



CITY OF IRWINDALE

5050 N. IRWINDALE AVE., IRWINDALE CA 91706 • PHONE: (626) 430-2200 • FACSIMILE: 962-4209

PAULA FRAJO
CHAIR

BELEN ZEPEDA
VICE CHAIR

TERESA ORTIZ
COMMISSIONER

CARMEN ROMAN
COMMISSIONER

MARGUERITE
SAPIEN
COMMISSIONER

AGENDA FOR THE REGULAR MEETING OF THE

PARKS & RECREATION COMMISSION

MAY 4, 2022

6:00 P.M.

IRWINDALE COUNCIL CHAMBER

Limited Public Access

Pursuant to Irwindale Resolution No. Resolution No. 2022-20-3270

The Irwindale City Council has authorized the conduct of hybrid meetings of the City Council, including all City Commissions and committee meetings, and all regularly scheduled meetings that would normally take place in the City Council Chambers, under the provisions of Government Code Section 54956 § E, as authorized by AB 361.

The public's health and well-being are the top priority for the City, and you are urged to take all appropriate health safety precautions. To facilitate this process, the meeting and opportunities to participate are available through the following:

In-Person at the City Council Chambers (In-Chamber Attendance Limited to nine members of the public with overflow seating available in the Outer Council Chamber)

Via Zoom Webinar at:

<https://us02web.zoom.us/j/83373897360>

Webinar ID:

833-7389-7360



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 by appointment only at the office of the 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: Teresa Ortiz, Carmen Roman, Marguerite Sapien
Vice Chair Belen Zepeda, Chair Paula Fraijo**

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 3 minutes unless such time limits are extended.

In the hybrid format, both in-person and hybrid audience members will participate in the following order:

Tier 1: In-person attendees

Tier 2: Teleconference attendees

Tier 3: In-person attendees who have not previously provided comments on the matter(s) being discussed by the legislative body

Tier 4: Teleconference attendees who have not previously provided comments on the matter(s) being discussed

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 6, 2022

2. NEW BUSINESS

A. Aquatics Department Budget Request FY 2022/23

Recommendation: Receive an update on the FY 2022-2023 Aquatics Center budget requests.

B. Aquatics FY 2022/23 ICF Budget Request

Recommendation: Review and make a recommendation to staff regarding donations requested by the Irwindale Aquatics Center to the Irwindale Community Foundation (ICF).

C. Recreation Budget Requests FY 22-23

Recommendation: Receive an update on the FY 2022-2023 Recreation budget requests.

D. Recreation FY 2022/23 ICF Budget Request

Recommendation: Review and make a recommendation to staff regarding donations requested by Irwindale Recreation to the Irwindale Community Foundation.

E. Public Services Maintenance FY 2022/23 ICF Budget Request

Recommendation: Review and make a recommendation to staff regarding donations requested by Public Services Maintenance to the Irwindale Community Foundation.

3. RECREATION MANAGER UPDATE

4. AQUATICS SUPERVISOR UPDATE

5. PUBLIC WORKS SUPERVISOR UPDATE

6. PUBLIC SERVICES DIRECTOR UPDATE

7. COMMISSIONER ITEMS AND REQUESTS

8. ADJOURN

AFFIDAVIT OF POSTING

I, Laura 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 4, 2022, to be posted at the City Hall, Library, and Post Office on April 28, 2022.

Laura M. Nieto, MMC

Laura M. Nieto, MMC
Chief Deputy City Clerk

IRWINDALE CITY COUNCIL CHAMBERS
5050 N. IRWINDALE AVENUE
IRWINDALE, CALIFORNIA 91706

APRIL 6, 2022
WEDNESDAY
6:00 P.M.

The Irwindale **PARKS & RECREATION COMMISSION** met in regular session at the above time and place.

ROLL CALL:

Present: Commissioners Teresa Ortiz, Carmen Roman, Marguerite Sapien; Vice Chair Belen Zepeda; Chair Paula Fraijo

Also present: Elizabeth Rodriguez, Public Services Director; Rudy Gatto, Police Detective Sergeant; Priscilla Zepeda, Recreation Manager; Pedro Rodriguez, Public Works Services Supervisor; Daniel Grijalva, Aquatics Supervisor, Jeff Wagner, IT Manager; and Armando Hegdahl, Management Analyst

SPONTANEOUS COMMUNICATIONS

DENA ZEPEDA

Dena Zepeda noted that she was unable to attend the Recreation Department's yoga classes since she works, and requested that evening classes be implemented so that working folks may attend.

