

CITY OF IRWINDALE

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



NOTICE AND AGENDA FOR THE SPECIAL AND REGULAR MEETING OF THE

CITY COUNCIL

SUCCESSOR AGENCY TO THE IRWINDALE COMMUNITY REDEVELOPMENT AGENCY

HOUSING AUTHORITY

September 24, 2025

SPECIAL MEETING – 5:00 P.M.

REGULAR MEETING – 6:00 PM

LARRY G. BURROLA - Mayor

H. MANUEL ORTIZ - Mayor Pro Tem

ALBERT F. AMBRIZ - Councilmember

MARK A. BRECEDA - Councilmember

MANUEL R. GARCIA - Councilmember

Via Zoom Webinar: <https://us02web.zoom.us/j/87104592389>

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: 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 and Government Code section 54953(g), the City Council 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 City Council or 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).

Compensation for Board Members: Compensation for the members of the Irwindale City Council is \$750.16 a month. In accordance with Government Code Section 54952.3, Councilmembers will not receive any additional compensation or stipend for the convening of the regular meetings of the Successor Agency to the Irwindale Community Redevelopment Agency. Councilmembers will receive additional compensation of \$50/meeting, not to exceed \$150 per month, for the convening the regular meetings of the Irwindale Housing Authority and an additional compensation of \$300/meeting for convening the regular meetings of the Irwindale Reclamation Authority.

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

1. CALL TO ORDER**2. ROLL CALL: Councilmembers: Albert F. Ambriz, Mark A. Breceda, Manuel R. Garcia; Mayor Pro Tem H. Manuel Ortiz, Mayor Larry G. Burrola****3. AB 2449 DISCLOSURES**

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

4. SPONTANEOUS COMMUNICATIONS

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

5. RECESS TO CLOSED SESSION**A. Conference with Real Property Negotiator**

Pursuant to California Government Code Section 54956.8

Property: 16202-16214 Arrow Highway and 16216-16300 Arrow Highway

Agency Negotiator - Julian A. Miranda, City Manager

Negotiating Parties: Lee Arce, LLC

Under Negotiation: Acquisition of Property

B. Conference with Labor Negotiator

Pursuant to California Government Code Section 54957.6

Agency Designated Representatives: Julian A. Miranda, City Manager; Adrian Guerra, Legal Counsel; Mary Hull, Human Resources Manager

Employee Organizations: IPOA

C. Conference with Legal Counsel – Anticipated Litigation

Significant Exposure to Litigation

Pursuant to Government Code Section 54956.9 (d)(2), (e)(1)

A point has been reached where, in the opinion of the City Council, upon the advice of its legal counsel based on existing facts and circumstances, that there is significant exposure to litigation against the City of Irwindale. The facts and circumstances are those that might result in litigation against the City but which the City Council believes are not yet known to a potential plaintiff or plaintiffs, which facts and circumstances need not be disclosed.

Number of Cases: 3

6. RECONVENE IN OPEN SESSION

7. REPORT FROM CLOSED SESSION

8. ADJOURNMENT

REGULAR MEETING

9. CALL TO ORDER

10. PLEDGE OF ALLEGIANCE

11. INVOCATION

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

13. AB 2449 DISCLOSURES

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

14. CHANGES TO THE AGENDA

15. REPORT FROM THE SPECIAL MEETING HELD SEPTEMBER 10, 2025

A. Conference with Real Property Negotiator

Pursuant to California Government Code Section 54956.8

Property: 16202-16214 Arrow Highway and 16216-16300 Arrow Highway

Agency Negotiator - Julian A. Miranda, City Manager

Negotiating Parties: Lee Arce, LLC

Under Negotiation: Acquisition of Property

B. Conference with Legal Counsel - Anticipated Litigation

Initiation of litigation [Pursuant to Government Code Section 54956.9 (d)(4)]

Number of Cases: One

16. COUNCIL MEMBER TRAVEL REPORTS

17. COUNCILMEMBER COMMENTS

18. INTRODUCTION OF NEW EMPLOYEES/PROMOTIONS

A. Introduction of Aquatics Assistant Mariana Quiñones

19. PROCLAMATIONS / PRESENTATIONS / COMMENDATIONS

- A. 2025 San Gabriel Valley Council of Governments (SGVCOG) President's Introduction

20. CONSENT CALENDAR

- A. Minutes of the Meetings Held May 14 and May 28, 2025

Department: City Clerk

Recommendation: Approve

- B. Warrants / Demands / Payroll

Department: Finance

Recommendation: Approve.

- C. Acceptance of the Irwindale Recreation Center HVAC Replacement Project (P-1071)

Department: Engineering

Recommendation: That the City Council (1) ratify changes to the original scope of work and accept the improvements and maintenance responsibilities for the construction improvements of the Irwindale Recreation Center HVAC Replacement Project (2) approve the final construction project amount of \$150,649.70 under the construction contract with AC Pros, Inc (3) authorize the City Clerk to record the Notice of Completion; and (4) authorize the Finance Director to release the 5% retention amount for the construction project.

- D. Request to Appropriate Funds, Waive Formal Bidding and Approve Software Agreement with Tyler Technologies and Motorola Solutions for Software and Hardware System ended for Traffic Records Improvement Project (TRIP)

Department: Police

Recommendation: **Adopt Resolution No. 2025-94-3682 entitled:** "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE WAIVING FORMAL BIDDING PROCEDURES PURSUANT TO IRWINDALE MUNICIPAL CODE SECTION 3.44.080 (C), APPROVING AN APPROPRIATION OF FUNDING, AND AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH TYLER TECHNOLOGIES AND MOTOROLA SOLUTIONS FOR THE SOFTWARE AND HARDWARE SYSTEMS NEEDED FOR TRAFFIC RECORDS IMPROVEMENT PROJECT (TRIP)."

- E. Acceptance of California Office of Traffic Safety (OTS) Federal Grant Funds in the amount of \$90,000 for Traffic Safety Education and Impaired driving enforcement

Department: Police

Recommendation: **Adopt Resolution No. 2025-93-3681 entitled:** "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE APPROVING AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE 2025-2026 SELECTIVE TRAFFIC ENFORCEMENT PROGRAM (STEP) SUB-RECIPIENT AGREEMENT BETWEEN CALIFORNIA OFFICE OF TRAFFIC SAFETY (OTS) AND THE CITY OF IRWINDALE, AND APPROVING THE ACCEPTANCE AND APPROPRIATION OF THE CALIFORNIA OFFICE OF TRAFFIC SAFETY FEDERAL GRANT FUNDS IN THE AMOUNT OF \$90,000 FOR THE SELECTIVE TRAFFIC ENFORCEMENT PROGRAM (STEP)".

21. SPONTANEOUS COMMUNICATIONS

This is the time set aside for members of the audience speak on items not on this agenda that are within the City Council's subject matter jurisdiction. 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 participate (except as stated), it is requested that all such communications be made in writing to be included on the next agenda for full discussion and action

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 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. Organized groups of persons wishing to address the Council on the same subject should select a spokesperson to represent the group, so as to avoid unnecessary repetition. In no event shall the total amount of speaking time for exceed 6 minutes per person for the subject under discussion.

The Council may regulate a speaker who is speaking too long or out of order, being unduly repetitious, discussing irrelevancies, or extending to items not within its subject matter jurisdiction. 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.

Public Comments will be heard in the following order:

1: In-person attendees

2: Teleconference attendees

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

22. NEW BUSINESS

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

- A. Adopt Resolution No. 2025-67-3655 Appointing a Voting Delegate for 2025 League of California Cities Annual Conference – Annual Business Meeting
Department: Administration

Recommendation: **Adopt Resolution No. 2025-67-3655**, appointing a voting delegate and up to two alternate voting delegates to represent the City of Irwindale at the Annual Business Meeting to be held at the 2025 League of California Cities Annual Conference in Long Beach, California.

B. Urgency Ordinance No. 813 - Billboards

Department: Community Development

Recommendation: Direct the City Attorney to read the title of the ordinance, waive further reading of the ordinance, and **adopt the ordinance as an urgency measure by a roll call vote with a minimum 4/5 vote Urgency Ordinance No. 813**, entitled "AN URGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF IRWINDALE AMENDING CHAPTER 17.20 ("BILLBOARDS") OF THE CITY OF IRWINDALE MUNICIPAL CODE REGARDING NEW AND CONVERTED DIGITAL DISPLAYS OF OUTDOOR ADVERTISING STRUCTURES AFFECTING PROPERTIES CITYWIDE AND FINDING THE ORDINANCE EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) PURSUANT TO CEQA GUIDELINES SECTION 15061(b)(3)"

C. Recreational Vehicle Parking on Residential Property

Department: Administration

Recommendation: That the Irwindale City Council discuss and the Planning Commissions recommendation relating to recreational vehicle parking on residential property and provide direction.

23. PUBLIC HEARINGS

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

24. CITY MANAGER'S REPORT

25. REQUESTS FOR AGENDA ITEMS BY CITY COUNCIL

If a City Council Member is interested in a task or project, the City Council Member shall request that the item be agendaized in this section.

26. ADJOURN

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

27. AB 2449 DISCLOSURES

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

28. CONSENT CALENDAR

A. Minutes of the Meetings Held May 14 and May 28, 2025

Department: City Clerk

Recommendation: Approve

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

Recommendation: Approve.

29. 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.

30. NEW BUSINESS

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

31. PUBLIC HEARINGS

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

32. ADJOURN**HOUSING AUTHORITY****33. AB 2449 DISCLOSURES**

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

34. CONSENT CALENDARA. Minutes of the Meetings Held May 14 and May 28, 2025***Department: City Clerk***

Recommendation: Approve

35. SPONTANEOUS COMMUNICATIONS

This is the time set aside for members of the audience to speak on items not on this agenda.

Spontaneous Communications for the Housing Authority are subject to the same State prohibitions and City guidelines as cited on the City Council agenda.

36. NEW BUSINESS

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

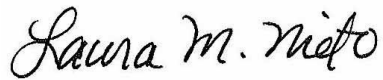
37. PUBLIC HEARINGS

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

38. ADJOURN

AFFIDAVIT OF POSTING

I, Laura M. Nieto, Chief Deputy City Clerk, certify that I caused the agenda for the regular meeting of the City Council, Irwindale Successor Agency to the Irwindale Community Redevelopment Agency and Housing Authority, to be held on September 24, 2025, be posted at the City Hall, Library, and Post Office on **September 18, 2025**.

A handwritten signature in black ink that reads "Laura M. Nieto". The script is cursive and fluid, with the first letters of each word being capitalized and prominent.

Laura M. Nieto, MMC
Chief Deputy City Clerk

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

ROLL CALL:

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

Absent: Councilmembers Mark A. Breceda and Manuel R. Garcia

Also Present: Julian A. Miranda, City Manager; Adrian Guerra, City Attorney; Theresa Olivares, Assistant City Manager; and Laura Nieto, Chief Deputy City Clerk

AB 2449 DISCLOSURES None.

**SPONTANEOUS
COMMUNICATIONS**

There were no speakers.

**RECESS TO
CLOSED SESSION**

At 5:03 p.m., the City Council met in Closed Session to discuss the following:

Conference with Legal Counsel – Anticipated Litigation
Significant Exposure to Litigation (Pursuant to Government Code Sections 54954.5(c), 54956.9(d)(3), (e)(1))

Based on existing facts and circumstances, this closed session is only to decide whether a closed session is authorized pursuant to Government Code section 54956.9(d)(2), which provides: “A point has been reached where, in the opinion of the legislative body of the local agency on the advice of its legal counsel, based on existing facts and circumstances, there is a significant exposure to litigation against the local agency.” Facts and circumstances are those that might result in litigation against the local agency but which the local agency believes are not yet known to a potential plaintiff or plaintiffs, which facts and circumstances need not be disclosed.

Number of cases: 3

ACTION: Each case discussed, information provided by the City Manager to the City Council; no direction or action taken.

Public Employee Performance Evaluation
Pursuant to California Government Code Section 54957

Title: City Manager

ACTION: Discussed, direction provided to City Manager; no action taken.

**RECONVENE IN
OPEN SESSION**

At 6:14 p.m., the City Council reconvened in Open Session.

ADJOURNMENT

There being no further business to conduct, the meeting was adjourned at 6:15 p.m.

Laura M. Nieto, MMC
Chief Deputy City Clerk

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

ROLL CALL:

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

Absent: Councilmembers Mark A. Breceda and Manuel R. Garcia,

Also Present: Julian A. Miranda, City Manager; Adrian Guerra, City Attorney; Theresa Olivares, Assistant City Manager; Christopher Hofford, Chief of Police; Kambiz Borhani, Director of Finance / City Treasurer; Eddie Chan, Director of Engineering / Building Official; Elizabeth Rodriguez, Public Services Director; Mary Hull, Human Resources Manager, and Laura Nieto, Chief Deputy City Clerk

**PLEDGE OF
ALLEGIANCE**

The Irwindale Competition Cheer Team led the Pledge of Allegiance.

AB 2449 DISCLOSURES None.

**CHANGES TO THE
AGENDA**

CITY MANAGER
MIRANDA

City Manager Miranda noted that the Introduction of Irwindale Police Officer Ricky Moreno has been moved to the May 28 meeting.

**COUNCILMEMBER
TRAVEL REPORTS**

None.

**COUNCILMEMBER
COMMENTS**

COUNCILMEMBER
AMBRIZ

Councilmember Ambriz advised that Kearny Realtors will donate \$50,000 to the Irwindale Community Foundation.

CITY MANAGER
MIRANDA

City Manager Miranda noted that a representative of Kearny Real Estate will be present at the May 28 meeting for the presentation of the check.

**INTRODUCTION OF
NEW EMPLOYEES /
PROMOTIONS**

ITEM NO. 17A
INTRODUCTION OF
MAINTENANCE AIDES
JOSE CASAS, DANIEL
MATHEWS, AND
JOHN NEAR

INTRODUCTION OF MAINTENANCE AIDES JOSE CASAS,
DANIEL MATHEWS, AND JOHN NEAR

The introductions were made.

ITEM NO. 17B
INTRODUCTION OF
IRWINDALE POLICE
OFFICER RICKY
MORENO

INTRODUCTION OF IRWINDALE POLICE OFFICER RICKY
MORENO

The introduction was forwarded to the meeting of May 28.

PROCLAMATIONS /
PRESENTATIONS /
COMMENDATIONS

ITEM 18A
RECOGNITION OF THE
IRWINDALE CHEER
TEAM

RECOGNITION OF THE IRWINDALE CHEER TEAM

The recognition was made.

ITEM 18B
PROCLAMATION –
NATIONAL PUBLIC
WORKS WEEK

PROCLAMATION – NATIONAL PUBLIC WORKS WEEK

The proclamation was made.

ITEM 18C
CHAMBER OF
COMMERCE BUSINESS
OF THE MONTH –
DANCE SYNDICATE,
SANTA ANITA PARK,
ROGERS & ASSOC.

CHAMBER OF COMMERCE BUSINESS OF THE MONTH – DANCE
SYNDICATE (FEBRUARY); SANTA ANITA PARK (MARCH);
ROGERS & ASSOCIATES (APRIL)

The presentations were made.

ITEM NO. 18D
IRWINDALE CHAMBER
OF COMMERCE
QUARTERLY UPDATE

IRWINDALE CHAMBER OF COMMERCE QUARTERLY UPDATE

The presentation was made.

RECOGNITION OF
NATALIE NOCOM,
BENEFITS
ADMINISTRATOR

RECOGNITION OF NATALIE NOCOM, RETIRING BENEFITS
ADMINISTRATOR

The recognition was made.

RECOGNITION OF
EILEEN DIEP, RETIRING
SENIOR FINANCE
ANALYST

RECOGNITION OF EILEEN DIEP, RETIRING SENIOR FINANCE
ANALYST

The recognition was made.

CONSENT CALENDAR

MOTION

A motion was made by Mayor Pro Tem Ortiz, seconded by Councilmember Ambriz, to approve the Consent Calendar, with the exception of Item No. 19F, which will be continued to a future meeting due to a lack of quorum. The motion was unanimously approved; Councilmembers Breceda and Garcia absent.

ITEM NO. 19A
MINUTES OF THE
SPECIAL AND REGULAR
MEETINGS HELD
MARCH 12, 2025

MINUTES OF THE SPECIAL AND REGULAR MEETINGS HELD
MARCH 12, 2025

The minutes of the special and regular meetings held March 12, 2025, were approved.

ITEM NO. 19B
WARRANTS / DEMANDS
/ PAYROLL

WARRANTS / DEMANDS / PAYROLL

The warrants / demands / payroll were approved.

ITEM NO. 19C
REJECTION OF CLAIM -
KURTIS PASCO VS.
CITY OF IRWINDALE

REJECTION OF CLAIM – KURTIS PASCO VS. CITY OF
IRWINDALE

The claim of Kurtis Pasco vs. City of Irwindale was rejected and staff was directed to send a standard letter of rejection.

ITEM NO. 19D
SECOND READING OF
ORDINANCE NO. 760
TO IMPOSE PENALTIES
FOR FIREWORKS
VIOLATIONS

SECOND READING OF ORDINANCE NO. 760 TO AMEND
IRWINDALE MUNICIPAL CODE CHAPTER 8.16 TO IMPOSE
PENALTIES FOR FIREWORKS VIOLATIONS

ORDINANCE NO. 760
ADOPTED ON
SECOND READING

Ordinance No. 760, entitled:

“AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF IRWINDALE, CALIFORNIA, AMENDING CHAPTER 8.16 (“FIREWORKS”) OF TITLE 8 (“HEALTH & SAFETY”) OF THE IRWINDALE MUNICIPAL CODE TO IMPOSE PENALTIES FOR FIREWORKS VIOLATIONS AND PROVIDE OTHER ADMINISTRATIVE CHANGES FOR THE REGULATION OF FIREWORKS,” was adopted on second reading, reading by title only and waiving further reading thereof.

ITEM NO. 19E
SECOND READING –
ORDINANCE NO. 794

2ND READING – ORDINANCE NO. 794

ORDINANCE NO. 794
ADOPTED ON
SECOND READING

Ordinance No. 794, entitled:

“AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF IRWINDALE AUTHORIZING AN AMENDMENT TO THE CONTRACT BETWEEN THE CITY COUNCIL OF THE CITY OF IRWINDALE AND THE BOARD OF ADMINISTRATION OF THE CALIFORNIA PUBLIC EMPLOYEES’ RETIREMENT SYSTEM,” was adopted on second reading, reading by title only and waiving further reading thereof.

ITEM NO. 19F
IRWINDALE BUSINESS
CENTER SEWER
AND STREETLIGHT
MAINTENANCE
ASSESSMENT
DISTRICTS
ENGINEER'S
REPORT AND
NOTICE OF INTENT
TO LEVY

IRWINDALE BUSINESS CENTER SEWER AND STREETLIGHT
MAINTENANCE ASSESSMENT DISTRICTS ENGINEER'S
REPORT AND NOTICE OF INTENT TO LEVY

This item was continued to a future meeting.

ITEM NO. 19G
AMERICAN WITH
DISABILITIES (ADA)
ASSISTANCE PROGRAM

AMERICANS WITH DISABILITIES (ADA) ASSISTANCE PROGRAM

RESOLUTION NO.
2025-39-3627
ADOPTED

Resolution No. 2025-39-3627, entitled:

"A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE WAIVING THE FORMAL BIDDING PROCEDURES PURSUANT TO IRWINDALE MUNICIPAL CODE SECTION 3.44.080 (D), AUTHORIZING THE ISSUANCE OF A PURCHASE ORDER AND AUTHORIZING THE CITY MANAGER TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH CALIFORNIA JOINT POWERS INSURANCE AUTHORITY (CJPIA) AUTHORIZING TO PROVIDE AN UPDATE ON THE CITY OF IRWINDALE'S ADA ASSISTANCE PROGRAM," was adopted.

ITEM NO. 19H
NEIGHBORHOOD
COYOTE PROGRAM

NEIGHBORHOOD COYOTE PROGRAM

RESOLUTION NO.
2025-38-3626
ADOPTED

Resolution No. 2025-38-3626, entitled:

"A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE APPROVING THE MEMORANDUM OF AGREEMENT BETWEEN THE SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS AND THE CITY OF IRWINDALE FOR PARTICIPATION IN THE SAN GABRIEL VALLEY NEIGHBORHOOD COYOTE PROGRAM AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE MEMORANDUM OF AGREEMENT FOR THE SAN GABRIEL VALLEY NEIGHBORHOOD COYOTE PROGRAM," was adopted.

ITEM NO. 19I
ACCEPTANCE OF THE
AQUATIC CENTER
SWIMMING POOL

ACCEPTANCE OF THE AQUATIC CENTER SWIMMING POOL
RENOVATION PROJECT; P-1062

1) The City Council ratified the changes to the original scope of work

RENOVATION PROJECT and accepted the improvements and maintenance responsibilities for the construction improvements of the Irwindale Aquatic Center – Main Swimming Pool Renovation Project; 2) the final construction project amount of \$943,921.56 was approved under the construction contract with Blue Star Pools, Inc; 3) the City Clerk was authorized to record the Notice of Completion; and 4) the Finance Director was authorized to release the 5% retention amount for the construction project.

ITEM NO. 19J

**AWARD OF CONTRACT
FOR THE IRWINDALE
RECREATION CENTER
HVAC REPLACEMENT
PROJECT; P-1071**

**AWARD OF CONTRACT FOR THE IRWINDALE RECREATION
CENTER HVAC REPLACEMENT PROJECT; P-1071**

1) The Assistant City Manager was authorized to enter into an agreement with AC Pros, Inc in the amount of \$196,180 for the Irwindale Recreation Center HVAC Replacement Project; and 2) a 10% construction contingency in the amount of \$19,618 was approved to cover any unforeseeable conditions that may arise during construction.

END OF CONSENT CALENDAR

**SPONTANEOUS
COMMUNICATIONS**

There were no speakers.

NEW BUSINESS

None.

PUBLIC HEARINGS

None.

**CITY MANAGER'S
REPORT**

**CITY MANAGER
MIRANDA**

City Manager Miranda presented the following report:

- 1) The City is accepting applications for the open Benefits Administrator, Senior Center Manager and Engineering Technician positions,
- 2) City offices will be closed on May 26 due to the holiday.

**REQUESTS FOR
AGENDA ITEMS BY
CITY COUNCIL**

None.

ADJOURNMENT

There being no further business to conduct, the meeting was adjourned at 8:02 p.m.

Laura M. Nieto, MMC
Chief Deputy City Clerk

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

ROLL CALL:

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

Also Present: Julian A. Miranda, City Manager; Adrian Guerra, City Attorney; Theresa Olivares, Assistant City Manager; and Laura Nieto, Chief Deputy City Clerk

AB 2449 DISCLOSURES None.

**SPONTANEOUS
COMMUNICATIONS**

There were no speakers.

**RECESS TO
CLOSED SESSION**

At 4:37 p.m., the City Council met in Closed Session to discuss the following:

Public Employee Performance Evaluation

Pursuant to California Government Code Section 54957

Title: City Manager

ACTION: Discussed; no action taken.

Conference with Real Property Negotiator

Pursuant to California Government code Section 54956.8

Property: 16202 – 16214 Arrow Highway and 16216-16300 Arrow Highway

Agency Negotiator: Julain A. Miranda, City Manager

Negotiating Parties: Lee Arce, LLC

Under Negotiation: Price and terms of payment

ACTION: Information provided to the Council, direction provided; no action taken (Councilmember Breceda declared a potential conflict of interest and did not participate).

Conference with Legal Counsel – Anticipated Litigation

Significant Exposure to Litigation Pursuant to Government Code Sections 54954.5(c), 54956.9(d)(3), (e)(1)

Based on existing facts and circumstances, this closed session is only to decide whether a closed session is authorized pursuant to Government Code section 54956.9(d)(2), which provides: “A point has been reached where, in the opinion of the legislative body of the local agency no the advice of its legal counsel, based on existing facts and circumstances, there is a significant exposure to litigation against

the local agency.” Facts and circumstances are those that might result in litigation against the local agency but which the local agency believes are not yet known to a potential plaintiff or plaintiffs, which facts and circumstances need not be disclosed.

Number of Cases: 2

ACTION: Information provided to the Council, no direction provided, no action taken.

Conference with Legal Counsel – Anticipated Litigation
Initiation of Litigation (Pursuant to Government Code Section 54956.9(d)(4))

Number of cases: One

ACTION: Update provided, Council requested follow up; no reportable action (reported at the meeting held June 11, 2025).

Conference with Legal Counsel – Existing Litigation
Pursuant to Government Code Section 54954.5(c), 54956.9(d)(1)

Name of Case: Luz Aguilar v. City of Irwindale
Case Number: 24STCV04897

ACTION: Update provided, no direction provided, and no action taken.

**RECONVENE IN
OPEN SESSION**

At 6:08 p.m., the City Council reconvened in Open Session.

ADJOURNMENT

There being no further business to conduct, the meeting was adjourned at 6:10 p.m.

Laura M. Nieto, MMC
Chief Deputy City Clerk

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

ROLL CALL:

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

Also Present: Julian A. Miranda, City Manager; Adrian Guerra, City Attorney; Theresa Olivares, Assistant City Manager; Christopher Hofford, Chief of Police; Kambiz Borhani, Director of Finance / City Treasurer; Eddie Chan, Director of Engineering / Building Official; Elizabeth Rodriguez, Public Services Director; Mary Hull, Human Resources Manager, and Laura Nieto, Chief Deputy City Clerk

**PLEDGE OF
ALLEGIANCE**

The Pledge of Allegiance was conducted.

AB 2449 DISCLOSURES None.

