

CITY OF IRWINDALE

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



NOTICE AND AGENDA FOR THE SPECIAL AND REGULAR MEETING OF THE

CITY COUNCIL

SUCCESSOR AGENCY TO THE IRWINDALE COMMUNITY REDEVELOPMENT AGENCY

HOUSING AUTHORITY

LARRY G. BURROLA
MAYOR

ALBERT F. AMBRIZ
MAYOR PRO TEM

MARK A. BRECEDA
COUNCILMEMBER

MANUEL R. GARCIA
COUNCILMEMBER

H. MANUEL ORTIZ
COUNCILMEMBER

JANUARY 12, 2022

SPECIAL MEETING – 5:30 P.M. - CLOSED SESSION

REGULAR MEETING - 6:30 P.M. - OPEN SESSION

IRWINDALE CITY COUNCIL CHAMBER

CLOSED SESSION / OPEN SESSION – CITY COUNCIL CHAMBER

Limited Public Access

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.

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/87104592389>

Webinar ID: 871 0459 2389



Spontaneous Communications: The public is encouraged to address the City Council on any matter listed on the agenda or on any other matter within its jurisdiction. The City Council will hear public comments on items listed on the agenda during discussion of the matter and prior to a vote. The City Council 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 City Council may direct staff to investigate and/or schedule certain matters for consideration at a future City Council meeting.

Americans with Disabilities Act: In compliance with the ADA, if you need special assistance to participate in a City Council 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 Chief 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 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 Council Members, 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 Council Member.

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

IRWINDALE CITY COUNCIL



SPECIAL MEETING - CLOSED SESSION – 5:30 P.M.

A. CALL TO ORDER

B. ROLL CALL: Councilmembers: Mark A. Breceda, Manuel R. Garcia, H. Manuel Ortiz;
Mayor Pro Tem Albert F. Ambriz; Mayor Larry G. Burrola

SPONTANEOUS COMMUNICATIONS

Spontaneous communications are limited to the special meeting agenda items only.

C. REPORT FROM CLOSED SESSION – DECEMBER 8, 2021

D. RECESS TO CLOSED SESSION

1. Public Employee Appointment

Pursuant to California Government Code Section 54957

Title: City Manager / Interim City Manager

2. Conference with Legal Counsel – Existing Litigation

Pursuant to California Government Code Section 54956.9

Case Name: Calmat Co. dba Vulcan Materials Company vs. City of Irwindale

Case Number: Los Angeles County Superior Court Case No. 21PSCV00700

3. Conference with Real Property Negotiators

Pursuant to California Government Code Section 54956.8

Property: Las Casitas

5164 Ayon Avenue

Parties: Northridge Group & Housing Authority

Under Negotiation: Price and terms of potential sale

E. RECONVENE IN OPEN SESSION

F. REPORT FROM CLOSED SESSION

G. ADJOURNMENT

OPEN SESSION – 6:30 P.M.

- A. CALL TO ORDER**
- B. PLEDGE OF ALLEGIANCE**
- C. INVOCATION**
- D. ROLL CALL: Councilmembers: Mark A. Breceda, Manuel R. Garcia; H. Manuel Ortiz;
Mayor Pro Tem Albert F. Ambriz; Mayor Larry G. Burrola**
- E. REPORT FROM CLOSED SESSION**
- F. CHANGES TO THE AGENDA**
- G. COUNCIL MEMBER TRAVEL REPORTS**
- H. COUNCILMEMBER COMMENTS**
- I. INTRODUCTION OF NEW EMPLOYEES/PROMOTIONS**
- J. PROCLAMATIONS / PRESENTATIONS / COMMENDATIONS**
 - 1. Certificates of Recognition to Outgoing Commissioners Art Tapia and Natalie Orosco
 - 2. Administration of Oaths of Office to Appointed Commissioners Enoch Burrola, Paula Fraijo, David Fuentes, Patricia Gonzales, Iris Rodriguez and Belen Zepeda

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 Council discussion or action on such communications unless 1) the Council by majority vote finds that a catastrophe or emergency exists; or 2) the Council by at least four votes finds that the matter (and need for action thereon) arose within the last five days. Since the Council 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 3 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 provide comments on the matter(s) being discussed by the legislative body

Tier 4: Teleconference attendees who have not previously provide 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 City Council 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. Special meeting held October 13, 2021
2. Regular meeting held October 13, 2021
3. Special meeting held November 10, 2021
4. Regular meeting held November 10, 2021

Department: Administration / City Clerk

B. Warrants/Demands/Payroll

Recommendation: Approve

Department: Finance

C. Consideration of Resolutions Amending the Classification and Compensation Plans (Continued from December 8, 2021)

Recommendation: 1) Adopt **Resolution No. 2021-123-3245** entitled: "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE APPROVING NEW JOB CLASSIFICATIONS AND CERTAIN JOB CLASSIFICATIONS, APPROVING UPDATES TO AN EXISTING JOB SPECIFICATION, AND APPROVING THE RECLASSIFICATION OF CERTAIN EMPLOYEES", 2) adopt **Resolution No 2021-117-3239**, entitled: "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE ESTABLISHING THE BENEFITS FOR UNREPRESENTED UNCLASSIFIED NONPERMANENT AND PERMANENT PART-TIME AT-WILL CITY EMPLOYEES," and 3) adopt **Resolution No. 2021-126-3248**, entitled: "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE ESTABLISHING THE NUMBER OF POSITIONS, SCHEDULE OF CLASSES, AND COMPENSATION FOR CITY EMPLOYEES, AND APPROVING AN APPROPRIATION OF FUNDS FOR SALARY ADJUSTMENTS FOR FISCAL YEAR

2021-2022 FOR UNREPRESENTED UNCLASSIFIED NONPERMANENT AND PERMANENT PART-TIME AT-WILL POSITIONS.”

Department: Human Resources

D. Claim Rejection – Andre Camarena

Recommendation: Staff recommends City Council (1) Reject the claim of Andre Camarena vs. City of Irwindale; and (2) Direct staff to send a letter of rejection.

Department: Administration

E. Claim Rejection – Angelica Lopez Robledo

Recommendation: Staff recommends City Council (1) Reject the claim of Angelica Lopez Robledo vs. City of Irwindale; and (2) Direct staff to send a letter of rejection.

Department: Administration

F. Second Reading of Ordinance No. 759 – AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF IRWINDALE ADDING CHAPTER 8.22 TO TITLE 8 (“HEALTH AND SAFETY”) OF THE IRWINDALE MUNICIPAL CODE, ENTITLED “SPECIFIC REGULATIONS FOR ORGANICS WASTE DISPOSAL, REDUCTION, RECYCLING, AND SOLID WASTE COLLECTION,” TO ENACT REGULATIONS IN COMPLIANCE WITH SENATE BILL (SB) 1383 FOR THE IMPLEMENTATION OF FOOD AND ORGANICS RECYCLING AND RELATED SOLID WASTE AND RECYCLING PROCESSING AND REPORTING AND ADOPTION OF AN EXEMPTION FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT.

Recommendation: **Adopt on second reading Ordinance No. 759**, entitled, “AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF IRWINDALE ADDING CHAPTER 8.22 TO TITLE 8 (“HEALTH AND SAFETY”) OF THE IRWINDALE MUNICIPAL CODE, ENTITLED “SPECIFIC REGULATIONS FOR ORGANICS WASTE DISPOSAL, REDUCTION, RECYCLING, AND SOLID WASTE COLLECTION,” TO ENACT REGULATIONS IN COMPLIANCE WITH SENATE BILL (SB) 1383 FOR THE IMPLEMENTATION OF FOOD AND ORGANICS RECYCLING AND RELATED SOLID WASTE AND RECYCLING PROCESSING AND REPORTING AND ADOPTION OF AN EXEMPTION FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT.”

Department: Public Services

2. NEW BUSINESS

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

- A. A Resolution to Re-Ratify the Existence of a Local Emergency and Authorize Remote Meetings of the Legislative Bodies of the City of Irwindale for the 30-Day Period Beginning January 13, 2022 through February 12, 2022 (Joint item for all agencies)

Recommendation: Staff recommends City Council, Successor Agency, and Housing Authority **adopt Resolution No. 2022-02-3251, Resolution No. SA 2022-03-3252, and Resolution No. HA 2022-01-111 Option 1** entitled, "A JOINT RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE, SUCCESSOR AGENCY TO THE IRWINDALE COMMUNITY REDEVELOPMENT AGENCY, AND THE BOARD OF THE HOUSING AUTHORITY AND THE RECLAMATION AUTHORITY BOARD OF THE CITY OF IRWINDALE, CALIFORNIA, RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR NEWSOM ON MARCH 4, 2020, AND AUTHORIZING **REMOTE MEETINGS** OF THE LEGISLATIVE BODIES OF THE CITY OF IRWINDALE FOR THE 30-DAY PERIOD BEGINNING JANUARY 13, 2022 THROUGH FEBRUARY 12, 2022 PURSUANT TO THE RALPH M. BROWN ACT AND ASSEMBLY BILL NO. 361".

Alternatively, the City Council, Successor Agency, and Housing Authority may consider **adopting Resolution No. 2022-02-3251, Resolution No. SA 2022-03-3252 and Resolution No. HA 2022-01-111 Option 2**, entitled, "A JOINT RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE, SUCCESSOR AGENCY TO THE IRWINDALE COMMUNITY REDEVELOPMENT AGENCY, AND THE BOARD OF THE HOUSING AUTHORITY AND THE RECLAMATION AUTHORITY BOARD OF THE CITY OF IRWINDALE, CALIFORNIA, 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 JANUARY 13, 2022 THROUGH FEBRUARY 12, 2022 PURSUANT TO THE RALPH M. BROWN ACT AND ASSEMBLY BILL NO. 361".

Department: Administration

- B. Update on coyotes in the City of Irwindale (verbal, requested by Councilmember Breceda)

Department: Public Services

3. PUBLIC HEARINGS

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

A. Proposed Use of CDBG Allocation for FY 2022-2023

Recommendation: **Adopt Resolution No. 2022-01-3250**, entitled: "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE APPROVING THE PROPOSED USE OF THE CITY'S FISCAL YEAR 2022-2023 LOS ANGELES URBAN COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT ALLOCATION," reading by title only and waving further reading thereof.

Department: Finance

4. CITY MANAGER'S REPORT

5. AGENDA ITEMS REQUESTED BY COUNCIL MEMBERS

A. Discuss City of Irwindale Expense Reimbursement Policy

Recommendation: Discuss and provide direction regarding the City of Irwindale Expense Reimbursement Policy.

Department: Administration

6. ADJOURN

**SUCCESSOR AGENCY TO THE IRWINDALE
COMMUNITY REDEVELOPMENT AGENCY**

SPONTANEOUS COMMUNICATIONS

This is the time set aside for members of the audience to speak on items not on this agenda. Spontaneous Communications for the Successor Agency are subject to the same State prohibitions and City guidelines as cited on the City Council agenda.

1. CONSENT CALENDAR

A. Minutes

Recommendation: Approve the following minutes:

1. Regular meeting held October 13, 2021
2. Regular meeting held November 10, 2021

Department: Administration / City Clerk

B. Warrants

Recommendation: Approve

Department: Finance

2. NEW BUSINESS

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

A. A Resolution to Re-Ratify the Existence of a Local Emergency and Authorize Remote Meetings of the Legislative Bodies of the City of Irwindale for the 30-Day Period Beginning January 13, 2022 through February 12, 2022 (Joint item for all agencies)

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Department: Administration

3. PUBLIC HEARINGS

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

4. ADJOURN

HOUSING AUTHORITY

SPONTANEOUS COMMUNICATIONS

This is the time set aside for members of the audience to speak on items not on this agenda. Spontaneous Communications for the Housing Authority are subject to the same State prohibitions and City guidelines as cited on the City Council agenda.

1. CONSENT CALENDAR

A. Minutes

Recommendation: Approve the following minutes:

1. Special meeting held October 13, 2021
2. Regular meeting held October 13, 2021
3. Regular meeting held November 10, 2021

Department: Administration / City Clerk

2. NEW BUSINESS

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

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THROUGH FEBRUARY 12, 2022 PURSUANT TO THE RALPH M. BROWN ACT AND ASSEMBLY BILL NO. 361”.

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Department: Administration

3. PUBLIC HEARINGS

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

4. ADJOURN

AFFIDAVIT OF POSTING

I, Laura M. Nieto, Chief Deputy City Clerk, certify that I caused the agenda for the regular meeting of the City Council, Irwindale Successor Agency to the Irwindale Community Redevelopment Agency, and Housing Authority, to be held on January 12, 2022, be posted at the City Hall, Library, and Post Office on January 6, 2022.

Laura M. Nieto, MMC

Laura M. Nieto, MMC
Chief Deputy City Clerk

**IRWINDALE CITY COUNCIL CHAMBERS
5050 N. IRWINDALE AVENUE
IRWINDALE, CALIFORNIA 91706**

CC Item 1A1

**OCTOBER 13, 2021
WEDNESDAY
5:30 P.M.**

The Irwindale **CITY COUNCIL** met in special session at the above time and place.

ROLL CALL:

Present: Councilmembers Albert F. Ambriz; Mark A. Breceda,
Manuel R. Garcia; Mayor Pro Tem Larry G. Burrola;
Mayor H. Manuel Ortiz

Also Present: William Tam, City Manager, and Adrian Guerra, City Attorney

**SPONTANEOUS
COMMUNICATIONS**

None.

**RECESS TO
CLOSED SESSION**

At 5:32 p.m., the City Council met in Closed Session to discuss the following:

1) Conference with Legal Counsel – Existing Litigation
Pursuant to California Government Code Section 54956.9

Name of Case: City of Baldwin Park vs. City of Irwindale, et. al.
Case Number: Los Angeles County Superior Court Case BS163400
(Lead Case) (Consolidated with BS171622) (Related to BS163450
and BS171509)

ACTION: Update provided; no reportable action taken.

2) Conference with Legal Counsel – Anticipated Litigation
Significant exposure to litigation pursuant to Government Code
Section 54956.9 (d)(2), (e)(1)

Number of Potential Cases: One

ACTION: Councilmember Breceda recused himself due to a potential
conflict of interest; discussion was held, no reportable action was
taken.

3) Public Employee Performance Evaluation (City Council and
Housing Authority Item)
Pursuant to Government Code Section 54957 (b)(1)

Title: City Manager / Executive Director of the Housing Authority

ACTION: Discussion held; no reportable action taken.

ADJOURNMENT

There being no further business to conduct, the meeting was
adjourned at 6:32 p.m.

Laura M. Nieto, MMC
Chief Deputy City Clerk

IRWINDALE CITY COUNCIL CHAMBERS
5050 N. IRWINDALE AVENUE
IRWINDALE, CALIFORNIA 91706

OCTOBER 13, 2021
WEDNESDAY
6:32 P.M.

The Irwindale **CITY COUNCIL** met in regular session, beginning at the above time and place.

ROLL CALL:

Present: Councilmembers Albert F. Ambriz, Mark A. Breceda, Manuel R. Garcia; Mayor Pro Tem Larry G. Burrola
 Mayor H. Manuel Ortiz

Present: William Tam, City Manager; Theresa Olivares, Assistant City Manager; Adrian Guerra, City Attorney; Ty Henshaw, Chief of Police; Arsanious Hanna, Director of Engineering / Building Official; Eva Carreon, Finance Director / City Treasurer; Jeanette Duran, Finance Manager; Marilyn Simpson, Community Development Director; Mary Hull, Human Resources Manager, Elizabeth Rodriguez, Public Services Director; Jeff Wagner, Information Technology Manager; Iris Espino, Assistant to the City Manager; and Laura Nieto, Chief Deputy City Clerk

CHANGES TO THE AGENDA

None.

COUNCILMEMBER TRAVEL REPORTS

None.

COUNCILMEMBER COMMENTS

MAYOR ORTIZ

Mayor Ortiz requested to adjourn the meeting in memory of William Padilla and Tony Zepeda.

COUNCILMEMBER AMBRIZ

Councilmember Ambriz expressed his condolences to the Padilla and Zepeda families, recognized members of the Police Department, and requested that staff address the signal timing at Irwindale Avenue and Calle del Norte and that a proclamation be presented to the Library staff.

COUNCILMEMBER BRECEDA

Councilmember Breceda also noted a previous request for staff to address the signal timing at Irwindale Avenue and Calle del Norte.

COUNCILMEMBER GARCIA

Councilmember Garcia acknowledged the passing of Robert Venegas and requested that the meeting be adjourned in his memory as well. He also requested that staff be directed to offer assistance should the families of the deceased request to use the Community Center.

MAYOR PRO TEM BURROLA

Mayor Pro Tem Burrola reported a lifted sidewalk on Sabre Lane.

MAYOR ORTIZ

Mayor Ortiz reported that sidewalk repairs have been completed near the Luis Vuitton building. He also requested hiring consultants for the

development of a project should the need arise, that the hiring of the firm be discussed by the City Council, and that the proponents of the related projects pay for the costs of the consultants. He further requested that a policy for this matter be prepared, if one did not already exist, and for it to be agendaized for a future meeting.

COUNCILMEMBER
AMBRIZ

Councilmember Ambriz requested that a proclamation honoring Library staff be prepared.

**INTRODUCTION OF
NEW EMPLOYEES /
PROMOTIONS**

None.

**PROCLAMATIONS /
PRESENTATIONS /
COMMENDATIONS**

PROCLAMATION
DECLARING OCTOBER
AS "ANTI-BULLYING
MONTH"

PROCLAMATION DECLARING OCTOBER AS "ANTI-BULLYING
MONTH"

The proclamation was made.

PROCLAMATION
DECLARING THE
WEEK OF OCTOBER
23-31, 2021, AS
"RED RIBBON WEEK"

PROCLAMATION DECLARING THE WEEK OF OCTOBER 23-31,
2021, AS "RED RIBBON WEEK"

The proclamation was made.

**SPONTANEOUS
COMMUNICATIONS**

DENA ZEPEDA

Dena Zepeda thanked Police Department staff for their support of the Zepeda family, complained about the signal timing at Irwindale Avenue and Arrow Highway, stated that she does not understand whether any of the Councilmembers are experiencing conflicts of interest, and made allegations against the former City Attorney.

CARMEN ROMAN

Carmen Roman complained about changes to staff members' titles and asked if it would be against the law to refer to city employees by their names.

CONSENT CALENDAR

MOTION

A motion was made by Councilmember Breceda, seconded by Councilmember Ambriz, to approve the Consent Calendar. The motion was unanimously approved.

ITEM NO. 1A
MINUTES

MINUTES

None for approval.

ITEM NO. 1B
WARRANTS
/ DEMANDS
/ PAYROLL

WARRANTS / DEMANDS / PAYROLL

The warrants / demands / payroll were approved.

ITEM NO. 1C
SECOND READING
OF ORDINANCE
PERTAINING TO AN
AMENDMENT OF THE
RECLAMATION FUND
ANNUAL DEPOSIT

SECOND READING OF ORDINANCE NO. 758 PERTAINING TO AN
AMENDMENT OF THE RECLAMATION FUND ANNUAL DEPOSIT

ORDINANCE NO. 758
ADOPTED ON
SECOND READING

Ordinance No. 758, entitled:

"AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF IRWINDALE APPROVING THE AMENDMENT OF SECTION 17.60.150 OF CHAPTER 17.60 OF TITLE 17 OF THE IRWINDALE MUNICIPAL CODE RELATED TO THE RECLAMATION FUND REQUIRED ANNUAL DEPOSIT," was passed, approved, and adopted, reading by title only and waiving further reading thereof.

ITEM NO. 1D
APPROVE
OUT-OF-STATE TRAVEL
TO THE 2021
INTERNATIONAL
COUNCIL OF
SHOPPING CENTERS
CONFERENCE IN
LAS VEGAS, NEVADA,
FOR ECONOMIC
DEVELOPMENT STAFF

APPROVE OUT-OF-STATE TRAVEL TO THE 2021
INTERNATIONAL COUNCIL OF SHOPPING CENTERS
CONFERENCE IN LAS VEGAS, NEVADA, FOR ECONOMIC
DEVELOPMENT STAFF

RESOLUTION NO.
2021-87-3299
ADOPTED

Resolution No. 2021-87-3299, entitled:

"A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE APPROVING THE OUT-OF-STATE TRAVEL TO THE 2021 INTERNATIONAL COUNCIL OF SHOPPING CENTERS CONFERENCE IN LAS VEGAS, NEVADA, FOR ONE ECONOMIC DEVELOPMENT STAFF MEMBER," was adopted.

ITEM NO. 1E
A RESOLUTION TO
EXTEND THE
EXISTENCE OF A
LOCAL EMERGENCY
REGARDING
COVID-19 PANDEMIC

A RESOLUTION TO EXTEND THE EXISTENCE OF A LOCAL
EMERGENCY REGARDING COVID-19 PANDEMIC

RESOLUTION NO.
2021-90-3302
ADOPTED

Resolution No. 2021-90-3302, entitled:

"A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE, CALIFORNIA, EXTENDING THE EXISTENCE OF A LOCAL EMERGENCY RELATED TO COVID-19 PANDEMIC WITHIN THE CITY OF IRWINDALE PURSUANT TO IRWINDALE MUNICIPAL CODE CHAPTER 2.44", was adopted.

ITEM NO. 1F
AWARD OF CONTRACT
TO PROVIDE
PROFESSIONAL
DESIGN SERVICES
FOR THE
PREPARATION OF
PS&E OF A VCP
SEWER LINE
EXTENSION ON
ARROW HWY

AWARD OF CONTRACT TO PROVIDE PROFESSIONAL DESIGN SERVICES FOR THE PREPARATION OF PLANS, SPECIFICATIONS, AND ESTIMATE (PS&E) OF A VITRIFIED CLAY PIPE (VCP) SEWER LINE EXTENSION ON ARROW HIGHWAY; P-1035

1) The City Manager was approved and authorized to execute an agreement, subject to City Attorney approval as to form, with Coory Engineering in the amount of \$50,800.00 for professional design services for the preparation of plans, specifications, and estimate (PS&E) ready for construction of a VCP Sewer Line Extension on Arrow Highway; this amount includes \$8,900.00 as an optional item to the proposal for design of street improvements (i.e. sidewalk, driveway, curb and gutter restoration meeting ADA standards) that are deemed necessary to have a complete set of PS&E for this project; and 2) a 15% contingency was approved for design in the amount of \$7,620.00 to cover additional services required to address any unforeseen site conditions during design.

END OF CONSENT CALENDAR

NEW BUSINESS

ITEM NO. 2A
UPDATE ON AB 361
AND PUBLIC MEETING
OPTIONS

UPDATE ON AB 361 AND PUBLIC MEETING OPTIONS

CITY ATTORNEY
GUERRA

City Attorney Guerra presented the staff report.

ASSISTANT CITY
MANAGER OLIVARES

Assistant City Manager Olivares provided additional details on the available options and staff's efforts in preparing for said options.

CARMEN ROMAN,
DENA ZEPEDA,
FRED BARBOSA

Carmen Roman, Dena Zepeda, and Fred Barbosa all expressed their interest in holding hybrid meetings.

COUNCILMEMBER
AMBRIZ, MAYOR PRO
TEM BURROLA, AND
MAYOR ORTIZ

Councilmember Ambriz, Mayor Pro Tem Burrola, and Mayor Ortiz expressed their support of hybrid meetings.

MOTION	A motion was made by Councilmember Ambriz, seconded by Mayor Pro Tem Burrola, to direct staff to hold hybrid legislative meetings via teleconference to allow the public to view and address the legislative body via telephone or electronically, and allow the public to attend the public meetings in person, beginning November 1, 2021, through November 30, 2021. The motion was unanimously approved.
CITY ATTORNEY GUERRA	City Attorney Guerra noted that the direction would apply to all city boards and commissions. He also noted that another resolution would be presented at the next Council meeting to extend the 30-day period for another 30 days.
<u>ITEM NO. 2B</u> ELIGIBILITY LISTS FOR PART-TIME CLASSIFICATION RECRUITMENTS	ELIGIBILITY LISTS FOR PART-TIME CLASSIFICATION RECRUITMENTS
CITY MANAGER TAM	City Manager Tam presented the staff report.
MAYOR PRO TEM BURROLA	Mayor Pro Tem Burrola spoke on his preference to reduce eligibility lists for part-time recruitments from 12 months to six months in order to give residents additional opportunities to apply.
CARMEN ROMAN	Carmen Roman made recruitment process suggestions.
DENA ZEPEDA	Dena Zepeda agreed with Mayor Pro Tem Burrola.
COUNCILMEMBER AMBRIZ	Councilmember Ambriz suggested eliminating the eligibility list altogether.
MANAGER HULL	Manager Hull spoke on the need to establish eligibility lists, which serve in part to alleviate a portion of the time and resources needed each time there exists a staffing vacancy. She advised that eligibility lists would allow staff to hire a qualified candidate within a month; eliminating the eligibility list would require the full recruitment process to be held for each vacancy, which can take up to seven months for completion, depending on the amount of applicants.
COUNCILMEMBER BRECEDA	Councilmember Breceda asked about the frequency of staff turnaround, to which Manager Hull advised that it has occurred recently in the Police and Engineering Departments since other cities seem to be offering better pay. She added that staff routinely sends out job flyers to all residents at least one week before the date that applications can be submitted.

MAYOR PRO TEM BURROLA	Responding to a comment by Mayor Pro Tem Burrola, Manager Hull advised that all job vacancies are advertised to the public, although residents are also notified of job vacancies through flyers that are mailed to all Irwindale households.
	Mayor Pro Tem Burrola reiterated his desire to hold eligibility lists for six months rather than one year.
MAYOR ORTIZ	Mayor Ortiz suggested instituting a six-month limit on eligibility lists on a trial basis, noting that it appears to be a concern of some residents. If the change does not suit the needs of the city, it could be reverted to a yearlong list.
MOTION	A motion was made by Mayor Pro Tem Burrola, seconded by Councilmember Ambriz, to implement a six-month limit to employment opportunity eligibility lists on a trial basis. The motion was unanimously approved.
COUNCILMEMBER AMBRIZ	Responding to a question by Councilmember Ambriz, Manager Hull elaborated on the amount of candidates that are placed on the eligibility lists.
CITY ATTORNEY GUERRA	City Attorney Guerra noted that the Personnel Rules govern, though he would check to see if they would need to be amended to implement the Council's request, and will report back.

PUBLIC HEARINGS

ITEM NO. 3A SPDR (DA) NO. 03-2021 FOR THE EXTERIOR RENOVATION OF AN EXISTING INDUSTRIAL BUILDING – 5462 IRWINDALE AVE.	SITE PLAN AND DESIGN REVIEW (DA) NO. 03-2021 FOR THE EXTERIOR RENOVATION OF AN EXISTING INDUSTRIAL BUILDING FOR PROPERTY LOCATED AT 5462 IRWINDALE AVENUE IN THE M-2 (HEAVY MANUFACTURING) ZONE (APN: 8619-019-031)
ASSOCIATE PLANNER CHOU	Associate Planner Chou presented the report.
RECESS	At 7:59 p.m., the Council held a brief recess to resolve a technical issue.
RECONVENE	At 8:07 p.m., the Council reconvened with all members present.
OPEN PUBLIC HEARING	At 8:17 p.m., Mayor Ortiz opened the public hearing.
DENA ZEPEDA	Dena Zepeda opposed the proposed project and stated that she does not see a reason why the City should change for anybody that wants to beautify the area.

JOHN LOUER	John Louer, President of George Fischer, made a PowerPoint presentation in support of the project.
BRENDAN DWYER	Brendan Dwyer, Architect for the project, spoke in support.
DENA ZEPEDA	Dena Zepeda spoke in opposition of the project since this company does not pay for residents' prescriptions.
FRED BARBOSA	Fred Barbosa spoke in support of the project.
CARMEN ROMAN	Carmen Roman stated her belief that the company could incorporate designs to resemble the city's current Spanish aesthetics.
BRENDAN DWYER	Brendan Dwyer noted that the exemption that the company is requesting is established for existing buildings, and indicated that approving this design would not create a precedence to allow other projects to do the same.
LISA MENDOZA	Lisa Mendoza spoke in support of the project.
CLOSE PUBLIC HEARING	There being no additional speakers, Mayor Ortiz closed the public hearing at 8:27 p.m.
COUNCILMEMBER GARCIA	Councilmember Garcia spoke very highly of the proposed architectural features and stated his belief that they, along with the proposed fountain are very aesthetically pleasing. He encouraged approval of the project.
COUNCILMEMBER AMBRIZ	Councilmember Ambriz thanked those that provided comments and noted that the city's design guidelines state that existing buildings are not subject to design guidelines and pointed out that this building existed long ago. He expressed support of the project.
CITY ATTORNEY GUERRA	City Attorney Guerra concurred that the design guidelines would not apply to this structure since it is not a new development. He also noted that the project does not seek to make an addition or expansion of more than 30%
COUNCILMEMBER BRECEDA	Councilmember Breceda concurred with his Council colleagues and stated his belief that the proposed architecture will result in a beautiful development.
MAYOR PRO TEM BURROLA	Mayor Pro Tem Burrola commended the Planning Commission for their review and input on this project. However, he stated that he does not recommend the proposed design as it does not match what is required for new developments in the design guidelines.

- MAYOR ORTIZ Mayor Ortiz agreed that the proposed design would enhance the area, and requested a design modification so that the building would portray more of a Spanish element, to which Mr. Louer requested that the architect, Mr. Dwyer, speak on the request.
- BRENDAN DWYER Brendan Dwyer stated that the current design went through many iterations, even after it was presented to the Planning Commission. He stated that cutting windows in existing concrete is a difficult undertaking.
- BRIEF DISCUSSION Brief discussion was held relating to Mayor Ortiz's design request.
- DIRECTOR SIMPSON Director Simpson indicated that staff could work with the architect to discuss design options, to which Mayor Ortiz requested that the applicant work with staff to see if his request could be incorporated in some manner.
- BRENDAN DWYER Brendan Dwyer stated that they are open to talking about the requested design changes as long as about 90% of the current design remain the same.
- RESOLUTION NO. 2021-74-3286
ADOPTED **Resolution No. 2021-74-3286**, entitled:

"A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE APPROVING SITE PLAN AND DESIGN REVIEW (DA) NO. 03-221 FOR EXTERIOR RENOVATION OF AN EXISTING INDUSTRIAL BUILDING AND LANDSCAPING LOCATED AT 5462 IRWINDALE AVENUE (APN: 8619-019-031) IN THE M-2 (HEAVY MANUFACTURING) ZONE SUBJECT TO CONDITIONS AS SET FORTH HEREIN AND MAKING FINDINGS IN SUPPORT THEREOF AND FINDING THE PROJECT EXEMPT FROM CEQA PURSUANT TO SECTION 15301 (CLASS 1; EXISTING FACILITIES)," was passed, approved, and adopted, and staff was directed to work with the applicant to incorporate embellishments on up to 10% of the building, on the motion of Councilmember Garcia, seconded by Councilmember Breceda, with all Councilmembers in favor except for Mayor Pro Tem Burrola, who dissented.
- ITEM NO. 2B
FINAL EIR PLAN
AMENDMENT NO.
02-2017 AND SP&DR
(DA) 04-2017 -
5175 VINCENT AVENUE FINAL ENVIRONMENTAL IMPACT REPORT (SCH # 2018121056) GENERAL PLAN AMENDMENT NO. 02-2017 AND SITE PLAN & DESIGN REVIEW (DA) NO. 04-2017 ±545,735 SQUARE-FOOT SPECULATIVE CONCRETE TILT-UP BUILDING LOCATED AT 5175 VINCENT AVENUE (APNS: 8417-034-015, 8417-034-016)
- COUNCILMEMBER BRECEDA Councilmember Breceda cited a potential conflict of interest, recused himself from this item, and exited the Council Chambers at 8:49 p.m.

CITY ATTORNEY GUERRA	City Attorney Guerra advised that Councilmember Ambriz leases property within 500 feet of the subject property, and noted that he may have a conflict of interest under FPPC regulations.
COUNCILMEMBER AMBRIZ	Councilmember Ambriz stated his belief that he had no conflict of interest and decided to participate in discussing this item.
SENIOR PLANNER JONES	Senior Planner Jones presented the staff report. She also noted the receipt of documents submitted by the Golden State Environmental Justice Alliance and Robert Diaz.
MAYOR ORTIZ	Mayor Ortiz disclosed that he has spoken to the Project Manager for this project, Ms. Sarah Withers, by phone, and that he took no action nor did he express his opinions.
STEVE MCMURTRY	Steve McMurtry, Principal Planner with the De Novo Planning Group, which served as the CEQA Planner responsible for preparing the Environmental Impact Report ("EIR") for the proposed project, spoke in support.
SENIOR PLANNER JONES	Senior Planner Jones noted that the project meets all findings for a General Plan amendment as well as for the Site Plan and Design review. She reiterated that, although the site is located in an M2 Heavy Manufacturing zone, it does not mean that only heavy uses are permitted in the zone. It also allows for light industrial, for example. Additionally, the entire cost of the development would be covered by the applicant and would not affect the city budget. The development is not subject to development impact fees.
OPEN PUBLIC HEARING	At 9:37 p.m., Mayor Ortiz opened the public hearing.
SARAH MAGANA WITHERS	Sarah Magana Withers, Project Manager, spoke in support of the project.
MATT HINKS	Matt Hinks, Project Attorney, spoke in support of the project.
DENA ZEPEDA	Dena Zepeda spoke in opposition to the project.
FRED BARBOSA	Fred Barbosa spoke in opposition to the project.
COUNCILMEMBER GARCIA	At 10:05 p.m., Councilmember Garcia left the Council Chambers and did not return.
NICOLE SHAHENIAN	Nicole Shahanian, with the Irwindale Chamber of Commerce, supported the project.
ERNESTO PANTOJA	Ernesto Pantoja, with Laborer's Local 300, supported the project.

STEVEN PIEPKORN	Steven Piepkorn, with Golden State Environmental Justice, opposed the project.
BILL QUISENBERRY	Bill Quisenberry, with Laborers International Union of North America, supported the project.
ROBERT DIAZ	Robert Diaz spoke in opposition to the project.
TED JIMENEZ	Ted Jimenez, with the Southwest Regional Carpenters, supported the project.
CARMEN ROMAN	Carmen Roman opposed the project and questioned whether it would be a conflict of interest for the Executive Director of the Irwindale Chamber of Commerce to support this type of industry, and made allegations of bribes.
JAYSON BAIZ	Jayson Baiz, Member of Local 300, spoke in support of the project.
JOSE GARCIA	Jose Garcia, LIUNA member, spoke in support of the project.
LESLIE MENDOZA	Leslie Mendoza spoke in support of the project.
STEVE MCMURTRY	Steve McMurtry rebutted several of the comments made and expressed his belief that the EIR is adequate and meets CEQA law.
MATT HINKS	Matt Hinks advised that the city hired the EIR consultant, and that the developer does not control the EIR process. Rather, the process was conducted by independent experts, which noted less than significant impacts on nearly all categories. He stated that this is a clean project that mitigates impacts.
CLOSE PUBLIC HEARING	There being no additional speakers, Mayor Ortiz closed the public hearing at 10:52 p.m.
CITY ATTORNEY GUERRA	Responding to comments made, City Attorney Guerra advised that the Irwindale Chamber of Commerce is a separate entity and not governed by the city. He further stated that tonight's item relates to the Site Plan and Design Review for the site, and that the city is subject to findings as set in the code, staff report, and resolutions. He further commented on the comment made that the city is somehow already committed to the approval. He advised that there is a provision in the agreement that says that the project is subject to development approvals yet to be obtained, including the site plan review. Further, it is expressly understood that the seller makes no representations or warranties with respect to approvals, provided however that the seller shall cooperate with the buyer in procuring necessary approvals. The city is required to cooperate, but there is no guarantee that they will be approved. The city and any other governmental body with jurisdiction over the project reserves full police power authority over the project and nothing in the agreement

shall be deemed to be a pre-judgment or commitment with respect to such items or guarantee that such approvals or permits would be issued.

COUNCILMEMBER
AMBRIZ

Councilmember Ambriz exclaimed for City Attorney Guerra look into the allegations made that the former City Attorney is somehow influencing this process. He then asked whether he could disclose the reason why the former City Attorney was released, to which City Attorney Guerra stated that he could not state the cause since it was not disclosed in Open Session.

Councilmember Ambriz emphasized that the former City Attorney was released for cause, stated his belief that the process is being "sabotaged" by certain parties, and requested that City Attorney Guerra look into the allegations. He then spoke on the history behind this project, including meetings hosted by the city's Planning Department so that members of the public could voice their comments and concerns. The EIR that was subsequently prepared identified several areas of concern, such as air quality, noise, vibration, odor, and other factors. He stated his opinion that this project does not conform with city ordinances and would negatively affect air quality and traffic, and would not ensure the public's health, safety, and general welfare. He further stated that, after reviewing reports and documents and listening to all concerns, the project should be denied since it would not avoid significant unavoidable environmental impacts on air quality.

MAYOR PRO TEM
BURROLA

Mayor Pro Tem Burrola indicated that, based on the comments received, the information contained in the reports, and input from the Planning Commission, he concurred with Councilmember Ambriz that the project is not suitable and should be denied.

MAYOR ORTIZ

Mayor Ortiz thanked everyone that provided comments on this project as well as the staffers that prepared the report. He noted that although he cares about creating jobs and creating revenue, city residents have expressed their concerns. In light of these concerns and the recommendation by the Planning Commission, he concurred that the project should be denied. He advised that the project would affect the environment and proposed perhaps using the site for commercial use, although that decision would be up to the applicant.

RESOLUTION NO.
2021-79-3291
ADOPTED

Resolution No. 2021-79-3291, entitled:

"A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRVINDALE DENYING THE ADOPTION AND CERTIFICATION OF THE FINAL ENVIRONMENTAL IMPACT REPORT, STATE CLEARING HOUSE NUMBER SCH # 2018121056, TO CHANGE THE DESIGNATION FO A PORTION OF THE SUBJECT PROPERTY FROM RESIDENTIAL TO INDUSTRIAL/BUSINESS PARK AND FOR THE CONSTRUCTION OF A NEW ±545,735

SQUARE-FOOT, SPECULATIVE INDUSTRIAL CONCRETE TILT-UP BUILDING LOCATED AT 5175 VINCENT AVENUE (APNS 8417-034-015 AND 8417-034-016), INCLUDING DENIAL OF THE CORRESPONDING PROPOSED MITIGATION MONITORING AND REPORTING PROGRAM, AND STATEMENT OF OVERRIDING CONSIDERATIONS”, and

RESOLUTION NO.
2021-80-3292
ADOPTED

Resolution No. 2021-80-3292, entitled:

“A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE DENYING GENERAL PLAN AMENDMENT NO. 02-2017 TO CHANGE THE GENERAL PLAN LAND USE DESIGNATION FOR A PORTION OF THE SITE FROM RESIDENTIAL TO INDUSTRIAL/BUSINESS PARK FOR PROPERTY LOCATED AT 5175 VINCENT AVENUE, IRWINDALE, CA 91706 (APN: 8417-034-016) IN THE M-2 (HEAVY MANUFACTURING) AND MAKING CERTAIN FINDINGS OF FACT”, and

RESOLUTION NO.
2021-81-3293
ADOPTED

Resolution No. 2021-81-3293, entitled:

“A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE DENYING SITE PLAN AND DESIGN REVIEW (DA) NO. 04-2017 FOR THE CONSTRUCTION OF A ±545,735 SQUARE-FOOT CONCRETE TILT-UP BUILDING AND ASSOCIATED PARKING ON PROPERTY LOCATED AT 5175 VINCENT AVENUE, IRWINDALE, CA 91706 (APNS: 8417-034-015 AND 8417-034-016) IN THE M-2 (HEAVY MANUFACTURING) AND MAKING CERTAIN FINDINGS OF FACT,” were passed, approved, and adopted, on the motion of Councilmember Ambriz, seconded by Mayor Pro Tem Burrola, and unanimously approved; Councilmembers Breceda and Garcia absent.

**CITY MANAGER'S
REPORT**

None.

**AGENDA ITEMS
REQUESTED BY
COUNCILMEMBERS**

MAYOR ORTIZ

Mayor Ortiz requested an update at the next meeting on the Vincent Avenue traffic signal.

ADJOURNMENT

There being no further business to conduct, the meeting was adjourned at 11:15 p.m., in memory of William Padilla, Tony Zepeda, and Robert Venegas.

Laura M. Nieto, MMC
Chief Deputy City Clerk

IRWINDALE CITY COUNCIL CHAMBERS
5050 N. IRWINDALE AVENUE
IRWINDALE, CALIFORNIA 91706

NOVEMBER 10, 2021
WEDNESDAY
5:30 P.M.

The Irwindale **CITY COUNCIL** met in special session at the above time and place.

ROLL CALL:

Present: Councilmembers Albert F. Ambriz, Manuel R. Garcia; Mayor Pro Tem Larry G. Burrola; Mayor H. Manuel Ortiz

Absent: Councilmember Mark A. Breceda

Also Present: William Tam, City Manager, and Adrian Guerra, City Attorney

SPONTANEOUS COMMUNICATIONS

None.

RECESS TO CLOSED SESSION

At 5:32 p.m., the City Council met in Closed Session to discuss the following:

Conference with Labor Negotiator

Pursuant to California Government Code Section 54957.6

Agency Designated Representatives: William Tam, City Manager; Adrian Guerra, Legal Counsel; Mary Hull, Human Resources Manager; Eva Carreon, Director of Finance/City Treasurer

Employee Organizations: IMEA, ICEA, IPOA, and Unrepresented Employees

ACTION: Direction provided; no reportable action taken

RECESS IN OPEN SESSION

At 9:50 p.m., the City Council recessed to Open Session.

RECONVENE IN CLOSED SESSION

At 10:24 p.m., the City Council reconvened in Closed Session.

Conference with Legal Counsel – Anticipated Litigation

Significant Exposure to Litigation Pursuant to Government Code Section 54956.9 (c), (d)(2), and (e)(3)

A point has been reached where, in the opinion of the legislative body of the local agency, upon the advice of its legal counsel based on existing facts and circumstances, that there is significant exposure to litigation against the local agency. The existing facts and circumstances consist of a Litigation Hold Letter dated October 27, 2021, from attorney Matthew Hinks on behalf of Five Points LLC pertaining to the City Council's land use decisions pertaining to the proposed development at 5175 Vincent Avenue. The Litigation Hold Letter states, in part, "litigation is now likely." A copy of the Litigation Hold Letter is included in this agenda package for public review and available for review in the City Clerk's Office upon request.

ACTION: Discussed; direction provided (Councilmember Breceda did not participate in this discussion)

Public Employee Performance Evaluation (City council and Housing Authority Item)

Pursuant to Government Code Section 54957(b)(1)

Title: City Manager / Executive Director of the Housing Authority

ACTION: The City Manager informed the City Council of his retirement plans, where he will leave the city effective at the conclusion of his contract, February 14, 2022. The City Council accepted that information.

ADJOURNMENT

There being no further business to conduct, the meeting was adjourned at 10:25 p.m.

Laura M. Nieto, MMC
Chief Deputy City Clerk

IRWINDALE CITY COUNCIL CHAMBERS
5050 N. IRWINDALE AVENUE
IRWINDALE, CALIFORNIA 91706

NOVEMBER 10, 2021
WEDNESDAY
6:42 P.M.

The Irwindale **CITY COUNCIL** met in regular session, beginning at the above time and place.

ROLL CALL:

Present: Councilmembers Albert F. Ambriz, Mark A. Breceda, Manuel R. Garcia; Mayor Pro Tem Larry G. Burrola; Mayor H. Manuel Ortiz

Present: William Tam, City Manager; Theresa Olivares, Assistant City Manager; Adrian Guerra, City Attorney; Ty Henshaw, Chief of Police; Arsanious Hanna, Director of Engineering / Building Official; Eva Carreon, Finance Director / City Treasurer; Jeanette Duran, Finance Manager; Marilyn Simpson, Community Development Director; Mary Hull, Human Resources Manager, Elizabeth Rodriguez, Public Services Director; Jeff Wagner, Information Technology Manager; Iris Espino, Assistant to the City Manager; and Laura Nieto, Chief Deputy City Clerk

CHANGES TO THE AGENDA

CITY MANAGER TAM

City Manager Tam noted that Items 1C and 1G will be pulled from the Consent Calendar for separate consideration on the requests of Councilmember Ambriz and Mayor Pro Tem Burrola, respectively.

COUNCILMEMBER TRAVEL REPORTS

None.

COUNCILMEMBER COMMENTS

MAYOR PRO TEM BURROLA

Mayor Pro Tem Burrola thanked the Recreation staff for the Halloween event and requested that Vincent Familiari be recognized by the Council at a future meeting for winning the IKF kickboxing title.

INTRODUCTION OF NEW EMPLOYEES / PROMOTIONS

INTRODUCTION OF PLANNING TECHNICIAN MARTIN ROMERO

INTRODUCTION OF PLANNING TECHNICIAN MARTIN ROMERO
 Director Simpson provided brief background information on Mr. Martin Romero, who unfortunately was not able to attend the meeting tonight.

PROCLAMATIONS / PRESENTATIONS / COMMENDATIONS

IRWINDALE CHAMBER
OF COMMERCE
BUSINESS OF THE
MONTH – A SPECIAL
EVENT

IRWINDALE CHAMBER OF COMMERCE BUSINESS OF THE
MONTH – A SPECIAL EVENT

The presentation was made.

**SPONTANEOUS
COMMUNICATIONS**

DENA ZEPEDA

Dena Zepeda thanked the Senior Center for its Halloween event, thanked the Recreation for its Halloween event, as well as Police Department staff for their participation, wished a happy birthday to Marines including Councilmember Ambriz, thanked the Council for recognizing Vincent Familiar, and thanked the Council for listening to the community.

CARMEN ROMAN

Carmen Roman thanked all city staff for their innovation in providing services to the community, thanked the Police Department for genuinely caring for members of the public, and wished all a happy Thanksgiving and thanked the members of the military for their service.

CONSENT CALENDAR

MOTION

A motion was made by Councilmember Breceda, seconded by Mayor Ortiz, to approve the Consent Calendar, with the exception of Item Nos. 1C and 1G, which were removed for separate consideration. The motion was unanimously approved.

ITEM NO. 1A
MINUTES

MINUTES

The following minutes were approved:

- 1) Special meeting held September 8, 2021
- 2) Regular meeting held September 8, 2021

ITEM NO. 1B
WARRANTS
/ DEMANDS
/ PAYROLL

WARRANTS / DEMANDS / PAYROLL

The warrants / demands / payroll were approved.

ITEM NO. 1D
A RESOLUTION TO
RE-RATIFY THE
EXISTENCE OF A
LOCAL EMERGENCY
AND AUTHORIZE
REMOTE HYBRID
MEETINGS OF THE
LEGISLATIVE BODIES

A RESOLUTION TO RE-RATIFY THE EXISTENCE OF A LOCAL EMERGENCY AND AUTHORIZE REMOTE HYBRID MEETINGS OF THE LEGISLATIVE BODIES OF THE CITY OF IRWINDALE FOR THE MONTH OF DECEMBER 2021 (Joint Item on the Successor Agency and Housing Authority)

OF THE CITY OF
IRWINDALE FOR THE
MONTH OF
DECEMBER 2021

RESOLUTION NO.
2021-100-3312
ADOPTED

Resolution No. 2021-100-3312, entitled:

"A JOINT RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE, SUCCESSOR AGENCY TO THE IRWINDALE COMMUNITY REDEVELOPMENT AGENCY, AND THE BOARD OF THE HOUSING AUTHORITY OF THE CITY OF IRWINDALE, CALIFORNIA, 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 DECEMBER 1, 2021, THROUGH DECEMBER 30, 2021, PURSUANT TO THE RALPH M. BROWN ACT AND ASSEMBLY BILL NO. 361," was adopted.

ITEM NO. 1E
COMPENSATION
STUDY UPDATE

COMPENSATION STUDY UPDATE

The 2021 Final Compensation Study Report was received and filed.

ITEM NO. 1F
APPROVE A FEE
WAIVER FOR THE
TOURNAMENT OF
ROSES WAIVING CITY
TRANSPORTATION /
OVERSIZED
VEHICLE FEES

APPROVE A FEE WAIVER FOR THE TOURNAMENT OF ROSES
WAIVING CITY TRANSPORTATION / OVERSIZED VEHICLE FEES

RESOLUTION NO.
2021-98-3310
ADOPTED

Resolution No. 2021-98-3310, entitled:

"A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE RETROACTIVELY APPROVING A FEE WAIVER FOR THE PASADENA TOURNAMENT OF ROSES 501(C) (3) NON-PROFIT ORGANIZATION, WAIVING CITY TRANSPORTATION / OVERSIZED VEHICLE FEES," was adopted.

ITEM NO. 1H
RECOVERED
ORGANIC WASTE
PRODUCT
PROCUREMENT
POLICY

RECOVERED ORGANIC WASTE PRODUCT PROCUREMENT
POLICY

RESOLUTION NO.
2021-99-3311
ADOPTED

Resolution No. 2021-99-3311, entitled:

"A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE ADOPTING A RECOVERED ORGANIC WASTE PRODUCT PROCUREMENT POLICY RECOMMENDED BY SENATE BILL 1383 (LARA) AND CALRECYCLE REGULATIONS," was adopted.

ITEM NO. 1I
AMENDMENT NO. 1
TO THE REGIONAL
FOOD RECOVERY
PROGRAM MOA
BETWEEN THE CITY
OF IRWINDALE AND
THE SAN GABRIEL
VALLEY COUNCIL OF
GOVERNMENTS

AMENDMENT NO. 1 TO THE REGIONAL FOOD RECOVERY PROGRAM MEMORANDUM OF AGREEMENT BETWEEN THE CITY OF IRWINDALE AND THE SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS

RESOLUTION NO.
2021-97-3309
ADOPTED

Resolution No. 2021-97-3309, entitled:

"A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE APPROVING AMENDMENT NO. 1 TO THE MEMORANDUM OF AGREEMENT BETWEEN THE SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS AND THE CITY OF IRWINDALE FOR PARTICIPATION IN THE SAN GABRIEL VALLEY REGIONAL FOOD RECOVERY PROGRAM, AUTHORIZING THE CITY MANAGER TO EXECUTE AMENDMENT NO. 1 TO THE MEMORANDUM OF AGREEMENT, AND APPROPRIATING ADDITIONAL FUNDS FOR THE REGIONAL FOOD RECOVERY PROGRAM AS REQUIRED BY SENATE BILL 1383 (LARA) AND CALRECYCLE REGULATIONS," was adopted.

END OF CONSENT CALENDAR

ITEM NO. 1C
APPROVAL OF
LIBRARY CODE OF
CONDUCT,
CHROMEBOOK &
HOTSPOT DEVICE
LENDING POLICY
AND AGREEMENT,
LIBRARY OF THINGS
LENDING POLICY AND
AGREEMENT

APPROVAL OF LIBRARY CODE OF CONDUCT, CHROMEBOOK & HOTSPOT DEVICE LENDING POLICY AND AGREEMENT, LIBRARY OF THINGS LENDING POLICY AND AGREEMENT

ASSISTANT CITY
MANAGER OLIVARES

Assistant City Manager Olivares presented the staff report.

COUNCILMEMBER AMBRIZ Councilmember Ambriz acknowledged Library staff for this item and requested that the Council present a Proclamation to recognize Library staff for their wonderful work.

MOTION A motion was made by Councilmember Ambriz, seconded by Councilmember Breceda, to approve the Library Code of Conduct, Chromebook & Hotspot Device Lending Policy and Agreement, Library of Things Policy and Agreement. The motion was unanimously approved.

ITEM NO. 1G
APPROVE OUT OF STATE TRAVEL TO THE 2021 INTERNATIONAL COUNCIL OF SHOPPING CENTERS CONFERENCE IN LAS VEGAS, NEVADA, FOR TWO CITY COUNCILMEMBERS APPROVE OUT OF STATE TRAVEL TO THE 2021 INTERNATIONAL COUNCIL OF SHOPPING CENTERS CONFERENCE IN LAS VEGAS, NEVADA FOR TWO CITY COUNCILMEMBERS

ASSISTANT CITY MANAGER OLIVARES Assistant City Manager Olivares presented the staff report.

