

CITY OF IRWINDALE

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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

MARCH 7, 2018

6:00 P.M.

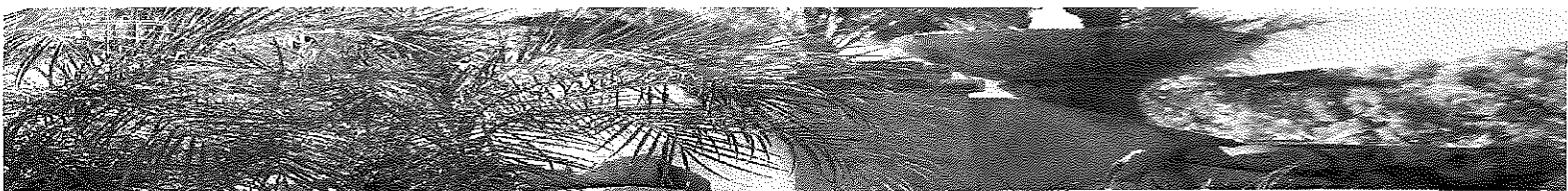
IRWINDALE CITY HALL / COUNCIL CHAMBER

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. Regular meeting held February 7, 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 March 7, 2018, to be posted at the City Hall, Library, and Post Office on March 1, 2018.

Armando Hegdahl

Armando Hegdahl, CMC
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) Special meeting held January 9, 2018.

**RECREATION
DEPARTMENT UPDATE**

**RECREATION
MANAGER ZEPEDA**

Recreation Manager Zepeda provided the following update:

- 1) The upcoming trip to Aladdin the Musical is sold out with 23 sign ups.
- 2) The trip to the Santa Monica Pier and Promenade has 23 people signed up to attend.
- 3) Eight participants have registered for the Cupcake Cuties program, which started last month.
- 4) The Irwindale Cheer participants competed and placed first in the Elementary Cheer Division competition and received the Showmanship award.
- 5) The KidZone program will be closed on February 12.
- 6) The Recreation Department, as well as most city departments, will be closed to the public on February 19.
- 7) Bus evacuation drills were held recently, and the school bus rider lists were updated.
- 8) The City Council has approved the Parks & Recreation Commission's recommendations for the upgrades/replacement of

playground equipment at city parks. She thanked the Commission for its valuable input.

PUBLIC WORKS
DEPARTMENT UPDATE

PUBLIC WORKS
MAINTENANCE
SUPERVISOR
RODRIGUEZ

Public Works Maintenance Supervisor Rodriguez advised that staff is working on repairing/replacing the damaged pavers at the Jardin de Roca Park.

COMMISSIONER ITEMS

VICE CHAIR FRAIJO

Responding to several questions by Vice Chair Fraijo regarding the availability of grant funds for the replacement of playground equipment, Manager Zepeda indicated that the city would be receiving the higher amount of funds available. Vice Chair Fraijo thanked the Council for its support of the Commission's recommendations and thanked staff for its park maintenance efforts.

COMMISSIONER
HICKMAN

Commissioner Hickman asked when the new playground equipment would be installed, to which Manager Zepeda indicated that, if all goes according to plan, staff is hopeful to have the equipment installed before spring break, but if that is not feasible, then definitely before summer vacation.

ASSISTANT CITY
MANAGER OLIVARES

Assistant City Manager Olivares added that, assuming approval of all the pertinent documentation by the Council and the City Attorney, staff hopes to have the purchase order issued by Wednesday.

VICE CHAIR FRAIJO

Vice Chair Fraijo asked whether the expenses involved in purchasing the new playground equipment would delay progress on the second and third phases for the park renovation project, to which Assistant City Manager Olivares noted that, though neither project has been budgeted for, one project would not delay the other. She added that plans for the remaining phases for the park renovation project have not fallen by the wayside.

Vice Chair Fraijo noted that the state could be headed to another drought and requested that staff purchase and place signs throughout the city that say "Brown is the New Green" to advise the community of the city's water conservation efforts.

Vice Chair Fraijo also suggested increasing the pay of Recreation Aides in an attempt of retaining good employees, to which Assistant City Manager Olivares advised that all city employees are being compensated according to the Classification and Compensation Study that was completed recently.

CHAIR DIAZ

Chair Diaz spoke highly of the workers who are working on constructing new housing near El Nido Park.

ADJOURNMENT

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

Armando Hegdahl, CMC
Deputy City Clerk