

CITY OF IRWINDALE

5050 N. IRWINDALE AVE., IRWINDALE CA 91706 • PHONE: (626) 430-2200 • FACSIMILE: 962-4209

PAULA FRAJO
CHAIR

BELEN ZEPEDA
VICE CHAIR

MICHELLE DURAN
COMMISSIONER

TERESA ORTIZ
COMMISSIONER

CARMEN ROMAN
COMMISSIONER

AGENDA FOR THE REGULAR MEETING OF THE IRWINDALE PARKS & RECREATION COMMISSION

SEPTEMBER 6, 2023

6:00 P.M.

IRWINDALE COUNCIL CHAMBER
<https://us02web.zoom.us/j/83373897360>
Zoom 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, or unless certain emergency or special circumstances exist. The Parks & Recreation Commission may request from staff to investigate and/or schedule certain matters for consideration at a future Commission or City Council meeting.

Americans with Disabilities Act: In compliance with the ADA and Government Code section 54953(g), the City Council 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 City Council or 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 by appointment only at the office of the 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 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 Commissioner.

These things we hereby pledge to do in the interest and purposes for which our government has been established.

IRWINDALE PARKS & RECREATION COMMISSION



CALL TO ORDER

PLEDGE OF ALLEGIANCE

INVOCATION

ROLL CALL: Commissioners: Michelle Duran, Teresa Ortiz, Carmen Roman,
Vice Chair Belen Zepeda, Chair Paula Fraijo

AB 2449 DISCLOSURES

Remote participation by a member of the legislative body for just cause or emergency circumstances.

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.

1. Minutes

Recommendation: Approve the following minutes:

A. Regular meeting held August 2, 2023.

SPONTANEOUS COMMUNICATIONS

This is the time set aside for members of the audience to speak on items not on this agenda. State law prohibits any Commission discussion or action on such communications unless 1) the Commission by majority vote finds that a catastrophe or emergency exists; or 2) the Commission by at least four votes finds that the matter (and need for action thereon) arose within the last five days. Since the Commission cannot (except as stated) participate, it is requested that all such communications be made in writing so as to be included on the next agenda for full discussion and action. If a member of the audience feels he or she must proceed tonight, then each speaker will be limited to 3 minutes unless such time limits are extended.

In the hybrid format, both in-person and hybrid audience members will participate in the following order:

Tier 1: In-person attendees

Tier 2: Teleconference attendees

Tier 3: In-person attendees who have not previously provided comments on the matter(s) being discussed by the legislative body.

Tier 4: Teleconference attendees who have not previously provided comments on the matter(s) being discussed.

NEW BUSINESS

2. Spanish Translation Services

Recommendation: Receive and file the update

3. Attendance Policy
Recommendation: Provide input to staff regarding the attendance policy for programs and/or classes due to lack of attendance.
4. Irwindale Teen Club
Recommendation: Receive and file the report on annual Teen Club activities.
5. Irwindale Aquatics 2023 Spring to Summer Incident Reports
Recommendation: Receive and file the report.
6. Irwindale Park Playground Shade Options and Costs
Recommendation: Review, discuss, and provide input on the Irwindale Park Playground Shade options and costs.
7. Revise Chapter 9.16 – Conduct in Public Parks
Recommendation: Revise Chapter 9.16 – Conduct in Public Parks as it relates to prohibited activities and the use of the Alfred F. Herrera Memorial Field.
8. Irwindale Park Improvement Project Phases IV and V Update – Verbal Report
9. Pride Month Events – Verbal Report

RECREATION MANAGER UPDATE

AQUATICS SUPERVISOR UPDATE

PUBLIC WORKS SUPERVISOR UPDATE

PUBLIC SERVICES DIRECTOR UPDATE

COMMISSIONER COMMENTS AND FUTURE DISCUSSION REQUESTS

ADJOURN

AFFIDAVIT OF POSTING

I, Armando Hegdahl, CMC, Management Analyst, certify that I caused the notice and agenda for the regular meeting of the Irwindale Parks & Recreation Commission to be held on September 6, 2023, to be posted at the City Hall, Library, and Post Office on August 31, 2023.

Armando Hegdahl

Armando Hegdahl, CMC
Management Analyst

IRWINDALE CITY COUNCIL CHAMBERS
5050 N. IRWINDALE AVENUE
IRWINDALE, CALIFORNIA 91706

AUGUST 2, 2023
WEDNESDAY
6:00 P.M.

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

ROLL CALL: Present: Commissioners Michelle Duran, Teresa Ortiz,
Carmen Roman; Vice Chair Belen Zepeda; Chair Paula Fraijo

Also present: Christopher Hofford, Chief of Police; Elizabeth Rodriguez, Public Services Director; Pedro Rodriguez, Public Works Services Supervisor; Daniel Grijalva, Aquatics Supervisor; Michelle Salgado, Recreation Aide; and Armando Hegdahl, Management Analyst

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; Commissioner Ortiz abstaining.

ITEM NO. 1
MINUTES **MINUTES**

The following minutes were approved as presented:

1) Regular meeting held July 5, 2023.

END OF CONSENT CALENDAR

SPONTANEOUS
COMMUNICATIONS

VERONICA BARBOSA LARA Veronica Barbosa Lara praised staff at the Aquatics Center, particularly her daughter Mariana Lara and son-in-law Adam Quinones, and thanked them for the wonderful programs they offer the community.

NEW BUSINESS

ITEM NO. 2
CHIEF OF POLICE **CHIEF OF POLICE UPDATE ON PARK PATROL / HOLIDAYS IN**
UPDATE ON PARK **THE PARK (Verbal Report requested by Commissioner Roman)**
PATROL / HOLIDAYS
IN THE PARK

CHIEF HOFFORD Chief Hofford reported on recent Police Department activities and described the amount of time officers spent in the parks and the

amount of logged activities that were followed up on, including vandalism at the Aquatics Center.

COMMISSIONER
DURAN

Commissioner Duran asked about the use of illegal fireworks in the city, to which Chief Hofford advised that 16 warnings were issued, and no fireworks were confiscated. Chief Hofford also acknowledged shortcomings in enforcement, noted that procedures will be adjusted accordingly next year, and spoke on the effectiveness of utilizing drones in enforcement.

COMMISSIONER
ROMAN

Commissioner Roman suggested that the Police Department notify the community that officers would implement stronger enforcement next year, including fines. She also noted that members of the community feel safer when seeing the officers' presence at the parks at night and suggested that officers smile and act friendly with the public.

VICE CHAIR ZEPEDA

Vice Chair Zepeda requested that officers monitor the Calle de Paseo / Irwindale Avenue intersection for speeding vehicles once school resumes after the summer break.

CHAIR FRAIJO

Chair Fraijo reminded all that safety concerns can always be relayed to the Police Department whenever necessary, and noted that activities that require police involvement that occur outside the parks could be addressed by the City Council rather than the commission. She agreed with Commissioner Roman regarding community policing, and stated that when officers act with kindness and respect toward others, it helps change the negative perspective that many would have toward officers.

VERONICA BARBOSA

Veronica Barbosa Lara stated that it was not the Police Department's fault that more individuals chose to use illegal fireworks this year. She also thanked the city for the separate Red, White, and You & 4th of July Fireworks Celebrations and for the kindness that police officers showed to the residents on the 4th of July.

