



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

JULY 5, 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



CALL TO ORDER**PLEDGE OF ALLEGIANCE****INVOCATION**

ROLL CALL: Commissioners: Michelle Duran, Teresa Ortiz, Carmen Roman,
Vice Chair Belen Zepeda, Chair Paula Fraijo

AB 2449 DISCLOSURES

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

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.

1. Minutes

Recommendation: Approve the following minutes:

A. Regular meeting held June 2, 2023.

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.

NEW BUSINESS

2. Maintenance Update from the 2023 Tour of the Dan Diaz Recreation Center, the Aquatics Center, Irwindale Park, and Jardin de Roca Park

Recommendation: Receive and file the maintenance update from the 2023 Tour of the Dan Diaz Recreation Center, the Aquatics Center, Irwindale Park, and Jardin de Roca Park.

3. Program / Class Attendance Policy
Recommendation: Provide input to staff regarding the program / class attendance policy for programs and/or classes due to lack of attendance.
4. City Council Adopted Public Services Budget for FY 23-24
Recommendation: Receive and file the City Council adopted FY 23/24 budget for the Public Services Department, including the Irwindale Community Foundation Donations.
5. Irwindale Park Improvement Project Phases IV and V – Verbal Report
6. Aquatics Center Improvements – Verbal Report
7. Dan Diaz Recreation Center Improvements – Verbal Report
8. New Library – Verbal Report

RECREATION MANAGER UPDATE

AQUATICS SUPERVISOR UPDATE

PUBLIC WORKS SUPERVISOR UPDATE

PUBLIC SERVICES DIRECTOR UPDATE

COMMISSIONER COMMENTS AND FUTURE DISCUSSION REQUESTS

9. Irwindale Park Patrol and Observance of Park Rules and Regulations – Requested by Commissioner Roman
Recommendation: That the Commission reach consensus on whether this subject should be discussed at a future Commission meeting.

ADJOURN

AFFIDAVIT OF POSTING

I, Armando Hegdahl, CMC, Management Analyst, certify that I caused the notice and agenda for the regular meeting of the Irwindale Parks & Recreation Commission to be held on July 5, 2023, to be posted at the City Hall, Library, and Post Office on June 29, 2023.

Armando Hegdahl

Armando Hegdahl, CMC
Management Analyst

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

JUNE 7, 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; Chair Paula Fraijo

Absent: Vice Chair Belen Zepeda

Also present: Elizabeth Rodriguez, Public Services Director; Priscilla Zepeda, Recreation Manager; Mariana Quinones, Assistant Pool Manager; Pedro Rodriguez, Public Works Services Supervisor; and Armando Hegdahl, Management Analyst

AB 2449 DISCLOSURES None.

CONSENT CALENDAR

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

ITEM NO. 6A
MINUTES

MINUTES

The following minutes were approved as presented:

- 1) Regular meeting held May 3, 2023.

END OF CONSENT CALENDAR

SPONTANEOUS
COMMUNICATIONS

There were no speakers.

NEW BUSINESS

ITEM NO. 2
PROGRAM / CLASS
ATTENDANCE POLICY

PROGRAM / CLASS ATTENDANCE POLICY

MANAGER ZEPEDA

Manager Zepeda presented the staff report.

CHAIR FRAIJO

Responding to questions by Chair Fraijo, Manager Zepeda advised that the draft policy was prepared by the Recreation Department's staff that oversee programs such as the Tiny and Teeny Tots, Teen Club, and Day Camp programs, and is being presented to the Commission for its input and recommendations.

DIRECTOR RODRIGUEZ Director Rodriguez noted that the policy would be updated with the input provided by the Parks & Recreation Commission, after which it would be forwarded to the Senior Citizen Commission for their input as well. She added, however, that the final approval and adoption of the policy would be up to the City Council.

CHAIR FRAIJO Chair Fraijo stated that she was fine with the draft presented by staff.

COMMISSIONER ROMAN Commissioner Roman requested additional time to review the draft policy. She also made a couple of suggestions, to which Director Rodriguez noted that said suggestions would more appropriately apply to the field trip attendance policy, not the subject program / class attendance policy.

