

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
SAPIEN
COMMISSIONER

AGENDA FOR THE REGULAR MEETING OF THE

PARKS & RECREATION COMMISSION

APRIL 6, 2022

6:00 P.M.

IRWINDALE COUNCIL CHAMBER

Limited Public Access

Pursuant to Irwindale Resolution No. Resolution No. 2022-20-3270

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 (In-Chamber Attendance Limited to nine members of the public with overflow seating available in the Outer Council Chamber)

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 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 March 2, 2022
2. Special meeting held March 12, 2022

2. NEW BUSINESS

A. Irwindale Municipal Code 9.32 – Graffiti Prohibition and Removal Presentation (Verbal Update)

B. Irwindale Park Improvements Project Phase IV and V Update

Recommendation: Receive and file the update on the Irwindale Park Improvements Project Phases IV and V, or provide direction.

C. Update on Library Location (Verbal Update)

D. Draft School / Charter Bus Video Surveillance System Policy

Recommendation: Review and approve the included draft School/Charter Bus Video Surveillance Policy and recommend that the Policy be presented to the City Council for consideration at its next regularly scheduled meeting.

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 April 6, 2022, to be posted at the City Hall, Library, and Post Office on March 30, 2022.

Armando Hegdahl

Armando Hegdahl, CMC
Management Analyst

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

**MARCH 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 Marguerite S. Lopez, Carmen Roman;
Vice Chair Belen Zepeda; Chair Paula Fraijo

Absent: Commissioner Teresa Ortiz

Also present: Julian A. Miranda, City Manager; Theresa Olivares, Assistant City Manager; Priscilla Zepeda, Recreation Manager; Pedro Rodriguez, Public Works Services Supervisor; Daniel Grijalva, Aquatics Supervisor, Jeff Wagner, IT Manager; and Armando Hegdahl, Management Analyst

**INTRODUCTION OF
CITY MANAGER
JULIAN A. MIRANDA**

INTRODUCTION OF CITY MANAGER JULIAN A. MIRANDA

The introduction was made.

**SPONTANEOUS
COMMUNICATIONS**

COMMISSIONER
ROMAN

Commissioner Roman requested to open the meeting in memory of Ricardo Miranda.

CONSENT CALENDAR

MOTION

A motion was made by Chair Fraijo, seconded by Commissioner Lopez, 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 February 2, 2022

END OF CONSENT CALENDAR

NEW BUSINESS

ITEM NO. 2A
IRWINDALE PARK
IMPROVEMENTS
PROJECT PHASES
IV AND V UPDATE

IRWINDALE PARK IMPROVEMENTS PROJECT PHASES IV AND V
UPDATE

ASSISTANT CITY MANAGER OLIVARES	Assistant City Manager Olivares presented the staff report.
CHAIR FRAIJO	Chair Fraijo clarified her request of having this item placed on the agenda, and indicated that she was interested in receiving more details on the specific items that would be included in phases IV and V. She indicated that the Commission would like to provide input on the phases before they are approved by the Council.
ASSISTANT CITY MANAGER OLIVARES	Assistant City Manager Olivares responded by indicating that recent phases only had minor, technical issues still pending, such as the color of tile in the restrooms. She added that phases IV and V would include landscaping at the north side of the park, the addition of two restrooms, construction of a new picnic shelter and picnic area, new horseshoe pits and a cornhole area, as well as new lighting in various areas.
COMMISSIONER LOPEZ	Replying to a question by Commissioner Lopez, Supervisor Rodriguez advised that staff will include a conduit to hardwire a camera at a location that would cover the entrances to the park restrooms. He added that the east side of the park will include new sod.
ASSISTANT CITY MANAGER OLIVARES	Assistant City Manager Olivares advised that the camera that Supervisor Rodriguez referenced would be a direct feed and not a wireless connection.
CHAIR FRAIJO	Responding to a request by Chair Fraijo, Assistant City Manager Olivares advised that staff will share the various layouts for phases IV and V with the Commission at its next regular meeting. Chair Fraijo stated her desire to ensure that no palm trees are removed, and that any other trees that are removed be replaced with new trees.
<u>ITEM NO. 2B</u> SPECIAL PARKS & RECREATION MEETING ON SATURDAY, MARCH 12, 2022	SPECIAL PARKS & RECREATION MEETING ON SATURDAY, MARCH 12, 2022
ASSISTANT CITY MANAGER OLIVARES	Assistant City Manager Olivares presented the staff report.
CHAIR FRAIJO	Chair Fraijo requested that the agenda for this meeting include details to encourage individuals to provide input on any park and facility located in the city, to which Assistant City Manager Olivares indicated that an item can be added to the agenda to discuss this topic before

the Commission departs for its tour of Irwindale Park and Jardin de Roca Park.

