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

City of Irwindale
California
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 January 8, 2019

2. NEW BUSINESS

3. RECREATION DEPARTMENT UPDATE

4. PUBLIC WORKS DEPARTMENT UPDATE

5. ASSISTANT CITY MANAGER UPDATE

6. 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 February 6, 2019, to be posted at the City Hall, Library, and Post Office on January 31, 2019.

Armando Hegdahl
Armando Hegdahl
Management Analyst
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: Priscilla Zepeda, Recreation Manager; Pedro Rodriguez Jr., Public Works Maintenance Supervisor; and Armando Hegdahl, Management Analyst

**COMMISSION REORGANIZATION**

**ANALYST HEGDAHL**

Analyst Hegdahl explained the procedures for the reorganization of the Parks & Recreation Commission and opened the floor to nominations for the position of Chair.

**COMMISSIONER FRAIJO**

Commissioner Fraijo nominated Commissioner Diaz.

There being no further nominations, Analyst Hegdahl closed the floor to nominations and, on a call for the vote, Commissioner Diaz was unanimously appointed to the position of Chair.

**CHAIR DIAZ**

Chair Diaz resumed the meeting and opened the floor to nominations for the position of Vice Chair.

Chair Diaz nominated Commissioner Fraijo.

**ROLL CALL**

There being no further nominations, Chair Diaz closed the floor to nominations and, on a call for the vote, Commissioner Fraijo was unanimously appointed to the position of Vice Chair.

**SPONTANEOUS COMMUNICATIONS**

There were no speakers.

**CONSENT CALENDAR**

**MOTION**

A motion was made by Vice Chair Fraijo, seconded by Commissioner Hickman, to approve the Consent Calendar. The motion was unanimously approved.
MINUTES

The following minutes were approved as presented:

1) Regular meeting held December 5, 2018.

NEW BUSINESS

There were no items.

RECREATION DEPARTMENT UPDATE

Recreation Manager Zepeda provided the following update:

1) The sold-out trip to Disney on Ice held on December 15.
2) Forty Day Camp trips were held over the winter break: 19 participated in the movie outing and 22 visited Universal Studios.
3) The recent trip to Magic Mountain was enjoyed by 12 teens.
4) Registrations are being accepted for the family trip to Hollywood and Highland, to take place this Saturday.
5) Registrations are being accepted for the first sessions of all 2019 classes.
6) A new Sign Language class for youth is being implemented this year.
7) Staff is setting the 2019 Cheer Competition dates for the Comp Cheer Program.
8) The Annual Cookies with Santa event was held on December 21st. She thanked all volunteers and participating staff for their efforts in arranging another memorable event.
9) New flooring was installed at several areas of the gym. She thanked Public Works staff for their efforts in arranging for and carrying out this project.
10) The gym floor is currently being resurfaced, so the basketball court and cardio room will be closed for a week. The weight room will remain open and all other programs and classes will not be affected by the work.

PUBLIC WORKS DEPARTMENT UPDATE

Supervisor Rodriguez reported on staff’s efforts in addressing items in the inner/outer Council Chambers, such as replacing ceiling tiles and painting. He added that the light fixtures at the Library have been repaired, staff is addressing the fountain at the Senior Center, which will now have lighting, and indicated that the park plaza fountain is being deep cleaned and sealed. He also thanked the maintenance crew and the permanent part-time crew for their hard work during the recent two-week closure of city facilities.
Vice Chair Fraijo asked whether the work at the park plaza fountain is being conducted by city staff, to which Supervisor Rodriguez stated that a contractor has been hired for the work. These same workers are addressing the Senior Center fountain.

Responding to an additional question by Vice Chair Fraijo, Supervisor Rodriguez advised that staff works hard in cleaning, maintaining, and sealing the playground surfaces. He added that the surfaces do have warranties.

No items to report.

Responding to several questions by Vice Chair Fraijo, Manager Zepeda advised that the new treadmills that the Recreation staff ordered have been installed, and that children ages 7 to 12 can participate in the Comp Cheer Program.

Commissioner Lopez wished everybody a happy New Year.

Vice Chair Fraijo thanked her fellow commissioners for their continued support and wished everybody health, happiness, and good fortune for the New Year.

Commissioner Hickman encouraged the commission to continue working together to continue improving the parks and recreational programs.

Commissioner Zepeda expressed her gratitude to the members of the Commission for working well together.

Chair Diaz thanked staff for all their hard work and encouraged all to continue working hard for the good of the community.

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

Armando Hegdahl, CMC
Management Analyst