



CITY OF WEST COVINA  
SPECIAL COMMUNITY AND SENIOR SERVICES COMMISSION

TUESDAY, MAY 3, 2023, 7:00 PM

**SPECIAL MEETING**

WEST COVINA CITY HALL MANAGEMENT RESOURCE CENTER (MRC) ROOM 314  
1444 W. GARVEY AVE. WEST COVINA, CALIFORNIA 91790

**MINUTES**

**Chair Robert H. Torres**  
**Vice-Chair Carole Mullner**  
**Commissioner Hector Diaz**  
**Commissioner Sherry Fischer**  
**Commissioner Jennifer Gutierrez**  
**Commissioner Gayle Mason**  
**Commissioner Cecilia Munoz**  
**Commissioner Betty Valles**  
**Commissioner Alfred Williams**  
**Commissioner Vacant**

**AMERICANS WITH DISABILITIES ACT**

The Commission complies with the Americans with Disabilities Act (ADA). If you will need special assistance at Commission Meetings, please call (626) 939-8433 (voice) or (626) 960-4422 (TTY) from 8:00 a.m. to 5:00 p.m. Monday through Thursday, at least 48 hours prior to the meeting to make arrangements.

**AGENDA MATERIAL**

Agenda material is available for review at the West Covina City Clerk's Office, Room 317 in City Hall, 1444 W. Garvey Avenue and at [www.westcovina.org](http://www.westcovina.org). Any writings or documents regarding any item on this agenda not exempt from public disclosure, provided to a majority of the Commission that is distributed less than 72 hours before the meeting, will be made available for public inspection in the City Clerk's Office, Room 317 of City Hall during normal business hours.

**PUBLIC COMMENTS**  
**ADDRESSING THE COMMUNITY AND SENIOR SERVICES COMMISSION**

Any person wishing to address the Commission on any matter listed on the agenda or on any other matter within their jurisdiction should complete a speaker card that is provided at the entrance to the Council Chambers and submit the card to the Commission Secretary

*Please identify on the speaker card whether you are speaking on an agenda item or non-agenda. Requests to speak on agenda items will be heard prior to requests to speak on non-agenda items. All comments are limited to three (3) minutes per speaker.*

**CALL TO ORDER AT 7:02 P.M. BY: Chair Torres**

**PLEDGE OF ALLEGIANCE / MOMENT OF SILENT PRAYER BY: Chair Torres.**

**ROLL CALL**

**Commissioners Present:** Chair Robert H. Torres, Vice-Chair Carole Mullner, Commissioner Hector Diaz, Commissioner Sherry Fischer, Commissioner Jennifer Gutierrez, Commissioner Cecilia Munoz, Commissioner Betty Valles, Commissioner Alfred Williams.

**Commissioners Absent:** Commissioner Gayle Mason.

**ORAL COMMUNICATIONS - Three (3) minutes per speaker**

Please state your name and city of residence for the record when recognized by the Commission Chair.

None.

**CONSENT CALENDAR**

**SECOND DISCUSSION ABOUT UPDATING THE PARK USE POLICY.**

It is recommended that the Commission discuss and provide input.

No action taken.

**ADJOURNMENT at 8:58 p.m. By: Chair Torres. All in favor.**

**2023 Community and Senior Services Commission Meetings**

Tuesday, May 9, 2023, at 6 p.m.

Tuesday, July 11, 2023, at 6 p.m.

Tuesday, September 12, 2023, at 6 p.m.

Tuesday, November 14, 2023, at 6 p.m.

Signature



Date:

5/4/2023



## AGENDA STAFF REPORT

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City of West Covina

**DATE:** 05/03/2023  
**TO:** Community and Senior Services Commission  
**FROM:** Roxanne Lerma  
Assistant City Manager  
**SUBJECT: SECOND DISCUSSION ABOUT UPDATING THE PARK USE POLICY.**

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### **RECOMMENDATION:**

It is recommended that the Commission discuss and provide input.

### **BACKGROUND:**

At the Community & Senior Services Commission meeting on Tuesday, March 14, 2023, City Staff discussed with the Commission that they would like the Commissioners' input on the updating of the current park policies in place. In this meeting, City Staff stated that there would be several meetings where the Commissioners would give input to City Staff to assist with updating the park user documents to bring it up to date to reflect the current use of the parks.

In the meeting on Tuesday, April 11, 2023, Commissioners and Staff discussed the West Covina Sports Council ByLaws and Agreement for Use of Athletic Facilities. It was discussed at that meeting, that City Staff would create a draft Park User Guide to simplify the standards and procedures for park and athletic facility usage.

