



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

MARCH 2, 2022

6:00 P.M.

IRWINDALE COUNCIL CHAMBER

Limited Public Access

Pursuant to Irwindale Resolution No. Resolution No. 2022-11-3261

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. **INTRODUCTION OF CITY MANAGER JULIAN A. MIRANDA**

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 February 2, 2022

2. NEW BUSINESS

A. Irwindale Park Improvements Project Phases IV and V Update

Recommendation: Receive and file the update on the Irwindale Park Improvements Project Phases IV and V, or provide direction.

B. Special Parks & Recreation Meeting on Saturday, March 12, 2022

Recommendation: Receive and file the procedures for the special Parks & Recreation Commission meeting on Saturday, March 12, 2022, or provide direction.

- 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 March 2, 2022, to be posted at the City Hall, Library, and Post Office on February 24, 2022.

Armando Hegdahl

Armando Hegdahl, CMC
Management Analyst

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

**FEBRUARY 2, 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, Carmen Roman;
Vice Chair Belen Zepeda; Chair Paula Fraijo

Absent: Commissioner Teresa Ortiz

Also present: Theresa Olivares, Assistant City Manager; Elizabeth Rodriguez, Public Services Director; Priscilla Zepeda, Recreation Manager; Pedro Rodriguez, Public Works Services Supervisor; Daniel Grijalva, Aquatics Supervisor, Jeff Wagner, IT Manager; 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 January 5, 2022

END OF CONSENT CALENDAR

NEW BUSINESS

**ITEM NO. 2A
IRWINDALE PUBLIC
LIBRARY AND
DAN DIAZ RECREATION
CENTER CAPITAL
IMPROVEMENT
PROJECT**

**IRWINDALE PUBLIC LIBRARY AND DAN DIAZ RECREATION
CENTER CAPITAL IMPROVEMENT PROJECT**

**ASSISTANT CITY
MANAGER OLIVARES**

Assistant City Manager Olivares presented the staff report.

CHAIR FRAIJO	Chair Fraijo spoke on the need to obtain the community's input and staff's recommendations on this project. She then asked about the timeline for scheduling community meetings and having plans drawn, to which Assistant City Manager Olivares advised that staff is working on these items.
ASSISTANT CITY MANAGER OLIVARES	Assistant City Manager Olivares added that the council has directed staff to look into potentially developing a new library at the 10-acre site. She added that staff will update the commission and will schedule public meetings once information is received from the architect.
CHAIR FRAIJO	Responding to a question by Chair Fraijo, Assistant City Manager Olivares advised that the project architect has already been advised of the commission's concerns that were made at the January 5 meeting. Additionally, the commission's concerns will also be discussed at the community meeting so the public can know about them.
COMMISSIONER ROMAN	Commissioner Roman requested more space for programs such as Yoga, Zumba, Cheer, and the Teen Club. She also suggested opening up the showers to the public, or potentially using the shower area for other uses.
COMMISSIONER LOPEZ	Responding to a question by Commissioner Lopez, Assistant City Manager Olivares advised that CWA Architect is the firm retained to prepare the architectural drawings for the project. The firm, which is based out of Glendale, specializes in library designs.
DENA ZEPEDA	Dena Zepeda suggested that the Teeny/Tiny Tots programs be held near the bus stop so that it would be easier for parents to pick up their children, suggested replacing the facility showers with something else since the showers are not used frequently, and suggested that the weight room be placed downstairs.
ASSISTANT CITY MANAGER OLIVARES	Assistant City Manager Olivares reviewed the suggestions made by the commissioners and the public, and advised that staff's goal is to maximize the use of the facility based on the community's input and suggestions. All suggestions received from the public will be shared with the commission and the council. She added that staff has entered into a contract with the project architect, but that the construction work will be sent out for bids.
COMMISSIONER ROMAN	Replying to a comment by Commissioner Roman, Assistant City Manager Olivares advised that staff will be holding a community workshop where information on the project will be presented and input will be requested by members of the community.

COMMISSIONER LOPEZ Commissioner Lopez asked about public notifications regarding the upcoming workshop, to which Assistant City Manager Olivares advised that staff will provide notices to the public, including the commissioners and councilmembers.

ITEM NO. 2B 4TH OF JULY COMMUNITY EVENTS
4TH OF JULY
COMMUNITY EVENTS

MANAGER ZEPEDA Manager Zepeda presented the report.

CHAIR FRAIJO Chair Fraijo stated that the recommended changes could be implemented and that, if they are not fruitful, the changes can be reverted.

