

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

FEBRUARY 2, 2022

6:00 P.M.

VIA TELECONFERENCE

Limited Public Access

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 held January 5, 2022

2. NEW BUSINESS

A. Irwindale Public Library and Dan Diaz Recreation Center Capital Improvement Project

Recommendation: Discuss and provide direction regarding the Dan Diaz Recreation Center portion of the Irwindale Public Library and Dan Diaz Recreation Center Capital Improvement Project.

Department: Administration

B. 4th of July Community Events

Recommendation: Review and make recommendations for City Council approval regarding 4th of July community events.

Department: Recreation

C. Citywide Surveillance Camera Site Plans

Recommendation: Receive and file the citywide surveillance camera site plans for Recreation, Aquatics Center, parks and playgrounds.

Department: Administration

D. Tentative Schedule for Aquatics 2022 Season

Recommendation: Receive and file the tentative schedule for the 2022 Aquatics Season.

Department: Aquatics

E. Replanting at Jardin de Roca Park

Recommendation: Receive and file the replanting list at the Jardin de Roca Park

Department: Public Services

F. School Bus Camera Policy Update – Verbal Report

Department: Public Services

G. ADA Parking Update – Verbal Report

Department: Public Services

- 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 February 2, 2022, to be posted at the City Hall, Library, and Post Office on January 27, 2022.

Armando Hegdahl

Armando Hegdahl, CMC
Management Analyst

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

JANUARY 5, 2022
WEDNESDAY
6:00 P.M.

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

ROLL CALL: Present: Commissioners Marguerite S. Lopez, 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

COMMISSION
REORGANIZATION

MANAGEMENT ANALYST HEGDAHL Management Analyst Hegdahl presented the staff report and opened the floor to nominations for the position of Chair.

COMMISSIONER ZEPEDA Commissioner Zepeda nominated Commissioner Fraijo

ROLL CALL There being no further nominations, Analyst Hegdahl closed the floor to nominations and, on a call for the vote, Commissioner Fraijo was unanimously appointed to the position of Chair.

CHAIR FRAIJO Chair Fraijo then opened the floor to nominations for the position of Vice Chair.

COMMISSIONER LOPEZ Commissioner Lopez nominated Commissioner Zepeda.

COMMISSIONER ORTIZ Commissioner Ortiz nominated Commissioner Roman.

ROLL CALL There being no further nominations, Chair Fraijo closed the floor to nominations and, on a call for the vote, Commissioner Zepeda was appointed to the position of Vice Chair; Commissioners Ortiz and Roman opposed.

SPONTANEOUS
COMMUNICATIONS

There were no speakers.

CONSENT CALENDAR

MOTION A motion was made by Chair Fraijo, seconded by Commissioner Roman, to approve Item No. 1A on the Consent Calendar, and removing all other Consent Calendar items for separate consideration.

The motion was unanimously approved; Commissioner Ortiz abstaining.

ITEM NO. 1A
MINUTES

MINUTES

The following minutes were approved as presented:

- 1) Regular meeting held December 1, 2021

END OF CONSENT CALENDAR

ITEM NO. 1B
REPLANTING AT
JARDIN DE ROCA
PARK

REPLANTING AT JARDIN DE ROCA PARK

SUPERVISOR
RODRIGUEZ

Supervisor Rodriguez presented the staff report.

COMMISSIONER
LOPEZ

Commissioner Lopez requested that Birds of Paradise plants be included, to which Supervisor Rodriguez indicated that staff can look into the request and provide an update at the next meeting.

DIRECTOR
RODRIGUEZ

Director Rodriguez requested that the Commissioners indicate which other plants and shrubs that they would like to include so that they can be discussed at the next meeting. She noted that staff has included plants that were listed in the plans that were prepared in 2003.

Responding to a question by Chair Fraijo, Director Rodriguez elaborated a bit on the plants and grass type identified in the staff report.

CHAIR FRAIJO

Chair Fraijo asked whether the planting has begun, to which Supervisor Rodriguez advised that it has not due to a staffing shortage. Chair Fraijo asked to receive an update at next month's meeting.

SUZANNE GOMEZ

Suzanne Gomez expressed her belief that Birds of Paradise plants require too much water, and spoke in favor of planting drought-resistant plants.

DIRECTOR
RODRIGUEZ

Director Rodriguez noted that Birds of Paradise plants are considered to be drought-tolerant.

SUPERVISOR
RODRIGUEZ

Supervisor Rodriguez added that staff is also working on changing sprinkler spray heads to drip systems in order to conserve water.

CHAIR FRAIJO Chair Fraijo requested that plants that die with the new drip system be replaced with plants that could survive with the drip system. She then requested that an update be presented at the next meeting.

ITEM NO. 1C PUBLIC SERVICES MAINTENANCE ACTION ITEM REPORT FOR
PUBLIC SERVICES THE DAN DIAZ RECREATION CENTER AND IRWINDALE PARK
MAINTENANCE RESTROOMS
ACTION ITEM REPORT
FOR THE DAN DIAZ
RECREATION CENTER
AND IRWINDALE PARK
RESTROOMS

SUPERVISOR Supervisor Rodriguez presented the staff report.
RODRIGUEZ

CHAIR FRAIJO Chair Fraijo thanked staff for expeditiously addressing the items of concern that were noted at last month's meeting.

DENA ZEPEDA Dena Zepeda thanked staff for their quick work, and wondered why the concerns were brought to the Commission. She suggested instead taking concerns to the Council or to management staff right away.

DIRECTOR Director Rodriguez advised that concerned individuals may contact
RODRIGUEZ the phone number to the Public Services Department with any items that are broken and/or in need of replacement. She noted that staff is proactive and conducts routine inspections, though some items may fall through the cracks. However, as soon as concerns are reported, staff works hard to repair them as soon as possible.

CHAIR FRAIJO Chair Fraijo stated her belief that Dena Zepeda's concern is that the buildings are monitored properly.

COMMISSIONER Commissioner Lopez suggested posting to post the phone number
LOPEZ referenced by Director Rodriguez in the restrooms.

