



**CITY OF WEST COVINA
COMMUNITY AND SENIOR SERVICES COMMISSION**

**TUESDAY, MAY 14, 2019. 6:00 PM
REGULAR MEETING**

**WEST COVINA CITY HALL
MANAGEMENT RESOURCE CENTER (MRC) ROOM 314
WEST COVINA, CALIFORNIA 91790**

MINUTES

Chair VACANT

Vice-Chair David Stewart

Commissioner Steven Bennett

Commissioner Tam Dinh

Commissioner Phil Kaufman

Commissioner Nick Lewis

Commissioner Gayle Mason

Commissioner Carole Mullner

Commissioner Betty Valles

Commissioner Alfred Williams

Commissioners Karim Zaklama

AMERICANS WITH DISABILITIES ACT

The Commission complies with the Americans with Disabilities Act (ADA). If you will need special assistance at Commission Meetings, please call (626) 939-8433 (voice) or (626) 960-4422 (TTY) from 8:00 a.m. to 5:00 p.m. Monday through Thursday, at least 48 hours prior to the meeting to make arrangements.

AGENDA MATERIAL

Agenda material is available for review at the West Covina City Clerk's Office, Room 317 in City Hall, 1444 W. Garvey Avenue and at www.westcovina.org. Any writings or documents regarding any item on this agenda not exempt from public disclosure, provided to a majority of the Commission that is distributed less than 72 hours before the meeting, will be made available for public inspection in the City Clerk's Office, Room 317 of City Hall during normal business hours.

PUBLIC COMMENTS
ADDRESSING THE COMMUNITY AND SENIOR SERVICES COMMISSION

Any person wishing to address the Commission on any matter listed on the agenda or on any other matter within their jurisdiction should complete a speaker card that is provided at the entrance to the Council Chambers and submit the card to the Commission Secretary

Please identify on the speaker card whether you are speaking on an agenda item or non-agenda. Requests to speak on agenda items will be heard prior to requests to speak on non-agenda items. All comments are limited to three (3) minutes per speaker.

CALL TO ORDER

PLEDGE OF ALLEGIANCE / MOMENT OF SILENT PRAYER

ROLL CALL

Present: Vice-Chair David Stewart, Commissioner Tam Dinh, Commissioner Phil Kaufman, Commissioner Nick Lewis, Commissioner Gayle Mason, Commissioner Carole Mullner, Commissioner Betty Valles, Commissioner Alfred Williams, Commissioners Karim Zaklama.

Absent: Commissioner Steven Bennett.

Staff Present: Assistant City Manager/Public Services Director Nikole Bresciani, Public Services Superintendent Mike Cresap, Public Services Manager Kelly McDonald, Administrative Assistant II Deborah Johnston.

ORAL COMMUNICATIONS - Three (3) minutes per speaker

Please state your name and city of residence for the record when recognized by the Commission Chair.

None.

CONSENT CALENDAR

APPROVAL OF MEETING MINUTES

1) March 12, 2019, Community and Senior Services Commission Meeting Minutes.

It is recommended that the Commission approve the March 12, 2019, Community and Senior Services Commission Meeting Minutes.

Commissioner Stewart asked for a consensus to approve the meeting minutes as presented. Motion carried by a vote of 9-0 with 1 absent.

AYES: Stewart, Dinh, Kaufman, Lewis, Mason, Mullner, Valles, Williams, Zaklama.

NOES: None.

ABSENT: Bennett

ABSTAIN: None.

NEW BUSINESS

2) Selection of Chair of the Community and Senior Services Commission

Motion by Lewis, second by Mason. To nominate Dave Stewart to the seat of Chair.
Motion carried by a vote of 9-0.

AYES: Stewart, Dinh, Kaufman, Lewis, Mason, Mullner, Valles, Williams, Zaklama.

NOES: None.

ABSENT: Bennett.

ABSTAIN: None.

3) Selection of Vice-Chair of the Community and Senior Services Commission

Motion by Valles, second by Kaufman. To nominate Nick Lewis to the seat of Vice Chair. Motion carried by a vote of 9-0.

AYES: Stewart, Dinh, Kaufman, Lewis, Mason, Mullner, Valles, Williams, Zaklama.

NOES: None.

ABSENT: Bennett.

ABSTAIN: None.

4) Selection of Ad Hoc Committee Members

a. Community Development Block Grant Committee (no more than 5 Commissioners)

Dave Stewart, Gayle Mason, Nick Lewis, Carole Mullner and Alfred Williams.

b. Capital Improvement Project (no more than 5 Commissioners)

Phil Kaufman, Steve Bennett, Gayle Mason, Betty Valles and Nick Lewis.

c. Homeless Sub Committee (no more than 5 Commissioners)

Phil Kaufman, Tam Dinh, Steve Bennett, Dave Stewart and Nick Lewis.

