



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

OCTOBER 5, 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 September 7, 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 October 5, 2022, to be posted at the City Hall, Library, and Post Office on September 29, 2022.

Armando Hegdahl, CMC

Armando Hegdahl, CMC
Management Analyst

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

SEPTEMBER 7, 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: 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

VERONICA LARA

Veronica Lara spoke on her past injuries and illnesses and how the Pool Walking program has alleviated some symptoms and provided a huge psychological boost. She thanked the Aquatics staff and suggested that they be recognized at a future City Council meeting.

CONSENT CALENDAR

MOTION

A motion was made by Chair Fraijo, seconded by Commissioner Ortiz, 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 August 3, 2022.

END OF CONSENT CALENDAR

NEW BUSINESS

ITEM NO. 2A
PROGRAM / CLASS
DISMISSAL POLICY

PROGRAM / CLASS DISMISSAL POLICY

MANAGER ZEPEDA

Manager Zepeda presented the report.

COMMISSIONER
ROMAN

Commissioner Roman spoke in favor of requiring at least 50% attendance at programs and/or classes and appreciated that staff would consider children's circumstances behind their absences. She also suggested that parents be made to volunteer at fundraisers.

- CHAIR FRAIJO Chair Fraijo asked about the amount of children on program waitlists, to which Manager Zepeda spoke on waitlist numbers. She noted that this matter is before the Commission since some children have been signed up for programs and classes but have not attended, which denies other children the opportunity to attend.
- Chair Fraijo suggested that the Recreation Supervisors call the parents of children that do not attend programs and classes to inquire whether they will attend in the future. She also spoke against requiring that parents volunteer since individuals must meet stringent requirements in order to volunteer. She also spoke against giving priority to current enrollees, since all should have the same opportunity to participate.
- COMMISSIONER ORTIZ Commissioner Ortiz concurred with Chair Fraijo and spoke in favor of option two as shown in the staff report, where participants' monthly attendance must meet or exceed 50% or they will be dropped from the program/class.
- MANAGER ZEPEDA Manager Zepeda advised that parents would often speak to staff regarding the circumstances behind their child's absences, and noted that staff makes every attempt to assist the parents so that their child may remain enrolled.
- CHAIR FRAIJO Chair Fraijo suggested that notices be sent to the parents of children that are routinely absent from classes.
- VERONICA LARA Veronica Lara suggested that flyers include verbiage to notify parents that their children may be dropped from classes due to absences, to which Manager Zepeda advised that the language would be included on registration forms.
- MICHELLE DURAN Responding to a comment by Michelle Duran, Chair Fraijo advised that children that are currently enrolled in programs are not given priority when re-enrolling in the same program.
- Michelle Duran spoke on her family's experiences in signing up for Recreation programs and suggested that children that attend regularly should be given priority when re-enrolling.
- COMMISSIONER ROMAN Commissioner Roman suggested accepting signups for volunteers on big, bright sheets of paper, to which Director Rodriguez noted that the option to sign up to assist during fundraisers is usually offered. However, in order to volunteer for classes, the volunteers would be required to go through a more stringent process, including being fingerprinted. This is the reason why volunteers are usually recruited only for fundraising events.

- COMMISSIONER ROMAN Commissioner Roman suggested that priority be given only to Irwindale residents when signing up for programs.
- MANAGER ZEPEDA Manager Zepeda noted that children are enrolled in yearlong programs. However, depending on the Commission's preference, staff can monitor attendance on a monthly basis.
- DIRECTOR RODRIGUEZ Director Rodriguez stated that staff understands the Commission's preference and will prepare a policy for the Commission to review and provide input at a future Commission meeting, after which it would be presented to the City Council for discussion and approval. She advised that the policy will include steps in an attempt to alleviate attendance concerns, and that program dismissal would be listed only as a last resort.
- CHAIR FRAIJO Chair Fraijo suggested that staff look into expanding programs if there are multiple children on its waiting list.
- ITEM NO. 2B
STATUS OF THE
IRWINDALE
RECREATION AND
PUBLIC LIBRARY
CAPITAL
IMPROVEMENT
PROJECT STATUS OF THE IRWINDALE RECREATION AND PUBLIC LIBRARY CAPITAL IMPROVEMENT PROJECTS (Verbal Update)
- DIRECTOR RODRIGUEZ Director Rodriguez presented the staff report. She noted that Engineering staff entered into an agreement with the project architect to design the Library extension project. It was decided that a new Library would be the better option, which the City Council approved. Due to the change in the scope of work, Engineering staff sent out the project for proposals. Staff is currently reviewing the proposals and hopes that the plans and specifications as well as cost estimates will be approved at a future City Council meeting. The Dan Diaz Recreation Center Improvement Project is in a similar scenario, where seismic retrofitting is needed for the facility since it serves as an emergency shelter.
- CHAIR FRAIJO Replying to a question by Chair Fraijo, Director Rodriguez advised that staff is looking into securing grants to offset the costs of the projects. She noted that the project, which would include the removal of several walls and the creation of larger rooms to accommodate larger programs, had the project go out to bid, but that staff found the need to reject the bids due to inconsistencies. The new Library will include a new parking area.

