

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

JANUARY 5, 2022

6:00 P.M.

VIA TELECONFERENCE

(Closed to the Public)

Pursuant to Irwindale Resolution No. 2021-109-3321

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
- E. **COMMISSION REORGANIZATION**

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 December 1, 2021

B. Replanting at Jardin de Roca Park

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

Department: Public Services

C. Public Services Maintenance Action Item Report for the Dan Diaz Recreation Center and Irwindale Park Restrooms

Recommendation: Receive and file the Public Services Maintenance Action Item Report for the Dan Diaz

Recreation Center and Irwindale Park Restrooms

Department: Public Services

D. Aquatics Mid-Year Review Requests for City Council

Recommendation: Receive and file the Aquatics Mid-Year Review Requests for City Council.

Department: Aquatics

2. NEW BUSINESS

A. Dan Diaz Recreation Center Early Hours

Recommendation: Discuss and make a recommendation regarding the early hours of operation for the Dan Diaz Recreation Center.

Department: Recreation

B. School Bus Camera Policy and Citywide Surveillance System Update – Verbal Report

Department: Public Services

C. ADA Parking Update – Verbal Report

Department: Public Services

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

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

Department: Administration

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 January 5, 2022, to be posted at the City Hall, Library, and Post Office on December 16, 2021.

Armando Hegdahl

Armando Hegdahl, CMC
Management Analyst

City of
IRWINDALE
AGENDA REPORT

Parks and Recreation Commission

Date: January 5, 2022
To: Honorable Chair and Members of the Parks and Recreation Commission
From: Armando Hegdahl, Management Analyst
Issue: Commission Reorganization

Staff Recommendation:

Commissioners elect a Chair and Vice-Chair.

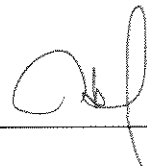
Administrative Action:

Prepared and submitted by:

Armando Hegdahl, Management Analyst

Reviewed and approved by:

Elizabeth Rodriguez, Public Services Director




Background and Analysis:

It is appropriate at this time for the Parks and Recreation Commission to conduct its yearly reorganization, including the selection of a Chair and Vice-Chair. In order to complete the reorganization, the following procedures are suggested:

- 1) The Management Analyst opens the nomination period for the office of Chair. Any Commissioner may make a nomination; no second to the nomination is required.
- 2) After receiving all nominations, the Management Analyst closes the nomination period.
- 3) The Management Analyst then conducts the roll call vote to determine who will serve as Chair. If more than one nomination is made, a roll call vote is conducted for each nomination, beginning with the first nomination received, until a Chair is selected by majority vote.
- 4) The Chair then opens the nomination period for Vice-Chair in the same manner as above.
- 5) After receiving all nominations, the Chair then closes the nomination period.
- 6) The Chair then conducts the roll call vote to determine who will serve as Vice-Chair. If more than one nomination is made, a roll call vote is conducted for each nomination, beginning with the first nomination received, until a Vice-Chair is selected.

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

DECEMBER 1, 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;
Vice Chair Belen Zepeda; Chair Paula Fraijo

Absent: Commissioner Teresa Ortiz

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

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 absent.

ITEM NO. 1A
MINUTES

MINUTES

The following minutes were approved as presented:

- 1) Regular meeting held November 3, 2021

NEW BUSINESS

ITEM NO. 2A
UPDATE ON ADA
PARKING – VERBAL

UPDATE ON ADA PARKING – VERBAL

DIRECTOR RODRIGUEZ Director Rodriguez presented the update, wherein she advised that staff has received one quote in the amount of \$10,500, but noted that it did not include the cost for the slurry of the asphalt, as staff had requested. Staff has reached out to the company that provided the quote as well as two other companies. One of the three was unable to bid, and one has not yet responded. If this company does not respond, staff will move forward with the company that provided the quote. The project will result in a total of four ADA accessible parking spaces, one of which will be van-accessible. Staff hopes to avoid having fewer regular parking spaces, though it is a possibility.

CHAIR FRAIJO Chair Fraijo requested for an update to be presented at the next meeting.

ITEM NO. 2B
SCHOOL BUS
CAMERA POLICY –
VERBAL SCHOOL BUS CAMERA POLICY – VERBAL

DIRECTOR RODRIGUEZ Director Rodriguez presented the update. She indicated that cameras were installed on both busses in November. The IT Manager has tested them and they are operating perfectly. The draft School Bus Camera Policy has been forwarded to the City Attorney and the California Joint Powers Insurance Authority for review. Staff will present an update at the next meeting.

CHAIR FRAIJO Chair Fraijo requested for an update to be presented at the next meeting.

