



CITY OF IRWINDALE

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

PAULA FRAJO
CHAIR

BELEN ZEPEDA
VICE CHAIR

MICHELLE DURAN
COMMISSIONER

TERESA ORTIZ
COMMISSIONER

CARMEN ROMAN
COMMISSIONER

NOTICE AND AGENDA FOR THE SPECIAL MEETING OF THE PARKS & RECREATION COMMISSION

JANUARY 12, 2023

6:00 P.M.

IRWINDALE COUNCIL CHAMBER

Pursuant to Irwindale Resolution No. 2022-112-3362

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

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

Via Zoom Webinar at:

<https://us02web.zoom.us/j/83373897360>

Webinar ID:

833-7389-7360



Spontaneous Communications: The public is encouraged to address the Parks & Recreation Commission on any matter listed on the agenda or on any other matter within its jurisdiction. The Parks & Recreation Commission will hear public comments on items listed on the agenda during discussion of the matter and prior to a vote. The Parks & Recreation 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, or unless certain emergency or special circumstances exist. The Parks & Recreation Commission may request from staff to investigate and/or schedule certain matters for consideration at a future Commission or City Council meeting.

Americans with Disabilities Act: In compliance with the ADA, if you need special assistance to participate in a Commission meeting or other services offered by this City, please contact City Hall at (626) 430-2200. Assisted listening devices are available at this meeting. Ask the Deputy City Clerk if you desire to use this device. Upon request, the agenda and documents in the agenda packet can be made available in appropriate alternative formats to persons with disabilities. Notification of at least 48 hours prior to the meeting or time when services are needed will assist the City staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

Note: Staff reports are available for inspection by appointment only at the office of the 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 Parks & Recreation 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 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 Commissioner.

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

IRWINDALE PARKS & RECREATION COMMISSION



- A. **CALL TO ORDER**
- B. **PLEDGE OF ALLEGIANCE**
- C. **INVOCATION**
- D. **ROLL CALL:** Commissioners: Michelle Duran, Teresa Ortiz, Carmen Roman
Vice Chair Belen Zepeda, Chair Paula Fraijo
- E. **COMMISSION REORGANIZATION**

SPONTANEOUS COMMUNICATIONS

This is the time set aside for members of the audience to speak on items not on this agenda. State law prohibits any Commission discussion or action on such communications unless 1) the Commission by majority vote finds that a catastrophe or emergency exists; or 2) the Commission by at least four votes finds that the matter (and need for action thereon) arose within the last five days. Since the Commission cannot (except as stated) participate, it is requested that all such communications be made in writing so as to be included on the next agenda for full discussion and action. If a member of the audience feels he or she must proceed tonight, then each speaker will be limited to 3 minutes unless such time limits are extended.

In the hybrid format, both in-person and hybrid audience members will participate in the following order:

Tier 1: In-person attendees

Tier 2: Teleconference attendees

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

Tier 4: Teleconference attendees who have not previously provided comments on the matter(s) being discussed

1. 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

Recommendation: Approve the following minutes:

- 1. Regular meeting held December 7, 2022

2. NEW BUSINESS

A. Assembly Bill 2449 Brown Act Teleconferencing Requirements

Recommendation: Receive and file

Department: Administration

3. RECREATION MANAGER UPDATE
4. AQUATICS SUPERVISOR UPDATE
5. PUBLIC WORKS SUPERVISOR UPDATE
6. PUBLIC SERVICES DIRECTOR UPDATE
7. COMMISSIONER ITEMS AND REQUESTS
8. ADJOURN

AFFIDAVIT OF POSTING

I, Armando Hegdahl, Management Analyst, certify that I caused the notice and agenda for the special meeting of the Irwindale Parks & Recreation Commission to be held on January 12, 2023, to be posted at the City Hall, Library, and Post Office on December 22, 2022.

Armando Hegdahl

Armando Hegdahl, CMC
Management Analyst

City of
IRWINDALE
AGENDA REPORT

PR Item 1E

Parks and Recreation Commission

Date: January 12, 2023
To: Honorable Chair and Members of the Parks and Recreation Commission
From: Armando Hegdahl, Management Analyst
Issue: Commission Reorganization

Staff Recommendation:

Commissioners select a Chair and Vice-Chair.

