



CITY OF IRWINDALE

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

PAULA FRAIJO
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

MARCH 3, 2021

6:00 P.M.

VIA TELECONFERENCE

***(Closed to the Public)
Pursuant to Executive Order N-29-20***

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://attendee.gotowebinar.com/rt/3456263533256577805>

Webinar ID:

406-639-875

*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**

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

No minutes for approval; no action necessary

2. NEW BUSINESS

A. Senior Center Fitness Equipment Update

Recommendation: Receive an update on the Senior Center Fitness Equipment Project.

B. FY 2020-2021 Recreation Department Budget (Workshop #2)

Recommendation: Receive an update on the FY 2020-2021 Recreation Budget, relating to the Special Events Division and the Programs and Activities Division.

C. Easter Eggstravaganza Update (Verbal)

3. RECREATION DEPARTMENT UPDATE

4. PUBLIC WORKS DEPARTMENT UPDATE

5. ASSISTANT CITY MANAGER UPDATE

6. COMMISSIONER ITEMS AND REQUESTS

7. 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 March 3, 2021, to be posted at the City Hall, Library, and Post Office on February 25, 2021.

Armando Hegdahl

Armando Hegdahl, CMC
Management Analyst

City of
IRWINDALE
AGENDA REPORT

Parks and Recreation
Commission

Item No. 2A

March 3, 2021

Date: March 3, 2021
To: Honorable Chair and Members of the Park and Recreation Commission
From: Elizabeth Rodriguez, Public Works Services Manager 
Issue: Senior Center Fitness Equipment Update

Recommendation:

That the Park and Recreation Commission receive an update on the Senior Center Fitness Equipment Project.

Background and Analysis:

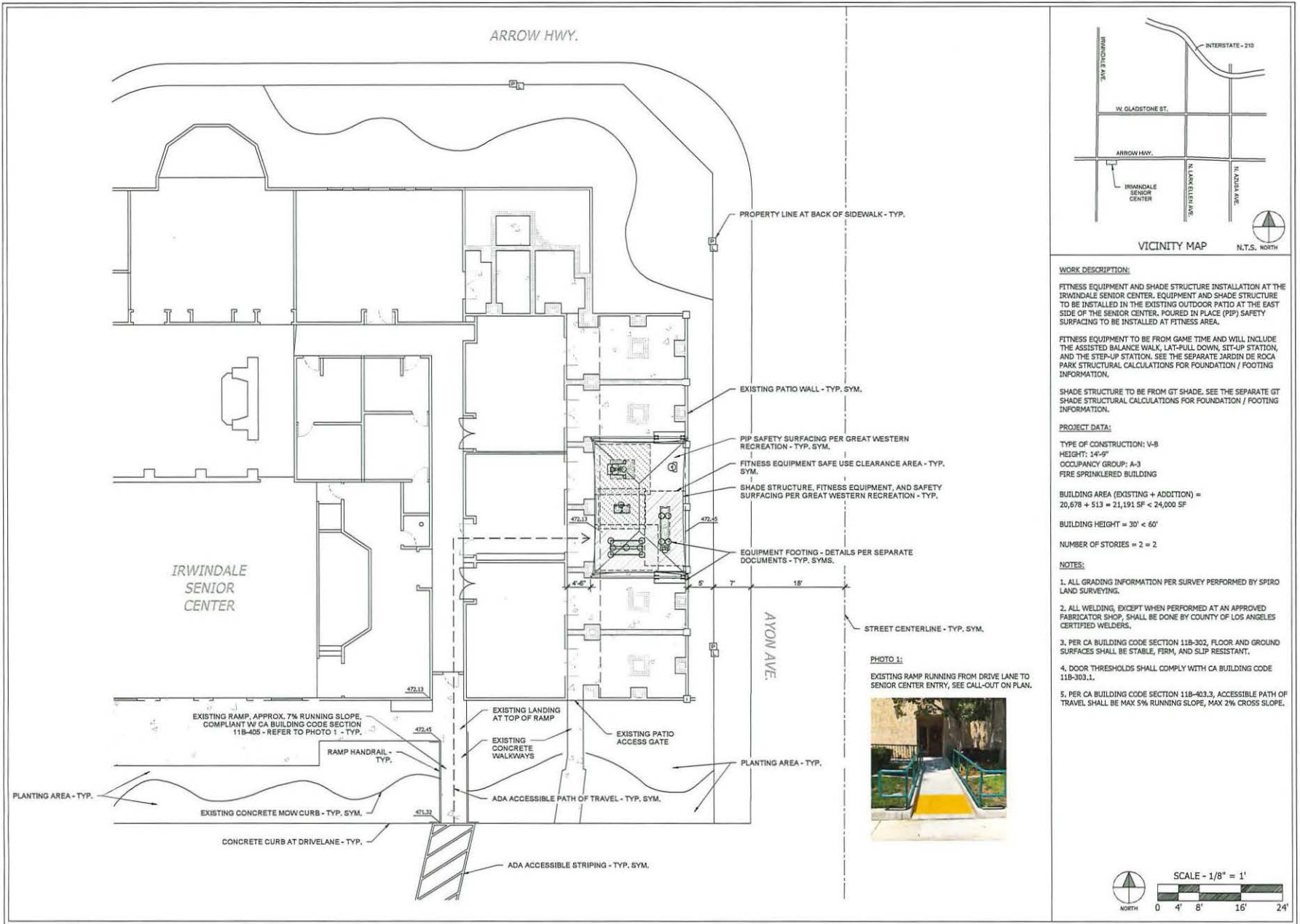
- 1) The Healthy Initiative Grant, which was awarded by the California Parks and Recreation Society (CPRS) to the Irwindale Recreation Department to purchase and install four (4) outdoor fitness equipment at Jardin de Roca Skate Park and four (4) outdoor fitness equipment to be placed in the outdoor patio at the Senior Center.
- 2) To qualify for the Healthy Initiative Grant, the City of Irwindale had to agree to be a National Demonstration Site. A National Demonstration Site demonstrates the importance of community health and wellness by raising awareness and creating a positive atmosphere for health and fitness. Data is collected to illustrate community vitality in social-emotional, environmental, health, community, engagement, public services and educational opportunities. To be a part of this program, the City was required to choose from specific packages that ensured the fitness equipment covered Balance, Aerobics, Core, and Muscle Training.
 - a. Jardin de Roca Skate Park utilized option 2 which included the following:
 - i. Balance – Agility Pods
 - ii. Aerobics – Cardio Walker
 - iii. Core – Sit Up Station
 - iv. Muscle – Lat-Pull Down
 - b. Senior Center utilized option 2A
 - i. Balance – Assisted Balance Walk
 - ii. Aerobics – Step-up Fitness Station
 - iii. Core – Sit Up Station
 - iv. Muscle – Lat-Pull Down

