

CITY OF IRWINDALE

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



**NOTICE AND AGENDA FOR SPECIAL MEETING OF THE
SENIOR CITIZEN COMMISSION
May 27, 2025**

9:00 AM

IRWINDALE COUNCIL CHAMBER

ROBERT LOPEZ - Chair

CAROL ACOSTA - Vice Chair

CHRISTINA FRAJO - Commissioner

LINDA MAREZ - Commissioner

IRIS RODRIGUEZ - Commissioner

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

In the event that a Zoom broadcast is unavailable, staff will promptly notify the public through its social media platforms. The public meeting will proceed in accordance with The Brown Act.

Listen Over Phone: 1-669-900-6833; Webinar ID: 883-6633-7251

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

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

Americans with Disabilities Act: In compliance with the ADA and Government Code section 54953(g), the City of Irwindale has adopted a reasonable accommodation policy to swiftly resolve accommodation requests. The policy can be found on the City's website: <https://www.irwindaleca.gov/DocumentCenter/View/8075/AB-2449-Reasonable-Accommodation-Policy>. If you need special assistance to participate in a Senior Citizen Commission meeting or other services offered by this City, including an electronic or printed copy of the City's reasonable accommodation policy, please contact City Hall at (626) 430-2200. Notification of at least 48 hours prior to the meeting or time when services are needed will assist the City staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

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

Code of Ethics

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

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

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

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

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

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

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

IRWINDALE SENIOR CITIZEN COMMISSION



1. CALL TO ORDER**2. PLEDGE OF ALLEGIANCE****3. INVOCATION****4. ROLL CALL** **Commissioners: Christina Fraijo, Linda Marez, Iris Rodriguez; Vice Chair Carol Acosta; Chair Robert Lopez****5. AB 2449 DISCLOSURES**

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

6. CONSENT CALENDAR

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

A. Minutes of the Regular Meeting Held April 28, 2025

Department: City Clerk

Recommendation: Approve

7. SPONTANEOUS COMMUNICATIONS

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

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

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

The Commission may regulate a speaker who is speaking too long or out of order, being unduly repetitious, discussing irrelevancies, or extending to items not within the subject matter jurisdiction of the Commission. Please be reminded that discrimination, abusive use of profanity, unruly disruption,

and violent or physically threatening conduct is discouraged. Members of the public shall not disrupt the orderly conduct of the meeting. The Presiding Officer will request that a person cease any disruptive conduct, and if not immediately stopped, will direct the person to be removed from the meeting.

8. NEW BUSINESS

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

A. Code of Conduct for the Public Services Department

Department: Public Services

Recommendation: Review and provide staff with comments on the Code of Conduct for the Public Services Department; recommend approval to city council if there are no changes.

9. SENIOR CENTER MANAGER UPDATE

10. PUBLIC SERVICES DIRECTOR UPDATE

11. REQUESTS FOR AGENDA ITEMS BY COMMISSION

If a Commissioner is interested in a task or project, the Commissioner shall request that the item be agendized in this section.

12. ADJOURN

AFFIDAVIT OF POSTING

I, Armando Hegdahl, Management Analyst, certify that I caused the agenda for the special meeting of the Irwindale Senior Citizen Commission to be held on May 27, 2025, to be posted at the City Hall, Library, and Post Office on **May 22, 2025**.



Armando Hegdahl, CMC
Management Analyst

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

ROLL CALL: Present: Commissioners Christina Fraijo, Linda Marez, Iris Rodriguez;
Vice Chair Carol Acosta

Absent: Chair Robert Lopez

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

AB2449 DISCLOSURES None.

CONSENT CALENDAR

MOTION A motion was made by Commissioner Rodriguez, seconded by
Commissioner Marez, to approve the Consent Calendar. The motion was
unanimously approved, Chair Lopez absent.

ITEM NO. 6A **MINUTES**
MINUTES The minutes of the special meeting held March 25, 2025, were approved
as presented.

