CITY OF IRWINDALE

AGENDA FOR THE
SPECIAL MEETING OF THE

IRWINDALE COMMUNITY FOUNDATION

TUESDAY, JUNE 11, 2024

6:00 PM - OPEN SESSION

IRWINDALE CITY COUNCIL CHAMBERS

Larry G. Burrola - Chair
Ruben Tapia - Vice Chair
Rosemary Luna - Member
Elizabeth Ramirez - Member
Nathan Romero - Member

In-Person at the City Council Chambers and
Via Zoom Webinar at

Join Zoom Meeting
View Only Webinar ID: https://us02web.zoom.us/j/86976069662

In the event that a Zoom broadcast is unavailable, staff will promptly notify the public through its social media platforms. The public meeting will proceed in accordance with The Brown Act.

Submit public comments by email to LNieto@irwindaleca.gov before or during the meeting, prior to the close of public comment on an item. Comments will be read by the Secretary during public comment. Lengthy public comment may be summarized in the interest of time.

Spontaneous Communications: The public is encouraged to address the Irwindale Community Foundation on any matter listed on the agenda. The Irwindale Community Foundation will hear public comment on items listed on the agenda during discussion of the matter and prior to a vote.

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 Irwindale Community Foundation may direct staff to investigate and/or schedule certain matters for consideration at a future Board meeting.

Americans with Disabilities Act: In compliance with the ADA and Government Code section 54953(g), the City Council has adopted a reasonable accommodation policy to swiftly resolve accommodation requests. The policy can be found on the City's website: https://www.irwindaleca.gov/DocumentCenter/View/8075/AB-2449-Reasonable-Accommodation-Policy. If you need special assistance to participate in a City Council or Commission meeting or other services offered by this City, including an electronic or printed copy of the City's reasonable accommodation policy, please contact City Hall at (626) 430-2200. 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 Irwindale Community Foundation Secretary, City Hall, 5050 N. Irwindale Avenue, during regular business hours (8:00 a.m. to 6:00 p.m., Monday through Thursday).

OPEN SESSION – 6:00 P.M.

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. INVOCATION

D. ROLL CALL Rosemary Luna, Elizabeth Ramirez, Nathan Romero, Ruben Tapia, Vice Chair, Larry G. Burrola, Chair

SPONTANEOUS COMMUNICATIONS

Spontaneous Communications are limited to agenda items only.

CONSENT CALENDAR

1. Fiscal Year 2023-2024 Irwindale Community Foundation Operating Budget and Reallocation of Previously Donated Funds to the City of Irwindale

   Recommendation: That the Irwindale Community Foundation Board approve Resolution No. ICF 2024-02-037 entitled: "**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE IRWINDALE COMMUNITY FOUNDATION APPROVE THE FISCAL YEAR 2024-2025 OPERATING BUDGET AND THE EXECUTIVE DIRECTOR'S PROPOSAL FOR REALLOCATION OF THE PREVIOUSLY DONATED FUNDS TO THE CITY OF IRWINDALE FOR THE PURPOSE OF PROVIDING COMMUNITY BENEFITS AND/OR SERVICES.**"

2. Minutes of the Special Meeting of February 20, 2024

   Recommendation: Approve the minutes of the special meeting held February 20, 2024.

NEW BUSINESS

EXECUTIVE DIRECTOR UPDATE

IRWINDALE COMMUNITY FOUNDATION MEMBER COMMENTS

ADJOURN

Item #1.

IRWINDALE
COMMUNITY FOUNDATION

AGENDA REPORT

Date:	June 11, 2024
To:	Honorable Chair and Members of the Irwindale Community Foundation Board
From:	Julian A. Miranda, Executive Director
Issue:	Fiscal Year 2023-2024 Irwindale Community Foundation Operating Budget and Reallocation of Previously Donated Funds to the City of Irwindale

Executive Director's Recommendation:

That the Irwindale Community Foundation Board approve Resolution No. ICF 2024-02-037 entitled: "**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE IRWINDALE COMMUNITY FOUNDATION APPROVE THE FISCAL YEAR 2024-2025 OPERATING BUDGET AND THE EXECUTIVE DIRECTOR'S PROPOSAL FOR REALLOCATION OF THE PREVIOUSLY DONATED FUNDS TO THE CITY OF IRWINDALE FOR THE PURPOSE OF PROVIDING COMMUNITY BENEFITS AND/OR SERVICES.**"

