AGENDA FOR THE REGULAR MEETING OF THE

PARKS & RECREATION COMMISSION

JUNE 5, 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.
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 May 1, 2019

2. NEW BUSINESS

A. Summer Park Patrol (Verbal Update)

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 June 5, 2019, to be posted at the City Hall, Library, and Post Office on May 30, 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; Theresa Olivares, Assistant City Manager; 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 April 3, 2019.

NEW BUSINESS

ITEM NO. 2A WALK-THROUGH OF IRWINDALE PARK – 16053 CALLE DE PASEO, IRWINDALE, CA 91706

The walk-through was cancelled.

ITEM NO. 2B PLAYGROUND DEDICATION PLAQUES Recreation Manager Zepeda discussed the staff report.

MOTION A motion was made by Vice Chair Fraijo, seconded by Commissioner Hickman, to recommend approval of the designs of the playground plaques for Irwindale Park, Jardin de Roca Park, El
<table>
<thead>
<tr>
<th>ITEM NO. 2C</th>
<th>4TH OF JULY SPECTACULAR – VERBAL REPORT</th>
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<tbody>
<tr>
<td>RECREATION MANAGER ZEPEDA</td>
<td>Recreation Manager Zepeda presented the verbal report, where she outlined staff's recommendation to change the event hours from 12:00 p.m. – 9:00 p.m., to 3:00 p.m. – 9:00 p.m. She advised that she has spoken to all participating non-profit organizations, and all have expressed their agreement to the proposed change. She noted that staff's work hours will not change.</td>
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<td>VICE CHAIR FRAIJO</td>
<td>Vice Chair Fraijo stated that she would be ok with the change as long as all non-profit organizations were fine with it as well. She also suggested that music be played before the event start time to begin creating the atmosphere for the event.</td>
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<td>DENA ZEPEDA</td>
<td>Dena Zepeda complained about what she perceives to be a loss of recreational programs and current management practices.</td>
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<td>VICE CHAIR FRAIJO</td>
<td>Vice Chair Fraijo suggested covering the insurance costs for the non-profit organizations that participate in events such as these. She also opposed the idea that management is causing the lack of participation in recreational programs, and noted that a wide variety of programs are offered and advertised, though there seems to be a lack of willing participants.</td>
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<td>COMMISSIONER LOPEZ</td>
<td>Commissioner Lopez stated her belief that the change in hours as proposed by staff should work, as it allows time for all activities. She noted that, in her experience, there are typically no sales completed by the non-profit organizations at the previous event start time of 12:00 p.m.</td>
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<td>COMMISSIONER HICKMAN</td>
<td>Commissioner Hickman concurred with Vice Chair Fraijo and Commissioner Lopez, and complimented the Recreation Department for the wonderful programs it administers.</td>
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<td>ASSISTANT CITY MANAGER OLIVARES</td>
<td>Assistant City Manager Olivasres indicated that there is funding in the budget to cover insurance costs for non-profit organizations for city sponsored events.</td>
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<td>CARMEN ROMAN</td>
<td>Responding to a request for clarification by Carmen Roman, Assistant City Manager Olivasres stated that non-profit organizations sometimes host events that are not affiliated with or sponsored by the city. During such events, these organizations would be required</td>
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to pay for their own insurance. Assistant City Manager Olivares also clarified Mrs. Roman's misunderstanding of recreation fees.

**MOTION**

A motion was made by Vice Chair Fraijo, seconded by Commissioner Hickman, to recommend approval of the change of the 4th of July Spectacular event to begin at 3:00 p.m., and end 9:00 p.m. The motion was unanimously approved.

**ITEM NO. 2D**

**MOVIES IN THE PARK LOCATION – VERBAL UPDATE**

**RECREATION MANAGER ZEPEDA**

Recreation Manager Zepeda presented the verbal report, where she outlined staff’s recommendation to move the Movies in the Park events from the softball field at Irwindale Park to the green space at Jardin de Roca Park.

