

CITY OF IRWINDALE

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



NOTICE AND AGENDA FOR REGULAR MEETING OF THE

SENIOR CITIZEN COMMISSION

January 26, 2026

9:00 AM

IRWINDALE COUNCIL CHAMBER

ROBERT LOPEZ - Chair

CAROL ACOSTA - Vice Chair

DOLORAS AMADOR - Commissioner

LINDA MAREZ - Commissioner

IRIS RODRIGUEZ - Commissioner

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

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

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

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

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

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

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

Code of Ethics

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

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

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

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

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

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

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

IRWINDALE SENIOR CITIZEN COMMISSION



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

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

6. REORGANIZATION OF THE SENIOR CITIZEN COMMISSION**A. Reorganization of the Senior Citizen Commission**

Department: City Clerk

Recommendation: That the Senior Citizen Commission reorganize, including the selection of a Chair and Vice-Chair.

7. CONSENT CALENDAR

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

A. Minutes of the Meeting Held December 16, 2025

Department: City Clerk

Recommendation: Approve

8. SPONTANEOUS COMMUNICATIONS

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

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

Each speaker will be limited to 3 minutes unless such time limits are extended. If a member of the public wishes to donate their time to another speaker, both persons must be physically present and in attendance of the meeting. The Presiding Officer may, in his or her discretion, extend the 3-minute time limitation for the particular subject for all speakers. In no event shall the total amount of speaking time

exceed 6 minutes per person for the subject under discussion. Organized groups of persons wishing to address the Board on the same subject should select a spokesperson to represent the group so as to avoid unnecessary repetition.

The Commission may regulate a speaker who is speaking too long or out of order, being unduly repetitious, discussing irrelevancies, or extending to items not within the subject matter jurisdiction of the Commission. Please be reminded that discrimination, abusive use of profanity, unruly disruption, and violent or physically threatening conduct is discouraged. Members of the public shall not disrupt the orderly conduct of the meeting. The Presiding Officer will request that a person cease any disruptive conduct, and if not immediately stopped, will direct the person to be removed from the meeting.

9. NEW BUSINESS

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

A. Field Trip Policy Presentation

Department: Public Services

Recommendation: Receive and file.

B. Discussion of Non-Resident Registration Procedures

Department: Public Services

Recommendation: Discuss and provide feedback and direction to staff.

10. SENIOR CENTER MANAGER UPDATE

11. PUBLIC SERVICES DIRECTOR UPDATE

12. REQUESTS FOR AGENDA ITEMS BY COMMISSION

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

13. ADJOURN

AFFIDAVIT OF POSTING

I, Armando Hegdahl, Management Analyst, certify that I caused the agenda for the regular meeting of the Irwindale Senior Citizen Commission to be held on January 26, 2026, to be posted at the City Hall, Library, and Post Office on January 22, 2026.



Armando Hegdahl, CMC
Management Analyst

City of
IRWINDALE
AGENDA REPORT

Date: January 26, 2026
To: Honorable Chair and Members of the Senior Citizen Commission
From: Elizabeth Rodriguez, Public Services Director
Issue: Reorganization of the Senior Citizen Commission

Public Services Director's Recommendation:

That the Senior Citizen Commission reorganize, including the selection of a Chair and Vice-Chair.

Administrative Action:

Submitted by:

Elizabeth Rodriguez, Public Services Director

Prepared by:

Armando Hegdahl, Management Analyst

Background and Analysis:

It is appropriate at this time for the Senior Citizen Commission to conduct its yearly reorganization, including the selection of a Chair and Vice-Chair, by following the procedure outlined as follows:

1. The Management Analyst opens nominations for Chair. Any Commissioner may make a nomination and no second to the nomination is required.
2. After receiving all nominations, the Management Analyst closes nominations.
3. The Management Analyst then conducts the roll call vote to determine who will serve as Chair. If more than one nomination is made, a roll call vote is conducted for each nomination, beginning with the first nomination received, until a Chair is selected by majority vote.
4. The Chair then opens the nomination period for Vice-Chair in the same manner as above.
5. After receiving all nominations, the Chair then closes the nomination period.
6. The Chair then conducts the roll call vote to determine who will serve as Vice-Chair. If more than one nomination is made, a roll call vote is conducted for each nomination, beginning with the first nomination received, until a Vice-Chair is selected.

