

# CITY OF IRWINDALE

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

PAULA FRAJO  
CHAIR

BELEN ZEPEDA  
VICE CHAIR

MARGUERITE  
S. LOPEZ  
COMMISSIONER

TERESA ORTIZ  
COMMISSIONER

CARMEN ROMAN  
COMMISSIONER

## AGENDA FOR THE REGULAR MEETING OF THE

### PARKS & RECREATION COMMISSION

**JULY 7, 2021**

**6:00 P.M.**

**VIA VIDEOCONFERENCE**

***(Closed to the Public)  
Pursuant to Executive Order N-29-20***

The Governor has declared a State of Emergency to exist in California because of the threat of COVID-19 (aka the "Coronavirus"). The Governor also issued Executive Order N-25-20, which directs Californians to follow public health directives including canceling large gatherings. The Executive Order also allows local legislative bodies to hold meetings via conference calls while still meeting state transparency requirements.

The public's health and well-being are the top priority for the City, and you are urged to take all appropriate health safety precautions. To facilitate this process, the meeting and opportunities to participate will also be available through the following options:

Registration URL:

<https://us02web.zoom.us/j/83373897360>

Webinar ID:

833-7389-7360

*You will be connected to audio using your computer's microphone and speakers (VoIP).  
A headset is recommended.*



**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, if you need special assistance to participate in a Commission meeting or other services offered by this City, please contact City Hall at (626) 430-2200. Assisted listening devices are available at this meeting. Ask the Deputy City Clerk if you desire to use this device. Upon request, the agenda and documents in the agenda packet can be made available in appropriate alternative formats to persons with disabilities. 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: Marguerite S. Lopez, Teresa Ortiz, Carmen Roman  
Vice Chair Belen Zepeda, Chair Paula Fraijo

### 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 participate (except as stated) 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 three minutes unless such time limits are extended.

### 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 of June 2, 2021

### 2. NEW BUSINESS

#### A. City of Irwindale Centralized Video Surveillance System Update

Recommendation: Receive the report on the number of video surveillance cameras recommended for installation in the Recreation, Swimming Pool, parks, and playgrounds.

***Department: Administration***

#### B. Dan Diaz Recreation Center Early Morning Hours (Verbal Report)

***Department: Recreation***

C. City of Irwindale Emergency Operations Plan and Continuity of Operations Plan Update

Recommendation: Receive and file an update on the City of Irwindale's Emergency Operations Plan and Continuity of Operations Plan in the event of a disaster.

***Department: Public Services***

D. Approval to Recommend Changes to the City of Irwindale Comprehensive Schedule of Fees & Charges for the Recreation Division

Recommendation: Finalize revisions to the Recreation Division's portion of the City of Irwindale's Comprehensive Schedule of Fees & Charges and recommend these revisions to the City Council for approval.

***Department: Public Services***

3. RECREATION MANAGER UPDATE
4. PUBLIC WORKS SUPERVISOR UPDATE
5. PUBLIC SERVICES DIRECTOR UPDATE
6. COMMISSIONER ITEMS AND REQUESTS
7. ADJOURN

AFFIDAVIT OF POSTING

I, Armando Hegdahl, Management Analyst, certify that I caused the agenda for the regular meeting of the Irwindale Parks & Recreation Commission to be held on July 7, 2021, to be posted at the City Hall, Library, and Post Office on July 1, 2021.

**Armando Hegdahl**

Armando Hegdahl, CMC  
Management Analyst

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

**JUNE 2, 2021**  
**WEDNESDAY**  
**6:00 P.M.**

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

**ROLL CALL:**

Present: Commissioners Marguerite S. Lopez, Teresa Ortiz, Carmen Roman, Vice Chair Belen Zepeda; Chair Paula Fraijo

Also present: Theresa Olivares, Assistant City Manager; Priscilla Zepeda, Recreation Manager; Elizabeth Rodriguez, Public Services Director; Pedro Rodriguez, Public Works Services Supervisor; and Armando Hegdahl, Management Analyst

**SPONTANEOUS COMMUNICATIONS**

DENA ZEPEDA

Dena Zepeda thanked the Recreation staff for the wonderful programs it has implemented and spoke in favor of waiving fees for certain programs. She also asked about: 1) participant capacity for the Tiny Tots program, 2) whether a 4<sup>th</sup> of July Fireworks Show would be held, and 3) when the pool would be opened.

**CONSENT CALENDAR**

MOTION

A motion was made by Chair Fraijo, seconded by Commissioner Lopez, 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 May 5, 2021

**NEW BUSINESS**

**ITEM NO. 2A**  
**4<sup>TH</sup> OF JULY**  
**UPDATE**

**4<sup>TH</sup> OF JULY UPDATE**

**DIRECTOR RODRIGUEZ** Director Rodriguez presented the staff report.

**DISCUSSION HELD**

Discussion was held relating to the required permits for the fireworks show, gratitude for the donation to the fireworks show that Athens made, post event cleanup arrangements for the parks and streets, police patrols for illegal fireworks, and the availability of staff on July 5.

- CHAIR FRAIJO Chair Fraijo suggested that the Members of the City Council record a video reminding residents about fireworks safety. She also requested that staff inform residents about the additional street cleaning on July 5.
- DENA ZEPEDA Responding to a question by Dena Zepeda, Director Rodriguez advised that the picnic tables are currently available on a first come, first serve basis, and that the picnic shelter is closed, in compliance with health directives from the County Department of Public Health. However, staff is actively monitoring for updates.
- ITEM NO. 2B  
IRWINDALE PARK  
IMPROVEMENTS  
PROJECT PHASES IV  
AND V PARK  
RESTROOMS TILE  
COLOR REVISIONS
- IRWINDALE PARK IMPROVEMENTS PROJECT PHASES IV AND V  
PARK RESTROOMS TILE COLOR REVISIONS
- DIRECTOR RODRIGUEZ Director Rodriguez presented the staff report and made a PowerPoint presentation.
- COMMISSION  
CONSENSUS After discussion, Commission consensus was reached to select the following colors: Kirsh, Blueberry, and Starlight,
- COMMISSIONER  
ROMAN Commissioner Roman asked when the project would start, to which Director Rodriguez advised that the project is still in the design phase and that, once the plans are finalized, they will be reviewed by the City Council and, if approved, plans and specifications would be prepared and distributed. She further noted that the bidding process would take several weeks, and that the project is likely about four months away.
- CHAIR FRAIJO Chair Fraijo asked about the project budget, to which Director Rodriguez advised that staff anticipates that the City Council would approve the city budget, including this project, at its second meeting in June, and that if the project is approved, it would likely begin in the fall.
- ITEM NO. 2C  
MEASURE A  
COMPETITIVE GRANT  
UPDATE
- MEASURE A COMPETITIVE GRANT UPDATE
- DIRECTOR RODRIGUEZ Director Rodriguez presented the staff report, wherein she noted that, although the city may qualify for the grant, it may not be competitive enough to win.

- CHAIR FRAIJO                      Responding to a question by Chair Fraijo, Director Rodriguez advised that she has briefly discussed Irwindale's chances to win the grant with a consultant, but it seems the changes needed to make the city more competitive would create delays to the park improvement project. As it stands, the city has a slim chance of receiving the grant.
- Chair Fraijo stated that it is probably not worth the time, effort, funding, and delays to the project in order to become a contender for the grant.
- COMMISSIONER LOPEZ                      Commissioner Lopez asked whether the grant writer that Director Rodriguez has spoken to would perform the work for free, to which Director Rodriguez advised that the city would have to hire a grant writer to navigate this extensive grant application process.
- CHAIR FRAIJO                      Chair Fraijo spoke on the many blessings that Irwindale has received and suggested not participating in this grant so that another deserving community could receive it.
- DIRECTOR RODRIGUEZ                      Director Rodriguez reiterated staff's recommendation to not move forward with the grant application.
- ITEM NO. 2D                      DAN DIAZ RECREATION CENTER CAPITAL IMPROVEMENT  
DAN DIAZ RECREATION PROJECT  
CENTER CAPITAL  
IMPROVEMENT  
PROJECT
- ASSISTANT CITY MANAGER OLIVARES                      Assistant City Manager Olivares presented the staff report.
- DISCUSSION HELD                      Discussion was held relating to the extent of the work needed at the Recreation Center, such as seismic retrofitting, new roof, and new air conditioner.
- COMMISSIONER ROMAN                      Commissioner Roman asked about the basketball court flooring, to which Assistant City Manager Olivares advised that, with the planned work to be performed at the room, there is potential that the flooring may be damaged. If so, the flooring replacement would also be included in the project.
- Commissioner Roman requested that the proposed repairs and modifications be presented to the Commission once identified for further discussion.
- ASSISTANT CITY MANAGER OLIVARES                      Assistant City Manager Olivares advised that staff had planned on presenting any suggestions for improvements, changes, or

modifications to the Commission prior to going to the City Council.

