

**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, December 17, 2018, at 9:00 a.m.**, in the City Hall Council Chambers, 5050 N. Irwindale Avenue, 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: December 13, 2018

ORIGINAL SIGNED
Virginia Diaz, Chair

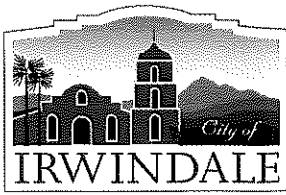
AFFIDAVIT OF POSTING

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, December 17, 2018, at 9:00 a.m., in the Irwindale City Hall Council Chambers, to be hand delivered to each Commissioner, posted at the City Hall, Library, and Post Office on Thursday, December 13, 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

DECEMBER 17, 2018

9:00 A.M.

IRWINDALE CITY HALL / COUNCIL CHAMBER

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. Special meeting held November 26, 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 December 17, 2018, to be posted at the City Hall, Library, and Post Office on December 13, 2018.

Armando Hegdahl

Armando Hegdahl, CMC
Management Analyst

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

**NOVEMBER 26, 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, Natalie Orosco, Iris Rodriguez; Vice Chair Maggie Guzman; Chair Virginia Diaz

Also present: Theresa Olivares, Assistant City 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 Vice Chair Guzman, to approve the Consent Calendar. The motion was unanimously approved; Commissioner Miranda abstaining.

**ITEM NO. 1A
MINUTES**

MINUTES

The minutes of the special meeting held October 22, 2018, were approved.

END OF CONSENT CALENDAR

**SENIOR CENTER
MANAGER UPDATE**

Senior Center Manager Beltran presented the following update:

- 1) The December 8 trip to the Candlelight Pavilion has sold out.
- 2) Special Events for the month of December:
 - A) Birthday Breakfast – December 30
 - B) Gingerbread House Decorating / Potluck – December 7
 - C) The Christmas Dinner Dance has sold out
- 3) She welcomed Denise Avila as the newest member of the Senior Center team.
- 4) The Senior Center will be closed on the following dates/times:
 - A) December 6, from 11:30 to 2, for the Employee Holiday Luncheon;
 - B) December 14 beginning at 2 for the Christmas Dinner Dance;
 - C) December 21 through January 7 for the City Office Holiday Closure.
- 5) Staff has purchased a new ice machine for the Senior Center and hopes to install it soon.

**COMMISSIONER
ITEMS**

COMMISSIONER
RODRIGUEZ

Commissioner Rodriguez spoke very highly of the recent Thanksgiving Dance.

MANAGER BELTRAN

Manager Beltran indicated that the catering was provided by a new company since the city contact at the previous company no longer works there, and as such, the city does not receive its customary discount.

CHAIR DIAZ

Chair Diaz stated that everyone enjoyed the dance and dinner.

COMMISSIONER
OROSCO

Commissioner Orosco said that the food portions were just right, and that the food was delicious.

VICE CHAIR GUZMAN

Vice Chair Guzman repeated a previous concern about vehicles impeding access to trash receptacles by the trash hauler, to which Assistant City Manager Olivares advised that staff would follow-up on the matter with the property's management company.

CHAIR DIAZ

Chair Diaz thanked staff for their hard work in arranging for the dinner and dance.

COMMISSIONER
MIRANDA

Commissioner Miranda also thanked staff for all their efforts.

ADJOURNMENT

There being no further business to conduct, the meeting was adjourned at 9:09 a.m.

ATTEST:

Armando Hegdahl, CMC
Management Analyst