

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
January 7, 2026**

6:00 PM

IRWINDALE CITY HALL - COUNCIL CHAMBERS

PAULA FRAIJO - Chair

CARMEN ROMAN - Vice Chair

MARGIE CALDERA - Commissioner

NATHAN ROMERO - Commissioner

VACANT - 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: Margie Caldera, 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. REORGANIZATION OF THE PARKS & RECREATION COMMISSION**A. Reorganization of the Parks & Recreation Commission**

Department: City Clerk

Recommendation: That the Parks & Recreation Commission reorganize, including the selection of a Chair and Vice-Chair.

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 December 2, 2025

Department: City Clerk

Recommendation: Approve

B. Aquatics Supervisor Update

Department: Public Services

Recommendation: Receive and file the Aquatics Supervisor Update

C. Public Works Supervisor Update

Department: Public Services

Recommendation: Receive and file the Public Works Supervisor Update

D. Recreation Supervisor Update

Department: Public Services

Recommendation: Receive and file the Recreation Supervisor Update

E. Public Services Director 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. NEW BUSINESS

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

A. Facility & Open Space Rental Policy Update

Department: Public Services

Recommendation: Review the revised Facility & Open Space Rental Policy for the Dan Diaz Recreation Center, the Irwindale Aquatics Center, and Irwindale parks; and Recommend approval to City Council.

B. El Nido & Little Park of Irwindale Adjusted Hours

Department: Public Services

Recommendation: Receive and file an update on the adjusted hours for El Nido & Little Park of Irwindale.

C. Halloween Spooktacular/Mayor's Tree Lighting & Christmas Spectacular Event Hours

Department: Public Services

Recommendation: Discuss the event hours for the Halloween Spooktacular and Mayor's Tree Lighting and Christmas Spectacular

10. PUBLIC SERVICES DIRECTOR VERBAL UPDATE

11. 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.

12. 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 January 7, 2026, be posted at the City Hall, Library, and Post Office on December 18, 2025.



Armando Hegdahl, CMC
Management Analyst

City of
IRWINDALE
AGENDA REPORT

Date: January 7, 2026

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

From: Elizabeth Rodriguez, Public Services Director

Issue: Reorganization of the Parks & Recreation Commission

Public Services Director's Recommendation:

That the Parks & Recreation Commission reorganize, including the selection of a Chair and Vice-Chair.

Administrative Action:

Submitted by:

Elizabeth Rodriguez, Public Services Director

Prepared by:

Armando Hegdahl, Management Analyst

Background and Analysis:

It is appropriate at this time for the Parks and Recreation Commission to conduct its yearly reorganization, including the selection of a Chair and Vice-Chair, by following the procedure outlined as follows:

1. The Management Analyst opens nominations for Chair. Any Commissioner may make a nomination and no second to the nomination is required.
2. After receiving all nominations, the Management Analyst closes nominations.
3. The Management Analyst then conducts the roll call vote to determine who will serve as Chair. If more than one nomination is made, a roll call vote is conducted for each nomination, beginning with the first nomination received, until a Chair is selected by majority vote.
4. The Chair then opens the nomination period for Vice-Chair in the same manner as above.
5. After receiving all nominations, the Chair then closes the nomination period.
6. The Chair then conducts the roll call vote to determine who will serve as Vice-Chair. If more than one nomination is made, a roll call vote is conducted for each nomination, beginning with the first nomination received, until a Vice-Chair is selected.

Attachments:

None

The Irwindale **PARKS & RECREATION COMMISSION** met in special 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 Kelly, to approve the Consent Calendar, except for Item No. 6C, which was removed for separate consideration. The motion was unanimously approved.

ITEM NO. 6A MINUTES OF THE MEETING HELD NOVEMBER 5, 2025
MINUTES OF THE MEETING HELD NOVEMBER 5, 2025 MINUTES OF THE MEETING HELD NOVEMBER 5, 2025
The minutes of the meeting held November 5, 2025, were approved as presented.

ITEM NO. 6B AQUATICS SUPERVISOR UPDATE
AQUATICS SUPERVISOR UPDATE The Aquatics Supervisor Update was received and filed.

ITEM NO. 6D RECREATION SUPERVISOR UPDATE
RECREATION SUPERVISOR UPDATE The Recreation Supervisor Update was received and filed.

END OF CONSENT CALENDAR

ITEM NO. 6C PUBLIC WORKS MAINTENANCE SUPERVISOR UPDATE
PUBLIC WORKS MAINTENANCE SUPERVISOR UPDATE

CHAIR FRAIJO Chair Fraijo asked questions about the video surveillance at the Jardin de Roca Park, to which Supervisor Rodriguez confirmed that the park has surveillance cameras and that members of the Police Department have access to the videos. Chair Fraijo suggested that the Police Department staff review the video to help identify the individuals responsible for the recent graffiti in the skate bowl.

DIRECTOR RODRIGUEZ Director Rodriguez confirmed that members of the Police Department have access to the video and are investigating the incident.

CHAIR FRAIJO Responding to a question by Chair Fraijo, Director Rodriguez advised that the quality of the video footage from the cameras can sometimes be affected by factors such as the amount of sunlight that shines upon the camera, to which Chair Fraijo suggested that the cameras be placed in locations where this would not cause an issue. Director Rodriguez responded by indicating that the cameras have been placed in select locations that best meet the city's needs and requirements.

MOTION A motion was made by Chair Fraijo, seconded by Commissioner Duran, to receive and file the Public Works Maintenance Supervisor Update. The motion was unanimously approved.

SPONTANEOUS COMMUNICATIONS

PAT GONZALES Pat Gonzales reminded the Commission that the body was established as an advisory body that reviews and provides input on issues that pertain to city parks and recreational activities. She also spoke highly of the Scarecrow Alley function and suggested that more City departments participate in it. She also spoke on the joy she experienced participating in the recent Rockabilities event held on Wednesday.

NEW BUSINESS

ITEM NO. 8A TOTS PROGRAM FUNDRAISING REPORT
TOTS PROGRAM
FUNDRAISING REPORT

DIRECTOR RODRIGUEZ Director Rodriguez made a PowerPoint presentation.

DISCUSSION HELD Clarifying questions were asked and discussion was held relating to 1) the precise amounts of funding used on the Tots' field trips, 2) the demographics that enjoy the programs, 3) the Commission's desire for such programs to be offered free to residents, though at cost to non-residents, 4) the accounting principles used in calculating and displaying the costs of the programs, and 5) the items that are purchased with proceeds from fundraisers.

VICE CHAIR ROMAN Vice Chair Roman noted the benefits of the Tots' programs and how it continuously offers more and more events and activities, and suggested that an additional \$1,500 be allotted toward Tots' programs, to which Director Rodriguez advised that the request

could be presented for consideration at the beginning of the new year, though it would need to be specified which items specifically that the commission would prefer an increased budget for.

