

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
March 4, 2026**

6:00 PM

IRWINDALE CITY HALL - COUNCIL CHAMBERS

PAULA FRAIJO - Chair

CARMEN ROMAN - Vice Chair

MARGIE CALDERA - Commissioner

EVA MICHEL - 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: Margie Caldera, Eva Michel, Nathan Romero, Vice Chair Carmen Roman, Chair Paula Fraijo**5. AB 2449 DISCLOSURES**

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

6. CONSENT CALENDAR

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

A. Minutes of the Meeting Held February 4, 2026

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 Manager Update

Department: Public Services

Recommendation: Receive and file the Recreation Manager Update

7. SPONTANEOUS COMMUNICATIONS

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

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

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

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

8. NEW BUSINESS

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

A. Former Irwindale Public Library Designated Use

Department: Public Services

Recommendation: Receive and file the former Irwindale Public Library Designated Use report.

B. Information & Rules for Irwindale Recreation Programs and City's Bus Transportation

Department: Public Services

Recommendation: Receive and file the information and rules for Irwindale Recreation Programs and City's Bus Transportation

C. Irwindale Recreation Updated Waiver

Department: Public Services

Recommendation: Receive and file the Irwindale Recreation updated waiver for programs, services, field trips, events, and activities.

D. Irwindale Recreation Cardio Room Update

Department: Public Services

Recommendation: Receive and file the update on the Irwindale Recreation Cardio Room.

E. America250 Ideas

Department: Public Services

Recommendation: Discussion on ideas for this year's America250 celebration.

F. Community Holiday Street Decoration Recognition Program Discussion

Department: Public Services

Recommendation: Discuss the requirements needed to possibly implement a community-wide holiday street decoration recognition program and provide direction to staff.

9. PUBLIC SERVICES DIRECTOR UPDATE

A. 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 March 4, 2026, be posted at the City Hall, Library, and Post Office on **February 26, 2026**.



Armando Hegdahl, CMC
Management Analyst

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

ROLL CALL:

Present: Commissioners Margie Caldera, Eva Michel, 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

A motion was made by Chair Fraijo, seconded by Commissioner Romero, to approve the Consent Calendar, except for Item Nos. 6A and 6D, which were removed for separate consideration. The motion was unanimously approved.

ITEM NO. 6B

AQUATICS SUPERVISOR UPDATE

The Aquatics Supervisor Update was received and filed.

ITEM NO. 6C

PUBLIC WORKS SUPERVISOR UPDATE

The Public Works Supervisor Update was received and filed.

ITEM NO. 6E

2026 TENTATIVE SPRING SCHEDULE FOR THE IRWINDALE AQUATICS CENTER

The 2026 Tentative Spring Schedule for the Irwindale Aquatics Center was received and filed.

END OF CONSENT CALENDAR

ITEM NO. 6A

MINUTES OF THE MEETING HELD JANUARY 7, 2026

Responding to questions by Chair Fraijo, Director Rodriguez confirmed that the waiver for the open space rental has been drafted and now includes revised definitions as requested by the Commission at last month's meeting. She added that the revised language would be reviewed by the City Attorney and will be presented to the Council for final approval.

Chair Fraijo then asked about whether the bullying incident that Commissioner Romero mentioned at last month's meeting would be included in the next agenda, to which Director Rodriguez confirmed that it would be included.

Vice Chair Roman asked about receiving MERGE Disability training, to which Director Rodriguez indicated that she would work with staff to accommodate the request.

A motion was made by Chair Fraijo, seconded by Commissioner Romero, to approve the minutes of the meeting held January 7, 2026. The motion was unanimously approved.

ITEM NO. 6D
RECREATION SUPERVISOR UPDATE

Chair Fraijo asked about the Tot Family Trip to a monster truck rally in Anaheim, stating that this was perhaps not the best choice for children in the target age group.

Director Rodriguez noted that Senior Leader Delicia Ponce chooses the Tots field trips.

Chair Fraijo stated that monster truck rallies would probably be better suited for family trips, a sentiment that was echoed by all members of the Commission.

Vice Chair Roman requested to receive the MERGE Disability training at home, to which Director Rodriguez noted that the training is proprietary and there are strict controls over when and where it may be held to avoid unauthorized duplicates potentially being made.

A motion was made by Chair Fraijo, seconded by Vice Chair Roman, to receive and file the Recreation Supervisor Update. The motion was unanimously approved.

SPONTANEOUS
COMMUNICATIONS

Pat Gonzales noted that the bullying issue that Commissioner Romero mentioned at last month's meeting has now become widely known since it was mentioned at a public meeting. She suggested that these types of issues remain matters that Human Resources tend to rather than bringing them up in a public format.

Dena Zepeda congratulated Commissioners Caldera and Michel on their appointments to the Commission and thanked the commissioners for representing the residents.

Suzanne Gomez thanked the commissioners for reviewing policy and making recommendations to improve programs and suggested that the commissions remain conscious and discrete regarding confidential matters. She expressed her appreciation that the commission remains committed to transparency.

NEW BUSINESS

ITEM NO. 8A

IRWINDALE AQUATICS CENTER FY 26/27 BUDGET REQUEST FOR CITY COUNCIL & IRWINDALE COMMUNITY FOUNDATION CONSIDERATION

Aquatics Supervisor Grijalva presented the staff report.

Discussion was held regarding: 1) the number of luaus held during the year, 2) the inclusion of the new "Polar Plunge" program that was enacted to promote the health benefits of swimming in cold water, 3) the hours of operation of the Shark Shack, 4) the desire for this year's Red, White, and You event to be bigger than ever in order to celebrate the country's 250th birthday, 5) Aquatics' current practice of requesting the use of other departments' canopies since Aquatics itself does not own any, 6) the need to coordinate amongst the various city departments to avoid conflicting events and activities, 7) signs notifying park visitors regarding the availability of snacks and treats at the Shark Shack, and 8) the need to share items such as canopies with other departments in order to minimize unnecessary expenditures.

Suzanne Gomez commended Supervisor Grijalva for his great work in training lifeguards and expressed her hope that the pool would remain open for longer hours throughout the year.

Dena Zepeda suggested that staff's request for the purchase of canopies be approved. She also asked whether the Shark Shack generates enough profit to pay for itself, to which Supervisor Grijalva advised that it does not.

In response to questions by Justin Kelly, Supervisor Grijalva advised that staff had previously requested approval to purchase smart benches but was denied. As a result, staff moved to purchase regular benches and is awaiting final approval by the Finance Department for the purchase. He added that Bluetooth equipment is scheduled to be installed and ready for use before the first Dive-In Movie session.

Director Rodriguez noted that the Aquatics Division typically must compete with other city divisions when seeking to use equipment such as canopies, chairs, and tables.

ITEM NO. 8B

IRWINDALE RECREATION FY 26/27 BUDGET REQUESTS FOR CITY COUNCIL AND IRWINDALE COMMUNITY FOUNDATION CONSIDERATION

Director Rodriguez presented the staff report.

Discussion was held regarding: 1) increasing the budget for Halloween events to \$1,250 in order to provide prizes to all participating children 2) the contents of the golden eggs that are distributed during Easter activities, 3) a suggested reduction in deep sea fishing trips from two to one, 4) budgeting for tickets to college football, basketball, and baseball games, 5) potentially hosting Olympic event viewing parties at the park while serving food and hosting games, 6) a budgeting breakdown for RockAbilities events was shared, 7) statistics of class uses by Irwindale residents vs. non-residents, 8) potentially purchasing tickets to NFL games where the seats are not too high up, 9) the costs involved in and the number of participants of the city's Cheer program, 10)

potentially purchasing a stage for Tiny Tots performers so that more members of the crowd can see them, 11) assisting the Kindness Krew and the Teen Club to encourage increased participation in community events, 12) potentially extending the amount of time that children could enjoy sledding at the Christmas event, 13) perhaps scheduling Dodger Stadium tours for residents, 14) purchasing an artificial Christmas tree that members of the community could decorate, and 15) inviting members of the public to paint their own Christmas ornaments and holding ugly sweater contests.

Suzanne Gomez suggested adding trips to the Pantages Theatre and other concert venues. She also requested additional antibacterial wipes to be made available in the weight room.

Justin Kelly suggested organizing trips to local cemeteries so that residents could decorate the plots of their deceased loved ones for Christmas.

ITEM NO. 8C

IRWINDALE PUBLIC SERVICES MAINTENANCE FY 26/27 BUDGET REQUESTS FOR CITY COUNCIL & IRWINDALE COMMUNITY FOUNDATION CONSIDERATION

Supervisor Rodriguez presented the staff report.

Discussion was held relating to: 1) the frequency of the Community Outreach Classes 2) the timeline and estimated costs in pressure washing and repainting the exterior of the Dan Diaz Recreation Center, and 3) the availability of additional space for Recreation with the Library moving to a new location.

Dena Zepeda suggested reaching out to Home Depot to inquire whether they would be willing to donate supplies for the Community Outreach classes, to which Supervisor Rodriguez advised that staff has reached out to both Home Depot and Lowes regarding such donations and noted that the requested funds would not be used toward employee wages.

ITEM NO. 8D

HALLOWEEN SPOOKTACULAR / MAYOR'S TREE LIGHTING & CHRISTMAS SPECTACULAR EVENT HOURS

Director Rodriguez presented the staff report.

Vice Chair Roman suggested that both events be scheduled from 6:00 to 8:30 pm.

Commissioner Romero concurred and suggested potentially including a Dodger fan zone where interested individuals could watch the Dodger game, if they are playing that night.

