

CITY OF IRWINDALE

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

PAULA FRAJO
CHAIR

BELEN ZEPEDA
VICE CHAIR

MICHELLE DURAN
COMMISSIONER

TERESA ORTIZ
COMMISSIONER

CARMEN ROMAN
COMMISSIONER

AGENDA FOR THE REGULAR MEETING OF THE IRWINDALE PARKS & RECREATION COMMISSION

MARCH 1, 2023

6:00 P.M.

IRWINDALE COUNCIL CHAMBER
<https://us02web.zoom.us/j/83373897360>
Zoom 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 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 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: Michelle Duran, Teresa Ortiz, Carmen Roman
Vice Chair Belen Zepeda, Chair Paula Fraijo

E. AB 2449 DISCLOSURES

Remote participation by a member of the legislative body for just cause or emergency circumstances.

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 February 1, 2023.

2. NEW BUSINESS**A. Irwindale Recreation ICF Donation Request FY 23/24**

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

- B. Irwindale Recreation Budget Request for FY 23/24
Recommendation: Review and make recommendations to staff regarding budget requests made by Irwindale Recreation for FY 23/24.
- C. Irwindale Aquatics ICF Donation Request for FY 23/24
Recommendation: Review and make recommendations to staff regarding donations requested by Irwindale Aquatics to the Irwindale Community Foundation.
- D. Irwindale Aquatics Budget Request for FY 23/24
Recommendation: Review and make recommendations to staff regarding budget requests made by Irwindale Aquatics for FY 23/24.
- E. Irwindale Public Services Maintenance ICF Donation Request for FY 23/24
Recommendation: Review and make recommendations to staff regarding donations requested by Irwindale Public Services Maintenance to the Irwindale Community Foundation.
- F. Irwindale Public Services Maintenance Budget Request for FY 23/24
Recommendation: Review and make recommendations to staff regarding budget requests made by Irwindale Public Services Maintenance for FY 23/24.
- G. Tentative Schedule for Aquatics Spring Season
Recommendation: Receive and file the tentative schedule for Aquatics Spring Season.
- H. Irwindale Park Improvement Project Phases IV & V Update - Verbal

- 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, Armando Hegdahl, Management Analyst, certify that I caused the notice and agenda for the regular meeting of the Irwindale Parks & Recreation Commission to be held on March 1, 2023, to be posted at the City Hall, Library, and Post Office on February 23, 2023.

Armando Hegdahl

Armando Hegdahl, CMC
Management Analyst

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

FEBRUARY 1, 2023
WEDNESDAY
6:00 P.M.

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

ROLL CALL:

Present: Commissioners Michelle Duran, Teresa Ortiz,
Carmen Roman; Vice Chair Belen Zepeda; Chair Paula Fraijo

Also present: Elizabeth Rodriguez, Public Services Director; Delfina Osterheim, Recreation Supervisor; Pedro Rodriguez, Public Works Services Supervisor; Daniel Grijalva, Aquatics Supervisor, and Armando Hegdahl, Management Analyst

**SPONTANEOUS
COMMUNICATIONS**

There were no speakers.

CONSENT CALENDAR

MOTION

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

ITEM NO. 1A
MINUTES

MINUTES

The following minutes were approved as presented:

- 1) Special meeting held January 12, 2023.

END OF CONSENT CALENDAR

NEW BUSINESS

ITEM NO. 2A
**RECREATION
NON-REGISTRATION
FEES**

RECREATION NON-REGISTRATION FEES

**SUPERVISOR
OSTERHEIM**

Supervisor Osterheim presented the report.

CHAIR FRAIJO

Responding to several questions by Chair Fraijo, Director Rodriguez advised that the \$25 fee that was charged for a tournament that was not played was the standard commitment fee, and not a registration fee. She also clarified a recent incident at the Recreation Department that caused confusion over the types of fees that are still required of program participants.