SUZANNE GOMEZ Suzanne Gomez noted the changes to recreation programs that were caused by the pandemic, and noted that more changes may be necessary, although it is not always pleasant to change traditions. She suggested that the recommended changes be considered and concurred that they could be reverted if they do not work as well as planned.

LINDA MAREZ Linda Marez noted that fewer community members have attended the recreation events over the years for various reasons, and suggested implementing new ideas to try to spur enthusiasm for new events and activities.

DENA ZEPEDA Dena Zepeda stated her belief that fewer residents attended events because they were not informed that the events would be held. She also suggested re-implementing older events, such as basketball games between members of the Police Department and the community. She suggested that everything possible be done to hold events the way they used to be, such as the 4th of July fireworks show and booth sales.

COMMISSIONER LOPEZ Commissioner Lopez agreed that community input should be sought, and agreed that changing traditions is not always easy.

COMMISSIONER ROMAN Commissioner Roman spoke on how the pandemic forced families to remain at home on the 4th of July, which sparked the use of illegal fireworks. She stated that smaller events targeting residents should be held to bring the community together.

MOTION A motion was made by Chair Fraijo, seconded by Commissioner Roman, to adopt Option 3 as delineated in the staff report, namely: provide three separate community events in place of the single day event: A) one 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, and C) Fireworks Spectacular (show only) on 4th of July. The motion was approved with Commissioner Roman, Vice Chair Zepeda, and Chair Fraijo in favor, Commissioner Lopez opposed, and Commissioner Ortiz absent.

ITEM NO. 2C
CITYWIDE
SURVEILLANCE
CAMERA SITE PLANS

CITYWIDE SURVEILLANCE CAMERA SITE PLANS

MANAGER WAGNER	Manager Wagner presented the report.
DISCUSSION HELD	Discussion was held relating to the camera locations and their range of view.
CHAIR FRAIJO	Chair Fraijo suggested placing a camera at the Recreation Center's main entrance facing outside so that individuals could be recorded before entering the facility. She also suggested adding cameras to cover the parking lot.
MANAGER WAGNER	Manager Wagner spoke on efforts to work around signal blockage in order to monitor restrooms. He added that staff will work with vendors to try to determine the best options.
SUZANNE GOMEZ	Suzanne Gomez requested to place a camera facing the bus turnabout as well as the basketball courts, and praised the idea of using cameras in order to increase safety at the parks.
COMMISSIONER LOPEZ	Commissioner Lopez asked about recording video, to which Manager Wagner advised that all cameras will record video, and that the video recordings would be retained for 365 days. Additionally, the ability to monitor live cameras will depend on the availability of staff. He added that the new cameras will provide higher-quality images at wider angles.
CHAIR FRAIJO	Chair Fraijo suggested placing signs that cameras are in use, to which Manager Wagner advised that signs will be posted in public spaces, and will be part of the program policy.
COMMISSIONER ROMAN	Commissioner Roman asked whether cameras will be facing Recreation workers, suggested that video recordings not include audio, and asked about the availability of video recordings to the public, to which Manager Wagner advised that the camera in the Recreation lobby is intended to capture staff and the public, and noted that none of the cameras will record audio, with the exception of the jail facilities. He added that video recordings could be requested by members of the public.

DIRECTOR RODRIGUEZ Director Rodriguez clarified that video recordings with children would need to be reviewed by the City Attorney's Office before they may be released to the public.

ITEM NO. 2D TENTATIVE SCHEDULE FOR AQUATICS 2022 SEASON
TENTATIVE SCHEDULE
FOR AQUATICS 2022
SEASON

SUPERVISOR GRIJALVA Supervisor Grijalva presented the staff report.

DISCUSSION HELD Discussion was held regarding the age requirement for Paddleboard Yoga, the possibility of implementing a Paddleboard Yoga class for minors and another for adults, registration dates and costs, the need to notify the public as soon as possible regarding the upcoming classes and activities, and the amount of time necessary for staff to set up between classes.

COMMISSIONER ROMAN Commissioner Roman suggested opening Paddleboard Yoga only to individuals 13 years of age and older. She also asked a clarifying question regarding the mermaid class.

CHAIR FRAIJO Chair Fraijo asked about ongoing lifeguard recruitments, to which Director Rodriguez advised that recruitments began about two weeks ago for aquatic aides, lifeguards, senior lifeguards, and an Assistant Pool Manager. Chair Fraijo also asked about pay rates for lifeguards, to which Director Rodriguez advised that a comprehensive salary study was prepared recently and all lifeguards, senior lifeguards, and pool managers received raises.

