

# 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

**FEBRUARY 9, 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*

### *Pursuant to Irwindale Resolution No. Resolution No. 2022-02-3251*

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

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

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

**Via Zoom Webinar at <https://us02web.zoom.us/j/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. CONSENT CALENDAR**

- 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 30-Day Period Beginning February 13, 2022 through March 14, 2022 (Joint item for all agencies)

Recommendation: Staff recommends City Council, Successor Agency, and Housing Authority **adopt Resolution No. 2022-11-3261, Resolution No. SA 2022-12-3262, and Resolution No. HA 2022-02-112** 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 FEBRUARY 13, 2022 THROUGH MARCH 14, 2022 PURSUANT TO THE RALPH M. BROWN ACT AND ASSEMBLY BILL NO. 361".

**D. RECESS TO CLOSED SESSION**

- A. 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; Jeanette Duran, Interim Director of Finance/City Treasurer

Employee Organizations: ICEA and IPOA

B. Conference with Real Property Negotiators

Pursuant to Government Code section 54956.8

Property: 16102 E. Arrow Highway, Irwindale

Agency negotiator: City Manager

Negotiating parties: Irwindale Chamber of Commerce and City of Irwindale

Under negotiation: Price and terms of lease amendment

C. Conference with Legal Counsel – Existing Litigation

Pursuant to California Government Code Section 54956.9

Name of Case: Five Points, LP vs. City of Irwindale

Case Number: 22STCV01394

Case Name: City of Irwindale As Successor Agency to the Irwindale Community  
Redevelopment Agency, et al. v. County of Los Angeles

Case Number: Ventura County Superior Court Case No. 56-2015-00464100-CU-WM-VTA

D. Public Employee Performance Evaluation

Pursuant to California Government Code Section 54957

Title: City Attorney

**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. **CHANGES TO THE AGENDA**
- F. **COUNCIL MEMBER TRAVEL REPORTS**
- G. **COUNCILMEMBER COMMENTS**
- H. **INTRODUCTION OF NEW EMPLOYEES/PROMOTIONS**
- I. **PROCLAMATIONS / PRESENTATIONS / COMMENDATIONS**

### **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**

**Department: Administration / City Clerk**

Recommendation: Approve the following minutes:

- 1. Special meeting held January 12, 2022
- 2. Regular meeting held January 12, 2022

B. Warrants/Demands/Payroll**Department: Finance**

Recommendation: Approve

C. Approval of Plans and Specifications for the Installation of Speed Humps on Juarez; P-1033**Department: Engineering**

Recommendation: (1) Approve the plans and specifications for the Installation of Speed Humps on Juarez; and (2) authorize staff to solicit bids for construction of the project.

**2. NEW BUSINESS***At this time, members of the audience may ask to be heard regarding an item on New Business.*A. Consideration of Resolution Amending the Classification Plan**Department: Administration / Human Resources**Recommendation: **Adopt Resolution No. 2022-13-3263** 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".B. Consideration of Resolution Amending the Compensation Plan**Department: Administration / Human Resources**Recommendation: **Adopt Resolution No. 2022-14-3264** 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".C. Adoption of the 2022 Legislative Platform**Department: Administration**

Recommendation: Approve the 2022 Legislative Platform.

**3. PUBLIC HEARINGS***At this time, members of the audience may ask to be heard regarding an item on Public Hearings.***4. CITY MANAGER'S REPORT****5. AGENDA ITEMS REQUESTED BY COUNCIL MEMBERS****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

**Department: Administration / City Clerk**

Recommendation: Approve the following minutes:

1. Regular meeting held January 12, 2022

B. Warrants

**Department: Finance**

Recommendation: Approve

#### 2. NEW BUSINESS

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

#### 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 and Irwindale Successor Agency to the Irwindale Community Redevelopment Agency, to be held on February 9, 2022, be posted at the City Hall, Library, and Post Office on February 3, 2022.

*Laura M. Nieto, MMC*

Laura M. Nieto, MMC  
Chief Deputy City Clerk

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

*City of*  
**IRWINDALE**  
**AGENDA REPORT**

**Date:** February 9, 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 February 13, 2022 through March 14, 2022

**City Manager/Executive Director's Recommendation:**

Staff recommends City Council, Successor Agency, and Housing Authority **adopt Resolution No. 2022-11-3261, Resolution No. SA 2022-12-3262, and Resolution No. HA 2022-02-112** 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 FEBRUARY 13, 2022 THROUGH MARCH 14, 2022 PURSUANT TO THE RALPH M. BROWN ACT AND ASSEMBLY BILL NO. 361".

**Administrative Action:**

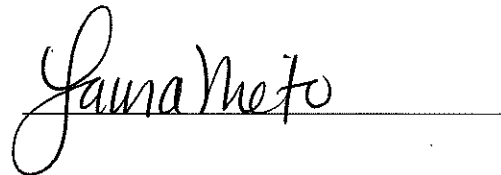
**Submitted by:**

Theresa Olivares, Assistant City Manager



**Prepared by:**

Laura Nieto, Chief Deputy City Clerk

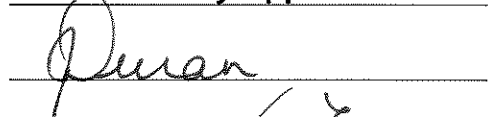


**Reviewed by:**

Adrian R. Guerra, City Attorney

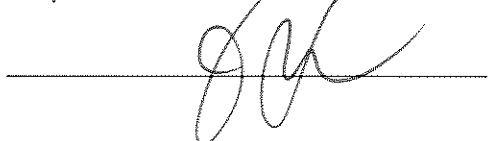
Jeanette Duran, Interim Finance Director / City Treasurer

**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. On January 12, 2022, the City Council, Successor Agency and Housing Authority adopted joint Resolution No. 2022-02-3251, SA Resolution No. 2022-03-3252 and HA Resolution No. 2022-01-111, 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 January 13, 2022 through February 12, 2022; and

8. The attached joint resolution for the City Council, Successor Agency, and Housing Authority, make the findings necessary for 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.
9. As a result, joint Resolution 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, 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 remote 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 February 13, 2022 through March 14, 2022 is estimated to be approximately \$900.

**Attachment:**

1. Joint Resolution No. 2022-11-3261, Resolution No. SA 2022-12-3262, Resolution No. HA 2022-02-112

**RESOLUTION NO. 2022-11-3261  
RESOLUTION NO. SA 2022-12-3262  
RESOLUTION NO. HA 2022-02-112**

**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 FEBRUARY 13, 2022  
THROUGH MARCH 14, 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

Resolution No. 2022-11-3261

Resolution No. SA 2022-12-3262

Resolution No. HA 2022-02-112

local emergency and authorized remote hybrid meetings for all legislative bodies of the City of Irwindale for the month on November; and

**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**, on January 12, 2022, the City Council, Successor Agency and Housing Authority Board adopted joint Resolution No. 2022-02-3251, SA Resolution No. 2022-03-3252 and HA Resolution No. 2022-01-111, 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 January 13, 2022 through February 12, 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 February 13, 2022 through March 14, 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 remote 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;

Resolution No. 2022-11-3261

Resolution No. SA 2022-12-3262

Resolution No. HA 2022-02-112

- 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 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 February 13, 2022.

**PASSED, APPROVED AND ADOPTED** this 9<sup>th</sup> of February 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. 2022-11-3261, Resolution No. SA 2022-12-3262, and Resolution No. HA 2022-02-112 was duly adopted by the City Council of the City of Irwindale at a regular scheduled meeting thereof held on the 9<sup>th</sup> day of February 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. 2022-11-3261  
Resolution No. SA 2022-12-3262  
Resolution No. HA 2022-02-112

## 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.

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

CC Item 1A1

JANUARY 12, 2022  
WEDNESDAY  
5:30 P.M.

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

**ROLL CALL:**

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

Absent: Councilmember H. Manuel Ortiz

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

**SPONTANEOUS  
COMMUNICATIONS**

DENA ZEPEDA

Dena Zepeda suggested that the City take over management of the Las Casitas Senior Apartments, and spoke on her perspective about an incident that occurred at the apartment complex.

**RECESS TO  
CLOSED SESSION**

CITY ATTORNEY  
GUERRA

City Attorney reported on the results of the Closed Session meeting held December 8.

At 5:46 p.m., the City Council met in Closed Session to discuss the following:

**Public Employee Appointment**

Pursuant to California Government Code Section 54957

Title: City Manager / Interim City Manager

ACTION: Discussed, direction provided; no reportable action taken.

**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

ACTION: Updated provided; no reportable action taken

**RECONVENE IN  
OPEN SESSION**

At 6:32 p.m., the City Council reconvened in Open Session with all members present.

**ADJOURNMENT**

There being no further business to conduct, the meeting was adjourned at 6:33 p.m.

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Laura M. Nieto, MMC  
Chief Deputy City Clerk

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

CC Item 1A2

**JANUARY 12, 2022  
WEDNESDAY  
6:30 P.M.**

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

**ROLL CALL:**

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

Absent: Councilmember 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; Jeanette Duran, Interim Finance Director / City Treasurer; 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 BURROLA**

Mayor Burrola requested to adjourn the meeting in memory of Ben Aguayo, and expressed concerns over an incident that occurred during a house party on Fraijo Street on December 25. He asked whether the City has a curfew policy in place, and asked about protocols in informing the Council of these types of incidents.

Responding to questions by Mayor Burrola, City Manager Tam advised that the City does not have a curfew policy in place, and that staff follows an unwritten, informal policy to notify the Council of notable incidents that occur in the city.

Mayor Burrola requested a written policy be prepared directing that the members of the Council be notified of certain incidents.

**COUNCILMEMBER  
GARCIA**

Councilmember Garcia noted that there were comments made at the December 8 meeting regarding compensation for city employees, and noted that government employees' compensation information is available online.

**MAYOR PRO TEM  
AMBRIZ**

Mayor Pro Tem Ambriz stated that the State of California and Los Angeles County have previously enacted curfews due to the ongoing pandemic and has prohibited large gatherings. He stated his dismay that a Councilmember would disregard said mandates and indicated

that the events that occurred during the incident are under investigation.

COUNCILMEMBER  
BRECEDA

Councilmember Breceda expressed his disappointment in the occurrence, and stated that the alleged events would have had to occur on the street, not at his gathering. He added that he was unsure what exactly occurred.

MAYOR BURROLA

Mayor Burrola requested to pull Item No. 1C for separate consideration.

**INTRODUCTION OF  
NEW EMPLOYEES /  
PROMOTIONS**

None.

**PROCLAMATIONS /  
PRESENTATIONS /  
COMMENDATIONS**

CERTIFICATES OF  
RECOGNITION TO  
OUTGOING  
COMMISSIONERS  
ART TAPIA AND  
NATALIE OROSCO

CERTIFICATES OF RECOGNITION TO OUTGOING  
COMMISSIONERS ART TAPIA AND NATALIE OROSCO

The presentations were made; recipients were not in attendance.

ADMINISTRATION OF  
OATHS OF OFFICE TO  
APPOINTED  
COMMISSIONERS  
ENOCH BURROLA,  
PAULA FRAIJO,  
DAVID FUENTES,  
PATRICIA GONZALES,  
IRIS RODRIGUEZ,  
AND BELEN ZEPEDA

ADMINISTRATION OF OATHS OF OFFICE TO APPOINTED  
COMMISSIONERS ENOCH BURROLA, PAULA FRAIJO, DAVID  
FUENTES, PATRICIA GONZALES, IRIS RODRIGUEZ AND BELEN  
ZEPEDA

The Oaths of Office were administered to Paula Fraijo, David  
Fuentes, and Patricia Gonzales.

**SPONTANEOUS  
COMMUNICATIONS**

CARMEN ROMAN

Carmen Roman asked whether the audience can speak on items that have been pulled from the agenda for separate consideration, requested an update from members of the Council when they attend events in representation of the City, and complained about rude staffers at pop-up COVID testing sites.

CITY ATTORNEY  
GUERRA

City Attorney Guerra stated that members of the public may speak when pulled agenda items are being considered.

