

CITY OF IRWINDALE

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

PAULA FRAJO
CHAIR

BELEN ZEPEDA
VICE CHAIR

MARGUERITE
S. LOPEZ
COMMISSIONER

TERESA ORTIZ
COMMISSIONER

CARMEN ROMAN
COMMISSIONER

AGENDA FOR THE REGULAR MEETING OF THE PARKS & RECREATION COMMISSION

OCTOBER 6, 2021

6:00 P.M.

VIA VIDEOCONFERENCE

(Closed to the Public)

Pursuant to Irwindale Resolution No. 2021-86-3298

The Governor has declared a State of Emergency to exist in California because of the threat of COVID-19 (aka the "Coronavirus"). The Governor also issued Executive Order N-25-20, which directs Californians to follow public health directives including canceling large gatherings. The Executive Order also allows local legislative bodies to hold meetings via conference calls while still meeting state transparency requirements.

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

Registration URL:

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

Webinar ID:

833-7389-7360

*You will be connected to audio using your computer's microphone and speakers (VoIP).
A headset is recommended.*



Spontaneous Communications: The public is encouraged to address the Parks & Recreation Commission on any matter listed on the agenda or on any other matter within its jurisdiction. The Parks & Recreation Commission will hear public comments on items listed on the agenda during discussion of the matter and prior to a vote. The Parks & Recreation Commission will hear public comments on matters not listed on the agenda during the Spontaneous Communications period.

Pursuant to provisions of the **Brown Act**, no action may be taken on a matter unless it is listed on the agenda, or unless certain emergency or special circumstances exist. The Parks & Recreation Commission may request from staff to investigate and/or schedule certain matters for consideration at a future Commission or City Council meeting.

Americans with Disabilities Act: In compliance with the ADA, if you need special assistance to participate in a Commission meeting or other services offered by this City, please contact City Hall at (626) 430-2200. Assisted listening devices are available at this meeting. Ask the Deputy City Clerk if you desire to use this device. Upon request, the agenda and documents in the agenda packet can be made available in appropriate alternative formats to persons with disabilities. Notification of at least 48 hours prior to the meeting or time when services are needed will assist the City staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

Note: Staff reports are available for inspection by appointment only at the office of the City Clerk, City Hall, 5050 N. Irwindale Avenue, during regular business hours (8:00 a.m. to 6:00 p.m., Monday through Thursday)

Code of Ethics

As City of Irwindale Parks & Recreation Commissioners, our fundamental duty is to serve the public good. We are committed to the principle of an efficient and professional local government. We will be exemplary in obeying the letter and spirit of Local, State and Federal laws and City policies affecting the operation of the government and in our private life. We will be independent and impartial in our judgment and actions.

We will work for the common good of the City of Irwindale community and not for any private or personal interest. We will endeavor to treat all people with respect and civility. We will commit to observe the highest standards of morality and integrity, and to faithfully discharge the duties of our office regardless of personal consideration. We shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of others.

We will inform ourselves on public issues, listen attentively to public discussions before the body, and focus on the business at hand. We will base our decisions on the merit and substance of that business. We will be fair and equitable in all actions, claims or transactions. We shall not use our official position to influence government decisions in which we have a financial interest or where we have a personal relationship that could present a conflict of interest, or create a perception of a conflict of interest.

We shall not take advantage of services or opportunities for personal gain by virtue of our public office that are not available to the public in general. We shall refrain from accepting gifts, favors or promises of future benefit that might compromise our independence of judgment or action or give the appearance of being compromised.

We will behave in a manner that does not bring discredit or embarrassment to the City of Irwindale. We will be honest in thought and deed in both our personal and official lives.

Ultimate responsibility for complying with this Code of Ethics rests with the individual elected official. In addition to any other penalty as provided by law, violation of this Code of Ethics may be used as a basis for disciplinary action or censure of a Commissioner.

These things we hereby pledge to do in the interest and purposes for which our government has been established.