END OF CONSENT CALENDAR

**SPONTANEOUS
COMMUNICATIONS**

PAT GONZALES Pat Gonzales spoke on the seniors' chair volleyball team
competition against the City of Colton and how much fun the seniors
had.

NEW BUSINESS None.

**SENIOR CENTER
MANAGER UPDATE**

Senior Center Manager Beltran provided the following update:

- 1) The turnout for the chair volleyball tournament in Colton was great.
She spoke on the event and the fun that the seniors had during the
games and noted that this event resulted from Irwindale staff's
encounter with Colton's new Senior Center Manager at the recent
CPRS conference.
- 2) A bingo event was held last week which was successful with lots of
new players.
- 3) She also thanked Pat Gonzales for assisting a first-time participant of
a senior trip.

PUBLIC SERVICES
DIRECTOR UPDATE

Director Rodriguez provided the following update:

- 1) A bulky-item and e-waste pickup event has been scheduled for May 2 where residents can leave items such as refrigerators and mattresses at the curb for pickup.
- 2) The Mayor's Prayer Breakfast is scheduled for May 8, as is the City Council's budget workshop.
- 3) The Aquatics Expo has been scheduled for May 10.
- 4) A RockAbilities "Paint with Friends" event his scheduled for May 17.
- 5) The Kindness Krew will assist in cleaning Irwindale Park and Jardin de Roca Park on May 17.
- 6) The Recreation Department has scheduled a trip to Sea World for May 17.
- 7) She also provided upcoming e-waste collection events sponsored by the County of Los Angeles on May 31 and June 7.

REQUESTS FOR AGENDA
ITEMS BY COMMISSION

ITEM NO. 11A
PROCEDURES FOR
RECEIVING A
NUMBERED TICKET
TO REGISTER FOR
CLASSES, PROGRAMS,
FIELD TRIPS, AND
EVENTS AT IRWINDALE
SENIOR CENTER

PROCEDURES FOR RECEIVING A NUMBERED TICKET TO
REGISTER FOR CLASSES, PROGRAMS, FIELD TRIPS, AND EVENTS
AT IRWINDALE SENIOR CENTER – Requested by Commissioner
Rodriguez (Verbal)

PAT GONZALES

Pat Gonzales spoke on the issue she's noticed wherein individuals who arrived later were able to register for classes quicker than those that arrived earlier.

MANAGER BELTRAN

Manager Beltran made a PowerPoint presentation wherein she discussed day-of registration procedures which should eliminate the issue that Ms. Gonzales mentioned.

COMMISSIONERS
RODRIGUEZ AND
MAREZ

Commissioners Rodriguez and Marez concurred that the changes proposed by Manager Beltran should help alleviate the issue.

MANAGER BELTRAN

Manager Beltran then indicated that the Senior Center will be holding its annual Bingo Fundraiser on May 16 and stated that donations for items to be sold at the fundraiser are being accepted. She also noted that the funds raised help purchase various items without resorting to City funds.

COMMISSIONER
FRAIJO

Commissioner Fraijo asked why additional fundraisers are not held throughout the year, to which Manager Beltran advised that it is difficult to staff the events.

SENIOR CITIZEN COMMISSION MINUTES
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COMMISSIONER
MAREZ

Commissioner Marez suggested creating a wishlist of items that could be provided to individuals interested in purchasing and donating them to the Senior Center.

ADJOURNMENT

There being no further business to conduct, the meeting was adjourned at 9:29 a.m.

ATTEST:

Armando Hegdahl, CMC
Management Analyst

City of
IRWINDALE
AGENDA REPORT

Date: May 27, 2025

To: Honorable Chair and Members of the Senior Citizen Commission

From: Elizabeth Rodriguez, Public Services Director

Issue: Code of Conduct for the Public Services Department

Public Services Director's Recommendation:

Review and provide staff with comments on the Code of Conduct for the Public Services Department; recommend approval to city council if there are no changes.

