



CITY OF IRWINDALE

5050 N. IRWINDALE AVE., IRWINDALE CA 91706 • PHONE: (626) 430-2200 • FACSIMILE: 962-4209

MAGGIE
GUZMAN
CHAIR

VIRGINIA DIAZ
VICE CHAIR

CAROL ACOSTA
COMMISSIONER

NATALIE OROSCO
COMMISSIONER

IRIS RODRIGUEZ
COMMISSIONER

AGENDA FOR THE REGULAR MEETING OF THE

SENIOR CITIZEN COMMISSION

NOVEMBER 22, 2021

9:00 A.M.

VIA TELECONFERENCE

Limited Public Access

Pursuant to Irwindale Resolution No. Resolution No. 2021-94-3306

The Irwindale City Council has authorized the conduct of hybrid meetings of the City Council, including all City Commissions and committee meetings, and all regularly scheduled meetings that would normally take place in the City Council Chambers, under the provisions of Government Code Section 54956 § E, as authorized by AB 361.

The public's health and well-being are the top priority for the City, and you are urged to take all appropriate health safety precautions. To facilitate this process, the meeting and opportunities to participate are available through the following:

In-Person at the City Council Chambers (In-Chamber Attendance Limited to nine members of the public with overflow seating available in the Outer Council Chamber)

Via Zoom Webinar at <https://us02web.zoom.us/j/88366337251>

Webinar ID:

883 6633 7251



Spontaneous Communications: The public is encouraged to address the Senior Citizen Commission on any matter listed on the agenda or on any other matter within its jurisdiction. The Senior Citizen Commission will hear public comments on items listed on the agenda during discussion of the matter and prior to a vote. The Senior Citizen Commission will hear public comments on matters not listed on the agenda during the Spontaneous Communications period.

Pursuant to provisions of the **Brown Act**, no action may be taken on a matter unless it is listed on the agenda, or unless certain emergency or special circumstances exist. The Senior Citizen Commission may request from staff to investigate and/or schedule certain matters for consideration at a future Commission or City Council meeting.

Americans with Disabilities Act: In compliance with the ADA, if you need special assistance to participate in a Commission meeting or other services offered by this City, please contact City Hall at (626) 430-2200. Assisted listening devices are available at this meeting. Ask the Deputy City Clerk if you desire to use this device. Upon request, the agenda and documents in the agenda packet can be made available in appropriate alternative formats to persons with disabilities. Notification of at least 48 hours prior to the meeting or time when services are needed will assist the City staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

Note: Staff reports are available for inspection at the office of the City Clerk, City Hall, 5050 N. Irwindale Avenue, during regular business hours (8:00 a.m. to 6:00 p.m., Monday through Thursday).

Code of Ethics

As City of Irwindale Senior Citizen Commissioners, our fundamental duty is to serve the public good. We are committed to the principle of an efficient and professional local government. We will be exemplary in obeying the letter and spirit of Local, State and Federal laws and City policies affecting the operation of the government and in our private life. We will be independent and impartial in our judgment and actions.

We will work for the common good of the City of Irwindale community and not for any private or personal interest. We will endeavor to treat all people with respect and civility. We will commit to observe the highest standards of morality and integrity, and to faithfully discharge the duties of our office regardless of personal consideration. We shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of others.

We will inform ourselves on public issues, listen attentively to public discussions before the body, and focus on the business at hand. We will base our decisions on the merit and substance of that business. We will be fair and equitable in all actions, claims or transactions. We shall not use our official position to influence government decisions in which we have a financial interest or where we have a personal relationship that could present a conflict of interest, or create a perception of a conflict of interest.

We shall not take advantage of services or opportunities for personal gain by virtue of our public office that are not available to the public in general. We shall refrain from accepting gifts, favors or promises of future benefit that might compromise our independence of judgment or action or give the appearance of being compromised.

We will behave in a manner that does not bring discredit or embarrassment to the City of Irwindale. We will be honest in thought and deed in both our personal and official lives.

Ultimate responsibility for complying with this Code of Ethics rests with the individual elected official. In addition to any other penalty as provided by law, violation of this Code of Ethics may be used as a basis for disciplinary action or censure of a Commissioner.