Responding to a question from Commissioner Caldera, Director Rodriguez confirmed that staff has reached out to senior Recreation staff to inquire about their preferences for the hours of the two events. Commissioner Caldera suggested sending a survey to residents to gauge their interest in potentially extending the events.

Chair Fraijo concurred that both events should be extended by half an hour each.

Linda Marez stated that most visitors at these events leave by 8:00 pm.

Dena Zepeda stated that some past participants were unable to make it to the events until well after they started and suggested that future events remain open and active until 9:00 pm.

A motion was made by Chair Fraijo, seconded by Vice Chair Roman, to recommend extending the Halloween Spooktacular and Mayor's Tree Lighting & Christmas Spectacular events from 6:00 pm to 8:30 pm, and revisit the change next year to gauge the public's response. The motion was unanimously approved.

PUBLIC SERVICES **DIRECTOR UPDATE**

Director Rodriguez presented the staff report.

Chair Fraijo suggested that traffic control measures for the ongoing sewer maintenance project be improved.

COMMISSIONER **COMMENTS AND** **FUTURE DISCUSSION** **REQUESTS**

Commissioner Caldera requested to discuss the state of exercise equipment at the cardio room and hosting "spooky streets" contests during Halloween.

Chair Fraijo requested to discuss events and activities planned for the 4th of July and Red, White, and You events this year.

ADJOURNMENT

There being no further business to conduct, the meeting was adjourned at 9:07 p.m.

Armando Hegdahl, CMC
Management Analyst

City of
IRWINDALE
AGENDA REPORT

Date: March 4, 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:

February Highlights:

Recruitment:

Recruitment for the Assistant Pool Manager, Senior Lifeguard and Lifeguards closed on Sunday, February 22. Interviews are set to take place the week of March 16. Thank you to all of those that took interest in applying for the 2026 season employment opportunities.

TRAINING:

On Thursday, February 5, Aquatics staff, along with Supervisor Grijalva and Aquatics Assistant Quinones, attended the 3rd annual Surf and Turf workshop in the City of Fontana. This workshop provided a variety of different levels of excellent educational sessions on Aquatics, youth sports and professional development. Topics of discussion covered pediatric submersion injury, sports injury prevention, Rec Leader superpower, and professional development for part-time staff: teaching and coaching transferable. All in all, the day was a huge win for all staff in attendance.

On Tuesday, February 17, staff attended a city pesticide renewal training certification, along with the public works staff.

Announcements and News:

On Monday, March 2, from 5pm to 7pm, the Aquatics Center hosted a community workshop for the city's new registration platform, CivicRec. Staff were on hand to provide assistance to patrons registering for classes or for those that may have any questions about setting up their new user profile. Light snacks and refreshments were provided to all attendees. If you have any further questions or concerns, please do not hesitate to reach out to the Aquatics Center during hours of operation.

Save the Dates:

Monday, March 9: Resident registration for spring 2026 (Aqua-Stand Up, Swim-Team, AquaFitness) at 5pm

Monday, March 16: Non-resident registration for spring 2026 (Aqua-Stand Up, Swim-Team, AquaFitness) at 5pm.

Monday, March 23: First day of spring season 2026.

Attachments:

None

City of
IRWINDALE
AGENDA REPORT

Date: March 4, 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/Groundskeeping

Cleared tree debris from streets surrounding the parks during and after the recent storm event.

Staff continues performing routine maintenance throughout all parks following the recent rain and windstorm.

Staff also continues to work on updating the Irwindale Park Memorial Garden with new plants and ground cover. This project is anticipated to be completed in the next month.

Irwindale Park

Removed one (1) tree limb that fell from the oak tree near the east end parking lot.

Jardin de Roca Park

One (1) basketball court light pole on the west side was damaged due to the windstorm. Staff is currently requesting replacement quotes from a lighting manufacturer.

Facility Maintenance

Staff continues to complete minor routine maintenance throughout all facilities.

Dan Diaz Recreation Center

A roof leak was discovered in the teen/game room. The roof remains under warranty, and repairs will be completed by the contractor.

Aquatics Center

Wall outlet receptacles around the pool deck are currently non-operational. Staff identified the issue and will need to run new wiring to restore power.

The contractor has begun installation of the new movie screen. Staff will install wiring to provide a dedicated power source for the screen.

Staff Training and Professional Development

Staff completed the Annual Pesticide Training on February 17, 2026.

Maintenance Aides John Near and Jose Casas successfully completed the week-long Rain Bird Boot Camp Academy Training.

Community Relations

As part of our ongoing commitment to youth engagement, Public Works staff visited KidZone on February 17 to lead a guided construction craft. Utilizing materials donated by The Home Depot Monrovia, staff provided mentorship and technical guidance as each child completed their own project. Some projects included building a truck, a mailbox, a bear, and a hot cocoa mug using wood and nails, culminating with painting the craft. The children were able to learn how to use a small hammer and screwdriver under careful supervision by Public Works staff. This collaborative effort highlights our department's dedication to positive community relations.

Attachments:

None

City of
IRWINDALE
AGENDA REPORT

Date: March 4, 2026

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

From: Elizabeth Rodriguez, Public Services Director

Issue: Recreation Manager Update

Public Services Director's Recommendation:

Receive and file the Recreation Manager Update

Administrative Action:

Submitted by:

Elizabeth Rodriguez, Public Services Director

Prepared by:

Priscilla Zepeda, Recreation Manager

Background and Analysis:

February Highlights

February 2-28 – Locks of Love Display

February 5: Teeny and Tiny Tots class field trip to Build a Bear Workshop

February 7: Cheer Competition at Monrovia High School where the team took 1st Place.

February 11: RockAbilities Friendship Dance filled the Dan Diaz Recreation Center with laughter, fun and lots of dancing. Over 100 participants enjoyed this year's event despite the rain.

February 12: Tot Valentines Craft event was offered

February 13: Family Valentine Dance took place at the Irwindale Community Center. Teen Club Members prepared delicious mini pancake desserts for all those in attendance.

February 16: Dan Diaz Recreation Center and Kidzone were closed in observance of President's Day Holiday

February 21: Adult/Family Trip to the Grammy Museum: Selena Exhibit brought approximately 29 participants who enjoyed the offering.

February 22: Tot Family Trip to Monster Jam in Anaheim filled up quickly. Tots and their families enjoyed incredible seats at this fun-filled, action-packed event.

February 28: RockAbilities Inclusive Family Trip to the movies brought out 12 registered individuals who enjoyed a "Sensory Friendly" private screening of the movie *Goat*.

Announcement/News:

Irwindale Kindness Krew brought a little "love" to the Senior Center's Valentines Day Dance by delivering flowers to the seniors in attendance.

Save the Dates:

- **March 7:** RockAbilities Resource Fair, Irwindale Park Plaza from 9a - 12p
- **March 8:** Knott's Berry Farm Cheer Competition
- **March 12:** Tots Leprechaun Hunt 4:30pm in the Memorial Garden at Irwindale Park
- **March 21:** Adult/Family Trip to Old Town Temecula. Sign-ups begin March 9.
- **March 31:** Dan Diaz Recreation Center will be closed in observance of Cesar Chavez Day. Tiny Tots and Kidzone will resume as scheduled.

Attachments:

None

City of
IRWINDALE
AGENDA REPORT

Date: March 4, 2026

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

From: Elizabeth Rodriguez, Public Services Director

Issue: Former Irwindale Public Library Designated Use

Public Services Director's Recommendation:

Receive and file the former Irwindale Public Library Designated Use report.

Administrative Action:

Submitted by:

Elizabeth Rodriguez, Public Services Director

Prepared by:

Elizabeth Rodriguez, Public Services Director

Background and Analysis:

At the December 8, 2021 City Council meeting, staff presented an update on the Irwindale Rock House Replacement Structure, Irwindale Public Library Expansion Project and the Dan Diaz Recreation Center Retrofit Project.

On July 13, 2016, the City Council adopted a resolution approving a settlement offer from California Joint Powers Insurance Authority/Chartis Insurance Company for the replacement of the fire-damaged Irwindale Rock House located at 16203 Arrow Highway, west of the Our Lady of Guadalupe Mission. As part of this settlement, \$174,899.77 was to be held back and claimed by the City to replace the 1,070 square foot structure within 10 years from the Agreement execution date, which was in July 2016. The City hired an architect to review the selection of the new structure among the city's existing facilities. It was identified that the Irwindale Public Library be expanded to include a meeting room, mining library and additional space for patrons to utilize the Library's Wi-Fi. The library expansion project met all the conditions set forth in the settlement agreement.

During this time, the Dan Diaz Recreation Center had several projects in the works, including the roof-screening project, building seismic assessment, and a new HVAC system. A civil engineering company was hired to complete a preliminary seismic assessment of the Dan Diaz Recreation Center. The assessment was completed in April 2020. In May 2020, City Council authorized staff to solicit bids for the design of plans and specifications for the structural improvements. In September 2020, a supplemental letter to the preliminary seismic assessment report was submitted by the civil engineer changing the use of the Dan Diaz Recreation Center to an emergency evacuation center in the event of a disaster, which changed this building to a higher risk category. The Dan Diaz Recreation Center, as an

essential facility, is now under Risk Category IV and required to be retrofitted to properly sustain the full seismic forces that a new building would be required to resist. A Risk Category IV building is designated as "essential facilities" under the International Building Code and is designed to remain functional during and after disasters like earthquakes, hurricanes, and floods.

The architect hired to review the city's existing facilities also identified the Dan Diaz Recreation Center as a facility that requires renovations. The footprint of this building would, however, require an unknown quantity of restrooms, which would decrease the amount of usable space for recreation programming and activities. Irwindale Recreation continues to increase its programs, classes, and activities offered to the community. Therefore, the consultant recommended an additional 2,600 square feet required to accommodate the required restrooms and space needed to sustain the current level of service provided at the Dan Diaz Recreation Center.