Vice Chair Roman also asked which staff members cover the Tots' programs, to which Director Rodriguez noted that Delicia staff's the programs, though if she is unavailable, another staffer would fill in.

COMMISSIONER
ROMERO

Commissioner Romero asked whether any unused portion of the budget is rolled over to the following fiscal year, to which Director Rodriguez advised that the funding is either used in the fiscal year it is approved or it is returned to the General Fund.

COMMISSIONER
KELLY

Commissioner Kelly suggested incentivizing children with prizes when they sell fundraiser tickets.

CHAIR FRAIJO

Chair Fraijo suggested utilizing the entire amount budgeted, potentially by adding new activities, if necessary.

DIRECTOR RODRIGUEZ

Director Rodriguez noted that Delicia is very active in the budgeting process and that she is encouraged to bring forward any ideas and suggestions for consideration. She added that, though the budget had been slashes in 2020 due to the pandemic, it is slowly returning to previous levels, aided in part to fundraiser proceeds.

LINDA MAREZ

Linda Marez stated her belief that it is privilege to donate toward Recreation programs classes and that some residents may not appreciate their value since it is provided free of charge. She also commended Delicia for the wonderful work she provides for the Tots' programs.

PUBLIC SERVICES
DIRECTOR UPDATE

Public Services Director Rodriguez presented the following update:

- 1) The annual employee holiday luncheon is scheduled for this Thursday.
- 2) The annual Mayor's Tree Lighting and Christmas Spectacular has been scheduled for December 5.
- 3) The Community Development Department is hosting a "Pizza with a Planner" event on December 9.
- 4) A Rockabilities Jolly Jam event has been scheduled for December 10.
- 5) She also listed various upcoming Senior Center Department activities.
- 6) Most city departments will be closed to the public from December 22 through January 1, with limited operating hours at the Senior Center and except for the Police Department.
- 7) A family trip to San Diego has been scheduled for December 20.

**REQUESTS FOR
AGENDA ITEMS
BY COMMISSION**

CHAIR FRAIJO	Chair Fraijo requested that the Public Services Director Update be written and included in the agenda packet.
VICE CHAIR ROMAN	Vice Chair Roman requested to recognize Albert Sarinana, long-time Irwindale resident and employee that recently passed away. She also asked to discuss at a future meeting the feasibility of adjusting the hours of the Halloween and Christmas programs to allow individuals to participate in them more. She also asked about funding trips to college football games.
COMMISSIONER ROMERO	Commissioner Romero asked about the status of the new bus, to which Director Rodriguez advised that an update will likely be presented to the Commission in early 2026.
COMMISSIONER KELLY	Commissioner Kelly inquired about the city's Youth Commission, to which Director Rodriguez advised that there has not been much interest in the commission from the community, though staff has recently met to discuss how to increase interest in serving. Commissioner Kelly added that he will submit the necessary paperwork to name the horseshoe pit in recognition of Albert "Horse" Sarinana, to which Director Rodriguez stated that this item could be placed on a future agenda for discussion and potentially forwarding a recommendation to the Council, like how it did to name the Irwindale Park pavilion after Margaret Diaz.

ADJOURNMENT

There being no further business to conduct, the meeting was adjourned at 7:22 p.m., in memory of Albert Sarinana.

Armando Hegdahl, CMC
Management Analyst

City of
IRWINDALE
AGENDA REPORT

Date: January 7, 2026
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:

January Highlights

For the month of January, the Aquatics Center is working on preparing the FY2026/2027 Budget and Objectives, FY2025/2026 accomplishments, and CivicRec launch for the Spring Season. We hope that the Chair, Commissioners, staff and community members all had a wonderful holiday season.

Announcement/ News

Each year, January starts the recruitment process for part-time positions at the Aquatics Center. This year is no different. Be on the lookout as we recruit for the following positions:

- Assistant Pool Manager
- Senior Lifeguard
- Lifeguard
- Aquatics Aide/Cashier.

Save the Dates

- March 2026: Kick-off the Spring Season

Attachments:

None

City of
IRWINDALE
AGENDA REPORT

Date: January 7, 2026
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

Park Groundskeeping: Staff completed routine grounds maintenance. They also finished clearing all the manmade snow from the Recreation Christmas Spectacular event area.

Jardin de Roca Park: Four lighting fixtures were addressed: two pathway lights were retrofitted, and two exterior lights near the restrooms were repaired.

Facility Maintenance

General Facilities: Staff performed ongoing minor routine maintenance across all facilities.

Dan Diaz Recreation Center: Two lights above the gymnasium floor were repaired.

Staff Development

Staff are scheduled to attend Harassment Prevention Training later this month.

Holiday Closure & Staffing Plan

A skeleton crew worked during the two-week Holiday Closure. The crew covered essential park maintenance and daytime emergency calls. Additional staff were called in as necessary.

Acknowledgment

We sincerely thank all divisions for their exceptional work this year. We hope everyone had a happy and safe Merry Christmas and wish you all a Happy New Year!

Attachments:

None

Date: January 7, 2026
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:

December Highlights

December 5 – The Mayor’s Tree Lighting and Christmas Spectacular was a fun-filled night with performances by KidZone and Tiny Tots (one song each), a train, snow zone, and snow ramp. Irwindale Cheer sold Pozole and the Tots Program sold baked goods and hot chocolate. Children of all ages visited with Santa and 275 stockings were handed out along with 114 stuffed animals. The stuffed animals were donated by PetSmart through Christopher Diaz.

December 10 – RockAbilities Jolly Jam – There were approximately 200 participants who danced to music by DJ Sonic Boom, played games and enjoyed holiday treats.

December 14 – RockAbilities All Family Trip to the La Habra Children’s Museum – Five families went on this trip (17 all together), which included a sensory-friendly exploration through the museum without crowds, noise, or bright lights and a yummy lunch in a separate room.

December 17 – The Teeny Tots Christmas Party received a visit from Santa and participated in a book exchange.

December 18 – The Tiny Tots Christmas Party received a visit from Santa and participated in a book exchange.

December 18 – Cookies and Milk with Santa, which included a Marionette Show, sold out with 40 sign-ups.

December 20 – The Adult/Family Trip to San Diego Zoo Jungle Bells had 30 sign-ups. There was one cancellation as of December 17th.

December 23 – Registration for the Day Camp Trip to the movies – Zootopia 2 - is ongoing. There were

27 sign ups as of December 17th.

December 29 – Registration for the Teen Club Trip to Top Golf is ongoing. As of December 17th, there were 7 sign-ups. This trip is limited to Current Active Team Club Members.