IRWINDALE PARKS & RECREATION COMMISSION



- A. **CALL TO ORDER**
- B. **PLEDGE OF ALLEGIANCE**
- C. **INVOCATION**
- D. **ROLL CALL:** Commissioners: Marguerite S. Lopez, Teresa Ortiz, Carmen Roman
Vice Chair Belen Zepeda, Chair Paula Fraijo
- E. **INTRODUCTION OF NEW EMPLOYEES**
 - 1) Introduction of Daniel Grijalva, Aquatics Supervisor
- F. **BROWN ACT AND PUBLIC MEETING PROCEDURES AND CONFLICTS OF INTEREST FOR PUBLIC OFFICIALS** – Presentation by Jamie Traxler, Assistant City Attorney

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 participate (except as stated) 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 three minutes unless such time limits are extended.

1. CONSENT CALENDAR

The Consent Calendar contains matters of routine business and is to be approved with one motion unless a member of the Commission requests separate action on a specific item. At this time, members of the audience may ask to be heard regarding an item on the Consent Calendar.

A. Minutes

Recommendation: Approve the following minutes:

- 1. Regular Meeting of September 1, 2021

2. NEW BUSINESS

A. Update on Bus Cameras (Verbal Presentation)

Department: Public Services

B. ADA Parking Update (Verbal Presentation)

Department: Public Services

C. New Classes for Aquatics Center and Requests for Donations from the Irwindale Community Foundation

Recommendation: Review and make recommendations for new classes at the Aquatics Center and Requests for Donations from the Irwindale Community Foundation.

Department: Aquatics

D. Irwindale Community Foundation FY 2021/2022 Donation Requests for the Recreation Division

Recommendation: Review and provide recommendations to the request for funding from the Irwindale Community Foundation (ICF) for FY 2021/2022.

Department: Recreation

E. Alfred F. Herrera Softball Field Lighting

Recommendation: Review and make a recommendation to City Council to 1) retrofit to LED lighting using the existing six (6) light poles; or 2) install six (6) new light poles with LED lighting at the Alfred F. Herrera Softball Field.

Department: Public Services

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 agenda for the regular meeting of the Irwindale Parks & Recreation Commission to be held on October 6, 2021, to be posted at the City Hall, Library, and Post Office on September 30, 2021.

Armando Hegdahl

Armando Hegdahl, CMC
Management Analyst

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

SEPTEMBER 1, 2021
WEDNESDAY
6:00 P.M.

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

ROLL CALL:

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

Also present: Elizabeth Rodriguez, Public Services Director; Priscilla Zepeda, Recreation Manager; Pedro Rodriguez, Public Works Services 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) Regular meeting held August 4, 2021

NEW BUSINESS

ITEM NO. 2A
UPDATE ON ADA
PARKING FOR
COMMUNITY EVENTS

UPDATE ON ADA PARKING FOR COMMUNITY EVENTS (Verbal Presentation)

DIRECTOR RODRIGUEZ Director Rodriguez presented the verbal report, wherein she advised that, after staff reviewed city parking lots, it was determined that none of them have van-accessible parking spaces, and only three are in compliance with the Americans with Disabilities Act ("ADA"). She added that staff from Public Services will meet with a contractor to bring all parking lots up to ADA standards. In the meantime, staff will identify additional parking availability, including sufficient space for vans with passenger exits, during large community events. She provided additional details on ADA requirements and the need to draft plans for review by the Building and Safety Department.