COMMISSIONER
LOPEZ

Commissioner Lopez suggested for staff to provide a checklist of the facilities that will be visited during the special commission meeting.

COMMISSIONER
ROMAN

Commissioner Roman requested that writing pads and pencils be provided to the Commissioners so that they could take notes during their tour. She also requested to be transported to the various sites on a "Gator" utility vehicle.

RECREATION
MANAGER UPDATE

RECREATION
MANAGER ZEPEDA

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

- 1) The following trips were held and/or have been scheduled:
 - A) Family Trip to the Hollywood Museum – February 26
 - B) Family Trip to the LA Farmers Market and Grove – March 26
 - C) Day Camp and Teen Trips for April are being finalized
 - D) Family Trip to Old Town San Diego – April 23
- 2) The following classes and programs have been scheduled:
 - A) The Kindness Krew has staff working on a kickoff meeting
 - B) Walk n' Roll launched last week
 - C) The Competition Cheer has its first set of competitions scheduled for March 26 and April 9
 - D) The Mighty Coyotes basketball team has participated in both home and away games.
 - E) Registrations for the Ballet and Karate Youth Classes will begin this month.
 - F) Staff thanks the Irwindale Community Foundation for the soft play equipment that it secured for the Teeny and Tiny Tots programs.
- 3) The Recreation Department will be offering the following activities related to the 4th of July:
 - A) Star Spangled Community Picnic – July 2
 - B) 4th of July Spectacular Fireworks Show – July 4
 - C) 7th Music in the Park – July 7
- 4) Staff is working on preparing the Summer Music in the Park Concert Series and Sunset Cinema schedules.
- 5) This year's Music in the Park concerts will feature veteran and new bands.
- 6) The Locks of Love display concluded on Monday.
- 7) The Easter Eggstravaganza event will take place on April 16.
- 8) The Spring Sunset Cinema will take place on April 8.
- 9) Samantha Rosales was recognized as the 2021 Recreation Employee of the Year.

COMMISSIONER LOPEZ Commissioner Lopez requested to be informed of the location of the locations for the Cheer competitions so that she could attend.

CHAIR FRAIJO Chair Fraijo thanked staff for a full spring and summer schedule, since it benefits so many members of the community.

COMMISSIONER ROMAN Commissioner Roman recognized Mikaela at the Recreation Department for her efforts in scheduling activities for the Teeny Tots program participants.

AQUATICS
SUPERVISOR UPDATE

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

- 1) The Swim Team, Aqua Walk, and Lap Swimming programs will begin on March 28.
- 2) The Swim Team has a parent information meeting scheduled for this Saturday.
- 3) The Swim Team Assessment Days will begin March 7 and will last two weeks.
- 4) The Aquafitness program will begin on April 4, with two classes available. Resident registrations begins March 14; non-resident registrations begin March 21.
- 5) Applications received for the Aquatics Aide, Cashier, Senior Lifeguard, and Assistant Pool Manager Positions have been reviewed and interviews have been scheduled. Applications for Lifeguard are still being accepted.
- 6) He spoke on his attendance at the CJPIA Parks and Recreation Academy held in Indian Wells recently.
- 7) Public Works Services has installed the flagpole to display the day's air quality.

CHAIR FRAIJO Chair Fraijo thanked Supervisor Grijalva for the schedule and encouraged that staff be promoted from within. She also stated that she was happy to have staff attend trainings that make them grow professionally.

PUBLIC WORKS
SUPERVISOR UPDATE

Public Works Supervisor Rodriguez presented the following update:

- 1) Staff has planted the birds of paradise plants at the front of Jardin de Roca Park, as requested by Commissioner Lopez, and is planting other plants throughout the park.

- 2) Staff has installed the flagpole for the Aquatics Center to indicate the air quality.
- 3) Workers are preparing the Memorial Garden area for the upcoming State of the City event.
- 4) One Maintenance Aide will be attending the CPRS conference next week and will share the information received with other staffers.
- 5) Staff worked with the Police Department for assistance with a group that visited the park and deliberately littered and became a nuisance.

CHAIR FRAIJO

Responding to a question by Chair Fraijo, Supervisor Rodriguez spoke on the disruptions caused by the group and how the Police Department had the group removed from the park.

Chair Fraijo also asked whether the information learned at conferences would be shared with staffers that did not attend, to which Supervisor Rodriguez confirmed that it would be shared.

Chair Fraijo praised the Public Works Services department for doing their best to keep the parks beautiful.