December 30 – Registration for the Day Camp Trip to Knott's Merry Farm is ongoing. As of December 17th, there were 25 sign-ups.

January 2 – Registration for the Teen Trip to Knott's Merry Farm is ongoing. As of December 17th, there were 17 sign-ups

Incident Reports for August – December 2025

MONTH/YEAR	FIRST AID PROVIDED	INCIDENT*	RESULT
August 2025	No	Two children collided into one another	Both children were okay.
August 2025	Yes	Child slipped and fell on hand	Applied an ice pack to hand
October 2025	No	Adult fell playing Pickleball	Refused medical treatment
October 2025	Yes	Middle School Child burned forearm on electric pan	Applied burn cream
December 2025	No	Child hit forehead on shelf	Child was okay. Mother was present
December 2025	Yes	Child accidentally ran into another child going down slide	Applied an ice pack to head
December 2025	No	Child swung around playground equipment and accidentally kicked another child on chin	Child was okay and refused ice pack
December 2025	Yes	Child hit chin and shin on playground structure	Applied an ice pack to chin
December 2025	Yes	Child fell and scraped knee playing football	Cleaned and placed a bandage on knee

Announcement/News:

Special Thanks – Thank you to United Rock for donating toys to Teeny/Tiny Tots and for the Cookies and Milk Event. The toys were handed out during the Teeny and Tiny Tot parties and at the Cookies and Milk event. Special Thank you to Christopher Diaz and PetSmart for donating the stuffed animals for the Christmas Spectacular.

Save the Dates:

- **February 1-28:** Locks of Love Community Display
- **February 6:** Family Valentine's Dance
- **February 21:** Adult/Family Trip to the Grammy Museum: Selena Exhibit

Attachments:

None

City of
IRWINDALE
AGENDA REPORT

Date: January 7, 2026
To: Honorable Chair and Members of the Parks & Recreation Commission
From: Elizabeth Rodriguez, Public Services Director
Issue: Public Services Director Update

Public Services Director's Recommendation:

Receive and File the Public Services Director Update

Administrative Action:

Submitted by:

Elizabeth Rodriguez, Public Services Director

Prepared by:

Pedro Rodriguez, Public Works Supervisor

Background and Analysis:

Irwindale Public Library

The Irwindale Public Library is creating a Family Name wall to honor Irwindale families. With over 400 last names already gathered from city records, residents are invited to check whether their family name is included. Names can be viewed and submitted online or by scanning the QR code found in the weekly update. The deadline to submit is January 6th at 6pm.

The contractor is currently preparing the exterior building for stucco and roof tile installation while the interior continues with rough-in mechanical, plumbing, and electrical. Interior drywall is scheduled to begin in the new year.

The Irwindale Public Library will be hosting a Crafty Kids: Firework Print on January 16th at 5:15pm. This craft includes the use of pipe cleaners or drinking straws to create and shape colorful fireworks on black paper.

City Clerk's Office

There is an unscheduled vacancy for the Parks & Recreation Commission due to the recent appointment of Parks & Recreation Commissioner Justin Kelly to Planning Commission. Therefore, the City Clerk's office is accepting applications for this vacancy with a deadline of Wednesday, January 21st at 6:00pm. The selected appointee will serve through December 31, 2026.

On December 10th, the City Council conducted its annual re-organization, selecting H. Manuel Ortiz as

Mayor and Albert F. Ambriz as Mayor Pro Tem.

Congratulations to Doloras Amador as the new Senior Citizen Commission beginning her appointment in January 2026. A huge thank you to Commissioner Christina Fraijo for her service to this commission for the past 3 years.

Congratulations to Carmen Roman and Margie Caldera on their appointments to the Parks & Recreation Commission. We also extend our sincere thanks to Michelle Duran for her outstanding service, dedication, and the invaluable contributions she has made to the commission.

Congratulations to Casey J. Miranda and Justin Kelly on their appointments to the Planning Commission. We extend our sincere appreciation to Joseph V. Rodriguez for his invaluable service, dedication, and meaningful contributions during his time on the commission.

Irwindale Senior Center

The Irwindale Senior Center is excited to start 2026 with its New Year's Eve Dance on Friday, January 9th from 11am to 2pm.

Please take advantage of Glucose Screening at the Irwindale Senior Center on Thursday, January 15th from 8:30am to 10:30am.

A Field Trip to Pala Casino is scheduled for Saturday, January 17th from 8am to 5pm.

Holiday/City Closure

All City Facilities, with the exception of the Irwindale Police Department, are closed on Monday, January 19th in observance of Martin Luther King, Jr. Day.

Blood Drive

Save the Date: The City is hosting a citywide blood drive on Tuesday, January 27th from 9:30am to 3:30pm at the Irwindale Community Center.

We wish all of you and your families Happy Holidays and a Happy New Year!

Attachments:

None

City of
IRWINDALE
AGENDA REPORT

Date: January 7, 2026

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

From: Elizabeth Rodriguez, Public Services Director

Issue: Facility & Open Space Rental Policy Update

Public Services Director's Recommendation:

Review the revised Facility & Open Space Rental Policy for the Dan Diaz Recreation Center, the Irwindale Aquatics Center, and Irwindale parks; and Recommend approval to City Council.

Administrative Action:

Submitted by:

Elizabeth Rodriguez, Public Services Director

Prepared by:

Elizabeth Rodriguez, Public Services Director

Background and Analysis:

The original Facility & Open Space Rental Policy for the Dan Diaz Recreation Center, Irwindale Aquatics Center, and Irwindale parks was adopted on March 13, 2024, by Resolution No. 2024-16-3493, entitled:

“A Resolution of the City Council of the City of Irwindale Adopting the Facility & Open Space Rental Policy for the Dan Diaz Recreation Center, Irwindale Aquatics Center, and Irwindale Parks.”

During the first three months of implementation, staff monitored the new policy and gathered feedback from the community. Based on this review, two key modifications were made in order to provide improved service to patrons:

1. All long-term rental fees are now required to be paid only after approval by the necessary staff.
2. Rental fees for two picnic shelters were reclassified as picnic area fees.

These revisions were adopted on October 9, 2024, by Resolution No. 2024-80-3557, entitled:

“A Resolution of the City Council of the City of Irwindale Rescinding Resolution No. 2024-16-3493 and Adopting a Revised Facility & Open Space Rental Policy for the Dan Diaz Recreation Center, Irwindale Aquatics Center, and Irwindale Parks.”

The policy includes provisions allowing its modification in response to local, county, or state emergencies. It also requires a formal review one year after approval to evaluate its effectiveness and gather feedback from both the public and City staff.

At its meeting of September 3, 2025, the Parks & Recreation Commission requested an additional

change to the policy: to include language stating that organized teams are not allowed to conduct practices or hold games inside the Dan Diaz Recreation Center Gymnasium during open play time.

