

CITY OF IRWINDALE

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



**NOTICE AND AGENDA FOR THE REGULAR MEETING OF THE
PARKS & RECREATION COMMISSION
October 1, 2025**

6:00 PM

IRWINDALE CITY HALL - COUNCIL CHAMBERS

PAULA FRAIJO - Chair

CARMEN ROMAN - Vice Chair

MICHELLE DURAN - Commissioner

JUSTIN KELLY - Commissioner

NATHAN ROMERO - Commissioner

Via Zoom Webinar at <https://us02web.zoom.us/j/83373897360>

In the event that a Zoom broadcast is unavailable, staff will promptly notify the public through its social media platforms. The public meeting will proceed in accordance with The Brown Act.

Listen Over Phone: 1-669-900-6833; 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. The Parks & Recreation Commission may request that staff research and/or schedule certain matters for consideration at a future Parks & Recreation Commission meeting.

Americans with Disabilities Act: In compliance with the ADA and Government Code section 54953(g), the City of Irwindale 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 Parks & Recreation 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 at the office of the Chief Deputy 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 and appointed 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 Council Member and/or Commissioner.

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

IRWINDALE PARKS & RECREATION COMMISSION



REGULAR MEETING - 6:00 P.M.**1. CALL TO ORDER****2. PLEDGE OF ALLEGIANCE****3. INVOCATION****4. ROLL CALL** Commissioners: Michelle Duran, Justin Kelly, Nathan Romero, Vice Chair Carmen Roman, Chair Paula Fraijo**5. AB 2449 DISCLOSURES**

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

6. CONSENT CALENDAR

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

A. Minutes of the Meetings Held August 6, 2025, and September 3, 2025

Department: City Clerk

Recommendation: Approve

B. Recreation Supervisor Update

Department: Public Services

Recommendation: Receive and file the Recreation Supervisor Update.

C. Aquatics Supervisor Update

Department: Public Services

Recommendation: Receive and file the Aquatics Supervisor update.

D. Public Works Supervisor Update

Department: Public Services

Recommendation: Receive and file the Public Works Supervisor Update.

E. Irwindale Recreation Staff Training

Department: Public Services

Recommendation: Receive and file the list of training the Irwindale Recreation staff has received since January 2024 and upcoming training scheduled for the remainder of the year and early 2026.

7. SPONTANEOUS COMMUNICATIONS

This is the time set aside for members of the audience to speak on any item not on this agenda that is within the Commission's subject matter jurisdiction. The Parks & Recreation Commission is an advisory body appointed by the City Council that reviews and provides recommendations on matters related to parks and community recreation within the City. Except for very limited circumstances, state law prohibits any Commission discussion or action on items that are not on the agenda.

All members of the public are asked to observe the City's Rules of Procedure and Public Meeting Decorum. The City's Rules of Procedure and Public Meeting Decorum can be found on the City's website, and at Chapter 2.40 of the Irwindale Municipal Code. You may also contact the City Clerk's Office for copies.

Each speaker will be limited to 3 minutes unless such time limits are extended. If a member of the public wishes to donate their time to another speaker, both persons must be physically present and in attendance of the meeting. The Presiding Officer may, in his or her discretion, extend the 3-minute time limitation for the particular subject for all speakers. In no event shall the total amount of speaking time exceed 6 minutes per person for the subject under discussion. Organized groups of persons wishing to address the Board on the same subject should select a spokesperson to represent the group so as to avoid unnecessary repetition.

The Commission may regulate a speaker who is speaking too long or out of order, being unduly repetitious, discussing irrelevancies, or extending to items not within the subject matter jurisdiction of the Commission. Please be reminded that discrimination, abusive use of profanity, unruly disruption, and violent or physically threatening conduct is discouraged. Members of the public shall not disrupt the orderly conduct of the meeting. The Presiding Officer will request that a person cease any disruptive conduct, and if not immediately stopped, will direct the person to be removed from the meeting.

8. NEW BUSINESS

At this time, members of the audience may ask to be heard regarding an item on New Business.

A. Update on Unleashed Dogs in Parks - Verbal ***Department: Public Services***

Recommendation: Receive and file the update on unleashed dogs in park.

9. PUBLIC SERVICES DIRECTOR UPDATE

10. REQUESTS FOR AGENDA ITEMS BY COMMISSION

If a Commissioner is interested in a task or project, the Commissioner shall request that the item be agendized in this section.

