

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

JUNE 1, 2022

6:00 P.M.

IRWINDALE COUNCIL CHAMBER

Pursuant to Irwindale Resolution No. 2022-45-3295

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 May 4, 2022

2. NEW BUSINESS

A. Summer Patrol Update – Verbal Update

B. Irwindale Community Foundation Donations

Recommendation: Receive an update on the Irwindale Community Foundation Donations for FY 2022-2023 to Recreation

C. Aquatics FY 2022/23 ICF Budget Request

Recommendation: Receive and file the Irwindale Community Foundation FY 2022/2023 donations to the Aquatics Division.

- 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 June 1, 2022, to be posted at the City Hall, Library, and Post Office on May 26, 2022.

Armando Hegdahl, CMC

Armando Hegdahl, CMC
Management Analyst

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

MAY 4, 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

DENA ZEPEDA

Dena Zepeda thanked Recreation and Public Works staff for the wonderful programs held during April and requested that the walkways near the gym's entrance be cleaned.

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 April 6, 2022.

END OF CONSENT CALENDAR

NEW BUSINESS

ITEM NO. 2A
AQUATICS
DEPARTMENT BUDGET
REQUEST FY 22/23

AQUATICS DEPARTMENT BUDGET REQUEST FY 2022/23

SUPERVISOR
GRIJALVA

Supervisor Grijalva presented the staff report.

DISCUSSION HELD

Discussion was held relating to: 1) funding for the pool heater replacement is being requested separately, 2) the funding being requested at this time covers other maintenance items such as acid

pumps and lighting fixtures, 3) the scope of the repairs to the existing pool heating system, 4) notifying pool patrons that the pool heater is not functioning before they sign up, and 5) staff is utilizing the pool's thermal covers which help maintain the water temperature at a comfortable level

COMMISSIONER
ROMAN

Commissioner Roman stated that she has received inquiries about lowering pool costs for non-residents, to which Director Rodriguez noted that the request would need to be considered by the City Council, as the Council is the body with authorization to adjust fees.

CHAIR FRAIJO

Chair Fraijo spoke against adjusting fees, though she stated that requests to lower fees may be addressed by the City Council under special circumstances.

DENA ZEPEDA

Dena Zepeda suggested looking into using floating solar heaters for the pool, to which Director Rodriguez advised that they would not have the desired effect on the city pool.

ITEM NO. 2B
AQUATICS
FY 2022/23 ICF
BUDGET REQUEST

AQUATICS FY 2022/23 ICF BUDGET REQUEST

SUPERVISOR
GRIJALVA

Supervisor Grijalva presented the staff report.

DISCUSSION HELD

Discussion was held relating to: 1) if the Foundation rejects requests for funding, staff will need to wait until city's next fiscal year to resubmit the requests, 2) staff is submitting funding requests for certain events, though they will still be held even if the Foundation denies funding, 3) the end-of-summer luau will be held sometime in August and will feature the pool, food, and entertainment, and 4) flyers for the "Red, White, and You" picnic should be sent to all residents.

CHAIR FRAIJO

Chair Fraijo suggested heavily promoting the "Red, White, and You" aquatics event, to which Director Rodriguez indicated that the event will have lots of interactive water games, and that the funding request to the Foundation was mostly for promotional items.

DENA ZEPEDA

Dena Zepeda stated that she would like to help secure funding for the event.

COMMISSIONER
ROMAN

Commissioner Roman requested that Athens provide extra trash cans for the Red, White, and You event, to which Director Rodriguez indicated that staff already has the trash cans and will provide them for the event.

ITEM NO. 2C
RECREATION
BUDGET REQUESTS
FY 22-23

RECREATION BUDGET REQUESTS FY 22-23

- MANAGER ZEPEDA Manager Zepeda presented the staff report.
- DISCUSSION HELD Discussion was held relating to: 1) the funding for Recreation that the Irwindale Community Foundation has approved, 2) the costs of hiring a fitness trainer, 3) the costs of yoga classes, 4) the availability of yoga classes during early morning hours.
- CHAIR FRAIJO Responding to a question by Chair Fraijo, Director Rodriguez spoke on funding received via grant by the Air Quality Management District for the purchase of a “Gator” utility vehicle, which would help offset the cost of the new vehicle by nearly half. The new gator would be reserved for Recreation staff use.
- COMMISSIONER SAPIEN Responding to questions by Commissioner Sapien, Director Rodriguez noted that the battery on a gator that staff currently uses was replaced after three years of use.
- SUPERVISOR RODRIGUEZ Supervisor Rodriguez further elaborated on gator warranties and wear and tear on the vehicles.
- COMMISSIONER ROMAN Commissioner Roman complained that items such as utility vehicles should be paid through city funds and not through funds donated by the Irwindale Community Foundation, to which Director Rodriguez noted that staff submitted the request to City Administration for funding for the purchase of the gator, though it was denied in light of the budget deficit. Instead, staff was encouraged to seek funding from the Irwindale Community Foundation.
- CHAIR FRAIJO Chair Fraijo thanked staff for the presentation, and stated that all the items being requested will benefit the community as a whole.