At this time, staff recommends that the Commission review the policy for any further updates, including additional language addressing organized teams and individual coaches or trainers (e.g., performance, strength and conditioning, exercise training, etc.) not being permitted to utilize the gymnasium during open play hours.

Attachments:

1. 1-7-2026 Facility & Open Space Rental Policy for DDRC & IAC - REVISED REDLINED POLICY



**Facility & Open Space
Rental Policy for the Dan
Diaz Recreation Center,
Irwindale Aquatics Center,
and Irwindale Parks**

**REVISED BY THE PARKS &
RECREATION COMMISSION:
~~OCTOBER 9~~JANUARY 7, 2026~~2024~~**

I. SCOPE

This policy will provide guidelines as it relates to the facility and open space rentals provided by and through the Dan Diaz Recreation Center and Irwindale Aquatics Center.

II. PURPOSE

The purpose of this policy is to establish guidelines that will govern the process by which staff is able rent out facilities at and through the Dan Diaz Recreation Center and Irwindale Aquatics Center.

III. DEFINITIONS

- a. **Applicant.** The person renting the facility or open space.
- b. **City.** The City of Irwindale.
- c. **Facility.** A public building or infrastructure such as the Dan Diaz Recreation Center, the Irwindale Aquatics Center, the Swimming Pool, the Picnic Shelter, Picnic Area, etc.
- d. **Irwindale Business.** A business located in the City of Irwindale with a valid City of Irwindale Business License.
- e. **Non-Profit.** A bona-fide 501(c) organization or government agency.
- f. **Non-resident.** A person that does not live in the City of Irwindale, does not have an active Resident Identification Card, is not a City of Irwindale Employee, or is not a business located in the City of Irwindale.
- g. **Open Space.** Any City park, picnic area, grass area, plaza, basketball court, tennis court, volleyball court, etc.
- h. **Resident Identification Card.** This card is to provide a method by which City staff can accurately identify eligible residents of the City of Irwindale for the purpose of providing a variety of benefits (i.e., rentals, programs, classes, etc.).
- i. **Resident.** A person that lives in the City of Irwindale and has an active Resident Identification Card. A City of Irwindale Employee is also able to sign up as a resident participant and must present their employee identification card at the time of signup.
- j. **Staff.** Any City employee who works at Irwindale City Hall, the Irwindale Aquatics Center, or the Dan Diaz Recreation Center.

IV. PROCEDURES

These procedures have been established by the City of Irwindale in an effort to ensure there is an established policy for facility and open space rentals that provides information on the following:

- List of Facilities for Rent; and
- Use of Facilities and Open Spaces; and
- Rental rates, with discounts for residents and non-profit organizations; and
- Scheduling, changes, and cancellation; and
- Security Deposits and payment; and
- Approval of rentals; and
- Liability and insurance requirements; and
- Parking and noise; and
- Prohibited activities.; and
- Decorating; and
- Pets and service animals; and
- Facility & open space cleanup; and
- City-Sponsored Events; and
- Other Permits Required; and
- Appeals Process.

List of Facilities for Rent

There are various indoor and outdoor facilities and spaces in the City of Irwindale that are available to rent. Applications are accepted on a first come, first serve basis and must be submitted no later than one week prior to the rental. For long-term rentals, applications must be submitted 30 days prior to the first rental date. The following lists the facilities available to rent as part of this policy:

1. Dan Diaz Recreation Center
 - a. Dan Diaz Recreation Center Gymnasium
 - b. Alfred F. Herrera Memorial Field (Softball Field)
 - c. Irwindale Park
 - i. Picnic Shelter (Near Playground)
 - ii. Picnic Area 1a (West of Swimming Pool)
 - iii. Picnic Area 1b (West of Swimming Pool)
 - iv. Picnic Area 2 (Adjacent to Playground)
 - v. Picnic Area 3 (Adjacent to outdoor Volleyball pit)
 - vi. Picnic Area 4 (East of the Bus Turnabout)
 - vii. Picnic Area 5 – Margaret Diaz Pavilion (North of Irwindale Plaza)
 - d. Jardin de Roca Park
 - i. Picnic Area 1 (West of Tot Lot)

ii. Picnic Area 2 (South of Tennis Courts)

2. Irwindale Aquatics Center

a. Swimming Pool

A map of these areas is attached to this policy as Exhibit "A".

To rent any of the City facilities or open spaces, please contact or visit the following centers as applicable:

Dan Diaz Recreation Center (626) 430-2224
16053 Calle de Paseo
Irwindale, CA 91706

Irwindale Aquatics Center (626) 430-2248
16053 Calle de Paseo
Irwindale, CA 91706

Not all rooms in a facility or open spaces are available for rental. Most open spaces are available on a first come, first serve basis. The picnic areas at Little Park of Irwindale and El Nido Park are available on a first come, first serve basis. The Picnic Shelter east of the Bus Turnabout and the Irwindale Park Trellis north of the Irwindale Plaza are available to rent. The rental fee is identified under Picnic Area in the City of Irwindale Comprehensive Schedule of Fees & Charges.

Facility Uses

The facility uses are approved for but not limited to the following:

1. Dan Diaz Recreation Center
 - a. Dan Diaz Recreation Center Gymnasium: Gymnasium rentals are approved in accordance with the rules and regulations for but not limited to Basketball, Pickleball, Volleyball, Cheer, T-ball, Whiffle ball, etc. This includes practices, games, tournaments, and competitions.
The Dan Diaz Recreation Center Gymnasium is open to the public for open play basketball and pickleball during designated times. However, there should not be any basketball games or practice by any organized team or individual coaches or trainers during open play. Organized teams or individual coaches or trainers (i.e. performance, strength and condition, exercise, etc.) are required to rent the gymnasium during non-operating hours for practice and/or games.
 - b. Alfred F. Herrera Memorial Field (Softball Field): The softball field rentals are primarily approved in accordance with the rules and regulations for but not limited to softball practices, games, and tournaments. However, the use of this field is approved for City-sponsored events such as flag football and soccer, and soccer and baseball as outlined in Irwindale Municipal

Code Chapter 9.16.050 – Soccer in parks, and 9.16.060 Baseball (hardball) in parks.

- c. Irwindale and Jardin de Roca Park: The use of these picnic shelters and areas are approved for but not limited to birthday, anniversary, retirement, etc. parties; family reunions; receptions; memorials; etc. (Larger events and the use of specific equipment may require a special event, building, electrical, etc. permits).

2. Irwindale Aquatics Center

- a. Swimming Pool: Rentals are approved in accordance with the rules and regulations for but not limited to pool parties, swim meets, water polo, AquaVolleyball, fitness, etc. This includes any practices, games, and tournaments.

No facility may be rented more than two times a week by the same person, organization, non-profit, or business.