ITEM NO. 3
PUBLIC MEETING
POLICIES AND
PROCEDURES

PUBLIC MEETING POLICIES AND PROCEDURES

DIRECTOR RODRIGUEZ Director Rodriguez presented the staff report.

CHAIR FRAIJO

Chair Fraijo stated that she has no objection to adding items to the agenda that other commissioners requested. She also stated that commissioners could always contact staff if they have questions regarding the policy and procedures.

ITEM NO. 4
REVIEW CHAPTER
9.16 – CONDUCT IN
PUBLIC PARKS

REVIEW CHAPTER 9.16 – CONDUCT IN PUBLIC PARKS

DIRECTOR RODRIGUEZ Director Rodriguez presented the staff report.

CHAIR FRAIJO Chair Fraijo stated that the park fields should be used for the sport that they were intended for; softball and baseball on baseball fields, tennis on tennis courts, etc., and that other sports should not be permitted with the exception of City-organized events. She also objected to the field being rented out for an extended period of time and recommended that the policy be adjusted to permit the field being rented weekly or monthly.

COMMISSIONER ROMAN Commissioner Roman noted that an organization rented the field from March through November, and that attempting to cancel the agreement could result in a lawsuit. She also complained that the cleats from individuals playing soccer is tearing up the field. She also had questions regarding insurance requirements from organizations that rent the field and stated her belief that the staff member that approved the rental agreement for the use of the field over several months should be held liable for the damage being caused to the turf.

CHAIR FRAIJO Responding to a question by Chair Fraijo, Director Rodriguez stated that the decision to approve the field rental was made based on past practice. This team rented the field last year and in previous years. She noted that a resident submitted the application and that staff's approval was for teams to practice various sports on the field and not play against other teams. She also stated that there appear to be three residents that are coaching teams with this organization, and that their own children also participate.

COMMISSIONER ORTIZ Commissioner Ortiz asked whether the damage to the field is being documented, to which Supervisor Rodriguez indicated that there has not been serious damage to the grass. He added that staff has requested that the participating individuals use alternating sections of the field so that specific sections are not extensively damaged. He noted that the players' cleats are having a similar effect on the grass as when staff aerates it, and stated that the dry areas are due to the recent heatwave, and that the players are cleaning up after themselves.

COMMISSIONER DURAN Commissioner Duran stated her belief that the grass is not designed to withstand football and the type of cleats that football players wear, and indicated that she would not favor changing the grass with artificial turf, and opposed renting the field to an organization since she believed the city's liability would be much higher.

- CHAIR FRAIJO Chair Fraijo noted that residents have a difficult time finding parking when they wish to use the field at the same time that the organization is utilizing it. She also stated that perhaps city staff can assist the organization in locating alternative fields where they can practice. She reiterated her desire to avoid renting the field to organizations, that teams be allowed to rent the field on a week to week basis, and that the field be rented for use with the type of sport that it was created for, excepting city-sponsored events.
- COMMISSIONER ROMAN Responding to a comment by Commissioner Roman, Director Rodriguez stated that the policy could be adjusted to allow for the Recreation Manager, Public Services Director, and City Manager to approve applications, rather than allowing only one staff member to approve them.
- CHAIR FRAIJO Chair Fraijo requested that this matter be placed on the agenda for next month's meeting agenda for follow up.
- COMMISSIONER ROMAN Commissioner Roman also requested that the report include a breakdown of where the collected fees are deposited.
- DIRECTOR RODRIGUEZ Responding to a question by Director Rodriguez, Chair Fraijo suggested that any organization or team that wishes to use city facilities must first obtain city permission.
- MICHELLE BRAVO Michelle Bravo, with 626 Youth Athletics, which is the organization that rented the field, spoke on her organization's positive impact on youth sports and how they serve low-income households.
- CHAIR FRAIJO Chair Fraijo stated that the commission does not dispute the benefits afforded by the organization. However, the commission is concerned that the organization's use of the field takes away from the community's ability to join in using the field, and stated that the field should be used for its intended purpose.

RECREATION
MANAGER UPDATE

- RECREATION AIDE SALGADO Recreation Aide Michelle Salgado provided an update on the following programs and activities:
- 1) Sunset Cinema will end next week.
 - 2) The Music in the Park concerts only have two more events scheduled before the program ends.
 - 3) She invited all to tomorrow night's Music in the Park, where the City will celebrate its 66th birthday. A Taste of Irwindale and Business Expo will also be held then.
 - 4) The Rockabilities end of summer Luau will take place on August

- 10.
- 5) Family Fun Days will kick off on August 19.
- 6) MariachiFest will kick off on August 31; flyers will be mailed to residents soon.
- 7) There is only one remaining beach trip.
- 8) Day Campers enjoyed a trip to John's Incredible Pizza yesterday and have an upcoming trip to Raging Waters.
- 9) Summer specific classes and programs will end next week.
- 10) She also thanked all the 2023 Summer Youth participants for their hard work.

COMMISSIONER ROMAN Commissioner Roman thanked staff member Lawrence for going the extra mile in seeking an answer to a question she had.

CHAIR FRAIJO Chair Fraijo stated that she was glad that the Kindness Krew has additional help and requested that flyers be sent to residents to advertise the club's activities.

SUZANNE GOMEZ Suzanne Gomez expressed her appreciation that a different band lineup was selected and thanked the city for the summer lunch program and for offering wonderful programs that enhance residents' quality of life.

AQUATICS
SUPERVISOR UPDATE

AQUATICS SUPERVISOR GRIJALVA Aquatics Supervisor Grijalva provided the following update:

- 1) The Sharks Swim Team hosted its first swim meet on July 8 against the City of Duarte. They will face off against the Covina Barracudas on July 20. A 4-city swim meet will be held August 5, which the Sharks will participate in. The program is scheduled to end on August 10, with the new season running from August 28 through November 2.
- 2) A Dive-In Cinema event was held on July 14, where gifts and prizes were raffled off. The next event is scheduled for August 11.
- 3) The second Splash and Play event was held July 15.
- 4) On July 17, staff held a renaming ceremony for the Shark Shack and Rosie's Treasures. He thanked city officials and the community for attending and for their generous donations.
- 5) He thanked Summer Youth workers for their hard work during the summer.
- 6) He also thanked the Police Department for their support and patrolling the parks during the summer and for the National Night Out event.
- 7) The Summer 2023 schedule will wrap on August 20, which coincides with the Covina Valley Unified School District

- instructional calendar. The late summer schedule will tentatively begin on August 20 and will run through September 28.
- 8) Recreational Swimming will run from August 26 through October 1.
 - 9) The fall schedule is tentatively scheduled to begin on October 2 and will run through November 2.
 - 10) The late summer season of Mindful Waters will run from August 21 through September 28. The fall season will run from September 26 through November 2.
 - 11) The late summer schedule for the Senior Splash / Aqua Walk & Lap Swimming program will run from August 21 through September 28. The fall schedule will run from September 25 through November 2.
 - 12) The first session of Stand Up and Aqua Fitness will run from August 28 through September 21, and the second session will run from September 25 through November 2.
 - 13) He also reported on an incident at the pool where a patron was kicked in the stomach area. Staff immediately addressed the situation and rendered care.

COMMISSIONER
ROMAN

Commissioner Roman complained about the lack of sodas at the Shark Shack. She also reported on a situation where Aquatics staff addressed one of her concerns.

