

CITY OF IRWINDALE

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

PAULA FRAJO
CHAIR

BELEN ZEPEDA
VICE CHAIR

MICHELLE DURAN
COMMISSIONER

TERESA ORTIZ
COMMISSIONER

CARMEN ROMAN
COMMISSIONER

AGENDA FOR THE REGULAR MEETING OF THE PARKS & RECREATION COMMISSION

FEBRUARY 1, 2023

6:00 P.M.

IRWINDALE COUNCIL CHAMBER

Limited Public Access

Pursuant to Irwindale Resolution No. 2023-05-3383

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:

In-Person at the City Council Chambers

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 and Government Code section 54953(g), the City Council 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 City Council or 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 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: Michelle Duran, Teresa Ortiz, Carmen Roman
Vice Chair Belen Zepeda, Chair Paula Fraijo

C. AB 2449 DISCLOSURES

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

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. Special meeting held January 12, 2023

2. NEW BUSINESS**A. Recreation Non-Registration Fees**

Recommendation: Review non-registration fees that are charged to program participants in Recreation.

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, Management Analyst, certify that I caused the agenda for the regular meeting of the Irwindale Parks & Recreation Commission to be held on February 1, 2023, to be posted at the City Hall, Library, and Post Office on January 26, 2023.

Armando Hegdahl

Armando Hegdahl, CMC
Management Analyst

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

**JANUARY 12, 2023
WEDNESDAY
6:00 P.M.**

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

ROLL CALL:

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

Absent: Commissioner Teresa Ortiz

Also present: Theresa Olivares, Assistant City Manager; Elizabeth Rodriguez, Public Services Director; Delfina Osterheim, Recreation Supervisor; Pedro Rodriguez, Public Works Services Supervisor; Daniel Grijalva, Aquatics Supervisor, and Laura Nieto, Chief Deputy City Clerk

**COMMISSION
REORGANIZATION**

CHIEF DEPUTY
CITY CLERK NIETO

Chief Deputy City Clerk Nieto presented the staff report and opened the floor to nominations for the position of Chair.

COMMISSIONER
ZEPEDA

Commissioner Zepeda nominated Commissioner Fraijo.

ROLL CALL

There being no further nominations, Chief Deputy City Clerk Nieto closed the floor to nominations and, on a call for the vote, Commissioner Fraijo was unanimously appointed to the position of Chair.

CHAIR FRAIJO

Chair Fraijo then opened the floor to nominations for the position of Vice Chair.

COMMISSIONER
ROMAN

Commissioner Roman nominated Commissioner Zepeda.

ROLL CALL

There being no further nominations, Chair Fraijo closed the floor to nominations and, on a call for the vote, Commissioner Zepeda was unanimously appointed to the position of Vice Chair.

**SWEARING-IN OF
COMMISSIONER
MICHELLE DURAN**

SWEARING-IN OF COMMISSIONER MICHELLE DURAN

The swearing-in of Commissioner Duran was conducted.

**SPONTANEOUS
COMMUNICATIONS**

DENA ZEPEDA

Dena Zepeda congratulated Chair Fraijo and Vice Chair Zepeda on their reappointments and raised an issue where she said that an

Irwindale resident was required to pay a \$25 fee to participate in a basketball league.

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 Ortiz absent.

ITEM NO. 1A **MINUTES**

MINUTES

The following minutes were approved as presented:

- 1) Regular meeting held December 7, 2022.

END OF CONSENT CALENDAR

NEW BUSINESS

ITEM NO. 2A **ASSEMBLY BILL** **2449 BROWN ACT** **TELECONFERENCING** **REQUIREMENTS**

ASSEMBLY BILL 2449 BROWN ACT TELECONFERENCING **REQUIREMENTS**

ASSISTANT CITY **MANAGER OLIVARES**

Assistant City Manager Olivares presented the staff report.

COMMISSIONER **ROMAN**

Responding to questions from Commissioner Roman, Assistant City Manager Olivares and Chair Fraijo explained the significance of Assembly Bill 2449.

COMMISSION **CONSENSUS**

Commission consensus was reached to receive and file the report.

