



CITY OF IRWINDALE

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PAULA FRAJO
CHAIR

BELEN ZEPEDA
VICE CHAIR

MARGUERITE
S. LOPEZ
COMMISSIONER

TERESA ORTIZ
COMMISSIONER

CARMEN ROMAN
COMMISSIONER

AGENDA FOR THE REGULAR MEETING OF THE PARKS & RECREATION COMMISSION

SEPTEMBER 1, 2021

6:00 P.M.

VIA VIDEOCONFERENCE

*(Closed to the Public)
Pursuant to Executive Order N-29-20*

The Governor has declared a State of Emergency to exist in California because of the threat of COVID-19 (aka the "Coronavirus"). The Governor also issued Executive Order N-25-20, which directs Californians to follow public health directives including canceling large gatherings. The Executive Order also allows local legislative bodies to hold meetings via conference calls while still meeting state transparency requirements.

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 will also be available through the following options:

Registration URL:

<https://us02web.zoom.us/j/83373897360>

Webinar ID:

833-7389-7360

*You will be connected to audio using your computer's microphone and speakers (VoIP).
A headset is recommended.*



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: Marguerite S. Lopez, Teresa Ortiz, Carmen Roman
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 participate (except as stated) 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 three minutes unless such time limits are extended.

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 of August 4, 2021

2. NEW BUSINESS

A. Update on ADA Parking for Community Events (Verbal Presentation)

Recommendation: Discuss and provide input

Department: Public Services

- 3. **RECREATION MANAGER UPDATE**
- 4. **PUBLIC WORKS SUPERVISOR UPDATE**
- 5. **PUBLIC SERVICES DIRECTOR UPDATE**
- 6. **COMMISSIONER ITEMS AND REQUESTS**

7. 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 September 1, 2021, to be posted at the City Hall, Library, and Post Office on August 26, 2021.

Armando Hegdahl

Armando Hegdahl, CMC
Management Analyst

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

AUGUST 4, 2021
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, Teresa Ortiz, Vice Chair Belen Zepeda; Chair Paula Fraijo

Also present: Elizabeth Rodriguez, Public Services Director; Priscilla Zepeda, Recreation Manager; Pedro Rodriguez, Public Works Services Supervisor; and Armando Hegdahl, Management Analyst

SPONTANEOUS COMMUNICATIONS

There were no speakers.

CONSENT CALENDAR

MOTION

A motion was made by Chair Fraijo, seconded by Commissioner Roman, to approve the Consent Calendar. The motion was unanimously approved; Commissioner Ortiz abstaining.

ITEM NO. 1A
MINUTES

MINUTES

The following minutes were approved as presented:

- 1) Regular meeting held July 7, 2021

NEW BUSINESS

ITEM NO. 2A
IRWINDALE
RECREATION USAGE
STATISTICS FOR
2019-2021

IRWINDALE RECREATION USAGE STATISTICS FOR 2019-2021

DIRECTOR RODRIGUEZ Director Rodriguez presented the staff report.

CHAIR FRAIJO

Responding to a question by Chair Fraijo, Director Rodriguez advised that Mayor Pro Tem Burrola had originally requested usage statistics for the Recreation programs for 2019. However, staff provided the statistics from 2019 through June 2021 in order to paint a complete picture. Director Rodriguez added that the request arose during a time when staff made a presentation to the Council discussing the need to fill full-time Senior Recreation Leader positions which have previously gone unfilled. Staff has struggled with the smaller workforce and spoke in support of the full-time positions, which include certain benefits that would attract applicants.

Chair Fraijo noted the expansion of Recreation programs and activities and commended staff for their efforts in securing the personnel necessary to hold said programs.

COMMISSIONER
ROMAN

Commissioner Roman thanked staff for analyzing programs and determining staffing needs. She also commended Recreation staff for demonstrating excellent customer service.

CHAIR FRAIJO

Chair Fraijo asked about this year's Trunk or Treat event, to which Director Rodriguez indicated that staff hopes to offer the program at a city facility parking lot, unlike last year's event where staff drove to participants' homes to pass out treats.