MEGAN ZEPEDA

Megan Zepeda introduced herself as a member of the Recreation Department's Kindness Krew and spoke about upcoming fundraisers.

CONSENT CALENDAR

MOTION

A motion was made by Chair Fraijo, seconded by Commissioner Roman, to approve the Consent Calendar. The motion was unanimously approved; Commissioner Ortiz abstaining.

ITEM NO. 1A
MINUTES

MINUTES

The following minutes were approved as presented:

- 1) Regular meeting held March 2, 2022
- 2) Special meeting held March 12, 2022

END OF CONSENT CALENDAR

NEW BUSINESS

ITEM NO. 2A
IRWINDALE MUNICIPAL
CODE 9.32 – GRAFFITI
PROHIBITION AND
REMOVAL

IRWINDALE MUNICIPAL CODE 9.32 – GRAFFITI PROHIBITION
AND REMOVAL PRESENTATION (Verbal Update)

PRESENTATION

SERGEANT GATTO Sergeant Gatto made a PowerPoint presentation wherein he outlined the city's reward program for reporting graffiti and the availability of the Los Angeles Regional Crime Stoppers program. He further elaborated on the Crime Stoppers program and how participants may provide information anonymously and may be eligible for a reward of up to \$1K. Additional information on this program is available on the city's website and via the Police Department's social media account.

CHAIR FRAIJO Responding to questions by Chair Fraijo, Sergeant Gatto advised that graffiti offenses are typically considered "arrest and release", though more serious offenses can be classified as felonies.

Chair Fraijo noted the increase of instances of vandalism and graffiti, and suggested that the city's reward program for reporting graffiti be revamped to discourage further graffiti, to which Sergeant Gatto indicated that staff could work on informing the community about available programs to deter vandalism, including placing signs at the parks and providing information on the city's website.

Chair Fraijo asked whether surveillance video would be reviewed in an effort to determine who has committed vandalism at the parks, to which Sergeant Gatto confirmed that the Police Department makes regular use of security footage.

COMMISSIONER ORTIZ Commissioner Ortiz asked whether reports on vandalism that are submitted through the Police Department's mobile app are monitored in real-time, to which Sergeant Gatto advised that individuals that witness any crimes in progress should call 911, and noted that the city's social media accounts are not monitored 24/7; reporting through the app would not result in a police officer being dispatched immediately.

COMMISSIONER ROMAN As requested by Commissioner Roman, Sergeant Gatto indicated that he would work with staff to notify city residents about the availability of rewards programs for reporting graffiti.

DENA ZEPEDA Dena Zepeda complained about increased instances of vandalism and stated that some instances of vandalism are not reported since they are committed by certain city residents. She stated her opinion that the Los Angeles Regional Crime Stoppers program does not work, but requested that the city's reward program be reimplemented.

SERGEANT GATTO In reply to a comment made by Mrs. Zepeda, Sergeant Gatto noted that an advantage of the Crime Stoppers program is that information is submitted anonymously, and that no Irwindale employees receive information submitted through this program.

CHAIR FRAIJO Chair Fraijo suggested that the city look into renewing its own graffiti-reporting rewards program, to which Director Rodriguez stated that Police staff would have to look further into the program, including the need to set a budget specifically for it. She noted that the municipal code expressly indicates that individuals that report vandalism that leads to the arrest and conviction of the delinquent would be eligible for a reward.

Chair Fraijo stated that the municipal code could be revised since this type of crime is no longer prosecuted, to which Sergeant Gatto advised that individuals that commit crimes are still being arrested; however, the types of crimes that the District Attorney prosecutes have changed.

SERGEANT GATTO Sergeant Gatto further indicated that the city program has not been utilized in many years, so it would need to be developed, which would take time, although the Crime Stoppers program is ready now.

CHAIR FRAIJO Chair Fraijo requested that Police staff look into reimplementing the city's rewards program for reporting vandalism.

ITEM NO. 2B
IRWINDALE PARK
IMPROVEMENTS
PROJECT PHASE IV
AND V UPDATE

IRWINDALE PARK IMPROVEMENTS PROJECT PHASE IV AND V
UPDATE

DIRECTOR
RODRIGUEZ Director Rodriguez presented the staff report and discussed the plans in detail.

DISCUSSION HELD Discussion was held relating to the replacement of trees, the possibility of renting out items for corn hole and horseshoe activities, the relocation of existing benches, and the possible addition of more tables.