Facility Rental Fees

The rental fees are tied to the most recently approved and adopted City of Irwindale Comprehensive Schedule of Fees & Charges, which can be found on the City's website at www.irwindaleca.gov.

Dan Diaz Recreation Center Gymnasium		
Rental Fee	Fee Amount	Notes
Resident	25.00	Hourly, 2 Hour Minimum
Irwindale Business/Non-Profit Organization	75.00	Hourly, 2 Hour Minimum
Non-Resident	100.00	Hourly, 2 Hour Minimum
Other Fees		
Scoreboard/Keeper Staff Time	At Cost	Charged at Sr. Rec Leaders Rate
Security Deposit	200.00	
Insurance (if obtained through City)	At Cost	Varies per Type of Event

Picnic Shelter		
Rental Fee	Fee Amount	Notes
Resident	10.00	Hourly
Irwindale Business/Non-Profit Organization	15.00	Hourly
Non-Resident (only if less than 30 days to event)	300.00	Per Day

Other Fees		
Security Deposit	75.00	
Insurance (if obtained through City)	At Cost	Varies per Type of Event

Picnic Area		
Rental Fee	Fee Amount	Notes
Resident	15.00	Daily
Irwindale Business/Non-Profit Organization	25.00	Daily
Non-Resident	35.00	Daily
Other Fees		
Power Outlet Convenience Fee	15.00	Daily

Alfred F. Herrera Memorial Field (Softball Field)		
Rental Fee	Fee Amount	Notes
Resident	25.00	Hourly
Irwindale Business/Non-Profit Organization	35.00	Hourly
Non-Resident	50.00	Hourly
Softball Field Lighting Rental		
Resident	15.00	Hourly
Irwindale Business/Non-Profit Organization	25.00	Hourly
Non-Resident	30.00	Hourly
Other Fees		
Scoreboard/Keeper Staff Time	At Cost	Charged at Sr. Rec Leaders Hourly Rate
Security Deposit	200.00	
Insurance (if obtained through City)	At Cost	Varies per Type of Event

Swimming Pool		
Rental Fee	Fee Amount	Notes
Resident	200.00	Hourly
Irwindale Business/Non-Profit Organization	300.00	Hourly
Non-Resident	400.00	Hourly

Other Fees		
Assistant Pool Manager	At Cost	
Sr. Lifeguards	At Cost	
Security Deposit	300.00	
Insurance (if obtained through City)	At Cost	Varies per Type of Event

Schedules, Changes, and Cancellation

For Irwindale Residents, all facility and open space rentals are available for rent up to one week prior to a planned event as long as an Application is submitted, approved, and paid for at least one week prior to the planned event (assuming no other conflicting rental Application has been submitted and approved). Any changes to the Application must be made prior to the event. Irwindale Businesses, Non-Profit Organizations, Non-Residents and long-term rentals regardless of resident, non-resident, business, or non-profit status must apply for a rental one month prior to their event and any changes to the rental must be made one week prior to the rental.

Facility and open space rentals are subject to a cancellation fee based on the number of days prior to the event the rental was cancelled. The Cancellation Fees are listed as follows:

Cancellation Fees		
Cancellation Fee: 60+ Days Prior to Event	10%	10% of Rental Fee; Charged to Security Deposit
Cancellation Fee: 6-59 Days Prior to Event	30%	30% of Rental Fee; Charged to Security Deposit
Cancellation Fee: 0-5 Days Prior to Event	100%	100% of Rental Fee; Charged to Security Deposit

Security Deposits and Payments

Security Deposits and all fees, including insurance if purchasing from the City, must be paid for at the time the application is submitted in order to secure the rental, with the exception of any rental that requires approval from management/administration. The Security Deposit and all fees associated with these rentals will be paid for upon approval. The Security Deposit will be refunded by a City check to the Applicant, or head of household, stated on the application within 30 days upon inspection of the facility and open space

area(s), confirmation that no property damage was made or prohibited activities occurred, and there is no additional clean up required as a result of the event. A staff member will be assigned to verify the condition of the rental at the end of the event. The refundable security deposit is forfeited if:

- a. The Facility or Open Space area is damaged in any way, including damaged, broken and/or missing equipment/picnic benches, graffiti, vandalism, or similar damage.
- b. The Facility, parking lot, city vehicles or any other city-owned property is damaged or left in an unacceptable manner.
- c. The Facility or Open Space area is not left properly clean.
- d. The Applicant or a member of the event engaged in prohibited activities as outlined in the Irwindale Municipal Code Section 9.16.020 and activities identified in the Prohibited Activities section of this policy.

Approval of Rentals

The Application, Security Deposit and all fees, including insurance if purchasing from the City, must be paid for at the time the application is submitted in order to secure the rental, with the exception of any rental that requires approval from management/administration. All fees associated with these rentals will be paid for upon approval. The City of Irwindale may impose additional requirements as deemed necessary to protect the health, safety, and/or welfare of the community. The facility shall be used for the purpose stated in this Agreement and no other use will be permitted.

The Picnic Shelter and the Picnic Area rentals are processed through the Dan Diaz Recreation Center. Recreation Staff is authorized to process and approve Picnic Shelter and Picnic Area rentals. Rentals for the Dan Diaz Recreation Gymnasium, the Alfred F. Herrera Memorial Field, and the Irwindale Swimming Pool will need to be routed to and approved by the Recreation Manager/Aquatics Supervisor, Public Services Director, and the Assistant City Manager.

Any rental may be terminated for just cause.

Liability and Insurance Requirements

All uses of City facilities will be subject to the following regulations and restrictions:

A. Insurance and Indemnification.

- a. When it is deemed to be in the best interest of the general public, the City will require the Applicant to furnish a Certificate of Insurance naming the City as additionally insured. The amount of the insurance shall not be less than \$1,000,000 per occurrence of commercial general liability insurance.
- b. Insurance is also available for purchase through the City's Insurance. Staff will obtain a quote for insurance, which is based on type of rental, type of event, and number of rental days requested:

- i. Note, if insurance is purchased from the City and Applicant cancels within 15 days of rental date, insurance will be returned minus a \$10.00 administrative fee.
- c. To the full extent permitted by law, Applicant agrees to indemnify, defend and hold harmless the City, its officers, employees and agents (“Indemnified Parties”) against, and will hold and save them and each of them harmless from, any and all actions, either judicial, administrative, arbitration or regulatory claims, damages to persons or property, losses, costs, penalties, obligations, errors, omissions or liabilities whether actual or threatened (herein “claims or liabilities”) that may be asserted or claimed by any person, firm or entity arising out of or in connection with the use of the City’s facilities provided herein by Applicant, its guests, employees, agents, subcontractors, or invitees (“indemnors”) and in connection therewith:
 - i. Applicant will defend any action or actions filed in connection with any of said claims or liabilities and will pay all costs and expenses, including legal costs and attorneys’ fees incurred in connection therewith;
 - ii. Applicant will promptly pay any judgment rendered against the City, its officers, agents or employees for any such claims or liabilities arising out of or in connection with the use of the City’s facilities provided herein by indemnors; and Applicant agrees to save and hold the City, its officers, agents, and employees harmless therefrom;
 - iii. In the event the City, its officers, agents or employees is made a party to any action or proceeding filed or prosecuted against Applicant for such damages or other claims arising out of or in connection with the use of the City’s facilities provided herein, Applicant agrees to pay to the City, its officers, agents or employees, any and all costs and expenses incurred by the City, its officers, agents or employees in such action or proceeding, including but not limited to, legal costs and attorneys’ fees.
 - iv. Applicant shall be fully responsible to indemnify City hereunder therefore, and failure of City to monitor compliance with these provisions shall not be a waiver hereof. This indemnification includes claims or liabilities arising from use of the City’s facilities hereunder.
 - v. The provisions of this Section do not apply to claims or liabilities occurring as a result of City’s sole negligence or willful acts or omissions, but, to the fullest extent permitted by law, shall apply to claims and liabilities resulting in part from City’s negligence, except that design professionals’ indemnity hereunder shall be limited to claims and liabilities arising out of the negligence, recklessness or willful misconduct of the design professional. The indemnity obligation shall be binding on successors and assigns of Applicant and shall survive termination of this Agreement.

- B. Applicant is solely responsible for supervising all individuals at the City facility and open spaces during the event. The City is not responsible for providing this supervision.

Parking and Noise

Parking for events is limited to public parking spaces and street parking. There is absolutely no parking in any area where the curb is painted red, resident and service road driveways, the bus turnabout, emergency access gates, and the entrance to the David Fraijo Martinez Public Works Building. These areas should never be blocked by vehicles. No parking is allowed in adjacent business parking lots.

Irwindale Municipal Code (IMC) Section 9.28 describes the regulations for noise. While music from a radio or phone with a small portable speaker is allowed, the ambient noise level should not exceed 50 decibels between the hours of 7am and 10pm, per IMC Section 9.28.30, in any City Park, Facility or Open Space. Any noise at a level which exceeds the ambient or the ambient base level as set forth above by more than 10 dB when measured at any boundary line of the property from which the noise emanates shall constitute proof of a violation.

Prohibited Activities

An extensive list of prohibited activities in the City of Irwindale Parks can be found under Irwindale Municipal Code Section 9.16.020. For the purposes of this policy, the following activities are prohibited and the applicant will forfeit their security deposit if the applicant or anyone at the event is caught engaging in such activity:

- No smoking within any City Facility including restrooms and within 20 feet of an entrance of a facility;
- No unauthorized vehicles are allowed in the park at any time, this includes loading and unloading;
- No roping off areas or placing personal items (such as ice chests, chairs, blankets, etc.) to reserve additional picnic tables in the park that are on a first come, first serve basis;
- No amplified music (a personal radio or phone with small portable speaker is allowed), bands, DJs, carnival rides, moon bounces, tents, or animals (except on leash or Service Animals) allowed on the park grounds unless the activity is a City Sponsored event; and
- No alcohol is allowed at any parks, the Alfred F. Herrera Memorial Field, the Dan Diaz Recreation Center or the Irwindale Aquatics Center;
- No gambling of any kind shall be conducted on, or in, City facilities, and the Applicant shall ensure that no disorderly or illegal conduct shall be allowed in any facility. Charitable events and/or fundraisers in support of non-profit organizations that include a "Casino Night" or similar event where no monies are wagered are excluded from this prohibition.
- No smoking within 20 feet of main entrances, exits, and operable windows of a public building/space.

The Irwindale Police Department will be contacted if the applicant or anyone in the party uses a tent, jumper, trampoline, bounce house, or moonbounce.

Decorating

Decorating is allowed in the Picnic Shelter, Picnic Areas, the Dan Diaz Recreation Center Gymnasium and the Irwindale Aquatics Center. Decorations are to be immediately taken down and removed at the end of the event. This includes but is not limited to tape, string, or other mounting mechanisms.

Pets and Service Animals

All dogs must be led by a leash or chain not more than 6 feet long and under the full control of its owner or custodian (IMC 9.16.020 A.)

Facility & Open Space Cleanup

All food, trash, decorations, etc. must be cleaned up and properly disposed of in a trash can located in the facility or open space area. If the trash can is full, the Applicant must find another trash can to use. If any taco carts, or equivalent, are used, all oil/grease must be properly disposed of and cleaned. To properly dispose of the oil, place it in a leak proof container with tightfitting lids and discard in the trash with the lid secured. Do not pour oil/grease down sinks, storm drains/grates, or on the ground. If the oil/grease is not properly disposed of, then the security deposit will be forfeited.

City-Sponsored Events/Operations

City-Sponsored Events will take precedence over all rentals. The Dan Diaz Recreation Center Gymnasium and the Irwindale Aquatics Center's Swimming Pool will only be available to rent outside existing hours of operation and when no events are scheduled. No rentals at the Dan Diaz Recreation Center, Irwindale Aquatics Center, Alfred F. Herrera Memorial Field or at Irwindale Park will be approved or allowed during City-Sponsored Events including but not limited to the Easter Eggstravaganza, Red, White and You BBQ, Halloween Spooktacular, Christmas Spectacular & Mayor's Tree Lighting Ceremony. Limited rentals will be allowed during Music in the Park and MariachiFest including but not limited to the Picnic Shelters and Picnic Areas; however, large attended rentals will not be approved during Music in the Park and MariachiFest in order to accommodate the City-Sponsored Events.

Other Permits

A Special Event Permit may be required with the City's Community Development Department for any private event including but not limited to family reunions, corporate picnics, funerals, weddings, parties exceeding a specific number, etc. Any use of temporary equipment such as oversized tents, fencing, booths; entertainment, and the presence of vendors will require a Special Event Permit. Additional permits may also

include an Amplified Sound Registration Statement Form, Building Permits, and Electrical Permits to name a few.