Commissioner Roman liked that the policy would allow three different ways for individuals to contact city staff and that additional information would be included on the application itself.

CHAIR FRAIJO Chair Fraijo suggested that individuals be permitted to appeal dismissals to the Director.

COMMISSIONER ORTIZ Commissioner Ortiz suggested that policies be uniform amongst the Senior and Recreation programs.

DIRECTOR RODRIGUEZ Director Rodriguez indicated that it would probably be best to include Aquatics program in the policy and advised that she would consult with Manager Grijalva.

MANAGER ZEPEDA Manager Zepeda advised that staff would update the policy with the suggestions made and return the matter to the Commission for discussion at the July meeting.

ITEM NO. 3
MARIACHIFEST
CONCERT DAYS –
VERBAL REPORT

MARIACHIFEST CONCERT DAYS – VERBAL REPORT

MANAGER ZEPEDA Manager Zepeda presented the report wherein she recommended consideration of changing the days of future MariachiFests from Fridays to Thursdays. She noted that requests were received by staff for the following reasons:

- 1) Bands tend to charge premium pricing for events held Fridays through Sundays. This is when bands are usually busier, which reduces their availability.
- 2) Individuals tend to leave town during the weekends, which would affect attendance at the functions.
- 3) Friday concerts conflict with Friday Night Lights.

- 4) Staff received budgeting for four MariachiFest concerts, but some months have five Fridays, which impacts funding availability.

CHAIR FRAIJO Chair Fraijo noted that expenses for additional concerts would be offset by the lowered rates charged for Thursday performances. However, she expressed her willingness to change the days in the hopes of increasing attendance.

COMMISSIONER ORTIZ Commissioner Ortiz concurred.

COMMISSIONER DURAN Responding to a question by Commissioner Duran, Manager Zepeda advised that the Commission's formal recommendation would be forwarded to the City Council for final decision.

COMMISSIONER ROMAN Commissioner Roman suggested that residents continue being allowed to reserve tables for the concerts.

MOTION A motion was made by Chair Fraijo, seconded by Commissioner Roman, to recommend to the City Council that it approve moving MariachiFest concerts from Fridays to Thursdays. The motion was unanimously approved; Vice Chair Zepeda absent.

ITEM NO. 4
MAINTENANCE
UPDATE MAINTENANCE UPDATE FROM THE 2023 TOUR OF THE DAN DIAZ RECREATION CENTER, THE AQUATICS CENTER, IRWINDALE PARK, AND JARDIN DE ROCA PARK

DIRECTOR RODRIGUEZ Director Rodriguez advised that a formal written report would be presented to the Commission at its July 5 meeting. However, she indicated that the following progress has been made regarding the items that the Commissioners noted required addressing during its tour of city facilities in May:

- 1) Propane tanks have been removed from the game room.
- 2) Staff is trying to find space to move the grill.
- 3) Staff is working on guidelines for a contest to hire a local artist to paint a mural on the wall inside the game room.
- 4) Staff is looking into continuously filling vending machines.
- 5) The NordicTrack treadmills have been repaired.
- 6) An outlet cover in the Cardio Room has been replaced. A new digital clock will be placed inside the room.
- 7) Staff has cleaned the balcony and the area underneath the stairs and will ensure that it is consistently cleaned in the future.
- 8) The water fountain at the Aquatics Center has been repaired.
- 9) Staff verified that all barbecues at Irwindale Park are functional, and only one was removed for replacement.
- 10) An abatement of ground squirrels at the park has been scheduled for July 1.

- 11) Staff reset the faucet timer in the women's restroom near the playground.
- 12) Staff removed graffiti from tables near the volleyball court and the entrance to the softball field.
- 13) Staff also repaired the sidewalk panels near the entrance to the City Yard facility.
- 14) Staff repaired the leaky water valve at the softball field.
- 15) Staff removed the graffiti in the skate bowl and other areas at Jardin de Roca Park.
- 16) Stickers on the playground equipment have been replaced.

CHAIR FRAIJO Responding to a question by Chair Fraijo, Director Rodriguez advised that the phone number for CrimeStoppers are posted at the parks.

