



CITY OF IRWINDALE

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

PAULA FRAJO
CHAIR

BELEN ZEPEDA
VICE CHAIR

MARGUERITE
S. LOPEZ
COMMISSIONER

TERESA ORTIZ
COMMISSIONER

CARMEN ROMAN
COMMISSIONER

AGENDA FOR THE REGULAR MEETING OF THE PARKS & RECREATION COMMISSION

NOVEMBER 3, 2021

6:00 P.M.
VIA VIDEOCONFERENCE

(Closed to the Public)
Pursuant to Irwindale Resolution No. 2021-94-3306

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

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

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

Via Zoom Webinar at:

<https://us02web.zoom.us/j/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: Marguerite S. Lopez, Teresa Ortiz, Carmen Roman**
Vice Chair Belen Zepeda, Chair Paula Fraijo

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 provide comments on the matter(s) being discussed by the legislative body

Tier 4: Teleconference attendees who have not previously provide comments on the matter(s) being discussed by the legislative body

Tier 5: Members of the audience (in-person or via teleconference) who have already addressed the legislative body on the matter being discussed may request to provide additional comments to the legislative body. This request will be approved or denied at the discretion of the legislative body.

1. CONSENT CALENDAR

The Consent Calendar contains matters of routine business and is to be approved with one motion unless a member of the 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 of October 6, 2021

B. Irwindale Community Foundation FY 2021/2022 Donations to the Aquatics and Recreation Divisions

Recommendation: Receive and file the Irwindale Community Foundation FY 2021/2022 donations to the Aquatics and Recreation Divisions.

2. NEW BUSINESS

A. Hybrid Meetings for Legislative Bodies

Recommendation: Receive and file the information on hybrid meetings for legislative bodies.

B. Update on Bus Cameras – Verbal

C. Update on ADA Parking – Verbal

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 agenda for the regular meeting of the Irwindale Parks & Recreation Commission to be held on November 3, 2021, to be posted at the City Hall, Library, and Post Office on October 28, 2021.

Armando Hegdahl

Armando Hegdahl, CMC
Management Analyst

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

OCTOBER 6, 2021
WEDNESDAY
6:00 P.M.

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

ROLL CALL:

Present: Commissioners Marguerite S. Lopez, Carmen Roman;
Vice Chair Belen Zepeda; Chair Paula Fraijo

Absent: Commissioner Teresa Ortiz

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

**INTRODUCTION OF
NEW EMPLOYEES**

INTRODUCTION OF
DANIEL GRIJALVA,
AQUATICS
SUPERVISOR

INTRODUCTION OF DANIEL GRIJALVA, AQUATICS
SUPERVISOR

Director Rodriguez presented background information and introduced Daniel Grijalva as the new Aquatics Supervisor.

PRESENTATIONS

BROWN ACT AND
PUBLIC MEETING
PROCEDURES AND
CONFLICTS OF
INTEREST FOR
PUBLIC OFFICIALS

BROWN ACT AND PUBLIC MEETING PROCEDURES AND
CONFLICTS OF INTEREST FOR PUBLIC OFFICIALS

Assistant City Attorney Traxler made the presentation.

**SPONTANEOUS
COMMUNICATIONS**

DENA ZEPEDA

Dena Zepeda congratulated Daniel Grijalva on his new position as Aquatics Supervisor.

CONSENT CALENDAR

MOTION

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

ITEM NO. 1A
MINUTES

MINUTES

The following minutes were approved as presented:

- 1) Regular meeting held September 1, 2021

NEW BUSINESS

ITEM NO. 2A
UPDATE ON BUS
CAMERAS

UPDATE ON BUS CAMERAS (Verbal Presentation)

DIRECTOR
RODRIGUEZ

Director Rodriguez presented the update. She advised that the system to be used with the bus cameras would have to remain separate from the City's centralized surveillance system due to storage requirements and the type of cameras needed for the vehicles. The IT Manager has issued informal requests for proposals and is awaiting cost proposals. She spoke on privacy issues and noted that staff is working on how to best implement the camera system. Staff is also working with the City Attorney and the California Joint Powers Insurance Authority on developing a policy on the retention of video captured by the cameras and to determine who may access them. Staff will update the commission once further details become available.