CHAIR FRAIJO Responding to a question by Chair Fraijo, Director Fraijo advised that the exact timelines for the project phases have not been determined yet, as the plans must still be approved by the Council, after which the project would go out to bid, and then the contract would be awarded. Staff is hopeful that the phases would be initiated in the next fiscal year.

Chair Fraijo stated that she was very excited to see the progress being made for these phases, and thanked the community, staff, and the Council for addressing the input that has been provided regarding the project.

- DENA ZEPEDA Responding to a question by Dena Zepeda, Director Rodriguez advised that staff is looking into increasing the number of restrooms at the Recreation Center.
- MEGAN ZEPEDA Megan Zepeda suggested that an awning be placed over the playground equipment as well as lighting behind the restrooms near the playground.
- CHAIR FRAIJO Chair Fraijo noted that lighting is already included in the upcoming park improvement project phases.
- DIRECTOR RODRIGUEZ Regarding the request to install an awning over the playground equipment, Director Rodriguez advised that doing so would be an extensive project, and as such, it cannot be included in these upcoming phases.
- COMMISSIONER ROMAN Commissioner Roman spoke against potential project delays.
- SUZANNE GOMEZ Suzanne Gomez requested consideration for the placement of a concrete ping-pong table at the park.
- DIRECTOR RODRIGUEZ Director Rodriguez noted the request and indicated that staff may be able to request funding from the Irwindale Community Foundation.
- ITEM NO. 2C
UPDATE ON LIBRARY LOCATION UPDATE ON LIBRARY LOCATION (Verbal Update)
- DIRECTOR RODRIGUEZ Director Rodriguez presented the verbal report, wherein she indicated that the Council has directed to establish a new Library on the grassy area located at the west of the current Library. The Council also indicated its desire to construct sufficient parking stalls; staff is working with the architect on the configuration. Staff is also working on developing conceptual plans for the building and will work on setting community forums to gain input.
- CHAIR FRAIJO Chair Fraijo asked when the groundbreaking for the facility is expected, to which Director Rodriguez advised that the project is merely in the conceptual phase, and that a groundbreaking date has not been selected yet.
- Responding to an additional question by Chair Fraijo, Director Rodriguez indicated that this project would run simultaneously as the remodel of the Dan Diaz Recreation Center. She noted that the Recreation Center will be seismically retrofitted. Staff is planning on going through the planning process for this project with input from the commission.

Chair Fraijo concurred that community meetings should be held since their input is valuable.

DENA ZEPEDA

Responding to a comment by Dena Zepeda, Director Rodriguez advised that the Council has postponed this project until the 2022/2023 fiscal year, which is only a few months away.

CHAIR FRAIJO

Chair Fraijo stated her confidence that this project will incorporate the best ideas that the community can offer.

ITEM NO. 2D
DRAFT SCHOOL /
CHARTER BUS VIDEO
SURVEILLANCE
SYSTEM POLICY

DRAFT SCHOOL / CHARTER BUS VIDEO SURVEILLANCE
SYSTEM POLICY

DIRECTOR
RODRIGUEZ

Director Rodriguez presented the staff report.

CHAIR FRAIJO

In response to several questions by Chair Fraijo, Director Rodriguez indicated that signage will be placed in the buses to notify riders that they may be video recorded, and discussed the timeline by which the cameras may be operational and used before the end of the school year.

COMMISSIONER
SAPIEN

Commissioner Sapien asked what the panic buttons on the cameras would do, to which Director Rodriguez indicated that, once the bus returns to a city facility, the portion of the video recording that coincides with the panic button would be prioritized for download. The button would also notify pertinent staff that an incident occurred.

CHAIR FRAIJO

Chair Fraijo voiced concern about privacy, to which Director Rodriguez indicated that the recording device is kept locked onboard the bus, and that it is only accessible by herself and the IT Manager. They are also capable of blurring sections of the videos to protect privacy, and noted that audio would not be recorded.

Chair Fraijo commended staff for preparing a policy that will likely be adopted in some form by other agencies, and requested an update at the next meeting.

COMMISSIONER
ROMAN

Commissioner Roman suggested that the policy and associated documents be made available during the city's Back to School night.

COMMISSIONER
SAPIEN

Responding to a question by Commissioner Sapien, Director Rodriguez advised that children that ride the school bus would not be denied the opportunity to continue riding should their parents refuse to sign the acknowledgment forms that staff would provide.

MOTION

A motion was made by Chair Fraijo, seconded by Commissioner Roman, to recommend approval of the draft school / charter bus video surveillance system policy to the City Council. The motion was unanimously approved.

