

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
November 5, 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. NEW BUSINESS

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

A. "Civility & Decorum" Training Session presented by Liebert Cassidy & Whitmore (Verbal Report)

Department: Administration

Recommendation: Receive and file.

B. Online Payments Through CivicRec

Department: Public Services

Recommendation: Discuss and provide direction on providing online payments through CivicRec and the policy/guidelines associated with these online payments.

7. 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 Meeting Held 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

8. 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.

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 November 5, 2025, be posted at the City Hall, Library, and Post Office on October 30, 2025.

A handwritten signature in black ink, appearing to be 'AH' or 'GHL' with a large loop, positioned above a horizontal line.

Armando Hegdahl, CMC
Management Analyst

City of
IRWINDALE
AGENDA REPORT

Date: November 5, 2025

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

From: Elizabeth Rodriguez, Public Services Director

Issue: "Civility & Decorum" Training Session presented by Liebert Cassidy & Whitmore (Verbal Report)

Public Services Director's Recommendation:

Receive and file.

Administrative Action:

Submitted by:

Prepared by:

Background and Analysis:

Attachments:

None

City of
IRWINDALE
AGENDA REPORT

Date: November 5, 2025

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

From: Elizabeth Rodriguez, Public Services Director

Issue: Online Payments Through CivicRec

Public Services Director's Recommendation:

Discuss and provide direction on providing online payments through CivicRec and the policy/guidelines associated with these online payments.

Administrative Action:

Submitted by:

Elizabeth Rodriguez, Public Services Director

Prepared by:

Elizabeth Rodriguez, Public Services Director

Background and Analysis:

The Irwindale Aquatics Center and Recreation will be launching the new CivicRec Parks & Recreation Management Software beginning Monday, January 5, 2026. However, Irwindale Recreation has already started the process of setting up and entering all patron information into the new system.

CivicRec is a user-friendly, cloud-based software that can be accessed by staff anywhere as long as they have log-in, password, and internet. It provides a centralized place for all classes, activities, and facility rentals, including but not limited to the following:

- Manage Classes & Activities – Create classes, pricing, add-on features, prompts, waivers, and forms.
- Manage Facilities – Generate and share permits, schedule programs, take in-house and online reservations, and schedule leagues and meetings.
- Point-of-Sale – Allows for merchandise, concessions, drop-ins, and class/trip payments.
- Ticketing – Create, sell, and scan tickets for in-house and online events.
- Memberships – Sell and track memberships
- Instructor Management – Manage instructor lists and pay rates with limited viewing of activity rosters by instructors.

The managing classes, activities & facilities features allows the staff to create classes and facility rentals, including requirements and fees associated with registering/renting facilities, if any. The registration

page is seamless and patrons using the site are able to use filters to find the perfect classes and activities that interest them. The online registration (except for KidZone, Field Trips, Swim Lesson) and facility reservations (except those requiring approval) will provide a user-friendly and convenient process for our busy patrons, especially residents. The shopping cart and check-out process allows for patrons to view/print forms (flyers, calendars, pdf documents) and the possibility for online credit/debit card payments.

At the request of the Parks & Recreation Commission, staff have researched the credit/debit card feature for CivicRec, which is a CivicPlus Pay component, and consulted California Joint Powers Insurance Agency (CJPIA) and the Irwindale Finance Department to ensure that this process is verified and allowed.

CivicPlus Pay is an integrated online payment solution that allows for digital payments to select payment partners. This service will provide patrons with convenience and flexibility to pay for select classes, activities, drop-ins, and memberships online and with a credit/debit card. CivicPlus Pay ensures that PCI compliance is met, payments are integrated with the City's CivicRec software system for easy pay online, and a standardized payment experience for staff and patrons.

California Joint Powers Insurance Authority (CJPIA), a risk management strategist, approves the use of CivicRec as a Recreation Management Software.