The City Council was provided with two options at the City Council meeting held on December 8, 2021.

Option 1 included the Dan Diaz Recreation Center Seismic Retrofit and Irwindale Public Library Addition, which would include the following scope of work to the Dan Diaz Recreation Center: seismic retrofit, exterior painting, new air conditioning units, new roof, and minimal reconfiguration to create efficiencies for classes and programs. However, there would be a space reduction to accommodate the required restrooms, affecting the classes and programs offered by this division. The library addition would expand the library by approximately 2,600 square feet and allow for increased programming.

Option 2 included a new stand-alone library, which would allow for Irwindale Recreation to occupy the existing library space, providing this division with the additional space suggested by the architect based on Irwindale Recreation's need.

At the December 8, 2021 meeting, the City Council unanimously approved **Option 2**.

At the January 5 and February 2, 2022 Parks & Recreation Commission meetings, staff presented the Irwindale Public Library and Dan Diaz Recreation Center Capital Improvement Project to the commission. While preliminary information was provided, the commission requested the new library remain near the recreation, tiny toilets be available for our tots programs, community input be provided, identify sufficient parking, and provide more space for classes and programs such as Yoga, Zumba, Cheer, and Teen Club to name a few.

The Irwindale Public Library Project moved forward with the City Council approving the award of contract to Robert Clapper Construction Services, Inc. dba R.C. Construction Services on December 19, 2024 in the amount of \$8,084,701.

While the Irwindale Recreation Renovation project was not approved, city council did authorize staff to move forward with two key renovations...the re-roofing and the replacement of the HVAC system at the Dan Diaz Recreation Center. The Dan Diaz Recreation Center re-roofing project contract was awarded to Best Contracting Services on February 28, 2024, with project acceptance by the City Council on June 26, 2024. The total cost of the re-roofing project was \$680,017. The replacement of the HVAC system contract was awarded to AC Pros at the May 14, 2025 City Council meeting and the project was acceptance by City Council on September 24, 2025. The total cost of the HVAC system replacement was \$150,649.70.

The new Irwindale Public Library is scheduled to be completed in summer 2026. As a result, Irwindale Recreation is currently developing a plan for the former library space.

Staff has identified the former library space as a potential location for the KidZone program. However, based on current enrollment numbers and projected growth, the space may only be suitable for either Transitional Kindergarten (TK) through 5th grade or 1st through 8th grade programming.

Since the new library will receive new furniture, Recreation staff must conduct a full inventory of the former library furnishings to determine what items can remain for program use and what will be removed. In addition, staff will design the layout for the KidZone program and coordinate with Engineering and Building staff to establish the updated occupant load for the space.

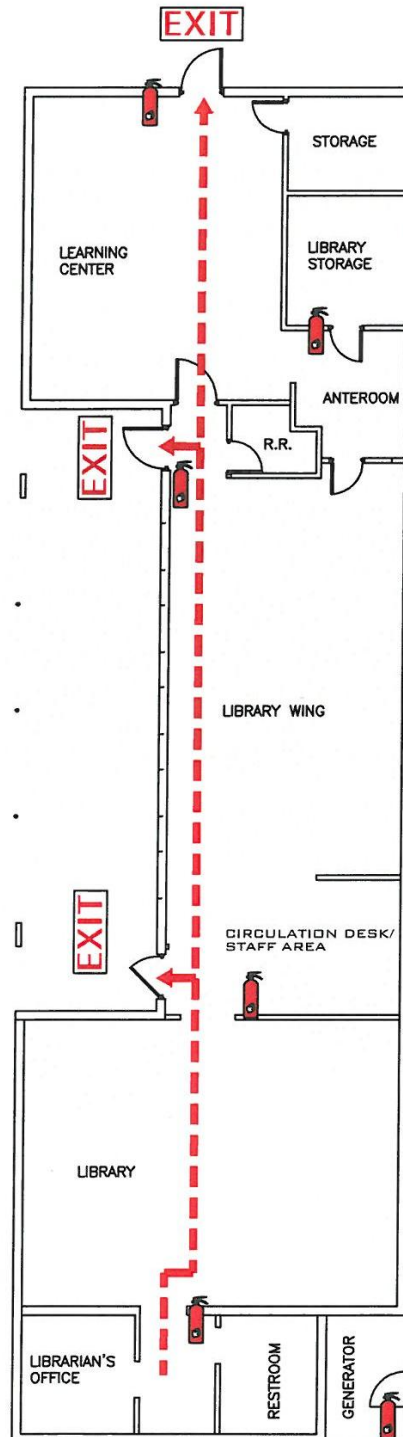
At this time, staff does not anticipate beginning the transition into the former library space until September 2026, with KidZone anticipated to be fully relocated and operational by Monday, January 4, 2027.

Attachments:

1.	Existing Irwindale Public Library Site Plan
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**EXISTING IRWINDALE PUBLIC LIBRARY
(NEW IRWINDALE RECREATION SPACE)
3,220 SQUARE FEET**



City of
IRWINDALE
AGENDA REPORT

Date: March 4, 2026

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

From: Elizabeth Rodriguez, Public Services Director

Issue: Information & Rules for Irwindale Recreation Programs and City's Bus Transportation

Public Services Director's Recommendation:

Receive and file the information and rules for Irwindale Recreation Programs and City's Bus Transportation

Administrative Action:

Submitted by:

Elizabeth Rodriguez, Public Services Director

Prepared by:

Elizabeth Rodriguez, Public Services Director

Background and Analysis:

At the Irwindale Parks & Recreation Commission meeting on January 7, 2026, Commissioner Romero raised concerns regarding an incident that occurred during Cheer practice on December 29, 2025. The Commission requested that this item be placed on a future Parks & Recreation agenda to allow for discussion of the information provided to parents and participants in Irwindale Recreation programs, as well as to review program rules and expectations.

The Commission also expressed the importance of ensuring that staff continue to take a proactive approach in working with all participants—particularly in youth programs—to maintain a safe, inclusive, and respectful environment.

Attached for review and discussion are the KidZone, Cheer, and Transportation packets and Anti-bullying materials, which outline expected behavior and associated consequences. Current procedures include the following:

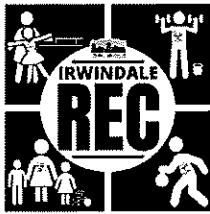
- Parents are required to read and sign the program packets prior to participation.
- Staff review program rules and behavioral expectations with participants at the start of each program.
- Participants receive ongoing reminders of rules and expectations throughout the program.

- When necessary, staff address participants in individual and group settings to reiterate rules and reinforce expectations.

This item has been placed on the agenda to provide the Commission with an opportunity to review current practices and discuss any additional measures that may further support a safe and positive experience for all participants.

Attachments:

1.	Anti-Bullying Campaign Documents
2.	Kidzone Guidelines 2025-2026
3.	Cheer Packet 2025-2026
4.	Bus Pass Information and Rules



ANTI-BULLYING BEHAVIOR AGREEMENT

It is the goal of Irwindale Recreation to make all parks and recreation facilities, classes and programs a "Bully Free Zone." In order to do that, we must work together to help make all participants feel safe and confident to speak up when confronted by a bully or when they witness another being bullied, regardless of a victim's actual or perceived differences of race, color, national origin, religion, sex, intersexuality, gender identity, sexual orientation, marital and familial status, age, disability, ancestry, height, weight, domestic partner status, labor organization membership, familial situation, or political affiliation. This agreement is not intended to prohibit the expression of one's feelings or thoughts, but instead to prevent their expression from rising to the level of harassment, intimidation, or bullying. Please take a moment to review the following agreement with your child. Signing the bottom of this agreement signifies that both you and your child agree to the Irwindale Recreation's anti-bullying policy. This form must be returned to your child's recreation program site.

- I will try my best to keep a positive attitude and to treat others with respect.
- I will help create an environment that is safe and welcoming for all of us.
- I understand that any of my actions that results in the abuse, harassment, or intimidation of others will be considered bullying.
- I will use appropriate and respectful language and understand that the use of deliberate negative, hurtful, or profane language will not be accepted.
- I will be respectful of the property and personal space of others.
- I will not possess any illegal drugs, alcohol, or weapons of any kind while participating in Irwindale Recreation programs or activities.

By signing below, I am stating that I have read and agree to abide by all policies stated above. Any child suspected of bullying will be disciplined on an individual basis. Depending on the severity of the bullying, disciplinary action may include time out, loss of privileges including field trips, suspension and/or expulsion. Refunds will not be issued for any participant who is suspended or expelled.

I certify that I have discussed all the above policies with my child.

_____ Print Parent/Guardian Name	_____ Parent/Guardian Signature	_____ Date
_____ Print Child's Name	_____ Child's Signature	_____ Date



Anti-Bullying Contract

Name: _____

No Bullying

I promise to...

1. Ask the kid who is bullying to stop
2. Not join in when someone is bullying
3. Help the person being bullied get away from the situation
4. Tell an adult
5. Let the person being bullied know that no one deserves to be bullied
6. Ask others to stand against bullying
7. NOT BE A BULLY BYSTANDER

The Golden Rule

I promise to...