COMMISSION Commission consensus was reached to receive and file the report.
CONSENSUS

ITEM NO. 1D AQUATICS MID-YEAR REVIEW REQUESTS FOR CITY COUNCIL
AQUATICS MID-YEAR
REVIEW REQUESTS
FOR CITY COUNCIL

SUPERVISOR Supervisor Grijalva presented the staff report.
GRIJALVA

COMMISSIONER LOPEZ	Commissioner Lopez asked about obtaining an extended warranty on the new pool heater, to which Supervisor Grijalva indicated that he would look into the request and report back to the Commission.
DIRECTOR RODRIGUEZ	Director Rodriguez noted that heaters generally come with one-year warranties, and noted that the existing heater is eight years old and is not functioning properly. She noted that the new heater will include a warranty.
CHAIR FRAIJO	Chair Fraijo asked about the cost of the heater, to which Director Rodriguez advised that due to the heater's high cost, staff will likely need to accept formal bids for the purchase and installation of the heater.
SUZANNE GOMEZ	Responding to a question by Suzanne Gomez, Director Rodriguez advised that staff hopes to purchase and install the heater by spring, and spoke on the steps necessary to secure funding.
DENA ZEPEDA	Dena Zepeda spoke in support of the purchase of the new heater with an extended warranty.
COMMISSIONER ROMAN	Commissioner Roman thanked Supervisor Grijalva and concurred that staff should look in purchasing an extended warranty. She also requested to be informed when underwater maintenance is performed so she can watch.

NEW BUSINESS

ITEM NO. 2A **DAN DIAZ RECREATION CENTER EARLY HOURS**
DAN DIAZ RECREATION
CENTER EARLY HOURS

DIRECTOR RODRIGUEZ	Director Rodriguez presented the report.
CHAIR FRAIJO	Responding to several questions by Chair Fraijo, Director Rodriguez advised that three staff members are required in order to adequately provide coverage during early morning hours, including a Supervisor, a staffer at the lobby, and another staffer at the Fitness Center. Chair Fraijo suggested offering early hours at the Recreation Center for at least two days per week, and stated her hope that interest in this offer would build up over time.
COMMISSIONER LOPEZ	In response to a question by Commissioner Lopez, Director Rodriguez indicated that County firefighters have not returned to the Recreation Center to use the gym since COVID began.

PARKS & RECREATION COMMISSION MINUTES
REGULAR MEETING

JANUARY 5, 2022
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COMMISSIONER ORTIZ	Commissioner Ortiz expressed her preference of Option 1, as shown in the staff report, and spoke on her own experience in utilizing the Recreation Center during early hours.
COMMISSIONER ROMAN	Commissioner Roman also preferred Option 1 and stated her belief that a Supervisor may not be needed for the early hours.
CHAIR FRAIJO	Chair Fraijo suggested recruiting volunteers to help reduce staffing costs, and stated her preference of offering early hours three days per week.
DENA ZEPEDA	Dena Zepeda spoke in favor of Option 1, though she also requested that early hours be offered during a third day of the week.
COMMISSIONER LOPEZ	Commissioner Lopez also requested to have somebody available with knowledge of proper weight-lifting techniques and how to use the equipment properly; preferably a certified trainer.
DIRECTOR RODRIGUEZ	Director Rodriguez stated that staff could look into the request with input by the City's Risk Manager. She added that staff is offering early hours two days per week, though that may increase depending on the availability of staff.
CHAIR FRAIJO	Chair Fraijo concurred that staff should be able to teach patrons how to properly use the exercise machines.
DENA ZEPEDA	Dena Zepeda spoke on her interaction with staff with the exercise machines and suggested that staff be trained on how to properly use the machines.
MOTION	A motion was made by Chair Fraijo, seconded by Commissioner Lopez, to recommend approving Option 1 as shown in the staff report, with early hours being offered Monday and Wednesday from 6:00 a.m. to 9:00 a.m. The motion was unanimously approved.
COMMISSIONER ORTIZ	Responding to a question by Commissioner Ortiz, Director Rodriguez advised that staff will check to see if the early hours can be reinitiated by Monday.
CHAIR FRAIJO	Chair Fraijo requested that the city website be updated to include information on the Recreation Center's early hours.
<u>ITEM NO. 2B</u> SCHOOL BUS CAMERA POLICY AND CITYWIDE SURVEILLANCE SYSTEM UPDATE –	SCHOOL BUS CAMERA POLICY AND CITYWIDE SURVEILLANCE SYSTEM UPDATE – VERBAL REPORT

VERBAL REPORT

DIRECTOR
RODRIGUEZ

Director Rodriguez provided the update. She advised that the related policy has been reviewed by the CJPIA, Covina Valley Unified School District, and the City Attorney, and that staff anticipates providing a draft of the policy to the commission at its February meeting. She noted that the City Attorney has suggested against the cameras recording audio. She also advised that the Request for Proposals ("RFP") for the citywide surveillance system has been drafted by the IT Manager, and is being reviewed by the City Attorney. Staff hopes to release the RFP by the beginning of February, with the award of contract to be made in March.

CHAIR FRAIJO

Chair Fraijo asked which areas the cameras would cover, to which Director Rodriguez advised that a map has been drafted to show camera coverage areas. Chair Fraijo requested that the map be displayed along with the draft policy to the Commission at its next meeting.

COMMISSIONER
ORTIZ

Commissioner Ortiz asked whether existing cameras are functional, to which Director Rodriguez advised that the cameras in the Recreation Center's lobby and weight room are functional, though they are not being monitored.

COMMISSIONER
ROMAN

Commissioner Roman expressed her joy over the use of cameras in busses, and suggested posting signs to notify the public that cameras are in use, to which Director Rodriguez indicated that signs will be posted on the bus and at other areas where cameras will be used.

DENA ZEPEDA

Dena Zepeda stated she was happy that cameras will be used at the bus stop since that is where kids gather.

ITEM NO. 2C
ADA PARKING UPDATE-
VERBAL REPORT

ADA PARKING UPDATE – VERBAL REPORT

DIRECTOR
RODRIGUEZ

Director Rodriguez presented the report. She spoke on the costs to slurry, restripe, and add two ADA parking spaces, bringing the total to four ADA spaces, including one that is ADA van accessible. Staff hopes that the work, which should take two to three days, should be completed by the end of February. Staff will continue to keep the commission informed.

