



CITY OF IRWINDALE

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PAULA FRAIJO
CHAIR

JASON HICKMAN
VICE CHAIR

DAN DIAZ
COMMISSIONER

MARGUERITE
S. LOPEZ
COMMISSIONER

BELEN ZEPEDA
COMMISSIONER

AGENDA FOR THE REGULAR MEETING OF THE

PARKS & RECREATION COMMISSION

FEBRUARY 5, 2020

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

SPONTANEOUS COMMUNICATIONS

This is the time set aside for members of the audience to speak on items not on this agenda. State law prohibits any Commission discussion or action on such communications unless 1) the Commission by majority vote finds that a catastrophe or emergency exists; or 2) the Commission by at least four votes finds that the matter (and need for action thereon) arose within the last five days. Since the Commission cannot 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 January 7, 2020

2. NEW BUSINESS

- A. Music in the Park Concert Band Selection (Verbal Report; Requested by Commissioner Lopez)

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 February 5, 2020, to be posted at the City Hall, Library, and Post Office on January 30, 2020.

Armando Hegdahl

Armando Hegdahl
Management Analyst

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

JANUARY 7, 2020
TUESDAY
6:00 P.M.

The Irwindale **PARKS & RECREATION COMMISSION** met in special 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; Delfina Osterheim, Recreation Supervisor; Melissa Marez, Recreation Supervisor; Pedro Rodriguez Jr., Public Works Maintenance Supervisor; and Armando Hegdahl, Management Analyst

COMMISSION
REORGANIZATION

ANALYST HEGDAHL Analyst Hegdahl explained the procedures for the reorganization of the Parks & Recreation Commission and opened the floor to nominations for the position of Chair.

COMMISSIONER DIAZ Commissioner Diaz nominated Commissioner Fraijo.

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

CHAIR FRAIJO Chair Fraijo resumed the meeting and opened the floor to nominations for the position of Vice Chair.

Chair Fraijo nominated Commissioner Lopez

COMMISSIONER ZEPEDA Commissioner Zepeda nominated Commissioner Hickman.

COMMISSIONER DIAZ Commissioner Diaz also nominated Commissioner Hickman.

ROLL CALL There being no further nominations, Chair Fraijo closed the floor to nominations.

On roll call vote, the nomination of Commissioner Lopez as Vice Chair failed, with Commissioners Diaz, Hickman, Lopez, and Zepeda opposed; Chair Fraijo in favor.

On roll call vote, Commissioner Hickman was unanimously appointed to the position of Vice Chair.

**SPONTANEOUS
COMMUNICATIONS**

There were no speakers.

CONSENT CALENDAR

MOTION

A motion was made by Chair Fraijo, seconded by Vice Chair Hickman, 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 December 4, 2019.

NEW BUSINESS

**ITEM NO. 2A
MUSIC IN THE PARK
CONCERT BAND
SELECTION**

**MUSIC IN THE PARK CONCERT BAND SELECTION (Verbal Report;
Requested by Commissioner Lopez)**

**ASSISTANT CITY
MANAGER OLIVARES**

Assistant City Manager Olivares requested that the matter be tabled to the February meeting due to Recreation Manager Zepeda's absence tonight.

**COMMISSION
CONSENSUS**

Commission consensus was reached to table the matter to the regularly scheduled meeting for February.

OLD BUSINESS

**ITEM NO. 3A
IRWINDALE PARK
IMPROVEMENTS
PROJECT PHASE IIB**

IRWINDALE PARK IMPROVEMENTS PROJECT PHASE IIB; P-1005

**ASSISTANT CITY
MANAGER OLIVARES**

Assistant City Manager Olivares presented the report. She provided background information on the bidding process for the selection of a contractor for the project, and explained why the Council has rejected all bids received. The project has since been split into three phases. The first phase (known as Phase III) will address the Memorial Garden, basketball court, bus and picnic shelters, bus turnout, exterior lighting, and the stairs for the Recreation Center. Contractors will be invited to bid on this phase in January, and staff is hopeful that the Council will award the contract in February.

The other two phases are being designed by the project architect and will likely be constructed simultaneously. Additional details will be provided as they become available. The work is being coordinated in a manner that minimizes impacts to summer activities. Funding for the project has already been identified.