- CHAIR FRAIJO In response to several questions by Chair Fraijo, Director Rodriguez advised that the City is required to provide at least one van-accessible parking space for every 25 parking spaces. Chair Fraijo asked whether legal action could be taken against the City for the lack of disabled parking, to which Director Rodriguez that the City completed an ADA Transition Plan in 2014, which included a schedule of necessary improvements, which show the City's good-faith efforts in complying with ADA requirements. She also advised that the issue with the parking lots would probably require several months to address, since plans need to be drawn up, and spoke on necessary updates to restrooms and sidewalks. Documentation regarding the ADA Transition Plan are available on the City website.
- COMMISSIONER ORTIZ Commissioner Ortiz asked about the timing for the improvements, to which Director Rodriguez advised that they take time since they include expensive repairs. She also noted the need to abide by Building Codes as well as ADA requirements.
- COMMISSIONER LOPEZ Responding to a question by Commissioner Lopez, Director Rodriguez advised that ADA requirements are typically updated every three years, and noted that the City will likely need to conduct ongoing improvements in order to comply with ADA.
- COMMISSIONER ROMAN Commissioner Roman commended Recreation staff for implementing programs that educate the public and welcome individuals with disabilities. She thanked staff for their efforts in addressing the concern.
- CHAIR FRAIJO Chair Fraijo requested an updated on this subject at the next Commission meeting.

RECREATION
MANAGER UPDATE

- RECREATION MANAGER ZEPEDA Recreation Manager Zepeda provided an update on the following programs and activities:
- 1) The Council has approved the extension of Aquafitness and Lap Swimming through October 28. The Council also approved the extension of Recreational Swim on weekends for day and night swim, pending staff availability, through September 5.
 - 2) Although continues promoting the Aquabilities program, there has been zero attendance thus far.
 - 3) The Kidzone program resumed on August 16 and is now being held in the "Kidzone Room" (formerly the banquet room).
 - 4) Teeny Tots also kicked off on August 16 with a full class. Staff is preparing for the field trip to the Pumpkin Patch on October 25.
 - 5) Both Cheer teams have begun practicing.

- 6) The FunFit Fridays, Zumba, and Aquafitness programs have all begun. Flyers are being sent out this month regarding Cupcake Cuties, Pint Sized Picassos, Canvas Kids, Yoga at Noon, and the Teen and Tween Clubs. Staff is working with Bright Stars Academy for start dates for Karate, Ballet, and more.
- 7) Twelve participants have registered in the Irwindale Sharks Swim Team.
- 8) Recreation staff is working alongside Library and Senior Center staff to launch the Healthy Irwindale program soon.
- 9) The Los Angeles County Department of Public Health guidelines requires weekly testing of participants of youth sports in a competitive setting, which would apply to the City's cheer programs and the swim team.
- 10) A Drive-By event to honor former Parks and Recreation Commission Chairman Dan Diaz will be held September 2.
- 11) Mariachi Fest will begin this week.
- 12) October is Anti-Bully Month and the Kidzone program participants will be working on the "Kindness Counts" campaign. Staff will also request that the Council officially declare the month of October as "Anti-Bully Month".
- 13) October 4-8 is "Customer Service Week", and special treats will be distributed to staff to thank them for their hard work.
- 14) Flyers will soon be sent out with details on the upcoming Halloween Spooktacular and Trunk or Treat programs.

PUBLIC WORKS

SUPERVISOR UPDATE

Public Works Supervisor Rodriguez presented the following update:

- 1) Staff is busy setting up for this month's MI Fiesta, including placing lighting behind the Recreation building.
- 2) Staff has met with Mr. Steven Ormenyi to discuss lighting for Phase 4 and 5 of the Park Improvement Project
- 3) The tennis court surfaces will be resurfaced starting on September 7.
- 4) Two sprinkler valves at the softball field have been repaired.
- 5) Pest management has started this week to treat Irwindale Park, Jardin de Roca Park, and the City Yard, for ground squirrels.
- 6) Supervisor Rodriguez also expressed his condolences to the Tapia family for a recent death in the family.

PUBLIC SERVICES

DIRECTOR UPDATE

Director Rodriguez presented the following update:

- 1) The newly-hired Aquatics Supervisor, Daniel Grijalva, will begin his new position on September 13. He will also be presenting updates on events and activities of the Aquatics Division at each Commission meeting.