COMMISSIONER
ROMAN

Commissioner Roman also thanked staff for their hard work and dedication.

VICE CHAIR ZEPEDA

Vice Chair Zepeda requested for staff to spruce up the gym stage, to which Supervisor Rodriguez said he would look into options to improve the stage's appearance.

PUBLIC SERVICES
DIRECTOR UPDATE

Assistant City Manager Olivares presented the following update:

- 1) WS Pave will resurface the parking lot in front of City Hall and will add two new ADA-accessible parking spaces beginning May 20.
- 2) Staff posted signs to warn park patrons about the presence of raccoons. She noted, however, that sightings have decreased recently.
- 3) The school bus video camera policy is being finalized and will be presented to the commission before approval by the City Council.
- 4) The city will continue requiring that all employees and visitors to city facilities wear facemasks, until further notice. Employees that are not fully vaccinated must provide negative COVID-19 test results every three days and must wear masks.

COMMISSIONER
LOPEZ

In reply to a question by Commissioner Lopez, Assistant City Manager Olivares advised that employees that fail or refuse to meet requirements might face disciplinary action through the city's meet-and-confer process with the employee's bargaining unit in

accordance with the employee handbook. Assistant City Manager Olivares noted, however, that employees and the public in general have been very understanding and have worn masks.

**COMMISSIONER ITEMS
AND REQUESTS**

COMMISSIONER LOPEZ Commissioner Lopez looked forward to the summer concert band lineup.

VICE CHAIR ZEPEDA Vice Chair Zepeda thanked staff and stated that she can't wait for the spring and summer activities.

COMMISSIONER ROMAN Commissioner Roman expressed her joy that residents will be given more opportunities to gather and thanked staff for its hard work.

CHAIR FRAIJO Chair Fraijo requested that staff keep the commission involved in the preparation of the plans for the remodeling of the Dan Diaz Recreation Center and the Library, to which Assistant City Manager Olivares advised that staff will present an item to the City Council at its meeting of March 9 with information regarding the possible location of a new Library. This meeting will be followed by a community workshop regarding the Library and Recreation Center. The information provided at these meetings will be brought to the commission so that it could be made aware of the wishes of the community.

Chair Fraijo also requested that the commission be informed of the community's reaction to the 4th of July events that staff has scheduled: the additional concert for Music in the Park, the Community Independence Day Picnic, and the Fireworks Spectacular show. She noted that it may be difficult for the community to deviate from the traditional events, and suggested discussing the findings at the August meeting. She also thanked Dan Diaz and his family for all their volunteer efforts.

Chair Fraijo also asked about the Mayor's State of the City address, to which Assistant City Manager Olivares indicated that the speech would be given on April 21 from inside the gym, followed by a small reception in the Memorial Garden. She noted staff's request for individuals planning to attend to rsvp, though this is not a requirement to attend.

Chair Fraijo thanked all departments for working so well together, as well as for their hard work, creativity, and dedication to their jobs. She also requested to adjourn the meeting in memory of Ricardo Miranda and prayed for the people of Ukraine and for world peace.

ADJOURNMENT

There being no further business to conduct, the meeting was adjourned at 6:58 p.m., in memory of Ricardo Miranda.

Armando Hegdahl, CMC
Management Analyst

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

MARCH 12, 2022
SATURDAY
8:00 A.M.

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

ROLL CALL:

Present: Commissioners Marguerite S. Lopez (arrived at 9:05 a.m.), Carmen Roman; Vice Chair Belen Zepeda; Chair Paula Fraijo

Absent: Commissioner Teresa Ortiz

Also present: Elizabeth Rodriguez, Public Works 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

There were no speakers.

NEW BUSINESS

ITEM NO. 2A

TOUR OF THE DAN DIAZ RECREATION CENTER, AQUATICS CENTER, IRWINDALE PARK, AND JARDIN DE ROCA PARK

TOUR OF THE DAN DIAZ RECREATION CENTER, AQUATICS CENTER, IRWINDALE PARK, AND JARDIN DE ROCA PARK

At 8:05 a.m., the Commission departed for a tour of the Dan Diaz Recreation Center, Aquatics Center, Irwindale Park, and Jardin de Roca Park, where items such as the following were identified for follow-up:

- 1) HVAC systems at city facilities
- 2) Certain areas need repainting
- 3) The types of assistance that the Teen Club members may offer
- 4) Schedules for the use of city facilities
- 5) Replace shampoo dispensers in showers
- 6) The amount of use certain rooms receive.
- 7) Lighting
- 8) Rewards for reporting graffiti
- 9) Disabled parking availability
- 10) Repairs and cleaning of park benches
- 11) Touch-free amenities
- 12) Replacement of damaged toilet seats
- 13) Facility maintenance challenges
- 14) Water pooling and repair of leaking faucets
- 15) Weed abatement
- 16) Maintenance of plants at the Memorial Garden
- 17) Cameras at the parks and their field of view
- 18) Vandalism issues