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

IRWINDALE SENIOR CITIZEN COMMISSION



- A. **CALL TO ORDER**
- B. **PLEDGE OF ALLEGIANCE**
- C. **INVOCATION**
- D. **ROLL CALL:** Commissioners: Carol Acosta, Natalie Orosco, Iris Rodriguez;
Vice Chair Virginia Diaz; Chair Maggie Guzman

SPONTANEOUS COMMUNICATIONS

This is the time set aside for members of the audience to speak on items not on this agenda. State law prohibits any Commission discussion or action on such communications unless 1) the Commission by majority vote finds that a catastrophe or emergency exists; or 2) the Commission by at least four votes finds that the matter (and need for action thereon) arose within the last five days. Since the Commission cannot (except as stated) participate it is requested that all such communications be made in writing so as to be included on the next agenda for full discussion and action. If a member of the audience feels he or she must proceed tonight, then each speaker will be limited to 2 minutes and each subject limited to 6 minutes, unless such time limits are extended.

In the hybrid format, both in-person and hybrid audience members will participate in the following order:

Tier 1: In-person attendees

Tier 2: Teleconference attendees

Tier 3: In-person attendees who have not previously provided comments on the matter(s) being discussed by the legislative body

Tier 4: Teleconference attendees who have not previously provided comments on the matter(s) being discussed by the legislative body

1. CONSENT CALENDAR

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

A. Minutes

Recommendation: Approve the following minutes:

1. Regular meeting held October 25, 2021.

2. NEW BUSINESS

A. Hybrid Meetings for Legislative Bodies

Recommendation: Receive and file the information on hybrid meetings for legislative bodies.

B. Update on Registration for Mt. Sac Classes at the Irwindale Senior Center (Verbal Update)

3. SENIOR CENTER MANAGER UPDATE

4. PUBLIC SERVICES DIRECTOR UPDATE

5. COMMISSIONER ITEMS AND REQUESTS

6. ADJOURN

AFFIDAVIT OF POSTING

I, Armando Hegdahl, Management Analyst, certify that I caused the agenda for the regular meeting of the Irwindale Senior Citizen Commission to be held on November 22, 2021, to be posted at the City Hall, Library, and Post Office on November 18, 2021.

Armando Hegdahl

Armando Hegdahl

Management Analyst

**IRWINDALE COUNCIL CHAMBER
5050 N. IRWINDALE AVENUE
IRWINDALE, CALIFORNIA 91706**

**OCTOBER 25, 2021
MONDAY
9:00 A.M.**

The Irwindale **SENIOR CITIZEN COMMISSION** met in regular session at the above time and place.

ROLL CALL:

Present: Commissioners Carol Acosta, Natalie Orosco,
Iris Rodriguez; Vice Chair Virginia Diaz; Chair Maggie Guzman

Also present: Elizabeth Rodriguez, Public Works Services Director;
Eloise Beltran, Senior Center Manager; Jeff Wagner, IT Manager; and
Armando Hegdahl, Management Analyst

**SPONTANEOUS
COMMUNICATIONS**

SUZANNE GOMEZ

Suzanne Gomez thanked the Commissioners for their service and
commended Senior Center staff for their wonderful programs and
suggested that prizes also be given to participants of contests, not just
to contest winners.

CONSENT CALENDAR

MOTION

A motion was made by Chair Guzman, seconded by Commissioner
Acosta, to approve the Consent Calendar. The motion was
unanimously approved.

ITEM NO. 1A
MINUTES

MINUTES

The minutes of the regular meeting held September 27, 2021, were
approved.

END OF CONSENT CALENDAR

NEW BUSINESS

ITEM NO. 2A
UPDATE ON THE
IRWINDALE
COMMUNITY
FOUNDATION
REQUEST FOR
DONATIONS

UPDATE ON THE IRWINDALE COMMUNITY FOUNDATION
REQUEST FOR DONATIONS

MANAGER BELTRAN

Manager Beltran presented the staff report.

COMMISSIONER DIAZ

Responding to a question by Commissioner Diaz, Director Rodriguez
provided background information on the Irwindale Community
Foundation. She noted that the Foundation recently received a sizable
donation from a local company, and that said donations helped fund
various city functions, programs, and equipment purchases.

SUZANNE GOMEZ

Suzanne Gomez thanked Manager Beltran for the items the Senior Center requested to purchase utilizing funds received from the Foundation. She also requested that a computer lab be placed toward the back of the Senior Center and that the Book Club activities be held monthly.

