

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

JULY 3, 2019

6:00 P.M.

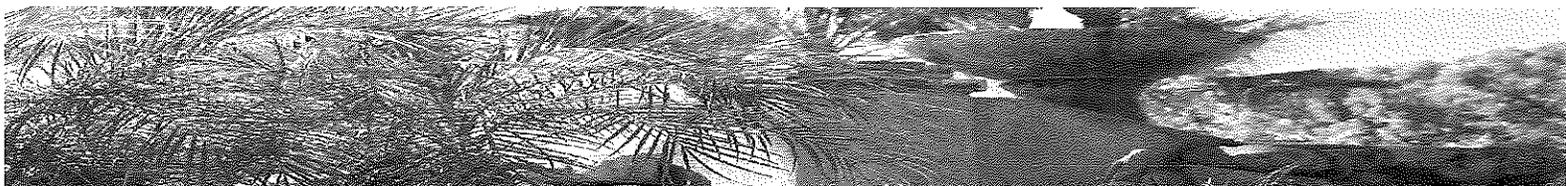
IRWINDALE CITY HALL / COUNCIL CHAMBER

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 June 5, 2019

- 2. RECREATION DEPARTMENT UPDATE
- 3. PUBLIC WORKS DEPARTMENT UPDATE
- 4. ASSISTANT CITY MANAGER UPDATE
- 5. COMMISSIONER ITEMS

AFFIDAVIT OF POSTING

I, Armando Hegdahl, Management Analyst, certify that I caused the agenda for the regular meeting of the Irwindale Parks & Recreation Commission to be held on July 3, 2019, to be posted at the City Hall, Library, and Post Office on June 27, 2019.

Armando Hegdahl

Armando Hegdahl
Management Analyst

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

**JUNE 5, 2019
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: Ty Henshaw, Police Chief; Priscilla Zepeda, Recreation Manager, Elizabeth Rodriguez, Public Works Services Manager; Pedro Rodriguez Jr., Public Works Maintenance Supervisor; and Armando Hegdahl, Management Analyst

**SPONTANEOUS
COMMUNICATIONS**

There were no speakers.

PRESENTATIONS

**PRESENTATION BY
PLAYSHARE**

PRESENTATION BY PLAYSHARE

MICHAEL CHANG

Michael Chang of Playshare made a PowerPoint presentation showcasing the availability of his company's product, the PlayShare Locker, where various sports items can be stored and rented out by interested individuals.

VICE CHAIR FRAIJO

Responding to a question by Vice Chair Fraijo, Mr. Chang indicated that the fees collected by renting out the sports equipment would go to the city, although the city would also be required to pay for hosting the locker.

**COMMISSIONER
LOPEZ**

Commissioner Lopez asked who would be responsible for maintaining the locker, to which Mr. Chang indicated that city staff would perform normal, day to day maintenance of the locker. Any other type of repairs would be conducted by PlayShare.

VICE CHAIR FRAIJO

Vice Chair Fraijo asked about the potential for equipment theft, to which Mr. Chang advised that the value of the items stolen would be charged to the credit card that was used to rent out the equipment in the first place.

FRED BARBOSA

Fred Barbosa asked about liability issues, to which Mr. Chang advised that a waiver must be agreed to before renting the equipment, which would indemnify both the city and PlayShare.

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 May 1, 2019.

NEW BUSINESS

ITEM NO. 2A
SUMMER PARK
PATROL

SUMMER PARK PATROL (verbal update)

CHIEF HENSHAW

Chief Henshaw advised that the Police Department already implemented extra patrol as of Monday. He added that officers have been instructed to walk through the parks and greet patrons. Also, two officers will be dedicated to each summer concert in the park and will be nearby during pool dismissal times. Finally, he indicated that all officers have been instructed to work on the 4th of July, and that the new Community Services Officer will assist as another set of eyes at the park.

VICE CHAIR FRAIJO

Vice Chair Fraijo thanked Chief Henshaw for the update, and noted that the Police Department's efforts contribute to the high quality of the parks.