**RECREATION
MANAGER UPDATE**

RECREATION
MANAGER ZEPEDA

Recreation Manager Zepeda provided an update on the following programs and activities:

- 1) TRIPS
 - A) Family Trip to the LA Farmers Market and Grove – March 26.
 - B) Day Camp – a trip to watch the Disney movie “Turning Red” was held yesterday; a trip to Knott’s Berry Farm will be held this Thursday.
 - C) Teens will also enjoy a trip to Knott’s Berry Farm on April 8.
 - D) A Family Trip to Old Town San Diego will be held on April 23.
 - E) A trip to the Chavez Ravine to see the Los Angeles Dodgers play the Philadelphia Phillies will be held on May 14.
- 2) CLASSES AND PROGRAMS:
 - A) Spring classes, such as Yoga, Karate, Pickle ball, etc., will begin next week. Staff hopes to bring back staff-run classes, such as the Cupcake Cuties, Pint-Sized Picassos, and Canvas Kids, in the near future.
 - B) The Kindness Krew recently held it’s kick-off meeting last week and staff was able to review the purpose of this program as well as brainstorm ideas in search of ways that the community can give back to those in need.
 - C) The Munchkin Cheer and Competition Cheer teams both took 1st placed in their recent competitions. She also discussed upcoming competitions and fundraisers.
 - D) The first season of the Mighty Coyotes has ended and ended on a high note with both teams finishing second in the March Madness tournament.
- 3) SPECIAL EVENTS
 - A) Sunset Cinema – April 8
 - B) Teeny Tots Easter Hunt and Party – April 13
 - C) Easter Eggstravaganza – April 16
 - D) State of the City – April 21
 - E) Mother/Tot Tea – May 4
 - F) She also discussed the Music in the Park lineup
- 4) MISCELLANEOUS
 - A) Staff recently attended the 2022 California Parks & Recreation Society Conference where a variety of subjects was considered.

- COMMISSIONER SAPIEN Commissioner Sapien suggested that a logo be designed for the Kindness Krew and for shirts to be made for the group's members, to which Manager Zepeda advised that the group already has a logo and shirts are already being ordered.
- COMMISSIONER ROMAN Commissioner Roman suggested that the group solicit donations from the Irwindale Community Foundation.
- CHAIR FRAIJO Responding to a question by Chair Fraijo, Manager Zepeda advised that the group operates under the Recreation Department, similarly to how other groups such as the Teen Club operate, and noted that individuals may join at any time. Manager Zepeda added that the money raised through fundraisers are forwarded to the Finance Department in order to meet general accounting practices.
- Chair Fraijo thanked the members of the Kindness Krew for their selfless acts. She also encouraged staff to continue searching for ways to avoid discontinuing programs as long as there is interest by members of the community.
- VICE CHAIR ZEPEDA Replying to a question by Vice Chair Zepeda, Manager Zepeda spoke on the Mighty Coyotes basketball season, which is ending, and the upcoming soccer season.

AQUATICS
SUPERVISOR UPDATE

SUPERVISOR GRIJALVA Supervisor Grijalva provided an update on the following programs and activities:

- 1) The front and rear doors of the Aquatic's division's office have been repainted.
- 2) Non-slip stickers have been added to the women's locker rooms.
- 3) The installation of 18 new LED lighting were installed at the pool.
- 4) He welcomed Vanessa Yanez as the new Assistant Pool Manager and Cameron Balli as the new Senior Lifeguard. Recruitment efforts for the Aquatics Aide, Cashier, and Lifeguard positions are ongoing.
- 5) The Swim Team, Aqua Walk, and Lap Swim classes all started on March 28.
- 6) He also provided the details on first annual Irwindale Aquatics Center Expo to be held on May 14.

CHAIR FRAIJO Chair Fraijo asked about the status of the pool heater replacement, to which Supervisor Grijalva advised that staff has met with a contractor to determine whether the heater can be fixed without the need to replace the entire unit. He noted that staff has also consulted with staff from the Building and Safety division to

determine whether plans would need to be drawn if the heater is replaced.

Chair Fraijo spoke on the need to have the pool ready and comfortable for upcoming programs.

COMMISSIONER
ROMAN

Responding to a question by Commissioner Roman, Director Rodriguez advised that the current pool heater is no longer under warranty.