- DENA ZEPEDA Dena Zepeda read from a prepared letter wherein she makes varying allegations of corruption, stated that city positions should require an application process, expressed concern about giving management positions to unqualified individuals, complained about gossiping seniors, and stated that she was a victim of "unfairness", and spoke against implementing a curfew.
- LINDA MAREZ Linda Marez expressed her disappointment in the allegations made and denied that Councilmember Breceda had anything to do with the events that occurred at the incident on Fraijo Street on December 25. She also spoke against the possible implementation of a curfew and Mayor Burrola's request to be informed of incidents within the city.
- LINDA BLAHN Linda Blahn reported on an incident that occurred at Las Casitas Senior Apartments with her mother and resident Maggie Guzman. She spoke on the stress that the incident has caused her mother and requested reimbursement for the expenses her mother incurred in painting her apartment.
- DENA ZEPEDA Dena Zepeda spoke on her perspective of the incident that occurred at the senior apartments.
- PAT GONZALES Pat Gonzales stated that the members of the Council were elected to make decisions on behalf of the residents and not to judge each other. She stated that the incident on Fraijo Street would be described in the police report, and that all other allegations are mere gossip.
- CARMEN ROMAN Carmen Roman referred to seniors as "valuable commodities", and suggested that Maggie Guzman be reimbursed for her expenses. She also complained that the senior apartments were not decorated for Christmas.
- MEGAN ZEPEDA Megan Zepeda's email was read into the record, where she congratulated the incoming commissioners and commended staff from the Police Department and Library.
- RALPH GALVAN Ralph Galvan, member of the Valley County Water District, wished all a happy new year and encouraged continued water conservation.
- H. MANUEL ORTIZ H. Manuel Ortiz stated that he was unable to join the meeting as a member of the Council.
- SUZANNE GOMEZ Suzanne Gomez spoke on the need of civility in politics, spoke in support of Maggie Guzman, stated that the city needs a noise ordinance, and suggested that the best-qualified candidates receive employment, and that individuals not be appointed simply due to politics.

|                          |                                                                                                                                                                                                                                                                                                       |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| COUNCILMEMBER<br>BRECEDA | Councilmember Breceda agreed about the need to treat seniors fairly, and stated that something must be done regarding the incident with Ms. Guzman.                                                                                                                                                   |
| COUNCILMEMBER<br>AMBRIZ  | Councilmember Ambriz stated that the city is doing everything it can to purchase the Las Casitas facility so that it can be managed by the city.                                                                                                                                                      |
| MAYOR BURROLA            | Mayor Burrola stated that staff is looking into the incident at Las Casitas.                                                                                                                                                                                                                          |
| CITY ATTORNEY<br>GUERRA  | City Attorney Guerra responded to H. Manuel Ortiz's comment by speaking about AB361 requirements for virtual meetings and participation and noted that, due to a technological issue and through no fault of his, Councilmember Ortiz would be unable to participate online during tonight's meeting. |

**CONSENT CALENDAR**

|        |                                                                                                                                                                                                                                                                  |
|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| MOTION | A motion was made by Councilmember Breceda, seconded by Councilmember Garcia, to approve the Consent Calendar, with the exception of Item No. 1C, which was removed for separate consideration. The motion was unanimously approved; Councilmember Ortiz absent. |
|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**ITEM NO. 1A**  
**MINUTES**

**MINUTES**

The following minutes were approved:

- 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

**ITEM NO. 1B**  
**WARRANTS**  
**/ DEMANDS**  
**/ PAYROLL**

**WARRANTS / DEMANDS / PAYROLL**

The warrants / demands / payroll were approved.

**ITEM NO. 1D**  
**CLAIM REJECTION –**  
**ANDRE CAMARENA**

**CLAIM REJECTION – ANDRE CAMARENA**

- 1) The claim of Andre Camarena vs. City of Irwindale was rejected and 2) staff was directed to send a letter of rejection.

**ITEM NO. 1E**  
**CLAIM REJECTION –**  
**ANGELICA LOPEZ**  
**ROBLEDO**

**CLAIM REJECTION – ANGELICA LOPEZ ROBLEDO**

- 1) The claim of Angelica Lopez Robledo vs. City of Irwindale was rejected and 2) staff was directed to send a letter of rejection.

ITEM NO. 1F  
SECOND READING OF  
ORDINANCE ADDING  
CHAPTER 8.22 TO  
TITLE 8 OF THE  
IRWINDALE  
MUNICIPAL CODE

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

ORDINANCE NO. 759  
ADOPTED 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,” was passed, approved, and adopted, reading by title only and waiving further reading thereof.

**END OF CONSENT CALENDAR**

ITEM NO. 1C  
CONSIDERATION OF  
RESOLUTIONS  
AMENDING THE  
CLASSIFICATION AND  
COMPENSATION  
PLANS

CONSIDERATION OF RESOLUTIONS AMENDING THE CLASSIFICATION AND COMPENSATION PLANS (CONTINUED FROM DECEMBER 8, 2021)

MANAGER HULL

Human Resources Manager Hull presented the report.

MAYOR BURROLA

Replying to several questions by Mayor Burrola, Manager Hull discussed staff's staffing requests ad outlined in the staff report, such as the reclassification of the HR Analyst to Benefits Administrator and the creation of a Communications Specialist position.

Mayor Burrola then questioned the need for a Police Captain position, to which Chief Henshaw replied by noting that the Police Department has made several requests in the past and has emphasized the need to reclassify the Police Lieutenant to Police Captain position in order to meet the department's needs and establish a proper chain of

command. He further noted that Police Sergeants are currently tied up in the office performing administrative work when they could be working on the streets since the department currently lacks the administrative staff necessary to do the work. Additionally, if the Police Lieutenant is reclassified to Captain, this action would trigger a promotional process to backfill the Lieutenant position, which in turn would also ultimately result in the hiring of another police officer.

Mayor Burrola spoke in support of creating a second Lieutenant position, to which Chief Henshaw noted that he had requested this as part of his plan four years ago; however, he advised against it at this time since it would not meet the succession plan of the department, which is necessary for proper oversight.

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| DENA ZEPEDA              | Dena Zepeda made allegations and complaints against the current Police Lieutenant, and suggested undergoing a recruitment process for the Captain position.                                                                                                                                                                                                                                                     |
| CARMEN ROMAN             | Carmen Roman stated her belief that a Captain position is not needed, complained about transferring Resident ID duties to another staff member, complained about the process needed for children to obtain bus passes, and stated incorrectly that the City never held a Police Captain position.                                                                                                               |
| CHIEF HENSHAW            | Chief Henshaw corrected Mrs. Roman and noted that he has previously served as Irwindale Police Captain himself. He also disputed allegations of favoritism within the department and advised that the city engages in open and transparent processes, and stated that he would be opening the position to all internal and external candidates so that the best could be chosen.                                |
| DENA ZEPEDA              | Dena Zepeda read from a prepared statement and stated her belief that the current Police Lieutenant is not qualified to serve as Captain.                                                                                                                                                                                                                                                                       |
| MAYOR BURROLA            | As requested by Mayor Burrola, Manager Hull elaborated on the related costs for the staffing adjustments outlined in the staff report.                                                                                                                                                                                                                                                                          |
| MAYOR PRO TEM<br>AMBRIZ  | Mayor Pro Tem Ambriz declined support for the part-time Communications Specialist position and stated that the staffer currently performing these duties is doing an outstanding job. He also spoke against filling the Captain position and supported filling a second Lieutenant position. He did, however, voice his support for the Benefits Administrator position and the Senior Center Leader positions. |
| COUNCILMEMBER<br>BRECEDA | Councilmember Breceda spoke about the need to support Chief Henshaw and the Police Department by approving the reclassification of Lieutenant to Captain, and supported the rest of the staffing adjustments recommended by staff.                                                                                                                                                                              |

MOTION

A motion was made by Councilmember Garcia, seconded by Councilmember Breceda, to 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," and

**Resolution No. 2021-117-3239**, entitled:

"A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE ESTABLISHING THE BENEFITS FOR UNREPRESENTED UNCLASSIFIED NON-PERMANENT AND PERMANENT PART-TIME AT-WIL CITY EMPLOYEES," and

**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 NON-PERMANENT AND PERMANENT PART-TIME AT-WILL POSITIONS,".

MAYOR BURROLA

Mayor Burrola noted that the city is currently negotiating with city employee organizations and that a new City Manager will soon be hired. He requested holding off on taking action on this matter until the mid-year budget review is underway and until a new City Manager is hired.

H. MANUEL ORTIZ

H. Manuel Ortiz suggested tabling this matter until a new City Manager is hired.

SUZANNE GOMEZ

Suzanne Gomez suggested tabling this matter.

ROLL CALL

With regard to the above-mentioned motion, Councilmembers Breceda and Garcia voted in favor; Mayor Pro Tem Ambriz and Mayor Burrola voted against.

MOTION

Mayor Burrola made a motion to table this matter until the mid-year budget review.

CITY ATTORNEY  
GUERRA

City Attorney Guerra noted that state law has increased the minimum wage beginning January. He spoke on the need to adopt the second and third resolutions that were requested by staff in order to address this state requirement.

MANAGER HULL

Manager Hull elaborated on the resolutions that City Attorney Guerra referred to, as well as the actions that would be taken should the resolutions be adopted.

MOTION

A motion was made by Mayor Pro Tem Ambriz, seconded by Mayor Burrola, to adopt:

**Resolution No. 2021-117-3239**, entitled:

"A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE ESTABLISHING THE BENEFITS FOR UNREPRESENTED UNCLASSIFIED NON-PERMANENT AND PERMANENT PART-TIME AT-WIL CITY EMPLOYEES," and

**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 NON-PERMANENT AND PERMANENT PART-TIME AT-WILL POSITIONS,". The motion was unanimously approved; Councilmember Ortiz absent.

### **NEW BUSINESS**

**ITEM NO. 2A**  
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

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)

CHIEF DEPUTY  
CITY CLERK NIETO

Chief Deputy City Clerk Nieto presented the staff report.

CARMEN ROMAN Carmen Roman spoke in favor of maintaining hybrid legislative meetings.

DENA ZEPEDA Dena Zepeda questioned why Councilmember Ortiz was unable to participate virtually in tonight's meeting, to which City Attorney Guerra advised that the meeting agendas must identify that the proceedings are being held in accordance with AB361 to allow for the remote participation of a Councilmember. When the agenda for tonight's meeting was prepared, it was assumed that all Councilmembers would attend the meeting in person; as such, the agenda did not contain this language. However, staff learned on Monday that Councilmember Ortiz would potentially not meet in person, and so staff amended the special meeting agenda to invoke AB361 in order to permit his off-site virtual attendance. However, due to technical errors, the agenda was not uploaded to the city's website. This is the reason Councilmember Ortiz was unable to participate in tonight's meeting.

MAYOR PRO TEM AMBRIZ Replying to Mayor Pro Tem Ambriz's question, City Attorney Guerra explained that the Council previously authorized hybrid meetings per AB361 through January 8. Unfortunately, Councilmember Ortiz was unable to join tonight's meeting since the meeting was not noticed as an AB361 meeting. In order to avoid this happening again in the future, the Council will continue holding meetings every two weeks in order to meet the 30-day AB361 deadlines.

COUNCILMEMBER BRECEDA Councilmember Breceda noted that a majority of cities are beginning to shut down again due to the pandemic, and expressed his preference that meetings be held via teleconference for the safety and protection of staff and residents.

CARMEN ROMAN Carmen Roman again spoke on her preference of hybrid meetings.

DENA ZEPEDA Dena Zepeda spoke highly of Chief Deputy City Clerk Nieto, and stated that the people deserve to have their elected Councilmembers attend the meetings in person.

MAYOR BURROLA Mayor Burrola expressed concern for the safety of employees and residents.

MOTION A motion was made by Mayor Pro Tem Ambriz, seconded by Mayor Burrola, to adopt:

**Resolution No. 2022-02-3251**, 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." The motion was unanimously approved; Councilmember Ortiz absent.

