



**NOTICE AND CALL OF SPECIAL
MEETING OF THE IRWINDALE PARKS & RECREATION COMMISSION**

**TO THE MEMBERS OF THE IRWINDALE PARKS & RECREATION
COMMISSION AND TO THE DEPUTY CITY CLERK:**

NOTICE IS HEREBY GIVEN that a special meeting of the Irwindale Parks & Recreation Commission is hereby called to be held on **TUESDAY, January 9, 2018, at 6:00 p.m.**, in the City Council Chamber, 5050 N. Irwindale Avenue, Irwindale, California.

Said special meeting shall be for the purpose of conducting business in accordance with the attached Agenda.

No other business will be discussed.

ORIGINAL SIGNED

Dated: December 21, 2017

Dan Diaz, Chair

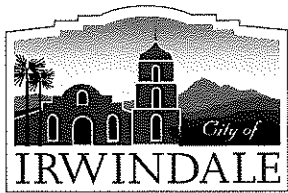
AFFIDAVIT OF POSTING

I, Armando Hegdahl, Deputy City Clerk, certify that I caused the Notice and Call of a Special Meeting of the Irwindale Parks & Recreation Commission to be held on Tuesday, January 9, 2018, at 6:00 p.m., in the Irwindale City Council Chamber, to be hand delivered to each Commissioner, posted at the City Hall, Library, and Post Office on Thursday, December 21, 2017, and sent by E-MAIL to the San Gabriel Valley Tribune on the same date.

ORIGINAL SIGNED

Armando Hegdahl
Deputy City Clerk





CITY OF IRWINDALE

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

DAN DIAZ
CHAIR

PAULA FRAIJO
VICE CHAIR

JASON HICKMAN
COMMISSIONER

MARGUERITE
S. LOPEZ
COMMISSIONER

BELEN ZEPEDA
COMMISSIONER

AGENDA FOR THE SPECIAL MEETING OF THE

PARKS & RECREATION COMMISSION

JANUARY 9, 2018

6:00 P.M.

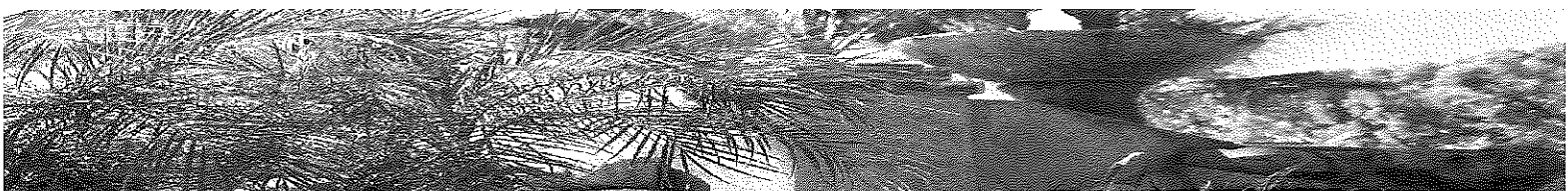
IRWINDALE CITY HALL / COUNCIL CHAMBER

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 at the office of the Deputy 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: Jason Hickman, Marguerite S. Lopez, Belen Zepeda,
Vice Chair Paula Fraijo, Chair Dan Diaz**
- E. **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 (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 2 minutes and each subject limited to 6 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 6, 2017

- 2. RECREATION DEPARTMENT UPDATE**
- 3. PUBLIC WORKS DEPARTMENT UPDATE**
- 4. COMMISSIONER ITEMS**
- 5. ADJOURN**

AFFIDAVIT OF POSTING

I, Armando Hegdahl, Deputy City Clerk, certify that I caused the agenda for the special meeting of the Irwindale Parks & Recreation Commission to be held on January 9, 2018, to be posted at the City Hall, Library, and Post Office on December 21, 2017.

Armando Hegdahl

Armando Hegdahl
Deputy City Clerk

AGENDA REPORT

Date: January 9, 2018
To: Parks and Recreation Commissioners
From: Armando Hegdahl, Deputy City Clerk
Issue: Commission Reorganization

Recommendation:

Commissioners elect Chair and Vice-Chair

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 organization, the following procedure is suggested:

1. The Deputy City Clerk opens the nominations for the office of Chair. Any Commissioner may nominate and no second to the nomination is required.
2. After receiving all nominations, the Deputy City Clerk closes the nominations.
3. The Deputy City Clerk then conducts the election of the Chair by roll call vote. If there is more than one nomination, a roll call vote is conducted in order nominated until a Chair is elected by majority vote.
4. The Chair then opens nominations for Vice-Chair in the same manner as above.
5. After receiving all nominations, the Chair then closes the nominations.
6. The Chair then conducts the election of the Vice-Chair by roll call vote. If there is more than one nomination, a roll call vote is conducted in the order nominated until a Vice-Chair is elected by majority vote.

Fiscal Impact: _____ (Initial of CFO)

Legal Impact: _____ (Initial of Legal Counsel)

Prepared By: Armando Hegdahl, Deputy City Clerk
Phone: 430-2201



Armando Hegdahl, Deputy City Clerk

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

ROLL CALL:

Present: Commissioners Jason Hickman, Marguerite S. Lopez, Belen Zepeda; Vice Chair Paula Fraijo; Chair Dan Diaz

Also present: Theresa Olivares, Assistant City Manager; Priscilla Zepeda, Recreation Manager; Pedro Rodriguez Jr., Public Works Maintenance Supervisor; and Armando Hegdahl, Deputy City Clerk

**SPONTANEOUS
COMMUNICATIONS**

There were no speakers.