ITEM NO. 2D
RECREATION FY
2022/23 ICF
BUDGET REQUEST

RECREATION FY 2022/23 ICF BUDGET REQUEST

- MANAGER ZEPEDA Manager Zepeda presented the report.
- CHAIR FRAIJO Responding to a question by Chair Fraijo, Manager Zepeda clarified which items noted in the report would be presented to the Irwindale Community Foundation to solicit funding from them.

DIRECTOR RODRIGUEZ Director Rodriguez added that funding will be sought by the Council if the Foundation were to deny any of the requests.

MANAGER ZEPEDA Manager Zepeda further clarified that some items were not presented to the Council for funding, and that they were only presented to the Foundation.

COMMISSIONER SAPIEN Commissioner Sapien suggested that the items being presented to the Foundation for funding be itemized so that their funding amounts could be clearly indicated.

COMMISSIONER ORTIZ In response to a question by Commissioner Ortiz, Manager Zepeda discussed the inflatable bandshell that staff requested, and noted that the Foundation denied funding its purchase.

CHAIR FRAIJO Responding to a question by Chair Fraijo, Manager Zepeda advised that only one of the one-time expenses that were denied by the Foundation would be presented to the Council for consideration: the purchase of the gator.

DIRECTOR RODRIGUEZ Director Rodriguez added that staff can attempt to request funding for denied items in the future.

ITEM NO. 2E
PUBLIC SERVICES
MAINTENANCE FY
2022/23 ICF BUDGET
REQUEST PUBLIC SERVICES MAINTENANCE FY 2022/23 ICF BUDGET
REQUEST

DIRECTOR RODRIGUEZ Director Rodriguez presented the report.

CHAIR FRAIJO As requested by Chair Fraijo, Director Rodriguez clarified the funding requests made for parks and bus transportation items, as well as street maintenance items.

COMMISSIONER ROMAN Commissioner Roman commended staff for requesting funding for bus parking, since the Bus Driver would no longer be required to find free, offsite parking.

RECREATION
MANAGER UPDATE

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

- 1) One Day Camp trip and one Teen trip to Knott's Berry Farm were held. A family trip to Old Town San Diego was also held.
- 2) A family trip to Chavez Ravine is scheduled for May 14 to watch

- the Dodgers vs. Phillies game.
- 3) The Teeny Tots are scheduled to attend a trip to the Kids Empire Indoor Playground on May 25.
 - 4) A day trip to Catalina Island has been scheduled for June 25.
 - 5) Spring Classes, such as Zumba, Walk n Roll, Karate, Pickleball, Yoga, and Baby Ballet classes have begun.
 - 6) The Competition Cheer teams placed in their second competition of the season.
 - 7) Last month the Mighty Coyotes celebrated their successful season with a banquet and awards event at Shakey's Pizza.
 - 8) The spring edition of Sunset Cinema was held last month, in addition to the very successful annual Easter Eggstravaganza. She thanked staff, volunteers, and donors for their collaboration in ensuring a successful event.
 - 9) May events:
 - A) Mother's Day Photo Backup – available this week through Thursday.
 - B) Mother/Tot Tea – today at 4:30 p.m.
 - C) CVUSD Health and Wellness Fair – May 18
 - D) June Primary – June 4-7
 - E) Father's Day Fun - Teeny Tots – June 1st.
 - F) Sunset Cinema – June 27
 - G) Music in the Park – begins June 30
 - 10) Staff will miss Recreation Aide Mikaela Olivares, who is moving on to another job.
 - 11) The following individuals were hired as new Recreation Aides: Aaron Acevedo, Evan Farias, Jacqueline Renteria, Alan Hernandez, and Michelle Salgado.

CHAIR FRAIJO

Chair Fraijo requested that a listing of summer movies and the music lineup be presented at the next meeting.

