



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 6, 2021

6:00 P.M.

VIA TELECONFERENCE

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

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

The public's health and well-being are the top priority for the City, and you are urged to take all appropriate health safety precautions. To facilitate this process, the meeting and opportunities to participate will also be available through the following options:

Registration URL:

<https://attendee.gotowebinar.com/rt/3456263533256577805>

Webinar ID:

172-363-163

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



Spontaneous Communications: The public is encouraged to address the Parks & Recreation Commission on any matter listed on the agenda or on any other matter within its jurisdiction. The Parks & Recreation Commission will hear public comments on items listed on the agenda during discussion of the matter and prior to a vote. The Parks & Recreation Commission will hear public comments on matters not listed on the agenda during the Spontaneous Communications period.

Pursuant to provisions of the **Brown Act**, no action may be taken on a matter unless it is listed on the agenda, or unless certain emergency or special circumstances exist. The Parks & Recreation Commission may request from staff to investigate and/or schedule certain matters for consideration at a future Commission or City Council meeting.

Americans with Disabilities Act: In compliance with the ADA, if you need special assistance to participate in a Commission meeting or other services offered by this City, please contact City Hall at (626) 430-2200. Assisted listening devices are available at this meeting. Ask the Deputy City Clerk if you desire to use this device. Upon request, the agenda and documents in the agenda packet can be made available in appropriate alternative formats to persons with disabilities. Notification of at least 48 hours prior to the meeting or time when services are needed will assist the City staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

Note: Staff reports are available for inspection by appointment only at the office of the City Clerk, City Hall, 5050 N. Irwindale Avenue, during regular business hours (8:00 a.m. to 6:00 p.m., Monday through Thursday)

Code of Ethics

As City of Irwindale Parks & Recreation Commissioners, our fundamental duty is to serve the public good. We are committed to the principle of an efficient and professional local government. We will be exemplary in obeying the letter and spirit of Local, State and Federal laws and City policies affecting the operation of the government and in our private life. We will be independent and impartial in our judgment and actions.

We will work for the common good of the City of Irwindale community and not for any private or personal interest. We will endeavor to treat all people with respect and civility. We will commit to observe the highest standards of morality and integrity, and to faithfully discharge the duties of our office regardless of personal consideration. We shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of others.

We will inform ourselves on public issues, listen attentively to public discussions before the body, and focus on the business at hand. We will base our decisions on the merit and substance of that business. We will be fair and equitable in all actions, claims or transactions. We shall not use our official position to influence government decisions in which we have a financial interest or where we have a personal relationship that could present a conflict of interest, or create a perception of a conflict of interest.

We shall not take advantage of services or opportunities for personal gain by virtue of our public office that are not available to the public in general. We shall refrain from accepting gifts, favors or promises of future benefit that might compromise our independence of judgment or action or give the appearance of being compromised.

We will behave in a manner that does not bring discredit or embarrassment to the City of Irwindale. We will be honest in thought and deed in both our personal and official lives.

Ultimate responsibility for complying with this Code of Ethics rests with the individual elected official. In addition to any other penalty as provided by law, violation of this Code of Ethics may be used as a basis for disciplinary action or censure of a Commissioner.

These things we hereby pledge to do in the interest and purposes for which our government has been established.

IRWINDALE PARKS & RECREATION COMMISSION



- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. INVOCATION
- D. ROLL CALL: Commissioners: Marguerite S. Lopez, Teresa Ortiz, Carmen Roman
Vice Chair Belen Zepeda, Chair Paula Fraijo
- E. SWEARING-IN OF COMMISSIONER TERESA ORTIZ
- F. REORGANIZATION OF PARKS & RECREATION COMMISSION

SPONTANEOUS COMMUNICATIONS

This is the time set aside for members of the audience to speak on items not on this agenda. State law prohibits any Commission discussion or action on such communications unless 1) the Commission by majority vote finds that a catastrophe or emergency exists; or 2) the Commission by at least four votes finds that the matter (and need for action thereon) arose within the last five days. Since the Commission cannot participate (except as stated) it is requested that all such communications be made in writing so as to be included on the next agenda for full discussion and action. If a member of the audience feels he or she must proceed tonight, then each speaker will be limited to three minutes unless such time limits are extended.