Administrative Action:

Submitted/Prepared by:

Theresa Olivares, Assistant City Manager

Theresa Olivares

Reviewed by:

Kambiz Borhani, Treasurer

K. Borhani

Approved by:

Julian A. Miranda, Executive Director

Julian A. Miranda

Background and Analysis:

As of May 31, 2024, the Irwindale Community Foundation's ("ICF") cash balance is $333,710.37.

On March 19, 2024, and April 8, 2024, staff presented ICF's proposed fiscal year ("FY") 2024-2025 $17,480 operating budget along with the Executive Director's proposal for reallocation of the previously donated $101,595 amount for the purpose of providing community benefits and/or services. The ICF Board approved both the operating budget and the reallocation of funds as follows:

Fiscal Year 2024-2025		
ICF Operating Budget		$17,480
Reallocation of Previously Donated ICF Funds		
Aquatics		$19,500
Library		$4,300
Recreation		$42,860
Senior Center		$34,935
	TOTAL	$101,595

A resolution has been prepared to appropriate the funds, in accordance with the approved expenditure plan as determined on April 8, 2024.

Fiscal Impact:

This report allocates funding for donations received through June May 31, 2024. Additional donations contributed to the Irwindale Community Foundation throughout the current and upcoming fiscal year will be presented to the Board for direction on future allocations.

Attachments:

1. Resolution No. ICF 2024-02-037
2. Attachment "A"

RESOLUTION NO. ICF 2024-02-037

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE IRWINDALE COMMUNITY FOUNDATION APPROVE THE FISCAL YEAR 2024-2025 OPERATING BUDGET AND THE EXECUTIVE DIRECTOR'S PROPOSAL FOR REALLOCATION OF THE PREVIOUSLY DONATED FUNDS TO THE CITY OF IRWINDALE FOR THE PURPOSE OF PROVIDING COMMUNITY BENEFITS AND/OR SERVICES

WHEREAS, as of May 16, 2024, the Irwindale Community Foundation's cash balance is $334,867.37.

WHEREAS, on March 19, 2024, and April 8, 2024, the Irwindale Community Foundation was provided with the proposed fiscal year 2024-2025 $17,480 operating budget along with the proposed reallocation of $101,595 in previously donated ICF funds Aquatics ($19,500), Library ($4,300), Recreation ($42,860), and Senior Center ($34,935) for the use of public benefit programs and activities; and

NOW, THEREFORE, THE IRWINDALE COMMUNITY FOUNDATION BOARD DOES HEREBY FIND AND DETERMINE AS FOLLOWS:

SECTION 1. That the Proposed Irwindale Community Foundation Budget for FY 2024-2025 is hereby adopted.

SECTION 2. That the Irwindale Community Foundation approves fiscal year 2024-2025 $17,480 operating budget detailed in Attachment "A".

SECTION 3. That the Irwindale Community Foundation approves the Executive Director's recommended reallocation of $101,595 in previously donated ICF funds Aquatics ($19,500), Library ($4,300), Recreation ($42,860), and Senior Center ($34,935) for the use of public benefit programs and activities detailed in Attachment "A".

SECTION 4. The Irwindale Community Foundation Secretary shall certify to the passage and adoption of this resolution.

PASSED AND ADOPTED this 21st day of May 2024.

____
Larry G. Burrola, Chair

ATTEST

Laura M. Nieto, MMC
Secretary

STATE OF CALIFORNIA }
COUNTY OF LOS ANGELES } ss.
CITY OF IRWINDALE }

I, Laura M. Nieto, Secretary of the Irwindale Community Foundation, do hereby certify that the foregoing Resolution No. ICF 2024-02-037 was adopted at the regular meeting of the Irwindale Community Foundation held on May 21, 2024, by the following vote:

AYES: Agency Members:

NOES: Agency Members:

ABSENT: Agency Members:

ABSTAIN: Agency Members:

Laura M. Nieto, MMC
Secretary

FY 2024-2025 ICF FUNDING (5.16.2024)

