AGENDA FOR THE REGULAR MEETING OF THE

PARKS & RECREATION COMMISSION

MAY 1, 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 April 3, 2019

2. NEW BUSINESS

A. Walk-Through of Irwindale Park – 16053 Calle de Paseo, Irwindale, CA 91706
Recommendation: Depart on a walk-through of Irwindale Park and provide input.

B. Playground Dedication Plaques
Recommendation: Provide input and a formal recommendation for the proposed playground plaques for the playgrounds located in Irwindale Park, Jardin de Roca Park, El Nido Park and Little Park of Irwindale.

C. 4th of July Spectacular – Verbal Report

D. Movies in the Park Location – Verbal Report

E. Irwindale Swimming Pool Update – Verbal Report

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, Laura M. Nieto, Chief Deputy City Clerk, certify that I caused the agenda for the regular meeting of the Irwindale Parks & Recreation Commission to be held on May 1, 2019, to be posted at the City Hall, Library, and Post Office on April 25, 2019.

Laura M. Nieto, MMC
Laura M. Nieto, MMC
Chief 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: William Tam, City Manager; Eva Carreon, Director of Finance; Priscilla Zepeda, Recreation Manager, Elizabeth Rodriguez, Public Works Services Manager; Pedro Rodriguez Jr., Public Works Maintenance Supervisor; 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

The following minutes were approved as presented:

1) Regular meeting held March 6, 2019.

NEW BUSINESS

ITEM NO. 2A USER FEES FOR RECREATION DEPARTMENT

MANAGER ZEPEDA Manager Zepeda provided the verbal report. She advised that the fees being charged by the Recreation Department have not changed since 2004, and elaborated on each of the proposed fee changes for the various Recreation facilities and programs. She further explained the need for consistent fees across all city departments, the approved uses of city facilities, insurance requirements, and the amount of staff time expended in setting up facilities for functions by outside parties.

CITY MANAGER TAM City Manager Tam explained the requirement by the city’s insurance pool to require insurance for city facilities when rented out for various functions.
DISCUSSION HELD

Lengthy discussion was held relating to the amount of use of Recreation facilities and programs by Irwindale residents vs. non-residents, as well as the proposed pricing tiers. The commission advocated for decreasing costs to residents.

DENA ZEPEDA

Dena Zepeda spoke about the rental and use/availability of facilities, and suggested increasing costs to non-residents and decreasing costs to residents.

CARMEN ROMAN

Carmen Roman suggested increasing costs to non-residents and providing free programs, trips, and activities to residents, with even lower costs to resident seniors, and spoke on the cleanliness of the exercise machines at the gym.

MANAGER ZEPEDA

Manager Zepeda noted the changes requested by the Commission and advised that they will be presented to the City Council for final determination.

RECREATION DEPARTMENT UPDATE

Recreation Manager Zepeda provided the following update:

1) The following trips were held:
   A) Teeny Tots – Magical Playground – March 20
   B) Tiny Tots – Aquarium of the Pacific – March 21
   C) Family Trip – Carlsbad Flower Fields – March 30
   D) Day Camp - AMC Covina – April 2

2) The following trips have been scheduled for April:
   A) Teen Trip – Disneyland – April 3
   B) Day Camp – Disneyland – April 4
   C) Dodgers vs. Pirates – April 27

3) Registrations are being accepted for Spring Aquafitness and Lap Swimming

4) The Irwindale Cheer Program participants placed 1st at their competition held March 30. They will also compete on April 6th at Sierra Vista High School.

5) She recognized Recreation Supervisor Marez for her efforts in organizing the Movies in the Park and Music in the Park events.

6) She also thanked the Public Works Department for installing a Bottle Filling Station at the Recreation Center.

7) She then thanked the IT Department, which assisted the Recreation Department in securing Push-to-Talk telephones.

8) Both she and Recreation Supervisor Marez attended the 2019 CPRS Conference.

9) Finally, she introduced the two new city mascots: Pebbles and Rocky.
PUBLIC WORKS DEPARTMENT UPDATE

PUBLIC WORKS MAINT.

Rodriguez provided the following report:

1) An electrician has completed the repairs of the lighting at El Nido Park.
2) The concrete panels near the stairway at the rear of the gym have been repaired, though other panels are in need of repair.
3) The air conditioning unit at the gym lobby has been repaired.
4) The guard rail at the Skate Park has been painted with primer and is being prepared to be painted turquoise.
5) He also thanked the Commission for adjourning the March meeting in memory of Blas “Sonny” Gonzales.

Dena Zepeda requested that the barbecue grills be cleaned, to which Supervisor Rodriguez advised that the dirty conditions of the grills is due to frequent vandalism. Staff cleans the grills almost daily.

MANAGER RODRIGUEZ

Manager Rodriguez added that some of the bbq pits will be replaced.

ASSISTANT CITY MANAGER UPDATE

ITEM NO. 5A

IRINDALE PARK IMPROVEMENT PROJECT PHASES 2 AND 3 – VERBAL UPDATE

CITY MANAGER TAM

City Manager Tam presented his report, which outlined the commission’s prior suggestions on how to improve Irwindale Park, to be completed in three phases. Most phases were previously put on hold until funding could be identified, which has now occurred. He displayed a map with the commission's previous suggestions, which included a bus drop-off location and memorial garden, among other items. He added that the same architect that designed the project originally will be retained for these next phases. Finally, a workshop with the final design will held for input by the City Council, hopefully within 90 days.