ITEM NO. 2B  
UPDATE ON COYOTES  
IN THE CITY OF  
IRWINDALE

UPDATE ON COYOTES IN THE CITY OF IRWINDALE (verbal,  
requested by Councilmember Breceda)

DIRECTOR  
RODRIGUEZ

Director Rodriguez presented the update, wherein she advised that the city has collaborated with the San Gabriel Valley Council of Governments to provide a coyote program consisting of the dissemination of safety information and measures to be taken when encountering coyotes. She added that an online regional incident reporting system and a hotline have been activated. Staff has also distributed children activity books and has held Twitter chats to discuss how to keep pets safe. Information has also been posted on the city website and social media pages, and mailed to city residents. She also reported a sighting of an aggressive pack near the Nora/Fraijo area.

COUNCILMEMBER  
BRECEDA

Councilmember Breceda requested that staff stay alert regarding the pack near the Nora/Fraijo area.

DENA ZEPEDA

Dena Zepeda spoke on her encounter with coyote packs and how she howls at them.

DIRECTOR  
RODRIGUEZ

Director Rodriguez advised that staff receives monthly coyote reports, and that staff goes out in search of coyotes, but has not seen them in a while.

Responding to a question by Dena Zepeda, Director Rodriguez advised that sick or injured coyotes tend to move slower and are unusually aggressive.

PUBLIC HEARINGS

ITEM NO. 3A  
PROPOSED USE OF  
CDBG ALLOCATION  
FOR FY 2022-2023

PROPOSED USE OF CDBG ALLOCATION FOR FY 2022-2023

INTERIM DIRECTOR  
DURAN

Interim Director Duran presented the staff report.

OPEN  
PUBLIC HEARING

At 9:04 p.m., Mayor Burrola opened the public hearing.

|                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CARMEN ROMAN                              | Carmen Roman asked whether there was an allocation set aside for Senior Center meals.                                                                                                                                                                                                                                                                                                                                                                                      |
| DENA ZEPEDA                               | Dena Zepeda asked whether the allocation would impact housing.                                                                                                                                                                                                                                                                                                                                                                                                             |
| SUZANNE GOMEZ                             | Suzanne Gomez suggested that, if the allocation would cover senior meals, that a portion be used to reimburse Mrs. Guzman's expenses in painting her apartment.                                                                                                                                                                                                                                                                                                            |
| INTERIM DIRECTOR<br>DURAN                 | Interim Director Duran clarified that the Community Development Block Grant is an annual funding provided by the federal government to the city, to be used in specific ways. In this instance, the full \$9,470 that will be received can be used to fund the seniors' meals to help them meet their daily nutritional needs. She noted that the funding allocation would fund six months of the program, with the remaining six months to be funded by the General Fund. |
| CLOSE<br>PUBLIC HEARING                   | There being no additional speakers, Mayor Burrola closed the public hearing at 9:08 p.m.                                                                                                                                                                                                                                                                                                                                                                                   |
| RESOLUTION NO.<br>2022-01-3250<br>ADOPTED | <b>Resolution No. 2022-01-3250</b> , entitled:<br><br>"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," was passed, approved, and adopted, on the motion of Mayor Pro Tem Ambriz, seconded by Mayor Burrola, and unanimously approved; Councilmember Breceda abstaining and Councilmember Ortiz absent.                    |

**CITY MANAGER'S  
REPORT**

|                                            |                                                                                                                                                                     |
|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| DIRECTOR                                   | Director Rodriguez provided an update on Recreation Department and Senior Center activities and events.                                                             |
| ASSISTANT TO THE<br>CITY MANAGER<br>ESPINO | Assistant to the City Manager Espino provided an update on COVID-19.                                                                                                |
| DENA ZEPEDA                                | Dena Zepeda asked about vaccination numbers and testing sites.                                                                                                      |
| CARMEN ROMAN                               | Carmen Roman reported incidents where she noticed staff was not wearing masks, and thanked Assistant to the City Manager Espino for following up on her phone call. |

ASSISTANT TO THE CITY MANAGER ESPINO Assistant to the City Manager Espino advised that the County does not provide vaccination data to the City.

MAYOR BURROLA Responding to a question by Mayor Burrola, Manager Hull advised that the County of Los Angeles requires employers to provide certain types of facemasks to employees, and noted that Public Services staff is working on securing said masks.

**AGENDA ITEMS  
REQUESTED BY  
COUNCILMEMBERS**

ITEM NO. 5A DISCUSS CITY OF IRWINDALE EXPENSE REIMBURSEMENT POLICY

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

CARMEN ROMAN Responding to a question by Carmen Roman, Assistant City Manager Olivares advised that the agendas for Council meetings contain a section where Councilmembers could report on events they have attended in their capacity as elected officials.

CITY ATTORNEY GUERRA City Attorney Guerra advised that all Councilmembers and Commissioners are required to report and summarize on their attendance at events.

CARMEN ROMAN Responding to an additional question by Carmen Roman, Assistant City Manager Olivares indicated that no Councilmember or Commissioner attended a conference in December.

MAYOR PRO TEM AMBRIZ Replying to a question by Mayor Pro Tem Ambriz, City Attorney Guerra indicated that it would be redundant for the City's Reimbursement Policy to include a requirement that Councilmembers and Commissioners report on their event attendance, as doing so is already required by state law.

ASSISTANT CITY MANAGER OLIVARES Assistant City Manager Olivares advised that the City's policy requires elected officials and commissioners to provide a brief report on meeting attendance at the next meeting of the Council or related legislative body after returning from a reimbursable event.

MOTION A motion was made by Councilmember Garcia, seconded by Councilmember Breceda, to receive and file the report. The motion was unanimously approved; Councilmember Ortiz absent.

**ADJOURNMENT**

There being no further business to conduct, the meeting was adjourned at 9:28 p.m., in memory of Ben Aguayo.

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Laura M. Nieto, MMC  
Chief Deputy City Clerk

CITY OF IRVINDALE  
PAYROLL WARRANT REGISTER  
January 2022

CC Item 1B

| Payroll Batch<br>DATE OF ISSUE<br>1/13/22 | 408-01-22, 409-01-22, 410-01-22<br>DEPARTMENT | AMOUNT       |
|-------------------------------------------|-----------------------------------------------|--------------|
|                                           | 11 City Council                               | 1,731.15     |
|                                           | 13 City Administrative Office                 | 76,954.29    |
|                                           | 14 Finance Department                         | 28,595.58    |
|                                           | 35 Police Department                          | 233,048.49   |
|                                           | 40 Recreation Department                      | 32,352.45    |
|                                           | 41 Aquatics Department                        | 2,833.59     |
|                                           | 42 Senior Citizens' Center                    | 19,439.41    |
|                                           | 44 Library                                    | 11,579.75    |
|                                           | 51 Planning & Community Development           | 37,689.53    |
|                                           | 52 Public Works - Engineering                 | 45,067.22    |
|                                           | 57 Public Works - Services                    | 73,166.01    |
|                                           | Gross Payroll                                 | 562,457.47   |
|                                           | Required Deductions                           | (138,866.48) |
|                                           | Voluntary Deductions                          | (31,112.74)  |
|                                           | Net Payroll                                   | 392,478.25   |
| Payroll Batch<br>DATE OF ISSUE<br>1/14/22 | 414-01-22<br>DEPARTMENT                       | AMOUNT       |
|                                           | 44 Library                                    | 310.00       |
|                                           | Gross Payroll                                 | 310.00       |
|                                           | Required Deductions                           | (43.10)      |
|                                           | Voluntary Deductions                          | -            |
|                                           | Net Payroll                                   | 266.90       |
| Payroll Batch<br>DATE OF ISSUE<br>1/20/22 | 420-01-22<br>DEPARTMENT                       | AMOUNT       |
|                                           | 51 Planning & Community Development           | 149.93       |
|                                           | Gross Payroll                                 | 149.93       |
|                                           | Required Deductions                           | (15.06)      |
|                                           | Voluntary Deductions                          | -            |
|                                           | Net Payroll                                   | 134.87       |
| Payroll Batch<br>DATE OF ISSUE<br>1/27/22 | 422-01-22, 423-01-22, 424-01-22<br>DEPARTMENT | AMOUNT       |
|                                           | 11 City Council                               | 4,034.14     |
|                                           | 13 City Administrative Office                 | 85,450.47    |
|                                           | 14 Finance Department                         | 35,218.90    |
|                                           | 35 Police Department                          | 270,538.59   |
|                                           | 40 Recreation Department                      | 20,416.78    |
|                                           | 41 Aquatics Department                        | 2,851.19     |
|                                           | 42 Senior Citizens' Center                    | 14,932.50    |
|                                           | 44 Library                                    | 13,036.37    |
|                                           | 51 Planning & Community Development           | 38,065.77    |
|                                           | 52 Public Works - Engineering                 | 43,585.11    |
|                                           | 57 Public Works - Services                    | 68,640.97    |
|                                           | Gross Payroll                                 | 596,770.79   |
|                                           | Required Deductions                           | (143,900.36) |
|                                           | Voluntary Deductions                          | (49,708.56)  |
|                                           | Net Payroll                                   | 403,161.87   |

# Electronic Payments

January 2022

January 16 - 31, 2022



| Number        | Vendor Name                                  | Date      | Amount            |
|---------------|----------------------------------------------|-----------|-------------------|
| ACH           | CalPERS                                      | 1/19/2022 | 79,921.09         |
| ACH           | CalPERS                                      | 1/26/2022 | 6,999.11          |
| ACH           | CalPERS                                      | 1/28/2022 | 1,080.52          |
| ACH           | EDD                                          | 1/19/2022 | 29,124.99         |
| ACH           | Federal Tax                                  | 1/19/2022 | 76,812.84         |
| ACH           | EDD                                          | 1/26/2022 | 1.65              |
| ACH           | Federal Tax                                  | 1/26/2022 | 4.34              |
| ACH           | EDD                                          | 1/28/2022 | 30,318.75         |
| ACH           | Federal Tax                                  | 1/28/2022 | 79,860.96         |
| ACH           | Nationwide-457 Plan & Trust                  | 1/27/2022 | 45,054.79         |
| ACH           | Nationwide-Roth Cotribution-457 Plan & Trust | 1/27/2022 | 4,616.38          |
| ACH           | ICMA                                         | 1/27/2022 | 10.39             |
| ACH           | PARS-FT                                      | 1/27/2022 | 27,777.10         |
| ACH           | PARS-PT                                      | 1/27/2022 | 1,161.75          |
| Report Total: |                                              |           | <u>382,744.66</u> |