DENA ZEPEDA

Dena Zepeda asked about the installation of cameras and a security system, to which Assistant City Manager Olivares advised that staff is working on presenting a report to the City Council outlining the costs in installing updated cameras throughout city facilities. Funding for this project has been allocated and reserved in this year's budget.

COMMISSIONER  
LOPEZ

Commissioner Lopez asked whether cameras could be installed on city buses, to which Assistant City Manager Olivares advised that staff plans on installing a camera at the bus stop. However, staff is also awaiting word from the City Attorney's Office over whether cameras may be installed in buses. If permissible, these would be included in the Request for Proposal process. She added that a policy must also be established regarding cameras and surveillance in public areas.

CHAIR FRAIJO

Chair Fraijo requested that the matter regarding camera installation be placed on next month's agenda for further discussion.

DIRECTOR RODRIGUEZ

Director Rodriguez advised that staff is working with its legal team to develop a policy, a draft of which will be presented to the Commission in the future.

ITEM NO. 2E  
CITY OF IRWINDALE  
COMPREHENSIVE  
SCHEDULE OF FEES  
& CHANGES

CITY OF IRWINDALE COMPREHENSIVE SCHEDULE OF FEES & CHANGES

DIRECTOR RODRIGUEZ

Director Rodriguez introduced the staff report and made a PowerPoint presentation.

DISCUSSION HELD

Discussion was held relating to: 1) the donated funds by the Irwindale Community Foundation, 2) how the donation would temporarily cover costs for certain activities, 3) the need to establish ongoing fees, 4) that the recommendations made by the Commission would be presented to the City Council for consideration, 5) the availability of scholarships for leagues, 6) league registration fees and uniform purchases are separate fees, 7) fundraising opportunities, 8) the availability of summer lunches for children and possibly making arrangements for these to be provided, 9) how funds donated by the Irwindale Community Foundation are being used to cover the costs of registration for KidZone and to purchase equipment and supplies for the program; 10) Resident ID program requirements; and 11) discounted activities for seniors.

DENA ZEPEDA

Dena Zepeda suggested that the fees for Competition Cheer help cover the costs of uniforms. She also spoke in favor of offering summer lunches to children.

COMMISSION  
RECOMMENDATIONS

The Commission made the following recommendations:

- 1) No changes to Recreation Gym/Lobby fees
- 2) Reduction by 50% of all fees for residents under Recreation Aquatics
- 3) Reduction to \$30 for Youth Competitive Cheer, with an additional \$10 reduction for each additional child.
- 4) \$10 for bus passes for the first resident child, and reduced to \$5 per child for siblings.
- 5) No changes to Teens fees.
- 6) No changes to KidZone fees.
- 7) Reduction to \$20 for the sibling of a resident child enrolled in Tiny Tots; reduction to \$10 for the sibling of a resident child enrolled in the summer session of Tiny Tots.
- 8) Fifty percent reduction in fees for the sibling of a resident child enrolled in Teeny Tots.
- 9) Fifty percent reduction in fees for seniors for Recreation Classes
- 10) No changes to Programs and Activities
- 11) Set a cap on Family Camp Out to \$10 per resident household and \$20 for non-resident households
- 12) Reduction of \$10 for the siblings of resident children enrolled in the Family Day Camp Trips, and a cap of \$30 maximum for non-resident family members.
- 13) Reduction of costs for beach trips to \$2 per resident adult and \$1 per resident child.

ITEM NO. 2F  
ICF FY 2020/2021  
APPROVAL TO  
REDIRECT THE USE  
OF THE ICF'S FY  
2020/2021  
CONTRIBUTION TO  
THE RECREATION  
DEPARTMENT

IRWINDALE COMMUNITY FOUNDATION FY 2020/2021  
APPROVAL TO REDIRECT THE USE OF THE IRWINDALE  
COMMUNITY FOUNDATION'S FY 2020/2021 CONTRIBUTION TO  
THE RECREATION DEPARTMENT

DIRECTOR RODRIGUEZ Director Rodriguez presented the staff report.

CHAIR FRAIJO

Responding to a question by Chair Fraijo, Director Rodriguez advised that the items requested by Recreation staff that had not been approved would not be added to the next fiscal year's budget.

COMMISSIONER  
LOPEZ

Commissioner Lopez asked about funding for video games, to which Director Rodriguez advised that the funding would pay for arcade-

style games and items such as pinball machines. She also spoke on how the Irwindale Community Foundation's donation affects the Recreation Department's budget.

**RECREATION**  
**MANAGER UPDATE**

**RECREATION**  
**MANAGER ZEPEDA**

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

- 1) Registrations are open or will open soon for the following:
- |                            |                                                                                 |
|----------------------------|---------------------------------------------------------------------------------|
| Parent and Me iSign        | Reg: began May 24 <sup>th</sup>                                                 |
| Parent and Me Swim         | Reg: began June 7 <sup>th</sup>                                                 |
| Summer Day Camp            | Reg: began June 1 <sup>st</sup>                                                 |
| Silly Science              | Reg: May 24 <sup>th</sup>                                                       |
| Movies in the Park         | Reg: June 21 <sup>st</sup> (only if necessary)                                  |
| Summer Cheer Clinic        | Reg May 24 <sup>th</sup>                                                        |
| Munchkin Cheer Clinic      | Reg May 24 <sup>th</sup>                                                        |
| T-ball                     | Reg: May 24 <sup>th</sup>                                                       |
| Summer KidZone             | June 14 <sup>th</sup> – August 6 <sup>th</sup> (Reg takes place one week prior) |
| Summer Day Camp            | June 29 <sup>th</sup> – August 3 <sup>rd</sup>                                  |
| Summer Tots                | Reg May 24 <sup>th</sup>                                                        |
| Zumba                      | Reg June 7 <sup>th</sup>                                                        |
| Whiffle Ball & Aquafitness | FULL                                                                            |

Staff hopes that the reopening of the state would permit increasing class sizes.

- 2) The Day Camp Schedule for Summer 2021 includes: a movie trip, Soak City or Golf 'n Stuff, BBQ Picnic @ Santa Fe Dam, Knott's Berry Farm, Raging Waters, and John's Incredible Pizza.
- 3) The Fitness Center is open without the need for reservations. The 45-minute timeframe, however, is still in place. Staff continues to sanitize the facility.
- 4) In honor of Father's Day, interested individuals may take their photos in front of a Father's Day backdrop between June 14 and 18.
- 5) Children were invited last month to celebrate Water Safety Month, where they were able to take the "Safe Swimmer Pledge", pick up their Safe Swimmer Certificate, say hi to Pebbles, and get a special treat.
- 6) Audrey Zepeda was promoted to Senior Lifeguard, and another new lifeguard is currently in backgrounds for their potential hire. Two students who participated in the Lifeguard Training class also applied and are closer to joining the Aquatics Team.

- CHAIR FRAIJO Responding to a question by Chair Fraijo, Manager Zepeda advised that there were no changes made to the Recreation Department's budget for next fiscal year.
- MANAGER ZEPEDA Manager Zepeda added that the movies and bands have all been arranged for the summer Music and Movies in the Park programs, in the hopes that health guidelines would allow them to take place.
- DENA ZEPEDA Dena Zepeda thanked Manager Zepeda for all her hard work in arranging for the programs and activities, to which Manager Zepeda credited Melissa Marez who booked the trips.

**PUBLIC WORKS**

**SUPERVISOR UPDATE** Public Works Supervisor Rodriguez presented the following update:

- MANAGER RODRIGUEZ
- 1) Pesticide training was held last week.
  - 2) Bermuda grass was fertilized and staff was trained on how to remove weeds.
  - 3) Grass is being aerated and fertilized.
  - 4) West Coast Arborists trimmed a few trees throughout the park and will trim more in the coming weeks.
  - 5) A "No Illegal Fireworks" banner was posted on Arrow Highway.
  - 6) A couple trees were removed because of the damage they were causing City Hall

CHAIR FRAIJO Chair Fraijo asked whether the park is ready for the summer, to which Supervisor Rodriguez advised that the barbecue pits are up to date. Chair Fraijo also asked about potentially setting up seating in the grassy area in front of the Library.

COMMISSIONER ROMAN Commissioner Roman thanked staff for the median island lighting along Arrow Highway and Irwindale Avenue.

**PUBLIC SERVICES**

**DIRECTOR UPDATE**

- DIRECTOR RODRIGUEZ Director of Public Services Rodriguez presented the following update:
- 1) The City Council preliminarily approved many of the budgetary requests by the various city departments, including the replacement of two park vehicles, new software, skateboarding and water polo clinics, and the replacement of fitness equipment.
  - 2) A new lawnmower has been approved for purchase.
  - 3) A staff member from the City of La Puente has been very helpful in training Irwindale staff on how to properly maintain landscaping.
  - 4) Staff is planning to hold a recycling event during this year's compost event.