COMMISSIONER LOPEZ Responding to several questions by Commissioner Lopez, Director Rodriguez advised that the cameras will not be utilized until the referenced policy is adopted by the Council and parents have signed acknowledgment forms. The City Attorney's Office is also looking into whether audio could be recorded as well as video. She added that parents will be given about two weeks to sign and return the acknowledgment forms.

CHAIR FRAIJO Chair Fraijo stated that, while it is important for parents to sign the camera acknowledgment forms, students should not be denied bus rides to school if parents do not turn in the forms by the deadline.

RECREATION
MANAGER UPDATE

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

- 1) There are two weeks remaining in the department's early hours trial, which had an average attendance of 1.3 people daily. She acknowledged staffing challenges and stated that she will request the Commission's input when considering options for next year.
- 2) The annual gym floor resurfacing has been scheduled for the first week in January.
- 3) As suggested previously by Commissioner Ortiz, staff will be utilizing name tags which will include the staffer's name, photo, and title, among other bits of information on the individual.
- 4) She also reported on the following trips:
 - A) Nine individuals attended the family trip to the Camarillo

- Outlets held on November 20.
- B) Twenty-four attended the Fall Day Camp trip to Universal Studios on November 23.
 - C) A Teeny Tots trip to the Build-A-Bear Workshop has been scheduled for December 13.
 - D) Registration for winter trips begins December 6.
 - E) A Family Trip to see “Enchanted” at Descanso Gardens has been scheduled for December 18.
 - F) Day Camp and Teens will enjoy a trip to see Sing 2 on December 21.
 - G) Teens will attend a trip to Magic Mountain on December 23.
 - H) Day Camp participants will attend Medieval Times on December 28.
- 5) The Mighty Coyotes program began registrations on November 15 for residents, with 15 signing up. On November 22, non-residents were able to begin registrations. The program is now full.
 - 6) She provided an update on plans for the Healthy Irwindale program for 2022, including walking groups and fitness challenges. Residents can begin signing up beginning December 22.
 - 7) The Kindness Krew will accept registrations on January 3.
 - 8) The Scarecrow Alley event was held from November 22-24, and was very successful and enjoyed by many.
 - 9) The annual Christmas Spectacular will be held December 3.
 - 10) The following Christmas events and activities have been scheduled:
 - A) Sunset Cinema – December 10
 - B) Let’s Decorate Cookies – December 14
 - C) Cookies with Santa – December 16
 - D) Christmas Home Decorating Contest – December 16
 - E) Gingerbread Decorating Contest – December 16

CHAIR FRAIJO

Responding to a question by Chair Fraijo, Manager Zepeda advised that only one child is on the waiting list for the Mighty Coyotes, though she believes he will be permitted to participate. She added that more opportunities to sign up will be offered in the future when new sports are introduced.

COMMISSIONER
LOPEZ

Commissioner Lopez asked about the availability of volunteer coaches, to which Manager Zepeda advised that few individuals have expressed interest in volunteering. She added that information is available on the website for those that may be interested, and indicated that staff can send another flyer to residents soliciting volunteers.

DENA ZEPEDA

Dena Zepeda stated that she did not receive flyers about volunteer coaching.

CHAIR FRAIJO Chair Fraijo suggested that staff clearly indicate that individuals that are interested in signing up for full classes will be placed on interest lists.

COMMISSIONER ROMAN Responding to questions by Commissioner Roman, Manager Zepeda advised that the issue with ants in the room used for yoga was addressed. She added that the annual Christmas Spectacular will take place in the plaza area.

DIRECTOR RODRIGUEZ Director Rodriguez advised that some of the decorations could be left out after the event for the enjoyment of the community.

AQUATICS
SUPERVISOR UPDATE

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

- 1) Lane line racks have been installed.
- 2) Pool thermal covers have been installed.
- 3) A flag pole indicating air quality will be delivered Monday.
- 4) Staff has ordered the replacement of the pool heater.
- 5) The replacement of diving boards and the electrical for the pool lighting is in process.
- 6) Equipment and gear for the Swim Team has been received.
- 7) He will attend training on Sunday to renew his Lifeguard Instructor certification.

CHAIR FRAIJO Responding to a question by Chair Fraijo, Supervisor Grijalva spoke on the pool heater usage.

Chair Fraijo also requested that staff ensure that interested individuals in the Swim Team program are notified that they may be placed on a waiting list.

DIRECTOR RODRIGUEZ Director Rodriguez advised that a rebate of \$9k was received for the purchase of the pool covers, and noted that Supervisor Grijalva is working on Lifeguard and Assistant Pool Manager recruitments.