# Accounts Payable

## Checks by Date - Summary by Check Number

User: Financetech  
Printed: 2/3/2022 9:26 AM



| Check No | Vendor No | Vendor Name                        | Check Date | Check Amount |
|----------|-----------|------------------------------------|------------|--------------|
| 76044    | AGUILA07  | Berlyn Aguila                      | 01/20/2022 | 3,000.00     |
| 76045    | AMERIC34  | American Fidelity Assurance Co     | 01/20/2022 | 2,733.64     |
| 76046    | AZUSALW   | Azusa Light & Water                | 01/20/2022 | 223.57       |
| 76047    | WOOD02    | Nathaniel Burrola-Woodard          | 01/20/2022 | 34.43        |
| 76048    | GALLARDC  | Claudia Carlos                     | 01/20/2022 | 20.83        |
| 76049    | CHARTE01  | Charter Communications             | 01/20/2022 | 182.11       |
| 76050    | DeptJust  | Dept of Justice                    | 01/20/2022 | 164.00       |
| 76051    | FRONT01   | Frontier Communications            | 01/20/2022 | 222.02       |
| 76052    | GATTO01   | Rudy Gatto                         | 01/20/2022 | 285.38       |
| 76053    | LEGAL03   | Legal Shield                       | 01/20/2022 | 37.90        |
| 76054    | NIETO01   | Laura Nieto                        | 01/20/2022 | 324.00       |
| 76055    | OPTUM01   | OptumRx, Inc.                      | 01/20/2022 | 24,133.74    |
| 76056    | PHASEII   | PARS                               | 01/20/2022 | 4,750.00     |
| 76057    | PURCHA    | Purchase Power                     | 01/20/2022 | 2,020.99     |
| 76058    | ACCOUN    | Robert Half                        | 01/20/2022 | 1,345.14     |
| 76059    | TEXAS01   | Texas Life Insurance Co.           | 01/20/2022 | 3,463.34     |
| 76060    | TPX 01    | TPX Communications                 | 01/20/2022 | 2,414.60     |
| 76061    | VISION01  | Vision Service Plan - (CA)         | 01/20/2022 | 1,274.49     |
| 76062    | VISION01  | Vision Service Plan - (CA)         | 01/20/2022 | 4,435.81     |
| 76063    | YEUNG01   | Sanny Yeung                        | 01/20/2022 | 7.50         |
| 76064    | CALIFO56  | California State Disbursement Unit | 01/27/2022 | 604.15       |
| 76065    | CALIFO57  | California State Disbursement Unit | 01/27/2022 | 143.07       |
| 76066    | CITY01    | City of Hope                       | 01/27/2022 | 54.00        |
| 76067    | FRANC06   | Franchise Tax Board                | 01/27/2022 | 496.15       |
| 76068    | ICEA      | Irwindale City Employee Assoc.     | 01/27/2022 | 836.00       |
| 76069    | IMEA      | Irwindale Mgmt Employee Assoc.     | 01/27/2022 | 460.00       |
| 76070    | IRWIND02  | Irwindale Police Officers Assoc.   | 01/27/2022 | 3,168.10     |
| 76071    | AGUILA07  | Berlyn Aguila                      | 01/27/2022 | 972.00       |
| 76072    | AMERIFID  | American Fidelity Assurance        | 01/27/2022 | 14,160.12    |
| 76073    | AMERIC34  | American Fidelity Assurance Co     | 01/27/2022 | 2,733.64     |
| 76074    | AT&T06    | AT & T                             | 01/27/2022 | 63.97        |
| 76075    | CINGULAR  | AT & T Mobility                    | 01/27/2022 | 1,667.96     |
| 76076    | AZUSALW   | Azusa Light & Water                | 01/27/2022 | 50.53        |
| 76077    | BRAVO01   | Jesus Bravo                        | 01/27/2022 | 848.99       |
| 76078    | BURTON01  | Michelle Burton                    | 01/27/2022 | 2,844.00     |
| 76079    | CALIFO02  | California American Water          | 01/27/2022 | 26.00        |
| 76080    | CALIFO42  | California Building Standards      | 01/27/2022 | 258.30       |
| 76081    | CARDEN01  | Rudy Cardenas                      | 01/27/2022 | 150.00       |
| 76082    | CONCEN01  | Concentra Health Services, Inc.    | 01/27/2022 | 40.00        |
| 76083    | COSTCO01  | Costco Membership                  | 01/27/2022 | 120.00       |
| 76084    | LOSANG33  | County of Los Angeles              | 01/27/2022 | 16.33        |
| 76085    | DELIA01   | Joe E Delia                        | 01/27/2022 | 225.00       |
| 76086    | EG01      | E. G. Brennan & Co. Corp.          | 01/27/2022 | 3,195.03     |
| 76087    | FRAIJO02  | John Fraijo                        | 01/27/2022 | 2,192.16     |
| 76088    | FRONT01   | Frontier Communications            | 01/27/2022 | 697.95       |
| 76089    | GALVAN02  | Claudia Galvan                     | 01/27/2022 | 480.00       |
| 76090    | SOUTHE17  | Golden State Water Company         | 01/27/2022 | 1,428.55     |

| Check No | Vendor No | Vendor Name                             | Check Date | Check Amount |
|----------|-----------|-----------------------------------------|------------|--------------|
| 76091    | HENSHA01  | Ty Henshaw                              | 01/27/2022 | 925.16       |
| 76092    | lher      | Carol Hernandez                         | 01/27/2022 | 300.00       |
| 76093    | LEAGUE02  | League Of California Cities             | 01/27/2022 | 1,014.00     |
| 76094    | 1LAEng    | Los Angeles Engineering, Inc.           | 01/27/2022 | 17,000.00    |
| 76095    | LUND01    | Esperanza Lund                          | 01/27/2022 | 10.00        |
| 76096    | MCIWOR    | MCI Comm Service                        | 01/27/2022 | 36.53        |
| 76097    | NATION23  | National Union Fire Insurance           | 01/27/2022 | 689.86       |
| 76098    | ACCOUN    | Robert Half                             | 01/27/2022 | 1,018.11     |
| 76099    | SCE02     | Southern California Edison              | 01/27/2022 | 1,406.86     |
| 76100    | SANGAB11  | Southern California News Group          | 01/27/2022 | 3,720.00     |
| 76101    | STANDA01  | Standard Insurance Co. RV               | 01/27/2022 | 459.95       |
| 76102    | STANDA03  | Standard Insurance Company              | 01/27/2022 | 2,279.74     |
| 76103    | VISION01  | Vision Service Plan - (CA)              | 01/27/2022 | 2,541.89     |
| 76104    | ALLISO01  | Allison Mechanical, Inc                 | 02/09/2022 | 1,509.84     |
| 76105    | AMERIC15  | American Planning Association           | 02/09/2022 | 290.00       |
| 76106    | ARC01     | Arc Imaging Resources                   | 02/09/2022 | 550.00       |
| 76107    | AZUSAP01  | Azusa Plumbing Supply                   | 02/09/2022 | 475.87       |
| 76108    | BAKER01   | Baker & Taylor Books                    | 02/09/2022 | 204.46       |
| 76109    | BARNEY    | Barney's Locksmith Service              | 02/09/2022 | 232.69       |
| 76110    | NEST01    | Blue Triton Brands, Inc.                | 02/09/2022 | 375.17       |
| 76111    | CARAH01   | Carahsoft Technology Corporation        | 02/09/2022 | 500.65       |
| 76112    | CARQUEST  | Carquest                                | 02/09/2022 | 32.47        |
| 76113    | CDW01     | CDW Government                          | 02/09/2022 | 1,754.40     |
| 76114    | CERVA01   | Rosalinda & Lawrence Cervantes          | 02/09/2022 | 3,000.00     |
| 76115    | CHARTE01  | Charter Communications                  | 02/09/2022 | 183.60       |
| 76116    | CINTAS    | Cintas Corporation #693                 | 02/09/2022 | 256.28       |
| 76117    | DEPTOF02  | County of LA Dept of Animal Care & Cont | 02/09/2022 | 3,695.51     |
| 76118    | COUNTY04  | County of Los Angeles                   | 02/09/2022 | 33,422.23    |
| 76119    | LOSANG33  | County of Los Angeles                   | 02/09/2022 | 80,249.14    |
| 76120    | CPRSCA    | CPRS Park & Recreation                  | 02/09/2022 | 185.00       |
| 76121    | CWA01     | CWA AIA, Inc                            | 02/09/2022 | 2,515.00     |
| 76122    | DUDEK01   | Dudek                                   | 02/09/2022 | 2,730.00     |
| 76123    | FCG01     | FCG Consultants Inc.                    | 02/09/2022 | 51,625.80    |
| 76124    | FEDEX     | FedEx                                   | 02/09/2022 | 144.59       |
| 76125    | FILLG01   | Fill Good Landscaping                   | 02/09/2022 | 750.00       |
| 76126    | GARVEY    | Garvey Equipment Co                     | 02/09/2022 | 1,128.50     |
| 76127    | HEWLET01  | Hewlett Packard Enterprise Co.          | 02/09/2022 | 8,248.56     |
| 76128    | IACPME    | IACP                                    | 02/09/2022 | 190.00       |
| 76129    | IDRENV    | IDR Environmental Services              | 02/09/2022 | 2,083.70     |
| 76130    | IRWIND04  | Irwindale Chamber Of Commerce           | 02/09/2022 | 7,500.00     |
| 76131    | IRWIND21  | Irwindale Hand Wash & Auto Detail       | 02/09/2022 | 171.94       |
| 76132    | JACO01    | Jacob Green and Associates Inc.         | 02/09/2022 | 3,100.00     |
| 76133    | JCSPLU    | JC's Plumbing & Backflow Svc            | 02/09/2022 | 160.00       |
| 76134    | KATZ01    | Jeff Katz Architecture                  | 02/09/2022 | 6,954.50     |
| 76135    | JOEAGO    | Joe A. Gonsalves & Son                  | 02/09/2022 | 2,375.00     |
| 76136    | JUSTIRE   | Just Tires                              | 02/09/2022 | 430.37       |
| 76137    | LEWISE    | Lewis Engraving, Inc.                   | 02/09/2022 | 71.67        |
| 76138    | LG2WB01   | LG2WB Engineers, Inc                    | 02/09/2022 | 1,728.00     |
| 76139    | LSA01     | LSA Associates, Inc.                    | 02/09/2022 | 2,320.00     |
| 76140    | MAINTE01  | Maintex                                 | 02/09/2022 | 236.75       |
| 76141    | MONROV07  | Monrovia Chrysler Dodge Jeep Ram        | 02/09/2022 | 817.61       |
| 76142    | MUNICI04  | Municipal Code Corporation              | 02/09/2022 | 900.00       |
| 76143    | OFFICE03  | Office Depot                            | 02/09/2022 | 935.47       |
| 76144    | ORKINP    | Orkin Pest Control                      | 02/09/2022 | 92.00        |
| 76145    | PLACE01   | PlaceWorks, Inc.                        | 02/09/2022 | 5,736.37     |
| 76146    | PRO01     | Pro Line Gym Floors                     | 02/09/2022 | 3,450.00     |
| 76147    | PROPRINT  | Pro Printing, Inc.                      | 02/09/2022 | 1,465.62     |

| Check No | Vendor No | Vendor Name                      | Check Date | Check Amount |
|----------|-----------|----------------------------------|------------|--------------|
| 76148    | PROFOR01  | ProForce Law Enforcement         | 02/09/2022 | 4,229.44     |
| 76149    | RANCHO01  | Rancho Duarte Florist            | 02/09/2022 | 75.00        |
| 76150    | RECO01    | Records Control Services, Inc.   | 02/09/2022 | 4,773.75     |
| 76151    | RICOH01   | Ricoh USA, Inc                   | 02/09/2022 | 1,043.41     |
| 76152    | RICOH02   | Ricoh USA, Inc                   | 02/09/2022 | 1,673.13     |
| 76153    | RIGHT01   | Right of Way, Inc.               | 02/09/2022 | 1,985.76     |
| 76154    | SANGAB07  | San Gabriel Valley               | 02/09/2022 | 2,625.00     |
| 76155    | SCFUELS   | SC Fuels                         | 02/09/2022 | 6,108.57     |
| 76156    | SHI01     | SHI International Corp.          | 02/09/2022 | 280.04       |
| 76157    | SkyBluep  | Sky Blueprint & Supplies, Inc    | 02/09/2022 | 55.12        |
| 76158    | SOUTH09   | Southern Computer Warehouse Inc, | 02/09/2022 | 1,074.55     |
| 76159    | SWT01     | SWT Engineering, Inc.            | 02/09/2022 | 493.50       |
| 76160    | TEDJOH    | Ted Johnson Propane              | 02/09/2022 | 53.10        |
| 76161    | VCA01     | The Code Group Inc.              | 02/09/2022 | 640.00       |
| 76162    | NORTHR    | The Northridge Group, Inc.       | 02/09/2022 | 6,016.53     |
| 76163    | ULTRAS    | Ultrasystems Environmental Inc   | 02/09/2022 | 218.40       |
| 76164    | UNITED11  | United Site Services of CA Inc   | 02/09/2022 | 75.00        |

Report Total (121 checks):

386,606.65

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

*City of*  
**IRWINDALE**  
**AGENDA REPORT**

CC Item 1C

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Date: February 9, 2022  
To: Honorable Mayor and Members of the City Council  
From: William K. Tam, City Manager  
Issue: Approval of Plans and Specifications for the Installation of Speed Humps on Juarez Street; P-1033

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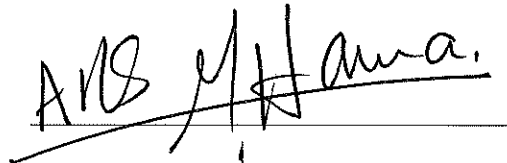
**City Manager's Recommendation:**

That the City Council (1) approve the plans and specifications for the Installation of Speed Humps on Juarez Street; and (2) authorize staff to solicit bids for construction of the project.