PUBLIC WORKS
SUPERVISOR UPDATE

Public Works Supervisor Rodriguez presented the following update:

- 1) More Birds of Paradise plants have been planted along the south side portion of the pathway at Jardin de Roca Park.
- 2) The screens at the tennis courts will be installed later this month or early May.
- 3) The damaged pour-in-place flooring at the Irwindale Park playground was replaced.
- 4) Staff is looking into repairing the peeling paint at the Recreation Center.
- 5) The mirror at the women's restroom was removed temporarily and will be replaced with a new one.
- 6) Ongoing graffiti issues are being addressed as they come up.
- 7) The light at the plaque near the fountain was repaired.
- 8) Staff is also setting up for the Easter event at Irwindale Park.
- 9) Staff attended NPDES training last month.

DENA ZEPEDA

Dena Zepeda thanked staff for removing graffiti so quickly.

COMMISSIONER
SAPIEN

Responding to a concern from Commissioner Sapien, Supervisor Rodriguez indicated that the plants at the front of the Skate Park were recently planted and will need some time and attention as they acclimate to the new location.

CHAIR FRAIJO

Chair Fraijo asked about the frequency of park inspections by staff, to which Supervisor Rodriguez advised that staff constantly monitor the playgrounds and that graffiti is removed as soon as it is noticed.

Chair Fraijo also asked about the current mowing schedule, to which Supervisor Rodriguez indicated that the mowing is conducted every week, typically on Mondays and Tuesdays. He noted that an area of the park had a broken water line, which caused the grass in the area to grow very quickly.

Chair Fraijo expressed her disappointment that individuals would intentionally vandalize city parks, but thanked staff for addressing the vandalism quickly.

PUBLIC SERVICES
DIRECTOR UPDATE

Assistant City Manager Olivares presented the following update:

- 1) Flyers were sent out to residents encouraging individuals to apply for the city's Summer Youth program.
- 2) She also noted that a new property management company is in charge of maintaining the area of the Irwindale Business Center that belongs to Trammell Crow and advised that the company has been responsive to maintenance requests by city staff.
- 3) The Annual State of the City address will be held on April 21 at the Recreation Center.
- 4) The city will hold a Recycling and Compost giveaway event on May 14.

COMMISSIONER
ROMAN

Responding to a comment by Commissioner Roman, Director Rodriguez noted that Athens schedules the annual event, and staff makes every attempt to avoid scheduling conflicts with other events.

COMMISSIONER ITEMS
AND REQUESTS

COMMISSIONER
SAPIEN

Commissioner Sapien thanked staff for their hard work.

COMMISSIONER
ROMAN

Commissioner Roman expressed her excitement for the upcoming Easter programs.

CHAIR FRAIJO

Chair Fraijo expressed her profound appreciation to the residents, staff, and the Commission for all the wonderful activities and programs the city offers.

ADJOURNMENT

There being no further business to conduct, the meeting was adjourned at 8:13 p.m.

Armando Hegdahl, CMC
Management Analyst

City of
IRWINDALE
AGENDA REPORT

PARKS & RECREATION
COMMISSION

Date: May 4, 2022
 To: Honorable Chair and Commission Members
 From: Elizabeth Rodriguez, Public Services Director
 Issue: Aquatics Department Budget Request FY 2022/23

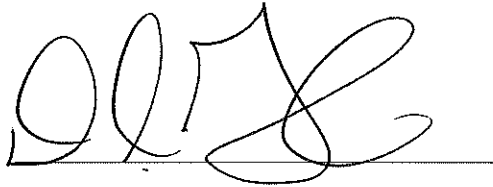
Recommendation:

Receive an update on the FY 2022-2023 Aquatics Center budget requests.

Administrative Action:

Submitted by:

Daniel M. Grijalva, Aquatics Supervisor
(626) 430-2247



Reviewed / Approved by:

Elizabeth Rodriguez, Public Services Director



Background and Analysis:

On Tuesday, April 5th, the Aquatics Division met with City Administration and Finance Departments to review the Fiscal Year 2022/2023 budget and budget requests. This year, the Aquatics Division submitted three budget requests based on absolute need and are summarized below:

| DIVISION: | AQUATICS | | |
|--------------------------------|--|-----------------|----------|
| ITEM | DESCRIPTION | ONGOING | ONE-TIME |
| Trainings | California Parks & Recreation Society & California Aquatic Management School Conferences and Trainings | 4,000 | - |
| Memberships & Subscriptions | California Parks & Recreation Society & California Aquatic Management School | 250 | - |
| Building Maintenance & Repairs | Equipment Repairs & Replacements | 21,450 | - |
| TOTAL | | \$25,700 | |

The first budget request was a request in the amount of \$4,000 to attend training classes and conferences that will allow staff to stay up-to-date on the latest laws, procedures and activities relating to Aquatics. Two main organizations that provide this type of training and information are the California Parks and Recreation Society and the California Aquatic Management School. In order to receive discounts to attend trainings and conferences and receive much needed information from these organizations, the City is required to be a member. Therefore, the second budget request, in the amount of \$250, was made under Memberships and Subscriptions to cover the cost of the annual membership fees for the Fiscal Year 2022/2023 for the California Parks and Recreation Society, which also includes membership to the California Aquatic Management School.

