AGENDA FOR THE REGULAR MEETING OF THE

PARKS & RECREATION COMMISSION

SEPTEMBER 4, 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).
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
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 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 August 7, 2019
2. RECREATION DEPARTMENT UPDATE
3. PUBLIC WORKS DEPARTMENT UPDATE
4. ASSISTANT CITY MANAGER UPDATE
5. 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 September 4, 2019, to be posted at the City Hall, Library, and Post Office on August 29, 2019.

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, Belen Zepeda; Vice Chair Paula Fraijo; Chair Dan Diaz

Absent: Commissioner Marguerite S. Lopez

Also present: 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 Hickman, to approve the Consent Calendar. The motion was unanimously approved; Commissioner Lopez absent.

ITEM NO. 1A MINUTES

The following minutes were approved as presented:

1) Regular meeting held July 3, 2019.

NEW BUSINESS

ITEM NO. 2A IRWINDEALE PARK IMPROVEMENT PHASES II AND III

Assistant City Manager Olivares provided background information on the report and introduced Mr. Steven Ormenyi, architect of the upcoming park improvement phases, who made a PowerPoint presentation which provided details on the following: 1) hardscape plan and color view of the Memorial Garden, 2) Softball field LED lighting details and layout, 3) Picnic Shelter and park restroom building design plans, 4) drought tolerant trees, 5) project amenities and hardscape plans, and 6) LED light fixtures.

Assistant City Manager Olivares added that the project will include new benches and bbq pits, which staff hopes to have installed during the initial phase of this project.
Discussion was held on the following topics: 1) installation of baby changing tables in both the men’s and women’s restrooms, 2) the amount of benches and the types of trees to be installed at the Memorial Garden, 3) the placement of trees and their sizes, 4) the size, type, shape, and possible costs of engravable bricks and tiles to be used at the Memorial Garden, 5) maintenance of the landscaping, 6) the types of restroom amenities to be used, 7) the bench/seating layout at the new proposed bus stop, 8) suggested light pole designs, and 9) the installation of certain types of lighting at the softball field that reduces glare.

Vice Chair Fraijo expressed concern that low-hanging trees would take away space from individuals, suggested against placing flowering trees near the pool to avoid contaminating it, stressed the need to properly maintain landscaping, and suggested against placing mirrors in the restrooms, as these tend to be vandalized.

Responding to a question by Commissioner Hickman, Supervisor Rodriguez advised that the mirrors in both the men’s and women’s restrooms were routinely vandalized.

Michelle Duran suggested moving existing light poles from the park to the front of City Hall and using new light poles at the rear of the new building, voiced her excitement over the Memorial Garden concept, and suggested that interested individuals pay the costs for the Memorial Garden bricks.

Vice Chair Fraijo suggested that the city pay for the bricks, and that individuals pay for the engraving. She also recommended permitting both large and small bricks at the Memorial Garden, to which Assistant City Manager Olivares indicated that the policy that the Council adopts will provide full details as relate to the Memorial Garden. She also demonstrated several images of potential light fixtures that seem to fit the design that the commission desires.

Patricia Gonzales noted the differing design styles of existing lighting at the park, and stated that the existing light poles do not provide sufficient light. She also agreed that individuals pay for the bricks and their engraving for the Memorial Garden.

A motion was made by Vice Chair Fraijo, seconded by Commissioner Hickman, to recommend that the following be included in the Park Improvement Plan Phases II and III: 1) that a combination of large and small engravable bricks be used at the Memorial Garden, 2) that a combination of picnic tables and benches be used at the bus shelter, 3) that there be no mirrors installed at the park restrooms, 4) that light fixtures similar in design as those installed at the Metro Gold Line Station be installed, and 4) that lighting with reduced glare be installed at the baseball field. The motion was unanimously approved; Commissioner Lopez absent.
Rec: Recreation Manager Zepeda reported the following:

1) The 4th of July Fireworks Spectacular and all related activities were a big hit. Only one issue was experienced relating to disabled parking, which staff is already addressing. Additionally, the schedule change received very positive responses.

2) The following Day Camp trips were held:
   A) July 2 – AMC Covina
   B) July 9 – Pirates Dinner Adventure
   C) July 16 – Knott’s Soak City
   D) July 23 – Boomers
   E) July 30 – Aquarium of the Pacific
   F) August 6 – Raging Waters

3) The Teen Club will hold a trip to Magic Mountain on August 16.

4) The last beach trip for the summer was held today. Average attendance during the trips continues to increase, with an average of 24 participants per trip.

5) A few tickets remain for the family trip to watch Miss Saigon.

6) The Summer Tots program ends tomorrow.

7) The Whiffle Ball, T-Ball, Volleyball, Cheer Clinic, and KidZone programs will all conclude this week.

8) Ninety-two students have registered for the final session of Swimming Lessons, which will conclude this week.

9) The Recreational Swim program will end on August 18. The Aquafitness and Lap Swimming programs will run through September 6.

10) Over 100 individuals participated in the Movies in the Park series this summer, which will conclude this week.

11) The annual Back to School Event will be held tomorrow.

PWS: Public Works Maintenance Supervisor Rodriguez reported the following:

1) No Public Works-related issues were reported during the 4th of July festivities. He thanked the Recreation Department for their assistance. He also appreciated that the change in schedule for the 4th of July Spectacular granted staff additional time for equipment setup.

2) The Pour-in-Place material at the park playgrounds is being cleaned once per week.

3) Pumps at the back of the recreation building were having issues. They have since been rebuilt and are now functioning properly.
Assistant City Manager Olivares thanked the Commission for its continued support of staff, commended the Recreation and Public Works Departments for their collaboration in creating and setting up new programs, which have seen tremendous public support and participation, and thanked the commissioners for their participation and presence in city functions.

Vice Chair Fraijo suggested that Public Works staff work with the park project architect regarding the park landscaping, and thanked the Public Works staff for quickly addressing the commissioners' concerns.

Commissioner Zepeda suggested that next year's beach trips begin after July 4th, and requested that staff look into re-implementing nightly beach trips.

Responding to a comment by Vice Chair Fraijo, Assistant City Manager Olivares indicated that staff sends out monthly department and activity schedules to those individuals who have opted-in to receive them, and that said programs are also advertised on the city's social media accounts.

Vice Chair Fraijo noted the success of the Recreation's summer activities and expressed her appreciation to staff for all their hard work.

Chair Diaz echoed Vice Chair Fraijo's words and thanked staff.

Commissioner Hickman thanked staff for a wonderful summer.

There being no further business to conduct, the meeting was adjourned at 7:22 p.m.

Armando Hegdahl, CMC
Management Analyst