### **DISCUSSION:**

City Staff drafted language that pulls together the municipal code and the Agreement for Use of Athletic Facility that will serve as a basis for the final Park User Guide. This initial draft of the Park User Guide (Attachment No. 1) is a working draft that will be discussed and updated to work towards the final draft version that will be shared with the community for input before finalizing.

This initial Draft of the Park User Guide covers the following:

- General Park Use
- Dog Park Use
- Splashpad Use
- Skatepark Use
- Violations and Penalties
- General Athletic Field Reservations and Use

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### **Attachments**

Attachment No. 1 – West Covina Park User Guide Working Draft

Attachment No. 2 - 2021 Park Amenities Chart

## I. Conduct in Public Parks and Public Places

The rules and regulations set forth in this User Guide shall govern the public parks and public places of the city.

### Definitions

For purposes of this User Guide, the following terms shall have the indicated meanings:

*Alcoholic beverage concession facility* shall refer to any facility, stand, booth, table, counter, or similar structure located in a public park where alcoholic beverages are offered, sold, consumed, purchased, or prepared.

*Director* shall refer to the city community services director or authorized designee.

*Electronic smoking device* means an electronic or battery-operated device, the use of which may resemble smoking, which can be used to deliver an inhaled dose of nicotine or other substances, whether as a vapor or a gas. Electronic smoking device includes any such device, whether manufactured, distributed, or sold as an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, or any other product name or descriptor. Electronic smoking device does not include any product specifically approved by the United States Food and Drug Administration for use in the mitigation, treatment, or prevention of disease.

*In-line skate* including roller blades shall mean a common roller skate with wheels attached thereto in a manner so that all wheels are aligned on a single line, and foot propelled without a steering apparatus.

*Maintenance district open spaces* means the hillsides adjacent to residential developments that are maintained by the city with tax funds provided by the residential developments and that are open to the public.

*Marijuana* shall have the same meaning as that set forth in California Health and Safety Code section 11018.

*Medical marijuana* means marijuana used for medical purposes in accordance with California Health and Safety Code section 11362.5.

*Open spaces* means the paseos, maintenance district open spaces and green spaces, with or without walking paths, accessible to the public, and that are owned, operated or maintained by the City of West Covina or any of its related bodies, or over which the public has an easement, license or other right to access and use.

*Paseos* means the sidewalk/green belt systems that connect parts of communities and city parks within the Woodside Village Master Plan.

*Public facility* means any building or structure that is owned, leased or operated by the City of West Covina, and shall include the building or structure's outdoor areas and parking.

*Public park* shall include every park, roadside rest, golf course, riding and hiking trail and public recreation facility owned, managed or controlled by the city.

*Public place* shall include but not be limited to the West Covina Civic Center, open spaces and public facilities.

*Roller skates* shall mean a shoe, boot, or an apparatus worn on a shoe or boot with wheels attached to such shoe, boot or apparatus.

*Scooter* shall mean a plank or board, whether made of wood, plastic, metal, or any other material, with wheels and steering apparatus attached and is foot propelled or motorized.

*Skate park facility* shall mean the public facility that is designated for, and maintained by the City of West Covina for the purpose of skateboarding, in-line skating and roller skating as permitted pursuant to the provisions of this article.

*Skateboard* shall mean all wheeled objects, coasters, toys, conveyances, or similar devices used for transportation or sport which are propelled by human power and which are not classified as bicycles or two-wheel scooters.

*Smoke or smoking* means and includes any of the following:

The consumption of tobacco, marijuana, medical marijuana, or any other weed, plant, or substance by intentionally burning, inhaling, or ingesting the tobacco, marijuana, medical marijuana or other weed, plant or substance. The definition of smoking also includes the intentional consumption of gases, particles or vapors released into the air as a result of combustion, electrical ignition or vaporization, including from an electronic smoking device, when the purpose of the combustion, electrical ignition or vaporization is the intentional inhalation of the gases, particles or vapors for the consumption of tobacco, marijuana, or any other weed, plant, or substance. Smoke does not mean the combustion of material solely for olfactory purposes that does not contain any tobacco, nicotine or marijuana. It also does not mean the emissions from a product specifically approved by the United States Food and Drug Administration for use in mitigating, treating or preventing disease.

- The holding or carrying of a lighted smoking device; or
- Emitting or exhaling the smoke directly from a cigar, cigarette, pipe, any other lighted smoking device or an electronic smoking device.

*Special alcoholic beverage permit* shall refer to the required city-issued permit for the lawful operation of an alcoholic beverage concession facility in a public park.

*Traffic authority* shall mean the Traffic Committee of the City of West Covina.