**CHANGES TO THE
AGENDA**

CITY MANAGER
MIRANDA

City Manager Miranda advised that the recommended appropriation amount reflected in Item No. 19D should read \$75,500. Additionally, the correct name for CIP Project 8251 listed under Item No. 21A should read "City of Irwindale Public Library Improvement Project Phase 2."

**COUNCILMEMBER
TRAVEL REPORTS**

MAYOR PRO TEM
ORTIZ

Mayor Pro Tem Ortiz spoke on his attendance at the Contract Cities Conference held in Indian Wells.

COUNCILMEMBERS
BRECEDA AND GARCIA

Councilmembers Breceda and Garcia spoke on their attendance at the Southern California Association of Governments meeting held recently and their attendance at the Contract Cities Conference.

COUNCILMEMBER
AMBRIZ AND
MAYOR BURROLA

Councilmember Ambriz and Mayor Burrola spoke on their attendance at the Contract Cities Conference.

MAYOR BURROLA

Mayor Burrola spoke on his attendance at a meeting of the Los Angeles County Sanitation District.

**COUNCILMEMBER
COMMENTS**

MAYOR BURROLA Mayor Burrola recognized the educational achievements by members of the Irwindale Police Department.

**INTRODUCTION OF
NEW EMPLOYEES /
PROMOTIONS**

ITEM NO. 17A INTRODUCTION OF IRWINDALE POLICE OFFICER RICKY MORENO
The introduction was made and the officer was sworn in.

ITEM NO. 17B INTRODUCTION OF IRWINDALE RESERVE POLICE OFFICER CHRIS MIRANDA
The introduction was made and the officer was sworn in.

ITEM NO. 17C INTRODUCTION OF BUS DRIVER DENISE MARTINEZ
The introduction was made.

**PROCLAMATIONS /
PRESENTATIONS /
COMMENDATIONS**

ITEM NO. 18A CHECK PRESENTATION BY KEARNY REAL ESTATE COMPANY TO THE IRWINDALE COMMUNITY FOUNDATION
Mr. Steven Hillgren presented a check in the amount of \$50,000 to the Irwindale Community Foundation.

CONSENT CALENDAR

MOTION A motion was made by Councilmember Ambriz, seconded by Councilmember Garcia, to approve the Consent Calendar. The motion was unanimously approved; Councilmembers Breceda abstaining on Item Nos. 19E and 19G and Mayor Pro Tem Ortiz abstaining on Item Nos. 19C and 19G.

ITEM NO. 19A
MINUTES OF THE
SPECIAL AND REGULAR
MEETINGS HELD
MARCH 26, 2025

MINUTES OF THE SPECIAL AND REGULAR MEETINGS HELD
MARCH 26, 2025

The minutes of the special and regular meetings held March 26, 2025, were approved.

ITEM NO. 19B
WARRANTS / DEMANDS
/ PAYROLL

WARRANTS / DEMANDS / PAYROLL

The warrants / demands / payroll were approved.

ITEM NO. 19C
UES CONTRACT
AMENDMENT NO. 1

UES CONTRACT AMENDMENT NO. 1

The City Council approved the Contract Amendment No. 1 with Universal Engineering Sciences (UES), Inc., for the contract extension and preparation of an Environmental Impact Report in association with land use entitlement applications for property located at 15801 First Street, Irwindale, CA 91706.

ITEM NO. 19D
APPROVE THE
PURCHASE AND
OUTFITTING OF ONE
PROWLER
ALL-TERRAIN
VEHICLE AND WAIVE
FORMAL BIDDING
REQUIREMENTS FOR
THE PURCHASE OF
ONE ENCLOSED
TRAILER

APPROVE THE PURCHASE AND OUTFITTING OF ONE (1)
PROWLER ALL-TERRAIN VEHICLE AND WAIVE FORMAL
BIDDING REQUIREMENTS FOR THE PURCHASE OF ONE (1)
ENCLOSED TRAILER

RESOLUTION NO.
2025-42-3630
ADOPTED

Resolution No. 2025-42-3630, entitled:

“A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE WAIVING FORMAL BIDDING REQUIREMENTS PURSUANT TO IRWINDALE MUNICIPAL CODE SECTION 3.44.080(C), AUTHORIZING THE CITY MANAGER TO ENTER INTO A PURCHASE AGREEMENT WITH ATV CORP. FOR THE PURCHASE AND OUTFITTING OF ONE POLICE ALL-TERRAIN VEHICLE AND ONE ENCLOSED TRAILER, AND AUTHORIZING AN APPROPRIATION OF \$70,373.35 FROM THE GENERAL FUND RESERVES FOR THE PURCHASE,” was adopted.

ITEM NO. 19E
ACCEPTANCE OF THE
MORADA STREET –
CMU BLOCK WALL
IMPROVEMENT
PROJECT

ACCEPTANCE OF THE MORADA STREET – CMU BLOCK WALL
IMPROVEMENT PROJECT

1) The City Council ratified changes to the original scope of work and accepted the improvements and maintenance responsibilities for the constructed improvements of the Morada Street – CMU Block Wall Improvement Project, 5239 Morada Street, 2) approved the final

construction project amount of \$113,843.80 under the construction contract with Leonida Builders, Inc., 3) authorized the City Clerk to record the Notice of Completion, and 4) authorized the Finance Director to release the 5% retention amount for the construction project.

ITEM NO. 19F
APPROVAL OF SB1
ROAD MAINTENANCE
AND REHABILITATION
ACCOUNT LOCAL
STREETS AND ROADS
FUNDING ALLOCATION
FOR FY 25/26

APPROVAL OF SB1 ROAD MAINTENANCE AND
REHABILITATION ACCOUNT LOCAL STREETS AND ROADS
FUNDING ALLOCATION FOR FISCAL YEAR 2025-2026

The City Council 1) approved the SB1 Local Streets and Roads Program proposed project list for Fiscal Year 2025-2026 and authorized staff to submit said list to the California Transportation Commission, and 2)

RESOLUTION NO.
2025-46-3634
ADOPTED

Resolution No. 2025-46-3634, entitled:

“A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE, CALIFORNIA, ADOPTING A LIST OF PROJECTS FOR FISCAL YEAR 2025-2026 FUNDED BY SB1: THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017,” was adopted.

ITEM NO. 19G
IRWINDALE BUSINESS
CENTER SEWER
AND STREETLIGHT
MAINTENANCE
ASSESSMENT
DISTRICTS
ENGINEER'S REPORT
AND NOTICE OF
INTENT TO LEVY

IRWINDALE BUSINESS CENTER SEWER AND STREETLIGHT
MAINTENANCE ASSESSMENT DISTRICTS ENGINEER'S
REPORT AND NOTICE OF INTENT TO LEVY

RESOLUTION NO.
2025-41-3629
ADOPTED

Resolution No. 2025-41-3629, entitled:

“A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE APPROVING AN ENGINEER'S REPORT FOR FISCAL YEAR 2025-2026 FOR MAINTENANCE, OPERATION, AND CAPITAL REPLACEMENT OF THE CITY'S SANITATION AND SEWERAGE SYSTEMS WITHIN THE SEWER MAINTENANCE DISTRICT LOCATED WITHIN THE IRWINDALE BUSINESS CENTER; DECLARING ITS INTENTION TO LEVY AND COLLECT ASSESSMENTS WITHIN THE SEWER MAINTENANCE DISTRICT FOR FISCAL YEAR 2025-2026; AND GIVING NOTICE OF A DAY AND TIME FOR A VIRTUAL PUBLIC HEARING ON THE LEVY OF THE PROPOSED ASSESSMENTS,” and

RESOLUTION NO.
2025-40-3628
ADOPTED

Resolution No. 2025-40-3628, entitled:

“A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE APPROVING AN ENGINEER’S REPORT FOR FISCAL YEAR 2025-2026 FOR MAINTENANCE OF STREET LIGHTING LOCATED WITHIN THE STREET LIGHTING MAINTENANCE DISTRICT (THE IRWINDALE BUSINESS CENTER); DECLARING ITS INTENTION TO LEVY AND COLLECT ASSESSMENTS WITHIN THE STREET LIGHTING MAINTENANCE DISTRICT FOR THE FISCAL YEAR 2025-2026; AND GIVING NOTICE OF A DAY AND TIME FOR A VIRTUAL PUBLIC HEARING ON THE LEVY OF THE PROPOSED ASSESSMENTS,” were approved, and a public hearing was set for June 11, 2025, to consider setting assessments for the two above-mentioned Assessment Districts.

END OF CONSENT CALENDAR

SPONTANEOUS COMMUNICATIONS

DANIEL GRIJALVA	Daniel Grijalva read from a letter he sent to City Manager Miranda wherein he speaks highly of Irwindale Officer Cesar Nunez.
ROSIE BRECEDA	Rosie Breceda spoke highly of Irwindale Officer Nunez and Sergeant Campos and asked that the City revise its hiring standards for Police Officers.
PAT GONZALES	Pat Gonzales spoke on her interactions with Officer Nunez and lamented the low number of residents that attend City events.
FRED BARBOSA	Regarding Item 19G, Fred Barbosa asked whether it is “basically a Mello-Roos”.

NEW BUSINESS

<u>ITEM NO. 21A</u> AMENDING FY 24/25 ADOPTED BUDGET TO ADD THREE ADDITIONAL CAPITAL IMPROVEMENT PROGRAM PROJECTS AND AUTHORIZE BUDGET TRANSFERS	AMENDING FY 2024-2025 ADOPTED BUDGET TO ADD THREE ADDITIONAL CAPITAL IMPROVEMENT PROGRAM PROJECTS AND AUTHORIZE BUDGET TRANSFERS BETWEEN FUNDS, PROJECTS, AND ACCOUNTS
CITY MANAGER MIRANDA	City Manager Miranda presented the staff report.

FRED BARBOSA Fred Barbosa expressed doubt that the proposed appropriation of funds would be used correctly.

RESOLUTION NO. **Resolution No. 2025-47-3635**, entitled:

2025-47-3635

ADOPTED

“A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE APPROVING A BUDGET AMENDMENT TO THE FISCAL YEAR 2024-2025 ADOPTED BUDGET AND ESTABLISHING THREE NEW CAPITAL IMPROVEMENT PROGRAM (“CIP”) PROJECTS: 1) COMMUNITY CENTER SKYLIGHT REPLACEMENT (CIP NO. 8249) FOR \$300,000; 2) SWIMMING POOL IMPROVEMENTS PROJECT PHASE II (CIP NO. 8250) FOR \$500,000; 3) PUBLIC LIBRARY IMPROVEMENT PROJECT PHASE II (CIP NO. 8251) FOR \$1,905,772.85, AND AUTHORIZE BUDGET TRANSFERS FROM EXISTING BUDGET TO FUND THESE PROJECTS AND CLOSE, REMOVE, AND ADJUST OTHERS,” was adopted on the motion of Mayor Pro Tem Ortiz, seconded by Councilmember Breceda, and unanimously approved.

ITEM NO. 21B
VERBAL UPDATE ON
THE IRWINDALE
LIBRARY PROJECT

VERBAL UPDATE ON THE IRWINDALE LIBRARY PROJECT

COUNCILMEMBERS BRECEDA AND GARCIA AND CITY MANAGER MIRANDA Councilmembers Breceda and Garcia and City Manager Miranda recused themselves from this item and exited the Council Chambers at 7:01 p.m.

ASSISTANT CITY MANAGER OLIVARES Assistant City Manager Olivares presented the update.

MAYOR BURROLA Responding to a question by Mayor Burrola, Assistant City Manager Olivares advised that rocks dug up during the project were hauled away for disposal by the contracted company.

COUNCILMEMBERS BRECEDA AND GARCIA AND CITY MANAGER MIRANDA Councilmembers Breceda and Garcia and City Manager Miranda returned to the Council Chambers at 7:08 p.m.

ITEM NO. 21C
RECREATIONAL
VEHICLE PARKING
ON CITY STREETS RECREATIONAL VEHICLE PARKING ON CITY STREETS

CITY MANAGER MIRANDA	City Manager Miranda presented the staff report. He also indicated that he received a message from a resident who indicated that he was almost involved in a vehicular accident due to impaired line of sight caused by a parked recreational vehicle.
MAYA ANGEL	In response to a question by Maya Angel, City Manager Miranda advised that a majority of recreational vehicles are parked alongside Arrow Highway and Rivergrade Road.
PAT GONZALES	Pat Gonzales asked when residents would become responsible for their own properties, how a parking ordinance would be enforced, and stated that city funds could better be spent on other matters instead of on purchasing property for a parking lot.
ROBERT ESCOVEDO	Robert Escovedo asked whether a potential parking lot would be available for resident use only and asked whether Irwindale officers would police it. He stated that he does not understand why the city would pay for property for a parking lot for residents.
LINDA MAREZ	Linda Marez questioned why the City would purchase property for a handful of RV owners. She instead suggested that the City invest in establishing a museum.
MAYA ANGEL	Maya Angel suggested potentially using a portion of the old Library as a museum. She also suggested renovating the existing parking lot to include a second floor for additional parking.
MARICELA FRYMARK	Maricela Frymark stated that allowing RV's and fifth wheels to be parked on city streets presents a health and safety issue and noted that neither the city nor its taxpaying residents should fund the construction of a parking lot for RV's. She encouraged the Council to adopt an ordinance to restrict the ability to park RV's and fifth wheels within the community.
MAYOR PRO TEM ORTIZ	Mayor Pro Tem Ortiz spoke against purchasing property to build a parking lot and instead suggested establishing an ordinance that addresses the issue.
COUNCILMEMBER AMBRIZ	Councilmember Ambriz concurred and stated that an ordinance would be appropriate since RV parking on streets is causing severe health and safety issues since the RV's block line of sight for motorists.
MAYOR BURROLA	Mayor Burrola agreed and stated that purchasing property would be too costly. He suggested adopting a resolution instead.
COUNCILMEMBER GARCIA	Councilmember Garcia stated that he was not convinced that RV's should be banned from parking on streets if they could be situated in a way that does not impede line of sight for motorists. He suggested potentially require RV registrations with the City and opposed

purchasing property for a parking lot. He then stated that a museum could potentially be situated at the site of the old Library.

COUNCILMEMBER
BRECEDA

Councilmember Breceda concurred with Councilmember Garcia and stated that some property owners have long driveways where they could potentially park RV's without blocking line of sight for motorists.

COUNCILMEMBER
AMBRIZ

Councilmember Ambriz recommended prohibiting RV's on public streets since doing so poses major safety hazards.

MAYOR PRO TEM
ORTIZ

Mayor Pro Tem Ortiz suggested acting on the concerns as soon as possible.

MAYOR BURROLA

Mayor Burrola noted that some cities also issue temporary guest permits for their RV's and suggested that RV owners be given sufficient time before the City would begin to enforce its ordinance.

CITY MANAGER
MIRANDA

City Manager Miranda advised that staff could begin working on an ordinance to incorporate the comments and suggestions made by the Council, after which staff would present it to the Council at a future meeting.

COUNCILMEMBER
BRECEDA

Councilmember Breceda suggested sending a flyer to residents with a timeframe to inform them regarding any future parking restrictions for RV's.

FRED BARBOSA

Fred Barbosa concurred with the suggestions made by Councilmember Garcia.

MOTION

A motion was made by Mayor Pro Tem Ortiz, seconded by Councilmember Ambriz, to direct staff to move forward with drafting an ordinance incorporating the comments made by the Councilmembers and for staff to discontinue searching for property for use as a parking lot for RV's. The motion was unanimously approved.

ITEM NO. 21D
APPROVING AND
ADOPTING THE VISION
ZERO POLICY AND THE
SAFE STREETS FOR
ALL COMPREHENSIVE
SAFETY ACTION PLAN

APPROVING AND ADOPTING THE VISION ZERO POLICY AND
THE SAFE STREETS FOR ALL COMPREHENSIVE SAFETY
ACTION PLAN

DIRECTOR CHAN

Director Chan presented the staff report. He then introduced Rawad Hani of GTS, the project's traffic engineering consultant, who presented details about the Safety Action Plan.

MAYA ANGEL

In response to a question by Maya Angel, Mr. Hani advised that \$184,000 was funded from the government, with a 20% city match.

RESOLUTION NO.
2025-36-3624
ADOPTED

Resolution No. 2025-36-3624, entitled:

“A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE APPROVING AND ADOPTING A VISION ZERO POLICY AND THE SAFE STREETS FOR ALL COMPREHENSIVE SAFETY ACTION PLAN,” was adopted on the motion of Councilmember Ambriz, seconded by Mayor Pro Tem Ortiz, and unanimously approved.

PUBLIC HEARINGS

ITEM NO. 22A
STATUS UPDATE ON
VACANCIES IN
COMPLIANCE WITH
AB 2561 – LOCAL
PUBLIC EMPLOYEES:
VACANT POSITIONS

STATUS UPDATE ON VACANCIES IN COMPLIANCE WITH
ASSEMBLY BILL 2561 (2024) – LOCAL PUBLIC EMPLOYEES:
VACANT POSITIONS

MANAGER HULL

Manager Hull presented the report.

RECESS

At 7:56 p.m., the Council took a short recess.

RECONVENE

The City Council reconvened at 7:59 p.m., with all members present.

GARY STROBEHN

Gary Strobehn, President of the Irwindale City Employees Association, spoke on employee turnover due to loss of benefits and stated that some members have sought out other opportunities with better benefits. He noted that new staff members are unable to cash out sick leave.

FRED BARBOSA

Fred Barbosa asked questions about CalPERS, to which Director Borhani advised that specific details could be presented at a future meeting.

MOTION

A motion was made by Mayor Pro Tem Ortiz, seconded by Councilmember Ambriz, to receive and file the information presented on position vacancies in compliance with Assembly Bill 2561. The motion was unanimously approved.

CITY MANAGER'S REPORT

CITY MANAGER
MIRANDA

City Manager Miranda presented the following report:

- 1) The City has been informed about the possible closure of Rite Aid in Azusa. As such, letters were sent to all residents with valid Irwindale Resident ID cards advising them of their options in receiving their prescription medications.
- 2) A temporary Certificate of Occupancy has been issued for the

Athens Materials Recovery Facility, which will allow them to start up operations.

- 3) The Irwindale Police Department is hosting a “Cookies with Rookies” event at the Irwindale Starbucks on June 2.
- 4) He also clarified how budget reallocations are made, for example, when a project is realized under budget, with the remaining funds being redirected to other project(s).

**REQUESTS FOR
AGENDA ITEMS BY
CITY COUNCIL**

None.

ADJOURNMENT

There being no further business to conduct, the meeting was adjourned at 8:13 p.m.

Laura M. Nieto, MMC
Chief Deputy City Clerk

Accounts Payable

Checks by Date - Summary by Check Number

User: ccarlos
Printed: 9/16/2025 1:23 PM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
106211	AMAZON1	Amazon Capital Services, Inc.	09/11/2025	1,052.14
106212	BARBA01	Columba Barba	09/11/2025	1,400.00
106213	BELTRA	Eloise Beltran	09/11/2025	300.00
106214	BURROL12	Crystal Burrola	09/11/2025	75.00
106215	CALIFO02	California American Water	09/11/2025	3,301.05
106216	CALRE01	CalRecycle	09/11/2025	3,380.00
106217	CARDEN01	Rudy Cardenas	09/11/2025	150.00
106218	CONCE01	Concentra	09/11/2025	24.00
106219	ELITE02	Elite Construction & Manufacturing, Inc	09/11/2025	3,600.00
106220	SOUTHE17	Golden State Water Company	09/11/2025	2,197.13
106221	IRWIND21	Irwindale Hand Wash & Auto Detail	09/11/2025	554.83
106222	ORTEGA07	Norma Ortega	09/11/2025	75.00
106223	PALACI01	Joanna Palacios	09/11/2025	300.00
106224	POLANC01	Hugo Polanco	09/11/2025	75.00
106225	TACO01	Tacos El Pau	09/11/2025	1,533.00
106226	ULTI01	Ultimate Performance Corporation	09/11/2025	75,316.20
106227	VALLEY01	Valley County Water District	09/11/2025	80,194.92
106228	VALLEY01	Valley County Water District	09/11/2025	29,437.99
106229	verizonw	Verizon Wireless	09/11/2025	772.74
106230	WILL01	April Williams	09/11/2025	225.00
106231	AMAZON1	Amazon Capital Services, Inc.	09/11/2025	1,669.58
106232	AZUSAP01	Azusa Plumbing Supply	09/11/2025	631.00
106233	HERITA01	Heritage Pool Supply Group Inc	09/11/2025	269.52
106234	IRWIND04	Irwindale Chamber Of Commerce	09/11/2025	11,250.00
106235	LANCES	LSL, LLP	09/11/2025	11,173.15
106236	SMART&	Smart & Final	09/11/2025	1,692.22
Report Total (26 checks):				230,649.47

Accounts Payable

Checks by Date - Summary by Check Number

User: ccarlos
Printed: 9/16/2025 1:24 PM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
106239	CMRTA01	CMRTA	09/15/2025	40.00
106240	ACCO01	ACCO Engineering Systems	09/24/2025	4,905.00
106241	ALCOTA	Alco Target Co	09/24/2025	193.38
106242	ALLIAN02	Alliant Insurance Svcs, Inc.- Irvine Main	09/24/2025	711.00
106243	AREAD	Area "D"	09/24/2025	1,100.00
106244	ASSA01	Assa Abloy Entrance System US Inc	09/24/2025	2,582.50
106245	ATHENS	Athens Services	09/24/2025	6,049.44
106246	AZBUS01	A-Z Bus Sales	09/24/2025	2,879.99
106247	B&BTIR	B & B Tires Service	09/24/2025	125.00
106248	BAKER01	Baker & Taylor Books	09/24/2025	1,034.69
106249	BAKER10	Bakers Man Production	09/24/2025	1,760.00
106250	BILLST	Bill's Truck Repair, Inc.	09/24/2025	944.52
106251	BURRO01	Burro Canyon Ent. Inc.	09/24/2025	100.00
106252	CINTAS	Cintas Corporation #693	09/24/2025	285.83
106253	BALDWI02	City of Baldwin Park	09/24/2025	1,400.00
106254	COMMER03	Commercial Door Metal Systems, Inc	09/24/2025	25,940.34
106255	COSTA01	Costar Realty Information, Inc.	09/24/2025	460.41
106256	LOSANG33	County of Los Angeles	09/24/2025	23,236.54
106257	DOOLEY	Dooley Enterprises, Inc.	09/24/2025	4,186.09
106258	FARONI01	Faronics Technologies	09/24/2025	451.50
106259	FILLG01	Fill Good Landscaping	09/24/2025	415.00
106260	TONY01	Antonio Garcia Bonilla	09/24/2025	3,000.00
106261	HASA01	Hasa Inc.	09/24/2025	2,888.20
106262	HINDER	Hinderliter, De Llamas & Assoc	09/24/2025	2,823.11
106263	INTELL01	Intelli-tech, Inc.	09/24/2025	61,837.00
106264	KEYSER	Keyser Marston Associates, Inc	09/24/2025	5,703.75
106265	LANDSC	Landscape Warehouse III Inc.	09/24/2025	146.15
106266	LAWEO1	Law Enforcement Medical Services, Inc.	09/24/2025	925.00
106267	LAWN01	Lawn Mower Corner West Covina	09/24/2025	903.06
106268	LEWISE	Lewis Engraving, Inc.	09/24/2025	131.50
106269	COUNTY07	Los Angeles County	09/24/2025	480.00
106270	MAINTE01	Maintex	09/24/2025	1,290.07
106271	MIDAS	Manuel C Muratalla	09/24/2025	107.93
106272	OFFICE03	ODP Business Solutions, LLC	09/24/2025	980.75
106273	ORKINP	Orkin Pest Control	09/24/2025	1,348.00
106274	PHASEII	PARS	09/24/2025	1,750.00
106275	PDQ01	PDQ Enterprises, Inc	09/24/2025	2,081.50
106276	LEGAL03	Pre-Paid Legal Services, Inc.	09/24/2025	110.65
106277	PROPRINT	Pro Printing, Inc.	09/24/2025	5,160.96
106278	SANBER04	San Bernardino County Sheriff's Dept	09/24/2025	220.00
106279	SANGAB16	San Gabriel Basin Water	09/24/2025	2,256.00
106280	SIERRA11	Sierra Monrovia Chevrolet, LLC	09/24/2025	1,829.88
106281	TERRA01	Terra Realty Advisors, Inc	09/24/2025	6,412.97
106282	UNITED11	United Site Services of CA Inc	09/24/2025	1,179.40
106283	VALOR01	Valorence, LLC	09/24/2025	1,100.00
106284	MIJACA	Balcon Holdings, Inc.	09/24/2025	1,434.62
106285	DEPTOF02	County of LA Dept of Animal Care & Cont	09/24/2025	13,430.89

Check No	Vendor No	Vendor Name	Check Date	Check Amount
106286	GEO20	Geo-Advantec , Inc.	09/24/2025	22,716.20
106287	HAZZAR01	Hazzard Backflow Inc	09/24/2025	975.00
Report Total (49 checks):				222,023.82

CITY OF IRWINDALE
PAYROLL WARRANT REGISTER
August 2025

Payroll Batch DATE OF ISSUE 8/7/25	402-08-2025, 403-08-2025, 404-08-2025 DEPARTMENT	AMOUNT
	11 City Council	1,731.15
	13 City Administrative Office	65,493.37
	14 Finance Department	26,265.80
	15 Summer Youth	8,357.25
	35 Police Department	259,760.63
	40 Recreation Department	42,149.44
	41 Aquatics Department	33,036.79
	42 Senior Citizens' Center	21,486.12
	44 Library	15,868.58
	51 Planning & Community Development	31,306.44
	52 Public Works - Engineering	36,303.82
	57 Public Works - Services	65,398.36
	Gross Payroll	607,157.75
	Required Deductions	(172,522.44)
	Voluntary Deductions	(23,888.62)
	Net Payroll	410,746.69
Payroll Batch DATE OF ISSUE 8/8/25	405-08-2025 DEPARTMENT	AMOUNT
	42 Senior Citizens' Center	27,232.32
	Gross Payroll	27,232.32
	Required Deductions	(12,021.25)
	Voluntary Deductions	(200.00)
	Net Payroll	15,011.07
Payroll Batch DATE OF ISSUE 8/21/25	416-08-2025 DEPARTMENT	AMOUNT
	11 City Council	5,750.13
	13 City Administrative Office	65,263.71
	14 Finance Department	26,439.83
	35 Police Department	240,129.79
	40 Recreation Department	39,653.37
	41 Aquatics Department	30,936.04
	42 Senior Citizens' Center	21,304.93
	44 Library	15,163.55
	51 Planning & Community Development	30,296.54
	52 Public Works - Engineering	34,853.28
	57 Public Works - Services	64,039.87
	Gross Payroll	573,831.04
	Required Deductions	(165,993.96)
	Voluntary Deductions	(25,270.46)
	Net Payroll	382,566.62
Payroll Batch DATE OF ISSUE 8/28/25	428-08-2025 DEPARTMENT	AMOUNT
	57 Public Works - Services	26,547.09
	Gross Payroll	26,547.09
	Required Deductions	(1,711.80)
	Voluntary Deductions	(21,493.68)
	Net Payroll	3,341.61

City of
IRWINDALE
AGENDA REPORT

Date: September 24, 2025

To: Honorable Mayor and Members of the City Council

From: Julian A. Miranda, City Manager

Issue: Acceptance of the Irwindale Recreation Center HVAC Replacement Project (P-1071)

City Manager's Recommendation:

That the City Council (1) ratify changes to the original scope of work and accept the improvements and maintenance responsibilities for the construction improvements of the Irwindale Recreation Center HVAC Replacement Project (2) approve the final construction project amount of \$150,649.70 under the construction contract with AC Pros, Inc (3) authorize the City Clerk to record the Notice of Completion; and (4) authorize the Finance Director to release the 5% retention amount for the construction project.