MAYOR PRO TEM BURROLA Mayor Pro Tem Burrola questioned how Councilmembers Breceda and Garcia were selected to attend the proposed conference, and stated his belief that the Council should decide who should attend said conferences, possibly on a rotational basis beginning with the Mayor and Mayor Pro Tem.

COUNCILMEMBER BRECEDA Councilmember Breceda advised that he attends this conference every year, and that he personally covers the expenditures for his attendance.

CARMEN ROMAN Carmen Roman stated that other Councilmembers should have the opportunity to attend the conference, stated her belief that the Council has previously directed that no out-of-state travel be approved, and asked which member of staff would also attend.

DENA ZEPEDA Dena Zepeda concurred with Mayor Pro Tem Burrola and questioned whether it would be beneficial to send staff to the conference.

ASSISTANT CITY MANAGER OLIVARES Responding to comments made, Assistant City Manager Olivares advised that the Council approved a Resolution in 2016 directing that out-of-state travel requests be considered for approval by the Council. She noted that each Councilmember is given the opportunity to attend all conferences and workshops, as there is sufficient funds budgeted to allow for it. She further advised that staff contacted each Councilmember to inquire whether they would be interested in attending this particular conference, which resulted in

Councilmembers Breceda and Garcia submitting their requests to attend.

MAYOR PRO TEM
BURROLA

Mayor Pro Tem Burrola stated that it would be more convenient for the Council to determine who may attend, and reiterated his disapproval of this item.

COUNCILMEMBER
BRECEDA

Councilmember Breceda repeated that he has paid his own costs to attend this conference in the past, and stated that he will go to whichever conferences he chooses, even if he has to pay for it himself. He reiterated Assistant City Manager Olivares' statement that each Councilmember was given the opportunity to attend.

COUNCILMEMBER
GARCIA

Councilmember Garcia advised that, since each Councilmember was given the opportunity to attend, both he and Councilmember Breceda submitted their requests to attend.

COUNCILMEMBER
AMBRIZ

Councilmember Ambriz said that, in the interest of transparency, a policy should be prepared to determine who might attend out-of-state conferences, to which Assistant City Manager Olivares advised that a travel policy has already been adopted by the Council in 2016, which identifies that all out-of-state travel would require Council approval. Should the Council now desire to amend the policy, it would need to be addressed at a future Council meeting.

MAYOR ORTIZ

Mayor Ortiz advised that he was asked whether he would like to attend the conference, but that he turned it down. He agreed that the policy could be revisited in the near future in order to include a rotational attendance provision.

ASSISTANT CITY
MANAGER OLIVARES

Responding to questions made by the members of the public, Assistant City Manager Olivares advised that the staff member that is being proposed to attend this conference is Iris Espino, Assistant to the City Manager.

MOTION

A motion was made by Mayor Pro Tem Burrola, seconded by Councilmember Breceda, to deny the resolution proposed in the staff report, and return the Travel Policy to the Council at its next meeting for discussion and possible direction to amend. The motion was unanimously approved.

NEW BUSINESS

ITEM NO. 2A
UPDATE – SIGNAL
ON ARROW / VINCENT

UPDATE – SIGNAL ON ARROW / VINCENT (Verbal)

DIRECTOR HANNA

Director Hanna presented the update. He advised that staff has received 90% of the design and will forward the design to staff at the

County of Los Angeles and the City of Azusa, who will then provide comments. Staff hopes to perform the work by next summer.

ITEM NO. 2B
UPDATE – TRAFFIC
SIGNAL AT CALLE
DEL NORTE AND
IRWINDALE AVENUE

UPDATE – TRAFFIC SIGNAL AT CALLE DEL NORTE AND
IRWINDALE AVENUE (Verbal)

DIRECTOR HANNA

Director Hanna presented the update. He advised that staff borrowed a wheelchair from the Senior Center and crossed the intersection at all four sections of the signal, and has found that the timing seems to be ok. Staff also asked individual residents who use wheelchairs, who indicated that they do not have any issues crossing. However, they requested that a “yield to pedestrians” sign be installed. Staff will reach out to the city’s traffic consultant to further analyze the signal timing; staff will update the Council with updates at a future date.

ITEM NO. 2C
UPDATE ON CITY
VIDEO CAMERAS

UPDATE ON CITY VIDEO CAMERAS (Verbal)

MANAGER WAGNER

IT Manager Wagner presented the report. He advised that staff is working on a Request for Proposals (“RFP”) for a centralized citywide surveillance system as well as a system for cameras on busses. Staff was hoping to find a solution for both systems, but found that these would need to be separated. A company named Safety Vision was selected for the bus cameras. All equipment has since been received and staff is now working on finalizing the school bus camera policy. After the policy is approved by the Council, the recording systems in the busses will be enabled. Staff anticipates that this will occur after the winter break. Regarding the fixed camera system, staff have visited local Police agencies, which led to the decision to replace and upgrade the existing fiber optic system that runs to each facility. Staff anticipates that the RFP will be released within two weeks.

ITEM NO. 2D
DISCUSS THE CITY’S
RESPONSE TO
UNITED ROCK
PRODUCTS OLIVE PIT
RECLAMATION PLAN
AMENDMENT

DISCUSS THE CITY’S RESPONSE TO UNITED ROCK PRODUCTS
OLIVE PIT RECLAMATION PLAN AMENDMENT

CITY MANAGER TAM

City Manager Tam presented the staff report and introduced Jeff Cameron with United Rock Products.

JEFF CAMERON Jeff Cameron with United Rock Products introduced Bill Boyd, President of Sully Miller, and Mark Pachura, General Manager for United Rock Products. He then made a presentation and discussed the history of United Rock Products and the Olive Pit as well as the objectives of the project and some of the improvements made in 2021 along with current mitigation measures that have been implemented.

MAYOR ORTIZ Responding to a question by Mayor Ortiz, City Manager Tam advised that a CEQA document had been prepared as the basis to allow for the increase of operations from 1 million tons to 1.5 million tons.

 Mayor Ortiz expressed concern over the issues that could arise by approving operations to 2 million tons.

JEFF CAMERON Replying to a comment by Mayor Ortiz, Mr. Cameron advised that United Rock is ensuring that there is always a water truck on site to water down the road to mitigate dust issues.

MAYOR ORTIZ Mayor Ortiz also expressed concern regarding the apparent differences over time of the types of trucks being used, to which Mr. Cameron stated that this may be caused by a change in broker, with the new broker using different types of trucks. He assured that these trucks are all compliant.

 Mayor Ortiz then stated that the trucks are supposed to have one exhaust, and that many of the current trucks are utilizing two exhausts, to which Mr. Cameron indicated that, though he was not familiar with the trucks' exhaust systems, it is his understanding that the trucks are all CARB compliant.

DIRECTOR HANNA Director Hanna stated that, though he does not know how much exhaust is being produced by the vehicles, he believes to the best of his knowledge that the trucks can operate in California.

MAYOR ORTIZ Mayor Ortiz reiterated his concern about the environmental consequences that would be caused by approving the increase of production to 2 million tons. He also stated that he travels the street very frequently yet he does not always see street sweepers operating, and noted that United Rock had previously agreed to install two traffic signals, with one to be installed at Los Angeles Street and Azusa Canyon Road within one year of signing the plans and specifications. However, that was nearly five years ago and the signal still has not been installed.

JEFF CAMERON Mr. Cameron advised that United Rock has designed and submitted documentation for the signal to the city. He stated that United Rock has committed to fund the traffic signal, but noted unanticipated challenges from the railroad company that have stalled the installation.

COUNCILMEMBER
BRECEDA

Councilmember Breceda noted the change in trucks that are now being utilized, and acknowledged the state's stringent requirements for the trucks to be approved for use. He also stated his understanding that United Rock would maintain landscaping along Azusa Canyon Road, to which Mr. Cameron stated that a block wall would be installed on the south side and that the east side landscaping would remain the same.

Councilmember Breceda said that United Rock ripped out the existing landscaping and left the area bare. He also concurred with Mayor Ortiz about their prior commitment to install a traffic signal at Los Angeles Street and Azusa Canyon Road.

JEFF CAMERON

Mr. Cameron stated that, when the project was first envisioned, the cost of the traffic signal was \$250,000, though the costs have since grown to \$365,000. However, in discussions with the railroad company, they are requesting for certain upgrades that ballooned the cost of the signal and improvements to the intersection to over \$2 million. He reiterated United Rock's willingness to fund the traffic signal at \$365,000.

COUNCILMEMBER
BRECEDA

Councilmember Breceda also expressed concern over dust issues, to which Mr. Cameron responded by calling attention to the asphalt road that was placed in the pit in an effort to mitigate dust.

DIRECTOR HANNA

Director Hanna indicated that United Rock has committed to installing a wheel wash inside the Olive Pit, which should be installed by March.

COUNCILMEMBER
BRECEDA

Councilmember Breceda urged United Rock to honor its prior commitments, and stated his preference that landscaping be added as previously noted.

MAYOR PRO TEM
BURROLA

Responding to a question by Mayor Pro Tem Burrola, Mr. Cameron advised that, if approved, the project would be completed within three years. He also encouraged the Council to take a tour to view the improvements that are being implemented.

COUNCILMEMBER
AMBRIZ

Councilmember Ambriz noted the improvements made since Mr. Cameron began his employment with United Rock, although more needs to be done to properly control dust. He suggested that, once the existing issues are addressed, the request by United Rock could be revisited.

COUNCILMEMBER
GARCIA

Councilmember Garcia expressed his disappointment in the fact that the referenced traffic signal would not be installed in the near future, although it is something that was committed to by United Rock. He also spoke on his concerns over dust mitigation and the need to innovate to find better ways to control issues. He also spoke on the lack of landscaping, and stated that he cannot agree to allow for the

increase in tonnage until the commitments of the original agreement are honored.

MAYOR ORTIZ

Mayor Ortiz indicated that he would like to see the signal installed before any further amendments to operations are approved. He requested that United Rock look into his concerns about the dual exhaust trucks being utilized.

In reply to a question by Mayor Ortiz, Mr. Cameron advised that the development agreement allows for a maximum annual production of 1.5 million tons.

Mayor Ortiz noted that United Rock is also conducting work on Saturdays from 7 am to 5 pm, which severely impact get-togethers and family functions of neighboring households.

DENA ZEPEDA

Dena Zepeda thanked the Council for expressing their concerns, stated her belief that there have been some improvements recently, suggested working with Mr. Cameron, and expressed her fondness of burritos.

MOTION

A motion was made by Mayor Ortiz, seconded by Councilmember Ambriz, to deny the requests made by United Rock Products in its Olive Pit Reclamation Plan Amendment letter and revisit in the future when United Rock fulfills its prior commitment relating the traffic signal at Los Angeles Street and Azusa Canyon Road. The motion was unanimously approved.

ITEM NO. 2E
LOS ANGELES COUNTY
REDISTRICTING

LOS ANGELES COUNTY REDISTRICTING

ASSISTANT CITY
MANAGER OLIVARES

Assistant City Manager Olivares presented the staff report.

COUNCILMEMBER
AMBRIZ

Councilmember Ambriz voiced his preference in joining the district that other San Gabriel Valley cities plan on joining, per the Council of Governments' suggestion.

COUNCILMEMBER
GARCIA

Councilmember Garcia concurred with Councilmember Ambriz.

MAYOR ORTIZ

Mayor Ortiz expressed his worry that the proposed district is very large which may cause Irwindale to be de-prioritized when it comes to representation by legislators.

ASSISTANT CITY
MANAGER OLIVARES

Assistant City Manager Olivares noted that the Council of Governments is holding a special meeting on December 18, at which point they will make their recommendation with regard to the

redistricting map, and as such, the Council should make a decision quickly.

MOTION

A motion was made by Councilmember Ambriz, seconded by Councilmember Breceda, to recommend that Irwindale join District 5. The motion was unanimously approved.

ITEM NO. 2F
ALFRED F. HERRERA
SOFTBALL FIELD
LIGHTING

ALFRED F. HERRERA SOFTBALL FIELD LIGHTING

COUNCILMEMBER
BRECEDA

Councilmember Breceda recused himself from this item due to a potential conflict of interest and exited the Council Chambers at 8:39 p.m.

DIRECTOR
RODRIGUEZ

Director Rodriguez presented the staff report.

COUNCILMEMBER
AMBRIZ

Councilmember Ambriz suggested selecting option 1 in an effort to save funding. He also spoke on the need to appreciate equipment and requested leaving the park lights on all night long, into the morning.

COUNCILMEMBER
GARCIA

Councilmember Garcia spoke on his experience with Musco Sports Lighting and their high-quality workmanship. He also spoke on the age of the existing equipment and whether it could be retrofitted or whether it should all be replaced. He noted that the new system would allow for the lighting to be operated remotely, and indicated that cameras could also be added in the future. He preferred selecting option 3.

MAYOR PRO TEM
BURROLA

Mayor Pro Tem Burrola also preferred option 3.

DIRECTOR
RODRIGUEZ

Director Rodriguez noted that option 3 includes the Aquatics Center and the playground, but not the volleyball court. However, as Councilmember Garcia stated, lighting could be added later to cover the volleyball and playground areas, and could accommodate a camera system.

COUNCILMEMBER
GARCIA

Councilmember Garcia also suggested looking into whether the existing equipment could be sold.

MAYOR ORTIZ

Responding to a question by Mayor Ortiz regarding option 1, Director Rodriguez advised that, when installing new poles, new conduits would also be installed to allow for additional lighting. However, the existing light poles would not be able to accommodate this.

MAYOR ORTIZ	Mayor Ortiz asked whether the proposed lighting at the Aquatics Center was crucial, to which Director Rodriguez advised that there has been talk about the need to upgrade the existing lighting system. She then discussed available options, and noted that the Parks and Recreation Commission recommended approval of option 3. Mayor Ortiz stated his preference of approving either option 2 in order to have equipment that should last many years and save money in comparison to option 3.
MAYOR PRO TEM BURROLA	Mayor Pro Tem Burrola suggested approving option 3, noting that adding components to the system in the future would result in higher costs.
COUNCILMEMBER GARCIA	Councilmember Garcia concurred that approving option 3 now would save costs when compared to approving option 2 and adding components in the future. He also noted that led lighting would result in significant utility savings.
DIRECTOR RODRIGUEZ	Director Rodriguez discussed the ever-increasing costs of materials and labor, and cautioned that waiting to install lighting may cause costs to double in the future.
CITY MANAGER TAM	City Manager Tam expressed his belief that options 2 and 3 would be good investments for the Council to consider.
RESOLUTION NO. 2021-105-3317 ADOPTED	Resolution No. 2021-105-3317 , entitled: "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE WAIVING FORMAL BIDDING PROCEDURES PURSUANT TO IRWINDALE MUNICIPAL CODE SECTION 3.4.080(E), AUTHORIZING THE ISSUANCE OF A PURCHASE ORDER, AND AUTHORIZING THE CITY MANAGER TO ENTER INTO A PURCHASE AGREEMENT WITH MUSCO SPORTS LIGHTING, LLC, APPROPRIATING FUNDS TO INSTALL SIX (6) NEW POLES AND A NEW LIGHTING SYSTEM AT THE ALFRED F. HERRERA SOFTBALL FIELD, AND ADDITIONAL LIGHTING FOR THE AQUATICS CENTER/POOL AREA AND PLAYGROUND," was passed, approved, and adopted, on the motion of Mayor Ortiz, seconded by Councilmember Garcia, and unanimously approved; Councilmember Breceda absent.
RECESS	At 9:09 p.m., the Council took a short recess.
RECONVENE	At 9:14 p.m., the Council reconvened with all members present.

PUBLIC HEARINGS

ITEM NO. 3A
COMPREHENSIVE
SCHEDULE OF FEES
AND CHARGES
UPDATE FOR FY
2021-2022

COMPREHENSIVE SCHEDULE OF FEES AND CHARGES
UPDATE FOR FY 2021-2022

OPEN
PUBLIC HEARING

At 9:15 p.m., Mayor Ortiz opened the public hearing for comments.

MOTION

A motion was made by Councilmember Ambriz, seconded by Councilmember Breceda, to continue this matter to the Council meeting scheduled for December 8, 2021. The motion was unanimously approved.

**CITY MANAGER'S
REPORT**

DIRECTOR
RODRIGUEZ

Director Rodriguez announced upcoming activities and events for the Recreation and Senior Center departments. She also advised that the Metropolitan Board of Directors has called for increased water conservation.

ASSISTANT CITY
MANAGER OLIVARES

Assistant City Manager Olivares announced upcoming Library events, as well as the upcoming Veterans Day event and the Annual Holiday Luncheon.

**AGENDA ITEMS
REQUESTED BY
COUNCILMEMBERS**

None.

ADJOURNMENT

There being no further business to conduct, the meeting was adjourned at 9:22 p.m.

Laura M. Nieto, MMC
Chief Deputy City Clerk

Electronic Payments

December 2021

December 1 - 31, 2021



Number	Vendor Name	Date	Amount
ACH	CalPERS-Medical	12/1/2021	244,984.52
ACH	CalPERS	12/8/2021	16.46
ACH	CalPERS	12/8/2021	80,548.03
ACH	CalPERS	12/14/2021	29.34
ACH	CalPERS	12/15/2021	500.00
ACH	CalPERS	12/20/2021	14,951.15
ACH	CalPERS	12/22/2021	79,825.21
ACH	EDD	12/8/2021	20,618.21
ACH	Federal Tax	12/8/2021	58,404.77
ACH	EDD	12/22/2021	25,052.04
ACH	Federal Tax	12/22/2021	70,084.10
ACH	EDD	12/30/2021	19,554.79
ACH	Federal Tax	12/30/2021	56,120.61
ACH	Nationwide-457 Plan & Trust	12/2/2021	12,266.89
ACH	Nationwide-Roth Cotribution-457 Plan & Trust	12/2/2021	3,247.00
ACH	Nationwide-457 Plan & Trust	12/16/2021	13,116.89
ACH	Nationwide-Roth Cotribution-457 Plan & Trust	12/16/2021	3,247.00
ACH	Nationwide-457 Plan & Trust	12/30/2021	12,372.86
ACH	Nationwide-Roth Cotribution-457 Plan & Trust	12/25/2021	3,238.00
ACH	PARS-Public Agency Retirement Services	12/15/2021	5,120.00
ACH	ICMA	12/2/2021	10.39
ACH	PARS-FT	12/2/2021	28,769.19
ACH	PARS-PT	12/2/2021	851.78
ACH	ICMA	12/16/2021	20.89
ACH	PARS-FT	12/16/2021	22,488.10
ACH	PARS-PT	12/16/2021	991.89
ACH	PARS-FT	12/16/2021	13,307.47
ACH	PARS-FT	12/30/2021	27,974.02
ACH	PARS-PT	12/30/2021	756.32
ACH	PARS-PT	12/30/2021	10.39
602	First American Title Company	12/28/2021	405,000.00
603	First American Title Company	12/29/2021	38,686.71
Report Total:			1,262,165.02

CITY OF IRWINDALE
PAYROLL WARRANT REGISTER
December 2021

Payroll Batch DATE OF ISSUE 12/2/21	426-12-21, 427-12-21, 428-12-21, 429-12-21 DEPARTMENT	AMOUNT
	11 City Council	1,731.15
	13 City Administrative Office	46,640.64
	14 Finance Department	15,512.67
	35 Police Department	197,804.80
	40 Recreation Department	25,524.10
	41 Aquatics Department	2,621.54
	42 Senior Citizens' Center	13,072.68
	44 Library	10,051.63
	51 Planning & Community Development	21,593.20
	52 Public Works - Engineering	29,891.86
	57 Public Works - Services	56,278.68
	Gross Payroll	420,722.95
	Required Deductions	(112,762.77)
	Voluntary Deductions	(15,551.28)
	Net Payroll	292,408.90
Payroll Batch DATE OF ISSUE 12/16/21	411-12-21, 412-12-21, 413-12-21 DEPARTMENT	AMOUNT
	11 City Council	6,531.15
	13 City Administrative Office	74,047.86
	14 Finance Department	26,096.16
	35 Police Department	187,698.20
	40 Recreation Department	28,946.32
	41 Aquatics Department	3,575.67
	42 Senior Citizens' Center	32,333.77
	44 Library	18,100.35
	51 Planning & Community Development	25,627.56
	52 Public Works - Engineering	27,665.36
	57 Public Works - Services	51,083.97
	Gross Payroll	481,706.37
	Required Deductions	(135,294.37)
	Voluntary Deductions	(16,411.78)
	Net Payroll	330,000.22
Payroll Batch DATE OF ISSUE 12/30/21	425-12-21, 430-12-21 DEPARTMENT	AMOUNT
	11 City Council	1,731.15
	13 City Administrative Office	48,732.24
	14 Finance Department	21,882.21
	35 Police Department	164,103.68
	40 Recreation Department	18,893.20
	41 Aquatics Department	2,868.79
	42 Senior Citizens' Center	14,118.12
	44 Library	9,027.39
	51 Planning & Community Development	24,578.97
	52 Public Works - Engineering	32,553.02
	57 Public Works - Services	47,439.40
	Gross Payroll	385,928.17
	Required Deductions	(99,964.64)
	Voluntary Deductions	(15,621.25)
	Net Payroll	270,342.28

Accounts Payable

Checks by Date - Summary by Check Number

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Check No	Vendor No	Vendor Name	Check Date	Check Amount
75659	CALIFO56	California State Disbursement Unit	12/02/2021	604.15
75660	CALIFO57	California State Disbursement Unit	12/02/2021	143.07
75661	aleshire	Aleshire & Wynder, LLP	12/02/2021	58,067.17
75662	ARTIC01	Arctic Glacier U.S.A, Inc.	12/02/2021	3,531.38
75663	BARBA01	Columba Barba	12/02/2021	1,100.00
75664	CASTI01	John Castillo	12/02/2021	356.00
75665	CENTER02	CSULB Foundation	12/02/2021	454.00
75666	PMIDEN	Delta Dental Insurance Company	12/02/2021	802.69
75667	PMIDEN01	Delta Dental of California	12/02/2021	12,874.47
75668	FRAER01	Laura Fraer Snyder	12/02/2021	615.00
75669	GALVAN02	Claudia Galvan	12/02/2021	480.00
75670	GASCOM	Gas Company, The	12/02/2021	398.63
75671	HOYEN	Noelle Hoye	12/02/2021	420.00
75672	OPTUM01	OptumRx, Inc.	12/02/2021	30,584.83
75673	REYES06	Aaron Reyes	12/02/2021	1,400.00
75674	ACCOUN	Robert Half	12/02/2021	1,012.50
75675	SMART&	Smart & Final	12/02/2021	687.14
75676	SCE02	Southern California Edison	12/02/2021	1,243.57
75677	SUPER01	Super Birthday Inc.	12/02/2021	650.00
75678	VISION01	Vision Service Plan - (CA)	12/02/2021	1,593.32

Report Total (20 checks):

117,017.92

Accounts Payable

Checks by Date - Summary by Check Number

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Check No	Vendor No	Vendor Name	Check Date	Check Amount
75680	ALLIAN02	Alliant Insurance Services, Inc.-NPB Main	12/09/2021	847.00
75681	AT&T06	AT & T	12/09/2021	3,441.65
75682	AVILAR02	Robert Avila	12/09/2021	300.00
75683	Ayala01	Leonor Ayala	12/09/2021	468.00
75684	BURROL12	Crystal Burrola	12/09/2021	25.00
75685	CALIFO02	California American Water	12/09/2021	1,138.56
75686	COSTCO02	Costco Wholesale	12/09/2021	456.45
75687	LACOUN02	County of Los Angeles	12/09/2021	101.00
75688	DeptJust	Dept of Justice	12/09/2021	160.00
75689	DUDEK01	Dudek	12/09/2021	17,680.00
75690	ESPINO10	Iris Espino	12/09/2021	37.01
75691	FLORE01	Karla Flores	12/09/2021	390.00
75692	FRONT01	Frontier Communications	12/09/2021	279.82
75693	GASCOM	Gas Company, The	12/09/2021	1,397.27
75694	SOUTHE17	Golden State Water Company	12/09/2021	1,529.40
75695	HDL01	Hdl Software, LLC	12/09/2021	33.26
75696	HOLMAN01	Holman Family Counseling, Inc.	12/09/2021	1,285.06
75697	HOMEDE	Home Depot Credit Services	12/09/2021	1,184.78
75698	INDEPE	Independent Cities Association	12/09/2021	3,250.00
75699	LOPEZJ01	Jade Lopez	12/09/2021	376.20
75700	PETTYC05	City of Irwindale Petty Cash	12/09/2021	466.35
75701	PSYCHO01	Psychological Consulting Associates, Inc	12/09/2021	400.00
75702	RANCHO01	Rancho Duarte Florist	12/09/2021	241.45
75703	ACCOUN	Robert Half	12/09/2021	3,616.88
75704	RODA02	Irma Rodarte	12/09/2021	7.50
75705	SCFUELS	SC Fuels	12/09/2021	5,797.17
75706	SCPMA-HR	SCPMA-HR	12/09/2021	100.00
75707	SCE02	Southern California Edison	12/09/2021	38,415.65
75708	SANGAB11	Southern California News Group	12/09/2021	2,024.00
75709	VALLEY01	Valley County Water District	12/09/2021	9,245.85
75710	VALLEY09	Valley View Mutual Water Co.	12/09/2021	72.53
75711	WAGONER	Pamela Wagoner	12/09/2021	250.00
Report Total (32 checks):				95,017.84

Accounts Payable

Checks by Date - Summary by Check Number

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Check No	Vendor No	Vendor Name	Check Date	Check Amount
75756	CENTRO01	Safeguard Business Systems, Inc.	12/22/2021	213.35
75757	SAFE01	Safety Vision, LLC	12/22/2021	8,319.82
75769	CALIFO56	California State Disbursement Unit	12/16/2021	604.15
75770	CALIFO57	California State Disbursement Unit	12/16/2021	143.07
75771	CITY01	City of Hope	12/16/2021	54.00
75772	IMEA	Irwindale Mgmt Employee Assoc.	12/16/2021	460.00
75773	IRWIND02	Irwindale Police Officers Assoc.	12/16/2021	3,168.10
75774	LOSANG31	Los Angeles County Sheriff's Dept.	12/16/2021	37.85
75775	AMERIC34	American Fidelity Assurance Co	12/16/2021	2,498.67
75776	ANGE01	Maria Jaqueline Angeles	12/16/2021	75.00
75777	AT&T06	AT & T	12/16/2021	1,680.74
75778	BANKOF03	Bank of The West	12/16/2021	17,430.19
75779	CARLOS05	Michael Carlos	12/16/2021	240.00
75780	CHARTE01	Charter Communications	12/16/2021	99.99
75781	CONCE01	Concentra	12/16/2021	50.00
75782	DF01	D.F. Polygraph	12/16/2021	200.00
75783	FLORE01	Karla Flores	12/16/2021	65.00
75784	FRONT01	Frontier Communications	12/16/2021	364.65
75785	GABAL01	Yvonne Gabaldon	12/16/2021	300.00
75786	GARC10	Elena Garcia	12/16/2021	75.00
75787	GONZAL01	Raymond Gonzales	12/16/2021	598.01
75788	GONZAL21	Angel Gonzalez	12/16/2021	75.00
75789	HOYEN	Noelle Hoye	12/16/2021	180.00
75790	LANCES	Lance, Soll & Lunghard LLP	12/16/2021	24,232.00
75791	LEGAL03	Legal Shield	12/16/2021	37.90
75792	LOPEZ25	Nicholas Lopez	12/16/2021	823.11
75793	MEDI8	Merissa Medina	12/16/2021	75.00
75794	MIRAN10	Julian Miranda	12/16/2021	75.00
75795	PEARSO01	NCS Pearson, Inc	12/16/2021	32.00
75796	NIETO01	Laura Nieto	12/16/2021	115.05
75797	OPTUM01	OptumRx, Inc.	12/16/2021	33,035.96
75798	ORELLA01	Blanca Orellano	12/16/2021	75.00
75799	PARMA01	Public Agency Risk Managers	12/16/2021	350.00
75800	RAZO01	Angel Razo	12/16/2021	75.00
75801	REGIST01	Registrar-Recorder/County Clerk	12/16/2021	75.00
75802	RICOH01	Ricoh USA, Inc	12/16/2021	908.33
75803	ACCOUN	Robert Half	12/16/2021	3,687.88
75804	SANGAB11	Southern California News Group	12/16/2021	830.00
75805	STROBE03	Gary Strobehn	12/16/2021	183.00
75806	THALES01	Thales Consulting Inc.	12/16/2021	200.00
75807	TPX 01	TPX Communications	12/16/2021	2,414.85
75808	VAZQ	Efren Vazquez	12/16/2021	75.00
75809	verizonw	Verizon Wireless	12/16/2021	2,980.98
75810	WAGONER	Pamela Wagoner	12/16/2021	100.00
75811	ALESHIRE	Aleshire & Wynder, LLP	12/16/2021	59,846.66
75812	ALESHIRE	Aleshire & Wynder, LLP	12/16/2021	41,464.72
75813	AZUSALW	Azusa Light & Water	12/23/2021	50.53

Check No	Vendor No	Vendor Name	Check Date	Check Amount
75814	CONCE01	Concentra	12/23/2021	75.00
75815	COSTCO02	Costco Wholesale	12/23/2021	40.56
75816	PMIDEN	Delta Dental Insurance Company	12/23/2021	1,133.40
75817	PMIDEN01	Delta Dental of California	12/23/2021	12,874.47
75818	FRAIJO02	John Fraijo	12/23/2021	81.56
75819	GATTO01	Rudy Gatto	12/23/2021	56.88
75820	IRWIND21	Irwindale Hand Wash & Auto Detail	12/23/2021	607.70
75821	NATION23	National Union Fire Insurance	12/23/2021	688.06
75822	ORTIZ03	Norma Ortiz	12/23/2021	430.07
75823	ACCOUN	Robert Half	12/23/2021	3,928.51
75824	SAND02	Robert Sanderson	12/23/2021	1,200.00
75825	SCE02	Southern California Edison	12/23/2021	1,040.47
75826	STANDA01	Standard Insurance Co. RV	12/23/2021	459.95
75827	STANDA03	Standard Insurance Company	12/23/2021	2,261.01
75828	TEXAS01	Texas Life Insurance Co.	12/23/2021	2,673.70
75829	VISION01	Vision Service Plan - (CA)	12/23/2021	1,456.56
75830	VISION01	Vision Service Plan - (CA)	12/23/2021	4,527.27
75831	WESTCO05	West Coast Arborists, Inc.	12/23/2021	20,870.00
75832	WESTCO05	West Coast Arborists, Inc.	12/23/2021	4,395.00
75833	CALIFO56	California State Disbursement Unit	12/29/2021	604.15
75834	CALIFO57	California State Disbursement Unit	12/29/2021	143.07
75835	ICEA	Irwindale City Employee Assoc.	12/29/2021	1,122.00
75836	IMD01	IMD Enterprises, LLC	12/29/2021	573,453.00
75837	ADVANT	Advantage Ford	12/29/2021	53.80
75838	ALLISO01	Allison Mechanical, Inc	12/29/2021	3,147.05
75839	AMERIC34	American Fidelity Assurance Co	12/29/2021	2,498.67
75840	AT&T02	AT & T	12/29/2021	32.65
75841	AZUSALW	Azusa Light & Water	12/29/2021	487.90
75842	B&BTIR	B & B Tires Service	12/29/2021	200.00
75843	BAKER01	Baker & Taylor Books	12/29/2021	221.97
75844	BILLST	Bill's Truck Repair, Inc.	12/29/2021	184.11
75845	BRITEW	BriteWorks, Inc.	12/29/2021	13,539.95
75846	CALIFA01	Califa Group	12/29/2021	2,958.70
75847	CARQUEST	Carquest	12/29/2021	30.41
75848	Cat Spec	Cat Specialities Inc	12/29/2021	171.99
75849	CHART01	Charter Communications	12/29/2021	275.50
75850	CINTAS	Cintas Corporation #693	12/29/2021	143.31
75851	CITYOF23	City Of West Covina	12/29/2021	6,300.00
75852	COUNTY04	County of Los Angeles	12/29/2021	13,255.32
75853	LOSANG33	County of Los Angeles	12/29/2021	85,940.60
75854	DF01	D.F. Polygraph	12/29/2021	200.00
75855	DAVIDE	David Evans & Associates Inc	12/29/2021	1,769.20
75856	DIAL01	DialPrinters	12/29/2021	829.46
75857	BALLOO	Carol Diess	12/29/2021	15.00
75858	DOOLEY	Dooley Enterprises, Inc.	12/29/2021	2,928.11
75859	BATE01	Elior Inc.	12/29/2021	1,518.00
75860	ESTRA01	Estrada's Smog Check	12/29/2021	55.00
75861	FCG01	FCG Consultants Inc.	12/29/2021	4,302.15
75862	FEDEX	FedEx	12/29/2021	104.91
75863	FILLG01	Fill Good Landscaping	12/29/2021	375.00
75864	IGlendor	Glendora Chevrolet	12/29/2021	679.66
75865	HDL01	Hdl Software, LLC	12/29/2021	33.26
75866	HINDER	Hinderliter, De Llamas & Assoc	12/29/2021	300.00
75867	ITERIS	Iteris, Inc.	12/29/2021	2,210.00
75868	JUSTIRE	Just Tires	12/29/2021	194.82
75869	KEYSTO	Keystone Uniform Depot	12/29/2021	652.24
75870	LAWEO1	Law Enforcement Medical Services, Inc.	12/29/2021	75.00

Check No	Vendor No	Vendor Name	Check Date	Check Amount
75871	LEXISN	LexisNexis Risk Solutions	12/29/2021	151.50
75872	LINCOL03	Lincoln Aquatics	12/29/2021	736.50
75873	MAINTE01	Maintex	12/29/2021	1,979.44
75874	CALIBE01	Lawrence E. Marino	12/29/2021	2,992.00
75875	MARIPO	Mariposa Landscapes, Inc.	12/29/2021	8,796.00
75876	MIJACA	Mijac Alarm, Inc.	12/29/2021	666.00
75877	OFFICE03	Office Depot	12/29/2021	548.88
75878	ORKINP	Orkin Pest Control	12/29/2021	389.00
75879	PHASEII	PARS	12/29/2021	1,750.00
75880	PERF03	Performance Elevator Contractors, Inc.	12/29/2021	360.00
75881	PROPRINT	Pro Printing, Inc.	12/29/2021	1,580.18
75882	PACIFI13	Rene David LTD	12/29/2021	214.71
75883	RIGHT01	Right of Way, Inc.	12/29/2021	310.00
75884	ACCOUN	Robert Half	12/29/2021	675.00
75885	ROSENO	Rosenow Spevacek Group Inc	12/29/2021	3,845.00
75886	SANGAB13	San Gabriel Valley Council	12/29/2021	16,626.00
75887	SkyBluep	Sky Blueprint & Supplies, Inc	12/29/2021	249.91
75888	SOUTHE04	Southern CA Assoc Of Governmts	12/29/2021	244.00
75889	SCE02	Southern California Edison	12/29/2021	544.29
75890	SOUTH09	Southern Computer Warehouse Inc,	12/29/2021	9,088.06
75891	SPRING	Springbrook Software, Inc.	12/29/2021	8,000.00
75892	LEES01	Chad A. Strelman	12/29/2021	136.87
75893	SWANK01	Swank Motion Pictures, Inc.	12/29/2021	435.00
75894	NORTH01	The Northridge Group, Inc.	12/29/2021	5,832.23
75895	UNITED11	United Site Services of CA Inc	12/29/2021	539.99
75896	V&V01	V & V Manufacturing, Inc.	12/29/2021	767.01
75897	VALLEY01	Valley County Water District	12/29/2021	252.42
75898	ZOHO01	Zoho Corporation	12/29/2021	2,021.00
75899	ALLCI01	All City Management Services, Inc	01/12/2022	1,072.89
75900	ALLSTATE	All State Police Equipment Co.	01/12/2022	612.93
75901	BAKER01	Baker & Taylor Books	01/12/2022	418.90
75902	BEARFR	Bear Frame & Wheel #3	01/12/2022	2,582.34
75903	BLACKA	Black & White Emergency Vehicles	01/12/2022	80.00
75904	NEST01	Blue Triton Brands, Inc.	01/12/2022	620.66
75905	CARQUEST	Carquest	01/12/2022	14.75
75906	CASC01	CASC Engineering & Consulting	01/12/2022	7,492.50
75907	Cat Spec	Cat Specialities Inc	01/12/2022	162.35
75908	CINTAS	Cintas Corporation #693	01/12/2022	128.14
75909	DUDEK01	Dudek	01/12/2022	4,160.00
75910	EG01	E. G. Brennan & Co. Corp.	01/12/2022	195.00
75911	ENVIRO05	Environmental Science Associates (ESA)	01/12/2022	109,010.53
75912	FCG01	FCG Consultants Inc.	01/12/2022	15,213.40
75913	FEDEX	FedEx	01/12/2022	12.81
75914	GEOLOG	Geologic Associates	01/12/2022	24,131.75
75915	INTERS02	Interstate Batteries	01/12/2022	224.39
75916	JACO01	Jacob Green and Associates Inc.	01/12/2022	500.00
75917	JUSTIRE	Just Tires	01/12/2022	258.44
75918	COORYE	Samir M. Khoury	01/12/2022	21,150.00
75919	MAINTE01	Maintex	01/12/2022	375.65
75920	MONROV07	Monrovia Chrysler Dodge Jeep Ram	01/12/2022	1,870.56
75921	OFFICE03	Office Depot	01/12/2022	1,373.77
75922	PLACE01	PlaceWorks, Inc.	01/12/2022	3,845.00
75923	RIGHT01	Right of Way, Inc.	01/12/2022	2,539.58
75924	RIOHON01	Rio Hondo College	01/12/2022	275.00
75925	SWRCB	SWRCB Fees	01/12/2022	3,326.00
75926	TRAN01	Transtech Engineers, Inc.	01/12/2022	1,740.00
75927	ULINE01	Uline	01/12/2022	146.82

Check No	Vendor No	Vendor Name	Check Date	Check Amount
75928	VISTA01	Vista Paint Corporation	01/12/2022	293.44
75929	HDSUP01	WHITE CAP, L.P.	01/12/2022	708.73
Report Total (163 checks):				1,262,749.01

- ☒ City Council
☐ Successor Agency
☐ Housing Authority
☐ Reclamation Authority
☐ Joint Powers Authority

City of
IRWINDALE
AGENDA REPORT

CC Item 1C

Date: January 12, 2022 (*Continued from December 8, 2021*)
To: Honorable Mayor and Members of the City Council
From: William K. Tam, City Manager
Issue: Consideration of Resolutions Amending the Classification and Compensation Plans

City Manager's Recommendation:

- 1) Adopt Resolution No. 2021-123-3245 entitled "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE APPROVING NEW JOB CLASSIFICATIONS AND ASSOCIATED JOB SPECIFICATIONS, FREEZING, UNFREEZING, ELIMINATING CERTAIN JOB CLASSIFICATIONS, APPROVING UPDATES TO AN EXISTING JOB SPECIFICATION, AND APPROVING THE RECLASSIFICATION OF CERTAIN EMPLOYEES";
- 2) Adopt Resolution No. 2021-117-3239 entitled "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE ESTABLISHING THE BENEFITS FOR UNREPRESENTED UNCLASSIFIED NONPERMANENT AND PERMANENT PART-TIME AT-WILL CITY EMPLOYEES";
- 3) Adopt Resolution No. 2021-126-3248 entitled "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE ESTABLISHING THE NUMBER OF POSITIONS, SCHEDULE OF CLASSES, AND COMPENSATION FOR CITY EMPLOYEES, AND APPROVING AN APPROPRIATION OF FUNDS FOR SALARY ADJUSTMENTS FOR FISCAL YEAR 2021-2022 FOR UNREPRESENTED UNCLASSIFIED NONPERMANENT AND PERMANENT PART-TIME AT-WILL POSITIONS".

Administrative Action:

Submitted by:

William K. Tam, City Manager

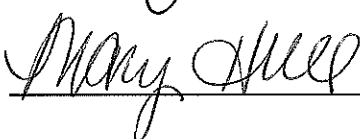
Prepared by:

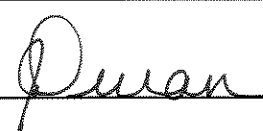
Mary Hull, Human Resources/Risk Manager

Reviewed by:

Adrian R. Guerra, City Attorney

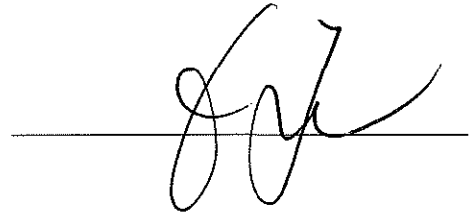
Jeanette Duran, Interim Finance Director/ City Treasurer



Approved by:

William K. Tam, City Manager



Background and Analysis

At the December 8, 2021 City Council meeting, the City Council tabled this item and directed staff to bring back for further discussion at the next regularly scheduled meeting.

Article VIII, Section 803 of the City Charter authorizes the City Council to establish, by resolution, a classification plan, salaries, and other forms of compensation for all City employees.

A. Classification Updates Resolution (Resolution No. 2021-123-3245)

1. Reclassification Recommendations From Consultant

On April 28, 2021, the City retained Ralph Andersen & Associates to conduct a compensation study of all full-time and part-time City employee job classifications. In addition, a classification analysis was performed on certain classifications to ensure the duties performed by employees are within their current job specification. Based on the analysis performed by the consultant, the following reclassifications are being proposed to more accurately reflect the level and scope of work being performed:

Police Lieutenant to Police Captain
Departmental Aide to Senior Center Leader

The vacated lieutenant's position will be filled through internal recruitment. This adjustment and realignment in the police administration will create proper oversight that conforms to industry standards and best practices. The Departmental Aide classification will be eliminated.

There are additional reclassification recommendations for ICEA represented employees, which are not being presented and will be brought forward for approval at the conclusion of negotiations with the ICEA.

2. Additional Classification Updates

• Public Information Office/Economic Development Division

Currently the Public Information Office, a division within the Administration department, consists of the Assistant to the City Manager and a part-time Office Specialist position. With the expansion of the Public Information Office, the City has determined a need for a higher-level role to perform support duties related to media, press releases, community relations and the City's web and social media presence – the COVID-19 pandemic only furthered the City's commitment to timely and necessary communication with the Irwindale community. This role would be performed by the newly created part-time Communications Specialist classification.

Additionally, the part-time Communications Specialist will provide marketing support for the Economic Development Division with business attraction and business retention and expansion efforts. Freezing the part-time Office Specialist position, which is currently vacant, and creating a new part-time Communications Specialist, will provide the support needed to ensure timely and

necessary communication with the community and support for the City's economic development efforts.

- *Human Resources and Risk Management*

The Resident Benefit and Resident ID programs were recently transferred to the Human Resources and Risk Management department in order to more closely align similar functions within the same department and which will facilitate a more efficient and effective delivery of services to the community. Based on the transfer of these programs to the Human Resources and Risk Management department, staff recommends the creation of a Benefits Administrator classification. This newly created position will have full administrative responsibility for both the resident benefit programs and Resident ID program, in addition to other higher level duties related to employee benefits.

If approved, the current Senior Human Resources Risk Management Analyst will be reclassified to the newly created Benefits Administrator Coordinator position, effective January 23, 2022.

3. *Job Specifications (for part-time Communications Specialist, Benefits Administrator, and Senior Center Manager)*

In addition to the proposed personnel changes outlined above, Resolution No. 2021-123-3245 includes the newly created job specification for the newly created Communications Specialist and Benefits Administrator classifications, as well as an updated job specification for the Senior Center Manager position.

4. *The City Met and Conferred with IMEA*

The Police Lieutenant, Senior Center Manager, and Senior Human Resources/ Risk Management Analyst are represented positions in the Management bargaining unit represented by the Irwindale Management Employees' Association ("IMEA"). The City and IMEA met and conferred regarding the changes outlined above and included in Resolution No. 2021-123-3245.

B. Compensation and Benefit Resolutions

The City's Compensation Resolution has been updated periodically as a result of personnel adjustments, benefit changes, and/or compensation adjustments. It was most recently updated July 14, 2021, through the City Council's adoption of Compensation Resolution No. 2021-53-3265.

The Compensation Resolution presently consists of: 1) the compensation ranges for all City classifications and 2) the benefits for the City's unrepresented part-time classifications. Staff recommends splitting this resolution into two separate resolutions: one dealing only with the benefits for the City unrepresented part-time classifications and the other dealing only with the compensation levels for all City classifications.

1. *Unrepresented Part-time Employee Benefits (Resolution No. 2021-117-3239)*

Resolution No. 2021-117-3239 would only pertain to benefits for unrepresented part-time employees. No changes to benefits for unrepresented part-time employees would be made from the current status quo. This resolution is effectively the product of removing the salary tables and salary information from the City's current Compensation Resolution.

2. *Compensation For All City Classifications (Resolution No. 2021-126-3248)*

Resolution No. 2021-126-3248 would set forth the current compensation ranges, position titles, and number of positions for all City classifications. The list of classifications and salary ranges would be depicted in exhibit tables attached to the resolution. (Exh. A shows compensation effective July 11, 2021; Exh. B shows compensation effective December 12, 2021; Exh. C shows compensation effective January 23, 2022.) This resolution would meet the requirements for a publicly available pay schedule as required by CalPERS. (2 C.C.R. §570.5.)

The list of classifications in the exhibits to Resolution No. 2021-126-3248 reflect the following key changes:

1. Implementation of reclassifications as discussed above:

Reclassifications	
Current Classification Title	Proposed Classification Title
Police Lieutenant	Police Captain
Departmental Aide	Senior Center Leader
Senior Human Resources/Risk Management Analyst	Benefits Administrator

2. Classifications to be frozen and unfunded:
 - The existing at-will, unrepresented, unclassified nonpermanent part-time Office Specialist position would become frozen and unfunded.
 - The existing represented, classified Senior Human Resources/ Risk Analyst position would be frozen and unfunded.
3. Classification to be eliminated:
 - The existing at-will, unrepresented, unclassified permanent part-time Departmental Aide position would be eliminated.
4. Classifications to be created:
 - The at-will, unrepresented unclassified nonpermanent part-time Communications Specialist position would be created and funded.
 - The represented, classified full-time Benefits Administrator position would be created and funded.

The exhibits in Resolution No. 2021-126-3248 also reflect the following key changes pertaining to compensation levels:

1. Adjustment of the base salary of IMEA represented positions retroactive to July 11, 2021. New base salaries are based on the benchmark classes from the 2021 Ralph Andersen & Associates Final Compensation Report set to the adjusted 50th percentile, rounding to nearest highest range, as approved on December 8, 2021, through Resolution No. 2021-122-3244.
2. Adjustment of the base salary of IMEA represented positions effective as of December 12, 2021. New base salaries are based the benchmark classes from the 2021 Ralph Andersen & Associates Final Compensation Report set to the unadjusted 50th percentile, rounding to nearest highest range. IMEA represented employees moved from a 38-hour work week to a 40-hr work week, as approved on December 8, 2021, through Resolution No. 2021-122-3244.
3. Adjustment of the base salary of unclassified management employees effective as of December 12, 2021. New base salaries are based on the benchmark classes from the 2021 Ralph Andersen & Associates Final Compensation Report set to the unadjusted 50th

percentile, rounding to nearest highest range. Directors moved from a 38-hour work week to a 40-hr work week, as approved on December 8, 2021, through Resolution No. 2021-116-3238.

4. Adjustment of the base compensation of at-will, unrepresented, unclassified nonpermanent part-time and permanent part-time employees effective as of January 23 12, 2022. New base compensation would be based on the benchmark classes from the 2021 Ralph Andersen & Associates Final Compensation Report set to the 50th percentile.

Compensation adjustments for ICEA and IPOA represented classifications are not being presented at this time and will be brought forward for Council consideration at the conclusion of negotiations with those associations. At that time, Council would also consider amending the tables in Exh. A, Exh. B, and Exh. C of Resolution No. 2021-126-3248 to reflect those compensation adjustments for ICEA and IPOA represented classifications.

Fiscal Impact:

Classifications

The total additional annual cost for the reclassified Police Captain, Benefits Administrator, Senior Center Leader, and Communications Specialist (currently vacant) is as follows:

Job title	General Fund	Mining Impact Fund	Total
Police Captain	\$304,959		\$304,959
Benefits Administrator	\$19,274	\$4,818	\$24,092
Communications Specialist	\$3,702		\$3,702
Senior Center Leader	\$11,713		\$11,713
Total	\$339,648	\$4,818	\$344,466

As these changes are recommended to take place effective January 23, 2022, the additional cost for FY 2021-2022 is prorated for the remainder of the fiscal year, for an additional cost of approximately \$175,812.

These positions are funded by the General Fund and Mining Impact Fund, and therefore the \$175,812 is distributed as follows:

General Fund	\$ 173,032
Mining Impact Fund	\$ 2,780
Total	\$ 175,812

A budget appropriation for the amounts listed above, totaling \$175,812 is necessary to cover the prorated amount for salary for the remainder of this fiscal year.

Salary Adjustments

Resolution No. 2021-122-3244, as approved on December 8, 2021, authorized a budget appropriation to cover the cost of the initial implementation of the Tentative Agreement for Successor Memorandum of Understanding with the IMEA, which includes the base salary adjustments reflected in Resolution No. 2021-126-3248 for all IMEA represented positions. Resolution No. 2021-116-3238, as approved on December 8, 2021, authorized a budget appropriation to cover the cost of amending the Schedule of Salaries and Benefits Unclassified

Management, which includes the base salary adjustments reflected in Resolution No. 2021-126-3248 for unclassified management positions. The cost of base salary adjustments for all unaffiliated and/or unrepresented unclassified at-will nonpermanent and permanent part-time positions is projected at \$136,460. A budget appropriation for FY 2021-22 in the amount of \$136,460 from the General Fund is necessary to cover the cost of these adjustments.

Attachments: Resolution No. 2021-123-3245
 Resolution No. 2021-117-3239
 Resolution No. 2021-126-3248

RESOLUTION NO. 2021-123-3245

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE
APPROVING NEW JOB CLASSIFICATIONS AND ASSOCIATED JOB
SPECIFICATIONS, FREEZING, UNFREEZING, ELIMINATING CERTAIN
JOB CLASSIFICATIONS, APPROVING UPDATES TO AN EXISTING JOB
SPECIFICATION, AND APPROVING THE RECLASSIFICATION OF
CERTAIN EMPLOYEES**

WHEREAS, Article VIII, Section 800 of the City Charter authorizes the City Council to designate miscellaneous and safety employee positions from time to time; and

WHEREAS, Section 2.12.010 of the Irwindale Municipal Code requires that the offices and positions in City employment be fixed and established by resolution of the City Council; and

WHEREAS, Section 2.05 of the City of Irwindale Personnel Rules, as adopted by the City Council in Resolution No. 2015-31-2760 on June 24, 2015, states that the Personnel Officer shall determine the duties and responsibilities of all City positions for inclusion in a Classification Plan, which shall be adopted by the City Council; and

WHEREAS, on April 28, 2021, the City retained Ralph Andersen & Associates to conduct a compensation study of all full-time and part-time City employee job classifications; and

WHEREAS, results of the compensation study were presented to City Council on November 10, 2021 for receive and file; and

WHEREAS, Ralph Andersen & Associates also reviewed certain job classifications and associated job specifications, which resulted in the recommendation of the reclassification of certain employees to new job classifications which more closely align with the actual work being performed; and

WHEREAS, based on the recommendation provided by Ralph Andersen & Associates, the City desires to eliminate the unaffiliated and/or unrepresented unclassified at-will permanent part-time Departmental Aide position and fund an unaffiliated and/or unrepresented unclassified at-will permanent part-time Senior Center Leader position; and

WHEREAS, based on the recommendation provided by Ralph Andersen & Associates, the City desires to fund the represented, classified full-time Police Captain position; and

WHEREAS, in order to support the needs of the Public Information Office and Economic Development division, the City desires to establish a new unaffiliated and/or unrepresented unclassified at-will nonpermanent part-time Communications Specialist position and approve and adopt the associated job specification; and

WHEREAS, the City desires to freeze and defund the unaffiliated and/or unrepresented unclassified at-will nonpermanent part-time Office Specialist position; and

WHEREAS, the Resident Benefit and Resident ID programs have been transferred to the Human Resources and Risk Management department in order to more closely align similar functions within the same department, which will facilitate a more efficient and effective delivery of services to the community; and

WHEREAS, the City desires to establish and fund a new classified, represented full-time Benefits Administrator position and approve and adopt the associated job specification; and

WHEREAS, the City desires to freeze and defund the classified, represented full-time Senior Human Resources/Risk Management Analyst position, and

WHEREAS, the City desires to implement a change in the existing Senior Center Manager job specification in order to provide a current and accurate description of the various duties and performed and qualifications desired; and

WHEREAS, the City has met and conferred with the representatives of the affected employee organization (IMEA) regarding the proposed actions herein, pursuant to the provisions of the Meyers-Milias-Brown Act (Government Code § 3500 *et seq.*); and

WHEREAS, concurrently herewith, the City intends to adopt Resolution No. 2021-126-3248 to replace Resolution No. 2021-23-3265, to reflect the current compensation ranges, position titles, and number of positions for all City classifications.