Administrative Action:

Prepared and submitted by:

Armando Hegdahl, Management Analyst

Reviewed and approved by:

Elizabeth Rodriguez, Public Services Director

Background and Analysis:

It is appropriate at this time for the Parks and Recreation Commission to conduct its yearly reorganization, including the selection of a Chair and Vice-Chair. In order to complete the reorganization, the following procedures are suggested:

- 1) The Management Analyst opens the nomination period for the office of Chair. Any Commissioner may make a nomination; no second to the nomination is required.
- 2) After receiving all nominations, the Management Analyst closes the nomination period.
- 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.

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

PR Item 1A

DECEMBER 7, 2022
WEDNESDAY
6:00 P.M.

The Irwindale **PARKS & RECREATION COMMISSION** met in regular session at the above time and place.

ROLL CALL:

Present: Commissioners Teresa Ortiz, Carmen Roman, Marguerite Sapien; Vice Chair Belen Zepeda; Chair Paula Fraijo

Also present: Elizabeth Rodriguez, Public Services Director; Priscilla Zepeda, Recreation Manager; Pedro Rodriguez, Public Works Services Supervisor; Daniel Grijalva, Aquatics Supervisor, Jeff Wagner, IT Manager; and Armando Hegdahl, Management Analyst

SPONTANEOUS COMMUNICATIONS

There were no speakers.

CONSENT CALENDAR

MOTION

A motion was made by Chair Fraijo, seconded by Commissioner Ortiz, to approve the Consent Calendar. The motion was unanimously approved.

ITEM NO. 1A
MINUTES

MINUTES

The following minutes were approved as presented:

- 1) Regular meeting held November 2, 2022.

END OF CONSENT CALENDAR

NEW BUSINESS

ITEM NO. 2A
CITYWIDE CAMERA SURVEILLANCE PROJECT

CITYWIDE CAMERA SURVEILLANCE PROJECT (verbal update)

MANAGER WAGNER

Manager Wagner presented the update, wherein he advised that the Commission had previously requested that additional cameras be installed with specific orientations, suggestions which were incorporated into the Request for Proposals ("RFP") that was released in February. However, due to certain inconsistencies in the process, the City's legal counsel recommended withdrawing the RFP and preparing a new one. Changes to personnel in the Police Department also contributed to the project delays. He noted that the intent was to have several wireless cameras, but since new conduits were installed in the park, the cameras could be hard-wired to the network, which will reduce wireless connectivity issues. If the RFP is approved by the

Council at next week's meeting, staff anticipates that the project will proceed in January or February 2023.

CHAIR FRAIJO

Replying to a question by Chair Fraijo, Manager Wagner spoke on the scope of the project and the amount of time it would take to have everything set up. He noted that the project may coincide with certain recreational activities in the park, but staff will make every effort to minimize said impacts.

In reply to an additional question by Chair Fraijo, Manager Wagner indicated that staff would likely wait until Phase 4 of the Park Improvement Project for the installation of cameras at the park.

COMMISSIONER
SAPIEN

Commissioner Sapien asked about video recording, to which Manager Wagner indicated that the state requires that video be stored for 365 days, which the new system will be capable of doing. He added that cameras would be oriented toward the park restroom entrances, as she had previously requested.

CHAIR FRAIJO

Replying to a question by Chair Fraijo, Manager Wagner advised that the camera feeds would be available to certain staff at designated viewing stations, though staff will not constantly monitor the feeds. Additionally, there are no plans to hire a monitoring service.

COMMISSIONER
SAPIEN

Commissioner Sapien asked about the availability of the camera feeds, to which Manager Wagner advised that Police staff could access and review all footage.

COMMISSIONER
ROMAN

Commissioner Roman asked whether the cameras would record the Senior Center, to which Manager Wagner indicated that cameras would provide surveillance for all city facilities in public spaces.

CHAIR FRAIJO

Chair Fraijo asked whether the surveillance system could be upgraded with additional cameras, if necessary, to which Manager Wagner confirmed that they can be adjusted as needed.