CARMEN ROMAN

Carmen Roman suggested recognizing the women who have made significant contributions to the city, to which City Manager Tam advised that staff has worked on a Dedication Policy that will hopefully be completed and incorporated into this project.
COMMISSIONER ITEMS

COMMISSIONER
ZEPEDA

Responding to a question by Commissioner Zepeda, Manager Zepeda indicated that the Recreation Department has advertised on social media, flyers, and will even hang a banner to notify the public that the Movies in the Park activities will be held at Jardin de Roca Park. She noted that the change was made since the noise emanating from the pool while in use interferes with the audio from the movies when they were held at Irwindale Park.

DENA ZEPEDA

Dena Zepeda expressed concern over homeless individuals during the Movies in the Park activities if they were held at Jardin de Roca Park.

CARMEN ROMAN

Carmen Roman requested that the park be cleaned.

VICE CHAIR FRAIJO

Responding to Vice Chair Fraijo's question, Manager Rodriguez advised that staff will work with Trammell Crow to ensure that the fencing around the park is repaired in time for the movies. She added that she would also collaborate with the Police Department to ensure a safe environment. Vice Chair Fraijo suggested discussing how successful the program turns out at its September meeting. She also thanked both the Public Works and Recreation Departments for their wonderful work.

COMMISSIONER
LOPEZ

Commissioner Lopez thanked staff for working on the updated Fee Schedule and expressed her optimism over the ongoing Park Improvement Project.

VICE CHAIR FRAIJO

Vice Chair Fraijo requested that the Commission hold a walk-through of Irwindale Park during the May commission meeting and that a member of the Police Department update the commission regarding the Summer Park Patrol plans at the June meeting. She also thanked Recreation and Public Works staff for their hard work in addressing all of the commission's concerns.

COMMISSIONER
HICKMAN

Commissioner Hickman echoed Vice Chair Fraijo's comments and thanked staff for their dedication.

ADJOURNMENT

There being no further business to conduct, the meeting was adjourned at 7:24 p.m., in memory of Richard Breceda.

Armando Hegdahl, CMC
Management Analyst
City of
IRWINDALE
AGENDA REPORT
Parks and Recreation Commission

Date: May 1, 2019
To: Honorable Chair and Members of the Parks and Recreation Commission
From: Priscilla Zepeda, Recreation Manager
Issue: Recommendation for Playground Plaques at all City Playgrounds

Staff Recommendation:

That the Parks and Recreation Commission provide input and a formal recommendation for the proposed playground plaques for the playgrounds located in Irwindale Park, Jardin de Roca Park, El Nido Park and Little Park of Irwindale.

Background and Analysis:

At the request of City Council, staff has been directed to design and install dedication plaques for each of the four playgrounds that were remodeled in 2018. These plaques will be located adjacent to the playgrounds at Irwindale Park, Jardin de Roca Park, El Nido Park and Little Park of Irwindale. Staff is seeking a formal recommendation regarding the design of these plaques.

Staff is bringing for your consideration and approval a design consistent with designs previously made for dedication plaques for other city projects. The design is similar to the mock ups that were on display at the ribbon cutting ceremonies for each of the parks. There is one exception, the removal of the Youth First logo. The logo was omitted due to the difficulty replicating the intricate details within the logo. Attached are the designs for your review.

Prepared By/Contact: Priscilla Zepeda, Recreation Manager
Phone: 626-430-2226
Little Park of Irwindale

Playground

Dedicated this 12th day of May, 2018 by the

Irwindale City Council:
Mayor - Mark A. Breceda
Mayor Pro Tem - Albert F. Ambriz
Councilmember - Larry G. Burrola
Councilmember - Manuel G. Garcia
Councilmember - H. Manuel Ortiz
William Tam, City Manager
Priscilla Zepeda, Recreation Manager

Parks and Recreation Commission:
Chairman - Dan Diaz
Vice Chair - Paula Fraijo
Commissioner - Jason Hickman
Commissioner - Marguerite S. Lopez
Commissioner - Belen Zepeda
Theresa Olivares, Assistant City Manager
Elizabeth Rodriguez, Public Works Manager

Irwindale Park

Playground

Dedicated this 9th day of June, 2018 by the

Irwindale City Council:
Mayor - Mark A. Breceda
Mayor Pro Tem - Albert F. Ambriz
Councilmember - Larry G. Burrola
Councilmember - Manuel G. Garcia
Councilmember - H. Manuel Ortiz
William Tam, City Manager
Priscilla Zepeda, Recreation Manager

Parks and Recreation Commission:
Chairman - Dan Diaz
Vice Chair - Paula Fraijo
Commissioner - Jason Hickman
Commissioner - Marguerite S. Lopez
Commissioner - Belen Zepeda
Theresa Olivares, Assistant City Manager
Elizabeth Rodriguez, Public Works Manager
PLAYGROUND
Dedicated this 12th day of June, 2018 by the
Irwindale City Council:
Mayor - Mark A. Breceda
Mayor Pro Tem - Albert F. Ambriz
Councilmember - Larry G. Burrota
Councilmember - Manuel G. Garcia
Councilmember - H. Manuel Ortiz

Parks and Recreation Commission:
Chairman - Dan Diaz
Vice Chair - Paula Fraijo
Commissioner - Jason Hickman
Commissioner - Marguerite S. Lopez
Commissioner - Belen Zepeda

William Tam, City Manager
Priscilla Zepeda, Recreation Manager

PLAYGROUND
Dedicated this 20th day of June, 2018 by the
Irwindale City Council:
Mayor - Mark A. Breceda
Mayor Pro Tem - Albert F. Ambriz
Councilmember - Larry G. Burrota
Councilmember - Manuel G. Garcia
Councilmember - H. Manuel Ortiz

Parks and Recreation Commission:
Chairman - Dan Diaz
Vice Chair - Paula Fraijo
Commissioner - Jason Hickman
Commissioner - Marguerite S. Lopez
Commissioner - Belen Zepeda

Theresa Olivares, Assistant City Manager
Elizabeth Rodriguez, Public Works Manager