CHAIR FRAIJO Chair Fraijo stated her preference that employees be built up so that they can promote to higher positions, and requested that an update on the recruitments be presented at the next meeting.

DENA ZEPEDA Replying to a question by Dena Zepeda, Supervisor Grijalva advised that lifeguard trainings will be made available around March.

PUBLIC WORKS

SUPERVISOR UPDATE

Public Works Supervisor Rodriguez presented the following update:

- 1) Staff is working with the aquatics team to ensure that the pool lights are operational.
- 2) Staff has set up holiday decorations at the Civic Center.
- 3) Several staff members have recently attended pesticide training.

DENA ZEPEDA

Dena Zepeda thanked staff for the Christmas decorations, asked about restroom repairs, and complained about yellowing grass.

VICE CHAIR ZEPEDA

In response to a request by Vice Chair Zepeda suggested extending the holiday decorations to cover the entirety of the service road in front of City Hall.

CHAIR FRAIJO

Chair Fraijo requested that a report be presented to the Commission identifying the necessary and completed repairs at Recreation facility restrooms.

PUBLIC SERVICES

DIRECTOR UPDATE

Director Rodriguez presented the following update:

- 1) The City Council has approved the installation of new lighting at the softball field, playground area, and the aquatics area. Staff is working with Musco Sports Lighting to issue a purchase order. Additionally, staff applied for and qualified for a grant of \$178k to use toward this project. Progress reports will be provided to the Commission as they become available.
- 2) Former Parks and Recreation Commission Chair Dan Diaz will attend the City's annual holiday luncheon this year.

**COMMISSIONER ITEMS
AND REQUESTS**

COMMISSIONER
ROMAN

Commissioner Roman requested the replacement of a toilet seat in a restroom at the gym, requested a paper towel dispenser that can be operated with one hand at the room where the Teeny Tots program is held, and reported issues at the restroom near the playground.

CHAIR FRAIJO

Chair Fraijo recommended that individuals contact staff when they notice restroom issues.

VICE CHAIR ZEPEDA

Vice Chair Zepeda requested that the stage be painted, to which Director Rodriguez advised that staff will soon present a report to the City Council regarding the Recreation and Library Improvement Project, and that staff will update the Commission on any action taken by the Council.

COMMISSIONER LOPEZ Commissioner Lopez asked about utilizing cameras at the parks, to which Director Rodriguez indicated that the Police Lieutenant and IT Manager have collaborated on a citywide camera system.

CHAIR FRAIJO Chair Fraijo requested an update on the citywide camera system at the next meeting. She also mentioned that Arcadia has a cute New Year's Eve ball drop geared toward kids and wondered whether Irwindale could implement something similar.

DENA ZEPEDA Dena Zepeda thanked the Commission and staff for such wonderful programs and activities, and for staff's professionalism and kindness.

ADJOURNMENT There being no further business to conduct, the meeting was adjourned at 7:14 p.m.

Armando Hegdahl, CMC
Management Analyst

City of
IRWINDALE
AGENDA REPORT

**PARKS & RECREATION
 COMMISSION**

Date: January 5, 2022
 To: Honorable Chair and Commission Members
 From: Pedro Rodriguez, Public Services Maintenance Supervisor
 Issue: Replanting at the Jardin De Roca Park

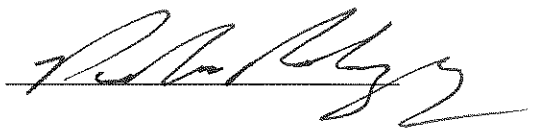
Recommendation:

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	Jojoba
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 Montevidensis	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 Montevicensis	Trailing Lantana

City of
IRWINDALE
AGENDA REPORT

**PARKS & RECREATION
COMMISSION**

Date: January 5, 2022
To: Honorable Chair and Commission Members
From: Elizabeth Rodriguez, Public Services Director
Issue: Public Services Maintenance Action Item Report for Dan Diaz Recreation Center and Irwindale Park Restrooms

Recommendation:

Receive and file the Public Services Maintenance Action Item Report for the Dan Diaz Recreation Center and Irwindale Park Restrooms.

Administrative Action:

Submitted by:

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



Approved by:

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



Background and Analysis:

At the December 1, 2021 Parks & Recreation Meeting, Commissioner Roman reported multiple maintenance action items required such as, broken toilet seats and faucets in the restrooms located at the Dan Diaz Recreation Center (DDRC) and the Irwindale Park. Chair Fraijo requested the Public Services Maintenance Division conduct inspections, identify all required repairs, and provide the status of these repairs for the restrooms at the DDRC and Irwindale Park and report back to the commission at the January 5, 2022 Parks & Recreation Meeting.

