



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

JULY 6, 2022

6:00 P.M.

IRWINDALE COUNCIL CHAMBER

Pursuant to Irwindale Resolution No. 2022-57-3307

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 June 1, 2022

2. NEW BUSINESS

A. Recycled Water / Non-Potable Water Research for City Parks – Verbal Update

B. Recap on 4th of July Festivities – Verbal Update

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

Armando Hegdahl, CMC

Armando Hegdahl, CMC
Management Analyst

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

JUNE 1, 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; John Fraijo, Police Captain; Priscilla Zepeda, Recreation Manager; Pedro Rodriguez, Public Works Services Supervisor; Daniel Grijalva, Aquatics Supervisor, Jeff Wagner, IT Manager; and Laura Nieto, Chief Deputy City Clerk

CHAIR FRAIJO

Chair Fraijo called the meeting to order in recognition of Pride Month.

SPONTANEOUS COMMUNICATIONS

There were no speakers.

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 May 4, 2022.

END OF CONSENT CALENDAR

NEW BUSINESS

ITEM NO. 2A
SUMMER PATROL
UPDATE – VERBAL
UPDATE

SUMMER PATROL UPDATE – VERBAL UPDATE

CAPTAIN FRAIJO

Captain Fraijo noted staff's intent to have a Community Services Officer patrol the park at all hours of the day throughout the summer. However, since the position was not filled, staff now plans to identify the time slots that require the most attention, such as during the Movies in the Park, Music in the Park, and Late Night Swim programs, and two officers will patrol the parks.

COMMISSIONER SAPIEN AND CHAIR FRAIJO	Responding to several questions by Commissioner Sapien and Chair Fraijo, Captain Fraijo advised that: 1) The Chief of Police does not wish to enact a city graffiti reward program since the CrimeStoppers program is more beneficial due to its anonymous reporting system, 2) individuals can always report crimes by calling 911 or the Police Department's general phone number, 3) the CrimeStoppers program offers more generous restitution beyond what the city would have offered, 4) the CrimeStoppers program operates at no cost to the City, and 5) the city has not budgeted anything toward a graffiti rewards program.
VICE CHAIR ZEPEDA	Replying to a question by Vice Chair Zepeda, Captain Fraijo indicated that park restrooms would be locked at 10 p.m. in the summer at the request of Director Rodriguez. He added that the parks could also be patrolled during the weekends due to the increased amount of attendees.
CHAIR FRAIJO	Chair Fraijo lamented that the Community Services Officer position went unfunded. She noted that the safety of the community is a top priority and stated that the commission would prefer a city-run graffiti reward program in light of the increased incidences of vandalism.
CAPTAIN FRAIJO	Captain Fraijo advised that the CrimeStoppers program simply requires an arrest in order for the person that reports the incident to collect a reward, while the city program would have required that the vandal be convicted before the person reporting could collect a reward.
CHAIR FRAIJO	Chair Fraijo reiterated the need to ensure a safe community and suggested potentially discussing this matter at the City Council level in an attempt to provide the required resources and funding to enact it. She also suggested submitting flyers to the community to inform them about the CrimeStoppers program, to which Captain Fraijo advised that staff would work to send the flyers out to the residents. Chair Fraijo requested that the Police Department present information to the Commission at the end of summer to discuss the types of incidents that occurred at the parks.
COMMISSIONER ROMAN	Commissioner Roman expressed her disappointment in that there would not be additional police presence at the park during the summer. She also suggested placing signs at the parks to inform the public about the availability of the CrimeStoppers program.
<u>ITEM NO. 2B</u> IRWINDALE COMMUNITY FOUNDATION	IRWINDALE COMMUNITY FOUNDATION DONATIONS

DONATIONS

MANAGER ZEPEDA

Manager Zepeda presented the staff report.

COMMISSIONER
SAPIEN

Replying to a question by Commissioner Sapien, Director Rodriguez indicated that the Council previously requested to determine the costs of training staff to become certified trainers. Staff found that it costs \$2,675 to train five staff members, with an additional bi-yearly cost of \$116 to recertify each staffer.

Commissioner Sapien also asked about costs of classes, to which Manager Zepeda noted that hiring a contract certified personal trainer would cost substantially more compared to typical fitness classes.

CHAIR FRAIJO

Chair Fraijo asked whether any staff members would be willing to take the training to become certified, to which Manager Zepeda stated that the opportunity would be presented to part-time staff once the Council formally approves the potential expenses. If multiple part-time staffers are interested in training, a lottery may be conducted to determine who would attend. Senior Recreation Leaders have already been informed and they are willing to undergo the training.

COMMISSIONER
ROMAN

Replying to a question by Commissioner Roman, Manager Zepeda stated that the challenge in certifying part-time staff members is that they may be trained and certified, after which they could leave their employment with the city, which would then require the need to train and certify another staff member.