COMMISSIONER ROMAN                      Responding to a question by Commissioner Roman, Director Rodriguez advised that there are no immediate plans to install a digital marquee.

**COMMISSIONER ITEMS  
AND REQUESTS**

COMMISSIONER LOPEZ                      Commissioner Lopez stated her hope for a bigger turnout during the September Fiesta since the L.A. County Fair will now be held during the month of May.

CHAIR FRAIJO                      Chair Fraijo requested to receive an update on the citywide implementation of surveillance cameras as well as an update on the Recreation Department's role in the city's emergency plan. She also requested that staff to inform the community on the availability of summer lunches for children.

**ADJOURNMENT**                      There being no further business to conduct, the meeting was adjourned at 8:54 p.m.

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Armando Hegdahl, CMC  
Management Analyst

*City of*  
**IRWINDALE**  
**AGENDA REPORT**

**PARKS & RECREATION  
COMMISSION**

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Date: *July 7, 2021*  
To: Honorable Chair and Commission Members  
From: Elizabeth Rodriguez, Public Services Director  
Issue: *City of Irwindale Centralized Video Surveillance System Update*

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**Recommendation:**

*Receive the report on the number of video surveillance cameras recommended for installation in the Recreation, Swimming Pool, parks, and playgrounds.*

**Administrative Action:**

**Prepared by:**

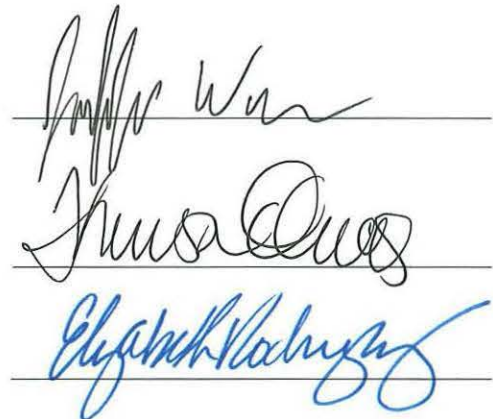
*Jeff Wagner, IT Manager*

**Submitted by:**

*Theresa Olivares, Assistant City Manager*

**Approved by:**

Elizabeth Rodriguez, Public Services Director



**Background and Analysis:**

1. On June 2, 2021, staff provided the Park and Recreation Commission with an update on the City of Irwindale Centralized Video Surveillance System.
2. On June 9, 2021, staff provided an update to the City Council, including possible camera placement, quantity of cameras, and estimated project cost for the Council's consideration. The recommendation considered privacy concerns, safety measures for staff and the public, monitoring of public areas including City parks and playgrounds, and monitoring public counters and parking areas. The breakdown is as follows:

|                                         |                  |
|-----------------------------------------|------------------|
| Recreation (Fig 1).....                 | 16 cameras       |
| Swimming Pool (Fig 2).....              | 5 cameras        |
| Jardin de Roca Park (Fig 3).....        | 4 cameras        |
| Picnic Shelter/Playground (Fig 4) ..... | <u>2 cameras</u> |
| Total                                   | 27 cameras       |

3. Additionally, staff has consulted with the City Attorney's office and CJPIA regarding the use of cameras in public places and school busses. As recommended by the City Attorney's office and CJPIA, a policy is required to identify the purpose of the cameras' use, staff responsibilities, placement and installation of the cameras, access and monitoring, review of recording, operation, training, and storage and retention of records.
4. Staff is working on the RFP and anticipates finalizing and releasing the RFP in July. Proposals received will be presented to the City Council for consideration at a future meeting.

#### Attachments

Camera Location Maps





SWIMMING POOL  
(Fig. 2)





Irwindale Park Picnic Shelter / Playground  
(Fig. 4)

*City of*  
**IRWINDALE**  
**AGENDA REPORT**

**PARKS & RECREATION  
COMMISSION**

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Date: July 7, 2021  
To: Honorable Chair and Commission Members  
From: Elizabeth Rodriguez, Public Services Director  
Issue: City of Irwindale's Emergency Operations Plan and Continuity of Operations Plan Update

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**Recommendation:**

Receive and file an update on the City of Irwindale's Emergency Operations Plan and Continuity of Operations Plan in the event of a disaster.

**Administrative Action:**

**Submitted/Approved by:**

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



**Background and Analysis:**

On May 24, 2021, the Irwindale City Council adopted Resolution No. 2021-25-3237 entitled: "A Resolution of the City Council of the City of Irwindale to Adopt an Amended Emergency Operations Plan and Continuity of Operations Plan for the City of Irwindale."

The City of Irwindale Emergency Operations Plan (EOP) and Continuity of Operations Plan (along with EOP, collectively referred to as "Plans") are the base documents which establish the policies and framework for City management of extraordinary emergencies and disasters. The purpose is to provide strategic guidance for response and recovery to the full range of natural, technological, human-caused and terrorist-related emergencies and disasters; defines roles and responsibilities of the City's emergency response system; and provides triggers for implementation of the Plans during disasters, all of which, along with training and exercises, prepares the City to respond effectively when impacted by a disaster. The Plans also address the integration and coordination with other governmental agencies, and non-governmental organizations involved in emergency preparedness, response, and recovery operations. The EOP conforms to United States Department of Homeland Security requirements and California Emergency Management Agency regulations, and is consistent with the California Standardized

Emergency Management System (SEMS) and the National Incident Management System (NIMS).

The Emergency/Disaster Operations Plan and Continuity of Operations Plan will only be effective if City personnel are trained on how to use and implement the Plans. Part of this project ensures city employees and personnel are trained and familiar with the multitude of scenarios and hazards the Plans can cover. Training will be achieved by conducting tabletop exercises and mock disaster scenarios to ensure employees are proficient and familiar with their role should a disaster strike. The training portion of this project was included as one of the specifications outlined in the professional service agreement with Interwest Consulting Group. On May 11, 2021, Interwest Consulting Group conducted an introductory training for all key members of the plan from all City Departments. Key documents were reviewed including an organizational chart and a discussion on the operations, logistics and finance portion of the plans.

In order to ensure a level of emergency readiness within the City, the EOP is reviewed and updated regularly in accordance with guidelines set forth in the California Emergency Plan. The Office of Emergency Management of the Los Angeles County Fire Department has thoroughly reviewed and revised the EOP.

In addition, the emergency processes, guidance and protocols change from time to time and so too must the Plans. The City Manager as the Assistant Director of Emergency Services of the City of Irwindale or his/her designee shall be authorized to amend the Plans as may be necessary in the future to keep the Plans current, functional and in accordance with State and Federal guidelines.

The Recreation Division is an integral part of the Operations Section of the EOP and responsible for the Care and Shelter Branch with the Recreation Manager servicing as the Director of this branch. The Operations Section is responsible for coordination and support of all response elements applied to the disaster/emergency. The Operations Section carries out the objectives of the EOC Action Plan and requests resources as needed. As a member of this section and the lead department under the Care and Shelter Branch, the Recreation Division is ultimately responsible for Food and Water Distribution. In order for this to happen, staff must acquire and distribute bulk food, water, and ice at points of distribution sites. Bulk distribution involves providing sustenance to disaster victims independent of shelter operations where food is generally provided in a prepared format. This Emergency Support Function is critical when roads and transportation modes are disrupted and food distribution systems are compromised.

Additionally, the Recreation Division is responsible for assisting the American Red Cross during an emergency that requires Mass Care, Sheltering, and Human Services. Staff must coordinate efforts to provide shelter, food, basic human needs, temporary housing, evacuee support, reunification, and coordinating distribution of emergency relief supplies to disaster victims. The Dan Diaz Recreation Center is designated as a Mass Care and Sheltering facility.