ICF Operations			
ITEM	**DESCRIPTION**	**REALLOCATED ICF FUNDS**	**# of Participants**
Administrative Costs	Bank Fees, Audit Services, Legal Services, Tax Filings, CivicClerk	7,580.00	N/A
Supplies	Polo Shirts, Name Badges, Letterhead, envelopes	1,500.00	N/A
Graduate Recognition	Yard Signs, Banners, Gift Cards	5,000.00	20
Mayor's Prayer Breakfast	Breakfast, beverages, centerpieces, miscellaneous expenses	1,900.00	75
Young Citizen Competition	Scholarship Awards to contestants (1st - $1000, 2nd - $300, 3rd - $200)	1,500.00	3
TOTAL ICF OPERATIONS		**17,480.00**	

DEPARTMENT: AQUATICS			
ITEM	**DESCRIPTION**	**REALLOCATED ICF FUNDS**	**# of Participants**
Aquatics Expo	Snow Cone truck, promotional materials, decorations, and supplies	2,000.00	70+
Red, White and You Picnic	Interactive water games, decorations, promotional items and supplies	1,000.00	100+
Luau	One (1) end of summer luaus - Food, entertainment, and decorations	6,500.00	100/event
Shark Shack	Operating supplies (nacho condiments, hot dogs/buns, bowls, beverages, sunblock, etc)	5,000.00	500+
Furniture	Pool deck lounge chairs (6), cocktail tables (8), chairs (16)	5,000.00	100+
TOTAL AQUATICS		**19,500.00**	

DEPARTMENT: LIBRARY			
ITEM	**DESCRIPTION**	**REALLOCATED ICF FUNDS**	**# of Participants**
Hotspot Service	Data service for hotspot devices.	2,000.00	113 circs in 2023
Special Event Inentives	Purchase incentive items for various events offered by the library (i.e. summer reading program, book festival, etc.)	1,000.00	100
Subscription	Tumblebook subscription for grades K-6, enhancing library's e-learning platform.	1,300.00	846 content views
TOTAL LIBRARY		**4,300.00**	

DEPARTMENT: RECREATION			
ITEM	**DESCRIPTION**	**REALLOCATED ICF FUNDS**	**# of Participants**
Adult Trips	Adult Fishing Trip	5,160.00	40
Family Trips	Family Trip - NFL game	4,000.00	40
Kindness Krew	Giveaways, donations and more	1,000.00	100+
Supplies	Supplies for RockAbilities Program	6,100.00	100/event
Contracted Instructors & Officials	Classes for fitness, art, dance, and more	12,000.00	12 students/class
Special Events - Christmas	Snow Zone (snow and hay)	6,000.00	300+
Uniform Expenses & Safety Equip	Cheer Uniforms (Bi-annual request, this is yr 2 and new cheerleaders need uniforms)	3,600.00	17 participants
Special Events/Fourth of July	Band and sound system for Red, White and You event	5,000.00	100/event
TOTAL RECREATION		**42,860.00**	

DEPARTMENT: SENIOR CENTER			
ITEM	DESCRIPTION	REALLOCATED ICF FUNDS	# of Participants
Healthy Irwindale	6-week healthy challenge	1,410.00	15-20/week
Field Trips	Increased entrance fees and new/added field trips.	5,000.00	23
Class Supplies	Supplies for greeting card making; ceramic, canvas, rock, wine bottle painting.	4,300.00	60
Classes	Sewing Class, Gentle Mat Yoga, and Zumba Gold.	9,225.00	65
Book Club	Book Club year-round	1,700.00	10/monthly
Special Events	6-week Summer Senior Day Camp - games, crafts, picnic, and other items	800.00	20/week
Special Events	Annual Valentine's Dance, Hawaiian Luau, Mexican Independence, and New Year's dance.	6,300.00	60/event
Monthly Birthday Celebrations	Increased cost on birthday meals, cakes, kitchen supplies, and eco lab dishwasher supplies.	4,000.00	60
Billiard Pool Tables	Annual maintenance for two billiard pool tables and piano	2,200.00	15/daily
TOTAL SENIOR CENTER		**34,935.00**	

TOTAL FUNDING (including ICF Operating Budget)	**119,075.00**
Less ICF Operating Budget	**(17,480.00)**
TOTAL	**101,595.00**

IRWINDALE CITY COUNCIL
5050 N. IRWINDALE AVENUE **TUESDAY, FEBRUARY 20, 2024**
IRWINDALE, CALIFORNIA 91706 **5:02 P.M.**

The Irwindale Community Foundation met in special session at the above time and place.