Attachments:

None

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

**DECEMBER 16, 2025
TUESDAY
9:00 A.M.**

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

ROLL CALL:

Present: Commissioners Christina Fraijo, Linda Marez, Iris Rodriguez; Chair Robert Lopez

Absent: Vice Chair Carol Acosta

Also present: Elizabeth Rodriguez, Public Services Director; Elena Martinez, Senior Center Manager; and Armando Hegdahl, Management Analyst

AB2449 DISCLOSURES

None.

CONSENT CALENDAR

A motion was made by Commissioner Rodriguez, seconded by Commissioner Fraijo, to approve the Consent Calendar. The motion was unanimously approved, Vice Chair Acosta absent.

ITEM NO. 6A

MINUTES OF THE MEETING HELD NOVEMBER 24, 2025

The minutes of the meeting held November 24, 2025, were approved as presented.

END OF CONSENT CALENDAR

**SPONTANEOUS
COMMUNICATIONS**

There were no speakers.

NEW BUSINESS

ITEM NO. 8A.

SENIOR CENTER EMERGENCY ACTION PLAN

Manager Martinez presented the staff report.

A motion was made by Chair Lopez, seconded by Commissioner Rodriguez, to recommend approval of the Emergency Action Plan (EAP) to the City Council. The motion was unanimously approved, Vice Chair Acosta absent.

ITEM NO. 8B

UPDATED TRANSPORTATION SERVICES PROGRAM POLICIES AND PROCEDURES

Manager Martinez presented the staff report.

In response to a question by Chair Lopez, Manager Martinez elaborated on the expanded hours for the transportation program and indicated that the program could be reevaluated each year to best suit current needs.

A motion was made by Commissioner Rodriguez, seconded by Commissioner Marez, to recommend approval of the updated Transportation Services Program Policy and Procedures to the City Council. The motion was unanimously approved, Vice Chair Acosta absent.

**SENIOR CENTER
MANAGER UPDATE**

Senior Center Manager Martinez provided the following update:

- 1) The trip to Merry-Achi Christmas was very successful with lots of seniors in attendance.
- 2) A trip to Pala Casino has been scheduled for January 17.
- 3) A Walking Food Tour has been scheduled for the near future.
- 4) The Christmas Dance was held recently and was sold out. All participants received gifts.
- 5) The New Year's Dance has filled up but a wait list has been established.
- 6) The Senior Center will be partially open during the holiday break.

Commissioner Marez stated her joy that the Senior Center would be partially open during the holiday break since some seniors may feel lonely and could benefit from the company of other seniors.

**PUBLIC SERVICES
DIRECTOR UPDATE**

Director Rodriguez provided the following update:

- 1) She provided details on the Library Family Name Wall project.
- 2) Applications for the vacancy on the Parks & Recreation Commission are currently being accepted.
- 3) She congratulated Mayor Ortiz, Mayor Pro Tem Ambriz, and Doloras Amador, incoming Senior Citizen Commissioner, on their recent appointments. She also thanked all incoming/outgoing commissioners for their service to the City.
- 4) Most city offices will be closed from December 22, 2025, through January 5, 2026, with the Senior Center remaining partially open with limited hours.
- 5) The Irwindale Tots Toy Drive will be held tomorrow where all toys received will be donated to the Children's Hospital of Los Angeles.
- 6) She also provided information on upcoming Recreation Department events and activities.

**REQUESTS FOR AGENDA
ITEMS BY COMMISSION**

Director Rodriguez noted that Commissioner Rodriguez had requested to discuss non-resident event registration times and stated that she would discuss the matter with staff.

Commissioner Marez asked what happens with unused tickets for events, to which Director Rodriguez indicated that the Field Trip policy could be placed on an upcoming agenda so that the question could be further discussed.

ADJOURNMENT

There being no further business to conduct, the meeting was adjourned at 10:29 a.m.

ATTEST:

Armando Hegdahl, CMC
Management Analyst

City of
IRWINDALE
AGENDA REPORT

Date: January 26, 2026
To: Honorable Chair and Members of the Senior Citizen Commission
From: Elizabeth Rodriguez, Public Services Director
Issue: Field Trip Policy Presentation

Public Services Director's Recommendation:

Receive and file.

Administrative Action:

Submitted by:

Elizabeth Rodriguez, Public Services Director

Prepared by:

Elena Martinez, Senior Center Manager

Background and Analysis:

At the December 16, 2025, Senior Citizen Commission meeting, multiple commissioners expressed concerns regarding financial losses incurred when registered field trip participants do not attend on the day of the trip. In response, staff prepared a presentation outlining how the field trip policy helps minimize unused tickets, as well as the types of fiscally responsible trips planned by the Senior Center.

