



# CITY OF IRWINDALE

5050 N. IRWINDALE AVE., IRWINDALE CA 91706 • PHONE: (626) 430-2200 • FACSIMILE: 962-4209

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

DECEMBER 1, 2021

6:00 P.M.  
VIA VIDEOCONFERENCE

*(Closed to the Public)*

*Pursuant to Irwindale Resolution No. 2021-100-3312*

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: 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 (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 of November 3, 2021

## **2. NEW BUSINESS**

### A. Update on ADA Parking - Verbal

### B. School Bus Camera Policy – Verbal

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 December 1, 2021, to be posted at the City Hall, Library, and Post Office on November 24, 2021.

*Armando Hegdahl*

Armando Hegdahl, CMC  
Management Analyst

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

**NOVEMBER 3, 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, Teresa Ortiz, Carmen Roman; Vice Chair Belen Zepeda; Chair Paula Fraijo

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

**SPONTANEOUS COMMUNICATIONS**

|                  |                                                                                                                                                                                                                    |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SUZANNE GOMEZ    | Suzanne Gomez thanked all involved for the water aerobics classes, expressed her excitement over the hiring of an Aquatics Supervisor, and requested that a new pool heater be purchased.                          |
| DENA ZEPEDA      | Dena Zepeda thanked the Recreation Department for the amazing Halloween events it put on, as well as for the classes it holds, such as Zumba and Yoga. She also reported dirty flooring during one of the classes. |
| MARIANA QUINONES | Mariana Quinones thanked the Aquatics team for its wonderful programs and the Recreation Department for the Halloween events.                                                                                      |

**CONSENT CALENDAR**

|        |                                                                                                                                                                                     |
|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| MOTION | A motion was made by Chair Fraijo, seconded by Commissioner Roman, to approve the Consent Calendar. The motion was unanimously approved; Commissioners Ortiz and Zepeda abstaining. |
|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**ITEM NO. 1A**  
**MINUTES**

**MINUTES**

The following minutes were approved as presented:

1) Regular meeting held October 6, 2021

**ITEM NO. 1B**  
**IRWINDALE**  
**COMMUNITY**  
**FOUNDATION FY**  
**2021/2022**  
**DONATIONS TO THE**  
**AQUATICS AND**

**IRWINDALE COMMUNITY FOUNDATION FY 2021/2022**  
**DONATIONS TO THE AQUATICS AND RECREATION DIVISIONS**

RECREATION  
DIVISIONS

- CHAIR FRAIJO                      Chair Fraijo stated that it is an amazing blessing for the Irwindale Community Foundation to have done so much for the community. Thanks to its generosity, the residents have benefitted tremendously.
- COMMISSIONER ROMAN                      Commissioner Roman thanked the Irwindale Community Foundation for its generosity and noted how the city has benefitted from its donations. She then stated that residents were excited to hear about the paddleboard programs that Supervisor Grijalva brought up and suggested that the City Council consider budgeting for it
- COMMISSIONER LOPEZ                      Commissioner Lopez also thanked the Foundation for its generosity.
- COMMISSIONER ORTIZ                      Commissioner Ortiz commended Supervisor Grijalva for recommending the paddleboard program and thanked staff, the Commission, and the Foundation for working well together.
- DENA ZEPEDA                      Dena Zepeda suggested reaching out to other local companies to solicit donations to help fund more programs.
- CHAIR FRAIJO                      Chair Fraijo noted that many are interested in the paddleboard program and stated that the City Council should note the great interest in it, to which Director Rodriguez stated that one of staff's priorities is getting the paddleboard program up and running.

**NEW BUSINESS**

ITEM NO. 2A  
HYBRID MEETINGS  
FOR LEGISLATIVE  
BODIES

HYBRID MEETINGS FOR LEGISLATIVE BODIES

DIRECTOR  
RODRIGUEZ

Director Rodriguez presented the staff report.

CHAIR FRAIJO

Responding to a question by Chair Fraijo, Director Rodriguez advised that staff would immediately implement any actions suggested by the Los Angeles County Department of Public Health.