Motion by Lewis, second by Kaufman, to approve the above Ad Hoc committees and Commissioners appointed to them. Motion carried by a vote of 9-0.

AYES: Stewart, Dinh, Kaufman, Lewis, Mason, Mullner, Valles, Williams, Zaklama.

NOES: None.

ABSENT: Bennett.

ABSTAIN: None.

5) Volunteer of the Year Nominations Selection – Community Services & Recreation Services

Discussion was had about the nominations received for Community Services, Andres Castaneda and Suburban Water Systems, and a selection was made.

Motion by Kaufman and second by Lewis to select Andres Castaneda as the Volunteer of the Year Awardee for Community Services. Motion carried by a vote of 8-0 with 1 abstaining and 1 absent.

AYES: Stewart, Dinh, Kaufman, Lewis, Mason, Mullner, Valles, Zaklama.

NOES: None.

ABSENT: Bennett.

ABSTAIN: Williams.

Recreation Services Nominee: No nominations were received.

Discussion was had about revisiting the criteria, making adjustments to the application, update the information for each category regarding prior awardees being eligible for nomination again, creating a list of prior awardees for future consideration and nominations and changing the timeline of the program to not coincide with the other entities Volunteer of the Year programs, to increase the number of nominations received for next year's application process. The only exception to changing the timeline would be the review of applications received for the Outstanding Older American Volunteer of the Year program as that is a Los Angeles County program.

All Commissioners agreed to direct staff to re-create and update criteria on the application for the 2020 volunteer of the year nomination process. Staff will do so.

6) Commissioner Kaufman requested the Commission recommend to the Council to send a letter to both the Los Angeles County Sheriff & Supervisor Hilda Solis's office that includes a detailed description of the process that Chicago is doing with their county inmate release program to help alleviate homelessness within their community.

Discussion was had about Chicago (Illinois) inmate release program that assists inmates with transiting back into society by offering temporary housing, food and job training assistance. Commissioner Lewis also stated that we should include Rhode Island's program that is not only a state wide program but has similarities to the Chicago program, within the letter for consideration as well. A request by Commissioner Kaufman for either city staff or a Commissioner to create a letter to present to Council for review and submittal to the Los Angeles County Sheriff & Supervisor Hilda Solis's offices to look into these programs and see how these programs could assist with the homelessness programs currently being created or updated within California and our community was presented for consideration.

Commissioner Stewart took a consensus of Commissioners and all in agreeance to direct Commissioner Kaufman to draft a letter to send to Nikole for review and presentation for Council's consideration.

- 7) **Commissioner Zaklama requested an update on special event calendar in conjunction with infrastructure of the parks to hold special events.** – Presented by Public Services Supervisor Mike Cresap

Discussion was had about the upcoming special events for the remainder of 2019 and events scheduled for 2020 as well as the infrastructure of city facilities and parks to hold larger scale special events. The subject of having, or creating amphitheaters or the like, for these types of events was discussed. However, due to limited space currently at facilities and parks, the logistics of larger scale events are not currently attainable at this time with the current infrastructure. Staff will include the implementation of special uses such as amphitheaters and the like in future projects that are planned through the Parks Needs Assessment process.

Discussion was had if Commissioners could assist the City with applying for grants for projects. Discussion regarding the process was given by Nikole and she welcomed the assistance from Commissioners to assist with the grant process and looks forward to working with those Commissioners that wish to participate in this process as well.

- 8) **Facility Reports for February and March 2019**

Discussion regarding the reports and numbers given. Statistics of Public Services Maintenance Division's work order status was requested by Commissioners to be placed with the facility usage reports to see the progress of work being completed by Staff and give a timeline of completion of requests. Staff will provide that documentation.

Discussion was had about the reports looking similar. Staff will verify numbers and bring back corrections to the report that are incorrect at the next meeting in July.

- 9) **Update on Measure A Funding for Park Improvement** – Presented by Assistant City Manager/Public Services Director Nikole Bresciani

Commissioners were provided with the last Park Needs Assessment listing and an updated fund allocation sheet to review during this presentation.

Discussion was had about the receipt of new funds from Measure A, the projects set to be done based on the grant funds that are allocated for the projects, as well as old projects and old funds that need to be completed before new projects can be started and funds utilized for these new projects. City Staff stated that they recently discovered through this year's Measure A process, that the City has approximately \$2 million in a fund within a holding account the County holds for the City, which needs to be used on old projects. Old projects must be completed and old funds used before new funding received can be used on new projects. Discussion was had on how to move forward with Measure A and a request by Commissioner Lewis to bring back this request at the next Commission meeting in July. Staff will bring back the request as the next meeting in July.