CONSENT CALENDAR

MOTION

A motion was made by Vice Chair Fraijo, seconded by Commissioner Lopez, to approve the Consent Calendar. The motion was unanimously approved.

**ITEM NO. 1A
MINUTES**

MINUTES

The following minutes were approved as presented:

- 1) Regular meeting held November 1, 2017.

**RECREATION
DEPARTMENT UPDATE**

**RECREATION
MANAGER ZEPEDA**

Recreation Manager Zepeda provided the following update:

- 1) Ten participants attended the November 8 trip to the Camarillo Outlets.
- 2) There is one spot that remains open for the upcoming family trip to the Mission Inn.
- 3) Both the Teeny Tots and Tiny Tots participants will attend a field trip next week to the Build a Bear Workshop.
- 4) The Teeny Tots and Tiny Tots led the Pledge of Allegiance during the 2017 Veterans Ceremony. They also performed a few songs during the Senior Center's Holiday Dinner.
- 5) Members of the Irwindale Teen Club volunteered at the Senior Center's Thanksgiving Dinner, a tradition it has held since its inception 25 years ago.
- 6) The Bunco Group recently held its final session of the year.
- 7) Winter Day Camp registrations will begin next week. Participants will see a movie on December 26 and will visit Knott's Merry Farm on January 2.

- 8) Teens may also attend the movie trip and will attend a trip to Magic Mountain on January 4.
- 9) The Christmas Spectacular and Mayor's Tree Lighting Ceremony was held on December 1st. She thanked all the volunteers and participants for their help in making the event memorable and enjoyable to all.
- 10) As a follow-up to the skateboard clinic discussion held last month, she reported that many local cities do not offer such types of classes anymore due to their high costs.
- 11) The gym floor will undergo its annual resurfacing during the week of January 8. Though the facility will be open, the basketball courts, locker room, and cardio room will all be closed.
- 12) The Recreation Department will remain open during the year-end City Hall closure, though the KidZone and Tots' programs will go on break, to be resumed on January 8.

PUBLIC WORKS
DEPARTMENT UPDATE

SUPERVISOR
RODRIGUEZ

Supervisor Rodriguez reported that staff has been working on replacing the damaged planters at the Skate Park, advised that they have been working on setting up Christmas decorations, and thanked the Public Works staff for their great help throughout the year.

NEW BUSINESS

ITEM NO. 4A
RECOMMENDATION
FOR NEW PLAYGROUND
EQUIPMENT AT ALL
CITY PARKS

RECOMMENDATION FOR NEW PLAYGROUND EQUIPMENT AT
ALL CITY PARKS

ASSISTANT CITY
MANAGER OLIVARES

Assistant City Manager Olivares introduced the staff report.

MANAGER ZEPEDA

Recreation Manager Zepeda made a PowerPoint presentation outlining available color palettes, surfacing, shade, design concepts, and costs for replacing playground equipment at all city parks. She also elaborated on an available grant that would assist in covering associated costs.

COMMISSION
DISCUSSION

The commission discussed existing surfacing, shading, grant requirements, costs, park prioritization, color schemes, ADA requirements, and type of equipment to be included.

MOTION A motion was made by Commissioner Lopez to use a combination of pour-in-place surfacing along with sand at Irwindale Park. The motion died due to a lack of a second.

MOTION A motion was made by Vice Chair Fraijo, seconded by Commissioner Hickman, to approve the purchase and installation of new playground equipment at all city parks, utilizing the "patriotic" color scheme and integrated shade at all four city parks, with "pour in place" surfacing at Irwindale Park, subject to availability of funds. If this type of surfacing is cost prohibitive, then a combination of "pour in place" and sand should be used at Irwindale Park. A combination of "pour in place" and sand should also be used at El Nido Park, Jardin de Roca Park, and Little Park of Irwindale. Priority should be given in the following order: 1) Irwindale Park, 2) El Nido Park, 3) Jardin de Roca Park, and 4) Little Park of Irwindale. The motion was approved, with all commissioners in favor except Commissioner Lopez, who opposed the motion.

VICE CHAIR FRAIJO Vice Chair Fraijo suggested that the Recreation Department work closely with the Public Works Department in evaluating the proposed equipment's durability. She also suggested contacting other cities to inquire about the durability of their equipment.

COMMISSIONER ITEMS

VICE CHAIR FRAIJO Vice Chair Fraijo reported on damaged tiles near the pool area, to which Supervisor Rodriguez indicated that staff will check into repairing them or replacing them with porous concrete. Vice Chair Fraijo suggested addressing the issue immediately if it presents a hazard. She also suggested replacing the whole section during Phase 2 of the Park Renovation project, to which Assistant City Manager Olivares advised that this phase is not in the city's immediate plans due to budget constraints. Vice Chair Fraijo reiterated her wish to repair the damage well in advance of the pool's re-opening next year.

COMMISSION COMMENTS The entire Commission thanked staff for a great 2017 and wished everybody happy holidays and a happy new year.

ADJOURNMENT

There being no further business to conduct, the meeting was adjourned at 6:45 p.m.

Armando Hegdahl, Deputy City Clerk