public Services visitors, facility users, program participants, caregivers, organizations, businesses, and volunteers are expected to adhere to the following:

- Always communicate and conduct yourself in a manner that is respectful, considerate, and courteous to other patrons, participants, staff, and volunteers; and
- Know, understand, and follow all posted and written rules along with verbal rules and directions provided by staff, contractors, and volunteers. Ask a staff member if you are unaware or unsure about any rules; and
- Follow all program, facility, and park specific rules and guidelines; and
- Be respectful of all City facilities, parks, equipment, and property and the property of other patrons; and
- Check with staff prior to using any city equipment or rooms; and
- Secure all personal belongings. The city is not responsible for lost, damaged, and/or stolen items; and
- Dress appropriately for a public place. This includes wearing a shirt/top, pants/skirt/shorts, and shoes at all times (~~except dress code is based on the program/class requirements such as when visiting appropriate swimwear at the Irwindale Aquatics Center or no shoes during programs that allow for no shoes such as at~~ Yoga); and
- Clean-up after yourself including putting all trash and recyclables in the proper receptacles; and
- Please notify staff of any hazards, problems, or Code of Conduct violations as soon as possible.
- Be flexible in accepting alternative facility assignments or modifications to schedules; and
- Comply with decisions of staff and abide by established grievance procedures if issues or concerns arise; and

- Comply with all applicable federal, state, and local laws, including the City of Irwindale's Municipal Code and policies, other city policies, and/or venue policies.

IV. VIOLATIONS

City staff reserves the right to remove any person from City facilities, parks, programs, activities, field trips, or special events who violates the Code of Conduct and the person(s) will be subject to the Consequences, as listed herein. The following actions are considered violations of the Code of Conduct and City staff may initiate the consequences below at its discretion:

- Actions or behavior that denies other participants or volunteers the ability to safely and respectfully enjoy the Public Services facilities, parks, and its programs, services, activities, field trips, and special events; and
- Any physical, verbal, or cyber threat of imminent or future violence; repeated loud or offensive behavior; physically threatening or intimidating behavior; assault, actual or pretend fighting; abusive, obscene, or discriminatory language or gestures including but not limited to horseplay, bullying, unwelcome teasing, pushing, kicking, hitting, or fighting; and
- Destruction or vandalism of City materials, equipment, furniture or property; and
- Refusal to obey City staff with regard to the operation of any program or the use of any City facility or equipment; and
- Harassment or discrimination of any kind, including, but not limited to age, race, national origin, gender, religion, sexual orientation, or political affiliation; and
- Any activity that negatively affects the physical health of participants, volunteers, or City staff or places them in physical danger or fear of such threat; and
- Violations of City, County, State, or Federal law while on City property or when participating in City-sponsored programs, services, activities, field trips, or special events; and
- Possession, selling, or use of alcohol, marijuana, tobacco, illegal drugs, non-prescribed, or appearing to be under the influence of alcohol or controlled substances while on City property or when participating in City-sponsored programs, services, activities, field trips, or special events; and
- Possession, selling, or use of alcohol or appearing to be under the influence of alcohol on City property or when participating in City-sponsored programs, services, and activities or excessive use of alcohol at City-sponsored field trips and special events that allow alcohol; and
- Inappropriate and/or revealing attire; and
- Severe lack of personal cleanliness and hygiene; and
- Use of restrooms for the purpose of shaving, bathing, hair cutting, washing clothes, or others such uses it is not intended for; and
- Use of any type of photographic equipment, including cell phones, in city locker rooms and restrooms; and

- Leaving children under the age of 13-9 unsupervised in any Public Services facility and 12 and under for Adult/Family field trips; and
- Bringing any animal into City facilities or in areas with signs that prohibit animals from entering, except for service animals or as authorized for City programs; and
- Entering employee only areas without permission from staff.

Staff members may apply this guideline differently to behavior in different locations depending on the disruption caused by the behavior. When disruptive behavior occurs on the public sidewalk, street or park in front of City facilities, staff members should ask that individuals discontinue the disruptive behavior and/or request police assistance to enforce applicable laws and ordinances as appropriate.

V. ENFORCEMENT & CONSEQUENCES OF VIOLATIONS ~~Consequences of Violations~~

The City reserves the right to:

1. Require members of the public who engage in disruptive behavior to leave the premises.
2. Restrict or suspend members of the public who engage in disruptive behavior from using specific City facilities or services or revoke their use of specific City facilities or services. Suspension may include dissolution of privileges to use City facilities, City parks, City property, City services, or participation in City-sponsored programs, classes, activities, field trips, and special events.
3. Exclude members of the public who engage in disruptive behavior from City property for a specified period of time.

