

CITY OF IRWINDALE

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

**MAGGIE
GUZMAN**
CHAIR

VIRGINIA DIAZ
VICE CHAIR

CAROL ACOSTA
COMMISSIONER

NATALIE OROSCO
COMMISSIONER

IRIS RODRIGUEZ
COMMISSIONER

AGENDA FOR THE REGULAR MEETING OF THE

SENIOR CITIZEN COMMISSION

MAY 24, 2021

9:00 A.M.

VIA TELECONFERENCE

(Closed to the Public)

Pursuant to Executive Order N-29-20

The Governor has declared a State of Emergency to exist in California because of the threat of COVID-19 (aka the "Coronavirus"). The Governor also issued Executive Order N-25-20, which directs Californians to follow public health directives including canceling large gatherings. The Executive Order also allows local legislative bodies to hold meetings via conference calls while still meeting state transparency requirements.

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 will also be available through the following options:

Registration URL:

<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, 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: Carol Acosta, Natalie Orosco, Iris Rodriguez;
Vice Chair Virginia Diaz; Chair Maggie Guzman

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 April 26, 2021.

2. NEW BUSINESS

A. City of Irwindale Comprehensive Schedule of Fees & Charges

Recommendation: Receive and provide input on the Senior Center Department's portion of the City of Irwindale's Comprehensive Schedule of Fees & Charges.

B. Irwindale Community Foundation Update (Verbal)

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 May 24, 2021, to be posted at the City Hall, Library, and Post Office on May 21, 2021.

Armando Hegdahl

Armando Hegdahl

Management Analyst

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

**APRIL 26, 2021
MONDAY
9:00 A.M.**

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

ROLL CALL: Present: Commissioners Natalie Orosco, Iris Rodriguez;
Vice Chair Virginia Diaz; Chair Maggie Guzman

Absent: Commissioner Carol Acosta

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

**SPONTANEOUS
COMMUNICATIONS**

There were no speakers.

CONSENT CALENDAR

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

**ITEM NO. 1A
MINUTES**

MINUTES

The minutes of the regular meeting held March 22, 2021, were approved.

END OF CONSENT CALENDAR

NEW BUSINESS

**ITEM NO. 2A
SENIOR CENTER
FITNESS EQUIPMENT**

SENIOR CENTER FITNESS EQUIPMENT – Verbal Report

**SENIOR CENTER
MANAGER BELTRAN**

Senior Center Manager Beltran presented the report and the PowerPoint presentation, wherein she showed the new fitness equipment that was installed at the Senior Center.

VICE CHAIR DIAZ

Responding to several questions by Vice Chair Diaz, Manager Beltran advised that appointments will be required from those who wish to use the new equipment, and that the equipment may be used for 45-minute intervals. Each piece of equipment will contain warnings and instructions on how to properly use it.

Vice Chair Diaz thought it was wonderful that the equipment was obtained through a grant, to which Manager Beltran noted that the grant proceeds were shared with the Recreation Department.

**SENIOR CENTER
MANAGER UPDATE**

Senior Center Manager Beltran provided the following update:

- 1) The following events and activities have been scheduled:
 - A) "5 de mayo" drive-thru celebration meal – May 4.
 - B) Mother's Day Giveaway – May 7.
 - C) Intergenerational Crafts – April 26. Another Intergenerational event has been combined with Loteria on Zoom, and is scheduled for May 5.
 - D) Crafts on Zoom – May 12
 - E) Bingo on Zoom – April 28
 - F) Rockout Drumming Class – Mondays or Fridays from 9 to 10.
 - G) Birthday Breakfast – April 30
 - H) Intergenerational Book Club – April 28.
 - I) Hair Styling Services and Men's Haircuts – Men can begin making appointments today for appointments on Monday.
 - J) Registrations for the Care Package Program have been raised from 10 to 20.

**PUBLIC SERVICES
DIRECTOR**

Public Services Director Rodriguez introduced herself to the Commission, thanked them for returning to the Council Chambers for the commission meetings, and encouraged them to contact her with any questions or concerns.

**COMMISSIONER ITEMS
AND REQUESTS**

CHAIR GUZMAN

Chair Guzman thanked staff for delivering meals to the seniors' homes and for making the necessary arrangements for the virtual commission meetings.

VICE CHAIR DIAZ

Vice Chair Diaz spoke very highly of the improvements made recently at Irwindale Park, including the Memorial Garden and the Bus Turnout.

ADJOURNMENT

There being no further business to conduct, the meeting was adjourned at 9:23 a.m.

ATTEST:

Armando Hegdahl
Management Analyst

City of
IRWINDALE
AGENDA REPORT

SENIOR CENTER
COMMISSION

Date: May 24, 2021
To: Honorable Chair and Commission Members
From: Elizabeth Rodriguez, Public Services Director
Issue: *City of Irwindale Comprehensive Schedule of Fees & Charges*

Recommendation:

Receive and provide input on the Senior Center Department's portion of the City of Irwindale's Comprehensive Schedule of Fees & Charges.

