



**NOTICE AND CALL OF SPECIAL MEETING OF THE
IRWINDALE SENIOR CITIZEN COMMISSION**

**TO THE MEMBERS OF THE IRWINDALE SENIOR CITIZEN
COMMISSION AND TO THE CITY CLERK:**

**NOTICE IS HEREBY GIVEN that a special meeting of the
Irwindale Senior Citizen Commission is hereby called to be held on
MONDAY, October 22, 2018, at 9:00 a.m., in the Irwindale Senior
Center, 16116 Arrow Highway, Irwindale, California.**

**Said special meeting shall be for the purpose of conducting
business in accordance with the attached Agenda.**

No other business will be discussed.

Dated: October 18, 2018

ORIGINAL SIGNED

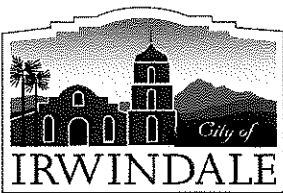
Virginia Diaz, Chair

AFFIDAVIT OF POSTING

I, Armando Hegdahl, Management Analyst, certify that I caused the Notice and Call of a Special Meeting of the Irwindale Senior Citizen Commission to be held on Monday, October 22, 2018, at 9:00 a.m., in the Irwindale Senior Center, to be hand delivered to each Commissioner, posted at the City Hall, Library, and Post Office on Thursday, October 18, 2018, and sent by E-MAIL to the San Gabriel Valley Tribune on the same date. **ORIGINAL SIGNED**

Armando Hegdahl, CMC
Management Analyst





CITY OF IRWINDALE

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

VIRGINIA DIAZ
CHAIR

MAGGIE
GUZMAN
VICE CHAIR

ARLINE
MIRANDA
COMMISSIONER

NATALIE
OROSCO
COMMISSIONER

IRIS RODRIGUEZ
COMMISSIONER

AGENDA FOR THE SPECIAL MEETING OF THE SENIOR CITIZEN COMMISSION

PLEASE NOTE
MEETING LOCATION

OCTOBER 22, 2018

9:00 A.M.

IRWINDALE SENIOR CENTER
16116 ARROW HIGHWAY
IRWINDALE, CA 91706
626-430-2283

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, 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 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 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: Arline Miranda, Natalie Orosco, Iris Rodriguez;
Vice Chair Maggie Guzman; Chair Virginia Diaz

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.

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 September 24, 2018.

2. NEW BUSINESS

3. SENIOR CENTER MANAGER UPDATE

4. COMMISSIONER ITEMS

5. ADJOURN

AFFIDAVIT OF POSTING

I, Armando Hegdahl, Management Analyst, certify that I caused the agenda for the special meeting of the Irwindale Senior Citizen Commission to be held on October 22, 2018, to be posted at the City Hall, Library, and Post Office on October 18, 2018.

Armando Hegdahl

Armando Hegdahl, CMC
Management Analyst

**IRWINDALE SENIOR CENTER
16116 ARROW HIGHWAY
IRWINDALE, CALIFORNIA 91706**

**SEPTEMBER 24, 2018
MONDAY
9:00 A.M.**

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

ROLL CALL: Present: Commissioners Arline Miranda (arrived at 9:01 a.m.), Natalie Orosco, Iris Rodriguez; Vice Chair Maggie Guzman; Chair Virginia Diaz

Also present: Theresa Olivares, Assistant City Manager; Elizabeth Rodriguez, Public Works Services Manager; Eloise Beltran, Senior Center Manager; and Armando Hegdahl, Management Analyst

**SPONTANEOUS
COMMUNICATIONS**

There were no speakers.

CONSENT CALENDAR

MOTION A motion was made by Chair Diaz, seconded by Commissioner Rodriguez, to approve the Consent Calendar. The motion was unanimously approved.

**ITEM NO. 1A
MINUTES**

MINUTES

The minutes of the regular meeting held August 27, 2018, were approved.

END OF CONSENT CALENDAR

NEW BUSINESS

**ITEM NO. 2A
IRWINDALE AVENUE
MEDIAN CONDITIONS**

IRWINDALE AVENUE MEDIAN CONDITIONS

MANAGER RODRIGUEZ Manager Rodriguez discussed the item. She noted that the city must continue abiding by strict watering regulations for the street medians, since the state technically remains in a drought. She added that the existing irrigation systems are deteriorating and in need of an update, though some repairs to the irrigation systems have been completed. Additionally, recent weather with extreme heat have unfortunately caused many plants and trees to die off. Staff plans on replacing dead trees, though this project will wait until the weather cools off. Staff continues working with the city contractor to determine the best method to water the median islands and to determine the best time to replant trees.

CHAIR DIAZ

Responding to a question by Chair Diaz, Manager Rodriguez indicated that property owners are generally responsible for maintaining trees located on parkways. However, should these trees need to be trimmed, property owners can contact city staff.

**SENIOR CENTER
MANAGER UPDATE**

Senior Center Manager Beltran presented the following update:

- 1) The trip to the Murder Mystery Dinner has sold out.
- 2) A Metro on the Go trip to Hollywood and Highland has been scheduled for October 12.
- 3) A Birthday Breakfast event has been scheduled for September 28.
- 4) Interested individuals can register for the Halloween Dance and Potluck on October 1.
- 5) A Vintage Cupcake Class has been scheduled for October 5.
- 6) The Health Fair and Flu Shots event will be held on October 3.
- 7) Residents can begin signing up for the Thanksgiving Dinner Dance beginning October 15.
- 8) "Crafts with Dee" will be held on October 10.

**COMMISSIONER
ITEMS**

VICE CHAIR GUZMAN

Vice Chair Guzman thanked Senior Center staff for the wonderful programs and events it organizes, as well as for the excellent exercise classes. She indicated that some seniors do not keep the Senior Center's side doors closed, to which Assistant City Manager Olivares indicated that staff plans on making some improvements to the Senior Center. After these are completed, staff will address entry issues.

COMMISSIONER
MIRANDA

Commissioner Miranda suggested continuing to remind seniors about the need to enter the Senior Center through the main entrance and not the side doors.

CHAIR DIAZ

Chair Diaz advised that she has received complaints from seniors who state that they are not served enough food at the Senior Center, and that some seniors cut in line to be served their food, to which Manager Beltran advised that staff on occasions distributes meals utilizing a ticketing system, and noted that the amount of food that is distributed per person is determined based on a balanced meal plan.

VICE CHAIR GUZMAN

Responding to a comment by Vice Chair Guzman, Manager Beltran advised that food and drinks are not permitted in the computer room.

ASSISTANT CITY
MANAGER OLIVARES

Assistant City Manager Olivares added that food and drinks are not permitted in the computer room due to the presence of sensitive electronic equipment, which may be damaged if food and drinks are spilled.

COMMISSIONER
RODRIGUEZ

Commissioner Rodriguez indicated that utilizing wristbands at dances and during meal distribution seems to be working well, to which Manager Beltran advised that this system was implemented to better control meal distribution.

ADJOURNMENT

There being no further business to conduct, the meeting was adjourned at 9:18 a.m.

ATTEST:

Armando Hegdahl, CMC
Management Analyst