

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

NOTICE AND AGENDA FOR THE REGULAR MEETING OF THE

IRWINDALE PARKS & RECREATION COMMISSION

NOVEMBER 1, 2023

6:00 P.M.

IRWINDALE COUNCIL CHAMBER

VIA VIEW-ONLY WEBINAR: <https://us02web.zoom.us/j/83373897360>

Listen over Phone: 669-900-6833; enter webinar ID: 833-7389-7360

In the event that a Zoom broadcast is unavailable, staff will promptly notify the public through its social media platforms. The public meeting will proceed in accordance with the Brown Act.

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



CALL TO ORDER**PLEDGE OF ALLEGIANCE****INVOCATION**

**ROLL CALL: Commissioners: Michelle Duran, Teresa Ortiz, Carmen Roman,
Vice Chair Belen Zepeda, Chair Paula Fraijo**

AB 2449 DISCLOSURES

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

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.

1. Minutes

Recommendation: Approve the following minutes:

A. Regular meeting held October 4, 2023.

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.

Any public member addressing the Board shall limit his or her address to three (3) minutes regarding the subject under discussion. If a member of the public wishes to donate their time to another speaker, both persons must be physically present and in attendance of the meeting. In no event shall any donations of time exceed six minutes of total speaking time per person on any one item. The Presiding Officer may, in his or her discretion, extend the 3-minute time limitation for the particular subject under discussion for all speakers. In no event shall the total amount of speaking time exceed 6 minutes per person for the subject under discussion. Organized group of persons wishing to address the Board on the same subject matter, should select a spokesperson to represent the group, so as to avoid unnecessary repetition. The Commission may regulate a speaker who is speaking too long, being unduly repetitious, or extending discussion of irrelevancies.

Public Comments will be heard in the following order:

1 – Email comments

2 – In-person attendees

NEW BUSINESS

2. Shark Shack Summer 2023 Summary of Sales

Recommendation: Receive and file

RECREATION MANAGER UPDATE

AQUATICS SUPERVISOR UPDATE

PUBLIC WORKS SUPERVISOR UPDATE

PUBLIC SERVICES DIRECTOR UPDATE

COMMISSIONER COMMENTS AND FUTURE DISCUSSION REQUESTS

ADJOURN

AFFIDAVIT OF POSTING

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

Armando Hegdahl

Armando Hegdahl, CMC
Management Analyst

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

OCTOBER 4, 2023
WEDNESDAY
6:00 P.M.

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

ROLL CALL: Present: Commissioners Michelle Duran, Teresa Ortiz, Carmen Roman; 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; and Armando Hegdahl, Management Analyst

AB 2449 DISCLOSURES None.

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. 1
MINUTES

MINUTES

The following minutes were approved as presented:

- 1) Regular meeting held September 6, 2023.

END OF CONSENT CALENDAR

SPONTANEOUS
COMMUNICATIONS

There were no speakers.

RECREATION
MANAGER UPDATE

RECREATION
MANAGER ZEPEDA

Recreation Manager Zepeda provided the following update:

- 1) She has reached out to the president of the San Gabriel Valley LGBTQ chapter to discuss ideas for an event that Irwindale could participate in but has yet to hear back.
- 2) The Teen Club has a Board, complete with a President, Giovanni Salgado.
- 3) She thanked staff from all departments for their hard work in organizing the MariachiFest concerts in September.
- 4) Twenty participants joined in a soccer clinic with SoFive Soccer Center last month. Staff also discussed staff's efforts in disseminating information regarding the clinic.
- 5) She also provided the dates for upcoming events and activities.

- 6) She recognized Recreation Aide Alan Hernandez for being selected as the Recreation Department's Employee of the Quarter.
- 7) She also noted that this is Customer Service Week and acknowledged members of staff for their roles in providing quality customer service to the public.

DIRECTOR RODRIGUEZ Director Rodriguez noted that the commission previously consented in organizing a trip in recognition of Pride Month, to which Chair Fraijo stated that staff could let the community know about such a trip so that those who would like to participate may do so.

AQUATICS **SUPERVISOR UPDATE**

AQUATICS
SUPERVISOR GRIJALVA

Aquatics Supervisor Grijalva provided the following update:

- 1) The Recreational Swimming sessions offered during September weekends have concluded.
- 2) The Aquatics Center fall schedule will run from October 2 through November 2.
- 3) He provided the details on scheduled sessions of Mindful Waters, Senior Splash/Aqua Walk & Lap Swimming, Aqua Stand Up & Aqua Fitness, and Swim Team.
- 4) He also advised that he will be attending the Annual SCMAF Institute conference tomorrow.

