



CITY OF IRWINDALE

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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

NOVEMBER 2, 2022

6:00 P.M.

IRWINDALE COUNCIL CHAMBER

Pursuant to Irwindale Resolution No. 2022-98-3348

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 October 5, 2022

2. NEW BUSINESS

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 November 2, 2022, to be posted at the City Hall, Library, and Post Office on October 27, 2022.

Armando Hegdahl, CMC

Armando Hegdahl, CMC
Management Analyst

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

OCTOBER 5, 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;
Vice Chair Belen Zepeda (arrived at 6:01 p.m.); Chair Paula Fraijo

Absent: Commissioner Marguerite Sapien

Also present: Elizabeth Rodriguez, Public Services Director; Priscilla Zepeda, Recreation Manager; Daniel Grijalva, Aquatics Supervisor, Jeff Wagner, IT Manager; and Armando Hegdahl, Management Analyst

**SPONTANEOUS
COMMUNICATIONS**

There were no speakers.

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 Sapien absent.

ITEM NO. 1A
MINUTES

MINUTES

The following minutes were approved as presented:

- 1) Regular meeting held September 7, 2022.

END OF CONSENT CALENDAR

NEW BUSINESS

None.

**RECREATION
MANAGER UPDATE**

**RECREATION
MANAGER ZEPEDA**

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

- 1) Staff is looking into the costs associated with implementing Spin Classes and/or machines and will present these items in the department's budget requests for the Fiscal Year 23/24 budget.
- 2) Staff has also mailed out an informational flyer regarding the upcoming Dog Obedience class, which begins on October 13.
- 3) Staff is also drafting a Dismissal Policy, which will be presented to the Commission at its November meeting for input.

- 4) The commission previously asked about splitting the Teeny Tots class to two classes. Staff has reached out to the families of participants, but only one participant has so far indicated a slight interest. Staff will continue monitoring attendance levels and will report to the commission in the future.
- 5) Fall classes, such as Karate, Baby Ballet, Yoga AM, Flag Football, Cornhole League, and others, have begun.
- 6) Staff is working with the Dog Obedience class instructor to inquire about adding a second class, since there are currently seven individuals signed up on the interest list.
- 7) The Kindness Krew is working on a Household Items Donations Drive, with donated items to be donated to the YWCA Women and Children's Center. Flyers will be mailed out to residents soon.
- 8) The following trips have been scheduled:
 - A) Teeny Tots – Pumpkin Patch – October 10
 - B) Tiny Tots – Pumpkin Patch – October 18
 - C) Teen Trip – Universal Studios Halloween Haunt – October 15
 - D) Family Trip – Descanso Gardens – October 14
 - E) Family Trip – San Clemente Outlets – November 19
 - F) Fall Day Camp Trip – Universal Studios – November 22
- 9) The MariachiFest special events concluded last Friday. Staff will place an item on next month's meeting to discuss possibly changing the events to Thursdays in 2023.
- 10) The following events are scheduled to take place next month:
 - A) Veterans Ceremony – November 11
 - B) Scarecrow Alley – November 21
- 11) The City Council is set to declare October as Anti-Bullying Month. The KidZone and Tiny & Teeny Tots are working on projects and activities focused on being kind to others.
- 12) Numerous Halloween-themed events have been scheduled. Staff is also seeking donations for the Halloween Spooktacular Bingo and volunteers for games.
- 13) Several photographs from resident Jenna Soria are currently displayed at the Recreation Center.
- 14) The Dan Diaz Recreation Center will serve as a polling place for the November elections, from November 5 – 8.
- 15) Customer Service Week is this week. Manager Zepeda recognized the many staff members from various departments that help the city programs and events function.
- 16) Lissette Rodriguez was announced as the Recreation Department's Employee of the Quarter.
- 17) She also discussed her role in the CA Parks and Recreation Department's JEDI Challenge.

CHAIR FRAIJO

Chair Fraijo suggested that the flyers that will be mailed out include Halloween safety information.