ITEM NO. 2D
IRWINDALE PUBLIC
LIBRARY AND DAN
DIAZ RECREATION
CENTER CAPITAL

IRWINDALE PUBLIC LIBRARY AND DAN DIAZ RECREATION
CENTER CAPITAL IMPROVEMENT PROJECT

IMPROVEMENT
PROJECT

DIRECTOR RODRIGUEZ	Director Rodriguez presented the report.
CHAIR FRAIJO	Chair Fraijo stated her belief that keeping the Library near the Recreation Center is vital, and that moving the Library offsite should not be considered.
COMMISSIONER ROMAN	Commissioner Roman suggested constructing a new, stand-alone Library, and that it remain near the Recreation Center.
DIRECTOR RODRIGUEZ	Director Rodriguez noted that the project will require modifications to the Recreation Center building, including the addition of more restrooms and moving certain classrooms. She requested input and recommendations from the Commission as to the potential layout of the Recreation Center.
COMMISSIONER LOPEZ	Commissioner Lopez suggested possibly adding a site with historical data on the City, to which Director Rodriguez stated her belief that the Library will have such information.
CHAIR FRAIJO	Chair Fraijo stated that it is difficult to provide recommendations at this early stage, and suggested obtaining input from the community to determine needs and wants.
COMMISSIONER ROMAN	Commissioner Roman suggested installing tiny toilets for the Teeny and Tiny Tots program participants.
VICE CHAIR ZEPEDA	Vice Chair Zepeda suggested keeping the restroom open during the Movies in the Park events.
CHAIR FRAIJO	Chair Fraijo requested obtaining a layout of the building as well as available options as determined by an architect.
DENA ZEPEDA	Dena Zepeda suggested holding Teeny Tot programs at the Library. She also voiced parking availability concerns.
DIRECTOR RODRIGUEZ	Director Rodriguez presented a preliminary diagram provided by the architect and discussed available site locations and options. She added that staff will conduct the necessary studies and request input by the public before committing. She noted that the City Council has already expressed its preference of Option 2 as shown in the staff report and requested that staff prepare documentation for a new library to be located either at this site or offsite.

CHAIR FRAIJO Chair Fraijo reiterated her preference that the Library remain near the Recreation Center as long as sufficient parking is made available.

DIRECTOR
RODRIGUEZ Director Rodriguez acknowledged the difficulty in providing recommendations with the limited amount of information currently available, and recommended returning this item to the Commission at a future meeting for additional input.

CHAIR FRAIJO Chair Fraijo requested adding this matter to the February meeting agenda for an update. She also requested to receive a layout on the current Recreation Center configuration, including freed up Library space and with the walls that are to be removed marked for easy identification.

RECREATION
MANAGER UPDATE

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

- 1) The gym floor will be resurfaced tomorrow. As such, the basketball court and cardio room will be closed from January 6-8. Full operations will resume on January 10.
- 2) The following trips were held:
 - A) Teeny Tots to Build a Bear Workshop on December 13
 - B) Family Trip to Enchanted at Descanso Gardens on December 18
 - C) Winter Day Camp and Teen Trip to AMC to see Sing 2 on December 21
 - D) The Teen Trip to Magic Mountain was cancelled due to inclement weather.
- 3) The Yoga at Noon program is full; there are a few spots available for Zumba.
- 4) "Sunset Cinema" was held on December 10 featuring "How the Grinch Stole Christmas.
- 5) Cookies with Santa was held on December 16.
- 6) The Gingerbread Decorating and Christmas Home Decorating Contests were also held recently.
- 7) The Christmas Spectacular was held on December 3.
- 8) Staff has begun recruiting open vacancies beginning January 10.

DISCUSSION HELD Discussion was held relating to the success of the Christmas Spectacular event and related activities.

COMMISSIONER
FRAIJO Commissioner Fraijo commended Manager Zepeda for her "12 Days of Kindness" window decorations.

- CHAIR FRAIJO Chair Fraijo spoke on the need to grow existing programs and activities as necessary so that interested individuals are not turned away due to the classes being full.
- COMMISSIONER LOPEZ Commissioner Lopez asked about COVID testing for the Tiny / Teeny Tots programs, to which Manager Zepeda advised that staff follows guidance received from the Los Angeles County Department of Public Health.
- DENA ZEPEDA Dena Zepeda thanked Jeff Cameron at United Rock for his gifts. She also suggested changes regarding staff's responses to patrons' inquiries.
- COMMISSIONER ROMAN Commissioner Roman suggested sending thank-you notes to event volunteers, to which Manager Zepeda advised that staff already employs this practice.

AQUATICS
SUPERVISOR UPDATE

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

- 1) Staff is currently recruiting for various Aquatics Division positions, including for lifeguards, cashiers, and senior lifeguards.
- 2) The flag poles to display air quality have been received.
- 3) Staff is working with vendors to determine pricing for pool heaters.
- 4) Almost all the class materials approved for purchase by the Irwindale Community Foundation have been purchased. These include pool noodles and ankle weights.

- CHAIR FRAIJO Chair Fraijo requested that a tentative schedule of swim events and pool availability be presented at the next meeting.
- DENA ZEPEDA Dena Zepeda asked whether the Summer Youth employment program will be available in 2022, and asked whether high-school seniors can apply for Recreation jobs.
- DIRECTOR RODRIGUEZ Director Rodriguez advised that staff will probably determine in February whether the Summer Youth program will be available. She added that staff is working with personnel from Human Resources to determine whether high school students who are scheduled to receive their diplomas within the next few months may apply for open positions.

SUZANNE GOMEZ Suzanne Gomez stated that she looks forward to using the new pool equipment, and thanked staff and the commission for keeping the community safe from COVID.

PUBLIC WORKS

SUPERVISOR UPDATE

Public Works Supervisor Rodriguez presented the following update:

- 1) Staff is busy taking down Christmas decorations, cleaning the parks from the past two storms, and patching potholes.
- 2) He thanked his staff as well as personnel from the Recreation Department for working so well together.
- 3) Staff is looking to purchase different types of holiday cutouts for next year's event.

CHAIR FRAIJO Responding to several questions by Chair Fraijo, Supervisor Rodriguez advised that: 1) staff is analyzing pricing to replace the green screens at the tennis courts at Jardin de Roca Park, 2) staff checks the parks daily for damage caused by vandalism, and staff follows up with the Police Department to prosecute those who commit the acts of vandalism, and 3) staff is also working on replacing skate stoppers at park benches.

DENA ZEPEDA Dena Zepeda complained about squirrels at the park, and stated that her grandson wanted to touch one which may have bit him, to which Supervisor Rodriguez advised that squirrels tend to run away from people.

DIRECTOR RODRIGUEZ Director Rodriguez added that the County Department of Animal Care and Control should be contacted if a squirrel comes up to a person or otherwise appears sick.

PUBLIC SERVICES

DIRECTOR UPDATE

Director Rodriguez presented the following update:

- 1) The City has partnered with the San Gabriel Valley Council of Governments and other local cities to monitor the presence and temperament of coyotes. She distributed brochures and special whistles to the Commissioners.

CHAIR FRAIJO Chair Fraijo requested holding Recreation site visits during the April and May commission meetings.

COMMISSIONER ROMAN Commissioner Roman spoke on a sighting of a coyote pack on Fraijo.

DENA ZEPEDA Dena Zepeda also mentioned the same pack of coyotes.

**COMMISSIONER ITEMS
AND REQUESTS**

COMMISSIONER
ROMAN

Commissioner Roman reported staff members that were not wearing masks.