**SENIOR CENTER
MANAGER UPDATE**

Senior Center Manager Beltran provided the following update:

- 1) The Computer Lab was opened on Thursday and has a total of three computers available.
- 2) Birthday Brunch will be held on Friday.
- 3) The Halloween Dance will also be held this Friday, and will feature a costume contest.
- 4) Residents may begin registering today for the Thanksgiving Dinner Dance.
- 5) The Pumpkin Decorating activities were held last Friday. Only four participated, and six were no-shows.
- 6) The Bingo activities scheduled for this Wednesday has sold out.
- 7) The field trip to old town San Diego scheduled for November 6 will likely sell out today.
- 8) Residents can begin signing up on November 1 for the trip to Riverside Mission Inn.
- 9) Residents can begin signing up today for the exercise classes beginning November.
- 10) Both residents and non-residents will be able to register for Mt. Sac classes, such as tai chi and yoga, beginning November 1, per Mt. Sac policy to allow all individuals the same opportunity to register.
- 11) Zumba classes begin on November 1 and are reserved for Irwindale residents only.

**PUBLIC SERVICES
DIRECTOR UPDATE**

Director Rodriguez provided the following update:

- 1) At its meeting of October 13, the Irwindale City Council voted in favor of holding "hybrid" meetings where a limited number of interested individuals may attend in-person while others may attend online. She briefly explained the processes staff will be implementing to thoroughly sanitize public areas and advised that staff will provide additional updates on these processes as they become available.

SUZANNE GOMEZ

Suzanne Gomez expressed her gratitude that the City will allow for hybrid meetings and requested that Director Rodriguez comment on Mt. Sac's policies and procedures as relate to the classes they hold at the Senior Center.

**COMMISSIONER ITEMS
AND REQUESTS**

COMMISSIONER ACOSTA	Replying to a question by Commissioner Acosta, Manager Beltran advised that the Mt. Sac classes are free.
COMMISSIONER DIAZ	Commissioner Diaz reminded staff of her previous request that handlebars be installed at every restroom stall at the Senior Center, to which Director Rodriguez advised that ADA-accessible restrooms are available for those that require them. However, the remaining stalls are not large enough to accommodate the installation of handlebars. Commissioner Diaz also requested higher toilets.
COMMISSIONER ACOSTA	Commissioner Acosta asked if staff has received any other requests for the installation of handlebars for every restroom stall, to which Director Rodriguez indicated that they have not.
SUZANNE GOMEZ	Suzanne Gomez complained that Mt. Sac offering classes for both resident and non-resident registrants equally was detrimental to residents. She stated that the City should not acquiesce to Mt. Sac's policy requirements for their classes to be offered to all at the same time, and suggested that the Commission be more assertive in giving residents priority when signing up for programs and activities.

ADJOURNMENT

There being no further business to conduct, the meeting was adjourned at 9:32 a.m.

ATTEST:

Armando Hegdahl
Management Analyst

City of
IRWINDALE
AGENDA REPORT

**SENIOR CITIZENS
COMMISSION**

Date: November 22, 2021
To: Honorable Chair and Commission Members
From: Elizabeth Rodriguez, Public Services Director
Issue: Hybrid Meetings for Legislative Bodies

Recommendation:

Receive and file the information on Hybrid Meetings for Legislative Bodies.

Administrative Action:

Submitted/Approved by:

Elizabeth Rodriguez, Public Services Director
(626) 430-2211



Background and Analysis:

On October 13, 2021, the City Council directed staff to take the necessary steps to resume hybrid public meetings, thereby allowing the public to participate in a public meeting via teleconference or in-person, and foregoing the Brown Act's traditional agenda posting, physical access, and quorum requirements for teleconferencing for the month of November 2021.

On October 27, 2021, the City Council adopted Resolution No. 2021-94-3306, partially entitled, A Resolution of the City Council of the City of Irwindale Re-Ratifying the proclamation of a State of Emergency by Governor Newsom on March 4, 2020, and Authorizing Remote Hybrid Meetings of the Legislative Bodies of the City of Irwindale for the 30-Day Period Beginning November 1, 2021 through November 30, 2021 Pursuant to the Ralph M. Brown Act and Assembly Bill No. 361."