After the meeting, Staff conducted inspections at all restrooms located in the DDRC, Irwindale Park and Jardin de Roca Park. The following is a report of the identified maintenance action items and status:

RECREATION

RESTROOMS/ROOMS	MAINTENANCE ACTION ITEM(S)	STATUS AS OF 12/16
Women's Restroom (North Exit)	Replace Four (4) Regular Toilet Seats & One (1) ADA Seat	Completed
Men's Restroom (North Exit)	Replace One (1) ADA Toilet Seat	Completed
Women's Locker Room Restrooms	Repair One (1) Loose Toilet Seat in ADA Restroom	Completed
Men's Locker Room Restrooms	Repair One (1) Loose Regular Toilet Seat and One (1) Sink Handle	Completed
Tiny Tots Room	Add One (1) Towel Dispenser	Completed

PARKS

RESTROOMS/ROOMS	MAINTENANCE ACTION ITEMS	STATUS AS OF 12/16
Men's Restroom (East End)	Replace One (1) ADA Toilet Seat, Repair Two (2) Loose Faucets, and Replace One (1) Sink Valve	2 loose faucets Completed 1 ADA & 1 valve In Progress
Women's Restroom (East End)	Replace (1) Damaged Toilet and One (1) Damaged Faucet	In Progress
Men's Restroom (West End)	Repair One (1) Loose Toilet and Replace One (1) ADA Seat	1 loose toilet Completed 1 ADA - In Progress
Women's Restroom (West End)	Repair One (1) Toilet Valve	In Progress
Gender Neutral Restroom (Skate Park)	Replace Four (4) Regular Seats, Repair Two (2) Loose Faucets, and Repair one (1) Hand Dryer	In Progress

City of
IRWINDALE
AGENDA REPORT

**PARKS & RECREATION
COMMISSION**

Date: January 5, 2022
To: Honorable Chair and Commission Members
From: Elizabeth Rodriguez, Public Services Director
Issue: Aquatics Mid-year Review Requests for City Council

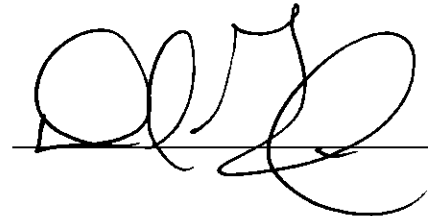
Recommendation:

Receive and file the Aquatics Mid-year Review Requests for City Council.

Administrative Action:

Submitted by:

Daniel Grijalva, Aquatics Supervisor
(626) 430-2247



Approved by:

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



Background and Analysis:

During the inspection of the Aquatics Center's Swimming Pool, staff identified various maintenance items that require repairs or replacements. Staff is able to absorb the cost of some of these maintenance items from the Aquatics and Public Services Maintenance budgets. However, there are some items that are cost prohibitive and require a request for appropriation from the City Council. It is anticipated that City Council will be reviewing mid-year budget requests at the January 26th or February 9th meeting.

Staff has compiled a list of four key items that require replacement or implementation of a new class prior to the opening season of the Aquatics Center, which is scheduled for the third week of March 2022. The following table outlines the items and budget that will be requested by staff to City Council and a detailed description is provided after the table:

Item	Description	Cost
Pool Heater	The main pool heater is about 8 years old. Currently the whole unit needs to be replaced in time for the Spring 2022 aquatic season.	\$49,968.16
Pool Lighting (in water)	We have a total of 18 (in water lights) 8 of them are out. This quote is to replace all lights and to have them all from the same manufacturer for even lighting throughout the pool.	\$13,379.31
Paddle Board Yoga	This is for certification of 3 current staff members as well as annual instructor access for the 2022 instructional year. As well as all materials required to run the class, (Paddle boards, anchor ties, etc.)	\$6,611.25
Paddle Board Yoga Personnel Cost	This will cover the cost of 1 (APM), 1 Senior Lifeguard/Lifeguard, 1 Instructor, 1 Aquatics Aide/Pool Cashier. For 3 sessions, each is 2x a week for 4 weeks. From March 21 st until June 10 th	\$1,600

Pool Heater: The pool heater was replaced about 8 years ago in 2013. The typical lifespan on this model is about 10 years. During the end of the fall season, the unit experienced a major leak in the shaft seal. The City's Contractor informed staff that the unit required a new pump in the motor. Additionally, staff was informed that the piping connected to the unit that was replaced in 2013 was not sufficient to sustain the normal 10 year lifespan. Staff reached out to our vendor for a quote for a new heater and piping. Staff was also informed that the City will be able to receive a \$4,000 rebate with the So Cal Gas Co through their energy saving program.

