



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

**AGENDA**

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 Zaklana

**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](http://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**

**ORAL COMMUNICATIONS - Three (3) minutes per speaker**

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

**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.

**NEW BUSINESS**

- 2) **Selection of Chair of the Community and Senior Services Commission**  
Motion by \_\_\_\_\_, second by \_\_\_\_\_  
To nominate \_\_\_\_\_ to the seat of Chair.  
Motion carried by a vote of \_\_\_\_\_.
  
- 3) **Selection of Vice-Chair of the Community and Senior Services Commission**  
Motion by \_\_\_\_\_, second by \_\_\_\_\_  
To nominate \_\_\_\_\_ to the seat of Vice Chair.  
Motion carried by a vote of \_\_\_\_\_.
  
- 4) **Selection of Ad Hoc Committee Members**
  - a. **Community Development Block Grant Committee (no more than 5 Commissioners)**  
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_, \_\_\_\_\_,
  
  - b. **Capital Improvement Project (no more than 5 Commissioners)**  
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_, \_\_\_\_\_,
  
  - c. **Homeless Sub Committee (no more than 5 Commissioners)**  
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_, \_\_\_\_\_,Motion by \_\_\_\_\_ and second by \_\_\_\_\_.  
Motion carried by a vote of \_\_\_\_\_.
  
- 5) **Volunteer of the Year Nominations Selection for Community Services and Recreation Services**  
It is recommended that the Commission choose one Volunteer of the Year for Community Services and one Volunteer of the Year for Recreation Services from the attached nomination applications received.

**Volunteer of the Year Nominations Selection – Community Services & Recreation Services**

Community Services Nominee: \_\_\_\_\_  
Motion by \_\_\_\_\_ and second by \_\_\_\_\_.  
Motion carried by a vote of \_\_\_\_\_.

AYES: \_\_\_\_\_  
NOES: \_\_\_\_\_  
ABSENT: \_\_\_\_\_

Recreation Services Nominee: \_\_\_\_\_  
Motion by \_\_\_\_\_ and second by \_\_\_\_\_.  
Motion carried by a vote of \_\_\_\_\_.

AYES: \_\_\_\_\_  
NOES: \_\_\_\_\_  
ABSENT: \_\_\_\_\_

- 6) **Commissioner Kaufman requested the Commission recommend the Council send a letter to both the 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 elevate homelessness with their community.**

- 7) Commissioner Zaklama requested an update on special event calendar in conjunction with infrastructure of the parks to hold special events.
- 8) Facility Reports for February and March 2019  
It is recommended that the Commission receive and file this report.
- 9) Update On Measure A Funding for Park Improvements

#### CONTINUED BUSINESS

- 10) Update on Commissioner Kaufman's request that the Historical Society bust to be displayed at a secure location at City Hall.
- 11) Update on Commissioner Lewis's request for uses for the parcel at South Cameron & East Hills Drive.

#### AD HOC COMMITTEE REPORTS

- 12) Fiscal Year 2019-2020 Community Development Block Grant Funding (CDBG) Public Service Project Funding Recommendations  
It is recommended that the Commission approve Fiscal Year (FY) 2019-2020 CDBG Public Service Project Funding Recommendations as made by the CDBG Ad hoc Committee and shown in Table 1 of this report.

#### COMMISSIONERS REPORTS

#### ITEMS TO BE AGENDIZED

#### 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

2019 Community and Senior Services Commission Meetings

Tuesday, July 9, 2019  
Tuesday, September 10, 2019  
Tuesday, November 12, 2019





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## AGENDA STAFF REPORT

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City of West Covina

**DATE:** 05/14/2019  
**TO:** Community and Senior Services Commission  
**FROM:** Nikole Bresciani  
Assistant City Manager/  
Public Services Director  
**SUBJECT:** March 12, 2019 Community and Senior Services Commission Meeting Minutes.

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**RECOMMENDATION:**

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

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**Attachments**

Community & Senior Services Commission Meeting Minutes for March 12, 2019

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CITY OF WEST COVINA  
COMMUNITY AND SENIOR SERVICES COMMISSION

TUESDAY, MARCH 12, 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  
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### **PUBLIC COMMENTS**

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**CALL TO ORDER** by Commissioner Stewart at 6:03 p.m.

**PLEDGE OF ALLEGIANCE / MOMENT OF SILENT PRAYER** by Commissioner Dinh.

**ROLL CALL**

Present: 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

Absent: None.

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. January 9, 2019, Community and Senior Services Commission Meeting Minutes.  
It is recommended that the Commission approve the January 9, 2019, Community and Senior Services Commission Meeting Minutes.

Motion by Kaufman and second by Lewis to approve the meeting minutes as presented. Motion carried by a vote of 9-0 with 1 abstaining.

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

NOES: None.

ABSENT: None.

ABSTAIN: Valles.

**NEW BUSINESS**

2. Presentation Great Western Park & Playground/PLAYCORE - Presentation by Miles with Great Western Park & Playground.

Discussion was had about the products for various types of parks and exercise equipment that Great Western Park & Playground and PLAYCORE provide to various cities throughout the United States and services provided after the equipment is installed.

3. Public Services Department Organizational Chart.

It is recommended that the Commission receive and file the attached Public Services Department organizational chart. - Presented by Director Bresciani.

Discussion was had about the new re-organization of Community Services Department and Maintenance Division into the newly formed Public Services Department. A question on what that means for the Commission was asked and Director Bresciani stated that the direction of the Commission doesn't change unless the Council chose to give a different direction. At this time, there has been no changes to the direction of the Commission by Council.

4. Volunteer of the Year Program.

It is recommended that the Commission take the following actions:

1. Select an Outstanding Older American, whose name will be forwarded to Los Angeles County for recognition;

Discussion was had on the process as well as the nominees and a selection was made.

Motion by Kaufman to nominate Ken Lund as Outstanding Older American. Second by Mason.  
Motion carries by vote of 8-2.

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

NOES: Bennet, Valles.

ABSENT: None.

2. Begin sharing the Volunteer of the Year for Community Services and Recreation Services program information with the community, to submit nominations for selection at the May 14, 2019, Community & Senior Services Commission Meeting.

5. 2019-20 Commission Goals.

It is recommended that the Commission adopt the 2019-20 Commission Goals as outlined in the report.

Discussion was had on the staff suggestions in this report to set goals and update or continue the sub committees currently in place. There was a request to reach out to the Council to see what direction they would like the Commission to go in.

Motion by Bennett to do a hybrid of sub committees such as the Community Development Block Grant (CDBG) and Community Improvement Project (CIP) and possibly the Homeless Sub Committees Second by Valles.

Discussion was had.



Amendment to Motion by Bennett to do a hybrid of sub committees to Community Development Block Grant (CDBG), Community Improvement Project (CIP), Homeless and to include whatever Commissioners wish to be involved in these sub committees. Second by Valles.

Discussion was had.

2nd Amendment to Motion by Bennett to do a hybrid of sub committees to Community Development Block Grant (CDBG), Community Improvement Project (CIP), Homeless and to have maximum of 5 Commissioners on each subcommittee. Seconded by Valles.

Discussion was had.

3rd Amendment to Motion by Bennett to retain the sub committees of Community Development Block Grant (CDBG), Community Improvement Project (CIP) and Homelessness with the caveat that the goals will be delayed until after getting clear direction from Council on what they would like the goals of this commission to be. Second by Valles.

Motion passes by a vote of 9-1.