CivicRec Rates are as follows:

PROCESSING FEE	TRANSACTION FEE	DISPUTE FEE
3% Visa and Master Card	\$0.30	\$15
3.5% American Express Card	\$0.30	\$15
1% Debit Card (maximum \$5)	\$0.30	\$15

The table below outlines a few selected Aquatics & Recreation fees and outlines, as an example, the Visa and Master Card charges, if used:

DIVISION	CLASS/ ACTIVITY	AMOUNT	3% PROCESSING FEE	30¢ TRANSACTION FEE	TOTAL AMOUNT COLLECTED
Aquatics	Adult Swim	\$ 2.00	\$ 0.06	\$ 0.30	\$ 1.64
Aquatics	Luau (Child)	\$10.00	\$ 0.30	\$ 0.30	\$ 9.40
Aquatics	Cheese	\$ 1.50	\$ 0.05	\$ 0.30	\$ 1.15

	Nachos / Hot Dog				
Aquatics	Snacks / Drinks	\$ 1.00	\$ 0.03	\$ 0.30	\$ 0.67
Recreation	Walk-in	\$ 3.00	\$ 0.09	\$ 0.30	\$ 2.61
Recreation	Membership	\$30.00	\$ 0.90	\$ 0.30	\$ 28.80
Recreation	Adult Class	\$40.00	\$1.20	\$ 0.30	\$ 38.50
Recreation	Picnic Shelter Rental (Hrly)	\$35.00	\$1.05	\$ 0.30	\$ 33.65
Recreation	Picnic Area Rental (Hrly)	\$300.00	\$9.00	\$ 0.30	\$290.70

*All fees are for non-residents and per the Schedule of Fees & Charges adopted by City Council on July 9 & August 27, 2025.

One concern noted with credit/debit card transactions is the processing of refunds when a class or activity is cancelled. Patrons would not be able to receive the full refund. Currently, we do state that there is a \$3.00 administrative processing fee for any refund requested by a patron; however, if the city cancels, then the patron receives 100% of their refund.

Staff are requesting that the Parks & Recreation Commission discuss providing online payments and policy/guidelines associated with these payments such as which fees will be accepted online, which credit/debit card payments will be accepted (Visa, MasterCard, American Express), accepting online payments in person, how to process refunds, etc.

The online payment option will not go live on January 5, 2026, but when the policy and guidelines are adopted by the City Council.

Attachments:

None

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; Pablo Gamez, Maintenance Worker II, Mariana Quinones, Aquatics Assistant; and Armando Hegdahl, Management Analyst

AB 2449 DISCLOSURES None.

CONSENT CALENDAR

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

ITEM NO. 6A
MINUTES OF THE
MEETINGS HELD
AUGUST 6, 2025, AND
SEPTEMBER 3, 2025 **MINUTES OF THE MEETINGS HELD AUGUST 6, 2025, AND SEPTEMBER 3, 2025**
The minutes of the meetings held August 6, 2025, and September 3, 2025, were approved as presented.

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

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**
The Public Works Maintenance Supervisor update was received and filed.

ITEM NO. 6E
IRWINDALE
RECREATION STAFF
TRAINING **IRWINDALE RECREATION STAFF TRAINING**
The report was received and filed.

END OF CONSENT CALENDAR

**SPONTANEOUS
COMMUNICATIONS**

There were no speakers.

NEW BUSINESS

**ITEM NO. 8A
UPDATE ON
UNLEASHED DOGS
IN PARKS – VERBAL**

UPDATE ON UNLEASHED DOGS IN PARKS – VERBAL

DIRECTOR RODRIGUEZ Director Rodriguez presented the report wherein she advised that Lt. Vargas of the Police Department met with dispatchers to discuss the importance of reports of unleashed dogs in the parks and the need to dispatch officers when they are available. She noted that officers are not always available to address such calls at the moment, but that they will respond as soon as possible. Patrol officers were also instructed to speak to individuals with unleashed dogs. Staff also discussed potentially adding signage at the parks that clearly indicate that having dogs off the leash is not permitted at the parks.

CHAIR FRAIJO Chair Fraijo asked whether officers responded to a report of unleashed dogs by Commissioner Duran, to which Director Rodriguez confirmed that they had and had spoken to the dog's owner.

Chair Fraijo suggested that the officers make more of an effort to get to know Irwindale residents and interact with them, to which Director Rodriguez advised that Lt. Vargas mentioned the same thing to his officers. Chair Fraijo requested an update on this matter at the next meeting.

COMMISSIONER KELLY Responding to a question by Commissioner Kelly, Sgt. Manny Campos elaborated on the process that is undertaken at the Police Department to dispatch officers when calls about unleashed dogs are received. He also advised that individuals who call Police Dispatch may request to remain anonymous.

COMMISSIONER DURAN Commissioner Duran reported on a separate incident of a dog without a leash, to which Sgt. Campos advised that extra patrols have been requested and that officers still issue strong warnings and/or citations for not following the municipal code. Sgt. Campos concurred on the need to foster stronger relationships between Police and the community.