11. ADJOURN

AFFIDAVIT OF POSTING

I, Armando Hegdahl, Management Analyst, certify that I caused the agenda for the regular meeting of the Parks & Recreation Commission, to be held on October 1, 2025, be posted at the City Hall, Library, and Post Office on September 25, 2025.

A handwritten signature in black ink, appearing to be 'AH' or similar initials, written in a cursive style.

Armando Hegdahl, CMC
Management Analyst

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

ROLL CALL: Present: Commissioners Michelle Duran, Justin Kelly, Nathan Romero; Vice Chair Carmen Roman; Chair Paula Fraijo

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

AB 2449 DISCLOSURES None.

CONSENT CALENDAR

MOTION A motion was made by Chair Fraijo, seconded by Commissioner Duran, to approve the Consent Calendar, except for Item No. 6B, which was removed for separate consideration. The motion was unanimously approved.

ITEM NO. 6A MINUTES OF THE MEETING HELD JUNE 4, 2025
MINUTES OF THE MEETING HELD JUNE 4, 2025 MINUTES OF THE MEETING HELD JUNE 4, 2025
The minutes of the meeting held June 4, 2025, were approved as presented.

ITEM NO. 6C AQUATICS SUPERVISOR UPDATE
AQUATICS SUPERVISOR UPDATE The Aquatics Supervisor update was received and filed.

ITEM NO. 6D PUBLIC WORKS MAINTENANCE SUPERVISOR UPDATE
PUBLIC WORKS MAINTENANCE SUPERVISOR UPDATE PUBLIC WORKS MAINTENANCE SUPERVISOR UPDATE
The Public Works Maintenance Supervisor update was received and filed.

END OF CONSENT CALENDAR

ITEM NO. 6B RECREATION MANAGER UPDATE
RECREATION MANAGER UPDATE RECREATION MANAGER UPDATE
The Recreation Manager update was received and filed.

CHAIR FRAIJO Responding to a question by Chair Fraijo, Supervisor Osterheim indicated that the Day Camp trip does not have anybody on a waiting list.

Chair Fraijo also asked about registration dates for the Teeny and Tiny Tots programs, which Supervisor Osterheim noted that they begin in late August.

MOTION

A motion was made by Chair Fraijo, seconded by Commissioner Duran, to receive and file the Recreation Manager Update. The motion was unanimously approved.

**SPONTANEOUS
COMMUNICATIONS**

There were no speakers.

NEW BUSINESS

None.

**PUBLIC SERVICES
DIRECTOR UPDATE**

DIRECTOR RODRIGUEZ Director Rodriguez presented the following update:

- 1) She provided an overview of the Red, White, and You event held at the end of June.
- 2) The 22nd Annual Back to School event has been scheduled for August 14 during the Music in the Park concert.
- 3) There are currently 52 registered participants in the Kidzone program with another six temporarily on the waiting list; however, staff will meet to discuss available options. An update will be provided at the September meeting.
- 4) She also provided an update on the progress of the Irwindale Public Library Improvement Project.
- 5) An IPOA Gold Tournament has been scheduled for August 29.

**COMMISSIONER
ROMERO**

Commissioner Romero asked about processes for registering for programs, to which Director Rodriguez advised that individuals may register online for most programs, excluding field trips and Kidzone, with their credit card if so desired.

CHAIR FRAIJO

Chair Fraijo asked whether staff would assist individuals that needed help in signing up for programs, which Director Rodriguez confirmed that staff would be more than happy to assist.

DIRECTOR RODRIGUEZ Director Rodriguez added that the Aquatics Center and Senior Center will join the Recreation Department in using CivicRec soon.

- CHAIR FRAIJO Chair Fraijo asked about registrations for the teen trip and stated that she would not want to exclude any interested teens from participating.
- After Supervisor Osterheim noted that there are probably three or four on the teen trip waiting list, Chair Fraijo suggested purchasing additional tickets in the future.
- LINDA MAREZ Linda Marez spoke on the difficulty in purchasing the exact number of tickets needed for Disneyland trips.
- PAT GONZALES Pat Gonzales noted vehicles improperly parking along the red curb at the bus turnabout, suggested that fewer “Movies on Mondays” events be held due to low turnout, and that she just attended the Aquafitness potluck.