**Administrative Action:**

**Submitted by:**

Arsanious Hanna,  
Director of Engineering / Building Official



**Prepared by:**

Daniel Co, Assistant City Engineer  
(626) 430-2296

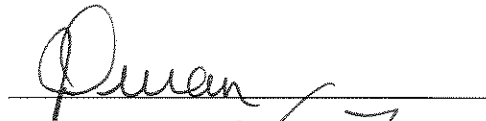


**Reviewed by:**

Adrian R. Guerra, City Attorney

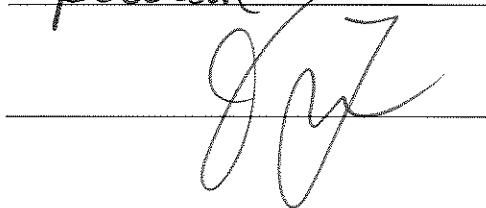
Electronically Approved

Jeanette Duran,  
Interim Finance Director / City Treasurer



**Approved by:**

William Tam, City Manager



## Background and Analysis:

Public Works Engineering staff received several requests to install speed humps on Juarez and Hidalgo Streets. A survey was mailed to residents of Juarez and Hidalgo Streets requesting their opinion regarding the installation of speed humps on their streets. 37 residences were included in the survey and 22 responses were obtained with the following results:

| Juarez St                    |    |
|------------------------------|----|
| In support of speed humps    | 16 |
| In opposition of speed humps | 0  |
| No response                  | 3  |

| Hidalgo St                   |    |
|------------------------------|----|
| In support of speed humps    | 5  |
| In opposition of speed humps | 1  |
| No response                  | 12 |

Based on the survey results, speed humps should be installed on Juarez Street as a traffic calming measure to reduce excessive traffic speed and volume. Speed humps will not be installed on Hidalgo Street due to insufficient support or responses. The City's policy requires that 75% of residents of a particular street must support the installation.

Public Works Engineering staff has prepared the design plans and specifications for the Project, which includes a necessary bid package to advertise and solicit bids per Section 3.44.110 of the City's Municipal Code and applicable sections of the California Public Works Contract Code. The scope of work for the Project is comprised of speed hump installation, striping, and signing installation.

A set of the Project plans and specifications is available for review in the Office of the Director of Engineering.

Upon approval by the City Council, the Project will be advertised in February 2022, with an expected award of contract scheduled for City Council consideration in March 2022.

## Fiscal Impact:

Funding for this Project is budgeted in the Continuing CIP Budget as Speed Humps-Hidalgo/Juarez in the amount of \$20,000. The Project is funded by the Mining Impact Fund, and General Fund, and accounted for in the Capital Projects Fund 48 (Account Number 48-80-800-45300-8341).

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

*City of*  
**IRWINDALE**  
**AGENDA REPORT**

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Date: February 9, 2022  
To: Honorable Mayor and Members of the City Council  
From: William K. Tam, City Manager  
Issue: Consideration of Resolution Amending the Classification Plan

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**City Manager's Recommendation:**

- 1) Adopt Resolution No. 2022-13-3263 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."

**Administrative Action:**

**Submitted by:**

William K. Tam, City Manager

**Prepared by:**

Mary Hull, Human Resources/Risk Manager

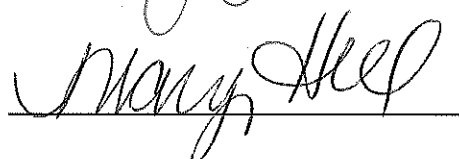
**Reviewed by:**

Adrian R. Guerra, City Attorney

Jeanette Duran, Interim Finance Director/ City Treasurer

**Approved by:**

William K. Tam, City Manager

  
\_\_\_\_\_  
  
\_\_\_\_\_  
**Electronically Approved**  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_

**Background and Analysis**

At the January 26, 2022 City Council meeting, Mayor Pro Tem Ambriz requested that this item be brought back for discussion and consideration at the February 9<sup>th</sup>, 2022, City Council meeting. This

item was previously presented to City Council at the December 8, 2021, and January 12, 2022, City Council meetings.

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

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.

### Classification Updates

#### *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 specifications. 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.

If approved, the reclassifications will be effective February 20, 2022.

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 position, 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 to more closely align similar functions within the same department and facilitate 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 position, effective February 20, 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. 2022-13-3263 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. 2022-13-3263.

**Fiscal Impact:**

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

| <b>Job title</b>          | <b>General Fund</b> | <b>Mining Impact Fund</b> | <b>Total</b>     |
|---------------------------|---------------------|---------------------------|------------------|
| 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         |
| <b>Total</b>              | <b>\$339,648</b>    | <b>\$4,818</b>            | <b>\$344,466</b> |

As these changes are recommended to take place effective February 20, 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 | <u>\$ 2,780</u> |
| Total              | \$ 175,812      |

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

**Attachments:** Resolution No. 2022-13-3263

**RESOLUTION NO. 2022-13-3263**

**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. 2022-14-3264 to replace Resolution No. 2021-126-3248, 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 | <u>\$ 2,780</u> |
| Total              | \$ 175,812      |

**SECTION 10.** This resolution shall be effective on February 20, 2022. The Chief Deputy City Clerk shall certify to the adoption of this resolution.

**PASSED, APPROVED AND ADOPTED** this 9th day of February, 2022.

\_\_\_\_\_  
Larry G. Burrola, Mayor

ATTEST:

\_\_\_\_\_  
Laura M. 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. 2022-13-3263 was duly and regularly passed and adopted by the City Council of the City of Irwindale at its regular meeting held on the 9th day of February, 2022, by the following vote:

AYES:           Councilmembers:

NOES:           Councilmembers:

ABSENT:        Councilmembers:

ABSTAIN:       Councilmembers:

\_\_\_\_\_  
Laura M. Nieto, MMC  
Chief Deputy City Clerk

## EXHIBIT A

### CITY OF IRVINDALE

### 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: February 2022

## EXHIBIT B

### CITY OF IRWINDALE

#### 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: February 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: February 2022

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

*City of*  
**IRWINDALE**  
**AGENDA REPORT**

Date: February 9, 2022  
To: Honorable Mayor and Members of the City Council  
From: William K. Tam, City Manager  
Issue: Consideration of Resolution Amending the Compensation Plan

**City Manager's Recommendation:**

- 1) Adopt Resolution No. 2022-14-3264 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."

**Administrative Action:**

**Submitted by:**

William K. Tam, City Manager

**Prepared by:**

Mary Hull, Human Resources/Risk Manager

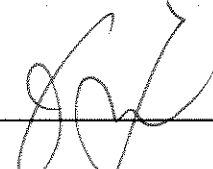
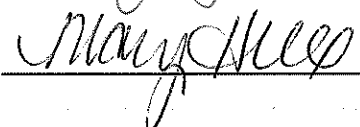
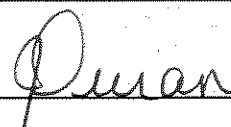
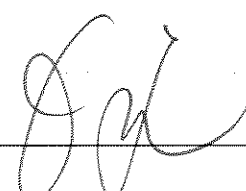
**Reviewed by:**

Adrian R. Guerra, City Attorney

Jeanette Duran, Interim Finance Director/City Treasurer

**Approved by:**

William K. Tam, City Manager

  
  
**Electronically Approved**  
  


**Background and Analysis**

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.

The City's Compensation Resolution has been updated periodically as a result of personnel adjustments and/or compensation adjustments. It was most recently updated January 12, 2022, through the City Council's adoption of Resolution No. 2021-126-3248.

Concurrently with this resolution, the City Council is considering the adoption of Classification Resolution No. 2022-13-3263, approving new job classifications, freezing, unfreezing, eliminating certain job classifications, and approving the reclassification of certain employees.

Resolution No. 2022-14-3264 would set forth the current compensation ranges, position titles, and number of positions for all City classifications, as depicted in Exhibit A. 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 Exhibit A to Resolution No. 2022-14-3264 reflect the following key changes:

1. Implementation of reclassifications:

| 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.

5. Update the compensation amount for the unclassified management position of City Manager based on the adoption of Resolution No. 2022-10-3260, approving an employment agreement with Julian A. Miranda to serve in the position of City Manager, commencing February 14, 2022.

**Fiscal Impact:**

The fiscal analysis provided in the agenda report to approve Classification Resolution No. 2022-13-3263 includes the classification adjustments reflected in this resolution. Funding for the City Manager position was budgeted in the City's FY 2021-22 budget, and no appropriations are required to cover the cost.

**Attachments:** Resolution No. 2022-14-3264

**RESOLUTION NO. 2022-14-3264**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE  
ESTABLISHING THE NUMBER OF POSITIONS, SCHEDULE OF CLASSES,  
AND COMPENSATION FOR 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**, 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. 2021-126-3248 on January 12, 2022, which established the number of positions, schedule of classes, compensation, and benefits for City employees; and

**WHEREAS**, concurrently with this resolution, the City Council is considering the adoption of Resolution No. 2022-13-3263, approving new job classifications, freezing, unfreezing, eliminating certain job classifications, and approving the reclassification of certain employees; 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. 2021-126-3248. 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 Tentative Agreement or 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. 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 5. Certification.**

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

**PASSED, APPROVED AND ADOPTED** this 9th day of February 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. 2022-14-3264 was duly and regularly passed and adopted by the City Council of the City of Irwindale at its regular meeting held on the 9<sup>th</sup> day of February 2022, by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

ABSTAIN: Councilmembers:

---

Laura M. Nieto, MMC  
Chief Deputy City Clerk

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

Approved February 9, 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                 | 2/14/2022      | Bi-Weekly | Contract | 7,561.54 | 7,939.62 | 8,336.62 | 8,753.42 | 9,191.12 |
|             |                                           |                   |                | Monthly   |          | 16,383   | 17,203   | 18,063   | 18,966   | 19,914   |
|             |                                           |                   |                | Annual    |          | 196,600  | 206,430  | 216,752  | 227,589  | 238,969  |
| 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   |

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

Approved February 9, 2022

| Schedule | Position Title             | Authorized Number | Effective Date |           | Range | Step A   | Step B   | Step C   | Step D   | Step E   |
|----------|----------------------------|-------------------|----------------|-----------|-------|----------|----------|----------|----------|----------|
| 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   |
| 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   |

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

Approved February 9, 2022

| Schedule | Position Title             | Authorized Number | Effective Date |           | Range | Step A   | Step B   | Step C   | Step D   | Step E   |
|----------|----------------------------|-------------------|----------------|-----------|-------|----------|----------|----------|----------|----------|
| 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   |
| 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   |

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

Approved February 9, 2022

| Schedule | Position Title                  | Authorized Number | Effective Date |           | Range | Step A   | Step B   | Step C   | Step D   | Step E   |
|----------|---------------------------------|-------------------|----------------|-----------|-------|----------|----------|----------|----------|----------|
| 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   |
| 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                 | 2/20/2022      | 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  |

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

Approved February 9, 2022

| Schedule | Position Title                             | Authorized Number | Effective Date |           | Range | Step A   | Step B   | Step C   | Step D   | Step E   |
|----------|--------------------------------------------|-------------------|----------------|-----------|-------|----------|----------|----------|----------|----------|
| 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  |
| 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                 | 2/20/2022      | 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  |

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

Approved February 9, 2022

| Schedule | Position Title                            | Authorized Number | Effective Date |           | Range | Step A   | Step B   | Step C   | Step D   | Step E   |
|----------|-------------------------------------------|-------------------|----------------|-----------|-------|----------|----------|----------|----------|----------|
| 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   |
| 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                 | 2/20/2022      | 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  |

**CITY OF IRWINDALE**  
**Full-Time Salary Schedule**  
**Fiscal Year 2021-2022**  
 Approved February 9, 2022

| Schedule | Position Title          | Authorized Number | Effective Date |           | Range | Step A   | Step B   | Step C   | Step D   | Step E   |
|----------|-------------------------|-------------------|----------------|-----------|-------|----------|----------|----------|----------|----------|
| 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   |
| 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**  
**Approved February 9, 2022**

| Schedule | Position Title               | Authorized Number | Effective Date |        | Range | Step A | Step B | Step C | Step D | Step E |
|----------|------------------------------|-------------------|----------------|--------|-------|--------|--------|--------|--------|--------|
| PPT      | Civil Engineering Technician | 0                 | 1/23/2022      | Hourly | 33    | 24.30  | 25.52  | 26.80  | 28.14  | 29.54  |
| PPT      | Library Aide                 | 1                 | 1/23/2022      | Hourly | 26    | 20.45  | 21.47  | 22.54  | 23.67  | 24.85  |
| PPT      | Senior Center Leader         | 2                 | 2/20/2022      | Hourly | 19    | 17.20  | 18.06  | 18.96  | 19.91  | 20.91  |
| 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       | Community Center Worker      |                   | 7/1/2019       | Hourly |       | 20.96  | 20.96  | 20.96  | 20.96  | 20.96  |
| PT       | Communications Specialist    |                   | 2/20/2022      | 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**

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Date: February 9, 2022  
To: Honorable Mayor and Members of the City Council  
From: William K. Tam, City Manager  
Issue: Adoption of the 2022 Legislative Platform

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**City Manager's Recommendation:**

That Council approves the 2022 Legislative Platform.