ITEM NO. 2C
FISCAL YEAR 2022/
2023 UPDATE ON
IRWINDALE
COMMUNITY
FOUNDATION
DONATIONS TO
AQUATICS

FISCAL YEAR 2022/2023 UPDATE ON IRWINDALE COMMUNITY
FOUNDATION DONATIONS TO AQUATICS

SUPERVISOR
GRIJALVA

Supervisor Grijalva presented the report.

CHAIR FRAIJO

Responding to a question by Chair Fraijo, Supervisor Grijalva spoke on the types of food that will be made available at the end-of-summer luau.

COMMISSIONER
ROMAN

Commissioner Roman thanked staff for the water balloon bunghole activities.

RECREATION
MANAGER UPDATE

RECREATION
MANAGER ZEPEDA

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

- 1) Staff provided the schedules for the Music in the Park, Sunset Cinema, and Day Camp programs.
- 2) The following trips were held in May:
 - A) Family Trip to Dodger Stadium – May 14
 - B) Teeny Tots trip to Kids Empire Indoor Playground – May 25
- 3) A family trip to Catalina Island will be held on June 25
- 4) The Summer Day Camp program will run from June 28 – August 9
- 5) Beach trips will be held every Wednesday beginning July 6 through August 10
- 6) Summer Classes for adults will include Zumba, Walk N Roll, Yoga, Pickleball, and summer youth classes will include Karate, Ballet, Baby Ballet, Volleyball clinic, Cheer clinic, Whiffle Ball, T-Ball, and others
- 7) The participants of the Competition Cheer programs continue performing exceedingly well. Munchkin Cheer and Comp Cheer both took 1st place at their May 7 competition at the LA County Fair.
- 8) The Summer Lunch Program will be offered in collaboration with the California Department of Education and the USDA, from June 13 through August 12, and will take place south of the Memorial Garden.
- 9) A photo backdrop will be available from June 14 – 16 for Father's Day.
- 10) The Dan Diaz Recreation Center will serve as a polling place for the 2022 June Primary election.
- 11) Sunset Cinema will begin June 27.
- 12) Music in the Park will begin June 30.
- 13) The 4th of July Fireworks Show will be held on July 4.
- 14) The City Council will recognize July as "Parks Make Life Better" month at its meeting of July 13.
- 15) She also discussed the activities that will be held during the "Red, White, and You" event

CHAIR FRAIJO

Responding to a question by Chair Fraijo, Manager Zepeda advised that flyers for new programs and community-wide events are mailed to all residents. Chair Fraijo requested that the flyers be prepared in English and Spanish, to which Director Rodriguez indicated that staff would look into the request.

MANAGER ZEPEDA Manager Zepeda advised that the flyer for the Summer Lunch program was created by Covina Valley, and noted that the flyer was required to be translated to Spanish.

AQUATICS
SUPERVISOR UPDATE

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

- 1) The summer season begins June 4 for its first day of recreational swimming.
- 2) The pool heater is fully operational.
- 3) The Aquatic Center held its first Annual Expo on May 14, where patrons enjoyed games, food, and prizes. He thanked all staff and vendors who worked together to ensure the event's success.
- 4) A Request for Proposals was released on May 19 for a diving board project. Staff hopes to present a recommendation to the Council at either the June 22 or July 13 meeting.
- 5) Aquatics staff participated in the first in-service training on May 21.
- 6) A second round of interviews for the open Aquatic Aide / Pool Cashier and Lifeguard positions were held on May 24. Another round of Lifeguard interviews will be held June 13.
- 7) Staff recently participated in a virtual training hosted by the California Joint Powers Insurance Authority focusing on Aquatic Center operations.
- 8) Registrations for the Parent and Me swimming class and Water Polo clinic began on Tuesday.
- 9) The first session of swim lessons will run from June 20 through July 1.
- 10) Aqua Fitness has been extended one additional week to compensate for the time that the pool heater was not operational.
- 11) Summer Aquafitness will run from June 20 through August 11.
- 12) The Mindful Waters, Senior Splash, and Aqua Walk programs will begin the season on June 7.
- 13) A community service event has been scheduled for June 30.

CHAIR FRAIJO Chair Fraijo requested an incident / safety report for the parks to be presented to the Commission around August or September. She also asked whether sufficient Lifeguards will be available for summer programs, to which Supervisor Grijalva confirmed that there would be, and noted that two new Lifeguard will arrive and that interviews have been scheduled for more applicants.

PUBLIC WORKS

SUPERVISOR UPDATE

Public Works Supervisor Rodriguez presented the following update:

- 1) He commended Supervisor Grijalva for the division's great work in organizing the first Swim Expo.
- 2) As requested by Chair Fraijo, staff has ordered signs with rules to be placed at the tennis court, and should be installed tomorrow.
- 3) The damaged benches near the playgrounds were replaced with new ones.
- 4) The drinking fountain near the weight room was replaced and should be in operation by tomorrow.
- 5) The gym floor has been set up for the election.
- 6) Various staff members will be attending trainings this month: aerial lift, confined space, and heat stress.