CHAIR FRAIJO

Chair Fraijo requested that an update be presented at the next meeting.

COMMISSIONER
LOPEZ

Commissioner Lopez suggested that staff consult with other cities to see how they administer their surveillance systems. She suggested perhaps requiring bus riders to sign a form acknowledging their consent to being video-recorded while on the bus. She then requested an update on the camera systems used throughout the city parks, to which Director Rodriguez indicated that the centralized surveillance program is currently going through a Request for Proposals process and noted that the award of contract would need to be approved by the Council.

Commissioner Lopez asked whether the cameras at the Skate Park work, to which Chair Fraijo indicated that the camera feed was never recorded; it was just being streamed and an employee would watch the feed on a monitor.

CHAIR FRAIJO

Chair Fraijo stated her hope that the citywide centralized surveillance system would help alleviate concerns and keep the city safe.

ITEM NO. 2B
ADA PARKING UPDATE

ADA PARKING UPDATE (Verbal Presentation)

DIRECTOR RODRIGUEZ	Director Rodriguez presented the update. She indicated that staff is releasing a bid to have the service road in front of City Hall re-stripped to add two additional ADA parking spaces and to bring the two existing ADA spaces up to code. Staff is working with a consultant to provide an engineer's estimate on the costs and will then go out to bid. An update will be presented to the Commission as soon as it is available.
CHAIR FRAIJO	Chair Fraijo requested that an update be presented at the next meeting.
COMMISSIONER ROMAN	Responding to a question by Commissioner Roman, Director Rodriguez advised that staff is looking into the availability of grants to help offset the costs of this project. However, it seems that many grants are awarded based on city population size, and Irwindale does not seem to qualify based on this criteria, as well as median income criteria.
<u>ITEM NO. 2C</u> NEW CLASSES FOR AQUATICS CENTER AND REQUESTS FOR DONATIONS FROM THE IRWINDALE COMMUNITY FOUNDATION	NEW CLASSES FOR AQUATICS CENTER AND REQUESTS FOR DONATIONS FROM THE IRWINDALE COMMUNITY FOUNDATION
SUPERVISOR GRIJALVA	Supervisor Grijalva presented the staff report.
CHAIR FRAIJO	Chair Fraijo voiced concern over the types of flotation devices that individuals would like to utilize in the pool, since it may cause injuries. She suggested that individuals only utilize equipment that is provided by the Aquatics division, to which Supervisor Grijalva advised that on some occasions, the city does not have enough aqua noodles for all participants, and that some individuals bring their own for that day only.
COMMISSIONER LOPEZ	Commissioner Lopez stated that the department should not offer classes that it does not have sufficient equipment for, to which Director Rodriguez advised that staff is reaching out to the Irwindale Community Foundation in an effort to solicit a donation of funds to purchase additional equipment.
CHAIR FRAIJO	Chair Fraijo again expressed her worry over the potential damage that could occur by utilizing private individuals' own equipment, and that, if the necessary equipment is not readily available, that it should be made available for purchase.

COMMISSIONER ROMAN	Commissioner Roman agreed with the items listed in the report, with the exception of diving boards, which she suggested the city pay to replace.
CHAIR FRAIJO	Chair Fraijo advised that the Foundation is its own entity and that staff should request for whatever items they consider appropriate and that, should the request be denied, then the purchase of said items can be made through the City's General Fund.
DIRECTOR RODRIGUEZ	Director Rodriguez provided brief background information on the Foundation and advised that, should the Foundation deny any of staff's requested purchases, then staff can request for the City Council to approve the purchases of these items through the General Fund.
COMMISSIONER LOPEZ	Commissioner Lopez agreed that Foundation funds should not be used to pay for items whose costs to maintain should be covered by the City.
DISCUSSION HELD	Discussion was held regarding whether staff should request that the Foundation donate funds for the replacement of diving boards.
DIRECTOR RODRIGUEZ	Director Rodriguez noted the Foundation has requested that staff track how many individuals participate in programs that are financed by the Foundation's funds.
COMMISSION CONSENSUS	Commission consensus was reached to recommend that all items on the list included in the staff report be presented to the Foundation for its consideration about whether to fund them.
<u>ITEM NO. 2D</u> IRWINDALE COMMUNITY FOUNDATION FY 2021/2022 DONATION REQUESTS FOR THE RECREATION DIVISION	IRWINDALE COMMUNITY FOUNDATION FY 2021/2022 DONATION REQUESTS FOR THE RECREATION DIVISION
MANAGER ZEPEDA	Manager Zepeda presented the staff report.
CHAIR FRAIJO	Responding to a question by Chair Fraijo, Manager Zepeda discussed the incentive items to be provided during the Healthy Irwindale program. Chair Fraijo commended staff for working on providing program participants with the right equipment and for helping keep residents active for a healthier city.