RECREATION
MANAGER UPDATE

RECREATION
MANAGER ZEPEDA

Recreation Manager Zepeda provided an update on the following programs and activities:

- 1) The entire Recreation team will receive ProAct training provided by the California Joint Powers Insurance Authority, which will serve to improve staff's assessment skills and their ability to understand and address challenging behaviors.
- 2) Staff is proud to offer inclusive Recreation programs and classes, including a full RockAbilities schedule in 2023, which is designed

- specifically for individuals with intellectual and/or physical disabilities.
- 3) Certain city staff attended the CAJPIA Management Academy last week, which offers wonderful educational and networking opportunities.
 - 4) She also participated in a Zoom Webinar on Supporting the Mental Well-Being of Young People during the Holidays, which was offered by The Help Group. She also offered the commissioners the opportunity to attend any of the many free educational webinars offered by the CAJPIA.
 - 5) New January classes: Tap/Jazz Youth Class, and two Healthy Irwindale adult classes.
 - 6) The first Dog Obedience class will end on December 15 with a final exam and graduation photos.
 - 7) The following trips have been scheduled or have taken place:
 - A) Fall Day Camp trip to Universal Studios – November 22.
 - B) Family Trip to Disney on Ice – December 17
 - C) Winter Day Camp to AMC Movies on December 27 and Knott's Berry Farm on January 3.
 - D) Teens may register for the AMC Movies trip and a trip to Knott's Berry Farm scheduled for December 6.
 - 8) She thanked the judges and all participants of the recent Scarecrow Alley event.
 - 9) The Kindness Krew held a community drive last month and another this past Friday. She thanked those who donations to the events in any form.
 - 10) The Christmas Spectacular and Mayor's Tree Lighting Ceremony was held last Friday inside the Dan Diaz Recreation Center. She thanked all volunteers and donors for their support in ensuring the success of the program.
 - 11) The Tiny Tots, Teeny Tots, Teen Club, and KidZone participants will each have their Christmas parties in the coming weeks. She thanked United Rock and Jeff Cameron for helping make the event even more special with the donation of toys for the Cookies and Milk with Santa event and Tiny/Teeny Tots Christmas parties.
 - 12) The gym floor will be resurfaced from January 12 – 14, 2023. The basketball court and cardio room will be closed during this time, though the weight room and all other programs and classes will resume as usual. Additional Pickleball lines were added to this year's project.
 - 13) She then thanked all staff that assist in ensuring that the Commission may hold their meetings each month.
 - 14) She also wished everyone a Merry Christmas and prosperous and healthy New Year.

SUZANNE GOMEZ

Suzanne Gomez commended staff for the wonderful job that they are doing and expressed her excitement that staff is being given the

opportunity to grow and develop and requested that aquatics programs be offered year-round.

DENA ZEPEDA

Dena Zepeda complained that, in her view, only certain individuals are photographed and displayed on the city's social media accounts.

Responding to a comment by Dena Zepeda, Director Rodriguez noted that recreation and aquatics programs require waivers to be signed by the parents or guardians of participating children in order to avoid liability on the part of the city.

AQUATICS
SUPERVISOR UPDATE

Supervisor Grijalva presented the following update:

- 1) The Aquatics Center has been cleaned and prepared for the winter season: the pool has been covered and all equipment has been cleaned and stored.
- 2) Staff is working with the engineering consultant that will be conducting the improvements to the Aquatic Center, including improvements to the diving boards, the resurfacing of the deck, and improvements to the heater pump.
- 3) He recognized Nalleli Ramos, Vanessa Yanez, and Juliana Grijalva for their five years of service to the city.
- 4) He also spoke on his recent attendance at the Management Academy sessions held by the CAJPIA.

COMMISSIONER
ORTIZ

Responding to a question by Commissioner Ortiz, Supervisor Grijalva advised that staff is looking into holding classes at the beach, with one group of participants exercising on the sand and the other in the water.