Please see the attached photos of the Senior Center Fitness Equipment.

- 3) The Senior Center Fitness Equipment Project requires a canopy over the equipment. The plans, which included the canopy, were approved in January 2021. On Wednesday, January 27, 2021, GameTime obtained the required Building and Safety permits.
- 4) At this time, Public Works Services does not have a time as to when this project will begin. GameTime is currently waiting for the canopy to arrive to begin the project.

Attachment(s):

1. Los Angeles County Building and Safety Approved Site Plan
2. Photos of the Fitness Equipment



WORK DESCRIPTION:

FITNESS EQUIPMENT AND SHADE STRUCTURE INSTALLATION AT THE IRWINDALE SENIOR CENTER. EQUIPMENT AND SHADE STRUCTURE TO BE INSTALLED IN THE EXISTING OUTDOOR PATIO AT THE EAST SIDE OF THE SENIOR CENTER, POURED IN PLACE (PIP) SAFETY SURFACING TO BE INSTALLED AT FITNESS AREA.

FITNESS EQUIPMENT TO BE FROM GAME TIME AND WILL INCLUDE THE ASSISTED BALANCE WALK, LAT-PULL DOWN, SIT-UP STATION, AND THE STEP-UP STATION. SEE THE SEPARATE JARDIN DE ROCA PARK STRUCTURAL CALCULATIONS FOR FOUNDATION / FOOTING INFORMATION.

SHADE STRUCTURE TO BE FROM GT SHADE. SEE THE SEPARATE GT SHADE STRUCTURAL CALCULATIONS FOR FOUNDATION / FOOTING INFORMATION.

