

CITY OF IRWINDALE

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

PAULA FRAJO
CHAIR

BELEN ZEPEDA
VICE CHAIR

TERESA ORTIZ
COMMISSIONER

CARMEN ROMAN
COMMISSIONER

MARGUERITE
S. SAPIEN
COMMISSIONER

AGENDA FOR THE REGULAR MEETING OF THE

PARKS & RECREATION COMMISSION

SEPTEMBER 7, 2022

6:00 P.M.

IRWINDALE COUNCIL CHAMBER

Pursuant to Irwindale Resolution No. 2022-81-3331

The Irwindale City Council has authorized the conduct of hybrid meetings of the City Council, including all City Commissions and committee meetings, and all regularly scheduled meetings that would normally take place in the City Council Chambers, under the provisions of Government Code Section 54956 § E, as authorized by AB 361.

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 are available through the following:

Via Zoom Webinar at:

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

Webinar ID:

833-7389-7360



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

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

Americans with Disabilities Act: In compliance with the ADA, 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: Teresa Ortiz, Carmen Roman, Marguerite S. Sapien
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 (except as stated) participate, it is requested that all such communications be made in writing so as to be included on the next agenda for full discussion and action. If a member of the audience feels he or she must proceed tonight, then each speaker will be limited to 3 minutes unless such time limits are extended.

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

Tier 1: In-person attendees

Tier 2: Teleconference attendees

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

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

1. CONSENT CALENDAR

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

A. Minutes

Recommendation: Approve the following minutes:

- 1. Regular meeting held August 3, 2022

2. NEW BUSINESS

A. Program / Class Dismissal Policy

Recommendation: Provide input to staff regarding implementation of a dismissal policy for programs and/or classes due to lack of attendance.

B. Status of the Irwindale Recreation and Public Library Capital Improvement Projects (Verbal Update)

C. Aquatics Incident Report Update for 2022 Season

Recommendation: Receive and file

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

AFFIDAVIT OF POSTING

I, Armando Hegdahl, CMC, Management Analyst, certify that I caused the agenda for the regular meeting of the Irwindale Parks & Recreation Commission to be held on September 7, 2022, to be posted at the City Hall, Library, and Post Office on September 1, 2022.

Armando Hegdahl, CMC

Armando Hegdahl, CMC

Management Analyst

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

AUGUST 3, 2022
WEDNESDAY
6:00 P.M.

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

ROLL CALL:

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

Also present: Julian A. Miranda, City Manager; Elizabeth Rodriguez, Public Services Director; Priscilla Zepeda, Recreation Manager; Pedro Rodriguez, Public Works Services Supervisor; Daniel Grijalva, Aquatics Supervisor, Jeff Wagner, IT Manager; and Armando Hegdahl, Management Analyst

SPONTANEOUS COMMUNICATIONS

DENA ZEPEDA

Dena Zepeda spoke very highly of the National Night Out event held on August 2, 2022, and thanked all staff members involved in organizing the event, particularly Officer Nick Lopez.

CONSENT CALENDAR

MOTION

A motion was made by Chair Fraijo, seconded by Commissioner Roman, 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 July 6, 2022.

END OF CONSENT CALENDAR

NEW BUSINESS

ITEM NO. 2A
MAINTENANCE
UPDATE ON
MARCH 12, 2022,
TOUR OF DAN DIAZ
RECREATION CENTER,
THE AQUATICS
CENTER, IRWINDALE
PARK, AND JARDIN DE
ROCA PARK

MAINTENANCE UPDATE ON MARCH 12, 2022, TOUR OF DAN DIAZ RECREATION CENTER, THE AQUATICS CENTER, IRWINDALE PARK, AND JARDIN DE ROCA PARK

SUPERVISOR RODRIGUEZ Supervisor Rodriguez presented the staff report.

CHAIR FRAIJO Chair Fraijo expressed her appreciation for the expeditious manner in which staff addresses the concerns of the commissioners. She requested that staff continue monitoring the state of the fencing at Jardin de Roca Park, noting that this will likely require ongoing cooperation between city staff and the property management company to ensure its proper condition.

COMMISSIONER ROMAN Replying to a question by Commissioner Roman, Chair Fraijo noted that staff reported at last month's meeting that the treadmills have been repaired.

Commissioner Roman asked whether staff could create a sign designating one of the rooms at the gym as "Irwa Arcade". She also suggested that a gaming tournament be scheduled for the fall, with participation of the commissioners. She requested that a grand opening be held around November or January.

