



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

NOTICE AND AGENDA FOR THE SPECIAL MEETING OF THE PARKS & RECREATION COMMISSION

FEBRUARY 17, 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/register/435834727500180240>

Webinar ID:

532-291-315



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

Recommendation: Approve the following minutes:

1. Regular meeting held January 6, 2021

2. **NEW BUSINESS**

A. Jardin de Roca Fitness Equipment Update

Recommendation: Receive an update on the Jardin de Roca Fitness Equipment Project.

B. Park Bench Plaque Dedication Policy

Recommendation: Receive and file the update on City Council's direction regarding a park bench plaque dedication policy

C. Irwindale Swimming Pool Operations & Maintenance

Recommendation: Receive the update on the Irwindale Swimming Pool operations and maintenance.

D. FY 2020-2021 Recreation Department Budget

Recommendation: Receive an update on the FY 2020-2021 Recreation Budget, relating to the Administration Division and the Pool Division.

E. FY 2021-2022 Recreation Budget

Recommendation: Provide input to staff regarding the FY 2021-2022 Recreation Budget

F. Easter Eggstravaganza (Verbal Update)

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 special meeting of the Irwindale Parks & Recreation Commission to be held on February 17, 2021, to be posted at the City Hall, Library, and Post Office on February 11, 2021.

Armando Hegdahl

Armando Hegdahl, CMC

Management Analyst

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

Parks and Recreation

Commission

Agenda Item No. 1A1

February 17, 2021

**JANUARY 6, 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, Teresa Ortiz, Carmen Roman, Vice Chair Belen Zepeda; Chair Paula Fraijo

Also present: Theresa Olivares, Assistant City Manager; Priscilla Zepeda, Recreation Manager; Elizabeth Rodriguez, Public Works Services Manager; and Armando Hegdahl, Management Analyst

**SWEARING-IN OF
COMMISSIONER
TERESA ORTIZ**

The swearing-in was conducted.

**REORGANIZATION OF
PARKS & RECREATION
COMMISSION**

MANAGEMENT
ANALYST HEGDAHL

Management Analyst Hegdahl presented the staff report and opened the floor to nominations for the position of Chair.

COMMISSIONER
ZEPEDA

Commissioner Zepeda nominated Commissioner Fraijo

ROLL CALL

There being no further nominations, Analyst Hegdahl closed the floor to nominations and, on a call for the vote, Commissioner Fraijo was unanimously appointed to the position of Chair.

CHAIR FRAIJO

Chair Fraijo then opened the floor to nominations for the position of Vice Chair.

COMMISSIONER
ROMAN

Commissioner Roman nominated Commissioner Zepeda.

ROLL CALL

There being no further nominations, Chair Fraijo closed the floor to nominations and, on a call for the vote, Commissioner Zepeda was unanimously appointed to the position of Vice Chair; Commissioner Lopez temporarily absent due to unstable internet.

**SPONTANEOUS
COMMUNICATIONS**

DENA ZEPEDA

Dena Zepeda congratulated Chair Fraijo and Vice Chair Zepeda on their appointments, and thanked the Recreation Department for their wonderful holiday events and activities. She then asked for an update on work at the Skate Park.

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 December 2, 2020.

END OF CONSENT CALENDAR

NEW BUSINESS

ITEM NO. 2A
UPDATE ON FITNESS
EQUIPMENT IN THE
DAN DIAZ
RECREATION CENTER

UPDATE ON FITNESS EQUIPMENT IN THE DAN DIAZ
RECREATION CENTER

RECREATION
MANAGER ZEPEDA

Recreation Manager Zepeda presented the staff report, wherein she advised that all equipment, with the exception of one machine, is in working order. The non-functioning machine cannot be repaired and would need to be replaced. Staff will provide an update at the February meeting to provide information relating to the delivery and installation of the replacement machine.

CHAIR FRAIJO

Chair Fraijo thanked staff for the report and for working on ensuring all equipment is functional by the time the Recreation Center reopens. She also requested looking into obtaining updated equipment, depending on budget limitations.

ITEM NO. 2B
RECREATION
BUDGET UPDATE –
VERBAL REPORT

RECREATION BUDGET UPDATE – VERBAL REPORT

ASSISTANT CITY
MANAGER OLIVARES

Assistant City Manager Olivares presented the update. She advised that staff is preparing to present a budget update to the City Council at its first meeting in February, with a second one to be held at the first meeting in March. The information will be made available to the Commission in the February agenda.