PUBLIC WORKS
SUPERVISOR UPDATE

Supervisor Rodriguez presented the following update:

- 1) He thanked his staff for their hard work in setting up the Christmas decorations in front of City Hall.
- 2) The sink and water heater were repaired at the Recreation Center's kitchen.
- 3) Various lights were replaced throughout several buildings.
- 4) The pool clarifier tanks were pumped out today for the end of the season.
- 5) Staff has worked hard to set up for the Veterans Day, Scarecrow Alley, and Holiday Spectacular events.
- 6) He met with Human Resources staff to schedule trainings for the coming year.
- 7) He thanked his crew for their great work throughout the year. He highlighted Jose Marin and Sandro Olivares' efforts in the facility decorations.

DENA ZEPEDA Dena Zepeda thanked staff for the festive decorative lighting in front of City Hall and requested that the section of Arrow Highway in front of the Senior Center be cleaned daily. She then asked whether the Senior Center could also be decorated with festive lights for the holidays, to which Supervisor Rodriguez indicated that Jimmy Rios has done a great job of cleaning the front of the Senior Center, though he noted that the task has been difficult since there have been several staff members out sick.

CHAIR FRAIJO Chair Fraijo suggested that the request to decorate the Senior Center with holiday lights be addressed by the Council.

DIRECTOR RODRIGUEZ Director Rodriguez noted that the front of City Hall cannot be decorated for the holidays until after the November 11 Veterans Day ceremonies, though this obstacle would not apply to the Senior Center.

PUBLIC SERVICES
DIRECTOR UPDATE

Director Rodriguez presented the following update:

- 1) Staff from the San Gabriel Council of Governments visited the children of the Kidzone program to teach them about coyote safety.
- 2) The City of Irwindale was selected to participate in a pilot program from the San Gabriel Valley Council of Governments and SoCalRen to receive energy assessments to research energy needs in an effort to anticipate, respond to, and recover from energy disruptions.
- 3) Staff will be working during the upcoming holiday closure of City Hall to upgrade and retrofit lighting in City Hall and the Council Chambers.
- 4) The Senior Center parking lot lighting has been retrofitted to LED lights, though it appears that more lighting may be needed. Staff will look in to the request, and will look in to improving lighting at the area in front of City Hall near the bus stop.
- 5) She thanked the Irwindale Community Foundation for donating \$2,500 to extend the holiday lighting in front of City Hall

DENA ZEPEDA Dena Zepeda thanked Director Rodriguez for all she has done for the residents, and noted her genuine interest in the residents' concerns.

SUZANNE GOMEZ Suzanne Gomez thanked Director Rodriguez for her tireless work, stated that she enjoys cooking classes, and stated that she would enjoy participating in Cornhole activities if it did not interfere with her water aerobics classes. She commended staff for its fantastic job and expressed her joy that the members of the community are more involved in recreational activities than ever.

DIRECTOR RODRIGUEZ Director Rodriguez noted that staff is looking into purchasing a concrete ping-pong table that Suzanne Gomez has requested.

**COMMISSIONER ITEMS
AND REQUESTS**

COMMISSIONER ROMAN Commissioner Roman thanked the Kindness Krew for their generous acts, commended the Recreation staff for an incredible year full of amazing events and activities, made suggestions to revamp event ticket sales so that additional residents may participate, requested that the Aquatics Luau be doubled next year so that more residents may attend, thanked Public Works staff for setting up the festive holiday lights, thanked the inter-departmental cooperation as shown by the Police Department's presence at the Senior Center parking lot after the conclusion of afternoon classes, and thanked staff for arranging to hold coyote safety classes with the children of the Kidzone program and for the energy efficiency audits.

VICE CHAIR ZEPEDA Responding to a question by Vice Chair Zepeda, Manager Zepeda indicated that the teens are holding a fundraiser, though staff will probably prepare a pamphlet that the teens can distribute which would help explain their fundraising efforts. She thanked Public Works staff for their hard work in extending the holiday lighting in front of City Hall, which she has requested in the past. She also thanked Director Rodriguez for her leadership and guidance, and thanked the city staff for their concern over her recent health issues.

COMMISSIONER ORTIZ Commissioner Ortiz thanked the Recreation staff for their hard work and patience and asked about the weekend dog training classes, to which Manager Zepeda advised that the information will be included in the winter classes flyer that will be sent to residents in the near future. She also commended Supervisor Grijalva for his eagerness in providing excellent programs. She commended the Public Works staff since the holiday decorations look amazing.