### **Unlawful acts**

Within the limits of any of the public parks or public places of the city, no person shall do any of the following acts:

- a. Remain, stay or loiter in any public park, public place or building therein, between the hours established by resolution of the city council and posted, except with the written permission from the director;
- b. Light or maintain any fire except in a stove, fire circle or other place provided for that specific purpose;
- c. Possess, carry or discharge any firearms, firecrackers, rockets, explosives or any other fireworks, air gun, bow and arrow, or sling shot;
- d. Throw, project or propel any object capable of causing personal injury or damage to personal property;
- e. Ride upon, propel or park a skateboard, roller skates, coaster, scooter or bicycle where the traffic authority has posted signs to prohibit such activity;
- f. Throw, discard, place or dispose of any garbage, or refuse in any place other than a garbage can or other receptacle maintained for that specific purpose;
- g. Discard any large items, such as sofas, mattresses, appliances or construction materials in public trash bins;
- h. Pick, dig, remove, destroy, injure, mutilate or cut any tree, plant, shrub, bloom or flower or any portion thereof growing therein; or cut, break, deface, or injure any building, monument, sign, fence, bench, equipment, or property therein; or cut or remove any wood, turf, grass, soil, rock, sand, or gravel;
- i. Swim, bathe, wade in or pollute the water of any fountain, pond, lake, or stream, or commit any nuisance in or near such water or in any manner pollute the same;
- j. Camp or lodge therein, except with written approval from the community services director, requested ten (10) working days prior to the camping date; and
- k. Erect and operate mechanical rides or devices.
- l. Smoking is prohibited in public parks and public places within the City of West Covina, which have been designated and posted as a no smoking area by the city by signs of sufficient number and posted in such locations as to be readily seen by persons within such area, except for areas which have been designated by the city council and posted as "Smoking Area."
- m. No person shall set up, use, operate or maintain a public address system within any public park or public place without obtaining a permit from the director. The person shall apply for the permit by application to

- n. the director a minimum of five (5) working days prior to the date requested. The director is expressly given the authority to determine the maximum amplification permissible consistent with other persons' enjoyment of the public parks and public places.
- o. No person shall, within the limits of any public park or public place, consume any alcoholic beverage except at locations and times approved by special permit (see pg. 12-13).
- p. No person shall, within the limits of any public park or public place, solicit primarily for commercial purposes in any manner, or sell or offer for commercial sale any goods, wares, merchandise or food products, or distribute or pass out any primarily commercial handbills or advertising material without permission granted by the city council.
- q. No person shall, within the limits of any public park or public place, solicit funds, or sell or offer for sale any goods, ware, merchandise or food products for any noncommercial purpose without written approval from the director, or authorized designee.
- r. No person shall conduct or participate in any sport or in any organized athletic activities within any recreational area other than in such areas as may be designated for such sports, games or athletic activities, nor in any areas where the director has posted signs prohibiting such activities.
- s. No person having custody of a cat, dog or other domestic animal shall allow such animal in any public park or public place without the ability to produce evidence that the animal is currently licensed as required by any other provision of law and unless such animal is restrained by a substantial leash not to exceed six (6) feet in length and is in the charge of a person competent to restrain such animal. Further, the director may designate areas where animals are required to be restrained and enclosed in a car, cage or similar enclosure, except for guide dogs for blind persons. Dogs used for law enforcement purposes by law enforcement personnel shall be exempt from these provisions. Horses are permitted at the Ridge Riders Equestrian Center, but are otherwise not allowed on any other city park without the express permission of the director of community services.
- t. The director may issue permits for group activities wherein dogs or cats shall be under the responsible care of a person while not restrained by a leash or enclosed in a car, cage or similar enclosure while participating in the permitted event.

### **Dog Park Rules and Regulations**

- a. No more than three (3) dogs per person are allowed in the park at one (1) **lime.**
- b. Users must monitor and control their dogs at all times.
- c. Dogs must never be left unattended.
- d. Owners must pick up their dog's waste and dispose of it in the receptacles provided.
- e. Dogs must wear a collar with current tags visible. No pronged, spiked or choke collars allowed.
- f. Users must keep their dogs on leashes going to and from the leash-free area.
- g. Dogs must have current licenses and vaccinations and be free from contagious diseases.
- h. Aggressive behavior by dogs is not permitted. Dogs exhibiting aggressive behavior are subject to removal.
- i. Puppies under four (4) months of age are not permitted.
- j. Only spayed/neutered dogs are allowed.
- k. Children twelve (12) years and under must be closely supervised by an adult at all times. Infants and toddlers are not recommended. Parents must ask permission from the dog owner [t]or children to play with a dog.
- l. Excessive barking is not allowed.
- m. Food, beverages, snacks or treats of any kind, whether for human or dog consumption, are not permitted.
- n. Animals other than dogs are not permitted.
- o. Users must prevent their dogs from digging and must fill holes made by their dogs.
- p. Smoking and alcohol are prohibited in the dog park.
- q. Users must obey all other park rules.
- r. Commercial/professional dog training or classes are not permitted unless approved by the city.