Administrative Action:

Submitted & Prepared by:

Eddie Chan, Director of Engineering/ Building Official



Reviewed by:

Adrian R. Guerra, City Attorney

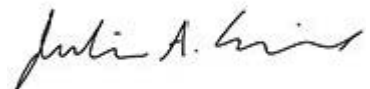


Kambiz Borhani, Finance Director / City Treasurer



Approved by:

Julian A. Miranda, City Manager



Background and Analysis:

On May 14, 2025, the City Council awarded the construction contract for the Irwindale

Recreation Center HVAC Replacement Project to AC Pros, Inc. in the amount of \$196,180 plus a 10% contingency in the amount of \$19,618, bringing the initial total to \$215,798. The original scope of work for the project included (1) the removal and replacement of five (5) rooftop HVAC units; (2) resizing and modifying existing outdoor metal ductwork; and (3) replacement of sheet metal caps for each unit.

During the course of work, the City received credits for the reduction of work items and one new HVAC unit required the installation of a new junction box, new runs of #8 and #10 gauge wire, and the installation of three (3) pole forty (40) amp breakers. Below is a breakdown of the contract change orders.

CCO	Description	Amount
1.	Added: (1) J-box, new runs of wire, and (3) 40 Amp Breakers	\$4,469.70
2.	Deleted: seal and coat all new ducts (done without extra charge)	\$50,000
	Total:	(\$45,530.30)

The change orders listed reduced the overall contract amount by \$45,530.30, or 23.2% less than the original contract amount. The final construction contract amount with AC Pros, Inc. came to a total of \$150,649.70.

The Irwindale Recreation Center HVAC Replacement Project has been completed in accordance with the approved plans and specifications. The total project cost is \$155,053.68, which is \$294,946.32 less than the budgeted amount of \$450,000.

Below is the breakdown of the total project cost:

Construction Contract	\$150,649.70
Bidding Advertisement	\$4,403.98
Total Project Cost	\$155,053.68

The project is now complete, and staff recommend that City Council ratify the changes to the original scope of work, accept the completed improvements, and assume ongoing maintenance responsibility for the Irwindale Recreation Center HVAC Replacement Project. Acceptance of the improvements by the City Council will render the project complete. Staff further recommend that the City Council authorize the City Clerk to record the Notice of Completion and authorize the Finance Director to release the 5% retention amount to AC Pros, Inc. for the construction project on September 25, a date after City Council approval of this item. This is being recommended due to all work was completed on June 19, 2025 and all vendors were paid under their contract.

Fiscal Impact:

Funding for this project has been budgeted in the FY 2024-2025 Adopted Budget under Capital Improvement Program Project (Account No.48-80-800-45200-8228). The total project cost is

\$155,053.68, which is \$294,946.32 less than the budgeted amount of \$450,000. The 5% retention amount for AC Pros, Inc. is \$7,532.48. Sufficient funding is available to pay for this amount.

Attachments:

1. NOC Recreation Center HVAC Replacement Project (2042085.1)

RECORDING REQUESTED BY: /
CITY OF IRWINDALE /
/
WHEN RECORDED MAIL TO: /
City of Irwindale /
Department of Public Works /
5050 N. Irwindale Avenue /
Irwindale, CA 91706 /
/
/
/
/
/
/

SPACE ABOVE THIS LINE FOR RECORDER'S USE

**NOTICE OF COMPLETION OF
PUBLIC IMPROVEMENT AND WORK**

NOTICE IS HEREBY GIVEN THAT:

1. The undersigned is owner of an interest or estate in the hereinafter described real property, the nature of which interest or estate is: Fee Simple
2. The full name of the owner is: CITY OF IRWINDALE.
3. The full address of the owner is: 5050 IRWINDALE AVENUE, IRWINDALE, CALIFORNIA, 91706.
4. On the 27th day of August 2025, there was completed upon the hereinafter described real property the following work: IRWINDALE RECREATION CENTER HVAC REPLACEMENT PROJECT (P-1071) for (1) the removal and replacement of five (5) rooftop HVAC units; (2) resizing and modifying existing outdoor metal ductwork; and (3) replacement of sheet metal caps for each unit.
5. The name of the original contractor for the work described above was: AC PROS, INC.
6. The real property referred to herein is situated in the City of Irwindale, County of Los Angeles, State of California and is described as follows: 16053 CALLE DE PASEO, IRWINDALE, CALIFORNIA, 91706

DATED: _____, 2025

Eddie Chan, Director of Engineering/Building Official
City of Irwindale

ATTEST:

Deputy City Clerk

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of _____

Subscribed and sworn to (or affirmed) before me on this _____ day of _____, 20____,

by _____,

proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

(Seal) Signature _____

City of
IRWINDALE
AGENDA REPORT

Date: September 24, 2025

To: Honorable Mayor and Members of the City Council

From: Julian A. Miranda, City Manager

Issue: Request to Appropriate Funds, Waive Formal Bidding and Approve Software Agreement with Tyler Technologies and Motorola Solutions for Software and Hardware System ended for Traffic Records Improvement Project (TRIP)

City Manager's Recommendation:

Adopt Resolution No. 2025-94-3682 entitled: "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE WAIVING FORMAL BIDDING PROCEDURES PURSUANT TO IRWINDALE MUNICIPAL CODE SECTION 3.44.080 (C), APPROVING AN APPROPRIATION OF FUNDING, AND AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH TYLER TECHNOLOGIES AND MOTOROLA SOLUTIONS FOR THE SOFTWARE AND HARDWARE SYSTEMS NEEDED FOR TRAFFIC RECORDS IMPROVEMENT PROJECT (TRIP)."

Administrative Action:

Submitted by:

Christopher Hofford, Chief of Police



Prepared by:

Manny Campos, Police Sergeant

Electronically Approved

Reviewed by:

Adrian R. Guerra, City Attorney

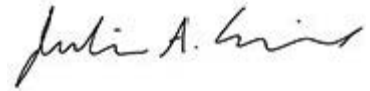


Kambiz Borhani, Finance Director / City Treasurer



Approved by:

Julian A. Miranda, City Manager



Background and Analysis:

On November 13, 2024, the City Council adopted Resolution No. 2024-84-3561 approving and authorizing the City Manager to execute the 2024-2025 Traffic Records Improvement Project (TRIP) Sub-Recipient Agreement between the California Office of Traffic Safety (OTS) and the City of Irwindale. Through this agreement, the Irwindale Police Department was awarded \$135,000 in federal grant funds to acquire and implement the TRIP system.

The TRIP project includes:

- New traffic records improvement system to interface with the City's existing Spillman Records Management System (RMS).
- Integration of the Brazos E-Citation system for enhanced electronic citation capabilities.
- Advanced tools for analyzing crash trends, generating reports, and mapping incidents to improve operational efficiency and traffic safety outcomes.

Irwindale Police Department uses the Spillman records management system and is looking for both a software and hardware record management interface that is compatible with this system. Tyler Technologies, along with Motorola Solutions, offers such products and services and is being used by Glendora, Covina, Monrovia, and Beverly Hills.

Irwindale Municipal Code Section 3.44.080(F) states that the city council may dispense with formal bidding procedures when "the purchase is beneficial to the interest of the city and is from a supplier who has been awarded a specific item or items in a contract resulting from a formal competitive bid process by another governmental agency within the state of California or by the federal government within the previous three hundred sixty-five days (one year.)"

Irwindale Municipal Code Section 3.44.080(C) states that the city council may dispense with formal bidding procedures with "the commodity can be obtained from only one vendor." A commodity shall be considered obtainable only from one vendor when only one vendor offers it for sale, lease or rental, or when only one vendor is able to do so within the time frame and/or under the terms and conditions which reasonably meet the needs of the using agency, or when there is a sole distributor or manufacturer of a product or service such that there is no acceptable substitute within a specific geographical area."

The Irwindale Police Department has obtained a quote utilizing NASPO Piggyback Contract Pricing, which falls within the procurement guidelines of the City of Irwindale. NASPO Contract Pricing ensures compliance with competitive bidding requirements and provides cost savings to the City. The purchase will initially be paid for by the City of Irwindale and later be reimbursed through the Office of

Traffic Safety (OTS) Traffic Records Improvement Project (TRIP) grant. Also, starting October 2026, the City will incur an ongoing annual software maintenance and support fee from Tyler Technologies in the amount of \$23,453. This ongoing fee will cover system maintenance, software updates, technical support, and other related services necessary to sustain the TRIP system.

Fiscal Impact:

Adoption of Resolution No. 2025-94-3682 authorizes the Finance Director to amend the fiscal year 2025-2026 adopted budget by initially appropriating \$90,000 from the General Fund reserves (\$75,000 Tyler Technologies, \$13,000 Motorola Solutions, \$2,000 Laptop/Desktop (IT)) for acquiring both software and hardware systems needed until later reimbursed by the Traffic Records Improvement Project (TRIP) offered by the State of California Office of Traffic Safety (OTS).

Attachments:

1. Resolution No. 2025-94-3682 (2042125.1)
2. Tyler Technologies & Motorola Solutions Quotes
3. Irwindale - Grant Agreement - DRAFT

RESOLUTION NO. 2025-94-3682

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE WAIVING FORMAL BIDDING PROCEDURES PURSUANT TO IRWINDALE MUNICIPAL CODE SECTION 3.44.080 (C) and (F), APPROVING AN APPROPRIATION OF FUNDING, AND AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH TYLER TECHNOLOGIES AND MOTOROLA SOLUTIONS FOR THE SOFTWARE AND HARDWARE SYSTEMS NEEDED FOR TRAFFIC RECORDS IMPROVEMENT PROJECT (TRIP)

WHEREAS, the Irwindale Police Department is committed to enhancing public safety by implementing effective tools and technology for traffic management, enforcement, and education; and

WHEREAS, on November 13, 2024, the City Council adopted Resolution No. 2024-84-3561 approving and authorizing the City Manager to execute the 2024-2025 Traffic Records Improvement Project (TRIP) Sub-Recipient Agreement between the California Office of Traffic Safety (OTS) and the City of Irwindale, which awarded the City \$135,000 in federal grant funds for the development and implementation of an integrated Traffic Records Improvement Project (TRIP); and

WHEREAS, the TRIP program provides for an upgraded traffic records improvement system, including electronic crash and citation reporting solutions that interface with the City's Spillman Records Management System (RMS) and court systems, thereby enhancing accuracy, efficiency, and officer productivity; and

WHEREAS, for the purchases of these software and hardware products and services needed, the Irwindale Police Department is requesting a total of \$90,000 (\$75,000 Tyler Technologies, \$13,000 Motorola Solutions, \$2,000 Laptop/Desktop (IT)) initially from the General Fund reserves to later be reimbursed by the OTS grant which fully funds the acquisition, installation, and implementation of the TRIP system during the 2025–2026 fiscal year; and

WHEREAS, the Irwindale Police Department is looking to purchase new traffic records improvement system to interface with existing Spillman RMS has obtained a quote utilizing NASPO Contract Pricing, which falls within the procurement guidelines of the City of Irwindale, and the City Council finds that the use of NASPO Contract Pricing ensures compliance with competitive bidding requirements and provides cost savings to the City; and

WHEREAS, Irwindale Municipal Code Section 3.44.080(F) states that the city council may dispense with formal bidding procedures when “the purchase is beneficial to the interest of the city and is from a supplier who has been awarded a specific item or items in a contract resulting from a formal competitive bid process by another

governmental agency within the state of California or by the federal government within the previous three hundred sixty-five days (one year)”; and

WHEREAS, Irwindale Municipal Code Section 3.44.080(C) also states that the city council may dispense with formal bidding procedures when “the commodity can be obtained from only one vendor. A commodity shall be considered obtainable only from one vendor when only one vendor offers it for sale, lease or rental, or when only one vendor is able to do so within the time frame and/or under the terms and conditions which reasonably meet the needs of the using agency, or when there is a sole distributor or manufacturer of a product or service such that there is no acceptable substitute within a specific geographical area”; and

WHEREAS, the purchase will initially be paid for by the City of Irwindale, and the full cost of the software will be reimbursed through the Office of Traffic Safety (OTS) Traffic Records Improvement Project (TRIP) grant; and

WHEREAS, in order to maintain continued functionality and sustainability of the TRIP system, the City of Irwindale will be required to pay an annual recurring fee to Tyler Technologies beginning in October 2026; and

WHEREAS, the annual fee in the amount of \$23,453 will cover software maintenance, upgrades, system support, and other related services necessary to ensure the effective ongoing operation of the TRIP system.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF IRWINDALE, CALIFORNIA, HEREBY RESOLVES, DETERMINES, AND ORDERS AS FOLLOWS:

SECTION 1. The City Council hereby finds the Recital above true and correct and incorporates them herein by this reference.

SECTION 2. The City Council of the City of Irwindale hereby waives the formal bidding process and approves the procurement of Tyler Technologies and Motorola Solutions, for Traffic Records Improvement Project (TRIP) Software and Hardware System based on the NASPO Contract Pricing, in an amount not to exceed \$90,000 as a sole source purchase(s) in accordance with Section 3.44.080(C) and (F) of the Irwindale Municipal Code.

SECTION 3. The City Council hereby approves and authorizes the City Manager to enter into a Service Agreement with Tyler Technologies and Motorola Solutions for Traffic Records Improvement Project (TRIP) Software and Hardware System.

SECTION 4. The City Council hereby approves and authorizes the Finance Director to amend the adopted fiscal year 2025-2026 budget to initially appropriate \$90,000 from the General Fund reserves for the purchase of software and hardware systems needed to be later reimbursed by the until later reimbursed by the Traffic Records Improvement Project (TRIP) offered by the State of California Office of Traffic Safety (OTS).

Resolution No. 2025-94-3682

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SECTION 5. The Chief Deputy City Clerk shall attest to the adoption of this resolution which shall, in turn, have immediate effect.

PASSED, APPROVED, AND ADOPTED this 24th day of September 2025.

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 Clerk of the City of Irwindale, do hereby certify that the foregoing Resolution No. 2025-94-3682 was duly adopted by the City Council of the City Irwindale at a regular meeting thereof held on the 24th day of September 2025, by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSTAIN: Councilmembers:

ABSENT: Councilmembers:

Laura M. Nieto, MMC
Chief Deputy City Clerk

Resolution No. 2025-94-3682
Page 3



INVESTMENT SUMMARY

Tyler Software	\$ 0
Services	\$ 34,000
Third-Party Products	\$ 15,600
Other Cost	\$ 0
Estimated Travel	\$ 3,360
Total One-Time Cost	\$ 52,960
Annual Recurring Fees/SaaS	\$ 23,453
Tyler Software Maintenance	\$ 0



Quoted By:
Quote Expiration:
Quote Name:

Robert Hamburg
10/13/25
Irwindale Police Department Quote

Sales Quotation For:

Manny Campos
City of Irwindale Police Department
5050 Irwindale Ave
Irwindale, CA 91706-2133
Phone: 6269623601

Shipping Address:

City of Irwindale Police Department
5050 Irwindale Ave
Irwindale, CA 91706-2133

NASPO Contract Pricing for this Quote

Annual / SaaS

Description	Quantity	Fee	Discount	Annual
Enforcement Mobile				
License				
REF License - Android [5]	5	\$ 510	\$ 510	\$ 2,040
Interface				
Device Level Interface - Motorola (Spillman Flex)	1	\$ 2,049	\$ 410	\$ 1,639
Interface: Spillman Records Mgmt System	1	\$ 2,049	\$ 410	\$ 1,639
Interface: Los Angeles County California Supreme Court - Court Case Mgmt System	1	\$ 2,049	\$ 410	\$ 1,639
Interface: CHP SWITRS	1	\$ 0	\$ 0	\$ 0
Task				
Task: CHP180 Tow	1	\$ 2,560	\$ 512	\$ 2,048
Task: Driver Exchange Module	1	\$ 2,049	\$ 2,049	\$ 0

2025-537129-S8R4Y3

CONFIDENTIAL

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Subscription License Fees

Interface: Crash to Spillman RMS	1	\$ 2,560	\$ 512	\$ 2,048
Public Safety Analytics - Enforcement Mobile Crash, Citation, Citizen Connect	1	\$ 8,000	\$ 1,600	\$ 6,400
Crash Report Software (w/Drawing Tool) [30]	30	\$ 250	\$ 1,500	\$ 6,000

TOTAL**\$ 23,453****Services**

Description	Quantity	Unit Price	Discount	Total	Maintenance
Enforcement Mobile					
Setup & Configuration for Crash to Spillman RMS	1	\$ 2,500	\$ 0	\$ 2,500	\$ 0
Set Up & Configuration for EMA	1	\$ 4,500	\$ 0	\$ 4,500	\$ 0
Set Up & Configuration for LA Courts	1	\$ 2,500	\$ 0	\$ 2,500	\$ 0
Set Up Configuration for Spillman Interface	1	\$ 2,500	\$ 0	\$ 2,500	\$ 0
Training	1	\$ 3,000	\$ 0	\$ 3,000	\$ 0
Set Up & Configuration	1	\$ 10,000	\$ 0	\$ 10,000	\$ 0
Project Management	1	\$ 3,000	\$ 0	\$ 3,000	\$ 0
Training: Standard Crash Training Package	1	\$ 1,500	\$ 0	\$ 1,500	\$ 0
Set Up & Configuration - Crash Report	1	\$ 4,500	\$ 0	\$ 4,500	\$ 0
TOTAL				\$ 34,000	\$ 0

Third-Party Hardware, Software and Services

Description	Quantity	Unit Price	Total	Unit Maintenance	Year One Maintenance
Enforcement Mobile					
TC78A1-3T1J4B1A10-NA / Zebra EVM, HH, TC78, 5G WWAN, WIFI 6E, Standard Range 2D SE4770 Imager	5	\$ 1,996	\$ 9,980	\$ 0	\$ 0
23844-00-00R / Zebra EVM, US AC Line Cord, grounded	1	\$ 20	\$ 20	\$ 0	\$ 0
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CRD-NGTC7-5SC5D / Zebra EVM, Acc, TC73/8, Charge-only ShareCradle kit to charge five devices	1	\$ 696	\$ 696	\$ 0	\$ 0
SG-TC5NGTC7NG-TETHR-03 / Zebra EVM, Acc, Stylus tether	5	\$ 27	\$ 135	\$ 0	\$ 0
SG-NGTC5TC7-HDSTP-03 / Zebra EVM, Acc, Hand strap - pack of 3	2	\$ 76	\$ 152	\$ 0	\$ 0
SG-STYLUS-TCX-MTL-03 / Zebra EVM, Acc, Fiber tipped stylus - pack of 3	2	\$ 23	\$ 46	\$ 0	\$ 0
ZQ52-BUE0000-00 / Zebra, Printer, ZQ521	5	\$ 675	\$ 3,375	\$ 0	\$ 0
P1063406-030 / Zebra, ZQ520, Vehicle Charger-open ended	5	\$ 49	\$ 245	\$ 0	\$ 0
P1063406-062 / Zebra, ZQ500, Vehicle Cradle	5	\$ 132	\$ 660	\$ 0	\$ 0
P1063406-146 / Zebra, ZQ500, USB Cable, 12' w/20AWG wires	5	\$ 28	\$ 140	\$ 0	\$ 0
LD-R4KN5B / Zebra, ZQ520/RW420, Paper, 36 rolls per case	1	\$ 151	\$ 151	\$ 0	\$ 0
TOTAL			\$ 15,600		\$ 0

Summary

Total Tyler Software	\$ 0	\$ 0
Total Annual	\$ 0	\$ 23,453
Total Tyler Services	\$ 34,000	\$ 0
Total Third-Party Hardware, Software, Services	\$ 15,600	\$ 0
Contract Total	\$ 73,053	
Estimated Travel	\$ 3,360	

One Time Fees

Recurring Fees

Comments

Agency is responsible for paying any applicable state taxes. Contract total does not include tax.

Client agrees that items in this sales quotation are, upon Client's signature or approval of same, hereby added to the existing agreement ("Agreement")

between the parties and subject to its terms. Additionally, payment for said items, as applicable but subject to any listed assumptions herein, shall conform to the following terms, subject to payment terms in an agreement, amendment, or similar document in which this sales quotation is included:

- License fees for Tyler and third-party software are invoiced upon the earlier of (i) delivery of the license key or (ii) when Tyler makes such software accessible.
- Fees for hardware are invoiced upon delivery.
- Fees for year one of hardware maintenance are invoiced upon delivery of the hardware.
- Annual Maintenance and Support fees, SaaS fees, Hosting fees, and Subscription fees are first payable when Tyler makes the software accessible to the Client (for Maintenance) or on the first day of the month following the date this quotation was signed (for SaaS, Hosting, and Subscription), and any such fees are prorated to align with the applicable term under the agreement, with renewals invoiced annually thereafter in accord with the Agreement.
- Fees for services included in this sales quotation shall be invoiced as indicated below.
 - Implementation and other professional services fees shall be invoiced as delivered.
 - Fixed-fee Business Process Consulting services shall be invoiced 50% upon delivery of the Best Practice Recommendations, by module, and 50% upon delivery of custom desktop procedures, by module.
 - Fixed-fee conversions are invoiced 50% upon initial delivery of the converted data, by conversion option, and 50% upon Client acceptance to load the converted data into Live/Production environment, by conversion option. Where conversions are quoted as estimated, Tyler will invoice Client the actual services delivered on a time and materials basis.
 - Except as otherwise provided, other fixed price services are invoiced upon complete delivery of the service. For the avoidance of doubt, where "Project Planning Services" are provided, payment shall be invoiced upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be invoiced monthly in arrears, beginning on the first day of the month immediately following initiation of project planning.
 - If Client has purchased any change management services, those services will be invoiced in accordance with the Agreement.
 - Notwithstanding anything to the contrary stated above, the following payment terms shall apply to fees specifically for migrations: Tyler will invoice Client 50% of any Migration Services Fees listed above upon Client approval of the product suite migration schedule. The remaining 50%, by line item, will be billed upon the go-live of the applicable product suite. Tyler will invoice Client for any Project Management Fees listed above upon the go-live of the first product suite. Annual SaaS Fees will be invoiced upon availability of the hosted environment.

Any SaaS or hosted solutions added to an agreement containing Client-hosted Tyler solutions are subject to Tyler's SaaS Services terms found here:

<https://www.tylertech.com/terms/tyler-saas-services>.

RETURN POLICY: When Hardware is included, Tyler will accept return of delivered hardware only within thirty (30) days of the date of delivery to you, and only if the hardware is returned sealed in its original packaging. Tyler will not issue any refund or credit for returned hardware that is not sealed in its original packaging and/or returned more than thirty (30) days after the date of delivery to you.

Assumptions

Tyler's Enterprise Public Safety product requires Microsoft Windows Server 2016/2019/2022 and SQL Server 2014 SP2/2016 SP2/2019, including required User or Device Client Access Licenses (CALs) for applicable Microsoft products. If on-premises, servers must meet minimum hardware requirements provided by Tyler. Personal Computers must meet the minimum hardware requirements and Microsoft Windows 8.1 64-bit, Windows 10 64-bit and Windows 11 are the supported operating systems. The supported Microsoft operating system and SQL versions are specific to Tyler's release versions.

Enterprise Public Safety product requires Microsoft Excel or Windows Search 4.0 for document searching functionality; Microsoft Word is required on the application server for report formatting.