- DIRECTOR RODRIGUEZ** Director Rodriguez added that the commitment fee is returned to the program applicant in some manner, such as by providing t-shirts or holding banquets. She noted that the commitment fee was established to ensure participation from children that are signed up, because if they did not participate, teams may need to forfeit their games and the employees and umpires that officiate the games would still need to be paid. Once the commitment fee was established, fewer games were forfeited and participating children were able to enjoy the sport they signed up for.
- CHAIR FRAIJO** Chair Fraijo suggested that staff be cognizant of families that may experience hardships if required to pay the commitment fees, and recommended that the fees be waived under these circumstances.
- DIRECTOR RODRIGUEZ** Director Rodriguez indicated that staff would be on the lookout for such families. She added that the Irwindale Community Foundation may also be able to help sponsor these families.
- COMMISSIONER DURAN** Commissioner Duran stated that the commitment fee is excessive when coupled with other fees, such as the \$250 fee for cheerleading uniforms.
- COMMISSIONER ORTIZ** Responding to a question by Commissioner Ortiz, Director Rodriguez advised that the commitment fee is used at the end of the season to purchase items for the participants, such as t-shirts, prizes for banquets, snacks, etc. She further noted that the cheerleading uniforms are used for two years, and that the City pays for all registration fees for residents. Additionally, the city also pays for fees to enter games or competitions.
- CHAIR FRAIJO** Replying to a question by Chair Fraijo, Director Rodriguez advised that the commitment fee has been in place for 10 years.
- VICE CHAIR ZEPEDA** Vice Chair Zepeda stated that the Kindness Krew and the Joseph "Pepe" Miranda Scholarship program may also be able to help cover the commitment fees for families where the expenditure would prove to be a hardship.
- CHAIR FRAIJO** Chair Fraijo suggested placing a disclaimer on program flyers indicating whether the activity would require a commitment fee, and that if interested individuals may contact Recreation staff if they need assistance paying the fees.

RECREATION
MANAGER UPDATE

- RECREATION SUPERVISOR** Recreation Supervisor Osterheim provided an update on the following programs and activities:

OSTERHEIM

- 1) The gym floor has been resurfaced and includes new permanent Pickleball lines.
- 2) A family trip to Tom's Farms will take place on February 18. Another family trip, this time to the Palm Springs Aerial Tramway, has been scheduled for March 18.
- 3) Lots of positive feedback has been received for the Throwback Dance and Thrive and Shine classes. Winter classes will run through March.
- 4) The Kindness Krew volunteered at the Los Angeles Regional Food Bank in Industry in January.
- 5) The "Locks of Love" program began today, where interested individuals may purchase locks to honor deceased loved ones. The locks will be arranged to form the shape of a heart at the Memorial Garden in the month of February.
- 6) A Rockabilities Friendship Dance has been scheduled for February 8.
- 7) Registrations are being accepted for "How the Grinch Stole Valentine's Day" family night to be held on February 10.
- 8) Yesterday was the deadline for the Recreation Aide position.
- 9) Michele Salgado was recognized as the Recreation Department's Employee of the Quarter.
- 10) She also wished Chair Fraijo a happy birthday and congratulated Commissioner Duran for being recognized as Citizen of the Year by the Irwindale Chamber of Commerce.

COMMISSIONER
ROMAN

As requested by Commissioner Roman, Supervisor Osterheim provided additional information regarding the Rockabilities program.

CHAIR FRAIJO

Replying to a question by Chair Fraijo, Supervisor Osterheim advised that the gym floor's basketball lines do not interfere with the new Pickleball lines. Chair Fraijo also asked about the Thrive and Shine Online program, to which Supervisor Osterheim advised that it is held on Tuesdays at 7 pm.

AQUATICS
SUPERVISOR UPDATE

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

- 1) He provided a brief explanation of fees that are charged for aquatics classes and activities.
- 2) Staff is finalizing the spring and summer schedules. Staff will also meet soon to go over details and training dates for the 2023 season.
- 3) All aquatics staffers have been notified of their recertification requirements.

- 4) Staff is working hard on setting up the snack bar, aka the “Shark Shack”, where staff hopes to sell items such as snacks, beverages, sunblock, donated bathing suits, and other aquatics-related items.

DIRECTOR RODRIGUEZ Director Rodriguez advised that staff will present budget requests to the Council and the Irwindale Community Foundation in the hopes of obtaining funding for various projects.

CHAIR FRAIJO Chair Fraijo added that the Kindness Krew may be able to help provide swimsuits to interested individuals who may not be able to afford them, to which Supervisor Grijalva indicated that staff accepts used bathing suits that are then donated to others.

COMMISSIONER ROMAN Commissioner Roman suggested installing a rack where bathing suits could be hung, and requested that it be named “Rosie’s Rack” in recognition of Rosie Guerrero, who provided bathing suits to many individuals.

COMMISSIONER DURAN Commissioner Duran asked whether the pool deck has been refurbished, to which Director Rodriguez advised that staff will present the Commission with a list of items that need to be addressed to bring the pool up to code standards.