- s. The city reserves the right to refuse patron access.

### **Splashpad Rules and Regulations**

- a. Running, jumping, pushing, rough playing, and covering drains is not allowed.
- b. Parents must supervise children at all times.
- c. Appropriate swimwear and clothing must be worn. Diapers are not allowed.
- d. Animals are not allowed in the splashpad area.
- e. The following items are prohibited from the splashpad area: food, drinks, glass bottles, bicycles, skateboards, roller blades, scooters, strollers, pool toys (i.e. pool noodles, boats, etc.), soap, detergents, rocks, tree branches, or any other foreign objects
- f. Smoking and alcohol are prohibited in the splashpad.
- g. Users must obey all other park rules.
- h. The city reserves the right to refuse patron access.

### **Vehicle Regulations in City Parks**

- a. Speed. No person shall drive any vehicle within any public park or public place at a speed that is greater than is reasonable or prudent, having due regard for the traffic and traffic pattern and the surface and width of the roadway, and in no event in excess of ten (10) miles per hour unless a greater speed is posted.
- b. Parking. No person shall park any vehicle within any public park or public place except in designated parking areas; however, the traffic authority is hereby authorized to permit parking along roads and in undeveloped areas within the public park or public place when it is the opinion of traffic authority personnel that such parking will not interfere with the operation of the public park or public place.
- c. Erection of speed, traffic and parking signs. The traffic authority is authorized to erect and maintain signs at locations deemed appropriate indicating the speed limits established by the city council for public parks and public places along the roadways or streets therein. The traffic authority is also authorized to designate parking areas and traffic patterns and to erect and maintain signs indicating such areas and patterns.
- d. Removal of vehicles. Vehicles may be removed and stored at the owner's expense by peace officers where the vehicle has been parked for a period of time or more than twenty-four (24) hours in a location where parking is prohibited and appropriate signs have been posted.
- e. Vehicle access. No person shall ride or drive any horse or other animal or propel any vehicle, cycle or automobile within any public park or public place except on roads, trails or driveways the traffic authority has designated for that purpose.

### **Violations and Penalty Provisions**

Violation of any provision of this article shall be deemed an infraction or misdemeanor as appropriate, and punishable as set forth in sections 1-37, General penalty; continuing violations; 1-37.1, Violation; infraction; and 1-38, Penalty not exclusive, of Chapter 1, General Provisions, of this Municipal Code.

(Ord. No. 2129, § 1, 2-15-05; Ord. No. 2234, § 2, 8-1-12)

### **Damage or Destruction of Park Property; Rewards.**

- a. The city council hereby finds and declares that there has been a substantial increase in vandalism and the destruction of city property in public parks and public places. This has materially increased the cost to the public of maintaining public parks and public places and has discouraged public contributions of



- b. time and property to the development and improvement of public parks and public places.
- c. The city council hereby authorizes a reward to be offered and paid to any person who furnishes to the City of West Covina Police Department information leading to the apprehension and conviction of any person who willfully destroys or damages property of the city in any public park or public place. The reward amount shall be set by resolution of the city council.
- d. Claims for rewards under this section shall be filed with the city clerk as are other claims against the city. Each claim shall:
  - Specifically identify the date, location and kind of property damaged or destroyed.
  - Identify by name the person convicted of the damage or destruction thereof.
  - Identify the court and the date upon which the conviction occurred.
- e. No claim shall be allowed by the city council unless the chief of police certifies to the accuracy of the claim and recommends that it be allowed.
- f. The director is authorized to cause signs containing the offer of reward to be posted at appropriate locations on public parks and public places.