COMMISSIONER SAPIEN Replying to a question by Commissioner Sapien, Director Rodriguez indicated that the city has hired a contract grant writer. She noted that \$500,000 was secured from Assemblymember Blanca Rubio, and that staff is working on determining how to best use the funding.

COMMISSIONER ROMAN Commissioner Roman suggested looking into creating additional storage room at the Dan Diaz Recreation Center.

ITEM NO. 2C AQUATICS INCIDENT REPORT UPDATE FOR 2022 SEASON

SUPERVISOR GRIJALVA Supervisor Grijalva presented the staff report.

CHAIR FRAIJO Chair Fraijo commended Supervisor Grijalva as well as the Aquatics team for working diligently to prevent accidents and incidents.

COMMISSIONER ROMAN Commissioner Roman requested that incident reports be presented to the Commission every three months.

VERONICA LARA Veronica Lara thanked Supervisor Grijalva and the Aquatics staff for the wonderful Luau event held recently.

RECREATION
MANAGER UPDATE

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

- 1) The KidZone program, which boasts 40 participants, resumed on August 15. Staff worked very hard to prepare the KidZone classroom for the new school year.
- 2) The Teeny Tots programs will resume on September 12 with a full class, and two on the waiting list. The Tiny Tots program would have begun next week, but requires registration by a few more students first.
- 3) The Irwindale Teen Club has returned. Staff is busy planning and preparing for the program events and activities.
- 4) The Pickleball program concluded today with a Round Robin tournament. Certificates, prizes, and giveaways were enjoyed by all. Indoor Pickleball will be offered on Monday and Wednesday evenings.
- 5) Competition Cheer has started the season. Participants are preparing for their cheer competitions beginning in 2023.
- 6) Registrations are still being accepted for fall classes and programs including Flag Football, Karate, Ballet, and more.
- 7) The Recreation Department has processed 114 bus passes for

the 2022/2023 school year. All students are required to present their bus passes in order to ride the bus.

- 8) MariachiFest began last Friday. The event is open to the public; attendees are not required to make reservations. Staff is proposing to move MariachiFest to Thursdays in 2023 so that it does not compete with Friday Night Lights, and to possibly obtain lower rates from the entertainers.
- 9) October will be declared as Anti-Bully Month in Irwindale by the City Council at its meeting of October 12.
- 10) The week of October 5 – 9 is Customer Service Week.
- 11) A flyer with details regarding the upcoming Halloween-related events will be mailed to residents soon.

COMMISSIONER
ORTIZ

Commissioner Ortiz thanked Manager Zepeda for the MariachiFest and commended her and her staff for such a wonderful event.

COMMISSIONER
SAPIEN

Commissioner Sapien thanked staff for the amazing MariachiFest decorations.

COMMISSIONER
ROMAN

Commissioner Roman thanked Commissioners Sapien and Ortiz for attending the event and thanked staff for their hard work in organizing the event.

CHAIR FRAIJO

Chair Fraijo thanked Recreation staff for their creativity and dedication to organizing exciting programs and activities that unite the community.

AQUATICS **SUPERVISOR UPDATE**

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

- 1) Aqua Stand Up classes are currently being held on Saturday and Sunday mornings, with another class being offered on Wednesday and Friday afternoons. Feedback for the class has been phenomenal. The class will run until September 23.
- 2) The Swim Team wrapped up its summer practice season on August 11.
- 3) Swim lessons finished its third session on August 12, with nearly 250 participants.
- 4) Parent and Me also completed the summer session on August 14. Forty-two infants/toddlers participated in the class.
- 5) The Aquatics Center hosted a community luau on August 20, sponsored by the Irwindale Community Foundation. All individuals previously placed on the waiting list were able to attend. He thanked all volunteers, staff, and vendors that participated in the event.

- 6) Recreational swimming is being offered on Saturdays and Sundays until September 25.
- 7) Mindful Waters is held on Tuesday and Thursday afternoons.
- 8) Aqua Stand Up is held on Wednesday and Friday afternoons, now through October 28.
- 9) The Irwindale Sharks Swim Team has been active and has even competed against the Covina team recently. He thanked the Swim Team coaches and staff.
- 10) Staff looks forward to participating in the city's first USA Swimming Sectional Meet later this month.
- 11) Two Aquafitness classes are being offered from Tuesday through Friday, one from 5:30 p.m. through 6:30 p.m., and another from 6:30 p.m. through 7:30 p.m. The next Aquafitness session will run from September 27 through October 28.
- 12) Lap Swimming is offered from Tuesday through Friday from 5:30 p.m. through 6:30 p.m., and another from 6:30 p.m. through 7:30 p.m.
- 13) He also showed two quick video clips highlighting summer Aquatics activities.