The Swimming Pool equipment is very old and requires constant maintenance and inspections. For this reason, staff is requesting to increase the budget to make extraordinary repairs to the pool equipment throughout the year. Currently, there is a budget of \$8,550 for both Routine and Extraordinary Maintenance, which includes replacement of parts and repairs to the equipment. Staff requested an additional \$21,450 to ensure sufficient funding totaling \$30,000 is available for these repairs and replacements. The cost of labor, equipment and parts has increased drastically and staff is receiving proposals anywhere from \$2,000 to \$14,000 per repair.

The three budget requests totaled \$25,700 and are considered ongoing expenses. The City Council will hold a budget workshop on Monday, May 9th to discuss the department requests. The 1st reading of the budget will occur on June 8th with the second reading and adoption on June 22nd. Staff will continue to keep you updated on the status of these requests.

City of
IRWINDALE
AGENDA REPORT

**PARKS & RECREATION
COMMISSION**

Date: May 4, 2022
 To: Honorable Chair and Commission Members
 From: Elizabeth Rodriguez, Public Services Director
 Issue: Aquatics FY 2022/23 ICF Budget Request

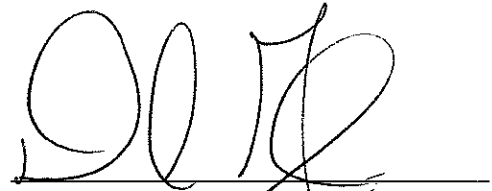
Recommendation:

Parks and Recreation Commission review and make a recommendation to staff regarding donations requested by the Irwindale Aquatics Center to the Irwindale Community Foundation (ICF).

Administrative Action:

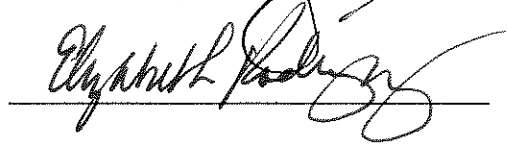
Submitted by:

Daniel Grijalva, Aquatics Supervisor
(626) 430-2247



Reviewed / Approved by:

Elizabeth Rodriguez, Public Services Director



Background and Analysis:

For the FY 2022/23 Aquatics is requesting funding from the ICF for our newly planned special events that are currently scheduled for each month of the Summer season and listed as follows:

| DIVISION:AQUATICS | | | |
|---------------------------|--|----------------|-----------------|
| Item | Description | AMOUNT | APPROVED |
| Annual Aquatics Expo | Ice Cream Truck, Promotional Items, Decorations | \$2,000 | |
| Red, White and You Picnic | Interactive water games, Decorations, Promotional Supplies | \$1,800 | |
| End of Summer Luau | Food, Entertainment, Decorations. | \$5,000 | |
| TOTAL AQUATICS | | \$8,800 | |

Annual Aquatics Center Expo: This expo will take place during National Water Safety Month in May, funds requested from the ICF would be used for promotional items, giveaways, decorations, and an ice cream truck to provide treats for all participants that attend this event. This event is already scheduled whereby staff had sufficient funding to have for this year. However, staff is requesting funds from the ICF for next year that will allow Aquatics to have this event on a larger scale.

Red, White, and You Picnic: This new community event is hosted by the Irwindale Recreation Center, which will take place on the Saturday before the 4th of July. Like the Aquatics Center Expo, this is also a scheduled event that the Aquatics Center will participate in annually. The funds requested from the ICF Budget for the FY 2022/23 will go towards our planned interactive water games, promotional items, decorations, and supplies for this exciting event.

Community End of the Summer Luau: With life slowly getting back to the way things were the Irwindale Aquatics wants to introduce the idea of having a community end of the summer luau celebration where we would supply food, entertainment, a block for recreational swimming and most of all great community fun. The funds requested from the ICF Budget for FY 2022/23 would be used to supply food, entertainment, decorations and supplies.