RECREATION
MANAGER UPDATE

RECREATION
MANAGER ZEPEDA

Recreation Manager Zepeda provided the following update:

- 1) The Tiny Tots held their annual graduation ceremony on May 30, with nine students graduating and four receiving Progressive Certificates.
- 2) The Cheer Program participants celebrated their 2019 season with an End of Year Banquet at Boomers. She noted that they placed 1st twice, and placed 2nd twice.
- 3) The Spring Aquafitness and Lap Swimming seasons end tomorrow. Registrations are now being accepted for the Summer Aquafitness season, with Lap Swimming to begin next week.
- 4) Registrations for the summer classes and programs have begun, with the exception of Day Camp and Swimming Lessons.
- 5) A beach trip will take place at the end of the month.

- 6) The Music in the Park program begins June 27.
- 7) The swimming pool will open for summer on June 8, with the first Swimming Lessons session to be held June 17.
- 8) The Park Plaques discussed at the last meeting have been shipped. Public Works staff will install the plaques once they are received.
- 9) The citywide updated User Fee Schedule will commence July 1st.
- 10) The City Council will soon proclaim July as "Parks Make Life Better" Month in the city.
- 11) She also thanked all the volunteers who have helped make the recreation programs incredibly successful.

PUBLIC WORKS
DEPARTMENT UPDATE

PUBLIC WORKS SVCS. MANAGER RODRIGUEZ Public Works Services Manager Rodriguez provided the following update:

- 1) Staff is maintaining the park and aquatics areas in preparation of the upcoming summer activities, such as Music in the Park. The trees are being trimmed in the plaza area.
- 2) Damaged cement on the east side of the aquatics center was also repaired.
- 3) Fencing around Jardin de Roca Park has been repaired by Cushman and Wakefield. Unfortunately, maintenance staff reported that the new fencing has already been damaged. This has been reported to Cushman and Wakefield for follow-up.
- 4) The El Nido neighborhood recently experienced a power outage. A maintenance crew reported tampering of one of the light poles. So he suggested that the timers be adjusted for the light pole, now that it has been repaired, for it to activate from dusk until dawn. He added that this tampering has been reported to the police.

CHIEF HENSHAW Chief Henshaw advised that police staff will prepare a report on this vandalism.

ASSISTANT CITY
MANAGER UPDATE

No items to report.

COMMISSIONER ITEMS

VICE CHAIR FRAIJO As requested by Vice Chair Fraijo, Manager Zepeda elaborated on the status of staff's efforts to recruit qualified lifeguards. She noted that no cuts to existing programs were made, which Vice Chair Fraijo commended.

FRED BARBOSA Fred Barbosa made allegations of staff violating pool users' civil rights, to which Manager Zepeda indicated that the issues had not been brought to her attention, but that she will follow-up on the allegations. She noted that the handicap lift is available at the pool should it be needed.

VICE CHAIR FRAIJO Vice Chair Fraijo asked about the watering schedules for the park lawns, to which Supervisor Rodriguez noted that, though the city is still under watering restrictions, staff had scheduled a meeting with Valley County Water District representatives to see what could be done. Unfortunately, the meeting was not held. Vice Chair Fraijo requested that additional information on this matter be provided at the next commission meeting.

COMMISSIONER HICKMAN Commissioner Hickman reported on the state of the fountain at the Community Center, to which Supervisor Rodriguez responded by saying that additional chemicals have been added to the water to prevent the fountain's discoloration.

MANAGER RODRIGUEZ Manager Rodriguez added that a new filter has also been installed to aid in preventing discoloration.

VICE CHAIR FRAIJO Vice Chair Fraijo requested that Manager Zepeda remind her Pool Managers to immediately report any issues that arise at the pool. She also thanked staff for the success of the Tiny Tots and Cheer programs.

CHAIR DIAZ Chair Diaz thanked Manager Zepeda for the lovely "Volunteer Appreciation Dinner" event that was held recently.

ADJOURNMENT There being no further business to conduct, the meeting was adjourned at 6:38 p.m.

Armando Hegdahl, CMC
Management Analyst