NOW, THEREFORE, the City Council of the City of Irwindale hereby resolves, determines and orders as follows:

SECTION 1. The foregoing recitals are true and correct and are hereby incorporated by this reference.

SECTION 2. The unaffiliated and/or unrepresented unclassified permanent part-time at-will Departmental Aide position is eliminated.

SECTION 3. An unaffiliated and/or unrepresented unclassified permanent part-time Senior Center Leader is ordered funded.

SECTION 4. The represented, classified full-time Police Captain position is hereby unfrozen and ordered funded.

SECTION 5. The new unaffiliated and/or unrepresented unclassified at-will nonpermanent part-time Communications Specialist position is hereby established and ordered funded. The City Council hereby approves and adopts the associated job specification attached hereto as Exhibit A.

SECTION 6. The represented, classified full-time Benefits Administrator position is hereby established and ordered funded. The City Council hereby approves and adopts the associated job specification attached hereto as Exhibit B.

SECTION 7. The unaffiliated and/or unrepresented unclassified at-will classification of nonpermanent part-time Office Specialist and represented, classified full-time Senior Human Resources/Risk Management Analyst are hereby frozen and defunded.

SECTION 8. The updated job specification for the Senior Center Manager attached hereto as Exhibit C, is hereby approved and adopted.

SECTION 9. A budget appropriation in the amount of \$175,812 is hereby approved, to cover the prorated amount for salary and benefits for the Police Captain, Benefits Administrator, Senior Center Leader, and Communications Specialist for the remainder of this fiscal year. The \$175,812 amount shall be funded by allocations from the following:

General Fund	\$ 173,032
Mining Impact Fund	\$ 2,780
Total	\$ 175,812

SECTION 10. This resolution shall be effective on January 23, 2022. The Deputy City Clerk shall certify to the adoption of this resolution.

PASSED, APPROVED AND ADOPTED this 12th day of January, 2022.

Larry G. Burrola, Mayor

ATTEST:

Laura Nieto, Deputy City Clerk

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

I, Laura Nieto, Deputy City Clerk of the City of Irwindale, do hereby certify that the foregoing Resolution No. 2021-123-3245 was duly and regularly passed and adopted by the City Council of the City of Irwindale at its regular meeting held on the 12th day of January, 2022, by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

ABSTAIN: Councilmembers:

Laura Nieto, Deputy City Clerk

EXHIBIT A

CITY OF IRWINDALE

COMMUNICATIONS SPECIALIST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision, assists in performing paraprofessional administrative work related to the City's public information, economic development platforms and outreach programs; assists in preparing and disseminating informational materials to the public and news media; assists in preparing marketing publications concerning City services, activities, programs, events and functions; performs a variety of responsible and confidential economic development and administrative duties; performs other related work as required.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Researches, drafts for approval, and disseminates timely and accurate City related information to the public through various outlets including, but not limited to, social media, email notifications, press releases, newsletters, articles, special presentations, reports, and other related channels.
2. Assists in the development and implementation of a comprehensive communications program for the City which identifies audiences, messages, communications tools, and evaluation measures.
3. Monitors and updates the various City related social media accounts, pages, and groups on all applicable platforms.
4. Evaluates and measures mobile and social media program success and impact; monitors trends in social media tools, trends, applications and appropriately applies that knowledge to increasing the use of social media for the City.
5. Assists in the research, design, implementation and monitoring of programs encouraging economic development activities related to business attraction, expansion, retention and development.
6. Represents the City at assigned meetings, functions, or events as assigned while fostering positive relationships with partner agencies, community groups, non-profit organizations, and the community.
7. Assists in coordinating events for the City, including, but not limited to, event logistics, registration, attendee tracking, presentation and materials support, and pre- and post-event evaluations.
8. Researches and recommends new and alternative ways to maximize public outreach to enhance community outreach and engagement and increase public awareness of City happenings.
9. Maintains and updates the City's community calendar with timely, accurate and detailed information; works collaboratively with partner agencies to ensure all City related events are relayed to the public.
10. Assists in developing multi-media presentations as required, including PowerPoint slide shows, displays and photographic exhibits.
11. Develops, edits, and designs all City promotional items, event flyers, social media graphics and other materials as required.

CITY OF IRWINDALE

Communications Specialist (*Continued*)

12. Assists with receiving visitors and telephone calls; provides information and handles issues that may require sensitivity and use of sound independent judgment; assists with responding to requests for information and complaints referring matters to appropriate City staff.
13. Maintains archives of press articles related to City news; tracks media response along with a variety of indicators (e.g. positive, negative, message portrayed, etc.); prepare report of results for City leadership as assigned.
14. Assists with directing incoming mail and email communications; determines the priority level and routes incoming correspondence, reports, requests, and instructions; handles or refers matters as directed.
15. Performs other related duties as assigned.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Techniques and methods used in the development and evaluation of communications.
Principles and practices of research, journalism, graphic design, layout and production.
Fundamentals of photography, video-photography and cable-casting.
Software applications including graphics and desktop publishing systems.
Interviewing techniques, communications, media services and resources.
Organization, services and functions of municipal government.
Pertinent federal, state, and local laws, codes and regulations.
Principles of business letter writing.
English usage, spelling, grammar, and punctuation. Principles of effective public relations.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Develop, organize, and coordinate a communications program.
Communicate effectively, both orally and in writing.
Gather and verify news information through interview, observation and research.
Analyze administrative problems, evaluate alternatives and make creative recommendations.
Advise on most effective techniques of information dissemination.
Exercise judgment in release of information; give information rapidly, accurately and tactfully.
Prepare press releases, news articles, presentations, reports and other written materials in a timely manner.
Prepare and present a variety of communications materials. Write and edit newsletters and news releases.
Prepare flyers and reports; prepare and give presentations; edit materials for proper punctuation and grammar.
Establish and maintain effective working relationships with City officials, employees, the public and news media.
Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.
Coordinate activities with other divisions and City departments.

CITY OF IRWINDALE

Communications Specialist (Continued)

Operate a personal computer and applicable software including graphics and desktop publishing systems.

Provide excellent customer service.

Education and Experience Guidelines- *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Graduation, or near completion, from an accredited college or university with the equivalent to a Bachelor's degree with major coursework in Public Relations, Journalism, Communications, Marketing, or a closely related field.

Experience:

One year of progressively responsible experience involving the development and coordination of public affairs, public information, community outreach and social media marketing; or an equivalent combination of training and experience.

License or Certificate:

Possession of an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Work is performed primarily in a standard office setting with some travel to different sites and locations; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Date: January 2022

EXHIBIT B

CITY OF IRVINDALE

BENEFITS ADMINISTRATOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under administrative direction, plans, organizes, and administers employee and resident benefit programs including the resident ID program; independently performs complex administrative duties in support of assigned programs; monitors and evaluates programs and negotiates proposed plans and contracts; audits benefits plans, ensures compliance with benefit provisions of the Memoranda of Understanding for represented employees and Salary Resolutions for non-represented groups and federal and state law, oversees employee leave of absence program; performs related duties as assigned.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Develops, plans, and implements policies and procedures related to employee and resident benefit programs in accordance with local, state, and federal regulations.
2. Develops, plans, and implements policies and procedures related to the resident ID program in accordance with local, state, and federal regulations.
3. Administers and assists with procedure and policy changes internally and with vendors.
4. Acts as liaison between insurance providers, residents, employees, and retirees, in person or over the telephone. Resolves insurance coverage and benefit administration problems. Works closely with residents, employees, and carriers to resolve billing and enrollment related issues.
5. Develops, evaluates, recommends, administers and communicates benefit programs and policies, such as the benefit summaries, and retirement and open enrollment guides.
6. Interprets and explains benefits plan requirements and procedures to residents, employees, and beneficiaries; serves as liaison and advocate with external plan administrators to resolve benefits concerns and coverage/payment problems in the best interests of the residents, employees and the City.
7. Administers employee leaves of absence in compliance with all federal and state legal statutes.
8. Conducts employee orientations; prepares documents, conducts benefits orientation, explains policies and procedures, and enrolls new employees in applicable systems.
9. Assists employees with retirement matters; explains retirement benefits and options, retiree medical contributions, and social security and Medicare programs.
10. Participates in the employee exit process; prepares exit documents, conducts exit interviews; updates payroll and CalPERS systems.
11. Monitors, analyzes and prepares detailed reports on existing and proposed legislation, existing regulations, municipal codes and other documents and statutes related to the benefit processes.
12. Develops monitoring controls, regulations, reporting procedures and forms. Monitors benefits costs and makes recommendations regarding plan design and cost containment measures.

CITY OF IRWINDALE

Benefits Administrator (Continued)

13. Oversees and monitors the service performance of various third-party administrators, such as CalPERS, PARS, and life and disability insurance carriers.
14. Serves as liaison with the California Public Employees' Retirement Systems (CalPERS) regarding contract issues and analyzes and interprets the contract.
15. Maintains highly confidential information in accordance with HIPAA standards.
16. Supervises the maintenance of health plan data and records on computer systems and files.
17. Develops plans to implement new legislation related to benefit compliance (e.g., Affordable Care Act) and leaves of absences (e.g., Paid Sick Leave), including city-wide training on benefits topics.
18. Assists in assembling and preparing the annual budget for areas of assignment; monitors expenditures against budget; prepares purchase requisitions and requests for payment.
19. Participates in the selection of staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.
20. Manages the City's summer youth work program; prepares application packets, communicates with departments to determine open placements, coordinates interviews, and conducts orientation.
21. Develops and implements recruitment and selection plans and schedules; may act as coordinator in the assignment and review of assigned recruitments; coordinates pre-employment background checks; receives confidential information on all candidates for employment and maintains recruitment files.
22. Provides complex analytical and professional level assistance to the Human Resources/Risk Manager; maintains records and documentation for the preparation of narrative and/or statistical reports; tabulates information, analyzes and prepares statistical reports; assists in the performance of complex administrative tasks, utilizing judgment, tact and confidentiality in the application of policy.
23. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Practices, methods and techniques of benefits program administration, including eligibility determination, enrollment, claims processing, benefits reporting and insurance/benefits plan record-keeping.

ACA, COBRA, California Public Employees' Retirement System (CalPERS) and Public Agency Retirement Services (PARS) programs.

Federal, state and local laws and regulations governing the administration of Section 125 benefits plans and maintenance of plans/employee records.

The Health Insurance Portability and Accountability Act (HIPAA) and its application to health benefits administration.

Standard benefits plan contract and coverage provisions and requirements.

Business mathematics.

Advanced methods and techniques used in conducting research and analyzing data.

Advanced principles, laws and procedures of benefit administration.

Business letter writing and report preparation.

Principles and procedures of record keeping.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, databases, and other specialized applications related to area of assignment.

CITY OF IRWINDALE

Benefits Administrator (Continued)

Pertinent federal, state, and local laws, codes, and ordinances.

English usage, spelling, grammar, and punctuation.

Ability to:

Analyze and interpret laws, ordinances, rules, and regulations relating to various types of employee benefit programs.

Analyze benefit policies affecting resident and employee benefit programs and prepare related reports and recommendations.

Demonstrate initiative in the satisfactory research, follow-up and resolution of insurance related issues.

Negotiate, prepare and manage benefit contracts.

Provide professional human resources management services independently in the absence of supervision.

Evaluate the costs and benefits of alternative insurance programs.

Prepare clear, concise and accurate reports, correspondence and other written materials.

Understand, interpret and apply human resources theory, applicable policies, procedures, laws, and regulations.

Identify and respond to employee and resident inquiries, complaints, concerns and needs.

Conduct salary, benefit and classification surveys and prepare reports.

Effectively supervise employees; review and evaluate employees' job performance.

Think independently and make decisions in the absence of supervision.

Interpret and apply applicable federal, state, and local laws, codes, and regulations.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Participate in researching, compiling, analyzing, and interpreting data.

Research files and prepare statistical reports and analyses.

Establish and maintain a variety of specialized files and records.

Learn and effectively utilize various software applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Bachelor's degree from an accredited college or university with major course work in human resources, public administration, business administration, organizational development, or a related field.

Experience:

Five years of progressively responsible human resources experience, preferably in a municipal setting. Supervisory experience and direct experience in the administration of benefit programs.

License or Certificate:

Possession of an appropriate, valid driver's license.

CITY OF IRWINDALE
Benefits Administrator (Continued)

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Date: January 2022

EXHIBIT C

CITY OF IRWINDALE

SENIOR CENTER MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under administrative direction, plans, organizes, manages, supervises, and evaluates senior recreation programs including classes, special events, and senior nutrition programs; operates senior center facilities on a year-round basis; and does related work as required.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assumes management responsibility for assigned services and activities of the Senior Center including senior center programs, events, activities, and facilities.
2. Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned facilities and programs of the senior center; evaluates program effectiveness and implements improvements to service delivery methods.
3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
4. Supervises the operation of programs and activities under area of responsibility; recommends new or improved programming as necessary.
5. Selects, trains, motivates, and evaluates full time staff, part-time staff, and volunteers; plans, organizes, and reviews the work of contractors; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
6. Oversees the facilities and activities of the senior center; ensures that programs and activities are in compliance with applicable laws and regulations; coordinates facility and equipment maintenance and repairs; ensures that the site is maintained in a clean, safe, orderly, and secure condition.
7. Develops and administers the senior center budget; forecasts funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; recommends adjustments as necessary.
8. Coordinates community outreach programs and collaborates with representatives of other public, non-profit, and private organizations, including school districts and community groups.
9. Maintains kitchen facilities following Los Angeles County Public Health guidelines; ensures that staff adheres to food handling practices.
10. Serves as a liaison to various boards and commissions; prepares the Senior Association Club's monthly agenda.

Provides responsible staff assistance to the Public Services Director; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to programs, policies, and procedures as appropriate.
11. Prepares various reports and correspondence; prepares and presents staff reports and other necessary correspondence.

CITY OF IRWINDALE
Senior Center Manager (Continued)

12. Maintains senior center website and activity calendars.
13. Responds to and resolves difficult and sensitive inquiries and complaints from participants and the general public.
14. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of community services.
15. May be required to drive van to deliver meals and transport seniors.
16. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Principles and practices of program development, implementation, administration, and evaluation.
Operations, services, and activities of a senior center program.
Principles of supervision, training, and performance evaluation.
Principles and practices of budget preparation and control.
Principles and practices of record keeping and reporting.
Principles of business letter writing and basic report preparation.
Principles of supervision, training, and performance evaluation.
Techniques of public relations and customer service practices.
Standard program evaluation methods.
Methods and techniques of first aid and CPR.
Appropriate safety precautions and procedures within the area of assignment.
Modern office procedures, methods and equipment including computers and applicable software applications.
Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Oversee and participate in the management of a comprehensive senior center services program.
Design, develop, and implement senior center programs suited to the needs of the community.
Oversee, direct, and coordinate the work of lower level staff.
Select, supervise, train, and evaluate staff.
Participate in the development and administration of division goals, objectives, and procedures.
Prepare and administer large program budgets.
Plan, supervise, coordinate, and evaluate a senior recreation program.
Analyze and evaluate community needs and work with community organizations to develop programs.
Interpret, apply, and explain policies, procedures, and regulations.
Maintain facilities in a clean, safe, and secure manner.
Prepare clear and concise reports and correspondence.
Oversee and participate in the maintenance of records.
Operate office equipment including computers and applicable software applications.
Respond to emergency situations and administer first aid or CPR as necessary.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

CITY OF IRWINDALE
Senior Center Manager (*Continued*)

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in gerontology, human services, public administration, business administration, or related field.

Experience:

Five years of increasingly responsible experience administering a variety of leisure and social service programs, including two years of administrative and supervisory responsibility.

License or Certificate:

Possession of an appropriate, valid driver's license.

Possession of certification in basic first aid and CPR.

Possession of, or ability to obtain a valid Food Handler Certificate within 30 days.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Work is performed primarily in a standard office and senior center environment; travel to different locations; incumbents may be required to work extended hours including evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in an office and community services facility setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

*Date: November 2016
Updated: January 2022*

RESOLUTION NO. 2021-117-3239

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE
ESTABLISHING THE BENEFITS FOR UNREPRESENTED UNCLASSIFIED
NONPERMANENT AND PERMANENT PART-TIME AT-WILL CITY
EMPLOYEES**

WHEREAS, Article VIII, Section 803 of the City Charter requires the City Council to establish by resolution salaries and other forms of compensation for all City employees; and

WHEREAS, Section 2.12.010 of the Irwindale Municipal Code requires that the offices and positions in the City employment be fixed and established by resolution of the City Council; and

WHEREAS, Section 2.12.020 of the Irwindale Municipal Code requires that the salaries and compensation of officers and employees of the City be fixed and determined by resolution of the City Council; and

WHEREAS, a number of unaffiliated and/or unrepresented unclassified at-will nonpermanent and permanent part-time employees rely on the City Council to provide an appropriate compensation and benefit system; and

WHEREAS, to facilitate administration and in accordance with applicable laws and regulations, the City Council desires to adopt Resolution No. 2021-117-3239, establishing the benefits for at-will part-time City employees, and to supersede Resolution No. 2021-53-3265.

NOW, THEREFORE, the City Council of the City of Irwindale hereby resolves, determines and orders as follows:

SECTION 1. Applicability to other Governing Documents.

This Resolution shall supersede Resolution No. 2021-53-3265. This Resolution shall also take the place of all existing resolutions or orders of the City Council as they relate to the subject matter contained herein.

In the event that any provision of this Resolution is in conflict with the City's Personnel Rules or other policies, this Resolution shall supersede and govern the City's policies and practices with regard to unrepresented and/or unaffiliated employees.

SECTION 2. Compensation Schedules.

The compensation ranges for unaffiliated and/or unrepresented unclassified at-will nonpermanent and permanent part-time employees shall be as reflected in the City's then-current Compensation Resolution.

SECTION 3. Benefits Applicable to At-Will Permanent Part-Time Employees.

Unless otherwise stated herein, the benefits for all at-will permanent part-time employees of the City of Irwindale, who are unaffiliated and/or unrepresented and unclassified, shall be as follows:

- A. SICK LEAVE. Unaffiliated and/or unrepresented unclassified at-will permanent part-time employees shall be eligible for sick leave in accordance with the City's Personnel Rule 14.20 beginning on the 90th day of employment. Sick leave will not be considered hours worked for purposes of overtime calculation.

Sick leave accrual and pay back are as follows:

1. SICK LEAVE ACCRUAL. Unaffiliated and/or unrepresented unclassified at-will permanent part-time employees shall be credited with 3.693 hours of sick leave bi-weekly per the City's Personnel Rule 14.20.3.
2. SICK LEAVE CONVERSION. Employees who elect to convert accrued sick leave to compensation as provided for herein shall be limited to a maximum of one hundred (100) total hours per fiscal year of accrued sick leave to be converted, and in compliance with the Department of Treasury, Internal Revenue Service (IRS) Section 1.451-1(a), must comply with the following:
 - a. Any sick leave conversion request must be made in writing using the form provided by Human Resources and must be received by Human Resources no later than December 15 of the calendar year prior to the end of the calendar year in which the employee wishes to convert vacation or sick leave.
 - b. All sick leave conversion elections are irrevocable and cannot be changed or amended unless rescinded and received in writing by Human Resources no later than December 15 of the calendar year prior to conversion.
 - c. Employees who fail to submit an election by December 15 of the calendar year prior to the conversion will not be eligible for sick leave converted to cash for that calendar year.
 - d. Payments for accrued sick leave conversion to cash shall be made by separate check four times a year (first pay period in September, December, March, and June).
 - e. Employees may not convert sick leave in an amount that shall reduce their sick leave balance to less than 80 hours.

Sick leave payments upon termination or periodic conversion request will be provided as follows:

25%	over 800 hours
50%	481-800 hours
75%	1 st 480 hours

- B. EDUCATION INCENTIVE. Unaffiliated and/or unrepresented unclassified at-will permanent part-time employees will receive the following education incentive bonus in addition to their base compensation:

AA/AS degree or Junior Year Status at Four Year College or Higher: \$1,200/year
BA/BS degree: \$1,500/year
MA/MS degree: \$1,800/year

To be eligible for these benefits, the coursework and/or degrees must be from an institution accredited by an agency recognized by the California Department of Education, U.S. Department of Education or Council for Higher Education Accreditation.

This incentive will be paid out over twenty-six (26) bi-weekly pay periods in a calendar year.

- C. BILINGUAL BONUS PAY. Unaffiliated and/or unrepresented unclassified at-will permanent part-time employees shall be paid bilingual pay at a rate of fifty cents (\$0.50) per hour upon passing a verbal bilingual exam. The employee may take a bilingual exam when hired or twice a year when the City offers bilingual exams. Bilingual bonus pay will be paid per pay period to those employees who prove proficient in Spanish and/or American Sign Language, and are required to use such languages during the course of City business. The City shall determine qualification requirements and the appropriate exam.
- D. ANNUAL SERVICE AWARD PAY. Unaffiliated and/or unrepresented unclassified at-will permanent part-time employees shall be entitled on each qualifying employee's fifth (5th) consecutive employment year to "Annual Service Award" pay of ten dollars (\$10.00) for each year worked, which shall be paid in December of the qualifying year at the Annual Employee Service Award Reception. If there is no reception planned for the year, the service award will be paid in conjunction with the first paycheck in December of the qualifying year.
- E. PARS MEMBERSHIP. Pursuant to Government Code §§ 53216 et seq., the City participates in the Public Agency Retirement Services (PARS) Retirement Enhancement Plan, which affords unaffiliated and/or unrepresented unclassified at-will permanent part-time employees additional retirement benefits commonly referred to as "1% at 55." The City pays on behalf of each eligible employee an amount sufficient to pay the full cost of the PARS retirement enhancement benefit. The City's participation in PARS is in addition to, and not in lieu of, the City's participation in the CalPERS program identified in Section 5. F.
 - 1. Unaffiliated and/or unrepresented unclassified at-will permanent part-time employees hired before January 1, 2007:
 - a. Employees shall individually pay a PARS contribution rate of four-tenths percent (0.4%) of salary.
 - b. PARS benefits are vested after completing three (3) years of continuous employment with the City and service credit shall be given for previous employment with/by other agencies and/or cities.
 - 2. Unaffiliated and/or unrepresented unclassified at-will permanent part-time employees hired After January 1, 2007:
 - a. Employees shall individually pay a PARS contribution rate of four-tenths percent (0.4%) of salary.
 - b. PARS benefits are vested after ten (10) years of continuous employment with the City and no service credit shall be given for previous employment with/by other agencies and/or cities.
 - 3. Unaffiliated and/or unrepresented unclassified at-will permanent part-time employees hired After January 1, 2011:

- a. Employees shall individually pay a PARS contribution rate of fifty percent (50%) of the amount sufficient to pay for the cost of the PARS retirement enhancement benefit.
- b. PARS benefits are vested after ten (10) years of continuous employment with the City and no service credit shall be given for previous employment with/by other agencies and/or cities.

All unaffiliated and/or unrepresented unclassified at-will permanent part-time employees hired on or after January 1, 2013 are ineligible to participate in the PARS program.

F. CalPERS MEMBERSHIP. The City is a contract member of the California Public Employees' Retirement System ("CalPERS"). Such membership shall be maintained and employee eligibility, classification, contributions, and benefits are as prescribed in the contract between the City and CalPERS heretofore approved by the City Council. The City does not elect and shall not be required to pay any part of employee member contributions known informally as Employer Paid Member Contributions (EPMC) as allowed under Government Code Section 20691. Accordingly, each employee shall pay the entire member contribution required under the City's benefit formula as set forth below.

1. Tier I Miscellaneous (unaffiliated and/or unrepresented unclassified at-will permanent part-time employee hired prior to January 1, 2011 and determined to be a "classic member" by CalPERS)
 - a. 2% @ 55 retirement benefit formula
 - b. Fourth Level of 1959 Survivors Program
 - c. Military Service as Public Service
 - d. One-Year Final Compensation: Final compensation is the average full-time monthly pay rate for the highest twelve (12) consecutive months
 - e. Improved non-industrial disability allowance
 - f. Post-retirement survivor allowance
 - g. Credit for unused sick leave
2. Tier II Miscellaneous (unaffiliated and/or unrepresented unclassified at-will permanent part-time employee hired on or after May 1, 2011, and determined to be a "classic member" by CalPERS)
 - a. 2% @ 55 retirement benefit formula
 - b. Fourth Level of 1959 Survivors Program
 - c. Military Service as Public Service
 - d. Three-year Final Compensation: Final compensation is the average full-time monthly pay rate for the highest thirty-six (36) consecutive months
 - e. Improved non-industrial disability allowance
 - f. Post-retirement survivor allowance
 - g. Credit for unused sick leave
3. Tier III (PEPRA) Miscellaneous (unaffiliated and/or unrepresented unclassified at-will permanent part-time employee hired on and after January 1, 2013, deemed to be a "new member" as defined in Government Code § 7522.04)
 - a. 2% @ 62 retirement benefit formula
 - b. Fourth Level of 1959 Survivors Program

- c. Military Service as Public Service
- d. Three-year Final Compensation: Final compensation is the average full-time monthly pay rate for the highest thirty-six (36) consecutive months
- e. Improved non-industrial disability allowance
- f. Post-retirement survivor allowance
- g. Credit for unused sick leave
- h. Employee shall individually pay a CalPERS contribution rate of 50% of the normal cost rate for the Defined Benefit Plan in which said "new member" is enrolled, rounded to the nearest quarter of 1%, or the current contribution rate of similarly situated employees, whichever is greater.

- G. RETIREE MEDICAL. CalPERS eligible retirees who were hired before January 1, 2011, and who retire from the City as a CalPERS-eligible retiree shall receive one hundred percent (100%) lifetime medical insurance upon retirement from the City. The City shall pay one hundred percent (100%) of the premium for any CalPERS medical plan, inclusive of eligible dependents as defined by CalPERS, so long as employee remains eligible for CalPERS medical coverage. For all new employees hired on or after January 1, 2011, retiree medical will be implemented in accordance with the CalPERS Health Benefit Vesting Resolution No. 2010-49-2479 which mirrors the state plan for contribution levels. The resolution requires ten (10) years of service, five (5) years of which is with Irwindale, for fifty percent (50%) contribution of state designated amount towards retiree medical premium and twenty (20) years of service, five (5) years of which is with Irwindale, for one hundred percent (100%) contribution of state designated amount towards retiree medical premium for any CalPERS medical plan.
- H. DIRECT DEPOSIT REQUIREMENT. The City shall maintain a mandatory requirement for participation in payroll direct deposit for all employees hired after July 8, 2001.
- I. MEDICAL BENEFITS. Medical benefits shall be under the CalPERS medical program. The City pays one hundred percent (100%) of the premium for any CalPERS medical plan for unaffiliated and/or unrepresented unclassified at-will permanent part-time employees and their eligible dependents as defined by CalPERS.
- J. DENTAL BENEFITS. The City pays one hundred percent (100%) of the premium for one of two dental plans offered by the City for unaffiliated and/or unrepresented unclassified at-will permanent part-time employees and their eligible dependents. The City reserves the right to unilaterally change plans, plan administrators or insurance companies as long as any new plan affords equal or greater benefit coverage.
- K. VISION BENEFITS. The City pays one hundred percent (100%) of the premium for a vision plan for unaffiliated and/or unrepresented unclassified at-will permanent part-time employees and their eligible dependents. The City reserves the right to unilaterally change plans, plan administrators or insurance companies as long as any new plan affords equal or greater benefit coverage.
- L. MEDICAL, DENTAL, AND VISION INSURANCE PREMIUM OPT-OUT. Any eligible unaffiliated and/or unrepresented unclassified at-will permanent part-time employee who elects to opt-out of medical, dental & vision coverages offered by the City will be paid a cash benefit in lieu of said coverage equal to one half (1/2) of the average monthly cost to the City for single employee medical insurance coverage only (not including dental or vision), provided such employee can demonstrate, to the satisfaction of the City, that he/she has opted out of all three coverages and can demonstrate to the satisfaction of the

City, that such employee has substantially equivalent medical coverage through some other insurance plan, which plan shall remain in full force and effect during the entire term of employment of such employee with the City. The City shall have the sole and unfettered right to determine whether such employee has satisfactorily demonstrated substantially equivalent medical coverage, and any such employee seeking reimbursement from the City must, at least annually, provide written proof of such substantially equivalent medical coverage in a form satisfactory to the City. Payment shall be made bi-weekly through the regular payroll system.

M. UNIFORM ALLOWANCE. The position of Senior Center Leader shall receive a uniform allowance in the amount of \$50.00 per year.

N. BREAK PERIODS. Unless otherwise stated herein, the break periods for all at-will permanent part-time employees shall be as follows:

- MEAL BREAK. Employees working more than six (6) hours in a work day may take an unpaid meal period of thirty (30) minutes. This shall occur approximately mid-way between the employee's starting time and finishing time.
- REST BREAK. Employees working more than three and one-half (3.5) hours in a work day may take a paid rest break of fifteen (15) minutes for every four hours worked. Insofar as practical, the rest break should be in the middle of each four-hour work period.

SECTION 4. Benefits Applicable to Authorized At-Will Nonpermanent Part-Time Employees.

Unless otherwise stated herein, the benefits for all at-will nonpermanent part-time employees of the City of Irwindale, who are unaffiliated and/or unrepresented and unclassified, shall be as follows:

A. CITY MANAGER AUTHORIZATION. For unaffiliated and/or unrepresented unclassified at-will nonpermanent part-time positions, the City Manager may authorize the number of hires as long as the personnel costs do not exceed the budgeted amounts in approved funds.

B. SICK LEAVE. Unaffiliated and/or unrepresented unclassified at-will nonpermanent part-time employees shall be eligible for sick leave in accordance with the City's Personnel Rule 14.20. This includes sick leave accrual as follows:

1. Pursuant to Personnel Rules Section 14.20.07, nonpermanent part-time employees are eligible to accrue sick leave beginning with their first day of employment or July 1, 2015, whichever is later.
2. Nonpermanent part-time employees shall accrue one (1) hour of paid leave for every thirty (30) hours worked, not to exceed a maximum cap of 48 hours per calendar year. Sick leave does not accrue once the cap is reached, but will commence accruing again when accrued sick leave drops below the cap. Any unused accrued sick leave carries over year to year while continuously employed. Sick leave is provided at the nonpermanent part-time employee's base hourly wage rate.
3. Nonpermanent part-time employees are entitled to use accrued Sick Leave for any purpose described in Personnel Rules Section 14.20.1 beginning on the 90th day

of employment. Nonpermanent part-time employees are only permitted to use a maximum of three (3) days or twenty-four (24) hours, whichever is greater, of accrued sick leave per calendar year. Sick leave must be used in two (2) hour minimum increments.

4. Sick leave will not be considered hours worked for purposes of overtime calculation.
5. Nonpermanent part-time employees are not entitled to sick leave buy-back and shall not receive any pay out or compensation for unused accrued sick leave upon termination, resignation, retirement or other separation from employment.
6. If a nonpermanent part-time employee separates from City employment and is re-hired by the City within one (1) year of the date of separation, previously accrued and unused sick leave hours shall be reinstated.
7. Nonpermanent part-time employees shall provide reasonable advance notification of their need to use accrued paid sick leave to their supervisor if the need for sick leave use is foreseeable. If the need for sick leave use is unforeseeable, the employee shall provide notice of the need for the leave to their supervisor as soon as is practicable.

C. BILINGUAL BONUS PAY. Unaffiliated and/or unrepresented unclassified at-will nonpermanent part-time employees shall be paid bilingual pay at a rate of fifty cents (\$0.50) per hour upon passing a verbal bilingual exam. The employee may take a bilingual exam when hired or twice a year when the City offers bilingual exams. Bilingual bonus pay will be paid per pay period to those employees who prove proficient in Spanish and/or American Sign Language, and are required to use such languages during the course of City business. The City shall determine qualification requirements and the appropriate exam.

D. ANNUAL SERVICE AWARD PAY. Unaffiliated and/or unrepresented unclassified at-will nonpermanent part-time employees shall be entitled on each qualifying employee's fifth (5th) consecutive employment year to "Annual Service Award" pay of ten dollars (\$10.00) for each year worked, which shall be paid in December of the qualifying year at the Annual Employee Service Award Reception. If there is no reception planned for the year, the service award will be paid in conjunction with the first paycheck in December of the qualifying year.

E. DIRECT DEPOSIT REQUIREMENT. The City shall maintain a mandatory requirement for participation in payroll direct deposit for all employees hired after July 8, 2001.

F. UNIFORM ALLOWANCE. The positions of Bus Driver, Recreation Aide and Senior Center Aide shall receive a uniform allowance in the amount of \$50.00 per year.

E. BREAK PERIODS. Unless otherwise stated herein, the break periods for all at-will non permanent part-time employees shall be as follows:

- MEAL BREAK. Employees working more than six (6) hours in a work day may take an unpaid meal period of thirty (30) minutes. This shall occur approximately mid-way between the employee's starting time and finishing time.
- REST BREAK. Employees working more than three and one-half (3.5) hours in a work day may take a paid rest break of fifteen (15) minutes for every four hours worked.

Insofar as practical, the rest break should be in the middle of each four-hour work period.

SECTION 5. Benefits Applicable to Authorized At-Will Temporary Part-Time Employees.

At-will temporary part-time employees of the City of Irwindale, who are unaffiliated and/or unrepresented and unclassified, are not entitled to any benefits. Other than the compensation provided for herein, temporary part-time employees are not provided any additional compensation, reimbursements, leaves, or incentives, except those mandated by state or federal law.

A. BREAK PERIODS. Unless otherwise stated herein, the break periods for all at-will temporary part-time employees shall be as follows:

- MEAL BREAK. Employees working more than six (6) hours in a work day may take an unpaid meal period of thirty (30) minutes. This shall occur approximately mid-way between the employee's starting time and finishing time.
- REST BREAK. Employees working more than three and one-half (3.5) hours in a work day may take a paid rest break of fifteen (15) minutes for every four hours worked. Insofar as practical, the rest break should be in the middle of each four-hour work period.

SECTION 6. Certification.

The Chief Deputy City Clerk shall certify to the adoption of this resolution.

PASSED, APPROVED AND ADOPTED this 12th day of January 2022.

Larry G. Burrola, Mayor

ATTEST:

Laura Nieto, MMC
Chief Deputy City Clerk

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

I, Laura Nieto, Chief Deputy City Clerk of the City of Irwindale, do hereby certify that the foregoing Resolution No. 2021-117-3239 was duly and regularly passed and adopted by the City Council of the City of Irwindale at its regular meeting held on the 12th day of January 2022, by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

ABSTAIN: Councilmembers:

Laura Nieto, Chief Deputy City Clerk

RESOLUTION NO. 2021-126-3248

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE
ESTABLISHING THE NUMBER OF POSITIONS, SCHEDULE OF CLASSES,
AND COMPENSATION FOR CITY EMPLOYEES, AND APPROVING AN
APPROPRIATION OF FUNDS FOR SALARY ADJUSTMENTS FOR FISCAL
YEAR 2021-2022 FOR UNREPRESENTED UNCLASSIFIED
NONPERMANENT AND PERMANENT PART-TIME AT-WILL POSITIONS**

WHEREAS, Article VIII, Section 803 of the City Charter requires the City Council to establish by resolution salaries and other forms of compensation for all City employees; and

WHEREAS, Section 2.12.010 of the Irwindale Municipal Code requires that the offices and positions in the City employment be fixed and established by resolution of the City Council; and

WHEREAS, Section 2.12.020 of the Irwindale Municipal Code requires that the salaries and compensation of officers and employees of the City be fixed and determined by resolution of the City Council; and

WHEREAS, Section 2.25 of the City's Personnel Rules states that the Personnel Officer shall prepare an annual salary resolution that establishes the minimum through maximum salary rates of pay for employee classifications, which shall be adopted by the City Council; and

WHEREAS, the City Council adopted Resolution No. 2021-53-3265 on July 14, 2021, which established the number of positions, schedule of classes, compensation, and benefits for City employees; and

WHEREAS, on December 8, 2021, the City Council adopted a Tentative Agreement for successor MOU covering the period July 1, 2021 through June 20, 2024 for the Irwindale Management Employees' Association (IMEA); and

WHEREAS, the Tentative Agreement for successor MOU expressly establishes compensation and benefits for all IMEA represented employees;

WHEREAS, based on the adopted Tentative Agreement for successor MOU between the City and IMEA, Resolution No. 2021-126-3248 reflects certain changes in compensation of IMEA employees, including a compensation adjustment of the base salaries of all IMEA represented positions, retroactive to July 11, 2021, utilizing the benchmark classes from the recently completed compensation study set to the adjusted 50th percentile, rounding to nearest highest range; and

WHEREAS, based on the adopted Tentative Agreement for successor MOU between the City and IMEA, Resolution No. 2021-126-3248 reflects certain changes in compensation of IMEA employees, including a compensation adjustment of the base salaries of all IMEA represented positions, effective December 12, 2021, utilizing the benchmark classes from the recently completed compensation study set to the unadjusted 50th percentile, rounding to nearest highest range; and

WHEREAS, on December 8, 2021, the City Council adopted an updated Schedule of Salaries and Benefits for Unclassified Management Employees; and

WHEREAS, based on the adopted updated Schedule of Salaries and Benefits for Unclassified Management Employees, Resolution No. 2021-126-3248 reflects certain changes in compensation for unclassified, unrepresented management employees, effective December 12,

2021, utilizing the benchmark classes from the recently completed compensation study set to the unadjusted 50th percentile, rounding to nearest highest range; and

WHEREAS, the City further desires to implement certain changes in compensation for unaffiliated and/or unrepresented unclassified at-will nonpermanent and permanent part-time employees, effective January 23, 2022, utilizing the benchmark classes from the recently completed compensation study set to the 50th percentile; and

WHEREAS, concurrently herewith, the City Council is considering the adoption of Resolution No. 2021-123-3245, which establishes a nonpermanent part-time Communications Specialist position, freezes the nonpermanent part-time Office Specialist position, eliminates the permanent part-time Departmental Aide position and funds a second permanent part-time Senior Center Leader position, establishes a Benefits Administrator position and freezes the Senior Human Resources/Risk Management Analyst position, and unfreezes the Police Captain position, such that updates to this resolution are necessary; and

WHEREAS, the City Council desires to adopt this resolution to accurately reflect the current compensation ranges, position titles, and number of positions for all City classifications; and

WHEREAS, this resolution is also intended to serve as the City's California Public Employees Retirement System ("CalPERS") publicly available pay schedule as required by California Code of Regulations, Title 2, Section 570.5.

NOW, THEREFORE, the City Council of the City of Irwindale hereby resolves, determines and orders as follows:

SECTION 1. Applicability to other Governing Documents.

This Resolution shall supersede and replace Resolution No. 2021-53-3265. This Resolution shall also take the place of all existing resolutions or orders of the City Council as they relate to the subject matter contained herein. However, in no event shall this Resolution rescind, supersede, alter or in any way have an effect on Resolution No. 2021-116-3238, that was adopted December 8, 2021, relating to the compensation and benefits of unclassified, unrepresented management employees, or on any approved or adopted memoranda of understanding in accordance with Section 2 of this Resolution.

In the event that any provision of this Resolution is in conflict with the City's Personnel Rules or other policies, this Resolution shall supersede and govern the City's policies and practices with regard to unrepresented and/or unaffiliated employees.

SECTION 2. Classified Employees Organized In Bargaining Units Represented By Recognized Employee Organizations.

The Memoranda of Understanding for IMEA, ICEA, and IPOA govern the employment relationship between the City and the employees represented by their respective Recognized Employee Organizations. In the event that this Resolution conflicts with the benefits granted or the restrictions imposed pursuant to any Tentative Agreement or Memoranda of Understanding negotiated with these Recognized Employee Organizations, the applicable Tentative Agreement or Memoranda of Understanding shall govern as to that particular employee bargaining unit.

SECTION 3. Salary and Wage Schedules.

The number of positions, list of class titles, and compensation for all City job classifications are reflected in Exhibit A, effective retroactive to July 11, 2021. The number of positions, list of class titles, and compensation for all City job classifications are reflected in Exhibit B effective as of December 12, 2021. The number of positions, list of class titles, and compensation for all City job classifications are reflected in Exhibit C effective as of January 23, 2022. If any employee is receiving compensation above the highest step of the salary range stated in this resolution for his/her position, the employee's present rate shall be continued as an approved additional step rate for the class ("Y-rated"), until the highest step is greater than the Y-rate. Except as provided herein or an applicable MOU, no non Y-rated employee may be adjusted to a Y-rate upon reclassification or promotional appointment, and the Y-rate shall no longer be in effect after the termination of the employment in that class of the incumbent(s) on whose behalf the Y-rate is authorized. Nothing in this resolution shall prohibit any Y-rated employee from receiving a cost of living adjustment that other employees within the employee's applicable bargaining group may receive pursuant to an applicable Tentative Agreement or MOU.

SECTION 4. Additional Appropriation

The cost of base salary adjustments for all unaffiliated and/or unrepresented unclassified nonpermanant and permanent part-time at-will positions is projected at \$136,460. An additional budget appropriation for FY 2021-22 in the amount of \$136,460 from the General is necessary to cover the cost of these adjustments.

SECTION 5. Certification.

The Chief Deputy City Clerk shall certify to the adoption of this resolution.

PASSED, APPROVED AND ADOPTED this 12th day of January 2022.

Larry G. Burrola, Mayor

ATTEST:

Laura Nieto, MMC
Chief Deputy City Clerk

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

I, Laura Nieto, Chief Deputy City Clerk of the City of Irwindale, do hereby certify that the foregoing Resolution No. 2021-126-3248 was duly and regularly passed and adopted by the City Council of the City of Irwindale at its regular meeting held on the 12th day of January 2022, by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

ABSTAIN: Councilmembers:

Laura Nieto, Chief Deputy City Clerk

EXHIBIT A
CITY OF IRWINDALE
Full-Time Salary Schedule
Fiscal Year 2021-2022
Effective July 11, 2021

Schedule	Position Title	Authorized Number	Effective Date		Range	Step A	Step B	Step C	Step D	Step E
Legislative	Councilmember	5	9/7/2018	Bi-Weekly		346.23	346.23	346.23	346.23	346.23
				Monthly		750.16	750.16	750.16	750.16	750.16
				Annual		9,001.92	9,001.92	9,001.92	9,001.92	9,001.92
CM	City Manager	1	1/22/2020	Bi-Weekly		8,831.85	8,831.85	8,831.85	8,831.85	8,831.85
				Monthly		19,136	19,136	19,136	19,136	19,136
				Annual		229,628	229,628	229,628	229,628	229,628
Director	Assistant City Manager	1	7/1/2019	Bi-Weekly		5,865.23	6,158.31	6,466.15	6,789.23	7,128.92
				Monthly		12,708	13,343	14,010	14,710	15,446
				Annual		152,496	160,116	168,120	176,520	185,352
Director	Chief of Police	1	7/1/2019	Bi-Weekly		6,095.08	6,399.69	6,719.54	7,055.54	7,408.62
				Monthly		13,206	13,866	14,559	15,287	16,052
				Annual		158,472	166,392	174,708	183,444	192,624
Director	Director of Engineering/Building Official	1	7/1/2019	Bi-Weekly		5,332.62	5,599.38	5,879.54	6,173.54	6,482.00
				Monthly		11,554	12,132	12,739	13,376	14,044
				Annual		138,648	145,584	152,868	160,512	168,532
Director	Finance Director/City Treasurer	1	7/1/2019	Bi-Weekly		5,207.08	5,467.38	5,740.62	6,027.69	6,329.08
				Monthly		11,282	11,846	12,438	13,060	13,713
				Annual		135,384	142,152	149,256	156,720	164,556
Director	Community Development Director	1	7/1/2019	Bi-Weekly		5,060.31	5,313.23	5,579.08	5,857.85	6,150.92
				Monthly		10,964	11,512	12,088	12,692	13,327
				Annual		131,568	138,144	145,056	152,304	159,924
Director	Public Services Director	1	4/14/2021	Bi-Weekly		5,137.85	5,394.92	5,664.46	5,947.85	6,245.08
				Monthly		11,132	11,689	12,273	12,887	13,531
				Annual		133,584	140,268	147,276	154,644	162,372
ICEA	Accountant	1	7/14/2021	Bi-Weekly	40	2,311.23	2,426.81	2,548.12	2,675.54	2,809.31
				Monthly		5,008	5,258	5,521	5,797	6,087
				Annual		60,092	63,097	66,251	69,564	73,042
ICEA	Administrative Secretary	1	7/1/2019	Bi-Weekly	32	1,896.92	1,991.77	2,091.38	2,195.92	2,305.73
				Monthly		4,110	4,316	4,531	4,758	4,996
				Annual		49,320	51,786	54,376	57,094	59,949
ICEA	Assistant Planner	0	7/1/2019	Bi-Weekly	40	2,311.23	2,426.81	2,548.12	2,675.54	2,809.31
				Monthly		5,008	5,258	5,521	5,797	6,087
				Annual		60,092	63,097	66,251	69,564	73,042

CITY OF IRWINDALE
Full-Time Salary Schedule
Fiscal Year 2021-2022

Effective July 11, 2021

Schedule	Position Title	Authorized Number	Effective Date		Range	Step A	Step B	Step C	Step D	Step E
ICEA	Building Permit Technician	0	7/1/2019	Bi-Weekly	33	1,944.35	2,041.58	2,143.65	2,250.85	2,363.38
				Monthly		4,213	4,423	4,645	4,877	5,121
				Annual		50,553	53,081	55,735	58,522	61,448
ICEA	Bus Driver	2	7/1/2019	Bi-Weekly	29	1,761.50	1,849.58	1,942.04	2,039.15	2,141.12
				Monthly		3,817	4,007	4,208	4,418	4,639
				Annual		45,799	48,089	50,493	53,018	55,669
ICEA	Code Enforcement Officer	1	7/1/2019	Bi-Weekly	34	1,992.96	2,092.62	2,197.23	2,307.12	2,422.46
				Monthly		4,318	4,534	4,761	4,999	5,249
				Annual		51,817	54,408	57,128	59,985	62,984
ICEA	Deputy City Clerk	0	7/1/2019	Bi-Weekly	34	1,992.96	2,092.62	2,197.23	2,307.12	2,422.46
				Monthly		4,318	4,534	4,761	4,999	5,249
				Annual		51,817	54,408	57,128	59,985	62,984
ICEA	Engineering Technician	4	7/1/2019	Bi-Weekly	33	1,944.35	2,041.58	2,143.65	2,250.85	2,363.38
				Monthly		4,213	4,423	4,645	4,877	5,121
				Annual		50,553	53,081	55,735	58,522	61,448
ICEA	Finance Analyst	1	7/1/2019	Bi-Weekly	40	2,311.23	2,426.81	2,548.12	2,675.54	2,809.31
				Monthly		5,008	5,258	5,521	5,797	6,087
				Annual		60,092	63,097	66,251	69,564	73,042
ICEA	Finance Technician	1	7/1/2019	Bi-Weekly	32	1,896.92	1,991.77	2,091.38	2,195.92	2,305.73
				Monthly		4,110	4,316	4,531	4,758	4,996
				Annual		49,320	51,786	54,376	57,094	59,949
ICEA	Human Resources Specialist	0	7/1/2019	Bi-Weekly	33	1,944.35	2,041.58	2,143.65	2,250.85	2,363.38
				Monthly		4,213	4,423	4,645	4,877	5,121
				Annual		50,553	53,081	55,735	58,522	61,448
ICEA	Janitor	1	7/1/2019	Bi-Weekly	13	1,186.58	1,245.92	1,308.19	1,373.62	1,442.31
				Monthly		2,571	2,700	2,834	2,976	3,125
				Annual		30,851	32,394	34,013	35,714	37,500
ICEA	Library Technician	1	7/1/2019	Bi-Weekly	24	1,556.88	1,634.73	1,716.50	1,802.31	1,892.42
				Monthly		3,373	3,542	3,719	3,905	4,100
				Annual		40,479	42,503	44,629	46,860	49,203
ICEA	Maintenance Aide	4	7/1/2019	Bi-Weekly	21	1,445.73	1,518.04	1,593.92	1,673.62	1,757.31
				Monthly		3,132	3,289	3,454	3,626	3,808
				Annual		37,589	39,469	41,442	43,514	45,690

CITY OF IRWINDALE
Full-Time Salary Schedule
Fiscal Year 2021-2022
Effective July 11, 2021

Schedule	Position Title	Authorized Number	Effective Date		Range	Step A	Step B	Step C	Step D	Step E
ICEA	Maintenance Worker I	0	7/1/2019	Bi-Weekly	26	1,635.73	1,717.50	1,803.38	1,893.54	1,988.23
				Monthly		3,544	3,721	3,907	4,103	4,308
				Annual		42,529	44,655	46,888	49,232	51,694
ICEA	Maintenance Worker II	6	7/1/2019	Bi-Weekly	40	2,311.23	2,426.81	2,548.12	2,675.54	2,809.31
				Monthly		5,008	5,258	5,521	5,797	6,087
				Annual		60,092	63,097	66,251	69,564	73,042
ICEA	Maintenance Lead Worker	1	7/1/2019	Bi-Weekly	43	2,488.92	2,613.38	2,744.04	2,881.27	3,025.31
				Monthly		5,393	5,662	5,945	6,243	6,555
				Annual		64,712	67,948	71,345	74,913	78,658
ICEA	Office Specialist	3	7/1/2019	Bi-Weekly	25	1,595.81	1,675.62	1,759.38	1,847.38	1,939.73
				Monthly		3,458	3,631	3,812	4,003	4,203
				Annual		41,491	43,566	45,744	48,032	50,433
ICEA	Planning Technician	1	7/1/2019	Bi-Weekly	33	1,944.35	2,041.58	2,143.65	2,250.85	2,363.38
				Monthly		4,213	4,423	4,645	4,877	5,121
				Annual		50,553	53,081	55,735	58,522	61,448
ICEA	Police Records Clerk	1	7/1/2019	Bi-Weekly	24	1,556.88	1,634.73	1,716.50	1,802.31	1,892.42
				Monthly		3,373	3,542	3,719	3,905	4,100
				Annual		40,479	42,503	44,629	46,860	49,203
ICEA	Police Services Specialist	1	7/1/2019	Bi-Weekly	39	2,254.85	2,367.62	2,485.96	2,610.27	2,740.81
				Monthly		4,886	5,130	5,386	5,656	5,938
				Annual		58,626	61,558	64,635	67,867	71,261
ICEA	Recreation Assistant	0	7/1/2019	Bi-Weekly	25	1,595.81	1,675.62	1,759.38	1,847.38	1,939.73
				Monthly		3,458	3,631	3,812	4,003	4,203
				Annual		41,491	43,566	45,744	48,032	50,433
ICEA	Senior Center Assistant	1	7/1/2019	Bi-Weekly	25	1,595.81	1,675.62	1,759.38	1,847.38	1,939.73
				Monthly		3,458	3,631	3,812	4,003	4,203
				Annual		41,491	43,566	45,744	48,032	50,433
ICEA	Senior Center Specialist	1	7/1/2019	Bi-Weekly	33	1,944.35	2,041.58	2,143.65	2,250.85	2,363.38
				Monthly		4,213	4,423	4,645	4,877	5,121
				Annual		50,553	53,081	55,735	58,522	61,448
ICEA	Senior Recreation Leader	3	7/1/2019	Bi-Weekly	14	1,216.23	1,277.08	1,340.92	1,407.96	1,478.35
				Monthly		2,635	2,767	2,905	3,051	3,203
				Annual		31,622	33,204	34,864	36,607	38,437