AYES: Bennett, Kaufman, Lewis, Mason, Mullner, Valles, Stewart, Williams, Zaklama

NOES: Dinh

ABSENT: None.

Discussion was had on the goals and how to go forward to approach the Council for direction. Commissioner Zaklama requested that the goals of the Commission include the following:

- I. A Volunteer system within the city that will give incentives and tracking system for citizens to get more awareness within the community to volunteer.
- II. Infrastructure by developing parks to hold special events and maintain these types of activities throughout the community
- III. Homelessness.

These goals are based on his discussions with the citizens of the community whom stated to him that these are the three most important items they believe are needed in the community.

Discussion was had.

6. Special Events for 2019

It is recommended that the Commission receive and file this report. - Presented by Director Bresciani.

Discussion was had on upcoming events as well as the adjustment to the fiscal year 2018/19 budget to bring back some special events.

7. Facility Reports for January 2019

It is recommended that the Commission receive and file this report.

Discussion was had and further information requested to be listed on these reports in the future. Requests include, number of shopping carts retrieved monthly, homelessness issues and the participation of the fields by the organized sport leagues.

8. Request by Commissioner Kaufman: Display of bust(s) loaned by the Historical Society of West Covina to the City, for display in public space located at City Hall. - presented by Commissioner Kaufman

Request by The Historical Society of West Covina is to use of a safe location at City Hall to display the Historical Societies bust of the City's first Mayor and other busts they plan to have created in the future.

Discussion was had about where the bust could be displayed in a safe and secure location and still remain available to the public for viewing. This item will be brought back at the next meeting with further information on possible locations to place the display of the bust.

9. Request by Commissioner Lewis: Information regarding possible uses for the City owned parcel located at S. Cameron & East Hills Drive and how the City can utilize this parcel for open space. - Commissioner Lewis requested information on what the parcel is zoned for at S Cameron & East Hills Drive and what uses are available to the city to pursue for this property.

Discussion was had about the parcel, what it is zoned for currently and issues that might arise if the direction was to put a parkette or other types of uses at this location. Direction was given to look further into the uses for this property to see if it could be used as a park or other like uses. This item will be brought back at the next Commission meeting with further information on possible uses for this parcel.

## **AD HOC COMMITTEE REPORTS**

None.

## **COMMISSIONERS REPORTS**

Vice Chair Dave Stewart - Attended the BKK meetings.

Commissioner Steven Bennett - Welcomed new Commissioners.

Commissioner Tam Dinh - Councilwoman Lopez request to mention the film festival. For Junior & High School students to showcase their short films. More information was given and direction to visit the established website for this event was given as [www.westcovinafilmfestival.com](http://www.westcovinafilmfestival.com).

Commissioner Phil Kaufman - Attended Concert Share and the BKK meetings.

Commissioner Nick Lewis - None.

Commissioner Gayle Mason - None.

Commissioner Carole Mullner - None.

Commissioner Betty Valles - None.

Commissioner Alfred Williams - None.

Commissioner Karim Zaklama - None.

## ITEMS TO BE AGENDIZED

- Commissioner Kaufman's request that the staff set up a tour of the Pomona's new homeless to help with understanding their process and assist the Homelessness subcommittee and the City with possible options we can do to address the homeless issues in our community. After discussion was had, a decision was made to revisit this request once the sub committees are formed. At that time, the staff will set up a date for the subcommittee to tour the new Pomona homeless shelter.

### New Items to Agendize:

- Commissioner Kaufman's requested the Commission recommend the Council send a letter to both the 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 elevate homelessness with their community.
- Commissioner Zaklama request for an update on special event calendar in conjunction with infrastructure of the parks to hold special events.

### Old Business Items to Agendize:

- Update on Commissioner Kaufman request that the Historical Society bust to be displayed at a secure location at City Hall.
- Update on Commissioner Lewis request for an update on uses for the parcel at S. Cameron & East Hills Dr.

## UPCOMING EVENTS

- Wednesday, March 13, 2019 - 10:00 a.m. - 1:00 p.m. - St. Patrick's Day Lunch - Cortez Park Community & Senior Center.
- Saturday, Marth 16, 2019 - 12:00 p.m. - 6:00 p.m. - Cherry Blossom Festival - Plaza at West Covina.
- Saturday, April 13, 2019 - 10:00 a.m. - 1:00 p.m. - Easter Eggstravangaza - Del Norte Park & Cortez Park.
- Saturday, April 13, 2019 - 10:00 a.m. - 1:00 p.m. - Easter Eggstravangaza - Del Norte Park & Cortez Park.
- Wednesday, April 17, 2019 - 10:00 a.m. - 1:00 p.m. - Easter Egg Hunt & Lunch - Cortez Park Community & Senior Center.
- Saturday, April 27, 2019 - 9:00 a.m. - 1:00 p.m. - Earth Day/Arbor Day.
- Wednesday, April 24, 2019 - 10:00 a.m. - 1:00 p.m. - Volunteer Recognition Luncheon - Cortez Park Community & Senior Center.
- Wednesday, May 1, 2019 - 10:00 a.m. - 1:00 p.m. - Cinco de Mayo Lunch - Cortez Park Community & Senior Center.
- Thursday, May 2, 2019 5:00 p.m. - Deadline to submit nominations for Volunteer of the Year Awards. Get your submittals in!
- Wednesday, May 8, 2019 - 10:00 a.m. - 1:00 p.m. - Mother's Day Lunch - Cortez Park Community & Senior Center.
- May 11-15, 2019 - National Police Week.

## ADJOURNMENT at 8:10 p.m.

Motion by Stewart and second by Lewis.

Motion carried by a vote of 10-0

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

NOES: None.

ABSENT: None.

2019 Community and Senior Services Commission Meetings

Tuesday, May 14, 2019

Tuesday, July 9, 2019

Tuesday, September 10, 2019





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## AGENDA STAFF REPORT

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City of West Covina

**DATE:** 05/14/2019  
**TO:** Community and Senior Services Commission  
**FROM:** Nikole Bresciani  
Assistant City Manager/  
Public Services Director  
**SUBJECT:** Volunteer of the Year Nominations Selection for Community Services and Recreation Services

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**RECOMMENDATION:**

It is recommended that the Commission choose one Volunteer of the Year for Community Services and one Volunteer of the Year for Recreation Services from the attached nomination applications received.

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**Attachments**

Attachment No. 1 - Volunteer of the Year Nomination Application - Andres Castanada  
Attachment No. 2 - Volunteer of the Year Nomination Application - Suburban Water Systems

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## Community and Senior Services Commission

### Community and Recreation Services Volunteer of the Year Nomination Form

#### Volunteer of the Year Awards

- The **Community Services Volunteer of the Year Award** is given to recognize persons working with lower income persons, the elderly, or persons with disabilities.
- The **Recreation Services Volunteer of the Year Award** is given to persons volunteering in youth recreation services in our community.

#### Nomination Criteria and Guidelines

- Nominees must have demonstrated a high level of dedication and commitment in regard to serving the community of West Covina. Commitment is usually measured by the amount of time and energy that is devoted to a particular program or activity on an on-going basis. It can be described as 'going beyond the line of duty.'
- The service performed by the individual shall be voluntary, i.e., without financial compensation or legal obligation, and done of the individual's free will. Service associated with, but distinct from the aforementioned limitations may be considered appropriate for recognition. In this case, it shall be the responsibility of the individual making the nomination to demonstrate a distinction.
- An individual cannot receive an award more than once. (Or in a five-year period for the same award)
- Employees, elected, or appointed representatives of the City cannot be nominated.
- The service performed shall have a significant impact in the community of West Covina, with strong support provided by the individual making the nomination.
- The service, in whole or in part (if the duration is long-term), performed shall have occurred during the year for which the individual is being recognized.
- The award is not limited to West Covina residents.
- Anyone may submit a nomination for consideration by the Commission.
- The Community and Senior Services Commission will determine the Community Services and Recreation Services Volunteers of the Year.

