AGENDA FOR THE REGULAR MEETING OF THE

PARKS & RECREATION COMMISSION

MARCH 6, 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).
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 February 6, 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 March 6, 2019, to be posted at the City Hall, Library, and Post Office on February 28, 2019.

Armando Hegdahl
Armando Hegdahl
Management Analyst
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: William Tam, City Manager; Melissa Marez, Recreation Supervisor; Elizabeth Rodriguez, Public Works Services Manager; and Laura Nieto, Chief 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) Special meeting held January 8, 2019.

NEW BUSINESS There were no items.

RECREATION DEPARTMENT UPDATE

RECREATION SUPERVISOR MAREZ Recreation Supervisor Marez provided the following update:

1) The trip to Hollywood and Highland scheduled for January 12 was cancelled due to inclement weather.
2) Registrations are being accepted for this month's trip to Old Town San Diego. There are seventeen individuals currently signed up.
3) The schedule of bands that will be performing at this year's Music in the Park concerts is currently being finalized.
4) Schedules for the Spring Day Camp, Teen Camp, and Family Trip activities are also being finalized.
5) Signups for the Cupcake Cuties, Canvas Kids, Pint Size Picassos, and Painters Club are being accepted.
6) A Bunco Bash will be held March 4.
7) The Gym floor was resurfaced the week of January 8. The basketball courts were reopened on January 14.
8) On January 30, staff met with representatives of Hilliard regarding proper floor maintenance. Additional staff will receive this training in the near future.

9) The Recreation Department participated in an emergency evacuation drill last week.

10) Staff is working on a User Fee schedule for all community service departments. Staff plans on presenting this staff report to the City Council at its February 13 meeting.

PUBLIC WORKS DEPARTMENT UPDATE

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

1) Staff is pressure-washing the pour-in-place surfaces at all parks.
2) Staff has met with a firm to perform a walk-through of the locker rooms to determine whether there is mold present. Staff will update the commission on its progress.
3) New lighting has been ordered for the Skate Park and will be installed next week.
4) Pet waste stations have been installed at all four parks.
5) Staff has removed the lifted walkway behind the gym under the stairway. However, due to the recent rains, the pouring of new concrete will need to be postponed to sometime within the next two weeks.
6) Staff will soon replace the locks on two of the Skate Park restrooms.
7) The HVAC units that serve the Recreation and Banquet lobbies are down. Staff is working on arranging for the repair of the units.
8) A water leak was discovered in the Tiny Tots room during the recent rain storms, and staff is working on repairing the ceiling and roof. No other damage has been reported.

ASSISTANT CITY MANAGER UPDATE

No items to report.

COMMISSIONER ITEMS

VICE CHAIR FRAIJO

Responding to a comment by Vice Chair Fraijo regarding user fees, City Manager Tam advised that he will work with Assistant City Manager Olivares on presenting the draft updated user fees for the Recreation Department to the Parks & Recreation Commission for its input at its March meeting. Staff will then present these to the City Council for its consideration.
Vice Chair Fraijo requested that the Commission be advised whenever staff proposes changes to fees and/or programs for the Recreation Department.

Vice Chair Fraijo also asked about the age of the gym roof, to which Manager Rodriguez indicated that staff is checking into the gym roof as well as the replacement of the HVAC units, beginning with the one in the Banquet Room, since many of them are over 20 years old.

Commissioner Lopez requested that the Commission be given the opportunity to provide input and suggestions on which bands perform during the yearly summertime concerts.

Vice Chair Fraijo asked about cheer sign-ups, to which Recreation Supervisor Mares indicated that signups for this year have concluded, but that staff is hoping to make it available year-round.

Vice Chair Fraijo then thanked the Public Works staff for working hard to address the various issues brought up by the commissioners. She also requested that the annual park walk-through for the Commission be scheduled for April or May, and asked that Recreation Manager Zepeda provide an update about what she learned while attending the recent academy she attended and how that knowledge is incorporated into Recreation Department activities and programs.

Public Works Services Manager Rodriguez added that Public Works Maintenance Supervisor Rodriguez would also provide an update on what he learned at said academy at the next meeting.

Commissioner Hickman asked how the pour-in-play surfaces are cleaned, to which Manager Rodriguez indicated that the surfaces are pressure washed with Simple Green. Staff is also purchasing brushes for cleaning tough spots.

There being no further business to conduct, the meeting was adjourned at 6:15 p.m.

Armando Hegdahl, CMC
Management Analyst