PUBLIC WORKS
SUPERVISOR UPDATE

Supervisor Rodriguez presented the following update:

- 1) Staff repaired the irrigation valve east of the playground and the main line ball valve at Jardin de Roca Park.
- 2) The drinking fountain at the east side of the park near the parking lot was repaired.
- 3) New plants were planted on the west side of the pool pump room.
- 4) The door handle for the Recreation restroom at the single use women's restroom was replaced.
- 5) A water leak at the sink at the Recreation kitchen was repaired.
- 6) The entry door to the Aquatics Center, which was damaged with vandalism, was repaired.
- 7) Staff helped set up for the National Night out event.
- 8) Staff attended "lock out, tag out" training this month.

COMMISSIONER
DURAN

Commissioner Duran recommended that staff avoid accepting water bottles from strangers, noting a recent situation where iced water was laced with illegal substances.

CHAIR FRAIJO

Responding to a question by Chair Fraijo, Supervisor Rodriguez spoke on staff's efforts to keep the Memorial Garden area free of weeds.

PUBLIC SERVICES
DIRECTOR UPDATE

DIRECTOR RODRIGUEZ Director Rodriguez presented the following update:

- 1) Tomorrow is the “Taste of Irwindale and Business Expo” along with Music in the Park and Happy Birthday Irwindale.
- 2) A blood drive will be held on August 8.
- 3) The August 9 City Council meeting has been cancelled. Children aged 5-18 are invited to lead the Pledge of Allegiance at Council meetings. Those interested can inquire with staff.
- 4) The last Music in the Park concert, scheduled for August 10, will include a back-to-school event.
- 5) Staff will attempt to determine whether any resident children will continue attending Manzanita Elementary School. If not, staff will discontinue bus transportation to this school.
- 6) Staff plans to install a new name plate at the David Fraijo Martinez Public Works Building in September.

COMMISSIONER
COMMENTS AND
FUTURE DISCUSSION
REQUESTS

ITEM NO. 5
PRIDE EVENT

PRIDE EVENT – Requested by Commissioner Ortiz

COMMISSIONER
ORTIZ

Commissioner Ortiz stated that she would like a Pride Event to be held in Irwindale, and asked about the progress on scheduling such an event, to which Director Rodriguez stated that, should the Commission agree, staff could begin researching events and present options to the commission for discussion.

CHAIR FRAIJO

Chair Fraijo agreed with the idea and spoke on the importance of letting the youth know that they are accepted and on inclusivity.

VICE CHAIR ZEPEDA

Responding to a question by Vice Chair Zepeda, Commissioner Ortiz noted that she previously spoke about potentially having an event at the park, with vendors, that interested individuals may attend.

CHAIR FRAIJO

Chair Fraijo suggested potentially collaborating with other cities or the group that Commissioner Ortiz volunteers with to determine options.

ITEM NO. 6
USE OF EVENT
PHOTOS ON FLYERS

USE OF EVENT PHOTOS ON FLYERS – Requested by Chair Fraijo

- CHAIR FRAIJO Chair Fraijo stated that she would love to see photos of Irwindale residents on program flyers.
- DIRECTOR RODRIGUEZ Director Rodriguez advised that staff had previously been instructed to avoid using photos of Irwindale residents due to complaints received by other residents. Additionally, some photos depicting children were not to be used. She also noted that flyers have disclaimers indicating that their photos may be used.
- CHAIR FRAIJO Chair Fraijo stated that seeing residents on flyers may motivate other residents to participate more often.
- COMMISSIONER ROMAN Commissioner Roman thanked staff for featuring new bands at the Music in the Park concerts. She then asked staff to look into including deep sea fishing in next year's budget, to which Director Rodriguez noted that the Irwindale Community Foundation already has deep sea fishing on its agenda for consideration at tomorrow's meeting.
- VICE CHAIR ZEPEDA Vice Chair Zepeda requested for staff to look into arranging trips to concerts.
- COMMISSIONER DURAN Commissioner Duran requested for staff to look into why the Covina Valley Unified School District did not offer summer lunches in conjunction with the City for one week.
- CHAIR FRAIJO Chair Fraijo requested suggestions on how to involve the Teen Club in various city functions and for them to help in ways other than serving or cleaning, to which Director Rodriguez advised that staff will prepare and present a report on Teen Club activities.
- ANDREW BLANSETT Andrew Blansett stated that he serves as a coach for the organization that has rented the field and questioned the commission's input. He also spoke on the benefits that the organization provides to local youths and their families.
- CHAIR FRAIJO In response to Mr. Blansett, Chair Fraijo reiterated the concerns expressed previously by the Commission.
- DENA ZEPEDA Dena Zepeda complained that football players destroy the field. She also requested a clock at the pool.
- ADJOURNMENT** There being no further business to conduct, the meeting was adjourned at 8:46 p.m.

Armando Hegdahl, CMC
Management Analyst

City of
IRWINDALE
AGENDA REPORT

**PARKS & RECREATION
COMMISSION**

Date: September 6, 2023
To: Honorable Chair and Commission Members
From: Elizabeth Rodriguez, Public Services Director
Issue: Spanish Translation Services

Recommendation:

Receive and file the update on Spanish Translation Services.

Administrative Action:

Submitted by:

Berlyn Aguila, Management Analyst

Electronically Approved

Submitted/Approved by:

Elizabeth Rodriguez, Public Services Director
(626)430-2211



Background and Analysis:

At the June 1, 2022 Parks & Recreation Commission Meeting, Chair Fraijo requested the Recreation Department translate the department's program and event flyers into Spanish. An additional request was made by Chair Fraijo at the May 3, 2023 meeting; however, this time that all flyers be translated into Spanish.

City's Current Practice:

The City of Irwindale has changed the manner in which it shares information with the community based on the advancement of technology. As part of the City's environmental consciousness, the City made a decision years ago to reduce its carbon footprint by reducing the number of frequency of resident mailers. To assist with this endeavor, the City utilizes its website and social media accounts to share information with the community.

In addition to posting department flyers for events and programs on the City website and social media, the City also offers residents the ability to receive communication in the mail. The City's current practice for resident mailings includes: 1) opt-in mailers and 2) citywide mailers. There are currently 51 residents who opt-in to receive the City's monthly

mailer. This opt-in mailer includes department calendars and routine event and program flyers. On an annual basis, the City sends out a citywide mailer for residents to opt-in and receive monthly mailings. Additionally, the City sends out citywide mailers (mailings to all city residents), including the City Newsletter, job openings, new programs and events offered by departments, waste hauling services, community meetings and workshops, and other notices deemed of importance to mail citywide.

Although the request from the Parks & Recreation Commission was originally specific to the Recreation Department, other departments (Administration, Aquatics, Community Development, Engineering, Library, Police Department, Public Services, and Senior Center) prepare flyers for events and programs; therefore, all City publications have been considered in this analysis. The table below identifies the number of citywide resident flyers prepared for 2020, 2021, 2022, and through July 2023.

	Opt-in	City Wide	Total
2020	16	118	134
2021	58	202	260
2022	116	111	227
2023 (Jan – July)	54	87	141

Survey Results

Staff conducted a survey (Attachment "A") to find out which cities translate city flyers, translation service providers, and the cost of translation services. As a follow-up to the survey, eight vendors were contacted to inquire about the cost of translating the City's flyers and newsletter from English to Spanish.