**Administrative Action:**

**Prepared/Submitted by:**

Theresa Olivares, Assistant City Manager



**Reviewed by:**

Adrian R. Guerra, City Attorney

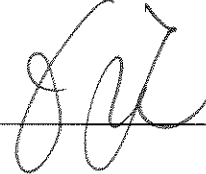
**Electronically Approved**

Jeanette Duran, Interim Finance Director / City Treasurer



**Approved by:**

William K. Tam, City Manager



**Background and Analysis:**

Cities adopt a legislative Platform ("Platform") to efficiently administer responses to legislative proposals. The proposed Legislative Platform identifies issues deemed important to the City, and upon City Council approval will enable staff to proactively engage in the legislative process and respond to issues in a timely manner.

The Legislative Platform is a guide to process urgent requests in support, against or neutral position on legislative proposals. The proposed Legislative Platform is drafted using the guiding priorities of the City Council, as established in the City's Goals and Objectives. Once adopted, the Legislative Platform remains in effect for the duration of the legislative cycle. The City Council may add, remove, or modify items during the annual Legislative Platform update.

Each year, the City Manager's Office will submit an agenda report to the City Council regarding its proposed state and federal priorities, establishing the basis for the upcoming calendar year's Legislative Platform. Legislative issues impacting the city that are not addressed in the Legislative Platform will be placed on an agenda for the City Council's direction.

Upon adoption of the Legislative Platform, the City Manager's Office will continue to exercise day-to-day oversight of legislative matters. In addition to coordinating formal action through the City Council, the City Manager (or designee) will administer the City's Legislative Platform by carrying out the following functions:

- Work with Department Heads/Managers to identify matters of legislative importance and develop positions on federal and state legislative proposals and general matters of legislative interest.
- Communicate important legislative matters to the City Council through periodic updates, and identify and coordinate positions for formal action by the City Council.
- Review positions and analysis done by the League of California Cities, National League of Cities, the City's legislative advocate, and local government/professional associations in formulating positions.
- Monitor and track key bills through the legislative process utilizing the City's advocacy services, legislative websites, and government/professional associations.
- Communicate the City's positions to federal, state, and county legislators.
- Participate as needed in the drafting and amending of legislative proposals that significantly impact the City.
- Work with the League of California Cities, National League of Cities, legislative advocate, other cities and local government/professional associations on legislative matters of mutual concern.
- Participate and attend legislative briefings and meetings to actively engage and stay apprised of legislative trends and upcoming legislation.

Under the proposed Legislative Platform, responses to legislative proposals will be processed as follows:

1. Once a determination has been made that a legislative proposal may impact the City and is identified on the approved Legislative Platform, a letter outlining the City's position (support/neutral/opposition) will be reviewed, approved and signed by the Mayor, Mayor Pro Tem in the absence of the Mayor, or City Manager (1) in absence of the Mayor and Mayor Pro Tem; or (2) when time is of the essence.
2. If a determination is made that a legislative proposal may impact the City and is not identified on the approved Legislative Platform, a letter outlining the City's position (support/neutral/opposition) will be prepared and presented for City Council review and approval.

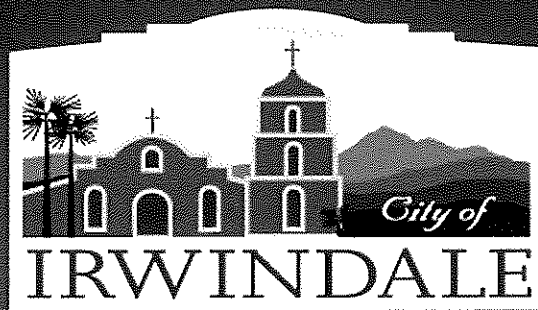
- a. The draft letter will be presented to the City Council at a public meeting for approval/revisions.
  - b. Upon approval, the letter may be signed by Mayor, Mayor Pro Tem in absence of Mayor, or City Manager (1) in absence of the Mayor and Mayor Pro Tem; or (2) when time is of the essence.
3. The final position letter will be forwarded to the bill's author, the League of California Cities, the City's legislative advocate; and other stakeholders as deemed appropriate.
4. A copy of the final letter will be distributed to the City Council.

**Fiscal Impact:**

There is no fiscal impact associated with the adoption of a Legislative Platform.

**Attachment:**

- 1) 2022 Legislative Platform



# CITY OF IRWINDALE 2022 LEGISLATIVE PLATFORM

## CITY COUNCIL

Larry G. Burrola, Mayor  
Albert F. Ambriz, Mayor Pro Tem  
Mark A. Breceda, Council Member  
Manuel R. Garcia, Council Member  
H. Manuel Ortiz, Council Member



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## **City of Irwindale Legislative Platform 2022**

The objective of the Legislative Platform for the City of Irwindale is to adopt official City positions on specific legislative issues at the start of the legislative session. The Legislative Platform's streamline approval process provides staff with clear direction on pertinent legislative issues.

The Legislative Platform is developed and maintained using the goals and objectives adopted by the Irwindale City Council, a review of legislative priorities from the League of California Cities, National League of Cities, input from the Council and staff, the City's legislative advocate, research of current law and pending legislation, as well as discussion with local legislative staff and the City's legal counsel.

Federal and state legislative proposals and policies consistent with the legislative priorities may be supported by the City. Those policies or proposals inconsistent with this platform may be opposed by the City.

For proposed legislation, either consistent with the City's legislative priorities or consistent with legislative positions the City has taken in the past; City staff shall be authorized to prepare position letters for the Mayor's signature. Items not addressed in the City's legislative priorities will require Council direction, and staff will submit a request to Council. Legislative priorities may only address issues directly relevant to or impacting the provision of municipal services.

City departments are encouraged to monitor and be knowledgeable of any legislative issues related to their discipline. However, any requests for the City to take positions on a legislative matter must be directed to the City Manager's Office. City departments may not take positions on legislative issues without City Manager's Office review and approval.

The process for responding to legislative proposals is streamlined as follows:

1. Once a determination has been made that a legislative proposal may impact the City and is identified on the approved Legislative Platform, a letter outlining the City's position (support/neutral/opposition) will be reviewed, approved and signed by the Mayor, Mayor Pro Tem in the absence of the Mayor, or City Manager (1) in absence of the Mayor and Mayor Pro Tem; or (2) when time is of the essence.
2. If a determination is made that a legislative proposal may impact the City and is not identified on the approved Legislative Platform, a letter outlining the City's position



(support/neutral/opposition) will be prepared and presented for City Council review and approval.

- a. The draft letter will be presented to the City Council at a public meeting for approval/revisions.
  - b. Upon approval, the letter may be signed by Mayor, Mayor Pro Tem in absence of Mayor, or City Manager (1) in absence of the Mayor and Mayor Pro Tem; or (2) when time is of the essence.
3. The final position letter will be forwarded to the bill's author, the League of California Cities, the City's legislative advocate; and other stakeholders as deemed appropriate.
  4. A copy of the final letter will be distributed to the City Council.

### **ADMINISTRATIVE SERVICES**

**General Area of Review:** Elections, Brown Act, Public Records, Political Reform Act, Conflict of Interest and Open and Transparent Government.

1. Support legislation that would increase voter turnout in local elections, (e.g., mail ballots, more information to voters for judicial elections).
2. Support legislation that strengthens local control over election related matters such as boundary and district requirements.
3. Support measures that enable cities to maximize their ability to efficiently and effectively administer local elections, including programs designed to encourage and increase voter education, registration and voter turn-out.
4. Support reforms to modernize the structure, governance, management and method of financing State government.
5. Support legislation that discourages baseless and frivolous claims and demands made against municipalities, their officers and employees.
6. Oppose legislation that limits the authority of municipalities to enforce their own ordinances in municipal courts.
7. Support measures that preserve the integrity and fundamentals of the Brown Act while opposing measures that would constrain communication among staff and local officials.
8. Support measures increasing local autonomy, protecting privacy and maintaining our



authority over public records. This includes measures that provide for the recovery of costs with regard to public records requests.

9. Support efforts to amend rules that limit and restrict local governments' ability to achieve greater transparency of governmental business by improving the platform in which agencies can publish and advertise notices, resolutions, orders, or other matters required by law.
10. Support measures that promote transparency, public participation and first amendment rights, while preserving procedures that continue to foster efficient government proceedings.
11. Support alternative methods of meeting public notice requirements and enhancing them through the use of cost effective and innovative, technology friendly methods of communication.

## **COMMUNITY SERVICES**

**General Area of Review:** Arts, Cultural Resources, Public Parks/Recreation Facilities, Public Libraries, Seniors and Healthy Cities.

1. Support legislation that will help provide residents with safe, accessible services and facilities.
2. Support legislation that provides adequate and consistent funding to support the acquisition, development, and operation and maintenance requirements of recreation, parks and community services agencies at the Local, State, and Federal levels.
3. Oppose action that depletes services and funding sources created to enhance the community's varying needs.
4. Support Federal and State funding opportunities for cultural arts programs, libraries, parks, recreation and human services, trails, open space, and facility development/renewal.
5. Support Federal and State funding opportunities that promote our ability to provide public access to technology at community facilities.
6. Support Federal and State funding opportunities that promote health and wellness services and education offered to the youth, low income and senior communities.
7. Support access opportunities for all Californians to physical activity, proper nutrition and healthy lifestyle options through the promotion of active transportation, complete



street implementation, healthy foods, youth programming and maximizing the usage of green space in urban/suburban and rural settings for personal enjoyment.

## **ECONOMIC DEVELOPMENT**

**General Areas of Review:** Economic Development, Redevelopment and Job Creation

1. Oppose legislation that erodes the ability of cities to condition and deny projects that inadequately mitigate impacts to the community.
2. Support legislation that preserves or increases funding for the Community Development Block Grant (CDBG) program as provided by the U.S. Department of Housing and Urban Development.
3. Support legislation that enhances the City's efforts to retain existing businesses and attract new businesses.
4. Support legislation that provides tangible and productive tools and incentives to support job creation and retention.
5. Support funding opportunities for small business assistance, loan programs for business improvements, and tax credits for businesses.
6. Support legislation that clarifies and narrows the prevailing wage standard for economic development, public works, and affordable housing projects.

## **EMPLOYEE AND LABOR RELATIONS**

**General Area of Review:** Labor Relations, Employee Relations and Human Services

1. Oppose any measure that imposes upon local government mandated employee benefits that are more properly decided at the local level.
2. Oppose efforts which reduce local control over public employee disputes and impose the regulations of an outside agency.
3. Support reform measures that provide sustainable and secure public pensions and other post-retirement benefits to ensure responsive and affordable public services.
4. Oppose efforts to legislate changes in how the California Public Employee Pension System invests its assets if the proposed changes will result in a loss of funds.