AQUATICS **SUPERVISOR UPDATE**

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

- 1) The following classes and programs were launched in April: Aqua Walk, Lap Swimming, Swim Team, and Aqua-Fitness
- 2) The Swim Team currently has 20 members. Lap lanes have been selling out at the 5:30 hour.
- 3) Session 2 of Aqua-Fitness began on Monday and already has 20 registrants for 5:30 and 10 for the 6:30 class.
- 4) Registration for the free summer Aqua-Fitness class offered through Mt. Sac, which runs from June to August, is now open to everyone; spaces are available on a first come, first serve basis.
- 5) The Aquatic Center Expo will be held on May 14, where staff will

showcase all the classes and programs for the '22 season.

- 6) The Aquatics Center will host Pomona's Emerson Middle School 8th graders for an end-of-year celebration.
- 7) He will be participating in a Supervisors Workshop hosted by Liebert Cassidy Whitmore next week to enhance his skills as a productive supervisor.
- 8) All aquatics staff will participate in a training where they will learn lifeguarding skills, First Aid, CPR, Emergency Action Plans, and more, on May 21.
- 9) The first day of Recreational Swim will be held on June 4.

CHAIR FRAIJO

Chair Fraijo wished Aquatics staff the best of luck with the exciting summer program. She also asked about the upcoming document shredding event, to which Director Rodriguez advised that the event will also allow for e-waste recycling.

Chair Fraijo suggested that groups such as the Kindness Krew, the Tiny Tots, or the Cheer program participants set up to accept donations at the recycling event as a way to raise funds.

COMMISSIONER
ORTIZ

Commissioner Ortiz stated that placing a sign on the Aquatics Center windows indicating that the pool heater is not functioning was a great idea.

COMMISSIONER
ROMAN

Responding to a comment by Commissioner Roman, Director Rodriguez indicated that she would work with Police Chief Henshaw in an effort to avoid issuing parking tickets to individuals who have difficulty finding street parking when street sweeping and city clean up events are scheduled on the same day.

PUBLIC WORKS
SUPERVISOR UPDATE

Public Works Supervisor Rodriguez presented the following update:

- 1) A new green screen has been installed at the tennis courts last week. Staff still needs to place the rules sign, which is still pending delivery.
- 2) Pour-in-place flooring was installed at both El Nido Park and Little Park.
- 3) A water main line was recently repaired, and a valve near the same area was also repaired.
- 4) The shampoo dispensers at the Aquatics Center have either been repaired or replaced.
- 5) A mirror in the restroom at the east side of the park was also replaced.
- 6) He thanked all staff for working hard during the Easter Eggstravaganza event.

CHAIR FRAIJO

Chair Fraijo asked when staff believes the sign with the rules will be posted, to which Supervisor Rodriguez advised that staff does not have an exact date yet. He noted that he sent an email to the company asking for follow-up, but has yet to receive a response.

Chair Fraijo thanked Supervisor Rodriguez for the items he submitted for funding, noting that none of the requests seemed frivolous. She also commended the Public Works Services department for all its efforts in ensuring the public's health and safety.

VICE CHAIR ZEPEDA

Vice Chair Zepeda thanked the department for their great work in setting up the state for the recent State of the City event.

PUBLIC SERVICES
DIRECTOR UPDATE

Director Rodriguez presented the following update:

- 1) Additional ADA parking spaces will be added to the parking lot fronting City Hall beginning the week of May 23.
- 2) The City Council recently approved a video surveillance policy for school buses. Letters were sent out to parents and guardians to inform them of the policy as well as to ask them to sign and return acknowledgments by May 16. The cameras will be activated on May 17.
- 3) Work on phases 4 and 5 of the Park Improvement Plan will be coordinated to begin after the summer events end.
- 4) Staff will ensure that electricity and water is available for all fall events.
- 5) The city's administrative office recently applied for funding from the offices of Congresswoman Napolitano, Senator Rubio, Assemblymember Rubio, and Supervisor Solis for funding for the the Park Improvement Project. Staff is hopeful to receive funding. Updates will be provided to the Commission when they become available.
- 6) The Alfred Herrera lighting project will begin soon and is expected to be completed by May 17. The City Manager has already signed off on an agreement for a grant that will fund a portion of the expense of this project.

CHAIR FRAIJO

Chair Fraijo asked about funding for the Park Improvement Project, to which Director Rodriguez provided additional details on the availability of grants for projects such as this one.

Chair Fraijo also asked about the status of the new Library, to which Director Rodriguez indicated that it would be located just west of the existing Library. Staff is working with the project architect on different site plans to accommodate the parking necessary for the larger facility. Staff hopes to present additional information to the

Commission after holding a community workshop to gain additional input.

