

CITY OF IRWINDALE

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



NOTICE AND AGENDA FOR THE REGULAR MEETING OF THE PARKS & RECREATION COMMISSION

July 3, 2024

6:00 PM

IRWINDALE CITY HALL - COUNCIL CHAMBERS

PAULA FRAIJO - Chair

BELEN ZEPEDA - Vice Chair

MICHELLE DURAN - Commissioner

JUSTIN KELLY - Commissioner

CARMEN ROMAN - Commissioner

Via Zoom Webinar at <https://us02web.zoom.us/j/83373897360>

In the event that a Zoom broadcast is unavailable, staff will promptly notify the public through its social media platforms. The public meeting will proceed in accordance with The Brown Act.

Listen Over Phone: 1-669-900-6833; Webinar ID: 833-7389-7360

Spontaneous Communications: The public is encouraged to address the Parks & Recreation Commission on any matter listed on the agenda or on any other matter within its jurisdiction. The Parks & Recreation Commission will hear public comments on items listed on the agenda during discussion of the matter and prior to a vote. The Parks & Recreation Commission will hear public comments on matters not listed on the agenda during the Spontaneous Communications period.

Pursuant to provisions of the **Brown Act**, no action may be taken on a matter unless it is listed on the agenda. The Parks & Recreation Commission may request that staff research and/or schedule certain matters for consideration at a future Parks & Recreation Commission meeting.

Americans with Disabilities Act: In compliance with the ADA and Government Code section 54953(g), the City of Irwindale has adopted a reasonable accommodation policy to swiftly resolve accommodation requests. The policy can be found on the City's website: <https://www.irwindaleca.gov/DocumentCenter/View/8075/AB-2449-Reasonable-Accommodation-Policy>. If you need special assistance to participate in a Parks & Recreation Commission meeting or other services offered by this City, including an electronic or printed copy of the City's reasonable accommodation policy, please contact City Hall at (626) 430-2200. Notification of at least 48 hours prior to the meeting or time when services are needed will assist the City staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

Note: Staff reports are available for inspection at the office of the Chief Deputy City Clerk, City Hall, 5050 N. Irwindale Avenue, during regular business hours (8:00 a.m. to 6:00 p.m., Monday through Thursday).

Code of Ethics

As City of Irwindale Parks & Recreation Commissioners, our fundamental duty is to serve the public good. We are committed to the principle of an efficient and professional local government. We will be exemplary in obeying the letter and spirit of Local, State and Federal laws and City policies affecting the operation of the government and in our private life. We will be independent and impartial in our judgment and actions.

We will work for the common good of the City of Irwindale community and not for any private or personal interest. We will endeavor to treat all people with respect and civility. We will commit to observe the highest standards of morality and integrity, and to faithfully discharge the duties of our office regardless of personal consideration. We shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of others.

We will inform ourselves on public issues, listen attentively to public discussions before the body, and focus on the business at hand. We will base our decisions on the merit and substance of that business. We will be fair and equitable in all actions, claims or transactions. We shall not use our official position to influence government decisions in which we have a financial interest or where we have a personal relationship that could present a conflict of interest, or create a perception of a conflict of interest.

We shall not take advantage of services or opportunities for personal gain by virtue of our public office that are not available to the public in general. We shall refrain from accepting gifts, favors or promises of future benefit that might compromise our independence of judgment or action or give the appearance of being compromised.

We will behave in a manner that does not bring discredit or embarrassment to the City of Irwindale. We will be honest in thought and deed in both our personal and official lives.

Ultimate responsibility for complying with this Code of Ethics rests with the individual elected and appointed official. In addition to any other penalty as provided by law, violation of this Code of Ethics may be used as a basis for disciplinary action or censure of a Council Member and/or Commissioner.

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

IRWINDALE PARKS & RECREATION COMMISSION



REGULAR MEETING - 6:00 P.M.**1. CALL TO ORDER****2. PLEDGE OF ALLEGIANCE****3. INVOCATION****4. ROLL CALL** **Commissioners: Michelle Duran, Justin Kelly, Carmen Roman, Vice Chair Belen Zepeda, Chair Paula Fraijo****5. AB 2449 DISCLOSURES**

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

6. CONSENT CALENDAR

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

A. Minutes of the Meeting Held June 5, 2024

Department: City Clerk

Recommendation: Approve

7. SPONTANEOUS COMMUNICATIONS

This is the time set aside for members of the audience to speak on any item not on this agenda that is within the Commission's subject matter jurisdiction. The Parks & Recreation Commission is an advisory body appointed by the City Council that reviews and provides recommendations on matters related to parks and community recreation within the City. Except for very limited circumstances, state law prohibits any Commission discussion or action on items that are not on the agenda.