### **Public Skatepark: Rules and Regulations**

- a. No person shall skate or skateboard at times other than those established by the director of community services or authorized designee;
- b. No person shall use a skate park facility for uses other than skateboarding and skating;
- c. No person shall use or enter the fenced area of a skate park facility unless he/she wears proper safety equipment including a helmet, elbow pads, and knee pads. All such safety equipment must be functional and protective, properly sized and designed for its intended use at the skate park facility;
- d. No person shall ride or use any items other than roller skates, in-line skates or skateboards on the skating surface of a skate park facility. The use of all other items, including but not limited to, bicycles, unicycles, scooters, go-carts, and wagons, on the skating surface of a skate park facility is strictly prohibited;
- e. No person shall possess or use alcohol or drugs in a skate park facility;
- f. No person(s) shall litter in a skate park facility. All persons using a skate park facility shall place any trash they create at or bring to a skate park in refuse containers provided by the city. If no refuse container is provided by the city, all persons shall be responsible for removing and disposing of such items in an appropriate manner;
- g. No person shall cause graffiti or tagging in a skate park facility;
- h. No person shall ride any skateboard or skates in a skate park facility in a reckless manner or with willful disregard for the safety of persons or property, or cause such items to be ridden in such a manner;
- i. No person shall skate on the curbs, sidewalk, fences, railings, and/or driveway of a city- owned area surrounding a skate park facility;
- j. No glass containers shall be used in a skate park facility;
- k. No additional obstacles shall be placed in a skate park facility;
- l. No skate park facility shall be used if a hazardous condition exists, including but not limited to inclement weather conditions and significant cracks, breaks, or other irregularities in the skating surface of a skate park facility;
- m. All organized events shall have written approval from the director of community services or authorized designee; and
- n. Animals are prohibited in a City of West Covina skate park facility.
- o. A skate park facility shall be open from 5:00 a.m. until 10:00 p.m. daily, or as otherwise posted by the director of community services. It shall be unlawful for any person to use or remain in the facility in violation of this section without written consent of the department of community services.
- p. It is unlawful for a person to ride a skateboard or to skate in a skate park facility without the use of a helmet, elbow pads and knee pads. This covers skating with roller skates and in-line skates.

### **Skatepark: Violations and Penalties**



A violation shall constitute an infraction punishable by:

- a. A fine not to exceed fifty dollars (\$50.00) for the first violation;
- b. A fine not exceeding one hundred dollars (\$100.00) for the second violation of the same provision occurring within one (1) year of the first violation;
- c. A fine not exceeding one hundred seventy-five dollars (\$175.00) for each additional violation of the same provision occurring within one (1) year of the first violation;
- d. Any violation of the provisions of this article shall be deemed an infraction and punishable as such, notwithstanding the fact that at the discretion of the city council, the violation may be filed as a misdemeanor;
- e. Repeat violators of the skate park rules may be prohibited from using the skate park facility; and
- f. Violations of any provisions of this section shall constitute a nuisance and may be abated by the city through civil process by means of restraining order, preliminary or permanent injunction or in any other manner provided by law for the abatement of such nuisances.

### **Skatepark: Confiscation and Impoundment of Personal Property**

- a. Violation of any provisions of this article or any violation relating to skateboard, roller skate, coaster, and scooter restrictions may also result in the impounding of a skateboard, in-line skates, roller skates, coaster, toy vehicle, bicycle or similar device to determine identity of the user and/or to facilitate contact with a parent in the case of a juvenile violator.
- b. Failure to comply with this article may result in a citation and penalties as set forth above and the impoundment of the skateboard, in-line skates, roller skates, coaster, toy vehicle, bicycle or similar device and may also require restitution for damages to property, if applicable.
- c. All skateboards, in-line skates, roller skates, coasters, toy vehicles, bicycle or similar devices impounded pursuant to this article shall be properly identified, catalogued and stored according to the West Covina Police Department's procedures for impounded property.
- d. Skateboards, in-line skates, roller skates, coaster, toy vehicles, bicycle or similar devices shall not be impounded or stored as criminal evidence unless the item is used in connection with a criminal incident falling outside this general order.
- e. The city council hereby establishes the right to charge impound fees for property confiscated pursuant to this section. The amount of said impound fees shall be set by resolution of the city council.
- f. Unclaimed property. Articles impounded pursuant to this section which are not claimed and released within sixty (60) days of the initial impoundment date, shall be disposed of according to the West Covina Police Department's established procedures for the impoundment of unclaimed property,
- g. For individuals under eighteen (18) years of age, the signature of a parent or legal guardian shall be required for the release of impounded property.
- h. Dispositions and releases of impounded property shall only be processed by authorized personnel of the West Covina Police Department during normal business hours

### **Alcoholic Beverages in Public Parks.**

- a. No person shall, within the limits of any public park or public place, consume any alcoholic beverage except at locations and times approved by special permit.
- b. This section duly recognizes that a separate permit process exists for the issuance of a special alcoholic beverage permit for the consumption of alcoholic beverages during a private event that is held within the confines of a park building or enclosed structure. This special permit for a private event is processed administratively through the department of community services and requires the approval of the city manager.
- c. Special alcoholic beverage permits for city-sponsored or co-sponsored events. the city council may grant a special alcoholic beverage permit for an alcoholic beverage concession facility to be located outdoors in a city park and operated in association with a special city- sponsored or city co-sponsored event. The alcoholic beverage concession facility shall be duly authorized by resolution of the West Covina City Council and the sponsoring organization must be properly licensed by the

- d. State of California Department of Alcoholic Beverage Control to serve and/or sell alcoholic beverages. Requests for special alcoholic beverage permits shall be submitted to the city council at least three (3) months prior to the event date in order to allow sufficient time for administrative processing by designated city departments and council considerations as appropriate.