COMMISSIONER ROMAN Commissioner Roman asked whether she could recommend a graffiti artis to paint the proposed mural, to which Director Rodriguez advised that staff is working on guidelines for the mural and added that staff hopes to hire a resident to perform the painting.

MANAGER ZEPEDA Manager Zepeda noted that the Game Room shares the space with the Teen Club and that members of the Teen Club have had conversations about designing the mural.

DIRECTOR RODRIGUEZ Director Rodriguez advised that staff has discussed potentially designing a theme for the mural and indicated that staff could coordinate with the Teen Club to develop the design guidelines for future input by the Commission, to which Chair Fraijo suggested that the design decisions not be left up to the teens, and that adult input is needed.

Director Rodriguez noted that the Teen Club includes two advisors and that the club does not meet without them. The advisors would guide them with respect to the mural's theme, and that the results would be forwarded to the Commission for additional input.

COMMISSIONER ORTIZ Commissioner Ortiz concurred that the teens should be given the first opportunity to offer designs and ideas.

COMMISSIONER ROMAN Commissioner Roman disagreed and suggested that the Teen Club work around the suggestions made by the Commission, and stated that she fears that teens may be disappointed if the Commission rejected a design it considered inappropriate. She then requested that an entrance sign be installed saying "Irwa Pool Room," to which Director Rodriguez advised that any signage would need to be approved through the existing processes.

COMMISSIONER DURAN Commissioner Duran agreed that it would be better for the Commission to give teens design options.

RECREATION
MANAGER UPDATE

RECREATION
MANAGER ZEPEDA

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

- 1) The following trips were held in May:
 - A) Family Trip to Dodger Stadium – May 13The following trips will be held in June:
 - A) Teen Trip to Universal Studios – June 30
 - B) Adult trip to watch “Tina” at the Pantages Theatre – June 25.
 - C) Beach trips will be held every Wednesday from June 28 to August 9.
 - D) Day Camp trips will take place every Tuesday from June 27 through August 8.
- 2) Registrations for summer classes are now being accepted.
- 3) The Competition Cheer team was recognized by the City Council at its May 24 meeting.
- 4) The Summer Lunch Program will begin on June 20.
- 5) She also provided updates on the Skateboard Giveback Event held May 13 and the Tiny Tot Graduation Ceremony.
- 6) Upcoming activities:
 - A) Day Camp trip to AMC Theatres, Raging Waters, Soak City, John’s Incredible Pizza, roller skating, and Round One. The Aquarium of the Pacific is currently not available.
 - B) Father’s Day Photo Backdrop – June 13 – 15
 - C) Rockabilities Kick-off to the Summer BBQ – June 14
 - D) Puzzle Palooza – June 24
 - E) Sunset Cinema: Minions Rise of Gru – June 26
 - F) Music in the Park: Balance Band and Community Services Expo – June 29; Jeri Curl on July 6
 - G) 4th of July Lawn Decorating Contest – June 29
 - H) Red, White, and You BBQ – July 1
 - I) 4th of July Fireworks Spectacular – July 4
 - J) There will be no Sunset Cinema on July 3
 - K) July is “Parks Make Life Better” Month

COMMISSIONER
ROMAN

Commissioner Roman suggested that lots of water be made available at the Red, White, and You BBQ.

CHAIR FRAIJO

Replying to a question by Chair Fraijo, Manager Zepeda advised that the trip to Aquarium of the Pacific was cancelled by action of the facility; staff was forced to book an alternative trip. She added that this type of situation occurs mostly with sites such as Medieval Times and Pirates Dinner Adventure.

CHAIR FRAIJO

Chair Fraijo expressed concern that school is out on June 8 but that the summer lunch program does not begin until the 20th and asked whether meals could be supplied in the interim, to which Manager Zepeda advised that the program's start date was set by the Covina Valley School District. Chair Fraijo requested that staff look into something to fill the gap, even if meals need to be offered through the Recreation Department.