COMMISSION CONSENSUS Commissioner consensus was reached to recommend that all items on the list included in the staff report be presented to the Foundation for its consideration about whether to fund them.

ITEM NO. 2E
ALFRED F. HERRERA
SOFTBALL FIELD
LIGHTING ALFRED F. HERRERA SOFTBALL FIELD LIGHTING

DIRECTOR RODRIGUEZ Director Rodriguez presented the staff report.

CHAIR FRAIJO Chair Fraijo stated that consideration should be given to install new lighting at the playground and the pool.

In reply with a question by Chair Fraijo, Director Rodriguez further elaborated on the details contained in the staff report, and stated that the Commission may make a recommendation as to the lighting options it prefers.

DISCUSSION HELD Discussion held regarding which option presented in the staff report would be most appropriate.

COMMISSIONER ROMAN Commissioner Roman asked how long it would take to install new lighting, to which Director Rodriguez stated that it would likely take about a year.

MOTION A motion was made by Chair Fraijo, seconded by Commissioner Roman, to recommend to the City Council that it consider installing six (6) new light poles with LED lighting at the Alfred F. Herrera Softball field, and that additional consideration be given to installing the same type of lighting at the volleyball court, playground, and the aquatics area. The motion was unanimously approved; Commissioner Ortiz absent.

RECREATION
MANAGER UPDATE

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

- 1) She announced the addition of three new Recreation Aides: Michael Carlos Sandoval, Danielle Gallegos, and Priscilla Tapia.
- 2) Recreation Department staff will be wearing name tags so that they can be easily identifiable by patrons and staff.
- 3) She spoke on COVID-19 screening requirements for youth sports in competitive settings and expressed her hope that participants can compete as they have done in the past.

- 4) The City Council has approved funding for the replacement of certain fitness equipment at the Dan Diaz Recreation Center. Staff will prepare and disseminate a Request for Proposals for the purchase of the new equipment. The process can be tedious and time consuming, but staff will do all they can to expedite the process. Staff will provide updates to the Commission as they become available.
- 5) Staff has recently completed training in Sexual Harassment, Mandated Reporter, and Concussion Protocols.
- 6) She also provided an update on the Healthy Irwindale program and expressed her hope that the community is excited about the fitness programs being organized through various city departments.
- 7) A total of 110 bus passes have been processed after a little over a month of school.
- 8) Fall classes such as Cupcake Cuties and Canvas Kids are starting and staff is working with Mt. Sac on bringing some evening classes for adults.
- 9) Trips: the Teeny Tots are preparing for a trip to the Pumpkin Patch on October 25; the sold-out teen trip to Knott's Scary Farm will take place on October 9; the family trip to Riley's Farm will be held on October 23.
- 10) The City Council will declare October as "Anti-Bullying Month".
- 11) The participants of the KidZone program will be working on their "Kindness Counts" campaign.
- 12) Staff has been celebrating "Customer Service Week" this week.
- 13) Flyers will be mailed to residents with information on upcoming Halloween activities and programs.
- 14) The following events and activities have been scheduled:
 - A) Veterans Ceremony – November 11
 - B) Family Trip to Camarillo Outlets – November 20
 - C) Fall Day Camp to Universal Studios – November 23
 - D) Scarecrow Alley – November 22-24
- 15) She thanked all staff involved in organizing the highly successful Mariachi Fest.