Chair Fraijo suggested that staff work with Northview High School to potentially collaborate on programs or to recruit lifeguards.

ITEM NO. 2E REPLANTING AT JARDIN DE ROCA PARK
REPLANTING AT
JARDIN DE ROCA
PARK

SUPERVISOR RODRIGUEZ Supervisor Rodriguez presented the staff report.

COMMISSIONER LOPEZ Commissioner Lopez thanked Supervisor Rodriguez for the report and for including Birds of Paradise in the plans as she had requested.

CHAIR FRAIJO Responding to a question by Chair Fraijo, Supervisor Rodriguez advised that staff is working on purchasing Birds of Paradise and will

plant them as they work their way through the parks. Chair Fraijo also spoke on the need to properly care for and maintain plants.

ITEM NO. 2F
SCHOOL BUS CAMERA
POLICY UPDATE –
VERBAL REPORT

SCHOOL BUS CAMERA POLICY UPDATE – VERBAL REPORT

DIRECTOR RODRIGUEZ Director Rodriguez presented the verbal report and advised that the school bus camera policy has been finalized and will be reviewed by an Irwindale employee association before presenting it to the commission, since the city is required to meet and confer with the employee organization in order to provide an opportunity for its input. She noted that the Covina Valley Unified School District also utilizes cameras in their buses, but they do not appear to have a policy for the use of the cameras; they simply have signs installed to notify that the onboard cameras are recording videos.

CHAIR FRAIJO Responding to a question by Chair Fraijo, Director Rodriguez that the implementation date for the bus cameras has not yet been determined. She added that staff is also working on an acknowledgment form to provide to parents to inform them of the use of cameras on the busses. Chair Fraijo requested for an update to be provided at the next meeting.

COMMISSIONER ROMAN Commissioner Roman asked about utilizing bus cameras during trips to the beach, to which Director Rodriguez advised that she would need to consult with the City Attorney since the intent of the cameras was to record children on their way to and from school.

CHAIR FRAIJO Responding to a comment by Chair Fraijo, Director Rodriguez noted that the Recreation bus, which is used for smaller family trips, does not have cameras. The school bus, which is used for day camp and beach trips, would have cameras. Chair Fraijo suggested utilizing the cameras whenever the buses have passengers, and that the passengers be made aware that they are being video recorded.

ITEM NO. 2G
ADA PARKING
UPDATE – VERBAL
REPORT

ADA PARKING UPDATE – VERBAL REPORT

DIRECTOR RODRIGUEZ Director Rodriguez presented the report, wherein she advised that the Project Manager and the contractor are recommending completing this project in May to ensure that the weather is more consistently warm so that the sealant could adhere better to the pavement. Staff hopes to schedule the project for a weekend. Once a date is established, staff will inform the commission.

RECREATION
MANAGER UPDATE

RECREATION
MANAGER ZEPEDA

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

- 1) The Family Trip to the Hollywood Museum is scheduled for February 26.
- 2) Registrations are being accepted for the Kindness Krew.
- 3) Registrations for Walk 'n Roll will begin soon.
- 4) Staff is finalizing the schedule for the Competition Cheer program.
- 5) Staff is working on finalizing the schedule for the Mighty Coyotes basketball season.
- 6) Signups are being accepted for the Locks of Love special event.
- 7) A Valentine's Door Decorating Contests will be held this month.
- 8) A "How the Grinch Stole Valentine's Day" event has been scheduled for February 11.
- 9) The Dan Diaz Recreation Center will be closed on February 21 in observance of Presidents Day.
- 10) Recruitments for Recreation Aides closed on Monday.
- 11) Recreation Supervisor Marez and Aquatics Supervisor Grijalva will be attending the CJPIA Parks and Recreation Academy this month.

COMMISSIONER
ROMAN

As requested by Commissioner Roman, Manager Zepeda provided additional details regarding the Locks of Love special event.

CHAIR FRAIJO

Chair Fraijo thanked Manager Zepeda for incorporating the Memorial Garden in the Locks of Love program, and acknowledged and thanked her for the wonderful work she and her staff are doing to keep the community active and healthy.

Responding to a question by Chair Fraijo, Manager Zepeda indicated that flyers for all new programs will be sent to residents in the near future. Chair Fraijo added that additional information on classes and activities could be found on the city's website or on social media.