Administrative Action:

Submitted by:

Elizabeth Rodriguez, Public Services Director

Prepared by:

Elizabeth Rodriguez, Public Services Director

Background and Analysis:

At the January 9, 2025 Parks & Recreation Special Meeting, Vice Chair Roman requested the Parks & Recreation Commission (P&R Commission) review a participant behavior policy for the Dan Diaz Recreation Center. After much research, it was determined that the City did not have this type of policy for the Dan Diaz Recreation Center, Irwindale Aquatics Center, or Irwindale parks. Additionally, staff identified most surrounding cities had a code of conduct policy for its parks and recreation departments, including the Irwindale Public Library.

At the February 5, 2025 Parks & Recreation Regularly Scheduled Meeting, staff provided copies of and presented a variety of different policies on this topic, including Irwindale Public Library's Code of Conduct, City of Monterey Park's Parks & Recreation's Behavior Guidelines, City of Temple City's Code of Conduct, and City of Ventura's Parks & Recreation's Code of Conduct. After reviewing these documents, a discussion was held and the P&R Commission requested staff use the City of Temple City's Code of Conduct as a template to create a code of conduct for the Public Services Department, which includes the Irwindale Senior Center.

At the May 7, 2025 Parks & Recreation Regularly Scheduled Meeting, staff presented a draft copy of the Code of Conduct for the Public Services Department for their review and comments.

Staff now request the Senior Citizen Commission review the draft copy of the Code of Conduct for the Public Services Department with the P&R Commission's comments, and provide any further comments this Commission may have on this policy. If no comments, this Commission may recommend approval

to the City Council or ask to bring the policy back should the P& R Commission have any further comments.

The purpose of the Code of Conduct is to establish guidelines that promote and support a safe, fun, and healthy environment through productive participation. Participants are expected to adhere to this Code of Conduct and conduct themselves appropriately while utilizing and taking part in city facilities, parks, programs, services, field trips, and special events. The Code of Conduct for the Public Services Department provides information on the scope of this policy, the purpose of this policy, the standards of conduct, violations, enforcement and consequences of violations, outlines what constitutes immediate suspension, and the appeals process.

Attachments:

1. 5-27-2025 Code of Conduct - POLICY



Code of Conduct for the Public Services Department

May 27, 2025

**Revised with Parks & Recreation
Commission Changes**

I. SCOPE

The City of Irwindale Code of Conduct for the Public Services Department (Collectively the Dan Diaz Recreation Center, Irwindale Aquatics Center, all Irwindale parks, and the Irwindale Senior Center) will provide guidelines as it relates to the programs, activities, services, field trips, and special events provided by and through the Public Services Department.

II. PURPOSE

The purpose of the Code of Conduct is to establish guidelines that promote and support a safe, fun, and healthy environment through productive participation. Participants are expected to adhere to this Code of Conduct and conduct themselves appropriately while utilizing and taking part in city facilities, parks, programs, services, field trips, and special events.

III. STANDARDS OF CONDUCT

All City of Irwindale Public Services visitors, facility users, program participants, caregivers, organizations, businesses, and volunteers are expected to adhere to the following:

- Always communicate and conduct yourself in a manner that is respectful, considerate, and courteous to other patrons, participants, staff, and volunteers; and
- Know, understand, and follow all posted and written rules along with verbal rules and directions provided by staff, contractors, and volunteers. Ask a staff member if you are unaware or unsure about any rules; and
- Follow all program, facility, and park specific rules and guidelines; and
- Be respectful of all City facilities, equipment, and property and the property of other patrons; and
- Check with staff prior to using any city equipment or rooms; and
- Secure all personal belongings. The city is not responsible for lost, damaged, and/or stolen items; and
- Dress appropriately for a public place. This includes wearing a shirt/top, pants/skirt/shorts, and shoes at all times (except such as when visiting the Irwindale Aquatics Center or during programs that allow for no shoes such as Yoga); and
- Clean-up after yourself including putting all trash and recyclables in the proper receptacles; and
- Please notify staff of any hazards, problems, or Code of Conduct violations as soon as possible.
- Be flexible in accepting alternative facility assignments or modifications to schedules; and
- Comply with decisions of staff and abide by established grievance procedures if issues or concerns arise; and
- Comply with all applicable federal, state, and local laws, including the City of Irwindale's Municipal Code and policies, other city policies, and/or venue policies.