- 19) Dry grass patches
- 20) The readiness of park amenities, such as barbecue pits
- 21) Park signage
- 22) Replacement of broken mirrors
- 23) The potential replacement of a malfunctioning drinking fountain
- 24) Offering certain sports equipment for rent
- 25) Repair of damaged pour-in-place flooring
- 26) Replacing a tree at the Skate Park
- 27) Repair of existing pavers.
- 28) Replacement of missing skate stoppers and installation of same near the Irwindale Park plaza fountain
- 29) Replacement of missing fence panels
- 30) Vermin mitigation

At 11:02 a.m., the Commission reconvened in the Council Chambers.

COMMISSIONER
ROMAN

Commissioner Roman suggested that the former Snack Bar area be turned into a small store. She also requested that consideration be given to setting up a small dog park. She then indicated that the parks seem to be in overall good shape, and noted that all areas of the park were observed to be in use during this morning's tour. She thanked staff and the Commission for working very well together. She also thanked the Police Department for loaning their golf cart to transport the members of the commission to the various facilities.

VICE CHAIR ZEPEDA

Vice Chair Zepeda thanked all that came to today's facilities tour.

CHAIR FRAIJO

Chair Fraijo advised that the tour of the facilities is necessary to gain a first-hand viewpoint of the parks facilities and identify items of immediate concern. She thanked staff for quickly addressing the concerns of the commissioners, as the suggested improvements would benefit the community as a whole.

ITEM NO. 2B
DISCUSSION ON EL
NIDO PARK AND LITTLE
PARK OF IRWINDALE

DISCUSSION ON EL NIDO PARK AND LITTLE PARK OF IRWINDALE

CHAIR FRAIJO

Chair Fraijo stated that the public will always have the opportunity to address the Commission with any concerns they have relating to all city parks.

DIRECTOR RODRIGUEZ

Director Rodriguez noted that the public could also contact staff at the listed phone number to inform regarding any issues or problems at the parks.

ADJOURNMENT

There being no further business to conduct, the meeting was adjourned at 11:22 a.m.

Armando Hegdahl, CMC
Management Analyst

City of
IRWINDALE
AGENDA REPORT

PARKS & RECREATION
COMMISSION

Date: April 6, 2022
To: Honorable Chair and Commission Members
From: Elizabeth Rodriguez, Public Services Director
Issue: Irwindale Park Improvements Project Phases IV and V Update

Recommendation:

That the Irwindale Parks and Recreation Commission receive and file the update on the Irwindale Park Improvements Project Phases IV and V, or provide direction.

Administrative Action:

Submitted/Approved by:

Elizabeth Rodriguez
(626) 430-2211



Background and Analysis:

On March 2, 2022, a progress update was provided to the Parks & Recreation Commission. At this meeting, Chair Fraijo thanked staff for the update but requested an update be provided to the commission outlining all the work proposed to be completed under the Irwindale Park Improvements Project Phases IV and V.

Staff is presenting the attached site plans and the following outlines the work proposed to be completed under these phases:

Phase IV (North of the Plaza)

- Restroom #1 Remodel to bring up American Disabilities Act (ADA) Standards
 - Install new stainless steel urinals and toilets
 - Install wall tiles designed to mimic the City of Irwindale's logo and colors.
- Expand the horseshoe court to include a second lane for additional horseshoe play
- Construct a new Picnic Shelter/Trellis just southeast of the horseshoe court
- Replace benches, picnic tables, concrete trash cans and BBQs throughout this area to match the Plaza and Memorial Garden
- Replace and update irrigation system throughout this area
- Plant new sod throughout the area
- Update lighting and add additional lighting

- Add an ADA seating section southwest of the bleachers
- Add a walkway north of the Aquatics Center that connects to the walkways east and west of the Aquatics Center.
- Add a corn hole court just north of the Aquatics Center; parallel to the new walkway
- Remove, replant, and plant trees throughout this area.