AQUATICS
SUPERVISOR UPDATE

ASSISTANT POOL
MANAGER QUINONES

Assistant Pool Manager Quinones provided the following update:

- 1) She congratulated the Class of 2023.
- 2) Spring activities end tomorrow. The first day of Recreational Swimming begin June 9.
- 3) During the month of May:
 - A) All lifeguarding staff completed their recertifications.
 - B) The Irwindale Sharks competed against Covina's Barracuda Swim Team. The Sharks also completed their spring season on June 1 with a banquet. Signups are open for the Summer Swim Team.
 - C) The Aquafitness season concluded on May 25. Participants can exercise at their own pace in the shallow end of the pool until the Mt. Sac Aquafitness class begins on June 20.
 - D) The Aquatics Center hosted its 2nd Annual Aquatic Center Expo on May 20.
- 4) During the month of June:
 - A) Recreational Swimming – Mondays, Wednesdays, Fridays-Sundays
 - B) Mindful Waters – Tuesdays
 - C) Senior Splash – Tuesdays and Thursdays
 - D) Aquabilities – Every Thursday
 - E) Water polo / Splash Ball – Fridays from June 16 – July 7
 - F) Swim Lessons – begins June 19.
 - G) Parents and Me – begins June 17
 - H) The first "Dive In" movie showing "The Goonies" - June 16.

COMMISSIONER
ORTIZ

Commissioner Ortiz noted the longevity of the Irwindale Lifeguards, to which Chair Fraijo stated that the lifeguards are first responders and that the community appreciates all that the staff does.

PUBLIC WORKS
SUPERVISOR UPDATE

Supervisor Rodriguez presented the following update:

- 1) Maintenance crews will install replacement parts for playground equipment that had been vandalized at Jardin de Roca Park.

- 2) Crews are also working on maintenance for the upcoming Music in the Park concerts.
- 3) Funds for the Prop. 68 grant are expected to be received soon now that the softball field lighting project was inspected.
- 4) One damaged barbecue in the park was removed and will be replaced soon.
- 5) Staff repaired the concrete areas in the Skate Park before the skateboard giveaway event. The concrete sidewalk near the City Yard was also repaired with a temporary fix. This area may be repaired permanently in phases 4 and 5 of the upcoming Park Improvement Project.
- 6) Staff is working on constructing the new Shark Shack snack area.
- 7) Building Maintenance crews cleaned the balcony near the weight room.
- 8) Staff set up and worked during the recycling and compost event.
- 9) A lunch event was hosted in recognition of Public Works Week.
- 10) Staff recently attended trainings, including "Illness and Injury Prevention," "Aerial Lift Operator," "Scissor Lift Operator," and "Field Preparation Maintenance" training.

COMMISSIONER
ROMAN

Commissioner Roman asked about street work being performed by Los Angeles County crews at the intersection of Irwindale Avenue and Cypress, to which Supervisor Rodriguez elaborated upon briefly.

Director Rodriguez also provided a brief update on boundary lines being painted throughout the city.

COMMISSIONER
ORTIZ

Commissioner Ortiz suggested placing recycling bins throughout the parks, especially after large events, to which Supervisor Rodriguez stated that he would check with Athens for its availability.

DIRECTOR RODRIGUEZ

Director Rodriguez advised that Athens is in the final stages of providing colored lids to help separate waste.

CHAIR FRAIJO

Chair Fraijo suggested monitoring the balcony if individuals are allowed to step onto it. She also requested that staff attempt to keep the grass from drying out in the summer.

PUBLIC SERVICES
DIRECTOR UPDATE

Director Rodriguez presented the following update:

- 1) She introduced Garrett Revelli as a new Intern that will be working with City Administrative offices and noted that Garrett is Charlie Breceda's great grandson.
- 1) The second reading of the FY 23/24 budget ordinance will be held June 28.
- 2) Public Services recently held its 3rd Annual Recycling event along with its annual compost giveaway.