CITY OF IRWINDALE
Full-Time Salary Schedule
Fiscal Year 2021-2022

Effective July 11, 2021

Schedule	Position Title	Authorized Number	Effective Date		Range	Step A	Step B	Step C	Step D	Step E
ICEA	Senior Center Leader/Bus Driver	1	7/1/2019	Bi-Weekly	29	1,761.50	1,849.58	1,942.04	2,039.15	2,141.12
				Monthly		3,817	4,007	4,208	4,418	4,639
				Annual		45,799	48,089	50,493	53,018	55,669
ICEA	Senior Code Enforcement Officer	1	7/1/2019	Bi-Weekly	40	2,311.23	2,426.81	2,548.12	2,675.54	2,809.31
				Monthly		5,008	5,258	5,521	5,797	6,087
				Annual		60,092	63,097	66,251	69,564	73,042
IMEA	Aquatics Supervisor	1	7/14/2021	Bi-Weekly	45	2,614.96	2,745.69	2,882.96	3,027.12	3,178.46
				Monthly		5,666	5,949	6,246	6,559	6,887
				Annual		67,989	71,388	74,957	78,705	82,640
IMEA	Assistant City Engineer	1	7/11/2021	Bi-Weekly	62	3,978.96	4,177.88	4,386.77	4,606.12	4,836.42
				Monthly		8,621	9,052	9,505	9,980	10,479
				Annual		103,453	108,625	114,056	119,759	125,747
IMEA	Assistant Engineer	0	7/1/2019	Bi-Weekly	50	2,958.58	3,106.50	3,261.81	3,424.92	3,596.15
				Monthly		6,410	6,731	7,067	7,421	7,792
				Annual		76,923	80,769	84,807	89,048	93,500
IMEA	Assistant to the City Manager	1	7/11/2021	Bi-Weekly	61	3,881.88	4,076.00	4,279.81	4,493.77	4,718.46
				Monthly		8,411	8,831	9,273	9,737	10,223
				Annual		100,929	105,976	111,275	116,838	122,680
IMEA	Associate Engineer	0	7/1/2019	Bi-Weekly	54	3,265.69	3,429.00	3,600.42	3,780.46	3,969.50
				Monthly		7,076	7,430	7,801	8,191	8,601
				Annual		84,908	89,154	93,611	98,292	103,207
IMEA	Associate Planner	1	7/11/2021	Bi-Weekly	47	2,747.31	2,884.69	3,028.92	3,180.38	3,339.38
				Monthly		5,953	6,250	6,563	6,891	7,235
				Annual		71,430	75,002	78,752	82,690	86,824
IMEA	Chief Deputy City Clerk	1	7/11/2021	Bi-Weekly	56	3,431.04	3,602.58	3,782.73	3,971.85	4,170.42
				Monthly		7,434	7,806	8,196	8,606	9,036
				Annual		89,207	93,667	98,351	103,268	108,431
IMEA	City Librarian	1	7/11/2021	Bi-Weekly	60	3,787.23	3,976.58	4,175.42	4,384.19	4,603.38
				Monthly		8,206	8,616	9,047	9,499	9,974
				Annual		98,468	103,391	108,561	113,989	119,688
IMEA	Community Development Manager/City Planner	0	7/11/2021	Bi-Weekly	60	3,787.23	3,976.58	4,175.42	4,384.19	4,603.38
				Monthly		8,206	8,616	9,047	9,499	9,974
				Annual		98,468	103,391	108,561	113,989	119,688

CITY OF IRWINDALE
Full-Time Salary Schedule
Fiscal Year 2021-2022
Effective July 11, 2021

Schedule	Position Title	Authorized Number	Effective Date		Range	Step A	Step B	Step C	Step D	Step E
IMEA	Construction Compliance Manager	1	7/11/2021	Bi-Weekly	60	3,787.23	3,976.58	4,175.42	4,384.19	4,603.38
				Monthly		8,206	8,616	9,047	9,499	9,974
				Annual		98,468	103,391	108,561	113,989	119,688
IMEA	Economic Development Coordinator	0	7/11/2021	Bi-Weekly	51	3,032.54	3,184.15	3,343.38	3,510.54	3,686.08
				Monthly		6,571	6,899	7,244	7,606	7,987
				Annual		78,846	82,788	86,928	91,274	95,838
IMEA	Executive Assistant	1	7/11/2021	Bi-Weekly	42	2,428.23	2,549.65	2,677.12	2,811.00	2,951.54
				Monthly		5,261	5,524	5,800	6,091	6,395
				Annual		63,134	66,291	69,605	73,086	76,740
IMEA	Finance Manager	1	7/11/2021	Bi-Weekly	66	4,392.00	4,611.62	4,842.19	5,084.31	5,338.50
				Monthly		9,516	9,992	10,491	11,016	11,567
				Annual		114,192	119,902	125,897	132,192	138,801
IMEA	Human Resources/Risk Manager	1	7/11/2021	Bi-Weekly	65	4,284.88	4,499.12	4,724.08	4,960.31	5,208.31
				Monthly		9,284	9,748	10,236	10,747	11,285
				Annual		111,407	116,977	122,826	128,968	135,416
IMEA	Information Technology Manager	1	7/11/2021	Bi-Weekly	61	3,881.88	4,076.00	4,279.81	4,493.77	4,718.46
				Monthly		8,411	8,831	9,273	9,737	10,223
				Annual		100,929	105,976	111,275	116,838	122,680
IMEA	Management Analyst	2	7/11/2021	Bi-Weekly	45	2,614.96	2,745.69	2,882.96	3,027.12	3,178.46
				Monthly		5,666	5,949	6,246	6,559	6,887
				Annual		67,989	71,388	74,957	78,705	82,640
IMEA	Police Captain	0	7/11/2021	Bi-Weekly	75	5,594.73	5,874.46	6,168.19	6,476.58	6,800.42
				Monthly		12,122	12,728	13,364	14,033	14,734
				Annual		145,463	152,736	160,373	168,391	176,811
IMEA	Police Lieutenant	1	7/11/2021	Bi-Weekly	68	4,706.65	4,941.96	5,189.08	5,448.54	5,720.96
				Monthly		10,198	10,708	11,243	11,805	12,395
				Annual		122,373	128,491	134,916	141,662	148,745
IMEA	Project Manager - Construction Compliance	1	7/11/2021	Bi-Weekly	46	2,680.31	2,814.35	2,955.04	3,102.81	3,257.92
				Monthly		5,807	6,098	6,403	6,723	7,059
				Annual		69,688	73,173	76,831	80,673	84,706
IMEA	Project Manager - Mining	0	7/11/2021	Bi-Weekly	60	3,787.23	3,976.58	4,175.42	4,384.19	4,603.38
				Monthly		8,206	8,616	9,047	9,499	9,974
				Annual		98,468	103,391	108,561	113,989	119,688

CITY OF IRWINDALE
Full-Time Salary Schedule
Fiscal Year 2021-2022
Effective July 11, 2021

Schedule	Position Title	Authorized Number	Effective Date		Range	Step A	Step B	Step C	Step D	Step E
IMEA	Public Works Maintenance Supervisor	1	7/11/2021	Bi-Weekly	46	2,680.31	2,814.35	2,955.04	3,102.81	3,257.92
				Monthly		5,807	6,098	6,403	6,723	7,059
				Annual		69,688	73,173	76,831	80,673	84,706
IMEA	Public Works Services Manager	0	7/11/2021	Bi-Weekly	60	3,787.23	3,976.58	4,175.42	4,384.19	4,603.38
				Monthly		8,206	8,616	9,047	9,499	9,974
				Annual		98,468	103,391	108,561	113,989	119,688
IMEA	Recreation Manager	1	7/11/2021	Bi-Weekly	60	3,787.23	3,976.58	4,175.42	4,384.19	4,603.38
				Monthly		8,206	8,616	9,047	9,499	9,974
				Annual		98,468	103,391	108,561	113,989	119,688
IMEA	Recreation Supervisor	2	7/11/2021	Bi-Weekly	45	2,614.96	2,745.69	2,882.96	3,027.12	3,178.46
				Monthly		5,666	5,949	6,246	6,559	6,887
				Annual		67,989	71,388	74,957	78,705	82,640
IMEA	Senior Center Manager	1	7/11/2021	Bi-Weekly	60	3,787.23	3,976.58	4,175.42	4,384.19	4,603.38
				Monthly		8,206	8,616	9,047	9,499	9,974
				Annual		98,468	103,391	108,561	113,989	119,688
IMEA	Senior Finance Analyst	1	7/11/2021	Bi-Weekly	49	2,886.42	3,030.73	3,182.27	3,341.38	3,508.46
				Monthly		6,254	6,567	6,895	7,240	7,602
				Annual		75,047	78,799	82,739	86,876	91,220
IMEA	Senior HR/Risk Management Analyst	1	7/11/2021	Bi-Weekly	51	3,032.54	3,184.15	3,343.38	3,510.54	3,686.08
				Monthly		6,571	6,899	7,244	7,606	7,987
				Annual		78,846	82,788	86,928	91,274	95,838
IMEA	Senior Management Analyst	0	7/11/2021	Bi-Weekly	51	3,032.54	3,184.15	3,343.38	3,510.54	3,686.08
				Monthly		6,571	6,899	7,244	7,606	7,987
				Annual		78,846	82,788	86,928	91,274	95,838
IMEA	Senior Planner	1	7/11/2021	Bi-Weekly	53	3,186.04	3,345.35	3,512.62	3,688.27	3,872.65
				Monthly		6,903	7,248	7,611	7,991	8,391
				Annual		82,837	86,979	91,328	95,895	100,689
IPOA	Police Sergeant	6	7/1/2019	Bi-Weekly	59	3,750.62	3,938.15	4,135.08	4,341.81	4,558.92
				Monthly		8,126	8,533	8,959	9,407	9,878
				Annual		97,516	102,392	107,512	112,887	118,532
IPOA	Police Corporal	2	7/1/2019	Bi-Weekly	50	3,003.23	3,153.38	3,311.08	3,476.62	3,650.46
				Monthly		6,507	6,832	7,174	7,533	7,909
				Annual		78,084	81,988	86,088	90,392	94,912

CITY OF IRWINDALE
Full-Time Salary Schedule
Fiscal Year 2021-2022
Effective July 11, 2021

Schedule	Position Title	Authorized Number	Effective Date		Range	Step A	Step B	Step C	Step D	Step E
IPOA	Police Officer	20	7/1/2019	Bi-Weekly	48	2,858.50	3,001.46	3,151.50	3,309.08	3,474.54
				Monthly		6,193	6,503	6,828	7,170	7,528
				Annual		74,321	78,038	81,939	86,036	90,338
IPOA	Police Dispatcher/Clerk	5	7/1/2019	Bi-Weekly	37	2,115.15	2,220.92	2,331.96	2,448.54	2,571.00
				Monthly		4,583	4,812	5,053	5,305	5,571
				Annual		54,994	57,744	60,631	63,662	66,846

CITY OF IRWINDALE
Part-Time Salary Schedule
Fiscal Year 2021-2022
Effective July 11, 2021

Schedule	Position Title	Authorized Number	Effective Date		Range	Step A	Step B	Step C	Step D	Step E
PPT	Departmental Aide	1	7/1/2019	Hourly	9	14.15	14.85	15.60	16.38	17.19
PPT	Senior Center Leader	1	7/1/2019	Hourly	13	15.61	16.39	17.21	18.07	18.98
PPT	Library Aide	1	7/1/2019	Hourly	12	15.23	15.99	16.79	17.63	18.51
PPT	Civil Engineering Technician	0	7/1/2019	Hourly	30	23.76	24.94	26.19	27.50	28.88
PT	Aquatics Aide/Pool Cashier		7/14/2021	Hourly		14.00	14.00	14.00	14.00	14.00
PT	Assistant Pool Manager		7/1/2019	Hourly		17.60	17.60	17.60	17.60	17.60
PT	Bus Driver		7/1/2019	Hourly		23.17	23.17	23.17	23.17	23.17
PT	Community Service Officer		7/1/2019	Hourly		16.71	16.71	16.71	16.71	16.71
PT	Finance Assistant		7/1/2019	Hourly		18.56	18.56	18.56	18.56	18.56
PT	Intern		7/1/2019	Hourly		19.49	19.49	19.49	19.49	19.49
PT	Library Page		7/1/2019	Hourly		14.00	14.00	14.00	14.00	14.00
PT	Lifeguard		7/1/2019	Hourly		14.00	14.00	14.00	14.00	14.00
PT	Office Specialist		7/1/2019	Hourly		15.61	15.61	15.61	15.61	15.61
PT	Recreation Aide		7/1/2019	Hourly		14.00	14.00	14.00	14.00	14.00
PT	Reserve Officer I		7/1/2019	Hourly		35.73	35.73	35.73	35.73	35.73
PT	Senior Center Aide		7/1/2019	Hourly		14.00	14.00	14.00	14.00	14.00
PT	Senior Library Page		7/1/2019	Hourly		15.45	15.45	15.45	15.45	15.45
PT	Senior Lifeguard		7/1/2019	Hourly		15.35	15.35	15.35	15.35	15.35
PT	Summer Youth Worker		7/1/2019	Hourly		14.00	14.00	14.00	14.00	14.00
PT	Tutor		7/14/2021	Hourly		15.50	15.50	15.50	15.50	15.50

EXHIBIT B
CITY OF IRWINDALE
Full-Time Salary Schedule
Fiscal Year 2021-2022

Effective December 12, 2021

Schedule	Position Title	Authorized Number	Effective Date		Range	Step A	Step B	Step C	Step D	Step E
Legislative	Councilmember	5	9/7/2018	Bi-Weekly		346.23	346.23	346.23	346.23	346.23
				Monthly		750.16	750.16	750.16	750.16	750.16
				Annual		9,001.92	9,001.92	9,001.92	9,001.92	9,001.92
CM	City Manager	1	1/22/2020	Bi-Weekly	Contract	8,831.85	8,831.85	8,831.85	8,831.85	8,831.85
				Monthly		19,136	19,136	19,136	19,136	19,136
				Annual		229,628	229,628	229,628	229,628	229,628
Director	Assistant City Manager	1	12/12/2021	Bi-Weekly	81	6,360.92	6,679.00	7,012.92	7,363.58	7,731.77
				Monthly		13,782	14,471	15,195	15,954	16,752
				Annual		165,384	173,654	182,336	191,453	201,026
Director	Chief of Police	1	12/12/2021	Bi-Weekly	85	7,161.73	7,336.38	7,895.81	8,290.58	8,705.12
				Monthly		15,517	15,896	17,108	17,963	18,861
				Annual		186,205	190,746	205,291	215,555	226,333
Director	Director of Engineering/Building Official	1	12/12/2021	Bi-Weekly	80	6,205.81	6,516.08	6,841.88	7,184.00	7,543.19
				Monthly		13,446	14,118	14,824	15,565	16,344
				Annual		161,351	169,418	177,889	186,784	196,123
Director	Finance Director/City Treasurer	1	12/12/2021	Bi-Weekly	79	6,054.42	6,357.15	6,675.00	7,008.77	7,359.19
				Monthly		13,118	13,774	14,463	15,186	15,945
				Annual		157,415	165,286	173,550	182,228	191,339
Director	Community Development Director	1	12/12/2021	Bi-Weekly	78	5,906.77	6,202.12	6,512.19	6,837.81	7,179.73
				Monthly		12,798	13,438	14,110	14,815	15,556
				Annual		153,576	161,255	169,317	177,783	186,673
Director	Public Services Director	1	12/12/2021	Bi-Weekly	74	5,351.23	5,618.81	5,899.73	6,194.73	6,504.46
				Monthly		11,594	12,174	12,783	13,422	14,093
				Annual		139,132	146,089	153,393	161,063	169,116
ICEA	Accountant	1	7/14/2021	Bi-Weekly	40	2,311.23	2,426.81	2,548.12	2,675.54	2,809.31
				Monthly		5,008	5,258	5,521	5,797	6,087
				Annual		60,092	63,097	66,251	69,564	73,042
ICEA	Administrative Secretary	1	7/1/2019	Bi-Weekly	32	1,896.92	1,991.77	2,091.38	2,195.92	2,305.73
				Monthly		4,110	4,316	4,531	4,758	4,996
				Annual		49,320	51,786	54,376	57,094	59,949
ICEA	Assistant Planner	0	7/1/2019	Bi-Weekly	40	2,311.23	2,426.81	2,548.12	2,675.54	2,809.31
				Monthly		5,008	5,258	5,521	5,797	6,087
				Annual		60,092	63,097	66,251	69,564	73,042

CITY OF IRWINDALE
Full-Time Salary Schedule
Fiscal Year 2021-2022

Effective December 12, 2021

Schedule	Position Title	Authorized Number	Effective Date		Range	Step A	Step B	Step C	Step D	Step E
ICEA	Building Permit Technician	0	7/1/2019	Bi-Weekly	33	1,944.35	2,041.58	2,143.65	2,250.85	2,363.38
				Monthly		4,213	4,423	4,645	4,877	5,121
				Annual		50,553	53,081	55,735	58,522	61,448
ICEA	Bus Driver	2	7/1/2019	Bi-Weekly	29	1,761.50	1,849.58	1,942.04	2,039.15	2,141.12
				Monthly		3,817	4,007	4,208	4,418	4,639
				Annual		45,799	48,089	50,493	53,018	55,669
ICEA	Code Enforcement Officer	1	7/1/2019	Bi-Weekly	34	1,992.96	2,092.62	2,197.23	2,307.12	2,422.46
				Monthly		4,318	4,534	4,761	4,999	5,249
				Annual		51,817	54,408	57,128	59,985	62,984
ICEA	Deputy City Clerk	0	7/1/2019	Bi-Weekly	34	1,992.96	2,092.62	2,197.23	2,307.12	2,422.46
				Monthly		4,318	4,534	4,761	4,999	5,249
				Annual		51,817	54,408	57,128	59,985	62,984
ICEA	Engineering Technician	4	7/1/2019	Bi-Weekly	33	1,944.35	2,041.58	2,143.65	2,250.85	2,363.38
				Monthly		4,213	4,423	4,645	4,877	5,121
				Annual		50,553	53,081	55,735	58,522	61,448
ICEA	Finance Analyst	1	7/1/2019	Bi-Weekly	40	2,311.23	2,426.81	2,548.12	2,675.54	2,809.31
				Monthly		5,008	5,258	5,521	5,797	6,087
				Annual		60,092	63,097	66,251	69,564	73,042
ICEA	Finance Technician	1	7/1/2019	Bi-Weekly	32	1,896.92	1,991.77	2,091.38	2,195.92	2,305.73
				Monthly		4,110	4,316	4,531	4,758	4,996
				Annual		49,320	51,786	54,376	57,094	59,949
ICEA	Human Resources Specialist	0	7/1/2019	Bi-Weekly	33	1,944.35	2,041.58	2,143.65	2,250.85	2,363.38
				Monthly		4,213	4,423	4,645	4,877	5,121
				Annual		50,553	53,081	55,735	58,522	61,448
ICEA	Janitor	1	7/1/2019	Bi-Weekly	13	1,186.58	1,245.92	1,308.19	1,373.62	1,442.31
				Monthly		2,571	2,700	2,834	2,976	3,125
				Annual		30,851	32,394	34,013	35,714	37,500
ICEA	Library Technician	1	7/1/2019	Bi-Weekly	24	1,556.88	1,634.73	1,716.50	1,802.31	1,892.42
				Monthly		3,373	3,542	3,719	3,905	4,100
				Annual		40,479	42,503	44,629	46,860	49,203
ICEA	Maintenance Aide	4	7/1/2019	Bi-Weekly	21	1,445.73	1,518.04	1,593.92	1,673.62	1,757.31
				Monthly		3,132	3,289	3,454	3,626	3,808
				Annual		37,589	39,469	41,442	43,514	45,690

CITY OF IRWINDALE
Full-Time Salary Schedule
Fiscal Year 2021-2022

Effective December 12, 2021

Schedule	Position Title	Authorized Number	Effective Date		Range	Step A	Step B	Step C	Step D	Step E
ICEA	Maintenance Worker I	0	7/1/2019	Bi-Weekly	26	1,635.73	1,717.50	1,803.38	1,893.54	1,988.23
				Monthly		3,544	3,721	3,907	4,103	4,308
				Annual		42,529	44,655	46,888	49,232	51,694
ICEA	Maintenance Worker II	6	7/1/2019	Bi-Weekly	40	2,311.23	2,426.81	2,548.12	2,675.54	2,809.31
				Monthly		5,008	5,258	5,521	5,797	6,087
				Annual		60,092	63,097	66,251	69,564	73,042
ICEA	Maintenance Lead Worker	1	7/1/2019	Bi-Weekly	43	2,488.92	2,613.38	2,744.04	2,881.27	3,025.31
				Monthly		5,393	5,662	5,945	6,243	6,555
				Annual		64,712	67,948	71,345	74,913	78,658
ICEA	Office Specialist	3	7/1/2019	Bi-Weekly	25	1,595.81	1,675.62	1,759.38	1,847.38	1,939.73
				Monthly		3,458	3,631	3,812	4,003	4,203
				Annual		41,491	43,566	45,744	48,032	50,433
ICEA	Planning Technician	1	7/1/2019	Bi-Weekly	33	1,944.35	2,041.58	2,143.65	2,250.85	2,363.38
				Monthly		4,213	4,423	4,645	4,877	5,121
				Annual		50,553	53,081	55,735	58,522	61,448
ICEA	Police Records Clerk	1	7/1/2019	Bi-Weekly	24	1,556.88	1,634.73	1,716.50	1,802.31	1,892.42
				Monthly		3,373	3,542	3,719	3,905	4,100
				Annual		40,479	42,503	44,629	46,860	49,203
ICEA	Police Services Specialist	1	7/1/2019	Bi-Weekly	39	2,254.85	2,367.62	2,485.96	2,610.27	2,740.81
				Monthly		4,886	5,130	5,386	5,656	5,938
				Annual		58,626	61,558	64,635	67,867	71,261
ICEA	Recreation Assistant	0	7/1/2019	Bi-Weekly	25	1,595.81	1,675.62	1,759.38	1,847.38	1,939.73
				Monthly		3,458	3,631	3,812	4,003	4,203
				Annual		41,491	43,566	45,744	48,032	50,433
ICEA	Senior Center Assistant	1	7/1/2019	Bi-Weekly	25	1,595.81	1,675.62	1,759.38	1,847.38	1,939.73
				Monthly		3,458	3,631	3,812	4,003	4,203
				Annual		41,491	43,566	45,744	48,032	50,433
ICEA	Senior Center Specialist	1	7/1/2019	Bi-Weekly	33	1,944.35	2,041.58	2,143.65	2,250.85	2,363.38
				Monthly		4,213	4,423	4,645	4,877	5,121
				Annual		50,553	53,081	55,735	58,522	61,448
ICEA	Senior Recreation Leader	3	7/1/2019	Bi-Weekly	14	1,216.23	1,277.08	1,340.92	1,407.96	1,478.35
				Monthly		2,635	2,767	2,905	3,051	3,203
				Annual		31,622	33,204	34,864	36,607	38,437

CITY OF IRWINDALE
Full-Time Salary Schedule
Fiscal Year 2021-2022

Effective December 12, 2021

Schedule	Position Title	Authorized Number	Effective Date		Range	Step A	Step B	Step C	Step D	Step E
ICEA	Senior Center Leader/Bus Driver	1	7/1/2019	Bi-Weekly	29	1,761.50	1,849.58	1,942.04	2,039.15	2,141.12
				Monthly		3,817	4,007	4,208	4,418	4,639
				Annual		45,799	48,089	50,493	53,018	55,669
ICEA	Senior Code Enforcement Officer	1	7/1/2019	Bi-Weekly	40	2,311.23	2,426.81	2,548.12	2,675.54	2,809.31
				Monthly		5,008	5,258	5,521	5,797	6,087
				Annual		60,092	63,097	66,251	69,564	73,042
IMEA	Aquatics Supervisor	1	12/12/2021	Bi-Weekly	47	2,747.31	2,884.69	3,028.92	3,180.38	3,339.38
				Monthly		5,953	6,250	6,563	6,891	7,235
				Annual		71,430	75,002	78,752	82,690	86,824
IMEA	Assistant City Engineer	1	12/12/2021	Bi-Weekly	64	4,180.38	4,389.38	4,608.88	4,839.31	5,081.27
				Monthly		9,058	9,510	9,986	10,485	11,009
				Annual		108,690	114,124	119,831	125,822	132,113
IMEA	Assistant Engineer	0	12/12/2021	Bi-Weekly	52	3,108.35	3,263.77	3,426.96	3,598.31	3,778.23
				Monthly		6,735	7,072	7,425	7,796	8,186
				Annual		80,817	84,858	89,101	93,556	98,234
IMEA	Assistant to the City Manager	1	12/12/2021	Bi-Weekly	63	4,078.42	4,282.35	4,496.46	4,721.27	4,957.35
				Monthly		8,837	9,278	9,742	10,229	10,741
				Annual		106,039	111,341	116,908	122,753	128,891
IMEA	Associate Engineer	0	7/1/2019	Bi-Weekly	56	3,431.04	3,602.58	3,782.73	3,971.85	4,170.42
				Monthly		7,434	7,806	8,196	8,606	9,036
				Annual		89,207	93,667	98,351	103,268	108,431
IMEA	Associate Planner	1	12/12/2021	Bi-Weekly	49	2,886.42	3,030.73	3,182.27	3,341.38	3,508.46
				Monthly		6,254	6,567	6,895	7,240	7,602
				Annual		75,047	78,799	82,739	86,876	91,220
IMEA	Chief Deputy City Clerk	1	12/12/2021	Bi-Weekly	58	3,604.73	3,784.96	3,974.23	4,172.92	4,381.58
				Monthly		7,810	8,201	8,611	9,041	9,493
				Annual		93,723	98,409	103,330	108,496	113,921
IMEA	City Librarian	1	12/12/2021	Bi-Weekly	62	3,978.96	4,177.88	4,386.77	4,606.12	4,836.42
				Monthly		8,621	9,052	9,505	9,980	10,479
				Annual		103,453	108,625	114,056	119,759	125,747

CITY OF IRWINDALE
Full-Time Salary Schedule
Fiscal Year 2021-2022

Effective December 12, 2021

Schedule	Position Title	Authorized Number	Effective Date		Range	Step A	Step B	Step C	Step D	Step E
IMEA	Community Development Manager/City Planner	0	12/12/2021	Bi-Weekly	62	3,978.96	4,177.88	4,386.77	4,606.12	4,836.42
				Monthly		8,621	9,052	9,505	9,980	10,479
				Annual		103,453	108,625	114,056	119,759	125,747
IMEA	Construction Compliance Manager	1	12/12/2021	Bi-Weekly	62	3,978.96	4,177.88	4,386.77	4,606.12	4,836.42
				Monthly		8,621	9,052	9,505	9,980	10,479
				Annual		103,453	108,625	114,056	119,759	125,747
IMEA	Economic Development Coordinator	0	12/12/2021	Bi-Weekly	53	3,186.04	3,345.35	3,512.62	3,688.27	3,872.65
				Monthly		6,903	7,248	7,611	7,991	8,391
				Annual		82,837	86,979	91,328	95,895	100,689
IMEA	Executive Assistant	1	12/12/2021	Bi-Weekly	43	2,488.92	2,613.38	2,744.04	2,881.27	3,025.31
				Monthly		5,393	5,662	5,945	6,243	6,555
				Annual		64,712	67,948	71,345	74,913	78,658
IMEA	Finance Manager	1	12/12/2021	Bi-Weekly	68	4,614.35	4,845.08	5,087.35	5,341.69	5,608.77
				Monthly		9,998	10,498	11,023	11,574	12,152
				Annual		119,973	125,972	132,271	138,884	145,828
IMEA	Human Resources/Risk Manager	1	12/12/2021	Bi-Weekly	67	4,501.81	4,726.88	4,963.23	5,211.42	5,471.96
				Monthly		9,754	10,242	10,754	11,291	11,856
				Annual		117,047	122,899	129,044	135,497	142,271
IMEA	Information Technology Manager	1	12/12/2021	Bi-Weekly	63	4,078.42	4,282.35	4,496.46	4,721.27	4,957.35
				Monthly		8,837	9,278	9,742	10,229	10,741
				Annual		106,039	111,341	116,908	122,753	128,891
IMEA	Management Analyst	2	12/12/2021	Bi-Weekly	47	2,747.31	2,884.69	3,028.92	3,180.38	3,339.38
				Monthly		5,953	6,250	6,563	6,891	7,235
				Annual		71,430	75,002	78,752	82,690	86,824
IMEA	Police Captain	0	12/12/2021	Bi-Weekly	77	5,877.96	6,171.85	6,480.46	6,804.46	7,144.69
				Monthly		12,736	13,372	14,041	14,743	15,480
				Annual		152,827	160,468	168,492	176,916	185,762
IMEA	Police Lieutenant	1	12/12/2021	Bi-Weekly	71	5,068.54	5,321.96	5,588.08	5,867.46	6,160.85
				Monthly		10,982	11,531	12,108	12,713	13,349
				Annual		131,782	138,371	145,290	152,554	160,182
IMEA	Project Manager - Construction Compliance	1	12/12/2021	Bi-Weekly	48	2,816.00	2,956.81	3,104.65	3,259.88	3,422.88
				Monthly		6,101	6,406	6,727	7,063	7,416
				Annual		73,216	76,877	80,721	84,757	88,995

CITY OF IRWINDALE
Full-Time Salary Schedule
Fiscal Year 2021-2022

Effective December 12, 2021

Schedule	Position Title	Authorized Number	Effective Date		Range	Step A	Step B	Step C	Step D	Step E
IMEA	Project Manager - Mining	0	12/12/2021	Bi-Weekly	62	3,978.96	4,177.88	4,386.77	4,606.12	4,836.42
				Monthly		8,621	9,052	9,505	9,980	10,479
				Annual		103,453	108,625	114,056	119,759	125,747
IMEA	Public Works Maintenance Supervisor	1	12/12/2021	Bi-Weekly	48	2,816.00	2,956.81	3,104.65	3,259.88	3,422.88
				Monthly		6,101	6,406	6,727	7,063	7,416
				Annual		73,216	76,877	80,721	84,757	88,995
IMEA	Public Works Services Manager	0	12/12/2021	Bi-Weekly	62	3,978.96	4,177.88	4,386.77	4,606.12	4,836.42
				Monthly		8,621	9,052	9,505	9,980	10,479
				Annual		103,453	108,625	114,056	119,759	125,747
IMEA	Recreation Manager	1	12/12/2021	Bi-Weekly	62	3,978.96	4,177.88	4,386.77	4,606.12	4,836.42
				Monthly		8,621	9,052	9,505	9,980	10,479
				Annual		103,453	108,625	114,056	119,759	125,747
IMEA	Recreation Supervisor	2	12/12/2021	Bi-Weekly	47	2,747.31	2,884.69	3,028.92	3,180.38	3,339.38
				Monthly		5,953	6,250	6,563	6,891	7,235
				Annual		71,430	75,002	78,752	82,690	86,824
IMEA	Senior Center Manager	1	12/12/2021	Bi-Weekly	62	3,978.96	4,177.88	4,386.77	4,606.12	4,836.42
				Monthly		8,621	9,052	9,505	9,980	10,479
				Annual		103,453	108,625	114,056	119,759	125,747
IMEA	Senior Finance Analyst	1	12/12/2021	Bi-Weekly	51	3,032.54	3,184.15	3,343.38	3,510.54	3,686.08
				Monthly		6,571	6,899	7,244	7,606	7,987
				Annual		78,846	82,788	86,928	91,274	95,838
IMEA	Senior HR/Risk Management Analyst	1	12/12/2021	Bi-Weekly	53	3,186.04	3,345.35	3,512.62	3,688.27	3,872.65
				Monthly		6,903	7,248	7,611	7,991	8,391
				Annual		82,837	86,979	91,328	95,895	100,689
IMEA	Senior Management Analyst	0	12/12/2021	Bi-Weekly	53	3,186.04	3,345.35	3,512.62	3,688.27	3,872.65
				Monthly		6,903	7,248	7,611	7,991	8,391
				Annual		82,837	86,979	91,328	95,895	100,689
IMEA	Senior Planner	1	12/12/2021	Bi-Weekly	55	3,347.35	3,514.73	3,690.46	3,874.96	4,068.73
				Monthly		7,253	7,615	7,996	8,396	8,816
				Annual		87,031	91,383	95,952	100,749	105,787
IPOA	Police Sergeant	6	7/1/2019	Bi-Weekly	59	3,750.62	3,938.15	4,135.08	4,341.81	4,558.92
				Monthly		8,126	8,533	8,959	9,407	9,878
				Annual		97,516	102,392	107,512	112,887	118,532

CITY OF IRWINDALE
Full-Time Salary Schedule
Fiscal Year 2021-2022

Effective December 12, 2021

Schedule	Position Title	Authorized Number	Effective Date		Range	Step A	Step B	Step C	Step D	Step E
IPOA	Police Corporal	2	7/1/2019	Bi-Weekly	50	3,003.23	3,153.38	3,311.08	3,476.62	3,650.46
				Monthly		6,507	6,832	7,174	7,533	7,909
				Annual		78,084	81,988	86,088	90,392	94,912
IPOA	Police Officer	20	7/1/2019	Bi-Weekly	48	2,858.50	3,001.46	3,151.50	3,309.08	3,474.54
				Monthly		6,193	6,503	6,828	7,170	7,528
				Annual		74,321	78,038	81,939	86,036	90,338
IPOA	Police Dispatcher/Clerk	5	7/1/2019	Bi-Weekly	37	2,115.15	2,220.92	2,331.96	2,448.54	2,571.00
				Monthly		4,583	4,812	5,053	5,305	5,571
				Annual		54,994	57,744	60,631	63,662	66,846

CITY OF IRWINDALE
Part-Time Salary Schedule
Fiscal Year 2021-2022
Effective December 12, 2021

Schedule	Position Title	Authorized Number	Effective Date		Range	Step A	Step B	Step C	Step D	Step E
PPT	Departmental Aide	1	1/1/2020	Hourly	9	14.15	14.85	15.60	16.38	17.19
PPT	Senior Center Leader	1	7/1/2019	Hourly	13	15.61	16.39	17.21	18.07	18.98
PPT	Library Aide	1	7/1/2019	Hourly	12	15.23	15.99	16.79	17.63	18.51
PPT	Civil Engineering Technician	0	7/1/2019	Hourly	30	23.76	24.94	26.19	27.50	28.88
PT	Aquatics Aide/Pool Cashier		7/14/2021	Hourly		14.00	14.00	14.00	14.00	14.00
PT	Assistant Pool Manager		7/1/2019	Hourly		17.60	17.60	17.60	17.60	17.60
PT	Bus Driver		7/1/2019	Hourly		23.17	23.17	23.17	23.17	23.17
PT	Community Service Officer		7/1/2019	Hourly		16.71	16.71	16.71	16.71	16.71
PT	Finance Assistant		7/1/2019	Hourly		18.56	18.56	18.56	18.56	18.56
PT	Intern		7/1/2019	Hourly		19.49	19.49	19.49	19.49	19.49
PT	Library Page		1/1/2020	Hourly		14.00	14.00	14.00	14.00	14.00
PT	Lifeguard		1/1/2020	Hourly		14.00	14.00	14.00	14.00	14.00
PT	Office Specialist		7/1/2019	Hourly		15.61	15.61	15.61	15.61	15.61
PT	Recreation Aide		1/1/2020	Hourly		14.00	14.00	14.00	14.00	14.00
PT	Reserve Officer I		7/1/2019	Hourly		35.73	35.73	35.73	35.73	35.73
PT	Senior Center Aide		1/1/2020	Hourly		14.00	14.00	14.00	14.00	14.00
PT	Senior Library Page		7/1/2019	Hourly		15.45	15.45	15.45	15.45	15.45
PT	Senior Lifeguard		7/1/2019	Hourly		15.35	15.35	15.35	15.35	15.35
PT	Summer Youth Worker		1/1/2020	Hourly		14.00	14.00	14.00	14.00	14.00
PT	Tutor		7/14/2021	Hourly		15.50	15.50	15.50	15.50	15.50

EXHIBIT C
CITY OF IRWINDALE
Full-Time Salary Schedule
Fiscal Year 2021-2022
Effective January 23, 2022

Schedule	Position Title	Authorized Number	Effective Date		Range	Step A	Step B	Step C	Step D	Step E
Legislative	Councilmember	5	9/7/2018	Bi-Weekly		346.23	346.23	346.23	346.23	346.23
				Monthly		750.16	750.16	750.16	750.16	750.16
				Annual		9,001.92	9,001.92	9,001.92	9,001.92	9,001.92
CM	City Manager	1	1/22/2020	Bi-Weekly	Contract	8,831.85	8,831.85	8,831.85	8,831.85	8,831.85
				Monthly		19,136	19,136	19,136	19,136	19,136
				Annual		229,628	229,628	229,628	229,628	229,628
Director	Assistant City Manager	1	12/12/2021	Bi-Weekly	81	6,360.92	6,679.00	7,012.92	7,363.58	7,731.77
				Monthly		13,782	14,471	15,195	15,954	16,752
				Annual		165,384	173,654	182,336	191,453	201,026
Director	Chief of Police	1	12/12/2021	Bi-Weekly	85	7,161.73	7,336.38	7,895.81	8,290.58	8,705.12
				Monthly		15,517	15,896	17,108	17,963	18,861
				Annual		186,205	190,746	205,291	215,555	226,333
Director	Director of Engineering/Building Official	1	12/12/2021	Bi-Weekly	80	6,205.81	6,516.08	6,841.88	7,184.00	7,543.19
				Monthly		13,446	14,118	14,824	15,565	16,344
				Annual		161,351	169,418	177,889	186,784	196,123
Director	Finance Director/City Treasurer	1	12/12/2021	Bi-Weekly	79	6,054.42	6,357.15	6,675.00	7,008.77	7,359.19
				Monthly		13,118	13,774	14,463	15,186	15,945
				Annual		157,415	165,286	173,550	182,228	191,339
Director	Community Development Director	1	12/12/2021	Bi-Weekly	78	5,906.77	6,202.12	6,512.19	6,837.81	7,179.73
				Monthly		12,798	13,438	14,110	14,815	15,556
				Annual		153,576	161,255	169,317	177,783	186,673
Director	Public Services Director	1	12/12/2021	Bi-Weekly	74	5,351.23	5,618.81	5,899.73	6,194.73	6,504.46
				Monthly		11,594	12,174	12,783	13,422	14,093
				Annual		139,132	146,089	153,393	161,063	169,116
ICEA	Accountant	1	7/14/2021	Bi-Weekly	40	2,311.23	2,426.81	2,548.12	2,675.54	2,809.31
				Monthly		5,008	5,258	5,521	5,797	6,087
				Annual		60,092	63,097	66,251	69,564	73,042
ICEA	Administrative Secretary	1	7/1/2019	Bi-Weekly	32	1,896.92	1,991.77	2,091.38	2,195.92	2,305.73
				Monthly		4,110	4,316	4,531	4,758	4,996
				Annual		49,320	51,786	54,376	57,094	59,949
ICEA	Assistant Planner	0	7/1/2019	Bi-Weekly	40	2,311.23	2,426.81	2,548.12	2,675.54	2,809.31
				Monthly		5,008	5,258	5,521	5,797	6,087
				Annual		60,092	63,097	66,251	69,564	73,042

CITY OF IRWINDALE
Full-Time Salary Schedule
Fiscal Year 2021-2022

Effective January 23, 2022

Schedule	Position Title	Authorized Number	Effective Date		Range	Step A	Step B	Step C	Step D	Step E
ICEA	Building Permit Technician	0	7/1/2019	Bi-Weekly	33	1,944.35	2,041.58	2,143.65	2,250.85	2,363.38
				Monthly		4,213	4,423	4,645	4,877	5,121
				Annual		50,553	53,081	55,735	58,522	61,448
ICEA	Bus Driver	2	7/1/2019	Bi-Weekly	29	1,761.50	1,849.58	1,942.04	2,039.15	2,141.12
				Monthly		3,817	4,007	4,208	4,418	4,639
				Annual		45,799	48,089	50,493	53,018	55,669
ICEA	Code Enforcement Officer	1	7/1/2019	Bi-Weekly	34	1,992.96	2,092.62	2,197.23	2,307.12	2,422.46
				Monthly		4,318	4,534	4,761	4,999	5,249
				Annual		51,817	54,408	57,128	59,985	62,984
ICEA	Deputy City Clerk	0	7/1/2019	Bi-Weekly	34	1,992.96	2,092.62	2,197.23	2,307.12	2,422.46
				Monthly		4,318	4,534	4,761	4,999	5,249
				Annual		51,817	54,408	57,128	59,985	62,984
ICEA	Engineering Technician	4	7/1/2019	Bi-Weekly	33	1,944.35	2,041.58	2,143.65	2,250.85	2,363.38
				Monthly		4,213	4,423	4,645	4,877	5,121
				Annual		50,553	53,081	55,735	58,522	61,448
ICEA	Finance Analyst	1	7/1/2019	Bi-Weekly	40	2,311.23	2,426.81	2,548.12	2,675.54	2,809.31
				Monthly		5,008	5,258	5,521	5,797	6,087
				Annual		60,092	63,097	66,251	69,564	73,042
ICEA	Finance Technician	1	7/1/2019	Bi-Weekly	32	1,896.92	1,991.77	2,091.38	2,195.92	2,305.73
				Monthly		4,110	4,316	4,531	4,758	4,996
				Annual		49,320	51,786	54,376	57,094	59,949
ICEA	Human Resources Specialist	0	7/1/2019	Bi-Weekly	33	1,944.35	2,041.58	2,143.65	2,250.85	2,363.38
				Monthly		4,213	4,423	4,645	4,877	5,121
				Annual		50,553	53,081	55,735	58,522	61,448
ICEA	Janitor	1	7/1/2019	Bi-Weekly	13	1,186.58	1,245.92	1,308.19	1,373.62	1,442.31
				Monthly		2,571	2,700	2,834	2,976	3,125
				Annual		30,851	32,394	34,013	35,714	37,500
ICEA	Library Technician	1	7/1/2019	Bi-Weekly	24	1,556.88	1,634.73	1,716.50	1,802.31	1,892.42
				Monthly		3,373	3,542	3,719	3,905	4,100
				Annual		40,479	42,503	44,629	46,860	49,203
ICEA	Maintenance Aide	4	7/1/2019	Bi-Weekly	21	1,445.73	1,518.04	1,593.92	1,673.62	1,757.31
				Monthly		3,132	3,289	3,454	3,626	3,808
				Annual		37,589	39,469	41,442	43,514	45,690

CITY OF IRWINDALE
Full-Time Salary Schedule
Fiscal Year 2021-2022

Effective January 23, 2022

Schedule	Position Title	Authorized Number	Effective Date		Range	Step A	Step B	Step C	Step D	Step E
ICEA	Maintenance Worker I	0	7/1/2019	Bi-Weekly	26	1,635.73	1,717.50	1,803.38	1,893.54	1,988.23
				Monthly		3,544	3,721	3,907	4,103	4,308
				Annual		42,529	44,655	46,888	49,232	51,694
ICEA	Maintenance Worker II	6	7/1/2019	Bi-Weekly	40	2,311.23	2,426.81	2,548.12	2,675.54	2,809.31
				Monthly		5,008	5,258	5,521	5,797	6,087
				Annual		60,092	63,097	66,251	69,564	73,042
ICEA	Maintenance Lead Worker	1	7/1/2019	Bi-Weekly	43	2,488.92	2,613.38	2,744.04	2,881.27	3,025.31
				Monthly		5,393	5,662	5,945	6,243	6,555
				Annual		64,712	67,948	71,345	74,913	78,658
ICEA	Office Specialist	3	7/1/2019	Bi-Weekly	25	1,595.81	1,675.62	1,759.38	1,847.38	1,939.73
				Monthly		3,458	3,631	3,812	4,003	4,203
				Annual		41,491	43,566	45,744	48,032	50,433
ICEA	Planning Technician	1	7/1/2019	Bi-Weekly	33	1,944.35	2,041.58	2,143.65	2,250.85	2,363.38
				Monthly		4,213	4,423	4,645	4,877	5,121
				Annual		50,553	53,081	55,735	58,522	61,448
ICEA	Police Records Clerk	1	7/1/2019	Bi-Weekly	24	1,556.88	1,634.73	1,716.50	1,802.31	1,892.42
				Monthly		3,373	3,542	3,719	3,905	4,100
				Annual		40,479	42,503	44,629	46,860	49,203
ICEA	Police Services Specialist	1	7/1/2019	Bi-Weekly	39	2,254.85	2,367.62	2,485.96	2,610.27	2,740.81
				Monthly		4,886	5,130	5,386	5,656	5,938
				Annual		58,626	61,558	64,635	67,867	71,261
ICEA	Recreation Assistant	0	7/1/2019	Bi-Weekly	25	1,595.81	1,675.62	1,759.38	1,847.38	1,939.73
				Monthly		3,458	3,631	3,812	4,003	4,203
				Annual		41,491	43,566	45,744	48,032	50,433
ICEA	Senior Center Assistant	1	7/1/2019	Bi-Weekly	25	1,595.81	1,675.62	1,759.38	1,847.38	1,939.73
				Monthly		3,458	3,631	3,812	4,003	4,203
				Annual		41,491	43,566	45,744	48,032	50,433
ICEA	Senior Center Specialist	1	7/1/2019	Bi-Weekly	33	1,944.35	2,041.58	2,143.65	2,250.85	2,363.38
				Monthly		4,213	4,423	4,645	4,877	5,121
				Annual		50,553	53,081	55,735	58,522	61,448
ICEA	Senior Recreation Leader	3	7/1/2019	Bi-Weekly	14	1,216.23	1,277.08	1,340.92	1,407.96	1,478.35
				Monthly		2,635	2,767	2,905	3,051	3,203
				Annual		31,622	33,204	34,864	36,607	38,437

CITY OF IRWINDALE
Full-Time Salary Schedule
Fiscal Year 2021-2022

Effective January 23, 2022

Schedule	Position Title	Authorized Number	Effective Date		Range	Step A	Step B	Step C	Step D	Step E
ICEA	Senior Center Leader/Bus Driver	1	7/1/2019	Bi-Weekly	29	1,761.50	1,849.58	1,942.04	2,039.15	2,141.12
				Monthly		3,817	4,007	4,208	4,418	4,639
				Annual		45,799	48,089	50,493	53,018	55,669
ICEA	Senior Code Enforcement Officer	1	7/1/2019	Bi-Weekly	40	2,311.23	2,426.81	2,548.12	2,675.54	2,809.31
				Monthly		5,008	5,258	5,521	5,797	6,087
				Annual		60,092	63,097	66,251	69,564	73,042
IMEA	Aquatics Supervisor	1	12/12/2021	Bi-Weekly	47	2,747.31	2,884.69	3,028.92	3,180.38	3,339.38
				Monthly		5,953	6,250	6,563	6,891	7,235
				Annual		71,430	75,002	78,752	82,690	86,824
IMEA	Assistant City Engineer	1	12/12/2021	Bi-Weekly	64	4,180.38	4,389.38	4,608.88	4,839.31	5,081.27
				Monthly		9,058	9,510	9,986	10,485	11,009
				Annual		108,690	114,124	119,831	125,822	132,113
IMEA	Assistant Engineer	0	12/12/2021	Bi-Weekly	52	3,108.35	3,263.77	3,426.96	3,598.31	3,778.23
				Monthly		6,735	7,072	7,425	7,796	8,186
				Annual		80,817	84,858	89,101	93,556	98,234
IMEA	Assistant to the City Manager	1	12/12/2021	Bi-Weekly	63	4,078.42	4,282.35	4,496.46	4,721.27	4,957.35
				Monthly		8,837	9,278	9,742	10,229	10,741
				Annual		106,039	111,341	116,908	122,753	128,891
IMEA	Associate Engineer	0	7/1/2019	Bi-Weekly	56	3,431.04	3,602.58	3,782.73	3,971.85	4,170.42
				Monthly		7,434	7,806	8,196	8,606	9,036
				Annual		89,207	93,667	98,351	103,268	108,431
IMEA	Associate Planner	1	12/12/2021	Bi-Weekly	49	2,886.42	3,030.73	3,182.27	3,341.38	3,508.46
				Monthly		6,254	6,567	6,895	7,240	7,602
				Annual		75,047	78,799	82,739	86,876	91,220
IMEA	Benefits Administrator	1	1/23/2022	Bi-Weekly	58	3,604.73	3,784.96	3,974.23	4,172.92	4,381.58
				Monthly		7,810	8,201	8,611	9,041	9,493
				Annual		93,723	98,409	103,330	108,496	113,921
IMEA	Chief Deputy City Clerk	1	12/12/2021	Bi-Weekly	58	3,604.73	3,784.96	3,974.23	4,172.92	4,381.58
				Monthly		7,810	8,201	8,611	9,041	9,493
				Annual		93,723	98,409	103,330	108,496	113,921
IMEA	City Librarian	1	12/12/2021	Bi-Weekly	62	3,978.96	4,177.88	4,386.77	4,606.12	4,836.42
				Monthly		8,621	9,052	9,505	9,980	10,479
				Annual		103,453	108,625	114,056	119,759	125,747

CITY OF IRWINDALE
Full-Time Salary Schedule
Fiscal Year 2021-2022

Effective January 23, 2022

Schedule	Position Title	Authorized Number	Effective Date		Range	Step A	Step B	Step C	Step D	Step E
IMEA	Community Development Manager/City Planner	0	12/12/2021	Bi-Weekly	62	3,978.96	4,177.88	4,386.77	4,606.12	4,836.42
				Monthly		8,621	9,052	9,505	9,980	10,479
				Annual		103,453	108,625	114,056	119,759	125,747
IMEA	Construction Compliance Manager	1	12/12/2021	Bi-Weekly	62	3,978.96	4,177.88	4,386.77	4,606.12	4,836.42
				Monthly		8,621	9,052	9,505	9,980	10,479
				Annual		103,453	108,625	114,056	119,759	125,747
IMEA	Economic Development Coordinator	0	12/12/2021	Bi-Weekly	53	3,186.04	3,345.35	3,512.62	3,688.27	3,872.65
				Monthly		6,903	7,248	7,611	7,991	8,391
				Annual		82,837	86,979	91,328	95,895	100,689
IMEA	Executive Assistant	1	12/12/2021	Bi-Weekly	43	2,488.92	2,613.38	2,744.04	2,881.27	3,025.31
				Monthly		5,393	5,662	5,945	6,243	6,555
				Annual		64,712	67,948	71,345	74,913	78,658
IMEA	Finance Manager	1	12/12/2021	Bi-Weekly	68	4,614.35	4,845.08	5,087.35	5,341.69	5,608.77
				Monthly		9,998	10,498	11,023	11,574	12,152
				Annual		119,973	125,972	132,271	138,884	145,828
IMEA	Human Resources/Risk Manager	1	12/12/2021	Bi-Weekly	67	4,501.81	4,726.88	4,963.23	5,211.42	5,471.96
				Monthly		9,754	10,242	10,754	11,291	11,856
				Annual		117,047	122,899	129,044	135,497	142,271
IMEA	Information Technology Manager	1	12/12/2021	Bi-Weekly	63	4,078.42	4,282.35	4,496.46	4,721.27	4,957.35
				Monthly		8,837	9,278	9,742	10,229	10,741
				Annual		106,039	111,341	116,908	122,753	128,891
IMEA	Management Analyst	2	12/12/2021	Bi-Weekly	47	2,747.31	2,884.69	3,028.92	3,180.38	3,339.38
				Monthly		5,953	6,250	6,563	6,891	7,235
				Annual		71,430	75,002	78,752	82,690	86,824
IMEA	Police Captain	1	1/23/2022	Bi-Weekly	77	5,877.96	6,171.85	6,480.46	6,804.46	7,144.69
				Monthly		12,736	13,372	14,041	14,743	15,480
				Annual		152,827	160,468	168,492	176,916	185,762
IMEA	Police Lieutenant	1	12/12/2021	Bi-Weekly	71	5,068.54	5,321.96	5,588.08	5,867.46	6,160.85
				Monthly		10,982	11,531	12,108	12,713	13,349
				Annual		131,782	138,371	145,290	152,554	160,182
IMEA	Project Manager - Construction Compliance	1	12/12/2021	Bi-Weekly	48	2,816.00	2,956.81	3,104.65	3,259.88	3,422.88
				Monthly		6,101	6,406	6,727	7,063	7,416
				Annual		73,216	76,877	80,721	84,757	88,995