AQUATICS

SUPERVISOR UPDATE

SUPERVISOR GRIJALVA Supervisor Grijalva provided an update on the following programs and activities:

- 1) Staff set up the thermal pool cover today.
- 2) The Fall Aquafitness activities will run from October 4 – 28.
- 3) The Irwindale Swim Team has over 21 participants.
- 4) The last day of Swim Team is November 3.
- 5) He indicated that he has spoken to some surrounding cities in an effort to set up swim team competitions.

PUBLIC WORKS

SUPERVISOR UPDATE

Public Works Supervisor Rodriguez presented the following update:

- 1) He welcomed Supervisor Grijalva to the team.
- 2) The tennis and basketball courts were resurfaced last month. The nets at both courts were replaced.
- 3) Staff is working on replacing the tennis court screens and will place new rule signs.
- 4) He thanked the Police Department for assisting in recovering the costs in removing vandalism at the tennis courts and Jardin de Roca Park.
- 5) Hardball signs were installed around the softball field, along with the rules.
- 6) Public Works staff worked with Aquatics staff to install new pool cover racks and the new pool cover.
- 7) Staff is working on painting the 1st and 2nd floors of the Aquatics Center and is repainting the brown benches near the old snack bar.
- 8) Staff attended a field treatment training in La Puente.
- 9) The basketball court could also be configured for use as a volleyball court.
- 10) Pickle Ball lines were painted at the tennis courts.

PUBLIC SERVICES

DIRECTOR UPDATE

Director Rodriguez presented the following update:

- 1) She thanked Manager Zepeda for building up the swimming pool programs and arranging such wonderful aquatics programs to the point that it required a full time Supervisor.
- 2) She also provided an update on her attendance at the Contract Cities Conference held recently.
- 3) Public Works Services is currently recruiting for full-time Bus Drivers.

**COMMISSIONER ITEMS
AND REQUESTS**

CHAIR FRAIJO

Chair Fraijo commended the Recreation staff for its wonderful work despite the difficulties caused by the pandemic, and for always changing and adapting to the needs of the community. She spoke very highly of the Mariachi Fest events and stated that Irwindale's programs are above and beyond what other cities offer.

COMMISSIONER
ROMAN

Commissioner Roman thanked staff and the Commission for working well together.

COMMISSIONER LOPEZ Commissioner Lopez asked whether there is sufficient storage for the paddle boards that staff requested, to which Supervisor Grijalva advised that space is available.

CHAIR FRAIJO Responding to several questions by Chair Fraijo, Supervisor Rodriguez indicated that 1) the screens at the tennis courts will be replaced since the current ones were vandalized, 2) the irrigation at the Memorial Garden is working well, 3) staff is looking into winterizing the landscaping, and 4) staff replaced damaged or dying planters.

COMMISSIONER ROMAN Commissioner Roman reported on her attendance at the Contract Cities Conference.

CHAIR FRAIJO Chair Fraijo thanked staff and the Commission for their hard work and thanked the Irwindale Community Foundation for its generous donations to city programs and events.

ADJOURNMENT There being no further business to conduct, the meeting was adjourned at 8:12 p.m.

Armando Hegdahl, CMC
Management Analyst

City of
IRWINDALE
AGENDA REPORT

**PARKS & RECREATION
COMMISSION**

Date: November 3, 2021
To: Honorable Chair and Commission Members
From: Elizabeth Rodriguez, Public Services Director
Issue: Irwindale Community Foundation FY2021/2022 donations to the Aquatics and Recreation Divisions

Recommendation:

Receive and file the Irwindale Community Foundation FY 2021/2022 donations to the Aquatics and Recreation Divisions

Administrative Action:

Reviewed/Approved by:

Elizabeth Rodriguez, Public Services Director
(626) 430-2211



Background and Analysis:

On October 19, 2021, the Irwindale Community Foundation (ICF) Board met and reviewed the proposed budget for FY 2021-2022. The ICF Budget included requests for Aquatics and Recreation services and equipment as approved by the Parks & Recreation Commission at its October 6, 2021 meeting.

On October 27, 2021, the City Council accepted and approved the appropriation of the donation of funds from the Irwindale Community Foundation. The funds included \$45,550 for Aquatics and \$27,400 for Recreation.

