

# CITY OF IRWINDALE

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

DAN DIAZ  
CHAIR

PAULA FRAJJO  
VICE CHAIR

JASON HICKMAN  
COMMISSIONER

MARGUERITE  
S. LOPEZ  
COMMISSIONER

BELEN ZEPEDA  
COMMISSIONER

## AGENDA FOR THE REGULAR MEETING OF THE

### PARKS & RECREATION COMMISSION

**MAY 2, 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 April 4, 2018

#### 2. RECREATION DEPARTMENT UPDATE

#### 3. PUBLIC WORKS DEPARTMENT UPDATE

#### 4. NEW BUSINESS

##### A. Park Master Plan Status Update (Verbal Report; Requested by Vice Chair Fraijo)

##### B. New Playground Equipment Installation Dates for All City Parks

Recommendation: Provide input and a recommendation for playground renovation dates for city playgrounds.

#### 5. COMMISSIONER ITEMS

#### 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 May 2, 2018, to be posted at the City Hall, Library, and Post Office on April 26, 2018.

*Armando Hegdahl*

Armando Hegdahl, CMC  
Deputy City Clerk

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

**APRIL 4, 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: Priscilla Zepeda, Recreation Manager; Pedro Rodriguez Jr., Public Works Maintenance Supervisor and Armando Hegdahl, Deputy City Clerk

**SPONTANEOUS  
COMMUNICATIONS**

ELIZABETH  
RODRIGUEZ

Elizabeth Rodriguez introduced herself as the new Public Works Services Manager.

**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 March 7, 2018.

**RECREATION  
DEPARTMENT UPDATE**

RECREATION  
MANAGER ZEPEDA

Recreation Manager Zepeda provided the following update:

- 1) Sixteen attended the March 17 trip to San Juan Capistrano.
- 2) Sixteen Day Camp program participants attended the movie trip to AMC.
- 3) Twenty-three are scheduled to attend tomorrow's trip to Disney's California Adventure.
- 4) Eleven teens enjoyed today's trip to Disneyland.
- 5) The participants in the Tiny Tots program visited Kidspace on March 22.
- 6) Upcoming trips: Dodgers vs. Nationals game on April 21; Santa Monica Pier on April 28.
- 7) The Irwindale Cheer program participants will be competing at Citrus College on April 22.

- 8) The Playbillers Club participants will be holding a season planning meeting soon.
- 9) She introduced Angelica Gonzales, the department's newest Recreation Aide.
- 10) She mentioned that Recreation staff recently attended a California Parks & Recreation Society conference in Long Beach.
- 11) She thanked staff and volunteers for their help in making the recent Easter Eggstravaganza a success.
- 12) She concluded her report by advising that the new playground equipment has been manufactured and will be installed in the near future.

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

**SUPERVISOR  
RODRIGUEZ** Supervisor Rodriguez advised that the city will be hosting Arbor Day activities on April 14, where volunteers can assist staff in planting trees that were obtained through a grant from West Coast Arborists.

**VICE CHAIR FRAIJO** Vice Chair Fraijo suggested that staff research the remaining phases of the Park Master Plan to ensure that trees are not planted in areas that are being proposed for remodeling in the future. She advised that the plans were carefully produced at great cost, and planting trees only to have them uprooted in the future would be wasteful.

**PUBLIC WORKS  
SERVICES MANAGER  
RODRIGUEZ** Public Works Services Manager Rodriguez spoke on the criteria that staff is using to select locations for planting trees.

**VICE CHAIR FRAIJO** Vice Chair Fraijo reiterated her wish that the Arbor Day work not interfere with the Park Master Plan.

**COMMISSIONER ITEMS**

**VICE CHAIR FRAIJO** Responding to a question by Vice Chair Fraijo, Manager Zepeda elaborated on how the installation schedules for the playground equipment would be modified should delays occur. Vice Chair Fraijo suggested that the Parks & Recreation Commission be consulted for additional advice and suggestions regarding the installation timelines. She also commended Manager Zepeda for publicly praising her wonderful staff. She then thanked the Public Works staff for their help in preparing for the Easter Eggstravaganza.

**COMMISSIONER  
ZEPEDA** Commissioner Zepeda asked about the Easter Bunny costume, to which Manager Zepeda stated that she does not recall when the costume was purchased in her 17 years working for the department. Commissioner Zepeda suggested checking into purchasing a new costume.

COMMISSIONER  
LOPEZ Commissioner Lopez commended staff from the Recreation and Public Works departments for their efforts in coordinating the Easter Eggstravaganza festivities.

VICE CHAIR FRAIJO Responding to a question regarding the department budget, Manager Zepeda advised that staff does not anticipate any cuts in funding.

COMMISSIONER  
HICKMAN Commissioner Hickman thanked staff for the wonderful recreational activities and for keeping the parks clean.

