



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

DECEMBER 7, 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 November 2, 2022

2. NEW BUSINESS

A. Citywide Camera Surveillance Project (verbal update)

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 December 7, 2022, to be posted at the City Hall, Library, and Post Office on December 1, 2022.

Armando Hegdahl, CMC

Armando Hegdahl, CMC
Management Analyst

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

NOVEMBER 2, 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; Chair Paula Fraijo

Absent: Vice Chair Belen Zepeda

Also present: 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 thanked the Commission, staff, and volunteers for another wonderful year full of successful events that have brought joy to parents and children alike.

CONSENT CALENDAR

MOTION

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

ITEM NO. 1A
MINUTES

MINUTES

The following minutes were approved as presented:

- 1) Regular meeting held October 5, 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) She provided an update on her participation in the JEDI challenge from the California Parks & Recreation Society.
- 2) A "Halloween Safety" flyer has been prepared and mailed out to

all residents. She also acknowledged and thanked members of the Irwindale Police Department for organizing a Halloween Safety assembly on October 18.

- 3) There are currently four Recreation Aides coaching the 24 participants of the Flag Football program.
- 4) The Cornhole League has been a big hit with ten teams of two participants each, and interested callers are inquiring when they could join.
- 5) A Household Items Donation Drive will be held this Saturday by the Kindness Krew. Flyers with additional information are available. She thanked Recreation Aide Audrey Zepeda for creating the club.
- 6) The members of the Tiny Tots and Teen Club have been asked to participate in the Senior Center Thanksgiving Dance to be held later this month.
- 7) The Teeny and Tiny Tots enjoyed trips to Heritage Farms Pumpkin Patch in La Verne.
- 8) The following trips will be held in the near future:
 - A) Family Trip to San Clemente – November 19
 - B) Day Camp trip to Universal Studios – November 22
 - C) Family Trip to Disney on Ice – December 17
 - D) Winter Day Camp trip to AMC Movie Theatre – December 27
 - E) Winter Day Camp trip to Knott's Berry Farm – January 3
 - F) Teen trip to AMC Theatre – January 6
- 9) The City Council recognized October as "Anti-Bullying Month"
- 10) A Sunset Cinema double feature was held on October 14.
- 11) The Teen Club members enjoyed a Halloween Party on October 22.
- 12) A Home Decorating Contest was held this month.
- 13) Over 30 children participated in the Kids Pumpkin Decorating Contest held on October 27.
- 14) The annual Halloween Spooktacular was held on October 29. The event was very successful thanks in part to the staff and volunteers that participated.
- 15) Senior Recreation Leader Delicia Ponce worked hard to present the 2022 Jack O' Lantern walk in October.
- 16) A Trick or Treat Parade was attended by over 50 students of the Teeny Tots, Tiny Tots, and KidZone programs on October 31.
- 17) Fifteen stops were added to this year's Trunk or Treat activities held on Halloween night.
- 18) The first Community Ofrenda is on display at the Dan Diaz Recreation Center through November 6.
- 19) The Scarecrow Alley will take place November 21-26.
- 20) The winter class schedule is currently being finalized and flyers will be mailed out soon.
- 21) The following events have been scheduled for December:
 - A) Christmas Spectacular and Mayor's Tree Lighting – 12/2
 - B) Teen Club Christmas – 12/16

- C) Teeny Tots Christmas – 12/21
- D) Tiny Tots Christmas, KidZone Christmas, and Cookies & Milk with Santa – 12/22
- E) The Dan Diaz Recreation Center will serve as a voting center for the upcoming election between November 5 and 8.

AQUATICS
SUPERVISOR UPDATE

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

- 1) The Aquatic Center is now closed for the season and will reopen in March 2023, and will offer classes such as Aqua Stand Up, Mindful Waters, Senior Splash, Swim Team, Aqua Fitness, and Lap Swim programs.
- 2) Last week, the Aqua-Fitness class concluded the fall session with a potluck dinner.
- 3) The Swim Team competed against swimmers from Walnut, Duarte, and La Verne on October 19 at the La Verne Aquatic Center. Many Irwindale participants placed first and second. Participants ended the program recently with a banquet.
- 4) Staff participated in the department trick or treat event for the Teeny and Tiny Tots.
- 5) Aquatic Center management staff attended the 52nd Annual SCMAF Institute conference on October 6. While there, staff also attended the SCPPOA meeting of the month, with the next meeting to be held tomorrow at the new aquatic facility in Laguna Niguel.
- 6) He reported that he also attended the California Aquatic Management School in Lake Arrowhead, where he enjoyed learning a variety of topics and was able to network with other professionals.

DENA ZEPEDA Dena Zepeda commended Aquatics staff for their hard work and dedication.

MARIANA QUINONES Mariana Quinones stated that she was very grateful that her children could enjoy the same programs that she enjoyed as a child, and thanked Supervisor Grijalva for being a great Supervisor.