CHAIR FRAIJO

Chair Fraijo thanked the Council for reappointing her to the Commission.

ADJOURNMENT

There being no further business to conduct, the meeting was adjourned at 8:54 p.m.

Armando Hegdahl, CMC
Management Analyst

City of
IRWINDALE
AGENDA REPORT

**PARKS & RECREATION
COMMISSION**

Date: February 2, 2022
To: Honorable Chair and Commission Members
From: Elizabeth Rodriguez, Public Services Director
Issue: Irwindale Public Library and Dan Diaz Recreation Center Capital Improvement Project

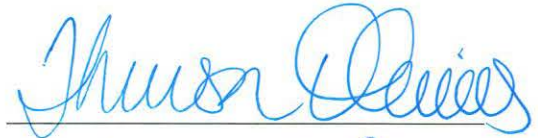
Recommendation:

Discuss and provide direction regarding the Dan Diaz Recreation Center portion of the Irwindale Public Library and Dan Diaz Recreation Center Capital Improvement Project.

Administrative Action:

Submitted by:

Theresa Olivares, Assistant City Manager
(626) 430-2294



Approved by:

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



Background and Analysis:

At the January 5, 2022 Parks & Recreation Commission Meeting, Staff provided an update to the commission on city council direction for the Irwindale Public Library and Dan Diaz Recreation Center Capital Improvement Project. Staff requested information from the commission on what improvements they and the community would like to see at the Dan Diaz Recreation Center. A discussion was held and the following outlines the commission's requests:

- Sufficient parking available for patrons visiting the Dan Diaz Recreation Center;
- A larger area for Kidzone and Tiny/Teeny Tots and a bathroom with kid sized toilets that connects to both rooms;
- Bigger Rooms for Classes such as Zumba and Yoga;
- Showers for Patrons; and
- Bathrooms that connect to the Movies in the Park area

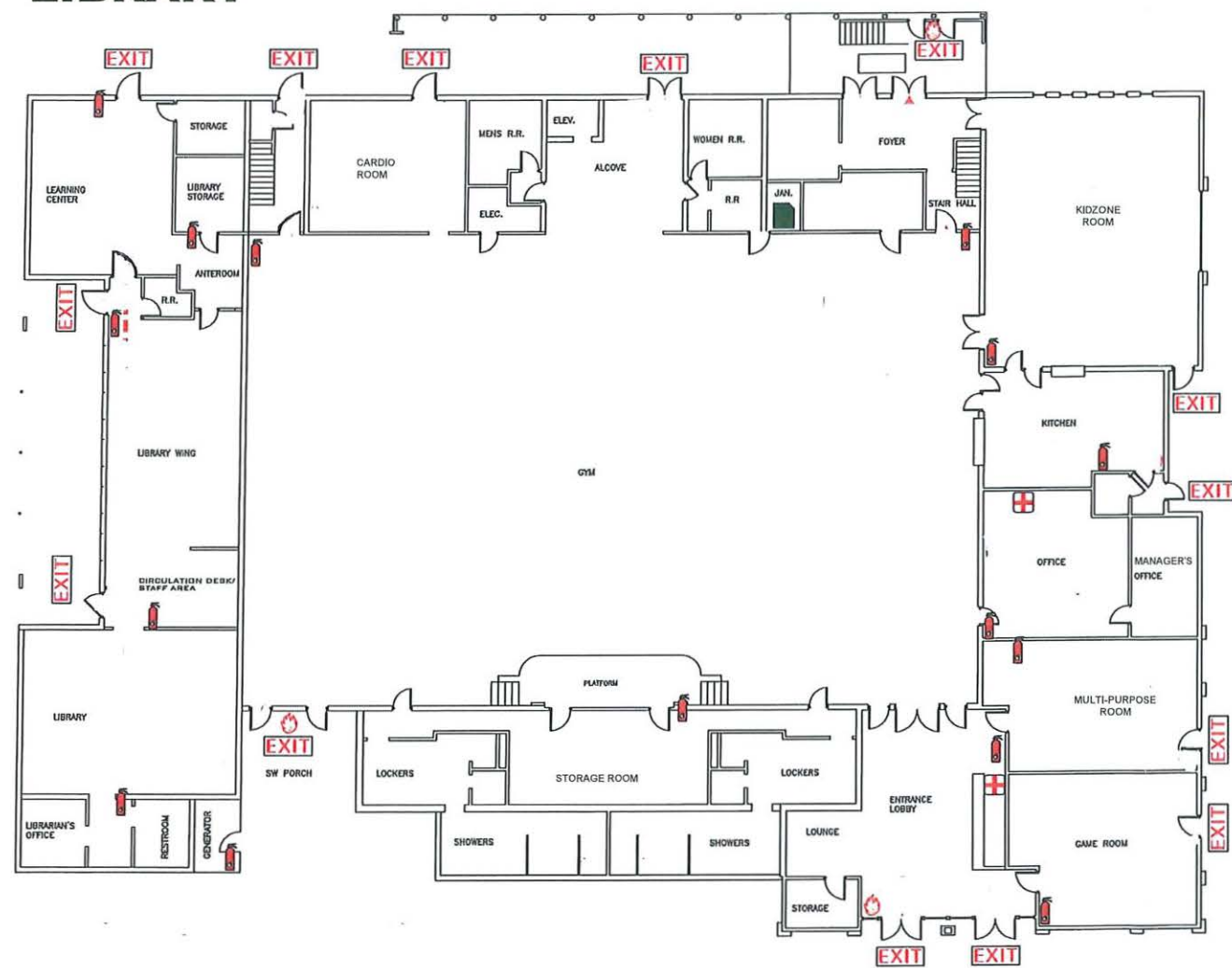
As part of the discussion, the commission also requested that a community meeting be held to discuss the needs of the Dan Diaz Recreation Center. Chair Fraijo requested that this item be brought back to the commission at its February 2nd meeting to give the commission more time to speak with the community and gather more information on the Recreation needs. Additionally, Chair Fraijo requested a site plan for both the Recreation and Library be included in the report and for the architect to identify which walls can and cannot be removed. Staff has attached a copy of the current site plan for both the Recreation and Library. The architect is inspecting and developing the structural plans to determine which walls must remain in place and which walls may be removed, this information will be shared with the commission when it becomes available. At this time, Staff is aware that the wall between the Recreation multipurpose room and game room can be removed; however, the wall between the multipurpose room and Recreation staff offices is an exterior wall that cannot be removed. Most walls can be removed but the cost to remove them will vary depending on the structural load.