The following table lists what services and equipment were approved, including the funding amounts, and what was denied by the ICF Board for FY 2021-2022:

AQUATICS

NAME	DESCRIPTION	DONATION REQUEST	APPROVED/DENIED
Paddle Boards Aqua Stand Up for Beginners & Mindful Waters	Purchase 8 Yoga Paddle Boards, Anchors & Obtain Certification (2 separate classes)	\$ 10,000	DENIED
Walking Class	Purchase water weights for arms and legs, water dumbbells, and an equipment rack for these items	\$ 1,770	APPROVED
Aqua Fitness Noodles	Purchase 70 pool noodles & 2 pool noodle holders	\$ 1,080	APPROVED
Swimming Lessons, Swim Team, Lap Swim	Purchase Kickboards & Kickboard Stand	\$ 990	APPROVED
Swim Team	Purchase Uniforms - Swimwear, Swim Caps, Goggles,	\$ 960	APPROVED
Aqua Volleyball Clinic	Purchase Equipment, including net and balls	\$ 750	APPROVED
Diving Boards	Purchase three (3) new diving boards	\$ 40,000	APPROVED
	TOTAL REQUESTED	\$ 55,550	
	TOTAL APPROVED		\$45,550

The purchase of paddle boards and anchors for Aqua Stand Up for Beginners and Water Tranquility and the certification for these classes were denied by the ICF board. The board members of ICF stated the paddle boards were too expensive and the number of participants was too low for the donation cost asked for by Aquatics. The total amount approved for Aquatics was \$45,550.

RECREATION

ITEM	DESCRIPTION	AMOUNT	APPROVED/DENIED
Snow Zone	Cost of snow zone for the Christmas Spectacular and the replacement cost for the large standees that are placed throughout the plaza.	\$ 13,000	APPROVED
Climb and Play Equipment	Soft climb and play equipment and toys for the classroom to allow the students a space to play inside the classroom that is age appropriate. Currently class toys and manipulatives are geared to ages 4+.	\$ 3,500	APPROVED
Movie Licensing	Purchase the licensing necessary to provide approximately six additional movie nights throughout the calendar year, along with family friendly activities during the event.	\$ 3,900	APPROVED
Healthy Irwindale	Funding for the purchase of incentive prizes that can be earned throughout the year based on fitness accomplishments. These items can include water bottles, pedometers, visors, window clings and more.	\$ 7,000	APPROVED
	TOTAL REQUESTED:	\$ 27,400	
	TOTAL APPROVED:		\$27,400

At the October 6, 2021 Park & Recreation Commission Meeting, Recreation identified \$3,500 to purchase incentive prizes for Healthy Irwindale. The dollar amount was increased from \$3,500 to \$7,000 prior to the ICF meeting due to an increase in quantities needed, materials and equipment for the program, and additional prizes added to the list. All donation requests made by the Recreation were approved by the ICF board in the amount of \$27,400.

City of
IRWINDALE
AGENDA REPORT

**PARKS & RECREATION
COMMISSION**

Date: November 3, 2021
To: Honorable Chair and Commission Members
From: Elizabeth Rodriguez, Public Services Director
Issue: Hybrid Meetings for Legislative Bodies

Recommendation:

Receive and file the information on Hybrid Meetings for Legislative Bodies.

Administrative Action:

Submitted/Approved by:

Elizabeth Rodriguez, Public Services Director
(626) 430-2211



Background and Analysis:

On October 13, 2021, the City Council directed staff to take the necessary steps to resume hybrid public meetings, thereby allowing the public to participate in a public meeting via teleconference or in-person, and foregoing the Brown Act's traditional agenda posting, physical access, and quorum requirements for teleconferencing for the month of November 2021.

On October 27, 2021, the City Council adopted Resolution No. 2021-94-3306, partially entitled, A Resolution of the City Council of the City of Irwindale Re-Ratifying the proclamation of a State of Emergency by Governor Newsom on March 4, 2020, and Authorizing Remote Hybrid Meetings of the Legislative Bodies of the City of Irwindale for the 30-Day Period Beginning November 1, 2021 through November 30, 2021 Pursuant to the Ralph M. Brown Act and Assembly Bill No. 361."

