



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

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

**NOTICE IS HEREBY GIVEN** that a special meeting of the Irwindale Parks & Recreation Commission is hereby called to be held on **MONDAY, July 2, 2018, at 6:00 p.m.**, in the City Council Chamber, 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: June 28, 2018**

**ORIGINAL SIGNED**

**Dan Diaz, Chair**

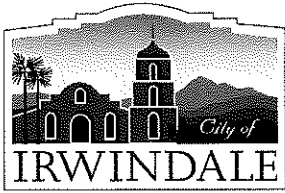
**AFFIDAVIT OF POSTING**

I, Armando Hegdahl, Deputy City Clerk, certify that I caused the Notice and Call of a Special Meeting of the Irwindale Parks & Recreation Commission to be held on Monday, July 2, 2018, at 6:00 p.m., in the Irwindale City Council Chamber, to be hand delivered to each Commissioner, posted at the City Hall, Library, and Post Office on Thursday, June 28, 2018, and sent by E-MAIL to the San Gabriel Valley Tribune on the same date.

**ORIGINAL SIGNED**

**Armando Hegdahl, CMC**  
Deputy City Clerk





# 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

**JULY 2, 2018**

**6:00 P.M.**

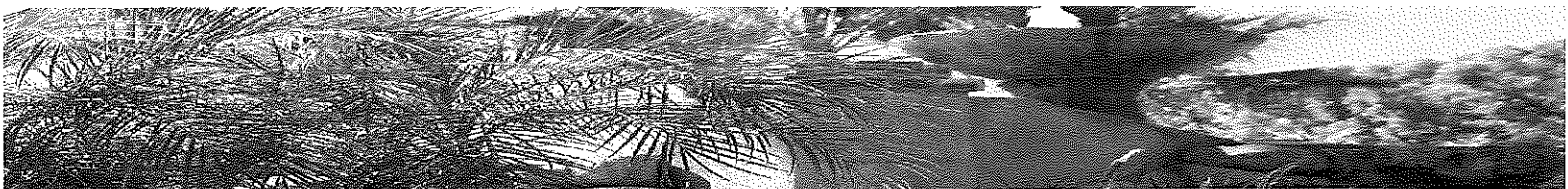
### IRWINDALE CITY HALL / COUNCIL CHAMBER

**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 June 6, 2018

#### 2. RECREATION DEPARTMENT UPDATE

#### 3. PUBLIC WORKS DEPARTMENT UPDATE

#### 4. NEW BUSINESS

- A. 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 special meeting of the Irwindale Parks & Recreation Commission to be held on July 2, 2018, to be posted at the City Hall, Library, and Post Office on June 28, 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 May 2, 2018.

**RECREATION DEPARTMENT UPDATE**

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

- 1) A family trip to The Grove was held on May 19, and a sold out trip to the Dodger game was held on May 26.
- 2) The Teeny and Tiny Tots programs concluded their 17/18 school year; a Tiny Tot graduation will be held tomorrow at the Senior Center at 5:30.
- 3) Upcoming trips: Summer Day Camp registration began on Monday, and has 13 available spots.
- 4) Registrations for all other summer classes and events have opened: swimming lesson registrations begin on Friday for residents and on Monday for non-residents.
- 5) A trip to Mariachi USA is scheduled for June 23<sup>rd</sup>; signups will begin on June 11.
- 6) The Irwindale Cheer Program season ended with another 1<sup>st</sup> place title. The participants will be celebrating a banquet this Friday at John's Incredible Pizza.

- 7) Lounge chairs and towel holders were purchased for the pool deck.
- 8) The Spring Aqua Fitness class is winding down; registrations for the summer session are now being accepted.
- 9) The Music in the Park and Movies in the Park schedules have been finalized.
- 10) Staff will request that the City Council proclaim the month of July as "Parks Make Life Better" month.
- 11) She thanked Recreation staff for coordinating the soft ribbon cutting for Little Park of Irwindale.
- 12) A ribbon cutting ceremony for Irwindale Park will be held on June 9.

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

SUPERVISOR  
RODRIGUEZ

Supervisor Rodriguez reported that staff is working on preparing the park for the 4<sup>th</sup> of July celebration. He advised that the irrigation near the playground area has been shut down and that the grass may be a little yellow for the playground opening.