COMMISSIONER
ROMAN

Commissioner Roman asked about drinking fountains, to which Supervisor Rodriguez indicated that a fountain is located just outside the rear exit of the gym.

DIRECTOR
RODRIGUEZ

Director Rodriguez added that another fountain will be installed at the Skate Park which will include a small section for dogs. This same type of dispenser will be installed at Irwindale Park during the Park Improvement Project.

COMMISSIONER
ORTIZ

Commissioner Ortiz asked about the banner that will be hung above Arrow Highway, to which Manager Zepeda indicated that staff is working on the verbiage to place on this year's banner.

DIRECTOR
RODRIGUEZ

Director Rodriguez noted that verbiage will be added regarding the use of illegal fireworks. Staff hopes to have the banner ready within the next two weeks.

Director Rodriguez also advised that the message board advising against illegal fireworks will also display a message congratulating the class of 2022.

CHAIR FRAIJO

Chair Fraijo suggested looking into utilizing recycled water for the irrigation of the parks, to which Supervisor Rodriguez stated that staff would do its best to water the lawn while also observing water restrictions.

DIRECTOR RODRIGUEZ

Director Rodriguez added that staff has utilized drought-resistant plants and noted that the majority of water goes to grass and sod. Staff has also taken steps to conserve water, such as ensuring broken sprinkler heads are replaced quickly. She added that she would look into utilizing recycled water as Chair Fraijo suggested so that it could potentially be included in the next phase of the Park Improvement Project.

SUPERVISOR
RODRIGUEZ

Supervisor Rodriguez added that the drip system is also being used at many of the park planter areas.

PUBLIC SERVICES
DIRECTOR UPDATE

Director Rodriguez presented the following update:

- 1) The modifications to the City Hall service road parking lot, per ADA requirements, are nearly complete. The project will add a total of three additional ADA compliant parking spaces, including an ADA van parking space at the north end. The van parking space remains under construction at this point.
- 2) The bus camera system went live on May 18, and will also be used during recreation trips.
- 3) The Alfred F. Herrera Softball Field lighting project has been underway for nearly a month. The old poles were demoed, and a new electrical conduit along with six new poles were installed. Staff is waiting for the contractor to install wiring, replace the sod, repair the concrete walkways near the playground area and volleyball court, and clean up the site. Staff anticipates the project will be completed on June 17.
- 4) The workers of the Summer Youth program will assist in the Public Services and Yard Maintenance offices.

COMMISSIONER
ROMAN

Commissioner Roman thanked staff for the great work on the parking lot.

VICE CHAIR
ZEPEDA

Vice Chair Zepeda spoke highly of the paper-shredding event.

CHAIR FRAIJO

Chair Fraijo asked about the response to staff's request for parents of bus-riding children to sign waivers relating to the camera system, to which Director Rodriguez indicated that most parents signed the waivers and that no concerns regarding the forms were received by staff.

COMMISSIONER ITEMS
AND REQUESTS

COMMISSIONER
SAPIEN

Commissioner Sapien asked that information regarding the city's readiness in the event of an active shooter occurs be presented at the next meeting. She also reported on the benefits of a conference she attended a conference this month where "Workforce Development and Retention" was discussed. She then stated that she met with individuals from the Los Angeles County Department of Public Works who expressed eagerness to assist Irwindale staff in implementing water conservation programs.

- COMMISSIONER ROMAN Commissioner Roman advised that she also attended the same conference and appreciated the opportunity to mingle. She said that she also received good information at the conference. She then requested that staff prepare a plaque or certificate to recognize and thank the Irwindale Community Foundation for its contributions to recreational programs. She also asked about adding additional participants in the Teeny Tots program, past room capacity, to which Director Rodriguez advised that the limit is set by law, under the occupancy code. However, staff will look into potentially moving activities outdoors where no such restrictions are placed.
- MANAGER ZEPEDA Manager Zepeda added that the class was filled by residents, as registrations for non-residents has not begun yet. She added that staff is willing to create a waiting list for the program.
- CHAIR FRAIJO Chair Fraijo spoke on the Commission's desire to have programs continue to grow, and suggested for staff to consider setting up two sessions of the program, citing the community's desire to participate. She stated that the Irwindale Community Foundation may consider assisting with funding for the added session.
- DIRECTOR RODRIGUEZ Director Rodriguez advised that the Tiny Tot program requires six participants to begin, but only five have registered thus far.
- COMMISSIONER ORTIZ Commissioner Ortiz spoke on a traumatic incident she experienced as a child and wished everyone a happy Pride Month.
- COMMISSIONER ROMAN Commissioner Roman spoke on her experience working at a Regional Center.
- CHAIR FRAIJO Chair Fraijo urged everyone to treat each other with respect, courtesy, and kindness.
- ADJOURNMENT** There being no further business to conduct, the meeting was adjourned at 7:40 p.m.

Armando Hegdahl, CMC
Management Analyst