Staff estimates the annual cost to translate all City flyers and the City Newsletter is approximately \$28,000.00. The average rate for translation services is \$0.18 per word, along with a fixed desktop publishing (DTP) fee ranging from \$15.00 to \$70.00 per page.

On a yearly basis, the City sends out an average of 144 citywide flyers, 63 opt-in flyers, and six (6) bi-monthly newsletters. The average cost to translate is \$111 for every doublesided flyer and \$800 for a six (6) page newsletter. Translation services require four (4) business days, and a newsletter will require seven (7) business days.

Additional Information to Consider

1. In May 2019, staff presented a report to the City Council related to the production of a city newsletter, including translation costs. Due to the costs associated with staffing, printing, and translation services, the City Newsletter is currently printed every other month in English.
2. Due to time constraints, every flyer may not be able to be translated into Spanish (i.e., job announcements, time-sensitive information, urgent matters).
3. Staff currently translates some notices into Spanish (i.e., housing information, important workshops/community meetings, firework information, etc.). Staff is available to explain information and services to the public in Spanish.

At the August 23, 2023 City Council Meeting, staff provided the following options for City Council consideration and staff direction:

1. Continue with the current practice of only translating important citywide documents such as meetings/workshops. This is currently completed by staff; or
2. Translate all citywide flyers and the bi-monthly newsletter; or
3. Provide additional recommendations for consideration.

City Council voted to continue with the current practice of only translating important citywide documents such as meetings/workshops, which is currently being completed by staff.

Attachment:

1. Municipal Management Association of Southern California Survey

Municipal Management Association of Southern California Survey

Agency Recommended	Name of Vendor	Types of Services Used by Agency
City of Los Angeles	Focus Interpreting	Notices
City of Carlsbad	Language Line Solutions	Verbal Translations
City of Duarte	International Effectiveness Center	Flyers and election notices
LA County Treasurer	Green Translations	Mailing inserts, letters, and website content
City of La Verne	ACP Publications and Marketing	Digital water quality reports
City of Moorpark	All Languages Interpreting & Translation	Legal notices
City of Temple City	Translation4all	Election notices
City of Vernon & Glendale	Reliable Translations	Notices

City of
IRWINDALE
AGENDA REPORT

**PARKS & RECREATION
COMMISSION**

Date: September 6, 2023
To: Honorable Chair and Commission Members
From: Elizabeth Rodriguez, Public Services Director
Issue: Attendance Policy

Recommendation:

Provide input to staff regarding the attendance policy for programs and/or classes due to lack of attendance.

Administrative Action:

Submitted by:

Priscilla Zepeda, Recreation Manager
(626) 430-2226

Approved by:

Elizabeth Rodriguez, Public Services Director
(626)430-2211

A handwritten signature in blue ink, appearing to read "Elizabeth Rodriguez", is written over a horizontal line. Above the signature, there are some faint, illegible handwritten marks.

Background and Analysis:

At the regularly scheduled Parks & Recreation Commission meeting held on September 7, 2022, staff introduced a draft Dismissal Policy, now renamed Attendance Policy, to address the challenges staff is facing with enrollment in the free programs and classes offered by public services. The Attendance Policy was first brought forth by Irwindale Recreation in an effort to ensure that everyone who is interested in the programs/classes offered by the City of Irwindale are able to participate. Staff is seeking to implement an Attendance Policy, which would allow for those on a waiting list to have an opportunity to join the program/class should a registered participant not attend either at all or on a regular basis. At this meeting, the Parks & Recreation Commission requested the policy include Aquatics programs and classes, and that "personal reasons" be moved to the excused section. Additionally, the Commission requested that staff bring the policy back in order to provide additional time to review and comments.

The Attendance Policy was brought forth before the Parks & Recreation Commission once again for review and comments at the June 7, 2023 meeting. The Commission requested the policy add a section on appeals. Staff has added a section in the policy that allows for appeals. Additionally, the Commission requested that staff bring the policy back in order to provide more time to review and provide comments at the next Parks & Recreation Commission meeting.

At the regularly scheduled Parks & Recreation Commission meeting on July 5, 2023, staff presented a third draft of the proposed Attendance Policy for approval. Additional changes were requested along with the inclusion of Aquatics classes/programs. The Commission also wanted to make sure the Swimming Lessons program was separated out with a different attendance requirement since it is a two week consecutive class for a total of 10 days. Furthermore, staff did add language that states this policy would only go into effect if there was a waiting list.

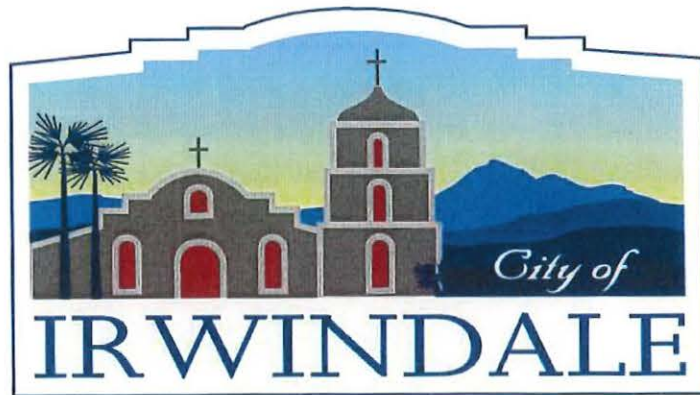
Exemptions will be made for excused absences which may include illness, custodial issues, family vacations, advanced notification to staff, and/or personal reasons (up to 3 times per class/program).

The Attendance Policy was presented to the Senior Citizen Commission at the August 28, 2023 meeting. The Senior Citizen Commission reviewed the Attendance Policy as it relates to the Irwindale Senior Center and its classes and programs. The Senior Citizen Commission did not agree with the section that requires its participants to provide documentation by a doctor for any illness or health appointments since Adults 50+ tend to have chronic health issues that don't require them to go to the doctor such as muscle/joint pain, stomach issues, etc. Therefore, the commission requested language be included to the policy that did not require Senior Center participants to submit documentation from a doctor for illness, chronic illness, or health appointments.

Staff recommends the Parks & Recreation Commission complete a final review of the Attendance Policy and recommend approval to City Council.

Attachment:

1. Draft Attendance Policy *dated September 6, 2023*



Attendance Policy

September 6, 2023

I. SCOPE

This policy will provide guidelines as it relates to attendance for the Dan Diaz Recreation Center, and Irwindale Aquatics Center and Irwindale Senior Center programs and classes.

II. PURPOSE

The purpose of this policy is to establish guidelines that will govern the process by which staff can dismiss participants from the Dan Diaz Recreation Center, and Irwindale Aquatics Center and Irwindale Senior Center programs and classes based on attendance.