CHAIR FRAIJO

Chair Fraijo expressed her hope that the project will be completed in its entirety, as it had been shown to the commission, to which Assistant City Manager Olivares advised that staff has no intent to delay or cancel portions of the phases and spoke on efforts to appropriate the funding necessary for the project.

COMMISSIONER
LOPEZ

Commissioner Lopez asked about the timing of the development of the proposed bus stop, to which Assistant City Manager Olivares indicated that staff will work with the project contractor to determine the construction schedule and determine which portions of the project would be prioritized. She also recognized that the specifications of the bus shelter would also need to be approved by the respective school district.

CHAIR FRAIJO

Responding to a request by Chair Fraijo, Assistant City Manager Olivares advised that additional details relating to the project would be provided at the February commission meeting.

RECREATION
DEPARTMENT UPDATE

RECREATION
SUPERVISOR
OSTERHEIM

Recreation Supervisor Osterheim provided the following update:

- 1) A trip to Mission Inn took place on December 14.
- 2) Participants of the Winter Day Camp enjoyed the following outings: a trip to the movies on December 26 and a trip to Knott's Merry Farm on January 2.
- 3) The Teen Club visited Magic Mountain on January 1.
- 4) Registrations are being accepted for the trip to the Pantages Theatre to see the Frozen musical.
- 5) The KidZone and Tiny Tots programs resumed this week.
- 6) Registrations are being accepted for all winter classes.
- 7) The gym floor will undergo its annual resurfacing tomorrow. Though the facility itself will be open, the basketball courts, locker rooms, and cardio room will be unavailable for the duration of the work.
- 8) Thirty children preregistered for the Cookies with Santa event held on December 20. She thanked staff from the Library, Public Works, and Recreation departments for their collaboration in the successful event.
- 9) The Christmas Spectacular and Mayor's Tree Lighting Ceremony, held on December 6, was enjoyed by all in attendance.

PUBLIC WORKS
DEPARTMENT UPDATE

SUPERVISOR
RODRIGUEZ

Supervisor Rodriguez reported on vandalism at the Skate Park and advised that issues with the water fountain are being addressed. He also thanked his crew, city management, and the Recreation Department for their assistance in ensuring the success of the Christmas Spectacular.

CHAIR FRAIJO

Responding to a question from Chair Fraijo, Supervisor Rodriguez advised that the vandalism was reported to the Police. Chair Fraijo suggested that rewards be offered for those who provide information to the police that leads to the conviction of the vandal. Chair Fraijo also asked whether there are cameras at the Skate Park, to which Assistant City Manager Olivares replied that the cameras at the Skate Park are not functioning. She added that the city's IT Department has solicited informal bids for the installation of cameras at all city facilities. She also elaborated briefly on the high costs of camera equipment and video retention.

ASSISTANT CITY
MANAGER UPDATE

ASSISTANT CITY
MANAGER OLIVARES

Assistant City Manager Olivares spoke on the planned work for the upcoming park improvement project, as well as the improvements already performed by the Public Works Department at the parks, and asked that the Commission determine whether its annual park walk-through would be necessary for this year, to which Chair Fraijo indicated that it would likely not be necessary.

COMMISSIONER ITEMS

CHAIR FRAIJO

Chair Fraijo thanked Santa, PetSmart, and Christopher Diaz for their donations to the Christmas Spectacular, and thanked the Public Works Department for the wonderful decorations. Supervisor Osterheim also acknowledged the efforts and participation of the Police Department.

COMMISSIONER
LOPEZ

Commissioner Lopez thanked the Recreation and Public Works Departments for their hard work in organizing the Christmas Spectacular.

COMMISSIONER
DIAZ

Commissioner Diaz spoke on his years serving on the Commission and expressed his eagerness to continue serving for as long as he can.

CHAIR FRAIJO

Chair Fraijo thanked all the commissioners and staff for their support and for working to continuously improve the parks and recreational

programs. She also requested to adjourn the meeting in memory of Christine Acero.

ADJOURNMENT

There being no further business to conduct, the meeting was adjourned at 6:40 p.m., in memory of Christine Acero.

Armando Hegdahl, CMC
Management Analyst