#### Nomination Form on Reverse

In order for the nomination to be considered, it must be received by Thursday, May 2, 2019 at 5:30 p.m.

Mail or e-mail to: City of West Covina

Public Services Department - Volunteer of the Year

1444 W. Garvey Avenue, South, West Covina, CA 91790

Phone: (626) 939-8858 or e-mail: [Djohnston@westcovina.org](mailto:Djohnston@westcovina.org)



**Community and Senior Services Commission**

**Community and Recreation Services Volunteer of the Year Nomination Form**

**Please Specify the Award: "Community Services" or "Recreation Services"**

Volunteer of the Year Award: Community Services Volunetter of the Year

**Nominee Information**

Name: Andres Castaneda

Address: \_\_\_\_\_

Phone: 626-488-7673

**Sponsor Information**

Name: Kiwanis Club of West Covina

Address: P.O. Box 824 West Covina, CA 91793

Phone: 626-715-5090

Please indicate that the nominee meets the qualifying criteria:

- The nominee has demonstrated a high level of dedication and commitment in regard to serving the community.
- The nominee performed the service on a voluntary basis.
- The nominee is not a past recipient of this award.
- The nominee is not an employee, elected, or appointed representative of the City.
- The service was performed during the year for which the nominee is to be recognized.

Please describe what service the nominee performed for the betterment of the community. Please attach additional pages if necessary:

The West Covina Kiwanis club would like to nominate Andres Castaneda for Voluneteer of the year for his work and dedication to the community. The specific project we would like to nominate him for is the 2018 West Covina Kiwanis Pumpkin Run held at Senior Center. Andres coordinated and planned an event that drew nearly 600 people, where historically only drew 200-300, and brought in vendors of all types to the event. Andres worked tirelessley to promote the event as well as drop off road closure flyers the week before the race. He has demonstrated his service to the community!

**Nomination Criteria and Guidelines on Reverse**

In order for the nomination to be considered, it must be received by Thursday, May 2, 2019 at 5:30 p.m.

Mail or e-mail to: **City of West Covina**

**Public Services Department - Volunteer of the Year**

**1444 W. Garvey Avenue, South, West Covina, CA 91790**

**Phone: (626) 939-8858 or e-mail: [Djohnston@westcovina.org](mailto:Djohnston@westcovina.org)**



Community and Senior Services Commission

Community and Recreation Services Volunteer of the Year Nomination Form

Please Specify the Award: "Community Services" or "Recreation Services"

Volunteer of the Year Award: Community Services

Nominee Information

Name: Suburban Water Systems
Address: 2235 E. Garvey Ave. North, Str. A, West Covina 91791
Phone: (626) 543-2640

Sponsor Information

Name: Lauren James
Address: 1325 N. Grand Ave. Str. 100, Covina, CA 91724
Phone: (626) 543-2531

Please indicate that the nominee meets the qualifying criteria:

- Checkboxes for: The nominee has demonstrated a high level of dedication... The nominee performed the service on a voluntary basis... The nominee is not a past recipient of this award... The nominee is not an employee, elected, or appointed representative of the City... The service was performed during the year for which the nominee is to be recognized.

Please describe what service the nominee performed for the betterment of the community. Please attach additional pages if necessary:

Please see attached.

Nomination Criteria and Guidelines on Reverse

In order for the nomination to be considered, it must be received by Thursday, May 2, 2019 at 5:30 p.m.
Mail or e-mail to: City of West Covina
Public Services Department - Volunteer of the Year
1444 W. Garvey Avenue, South, West Covina, CA 91790
Phone: (626) 939-8858 or e-mail: Djohnston@westcovina.org





**Suburban  
Water Systems**

A SouthWest Water Company

1325 N. Grand Avenue  
Suite 100  
Covina, CA 91724-4044  
Phone 626.543.2500  
Fax 626.331.4848  
[www.swwc.com](http://www.swwc.com)

April 25, 2019

Public Services Department- Volunteer of the Year  
1444 W. Garvey Ave, South  
West Covina, CA 91790

RE: Volunteer Nomination

## **Nominating Suburban Water**

Dear Public Services Dept,

I am nominating Suburban Water Systems for your Volunteer of the Year award. Suburban Water recently rolled out a new Volunteer Program for employees. Employees are now allowed to use 8 hours of approved time to volunteer Monday-Friday for causes within our service territory which includes West Covina.

Since rolling out the program in 2018, Suburban has completed 300 Volunteer hours ranging from Meals On Wheels, West Covina Rotary Shoes and Socks event, and participating in monthly Food Drives.

On top of that, Suburban spent over \$70,000 supporting local events and sports leagues. Suburban sponsored over 20 events in West Covina last year and participated in majority of them. Suburban enjoys giving back to the West Covina community

Volunteering is great way for us to support our communities we service water in as Community Citizenship is one of our Core Values.

Thanks so much for your consideration.

Sincerely,

Lauren James



# West Covina State of the City Address



Suburban  
Water Systems  
A SouthWest Water Company

Suburban sponsored and attended West Covina's State of The City Address to hear updates on city initiatives as well as network with local city officials and staff.





# West Covina Public Safety Luncheon



Suburban received an award at the West Covina Public Safety Luncheon for our support of the event. We were honored to sponsor the event and a table at the Luncheon. We hosted the Officer of the Year Award recipient along with his family and West Covina's retired police chief.





# Softball Tournament

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Charity Softball Tournament at Big League Dreams-West Covina! 100% of the proceeds from the tournament went to sponsoring 10 Little League teams in West Covina which is part of Suburban's service area.





# West Covina Earth Day



Suburban sponsored and participated in West Covina's Earth Day. We passed out Conservation Kits as well as Conservation related material.





# West Covina Landscape Class



Suburban hosted a Free Landscape Workshop in March in West Covina for customers in our SGV service area. The instructor goes over many topics relating to Conservation and what we can do around our house and outside to save water.





# West Covina Career Fair



In an effort to support our service cities and attract local talent, Suburban participated in West Covina's Career Fair. We covered open positions and passed out applications to interested candidates.

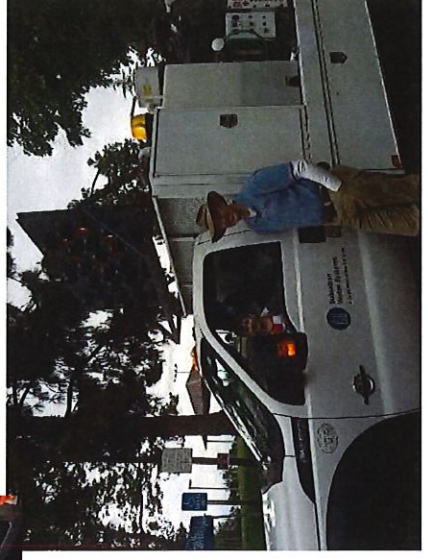




# West Covina Touch A Truck



Suburban sponsored and attended the West Covina Touch a Truck event. We passed out informational material for customers regarding water conservation, bill payments options and coloring books for the kids. We also brought our valve truck to show the kids how we turn valves.