Phase V (East of the Memorial Garden)

- Restroom #2 Remodel to bring up American Disabilities Act (ADA) Standards
 - Install new stainless steel urinals and toilets
 - Install wall tiles designed to mimic the City of Irwindale's logo and colors.
- Replace drinking fountain with water bottle filling station, drinking fountain and dog drinking fountain
- Remodel Picnic Shelter
 - Install a new roof
 - Replace stove top and add an additional stove top for a total of four burners
 - Replace both sinks
 - Add a Cast-in-place concrete counter/table with rebar to the west side outdoor section
 - Replace BBQ
 - Add a stainless steel wire mesh canopy over the southwest and north sides of the Picnic Shelter (areas that previously had no roofing).
- Replace benches, picnic tables, concrete trash cans and BBQs throughout this area to match the Plaza and Memorial Garden
- Replace and update irrigation system throughout this area
- Plant new sod throughout the area
- Update lighting and add additional lighting
- Remove, replant, and plant trees throughout this area.

Attachment: Irwindale Park Improvements Project Phases IV and V Site Plans (2)

Owner:
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IRVINDALE, CA. 91705

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LANDSCAPE ARCHITECT
JUL 17 1998
20852
08 00 00
STATE OF CALIFORNIA

DATE: 15 DEC. 2021

Project No.:

RevNo.	Date	Description
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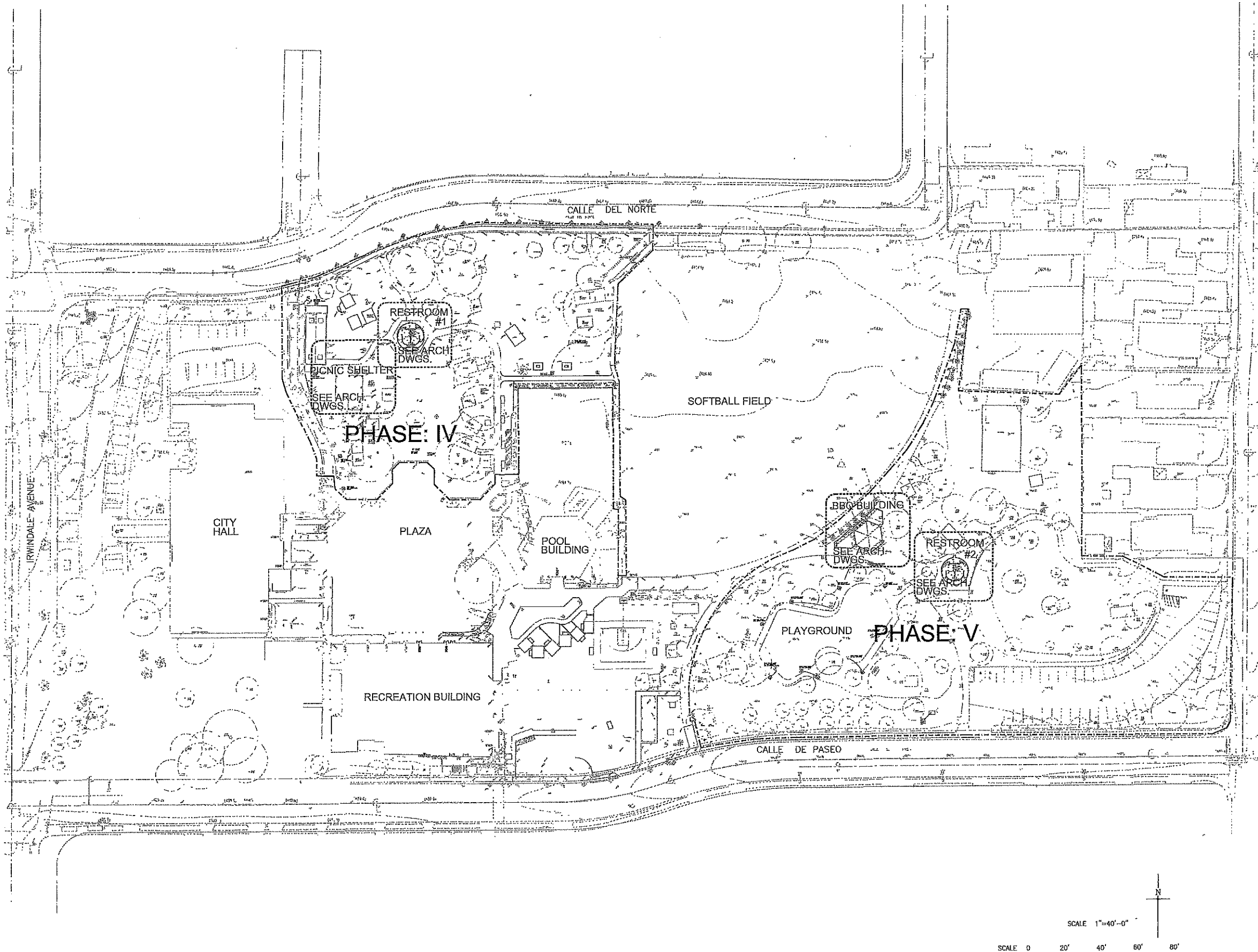
Full Size Print: 30" x 42"