IV. VIOLATIONS

City staff reserves the right to remove any person from City facilities, programs, activities, field trips, or special events who violates the Code of Conduct and the person(s) will be subject to the Consequences, as listed herein. The following actions are considered violations of the Code of Conduct and City staff may initiate the consequences below at its discretion:

- Actions or behavior that denies other participants or volunteers the ability to safely and respectfully enjoy the Public Services facilities and its programs, services, activities, field trips, and special events; and
- Any physical, ~~or~~ verbal, or cyber threat of imminent or future violence, repeated loud or offensive behavior, physically threatening or intimidating behavior, assault, actual or pretend fighting, abusive, obscene, or discriminatory language or gestures including but not limited to horseplay, bullying, unwelcome teasing, pushing, kicking, hitting, or fighting; and
- Destruction or vandalism of City materials, equipment, furniture or property; and
- Refusal to obey City staff with regard to the operation of any program or the use of any City facility or equipment; and
- Harassment or discrimination of any kind, including, but not limited to age, race, national origin, gender, religion, sexual orientation, or political affiliation; and
- Any activity that negatively affects the physical health of participants, volunteers, or City staff or places them in physical danger or fear of such threat; and
- Violations of City, County, State, or Federal law while on City property or when participating in City-sponsored programs, services, activities, field trips, or special events; and
- Possession, selling, or use of alcohol, marijuana, tobacco, illegal drugs, non-prescribed, or appearing to be under the influence of alcohol or controlled substances while on City property or when participating in City-sponsored programs, services, activities, field trips, or special events; and
- Possession, selling, or use of alcohol or appearing to be under the influence of alcohol on City property or when participating in City-sponsored programs, services, and activities or excessive use of alcohol at City-sponsored field trips and special events that allow alcohol; and
- Inappropriate and/or revealing attire; and
- Severe lack of personal cleanliness and hygiene; and
- Use of restrooms for the purpose of shaving, bathing, hair cutting, washing clothes, or others such uses it is not intended for; and
- Use of any type of photographic equipment, including cell phones, in city locker rooms and restrooms; and
- Leaving children under the age of 13-9 unsupervised in any Public Services facility and 12 and under for field trips; and

- Bringing any animal into City facilities or in areas with signs that prohibit animals from entering, except for service animals or as authorized for City programs; and
- Entering employee only areas without permission from staff.

Staff members may apply this guideline differently to behavior in different locations depending on the disruption caused by the behavior. When disruptive behavior occurs on the public sidewalk, street or park in front of City facilities, staff members should ask that individuals discontinue the disruptive behavior and/or request police assistance to enforce applicable laws and ordinances as appropriate.

V. Enforcement & Consequences of Violations

The City reserves the right to:

1. Require members of the public who engage in disruptive behavior to leave the premises.
2. Restrict or suspend members of the public who engage in disruptive behavior from using specific City facilities or services, or revoke their use of specific City facilities or services. Suspension may include dissolution of privileges to use City facilities, City property, City services, or participation in City sponsored programs, classes, activities, field trips, and special events.
3. Exclude members of the public who engage in disruptive behavior from City property for a specified period of time.

These guidelines will be applied fairly and equally to all members of the public. Persons of all ages are expected to follow this policy. Parents, guardians, or caregivers are responsible for ensuring that children meet this expectation as needed.

City staff will notify police immediately of any illegal behavior or threat to the safety of members of the public or staff.

~~The City reserves the right to suspend any participant or person who violates the Code of Conduct. Suspension may include dissolution of privileges to use City facilities, City property, City services, or participation in City sponsored programs, activities, field trips, and special events.~~

Violations of the Code of Conduct shall be addressed in the following manner:

- **1st Offense: Verbal Counseling or Warning**
Participants* will receive a verbal warning from a City staff person. City staff will document this occurrence on an "Incident Report." For items that require "repeated" or "severe" violations to be actionable, two or even three verbal warnings (at the discretion of the Division Manager/Supervisor or designee) with documentation will be required before moving to the "Second Offense" consequence.