- 3) The Street Resurfacing Project is nearing completion.
- 4) She provided additional details on the street work being conducted by Los Angeles County workers at the intersection of Irwindale Avenue and Cypress.
- 5) Street Maintenance crews restriped the southbound lanes of Irwindale Avenue from south of Foothill to Camino de la Cantera.
- 6) The contract for the Irwindale Park Improvement Project phases 4 and 5 will go before the Council at its June 28 meeting. Work is scheduled to commence in September.
- 7) Irwindale youth and members of youth-based groups are invited to apply to lead the Pledge of Allegiance at Council meetings.
- 8) Snack Bar renovations are almost complete. Staff anticipates being able to open it at the end of July or the beginning of August. Staff is also working on purchasing a sign for the Snack Bar.
- 9) Staff is working on a list of names of those that have made significant contributions to the Snack Bar in the past and plans to honor them by naming snacks after them.
- 10) The game room has been cleaned and the grill has been relocated.

CHAIR FRAIJO

Chair Fraijo requested that staff relay concerns over the work performed by County workers at the intersection of Irwindale Avenue and Cypress, to which Director Rodriguez advised that the concern will be relayed to Director Chan in the Engineering Department.

COMMISSIONER ITEMS AND REQUESTS

CHAIR FRAIJO

Chair Fraijo requested that a report be presented at the July meeting to discuss the 23/24 Recreation budget.

COMMISSIONER
ORTIZ

Commissioner Ortiz requested that a banner be hung at the gym to recognize the achievements of the Cheerleading Team. She also requested consideration for having City representation at LGBTQ events, or possibly host one in the City.

CHAIR FRAIJO

Chair Fraijo requested to adjourn the meeting in recognition of June as Pride Month.

ADJOURNMENT

There being no further business to conduct, the meeting was adjourned at 7:47 p.m., in recognition of June as Pride Month.

Armando Hegdahl, CMC
Management Analyst

City of
IRWINDALE
AGENDA REPORT

**PARKS & RECREATION
 COMMISSION**

Date: July 5, 2023
 To: Honorable Chair and Commission Members
 From: Elizabeth Rodriguez, Public Services Director
 Issue: Maintenance Update from the 2023 Tour of the Dan Diaz Recreation Center, the Aquatics Center, Irwindale Park and Jardin de Roca Park

Recommendation:

That the Irwindale Parks and Recreation Commission receive and file the maintenance update from the 2023 Tour of the Dan Diaz Recreation Center, the Aquatics Center, Irwindale Park and Jardin de Roca Park.

Administrative Action:

Submitted by:	
Pedro Rodriguez, Public Works Maintenance Supervisor	
Approved by:	
Elizabeth Rodriguez, Public Services Director (626) 430-2211	

Background and Analysis:

On April 13, 2023 and May 3, 2023, the Parks & Recreation Commission completed a walk through tour of the Dan Diaz Recreation Center, the Aquatics Center, Irwindale Park and Jardin de Roca Park to identify areas of concerns prior to the Summer Season. During and after the tour, the Commission and audience provided input and staff made a record of specific areas of improvements.

The following table outlines these specific areas of improvements and the status of each:

DAN DIAZ RECREATION CENTER	STATUS
Game Room Open on Social Media Post.	
Remove grill & propane tanks from Game Room.	COMPLETED
Create a contest to hire a local artist to do a mural on the wall inside the Game Room to make it more inviting.	WORKING ON GUIDELINES
Has Kidzone started using the Game Room?	
Keep the vending machines consistently filled.	ONGOING

Add an additional trash can or a bigger trash can in both the Women's and Men's Locker Rooms.	ON ORDER
Nordic Track Treadmills are out.	COMPLETED
Cardio Room Clock: Replace outlet cover so plug will fit or purchase another clock that will fit the outlet.	COMPLETED
Men's Restroom Panels: Paint or replace.	
Clean Balcony, Stairs, and Underneath Stairs.	COMPLETED
Patch up and repaint peeling ceiling in Kitchen.	COMPLETED

AQUATICS CENTER

STATUS

Use proper cleaner on panels to avoid staining.	
Create a replacement program for panels.	
Replace bases on dressing room doors.	
Resurface wading pool.	
Water fountain is inoperable.	COMPLETED