III. PROCEDURES

In an effort to provide quality programs and classes for patrons of the Dan Diaz Recreation Center, and Irwindale Aquatics Center aAnd Irwindale Senior Center, an attendance policy will be implemented for any class or program that has a waiting list. The attendance policy will provide guidelines for participants as it relates to their attendance to any and all programs and/or classes they are registered for at the Dan Diaz Recreation Center, and/or Irwindale Aquatics Center, and Irwindale Senior Center. These programs and/or classes include but are not limited to:

Dan Diaz Recreation Center

Kidzone Program	Teen Club	Youth Sports
Tots Programs	Adult Classes	Adult Sports
Cheer Program	Youth Classes	Day Camp

Irwindale Aquatics Center

Swimming Lessons	Aquafitness	Parent & Me
<u>Paddleboarding</u>	<u>Aqua Stand Up (Paddle Board Yoga)</u>	<u>Waterpolo</u> <u>Swim Team</u>

Irwindale Senior Center

<u>Fitness Classes</u>	<u>Arts and Crafts Classes</u>
------------------------	--------------------------------

<u>Band Resistance</u>	<u>Canvas Painting</u>
------------------------	------------------------

<u>Beginning Line Dancing</u>	<u>Computer Class</u>
-------------------------------	-----------------------

<u>Chair Zumba</u>	<u>Sewing</u>
--------------------	---------------

<u>Gentle Mat Yoga</u>	<u>Sewing II</u>
------------------------	------------------

Line Dancing

Rock Out Drumming

Silver Stretch

Zumba Gold

Notifications

Participants*, parent(s), or a legal guardian must notify staff of the reason for an absence. There are 3 ways to notify staff of absence:

1. Participant*/Parent/Legal Guardian calls and leaves a message as follows: ~~on the main~~

Dan Diaz Recreation Center line (626) 430-2224.

Irwindale Aquatics Center (626) 430-2247

Irwindale Senior Center (626) 430-2283

- 1.2. Participant*/Parent/Legal Guardian emails staff as listed below:

Kidzone Program/Day Camp aquinones@irwindaleca.gov

Tots Programs dponce@irwindaleca.gov

All other Recreation programs/classes srosales@irwindaleca.gov

Irwindale Aquatics Center programs/classes dmgrijalva@irwindaleca.gov

Irwindale Senior Center Fitness classes rbardales@irwindaleca.gov

Irwindale Senior Center Arts & Crafts classes etorres@irwindaleca.gov

- 2.3. Written Note signed and dated by Participant*/Parent/Legal Guardian

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

Excused Absences

Excused absences include illness**, health appointments**, funerals, school sponsored events, custodial issues (shared custody), vacation (with prior notification) and personal reasons (allowed no more than 3 times per class/program).

**Documentation by a doctor must be provided for illness or health appointments, lasting 3 days or longer. Senior Center participants are not required to provide documentation from a doctor for illness, chronic illness, or health appointments.

Unexcused Absences

Notifications not received within 72 hours of an absence, and an illness over 3 days that does not have proper documentation, and personal reasons.

For Irwindale Cheer, timely attendance is also required. This is a TEAM sport and regular on time attendance is necessary to ensure that the team is prepared for competition. Leaving early or arriving late can impact the team. Excessive tardies or early dismissals can result in an unexcused absence classification. We understand that some situations cannot be prevented; however, excessive means on more than two occurrences.

Swimming Lessons will also have a different attendance requirement as this class is scheduled for two consecutive weeks for a total of 10 days.

Dismissal

Participants must be in attendance for 75% of the class/program with the exception of Competition Cheer, with a 90% attendance requirement. Failure to meet the attendance percentage will result in dismissal ~~from~~ the class/program.

A registered participant in Swimming Lessons who does not show up for the first three consecutive days of swimming lessons will be dismissed from the class.

Dismissals may be appealed at the Administrative level. Appeals must be submitted in writing prior to consideration by the Public Services Director. Forms may be submitted to erodriguez@irwindaleca.gov no later than 3 days after dismissal and are available at the Dan Diaz Recreation Center, Irwindale Aquatics Center, and Irwindale Senior Center.

ATTENDANCE POLICY

~~Irwindale Recreation~~ The City of Irwindale provides a variety of classes and programs to patrons of all ages. The zero to low cost of said programs and classes has made participation increase and often results in several individuals on the waiting list. In order to provide opportunities for all interested in participating in Recreation offerings, the City of Irwindale has adopted an Attendance Policy for all Irwindale Recreation, and Irwindale Aquatics Center and Irwindale Senior Center classes and programs.

If you, or your child(ren), will be absent from _____, please contact the Department/Division ~~Dan Diaz Recreation Center~~ as soon as possible, but no later than 72 hours of the absence date. If you have missed 3 or more days without notification, you may be dismissed from the class/program and your spot will be made available to the next person on the waiting list.

Examples:

Excused Absences

Excused absences include illness*, health appointments*, funerals, school sponsored events, custodial issues (shared custody), vacation (with prior notification) and personal reasons (allowed no more than 3 times per class/program).

*Documentation by a Doctor must be provided for illness or health appointments, lasting 3 days or longer. Senior Center participants are not required to provide documentation from a doctor for illness, chronic illness, or health appointments.

Unexcused Absences

Notifications not received within 72 hours of an absence, and an illness over 3 days that does not have proper documentation, and personal reasons.

For Irwindale Cheer, timely attendance is also required. This is a TEAM sport and regular on time attendance is necessary to ensure that the team is prepared for competition. Leaving early or arriving late can impact the team. Excessive tardies or early dismissals can result in an unexcused absence classification. We understand that some situations cannot be prevented; however, excessive means on more than two occurrences. _____ initial

Swimming Lessons are scheduled for two consecutive weeks for a total of 10 days; therefore, if the participant misses the first three consecutive days, then this will result in the dismissal from this class session. _____ initial

Dismissal

Participants must be in attendance for 75% of the class/program with the exception of Competition Cheer, with a 90% attendance requirement, and Swimming Lessons. Failure to meet the attendance percentage will result in dismissal of the class/program.

A registered participant in Swimming Lessons who does not show up for the first three consecutive days of swimming lessons will be dismissed from the class.

Participants/Parents/Legal Guardian are required to notify staff within 72 hours of absence.

I have received a copy of the Attendance Policy and understand that I am required to notify ~~Recreation~~ staff within 72 hours of my/my child(ren) absence to avoid dismissal from the class/program registered for.

Participant Name: _____

Date: _____ Parent/Legal Guardian (print): _____

Participant/Parent/Legal Guardian Signature: _____

Received by (print): _____ Initial: _____

City of
IRWINDALE
AGENDA REPORT

**PARKS & RECREATION
COMMISSION**

Date: September 6, 2023
To: Honorable Chair and Commission Members
From: Elizabeth Rodriguez, Public Services Director
Issue: Irwindale Teen Club

Recommendation:

Receive and file report on annual Teen Club activities.

Administrative Action:

Submitted by:

Priscilla Zepeda, Recreation Manager
(626) 430-2226

Electronically Approved

Approved by:

Elizabeth Rodriguez, Public Services Director
(626)430-2211



Background and Analysis:

The Irwindale Teen Club was established in 1990 to provide an opportunity for Irwindale teens to enjoy outings, events and classes that were specific to Irwindale residents between the ages of 13 to 19 years old. In addition to those activities, the Teen Club held a Thanksgiving clothing drive annually to collect used clothes to donate to a local homeless shelter and helped serve meals to seniors during their Thanksgiving and Christmas dinners. In 2002, the Teen Club added their Back-to-School giveaway, purchasing supplies with their fundraising monies and learning what it means to impact their community. That same year, teen club members began committing 10 hours a month to community service outreach. Membership in Teen Club has fluctuated through the years until it completely dropped off in 2020 with the COVID pandemic. Staff has been working hard to reignite Teen Club and has seen success as the current enrollment stands at 22 active members.