Administrative Action:

Submitted by:

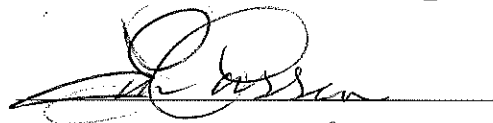
Elizabeth Rodriguez, Public Services Director
(626) 430-2211

Reviewed by:

Eva Carreon, Finance Director/City Treasurer

Approved by:

Elizabeth Rodriguez, Public Services Director



Background and Analysis:

Phase 1 of the Comprehensive Schedule of Fees & Charges (Schedule) was adopted by the City Council on November 14, 2018, but did not include community services departments such as the Senior Center Department. Phase 2 of the Schedule was adopted by the City Council on April 24, 2019, under Resolution No. 2019-11-3095, and the Finance Department intends to review and update the Schedule in the next couple of months. Staff is presenting the Schedule to the Commission in order to receive input and recommendations. The recommendations will be provided to the Finance Department, who will present the proposed Schedule changes to the City Council and the community for review and consideration for approval. Staff is requesting the Commission review the Schedule at this meeting in case there are any questions or research for staff to conduct

prior to the Commission's June meeting. The requests received tonight will be reflected in the proposed Schedule changes presented to the Commission on June 28, 2021 for review and a recommendation to the City Council.

Fiscal Impact:

This report does not result in a fiscal impact. Any proposed decrease in fees will reduce the general fund revenues. Based on the input received from the Commission, the June report may reflect an estimated impact to the general fund.

Attachment:

1. Comprehensive Schedule of Fees and Charges – Please refer to Senior Center and Facility Fees Only

Description of Fee		Fee Amount	Notes
Programs & Activities			
Various Recreation Activities Offered Throughout the Year <i>- Includes Canvas Kits, Painters Club, Pint Size Picasso's, Cupcake Cuties, Playbiter Club, Bunco Bash, Summer Bridge, Volleyball Clinic, etc</i>			
65	Resident	-	No Fee
66	Non-Resident	10.00	
67	Materials Fee (if needed)	At Cost	Varies per Activity
68	Other Activities: (Tball, Whiffle Ball, etc)	-	No Fee
Special Events & Other Fees			
Craft Fair Vendor Space			
69	Resident (using private insurance)	5.00	Per Event
70	Resident (using City insurance)	10.00	Per Event
71	Non-Res/Business/Non-Profit (w/private insurance)	10.00	Per Event
72	Non-Res/Business/Non-Profit (w/City insurance)	20.00	Per Event
73	Additional Table	10.00	Per Table
Family Camp Out			
74	Resident - Adult	6.00	
75	Resident - Child	4.00	
76	Non-Resident - Adult	12.00	
77	Non-Resident - Child	8.00	
Pumpkin Carving Contest			
78	Resident	-	No Fee
79	Non-Resident - Sponsored	5.00	
Registration Refunds			
80	Refund Fee - For refunds less than \$10	-	Waived
81	Refund Fee - For refunds greater than \$10	3.00	Per Transaction
SENIOR CENTER			
Senior Meals			
Lunch			
1	Residents (includes homebound deliveries)	1.00	
2	Non-Residents	2.00	
Monthly Birthday Breakfast			
3	Residents	2.00	
4	Non-Residents	2.00	
Senior Services			
5	Senior Transportation - Residents Only <i>- Transportation provided to Senior Residents for Doctor Appointments, Prescription Pickup, Grocery Shopping, etc.</i>	-	No Fee
Women's Hairstyling			
6	Resident	-	No Fee
7	Non-Resident	12.50	
Men's Barber Services			
8	Resident	-	No Fee
9	Non-Resident	6.25	
10	Senior Center Printing/Copies (Black & White/Color)	0.15	Per Page
Senior Field Trips			
Senior Field Trips (Requiring Ticket / Entrance Fee)			
11	Resident	25% of Ticket	
12	Non-Resident	50% of Ticket	
Senior Field Trips (Free to visit Locations)			
13	Resident	5.00	
14	Non-Resident	6.00	
Senior Classes			
<i>The Senior Center offers a variety of Fitness, Dance, Computer, and Arts & Crafts Classes throughout the year</i>			
15	Classes Instructed by Volunteers or MtSAC City Funded Classes	-	No Fee
16	Resident	2.00-10.00	Fee varies based on class & # of weeks
17	Non-Resident	4.00-10.00	Fee varies based on class & # of weeks