CITY OF IRWINDALE
Full-Time Salary Schedule
Fiscal Year 2021-2022

Effective January 23, 2022

Schedule	Position Title	Authorized Number	Effective Date		Range	Step A	Step B	Step C	Step D	Step E
IMEA	Project Manager - Mining	0	12/12/2021	Bi-Weekly	62	3,978.96	4,177.88	4,386.77	4,606.12	4,836.42
				Monthly		8,621	9,052	9,505	9,980	10,479
				Annual		103,453	108,625	114,056	119,759	125,747
IMEA	Public Works Maintenance Supervisor	1	12/12/2021	Bi-Weekly	48	2,816.00	2,956.81	3,104.65	3,259.88	3,422.88
				Monthly		6,101	6,406	6,727	7,063	7,416
				Annual		73,216	76,877	80,721	84,757	88,995
IMEA	Public Works Services Manager	0	12/12/2021	Bi-Weekly	62	3,978.96	4,177.88	4,386.77	4,606.12	4,836.42
				Monthly		8,621	9,052	9,505	9,980	10,479
				Annual		103,453	108,625	114,056	119,759	125,747
IMEA	Recreation Manager	1	12/12/2021	Bi-Weekly	62	3,978.96	4,177.88	4,386.77	4,606.12	4,836.42
				Monthly		8,621	9,052	9,505	9,980	10,479
				Annual		103,453	108,625	114,056	119,759	125,747
IMEA	Recreation Supervisor	2	12/12/2021	Bi-Weekly	47	2,747.31	2,884.69	3,028.92	3,180.38	3,339.38
				Monthly		5,953	6,250	6,563	6,891	7,235
				Annual		71,430	75,002	78,752	82,690	86,824
IMEA	Senior Center Manager	1	12/12/2021	Bi-Weekly	62	3,978.96	4,177.88	4,386.77	4,606.12	4,836.42
				Monthly		8,621	9,052	9,505	9,980	10,479
				Annual		103,453	108,625	114,056	119,759	125,747
IMEA	Senior Finance Analyst	1	12/12/2021	Bi-Weekly	51	3,032.54	3,184.15	3,343.38	3,510.54	3,686.08
				Monthly		6,571	6,899	7,244	7,606	7,987
				Annual		78,846	82,788	86,928	91,274	95,838
IMEA	Senior HR/Risk Management Analyst	0	1/23/2022	Bi-Weekly	53	3,186.04	3,345.35	3,512.62	3,688.27	3,872.65
				Monthly		6,903	7,248	7,611	7,991	8,391
				Annual		82,837	86,979	91,328	95,895	100,689
IMEA	Senior Management Analyst	0	12/12/2021	Bi-Weekly	53	3,186.04	3,345.35	3,512.62	3,688.27	3,872.65
				Monthly		6,903	7,248	7,611	7,991	8,391
				Annual		82,837	86,979	91,328	95,895	100,689
IMEA	Senior Planner	1	12/12/2021	Bi-Weekly	55	3,347.35	3,514.73	3,690.46	3,874.96	4,068.73
				Monthly		7,253	7,615	7,996	8,396	8,816
				Annual		87,031	91,383	95,952	100,749	105,787
IPOA	Police Sergeant	6	7/1/2019	Bi-Weekly	59	3,750.62	3,938.15	4,135.08	4,341.81	4,558.92
				Monthly		8,126	8,533	8,959	9,407	9,878
				Annual		97,516	102,392	107,512	112,887	118,532

CITY OF IRWINDALE
Full-Time Salary Schedule
Fiscal Year 2021-2022

Effective January 23, 2022

Schedule	Position Title	Authorized Number	Effective Date		Range	Step A	Step B	Step C	Step D	Step E
IPOA	Police Corporal	2	7/1/2019	Bi-Weekly	50	3,003.23	3,153.38	3,311.08	3,476.62	3,650.46
				Monthly		6,507	6,832	7,174	7,533	7,909
				Annual		78,084	81,988	86,088	90,392	94,912
IPOA	Police Officer	20	7/1/2019	Bi-Weekly	48	2,858.50	3,001.46	3,151.50	3,309.08	3,474.54
				Monthly		6,193	6,503	6,828	7,170	7,528
				Annual		74,321	78,038	81,939	86,036	90,338
IPOA	Police Dispatcher/Clerk	5	7/1/2019	Bi-Weekly	37	2,115.15	2,220.92	2,331.96	2,448.54	2,571.00
				Monthly		4,583	4,812	5,053	5,305	5,571
				Annual		54,994	57,744	60,631	63,662	66,846

CITY OF IRWINDALE
Part-Time Salary Schedule
Fiscal Year 2021-2022
Effective January 23, 2022

Schedule	Position Title	Authorized Number	Effective Date		Range	Step A	Step B	Step C	Step D	Step E
PPT	Senior Center Leader	2	1/23/2022	Hourly	19	17.20	18.06	18.96	19.91	20.91
PPT	Library Aide	1	1/23/2022	Hourly	26	20.45	21.47	22.54	23.67	24.85
PPT	Civil Engineering Technician	0	1/23/2022	Hourly	33	24.30	25.52	26.80	28.14	29.54
PT	Aquatics Aide/Pool Cashier		1/23/2022	Hourly		17.16	17.16	17.16	17.16	17.16
PT	Assistant Pool Manager		1/23/2022	Hourly		21.43	21.43	21.43	21.43	21.43
PT	Bus Driver		1/23/2022	Hourly		24.30	24.30	24.30	24.30	24.30
PT	Communications Specialist		1/23/2022	Hourly		31.11	31.11	31.11	31.11	31.11
PT	Community Service Officer		1/23/2022	Hourly		18.48	18.48	18.48	18.48	18.48
PT	Finance Assistant		1/23/2022	Hourly		20.91	20.91	20.91	20.91	20.91
PT	Intern		1/23/2022	Hourly		19.49	19.49	19.49	19.49	19.49
PT	Library Page		1/23/2022	Hourly		18.48	18.48	18.48	18.48	18.48
PT	Lifeguard		1/23/2022	Hourly		17.59	17.59	17.59	17.59	17.59
PT	Office Specialist		1/23/2022	Hourly		22.02	22.02	22.02	22.02	22.02
PT	Police Officer Trainee		7/1/2021	Hourly		34.86	34.86	34.86	34.86	34.86
PT	Recreation Aide		1/23/2022	Hourly		17.16	17.16	17.16	17.16	17.16
PT	Reserve Officer I		7/1/2019	Hourly		35.73	35.73	35.73	35.73	35.73
PT	Senior Center Aide		1/23/2022	Hourly		17.16	17.16	17.16	17.16	17.16
PT	Senior Library Page		1/23/2022	Hourly		20.40	20.40	20.40	20.40	20.40
PT	Senior Lifeguard		1/23/2022	Hourly		19.41	19.41	19.41	19.41	19.41
PT	Summer Youth Worker		1/1/2022	Hourly		15.00	15.00	15.00	15.00	15.00
PT	Tutor		1/23/2022	Hourly		19.49	19.49	19.49	19.49	19.49

- ☒ City Council
- ☐ Successor Agency
- ☐ Housing Authority
- ☐ Reclamation Authority
- ☐ Joint Powers Authority

City of
IRWINDALE
AGENDA REPORT

Date: January 12, 2022
To: Honorable Mayor and Members of the City Council
From: William K. Tam, City Manager
Issue: Rejection of Claim: Andre Camarena vs. City of Irwindale.

City Manager's Recommendation:

Staff recommends City Council (1) Reject the claim of Andre Camarena vs. City of Irwindale; and (2) Direct staff to send a letter of rejection.

Administrative Action:

Submitted by:

Theresa Olivares, Assistant City Manager

Electronically Approved

Prepared by:

Laura Nieto, Chief Deputy City Clerk

Electronically Approved

Reviewed by:

Adrian R. Guerra, City Attorney

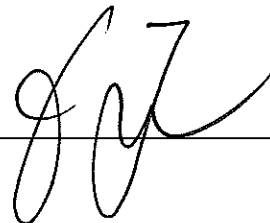
Electronically Approved

Jeanette Duran, Interim Finance Director / City
Treasurer

Electronically Approved

Approved by:

William K. Tam, City Manager



Background and Analysis:

On October 21, 2021, the City received a claim for damages from claimant Andre Camarena. Claimant Camarena alleges that on July 4, 2021 while riding his electric scooter on Vincent Avenue and Arrow Highway, he dipped into a pothole and was subsequently ejected from his scooter, causing shoulder and other soft tissue injuries. Claimant Camarena further alleges that the City of Irwindale is liable because it is the City's responsibility to maintain its streets.

The claim was reviewed by the City's claims adjuster, Carl Warren & Co., who has recommended the rejection of the claim. Accordingly, staff recommends that the City Council reject the claim. Alternatively, the City Council may direct the City Manager to negotiate resolution of the claim.

Fiscal Impact:

None.

Attachment:

Rejection Notice to City from Carl Warren & Co.
Claim for Damages received October 21, 2021



CARL WARREN & COMPANY
Claims Management and Solutions

A  VENBROOK Company

December 6, 2021

To: City of Irwindale
Attention: Laura Nieto

RE: Claimant : Andre Damon Camarena
 Date of Loss : 7/4/21
 Claim Filing Date : 10/21/21
 Our File Number : 3026140 GRV

Please allow this correspondence to acknowledge receipt of the captioned claim. Please take the following action:

- **CLAIM REJECTION:** Send a standard rejection letter to the claimant.

Please provide us with a copy of the Notice of Rejection and copy of the Proof of Mailing. If you have any questions, feel free to contact the assigned adjuster or the undersigned claims specialist.

Best Regards,

Glen Raphael

Glen Raphael
Claims Examiner
Carl Warren & Company, LLC | A Venbrook Company

PO Box 2411, Tustin, CA 92781
T: 657-622-4200 | F: 866-254-4423 | www.carlwarren.com
CA license #2607296

LAW OFFICES OF
GEORGE A. GALLEGOS
A PROFESSIONAL CORPORATION
328 SOUTH ATLANTIC BOULEVARD, SUITE 100
MONTEREY PARK, CALIFORNIA 91754
TEL: (626) 576-8988
FAX: (626) 576-7070

RECEIVED

OCT 21 2021

**CITY OF IRWINDALE
CITY CLERKS DEPT.**

October 19, 2021

City Clerk
City of Irwindale
Legal Department/Claims
5050 N. Irwindale Ave.
Irwindale, CA 91706

RE: Our Client(s) : Andre Camarena
Our File No. : 821218-03-1
Date of Loss : 07/04/2021
Location : Near Vincent Ave and West Arrow Highway
In the City of Irwindale

Dear Sir or Madam:

Enclosed please find a copy of the claim form for the City of Irwindale.

Please be advised that the above client has retained our office to represent him/her for damages sustained as a result of an accident which occurred Near Vincent Ave and West Arrow Highway, on the above referenced date. Enclosed is the signed Designation of Attorney form.

Please have the appropriate adjuster contact us with the applicable coverages/limits as soon as possible.

We shall transmit all pertinent information, including special damages as soon as we have received and compiled them.

Thank you for your courtesy and cooperation.

Very truly yours,

LAW OFFICES OF GEORGE A. GALLEGOS


George A. Gallegos
GAG/mg

LAW OFFICES OF
GEORGE A. GALLEGOS
A PROFESSIONAL CORPORATION
328 SOUTH ATLANTIC BOULEVARD, SUITE 100
MONTEREY PARK, CALIFORNIA 91754
TEL: (626) 576-8988
FAX: (626) 576-7070

DESIGNATION OF ATTORNEY

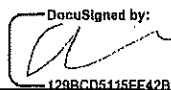
Claim No.: _____

Date of Loss: 07/04/2021

Pursuant to Section 2695.2(c) of the California Code of Regulation, Title 10, Chapter 5. I authorize George A. Gallegos, Esq., my attorney, to handle my claim for personal injuries I sustained as a result of the referenced loss.

This authorization shall be valid for two (2) years from the date hereof unless renewed or revoked by the undersigned; any and all prior authorizations are hereby revoked as of the date hereof.

DATED: 9/3/2021

DocuSigned by:

129BCD5115EE42B

Signature

Andre Camarena

Printed Name



CITY OF IRWINDALE

CLAIM FOR DAMAGES TO PERSON OR PROPERTY

INSTRUCTIONS

1. Claims for death, injury to person or to personal property must be filed not later than 6 months after the occurrence.
2. Claims for damages to real property must be filed not later than 1 year after occurrence.
3. Read entire claim before filing.
4. See page 2 for diagram upon which to locate place of accident.
5. This claim for must be signed on page 2 at bottom.
6. Attach separate sheets if necessary to give full details. Sign each sheet.
7. File with City Clerk, 5050 N. Irwindale Ave., Irwindale, CA 91706

RECEIVED

OCT 21 2021

CITY OF IRWINDALE
CITY CLERKS DEPT.
Clerk's Official
Filing Stamp

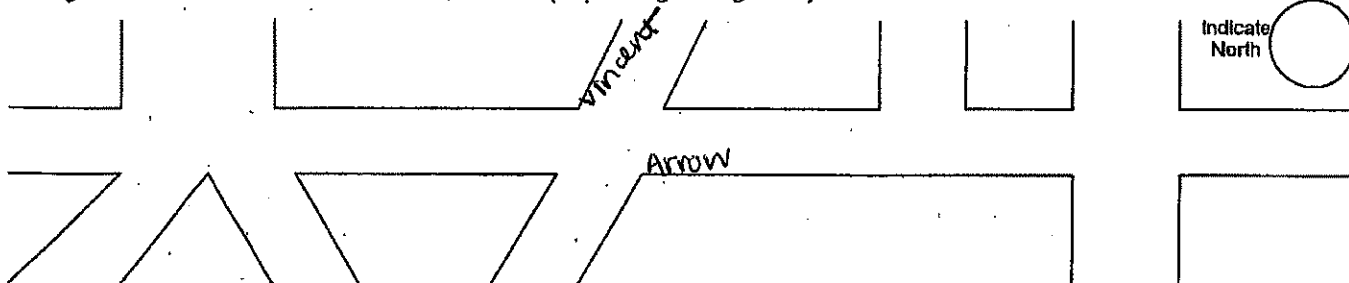
To: City of Irwindale		Claimant's Date of Birth [REDACTED]
Name of Claimant Andre Damon Camarena		Claimant's Occupation Barber
Home Address of Claimant [REDACTED]		Home Telephone Number [REDACTED]
Business Address of Claimant N/A		Business Telephone Number N/A
Name and address to which you desire notices or communications to be sent regarding this claim: Law offices of George Gallegos 328 S. Atlantic Blvd. Suite 100 Monterey Park, CA 91754		
When did DAMAGE or INJURY occur? Date: 07/04/21 Time: 9:30am If claim is for Equitable Indemnity, give date claimant served with complaint: _____	Names of any City employees involved in INJURY or DAMAGE N/A	
Where did DAMAGE or INJURY occur? Describe in full detail and locate on diagram on page 2. Where appropriate, give street names, addresses, and measurements from landmarks: Injured Shoulder and soft tissue injuries		
Describe in detail how the DAMAGE or INJURY occurred. I was riding my electric scooter on Vincent and Arrow highway street wearing a helmet with the direction of traffic, when my front wheel suddenly dipped into a pothole & I was ejected from the scooter & injured from the fall		
Why do you claim the City of Irwindale is responsible? City of Irwindale declining or neglecting to fix its streets.		
What DAMAGE or INJURIES do you claim resulted? Give full extent of injuries or damage claimed. injured my groin & dislocated my shoulder.		

Claimant's Name: <u>Andre Damon Camarena</u>		
State the amount which you are claiming as of the date of presentation of this claim. Give basis of computation. <u>TBD</u>		
Give estimated amount of future losses due to INJURY or DAMAGE: <u>UNKNOWN</u>		
Was damage and/or injury investigated by the police? <u>NO</u> If yes, what City? _____		
Were paramedics or ambulance called? <u>NO</u> If yes, name City or ambulance _____		
If injured, give name and address of your doctor and the date and time of your first visit: 		
Doctors and Hospitals:		
Doctor _____	Address _____	Date Hospitalized _____
Hospital <u>Emanate health</u> <u>Queen of the valley</u>	Address <u>1115 S. SUNSET AVE,</u> <u>WEST COVINA, CA 91790</u>	Date Hospitalized <u>07/04/21</u>
Hospital _____	Address _____	Date Hospitalized _____
Witnesses to DAMAGE or INJURY: List all persons and addresses of persons known to have information:		
Name <u>Monica Juarez</u>	Address _____	Phone <u>[REDACTED]</u>
Name <u>Jose (personal trainer)</u>	Address <u>[REDACTED]</u>	Phone _____

READ CAREFULLY

For all accident claims, indicate on the diagram street names, including North, East, South, and West. Indicate place of accident with an "X". Indicate house numbers or distances to street corners.

If a City vehicle was involved, designate with an "A" the location of the City vehicle when you first saw it, and with "B" the location of yourself or your vehicle when you first saw the City vehicle. Indicate location of City vehicle at the time of accident by "A-1" and location of yourself or your vehicle at the time of the accident by "B-1". Mark the point of impact with an "X". Note: If diagram below does not fit the situation, attach a proper diagram signed by claimant.



Signature of Claimant (If other than claimant, indicate relationship) <u>[Signature]</u>	Typed Name Andre camarena	Date 10/13/2021
--	-------------------------------------	---------------------------

Note: Claims must be filed with the City Clerk. Presentation of a false claim is a felony (Penal Code Section 72)

- ☒ City Council
- ☐ Successor Agency
- ☐ Housing Authority
- ☐ Reclamation Authority
- ☐ Joint Powers Authority

City of
IRWINDALE
AGENDA REPORT

Date: January 12, 2022
To: Honorable Mayor and Members of the City Council
From: William K. Tam, City Manager
Issue: Rejection of Claim: Angelica Lopez Robledo vs. City of Irwindale.

City Manager's Recommendation:

Staff recommends City Council (1) Reject the claim of Angelica Lopez Robledo vs. City of Irwindale; and (2) Direct staff to send a letter of rejection.

Administrative Action:

Submitted by:

Theresa Olivares, Assistant City Manager

Electronically Approved

Prepared by:

Laura Nieto, Chief Deputy City Clerk

Electronically Approved

Reviewed by:

Adrian R. Guerra, City Attorney

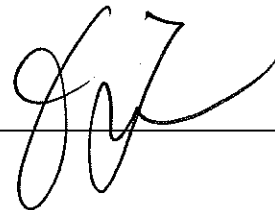
Electronically Approved

Jeanette Duran, Interim Finance Director / City Treasurer

Electronically Approved

Approved by:

William K. Tam, City Manager



Background and Analysis:

On November 18, 2021, the City received a claim for damages from claimant Angelica Lopez Robledo. Claimant Lopez Robledo alleges that on May 16, 2021 while riding a rental bicycle at the Santa Fe Dam, her fifth toe was caught in the bicycle chain, requiring paramedics to remove it. Claimant Lopez Robledo further alleges that the City of Irwindale is liable because it did not properly maintain rental bicycles for patrons.

The claim was reviewed by the City's claims adjuster, Carl Warren & Co., who has recommended the rejection of the claim. Accordingly, staff is recommending that the City Council reject the claim. Alternatively, the City Council may direct the City Manager to negotiate resolution of the claim.

Fiscal Impact:

None.

Attachment:

Rejection Notice to City from Carl Warren & Co.
Claim for Damages received November 18, 2021



CARL WARREN & COMPANY
Claims Management and Solutions

A VENBROOK Company

December 6, 2021

To: City of Irwindale
Attention: Laura Nieto

RE: Claimant : Angelica Lopez Robledo
Date of Loss : 5/16/2021
Claim Filing Date : 11/18/2021
Our File Number : 3027184 GRV

Please allow this correspondence to acknowledge receipt of the captioned claim. Please take the following action:

- **CLAIM REJECTION:** Send a standard rejection letter to the claimant.

Please provide us with a copy of the Notice of Rejection and copy of the Proof of Mailing. If you have any questions, feel free to contact the assigned adjuster or the undersigned claims specialist.

Best Regards,

Glen Raphael

Glen Raphael
Claims Examiner
Carl Warren & Company, LLC | A Venbrook Company

PO Box 2411, Tustin, CA 92781
T: 657-622-4200 | F: 866-254-4423 | www.carlwarren.com
CA License #2607296

B&D LAW GROUP, APLC

10700 SANTA MONICA BOULEVARD, SUITE 200

LOS ANGELES, CALIFORNIA 90025

TEL: (310) 424-5252

FAX: (310) 492-5855

RECEIVED

NOV 18 2021

**CITY OF IRWINDALE
CITY CLERKS DEPT.**

CLAIM FOR DAMAGES

(Government Code §911.2)

TO: THE EXECUTIVE OFFICER-CLERK, BOARD OF SUPERVISORS

SENT VIA PRIORITY MAIL:

City of Irwindale

Attn: City Clerk

5050 N. Irwindale Ave.,

Irwindale, CA 91706

RE: Angelica Lopez Robledo

Date of Incident: May 16, 2021

Our File Number: 18739

Name of Claimant(s): Angelica Lopez Robledo

Mailing Address of Claimant:

2121 S Marvin Ave #16, Los Angeles, CA 90016

**Give Address to Which You Desire Notices or Communications to be Sent
regarding this Claim:**

B&D LAW GROUP, APLC, 10700 Santa Monica Blvd., Suite 200, Los Angeles,
California 90025-4768

How Did Damage or Injury Occur? Give full particulars:

Angelica Lopez Robledo was riding rental bike when her right foot 5th toe got caught in the bike chain. This required paramedics to cut the chain to be able to release her toe.

Name of Agency against which this claim is filed?

City of Irwindale, County of Los Angeles; Department of Parks and Recreation.

When Did Damage or Injury Occur? Give full particulars; date:

May 16, 2021 in 15501 E. Arrow Hwy., Irwindale, CA 91706.

Where Did Damage or Injury Occur? Describe fully.:

Santa Fe Dam Recreational Area - 15501 E. Arrow Hwy., Irwindale, CA 91706

What Particular Act or Omission Do You Claim Caused the Injury or Damage?

The public entity was negligent and careless by not properly designing, manufacturing, supplying, maintaining, and/or renting bicycles to patrons, and/or by negligently and carelessly supervising and/or inspecting its vendor's guidelines and procedures for the public's safety, and by not properly warning of the hazards.

Names and Address of Witnesses, Doctors and Hospitals:

Care Ambulance - P.O Box 31001-2183 Pasadena, CA 91110-2183
LAC+USC Pediatrics – 20501 Marengo Street Los Angeles, CA 90033-1083

What Damage or Injuries Do You Claim Resulted? Please give full extent of injuries or damages claimed.

By way of example and without limitation: Injuries to their person and body, including but not limited to; right foot 5th toe amputation.

What is the amount of Your Claim? Please itemize your Damages:

Within the jurisdiction of the Superior Court (Unlimited Civil Case). Demand excess of \$25,000.00.

DATED: 11-15-2021



DANIEL D. GEOULLA, ESQ.
On Behalf of Claimants

- ☒ City Council
☐ Successor Agency
☐ Housing Authority
☐ Reclamation Authority
☐ Joint Powers Authority

City of
IRWINDALE
AGENDA REPORT

CC Item 1F

Date: January 12, 2022
To: Honorable Mayor and Members of the City Council
From: William K. Tam, City Manager
Issue: Second Reading of Ordinance No. 759 – AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF IRWINDALE ADDING CHAPTER 8.22 TO TITLE 8 ("HEALTH AND SAFETY") OF THE IRWINDALE MUNICIPAL CODE, ENTITLED "SPECIFIC REGULATIONS FOR ORGANIC WASTE DISPOSAL, REDUCTION, RECYCLING, AND SOLID WASTE COLLECTION," TO ENACT REGULATIONS IN COMPLIANCE WITH SENATE BILL (SB) 1383 FOR THE IMPLEMENTATION OF FOOD AND ORGANICS RECYCLING AND RELATED SOLID WASTE AND RECYCLING PROCESSING AND REPORTING AND ADOPTION OF AN EXEMPTION FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT.

City Manager's Recommendation:

- 1) That the City Council adopt, by second reading and by title only with further reading waived, Ordinance No. 759, entitled, "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF IRWINDALE ADDING CHAPTER 8.22 TO TITLE 8 ("HEALTH AND SAFETY") OF THE IRWINDALE MUNICIPAL CODE, ENTITLED "SPECIFIC REGULATIONS FOR ORGANIC WASTE DISPOSAL, REDUCTION, RECYCLING, AND SOLID WASTE COLLECTION," TO ENACT REGULATIONS IN COMPLIANCE WITH SENATE BILL (SB) 1383 FOR THE IMPLEMENTATION OF FOOD AND ORGANICS RECYCLING AND RELATED SOLID WASTE AND RECYCLING PROCESSING AND REPORTING AND ADOPTION OF AN EXEMPTION FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT."

Administrative Action:

Submitted & Prepared by:

Elizabeth Rodriguez, Public Services Director

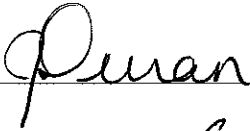


Reviewed by:

Adrian R. Guerra, City Attorney

Electronically Approved

Jeanette Duran, Interim Finance Director



Approved by:

William Tam, City Manager



Background and Analysis:

In accordance with SB 1383, all jurisdictions must have a mandatory organic waste disposal reduction ordinance in place. At its meeting of December 8, 2021, City Council introduced the above ordinance for the first reading. The appropriate ordinance is attached and it would be in order to adopt the ordinance on second reading.

The City Attorney's office and Staff worked together to develop the required Organic Waste Disposal Reduction Ordinance based on the SB 1383 regulations approved by CalRecycle. The Ordinance presented here is the key milestone to meeting the requirements of SB 1383. The Ordinance will mandate that organic waste generators, haulers, and other entities are subject to the applicable SB 1383 regulations and must comply with the SB 1383 regulations. It will also help reduce food insecurity by requiring Commercial Edible Food Generators to arrange to have the maximum amount of their edible food, that would otherwise be disposed, be recovered for human consumption.

The Ordinance is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Sections 15061 (b)(3) and 15308 on the grounds that it can be seen with certainty that the enhanced solid waste regulations, as provided for in this Ordinance, will not have a significant effect on the environment and that the new requirements, which strengthen requirements for the handling of solid waste, organics, and recyclables, represent actions by a regulatory agency (the City) for the protection of the environment. Additionally, the proposed ordinance is not a "Project" for the purposes of CEQA as that term is defined in CEQA Guidelines Section 15378.

Fiscal Impact:

The adoption of this ordinance will result in additional cost to adequately implement and administer each individualized program as required by SB 1383.

There has been an appropriation of \$38,000 for the Food Recovery Program for Fiscal Year 2021-2022:

1. At the Council Meeting of September 22, 2021, Item No. 1H, Resolution Number 2021-78-3290 was an appropriation of \$20,000.
2. At the Council Meeting of November 10, 2021, Item No. 1I, Resolution Number 2021-97-3309 was an appropriation of \$18,000.

The fiscal impact for commercial businesses and single-family residences is unknown at this time because it will be based on results of the negotiations with Athens and amendment to the Franchise Agreement. The amendment to the Franchise Agreement will be presented to City Council for consideration on a later date.

Attachment(s):

1. Ordinance No. 759 Cover
2. Ordinance No. 759 entitled, An Ordinance of the City Council of the City of Irwindale Adding Chapter 8.22 to Title 8 ("Health and Safety") of the Irwindale Municipal Code, entitled "Specific Regulations for Organic Waste Disposal, Reduction, Recycling, and Solid Waste Collection," to Enact Regulations in Compliance with Senate Bill (SB) 1383 for the Implementation of Food and Organics Recycling and Related Solid Waste and Recycling Processing and Reporting and Adoption of an Exemption from the California Environmental Quality Act.

ORDINANCE NO. 759

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF IRWINDALE ADDING CHAPTER 8.22 TO TITLE 8 ("HEALTH AND SAFETY") OF THE IRWINDALE MUNICIPAL CODE, ENTITLED "SPECIFIC REGULATIONS FOR ORGANIC WASTE DISPOSAL, REDUCTION, RECYCLING, AND SOLID WASTE COLLECTION," TO ENACT REGULATIONS IN COMPLIANCE WITH SENATE BILL (SB) 1383 FOR THE IMPLEMENTATION OF FOOD AND ORGANICS RECYCLING AND RELATED SOLID WASTE AND RECYCLING PROCESSING AND REPORTING AND ADOPTION OF AN EXEMPTION FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT.

A. RECITALS

WHEREAS, a city council may make and enforce within its limits all local, police, sanitary and other ordinances and regulations not in conflict with general laws; and

WHEREAS, Assembly Bill 939 of 1989, the California Integrated Waste Management Act of 1989 (California Public Resources Code Section 40000, et seq., as amended, supplemented, superseded, and replaced from time to time), requires cities and counties to reduce, reuse, and recycle (including composting) solid waste generated in their jurisdictions to the maximum extent feasible before any incineration or landfill disposal of waste, to conserve water, energy, and other natural resources, and to protect the environment; and

WHEREAS, Assembly Bill 341 of 2011 places requirements on businesses and multi-family property owners that generate a specified threshold amount of solid waste to arrange for recycling services and requires the City to implement a mandatory commercial recycling program; and

WHEREAS, Assembly Bill 1826 of 2014 requires businesses and multi-family property owners that generate a specified threshold amount of solid waste, recycling, and organic waste per week to arrange for recycling services for that waste, requires cities to implement a recycling program to divert organic waste from businesses subject to the law, and requires cities to implement a mandatory commercial organics recycling program; and

WHEREAS, SB 1383, the Short-lived Climate Pollutant Reduction Act of 2016, requires the California Department of Resources Recycling and Recovery ("CalRecycle") to develop regulations to reduce organics in landfills as a source of methane. As adopted by CalRecycle, these SB 1383 regulations ("SB 1383 Regulations") place requirements on multiple entities including the City of Irwindale, residential households, commercial businesses and business owners, commercial edible food generators, haulers, self-haulers, food recovery organizations, and food recovery services to support achievement of statewide organic waste disposal reduction targets; and

WHEREAS, the SB 1383 Regulations require the City to adopt and enforce an ordinance or other enforceable mechanism to implement relevant provisions of the SB 1383 Regulations, and to reduce community food insecurity by requiring commercial edible food generators to arrange to have the maximum amount of their edible food, that would otherwise be disposed, be recovered for human consumption; and

WHEREAS, this Ordinance implements the requirements of AB 341, AB 1826, and the SB 1383 Regulations; and

WHEREAS, on December 8, 2021, the City Council conducted a legally noticed public hearing for this Ordinance, and has considered all oral and written testimony from members of the public and City staff, including, but not limited to, all staff reports and exhibits and accompanying documents; and

WHEREAS, all legal prerequisites for the adoption of this Ordinance have occurred.

B. ORDINANCE

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF IRWINDALE DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. The facts set forth in the recitals in this Ordinance are true and correct and incorporated by reference. The recitals constitute findings in this matter and, together with the staff report, other written reports, public testimony and other information contained in the record, are an adequate and appropriate evidentiary basis for the actions taken in the Ordinance.

Section 2. The Ordinance is consistent with the City's General Plan, the Irwindale Municipal Code, and applicable Federal and State laws.

Section 3. The Ordinance will not be detrimental to the public interest, health, safety, convenience or welfare.

Section 4. The City Council finds that this Ordinance is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Sections 15061 (b)(3) and 15308 on the grounds that it can be seen with certainty that the enhanced solid waste regulations, provided for in this Ordinance, will not have a significant effect on the environment and that the new requirements, which strengthen requirements for the handling of solid waste, organics and recyclables, represent actions by a regulatory agency (the City) for the protection of the environment. Additionally, the proposed ordinance is not a "Project" for the purposes of CEQA as that term is defined in CEQA Guidelines Section 15378.

Section 5. The Ordinance is hereby adopted by the addition of a new Chapter 8.22, "SPECIFIC REGULATIONS FOR ORGANIC WASTE DISPOSAL REDUCTION, RECYCLING AND SOLID WASTE COLLECTION," in Title 8 of the Irwindale Municipal

Code to read in its entirety as shown in Exhibit "A" attached hereto and incorporated herein by this reference.

Section 6. If any section, subsection, sentence, clause or phrase of this ordinance is, for any reason, held to be invalid or unconstitutional, such decision shall not affect the validity or constitutionality of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance, and each section, subsection, sentence, clause or phrase hereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared unconstitutional due to the writs of mandate issued by the Court.

Section 7. The Mayor shall sign this Ordinance and the City Clerk shall certify to the passage and adoption of this Ordinance, and shall cause the same to be published and posted pursuant to the provisions of law in this regard, and this Ordinance shall take effect in accordance with the "Effective Date" stated in Exhibit "A" after its final passage.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council of the City of Irwindale this 12th day of January, 2022.

Larry G. Burrola, Mayor

ATTEST:

Laura M. Nieto, CMC
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 Ordinance No. 759 was introduced for first reading at a regular meeting of the City Council of the City of Irwindale held on December 8, 2021 and adopted on second reading at a regular meeting of the City Council of the City of Irwindale held on January 12, 2022, and was carried by the following-roll call vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

ABSTAIN: Councilmembers:

Laura M. Nieto, MMC
Chief Deputy City Clerk

AFFIDAVIT OF POSTING

I, Laura M. Nieto, MMC, Chief Deputy City Clerk, certify that I caused a copy of Ordinance No. 759 adopted by the City Council of the City of Irwindale at its regular meeting held January 12, 2022, to be posted at the City Hall, Library, and Post Office on January 13, 2022.

Laura M. Nieto, MMC
Chief Deputy City Clerk

Dated: _____

CHAPTER 08.22 - SPECIFIC REGULATIONS FOR ORGANIC WASTE DISPOSAL REDUCTION, RECYCLING, AND SOLID WASTE COLLECTION

- 08.22.010 - Purpose and Findings.**
- 08.22.020 - Title of Ordinance.**
- 08.22.030 - Definitions.**
- 08.22.040 - Requirements for Single-Family Generators.**
- 08.22.050 - Requirements for Commercial Businesses.**
- 08.22.060 - Waivers for Generators.**
- 08.22.070 - Requirements for Commercial Edible Food Generators.**
- 08.22.080 - Requirements for Food Recovery Organizations and Services.**
- 08.22.090 - Requirements for Haulers and Facility Operators.**
- 08.22.100 - Self-Hauler Requirements.**
- 08.22.110 - Compliance with CALGreen Recycling Requirements.**
- 08.22.120 - Model Water Efficient Landscaping Ordinance Requirements (MWEL0).**
- 08.22.130 - Procurement Requirements for City Departments, Direct Service Providers, and Vendors.**
- 08.22.140 - Inspections and Investigations.**
- 08.22.150 - Enforcement.**
- 08.22.160 - Coordination and Interpretation in Conjunction With Related Solid Waste Ordinances.**
- 08.22.170- Effective Date.**

8.22.010 Purpose and Findings.

The City finds and declares:

- A. State recycling law, Assembly Bill 939 of 1989, the California Integrated Waste Management Act of 1989 (California Public Resources Code Section 40000, et seq., as amended, supplemented, superseded, and replaced from time to time), requires cities and counties to reduce, reuse, and recycle (including composting) Solid Waste generated in their jurisdiction to the maximum extent feasible before any incineration or landfill disposal of waste, to conserve water, energy, and other natural resources, and to protect the environment.
- B. State recycling law, Assembly Bill 341 of 2011 (approved by the Governor of the State of California on October 5, 2011, which amended Sections 41730, 41731, 41734, 41735, 41736, 41800, 42926, 44004, and 50001 of, and added Sections 40004, 41734.5, and 41780.01 and Chapter 12.8 (commencing with Section 42649) to Part 3 of Division 30 of, and added and repealed Section 41780.02 of, the Public Resources Code, as amended, supplemented, superseded and replaced from time to time), places requirements on businesses and Multi-Family property owners that generate a specified threshold amount of Solid Waste to arrange for recycling services and requires jurisdictions such as the City of Irwindale to implement a Mandatory Commercial Recycling program.

- C. State organics recycling law, Assembly Bill 1826 of 2014 (approved by the Governor of the State of California on September 28, 2014, which added Chapter 12.9 (commencing with Section 42649.8) to Part 3 of Division 30 of the Public Resources Code, relating to Solid Waste, as amended, supplemented, superseded, and replaced from time to time), requires businesses and Multi-Family property owners that generate a specified threshold amount of Solid Waste, Recycling, and Organic Waste per week to arrange for recycling services for that waste, requires jurisdictions such as the City of Irwindale to implement a recycling program to divert Organic Waste from businesses subject to the law, and requires jurisdictions such as the City of Irwindale to implement a Mandatory Commercial Organics Recycling program.
- D. SB 1383, the Short-lived Climate Pollutant Reduction Act of 2016, requires CalRecycle to develop regulations to reduce organics in landfills as a source of methane. The regulations place requirements on multiple entities including City of Irwindale, residential households, Commercial Businesses and business owners, Commercial Edible Food Generators, haulers, Self-Haulers, Food Recovery Organizations, and Food Recovery Services to support achievement of Statewide Organic Waste disposal reduction targets.
- E. SB 1383, the Short-lived Climate Pollutant Reduction Act of 2016, requires jurisdictions such as the City of Irwindale to adopt and enforce an ordinance or enforceable mechanism to implement relevant provisions of SB 1383 Regulations. This ordinance will also help reduce food insecurity by requiring Commercial Edible Food Generators to arrange to have the maximum amount of their Edible Food, that would otherwise be disposed, recovered for human consumption.

8.22.020 Title of Ordinance.

This chapter shall be entitled “Specific Regulations for Organic Waste Disposal Reduction, Recycling and Solid Waste Collection”.

8.22.030 Definitions.

For the purpose of this chapter, the following words and phrases are defined and shall be construed as hereinafter set forth, unless it is apparent from the context that a different meaning was intended:

“Bioplastic” is a plastic made from biobased, renewable materials; or a plastic that is biodegradable; or both. The term may not be well defined in common usage.

“Black Container” has the same meaning as in 14 CCR Section 18982.2(a)(28) and shall be used for the purpose of storage and collection of Mixed Waste.

“Blue Container” has the same meaning as in 14 CCR Section 18982.2(a)(5) and shall be used for the purpose of storage and collection of Source Separated Recyclable Materials or Source Separated Blue Container Organic Waste.

“CalRecycle” means California's Department of Resources Recycling and Recovery, which is the Department designated with responsibility for developing, implementing, and enforcing SB 1383 Regulations on jurisdictions (and others).

“California Code of Regulations” or “CCR” means the State of California Code of Regulations. CCR references in this ordinance are preceded with a number that refers to the relevant Title of the CCR (e.g., “14 CCR” refers to Title 14 of CCR).

“City” means the City of Irwindale.

“Commercial Business” or “Commercial” means a firm, partnership, proprietorship, joint-stock company, corporation, or association, whether for-profit or nonprofit, strip mall, industrial facility, or a multifamily residential dwelling, or as otherwise defined in 14 CCR Section 18982(a)(6). A Multi-Family Residential Dwelling that consists of fewer than five (5) units is not a Commercial Business for purposes of implementing this ordinance.

“Commercial Edible Food Generator” includes a Tier One or a Tier Two Commercial Edible Food Generator as defined in this ordinance or as otherwise defined in 14 CCR Section 18982(a)(73) and (a)(74). For the purposes of this definition, Food Recovery Organizations and Food Recovery Services are not Commercial Edible Food Generators pursuant to 14 CCR Section 18982(a)(7).

“Compliance Review” means a review of records by a jurisdiction to determine compliance with this ordinance.

“Community Composting” means any activity that composts green material, agricultural material, food material, and vegetative food material, alone or in combination, and the total amount of feedstock and Compost on-site at any one time does not exceed 100 cubic yards and 750 square feet, as specified in 14 CCR Section 17855(a)(4); or, as otherwise defined by 14 CCR Section 18982(a)(8).

“Compost” has the same meaning as in 14 CCR Section 17896.2(a)(4), which stated, as of the effective date of this ordinance, that “Compost” means the product resulting from the controlled biological decomposition of organic Solid Wastes that are Source Separated from the municipal Solid Waste stream, or which are separated at a centralized facility.

“Compostable Plastics” or “Compostable Plastic” means plastic materials that meet the ASTM D6400 standard for compostability, or as otherwise described in 14 CCR Section 18984.1(a)(1)(A) or 18984.2(a)(1)(C).

“Container Contamination” or “Contaminated Container” means a container, regardless of color, that contains Prohibited Container Contaminants, or as otherwise defined in 14 CCR Section 18982(a)(55).

“C&D” means construction and demolition debris.

“City Enforcement Official” means the city manager or their authorized Designee(s) who is/are partially or wholly responsible for enforcing the ordinance.

“Designee” means an entity that the City contracts with or otherwise arranges to carry out any of the City’s responsibilities of this ordinance as authorized in 14 CCR Section 18981.2. A Designee may be a government entity, a hauler, a private entity, or a combination of those entities.

“Edible Food” means food intended for human consumption, or as otherwise defined in 14 CCR Section 18982(a)(18). For the purposes of this ordinance or as otherwise defined in 14 CCR Section 18982(a)(18), “Edible Food” is not Solid Waste if it is recovered and not

discarded. Nothing in this ordinance or in 14 CCR, Division 7, Chapter 12 requires or authorizes the Recovery of Edible Food that does not meet the food safety requirements of the California Retail Food Code.

“Enforcement Action” means an action of the City to address non-compliance with this ordinance including, but not limited to, issuing administrative citations, fines, penalties, or using other remedies.

“Excluded Waste” means hazardous substance, hazardous waste, infectious waste, designated waste, volatile, corrosive, medical waste, infectious, regulated radioactive waste, and toxic substances or material that facility operator, which receive materials from the City and its generators, reasonably believe would, as a result of or upon acceptance, transfer, processing, or disposal, be a violation of local, State, or Federal law, regulation, or ordinance, including: land use restrictions or conditions, waste that cannot be disposed of in Class III landfills or accepted at the facility by permit conditions, waste that in the City’s or its Designee’s reasonable opinion would present a significant risk to human health or the environment, cause a nuisance or otherwise create or expose the City, or its Designee, to potential liability; but not including de minimis volumes or concentrations of waste of a type and amount normally found in Single-Family or Multi-Family Solid Waste after implementation of programs for the safe collection, processing, recycling, treatment, and disposal of batteries and paint in compliance with Sections 41500 and 41802 of the California Public Resources Code. Excluded Waste does not include used motor oil and filters, household batteries, universal wastes, and/or latex paint when such materials are defined as allowable materials for collection through the City’s collection programs and the generator or customer has properly placed the materials for collection pursuant to instructions provided by City or its Designee for collection services.

“Food Distributor” means a company that distributes food to entities including, but not limited to, Supermarkets and Grocery Stores, or as otherwise defined in 14 CCR Section 18982(a)(22).

“Food Facility” has the same meaning as in Section 113789 of the Health and Safety Code.

“Food Recovery” means actions to collect and distribute food for human consumption that otherwise would be disposed, or as otherwise defined in 14 CCR Section 18982(a)(24).

“Food Recovery Organization” means an entity that engages in the collection or receipt of Edible Food from Commercial Edible Food Generators and distributes that Edible Food to the public for Food Recovery either directly or through other entities or as otherwise defined in 14 CCR Section 18982(a)(25), including, but not limited to:

1. A food bank as defined in Section 113783 of the Health and Safety Code;
2. A nonprofit charitable organization as defined in Section 113841 of the Health and Safety code; and
3. A nonprofit charitable temporary food facility as defined in Section 113842 of the Health and Safety Code.

A Food Recovery Organization is not a Commercial Edible Food Generator for the purposes of this ordinance and implementation of 14 CCR, Division 7, Chapter 12 pursuant to 14 CCR Section 18982(a)(7).

If the definition in 14 CCR Section 18982(a)(25) for Food Recovery Organization differs from this definition, the definition in 14 CCR Section 18982(a)(25) shall apply to this ordinance.

“Food Recovery Service” means a person or entity that collects and transports Edible Food from a Commercial Edible Food Generator to a Food Recovery Organization or other entities for Food Recovery, or as otherwise defined in 14 CCR Section 18982(a)(26). A Food Recovery Service is not a Commercial Edible Food Generator for the purposes of this ordinance and implementation of 14 CCR, Division 7, Chapter 12 pursuant to 14 CCR Section 18982(a)(7).

“Food Scraps” means all food such as, but not limited to, fruits, vegetables, meat, poultry, seafood, shellfish, bones, rice, beans, pasta, bread, cheese, and eggshells. Food Scraps excludes fats, oils, and grease when such materials are Source Separated from other Food Scraps.

“Food Service Provider” means an entity primarily engaged in providing food services to institutional, governmental, Commercial, or industrial locations of others based on contractual arrangements with these types of organizations, or as otherwise defined in 14 CCR Section 18982(a)(27).

“Food-Soiled Paper” is compostable paper material that has come in contact with food or liquid, such as, but not limited to, compostable paper plates, paper coffee cups, napkins, pizza boxes, and milk cartons.

“Food Waste” means Food Scraps, Food-Soiled Paper, and Compostable Plastics, does not include Bio Plastics or Food-Soiled Paper lined with any plastic or wax.

“Green Container” has the same meaning as in 14 CCR Section 18982.2(a)(29) and shall be used for the purpose of storage and collection of Source Separated Green Container Organic Waste.

“Grocery Store” means a store primarily engaged in the retail sale of canned food; dry goods; fresh fruits and vegetables; fresh meats, fish, and poultry; and any area that is not separately owned within the store where the food is prepared and served, including a bakery, deli, and meat and seafood departments, or as otherwise defined in 14 CCR Section 18982(a)(30).

“Hauler Route” means the designated itinerary or sequence of stops for each segment of the City of Irwindale’s collection service area, or as otherwise defined in 14 CCR Section 18982(a)(31.5).

“High Diversion Organic Waste Processing Facility” means a facility that is in compliance with the reporting requirements of 14 CCR Section 18815.5(d) and meets or exceeds an annual average Mixed Waste organic content Recovery rate of 50 percent between January 1, 2022 and December 31, 2024, and 75 percent after January 1, 2025, as calculated pursuant to 14 CCR Section 18815.5(e) for Organic Waste received from the Mixed Waste Organic Collection Stream.

“Inspection” means a site visit where the City reviews records, containers, and an entity’s collection, handling, recycling, or landfill disposal of Organic Waste or Edible Food

handling to determine if the entity is complying with requirements set forth in this ordinance, or as otherwise defined in 14 CCR Section 18982(a)(35).

“Large Event” means an event, including, but not limited to, a sporting event or a flea market, that charges an admission price, or is operated by a local agency, and serves an average of more than 2,000 individuals per day of operation of the event, at a location that includes, but is not limited to, a public, nonprofit, or privately owned park, parking lot, golf course, street system, or other open space when being used for an event. If the definition in 14 CCR Section 18982(a)(38) differs from this definition, the definition in 14 CCR Section 18982(a)(38) shall apply to this ordinance.

“Large Venue” means a permanent venue facility that annually seats or serves an average of more than 2,000 individuals within the grounds of the facility per day of operation of the venue facility. For purposes of this ordinance and implementation of 14 CCR, Division 7, Chapter 12, a venue facility includes, but is not limited to, a public, nonprofit, or privately owned or operated stadium, amphitheater, arena, hall, amusement park, conference or civic center, zoo, aquarium, airport, racetrack, horse track, performing arts center, fairground, museum, theater, or other public attraction facility. For purposes of this ordinance and implementation of 14 CCR, Division 7, Chapter 12, a site under common ownership or control that includes more than one Large Venue that is contiguous with other Large Venues in the site, is a single Large Venue. If the definition in 14 CCR Section 18982(a)(39) differs from this definition, the definition in 14 CCR Section 18982(a)(39) shall apply to this ordinance.

“Local Education Agency” means a school district, charter school, or county office of education that is not subject to the control of city or county regulations related to Solid Waste, or as otherwise defined in 14 CCR Section 18982(a)(40).

“Mixed Waste Organic Collection Stream” or “Mixed Waste” means Organic Waste collected in a container that is required by 14 CCR Sections 18984.1, 18984.2 or 18984.3 to be taken to a High Diversion Organic Waste Processing Facility or as otherwise defined in 14 CCR Section 17402(a)(11.5).

“Multi-Family Residential Dwelling” or “Multi-Family” means of, from, or pertaining to residential premises with five (5) or more dwelling units. Multi-Family premises do not include hotels, motels, or other transient occupancy facilities, which are considered Commercial Businesses.

“MWELo” refers to the Model Water Efficient Landscape Ordinance (MWELo), 23 CCR, Division 2, Chapter 2.7.

“Non-Compostable Paper” includes but is not limited to paper that is coated in a plastic material that will not breakdown in the composting process, or as otherwise defined in 14 CCR Section 18982(a)(41).

“Non-Local Entity” means the following entities that are not subject to the City’s enforcement authority, or as otherwise defined in 14 CCR Section 18982(a)(42). These entities may include, but are not limited to, special districts, federal facilities, facilities operated by the state or federal park system, public schools, and state agencies.

“Non-Organic Recyclables” means non-putrescible and non-hazardous recyclable wastes including but not limited to bottles, cans, metals, plastics and glass, or as otherwise defined in 14 CCR Section 18982(a)(43).

“Notice of Violation (NOV)” means a notice that a violation has occurred that includes a compliance date to avoid an action to seek penalties, or as otherwise defined in 14 CCR Section 18982(a)(45) or further explained in 14 CCR Section 18995.4.

“Organic Waste” means Solid Wastes containing material originated from living organisms and their metabolic waste products, including but not limited to food, green material, landscape and pruning waste, organic textiles and carpets, lumber, wood, Paper Products, Printing and Writing Paper, manure, biosolids, digestate, and sludges or as otherwise defined in 14 CCR Section 18982(a)(46). Biosolids and digestate are as defined by 14 CCR Section 18982(a).

“Organic Waste Generator” means a person or entity that is responsible for the initial creation of Organic Waste, or as otherwise defined in 14 CCR Section 18982(a)(48).

“Paper Products” include, but are not limited to, paper janitorial supplies, cartons, wrapping, packaging, file folders, hanging files, corrugated boxes, tissue, and toweling, or as otherwise defined in 14 CCR Section 18982(a)(51).

“Printing and Writing Papers” include, but are not limited to, copy, xerographic, watermark, cotton fiber, offset, forms, computer printout paper, white wove envelopes, manila envelopes, book paper, note pads, writing tablets, newsprint, and other uncoated writing papers, posters, index cards, calendars, brochures, reports, magazines, and publications, or as otherwise defined in 14 CCR Section 18982(a)(54).

“Prohibited Container Contaminants” means the following: (i) discarded materials placed in a Green Container that are not identified as acceptable Source Separated Green Container Organic Waste for the City of Irwindale’s Green Container; (ii) discarded materials placed in the Black Container that are identified as acceptable Source Separated Green Container Organic Waste, which are to be separately collected in City of Irwindale’s Green Container; and, (iii) Excluded Waste placed in any container.

“Recovered Organic Waste Products” means products made from California, landfill-diverted recovered Organic Waste processed in a permitted or otherwise authorized facility, or as otherwise defined in 14 CCR Section 18982(a)(60).

“Recovery” means any activity or process described in 14 CCR Section 18983.1(b), or as otherwise defined in 14 CCR Section 18982(a)(49).