Pool Lights: Midway through the summer, some of the pool lights burnt out. Within the course of a couple months, additional lights burnt out, for a total of eight (8) pool lights. The Aquatics Center Swimming Pool has a total of 18 lights. It will be more cost effective to replace all 18 lights at the same time as it requires the contractor to use scuba diving equipment to replace each light. This allows all the pool lights to be on the same "time clock" and from the same manufacturer. There are currently two different brands of lighting in the pool.

Paddle Board Yoga: This cost would cover everything staff needs in order to launch this class. The cost covers the certification of 3 staff members to become instructors, who will be able to teach this class as well as all the required materials such as paddle boards and anchor straps for all boards. There is an additional staffing cost to launch this new class and the cost is itemized above.

City of
IRWINDALE
AGENDA REPORT

**PARKS & RECREATION
COMMISSION**

Date: January 5, 2022
To: Honorable Chair and Commission Members
From: Elizabeth Rodriguez, Public Services Director
Issue: Dan Diaz Recreation Center Early Hours

Recommendation:

Parks and Recreation Commission review and make a recommendation to staff regarding the early hours of operation for the Dan Diaz Recreation Center.

Administrative Action:

Submitted by:

Priscilla Zepeda, Recreation Manager
(626) 430-2226

Approved by:

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




Background and Analysis:

On October 4, 2021, the Dan Diaz Recreation Center (DDRC) began offering early morning hours, Monday – Thursday from 6:00 a.m. – 9:00 a.m. for the Fitness Center and Open gym (basketball court). The trial commenced Thursday, December 17, 2021. Per the Commission's recommendation, the offering would be held on a trial basis to determine usage and need. Staff tracked the daily usage of the DDRC during the trial and found that on average, the attendance was 2 patrons to 3 staff members.

Staff is seeking a formal recommendation on how the Commission would like to proceed with early morning access to the DDRC with consideration of overall program/class needs, coverage concerns, staff availability and staffing restrictions. The following table lists the options that staff is presenting for your consideration for early hours of operation at the DDRC based on staff availability:

	Days	Times	Description
OPTION 1	Monday / Wednesday	6:00 am – 9:00 am	Current facility access
OPTION 2	Monday – Saturday (Regular operating hours)	11:00 am – 8:00 pm 11:00 am – 7:00 pm 10:00 am – 4:00 pm	Monday – Thursday Friday Saturday

Option 1 will have current access to the DDRC two days a week in addition to the regular operating hours. Option 2 would revert to our regular operating hours only. As Healthy Irwindale kicks off in 2022, we can also look at offering a Tuesday/Thursday early morning walking class inside the DDRC.

City of
IRWINDALE
AGENDA REPORT

**PARKS & RECREATION
COMMISSION**

Date: January 5, 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 Irwindale Public Library and Dan Diaz Recreation Center Capital Improvement Project

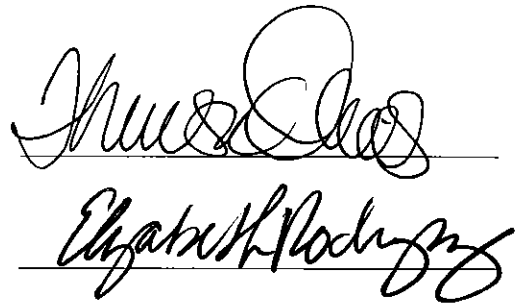
Administrative Action:

Submitted by:

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

Approved by:

Elizabeth Rodriguez, Public Services Director

The block contains two handwritten signatures. The top signature is in cursive and appears to be 'Theresa Olivares'. The bottom signature is also in cursive and appears to be 'Elizabeth Rodriguez'. Both signatures are written over horizontal lines.

Background and Analysis:

On July 13, 2016, the City Council adopted Resolution No. 2016-41-2855 (Attachment "A"), approving a Settlement Offer from California Joint Powers Insurance Authority/Chartis Insurance Company in the amount of \$412,669.77 for the replacement of the fire damaged Irwindale Rock House located at 16203 Arrow Highway. The Proof of Loss and Subrogation Agreement (Agreement) (Attachment "B") includes a special condition, indicting a holdback amount of \$174,899.77 to be claimed by the City when the City builds a replacement structure within 10 years from the Agreement execution date, or July 2016. Based on the building records retained by Building and Safety the replacement size of the fire-damaged structure is approximately 1,070 square feet.