At the regularly scheduled Parks & Recreation Commission meeting on August 2, 2023, the Parks & Recreation Commission asked for an update on the Irwindale Teen Club. In addition to the current membership update provided above, below is a list of their current and upcoming activities, events and plans.

Irwindale Teen Club	
Meetings	Held every other Monday
Community Partnership	Recreation (RockAbilities Event, Family Fun Day events, Holiday events) Senior Center (holiday dinners, intergenerational events, other areas as needed) Aquatics (community luau) Sister City (Welcome Dinner) *Library *Homebound Seniors *School outreach and family events
Activities	Team Building, Dinner Excursions, Activity Nights
Events	*Family Valentine's Dinner and Dance
Fundraisers	Music in the Park, Sunset Cinema, Candy Sales and more
Trips	7 all teen trips and monthly Teen Club specific trips
Personal Growth	*Educational and Scholarship guidance, Community Service Hours
Donations/Costs	Irwindale Education Fund; RockAbilities, Halloween Bingo, Loteria raffle prizes; Back to School Event; Birthday Dinners/Treats for Members; Prizes for Activities/Games at Teen Club Meetings; Supplies for Fundraisers such as drinks, candy, popcorn, cotton candy, etc.; Supplies/Décor for Holiday Themed Meetings such as Pumpkins for Carving, Cookies for Decorating, etc.; *Items/Décor for their Room; *Kindness Krew; *Irwindale Teen Club Scholarship; *Teen Club Sweatshirts/hats

*This year's Music in the Park 50/50 fundraiser has provided the Teen Club with an influx of funding that allows them to offer additional donations for next year and is looking into additional partnerships.

City of
IRWINDALE
AGENDA REPORT

PARKS & RECREATION
 COMMISSION

Date: September 6, 2023
 To: Honorable Chair and Commission Members
 From: Elizabeth Rodriguez, Public Services Director
 Issue: Irwindale Aquatics 2023 Spring to Summer Incident Reports

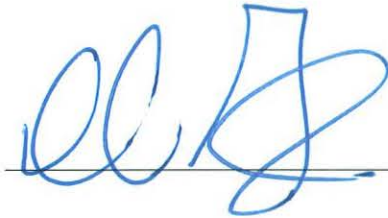
Recommendation:

Receive and file report on 2023 Spring to Summer Incident Reports.

Administrative Action:

Submitted by:

Daniel M. Grijalva, Aquatics Supervisor
 (626) 430-2247



Approved by:

Elizabeth Rodriguez, Public Services Director
 (626)430-2211



Background and Analysis:

Staff strived to provide a fun and safe family environment for the community during the 2023 Spring to Summer season at the Irwindale Aquatics Center. At the same time, the Irwindale Aquatics Center did encounter some incident reports. Below is a summarized report of all the incident reports provided by staff and that have taken place at the Irwindale Aquatics Center from March 2023 to current date September 6, 2023.

MONTH	# OF INCIDENTS	INCIDENT(S) REPORTED
March 2023	None	
April 2023	1	Patron went to retrieve a fallen item; while doing so, patron lost balance and fell on right knee. Patron was given an ice pack for knee and declined medical care.

May 2023	1	Patron was changing in women's locker rooms and caught fingernail on the door to the changing room. Patron asked for a band aid and declined care.
June 2023	None	
July 2023	4	1. 7/1/23: Patron was actively drowning in the middle of the pool. Senior Lifeguard activated the EMERGENCY ACTION PLAN (EAP) and performed the necessary rescue techniques. No injuries were reported. The patron remained conscious the entire time and refused EMS medical treatment. 2. 7/22/23: Patron notified the Assistant Pool Manager (APM) on duty that while exiting the pool a young girl on the stairs kicked her in her stomach. Patron was cared for and declined medical care. 3. 7/26/23: Patron obtained a bloody nose while swimming. Lifeguard assigned to patron's zone provided the recommended care until the patron's parents arrived. Parents declined further medical treatment. 4. 7/28/23: Patron was swimming and went to grab the wall. While doing so his hand went into the gutter and scrapped his knuckles on his right hand. APM on duty provided the recommend care for the patron.
August 2023	3	1. 8/3/23: Patron rolled their ankle on the deck. Lifeguard at that zone provided patron with an ice pack. Patron declined any further medical treatment. 2. 8/4/23: During swim lessons two patrons accidentally collided with one another. One patron sustained a minor head injury. Lifeguard provided an ice pack and ensured the patron was alright. Guardian declined further medical care. 3. 8/13/23: A young patron ran from the wading pool area towards the big pool. Lifeguard patrolling the area alerted staff while approaching the patron running towards the deep end of the pool. The patron made it over to and jumped into the deep end. Due to his quick response, the Lifeguard jumped in seconds later and assisted the young patron to the side of the deck where Assistant Pool Manager on duty was ready to assist both of them out of the water. The young patron was alert, breathing, and did not require emergency medical treatment due to the quick response from the Lifeguard.

City of
IRWINDALE
AGENDA REPORT

PARKS & RECREATION
 COMMISSION

Date: September 6, 2023
 To: Honorable Chair and Commission Members
 From: Elizabeth Rodriguez, Public Services Director
 Issue: Irwindale Park Playground Shade Options and Costs

Recommendation:

Review, discuss, and provide staff direction on the Irwindale Park Playground Shade Options and Costs.

Administrative Action:

Submitted/Approved by:

Elizabeth Rodriguez, Public Services Director
 (626) 430-2211



Background and Analysis:

At the July 5, 2023 Parks & Recreation Meeting, Chair Fraijo requested staff look into the cost to place a shade covering or coverings over the entire Irwindale Park Playground.

Staff reached out to Game Time, the company that installed in the Irwindale Park Playground Equipment in 2018, to provide a cost proposal for 1) the installation of one cohesive shade covering and 2) the installation of various shade coverings over the main playground and fitness equipment areas. The following provides these two options with a summary of the approximate cost for each option:

Full-Cover Triangular Shade – Option 1

Option 1 - \$224,000	Breakdown of Cost
Custom Shade Design Sail Fabric (8 Triangular Canopy Covers)	\$ 59,717.00
Custom Shade Design Sail Metal Columns	\$ 43,781.00
Superior International – ABT Quote	\$ 200.00
Superior International – Engineering Sealed Drawings & Calculations - Fees	\$ 1,734.00
Installation of Shade Covers	\$ 85,622.00

Permitting Fees	\$ 7,500.00
Subtotal:	\$198,554.00
Discount:	(\$ 3,162.96)
Estimated Freight Cost:	\$ 13,810.00
Tax:	\$ 10,482.58
Payment & Performance Bond:	\$ 4,000.00
TOTAL:	\$223,683.62

Strategic Shading Over Playground/Fitness Equipment– Option 2

Option 2 - \$168,000	Breakdown of Cost
8' Hanging Cantilever 24' x 14' (Qty. 1)	\$ 8,082.00
12" Cantilever Umbrella 20' x 20' (Qty. 1)	\$ 11,077.00
15' Entry Height 30' x 20' Cantilever Shade (Qty. 2)	\$ 41,608.00
Superior International – ABT Quote	\$ 200.00
Superior International – Engineering Sealed Drawings & Calculations - Fees	\$ 1,334.00
Installation of Shade Covers	\$ 79,425.00
Permitting Fees	\$ 7,500.00
Subtotal:	\$149,226.00
Discount:	(\$ 1,869.03)
Estimated Freight Cost:	\$ 9,645.69
Tax:	\$ 6,194.28
Payment & Performance Bond:	\$ 4,000.00
TOTAL:	\$167,196.94

This project is not a part of the Fiscal Year 2023-2024 Budget nor has funding been obtained through grants or other special funding. Staff recommends the Parks & Recreation Commission discuss the above proposal costs and provide direction on one of the following:

1. Move forward with a recommendation to City Council to move forward with approving Option 1 and appropriating funds from the general fund reserves; or
2. Move forward with a recommendation to City Council to move forward with approving Option 2 and appropriating funds from the general fund reserves; or
3. Request Staff to look for funding opportunities through grants and bring back to the Parks & Recreation Commission with more information on possible Grant Opportunities, if any; or
4. The Parks & Recreation Commission would not like to move forward with this project at this time due to the project cost; or
5. Any other recommendations by the Parks & Recreation Commission.