“Recycled-Content Paper” means Paper Products and Printing and Writing Paper that consists of at least 30 percent, by fiber weight, postconsumer fiber, or as otherwise defined in 14 CCR Section 18982(a)(61).

“Regional Agency” means regional agency as defined in Public Resources Code Section 40181.

“Renewable Gas” means gas derived from Organic Waste that has been diverted from a California landfill and processed at an in-vessel digestion facility that is permitted or otherwise authorized by 14 CCR to recycle Organic Waste, or as otherwise defined in 14 CCR Section 18982(a)(62).

“Restaurant” means an establishment primarily engaged in the retail sale of food and drinks for on-premises or immediate consumption, or as otherwise defined in 14 CCR Section 18982(a)(64).

“Route Review” means a visual Inspection of containers along a Hauler Route for the purpose of determining Container Contamination, and may include mechanical Inspection methods such as the use of cameras, or as otherwise defined in 14 CCR Section 18982(a)(65).

“SB 1383” means Senate Bill 1383 of 2016 approved by the Governor on September 19, 2016, which added Sections 39730.5, 39730.6, 39730.7, and 39730.8 to the Health and Safety Code, and added Chapter 13.1 (commencing with Section 42652) to Part 3 of Division 30 of the Public Resources Code, establishing methane emissions reduction targets in a Statewide effort to reduce emissions of short-lived climate pollutants as amended, supplemented, superseded, and replaced from time to time.

“SB 1383 Regulations” or “SB 1383 Regulatory” means or refers to, for the purposes of this ordinance, the Short-Lived Climate Pollutants: Organic Waste Reduction regulations developed by CalRecycle and adopted in 2020 that created 14 CCR, Division 7, Chapter 12 and amended portions of regulations of 14 CCR and 27 CCR.

“Self-Hauler” means a person, who hauls Solid Waste, Organic Waste or recyclable material he or she has generated to another person. Self-hauler also includes a person who back-hauls waste, or as otherwise defined in 14 CCR Section 18982(a)(66). Back-haul means generating and transporting Organic Waste to a destination owned and operated by the generator using the generator’s own employees and equipment, or as otherwise defined in 14 CCR Section 18982(a)(66)(A).

“Single-Family” means of, from, or pertaining to any residential premises with fewer than five (5) units.

“Solid Waste” has the same meaning as defined in State Public Resources Code Section 40191, which defines Solid Waste as all putrescible and nonputrescible solid, semisolid, and liquid wastes, including garbage, trash, refuse, paper, rubbish, ashes, industrial wastes, demolition and construction wastes, abandoned vehicles and parts thereof, discarded home and industrial appliances, dewatered, treated, or chemically fixed sewage sludge which is not hazardous waste, manure, vegetable or animal solid and semi-solid wastes, and other discarded solid and semisolid wastes, with the exception that Solid Waste does not include any of the following wastes:

1. Hazardous waste, as defined in the State Public Resources Code Section 40141.
2. Radioactive waste regulated pursuant to the State Radiation Control Law (Chapter 8 (commencing with Section 114960) of Part 9 of Division 104 of the State Health and Safety Code).
3. Medical waste regulated pursuant to the State Medical Waste Management Act (Part 14 (commencing with Section 117600) of Division 104 of the State Health and Safety Code). Untreated medical waste shall not be disposed of in a Solid Waste landfill, as defined in State Public Resources Code Section 40195.1. Medical waste

that has been treated and deemed to be Solid Waste shall be regulated pursuant to Division 30 of the State Public Resources Code.

“Source Separated” means materials, including commingled recyclable materials, that have been separated or kept separate from the Solid Waste stream, at the point of generation, for the purpose of additional sorting or processing those materials for recycling or reuse in order to return them to the economic mainstream in the form of raw material for new, reused, or reconstituted products, which meet the quality standards necessary to be used in the marketplace, or as otherwise defined in 14 CCR Section 17402.5(b)(4). For the purposes of this ordinance, Source Separated shall include separation of materials by the generator, property owner, property owner’s employee, property manager, or property manager’s employee into different containers for the purpose of collection such that Source Separated materials are separated from Mixed Waste or other Solid Waste for the purposes of collection and processing.

“Source Separated Green Container Organic Waste” means Source Separated Organic Waste that can be placed in a Green Container that is specifically intended for the separate collection of Organic Waste by the generator, excluding Source Separated Blue Container Organic Waste, carpets, Non-Compostable Paper, and textiles.

“State” means the State of California.

“Supermarket” means a full-line, self-service retail store with gross annual sales of two million dollars (\$2,000,000), or more, and which sells a line of dry grocery, canned goods, or nonfood items and some perishable items, or as otherwise defined in 14 CCR Section 18982(a)(71).

“Tier One Commercial Edible Food Generator” means a Commercial Edible Food Generator that is one of the following:

- (1) Supermarket.
- (2) Grocery Store with a total facility size equal to or greater than 10,000 square feet.
- (3) Food Service Provider.
- (4) Food Distributor.
- (5) Wholesale Food Vendor.

If the definition in 14 CCR Section 18982(a)(73) of Tier One Commercial Edible Food Generator differs from this definition, the definition in 14 CCR Section 18982(a)(73) shall apply to this ordinance.

“Tier Two Commercial Edible Food Generator” means a Commercial Edible Food Generator that is one of the following:

- (1) Restaurant with 250 or more seats, or a total facility size equal to or greater than 5,000 square feet.
- (2) Hotel with an on-site Food Facility and 200 or more rooms.
- (3) Health facility with an on-site Food Facility and 100 or more beds.
- (4) Large Venue.

- (5) Large Event.
- (6) A State agency with a cafeteria with 250 or more seats or total cafeteria facility size equal to or greater than 5,000 square feet.
- (7) A Local Education Agency facility with an on-site Food Facility.

If the definition in 14 CCR Section 18982(a)(74) of Tier Two Commercial Edible Food Generator differs from this definition, the definition in 14 CCR Section 18982(a)(74) shall apply to this ordinance.

“Uncontainerized Green Waste and Yard Waste Collection Service” or “Uncontainerized Service” means a collection service that collects green waste and yard waste that is placed in a pile or bagged for collection on the street in front of a generator’s house or place of business for collection and transport to a facility that recovers Source Separated Organic Waste, or as otherwise defined in 14 CCR Section 189852(a)(75).

“Wholesale Food Vendor” means a business or establishment engaged in the merchant wholesale distribution of food, where food (including fruits and vegetables) is received, shipped, stored, prepared for distribution to a retailer, warehouse, distributor, or other destination, or as otherwise defined in 14 CCR Section 189852(a)(76).

8.22.040 Requirements for Single-Family Generators.

Single-Family Organic Waste Generators shall comply with the following requirements except Single-Family generators that meet the Self-Hauler requirements in Section 8.22.100 of this ordinance:

- F. Shall subscribe to City’s Organic Waste collection services for all Organic Waste generated as described below in Section 8.22.040(B). City of Irwindale shall have the right to review the number and size of a generator’s containers to evaluate adequacy of capacity provided for each type of collection service for proper separation of materials and containment of materials; and, Single-Family generators shall adjust its service level for its collection services as requested by the City. Generators may additionally manage their Organic Waste by preventing or reducing their Organic Waste, managing Organic Waste on site, and/or using a Community Composting site pursuant to 14 CCR Section 18984.9(c).
- G. Shall participate in the City of Irwindale’s Organic Waste collection service(s) by placing designated materials in designated containers as described below, and shall not place Prohibited Container Contaminants in collection containers.
 - 1. A three- and three-plus-container collection service (Blue Container, Green Container, and Black Container)
 - (a) Generator shall place only Source Separated Green Container Organic Waste, including Food Waste, in the Green Container; Source Separated Recyclable Materials in the Blue Container; and Black Container Waste in the Black Container. Generators shall not place materials designated for the Black Container into the Green or Blue Container.

8.22.050 Requirements for Commercial Businesses.

Generators that are Commercial Businesses, including Multi-Family Residential Dwellings, shall:

- H. Subscribe to the City's two-container collection services and comply with requirements of those services as described below in Section 8.22.050(B), except Commercial Businesses that meet the Self-Hauler requirements in Section 8.22.100 of this ordinance. The City shall have the right to review the number and size of a generator's containers and frequency of collection to evaluate adequacy of capacity provided for each type of collection service for proper separation of materials and containment of materials; and, Commercial Businesses shall adjust their service level for their collection services as requested by the City.
- I. Except Commercial Businesses that meet the Self-Hauler requirements in Section 8.22.100 of this ordinance, participate in the City of Irwindale's Organic Waste collection service(s) by placing designated materials in designated containers as described below.
 - 1. Two-container collection service (Green Container/Black Container system).
 - (a) Generator shall place only Source Separated Green Container Organic Waste in a Green Container.
 - (b) Generator shall place all other materials (Mixed Waste) in a Black Container.
- J. Supply and allow access to adequate number, size and location of collection containers with sufficient labels or colors (conforming with Sections 6(d)(1) and 6(d)(2) below) for employees, contractors, tenants, and customers, consistent with City of Irwindale's Green Container, and Black Container collection service or, if self-hauling, per the Commercial Businesses' instructions to support its compliance with its self-haul program, in accordance with Section 8.22.100.
- K. Excluding Multi-Family Residential Dwellings, provide containers for the collection of Source Separated Green Container Organic Waste in all indoor and outdoor areas where disposal containers are provided for customers, for materials generated by that business. Such containers do not need to be provided in restrooms. If a Commercial Business does not generate any of the materials that would be collected in one type of container, then the business does not have to provide that particular container in all areas where disposal containers are provided for customers. Pursuant to 14 CCR Section 18984.9(b), the containers provided by the business shall have either:
 - 1. A body or lid that conforms with the container colors provided through the collection service provided by City of Irwindale, with either lids conforming to the color requirements or bodies conforming to the color requirements or both lids and bodies conforming to color requirements. A Commercial Business is not required to replace functional containers,

including containers purchased prior to January 1, 2022, that do not comply with the requirements of the subsection prior to the end of the useful life of those containers, or prior to January 1, 2036, whichever comes first.

2. Container labels that include language or graphic images, or both, indicating the primary material accepted and the primary materials prohibited in that container, or containers with imprinted text or graphic images that indicate the primary materials accepted and primary materials prohibited in the container. Pursuant 14 CCR Section 18984.8, the container labeling requirements are required on new containers commencing January 1, 2022.
- L. Multi-Family Residential Dwellings are not required to comply with container placement requirements or labeling requirement in Section 6(d) pursuant to 14 CCR Section 18984.9(b).
- M. To the extent practical through education, training, Inspection, and/or other measures, excluding Multi-Family Residential Dwellings, prohibit employees from placing materials in a container not designated for those materials per the City of Irwindale's Green Container, and Black Container collection service or, if self-hauling, per the Commercial Businesses' instructions to support its compliance with its self-haul program, in accordance with Section 8.22.100 of this ordinance.
- N. Excluding Multi-Family Residential Dwellings, quarterly inspect Green Containers, and Black Containers for contamination and inform employees if containers are contaminated and of the requirements to keep contaminants out of those containers pursuant to 14 CCR Section 18984.9(b)(3).
- O. Annually provide information to employees, contractors, tenants, and customers about Organic Waste Recovery requirements and about proper sorting of Source Separated Green Container Organic Waste.
- P. Provide education information before or within fourteen (14) days of occupation of the premises to new tenants that describes requirements to keep Source Separated Green Container Organic Waste separate from Black Container Waste (when applicable) and the location of containers and the rules governing their use at each property.
- Q. Provide or arrange access for the City or its Designee to their properties during all Inspections conducted in accordance with Section 8.22.140 of this ordinance to confirm compliance with the requirements of this ordinance.
- R. Accommodate and cooperate with City's program for Inspection of the contents of containers for Prohibited Container Contaminants, which may be implemented at a later date, to evaluate generator's compliance with Section 8.22.050(B).
- S. At Commercial Business's option and subject to any approval required from the City, implement a program for Inspection of the contents of its Green Containers and Black Containers for the purpose of monitoring the contents of containers to determine appropriate levels of service and to identify Prohibited Container Contaminants.

- T. If a Commercial Business wants to self haul, meet the Self-Hauler requirements in Section 8.22.100 of this ordinance.
- U. Commercial Businesses that are Tier One or Tier Two Commercial Edible Food Generators shall comply with Food Recovery requirements, pursuant to Section 8.22.080 of this ordinance.

8.22.060 Waivers for Generators.

- A. De Minimis Waivers. City may waive a Commercial Business' obligation (including Multi-Family Residential Dwellings) to comply with some or all of the Organic Waste requirements of this ordinance if the Commercial Business provides documentation that the business generates below a certain amount of Organic Waste material as described in Section 8.22.060(A)(2) below. Commercial Businesses requesting a de minimis waiver shall:
 - 1. Submit an application specifying the services that they are requesting a waiver from and provide documentation as noted in Section 8.22.060(A)(2) below.
 - 2. Provide documentation that either:
 - (a) The Commercial Business' total Solid Waste collection service is two cubic yards or more per week and Organic Waste subject to collection in a Green Container comprises less than 20 gallons per week per applicable container of the business' total waste; or,
 - (b) The Commercial Business' total Solid Waste collection service is less than two cubic yards per week and Organic Waste subject to collection in a Green Container comprises less than 10 gallons per week per applicable container of the business' total waste.
 - 3. Notify City of Irwindale if circumstances change such that Commercial Business's Organic Waste exceeds threshold required for waiver, in which case waiver will be rescinded.
 - 4. Provide written verification of eligibility for de minimis waiver every 5 years, if City of Irwindale has approved de minimis waiver.
- B. Physical Space Waivers. City may waive a Commercial Business' or property owner's obligations (including Multi-Family Residential Dwellings) to comply with some or all of the recyclable materials and/or Organic Waste collection service requirements if the City of Irwindale has evidence from its own staff, a hauler, licensed architect, or licensed engineer demonstrating that the premises lacks adequate space for the collection containers required for compliance with the Organic Waste collection requirements of Section 8.22.050.
- C. A Commercial Business or property owner may request a physical space waiver through the following process:

1. Submit an Exemption Request form to the Public Services Department specifying the type(s) of collection services for which they are requesting a compliance waiver.
 2. Provide documentation that the premises lacks adequate space for Green Containers including documentation from its hauler, licensed architect, or licensed engineer.
 3. Provide written verification to the City that it is still eligible for physical space waiver every five years, if the City has approved an Exemption Request for a physical space waiver.
- D. Review and Approval of Waivers by Jurisdiction
1. Waivers will be reviewed and approved by the Public Services Director or a designee of the Public Services Director.

8.22.070 Requirements for Commercial Edible Food Generators.

- A. Tier One Commercial Edible Food Generators must comply with the requirements in Section 8.22.080 of this ordinance commencing January 1, 2022, and Tier Two Commercial Edible Food Generators must comply commencing January 1, 2024, pursuant to 14 CCR Section 18991.3.
- B. Large Venue or Large Event operators not providing food services, but allowing for food to be provided by others, shall require Food Facilities operating at the Large Venue or Large Event to comply with the requirements of this Section, commencing January 1, 2024.
- C. Commercial Edible Food Generators shall comply with the following requirements:
 1. Arrange to recover the maximum amount of Edible Food that would otherwise be disposed.
 2. Contract with, or enter into a written agreement with Food Recovery Organizations or Food Recovery Services for: (i) the collection of Edible Food for Food Recovery; or, (ii) acceptance of the Edible Food that the Commercial Edible Food Generator self-hauls to the Food Recovery Organization for Food Recovery.
 3. Shall not intentionally spoil Edible Food that is capable of being recovered by a Food Recovery Organization or a Food Recovery Service.
 4. Allow the City's designated enforcement entity or designated third party enforcement entity to access the premises and review records pursuant to 14 CCR Section 18991.4.
 5. Keep records that include the following information, or as otherwise specified in 14 CCR Section 18991.4:
 - (a) A list of each Food Recovery Service or organization that collects or receives its Edible Food pursuant to a contract or written agreement established under 14 CCR Section 18991.3(b).

- (b) A copy of all contracts or written agreements established under 14 CCR Section 18991.3(b).
 - (c) A record of the following information for each of those Food Recovery Services or Food Recovery Organizations:
 - (i) The name, address and contact information of the Food Recovery Service or Food Recovery Organization.
 - (ii) The types of food that will be collected by or self-hauled to the Food Recovery Service or Food Recovery Organization.
 - (iii) The established frequency that food will be collected or self-hauled.
 - (iv) The quantity of food, measured in pounds recovered per month, collected or self-hauled to a Food Recovery Service or Food Recovery Organization for Food Recovery.
6. No later than the 1st of each year commencing no later than January 1, 2023 for Tier One Commercial Edible Food Generators and January 1, 2025 for Tier Two Commercial Edible Food Generators, provide an annual Food Recovery report to the City of Irwindale that includes the records listed in Section 8.22.070(C)(5).
- D. Nothing in this ordinance shall be construed to limit or conflict with the protections provided by the California Good Samaritan Food Donation Act of 2017, the Federal Good Samaritan Act, or share table and school food donation guidance pursuant to Senate Bill 557 of 2017 (approved by the Governor of the State of California on September 25, 2017, which added Article 13 [commencing with Section 49580] to Chapter 9 of Part 27 of Division 4 of Title 2 of the Education Code, and to amend Section 114079 of the Health and Safety Code, relating to food safety, as amended, supplemented, superseded and replaced from time to time).

8.22.080 Requirements for Food Recovery Organizations and Services.

- A. Food Recovery Services collecting or receiving Edible Food directly from Commercial Edible Food Generators, via a contract or written agreement established under 14 CCR Section 18991.3(b), shall maintain the following records, or as otherwise specified by 14 CCR Section 18991.5(a)(1):
 - 1. The name, address, and contact information for each Commercial Edible Food Generator from which the service collects Edible Food.
 - 2. The quantity in pounds of Edible Food collected from each Commercial Edible Food Generator per month.
 - 3. The quantity in pounds of Edible Food transported to each Food Recovery Organization per month.

4. The name, address, and contact information for each Food Recovery Organization that the Food Recovery Service transports Edible Food to for Food Recovery.
- B. Food Recovery Organizations collecting or receiving Edible Food directly from Commercial Edible Food Generators, via a contract or written agreement established under 14 CCR Section 18991.3(b), shall maintain the following records, or as otherwise specified by 14 CCR Section 18991.5(a)(2):
 1. The name, address, and contact information for each Commercial Edible Food Generator from which the organization receives Edible Food.
 2. The quantity in pounds of Edible Food received from each Commercial Edible Food Generator per month.
 3. The name, address, and contact information for each Food Recovery Service that the organization receives Edible Food from for Food Recovery.
 - C. Food Recovery Organizations and Food Recovery Services shall inform generators about California and Federal Good Samaritan Food Donation Act protection in written communications, such as in their contract or agreement established under 14 CCR Section 18991.3(b).
 - D. Food Recovery Organizations and Food Recovery Services that have their primary address physically located in the City of Irwindale and contract with or have written agreements with one or more Commercial Edible Food Generators pursuant to 14 CCR Section 18991.3(b) shall report to the City of Irwindale it is located in the total pounds of Edible Food recovered in the previous calendar year from the Tier One and Tier Two Commercial Edible Food Generators they have established a contract or written agreement with pursuant to 14 CCR Section 18991.3(b) no later than January 1, 2023 for Tier One Generators and January 1, 2024 for Tier Two Generators.
 - E. In order to support Edible Food Recovery capacity planning assessments or other studies conducted by the County, City, special district that provides solid waste collection services, or its designated entity, Food Recovery Services and Food Recovery Organizations operating in the City of Irwindale shall provide information and consultation to the City of Irwindale, upon request, regarding existing, or proposed new or expanded, Food Recovery capacity that could be accessed by the City of Irwindale and its Commercial Edible Food Generators. A Food Recovery Service or Food Recovery Organization contacted by the City of Irwindale shall respond to such request for information within 60 days, unless a shorter timeframe is otherwise specified by the City of Irwindale.

8.22.090 Requirements for Haulers and Facility Operators.

- A. Requirements for Haulers:
 1. Exclusive franchised hauler(s) providing residential, Commercial, or industrial Organic Waste collection services to generators within the City's boundaries shall meet the following requirements and standards as a

condition of approval of a contract, agreement, or other authorization with the City to collect Organic Waste:

- (a) Through written notice to the City annually on or before July 1, 2022, identify the facilities to which they will transport Organic Waste including facilities for Source Separated Recyclable Materials, Source Separated Green Container Organic Waste, and Mixed Waste.
- (b) Transport Source Separated Recyclable Materials, Source Separated Green Container Organic Waste, and Mixed Waste to a facility, operation, activity, or property that recovers Organic Waste as defined in 14 CCR, Division 7, Chapter 12, Article 2. Notwithstanding the foregoing, hauler shall not be required to transport any containers with Prohibited Container Contaminants to a facility, operation, activity, or property that recovers Organic Waste.
- (c) Obtain approval from the City to haul Organic Waste, unless it is transporting Source Separated Organic Waste to a Community Composting site or lawfully transporting C&D in a manner that complies with 14 CCR Section 18989.1, Section 8.22.110 of this ordinance, and the City of Irwindale's C&D Ordinance No 713.

- 2. Exclusive franchised hauler(s) authorization to collect Organic Waste shall comply with education, equipment, signage, container labeling, container color, contamination monitoring, reporting, and other requirements contained within its franchise agreement.

B. Requirements for Facility Operators and Community Composting Operations

- 1. Owners of facilities, operations, and activities that recover Organic Waste, including, but not limited to, Compost facilities, in-vessel digestion facilities, and publicly-owned treatment works shall, upon City request, provide information regarding available and potential new or expanded capacity at their facilities, operations, and activities, including information about throughput and permitted capacity necessary for planning purposes. Entities contacted by the City shall respond within 60 days.
- 2. Community Composting operators, upon City of Irwindale request, shall provide information to the City of Irwindale to support Organic Waste capacity planning, including, but not limited to, an estimate of the amount of Organic Waste anticipated to be handled at the Community Composting operation. Entities contacted by the City of Irwindale shall respond within 60 days.

8.22.100 Self-Hauler Requirements.

- A. Self-Haulers shall source separate all recyclable materials and Organic Waste (materials that City of Irwindale otherwise requires generators to separate for

collection in the City of Irwindale's organics and recycling collection program) generated on-site from Solid Waste in a manner consistent with 14 CCR Sections 18984.1 and 18984.2, or shall haul Organic Waste to a High Diversion Organic Waste Processing Facility as specified in 14 CCR Section 18984.3.

- B. Self-Haulers shall haul their Source Separated Recyclable Materials to a facility that recovers those materials; and haul their Source Separated Green Container Organic Waste to a Solid Waste facility, operation, activity, or property that processes or recovers Source Separated Organic Waste. Alternatively, Self-Haulers may haul Organic Waste to a High Diversion Organic Waste Processing Facility.
- C. Self-Haulers that are Commercial Businesses (including Multi-Family Residential Dwellings) shall keep a record of the amount of Organic Waste delivered to each Solid Waste facility, operation, activity, or property that processes or recovers Organic Waste; this record shall be subject to Inspection by the City of Irwindale. The records shall include the following information:
 - 1. Delivery receipts and weight tickets from the entity accepting the waste.
 - 2. The amount of material in cubic yards or tons transported by the generator to each entity.
 - 3. If the material is transported to an entity that does not have scales on-site, or employs scales incapable of weighing the Self-Hauler's vehicle in a manner that allows it to determine the weight of materials received, the Self-Hauler is not required to record the weight of material but shall keep a record of the entities that received the Organic Waste.
- D. A residential Organic Waste Generator that self hauls Organic Waste is not required to record or report information in Section 8.22.100(C).

8.22.110 Compliance with CALGreen Recycling Requirements.

- A. Persons applying for a permit from the City of Irwindale for new construction and building additions and alternations shall comply with the requirements of this Section and all required components of the California Green Building Standards Code, 24 CCR, Part 11, known as CALGreen, as amended, if its project is covered by the scope of CALGreen or more stringent requirements such as the Los Angeles County Green Building Standards Code, located in Section 15.10 of the City of Irwindale's municipal code, adopted by the City of Irwindale. If the requirements of CALGreen are more stringent then the requirements of this Section, the CALGreen requirements shall apply.
- B. Applicants shall refer to City of Irwindale's building code for complete CALGreen requirements including the adopted Los Angeles County Green Building Standards Code.
- C. For projects covered by CALGreen or more stringent requirements such as the Los Angeles County Green Building Standards Code adopted by the City of Irwindale, the applicants must, as a condition of the City of Irwindale's permit approval, comply with the following:

1. Where five (5) or more Multi-Family dwelling units are constructed on a building site, provide readily accessible areas that serve occupants of all buildings on the site and are identified for the storage and collection of Green Container materials, consistent with the two-container collection program offered by the City of Irwindale, or comply with provision of adequate space for recycling for Multi-Family and Commercial premises pursuant to Sections 4.408.1, 4.410.2, 5.408.1, and 5.410.1 of the California Green Building Standards Code, 24 CCR, Part 11 as amended provided amended requirements are more stringent than the CALGreen requirements for adequate recycling space effective January 1, 2020.
2. New Commercial construction or additions resulting in more than 30% of the floor area shall provide readily accessible areas identified for the storage and collection of Green Container materials, consistent with the two-container collection program offered by the City of Irwindale, or shall comply with provision of adequate space for recycling for Multi-Family and Commercial premises pursuant to Sections 4.408.1, 4.410.2, 5.408.1, and 5.410.1 of the California Green Building Standards Code, 24 CCR, Part 11 as amended provided amended requirements are more stringent than the CALGreen requirements for adequate recycling space effective January 1, 2020.
3. Comply with CALGreen requirements and applicable law related to management of C&D, including diversion of Organic Waste in C&D from disposal. Comply with City of Irwindale's C&D ordinance, Section 8.20.301 of City of Irwindale's municipal code, and all written and published City of Irwindale policies and/or administrative guidelines regarding the collection, recycling, diversion, tracking, and/or reporting of C&D.

8.22.120 Model Water Efficient Landscaping Ordinance Requirements (MWELO).

- A. Property owners or their building or landscape designers, including anyone requiring a building or planning permit, plan check, or landscape design review from the City of Irwindale, who are constructing a new (Single-Family, Multi-Family, public, institutional, or Commercial) project with a landscape area greater than 500 square feet, or rehabilitating an existing landscape with a total landscape area greater than 2,500 square feet, shall comply with Sections 492.6(a)(3)(B) (C), (D), and (G) of the MWELO, including sections related to use of Compost and mulch as delineated in this Section 8.22.120.
- B. The following Compost and mulch use requirements that are part of the MWELO are now also included as requirements of this ordinance. Other requirements of the MWELO are in effect and can be found in 23 CCR, Division 2, Chapter 2.7.
- C. Property owners or their building or landscape designers that meet the threshold for MWELO compliance outlined in Section 8.22.120(a) above shall:

1. Comply with Sections 492.6 (a)(3)(B)(C),(D) and (G) of the MWELO, which requires the submittal of a landscape design plan with a soil preparation, mulch, and amendments section to include the following:
 - (a) For landscape installations, Compost at a rate of a minimum of four cubic yards per 1,000 square feet of permeable area shall be incorporated to a depth of six (6) inches into the soil. Soils with greater than six percent (6%) organic matter in the top six (6) inches of soil are exempt from adding Compost and tilling.
 - (b) For landscape installations, a minimum three- (3-) inch layer of mulch shall be applied on all exposed soil surfaces of planting areas except in turf areas, creeping or rooting groundcovers, or direct seeding applications where mulch is contraindicated. To provide habitat for beneficial insects and other wildlife up to five percent (5%) of the landscape area may be left without mulch. Designated insect habitat must be included in the landscape design plan as such.
 - (c) Organic mulch materials made from recycled or post-consumer materials shall take precedence over inorganic materials or virgin forest products unless the recycled post-consumer organic products are not locally available. Organic mulches are not required where prohibited by local fuel modification plan guidelines or other applicable local ordinances.
 2. The MWELO compliance items listed in this Section are not an inclusive list of MWELO requirements; therefore, property owners or their building or landscape designers that meet the threshold for MWELO compliance outlined in Section 8.22.120(a) shall consult the full MWELO for all requirements. The City of Irwindale adopted the Water Efficient Landscape Standards and Guidelines and can be found under Section 15.30 of the City of Irwindale's Municipal Code.
- D. If, after the adoption of this ordinance, the California Department of Water Resources, or its successor agency, amends 23 CCR, Division 2, Chapter 2.7, Sections 492.6(a)(3)(B) (C), (D), and (G) of the MWELO September 15, 2015 requirements in a manner that requires City of Irwindale to incorporate the requirements of an updated MWELO in a local ordinance, and the amended requirements include provisions more stringent than those required in this Section, the revised requirements of 23 CCR, Division 2, Chapter 2.7 shall be enforced.

8.22.130 Procurement Requirements for City Departments, Direct Service Providers, and Vendors.

- A. City departments, and direct service providers to the City of Irwindale, as applicable, must comply with the City of Irwindale Recovered Organic Waste Product procurement policy and Recycled-Content Paper procurement policy.
- B. All vendors providing Paper Products and Printing and Writing Paper shall:

1. If fitness and quality are equal, provide Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper that consists of at least 30 percent, by fiber weight, postconsumer fiber instead of non-recycled products whenever recycled Paper Products and Printing and Writing Paper are available at the same or lesser total cost than non-recycled items.
2. Provide Paper Products and Printing and Writing Paper that meet Federal Trade Commission recyclability standard as defined in 16 Code of Federal Regulations (CFR) Section 260.12.
3. Certify in writing, under penalty of perjury, the minimum percentage of postconsumer material in the Paper Products and Printing and Writing Paper offered or sold to the City of Irwindale. This certification requirement may be waived if the percentage of postconsumer material in the Paper Products, Printing and Writing Paper, or both can be verified by a product label, catalog, invoice, or a manufacturer or vendor internet website.
4. Certify in writing, on invoices or receipts provided, that the Paper Products and Printing and Writing Paper offered or sold to the City of Irwindale is eligible to be labeled with an unqualified recyclable label as defined in 16 Code of Federal Regulations (CFR) Section 260.12 (2013).
5. Provide records to the Recordkeeping Designee of all Paper Products and Printing and Writing Paper purchased from the vendor on a schedule to be determined by the City of Irwindale, but not less than annually to the Recordkeeping Designee (both recycled-content and non-recycled content, if any is purchased) made by a division or department or employee of the City of Irwindale. Records shall include a copy of the invoice or other documentation of purchase such as a summary report from the vendor, written certifications as required in Section 4.2.A.3-4 for recycled-content purchases, purchaser name, quantity purchased, date purchased, and recycled content (including products that contain none), and if non-Recycled-Content Paper Products and/or non- Recycled-Content Printing and Writing Paper are provided, include a description of why Recycled-Content Paper Products and/or Recycled-Content Printing and Writing Paper were not provided.
6. All vendors providing printing services to the City of Irwindale via a printing contract or written agreement, shall use Printing and Writing Paper that consists of at least thirty percent (30%), by fiber weight, postconsumer fiber, or as amended by Public Contract Code Section 12209.

8.22.140 Inspections and Investigations.

- A. City representatives and/or its designated entity, including Designees are authorized to conduct Inspections and investigations, at random or otherwise, of any collection container, collection vehicle loads, or transfer, processing, or disposal facility for materials collected from generators, or Source Separated materials to confirm compliance with this ordinance by Organic Waste Generators, Commercial Businesses (including Multi-Family Residential Dwellings), property

owners, Commercial Edible Food Generators, haulers, Self-Haulers, Food Recovery Services, and Food Recovery Organizations, subject to applicable laws. This Section does not allow City to enter the interior of a private residential property for Inspection.

- B. Regulated entity shall provide or arrange for access during all Inspections (with the exception of residential property interiors) and shall cooperate with the City of Irwindale's employee or its designated entity/Designee during such Inspections and investigations. Such Inspections and investigations may include confirmation of proper placement of materials in containers, Edible Food Recovery activities, records, or any other requirement of this ordinance described herein. Failure to provide or arrange for: (i) access to an entity's premises; or (ii) access to records for any Inspection or investigation is a violation of this ordinance and may result in penalties described.
- C. Any records obtained by the City of Irwindale during its Inspections, and other reviews shall be subject to the requirements and applicable disclosure exemptions of the Public Records Act as set forth in Government Code Section 6250 et seq.
- D. The City of Irwindale's representatives, its designated entity, and/or Designee are authorized to conduct any Inspections, or other investigations as reasonably necessary to further the goals of this ordinance, subject to applicable laws.
- E. The City shall receive written complaints from persons regarding an entity that may be potentially non-compliant with SB 1383 Regulations, including receipt of anonymous complaints.

8.22.150 Enforcement.

- A. Violation of any provision of this ordinance shall constitute grounds for issuance of a Notice of Violation and assessment of a fine by a City of Irwindale Enforcement Official or representative. Enforcement Actions under this ordinance are issuance of an administrative citation and assessment of a fine. The City's procedures on imposition of administrative fines are hereby incorporated in their entirety, as modified from time to time, and shall govern the imposition, enforcement, collection, and review of administrative citations issued to enforce this ordinance and any rule or regulation adopted pursuant to this ordinance, except as otherwise indicated in this ordinance. Notwithstanding the express provisions of the City's Municipal Code section 1.16.010, the City's procedures on imposition of administrative citations and assessment of a fine for violation of this ordinance shall apply to residential uses.
- B. Other remedies allowed by law may be used, including civil action or prosecution as misdemeanor or infraction. The City may pursue civil actions in the California courts to seek recovery of unpaid administrative citations. The City may choose to delay court action until such time as a sufficiently large number of violations, or cumulative size of violations exist such that court action is a reasonable use of City staff and resources.
- C. Responsible Entity for Enforcement

1. Pursuant to this ordinance may be undertaken by the City Enforcement Official, which may be the city manager or their designated entity, legal counsel, or combination thereof.
2. Enforcement Official(s) will interpret this ordinance; determine the applicability of waivers, if violation(s) have occurred; implement Enforcement Actions; and, determine if compliance standards are met.
3. Enforcement Official(s) may issue Notices of Violation(s) and administrative citations.

D. Process for Enforcement

1. City Enforcement Officials and/or their Designee will monitor compliance with the ordinance randomly and through Compliance Reviews, Route Reviews, investigation of complaints, and an Inspection program. Section 8.22.140 establishes the City's right to conduct Inspections and Investigations.
2. City may issue an official notification to notify regulated entities of its obligations under this ordinance.
3. Contamination Prevention
 - (a) For incidents of Prohibited Container Contaminants found in containers, the City will issue a Notice of Violation to any generator found to have Prohibited Container Contaminants in a container. Such notice will be provided via a cart tag or other communication immediately upon identification of the Prohibited Container Contaminants or within 5 days after determining that a violation has occurred. If the City observes Prohibited Container Contaminants in a generator's containers on more than three (3) occasion(s) in any calendar year, beginning January 1, the City may assess an administrative fine or penalty on the generator pursuant to the provisions of section 8.22.150(E).
 - (b) In addition to the provisions of Section 8.22.150(D)(3)(a), for incidents of Prohibited Container Contaminants found by a hauler in containers, hauler will issue a notice of contamination to any generator found to have Prohibited Container Contaminants in a container. Such notice will be provided via a cart tag or other communication immediately upon identification of the Prohibited Container Contaminants or within 5 days after determining that a violation has occurred. If a hauler observes Prohibited Container Contaminants in a generator's containers on more than three (3) occasion(s) every calendar year starting January 1, the hauler shall have the right to assess a contamination service charge on the generator to cover the additional costs of processing Contaminated Containers per the current franchise hauler rate schedule. The foregoing contamination service charge shall not be considered an administrative fine or penalty. Any disputes arising from the

assessment of a contamination service charge shall be adjudicated pursuant to the customer complaint resolution process provided under the terms of any contract, agreement, or similar contractual authorization between the hauler and the City to collect Organic Waste.

4. The exception of violations of generator contamination of container contents addressed under Section 8.22.150(D)(3), the City of Irwindale shall issue a Notice of Violation requiring compliance within 60 days of issuance of the notice.
5. Absent compliance by the respondent within the deadline set forth in the Notice of Violation, City of Irwindale shall commence an action to impose penalties, via an administrative citation and fine, pursuant to the City's ordinance or requirements contained in Section 8.22.150(J), Table 1, List of Violations.
6. Notice shall be sent to "owner" at the official address of the owner maintained by the tax collector for the City of Irwindale or if no such address is available, to the owner at the address of the dwelling or Commercial property or to the party responsible for paying for the collection services, depending upon available information

E. Penalty amounts for violations of this Chapter shall be as follows:

1. For a first violation, the amount of the base penalty shall be \$100 per violation.
2. For a second violation, the amount of the base penalty shall be \$200 per violation.
3. For a third or subsequent violation, the amount of the base penalty shall be \$500 per violation.

F. Compliance Deadline Extension Considerations

City may extend the compliance deadlines set forth in a Notice of Violation issued in accordance with Section 8.22.150 if it finds that there are extenuating circumstances beyond the control of the respondent that make compliance within the deadlines impracticable, including the following:

1. Acts of God such as earthquakes, wildfires, flooding, and other emergencies or natural disasters;
2. Delays in obtaining discretionary permits or other government agency approvals; or,
3. Deficiencies in Organic Waste recycling infrastructure or Edible Food Recovery capacity and the City of Irwindale is under a corrective action plan with CalRecycle pursuant to 14 CCR Section 18996.2 due to those deficiencies.

G. Appeals Process

Receiving an administrative citation containing a penalty for an uncorrected violation may request a hearing to appeal the citation. A hearing will be held only if it is requested within the time prescribed and consistent with the City's procedures in the City's codes for appeals of administrative citations. Evidence may be presented at the hearing.

H. Education Period for Non-Compliance

January 1, 2022 and through December 31, 2023, City of Irwindale will conduct Inspections, Route Reviews or waste evaluations, and Compliance Reviews, depending upon the type of regulated entity, to determine compliance, and if City of Irwindale determines that Organic Waste Generator, Self-Hauler, hauler, Tier One Commercial Edible Food Generator, Food Recovery Organization, Food Recovery Service, or other entity is not in compliance, it shall provide educational materials to the entity describing its obligations under this ordinance and a notice that compliance is required by January 1, 2022, and that violations may be subject to administrative civil penalties starting on January 1, 2024.

I. Civil Penalties for Non-Compliance

January 1, 2024, if the City of Irwindale determines that an Organic Waste Generator, Self-Hauler, hauler, Tier One or Tier Two Commercial Edible Food Generator, Food Recovery Organization, Food Recovery Service, or other entity is not in compliance with this ordinance, it shall document the noncompliance or violation, issue a Notice of Violation, and take Enforcement Action pursuant to Section 8.22.150, as needed.

J. Enforcement Table

Table 1. List of Violations

REQUIREMENT	DESCRIPTION OF VIOLATION
Commercial Business and Commercial Business Owner Responsibility Requirement Sections 08.22.050	Commercial Business fails to provide or arrange for Organic Waste collection services consistent with the City of Irwindale requirements and as outlined in this ordinance, for employees, contractors, tenants, and customers, including supplying and allowing access to adequate numbers, size, and location of containers and sufficient signage and container color.
Organic Waste Generator Requirement Sections 08.22.040 and 08.22.050	Organic Waste Generator fails to comply with requirements adopted pursuant to this ordinance for the collection and Recovery of Organic Waste.
Hauler Requirement Section 08.22.090	A hauler providing Residential, Commercial or industrial Organic Waste collection service fails to transport Organic Waste to a facility, operation, activity, or property that recovers Organic Waste, as prescribed by this ordinance.
Hauler Requirement	A hauler providing residential, Commercial, or industrial Organic Waste collection service fails to obtain applicable

REQUIREMENT	DESCRIPTION OF VIOLATION
Section 08.22.090	approval issued by the City to haul Organic Waste as prescribed by this ordinance.
Hauler Requirement Section 08.22.090	A hauler fails to keep a record of the applicable documentation of its approval by the City, as prescribed by this ordinance.
Self-Hauler Requirement Section 08.22.100	A generator who is a Self-Hauler fails to comply with the requirements of 14 CCR Section 18988.3(b).
Commercial Edible Food Generator Requirement Section 08.22.070	Tier One Commercial Edible Food Generator fails to arrange to recover the maximum amount of its Edible Food that would otherwise be disposed by establishing a contract or written agreement with a Food Recovery Organization or Food Recovery Service and comply with this Section commencing Jan. 1, 2022.
Commercial Edible Food Generator Requirement Section 08.22.070	Tier Two Commercial Edible Food Generator fails to arrange to recover the maximum amount of its Edible Food that would otherwise be disposed by establishing a contract or written agreement with a Food Recovery Organization or Food Recovery Service and comply with this Section commencing Jan. 1, 2024.
Commercial Edible Food Generator Requirement Section 08.22.070	Tier One or Tier Two Commercial Edible Food Generator intentionally spoils Edible Food that is capable of being recovered by a Food Recovery Organization or Food Recovery Service.
Organic Waste Generator, Commercial Business Owner, Commercial Edible Food Generator, Food Recovery Organization or Food Recovery Service Sections 08.22.050 and 08.22.070	Failure to provide or arrange for access to an entity's premises for any Inspection or investigation.
Recordkeeping Requirements for Commercial Edible Food Generator Section 08.22.070.	Tier One or Tier Two Commercial Edible Food Generator fails to keep records, as prescribed by Section 08.22.070.
Recordkeeping Requirements for Food Recovery Services and Food Recovery Organizations Section 08.22.080	A Food Recovery Organization or Food Recovery Service that has established a contract or written agreement to collect or receive Edible Food directly from a Commercial Edible Food Generator pursuant to 14 CCR Section 18991.3(b) fails to keep records, as prescribed by Section 08.22.080.

8.22.160 Coordination and Interpretation in Conjunction with Related Solid Waste Ordinances.

In interpreting this ordinance in conjunction with the City's general solid waste regulations (Municipal Code Chapter 08.20, entitled "Solid Waste Collection and Salvage

of Recyclable Materials”), in the event of any conflict between this Chapter and Chapter 08.20 that cannot be reasonably harmonized through the application of lawful principles of statutory construction, the provisions of this Chapter shall control with respect to all issues specific to the regulation of organic and food waste collection, disposal, enforcement and penalties.

8.22.170 Effective date.

This ordinance shall be effective commencing on February 11, 2022.

PASSED, APPROVED and ADOPTED at a regular meeting of the City Council on this 12th day of January 2022.

MAYOR LARRY G. BURROLA

ATTEST:

LAURA M. NIETO, MMC, CHIEF DEPUTY CITY CLERK

APPROVED AS TO FORM:

ADRIAN R. GUERRA, CITY ATTORNEY

☒ City Council
☒ Successor Agency
☒ Housing Authority
☐ Reclamation Authority
☐ Joint Powers Authority

City of
IRWINDALE
AGENDA REPORT

Date: January 12, 2022

To: Honorable Mayor and Members of the City Council
Honorable Chair and Members of the Successor Agency Board
Honorable Chair and Members of the Housing Authority Board

From: William K. Tam, City Manager/Executive Director

Issue: A Resolution to Re-Ratify the Existence of a Local Emergency and Authorize Remote Meetings of the Legislative Bodies of the City of Irwindale for the 30-Day Period Beginning January 13, 2022 through February 12, 2022

City Manager/Executive Director's Recommendation:

Staff recommends City Council, Successor Agency, and Housing Authority **adopt Resolution No. 2022-02-3251, Resolution No. SA 2022-03-3252, and Resolution No. HA 2022-01-111 Option 1** entitled, "A JOINT RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE, SUCCESSOR AGENCY TO THE IRWINDALE COMMUNITY REDEVELOPMENT AGENCY, AND THE BOARD OF THE HOUSING AUTHORITY AND THE RECLAMATION AUTHORITY BOARD OF THE CITY OF IRWINDALE, CALIFORNIA, RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR NEWSOM ON MARCH 4, 2020, AND AUTHORIZING **REMOTE MEETINGS** OF THE LEGISLATIVE BODIES OF THE CITY OF IRWINDALE FOR THE 30-DAY PERIOD BEGINNING JANUARY 13, 2022 THROUGH FEBRUARY 12, 2022 PURSUANT TO THE RALPH M. BROWN ACT AND ASSEMBLY BILL NO. 361".

Alternatively, the City Council, Successor Agency, and Housing Authority may consider **adopting Resolution No. 2022-02-3251, Resolution No. SA 2022-03-3252 and Resolution No. HA 2022-01-111 Option 2**, entitled, "A JOINT RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE, SUCCESSOR AGENCY TO THE IRWINDALE COMMUNITY REDEVELOPMENT AGENCY, AND THE BOARD OF THE HOUSING AUTHORITY AND THE RECLAMATION AUTHORITY BOARD OF THE CITY OF IRWINDALE, CALIFORNIA, 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 JANUARY 13, 2022 THROUGH FEBRUARY 12, 2022 PURSUANT TO THE RALPH M. BROWN ACT AND ASSEMBLY BILL NO. 361".

Administrative Action:

Submitted by:

Theresa Olivares, Assistant City Manager

Electronically Approved

Prepared by:

Laura Nieto, Chief Deputy City Clerk

Electronically Approved

Reviewed by:

Adrian R. Guerra, City Attorney

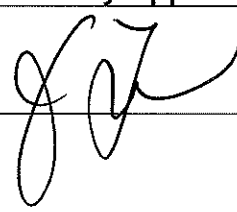
Electronically Approved

Jeanette Duran, Interim Finance Director / City Treasurer

Electronically Approved

Approved by:

William K. Tam, City Manager



Background and Analysis:

1. At its special meeting held September 29, 2021, the City Council adopted Resolution No. 2021-86-3298, declaring an exemption under AB 361 which allowed the legislative body to meet via teleconference and forego the Brown Act's traditional agenda posting, physical access, and quorum requirements for teleconferencing for the month of October 2021.
2. On October 13, 2021, the Successor Agency and Irwindale Housing Authority adopted Resolution Nos. SA 2021-92-3304 and HA 2021-05-104, which ratified the action taken by the City Council.
3. 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.
4. On October 27, 2021, the City Council, Successor Agency and the Irwindale Housing Authority adopted Joint Resolution No. 2021-94-3306, Resolution No. SA 2021-95-3307, and HA 2021-06-105, respectively, which re-ratified the existence of a local emergency and authorized remote hybrid meetings for all legislative bodies of the City of Irwindale for the month of November.
5. On November 10, 2021, the City Council, Successor Agency and the Irwindale Housing Authority adopted Joint Resolution No. 2021-100-3312, Resolution No. SA

2021-101-3313 and HA Resolution No. 2021-07-106, respectively, which re-ratified the existence of a local emergency and authorized remote hybrid meetings for all legislative bodies of the City of Irwindale for the month of December.

6. On December 8, 2021, the City Council, Successor Agency, Housing Authority and Reclamation Authority adopted joint Resolution No. 2021-109-3321, SA Resolution No. 2021-110-3322, HA Resolution No. HA 2021-09-108 and RA Resolution No. 2021-03-028, respectively, which re-ratified the existence of a local emergency and authorized remote hybrid meetings for all legislative bodies of the City of Irwindale for the thirty day period beginning December 9, 2021 through January 8, 2022; and
7. The attached joint resolutions, Options 1 & 2, for the City Council, Successor Agency, and Housing Authority, make the findings necessary for the the legislative bodies to declare an exemption under AB 361 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.
8. As a result, Resolution Option 1 modifies public meetings as follows:
 - a. AB 361, attached to the Resolution as Exhibit A, regarding teleconference requirements allowing City legislative bodies to hold public meetings by teleconferencing or electronically, 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 that 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, or an internet-based service provider;
 - 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.

9. Alternatively, Resolution Option 2 would modify public meetings as follows (changes **bolded and italicized**):

- a. AB 361, attached to the Resolution as Exhibit A, regarding teleconference requirements allowing 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 that 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.

Fiscal Impact:

Conducting fully remote or hybrid public meetings will require city staff to assist with the meeting and public participation, remotely or in-person. The fiscal impact will be based on the amount of staff required and the duration of the meeting. The fiscal impact for all Council and Commission meetings for the 30-day period beginning January 13, 2022 through February 12, 2022 is estimated to be approximately \$900.

Attachment:

1. Joint Resolution No. 2022-02-3251, Resolution No. SA 2022-03-3252, Resolution No. HA 2022-01-111 Option 1
2. Joint Resolution No. 2022-02-3251, Resolution No. SA 2022-03-3252, Resolution No. HA 2022-01-111 Option 2

OPTION 1

**RESOLUTION NO. 2022-02-3251
RESOLUTION NO. SA 2022-03-3252
RESOLUTION NO. HA 2022-01-111**

A JOINT RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE, SUCCESSOR AGENCY TO THE IRWINDALE COMMUNITY REDEVELOPMENT AGENCY, AND THE BOARD OF THE HOUSING AUTHORITY OF THE CITY OF IRWINDALE, CALIFORNIA, RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR NEWSOM ON MARCH 4, 2020, AND AUTHORIZING REMOTE MEETINGS OF THE LEGISLATIVE BODIES OF THE CITY OF IRWINDALE FOR THE 30-DAY PERIOD BEGINNING JANUARY 13, 2022 THROUGH FEBRUARY 12, 2022 PURSUANT TO THE RALPH M. BROWN ACT AND ASSEMBLY BILL NO.

361

WHEREAS, all meetings of the legislative body are open and public, as required by the Ralph M. Brown Act, Government Code sections 54950 – 54963, so that any member of the public may attend, observe, and participate in a meaningful way; and

WHEREAS, the Brown Act under Government code section 54953(b)(3), allows a local legislative body to hold public meetings by teleconference and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to attend and to address the local legislative body, as long as the following requirements are met: (1) each teleconference location from which a member is participating is noticed on the agenda; (2) each teleconference location is accessible to the public; (3) members of the public must be able to address the body at each teleconference location; (4) at least one member of the legislative body must be physically present at the location specified in the meeting agenda; and (5) during teleconference meetings, at least a quorum of the members of the local body must participate from locations within the local body's territorial jurisdiction; and

WHEREAS, on March 4, 2020, Governor Newsom declared the existence of a state of emergency for the State of California in response to the outbreak of a novel respiratory illness known as COVID-19; and

WHEREAS, on March 17, 2020 Governor Newsom issued Executive Order N-29-20, suspending the Brown Act teleconferencing requirements allowing legislative bodies to hold public meetings solely by teleconference, or otherwise electronically, without listing the teleconference locations and without any physical location, as long as the agenda that is posted 72 hours in advance indicates that the members of the legislative body will be participating by teleconference, 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; and

WHEREAS, on March 21, 2021, Governor Newsom issued Executive Order N-35-20, allowing members of a local legislative body to receive updates relevant to the declared emergency and ask questions; and

WHEREAS, on September 16, 2021, Governor Newsom signed AB 361 into law, immediately amending the Brown Act to allow teleconference meetings during a state of emergency, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, on September 20, 2021, Governor Newsom signed Executive Order N-15-21 suspending AB 361 until October 1, 2021, allowing legislative bodies to hold teleconference meetings under Executive Order N-35-20; and

WHEREAS, AB 361 allows local agencies to continue to meet via teleconference without complying with the Brown Act's traditional agenda posting, physical access and quorum requirements for teleconferencing, but only during a state of emergency proclaimed by the Governor in which (1) state or local health officials have imposed or recommend measures to promote social distancing, or (2) the legislative body has determined by majority vote that meeting in person would present imminent risk to the health and safety to the attendees; and

WHEREAS, due to the COVID-19 pandemic the County of Los Angeles Department of Public Health recommends implementing policies and practices that support physical distancing amongst members of the public, resulting in the City Council's desire to adopt a resolution incorporating AB 361 and allowing for teleconference meetings; and

WHEREAS, at a special meeting held on September 29, 2021, the City Council adopted Resolution No. 2021-86-3298 declaring an exemption under the provisions of AB 361, allowing the legislative body to meet via teleconference and forego the Brown Act's traditional agenda posting, physical access and quorum requirements for teleconferencing for the month of October 2021; and

WHEREAS, on October 13, 2021, the Successor Agency and Irwindale Housing Authority adopted Resolution Nos. SA 2021-92-3304 and HA 2021-05-104, which ratified the action taken by the City Council; and

WHEREAS, on October 27, 2021, the City Council, Successor Agency Board, and Housing Authority Board adopted Joint Resolution No. 2021-94-3306, Resolution No. SA 2021-95-3307, and HA 2021-06-105, respectively, which re-ratified the existence of a local emergency and authorized remote hybrid meetings for all legislative bodies of the City of Irwindale for the month on November; and

Resolution No. 2022-02-3251
Resolution No. SA 2022-03-3252
Resolution No. HA 2022-01-111

WHEREAS, on November 10, 2021, the City Council, Successor Agency Board, and Housing Authority Board adopted joint Resolution No. 2021-100-3312, Resolution No. SA 2021-101-3313 and Resolution No. HA 2021-07-106, respectively, which re-ratified the existence of a local emergency and authorized remote hybrid meetings for all legislative bodies of the City of Irwindale for the month of December; and

WHEREAS, on December 8, 2021, the City Council, Successor Agency Board, Housing Authority Board and Reclamation Authority Board adopted joint Resolution No. 2021-109-3321, SA Resolution No. 2021-110-3322, HA Resolution No. HA 2021-09-108 and RA Resolution No. 2021-03-028, respectively, which re-ratified the existence of a local emergency and authorized remote hybrid meetings for all legislative bodies of the City of Irwindale for the thirty day period beginning December 9, 2021 through January 8, 2022; and

WHEREAS, the City Council, Successor Agency Board, and Housing Authority Board desire to declare an exemption under AB 361, allowing the legislative body to meet via teleconference and forego the Brown Act's traditional agenda posting, physical access and quorum requirements for teleconferencing for a thirty day period beginning January 13, 2022 through February 12, 2022; and,

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF IRWINDALE, SUCCESSOR AGENCY TO THE FORMER IRWINDALE COMMUNITY REDEVELOPMENT AGENCY, AND HOUSING AUTHORITY BOARD OF THE CITY OF IRWINDALE, CALIFORNIA DO HEREBY RESOLVE, DETERMINE, AND ORDER AS FOLLOWS:

SECTION 1. The City Council, Successor Agency Board, and Housing Authority Board determine that each of the findings set forth above is true and correct and incorporated herein by this reference.