- 2) Staff has met with a local lighting company to address the lighting issues being experienced at the softball field. Staff hopes to present additional information on this matter at the next meeting.

**COMMISSIONER ITEMS
AND REQUESTS**

CHAIR FRAIJO	Chair Fraijo expressed her gratitude that the Mariachi Fest event is being held and commended Recreation Manager Zepeda for her phenomenal work in organizing the event.
COMMISSIONER LOPEZ	Commissioner Lopez asked whether a costume contest will be held during the Mexican Independence Fiesta, to which Manager Zepeda indicated that the contest will be held. Commissioner Lopez also requested that staff look into holding boxing classes for children.
COMMISSIONER ROMAN	Commissioner Roman asked clarifying questions about the Zumba classes the “Splashing Pumpkins” activities.
COMMISSIONER ORTIZ	Commissioner Ortiz asked why the Zumba program was moved into a small room, to which Manager Zepeda indicated that the move was due to the lack of alternative areas for the activities. Manager Zepeda noted that face masks are still worn but that physical distancing is no longer required.
CHAIR FRAIJO	Chair Fraijo requested that the Christmas lights on the palm trees behind the Recreation building be removed after Christmas. She also asked about the grass at the Memorial Garden area, to which Supervisor Rodriguez advised that the irrigation controller experienced some type of conflict, but that it has since been repaired.
COMMISSIONER ROMAN	Responding to a question by Commissioner Roman, Supervisor Rodriguez stated his belief that the ground squirrels have not affected the City’s smaller parks.
CHAIR FRAIJO	In reply to a question by Chair Fraijo, Director Rodriguez advised that the retrofit of existing park lighting was removed from the Park Improvement Project due to its high price. She noted staff’s priority is obtaining high quality lighting, which is not always feasible under contract with the lowest bidder. She spoke on lighting issues experienced by other agencies and noted that staff will make every attempt to prevent the same from occurring at Irwindale Park. Staff anticipates having LED lighting installed.
COMMISSIONER ROMAN	Commissioner Roman asked clarifying questions regarding bus operations and maintenance, which Director Rodriguez elaborated on.

COMMISSIONER LOPEZ	Commissioner Lopez asked about cameras inside buses and at the parks, to which Director Rodriguez advised that staff will soon provide an update to the Commission on this subject.
COMMISSIONER ROMAN	Commissioner Roman thanked staff for organizing such wonderful events and activities, which she noted are being fully utilized by residents.
CHAIR FRAIJO	Chair Fraijo requested for staff to look into holding a flag football program, and suggested that signups for flag football be held during Day Camp trips or at the Music in the Park concerts, to which Manager Zepeda noted that budgeting for flag football was previously approved, but the program was not implemented due to COVID-19. Chair Fraijo also congratulated Daniel Grijalva on his appointment as Aquatics Supervisor, and commended Director Rodriguez for doing a wonderful job.
COMMISSIONER ORTIZ	Commissioner Ortiz asked about gender requirements for the cheerleading programs, to which Manager Zepeda advised that the program is open to all children in the indicated age category.
<u>ADJOURNMENT</u>	There being no further business to conduct, the meeting was adjourned at 6:57 p.m., in memory of Margaret Tapia.

Armando Hegdahl, CMC
Management Analyst

City of
IRWINDALE
AGENDA REPORT

**PARKS & RECREATION
COMMISSION**

Date: October 6, 2021
To: Honorable Chair and Commission Members
From: Elizabeth Rodriguez, Public Services Director
Issue: New Classes for Aquatics Center and Requests for Donations from the Irwindale Community Foundation

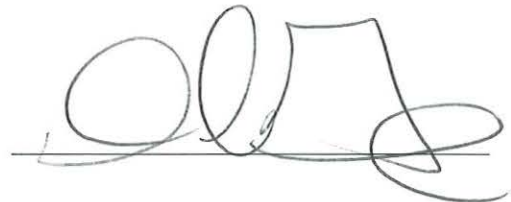
Recommendation:

Review and make recommendations for new classes at the Aquatics Center and Requests for Donations from the Irwindale Community Foundation.