Description of Fee		Fee Amount	Notes
Senior Clubs & Activities			
18	Senior Clubs <i>- Includes Metro On The Go, Hooks & Loops, Walking Club, Wii Club, etc</i>	-	No Fee
19	Senior Activities <i>- Includes Movies, Holiday Crafts, Pumpkin Decorating, Chair Volleyball, Mexican Train, Billiards, etc</i>	-	No Fee
20	Bingo	3.00	Includes 1st Bingo Card
21	Additional Bingo Cards	0.25	Per Card (or 5 for \$1)
22	Blackout Cards	1.00	Per Card
23	Bunco	3.00	
24	Billiards Tournament	3.00	
Special Events			
25	Complimentary Events Provided Throughout the Year <i>- Includes St. Patrick's Day Dance, Spring Sock Hop, Easter Egg Hunt, Luau, Singles Mingle, Pumpkin Contest, Halloween Dance, and various other seasonal events</i>	-	No Fee
Senior Dances			
Valentine's Dance / Mexican Independence Day Dance			
26	Residents	3.00	
27	Non-Residents	5.00	
Annual Prom / Thanksgiving Dance / Christmas Dance			
28	Residents	5.00	
29	Non-Residents	10.00	
Mother's Day & Father's Day Events			
30	Residents	3.00	
31	Non-Residents	5.00	
Spring / Holiday Boutique / Craft Fair			
32	Vendor Space (using private insurance)	5.00	Per Event
33	Vendor Space (includes City insurance)	10.00	Per Event
34	Additional Table	10.00	Per Table
Senior Health Fair			
35	Flu Shots	-	No Fee
36	Vendor Space (using private insurance)	10.00	Per Event
37	Vendor Space (using City insurance)	20.00	Per Event
38	Additional Table	10.00	Per Table
FACILITY RENTALS			
Community Center			
Rental Fee			
1	Resident	60.00	Hourly; 2 Hour Minimum
3	Non-Resident	120.00	Hourly; 2 Hour Minimum
Rental Fee - KITCHEN ONLY			
4	Resident	30.00	Hourly
6	Non-Resident	60.00	Hourly
Other Fees			
7	Setup & Cleanup Time	20.00	Hourly
8	Security Deposit	300.00	
9	Insurance (if obtained through City)	At Cost	Varies per Type of Event
Mission			
Rental Fee			
10	Resident	50.00	Hourly; 2 Hour Minimum
12	Non-Resident	100.00	Hourly; 2 Hour Minimum
Other Fees			
13	Setup & Cleanup Time	20.00	Hourly
14	Security Deposit	200.00	
15	Insurance (if obtained through City)	At Cost	Varies per Type of Event

Description of Fee		Fee Amount	Notes
Recreation Banquet Room			
Rental Fee			
16	Resident	40.00	Hourly
18	Non-Resident	100.00	Hourly
Rental Fee - KITCHEN ONLY			
19	Resident	20.00	Hourly
21	Non-Resident	40.00	Hourly
Other Fees			
22	Setup & Cleanup Time	10.00	Hourly
23	Security Deposit	100.00	
24	Insurance (if obtained though City)	At Cost	Varies per Type of Event
Gymnasium			
Rental Fee			
25	Resident	25.00	Hourly; 2 Hour Minimum
27	Non-Resident	100.00	Hourly; 2 Hour Minimum
Other Fees			
28	Scoreboard/Keeper Staff Time	At Cost	Hourly; Charged at Sr Rec Aide Rate
29	Security Deposit	200.00	
30	Insurance (if obtained though City)	At Cost	Varies per Type of Event
Picnic Shelter			
Rental Fee			
31	Resident	10.00	Hourly
33	Non-Resident; Accepted only less than 30 days to event	300.00	Per Day
Other Fees			
34	Security Deposit	75.00	
35	Insurance (if obtained though City)	At Cost	Varies per Type of Event
Picnic Area			
Rental Fee			
36	Resident	15.00	Daily
38	Non-Resident	35.00	Daily
Other Fees			
39	Power Outlet Convenience Fee	15.00	Daily
Softball Field			
Rental Fee			
40	Resident	25.00	Hourly
42	Non-Resident	50.00	Hourly
Softball Field Lighting Rental			
43	Resident	15.00	Hourly
45	Non-Resident	30.00	Hourly
Other Fees			
46	Scoreboard/Keeper Staff Time	At Cost	Hourly; Charged at Sr Rec Aide Rate
47	Security Deposit	200.00	
48	Insurance (if obtained though City)	At Cost	Varies per Type of Event
Swimming Pool			
Rental Fee			
49	Resident	200.00	Hourly
50	Irwindale Business/Non-Profit Organization	300.00	Hourly
51	Non-Resident	400.00	Hourly
Other Fees			
52	Asst Pool Manager	At Cost	
53	Sr Lifeguards	At Cost	
54	Security Deposit	300.00	
55	Insurance (if obtained though City)	At Cost	Varies per Type of Event
Cancellation Fees			
56	Cancellation Fee: 60+ Days Prior to Event	10%	10% of Rental Fee; Charged to Deposit
57	Cancellation Fee: 6-59 Days Prior to Event	30%	30% of Rental Fee; Charged to Deposit
58	Cancellation Fee: 0-5 Days Prior to Event	100%	100% of Rental Fee; Charged to Deposit