COMMISSIONER
ORTIZ

Commissioner Ortiz commended Supervisor Grijalva for all he has accomplished during the past year.

COMMISSIONER
SAPIEN

Commissioner Sapien encouraged the Aquatics staff to keep up the good work.

COMMISSIONER
ROMAN

Commissioner Roman concurred with Commissioners Ortiz and Sapien.

VICE CHAIR ZEPEDA

Vice Chair Zepeda thanked Supervisor Grijalva and stated that everyone enjoyed the summer activities.

CHAIR FRAIJO

Chair Fraijo thanked the Aquatics staff and stated that the programs offered benefit the entire community.

MICHELLE DURAN

Michelle Duran thanked staff and the Commission for its support of pool programs.

PUBLIC WORKS
SUPERVISOR UPDATE

Public Works Supervisor Rodriguez presented the following update:

- 1) Staff has worked hard to ensure all a/c units are functioning properly at all city facilities in light of the ongoing heatwave.
- 2) Street staff has also worked hard to maintain all city streets.
- 3) Park maintenance staff has replaced trees in empty planters at Jardin de Roca Park, and repaired two sprinkler valves and a main-line leak at the softball field.
- 4) All pavers for the Memorial Garden have been installed.

- 5) Various requests have been completed at the KidZone area, such as organizing materials and installing a television in the Recreation Center lobby.
- 6) Various lights were repaired in the back hallway of the Recreation Center.
- 7) Holes at the balcony wall have been repaired; staff is waiting to receive paint to paint the repaired areas.
- 8) Staff has worked hard to ensure that everything is set up properly for the upcoming MariachiFest.
- 9) Park staff attended sports field training.

COMMISSIONER
ORTIZ

Commissioner Ortiz thanked Public Works staff for keeping the parks clean.

COMMISSIONER
ROMAN

Responding to a question by Commissioner Roman, Manager Zepeda advised that the television at the Gym shows a continuous loop of Recreation activities, events, and classes.

Commissioner Roman also asked about the Senior Center functioning as a Cooling Center, to which Director Rodriguez advised that it was activated last Wednesday, and noted its availability to all.

VERONICA LARA

Veronica Lara thanked staff for the Cooling Center and suggested interested individuals call 211 for the County hotline for information on other nearby cooling centers.

CHAIR FRAIJO

Chair Fraijo requested that the turf that will be removed during the upcoming park remodel be replaced with more turf, though she also expressed concern over the likelihood of future watering restrictions, to which Director Rodriguez recommended proceeding with the installation of new turf, since staff is already working on upgrading the park's watering system that meets the plumbing code as well as drought requirements.

Chair Fraijo also repeated a request to look into utilizing recycled water for turf irrigation, to which Director Rodriguez noted that staff could look into it further, though preliminary studies show that the infrastructure necessary for this request would cost millions.

Chair Fraijo thanked the Public Works staff for working so diligently in ensuring that the parks remain beautiful.

PUBLIC SERVICES
DIRECTOR UPDATE

Director Rodriguez presented the following update:

- 1) Staff has been using the message board in front of City Hall as a marquee to display various messages. Staff can also use it to notify the public about the availability of the Cooling Center.

- 2) The plans and specifications for phases 4 and 5 of the Park Improvement Project will go before the Council for approval at its September 14 meeting. If approved, the Engineering department will publish a request for bids. Staff anticipates awarding the contract in about two months.

CHAIR FRAIJO

Chair Fraijo suggested that the remaining phases of the Park Improvement Project not be conducted during peak Recreation activity season, to which Director Rodriguez indicated that staff from the Engineering and Recreation Departments would work together to schedule the work once the busy season ends.

DIRECTOR
RODRIGUEZ

Director Rodriguez added that staff has met with CA Consulting regarding the participation in various grant applications, and is seeking to secure grants to assist in projects such as the Park Improvement Project, seismic retrofitting, upgraded generators, roofing and HVAC systems, roofing, pool deck resurfacing, building remodel, skate area resurfacing, replacement of thermostats citywide, and the installation of solar panels, among other things.

COMMISSIONER
ROMAN

Responding to a comment by Commissioner Roman, Director Rodriguez spoke on grant requirements and how many of them are available depending on the size of the city's population. She noted that staff has spoken to local legislators to seek their assistance in receiving grants.

COMMISSIONER ITEMS AND REQUESTS

COMMISSIONER
SAPIEN

Commissioner Sapien asked about the proposed dog obedience class, to which Manager Zepeda advised that staff is trying to finalize the schedule. Details on the program will be advertised to all residents through a flyer.

COMMISSIONER
ORTIZ

Commissioner Ortiz requested that staff work on creating a spin class and purchasing spin bikes. She also suggested creating kickball and dodgeball programs.

CHAIR FRAIJO

Chair Fraijo requested that staff prepare and present a class dismissal policy at the next meeting.

ADJOURNMENT

There being no further business to conduct, the meeting was adjourned at 8:01 p.m.

Armando Hegdahl, CMC
Management Analyst