Confidential



# West Covina City Luncheon



Suburban participated in West Covina's City staff lunch. We were able to interact with customers who are a part of the staff as well as the Mayor Llyod Johnson, West Covina Police Chief and Captain. We gave away our water and informational material.





# Summer Concerts



Suburban sponsored 9 summer concerts including West Covina's in 2018 throughout our service areas. We distributed informational material and coloring books for the kids.





# Landscape Workshops- West Covina



Suburban hosted a Free Landscape Workshop in August in West Covina for customers in our SGV and areas. The instructor goes over many topics relating to Conservation and what we can do around our house and outside to save water.

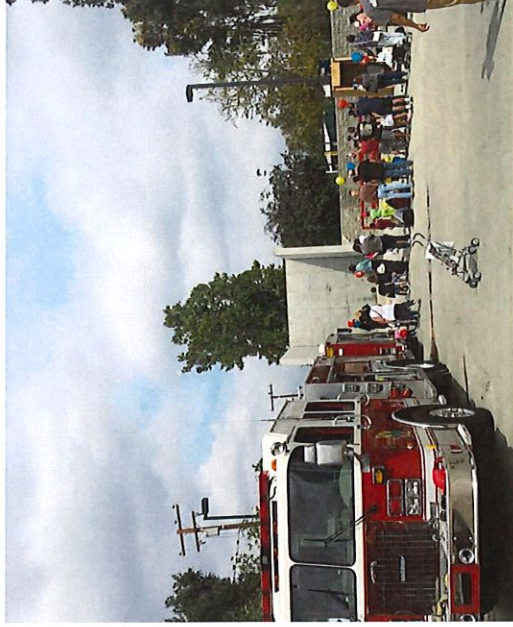




# West Covina Fire Prevention Open House



We participated in West Covina's Fire Prevention Week Open House. Sparky helped Lauren pass out SWS lollipops and coloring books.





# National Theatre Program

Suburban is proud to sponsor the **National Theater Program** for another year in a row. The theater program goes around to the schools in our service area and performs water conservation plays for the students. West Covina schools represented a large portion of schools we visited.





# West Covina Health Fair Expo



We participated in **West Covina's Pumpkin Health and Fitness Expo.**

Conservation Manager, Darleen Phares passed out SWS informational material to customers.





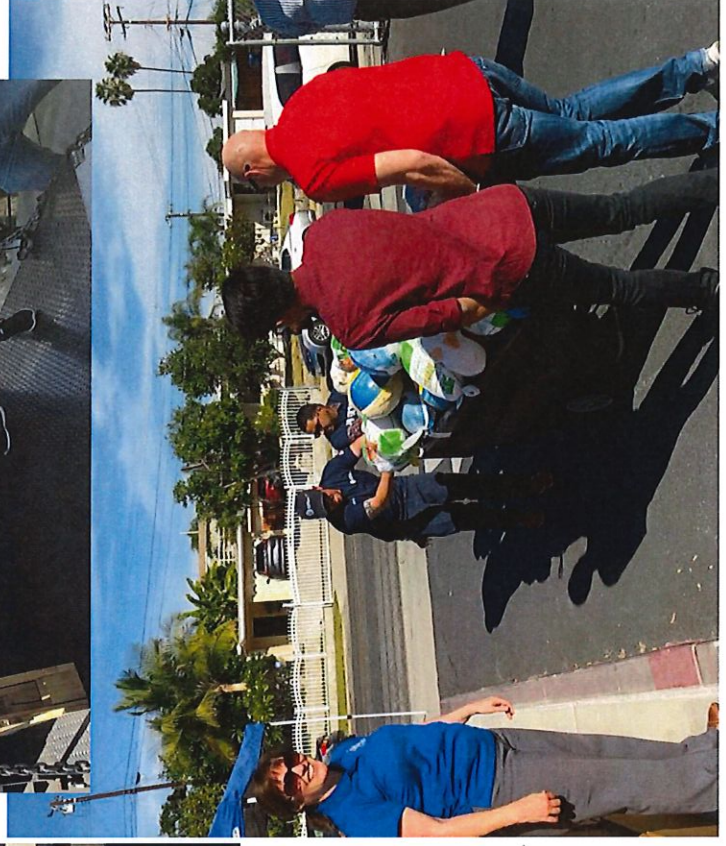
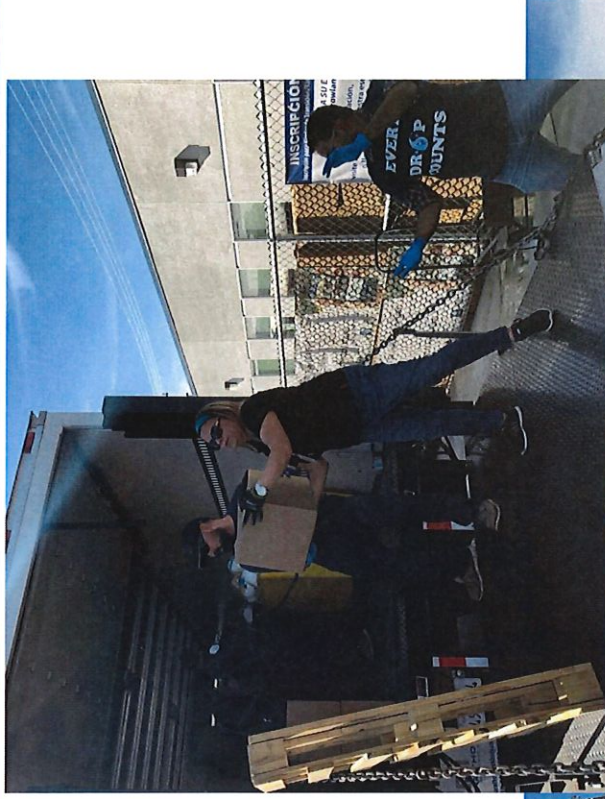
# RUSD Volunteer- Food Giveaway

Suburban teamed up with Rowland Unified School District (RUSD) on Nov 15<sup>th</sup> and 16<sup>th</sup> to give away turkey and fixings for Thanksgiving to La Puente and West Covina residents. It was a great experience and employees were able to use their volunteer hours from the new Volunteer Policy.



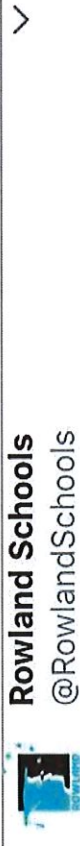


# RUSD Turkey and Food Drive





# RUSD shouted us out on social media...



Thanks to the many volunteers from Suburban Water Systems who are here today for [@RowlandUSDFRC](#) Thanksgiving Basket distribution to our families in need. [#SuburbanWaterCares #WeAreRUSD](#) [@rusdkids @\\_JulieMitchell\\_](#) [@StuServicesRUSD](#)





# Operation Gobble



Suburban  
Water Systems

A SouthWest Water Company

Suburban's 28th Annual Operation Gobble. We sponsored seven events working with five different local Legislators to deliver **1,132 turkeys** to community based organizations. A big THANK YOU to all who participated this year. Suburban employees are pictured with **Assemblyman Phillip Chen, LA County Supervisor Hilda Solis, Assemlwywoman Blanca Rubio, and Senator Ling Ling Chang.**





# Meals On Wheels Delivery



Suburban has teamed up with Meals On Wheels- Industry to cover 'Routes' for them delivering meals to the elderly throughout our San Jose Hills service area. Meal pick-up and coordination occurs at Queen of the Valley in West Covina.