ITEM NO. 2B
CITY OF IRWINDALE
RECREATION
VOLUNTEER PROGRAM

CITY OF IRWINDALE RECREATION VOLUNTEER PROGRAM
(Requested by Chair Fraijo)

DIRECTOR RODRIGUEZ

Director Rodriguez presented the verbal report, wherein she indicated that staff prepared a flyer inviting volunteers to an informative session at the Dan Diaz Recreation Center on August 26, where staff will present information on how to volunteer. She advised that the city's insurer recommended that volunteers be 15 years of age or older due to liability issues, though 13 and 14 year-olds may also participate if it is required for school service hours or if they are members of the Irwindale Teen Club.

CHAIR FRAIJO

Chair Fraijo asked if the 13 and 14 year-olds are also covered through either the city or school insurer, to which Director Rodriguez advised that they would be covered under the city's insurer. She added that the long-term volunteer program requires volunteers to sign certain forms, including worker's compensation forms.

Chair Fraijo also asked about vaccination requirements, to which Director Rodriguez indicated that the city is not currently requiring vaccinations from volunteers; however, staff is making sure to follow the most up-to-date guidance from the Los Angeles County Public Health Department.

Chair Fraijo stated her priority that individuals remain safe, even if it means potentially temporarily postponing volunteer efforts.

DIRECTOR RODRIGUEZ

Director Rodriguez noted that current volunteer opportunities involve one-day, outdoor events.

COMMISSIONER
ORTIZ

Commissioner Ortiz commended Manager Zepeda for the high quality flyer that she prepared.

ITEM NO. 2C
SENIOR SPLASH

SENIOR SPLASH

- MANAGER ZEPEDA Manager Zepeda presented the staff report.
- CHAIR FRAIJO Chair Fraijo asked whether individuals may use pool noodles in the pool, to which Manager Zepeda stated that individuals may lean on pool noodles as aides.
- Chair Fraijo spoke against utilizing swimming aides during open swim as it may create liability issues.
- COMMISSIONER ORTIZ Responding to a question by Commissioner Ortiz, Manager Zepeda advised that staff is looking into replacing the diving boards.
- CHAIR FRAIJO Chair Fraijo requested that staff notify the commission of the amount of participants in the Aquabilities class at next month's meeting.
- MANAGER ZEPEDA Manager Zepeda agreed and noted that the Aquabilities classes are usually offered every Thursday during recreational swim time, and are usually offered until the day before the schools of the Covina Valley Unified School District return to session. However, this year, it will be closed at a later date due to its tiered opening.
- CHAIR FRAIJO Chair Fraijo spoke in favor of expanding programs as much as possible if the programs are being utilized and are benefitting participants. She also stated her belief that the rules and regulations as presented by staff are fine the way they are.
- COMMISSIONER ROMAN As requested by Commissioner Roman, Manager Zepeda provided details for the Aquabilities program.
- SUZANNE GOMEZ Suzanne Gomez spoke in favor of allowing items such as flotation devices, noodles, or weights in the pool since, in her belief, they would not pose any danger.
- CHAIR FRAIJO Chair Fraijo stated that pool noodles are allowed during Aqua Fitness. However, flotation devices may pose a danger to safety during other activities.
- DENA ZEPEDA Dena Zepeda requested extending pool hours, to which Manager Zepeda responded by discussing day and night swim hours.
- CHAIR FRAIJO Chair Fraijo noted that a pool program was previously extended to benefit seniors, and suggested that other programs be extended as well so that other individuals, not just seniors, may also benefit.

Responding to a question by Chair Fraijo, Manager Zepeda advised that Aqua Fitness and Lap Swim will end on September 30. However, staff will presented a recommendation to the Council for the program to be extended to October 28.

CHAIR FRAIJO Chair Fraijo reiterated her desire for pool programs to be extended to benefit the youth. She suggested potentially offering lap swimming on weekends.