**Attachments:**

1. Emergency Support Functions & Responsibility Matrix
2. EOC Organizational Chart (Response and Recovery)
3. Operations Section Care and Shelter Branch Director – Primary: Recreation Manager; Alternate: Recreation Supervisor

**4.1.22. EMERGENCY SUPPORT FUNCTIONS & RESPONSIBILITY MATRIX**

| EMERGENCY FUNCTION                     | 1              | 2              | 3                            | 4                       | 5                    | 6                                          | 7                | 8                           | 9                       | 10                  | 11                      | 12                   | 13                           | 14                           | 15                                                                 | 16                   | 17                   | 18                | 19                    | 20                | 21                          | 22             | 23                | 24                     | 25                       | 26                  | 27               | 28 |  |  |  |
|----------------------------------------|----------------|----------------|------------------------------|-------------------------|----------------------|--------------------------------------------|------------------|-----------------------------|-------------------------|---------------------|-------------------------|----------------------|------------------------------|------------------------------|--------------------------------------------------------------------|----------------------|----------------------|-------------------|-----------------------|-------------------|-----------------------------|----------------|-------------------|------------------------|--------------------------|---------------------|------------------|----|--|--|--|
|                                        | Transportation | Communications | Public Works and Engineering | Firefighting and Rescue | Emergency Management | Mass Care, Sheltering, and Human Resources | Resource Support | Health and Medical Services | Urban Search and Rescue | Hazardous Materials | Animal Care and Welfare | Energy and Utilities | Law Enforcement and Security | Long Term Community Recovery | Emergency Public Information and Evacuation, Movement and Re-Entry | Volunteer Management | Donations Management | Alert and Warning | Direction and Control | Damage Assessment | Food and Water Distribution | Route Recovery | Debris Management | Disaster Cost Recovery | Information and Planning | Special Populations | Military Support |    |  |  |  |
| City Manager's Office - Administration |                |                |                              |                         |                      |                                            | L                |                             |                         |                     |                         |                      |                              |                              |                                                                    |                      | L                    |                   |                       |                   |                             |                |                   |                        |                          |                     |                  |    |  |  |  |
| City Manager's Office                  |                |                |                              |                         |                      |                                            |                  | C                           |                         |                     |                         |                      |                              |                              | L                                                                  |                      |                      |                   |                       | L                 |                             |                |                   |                        |                          |                     |                  |    |  |  |  |
| Community Development                  |                |                |                              |                         |                      |                                            |                  |                             |                         |                     |                         |                      |                              | L                            |                                                                    |                      |                      |                   |                       |                   |                             |                |                   |                        |                          |                     |                  |    |  |  |  |
| Finance                                |                |                |                              |                         |                      |                                            |                  |                             |                         |                     |                         |                      |                              |                              |                                                                    |                      |                      |                   |                       |                   |                             |                |                   |                        | L                        |                     |                  |    |  |  |  |
| Information Technology                 |                | L              |                              |                         |                      |                                            |                  |                             |                         |                     |                         |                      |                              |                              |                                                                    |                      |                      |                   |                       |                   |                             |                |                   |                        |                          |                     |                  |    |  |  |  |
| Library                                |                |                |                              |                         |                      |                                            |                  |                             |                         |                     |                         |                      |                              |                              |                                                                    |                      | L                    |                   |                       |                   |                             |                |                   |                        |                          |                     |                  |    |  |  |  |
| Police Department                      |                | L              |                              | C                       | L                    |                                            |                  |                             | C                       | C                   |                         |                      | L                            |                              |                                                                    | L                    |                      |                   | L                     |                   |                             |                |                   |                        |                          | L                   |                  | L  |  |  |  |
| Public Works -Services                 | L              |                | L                            |                         |                      |                                            |                  |                             |                         |                     | C                       | L                    |                              |                              |                                                                    |                      |                      |                   |                       |                   | L                           |                | L                 | L                      |                          |                     |                  |    |  |  |  |
| Public Works-Engineering               |                |                | L                            |                         |                      |                                            |                  |                             |                         |                     |                         | L                    |                              |                              |                                                                    |                      |                      |                   |                       |                   | L                           |                | L                 |                        |                          |                     |                  |    |  |  |  |
| Recreation                             |                |                |                              |                         |                      | C                                          |                  |                             |                         |                     |                         |                      |                              |                              |                                                                    |                      |                      |                   |                       |                   |                             | L              |                   |                        |                          |                     |                  |    |  |  |  |
| Senior Center                          |                |                |                              |                         |                      |                                            |                  |                             |                         |                     |                         |                      |                              |                              |                                                                    |                      |                      |                   |                       |                   |                             |                |                   |                        |                          |                     | L                |    |  |  |  |
|                                        |                |                |                              |                         |                      |                                            |                  |                             |                         |                     |                         |                      |                              |                              |                                                                    |                      |                      |                   |                       |                   |                             |                |                   |                        |                          |                     |                  |    |  |  |  |
|                                        |                |                |                              |                         |                      |                                            |                  |                             |                         |                     |                         |                      |                              |                              |                                                                    |                      |                      |                   |                       |                   |                             |                |                   |                        |                          |                     |                  |    |  |  |  |
| American Red Cross                     |                |                |                              |                         |                      | L                                          |                  |                             |                         |                     |                         |                      |                              |                              |                                                                    |                      |                      |                   |                       |                   |                             |                |                   |                        |                          |                     |                  |    |  |  |  |
| LA County Animal Care and Control      |                |                |                              |                         |                      |                                            |                  |                             |                         |                     | L                       |                      |                              |                              |                                                                    |                      |                      |                   |                       |                   |                             |                |                   |                        |                          |                     |                  |    |  |  |  |
| LA County Public Health                |                |                |                              |                         |                      |                                            |                  | L                           |                         |                     |                         |                      |                              |                              |                                                                    |                      |                      |                   |                       |                   |                             |                |                   |                        |                          |                     |                  |    |  |  |  |
| LA County Fire Department              |                |                |                              | L                       |                      |                                            |                  |                             | L                       | L                   |                         |                      |                              |                              |                                                                    |                      |                      |                   |                       |                   |                             |                |                   |                        |                          |                     |                  |    |  |  |  |
|                                        |                |                |                              |                         |                      |                                            |                  |                             |                         |                     |                         |                      |                              |                              |                                                                    |                      |                      |                   |                       |                   |                             |                |                   |                        |                          |                     |                  |    |  |  |  |
|                                        |                |                |                              |                         |                      |                                            |                  |                             |                         |                     |                         |                      |                              |                              |                                                                    |                      |                      |                   |                       |                   |                             |                |                   |                        |                          |                     |                  |    |  |  |  |
|                                        |                |                |                              |                         |                      |                                            |                  |                             |                         |                     |                         |                      |                              |                              |                                                                    |                      |                      |                   |                       |                   |                             |                |                   |                        |                          |                     |                  |    |  |  |  |
|                                        |                |                |                              |                         |                      |                                            |                  |                             |                         |                     |                         |                      |                              |                              |                                                                    |                      |                      |                   |                       |                   |                             |                |                   |                        |                          |                     |                  |    |  |  |  |

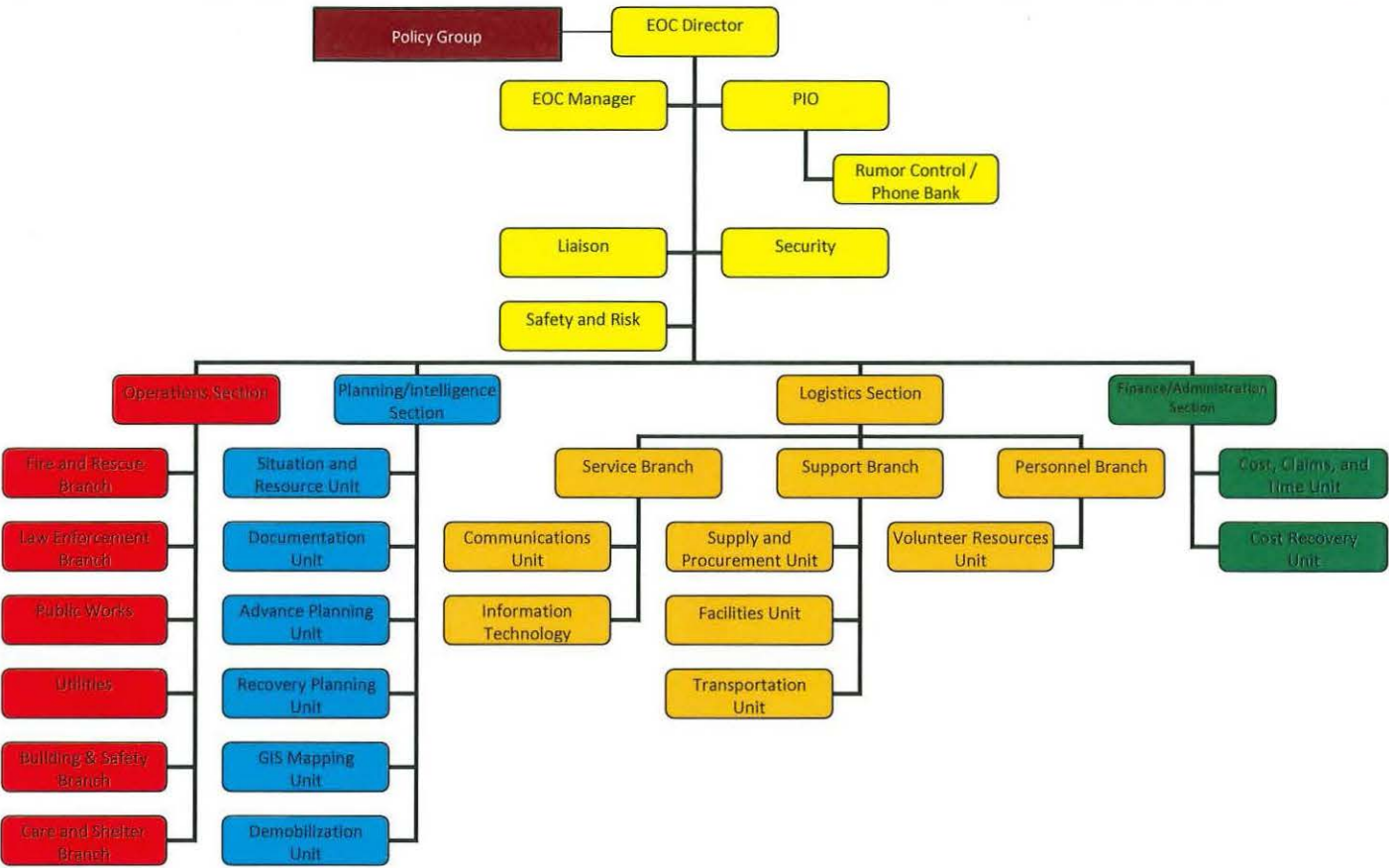
**Key:** L = Lead

\* For purposes of ESF's, all city departments are considered "support" to lead departments and are not specifically called out on this matrix.