As the Aquatics Center wraps up FY 2021/2022, staff focused its budgetary requests on its needs instead of wants. Staff looked at the possible events for the upcoming fiscal year and decided to request funding through the ICF. The Aquatics Center Expo and the community picnic in July are set to take place this year; however, donated funds from the ICF budget would allow staff to have these events on a larger scale. The Aquatics Center will still participate in these two events even if funding is not donated by the ICF; however, participation will be scaled down, not include promotional items and with limited decorations and supplies. Should the ICF not fund the Luau this year, then the Aquatics Center will not be able to offer it this year. Instead, staff will ensure the Luau is included in the budget request for FY 2023/24.

City of
IRWINDALE
AGENDA REPORT

PARKS & RECREATION
COMMISSION

Date: May 4, 2022
To: Honorable Chair and Commission Members
From: Elizabeth Rodriguez, Public Services Director
Issue: Recreation Budget Requests FY 22-23

Recommendation:

Receive an update on the FY 2022-2023 Recreation budget requests.

Administrative Action:

Submitted by:

Priscilla Zepeda, Recreation Manager
(626) 430-2226

Approved by:

Elizabeth Rodriguez, Public Services Director
(626)430-2211

Electronically Approved



Background and Analysis:

The City of Irwindale works diligently every year to control expenditures to maintain a balanced budget. These measures include focused efforts by all departments in managing operations to attain the most efficient use of resources. However, these efforts and progress are countered by continually increasing costs in areas that are out of the City's control, such as regular inflation of costs for operating supplies and equipment, permits, memberships, licensing, etc. Increases due to inflation are considered by City Administration for approval. Recreation did receive an increase in various areas to offset inflation costs.

Staff presents budget requests to City Administration for their consideration and presentation to City Council for final approval. A total of \$44,350.00 in requests were made for Fiscal Year 2022-2023. An itemized list of those requests have been provided for your review.

| DEPARTMENT: RECREATION | | | | |
|-----------------------------------|--|------------------|-----------------|------------------------------|
| ITEM | DESCRIPTION | ONGOING | ONE-TIME | # of Participants |
| Special Events | Mariachi for week #5, sound system and supplies for Mariachi fest | 7,700.00* | - | 300+ |
| | Snow Zone for Christmas Spectacular | 5,000.00* | - | 400+ |
| Minor Events | Sunset Cinema, Locks of Love, Scarecrow Alley, Jack O Lantern Walk, Dia de Los Muertos, Altar, Cookies and Milk with Santa | 9,000.00* | - | 100+ event |
| Classes | Second yoga class, Fitness Trainer for Weight Room (partial*) | 15,200.00 | - | |
| Gator | Total Cost \$12,900 - \$6000 from AQMD Funding | - | 6,900.00* | |
| Membership | California Parks and Recreation Society Agency Membership | 550.00 | - | |
| TOTAL RECREATION | | 37,450.00 | 6,900.00 | \$44,350.00 |

* Irwindale Community Foundation requests made for FY22-23 from the budget requests made by staff to City Administration.

At the special meeting held by the Irwindale Community Foundation (ICF) on April 19, 2022, City Manager Julian Miranda presented some of the budget requests for their consideration, no action was taken on any of the Recreation budget requests provided today for the Commissions review. The Budget Workshop for City Council will take place on May 9, 2022 followed by the 1st Reading on June 8, 2022 and 2nd Reading and Adoption on June 22, 2022.

City of
IRWINDALE
AGENDA REPORT

**PARKS & RECREATION
COMMISSION**

Date: May 4, 2022
To: Honorable Chair and Commission Members
From: Elizabeth Rodriguez, Public Services Director
Issue: ICF Donation request FY22-23

Recommendation:

Parks and Recreation Commission review and make a recommendation to staff regarding donations requested by Irwindale Recreation to the Irwindale Community Foundation.

Administrative Action:

Submitted by:

Priscilla Zepeda, Recreation Manager
(626) 430-2226

Electronically Approved

Approved by:

Elizabeth Rodriguez, Public Services Director
(626)430-2211



Background and Analysis:

The Irwindale Community Foundation (ICF) exists to support the City of Irwindale and residents of the City of Irwindale by providing funding, through grants, donations, and corporate support, for community benefits and services to benefit the community within the present and future boundaries of the City of Irwindale. Since its inception, ICF has generously provided funding for various Recreation needs including full activity sponsorship for children and seniors (no longer necessary, as Residents do not pay a fee to participate), soft play equipment for our Tots program, Snow Zone for the Christmas Spectacular and more.