SECTION 2. The City Council, Successor Agency Board, and Housing Authority Board hereby reconsider the conditions of the state of emergency as proclaimed by the Governor, the existence of emergency conditions in the City of Irwindale, and reaffirms, reauthorizes, and continues the existence of a local emergency throughout the City.

SECTION 3. The City Council, Successor Agency Board, and Housing Authority Board hereby find that the state of emergency declared by Governor Newsom on or about March 4, 2020 remains active and local health agencies continue to recommend measures to promote social distancing, and that the risk of infection due to the Delta and Omicron variants of COVID-19 can cause an imminent risk to attendees to in-person meetings, despite vaccination status, but especially for unvaccinated attendees, and/or those who are immunocompromised, thereby prompting the City Council, Successor Agency Board, and Housing Authority Board to reaffirm, reauthorize, and maintain the existence of a local emergency, as required by Government Code section 54953(e) *et seq.*

SECTION 4. Due to the COVID-19 pandemic, the County of Los Angeles Department of Public Health recommends implementing policies and practices that support physical distancing. Based on such facts, findings, and determinations, the City Council Successor Agency Board, and Housing Authority Board **authorize staff to conduct fully remote meetings** for all public meetings regular and special, including City Council, Successor Agency to the Irwindale Community Redevelopment Agency, and Irwindale Housing Authority Board of Commissioners, all City Commission and committee meetings, and any other meetings –that would normally take place in the City Council Chambers under the provisions of Government Code Section 54953 subsection E. As a result, the public meetings are modified as follows:

- a. AB 361, attached hereto as Exhibit A, regarding teleconference requirements allowing City legislative bodies to hold –public meetings by teleconferencing or electronically–, –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 that 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, or an internet-based service provider.
- 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.

SECTION 5. The City Manager/Executive Director or his designee is authorized and directed to take all actions reasonably necessary to carry out the intent and purpose of this Resolution, including, continuing to conduct open and public meetings remotely in

Resolution No. 2022-02-3251
Resolution No. SA 2022-03-3252
Resolution No. HA 2022-01-111

accordance with Government Code section 54953(e) *et seq.*, and other applicable provisions of the Brown Act, for all public meetings.

SECTION 6. Pursuant to Government Code section 54953(e)(4), the local legislative body will verify every 30 days that the exemption from traditional teleconference requirements under the Brown Act is still necessary. The legislative body must make findings no later than 30 days after the first teleconference and every 30 days thereafter that:

- a. The legislative body has reconsidered the state of emergency circumstances; and
- b. Either (1) the state of emergency continues to directly impact the ability to meet safely in person, or (2) state or local officials continue to impose or recommend measures to promote social distancing.

SECTION 7. The Chief Deputy City Clerk/Secretary to the Successor Agency/Authority Assistant Secretary shall certify the adoption of this resolution which shall take effect on January 13, 2022.

PASSED, APPROVED AND ADOPTED this 12th of January 2022.

Larry G. Burrola, Mayor/Chair

ATTEST:

Laura M. Nieto, MMC
Chief Deputy City Clerk/Authority Assistant Secretary
/Assistant Agency Secretary

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 joint Resolution No. 2022-02-3251, Resolution No. SA 2022-03-3252, and Resolution No. HA 2022-01-111 was duly adopted by the City Council of the City of Irwindale at a regular scheduled meeting thereof held on the 12th day of January 2022, by the following vote:

AYES: Councilmembers/Agency Members:

NOES: Councilmembers/Agency Members:

ABSTAIN: Councilmembers/Agency Members:

ABSENT: Councilmembers/Agency Members:

Laura M. Nieto, MMC
Chief Deputy City Clerk/Authority Assistant
Secretary/Assistant Agency Secretary

Resolution No. 2022-02-3251
Resolution No. SA 2022-03-3252
Resolution No. HA 2022-01-111

OPTION 2

**RESOLUTION NO. 2022-02-3251
RESOLUTION NO. SA 2022-03-3252
RESOLUTION NO. HA 2022-01-111**

A JOINT RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE, SUCCESSOR AGENCY TO THE IRWINDALE COMMUNITY REDEVELOPMENT AGENCY, AND THE BOARD OF THE HOUSING AUTHORITY OF THE CITY OF IRWINDALE, CALIFORNIA, 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 JANUARY 13, 2022 THROUGH FEBRUARY 12, 2022 PURSUANT TO THE RALPH M. BROWN ACT AND ASSEMBLY BILL NO. 361

WHEREAS, all meetings of the legislative body are open and public, as required by the Ralph M. Brown Act, Government Code sections 54950 – 54963, so that any member of the public may attend, observe, and participate in a meaningful way; and

WHEREAS, the Brown Act under Government code section 54953(b)(3), allows a local legislative body to hold public meetings by teleconference and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to attend and to address the local legislative body, as long as the following requirements are met: (1) each teleconference location from which a member is participating is noticed on the agenda; (2) each teleconference location is accessible to the public; (3) members of the public must be able to address the body at each teleconference location; (4) at least one member of the legislative body must be physically present at the location specified in the meeting agenda; and (5) during teleconference meetings, at least a quorum of the members of the local body must participate from locations within the local body's territorial jurisdiction; and

WHEREAS, on March 4, 2020, Governor Newsom declared the existence of a state of emergency for the State of California in response to the outbreak of a novel respiratory illness known as COVID-19; and

WHEREAS, on March 17, 2020 Governor Newsom issued Executive Order N-29-20, suspending the Brown Act teleconferencing requirements allowing legislative bodies to hold public meetings solely by teleconference, or otherwise electronically, without listing the teleconference locations and without any physical location, as long as the agenda that is posted 72 hours in advance indicates that the members of the legislative body will be participating by teleconference, 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; and

WHEREAS, on March 21, 2021, Governor Newsom issued Executive Order N-35-20, allowing members of a local legislative body to receive updates relevant to the declared emergency and ask questions; and

WHEREAS, on September 16, 2021, Governor Newsom signed AB 361 into law, immediately amending the Brown Act to allow teleconference meetings during a state of emergency, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, on September 20, 2021, Governor Newsom signed Executive Order N-15-21 suspending AB 361 until October 1, 2021, allowing legislative bodies to hold teleconference meetings under Executive Order N-35-20; and

WHEREAS, AB 361 allows local agencies to continue to meet via teleconference without complying with the Brown Act's traditional agenda posting, physical access and quorum requirements for teleconferencing, but only during a state of emergency proclaimed by the Governor in which (1) state or local health officials have imposed or recommend measures to promote social distancing, or (2) the legislative body has determined by majority vote that meeting in person would present imminent risk to the health and safety to the attendees; and

WHEREAS, due to the COVID-19 pandemic the County of Los Angeles Department of Public Health recommends implementing policies and practices that support physical distancing amongst members of the public, resulting in the City Council's desire to adopt a resolution incorporating AB 361 and allowing for teleconference meetings; and

WHEREAS, at a special meeting held on September 29, 2021, the City Council adopted Resolution No. 2021-86-3298 declaring an exemption under the provisions of AB 361, allowing the legislative body to meet via teleconference and forego the Brown Act's traditional agenda posting, physical access and quorum requirements for teleconferencing for the month of October 2021; and

WHEREAS, on October 13, 2021, the Successor Agency and Irwindale Housing Authority adopted Resolution Nos. SA 2021-92-3304 and HA 2021-05-104, which ratified the action taken by the City Council; and

WHEREAS, on October 27, 2021, the City Council, Successor Agency Board, and Housing Authority Board adopted Joint Resolution No. 2021-94-3306, Resolution No. SA 2021-95-3307, and HA 2021-06-105, respectively, which re-ratified the existence of a local emergency and authorized remote hybrid meetings for all legislative bodies of the City of Irwindale for the month on November; and

Resolution No. 2022-02-3251
Resolution No. SA 2022-03-3252
Resolution No. HA 2022-01-111

WHEREAS, on November 10, 2021, the City Council, Successor Agency Board, and Housing Authority Board adopted joint Resolution No. 2021-100-3312, Resolution No. SA 2021-101-3313 and Resolution No. HA 2021-07-106, respectively, which re-ratified the existence of a local emergency and authorized remote hybrid meetings for all legislative bodies of the City of Irwindale for the month of December; and

WHEREAS, on December 8, 2021, the City Council, Successor Agency Board, Housing Authority Board and Reclamation Authority Board adopted joint Resolution No. 2021-109-3321, SA Resolution No. 2021-110-3322, HA Resolution No. HA 2021-09-108 and RA Resolution No. 2021-03-028, respectively, which re-ratified the existence of a local emergency and authorized remote hybrid meetings for all legislative bodies of the City of Irwindale for the thirty day period beginning December 9, 2021 through January 8, 2022; and

WHEREAS, the City Council, Successor Agency Board, and Housing Authority Board desire to declare an exemption under AB 361, allowing the legislative body to meet via teleconference and forego the Brown Act's traditional agenda posting, physical access and quorum requirements for teleconferencing for a thirty day period beginning January 13, 2022 through February 12, 2022.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF IRWINDALE, SUCCESSOR AGENCY TO THE FORMER IRWINDALE COMMUNITY REDEVELOPMENT AGENCY, AND HOUSING AUTHORITY BOARD OF THE CITY OF IRWINDALE, CALIFORNIA DO HEREBY RESOLVE, DETERMINE, AND ORDER AS FOLLOWS:

SECTION 1. The City Council, Successor Agency Board, and Housing Authority Board determine that each of the findings set forth above is true and correct and incorporated herein by this reference.

SECTION 2. The City Council, Successor Agency Board, and Housing Authority Board hereby consider the conditions of the state of emergency as proclaimed by the Governor, the existence of emergency conditions in the City of Irwindale, and reaffirm, reauthorize, and continue the existence of a local emergency throughout the City.

SECTION 3. The City Council, Successor Agency Board, and Housing Authority Board hereby find that the state of emergency declared by Governor Newsom on or about March 4, 2020 remains active and local health agencies continue to recommend measures to promote social distancing, and that the risk of infection due to the Delta and Omicron variants of COVID-19 can cause an imminent risk to attendees to in-person meetings, despite vaccination status, but especially for unvaccinated attendees, and/or those who are immunocompromised, thereby prompting the City Council, Successor Agency Board, and Housing Authority Board to reaffirm, reauthorize, and maintain the existence of a local emergency, as required by Government Code section 54953(e) *et seq.*

SECTION 4. Due to the COVID-19 pandemic, the County of Los Angeles Department of Public Health recommends implementing policies and practices that support physical distancing. Based on such facts, findings, and determinations, the City Council Successor Agency Board, and Housing Authority Board **authorize staff to conduct hybrid meetings** for all public meetings regular and special, including City Council, Successor Agency to the Irwindale Community Redevelopment Agency, and Irwindale Housing Authority Board of Commissioners, all City Commission and committee meetings, and any other meetings that would normally take place in the City Council Chambers under the provisions of Government Code Section 54953 subsection E. As a result, the public meetings are modified as follows:

- a. AB 361, attached hereto as Exhibit A, regarding teleconference requirements allowing 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 that 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.

SECTION 5. The City Manager/Executive Director or his designee is authorized and directed to take all actions reasonably necessary to carry out the intent and purpose of this Resolution, including, continuing to conduct open and public meetings in-person and

Resolution No. 2022-02-3251

Resolution No. SA 2022-03-3252

Resolution No. HA 2022-01-111

remotely in accordance with Government Code section 54953(e) *et seq.*, and other applicable provisions of the Brown Act, for all public meetings.

SECTION 6. Pursuant to Government Code section 54953(e)(4), the local legislative body will verify every 30 days that the exemption from traditional teleconference requirements under the Brown Act is still necessary. The legislative body must make findings no later than 30 days after the first teleconference and every 30 days thereafter that:

- a. The legislative body has reconsidered the state of emergency circumstances; and
- b. Either (1) the state of emergency continues to directly impact the ability to meet safely in person, or (2) state or local officials continue to impose or recommend measures to promote social distancing.

SECTION 7. The Chief Deputy City Clerk/Secretary to the Successor Agency/Authority Assistant Secretary shall certify the adoption of this resolution which shall take effect on January 13, 2022.

PASSED, APPROVED AND ADOPTED this 12th of January 2022.

Larry G. Burrola, Mayor/Chair

ATTEST:

Laura M. Nieto, MMC
Chief Deputy City Clerk/Authority Assistant Secretary
/Assistant Agency Secretary

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 joint Resolution No. 2022-02-3251, Resolution No. SA 2022-03-3252, and Resolution No. HA 2022-01-111 was duly adopted by the City Council of the City of Irwindale at a regular scheduled meeting thereof held on the 12th day of January 2022, by the following vote:

AYES: Councilmembers/Agency Members:

NOES: Councilmembers/Agency Members:

ABSTAIN: Councilmembers/Agency Members:

ABSENT: Councilmembers/Agency Members:

Laura M. Nieto, MMC
Chief Deputy City Clerk/Authority Assistant
Secretary/Assistant Agency Secretary

Resolution No. 2022-02-3251
Resolution No. SA 2022-03-3252
Resolution No. HA 2022-01-111

Assembly Bill No. 361

CHAPTER 165

An act to add and repeal Section 89305.6 of the Education Code, and to amend, repeal, and add Section 54953 of, and to add and repeal Section 11133 of, the Government Code, relating to open meetings, and declaring the urgency thereof, to take effect immediately.

[Approved by Governor September 16, 2021. Filed with
Secretary of State September 16, 2021.]

LEGISLATIVE COUNSEL'S DIGEST

AB 361, Robert Rivas. Open meetings: state and local agencies: teleconferences.

(1) Existing law, the Ralph M. Brown Act requires, with specified exceptions, that all meetings of a legislative body of a local agency, as those terms are defined, be open and public and that all persons be permitted to attend and participate. The act contains specified provisions regarding the timelines for posting an agenda and providing for the ability of the public to directly address the legislative body on any item of interest to the public. The act generally requires all regular and special meetings of the legislative body be held within the boundaries of the territory over which the local agency exercises jurisdiction, subject to certain exceptions. The act allows for meetings to occur via teleconferencing subject to certain requirements, particularly that the legislative body notice each teleconference location of each member that will be participating in the public meeting, that each teleconference location be accessible to the public, that members of the public be allowed to address the legislative body at each teleconference location, that the legislative body post an agenda at each teleconference location, and that at least a quorum of the legislative body participate from locations within the boundaries of the local agency's jurisdiction. The act provides an exemption to the jurisdictional requirement for health authorities, as defined. The act authorizes the district attorney or any interested person, subject to certain provisions, to commence an action by mandamus or injunction for the purpose of obtaining a judicial determination that specified actions taken by a legislative body are null and void.

Existing law, the California Emergency Services Act, authorizes the Governor, or the Director of Emergency Services when the governor is inaccessible, to proclaim a state of emergency under specified circumstances.

Executive Order No. N-29-20 suspends the Ralph M. Brown Act's requirements for teleconferencing during the COVID-19 pandemic provided that notice and accessibility requirements are met, the public members are allowed to observe and address the legislative body at the meeting, and that a legislative body of a local agency has a procedure for receiving and swiftly

resolving requests for reasonable accommodation for individuals with disabilities, as specified.

This bill, until January 1, 2024, would authorize a local agency to use teleconferencing without complying with the teleconferencing requirements imposed by the Ralph M. Brown Act when a legislative body of a local agency holds a meeting during a declared state of emergency, as that term is defined, when state or local health officials have imposed or recommended measures to promote social distancing, during a proclaimed state of emergency held for the purpose of determining, by majority vote, whether meeting in person would present imminent risks to the health or safety of attendees, and during a proclaimed state of emergency when the legislative body has determined that meeting in person would present imminent risks to the health or safety of attendees, as provided.

This bill would require legislative bodies that hold teleconferenced meetings under these abbreviated teleconferencing procedures to give notice of the meeting and post agendas, as described, to allow members of the public to access the meeting and address the legislative body, to give notice of the means by which members of the public may access the meeting and offer public comment, including an opportunity for all persons to attend via a call-in option or an internet-based service option, and to conduct the meeting in a manner that protects the statutory and constitutional rights of the parties and the public appearing before the legislative body. The bill would require the legislative body to take no further action on agenda items when there is a disruption which prevents the public agency from broadcasting the meeting, or in the event of a disruption within the local agency's control which prevents members of the public from offering public comments, until public access is restored. The bill would specify that actions taken during the disruption are subject to challenge proceedings, as specified.

This bill would prohibit the legislative body from requiring public comments to be submitted in advance of the meeting and would specify that the legislative body must provide an opportunity for the public to address the legislative body and offer comment in real time. The bill would prohibit the legislative body from closing the public comment period and the opportunity to register to provide public comment, until the public comment period has elapsed or until a reasonable amount of time has elapsed, as specified. When there is a continuing state of emergency, or when state or local officials have imposed or recommended measures to promote social distancing, the bill would require a legislative body to make specified findings not later than 30 days after the first teleconferenced meeting pursuant to these provisions, and to make those findings every 30 days thereafter, in order to continue to meet under these abbreviated teleconferencing procedures.

Existing law prohibits a legislative body from requiring, as a condition to attend a meeting, a person to register the person's name, or to provide other information, or to fulfill any condition precedent to the person's attendance.

This bill would exclude from that prohibition, a registration requirement imposed by a third-party internet website or other online platform not under the control of the legislative body.

(2) Existing law, the Bagley-Keene Open Meeting Act, requires, with specified exceptions, that all meetings of a state body be open and public and all persons be permitted to attend any meeting of a state body. The act requires at least one member of the state body to be physically present at the location specified in the notice of the meeting.

The Governor's Executive Order No. N-29-20 suspends the requirements of the Bagley-Keene Open Meeting Act for teleconferencing during the COVID-19 pandemic, provided that notice and accessibility requirements are met, the public members are allowed to observe and address the state body at the meeting, and that a state body has a procedure for receiving and swiftly resolving requests for reasonable accommodation for individuals with disabilities, as specified.

This bill, until January 31, 2022, would authorize, subject to specified notice and accessibility requirements, a state body to hold public meetings through teleconferencing and to make public meetings accessible telephonically, or otherwise electronically, to all members of the public seeking to observe and to address the state body. With respect to a state body holding a public meeting pursuant to these provisions, the bill would suspend certain requirements of existing law, including the requirements that each teleconference location be accessible to the public and that members of the public be able to address the state body at each teleconference location. Under the bill, a state body that holds a meeting through teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically would satisfy any requirement that the state body allow members of the public to attend the meeting and offer public comment. The bill would require that each state body that holds a meeting through teleconferencing provide notice of the meeting, and post the agenda, as provided. The bill would urge state bodies utilizing these teleconferencing procedures in the bill to use sound discretion and to make reasonable efforts to adhere as closely as reasonably possible to existing law, as provided.

(3) Existing law establishes the various campuses of the California State University under the administration of the Trustees of the California State University, and authorizes the establishment of student body organizations in connection with the operations of California State University campuses.

The Gloria Romero Open Meetings Act of 2000 generally requires a legislative body, as defined, of a student body organization to conduct its business in a meeting that is open and public. The act authorizes the legislative body to use teleconferencing, as defined, for the benefit of the public and the legislative body in connection with any meeting or proceeding authorized by law.

This bill, until January 31, 2022, would authorize, subject to specified notice and accessibility requirements, a legislative body, as defined for purposes of the act, to hold public meetings through teleconferencing and

to make public meetings accessible telephonically, or otherwise electronically, to all members of the public seeking to observe and to address the legislative body. With respect to a legislative body holding a public meeting pursuant to these provisions, the bill would suspend certain requirements of existing law, including the requirements that each teleconference location be accessible to the public and that members of the public be able to address the legislative body at each teleconference location. Under the bill, a legislative body that holds a meeting through teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically would satisfy any requirement that the legislative body allow members of the public to attend the meeting and offer public comment. The bill would require that each legislative body that holds a meeting through teleconferencing provide notice of the meeting, and post the agenda, as provided. The bill would urge legislative bodies utilizing these teleconferencing procedures in the bill to use sound discretion and to make reasonable efforts to adhere as closely as reasonably possible to existing law, as provided.

(4) This bill would declare the Legislature's intent, consistent with the Governor's Executive Order No. N-29-20, to improve and enhance public access to state and local agency meetings during the COVID-19 pandemic and future emergencies by allowing broader access through teleconferencing options.

(5) This bill would incorporate additional changes to Section 54953 of the Government Code proposed by AB 339 to be operative only if this bill and AB 339 are enacted and this bill is enacted last.

(6) The California Constitution requires local agencies, for the purpose of ensuring public access to the meetings of public bodies and the writings of public officials and agencies, to comply with a statutory enactment that amends or enacts laws relating to public records or open meetings and contains findings demonstrating that the enactment furthers the constitutional requirements relating to this purpose.

This bill would make legislative findings to that effect.

(7) Existing constitutional provisions require that a statute that limits the right of access to the meetings of public bodies or the writings of public officials and agencies be adopted with findings demonstrating the interest protected by the limitation and the need for protecting that interest.

This bill would make legislative findings to that effect.

(8) This bill would declare that it is to take effect immediately as an urgency statute.

The people of the State of California do enact as follows:

SECTION 1. Section 89305.6 is added to the Education Code, to read:

89305.6. (a) Notwithstanding any other provision of this article, and subject to the notice and accessibility requirements in subdivisions (d) and (e), a legislative body may hold public meetings through teleconferencing

and make public meetings accessible telephonically, or otherwise electronically, to all members of the public seeking to observe and to address the legislative body.

(b) (1) For a legislative body holding a public meeting through teleconferencing pursuant to this section, all requirements in this article requiring the physical presence of members, the clerk or other personnel of the legislative body, or the public, as a condition of participation in or quorum for a public meeting, are hereby suspended.

(2) For a legislative body holding a public meeting through teleconferencing pursuant to this section, all of the following requirements in this article are suspended:

(A) Each teleconference location from which a member will be participating in a public meeting or proceeding be identified in the notice and agenda of the public meeting or proceeding.

(B) Each teleconference location be accessible to the public.

(C) Members of the public may address the legislative body at each teleconference conference location.

(D) Post agendas at all teleconference locations.

(E) At least one member of the legislative body be physically present at the location specified in the notice of the meeting.

(c) A legislative body that holds a meeting through teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically, consistent with the notice and accessibility requirements in subdivisions (d) and (e), shall have satisfied any requirement that the legislative body allow members of the public to attend the meeting and offer public comment. A legislative body need not make available any physical location from which members of the public may observe the meeting and offer public comment.

(d) If a legislative body holds a meeting through teleconferencing pursuant to this section and allows members of the public to observe and address the meeting telephonically or otherwise electronically, the legislative body shall also do both of the following:

(1) Implement a procedure for receiving and swiftly resolving requests for reasonable modification or accommodation from individuals with disabilities, consistent with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12101 et seq.), and resolving any doubt whatsoever in favor of accessibility.

(2) Advertise that procedure each time notice is given of the means by which members of the public may observe the meeting and offer public comment, pursuant to paragraph (2) of subdivision (e).

(e) Except to the extent this section provides otherwise, each legislative body that holds a meeting through teleconferencing pursuant to this section shall do both of the following:

(1) Give advance notice of the time of, and post the agenda for, each public meeting according to the timeframes otherwise prescribed by this article, and using the means otherwise prescribed by this article, as applicable.

(2) In each instance in which notice of the time of the meeting is otherwise given or the agenda for the meeting is otherwise posted, also give notice of the means by which members of the public may observe the meeting and offer public comment. As to any instance in which there is a change in the means of public observation and comment, or any instance prior to the effective date of this section in which the time of the meeting has been noticed or the agenda for the meeting has been posted without also including notice of the means of public observation and comment, a legislative body may satisfy this requirement by advertising the means of public observation and comment using the most rapid means of communication available at the time. Advertising the means of public observation and comment using the most rapid means of communication available at the time shall include, but need not be limited to, posting such means on the legislative body's internet website.

(f) All legislative bodies utilizing the teleconferencing procedures in this section are urged to use sound discretion and to make reasonable efforts to adhere as closely as reasonably possible to the otherwise applicable provisions of this article, in order to maximize transparency and provide the public access to legislative body meetings.

(g) This section shall remain in effect only until January 31, 2022, and as of that date is repealed.

SEC. 2. Section 11133 is added to the Government Code, to read:

11133. (a) Notwithstanding any other provision of this article, and subject to the notice and accessibility requirements in subdivisions (d) and (e), a state body may hold public meetings through teleconferencing and make public meetings accessible telephonically, or otherwise electronically, to all members of the public seeking to observe and to address the state body.

(b) (1) For a state body holding a public meeting through teleconferencing pursuant to this section, all requirements in this article requiring the physical presence of members, the clerk or other personnel of the state body, or the public, as a condition of participation in or quorum for a public meeting, are hereby suspended.

(2) For a state body holding a public meeting through teleconferencing pursuant to this section, all of the following requirements in this article are suspended:

(A) Each teleconference location from which a member will be participating in a public meeting or proceeding be identified in the notice and agenda of the public meeting or proceeding.

(B) Each teleconference location be accessible to the public.

(C) Members of the public may address the state body at each teleconference conference location.

(D) Post agendas at all teleconference locations.

(E) At least one member of the state body be physically present at the location specified in the notice of the meeting.

(c) A state body that holds a meeting through teleconferencing and allows members of the public to observe and address the meeting telephonically

or otherwise electronically, consistent with the notice and accessibility requirements in subdivisions (d) and (e), shall have satisfied any requirement that the state body allow members of the public to attend the meeting and offer public comment. A state body need not make available any physical location from which members of the public may observe the meeting and offer public comment.

(d) If a state body holds a meeting through teleconferencing pursuant to this section and allows members of the public to observe and address the meeting telephonically or otherwise electronically, the state body shall also do both of the following:

(1) Implement a procedure for receiving and swiftly resolving requests for reasonable modification or accommodation from individuals with disabilities, consistent with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12101 et seq.), and resolving any doubt whatsoever in favor of accessibility.

(2) Advertise that procedure each time notice is given of the means by which members of the public may observe the meeting and offer public comment, pursuant to paragraph (2) of subdivision (e).

(e) Except to the extent this section provides otherwise, each state body that holds a meeting through teleconferencing pursuant to this section shall do both of the following:

(1) Give advance notice of the time of, and post the agenda for, each public meeting according to the timeframes otherwise prescribed by this article, and using the means otherwise prescribed by this article, as applicable.

(2) In each instance in which notice of the time of the meeting is otherwise given or the agenda for the meeting is otherwise posted, also give notice of the means by which members of the public may observe the meeting and offer public comment. As to any instance in which there is a change in the means of public observation and comment, or any instance prior to the effective date of this section in which the time of the meeting has been noticed or the agenda for the meeting has been posted without also including notice of the means of public observation and comment, a state body may satisfy this requirement by advertising the means of public observation and comment using the most rapid means of communication available at the time. Advertising the means of public observation and comment using the most rapid means of communication available at the time shall include, but need not be limited to, posting such means on the state body's internet website.

(f) All state bodies utilizing the teleconferencing procedures in this section are urged to use sound discretion and to make reasonable efforts to adhere as closely as reasonably possible to the otherwise applicable provisions of this article, in order to maximize transparency and provide the public access to state body meetings.

(g) This section shall remain in effect only until January 31, 2022, and as of that date is repealed.

SEC. 3. Section 54953 of the Government Code is amended to read:

54953. (a) All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise provided in this chapter.

(b) (1) Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all otherwise applicable requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding.

(2) Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. All votes taken during a teleconferenced meeting shall be by rollcall.

(3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as provided in subdivisions (d) and (e). The agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3 at each teleconference location.

(4) For the purposes of this section, "teleconference" means a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both. Nothing in this section shall prohibit a local agency from providing the public with additional teleconference locations.

(c) (1) No legislative body shall take action by secret ballot, whether preliminary or final.

(2) The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action.

(3) Prior to taking final action, the legislative body shall orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive, as defined in subdivision (d) of Section 3511.1, during the open meeting in which the final action is to be taken. This paragraph shall not affect the public's right under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1) to inspect or copy records created or received in the process of developing the recommendation.

(d) (1) Notwithstanding the provisions relating to a quorum in paragraph (3) of subdivision (b), if a health authority conducts a teleconference meeting, members who are outside the jurisdiction of the authority may be counted toward the establishment of a quorum when participating in the teleconference if at least 50 percent of the number of members that would establish a quorum are present within the boundaries of the territory over which the authority exercises jurisdiction, and the health authority provides a teleconference number, and associated access codes, if any, that allows any person to call in to participate in the meeting and the number and access codes are identified in the notice and agenda of the meeting.

(2) Nothing in this subdivision shall be construed as discouraging health authority members from regularly meeting at a common physical site within the jurisdiction of the authority or from using teleconference locations within or near the jurisdiction of the authority. A teleconference meeting for which a quorum is established pursuant to this subdivision shall be subject to all other requirements of this section.

(3) For purposes of this subdivision, a health authority means any entity created pursuant to Sections 14018.7, 14087.31, 14087.35, 14087.36, 14087.38, and 14087.9605 of the Welfare and Institutions Code, any joint powers authority created pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 for the purpose of contracting pursuant to Section 14087.3 of the Welfare and Institutions Code, and any advisory committee to a county-sponsored health plan licensed pursuant to Chapter 2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code if the advisory committee has 12 or more members.

(e) (1) A local agency may use teleconferencing without complying with the requirements of paragraph (3) of subdivision (b) if the legislative body complies with the requirements of paragraph (2) of this subdivision in any of the following circumstances:

(A) The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.

(B) The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

(C) The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, pursuant to subparagraph (B), that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

(2) A legislative body that holds a meeting pursuant to this subdivision shall do all of the following:

(A) The legislative body shall give notice of the meeting and post agendas as otherwise required by this chapter.

(B) The legislative body shall allow members of the public to access the meeting and the agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3.

In each instance in which notice of the time of the teleconferenced meeting is otherwise given or the agenda for the meeting is otherwise posted, the legislative body shall also give notice of the means by which members of the public may access the meeting and offer public comment. The agenda shall identify and include an opportunity for all persons to attend via a call-in option or an internet-based service option. This subparagraph shall not be construed to require the legislative body to provide a physical location from which the public may attend or comment.

(C) The legislative body shall conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties and the public appearing before the legislative body of a local agency.

(D) In the event of a disruption which prevents the public agency from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the local agency's control which prevents members of the public from offering public comments using the call-in option or internet-based service option, the body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption which prevents the public agency from broadcasting the meeting may be challenged pursuant to Section 54960.1.

(E) The legislative body shall not require public comments to be submitted in advance of the meeting and must provide an opportunity for the public to address the legislative body and offer comment in real time. This subparagraph shall not be construed to require the legislative body to provide a physical location from which the public may attend or comment.

(F) Notwithstanding Section 54953.3, an individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the local legislative body, that requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate.

(G) (i) A legislative body that provides a timed public comment period for each agenda item shall not close the public comment period for the agenda item, or the opportunity to register, pursuant to subparagraph (F), to provide public comment until that timed public comment period has elapsed.

(ii) A legislative body that does not provide a timed public comment period, but takes public comment separately on each agenda item, shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register pursuant to subparagraph (F), or otherwise be recognized for the purpose of providing public comment.

(iii) A legislative body that provides a timed general public comment period that does not correspond to a specific agenda item shall not close the public comment period or the opportunity to register, pursuant to subparagraph (F), until the timed general public comment period has elapsed.

(3) If a state of emergency remains active, or state or local officials have imposed or recommended measures to promote social distancing, in order to continue to teleconference without compliance with paragraph (3) of subdivision (b), the legislative body shall, not later than 30 days after teleconferencing for the first time pursuant to subparagraph (A), (B), or (C) of paragraph (1), and every 30 days thereafter, make the following findings by majority vote:

(A) The legislative body has reconsidered the circumstances of the state of emergency.

(B) Any of the following circumstances exist:

(i) The state of emergency continues to directly impact the ability of the members to meet safely in person.

(ii) State or local officials continue to impose or recommend measures to promote social distancing.

(4) For the purposes of this subdivision, “state of emergency” means a state of emergency proclaimed pursuant to Section 8625 of the California Emergency Services Act (Article 1 (commencing with Section 8550) of Chapter 7 of Division 1 of Title 2).

(f) This section shall remain in effect only until January 1, 2024, and as of that date is repealed.

SEC. 3.1. Section 54953 of the Government Code is amended to read:

54953. (a) All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency in person, except as otherwise provided in this chapter. Local agencies shall conduct meetings subject to this chapter consistent with applicable state and federal civil rights laws, including, but not limited to, any applicable language access and other nondiscrimination obligations.

(b) (1) Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all otherwise applicable requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding.

(2) Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. All votes taken during a teleconferenced meeting shall be by rollcall.

(3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body

shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as provided in subdivisions (d) and (e). The agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3 at each teleconference location.

(4) For the purposes of this section, “teleconference” means a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both. Nothing in this section shall prohibit a local agency from providing the public with additional teleconference locations.

(c) (1) No legislative body shall take action by secret ballot, whether preliminary or final.

(2) The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action.

(3) Prior to taking final action, the legislative body shall orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive, as defined in subdivision (d) of Section 3511.1, during the open meeting in which the final action is to be taken. This paragraph shall not affect the public’s right under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1) to inspect or copy records created or received in the process of developing the recommendation.

(d) (1) Notwithstanding the provisions relating to a quorum in paragraph (3) of subdivision (b), if a health authority conducts a teleconference meeting, members who are outside the jurisdiction of the authority may be counted toward the establishment of a quorum when participating in the teleconference if at least 50 percent of the number of members that would establish a quorum are present within the boundaries of the territory over which the authority exercises jurisdiction, and the health authority provides a teleconference number, and associated access codes, if any, that allows any person to call in to participate in the meeting and the number and access codes are identified in the notice and agenda of the meeting.

(2) Nothing in this subdivision shall be construed as discouraging health authority members from regularly meeting at a common physical site within the jurisdiction of the authority or from using teleconference locations within or near the jurisdiction of the authority. A teleconference meeting for which a quorum is established pursuant to this subdivision shall be subject to all other requirements of this section.

(3) For purposes of this subdivision, a health authority means any entity created pursuant to Sections 14018.7, 14087.31, 14087.35, 14087.36, 14087.38, and 14087.9605 of the Welfare and Institutions Code, any joint powers authority created pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 for the purpose of contracting pursuant to Section 14087.3 of the Welfare and Institutions Code, and any advisory committee to a county-sponsored health plan licensed pursuant to Chapter

2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code if the advisory committee has 12 or more members.

(e) (1) A local agency may use teleconferencing without complying with the requirements of paragraph (3) of subdivision (b) if the legislative body complies with the requirements of paragraph (2) of this subdivision in any of the following circumstances:

(A) The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.

(B) The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

(C) The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, pursuant to subparagraph (B), that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

(2) A legislative body that holds a meeting pursuant to this subdivision shall do all of the following:

(A) The legislative body shall give notice of the meeting and post agendas as otherwise required by this chapter.

(B) The legislative body shall allow members of the public to access the meeting and the agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3. In each instance in which notice of the time of the teleconferenced meeting is otherwise given or the agenda for the meeting is otherwise posted, the legislative body shall also give notice of the means by which members of the public may access the meeting and offer public comment. The agenda shall identify and include an opportunity for all persons to attend via a call-in option or an internet-based service option. This subparagraph shall not be construed to require the legislative body to provide a physical location from which the public may attend or comment.

(C) The legislative body shall conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties and the public appearing before the legislative body of a local agency.

(D) In the event of a disruption which prevents the public agency from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the local agency's control which prevents members of the public from offering public comments using the call-in option or internet-based service option, the body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption which prevents the public agency from broadcasting the meeting may be challenged pursuant to Section 54960.1.

(E) The legislative body shall not require public comments to be submitted in advance of the meeting and must provide an opportunity for

the public to address the legislative body and offer comment in real time. This subparagraph shall not be construed to require the legislative body to provide a physical location from which the public may attend or comment.

(F) Notwithstanding Section 54953.3, an individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the local legislative body, that requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate.

(G) (i) A legislative body that provides a timed public comment period for each agenda item shall not close the public comment period for the agenda item, or the opportunity to register, pursuant to subparagraph (F), to provide public comment until that timed public comment period has elapsed.

(ii) A legislative body that does not provide a timed public comment period, but takes public comment separately on each agenda item, shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register pursuant to subparagraph (F), or otherwise be recognized for the purpose of providing public comment.

(iii) A legislative body that provides a timed general public comment period that does not correspond to a specific agenda item shall not close the public comment period or the opportunity to register, pursuant to subparagraph (F), until the timed general public comment period has elapsed.

(3) If a state of emergency remains active, or state or local officials have imposed or recommended measures to promote social distancing, in order to continue to teleconference without compliance with paragraph (3) of subdivision (b), the legislative body shall, not later than 30 days after teleconferencing for the first time pursuant to subparagraph (A), (B), or (C) of paragraph (1), and every 30 days thereafter, make the following findings by majority vote:

(A) The legislative body has reconsidered the circumstances of the state of emergency.

(B) Any of the following circumstances exist:

(i) The state of emergency continues to directly impact the ability of the members to meet safely in person.

(ii) State or local officials continue to impose or recommend measures to promote social distancing.

(4) For the purposes of this subdivision, "state of emergency" means a state of emergency proclaimed pursuant to Section 8625 of the California Emergency Services Act (Article 1 (commencing with Section 8550) of Chapter 7 of Division 1 of Title 2).

(f) This section shall remain in effect only until January 1, 2024, and as of that date is repealed.

SEC. 4. Section 54953 is added to the Government Code, to read:

54953. (a) All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting

of the legislative body of a local agency, except as otherwise provided in this chapter.

(b) (1) Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding.

(2) Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. All votes taken during a teleconferenced meeting shall be by rollcall.

(3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as provided in subdivision (d). The agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3 at each teleconference location.

(4) For the purposes of this section, “teleconference” means a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both. Nothing in this section shall prohibit a local agency from providing the public with additional teleconference locations

(c) (1) No legislative body shall take action by secret ballot, whether preliminary or final.

(2) The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action.

(3) Prior to taking final action, the legislative body shall orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive, as defined in subdivision (d) of Section 3511.1, during the open meeting in which the final action is to be taken. This paragraph shall not affect the public’s right under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1) to inspect or copy records created or received in the process of developing the recommendation.

(d) (1) Notwithstanding the provisions relating to a quorum in paragraph (3) of subdivision (b), if a health authority conducts a teleconference meeting,

members who are outside the jurisdiction of the authority may be counted toward the establishment of a quorum when participating in the teleconference if at least 50 percent of the number of members that would establish a quorum are present within the boundaries of the territory over which the authority exercises jurisdiction, and the health authority provides a teleconference number, and associated access codes, if any, that allows any person to call in to participate in the meeting and the number and access codes are identified in the notice and agenda of the meeting.

(2) Nothing in this subdivision shall be construed as discouraging health authority members from regularly meeting at a common physical site within the jurisdiction of the authority or from using teleconference locations within or near the jurisdiction of the authority. A teleconference meeting for which a quorum is established pursuant to this subdivision shall be subject to all other requirements of this section.

(3) For purposes of this subdivision, a health authority means any entity created pursuant to Sections 14018.7, 14087.31, 14087.35, 14087.36, 14087.38, and 14087.9605 of the Welfare and Institutions Code, any joint powers authority created pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 for the purpose of contracting pursuant to Section 14087.3 of the Welfare and Institutions Code, and any advisory committee to a county-sponsored health plan licensed pursuant to Chapter 2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code if the advisory committee has 12 or more members.

(e) This section shall become operative January 1, 2024.

SEC. 4.1. Section 54953 is added to the Government Code, to read:

54953. (a) All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, in person except as otherwise provided in this chapter. Local agencies shall conduct meetings subject to this chapter consistent with applicable state and federal civil rights laws, including, but not limited to, any applicable language access and other nondiscrimination obligations.

(b) (1) Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding.

(2) Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. All votes taken during a teleconferenced meeting shall be by rollcall.

(3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the

legislative body of a local agency. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as provided in subdivision (d). The agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3 at each teleconference location.

(4) For the purposes of this section, “teleconference” means a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both. Nothing in this section shall prohibit a local agency from providing the public with additional teleconference locations.

(c) (1) No legislative body shall take action by secret ballot, whether preliminary or final.

(2) The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action.

(3) Prior to taking final action, the legislative body shall orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive, as defined in subdivision (d) of Section 3511.1, during the open meeting in which the final action is to be taken. This paragraph shall not affect the public’s right under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1) to inspect or copy records created or received in the process of developing the recommendation.

(d) (1) Notwithstanding the provisions relating to a quorum in paragraph (3) of subdivision (b), if a health authority conducts a teleconference meeting, members who are outside the jurisdiction of the authority may be counted toward the establishment of a quorum when participating in the teleconference if at least 50 percent of the number of members that would establish a quorum are present within the boundaries of the territory over which the authority exercises jurisdiction, and the health authority provides a teleconference number, and associated access codes, if any, that allows any person to call in to participate in the meeting and the number and access codes are identified in the notice and agenda of the meeting.

(2) Nothing in this subdivision shall be construed as discouraging health authority members from regularly meeting at a common physical site within the jurisdiction of the authority or from using teleconference locations within or near the jurisdiction of the authority. A teleconference meeting for which a quorum is established pursuant to this subdivision shall be subject to all other requirements of this section.

(3) For purposes of this subdivision, a health authority means any entity created pursuant to Sections 14018.7, 14087.31, 14087.35, 14087.36, 14087.38, and 14087.9605 of the Welfare and Institutions Code, any joint

powers authority created pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 for the purpose of contracting pursuant to Section 14087.3 of the Welfare and Institutions Code, and any advisory committee to a county-sponsored health plan licensed pursuant to Chapter 2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code if the advisory committee has 12 or more members.

(e) This section shall become operative January 1, 2024.

SEC. 5. Sections 3.1 and 4.1 of this bill incorporate amendments to Section 54953 of the Government Code proposed by both this bill and Assembly Bill 339. Those sections of this bill shall only become operative if (1) both bills are enacted and become effective on or before January 1, 2022, but this bill becomes operative first, (2) each bill amends Section 54953 of the Government Code, and (3) this bill is enacted after Assembly Bill 339, in which case Section 54953 of the Government Code, as amended by Sections 3 and 4 of this bill, shall remain operative only until the operative date of Assembly Bill 339, at which time Sections 3.1 and 4.1 of this bill shall become operative.

SEC. 6. It is the intent of the Legislature in enacting this act to improve and enhance public access to state and local agency meetings during the COVID-19 pandemic and future applicable emergencies, by allowing broader access through teleconferencing options consistent with the Governor's Executive Order No. N-29-20 dated March 17, 2020, permitting expanded use of teleconferencing during the COVID-19 pandemic.

SEC. 7. The Legislature finds and declares that Sections 3 and 4 of this act, which amend, repeal, and add Section 54953 of the Government Code, further, within the meaning of paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the purposes of that constitutional section as it relates to the right of public access to the meetings of local public bodies or the writings of local public officials and local agencies. Pursuant to paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the Legislature makes the following findings:

This act is necessary to ensure minimum standards for public participation and notice requirements allowing for greater public participation in teleconference meetings during applicable emergencies.

SEC. 8. (a) The Legislature finds and declares that during the COVID-19 public health emergency, certain requirements of the Bagley-Keene Open Meeting Act (Article 9 (commencing with Section 11120) of Chapter 1 of Part 1 of Division 3 of Title 2 of the Government Code) were suspended by Executive Order N-29-20. Audio and video teleconference were widely used to conduct public meetings in lieu of physical location meetings, and public meetings conducted by teleconference during the COVID-19 public health emergency have been productive, have increased public participation by all members of the public regardless of their location in the state and ability to travel to physical meeting locations, have protected the health and safety of civil servants and the public, and have reduced travel costs incurred by members of state bodies and reduced work hours spent traveling to and from meetings.

(b) The Legislature finds and declares that Section 1 of this act, which adds and repeals Section 89305.6 of the Education Code, Section 2 of this act, which adds and repeals Section 11133 of the Government Code, and Sections 3 and 4 of this act, which amend, repeal, and add Section 54953 of the Government Code, all increase and potentially limit the public's right of access to the meetings of public bodies or the writings of public officials and agencies within the meaning of Section 3 of Article I of the California Constitution. Pursuant to that constitutional provision, the Legislature makes the following findings to demonstrate the interest protected by this limitation and the need for protecting that interest:

(1) By removing the requirement that public meetings be conducted at a primary physical location with a quorum of members present, this act protects the health and safety of civil servants and the public and does not preference the experience of members of the public who might be able to attend a meeting in a physical location over members of the public who cannot travel or attend that meeting in a physical location.

(2) By removing the requirement for agendas to be placed at the location of each public official participating in a public meeting remotely, including from the member's private home or hotel room, this act protects the personal, private information of public officials and their families while preserving the public's right to access information concerning the conduct of the people's business.

SEC. 9. This act is an urgency statute necessary for the immediate preservation of the public peace, health, or safety within the meaning of Article IV of the California Constitution and shall go into immediate effect. The facts constituting the necessity are:

In order to ensure that state and local agencies can continue holding public meetings while providing essential services like water, power, and fire protection to their constituents during public health, wildfire, or other states of emergencies, it is necessary that this act take effect immediately.

- ☒ City Council
- ☐ Successor Agency
- ☐ Housing Authority
- ☐ Reclamation Authority
- ☐ Joint Powers Authority

City of
IRWINDALE
AGENDA REPORT

Date: January 12, 2022
To: Honorable Mayor and Members of the City Council
From: William K. Tam, City Manager
Issue: Proposed Use of CDBG Allocation for FY 2022-2023

City Manager's Recommendation:

That the City Council:

- 1) Adopt Resolution No. 2022-01-3250, entitled: **"A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE APPROVING THE PROPOSED USE OF THE CITY'S FISCAL YEAR 2022-2023 LOS ANGELES URBAN COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT ALLOCATION,"** reading by title only and waving further reading thereof:

Administrative Action:

Submitted by:

Jeanette Duran, Interim Finance Director/City
Treasurer
(626) 430-2268

Prepared by:

Claudia Carlos, Finance Analyst

Reviewed by:

Adrian R. Guerra, City Attorney

Duran
CC
Approved Electronically

Jeanette Duran, Interim Finance Director/City
Treasurer

Approved by:

William K. Tam, City Manager

Background and Analysis:

- 1) The CDBG Program is funded directly by the federal government's Department of Housing and Urban Development (HUD), whose objectives include the development of suitable living environments. The amount of the CDBG grant to each participating city is allocated based upon population. Due to the City of Irwindale's very low population, its annual CDBG allocations are relatively low. In Fiscal Year 2022-2023, the CDBG grant allocation is estimated at \$9,470.
- 2) The new Coronavirus Aid, Relief, and Economic Security Act (CARES Act) provisions are continuing to allow revisions to existing CDBG administrative requirements that apply to the City's current and FY 2022-2023 CDBG allocation. The revisions to the CDBG administrative requirements are as follows:
 - a. Suspend the 15% cap on public services;
 - b. Allows virtual hearings as long as national or local health authorities recommend social distancing and limit public gatherings for public health reasons; and
 - c. Allows the public comment period for substantial amendments and for the Action Plan to be reduced from 30 days to five (5) days.
- 3) The City has been proactive in responding to the COVID-19 Emergency by implementing city-wide actions to respond to and prevent the spread of COVID-19, including requiring social distancing and face masks, canceling large gatherings and implementing virtual city meetings.
- 4) One of the most important City programs that helps safeguard the City's most vulnerable population during this COVID-19 pandemic is the expansion of the Senior Citizen Meal Program. Currently, this program is providing over 30 meals per weekday to senior citizens throughout the City.
- 5) The activities and programs eligible to be funded by CDBG allocations have been expanded to include "meal programs modified to include additional deliveries", making the Senior Citizen Meal Program eligible as a CDBG funded program.
- 6) The proposed use of the CDBG grant is for the continued support of the Senior Citizen Meal Program.
- 7) The Public Hearing Notice for the proposed use of the CDBG Allocation for FY 2022-2023 has been duly noticed in accordance with applicable laws.

Fiscal Impact:

The CDBG estimated allocation for FY 2022-2023 is approximately \$9,470, and the use of these funds for the Senior Citizen Meal Program will avoid the need to use funds from the General Fund for approximately 6 months of the program.

Approval of Resolution No. 2022-01-3250 will serve to formally approve the use of CDBG allocations for this program, and the FY 2022-2023 allocation of approximately \$9,470 in federal funds will be appropriated as part of the budget process for the FY 2022-2023 Annual Budget.

Attachment:

Resolution No. 2022-01-3250

RESOLUTION NO. 2022-01-3250

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE
APPROVING THE PROPOSED USE OF THE CITY'S FISCAL
YEAR 2022-2023 LOS ANGELES URBAN COUNTY COMMUNITY
DEVELOPMENT BLOCK GRANT ALLOCATION**

WHEREAS, the City of Irwindale's CDBG allocation from the County of Los Angeles for Fiscal Year 2022-2023 is estimated to be \$9,470 ("CDBG Allocation"); and

WHEREAS, the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) provisions allow revisions to existing CDBG requirements that apply to the City's estimated FY 2022-2023 CDBG allocation of \$9,470; and

WHEREAS, the Senior Citizen Meal Program is an eligible activity to be funded by CDBG funds during the COVID-19 Pandemic to help safeguard the City's most vulnerable population which provides over 30 meals per weekday to senior citizens throughout the City; and

WHEREAS, the City of Irwindale has held a duly noticed public hearing on the proposed use of the City's FY 2022-2023 CDBG Allocation.

NOW, THEREFORE, the City Council of the City of Irwindale, California, resolves, determines, and orders as follows:

1. The City Council hereby approves the proposed use of the estimated FY 2022-2023 CDBG allocation of \$9,470 to the Senior Citizen Meal Program during the COVID-19 Emergency.
2. The City Council hereby authorizes the City Manager and the Finance Director to take all actions and execute all documents necessary to carry out the provisions of this Resolution.
3. This resolution shall be effective upon adoption.

PASSED, APPROVED, AND ADOPTED this 13th day of January 2022.

