

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

NOTICE AND AGENDA FOR THE SPECIAL MEETING OF THE IRWINDALE PARKS & RECREATION COMMISSION

APRIL 13, 2023
6:00 P.M.

IRWINDALE COUNCIL CHAMBERS &
IRWINDALE AQUATICS CENTER /
DAN DIAZ RECREATION CENTER
16053 CALLE DE PASEO, IRWINDALE, CA 91706

<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



- A. **CALL TO ORDER**
- B. **PLEDGE OF ALLEGIANCE**
- C. **INVOCATION**
- D. **ROLL CALL:** Commissioners: Michelle Duran, Teresa Ortiz, Carmen Roman
Vice Chair Belen Zepeda, Chair Paula Fraijo

E. **AB 2449 DISCLOSURES**

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

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.

1. CONSENT CALENDAR

The Consent Calendar contains matters of routine business and is to be approved with one motion unless a member of the Commission requests separate action on a specific item. At this time, members of the audience may ask to be heard regarding an item on the Consent Calendar.

A. Minutes

Recommendation: Approve the following minutes:

1. Regular meeting held March 1, 2023.

2. NEW BUSINESS

A. Walk-Through of Aquatics Center and Dan Diaz Recreation Center

Recommendation: Depart on a walk-through of the Irwindale Aquatics Center and the Dan Diaz Recreation Center and provide input.

B. Tentative Schedule for Aquatics 2023 Summer Season

Recommendation: Receive and file the tentative schedule for the 2023 Aquatics Summer Season.

C. Irwindale Community Foundation Approved Donations for FY 23/24

Recommendation: Receive and file the report on the Irwindale Community Foundation approved donations to the Irwindale Public Services Department for Fiscal Year 2023/2024.

D. City of Irwindale Volunteer Program

Recommendation: Receive and file the City of Irwindale Volunteer Program Handbook.

E. Youth Sports Participation Discussion (Verbal Report)

3. RECREATION MANAGER UPDATE

4. AQUATICS SUPERVISOR UPDATE

5. PUBLIC WORKS SUPERVISOR UPDATE

6. PUBLIC SERVICES DIRECTOR UPDATE

7. COMMISSIONER ITEMS AND REQUESTS

8. ADJOURN

AFFIDAVIT OF POSTING

I, Armando Hegdahl, Management Analyst, certify that I caused the notice and agenda for the special meeting of the Irwindale Parks & Recreation Commission to be held on April 13, 2023, to be posted at the City Hall, Library, and Post Office on April 6, 2023.

Armando Hegdahl

Armando Hegdahl, CMC

Management Analyst

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

MARCH 1, 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: Elizabeth Rodriguez, Public Services Director; Priscilla Zepeda, Recreation Manager; Daniel Grijalva, Aquatics Supervisor, and Armando Hegdahl, Management Analyst

SPONTANEOUS COMMUNICATIONS

RON

A gentleman named Ron complained about his lack of progress in initiating a basketball league in conjunction with the Irwindale Recreation Department.

CHAIR FRAIJO

Chair Fraijo stated that the matter may be placed on the agenda for the next Commission meeting for discussion.

LAWRENCE BURROLA

Lawrence Burrola concurred with Ron and suggested that Irwindale programs involve children from other cities. He stated that the city makes too much money to charge fees for residents and non-residents.

CONSENT CALENDAR

MOTION

A motion was made by Chair Fraijo, seconded by Commissioner Ortiz, to approve the Consent Calendar. The motion was unanimously approved.

ITEM NO. 1A
MINUTES

MINUTES

The following minutes were approved as presented:

1) Regular meeting held February 1, 2023.

END OF CONSENT CALENDAR

NEW BUSINESS

ITEM NO. 2A
IRWINDALE
RECREATION ICF
DONATION REQUEST
FY 23/24

IRWINDALE RECREATION ICF DONATION REQUEST FY 23/24

RECREATION MANAGER ZEPEDA	Recreation Manager Zepeda presented the report.
CHAIR FRAIJO	Responding to a question by Chair Fraijo, Director Rodriguez advised that the donation requests not approved by the Foundation would be presented to the Council in the hopes that they would approve the requests, with a couple of exceptions.
MANAGER ZEPEDA	Manager Zepeda added that unused donated funds would be returned to the Foundation.
COMMISSIONER ROMAN	Commissioner Roman asked about the high costs of the stage rental for the performers of the Music in the Park concerts, to which Manager Zepeda stated that the cost to purchase the stage was about \$50k, while renting it was just shy of \$24k.
DIRECTOR RODRIGUEZ	Director Rodriguez noted that having staff assemble a city-owned stage would pose additional liability risks if it were not assembled properly. She noted the potential option of hiring outside help to assemble it.
MANAGER ZEPEDA	Manager Zepeda added that staff is looking into better prices and other options regarding the use of a stage.
COMMISSIONER DURAN	Commissioner Duran asked whether the stage was needed, to which Manager Zepeda advised that it had been requested in the community since concertgoers cannot all see the performers since the dance floor is full. She suggested the possibility of requesting that a tow company provide a flatbed truck where the bands could perform.
COMMISSIONER ROMAN	Commissioner Roman suggested perhaps renting a portable stage.
CHAIR FRAIJO	Responding to a question by Chair Fraijo, Director Rodriguez advised that all items previously requested from the Foundation are being requested again.
MOTION	A motion was made by Chair Fraijo, seconded by Commissioner Roman, to recommend to the City Council that it consider purchasing a stage instead of renting one for use during the Music in the Park concerts. The motion was unanimously approved.
DIRECTOR RODRIGUEZ	Director Rodriguez indicated that an update on the matter would likely be presented in the coming months.

ITEM NO. 2B IRWINDALE RECREATION BUDGET REQUEST FOR FY 23/24
IRWINDALE
RECREATION BUDGET
REQUEST FOR FY 23/24

MANAGER ZEPEDA Manager Zepeda presented the staff report.

COMMISSIONER ROMAN Commissioner Roman asked about the band lineup for the upcoming Music in the Park concerts, to which Manager Zepeda indicated that the lineup has not been finalized yet. She noted the increasing amounts that bands are charging and advised that staff would probably need to request an increase in funding.

ITEM NO. 2C IRWINDALE AQUATICS ICF DONATION REQUEST FOR FY 23/24
IRWINDALE AQUATICS
ICF DONATION
REQUEST FOR
FY 23/24

SUPERVISOR GRIJALVA Supervisor Grijalva presented the staff report.

DIRECTOR RODRIGUEZ Director Rodriguez added that staff will also request funding for the proposed Snack Bar.

CHAIR FRAIJO Chair Fraijo asked clarifying questions regarding the request for funds for a second luau event, to which Supervisor Grijalva elaborated.

ITEM NO. 2D IRWINDALE AQUATICS BUDGET REQUEST FOR FY 23/24
IRWINDALE AQUATICS
BUDGET REQUEST
FOR FY 23/24

SUPERVISOR GRIJALVA Supervisor Grijalva presented the staff report.

ITEM NO. 2E IRWINDALE PUBLIC SERVICES MAINTENANCE ICF DONATION REQUEST FOR FY 23/24
IRWINDALE PUBLIC
SERVICES
MAINTENANCE ICF
DONATION REQUEST
FOR FY 23/24

DIRECTOR RODRIGUEZ Director Rodriguez presented the staff report.

COMMISSIONER ROMAN Responding to a question by Commissioner Roman, Director Rodriguez elaborated on the proposed Bus Pass System and how it would function. Commissioner Roman also thanked Public Works staff for decorating the Senior Center for the holidays.

CHAIR FRAIJO Chair Fraijo suggested that staff request funding from the City Council to decorate the Senior Center for the holidays if the Foundation were to deny the funding request.

MOTION A motion was made by Chair Fraijo, seconded by Commissioner Ortiz, to request that the City Council consider approving \$2,500 for Senior Center holiday decorations, should the Irwindale Community Foundation deny the request. The motion was unanimously approved.

ITEM NO. 2F IRWINDALE PUBLIC SERVICES MAINTENANCE BUDGET REQUEST FOR FY 23/24

DIRECTOR RODRIGUEZ Director Rodriguez presented the report.