PROJECT DATA:

TYPE OF CONSTRUCTION: V-B

HEIGHT: 14'-9"

OCCUPANCY GROUP: A-3

FIRE SPRINKLERED BUILDING

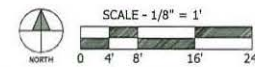
BUILDING AREA (EXISTING + ADDITION) = 20,878 + 513 = 21,391 SF < 24,000 SF

BUILDING HEIGHT = 30' < 60'

NUMBER OF STORIES = 2 = 2

NOTES:

1. ALL GRADING INFORMATION PER SURVEY PERFORMED BY SPIRO LAND SURVEYING.
2. ALL WELDING, EXCEPT WHEN PERFORMED AT AN APPROVED FABRICATOR SHOP, SHALL BE DONE BY COUNTY OF LOS ANGELES CERTIFIED WELDERS.
3. PER CA BUILDING CODE SECTION 11B-302, FLOOR AND GROUND SURFACES SHALL BE STABLE, FIRM, AND SLIP RESISTANT.
4. DOOR THRESHOLDS SHALL COMPLY WITH CA BUILDING CODE 11B-303.1.
5. PER CA BUILDING CODE SECTION 11B-403.3, ACCESSIBLE PATH OF TRAVEL SHALL BE MAX 5% RUNNING SLOPE, MAX 2% CROSS SLOPE.



WDR

WEILAND DESIGN GROUP, INC.

LANDSCAPE ARCHITECTURE • PLANNING • CONSTRUCTION MANAGEMENT

28014 CEDAR BLVD., SUITE 102

IRVINE, CALIFORNIA 92614

P (949) 440-8776 F (949) 440-1428

WWW.WEILANDDESIGN.COM

COORDINATOR OFFICE

395 VERNA WAY, SUITE 100, IRVINE, CA 92614

GREAT WESTERN RECREATION

CITY OF IRWINDALE, CA

IRWINDALE SENIOR CENTER

ADA ACCESSIBLE PATH OF TRAVEL EXHIBIT

REVISIONS	DATE



DATE: 11/23/2020

SCALE: SEE SHEET

JOB # 20-023b

DRAWN: BB, KL

SHEET:

1 OF 2

City Senior Center Option 2A
Irwindale, CA



A STRONG FOUNDATION IN PLAY FOR OVER 50 YEARS

P: (435) 245-5055 / F: 435 245-5057 Myles@gwpark.com



**City Senior Center Option 2A
Irwindale, CA**

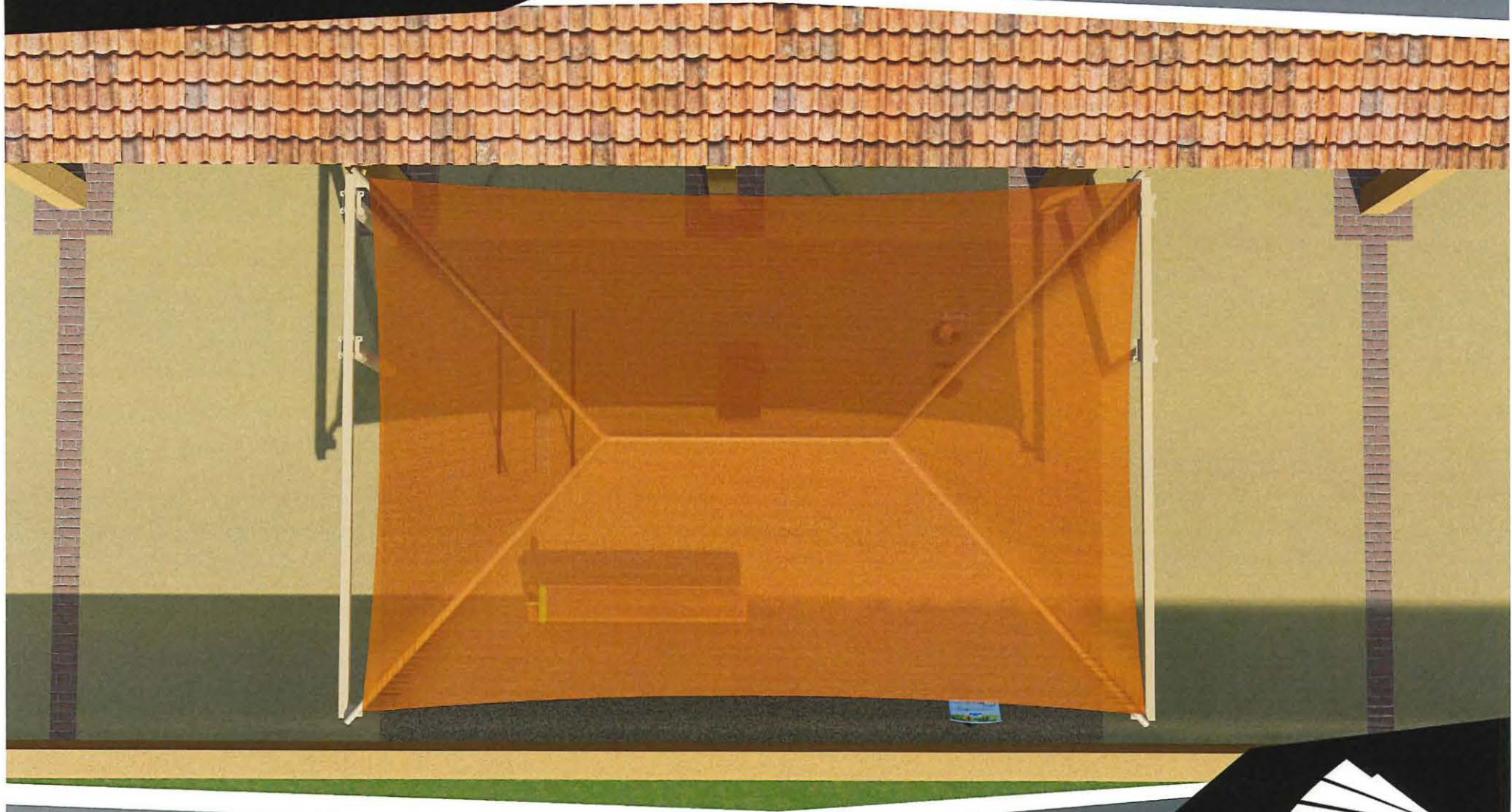


A STRONG FOUNDATION IN PLAY FOR OVER 50 YEARS

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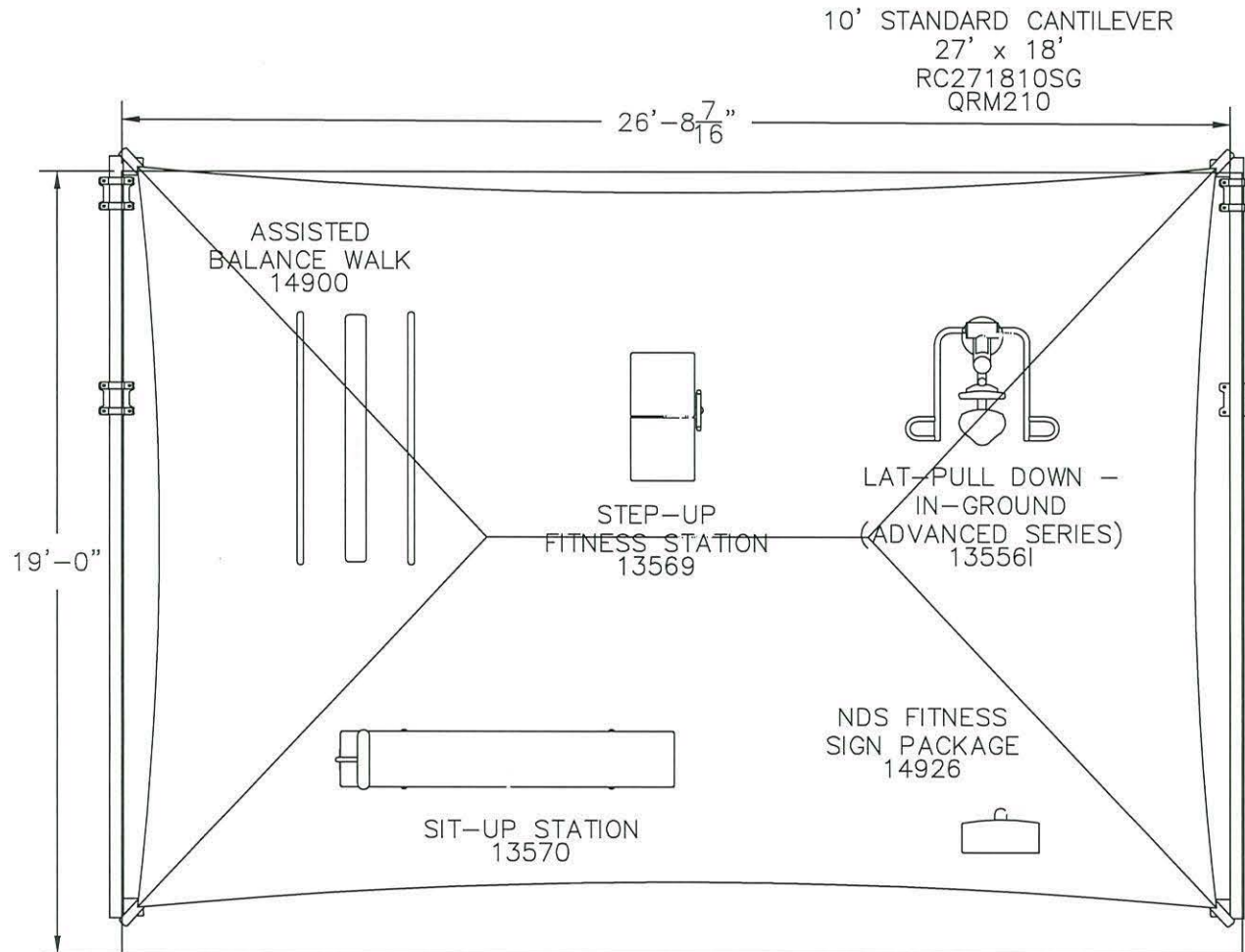
City Senior Center Option 2A
Irwindale, CA