All members of the public are asked to observe the City's Rules of Procedure and Public Meeting Decorum. The City's Rules of Procedure and Public Meeting Decorum can be found on the City's website, and at Chapter 2.40 of the Irwindale Municipal Code. You may also contact the City Clerk's Office for copies.

Each speaker will be limited to 3 minutes unless such time limits are extended. If a member of the public wishes to donate their time to another speaker, both persons must be physically present and in attendance of the meeting. The Presiding Officer may, in his or her discretion, extend the 3-minute time limitation for the particular subject for all speakers. In no event shall the total amount of speaking time exceed 6 minutes per person for the subject under discussion. Organized groups of persons wishing to address the Board on the same subject should select a spokesperson to represent the group so as to avoid unnecessary repetition.

The Commission may regulate a speaker who is speaking too long or out of order, being unduly repetitious, discussing irrelevancies, or extending to items not within the subject matter jurisdiction of the Commission. Please be reminded that discrimination, abusive use of profanity, unruly disruption, and violent or physically threatening conduct is discouraged. Members of the public shall not disrupt the orderly conduct of the meeting. The Presiding Officer will request that a person cease any disruptive conduct, and if not immediately stopped, will direct the person to be removed from the meeting.

8. NEW BUSINESS

At this time, members of the audience may ask to be heard regarding an item on New Business.

A. Irwindale Park Improvement Project Update - Verbal Report

Department: Public Services

Recommendation: Receive and file.

B. Teen Club Mural Update - Verbal Report

Department: Public Services

Recommendation: Receive and file the Teen Club Mural Update.

9. RECREATION MANAGER UPDATE

10. AQUATICS SUPERVISOR UPDATE

11. PUBLIC WORKS SUPERVISOR UPDATE

12. PUBLIC SERVICES DIRECTOR UPDATE

13. FUTURE AGENDA ITEMS REQUESTED BY COMMISSIONERS

At this time, the Commission will deliberate and discuss whether these items should be placed on a future agenda. In order for any listed item to be placed on a future agenda for substantive discussion or action, the Commission must act by formal motion to direct the City Manager and/or the Public Services Director or Community Development Director to place the item on a future agenda.

14. ADJOURN

AFFIDAVIT OF POSTING

I, Laura Nieto, Chief Deputy City Clerk, certify that I caused the agenda for the regular meeting of the Parks & Recreation Commission, to be held on July 3, 2024, be posted at the City Hall, Library, and Post Office on June 27, 2024.



Laura M. Nieto, MMC
Chief Deputy City Clerk

**Irwindale City Hall Council Chambers
5050 N. Irwindale Avenue
Irwindale, CA 91706**

**Wednesday, June 5, 2024
6:00 PM**

The Irwindale **Parks & Recreation Commission** met in Regular Session at the above time and place

REGULAR MEETING - 6:00 P.M.

CALL TO ORDER

The meeting was called to order at 6:00 p.m.

PLEDGE OF ALLEGIANCE

Chair Fraijo led the Pledge of Allegiance.

INVOCATION

Commissioner Roman led the invocation.

ROLL CALL

Present: Commissioners Michelle Duran, Carmen Roman, Vice Chair Belen Zepeda, Chair Paula Fraijo

Absent: Commissioner Justin Kelly

Also Present: Elizabeth Rodriguez, Public Services Director; Daniel Grijalva, Aquatics Supervisor; Pedro Rodriguez, Public Works Services Supervisor; Delfina Osterheim, Recreation Supervisor; and Armando Hegdahl, Management Analyst

AB 2449 DISCLOSURES

There were no AB 2449 disclosures.

CONSENT CALENDAR

MOTION A motion was made by Chair Fraijo, seconded by Commissioner Roman, to approve the Consent Calendar. The motion was unanimously approved; Commissioner Kelly absent.