ITEM NO. 2G TENTATIVE SCHEDULE FOR AQUATICS SPRING SEASON
TENTATIVE SCHEDULE FOR AQUATICS SPRING SEASON

SUPERVISOR GRIJALVA Supervisor Grijalva presented the staff report.

COMMISSIONER ROMAN Responding to a question by Commissioner Roman, Supervisor Grijalva advised that staff is ready to resume pool activities, weather-permitting. He noted that there is very little wiggle room with respect to extending class schedules.

COMMISSIONER DURAN Commissioner Duran asked about the schedules for the aqua standup classes, which Supervisor Grijalva explained.

CHAIR FRAIJO Chair Fraijo asked about staff's efforts to promote and advertise pool programs such as the Swim Team, to which Supervisor Grijalva indicated that word of mouth on the Irwindale Pool's popularity has been very strong. Staff is also reaching out to schools and will be sending out flyers to residents.

Chair Fraijo also asked about the pool heater, to which Supervisor Grijalva confirmed that it is working properly.

ITEM NO. 2H IRWINDALE PARK IMPROVEMENT PROJECT PHASES IV & V UPDATE – VERBAL
IRWINDALE PARK IMPROVEMENT PROJECT PHASES IV & V UPDATE – VERBAL

DIRECTOR RODRIGUEZ Director Rodriguez presented the verbal report, wherein she advised that the plans and specifications for the phases remain in the bidding process; staff is amending the data based on questions posed by potential contractors. Staff looks forward to awarding the contract in May or June, with work to commence after the Music in the Park concerts and Mariachi Fest events conclude. Other events will be adjusted slightly to accommodate the work. She added that these types of projects frequently experience delays, and staff is allowing a two-month grace period in April and May in case they arise. However, staff is working hard to ensure that foreseeable delays are mitigated.

CHAIR FRAIJO Chair Fraijo asked about project costs, to which Director Rodriguez indicated that the city has earmarked \$3.2 million for the project, and that the engineer's cost estimate for the project is about \$7 million. Staff would need to request additional funding when awarding the contract. However, staff is also working on seeking grants to help offset the project costs. Chair Fraijo requested that staff keep the commission informed on the project's progress.

RECREATION
MANAGER UPDATE

RECREATION
MANAGER ZEPEDA

Recreation Manager Zepeda provided an update on the following programs and activities:

- 1) The Family Trip to the Palm Springs Aerial Tramway has been pushed to April 22. A trip to Santa Barbara has been scheduled for March 18.
- 2) Winter classes are winding down and staff will begin promoting Spring classes.
- 3) The Competition Cheer Team took 1st place in their first two competitions of the season. It also won the Most Spirited Award, the Best Stunt Team award, and the Overall Division Winner designation. The next competition is scheduled for April 16 at Knott's Berry Farm. She also recognized the Cheer Coaches for their leadership.
- 4) A Rockabilities Friendship Dance was held last month and was extremely successful, with lots of positive feedback received from staff and volunteers. She recognized Recreation staff for organizing the event.
- 5) She enumerated the upcoming spring activities.
- 6) First Aid / CPR training has been scheduled for later this month.
- 7) The Dan Diaz Recreation Center will be closed on March 31st, except for the KidZone program.
- 8) Staff has been very grateful for the abundance of donations received from PetSmart since 2020 for the annual Christmas Spectacular. Surplus donations were in turn donated to "Forever Kids", which is an organization that builds suitcases for foster

- children to place their belongings when moving to a new home.
- 9) She recognized Delicia Ponce for having received the Department's "SuperMan Award" and Lissette Rodriguez for being selected by her peers as the "Employee of the Year".

AQUATICS

SUPERVISOR UPDATE

SUPERVISOR GRIJALVA Supervisor Grijalva provided an update on the following programs and activities:

- 1) Staff from all departments recently participated in the FY 23/24 budget process.
- 2) The Aquatic Design Group conducted a facility walk-through in December to perform an audit of the swimming pool and its systems and equipment. The report identifies code violations; however, the County's Environmental Health Services Department may allow certain swimming pools to legally operate even in a non-compliant state.
- 3) Top Notch Plumbing conducted a job walk to retrofit the sewer piping coming from the inside of the pump room.
- 4) Staff has been working with diving board vendors to have them installed before the summer season. However, a few final details remain before the purchase can be made.
- 5) He thanked Supervisor Rodriguez for replacing the glass doors at the Aquatics Center entrance. The new doors are free of graffiti.
- 6) Caliber Commercial Pools will perform required maintenance on the pool heater in order to have it fully operational by March 20, which is when the pool season begins.
- 7) Several Aquatics staff members will be attending a "Surf and Turf" workshop on March 16.
- 8) Cameras have been installed in and around the Aquatics facility.

PUBLIC WORKS

SUPERVISOR UPDATE

Director Rodriguez presented the following update:

- 1) More plants were planted at Jardin de Roca Park, with more to be planted as weather permits.
- 2) A few areas of Irwindale Park have been fertilized.
- 3) A facility smoke alarm testing was completed.
- 4) All fire extinguishers at city facilities were recharged as needed.
- 5) Repairs at the south wall of the stage area Recreation Center are being conducted.
- 6) Staff will attend driver safety training this month. Staff is working on setting up additional training, such as backhoe training, hazard communications training, etc. These classes are being offered free of charge through the city's insurer.

- 7) The recent storms have not caused any significant issues or damage to report.

PUBLIC SERVICES
DIRECTOR UPDATE

Director Rodriguez presented the following update:

- 1) The Community Development Department will be holding a community meeting on March 2 to discuss the Irwindale Specific Plan at the Irwindale Gateway location.
- 2) The City will also hold its first budget workshop on May 8. She encouraged the commissioners to attend.
- 3) A public hearing relating to proposed increases to solid waste rate fees has been scheduled for March 8. Protests may be submitted up until the closure of the public hearing.
- 4) The City has received five tons of sand from Vulcan, which will be made available at the City Yard for anybody wishing to stop by to prepare sandbags. She noted that appointments are required for this service.
- 5) The Annual State of the City address has been scheduled for April 20.
- 6) A walk-through of the Aquatics and Recreation buildings will be held on a separate date as the walk-through of Irwindale and Jardin de Roca Parks.

COMMISSIONER ITEMS
AND REQUESTS

COMMISSIONER
ORTIZ

Commissioner Ortiz asked about the age of the treadmills, to which Manager Zepeda advised that they remain under warranty and noted that staff has scheduled maintenance on the machines.

Commissioner Ortiz commended Recreation staff and noted that, thanks to their efforts, the Recreation Center is enjoying massive amounts of participation by members of the public.

COMMISSIONER
ROMAN

Commissioner Roman asked whether the Rockabilities events has an age limit, to which Manager Zepeda advised that the program currently has no age limit and noted that volunteers for the program must first undergo a fingerprinting process.

Commissioner Roman also asked whether CPR / First Aid training could be offered to others and not just employees, to which Manager Zepeda advised that staff would look into offering a community class.

CHAIR FRAIJO

Responding to a question by Chair Fraijo, Director Rodriguez advised that she would consult with Human Resources staff to determine whether commissioners may attend the employee training.

Chair Fraijo suggested that exercise equipment should be checked daily to ensure proper operating conditions, noting that failure to do so may result in liability against the city.

MARIANA QUINONES Mariana Quinones expressed her profound gratitude for the Rockabilities program and spoke on the joy she felt in participating in the function.

COMMISSIONER ROMAN Commissioner Roman suggested selling shirts with an Aquatics logo at the Aquatics Snack Bar, to which Supervisor Grijalva indicated that he would look into the request.

CHAIR FRAIJO Chair Fraijo suggested selling Hawaiian shirts with an Aquatics logo.

Responding to a question by Chair Fraijo, Director Rodriguez noted that the new glass doors at the Aquatics Center are equipped with anti-graffiti film which could be removed and replaced if vandalized.

Chair Fraijo asked whether the plants that are being planted are the same as those that were originally planted there, to which Director Rodriguez confirmed that they are.

COMMISSIONER ORTIZ Responding to a question by Commissioner Ortiz, Director Rodriguez advised that the Spring Bulky-Item pickup event is scheduled for May 5 and the Recycling Event is scheduled for May 13. Commissioner Ortiz also reminded that somebody had previously requested for staff to look into establishing a dog park in the city, to which Director Rodriguez advised that this matter is on the list of projects to look into, and that the City Manager will meet with staff to discuss costs. She noted the hefty price tags attached to several large projects and advised that some will be prioritized over others.