Staff assessed the conditions of the Agreement, holdback amount, size of the new replacement structure, time to construct, and the existing City facility's ability to accommodate a new structure. Based on these limitations, staff engaged the services of CWA AIA, Inc., to evaluate the possibility of expanding the Irwindale Public Library to

include a meeting room, mining library, and additional space for patrons to utilize the Library's Wi-Fi. The library expansion project meets the conditions of the Agreement for use of the holdback amount.

Concurrently, the Dan Diaz Recreation Center has several projects in the works, including the roof-screening project, building seismic assessment, and a new HVAC system. The Council authorized staff to solicit bids for the roof-screening project in August 2019. This project will also include painting the exterior of the building. Since this facility is recognized as an Emergency Evacuation Center to be activated in the event of a natural disaster, Structural Focus conducted a structural assessment in January 2020. The findings of the assessment were provided to Council in May 2020, where Council authorized staff to solicit bids for the design of plans and specifications for the structural improvements. Additionally, a majority of HVAC units at the facility are more than 30 years old, not functioning properly and need to be replaced with energy efficient units. Although these projects were initially presented as stand-alone projects, they are interrelated and it would be appropriate for them to be tied into one capital improvement project. The consultant has informed staff that additional restrooms are required for this facility. Due to the fixed footprint of the building, the unknown quantity of restrooms will reduce the amount of usable space for recreation programming and activities. The department continues to increase the classes and events offered to the community and therefore the consultant is recommending an additional ~2,600 square feet to accommodate the required restrooms and space needed for programs and events.

Options

Due to the scope and estimated cost of the project, direction from the City Council was required and on December 8, 2021, the Council was provided with two options. The options were based on the current use of both facilities, along with the anticipated growth for the departments' ongoing needs.

Option 1: Recreation Retrofit & Library Addition

Recreation Center (Approx. 19,000 SF)	\$7,021,000
Library Addition (Approx. 2,600 SF)	<u>\$2,279,000</u>
Total Construction Estimate	\$9,300,000

Under this option, the existing recreation building would be seismically retrofit, exterior painted, new air conditioning unit, new roof, and minimally reconfigured to create efficiencies for classes and programs. However, there would be a space reduction to accommodate the required restrooms, affecting the classes and programs offered by the department. The library addition would expand the library by approximately 2,600 square feet and allow for increased programming.

Option 2: Recreation Retrofit & New Stand Alone Library

Recreation Center (Approx. 19,000 SF)	\$ 7,198,000
New Stand-Alone Library Addition (Approx. 7,000 SF)	<u>\$ 5,602,000</u>
Total Construction Estimate	\$12,800,000

Under this option, the recreation department would occupy the existing library space, providing the department with the additional space suggested by the architect based on the department's needs. The proposed new stand-alone library would be a two-story facility located in the green space west of the existing library. This option would also include reconfiguration of the library parking lot.

At the December 8, 2021 City Council meeting, the City Council directed staff to proceed with Option 2 and also evaluate a standalone library with one of the potential locations being the ten-acre site.

Next Steps

The Public Services Director, Recreation Manager, and City Librarian have been consulted as this capital improvement project has evolved. At this time staff seeks requests from the commission as the architect proceeds with the design of the Dan Diaz Recreation Center. The Commission's requests will be shared with the architect. This capital improvement project is in the initial planning phase and as the project progresses updates will be provided to the Commission.

Attachment(s):

- A: Resolution No. 2016-41-2855
- B: Proof of Loss and Subrogation Agreement

RESOLUTION NO. 2016-41-2855

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
IRWINDALE APPROVING THE ESTABLISHMENT OF A FACILITY
IMPROVEMENT FUND TO ACCEPT THE SETTLEMENT FUND FROM
CALIFORNIA JOINT POWER INSURANCE AUTHORITY FOR THE
REPLACEMENT OF THE IRWINDALE ROCK HOUSE LOCATED ON
ARROW HIGHWAY**

WHEREAS, the Irwindale Rock House, located at 16203 Arrow Highway, was extensively damaged by a fire on November 7, 2013, and subsequently it was determined that the structure is beyond repair; and

WHEREAS, the assessment performed by our City insurance adjuster determined that the final replacement cost of this building is \$481,220.76. This replacement amount was negotiated by staff and our insurance adjuster with the understanding that a replacement structure of the same size of the Irwindale Rock House will be built in the future at a City preferred location; and

WHEREAS, per the Agreement, the City is subject to the following conditions based on the City's property insurance policy:

- i) The assessed total value for the actual loss and damage to the property is \$500,951.24.
- ii) The final settlement amount offered is \$ 481,220.76.
- iii) The deductible amount based on our insurance policy is \$5,000.00.
- iv) The ACV (Actual Cash Value) amount issued to the City upon approval of the agreement is \$306,320.99.
- v) The holdback amount of \$169,899.77 will be provided to the City when we start construction of the replacement structure; and

WHEREAS, since the initial clean up of the site, at an estimated cost of \$14,370.48, was performed by CJPIA's contractor at their cost, and additional funds in the amount of \$91,978.30 were expended by CJPIA for construction bids to determine the potential cost to reconstruct the building, it is determined that the final settlement offer is fair and a reasonable amount for the City to construct a new structure at our preferred location at a future time; and

WHEREAS, the California Joint Powers Insurance Authority/Chartis Insurance Company has indicated that the time limit to receive the holdback amount for construction of a new structure should be limited to a period not to exceed ten years.

NOW, THEREFORE, the City Council of the City of Irwindale do hereby resolve as follows:

Section 1. The recitals contained hereinabove are true and correct.

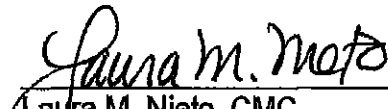
Section 2. The City's Finance Director is authorized to establish a Facility Improvement Fund to accept this settlement fund for future replacement of the building. Further, all future settlement funds received shall be transferred to this Facility Improvement Fund Balance.

Section 3. The City Clerk shall certify to the passage and adoption of this Resolution and the same shall thereupon take effect and be in force.

PASSED, APPROVED and ADOPTED this 13th day of July, 2016.


Mark A. Breceda, Mayor

ATTEST:



Laura M. Nieto, CMC
Deputy City Clerk

STATE OF CALIFORNIA }
COUNTY OF LOS ANGELES }
CITY OF IRWINDALE } ss.

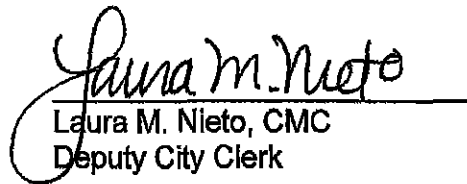
I, Laura Nieto, Deputy City Clerk of the City of Irwindale , do hereby certify that the foregoing Resolution No. 2016-41-2855 were duly and regularly passed and adopted jointly at a regular meeting of the by the City Council of the City of Irwindale at their regular meeting held on the 13th day of July, 2016 by the following vote:

AYES: Councilmembers: Ambriz, Burrola, Garcia, Ortiz, Mayor Breceda

NOES: Councilmembers: None

ABSENT: Councilmembers: None

ABSTAIN: Councilmembers: None



Laura M. Nieto, CMC
Deputy City Clerk

PROOF OF LOSS

Chartis Insurance Co.
B128410009W13

And Subrogation Agreement

07/01/13-06/30/14

Policy No.

Expiration

TO: California Joint Powers Insurance Authority/Chartis Insurance Company

By your policy of Insurance above described, at the time of the loss, you insured California Joint Insurance Authority and its member the City of Irwindale (the Insured) according to the terms and conditions and exclusions contained therein, to the property described in the policy and schedule against physical loss or damage from the perils of All Risks.

A Fire occurred at or near the City of Irwindale in the State of California on/about the 7 day of November 2013 About the hour of 6:00 O'clock PM, which, upon the best of the Insured's knowledge was caused as follows:

A fire occurred in the middle room of the building which allegedly started by vagrants who broke into the house to keep warm.

THE ACTUAL CASH VALUE of the property described in the policy at the time of said loss was	\$	<u>Not Determined</u>
THE ACTUAL LOSS AND DAMAGE to the property described in the policy as a result of said loss was approximately	\$	<u>\$592,569.54</u>
THE TOTAL AMOUNT OF INSURANCE thereon at the time of said loss in all policies (scheduled) was	\$	<u>\$25,000,000.00</u>
INSURED HEREBY MAKES CLAIM UPON INSURERS and will accept from them in full release and satisfaction, in an ACV settlement of all claims for loss and or damage under this policy for the claim value of:	\$	<u>\$412,669.77*</u>

In consideration of the payment to be made hereunder, the Insured does hereby subrogate to Insurers all rights, title and interest in and to the property for which claim is being made hereunder, and agrees to immediately notify said CJPIA or Chartis Insurance Company in case of any recovery of the property including the deductible for which claim is being made hereunder. The Insured agrees to render all assistance possible in any endeavor to recover said property and deductible. The Insured also agrees to give CJPIA or Chartis Insurance Company any such recovery which may be made, or reimburse the insurer in full to the extent of the payment for such property including the deductible, which may be recovered at any time.