- **2nd Offense: Written Warning and One Program Day Suspension**

City staff will record the second offense on an "Incident Report." The participant* will meet with the Division Manager/Supervisor or designee to discuss the violation and implement any corrective action deemed necessary by the City. A written suspension of one program day will be given to the participant* outlining the incidents and the specific violation(s) of the Code of Conduct. Failure to meet with the Division Manager/Supervisor or their designees will be grounds for a continued and/or indefinite suspension of more than one month.

- **3rd Offense: One Week to One Month Suspension**

City staff will record the occurrence on an "Incident Report." The participant* will meet with the Division Manager/Supervisor and the Public Services Director or their designees to discuss the violation and implement any corrective action deemed necessary by the City. At the discretion of the Public Services Director or designee, a written one week to one-month suspension will be given to the participant* explaining the incidents and the violation of the Code of Conduct. The written suspension will include the rationale for the duration of the suspension as well as the beginning and end dates of the suspension. Failure to meet with the Division Manager/Supervisor and Public Services Director or their designees will be grounds for a continued and/or indefinite suspension of more than one month.

- **Final Offense: Long-Term or Indefinite Suspension**

City staff will record the occurrence on an "Incident Report." The participant* will meet with the Division Manager/Supervisor and the Public Services Director or their designees to discuss the violation and implement any corrective action deemed necessary by the City. At the discretion of the Public Services Director or designee, a written long-term or indefinite suspension will be given to the participant* explaining the incidents and the violation of the Code of Conduct, and include the dates of the suspension (if applicable). Failure to meet with the Division Manager/Supervisor and Public Services Director or their designees will be grounds for a continued indefinite suspension.

Immediate Suspension

Notwithstanding the above, participants*/patrons* may receive an immediate suspension and revocation of privileges if the violation is so serious in nature as determined by the Public Services Director or designee that immediate suspension is warranted to protect the health, safety, or mental well-being of other participants or of City staff or other persons. Such violations may include but are not limited to:

- Violations that place participants, volunteers, City staff, other persons, self, or City property in imminent danger, including but not limited to verbal and physical threatening, abusive, and bullying behavior, weapons, intimidation, and harassment; and

- Violations that involve bringing weapons of any kind, even with a permit, to a city facility, event, program, on a City bus, or park grounds; and/or
- Violations involving law enforcement personnel.

City staff will record the occurrence on an "Incident Report." The participant* will meet with the Public Services Director or designee to discuss the violation and, if applicable, implement any corrective action deemed necessary by the City notwithstanding the immediate suspension. At the discretion of the Public Services Director or designee, a written long-term suspension will be given to the participant* explaining the incidents, the violation of the Code of Conduct, and the dates of the suspension (if applicable). Failure to meet with the Public Services Director or designee will be grounds for a continued indefinite suspension.

Appeal Process

Participants* have the right to appeal a decision made regarding an incident to the City Manager or designee within 15 days of receipt of the written notice of suspension. Participants* must appeal the decision in writing by e-mail or mail.

E-mail: Julian A. Miranda, City Manager at cityclerk@irwindaleca.gov

Mail:

City of Irwindale
Attn: City Manager
5050 N. Irwindale Avenue, Irwindale, CA 91706

After a thorough review of the participant's Code of Conduct violation(s), an appointment will be made with the participant* to discuss the situation. The participant* will not be allowed to return to City facilities, City parks, City properties or participate in City programs, services, field trips, and/or special events until the investigation and appeal process is completed.

*Participant/patron – If a participant/patron is a minor, then City staff will meet with the parent(s)/guardian(s) of the minor.

I have read the City of Irwindale Public Services Department's Code of Conduct and agree to abide by the rules and guidelines outlined herein.

Participant

Printed Name: _____

Signature: _____ Date: _____

Parent/Guardian Signature for Minors

Printed Name: _____

Signature: _____ Date: _____

DRAFT