

# CITY OF IRWINDALE

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

**MAGGIE GUZMAN**  
CHAIR

**IRIS RODRIGUEZ**  
VICE CHAIR

**CAROL ACOSTA**  
COMMISSIONER

**CHRISTINA FRAIJO**  
COMMISSIONER

**PATRICIA GONZALES**  
COMMISSIONER

## AGENDA FOR THE REGULAR MEETING OF THE

### SENIOR CITIZEN COMMISSION

**FEBRUARY 27, 2023**

**9:00 A.M.**

### IRWINDALE COUNCIL CHAMBER

#### *Limited Public Access*

#### *Pursuant to Irwindale Resolution No. 2023-05-3383*

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**

**Via Zoom Webinar at:**

**<https://us02web.zoom.us/j/88366337251>**

**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, or unless certain emergency or special circumstances exist. The Senior Citizen 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 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).

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## 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 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 SENIOR CITIZEN COMMISSION*



- A. **CALL TO ORDER**
- B. **PLEDGE OF ALLEGIANCE**
- C. **INVOCATION**
- D. **ROLL CALL: Commissioners: Carol Acosta, Christina Fraijo, Patricia Gonzales,  
Vice Chair Iris Rodriguez; Chair Maggie Guzman**

E. **AB 2449 DISCLOSURES**

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

**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 2 minutes and each subject limited to 6 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 by 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 held January 23, 2023.

**2. NEW BUSINESS**

A. Assembly Bill 2449 Brown Act Teleconferencing Requirements

Recommendation: Receive and file

**Department: Administration**

B. Cancellation Policy on Field Trips

Recommendation: Provide input to staff regarding a cancellation policy for field trips.

**Department: Public Services**

3. **SENIOR CENTER MANAGER UPDATE**
4. **PUBLIC SERVICES DIRECTOR UPDATE**
5. **COMMISSIONER ITEMS AND REQUESTS**
6. **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 February 27, 2023, to be posted at the City Hall, Library, and Post Office on February 23, 2023.

*Armando Hegdahl*

Armando Hegdahl, CMC  
Management Analyst

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

**JANUARY 23, 2023  
MONDAY  
9:00 A.M.**

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

**ROLL CALL:**

Present: Commissioners Carol Acosta, Christina Fraijo,  
Patricia Gonzales, Iris Rodriguez; Vice Chair Maggie Guzman

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

**COMMISSION  
REORGANIZATION**

MANAGEMENT  
ANALYST HEGDAHL

Management Analyst Hegdahl presented the staff report and  
opened the floor to nominations for the position of Chair.

COMMISSIONER  
RODRIGUEZ

Commissioner Rodriguez nominated Commissioner Guzman.

COMMISSIONER  
GUZMAN

Commissioner Guzman nominated Commissioner Acosta.

COMMISSIONER  
ACOSTA

Commissioner Acosta nominated Commissioner Guzman.

ROLL CALL

There being no further nominations, Analyst Hegdahl closed the floor  
to nominations and, on a call for the vote, Commissioner Guzman  
was unanimously appointed to the position of Chair.

CHAIR GUZMAN

Chair Guzman then opened the floor to nominations for the position  
of Vice Chair.

CHAIR GUZMAN

Chair Guzman nominated Commissioner Rodriguez.

ROLL CALL

There being no further nominations, Chair Guzman closed the floor  
to nominations and, on a call for the vote, Commissioner Rodriguez  
was unanimously appointed to the position of Vice Chair.

**SPONTANEOUS  
COMMUNICATIONS**

There were no speakers.

**CONSENT CALENDAR**

MOTION

A motion was made by Chair Guzman, seconded by Vice Chair  
Rodriguez, to approve the Consent Calendar. The motion was  
unanimously approved.

ITEM NO. 1A  
MINUTES

MINUTES

The minutes of the special meeting held December 19, 2022, were approved.

**END OF CONSENT CALENDAR**

**NEW BUSINESS**

ITEM NO. 1A  
FIELD TRIP  
CANCELLATION POLICY

FIELD TRIP CANCELLATION POLICY

MANAGER BELTRAN

Manager Beltran presented the verbal report wherein she advised that she has researched whether other cities have similar policies, which may not apply well to Irwindale's unique circumstances. She advised that all other cities appear to charge cancellation fees since they rent buses to transport their seniors; however, Irwindale owns its own bus. She recommended that seniors be requested to place a deposit when signing up for trips, which would be reimbursable upon their return from the trips. However, she indicated that this suggestion may not be approved by the City Council.

COMMISSIONER  
GONZALES

Commissioner Gonzales noted that the city pays for all trips, and that seniors that cancel their registrations for the trips end up costing the city money. She suggested that seniors that routinely cancel their reservations be made to wait to register for future trips until after other resident seniors register to attend.

COMMISSIONER  
ACOSTA

Responding to a question by Commissioner Acosta, Manager Beltran indicated that the policy that would ultimately be approved would apply only to the Senior Center.

DIRECTOR RODRIGUEZ

Director Rodriguez advised that the Parks and Recreation Commission will also consider an attendance policy for several of their programs. She noted that the policies would need to be approved by the Council before being implemented. She added that, although some seniors may take advantage since the city does not currently charge cancellation fees, others fully intend to attend the trips but become ill and must cancel on the day of the trip.

COMMISSIONER  
GONZALES

Commissioner Gonzales noted that some seniors cannot attend trips due to illnesses, though she stated that several seniors cancelled their attendance at a recent trip due to rain. She suggested that seniors notify staff by Wednesday at 6:00 p.m. if they plan on canceling their trip attendance, and that if they cancel after this day and time, that they be placed on non-resident standby lists if they wish to attend future trips.