CHAIR FRAIJO

Chair Fraijo asked for the number of program participants for September, which Supervisor Grijalva acknowledged participation was a bit lower. Chair Fraijo recommended that a sign be placed on the facility windows indicating that weekend swim sessions are open, which may drum up more participation.

COMMISSIONER
ROMAN

Commissioner Roman thanked staff for having the pool open until November.

VICE CHAIR ZEPEDA

Vice Chair Zepeda stated that all attendees enjoyed the luau.

CHAIR FRAIJO

Chair Fraijo asked how successful the new snack bar has been, to which Supervisor Grijalva stated that it is doing well and noted that he would inform the Commission next month regarding the snack bar's sales. Chair Fraijo suggested that a sign be placed near the gate advertising that the snack bar is open.

PUBLIC WORKS **SUPERVISOR UPDATE**

**PUBLIC WORKS
SUPERVISOR
RODRIGUEZ**

Public Works Supervisor Rodriguez presented the following update:

- 1) Staff is working on repairing a few irrigation main line leaks.
- 2) Staff also repaired exercise equipment at Jardin de Roca Park.
- 3) Building maintenance staff is working on the offices for the Maintenance and Engineering Departments.
- 4) He also thanked staff for their diligence in preparing for recent Recreation Department events.
- 5) Staff recently attended environmental safety and workplace harassment prevention trainings.

**COMMISSIONER
ROMAN**

Responding to a concern by Commissioner Roman, Supervisor Rodriguez noted an issue with the timer for the lighting at the park. However, staff is arranging for the repair and have made temporary fixes so that the park is properly illuminated.

Commissioner Roman requested that signs be placed warning motorists to drive carefully and to be on the lookout for trick-or-treaters. She also requested that the windscreens on the fencing that enclose the park areas that are under construction be removed since the homeless may trespass into the areas.

DIRECTOR RODRIGUEZ

Director Rodriguez recommended against the suggestion and advised that the areas are under surveillance by three cameras and noted that staff is working closely with the Police Department to mitigate any problems.

VICE CHAIR ZEPEDA

In response to a question by Vice Chair Zepeda, Supervisor Rodriguez noted that the sprinklers are down momentarily due to the water main line leaks. However, the contractor of the park project is watering the trees.

**COMMISSIONER
ORTIZ**

Commissioner Ortiz asked about the availability of restrooms, to which Supervisor Rodriguez indicated that trailer restrooms are available. Commissioner Ortiz also noted that the grass at El Nido Park seems to be dying, to which Supervisor Rodriguez stated that he would follow-up on the concern.

CHAIR FRAIJO

In reply to several questions by Chair Fraijo, Supervisor Rodriguez advised that: 1) staff is working on fertilizing and placing winter seed on the parks' lawns, 2) the bearings of certain exercise equipment at the Skate Park have been repaired, and 3) reported on an incident that required the intervention of the Police Department just outside the Skate Park.

**PUBLIC SERVICES
DIRECTOR UPDATE**

DIRECTOR RODRIGUEZ Director Rodriguez presented the following update:

- 1) All city departments have been invited to participate in the upcoming Trunk or Treat event.
- 2) She recognized the renaming of a city facility in honor of David Fraijo Martinez held on September 23.
- 3) Athens Services, in collaboration with the City, will host a bulky item pickup event on October 13.
- 4) Athens is providing free compost during a giveaway event to be held on October 14.
- 5) She provided an update on the Irwindale Park Improvement Project and noted that staff has requested that the contractor set up temporary lighting in the area.
- 6) She also thanked all that attended the recent city-facility renaming event honoring David Fraijo Martinez.

CHAIR FRAIJO Chair Fraijo expressed concern over wheelchair access along the sidewalks near the park construction area, to which Director Rodriguez noted that she would speak to Engineering staff as well as the contractor to determine how to best provide access.

DIRECTOR RODRIGUEZ Director Rodriguez also encouraged participating in the City's Pledge Leader program.

**COMMISSIONER
COMMENTS AND
FUTURE DISCUSSION
REQUESTS**

COMMISSIONER ROMAN Commissioner Roman requested that social media posts include additional details relating to programs and events, such as the dates and times that individuals may sign up. She also suggested that the next MariachiFest concert series end on September 16 with a western-themed concert held the following week.