AQUATICS
SUPERVISOR UPDATE

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

- 1) Staff is preparing for the upcoming season for all schedules.
- 2) Staff is soliciting bids for the pool heater and the diving boards.
- 3) He reported on minor damage that resulted from the recent

windstorm.

- 4) A majority of the pool staff is returning for the upcoming season.
- 5) Program flyers for spring sessions are currently being prepared.
- 6) An informational meeting for parents will be held soon to cover information on the upcoming season.
- 7) He will present an update on his attendance at the upcoming CJPIA Parks and Recreation Academy conference he will be attending soon.
- 8) He is also soft-launching a lifeguarding certification class with the goal to establish the Aquatics Center as a training facility in the future.

CHAIR FRAIJO

Chair Fraijo requested that program flyers be mailed out in plenty of time to allow everyone an equal opportunity to register.

PUBLIC WORKS
SUPERVISOR UPDATE

Public Works Supervisor Rodriguez presented the following update:

- 1) He reported on the damage caused by the recent windstorm, including palm fronds and branches throughout the park.
- 2) Staff also worked with Aquatics staff to address minor damage from the storm at the Aquatics Center.
- 3) Staff assisted by cleaning debris from the streets.
- 4) Staff placed signs at various locations throughout the parks so that individuals know whom to contact to report items of concern.
- 5) Several lights throughout the parks were replaced this week.
- 6) Staff has also reviewed the plans for phases 4 and 5 of the Park Improvement Plan and provided comments.
- 7) Staff met with Musco Lighting personnel to discuss the softball lighting project.
- 8) Staff also reported at midnight to a vehicular incident that caused damage to a light pole, and reported to work the very next day.

COMMISSIONER
ROMAN

Commissioner Roman thanked Public Services staff for their help in cleaning up after the windstorm.

CHAIR FRAIJO

Chair Fraijo expressed her sincere appreciation for the Public Works staff for their hard work.

PUBLIC SERVICES
DIRECTOR UPDATE

Director Rodriguez presented the following update:

- 1) She reported on increased raccoon sightings at the park near the Library and spoke on what individuals could do when they are spotted.

CHAIR FRAIJO

Chair Fraijo suggested that staff mention to kids that they should stay away from raccoons, to which Director Rodriguez advised that

patrons contacted Recreation staff regarding raccoon sightings, which prompted staff to reroute kids back to the Recreation Center.

COMMISSIONER ROMAN Commissioner Roman suggested installing “beware of raccoon” signs.

DIRECTOR RODRIGUEZ Director Rodriguez stated that she would look into the request and will reach out to Animal Care and Control, the Department of Fish and Wildlife, and another animal management company to obtain their input.

**COMMISSIONER ITEMS
AND REQUESTS**

COMMISSIONER LOPEZ Responding to Commissioner Lopez’s request to hire a certified weight trainer to assist weight room patrons, Manager Zepeda advised that staff is looking into training options and pricing for personal trainers. Staff can present an update on that in the future.

Commissioner Lopez also asked about how staff disciplines unruly children that ride the bus, to which Director Rodriguez spoke on the ticketing system, which can lead to children having their bus passes revoked after multiple instances of unruly behavior.

Commissioner Lopez then asked whether the commission’s park walk-through could be held soon, to which Chair Fraijo suggested that the interior of the Recreation and Pool buildings be toured in March, and the open areas for the Irwindale and Jardin de Roca Parks can be done in April.

Commissioner Lopez requested that staff address the state of benches at the parks, to which Supervisor Rodriguez advised that the benches will be replaced in Phases 4 and 5 of the Park Improvement Plan.

COMMISSIONER ROMAN Commissioner Roman reported mildew and jagged pieces of the playground benches, and requested that the “stay-camp” themed kits that were sent to households during the pandemic continue to be sent to needy families.

VICE CHAIR ZEPEDA Replying to a request by Vice Chair Zepeda, Manager Zepeda advised that Recreation staff’s priority is to continue offering main programs and activities, but are optimistic that once additional staff members are hired, additional virtual programs can resume.

CHAIR FRAIJO Chair Fraijo requested for an update on the Park Improvement Project be presented at the next meeting, and for an update on the 4th of July plans be presented to the commission once available. She also

requested for the Council to consider re-implementing the Summer Youth program in light of all the benefits it provides local youth.

ADJOURNMENT

There being no further business to conduct, the meeting was adjourned at 8:19 p.m.