CONTINUED BUSINESS

10) Update on Commissioner Kaufman's request that the Historical Society bust be displayed at a secure location at City Hall.

Discussion was had as to where in city hall the Historical Society's honorary bust could be displayed in a secure location but also accessible to the public for viewing. Nikole stated that the best location/city facility to meet these needs would be the City Manager's office if the Historical Society would be willing to display it there. Nikole stated the only other location she would suggest is maybe the Plaza at West Covina if they have a location available for their request. Commissioner Kaufman stated he will bring this information back to the Historical Society and see what their decision will be and bring an update back to the Staff.

11) Update on Commissioner Lewis's request for uses for the parcel at South Cameron & East Hills Drive. – Update was given by Assistant City Manager/Public Services Director Nikole Bresciani

Discussion was had regarding this property being a catch basin and the logistics in using this property for anything other than what it is currently being used for are unknown due to it being a catch basin location and the State and County regulations related to these types of use. At this time the City will not pursue any other use of this property due to these regulations.

AD HOC COMMITTEE REPORTS

12) Fiscal Year 2019-2020 Community Development Block Grant Funding (CDBG) Public Service Project Funding Recommendations – Presented by Public Services Manager Kelly McDonald

It is recommended that the Commission approve Fiscal Year (FY) 2019-2020 CDBG Public Service Project

Funding recommendation summary was given to Commissioners. Eleven (11) applications were received for request for funding and seven (7) applicants were chosen by the CDBG Sub-Committee to receive funding from Community Development Block Grant (CDGB). Discussion was had regarding these entities applications and if they provided statistics of those served that included residents of West Covina.

Motion by Lewis, second by Mason, to adjourn. Motion carried by a vote of 9-0.

AYES: Stewart, Dinh, Kaufman, Lewis, Mason, Mullner, Valles, Williams, Zaklama.

NOES: None.

ABSENT: Bennett.

ABSTAIN: None.

COMMISSIONERS REPORTS

Vice Chair Stewart:

Spoke about Queen of the Valley ER and number of beds and the project that Commissioner Kaufman reported on as well. Attended the Homeless meeting organized by citizens. Attended the Grand Opening of Toby's Latin Grill. Attended the soft opening of Portos as well.

Commissioner Bennet: Absent.

Commissioner Dinh: Nothing to report.

Commissioner Kaufman:

Attended Portos soft opening and grand opening. Fabulous job done by staff of Portos. Grand Opening for Toby's Latin Grill. Attended Mike Spence Memorial services that was well attended and very well done and hearts go out to the family. Attended a meeting for the public at Queen of the Valley which gave updates to the project going into the prior baseball field that they acquired. It was a very informative meeting. There will be a few more weeks for public comment and then the hope is that the project will go forward.

Commissioner Lewis: Nothing to report.

Commissioner Mason:

Attended the grand opening of Portos which was well attended. Spoke with Susie Perez at the senior center regarding the programs at the center and stated "what a gem she is and the best person to have in charge of this facility and programs". Spoke about the programs and the need for more gift cards for raffles during events they have at the Senior Center. She attended the Volunteer luncheon which was well attended. Stated that the senior center is a well-used facility and really great things are happening there. Attended Mike Spence's memorial services which was well attended and emotional. Attended the musical performance (Opera) at the senior center that was fantastic.

Commissioner Mullner: Nothing to report.

Commissioner Valles: Nothing to report.

Commissioner Williams: Nothing to report.

Commissioner Zaklama:

Was approached by the Y.W.C.A. to host the youth that are currently at the Wings program which is for families whom have become homeless due to domestic violence situations. They stated that there are many programs that can be done at the facility for the youth but that anything outside the facility is not funded so the request to host the youth by donating anything to include, shoes, clothes, gift cards to various things like movies, ice cream, etc. would be greatly appreciated. His office did host several youth for the day and provided some of these items as well as some career advice. Commissioner Mullner stated maybe the West Covina Women's Club would be a good place to start or do a presentation at their next luncheon to generate much needed items for their program and youth.

ITEMS TO BE AGENDIZED

Commissioner Lewis request to bring back clarification of Measure A Funds and the \$2 million dollars in old funds and how those funds will be utilized.