Tyler recommends a 100 Mbps/1 Gbps Ethernet network for the local area network. Wide area network requirements vary based on system configuration. Client is responsible to maintain business class high-speed internet and provide enough bandwidth and throughput to support existing internet traffic and additional traffic generated by the Tyler deployment. Tyler will provide further consultation for this environment.

Does not include servers, workstations, or any required third-party hardware or software unless specified in this Investment Summary. Client is responsible for any third-party support. Licensed Software, and third-party software embedded therein, if any, will be delivered in a machine-readable form to Client via an agreed upon network connection. Any taxes or fees imposed are the responsibility of the purchaser and will be remitted when imposed.

Tyler's GIS implementation services are to assist the Client in preparing the required GIS data for use with the Licensed Enterprise Public Safety Software. Depending upon the Licensed Software the Client at a minimum will be required to provide an accurate street centerline layer and the appropriate polygon layers needed for Unit Recommendations and Run Cards in an industry standard Esri file format (Personal Geodatabase, File Geodatabase, Shape Files). Client is responsible for having clearly defined boundaries for Police Beats, EMS Districts and Fire Quadrants. If necessary, Tyler will assist Client in creating the necessary polygon layers. Tyler is not responsible for the accuracy of, or any ongoing maintenance of the GIS data used within the Licensed Enterprise Public Safety Software. Client is responsible for maintaining GIS data using Esri ArcGIS Desktop/Pro software, pushing source GIS data updates to the Tyler software, any ongoing annual maintenance on third-party products and is advised to contact the third party vendor to ensure understanding of and compliance with all maintenance requirements. All maintenance, training and ongoing support of this product will be contracted with and conducted by Esri. Maintenance for Esri's ArcGIS suite of products that are used for maintaining Client's GIS data will be contracted by Client separately with Esri.

When State/NCIC is included, Client is responsible for obtaining the necessary State approval and any non-Tyler hardware and software. Includes state specific standard forms developed by Tyler. Additional forms can be provided for an additional fee.

The amount of converted data entering the new system can drastically impact storage utilization. Additional drive space may be required on the production and test SQL and file storage servers to accommodate the converted data based on the quantity of source data. During the conversion process, additional drive space on the production and test SQL servers will also be required temporarily. Does not apply to Data Archive.

Travel expenses will be billed as incurred according to Tyler's standard business travel policy.

Enforcement Mobile quote includes the following:

-

- eCitation Licenses (5 Android)
- Crash with drawing tool (30)
- Task: Driver's Exchange (included)
- Task: CHP180 Tow Form
- Zebra ZQ521 Printers (5) and accessories
- Device Level Interface: Spillman Flex
- Interface: eCites to Spillman RMS
- Interface: eCrash to Spillman RMS
- Interface: LA County Courts
- EMA- citation, crash and Citizen Connect
- All services to manage, implement and train-the-trainers
- Project Management will contact client and provide regular updates on project progress
- Client will provide any information to Project management Team in a timely manner

Quote and Purchase Addendum

Quoted Date: August 27, 2025 Quote Number: 1378657
Quote Expiration: December 15, 2025 Prepared By: Tally Gochis

Services Include

- **First-year Maintenance** – For the specific module(s) listed in this document, all upgrades and live phone support services are included for the entire first year.
- **Project Management and Installation** – Motorola Solutions will assign a Flex Project Manager as the agency's single point of contact. This individual will coordinate Motorola's expert staff as needed to ensure a smooth upgrade transition.

Included in Quote

Brazos XML Interface

Package Quote
\$12,859.78

***Sales Tax Not Included**

Support & Maintenance Years 2-5

- Future maintenance is estimated for your planning purposes and is not included in the first-year purchase amount.
- 2nd-year maintenance will begin 12 months from production implementation.

Year 2 Support & Maintenance Total (Due 12 months after implementation)	\$1,263
Year 3 Support & Maintenance Total (Due 24 months after implementation)	\$1,314
Year 4 Support & Maintenance Total (Due 36 months after implementation)	\$1,367
Year 5 Support & Maintenance Total (Due 48 months after implementation)	\$1,422
Total Years 2-5 Support & Maintenance	\$5,366

5 Year Total: \$18,225.78

Functional Description

Summary

The Brazos XML Interface transfers information from the Brazos Crash and Citation forms to the Flex Accidents and Citations software. Each time a user creates a Crash or a Citation record in the Brazos software, the interface creates the following in the Flex software:

- A new Traffic Citation and/or an Accident record
- A new Name record if an existing Name record could not be matched. If a new Name record is created it will be linked to the Accident or Citation record. If an existing Name record is matched, a link will be created between the new Traffic Citation or Accident record and the existing Name record
- A new Vehicle record if an existing Vehicle record could not be matched. If a new Vehicle record is created it will be linked to the Accident or Citation record. If an existing Vehicle record is matched, a link will be created between the new Traffic Citation or Accident record and the existing Vehicle record

Requirements

General

- The agencies must be using Brazos software that has a Flex XML Export File
- Flex cannot import a standard Brazos export file

Payment Terms

- \$12,859.78 First year payment amount due net 30 upon receiving invoice after project completion
- Customer agrees to pay all invoices within thirty (30) business days of invoice date

The Customer's signature below constitutes its agreement to purchase the licenses, products and/or services according to the terms quoted by Motorola Solutions within this document. This document shall serve as an addendum to the Purchase Agreement previously entered into between the Customer and Spillman Technologies. The terms and conditions of the Purchase Agreement, as well as the related License Agreement and Support Agreement, shall apply to the items quoted herein.

Customer affirms that a purchase order or notice to proceed is not required for contract performance or for subsequent years of service, if any, and that sufficient funds have been appropriated in accordance with applicable law. The Customer will pay all invoices as received from Motorola and any changes in scope will be subject to the change order process as described in this Agreement. At the time of execution of this Agreement, the Customer will provide all necessary reference information to include on invoices for payment in accordance with this Agreement.

Irwindale Police Department

Customer Name

Authorized Signature

Date

Print Name and Title

Bill To Address

Ship To Address

1. GRANT TITLE Traffic Records Improvement Project	
2. NAME OF AGENCY Irwindale	3. Grant Period From: 10/01/2024 To: 09/30/2025
4. AGENCY UNIT TO ADMINISTER GRANT Irwindale Police Department	
5. GRANT DESCRIPTION State and local agencies need timely, accurate, complete, uniform, integrated, and accessible traffic records to identify and prioritize traffic safety issues, to choose appropriate safety countermeasures and evaluate their effectiveness. Traffic records improvement grants provide traffic safety stakeholders with the ability to improve the quality of the State's crash and citation data through various efforts such as: purchasing equipment or software for electronic reporting of crash data, citation data reporting and collection, improving the compatibility of crash and/or citation data with the state and national data systems, enhancing the ability to analyze trends in crashes, crash outcomes, and contributing factors, etc.	
6. Federal Funds Allocated Under This Agreement Shall Not Exceed: \$135,000.00	
7. TERMS AND CONDITIONS: The parties agree to comply with the terms and conditions of the following which are by this reference made a part of the Agreement: - Schedule A – Problem Statement, Goals and Objectives and Method of Procedure - Schedule B – Detailed Budget Estimate and Sub-Budget Estimate (if applicable) - Schedule B-1 – Budget Narrative and Sub-Budget Narrative (if applicable) - Exhibit A – Certifications and Assurances - Exhibit B* – OTS Grant Program Manual - Exhibit C – Grant Electronic Management System (GEMS) Access *Items shown with an asterisk (*), are hereby incorporated by reference and made a part of this agreement as if attached hereto. These documents can be viewed at the OTS home web page under Grants: www.ots.ca.gov. We, the officials named below, hereby swear under penalty of perjury under the laws of the State of California that we are duly authorized to legally bind the Grant recipient to the above described Grant terms and conditions. IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.	
8. Approval Signatures	
A. GRANT DIRECTOR NAME: Manuel Campos TITLE: Sergeant EMAIL: mcampos@irwindaleca.gov PHONE: (626) 533-0718 ADDRESS: 5050 N. Irwindale Avenue Irwindale, CA 91706 _____ (Signature) (Date) C. FISCAL OFFICIAL NAME: Jeanette Duran TITLE: Finance Manager EMAIL: jduran@irwindaleca.gov PHONE: (626)430-2268 ADDRESS: 5050 N. Irwindale Avenue Irwindale, CA 91706 _____ (Signature) (Date)	B. AUTHORIZING OFFICIAL NAME: Jose Vargas TITLE: Lieutenant EMAIL: jvargas@irwindaleca.gov PHONE: (626) 430-2242 ADDRESS: 5050 N. Irwindale Avenue Irwindale, CA 91706 _____ (Signature) (Date) D. AUTHORIZING OFFICIAL OF OFFICE OF TRAFFIC SAFETY NAME: Barbara Rooney TITLE: Director EMAIL: barbara.rooney@ots.ca.gov PHONE: (916) 509-3030 ADDRESS: 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758 _____ (Signature) (Date)

E. ACCOUNTING OFFICER OF OFFICE OF TRAFFIC SAFETY NAME: Carolyn Vu ADDRESS: 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758	9. SAM INFORMATION SAM #: E9J2S6RNLAC1 REGISTERED ADDRESS: 5050 N. Irwindale Avenue CITY: Irwindale ZIP+4: 91706-2133
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10. PROJECTED EXPENDITURES						
FUND	CFDA	ITEM/APPROPRIATION	F.Y.	CHAPTER	STATUTE	PROJECTED EXPENDITURES
				AGREEMENT TOTAL		\$135,000.00
				AMOUNT ENCUMBERED BY THIS DOCUMENT		\$135,000.00
<i>I CERTIFY upon my own personal knowledge that the budgeted funds for the current budget year are available for the period and purpose of the expenditure stated above.</i>				PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT		\$ 0.00
OTS ACCOUNTING OFFICER'S SIGNATURE			DATE SIGNED		TOTAL AMOUNT ENCUMBERED TO DATE \$135,000.00	

1. PROBLEM STATEMENT

The City of Irwindale is located in the heart of the San Gabriel Valley—approximately 20 miles east of downtown Los Angeles—and since its 1957 incorporation, has continued to regularly experience rapid and progressive growth, now serving headquarters to over 700 businesses. These include major satellite offices for some of the country's most well-known companies (e.g., Southern California Edison, Huy Fong Foods/Sriracha Sauces, Ready Pac Produce, Home Depot, Charter Communications). Our small, thriving community is unique in the sense that its population count expands exponentially from 1,472 permanent residents to nearly 30,000 as daily public transit users commute in and out of the City during regular business hours. Irwindale has, in the past, been most frequently viewed as an industrial community due to its existing large-scale mining operations, along with mining related businesses and light/heavy manufacturing uses. Contributing to Irwindale's perception as an industrial town is the large concentration of open-yard businesses found in the City. And indeed, while the sand and gravel industry do remain a moving force within the City's economy—United Rock, Hanson Aggregates, Robertson's Ready Mix, and Vulcan just to name a few—there is little doubt that Irwindale is undergoing a renaissance: transitioning from a mining-oriented community to a manufacturing and high-tech-based, modern suburban City. With the final completion of the Irwindale Business Center and timely arrival of companies such as Southern California Edison, Davis Wire, Nu-Way Industries, Sparkletts, Jacmar Food Service, and Irwindale Speedway and Brew Yard, the City has quite clearly demonstrated its keen ability to both attract and retain businesses/commercial activities of a very dynamic, diverse nature.

At minimum, 28,518 individuals commute via the City's Live Oak Avenue and Arrow Highway main thoroughfare on a daily basis, earning its well-known reputation as an extremely high-volume traffic area with worsening congestion issues. Based on numerous statements made by adjacently located business owners, further compounded by an overwhelming influx of traffic crash reports completed by IPD at this precise intersection, there are multiple past instances in which drivers approaching the area have lost complete control of their vehicles before crashing into surrounding buildings. Unsurprisingly, this has resulted in devastating property damages that are both incredibly costly and time-intensive to fully repair. Police reports for crashes at the Live Oak/Arrow Highway intersection from 2019-2022 were compiled, as a result, so that the City had the ability to conduct a much-needed safety analysis. It was reported that there was one crash in 2019), one crash in 2020, five crashes in 2021, and one crash during the first month of 2022. In total, this adds up to eight crashes occurring over a four-year timespan at just one of Irwindale's main business intersections. An evaluative summary of these eight crashes was developed, considering important factors including lighting, crash types, crash-preceding movement, sobriety, etc.

An unanticipated finding was that most crashes occurred when the weather was clear, roadway surface dry, and no unusual roadways present. As well, seven of them occurred during nighttime hours when it was dark, with streetlights available for visibility. Three prevalent factors remained pervasive throughout these incidents: DUI, Unsafe Speed, and Unsafe Turns. All eight cases exhibited observable patterns along the north leg of Arrow Highway towards the intersection and involved a single driver so that factors generating vehicle-to-vehicle crashes (e.g., poor sight distance, signal operations) could therefore be conclusively ruled out. Instead, recurring characteristics the study analysis identified as having the most direct contribution to prevailing frequencies:

Poor visibility, as nearly all crashes occurred at night.

Speeding on southbound Arrow Highway, as most reported crashes involved unsafe speed as either a primary or associated factor. A sharp curve on southbound Arrow Highway that was unexpected as drivers approached Live Oak Avenue, failing to make the right turn curve approach correctly to the signalized intersection. Consequently, over 84% of crashes involved hitting the center medians, which is consistent with the design of the intersection approach.

It is also worth noting that whilst drafting the City's Safety Element as part of its updated General Plan in 2023, an overwhelming majority of Irwindale residents and those employed full-time by the City (comprising nearly 80% of survey participants) reported not feeling safe and increasingly fearful of potential

injury/fatalities from occurring when walking or biking—in particular, along Arrow Highway. Additionally, this data provides some context as to why (between 2017 and 2022), Irwindale experienced a combination of 1,884 pedestrian/bicycle crashes well within its own individual jurisdictional boundaries. A five-year query/map analysis conducted by California’s Statewide Integrated Traffic Records System (SWITRS) also revealed that in total, an alarming 1,318 victims in Irwindale were in some way affected, with 22 deaths and 771 hospitalizations resulting from serious injuries caused by auto crashes.

An evaluative summary of these crashes was thus developed, considering important factors including lighting, crash types, crash-preceding movement, sobriety, etc. An unanticipated finding was that most crashes occurred when the weather was clear, roadway surface dry, and no unusual roadways present. As well, many of them occurred during nighttime hours when it was dark, with streetlights available for visibility. Three prevalent factors remained pervasive throughout these incidents: DUI, Unsafe Speed & Lane Change, and Improper Turning Movements.

Protecting the City and its residents, IPD is a progressive law enforcement agency with a full-time staff consisting of 26 individuals and 1 part-time officer, totaling 27 officer positions that’s funded by the City of Irwindale annual fiscal budget. As a result, IPD finds itself deeply committed to regularly providing the high-quality services its citizens need, not to mention the City’s thriving commercial merchants, community-based organizations/nonprofits, district-area schools/learning centers. IPD’s current RMS was first put into place a quarter century ago with full installment completed in 1997. Since then, repeated dysfunctions have made it unable to serve the modern-day reporting needs of our law enforcement agency. This is due to several factors, including but not limited to a system that is:

Outdated and inefficient;

Suffering from numerous reliability issues; and

No longer in possession of a service warranty, which in turn puts massive strain on IPD’s IT existing resources.

City traffic dispatching and issuing of citations or tickets are facilitated by the RMS system and other police-related computer software to provide a Public Safety Answering Point for all police and fire emergency service via the NextGen 9-1-1 System. Supporting this need is key to fulfilling important public safety objectives listed in the City’s most recent strategic plan and defined as “possessing the wherewithal to develop a traffic analysis system to strategically deploy resources and provide the public with increased transparency and clarity around crime and traffic statistics.”

2. PERFORMANCE MEASURES

A. Goals:

1. Reduce the number of persons killed in traffic crashes.
2. Reduce the number of persons injured in traffic crashes.

B. Objectives:

1. Purchase and implement a new electronic crash reporting solution or upgrade an existing electronic crash reporting solution to allow for submission of complete crash reports to the California Highway Patrol’s Statewide Integrated Traffic Records System (SWITRS), and/or to a departmental records management system (RMS) as applicable.
2. Purchase and implement a new complete electronic citation reporting solution or upgrade an existing electronic citation reporting solution that includes the capability of exporting data to both a departmental records management system (RMS) as well as to the local court records system, if and when the local court can receive electronic citation data.

Target Number

1

1

3. METHOD OF PROCEDURE

A. Phase 1 – Program Preparation (1st Quarter of Grant Year)

- Determine specific system requirements.
- Determine specific equipment requirements.
- Request vendor price quotation per host agency requirements.
- Procure an electronic crash reporting system with the following functionalities:
 - System licensing with installation and training.
 - GIS based mapping.
 - Segment crash diagraming tool.

- Ability to create or import crash reports.
- Ability to import and export agency RMS files.
- Ability to perform complete analysis of crash reports.
- Secure database accessible by appropriate agency personnel.
- Ability to export complete crash report to the California Highway Patrol's Statewide Integrated Traffic Records System.
- Procure an electronic citation system with the following functionalities:
 - System licensing with installation and training.
 - Ability to import and export to agency RMS files.
 - Ability to perform complete analysis of citation reports.
 - Secure database accessible by appropriate agency personnel.
 - Ability to export complete citation reports to the local county court.

B. Phase 2 – Program Operations (Throughout Grant Year)

- Select vendor for system development, implementation, and installation.
- Monitor and oversee progress of system/software development.

C. Phase 3 – Data Collection & Reporting (Throughout Grant Year)

- Prepare and submit grant claims invoice (due January 30, April 30, July 30, and October 30).
 - Successful project completion and confirmation of successful electronic transmission of crash reports by the California Highway Patrol is required before submission of invoice claims seeking reimbursement from OTS.
- Prepare and submit quarterly performance reports (due January 30, April 30, July 30, and October 30).
 - Collect and report quarterly appropriate data that supports the progress of goals and objectives.
 - Provide a summary of quarterly accomplishments and explanations for objectives not completed.
 - Collect, analyze, and report statistical data relating to the grant goals and objectives.

4. METHOD OF EVALUATION

Using the data compiled during the grant, the Grant Director will complete the "Final Evaluation" section in the fourth/final Quarterly Performance Report (QPR). The Final Evaluation should provide a brief summary of the grant's accomplishments, challenges and significant activities. This narrative should also include whether goals and objectives were met, exceeded, or an explanation of why objectives were not completed.

5. ADMINISTRATIVE SUPPORT

This program has full administrative support, and every effort will be made to continue the grant activities after grant conclusion.

FUND NUMBER	CATALOG NUMBER (CFDA)	FUND DESCRIPTION	TOTAL AMOUNT
405c TR-25	20.616	State Traffic Safety Information System Improvements	\$135,000.00

COST CATEGORY	FUND NUMBER	UNIT COST OR RATE	UNITS	TOTAL COST TO GRANT
A. PERSONNEL COSTS				
<u>Straight Time</u>				\$0.00
<u>Overtime</u>				\$0.00
Category Sub-Total				\$0.00
B. TRAVEL EXPENSES				
				\$0.00
				\$0.00
Category Sub-Total				\$0.00
C. CONTRACTUAL SERVICES				
				\$0.00
Category Sub-Total				\$0.00
D. EQUIPMENT				
Complete Traffic Crash and Electronic Citation Data Collection System	405c TR-25	\$135,000.00	1	\$135,000.00
Category Sub-Total				\$135,000.00
E. OTHER DIRECT COSTS				
				\$0.00
Category Sub-Total				\$0.00
F. INDIRECT COSTS				
				\$0.00
Category Sub-Total				\$0.00
GRANT TOTAL				\$135,000.00

BUDGET NARRATIVE

PERSONNEL COSTS

-

TRAVEL EXPENSES

-

CONTRACTUAL SERVICES

-

EQUIPMENT

Complete Traffic Crash and Electronic Citation Data Collection System - A combination traffic crash and electronic citation data collection system will handle both traffic crash and traffic citation data collection and processing. The traffic crash database system will collect, analyze, and display crash and enforcement data, including a full featured module for analysis, allowing queries for top ranking lists of locations, breakdowns by cause, type, injury, conditions, and many other attributes. Queries and Reports will be provided in a variety of formats including pie charts, bar charts, and summaries. The system provides for crash mapping on Google Earth, ESRI GIS, or similar mapping products. Costs may include laptop/desktop computers, software and licenses, printers, accessories, training, and associated shipping and taxes. The traffic citation system will collect citation data electronically in the field, print a violator copy of the citation, and transfer the information electronically to the agency RMS system and the courts for prosecution. The system will be used by traffic officers to improve the efficiency and accuracy of writing traffic citations. Costs may include the purchase of electronic citation devices, mag-strip readers, fingerprint readers, audio recorders, cameras, docking/charging stations, laptop/desktop computers, software, licenses, printers, accessories, training, and associated shipping and taxes.

OTHER DIRECT COSTS

-

INDIRECT COSTS

-

STATEMENTS/DISCLAIMERS

There will be no program income generated from this grant.

Certifications and Assurances for Fiscal Year 2024 Highway Safety Grants (23 U.S.C. Chapter 4 or Section 1906, Public Law 109-59, as amended by Section 25024, Public Law 117-58)

The officials named on the grant agreement, certify by way of signature on the grant agreement signature page, that the Grantee Agency complies with all applicable Federal statutes, regulations, and directives and State rules, guidelines, policies, and laws in effect with respect to the periods for which it receives grant funding. Applicable provisions include, but are not limited to, the following:

GENERAL REQUIREMENTS

The State will comply with applicable statutes and regulations, including but not limited to:

- 23 U.S.C. Chapter 4—Highway Safety Act of 1966, as amended;
- Sec. 1906, [Public Law 109-59](#), as amended by Sec. 25024, [Public Law 117-58](#);
- [23 CFR part 1300](#)—Uniform Procedures for State Highway Safety Grant Programs;
- [2 CFR part 200](#)—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;
- [2 CFR part 1201](#)—Department of Transportation, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

NONDISCRIMINATION

(applies to all subrecipients as well as States)

The State highway safety agency [and its subrecipients] will comply with all Federal statutes and implementing regulations relating to nondiscrimination (“Federal Nondiscrimination Authorities”). These include but are not limited to:

- *Title VI of the Civil Rights Act of 1964* ([42 U.S.C. 2000d](#) et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- [49 CFR part 21](#) (entitled *Non-discrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964*);
- [28 CFR 50.3](#) (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);
- *The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970*, ([42 U.S.C. 4601](#)), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- *Federal-Aid Highway Act of 1973*, ([23 U.S.C. 324](#) et seq.), and *Title IX of the Education Amendments of 1972*, as amended ([20 U.S.C. 1681-1683](#) and [1685-1686](#)) (prohibit discrimination on the basis of sex);
- *Section 504 of the Rehabilitation Act of 1973*, ([29 U.S.C. 794](#) et seq.), as amended, (prohibits discrimination on the basis of disability) and [49 CFR part 27](#);
- *The Age Discrimination Act of 1975*, as amended, ([42 U.S.C. 6101](#) et seq.), (prohibits discrimination on the basis of age);
- *The Civil Rights Restoration Act of 1987*, (Pub. L. 100-209), (broadens scope, coverage, and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal aid recipients, subrecipients and contractors, whether such programs or activities are Federally-funded or not);
- *Titles II and III of the Americans with Disabilities Act* ([42 U.S.C. 12131-12189](#)) (prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing) and [49 CFR parts 37](#) and [38](#);
- [Executive Order 12898](#), *Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations* (preventing discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations);
- [Executive Order 13166](#), *Improving Access to Services for Persons with Limited English Proficiency* (requiring that recipients of Federal financial assistance provide meaningful access for applicants and beneficiaries who have limited English proficiency (LEP));
- [Executive Order 13985](#), *Advancing Racial Equity and Support for Underserved Communities through the Federal Government* (advancing equity across the Federal Government); and
- [Executive Order 13988](#), *Preventing and Combating Discrimination on the Basis of Gender Identity or Sexual Orientation* (clarifying that sex discrimination includes discrimination on the grounds of gender identity or sexual orientation).

The preceding statutory and regulatory cites hereinafter are referred to as the “Acts” and “Regulations,” respectively.

GENERAL ASSURANCES

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

“No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, for which the Recipient receives Federal financial assistance from DOT, including NHTSA.”

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI of the Civil Rights Act of 1964 and other non-discrimination requirements (the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these nondiscrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

SPECIFIC ASSURANCES

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted Highway Safety Grant Program:

1. The Recipient agrees that each “activity,” “facility,” or “program,” as defined in § 21.23(b) and (c) of [49 CFR part 21](#) will be (with regard to an “activity”) facilitated, or will be (with regard to a “facility”) operated, or will be (with regard to a “program”) conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.
2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all Highway Safety Grant Programs and, in adapted form, in all proposals for negotiated agreements regardless of funding source: *“The [name of Recipient], in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.”*
3. The Recipient will insert the clauses of appendix A and E of this Assurance (also referred to as DOT Order 1050.2A) in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of appendix B of DOT Order 1050.2A, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form of, or for the acquisition of, real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in appendix C and appendix D of this DOT Order 1050.2A, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
 - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
 - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:
 - a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
 - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, the State highway safety agency also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing NHTSA's access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by NHTSA. You must keep records, reports, and submit the material for review upon request to NHTSA, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

The State highway safety agency gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the Highway Safety Grant Program. This ASSURANCE is binding on the State highway safety agency, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the Highway Safety Grant Program. The person(s) signing below is/are authorized to sign this ASSURANCE on behalf of the Recipient.