CHAIR FRAIJO Chair Fraijo stated her hope that a location could be determined, and funding allocated for the development of a dog park. She also asked about the volunteer policy for city functions, to which Director Rodriguez indicated that she could present information on the policy.

Chair Fraijo also thanked all the businesses in the City that donate items and funding, which helps enable the City to offer such wonderful programs and activities. She also thanked all city departments for working together toward improving functions.

ADJOURNMENT There being no further business to conduct, the meeting was adjourned at 8:13 p.m.

Armando Hegdahl, CMC
Management Analyst

City of
IRWINDALE
AGENDA REPORT

**PARKS & RECREATION
COMMISSION**

Date: April 13, 2023
To: Honorable Chair and Commission Members
From: Elizabeth Rodriguez, Public Services Director
Issue: Tentative Schedule for Aquatics 2023 Summer Season

Recommendation:

Receive and file the tentative schedule for the 2023 Aquatics Summer Season.

Administrative Action:

Submitted by:

Daniel Grijalva, Aquatics Supervisor
(626) 430-2247

Electronically approved _____

Approved by:

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

 _____

Background and Analysis:

Irwindale Aquatics is undergoing preparations to kick off the Summer 2023 Season. Aquatics has a fun filled lineup ranging from past favorites to new adventures planned for this summer. To begin the festivities, Summer recreational swimming is tentatively scheduled to start on Friday, June 9, 2023 and end on Sunday, August 20, 2023.

Swim Lessons, Parent and Me, Aqua Stand Up, Mindful Waters, Senior Splash/ Aqua Walk, Aquabilities, Aqua Fitness, Lap Swimming, Aqua Volleyball Clinic and Water Polo Clinic will all be making a return to the Summer Schedule.

New to our adventure of fun this Summer is Dive in Cinema and Summer Saturday Splash and Play. Dive in Cinema will be held on the second Friday of the month, except in the month of June where it will land on the third Friday. This will be a pre-registered event to ensure capacity precautions for the pool are met. The three movies that will be viewed are The Goonies on Friday, June 16th; JAWS on Friday, July 14th and Good Burger on Friday, August 11th. The Dive in

Cinema will take place from 6:00pm to 9:30pm. Summer Saturday Splash and Play will take place on Saturday, June 17th and July 15th from 12:00pm to 4:00pm.

Below is the tentative Summer Schedule that provides a look at the weekly classes and programs:

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7a	Aqua Stand Up	Swim Team					
8a							Aqua Stand Up
9a	Aqua Stand Up	Swimming Lessons				Aqua Stand Up	
10a							
11a	Parent & Me 1 Parent & Me 2					Parent & Me 1 Parent & Me 2	
12p	Recreational Swimming	Recreational Swimming	Mindful Waters	Recreational Swimming	Aquabilities	Recreational Swimming	Recreational Swimming
1p			Senior Splash		Senior Splash		
2p							
3p			Aqua Walk		Aqua Walk		
4p							
		Aqua Fitness & Lap Swim				Water Polo Clinic/ Volley-Ball Clinic	
5p							
6p		Recreational Swim					
7p							
8p							
9p							

The following table has been developed to provide an overview of the many classes, programs and events that will take place at the Aquatics Center this Summer:

CLASS PROGRAM EVENT	DAYS	TIMES	# OF DAYS/ WEEKS	SESSION 1	SESSION 2	SESSION 3
Swim Lessons	M-F	9:10 - 9:50am 9:55 - 10:35am 10:40 - 11:20am	2-weeks	June 19 - 30	July 10 - 21	July 31 - Aug 11
Parent & Me	Sat/Sun	10:30 - 11:00am	5-weeks	June 17 – July 16	July 22 – Aug 20	
Parent & Me	Sat/Sun	11:00 - 11:30am	5-weeks	June 17 – July 16	July 22 – Aug 20	
Aqua Stand Up	Sat/Sun	8:00 - 8:45am	5-weeks	June 17 – July 16	July 22 – Aug 20	
Aqua Stand Up	Sat/Sun	9:00 - 9:45am	5-weeks	June 17 – July 16	July 22 – Aug 20	
Mindful Waters	Tues	12:00 - 12:45pm	10-weeks	June 13 - Aug 15		
Senior Splash/ Aqua Walk	Tues/Thurs	1:00 - 4:00pm	10-weeks	June 13 - Aug 17		
Aquabilities	Thurs	12:00 - 1:00pm	10-weeks	June 15 - Aug 17		
Aqua Fitness	Mon-Thurs	4:30 - 5:30pm	10-weeks	June 19 - Aug 17		
Lap Swimming	Mon-Thurs	4:30 - 5:30pm	10-weeks	June 19 - Aug 17		
Water Polo Clinic	Fri	4:00 - 5:30pm	4-weeks	June 16 - July 7		
Volley Ball Clinic	Fri	4:00 - 5:30pm	4-weeks	July 14 - Aug 4		
Swim Team	Mon-Thurs	8:00 - 9:00am	10-weeks	June 12 - Aug 17		
Aquatics Expo	Sat	TBD	1 day	May 20		
Red, White & You BBQ	Sat	TBD	1 day	July 1		
Family Luau	Sat	TBD	1 day	Aug 12		
Community Luau	Sat	TBD	1 day	Aug 19		
Dive in Movies	Fri	6:00 - 9:30pm	3 days	June 16	July 14	Aug 11
Splash & Play	Sat	12:00 - 4:00pm	3 days	June 17	July 15	Aug 12 (Luau)

The summer schedule is set to conclude prior to the start of the Covina Valley Unified School District school season, which begins on Monday, August 21, 2023.

While not new to the Aquatics Center, staff is looking to highlight the Aquabilities Program, which is open to all our friends with disabilities, in order to increase attendance. All friends must be accompanied by an adult 18 years of age or older and members of the same household will be allowed to join in on the Fun! Aquatics will also be coordinating events with the Recreation's Rockabilities program.

This year, the Summer Aqua Fitness Class will continue to be free through the City's partnership with Mt. SAC.

Swim Team was a huge success last year and staff is excited to continue through the summer season with the time of the class changing to the morning hours.

The Aquatics Center is proud to bring back the Aquatics Center Expo and Community Luau. Staff will also participate in the Recreation's Red, White & You BBQ. Staff hopes to host a second Luau for Families, which will include a third Splash and Play event and only those registered for this event will be able to participate.

City of
IRWINDALE
AGENDA REPORT

PARKS & RECREATION
 COMMISSION

Date: April 13, 2023
 To: Honorable Chair and Commission Members
 From: Elizabeth Rodriguez, Public Services Director
 Issue: Irwindale Community Foundation Donation Request Approvals for FY23-24

Recommendation:

Receive and file the report on the Irwindale Community Foundation approved donations to the Irwindale Public Services Department for Fiscal Year 2023-2024.

Administrative Action:

Submitted/Approved by:

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



Background and Analysis:

The Irwindale Community Foundation (ICF) met on March 13, 2023 to discuss business matters, which included the Public Services Department's donation request for Fiscal Year 23-24. The ICF Board approved the items outlined below:

ITEM	DESCRIPTION	ONGOING	ONE-TIME	# of Participants
AQUATICS CENTER				
Annual Aquatics Expo	Ice Cream Truck, Promotional Items, Decorations	2,000.00		70+
Red, White and You Picnic	Interactive water games, Decorations, Promotional Supplies	1,800.00		100+
One (1) End of Summer Luau	Food, Entertainment, Decorations.	6,000.00		100 per event
	TOTAL:	9,800.00		

