

**NOTICE AND CALL OF  
SPECIAL MEETING OF THE  
IRWINDALE PARKS & RECREATION COMMISSION**

**TO THE MEMBERS OF THE IRWINDALE PARKS & RECREATION  
COMMISSION AND TO THE CITY CLERK:**

**NOTICE IS HEREBY GIVEN that a special meeting of the  
Irwindale Parks & Recreation Commission is hereby called to be held  
on TUESDAY, January 8, 2019, at 6:00 p.m., in the Irwindale City Hall  
Council Chambers, 5050 N. Irwindale Avenue, Irwindale, California.**

**Said special meeting shall be for the purpose of conducting  
business in accordance with the attached Agenda.**

**No other business will be discussed.**

**Dated: December 20, 2018**

**ORIGINAL SIGNED**

**Dan Diaz, Chair**

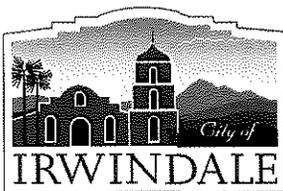
**AFFIDAVIT OF POSTING**

I, Armando Hegdahl, Management Analyst, certify that I caused the Notice and Call of a Special Meeting of the Irwindale Parks & Recreation Commission to be held on Tuesday, January 8, 2019, at 6:00 p.m., in the Irwindale City Hall Council Chambers, to be hand delivered to each Commissioner, posted at the City Hall, Library, and Post Office on Thursday, December 20, 2018, and sent by E-MAIL to the San Gabriel Valley Tribune on the same date.

**ORIGINAL SIGNED**

**Armando Hegdahl, CMC  
Management Analyst**





# CITY OF IRWINDALE

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

DAN DIAZ  
CHAIR

PAULA FRAIJO  
VICE CHAIR

JASON HICKMAN  
COMMISSIONER

MARGUERITE  
S. LOPEZ  
COMMISSIONER

BELEN ZEPEDA  
COMMISSIONER

## AGENDA FOR THE SPECIAL MEETING OF THE

### PARKS & RECREATION COMMISSION

JANUARY 8, 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
- E. REORGANIZATION OF PARKS & RECREATION COMMISSION

### 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 December 5, 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 special meeting of the Irwindale Parks & Recreation Commission to be held on January 9, 2018, to be posted at the City Hall, Library, and Post Office on December 21, 2017.

*Armando Hegdahl*

Armando Hegdahl  
Deputy City Clerk

# AGENDA REPORT

Date: January 8, 2019  
To: Parks and Recreation Commissioners  
From: Armando Hegdahl, Management Analyst  
Issue: Commission Reorganization

## Recommendation:

Commissioners elect Chair and Vice-Chair

## Analysis:

It is appropriate at this time to reorganize the Parks and Recreation Commission, including the selection of a Chair and Vice Chair. In order to complete the organization, the following procedure is suggested:

1. The Management Analyst opens the nominations for the office of Chair. Any Commissioner may nominate and no second to the nomination is required.
2. After receiving all nominations, the Management Analyst closes the nominations.
3. The Management Analyst then conducts the election of the Chair by roll call vote. If there is more than one nomination, a roll call vote is conducted in order nominated until a Chair is elected by majority vote.
4. The Chair then opens nominations for Vice-Chair in the same manner as above.
5. After receiving all nominations, the Chair then closes the nominations.
6. The Chair then conducts the election of the Vice-Chair by roll call vote. If there is more than one nomination, a roll call vote is conducted in the order nominated until a Vice-Chair is elected by majority vote.

**Fiscal Impact:** \_\_\_\_\_ (Initial of CFO)

**Legal Impact:** \_\_\_\_\_ (Initial of Legal Counsel)

**Prepared By:** Armando Hegdahl, Management Analyst  
**Phone:** 430-2201

  
Armando Hegdahl, Management Analyst

**IRWINDALE SENIOR CENTER  
16116 ARROW HIGHWAY  
IRWINDALE, CALIFORNIA 91706**

**DECEMBER 5, 2018  
WEDNESDAY  
4:00 P.M.**

The Irwindale **PARKS & RECREATION COMMISSION** met in special 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, Management Analyst

**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 November 7, 2018.

**NEW BUSINESS**

There were no items.