1. Respect others
2. Respect others belongings
3. Always treat others the way I want to be treated



I hereby agree to be an ACTIVE participant in the stand against bullying

Signature: _____

BULLYING

IS

DESPICABLE



Name:

Age:



Made the Pledge to join
Kids Against Bullying



Name:

Age:



Made the Pledge to join
Kids Against Bullying

How to Do a Wrinkled Heart Classroom Activity to Fight Bullying



Written by **Jeanne Sager**

Updated 3 years ago | 3 min read

There may not ever be one perfect way to end bullying in the classroom, but the Wrinkled Heart activity has grown in popularity with elementary school teachers for good reason. The activity takes the intangible concept of hurt feelings and creates a visual example for children to understand.

Looking for a new activity for kids to learn about bullying in a way that's easy to understand? The Teach Starter team of teachers has put together this guide to help you plan your Wrinkled Heart lesson plans!

What Is the Wrinkled Heart Activity?

Haven't heard of the Wrinkled Heart activity? It's been around as a [social and emotional learning activity](#) for decades — maybe a teacher used it in your own elementary school classroom, maybe not — but it's gained more widespread use since the publication of the children's book *A Wrinkled Heart* by Tracy Hoexter in 2015.

The concept of this anti-bullying and pro-kindness activity is simple:

1. Print out a copy of a paper heart for every student in your class (this [free heart template](#) makes it easy!), and encourage them to crumple up their hearts.
2. Explain that this is what happens to a person's heart when someone says something mean or unkind.
3. Ask students to straighten out their hearts and smooth out the wrinkles. They'll notice that as hard as they try, they won't be able to make it go back to the way it was before wrinkling the heart.
4. Explain to your students that although saying sorry is the right thing to do, it still doesn't fix the mean words that were said first. The students can smooth out their

wrinkled paper hearts, but the feelings from the mean words are the wrinkles that will always be there!

As part of the wrinkled heart activity, you can teach your students some words to use when someone is saying mean things — such as “Please don’t wrinkle my heart” or “That wrinkled my heart!” — that will remind their classmates of the activity and the impact that words can have. Hanging up the wrinkled hearts in your classroom will also serve as a reminder to your students of how their words can have an impact on their fellow classmates.



Participant Name: _____

Welcome to Kidzone 2025-2026! Kidzone is a safe and welcoming place for your child/children to spend their afterschool hours. Staff will be on hand to supervise children and will have time set aside for arts and crafts, free play, snacks, and other fun activities. We will be following safety precautions to ensure that all participants and staff will be safe while having fun. Please read the following information to learn more about what we are doing to maintain a safe environment and what YOU CAN DO to help us prepare your child/children for their time in Kidzone.

SIGN-IN AND SIGN-OUT PROCEDURES

Parent/guardian must sign in at drop-off and sign out their child/children daily with a full signature. Sign-in/out sheets will be in the lobby of the Dan Diaz Recreation Center. Do not drop off your children without signing them in. There will be no exceptions. *Children who are transported to Kidzone on the City of Irwindale school bus will be signed in on arrival by staff. **Participants will be released only to those adults whom the parent/guardian has designated on the original application form.** If a parent/guardian requests that someone else sign-in and/or sign-out their child, the request must be made in writing by email, text, or Band app. The person must be formally added to the child's application form for future authorized pick ups. For that reason, we ask that you list people that may possibly pick your child up from Kidzone. Anyone signing out a child will be requested to present identification. **Kidzone will not allow any children to sign themselves in or out of the program. A parent/guardian or authorized adult 18 and over must sign them in or out. Family members who are 16 years old or older may sign out if a waiver is on file.**

Kidzone Hours: Mon, Wed, Thurs, Friday 1:00pm – 6:00pm
 Tues 12:00pm – 6:00pm

Initial _____

LATE PICK-UP FEE

Late pick-ups will be charged at \$5.00 every 15 minutes after 6:00 pm. Please contact the lobby at the Dan Diaz Recreation Center immediately if you anticipate being late (626) 430-2224. After several attempts to contact the parent or legal guardian, any child not picked up when the Dan Diaz Recreation Center closes will be turned over to the Irwindale Police Department. Fees will also be charged at pick up. Child is NOT permitted to return until late fees are paid in full. **Please do not keep your child waiting.**

Initial_____

LUNCH & SNACK

Participants will be provided with one snack daily at 3:00pm. Please send your child with snacks, if needed, in addition to what we provide. If they don't like what is being served, please send them with snacks that they enjoy. Selection is limited to supplies on hand. Please refer to the monthly food menu for more details. *Lunch is not served at Kidzone. On Tiny Tuesdays, or any other minimum day, please send a lunch for your child if they are not having lunch at school. If your child is on a special diet, please pack a spoil-free snacks for your child every day. Candy and soda will only be allowed on Fridays. Vending machine purchases are allowed on Fridays only and are subject to item availability. Do not send perishables in your child's snack unless sent with an ice pack. Food will not be stored in a refrigerator. Send food ready to eat and that does not require cooking or warming. No microwave meals, popcorn, cup of noodles etc. **Food delivery services are not allowed.** **Please advise the staff of any food allergies your child may have and indicate this in their registration packet.** Water bottles, with your child's name on them, are encouraged. Water bottle filling stations are available in the Dan Diaz Recreation Center.

Initial_____

DAILY SCHEDULE

The daily activity schedule is subject to change slightly to accommodate special events, field trips, and may be modified at any time at the discretion of the Kidzone Lead or Supervisor.

Initial_____

PARTICIPATION

A variety of different activities will take place throughout the day. It is important, and to each child's benefit, that everyone participates in all activities. Participation by everyone makes Kidzone more fun for all.

DRESS CODE

Children need to wear athletic shoes for Kidzone activities. Sandals and slides are not allowed. Crocs are not recommended, but if worn, must be worn in sport mode. Please have your child dress appropriately. Dresses, skirts and dress clothing are strongly discouraged. If dresses or skirts are worn to Kidzone, please have children wear shorts underneath. Please ensure that your child/children can participate in all the activities and are not inhibited by their clothing. Please always send your child with a sweater or sweatshirt. It can get cold inside the Dan Diaz Recreation Center.

Initial_____

REST TIME

Grades TK-K will have rest time Monday – Friday 1:30pm – 2:30pm. Participants will have a personal blanket washed and stored at Kidzone. If you choose to bring a blanket and/or pillow, we are asking the parent/guardian to drop off their participant's belongings at the beginning of the week and take home to wash on Fridays.

KIDZONE GUIDELINES

Children are expected to abide by the Six Pillars of Character. These guidelines are designed to enhance the growth and development of all participants.

1. **TRUSTWORTHINESS** Be honest. Don't deceive, cheat or steal. Be loyal.
2. **RESPECT** Treat yourself and others with respect; follow the Golden Rule. Use good manners, not bad language. Don't threaten, hit or hurt anyone.
3. **RESPONSIBILITY** Do what you are supposed to do and keep the spaces clean. Think before you act. Be accountable for your choices.
4. **FAIRNESS** Play by the rules. Take turns and share.
5. **CARING** Be kind, compassionate, and show you care.
6. **CITIZENSHIP** Do your share to make your park and community better.

SAFETY RULES

1. **No Rough Housing** Children should play safely and not do anything that could cause harm to themselves or other program participants.
2. **COMFORTABLE FOOTWEAR** No sandals, crocs, or slides. Closed toe shoes must always be worn.
3. **NO STRANGERS** Do not talk to strangers. Only talk to other participants and staff.
4. **Permission** Children should never go to the bathroom, water fountain or away from a supervised area without staff.

Initial _____

PARENT'S OATH

- My child and I will abide by the rules and guidelines established by Irwindale Recreation to ensure the safety, health, and welfare of all participants.
- I will help with all discipline matters concerning my child. I understand that failure to obey all rules may result in dismissal from the program.
- I fully understand and agree that there is a ZERO TOLERANCE policy for children regarding the use of alcohol, drugs, drug paraphernalia or any illegal controlled

substances. I also understand that the use of drugs or alcohol is grounds for immediate dismissal from this program.

- I fully understand that violent or disrespectful behavior will not be tolerated and may also result in immediate dismissal from this program.
- I fully understand that weapons of any kind are not permitted on park grounds.

Initial_____

PROBLEM RESOLUTION

If your child should have a problem with another participant, he/she should bring it to the attention of the Recreation Staff to resolve the issue. Under no circumstances should any child retaliate against another.

Discipline

We want a fun and safe Kidzone everyone, but there will be consequences for continual misbehavior. In the event that the rules are broken, the following 4-step Re-direction procedure will be carried out.

DISCIPLINARY PROCEDURES:

1. **First incident:** child will be spoken to, and their energies will be redirected.
2. **Second incident:** a conference with the Kidzone Lead. This will be documented.
3. **Third incident:** a conference with the Supervisor-in-Charge, Kidzone Lead, and parents/guardians.
4. **Fourth incident:** a cool down time will be issued until the parent comes to pick up the child. We will contact you and ask that you pick up as soon as possible. A report will be issued dealing with the incidents. The Kidzone Lead will meet with the parents and child to discuss the resolution of the incident or the suspension of the participant.

VIOLENT BEHAVIOR AND DISOBEDIENCE THAT ENDANGERS AND/OR DISRUPTS Kidzone REQUIRES IMMEDIATE PARENT PICK-UP. IN THE EVENT A PARENT OR AUTHORIZED ADULT CANNOT BE LOCATED, THE CHILD MAY BE DISMISSED FROM FURTHER PARTICIPATION IN KIDZONE.

All Conduct Reports are kept in the children's files. Participants may be accepted back to Kidzone when parents have signed the form, and a formal behavior plan is in place.

Initial_____

PERSONAL BELONGINGS

You are encouraged to label all personal articles (clothing, backpacks, lunch pails, etc.) to ensure accountability. **Participants are not to bring personal items (balls, Pokémon cards, money, electronic games, jewelry, tablets, computers, etc.) to Kidzone. We encourage participants to leave cell phones at home.** Participants will not be allowed to use cell phones during Kidzone hours. If seen by staff, these items will be taken away and returned at the end of the day. The City of Irwindale, Recreation, and staff are not responsible for lost or stolen items.