CHAIR FRAIJO Chair Fraijo stated that emergency funding may be needed to fully address said issues so that the pool is open and can be safely used by the community.

DIRECTOR RODRIGUEZ Director Rodriguez added that staff continues searching for grants that would help to pay for various items, such as the repairs to the pool area.

PUBLIC WORKS

SUPERVISOR UPDATE Public Works Supervisor Rodriguez presented the following update:

- 1) Staff continues replacing plants at Jardin de Roca and Irwindale Parks and is working on replacing lighting at Jardin de Roca Park.
- 2) The Aquatics Center’s front doors were vandalized with graffiti and windows to the gym and the Cardio Room were broken. Staff has replaced the Cardio Room window and is working to replace the Aquatic Center’s front doors, to include anti-graffiti film to help prevent further vandalization.
- 3) Staff will attend an annual forklift training tomorrow as well as an upcoming Rainbird irrigation training.
- 4) He thanked staff for working hard during the recent winter storms and for removing the holiday decorations.

CHAIR FRAIJO Responding to a question by Chair Fraijo, Supervisor Rodriguez elaborated on damaged light poles and staff's efforts to find another manufacturer that could replace them.

Chair Fraijo also asked about procedures for reporting vandalism, to which Supervisor Rodriguez advised that staff members report said incidents to the Police Department and that, if the perpetrator is identified, staff will attempt to obtain restitution. Chair Fraijo noted that the cameras that will soon be installed at the park should aid in identifying vandals.

PUBLIC SERVICES
DIRECTOR UPDATE

Director Rodriguez presented the following update:

- 1) Applications to fill the vacancy on the Irwindale Community Foundation are due tomorrow at 6:00 p.m.
- 2) Staff is working with Athens to reschedule the deployment of new waste bins to the community. Additionally, information relating to Prop. 218 was sent to property owners and residents advising them of an upcoming public hearing that would address solid waste fee increases.
- 3) Athens is also extending an invitation to the members of the commission to attend a tour of their Sun Valley facility on February 18.

SUZANNE GOMEZ Suzanne Gomez asked how much it would cost to purchase an extra waste bin and whether monthly fees would be incurred when selecting an extra bin. She also congratulated Commissioner Duran on her recent recognition.

DIRECTOR RODRIGUEZ Director Rodriguez advised that a majority of residents would only need three bins and that a fourth bin probably would not be needed on a weekly basis. She further advised that bins purchased at retail stores would not be emptied by Athens since the company trucks utilize specialized claws to lift and empty a specific type of bin. She asked that residents try using the three bins for a month. She further elaborated on the different-colored bins that would be deployed and the types of materials that should be discarded in each, and noted that extra bins would cost \$19.12 monthly.

COMMISSIONER
ROMAN Commissioner Roman asked whether waste could be discarded in plastic bags, to which Director Rodriguez indicated that clear plastic bags may be used.

MARIANA QUINONES Mariana Quinones thanked the Recreation Department for implementing programs for individuals with disabilities.

**COMMISSIONER ITEMS
AND REQUESTS**

CHAIR FRAIJO	Char Fraijo commended Commissioner Duran for her work during the time she served on the Irwindale Community Foundation. She also expressed her appreciation to the various city departments for listening to the Commission's requests, requested that staff schedule park walk-throughs in April, and requested an update on the final phase of the Park Improvement Project.
COMMISSIONER ROMAN	Commissioner Roman requested that a billiards room be created. She also commended Recreation staff for the amazing summer concerts last year and requested that the Rolling Heartbreakers be booked for this year's concerts.
COMMISSIONER ORTIZ	Commissioner Ortiz congratulated Commissioner Duran for being recognized at the Irwindale Chamber of Commerce Citizen of the Year.
VICE CHAIR ZEPEDA	Vice Chair Zepeda thanked all city departments for their wonderful work.

ADJOURNMENT

There being no further business to conduct, the meeting was adjourned at 7:14 p.m.

Armando Hegdahl, CMC
Management Analyst

City of
IRWINDALE
AGENDA REPORT

**PARKS & RECREATION
COMMISSION**

Date: March 1, 2023
To: Honorable Chair and Commission Members
From: Elizabeth Rodriguez, Public Services Director
Issue: Irwindale Recreation ICF Donation Request FY23-24

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) continues 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 a 5th week of Mariachifest, soft play equipment for our Tots program, Snow Zone for the Christmas Spectacular, support for the Kindness Krew and Kidzone, event canopies and more.