These guidelines will be applied fairly and equally to all members of the public. Persons of all ages are expected to follow this policy. Parents, guardians, or caregivers are responsible for ensuring that children meet this expectation as needed.

City staff will notify police immediately of any illegal behavior or threat to the safety of members of the public or staff.

~~The City reserves the right to suspend any participant or person who violates the Code of Conduct. Suspension may include dissolution of privileges to use City facilities, City property, City services, or participation in City sponsored programs, activities, field trips, and special events.~~

Violations of the Code of Conduct shall be addressed in the following manner:

- **1st Offense: Verbal Counseling or Warning**
Participants* will receive a verbal warning from a City staff person. City staff will document this occurrence on an "Incident Report." For items that require "repeated"

or “severe” violations to be actionable, two or even three verbal warnings (at the discretion of the Division Manager/Supervisor or designee) with documentation will be required before moving to the “Second Offense” consequence.

- **2nd Offense: Written Warning and One Program Day Suspension**

City staff will record the second offense on an “Incident Report.” The participant* will meet with the Division Manager/Supervisor or designee to discuss the violation and implement any corrective action deemed necessary by the City. A written suspension of one program day will be given to the participant* outlining the incidents and the specific violation(s) of the Code of Conduct. Failure to meet with the Division Manager/Supervisor or their designees will be grounds for a continued and/or indefinite suspension of more than one month.

- **3rd Offense: One Week to One Month Suspension**

City staff will record the occurrence on an “Incident Report.” The participant* will meet with the Division Manager/Supervisor and the Public Services Director or their designees to discuss the violation and implement any corrective action deemed necessary by the City. At the discretion of the Public Services Director or designee, a written one week to one-month suspension will be given to the participant* explaining the incidents and the violation of the Code of Conduct. The written suspension will include the rationale for the duration of the suspension as well as the dates of the suspension. Failure to meet with the Division Manager/Supervisor and Public Services Director or their designees will be grounds for a continued and/or indefinite suspension of more than one month.

- **Final Offense: Long-Term or Indefinite Suspension**

City staff will record the occurrence on an “Incident Report.” The participant* will meet with the Division Manager/Supervisor and the Public Services Director or their designees to discuss the violation and implement any corrective action deemed necessary by the City. At the discretion of the Public Services Director or designee, a written long-term or indefinite suspension will be given to the participant* explaining the incidents and the violation of the Code of Conduct and include the dates of the suspension (if applicable). Failure to meet with the Division Manager/Supervisor and Public Services Director or their designees will be grounds for a continued indefinite suspension.

Immediate Suspension

Notwithstanding the above, participants*/patrons* may receive an immediate suspension and revocation of privileges if the violation is so serious in nature as determined by the Public Services Director or designee that immediate suspension is warranted to protect the health, safety, or mental well-being of other participants or of City staff or other persons. Such violations may include but are not limited to:

- Violations that place participants, volunteers, City staff, other persons, self, or City property in imminent danger, including but not limited to verbal and physical threatening, abusive, and bullying behavior, weapons, intimidation, and harassment; and
- Violations that involve bringing weapons of any kind, even with a permit, to a city facility, event, program, on a City bus, or park grounds; and/or
- Violations involving law enforcement personnel.

City staff will record the occurrence on an "Incident Report." The participant* will meet with the Public Services Director or designee to discuss the violation and, if applicable, implement any corrective action deemed necessary by the City notwithstanding the immediate suspension. At the discretion of the Public Services Director or designee, a written long-term suspension will be given to the participant* explaining the incidents, the violation of the Code of Conduct, and the dates of the suspension (if applicable). Failure to meet with the Public Services Director or designee will be grounds for a continued indefinite suspension.

Appeal Process

Participants* have the right to appeal a decision made regarding an incident to the City Manager or designee within 15 days of receipt of the written notice of suspension. Participants* must appeal the decision in writing by e-mail or mail.

E-mail: City Manager at cityclerk@irwindaleca.gov

Mail:

City of Irwindale
Attn: City Manager
5050 N. Irwindale Avenue, Irwindale, CA 91706

After a thorough review of the participant's Code of Conduct violation(s), an appointment will be made with the participant* to discuss the situation. The participant* will not be allowed to return to City facilities, City parks, City properties or participate in City classes, programs, services, field trips, and/or special events until the investigation and appeal process is completed.

*Participant/patron – If a participant/patron is a minor, then City staff will meet with the parent(s)/guardian(s) of the minor.

I have read the City of Irwindale Public Services Department's Code of Conduct and agree to abide by the rules and guidelines outlined herein.

Participant

Printed Name: _____

Signature: _____ Date: _____

Parent/Guardian Signature for Minors

Printed Name: _____

Signature: _____ Date: _____

DRAFT