Administrative Action:

Submitted by:

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



Reviewed / Approved by:

Elizabeth Rodriguez, Public Services Director



Background and Analysis:

Irwindale Aquatics provides a variety of healthy, affordable and safe programs and services to the Irwindale community and its visitors. These include, but are not limited to, Recreational Swim, Swimming Lessons, Aquafitness, and Lap Swim. Each year, staff has been working on providing additional classes and programs for the Aquatics Center. In 2019, City Council approved funding to allow for additional Aquatics programs and classes which included Senior Splash, Aquabilities, and more. In 2021, the City Council approved funding to implement a Water Polo Clinic and to hire a full-time Aquatics Supervisor to oversee the operation and maintenance of the City's Aquatics Center as it has grown and continues to grow. The Aquatics Supervisor was hired and started on September 13, 2021 bringing many new and fresh ideas to the Aquatics Center.

Some new classes include "Aqua Stand Up" for Beginners Class, Mindful Waters Class, Lap Walk Class, and an Aqua Volleyball Clinic. A description of each class is provided as follows:

Aqua Stand Up for Beginners Class

The Aqua Stand Up for Beginners class (Aqua Stand Up) is an exciting and innovative take on fitness with the use of paddle boards that are anchored to the deck of the pool. Aqua Stand Up is a beneficial class for the whole family. Aqua Stand Up can accommodate ages 8-80+ and is tailored to meet all fitness levels, incorporating High-Intensity Interval Training (HIIT), YOGA, and Pilates training to enhance your strength, endurance and balance. This class also does a great job with improving a patron's mental and physical wellness. This is a great class to take and would be placed on the schedule either before or after the Mindful Waters class that we would also love to provide for the community.

Mindful Waters Class

The idea of the Mindful Waters class is a No swim, No splashing, No talking, hour to enhance your inner peace and wellness. Mindful waters can take place in the early morning hours or evening right after the Aqua Stand Up class. Patrons will use the anchored paddle boards to practice meditation and mindfulness in order to either get their day started or wrap their day up. During this class, patrons will be listening to the calming sounds of the Calm Mobile app that will play over the pools audio system.

Lap Walk Class

The city's lap walk class was a great addition that was added during the pandemic to still provide aquatic services to the public. The Lap Walk class is not able to occur in conjunction with Aqua Fitness. Therefore, staff is proposing a separate time dedicated for Lap Walk and extending it to include arm and leg weights and water dumb bells. These class materials would be a great addition to the lap walk class by adding resistance training suitable for all fitness levels.

Aqua Volleyball Clinic

This will consist of 6-players per team for a total of 12-players. Aqua Volleyball will be a clinic that will teach patrons how to play water volleyball. The rectangular court allows for only four players on each side and the other two players (on each team) will rotate into the game.

The above classes will be introduced in Spring, Late Summer, and Fall of 2022. Staff is unable to implement these classes in Summer 2022 at this time due to the full Summer programming already in place during the Summer Season; however, staff will continue to evaluate all programs and staffing levels to determine which classes can possibly be offered in the future during the Summer Season.

Staff will be requesting a donation from the Irwindale Community Foundation (ICF) at its November 2021 meeting to fund these new classes and to provide additional funding for some existing classes. Below outlines the donation requests for ICF:

NAME	CATEGORY	DESCRIPTION	FREQUENCY	# OF PARTICIPANTS	DONATION REQUEST
Paddle Boards Aqua Stand Up for Beginners & Mindful Waters (2 separate classes)	Class	Purchase 8 Yoga Paddle Boards, Anchors & Obtain Certification	4 weeks	8	\$ 10,000
Walking Class	Class	Purchase water weights for arms and legs, water dumbbells, and an equipment rack for these items	4 weeks	8-16	\$ 1,770
Aqua Fitness Noodles	Class	Purchase 70 pool noodles & 2 pool noodle holder	4 weeks	42	\$ 1,080
Swimming Lessons, Swim Team, Lap Swim	Class	Purchase Kickboards & Kickboard Stand	6 weeks	40	\$ 990
Swim Team	Program	Purchase Uniforms - Swimwear, Swim Caps, Goggles,	8 weeks	13	\$ 960
Aqua Volleyball Clinic	Class	Purchase Equipment, including net and balls	4 weeks	12	\$ 750
Diving Boards	Other	Purchase three (3) new diving boards	Annually	500+	\$ 40,000
					\$ 55,550

City of
IRWINDALE
AGENDA REPORT

**PARKS & RECREATION
COMMISSION**

Date: *October 6, 2021*
To: Honorable Chair and Commission Members
From: Elizabeth Rodriguez, Public Services Director
Issue: Irwindale Community Foundation FY2021/2022 donation requests for the Recreation Division

Recommendation:

Parks and Recreation Commission review and provide recommendations to the request for funding from the Irwindale Community Foundation (ICF) for FY 2021/2022.

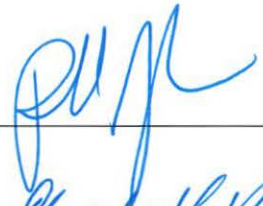
Administrative Action:

Submitted by:

Priscilla Zepeda, Recreation Manager
(626) 430-2226

Reviewed/Approved by:

Elizabeth Rodriguez, Public Services Director




Background and Analysis:

The Irwindale Community Foundation will be accepting recommendations for funding for FY 2021-2022. Staff has identified a few items based on need and recommendations made by the Parks and Recreation Commission. The items requested will allow the Recreation Division to continue providing quality and innovative programs and events that benefit the community.

The following table lists the items and amounts that staff is recommending for the FY 2021-2022 request from the ICF Board:

RECREATION		
ITEM	DESCRIPTION	AMOUNT
Snow Zone	Cost of snow zone for the Christmas Spectacular and the replacement cost for the large standees that are placed throughout the plaza.	\$13,000.00
Climb and Play Equipment	Soft climb and play equipment and toys for the classroom to allow the students a space to play inside the classroom that is age appropriate. Currently class toys and manipulatives are geared to ages 4+.	3,500.00
Movie Licensing	Purchase the licensing necessary to provide approximately six additional movie nights throughout the calendar year, along with family friendly activities during the event.	3,900.00
Healthy Irwindale	Funding for the purchase of incentive prizes that can be earned throughout the year based on fitness accomplishments. These items can include water bottles, pedometers, visors, window clings and more.	3,500.00
TOTAL RECREATION		\$ 23,900.00

City of
IRWINDALE
AGENDA REPORT

**PARKS & RECREATION
COMMISSION**

Date: October 6, 2021
To: Honorable Chair and Commission Members
From: Elizabeth Rodriguez, Public Services Director
Issue: Alfred F. Herrera Softball Field Lighting

Recommendation:

Review and make a recommendation to City Council to 1) retrofit to LED lighting using the existing six (6) light poles; or 2) install six (6) new light poles with LED lighting at the Alfred F. Herrera Softball Field.

Administrative Action:

Reviewed / Approved by:

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



Background and Analysis:

The current lighting system at the Alfred F. Herrera Softball Field is extremely outdated and many of the light bulbs are not working.

The current lighting system consists of the following:

- Six (6) light poles with a total of 50 light fixtures/bulbs;
 - Two (2) light poles are approximately 80' high. Each pole has two rows of six (6) light fixtures/bulbs.
 - Two (2) light poles are approximately 70' high with two rows of fixtures. One (1) row has four (4) light fixtures/bulbs and the other row has three (3) light fixtures/bulbs.
 - Another two (2) light poles are approximately 70' high with one row of six (6) light fixtures.
 - An electrical panel is installed on each of the light poles.
- An Electrical Box that houses the light switches that enables staff to turn the lights on and off, three contactors that keep the breakers on when in use, and an area that identifies the voltage and function of the lighting system.