RECREATION				
Special Events	Mariachi for week #5, sound system and supplies for Mariachi fest plus increase in cost for bands and sound	11,700.00	-	300+
	Snow Zone for Christmas Spectacular	5,000.00	-	400+
	Red, White and You BBQ - Inflatables and activities	5,000.00	-	100 per event
	Christmas Tree Retrofit for Christmas Spectacular		10,000.00	400+
	Music in the Park Additional Cost for bands, and sound	10,000.00		700+ per event
Minor Special Events	Sunset Cinema, Locks of Love, Scarecrow Alley, Jack o Lantern Walk, Dia de Los Muertos Altar, Cookies and Milk with Santa	8,000.00	-	100/event
Programs and Activities	Providing supplemental funding to offset the increased cost of supplies for Kidzone snacks	4,000.00		
Classes	Second yoga class, Adult Fitness, Healthy Lifestyle, Dog Obedience and more	24,000.00	-	300+
Youth Sports	Cost of Cheer Uniforms for Competition Cheer (24 participants @ \$300 each)	7,200.00		24+
Trips	Cost to increase the number of available tickets for Family trips from 23 to 40	6,000.00		480+
Kindness Krew	Giveaways, Donations and more	<u>1,000.00</u>	-	100+
	TOTAL:	81,900.00	10,000.00	
MAINTENANCE				
Bus Pass System (Annual Fee)	Student tracking system	5,000.00		125+
Mobile & Portable Radios for School Buses (Annual Fee)	Portable mobile Motorola radios		3,000.00	125+
Bus Parking	Bus Parking for Field Trips	1,200.00		23+
Holiday Decorations for Arrow Hwy and Senior Center Courtyard	Icicle string lights, wiring, and timer		5,000.00	N/A
	TOTAL:	6,200.00	8,000.00	

ICF did not approve the second Luau requested by the Aquatics Center, the rental of a stage for Music in the Park requested by Irwindale Recreation, or the concrete games requested by Maintenance.

There were a few changes that were made after these requests were presented to the Parks & Recreation Commission and before they were presented to the ICF Board. Those changes included decreasing the cost of the Christmas Tree from \$35,000 to \$10,000 and increasing the request for additional Holiday Decorations from \$2,500 to \$5,000.

While these donation requests have been approved by the ICF Board, staff is required to take the approval before City Council for appropriation of funds from the ICF reserves. This will be completed during the City's budget process, which is still ongoing.

The Snack Bar donation request was not presented to the ICF Board at its March 13th meeting. Staff will be presenting this item along with a few other requests at an upcoming ICF Board Meeting. These requests are as follows:

DIVISION: AQUATICS				
ITEM	DESCRIPTION	ONGOING	ONE-TIME	# of Participants
Snack Bar	New fridge/freezer, cheese and chili dispenser, hot dog warmer, chip container, supplies (hot dogs, nachos, water bottles, vitamin water, Gatorade, sunblock, towels, etc.)	10,000.00	-	100+
Wading Pool Re-plaster	Remove existing plaster and replaster wading pool	-	15,000.00	50+
TOTAL AQUATICS		10,000.00	15,000.00	

DIVISION: RECREATION				
ITEM	DESCRIPTION	ONGOING	ONE-TIME	# of Participants
Field Trips - Day Camps	Fall Break trip to Disneyland	-	6,400.00	45
Field Trips - Teens	Fall Break trip to Disneyland	-	3,320.00	23
Gym Curtain	Motorized gym divider/curtain for patron safety	-	TBD	30+
BMI	Body analyzer that provides percent body fat, skeletal muscle mass, and BMR	-	10,000.00	100+
TOTAL RECREATION		-	19,720.00	

City of
IRWINDALE
AGENDA REPORT

**PARKS & RECREATION
COMMISSION**

Date: April 13, 2023
To: Honorable Chair and Commission Members
From: Elizabeth Rodriguez, Public Services Director
Issue: City of Irwindale Volunteer Program

Recommendation:

Receive and file the City of Irwindale Volunteer Program Handbook.

Administrative Action:

Submitted/Approved by:

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

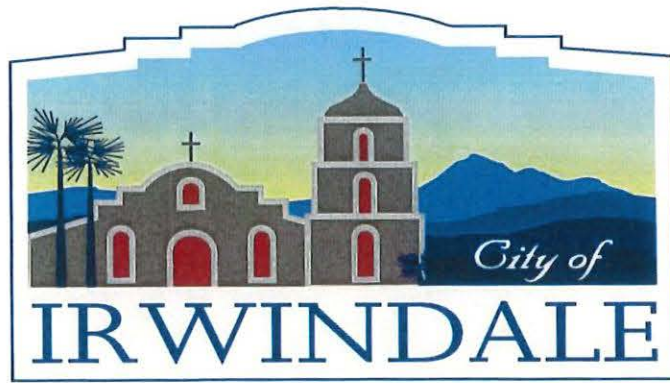


Background and Analysis:

At the March 1, 2023 Parks & Recreation Commission Meeting, Chair Fraijo requested staff present the City's Volunteer Program to the commission at its next meeting.

The City's Volunteer Program Handbook was finalized in November 2014. The Handbook outlines the application process, becoming a volunteer, the different types of volunteers, policies, expectations, placement, schedules, attendance, code of ethics and much more. Volunteers are required to fill out and return the following four documents to get the process started: 1) Application for Volunteer Program, 2) Acknowledgment of Worker's Compensation, 3) Volunteer Agreement, and 4) Volunteer Service Statement. Depending on the department a volunteer is requesting to assist, a background check may be required, which may include Live Scan (fingerprinting), DMV record review, and/or liability waivers.

Irwindale Recreation does advertise and set up their own volunteers for the youth sports program and special events. These volunteers do not have to go through the process stated above; however, they still need to go through the Live Scan process before they can start volunteering since they will be working with or around children.



City of Irwindale Volunteer Program

November 2014

Letter to Prospective Volunteer



Dear prospective volunteer:

Thank you for your interest in volunteering. You and the many other volunteers at work on various City of Irwindale programs and projects have the power to improve the quality of life in our community.

Volunteering for the City of Irwindale is a privilege that is extended to individuals with suitable qualifications and a strong desire to provide service to the community. Applicants are chosen based on skills and the current needs of the City department in which you have expressed an interest.

This Volunteer Manual contains information regarding our volunteer program. Please complete and return the following forms so that we can make every effort to offer assignments that meet your interest and needs:

- 1) Application for Volunteer Program
- 2) Acknowledgment of Worker's Compensation
- 3) Volunteer Agreement
- 4) Volunteer Service Statement

Additionally, you will have an opportunity to review the job description for any assignment and interview the supervisor before you commit your time and energy.

We also want to make you aware that we have established program policies and procedures that protect volunteers, citizens and the City. Depending upon the type of assignment you undertake, the procedures may include fingerprinting and background checks, DMV record review and liability waivers, among others. We will make you aware of any such requirements at the time of your initial interview.

Again, thank you for your willingness to work toward improving our community. We look forward to having you in the City's volunteer program.



PERSONAL INFORMATION				
Position applied for _____		Department: _____		
Name _____				
Last		First	Middle	
Home Phone _____		Cell Phone _____		
Address _____				
No.	Street	City	State	Zip
Emergency Contact Person: _____				
Emergency Contact Person Phone Number: _____				
Were you previously employed by us? Yes____ No____ If yes, provide dates: _____				
Have you ever been convicted of a violation or attempted violation of Section 243.4 of the Penal Code, a sex offense against a minor, or of any felony, which requires registration pursuant to Section 290 of the Penal Code? Yes_____ No_____				
If yes, please explain: _____				
Have you ever been convicted of any other charges, other than minor traffic citations? Yes____ No____				
If yes, please explain: _____				
(Note: Conviction of a misdemeanor or felony will not necessarily result in automatic disqualification)				
Do you have any relatives employed by the City of Irwindale? Yes_____ No_____				
If yes, please list names and relationship below:				

	Name and Address of School	Course of Study	Highest Level Completed	List Diploma or Degree
High School				
College				
Other (Specify)				

EXPERIENCE

Current Occupation: _____

Current Employer: _____

Certifications or Licenses Held: _____

Please list any special skills, talents, languages which will be of special benefit in the volunteer position you are applying for:

Please list any job-related experiences or qualifications which will be of special benefit in the volunteer position you are applying for: (A resume can also be attached to this application)

Hours Available:

Monday _____ Tuesday _____ Wednesday _____

Thursday _____ Friday _____ Saturday _____

Are you able to perform the essential functions of this volunteer position? If not, please explain the type of accommodation you will need.

PLEASE READ AND SIGN BELOW

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that if accepted into the City of Irwindale Volunteer Program, falsified statements on this application shall be grounds for dismissal from the program. I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise. This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws.