THE DRUG-FREE WORKPLACE ACT OF 1988 (41 U.S.C. 8103)

The Subgrantee will provide a drug-free workplace by:

- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace, and specifying the actions that will be taken against employees for violation of such prohibition;
- b. Establishing a drug-free awareness program to inform employees about:
 1. The dangers of drug abuse in the workplace;
 2. The grantee's policy of maintaining a drug-free workplace;
 3. Any available drug counseling, rehabilitation, and employee assistance programs;
 4. The penalties that may be imposed upon employees for drug violations occurring in the workplace;
 5. Making it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- c. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
 1. Abide by the terms of the statement;
 2. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
- d. Notifying the agency within ten days after receiving notice under subparagraph (c)(2) from an employee or otherwise receiving actual notice of such conviction;
- e. Taking one of the following actions, within 30 days of receiving notice under subparagraph (c)(2), with respect to any employee who is so convicted—
 1. Taking appropriate personnel action against such an employee, up to and including termination;
 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- f. Making a good faith effort to continue to maintain a drug-free workplace through implementation of all of the paragraphs above.

POLITICAL ACTIVITY (HATCH ACT)

(applies to all subrecipients as well as States)

The State will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508), which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

CERTIFICATION REGARDING FEDERAL LOBBYING

(applies to all subrecipients as well as States)

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

RESTRICTION ON STATE LOBBYING (applies to subrecipients as well as States)

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION (applies to all subrecipients as well as States)

INSTRUCTIONS FOR PRIMARY TIER PARTICIPANT CERTIFICATION (STATES)

1. By signing and submitting this proposal, the prospective primary tier participant is providing the certification set out below and agrees to comply with the requirements of [2 CFR parts 180](#) and [1200](#).
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective primary tier participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary tier participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default or may pursue suspension or debarment.
4. The prospective primary tier participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms **covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded**, as used in this clause, are defined in [2 CFR parts 180](#) and [1200](#). You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with [2 CFR parts 180](#) and [1200](#).
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or

otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>).

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate the transaction for cause or default.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS— PRIMARY TIER COVERED TRANSACTIONS

1. The prospective primary tier participant certifies to the best of its knowledge and belief, that it and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency;
 - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
2. Where the prospective primary tier participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

INSTRUCTIONS FOR LOWER TIER PARTICIPANT CERTIFICATION

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below and agrees to comply with the requirements of [2 CFR parts 180](#) and [1200](#).
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms **covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded**, as used in this clause, are defined in [2 CFR parts 180](#) and [1200](#). You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with [2 CFR parts 180](#) and [1200](#).
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or

otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>).

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION— LOWER TIER COVERED TRANSACTIONS

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

BUY AMERICA

(applies to subrecipients as well as States)

The State and each subrecipient will comply with the Buy America requirement (23 U.S.C. 313) when purchasing items using Federal funds. Buy America requires a State, or subrecipient, to purchase with Federal funds only steel, iron and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use Federal funds to purchase foreign produced items, the State must submit a waiver request that provides an adequate basis and justification for approval by the Secretary of Transportation.

CERTIFICATION ON CONFLICT OF INTEREST

(applies to subrecipients as well as States)

GENERAL REQUIREMENTS

No employee, officer, or agent of a State or its subrecipient who is authorized in an official capacity to negotiate, make, accept, or approve, or to take part in negotiating, making, accepting, or approving any subaward, including contracts or subcontracts, in connection with this grant shall have, directly or indirectly, any financial or personal interest in any such subaward. Such a financial or personal interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or personal interest in or a tangible personal benefit from an entity considered for a subaward. Based on this policy:

1. The recipient shall maintain a written code or standards of conduct that provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents.
 - a. The code or standards shall provide that the recipient's officers, employees, or agents may neither solicit nor accept gratuities, favors, or anything of monetary value from present or potential subawardees, including contractors or parties to subcontracts.
 - b. The code or standards shall establish penalties, sanctions, or other disciplinary actions for violations, as permitted by State or local law or regulations.
2. The recipient shall maintain responsibility to enforce the requirements of the written code or standards of conduct.

DISCLOSURE REQUIREMENTS

No State or its subrecipient, including its officers, employees, or agents, shall perform or continue to perform under a grant or cooperative agreement, whose objectivity may be impaired because of any related past, present, or currently planned interest, financial or otherwise, in organizations regulated by NHTSA or in organizations whose interests may be substantially affected by NHTSA activities. Based on this policy:

1. The recipient shall disclose any conflict of interest identified as soon as reasonably possible, making an immediate and full disclosure in writing to NHTSA. The disclosure shall include a description of the action which the recipient has taken or proposes to take to avoid or mitigate such conflict.
2. NHTSA will review the disclosure and may require additional relevant information from the recipient. If a conflict of interest is found to exist, NHTSA may (a) terminate the award, or (b) determine that it is otherwise in the best interest of NHTSA to continue the award and include appropriate provisions to mitigate or avoid such conflict.
3. Conflicts of interest that require disclosure include all past, present, or currently planned organizational, financial, contractual, or other interest(s) with an organization regulated by NHTSA or with an organization whose interests may be substantially affected by NHTSA activities, and which are related to this award. The interest(s) that require disclosure include those of any recipient, affiliate, proposed consultant, proposed subcontractor, and key personnel of any of the above. Past interest shall be limited to within one year of the date of award. Key personnel shall include any person owning more than a 20 percent interest in a recipient, and the officers, employees or agents of a recipient who are responsible for making a decision or taking an action under an award where the decision or action can have an economic or other impact on the interests of a regulated or affected organization.

PROHIBITION ON USING GRANT FUNDS TO CHECK FOR HELMET USAGE

(applies to all subrecipients as well as States)

The State and each subrecipient will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.

POLICY ON SEAT BELT USE

In accordance with Executive Order 13043, Increasing Seat Belt Use in the United States, dated April 16, 1997, the Grantee is encouraged to adopt and enforce on-the-job seat belt use policies and programs for its employees when operating company-owned, rented, or personally-owned vehicles. The National Highway Traffic Safety Administration (NHTSA) is responsible for providing leadership and guidance in support of this Presidential initiative. For information and resources on traffic safety programs and policies for employers, please contact the Network of Employers for Traffic Safety (NETS), a public-private partnership dedicated to improving the traffic safety practices of employers and employees. You can download information on seat belt programs, costs of motor vehicle crashes to employers, and other traffic safety initiatives at www.trafficsafety.org. The NHTSA website (www.nhtsa.gov) also provides information on statistics, campaigns, and program evaluations and references.

POLICY ON BANNING TEXT MESSAGING WHILE DRIVING

In accordance with Executive Order 13513, Federal Leadership On Reducing Text Messaging While Driving, and DOT Order 3902.10, Text Messaging While Driving, States are encouraged to adopt and enforce workplace safety policies to decrease crashes caused by distracted driving, including policies to ban text messaging while driving company-owned or rented vehicles, Government-owned, leased or rented vehicles, or privately-owned vehicles when on official Government business or when performing any work on or behalf of the Government. States are also encouraged to conduct workplace safety initiatives in a manner commensurate with the size of the business, such as establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving, and education, awareness, and other outreach to employees about the safety risks associated with texting while driving.

City of
IRWINDALE
AGENDA REPORT

Date: September 24, 2025

To: Honorable Mayor and Members of the City Council

From: Julian A. Miranda, City Manager

Issue: Acceptance of California Office of Traffic Safety (OTS) Federal Grant Funds in the amount of \$90,000 for Traffic Safety Education and Impaired driving enforcement

City Manager's Recommendation:

Adopt Resolution No. 2025-93-3681 entitled: "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE APPROVING AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE 2025-2026 SELECTIVE TRAFFIC ENFORCEMENT PROGRAM (STEP) SUB-RECIPIENT AGREEMENT BETWEEN CALIFORNIA OFFICE OF TRAFFIC SAFETY (OTS) AND THE CITY OF IRWINDALE, AND APPROVING THE ACCEPTANCE AND APPROPRIATION OF THE CALIFORNIA OFFICE OF TRAFFIC SAFETY FEDERAL GRANT FUNDS IN THE AMOUNT OF \$90,000 FOR THE SELECTIVE TRAFFIC ENFORCEMENT PROGRAM (STEP)".

Administrative Action:

Submitted by:

Christopher Hofford, Chief of Police



Prepared by:

Manny Campos, Police Sergeant

Electronically Approved

Reviewed by:

Adrian R. Guerra, City Attorney

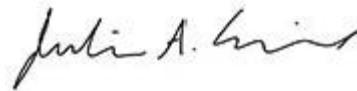


Kambiz Borhani, Finance Director / City Treasurer



Approved by:

Julian A. Miranda, City Manager



Background and Analysis:

The Irwindale Police Department (“IPD”) applied and participated in a competitive grant process offered through the California Office of Traffic Safety (OTS). The Board of Directors approved the IPD’s grant request in June 2025 for \$90,000.

The funding program, titled Selective Traffic Enforcement Program (STEP), will fund officers on an overtime basis to enforce drunk/impaired driving, distracted driving, and court sting operations and provide educational presentations to the local community. The grant also includes training for officers in drug recognition, standardized field sobriety testing and advanced roadside impaired driving enforcement. The grant will also allow Irwindale Police Officers to focus on deadly street racing.

The goal of the Irwindale Police Department is to reduce the number of injuries and deaths caused by drunk and impaired drivers and to improve the quality of life of those who drive the city’s streets every day. It will also help officers enforce intersection takeovers by street racers.

The total cost of the purchases and related personnel expenditures will be advanced by the City of Irwindale. Under the terms of the Office of Traffic Safety (OTS) STEP grant, these costs are fully reimbursable on a quarterly basis. As such, there will be no net impact on the City’s General Fund upon reimbursement.

STEP is scheduled to begin after City Council adoption and will operate for one year.

Fiscal Impact:

Adoption of Resolution No. 2025-93-3681 authorizes the Finance Director to amend the fiscal year 2025-2026 adopted budget by appropriating \$90,000 from the General Fund reserves initially for the purchase of \$3,434 of operating supplies, \$4,587 in training expenses, and \$81,979 of related personnel expenditures until later reimbursed by the Selective Traffic Enforcement Program (STEP) offered by the State of California Office of Traffic Safety (OTS).

Attachments:

1. Resolution No 2025-93-3681 OTS Grant (2042117.1)
2. STEP Grant Agreement for 2025-2026 (PT26137) - DRAFT

RESOLUTION NO. 2025-93-3681

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE APPROVING AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE 2025-2026 SELECTIVE TRAFFIC ENFORCEMENT PROGRAM (STEP) SUB-RECIPIENT AGREEMENT BETWEEN CALIFORNIA OFFICE OF TRAFFIC SAFETY (OTS) AND THE CITY OF IRWINDALE, AND APPROVING THE ACCEPTANCE AND APPROPRIATION OF THE CALIFORNIA OFFICE OF TRAFFIC SAFETY FEDERAL GRANT FUNDS IN THE AMOUNT OF \$90,000 FOR THE SELECTIVE TRAFFIC ENFORCEMENT PROGRAM (STEP)

WHEREAS, the Irwindale Police Department wishes to enhance the quality of service to the community by seeking grant funds to supplement the Police Department's budget; and

WHEREAS, the Irwindale Police Department applied and participated in a competitive grant process offered through the California Office of Traffic Safety (OTS); and

WHEREAS, the City of Irwindale Police Department was approved for funding in the amount of \$90,000 through a grant by the State of California Office of Traffic Safety for the enforcement of drunk and impaired driving, distracted driving, court sting operations and providing educational presentations to the community. The program also seeks to prevent street racers through the city streets of Irwindale; and

WHEREAS, the Irwindale Police Department will utilize the funding over a period of one year to administer the grant and implement educational and enforcement programs designed to reduce the number of injuries and deaths caused by drunk and impaired drivers. This grant will also help Irwindale Police Officers improve the quality of life of those who drive the City's streets every day.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF IRWINDALE, CALIFORNIA, HEREBY RESOLVES DETERMINES, AND ORDERS AS FOLLOWS:

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

SECTION 2. The City Council of the City of Irwindale hereby approves and accepts the grant of \$90,000 from the California Office of Traffic Safety. The FY 2025-2026 Office of Traffic Safety Federal Grant funds are hereby appropriate to be used for grant management and administration, and the implementation of educational and enforcement programs designed to deter drunk and impaired drivers. Of the \$90,000 federal grant award, \$81,979 shall be allocated to overtime expenses, \$4,587 shall be allocated to training expenses, and \$3,434 shall be used for operating supplies and expenses during the grant period.

SECTION 3. The City Council hereby approves, and the City Manager is authorized to sign the 2025-2026 Selective Traffic Enforcement Program (STEP) Sub-recipient

Resolution No. 2025-93-3681

Page 1

agreement between California Office of Traffic Safety (OTS) and the City of Irwindale, attached hereto as Exhibit "A". City staff are hereby authorized to take all steps necessary to carry out the intent and purposes of this resolution.

SECTION 4. The personnel costs associated with administering the grant will initially be paid for by the City of Irwindale. Staff is hereby authorized to take all steps necessary to seek reimbursement of the full amount of all personnel costs through the Office of Traffic Safety (OTS) STEP grant, Selective Traffic Enforcement Program.

SECTION 5. The Chief Deputy City Clerk shall attest to the adoption of this resolution, which shall, in turn have immediate effect.

PASSED, APPROVED AND ADOPTED this 24th day of September 2025

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 Clerk of the City of Irwindale, do hereby certify that the foregoing Resolution No. 2025-93-3681 was duly adopted by the City Council of the City of Irwindale at a regular meeting thereof held on the 24th day of September, 2025, by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSTAIN: Councilmembers:

ABSENT: Councilmembers:

Laura M. Nieto, MMC
Chief Deputy City Clerk

1. GRANT TITLE Selective Traffic Enforcement Program (STEP)	
2. NAME OF AGENCY Irwindale	3. Grant Period From: 10/01/2025 To: 09/30/2026
4. AGENCY UNIT TO ADMINISTER GRANT Irwindale Police Department	
5. GRANT DESCRIPTION Best practice strategies will be conducted to reduce the number of persons killed and injured in crashes involving alcohol and other primary crash factors. The funded strategies may include impaired driving enforcement, enforcement operations focusing on primary crash factors, distracted driving, night-time seat belt enforcement, special enforcement operations encouraging motorcycle safety, enforcement and public awareness in areas with a high number of bicycle and pedestrian crashes, and educational programs. These strategies are designed to earn media attention thus enhancing the overall deterrent effect. In addition, the department will participate in community collaboration and engagement activities to engage in conversations regarding traffic safety with community members.	
6. Federal Funds Allocated Under This Agreement Shall Not Exceed: \$90,000.00 Allocation is contingent upon availability of federal funds.	
7. TERMS AND CONDITIONS: The parties agree to comply with the terms and conditions of the following which are by this reference made a part of the Agreement: - Schedule A – Problem Statement, Goals and Objectives and Method of Procedure - Schedule B – Detailed Budget Estimate and Sub-Budget Estimate (if applicable) - Schedule B-1 – Budget Narrative and Sub-Budget Narrative (if applicable) - Exhibit A – Certifications and Assurances - Exhibit B* – OTS Grant Program Manual - Exhibit C – Grant Electronic Management System (GEMS) Access *Items shown with an asterisk (*), are hereby incorporated by reference and made a part of this agreement as if attached hereto. These documents can be viewed at the OTS home web page under Grants: www.ots.ca.gov. We, the officials named below, hereby swear under penalty of perjury under the laws of the State of California that we are duly authorized to legally bind the Grant recipient to the above described Grant terms and conditions. IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.	
8. Approval Signatures	
A. GRANT DIRECTOR NAME: Manuel Campos TITLE: Sergeant EMAIL: mcampos@irwindaleca.gov PHONE: (626) 533-0718 ADDRESS: 5050 N. Irwindale Avenue Irwindale, CA 91706 _____ (Signature) (Date)	B. AUTHORIZING OFFICIAL NAME: Jose Vargas TITLE: Lieutenant EMAIL: jvargas@irwindaleca.gov PHONE: (626) 430-2242 ADDRESS: 5050 N. Irwindale Avenue Irwindale, CA 91706 _____ (Signature) (Date)
C. FISCAL OFFICIAL NAME: Jeanette Duran TITLE: Finance Manager EMAIL: jduran@irwindaleca.gov PHONE: (626)430-2268 ADDRESS: 5050 N. Irwindale Avenue Irwindale, CA 91706 _____ (Signature) (Date)	D. AUTHORIZING OFFICIAL OF OFFICE OF TRAFFIC SAFETY NAME: Stephanie Dougherty TITLE: Director EMAIL: stephanie.dougherty@ots.ca.gov PHONE: (916) 509-3030 ADDRESS: 2208 Kausen Drive Suite 300 Sacramento, CA 95758 _____ (Signature) (Date)

E. ACCOUNTING OFFICER OF OFFICE OF TRAFFIC SAFETY NAME: Carolyn Vu ADDRESS: 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758	9. SAM INFORMATION SAM #: E9J2S6RNLAC1 REGISTERED ADDRESS: 5050 N Irwindale Ave CITY: Irwindale ZIP+4: 91706-2133
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10. PROJECTED EXPENDITURES						
FUND	CFDA	ITEM/APPROPRIATION	F.Y.	CHAPTER	STATUTE	PROJECTED EXPENDITURES
<i>I CERTIFY upon my own personal knowledge that the budgeted funds for the current budget year are available for the period and purpose of the expenditure stated above.</i>				AGREEMENT TOTAL		\$90,000.00
				AMOUNT ENCUMBERED BY THIS DOCUMENT		\$90,000.00
				PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT		\$ 0.00
OTS ACCOUNTING OFFICER'S SIGNATURE			DATE SIGNED		TOTAL AMOUNT ENCUMBERED TO DATE \$90,000.00	

1. PROBLEM STATEMENT

Describe the city, county, or jurisdiction this grant will impact.

The City of Irwindale, situated in the heart of the San Gabriel Valley and approximately 20 miles east of downtown Los Angeles, has seen significant growth since its incorporation in 1957. It now serves as the headquarters for over 750 businesses, including major satellite offices for prominent companies like Southern California Edison, Huy Fong Foods/Sriracha Sauces, Ready Pac Produce, Home Depot, and Charter Communications. The city's unique dynamic sees its population swell from 1,472 residents to nearly 35,000 daily commuters during business hours, transforming its small community into a bustling hub. Traditionally viewed as an industrial community due to its extensive mining operations and related industries, Irwindale is also grappling with increased roadway congestion driven by the influx of new businesses. The constant activity of several mining companies operating 24/7, utilizing heavy equipment and semi-bottom dump trucks, adds to the traffic burden. Additionally, residents from neighboring cities such as Bradbury, Duarte, Azusa, Covina, West Covina, Baldwin Park, and El Monte regularly use the Metro Gold Line and Metro, further complicating traffic flow.

Irwindale's strategic location, bordered by larger cities and with major thoroughfares like Irwindale Avenue and Arrow Highway linking Downtown Los Angeles to the San Gabriel Valley, has accelerated commercial development. The expansion of the commercial district over the past three years includes the construction of new warehouse facilities. However, the implementation of the Metro Gold Line in March 2016 has introduced new traffic challenges. This railway extends from Pasadena to Azusa and westward to downtown Los Angeles, significantly increasing pedestrian and commuter traffic in the area. Rising concerns among local business owners and residents include the growing issue of homelessness, which has affected community trust and cohesion.

Recent traffic data from 2020 to 2022 indicates a concerning pattern of DUI-related incidents in Irwindale. In 2021, there were five fatalities, and 34 injuries attributed to alcohol-impaired driving. While 2022 saw no reduction with 4 fatalities and 13 injuries, the overall number of alcohol-involved crashes remained significant, with 13 such incidents reported.

In response to the persistent issue of impaired driving, the Irwindale Police Department (IPD) has implemented Advanced Roadside Impaired Driving Enforcement (ARIDE) training for its officers. This program equips law enforcement personnel to effectively identify and address signs of impairment related to drugs, alcohol, or a combination of both. Additionally, in November 2023, the IPD was awarded a \$100,000 grant to support officer training and recertification in Standard Field Sobriety Test (SFST), ARIDE, and Drug Recognition Expert (DRE) programs.

Despite the reduction in alcohol-related fatalities and injuries, the legalization of marijuana in California has contributed to a rise in drug-impaired driving incidents. The IPD's commitment to comprehensive training aims to mitigate this trend and enhance road safety within the community.

High commuter traffic has led to congestion, particularly along Foothill Boulevard and Irwindale Avenue, which are used as shortcuts to bypass congested freeways like the 210 and 605. These routes have seen increased speeding complaints, supported by IPD's CAD/Stats and surveys. Daily, about 28,518 commuters use the Live Oak Avenue and Arrow Highway intersection, notorious for its high traffic volume and frequent crashes. Between 2019 and 2022, 14 crashes occurred at this intersection, highlighting issues like poor visibility, speeding, and challenging roadway curves, with heavy congestion with the Vulcan entrance.

In 2024, The Irwindale City Council revealed its interest in addressing speeding vehicles in the Irwindale Downtown area. During the early morning hours, Irwindale Avenue has a high volume of speeding vehicles, commuting to work. The General Safety Element, revealing that nearly 80% of surveyed residents and employees expressed safety concerns when walking or biking, particularly along Arrow Highway and

Irwindale Avenue. From 2017 to 2024, there were 1,904 pedestrian and bicycle crashes in the city, with 1,324 victims affected, including 25 fatalities and 796 hospitalizations.

Large events at Irwindale Raceway Center, such as drag races and holiday shows, exacerbate traffic issues. These events, attracting thousands of visitors, lead to congestion on streets like Live Oak Avenue, complicating pedestrian safety and parking. The OTS has ranked Irwindale poorly for pedestrian crashes and fatalities, prompting initiatives to improve traffic safety.

Irwindale's main streets, such as Irwindale Avenue and Vincent Avenue, connect northern San Gabriel Valley cities to key destinations like the West Covina Mall and the Los Angeles County Superior Court. IPD has bolstered its DUI enforcement with certified Standardized Field Sobriety Test (SFST) officers and ARIDE training, aiming to reduce traffic-related injuries.

The community's traffic concerns have been addressed through educational initiatives, by purchasing two traffic speed trailers to raise awareness among commuters about speeding, contributing to a safer City of Irwindale.

Describe the problem(s) to be addressed, supported by current and relevant crash data. (most recent calendar year data/stats).

The City of Irwindale is actively addressing several critical traffic safety issues, as highlighted by recent data and community feedback. In 2023, the city initiated the development of a Comprehensive Safety Action Plan aimed at reducing roadway fatalities and injuries. This plan emphasizes the safety of all users, including drivers, pedestrians, and cyclists. While specific crash statistics for 2023 are not yet available, the California Office of Traffic Safety (OTS) provides annual crash rankings that offer valuable insights into traffic safety trends.

To proactively address traffic safety concerns, the Irwindale Police Department (IPD) has implemented several initiatives:

Advanced Roadside Impaired Driving Enforcement (ARIDE) Training: IPD officers receive specialized training to identify and manage impairment related to drugs, alcohol, or a combination of both.

Community Engagement: The city is collaborating with local stakeholders and residents to develop the Comprehensive Safety Action Plan, ensuring that community needs and concerns are prioritized.

Define the target population the grant intends to serve and how they are affected by the problem(s).

The grant aims to serve the residents, commuters, and visitors of Irwindale, with a particular focus on the following target populations:

1. Local Residents

Impact: Residents are directly affected by the increase in traffic-related incidents, including DUI-related crashes. These incidents pose significant safety risks, leading to injuries, fatalities, and emotional distress within the community.

Needs: Enhanced road safety measures, education on impaired driving, and community programs to raise awareness about traffic laws and safety.

2. Commuters

Impact: As a hub with major roadways, Irwindale experiences high commuter traffic. Commuters are at risk of encountering impaired or unsafe drivers, which can result in accidents and delays.

Needs: Improved traffic enforcement and infrastructure to ensure safer travel routes, along with clear communication of safety initiatives.

3. Pedestrians and Cyclists

Impact: Vulnerable road users, such as pedestrians and cyclists, face heightened risks due to impaired or reckless driving. These groups are particularly susceptible to severe injuries or fatalities in crashes

Needs: Dedicated pedestrian and cyclist safety programs, improved crosswalks, bike lanes, and public education campaigns focused on sharing the road safely.

4. Youth and Young Adults

Impact: Younger populations are often at higher risk for engaging in or being victims of impaired driving. Peer influence and lack of experience can contribute to risky behaviors.

Needs: Targeted educational programs in schools and community centers that address the dangers of impaired driving and promote safe driving habits.

5. Local Businesses

Impact: Traffic incidents can disrupt local commerce, affect employee commutes, and deter potential customers from visiting the area.

Needs: A safer community environment that encourages business growth and provides secure transportation for employees and customers alike.

By addressing the needs of these populations through improved traffic enforcement, education, and community engagement, the grant seeks to create a safer, more secure environment for all individuals who live, work, and travel in Irwindale.