VICE CHAIR FRAIJO

Vice Chair Fraijo expressed concern over the Commission providing input regarding the budget and funding allotments as late as February,

and stated that the Commission wishes to be a part of the process of determining which Recreation programs are implemented and where funding is allocated.

Responding to the comments by Chair Fraijo, Assistant City Manager Olivares requested clarification as to the extent of involvement in the budgetary process that the Commission wishes to be a part of, to which Chair Fraijo stated that the Commission, as an advisory board to the City Council, should speak about the community's needs so that the Recreation Department could consider and plan for them.

ASSISTANT CITY
MANAGER OLIVARES

Assistant City Manager Olivares described the process used when determining departments' budgets, with participation of staff and culminating with input by the City Manager and the City Council. She indicated that the Commission may provide input on the budget and Recreation programs and activities at the next meeting so that staff can research the suggestions for possible inclusion in the budget request.

COMMISSIONER
LOPEZ

Responding to a comment by Commissioner Lopez, Assistant City Manager Olivares advised that new programs and activities that are not part of the department's base budget require additional steps in the approval process. She added that the pandemic has forced staff to implement new, virtual programs to allow for continuity of programs for the community. This means that budgeted funds are still being expended. She also reiterated that additional events and activities would require additional steps in the budgetary planning process. Should the Commission have specific program and/or activity requests that lead to increased budgetary needs, it would be appropriate for the Commissioners to discuss this at the February meeting so that staff can work on the requests and submit them to the City Manager for consideration.

CHAIR FRAIJO

Chair Fraijo requested to discuss replacing non-functioning equipment and updating weight room equipment at the February meeting. She also requested to discuss the department's budget for the next fiscal year.

COMMISSIONER
LOPEZ

Commissioner Lopez asked whether staff is preparing for virtual or regular programs for the summer, to which Assistant City Manager Olivares indicated that staff is working on both in order to be prepared for whichever the existing conditions would permit. She added Recreation Manager Zepeda would provide additional details in her update.

COMMISSIONER
ROMAN

Commissioner Roman agreed that the commissioners want to be able to provide input on programs and activities.

DENA ZEPEDA Dena Zepeda stated that she wants to review a detailed budget for the department.

CHAIR FRAIJO Chair Fraijo noted that the Commission requested to receive budget information that was easy to understand, to which Assistant City Manager Olivares advised that the budget will be presented during two workshops: one in February and the other in March.

Chair Fraijo stated that the Commission is primarily interested in participating in the planning process for Recreation programs and activities, and wants to review the Recreation budget.

ITEM NO. 2C
IRWINDALE PARK
IMPROVEMENTS
PHASE III – VERBAL
UPDATE

IRWINDALE PARK IMPROVEMENTS PHASE III – VERBAL
UPDATE

ASSISTANT CITY
MANAGER OLIVARES Assistant City Manager Olivares advised that the pavers have been installed and striping should be completed by the end of this week. Once additional information is received, a ribbon-cutting ceremony can be scheduled, where the Commissioners and the City Councilmembers would be able to participate. She then showed photos of the work progress.

DENA ZEPEDA Responding to a question by Dena Zepeda, Assistant City Manager Olivares advised that sealant will be applied to the pavers once the work is completed.

RECREATION
DEPARTMENT UPDATE

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

- 1) She congratulated Chair Fraijo and Vice Chair Zepeda on their appointments and welcomed Commissioner Ortiz.
- 2) The playgrounds at all four parks are being cleaned daily and are open for certain activities.
- 3) She also detailed the holiday events that have been held recently, such as Jingle Jams, Sleigh the Night, Adult Paint Night, a Gingerbread House contest, and the Christmas Spectacular.

CHAIR FRAIJO Chair Fraijo expressed her amazement at the way the Recreation Department has been able to adapt to the challenges caused by the pandemic, though she did indicate that she would have preferred participation by the Police or Fire Department in the Christmas

Spectacular. She thanked the Recreation Department for their wonderful work and talent.

DENA ZEPEDA

Dena Zepeda also commended the Recreation Department for their ingenuity and suggested that the department update the Commission on upcoming events and activities by two months in advance.