Sheet Title:

REFERENCE PLAN PHASES

Sheet Number: _____

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SCALE 0 20' 40' 60' 80'

City of
IRWINDALE
AGENDA REPORT

**PARKS & RECREATION
COMMISSION**

Date: April 6, 2022
To: Honorable Chair and Commission Members
From: Elizabeth Rodriguez, Public Services Director
Issue: Draft School/Charter Bus Video Surveillance System Policy

Recommendation:

Review and approve the attached draft School/Charter Bus Video Surveillance Policy (Policy) and recommend the attached Policy be presented to the City Council for consideration at its next regularly scheduled meeting.

Administrative Action:

Submitted/Approved by:

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



Background and Analysis:

The Parks and Recreation Commission has been an advocate for surveillance cameras on the City of Irwindale's school/charter buses for the past few years. At its June 2, 2021 meeting, the Parks and Recreation Commission once again requested information on the requirements for installing surveillance cameras on the City's school/charter buses.

On June 9, 2021, the City Council adopted Resolution No. 2021-52-3264 entitled, "A Resolution of the City Council of the City of Irwindale Appropriating \$400,000 from the City's General Fund Reserve Balance for the Citywide Video Surveillance System." This system included surveillance cameras for the City of Irwindale's two school/charter buses.

As the Information Technology Manager conducted research on the best citywide video surveillance system for the City of Irwindale, it was determined that the school/charter bus video surveillance system should be separate from the citywide system due to the different type of camera required and the length of time required to save the recordings.

After an informal bid process and reviewing camera systems from various vendors, staff awarded the purchase and installation of school/charter bus cameras to Safety Vision in October 2021. Staff received the camera system from Safety Vision in early November

and the cameras were installed on Wednesday, November 17 and Thursday, November 18, 2021.

Before the cameras are turned on, a policy is required to be drafted and approved by the City Council and a notice and acknowledgment form will be sent to all parent(s)/legal guardian(s) informing them of the installation of these cameras in the City's school/charter buses. An acknowledgement form regarding the policy will also be provided to City employees.

The attached School/Charter Bus Video Surveillance System Policy has been reviewed by City staff, the City Attorney's office, California Joint Insurance Powers Authority, the Covina-Valley Unified School District, and the Irwindale City Employees Association. The Policy is being brought before the Parks and Recreation Commission for their review, approval, and recommendation to the City Council for approval.

- ATTACHMENT:
1. School/Charter Bus Video Surveillance System Policy
 2. Acknowledgement of Receipt of School/Charter bus Video Surveillance System Policy - Employees
 3. School/Charter Bus Video Surveillance System Acknowledgement Form - Parents



SCHOOL/CHARTER BUS VIDEO SURVEILLANCE SYSTEM POLICY

I. PURPOSE

This policy is to safeguard student privacy while providing for their safety and security. The City of Irwindale (City) recognizes the use of video surveillance systems on school/charter buses as an important tool in the management of the security and safety of students and staff and as an educational tool to enhance the performance of all City bus staff. Student data privacy must be maintained in accordance with all federal and state statutes.

II. SCOPE

This policy applies to the City of Irwindale's "school" and "charter" buses. The City has two school buses, which are used for the transportation of students to and from school or school-related activities. The City's school buses are occasionally converted for usage as a "charter" bus and are used to transport City staff and patrons to and from field trips such as sporting events, beach trips, and other recreational activities. The City maintains two other buses, which are not covered by this policy and are exclusively used as a School Pupil Activity Buses (SPAB) by the City's Recreation and Senior Center to transport staff and patrons to and from non-school related events such as field trips.

The City of Irwindale has installed cameras in its two school/charter buses. The school/charter bus video surveillance system utilizes video recording equipment in both school/charter buses for the security and safety of students and staff, and for the purpose of monitoring the behavior of the students. Video recordings are used to support the school/charter bus driver's referral reports, regulations outlined in the California Highway Patrol HPH 82.7 Passenger Transportation Safety Handbook, and the consequences outlined in the City of Irwindale Bus Pass Information and Rules, which are also based on the Thomas Edward Lanni Act of 1997 Safety Plan in compliance with Section 39831.3 added to the California Education Code. No audio recordings will be used as part of the video surveillance system.

III. STAFF RESPONSIBILITY

The City of Irwindale will notify parents/legal guardians and staff that the digital video surveillance exists on all school/charter buses and that those video recordings may be used in student disciplinary proceedings and may be a student record. This notification will be located on the revised Bus Pass Information and Rules and included in the City's Resident Newsletter.