*Contents of request for special alcoholic beverage permit. Requests for special alcoholic beverage permits shall contain the following:*

- The date and purpose of the event and the name of the city park where the event shall be held.
- The name of the sponsoring organization and its designated officer(s) who shall be responsible for the event and alcohol beverage sales.
- Proposed hours of operation for alcoholic beverage concession facility.
- A description of the proposed premises for the alcoholic beverage concession facility (tents, enclosures, fences, etc.).
- A floor plan or diagram depicting the alcoholic beverage concession facility and the exact location where the facility will be situated in the park. This diagram shall include a clearly designated perimeter for the operation of the facility and an area for the consumption of alcoholic beverages.
- The names and current identification of all individuals who will work or provide services in the operation of the alcoholic beverage concession facility.
- Proof of liability insurance for alcoholic beverage and liquor liability coverage in an amount no less than one million dollars (\$1,000,000.00). Said policy shall name the City of West Covina as an additional insured and shall protect the city against claims.

#### *City departmental review*

- Review and commentary on a request for a special alcoholic beverage permit shall be required from the administration, city attorney, community services, fire, police, risk management and building departments prior to submittal for council consideration.
- Staff commentary and suggestions shall be compiled in a report prior to council consideration of the special alcoholic beverage permit request.
- The purpose of the departmental review is to thoroughly address specific concerns prior to council consideration of said request. Said review may include concerns regarding the safety of event participants, limiting access to the alcoholic beverage concession facility, fencing to prevent unauthorized persons from entering the designated area, capacity restrictions according to proposed square footage, ingress and egress considerations, restrictions to ensure alcoholic beverages are not taken beyond the established perimeter of the facility.
- Established perimeter. No person shall be allowed to possess or consume alcoholic beverages outside of the established perimeter of the alcoholic beverage concession facility.
- Age restriction. Patrons and workers of the alcohol beverage concession facility must be twenty-one (21) years of age or older. The sponsoring organization shall ensure that entrance to the designated perimeter is monitored at all times, and that all patrons purchasing or consuming alcoholic beverages are of the legal age of twenty-one (21) years.
- Proof of licenses and permits. At least fifteen (15) days prior to the special event, the sponsoring organization must provide the city council with proof of all special permits and licenses required by the State of California Department of Alcoholic Beverage Control in order to operate an alcoholic beverage concession facility.
- Posting of license and permits. If approved by the city council, an alcoholic beverage concession facility shall prominently display the special city permit and all permits and licenses required and issued by the State of California Department of Alcoholic Beverage Control. Said permits and licenses shall remain posted during the entire operation and function of the facility.

- Rules and regulations. Any permittee operating an alcoholic beverage concession facility shall abide by all federal, state and local laws, rules, regulations and ordinances regarding the use, sale, purchase and consumption of alcoholic beverages. The failure of any permittee to abide by any and all such laws, rules, regulations or ordinances shall constitute grounds for the immediate revocation of the special alcoholic beverage permit.

**Community Services Director's Authority**

The community services director shall have the authority to issue additional regulations to implement the intent of this article. This authority shall include, but not be limited to, the establishment of the permit application procedures, a reservation system for use of recreational facilities, permit fees, liability insurance requirements, and the promulgation of additional rules, and regulations for specific park amenities such as trails, the equestrian center, tennis courts, athletic fields, and picnic areas.

**II. Athletic Facility Allocations & Use Procedures**

It is the intent of the City of West Covina Community Services Department to allocate field use to requesting and qualified organizations on the basis of fairness and impartiality in concurrence with seasonal priorities mentioned in the definitions section. The resulting surplus (if any) of field time shall be allocated for a variety of uses at the discretion of the City of West Covina Community Services staff.

**Definitions**

*City:* For the purpose of this document, the City of West Covina and/or Community Services Department will be referred to as the “City.”

*Participant:* Participant(s) shall include only those players who are fully registered with the league. Non-players such as coaches, officials, and staff shall not be considered participants. For the purpose of field allocation, each league must present actual enrollment data from the previous season indicating names, addresses, phone numbers and birth dates of all participants. Upon receipt, City Staff will count the number of the City residents within each organization.

*Leagues:* League(s) shall include those groups listed in Section III. User Group Classifications.

*Season:* For the purposes of this procedure, the seasons for outdoor facilities are established as follows:

Season	Winter	Fall	Spring
Pre-season/Tryouts	November-December	August-September	January-February
In-season Opening Date	January	September	February-March
In-season Closing Date	November	November	June
Post-season/All-Stars	As Available	As Available	As Available
Sport “In Season”	Basketball (indoor)	Football/Soccer	Baseball/Softball

*Priority User:* A league whose sport has been classified, as “In Season” and in full compliance will be given first priority access to facilities during their designated season. (A league must be in full compliance to receive facilities).