Signature of Applicant: _____ **Date:** _____

If applicant is a minor under the age of 18, parental consent is required below:

Signature of Parent or Guardian: _____ **Date:** _____

RESOLUTION NO. 97-34-1533

RESOLUTION NO. 97-34-1533

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
IRWINDALE, CALIFORNIA, PROVIDING WORKERS
COMPENSATION COVERAGE FOR CERTAIN VOLUNTEERS
PURSUANT TO THE PROVISIONS OF SECTION 3363.5 OF THE
LABOR CODE**

WHEREAS, the City of Irwindale finds its best interests will be served by utilizing volunteers in the provision of certain government services, and

WHEREAS, the City Council had directed the City Manager to develop a volunteer policy, and to promote citizen voluntary services to the City, and

WHEREAS, said volunteers should be eligible for workers compensation insurance while on duty.

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Irwindale does hereby:

1. Find and determine that the public interest is best served by providing workers compensation coverage for city volunteers which the City Manager specifies, and

2. Provide eligibility for said volunteers for workers compensation benefits which will be applicable during the time the person actually performs volunteer services, provided, however, that the rights of volunteers shall be limited as set forth in the Labor Code.

3. This Resolution shall take effect upon adoption.

APPROVED AND ADOPTED this 26th day of June, 1997

ORIGINAL SIGNED

Patricio Miranda, Mayor

ORIGINAL SIGNED

ATTEST: _____
City Clerk



Acknowledgement of Workers' Compensation

I hereby acknowledge that as a volunteer for the City of Irwindale, I am not an employee of the City, but that I am covered under the City's workers' compensation plan since the City has adopted a resolution extending workers' compensation coverage to certain volunteers in specified categories pursuant to Labor Code Section 3363.5.

As a volunteer who is covered under the City's workers' compensation plan, I expressly agree and acknowledge that workers' compensation is my exclusive remedy for any injury suffered while performing said volunteer duties, and that I cannot and will not seek to bring any other claim or actions of any type whatsoever against the City of Irwindale, its employees, officers, agencies, other volunteers and officials.

Print Name: _____

Signature: _____

Date Signed: _____

If applicant is a minor under the age of 18, parental consent is required below:

Print Name of Parent or Guardian: _____

Signature of Parent or Guardian: _____

Date Signed: _____

Witness: _____

VOLUNTEER HANDBOOK

I. OVERVIEW

The City of Irwindale's Volunteer Program is designed to coordinate and manage all volunteer efforts, which support existing services provided to the community. The program addresses community service needs, while placing special emphasis on the City's priorities. With this in mind, it is important to effectively match individuals and others interested in providing volunteer services to City departments that have exciting and fun work opportunities.

The purpose of this handbook is to provide guidance and direction to staff and volunteers alike. As you begin volunteering for the City, you may have questions. This handbook is intended to help you answer those questions and to give you the information necessary to help make your time spent volunteering a positive experience.

II. MISSION

The City's Volunteer Program is committed to encouraging community participation and the comprehensive coordination of volunteers to enhance municipal services.

The program objectives are:

- A. To develop a reliable and varied skilled network of human resources to support the delivery of services to the community.
- B. To provide opportunities for all segments of the community to participate in local government.
- C. To bring together volunteer resources and augment municipal services including, but not limited to the following areas: recreation and senior services, park maintenance, literacy improvement, gang and substance abuse prevention, public safety, information and service referrals, and maintenance of City facilities and other public grounds.

III. BECOMING A VOLUNTEER

We are pleased that you have expressed interest in becoming a volunteer with the City of Irwindale. Others like you have volunteered for many reasons, including learning new skills, meeting new people, or making a difference in our community.

Each volunteer must complete the following forms:

- 1.) Application for Volunteer Program
- 2.) Acknowledgment of Worker's Compensation
- 3.) Volunteer Agreement
- 4.) Volunteer Service Statement

It is important for us to know of any medical conditions which may affect your volunteering. If you are a minor, your parents must also sign these forms. No one may volunteer unless the completed forms have been submitted to the Human Resources Department.

All volunteers go through a formal screening process and must be accepted by the City as a volunteer. The amount of screening will depend upon the type of volunteer opportunity you choose. Your references may be contacted. Also, a motor vehicle driving record check and/or a criminal record background check may occur.

IV. TYPES OF VOLUNTEERS

There are four broad classes of volunteers:

- 1) **General Volunteer:** Defined as one who is not assigned to sensitive areas or situations and does not require particular licensing or certification. Examples of departments using such volunteers might be, but not limited to: Planning, General Services, Public Works, and Senior Center. Placement of these volunteers will require live scan and a basic background such as reference checks and verifying information from application.
- 2) **Special Volunteer:** Defined as one who is assigned to sensitive areas or to work with children or other vulnerable populations such as in Recreation, Library, and transportation drivers. Placement of these volunteers may require a Livescan (fingerprinting) or extensive background check and drug screenings.
- 3) **Public Safety Volunteer:** Defined as one who performs services related to law enforcement and public safety. Placement of volunteers in these areas may require the full law enforcement background check including complete physical, psychological, polygraph, and drug screenings or a background investigation similar to that of law enforcement personnel.
- 4) **Internal Volunteer:** Defined as one who is currently an employee of the City and is volunteering for a job distinctly different from their classification or working in a different department. Current public officers/employees may act in a volunteer capacity, but are not permitted to voluntarily perform services which are the same as, or are similar to, the duties for which they are paid to perform by the same public agency. The duties of the internal volunteer shall not, in any way, conflict with the provisions of Government Code Section relating to inconsistent, incompatible or conflicting activity by a local officer or employee.

All screening activities related to volunteer placement are the responsibility of the department.

V. **ORIENTATION/BEING A VOLUNTEER**

In order for both the City and volunteers to have a complete understanding of the conditions of volunteership, volunteers must complete an orientation; this orientation will discuss City policies to which volunteers are subject to adhere, such as but not limited to, Sexual Harassment, Drug Free Workplace, Internet Usage Policy, and Vehicle Usage Policy. Departments are responsible for conducting orientation for volunteers that work in their department within the first week of work. Policy and procedures regulating volunteer duties must be discussed. An Orientation Checklist is required of all departments.

- A. **Risk Management:** The Human Resources Department explores safety risks involved in work and volunteer tasks to minimize any potential risks to the volunteer or the City. This means that before volunteers begin their service, the supervisor is responsible for informing the volunteer of safe work practices as required for all employees. Any injury to the volunteer or losses to any third party which involved a volunteer must be reported and processed in accordance with existing City policies on matters of this nature.
- B. **Training:** Volunteers will receive an overview of their volunteer assignment and, as appropriate, a written list of duties and expectations, hours of service, supervision, necessary forms, approved financial expenditure and reimbursement procedures, accident reporting procedures, confidentiality, call in, dress code, etc. Volunteers will also receive safety training as appropriate.
- C. **Supervision:** Volunteers will be supervised by a permanent City employee as to assignments, performance, activity, use of equipment, etc. Performance problems will be corrected or the volunteer service terminated.
- D. **Separation:** Volunteers serve at the pleasure of the City. Accordingly a volunteer can be terminated without notice or cause.
- E. **Internet Usage Policy/Computer Use:** Volunteers are subject to the Internet Usage Policy as provided during orientation. Moreover, the City complies with all copyright laws for software programs installed and used on City-owned computers. Volunteers are expected to adhere to the City's policy, which includes prohibiting the use of unauthorized copies of software on City computers; prohibiting the installation of software on City computers that was not purchased through appropriate City policies; and understanding that all computers, software and computer information is City property. Therefore, all who use City computers cannot assume any right to privacy in such use.
- F. **Drugs and Alcohol:** Volunteers are expected to adhere to the City's Drug Free Workplace Policy. Possession, use, or being under the influence of drugs or alcohol while on duty in a volunteer capacity is strictly

prohibited. Volunteers who violate this policy are subject to immediate dismissal.