Video recordings will only be viewed by the City Manager, Public Services Director, Information Technology Manager, Human Resources/Risk Manager, and appropriate law enforcement (or any of their designees). Whenever a parent or legal guardian disputes or challenges a bus discipline report, and the student was video recorded, it will be the responsibility of the Public Services Director (or designee) to review the recording.

The video recording will be used by the Public Services Director to assist in determining whether or not the incident actually occurred and if so, the severity of the incident.

Neither the parent nor legal guardian of the student that has been video recorded, nor the student, will be allowed to view the video recording in accordance with data privacy laws, unless the student is the only subject of the recording, the Public Services Director has obtained written permission from the parents/legal guardians of all other students on the video recording for them to be viewed, or the other students can be blurred out by the recording system. Upon written request, the Public Services Director will provide a written summary of the recorded incident(s) of a student pictured on a video to the student's parents/legal guardians.

The Public Services Director or Information Technology Manager (or their designee) will be responsible for the security of all school/charter bus digital video surveillance equipment and for the handling of video files. If there is a request by the Public Services Director to view a recording, the Information Technology Manager will remove the digital hard drive from its recorder for safeguard until a meeting can be arranged. Digital files retained as part of an individual student's disciplinary record shall be maintained in accordance with law and the City of Irwindale's policy governing the access, review, and release of student records.

IV. USAGE OF VIDEO RECORDINGS OF CITY EMPLOYEES

Video recordings and any GPS location and bus sensor information created as a result of the surveillance system may be used for a legitimate purpose related to employment or business functions, including usage in disciplinary proceedings of City employees. Video Recordings and other relevant data may be released in response to a requirement that the footage be presented to law enforcement, or a need for the footage in administrative, civil, or criminal proceedings.

V. PLACEMENT OF VIDEO SURVEILLANCE CAMERAS ON SCHOOL/CHARTER BUSES

There are four cameras on each school/charter bus. The locations of each camera are as follows:

1. Camera One is placed behind the driver and records both the driver's seat and the bus passengers as they enter and exit the bus.
2. Camera Two is placed in the middle right side of the bus and records the middle section of the bus.
3. Camera Three is placed in the middle left side of the bus and records the middle

section of the bus.

4. Camera Four is placed at the back right corner of the bus and records the back section of the bus, and allows for the recording of the bus from the back towards the front.

See the Staggered Camera Layout attached to this Policy as Attachment 1 providing an example diagram (not to scale) of the camera locations. The school/charter bus video surveillance cameras provide high definition performance, high capacity storage, passive GPS tracking, custom vehicle sensor inputs, and wireless networking.

VI. OPERATION & REVIEWING OF VIDEO RECORDINGS

A. The school/charter bus video surveillance management system entails the following:

1. There are four (4) cameras on each City of Irwindale school/charter bus for a total of eight (8) cameras. Each camera has a microphone on it to record audio, which will be turned off and not used to record the voices of any bus passenger or bus driver.
2. The school/charter bus video surveillance system will not provide a live stream video option. A wireless network is set up at the facility where the buses are parked, which can allow the recordings to be viewed and downloaded when the bus returns to this facility.
3. The school/charter bus cameras will be in operation during the entire year when the school/charter buses are in operation.
4. The school/charter bus cameras will turn on when the bus turns on and will remain operational for the duration of the trip to and from any destination, including but not limited to, the school, each bus stop, and any field trip location. The cameras will stop recording 25 minutes after the bus ignition turns off. There are three locations when the school/charter bus is required to be turned off for a short period of time: (1) Nora Avenue when the bus driver is required to cross elementary and middle school students; (2) Sabre Lane when the bus driver is required to cross elementary and middle school students; and (3) Alice Rodriguez Circle when the bus driver is required to cross elementary and middle school students. This should not interrupt the recording as the recording will stop after the bus has been off for 25 minutes.
5. All recorded video is synchronized to GPS coordinates and time stamped.
6. The bus driver is able to push a "panic button" when an incident occurs on the bus. This flags the footage of that moment in time as a critical event incident and allows this moment to be downloaded first when the bus returns to its facility.
7. There are three different exportable video formats/medium.
 - a. Standard – Exported video can be viewed on a city staff member's computer where SafetyVision's ForesightPro software has been installed. The standard export allows for synchronized view of the bus's camera and GPS location and bus sensor information at the time of the recording.
 - b. Mini – The Mini version is identical to the Standard export; however, a portable version of the ForesightPro software is saved to the exported file path. This

- format would allow for burning/transferring to CD, DVD, or USB memory stick.
- c. MP4 – The MP4 format is strictly a video file; playable without the aid of SafetyVision's proprietary software; no GPS or bus sensor information is contained and each camera is exported individually.