**RECREATION  
DEPARTMENT UPDATE**

**RECREATION  
MANAGER ZEPEDA**

Recreation Manager Zepeda provided the following update:

- 1) Tickets went on sale on Monday for the Family Trip to Disney on Ice.
- 2) Registrations for the Winter Day Camp program will begin next week. Participants are scheduled to watch Mary Poppins and Visit Universal Studios.
- 3) Teens may also attend the movie trip and will visit Magic Mountain on December 28.
- 4) The Teeny and Tiny Tots led the Pledge of Allegiance during the 2018 Veterans Ceremony, performed songs at the Senior Center's Thanksgiving Dinner, performed during the recent Christmas Spectacular, and will be performing during the Senior Center's Christmas Dinner. The tots will also enjoy an outing to Build a Bear Workshop soon.

- 5) The Bunco group recently held their last activities for 2018 and participated in a holiday party and gift exchange.
- 6) Staff anticipates reaching 100% completion of their Mandated Reporter training.
- 7) Staff has received the new treadmills
- 8) The flooring at the Cardio Room, Multipurpose Room, and Teen Room will be replaced. The downstairs room will be completed at the end of next week. The furniture for the downstairs rooms, including the new treadmills, will be returned at the end of that week.
- 9) The Classroom floor will be redone on December 19. The Kidzone and Tiny Tots programs will be relocated that week for the work to be completed.
- 10) The Recreation Department will remain open during the city department closure from December 24 through January 4; however, the Kidzone and Tots programs will be on winter break, and are scheduled to resume on January 7.
- 11) The gym floor will be resurfaced the week of January 7. The facility will be open, through the basketball courts, locker rooms, and cardio room will all be closed.
- 12) The "Cookies with Santa" activities will be held on Friday, December 21.
- 13) The Christmas Spectacular and Mayor's Tree Lighting Ceremony was held on Friday, November 30. She thanked all that attended and especially all volunteers and staff members who collaborated on the successful event.
- 14) The 2019 Christmas Spectacular will need to be rescheduled due to its proximity to the Thanksgiving Holiday.

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

SUPERVISOR  
RODRIGUEZ

Supervisor Rodriguez noted that the lighting at the Library parking lot have are out, but that an electrician will work on them tomorrow. He also thanked the Recreation Department for the great working relationship shared between this department and the Public Works Department.

VICE CHAIR FRAIJO

Vice Chair Fraijo noted that not all of the Christmas decorations at the street light poles light up, to which Supervisor Rodriguez indicated that some components of the lights have malfunctioned, but that new parts have been ordered to repair the decorations.

**ASSISTANT CITY  
MANAGER UPDATE**

ASSISTANT CITY  
MANAGER OLIVARES

Assistant City Manager Olivares reported that the ordinance addressing the presence of dogs at school bus stops has been introduced to the Council, which is scheduled to adopt the ordinance on second reading at its meeting of December 12. Additionally, the Council will also be considering another ordinance at the same meeting to address items of concern of past commissions, such as discrepancies between the city municipal code and signage at the parks. She then advised that no additional instances of dogs at school bus stops have been reported.

**COMMISSIONER ITEMS**

VICE CHAIR FRAIJO

Vice Chair Fraijo thanked the Recreation, Administration, and Public Works Departments for working so hard to make memorable events for the community, and wished everyone happy holidays.

COMMISSIONER  
HICKMAN

Commissioner Hickman echoed Vice Chair Fraijo's words.

CHAIR DIAZ

Chair Diaz commended staff and encouraged them to continue working hard to maintain the parks' beauty.

**ADJOURNMENT**

There being no further business to conduct, the meeting was adjourned at 6:16 p.m.

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Armando Hegdahl, CMC  
Management Analyst