Staff is working on scheduling a community meeting to gather input on the community needs for the Recreation. Information regarding the meeting will be shared with the Commission and community once it becomes available.

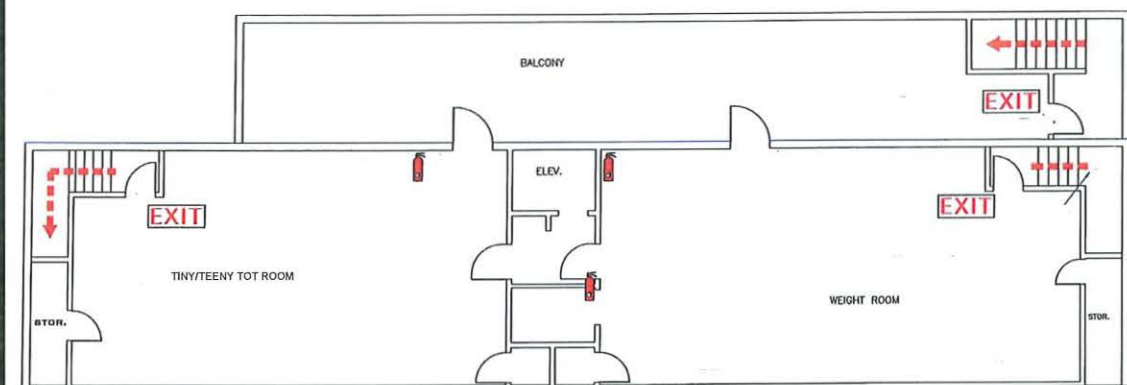
ATTACHMENT: Dan Diaz Recreation Center and Library Site Plan

DAN DIAZ RECREATION CENTER 1ST FLOOR

LIBRARY



DAN DIAZ RECREATION CENTER 2ND FLOOR



City of
IRWINDALE
AGENDA REPORT

**PARKS & RECREATION
COMMISSION**

Date: February 2, 2022
To: Honorable Chair and Commission Members
From: Elizabeth Rodriguez, Public Services Director
Issue: 4th of July Community Events

Recommendation:

Parks and Recreation Commission review and make a recommendation for City Council approval regarding 4th of July community events.

Administrative Action:

Submitted by:

Priscilla Zepeda, Recreation Manager
(626) 430-2226

Approved by:

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

A handwritten signature in blue ink, appearing to read 'Elizabeth Rodriguez', is written over a horizontal line.

Background and Analysis:

July 4th is the day our country celebrates its independence. As such, cities across the country host fireworks shows and other events in commemoration. The 4th of July Spectacular has been the City of Irwindale's annual celebration for more than two decades. This celebration includes food vendors, live performances and a fireworks show. In July of 2021, as the pandemic continued to effect the ability to offer larger community events, the City opted to provide the fireworks show only. As staff evaluates what our community events look like post pandemic, we are seeking a formal recommendation on how the Commission would like to proceed with the 4th of July celebrations moving forward.

Over the past decade, there has been a dramatic decline in the number of vendors who participate in the 4th of July Spectacular. The City allows for local (within the City of Irwindale) non-profit organizations to fundraise as food vendors. Several of the local non-profit groups opt to host a Safe and Sane fireworks booth as opposed to a vendor booth

during the city sponsored event. Over the past seven years, between two to three vendors register for the event, which is a significant decline from when the plaza was filled with food booths. Additionally, it should be noted that although Irwindale Park is full of families, they are BBQ'ing or hosting potlucks and not purchasing from our vendors. Over the years, staff has also noticed a decline in resident attendees to the event. In consideration of the current trends, staff is looking for recommendations on how to proceed with this years and future 4th of July activities provided by Irwindale Recreation. The following are a list of options that provides recommendations to be discussed by the commission:

Option 1:

Option one is continuing with current practice despite current trends, which includes the 4th of July Spectacular at Irwindale Park: food booths and entertainment from 3p – 9p, concluded by the fireworks show at 9pm.

Option 2:

Option two is taking recommendations from the Commission on festivities listed or making recommendations that have not been mentioned.

Option 3:

Provide three separate community events in place of the single day event:

- a. One (1) additional concert for Music in the Park the week of 4th of July
- b. Community Independence Day Picnic the Saturday prior to 4th of July
- c. Fireworks Spectacular (show only) on 4th of July.

Option three would allow for three separate community events. The first would be the addition of a Music in the Park concert the week of 4th of July that is not currently offered due to the daylong event held on the 4th. The second would be bringing the Irwindale community out for an Independence Day celebration in the park the Saturday before the 4th. This may include games, jumpers, food, contests, music, and possible partnership with other community services like Aquatics, Library and Senior Center, and more. This option would allow us to celebrate with residents and visitors before 4th of July, which allows them to celebrate at their homes with their families as they prepare for the fireworks show held on the 4th of July, which is the 3rd event in this option.

It would be appropriate for the Commission to make a recommendation in regards to 4th of July activities for the City of Irwindale as Staff will be required to present the recommendation to the City Council for approval

City of
IRWINDALE
AGENDA REPORT

**PARKS & RECREATION
COMMISSION**

Date: February 2, 2022
To: Honorable Chair and Commission Members
From: Elizabeth Rodriguez, Public Services Director
Issue: Citywide Surveillance Camera Site Plans

Recommendation:

Receive and file the citywide surveillance camera site plans for Recreation, Aquatics Center, parks and playgrounds.

Administrative Action:

Submitted by:

Jeff Wagner, Information Technology Manager
(626) 430-2258



Approved by:

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



Background and Analysis:

At the July 7, 2021 Parks & Recreation Meeting, Information Technology Manager Jeff Wagner presented the City Council approved City of Irwindale Centralized Video Surveillance, which included the location and number of video surveillance cameras recommended for installation at the Recreation, Aquatics Center, parks and playgrounds.