SUPERVISOR RODRIGUEZ Supervisor Rodriguez stated that staff will work on emptying out the room and placing the materials in storage.

CHAIR FRAIJO Chair Fraijo suggested for staff to focus on ensuring designating sufficient space for storage when designing the gym remodel.

RECREATION
MANAGER UPDATE

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

- 1) The Sunset Cinema program continues with Disney's "Encanto" to be shown on August 8. Snacks and drinks will be available for purchase.
- 2) There are two remaining concerts in the Music in the Park series: August 4 and August 11. The August 11 event will include free "back to school" kits and haircuts.
- 3) MariachiFest will begin in September.
- 4) The MI Fiesta will take place on Mexican Independence Day this year.
- 5) The following trips have been held/scheduled:
 - A) Teen Trip to Magic Mountain – July 29
 - B) Day Camp trip to Raging Waters – August 9
 - C) The final beach trip is scheduled for August 10
- 6) The Summer Lunch Program will conclude on August 12.
- 7) A few of the Recreation Department's summer-specific classes will conclude next week, though regular classes will continue

through September. She also highlighted the new programs that were run by the Department's newest Recreation Aides.

- 8) Youth Soccer began last month. She thanked the Kare Youth League and the West Covina Soccer Complex for allowing teams to use their fields while the city's was unavailable.
- 9) She thanked staff for helping create the weekly social media reels showcasing members of the community with the Department's "Parks Make Life Better" sign, which includes the Recreation logo.
- 10) She then thanked the Summer Youth Workers who worked in the department for their hard work and contributions to the success of the programs.
- 11) She also thanked all her Recreation Supervisors, Recreation Leaders, and Recreation Aides for the hard work and dedication they have shown in improving the quality of life of the community through recreation.
- 12) The City Council has approved the 4th of July festivities as three separate events: The "Red, White, and You" event, the 4th of July Fireworks Spectacular, and the additional week of Music in the Park.
- 13) She then presented the Fall Program Schedule for the department.

CHAIR FRAIJO

Chair Fraijo thanked staff for bringing back the Summer Youth program and commended the Recreation Department for their innovation in creating new and wonderful programs for the betterment of all that participate.

COMMISSIONER
SAPIEN

Responding to several questions by Commissioner Sapien, Manager Zepeda elaborated on the virtual programs that the department offers as well as the new dog-obedience classes.

Commissioner Sapien also asked about the summer lunch program, to which Manager Zepeda advised that approximately 40 children participated daily on average during June.

VICE CHAIR ZEPEDA

Vice Chair Zepeda spoke on the need to continue promoting the availability of the programs, to which Manager Zepeda advised that staff is working on creating promotional items, including a banner outside of the Recreation building.

COMMISSIONER
ROMAN

Commissioner Roman thanked staff for the summer lunch program as well as the photo reels. She expressed her joy that more residents are utilizing the programs and activities that the Recreation Department offers.

AQUATICS
SUPERVISOR UPDATE

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

- 1) The Swim Team, Swim Lessons, Parent and Me, Lap Swim, and Aquafitness classes all returned for the 2022 Aquatics Season.
- 2) The Aquafitness Class with Mt. Sac ends on August 4, but will be extended by two weeks to prevent a gap between this program and the city-sponsored program, which begins on August 23.
- 3) A total of 241 patrons participated in swim lessons.
- 4) The Swim Team will wrap up the summer season on August 11.
- 5) Parent and Me will end on August 14.
- 6) All Aquatics staffers attended an active-shooter training on July 27. He noted that he also met with Chief Castro regarding safety concerns; the two will meet again to go over more specific details regarding how to apply the knowledge gained in the training to the Aquatics facility.
- 7) He advised that he attended his first Summer Youth closing ceremony as a Supervisor. Staff truly appreciates the Summer Youth staffers.
- 8) The upcoming Community Luau event was sold out within 2 ½ hours of opening registrations. Staff is looking into whether the event can be expanded to allow for more participants.
- 9) Late Summer Recreational Swim will be offered on weekends from August 27 through September 25.