CHAIR FRAIJO Chair Fraijo asked how many signs would be set up at the parks, to which Director Rodriguez stated that she does not have the exact

number at this time, though additional information would be presented to the commission.

PUBLIC SERVICES
DIRECTOR UPDATE

Public Services Director Rodriguez presented the following update:

- 1) She discussed the progress of the Irwindale Library Improvement Project.
- 2) The Library and Aquatics Divisions will collaborate on a "Sink or Float Storytime and Experiments" event on October 7.
- 3) Staff has hired a contractor to beautify the rose garden and planters fronting City Hall.
- 4) The fall Bulky Item and E-Waste Pickup event has been scheduled for October 10.
- 5) Athens Services and the City are jointly hosting a free compost giveaway event on October 11.
- 6) She also described measures that could be taken to abate mosquitoes.
- 7) She also presented a short video clip showing an influx of geese at Irwindale Park and discussed measures taken to try to mitigate the issue.
- 8) The Police Department will host a "Cookies with the Rookies" event on October 14.

VICE CHAIR ROMAN

Vice Chair Roman suggested that staff teach children and teens about the beauty and dangers of geese.

COMMISSIONER
KELLY

Commissioner Kelly stated that it is interesting to see geese at the park, and that it is nice for Recreation staff to assist children but stated that the children's parents should take the lead in educating them.

CHAIR FRAIJO

Chair Fraijo asked whether geese would eat the winter rye seeds that staff spreads over the grassy areas at the park, to which Maintenance Worker II Gamez advised that the lawn is aerated and that the seeds would fall into the holes, preventing geese from eating them.

Chair Fraijo suggested that staff also make sure to maintain the Memorial Garden, to which Director Rodriguez advised that staff would pay special attention to the Memorial Garden this fall.

REQUESTS FOR
AGENDA ITEMS
BY COMMISSION

VICE CHAIR ROMAN

Vice Chair Roman thanked Commissioners Kelly and Romero for their donations to recent Recreation events. She also suggested that

the Teeny and Tiny Tots programs be held downstairs when the elevator is not functioning properly, to which Director Rodriguez noted that staff took the opportunity to educate both children and parents about the proper use of the stairs in cases of emergencies.

CHAIR FRAIJO

Chair Fraijo suggested that parents be informed when the elevator breaks down so they could decide whether their child should participate in the program that day.

COMMISSIONER
ROMERO

Commissioner Romero spoke on his partnership with Dreyer's Ice Cream and how they have been able to donate ice cream for Recreation events for the past five years. He also acknowledged Commissioner Kelly's contributions.

Commissioner Romero also asked whether the training that staff receives relating to how to deal with children with special needs is passed on to other employees, to which Director Rodriguez clarified that staff from all levels attend these training courses, not just supervisors.

INCLUSION SPECIALIST
ACUNA

Inclusion Specialist Acuna spoke on the benefits of the training that staff receive.

COMMISSIONER
KELLY

Commissioner Kelly congratulated Mariana Quinones on her promotion to Aquatics Assistant, reiterated that parents should take the lead on educating their children at home, and thanked staff for taking a supplemental role in the education of the children of the community. He also thanked Public Works staff for adjusting the height of the lighting at the horseshoe pit and invited everyone to participate in a friendly game on Friday nights.

COMMISSIONER
DURAN

In reply to a question by Commissioner Duran, Inclusion Specialist Acuna spoke about staff's efforts in implementing the skills they learned through their training.

CHAIR FRAIJO

Chair Fraijo requested that the previous request to install shade at the Margaret Diaz Pavilion be added to the agenda for further discussion and asked that another item be added to the agenda to discuss the use of additional space that the Dan Diaz Recreation Center will acquire once Library staff move to the new library.

DIRECTOR RODRIGUEZ

Director Rodriguez advised that the matter regarding additional space for the Dan Diaz Recreation Center is currently being discussed at the administrative level and that the item could probably be placed on the February agenda.

CHAIR FRAIJO

Chair Fraijo thanked all those who donated items for the loteria held during the MI Fiesta and congratulated Mariana Quinones on her promotion.

ADJOURNMENT

There being no further business to conduct, the meeting was adjourned at 7:18 p.m.

Armando Hegdahl, CMC
Management Analyst

City of
IRWINDALE
AGENDA REPORT

Date: November 5, 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:

October Highlights

October 8 – Rockabilities Boo Bash was a "funtastic day" featuring carnival games, a lively DJ, a sensory space, and plenty of candy for everyone to enjoy!