*Secondary User:* A league whose sport has been classified, as not “In Season” and is in full compliance will be given second priority access to facilities when they are not “In Season.” A secondary user may only reserve a field after all reasonable priority user requests have been processed. (A league must be in full compliance to receive facilities).

*Priority:* Facility assignments are based on the following priorities:

- Full compliance “In Season” organizations.

- Full compliance “Non-In Season” organizations.
- Residency Percentage Based Formula

### **User Group Classifications**

Facility Use Permits will be approved on the basis of priority as follows:

- A. All City of West Covina sponsored or co-partnered activities.
- B. All members of the City of West Covina’s Sport Council in good standing.
- C. Others, unless directed otherwise by the City Manager.

### **Application**

Each league is required to submit a facility use application from September 1 through November 30 for the spring field use, and from March 1 through May 31 for fall field use. Leagues missing these deadlines will have access to any remaining fields on an “as available” basis only.

City staff will review the applications, allocate fields equitably, and encourage optimum cooperation between all user groups. Field allocations will be reviewed and discussed at the semi-annual Youth Sports Council allocation meetings. A representative of each Sports Council League is invited to a Sports Council meeting held semi-annually (4th Tuesday in January for spring use and 4th Tuesday in June for fall use) for facility allocation review.

### **Deposits**

Each league is required to maintain a \$500 deposit balance for use of City athletic facilities. Deposits will be refunded in November for fall seasons and June for spring seasons.

### **Notice of Non-Use of Fields**

Any user organization that has been allocated space and does not intend to use it must notify the City so that the space may be re-allocated or otherwise used. Failure to do so may result in forfeiture of some or all space for the remainder of the season, and re-evaluated for future seasons.

### **Notice of Exchange of Fields**

An organization cannot forfeit or exchange its allocation or any part thereof, with another organization/team without the written approval of the City prior to usage. Any such modification must be filed with the City and verified in writing by all parties wishing to exchange allocation.

### **Gender Equity**

The Community Services Department is committed to achieving gender equity in youth sports programs that are operated on City-owned land and within City facilities. It is the Department’s hope that all youth may aspire to, and have the opportunity to participate in City sports programs that meet their interests and capabilities. If there are any concerns regarding gender equity please contact the City’s Anti-Discrimination Coordinator and AB2404 Compliance Coordinator at 626.939.8430.

### **Required Documentation for use of Athletic Facilities**

- **Facility Use Application** – Submit a City application of use for athletic facilities.
- **Board of Directors Roster** – Submit roster with names, addresses and contact phone #'s of all Board

of Directors.

- **Master Calendar of Events** – Detailed calendar of events for organization to include registration, tryouts, opening day, special events, closing day and post season play.
- **League Rosters** – Submit team rosters for each division of play with participant’s gender and address.
- **League Schedules of Play** – Submit team schedules of play for all divisions.
- **Copy of League By-Laws** – By-Laws govern the organization and are approved by the Internal Revenue Service.
- **AB2404 Information Sheet** – Gender equity sheet listing the total # of West Covina females and males as well as the leagues overall total participants.
- **Proof of Non-Profit Status** – Proof that the organization is a 501c3 non-profit organization as required by Sports Council By-Laws.
- **Certificate of Liability Insurance** – General Liability insurance with an endorsement listing the City of West Covina as additionally insured. Valid insurance required for all dates applicable to the permit. Such policies shall be signed by a person authorized by that insurer to bind coverage on its behalf and must be filed with the City prior to exercising any right pursuant to this agreement. Said policies shall add as insured the City, its elected officials, officers, agents, employees, and volunteers for all liability arising from the permit applicant’s use of athletic fields, parks, or facilities as described herein and shall be primary to any insurance held by the City. The City of West Covina requires user groups to provide General Liability Insurance in an amount no less than one million dollars (\$1,000,000.00) per occurrence. The coverage shall include bodily injury, personal injury, and property damage.
- **Deposit** - \$500 deposit due with application. Please make checks payable to “The City of West Covina”. Deposits will be refunded in November for fall seasons and June for spring seasons.

