*AMENDED AGENDA FOR THE
REGULAR MEETING OF THE

PARKS & RECREATION COMMISSION

APRIL 3, 2019

6:00 P.M.

IRWINDALE CITY HALL / COUNCIL CHAMBER

*Amended 3/28/19 to add Item No. 5A

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.
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 March 6, 2019

2. NEW BUSINESS
   A. User Fees for Recreation Department – Verbal Update

3. RECREATION DEPARTMENT UPDATE

4. PUBLIC WORKS DEPARTMENT UPDATE

5. ASSISTANT CITY MANAGER UPDATE
   A. Irwindale Park Improvement Project Phases 2 and 3 – Verbal 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 April 3, 2019, to be posted at the City Hall, Library, and Post Office on March 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: 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 Hickman, 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 February 6, 2019.

NEW BUSINESS There were no items.

RECREATION DEPARTMENT UPDATE

RECREATION MANAGER ZEPEDA Recreation Manager Zepeda provided the following update:

1) The following trips have been scheduled:
   A) Teeny Tots – Magical Playground – March 20
   B) Tiny Tots – Aquarium of the Pacific – March 21
   C) Carlsbad Flower Fields – March 30
2) Registrations are currently being accepted for the Yoga @ Noon, Cupcake Cuties, and all arts classes.
3) The participants of the Irwindale Cheer program came in second place in the Intermediate Elementary Cheer Division at its March 3\textsuperscript{rd} competition. The next competition will be held March 30.
4) The Summer Movies and Music in the Park schedules have been finalized for this year.
5) The city is currently accepting applications for the following positions: Lifeguards, a Senior Lifeguard, a Crossing Guard, and a Part-Time Bus Driver.

6) Recreation staff has recently completed the Mandated Reporter training. The Assistant Pool Managers, Rec Admin, and all other staff that are assigned to maintain the pool/water fountain have also completed the annual pesticide training, which includes instructions on how to properly utilize pool chemicals.

7) Both she and Recreation Supervisor Marez will be attending the upcoming 2019 CPRS Conference taking place later this month.

PUBLIC WORKS DEPARTMENT UPDATE

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

1) Mold testing at the Pool Room has completed. Very light fungal growth was found. The walls have been pressure washed and staff will hand-wash the walls with bleach and water. Staff will also leave the fans on during and after the room is used to dry any lingering moisture.

2) The Skate Park was vandalized with graffiti Sunday evening. The city crew has since cleaned it, and the Police Department is conducting an investigation.

3) Last week, staff completed about 80% of the Skate Park Lighting Project. Two light poles are not working; staff has ordered new replacement poles.

4) A concrete panel behind the Recreation building has been replaced.

5) One of the HVAC units at the Rec building has been installed. Staff is waiting for a part for the HVAC unit for the building lobby.

6) Both she and Public Works Supervisor Rodriguez attended training last month, where topics such as the following were discussed: playground inspections, creating barriers to prevent public access to damaged equipment, special event safety and risk management, insurance review, social media risks, and lawsuit prevention.

ASSISTANT CITY MANAGER UPDATE

Assistant City Manager Olivares reported that the commission had previously requested information about the city's User Fee Study. The Finance Director has been away from the office, and so the matter will need to be addressed at the April 3rd commission meeting. After receiving input from the commission, staff will present the Study to the City Council for further action. She further indicated
that staff has taken steps to ensure that the commission is provided the opportunity to provide input on these types of studies before they are addressed by the City Council.

**COMMISSIONER ITEMS**

**VICE CHAIR FRAIJO** Responding to a question by Vice Chair Fraijo, Manager Zepeda advised that she shares the information she receives at conferences and trainings with the appropriate city staff.

**ASSISTANT CITY MANAGER OLIVARES** Assistant City Manager Olivares added that staff takes advantage of the trainings that the CA Joint Powers Insurance Authority offers on a wide variety of topics, such as those related to human resources, planning, and others.

**VICE CHAIR FRAIJO** Vice Chair Fraijo asked about the types of barriers used to prevent individuals from accessing damaged playground equipment, to which Manager Zepeda advised that the training instructors provided a handbook with examples that may be used.

**COMMISSIONER LOPEZ** Responding to a question by Commissioner Lopez, Manager Zepeda indicated that she will be focusing on implementing an emergency action plan, which is a topic that was considered at the recent conference she attended.

**VICE CHAIR FRAIJO** Vice Chair Fraijo commended staff for taking advantage of these trainings, noting that they help immensely so that staff can continue to improve city services.

Vice Chair Fraijo also asked about this year’s 4th of July Fireworks Spectacular, to which Assistant City Manager Olivares indicated that it will be held in the same location as previous years.

**COMMISSIONER HICKMAN** Commissioner Hickman asked about the park walk-through, to which Assistant City Manager Olivares spoke on the benefits of holding the walk-throughs in October.

**VICE CHAIR FRAIJO** Vice Chair Fraijo requested holding the walk-through in May also so that the commission can ensure that the park is ready for summer use. She then requested adjourning the meeting in memory of Blas “Sonny” Gonzales.

**ADJOURNMENT** There being no further business to conduct, the meeting was adjourned at 6:20 p.m., in memory of Blas “Sonny” Gonzales.

Armando Hegdahl, CMC
Management Analyst