DIRECTOR RODRIGUEZ In response to Chair Fraijo's statement, Director Rodriguez indicated that the city has recently struggled with staffing at the pool. However, efforts are underway to recruit an Aquatics Supervisor, who will be responsible for ensuring sufficient swimming programs through September and continuing Day Swim on weekends. She expressed her hope that enough staff members would be available soon to allow programs to run for additional time.

CHAIR FRAIJO Chair Fraijo suggested for staff to look into extending programs at least until the middle of September.

DENA ZEPEDA Dena Zepeda requested extending pool hours.

MOTION A motion was made by Chair Fraijo, seconded by Commissioner Lopez, to leave the current guidelines for recreational swim hours, including the programs, as-is. The motion was unanimously approved.

ITEM NO. 2D
UPDATE ON MASK-WEARING POLICY UPDATE ON MASK-WEARING POLICY – VERBAL REPORT
(Requested by Chair Fraijo)

DIRECTOR RODRIGUEZ Director Rodriguez advised that facemasks are now required at all indoor city facilities, regardless of vaccination status. She added that staff consulted with the City Attorney as well as the city's insurer, and that it has been determined that commissioners would be required to follow the same protocols and rules as employees. Facemasks are also required on public transportation, health care facilities, and youth settings.

CHAIR FRAIJO Chair Fraijo requested to be notified if commissioners could simply show proof of vaccination to Human Resources if they wish to forego utilizing facemasks.

COMMISSIONER ROMAN Responding to a question by Commissioner Roman, Director Rodriguez advised that commissioners are also currently required to wear facemasks inside all city facilities. The only times when facemasks are not required indoors is when individuals are eating or are alone in their offices.

- DENA ZEPEDA Dena Zepeda reported basketball players that do not wear masks while they are inside the gym, to which Director Rodriguez indicated that all individuals inside city facilities must wear facemasks, and that staff will continue reminding all visitors about the facemask requirement.
- MANAGER ZEPEDA Manager Zepeda added that staff will remind individuals to wear their masks if they notice that they are not wearing them. She said that staff is especially vigilant during the KidZone program.
- CHAIR FRAIJO Chair Fraijo suggested that staff ask individuals to leave the facility if they refuse to wear masks.
- COMMISSIONER
ROMAN Responding to a comment by Commissioner Roman, Manager Zepeda stated that a Recreation Supervisor is scheduled to work during all hours of operation.
- ITEM NO. 2E UPDATE ON EARLY-HOURS USE OF THE RECREATION
UPDATE ON EARLY- BUILDING – VERBAL REPORT (Requested by Chair Fraijo)
HOURS USE OF THE
RECREATION BUILDING
– VERBAL REPORT
- MANAGER ZEPEDA Manager Zepeda stated that there are no updates regarding early morning operating hours for the gym, and requested to provide an update in October since new aides will be hired in September.

RECREATION
MANAGER UPDATE

- RECREATION
MANAGER ZEPEDA Recreation Manager Zepeda provided an update on the following programs and activities:
- 1) She introduced Delicia Ponce, Adam Quinones, and Samantha Rosales as new full-time employees of the Recreation Department.
 - 2) The scale in the weight room is available for use.
 - 3) KidZone staff routinely monitor restrooms to ensure they are clean.
 - 4) Summer Day Camp has concluded with an average weekly attendance of 31 participants.
 - 5) Whiffle Ball, T-Ball, Cheer, and Volleyball concluded today; Summer Tots concludes tomorrow.
 - 6) A final beach trip will be held next week.
 - 7) Registrations for bus passes, and classes such as KidZone, Tiny Tots, and Teeny Tots have begun.
 - 8) The Summer Nights in the Park programs is ending. The new location for the Movies in the Park has been well received.