**REQUESTS FOR
AGENDA ITEMS
BY COMMISSION**

- ITEM NO. 10A
PARKS & RECREATION COMMISSION INVITES TO SPECIFIC SPECIAL EVENTS HOSTED BY IRWINDALE AQUATICS CENTER AND IRWINDALE RECREATION
- PARKS & RECREATION COMMISSION INVITES TO SPECIFIC SPECIAL EVENTS HOSTED BY IRWINDALE AQUATICS CENTER AND IRWINDALE RECREATION – REQUESTED BY VICE CHAIR ROMAN
- DIRECTOR RODRIGUEZ Director Rodriguez stated that a question was raised regarding whether Parks Commissioners should automatically be invited to specific Recreation events without the need to register for them. Director Rodriguez noted that, historically, only members of the City Council would receive such invitations, and that the issue could be placed on an agenda for further discussion.
- VICE CHAIR ROMAN Vice Chair Roman asked if this accommodation could be applied to the end of summer event only.
- COMMISSIONER DURAN Commissioner Duran also requested that the commissioners be informed ahead of time when they will be requested to speak at events, to which Director Rodriguez stated that staff might include a list of events in the commissioners’ weekly updates.
- COMMISSION CONSENSUS Commissioner consensus was reached to include the matter on the next agenda.

- CHAIR FRAIJO Chair Fraijo requested to add an item to the agenda to discuss the feasibility of adding a dog park at Jardin de Roca Park.
- DIRECTOR RODRIGUEZ Director Rodriguez advised that staff has applied for various grants for different types of park amenities.
- VICE CHAIR ROMAN Vice Chair Roman stated that she received a request from a resident who asked for staff to check for toilet paper in park restrooms more frequently during city events. She also requested an update on the pool movie screen, asked that staff carry badges with names, positions, and photos, during Kidzone trips, and requested Recreation division incident reports.
- COMMISSIONER ROMERO Commissioner Romero asked about replacing worn parts at the exercise equipment in the park. He also suggested perhaps setting up meet and greets with the participants of the Kidzone program and requested more shade at the smaller city parks.
- COMMISSIONER DURAN Responding to a question by Commissioner Duran, Director Rodriguez advised that parents are informed of the bus pass program amenities when they sign their children up. She also suggested reducing the number of sessions of Movies in the Park and increase those of the Dive-In Movies.
- CHAIR FRAIJO Chair Fraijo asked about adding a section on the agenda for Commissioner comments, to which Director Rodriguez noted that changing or adding sections of the agenda would require Council approval. She noted that commissioners may speak during the "Requests for Agenda Items by Commission" section.
- Chair Fraijo thanked the Summer Youth workers for assisting various City departments throughout the season, thanked staff for the amazing 4th of July Fireworks show with the added music, commended staff for accommodating all children that signed up for Kidzone, thanked Supervisor Grijalva for the level of detail in his report, and thanked Public Works staff for always keeping the parks clean and beautiful. She then recognized the three deputies that recently lost their lives in the line of duty.

ADJOURNMENT

There being no further business to conduct, the meeting was adjourned at 7:02 p.m.

Armando Hegdahl, CMC
Management Analyst

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

ROLL CALL: Present: Commissioners Michelle Duran, Justin Kelly, Nathan Romero; Vice Chair Carmen Roman; Chair Paula Fraijo

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

AB 2449 DISCLOSURES None.

CONSENT CALENDAR

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

ITEM NO. 6A MINUTES OF THE MEETING HELD JULY 2, 2025
MINUTES OF THE MEETING HELD JULY 2, 2025 MINUTES OF THE MEETING HELD JULY 2, 2025
The minutes of the meeting held July 2, 2025, were approved as presented.

ITEM NO. 6B RECREATION SUPERVISOR UPDATE
RECREATION SUPERVISOR UPDATE RECREATION SUPERVISOR UPDATE
The Recreation Supervisor update was received and filed.

ITEM NO. 6C AQUATICS SUPERVISOR UPDATE
AQUATICS SUPERVISOR UPDATE AQUATICS SUPERVISOR UPDATE
The Aquatics Supervisor update was received and filed.

ITEM NO. 6D PUBLIC WORKS MAINTENANCE SUPERVISOR UPDATE
PUBLIC WORKS MAINTENANCE SUPERVISOR UPDATE PUBLIC WORKS MAINTENANCE SUPERVISOR UPDATE
The Public Works Maintenance Supervisor update was received and filed.

