

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

JUNE 6, 2018

6:00 P.M.

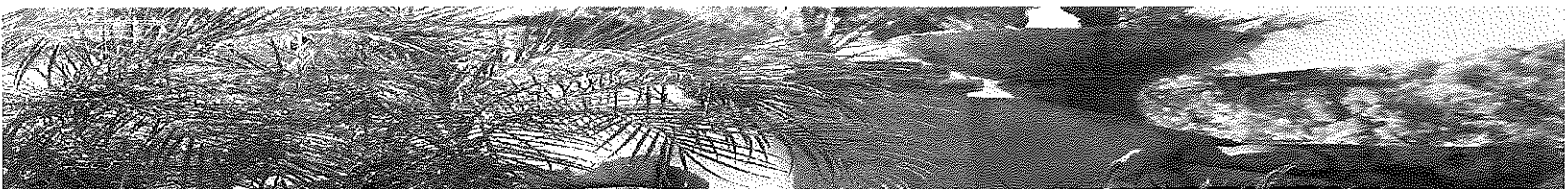
IRWINDALE CITY HALL / COUNCIL CHAMBER

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 May 2, 2018

2. RECREATION DEPARTMENT UPDATE

3. PUBLIC WORKS DEPARTMENT UPDATE

4. NEW BUSINESS

A. Update on Repairs at Irwindale Park and Jardin de Roca Park (Verbal Report; Requested by Vice Chair Fraijo)

B. Status of Playground Equipment Installation at City Parks (Verbal Report; Requested by Vice Chair Fraijo)

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 June 6, 2018, to be posted at the City Hall, Library, and Post Office on May 31, 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) Regular meeting held April 4, 2018.

RECREATION DEPARTMENT UPDATE

**RECREATION
MANAGER ZEPEDA**

Recreation Manager Zepeda provided the following update:

- 1) The trip to watch the Dodgers vs. Nationals baseball game on April 21st has sold out.
- 2) The Teeny Tots attended a trip to Magical Playground on April 16. They will also be attending a trip to Chuck E. Cheese tomorrow for their Reading Party.
- 3) Upcoming trips: The Grove and Original Farmers Market on May 19; Dodgers vs. Padres on May 26.
- 4) The Irwindale Cheerleaders competed at Pioneer High School on April 22nd and won 1st place. They will be performing their final competition at the State Finals this Saturday at Knott's Berry Farm.
- 5) The Bunco Bash program is scheduled to begin next Monday with Senior Recreation Leader Linda Marez running the program.
- 6) The work being performed at the swimming pool's acid room has been mostly completed. She thanked Project Manager Edgar Rojas for coordinating the project.

- 7) The pool covers have been removed. She thanked the Public Works Department staff for their assistance, as well as Recreation staff member Doniell Strobehn.
- 8) The new Spring Aquafitness class is scheduled to begin on May 14th.
- 9) She noted that the Dan Diaz Recreation Center will be closed on May 28th in observance of the Memorial Day Holiday.
- 10) She advised that both she and Recreation Supervisor Melissa Marez met with staff from the American Red Cross to discuss participation in the Learn to Swim program, and to learn about other services and trainings that they provide.
- 11) Staff from the Recreation Department and the Senior Center joined RecConnect, an online training from CPRS, where information regarding special events was provided. Both departments have collaborated on a new program to begin this year during the Music in the Park Concert Series that will focus on community health.
- 12) A letter was mailed to all Irwindale Bus riders regarding planned street renovations and the effects the work will have on the bus schedule.
- 13) She provided brief background information and welcomed Natalie Vallejos to the Recreation Department.

PUBLIC WORKS
DEPARTMENT UPDATE

PUBLIC WORKS
MAINTENANCE
SUPERVISOR
RODRIGUEZ

Public Works Maintenance Supervisor Rodriguez provided the following update:

- 1) During the recent Arbor Day event, staff and volunteers planted trees at Irwindale Park and Jardin de Roca Park. He showed a map detailing where the trees were planted, and thanked all the volunteers and recreation staff.

VICE CHAIR FRAIJO

Vice Chair Fraijo noted that the Park Master Plan, prepared several years earlier, included the planting of many new trees, to which Supervisor Rodriguez distinguished on the map which trees were new and which already existed. He noted that he was unable to find the map of the plans for the Park Master Plan. Vice Chair Fraijo then suggested that the map she referenced be found since it included details about the Park Master Plan, and requested that future work at Irwindale Park be conducted in accordance with the Park Master Plan.