For consideration for FY23-24, staff would like to submit the following requests for ICF's consideration:

DIVISION: RECREATION				
ITEM	DESCRIPTION	ONGOING	ONE-TIME	# of Participants
Special Events	Mariachi for week #5, sound system and supplies for Mariachi fest plus increase in cost for bands and sound	11,200.00*	-	300+
	Snow Zone for Christmas Spectacular	5,000.00*	-	400+
	Red, White and You BBQ - Inflatables and activities	5,000.00*	-	100 per event
	Christmas Tree for Christmas Spectacular		35,000.00	400+
	Music in the Park Additional Cost for bands, sound and stage	34,000.00		700+ 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
Programs and Activities	Providing supplemental funding to offset the increased cost of supplies for Kidzone snacks	2,000.00*		
Classes	Second yoga class, Adult Fitness, Healthy Lifestyle, Dog Obedience and more	24,000.00*	-	300+
Youth Sports	Cost of Cheer Uniforms for Competition Cheer (24 participants @ \$300 each)	7,200.00*		24+
Trips	Cost to increase the number of available tickets for Family trips from 23 to 40	6,000.00*		480+
Kindness Krew	Giveaways, Donations and more	<u>1,000.00</u>	-	100+
TOTAL RECREATION		\$103,400	\$35,000.00	\$138,400

* Budget requests made for FY23-24

The Recreation budget requests will be submitted for FY23-24 as an increase for the overall Recreation budget. The Christmas Tree for the Christmas Spectacular, and the giveaways, donations and more for the Kindness Krew are not included in the Recreation budget requests. If these donations are not secured by the Irwindale Community Foundation, then funding will not be available for these requests.

City of
IRWINDALE
AGENDA REPORT

**PARKS & RECREATION
 COMMISSION**

Date: March 1, 2023
 To: Honorable Chair and Commission Members
 From: Elizabeth Rodriguez, Public Services Director
 Issue: Irwindale Recreation Budget Request for FY23-24

Recommendation:

Parks and Recreation Commission review and make a recommendation to staff regarding budget requests made by Irwindale Recreation for FY23-24.

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:

Irwindale Recreation will be requesting funding for ongoing expenses with some increase in funding to the allocated budget in the amount of \$104,400 for FY23-24 and outlined as follows:

DIVISION: RECREATION			
ITEM	DESCRIPTION	ONGOING	ONE-TIME
Special Events	Mariachi for week #5, sound system and supplies for Mariachifest plus increase in cost for bands and sound	11,200.00*	-
	Snow Zone for Christmas Spectacular	5,000.00*	-
	Red, White and You BBQ - Inflatables and activities	5,000.00*	-

	Music in the Park		
	Additional Cost for bands, sound and stage	34,000.00	
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*	-
Programs and Activities	Providing supplemental funding to offset the increased cost of supplies for Kidzone snacks	4,000.00*	
Classes	Second yoga class, Adult Fitness, Healthy Lifestyle, Dog Obedience and more	24,000.00*	-
Youth Sports	Cost of Cheer Uniforms for Competition Cheer (24 participants @ \$300 each)	7,200.00	.
Trips	Cost to increase the number of available tickets for Family trips from 23 to 40	<u>6,000.00</u>	
TOTAL RECREATION		\$104,400	

*All aforementioned requests will be made to the Irwindale Community Foundation for FY23-24. This includes previously approved ICF funding in the amount of \$54,700 for ongoing expenses during FY22-23. All funding requests without the asterisk are new requests for a total of \$49,700.

City of
IRWINDALE
AGENDA REPORT

**PARKS & RECREATION
COMMISSION**

Date: March 1, 2023
To: Honorable Chair and Commission Members
From: Elizabeth Rodriguez, Public Services Director
Issue: Irwindale Aquatics ICF Donation Request FY23-24

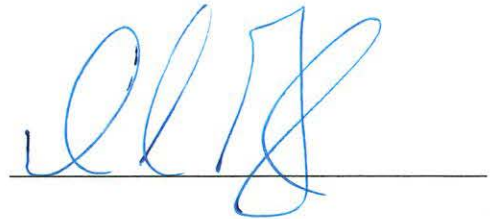
Recommendation:

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

Administrative Action:

Submitted by:

Daniel Grijalva, Aquatics Supervisor
(626) 430-2247



Reviewed / Approved by:

Elizabeth Rodriguez, Public Services Director



Background and Analysis:

The Irwindale Community Foundation (ICF) continues 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 Aquatics needs including the Aquatics Expos, Red, White and You BBQ, End of the Summer Luau, Swim Team, equipment for Aqua Fitness and more.