ITEM NO. 6E MAINTENANCE UPDATE FROM THE 2025 WALK-THROUGH
MAINTENANCE UPDATE FROM THE 2025 WALK-THROUGH MAINTENANCE UPDATE FROM THE 2025 WALK-THROUGH
The maintenance update was received and filed.

END OF CONSENT CALENDAR

**SPONTANEOUS
COMMUNICATIONS**

There were no speakers.

NEW BUSINESS

ITEM NO. 8A
RED, WHITE & YOU
POST EVENT REVIEW

RED, WHITE & YOU POST EVENT REVIEW

COMMISSIONER
ROMERO

Responding to a question by Commissioner Romero, Director Rodriguez advised that unused funds are returned to a pool of funds where the Executive Director of the Irwindale Community Foundation can redirect them to benefit the community in another way.

CHAIR FRAIJO

Chair Fraijo suggested potentially setting tables under shaded areas, such as is done for the MariachiFest. She thanked staff from all departments that contributed to the event's success.

COMMISSIONER
KELLY

Commissioner Kelly asked whether novelty items, such as t-shirts, that display the event's date could be sold to which Director Rodriguez advised that staff would look into the request.

ITEM NO. 8B
DOG PARK AT JARDIN
DE ROCA PARK

DOG PARK AT JARDIN DE ROCA PARK

DIRECTOR RODRIGUEZ Director Rodriguez presented the staff report.

CHAIR FRAIJO

Chair Fraijo voiced concern that the noise and odors emanating from a dog park may bother some in the community, to which Director Rodriguez advised that these issues could be mitigated by the slope at the subject site. She also noted issues with homelessness and vandalism at the site that may be alleviated with the establishment of a dog park.

VICE CHAIR ROMAN

Vice Chair Roman agreed that the subject site may be the best area to set up a dog park.

COMMISSIONER
ROMERO

Commissioner Romero concurred and asked who would clean and maintain the dog park, and on which days. He also asked when dog owners would be permitted to take their dogs to the park.

DIRECTOR RODRIGUEZ Director Rodriguez responded by indicating that, at this point, the subject site is merely a potential site for a dog park and advised that additional details would be provided to the Commission once the dog park is added to the project list and has funding allocated. She added that staff would research rules, procedures, and maintenance

for other dog parks, the results of which would also be presented to the Commission.

COMMISSIONER KELLY Commissioner Kelly stated that cameras should also be included when considering the dog park.

COMMISSIONER DURAN Commissioner Duran suggested that bags be supplied so that owners can clean up after their pets.

CHAIR FRAIJO Chair Fraijo noted that many residents have requested a dog park and expressed her excitement that the request is now being considered. She asked whether existing trees and/or shrubs would be removed from the subject site if it is used for a dog park, to which Director Rodriguez stated that it is likely that only shrubs would be removed.

ITEM NO. 8C
COMMISSION INVITES
TO SPECIFIC SPECIAL
EVENTS

COMMISSION INVITES TO SPECIFIC SPECIAL EVENTS

DIRECTOR RODRIGUEZ Director Rodriguez presented the staff report.

VICE CHAIR ROMAN Vice Chair Roman indicated that she requested that this item be discussed to determine whether Commissioners should automatically be invited to attend certain Recreation/Aquatics events without the need to register.

DISCUSSION HELD Discussion was held regarding dress requirements at the pool when patrons do not plan on getting into the pool, to which Director Rodriguez stated that staff would look into how to best address the concern.

ITEM NO. 8D
SUMMER HIGHLIGHTS
AT THE DAN DIAZ
RECREATION CENTER
AND IRWINDALE
AQUATICS CENTER

SUMMER HIGHLIGHTS AT THE DAN DIAZ RECREATION
CENTER AND IRWINDALE AQUATICS CENTER – VERBAL

DIRECTOR RODRIGUEZ Director Rodriguez presented the report and made a PowerPoint presentation.