**ASSISTANT CITY MANAGER OLIVARES**

Responding to a question by Vice Chair Fraijo, Supervisor Rodriguez indicated that the wrought iron gate at Jardin de Roca Park has not been fully repaired by the property management company yet.

**COMMISSIONER LOPEZ**

Commissioner Lopez expressed concern over homeless individuals at Jardin de Roca Park.

**CARMEN ROMAN**

Carmen Roman worried about the safety of individuals that may need to cross the street to attend the function, and complained about the location of the restrooms, the homeless, coyotes, parking issues, and trash.

**COMMISSIONER HICKMAN**

Responding to a question by Commissioner Hickman, Recreation Manager Zepeda indicated that staff is proposing the change in venue due to complaints that the noise emanating from the pool area interfere with the audio of the movies being played.

**VICE CHAIR FRAIJO**

Vice Chair Fraijo also voiced her preoccupation with potential safety issues related to the move. She added that Irwindale Park also offers other activities that are not available at Jardin de Roca Park.

**DENA ZEPEDA**

Dena Zepeda noted that individuals complain about coyotes and the homeless at Jardin de Roca Park. She also complained about parking issues, graffiti, and security. She suggested doing a “trial run” to gauge the relocation’s success.
Commissioner Hickman agreed that the relocation can be made once in order to test it and that, if it does not work out, that it be returned to its original location.

A motion was made by Commissioner Lopez, seconded by Commissioner Hickman, to recommend holding all 2019 Movies in the Park events at their current location, with the exception of the final event, which should be held at Jardin de Roca Park, so that the results of said move could be gauged for possible permanent relocation. The motion was approved: Commissioners Hickman, Lopez, and Zepeda in favor; and Vice Chair Fraijo and Chair Diaz opposed.

Recreation Manager Zepeda presented the verbal report, wherein she discussed the shortage of qualified Pool Managers and Lifeguards, which spurred the need to search for outside assistance to continue current aquatic programs.

Vice Chair Fraijo lamented the need to search for outside help and spoke against cuts for the pool programs.

Responding to a question by Commissioner Hickman, Recreation Manager Zepeda spoke on the need to take quick action in light of the upcoming programs.

Vice Chair Fraijo suggested providing lifeguarding training to current employees and possibly offering higher wages. She also recommended that staff continue recruitment efforts to hire qualified employees.

Dena Zepeda complained about recreation management, and suggested hiring and training employees.

Carmen Roman suggested raising the pay rates for lifeguards.

Commissioner Hickman asked about current job openings, to which Recreation Manager Zepeda elaborated on. She also elaborated on the requirements for the Water Safety Instructor certification, and Red Cross criteria. She added that all lifeguards will also be trained to check pool chemical levels.
Assistant City Manager Olivares advised that all residents are notified of job openings via flyers and online job postings. Also, staff reaches out to local colleges and schools. She elaborated on the circumstances behind the unexpected staffing vacancies and the need to take quick action. She also added that 1) employee pay rates are equitable, based on a recent compensation study, 2) all employees are invited to apply for job openings, 3) the flyers for these positions indicate that they are open until filled, and 4) job flyers are also sent to other municipalities.

Commissioner Hickman expressed his preference in promoting from within, but recommended hiring qualified lifeguards from wherever they may be available due to the urgent circumstances.

Responding to a question by Commissioner Lopez, Recreation Manager Zepeda discussed staffing options and costs.

Vice Chair Fraijo then asked about the qualifications for the Pool Manager position, which Recreation Manager Zepeda expounded on.

A motion was made by Vice Chair Fraijo, seconded by Commissioner Hickman, to recommend the following to the City Council: 1) allocate funding to cover expenses incurred by existing Lifeguard staff members in obtaining their Water Safety Instruction certifications and provide Lifeguarding certification to existing part-time Recreation employees who were hired prior to June 8, 2) authorize staff to enter into a contract with Blueray to provide lifeguarding services for Swimming Lessons and Mommy/Daddy and Me, if necessary, and 3) direct staff to continue vigorously searching for qualified lifeguards. The motion was unanimously approved.

