



CITY OF WEST COVINA  
COMMUNITY AND SENIOR SERVICES COMMISSION

TUESDAY, MARCH 10, 2020, 6:00 PM REGULAR MEETING

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

## MINUTES

**Chair David Stewart**  
**Vice-Chair Nick Lewis**  
**Commissioner Paul Blackburn**  
**Commissioner Tam Dinh**  
**Commissioner Gayle Mason**  
**Commissioner Carole Mullner**  
**Commissioner Betty Valles**  
**Commissioner Alfred Williams**  
**Commissioner Karim Zaklama**

**THIS MEETING WILL BE HELD VIRTUALLY DUE TO THE FOLLOWING:**

*On March 4, 2020, Governor Newsom proclaimed a State of Emergency in California as a result of the threat of COVID-19. On March 17, 2020, Governor Newsom issued Executive Order N-29-20, suspending certain requirements of the Brown Act relating to the conduct of public meetings.*

*Public Participation: In accordance with Executive Order N-29-20 and guidance from the California Department of Public Health on gatherings, Management Resource Center will remain closed to the public. Members of the public may participate remotely in the following way:*

*Public comments will be accepted via e-mail to the Commissions Administrative Assistant at [djohnston@westcovina.org](mailto:djohnston@westcovina.org). The subject line should specify "Public Comment for 9/08/2020". Please include your full name and address in your e-mail. The Administrative Assistant will read emails received by 4:00 P.M. the day of the Community & Senior Services Commission meeting out loud into the public record.*

### 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** by Commissioner Stewart at 6:02 p.m.

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

**ROLL CALL**

Present: Chair David Stewart, Vice-Chair Nick Lewis, Commissioner Paul Blackburn, Commissioner Gayle Mason, Commissioner Betty Valles, Commissioner Karim Zaklama.

Absent: Commissioner Tam Dinh, Commissioner Carole Mullner\*, Commissioner Alfred Williams

Staff Present: Pubic Services Superintendent Mike Cresap, 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 10, 2020, Community and Senior Services Commission Meeting Minutes**

It is recommended that Commission approve the March 10, 2020, Community and Senior Services Commission Meeting Minutes.

Motion by Blackburn, seconded by Lewis to approve the meeting minutes as presented. Motion carried by a vote of 5-0 with 3 absent.

AYES: Stewart, Blackburn, Lewis, Mason, Valles, Zaklama.

NOES: None.

ABSENT: Dinh, Mullner\*, Williams

ABSTAIN: None.

## **NEW BUSINESS**

### **2) COVID-19 Impacts to City services.**

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

Presentation by Mike Cresap, Public Services Superintendent. Discussion was had. Commissioners had questions, comments and concerns from when the city will re-open, when businesses will be able to get back to normal, to what steps are being taken by the city to do so. Staff relayed that city management has made the decision to follow the guidelines set forth by the LA County Health department for opening up the city. It was also noted that due to the increase in cases within the city as a whole and cases amongst staff, that city hall & city facilities are currently closed. The city will continue to follow the guidelines set forth by LA County Health.

### **3) Facility Usage Reports for the Months of August 2019 through January 2020.**

It is recommended that the Commission receive and file these reports.

Presented by Mike Cresap, Public Services Superintendent. Discussion was had. A request by commission to have Code Enforcement do a presentation at a meeting.

## **CONTINUED BUSINESS**

### **4) City Parks & Playground Replacement Needs.**

It is recommended that the Commission discuss the needs of updating playground equipment at the 16 parks within the city and direct staff how they wish to precede with having a community meeting to obtain the input of residents for these future projects.

Presented by Mike Cresap, Public Services Superintendent. Discussion was had regarding the updates to Shadow Oak Park top lot playground, Measure A funds and what park the commission wished to look at for the next years project for replacement of playgrounds. Discussion was had on how to tour the parks during this time, receiving a list of the parks most in need and how the projects would be funded. Further discussion was had.

### **5) Discussion on request for an update of the Traffic Committee Meetings.**

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

Discussion was had on the purview of the Commission, why the traffic committee was created, its purpose and whom oversees the decisions made in the traffic committee meetings. Discussion to request clarity of those items was requested to be brought back to the commission with more information on the process and need for the traffic committee and why the Community & Senior Services Commission is not overseeing this committee if they are a advisory commission to the Public Services department which now includes the maintenance division whom has staff completing requests for signage to maintaining streets. This item will be researched and brought back to the commission with more information.