- 9) Staff will request funding from the Irwindale Community Foundation to fund holiday themed movies.
- 10) The final Music in the Park event, featuring the Back to School event, will take place tomorrow. The Irwindale Community Foundation also donated funds for these events.
- 11) She thanked the Police Department staff for participating in the Aquatics Summer Olympics event.
- 12) A flyer will be sent out next week with details on the September session of Aquafitness and Lap Swim. A request was made by the City Council for a possible extension through October which, if approved, will allow for one final session of Aquafitness and Lap Swim in October.
- 13) An informational meeting for the new Swim Team program, the "Irwindale Sharks", will be held on August 14.
- 14) All other aquatics programs will end no later than August 15.
- 15) She also acknowledged her staff's hard work in implementing many, many programs and activities during the COVID-19 pandemic.

PUBLIC WORKS
SUPERVISOR UPDATE

Public Works Supervisor Rodriguez presented the following update:

- 1) Four Public Works staff members were trained on Hunter irrigation recently.
- 2) New pavers were installed at the Memorial Garden.
- 3) Staff is working with animal management to resolve a ground squirrel problem at the parks and civic areas.
- 4) The tennis and basketball court surfaces will be serviced this month.
- 5) A main line leak at the east side of the park was repaired.
- 6) Staff is working on replacing the boost pump control panel at El Nido Park.
- 7) Staff is also working on replacing pergolas at Little Park, which were damaged by termites.
- 8) Although Jardin de Roca Park was vandalized with graffiti recently, staff worked right away to remove the vandalism, and the vandals were arrested and staff is working with the Police Department to recover the costs to repair the damage.

PUBLIC SERVICES
DIRECTOR UPDATE

DIRECTOR RODRIGUEZ Director Rodriguez advised that a Brown Act class will soon be provided for all commissioners and City Councilmembers. In addition, the Senior Center will have a grand reopening ceremony on August 14.

**COMMISSIONER ITEMS
AND REQUESTS**

COMMISSIONER ROMAN	Commissioner Roman thanked staff's hard work during the pandemic year.
COMMISSIONER LOPEZ	In reply to a question by Commissioner Lopez, Manager Zepeda advised that the Mariachi Fest events will be held every Friday in September, and provided an update on staff's planning efforts for the events.
COMMISSIONER ORTIZ	Commissioner Ortiz thanked staff for their excellent customer service and suggested that staff wear nametags so patrons know who to thank.
CHAIR FRAIJO	Chair Fraijo thanked Manager Zepeda for her passion and expressed her profound appreciation for the Recreation Department's hard work.
DENA ZEPEDA	Dena Zepeda thanked Manager Zepeda and Recreation staff for being kind and helpful to patrons.
CHAIR FRAIJO	Chair Fraijo asked about the grass at the Memorial Garden, to which Supervisor Rodriguez advised that the area needs lots of water, which has been made difficult due to the numerous events and activities taking place there. He indicated that staff will add nutrients to the grass to keep it green. He also indicated that he will work with staff from local cities and will reach out to a grass seed company for recommendations on how to keep the grass healthy. Chair Fraijo thanked Public Works staff for always keeping the parks beautiful.
COMMISSIONER ROMAN	Commissioner Roman asked about adding more disabled parking spaces at City Hall and the Library. She also complained that staff members are parking at green curbs for longer than 20 minutes, and suggested installing additional parking signage, to which Director Rodriguez advised that the City Engineer is already considering available parking options.
COMMISSIONER ORTIZ	Responding to a question by Commissioner Ortiz, Manager Zepeda advised that staff members working at the weight room are not weight trainers. However, they are all First Aid and CPR certified. Commissioner Ortiz also asked whether pour-in-place material could be installed around the park to alleviate the pain some may feel when walking on the hard concrete.

CHAIR FRAIJO

Chair Fraijo requested that staff check with the City Council regarding the possibility of extending the Aqua Fitness classes, at least through the end of August, to which Director Rodriguez indicated that her report to the Council will include Chair Fraijo's request.

Chair Fraijo then asked about the status of hiring the Aquatics Supervisor, to which Director Rodriguez indicated that staff hopes to have the position filled by the end of September or beginning of October.

Chair Fraijo thanked the public for their participation in the meetings.

ADJOURNMENT

There being no further business to conduct, the meeting was adjourned at 7:40 p.m.

Armando Hegdahl, CMC
Management Analyst