PUBLIC SERVICES
DIRECTOR UPDATE

DIRECTOR RODRIGUEZ Director Rodriguez presented the following update:

- 1) The purchase and installation of a movie screen for the Dive In program was placed on hold due to the conflicting summer season. However, now that the summer season is over, staff will proceed with the purchase and installation of the screen.
- 2) New doors were installed near the Kidzone area of the Dan Diaz Recreation Center
- 3) She provided details on upcoming "Too Toxic to Trash" waste disposal events.
- 4) She also welcomed Mariana Quinones as the new Aquatics Assistant.
- 5) Ben Garcia will retire on September 8. As a result, Gary Strobehn has been promoted to Maintenance Worker 2 and Ernie Espino has been promoted to Maintenance Worker 1.
- 6) She also provided an update on the Irwindale Public Library Improvement Project.
- 7) She also provided details on the Community Development Department's Hazard Mitigation Plan.
- 8) MariachiFest begins tomorrow and will run every Thursday in September. The Mexican Independence Day Fiesta has been scheduled for September 11.

COMMISSIONER
KELLY

Commissioner Kelly thanked staff for inviting residents to sign the iron beam that will be used in the construction of the new library.

CHAIR FRAIJO

Responding to a question by Chair Fraijo, Director Rodriguez indicated that staff included the replacement of park restroom toilet paper to the list of concerns brought up by the Commission at its recent park walk through and noted that the issue has been remedied.

Chair Fraijo also asked whether park visitors continue to clog toilets with toilet seat covers, which Supervisor Rodriguez stated that he would check with staff to confirm. Chair Fraijo suggested that staff no longer offer seat covers if they are being used to vandalize the toilets.

**REQUESTS FOR
AGENDA ITEMS
BY COMMISSION**

VICE CHAIR ROMAN

Vice Chair Roman suggested improved lighting at the horseshoe pits, to which Commissioner Kelly stated that the angle of the current lights cast shadows which make it difficult to see the poles.

Vice Chair Roman also suggested installing a cover over the Margaret Diaz Pavilion to provide shade. She also requested for staff to install a fan at the gazebo.

COMMISSIONER
DURAN

Commissioner Duran voiced concern over the cleanliness of the restrooms during events at the park, to which Director Rodriguez

advised that staff immediately cleans the restrooms once they are informed of the need to clean them.

VICE CHAIR ROMAN Vice Chair Roman reported individuals inappropriately parking in the bus turnout and walking over to the Aquatics Center, to which Supervisor Grijalva advised that an announcement could be made and that a message could also be sent out via the app to discourage the practice.

COMMISSIONER ROMERO Commissioner Romero thanked staff for installing curtain partitions to the showers.

COMMISSIONER KELLY Commissioner Kelly commented that not many individuals use the bowl at the Skate Park, to which Director Rodriguez advised that staff is looking for funding to revitalize the park and remove the bowl.

COMMISSIONER DURAN Commissioner Duran thanked Rize Credit Union for organizing the Mad Money event for youth. She then asked whether all Recreation staff are trained to work with children who have special needs and asked to agendaize the matter for further discussion. She also requested adding the matter regarding the shade at the Margaret Diaz Pavilion to the agenda for discussion.

CONSENSUS REACHED Consensus was reached to add the Recreation staff training and Margaret Diaz Pavilion shade matters to a future agenda.

COMMISSIONER DURAN Commissioner Duran then indicated that she reported dogs off leashes to a couple of Police Officers, who did not follow up on the concern. She also asked whether individuals are allowed to purchase unused tickets for events, to which Director Rodriguez indicated that the Field Trip Policy would have to be revised to address the request.

CHAIR FRAIJO Chair Fraijo asked for an update on this request at the next meeting. She also asked about the ability to sponsor children for participation in the Tiny Tots program, which Director Rodriguez clarified that the sponsorship applied to non-residents, though it is no longer practiced.

Chair Fraijo asked about a sign at the gym prohibiting organized practices there, to which Supervisor Marez advised that it previously was allowed, until it became too unruly with too many teams participating.

Chair Fraijo asked whether a policy prohibits use of the gym for organized events, to which Director Rodriguez advised that staff would check to confirm.

DENA ZEPEDA Dena Zepeda thanked Commissioner Duran for mentioning the issue with loose dogs at the parks.

VICE CHAIR ROMAN Vice Chair Roman requested prayers for a resident who is currently experiencing medical issues.

ADJOURNMENT There being no further business to conduct, the meeting was adjourned at 7:43 p.m.