IRWINDALE PARK MAINTENANCE REQUIRED

STATUS

Pressure wash the Dan Diaz Recreation Center Exterior.	
Remove bird feces from Memorial Garden pavers.	COMPLETED
Repair holes in softball field chain link fence.	COMPLETED
Ensure all BBQs are functional.	COMPLETED
Installation of poured in place along the perimeter of the softball field outfield area.	
Repair clogged drinking fountain (near bathroom).	
Replace drinking fountain knob (near east end parking lot).	
Abate of Ground Squirrels.	SCHEDULED JULY 1 ST
Reset faucet timer in Women's Restroom near playground.	COMPLETED
Remove graffiti from tables near volleyball court and entrance to softball field.	COMPLETED
Repair sidewalk panels near the entrance to the yard.	COMPLETED
Repair leaky valve in softball field.	COMPLETED
Recoat or replace plaque on the rock near the west end restrooms.	

JARDIN DE ROCA PARK	STATUS
Replace three (3) pavers missing from basketball court perimeter.	
Remove graffiti in skate boarding bowl.	COMPLETED
Repaint the fence around skate boarding area every six (6) months.	ONGOING
Adjust the timing on the sinks.	COMPLETED
Replace stickers on playground equipment.	COMPLETED
Replace the decomposed granite near the Tennis Court.	
Replace the sticker on the Lap Pull Down exercise equipment.	
Purchase large 5-12 age sign for playground.	IN PROGRESS

City of
IRWINDALE
AGENDA REPORT

**PARKS & RECREATION
COMMISSION**

Date: July 5, 2023
To: Honorable Chair and Commission Members
From: Elizabeth Rodriguez, Public Services Director
Issue: Program/Class Attendance Policy

Recommendation:

Provide input to staff regarding the program/class attendance policy for programs and/or classes due to lack of attendance.

Administrative Action:

Submitted by:

Priscilla Zepeda, Recreation Manager
(626) 430-2226

Approved by:

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



The image shows two handwritten signatures. The top signature is in black ink and appears to be 'PZ' for Priscilla Zepeda. The bottom signature is in blue ink and appears to be 'Elizabeth Rodriguez'.

Background and Analysis:

At the regularly scheduled Parks and Recreation Commission meeting on September 7, 2022, staff presented information on the implementation of a Dismissal Policy for classes/programs, now renamed Attendance Policy.

Recreation has encountered challenges with enrollment for free programs, particularly those with capacity limits. In an effort to ensure that those who are interested in the program/class are able to participate, staff is seeking to implement an Attendance Policy, which would allow for those on the waiting list to have an opportunity to join the program/class should a registered participant not attend either at all or on a regular basis. The attendance policy would be implemented for all program and class offerings provided by Recreation.

Exemptions will be made for excused absences which may include illness, custodial issues, family vacations and/or when staff is notified in advance.

The Attendance Policy was first presented to the Commission at the June 7, 2023 meeting. The Commission requested the policy add a section on appeals. Staff has added a section in the policy that allows for appeals. Additionally, the Commission requested that staff bring the policy back in order to provide more time to review and provide comments at the next Parks & Recreation Commission meeting.



Attendance Policy

June 7, 2023

I. SCOPE

This policy will provide guidelines as it relates to attendance for Recreation programs and classes.

II. PURPOSE

The purpose of this policy is to establish guidelines that will govern the process by which staff can dismiss participants from Recreation programs and classes based on attendance.

III. PROCEDURES

In an effort to provide quality programs and classes for patrons of the Dan Diaz Recreation Center, an attendance policy will be implemented for any class or program that has a waiting list. The attendance policy will provide guidelines for participants as it relates to their attendance to any and all programs and/or classes they are registered for at the Dan Diaz Recreation Center. These programs and/or classes include but are not limited to:

Kidzone Program	Teen Club	Youth Sports
Tots Programs	Adult Classes	Adult Sports
Cheer Program	Youth Classes	Day Camp

Notifications

Participants*, parent(s), or a legal guardian must notify staff of the reason for an absence. There are 3 ways to notify staff of absence:

1. Participant*/Parent/Legal Guardian calls and leaves a message on the main Recreation line (626) 430-2224.
2. Participant*/Parent/Legal Guardian emails staff as listed below:

Kidzone Program/Day Camp	aquinones@irwindaleca.gov
Tots Programs	dponce@irwindaleca.gov
All other programs/classes	srosales@irwindaleca.gov
3. Written Note signed and dated by Participant*/Parent/Legal Guardian

*If participant is a minor, then only a parent or legal guardian may notify staff of an absence.