CHAIR FRAIJO

Chair Fraijo noted that there appear to be many individuals on the standby list to attend the Luau. She suggested that future luaus be held on two dates so that more people can attend. She also noted Supervisor Grijalva's suggestion to convert the previous snack bar into an Aquatics store, and encouraged staff to continue pursuing that. She then asked whether the Swim Team competed in other cities, to which Supervisor Grijalva advised that it has not since the city facility is not currently equipped to host swim meets. He noted that participants of the city's Swim Team are learning to focus on various types of swimming techniques and advised that staff continues to search for neighboring swim competitions that fit the city's schedule.

Chair Fraijo commended Supervisor Grijalva and his staff for implementing new and interesting pool programs.

COMMISSIONER
ROMAN

Commissioner Roman reiterated Chair Fraijo's request to expand the luau to two days. She also commended the Aquatics team for its wonderful programs.

- COMMISSIONER SAPIEN Commissioner Sapien recommended that staff consider children's homework obligations when scheduling pool activities so that they could potentially participate in both.
- VICE CHAIR ZEPEDA Vice Chair Zepeda thanked Supervisor Grijalva and his staff for their hard work and stated that it is nice to see many Irwindale residents returning to the pool.
- COMMISSIONER ORTIZ Commissioner Ortiz asked about the paddleboarding class, to which Supervisor Grijalva advised that the paddleboards will be received next week, and noted that weekend classes will be offered to make up for the program's late start.
- DENA ZEPEDA Dena Zepeda congratulated the Aquatics team for the wonderful programs and activities the division provides. She also thanked staff for the informational flyers that are sent to residents.
- COMMISSIONER ROMAN Commissioner Roman stated that her family feels safe in the pool due to the presences of the lifeguards.

PUBLIC WORKS

SUPERVISOR UPDATE

Public Works Supervisor Rodriguez presented the following update:

- 1) All damaged grass areas from the trenching of the softball field due to the park lighting project have been repaired.
- 2) Irrigation valves and heads have been repaired.
- 3) A drinking fountain was installed at the Police Department.
- 4) Automated doors at the front of the gym have been repaired. One of the doors will have a button installed on the exterior for disabled access.
- 5) The field has been striped for soccer. The field will next be striped for football.
- 6) He thanked staff for setting up for the National Night Out event.
- 7) Staff recently completed training related to heat stress, airborne pathogens, and active shooters. Half of the staff has completed CPR training; the rest of the staff will take the training next week.
- 8) He thanked staff and volunteers for working during the National Night Out event, and thanked Summer Youth workers for their hard work.

CHAIR FRAIJO Chair Fraijo noted that the sprinklers at the softball field are spraying into the street, to which Supervisor Rodriguez advised that staff will work on replacing them tomorrow.

She commended the department for their diligence and thoroughness in preparing for and closing down all city events.

COMMISSIONER SAPIEN Responding to a question by Commissioner Sapien, Supervisor Rodriguez advised that drinking fountains are ADA accessible.

DIRECTOR RODRIGUEZ Director Rodriguez noted that all bottle-filling stations are ADA accessible.

COMMISSIONER ROMAN Commissioner Roman commended staff for their hard work and diligence in cleaning after city events.

DENA ZEPEDA Dena Zepeda thanked everyone involved in the National Night Out event. She also expressed her joy in seeing that staff members also participated in the fun.

PUBLIC SERVICES
DIRECTOR UPDATE

Director Rodriguez presented the following update:

- 1) On July 11, the San Gabriel Valley Mosquito Abatement District found a positive sample of the West Nile Virus in Irwindale. Residents are encouraged to follow recommendations to avoid exposure. Staff is working on an informational flyer to send to all residents.
- 2) In light of school resuming on August 22, staff has prepared information regarding the bus pass and surveillance system policy, which is also found on the city website.
- 3) She also thanked the Summer Youth workers that assisted the department.

CHAIR FRAIJO Chair Fraijo noted that the gutters near the cornhole area are leaking, and requested that staff look into repairing the issue. She thanked Director Rodriguez for her contributions to the betterment of the city.

AUTUMN QUINONES Autumn Quinones, who worked in the Summer Youth program, thanked staff at the Public Works Services department for their support while she worked alongside them.

DENA ZEPEDA Dena Zepeda spoke very highly of Director Rodriguez's hard work. She also commended Adam Quinones for always working with a smile.

COMMISSIONER ITEMS
AND REQUESTS

COMMISSIONER SAPIEN Commissioner Sapien requested that an update on the Library upgrade project be presented at the next meeting.

CHAIR FRAIJO Chair Fraijo requested that a summer pool incident report be presented at the next meeting.

