

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

**AGENDA**

TUESDAY JULY 12, 2016, 6:00 PM  
REGULAR MEETING

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

**Chair Steve Bennett**  
**Vice-Chair Phil Kaufman**  
**Commissioner Luanne Arredondo**  
**Commissioner Paul Blackburn**  
**Commissioner Tam Dinh**  
**Commissioner Glenn Kennedy**  
**Commissioner Nick Lewis**  
**Commissioner Leticia Lopez**  
**Commissioner David Stewart**

***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 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.

July 12, 2016

**AGENDA**

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

TUESDAY, JULY 12, 2016, 6:00 PM  
REGULAR MEETING

**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.*

**APPROVAL OF MEETING MINUTES**

**1. May 10, 2016 Regular Community and Senior Services Commission Meeting Minutes**

Motion by \_\_\_\_\_, second by \_\_\_\_\_  
to approve the Regular Community and Senior Services Commission meeting minutes held on Tuesday, May 10, 2016 as presented  
except: \_\_\_\_\_  
Motion carried by a vote of \_\_\_\_\_.

**ADMINISTRATION**

**NEW BUSINESS**

- 2. Vacancy of Commissioner Position**
- 3. Commissioner Sub-Committee Assignments – Commissioner Dinh**
- 4. Designation of Park Sale Proceeds for Development of Walking Trail (New land acquisition only) – Commissioner Lewis**

July 12, 2016

5. **Review of Volunteer of the Year Nomination Guidelines**
6. **Orangewood Soccer Complex Construction Update**
7. **Shadow Oak Park Update**

**OLD BUSINESS**

8. **Internship Program**
9. **Sports Council Subsidy**
10. **Palm View Park Improvements**

**AD HOC REPORTS**

**COMMISSIONERS REPORTS**

**ITEMS TO BE AGENDIZED**

**ANNOUNCEMENTS**

**ADJOURNMENT**

Motion by \_\_\_\_\_, second by \_\_\_\_\_  
to adjourn the meeting at \_\_\_\_\_.  
Motion carried by a vote of \_\_\_\_\_.

2016 Regular Commission Meetings  
September 13<sup>th</sup> / November 8<sup>th</sup>

## MINUTES

### REGULAR MEETING COMMUNITY AND SENIOR SERVICES COMMISSION Tuesday, May 10, 2016

The regular meeting of the Community and Senior Services Commission was called to order at 6:03 p.m. in the MRC Room of West Covina City Hall. Chair Bennett led the Pledge of Allegiance and asked to observe a moment of silence.

#### ROLL CALL

Present: Chair Bennett, Vice Chair Kaufman  
Commissioners Arredondo, Blackburn, Dinh, Kennedy, Lewis, Lopez, Ogden,  
Stewart

Staff Present: Director Bresciani, Management Analyst II McDonald, Office Assistant II  
Butanda

#### ORAL COMMUNICATIONS

Pastor Jillian Lutes of West Covina Hills Seventh-day Adventist Church informed the Commission of resources and upcoming events available to the community.

#### MINUTES FOR APPROVAL

##### 1. March 8, 2015 Regular Community and Senior Services Commission Meeting Minutes

Motion by Ogden, second by Stewart to approve the Regular Community and Senior Services Commission meeting minutes as amended. Motion carried by a vote of 10-0.

#### ADMINISTRATION

#### NEW BUSINESS

##### 2. Choosing of the 2016 Volunteer of the Year

There was no submission for Recreation Volunteer of the Year, so a motion was made to select two Community Services Volunteers of the Year.

Motion by Arredondo, second by Ogden to select two Community Services Volunteers of the Year. Motion carried by a vote of 10-0.

Motion by Ogden, second by Bennett to select Chief Don Fernald as Community Services Volunteer of the Year. Motion carried by a vote of 10-0.

Motion by Ogden, second by Arredondo to select Reyna Del Haro as Community Services Volunteer of the Year. Motion carried by a vote of 10-0.

### **3. Internship Program**

Director Bresciani reported that the City Manager's Office and Planning Department have generated the most interest by intern applicants. The Community Services Department received interest from one applicant, who declined after finding an alternate employment opportunity. Director Bresciani said that she would verify whether Senior Citizens could apply for the internship program and would advise the Senior Center Supervisor upon confirmation.

### **4. Commissioner Roles and Responsibilities**

Director Bresciani discussed the need for professionalism in public interactions and at Commission Meetings. Commissioners desiring changes in subcommittee assignments may bring the request to Director Bresciani's attention and we can bring back the sub-committee assignments on future agendas if changes are needed. Commissioners may also suggest revisions to the Commissioner Handbook, to be updated in the coming months.

### **5. Sports Council Subsidy**

Director Bresciani informed of Councilman Spence's request for a full accounting of utility expenses subsidized by the City for sports leagues. Public Works Department is providing invoices for electrical, water, and grounds maintenance, from which league-related expenses will be calculated and provided to City Council.

### **6. Palm View Center Improvements**

Director Bresciani informed the Commission on upcoming improvements at Palm View Park, partially made possible by Community Development Block Grant funding. Repairs will include exercise equipment, repaving of parking lots, and design for a new soccer field. Wood chips will be added to the playgrounds.

### **7. L.A. County Park Bond**

Los Angeles County has provided a summary of results for a Los Angeles County Parks and open space survey. Survey results illustrated that Los Angeles County voters will potentially support a ballot measure establishing a three-cent per square foot of improvement property tax, from which West Covina would receive a needs-based percentage, dependent upon criteria established by Los Angeles County and distributed by grant funds.

## **OLD BUSINESS**

### **8. Sunset Field**

Community and Senior Services Commission Minutes  
May 10, 2016

Director Bresciani updated the Commission on the proposed sale of Sunset Field. A public notice has been distributed advising of a public hearing for the abandonment of Sunset Field as park land.

**AD HOC REPORTS**

**9. CDBG Public Service Project Funding Recommendations**

Management Analyst II McDonald summarized the recommendation of the CDBG Ad Hoc Committee's for public service project funding. The CDBG Ad Hoc Committee reviewed applications and heard presentations for Fiscal Year 2016-2017 Public Service Project Funding on April 21, 2016.

Motion by Ogden, second by Blackburn to approve funding as recommended. Motion carried by a vote of 10-0.

**ADJOURNMENT**

Meeting adjourned at 7:31 p.m.



## 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 **Monday, May 9, 2016.**

Mail, Fax, or e-mail to: City of West Covina

Community Services Department - Volunteer of the Year

1444 W. Garvey Avenue, South, Room 316, West Covina, CA 91790

Phone: (626) 939-8489 Fax: (626) 939-8675 e-mail: [kristie.butanda@westcovina.org](mailto:kristie.butanda@westcovina.org)