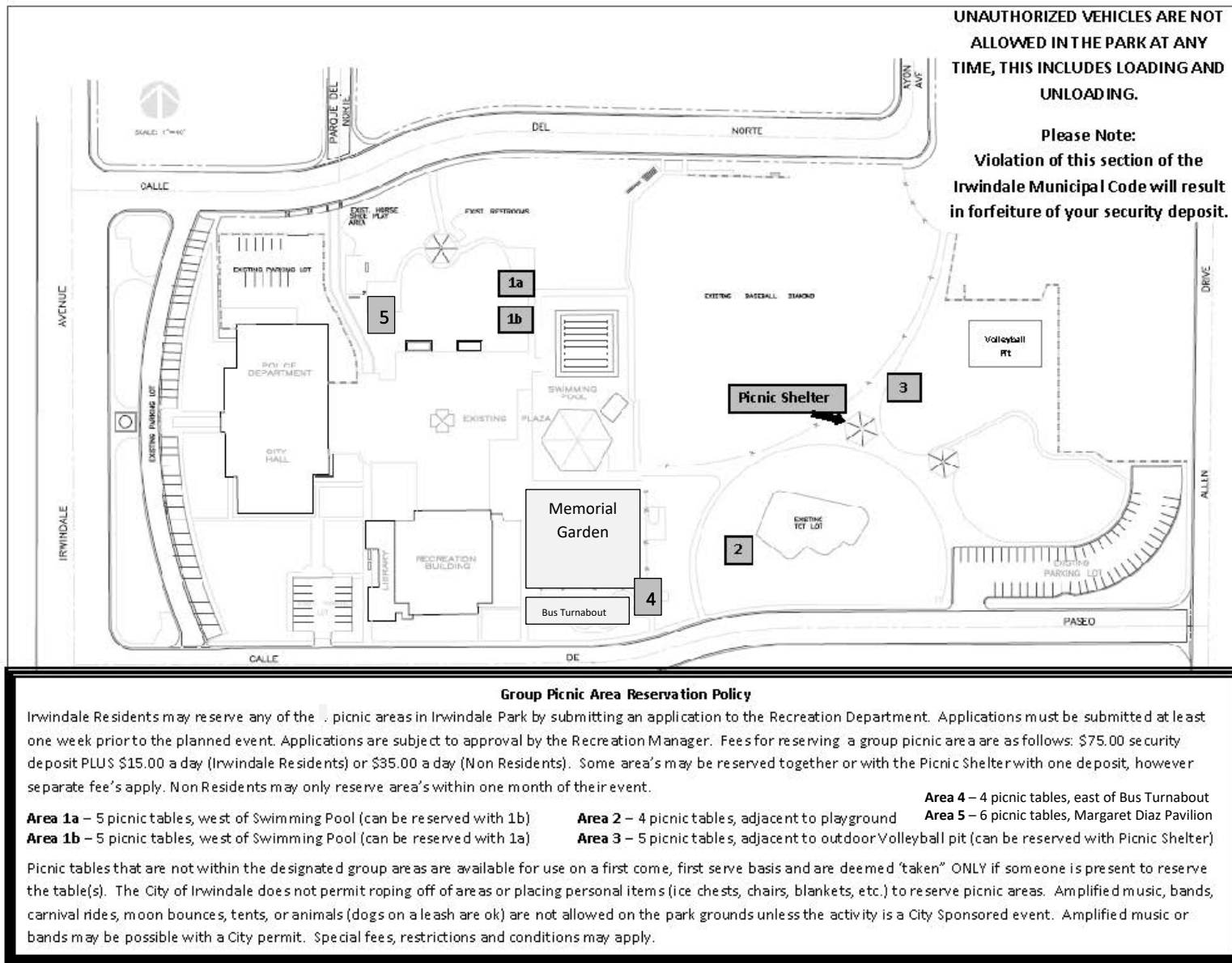
Appeals Process

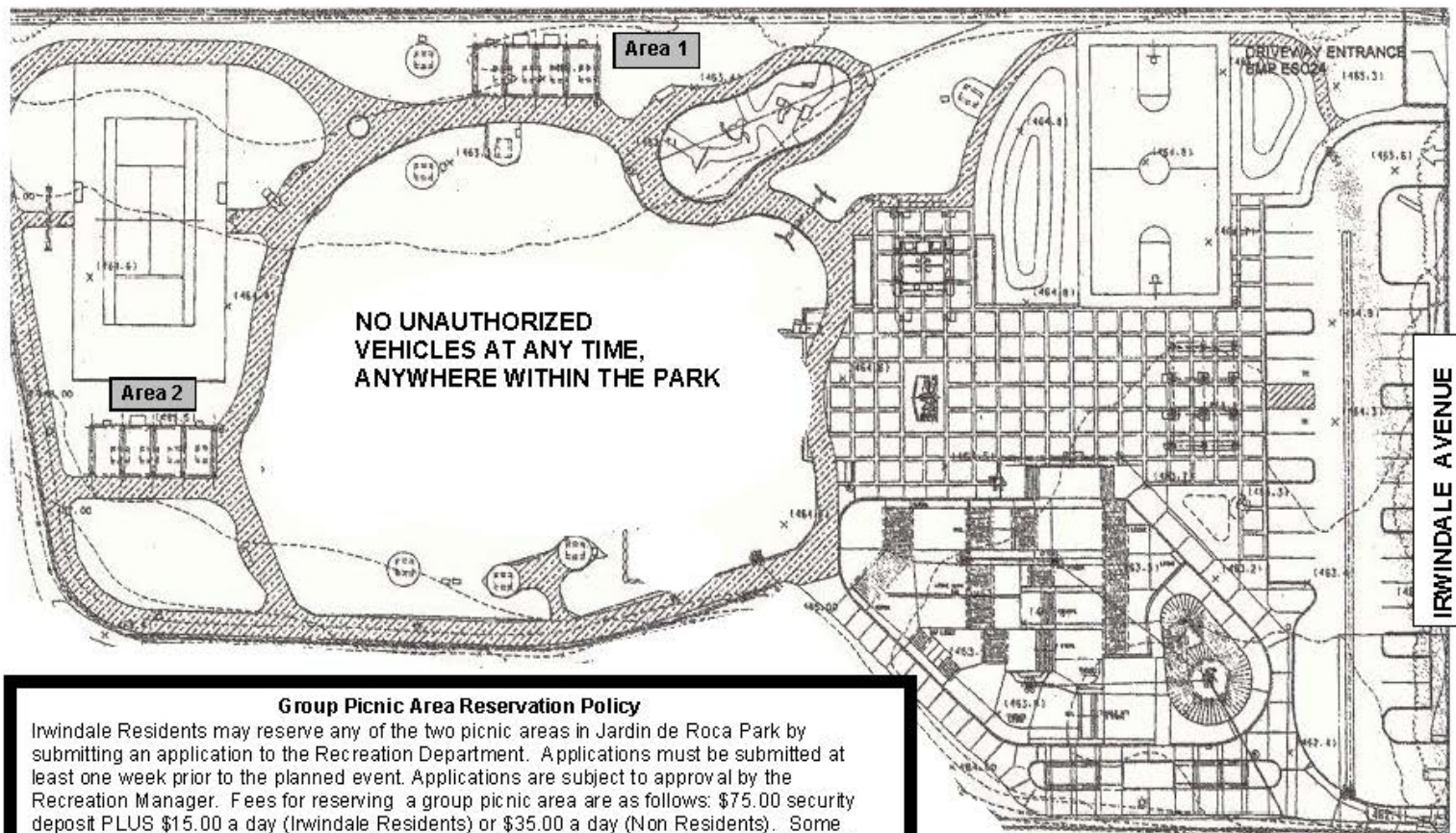
Any determination on issues or concerns such as a forfeit of security deposit will be made to the Office of the City Manager. Appeals must be submitted in writing for consideration by the Office of the City Manager. Forms may be submitted to the Office of the City Clerk at cityclerk@irwindaleca.gov no later than 3 days after the event and are available at the Dan Diaz Recreation Center and Irwindale Aquatics Center. The determination of the City Manager may be appealed to the City Council in the same manner and must be received in writing by the Office of the City Clerk no later than 3 days after the determination of the City Manager.