1. CONSENT CALENDAR

The Consent Calendar contains matters of routine business and is to be approved with one motion unless a member of the Commission requests separate action on a specific item. At this time, members of the audience may ask to be heard regarding an item on the Consent Calendar.

A. Minutes

Recommendation: Approve the following minutes:

1. Regular meeting held December 2, 2020

2. NEW BUSINESS

- A. Update on Fitness Equipment in the Dan Diaz Recreation Center
- B. Recreation Budget Update – Verbal Report
- C. Irwindale Park Improvements Phase III – Verbal Update

3. RECREATION DEPARTMENT UPDATE

4. PUBLIC WORKS DEPARTMENT UPDATE

5. ASSISTANT CITY MANAGER UPDATE

6. COMMISSIONER ITEMS

7. ADJOURN

AFFIDAVIT OF POSTING

I, Armando Hegdahl, Management Analyst, certify that I caused the agenda for the regular meeting of the Irwindale Parks & Recreation Commission to be held on January 6, 2021, to be posted at the City Hall, Library, and Post Office on December 17, 2020.

Armando Hegdahl

Armando Hegdahl, CMC
Management Analyst

City of
IRWINDALE
AGENDA REPORT

Parks and Recreation Commission

Date: January 6, 2021
To: Honorable Chair and Members of the Parks and Recreation Commission
From: Armando Hegdahl, Management Analyst
Issue: Commission Reorganization

Recommendation:

Commissioners elect Chair and Vice-Chair

Background and Analysis:

It is appropriate at this time to reorganize the Parks and Recreation Commission, including the selection of a Chair and Vice-Chair. In order to complete the reorganization, the following procedures is 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 by majority vote.

Prepared By / Contact: Armando Hegdahl, Management Analyst
Phone: (626) 430-2201



Armando Hegdahl, Management Analyst

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

DECEMBER 2, 2020
WEDNESDAY
6:00 P.M.

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

ROLL CALL: Present: Commissioners Danny Diaz, Marguerite S. Lopez, Carmen Roman, Vice Chair Belen Zepeda; Chair Paula Fraijo

Also present: Theresa Olivares, Assistant City Manager; Priscilla Zepeda, Recreation Manager; Elizabeth Rodriguez, Public Works Services Manager; Pedro Rodriguez Jr., Public Works Maintenance Supervisor; Jeff Wagner, IT Manager; and Armando Hegdahl, Management Analyst

SPONTANEOUS COMMUNICATIONS

DENA ZEPEDA Dena Zepeda thanked the Recreation Department for recognizing her two sons during the recent Veterans' Day Ceremony, and thanked the staff member that delivered a Veterans sign to her.

CONSENT CALENDAR

MOTION A motion was made by Chair Fraijo, seconded by Commissioner Roman, to approve the Consent Calendar, with the exception of Item No. 1B, which was removed for separate consideration. The motion was unanimously approved.

COMMISSIONER ROMAN Commissioner Roman suggested that holiday activities not require Resident ID cards in order to participate, to which Chair Fraijo suggested that the concern be discussed under the "Commissioner Items" section of the agenda.

ITEM NO. 1A
MINUTES

MINUTES

The following minutes were approved as corrected:

- 1) Regular meeting held November 4, 2020.

END OF CONSENT CALENDAR

ITEM NO. 1B
DECEMBER EVENTS

DECEMBER EVENTS

COMMISSIONER ROMAN Commissioner Roman asked clarifying questions regarding the report, to which Manager Zepeda advised that the Christmas Scavenger Hunt is being advertised through social media.

