



CITY OF IRWINDALE

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

MAGGIE
GUZMAN
CHAIR

NATALIE
OROSCO
VICE CHAIR

VIRGINIA DIAZ
COMMISSIONER

IRIS RODRIGUEZ
COMMISSIONER

VACANT
COMMISSIONER

AGENDA FOR THE REGULAR MEETING OF THE

SENIOR CITIZEN COMMISSION

FEBRUARY 22, 2021

9:00 A.M.

VIA TELECONFERENCE

*(Closed to the Public)
Pursuant to Executive Order N-29-20*

The Governor has declared a State of Emergency to exist in California because of the threat of COVID-19 (aka the "Coronavirus"). The Governor also issued Executive Order N-25-20, which directs Californians to follow public health directives including canceling large gatherings. The Executive Order also allows local legislative bodies to hold meetings via conference calls while still meeting state transparency requirements.

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 will also be available through the following options:

Registration URL:

<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: Virginia Diaz, Iris Rodriguez; Vice Chair Natalie Orosco;
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.

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 February 24, 2020.

2. NEW BUSINESS

A. Irwindale City Council Resolution No. 2020-55-3165 – Electronic Media and Devices Policy

Recommendation: Receive, review, and file Resolution No. 2020-55-3165, entitled: "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE ESTABLISHING A POLICY ON THE USE OF ELECTRONIC MEDIA AND DEVICES BY CITY COUNCILMEMBERS AND COMMISSIONERS DURING CITY-SCHEDULED PUBLIC MEETINGS".

- 3. **SENIOR CENTER MANAGER UPDATE**
- 4. **ASSISTANT CITY MANAGER 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 February 22, 2021, to be posted at the City Hall, Library, and Post Office on February 18, 2021.

Armando Hegdahl

Armando Hegdahl

Management Analyst

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

**FEBRUARY 24, 2020
MONDAY
9:00 A.M.**

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

ROLL CALL:

Present: Commissioners Virginia Diaz, Arline Miranda,
Iris Rodriguez; Vice Chair Natalie Orosco

Absent: Chair Maggie Guzman

Also present: Theresa Olivares, Assistant City Manager;
Eloise Beltran, Senior Center Manager; Sylvia Tapia, Office
Specialist

**SPONTANEOUS
COMMUNICATIONS**

There were no speakers.

CONSENT CALENDAR

MOTION

A motion was made by Commissioner Diaz, seconded by
Commissioner Rodriguez, to approve the Consent Calendar. The
motion was unanimously approved.

**ITEM NO. 1A
MINUTES**

MINUTES

The minutes of the regular meeting held January 27, 2020, were
approved.

END OF CONSENT CALENDAR

NEW BUSINESS

None.

**SENIOR CENTER
MANAGER UPDATE**

Senior Center Manager Beltran provided the following update:

- 1) Saturday's trip scheduled to the Reagan Library is sold out.
- 2) Residents may begin registering for the trip to the Morongo
Casino scheduled for March 28.
- 3) The Valentine's Dance was a great success, a total of 44
attendees.
- 4) The following events and activities have been scheduled:
 - A) Gift card bunco – February 28th.
 - B) St. Patrick's Dance and potluck – March 13.
 - C) Residents can register for all paid classes starting
March 2, 2020 and Non Residents March 16, 2020.
- 5) Birthday Breakfast will be held on February 28, 2020.

**COMMISSIONER
ITEMS**

COMMISSIONER RODRIGUEZ Commissioner Rodriguez thanked staff for a great success on the arts and crafts on Valentine's Day.

COMMISSIONER DIAZ Responding to a question by Commissioner Diaz, Assistant City Manager Olivares indicated that the Senior Center should be ready sometime in April.

ADJOURNMENT There being no further business to conduct, the meeting was adjourned at 9:08 a.m.

ATTEST:

Sylvia Tapia
Office Specialist

City of
IRWINDALE
AGENDA REPORT
Senior Citizen Commission

Date: February 22, 2021
To: Honorable Chair and Members of the Senior Commission
From: Armando Hegdahl, Management Analyst
Issue: Irwindale City Council Resolution No. 2020-55-3165 – Electronic Media and Devices Policy

Staff Recommendation:

That the Irwindale Senior Commission receive, review, and file Resolution No. 2020-55-3165, entitled: "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE ESTABLISHING A POLICY ON THE USE OF ELECTRONIC MEDIA AND DEVICES BY CITY COUNCILMEMBERS AND COMMISSIONERS DURING CITY-SCHEDULED PUBLIC MEETINGS"

Background and Analysis:

At the request of the City Council, the City Attorney's Office prepared a policy regarding the use of electronic media and devices during city-scheduled public meetings, such as commission meetings. The policy contains the following provisions:

- 1) Electronic communication includes text messages, documents, e-mail attachments, websites, instant messaging, or other social media content.
- 2) Council and Commissioners are to use their City issued e-mail for City business related matters. Using a personal or business e-mail account while conducting in City business is discouraged.
- 3) Council and Commissioners are to refrain from using electronic devices or electronic communications during a public meeting. This includes accessing the internet, sending or receiving text messages, e-mails, or social media postings.
- 4) Text messages and phone calls from family members relating to an urgent family matter are permissible. The Councilmember or Commissioner may respond to this message during a recess or excuse himself or herself from the meeting. This is to avoid the impression that the Councilmember or Commissioner is communicating on a City related business matter.
- 5) E-mail messages sent to a quorum of the Council or Commission are subject to the Ralph M. Brown Act and the California Public Records Act, and as a result should be informational only.