SUPERVISOR
RODRIGUEZ

Supervisor Rodriguez then advised that several of the items that the Commission pointed out as needing attention at Irwindale Park and Jardin de Roca Park during their recent walk-through have been addressed: 1) the railing in front of the Recreation Center was

painted, 2) staff is looking into painting certain areas of recreation buildings, 3) lighting at Jardin de Roca Park has been repaired, though staff is still working on repairing lights along the pathway, 4) vandalized toilet seats have been replaced, 5) metal door sweeps have been replaced with rubber sweeps, and 6) staff is attempting to replaced damaged/broken tiles at the pool building.

NEW BUSINESS

ITEM NO. 4A
PARK MASTER PLAN
STATUS UPDATE

PARK MASTER PLAN STATUS UPDATE (Verbal Report;
Requested by Vice Chair Fraijo)

VICE CHAIR FRAIJO

Vice Chair Fraijo suggested that this issue be addressed once the plans for the Park Master Plan have been located, to which Assistant City Manager Olivares advised that staff recommends that it be considered during the fiscal year 2019/2020 budget deliberations, which would give staff the opportunity to further evaluate the feasibility of implementing the recommendations.

ITEM NO. 4B
NEW PLAYGROUND
EQUIPMENT
INSTALLATION
DATES FOR ALL
CITY PARKS

NEW PLAYGROUND EQUIPMENT INSTALLATION DATES FOR
ALL CITY PARKS

RECREATION
MANAGER ZEPEDA

Recreation Manager Zepeda discussed the staff report.

VICE CHAIR FRAIJO

Vice Chair Fraijo asked about the proposed schedule, to which Recreation Manager Zepeda advised that the specific order for the installation of the park equipment was chosen in order to maximize the overall availability of the parks during the coming weeks.

Vice Chair Fraijo suggested to staff that it work to ensure more availability of the parks during the summer, even if it means closing the park during the Memorial Day holiday.

COMMISSIONER
HICKMAN

Responding to a question by Commissioner Hickman, Recreation Manager Zepeda advised that the Recreation Department's unofficial start date for summer activities is June 8.

MOTION

A motion was made by Vice Chair Fraijo, seconded by Chair Diaz, to recommend that staff coordinate the installation of park equipment, in the following order: 1) Little Park of Irwindale, 2) Irwindale Park, 3) Jardin de Roca Park, and 4) El Nido Park. The motion was unanimously approved.

ASSISTANT CITY
MANAGER OLIVARES

Responding to a question by Assistant City Manager Olivares, Vice Chair Fraijo suggested that ribbon cutting ceremonies celebrating the installation of the new park equipment can be held as necessary, regardless of whether members of the commission are available to attend, since these are important for the community.

COMMISSIONER ITEMS

VICE CHAIR FRAIJO

Responding to several questions by Vice Chair Fraijo regarding the Aquafitness class, Manager Zepeda advised that attendance for this class is usually high, and staff anticipates that more people will enroll once the class begins. She added that staff has modified the schedule for this class in order to accommodate the instructor's schedule. She also noted that the pool is heated for this class, which lasts six weeks.

Vice Chair Fraijo then asked about ADA requirements, to which Manager Zepeda advised that the pool has a lift available to assist individuals that would need it. Vice Chair Fraijo then wished the cheer squad good luck.

COMMISSIONER
LOPEZ

Responding to a question by Commissioner Lopez, Supervisor Rodriguez advised that staff is working to complete as many of the repairs suggested by the commission in time for summer.

VICE CHAIR FRAIJO

Vice Chair Fraijo requested that staff report on the repairs that have been completed at the next commission meeting, and suggested that costlier repairs be budgeted for, to which Assistant City Manager Olivares stated that staff will update the commission on items that can be addressed by the summer, and will present costlier repairs to the City Council for its consideration.

Vice Chair Fraijo recalled that one of the items that was included in the Park Master Plan was the creation of a Memorial Garden, whereby individuals can purchase special items and dedicate them to loved ones, and suggested that this remain as part of the planned park upgrades, to which Assistant City Manager Olivares advised that a Facility Naming Policy was created in 2017; applications can be provided to interested individuals.

ADJOURNMENT

There being no further business to conduct, the meeting was adjourned at 6:36 p.m.

Armando Hegdahl, CMC
Deputy City Clerk