**NEW BUSINESS**

ITEM NO. 5A  
WALK-THROUGH OF  
JARDIN DE ROCA  
PARK AND IRWINDALE  
PARK WALK-THROUGH OF JARDIN DE ROCA PARK AND IRWINDALE PARK

DEPART ON  
WALK-THROUGH At 6:18 p.m., the Commission departed on a walk-through of Jardin de Roca Park and Irwindale Park to observe their conditions. The commissioners noted the following items for staff follow-up:

Jardin de Roca Park

- 1) Re-paint gate at the skate bowl
- 2) Remove graffiti
- 3) Replace damaged signage
- 4) Repair/replace broken and damaged tile/bricks/concrete
- 5) Replace missing bars at perimeter gate
- 6) Clean dirty bbq's
- 7) Address tears in fence screens
- 8) Playground sand appears to need raking
- 9) Lighting needs to be brighter
- 10) Repair loose water faucets
- 11) Repair/replace broken hand dryers
- 12) Replace dead trees
- 13) Weed abatement
- 14) Uneven pavers

Irwindale Park

- 1) Replace old "Library Drop" sign
- 2) Buildings need to be re-painted
- 3) Place slip guards at Recreation Center stairs
- 4) Paint rails at Recreation Center
- 5) Remove graffiti
- 6) Replace missing bricks
- 7) Address loose concrete benches
- 8) Replace basketball hoop nets

- 9) Look into donating or re-purposing old playground equipment
- 10) Replace broken light bulbs
- 11) Address roof leak at Picnic Shelter
- 12) Look into installing exercise machines at the park

Pool Building

- 1) Address missing tile
- 2) Replace plastic privacy screens
- 3) Address vandalized sink fixtures
- 4) Replace toilet seats
- 5) Address door that closes too quickly and could potentially hurt people's feet
- 6) Floors need cleaning
- 7) Look into removing benches
- 8) Replace metal door sweeps with rubber ones
- 9) Purchase chaise lounges / chairs
- 10) Install hooks near pool so patrons can hang their clothes
- 11) Address exposed rust

**ADJOURNMENT**

There being no further business to conduct, the meeting was adjourned at 7:45 p.m.

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Armando Hegdahl, CMC  
Deputy City Clerk

*City of*  
**IRWINDALE**  
**AGENDA REPORT**  
Parks and Recreation Commission

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Date: May 2, 2018  
To: Honorable Chair and Members of the Parks and Recreation Commission  
From: Theresa Olivares, Assistant City Manager  
Project Lead: Priscilla Zepeda, Recreation Manager  
Issue: New Playground Equipment Installation dates for all City Parks

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**Staff Recommendation:**

That the Parks and Recreation Commission provide input and a formal recommendation for the playground renovation dates to the playgrounds located in Irwindale Park, Jardin de Roca Park, El Nido Park and Little Park of Irwindale; including:

1. Order of preference for installation; and
2. Installation dates in consideration of the summer season and upcoming holidays.

**Background and Analysis:**

Staff provided a verbal report to the Commission at the December 6, 2017 meeting, regarding the Playground Equipment project. At that time we received direction, pending Council approval, to proceed with park renovations in the following order:

1. Irwindale Park
2. El Nido Park
3. Jardin de Roca Park
4. Little Park of Irwindale

On Tuesday, April 11, 2018 staff met with Gametime representatives to discuss the project which included anticipated start dates and a timeline of completion for each of the respective parks. Gametime has indicated that the project will begin on May 7, 2018. The timeline needed to complete each of the projects is as follows:

<b>Park</b>	<b>Install time</b>
Little Park of Irwindale	1 - 2 weeks
Irwindale Park	3 - 4 weeks
Jardin de Roca	1 - 2 weeks
El Nido Park	1 - 2 weeks




The Commission previously requested that Irwindale Park be completed first and prior to the beginning of the summer season. However, given the install timeline for Irwindale Park, this playground will not be completed prior to the upcoming Memorial holiday weekend. Therefore, due to the limited time between May 7, 2018 and the Memorial holiday weekend, staff is recommending that we proceed with the installation of the new playgrounds in El Nido Park and Jardin de Roca Park, with an anticipated completion date of May 18, 2018. The work at Irwindale Park and Little Park of Irwindale is estimated to start on May 29, 2018, with an anticipated completion date of June 22, 2018. Staff is requesting a formal recommendation from the Commission to secure the project dates with Gametime. The Commission's recommendation will be presented to the City Manager for final approval.

**Prepared By/Contact:** Priscilla Zepeda, Recreation Manager

**Phone:** 626-430-2226

**Reviewed By/Contact:** Theresa Olivares, Assistant City Manager

**Phone:** 626-430-2294

  
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Theresa Olivares, Assistant City Manager