Recreation Manager Zepeda provided the following update:

1) The Family Trip to see the Dodgers play against the Nationals last Saturday was sold out.
2) The Tiny Tots will be going to Chuck E. Cheese on May 16th for their annual Reading Party.
3) Registrations will be accepted next week for the trip to the Camarillo Outlets, scheduled for May 18.
4) The participants of the Irwindale Cheer Program competed on April 6th, and won first place. Their final competition is scheduled for this Sunday.
5) New upcoming classes: 1) Summer Cheer Clinic, 2) Makeup 101
6) The pool covers have been removed.
7) The Dan Diaz Recreation Center will be closed on May 27 due to the Memorial Day holiday.
8) She also thanked all city staff and volunteers who participated in making the 2019 Easter Eggstravaganza a wonderful success.

PUBLIC WORKS DEPARTMENT UPDATE

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

1) She made a PowerPoint presentation showing the various improvements and repairs that the Public Works Department has completed, such as the repairs to the Jardin de Roca Skate Park Railing Project, the project to repair uneven pavers, the repair/replacement of BBQ pits, and the maintenance of playground equipment.
2) She added that the department has also removed dead palm trees, replaced a damaged bench, repainted the slip guards near the swimming pool, pressure washed the deck, and prepared the pool for the summer season.

ASSISTANT CITY MANAGER UPDATE

ITEM NO. 5A IRWINDALE PARK IMPROVEMENT PROJECT PHASES 2 AND 3 – VERBAL UPDATE

CITY MANAGER TAM City Manager Tam introduced Mr. Steven Ormenyi, the architect who designed the park improvements for Phase 1 of the Park Improvement Plan, who then showed his designs for the remaining phases of the project.

VICE CHAIR FRAIJO Responding to a question by Vice Chair Fraijo, City Manager Tam advised that the remaining phases of the Park Improvement Plan have been combined into one phase.

CARMEN ROMAN Carmen Roman complained that she did not like the section of the park reserved for soccer, to which Vice Chair Fraijo corrected her and noted that no section of the park was reserved solely for soccer.
DENAZEPEDA     Dena Zepeda suggested planting more trees along Allen and Calle de Paseo, to which Vice Chair Fraijo noted that staff planted many trees at the park on Arbor Day.

MOTION     A motion was made by Vice Chair Fraijo, seconded by Commissioner Hickman, to recommend to the City Council that it approve the designs presented by Mr. Ormenyi for the remaining phase of the Park Improvement Project. The motion was unanimously approved.

COMMISSIONER ITEMS

VICE CHAIR FRAIJO     Vice Chair Fraijo requested a copy of the approved fees for the Recreation Department, suggested that park lawns should be maintained more carefully before city events, and praised the recreation staff for their wonderful work. She also thanked all the individuals that spoke at tonight’s meeting and requested that staff prepare a brochure with the Recreation Department’s schedule for the summer. She also thanked staff from the Recreation and Public Works Departments for their fantastic work.

COMMISSIONER LOPEZ     Replying to a comment by Commissioner Lopez, Supervisor Rodriguez indicated that staff backfills the gopher and squirrel holes at the parks. She also requested copies of the plans displayed by Mr. Ormenyi.

DENAZEPEDA     Dena Zepeda mentioned that Mayor Ambriz has requested that a newsletter be prepared, to which Assistant City Manager Olivares indicated that the information requested by the Commission might be included with said newsletter. The costs for the newsletter will be outlined in a report to the Council at its second meeting in May.

CHAIR DIAZ     Chair Diaz thanked staff for their hard work.

ADJOURNMENT     There being no further business to conduct, the meeting was adjourned at 8:23 p.m.

Armando Hegdahl, CMC
Management Analyst