ROLL CALL Present: Boardmembers Rosemary Luna, Elizabeth Ramirez, Nathan Romero, Vice Chair Ruben Tapia and Chair Larry G. Burrola

Also, present Julian A. Miranda, Executive Director; Theresa Olivares, Assistant City Manager; Kambiz Borhani, Treasurer; Elizabeth Rodriguez, Public Services Director, Laura Nieto, Secretary

SPONTANEOUS COMMUNICATIONS

PAT GONZALES Pat Gonzales noted that the Foundation funding has greatly helped the City and that residents are not charged for classes and trips. She expressed the opinion that Foundation funds should be reviewed and expended in a way that benefits the entire community, not just individual residents.

CONSENT CALENDAR

MOTION A motion was made by Vice Chair Tapia, seconded by Boardmember Romero and carried unanimously to approve Consent Calendar.

ITEM 1 MINUTES

The minutes of the regular meeting held January 16, 2024 were approved.

ITEM 2 ICF AUDITED FINANCIAL STATEMENT AND AUDITORS' COMMUNICATION LETTERS FOR THE YEARS ENDING JUNE 30, 2023

The Annual Financial Statement Reports and Supplemental Audit Letters for the Fiscal Year Ended June 30, 2023 were received and filed.

NEW BUSINESS

ITEM NO. 3 IRWINDALE COMMUNITY FOUNDATION BOARD APPOINTMENTS AND TERMS

SECRETARY NIETO Secretary Nieto presented the report to the Board.

BOARDMEMBER RAMIREZ

Boardmember Ramirez noted that she had spoken at the City Council meeting and made the suggestion to have this matter be brought forward to the Board for discussion.

EXECUTIVE DIRECTOR MIRANDA

In response to a question from Chair Burrola related to the future of the Foundation Board, Executive Director Miranda noted that the bylaws would have to be reviewed in relation to the dissolution of the Foundation. Since the City Council established the Foundation, they would have to undertake any action.

CHAIR BURROLA

Chair Burrola expressed his hope that there would be participation for the Board to continue its work.

BOARDMEMBER RAMIREZ

For future recruitments, Boardmember Ramirez noted that the terms were adequate, and that putting together the board responsibilities would be beneficial for future recruitments. She recommended taking next steps with the information gathered on the needs assessment that was conducted for the Foundation as well. There is also a need to formalize the grant request process and developing marketing to attract donors and future boardmembers.

CHAIR BURROLA

Chair Burrola appreciated the residents who came out to express their thoughts on the Foundation.

BOARD DISCUSSION

The Board discussed the terms of office. Vice Chair Tapia noted that he had enjoyed serving on the Foundation Board and would not be opposed to other residents stepping in to serve. Boardmember Luna stated that while she has also enjoyed serving on the Board, she will not be able to extend her term. She further expressed that cycling the seats would give more exposure to the Foundation and create opportunities for others to serve. Boardmember Ramirez mentioned that she would like to continue to help in other capacities, such as a volunteer or committee member, but would no longer be able to serve on the Board. She would also encourage others in the Irwindale business community to get involved.

Chair Burrola suggested that the Board could attend Chamber of Commerce meetings and create awareness of the Irwindale Community Foundation and its function. Boardmember Romero noted that as the newest member of the Board, when he was aware of the vacancy he felt compelled to want to have input and a voice in the city. He expressed his interest in continuing to serve and develop a better grasp of the needs of the community.

EXECUTIVE DIRECTOR MIRANDA

Executive Director Miranda stated that staff was seeking the input of the Board regarding whether to stagger the terms of the board members or keep the terms as they are. He noted that all terms would expire at the end of June. The Executive Director asked if there was an interest of extending the terms of the existing Board members for one year.