ITEM NO. 6.A Minutes of the Meeting Held May 9, 2024

The minutes of the meeting held May 9, 2024, were approved as presented.

SPONTANEOUS COMMUNICATIONS

There were no speakers.

NEW BUSINESS

ITEM NO. 8.A Tentative Schedule for Aquatics Late Summer/Fall Season

Supervisor Grijalva presented the report.

In reply to a question by Chair Fraijo, Supervisor Grijalva advised that the schedule is essentially final, with the possibility of changes due to inclement weather.

ITEM NO. 8.B Maintenance Update from the 2024 Tour of the Dan Diaz Recreation Center, the Aquatics Center, Irwindale Park Memorial Garden/Plaza/Softball Field and Jardin de Roca Park

Director Rodriguez presented the report.

Chair Fraijo asked whether the contractor for the Park Improvement Project would replace grass that has died due their employees having damaged sprinkler lines, to which Director Rodriguez advised that staff would definitely ask them to address the potential concern.

Chair Fraijo also asked about the missing cover near the light pole at the Skate Park, to which Supervisor Rodriguez confirmed that the individuals that vandalized and removed the cover would not be able to access the electricity feeding the pole, though he noted that tampered wires were immediately repaired and a vandalism report was filed with the Police Department.

Chair Fraijo asked why mirrors would not be installed in the men's restroom at Irwindale Park, to which Director Rodriguez indicated that they would not be installed due to safety concerns and the likelihood of vandalism to the mirrors.

Chair Fraijo then asked about the pool table replacement at the Dan Diaz Recreation Center, to which Director Rodriguez advised that staff determined that the pool table would not be replaced since the room's full space would be needed to accommodate the participants of the KidZone program.

Commissioner Roman stated her preference that the pool table be replaced, for the pool room to be called the "Irwa Pool Room" and that young people be given the opportunity to learn to play pool there.

Chair Fraijo agreed that the pool table should be returned to the room and stated her preference that no program or activity be removed from public offerings, to which Director Rodriguez advised that staff has spoken with the kids that frequent the room and that nobody has used the pool table in years. Additionally, staff does not have the budget to replace the existing pool table. Staff determined that the existing pool table should be removed since it is in poor condition; however, staff can meet to discuss costs in replacing it and whether funding could be allocated. She added that this expense was not included in staff's budget and that staff would potentially need to wait until the end of the fiscal year to request funding, and that if it is decided to order a new pool table, it would likely take months to arrive.

Commissioner Roman asked about the removal of a smoke detector in the snack room, to which Chair Fraijo noted that it was mentioned at last month's meeting that the object is a motion sensor, not a smoke detector.

Commissioner Roman then asked whether a Grand Reopening of Irwindale Park would be held on June 17, to which Director Rodriguez advised that this question will be addressed during the discussion of the next item on the agenda.

Commissioner Duran concurred with Commissioner Roman and stated her preference that the poolroom not be used for storage.

Chair Fraijo thanked staff for addressing the Commission's concerns but expressed disappointment that staff did not abide by the Commission's request with regard to the pool table and requested that future disagreements between staff and the commission be addressed at commission meetings. She urged staff to continue to provide new and inviting programs to the community youth to keep them off the streets and out of trouble. She also stated that staff can find cover to place on top of the pool table to turn it into a table, if needed.

ITEM NO. 8.C Irwindale Park Improvement Project Phases IV & V Update

Director Rodriguez presented the update and made a PowerPoint presentation. She advised that the project is approximately 90% completed and that plans are underway to reopen the park to the public on June 17. However, staff has not yet determined whether a ribbon-cutting ceremony will be held. For Phase 4, workers are installing park lights, and sinks and partitions in restrooms. Staff is also working on a punch list of minor items that need to be addressed. For Phase 5, workers are still working on finishing the restrooms, including the installation of tiles and fixtures. The picnic shelter is nearly finished and workers are installing lights and moving benches to their proper locations. After this is done, staff will present a punch list of minor items that need to be addressed.

Responding to a question by Chair Fraijo, Supervisor Rodriguez stated that the men's rooms will only have ADA toilets and urinals.

Commissioner Roman asked whether a June 17 ribbon-cutting ceremony would be held, to which Director Rodriguez advised that a Grand Reopening ceremony would be held, though the details of such an event have not been determined yet.