For consideration for FY 23-24, Aquatics would like to submit the following requests for ICF's consideration:

DIVISION:AQUATICS			
Item	Description	AMOUNT	# OF PARTICIPANTS
Annual Aquatics Expo	Ice Cream Truck, Promotional Items, Decorations	2,000	70+
Red, White and You Picnic	Interactive water games, Decorations, Promotional Supplies	1,800	100+
Two (2) End of Summer Luaus for Families and 16+	Food, Entertainment, Decorations.	12,000	100 per event
TOTAL AQUATICS		\$15,800	

The Aquatics budget request will be submitted for FY23-24 as ongoing expenses with some increases made to the Aquatics budget. All items listed under the ICF donation request are the same asked for in the budget request.

City of
IRWINDALE
AGENDA REPORT

**PARKS & RECREATION
 COMMISSION**

Date: March 1, 2023
 To: Honorable Chair and Commission Members
 From: Elizabeth Rodriguez, Public Services Director
 Issue: Irwindale Aquatics Budget Request FY23-24

Recommendation:

Parks and Recreation Commission review and make a recommendation to staff regarding budget requests made by Irwindale Aquatics for FY23-24.

Administrative Action:

Submitted by:

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



Reviewed / Approved by:

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



Background and Analysis:

Irwindale Aquatics will be requesting funding for ongoing expenses with some increases in funding to the allocated budget in the amount of \$15,800 for FY23-24 and outlined as follows:

DIVISION:AQUATICS				
Item	Description	AMOUNT	#	OF PARTICIPANTS
Annual Aquatics Expo	Ice Cream Truck, Promotional Items, Decorations	2,000	70+	
Red, White and You Picnic	Interactive water games, Decorations, Promotional Supplies	1,800	100+	
End of Summer Luau's (2 luau's)	Food, Entertainment, Decorations.	12,000	100 per event	
TOTAL AQUATICS		15,800		

The Annual Aquatics Expo, Red, White and You Picnic and one Luau were funding by ICF in FY22-23. For FY23-24, staff is requesting additional funding for two End of the Year Luau's.

Additionally, staff will be reviewing and requesting additional staffing hours to open the snack bar and to ensure sufficient coverage for the current operating schedule. With the Aquatics Center now operational 8 months out of the year and an increase in classes and programs offered to the community, additional hours will be needed for the allocated staffing budget.

City of
IRWINDALE
AGENDA REPORT

**PARKS & RECREATION
COMMISSION**

Date: March 1, 2023
To: Honorable Chair and Commission Members
From: Elizabeth Rodriguez, Public Services Director
Issue: Irwindale Public Services Maintenance ICF Donation Request FY23-24

Recommendation:

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

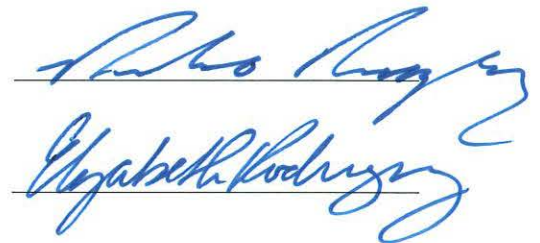
Administrative Action:

Submitted by:

Pedro Rodriguez, Public Works Maintenance Supervisor
(626) 430-2232

Reviewed / Approved by:

Elizabeth Rodriguez, Public Services Director

Two handwritten signatures in blue ink. The top signature is for Pedro Rodriguez and the bottom signature is for Elizabeth Rodriguez. Both signatures are written over horizontal lines.

Background and Analysis:

The Irwindale Community Foundation (ICF) continues 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 Maintenance projects including funding the bus pass system, bus parking, holiday lighting and much more.