COMMISSIONER
LOPEZ

Commissioner Lopez stated that the programs implemented by the Recreation Department are outstanding and requested that a class be held regarding the month of October being recognized as anti-bullying month.

PUBLIC WORKS
DEPARTMENT UPDATE

PUBLIC WORKS SVCS. Public Works Services Manager Rodriguez presented the following
MANAGER RODRIGUEZ update:

- 1) She congratulated Chair Fraijo and Vice Chair Zepeda on their appointments and welcomed Commissioner Ortiz.
- 2) Staff is cleaning the playgrounds daily; the parks are open only for certain activities.
- 3) Staff worked hard on decorating city facilities for the holiday, including installing special holiday lighting at the service road in front of City Hall.
- 4) Workers are also cleaning parks, restrooms, playgrounds, bus shelters, and are completing special projects.
- 5) Grants have been received for the installation of fitness equipment at the Skate Park. Staff is working on obtaining the proper permits to complete the installation.

COMMISSIONER
LOPEZ

Responding to a request by Commissioner Lopez, Manager Rodriguez advised that additional information on the fitness equipment she referenced will be made available in February.

MANAGER ZEPEDA

Manager Zepeda added that the equipment targets specific areas of the body, and that the Commission was informed when the grant was received.

DENA ZEPEDA

Dena Zepeda thanked the Public Works staff for installing the lighting at the service road, and asked when Christmas trees that are set out at the curb would be picked up, to which Manager Rodriguez noted that flyers were sent out with the trash pickup dates, and advised that Athens usually conducts three trash pickups.

CHAIR FRAIJO

Chair Fraijo commended the Public Works staff for their hard work.

**ASSISTANT CITY
MANAGER UPDATE**

ASSISTANT CITY
MANAGER OLIVARES

Assistant City Manager Olivares presented the following update:

- 1) She congratulated Chair Fraijo and Vice Chair Zepeda on their appointments and welcomed Commissioner Ortiz.
- 2) City Hall is now open following its recent two-week closure, where staffing was kept to a minimum.
- 3) Due to the pandemic, staff is automatically renewing Resident ID Cards for those that were current immediately prior to the pandemic, though all residents are being encouraged to renew their cards as soon as they can.
- 4) Once transportation services resume, students will be required to have valid cards in order to receive the service.

COMMISSIONER ITEMS

CHAIR FRAIJO

Chair Fraijo welcomed Commissioner Ortiz.

COMMISSIONER
ORTIZ

Commissioner Ortiz thanked everyone for their kind words and expressed her eagerness to work with the Commission.

CHAIR FRAIJO

Chair Fraijo again thanked the Recreation Department for listening to the Commission and stated that she looks forward to working together in 2021.

COMMISSIONER
ROMAN

Commissioner Roman welcomed Commissioner Ortiz.

ADJOURNMENT

There being no further business to conduct, the meeting was adjourned at 7:01 p.m.

Armando Hegdahl, CMC
Management Analyst

- ☒ City Council
- ☐ Successor Agency
- ☐ Housing Authority
- ☐ Reclamation Authority
- ☐ Joint Powers Authority

City of
IRWINDALE
AGENDA REPORT

Parks and Recreation
Commission

Agenda Item No. 2A

February 17, 2021

Date: February 17, 2021

To: Honorable Chair and Members of the Park and Recreation Commission

From: Elizabeth Rodriguez, Public Works Services Manager 

Issue: Jardin de Roca Fitness Equipment Update

Recommendation:

That the Park and Recreation Commission receive an update on the Jardin de Roca Fitness Equipment Project.