- G. **Smoking**: Smoking is not permitted inside any City building or within 20 feet of a City building.
- H. **Workplace Harassment**: All City workers have a right to work in an environment free from all forms of discrimination and conduct which can be considered harassing, coercive or disruptive. Consistent with the City's respect for the rights and dignity of each employee and volunteer, harassment based on race, color, religion, sex, national origin, ancestry, disability, medical condition, genetic characteristics, marital status, age, sexual orientation, or any other classification protected by law, will not be sanctioned or tolerated.
- I. **Sexual Harassment**: Sexual Harassment is against the law; the City takes this very seriously and enforces a Sexual Harassment policy. Volunteers and employees are expected to contribute positively to a work environment that is free from unwelcome overtures, advances, or coercion, by or to any volunteer, employee, or member of the public. Any matter of this nature must be brought to the attention of the supervisor or Human Resources, so immediate corrective action can be taken.
- J. **Conflict of Interest**: Volunteers, like employees, are required to disclose any business, commercial or financial interest they may have, where such interest might be construed by a reasonable person as being in real, potential or apparent conflict with their official duties for the organization. A determination may be made by the organization to end or modify a volunteer assignment if a serious conflict of interest exists, if the volunteer cannot or chooses not to modify or end such conflict of their own accord.
- K. **Use of Organizational Affiliation**: A volunteer may not use his/her affiliation as a volunteer with the City in connection with partisan politics, religious matters, or community issues contrary to positions taken by the City.
- L. **Speaking on Behalf of the City**: Volunteers may not represent themselves as anything other than a volunteer while performing duties as a volunteer, unless specifically authorized and to the extent specified in writing for a specific purpose.
- M. **Confidentiality Statement**: The City is committed to maintaining client's and customer's right to protection of their personal information. Staff and volunteers in the City must be committed to maintaining the privacy and confidentiality of customers/clients; particularly their personal health information subject to HIPAA. Breaches of privacy put the City at risk of legal consequences.
- N. **Insurance**: Liability insurance is provided to you as a volunteer for the City. As a volunteer, you are covered by the City's general liability policy

so long as you are acting within the scope and course of your assigned duties.

Automobile insurance follows the automobile. If you are driving a City vehicle, the City's insurance will be in effect. Likewise, if you are driving your own vehicle, even while on City business, your automobile insurance will be applicable on a primary basis per the California Vehicle Code, CVC 17152.

The City conducts a motor vehicle driving record check for all volunteers who drive as part of their volunteer work, so we ask that you provide proof of insurance and a copy of your driver's license to the Human Resources Department if this applies to you.

- O. **Accidents in City Vehicles:** In the event of an accident involving a City vehicle or your own vehicle while on City business, you should immediately contact the local police. You are also responsible for immediately notifying your supervisor, who will help you complete an accident investigation form along with any other required documents. Any volunteer, during the course of volunteering, involved in a serious motor vehicle accident may be required to take a urine, blood or breath test to determine whether or not that volunteer's ability to drive was impaired by alcohol or a controlled substance as defined by state statutes. For purposes of this policy, a serious accident is defined as one that injures someone, or where property damage exceeds \$750.
- P. **Expenses:** Volunteers are reimbursed for expenses which have been pre-approved by your supervisor. Mileage will also be reimbursed if pre-approved by your supervisor. In order to be reimbursed for mileage, you will be required to complete the City's mileage reimbursement form and obtain approval from the Department Head before payment can be made to you.

You may also be eligible for a number of other tax benefits as a volunteer under the general charitable contribution deduction of the Internal Revenue Code. Deductions are explained in Internal Revenue Service Publication Number 526, Charitable Contributions. Please consult with a professional tax advisor or the Internal Revenue Service for specific deductions allowed.

- Q. **Volunteer Hours:** The City must keep track of the hours you volunteer to assure coverage under our self-insured liability and workers' compensation programs. Time records are used to determine how service levels have increased and which services have been enhanced by volunteers. Timesheets are to be filled out each time a volunteer works, at the end of the month, or whenever stipulated by the supervisor.

Volunteers may not work more than 25 hours per week. Each volunteer is asked to follow this practice. Volunteers might also want to maintain this record to document their experience and commitment.

- R. **Placement and Schedules:** Work schedules of volunteers are diverse and varied depending on the department, program, and or location of volunteers. Volunteers should work with their supervisor to set a schedule that is mutually acceptable. If a volunteer cannot make it to his or her assignment on a scheduled day, the volunteer should notify his or her job supervisor as soon as possible.

You may not perform professional services for which certification is required, unless you already hold the appropriate certificate or license and have received approval from the Human Resources Department. Upon seeking approval, please make sure to provide copies of any certificates or licenses, including any special driving licenses, first aid or CPR certification.

- S. **Attendance:** Volunteers are expected to always be prompt and on time in reporting for their assignment. Being late may inconvenience those who are counting on your presence. If unforeseen circumstances make you late, please notify your supervisor in advance. For those times when you are ill and unable to work, call your supervisor or department as early in the day as possible. Failure to appear for your shift without notifying your staff supervisor may result in your dismissal from the volunteer program.

- T. **Problem Solving:** If a problem should arise concerning any condition of your volunteering with the City, you should attempt to reconcile the matter with your supervisor. All volunteers are encouraged to attempt to settle problems or issues requiring attention within the department to which the volunteer is assigned. However, if you feel that a workable agreement or a satisfactory solution to your problem has not been reached from discussion within the department, notify the Human Resources Department.

- U. **Other Responsibilities:**

1. Keep your work commitment.
2. Inform your supervisor if you have a planned absence.
3. Accept training and participate in other job development activities.
4. Adhere to all confidential requirements in the course of carrying out duties and responsibilities.
5. Never use job knowledge or contacts for personal gain.
6. Treat citizens, co-workers, and others with respect.
7. Be aware of procedures and rules including safety rules.

8. Report all on-the-job accidents and injuries to your supervisor immediately.
9. Report any unsafe practices or procedures to your supervisor.
10. Cooperate and assist in the investigation of any work accident.
11. Follow personal hygiene and grooming habits, as well as manner of dress, that allow you to safely complete volunteer duties.
12. Obtain and wear/use any specialized safety clothing or equipment.
13. Wear seat belts when driving on City business.
14. Be cooperative by accepting instructions, guidance, and suggestions from staff.

If you have questions about any of this information, you should speak with your supervisor or the Human Resources Department.

- V. **Volunteers Serving Minors and Elderly Populations:** The City will exercise appropriate care in the placement of volunteers into positions serving populations that include minors, the elderly or the frail, and individuals with disabilities. Depending on the nature of the assignment, volunteers may be required to be fingerprinted and submit to a background check. Volunteers who do not agree to the required screening may be refused an assignment.

- W. **Use of Minor Volunteers:** Because of various liability concerns, the City will not accept volunteers who are under 16 years of age.

II. **CODE OF ETHICS**

We encourage you to read and practice the following code of ethics for volunteers:

As a volunteer, I realize that I am subject to a code of ethics similar to that which binds the professionals in the fields in which I work. Like them, I assume certain responsibilities and expect to account for what I do in terms of what I am expected to do.

- A. I will keep confidential matters confidential.
- B. I interpret 'volunteer' to mean that I have agreed to work without compensation, but having been accepted as a worker, I expect to do my work according to standards.
- C. I promise to work with an attitude of open-mindedness; to be willing to be trained for the assignment; to bring to the assignment interest and attention.

- D. I realize that I may have personal and educational qualities that my co-workers may not have and that I should use these to enrich the projects which we are working on together.
- E. I understand that I am expected to live up to my work commitment, and I will give ample notice if I cannot fulfill it.
- F. I believe that my attitude toward volunteer work should be professional.
- G. I believe that I have an obligation to my work, to those who direct it, to my colleagues, to those for whom it is done, and to the public.

III. VOLUNTEER RIGHTS

Each volunteer in the City is viewed as an important part of the organization's ability to get the job done. As a volunteer you are accorded rights as individuals and volunteers. Below are some of the rights volunteers may expect during their tenure with the City. In addition, please refer to the Volunteer Protection Act of 1997 (Appendix A).

- A. Volunteers are to be treated with respect and courtesy.
- B. Volunteers are to receive proper training for the job to be done.
- C. Volunteers are to be informed about any reimbursement policy, e.g. for the use of private cars, etc.
- D. Volunteers are not to be discriminated against because of race, color, religion, sex, national origin, ancestry, disability, medical condition, genetic characteristics, marital status, age, sexual orientation, or any other classification protected by law.
- E. Volunteers will receive information on issues regarding legal protection, liability and other concerns.
- F. Volunteers will be treated as co-workers.
- G. Volunteers will know as much about the organization as possible.