Attachments:

1. Field Trip Policy Review



FEILD TRIP POLICY REVIEW:

Attendee Cancellations

1/26/26

Presented by: Elena Martinez, Senior Center Manager

1 PURPOSE

2 ATTENDEE
CANCELLATIONS

3 TYPES OF TRIPS

4 QUESTIONS



PURPOSE

- The Field Trip Policy provides guidelines to govern the process by which participants can sign up for field trips, staff can hold participants accountable in the event a participant misses a field trip and make clear the process in which open seats on field trips can be filled due to cancellations. Thus protecting the City from financial loss from an unused ticket.



ATTENDEE CANCELLATIONS

- If an attendee cancels their attendance before the final deadline, the Senior Center will fill the spot in the following order:
 1. Residents on the waiting list in order.
 2. Non-residents placed on the standby list by a resident on the Attendee list.
 3. Non-residents on the standby list in order.
 4. Attendees of past trips.
 5. Day of - Individuals in attendance of loading will be able to attend the field trip in the same order as above.
- If an attendee cancels their attendance after the deadline or no shows, the following will happen:
 1. First offense: Participant will receive a warning.
 2. Second offense: Participant will not be able to sign up for the next trip until the non-resident registration date.
 3. Third offense: Participant will not be able to sign up for the next trip.
 4. Fourth offense: Participant actions will be reviewed by staff, and a final consequence will be issued by the City Manager.

Each offense will reset at the beginning of the Fiscal Year.

TYPES OF TRIPS

UPCOMING Senior Trips





Medieval Times
September 2025



Oak Glen
October 2025



Casino
November 2025



Mariachi Christmas
December 2025



Trips and times are subject to change.



Para obtener información en español sobre este folleto o cualquier otro programa, clase, viaje, o evento que ofrecemos, llame al (626) 430-2286 de Lunes - Viernes: 10am-2pm.

SMILE - YOU ARE ON CAMERA
The Irwindale Senior Center may use photos, film, and videotape or otherwise reproduce the image and/or voice of any person who participates in any Senior Center programs, classes, meetings, workshops, and special events and use the same for any purpose without any payment. Your participation in any Senior Center program, class, workshop, meeting or special event constitutes your permission to use your likeness.

Irwindale Senior Center 16116 Arrow Highway, Irwindale CA 91706
For more information, contact Joanna Palacios at (626) 430-2285
or visit us on the web at www.irwindaleca.gov



UPCOMING Senior Trips





Pala Casino
January 17, 2026



Six Taste Walking Food Tour
February 7, 2026



Knotts Boysenberry Festival
March 14, 2026



Ramona Pageant
April 18, 2026



Morongo Casino
May 9, 2026



Catalina
June 6, 2026



Trips and times are subject to change.

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A photograph of the Irwindale Senior Citizens Center courtyard. In the foreground, a multi-tiered terracotta fountain with water spraying upwards and outwards sits in a circular basin. The background features a two-story building with a red-tiled roof, large arched windows, and a central entrance with glass doors. The name "IRWINDALE SENIOR CITIZENS CENTER" is visible above the entrance. Lush green trees and shrubs surround the building, and a covered walkway with columns is on the left.

Questions?

City of
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AGENDA REPORT

Date: January 26, 2026
To: Honorable Chair and Members of the Senior Citizen Commission
From: Elizabeth Rodriguez, Public Services Director
Issue: Discussion of Non-Resident Registration Procedures

Public Services Director's Recommendation:

Discuss and provide feedback and direction to staff.

Administrative Action:

Submitted by:

Elizabeth Rodriguez, Public Services Director

Prepared by:

Elena Martinez, Senior Center Manager

Background and Analysis:

At the December 16, 2025 Senior Citizen Commission meeting, Commissioner Rodriguez requested that staff assess registration procedures related to non-residents lining up well before the Senior Center opens to register for classes, dances and trips. The current practice of giving out registration tickets beginning at 8:00am has raised concerns about public safety and activity occurring outside the Center's jurisdiction. In response, staff developed the following discussion point to address these concerns:

1) On major registration days for non-residents that include: trips, evening dances, and class registration, registration will not begin until 3:00pm. Lining up will take place in the dining room following lunch at 1:00pm. Lines outside this given space will not be recognized by staff. Beginning at 1:30pm staff will distribute registration tickets in the dining room; thereafter, participants may obtain registration tickets at the front desk.

This approach allows participants to wait in a seated, supervised environment, ensures staff are available to address questions or disputes and discourages participants from arriving before the Senior Center opens.

Staff is requesting feedback and direction from the Commission on a new non-resident registration procedure.

Attachments:

None