S = Support \*

C = Coordinate

8.1.6. EOC ORGANIZATIONAL CHART (RESPONSE AND RECOVERY)



## **OPERATIONS SECTION**

### **GENERAL**

#### **PURPOSE**

This section establishes procedures and assigns responsibilities to ensure the effective management of large-scale operations under the Standardized Emergency Management System and National Incident Management System. It provides information and guidance to the Operations Section of the City of Irwindale's Emergency Management Organization and the Emergency Operations Center.

#### **OVERVIEW**

The primary mission of the Operations Section is to support tactical operations of various response elements throughout the city related to the disaster or emergency.

These elements may include:

- Fire and Rescue
- Law Enforcement
- Public Works
- Public Utilities
- Building and Safety
- Care and Shelter

#### **OBJECTIVES**

The Operations Section is responsible for coordination and support of all response elements applied to the disaster/emergency. The Operations Section carries out the objectives of the EOC Action Plan and requests resources as needed.

## OPERATIONS SECTION

### CARE AND SHELTER BRANCH DIRECTOR

PRIMARY: Recreation Manager

ALTERNATE: Recreation Supervisor

SUPERVISOR: Operations Section Chief

#### OVERALL RESPONSIBILITY

Provide the care and shelter for disaster victims, and coordinate efforts with the American Red Cross (ARC), LACO OP AREA, and other volunteer and faith-based organizations.

This section describes the organizational and operational procedures to provide food, clothing, and shelter for those who have been displaced during a major disaster. It cites authorities and specifies the public and private organizations responsible for providing mass care services. Anytime the city opens a shelter the American Red Cross should be notified and use of a pre-inspected Red Cross shelter location should be considered. However, the Red Cross may not be immediately available and the city may have to act without their immediate assistance.

#### OBJECTIVES

The overall objectives of care and shelter operations are:

- To provide food, clothing, shelter, and other basic necessities to persons unable to provide for themselves as a result of a disaster.
- With the assistance of the American Red Cross services, provide an inquiry service to reunite separated families, or respond to inquiries from relatives and friends outside the affected areas.
- To assure an orderly transition from mass care, to separate family living, to post-disaster recovery.

#### ADA COMPLIANCE

The Care and Shelter Branch Director will ensure all care and shelter facilities (shelters, evacuation centers, etc.) are compliant with the American's With Disabilities Act. To ensure compliance, actions will include the following:

- Utilize ARC Pre-Approved Shelters when possible.
- Consult the current *ARC Sheltering Handbook*.
- Consult the current FEMA Resource Typing Standard for Short-Term Shelters.
- Seek guidance from the city's ADA Coordinator.
- Seek assistance from the EOC Logistics Section-Facilities Unit Leader.
- Seek assistance from the California Department of Social Services FAST (Functional Assessment Service Team) Program.

#### AMERICAN RED CROSS

The ARC, as mandated by Federal Law 36-USC, and reaffirmed in Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288) as amended, provides disaster relief in peacetime.

At the state level, the Statement of Operational Relationships between the ARC and the California Office of Emergency Services, and the Memorandum of Understanding between the ARC and the California Department of Social Services, establishes the operating relationships between these agencies. The major care and shelter responsibilities of the ARC in the emergency period are included in the Statement of Operational Relationships.

Emergency mass care includes providing:

- Emergency lodging for disaster victims in public or private buildings.
- Food and clothing for persons in emergency mass care facilities.
- Food for disaster workers if normal commercial feeding facilities are not available.
- Registration and inquiry service.

The ARC acts cooperatively with state and local government and private sector relief organizations, to provide emergency mass care to persons affected by disasters in peacetime. There is no legal mandate for ARC involvement in a State of War Emergency. However, by decision of Chapter Board of Directors, the ARC Chapter Disaster Committee in California may, incorporated into the civil defense plans of political subdivisions, serve as a component of civil defense to assist in emergency mass care operations.

#### **ORGANIZATION AND RESPONSIBILITIES**

The Recreation Manager serves as the Care and Shelter Branch Director. In this capacity, they, or a designated alternate, will:

- Serve, with the ARC representative (when possible), as the Care and Shelter Liaison in the City EOC (if possible) or coordinate with American Red Cross through the Operational Area EOC.
- Have overall responsibility for coordination of Care and Shelter operations within the city.
- Encourage the interface of private sector and volunteer organizations active in disasters.

In the event ARC is not available to serve, the Recreation Center will be the lead in opening and operation of mass care facilities, until such time as the ARC or other private sector organizations are available to serve.

#### **PUBLIC SHELTERS**

There are pre-designated shelters in the City of Irwindale, which are pre-inspected and approved by the American Red Cross. All public schools may potentially be used as shelters. Those schools which have been inspected and signed-off by the ARC having gymnasiums, kitchens and showers should first be considered.

#### **SPONTANEOUS SHELTERS AND NON-SANCTIONED SHELTERS**

In some emergencies, church groups, community-based organizations, or community members, may setup "spontaneous" shelter facilities, without working through the city or ARC channels. These might be established in church buildings, school facilities, meeting halls, warehouses, or as tent cities in local parks or vacant lots. If these spontaneous shelters meet minimum standards, the ARC and the local government should work with the agencies or individuals running these shelters, to bring them into the official shelter operations system for the local jurisdiction. Ideally, this will be done by the shelter being established as an ARC mass care facility (shelter). Another option is for the agencies or individuals running the shelter to establish a liaison with the ARC, and the local jurisdiction.

Some spontaneous shelters may be in facilities that do not meet the minimum standards, or are for some other reason unacceptable. These might be located in vacant buildings, vacant lots, impacted areas, facilities lacking

in essential services, or unacceptable public areas. If the ARC and local government feel these shelters are inappropriate, they will be classified as “non-sanctioned” shelters. The objectives for the government and the ARC with non-sanctioned shelters will be to help address the problems that make them unacceptable, relocate the sheltered to acceptable facilities, or get them back to more permanent housing. Occasionally, disaster evacuees may refuse to relocate to shelters acceptable to the local government and the ARC. In those instances, local government and the non-profit community will need to cooperate to provide the best possible services to the unsanctioned shelters.

## **REGISTRATION AND INQUIRY**

The ARC has trained Disaster Welfare Inquiry cadres, a system to recruit volunteer workers, and a tested program to handle mass inquiries. During most disasters, a Registration and Inquiry Center is established in the ARC Chapter office closest to the incident. On occasion, the ARC may designate a Headquarters for Disaster Operations. If initiated, Registration and Information staff in Reception and Care Centers have the responsibility for registration of shelter inhabitants.

Communications should be established between the Center and shelters, hospitals, and coroners’ offices, and morgues. Registration lists and location changes are sent to the Center daily, if practicable. Although every effort is made to locate all survivors, it is probable that some persons whose homes may have been damaged will relocate without registering. In light of this, the Registration and Information staff in Reception and Care Centers can request the PIO to issue bulletins requesting survivors and evacuees to notify relatives of their whereabouts, as well as to register at the Care Center.

## **LODGING OPERATIONS**

In widespread disasters, all suitable buildings, other than those being used for other emergency functions, may be used for lodging.

- Schools are the preferred facilities for lodging, as they are public facilities, and can accommodate a large number of persons. Churches are also appropriate, as they are often large, and frequently have feeding facilities on the premises.
- Arrangements should be made in advance with owners or managers of all potential mass care facilities.
- In a large-scale disaster, commercial lodging facilities, such as motels and hotels, should be reserved for the physically limited, or ill who require special facilities.
- The lodging list should be updated as needed, and at least annually.
- When possible, most lodging operations will be performed by personnel normally associated with the facility. However, in large-scale disasters, the sheltered, under the supervision of the facility manager, are expected to assist with many, if not most, of the operations.
- Pets will not be allowed in lodging facilities. Whenever possible Los Angeles County Animal Care & Control will co-locate outside the shelter location. Whenever practical, they will be housed in the temporary animal control facilities, or at the Los Angeles County Department of Animal Care and Control, as space permits. Private veterinary hospitals may also provide pet housing resources.
- Only minimal health care will be provided in mass care facilities. Shelters should be made as accessible as possible for those with access and functional needs.
- Functional Assessment Service Team (FAST) provides staff that conducts a functional assessment of facilities and survivors with disabilities or access and functional needs as they arrive at shelters. The

assessment also evaluates the essential functional needs that can be supported within the general population area of a given shelter. FAST may be deployed as shelters are opened and remain in the shelters until it is determined that they are no longer needed. FAST can be obtained through the Operational Area EOC.