Vice Chair Zepeda asked about the tile colors being used in the restrooms, to which Director Rodriguez stated that staff attempted to match colors as much as possible.

Supervisor Rodriguez highlighted the metallic components of the picnic shelter which is designed to withstand being hit by softballs from the nearby baseball field.

Commissioner Duran asked whether benches will be secured to the ground, to which Supervisor Rodriguez indicated that they are epoxied to the ground.

Chair Fraijo noted drying grass near Allen Drive, to which Supervisor Rodriguez stated that the project crew is working on rehabilitating the dying grass and advised that if it does not grow, staff would add it to the punch list of items to be addressed. City staff is working with the contractor to ensure that all irrigation lines work properly.

ITEM NO. 8.D Field Trip Policy

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

Commissioner Roman commended staff for allowing parents to sign up their children for individual Day Camp trips.

Director Rodriguez clarified current procedures for signing up for trips, including requirements for the waiting list and standby list. She added that the waiting list has been removed and that staff will only use standby lists. She also spoke on the need to adopt a formal written policy to

provide clarity on the processes.

Commissioner Duran spoke on the difficulties she has experienced when attempting to sign up for trips at the Senior Center.

Chair Fraijo requested that staff call interested individuals who may wish to purchase unused trip tickets. She also suggested that all applicable staff be fully trained on the requirements of the policy so that it could be applied consistently and appreciated that the policy could be revised as needed on a yearly basis.

A motion was made by Chair Fraijo, seconded by Commissioner Duran, to recommend that the City Council approve the proposed Field Trip Policy. The motion was unanimously approved; Commissioner Kelly absent.

ITEM NO. 8.E Use of Irwindale Recreation 24-passenger Bus for Field Trips (Requested by Commission Vote)

Director Rodriguez presented the staff report. She added that staff has not recommended utilizing the existing passenger bus since the vehicle is older and worn. She also noted that staff is working with a grant consultant to look into purchasing an electric bus in the future.

Commissioner Roman spoke against limiting trip tickets to 23 in order to use the 24 passenger bus and suggested that individuals that cannot ride the larger bus should look into finding alternative transportation, or perhaps schedule additional rest stops if trip destinations are far away.

Director Rodriguez noted that the bus driver already maps out rest stops for longer trips.

Vice Chair Zepeda asked whether the 24 passenger bus could be used if fewer than 23 trip tickets are sold, to which Director Rodriguez indicated that staff could look into the request.

Commissioner Duran concurred that the current transportation arrangements should remain in place and stated that she was in favor of having staff look into potentially using electric vehicles in the future.

Chair Fraijo suggested opting for option 4 as shown in the staff report, but adding one rest stop for every hour of travel.

Director Rodriguez advised that all program fliers suggest that individuals contact city staff if they need special accomodation in order to attend trips.

Linda Marez reiterated her previous request to use the 24 passenger bus for trips since the current bus is not comfortable. She added that this change would not impact residents much since most trip attendees are non-residents and stated that those who truly wish to attend trips will do what is needed to obtain tickets.

Commissioner Duran indicated that she stopped attending trips since it became too difficult for her to obtain tickets. She also suggested that the current bus continue to be utilized to accommodate more trip attendees.

Joseph Tapia spoke on his experience with electric buses and stated that passengers generally do not like waiting while the bus charges. He also suggested purchasing another bus.

A motion was made by Chair Fraijo, seconded by Commissioner Roman, to recommend approval of option 4 as shown in the staff report, which would keep the number of tickets purchased / seats available for trips at 30 and the use of the bus to be determined by the number of people that have signed up for trips, and scheduling one rest break per hour of travel. The motion was unanimously approved; Commissioner Kelly absent.

RECREATION MANAGER UPDATE

Recreation Supervisor Osterheim presented the following report:

- 1) A Dodgers watch party was held on Friday, May 17.
- 2) All Recreation services and programs resumed at the Dan Diaz Recreation Center on May 20. She thanked the Engineering Department for completing the reroofing project ahead of schedule and all city departments that helped make the relocation successful.
- 3) The Tiny Tots Graduation Ceremony was held on May 30. The 2024 Class had eight graduates and 1 progressive certificate.
- 4) The Music in the Park and Sunset Cinema schedules have been distributed to the commission.