# Tzu Chi Molbille Food Pantry- Food Drive



Rowland Schools Retweeted



**Rowland USD FRC** @RowlandUSDFRC · 20h

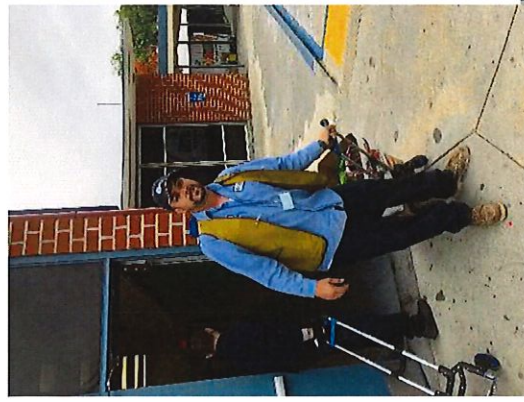
Thank you, Suburban Wayer Systems, for sending 7 volunteers to today's @RowlandUSDFRC food distribution! @RowlandSchools



Suburban employees helped out at the Tzu Chi Food Pantry Food Drive in La Puente on December 10<sup>th</sup> handing out canned goods and helping residents/customers to their car to load up the food. Supporting our community is in line with our Community Citizenship Value. RUSD even shouted us out on social media.



# Tzu Chi Mobile Food Pantry- Food Drive





# 2018 Shoes and Socks with West Covina Rotary

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Suburban had a great time volunteering at the West Covina Rotary's 2018 Shoes and Socks event! We took kids from Vine and Wescove Elementary into Payless to pick out a pair of shoes and a bundle of socks. Then the kids met and took a picture with Santa. Such an amazing time!





# 2018 Shoes and Socks with WC Rotary





# Residential Landscape and Irrigation Program



Suburban is providing a Residential Landscape and Irrigation Program to Suburban's top 30% residential water customers over the next 3 years. The program includes a survey of the landscape and irrigation system for the customer and the installation of a new smart irrigation controller and high efficiency sprinkler heads. If necessary small repairs to the irrigation system are completed for the customer. Our goal is to assist our highest water use customers with efficient irrigation for their property.

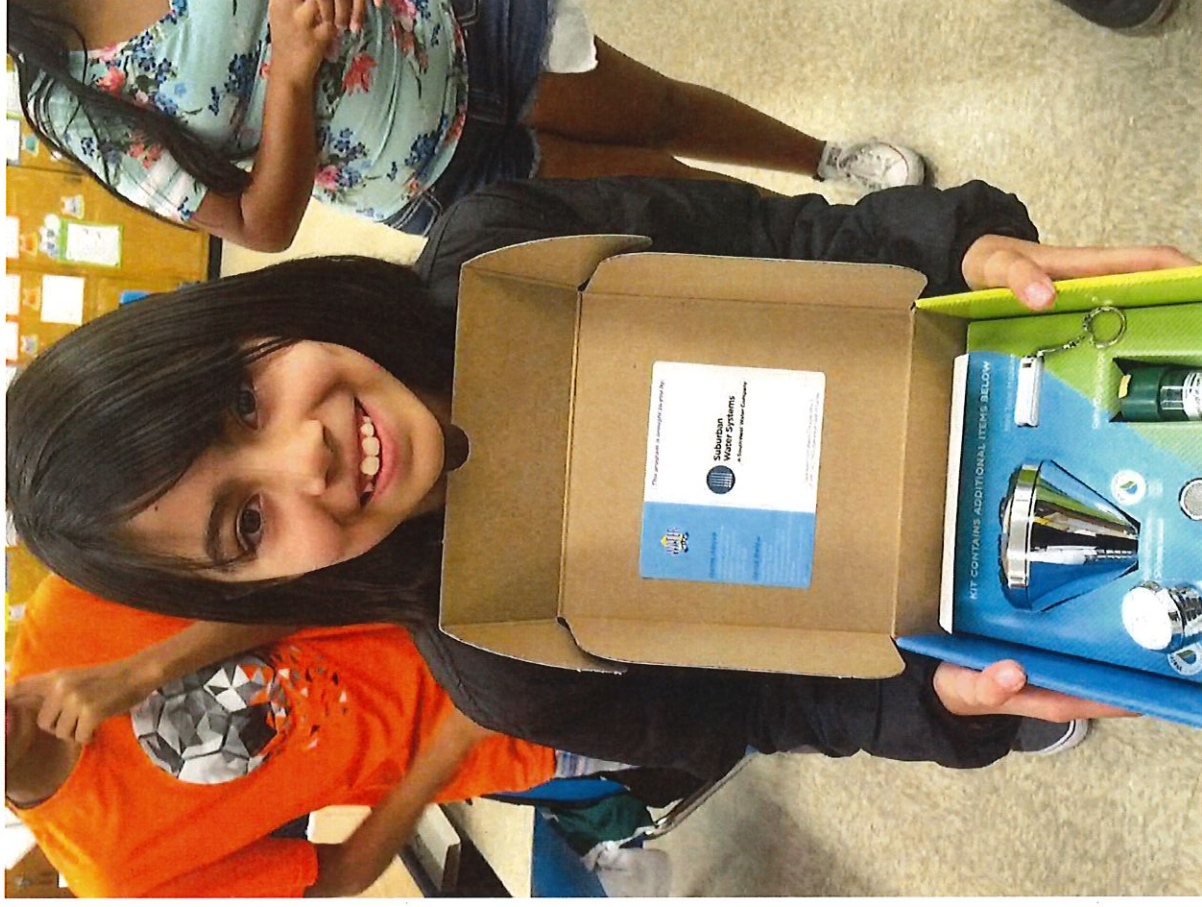
In 2018 approximately 120 surveys were provided to high water use customers. This program is planned to continue through 2020. Pictured to the left- Conservation Manager, Darleen Phares, working on a customer's sprinkler head.



# School WaterWise Kits



Suburban contracts with Resource Action Programs to provide workbooks and conservation kits to 5th grade students in our service area. In 2018 1,060 students received kits that went along with their study of California Water.



## Events With No Pictures

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### **1. West Covina Beautiful Water Forum:**

Suburban sponsored the event and had our Landscape Class Instructor join their water panel to talk about conservation in CA and how some o





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## AGENDA STAFF REPORT

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City of West Covina

**DATE:** 05/14/2019  
**TO:** Community and Senior Services Commission  
**FROM:** Nikole Bresciani  
Assistant City Manager/  
Public Services Director  
**SUBJECT:** Facility Reports for February and March 2019

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**RECOMMENDATION:**

It is recommended that the Commission receive and file this report.

**DISCUSSION:**

At the request of the Commission, the facility reports have been updated to reflect average daily attendance in certain areas, list field usage and number of shopping carts retrieved. Attached are the activity reports for the Public Services Department for February & March 2019.