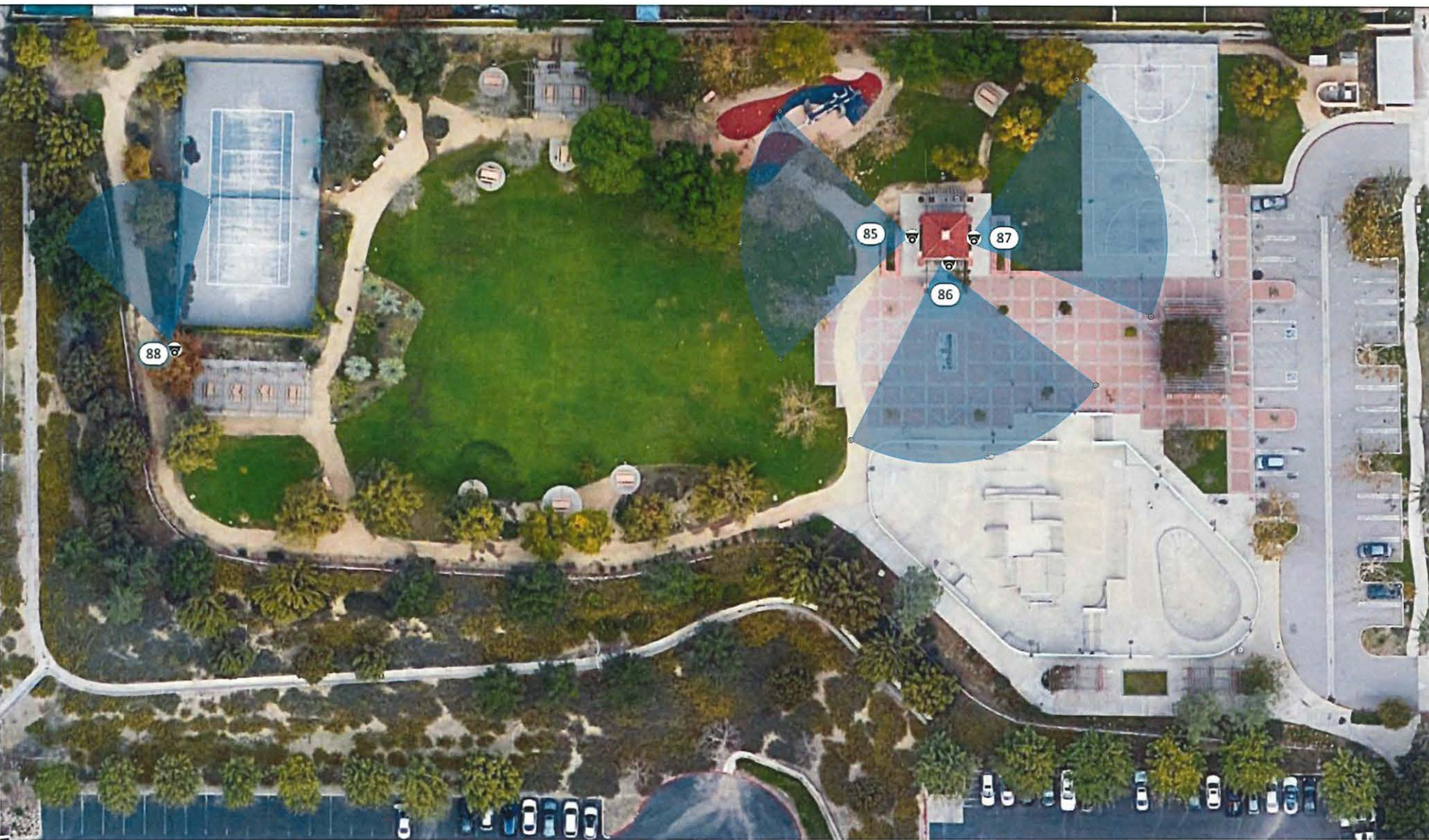
At the January 5, 2022 Parks & Recreation Meeting, Staff provided a verbal update on the status of the project. Parks & Recreation Commissioner Lopez requested that the site plans be provided to the Parks & Recreation Commission as a reminder as to the locations of where the cameras will be placed and the number of cameras recommended to be installed. Attached are the site plans that will be included as part of the Request for Proposals anticipated to be released once approved by legal counsel through the Information Management Division.

Attachment: Attachment B – Camera Locations (5 pages)





SWIMMING POOL
(Fig. 3)



JARDIN DE ROCA PARK
(Fig. 8)



Irwindale Park Picnic Shelter / Playground
(Fig. 9)



IRWINDALE PLAZA/PARKS OVERHEAD
(Fig. 10)

City of
IRWINDALE
AGENDA REPORT

**PARKS & RECREATION
COMMISSION**

Date: February 2, 2022
To: Honorable Chair and Commission Members
From: Elizabeth Rodriguez, Public Services Director
Issue: Tentative Schedule for Aquatics 2022 Season

Recommendation:

Receive and file the tentative schedule for the 2022 Aquatics Season.

Administrative Action:

Submitted by:

Daniel Grijalva, Aquatics Supervisor
(626) 430-2247

Reviewed / Approved by:

Elizabeth Rodriguez, Public Services Director

The image shows two handwritten signatures in blue ink. The top signature is for Daniel Grijalva, and the bottom signature is for Elizabeth Rodriguez. Both signatures are written over horizontal lines.

Background and Analysis:

Irwindale Aquatics is getting ready to splash into spring by welcoming our swimmers back early. This will enable them to enjoy our exciting classes and new equipment launching this season.

SPRING: The Spring Season will kick off with Aqua Walk, Aquafitness, Lap Swim, Swim Team, and Paddle Board Yoga (still pending approval by City Council). Swim Team is set to dive in March 14th and is scheduled Monday through Thursday. Their times will change beginning the week of June 6th or 13th to early morning hours as to not compete with summer classes and programs such as swimming lessons, day or night swimming, and Senior Splash. Aqua Walk, Aquafitness, Lap Swim and Paddle Board Yoga are set for take-off on Monday, March 28th. There will be (2) sessions for Paddle Board Yoga, Aqua Walk, and Aquafitness. Session one will take place Monday, March 28th through Thursday, April 28th. Session two will take place Monday, May 2nd and run until Thursday June 2nd.

SUMMER: All the usual Aquatics classes and programs will be offered during the Summer Season with a few added additions. Below is a list and description of each class/program.

Swimming Lessons: There will be three (3) sessions offered in Summer 2022. The first session starting Monday, June 20th through Friday, July 1st. The second session runs from Monday, July 11th through Friday July 22nd, and the third session takes place Monday, August 1st through Friday, August 12th.

Water Polo and Aqua Volleyball Clinic: On Fridays, the Aquatic Center is offering a four (4) week Water Polo clinic starting Friday, June 17th and ending Friday, July 8th. Additionally, an Aqua Volleyball Clinic will be offered starting Friday, July 22nd and ending August 12th.

Paddle Board Yoga*: The Aquatics Center is excited to present two (2) four (4) week sessions of Paddle Board Yoga during the Summer 2022 season. The first session will start on Saturday, June 18th and end on Sunday, July 10th. The second session will start Saturday, July 16th and end on Sunday, August 7th. Staff will be offering two classes per session.

Parent and Me Class: This family favorite class is Saturdays and Sundays. The class will begin Saturday, June 18th and run all the way until Sunday, August 14th.