ADAM QUINONES Adam Quinones submitted a written message thanking Supervisor Grijalva and the Aquatics Division for their wonderful programs.

PUBLIC WORKS
SUPERVISOR UPDATE

Supervisor Rodriguez presented the following update:

- 1) Trees were replanted at Jardin de Roca Park.

- 2) Certain lawn areas were reseeded.
- 3) The softball field was lined for the flag football season.
- 4) The lighting at the gym floor has been repaired and retrofitted to LED.
- 5) Staff is setting up for the Scarecrow Alley and the Veterans Day events. Holiday decorations will likely be set up after November 11.
- 6) Staff will attend pesticide training from November 15-17.
- 7) He thanked staff for their hard work during the recent months, and commended staff from the Recreation and Aquatics divisions for bringing back wonderful activities and programs.

DENA ZEPEDA

Dena Zepeda thanked Pablo Gamez for the amazing job he did working as custodian at the recent Taste of Irwindale event.

PUBLIC SERVICES
DIRECTOR UPDATE

Director Rodriguez presented the following update:

- 1) Staff recently signed a contract with an engineering firm to design the concrete footings and to conduct certain repairs inside the pool pump room. The firm will also design the resurfacing of the deck so that new diving boards could be installed. Staff will continue to update the commission on the project.
- 2) The city has partnered with the San Gabriel Council of Governments for its Energy Efficiency program, and staff is proud that Irwindale is the first city to have achieved the prestigious "Gold" level due to its commitment to energy conservation. Staff is working hard in an effort to reach the "Platinum" level in the future.
- 3) Staff has pruned the palm trees as requested by Commissioner Ortiz.
- 4) Staff continues working hard on the Irwindale Park Improvement Project. Staff is gathering the approved plans and specifications for Phases 4 and 5 to create and print the package required for the release of bids. Updates will be provided to the Commission as they develop.
- 5) The annual holiday staff luncheon is scheduled for December 1.
- 6) The Irwindale Library was recently awarded a \$6 million grant from the state's library grant program. She congratulated Librarian Shayna Balli and Assistant Engineer Luis Pimentel for collaborating to achieve the grant.
- 7) The Irwindale Community Foundation will be offering gift cards to Irwindale residents on November 5, in collaboration with the Kindness Krew, which is soliciting household items for donation to a local non-profit organization.
- 8) The January 2023 Parks & Recreation Commission meeting will be held on January 12.
- 9) A Veterans Day Ceremony will be held on November 11.

DENA ZEPEDA Dena Zepeda thanked Director Rodriguez for her leadership.

**COMMISSIONER ITEMS
AND REQUESTS**

COMMISSIONER ROMAN Commissioner Roman thanked the staff and volunteers that participated in the Halloween festivities and spoke about all the amazing city programs and events she enjoys. She also urged staff to continue attending educational seminars, and commended Public Works staff for being available seemingly at all hours of the day.

Responding to a request by Commissioner Roman, Supervisor Rodriguez advised that the outdoor lighting at the Senior Center has already been upgraded to LED lights.

COMMISSIONER SAPIEN Commissioner Sapien thanked staff of all community services departments for their wonderful work and indicated her eagerness to attend future events, such as the luau and paddleboard classes. She thanked the Public Works staff for their diligence, and requested to receive an update on the citywide camera program at the next meeting, to which Director Rodriguez briefly provided an update on the status, though she indicated that it will be further discussed at the December meeting.

Commissioner Sapien also requested that the lighting near the bus stop in front of City Hall be improved, to which Supervisor Rodriguez advised that staff is looking to improve the lighting in the area by retrofitting the poles with LED lights. She also suggested that the new Library be named "Founding Mothers of Irwindale Library", to which Director Rodriguez noted that the Council has formed an ad hoc committee to discuss the Library project.

COMMISSIONER ORTIZ Commissioner Ortiz acknowledged the hard work of all staff in ensuring the success of city classes and functions. She added that she looked forward to spinning classes in the pool and noted the pool's cathartic effects. She also appreciated the hard work of the Public Works staff.

CHAIR FRAIJO Chair Fraijo thanked staff for immediately addressing concerns brought up by the commissioners. She also thanked staff members of all departments for working hard to enact programs and functions that enrich the lives of so many. She also suggested that staff look into arranging collaborative activities between the city's Aquatics Center and Northview High School's Swim Team, to which Supervisor Grijalva indicated that staff is looking into partnering with several schools. She then thanked Director Rodriguez for keeping the Commission well informed and urged that staff work to ensure

that the Irwindale Park Improvement Project not be conducted during peak activity season.

Chair Fraijo asked about winterizing the lawn at the park, to which Supervisor Rodriguez indicated that staff will aerate the lawn and reseed with winter rye. She also thanked staff for the programs that are offered to the community, many of which may not otherwise be able to afford participating in them.

ADJOURNMENT

There being no further business to conduct, the meeting was adjourned at 7:22 p.m.

Armando Hegdahl, CMC
Management Analyst