Excused Absences

Excused absences include illness**, health appointments**, funerals, school sponsored events, custodial issues (shared custody), vacation (with prior notification).

**Documentation by a doctor must be provided for illness or health appointments, lasting 3 days or longer.

Unexcused Absences

Notifications not received within 72 hours of an absence, an illness over 3 days that does not have proper documentation, and personal reasons.

For Irwindale Cheer, timely attendance is also required. This is a TEAM sport and regular on time attendance is necessary to ensure that the team is prepared for competition. Leaving early or arriving late can impact the team. Excessive tardies or early dismissals can result in an unexcused absence classification. We understand that some situations cannot be prevented; however, excessive means on more than two occurrences.

Dismissal

Participants must be in attendance for 75% of the class/program with the exception of Competition Cheer, with a 90% attendance requirement. Failure to meet the attendance percentage will result in dismissal of the class/program.

Dismissals may be appealed at the Administrative level. Appeals must be submitted in writing prior to consideration by the Public Services Director. Forms may be submitted to erodriguez@irwindaleca.gov no later than 3 days after dismissal and are available at the Dan Diaz Recreation Center.

ATTENDANCE POLICY

Irwindale Recreation provides a variety of classes and programs to patrons of all ages. The zero to low cost of said programs and classes has made participation increase and often results in several individuals on the waiting list. In order to provide opportunities for all interested in participating in Recreation offerings, the City of Irwindale has adopted an Attendance Policy for all recreation classes and programs.

If you, or your child(ren), will be absent from _____, please contact the Dan Diaz Recreation Center as soon as possible, but no later than 72 hours of the absence date. If you have missed 3 or more days without notification, you may be dismissed from the class/program and your spot will be made available to the next person on the waiting list.

Examples:

Excused Absences

Excused absences include illness*, health appointments*, funerals, school sponsored events, custodial issues (shared custody), vacation (with prior notification).

*Documentation by a Doctor must be provided for illness or health appointments, lasting 3 days or longer

Unexcused Absences

Notifications not received within 72 hours of an absence, an illness over 3 days that does not have proper documentation, and personal reasons.

For Irwindale Cheer, timely attendance is also required. This is a TEAM sport and regular on time attendance is necessary to ensure that the team is prepared for competition. Leaving early or arriving late can impact the team. Excessive tardies or early dismissals can result in an unexcused absence classification. We understand that some situations cannot be prevented; however, excessive means on more than two occurrences. _____ initial

Dismissal

Participants must be in attendance for 75% of the class/program with the exception of Competition Cheer, with a 90% attendance requirement. Failure to meet the attendance percentage will result in dismissal of the class/program.

Participants/Parents/Legal Guardian are required to notify staff within 72 hours of absence.

I have received a copy of the Attendance Policy and understand that I am required to notify Recreation staff within 72 hours of my/my child(ren) absence to avoid dismissal from the class/program registered for.

Participant Name: _____

Date: _____ Parent/Legal Guardian (print): _____

Participant/Parent/Legal Guardian Signature: _____

Received by (print): _____ Initial: _____

City of
IRWINDALE
AGENDA REPORT

PARKS & RECREATION
 COMMISSION

Date: July 5, 2023
 To: Honorable Chair and Commission Members
 From: Elizabeth Rodriguez, Public Services Director
 Issue: City Council Adopted Public Services Budget for FY23-24

Recommendation:

Parks and Recreation Commission receive and file the City Council adopted FY2023/2024 budget for the Public Services Department, including the Irwindale Community Foundation Donations.

Administrative Action:

Submitted / Approved by:

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



Background and Analysis:

On June 28, 2023, the City Council adopted Ordinance No. 770 entitled: **"AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF IRWINDALE ADOPTING THE BUDGET FOR FISCAL YEAR 2023-2023."**

The budget adoption included the following budget requests from the Public Services Department.