5. Support legislation that streamlines the Workers' Compensation system and makes it easier for employers, employees, and health care providers to navigate.

## **ENVIRONMENT**

**General Area of Review:** Air, Water and Water Quality, Climate Change, CEQA, Energy Efficiency, Recycling, Solid Waste Management, Hazardous Materials and Utilities

1. Oppose legislation that imposes undue hardship on local agencies to implement environmental regulations.
2. Oppose air quality legislation that restricts the land use authority of cities.
3. Oppose actions by Regional Water Quality Control Boards that impose mandates on cities that exceed state or federal regulations and/or are outside their jurisdictional authority to impose or enforce.
4. Oppose efforts to mandate a state water public benefits charge unless funds remain within the local community.
5. Oppose new regulations that do not allow appropriate time and resources for compliance.
6. Support legislation that allows flexibility in the City's effort to cost- effectively meet energy goals.
7. Support legislation that keeps funding for public benefits programs in local communities.
8. Oppose legislation that imposes a mandate on local governments or private industry on how to achieve energy efficiencies.
9. Oppose actions by Regional Water Quality Control Boards that impose mandates on cities that exceed state or federal regulations and/or are outside their jurisdictional authority to impose or enforce.
10. Support legislation that provides funding for water infrastructure, security and programs that promote water reuse and conservation.

## **FISCAL RESPONSIBILITY**

**General Area of Review:** Finance Administration, Taxation Reform, General and Special Revenue, and Revenue Sources at the Federal, State and Local Levels



1. Oppose any legislation that would make local agencies more dependent on the State for financial stability and policy direction
2. Oppose legislation that would impose State mandated costs for which there is no guarantee of local reimbursement or offsetting benefits.
3. Support full cost reimbursement to the City for all federal, state and county-mandated programs.
4. Support legislation that strengthens and expands ongoing revenue for the City.
5. Support legislation that changes the allocation of sales tax for online purchases from the County pool and reallocates it to the city where the purchase is made.
6. Oppose legislation that undermines and preempts local authority over local taxes and fees.
7. Support advocacy for legislation or ballot measures to prevent the State from borrowing, raiding, or otherwise redirecting local government funds (i.e. – local taxes, sales tax, property taxes, etc.).
8. Oppose any effort to eliminate, or cap, the tax-exempt status of municipal bonds, one of the few tools left for local governments to finance large capital projects.

## **HOUSING, COMMUNITY DEVELOPOMENT AND PLANNING**

### **General Area of Review:** Housing, Land Use, Development and Building Standards

1. Support legislation that would provide additional resources, including adequate funding, to local agencies to address regional growth issues such as air quality, water quality, air pollution, transportation corridors, and homelessness.
2. Oppose legislation that imposes a mandatory cap on local parking standards in transit intensive areas.
3. Oppose legislation and regulatory efforts that would diminish or eliminate the authority of cities to zone and plan for the development of telecommunications infrastructure, including the siting of cellular communications towers or transmission sites.
4. Support legislation that strengthens the concept of local control/local home rule for local decision making on land use and zoning matters.



5. Oppose legislation that places new restrictions on local land use control and transportation funding tied to external factors beyond municipal control.
6. Support housing element reform that provides local government the greatest flexibility to achieve realistic goals and support funding of mandated General Plan Housing Element Updates and related processes (i.e. RHNA).
7. Support efforts to reduce the role of the State's Housing and Community Development department in City affairs.
8. Support efforts to fund essential public facilities.
9. Support legislation and local, state, and federal programs that employ evidence-based best practice strategies to reduce the number of people experiencing homelessness by: preventing homelessness for those at risk; providing emergency and transitional housing; expanding affordable permanent housing; and promoting self-empowerment through counseling, job training, and other supportive services.
10. Support State and Federal funding to enhance mental health services for those living in homelessness.
11. Support new funding from the county, State, and Federal government for expanded Street Outreach Teams in collaboration with law enforcement, first responders, and the County's health and mental health departments for those affected by homelessness and mental health issues.
12. Support new funding from county, State, and Federal sources for the legal removal and storage of homeless belongings and cleaning of areas used by the homeless.
13. Support legislation that enhances local control and allows cities to address the needs of local constituents within a framework of regional cooperation.
14. Oppose preemption of local authority whether by state or federal legislation or ballot propositions.
15. Support legislation that streamlines and simplifies the job of running a city and oppose efforts that erode the City's authority to control its own affairs.
16. Support legislation that provides the City with options in meeting its housing needs; or what would simplify the Housing Element review process while still ensuring City housing needs are met.



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## **PUBLIC SAFETY**

**General Area of Review:** Law Enforcement, Emergency Communications, Emergency Services and Disaster Preparedness

1. Support measure that encourage community safety and well-being.
2. Support measures that encourage disaster preparedness and emergency planning.
3. Oppose legislation that serves to impact eligibility for local jurisdictions in regard to disaster response and recovery assistance.
4. Oppose reductions on Citizen's Option for Public Safety (COPS) funding.
5. Oppose legislation that would impede local law enforcement from addressing crime problems and recovering costs resulting from a crime committed by the guilty party.
6. Support efforts that strengthen local law enforcement's ability to prevent and fight crime.
7. Support legislation that minimizes alcohol-related criminal behavior and underage drinking.

## **TRANSPORTATION, COMMUNICATION AND PUBLIC WORKS**

**General Area of Review:** Transportation, Construction, Telecommunications and General Public Works Related Areas

1. Support measures to finance local and regional transportation programs and improvements, including alternative modes of transportation and transportation demand management systems.
2. Support continuous appropriations of new monies directly to cities for the preservation, maintenance, rehabilitation, and development of local street and road systems.
3. Support legislation that facilitates cooperative programs among government agencies in order to help the City meet its basic needs, including transit, street, highway, road and bridge construction and maintenance, and safe corridors for bicyclists and pedestrians.
4. Support new processes to expedite the permitting and environmental review and approval of transportation projects.



- 
5. Oppose the reduction/elimination of previously dedicated funds for any transportation projects, especially those that are currently nearing construction and have been delayed by agency actions beyond the City's control.
  6. Oppose transportation proposals that would adversely affect the quality of life in Irwindale by increasing traffic congestion, air pollution or other problems.
  7. Oppose legislation that ties transportation funds to compliance with land use, housing, or climate change goals.
  8. Support legislation that requires the California Public Utilities Commission (PUC), Federal PUC and railroad operators to adopt and fund programs to construct grade separations necessary for public safety and welfare.
  9. Support legislation that would lift the minimum requirement of payment of prevailing wages on municipal Public Works projects to amounts greater than \$500,000.



## Monthly Overview 2022 State Legislative Calendar

Below is an overview that summarizes major legislative events and key dates that occur month-to-month, and following is the 2022 Legislative Calendar created by the Office of the Secretary of the Senate.

|           |                                                                                                                                                                                                                                                                                                                                                                                      |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| January   | The previous year's laws go in effect during this month. Legislature reconvenes to discuss the new year of legislation ahead, and all bill requests must be submitted to the Office of Legislative Counsel before the end of the month. Budget must be submitted by the Governor during the beginning portion of the month.                                                          |
| February  | The last day for bills to be introduced occurs February 18.                                                                                                                                                                                                                                                                                                                          |
| March     | Cesar Chavez Day observed March 31.                                                                                                                                                                                                                                                                                                                                                  |
| April     | Spring recess begins April 7 and reconvenes April 18. The end of this month marks the last day for policy committees to hear and report to fiscal committees regarding fiscal bills being introduced.                                                                                                                                                                                |
| May       | Policy committees must hear and report non-fiscal bills by May 6. Policy committees last day to meet is May 13 before convening in June. May 20 marks the last day for fiscal committees to hear and report to the Floor bills introduced in their house. Floor session conducted at the end of the month. May 27 is the last day for bills to be passed out of the house of origin. |
| June      | Budget Bill must be passed by midnight June 15.                                                                                                                                                                                                                                                                                                                                      |
| July      | Policy committees meet and report fiscal bills by July 1. Summer Recess begins provided Budget Bill has been passed.                                                                                                                                                                                                                                                                 |
| August    | Legislature reconvenes from Summer Recess on August 1. Fiscal committees meet and report bills to the Floor. All bills to be passed by August 31.                                                                                                                                                                                                                                    |
| September | Governor to sign or veto bills by September 30.                                                                                                                                                                                                                                                                                                                                      |
| October   | Bills must be enacted on or before October 2 to take effect January 1, 2023.                                                                                                                                                                                                                                                                                                         |



## 2022 TENTATIVE LEGISLATIVE CALENDAR

COMPILED BY THE OFFICE OF THE ASSEMBLY CHIEF CLERK AND THE OFFICE OF THE SECRETARY OF THE SENATE  
Revised 10-21-21

### DEADLINES

- Jan. 1** Statutes take effect (Art. IV, Sec. 8(e)).
- Jan. 3** Legislature reconvenes (J.R. 51(a)(4)).
- Jan. 10** Budget must be submitted by Governor (Art. IV, Sec. 12(a)).
- Jan. 14** Last day for **policy committees** to hear and report to **fiscal committees** fiscal bills introduced in their house in the odd-numbered year (J.R. 61(b)(1)).
- Jan. 17** Martin Luther King, Jr. Day.
- Jan. 21** Last day for any committee to hear and report to the floor bills introduced in that house in the odd-numbered year. (J.R. 61(b)(2)).  
Last day to submit **bill requests** to the Office of Legislative Counsel.
- Jan. 31** Last day for each house to pass bills introduced in that house in the odd-numbered year (J.R. 61(b)(3)) (Art. IV, Sec. 10(e)).
- Feb. 18** Last day for bills to be **introduced** (J.R. 61(b)(4), J.R. 54(a)).
- Feb. 21** Presidents' Day.
- Apr. 1** Cesar Chavez Day observed.
- Apr. 7** **Spring Recess** begins upon adjournment (J.R. 51(b)(1)).
- Apr. 18** Legislature reconvenes from Spring Recess (J.R. 51(b)(1)).
- Apr. 29** Last day for **policy committees** to hear and report to **fiscal committees** fiscal bills introduced in their house (J.R. 61(b)(5)).
- May 6** Last day for **policy committees** to hear and report to the floor **nonfiscal** bills introduced in their house (J.R. 61(b)(6)).
- May 13** Last day for **policy committees** to meet prior to May 31 (J.R. 61(b)(7)).
- May 20** Last day for **fiscal committees** to hear and report to the floor bills introduced in their house (J.R. 61(b)(8)).  
Last day for **fiscal committees** to meet prior to May 31 (J.R. 61(b)(9)).
- May 23 – 27** **Floor session only.** No committee may meet for any purpose except for Rules Committee, bills referred pursuant to Assembly Rule 77.2, and Conference Committees (J.R. 61(b)(10)).
- May 27** Last day for each house to pass bills introduced in that house (J.R. 61(b)(11)).
- May 30** Memorial Day.
- May 31** Committee meetings may resume (J.R. 61(b)(12)).

| JANUARY        |    |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|----|
|                | S  | M  | T  | W  | TH | F  | S  |
| Interim Recess |    |    |    |    |    |    | 1  |
| Wk. 1          | 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| Wk. 2          | 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| Wk. 3          | 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| Wk. 4          | 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| Wk. 1          | 30 | 31 |    |    |    |    |    |

| FEBRUARY |    |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|----|
|          | S  | M  | T  | W  | TH | F  | S  |
| Wk. 1    |    |    | 1  | 2  | 3  | 4  | 5  |
| Wk. 2    | 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| Wk. 3    | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| Wk. 4    | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| Wk. 1    | 27 | 28 |    |    |    |    |    |

| MARCH |    |    |    |    |    |    |    |
|-------|----|----|----|----|----|----|----|
|       | S  | M  | T  | W  | TH | F  | S  |
| Wk. 1 |    |    | 1  | 2  | 3  | 4  | 5  |
| Wk. 2 | 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| Wk. 3 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| Wk. 4 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| Wk. 1 | 27 | 28 | 29 | 30 | 31 |    |    |

| APRIL         |    |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|----|
|               | S  | M  | T  | W  | TH | F  | S  |
| Wk. 1         |    |    |    |    |    | 1  | 2  |
| Wk. 2         | 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| Spring Recess | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| Wk. 3         | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| Wk. 4         | 24 | 25 | 26 | 27 | 28 | 29 | 30 |

| MAY      |    |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|----|
|          | S  | M  | T  | W  | TH | F  | S  |
| Wk. 1    | 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| Wk. 2    | 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| Wk. 3    | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| No Hrgs. | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| Wk. 4    | 29 | 30 | 31 |    |    |    |    |