2. PERFORMANCE MEASURES

A. Goals:

1. Reduce the number of persons killed in traffic crashes.
2. Reduce the number of persons injured in traffic crashes.
3. Reduce the number of pedestrians killed in traffic crashes.
4. Reduce the number of pedestrians injured in traffic crashes.
5. Reduce the number of bicyclists killed in traffic crashes.
6. Reduce the number of bicyclists injured in traffic crashes.
7. Reduce the number of persons killed in alcohol-involved crashes.
8. Reduce the number of persons injured in alcohol-involved crashes.
9. Reduce the number of persons killed in drug-involved crashes.
10. Reduce the number of persons injured in drug-involved crashes.
11. Reduce the number of persons killed in alcohol/drug combo-involved crashes.
12. Reduce the number of persons injured in alcohol/drug combo-involved crashes.
13. Reduce the number of motorcyclists killed in traffic crashes.
14. Reduce the number of motorcyclists injured in traffic crashes.
15. Reduce hit & run fatal crashes.
16. Reduce hit & run injury crashes.
17. Reduce nighttime (2100 - 0259 hours) fatal crashes.
18. Reduce nighttime (2100 - 0259 hours) injury crashes.

B. Objectives:

1. Issue a news release announcing the kick-off of the grant by December 31st. The kick-off news releases and media advisories, alerts, and materials must be emailed to the OTS Public Information Officer at pio@ots.ca.gov, and copied to your OTS Coordinator, for approval 7 days prior to the issuance date of the release.
2. Participate and report data (as required) in the following campaigns; Quarter 1: National Pedestrian Safety Month, National Walk to School Day, National Teen Driver Safety Week, NHTSA Winter Mobilization; Quarter 3: National Distracted Driving Awareness Month, National Motorcycle Safety Month, National Bicycle Safety Month, National Click it or Ticket Mobilization; Quarter 4: National Speed Prevention Campaigns, NHTSA Summer Mobilization, National Child Passenger Safety Week, and California's Pedestrian Safety Month.

Target Number

1

12

3. Develop (by December 31) and/or maintain a “DUI BOLO” program to notify patrol and traffic officers to be on the lookout for identified repeat DUI offenders with a suspended or revoked license as a result of DUI convictions. Updated DUI BOLOs should be distributed to patrol and traffic officers monthly.	12
4. Send law enforcement personnel to the NHTSA Standardized Field Sobriety Testing (SFST) (minimum 16 hours) POST-certified training.	3
5. Send law enforcement personnel to the NHTSA Advanced Roadside Impaired Driving Enforcement (ARIDE) 16 hour POST-certified training.	3
6. Send law enforcement personnel to the Drug Recognition Expert (DRE) training (classroom and field training must be completed).	1
7. Send law enforcement personnel to the DRE Recertification training.	1
8. Conduct DUI/DL Checkpoints. A minimum of 1 checkpoint should be conducted during the NHTSA Winter Mobilization and 1 during the Summer Mobilization. To enhance the overall deterrent effect and promote high visibility, it is recommended the grantee issue an advance press release and conduct social media activity for each checkpoint. For combination DUI/DL checkpoints, departments should issue press releases that mention DL's will be checked at the DUI/DL checkpoint. Signs for DUI/DL checkpoints should read "DUI/Driver's License Checkpoint Ahead." OTS does not fund or support independent DL checkpoints. Only on an exception basis and with OTS pre-approval will OTS fund checkpoints that begin prior to 1800 hours. When possible, DUI/DL Checkpoint screeners should be DRE- or ARIDE-trained.	2
9. Conduct DUI Saturation Patrol operation(s).	12
10. Conduct Warrant Service operation(s) targeting multiple DUI offenders who fail to appear in court.	2
11. Conduct Traffic Enforcement operation(s), including but not limited to, primary crash factor violations.	8
12. Conduct highly publicized Distracted Driving enforcement operation(s) targeting drivers using hand held cell phones and texting.	9
13. Conduct highly publicized pedestrian and/or bicycle enforcement operation(s) in areas or during events with a high number of pedestrian and/or bicycle crashes resulting from violations made by pedestrians, bicyclists, and drivers.	1
14. Conduct Traffic Safety educational presentation(s) with an effort to reach community members. Note: Presentation(s) may include topics such as distracted driving, DUI, speed, bicycle and pedestrian safety, seat belts and child passenger safety.	2
15. Participate in highly visible collaborative DUI Enforcement operations.	3
16. Participate in highly visible collaborative Traffic Enforcement operations.	1
17. Send law enforcement personnel to DUI Checkpoint Planning and Management training.	2
18. Participate in community collaboration and engagement activities to engage in conversations regarding traffic safety to both share information and receive input from the community members.	3

3. METHOD OF PROCEDURE

A. Phase 1 – Program Preparation (1st Quarter of Grant Year)

- The department will develop operational plans to implement the “best practice” strategies outlined in the objectives section.
- Conduct all training needed to implement the program, in the first quarter.
- Purchase all grant related supplies and materials to implement the program, in the first quarter.
- Items with a unit cost of \$5,000 more (including tax and shipping) must comply with Buy America.
- In order to develop/maintain the “DUI BOLOs,” research will be conducted to identify the “worst of the worst” repeat DUI offenders with a suspended or revoked license as a result of DUI convictions. The DUI BOLO may include the driver’s name, last known address, DOB, description, current license status, and the number of times suspended or revoked for DUI. DUI BOLOs should be updated and distributed to traffic and patrol officers at least monthly.
- Implementation of the STEP grant activities will be accomplished by deploying personnel at high crash locations.

Media Requirements

Issue a news release approved by the OTS PIO announcing the kick-off of the grant by December 31 and after the grant is signed and executed, but no sooner than October 1, the start of the grant year. The kick-off release must be approved by the OTS PIO. If you are unable to meet the December 31 deadline to issue a kick-off press release, communicate reasons to your OTS grant coordinator and OTS PIO.

B. Phase 2 – Program Operations (Throughout Grant Year)

Media Requirements

The following requirements are for all grant-related activities:

- Send all media advisories, alerts, videos, graphics, artwork, posters, radio/PSA/video scripts, storyboards, digital and/or print educational materials for grant-related activities to the OTS PIO at pio@ots.ca.gov for approval and copy your OTS grant coordinator. Optimum lead time would be 7 days before the scheduled release but at least 3 business days prior to the scheduled release date for review and approval is appreciated.
- Send all PowerPoint presentations, online presentations and trainings for grant-related activities to the OTS PIO at pio@ots.ca.gov for approval and copy your OTS grant coordinator. Certified training courses are EXEMPT from the approval process.
- The OTS PIO is responsible for the approval of the design and content of materials. The agency understands OTS PIO approval is not authorizing approval of budget expenditure or cost. Any cost approvals must come from the OTS grant coordinator.
- Pre-approval is not required when using any OTS-supplied template for media advisories, news releases, social media graphics, videos or posts, or any other OTS-supplied educational material. However, copy the OTS PIO at pio@ots.ca.gov and your OTS grant coordinator when any material is distributed to the media and public, such as a news release, educational material, or link to social media post.
- If an OTS-supplied template, educational material, social media graphic, post or video is substantially changed, the changes shall be sent to the OTS PIO at pio@ots.ca.gov for approval and copy your OTS grant coordinator.
- News releases, social media posts and alerts on platforms such as NextDoor and Nixle reporting immediate and time-sensitive grant activities (e.g. enforcement operations, day of event highlights or announcements, event invites) are EXEMPT from the OTS PIO approval process. The OTS PIO and your OTS grant coordinator should still be notified when the grant-related activity is happening (e.g. car seat checks, bicycle rodeos, community presentations, DUI checkpoints, etc.).
- Enforcement activities such as warrant and probation sweeps, court stings, etc. that are embargoed or could impact operations by publicizing in advance are EXEMPT from the PIO approval process. However, announcements and results of activities should still be copied to the OTS PIO at pio@ots.ca.gov and your OTS grant coordinator with the embargoed date and time or with "INTERNAL ONLY: DO NOT RELEASE" message in subject line of email.
- Any earned or paid media campaigns for TV, radio, digital or social media that are part of a specific grant objective, using OTS grant funds, or designed and developed using contractual services by a subgrantee, requires prior approval.
- Social media posts highlighting state or national traffic safety campaigns (Distracted Driving Month, Motorcycle Safety Awareness Month, etc.), enforcement operations (DUI checkpoints, etc.), or any other grant-related activity such as Bicycle rodeos, presentations, or events, are highly encouraged but do not require prior approval.
- Submit a draft or rough-cut of all digital, printed, recorded or video material (brochures, posters, scripts, artwork, trailer graphics, digital graphics, social posts connected to an earned or paid media campaign grant objective) to the OTS PIO at pio@ots.ca.gov and copy your OTS grant coordinator for approval prior to the production or duplication.
- Use the following standard language in all press, media, and printed materials, space permitting: Funding for this program was provided by a grant from the California Office of Traffic Safety, through the National Highway Traffic Safety Administration.
- Space permitting, include the OTS logo on all grant-funded print materials, graphics and paid or earned social media campaign grant objective; consult the OTS PIO and copy your OTS grant

coordinator for specifics, format-appropriate logos, or if space does not permit the use of the OTS logo.

- Email the OTS PIO at pio@ots.ca.gov and copy your OTS grant coordinator at least 21 days in advance, or when first confirmed, a short description of any significant grant-related traffic safety event or program, particularly events that are highly publicized beforehand with anticipated media coverage so OTS has sufficient notice to arrange for attendance and/or participation in the event. If unable to attend, email the OTS PIO and coordinator brief highlights and/or results, including any media coverage (broadcast, digital, print) of event within 7 days following significant grant-related event or program. Media and program highlights are to be reflected in QPRs.
- Any news releases, work plans, scripts, storyboards, artwork, graphics, videos or any educational or informational materials that received OTS PIO approval in a prior grant year needs to be resubmitted for approval in the current grant year.
- For additional guidance, refer to the [OTS Grants Materials Approval Process Guidelines](#) and [OTS Grants Media Approval Process FAQs](#) on the OTS website.
- Contact the OTS PIO or your OTS grant coordinator for consultation when changes from any of the above requirements might be warranted.

C. Phase 3 – Data Collection & Reporting (Throughout Grant Year)

1. Prepare and submit grant claim invoices (due January 30, April 30, July 30, and October 30)
2. Prepare and submit Quarterly Performance Reports (QPR) (due January 30, April 30, July 30, and October 30)
 - Collect and report quarterly, appropriate data that supports the progress of goals and objectives.
 - Provide a brief list of activity conducted, procurement of grant-funded items, and significant media activities. Include status of grant-funded personnel, status of contracts, challenges, or special accomplishments.
 - Provide a brief summary of quarterly accomplishments and explanations for objectives not completed or plans for upcoming activities.
 - Collect, analyze and report statistical data relating to the grant goals and objectives.

4. METHOD OF EVALUATION

Using the data compiled during the grant, the Grant Director will complete the “Final Evaluation” section in the fourth/final Quarterly Performance Report (QPR). The Final Evaluation should provide a brief summary of the grant’s accomplishments, challenges and significant activities. This narrative should also include whether goals and objectives were met, exceeded, or an explanation of why objectives were not completed.

5. ADMINISTRATIVE SUPPORT

This program has full administrative support, and every effort will be made to continue the grant activities after grant conclusion.

FUND NUMBER	CATALOG NUMBER (CFDA)	FUND DESCRIPTION	TOTAL AMOUNT
164AL-26	20.608	Minimum Penalties for Repeat Offenders for Driving While Intoxicated	\$50,000.00
402PT-26	20.600	State and Community Highway Safety	\$23,000.00
405e DDL-26	20.616	Distracted Driving Laws	\$14,000.00
1906-26	20.611	Racial Profiling Prohibition Grants	\$3,000.00

COST CATEGORY	FUND NUMBER	UNIT COST OR RATE	UNITS	TOTAL COST TO GRANT
A. PERSONNEL COSTS				
<u>Straight Time</u>				\$0.00
<u>Overtime</u>				
DUI/DL Checkpoints	164AL-26	\$9,000.00	2	\$18,000.00
DUI Saturation Patrols	164AL-26	\$1,700.00	12	\$20,400.00
Warrant Service Operations	164AL-26	\$1,500.00	2	\$3,000.00
Collaborative DUI Enforcement	164AL-26	\$1,500.00	3	\$4,500.00
Benefits for 164AL OT @ 1.45%	164AL-26	\$45,900.00	0	\$666.00
Traffic Enforcement	402PT-26	\$1,550.00	8	\$12,400.00
Pedestrian and Bicycle Enforcement	402PT-26	\$1,250.00	1	\$1,250.00
Collaborative Traffic Enforcement	402PT-26	\$1,250.00	2	\$2,500.00
Traffic Safety Educational Presentations	402PT-26	\$1,000.00	2	\$2,000.00
Benefits for 402PT OT @ 1.45%	402PT-26	\$18,150.00	0	\$263.00
Community Collaboration Engagement	1906-26	\$985.50	3	\$2,957.00
Benefits for 1906 OT @ 1.45%	1906-26	\$2,957.00	0	\$43.00
Distracted Driving Enforcement	405e DDL-26	\$1,533.30	9	\$13,800.00
Benefits for 405e DDL OT @ 1.45%	405e DDL-26	\$13,800.00	0	\$200.00
Category Sub-Total				\$81,979.00
B. TRAVEL EXPENSES				
In State Travel	402PT-26	\$4,587.00	1	\$4,587.00
				\$0.00
Category Sub-Total				\$4,587.00
C. CONTRACTUAL SERVICES				
				\$0.00
Category Sub-Total				\$0.00
D. EQUIPMENT				
				\$0.00
Category Sub-Total				\$0.00
E. OTHER DIRECT COSTS				
DUI Checkpoint Supplies	164AL-26	\$3,434.00	1	\$3,434.00
Category Sub-Total				\$3,434.00
F. INDIRECT COSTS				

				\$0.00
Category Sub-Total				\$0.00
GRANT TOTAL				\$90,000.00

BUDGET NARRATIVE

PERSONNEL COSTS

DUI/DL Checkpoints - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.

DUI Saturation Patrols - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.

Warrant Service Operations - Overtime for grant funded Warrant Service Operations conducted by appropriate department personnel.

Collaborative DUI Enforcement - Overtime for grant funded Collaborative DUI Enforcement operations conducted by appropriate department personnel

Benefits for 164AL OT @ 1.45% - Claimed amounts must reflect actual benefit costs for overtime hours charged to the grant.

Benefit breakdown:

Medicare @ 1.45%

Traffic Enforcement - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.

Pedestrian and Bicycle Enforcement - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.

Collaborative Traffic Enforcement - Overtime for grant funded Collaborative Traffic Enforcement operations conducted by appropriate department personnel

Traffic Safety Educational Presentations - Overtime for grant funded traffic safety educational presentations conducted by appropriate department personnel.

Benefits for 402PT OT @ 1.45% - Claimed amounts must reflect actual benefit costs for overtime hours charged to the grant.

Benefit breakdown:

Medicare @ 1.45%

Community Collaboration Engagement - Overtime for grant funded community collaborative engagement conducted by appropriate department personnel.

Benefits for 1906 OT @ 1.45% - Claimed amounts must reflect actual benefit costs for overtime hours charged to the grant.

Benefit breakdown:

Medicare @ 1.45%

Distracted Driving Enforcement - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.

Benefits for 405e DDL OT @ 1.45% - Claimed amounts must reflect actual benefit costs for overtime hours charged to the grant.

Benefit breakdown:

Medicare @ 1.45%

TRAVEL EXPENSES

In State Travel - Costs are included for appropriate staff to attend conferences and training events supporting the grant goals and objectives and/or traffic safety. Anticipated travel may include the OTS Traffic Safety Law Enforcement Forum. Local mileage for grant activities and meetings is included. All conferences, seminars or training not specifically identified in the Budget Narrative must be approved by OTS. All travel claimed must be at the agency approved rate. Per Diem may not be claimed for meals provided at conferences when registration fees are paid with OTS grant funds.

CONTRACTUAL SERVICES

-

EQUIPMENT

-

OTHER DIRECT COSTS

DUI Checkpoint Supplies - On-scene supplies needed to conduct sobriety checkpoints. Costs may include 28" traffic cones, MUTCD compliant traffic signs, MUTCD compliant high visibility vests (maximum of 10), traffic counters (maximum of 2), generator, gas for generators, lighting, reflective banners, electronic flares, PAS Device Supplies, PAS Calibration Supplies, heater, propane for heaters, fan, anti-fatigue mats, and canopies. Additional items may be purchased if approved by OTS. The cost of food and beverages will not be reimbursed.

INDIRECT COSTS

-

STATEMENTS/DISCLAIMERS

There will be no program income generated from this grant.

Nothing in this "agreement" shall be interpreted as a requirement, formal or informal, that a particular law enforcement officer issue a specified or predetermined number of citations in pursuance of the goals and objectives here under.

Benefits for personnel costs can only be applied to straight time or overtime hours charged to the grant.

**Appendix A to Part 1300—Certifications and Assurances for Highway Safety Grants
(23 U.S.C. Chapter 4 or Section 1906, Public Law 109-59, as amended by Section 25024, Public Law 117-58)**

The officials named on the grant agreement, certify by way of signature on the grant agreement signature page, that the Grantee Agency complies with all applicable Federal statutes, regulations, and directives and State rules, guidelines, policies, and laws in effect with respect to the periods for which it receives grant funding. Applicable provisions include, but are not limited to, the following:

GENERAL REQUIREMENTS

The State will comply with applicable statutes and regulations, including but not limited to:

- 23 U.S.C. Chapter 4—Highway Safety Act of 1966, as amended;
- Sec. 1906, [Public Law 109-59](#), as amended by Sec. 25024, [Public Law 117-58](#);
- [23 CFR part 1300](#)—Uniform Procedures for State Highway Safety Grant Programs;
- [2 CFR part 200](#)—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;
- [2 CFR part 1201](#)—Department of Transportation, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

NONDISCRIMINATION

(applies to subrecipients as well as States)

The State highway safety agency [and its subrecipients] will comply with all Federal statutes and implementing regulations relating to nondiscrimination (“Federal Nondiscrimination Authorities”). These include but are not limited to:

- *Title VI of the Civil Rights Act of 1964* ([42 U.S.C. 2000d](#) et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- [49 CFR part 21](#) (entitled *Non-discrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964*);
- [28 CFR 50.3](#) (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);
- *The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970*, ([42 U.S.C. 4601](#)), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- *Federal-Aid Highway Act of 1973*, (23 U.S.C. 324 et seq.), and *Title IX of the Education Amendments of 1972*, as amended ([20 U.S.C. 1681-1683](#) and [1685-1686](#)) (prohibit discrimination on the basis of sex);
- *Section 504 of the Rehabilitation Act of 1973*, ([29 U.S.C. 794](#) et seq.), as amended, (prohibits discrimination on the basis of disability) and [49 CFR part 27](#);
- *The Age Discrimination Act of 1975*, as amended, ([42 U.S.C. 6101](#) et seq.), (prohibits discrimination on the basis of age);
- *The Civil Rights Restoration Act of 1987*, (Pub. L. 100-209), (broadens scope, coverage, and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal aid recipients, subrecipients and contractors, whether such programs or activities are Federally-funded or not);
- *Titles II and III of the Americans with Disabilities Act* ([42 U.S.C. 12131-12189](#)) (prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing) and [49 CFR parts 37](#) and [38](#)

The preceding statutory and regulatory cites hereinafter are referred to as the “Acts” and “Regulations,” respectively.

GENERAL ASSURANCES

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

“No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, for which the Recipient receives Federal financial assistance from DOT, including NHTSA.”

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI of the Civil Rights Act of 1964 and other non-discrimination requirements (the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these nondiscrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

SPECIFIC ASSURANCES

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted Highway Safety Grant Program:

1. The Recipient agrees that each “activity,” “facility,” or “program,” as defined in § 21.23(b) and (e) of [49 CFR part 21](#) will be (with regard to an “activity”) facilitated, or will be (with regard to a “facility”) operated, or will be (with regard to a “program”) conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.
2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all Highway Safety Grant Programs and, in adapted form, in all proposals for negotiated agreements regardless of funding source:
“The [name of Recipient], in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.”
3. The Recipient will insert the clauses of appendix A and E of this Assurance (also referred to as DOT order 1050.2A) [\[1\]](#) in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of appendix B of DOT Order 1050.2A, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form of, or for the acquisition of, real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in appendix C and appendix D of this DOT Order 1050.2A, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
 - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
 - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the

form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:

- a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
 - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, the State highway safety agency also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing NHTSA's access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by NHTSA. You must keep records, reports, and submit the material for review upon request to NHTSA, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

The State highway safety agency gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the Highway Safety Grant Program. This ASSURANCE is binding on the State highway safety agency, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the Highway Safety Grant Program. The person(s) signing below is/are authorized to sign this ASSURANCE on behalf of the Recipient.

THE DRUG-FREE WORKPLACE ACT OF 1988 (41 U.S.C. 8103)

The Subgrantee will provide a drug-free workplace by:

- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace, and specifying the actions that will be taken against employees for violation of such prohibition;
- b. Establishing a drug-free awareness program to inform employees about:
 1. The dangers of drug abuse in the workplace;
 2. The grantee's policy of maintaining a drug-free workplace;
 3. Any available drug counseling, rehabilitation, and employee assistance programs;
 4. The penalties that may be imposed upon employees for drug violations occurring in the workplace;
 5. Making it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- c. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
 1. Abide by the terms of the statement;
 2. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
- d. Notifying the agency within ten days after receiving notice under subparagraph (c)(2) from an employee or otherwise receiving actual notice of such conviction;
- e. Taking one of the following actions, within 30 days of receiving notice under subparagraph (c)(2), with respect to any employee who is so convicted—
 1. Taking appropriate personnel action against such an employee, up to and including termination;
 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or

- rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- f. Making a good faith effort to continue to maintain a drug-free workplace through implementation of all of the paragraphs above.

POLITICAL ACTIVITY (HATCH ACT)

(applies to subrecipients as well as States)

The State will comply with provisions of the Hatch Act ([5 U.S.C. 1501-1508](#)), which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

CERTIFICATION REGARDING FEDERAL LOBBYING

(applies to subrecipients as well as States)

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

RESTRICTION ON STATE LOBBYING

(applies to subrecipients as well as States)

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

(applies to subrecipients as well as States)

INSTRUCTIONS FOR PRIMARY TIER PARTICIPANT CERTIFICATION (STATES)

1. By signing and submitting this proposal, the prospective primary tier participant is providing the certification set out below and agrees to comply with the requirements of [2 CFR parts 180 and 1200](#).
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective primary tier participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary tier participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default or may pursue suspension or debarment.
4. The prospective primary tier participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms **covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded**, as used in this clause, are defined in [2 CFR parts 180 and 1200](#). You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with [2 CFR parts 180 and 1200](#).
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>).
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate the transaction for cause or default.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS—PRIMARY TIER COVERED TRANSACTIONS

1. The prospective primary tier participant certifies to the best of its knowledge and belief, that it and

its principals:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency;
 - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
2. Where the prospective primary tier participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

INSTRUCTIONS FOR LOWER TIER PARTICIPANT CERTIFICATION

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below and agrees to comply with the requirements of [2 CFR parts 180 and 1200](#).
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms **covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded**, as used in this clause, are defined in [2 CFR parts 180 and 1200](#). You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with [2 CFR parts 180 and 1200](#).
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>).
8. Nothing contained in the foregoing shall be construed to require establishment of a system of

records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION—LOWER TIER COVERED TRANSACTIONS

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

BUY AMERICA

(applies to subrecipients as well as States)

The State and each subrecipient will comply with the Buy America requirement ([23 U.S.C. 313](#)) when purchasing items using Federal funds. Buy America requires a State, or subrecipient, to purchase with Federal funds only steel, iron and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use Federal funds to purchase foreign produced items, the State must submit a waiver request that provides an adequate basis and justification for approval by the Secretary of Transportation.

CERTIFICATION ON CONFLICT OF INTEREST

(applies to subrecipients as well as States)

GENERAL REQUIREMENTS

No employee, officer, or agent of a State or its subrecipient who is authorized in an official capacity to negotiate, make, accept, or approve, or to take part in negotiating, making, accepting, or approving any subaward, including contracts or subcontracts, in connection with this grant shall have, directly or indirectly, any financial or personal interest in any such subaward. Such a financial or personal interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or personal interest in or a tangible personal benefit from an entity considered for a subaward. Based on this policy:

1. The recipient shall maintain a written code or standards of conduct that provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents.
 - a. The code or standards shall provide that the recipient's officers, employees, or agents may neither solicit nor accept gratuities, favors, or anything of monetary value from present or potential subawardees, including contractors or parties to subcontracts.
 - b. The code or standards shall establish penalties, sanctions, or other disciplinary actions for violations, as permitted by State or local law or regulations.
2. The recipient shall maintain responsibility to enforce the requirements of the written code or standards of conduct.

DISCLOSURE REQUIREMENTS

No State or its subrecipient, including its officers, employees, or agents, shall perform or continue to perform under a grant or cooperative agreement, whose objectivity may be impaired because of any related past, present, or currently planned interest, financial or otherwise, in organizations regulated by NHTSA or in organizations whose interests may be substantially affected by NHTSA activities. Based on this policy:

1. The recipient shall disclose any conflict of interest identified as soon as reasonably possible, making an immediate and full disclosure in writing to NHTSA. The disclosure shall include a description of the action which the recipient has taken or proposes to take to avoid or mitigate such conflict.
2. NHTSA will review the disclosure and may require additional relevant information from the recipient. If a conflict of interest is found to exist, NHTSA may (a) terminate the award, or (b) determine that it is otherwise in the best interest of NHTSA to continue the award and include appropriate provisions to mitigate or avoid such conflict.
3. Conflicts of interest that require disclosure include all past, present, or currently planned organizational, financial, contractual, or other interest(s) with an organization regulated by NHTSA or with an organization whose interests may be substantially affected by NHTSA activities, and which are related to this award. The interest(s) that require disclosure include those of any recipient, affiliate, proposed consultant, proposed subcontractor, and key personnel of any of the above. Past interest shall be limited to within one year of the date of award. Key personnel shall include any person owning more than a 20 percent interest in a recipient, and the officers, employees or agents of a recipient who are responsible for making a decision or taking an action under an award where the decision or action can have an economic or other impact on the interests of a regulated or affected organization.