The following events and activities have been scheduled for June:

- 1) June 12 - RockAbilities Summer Olympics and BBQ
- 2) June 15 - Deep Sea Fishing Trip
- 3) June 20 - Dan Diaz Recreation Center will host the Mayor's State of the City Address
- 4) June 28 - Dedication ceremony for the Margaret Diaz Pavilion
- 5) June 29 - Red, White, and You BBQ event

Chair Fraijo thanked the Tiny Tots teachers for preparing children for kindergarten.

AQUATICS SUPERVISOR UPDATE

Supervisor Grijalva presented the following update:

- 1) He congratulated the Northview High School graduating class of 2024, particularly those who are also members of the Aquatics staff.
- 2) The Annual Aquatics Center Expo was held on May 11. He thanked members of the Police, Library, and Recreation Departments for their participation and donations.
- 3) The summer season will officially begin on Friday, June 7, at noon. He discussed the class schedules for the season.

Commissioner Roman requested that staff replace the current plastic tweezers with metal ones for use with bee stings.

Responding to a question by Commissioner Duran, Supervisor Grijalva advised that registrations for Aquatics programs can be made at the Aquatics Center.

PUBLIC WORKS SUPERVISOR UPDATE

Supervisor Rodriguez presented the following update:

- 1) Staff is working on all routine park maintenance and is preparing for the reopening of Irwindale Park.
- 2) Building maintenance staff replaced the damaged thermostat at the gym.
- 3) Facility maintenance staff is working on routine interior and exterior facility maintenance.
- 4) The Annual Cornhole Tournament between the Irwindale Police Officers Association and the Irwindale Public Works Association was held recently and staff was happy to see those that attended.
- 5) Staff attended training toward the end of the month.
- 6) He thanked staff for working hard on addressing the items that the commissioners brought up during their park walkthroughs.

Chair Fraijo acknowledged and thanked the DJ that performed at the cornhole tournament.

Commissioner Roman suggested that the cornhole tournament be advertised more next year to generate higher attendance.

In response to a question by Vice Chair Zepeda, Supervisor Rodriguez indicated that staff held a safety meeting this week to discuss the measures that should be taken with the hot summer months coming up.

Chair Fraijo thanked Public Works staff for working expeditiously to keep the parks looking beautiful.

PUBLIC SERVICES DIRECTOR UPDATE

Director Rodriguez presented the following update:

- 1) The 4th Annual Recycling and Compost Giveaway Event has been scheduled for June 15. and will include a parking lot sale with staff from the Senior Center.
- 2) She congratulated the Irwindale Public Works Association for winning the recent cornhole tournament and thanked the IPOA and IPWA for their generous donation of food and raffle items.
- 3) Library staff will host a Crafty Kids activity on June 7.
- 4) Information regarding scholarships has been made available both on the city website and social media.
- 5) Norma Trujillo, the newly-hired Bus Driver, will begin on June 10.

Supervisor Rodriguez also thanked Nathan Romero and his company for generously donating ice cream for the cornhole tournament.

FUTURE AGENDA ITEMS REQUESTED BY COMMISSIONERS

Commissioner Roman reported that she learned a lot and had a lot of fun at the recent Contract Cities conference.

Vice Chair Zepeda concurred and stated that the amount of information presented that applies to the commission was eye-opening.

Commissioner Duran spoke on her networking at the event and commended the City of Norwalk for such amazing programs that they offer to their community. She suggested that

staff look into available scholarships and camps that the Southern California Gas Company makes available.

Chair Fraijo agreed with Commissioner Duran and stated that it would be great if city staff collaborated with other cities to create greater programs, including potentially offering job fairs for teens. She then asked about an incident at Jardin de Roca Park and stressed the need to ensure that city parks are safe. She also congratulated all those who graduated or are promoting in school and urged everyone to be kind to each other.

ADJOURN

There being no further items to discuss, the meeting was adjourned at 8:23 p.m.

City of
IRWINDALE
AGENDA REPORT

Date: July 3, 2024

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

From: Elizabeth Rodriguez, Public Services Director

Issue: Teen Club Mural Update - Verbal Report

Public Services Director's Recommendation:

Receive and file the Teen Club Mural Update.

Administrative Action:

Submitted by:

Elizabeth Rodriguez, Public Services Director

Prepared by:

Priscilla Zepeda, Recreation Manager

Background and Analysis:

Attachments:

None