CHAIR FRAIJO

Chair Fraijo recognized the many contributions that the city's recreation programs provide to the community and noted the positive influences these have had in the people's daily lives. She also asked whether the city has a drought plan in place and suggested staff look into utilizing reclaimed water to water landscaping at the parks.

**COMMISSIONER ITEMS
AND REQUESTS**

COMMISSIONER
ROMAN

Commissioner Roman commended staff on the success of the recent Mayor's State of the City address.

COMMISSIONER
SAPIEN

Commissioner Sapien requested additional information on the implementation of a local graffiti reward program.

CHAIR FRAIJO

Chair Fraijo requested that Police staff provide details on the Police Department's arrangement for summer park patrol.

ADJOURNMENT

There being no further business to conduct, the meeting was adjourned at 7:47 p.m.

Armando Hegdahl, CMC
Management Analyst

City of
IRWINDALE
AGENDA REPORT

PARKS & RECREATION
 COMMISSION

Date: June 1, 2022
 To: Honorable Chair and Commission Members
 From: Elizabeth Rodriguez, Public Services Director
 Issue: Irwindale Community Foundation Donations

Recommendation:

Receive an update on the Irwindale Community Foundation donations for FY 2022-2023 to Recreation.

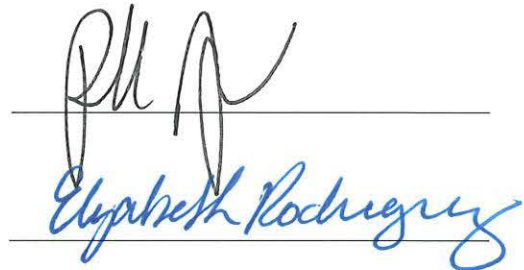
Administrative Action:

Submitted by:

Priscilla Zepeda, Recreation Manager
 (626) 430-2226

Approved by:

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



Background and Analysis:

At the May 24, 2022 Special Meeting, the Irwindale Community Foundation approved the following donations to Recreation for Fiscal Year 2022-2023.

DEPARTMENT: RECREATION				
ITEM	DESCRIPTION	ONGOING	ONE-TIME	# of Participants
Special Events	Mariachi for week #5, sound system and supplies for Mariachi fest	7,700.00	-	300+
	Snow Zone for Christmas Spectacular	5,000.00	-	400+
	Red, White and You BBQ - Inflatables and activities	5,000.00	-	100 per event
Minor Events	Sunset Cinema, Locks of Love, Scarecrow Alley, Jack O Lantern Walk, Dia de Los	8,000.00	-	100+ event

	Muertos, Altar, Cookies and Milk with Santa			
Classes	Second yoga class, Tennis, Adult Fitness, Healthy Lifestyle, Self Defense, Dog Obedience	24,000.00	-	300+
Kindness Krew	Care Packages (i.e. seniors, youth, teen or homeless)	1000.00		varies
Canopies	Event Canopies with ICF logo		- <u>8500</u>	
TOTAL		50,700.00	8,500.00	\$59,200.00

City of
IRWINDALE
AGENDA REPORT

**PARKS & RECREATION
 COMMISSION**

Date: June 1, 2022
 To: Honorable Chair and Commission Members
 From: Elizabeth Rodriguez, Public Services Director
 Issue: Aquatics FY 2022/23 ICF Budget Request

Recommendation:

Receive and File the Irwindale Community Foundation FY 2021/2022 donations to the Aquatics Division.

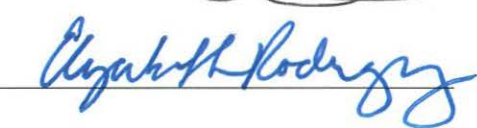
Administrative Action:

Submitted by:

Daniel Grijalva, Aquatics Supervisor
 (626) 430-2247

Reviewed / Approved by:

Elizabeth Rodriguez, Public Services Director

Background and Analysis:

At the May 24, 2022 Special Meeting, the Irwindale Community Foundation approved the following donations to the Aquatics Center for Fiscal Year 2022/2023:

DIVISION:AQUATICS			
Item	Description	AMOUNT	APPROVED
Annual Aquatics Expo	Ice Cream Truck, Promotional Items, Decorations	\$2,000	
Red, White and You Picnic	Interactive water games, Decorations, Promotional Supplies	\$1,800	
End of Summer Luau	Food, Entertainment, Decorations.	\$5,000	
TOTAL AQUATICS		\$8,800	