ITEM NO. 2B  
UPDATE ON BUS  
CAMERAS

UPDATE ON BUS CAMERAS

DIRECTOR RODRIGUEZ Director Rodriguez presented the update, where she advised that cameras for the school busses have been purchased and the IT Manager has received them. Staff is working with a vendor to schedule a date to install them. Staff is also working on a separate policy for bus cameras. Once available, staff will submit the draft policy to the City Attorney and the City's insurer for review and feedback. It will then be presented to the Commission for comments, after which it will be presented to the Council. She highlighted that the bus cameras cannot operate until the Council has approved the policy, parents are notified, and acknowledgment forms signed by the parents are received.

CHAIR FRAIJO Chair Fraijo requested that an update on this matter be presented at the next Commission meeting.

ITEM NO. 2C  
UPDATE ON ADA  
PARKING UPDATE ON ADA PARKING

DIRECTOR RODRIGUEZ Director Rodriguez presented the update. She advised that staff has met with contractors to discuss the scope of work and to obtain a base quote for the installation of two additional ADA parking spaces. It was discovered that the area would have to be resurfaced to accommodate slope requirements, and as such, the scope of work has expanded. As soon as additional information is obtained, staff will inform the Commission.

COMMISSIONER ROMAN Responding to a question by Commissioner Roman, Director Rodriguez advised that a report will be presented in the future with information on the Recreation and Library Buildings Expansion Project, which may change the parking scope of work.

CHAIR FRAIJO Chair Fraijo requested that an update on this matter be presented at the next Commission meeting.

RECREATION  
MANAGER UPDATE

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

- 1) The following trips were held:
  - A) Teeny Tots to the Pumpkin Patch in La Verne – October 29
  - B) Teen Trip to Knott's Scary Farm – October 9
  - C) Family Trip to Riley's Farm – October 23
  - D) Family Trip to Camarillo Outlets – November 20
  - E) Fall Day Camp to Universal Studios – November 23
- 2) The children in the Tiny Tots and Kidzone programs visited various city departments last week for Halloween treats.

- 3) The Kidzone program concluded its "Random Acts of Kindness" activities as part of their "Kindness Counts" campaign. They recognized the Finance and Public Works/Yard departments.
- 4) She summarized the week of Halloween activities, including the Home Decorating contest, Children's Pumpkin Decorating contest, Trunk or Treat, and the Halloween Spooktacular event.
- 5) The Annual Veterans Day Ceremony will be held on November 11.
- 6) Scarecrow Alley will be held November 22-24 at its new location, the turnabout east of the Dan Diaz Recreation Center.
- 7) The following events have been scheduled for December:
  - A) Christmas Spectacular – Dec. 3
  - B) Sunset Cinema – Dec. 10
  - C) Cookies with Santa – Dec. 16
  - D) Christmas Home Decorating Contest – Dec. 16
  - E) Gingerbread Decorating Contest – Dec. 16
  - F) Family Trip to Enchanted at Descanso Gardens – Dec. 18
  - G) Teens / Day Camp trip to AMC Covina – Dec. 21
  - H) Teens trip to Magic Mountain – Dec. 23
  - I) Day Camp to Medieval Times – Dec. 28
- 8) She also provided information on the Irwindale Coyotes competitive sports program.

#### **AQUATICS** **SUPERVISOR UPDATE**

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

- 1) He thanked the Swim Team Coaching staff for their outstanding work.
- 2) The Aquafitness program ended last Thursday and was enjoyed by all 32 participants.
- 3) The Aquatics team also participated in distributing Halloween treats to the Teeny Tots and Kidzone children.
- 4) Staff is currently ordering items approved for purchase by the Irwindale Community Foundation.
- 5) The pool experienced heating issues last week, but staff is looking into addressing them.
- 6) Although the Irwindale Community Foundation did not approve the purchase of paddleboards, staff is moving forward with safety protocols and visual layouts in order to present the proposed program to the City Council.
- 7) He also thanked Manager Zepeda for building up the pool programs and activities.

#### **PUBLIC WORKS** **SUPERVISOR UPDATE**

Public Works Supervisor Rodriguez presented the following update:

- 1) Staff has fertilized the turf surrounding the Memorial Garden to keep it green through the winter.
- 2) Irrigation valves were repaired at two parks.
- 3) Staff has repaired the vandalism at the tennis court area. Staff will continue monitoring the area in an effort to deter further vandalism.
- 4) Staff has completed the painting of the old snack bar tables and is in the process of painting the first floor of the Aquatics Center and working its way up to the second floor.
- 5) Staff has completed setting up for the Halloween Spooktacular and is setting up for the Veterans Day Ceremony and for the upcoming Christmas festivities.
- 6) The irrigation training that staff was scheduled to attend was cancelled due to a lack of participants.
- 7) Pesticide training has been scheduled for November 18.