VII. RETENTION OF VIDEO RECORDINGS

The school/charter bus video recordings are required to be retained for 365 days. To do so, the City is required to have two (2) interchangeable 2TB storage hard drives that will enable staff to save recordings for 365 days a year. The videos will delete the oldest footage beginning on day 366.

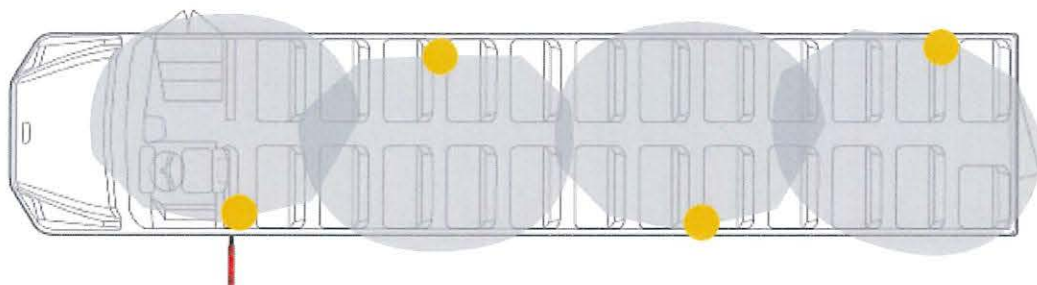
VIII. TRAINING

Training will be provided to the Public Services Director, Information Technology Manager and their designees on how to use the video surveillance system software called Network Video Recorders (NVRs) including but not limited to uploading videos, blurring out student faces, and editing videos to display only certain instances and/or incidents. Additional training will be provided after any software upgrades and changes or new personnel are hired in a position that warrants their use of the system.

IX. PERIODIC MONITORING & INSPECTIONS

The City shall conduct periodic inspections of the school/charter bus video surveillance system to ensure the cameras are working properly on a monthly basis. The periodic inspections will entail turning the system on and randomly clicking on time during bus drop off or pick up hours. The Public Services Director and/or the Information Technology Manager will inspect the system to ensure the cameras are recording visually and ensure the audio is turned off.

Staggered Camera Layout





**ACKNOWLEDGEMENT OF RECEIPT OF
SCHOOL/CHARTER BUS VIDEO SURVEILLANCE SYSTEM POLICY**

This form acknowledges that I understand and agree to the City of Irwindale's School/Charter Bus Video Surveillance System Policy. The City engages in surveillance activities on its school/charter buses, and this form acknowledges that I understand that the City engages in such surveillance, monitoring, and recording practices, and that such recordings may be used for a legitimate purpose related to City employment or business functions, including usage in disciplinary proceedings of employees, to which I give my consent. I further understand that there should be no expectation of privacy on the City's school/charter buses.

Name: _____ Title: _____

Signature: _____ Date: _____



School/Charter Bus Video Surveillance System Acknowledgement Form

The School/Charter Bus Video Surveillance System Policy has been drafted by the City of Irwindale (City) to recognize the use of a video surveillance system on its school/charter buses as an important tool in the management of the security and safety of students and staff and to enhance the performance of all City bus staff. Additionally, all recordings may be used in student disciplinary proceedings and may become a part of the student's record. Only authorized City of Irwindale personnel, as determined in the Policy, will be involved in or have access to surveillance camera data, and personnel is required to keep all recordings and proceedings confidential. Student data privacy must be maintained in accordance with all federal and state statutes.

This document provides parent(s)/legal guardian(s) notice of the recent installation of cameras on the City of Irwindale's school/charter buses and requests confirmation that parent(s)/legal guardian(s) understand how the school/charter bus video surveillance system will be used to protect the legal and privacy interests of the City, its employees, and the students using the City's transportation services. This document applies to all City personnel and students riding the City's school/charter buses as it pertains to the use of the school/charter bus video surveillance systems and devices for monitoring and/or recording activity.

By signing this document, you acknowledge that you have received a copy of and read in its entirety the School/Charter Bus Video Surveillance System Policy and understand said policy and its components, specifically the aforementioned statements. Failure to sign or return this form does not affect the parent(s)/legal guardian(s)' or students' knowledge of the cameras nor the students' responsibility to act in accordance with policies outlined in the Bus Pass Information and Rules and School/Charter Bus Video Surveillance Policy.

Printed Name: _____

Signature: _____ Date: _____

City Council Approved: April 13, 2022