VOLUNTEER AGREEMENT

The City accepts _____ into its volunteer program. The City will do its very best to make the volunteer's experience productive, fun and rewarding. To that end, this agreement addresses the commitments made by the City and the volunteer.

The City commits to the following:

- To provide training and support for the volunteer so that he or she may be confident in the assignment.
- To provide diligent guidance, supervision and feedback on performance.
- To respect the skills, individual needs and dignity of the volunteer.
- To be receptive to comments and suggestions from the volunteer.
- To treat the volunteer as an equal co-worker with paid staff, jointly responsible for the completion of the City's mission.

The volunteer commits to the following:

- To perform assigned duties to the best of his or her ability, and to inform the City if changes in his or her situation or health would interfere with the safe and timely performance of these duties.
- To adhere to City rules, policies and procedures, including recordkeeping and confidentiality of City and client information.
- To meet time and duty commitments, or to provide adequate notice so that alternative arrangements can be made.

Volunteer: _____ Date: _____

Human Resources Manager: _____ Date: _____



VOLUNTEER SERVICE STATEMENT

In performing the service specified in my volunteer job description, I acknowledge:

- I have been given a copy of the Volunteer Manual, which includes a volunteer handbook, my job duties, policies and procedures, and safety information.
- I have acquainted myself with what is required to perform my tasks, and represent that I have the skill and ability to perform them and know of no reason, medical or otherwise, which would prevent me from performing the tasks required.
- I will adhere to the safety training provided by the supervisor and assume full responsibility for my own safety.
- I will perform my volunteer service in compliance with the standards and specifications established for my position.

Volunteer's Name: _____

Volunteer's Signature: _____

Date: _____

VOLUNTEER EXPENSE CLAIM FORM

Volunteer: _____ Supervisor: _____

Assignment: _____ Department: _____

Date of Expense	Description of Expense	Amount

Volunteer Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Charge Account: _____ Date Paid: _____

Attach Receipts for all Listed Expenses

VOLUNTEER TIME SHEET

Name: _____ Supervisor: _____

Assignment: _____ Department: _____

Month and Year: _____

Enter the total number of volunteer hours worked for each day. Total all hours worked in each week, and enter it in the "Total" column.

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total
Week 1								
Week 2								
Week 3								
Week 4								
Week 5								
Total Hours for the Month								

Volunteer's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

VOLUNTEER DEPARTMENT REQUEST FORM

Department: _____

Check one:

Long-Term Volunteer ☐ Short-Term Volunteer ☐ Group Volunteer Project ☐

Number of Volunteer(s) Requested: _____

Start Date: _____ Finish Date: _____

Volunteer's Supervisor: _____

Volunteer's Position Title: _____

1. Please list volunteer's job description. Please be as specific as possible.

2. What are the minimum qualifications and skills needed for this volunteer position?

3. What orientation and training will the volunteer receive?

4. Will the volunteer supervise anyone? Yes ☐ No ☐

If yes, please explain:

5. Will the volunteer be required to drive on City business? Yes ☐ No ☐
If yes, please explain:

6. Please list the days and hours you require volunteer to work (include time if needed):

7. Is this position appropriate for individuals who have been assigned community service through the Department of Corrections for low-level offenders?

Yes ☐ No ☐

8. What screening procedures are required for the volunteer applying for this position?

____ Background Check ____ Driver's License Verification
____ Auto Insurance Verification ____ DMV Report
____ References
____ Other (Please Specify):

Department Head's Signature: _____ Date: _____

Volunteer Orientation - Supervisor's Checklist

Volunteer: _____

Discussion
Completed
(please initial)

Date: _____

1. Welcome – Director/Designee.	
2. Show volunteer to work station.	
3. Introduce new volunteer to staff and tour of City Hall.	
4. Explain department's organizational structure and its relation to other departments.	
5. Explain volunteer's individual role in the department and the broad objectives of their position.	
6. Discuss their position's duties and responsibilities and give a written copy of the job description. Discuss expectations.	
8. Explain working conditions and rules: a) Hours of work/completion of time cards b) Where to park c) Rest and/or meal breaks d) Use of the computer/internet e) Personal telephone calls f) Personal texting/email/social websites g) Safety/health requirements and procedures of department h) Review policies (i.e. Sexual Harassment, Drug Free Workplace, Internet Usage, Vehicle Usage, IIPP, Volunteer Handbook) i) Other: (_____)	
9. Explain department procedures on: a) Performance of duties and responsibilities. Set expectations. b) Attendance/tardiness c) Handling of confidential information d) General appearance and/or uniform requirements e) Other	
10. Ask volunteer if they have any questions or concerns.	
11. Review and collect completed volunteer forms.	

Please complete and return to the Human Resources Office.

Volunteer Signature

Immediate Supervisor Signature

Department Head Signature

Human Resources

cc: Supervisor's File
Volunteer

RISK MANAGEMENT CHECKLIST

Volunteer Name: _____

Anticipated Dates of Volunteer Service: _____

☐ Volunteer Application Completed [Date: _____]

☐ Volunteer Agreement Signed [Date: _____]

☐ Volunteer Acknowledgment of Worker's Compensation Signed [Date: _____]

☐ Volunteer Service Statement Signed [Date: _____]

☐ Volunteer Manual Provided to Volunteer [Date: _____]

☐ Supervisors Volunteer Orientation Checklist [Date: _____]

☐ License Verification Obtained [Date: _____]

☐ Certification Verification Obtained (copy attached) [Date: _____]

☐ Health/Physical Issues Addressed and Reviewed (medical notes/records attached, if necessary) [Date: _____]

VOLUNTEER PROTECTION ACT OF 1997

This is the text of Public Law 105-19; the Volunteer Protection Act of 1997 as signed into law by President Clinton on June 18, 1997:

One Hundred Fifth Congress of the United States of America

At The First Session

Begun and held at the City of Washington on Tuesday, the seventh day of January, one thousand nine hundred and ninety-seven.

An Act

To provide certain protections to volunteers, nonprofit organizations, and governmental entities in lawsuits based on the activities of volunteers. Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled.

Section 1. Short Title

This Act may be cited as the 'Volunteer Protection Act of 1997'.

Section 2. Findings and Purpose

(a) Findings. The Congress finds and declares that:

- (1) The willingness of volunteers to offer their services is deterred by the potential for liability actions against them;
- (2) As a result, many nonprofit public and private organizations and governmental entities, including voluntary associations, social service agencies, educational institutions, and other civic programs, have been adversely affected by the withdrawal of volunteers from boards of directors and service in other capacities;
- (3) The contribution of these programs to their communities is thereby diminished, resulting in fewer and higher cost programs than would be obtainable if volunteers were participating;
- (4) Because Federal funds are expended on useful and cost-effective social service programs, many of which are national in scope, depend heavily on volunteer participation, and represent some of the most successful public-private partnerships, protection of volunteerism through clarification and limitation of the personal liability risks assumed by the volunteer in connection with such participation is an appropriate subject for Federal legislation;
- (5) Services and goods provided by volunteers and nonprofit organizations would often otherwise be provided by private entities that operate in interstate commerce;

- (6) Due to high liability costs and unwarranted litigation costs, volunteers and nonprofit organizations face higher costs in purchasing insurance, through interstate insurance markets, to cover their activities; and
- (7) Clarifying and limiting the liability risk assumed by volunteers is an appropriate subject for Federal legislation because:
 - (A) Of the national scope of the problems created by the legitimate fears of volunteers about frivolous, arbitrary, or capricious lawsuits;
 - (B) The citizens of the United States depend on, and the Federal Government expends funds on, and provides tax exemptions and other consideration to, numerous social programs that depend on the services of volunteers;
 - (C) It is in the interest of the Federal Government to encourage the continued operation of volunteer service organizations and contributions of volunteers because the Federal Government lacks the capacity to carry out all of the services provided by such organizations and volunteers; and
 - (D)(i) Liability reform for volunteers, will promote the free flow of goods and services, lessen burdens on interstate commerce and uphold constitutionally protected due process rights; and
 - (ii) therefore, liability reform is an appropriate use of the powers contained in article 1, section 8, clause 3 of the United States Constitution, and the fourteenth amendment to the United States Constitution.
- (b) Purpose. The purpose of this Act is to promote the interests of social service program beneficiaries and taxpayers and to sustain the availability of programs, nonprofit organizations, and governmental entities that depend on volunteer contributions by reforming the laws to provide certain protections from liability abuses related to volunteers serving nonprofit organizations and governmental entities.