City of
IRWINDALE
AGENDA REPORT

**PARKS & RECREATION
COMMISSION**

Date: September 6, 2023
To: Honorable Chair and Commission Members
From: Elizabeth Rodriguez, Public Services Director
Issue: Revise Chapter 9.16 – Conduct in Public Parks

Recommendation:

Revise Chapter 9.16 – Conduct in Public Parks as it relates to prohibited activities and the use of the Alfred F. Herrera Memorial Field.

Administrative Action:

Submitted/Approved by:

Elizabeth Rodriguez, Public Services Director
(626) 430-2211



Background and Analysis:

At the July 26, 2023 City Council Meeting, Council Member Larry G. Burrola requested the Parks & Recreation Commission provide direction to the city council on the future use of the Alfred F. Herrera Memorial Field for activities such as football practice rentals and non-rentals.

On March 8, 2023, a resident rented the Alfred F. Herrera Memorial Field for youth football practice from March 8 through November 30, 2023. During the first few months, the rental was for one to two times a week. Beginning in July, the rental moved to four times a week. The total cost of the rental paid for by the resident was \$5,630.00. These types of rentals have been allowed in the past; therefore, it was allowed for this rental. The youth organization that is using this field for football practice is the San Gabriel Valley Punishers, which is a chapter of the Supreme Youth Football Conference.

When practice began four times a week, a concern was brought forth by Council Member Burrola. His concern is that the use of this field for football practice, rented or not, will disturb and destroy the grass and put a major strain on the Public Services Maintenance staff in maintaining the area to the standards of the Parks & Recreation Commission and the City Council.

Irwindale Municipal Code Chapter 9.16 Conduct in Public Parks Section 9.16.020 Prohibited activities (Q) states "To play, engage in or participate in any game such as hockey, rugby, cricket, football or other team games involving competitive body contact except where and when specifically authorized at designated facilities by the recreation director." Additionally, Sections 9.16.050 Soccer in parks and 9.16.060 Baseball (hardball) in parks, were recently added to the Irwindale Municipal Code in 2015 and 2019, respectively, to provide policy on age limits and when these activities are allowed in City Parks.

At the August 2, 2023 Parks & Recreation Commission Meeting, the Commission engaged in a discussion on Irwindale Municipal Code (IMC) Chapter 9.16 Conduct in Public Parks, the football practice rental, and requested staff add language to the IMC Chapter 9.16 Conduct in Public Parks. The discussion included the following:

- Add the word practice to IMC Section 9.16.20 (Q) to read as follows:
 - To play, engage in or participate in any game **or practice** such as hockey, rugby, cricket, football or other team games involving competitive body contact except where and when specifically authorized at designated facilities by the recreation director public services director, (or director who oversees recreation);
- Add cheer to the list of sports that are not allowed to practice or perform in City Parks except City-sponsored programs and events or where and when specifically authorized at designated facilities by the public services director (add to IMC Section 9.16.20 (V) Prohibited activities); and
- The Alfred F. Herrera Memorial Field can only be rented and used for softball or baseball (based on IMC Section 9.16.060 Baseball (hardball) in parks). No hockey, rugby, cricket, football or other team games or practices involving competitive body contact are allowed on this field. (add to IMC Section 9.16.30 Use of facilities); and
- Place restrictions on how long the Alfred F. Herrera Memorial Field (field) can be rented. Recommends the field would need to be rented on a week to week basis (add to IMC Section 9.16.30 Use of facilities); and
- Preference will continue to be given to city-sponsored events (add to IMC Section 9.16.30 Use of facilities); and
- Under IMC Section 9.16.30 Use of facilities, it states "Direction of Parks". Change "Director of Parks" to "Public Services Director," or (Director who oversees the Parks); and
- Under IMC Section 9.16.020 Prohibited activities, it states "Recreation Director" in various locations. Change "Recreation Director" to "Public Services Director," or (Director who oversees Recreation); and
- Under IMC Section 9.16.060 Baseball (hardball) in parks, it states "Recreation Director." Change "Recreation Director" to "Public Services Director," or (Director who oversees Recreation).

Attachments:

1. Redlined Irwindale Municipal Code Chapter 9.16 Conduct in Public Parks

Title 9 - PUBLIC PEACE, MORALS AND WELFARE

Chapter 9.16 CONDUCT IN PUBLIC PARKS

Chapter 9.16 CONDUCT IN PUBLIC PARKS

Sections:

9.16.010 Applicability.

The rules and regulations described in this chapter shall govern the public parks and public places of the city.

(Ord. 91 § 1(f)(part), 1960: prior code § 4200).

9.16.020 Prohibited activities.

Within the limits of any of the parks or public places of the city, it is unlawful for any person or persons to do any of the following acts:

- A. To lead or let loose any animal or fowl of any kind; provided, that this shall not apply to dogs when led by a leash or chain not more than six feet long and under full control of its owner or custodian;
- B. To enter, be or remain in any park while in possession of, transporting, purchasing, selling, giving away or consuming any alcoholic beverage, as defined in subsection (b) of Section 2 of the Alcoholic Beverage Control Act of the state;
- C. To remain, stay or loiter in any park or building therein between the hours of eleven p.m. and six a.m. the following day, without special permission from the director of parks;
- D. To light or maintain any fire, except in a stove, fire circle or other place provided for that purpose, without having first procured written authorization from the director of parks;
- E. To possess, carry or discharge any firearms, firecrackers, rockets, or any other fireworks, air gun, or slingshot;
- F. To throw upon, along or across any public highway or driveway within a park any missile capable of causing personal injury or damage to personal property;
- G. To disturb the peace and quiet by any undue loud or unusual noise, or by tooting, blowing, or sounding any automobile siren or signal, or by any tumultuous conduct, or by use of any vulgar, profane or indecent language therein, or by use of any loudspeaker, sound amplifying equipment, or live music (including bands); except that such use when part of a city-sponsored event or pursuant to an approved amplified sound registration statement as

required by the provisions set forth in Section 9.28.180 of this code shall be permitted;