Background and Analysis:

- 1) At the regularly scheduled Park and Recreation Commission meeting on October 2, 2019, the Commission approved to receive and file the Healthy Initiative Grant, which was awarded by the California Parks and Recreation Society (CPRS) to the Irwindale Recreation Department to purchase and install fitness equipment at Jardin de Roca Skate Park.
- 2) On November 19, 2019, the Irwindale Community Foundation approved a donation to cover the remaining balance to purchase and install this fitness equipment.
- 3) At the regularly scheduled December 11, 2019 City Council Meeting, Council adopted Resolution No. 2019-76-3160 appropriating funds for the purchase and installation of the fitness equipment, to be reimbursed by the Irwindale Community Foundation and the Healthy Initiative grant.
- 4) On March 4, 2020, at the regularly scheduled Parks and Recreation Commission meeting, Recreation Manager Priscilla Zepeda presented a summary of anticipated start dates, a timeline for the completion of the project, and the following four fitness components and locations to the Commission:
 - a. The cardio walker will be installed on the north side of the beginning portion of the open space grass area.
 - b. The agility pods, also known as balance pods, will be installed on the south side of the beginning portion of the open space grass area.
 - c. The Lat-Pull Down will be installed west of Picnic Area 1, which is located at the north side of the park.
 - d. The sit up station will be installed to east of Picnic Area 2, which is located on the south side of the park.

Please see the highlighted site plan for a more precise location of the fitness equipment. Additionally, it should be noted that the location of the equipment was determined by Public Works Services based on path of travel, less impact to the open space area, and strategically placed around the walking trail.

- 5) It was anticipated that the project would start in April 2020 and it would take one (1) to two (2) weeks to complete. The project started on March 23, 2020; however, the contractor received a stop work order from the City of Irwindale's Building and Safety Department due to no permit or submittal of plans. The most recent building code requires the contractor to submit plans identifying the path of travel for American's with Disabilities (ADA) and structural calculations to show how the equipment will be installed. After the review and approval of these plans, the contractor would be allowed to obtain the permit necessary to restart the installation of this equipment.
- 6) As this was a completely new required process, the City's Contractor, GameTime, hired an architect to draft the site plan showing the path of travel for ADA and a civil engineer to provide structural calculations. Once the site plan and structural calculations were completed, the contractor submitted them to the Los Angeles County Building and Safety Division for review and approval. This process took approximately nine months to complete. The plans were approved in January 2021. On Wednesday, January 27, 2021, GameTime obtained the required Building and Safety permits.
- 7) GameTime scheduled the work for the week of February 8, 2021 and construction is set to be completed by Wednesday, February 17th including the poured in place.

Attachment(s):

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

**Jardin De Roca Park Option 2
Irwindale, CA**

CARDIO WALKER



A STRONG FOUNDATION IN PLAY FOR OVER 50 YEARS

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



**Jardin De Roca Park Option 2
Irwindale, CA**

AGILITY (BALANCE) PODS



A STRONG FOUNDATION IN PLAY FOR OVER 50 YEARS

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



Jardin De Roca Park Option 2
Irwindale, CA

LAT-PULL DOWN



A STRONG FOUNDATION IN PLAY FOR OVER 50 YEARS

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



**Jardin De Roca Park Option 2
Irwindale, CA**

SIT UP STATION



A STRONG FOUNDATION IN PLAY FOR OVER 50 YEARS

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



City of
IRWINDALE
AGENDA REPORT
Parks and Recreation Commission

Parks and Recreation
Commission

Agenda Item No. 2B

February 17, 2021

Date: February 17, 2021
To: Honorable Chair and Members of the Parks and Recreation Commission
From: Theresa Olivares, Assistant City Manager 
Issue: Park Bench Plaque Dedication Policy

Recommendation:

Receive and file the update on City Council's direction regarding a park bench plaque dedication policy.

Background and Analysis:

On January 27, 2021, the Irwindale City Council directed staff to work with a member of Ms. Rose Guerrero's family to identify the park bench to be dedicated to Ms. Guerrero in recognition of her contributions to the Irwindale community. Since there is currently no policy for park bench plaque dedications, the City Council directed staff to draft a policy for the dedication of park benches to both living and deceased residents for the Irwindale Park & Recreation Commission to review. In addition, the City Council requested that the policy include a cost analysis component. As such, staff is currently working on this policy and gathering pricing for the park benches. It is anticipated the draft policy will be presented to the Commission in March/April 2021, pending the bench pricing and other relevant information needed to complete the cost analysis.

City of
IRWINDALE
AGENDA REPORT
Parks and Recreation Commission

Parks and Recreation

Commission

Agenda Item No. 2C

February 17, 2021

Date: February 17, 2021
To: Honorable Chair and Members of the Parks and Recreation Commission
From: Theresa Olivares, Assistant City Manager 
Issue: Irwindale Swimming Pool Operations & Maintenance

Recommendation:

Receive the update on the Irwindale Swimming Pool operations and maintenance.