UPCOMING EVENTS

- **Saturday, May 11, 2019. 10 a.m. – 2:00 p.m. – Public Safety Open House – Cortez Park/Fire Station 2.**
- **Friday, May 17, 2019. 6 p.m. – Kiwanis of West Covina Proudly Presents Comedy for the Cure – Cortez Park Community & Senior Center.**
- **Friday, May 17, 2019. 6:30 p.m. – The Historical Society of West Covina Monthly Meet & Greet – 336 S Glendora Ave.**
- **Saturday, May 18, 2019. 9 a.m. – 1 p.m. – Farmers Market – Glendora Ave/Downtown.**
- **Saturday, May 18, 2019. 9 a.m. – 3 p.m. – Household Hazardous & E-Waste Round up – City Maintenance Yard at 825 S Sunset Ave.**
- **Saturday, May 18, 2019. 9 a.m. – 1 p.m. – Used Motor Oil Collection & filter exchange event – AutoZone at 730 N Azusa Ave.**
- **Saturday, May 18, 2019. 10 a.m. – 2 p.m. – US Congresswoman Grace F Napolitano Emergency Preparedness Fair, Azusa High School at 240 N Cerritos Ave, Azusa, CA 91702.**
- **Tuesday, May 21, 2019. 7 p.m. – City Council Meeting, City Hall Council Chambers.**
- **Wednesday, May 22, 2019. 6:00 p.m. – 49th annual Night on the Town – 1200 Lakes Drive.**
- **Saturday, May 25, 2019. 9 a.m. – 1 p.m. – Farmers Market – Glendora Ave/Downtown.**
- **Monday, May 27, 2019. 10 a.m. – Memorial Day Ceremony, City Hall Courtyard.**
- **Saturday, June 1, 2019. 9 a.m. – 1 p.m. – Farmers Market – Glendora Ave/Downtown.**
- **Tuesday, June 4, 2019. 7 p.m. – City Council Meeting, City Hall Council Chambers.**
- **Saturday, June 8, 2019. 9 a.m. – 1 p.m. – Farmers Market – Glendora Ave/Downtown.**
- **Wednesday, June 12, 2019. 6 p.m. – 10 p.m. – Summer Concert Series – Mariachi Divas.**
- **Saturday, June 15, 2019. 9 a.m. – 1 p.m. – Free Electronic Waste Collection Event – City Maintenance Yard, 825 S. Sunset Ave.**
- **Saturday, June 15, 2019. 9 a.m. – 1 p.m. – Farmers Market – Glendora Ave/Downtown.**
- **Monday, June 17, 2019. 7:45 p.m. – 10 p.m. - Spiderman: Into the Spiderverse – Shadow Oak Park 2121 S Shadow Oak Dr.**
- **Tuesday, June 18, 2019 7 p.m. – City Council Meeting, City Hall Council Chambers.**
- **Wednesday, June 19, 2019. 6 p.m. – 10 p.m. - Summer Concert Series – Sgt. Pepper a Tribute to the Beatles. Civic Center Courtyard.**
- **Friday, June 21, 2019. 6:30 p.m. – The Historical Society of West Covina Monthly Meet & Greet – 336 S Glendora Ave.**
- **Saturday, June 22, 2019. 9 a.m. – 1 p.m. – Farmers Market – Glendora Ave/Downtown.**
- **Monday, June 24, 2019. 7:45 p.m. – 10 p.m. – Christopher Robin – Shadow Oak Dr.**
- **Wednesday, June 26, 2019. 6 p.m. – 10 p.m. – The Smith Band, Country, Pop, Rock – Civic Center Courtyard.**
- **Saturday, June 29, 2019. 9 a.m. – 1 p.m. – Used Motor Oil Collection & Free Filter Exchange Event Pep Boys 1540 E. Amar Road.**
- **Saturday, June 29, 2019. 9 a.m. – 1 p.m. – Farmers Market – Glendora Ave/Downtown.**
- **Tuesday, July 2, 2019. 7 p.m. – City Council Meeting, City Hall Council Chambers.**
- **Wednesday, July 3, 2019. 4 p.m. – 10 p.m. – Patriotic Summer Concert Series & Laser Light Show – Smokin Cobra’s, Rockin’ Old School AM Radio Dance Hits & Nu-Salt Laser International Light show – Civic Center Courtyard.**
- **Monday, July 9, 2019. 7:30 p.m. – 10 p.m. – Hotel Transylvania 3 – Plaza at West Covina, 112 Plaza Dr.**

ADJOURNMENT by Commissioner Stewart at 7:48 p.m.

Motion by Lewis, second by Mason, to adjourn. Motion carried by a vote of 9-0.

AYES: Stewart, Dinh, Kaufman, Lewis, Mason, Mullner, Valles, Williams, Zaklama.

NOES: None.

ABSENT: Bennett.

ABSTAIN: None.

2019 Community and Senior Services Commission Meetings

Tuesday, July 9, 2019

Tuesday, September 10, 2019

Tuesday, November 12, 2019