## **AD HOC COMMITTEE REPORTS**

Commission discussed the plan to replace playgrounds at all parks over the next several years and how those projects will be paid for. Commission requested that more information on this process be brought back to the commission.

## **COMMISSIONERS REPORTS**

**Vice Chair Stewart**: Commissioner Stewart seconds Commissioner Blackburn's compliments to city staff and their continued dedication to the citizens of the city.

**Commissioner Blackburn**: Commissioner Blackburn complimented staff on the job they are continuing to do with limited resources and during these unprecedented times.

**Commissioner Dinh**: Absent.

**Commissioner Lewis**: Commissioner Lewis seconds Commissioner Blackburn's compliments to city staff and their continued dedication to the citizens of the city.

**Commissioner Mason**: Due to the current state of the city, there were no events or meetings to attend and stated that also due to the current "stay home stay safe" orders the city is looking unkept. Staff notified commission that because of the fiscal state of the city, a few contracts for companies that assist the city with upkeep were cancelled however, they are currently being re-negotiated and the city will start looking better soon.

**Commissioner Mullner**: \*Absent, unable to log into the virtual system.

**Commissioner Valles**: Commissioner Valles seconds Commissioner Blackburn's compliments to city staff and their continued dedication to the citizens of the city.

**Commissioner Williams**: Absent.

**Commissioner Zaklama**: Stated that during these times everyone needs to remember to stay healthy mentally and physically and to take care of oneself. He also thanked staff for all they are doing during this time for the citizens of the city.

## **ITEMS TO BE AGENDIZED**

Commissioner Lewis: Requested that an item to agenzize discussion on social distancing playground options if available and if funding should go toward those types of projects vs. continuing with the current plans to replace playgrounds that are the normal prior to COVID-19. Requested staff to reach out to the builders of the playgrounds for these types of options and presentation in the future as well.

Commissioner Zaklama requested a listing of elderly group homes within the city and what services are offered to Seniors in the community during these times as well as normal times. Staff will have Senior Services staff do a presentation on this request.

## **UPCOMING SPECIAL EVENTS**

- Saturday, September 12, 2020 - all day - Virtual Heart of the Valley 5K Run/Walk. More information on the cities' website page
- at: <https://www.westcovina.org/Home/Components/Calendar/Event/10965/404>
- Tuesday, September 15, 2020, 7:00 p.m. - City Council Meeting - City Hall Council Chambers.
- Tuesday, September 22, 2020, 7:00 p.m. - Planning Commission Meeting - City Hall Council Chambers
- Saturday, September 26, 2020, 9:00 a.m. - 1:00 p.m. - Used Motor Oil Collection & Free Filter Exchange Event - AutoZone at 1035 E Amar Rd.
- October 6, 2020, 7:00 p.m.- City Council Meeting - City Hall Council Chambers.
- Saturday, October 10, 2020, 9:00 a.m. - 1:00 p.m. - Free Electronic Waste Collection Round Up - City Maintenance Yard at 825 S Sunset Ave.
- Tuesday, October 13, 2020, 7:00 p.m. - - Planning Commission Meeting - City Hall Council Chambers.
- October 20, 2020, 7:00 p.m. – City Council Meeting - City Hall Council Chambers
- Tuesday, October 27, 2020, 7:00 p.m. – Planning Commission Meeting - City Hall Council Chambers.
- Tuesday, November 3, 2020, all day - Election Day. Check the following website for locations: <https://www.lavote.net/home/voting-elections>

**ADJOURNMENT** at 7:09 p.m. Motion by Mason, seconded by Lewis, to adjourn. Motion passes six (6) to zero (0) with three (3) absent.

AYES: Stewart, Blackburn, Lewis, Mason, Valles, Zaklama.

NOES: None.

ABSENT: Dinh, Mullner\*, Williams

ABSTAIN: None.

**2020 Community and Senior Services Commission Meetings**

Tuesday, November 10, 2020, at 6 p.m.