



# CITY OF IRWINDALE

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

DAN DIAZ  
CHAIR

PAULA FRAJO  
VICE CHAIR

JASON HICKMAN  
COMMISSIONER

MARGUERITE  
S. LOPEZ  
COMMISSIONER

BELEN ZEPEDA  
COMMISSIONER

## AGENDA FOR THE REGULAR MEETING OF THE

### PARKS & RECREATION COMMISSION

APRIL 4, 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 March 7, 2018

#### 2. RECREATION DEPARTMENT UPDATE

#### 3. PUBLIC WORKS DEPARTMENT UPDATE

#### 4. COMMISSIONER ITEMS

#### 5. NEW BUSINESS

##### A. Walk-Through of Jardin de Roca Park and Irwindale Park

Recommendation: Depart on a walk-through of the following parks and provide input:

Jardin de Roca Park – 5051 N. Irwindale Ave., Irwindale, CA 91706

Irwindale Park – 16053 Calle de Paseo, Irwindale, CA 91706

#### 6. 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 April 4, 2018, to be posted at the City Hall, Library, and Post Office on March 29, 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**

The following minutes were approved as presented:

- 1) Regular meeting held February 7, 2018.

**RECREATION DEPARTMENT UPDATE**

**RECREATION MANAGER ZEPEDA** Recreation Manager Zepeda provided the following update:

- 1) Registrations are being accepted for the March 17 trip to San Juan Capistrano.
- 2) The Irwindale Cheerleaders placed first at their February 11 competition at Arroyo High School, and at their March 4 competition at El Monte High School.
- 3) Interviews will be held tomorrow for the Recreation Aide vacancies.
- 4) She reported on her attendance at last week's Homeless Workshop, where information regarding the needs of local homeless was discussed.
- 5) Recreation staff will attend next week's CPRS conference in Long Beach, where they will learn about the newest trends in Recreation, and will have the opportunity to network with other peers.
- 6) The Annual Easter Eggstravaganza is scheduled for March 31.

- 7) The City Council unanimously approved an appropriation of funds for the playground renovations. Staff hopes to have playgrounds at Irwindale and El Nido Parks installed by May, and at Jardin de Roca and Little Park by June.

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

**SUPERVISOR RODRIGUEZ** Supervisor Rodriguez advised that staff will be setting up “brown is the new green” signs throughout the city parks. Also, trees have been installed at all the tree wells at Jardin de Roca Park, and will be maintained by city staff.

**COMMISSIONER LOPEZ** Responding to a question by Commissioner Lopez, Supervisor Rodriguez indicated that these signs will be made of a durable plastic similar to poster board.

**COMMISSIONER ITEMS**

**VICE CHAIR FRAIJO** Responding to several questions by Vice Chair Fraijo regarding the Homeless Workshop, Assistant City Manager Olivares indicated that Irwindale, along with the city of Duarte, is a recipient of the Measure M Homeless Grant, which allows both cities to prepare plans to address homelessness issues within the communities. The purpose of the meeting was to brainstorm regarding areas of concern as well as to identify potential resources.

Vice Chair Fraijo expressed concern over whether individuals spend the night at the parks or in the park restrooms, to which Assistant City Manager Olivares indicated that there has been an increase in homelessness along the Metro Gold Line area, and that staff is working to resolve the issue as much as possible.

**SUPERVISOR RODRIGUEZ** Supervisor Rodriguez advised that homeless individuals can be seen near the parks during the day, but noted that park restrooms are locked at night. Should there be any issues with patrons at the park at any time of day, staff will notify the Police Department.

**VICE CHAIR FRAIJO** Vice Chair Fraijo reiterated her desire to maintain safe parks for the community.

**MANAGER ZEPEDA** Manager Zepeda advised that she has ordered the new playground equipment today and that staff hopes to complete the installation process at the first two parks in May, and the second two parks in June.

**VICE CHAIR FRAIJO** Vice Chair Fraijo congratulated the Irwindale Cheer Team for their outstanding efforts.

COMMISSIONER  
HICKMAN

Commissioner Hickman commended staff for keeping the parks safe and looking wonderful.

**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