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**Attachments**

Attachment No. 1 - February 2019 Facility Usage Reports  
Attachment No. 2 - March 2019 Facility Usage Reports

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**PUBLIC SERVICES FACILITY USAGE & MAINTENANCE REPORTS**

Month of February 2019

CORTEZ PARK & SENIOR CENTER				SHADOW OAK PARK & COMMUNITY CENTER			
Special Events		Monthly	Participants	Classes		Participants	NOTES:
Title	Monthly	Participants					
Valentine's Day Party	150	299	Average 16.61 participants at Camp / per day number parents and/or grandparents.				
Evening Dance	41	32					
Nutrition Program	2790	21					
		2					
		23					
<b>Excursions</b>							
		7					
		3					
Pechanga Casino	50	11					
Wilson Winery	31	5					
		2					
<b>Mt. Sac Classes</b>							
Title	Monthly	Daily Average					
Computing Level 1		36					
Computing Level 2		36					
Computing Level 3		36					
Tole Painting		32					
Watercolor		96					
Healthy Aging	750		registered about 60 attending				
Yoga	320		registered and attending				
Calligraphy	120		registered and attending more advanced stretching class				
Tai Chi	185						
Creative Computing		32					
Digital Photography		32					
Home Gardening		42					
Clubs	112						
<b>Paid Fee Classes</b>							
Title	Monthly	Daily Average					
Zumba Gold		173					
Line Dancing Pam		95					
Happy Line Dancers		257					
Gentle Exercise		32					
Case Management	14						
Legal Assurance	16						
Computer Lab	0						
Free Tax Assistance	0						
Coffee Card Sold	17						
			<b>Total</b>		626		
			<b>Facility Rentals</b>		13	Note: One Church 5 days, 300 attendance. Another Church 8 days, 1600 attendance.	
<b>CAMERON PARK &amp; COMMUNITY CENTER</b>							
Event type:		Participants	NOTES:				
Youth League		600	Per season				
Adult Leagues		1	League currently in season				
Classes		500.8	Gymnastics, Karate, Kung Fu, Belly Dancing & Cheer				
			<b>Mt. SAC Classes</b>				
Title	Monthly	Daily Average					
Life Long Learning		39					
Jewelry		29					
Sewing & Design		100					
Passports	26						
			<b>Total Participants</b>		1127.8		
			<b>Rentals</b>		Number		



## PUBLIC SERVICES FACILITY USAGE & MAINTENANCE REPORTS

Month of February 2019

Daily Coffee Tickets	72	113
<b>Total Participants</b>	<b>1687</b>	<b>899</b>
Athens Low Income Senior Citizen new applicants	17	264
<b>Facility Rental</b>	<b>16</b>	<b>4</b>
		18
<b>Total Facility Rentals</b>	<b>405</b>	<b>168</b>
		697
<b>Total Facility Rentals</b>		<b>129</b>

SPORTS FIELD RENTAL		
Field Name	Season	No.
West Covina Youth Basketball	Jan-April	430
West Covina American Little League	Feb-June	340
West Covina Girls Softball	Mar - July	900
West Covina National Little League	Mar - July	178
West Covina Pacific Coast Little League	Mar - July	174
West Covina Youth Pony Baseball	Feb-May	506
West Covina Youth Soccer	Dec - May	300
<b>TOTAL</b>	<b>0</b>	<b>2828</b>

DAYCARES		
Site	Total Average	
Palmview Preschool	11.30	
Vine Daycare	38.90	
Wescove Daycare	21.90	
<b>Average Monthly Daycare Attendance</b>	<b>72.10</b>	

<b>Total All Facility Participants</b>	Monthly	Daily
	6268.8	1028
<b>Total All Facility Rentals</b>		726

City App Report for Issues Received		
ISSUE TYPE	TOTAL	
Animal Control	0	
Code Enforcement	75	
Graffiti	193	
Other Issues	57	
Street Maintenance	17	
Traffic Signal Issue	5	
Trash/Recycling	21	
Abandoned Vehicle Report	0	
<b>TOTAL</b>	<b>368</b>	

iWorks Report		
Work Order Status type	No.	Environmental Services
Active	65	Collected
Cancelled	12	56 pieces & 5,665 lbs.
Complete	188	On Saturday, February 23, 2019, the City held its bi-monthly E-Waste collection at the City's maintenance yard from 9:00 a.m. – 1:00 p.m. Approximately, 56 pieces of computers, monitors keyboards, televisions, VCR/DVD players, microwaves, and refrigerators were received throughout the day, for a total of 5,665 lbs.
Referred	2	
Suspended	0	
Scheduled	1	
<b>Total Work Orders Generated</b>	<b>268</b>	

**PUBLIC SERVICES FACILITY USAGE & MAINTENANCE REPORTS**

Month of March 2019

CORTEZ PARK & SENIOR CENTER			SHADOW OAK PARK & COMMUNITY CENTER		
Special Events		Monthly	Classes	Participants	NOTES:
Title	Monthly				
Valentine's Day Party	150		Parent Participation Pre School	299	Average <b>16.61</b> participants at Camp / per day number parents and/or grandparents.
Evening Dance	41		Karate	21	
Nutrition Program	2790		Lil' Ninjas	2	
			Soul Line Dancing	23	
			Stretch & Move	7	
			Get Fit	3	
			Piano	11	
			Music and Movement	5	
			Cheer	2	
			Ballet	10	
			Baby Ballet	0	
			Beginning Internet	12	
			Photography	12	
			Intro to Computers	12	
			Mt Sac Healthy Aging 8-9am MWF	50	registered about 60 attending
			Mt Sac Healthy Aging 1-2pm TTh	75	registered and attending
			Mt Sac Fall Prevention 1230-2pm MWF	50	registered and attending more advanced stretching class
			<b>Total</b>	<b>626</b>	
			<b>Facility Rentals</b>	<b>13</b>	Note: One Church 5 days, 300 attendance. Another Church 8 days, 1600 attendance.
<b>CAMERON PARK &amp; COMMUNITY CENTER</b>					
<b>Event type:</b>			<b>Participants</b>		<b>NOTES:</b>
Youth League			600		Per season
Adult Leagues			1		League currently in season
Classes			631		Gymnastics, Karate, Kung Fu, Belly Dancing & Cheer
<b>Mt. Sac Classes</b>					
	<b>Title</b>	<b>Monthly</b>	<b>Participants</b>	<b>Daily Average</b>	
	Life Long Learning			39	
	Jewelry			29	
	Sewing & Design			100	
	Passports		49		



# PUBLIC SERVICES FACILITY USAGE & MAINTENANCE REPORTS

Month of March 2019

Legal Assurance	16	
Computer Lab		
Free Tax Assistance		
Coffee Card Sold	17	
Daily Coffee Tickets	72	
Farmer's Market Voucher		
<b>Total Participants</b>	<b>4757</b>	<b>899</b>
<b>Facility Rental</b>	<b>16</b>	

<b>Total Participants</b>		<b>1281</b>
<b>Rentals</b>		<b>Number</b>
Gym rentals		118
Multi-purpose room rentals		8
Open Play Basketball		556
Pavilion Rentals		29
<b>Total Facility Rentals</b>		<b>711</b>
		<b>168</b>

Field Name	Season	No. Participants
West Covina Youth Basketball	Jan-April	430
West Covina American Little League	Feb-June	340
West Covina Girls Softball	Mar - July	900
West Covina National Little League	Mar - July	178
West Covina Pacific Coast Little League	Mar - July	174
West Covina Youth Pony Baseball	Feb-May	506
West Covina Youth Soccer	Dec - May	300
<b>TOTAL</b>		<b>2828</b>

Site	Total Average Daily Attendance
Palmview Preschool	17
Vine Daycare	55
Wescove Daycare	34
<b>Average Monthly Daycare Attendance</b>	<b>106</b>

<b>Total All Facility Participants</b>		<b>Monthly</b>	<b>Daily</b>
		<b>9492</b>	<b>1173</b>
<b>Total All Facility Rentals</b>		<b>740</b>	

# PUBLIC SERVICES FACILITY USAGE & MAINTENANCE REPORTS

Month of March 2019

City App Reports Received	
ISSUE TYPE	TOTAL
Animal Control	0
Code Enforcement	90
Graffiti (17 on private property)	192
*Other Issues	55
Street Maintenance	11
Traffic Signal Issue	4
Trash/Recycling	12
Abandoned Vehicle Report	0
<b>TOTAL</b>	<b>364</b>

