



**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 WEDNESDAY, October 3, 2018, at 6:00 p.m., in the Irwindale  
Senior Center, 16116 Arrow Highway, 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: September 27, 2018**

**ORIGINAL SIGNED**

**Dan Diaz, Chair**

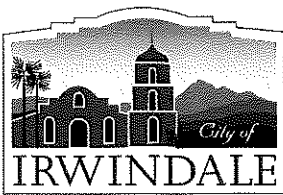
**AFFIDAVIT OF POSTING**

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 Wednesday, October 3, 2018, at 6:00 p.m., in the Irwindale Senior Center, to be hand delivered to each Commissioner, posted at the City Hall, Library, and Post Office on Thursday, September 27, 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: (626) 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

PLEASE NOTE  
MEETING LOCATION

OCTOBER 3, 2018

6:00 P.M.

IRWINDALE SENIOR CENTER  
16116 ARROW HIGHWAY  
IRWINDALE, CA 91706  
626-430-2283

**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 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. Special meeting held September 5, 2018

#### 2. NEW BUSINESS

- ##### A. Crosswalk at Intersection of Irwindale Avenue and Juarez Street – Verbal Report

#### 3. RECREATION DEPARTMENT UPDATE

#### 4. PUBLIC WORKS DEPARTMENT UPDATE

#### 5. COMMISSIONER ITEMS

#### 6. ADJOURN

#### AFFIDAVIT OF POSTING

I, Armando Hegdahl, Management Analyst, certify that I caused the agenda for the special meeting of the Irwindale Parks & Recreation Commission to be held on October 3, 2018, to be posted at the City Hall, Library, and Post Office on September 27, 2018.

*Armando Hegdahl*

Armando Hegdahl, CMC  
Management Analyst

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

**SEPTEMBER 5, 2018  
WEDNESDAY  
6:00 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; Elizabeth Rodriguez, Public Works Services Manager; 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 August 1, 2018.

**RECREATION  
DEPARTMENT UPDATE**

**RECREATION  
MANAGER ZEPEDA**

Recreation Manager Zepeda provided the following update:

- 1) The following trips have been scheduled:  
Citywalk - September 8  
Old Town San Diego – October 13  
Teen Trip to Knott's Scary Farm will be scheduled soon
- 2) The two-week extension to the Aqua Fitness class concludes tomorrow. The next session will be offered in Spring.
- 3) The Yoga @ Noon classes has returned to the Dan Diaz Recreation Center.
- 4) Registrations are being accepted for the Teeny Tots, Tiny Tots, and Cheer programs, all of which will begin the week of September 17.
- 5) Registrations are also being accepted for the KidZone program, which currently has 21 students registered.
- 6) The MI Fiesta has been scheduled for September 14.
- 7) Upcoming Halloween activities: Pumpkin Decorating on October 25, Halloween Spooktacular on October 27, and Trunk or Treat on October 31.

- 8) The school buses have received their annual certification last month from the California Highway Patrol.
- 9) One hundred thirty four bus passes have been distributed so far for the school year, which is currently in its third week.
- 10) The Covina Valley Unified School District's "Bus Transportation and Safety Plan", along with the bus rules, and the bell and bus schedules, will be mailed to registered riders.
- 11) Half of the Recreation staff has received their First Aid and CPR certification.
- 12) Pool info: 246 students participated in swimming lessons during the summer; 90 students filled up the Summer Aqua Fitness classes; the portable handicap lift has been repaired.
- 13) The malfunctioning lights at the softball field have been replaced.

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

MANAGER RODRIGUEZ Manager Rodriguez reported the following:

- 1) Slip guards have been installed.
- 2) Staff is preparing for the MI Fiesta.
- 3) The cities of Baldwin Park and Irwindale are preparing to host the Open Streets Event with the County of Los Angeles, and door hangers with additional information have been provided to residents on Nora and Fraijo.
- 4) The Public Works Department has ordered water for all facilities, including the swimming pool.
- 5) Staff is working on irrigation retrofits.
- 6) Dog waste containers will be ordered tomorrow.
- 7) Staff continues working on the punchlist the commission created of items that needed to be addressed. Some items are regular ongoing maintenance issues, such as the cleaning of the bbq pits and graffiti abatement.