A STRONG FOUNDATION IN PLAY FOR OVER 50 YEARS

P: (435) 245-5055 / F: 435 245-5057 Myles@gwpark.com





SURFACING REQUIRED

Area:
SF: 443
LF: 92



Sales Representative
Myles Harvey
myles@gwpark.com
805-320-9007



150 PlayCore Drive SE
Fort Payne, AL 35967
www.gametime.com



Inwindale Senior Center
City of Inwindale
Inwindale, CA
Representative
Great Western Recreation

This Unit includes play events and routes or travel specifically designed for special needs users. It is the opinion of the manufacturer that these play events and routes of travel conform to the accessibility requirements of the ADA (Americans with Disabilities Act)

Total Elevated Play Components
Total Elevated Play Components Accessible By Ramp
Total Elevated Components Accessible By Transfer
Total Accessible Ground Level Components Shown
Total Different Types Of Ground Level Components

- Required -
- Required -
- Required -
- Required -

This play equipment is recommended for children ages
13+

Minimum Area Required:
Scale: -
This drawing can be scaled only when in an 18" x 24" format

IMPORTANT: Soft resilient surfacing should be placed in the use zones of all equipment, as specified for each type of equipment, and at depths to meet the critical fall heights as specified by the U.S. consumer Product Safety Commission, ASTM standard F 1487 and Canadian Standard CAN/CSA-Z-614

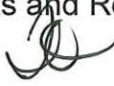
Drawn By:
CE
Date:
9/26/19
Drawing Name:
Option 2

City of
IRWINDALE
AGENDA REPORT
Parks and Recreation Commission

Parks and Recreation
Commission

Item No. 2B

March 3, 2021

Date: March 3, 2021
To: Honorable Chair and Members of the Parks and Recreation Commission
From: Theresa Olivares, Assistant City Manager 
Issue: FY 2020-2021 Recreation Department Budget – Workshop #2

Recommendation:

Receive an update on the FY 2020-2021 Recreation Department Budget, relating to the Special Events Division and the Programs and Activities Division.

Background and Analysis:

On January 6, 2021, staff provided a general overview of the Recreation department budget for FY 2020/2021 and advised the Commission of staff's plan to present two budget workshops to the commission. The first workshop was presented on February 17, 2021 and tonight the second workshop will be presented.

The Recreation department consists of four divisions: Administration, Pool, Special Events, and Programs and Activities. The budget presented tonight will provide an overview of the Special Events Division and the Programs and Activities Division, including expenditures incurred from July 1, 2020 through December 31, 2020.

Attachment:

Recreation Budget Presentation Workshop #2



RECREATION DEPARTMENT

FY 2020-2021 Budget Presentation

Workshop #2

RECREATION DEPARTMENT – FY 2020-21 BUDGET OVERVIEW



	FY 2020-21 Adopted Budget	FY 2020-21 ICF Add'l Budget	FY 2020-21 Revised Budget	Expenditures 7/1/21 - 12/31/21
Salaries & Benefits				\$ -
Administration	\$ 792,050.00	\$ -	\$ 792,050.00	\$ (304,950.60)
Pool	\$ 81,570.00	\$ -	\$ 81,570.00	\$ (40,643.46)
Total Salaries & Benefits	\$ 873,620.00	\$ -	\$ 873,620.00	\$ (345,594.06)
Operating Expenditures				
Administration	\$ 94,960.00	\$ -	\$ 94,960.00	\$ (5,579.19)
Special Events	\$ 1,250.00	\$ 54,850.00	\$ 56,100.00	\$ (7,551.59)
Pool	\$ 25,420.00	\$ 21,740.00	\$ 47,160.00	\$ (23,726.25)
Programs & Activities	\$ 5,380.00	\$ 67,910.00	\$ 73,290.00	\$ (2,780.90)
Total Operating Expenditures	\$ 127,010.00	\$ 144,500.00	\$ 271,510.00	\$ (39,637.93)
TOTAL RECREATION DEPT. BUDGET	\$ 1,000,630.00	\$ 144,500.00	\$ 1,145,130.00	\$ (385,231.99)

DIVISION: SPECIAL EVENTS



- Special events budget includes:
 - Memberships & Subscriptions
 - Operating supplies for special events & insurance
 - Events:
 - Music in the Park
 - Movies in the Park
 - Camp Out
 - Mini Events
 - 4th of July
 - M. I. Fiesta
 - Halloween
 - Christmas
 - Easter

DIVISION: SPECIAL EVENTS



	FY 2020-21 Adopted Budget	FY 2020-21 City Add'l Budget	FY 2020-21 Revised Budget	Expenditures 7/1/20 - 12/31/20
Memberships & Subscriptions	\$ 700.00	\$ -	\$ 700.00	\$ (364.00)
Operating Supplies	\$ 250.00	\$ 20,250.00	\$ 20,500.00	\$ (4,415.92)
Special Events - Other	\$ 300.00	\$ 17,700.00	\$ 18,000.00	\$ (62.84)
Special Events - 4th of July	\$ -	\$ -	\$ -	\$ -
Special Events - M.I. Fiesta	\$ -	\$ 2,300.00	\$ 2,300.00	\$ (167.76)
Special Events - Halloween	\$ -	\$ 2,100.00	\$ 2,100.00	\$ (668.69)
Special Events - Christmas	\$ -	\$ 2,700.00	\$ 2,700.00	\$ (1,872.38)
Special Events - Easter	\$ -	\$ 1,800.00	\$ 1,800.00	\$ -
Insurance	\$ -	\$ 8,000.00	\$ 8,000.00	\$ -
Total Special Events Division	\$ 1,250.00	\$ 54,850.00	\$ 56,100.00	\$ (7,551.59)

DIVISION: PROGRAMS & ACTIVITIES

- Operating Supplies & General Program Supplies
- Uniforms & Safety Equipment (Leagues/Day Camp/Tiny & Teeny Tots/Teen Shirts)
- Awards
- Sports Equipment
- Field Trips (Tiny Tots/Teens/Day Camps/Adult & Family Trips)
- Contract Instructors (Fitness/Art/Dance)

DIVISION: PROGRAMS & ACTIVITIES

	FY 2020-21 Adopted Budget	FY 2020-21 City Add'l Budget	FY 2020-21 Revised Budget	Expenditures 7/1/20 - 12/31/20
Operating Supplies	\$ 2,100.00	\$ 11,150.00	\$ 13,250.00	\$ (90.00)
Uniforms & Safety Equipment	\$ -	\$ 2,700.00	\$ 2,700.00	\$ -
Program Supplies	\$ 2,680.00	\$ 3,160.00	\$ 5,840.00	\$ (281.81)
Program Supplies - Awards	\$ -	\$ 2,500.00	\$ 2,500.00	\$ -
Program Supplies - Sports Equip	\$ 600.00	\$ 8,100.00	\$ 8,700.00	\$ -
Program Supplies - Meals	\$ -	\$ -	\$ -	\$ -
Field Trips - Tiny Tots	\$ -	\$ 1,600.00	\$ 1,600.00	\$ -
Field Trips - Teens	\$ -	\$ 5,000.00	\$ 5,000.00	\$ -
Field Trips - Day Camps	\$ -	\$ 14,300.00	\$ 14,300.00	\$ (1,309.09)
Field Trips - Adult/Family Trips	\$ -	\$ 8,000.00	\$ 8,000.00	\$ (1,100.00)
Contract Instructors & Officials	\$ -	\$ 11,400.00	\$ 11,400.00	\$ -
Total Programs & Activities	\$ 5,380.00	\$ 67,910.00	\$ 73,290.00	\$ (2,780.90)