VICE CHAIR FRAIJO

Replying to a question by Vice Chair Fraijo, Supervisor Rodriguez stated that the irrigation controller had a minor issue, which was discovered prior to the playground being installed. However, this has since been corrected.

**NEW BUSINESS**

ITEM NO. 4A  
UPDATE ON REPAIRS  
AT IRWINDALE PARK  
AND JARDIN DE ROCA  
PARK

UPDATE ON REPAIRS AT IRWINDALE PARK AND JARDIN DE  
ROCA PARK (Verbal Report; Requested by Vice Chair Fraijo)

SUPERVISOR  
RODRIGUEZ

Supervisor Rodriguez discussed a punch list of items that have been repaired, per the request of the commissioners. He also noted other items scheduled for repairs, and elaborated on upcoming capital improvement work, which would require City Council approval before initiating.

VICE CHAIR FRAIJO

Vice Chair Fraijo thanked staff for the impressive amount of work that has been completed.

Responding to a question by Vice Chair Fraijo, Manager Zepeda advised that staff has ordered a total of eight chaise lounges.

SUPERVISOR  
RODRIGUEZ

Supervisor Rodriguez thanked Public Works and Recreation staff for their assistance and their hard work.

ITEM NO. 4B  
STATUS OF  
PLAYGROUND  
EQUIPMENT  
INSTALLATION AT  
CITY PARKS

STATUS OF PLAYGROUND EQUIPMENT INSTALLATION AT  
CITY PARKS

MANAGER ZEPEDA

Manager Zepeda reported that: 1) work at Little Park of Irwindale has been completed, and the park is now open; 2) Irwindale Park will be ready for its ribbon-cutting ceremony, to be held this Saturday; 3) the fence at Jardin de Roca Park will come down soon, with a ribbon-cutting ceremony to follow shortly; and 4) work at El Nido Park will commence on June 11, and will take approximately five days to complete.

VICE CHAIR FRAIJO

Responding to a question by Vice Chair Fraijo, Supervisor Rodriguez advised that the black surfacing that she viewed is an initial layer, which will be covered soon.

MANAGER ZEPEDA

Manager Zepeda added that the swings and shade at Irwindale Park will be installed on Friday.

VICE CHAIR FRAIJO

Vice Chair Fraijo acknowledged staff's hard work and stated that she is proud to live in Irwindale.

**COMMISSIONER ITEMS**

COMMISSIONER  
LOPEZ

Responding to several questions by Commissioner Lopez, Manager Zepeda advised that a total of 25 spots are made available for the Summer Day Camp, which is a program for children 7 years and older. She added that the amount of available spots for programs depends on the amount of funding each program receives.

VICE CHAIR FRAIJO

Vice Chair Fraijo requested that the commission be informed about programs that do not have sufficient spots available for all interested children to participate, so that it can advocate for additional funding. She also asked whether recreation fliers are translated into Spanish, to which Manager Zepeda advised that the Summer Lunch program flier is the only flier that gets translated.

ASSISTANT CITY  
MANAGER OLIVARES

Assistant City Manager Olivares advised that staff generally only translates fliers related to housing or public works projects.

VICE CHAIR FRAIJO Vice Chair Fraijo also asked about enrollment in the Spring Aqua Fitness class, to which Manager Zepeda noted that attendance should spike once word gets around about the availability of the program.

Vice Chair Fraijo also asked about sponsors for the city's 4<sup>th</sup> of July fireworks celebration, to which Assistant City Manager Olivares advised that Athens has an ongoing sponsorship program for this event. She added that the location of the fireworks show remains the same for this year, but will need to be changed for next year.

Vice Chair Fraijo then asked about the availability of booths for non-profit organizations at the 4<sup>th</sup> of July celebration, to which Manager Zepeda advised that four organizations have applied for booths, but that she expects more will follow.

Vice Chair Fraijo suggested that dog waste bags be made available along the pathway near the Skate Park, to which Supervisor Rodriguez indicated that staff is already looking into implementing the suggestion.

COMMISSIONER HICKMAN Commissioner Hickman thanked the Public Works staff for all their efforts.

VICE CHAIR FRAIJO Vice Chair Fraijo wished everyone a safe summer.

**ADJOURNMENT** There being no further business to conduct, the meeting was adjourned at 6:39 p.m.

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Armando Hegdahl, CMC  
Deputy City Clerk