AquaBilities, Senior Splash, Mindful Waters, Aqua Walk and Mermaid Class: These specific recreational swim programs and classes will run on Tuesdays and/or Thursdays beginning Tuesday, June 7th. They are set up to run the entire summer season until Thursday, August 18th and strategically scheduled on designated days to not interfere with the existing summer schedule.

AQUAFITNESS: Aquafitness will have two sessions during the Summer Season. The first session is six (6) weeks and the second session is five (5) weeks long. The first session is schedule from Monday, June 6th through Thursday, July 14th. The second session is schedule from Monday, June 18th through Thursday, August 18th.

RECREATIONAL SWIM: Recreational day swimming will remain on Sunday, Monday, Wednesday, Friday, and Saturday from 12:00pm to 4:00pm. Recreational night swimming will remain Monday through Friday from 6:00pm to 9:00pm.

All class and program dates are set to not interfere with the Covina-Valley Unified School District's 2022/2023 school return for instruction date, which is Monday, August 22, 2022.

LATE SUMMER/ FALL

Staff is excited to announce that our Late Summer and Fall season will now be part of the permanent Aquatics Operation Schedule that is similar to the Aquatics' Spring Season.

The following outlines the classes and programs that will be offered during the Late Summer and Fall Seasons.

SWIM TEAM: On Monday, August 22nd, Swim Team will return to their after school practice hours from 4:00pm. - 5:15pm. The Swim Team season will end Thursday, October 27th.

AQUAFITNESS/LAP SWIM: Aquafitness and Lap Swim is scheduled Monday through Thursday and will have a six (6) week session from August 22nd until September 29th during the Late Summer Season. The second session will be held in Fall from Monday, October 3rd until Thursday, October 27th. These classes are from 5:30pm to 6:30pm.

RECREATIONAL SWIM: Recreational day swim will be every Saturday and Sunday beginning August 27th through September 25th from 12:00 pm to 4:00 pm during the Late Summer Season only.

PADDLE BOARD YOGA/MINDFUL WATERS: During both Late Summer and Fall Seasons, Paddle Board Yoga is schedule Mondays and Wednesdays and Mindful Waters is schedule Tuesdays and Thursdays. Both classes are scheduled from 2pm to 2:45pm.

AQUA WALK: This class is being offered during both Late Summer and Fall Seasons Monday through Thursday from 3:00pm to 5:00pm.

The 2022 Aquatics Schedule is tentative based on the staffing levels, availability of staff, and subject to change.

* Pending approval from City Council.

ATTACHMENTS: 1. Spring Schedule
 2. Summer Schedule
 3. Late Summer Schedule
 4. Fall Schedule

SPRING 2022

MARCH 28 – JUNE 2, 2022

AQUATICS CENTER HOURS & CLASSES

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2p		Paddle Board Yoga 2p-2:45p		Paddle Board Yoga 2p-2:45p			
3p		Aqua Walk 3p-5p					
4p							
		Swim Team 4p-5:15p					
5p							
		Aqua Fitness Lap Swim 5:30p-6:15p					
6p							
		Aqua Fitness Lap Swim 6:30p-7:15p					
7p							
8p							

Swim Team will run March 14th through June 2nd and is scheduled Monday through Thursday. Their times will change beginning the week of June 6th or 13th to early morning hours as to not compete with Summer classes and programs such as swimming lessons, day or night swimming, and Senior Splash.

Two sessions for Paddle Board Yoga, Aqua Walk, Swim Team, and Aqua Fitness:

Session One: Monday, March 28th through Thursday, April 28th

Session Two: Monday, May 2nd through Thursday, June 2nd

There will be no AquaFitness class on Thursday, April 21st.

ALL CLASS DATES ARE SUBJECT TO CHANGE.

SUMMER 2022

JUNE 6 – AUGUST 21, 2022

AQUATICS CENTER HOURS AND CLASSES

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7a		Swim Team 7:45a-8:45a					
8a	Paddle Board Yoga 8a-8:45a						Paddle Board Yoga 8a-8:45a
		Swimming Lessons Session 1: 9:10a-9:50a Session 2: 9:55a-10:25a Session 3: 10:30a-11:10a					Paddle Board Yoga 8a-8:45a
9a	Paddle Board Yoga 8a-8:45a						
10a							
	Parent & Me 10:30a-11a						Parent & Me 10:30a-11a
11a							
12p			Mindful Waters 12p-1p		AquaBilities 12p-1p		
		Recreational Swimming 12p-4p		Recreational Swimming 12p-4p		Recreational Swimming 12p-4p	Recreational Swimming 12p-4p
1p			Senior Splash 1p-3p		Senior Splash 1p-3p		
2p							
			Aqua Walk 3p-4p		Mermaid Class 3p-4p		
3p							
4p							
		Aquafitness & Lap Swim 4:30p-5:30p				Water Polo Clinic/ Aqua Volleyball Clinic 4:30p-5:30p	
5p							
		Recreational Swim 6p-9p					
6p							
7p							
8p							
9p							

SUMMER 2022

AQUATICS CENTER HOURS AND CLASSES

SWIM LESSONS:

First session: June 20th – July 1st

(Residents may register June 8th – June 18th)

(Non- Residents may register June 13th-June 18th)

Second session: July 11th –July 22nd

(Residents may register June 27th- July 9th)

(Non-Residents may register July 5th- July 9th)

Third session: August 1st – August 12th

(Residents may register July 18th- July 30th)

(Non-Residents may register July 25th- July 30th)

Covina Valley Unified School District returns to School August 22nd.

WATER POLO AND VOLLEYBALL CLINIC:

Water Polo and Volley Ball will be offered as a 4 week class clinic, starting Friday, June 17th and ending July 8th. Aqua Volleyball will start Friday, July 22nd and end Friday, August 12th.

PARENT AND ME CLASS:

Parent and Me Class will begin Sunday, June 18th and run until August 14th.

ALL CLASS DATES ARE SUBJECT TO CHANGE.

LATE SUMMER 2022

AUGUST 22 - SEPTEMBER 29, 2022

AQUATIC CENTER HOURS AND CLASSES

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12p	Recreational Swimming 12p-4p						Recreational Swimming 12p-4p
1 p							
2p		Paddle Board Yoga 2p-2:45p	Mindful Waters 2p-2:45p	Paddle Board Yoga 2p-2:45	Mindful Waters 2p-2:45p		
3p		Aqua Walk 3p-5p					
4p		Swim Team 4p-5:15p					
5p							
		Aqua Fitness Lap Swim 5:30p-6:30p					
6p							

This session of Paddle Board Yoga, Mindful Waters, Aqua Walk, Swim Team, Aquafitness and Lap Swim will all run from August 22nd until September 29th.