**PUBLIC SERVICES**  
**DIRECTOR UPDATE**

Director Rodriguez presented the following update:

- 1) The recycling event and compost giveaway held October 16 was a great success.
- 2) She also thanked her staff for their dedication and hard work.

**COMMISSIONER ITEMS**  
**AND REQUESTS**

|                    |                                                                                                                                                                                                                         |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CHAIR FRAIJO       | Chair Fraijo suggested that consideration be given to having a local medical firm offer COVID testing at the Recreation Center, since some residents may experience difficulty having their children tested.            |
| DENA ZEPEDA        | Dena Zepeda thanked the Recreation Department for offering such amazing programs and for bringing the community together during difficult times.                                                                        |
| SUZANNE GOMEZ      | Suzanne Gomez thanked the Recreation Department for offering trips, such as the one to Riley's Farm, which she enjoyed immensely.                                                                                       |
| COMMISSIONER ROMAN | Commissioner Roman thanked the Recreation Department for the "Mighty Coyotes" sports program and suggested that staff look into alternatives should the County require the Recreation Center be shut down due to COVID. |
| VICE CHAIR ZEPEDA  | Vice Chair Zepeda thanked staff for their wonderful work and all they have accomplished this year.                                                                                                                      |

|                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| COMMISSIONER<br>LOPEZ | Commissioner Lopez stated that she has received amazing feedback from the community regarding the excellent programs and activities being offered by the Recreation Department.                                                                                                                                                                                                                                                                                           |
| COMMISSIONER<br>ORTIZ | Commissioner Ortiz recognized staff's hard work and Manager Zepeda's leadership. She also asked about how the early morning hours for the gym have been going, to which Manager Zepeda advised that a maximum of three individuals have attended the gym during its early-morning hours.                                                                                                                                                                                  |
| CHAIR FRAIJO          | Chair Fraijo recommended expanding classes, if possible, in order to accommodate more participants, should the maximum amount of participants be reached. She also thanked the Public Works Department for always supporting the Recreation Department by setting up for its various programs. She then commended the Aquatics Division for working to offer the paddleboard program, since many residents may otherwise not ever be able to experience such an activity. |
| DENA ZEPEDA           | Dena Zepeda thanked Supervisor Grijalva for offering pool programs for senior citizens.                                                                                                                                                                                                                                                                                                                                                                                   |
| SUZANNE GOMEZ         | Suzanne Gomez thanked Supervisor Grijalva for his enthusiasm and dedication.                                                                                                                                                                                                                                                                                                                                                                                              |
| CHAIR FRAIJO          | Chair Fraijo thanked the Public Works Services staff for their hard work.                                                                                                                                                                                                                                                                                                                                                                                                 |
| COMMISSIONER<br>ROMAN | Commissioner Roman requested that some red curbs restrictions be removed, to which Director Rodriguez noted the need for red curbs, but indicated that staff would look into the request.                                                                                                                                                                                                                                                                                 |
| DENA ZEPEDA           | Dena Zepeda thanked staff for the compost giveaway and commended staff for thoroughly cleaning the parks.                                                                                                                                                                                                                                                                                                                                                                 |
| COMMISSIONER<br>ROMAN | Commissioner Roman suggested changing the city cleanup to Earth Day, to which Director Rodriguez indicated that the event is scheduled depending on other planned events and the availability of Athens, the city's trash hauler. She further noted that the annual Bulky Item Pickup events were being used to dispose of small items also, not just large items.                                                                                                        |
| SUZANNE GOMEZ         | Suzanne Gomez thanked staff for helping keep the city clean and for taking good care of residents during the pandemic.                                                                                                                                                                                                                                                                                                                                                    |

CHAIR FRAIJO                      Chair Fraijo thanked Petsmart for their donation of stuffed animals for the children, and thanked the Police Department for helping keep the community and parks safe.

DENA ZEPEDA                      Dena Zepeda thanked veterans for their service and asked for free veteran signs, to which Director Rodriguez noted that the signs are still with the printer.

**ADJOURNMENT**                      There being no further business to conduct, the meeting was adjourned at 7:47 p.m., in memory of Anthony Zepeda.

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Armando Hegdahl, CMC  
Management Analyst