AQUATICS

ITEM	DESCRIPTION	ONGING	ONE-TIME
Personnel – Part Time	Increase in hours due to an increase in operations.	33,255	-
Personnel – Part Time	Increase in hours due to the opening of the snack bar.	3,745	-
End of Summer Luau	Food, Entertainment, Decorations	6,000	-
TOTAL AQUATICS:		43,000	-

MAINTENANCE

ITEM	DESCRIPTION	ONGING	ONE-TIME
Animal Care & Control	Ground Squirrels Abatement & LA County Annual Increase in Cost	12,500	
Pest Control	Mosquito Abatement	3,000	
Equipment	Purchase an Aerator for Parks	12,000	
Equipment	Purchase Electric Power Tools using AQMD special Funds		750
TOTAL MAINTENANCE:		27,500	750

All of the requests made by Irwindale Recreation were approved donations from the Irwindale Community Foundation; therefore, there were no general fund budget requests made to the city council for consideration.

Attached is the approved Irwindale Community Foundation Donations that were also adopted as part of the Fiscal Year 2023/2024 Budget.

ATTACHMENT

Attachment "A" FY2023-2024 ICF Funding for Public Services

Attachment "A"
FY 2023-2024 ICF FUNDING FOR PUBLIC SERVICES

DEPARTMENT: AQUATICS				
ITEM	DESCRIPTION	ONGOING	ONE-TIME	# of Participants
Aquatics Expo	Ice cream truck, promotional items, decorations	2,000.00	-	70+
Red, White and You Picnic	Interactive water games, decorations, and promotional supplies	1,800.00	-	100+
Luaus	Two (2) end of summer luaus - Food, entertainment, and decorations	6,000.00	-	100 per event
Snack Bar	Purchase Equipment & Supplies	5,500.00	5,100.00	N/A
Wading Pool	Replaster the wading pool.	-	15,000.00	N/A
TOTAL AQUATICS		15,300.00	20,100.00	

DEPARTMENT: PUBLIC SERVICES				
ITEM	DESCRIPTION	ONGOING	ONE-TIME	# of Participants
School Bus Tracking System & Radios	Bus tracking system (\$2,000) and on going service fee for radios (\$3,000) for both school buses and a dispatcher in case of an emergency. The one-time fee (3,000) will be used to purchase the required tablets to use the tracking system properly.	5,000.00	3,000.00	125+
City Hall & Senior Center Holiday Decorations	Additional lighting and decorations for the front of City Hall, front of Senior Center & courtyard, and Arrow Highway; Two (2) New Christmas Tree and decoations for City Hall and Council Chamber	-	5,000.00	N/A
Bus Parking	Daily bus parking fees for beach trips and other events	1,200.00	-	23+
TOTAL PUBLIC SERVICES		6,200.00	8,000.00	

DEPARTMENT: RECREATION				
ITEM	DESCRIPTION	ONGOING	ONE-TIME	# of Participants
Special Events	Mariachifest week #5 - sound system and supplies	11,700.00	-	300+
	Christmas Spectacular - Snow Zone	5,000.00	-	400+
	Red, White, and You BBQ - Inflatables and activities	5,000.00	-	100/event
	Christmas Spectacular - Christmas tree and materials to retrofit	-	10,000.00	400+
	Music in the Park - bands and sound (\$10,000)	10,000.00	-	
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	-	100/event
Programs	Supplemental funding to offset the increased cost for Kidzone snacks	4,000.00	-	
Classes	Second yoga class, Adult Fitness, Healthy Lifestyle, Dog Obedience and more	24,000.00	-	300+
Youth Sports	Cost of cheers uniforms for Competition Cheer	7,200.00	-	24+
Trips	Family trips - increase amount of tickets available for trips	6,000.00	-	480+
Kindness Krew	Giveaways, donations and more	-	-	100+
Field Trips - Day Camp	Fall Break trip to Disneyland	-	6,400.00	45
Field Trips - Teens	Fall Break trip to Disneyland	-	3,320.00	23
TOTAL RECREATION		80,900.00	19,720.00	

TOTAL REQUESTED	102,400.00	47,820.00	150,220.00
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