ADJOURNMENT

There being no further business to conduct, the meeting was adjourned at 7:54 p.m.

Armando Hegdahl, CMC
Management Analyst

City of
IRWINDALE
AGENDA REPORT

**PARKS & RECREATION
COMMISSION**

Date: September 7, 2022
To: Honorable Chair and Commission Members
From: Elizabeth Rodriguez, Public Services Director
Issue: Program/Class Dismissal Policy

Recommendation:

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

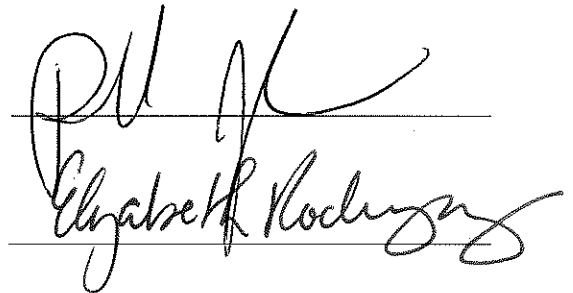
Administrative Action:

Submitted by:

Priscilla Zepeda, Recreation Manager
(626) 430-2226

Approved by:

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

A handwritten signature in black ink, appearing to read 'Elizabeth Rodriguez', is written over a horizontal line.

Background and Analysis:

At the regularly scheduled City Council meeting on July 28, 2021, Irwindale City Council approved, at the recommendation of the Parks and Recreation Commission, the user fees as they relate to Recreation offerings. The changes that were approved made it possible for residents and Irwindale city employees to register for classes, programs, trips and more, at no charge.

After one year of implementation, staff has encountered challenges with enrollment for free programs, particularly those with capacity limits. Kidzone has a capacity limit due to space limitations. This past summer we had participants register who only attended during party days. This created an impact on families who needed child care but were unable to register because the program was at capacity.

Staff is seeking recommendations for program dismissal as it relates to lack of attendance, when capacity is reached, and there are participants on the waiting list.

Exemptions will be made for excused absences which may include illness, custodial issues, family vacations and when staff is notified in advance.

For the Kidzone program, a new registration format will be created identifying the days of the week that care is needed for the child(ren). This will provide a better understanding of daily attendance numbers for capacity purposes and the percentages listed below will be based on the schedule the child(ren) was registered for. For example, if the child is registered for only Tuesdays and Thursdays and attends every Tuesday and Thursday, then their attendance rate would be 100%.

Options

1. For annual programs/classes, participants are required to register on a monthly basis with priority given to current enrollees based on an attendance higher than 75%.
2. Attendance monthly must meet or exceed 50% or participant will be dropped from program/class.
3. Recommendations made by Commission.

City of
IRVINDALE
AGENDA REPORT

P&R ITEM 2C

**PARKS & RECREATION
COMMISSION**

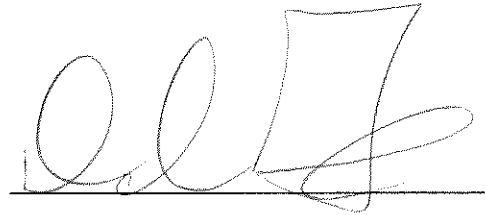
Date: September 7, 2022
To: Honorable Chair and Commission Members
From: Elizabeth Rodriguez, Public Services Director
Issue: Aquatics Incident Report Update 2022 Season

Recommendation: Received and filed.

Administrative Action:

Submitted by:

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



Reviewed / Approved by:

Elizabeth Rodriguez, Public Services Director



Background and Analysis: On Wednesday August 3rd, Honorable Chair Fraijo and commissioners requested a most up-to-date report on incidents that took place at the Aquatics Center for the Summer 22' Season. Below is a chart to display the incidents for each month.

Month	Incident	Provided care	Action Taken
June 22'	Two patrons swimming in shallow end. One patron kicked the other accidentally in the nose. Patron's nose began bleeding.	Responding lifeguard applied pressure and a cold press to stop the bleeding and swelling.	Re-implemented safety rules.
July 22'	Patron was playing around the exit of boy's locker room door. Door was in closing motion and scraped patron's right heel.	Staff member applied gauze and pressure. Cleaned and disinfected wound and applied proper bandage.	Door is wedged open during operational hours.
August 22'	Patron was swimming in the deep end of the pool and was stung by a bee while holding onto the pool wall.	Lifeguard removed stinger, applied sting relief wipes and an ice pack for swelling.	N/A