- VICE CHAIR ZEPEDA Vice Chair Zepeda suggested that Police Officers visit the children in their classes to offer safety tips.
- COMMISSIONER ROMAN Commissioner Roman suggested displaying safety tips on the city's electronic marquee. She also suggested cutting trips that typically see fewer attendees to add more seats for holiday family trips, and requested to be updated on the JEDI Challenge.
- COMMISSIONER ORTIZ Commissioner Ortiz commended Recreation Supervisors Marez and Osterheim for the professionalism they exhibited when dealing with an irate customer.

AQUATICS
SUPERVISOR UPDATE

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

- 1) The summer season classes wrapped up last month, with the last day of recreational swimming being held on Sunday, September 25.
- 2) The extended recreational swimming held on weekends averaged about 80+ participants.
- 3) The Swim Team has a total of 30 swimmers, and will compete against Duarte's Swim Team on October 22.
- 4) The Swim Team will enjoy a Halloween-inspired "Monster Splash Bash" toward the end of the month.
- 5) The fall sessions of Aqua-fitness, Lap Swim, Senior Splash, Aqua Walk, and Aqua Stand Up are underway.
- 6) He also reported that he attended the Southern California Public Pool Operators Association meeting on September 8 in West Hollywood, and will attend these meetings every month.
- 7) He and three Assistant Pool Managers will attend the 52nd Annual SCMAF Institute conference in Carson beginning tomorrow.
- 8) He will also attend the California Aquatic Management School in Lake Arrowhead from October 19-21.

- CHAIR FRAIJO Chair Fraijo commended Supervisor Grijalva for ensuring continuous education for himself and his staff.
- COMMISSIONER ROMAN Commissioner Roman requested that Supervisor Grijalva work on implementing an Aquatics Store next year.

PUBLIC WORKS

SUPERVISOR UPDATE

Director Rodriguez presented the following update:

- 1) Uneven pavers at Jardin de Roca Park have mostly been repaired.
- 2) Staff has also retrofitted all the light poles to LED lights at El Nido Park. Lighting at Irwindale Park will also be replaced with LED bulbs.
- 3) The park restrooms will have toilet seat cover dispensers installed at the end of the week.
- 4) The lighting at the gym floor will be repaired next week.
- 5) Staff is preparing for upcoming events, including the Halloween Spooktacular and the Christmas Spectacular and Mayor's Tree Lighting Ceremony.
- 6) She thanked staff for filling in for others that were temporarily unable to work.

CHAIR FRAIJO

Chair Fraijo noted the hard work of the Yard staff in addressing all the Commissioners' concerns when they conducted the park walk-through in March. She also thanked the Irwindale Community Foundation for financially supporting many city events.

COMMISSIONER
ORTIZ

Commissioner Ortiz requested that the palm fronds near the softball and gazebo areas be trimmed, to which Director Rodriguez responded by advising that the trimming is scheduled to be conducted within the next couple of weeks.

PUBLIC SERVICES

DIRECTOR UPDATE

Director Rodriguez presented the following update:

- 1) She thanked the Managers, Supervisors, and staff of the Recreation, Aquatics, and Public Works Departments for their tireless work during the hot summer months.
- 2) Staff continues working with the grant contractors to further efforts in securing grants that would help offset the costs of projects and programs.
- 3) Staff is awaiting a few changes to the plan for the Irwindale Park Improvement Project before sending the project out to bid. An update will be presented in November.

**COMMISSIONER ITEMS
AND REQUESTS**

VICE CHAIR ZEPEDA

Vice Chair Zepeda asked why the MariachiFest events would be rescheduled to Thursdays instead of Fridays, to which Manager Zepeda advised that the thought was to avoid having the event compete with Friday Night Lights, and noted that the subject will be discussed at the November meeting.

ADJOURNMENT

There being no further business to conduct, the meeting was adjourned at 6:43 p.m.

Armando Hegdahl, CMC
Management Analyst