Initial_____

LOST & FOUND

Any lost and found items will be put on the Lost & Found table. Before leaving, please search through the Lost & Found table for any of your items.

PHONE CALLS

Participants will not be allowed to use their cell phone at Kidzone. If there is an emergency or the child is ill, a staff member will call you. We also ask that you do not call your child at Kidzone. Phone calls interrupt whatever activity your child is participating in and requires staff supervision, removing staff from supervising other participants. If you need to get a message to your child, a staff member will be able to relay a message, but please only call for emergencies. If parents/guardians are divorced or separated, please make sure the other parent is aware of this rule. **ILLNESS, EMERGENCY, AND MEDICATION:** Minor Injuries: Staff, certified in CPR/First Aid will administer treatment for minor cuts, scrapes and bruises. The injury will be logged, and the parent will receive notification upon pick-up. Staff are NOT authorized to administer medication.

EMERGENCY/MAJOR INJURIES

In the event of a major medical emergency, 911 will be called, and the child will be transported to the nearest hospital. The parent/guardian will be called immediately. We will use the phone numbers listed on the application. In the event that the parent cannot be located, the other Emergency Contacts will be notified. Please advise us, in writing, of all current phone numbers and authorizations, and make sure you keep your child's emergency information and Recreation account up to date.

Initial _____

ILLNESS

This is a well child facility. DO NOT send your child to Kidzone if he/she is not feeling well. Should your child become ill while at Kidzone, he/she will be separated from the other children and tried to be made as comfortable as possible. Parents/Guardians will be called at the numbers listed on the registration packet to pick up the child immediately. For the protection and safety of all participants, children with contagious conditions will not be admitted in Summer Kidzone and should stay home.

MEDICATION

We are not authorized to administer any medication. If your child requires any sort of medication, it must be signed in and out of the office. All medication must have the participant's name on the label along with clear instructions for use. Staff will not be responsible for directly administering medication to the child but will supervise the child while he/she takes their own medication. **You are required to advise the Kidzone Lead IMMEDIATELY, in writing, of any changes to medical history, authorizations and contact information.** **Initial** _____

HEALTH HISTORY FORM/EMERGENCY FORM

For the protection of your child, we require that the Emergency Contact Form and Kidzone application be complete and accurate. We cannot accept a child with the parents/guardians listed as the only Emergency Contact. It is mandatory that another adult be listed, in the event that the parents/guardian cannot be located.

Please list your cell phone numbers also. If you know you cannot be contacted at the number listed on your child's application on a particular day, please provide staff, in writing, with an alternate number at sign-in time.

Initial_____

INCLUSION SUPPORT

The City of Irwindale is committed to providing access and accommodation in its services, programs, and activities to anyone that has a disability, impairment or condition that requires medication. To make a request connected to a disability or health condition for a participant in Summer Kidzone, please contact Luana Acuña at lacuna@irwindaleca.gov or 626-430-2297 as soon as possible, preferably PRIOR to the participant starting program, class, or activities. Irwindale Recreation will consider the request on a case-by-case basis and will attempt to accommodate your child within a reasonable amount of time.

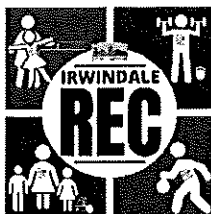
Initial_____

ATTENDANCE POLICY

In order to provide opportunities for all participants that are interested in Kidzone, the City of Irwindale has adopted an Attendance Policy. Please read, initial, and return this application.

Initial_____

CHILD ABUSE: Under the mandatory Child Abuse and Neglect Reporting Act, California Penal Code Section 11161.5, the Recreation Staff is mandated to report any suspected form of child abuse to the proper authorities. **HARASSMENT OF ANY OTHER CHILDREN BY ANY PARENT OR FAMILY MEMBER IS CONSIDERED TO BE CHILD ABUSE, AND WILL BE REPORTED.**



Irwindale Cheer Packet

2025-2026

Thank you for expressing an interest in our Irwindale Cheer Program. The forms that are in this packet are very important. Cheerleading can be a fulfilling and challenging experience, but it is also demanding and disciplined in its nature. Please read everything thoroughly and make sure that you and your parents have signed the required documents.

The following **MUST BE** turned in **BEFORE** you can participate for practice:

- Statement of Permission and Agreement
- Emergency Contact Form

Note: The deadline for turning in this paperwork is _____! Participation in practice will be prohibited if any of the forms are missing or incomplete.

What to wear for practice?

- T-shirt (NO TANK TOPS), shorts with spans underneath, hair pulled away from face and ABSOLUTELY no jewelry.
- During all practice days please wear comfortable, length appropriate shorts and a T-shirt. No denim shorts or jeans.
- An athletic shoe with ankle support is necessary. No Vans or Converse.

Important Dates:

Meeting for all cheerleaders and parents: Thursday, October 9, 2025, at 6:30pm

Uniform Fitting: Tuesday, October 7, 2025, 4:00pm-6:30pm (Parent needs to be present)

Practices will begin on Thursday, October 2nd. These practices are mandatory and missing them (without valid reason from parent or legal guardian) will result in appropriate action.

When: Tuesday/Thursday

Time: 4:00pm – 6:30pm

*During Competition season, there may be some extra practices during the week of competition.

Estimated Costs

We will be ordering uniforms through TeamLeader. Uniform costs will be covered by the Irwindale Community Foundation for 24 girls. This includes shell top, skirt, liner, bow, briefs, bag, sweater, and pants. Any additional items for the upcoming season ranging from \$50-\$150.

Each cheerleader is expected to purchase the following:

- Nike's Women/Kids Sideline IV Cheerleading Shoes (Dick's Sporting Goods)

Rules and Regulations

Practices and Competitions

- Practices will be each week. All practices are **MANDATORY**. Additional practices may be added when needed.
- Cheerleaders will be expected to be present at all competitions.
- Parents must download the Band App available for free on all cell phone platforms. This will be a direct communication link between coaching staff and parents. Below is the icon.



Coach Sam phone: (626) 848-4972
Email: samesola@irwindaleca.gov

Attendance Requirements

- *ABSENCES CAN BE THE DOWNFALL OF A GREAT CHEERLEADING SQUAD!* If one or more squad members are absent from practice, the other squad members are forced to make last minute changes. This can be both stressful and dangerous for squad members.
- Unexcused absences are those caused by anything other than illness or family emergencies.
- If you are ill or have a family emergency, the coaches need to be notified by a parent or guardian for this absence to be excused. Call or text to notify the coaches of any excused absences.

Fundraising

- Every cheerleader will be expected to support all fundraising events which support the team.
- Failure to participate can result in dismissal from team bonding & possibly change position in the routine.

Transportation

- If a parent/guardian is going to pick up their cheerleader at practice or competition, the coach must speak or have visual confirmation of the parent.
- Your parents are the only ones you are allowed to leave practice/competition with, not friends **UNLESS** your parent/guardian has told the coaches otherwise.

Expected Behavior

- Consequences will be issued for misbehavior or poor conduct.
- Promote a positive image for the community- your peers, parents, and community members.
- While representing Irwindale, cheerleaders must not show unsportsmanlike conduct, use profanity, show displays of affection.
- Cheerleaders must wear designated uniform to competitions.
- Attend ALL practices and competitions.
- Your attitude and ability to work with different personalities must be exceptional.
- While safety is our number one goal, please understand that you should expect bumps, bruises, and other occasional minor injuries. This is part of cheerleading.
- All official cheerleading decisions and activities will be made by the coaching staff. **All coaches are to be always given respect and cooperation by cheerleaders and parents.** Lack of respect will not be tolerated and can be grounds for dismissal of incentives.
- **ZERO TOLERANCE FOR BULLYING OR FIGHTING OF ANY KIND.**

**Being in correct uniform means wearing the appropriate uniform – bloomers, bow, socks, shoes, having hair pulled up and out of face. Complete uniform also means no jewelry, or nail polish. Your nails must be trimmed short, and NO acrylic nails.*

Coaches reserve the right to make changes/additions to the rules as needed. In addition, if you have any questions or concerns, please respect the following chain of command: Coaches, Recreation Director.

Student/Parent of Permission and Agreement

If you make the cheerleading squad, realize that you are making a commitment to your coaches, your teammates, and yourself for the complete season (full year). Furthermore, as a representative of Irwindale Cheer, you must always maintain proper behavior. Students who break the rules will be disciplined accordingly. By making this commitment to the Irwindale Cheerleading program, you will receive many valuable memories you experience that you will remember long after you leave. These activities will not only channel your enthusiasm and spirit in a constructive and beneficial manner but will give you a sense of pride and accomplishment in being part of a group.

Student Agreement

I, _____, have read, understand and agree with the statement above. I have also read the rules for cheerleading in its entirety and I agree to abide by these rules if I am chosen as a member of the squad. I am agreeing to the information in the packet and understand that failure to adhere to any of these policies could result in not being able to participate.

Student Signature

Date

Parent/Guardian Agreement

I, _____, have read, understand and agree with the statement above. I have also read the rules for cheerleading in its entirety and I agree to abide by these rules. I am agreeing to the information in the packet and understand that failure to adhere to any of these policies could result in my child(ren) in not being able to participate.