PROHIBITION ON USING GRANT FUNDS TO CHECK FOR HELMET USAGE **(applies to subrecipients as well as States)**

The State and each subrecipient will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.

POLICY ON SEAT BELT USE

In accordance with [Executive Order 13043](#), Increasing Seat Belt Use in the United States, dated April 16, 1997, the Grantee is encouraged to adopt and enforce on-the-job seat belt use policies and programs for its employees when operating company-owned, rented, or personally-owned vehicles. The National Highway Traffic Safety Administration (NHTSA) is responsible for providing leadership and guidance in support of this Presidential initiative. For information and resources on traffic safety programs and policies for employers, please contact the Network of Employers for Traffic Safety (NETS), a public-private partnership dedicated to improving the traffic safety practices of employers and employees. You can download information on seat belt programs, costs of motor vehicle crashes to employers, and other traffic safety initiatives at www.trafficsafety.org. The NHTSA website (www.nhtsa.gov) also provides information on statistics, campaigns, and program evaluations and references.

POLICY ON BANNING TEXT MESSAGING WHILE DRIVING

In accordance with [Executive Order 13513](#), Federal Leadership On Reducing Text Messaging While Driving, and DOT Order 3902.10, Text Messaging While Driving, States are encouraged to adopt and enforce workplace safety policies to decrease crashes caused by distracted driving, including policies to ban text messaging while driving company-owned or rented vehicles, Government-owned, leased or rented vehicles, or privately-owned vehicles when on official Government business or when performing any work on or behalf of the Government. States are also encouraged to conduct workplace safety initiatives in a manner commensurate with the size of the business, such as establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving, and education, awareness, and other outreach to employees about the safety risks associated with texting while driving.

Item #22.A.

City of
IRWINDALE
AGENDA REPORT

Date: September 24, 2025

To: Honorable Mayor and Members of the City Council

From: Julian A. Miranda, City Manager

Issue: Adopt Resolution No. 2025-67-3655 Appointing a Voting Delegate for 2025 League of California Cities Annual Conference – Annual Business Meeting

City Manager's Recommendation:

Adopt Resolution No. 2025-67-3655, appointing a voting delegate and up to two alternate voting delegates to represent the City of Irwindale at the Annual Business Meeting to be held at the 2025 League of California Cities Annual Conference in Long Beach, California.

Administrative Action:

Submitted / Reviewed by :

Theresa Olivares, Assistant City Manager



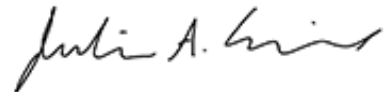
Prepared by:

Laura Nieto, Chief Deputy City Clerk



Approved by:

Julian A. Miranda, City Manager



Background and Analysis:

The 2025 League of California Cities Annual Conference is scheduled for October 8 - 10, 2025 in Long Beach, California. As part of the annual conference, the League will be holding the Annual Business Meeting at 8:30 p.m. on Friday, October 10, 2025 at the Long Beach Convention Center.

At this meeting, the League membership considers and takes action on resolutions that establish League policy. In order for the City of Irwindale to vote at the meeting, it is necessary for the City

Council to designate a voting delegate. The City Council may also appoint up to two alternate voting delegates, one of whom may vote in the event that the primary delegate is unable to serve in that capacity.

Member cities were notified by email on September 3rd that CalCities did not receive any resolutions for the General Assembly meeting. However, it is still CalCities' recommendation that cities appoint a delegate, as the Bylaws allow for a petitioned resolution to be introduced onsite by members. If a petitioned resolution is introduced and qualified, it will be brought before the General Assembly for consideration.

Fiscal Impact:

None

Attachments:

1. 2025 Cal Cities Voting Delegate Information Packet
2. Resolution No. 2025-67-3655 Appointing Voting Delegate LOCC



Council Action Advised by September 24, 2025

DATE: Wednesday, July 16, 2025

TO: Mayors, Council Members, City Clerks, and City Managers

RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES
League of California Cities Annual Conference and Expo, Oct. 8-10, 2025
Long Beach Convention Center

Every year, the League of California Cities convenes a member-driven General Assembly at the [Cal Cities Annual Conference and Expo](#). The General Assembly is an important opportunity where city officials can directly participate in the development of Cal Cities policy.

Taking place on Oct. 10, the General Assembly is comprised of voting delegates appointed by each member city; every city has one voting delegate. Your appointed voting delegate plays an important role during the General Assembly by representing your city and voting on resolutions.

To cast a vote during the General Assembly, your city must designate a voting delegate and up to two alternate voting delegates, one of whom may vote if the designated voting delegate is unable to serve in that capacity. Voting delegates may either be an elected or appointed official.

Action by Council Required. Consistent with Cal Cities bylaws, a city's voting delegate and up to two alternates must be designated by the city council. Please note that designating the voting delegate and alternates **must** be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.

Following council action, please submit your city's delegates through [the online submission portal](#) by Wed., Sept. 24. When completing the Voting Delegate submission form, you will be asked to attest that council action was taken. You will need to be signed in to your My Cal Cities account when submitting the form.

Submitting your voting delegate form by the deadline will allow us time to establish voting delegate/alternate records prior to the conference and provide pre-conference communications with voting delegates.

Conference Registration Required. The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. Conference registration is open on the [Cal Cities](#) website.



For a city to cast a vote, one voter must be present at the General Assembly and in possession of the voting delegate card and voting tool. Voting delegates and alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the voting delegate desk. This will enable them to receive the special sticker on their name badges that will admit the voting delegate into the voting area during the General Assembly.

Please view Cal Cities' [event and meeting policy](#) in advance of the conference.

Transferring Voting Card to Non-Designated Individuals Not Allowed. The voting delegate card may be transferred freely between the voting delegate and alternates, but *only* between the voting delegate and alternates. If the voting delegate and alternates find themselves unable to attend the General Assembly, they may *not* transfer the voting card to another city official.

Seating Protocol during General Assembly. At the General Assembly, individuals with a voting card will sit in a designated area. Admission to the voting area will be limited to the individual in possession of the voting card and with a special sticker on their name badge identifying them as a voting delegate.

The voting delegate desk, located in the conference registration area of the Long Beach Convention Center in Long Beach, will be open at the following times: Wednesday, Oct. 16, 8:00 a.m.-6:00 p.m. and Thursday, Oct. 17, 7:30 a.m.-4:00 p.m. On Friday, Oct. 18, the voting delegate desk will be open at the General Assembly, starting at 7:30 a.m., but will be closed during roll calls and voting.

The voting procedures that will be used at the conference are attached to this memo. Please share these procedures and this memo with your council and especially with the individuals that your council designates as your city's voting delegate and alternates.

Once again, thank you for submitting your voting delegate and alternates by Wednesday, Sept. 24. If you have questions, please contact Zach Seals at zseals@calcities.org.

Attachments:

- General Assembly Voting Guidelines
- Information Sheet: Cal Cities Resolutions and the General Assembly

General Assembly Voting Guidelines

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to Cal Cities policy.
2. **Designating a City Voting Representative.** Prior to the Cal Cities Annual Conference and Expo, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the voting delegate form provided to the Cal Cities Credentials Committee.
3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the voting delegate desk in the conference registration area. Voting delegates and alternates must sign in at the voting delegate desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the General Assembly.
4. **Signing Initiated Resolution Petitions.** Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the credentials committee at the voting delegate desk, may sign petitions to initiate a resolution.
5. **Voting.** To cast the city's vote, a city official must have in their possession the city's voting card and voting tool; and be registered with the credentials committee. The voting card may be transferred freely between the voting delegate and alternates but may not be transferred to another city official who is neither a voting delegate nor alternate.
6. **Voting Area at General Assembly.** At the General Assembly, individuals with a voting card will sit in a designated area. Admission to the voting area will be limited to the individual in possession of the voting card and with a special sticker on their name badge identifying them as a voting delegate.
7. **Resolving Disputes.** In case of dispute, the credentials committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the General Assembly.

How it works: Cal Cities Resolutions and the General Assembly

Developing League of California Cities policy is a dynamic process that engages a wide range of members to ensure Cal Cities represents cities with one voice. These policies directly guide Cal Cities' advocacy to promote local decision-making, and lobby against statewide policies that erode local control.

The resolutions process and General Assembly is one way that city officials can directly participate in the development of Cal Cities policy. If a resolution is approved at the General Assembly, it becomes official Cal Cities policy. Here's how resolutions and the General Assembly work.

Prior to the Annual Conference and Expo

General Resolutions



Sixty days before the Annual Conference and Expo, Cal Cities members may submit policy proposals on issues of importance

to cities. The resolution must have the concurrence of at least five additional member cities or individual members.

Policy Committees



The Cal Cities President assigns general resolutions to policy committees where members

review, debate, and recommend positions for each policy proposal. Recommendations are forwarded to the Resolutions Committee.

During the Annual Conference and Expo

Petitioned Resolutions



The petitioned resolution is an alternate method to introduce policy proposals during

the annual conference. The petition must be signed by voting delegates from 10% of member cities, and submitted to the Cal Cities President at least 24 hours before the beginning of the General Assembly.

Resolutions Committee



The Resolutions Committee considers all resolutions. General Resolutions approved¹ by either a policy committee

or the Resolutions Committee are next considered by the General Assembly. General resolutions not approved, or referred for further study by both a policy committee and the Resolutions Committee do not go to the General Assembly. All Petitioned Resolutions are considered by the General Assembly, unless disqualified.²

General Assembly



During the General Assembly, voting delegates debate and consider general and petitioned resolutions forwarded by the Resolutions Committee. Potential Cal Cities bylaws amendments are also considered at this meeting.

Who's who

Cal Cities policy development is a member-informed process, grounded in the voices and experiences of city officials throughout the state.

The **Resolutions Committee** includes representatives from each Cal Cities diversity caucus, regional division, municipal department, and policy committee, as well as individuals appointed by the Cal Cities president.

Voting delegates are appointed by each member city; every city has one voting delegate.

The **General Assembly** is a meeting of the collective body of all voting delegates—one from every member city.

Seven **policy committees** meet throughout the year to review and recommend positions to take on bills and regulatory proposals. Policy committees include members from each Cal Cities diversity caucus, regional division, and municipal department, as well as individuals appointed by the Cal Cities president.

¹ The Resolution Committee can amend a general resolution prior to sending it to the General Assembly.

² Petitioned Resolutions may be disqualified by the Resolutions Committee according to Cal Cities Bylaws Article VI, Sec. 5(f).

RESOLUTION NO. 2025-67-3655

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
IRWINDALE, CALIFORNIA, APPOINTING A VOTING DELEGATE
AND ALTERNATE(S) FOR THE 2025 LEAGUE OF CALIFORNIA
CITIES ANNUAL CONFERENCE**

WHEREAS, the City of Irwindale is a full voting member of the League of California Cities (League); and

WHEREAS, the League takes positions on matters affecting cities throughout the state, including but not restricted to sponsoring legislation, taking joint positions on pending legislation, and placing voters' initiatives on the ballot; and

WHEREAS, the Board of Directors of the League of California Cities places matters for the cities' collective consideration on the agenda for the business meeting at the League's annual conference which is taking place in Long Beach, California on October 8 – 10, 2025; and

WHEREAS, the League requires each city seeking to vote on those matters to authorize by resolution its Mayor or other elected officials to formally represent the city, participate in the business meeting and vote on behalf of the city.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF
IRWINDALE, CALIFORNIA, DOES HEREBY RESOLVE, DETERMINE,
AND ORDER AS FOLLOWS:**

SECTION 1. The City Council determines that each of the findings set forth above is true and correct.

SECTION 2. The City Council of the City of Irwindale hereby appoints _____ as the voting delegate and _____ as the alternate voting delegate for the League of California Cities Annual Conference.

SECTION 3. The Chief Deputy City Clerk is authorized to inform the League of the appointments.

SECTION 4. This resolution shall take effect immediately following its adoption.

PASSED, APPROVED AND ADOPTED this 24th of September, 2025.

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 M. Nieto, Chief Deputy City Clerk of the City of Irwindale, do hereby certify that the foregoing Resolution No. 2025-67-3655 was adopted at an regular meeting of the Irwindale City Council held on the 24th day of September 2025, by the following vote of the Council:

AYES: Councilmembers:

NOES: Councilmembers:

ABSTAIN: Councilmembers:

ABSENT: Councilmembers:

Laura M. Nieto, MMC
Chief Deputy City Clerk

City of
IRWINDALE
AGENDA REPORT

Date: September 24, 2025

To: Honorable Mayor and Members of the City Council

From: Julian A. Miranda, City Manager

Issue: Urgency Ordinance No. 813 - Billboards

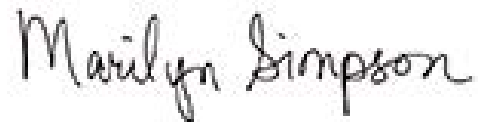
City Manager's Recommendation:

Direct the City Attorney to read the title of the ordinance, waive further reading of the ordinance, and **adopt the ordinance as an urgency measure by a roll call vote with a minimum 4/5 vote Urgency Ordinance No. 813**, entitled "AN URGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF IRWINDALE AMENDING CHAPTER 17.20 ("BILLBOARDS") OF THE CITY OF IRWINDALE MUNICIPAL CODE REGARDING NEW AND CONVERTED DIGITAL DISPLAYS OF OUTDOOR ADVERTISING STRUCTURES AFFECTING PROPERTIES CITYWIDE AND FINDING THE ORDINANCE EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) PURSUANT TO CEQA GUIDELINES SECTION 15061(b)(3)"

Administrative Action:

Submitted by:

Marilyn Simpson, AICP, Community Development Director



Prepared by:

Jamie Traxler, Assistant City Attorney



Reviewed by:

Adrian R. Guerra, City Attorney

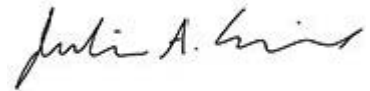


Kambiz Borhani, Finance Director / City Treasurer



Approved by:

Julian A. Miranda, City Manager



Background and Analysis:

On August 8, 2012, the City Council adopted Ordinance No. 659, amending the Irwindale Municipal Code chapters pertaining to billboards to define and establish regulations, including criteria under which digital billboards may be allowed.

On September 25, 2024, the City Council enacted Ordinance No. 785, an urgency ordinance imposing a temporary moratorium on the processing and approval of applications for any and all billboards, new construction of billboards (both static and with a digital display), and the replacement or conversion of static billboards to billboards with a digital display (the "Temporary Moratorium"). Pursuant to Government Code section 65858, the moratorium remained in effect for forty-five (45) days, expiring on November 9, 2024. Thereafter, state law allowed the City Council to extend the ordinance for ten (10) months and fifteen (15) days and, if necessary, to adopt a second extension for an additional year. The City Council exempted three applications that were already being processed by staff.

On October 30, 2024, the City Council adopted Urgency Ordinance No. 789 that extended the temporary moratorium prohibiting the processing of new applications or approvals for any and all billboards for an additional ten (10) months and fifteen (15) days. The temporary moratorium expires on September 24, 2025.

On July 30, 2025, the Planning Commission meeting adopted Resolution No. 854(25) recommending that the City Council approve Ordinance No. 799, amending the Billboard Chapter 17.20 of Title 17 (Zoning) of the Irwindale Municipal Code.

On August 27, the City Council introduced Ordinance No. 799 for first reading at a regularly scheduled public hearing.

On September 10, 2025, Ordinance No. 799 was presented to the City Council for adoption upon second reading. At the meeting, the City Council directed staff to amend Section 17.20.50(3)(c) of the ordinance and incorporate "architecture" as an additional condition when a proposed billboard exceeds the seventy-five foot (75') height maximum. The conditions would include "obstructions, and/or freeway elevation, and/or architecture". The review and approval authority would remain with the City Manager of their designee.

Staff is recommending that this Ordinance be adopted as an urgency measure in accordance with Government Code sections 36934 and 36937. An urgency measure is authorized for the immediate preservation of the public peace, health or safety and shall take effect immediately upon a four-fifths vote of the City Council.

Here, enacting the Ordinance through the regular procedure (i.e. two readings and waiting thirty days for said ordinance to become effective) will be detrimental to the public peace, health or safety because, during that period, the processing and approval of applications for any and all billboards, new construction of billboards (both static and with a digital display), and the replacement or conversion of static billboards to billboards with a digital display may be established without the benefit of the implementation of proper use regulations and, as a result, such a development will continue or intensify impacts to the community. It is therefore necessary that this Ordinance go into effect immediately upon adoption for the immediate preservation of the public peace, health or safety.

Fiscal Impact:

No fiscal impact is anticipated with the adoption of Ordinance No. 813.

Attachments:

1. (IRW) Urgency Ord Re Billboards (2040861.2)

URGENCY ORDINANCE NO. 813

AN URGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF IRWINDALE AMENDING CHAPTER 17.20 (“BILLBOARDS”) OF THE CITY OF IRWINDALE MUNICIPAL CODE REGARDING NEW AND CONVERTED DIGITAL DISPLAYS OF OUTDOOR ADVERTISING STRUCTURES AFFECTING PROPERTIES CITYWIDE AND FINDING THE ORDINANCE EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) PURSUANT TO CEQA GUIDELINES SECTION 15061(b)(3)

WHEREAS, a city has the power to make and enforce regulations designed to promote the public convenience or the general prosperity, as well as regulations designed to promote the public health, the public morals, and the public safety; and

WHEREAS, in executing that power, a City Council may make and enforce within its limits all local, police, sanitary and other ordinances and regulations not in conflict with general laws; and

WHEREAS, Title 17 of the Irwindale Municipal Code (“Zoning”), otherwise known as the Zoning Code, regulates land use and development within the City of Irwindale (“City”) to protect the public health, safety, and welfare of its residents; and

WHEREAS, the City Council finds that this Ordinance is exempt from the California Environmental Quality Act (“CEQA”) pursuant to the State CEQA Guidelines Sections 15061(b)(3) on the grounds that it can be seen with certainty that the activity in question will have no significant effect on the environment; and

WHEREAS, on August 8, 2012, the City Council adopted Ordinance No. 659, amending the Irwindale Municipal Code chapters pertaining to billboards to define and establish regulations, including criteria under which digital billboards may be allowed; and

WHEREAS, on September 25, 2024, the City Council enacted Ordinance No. 785, an urgency ordinance imposing a temporary moratorium on the processing and approval of applications for any and all billboards, new construction of billboards (both static and with a digital display), and the replacement or conversion of static billboards to billboards with a digital display (the “Temporary Moratorium”). During the Temporary Moratorium, staff was directed to study and develop as necessary City laws, rules, procedures, and fees related to the replacement or conversion of static billboards to billboards with a digital displays and the applications for new construction and establishment of billboards. Pursuant to Government Code section 65858, the moratorium remained in effect for forty-five (45) days, expiring on November 9, 2024. Thereafter, state law allowed the City Council to extend the ordinance for ten (10) months and fifteen (15) days and, if

necessary, to adopt a second extension for an additional year. The City Council exempted applications that were already being processed by staff; and

WHEREAS, on October 30, 2024, the City Council adopted Urgency Ordinance No. 789 that extended the temporary moratorium prohibiting the processing of new applications or approvals for any and all billboards for an additional ten (10) months and fifteen (15) days; and

WHEREAS, the temporary moratorium is expected to expire on September 24, 2025; and

WHEREAS, the City Council finds that the City can balance its interests in aesthetics and traffic safety with the interests of businesses and consumers by limiting the time, place, and manner of placements of billboards; and

WHEREAS, on July 30, 2025, the Planning Commission conducted a duly noticed public hearing, as required by law, regarding the proposed Ordinance to receive testimony and other evidence regarding the proposed Ordinance, including without limitation, information to the Planning Commission by City staff; and

WHEREAS, on July 30, 2025, the Planning Commission adopted Resolution No. 854(25), recommending that the City Council approve proposed Ordinance No. 799, amending Billboard Chapter 17.20 of Title 17 of the Irwindale Municipal Code without recommended changes; and

WHEREAS, on August 27, 2025, the City Council held a duly noticed public hearing, as required by law, on the proposed Ordinance to receive testimony and other evidence regarding amending Chapter 17.20 of Title 17 (Zoning), including without limitation, information provided to the City Council by City staff; and

WHEREAS, at the August 27, 2025 hearing, the City Council introduced for first reading Ordinance No. 799 to amend Chapter 17.20 “Billboards” of Title 17 “Zoning” of the Irwindale Municipal Code; and

WHEREAS, on September 10, 2025, Ordinance No. 799 was presented to the City Council for adoption upon second reading of the ordinance; and

WHEREAS, at the September 10, 2025 hearing, the City Council directed staff to amend Section 17.20.50(3)(c) of the ordinance and incorporate “architecture” as an additional condition when a proposed billboard exceeds the seventy-five foot (75’) height maximum. The conditions would include, “obstructions, and/or freeway elevation, and/or architecture”. The review and approval authority would remain with the City Manager or their designee; and

WHEREAS, the City Council finds that digital billboards are recognized as a legitimate form of commercial advertising in the City; however the size, number, location,

and illumination of digital billboards can have significant influence on the city's visual character and quality of life and can, without appropriate controls, create, or contribute to visual blight conditions; and

WHEREAS, pursuant to Government Code section 36937, the City Council may adopt an ordinance that takes immediate effect for the preservation of the public peace, health or safety; and

WHEREAS, on April 9, 2025 the City Council adopted a zoning code update, repealing and replacing Title 17 of the Zoning Code in its entirety. Chapter 17.20 ("Billboards") was left vacant, with direction to staff to complete the development of new standards via ordinance, consistent with the City Council's direction upon implementation of the moratorium. With the moratorium set to expire, the City Council and Planning Commission, staff, and billboard applicants would be left with no regulations governing the processing and development of billboards. The City currently has several billboard development applications pending, which necessitates a framework for processing applications pursuant to updated standards and regulations in order to mitigate negative impacts from the increase of billboards within the City of Irwindale; and

WHEREAS, the City Council therefore desires to adopt this ordinance as an urgency measure for the immediate preservation of the public peace, health and safety.

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

SECTION 1. The City Council finds that the above recitals are true and correct and are incorporated herein by this reference.

SECTION 2. On April 9, 2025, the City Council adopted a zoning code update, repealing and replacing Title 17 of the Zoning Code in its entirety. Chapter 17.20 ("Billboards") was left vacant, with direction to staff to complete the development of new standards via ordinance, consistent with the City Council's direction upon implementation of the moratorium. With the moratorium set to expire, the City Council and Planning Commission, staff, and billboard applicants would be left with no regulations governing the processing or approval of any applications for billboards, new construction of billboards, or the replacement or conversion of static billboards to billboards with a digital display, even though the City currently has several applications pending. It is therefore necessary for the City to immediately adopt a framework for processing applications pursuant to updated standards and regulations in order to mitigate negative impacts from the increase of billboards within the City of Irwindale, including but not limited to, the overconcentration of billboards and the technological advancements regarding billboards with a digital display that potentially undermine the City's efforts to promote orderly, planned development, preserve public safety, maintain aesthetics, prevent light pollution, and prevent the overconcentration of billboards and advertising displays. The City Council therefore desires to adopt this ordinance as an urgency measure for the immediate preservation of the public peace, health and safety.

SECTION 3. Chapter 17.20 Billboards is hereby replaced in its entirety, and shall read as follows:

Subsections:

17.20.010 Purpose and Intent

17.20.020 Applicability

17.20.030 Development Agreement Required

17.20.040 Definitions

17.20.050 General Standards

17.20.010 Purpose and Intent

The City finds that there is an overconcentration of billboards within its jurisdiction, especially within the I-210 and I-605 Freeways, which necessitate careful consideration of any new billboards or replacement or conversion of existing billboards to digital displays. The intent of this Chapter is to limit increases in the total number of billboards along the I-210 and I-605 Freeways, and encourage the removal and replacement of existing billboards with newer technology that allows for multiple advertisements, while reducing the need for separate billboard structures.

17.20.020 Applicability

The provisions of this chapter shall apply to all off-site outdoor commercial advertising structures, i.e., billboards, within the City.

17.20.030 Development Agreement Required.

1. **New Static or Digital Billboards.** The construction of a new static or digital billboard, or modification or replacement of an existing billboard with the intent to install new static or digital displays is allowed only upon City Council approval of a Development Agreement, with appropriate standards and public benefits to be negotiated with the City, at City's sole discretion, which shall also comply with all other standards imposed by this chapter. Billboards constructed on property owned by the City or its related agencies may also be accomplished by a lease agreement or license agreement in lieu of a Development Agreement, and any reference to a development agreement in this chapter shall include leases or licenses on such properties.
2. **Repair/ Replacement of Existing Billboards.** The repair of billboards with static, non-digital displays is permitted with or without a Development Agreement, or lease or license agreement in commercial, quarry, industrial, or specific plan zones, subject to obtaining appropriate demolition, building, and other required ministerial permits, and complying with all other standards imposed by this chapter. All existing outdoor commercial advertising structures that are not in compliance with the requirements of this chapter are declared to be nonconforming uses.