VICE CHAIR TAPIA

Vice Chair Tapia stated his preference to let the current terms expire, and if there is an interest, the existing Board members could re-apply.

CHAIR BURROLA

Chair Burrola commented on the possibility of a one-year term, then reapply again.

BOARDMEMBER RAMIREZ

Boardmember Ramirez agreed with Vice Chair Tapia's approach, and let the terms expire in June. If a board member is interested, they could reapply at that time. She further suggested that the applications clearly state that the initial term would be for one year, giving the applicant the opportunity to try it for a year.

<u>ITEM 4</u>

<u>Update on ICF Funding Expenditures for FY 2023-2024 (July - December)</u>

ASSISTANT CITY MANAGER OLIVARES

Assistant City Manager Olivares presented the report.

BOARDMEMBER ROMERO

Boardmember Romero noted that with the exception of the Senior Center, his family had participated in many of these events and it was rewarding to know that the funds were being well-spent. The ICF is doing well by providing the funds for these events and he mentioned that a lot of memories were being created around these activities.

He commented about the lighting and snow at the Christmas event.

ASSISTANT CITY MANAGER OLIVARES

Assistant City Manager Olivares stated that due to the weather, staff had to pivot and relocate some of the activities for that event. His feedback was appreciated.

BOARDMEMBER LUNA

Boardmember Luna thanked staff for providing the photos. She noted that while she was not a resident, she could see the benefit.

VICE CHAIR TAPIA

Vice Chair Tapia addressed comments previously made by a member of the public and stated that the ICF Board was not giving money to residents, but funding programs such as the ones highlighted by staff.

CHAIR BURROLA

Chair Burrola noted prior recommendations for weights in the weight room and some aquatics equipment, and wanted to ensure that those were addressed. He inquired as to the amount of money that was used from the Foundation and whether it covered the whole cost or a portion. He mentioned that in addition to the ICF funding, there was also City funding for many of these programs.

ASSISTANT CITY MANAGER OLIVARES

Assistant City Manager Olivares stated that staff had identified the amount donated to the ICF and the amount spent. For the programs, they spend more that what was donated, and that all of those were 100% funded by the Foundation. Further, the expenses were tracked.

With respect to Recreation, there was not specific equipment requested, but the ICF did pay for Mariachi Fest, sound system and supplies for the full five weeks. Assistant City Manager Olivares noted that approximately 60% of funds had been expended of what was budgeted. With the summer months approaching, staff was tracking towards expending all of the allocated funds.

In response to a question from Chair Burrola, it was noted that the ICF donated $6,000 for Recreation and Senior Center trips and that it had been spent. $6,400 was spent for two trips to Disneyland for the Day Camp and Teens. The Senior Center still had trips planned.

PUBLIC SERVICES DIRECTOR RODRIGUEZ

Director Rodriguez noted that for the trips, the field trip fund does not get expended right away. The tickets are purchased months in advance. Staff increased the tickets noting that thirty-two tickets are purchased if it requires an entrance.

EXECUTIVE DIRECTOR MIRANDA

In response to a question from Executive Director Miranda, the Board would be reviewing the budget at a future meeting.

BOARDMEMBER RAMIREZ

Boardmember Ramirez noted that the Board had previously discussed reducing funding in the next year.

BOARDMEMBER LUNA

Boardmember Luna requested that the Board be given copies of the applications for the upcoming vacancies.

ACTION By consensus, the Board received and filed the report from staff.

ITEM 5 Irwindale Community Foundation Fundraising Flyer

EXECUTIVE DIRECTOR MIRANDA Executive Director Miranda presented the report.

BOARDMEMBER RAMIREZ Boardmember Ramirez requested the inclusion of photos of some of the technology that the Board has funded, such as the RFID. She asked if the Foundation could have a landing page on the City's webpage. She proposed that since the Board's administrative staff is city staff, the Foundation pay a stipend to cover the cost. A mock-up of the landing page had been drafted to showcase some of the things that the Board does.

CHAIR BURROLA Chair Burrola mentioned that this would be a good opportunity o reach out to the Chamber of Commerce and present the Foundation to them.