This policy will be reviewed one year after its approval to receive feedback from the public and staff on how this policy is impacting the community.

This policy is subject to change due to a local emergency, county, or state emergency.

Exhibit A





Group Picnic Area Reservation Policy

Irwindale Residents may reserve any of the two picnic areas in Jardin de Roca Park by submitting an application to the Recreation Department. Applications must be submitted at least one week prior to the planned event. Applications are subject to approval by the Recreation Manager. Fees for reserving a group picnic area are as follows: \$75.00 security deposit PLUS \$15.00 a day (Irwindale Residents) or \$35.00 a day (Non Residents). Some area's may be reserved together or with the Picnic Shelter with one deposit however separate fee's apply. Non Residents may only reserve area's within one month of their event.

Area 1 – 4 picnic tables, west of Tot Lot

Area 2 – 4 picnic tables, south of Tennis Courts

Picnic tables that are not within the designated group areas are available for use on a first come, first serve basis and are deemed "taken" ONLY if someone is present to reserve the table(s). The City of Irwindale does not permit roping off of areas or placing personal items (ice chests, chairs, blankets, etc.) to reserve picnic areas. Amplified music, bands, carnival rides, moon bounces, tents, or animals (dogs on a leash are ok) are not allowed on the park grounds unless the activity is a City Sponsored event. Amplified music or bands may be possible with a City permit. Special fees, restrictions and conditions may apply.

UNAUTHORIZED VEHICLES ARE NOT ALLOWED IN THE PARK AT ANY TIME, THIS INCLUDES LOADING AND UNLOADING.

**Please Note:
Violation of this section of the Irwindale Municipal Code will result in forfeiture of your security deposit.**

City of
IRWINDALE
AGENDA REPORT

Date: January 7, 2026

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

From: Elizabeth Rodriguez, Public Services Director

Issue: El Nido & Little Park of Irwindale Adjusted Hours

Public Services Director's Recommendation:

Receive and file an update on the adjusted hours for El Nido & Little Park of Irwindale.

Administrative Action:

Submitted by:

Elizabeth Rodriguez, Public Services Director

Prepared by:

Elizabeth Rodriguez, Public Services Director

Background and Analysis:

In March of 2025, the City Manager received a request from the Mayor to close El Nido and Little Park of Irwindale early as a safety precaution for the community surrounding these parks. As part of this directive, residents were notified through three flyers outlining adjusted park hours over several periods:

- **March 20 – May 31, 2025:** Parks close daily at 7:30 p.m.
- **June 2 – September 30, 2025:** Parks close daily at 9:00 p.m.
- **November 10, 2025 – May 31, 2026:** Parks close daily at 7:30 p.m.

To date, Public Services has not received any resident phone calls expressing concerns or complaints regarding the earlier park closures.

Attachments:

1. 1-7-2026 El Nido & Little Park of Irwindale Adjusted Hours - FLYERS

ATTENTION RESIDENTS



**El Nido Park and
Little Park of
Irwindale will be
closing every day at
7:30 p.m. beginning
March 20, 2025,
through
May 31, 2025.**



If you have any questions about
the new schedule above,
please contact **Public Services.**



626-430-2231



community@irwindaleca.gov



irwindaleca.gov



ATTENTION RESIDENTS



**El Nido Park and
Little Park of
Irwindale will be
closing every day at
9:00pm beginning
June 2, 2025,
through
September 30, 2025.**



If you have any questions about
the new schedule above,
please contact **Public Services.**



626-430-2231



community@irwindaleca.gov



irwindaleca.gov





ATTENTION RESIDENTS



**El Nido Park & Little
Park of Irwindale will
be closing every day at
7:30pm beginning
November 10, 2025
through May 31, 2026**



**If you have any questions
about the new schedule
above, please contact
Public Services.**



(626) 430-2231



community@irwindaleca.gov



www.irwindaleca.gov

City of
IRWINDALE
AGENDA REPORT

Date: January 7, 2026

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

From: Elizabeth Rodriguez, Public Services Director

Issue: Halloween Spooktacular/Mayor's Tree Lighting & Christmas Spectacular Event Hours

Public Services Director's Recommendation:

Discuss the event hours for the Halloween Spooktacular and Mayor's Tree Lighting and Christmas Spectacular

Administrative Action:

Submitted by:

Elizabeth Rodriguez, Public Services Director

Prepared by:

Elizabeth Rodriguez, Public Services Director

Background and Analysis:

At the December 2, 2025 Special Parks & Recreation Meeting, Vice Chair Roman requested the event hours for the Halloween Spooktacular and the Mayor's Tree Lighting & Christmas Spectacular be presented and discussed.

Halloween Spooktacular

The Halloween Spooktacular is held each year on the Saturday before Halloween in the Irwindale Plaza with Bingo inside the Dan Diaz Recreation Center from 6pm to 8pm. The event includes the following activities:

- Costume Contest
- Snack Bar hosted by the Tots Program
- Carnival Games
- Bingo for Prizes
- Cake Walk
- Jumper

In the past couple of years, the Los Angeles Dodgers have been in the middle of the World Series. To attract and keep patrons at this event, staff have set up a TV, tables and chairs for patrons to view the game while still enjoying the festivities.

Mayor's Tree Lighting & Christmas Spectacular

The Mayor's Tree Lighting & Christmas Spectacular is held each year on the first Friday of December in the Irwindale Plaza from 6pm to 8pm. The event includes the following activities:

- Tree Lighting by Mayor
- Snow Zone
- Snow Ramp
- Train
- Visit with Santa
- Stockings filled with goodies
- Stuffed Animal donated by Pet Smart (Resident Christopher Diaz has been donated these stuffed animals from the past X years)
- Cheer Pozole Fundraiser
- Teeny/Tiny Tot Bake Sale Fundraiser

Attachments:

None