Resolution No. 2021-94-3306 declares exemption under AB 361 for legislative bodies such as the Parks & Recreation Commission, as (1) there is an existing state of emergency declared by the Governor, and (2) the Los Angeles County Department of Public Health's guidance recommends to social distance (about 6 feet away) from people outside your household or when vaccination status is unknown.

As a result, the Resolution modifies public meetings as follows:

- a. Under AB 361, teleconference requirements allow City legislative bodies to hold public meetings by teleconferencing or electronically, and in-person, without noticing the teleconferenced locations on the agenda, without making teleconferenced locations accessible to the public, without making physical locations accessible to the public, without posting agendas at teleconferenced locations, without requiring members of the legislative bodies to be physically present at the meeting, and without requiring a quorum of the members of the legislative body to participate from locations with the City's jurisdiction, as long as the agenda is posted at least 72 hours in advance, indicates that members of the legislative body may be participating electronically, provides the teleconference or webinar access information by which the public may participate electronically, and lists the procedure for individuals with disabilities to request reasonable accommodations;
- b. All public meeting agendas shall be posted at least 72 hours prior to a regular meeting and at least 24 hours prior to a special meeting;
- c. Members of the public will have the ability to access the meeting and directly address the legislative body via a call-in option, an internet-based service provider, or in-person. Members of the public who wish to access the meeting in person shall comply with all health and safety protocols imposed for in-person attendance to promote social distancing;
- d. In the event of a service disruption that prevents broadcasting of the meeting, the meeting will stop and no further action on the agenda items will occur until (1) an attempt to restore service for a 10-minute period, and (2) adjourning the meeting to a new date and time when an unresolved issue exceeds the 10-minute time period.

The Council Approved Protocols for the meetings are as follows:

- a. Delineated path of travel to and from the lectern - A delineated path of travel to and from the lectern will allow speakers to navigate from their seat to the lectern, and back again, once they are called upon to address the Council or commissions.
- b. Reserved seating for members of the public and City Staff - Seats in the Council Chambers will be reserved for members of the public and City staff. In complying with the LADPH social distancing guidance, 9 seats will be available for members of the public and 2 seats will be available for City staff. One of the staff members will sanitize the lectern and microphone after each speaker.

1st Row: 2 seats total for members of the public

2nd Row: No seats available

3rd Row: 7 seats total for members of the public

- c. Additional Public Seating -Additional seating for members of the public is required for those individuals who are unable to assemble in the inner council chamber due to LACDPH's social distancing guidelines. Therefore, seating will be arranged in the outer Council Chamber by City staff to comply with the LACDPH's 6-feet social distance guidance. Members of the public desiring to address the legislative body at the lectern will enter the council chamber from the south side entry door of the council chamber.
- d. Additional Staff Seating - Additional staff seating is required for those staff members who are unable to assemble in the inner council chamber due to LACDPH's social distancing guidelines, but are required to be at the public meeting. Therefore, the large conference room table located in the outer council chamber is designated for staff use during public meetings. Staff needing to address to the legislative body will enter the council chamber from the north entry door of the council chamber.
- e. Face Masks - In accordance with current County health orders, masks will be required for all attendees in the City Council Chambers.
- f. Administration of Public Comments - Under the hybrid model, members of the public joining via teleconference will be able to address the legislative body by telephone or via electronically. Additionally, members of the public participating in the meeting in-person will address the legislative body at the lectern located in the Council Chamber. To assist with the administrative facilitation and to ensure that members of the public have an opportunity to address the legislative body, staff recommends the following order for receiving comments:
 - i. 1st: In-person attendees - members of the public attending the meeting in person will be called upon to address the legislative body
 - ii. 2nd: Teleconference attendees - members of the public attending the meeting via telephone or electronically will be called upon to address the legislative body.
 - iii. 3rd: In-person attendees who did not previously provide comments on the matter being discussed by the legislative body will be called to address the legislative body.
 - iv. 4th: Teleconference attendees who did not previously provide comments on the matter being discussed by the legislative body will be called to address the legislative body.
 - v. 5th: Members of the audience (in-person or via teleconference) who have already addressed the legislative body on the matter being discussed may request to provide additional comments to the legislative body. This request will be approved or denied at the discretion of the legislative body.