## FEEDING OPERATIONS

Mass care feeding operations will be the joint responsibility of the City of Irwindale and the ARC.

- During operations, arrangements will be made, if possible, for mobile feeding and refreshment services, as well as food delivery to persons in remote locations.
- Ordinarily, a central facility will be established for mass feeding.
- Mass feeding schedules will be published and distributed.
- Special diets will be provided, if possible. Individuals with pre-identified health/dietary problems should develop emergency meal kits for their personal use, as food offered in mass feedings may be inappropriate for their health needs.
- Arrangements will be made with restaurants and hotels to augment mass feeding operations, when possible.
- Arrangements for food to be brought in for pets should be made.

## CARE OF PETS

In the event of a major natural disaster, it may be necessary for the city to provide emergency animal control functions. Animal Care and Control would involve overseeing the control of loose animals, the handling of animals with minor injuries, and the disposal of dead animals. Immediate priorities for pet owners are leashes, muzzles, carriers, fencing, food dishes, etc.

Los Angeles County Animal Care and Control has the responsibility for animal control in the City of Irwindale and can be contacted through the Operational Area EOC. Considerations for sheltering animals, providing veterinary services, and providing animal care at evacuation and shelter sites, the Operational Area EOC should be contacted.

## READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

### CHECKLIST ACTIONS

#### BRANCH/UNIT START-UP ACTIONS

- \_\_\_\_\_ Check in upon arrival at the EOC. (ICS Form 211)
- \_\_\_\_\_ Report to the Operations Section Chief and obtain a briefing.
- \_\_\_\_\_ Determine your personal operating location and setup as necessary.
- \_\_\_\_\_ Review your position responsibilities.
- \_\_\_\_\_ Obtain a briefing from the field command post(s) prior to assuming EOC assignment and brief the Operations Section Chief.

Identify yourself as the Care and Shelter Branch Director by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.

Ensure that all required supplies are available, and equipment is working properly (phones, radios, forms, lists, maps, etc.).

Ascertain if all key Care and Shelter personnel are in the EOC or have they been notified (Red Cross).

Contact staff and volunteers from the Recreation Center and Senior Center, to alert them that a care and shelter facility may be opening, and their assistance may be required to staff the facility.

Clarify any issues regarding your authority and assignment, and what others in the organization do.

Activate elements of your branch/unit, establish work area, assign duties, and ensure branch/unit journal/log is opened.

Ensure that all care and shelter personnel have completed status check on equipment, facilities, and operational capabilities.

Ensure that field units begin damage/safety assessment survey of critical care and shelter facilities and report status information to the Planning and Intelligence Section through the Operations Section.

Determine 24-hour staffing requirements and request additional support as required

Ensure that all incoming branch/unit personnel are fully briefed.

Maintain open communications with the shelter(s).

Based on the situation as known or forecast, determine likely future branch/unit needs.

#### GENERAL OPERATIONAL DUTIES

Using Activity Log (**ICS Form 214**), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

\*Detailed information is essential to meet requirements for possible reimbursement by State OES and FEMA.

Develop a plan for your branch/unit operations and support of field operations as requested. Assign specific responsibilities.

Keep up to date on the situation and resources associated with your branch.

Maintain current status reports and displays.

Ensure that the damage/safety assessment of shelters or potential shelters is being carried out by field units.

Keep the Operations Section Chief advised of your branch/unit status and activity, and on any problem areas that now need, or will require solutions.

Provide periodic situation or status reports to your Section Chief for updating information to the Planning and Intelligence Section.

Direct field units to report pertinent information (casualties, damage observations, evacuation status, chemical exposures, etc.) to the appropriate EOC Operations Branch.

Establish operating procedure with the Information Technology Unit of the Logistics Section for use of telephone and data systems. Make any priorities or special requests known.

Review situation reports as they are received. Verify information where questions exist.

Anticipate potential situation changes, such as severe aftershocks (in the event of an earthquake) in all branch/unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

Determine and anticipate your support needs and forward to your Section Chief.

Conduct periodic briefings for your branch/unit. Ensure they are aware of priorities.

Monitor your branch/unit activities and adjust staffing and organization as appropriate to meet current needs.

Use face-to-face communication in the EOC whenever possible, and document decisions and policy.

Refer all media contacts to your Section Chief.

Be prepared to participate in the EOC Director's/EOC Manager's action planning meetings and policy decisions if requested.

Plan ahead and anticipate situations and problems before they occur.

Request additional resources through the Logistics or Finance Section Units, as needed.

Ensure that all your branch/unit personnel and time records are provided to your Section Chief at the end of each operational period.

Brief your relief at shift-change time. Ensure that in-progress activities are identified, and follow-up requirements are known.

#### **BRANCH/UNIT OPERATIONAL DUTIES**

Identify the care and shelter needs of the community in coordination with the other Operations Branches. Develop a plan for shelter operations and support of field operations as requested. Assign specific responsibilities.

Determine the need for an evacuation center or mass care shelters.

Determine how many evacuees are expected at the shelter.

\_\_\_\_\_ Work closely with the Public Information Officer on getting information out to the community on shelter locations, transportation information, and instructions.

\_\_\_\_\_ Work with an American Red Cross representative to coordinate the opening of any shelter. Ideally, the ARC approves the opening of a shelter in order to qualify for reimbursement from FEMA. This is not always possible.

\_\_\_\_\_ Identify and prioritize which designated mass care facilities will be needed and if they are functional.

\_\_\_\_\_ Ensure that Building and Safety Branch has inspected each shelter site prior to occupancy following an earthquake, and after each significant aftershock.

\_\_\_\_\_ If an evacuation is ordered the city should consult and work with the American Red Cross when possible. Evacuation centers should be in low-risk areas.

\_\_\_\_\_ Determine how shelters will communicate with the EOC.

\_\_\_\_\_ Assign staff to visit shelter sites regularly and report any needs.

\_\_\_\_\_ Items for consideration in the absence of the Red Cross: City staff to observe activation, registration, food services, dormitory, basic first aid, smoking areas (outside), pet area (enclosed outside), recreation programs, site sanitation, staffing, logistics, communications, mental health, and all other operations.

\_\_\_\_\_ In conjunction with the American Red Cross manage care and shelter activities (staffing, registration, shelter, feeding, pertinent evacuee information, etc.).

\_\_\_\_\_ Find solutions to issues which may include special diets, special lodging facilities, medical equipment, prescription needs, medical transportation for disabled and elderly persons, disputes, and pets.

\_\_\_\_\_ Work with the Law Enforcement Branch and Transportation Unit in the EOC on transportation needs of evacuees.

\_\_\_\_\_ If a need is established contact the Los Angeles County Chapter of the American Red Cross, and request an ARC liaison to the City of Irwindale's EOC. (The Los Angeles County Chapter of the American Red Cross will arrange for a liaison at the Operational Area EOC that may satisfy local government needs.)

\_\_\_\_\_ Ensure shelter management teams are organized and facilities are ready for occupancy, meeting all health, safety, and ADA standards, in conjunction with the American Red Cross.

\_\_\_\_\_ Establish communications with local business and volunteer organizations to provide supplies and meals for shelter evacuees.

\_\_\_\_\_ Coordinate with the Los Angeles County Operational Area, Care and Shelter Branch and Medical Health Branch for sheltering of residential care and special needs populations.

\_\_\_\_\_ Coordinate with the Personnel Branch and Volunteer Resource Unit of the Logistics Section to contact volunteer agencies and to recall city staff to assist with mass care functions and sanitation concerns as needed.

\_\_\_\_\_ Coordinate with the Los Angeles County Operational Area Care and Shelter Unit, the American Red Cross, other volunteer organizations and private sector, if mass feeding or other support is required at spontaneous shelter sites, e.g., in parks, schools, etc.

\_\_\_\_\_ Coordinate with the Los Angeles County Department of Animal Care and Control on the care of pets of evacuees. Setting up an area adjacent to the shelter for the care of pets is ideal.

\_\_\_\_\_ Coordinate with the Facilities Unit of the Logistics Section in the evacuation and relocation of shelters that may be threatened by any hazardous condition.

\_\_\_\_\_ Plan for a staffing shift change at the shelter and alert the next shift staff of time to report.

\_\_\_\_\_ Coordinate with the American Red Cross in the relocating and closing of shelter operations. Also coordinate the same with adjacent communities if needed.

#### DEACTIVATION

\_\_\_\_\_ Deactivate the Care and Shelter Branch position and close out logs when authorized by the Operations Section Chief or EOC Director.