Parent/Guardian Signature

Date



Bus Pass Information and Rules

Passes

Bus pass applications will be available to students during the month of August for the beginning of the school year and throughout the year on an as-needed basis. Bus passes will be available to all students Transitional Kindergarten through the 12th grade who reside in the City of Irwindale and possess a valid resident ID card. Bus passes will also be available to students whose after school child care provider resides in the City of Irwindale. After school care provider must possess a valid Resident ID Card, and the parent/legal guardian of the student must provide a letter with the student's application confirming that the provider is the after school care provider for the student. A copy of the child care provider's Resident ID card must be attached to the application along with the letter. Bus passes will be available for pick up 3 — 5 business days after the application is received.

Lost Bus Passes

If a student has lost a bus pass, they may obtain a temporary bus pass from the Bus Driver or Public Services Staff in charge of Transportation. Temporary bus passes are valid for 5 days. A replacement pass must be processed prior to the expiration of the temporary bus pass. Replacement passes cost \$5.00 each.

PLEASE NOTE: Temporary bus passes may only be issued to students who currently possess a valid bus pass. Temporary bus passes are **NOT** given to new applicants.

Safety Plan

All City bus drivers and all bus passengers will comply with the California Highway Patrol HPH 82.7 passenger Transportation Safety Handbook and City of Irwindale Recreation Policy and Procedures.

The following procedure provides a safety plan under the Thomas Edward Lanni Act of 1997 in compliance with Section 39831.3 added to the California Education Code.

- 1.0 All students riding a school bus for home to school transportation must wear identification at all times. The identification will include the students name, telephone number, appropriate school bus stop and school.
- 2.0 A brochure of safety instructions, or its equivalent, must be signed by the student's parent or guardian after he/she has had time to review the instructions with their child. The signed document will be kept on file in the Irwindale Public Services Department. A copy of these rules can be found on the city website.
- 3.0 Schools will be provided with a current list of all students riding a home to school bus. This list will be updated as needed.
- 4.0 All bus drivers are trained according to the specifications of the State of California Department of Education.
- 5.0 Students are instructed and expected to be at the bus stop 5 minutes prior to the arrival of the school bus.
- 6.0 Students who need to cross the street for the bus stop will be escorted by the driver in accordance with California Vehicle Code Section 22112.
- 7.0 It shall be the responsibility of the school bus drivers to ensure that all students transported to and from school are identified, and that all students are loaded and unloaded at all times in accordance with California Vehicle Code Section 22112. This instruction will be given under the guidelines of the State of California Department of Education.
- 8.0 The school bus driver will be responsible for each student's instruction for boarding and exiting the bus at the appropriate school bus stop.
- 9.0 All students in Transitional Kindergarten (TK) through and including 8th grade will receive instructions in emergency evacuation procedures using emergency doors on the school bus.
- 10.0 All students in TK through and including 12 grade inclusive will have instructions on procedures to follow as they board and exit the school bus at the appropriate school bus stop for each student, and/or for the boarding and exiting the school bus at a school or other trip destination.

Transitional Kindergarten (TK) and Kindergarten students are **NOT** allowed to be left at any bus stop without someone present to pick them up. If you have a TK/Kindergarten student, please make sure that a parent, guardian care provider, or a sibling of a responsible age is present when the bus arrives. The bus driver will not allow the student to disembark without someone present to pick them up and will instead drive the student back to their school's administration office.

The parent, guardian, or other person authorized to pick up the student from their school will be responsible for retrieving the student from their school’s administration office.

Boarding School Busses

The bus driver will immediately notify the school of any school bus rider who refuses to board the school bus to or from school. (Amended February 2009.)

Students may only board school busses at the designated bus stops. Once the driver pulls away from the bus stop he/she **WILL NOT** be allowed to stop and pick up students who are walking towards the stop or to pick up students whose parents pull up in their vehicles. Please make every effort to ensure that your student is at the bus stop **PRIOR** to the designated pick up time. (California Highway Patrol and Board of Education Regulations, amended 2011.)

Bus Rules

- 1. Follow directions promptly the first time they are given.
- 2. Respect the driver and fellow passengers.
- 3. Stay seated, keep hands/feet and objects to yourself and out of the aisles. Keep all body parts inside the bus.
- 4. No eating, drinking, smoking or spitting on the bus.
- 5. No swearing, rude gestures, teasing, horse playing or loud talking.
- 6. No throwing, kicking, or shooting of any objects on the bus.
- 7. No skateboards, shoes with cleats, sharp objects, weapons (real or fake) or glass on the bus.
- 8. No aerosol spray or any other spray substance is allowed to be expelled while riding the bus.
- 9. No animals except those specified in Civil Code Section 54.2 shall be transported in a school bus. Civil Code Section 54.2 refers to guide, signal, and service dogs.
- 10. Do not litter, write on or damage the bus in any way.
- 11. All school bus riders will be assigned a seat for the school year. This rule is pursuant to the Covina-Valley School District Policy. Students are required to sit in their assigned seat.
- 12. Driver can assign or re-assign a seat to any passenger whenever he/she feels it is necessary to ensure the safety of all bus riders.

Camera Policy

- 1. A bus video surveillance system has been installed in both City of Irwindale School Buses. The system utilizes video recording equipment for the security and safety of students and staff, and for the purpose of monitoring the behavior of the students.
- 2. No audio recordings will be used as part of the video surveillance system.

For much more information, please read the “School/Charter Bus Video Surveillance System Policy.” Please visit www.irwindaleca.gov to download the policy or request a copy from the bus driver.

Transportation Discipline Procedures

Disciplinary Procedures (All incidents occurring at bus stops to and from school and while riding the bus will be reported to the school the student attends, as they are still under the school's jurisdiction. A bus conduct report (ticket) will be issued by the bus driver to all students who are involved in disciplinary incidents while riding on the school bus. A copy of the bus conduct report will be mailed to the student's home.

Bus Conduct Report Actions and Recommendations

- | | |
|--|--|
| 1 st Notice: Warning— Parent Signature | (Verbal Warning) |
| 2 nd Notice: Warning — Parent Signature | (Meeting with Public Services Director and Driver) |
| 3 rd Notice: Referral to Principal | (3 Day Suspension) |
| 4 th Notice: Referral to Principal | (2 week Suspension) |
| 5 th Notice: Referral to Principal | (Loss of Bus Riding Privileges) |

Suspension or loss of bus riding privileges can be implemented due to the severity of the incident on first or second offense.

If you have any questions or concerns regarding the application process, California Education Code or bus pass rules, please contact Pubic Services Director Elizabeth Rodriguez at (626) 430-2211.

.....

I have read and understand the bus rules and information provided in this document, have received a copy for my records and agree to abide by the same.

WAIVER, RELEASE, HOLD HARMLESS, AND AGREEMENT NOT TO SUE

I, _____ (FULL NAME OF STUDENT OR PARENT/GUARDIAN IF UNDER 18), fully understand that my/my student's participation in the School Bus Transportation program (hereinafter "this program") exposes me/my student to the risk of personal injury, death, communicable diseases, illnesses, viruses, or property damage. I hereby acknowledge that I am voluntarily participating/enrolling my student in this program and agree to assume any such risks. I hereby release, discharge and agree not to sue the City of Irwindale for any injury, death or damage to or loss of personal property arising out of, or in connection with, my/my student's participation in this program from whatever cause, including the active or passive negligence of myself, my student or any other participants in this program. The parties to this AGREEMENT understand that this document is not intended to release any party from any act or omission of "gross negligence," as that term is used in applicable case law and/or statutory provision. In consideration for being permitted to participate in this program, I hereby agree, for myself, my heirs, administrators, executors and assigns, that I shall indemnify and hold harmless the City of Irwindale from any and all claims, demands actions or suits arising out of or in connection with my/my student's participation in the bus transportation.

I HAVE CAREFULLY READ THIS RELEASE, HOLD HARMLESS AND AGREEMENT NOT TO SUE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT IT IS A FULL RELEASE OF ALL LIABILITY AND SIGN IT ON MY OWN FREE WILL.

Signature of Student/Parent or Guardian (If under age 18)

Date: _____

DECLARATION

I, _____, declare under penalty of perjury under the laws of the State of California that I am the parent or legal guardian of Minor. I further declare that I shall indemnify and hold harmless the * City of Irwindale from and against any and all Claims resulting from, incident to, or arising out of Minor's participation in this program, any and all risks assumed by Minor and me above, and/or the breach of any promises, covenants, and/or representations made by me herein and/or in the above Release.

By: _____ Name: _____ Date: _____
Signature of Parent/Legal Guardian Printed Name of Parent/Legal Guardian

On behalf of (name of student(s): _____

City of
IRWINDALE
AGENDA REPORT

Date: March 4, 2026

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

From: Elizabeth Rodriguez, Public Services Director

Issue: Irwindale Recreation Updated Waiver

Public Services Director's Recommendation:

Receive and file the Irwindale Recreation updated waiver for programs, services, field trips, events, and activities.

Administrative Action:

Submitted by:

Elizabeth Rodriguez, Public Services Director

Prepared by:

Elizabeth Rodriguez, Public Services Director

Background and Analysis:

The Parks & Recreation Commission approved changes to the Facility & Open Space Rental Policy for the Dan Diaz Recreation Center, Irwindale Aquatics Center, and Irwindale Parks (Rental Policy) to address issues with organized teams and coaches/trainers using the gym for organized play, practice and training. The revisions included the following:

- Add definitions for Coaching/Coaches/Trainers, Organized Play, and Practice;
- Revise the section on the approved use of the Dan Diaz Recreation Center Gymnasium to address the above issues; and
- Add consequences for failure to comply with this section of this policy.

At the January 7, 2026 meeting, the Parks & Recreation Commission recommended approval to the City Council to revise the Rental Policy as stated above.