A total of \$27,600 of the Recreation Budget requests for FY 22-23 were added to the ICF requests by City Administration. Recreation staff had separate submissions to ICE totaling \$64,000, which brought the total ICF funding request to \$91,600. An itemized list of those requests have been provided for your review.

| DEPARTMENT: RECREATION | | | | |
|-----------------------------------|---|------------------|------------------|------------------------------|
| ITEM | DESCRIPTION | ONGOING | ONE-TIME | # of Participants |
| Special Events | Mariachi for week #5, sound system and supplies for Mariachi fest | 7,700.00* | - | 300+ |
| | Snow Zone for Christmas Spectacular | 5,000.00* | - | 400+ |
| | Vinyl Backdrops and Stands- Easter, Halloween, Christmas | - | 1,000.00 | 350-500 per event |
| | Red, White and You BBQ - Inflatables and activities | 5,000.00 | - | 100 per event |
| Minor Special Events | Sunset Cinema, Locks of Love, Scarecrow Alley, Jack o Lantern Walk, Dia de Los Muertos Altar, Cookies and Milk with Santa | 8,000.00* | - | 100/event |
| Gator | Total Cost \$12,900 - \$6000 from AQMD Funding and \$6900 from ICF | - | 6,900.00* | |
| Classes | Second yoga class, Tennis, Adult Fitness, Healthy Lifestyle, Self Defense, Dog Obedience | 24,000.00 | - | 300+ |
| Other | Pop Up Canopy tents | | 5,000.00 | N/A |
| | Portable Stage | | 18,000.00 | varies |
| | Inflatable Bandshell | | 10,000.00 | varies |
| Kindness Krew | Giveaways | 1,000.00 | - | 100+ |
| TOTAL RECREATION | | 50,700.00 | 40,900.00 | \$91, 600 |

* Budget requests made for FY22-23

At the special meeting held by ICF on April 19, 2022, ICF Executive Director Julian Miranda presented donation requests for Recreation, Aquatics, Senior Center, Library, Public Services and the Police Department. The foundation only considered one time expenditure requests from each area with the exception of Library and Public Services, whose ongoing and one-time requests, were fully funded.

In respect to the one-time Recreation requests, ICF approved funding for the Pop Up Canopy tents with the ICF logo imprinted on them. All other one-time requests were denied. The ICF board is requesting to review the July 1 through December 31, 2021 expenditures made by Recreation, Aquatics, Senior Center, and Library before approving any additional ongoing requests. Therefore, the board is scheduled to consider the outstanding ongoing requests at their regularly scheduled meeting in May.

City of
IRWINDALE
AGENDA REPORT

PARKS & RECREATION
COMMISSION

Date: May 4, 2022
 To: Honorable Chair and Commission Members
 From: Elizabeth Rodriguez, Public Services Director
 Issue: Public Services Maintenance FY 2022/23 ICF Budget Request

Recommendation:

Parks and Recreation Commission review and make a recommendation to staff regarding donations requested by Public Services Maintenance to the Irwindale Community Foundation (ICF).

Administrative Action:

Submitted / Approved by:

Elizabeth Rodriguez, Public Services Director
(626) 430-2211



Background and Analysis:

Public Services Maintenance submitted the following three budget requests to City Administration that were presented to and approved by the ICF Board at a special meeting held on Tuesday, April 19, 2022.

| DIVISION: Public Services Maintenance | | | |
|--|--|----------------|-----------------|
| Item | Description | AMOUNT | APPROVED |
| Software | Bus pass system for students to swipe card and enter bus. Provides accurate list of students on bus (including date & time) and student's photo. | \$3,000 | \$3,000 |
| Mobile & Portable Radios | Two (2) mobile and four (4) portable radios for the school buses for dispatch operations and contacting the bus driver. | \$3,200 | \$3,200 |
| Parking for Trips | Parking for six (6) beach trips (@\$100 per trip = \$600) and for other family/teen trips. | \$1,200 | \$1,200 |
| TOTAL: | | \$7,400 | \$7,400 |

Normally, staff would bring these items before the Parks & Recreation Commission for their review and approval prior to presenting to the ICF. This year, City Administration requested these items go before the ICF for review prior to the City Council May 9, 2022 Budget Workshop. Staff still has the opportunity to present the ICF with ongoing and additional requests at their regularly scheduled Tuesday, May 17th meeting.

At this time, Public Services Maintenance does not have any additional requests for the ICF. However, now is the time for the Parks & Recreation Commission to provide staff with any recommendations for ICF donation requests for the City's Parks or Bus Transportation.