The existing light poles in the Softball Field were installed in the 1960s, almost 52-61 years ago. The lighting fixtures on these poles were updated in 2003. In 2004, an annual budget of \$1,500 was allocated to replace the light bulbs. For the past 17 years, the light bulbs on these fixtures have had to be replaced almost every year and the cost dramatically increased to \$9,611.16 in 2019, which included the cost for the bulbs, required repairs, labor, use of a lift and increased liability. To date, the three contactors are extremely loud, outdated and need to be replaced/upgraded, 23 of the 50 light bulbs are out and need to be replaced, and four (4) of the six (6) electrical panels need to be replaced/updated. The required repairs to the existing system are extensive and costly. New technology has made the lighting system obsolete and staff has not been able to replace many of the light bulbs in the past few of years. As such, staff is unable to rent out this facility for night use.

In 2019, staff received a quote to retrofit the lighting to LED and the lighting was going to be part of the Irwindale Park Improvement Project. However, the cost to retrofit the lighting would have to go to the lowest bidder, which also meant the possibility of getting the lowest quality lighting system. Additionally, the softball field lighting is parallel and adjacent to City residents. It was important that any lighting system installed in this area have a low glare and controlled spill so that there is not an adverse effect on the daily lives of the City's residents located in this area. Therefore, the softball lighting retrofit was pulled from the project and staff reached out to Musco Sports Lighting due to their specialized design, manufacture experience, and the award of contract #071619-MSL on Sourcewell, a cooperative purchasing organization for governments, nonprofits, etc. Musco Sports Lighting has been in business since 1976 and known worldwide for providing energy efficient and cost effective lighting solutions with controlled spill light and glare for Little League fields, local parks, Airports, football stadiums and more. Musco Sports Lighting has an innovative easy system management program called Control-Link that allows for 24/7/365 monitoring and authorized City staff are able to schedule, control, and manage the softball field lights from a smart phone, through their website, email or by phone. The system will provide staff with usage data reports that will assist with understanding the City's energy cost savings as well as high usage times.

Musco Sports Lighting provided staff with a quote to retrofit to LED lighting or install a completely new LED system including new poles. The costs are outlined below:

	Retrofit to LED Costs	New Poles/LED Costs
Musco Materials	\$135,000.00	\$212,000.00
Estimated Taxes (10.25%)	\$ 13,837.00	\$ 21,730.00
Installation	\$ 58,500.00	\$268,800.00
Soils Report	N/A	\$ 10,000.00
Total	\$207,337.00	\$512,530.00
Payment/Performance Bond	\$ 1,420.00	\$ 1,420.00
10% Contingency	\$ 20,733.70	\$ 51,253.00
Grand Total	\$229,490.70	\$565,203.00

Under the Retrofit to LED option, the product assurance and warranty program includes materials and onsite labor, eliminating 100% of the City's maintenance costs for 10 years.

It should be noted that the age of the poles might determine that the poles require replacement long before the light fixtures will require upgrading.

The product assurance and warranty program for the New Poles/LED option includes materials and onsite labor, eliminating 100% of the City's maintenance costs for 25 years.

There are additional add-ons available with the New Poles/LED option. These add-ons are also available in the future and do not need to be approved or installed with the installation of the New Pole/LED option. The conduit and wiring will already be in place should the City decide to add lighting to these areas in the future. The additional costs are outlined below:

Additional Add-ons	Costs
Outdoor Volleyball Court:	\$16,000
Playground:	\$ 8,000
Aquatics Center/Pool Area	\$20,000

Funding is not budgeted for either the retrofit to LED lighting or install of new poles and LED lighting. Therefore, staff will have to request from city council an appropriation of funds for either recommendation. Either option requires the installation of new LED lighting, which will provide a cost savings to the City's energy bill.