ASSISTANT CITY MANAGER OLIVARES Assistant City Manager Olivares suggested, that since the ICF is servicing several different departments, it may be beneficial to label the different departments rather than specific events. Staff can assist with providing additional photos.

BOARDMEMBER RAMIREZ Boardmember Ramirez suggested that because the Board is asking for donations, the tax ID number should be included on the flyer. Once there is direction on the website, the landing page could be updated. She asked what the next steps would be.

EXECUTIVE DIRECTOR MIRANDA Executive Director Miranda stated that staff would look into having a landing page on the City's website for the ICF. He noted that as a city, we could not solicit the donations, but rather could direct potential donors to the ICF. He added that an ad-hoc committee may be beneficial to make first contact with the businesses.

CHAIR BURROLA Chair Burrola thanked the Board and staff for the comments and suggestions, and was hopeful that this would generate revenue for the ICF Board.

FUTURE AGENDA ITEMS REQUESTED BY FOUNDATION BOARDMEMBER

SoFive Soccer Program - Requested by Vice Chair Tapia

VICE CHAIR TAPIA

Vice Chair Tapia noted that of the six participants, five would like to continue. He stated that they were immensely enjoying the program and wanted to see if the ICF could fund this program on a continuous basis. He asked whether staff could prepare a mailer to conduct outreach to the entire community.

ASSISTANT CITY MANAGER OLIVARES

In response to a question from Boardmember Ramirez, Assistant City Manager Olivares noted that the ICF had funded approximately $4,470 which included uniforms and that the program itself was a thirteen-week session. If the participants continued, funding would not include the cost of uniforms.

BOARDMEMBERS RAMIREZ & LUNA

Boardmembers Ramirez and Luna noted that if the Board entertained the request, they should extend to others who may want to participate.

VICE CHAIR TAPIA

Vice Chair Tapia commented about the current participants and asked how the board could approach funding for them. Sign-ups were in the coming two weeks.

YOLANDA GARCIA

Yolanda Garcia inquired about the cost per participant and noted that it seemed like a lot of money if there were more participation. It should be open to everybody in the community. She expressed her opinion that it was a lot of money for six children, noting that the entire budget for the Senior Center was approximately $5,000. She suggested subsidizing or sponsoring $100, but that parents should also be responsible for their kids to participate in these sports.

ASSISTANT CITY MANAGER OLIVARES

Assistant City Manager Olivares noted that it was $650 for one student, but varied based on the program they were in, developmental or enhanced.

LINDA MAREZ

Linda Marez stated that is sounded like a great opportunity but that if the board was going to consider this, it should consider some of the other programs that kids in the community participated in. She expressed the opinion that when things are free, there is not a stake and they are less valued. She applauded the board for trying to provide this for the community, but noted that when you give too much away, it was not appreciated. She encouraged the Board to be frugal with its funding and how it is spent.

BOARD DISCUSSION

Chair Burrola noted that this could be brought to the next meeting. Boardmember Rodriguez suggested that the board see what other needs there are in the community. Vice Chair Tapia suggested a percentage contribution moving forward. Boardmember Ramirez noted that if we know what the need is, at the next meeting the Board could determine how much funding could potentially be provided.

ASSISTANT CITY MANAGER OLIVARES

Assistant City Manager Olivares stated that the City could do outreach to all residents and provide them with two weeks to respond.

VICE CHAIR TAPIA

Vice Chair Tapia clarified on the practices and schedule, noting that the timing would be fine to wait until the next meeting to discuss. He inquired whether the potential funding could be prorated.

BOARDMEMBER RAMIREZ

Boardmember Ramirez noted that since the board could not take action, the additional information could be provided at the next meeting and the board could make considerations at that time.

BOARDMEMBER LUNA

Boardmember Luna noted that the Board might not be able to fund the upcoming session, but possibly the one after that.

YOLANDA GARCIA

Yolanda Garcia asked how many of the participants were residents and if the program would only be open to residents.

VICE CHAIR TAPIA

Vice Chair Tapia noted that it was for residents only. The initial clinic was open to all.

ACTION

By Board consensus, the is matter would come back at the next meeting.

ADJOURNMENT

There being no further matters for discussion, the meeting was adjourned at 6:24 p.m.

Laura M. Nieto, MMC
Secretary