- H. To hold, conduct or address any assemblage, meeting or gathering for the purpose of discussing, expounding or advocating or opposing the principles or creed of any political party, partisan group, organization or religious denomination or sect without first having procured written authorization from the director of parks;
- I. To park or stand any vehicle on any road or path except at places designated for parking by the director of parks;
- J. To ride or drive any horse or other animal or propel any vehicle, cycle (including, but not limited to, bicycles and scooters) or automobile elsewhere than on roads, trails or driveways provided for that purpose;
- K. To throw, discard, place or dispose of any garbage or refuse in any place other than a garbage can or other receptacle maintained for that purpose;
- L. To solicit in any manner or for any purpose therein, or sell or offer for sale any goods, wares or merchandise, or pass out and distribute, post, place or erect any handbill, circular, advertising matter or literature without permission or concession granted by the city council;
- M. To drive a vehicle in any public park at a speed greater than is reasonable for prudence, having due regard for the traffic on, and the surface and width of, the roadway, and in any event at a speed in excess of the posted speed per hour;
- N. To pick, dig, remove, destroy, injure, mutilate or cut any tree, plant, shrub, bloom or flower, or any portion thereof growing therein; to cut, break, deface or injure any building, monument, sign, fence, bench, equipment or property therein; to cut or remove any wood, turf, grass, soil, rock, sand or gravel;
- O. To swim, bathe, wade in or pollute the water of any fountain, pond, lake or stream, or commit any nuisance in or near such water or in any manner pollute the same;
- P. To camp, erect, maintain, or occupy any tent, lodge, canopy exceeding twelve-foot by twelve-foot, structure, temporary or makeshift shelter;
- Q. To play, engage in or participate in any game such as hockey, rugby, cricket, football or other team games involving competitive body contact except where and when specifically authorized at designated facilities by the public services director, (or the director who oversees recreation)~~recreation director~~;
- R. To swim in (or otherwise use) the Municipal Pool other than during the posted hours or at any time without supervision by staff members or pool guards appointed by the ~~recreation director~~ public services director, (or the director who oversees city parks);

- S. No skateboarding during special events and public activities shall take place in park area or buildings.
- T. To lead or let loose any dog within fifteen feet of designated school bus zones during the fifteen minutes before and after pick-up and drop-off times; provided, that this shall not apply to service dogs when led by a leash or chain not more than six feet long and under full control of its owner or custodian and/or homeowners with property abutting a designated school bus zone.
- U. To ride, operate, or utilize any large recreational apparatus including, but not limited to, carnival rides, jumpers, trampolines, bounce houses, or moonbounces, except that such use shall be permitted if part of a city-sponsored event.
- V. To practice or perform cheer routines and stunts except City-sponsored programs or events or where and when specifically authorized at designated facilities by the public services director or the director who oversees recreation).

(Ord. 410 § 1, 1986; Ord. 407 § 1, 1986; Ord. 91 § 1(f) (part), 1960: prior code § 4201).

(Ord. No. 692, § 2, 6-24-15; Ord. No. 731, § 1, 12-12-18; Ord. No. 732, §§ 2—6, 1-9-19, eff. 2-8-19)

9.16.030 Use of facilities.

The ~~director of parks~~ public services director, (or the director who oversees city parks) shall make rules and regulations for the orderly use of the facilities of public parks.

The following regulations shall apply to renting and use of the Alfred F. Herrera Memorial Field:

1. No hockey, rugby, cricket, football or other team games or practices involving competitive body contact are allowed on this field.
2. Rentals use of this field is only allowed for softball and baseball (as stated in Section 9.16.060 Baseball (hardball in parks)).
 - a. Rental of this field is not allowed for long periods of time and thereby must be rented on a week to week basis.
3. Use of the Alfred F. Herrera Memorial Field will be given to City-sponsored programs and events over rentals and general public use.

(Ord. 91 § 1(f)(part), 1960: prior code § 4202).

9.16.040 Use of designated skateboarding areas.

A. The following regulations shall apply within the designated skateboard areas:

-
1. No person shall skate or skateboard at times other than those established as the hours of operation. The hours of operation shall be six a.m. to dusk throughout the year.
 2. No person shall skate or skateboard when the designated skateboard park area is wet.
 3. No person shall cause or initiate any acts of violence, intimidation, fighting or hazing to another person inside or around the designated skateboard park area.
 4. No use of profanity or reckless and boisterous behavior (including, but not limited to, tandem riding, pushing, horseplay, and bullying), or any other activity which could endanger the safety of persons using the skate facility or spectators.
 5. No person may ride, operate, or utilize any device other than a skateboard or in-line skates on the skate park.
 6. No person shall use the designated skateboard park area unless they wear proper safety equipment including a helmet (meeting American Society for Testing and Materials (ASTM) or United States Consumer Product Safety Commission (CPSC)), elbow pads, and knee pads.
 7. No person shall consume food or drink in the designated skateboard park area.
 8. No use, consumption, or possession of alcohol, tobacco products, or illegal drugs within the skate park.
 9. No person under the influence of alcohol or illegal drugs may use the skate park.
 10. All persons using the designated skateboard park area must place trash in cans provided by the city or such persons shall be removed from the designated skateboard park area.
 11. No person shall affix stickers or cause graffiti or tagging in or around the designated skateboard park area or any other park areas. Any person who affixes stickers or causes graffiti or tagging in the park shall be removed from the park and may be prosecuted.
 12. No spectators are permitted in the designated skate park area.
 13. No person shall skate or perform stunts, tricks or luge skateboarding on the curbs, planters, benches, steps, railing, and entrance driveways of city-owned areas.
 14. Glass bottles are prohibited in designated skateboard park areas.
 15. No unauthorized pieces of equipment, obstacles, or apparatus may be brought into the designated skate park area.

-
16. No special events or contests are allowed in the designated skate park area unless authorized in writing by the city.
 17. No entry or use of an amenity within the skate facility while another person is using it.
 18. The city reserves the right to eject anyone from the skate park at any time for any reason.
- B. Except as otherwise provided in this code, any violation of any section in this chapter is deemed to be an infraction and is punishable as such according to the provisions of this code and state law.

(Ord. 589 § 1, 2005).

(Ord. No. 630, § 1, 7-9-08)

9.16.050 Soccer in parks.

Recreational soccer activity shall be permitted in all city parks subject to each of the following:

- A. Participants shall be under the age of eighteen. A parent or other adult family member, legal guardian or coach may participate if he/she is engaged in soccer practice with the minor.
- B. Recreational soccer activity shall be limited to informal soccer practice only.
- C. No practice soccer games or formal soccer games shall be permitted.
- D. No person shall bring large equipment/goal posts onto city property. Permissible equipment shall be restricted to small items such as soccer balls, cones, etc.
- E. Organized groups planning to regularly use city parks for soccer practice must submit, and receive approval of, a facility use application by the city. Approval of the facility use application shall include conditions for approval including, but not limited to, fees for use of the park, insurance, and a deposit to cover damages.

(Ord. No. 692, § 3, 6-24-15)

9.16.060 Baseball (hardball) in parks.

Recreational baseball (hardball) activity shall be prohibited in all city parks subject to allowance if the following conditions are satisfied:

- A. Participants shall be under the age of thirteen). A parent or other adult family member, legal guardian or coach may participate if he/she is engaged in baseball practice with the minor.

B. Individuals or groups planning to use city parks for recreational baseball activity must submit a facility use application and receive approval by the city ~~recreation director~~ public services director, (or the director who oversees recreation). Applicants must provide a certificate of insurance with the exception of recreation sponsored activities. Upon approval, an applicant must carry the approved facility use permit with him or her at all times while on the field.

C. Field preference shall be granted to Irwindale-sponsored baseball leagues.

(Ord. No. 732, § 7, 1-9-19, eff. 2-8-19)