*\* Other Issues include the following:  
Homeless issues, shopping cart retrieval, Police issues, Tree requests as well as various other types that don't fit into the above listed types.*

Environmental Services	Event
Collected	Event
56 pieces & 5,665 lbs.	E-Waste Collection 2/23/19

**Notes:**

*On Saturday, February 23, 2019, the City held its bi-monthly E-Waste collection at the City's maintenance yard from 9:00 a.m. - 1:00 p.m. Approximately, 56 pieces of computers, monitors keyboards, televisions, VCR/DVD players, microwaves, and refrigerators were received throughout the day, for a total of 5,665 lbs.*

iWorks Reports Received	
Work Order Status type	No.
Active	76
Cancelled	3
Complete	296
Referred	3
Suspended	0
Scheduled	1
<b>Total Work Orders Generated</b>	<b>379</b>

**Note:**

*IWorQ's Citizen Engagement portal went live on March 18, 2019 which allowed us to search sub types and reports submitted for this month. The City App will be discontinued effective May 1, 2019 and IWorQ's App will take it's place to assist the department with streamlining the citizen & employee requests into one location and make the process times shorter and more effective.*

Sub Types from Citizen Engagement Module. As of March 18, 2019	No.
City Facility Repairs	22
Code Enforcement	5
City Facility Electrical Issues	0
Graffiti	32
Illegal Dumping	10
Mowing	0
Park Maintenance	4
Pot Hole Repair	4
Sewer	2
Sign Repair	0
Street Maintenance	17
Traffic Signal/Street Lights	6
Trash/Recycling	1
Tree Related Issues	23
<b>Other Issues: Include the following types</b>	
Shopping Cart Retrieval	3
Homelessness Issues reported to HOPE	11
Police Matters	2
Graffiti on Private Property	1
Bee issues	1
Coyote Siting	1
City Department Requests	1
General comments on City amenities	1
<b>Total No. Sub Types Reported</b>	<b>164</b>





## AGENDA STAFF REPORT

City of West Covina

**DATE:** 05/14/2019  
**TO:** Community and Senior Services Commission  
**FROM:** Nikole Bresciani  
 Assistant City Manager/  
 Public Services Director  
**SUBJECT:** Fiscal Year 2019-2020 Community Development Block Grant Funding (CDBG) Public Service Project Funding Recommendations

### RECOMMENDATION:

It is recommended that the Commission approve Fiscal Year (FY) 2019-2020 CDBG Public Service Project Funding Recommendations as made by the CDBG Ad hoc Committee and shown in Table 1 of this report.

### BACKGROUND:

The City of West Covina receives an annual grant of CDBG funds from the U.S. Department of Housing and Urban Development (HUD). CDBG is a federal program with an overall objective of developing viable urban communities by providing decent housing and a suitable living environment, and expanding economic opportunities principally for low- and moderate-income persons. Funding public services is one of the eligible uses of CDBG funds. Historically, the City has funded this area to the maximum allowed by the program.

### DISCUSSION:

The City published a Notice of Funding Availability in February 2019, and received 11 funding requests, including the seven under consideration in this report. Of the remaining four requests, three activities are administered by the City and one helps meet a program requirement. These four will be recommended for status quo funding and are not under consideration as part of this report. The seven requests total \$76,000 (\$43,740 more than is available) from public service providers serving West Covina residents. Descriptions of services provided are included as Attachment No. 1. A summary of proposed performance based on requested funding is included as Attachment No. 2.

The CDBG Ad Hoc Committee reviewed the FY 2019-2020 Public Service Project Funding applications, which included narratives, proposed budgets, performance, tax and non-profit filings, as well as audit information. On May 2, 2019, the Committee heard presentations and asked questions of the applicants. At the same meeting, the Ad Hoc Committee developed funding recommendations, which are based on an estimate of available resources in the amount of \$32,260. Recommendations are shown below in Table 1, alongside amounts awarded for FY 2018-2019 for comparison.

**TABLE 1**  
**FY 2019-2020 CDBG Public Service Project**  
**Funding Recommendations - Summary**

Applicant/Project	Amount Awarded FY 2018-19 (\$)	Amount Requested FY 2019-20 (\$)	CDBG Adhoc Committee Recommendation (\$)
1. Action Food Pantry	6,347	20,000	5,290
2. ESGV Coalition for the Homeless	5,114	10,000	4,686
3. Project 29:11	5,114	10,000	4,160
4. Assistance League of Covina Valley	1,592	8,000	1,460
5. Cory's Kitchen	4,650	6,000	4,260
6. SGV YWCA - Meals on Wheels	5,000	5,000	5,000
7. SGV YWCA - Senior Citizens Assistance Program	7,404	17,000	7,404
<b>Total Requested/Recommended</b>	<b>35,221</b>	<b>76,000</b>	<b>32,260</b>

Commission recommendations will be forwarded to the City Council for consideration in a public hearing on June 4, 2019.

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**Fiscal Impact**

**FISCAL IMPACT:**

There is no impact to the General Fund as Community Development Block Grant Funds are federal funds allocated to the City on an annual basis.

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**Attachments**

Attachment No. 1 - FY 2019-2020 CDBG PSP Applicant Descriptions

Attachment No. 2 - FY 2019-2020 CDBG PSP Applicant - Proposed Performance

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**FY 2019-2020 CDBG PUBLIC SERVICE PROJECT APPLICANT  
DESCRIPTIONS**

**Note:** Descriptions shown in italics were taken from the applications of the respective service providers in which they respond to the question, "Describe your program (purpose, goal, etc.)."

1. **Action Food Pantry:** *ACTION Food Pantry's purpose is hunger relief. Our goal is to provide food for the increasing number of needy in our community. Volunteers pick up, unload, and sort the food into nutritionally balanced packages and distribute the food. Over 100 families are served each week. Proof of income and residency is requested. Clients are registered and their visits are recorded. ACTION actively seeks monetary and food donations to supplement grant funds. Unlike some organizations who have time limits, we allow our clients to participate in the program as long as food is needed. We are now open Monday evenings from 4pm to 7pm and Thursdays from 10am to 1pm. We are also on call 24 hours a day, seven days a week in case of emergencies. Seniors and disabled clients can receive food twice a month, homeless once a week, and low-income families once a month. The ACTION Food Pantry primarily concentrates on food distribution from our facility and also through other small food banks in the San Gabriel Valley. We also provide clothes, books, and miscellaneous items that have been donated to us. These other items are available to all our clients.*
  
2. **ESGV Coalition for the Homeless - Emergency Food and Shelter:** *The East San Gabriel Valley Coalition for the Homeless (ESGVCH) is a non-profit 501(c)3 charitable organization, incorporated since 1994, which operates under a voluntary Board of Directors to directly aid people experiencing homelessness. ESGVCH believes that all are called to turn attention beyond themselves to assist those who suffer especially the poor, the hungry, and the homeless. It is, our mission to bring hope and restore dignity to those in need by providing shelter, alleviating hunger, assisting with basic daily needs assisting to regain housing, raising community awareness, and by working collaboratively with others to end hunger and homelessness. ESGVCH operates the Emergency Assistance Center (EAC) in providing walk-in emergency services to families and/or vulnerable individuals without home or homeless. The Center is located in Hacienda Heights and is open daily, Monday through Friday, during the hours of 8:30 a.m. to 1:30 p.m. Each day EAC staff provides hot meals, lunch-to-go, clothing, hygiene kits, bus tokens, Foothill Transit passes, emergency shelter (motel voucher program) assistance, and referral services for those in need. The EAC also operates the Bridge Program, which provides longer-term emergency shelter in the form of motel vouchers to homeless families. While in the Bridge Program, clients are provided with the guidance they need to obtain their own permanent housing. A case manager works with the families in address areas that require immediate change. For example, if an adult in the family does not have a job, the Bridge Program case manager helps him/her with job hunting, assists the parents with obtaining childcare, etc. The case manager also assists the families with money*

management by looking at the family's monthly expenses and designing a plan to decrease debt.