Background and Analysis:

On January 13, 2021, Councilmember Ambriz requested staff to explore the possibility of having the Irwindale Swimming Pool under its own direction as its own department, separating it from the Recreation Department. Records dating back to the 1960's designate the Irwindale Recreation Manager to oversee the recreation department and the swimming pools. From 1975 to 2014, the staff member serving as the Pool Manager/Assistant Pool Manager supervised the pool operations and maintenance during the swim season and then during the school year served as the City's Bus Driver while also tending to the routine pool maintenance. Due to the resignation of the Bus Driver/Assistant Pool Manager in 2014, the swimming pool duties performed by the Assistant Pool Manager/Bus Driver separated into those two separate positions. The Assistant Pool Managers continued to supervise the pool's operation and provide routine maintenance during the swim season and off-season, and the City's Bus Driver continued to assist with the routine pool maintenance throughout the year.

In 2020, the Transportation Division transferred to the Public Works Services Department, carrying over the City's Bus Driver's pool maintenance duties and as such, expanding the Public Works Service Department's responsibilities to include the maintenance of the swimming pool. The Recreation Department continues to be the lead for the day-to-day maintenance of the swimming pools during the swim season and assists the Public Works Services Department during the off-season. During the school year, the Public Works Services Department takes the lead.

The swimming pool is open from May to September of each year. Aqua fitness occurs at the swimming pool from May to September and the recreation swim season is from June to August.

On January 27, 2021, the City Council directed staff to analyze the staffing, operations, maintenance, and safety of the Irwindale Swimming Pool. Also, the City Council directed

staff to bring back a report to include the cost of a pool manager, and that a quote be obtained by the current pool maintenance contractor to include taking over the maintenance of the pool and fountain.

City of
IRWINDALE
AGENDA REPORT
Parks and Recreation Commission

Parks and Recreation
Commission

Agenda Item No. 2D

February 17, 2021

Date: February 17, 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

Recommendation:

Receive an update on the FY 2020-2021 Recreation Department Budget, relating to the Administration Division and the Pool 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 will be presented tonight and the second workshop is scheduled for March 3, 2021.

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 Administration Division and Pool Division, including expenditures incurred from July 1, 2020 through December 31, 2020. The second workshop will include the Special Events Division and the Programs and Activities Division.

Attachment:

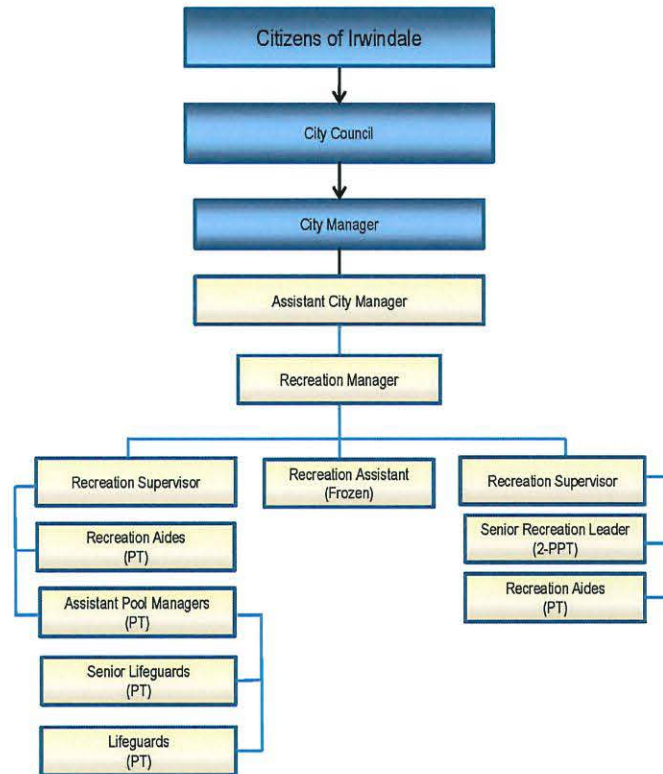
Recreation Budget Presentation Workshop #1