RECREATION **MANAGER UPDATE**

RECREATION **SUPERVISOR** **OSTERHEIM**

Recreation Supervisor Osterheim provided an update on the following programs and activities:

- 1) Recreation staff coordinated with Public Works Services staff to provide coyote safety literature and coyote whistles to parents and children.
- 2) Staff hopes to relaunch the Kids Cooking Class in the spring and will be looking into cooking classes for adults.
- 3) Interested individuals may still register for winter classes, which begin this week. The Thrive and Shine, Throwback Dance, and

Dog Obedience classes have sufficient interested individuals to begin.

- 4) The first Dog Obedience class held its graduation ceremony recently with 11 of the 21 registered dogs having successfully completed the program.
- 5) Participants of the Day Camp and Teen programs enjoyed their trips to Knott's Berry Farm. The trip to AMC Movies in which both age groups were eligible to attend took place on December 27.
- 6) The participants of the Tiny Tots, Teeny Tots, Teen Club, and KidZone programs all enjoyed their respective Christmas parties last month. She thanked United Rock for donating toys to the Tots programs.
- 7) The Cookies & Milk with Santa activity was held on December 22. She thanked volunteers Sgt. Diego Cornejo, United Rock, and the Irwindale Police Department for their generous donations. A total of 42 children participated in the event.
- 8) The gym floor-resurfacing project began today. As a result, the basketball court, locker rooms, and cardio room are all closed. Full operation will resume on January 16.
- 9) Last month, 19 Recreation employees became certified through the Pro-Act training, which taught staff how to deescalate situations and how to control their own emotions during difficult moments.

AQUATICS **SUPERVISOR UPDATE**

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

- 1) An architect was hired to tour and suggest improvements to the Aquatic facility, to be completed before the opening of the next season.
- 2) Several Aquatics staff members attend the Pro-ACT training, which instructs staff about how to react when presented with behavioral challenges.
- 3) Staff is currently working on a tentative spring schedule.
- 4) The Aquatics facility is being maintained and monitored daily due to the recent storms.
- 5) The thermo pool covers did a great job in keeping debris out of the pool and gutter system during the storms.

PUBLIC WORKS **SUPERVISOR UPDATE**

Public Works Supervisor Rodriguez presented the following update:

- 1) Crews are working hard to restore the parks back to their normal conditions after the recent heavy storms.

- 2) Staff is also hard at work removing Christmas decorations from facilities.
- 3) Staff is also in the process of cleaning storm drains throughout parks and buildings.
- 4) Some buildings developed leaks with the storms. Staff acted quickly to clean any water that entered the buildings.
- 5) He thanked staff for working hard during the holidays, especially during the two-week closure of city facilities.

PUBLIC SERVICES
DIRECTOR UPDATE

Director Rodriguez presented the following update:

- 1) Public Works Services staff is working on looking for grants for projects such as the Irwindale Park Improvement Project, the Recreation building renovations, and the new Library project.
- 2) The public is invited to attend the January 19 visioning workshop for the new Library.
- 3) The Engineering Department is preparing to send out bids for the Irwindale Park Improvement Project. Staff hopes to award the contract at the March 8 City Council meeting, though that would depend on the progress of the bidding process.
- 4) She also thanked the staff that worked hard to retrofit the lighting in the Council Chambers to LED.

COMMISSIONER ITEMS
AND REQUESTS

CHAIR FRAIJO

Chair Fraijo thanked staff for donating coyote whistles to the participants of the Tiny Tots program, and stated that parents and children alike appreciated the gifts they received for Christmas. She then asked about the status of lifeguard availability for the upcoming Aquatics season, to which Supervisor Grijalva advised that all 24 Aquatics Aides and Lifeguards will return the next season. She thanked him for sharing the knowledge he gained at his recent training with the other members of this department. She also thanked Public Works Services staff for their hard work in setting up Christmas lights at the Senior Center, and thanked Director Rodriguez for keeping the Commission informed of the status of upcoming projects. She then requested that staff present an update on the fees that the Recreation and Aquatics Departments require of residents and non-residents. She also encouraged everyone to promote Healthy Irwindale programs, thanked former Parks & Recreation Commissioner Marguerite Sapien, and wished for everybody to act with positivity and kindness.