Section 3.

Preemption And Election of State Non-applicability

- (a) Preemption. This Act preempts the laws of any State to the extent that such laws are inconsistent with this Act, except that this Act shall not preempt any State law that provides additional protection from liability relating to volunteers or to any category of volunteers in the performance of services for a nonprofit organization or governmental entity.
- (b) Election Of State Regarding Non-applicability. This Act shall not apply to any civil action in a State court against a volunteer in which all parties are citizens of the State if such State enacts a statute in accordance with State requirements for enacting legislation:
 - (1) Citing the authority of this subsection;
 - (2) Declaring the election of such State that this Act shall not apply, as of a date certain, to such civil action in the State; and

- (3) Containing no other provisions.

Section 4. Limitation On Liability For Volunteers

- (a) Liability Protection For Volunteers. Except as provided in subsections (b) and (d), no volunteer of a nonprofit organization or governmental entity shall be liable for harm caused by an act or omission of the volunteer on behalf of the organization or entity if:

- (1) The volunteer was acting within the scope of the volunteer's responsibilities in the nonprofit organization or governmental entity at the time of the act or omission;
- (2) If appropriate or required, the volunteer was properly licensed, certified, or authorized by the appropriate authorities for the activities or practice in the State in which the harm occurred, where the activities were or practice was undertaken within the scope of the volunteer's responsibilities in the nonprofit organization or governmental entity;
- (3) The harm was not caused by willful or criminal misconduct, gross negligence, reckless misconduct, or a conscious, flagrant indifference to the rights or safety of the individual harmed by the volunteer; and
- (4) The harm was not caused by the volunteer operating a motor vehicle, vessel, aircraft, or other vehicle for which the State requires the operator or the owner of the vehicle, craft, or vessel to:
 - (A) Possess an operator's license; or
 - (B) Maintain insurance.

- (b) Concerning Responsibility Of Volunteers To Organizations And Entities.

Nothing in this section shall be construed to affect any civil action brought by any nonprofit organization or any governmental entity against any volunteer of such organization or entity.

- (c) No Effect On Liability Of Organization Or Entity. Nothing in this section shall be construed to affect the liability of any nonprofit organization or governmental entity with respect to harm caused to any person.

- (d) Exceptions To Volunteer Liability Protection. If the laws of a State limit volunteer liability subject to one or more of the following conditions, such conditions shall not be construed as inconsistent with this section:

- (1) A State law that requires a nonprofit organization or governmental entity to adhere to risk management procedures, including mandatory training of volunteers.
- (2) A State law that makes the organization or entity liable for the acts or omissions of its volunteers to the same extent as an employer is liable for the acts or omissions of its employees.

- (3) A State law that makes a limitation of liability inapplicable if the civil action was brought by an officer of a State or local government pursuant to State or local law.
- (4) A State law that makes a limitation of liability applicable only if the nonprofit organization or governmental entity provides a financially secure source of recovery for individuals who suffer harm as a result of actions taken by a volunteer on behalf of the organization or entity. A financially secure source of recovery may be an insurance policy within specified limits, comparable coverage from a risk pooling mechanism, equivalent assets, or alternative arrangements that satisfy the State that the organization or entity will be able to pay for losses up to a specified amount.

Separate standards for different types of liability exposure may be specified.

(e) Limitation On Punitive Damages Based On The Actions Of Volunteers:

- (1) General Rule. Punitive damages may not be awarded against a volunteer in an action brought for harm based on the action of a volunteer acting within the scope of the volunteer's responsibilities to a nonprofit organization or governmental entity unless the claimant establishes by clear and convincing evidence that the harm was proximately caused by an action of such volunteer which constitutes willful or criminal misconduct, or a conscious, flagrant indifference to the rights or safety of the individual harmed.
- (2) Construction. Paragraph (1) does not create a cause of action for punitive damages and does not preempt or supersede any Federal or State law to the extent that such law would further limit the award of punitive damages.

(f) Exceptions To Limitations On Liability:

- (1) In General. The limitations on the liability of a volunteer under this Act shall not apply to any misconduct that:
 - (A) Constitutes a crime of violence (as that term is defined in section 16 of title 18, United States Code) or act of international terrorism (as that term is defined in section 2331 of title 18) for which the defendant has been convicted in any court;
 - (B) Constitutes a hate crime (as that term is used in the Hate Crime Statistics Act (28 U.S.C. 534 note));
 - (C) Involves a sexual offense, as defined by applicable State law, for which the defendant has been convicted in any court;
 - (D) Involves misconduct for which the defendant has been found to have violated a Federal or State civil rights law; or
 - (E) Where the defendant was under the influence (as determined pursuant to applicable State law) of intoxicating alcohol or any drug at the time of the misconduct.

- (2) Rule Of Construction. Nothing in this subsection shall be construed to effect subsection (a)(3) or (e).

Section 5. Liability For Non-economic Loss

- (a) General Rule. In any civil action against a volunteer, based on an action of a volunteer acting within the scope of the volunteer's responsibilities to a nonprofit organization or governmental entity, the liability of the volunteer for non-economic loss shall be determined in accordance with subsection (b).

(b) Amount Of Liability:

- (1) In General. Each defendant who is a volunteer, shall be liable only for the amount of non economic loss allocated to that defendant in direct proportion to the percentage of responsibility of that defendant (determined in accordance with paragraph (2)) for the harm to the claimant with respect to which that defendant is liable. The court shall render a separate judgment against each defendant in an amount determined pursuant to the preceding sentence.
- (2) Percentage Of Responsibility. For purposes of determining the amount of non-economic loss allocated to a defendant who is a volunteer under this section, the trier of fact shall determine the percentage of responsibility of that defendant for the claimant's harm.

Section 6. Definitions

For purposes of this Act:

- (1) Economic Loss. The term 'economic loss' means any pecuniary loss resulting from harm (including the loss of earnings or other benefits related to employment, medical expense loss, replacement services loss, loss due to death, burial costs, and loss of business or employment opportunities) to the extent recovery for such loss is allowed under applicable State law.
- (2) Harm. The term 'harm' includes physical, nonphysical, economic, and non-economic losses.
- (3) Non-economic Losses. The term 'non-economic losses' means losses for physical and emotional pain, suffering, inconvenience, physical impairment, mental anguish, disfigurement, loss of enjoyment of life, loss of society and companionship, loss of consortium (other than loss of domestic service), hedonic damages, injury to reputation and all other non-pecuniary losses of any kind or nature.
- (4) Nonprofit Organization. The term 'nonprofit organization' means:
- (A) Any organization which is described in section 501(c)(3) of the Internal Revenue Code of 1986 and exempt from tax under section 501(a) of such Code and which does not practice any action which constitutes a hate crime referred to in

subsection (b)(1) of the first section of the Hate Crime Statistics Act (28 U.S.C. 534 note); or

(B) Any not-for-profit organization which is organized and conducted for public benefit and operated primarily for charitable, civic, educational, religious, welfare, or health purposes and which does not practice any action which constitutes a hate crime referred to in subsection (b)(1) of the first section of the Hate Crime Statistics Act (28 U.S.C. 534 note).

(5) State. The term 'State' means each of the several States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Northern Mariana Islands, any other territory or possession of the United States, or any political subdivision of any such State, territory, or possession.

(6) Volunteer. The term 'volunteer' means an individual performing service for a nonprofit organization or a governmental entity who does not receive:

(A) Compensation (other than reasonable reimbursement or allowance for expenses actually incurred); or

(B) Any other thing of value in lieu of compensation, in excess of \$500 per year, and such term includes a volunteer serving as a director, officer, trustee, or direct service volunteer.

Section 7. Effective Date

(a) In General. This Act shall take effect 90 days after the date of enactment of this Act.

(b) Application. This Act applies to any claim for harm caused by an act or omission of a volunteer where that claim is filed on or after the effective date of this Act but only if the harm that is the subject of the claim or the conduct that caused such harm occurred after such effective date.