RECREATION DEPARTMENT

FY 2020-2021 Budget Presentation

RECREATION
DEPARTMENT ORGANIZATIONAL CHART



RECREATION DEPARTMENT – BUDGETED STAFFING & DIVISIONS



- Budgeted Staffing:
 - Recreation Administration and General Recreation Activities: 3 Full Time, 2 Permanent Part Time (1 vacant), 15 Rec Aides (1 vacant) & 2 Recreation Aides/Lifeguards
 - Pool: 3 Assistant Pool Managers, 4 Senior Lifeguards (2 vacant), and 12 Lifeguards (3 vacant)
- 4 Divisions:
 - Administration
 - Pool
 - Special Events
 - Programs & Activities

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: ADMINISTRATION



- Administration operating budget includes:
 - Staff training / memberships
 - General office supplies
 - Office equipment and maintenance contracts
 - Vehicle maintenance/repair/fuel
 - Building maintenance and repair

DIVISION: ADMINISTRATION



	FY 2020-21 Adopted Budget	FY 2020-21 ICF Add'l Budget	FY 2020-21 Revised Budget	Expenditures 7/1/21 - 12/31/21
Training	\$ 4,000.00	\$ -	\$ 4,000.00	\$ (76.00)
Memberships & Subscriptions	\$ 3,180.00	\$ -	\$ 3,180.00	\$ (1,849.00)
Operating Supplies	\$ 4,700.00	\$ -	\$ 4,700.00	\$ (840.76)
Office Equip Maintenance & Supplies	\$ 13,930.00	\$ -	\$ 13,930.00	\$ (2,601.47)
Fuel/Vehicle Maintenance & Repairs	\$ 4,650.00	\$ -	\$ 4,650.00	\$ (211.96)
Uniforms & Safety Equipment	\$ 1,500.00	\$ -	\$ 1,500.00	\$ -
Building Maintenance & Repairs	\$ 63,000.00	\$ -	\$ 63,000.00	\$ -
Total Administration Division	\$ 94,960.00	\$ -	\$ 94,960.00	\$ (5,579.19)

DIVISION: POOL



- Pool operating budget includes:
 - Operating supplies
 - Uniforms
 - Building repairs & maintenance
 - Contract services (American Red Cross, Dive in movies, Splash n Play)
 - Contract instructor (aqua fitness)

DIVISION: POOL



	FY 2020-21 Adopted Budget	FY 2020-21 ICF Add'l Budget	FY 2020-21 Revised Budget	Expenditures 7/1/21 - 12/31/21
Memberships & Subscriptions	\$ 540.00	\$ -	\$ 540.00	\$ (503.00)
Operating Supplies	\$ 7,250.00	\$ 5,000.00	\$ 12,250.00	\$ (10,737.08)
Uniforms & Safety Equipment	\$ -	\$ 3,840.00	\$ 3,840.00	\$ (1,449.23)
Building Repairs & Maintenance	\$ 17,630.00	\$ -	\$ 17,630.00	\$ (11,036.94)
Contract Services	\$ -	\$ 8,800.00	\$ 8,800.00	\$ -
Contract Instructors	\$ -	\$ 4,100.00	\$ 4,100.00	\$ -
Total Pool Division	\$ 25,420.00	\$ 21,740.00	\$ 47,160.00	\$ (23,726.25)

City of
IRWINDALE
AGENDA REPORT
Parks and Recreation Commission

Parks and Recreation
Commission

Agenda Item No. 2E

February 17, 2021

Date: February 17, 2021
To: Honorable Chair and Members of the Parks and Recreation Commission
From: Theresa Olivares, Assistant City Manager 
Issue: FY 2021-2022 Recreation Budget

Recommendation:

Provide input to staff regarding the FY 2021-2022 Recreation Budget.

Background and Analysis:

On January 6, 2021, Chair Fraijo requested the proposed FY 2021-2022 Recreation budget be placed on the agenda, providing the Commission the opportunity to provide input on the FY 2021-2022 Recreation budget prior to its submission to the City Council for approval. Section 2.08.060 (D) of the Irwindale Municipal Code states, "the park and recreation commission shall have the power and duty to consider the annual budget for parks and recreation during the process of its preparation and make recommendations with respect thereto to the city council and city manager". As such, it would now be appropriate for the commission to provide input to staff regarding the proposed FY 2021-2022 budget.