Armando Hegdahl, CMC
Management Analyst

City of
IRWINDALE
AGENDA REPORT

Date: October 1, 2025
To: Honorable Chair and Members of the Parks & Recreation Commission
From: Elizabeth Rodriguez, Public Services Director
Issue: Recreation Supervisor Update

Public Services Director's Recommendation:

Receive and file the Recreation Supervisor Update.

Administrative Action:

Submitted by:

Elizabeth Rodriguez, Public Services Director

Prepared by:

Melissa Marez, Recreation Supervisor
Delfina Osterheim, Recreation Supervisor

Background and Analysis:

September Highlights

Mariachi Fest began on September 4 and concluded on September 25. Food was provided by La Jefa's Kitchen and Juice 4 You.

September 4 – Mariachi Divas

September 11 – Mariachi Ausente

September 18 – Mariachi Mexicanas Lindas

September 25 – Mariachi Espectacular

A special thank you to Commissioner Kelly for generously donating \$100 each week. The money that was donated will go towards Kidzone, Teen Club and Tots programs.

Another special thank you to Commissioner Nathan Romero who continued to support the Recreation through his generous ice cream donations and lending us the ice cream freezer, which allowed us to continue selling ice cream at MariachiFest.

Field Trips

Recreation went on two trips during the month of September.

September 20 – Dodgers Vs Giants (Dodger WIN!!). There were 30 participants.

September 27 – Deep Sea Fishing Trip. As of Thursday, September 25, there were 18 signs ups.

Kidzone Update

Kidzone is well under way. There are no kids left on the waiting list. No kids were left behind. 😊

Announcement/News

Three new Recreation Aides were welcomed to the team during the month of September. We look forward to their contributions to all the Irwindale Recreation programs, classes, and events.

Save the Dates

- October 8: RockAbilities Boo Bash from 10am to 12pm
- October 18: Tots Pumpkin Painting Party at 12pm (need 4 children to sign up)
- October 25: Halloween Spooktacular from 6pm to 8pm
- October 30: Pumpkin Decorating contest at 4pm
- October 30: Tots and Kidzone will participate in the city department Halloween Parade.
- October 31: Trunk or Treat from 6pm to 8pm

Attachments:

None

Date: October 1, 2025

To: Honorable Chair and Members of the Parks & Recreation Commission

From: Elizabeth Rodriguez, Public Services Director

Issue: Aquatics Supervisor Update

Public Services Director's Recommendation:

Receive and file the Aquatics Supervisor update.

Administrative Action:

Submitted by:

Elizabeth Rodriguez, Public Services Director

Prepared by:

Daniel M. Grijalva, Aquatics Supervisor

Background and Analysis:

September Highlights

Late Summer Recreational Swimming schedule completed.

The Late Summer Recreational Swimming schedule concluded on Sunday, September 28, 2025. Recreational swimming will return June 5, 2026. See you all next Summer!

The 5:30pm Late Summer Aquafitness class concluded with its class at capacity for registration. The 6:30pm class concluded with 30 registered participants. Staff would like to thank all of our patrons for their continued dedication to these classes and programs.

Fall Schedule.

The fall class/program schedule started on Monday, September 29, 2025. The Aquatics Center's current hours of operation are still Mondays - Thursdays from 2pm - 7:30pm.

Aqua Stand Up, Mindful Waters, Senior Splash/Aqua Walk, Swim Team and AquaFitness/Lap swimming will be offered until Thursday, October 30, 2025.

The Fall AquaFitness session is 5 weeks long and kicked off on Monday, September 29. The first class is scheduled from 5:30pm to 6:30pm and has 28 registered participants (residents: 7 and non-residents: 21). The second class is scheduled from 6:30pm to 7:30pm and has 11 registered participants (residents: 4 and non-residents: 7).

Swim Team currently has 30 swimmers registered for the Late Summer/ Fall season and is set to conclude on Thursday, October 30, with a soft launch floating pumpkin patch/end of swim team season event.

Announcement/ News

Keep an eye out in February 2026 for registration dates in March for the 2026 Spring Season classes and programs.

Save the Dates

- Thursday, October 30 is the last day of the 2025 season at the Aquatics Center.
- On Friday, October 31, stop by and visit the Aquatics Center staff at Irwindale Recreation's Trunk or Treat event held at the East End Parking Lot from 6pm-8pm. We would love to see everyone in costume!!

