

# 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 REGULAR MEETING OF THE

### PARKS & RECREATION COMMISSION

**FEBRUARY 7, 2018**

**6:00 P.M.**

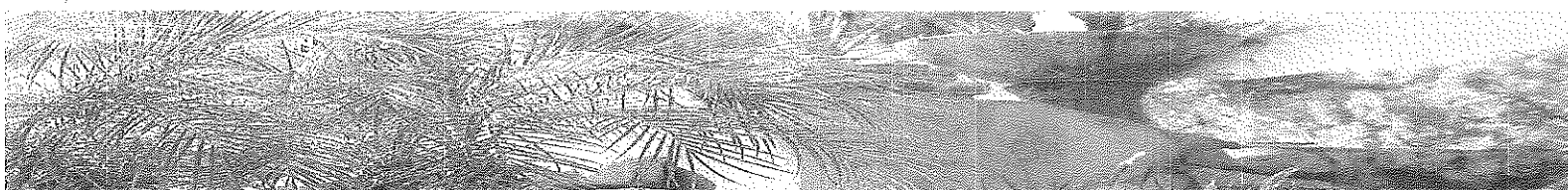
### **IRWINDALE CITY HALL / COUNCIL CHAMBER**

**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

### 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. Special meeting held January 9, 2018

#### 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 regular meeting of the Irwindale Parks & Recreation Commission to be held on February 7, 2018, to be posted at the City Hall, Library, and Post Office on February 1, 2018.

*Armando Hegdahl*

Armando Hegdahl, CMC  
Deputy City Clerk

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

**JANUARY 9, 2018  
WEDNESDAY  
6:00 P.M.**

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; and Laura Nieto, Chief Deputy City Clerk

**REORGANIZATION**

**CHIEF DEPUTY  
CITY CLERK NIETO**

Chief Deputy City Clerk Nieto explained that it would be appropriate to conduct the re-organization of the Parks & Recreation Commission and opened the floor to nominations for the position of Chair.

**COMMISSIONER  
FRAIJO**

Commissioner Fraijo nominated Commissioner Diaz.

**ROLL CALL**

There being no further nominations, Chief Deputy City Clerk Nieto closed the floor to nominations and, on a call for the vote, Commissioner Diaz was unanimously appointed to the position of Chair.

**CHAIR DIAZ**

Chair Diaz resumed the meeting and opened the floor to nominations for the position of Vice Chair.

Chair Diaz nominated Commissioner Fraijo.

**ROLL CALL**

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

**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 December 6, 2017.

**RECREATION**  
**DEPARTMENT UPDATE**

**RECREATION**  
**MANAGER ZEPEDA**

Recreation Manager Zepeda provided the following update:

- 1) The Family Trip to the Mission Inn on Saturday, December 10<sup>th</sup> was sold out with 23 participants
- 2) The Day Camp Trip to AMC Covina for "Ferdinand" on Wednesday, December 26<sup>th</sup> had 27 participants
- 3) The Day Camp Trip to Knott's Merry Farm on Tuesday, January 2<sup>nd</sup> had 29 participants
- 4) The Teen Trip to Magic Mountain on Thursday, January 4<sup>th</sup> had 13 participants
- 5) Registrations are now being accepted for ALL yearlong classes. These classes take place once a month and include: Bunco, Playbillers, Canvas Kids, Pint Size Picassos and our newest class Cupcake Cuties. Information for all of these classes is available on our website
- 6) The Irwindale Cheer Program's first competition of the season is scheduled for Saturday, January 27<sup>th</sup> at Sierra vista High School, in Baldwin Park. The girls will have a showcase earlier that week for anyone who is interested in attending.
- 7) The Recreation Department will be closed on Monday, January 16<sup>th</sup> in observance of MLK Jr. Day
- 8) The gym floor resurfacing project began today. The basketball court and cardio rooms will be re-open for use beginning Tuesday, January 17<sup>th</sup>. All other recreation classes, programs and rooms will remain open during the resurfacing project.
- 9) All CVUSD schools are doing Bus Evacuation safety training this month. Our driver(s) will participate in each of the trainings provided for the schools we transport to
- 10) We are really pushing our promotions via Social Media so if you are active online, we would love you to follow us on Facebook,

twitter, and Instagram @cityofirwindale. We post flyers, pictures, updates and reminders and find it the fastest and easiest way to keep our community informed.

RECREATION  
MANAGER ZEPEDA

In response to a question from Vice Chair Fraijo, Recreation Manager Zepeda advised that Cheer registrations are now because the program starts later in the year.

She further reported that the recommendation of the Commission would be presented to the Council on January 24<sup>th</sup>. The color palette, which included white powder-based metal, may be difficult to maintain, so staff would be presenting the second option.

**PUBLIC WORKS**  
**DEPARTMENT UPDATE**

No report given

**COMMISSIONER ITEMS**

VICE CHAIR FRAIJO

Vice Chair Fraijo asked if t-shirts were provided to the kids during City trips, to distinguish them from other organizations. Recreation Manager Zepeda noted that for the Spring and Summer trips, t-shirts were provided. Vice Chair Fraijo recommended that some sort of name tags or t-shirts be provided.

COMMISSIONER  
HICKMAN

Commissioner Hickman inquired if the Aladdin trip was open to everyone to which Recreation Manager Zepeda responded yes, that it was a City trip.

VICE CHAIR FRAIJO

Vice Chair Fraijo asked about the staff to child ratio for outings to which staff responded that there are three to four Recreation Aides and 27 kids and that there had not been any incidents. Vice Chair Fraijo further thanked staff for the very colorful and informative Save the Date flyer for upcoming City events.

ASSISTANT CITY  
MANAGER OLIVARES

Assistant City Manager Olivares announced that residents had the opportunity to opt-in and continue receiving the City's monthly flyers.

CHIEF DEPUTY  
CITY CLERK NIETO

In response to an inquiry from Commissioner Hickman, Chief Deputy City Clerk Nieto advised that the Commission agendas could be sent electronically.

VICE CHAIR FRAIJO Vice Chair Fraijo wished everyone a happy new year and shared that the Recreation Department is taking leaps and bounds under the leadership of Recreation Manager Zepeda.

COMMISSION HICKMAN Commissioner Hickman congratulated Chair Diaz and Vice Chair Fraijo on their re-appointments.

**ADJOURNMENT** There being no further business to conduct, the meeting was adjourned at 6:14 p.m.

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Armando Hegdahl, CMC  
Deputy City Clerk