COMMISSIONER SAPIEN Commissioner Sapien expressed her joy in the improved communication lines between staff and the commission, thanked Supervisor Grijalva for the wonderful job he is doing. She also thanked Public Works for the festive lighting and for all their hard work, and wished happy holidays for everyone.

CHAIR FRAIJO Chair Fraijo spoke on how blessed residents are to have so many wonderful recreational opportunities available to them free of charge, which may not otherwise be accessible to residents. She also commended staff for working hard to allow as many individuals to participate in the programs., and encouraged for all staff members to provide consistent information and details to interested

individuals, and to return phone calls to touch base with residents, to which Director Rodriguez advised that the Management Academy which several Community Services Department managers and supervisors attended will help ensure that the information being disseminated amongst the various departments will remain consistent.

Chair Fraijo then requested that Supervisor Grijalva work early to ensure that the aquatics division is fully staffed with lifeguards once pool activities resume, to which he advised that all lifeguards are scheduled to return, though he will host a holiday get-together with his staff to determine schedules. Chair Fraijo also asked about lifeguard certifications, to which Supervisor Grijalva stated that he will ensure that all lifeguards are recertified during the coming spring season to ensure everyone is on the same certification schedule. Chair Fraijo noted the division's amazing growth and stated her desire for the programs to continue growing by enabling staff to attend trainings in conjunction with other communities.

Chair Fraijo noted that the success of city programs and events hinges on Public Works staff's efforts in setting up for them, and thanked them for their reliability and ingenuity. She also expressed her pride in that the crew help and support each other and spoke on her eagerness to see which new amazing programs the City will offer. She thanked Director Rodriguez for helping the Park Improvement Project move forward and suggested for staff to perhaps develop a lesson plan to teach the Tiny and Teeny Tots about coyote safety.

Chair Fraijo also asked that staff work on opening an Aquatics Store, expressed her appreciation to the members of the Commission, and wished everyone a blessed holiday with continued growth and joy in 2023.

ADJOURNMENT

There being no further business to conduct, the meeting was adjourned at 7:18 p.m., in honor of the residents, family members, and friends lost in 2022.

Armando Hegdahl, CMC
Management Analyst

City of
IRWINDALE
AGENDA REPORT

PR Item 2A

**PARKS & RECREATION
COMMISSION**

Date: January 11, 2023
To: Honorable Chair and Members of the Commission
From: Elizabeth Rodriguez, Public Services Director
Issue: Assembly Bill 2449 Brown Act Teleconferencing Requirements

Recommendation:

Receive and file.

Administrative Action:

Submitted by:

Theresa Olivares, Assistant City Manager
(626) 430-2294



Approved by:

Elizabeth Rodriguez, Public Services Director



Background and Analysis:

On September 13, 2022, Governor Newsom signed Assembly Bill (AB) 2449, adding another option for teleconferencing under the Ralph M. Brown Act. AB 2449 takes effect on January 1, 2023 and allows for three teleconferencing options for public meetings:

- Option 1: Traditional (pre-pandemic), or
- Option 2: State of Emergency (AB 361), or
- Option 3: Justification (AB 2449)

Option 1: Traditional (pre-pandemic)

Members of the legislative body may participate from various teleconference locations, so long as a quorum of the teleconference locations are within the City's jurisdiction. The address of each location (including the teleconference location(s) for the legislative members participating by teleconference) must be noticed on the agenda, all locations (including teleconference locations) are open for the public to attend and provide comments, and the locations must meet ADA accessibility requirements. Public participation under this option may occur as follows:

1. Option A (In-Person): the public may (a) provide written comments in advance of the meeting or (b) attend the meeting in-person.
2. Option B (In-Person and/or Teleconference): the public will be able to address the legislative body by (a) providing written comments in advance of the meeting, (b) attending the meeting in-person, (c) using the call-in option, or (d) using an internet-based service provider.