- DISCUSSION HELD Discussion was held, wherein the following matters were discussed:
- 1) The parks are currently open, but the playgrounds are closed due to the Los Angeles County Department of Public Health orders; no scavenger items will be placed in the playground areas.
 - 2) Additional details on this event are available via social media.
- MOTION A motion was made by Chair Fraijo, seconded by Commissioner Lopez, to receive and file the December Events for the Recreation Department. The motion was unanimously approved.

NEW BUSINESS

ITEM NO. 2A CHEER PROGRAM
CHEER PROGRAM

MANAGER ZEPEDA Recreation Manager Zepeda presented the staff report.

DISCUSSION HELD Discussion was held relating to potential options that are available to hold the Cheer Program in some capacity while still abiding by the Los Angeles County Department of Public Health directive, which currently prohibits outdoor recreational programs and classes.

DENA ZEPEDA Dena Zepeda spoke in support of offering the virtual Cheer program in the winter and begin the outdoor Cheer program in the spring.

MOTION A motion was made by Chair Fraijo, seconded by Commissioner Lopez, to offer a virtual Cheer program in the winter and begin an outdoor Cheer program when the health order is amended to permit outdoor recreational activities. The motion was unanimously approved.

ITEM NO. 2B FY 2021-2022 RECREATION BUDGET
FY 2021-2022
RECREATION
BUDGET

ASSISTANT CITY
MANAGER OLIVARES Assistant City Manager Olivares presented the staff report.

DISCUSSION HELD Discussion was held relating to the following:

- 1) Status of exercise equipment, repairs covered under equipment warranties, and funding for equipment repair in order that the equipment may be repaired in time for future facilities reopenings.
- 2) The appropriate use of donated funds from the Irwindale Community Foundation.

ROMAN reviewed budgets in excess of \$100 million, the budget documentation presented by staff is difficult to understand, and suggested that the Finance Department purchase new accounting software.

CHAIR FRAIJO Chair Fraijo suggested that staff present new documentation to show exactly how the Recreation Department expends its funding, to which Assistant City Manager Olivares advised that staff would need to consult with the Finance Department regarding the Commission's request. Chair Fraijo requested an update on this matter at the next meeting.

ITEM NO. 2C
IRWINDALE PARK
IMPROVEMENTS
PHASE III UPDATE

IRWINDALE PARK IMPROVEMENTS PHASE III UPDATE

ASSISTANT CITY MANAGER OLIVARES Assistant City Manager Olivares presented the report, wherein she indicated that the contractor has completed the following project elements:

- 1) Landscaping
- 2) Sod
- 3) Bus Shelter
- 4) Walkway Roofing
- 5) Asphalt paving
- 6) Installation of concrete tables, benches, and trashcans.

She further indicated that staff anticipates that the light poles and light fixtures will be delivered by December 4, and that the remaining memorial pavers will be installed around December 4. The basketball court striping will probably be completed around the third week of December. In order to ensure the public's safety, the project area cannot be opened to the public until all lights are installed and operational. In addition, notices were mailed to the purchasers of memorial pavers advising them of their option to include brief videos wherein they recognize their deceased loved ones, which would be included in the park dedication ceremony. Finally, she also showed a video slideshow of the project's progress.

DENA ZEPEDA Responding to a question by Dena Zepeda, Assistant City Manager Olivares advised that staff is working on organizing a virtual Park Dedication Ceremony, which will include participation by the City Council and the Parks and Recreation Commission, as well as that of individuals that have purchased memorial pavers.

MOTION A motion was made by Chair Fraijo, seconded by Commissioner Roman, to receive and file the updated on the Irwindale Park Improvements Phase III. The motion was unanimously approved.