3. **Project 29:11: Foodbank-** Opened Tuesdays and Fridays. Clients may receive food once a month. The food that is distributed many include, but not limited to fresh produce and/or vegetables, a variety of dairy products, pastries and breads and assorted meats. The amount of food is based upon the number of people in the household. Our records show we were able to distribute over 714,453 pounds of food to feed over 18,588 people. We were able to distribute an average or more of 36 pounds of food per client. **Clothing Rack-** This past year we were able to expand and redecorate the Clothing Rack This enables us to double the space to put more racks to hang the clothes. We have clothes for infants, children, teens, and adults. During this past year we were able to provide clothing for over 5,960 clients. **Turkey Giveaway-** Each year, on the Monday and the Tuesday before Thanksgiving, we give a turkey along with a bag of food to complete the Thanksgiving dinner. This past year were able to give out 355 turkeys and a bag of food with each turkey. **Community Christmas Party-** This is our community outreach we do each year. We not only provide a gift for each child that comes but we also serve a hot breakfast and each family receives a large bag of food. We hope the resources we provide will give our clients the opportunity to use their monies for rent and/or utilities to help keep a roof over their heads.
4. **Assistance League of Covina Valley:** Operation School Bell is the core philanthropic program for the National Assistance League. The purpose of the program is to provide new school clothing, shoes, and school supplies to economically disadvantaged children and young people to enable them to attend school regularly and perform better academically. Studies show that students who are dressed appropriately are more confident, are less likely to drop out of school, and tend to seek post-secondary education more often. Underserved students are qualified and referred to ALCV by school administrators and counselors. Elementary school children are dressed at our facility in Covina by one of our volunteers members. The dressing area is outfitted with private dressing rooms where students may try on clothing, and with storage rooms which are well stocked with new clothing and shoes. Inventory is tracked by computer to ensure that an ample supply of each item, in a large variety of sizes, is available. Documentation, which includes name, school, grade, gender, income levels, ethnicity and clothing items and sizes for the student served, is retained in our files. Each child receives one-on-one attention from an ALCV member who fits the child with two polo shirts, a pair of pants, a pair of shorts, shoes, six pairs of socks, six pairs of underwear, a warm sweatshirt, a backpack with school supplies, a book, a stuffed animal and a family hygiene kit. In addition, each child's family is given a voucher with which to select good quality used jackets, sweaters, gloves, scarves and other items from our adjacent Thrift Store.
5. **Cory's Kitchen:** Cory's Kitchen, Inc. has been in operation for over 20 years and served thousands of families with food, resource counseling and emotional support. Our goal is simple: Providing emergency food, resource and emotional support to families in need during times of crisis. Cory's Kitchen has a reputation for helping guide individuals through the changes in their lives. While we provide



*resources for social services, employment or medical support, we primarily provide the family with food to take away the anxiety of not being able to provide for their family's needs. Although our food program is geared to help prevent homelessness, we also provide food and resources specific to the needs of our homeless community. Helping those in need, is our primary purpose as a community organization.*

- 6. YWCA of San Gabriel Valley - Meals on Wheels:** *The Meals on Wheels program provides elderly and/or disabled homebound residents of the City of West Covina with two nutritious meals Monday through Friday, excluding holidays. The service allows our clients, all of whom are unable to purchase groceries and/or prepare meals, to continue to enrich their lives and live in their own homes with independence, quality of life and dignity. A major issue faced by the elderly and/or disabled in our communities is the need for supportive services that help them maintain a stable or thriving level of living. Services such as Meals on Wheels function as a safety net for people living in precarious situations because of poverty and declining health. The value of proactive support services like Meals on Wheels is that they prevent or significantly delay the institutionalization that the vast majority of disabled and/or older people fear and emphatically do not want. In addition the YWCA-SGV Meals on Wheels Program will connect clients who are in need of case management services with the YWCA San Gabriel Valley Case Management Program and the West Covina SCAP Program.*
- 7. YWCA of San Gabriel Valley - Senior Citizens Assistance Program (SCAP):** *The goal of the YWCA SCAP (Case Management and Information & Referral/Assistance Services) is to connect seniors with a broad array of services that enable them to remain in their homes for as long as possible. These services include but are not limited to: Access to services such as transportation, case management, information and assistance; and in-home services such as personal care, chore, and homemaker assistance; Community services such as legal services, mental health services, and adult day care; Community education and related programming that help to coordinate and integrate services for seniors such as health screening, exercise/health programs, etc. BSW Case Managers will provide 8 hours of on-site service at the West Covina Senior Center and an average of 4 hours services off-site in clients' homes. The YWCA San Gabriel Valley Senior Services' model of providing effective Case Management and Information and Referral/Assistance (I & RIA) Services is based on the concept of linking clients to a culturally competent, locally accessible and cost-effective integrated continuum of supportive services. In addition, our agency has proven its ability to respond in a timely manner to client's requests for service, and within several hours if the request is urgent.*

## FY 2019-2020 CDBG PUBLIC SERVICE APPLICANT - PROPOSED PERFORMANCE

(A) Applicant/Project	(B) Service	(C) Total Project Budget	(D) Est. Total to Serve 2019-2020	(E) Amount Requested 2019-2020	(F) Est. WC to Serve 2019-2020	(G) Est. WC Unit Cost (E/F)	(H) WC % Budget (E/C)*100%	(I) WC % Served (F/D)*100%	(J) Ad Hoc Recommend
1. Action Food Pantry	Food Services Food Bank	\$ 65,000	3,634	\$ 20,000	583	\$ 34	31%	16%	5,290
2. ESGV Coalition for Homeless	Serves Homeless Emerg. Food/Shelter	174,731	1,300	10,000	300	33	6%	23%	4,686
3. Project 29:11	Food Services Food Bank	50,000	15,670	10,000	1,600	6	20%	10%	4,160
4. Assistance League of Covina Valley	Serves Youth School Clothes	118,380	930	8,000	251	32	7%	27%	1,460
5. Cory's Kitchen	Food Services Food Bank	89,425	21,082	6,000	1,390	4	7%	7%	4,260
6. YWCA of SGV - Meals on Wheels	Food Services Delivered Meals	98,384	40	5,000	30	167	5%	75%	5,000
7. YWCA of SGV - Senior Citizens Assistance Prog	Case Management	212,040	700	17,000	60	283	8%	9%	7,404

	\$ 76,000	Requested
	\$ 32,260	Estimated Resources
	\$ (43,740)	
	\$ 32,260	\$ 32,260

### Notes

1. (G): The Unit Cost represents the cost per West Covina resident served, based on (F) relative to the amount of funding requested from West Covina (E).
2. (H): The percentage represents the amount the funding requested from West Covina (E) relative to the total proposed budget for the project (C).
3. (I): The percentage represents the number of people to be served from West Covina (F) relative to the total number of people to be served by the project (D).