Option 2: State of Emergency (AB 361):

This option is only available during a declared state of emergency, and the legislative body must make specified findings every 30 days to continue to teleconference under this option. All legislative body members may participate remotely from various teleconference locations, which are not required to be noticed on the agenda or made available to the public. The public must be able to address the legislative body via a call in or internet-based service. The provisions under AB 361 sunset on January 1, 2024, or when the declaration of emergency no longer exists, whichever occurs first.

The legislative body currently conducts its meeting under AB 361. Governor Newsom has announced that the COVID19 State of Emergency will end on February 28, 2023. As a result, the City will not be able to conduct its meeting under the provision of AB 361 after February 28, 2023.

Option 3: Justification (AB 2449):

This new option allows, under limited situations, the legislative body to teleconference for *just cause* or *emergency circumstances*. A majority of the legislative body may not teleconference, as is the case with traditional teleconferencing requirements. AB 2449 will sunset on January 1, 2026. This bill is summarized below:

Members of the legislative body may participate in a meeting via teleconference without noticing the location on the meeting agenda or making the teleconference location available for public participation for *just cause* or *emergency circumstances* so long as a quorum of the legislative body (50% + 1) attend the meeting in person from one location open to the public and identified on the agenda.

1. *Just Cause* – defined as a childcare or necessary caregiving of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires them to participate remotely; a contagious illness that prevents a member from attending in person; a need related to a physical or mental disability as defined by the Government Code that is not otherwise accommodated as a reasonable accommodation under the ADA; or travel while on official business of the legislative body or another state or local agency.

A Board Member of the legislative body may only participate remotely twice in a calendar year for *just cause*. Additionally, the Board Member must notify the legislative body of the need to teleconference at the earliest opportunity possible. The request is to include a description of the circumstance resulting in the need to participate remotely, and legislative body approval is not needed

to teleconference. This option is only available for meetings that are webcast (two-way audio and visual).

2. *Emergency Circumstances*: - defined as a physical or family medical emergency that prevents a member from attending in person.

The legislative body must approve the Board Member's request to participate remotely due to an emergency circumstance at the meeting the Board Member desires to remotely attend. The Board Member will need to provide a general description of the reason to appear remotely. The Board Member does not need to disclose medical diagnosis, disability, or other personal medical information that is protected by law. A separate request must be submitted for each meeting the Board Member wishes to remotely attend. The legislative body may take action on the request at the earliest opportunity, and if the request does not allow sufficient time to place it on the meeting agenda, the legislative body may nonetheless take action on the request at the beginning of the meeting. The legislative body may approve such a request by a majority vote of the body.

Below are additional requirements for the Board Member to participate remotely:

1. The in-person board meeting must allow the public to remotely hear, visually observe, and remotely address the Board during the meeting by:
 - a. Two-Way Audiovisual Platform: An online platform that allows the public to participate in the meeting via interactive video conference and two-way telephonic function; or
 - b. Two-Way Telephonic Service and Live Webcasting: This requires a telephone service that does not require internet access and allows participants to dial a telephone number to listen and verbally participate. Webcasting includes an online video streaming broadcast or a television using streaming media technology.
2. The remote Board Member must participate through both audio and visual technology.
3. Before taking action at the meeting, the Board Members must disclose other adults present in the room and the member's relationship with the other adults.
4. The meeting agenda must give notice of the teleconference and means by which the public may access the meeting and offer public comment, as well as identify and provide opportunities for persons to attend and address the Board directly, either via a call-in option, internet-based service option, or at the in-person location of the meeting.
5. A Board Member may not participate solely by teleconference for *just cause* or *emergency circumstances* for more than three consecutive months or 20% of the regular meetings within a calendar year. If the Board meets less than 10 times per calendar year, then no more than two meetings per calendar year.
6. The Board may not take action if a disruption occurs, preventing the Board from broadcasting the meeting to the public or allowing the public to provide comment, until access is restored.

Legislative bodies may still meet in-person without teleconferencing, or may meet via teleconferencing under the Traditional Rules. AB 2449 does not require a legislative body to use teleconferencing, and does not change or repeal the Traditional Rules. Rather, AB 2449 provides an alternative to the Traditional Rules that is available for the next three years, as discussed above.

Fiscal Impact:

None