Resolution No. 2021-94-3306 declares exemption under AB 361 for legislative bodies such as the Parks & Recreation Commission, as (1) there is an existing state of emergency declared by the Governor, and (2) the Los Angeles County Department of Public Health's guidance recommends to social distance (about 6 feet away) from people outside your household or when vaccination status is unknown.

As a result, the Resolution modifies public meetings as follows:

- a. Under AB 361, teleconference requirements allow City legislative bodies to hold public meetings by teleconferencing or electronically, and in-person, without noticing the teleconferenced locations on the agenda, without making teleconferenced locations accessible to the public, without making physical locations accessible to the public, without posting agendas at teleconferenced locations, without requiring members of the legislative bodies to be physically present at the meeting, and without requiring a quorum of the members of the legislative body to participate from locations with the City's jurisdiction, as long as the agenda is posted at least 72 hours in advance, indicates that members of the legislative body may be participating electronically, provides the teleconference or webinar access information by which the public may participate electronically, and lists the procedure for individuals with disabilities to request reasonable accommodations;
- b. All public meeting agendas shall be posted at least 72 hours prior to a regular meeting and at least 24 hours prior to a special meeting;
- c. Members of the public will have the ability to access the meeting and directly address the legislative body via a call-in option, an internet-based service provider, or in-person. Members of the public who wish to access the meeting in person shall comply with all health and safety protocols imposed for in-person attendance to promote social distancing;
- d. In the event of a service disruption that prevents broadcasting of the meeting, the meeting will stop and no further action on the agenda items will occur until (1) an attempt to restore service for a 10-minute period, and (2) adjourning the meeting to a new date and time when an unresolved issue exceeds the 10-minute time period.

The Council Approved Protocols for the meetings are as follows:

- a. Delineated path of travel to and from the lectern - A delineated path of travel to and from the lectern will allow speakers to navigate from their seat to the lectern, and back again, once they are called upon to address the Council or commissions.
- b. Reserved seating for members of the public and City Staff - Seats in the Council Chambers will be reserved for members of the public and City staff. In complying with the LADPH social distancing guidance, 9 seats will be available for members of the public and 2 seats will be available for City staff. One of the staff members will sanitize the lectern and microphone after each speaker.

 1st Row: 2 seats total for members of the public
 2nd Row: No seats available
 3rd Row: 7 seats total for members of the public
- c. Additional Public Seating -Additional seating for members of the public is required for those individuals who are unable to assemble in the inner council chamber due to LACDPH's social distancing guidelines. Therefore, seating will be arranged in

the outer Council Chamber by City staff to comply with the LACDPH's 6-feet social distance guidance. Members of the public desiring to address the legislative body at the lectern will enter the council chamber from the south side entry door of the council chamber.

- d. Additional Staff Seating - Additional staff seating is required for those staff members who are unable to assemble in the inner council chamber due to LACDPH's social distancing guidelines, but are required to be at the public meeting. Therefore, the large conference room table located in the outer council chamber is designated for staff use during public meetings. Staff needing to address to the legislative body will enter the council chamber from the north entry door of the council chamber.
- e. Face Masks - In accordance with current County health orders, masks will be required for all attendees in the City Council Chambers.
- f. Administration of Public Comments - Under the hybrid model, members of the public joining via teleconference will be able to address the legislative body by telephone or via electronically. Additionally, members of the public participating in the meeting in-person will address the legislative body at the lectern located in the Council Chamber. To assist with the administrative facilitation and to ensure that members of the public have an opportunity to address the legislative body, staff recommends the following order for receiving comments:
 - i. 1st: In-person attendees - members of the public attending the meeting in person will be called upon to address the legislative body
 - ii. 2nd: Teleconference attendees - members of the public attending the meeting via telephone or electronically will be called upon to address the legislative body.
 - iii. 3rd: In-person attendees who did not previously provide comments on the matter being discussed by the legislative body will be called to address the legislative body.
 - iv. 4th: Teleconference attendees who did not previously provide comments on the matter being discussed by the legislative body will be called to address the legislative body.
 - v. 5th: Members of the audience (in-person or via teleconference) who have already addressed the legislative body on the matter being discussed may request to provide additional comments to the legislative body. This request will be approved or denied at the discretion of the legislative body.