17.20.040 Definitions

As used in this chapter, the following terms shall have the following meanings:

- A. Billboard. A sign soliciting public support or directing public attention to the sale, lease, hiring or use of any objects, products or services not associated with the property where the sign is located. For purposes of this Chapter, a billboard sign shall not include a sign solely advertising the business(es) located on the premises where such sign is erected and maintained. A billboard may consist of either static or digital displays, as defined in this section, and may be referred to in the Irwindale Municipal Code as “static billboard” or “digital billboard.”
- B. Billboard Identification Sign. The sign which displays the name of the billboard owner and identification number.
- C. Digital Display. The face of a billboard that is comprised of a digital or electronic face with intermittent messages.
- D. New Construction. The construction of a new billboard (static or digital display) including the sign face and support structure.
- E. Repair. The changing of the sign face and/or support structure to a comparable design (like for like) due to damage. A repair shall be limited to static to static or digital to digital.
- F. Replacement. The complete replacement or conversion of a static billboard (face and support structure as needed) with a digital display.
- G. Static Display. The face of a billboard that has a fixed, printed face; is not digital and does not have a variable message display.

17.20.50 General Standards

The provisions of this section are in addition to any standards imposed by a development license, or lease agreement, provided, however, that where any standard imposed by a Development Agreement, lease or license agreement that differs from the general standards set forth in this section, the standards imposed by the development, lease or license agreement shall apply over the general standards as a matter of public interest.

1. Sign Face Dimensions. The maximum total sign area for any digital billboard shall not exceed six hundred seventy-five square feet (675') per sign face, excluding border, trim, cutouts, and other special advertising features or additions and base or apron supports and other structural members. Each sign face shall not exceed twenty-five feet (25') in height or sixty feet (60') in length. The maximum total sign

area for a replacement billboard shall not exceed the existing static display sign area, unless the replacement billboard is a freeway-oriented structure. For purposes of this section, sign area shall mean and include any frame or material forming an integral part of the display but excluding support structures.

- a. Cutouts and other special advertising features or additions to a sign face shall not exceed an area ten (10%) percent of the total sign face dimensions or a total area of one thousand two hundred square feet whichever is less.
 - b. Bidirectional or double-faced signs shall be located on the same structure. For parallel double-faced signs, the distance between sign faces shall not exceed eight feet (8'). For "V-shaped" double-faced signs, the distance between sign faces shall not exceed forty-five feet (45') at their widest point and shall not exceed eight feet (8') at their closest point.
 - c. Billboard company identification signs shall comply with Caltrans Outdoor Advertising regulations for maximum size.
2. Structure Design. Each structure shall have no more than two poles and shall be constructed of noncombustible material.
 - a. No digital billboard shall have more than one digital display surface oriented in the same vertical plane, for a maximum of two digital display surfaces back-to-back.
3. Height. The overall height of each structure, which shall include the digital or static display and any frame or material forming an integral part of the display, shall not be limited to the maximum height limit of the zone, in which the billboard is located. The overall height of billboards located along a freeway shall not exceed seventy-five feet (75') measured from the higher of either:
 - a. The finished grade of the roadway adjacent to the lot on which the structure is located and from which the advertising display is to be viewed, or
 - b. The finished grade of the base of the sign.
 - c. The overall height of the structure may exceed seventy-five feet (75') due to obstructions, freeway elevation, and/or architecture, subject to the review and approval of the City Manager or their designee.
4. Location. The location of billboards shall be restricted as follows:
 - a. New structures shall be located only in an area immediately adjacent to the I-605 and I-210 freeways that is zoned for commercial, quarry, industrial uses, or specific plan.

- b. Structures shall not be located on public property or rights-of-way, unless a lease or license agreement has been approved, as allowed in Section 17.20.030 (1). No portion of any sign or structure shall be located on, project into, beneath, or above the public right-of-way.
- c. Structures projecting over a pedestrian walkway, driveway or driving aisle shall have a minimum clearance of thirty feet (30') between the lowest point of the sign and the finished walkway or driveway grade.
- d. Digital billboards shall comply with all California Department of Transportation requirements for placement and operation as set forth in the Business and Professions Code regulating off-premise outdoor advertising signs.
- e. Maintenance, repair and other related operations shall be conducted completely upon the billboard site and shall not use or encroach on any public right-of-way, unless an encroachment permit has been issued by the City Engineer or other required agency.
- f. New digital billboard structures shall be placed at least two hundred fifty feet (250') from any residential zone or residential use, unless it is determined by the City Manager or their designee, that based on the photometric study required herein, that there is no significant additional light intrusion than if the digital billboard is placed at least two hundred fifty feet (250') from the digital billboard. The measurement shall be from the closest edge of the structure to the closest edge of the residential zone or closest property line on which a residential use is located.
- g. New digital billboard structures shall not be located within five feet (5') of a building or other structure or overhang of any structure or building.
- h. New freeway oriented digital billboards shall not be located within one thousand feet (1,000') of another digital or static billboard on the same side of the freeway. Existing static billboards may not be replaced unless they are outside of a minimum five hundred-foot (500') buffer of another billboard. For purposes of this section, measurements shall be made from the closest edge of the sign panel. Development agreements for a new billboard with digital displays may provide for a reduced buffer, but not less than five hundred feet (500') from a static billboard in due consideration of other public benefits provided in the development agreements, including, but not limited to, the concurrent takedown of existing static displays within the City.
- i. When the replacement of a static billboard results in the construction of a new digital display, the new digital billboard shall not be located within a five hundred-foot (500') radius of any existing billboards (static or digital) on the same side of the public right-of-way. For purposes of this section, measurements shall be made from the closest edge of the sign panel.

5. Prohibited Signs. The following types of signs shall not be permitted on billboards:
 - a. Any form of moving, animated, oscillating or rotating sign, or any other design intended to attract attention through movement or the semblance of movement of the whole or any part of the sign or any other method or device that suggests movement;
 - b. Inflatable signs (including generator driven/externally powered inflatables);
 - c. Flashing signs, containing internally and/or externally illuminated light or other devices which are intermittently on and off, which change in intensity, or which create the illusion of flashing in any manner.
6. Appearance and Operations.
 - a. No billboard, including its supporting structure and lighting, shall present any hazard to the safety of pedestrian or vehicular traffic by obstructing the flow of such traffic, obstructing the sight lines required for the safe movement of pedestrian or vehicular traffic, interfering with the visibility and effectiveness of any traffic control or warning device, or in any other manner, as determined by the City Manager or their designee.
 - b. Specifications regarding illumination, or any other visual transformations shall be detailed in the Development Agreement.
 - c. No billboard face or sign area shall be added to an existing sign unless within a permanent frame or panel indicated for such purpose on approved plans for the total sign structure.
 - d. Walls or screens at the base of a billboard or other support structures shall not create a hazard to public safety or become an attractive nuisance and shall be continually maintained in good condition and free from graffiti, weeds, or other blight conditions.
 - e. The images on a digital billboard face shall not change more often than every eight seconds. The images will change instantaneously, with no special effects or video. Any form of moving, animated, oscillating or rotating sign, or any other design intended to attract attention through movement or the semblance of movement of the whole or any part of the sign or any other method or device that suggests movement is prohibited.
 - f. No billboard message shall move or include animation, flashing lights, or the varying of light intensity, nor shall the digital advertising sign's illumination impair the vision of travelers on the adjacent roadways.

- g. No digital billboard shall simulate or imitate any directional, warning, danger, or information sign, or any other display likely to be mistaken for any permitted sign intended or likely to be construed as giving warning or direction to traffic, for example using such words or phrases as "stop" or "slow down."
- h. Each digital billboard shall have a light sensing device that will automatically adjust the brightness as ambient light conditions change to not more than .3 footcandles at the following distances, as provided in the 2000 Lewin Lighting Study, as amended and updated hereto:

Sign Panel Size	Maximum Light Levels
20' x 60'	350'
14' x 48'	250'
12' x 25'	150'

- i. Each digital billboard shall be designed with integrated systems and monitoring capabilities that ensure the display automatically shuts off or transitions to a full black screen in the event of a malfunction which effects more than ten percent of the screen, ensuring minimal disruption and safety.
- j. No billboard shall display any obscene language or images, as the term is defined in Section 311 of the California Penal Code, including any amendments or successor statutes thereto.
- k. Digital billboards shall plainly display and be visible from no less than one hundred feet (100'), the name of the person or company owning or maintaining digital billboard and the digital billboard identification number.
- l. Digital billboard structures shall be free of any visible bracing, angle iron, guy wires, cable, and/or similar supporting elements. All exposed portions of a digital billboard, including backs, sides, structural support members and support poles, shall be screened to the satisfaction of the Community Development Director.
- m. Each digital billboard shall be connected to the National Emergency Network (or any successor network thereto) and provide emergency information, including child abduction alerts (i.e., "Amber Alerts") or other missing persons or emergency alerts as may be issued by local, state, or federal authorities, in accordance with local and regional first responder protocols.
- n. Digital billboards shall be operated and maintained in compliance with Business and Professions Code Section 5403.

- o. The requirements set forth in this subsection, shall be in addition to any other conditions and requirements contained in a development, lease or license agreement. If any condition or requirement imposed in a development, lease or license agreement conflict with the general requirements set forth in the sections above, the general requirements of this subsection shall control. For purposes of this subsection, conditions or requirements contained in the agreement that are more restrictive than those contained in the general requirements in this section shall not be deemed in conflict and shall control.
- 7. Additional Standards. All billboards must comply with the following standards:
 - a. Billboard modifications and replacements shall only apply to legal conforming and legal non-conforming signs. Any illegal signs must be removed.
 - b. The developer shall, at all times, comply with the approvals of the California Department of Transportation Outdoor Advertising Division, as applicable.
 - c. The developer shall underground all utilities installed in connection with the billboard.
 - d. The owner and/or operator of the digital billboard shall comply with all applicable federal, state, or local laws when constructing, operating, improving, maintaining, repairing, and removing the digital billboard, including obtaining required permits, the Highway Beautification Act of 1965 (23 U.S.C. Section 131), the Outdoor Advertising Act ([Business and Professions Code](#), Section 5200 et seq.), and the regulations promulgated to implement the Outdoor Advertising Act (4 Cal. Code Regulations. Section 2242(c) et seq.).
- 8. Adjacent Landscaping. Where appropriate, as determined by the Community Development Director, the site upon which billboards are located shall be landscaped to achieve a consistent theme to visually integrate the billboard with the surrounding environment, in accordance with the following guidelines:
 - a. Landscaping is not intended to block the view of the structures within their view shed, a distance of one-quarter mile from the sign face.
 - b. Any plant materials used for landscaping shall be drought-resistant and irrigated with an automatic drip irrigation system. Irrigation systems may be installed on the surface if a licensed landscape architect establishes a maintenance plan that may allow the irrigation to be discontinued if the plant materials reach a level of maturity and condition that would permit it without damage to the plant material.
- 9. Application.

- a. Application requirements. Any person wishing to erect a new digital billboard or replace an existing billboard shall submit a request in writing for approval of a development, lease or license agreement pursuant to Section 17.20.030 of the Irwindale Municipal Code that includes the following:
1. The name, address, phone number, and other contact information of the person proposing the Development Agreement.
 2. The property owner name(s) and signature(s) on the application.
 3. The location of the proposed billboard, including street address and assessor parcel number, latitude, longitude, and postmile.
 4. Any billboard that is proposed to be removed, shall provide the location of the billboard, including street address and assessor parcel number, latitude, longitude, and existing State number (Caltrans tag number).
 5. Information that establishes that the person proposing the Development Agreement has legal or equitable interest in the proposed new or relocated billboard, and proof of legal or equitable interest in the proposed site including, but not limited to, a fee interest, lease, license, easement, or other entitlement demonstrating the right to install and operate the billboard on the subject property. Information to be provided shall include the written consent of the property owner if not readily ascertainable from the foregoing documents.
 6. Conceptual design drawings of the billboard that includes technical specifications to determine the digital billboard's compliance with this chapter.
 7. An outline of the proposed compensation or public benefit to be provided to the City.
 8. Photos of all existing signage, and architectural renderings and elevations of the proposed billboard and a scaled site plan and elevations showing the locations of all existing structures and improvements on the property, and the proposed billboard and related structures and improvements.
 8. Photo simulations, as determined by the Community Development Director, of the before and after physical site appearance from views.

9. A photometric study prepared by a certified lighting engineer demonstrating the proposed digital billboard's compliance with the operational requirements provided herein.
 10. For freeway oriented billboards, documentation of the preliminary review by Caltrans Outdoor Advertising Act.
 11. Such other documents, materials, or information deemed reasonably necessary by the Community Development Director.
- b. The applicant shall pay all application filing fees and deposits as set by resolution of the City Council. This fee shall be in addition to any other required fees for permits relative to the development of the property and shall be for the purpose of defraying the costs associated with City's review and processing of the application.
 - c. The applicant shall pay the cost of any environmental studies and reports necessary for the completion of the environmental review of the proposal pursuant to the California Environmental Quality Act.
12. Process.
- a. A development, lease or license agreement shall be reviewed by the Planning Commission at a duly noticed public hearing, pursuant to the procedures set forth in Section 17.34.050 of the Irwindale Municipal Code. The Planning Commission shall review such agreement and make a recommendation to the City Council whether the proposed billboard meets the required findings set forth in subsection (c) below.
 - b. The City Council shall conduct a duly noticed public hearing following the Planning Commission recommendation to consider approval of the agreement. The hearing before the City Council shall be noticed in accordance with Section 17.34.060 of the Irwindale Municipal Code and may be continued from time to time. In order to approve an agreement, the City Council shall make all of the findings contained in subsection (c) below.
 1. Development Agreements shall be approved by ordinance.
 2. Leases and license agreements shall be approved by resolution.
 - c. Findings for approval of an agreement. The Planning Commission and City Council may approve the agreement if it finds the following:

1. The proposed agreement is consistent with the goals, objectives, purposes and provisions of the General Plan, the Municipal Code, and any applicable specific plans;
2. The proposed use is compatible with the uses and structures on the site and in the surrounding area;
3. The proposed billboard would not create a traffic or safety problem, including problems associated with on-site access circulation or visibility;
4. The proposed billboard would not otherwise result in a threat to the general health, safety, and welfare of city residents; and
6. The proposed billboard, in addition to its aesthetic treatment, provides substantial public benefits that would not otherwise accrue to the public in the absence of its installation with said benefits determined solely by the City Council.

SECTION 4. The City Council hereby authorizes and directs the Mayor and the Chief Deputy City Clerk to execute this Ordinance on behalf of the City of Irwindale forthwith upon its adoption.

SECTION 4. The Chief Deputy City Clerk shall certify as to the passage of this Ordinance and shall cause the same to be published and/or posted at the designated locations in the City of Irwindale.

SECTION 5. In accordance with the California Environmental Quality Act (CEQA) of 1970, as amended, and the City of Irwindale environmental guidelines, the City, as the Lead Agency, has analyzed the project and has determined that the Project is exempt from the provisions of CEQA pursuant to Section 15061 (b)(3), which states that the activity is covered by the general rule that CEQA applies only to projects that have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is NOT subject to CEQA. In this case, the ordinance has no potential to result in physical change to the environment, directly or indirectly. The Ordinance does not authorize any specific development or installation on any specific piece of property within the City's boundaries. City staff is directed to prepare and file a Notice of Exemption under the California Environmental and Quality Act (CEQA) in connection with this project.

SECTION 6. Should any section, subsection, clause, or provision of this Ordinance for any reason be held to be invalid or unconstitutional, such invalidity or

unconstitutionality shall not affect the validity or constitutionality of the remaining provisions of this Ordinance. The City Council hereby declares that it would have passed this ordinance, and each section, subsection, sentences, clause or phrase hereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared unconstitutional due to the writs of mandate issued by the Court.

SECTION 7. This ordinance shall take effect immediately, following its adoption.

PASSED, APPROVED, AND ADOPTED this 24th day of September 2025.

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 M. Nieto, Chief Deputy City Clerk of the City of Irwindale, do hereby certify that the foregoing Urgency Ordinance No. 813 was duly introduced at a regular meeting of the Irwindale City Council held on the 24th day of September 2025, and was duly approved and adopted on second reading at its regular meeting held on the _____ day of _____, 2025, by the following vote of the Council:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

ABSTAIN: Councilmembers:

Laura M. Nieto, MMC
Chief Deputy City Clerk

AFFIDAVIT OF POSTING

I, Laura M. Nieto, Chief Deputy City Clerk, certify that I caused a copy of Urgency Ordinance No. 813, adopted by the City Council of the City of Irwindale at its regular

meeting held on September 24, 2025, to be posted at the City Hall, Library, and Post Office on September 25, 2025.

Dated: _____

Laura M. Nieto, MMC
Chief Deputy City Clerk

Item #22.C.

City of
IRWINDALE
AGENDA REPORT

Date: September 24, 2025
To: Honorable Mayor and Members of the City Council
From: Julian A. Miranda, City Manager
Issue: Recreational Vehicle Parking on Residential Property

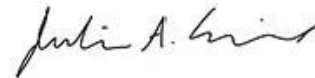
City Manager's Recommendation:

That the Irwindale City Council discuss and the Planning Commissions recommendation relating to recreational vehicle parking on residential property and provide direction.

Administrative Action:

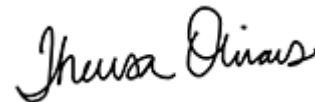
Submitted by:

Julian A. Miranda, City Manager



Prepared by:

Theresa Olivares, Assistant City Manager



Reviewed by:

Adrian R. Guerra, City Attorney

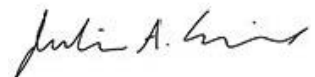


Kambiz Borhani, Finance Director / City Treasurer



Approved by:

Julian A. Miranda, City Manager



Background and Analysis:

On July 23, 2025, the Irwindale City Council discussed Irwindale Municipal Code Section 17.13.120 (Recreational Vehicle Parking on Residential Property) and recommended a ten-foot (10') setback on residential properties for parking recreational vehicles. The Council directed staff to present the matter to the Planning Commission for its recommendation. Following the Planning Commission's review, the matter will return to the City Council for final consideration and potential adoption.

On September 17, 2025, the Irwindale Planning Commission discussed Zone Ordinance Amendment No. 06-2025 – Ordinance No. 810 to amend Irwindale Municipal Code Section 17.13.120 Parking and Storage of Commercial and Recreational Vehicles, (C) Recreational Vehicles (1) – Location. The Planning Commission voted to continue the public hearing to a date uncertain and directed staff to 1) conduct a windshield survey to identify properties with recreational vehicles, and 2) mail a citywide notice to advise the community of the Planning Commissions Public Hearing (TBD) on this matter.

Staff request Irwindale City Council to discuss and provide direction on the following:

1. The preparation and mailing of a citywide notice advising the community of the Planning Commissions Public Hearing (TBD) related to recreational vehicle parking on residential property.
2. Authorizing staff to conduct a windshield survey of residential properties to determine the number of properties where recreational vehicles are parked.

The tasks recommended by the Planning Commission require the Irwindale City Council to provide direction to staff, as they result in the use and expenditure of city resources and staff time. It is also recommended that the City Council provide clear direction to the Planning Commission about the scope of the Planning Commission's review of the ordinance.

Fiscal Impact:

There is no fiscal impact related to this matter.

Attachments:

None

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

MAY 14, 2025
WEDNESDAY
7:09 P.M.

The Irwindale **SUCCESSOR AGENCY TO THE IRWINDALE COMMUNITY REDEVELOPMENT AGENCY** met in regular session at the above time and place.

ROLL CALL:

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

Absent: Councilmembers Mark A. Breceda and Manuel R. Garcia

Also Present: Julian A. Miranda, City Manager; Adrian Guerra, City Attorney; Theresa Olivares, Assistant City Manager; Christopher Hofford, Chief of Police; Kambiz Borhani, Director of Finance / City Treasurer; Marilyn Simpson, Community Development Director; Eddie Chan, Director of Engineering / Building Official; Elizabeth Rodriguez, Public Services Director; Mary Hull, Human Resources Manager, and Laura Nieto, Chief Deputy City Clerk

AB 2449 DISCLOSURES None.

CONSENT CALENDAR

MOTION

A motion was made by Mayor Pro Tem Ortiz, seconded by Councilmember Ambriz, to approve the Consent Calendar. The motion was unanimously approved; Councilmembers Breceda and Garcia absent.

ITEM NO. 27A
MINUTES OF THE
REGULAR MEETING
HELD MARCH 12, 2025

MINUTES OF THE REGULAR MEETING HELD MARCH 12, 2025

The minutes of the meeting held March 12, 2025, were approved as presented.

ITEM NO. 27B
WARRANTS /
DEMANDS / PAYROLL

WARRANTS / DEMANDS / PAYROLL

The warrants / demands / payroll were approved.

END OF CONSENT CALENDAR

SPONTANEOUS
COMMUNICATIONS

There were no speakers.

ADJOURNMENT

There being no further business to conduct, the meeting was adjourned at 7:10 p.m.

Laura M. Nieto, MMC
Chief Deputy City Clerk

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

MAY 28, 2025
WEDNESDAY
8:12 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,
Albert F. Ambriz, Mayor Pro Tem H. Manuel Ortiz;
Mayor Larry G. Burrola

Also Present: Julian A. Miranda, City Manager; Adrian Guerra, City Attorney; Theresa Olivares, Assistant City Manager; Christopher Hofford, Chief of Police; Kambiz Borhani, Director of Finance / City Treasurer; Marilyn Simpson, Community Development Director; Eddie Chan, Director of Engineering / Building Official; Elizabeth Rodriguez, Public Services Director; Mary Hull, Human Resources Manager, and Laura Nieto, Chief Deputy City Clerk

AB 2449 DISCLOSURES None.

CONSENT CALENDAR

MOTION

A motion was made by Councilmember Breceda, seconded by Mayor Pro Tem Ortiz, to approve the Consent Calendar. The motion was unanimously approved.

ITEM NO. 27A
MINUTES OF THE
REGULAR MEETING
HELD MARCH 26, 2025

MINUTES OF THE REGULAR MEETING HELD MARCH 26, 2025

The minutes of the meeting held March 26, 2025, were approved as presented.

END OF CONSENT CALENDAR

SPONTANEOUS
COMMUNICATIONS

There were no speakers.

ADJOURNMENT

There being no further business to conduct, the meeting was adjourned at 8:13 p.m.

Laura M. Nieto, MMC
Chief Deputy City Clerk

Accounts Payable

Checks by Date - Summary by Check Number

User: stapia
Printed: 9/18/2025 9:39 AM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
106237	ROSENO	RSG	09/11/2025	1,031.25
106238	USBANK03	US Bank Trust N.A.	09/11/2025	3,900.00
Report Total (2 checks):				4,931.25

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

MAY 14, 2025
WEDNESDAY
7:11 P.M.

The Irwindale **HOUSING AUTHORITY** met in regular session at the above time and place.

ROLL CALL:

Present: Board Members Albert F. Ambriz, Vice Chair H. Manuel Ortiz;
Chair Larry G. Burrola

Absent: Board Members Mark A. Breceda and Manuel R. Garcia

Also present: Julian A. Miranda, Executive Director; Adrian Guerra, General Counsel; Theresa Olivares, Assistant Executive Director; Christopher Hofford, Chief of Police; Kambiz Borhani, Director of Finance / City Treasurer; Marilyn Simpson, Community Development Director; Elizabeth Rodriguez, Public Services Director; Eddie Chan, Director of Engineering / Building Official; Mary Hull, Human Resources Manager, and Laura Nieto, Chief Deputy City Clerk

AB 2449 DISCLOSURES None.

CONSENT CALENDAR

MOTION

A motion was made by Board Member Ambriz, seconded by Vice Chair Ortiz, to approve the Consent Calendar. The motion was unanimously approved; Board Members Breceda and Garcia absent.

ITEM NO. 33A
MINUTES OF THE
REGULAR MEETING
HELD MARCH 12, 2025

MINUTES OF THE REGULAR MEETING HELD MARCH 12, 2025

The minutes of the regular meeting held March 12, 2025, were approved as presented.

END OF CONSENT CALENDAR

SPONTANEOUS
COMMUNICATIONS

There were no speakers.

ADJOURNMENT

There being no further business to conduct, the meeting was adjourned at 7:12 p.m.

Laura M. Nieto, MMC
Chief Assistant Authority Secretary

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

MAY 28, 2025
WEDNESDAY
8:13 P.M.

The Irwindale **HOUSING AUTHORITY** met in regular session at the above time and place.

ROLL CALL:

Present: Board Members Mark A. Breceda, Manuel R. Garcia,
Albert F. Ambriz, Vice Chair H. Manuel Ortiz; Chair Larry G. Burrola

Also present: Julian A. Miranda, Executive Director; Adrian Guerra,
General Counsel; Theresa Olivares, Assistant Executive Director;
Christopher Hofford, Chief of Police; Kambiz Borhani, Director of
Finance / City Treasurer; Marilyn Simpson, Community Development
Director; Elizabeth Rodriguez, Public Services Director; Eddie Chan,
Director of Engineering / Building Official; Mary Hull, Human
Resources Manager, and Laura Nieto, Chief Deputy City Clerk

AB 2449 DISCLOSURES None.

CONSENT CALENDAR

MOTION

A motion was made by Board Member Ambriz, seconded by Vice
Chair Ortiz, to approve the Consent Calendar. The motion was
unanimously approved.

ITEM NO. 33A
MINUTES OF THE
REGULAR MEETING
HELD APRIL 9, 2025

MINUTES OF THE REGULAR MEETING HELD APRIL 9, 2025

The minutes of the regular meeting held April 9, 2025, were
approved as presented.

END OF CONSENT CALENDAR

SPONTANEOUS
COMMUNICATIONS

There were no speakers.

ADJOURNMENT

There being no further business to conduct, the meeting was
adjourned at 8:14 p.m.

Laura M. Nieto, MMC
Chief Assistant Authority Secretary