At its meeting of July 8, 2020, the Irwindale City Council unanimously adopted the policy via Resolution No. 2020-55-3165, entitled: "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE ESTABLISHING A POLICY ON THE USE OF

ELECTRONIC MEDIA AND DEVICES BY CITY COUNCILMEMBERS AND COMMISSIONERS DURING CITY-SCHEDULED PUBLIC MEETINGS,”. As such, the policy became effective immediately and applies to all Councilmembers and Commissioners.

ATTACHMENTS:

- 1) Resolution No. 2020-55-3165

RESOLUTION NO. 2020-55-3165

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE
ESTABLISHING A POLICY ON THE USE OF ELECTRONIC MEDIA AND DEVICES
BY CITY COUNCILMEMBERS AND COMMISSIONERS DURING CITY-SCHEDULED
PUBLIC MEETINGS

NOW, THEREFORE, the City Council of the City of Irwindale, does hereby RESOLVE as follows:

Section 1. The following policy shall define electronic communications by, among, and between members of the City Council and appointed bodies of the City ("Commissions") during City-scheduled public meetings, and establishes guidelines and procedures regarding electronic communications during public meetings of the City Council or Commissions by members of the City Council or Commissions, respectively:

1. Electronic Communications shall mean electronic text or documents and attachments distributed via e-mails, websites, instant messaging, text messages, Twitter or comparable media or electronic services.

2. All Councilmembers and Commissioners are assigned a City e-mail address to be used for electronic communications on City business or matters within the subject matter jurisdiction of the City. When using electronic communication, Councilmembers and Commissioners should endeavor to communicate with the public and staff solely via their designated City electronic communication address. Use of personal or other business e-mail accounts for any communication pertaining to City business is discouraged.

3. City Councilmembers and Commissioners shall not use electronic devices or electronic communications at any time during City Council or Commission meetings, respectively, at which he or she is in attendance to access the internet or to receive or send e-mails, text messages, tweets, or other communications.

4. The foregoing limitations on use of electronic devices and electronic communications during meetings of the City Council or a City Commission shall not apply to the receipt of telephone calls or text messages from family members in the event of an urgent family matter. A Councilmember or Commissioner wishing to respond to such a message during a meeting shall do so during a recess or shall excuse himself or herself from the meeting to place the return a telephone call or other electronic communication in a manner that does not disrupt the meeting or give the impression that the Councilmember or Commissioner is communicating about a topic, agenda item, or other matter within the subject matter jurisdiction of the respective City body.

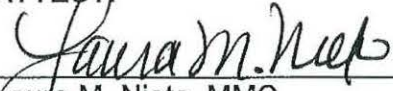
5. E-mail messages sent by or to a quorum of the City Council or a City Commission are subject to the Ralph M. Brown Act and the California Public Records Act, and shall be of an informational nature only, unless attorney-client privileged when directed by or to the Office of the City Attorney, and shall not solicit feedback or encourage separate communication amongst a quorum of the City Council or a City Commission. Recipients of such e-mails, tweets, or other types of electronic communications shall not "reply-all" to the same with any correspondence which would otherwise require public notice requirements or seek or communicate the collective concurrence of the members of the City Council or a City Commission, respectively, on a topic, item, or policy within the subject matter jurisdiction of the respective City body.

Section 2. The foregoing policy shall take effect immediately upon adoption, and the same shall be posted on the City's web site for public inspection and comment.

PASSED, APPROVED AND ADOPTED this 8th day of July, 2020.


Albert F. Ambriz, Mayor

ATTEST:


Laura M. Nieto, MMC
Chief Deputy City Clerk

STATE OF CALIFORNIA }
COUNTY OF LOS ANGELES } ss.
CITY OF IRWINDALE }

I, Laura M. Nieto, Chief Deputy City Clerk of the City of Irwindale, do hereby certify that the foregoing Resolution No. 2020-55-3165 adopted by the City Council of the City of Irwindale, at a regular meeting held on the 8th day of July 2020 by the following vote:

AYES: Councilmembers: Breceda, Burrola, Garcia, Ortiz, Mayor Ambriz

NOES: Councilmembers: None

ABSENT: Councilmembers: None

ABSTAIN: Councilmembers: None



Laura M. Nieto, MMC
Chief Deputy City Clerk