Unless noted below, the Insured was the sole, absolute and unconditional owner of the property described, and no other firm or person had any interest therein, either as mortgagee or otherwise, no encumbrance of said property existed, nor has since been made, nor has there been any change in the title, use, or possession of said property, except:

The said loss was not caused by design or procurement on the part of the Insured nor this declarant; nothing has been done by or with the consent of the Insured or this declarant, to violate the conditions of the policy, or render it void. No articles are mentioned herein or in attached schedules other than such as interested in the loss, or not subject to claim, or not at interest in the loss and at the risk of loss of which was insured under this policy. Articles (except as noted) all belonged to the Insured at the time of the loss. No property saved has been in any manner concealed, and no attempts to deceive the insurer as to the extent of the loss have in any manner been made.

SPECIAL CONDITIONS:

* The deductible of \$5,000.00 has been applied to the adjusted ACV Amount for a payment to the Member of \$306,320.99 which includes extra expense of \$1960.88. This amount also includes two additional payments to vendors of \$14,855.30 and \$56.34. Of this amount, we have also paid previously, debris removal charge of \$14,370.48 along with consultants in the amount of \$77,066.66. The total holdback amount of \$174,899.77 that will be claimed on a replacement structure of the Irwindale Rockhouse, where the above loss occurred or at any location which the Insured prefers to build and within the time frame per policy conditions and law.

Any other information that may be required will be furnished upon the request of the Underwriter and will be considered a part of this proof.

It is expressly understood and agreed that the furnishing of this blank to the Insured or the assistance of an adjuster, or any agent of the Insurer in the making of this proof, is not a waiver of any rights of the Insurer or any of the conditions of the policy.

I swear under penalty of perjury according to the laws of the state of California that the foregoing is true.

Executed this 19 day of July, 2016

at Irwindale, California.

By: [Signature]

Witness

Claudia Carlos, Notary Public
Name/Title

Insured: [Signature]

CALIFORNIA LAW REQUIRES THE FOLLOWING
TO APPEAR ON THIS FORM

Any person who knowingly presents a false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to confinement in state prison.

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

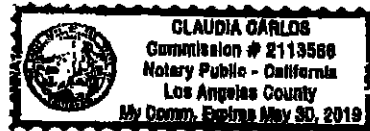
State of California)
County of Los Angeles)

On July 19, 2016 before me, Claudia Carlos, Notary Public, personally appeared William K. Tam, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature [Signature]



OPTIONAL INFORMATION

Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.

Description of Attached Document

Title or Type of Document: Proof of Loss - Chartis Insurance Company

Document Date: policy # B128410009W13

Signer(s) Other Than Named Above: N/A

STATEMENT OF DAMAGES

City of Irwindale

INSURED: California Joint Powers Insurance Authority
MEMBER: City of Irwindale
ADDRESS: 5050 North Irwindale Ave
 Irwindale, CA 91706
DATE OF LOSS: November 11, 2013
LOSS LOCATION: 16203 Arrow Highway, Irwindale

TYPE OF LOSS: Fire
FILE #: 2330939-14011350

POLICY #: B128410009W14
POLICY PERIOD: 07/01/2014-06/30/2015

ITEM	LIMIT OF LIABILITY
COVERAGE:	
Amount of Coverage (Blt)	\$25,000,000.00
Buildings (as schedules)	Included
Business Personal Property	Included
Auto (as schedules)	Included
Replacement Cost	
Business Personal Property Deductible	\$5,000.00
Auto Deductible	\$1,000.00
Emergency Vehicles Deductible	\$5,000.00

LOCATION:	LOSS AS SUBMITTED	Adjustment expense	Claim & Accepted
Location # 105			
Stone House			
Building			
Debris Cleanup	\$14,370.48		\$14,370.48
Experts (engineers/consultants) Member Pd		\$91,978.30	\$91,978.30
Repairs	\$484,259.88		\$309,360.11 (ACV)
EXTRA EXPENSE			
Staff Time	\$1,960.88		\$1,960.88
Subtotal	\$500,951.24	\$91,978.30	\$417,669.77
Deductible			\$(5,000.00)
Total Claim:			\$412,669.77
Previous Payment			(\$91,437.14)
PAYABLE CLAIM AMOUNT			\$321,232.63

Breakdown of Payable Claim

Member Check \$306,320.99
 Fructman \$68.34 (\$12.00) \$ 56.34
 JSHeid \$14,856.34 \$ (1.04) \$14,855.30