\_\_\_\_\_ Ensure that all required forms or reports are completed prior to your release and departure.

\_\_\_\_\_ Be prepared to provide input to the After-Action Report.

\_\_\_\_\_ Determine what follow-up to your assignment might be required before you leave.

\_\_\_\_\_ Check out and leave forwarding phone number where you can be reached.

*City of*  
**IRWINDALE**  
**AGENDA REPORT**

**PARKS & RECREATION  
COMMISSION**

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Date: July 7, 2021  
To: Honorable Chair and Commission Members  
From: Elizabeth Rodriguez, Public Services Director  
Issue: Approval to Recommend Changes to the City of Irwindale Comprehensive Schedule of Fees & Charges for the Recreation Division

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**Recommendation:**

Finalize revisions to the Recreation Division's portion of the City of Irwindale's Comprehensive Schedule of Fees & Charges and recommend these revisions to the City Council for approval.

**Administrative Action:**

**Submitted/Approved by:**

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



**Background and Analysis:**

At the May 5, 2021 Parks & Recreation meeting, the Commission requested staff provide the City of Irwindale Comprehensive Schedule of Fees & Charges (Schedule) at the next Commission meeting for review.

The Schedule was presented to the Parks & Recreation Commission at the June 2, 2021 meeting for review and discussion. The commission made various changes to the Recreation Division Schedule, which included the Aquatics Fees. The changes to the Schedule were memorialized in the attached document that shows the current fee and the recommended fee. At this time, Staff is requesting the Commission review the requested changes as presented at the June 2, 2021 meeting and finalize these recommendations.

The final recommendations will be provided to the Finance Department, who is tentatively scheduled to present these proposed revisions to the City Council and the community for review and consideration at the July 14, 2021 City Council Meeting.

**Alternative Option:**

The City Manager and the Finance Director have reviewed the proposed revisions requested by the Parks & Recreation Commission. The recommended changes require residents to pay anywhere from .50 cents to \$40.00 depending on the program or class. As such, it is the City Manager's recommendation that the following fees be at no cost to residents:

- Other Park & Recreation Fees
- Pool Fees
- Special Activities
- Special Events
- Teen Activities
- Adult Activities
- Day Camp
- Tiny/Teeny Tots

The Parks & Recreation Commission should understand that if these programs and fees are provided at no cost to residents, then there is a greater chance of residents being turned away from a program or class due more sign ups which will affect facility capacity and/or program/class capacity limits. The facility capacity is the maximum number of individuals allowed in a specific part of a building and is calculated based on the use, or intended use of the space, and the number of available exits in case of an emergency. Program/class capacity is based on facility capacity and staff availability. The more students enrolled in the program or class requires more recreation aides/senior recreation leaders due to safety requirements. Therefore, all registrations will be on a first come, first serve basis.

**Fiscal Impact:**

Based on a discussion with the Finance Director, a small decrease to the general fund will occur with the implementation of the Parks & Recreation Commission's June 2, 2021 recommended changes to the comprehensive schedule of fees and charges. That cost decrease determination is not available at this time; however, should the Commission decide to approve the recommendation to offer free programs and classes as identified above in the alternative option, the decrease to the general fund will be \$37,800.

**Attachment:**

1. Recreation Department's Comprehensive Schedule of Fees and Charges – Recommended Revisions

# CITY OF IRWINDALE

## COMPREHENSIVE FEES & CHARGES - PARKS & RECREATION RECOMMENDATIONS

### RECREATION (ALL)

| Description of Service / User Fee |                                     | Fee Amount | Proposed Fee | Notes                                   |
|-----------------------------------|-------------------------------------|------------|--------------|-----------------------------------------|
| <b>Gym/Lobby</b>                  |                                     |            |              |                                         |
| Facility Walk-in Fees             |                                     |            |              |                                         |
| 1                                 | Residents - Adult/Child             | \$ -       | \$ -         | No Fee                                  |
| 2                                 | Non-Resident - Adult/Teen           | \$ 3.00    | \$ 3.00      | Per Visit                               |
| 3                                 | Non-Resident - Child/Senior         | \$ 1.00    | \$ 1.00      | Per Visit                               |
| Monthly Membership                |                                     |            |              |                                         |
| 4                                 | Non-Resident                        | \$ 30.00   | \$ 30.00     | Per Month                               |
| 5                                 | Non-Resident - Senior               | \$ 20.00   | \$ 20.00     | Per Month                               |
| 6                                 | Non-Resident Sponsored/Alumni       | \$ 15.00   | \$ 15.00     | Per Month                               |
| Annual Membership                 |                                     |            |              |                                         |
| 7                                 | Resident - Child                    | \$ 10.00   | \$ 10.00     | Per Year                                |
| 8                                 | Resident - Adult/City Employee      | \$ 20.00   | \$ 20.00     | Per Year                                |
| 9                                 | Non-Resident                        | \$ 200.00  | \$ 200.00    | Per Year                                |
| 10                                | Non-Resident - Sponsored/Alumni     | \$ 160.00  | \$ 160.00    | Per Year                                |
| 11                                | Irwindale Business (1-10 employees) | \$ 160.00  | \$ 160.00    | Per Year, Per Member                    |
| 12                                | Irwindale Business (11+ employees)  | \$ 140.00  | \$ 140.00    | Per Year, Per Member                    |
|                                   |                                     |            |              |                                         |
|                                   |                                     |            |              |                                         |
| <b>Aquatics</b>                   |                                     |            |              |                                         |
| Recreational Swim Admission       |                                     |            |              |                                         |
| 13                                | Resident - Child                    | \$ 1.00    | \$ 0.50      | 50% Reduction Requested                 |
| 14                                | Resident - Adult                    | \$ 1.50    | \$ 0.75      | 50% Reduction Requested                 |
| 15                                | Resident - Annual Pass              | \$ 30.00   | \$ 20.00     | Per Household - 50% Reduction Requested |
| 16                                | Non-Resident - Child                | \$ 1.50    | \$ 1.50      |                                         |
| 17                                | Non-Resident - Adult                | \$ 2.00    | \$ 2.00      |                                         |
| Swim Lessons                      |                                     |            |              |                                         |
| 18                                | Resident                            | \$ 20.00   | \$ 10.00     | 50% Reduction Requested                 |
| 19                                | Non-Resident                        | \$ 40.00   | \$ 40.00     |                                         |
| Lap Swimming                      |                                     |            |              |                                         |
| 20                                | Resident                            | \$ 1.50    | \$ 0.75      | Per Visit 50% Reduction Requested       |
| 21                                | Non-Resident                        | \$ 2.00    | \$ 2.00      | Per Visit                               |
| Aqua Fitness                      |                                     |            |              |                                         |
| 22                                | Resident                            | \$ 20.00   | \$ 10.00     | 50% Reduction Requested                 |
| 23                                | Non-Resident                        | \$ 40.00   | \$ 40.00     |                                         |
| Mommy & Me                        |                                     |            |              |                                         |
| 24                                | Resident                            | \$ 20.00   | \$ 10.00     | 50% Reduction Requested                 |
| 25                                | Non-Resident                        | \$ 40.00   | \$ 40.00     |                                         |