Attachments:

None

City of
IRWINDALE
AGENDA REPORT

Date: October 1, 2025

To: Honorable Chair and Members of the Parks & Recreation Commission

From: Elizabeth Rodriguez, Public Services Director

Issue: Public Works Supervisor Update

Public Services Director's Recommendation:

Receive and file the Public Works Supervisor Update.

Administrative Action:

Submitted by:

Elizabeth Rodriguez, Public Services Director

Prepared by:

Pedro Rodriguez, Public Works Supervisor

Background and Analysis:

Facility Maintenance

Horseshoe Area Lighting: In response to a Commission request, adjustments were made to lower lighting in the Horseshoe area to improve visibility during play. We anticipate this adjustment will enhance the user experience.

Dan Diaz Recreation Center A/C: The second A/C unit at the Dan Diaz Recreation Center that was temporarily offline for repairs is now fully operational and cooling the entire gymnasium floor area.

Irwindale Aquatics Center: New office desks for the Supervisor and Aquatics Assistant will be delivered and installed this week. Additionally, the door hinge for the Shark Shack has been replaced.

Parks Maintenance

Staff continues to perform routine maintenance across all parks. Focused work is underway at Irwindale Park, where staff is preparing to aerate, fertilize, and seed the turf areas.

Margaret Diaz Pavilion

Staff is currently researching high quality screens to purchase and install on the Margaret Diaz Pavilion trellis in order to provide shade until the trees around the pavilion fully grow.

Staff Training and Professional Development

We are pleased to report on recent staff training achievements:

The second session of **Introduction to Cal OSHA and Conducting Safety Inspections** training for the remaining maintenance staff was successfully completed on September 10.

Maintenance Worker II Jose Marin attended the week-long Public Works Academy hosted by the City's insurance provider, California Joint Powers Authority (CJPIA) from September 15 through 18. The course provided comprehensive instruction on the following critical topics:

- Public Works Liability, Litigation, and Risk Management
- Workers Compensation
- Introduction to Cal-OSHA
- Investigating Claims and Preserving Evidence
- Conducting Risk Reviews
- Contractual Risk Transfer
- Traffic Control
- Design Immunity
- Dangerous Conditions
- Unwarranted Traffic Control Devices
- Public Works Exposures

Attachments:

None

City of
IRWINDALE
AGENDA REPORT

Date: October 1, 2025

To: Honorable Chair and Members of the Parks & Recreation Commission

From: Elizabeth Rodriguez, Public Services Director

Issue: Irwindale Recreation Staff Training

Public Services Director's Recommendation:

Receive and file the list of training the Irwindale Recreation staff has received since January 2024 and upcoming training scheduled for the remainder of the year and early 2026. .

Administrative Action:

Submitted by:

Elizabeth Rodriguez, Public Services Director

Prepared by:

Melissa Marez, Recreation Supervisor
Delfina Osterheim , Recreation Supervisor

Background and Analysis:

On August 23, 2023, the City Council adopted Resolution No. 2023-65-3443, entitled, **“A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE APPROVING A NEW JOB CLASSIFICATION FOR AN INCLUSION SPECIALIST AND ASSOCIATED JOB SPECIFICATION AND ELIMINATING THE POLICE CORPORAL CLASSIFICATION.”** After a successful recruitment process, the City of Irwindale hired its first Inclusion Specialist Luana Acuña in October 2023.

Since then, Recreation Manager Priscilla Zepeda, Recreation Supervisor Melissa Marez, and Inclusion Specialist Acuña have worked with California Joint Powers Insurance Agency (CJPIA), Kids Included Together (K.I.T.), Professional Assault Crisis Training (Pro-Act), Crisis Prevention Institute, California Parks & Recreation Society and other agencies to identify training programs, courses, and workshops available to Irwindale Recreation staff, especially staff that work in the KidZone, Tots, and Teen programs. The following provides a brief description of the training that each of these agencies provides:

California Joint Powers Insurance Agency (CJPIA)

CJPIA provides its members with access to a wide variety of in-person, online, and webinar trainings. Recently, CJPIA has worked directly with Irwindale Recreation staff to identify training courses that focus on inclusion, de-escalation, and risk assessment. One such training that was coordinated and paid from by CJPIA was the Pro-Act training.

Kids Included Together (K.I.T.)

K.I.T. provides disability inclusion training to assist professionals working with children and youth develop inclusive practices and focuses on topics such as behavior support, social-emotional learning, and fostering friendships. K.I.T Training is typically online with each course at approximately 1 hour.