**NEW BUSINESS**

**ITEM NO. 4A**  
**PRESENCE OF DOGS  
IN SCHOOL BUS ZONE**

**PRESENCE OF DOGS IN SCHOOL BUS ZONE**

**ASSISTANT CITY  
MANAGER OLIVARES**

Assistant City Manager Olivares provided the report. She indicated that a number of incidents have occurred at the bus stop on Nora that has involved dogs. Residents have reported that a dog owner has permitted their dog to roam without being leashed, which has frightened children as they wait for their school bus. Staff has reached out to the dog owner to address the matter and has informed them of the municipal code requirement that the dog be kept on a leash. However, reports have been received that the

problem continues. She indicated that the City Council has requested input by the commission, which has two options: 1) change the municipal code to specifically prohibit dogs completely from designated bus zones during drop-off and pickup times, or 2) do nothing since the municipal code already stipulates what is not permitted in public spaces.

VICE CHAIR FRAIJO Vice Chair Fraijo asked whether a citation has been issued since the municipal code has been violated several times, to which Assistant City Manager Olivares indicated that no citations have been issued. Vice Chair Fraijo spoke on the need to enforce city laws.

COMMISSIONER HICKMAN Responding to several questions by Commissioner Hickman, Assistant City Manager Olivares indicated that the dog owner goes to the bus stop to drop off their own child, and stated that alternative transportation arrangements can be made for this child, though it is not a desirable solution.

VICE CHAIR FRAIJO Vice Chair Fraijo asked about markings to designate all bus stops, to which Assistant City Manager Olivares advised that staff can look into markings to see if it is feasible.

CHAIR DIAZ Chair Diaz expressed his opinion that dogs should not be allowed at the bus stops at all.

ELAINA MENDOZA Elaina Mendoza stated that the dog on one occasion ran up to her daughter and took the sandwich that she was eating. She added that the dog owner has walked the dog without a leash for quite some time, and that she allows her young son to hold the dog on a leash, but is concerned that the boy is not capable of controlling the dog.

DENA ZEPEDA Dena Zepeda stated that the dog owner is not willing to cooperate with staff and neighbors. She added that the dog has been known to run up to the small children and frighten them, and that the dog has even jumped on the bus on one occasion.

CARMEN ROMAN Carmen Roman expressed concern over the dog potentially biting someone, recommended that the municipal code be changed to prohibit dogs from bus stops during drop-off and pickup times, and suggested that violators be cited.

LAURA BURROLA Laura Burrola thanked the Commission, Assistant City Manager Olivares, Chief Henshaw, and all other staff that she has contacted regarding this matter.

VICE CHAIR FRAIJO Vice Chair Fraijo stated that she would be in favor of changing the municipal code to prohibit dogs, but also spoke on the need to enforce the laws.

COMMISSIONER HICKMAN Responding to a question by Commissioner Hickman, Assistant City Manager Olivares indicated that the bus stop on Alice Rodriguez Circle is not permanent and tends to move. Commissioner Hickman spoke on the need to mark the designated bus stop.

COMMISSIONER LOPEZ Commissioner Lopez asked about amending the municipal code, to which Assistant City Manager Olivares advised that staff would need to discuss this action with the City Attorney to determine how best to formulate the code amendment.

DENA ZEPEDA Responding to a comment by Dena Zepeda, Vice Chair Fraijo advised that enforcing the municipal code is an issue for the Police Department to follow-up on.

MOTION A motion was made by Vice Chair Fraijo, seconded by Chair Diaz, to recommend to the City Council that it amend Municipal Code Section 9.16.020 to specifically prohibit dogs from designated school bus zones during designated pick-up / drop-off times, with the exception of service dogs. The motion was unanimously approved.

**COMMISSIONER ITEMS**

VICE CHAIR FRAIJO Vice Chair Fraijo commended the Recreation Department for its hard work in providing wonderful services and programs for the community. She also thanked all the individuals that attended the meeting and for their participation.

COMMISSIONER HICKMAN Commissioner Hickman spoke on incidents that he has witnessed while at the crosswalk at the intersection of Irwindale Avenue and Juarez Street, and recommended that flashing lights and signage be installed to make the crosswalk more visible.

MANAGER RODRIGUEZ Manager Rodriguez stated that she would follow-up on Commissioner Hickman's request with the Engineering Department.

COMMISSIONER ZEPEDA Commissioner Zepeda asked whether the damaged treadmills at the Recreation Center have been replaced, to which Manager Zepeda advised that staff hopes to order higher-quality treadmills in October.

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

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Armando Hegdahl, CMC  
Management Analyst