Recreational Swimming will be on Saturdays and Sundays from August 27th through September 25th.

ALL CLASS DATES ARE SUBJECT TO CHANGE.

FALL 2022

OCTOBER 3 – 27, 2022

AQUATICS CENTER HOURS & CLASSES

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2p		Paddle Board Yoga 2p-2:45p	Mindful Waters 2p-2:45p	Paddle Board Yoga 2p-2:45p	Mindful Waters 2p-2:45p		
3p		Aqua Walk 3p to 5p					
4p							
		Swim Team 4p-5:15p					
5p							
		Aqua Fitness Lap Swim 5:30p-6:30p					
6p							

This session of Paddle Board Yoga, Mindful Waters, Aqua Walk, Swim Team, Aquafitness and Lap Swim will all run from October 3rd until October 29th.

Staff is looking into having a tentative activity on Monday October 31st.

ALL CLASS DATES ARE SUBJECT TO CHANGE.

City of
IRWINDALE
AGENDA REPORT

PARKS & RECREATION
 COMMISSION

Date: February 2, 2022
 To: Honorable Chair and Commission Members
 From: Pedro Rodriguez, Public Services Maintenance Supervisor
 Issue: Replanting at the Jardin De Roca Park

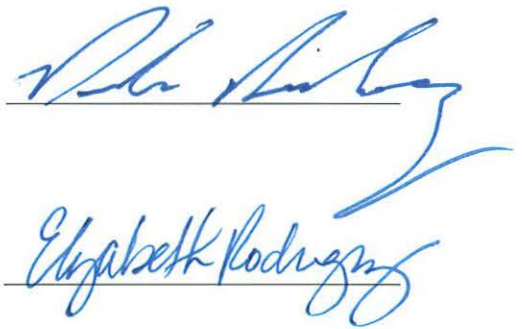
Recommendation:

Receive and file the replanting list at the Jardin De Roca Park.

Administrative Action:

Submitted by:

Pedro Rodriguez, Public Services Maintenance Supervisor
 (626) 430-2232



Approved by:

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



Background and Analysis:

Per the shrub planting plans dated August 14, 2003, signed by Landscape Architect Steven Ormenyi, the following plants, shrubs and ground cover were planted as part of the newly created Jardin De Roca Park more than 16 years ago:

Scientific Name	Common Name
Verbena Lilacina	Purple Cedros Island Verbena
Philadelphus Mexicanus	Mexican Mock Orange
Cercis Occidentalis	Western Red Bud
Romneya coulteri	Matilija Poppy
Ribis Speciosum	California Fuchsia
Heuchera Pilosissima	Island Alumroot
Baccharis Pilularis	Pigeon Point
Rosa Californica	California Wild Rose
Rhamnus Californica	Eve Case Coffeberry
Salvia Elegans	Pineapple Sage
Agave Attenuata	Century Plant

Antigonon leptopus	Coral Vine
Erigeron Karvinskianus	Mexican Fleabane
Salvia Mexicana	Mexican sage
Plumbago Scanens	Leadwort
Lobelia Laxiflora	Mexican Cardinal Flower
Tagetes Lemmonii	Shrub Marigold
Salvia Leucantha	Mexican bush Sage
Simmondsia Chinensis	Joboba
Rhus Ovata	Sugar Sumac
Galvezia Speciosa	Island Snapdragon
Lavatera Assurgentifolia	Island Tree Mallow
Leucophyllum Laevigatum	Chihuahuan Sage
Salvia Greggii	Autumn Sage
Lantana Camara	Lantana Yellow
Salvia Somomensis	Salvia Dara's Choice
Tifway	Bermuda Grass
Zinnia Grandiflora	Rocky Mountains Zinnia
Pelargonium	Geraniums
Gaillardia	Blanket Flower
Ficus Pumila	Creeping Fig
Choisya Goucher	Mexican Orange
Lantana Montevicensis	Trailing Lantana
Muhlenbergia Rigens	Deer Grass

Many of the plants, shrubs and ground cover at this park require replanting. After inspecting the area with the original Landscape Architect Steven Ormenyi, staff has identified multiple areas throughout the Jardin De Roca Park that will require replanting. The following is a list of the plants, shrubs and ground cover that will be replanted between January and March of 2022:

Scientific Name	Common Name
Verbena Lilacina	Purple Cedros Island Verbena
Philadelphus Mexicanus	Mexican Mock Orange
Cercis Occidentalis	Western Red Bud
Romneya coulteri	Matilija Poppy
Heuchera Pilosissima	Island Alumroot
Baccharis Pilularis	Pigeon Point
Rosa Californica	California Wild Rose
Rhamnus Californica	Eve Case Coffeberry
Salvia Elegans	Pineapple Sage
Agave Attenuata	Century Plant
Antigonon Leptopus	Coral Vine
Erigeron Karvinskianus	Mexican Fleabane
Salvia Mexicana	Mexican sage
Plumbago Scanens	Leadwort

Lobelia Laxiflora	Mexican Cardinal Flower
Tagetes Lemmonii	Shrub Marigold
Salvia Leucantha	Mexican bush Sage
Galvezia Speciosa	Island Snapdragon
Lavatera Assurgentifolia	Island Tree Mallow
Leucophyllum Laevigatum	Chihuahuan Sage
Salvia Greggii	Autumn Sage
Lantana Camara	Lantana Yellow
Salvia Somomensis	Salvia Dara's Choice
Zinnia Grandiflora	Rocky Mountains Zinnia
Pelargonium	Geraniums
Choisya Goucher	Mexican Orange
Lantana Montevidensis	Trailing Lantana

The above planting list was presented to the Parks & Recreation Commission at the January 5, 2022 meeting. During the commission's discussion, Commissioner Lopez requested Birds of Paradise be planted at Jardin de Roca Park to be in line with the plants along Irwindale Avenue. Staff agreed to look into these plants and return back to the commission at its February 2nd meeting with an update.

Staff inspected the area along Irwindale Avenue and found that the Strelitzia Reginae, the common name for Birds of Paradise, were planted along the Irwindale Business Center property, which is on Irwindale Avenue. The Public Services Director and Public Works Maintenance Supervisor conducted a site visit and determined that the Birds of Paradise can be planted along the frontage/entrance of the Jardin de Roca Park. This would place the plants in similar locations as the Irwindale Business Center's Birds of Paradise. Additionally, Staff has identified a few areas along the southern fence where Birds of Paradise can be planted.

ATTACHMENT: Birds of Paradise Photos

BIRDS OF PARADISE PHOTOS

IRWINDALE BUSINESS CENTER



JARDIN DE ROCA PARK PROPOSED PLANTING AREAS