## 2022 TENTATIVE LEGISLATIVE CALENDAR

COMPILED BY THE OFFICE OF THE ASSEMBLY CHIEF CLERK AND THE OFFICE OF THE SECRETARY OF THE SENATE  
Revised 10-21-21

| JUNE  |    |    |    |    |    |    |    |
|-------|----|----|----|----|----|----|----|
|       | S  | M  | T  | W  | TH | F  | S  |
| Wk. 4 |    |    |    | 1  | 2  | 3  | 4  |
| Wk. 1 | 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| Wk. 2 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| Wk. 3 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| Wk. 4 | 26 | 27 | 28 | 29 | 30 |    |    |

**June 15** Budget Bill must be passed by midnight (Art. IV, Sec. 12(c)).

**June 30** Last day for a legislative measure to qualify for the Nov. 8 General Election ballot (Elections Code Sec. 9040).

| JULY          |    |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|----|
|               | S  | M  | T  | W  | TH | F  | S  |
| Wk. 4         |    |    |    |    |    | 1  | 2  |
| Summer Recess | 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| Summer Recess | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| Summer Recess | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| Summer Recess | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| Wk. 1         | 31 |    |    |    |    |    |    |

**July 1** Last day for policy committees to meet and report bills (J.R. 61(b)(14)).

**Summer Recess** begins upon adjournment, provided Budget Bill has been passed (J.R. 51(b)(2)).

**July 4** Independence Day.

| AUGUST   |    |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|----|
|          | S  | M  | T  | W  | TH | F  | S  |
| Wk. 1    |    | 1  | 2  | 3  | 4  | 5  | 6  |
| Wk. 2    | 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| No Hrgs. | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| No Hrgs. | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| No Hrgs. | 28 | 29 | 30 | 31 |    |    |    |

**Aug. 1** Legislature reconvenes from Summer Recess (J.R. 51(b)(2)).

**Aug. 12** Last day for fiscal committees to meet and report bills (J.R. 61(b)(15)).

**Aug. 15 – 31 Floor session only.** No committee may meet for any purpose except Rules Committee, bills referred pursuant to Assembly Rule 77.2, and Conference Committees (J.R. 61(b)(16)).

**Aug. 25** Last day to amend bills on the floor (J.R. 61(b)(17)).

**Aug. 31** Last day for each house to pass bills (Art. IV, Sec. 10(c), J.R. 61(b)(18)).

**Final Recess** begins upon adjournment (J.R. 51(b)(3)).

### IMPORTANT DATES OCCURRING DURING FINAL RECESS

#### 2022

- Sept. 30** Last day for Governor to sign or veto bills passed by the Legislature before Sept. 1 and in the Governor's possession on or after Sept. 1 (Art. IV, Sec. 10(b)(2)).
- Oct. 2** Bills enacted on or before this date take effect January 1, 2023. (Art. IV, Sec. 8(c)).
- Nov. 8** General Election.
- Nov. 30** Adjournment *sine die* at midnight (Art. IV, Sec. 3(a)).
- Dec. 5** 2023-24 Regular Session convenes for Organizational Session at 12 noon. (Art. IV, Sec. 3(a)).

#### 2023

- Jan. 1** Statutes take effect (Art. IV, Sec. 8(c)).

\*Holiday schedule subject to final approval by Rules Committee.



## Elected Officials Representing Irwindale

### CALIFORNIA STATE GOVERNOR

| Name                  | Capitol Address                                   | Capitol Numbers                          |
|-----------------------|---------------------------------------------------|------------------------------------------|
| Governor Gavin Newsom | State Capitol, Suite 1173<br>Sacramento, CA 95814 | Phone: 916-445-2841<br>Fax: 916-558-3160 |

### CALIFORNIA STATE ASSEMBLY

| Name                                                                    | Capitol Address                                                   | Capitol Numbers                          | Local Address                                                | Local Numbers                            |
|-------------------------------------------------------------------------|-------------------------------------------------------------------|------------------------------------------|--------------------------------------------------------------|------------------------------------------|
| Assemblymember<br>Blanca E. Rubio<br>48 <sup>th</sup> Assembly District | State Capitol, Rm 5175<br>P.O. Box 942849<br>Sacramento, CA 94249 | Phone: 916-319-2048<br>Fax: 916-319-2148 | 100 North Barranca St,<br>Suite 895<br>West Covina, CA 91791 | Phone: 626-960-4457<br>Fax: 626-960-1310 |

### CALIFORNIA STATE SENATOR

| Name                                             | Capitol Address                                | Capitol Numbers                          | Local Address                                             | Local Number        |
|--------------------------------------------------|------------------------------------------------|------------------------------------------|-----------------------------------------------------------|---------------------|
| Senator Susan Rubio<br>22 <sup>nd</sup> District | State Capitol, Rm 4052<br>Sacramento, CA 95814 | Phone: 916-651-4022<br>Fax: 916-651-4922 | 100 S. Vincent Ave,<br>Suite 401<br>West Covina, CA 91790 | Phone: 626-430-2499 |

### LOS ANGELES COUNTY BOARD OF SUPERVISOR

| Name                                        | District Address                                                                           | District Numbers                         |
|---------------------------------------------|--------------------------------------------------------------------------------------------|------------------------------------------|
| Supervisor Hilda L. Solis<br>First District | 856 Kenneth Hahn Hall of Administration<br>500 West Temple Street<br>Los Angeles, CA 90012 | Phone: 213-974-4111<br>Fax: 213-613-1739 |

### UNITED STATES CONGRESS

| Name                                                                            | Washington Address                     | Washington Numbers                       | Local Address                                           | Local Numbers                            |
|---------------------------------------------------------------------------------|----------------------------------------|------------------------------------------|---------------------------------------------------------|------------------------------------------|
| Congresswoman<br>Grace F. Napolitano<br>32 <sup>nd</sup> District of California | 1610 Longworth<br>Washington, DC 20515 | Phone: 202-225-5256<br>Fax: 202-225-0027 | 4401 Santa Anita Ave<br>Suite 201<br>El Monte, CA 91731 | Phone: 626-350-0150<br>Fax: 626-350-0450 |

### UNITED STATES SENATOR

| Name                     | Washington Address                                       | Washington Numbers                       | Local Address                                                   | Local Numbers                            |
|--------------------------|----------------------------------------------------------|------------------------------------------|-----------------------------------------------------------------|------------------------------------------|
| Senator Dianne Feinstein | 331 Hart Senate Bldg<br>Washington, DC 20510             | Phone: 202-224-3841                      | 11111 Santa Monica<br>Blvd., Suite 915<br>Los Angeles, CA 90025 |                                          |
| Senator Alex Padilla     | Russell Senate Bldg<br>Suite B03<br>Washington, DC 20510 | Phone: 202-224-3553<br>Fax: 202-224-2200 | 11845 W Olympic Blvd<br>Suite 1250W<br>Los Angeles, CA 90064    | Phone: 310-914-7300<br>Fax: 310-914-7318 |

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

SA Item 1A1

**JANUARY 12, 2022**  
**WEDNESDAY**  
**9:29 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 Mark A. Breceda, Manuel R. Garcia;  
Mayor Pro Tem Albert F. Ambriz, Mayor Larry G. Burrola

Absent: Councilmember 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; Jeanette Duran, Interim Finance Director / City Treasurer; 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 expressed concerns about truck pollution and suggested rerouting traffic away from residential areas.                                                                                                                                                                          |
| CARMEN ROMAN  | Carmen Roman also voiced concerns over truck pollution and requested signage prohibiting trucks near residential areas. She also suggested that Maggie Guzman's expenses in painting her apartment be reimbursed.                                                                          |
| MAYOR BURROLA | Replying to a question by Mayor Burrola, City Manager Tam advised that the City already has an adopted truck route, and that most trucks are routed along major arterials. Mayor Burrola requested that City Manager Tam look into installing the requested signs along residential areas. |

**CONSENT CALENDAR**

**MOTION**

A motion was made by Councilmember Breceda, seconded by Councilmember Garcia, to approve Consent Calendar, reading resolutions and ordinances by title only and waiving further reading thereof. The motion was unanimously approved; Councilmember Ortiz absent.

**ITEM NO. 1A1**  
**MINUTES**

**MINUTES**

The following minutes were approved:

- 1) Regular meeting held October 13, 2021
- 2) Regular meeting held November 10, 2021

ITEM NO. 1B  
WARRANTS

WARRANTS

The warrants were approved.

**END OF CONSENT CALENDAR**

**NEW BUSINESS**

ITEM NO. 2A  
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

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)

CHIEF DEPUTY  
CITY CLERK NIETO  
CARMEN ROMAN

Chief Deputy City Clerk Nieto presented the staff report.

Carmen Roman spoke in favor of maintaining hybrid legislative meetings.

DENA ZEPEDA

Dena Zepeda questioned why Councilmember Ortiz was unable to participate virtually in tonight's meeting, to which City Attorney Guerra advised that the meeting agendas must identify that the proceedings are being held in accordance with AB361 to allow for the remote participation of a Councilmember. When the agenda for tonight's meeting was prepared, it was assumed that all Councilmembers would attend the meeting in person; as such, the agenda did not contain this language. However, staff learned on Monday that Councilmember Ortiz would potentially not meet in person, and so staff amended the special meeting agenda to invoke AB361 in order to permit his off-site virtual attendance. However, due to technical errors, the agenda was not uploaded to the city's website. This is the reason Councilmember Ortiz was unable to participate in tonight's meeting.

MAYOR PRO TEM  
AMBRIZ

Replying to Mayor Pro Tem Ambriz's question, City Attorney Guerra explained that the Council previously authorized hybrid meetings per AB361 through January 8. Unfortunately, Councilmember Ortiz was unable to join tonight's meeting since the meeting was not noticed as an AB361 meeting. In order to avoid this happening again in the

future, the Council will continue holding meetings every two weeks in order to meet the 30-day AB361 deadlines.

COUNCILMEMBER  
BRECEDA

Councilmember Breceda noted that a majority of cities are beginning to shut down again due to the pandemic, and expressed his preference that meetings be held via teleconference for the safety and protection of staff and residents.

CARMEN ROMAN

Carmen Roman again spoke on her preference of hybrid meetings.

DENA ZEPEDA

Dena Zepeda spoke highly of Chief Deputy City Clerk Nieto, and stated that the people deserve to have their elected Councilmembers attend the meetings in person.

MAYOR BURROLA

Mayor Burrola expressed concern for the safety of employees and residents.

MOTION

A motion was made by Mayor Pro Tem Ambriz, seconded by Mayor Burrola, to adopt:

**Resolution No. SA 2022-03-3252**, 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." The motion was unanimously approved; Councilmember Ortiz absent

**PUBLIC HEARINGS**

None.

**ADJOURNMENT**

There being no further business to conduct, the meeting was adjourned at 9:35 p.m.

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Laura M. Nieto, MMC  
Chief Deputy City Clerk

# Electronic Payments

Successor Agency

January 2022

January 1- 31, 2022



| Reference Number | Vendor Name                             | Date     | Amount              |
|------------------|-----------------------------------------|----------|---------------------|
| 607              | 2014 Tax Allocation Rfdg Pty Bond       | 1/4/2022 | 1,851,023.75        |
| 608              | 2006 Tax Allocation Ref Prty Bond       | 1/4/2022 | 209,983.00          |
| 609              | 2005 Txble Hsg Tax Allocation Prty Bond | 1/4/2022 | 25,209.38           |
| 610              | 2014 Txble Hsg Tax Allocation           | 1/4/2022 | 60,550.00           |
|                  | Report Total:                           |          | <u>2,146,766.13</u> |