At the February 25, 2026 City Council meeting, City Council adopted Resolution No. 2026-10-3721, entitled, "**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE RESCINDING RESOLUTION NO. 2024-80-3557 AND ADOPTING A REVISED FACILITY & OPEN SPACE RENTAL POLICY FOR THE DAN DIAZ RECREATION CENTER, IRWINDALE AQUATICS CENTER, AND IRWINDALE PARKS.**" As part of this adoption, the Irwindale Recreation's Assumption of Risk, Waiver and Release of Liability Form was also revised to include language acknowledging during open-play hours, organized team activities, practices, games or instruction by individual coaches or trainers are not permitted. Additionally, the following consequences were approved:

- 1st Offense: Friendly reminder from Recreation Staff and a request to discontinue the activity or transition out of the gymnasium.
- 2nd Offense: Removal from the facility for the remainder of the week and written notice of policy violation.
- 3rd Offense: Temporary suspension of gymnasium rental privileges and/or facility use for a period determined by the Public Services Director.

Attachments:

1.	Rental Policy for DDRC & IAC - LIABILITY WAIVER RED LINE
2.	Rental Policy for DDRC & IAC - LIABILITY WAIVER FINAL

ASSUMPTION OF RISK, WAIVER AND RELEASE OF LIABILITY

Thank you for choosing to engage yourself and/or your minor child, in a program of self-improvement through involvement in one or more programs/classes/events offered by the City of Irwindale at the Dan Diaz Recreation Center. In furtherance thereof, we request that you carefully read this document, obtaining legal assistance, if necessary, in order to fully understand all of its terms and provisions. In order to fully protect your legal rights, we request that you do not sign this document unless you do so with a full understanding of its terms and provisions.

I, _____, on behalf of myself and/or minor child(ren) _____, declare that, following an evaluation of my and/or my minor child's physical condition and abilities, it is my intent to participate and/or allow my child(ren) to participate in some or all of the activities, programs, classes, use of facilities, and/or services offered by the City of Irwindale through the Irwindale Recreation Department. I understand that some or all of these activities, programs, classes, facilities, and/or services involve the use of exercise equipment or participation in strenuous activities. In that regard, I understand that each person, including myself and/or my minor child(ren), has a different ability to safely participate in such activities, classes, facilities, programs and services, and that I should consult with a medical doctor prior to my participation and/or my child(ren)'s participation. In furtherance thereof, I have evaluated my and/or my child(ren)'s physical ability to participate therein, either with or without consulting a medical doctor. Based upon such evaluation, it is my decision to go forward and participate and/or permit my child(ren) to participate and/or utilize, those activities, facilities, programs, classes and services, subject to any restrictions and/or limitations which I perceive exist with respect to my and/or my child(ren)'s physical abilities and/or past or existing state of health. In doing so, I understand that my and/or my child(ren)'s participation is entirely at my own and/or my child(ren)'s own risk and that I have not and/or my child(ren) have not been evaluated in any manner with respect to my state and/or their state of health or physical abilities, by any volunteer, employee or agent of the City of Irwindale.

I further understand that the activities, facilities, programs, classes and/or services offered by the City of Irwindale at the Dan Diaz Recreation Center may be conducted or operated by City employees and/or volunteers who may not be licensed, certified, or otherwise specifically skilled to render advice. I understand and except the fact that the skills and competency of each employee and/or volunteer will vary according to the training and experience of each and that neither the City of Irwindale, nor any of its officers, employees, agents or volunteers, make any claim whatsoever as to the abilities of said personnel. Further, I understand that neither the City of Irwindale, nor any of its officers, employees, agents or volunteers has made any representation or assessment, or recommended any treatment, with respect to any mental or physical disease or condition which I and/or my child(ren) may have, in connection with my and/or my child(ren)'s participation in the various recreation activities herein.

I have made myself aware of the nature of the activities, facilities, programs and/or services offered by the City of Irwindale through its Recreation Department. In that regard, I understand that while participating in strenuous exercise, I and/or my child(ren) may subject myself/themselves to potentially serious health risks which could result in my and/or my child(ren) suffering a serious health condition and/or death. Nevertheless, and understanding the nature of these risks, on behalf of my child(ren), hereby voluntarily assume all risks to my and/or my child(ren)'s health which could incur as a result of my and/or their participation in the activities, use of facilities, programs, classes and/or services offered by the City of Irwindale through its Recreation Department, and further, I hereby agree to hold free and harmless, waive and release, covenant not to sue the City of Irwindale or any of its officers, employees, agents, and/or volunteers, as to any and all claims for illness, bodily injury, and/or death which may accrue to me, my child, my and/or my child's successors or heirs in interest, as a result of my and/or my child(ren)'s participation in the activities, facilities, programs, and/or services offered by the City of Irwindale Recreation Department.

I also hereby acknowledge during open-play hours, organized team activities, practices, games or instruction by individual coaches or trainers are not permitted. 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 or designated rental hours for practices and/or games. To help ensure fair access and a positive experience for everyone, steps will be taken to ensure this policy is followed and are outlined in the Facility & Open Space Rental Policy for the Dan Diaz Recreation Center, Irwindale Aquatics, and Irwindale Parks.

I hereby state and represent that I have read the foregoing, that by signing this document I understand that I may be giving up important legal rights on my and my child's behalf and that I, my child and any of my and/or my child's successors in interest will be prevented from seeking legal damages from the City of Irwindale in the event I and/or my child incur any injury, illness or death as a result of my/their participation in the activities described herein.

Date _____

Signatures on next page

Name of Applicant/Parent/Legal Guardian

Applicant/Parent/Legal Guardian's Signature

Name of Co-Applicant/Parent/Legal Guardian

Co-Applicant/Parent/Legal Guardian's Signature

Name of Minor

Name of Minor

Name of Minor

Name of Minor

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Co-Applicant/Parent/Legal Guardian's Signature

Name of Minor

Name of Minor

Name of Minor

Name of Minor

City of
IRWINDALE
AGENDA REPORT

Date: March 4, 2026
To: Honorable Chair and Members of the Parks & Recreation Commission
From: Elizabeth Rodriguez, Public Services Director
Issue: Irwindale Recreation Cardio Room Update

Public Services Director's Recommendation:

Receive and file the update on the Irwindale Recreation Cardio Room.

Administrative Action:

Submitted by:

Elizabeth Rodriguez, Public Services Director

Prepared by:

Elizabeth Rodriguez, Public Services Director

Background and Analysis:

The Irwindale Recreation Cardio Room, located at the Dan Diaz Recreation Center, is equipped with a total of seven (7) fitness machines. These include:

- One (1) stationary bike
- One (1) elliptical machine
- Two (2) step climbers
- Three (3) treadmills

Two (2) of the three (3) treadmills were not operational; however, staff was able to identify the issue and all three (3) are now fully functional. Staff are working on posting a step-by-step notice detailing how to start these treadmills.

The Cardio Room also includes one (1) television. Patrons who would like to use the TV must request the remote control from the lobby.

For cleanliness and hygiene, sanitizer and paper towels are available for wiping down equipment after use. A wall-mounted hand sanitizer dispenser, installed as part of COVID-19 pandemic precautions, is also available for patron use.

Attachments:

None

Date: March 4, 2026

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

From: Elizabeth Rodriguez, Public Services Director

Issue: America250 Ideas

Public Services Director's Recommendation:

Discussion on ideas for this year's America250 celebration.

Administrative Action:

Submitted by:

Elizabeth Rodriguez, Public Services Director

Prepared by:

Priscilla Zepeda, Recreation Manager

Background and Analysis:

At the February 4, 2026 Parks & Recreation Commission Meeting, the commission requested staff provide some ideas for this year's America250 celebration. The City of Irwindale will be celebrating America's 250 years of independence at its annual Red, White, & You BBQ scheduled for June 27, 2026. Currently, there are no funds allocated in FY25/26; however, with the recommendations of this Commission, staff will prepare a cost analysis once ideas are finalized and secure funding.

The following is a list of ideas that are structured to be scaled up or down based on costs.

1. Red, White, & You BBQ (Saturday, June 27, 2026)

Formal Reading of the Declaration of Independence

- Community leaders, veterans, youth, and commissioners participate.

StoryWalk Installation

- Pages of the Declaration of Independence are displayed around the park.
- Educational signage on key events leading to independence.

Inflatable Uncle Sam Race

- Timed team races using inflatable costumes.

Patriotic Costume Contest

- Youth, Family, and “Colonial Era” categories.

Great American Picnic

- Softball field takeover.
- Hot dogs, chips, drink bundles.
- Free swim day.

Inflatable Zone

- Slides, obstacle courses, jumpers.

Small Carnival Rides

- Trackless Train
- Bungee Jump

Stilt Walker (Uncle Sam themed if available)

Hands-On Heritage Activities

- Candle dipping
- Colonial-style doll making
- Archery (youth-safe equipment)
- Axe throwing (foam/youth-safe version)

2. Community Engagement Initiatives

Art & Writing Contest

America250 Theme: “What Does America Mean to You?”

Other Themes:

TK-2nd Grade Drawings (Art): American Symbols and their Meaning

3rd - 12th Grade Essays: What I love about America? Or If I Could Travel Anywhere in America, I would visit...