October 20 – The Teeny Tots had a pleasant field trip to the pumpkin patch at Heritage Park in La Verne, with 11 participants and their parents in attendance. The children had the opportunity to take a tractor-pulled ride, visit farm animals, and explore pumpkins of all shapes and sizes.

October 23 – Tiny Tot's took the same trip to the Heritage Park Pumpkin Patch in La Verne, where they also enjoyed a tractor-pulled ride, visiting farm animals, and exploring pumpkins of all shapes and sizes. A total of 13 participants attended with their parents.

October 25 – Our annual Halloween Spooktacular welcomed approximately 200 attendees for a night full of festive fun. The community enjoyed carnival games, bingo, costume contests, a cakewalk, a sensory space, and delicious snack bar food, making it a memorable celebration for all ages.

October 31 – Irwindale Recreation held its annual Trunk or Treat event in the east parking lot at Irwindale Park. A huge thank you to the Aquatics Center, Public Works Maintenance, Senior Center, and Recreation staff, and our wonderful residents for helping make this a memorable, exciting, and fun-filled night for the children in our community! The decorated trunks were imaginative and creative, and the Public Works Maintenance haunted house was just the right amount of scary—a

perfect balance of spooky and fun!

Field Trips

November 1 – Teen Trip to Universal Horror Nights with 25 participants.

November 2 – Adult/Family trip to the Rams Vs. Saints game at SoFi Stadium with 40 participants.

Announcement/News:

Special Thanks – A heartfelt thank-you to the Diaz Family and Robert Hartman for volunteering to run Bingo at the Halloween Spooktacular. Also, thank you to Parks & Recreation Commission Chair Paula Fraijo, Parks & Recreation Commission Vice Chair Carmen Roman, Senior Commissioners Iris Rodriguez and Linda Marez, and Rebecca Bardales for your generous donations. Your contributions help make our events successful!

Irwindale Recreation is excited to announce a new adult fitness class... Fitness Fun with Erika. This fitness class will combine different types of exercise, including cardio, strength training, and flexibility. Erika Ledezma is a long-time contract instructor for the City of Irwindale. She spends most of her time at the Irwindale Aquatics Center; however, did you know she started teaching exercise classes here at Irwindale Recreation first? We are excited to welcome her back to Irwindale Recreation for the winter season. Resident registration for her class started on Monday, October 27th. Non-resident registration started on Monday, November 3rd. This 6-week class is on Tuesdays and Thursdays at 6:30pm beginning Thursday, November 13, 2025.

Save the Dates:

- November 25: Fall Day Camp trip to Universal Studios
- November 26: Rockabilities Friendsgiving
- December 5: Christmas Extravaganza
- December 5: Rockabilities Sensory Santa (By appointment only)
- December 10: Rockabilities Jolly Jam
- December 18: Cookies and Milk with Santa
- December 23: Day Camp trip to see Zootopia 2
- December 30: Day Camp trip to Knott's Merry Farm
- January 2: Teen Trip to Knott's Merry Farm

Attachments:

None

City of
IRWINDALE
AGENDA REPORT

Date: November 5, 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:

October Highlights:

The late Summer/Fall season concluded on Thursday, October 30th. The last week of operations had an array of fun-filled activities, such as swim teams' floating pumpkin patch, Aquafitness' end-of-season potluck, Tiny Tots and KidZone's Trick-or-treating with City departments, and Irwindale Recreation's Annual Trunk or Treat event held on Halloween night. Let's not forget the last wave of summer weather right before closing. It seemed like the only appropriate way for Aquatics to say Goodbye to the 2025 Season.

To all our participants throughout the season, staff would like to extend a heartfelt thank you for your continued dedication to the events and programming offered at the Aquatics Center. It truly is very much appreciated and does not go unnoticed. We look forward to seeing you all in the Spring of 2026.

Swim Team:

Swim Team wrapped up its season in a very eventful way. The Sharks had the opportunity to experience a floating pumpkin patch on their last day of the season. Whistles were blown and swimmers were on their way to claim a pumpkin of their choice. The floating pumpkin patch was the perfect opportunity to try out, as a soft launch, this event before offering it to the community during next year's Halloween season. Swim Team's last day culminated with team relay races, pumpkin decorating, pizza, raffles, prizes and more. A great time was had by all and memories were created that will last a lifetime. Staff would like to thank all the parents for their time and consideration this swim season.