For consideration for FY23-24, staff would like to submit the following requests for ICF's consideration:

DIVISION: MAINTENANCE			
ITEM	DESCRIPTION	AMOUNT	# OF PARTICIPANTS
Bus Pass System (Annual Fee)	Student tracking system	5,000	125+
Mobile & Portable Radios for School Buses (Annual Fee)	Portable mobile Motorola radios	3,000	125+
Bus Parking	Bus Parking for Field Trips	1,200	23+
Holiday Decorations for Arrow Hwy and Senior Center Courtyard	Icicle string lights, wiring, and timer	2,500	N/A
Concrete Games & Decomposed Granite/Cement	Two table tennis tables, Domino table, chess table, and stools	25,000	10 per game
TOTAL MAINTENANCE		\$36,700	

For the FY23-24, Public Services Maintenance budget requests will be submitted for FY23-24 for some ongoing expenses and two new requests. The holiday decorations for Arrow Hwy and the Senior Center Courtyard and Concrete Games and Decomposed Granite/Cement are not included in the Maintenance budget requests. If these donations are not secured by the Irwindale Community Foundation, then funding will not be available for these requests.

City of
IRWINDALE
AGENDA REPORT

**PARKS & RECREATION
 COMMISSION**

Date: March 1, 2023
 To: Honorable Chair and Commission Members
 From: Elizabeth Rodriguez, Public Services Director
 Issue: Irwindale Public Services Maintenance Budget Request for FY23-24

Recommendation:

Parks and Recreation Commission review and make a recommendation to staff regarding budget requests made by Irwindale Public Services Maintenance for FY23-24.

Administrative Action:

Submitted by:

Pedro Rodriguez, Public Works Maintenance
 Supervisor
 (626) 430-2232



Approved by:

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



Background and Analysis:

Irwindale Public Services Maintenance will be requesting funding for ongoing expenses to the allocated budget in the amount of \$9,200 for FY23-24 and outlined as follows:

DIVISION: MAINTENANCE			
ITEM	DESCRIPTION	ONGOING	# OF PARTICIPANTS
Bus Pass System (Annual Fee)	Student tracking system annual fee and tablets	5,000	125+
Mobile & Portable Radios for School Buses (Annual Fee)	Portable mobile Motorola radios	3,000	125+
Bus Parking	Bus Parking for Field Trips	1,200	23+
TOTAL MAINTENANCE		\$9,200	

City of
IRWINDALE
AGENDA REPORT

**PARKS & RECREATION
COMMISSION**

Date: March 1, 2023
To: Honorable Chair and Commission Members
From: Elizabeth Rodriguez, Public Services Director
Issue: Tentative Schedule for Aquatics Spring Season

Recommendation:

Receive and file the tentative schedule for Aquatics Spring Season.

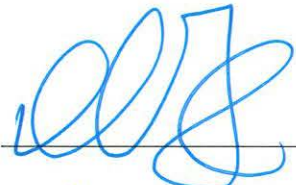
Administrative Action:

Submitted by:

Daniel Grijalva, Aquatics Supervisor
(626) 430-2247

Approved by:

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




Background and Analysis:

Irwindale Aquatics is preparing for the upcoming 2023 season, which will be another eventful 8 months at the Aquatics Center. Spring has a scheduled tentative start date of Monday, March 20, 2023. Aqua Stand Up, Mindful Waters, Senior Splash/Aqua Walk, Swim Team, Aqua Fitness and Lap Swimming will be making a return on the spring class schedule.

MINDFUL WATERS:

Mindful Waters will take place on Tuesdays and Thursdays from Monday, March 20th through Thursday, June 6th.

SENIOR SPLASH/AQUA WALK & LAP SWIMMING:

Senior Splash/Aqua Walk and Lap Swimming will be Monday through Thursday from Monday, March 20th through Thursday, June 6th for the spring schedule duration. The summer schedule begins Friday, June 9, 2023.

AQUA STAND UP & AQUA FITNESS:

There will be two (2) sessions for Aqua Stand Up (also known as Paddle Board Yoga) and Aqua Fitness. Session one will take place Monday, March 20th through Thursday, April 20th. Session two will take place Monday, April 24th and run until Thursday, May 25th.

SWIM TEAM:

Swim Team will run Monday, March 20th through Thursday, June 1st and is scheduled Monday through Thursday. Swim Team times will change beginning the week of June 5th or 12th to early morning hours as to not compete with summer classes and programs such as Swimming Lessons, day or night swimming, and Senior Splash.

Below is a tentative schedule for the spring season:

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2p		Aqua Stand Up 2p-2:45p	Mindful Waters 2p-2:45p	Aqua Stand Up 2p-2:45p	Mindful Waters 2p-2:45p		
3p			Senior Splash/Aquawalk 3p to 4p				
4p							
5p			Swim Team 4p-5:15p				
6p			Aqua Fitness and Lap Swimming 5:30p-6:15p				
7p			Aqua Fitness and Lap Swimming 6:30p-7:15p				
8p							
9p							