- Age divisions
- 1st, 2nd, 3rd place gift cards per division
- Winners announced at July 2 Music in the Park

3. City-wide Participation

- Patriotic Home Decorating Contest (1st, 2nd, 3rd Winners get a \$50, \$30, \$20 gift card)

- Hang an American Flag Contest
 - Residents post photo and tag City
 - Enter to win promotional items or \$10 gift cards (set # of giveaways prior to contest)

4. Music in the Park - Thursday, July 2, 2026

- Recognition of Art & Writing Contest winners
- On-stage acknowledgment of:
 - Patriotic Home Decorating winners
 - Hang an American Flag contest winners

5. Educational & Social Media Campaign (April - July 2026)

A weekly "Road to Independence" educational series highlighting major events that led to 1776:

- French & Indian War
- Stamp Act
- The Boston Massacre
- Boston Tea Party
- Intolerable Acts
- First Continental Congress
- Patrick Henry Speech
- Paul Revere's Ride
- Battles of Lexington & Concord
- Adoption of the Declaration of Independence

Spotlight Features:

- Ladies of the Revolution
 - Martha Washington
 - Abigail Adams
 - Phillis Wheatley
 - Dolley Madison
 - Betsy Ross
 - Mercy Otis Warren
- Men of the Revolution (Signers & Leaders)
 - General George Washington
 - Thomas Jefferson
 - Benjamin Franklin
 - John Adams
 - Samuel Adams
 - John Hancock

6. Promotional & Revenue Generating Opportunities

Option A - Purchase Official America250 merchandise to Giveaway (Wheel, Raffles, etc.)

- America250 T-shirts (\$32.99 plus tax/each)
- America250 Crewneck Sweatshirts (\$62.99 plus tax/each)
- America250 Hoodie Sweatshirt (\$69.99 plus tax/each)
- America250 Stickers (\$19.99 plus tax/each)

(Higher upfront cost, need to verify resale opportunity)

Option B - Create Custom "Irwindale Celebrates America250" Items

- Commemorative Coin
- Enamel Pin
- Embroidered Patch
- Custom T-shirt

(Lower cost control and stronger City branding opportunity)

Budget Strategy

Once the direction is finalized between the Commission and staff, staff will implement a cost analysis and determine funding as follows:

Step One: Review existing FY25/26 General Fund allocations

Step Two: Submit request to ICF

Step Three: If needed, request formal appropriation from City Council

Scalable Implementation Tiers (Recommended for Discussion)

Tier 1 – Low Cost / High Impact

- Declaration reading
- Social media educational campaign
- Home decorating contest
- Flag challenge
- Art & writing contest
- StoryWalk

Tier 2 – Moderate Investment

- Inflatable race
- Inflatable zone
- Picnic enhancements

- Promotional pins/coins

Tier 3 – Premium Experience

- Carnival rides
- Custom large-scale entertainment
- Major merchandise order

Attachments:

None

City of
IRWINDALE
AGENDA REPORT

Date: March 4, 2026

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

From: Elizabeth Rodriguez, Public Services Director

Issue: Community Holiday Street Decoration Recognition Program Discussion

Public Services Director's Recommendation:

Discuss the requirements needed to possibly implement a community-wide holiday street decoration recognition program and provide direction to staff.

Administrative Action:

Submitted by:

Elizabeth Rodriguez, Public Services Director

Prepared by:

Elizabeth Rodriguez, Public Services Director

Background and Analysis:

At the January 7 and February 4 Parks & Recreation Commission Meetings, Commissioner Caldera requested Irwindale Recreation create a citywide Community Holiday Street Decoration Recognition Program. The program would recognize streets that are decorated for Halloween and Christmas versus individual homes. In order to create such a program, requirements and guidelines must be drafted. Additionally, since this would be a citywide program, staff recommends a committee of staff from different departments implement this program with Irwindale Recreation taking the lead. The following outlines discussion points for this program.

Basic Program Requirements

Eligibility

- Must be located within city limits.
- Residential properties only.
- Decorations must be visible from the public right-of-way.
- Property owner or tenant permission required.
- No Entry form required.

Safety & Compliance Guidelines

These are **critical** to protect the City from liability.

Electrical Safety

- All lights and extension cords must be rated for outdoor use.
- Cords must not obstruct sidewalks or public pathways.
- No tapping into City electrical sources (streetlights, park outlets, etc.).

Public Right-of-Way

- Decorations must remain on private property.
- No blocking sidewalks, driveways, fire hydrants, or traffic signage.
- No items are installed in the street without City permit.

Structural Safety

- Decorations must be securely fastened.
- No unstable or hazardous structures.
- No open flames, no exceptions.

Noise Limitations

- Must comply with municipal noise ordinance.
- Suggested: Lights/music off by 10:00 p.m. on weekdays, 11:00 p.m. on weekends.

Content Restrictions

- Must not include:
 - Offensive or discriminatory content
 - Political campaign messaging
 - Profanity
 - Commercial advertising

Judging Structure

Option A – Staff/Commission Judging

- Parks & Recreation Commissioners (2)
- City Council representatives (1)
- Staff panel (2)

Option B – Community Vote

- Social media voting
- QR code voting
- Combination of judges + public vote

Award Categories

- Best Overall Display (Street)
- Most Creative Street Theme
- The Grid-buster (Brightest Street)
- Most Original Street Concept
- Scariest Block (Halloween Only)
- Most Festive Block (Christmas Only)

Prizes (Budget-Friendly Options)

- Certificate from City Council
- Social media recognition
- Recognition at a public event (e.g., Halloween Spooktacular & Christmas Spectacular)

Timeline Example (4–6 Week Program)

- Week 1: Promotion begins
- Week 4: Judging week
- Week 5: Winners announced
- Week 6: Recognition presented

Promotion Strategies

- Social media posts
- City Newsletter
- Flyers at City Facilities
- Word of Mouth

Risk Management & Legal Considerations

To protect the City:

- Include language on social media, newsletter, and flyer clarifying the following:
 - The City is not responsible for damage, theft, or injury.
 - Participants assume all risk.
 - The City may photograph and use images for promotional purposes.
- Verify with City Attorney regarding:
 - Liability language
 - Insurance implications (usually minimal if on private property)

Attachments:

None

City of
IRWINDALE
AGENDA REPORT

Date: March 4, 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:

Elizabeth Rodriguez, Public Services Director

Background and Analysis:

POLICE DEPARTMENT

Police Department Reinvigorates K-9 Program After Nearly 15-year Hiatus

The Irwindale Police Department is proud to introduce Officer Buck, our city's new 4-footed crime fighter. Buck is a Belgian Malinois originally from the Netherlands and he will turn two years old this March. He is currently in his initial six-week training period alongside his handler, Officer Byron Araica. Together they will proudly serve the citizens of Irwindale for many years to come!

ENGINEERING DEPARTMENT

Irwindale Public Library Improvement Project

The installation of the roof tiles is expected to be completed this week. The Carrier HVAC units have been delivered and placed on the roof, and system installation is currently underway. All exterior windows have been installed, with only the exterior doors remaining to be installed. The interior Fire Sprinkler System is being finalized and will soon be inspected by the Fire Department.

SENIOR CENTER

The Senior Center will be hosting the March Birthday Brunch on Friday, March 27, at 11am. Seniors will be celebrating March Birthdays with corned beef, hash browns, and scrambled eggs. Although the Birthday Brunch fills up quickly, seniors are encouraged to join the standby list.

The annual Senior Trip to Knott's Boysenberry Festival is scheduled for Saturday, March 14, from 9am to 7pm. This trip is full; however, Adults 50+ are encouraged to join the standby list.

The St. Patrick's Day Dance is scheduled for Tuesday, March 17, from 11am to 2pm at the Irwindale Senior Center. Join us for a bit of luck, fun and dance.

The Senior Center is hosting its monthly Bunco and Bingo activities on Thursday, March 19, from 1pm to 3pm and Wednesday, March 25, from 1pm to 3pm, respectively.

Join the Senior Center's Intergenerational Book Club on Monday, March 30, 2026, as they read *The Perfect Son* by Freida McFadden. Resident Registration is on Monday, March 2.

The annual Spring Boutique will be held on April 1, from 9am to 2pm. Come out and support our staff at the waffle, eggs, and sausage fundraiser, and don't forget to explore the craft booths while you're there!

On Friday, April 3, the Senior Center will host its annual Easter Egg Hunt at 11am. This event is free and no registration is required.

LIBRARY

The Irwindale Public Library is hosting its annual Spring Book Festival on Saturday, March 28, from 10am to 2pm. Meet some amazing authors, enjoy some crafts, and play games. There is no registration required and admission is free.

The Irwindale Public Library presents Crafty Kids: Cloud Plush. Children, ages 5–12, are invited to make a cloud plush of their own on Friday, March 6, at 5:15pm. Registration is not required. Available while supplies last.

Bored? Games! Join the Irwindale Public Library on Wednesday, March 11, at 10:30am for board games and snacks! Open to all ages and no registration is required.

As part of STEM Friday, children, ages 6 -12, are invited to take part in creating a rainbow light tube on Friday, March 13, at 5:15pm. Registration is not required. Available while supplies last.

Library for All: Individuals of all abilities are invited to explore sensory-friendly books, crafts, and toys on Wednesday, March 18, at 1pm. Registration is not required; however, space is limited.

On Friday, March 27, at 5:15pm, Tweens and Teens, ages 12-17, are invited to decorate a jar that glows in the dark. Registration is not required. Available while supplies last.

CITY-WIDE

All City Facilities, except for the Police Department and the Tots and KidZone programs, will be closed in observance of Cesar Chavez Day on Tuesday, March 31, 2026.

IRWINDALE RECREATION

The City of Irwindale submitted a Fiscal Year 26 Community Project Funding request to the Office of Congressman Gil Cisneros and has been awarded \$850,000 for the Dan Diaz Recreation Center Improvement Project. This funding will be used to hire a consultant to prepare the plans and

specifications for the seismic retrofitting and other necessary improvements to the Dan Diaz Recreation Center. Staff will continue to provide you with information as this project progresses.

Attachments:

None