### Schedule of Required Documentation & Penalties for Non-Compliance

<b>Sport</b>	<b>Item</b>	<b>Due Date</b>	<b>Penalty</b>
Baseball/Softball	Facility Use Application	11/30	\$100
	Board of Directors Roster	11/30	\$75
	Master Calendar of Events	11/30	\$25
	Proof of Nonprofit Status	11/30	\$100
	League Deposit	11/30	\$250
	League By-Laws	1/30	\$25
	Liability Insurance	1/30	\$250
	League Schedules of Play	3/1	\$100
	League Rosters	3/15	\$100
	AB2404 Information Sheet	3/15	\$250
	Football	Facility Use Application	5/31
Board of Directors Roster		5/31	\$75
Master Calendar of Events		5/31	\$25
Proof of Nonprofit Status		5/31	\$100
League Deposit		5/31	\$250
League By-Laws		5/31	\$25
Liability Insurance		8/01	\$250
League Schedules of Play		9/1	\$100
League Rosters		9/15	\$100
AB2404 Information Sheet		9/15	\$250
Soccer		Proof of Nonprofit Status	1/30
	League By-Laws	1/30	\$25
	Liability Insurance	1/30	\$250
	League Deposit	1/30	\$250
	Facility Use Application	7/01	\$100
	Board of Directors Roster	8/30	\$75
	Master Calendar of Events	8/30	\$25
	League Schedules of Play	9/30	\$100
	League Rosters	9/30	\$100
	AB2404 Information Sheet	9/30	\$250
	Basketball	Facility Use Application	11/30
Board of Directors Roster		11/30	\$75
Master Calendar of Events		11/30	\$25
Proof of Nonprofit Status		11/30	\$100
League Deposit		11/30	\$250
League By-Laws		11/30	\$25
Liability Insurance		12/30	\$250
League Schedules of Play		12/30	\$100
League Rosters		12/30	\$100
AB2404 Information Sheet		12/30	\$250

\*If the deadline falls on a weekend please submit items the following workday



### **Deposits and Penalties for Damage and Unauthorized Use**

- Each league is required to maintain a \$500 deposit balance for use of City athletic facilities.
- Damage to city property - \$500 minimum, plus additional fees based on the value of damage.
- Brokering a reserved field to another user - \$500.
- Unauthorized use of athletic lighting - \$500
- Submitting falsified documents - \$500
- No show to reserved playing area – Cost of reserved usage per fee schedule.

If compliance is not met within 30 days, the league will be assessed the fine plus 20%. An additional 20% is accrued for each additional 30 days not in compliance.





**PARK AMENITIES CHART**

		Park Name/Location	Acres	B	B	Q	Playground	S	Stu	cfur	Baseb	Softball	Field	Picnic Table	Basketball	Multi-Purpose	S	Soccer Field	Skate Park	Tennis Courts	Hockey Rink	Conce	sslosh	Comm	unitg	d e	n	Senior Center	r	Walk Path	
<b>FACILITIES</b>	4.	Cameron Park & Community Center 1305 E Cameron Ave	6.33				X		X		X												X						X		
	5.	Cortez Park & Senior Center 2441 & 2501 E Cortez St.	12.66		X		X		X		X													X		X		X			
	13.	Palmview Park/Palmview Preschool 1340 E Puente Ave.	8.54		X		X		X		X					X								X					X		
	14.	Shadow Oak Park & Community Center 2121 E Shadow Oak Dr.	25.85		X		X		X		X				X						X			X					X		
<b>PARKS</b>	1.	Aroma Parkette 2201 Aroma Dr.	0.69				X								X																
	2.	West Covina Sportsplex 2210 S Azusa Ave.	27.1		X		X		X							X						X									
	3.	California Parkette S California Ave.	815 0.28				X																								
	4.	Cameron Park & Community Center 1305 E Cameron Ave	6.33				X		X		X													X					X		
	5.	Cortez Park & Senior Center 2441 & 2501 E Cortez St.	12.66		X		X		X		X													X		X		X			
	6.	Del Norte Park / Central Bark / Splashpad 1501 W Rowland Ave.	7.23		X		X		X		X									X										X	
	7.	Friendship Park 3740 S Sentous St.	6		X		X		X		X			X																X	
	8.	Galster Park 1620 Aroma Dr.	42.22		X		X				X																			X	
	9.	Gingrich Park 1935 Woodgate Dr.	8.93		X		X		X		X			X																X	
	10.	Heritage Park 3510 E Cameron Ave.	14.28								X																			X	
	11.	Maverick/Ridge Riders Park S Citrus St.	350 12.7								X		X										X								
	12.	Orangewood Park / Soccer Complex / Roller Hockey 1615 W Merced Ave .	8.02		X		X		X						X			X	X		X		X								
	13.	Palmview Park/Palmview Preschool 1340 E Puente Ave.	8.54		X		X		X		X					X								X						X	
	14.	Shadow Oak Park & Community Center 2121 E Shadow Oak Dr.	25.85		X		X		X		X				X					X				X						X	
	15.	Walmerado Park 625 E Merced Ave.	5.36		X		X		X		X				X															X	
	16.	Woodgrove Park 2001 Brendwood Dr.	9.99		X		X				X																			X	

As of July of 2021