COMMISSIONER ORTIZ Responding to a question by Commissioner Ortiz, Manager Zepeda advised that detailed information regarding all Recreation programs and activities are included in the city website.

COMMISSIONER DURAN Commissioner Duran expressed her preference for the MariachiFest concerts to be held on Fridays since Thursdays are school nights and many are unable to attend. She also noted issues with homeless individuals at the bus stop across the street.

COMMISSIONER ROMAN Commissioner Roman asked whether the bus stop could be fenced off.

DIRECTOR RODRIGUEZ Director Rodriguez advised that staff has discussed replacing the existing bus stop with a smaller one and indicated that the project would be considered under next year's budget. She also stated that the current bus stop could not be fenced off since it is an active site for Foothill Transit.

CHAIR FRAIJO Chair Fraijo requested that the Commission review the rental policy at the next meeting and asked that staff look into any open space available within the city for the potential development of a designated football field, with the results to be presented to the Commission.

Responding to a concern by Chair Fraijo, Manager Zepeda advised that staff has included verbiage in Spanish on program flyers with a phone number that could be dialed for additional information in Spanish.

DIRECTOR RODRIGUEZ Director Rodriguez added that the Aquatics and Senior Center flyers include the same verbiage.

ADJOURNMENT

There being no further business to conduct, the meeting was adjourned at 7:04 p.m. in memory of Richard Herrera.

Armando Hegdahl, CMC
Management Analyst

- ☐ City Council
- ☐ Successor Agency
- ☐ Housing Authority
- ☐ Reclamation Authority
- ☐ Joint Powers Authority

City of
IRWINDALE
AGENDA REPORT

Date: *November 1, 2023,*
To: Honorable Chair and Commission Members
From: Elizabeth Rodriguez, Public Services Director
Issue: *Shark Shack Summer 2023 Summary of Sales*

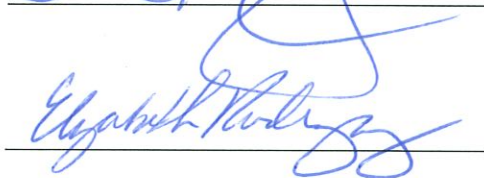
Recommendation:

Recommended action: Receive and file the Shark Shack Summer 2023 Summary of Sales.

Administrative Action:

Submitted by:

Daniel Grijalva, Aquatics Supervisor
(626) 430-2247

Approved by:

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

Background and Analysis:

This past 2023 Summer Season, staff was excited to relaunch the snack bar at the Irwindale Aquatics Center. The relaunch also came with the renaming of the snack bar and the addition of a small store. The new name approved by both the Parks and Recreation Commission and City Council is Shark Shack and Rosie's Treasures. For the purposes of this report, staff will be focusing on an update from Shark Shack only, which provides patrons with classic foods, healthier options, and drinks.

The newly relaunched Shark Shack opened to the public on July 18, 2023 and served through August 18, 2023 for a total duration of five weeks. All the classic favorites such as hot dogs, nachos, pizzas, drinks and some new healthy snack options like Goldfish, Veggie chips, Smart-Pop popcorn, and Frozen Minute Maid Cups were available on the

menu. Drinks such as Gatorade, Gatorade Zero, water, Vitamin water and flavored mineral water were also items on the menu.

During the five-weeks Shark Shack was opened to the public, a total \$865.00 was raised. The weekly breakdown is outlined below:

Week 1= \$35.00

Week 2= \$250.00

Week 3= \$304.00

Week 4= \$196.00

Week 5= \$80.00

Listed in the chart below is the total of each item sold during the 5-weeks of operation.

Hot Dogs	Chili or Cheese Dog	Chili Cheese Dog	Total
62	8	18	86
Cheese Nachos	Chili Cheese	Strips	
37	37	47	91
Cheese Pizza	Pepperoni Pizza		
12	21		33
Minute Maid Cups			
23			23
Smart Pop			
17			17
Goldfish			
10			10
Veggie Chips			
6			6

Regular Water	Mineral Water	Vitamin Water	Gatorade	Gatorade Zero
62	10	28	73	13

On Thursday, August 3, 2023, the Shark Shack was also opened in the evening during the Business Expo to assist in case the food ran out from the vendors participating in this event. The food did run out and the Shark Shack was able to raise \$173.50 that evening during its 2 hours of operation.

The Shark Shack has a tentative reopen date for Monday June 10, 2024 and will remain open until Friday, August 16, 2024 for a total of 10 weeks.