Lawrence G. Burrola, Mayor

ATTEST:

Laura Nieto, MMC
Chief Deputy City Clerk

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

I, Laura Nieto, Chief Deputy City Clerk of the City of Irwindale, do hereby certify that the foregoing Resolution No. 2022-01-3250 was duly adopted by the City Council of the City of Irwindale, at a regular meeting held on the 12th day of January 2022, by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

ABSTAIN: Councilmembers:

Laura Nieto, MMC
Chief Deputy City Clerk

- ☒ City Council
- ☐ Successor Agency
- ☐ Housing Authority
- ☐ Reclamation Authority
- ☐ Joint Powers Authority

City of
IRWINDALE
AGENDA REPORT

Date: January 12, 2022
To: Honorable Mayor and Members of the City Council
From: William K. Tam, City Manager
Issue: Discuss City of Irwindale Expense Reimbursement Policy

City Manager's Recommendation:

Discuss and provide direction regarding the City of Irwindale Expense Reimbursement Policy.

Administrative Action:

Prepared /Submitted by:

Theresa Olivares, Assistant City Manager
(626) 430-2294

Electronically Approved

Reviewed by:

Adrian R. Guerra, City Attorney

Electronically Approved

Jeanette Duran, Interim Finance Director / City Treasurer

Approved by:

William K. Tam, City Manager

Background and Analysis:

As requested by Mayor Pro Tem Ambriz at the meeting of November 10, 2021, this matter has been placed on the agenda for the City Council to discuss and provide direction regarding the City of Irwindale Expense Reimbursement Policy.

On July 13, 2016, the Council approved the attached City of Irwindale Expense Reimbursement Policy ("Policy"), which provides a uniform policy and procedures for all City Officials and City Employees to seek reimbursement for eligible expenses incurred related to travel on official City business. This Policy is consistent with requirements under California Government Codes Sections 53232-53232.4 and Section 53234 which

are applicable to members of the legislative body and its commissions. The Policy details the requirements and types of activities for which a City Employee/Official is eligible to be reimbursed for travel, meals, lodging, and other actual and necessary expenses incurred while carrying out their duties on behalf of the City. The types of eligible reimbursable activities are listed in Section V-B of the Expense Reimbursement Policy, and include the following:

1. Meetings with government and business leaders.
2. Conferences, training, and educational trips, including visiting other governments and government officials.
3. Lobbying trips.
4. Communicating with regional, state and national government officials to advocate policy positions adopted by the City.
5. Attending seminars and workshops intended to improve the Employee/Official's skill and informational level.
6. Participating or attending events organized by regional, state or national organizations or governmental entities where the City has a direct interest.
7. Attending events within the City where the event is sponsored by an officially recognized City organization, association or club, where the official is an invited guest.

All travel requests are subject to prior approval of the Department Head and City Manager. The requests for travel must be submitted on a completed Travel Authorization request form which shall include the purpose of the travel, the estimate of all reimbursable expenses, a copy of the conference/seminar agenda and registration form, and the account in which funds for the travel expense is budgeted. Reimbursable expenses must be actual and necessary expenses. The location and duration of the conference/seminar shall be considered in determining whether overnight lodging will be permitted. Generally, events within 35 miles of the City are considered "local" and shall not require overnight lodging.

Fiscal Impact:

None

Attachment:

City of Irwindale Expense Reimbursement Policy

Exhibit "A"



CITY OF IRWINDALE
EXPENSE REIMBURSEMENT POLICY

Adopted:
July 13, 2016

TABLE OF CONTENTS

I.	PURPOSE.....	2
II.	SCOPE.....	2
III.	DEFINITIONS.....	2
IV.	FLAT MONTHLY REIMBURSEMENTS.....	3
V.	AUTHORIZATION FOR REIMBURSEMENT AND ACTIVITIES.....	4
VI.	SPECIFIC REIMBURSABLE EXPENSES & PROTOCOL.....	5
VII.	EXCEPTIONS.....	9
VIII.	RECORDKEEPING.....	9
IX.	VIOLATIONS OF THIS POLICY AND ENFORCEMENT AUTHORITY.....	10
	ATTACHMENT “A” – PER DIEM RATES FOR CALIFORNIA CITIES.....	11
	ATTACHMENT “B” – MEALS & INCIDENTAL EXPENSES BREAKDOWN.....	12
	ATTACHMENT “C” – SAMPLE CREDIT CARD RECEIPTS.....	13
	GENERAL INSTRUCTIONS FOR COMPLETING REQUIRED FORMS.....	14
	SAMPLE FORMS – TRAVEL AUTHORIZATION & RECONCILIATION FORMS.....	17

CITY OF IRWINDALE

EXPENSE REIMBURSEMENT POLICY

I. PURPOSE

To provide a uniform policy and procedure for travel on City business for all City Employees and Officials who may incur out-of-pocket expenses in the course of their duties. To assure the appropriate use of City funds, provide accountability of related expenditures, and ensure an efficient process for approval and proper adherences to IRS regulations. This policy may not explicitly address every issue or contingency that may arise in the course of City travel. However, the basic standard that should always prevail is to exercise good judgment in the use and stewardship of the City's resources.

This policy is consistent with California Government Code sections 53232.2 – 53232.4.

II. SCOPE

This policy is applicable to the Members of all City boards, commissions, and committees that are subject to the Brown Act as well as all City Employees. This includes, but is not limited to, the Council, Successor Agency to the Irwindale Community Redevelopment Agency Board, Housing Authority Board, Irwindale Joint Powers Authority Board, Reclamation Authority Board, Planning Commission, Parks and Recreation Commission, and Senior Citizens Commission.

III. DEFINITIONS

For the purpose of this policy, the following definitions apply:

- A. Agency:** Any Body subject to this policy, including the Mayor and Council, Successor Agency to the Irwindale Community Redevelopment Agency Board, Housing Authority Board, Irwindale Joint Powers Authority Board, Reclamation Authority Board, and all committees, commissions, and boards created by the Council. If the City creates additional boards, committee, commissions or other bodies whose Members are subject to the Brown Act, this policy shall equally apply to these Agencies.
- B. Appointed Officials:** Members of all City Commissions, Boards, and Agencies, who are appointed and subject to the Brown Act.
- C. Elected Official:** Mayor and Council Members, whether or not they were elected by the people or appointed to fill a vacancy.
- D. Employee:** Any person deemed by the City to be a full or part-time employee, not including Elected Officials or Appointed Officials.
- E. Local Travel:** Travel requiring an Employee/Official to be present at a reimbursable event or activity that is located 35 miles or less from City Hall.

- F. Member: Any Elected or Appointed Official, or Employee of the City.
- G. Employee/Official: Any Elected or Appointed Official, or Employee of the City.
- H. Out-of-State Travel: Travel requiring an Employee/Official to be present at a reimbursable event or activity that is located outside the State of California.
- I. Out-of-Town Travel: Travel requiring the Employee/Official to be present at a reimbursable event or activity that is located more than 35 miles from City Hall.
- J. Maximum Daily Allowance: The daily maximum dollar amount that may be reimbursed for meals and incidental expenses. The amount shall be equal to the prevailing federal Meals and Incidental Expense rates as published on the United States General Services Administration (USGSA) website.

IV. FLAT MONTHLY REIMBURSEMENT (MAYOR & COUNCIL MEMBERS ONLY)

A. Flat Reimbursement for Local Expenses

The Mayor and City Council Members shall receive a flat monthly reimbursement of one hundred dollars (\$100.00). This shall constitute full reimbursement for all City-related expenses incurred within the boundaries of the City, including but not limited to vehicle maintenance and mileage for personal automobile used for events in the City, local telephone calls and faxes using personal phone lines, meals, incidental expenses, etc. All such local expenses shall be the responsibility of the elected official who incurred the cost and shall not be paid by the City or submitted to the City for reimbursement, even if City-related expenses incurred within the City exceed the amount allowed under this paragraph. (Authority: Irwindale City Charter section 604; Irwindale Municipal Code section 2.04.031.)

B. Flat Reimbursement for Cell Phones

In addition to the reimbursement described above, the Mayor and City Council Members shall receive a flat monthly reimbursement of ninety dollars (\$90.00) to defray the cost of maintaining a cell phone, wireless card, PDA or similar communication device to make and receive City-related phone calls or e-mails. The Mayor and City Council Members are expected to be readily accessible by their cell phones in case the City Manager needs to reach him or her. The billing address for cell phones maintained by the Mayor and City Council Members shall not be City Hall. All such local expenses shall be the responsibility of the elected official who incurred the cost and shall not be paid by the City or submitted to the City for reimbursement, even if City-related cell phone expenses exceed the amount allowed under this paragraph. (Authority: Irwindale City Charter section 604; Irwindale Municipal Code section 2.04.031.)

V. AUTHORIZATION FOR REIMBURSABLE EVENTS AND ACTIVITIES

A. General Policy

It is the policy of the City that no Employee/Official shall sustain personal monetary loss as a result of duties performed in the service of the City, as provided in this Reimbursement Policy. However, all expenditures and requests for reimbursement shall logically relate to the conduct of City business and shall be "necessary" to accomplish the purposes of such business and shall be "reasonable" in amount. Employees/Officials are expected to exercise good judgment and show proper regard for economy when incurring expenses in connection with official City business.

All expenses related to Employee/Official travel must be included in the budget. Departments are required to forecast such travel costs and incorporate those costs into their budget proposals. Travel and training will only be approved if there are sufficient funds in the departmental budget.

The most economical mode and class of transportation reasonably consistent with scheduling needs must be used.

The City Council of the City of Irwindale shall have authority to make the final decision regarding compliance with this policy for Appointed and Elected officials. The City Manager shall have authority to make the final decision regarding compliance with this policy for Employees.

B. Types of Reimbursable Activities

The types of events and activities that typically qualify an Employee/Official to receive reimbursement are included below. If there is an event or activity for which an Employee/Official wishes reimbursement, and it is not described below, the Employee/Official should have the matter approved in advance by the City Council:

1. Meetings with government and business leaders.
2. Conferences, training, and educational trips, including visiting other governments and government officials.
3. Lobbying trips.
4. Communicating with regional, state and national government officials to advocate policy positions adopted by the City.
5. Attending seminars and workshops intended to improve the Employee/Official's skill and informational level
6. Participating or attending events organized by regional, state or national organizations or governmental entities where the City has a direct interest.

7. Attending events within the City where the event is sponsored by an officially recognized City organization, association or club, where the official is an invited guest.

C. Types of Non-Reimbursable Activities

Any questions regarding the propriety of a particular expense should be resolved by the approving authority before the expense is incurred.

Examples of expenses the City will not reimburse include, but are not limited to:

1. The personal portion of any trip;
2. Political or charitable contributions or events;
3. Family expenses, including partner's and/or children's expenses incurred when accompanying Official/Employee on City-related business;
4. Entertainment expenses, including alcohol, sightseeing, theater, movies (in-room or theater), sporting events (including golf, gym, and massage expenses) or other cultural events;
5. Non-mileage personal automobile expenses including repairs, traffic citations, insurance; and
6. Personal medical expenses or losses incurred while on City business.

VI. SPECIFIC REIMBURSABLE EXPENSES & PROTOCOL

- A. The following protocols shall apply when incurring certain expenses while performing City-related business:

1. Authorization for Travel. Prior to committing the expenditure of City funds for travel, the Employee must obtain the approval of his or her department head, as well as the City Manager or designee on the approved travel request form. The duration of the meeting may be considered (with approval from the City Manager) in determining whether overnight lodging will be permitted. Generally, meetings/conferences within 35 miles of the City will not require overnight lodging.

The request shall include an estimate of all expenses. A copy of the conference or meeting notice and agenda and registration form(s) are to be attached. Any special arrangements such as side trips or extra days for personal business should be included in the request.

All out-of-state travel, for either Officials or Employees, shall require City Council approval. Such approval shall be given on the City Council's (or relevant legislative body) Consent Calendar.

2. Air Travel. When traveling by air, travel should be by commercial airline in coach or tourist class accommodations. Reservations should be made far enough in advance to take advantage of available discounts. Increased fees related to late booking may be disallowed without a sound business reason. Employees/Officials may pay to upgrade their airline accommodations at their own expense .

3. Private Automobile for Out-of-Town Travel. Employees/Officials will be reimbursed actual mileage for the use of their private cars in travel to and from designated place(s) on City business outside the City. The Employee/Official will be reimbursed at the standard mileage rate established in IRS guidelines.

4. Private Automobile for Local Travel. Provided an Employee is not issued a vehicle at City expense, Employee will be reimbursed actual mileage for the use of their private car for local travel (within 35 miles of City Hall) while conducting City business. If the Employee receives a fixed monthly automobile allowance, they will be reimbursed for the mileage beyond 35 miles. All travel will be reimbursed at the standard mileage rate established in IRS guidelines.

5. Garage and Parking Expenses. Expenses for necessary parking and storage of private vehicles may be authorized. Receipts or other evidence must be provided to obtain reimbursement.

6. Vehicle Rentals, Taxi, and Transit Fare. Out-of-town expenses for such transportation may be authorized where reasonable and necessary to conduct City business. Receipts or other evidence must be provided to obtain reimbursement. When vehicle rental is chosen over taxi or shuttle service, there should be a business reason or economic benefit to the City to support the rental decision, and such business reason or economic benefit shall be identified on the travel authorization to be approved in advance. A cost estimate for any vehicle rental shall also be included with the travel authorization. Attempts should be made to acquire the lowest rate through competitive shopping and advance reservations.

7. Lodging. Lodging expenses will be reimbursed or paid for when travel on official City business reasonably requires an overnight stay. Whenever possible, Employees/Officials are encouraged to use lower cost lodging in order to minimize the cost to the City, unless doing so will be inefficient and/or uneconomical. Local lodging, defined as less than 35 miles from City Hall, will generally not be reimbursed.

- (a) Conferences. If such lodging is in connection with a conference, Employees/Officials are expected to utilize the conference lodging at the group rate published by the conference sponsor. If other

lodging accommodations are used, the City shall pay/reimburse only up to the amount of the conference group rate.

If a conference starts by 9:00 a.m., the attendee may be allowed to begin the trip one day earlier, with costs for the extra day paid by the City, upon approval of the City Manager.

- (b) Other Lodging. Employees/Officials must request government rates, when available. A listing of hotels offering rates in different areas is available through the State of California's "Lodging Guide Program." Lodging rates that are equal to or less than comparable government rates are presumed to be reasonable and reimbursable for the purposes of this policy.

8. Meals and Incidentals. Reasonable and customary expenses for meals are authorized for Employees/Officials as required to conduct official City duties. Employees/Officials traveling on City business shall be entitled to reimbursement of expenses incurred for necessary meals not to exceed breakfast, lunch, and dinner in any one day. Detailed receipts, listing the items purchased, are required for all reimbursable expenses.

Employees/Officials shall be reimbursed for meals and incidental expenses at a maximum rate as allowed under the annually-published USGSA rate table by location. (see *Attachment A hereto for the USGSA rates for select destinations in California for Fiscal Year 2016*). The Maximum Daily Allowance shall be reduced as described below for less than full days. If a full meal is provided as part of the meeting, conference, event, or training session, appropriate deductions must be made from the meal allowance.

Reimbursement for meals not incurred as part of out-of-town or overnight travel are limited to activities outside normal duties, such as business-related meetings held before or after regular working hours (including working lunches where this is the only time available).

Meal reimbursements are not allowed as part of routine daily work assignments or training within City limits, unless part of the registration cost, or the meal is served on site as part of the program to keep all participants together and not have them disperse for meals.

Meals incurred during training held outside City limits are only allowable when the training (including travel time) spans the normal meal period. For example, if training is held outside the City limited from 9:00 a.m. to 10:30 a.m. at a location that is an hour away from the City Hall, meal costs for lunch would not be reimbursable. However, if the training is held from 9:00 a.m. to 3:00 p.m., the meal would be reimbursable.

The amount to be reimbursed for meal costs in these circumstances is subject to the City's meal cost guidelines for overnight travel. *(See Attachment B for the breakdown of the Maximum Daily Allowance for each meal)*

In order to determine the amount of the Maximum Daily Allowance for less than full days of out-of-town travel, the following shall be used to determine the partial day allowance for meals:

Departure:

- (a) After 8 a.m. – Deduct breakfast
- (b) After 1 p.m. – Deduct breakfast and lunch
- (c) After 7 p.m. – No meal allowance

Return:

- (a) After 8 a.m. – Claim breakfast
- (b) After 1 p.m. – Claim breakfast and lunch
- (c) After 7 p.m. – Claim full meal allowance

9. Reimbursement of Travel Expenses. Employees/Officials shall submit expense reports within a reasonable time after incurring the expense, not to exceed 30 days, and the reports shall be accompanied by the receipts documenting each expense. All Expense Reports shall be submitted to the City Manager for review and approval.

Documentation should include, if applicable:

- (a) All meal receipts
- (b) Hotel receipt
- (c) Conference brochure
- (d) Meeting agenda
- (e) Trip or meeting purpose
- (f) Taxi, shuttle, airfare, parking receipts

10. Tips and Gratuities. Reasonable expenses for tips and gratuities (not to exceed 18%) are allowable for meals, hotel, and transportation purposes.

11. Registration Fees. Conference/meeting registration fees qualify for reimbursement. The City will pre-pay conference registrations prior to the date of the event. In cases where early registration is not possible, a receipt or registration form illustrating the fee amount must be provided with the reimbursement request. In all cases, a brochure or registration document must accompany the payment voucher.

Registration fees will be paid directly to the conference organization for the expenses indicated on the published information attached to the approved travel

request. Any deadlines for receipt of the registration fee should be prominently noted on the face of the request to assure timely payment. Advance registration discounts are to be taken advantage of where possible.

12. Telephone, Internet Access, and Fax. Telephone, internet access and fax expenses may be incurred only for the conduct of City business.

13. No Shows/Late Cancellation. If an Employee/Official is unable to attend a planned trip, including a conference or general business meeting, it is the Employee/Official's responsibility to provide early notice in order to obtain all refunds possible.

14. Public Trip/Meeting Report. Upon return from a reimbursable event, an Elected Official shall provide a brief report on meetings attended at the next meeting of the City Council (or relevant legislative body). It is anticipated that routine meetings may be addressed in writing on the consent calendar of the agenda.

15. Miscellaneous. All items of expense otherwise unclassified shall be considered in this category. Examples of such expenses which may be authorized are duplicating expenses and the cost of publications of value to the City. Other expenses as necessary when traveling on City business may be allowed and should be included within this classification when requesting reimbursement.

VII. EXCEPTIONS

There shall be no exceptions to this policy. To the extent this policy conflicts with any other policy or procedure previously approved by the City, this policy shall prevail. Otherwise, this policy is intended to supplement and be read in conjunction with other policies and rules in existence at the time this policy is adopted.

VIII. RECORDKEEPING

- A. All expenses submitted for reimbursement shall be sufficiently described as to the nature of the expense.
- B. Receipts must be provided for each individual expense. If a reimbursable expense is incurred for which no receipt is given or where the receipt is lost or stolen, the Employee/Official requesting reimbursement must provide other evidence, such as a verified statement with description of the expense. Expense reimbursements should be itemized and presented to the Finance Director on a form approved by the City Manager.
- C. All expenditures are public records subject to disclosure under the Public Records Act.

IX. VIOLATIONS OF THIS POLICY AND ENFORCEMENT AUTHORITY

- A. Violations.** Use of public resources or falsifying expense reports in violation of this policy may result in any or all of the following:
1. Loss of reimbursement privileges;
 2. A demand for restitution to the City;
 3. The City reporting the expenses as income to county, state and/or federal authorities;
 4. Prosecution for misuse of public resources;
 5. Disciplinary action, up to and including termination, where applicable, dependent on upon the severity and frequency.
- B. Enforcement Authority.** It shall be the duty and responsibility of the City Council to enforce the provisions of this policy with regards to Elected and Appointed Officials. It shall be the duty and responsibility of the City Manager to enforce the provisions of this policy with regards to Employees.
- C. Compliance with the Laws.** Elected and Appointed Officials and Employees should recognize that some expenditures may be subject to reporting under the Political Reform Act and/or other laws or may be prohibited altogether. All City expenditures are public records subject to disclosure under the Public Records Act.

ATTACHMENT "A"

United States General Services Administration Per Diem Rates for California Cities for Fiscal Year 2016	
Primary Destination	M & IE*
Bakersfield	\$ 59
Barstow / Ontario / Victorville	\$ 54
Fresno	\$ 64
Los Angeles	\$ 64
Modesto	\$ 51
Monterey	\$ 74
Oakland	\$ 69
Palm Springs	\$ 64
Sacramento	\$ 64
San Diego	\$ 64
San Francisco	\$ 74
San Luis Obispo	\$ 64
San Mateo / Foster City / Belmont	\$ 69
Santa Barbara	\$ 74
Santa Cruz	\$ 59
Santa Monica	\$ 64
Stockton	\$ 64
*M & IE (Miscellaneous & Incidental Expenses)	

Other per diem rates can be found at the United States General Services Administration website
(www.gsa.gov)

ATTACHMENT "B"

United States General Services Administration Meals and Incidental Expenses Breakdown for Fiscal Year 2016

<u>Total</u>	<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>	<u>IE</u>
\$51	\$11	\$12	\$23	\$5
\$54	\$12	\$13	\$24	\$5
\$59	\$13	\$15	\$26	\$5
\$64	\$15	\$16	\$28	\$5
\$69	\$16	\$17	\$31	\$5
\$74	\$17	\$18	\$34	\$5

USGSA Meals and Incidental Expenses Breakdowns for other years can be found at the USGSA website (www.gsa.gov).

ATTACHMENT "C"
Sample Credit Card Receipts

NOT ACCEPTABLE
(credit card total only)

ACCEPTABLE
(Includes order detail)

Customer Copy
Casa Moreno
MEXICAN RESTAURANT BAR & GRILL
223 N. Citrus Ave
Covina, CA 91723
(626) 339-9496

Date/Time:
Order Number:18
EDC Tran ID:0023
Server:Martha R
Table:4

Card Number:*****
Card Type:Visa
Cardholder Name:
Approval Code:040509
Reference Number:0023

Subtotal: \$20.88
Tax: \$1.69
Gratuity (if added): \$0.00

TOTAL: \$11.38

Tip: 3
Grand Total: 14.38

STONEFIRE
GRILL

F-0092 TABLE # 28
ANDREA F SvrCk: 14
DINE IN
Takeout Left (#4)

1 Petite South/Border 6.99
1 Beverage Special 1.69

Sub Total: 8.68
Tax: 0.78

09/06 12:32 TOTAL: 9.46

All tips are divided amongst all
non-supervisory team members!

We thank you!!
473 N. Rosemead Blvd
Pasadena, CA 91107
www.stonefiregrill.com

YOUR # IS>>>: 28

	ANT-TEND TIP/CHNG	TALLY
VISA	11.46 2.00	9.46
		9.46

(Rec:67) Memo:
9.46
09/06/13 12:32
ANDREA F

General Instructions for Completing the City of Irwindale Travel Authorization Form, and the City of Irwindale Travel Expense and Reconciliation to Travel Advance Report

The Travel Authorization ("TA") and the Travel Expense and Reconciliation to Travel Advance Report ("Travel Expense Report") are to assist in insuring that travel by City Employees and Officials is conducted in accordance with the City of Irwindale Expense Reimbursement Policy.

The following charts and tables provide an overview of the City's travel procedures, instructions for completing the TA and Travel Expense Report forms, and completed samples.

OVERVIEW OF TRAVEL PROCEDURES

Step 1 – Travel Authorization

Who	What
Traveler	- Consult with Department Head on the need for travel. - Plan itinerary, transportation, and lodging. - Complete Travel Authorization (TA) form and Supporting Detail form and attach all supporting documents.
Department Head	- Review TA for conformance with City travel guidelines and department priorities. - Verify that adequate funding exists in the appropriate travel budget to cover all costs. - Approve TA and forward to the City Manager for approval.
City Manager	Review TA and approve or disapprove and return to the Department Head
Department Head	- If approved make travel arrangements. - Make copy for your records and forward the TA and all supporting documents to Finance Department for processing not later than the Monday before the Thursday when the check is to be issued.
Finance	- Issue travel advance check to Employee/Official and issue check(s) to third party vendor, if any requested. - Have traveler sign Agreement with City of Irwindale to Complete the Traveler Expense and Reconciliation to Travel Advance prior to releasing the travel advance to traveler. - File TA in Employee's/Official's vendor file and copy in the Finance travel folder.
Traveler	It is the traveler's responsibility to pick up their travel advance from the Finance Department on Thursday after 5 p.m., when the processing of the demand warrant register is normally expected to have been completed.

Step 2 – Travel Expense Reporting

Who	What
Traveler	• Complete and submit Travel Expense Report accounting for all expenses to the Department Head. Attach all required receipts. • Sign report attesting to its accuracy. • Attached a check or money order if a balance is due to the City. • Forward to Department Head
Department Head	• Review expense report for conformance with City Expense Reimbursement policy. • Verify accuracy of balances and disposition. • Approve Travel Expense report and forward to the City Manager within 30 days of when the expenses were incurred.
City Manager	• Review Travel Expense report for conformance with City Expense Reimbursement policy. • Approve Travel Expense report. • Forward to Finance Department for processing.
Finance	• Review Travel Expense report for accuracy and conformance with City travel guidelines. • Process any payment due to the Employee/Official if requested. • File Travel Expense report in Employee's/Official's vendor file and a copy in travel folder.

COMPLETING THE TRAVEL AUTHORIZATION FORM

The TA form summarizes the total cost of attending conferences, meetings, and seminars and provides documentation for travel advances, vendor payments, and credit card purchases. The TA form is the mechanism by which travel expenses are to be submitted for review and approval. Completing the form itself is largely self-explanatory, and a completed sample is provided for your information.

The TA form is organized into five major sections:

1. **General Information.** Identifies who is going, where the meeting or conference will be held, how long the Employee/Official will be gone, how much it will cost, and the account number in which funds for the travel have been budgeted and are available.
2. **Purpose.** Describes the reason for the trip.
3. **Cost and Payment Summary.** Outlines the estimated cost of the trip by expense type (registration, transportation, lodging, meals, mileage; spaces are provided to add categories not pre-listed), vendors to whom payment will be made (including travel advances to the Employee/Official), method of payment (voucher, purchase order, credit card), and amount. A summary is then provided of the payments to be made to the Employee/Official, vendors, or by credit card. The back of the TA form should be

completed and appropriate vouchers, purchase orders or credit card charges should be attached to the TA when it is submitted to Finance for processing.

4. **Itinerary.** Summarizes when and where the Employee/Official will be traveling.
5. **Approvals.** Provides a signature box for the Employee/Official, the department head, and the City Manager.

COMPLETING THE TRAVEL EXPENSE REPORT

The Travel Expense Report is for reporting actual expenses incurred upon completion of travel and reconciling the total expense amount to any travel advance issued to the Employee/ Official. The Travel Expense Report is organized into five major sections:

1. **General Information.** Identifies who has gone, where the meeting or conference was held, how long the Employee/Official was gone.
2. **Actual Expense Detail.** Itemizes actual expenses by type for each day of travel (space is provided for dates, expense categories, and additional unlisted expense categories).
3. **Mileage Detail-Personal Vehicle.** Summarizes miles traveled if you were authorized to use a personal vehicle for the travel.
4. **Reimbursable Travel Expense Summary.** Totals expenses for the travel and reconciles them with any travel advance received, resulting in either a balance due to the Employee/Official or due to the City.
5. **Approvals.** Provides a signature box for the Employee/Official, the department head and the City Manager. After all signatures are acquired the Travel Expense and Reconciliation to Travel Advance Report are to be forwarded to Finance to be processed.

Sample Reports

Travel Authorization

Supporting Detail to Cost Summary of Travel Authorization

Travel Expense and Reconciliation to Travel Authorization

CITY OF IRWINDALE TRAVEL AUTHORIZATION

This form should be completed in legible handwriting or typewritten.

Employee	Department	Position

Destination	No. of Days	Account No.	\$Amount

PURPOSE

COST SUMMARY

Description	Vendor	Payment Method	\$Amount
Registration			
Air fare			
Lodging			
Meals			
Mileage-personal vehicle			
TOTAL			

PAYMENT SUMMARY

Travel advance to Employee	\$
Direct Vendor Payments	\$
TOTAL	\$

ITINERARY (Attach copy of itinerary)

Departure Date	Departure Time	Return Date	Return Time

Employee	Date	Department Head	Date
City Manager			Date

CITY OF IRWINDALE
SUPPORTING DETAIL TO COST SUMMARY OF TRAVEL AUTHORIZATION

Travel Advance Requested for Meals and Incidental Expenses

Date					Total Per Category
Breakfast					
Lunch					
Dinner					
Incidentals					
Total Per Day					

Mileage Reimbursement for Travel by Privately Owned Vehicle

Departure/Return Date	Destination	Trip Miles
Total miles-personal vehicle		
Reimbursement using current IRS mileage rate @ .540 cents per mile		

Public Transportation

Other Expenses

Insert Summary dollar amounts and data on to the Cost Summary section on the Travel Authorization Form.

CITY OF IRWINDALE

TRAVEL EXPENSE AND RECONCILIATION TO TRAVEL ADVANCE REPORT

This form should be completed in legible handwriting or typewritten.

Employee	Department	Position

Purpose/Destination	Date of Travel

REIMBURSABLE EXPENSE DETAIL

Description	Date						\$Total
Registration							
Air fare							
Lodging							
Breakfast							
Lunch							
Dinner							
Other - water							
Incidentals							
Parking							
* Included in registration Receipts for each expensed item must be attached TOTAL							

MILEAGE DETAIL-PERSONAL VEHICLE

Departure/Return Date	Destination	Trip Miles
Total miles-personal vehicle		
Reimbursement using current IRS mileage rate @ .540 cents per mile		\$

REIMBURSABLE TRAVEL EXPENSE SUMMARY

By signing this expense report, the employee certifies that the amounts listed were incurred in conformance with the City's travel guidelines and that no part is claimed for reimbursement of a personal nature.	Total Travel Expense		
	- Total Paid to Vendor		
	- Cash Advance to Council/Employee		
	() Amount due employee		
	() Amount due City		
Employee	Date	Department Head	Date
City Manager			Date

IRWINDALE CITY COUNCIL CHAMBERS
5050 N. IRWINDALE AVENUE
IRWINDALE, CALIFORNIA 91706

SA Item 1A1

OCTOBER 13, 2021
WEDNESDAY
11:15 P.M.

The Irwindale **SUCCESSOR AGENCY TO THE IRWINDALE COMMUNITY REDEVELOPMENT AGENCY** met in regular session at the above time and place.

ROLL CALL:

Present: Councilmembers Albert F. Ambriz,
Mayor Pro Tem Larry G. Burrola, Mayor H. Manuel Ortiz

Absent: Councilmembers Mark A. Breceda and Manuel R. Garcia

Present: William Tam, City Manager; Theresa Olivares, Assistant City Manager; Adrian Guerra, City Attorney; Ty Henshaw, Chief of Police; Arsanious Hanna, Director of Engineering / Building Official; Eva Carreon, Finance Director / City Treasurer; Jeanette Duran, Finance Manager; Marilyn Simpson, Community Development Director; Mary Hull, Human Resources Manager, Elizabeth Rodriguez, Public Services Director; Jeff Wagner, Information Technology Manager; Iris Espino, Assistant to the City Manager; and Laura Nieto, Chief Deputy City Clerk

SPONTANEOUS COMMUNICATIONS

DENA ZEPEDA

Dena Zepeda thanked the City Council.

CONSENT CALENDAR

MOTION

A motion was made by Mayor Pro Tem Burrola, seconded by Councilmember Ambriz, to approve Consent Calendar, reading resolutions and ordinances by title only and waiving further reading thereof. The motion was unanimously approved.

ITEM NO. 1A1
MINUTES

MINUTES

None for approval

ITEM NO. 1B
WARRANTS

WARRANTS

None for approval

ITEM NO. 1C
RATIFICATION OF
CITY COUNCIL
RESOLUTION

RATIFICATION OF CITY COUNCIL RESOLUTION 2021-86-3298
(Joint Item with HA Item 1C)

RESOLUTION NO.
HA 2021-92-3304
ADOPTED

Resolution No. SA 2021-92-3304, entitled:

"A JOINT RESOLUTION OF THE CITY COUNCIL ACTING AS IRWINDALE SUCCESSOR AGENCY AND BOARD OF THE IRWINDALE HOUSING AUTHORITY RATIFYING RESOLUTION NO. 2021-86-3298 OF THE CITY OF IRWINDALE, CALIFORNIA,

RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR NEWSOM ON MARCH 4, 2020, AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE CITY OF IRWINDALE FOR THE 30-DAY PERIOD BEGINNING OCTOBER 1, 2021, THROUGH OCTOBER 30, 2021, PURSUANT TO THE RALPH M. BROWN ACT AND ASSEMBLY BILL NO. 361," was adopted.

END OF CONSENT CALENDAR

NEW BUSINESS None.

PUBLIC HEARINGS None.

ADJOURNMENT There being no further business to conduct, the meeting was adjourned at 11:18 p.m.

Laura M. Nieto, MMC
Chief Deputy City Clerk

IRWINDALE CITY COUNCIL CHAMBERS
5050 N. IRWINDALE AVENUE
IRWINDALE, CALIFORNIA 91706

SA Item 1A2

NOVEMBER 10, 2021
WEDNESDAY
9:22 P.M.

The Irwindale **SUCCESSOR AGENCY TO THE IRWINDALE COMMUNITY REDEVELOPMENT AGENCY** met in regular session at the above time and place.

ROLL CALL:

Present: Councilmembers Albert F. Ambriz, Mark A. Breceda, Manuel R. Garcia; Mayor Pro Tem Larry G. Burrola, Mayor H. Manuel Ortiz

Present: William Tam, City Manager; Theresa Olivares, Assistant City Manager; Adrian Guerra, City Attorney; Robert Avila, Police Sergeant; Arsanious Hanna, Director of Engineering / Building Official; Eva Carreon, Finance Director / City Treasurer; Jeanette Duran, Finance Manager; Marilyn Simpson, Community Development Director; Mary Hull, Human Resources Manager, Elizabeth Rodriguez, Public Services Director; Jeff Wagner, Information Technology Manager; Iris Espino, Assistant to the City Manager; and Laura Nieto, Chief Deputy City Clerk

SPONTANEOUS COMMUNICATIONS

ART TAPIA

Art Tapia submitted a written request to invite Mr. Dan Diaz, former Chairman of the Parks & Recreation Commission, to the annual Employee Christmas Luncheon.

CONSENT CALENDAR

MOTION

A motion was made by Mayor Pro Tem Burrola, seconded by Mayor Ortiz, to approve Consent Calendar, reading resolutions and ordinances by title only and waiving further reading thereof. The motion was unanimously approved.

ITEM NO. 1A1
MINUTES

MINUTES

The following minutes were approved:

- 1) Regular meeting held September 8, 2021
- 2) Regular meeting held September 22, 2021

ITEM NO. 1B
WARRANTS

WARRANTS

The warrants were approved.

ITEM NO. 1C
A RESOLUTION TO RE-RATIFY THE EXISTENCE OF A LOCAL EMERGENCY AND AUTHORIZE REMOTE HYBRID MEETINGS OF THE CITY

A RESOLUTION TO RE-RATIFY THE EXISTENCE OF A LOCAL EMERGENCY AND AUTHORIZE REMOTE HYBRID MEETINGS OF THE CITY OF IRWINDALE FOR THE MONTH OF DECEMBER 2021

AND AUTHORIZE REMOTE HYBRID MEETINGS OF THE

OF IRWINDALE FOR
THE MONTH OF
DECEMBER 2021

RESOLUTION NO.
SA 2021-101-3313
ADOPTED

Resolution No. SA 2021-101-3313, entitled:

"A JOINT RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE, SUCCESSOR AGENCY TO THE IRWINDALE COMMUNITY REDEVELOPMENT AGENCY, AND THE BOARD OF THE HOUSING AUTHORITY OF THE CITY OF IRWINDALE, CALIFORNIA, 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 DECEMBER 1, 2021, THROUGH DECEMBER 30, 2021, PURSUANT TO THE RALPH M. BROWN ACT AND ASSEMBLY BILL NO. 361," was adopted.

END OF CONSENT CALENDAR

NEW BUSINESS

None.

PUBLIC HEARINGS

None.

ADJOURNMENT

There being no further business to conduct, the meeting was adjourned at 9:23 p.m.

Laura M. Nieto, MMC
Chief Deputy City Clerk

SA Item 1B

Accounts Payable

Checks by Date - Summary by Check Number

**City of Irwindale as Successor Agency to the
Irwindale Community Redevelopment Agency**



Check No	Vendor No	Vendor Name	Check Date	Check Amount
75679	USBANK03	US Bank Trust N.A.	12/09/2021	3,850.00
Report Total (1 checks):				3,850.00

Accounts Payable

Checks by Date - Summary by Check Number

**City of Irwindale as Successor Agency to the
Irwindale Community Redevelopment Agency**



Check No	Vendor No	Vendor Name	Check Date	Check Amount
75712	LANCES	Lance, Soll & Lunghard LLP	12/15/2021	5,979.00
Report Total (1 checks):				5,979.00

IRWINDALE CITY COUNCIL CHAMBERS
5050 N. IRWINDALE AVENUE
IRWINDALE, CALIFORNIA 91706

HA Item 1A1

OCTOBER 13, 2021
WEDNESDAY
5:30 P.M.

The Irwindale **HOUSING AUTHORITY** met in special session at the above time and place.

ROLL CALL:

Present: Board Members Albert F. Ambriz, Mark A. Breceda,
Manuel R. Garcia; Vice Chair Larry G. Burrola;
Chair H. Manuel Ortiz

Present: William Tam, Executive Director; and Adrian Guerra, Board
Attorney

**SPONTANEOUS
COMMUNICATIONS**

None.

**RECESS TO
CLOSED SESSION**

At 5:32 p.m., the Housing Authority met in Closed Session to discuss
the following:

Public Employee Performance Evaluation (City Council and Housing
Authority Item)

Pursuant to Government Code Section 54957 (b)(1)

Title: City Manager / Executive Director of the Housing Authority

ACTION: Discussion held; no reportable action taken.

ADJOURNMENT

There being no further business to conduct, the meeting was
adjourned at 6:32 p.m.

Laura M. Nieto, MMC
Chief Assistant Authority Secretary

IRWINDALE CITY COUNCIL CHAMBERS
5050 N. IRWINDALE AVENUE
IRWINDALE, CALIFORNIA 91706

HA Item 1A2

OCTOBER 13, 2021
WEDNESDAY
6:45 P.M.

The Irwindale **HOUSING AUTHORITY** met in regular session at the above time and place.

ROLL CALL:

Present: Board Members Albert F. Ambriz, Mark A. Breceda, Manuel R. Garcia, Vice Chair Larry G. Burrola; Chair H. Manuel Ortiz

Also present: William Tam, Executive Director; Theresa Olivares, Assistant Executive Director; Adrian Guerra, Board Attorney; Robert Avila, Police Sergeant; Arsanious Hanna, Director of Engineering / Building Official; Eva Carreon, Finance Director / City Treasurer; Jeanette Duran, Finance Manager; Marilyn Simpson, Community Development Director; Mary Hull, Human Resources Manager, Elizabeth Rodriguez, Public Services Director; Jeff Wagner, Information Technology Manager; Iris Espino, Assistant to the City Manager; and Laura Nieto, Chief Assistant Authority Secretary

SPONTANEOUS COMMUNICATIONS

DENA ZEPEDA

Dena Zepeda made allegations of improprieties and corruption of housing staff. She also made allegations that the former Board Attorney is conspiring with housing staff and that the Northridge Management group, which manages the Las Casitas senior apartments, is abusive to seniors.

BOARD MEMBER
GARCIA

Board Member Garcia asked whether members of the public could be requested to refer to city staff by their positions rather than their names.

CARMEN ROMAN

Carmen Roman made allegations of inadequate repairs at Las Casitas apartments and made allegations of illegal activity by city staff.

CONSENT CALENDAR

MOTION

A motion was made by Vice Chair Burrola, seconded by Board Member Ambriz, to approve Consent Calendar, reading resolutions and ordinances by title only and waiving further reading thereof. The motion was unanimously approved; Board Member Breceda abstaining on Item No. 1B.

ITEM NO. 1A
MINUTES

MINUTES

None for approval.

ITEM NO. 1B
CONSIDERATION OF
APPROVAL –
SUBORDINATION OF

CONSIDERATION OF APPROVAL – SUBORDINATION OF HOME PURCHASE LOAN AT 16135 PEPPERTREE LANE

1) The request by Jaime C. and Enedina H. Renteria for the

HOME PURCHASE
LOAN AT 16135
PEPPERTREE LANE

Housing Authority to subordinate its loan to a new loan made in a refinancing, subject to all conditions established by the Irwindale Community Redevelopment Agency Low & Moderate Home Improvement Program (Substantial Rehabilitation Housing Improvement Program) dated May 23, 2007; was approved, and 2) the Executive Director was authorized to execute the Subordination Agreement subject to Authority Counsel approval as to form.

ITEM NO. 1C
RATIFICATION OF
CITY COUNCIL
RESOLUTION

RATIFICATION OF CITY COUNCIL RESOLUTION 2021-86-3298
(Joint Item with SA Item 1C)

RESOLUTION NO.
HA 2021-05-104
ADOPTED

Resolution No. HA 2021-05-104, entitled:

“A JOINT RESOLUTION OF THE CITY COUNCIL ACTING AS IRWINDALE SUCCESSOR AGENCY AND BOARD OF THE IRWINDALE HOUSING AUTHORITY RATIFYING RESOLUTION NO. 2021-86-3298 OF THE CITY OF IRWINDALE, CALIFORNIA, RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR NEWSOM ON MARCH 4, 2020, AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE CITY OF IRWINDALE FOR THE 30-DAY PERIOD BEGINNING OCTOBER 1, 2021, THROUGH OCTOBER 30, 2021, PURSUANT TO THE RALPH M. BROWN ACT AND ASSEMBLY BILL NO. 361,” was adopted.

NEW BUSINESS

None.

PUBLIC HEARINGS

None.

ADJOURNMENT

There being no further business to conduct, the meeting was adjourned at 6:55 p.m.

Laura M. Nieto, MMC
Chief Assistant Authority Secretary

IRWINDALE CITY COUNCIL CHAMBERS
5050 N. IRWINDALE AVENUE
IRWINDALE, CALIFORNIA 91706

HA Item 1A3

NOVEMBER 10, 2021
WEDNESDAY
9:23 P.M.

The Irwindale **HOUSING AUTHORITY** met in regular session at the above time and place.

ROLL CALL:

Present: Board Members Albert F. Ambriz, Mark A. Breceda, Manuel R. Garcia, Vice Chair Larry G. Burrola; Chair H. Manuel Ortiz

Also present: William Tam, Executive Director; Theresa Olivares, Assistant Executive Director; Adrian Guerra, Board Attorney; Ty Henshaw, Chief of Police; Arsanious Hanna, Director of Engineering / Building Official; Eva Carreon, Finance Director / City Treasurer; Jeanette Duran, Finance Manager; Marilyn Simpson, Community Development Director; Mary Hull, Human Resources Manager, Elizabeth Rodriguez, Public Services Director; Jeff Wagner, Information Technology Manager; Iris Espino, Assistant to the City Manager; and Laura Nieto, Chief Assistant Authority Secretary

SPONTANEOUS
COMMUNICATIONS

There were no speakers.

CONSENT CALENDAR

MOTION

A motion was made by Board Member Breceda, seconded by Chair Ortiz, to approve Consent Calendar, reading resolutions and ordinances by title only and waiving further reading thereof. The motion was unanimously approved.

ITEM NO. 1A
MINUTES

MINUTES

The following minutes were approved:

- 1) Regular meeting held September 8, 2021
- 2) Regular meeting held September 22, 2021

ITEM NO. 1B
A RESOLUTION TO
RE-RATIFY THE
EXISTENCE OF A
LOCAL EMERGENCY
AND AUTHORIZE
REMOTE HYBRID
MEETINGS OF THE
LEGISLATIVE BODIES
OF THE CITY OF
IRWINDALE FOR THE
MONTH OF
DECEMBER 2021

A RESOLUTION TO RE-RATIFY THE EXISTENCE OF A LOCAL EMERGENCY AND AUTHORIZE REMOTE HYBRID MEETINGS OF THE LEGISLATIVE BODIES OF THE CITY OF IRWINDALE FOR THE MONTH OF DECEMBER 2021 (Joint Item on the City council and Successor Agency)

RESOLUTION NO.
HA 2021-07-106
ADOPTED

Resolution No. HA 2021-07-106, entitled:

"A JOINT RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE, SUCCESSOR AGENCY TO THE IRWINDALE COMMUNITY REDEVELOPMENT AGENCY, AND THE BOARD OF THE HOUSING AUTHORITY OF THE CITY OF IRWINDALE, CALIFORNIA, 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 DECEMBER 1, 2021, THROUGH DECEMBER 30, 2021, PURSUANT TO THE RALPH M. BROWN ACT AND ASSEMBLY BILL NO. 361," was adopted.

NEW BUSINESS

ITEM NO. 2A
UPDATE ON STATUS
OF LAS CASITAS
VACANCIES

UPDATE ON STATUS OF LAS CASITAS VACANCIES (verbal)

DIRECTOR SIMPSON

Director Simpson provided the update. She advised that, of the 58 applications distributed for the three vacant apartments, 37 were returned. Of those, 23 were complete and met the HA Board approved guidelines. However, some of the applicants did not fit into the existing criteria of the guidelines and, in order to rank the qualified applications, the Board would need to provide direction. This will be discussed in detail during the next agenda item.

ITEM NO. 2B
AMENDMENT TO THE
GUIDELINES,
POLICIES, AND
PROCEDURES FOR
SENIOR LOW /
MODERATE INCOME
HOUSING APARTMENT
RENTAL PROGRAM

AMENDMENT TO THE GUIDELINES, POLICIES, AND
PROCEDURES FOR SENIOR LOW/MODERATE INCOME
HOUSING APARTMENT RENTAL PROGRAM

BOARD MEMBER
BRECEDA

Board Member Breceda declared a potential conflict of interest and exited the Council Chambers at 9:29 p.m.

ASSISTANT BOARD
ATTORNEY TRAXLER

Assistant Board Attorney Traxler presented the staff report.

BOARD MEMBER
AMBRIZ

Replying to several question by Board Member Ambriz, Assistant Board Attorney Traxler discussed the requirements under the Guidelines for Continuous Irwindale residents.

Board Member Ambriz suggested shortening the length of time that residents must prove residency through documents in order to qualify for Category A residency, from 15 years down to 5 years.

CHAIR ORTIZ

Chair Ortiz asked about utilizing affidavits under the guidelines, to which Assistant Board Attorney Traxler advised that affidavits could be utilized for any documentation that cannot be verified. She also noted that the documentation of 15 years of residency in order to be classified a Category A resident is applicable to all Irwindale housing programs.

BOARD MEMBER
AMBRIZ

In response to a question by Board Member Ambriz, Assistant Board Attorney Traxler advised that the three vacant apartment units have all been designated for extremely low-income households. She also advised that the complete removal of the moderate-income classification under this program would need to be negotiated with Northridge Management and implemented in the Disposition and Development Agreement as well as the Regulatory Agreement.

Board Member Ambriz asked whether the Board may discuss the purchase of the lease agreement with Northridge, to which Assistant Board Attorney Traxler indicated that it may not since it is not on the agenda. Board Member Ambriz requested that the matter be placed on the next agenda for discussion.

CHAIR ORTIZ

Chair Ortiz concurred with lowering the documentation requirement from 15 years to 5 years. He then asked whether this change would need to be relayed to the current applicants, to which Assistant Board Attorney Traxler advised that changing the guidelines that defines a Category A resident would cause staff to have to re-analyze and re-score the eligible applications, which would cause a delay.

EXECUTIVE DIRECTOR
TAM

Executive Director Tam reminded the Board that the purpose of this report was to take action that would permit staff to finalize the current application ranking process. The potential to change the residency requirements and the possible removal of eligibility of moderate-income households from the program would be addressed in the future.

RESOLUTION NO.
HA 2021-08-107
ADOPTED

Resolution No. HA 2021-08-107, entitled:

"A RESOLUTION OF THE BOARD OF DIRECTORS OF THE IRWINDALE HOUSING AUTHORITY APPROVING AN AMENDMENT TO THE GUIDELINES, POLICIES AND PROCEDURES FOR SENIOR LOW/MODERATE INCOME HOUSING APARTMENT RENTAL PROGRAM," was passed, approved, and adopted, with the addition of a "Priority 6" category of "None of the Above" under the Third Priority Criteria, and the Guidelines were amended to provide for an affidavit procedure

whereby applicants may submit an affidavit to verify information under penalty of perjury in order to verify information that cannot be verified through documentation requested, and to provide for an administrative hearing procedure to determine applicant eligibility, if necessary, on the motion of Board Member Ambriz, seconded by Vice Chair Burrola, and unanimously approved.

ITEM NO. 2C
CONSIDERATION OF
FINANCIAL ASPECTS
OF REQUEST FOR
PROPOSALS FOR
DEVELOPMENT OF
AFFORDABLE
HOUSING UNITS ON
SOUTHERN THREE
(3) ACRES OF LAND
LOCATED AT 5100
ALLEN DRIVE

CONSIDERATION OF FINANCIAL ASPECTS OF REQUEST FOR PROPOSALS FOR DEVELOPMENT OF AFFORDABLE HOUSING UNITS ON SOUTHERN THREE (3) ACRES OF LAND LOCATED AT 5100 ALLEN DRIVE

The Board reach consensus to continue this matter to the next meeting.

ITEM NO. 2D
PROJECT
ACCEPTANCE AND
RATIFY THE
CONTRACT CHANGE
ORDERS FOR THE
MAYANS HOUSING
PROJECT PHASE 2,
PHASE 3,
AND PHASE 4

PROJECT ACCEPTANCE AND RATIFY THE CONTRACT CHANGE ORDERS (CCOs) FOR THE MAYANS HOUSING PROJECT PHASE 2 (IRWINDALE AVENUE), PHASE 3 (BACA AVENUE) AND PHASE 4 (MOUNTAIN AVENUE / AMBRIZ STREET)

EXECUTIVE DIRECTOR TAM Executive Director Tam presented the staff report.

CHAIR ORTIZ

Replying to a question by Chair Ortiz, Executive Director Tam advised that the Housing Authority pays the fees for the construction as well as for change order items not included in the original project proposal.

Chair Ortiz also asked about the moneys that Mayans still owes, to which Executive Director Tam advised that the amount would be applied toward the closing costs of the final home. He added that the Finance Director will ensure that this is part of the conditions that must be met before the close of escrow.

MOTION

A motion was made by Vice Chair Burrola, seconded by Chair Ortiz, to: 1) ratify the contract change orders for the Mayans Housing Project Phase 2 (Irwindale Avenue), Phase 3 (Baca Avenue), and Phase 4 (Mountain Avenue / Ambriz Street), and accept the project; 2) approve the final construction contract change orders 1 through 3 for Phase 2

(Irwindale Avenue) in the amount of \$167,315.00; 3) approve the final construction contract change order 4 for Phase 3 (Baca Avenue) in the amount of \$19,229.00; 4) approve the final construction contract change order 5 for Phase 3 (Mountain Avenue / Ambriz Street) in the amount of \$386,909.00; 5) accept a construction credit in the amount of \$125,032.00 issued by California American Water for construction of a water main to service the seven new homes on Ambriz Street (Phase 4 Mountain Avenue); 6) authorize the Chief Authority Assistant Secretary to file the notice of completion; and 7) authorize the Finance Director to release the project retention amount, including the approved contract change orders, for the Mayans Housing Project Phase 2 (Irwindale Avenue), Phase 3 (Baca Avenue), and Phase 4 (Mountain Avenue / Ambriz Street) at the close of escrow of 704 Ambriz Street. The motion was unanimously approved, with Board Member Garcia abstaining and Board Member Breceda absent.

PUBLIC HEARINGS

None.

ADJOURNMENT

There being no further business to conduct, the meeting was adjourned at 9:49 p.m.

Laura M. Nieto, MMC
Chief Assistant Authority Secretary