COMMISSIONER
to ROMAN

Commissioner Roman 1) thanked staff for distributing coyote whistles Tiny Tots participants, 2) thanked Recreation staff for the best Christmas activities ever, 3) requested that staff look into the issue that Dena Zepeda brought up during Spontaneous Communications, 4) thanked the Aquatics Division for their hard work and requested that it create a store and a snack shop, and for two luaus to be held this year, 5) thanked Public Works Services for their diligence in setting up holiday lighting and for keeping the parks safe and clean, 6) thanked Director Rodriguez for her hard work, and 7) expressed her joy that so many residents are participating in programs and activities.

COMMISSIONER
DURAN

Commissioner Duran stated that 1) the children loved all the activities and events held in December, and thanked the Recreation Department for arranging for them, 2) thanked Aquatics staff for keeping participants of pool programs safe, 3) thanked Public Works Services staff for acting quickly to repair damaged lighting, 4) thanked Director Rodriguez for the holiday lighting, and 5) thanked everyone for welcoming her to the Commission.

VICE CHAIR ZEPEDA

Vice Chair Zepeda 1) thanked Recreation staff for their wonderful Work, 2) thanked Aquatics staff and stated that she was excited for the new season and hopefully a new snack bar, 3) thanked Public Works staff for acting quickly to install holiday lighting at the Senior Center, and 4) requested that former Commissioner Marguerite Sapien be recognized, to which Director Rodriguez indicated that staff will reach out to her to see if she can attend the February meeting.

ADJOURNMENT

There being no further business to conduct, the meeting was adjourned at 7:37 p.m.

Armando Hegdahl, CMC
Management Analyst

City of
IRWINDALE
AGENDA REPORT

**PARKS & RECREATION
COMMISSION**

Date: February 1, 2023
To: Honorable Chair and Commission Members
From: Elizabeth Rodriguez, Public Services Director
Issue: Recreation Non-Registration Fees

Recommendation:

Parks and Recreation Commission review non-registration fees that are charged to program participants in Recreation.

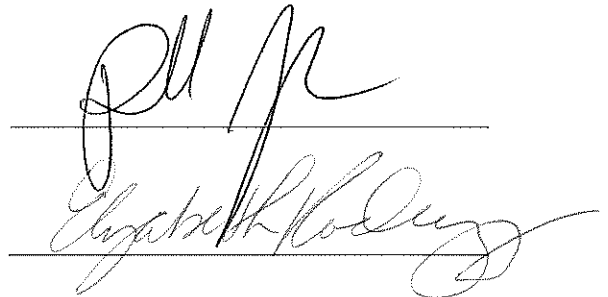
Administrative Action:

Submitted by:

Priscilla Zepeda, Recreation Manager
(626) 430-2226

Approved by:

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



The image shows two handwritten signatures. The top signature is in dark ink and appears to be 'Priscilla Zepeda'. The bottom signature is in blue ink and appears to be 'Elizabeth Rodriguez'. Both signatures are written over horizontal lines.

Background and Analysis:

At the Parks and Recreation Commission special meeting on January 12, 2023, a question was raised as to a \$25 fee charged for a tournament that was not played. Entry and registration fees are not transferred to program participants. The City of Irwindale pays for all fees related to entry and/or registration.

On July 28, 2021, City Council adopted a resolution that eliminated registration fees for all Irwindale residents and City employees. Previously residents paid \$10 to \$20 for classes, and up to \$40 for programs, along with various other fees like class material fees and/or commitment fees. Class material fees are set by the instructors to cover materials needed by individual participants and vary by class. They have included items such as Karate Gi (uniform), ballet uniform, yoga blocks, music books, etc. Commitment fees are charged for sports programs and have been in place for approximately 10 years. The commitment fees were introduced to youth sports to offset the amount of forfeits and no shows that were being experienced in Youth Sports. The funds collected were then used to purchase prizes, gifts and/or shirts for participants at the conclusion of the season.