DIRECTOR RODRIGUEZ

Director Rodriguez advised that staff would work on a draft policy for Commission consideration at a future meeting.

**SENIOR CENTER  
MANAGER UPDATE**

Senior Center Manager Beltran provided the following update:

- 1) The New year's Eve Dance was held last week and was a wonderful success. She thanked staff for their wonderful work in preparing for the event.
- 2) Sign-ups are now being accepted for the upcoming Valentine's Day Dance.
- 3) The winter season classes began last week. Mt. Sac classes have also begun.
- 4) A Birthday Brunch has been scheduled for Friday, to be followed by a Movie Matinee.
- 5) A Valentines Candygram fundraiser event has begun today.
- 6) Tea and Cookies events are held every Wednesday.
- 7) Muffin Monday will be held on February 6.
- 8) A field trip to Morongo Casino has been scheduled for February 11.
- 9) A field trip to see the "Grease" play has been scheduled for Saturday, followed by lunch at North Woods Inn.
- 10) The Senior Center's van will be repainted and will remain unavailable for about three weeks. The handicap van and another city vehicle would be available during this time.

**PUBLIC SERVICES  
DIRECTOR UPDATE**

Director Rodriguez provided the following update:

- 1) She noted that Michelle Duran will be recognized at the upcoming Irwindale Chamber of Commerce Installation Awards for her service on the Irwindale Community Foundation.
- 2) She also discussed the upcoming community meetings to discuss the "Founding Mothers" and "Veterans Monument Military Flags" projects.
- 3) The implementation of the three-barrel waste disposal system has been postponed for a future date in order to educate the members of the public regarding taxes, fees, and other assessments. Staff will inform the commission of the dates of these events once they have been scheduled.

**COMMISSIONER ITEMS  
AND REQUESTS**

CHAIR GUZMAN

Chair Guzman stated that some seniors have complained that some seniors take water in cups inside the exercise room, which could be spilled and may cause people to slip and fall. She suggested that staff request that seniors take water in sealable containers such as water bottles instead.

COMMISSIONER  
GONZALES

Commissioner Gonzales suggested that staff inquire whether masks are still required by the places that they will be visiting during field trips in the near future, to which Manager Beltran indicated that staff could announce before each class that water bottles or cups with lids are ok, and request that the seniors be careful with open cups.



CHAIR GUZMAN                      Responding to a question by Chair Guzman, Manager Beltran indicated that all programs and events have resumed as they were before the pandemic, with the exception of potlucks, which remain discontinued.

VICE CHAIR  
RODRIGUEZ                      Vice Chair Rodriguez requested that hot water be made available for tea during the week and not just on Wednesdays. She also requested more decorations in the dining room, to which Manager Beltran concurred and advised that she would work with staff on making sure the concern is addressed.

CHAIR GUZMAN                      Chair Guzman requested a moment of silence for the victims of the mass shooting in Monterey Park on January 21<sup>st</sup>.

**ADJOURNMENT**                      There being no further business to conduct, the meeting was adjourned at 9:43 a.m.

ATTEST:

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Armando Hegdahl  
Management Analyst

City of  
**IRWINDALE**  
**AGENDA REPORT**

SENIOR CITIZENS  
COMMISSION

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Date: February 27, 2023  
To: Honorable Chair and Commission Members  
From: Elizabeth Rodriguez, Public Services Director  
Issue: Assembly Bill 2449 Brown Act Teleconferencing Requirements

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**Recommendation:**

Receive and file.

**Administrative Action:**

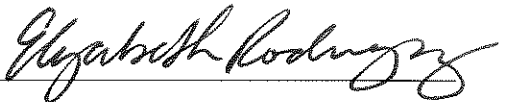
**Submitted by:**

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

Electronically Approved

**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

City of  
**IRWINDALE**  
**AGENDA REPORT**

SENIOR CITIZENS  
COMMISSION

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Date: February 27, 2023  
To: Honorable Chair and Commission Members  
From: Elizabeth Rodriguez, Public Services Director  
Issue: Cancellation Policy on Field Trips

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**Recommendation:**

*Provide input to staff regarding cancellation policy for field trips.*

**Administrative Action:**

**Submitted by:**

Eloise Beltran, Senior Center Manager  
(626) 430-2286



**Reviewed / Approved by:**

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



**Background and Analysis:**

In 2021, the city council approved the City of Irwindale Comprehensive Schedule of Fees & Charges, which included all senior center related fees. These approved changes made it possible for senior residents to register for field trips at no cost.

In 2022, the Irwindale Senior Center started to bring back field trips. In doing so, staff started to realize that some seniors were cancelling the day before the trip, on the day of trip or just not showing up at all for the trip. This left empty seats on bus and wasted entry fees paid for by the City of Irwindale through the Senior Center field trip budget.

This concern was brought forth at various 2022 Senior Citizen Commission meetings and staff was asked to look into guidelines and consequences for cancelling field trip attendance.

As such, Senior Center staff has developed the following Field Trip Guidelines based on comments from the senior commissioners at the January 23, 2023 meeting

The deadline for all Adults 50+ (participants) to cancel their attendance on a field trip is by 6:00 pm on the Wednesday prior to the trip date. If this is completed, then no further action will be taken as the participant canceled prior to the deadline. Any participant who cancels after the deadline will be subject to the following:

1. First time cancelling after deadline, the participant will not be able to sign up for the next trip until standby registration date.
2. Second time cancelling after deadline, the participant will not be able to sign up for a trip.

All trip registrations are done one month in advanced, and the deadline to cancel and receive a refund is always the Wednesday prior to the trip date. Staff requests to add a time to the deadline so it reads as follows:

- The deadline to cancel and receive a refund is by 6 pm the Wednesday prior to the trip date.