| Description of Service / User Fee |                                           | Fee Amount    | Proposed Fee  | Notes                                                                     |
|-----------------------------------|-------------------------------------------|---------------|---------------|---------------------------------------------------------------------------|
| 26                                | Swim Diapers                              | \$ 5.00       | \$ 5.00       |                                                                           |
| <b>Leagues</b>                    |                                           |               |               |                                                                           |
| 27                                | Youth Sports                              | \$ 10.00      | \$ 10.00      | Per Season                                                                |
| 28                                | Youth Competition Cheer                   | \$ 50.00      | \$ 30.00      | Per Year - \$30 for 1st Child;<br>Each Additional Sibling is \$20.00      |
| <b>Recreation Services</b>        |                                           |               |               |                                                                           |
| School Transportation             |                                           |               |               |                                                                           |
| School Bus Pass                   |                                           |               |               |                                                                           |
| 29                                | Resident                                  | \$ 10.00      | \$ 10.00      | Per Year - \$10 for the 1st Child;<br>Each Additional Sibling is \$5      |
| 30                                | Non-Resident - Sponsored                  | \$ 20.00      | \$ 20.00      |                                                                           |
| 31                                | Replacement Pass                          | \$ 5.00       | \$ 5.00       |                                                                           |
| Summer Lunch Program              |                                           |               |               |                                                                           |
| 32                                | Resident                                  | \$ -          | \$ -          | No Fee                                                                    |
| 33                                | Non-Resident                              | \$ -          | \$ -          | No Fee                                                                    |
| <b>Teens</b>                      |                                           |               |               |                                                                           |
| 34                                | Teen Club Registration Fee                | \$ -          | \$ -          | No Fee                                                                    |
| 35                                | Teen Field Trips - Resident               | 25% of Ticket | 25% of Ticket | Per Trip                                                                  |
| 36                                | Teen Field Trips - Non-Resident           | 50% of Ticket | 50% of Ticket | Per Trip                                                                  |
| <b>Kidzone</b>                    |                                           |               |               |                                                                           |
| 37                                | After School Program                      | \$ 10.00      | \$ 10.00      | Per Week                                                                  |
| 38                                | Summer Program (1st Child)                | \$ 30.00      | \$ 30.00      | Per Week                                                                  |
| 39                                | Summer Program (Additional family member) | \$ 20.00      | \$ 20.00      | Per Week                                                                  |
| 40                                | Late Pickup Fee                           | \$ 5.00       | \$ 5.00       | Per 15 minute increments                                                  |
| 41                                | Late Tuition Fee                          | \$ 10.00      | \$ 10.00      |                                                                           |
| <b>Tiny Tots</b>                  |                                           |               |               |                                                                           |
| School Session                    |                                           |               |               |                                                                           |
| 42                                | Resident                                  | \$ 40.00      | \$ 40.00      | Per School Year - \$40 for the 1st Child; Each additional sibling \$20    |
| 43                                | Non-Resident - Sponsored                  | \$ 80.00      | \$ 80.00      | Per School Year                                                           |
| Summer Session                    |                                           |               |               |                                                                           |
| 44                                | Resident                                  | \$ 20.00      | \$ 20.00      | Per Summer Session - \$20 for the 1st Child; Each additional sibling \$10 |
| 45                                | Non-Resident - Sponsored                  | \$ 40.00      | \$ 40.00      | Per Summer Session                                                        |
| 46                                | Tiny Tots Trips                           | \$ -          | \$ -          | No Fee                                                                    |
| <b>Teeny Tots</b>                 |                                           |               |               |                                                                           |
| School Session                    |                                           |               |               |                                                                           |
| 47                                | Resident                                  | \$ 20.00      | \$ 20.00      | Per School Year - \$20 for the 1st Child; Each additional sibling \$10    |
| 48                                | Non-Resident - Sponsored                  | \$ 40.00      | \$ 40.00      | Per School Year                                                           |

| Description of Service / User Fee            |                                                                                                                                                                                                            | Fee Amount    | Proposed Fee  | Notes                                                                     |
|----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|---------------|---------------------------------------------------------------------------|
| Summer Session                               |                                                                                                                                                                                                            |               |               |                                                                           |
| 49                                           | Resident                                                                                                                                                                                                   | \$ 20.00      | \$ 20.00      | Per Summer Session - \$20 for the 1st Child; Each additional sibling \$10 |
| 50                                           | Non-Resident - Sponsored                                                                                                                                                                                   | 40.00         | 40.00         | Per Summer Session                                                        |
| 51                                           | Teeny Tots Trips                                                                                                                                                                                           | -             | -             | No Fee                                                                    |
| Family/Day Camp Trips                        |                                                                                                                                                                                                            |               |               |                                                                           |
| Family Trips (Requiring Ticket/Entrance Fee) |                                                                                                                                                                                                            |               |               |                                                                           |
| 52                                           | Resident                                                                                                                                                                                                   | 50% of Ticket | 50% of Ticket |                                                                           |
| 53                                           | Non-Resident                                                                                                                                                                                               | 75% of Ticket | 75% of Ticket |                                                                           |
| Family Trips (Free to Visit Locations)       |                                                                                                                                                                                                            |               |               |                                                                           |
| 54                                           | Resident - Adult                                                                                                                                                                                           | 3.00          | \$ 2.00       | Reduction Requested                                                       |
| 55                                           | Resident - Child                                                                                                                                                                                           | 1.00          | \$ 1.00       |                                                                           |
| 56                                           | Non-Resident - Adult                                                                                                                                                                                       | 5.00          | \$ 5.00       |                                                                           |
| 57                                           | Non-Resident - Child                                                                                                                                                                                       | 5.00          | \$ 5.00       |                                                                           |
| 58                                           | Day Camp Trips (Residents Only)                                                                                                                                                                            | 25% of Ticket | \$ 30.00      | \$30 for the 1st Child; Each additional sibling \$20                      |
| Recreation Classes                           |                                                                                                                                                                                                            |               |               |                                                                           |
| Classes - Offered 1 time/week                |                                                                                                                                                                                                            |               |               |                                                                           |
|                                              | Senior                                                                                                                                                                                                     | N/A           | \$ 5.00       | Request to Add this line item                                             |
| 59                                           | Resident                                                                                                                                                                                                   | 10.00         | \$ 10.00      | Per Session                                                               |
| 60                                           | Monthly Member                                                                                                                                                                                             | 20.00         | \$ 20.00      | Per Session                                                               |
| 61                                           | Non-Resident                                                                                                                                                                                               | 30.00         | \$ 30.00      | Per Session                                                               |
| Classes - Offered 2 or 3 times/week          |                                                                                                                                                                                                            |               |               |                                                                           |
|                                              | Senior                                                                                                                                                                                                     | N/A           | \$ 10.00      | Request to Add this line item                                             |
| 62                                           | Resident                                                                                                                                                                                                   | 20.00         | \$ 20.00      |                                                                           |
| 63                                           | Monthly Member                                                                                                                                                                                             | 30.00         | \$ 30.00      |                                                                           |
| 64                                           | Non-Resident                                                                                                                                                                                               | 40.00         | \$ 40.00      |                                                                           |
| Programs & Activities                        |                                                                                                                                                                                                            |               |               |                                                                           |
|                                              | Various Recreation Activities Offered Throughout the Year - Includes Canvas Kids, Painters Club, Pint Size Picasso's, Cupcake Cuties, Playbillers Club, Bunco Bash, Summer Bridge, Volleyball Clinic, etc. |               |               |                                                                           |
| 65                                           | Resident                                                                                                                                                                                                   | -             | -             | No Fee                                                                    |
| 66                                           | Non-Resident                                                                                                                                                                                               | 10.00         | 10.00         |                                                                           |
| 67                                           | Materials Fee (if needed)                                                                                                                                                                                  | At Cost       | At Cost       | Varies per Activity                                                       |
| 68                                           | Other Activities (Tball, Wiffle Ball, etc.)                                                                                                                                                                | -             | -             | No Fee                                                                    |
| Special Events & Other Fees                  |                                                                                                                                                                                                            |               |               |                                                                           |
| Craft Fair Vendor Space                      |                                                                                                                                                                                                            |               |               |                                                                           |
| 69                                           | Resident (using private insurance)                                                                                                                                                                         | 5.00          |               | Per Event                                                                 |
| 70                                           | Resident (using City insurance)                                                                                                                                                                            | 10.00         |               | Per Event                                                                 |
| 71                                           | Non-Res/Business/Non-Profit(w/private insurance)                                                                                                                                                           | 10.00         |               | Per Event                                                                 |
| 72                                           | Non-Res/Business/Non-Profit(w/City insurance)                                                                                                                                                              | 20.00         |               | Per Event                                                                 |

| Description of Service / User Fee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                            | Fee Amount | Proposed Fee | Notes                                                                                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|------------|--------------|----------------------------------------------------------------------------------------------------|
| 73                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Additional Table                           | 10.00      |              | Per Table                                                                                          |
| Family Camp Out                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                            |            |              |                                                                                                    |
| 74                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Resident - Adult                           | 6.00       | 6.00         |                                                                                                    |
| 75                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Resident - Child                           | 4.00       | 4.00         |                                                                                                    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Resident - Same Household                  | N/A        | \$ 10.00     | Request to add this line item - Max fee of \$10 for a family                                       |
| 76                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Non-Resident - Adult                       | 12.00      |              |                                                                                                    |
| 77                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Non-Resident - Child                       | 8.00       |              |                                                                                                    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Non-Resident - Combination Households      | N/A        | \$ 20.00     | Request to add this line item - Max fee of \$20 for Resident bringing non-residents family members |
| Pumpkin Carving Contest                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                            |            |              |                                                                                                    |
| 78                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Resident                                   | -          | -            |                                                                                                    |
| 79                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Non-Resident - Sponsored                   | 5.00       | 5.00         |                                                                                                    |
| Registration Refunds                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                            |            |              |                                                                                                    |
| 80                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Refund Fee - for refunds less than \$10    | -          | -            | Waived                                                                                             |
| 81                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Refund Fee - for refunds greater than \$10 | \$ 3.00    | \$ 3.00      | Per Transaction                                                                                    |
| <i>The highlighted fees are the fees that would be offered at no cost to residents should the Parks &amp; Recreation Commission make the decision to move forward with the City Manager's recommendation. Youth Competition Cheer would be at no cost to the resident; however, there would still be a fee required for non-residents. The classes will be at no cost to senior residents; however, senior non-residents will still be charged. Private or city insurance is still required for residents who sign up for craft fair vendor space.</i> |                                            |            |              |                                                                                                    |