RECREATION
DEPARTMENT UPDATE

RECREATION
MANAGER ZEPEDA

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

- 1) Jingle Jams on Spotify
- 2) Holiday Pet Photo Contest
- 3) Mayor's Virtual Tree Lighting Ceremony
- 4) Santa Scavenger Hunt
- 5) Virtual Cookies with Santa
- 6) Tiny Tots Cookie Class (Parents and Me)
- 7) Winter Stay Camp
- 8) Gingerbread House Decorating Contest
- 9) Home Decorating Contest
- 10) Family Movie Night at Home
- 11) Christmas Spectacular on Candy Cane Lane
- 12) Make-up Sessions for Lap Swimming
- 13) All Recreation classes and programs, including after school programs, must close effective immediately due to the COVID-19 pandemic. All virtual classes and programs will continue.
- 14) Scarecrow Alley

DENA ZEPEDA

Dena Zepeda requested additional gingerbread house decorating kits be made available.

COMMISSIONER
LOPEZ

Responding to a question by Commissioner Lopez, Manager Zepeda advised that programs are being advertised by social media and by resident mailers.

CHAIR FRAIJO

Chair Fraijo suggested sending mailers for every Recreation program since not everybody utilizes social media. Chair Fraijo also expressed concern about long lines of traffic for individuals who wish to participate in holiday drive-thru events, to which Manager Zepeda advised that she would reach out to the Police Department to arrange traffic control.

DENA ZEPEDA

Dena Zepeda asked if free tickets would be given to residents to attend the Irwindale Speedway's holiday lighting event, to which Manager Zepeda stated that staff is researching whether this would be possible, and indicated she would keep the Commission informed. Mrs. Zepeda also suggested hiring new bands to perform at the Music in the Park concerts.

PUBLIC WORKS
DEPARTMENT UPDATE

PUBLIC WORKS SVCS. Public Works Services Manager Rodriguez presented the following
MANAGER RODRIGUEZ update:

- 1) Per the Los Angeles County Department of Public Health order, all city playgrounds have been closed. However, the parks remain open for activities such as walking and biking.
- 2) Forty-one residents participated in the recent compost giveaway event.
- 3) Staff is hard at work decorating the park and city facilities with holiday lighting.

SUPERVISOR
RODRIGUEZ

Public Works Services Supervisor Rodriguez added that staff has also worked on sanitizing the playgrounds during the time that they were open.

**ASSISTANT CITY
MANAGER UPDATE**

ASSISTANT CITY
MANAGER OLIVARES

Assistant City Manager Olivares presented the following update:

- 1) City Hall remains open during work hours by appointment only.
- 2) Staff has automatically renewed the Resident ID cards since the pandemic began, though residents are encouraged to submit their applications for the cards' renewals.

COMMISSIONER ITEMS

COMMISSIONER
LOPEZ

Commissioner Lopez thanked: 1) staff for presenting the Recreation Department budget, 2) the Recreation for presenting such wonderful programs and activities, and 3) the Public Works department for keeping the parks safe.

COMMENTS IN
RECOGNITION OF
COMMISSIONER DIAZ

Commissioners and staff expressed their profound appreciation of Commissioner Dan Diaz's decades of work and volunteer efforts for City recreational events.

ADJOURNMENT

There being no further business to conduct, the meeting was adjourned at 8:04 p.m.

Armando Hegdahl, CMC
Management Analyst

City of
IRWINDALE
AGENDA REPORT
Parks and Recreation Commission

Date: January 6, 2021
To: Honorable Chair and Members of the Parks and Recreation Commission
From: Theresa Olivares, Assistant City Manager 
Issue: Update on Fitness Equipment in the Dan Diaz Recreation Center

Background and Analysis:

At the December 2, 2020 Park and Recreation Commission (Commission) meeting the commission requested an update on the fitness equipment at the Dan Diaz Recreation Center. Staff has verified that all of the equipment in the cardio room is in proper working order.

Staff tested the weight room equipment and determined that the Cybex Trainer is not fully operational and needs to be replaced, as it cannot be repaired. Staff is obtaining quotes and estimates that the new equipment will be purchased in January and an update on the delivery and installation will be provided upon confirmation. Funding for the purchase of this equipment is included in the FY 2020/21 budget.

Staff will work to reposition the workout equipment in the cardio and weight room to comply with the County of Los Angeles Department of Public Health Reopening Protocol for Gyms and Fitness Establishments.