Aquafitness:

Staff would like to give a huge thank you to long-time Aquafitness Instructor Erika Ledezma for her continued dedication here with the City of Irwindale. The relationships that she holds with her patrons, the staff and those she encounters are truly remarkable. We are happy to announce she will be hosting an evening class at the Dan Diaz Recreation Center during the weekdays, just like the good ole days!! Don't miss out on this opportunity. Erika - we will see you back at the Aquatics Center in the Spring!

Halloween Trunk or Treat:

Irwindale Recreation's Trunk or Treat event is always a rewarding and fun event, where staff enjoys participating alongside other departments and residents, valuing the interaction with the community outside the water. It was a Shrektastic time! See you next spooky season.

Training:

October was a very educational month. At the beginning of the month, I had the pleasure of obtaining a scholarship to attend my first Risk Management Educational Forum hosted by the California Joint Powers Insurance Authority (CJPIA), our insurance provider. This two- and half-day educational forum provided sessions that focused on the following.

- ADA Evaluations & Transition Plans.
- How to Avoid Special Event Liability.
- Return to Work Situations to Avoid.
- Implementing ADA training for Staff and its 5 stages.

Just a few weeks ago, I also attended the Annual California Aquatics Management School (CAMS) hosted by the California Park and Recreation Society (CPRS) in Santa Rosa, California. This is also a two-and-half-day training session that provides a wealth of information on all things Aquatics and networking opportunities. The list of speakers were phenomenal; however, the ones that stood out to me and I attended were:

- Manager Development
- How to Get Full-Time Engagement from Your Part-Time Employees.
- Public Outside AED units.
- Proactive Aquatics: Platinum Customer Service
- Kindness In Practice & My Park: Design with Safety in Mind.
- Leadership with Heart: How Empathy Builds Stronger Teams.
- Maximizing Community Values with Operations.

The knowledge and insights gained from these sessions are truly priceless. The relationships built here foster an incredible network of support and collaboration. The aquatics professional community offers a wealth of expertise that makes this educational experience so valuable. I am grateful for the opportunity to attend these training courses, allowing me to grow personally and professionally, while enhancing the skills of my staff and ultimately benefiting the community I serve.

Save the Date:

Rosie's Treasures: Give Back Swim Wear Drive.

When: Saturday November 15, 2025

Time: 8am – 10am

Where: Irwindale Bus Turnabout.

This is a donation drive for new or lightly used swimwear. Last summer, Rosie's Treasures donations provided hundreds of patrons throughout the years with the opportunity to swim safely in the proper swimwear. Swimwear, of all sizes, is needed. Please drive up and staff will collect donations.

Lastly, staff would like to wish you all a very Happy Thanksgiving holiday!

Attachments:

None

City of
IRWINDALE
AGENDA REPORT

Date: November 5, 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:

Park Maintenance and Groundskeeping

Over the past two weeks, our maintenance staff completed several key projects to enhance park infrastructure and turf health:

- Irwindale Park: Aeration of the turfgrass is currently underway and will continue over the next two weeks. This essential process will significantly improve soil health and water absorption.
- Softball Field Irrigation: Two irrigation valve mainlines were successfully repaired on the softball field. Testing and backfilling of these valves will be completed this week.
- Leak Repairs: Our team successfully repaired one line break at Jardin de Roca Park and fixed a quick coupler leak at El Nido Park. We plan to address several more known leaks throughout the city parks this month.
- Rain Event Preparation: Prior to the recent rain event, staff cleared all storm drains of debris across all park locations to prevent flooding.

Facility Upgrades and Maintenance

We focused on both aesthetic improvements and critical equipment and structural maintenance:

- Jardin de Roca Park Lighting Upgrade: The lighting for the basketball court at Jardin de Roca Park is now more energy efficient. Four fixtures were retrofitted with new LED lights.

- Building Prep for Rain: Staff thoroughly cleaned all building gutters and cleared roof drains of debris on facilities throughout the city in anticipation of the rain event.
- Dan Diaz Recreation Center: The recreation water heater was replaced with a new unit.

Event Setup and Preparation

- Recreation' s Halloween Spooktacular: Staff completed all necessary setup for the Halloween Spooktacular event that was held on October 25.
- Trunk or Treat: Our team had a successful turnout at this year's Trunk or Treat event. Our haunted house is always a hit for those who dare to enter!

Staff Training and Professional Development

In an effort to maintain certifications and prioritize safety, CPR certification training is scheduled for required staff on November 24th and 25th.

Attachments:

None