Armando Hegdahl, CMC
Management Analyst

City of
IRWINDALE
AGENDA REPORT

**PARKS & RECREATION
COMMISSION**

Date: March 2, 2022
To: Honorable Chair and Commission Members
From: Elizabeth Rodriguez, Public Services Director
Issue: Irwindale Park Improvements Project Phases IV and V Update

Recommendation:

That the Irwindale Parks and Recreation Commission receive and file the update on the Irwindale Park Improvements Project Phases IV and V, or provide direction.

Administrative Action:

Submitted by:

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



Approved by:

Elizabeth Rodriguez, Public Services Director



Background and Analysis:

On February 2, 2022, Chair Fraijo requested staff to provide an update on the Irwindale Park Improvements Project Phases IV and V. The architect has submitted all of the plans for this project and the plans have been approved by the County. Staff is currently reviewing the final plans. Additionally, staff is retaining a construction consultant who will review the final plans for constructability. It is anticipated this matter will be presented to the City Council at its regularly scheduled meeting on April 13, 2022, for the Council to consider approving the plans and specifications and authorizing staff to solicit bids for this project. Due to the size of this project, the bid period will be open for four weeks. Staff anticipates completing its review of the bids and presenting a recommendation to the Council to award the project in June 2022.

City of
IRWINDALE
AGENDA REPORT

**PARKS & RECREATION
COMMISSION**

Date: March 2, 2022
To: Honorable Chair and Commission Members
From: Elizabeth Rodriguez, Public Services Director
Issue: Special Parks & Recreation Meeting on Saturday, March 12, 2022

Recommendation:

That the Irwindale Parks and Recreation Commission receive and file the procedures for the Special Parks & Recreation Meeting on Saturday, March 12, 2022, or provide direction.

Administrative Action:

Submitted/Approved by:

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



Background and Analysis:

On February 2, 2022, Chair Fraijo requested the annual walk through of the Dan Diaz Recreation Center, Aquatics Center, Irwindale Park and Jardin de Roca Park be separated into two Commission meetings with the Dan Diaz Recreation Center and Aquatics Center scheduled for March 2nd and the Irwindale Park and Jardin de Roca Park scheduled for April 6th.

Following this meeting, staff met to discuss the logistics associated with conducting the Commission meeting in accordance with the Ralph M. Brown Act and AB 361, to allow for in person participation or teleconference participation. Additionally, staff discussed the IT capabilities to tour and teleconference several locations, the length of meeting, and the ability for the commission, public and staff to provide comments and answer questions. It was determined that the best way to conduct this meeting would be through a special meeting held on a Saturday morning to provide for sufficient time and lighting. Staff reached out to the commission and verified their availability for a special meeting on Saturday, March 12, 2022 at 8:00 am. The procedures for this special meeting are as follows:

- The special meeting will be called to order at 8:00 am by Chair Fraijo inside the Council Chambers. Chair Fraijo will proceed with pledge of allegiance, invocation, roll call, and spontaneous communication.
- Chair Fraijo will make the following announcement regarding the meeting:
 - As the various sites are visited, the Commissioners will ask questions of staff and staff will respond to the Commissioners questions. In order to ensure that the tour proceeds in a timely manner, the Commission will take public comments at the end of the tour when the Commission, staff, and public return to the Council Chambers. The public may enter comments using the teleconference chat feature; however, these questions will be answered at the end of the tour. Commissioners and staff will need to speak clearly into the speaker for the teleconference attendees to hear the comments and responses. Everyone attending in person is required to wear a face mask while indoors on the tour.
- The sites will be toured in the following order:
 - Dan Diaz Recreation Center
 - Aquatics Center
 - Irwindale Park
 - Outdoor Volleyball
 - East Restroom
 - Picnic Shelter
 - Playground
 - Softball Field
 - Memorial Garden/Bus Turnabout
 - Plaza & Fountain
 - Jardin de Roca Park
 - Skateboard Area
 - Basketball Court
 - Restrooms
 - Playground
 - Walking Trail & Fitness Equipment
 - Tennis Courts
 - Return to Council Chambers
- Chair Fraijo will open the floor for questions from the public in the following order:
 - In-person attendees
 - Teleconference attendees
 - Questions from the Chat
 - In-person attendees who have not previously provided comments on the matter(s) being discussed by the legislative body.
 - Teleconference attendees who have not previously provided comments on the matter(s) being discussed.
- The meeting will be adjourned once all questions have been answered.