Professional Assault Crisis Training (Pro-Act)

Pro-Act focuses on creating safer workplaces and provides training that guides employees to use critical thinking strategies that will assist with problem-solving in situations that arise. They incorporate principles such as professionalism, preparedness, de-escalation, teamwork, risk assessment, and crisis community into a framework for decision-making.

Crisis Prevention Institute (CPI)

CPI assist organizations in creating a safer workplace through training that focuses on identifying, preventing, and de-escalating crisis. Some topics include verbal, low-risk, hands-off intervention training, nonviolent crisis intervention,

California Parks & Recreation Society (CPRS)

CPRS provides various educational training through its annual conference, districts, and sections that focus on professional development in areas like aquatics, aging services, recreation, administration, and more. City of Irwindale is part of District 13 and the Irwindale Recreation is part of the Recreation Section of CPRS. Both provide workshops and trainings that focus on topics important to recreation such as leadership, customer services, programs, and overall training for Recreation Aides and Leaders.

Since 2024, the following staff training courses and workshops that focus on a variety of topics including inclusion have been implemented in Irwindale Recreation:

2024

- K.I.T. Training from January through December
 - In Person Training with Luana
 - “I Can be Inclusive”
 - Course #1: “Inclusion 101”
 - Course #2: “Supportive Environments”
 - Course #3: “Communicating Through Behavior”
 - Course #4: “Tips & Tools to Support Disability Inclusion”
 - Course #5: “Family Collaboration”
 - “Inclusive Youth Programs”
 - “Coping Skills for Tweens & Teens”
 - “Understanding Autism”
 - “ADHD Myths Debunked”
 - “Behavior Conversation”
 - “Is My Bias Getting in the Way”
 - “Why is the Why Important?”
 - “Back to Afterschool Series”
 - “Understanding the Why of Behavior”
 - “Redirecting Challenging Behaviors”

- “Managing a School Aged Group”
- “Addressing Bullying”
- “Creating Movement Opportunities Indoors”
- “Characteristics of Mental Health Challenges”
- “Inclusive Movement for School Age”
- “FUNctional Transition Activities “
- “Youth Leadership Services”
 - “Benefits of Youth Leadership”
 - “Engaging Youth Leaders”
 - “Supporting Mental Wellness”
 - “Planning for Sensory Difference”

2025

- Getting to Know Type 1 Diabetes with Ginger Farias RD, Certification Board for Diabetes Care and Education
- Inclusion Tips during June In-service
- Day Camp Round Table
- CPRS District 13 Rec Leader Training
- Crisis Prevention Institute - Nonviolent Crisis Intervention Training
- K.I.T. Training from February 2025 through March 2026
 - “Creating Movement Opportunities Indoors”
 - “FUNctional Transition Activities”
 - “De-escalating Unsafe Behaviors”
 - “De-escalating Teen Drama”
 - “Understanding the Why of Behaviors”
 - “Redirecting Challenging Behaviors”
 - “Conflict Resolution”
 - “Supporting Tween & Teen Social-emotional Development”
 - “Inclusion 101” *
 - “Supportive Environments” *
 - “Communicating Through Behavior” *
 - “Understanding Autism” *
 - “ADHD Myths Debunked” *
 - “Tips & Tools to Support Disability Inclusion” *
 - “Family Collaboration” *
 - “Addressing Bullying” *
 - “Benefits of Youth Leadership” *
- Merge Consulting
 - “Building a Camp Culture that is Inclusive of Children with Diverse Abilities”*
 - “Inclusive Recreation: A Pathway Toward Friendship”*
 - “Dealing with Behavioral Challenges through a New Lens”*

*These trainings are scheduled from October 2025 through March 2026.

Attachments:

None

City of
IRWINDALE
AGENDA REPORT

Date: October 1, 2025

To: Honorable Chair and Members of the Parks & Recreation Commission

From: Elizabeth Rodriguez, Public Services Director

Issue: Update on Unleashed Dogs in Parks - Verbal

Public Services Director's Recommendation:

Receive and file the update on unleashed dogs in park.

Administrative Action:

Submitted by:

Elizabeth Rodriguez, Public Services Director

Prepared by:

Jose Vargas, Police Lieutenant

Background and Analysis:

Attachments:

None