



CITY OF WEST COVINA
COMMUNITY AND SENIOR SERVICES COMMISSION

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

AGENDA

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
Commissioners 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. The subject line should specify "Public Comment for 11/10/2020". 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 are in need of 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

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) September 8, 2020, Community and Senior Services Commission Meeting Minutes.

It is recommended that Commission approve the September 8, 2020, Community and Senior Services Commission Meeting Minutes.

NEW BUSINESS

2) Code Enforcement Update Information Report Presentation - Presented by Milan Mrakich, Code Enforcement Manager

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

3) Facility Usage Reports for the Months of March 2020 to August 2020.

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

CONTINUED BUSINESS

4) Parks with the most need for updated playground equipment discussion.

It is recommended that the Commission direct staff on how to precede with the plan to replace playground equipment at five (5) parks over the next five (5) years.

AD HOC COMMITTEE REPORTS

COMMISSIONERS REPORTS

ITEMS TO BE AGENDIZED

UPCOMING EVENTS

- **Tuesday, November 17, 2020, 7:00 p.m.** - City Council Meeting - City Hall Council Chambers.
- **Tuesday, November 10, 2020, 7:00 p.m.** - Planning Commission Meeting - City Hall Council Chambers.
- **Tuesday, December 1, 2020, 7:00 p.m.** - City Council Meeting - City Hall Council Chambers.
- **Tuesday, December 8, 2020, 7:00 p.m.** - Planning Commission Meeting - City Hall Council Chambers.
- **Saturday, December 12, 2020, 9:00 a.m. - 1:00 p.m.** - Free E-Waste Collection at City Maintenance Yard at 825 S Sunset Ave.
- **Saturday, December 12, 2020, 5:00 - 8:00 p.m.** - West Covina Holiday Express drive-thru event at Cortez Park Community & Senior Center.
- **Tuesday, December 15, 2020, 7:00 p.m.** - City Council Meeting - City Hall Council Chambers.
- **Tuesday, December 22, 2020, 7:00 p.m.** - Planning Commission Meeting - City Hall Council Chambers.

ADJOURNMENT

2021 Community and Senior Services Commission Meetings

January 12, 2021, at 6:00 p.m.
March 9, 2021, at 6:00 p.m.
May 11, 2021, at 6:00 p.m.
July 13, 2021, at 6:00 p.m.
September 14, 2021, at 6:00 p.m.
November 9, 2021, at 6:00 p.m.



AGENDA STAFF REPORT

City of West Covina

DATE: 11/10/2020
TO: Community and Senior Services Commission
FROM: Mike Cresap
Public Services Superintendent
SUBJECT: September 8, 2020, Community and Senior Services Commission Meeting Minutes.

RECOMMENDATION:

It is recommended that Commission approve the September 8, 2020, Community and Senior Services Commission Meeting Minutes.

Attachments

Attachment No. 1 - September 8 , 2020, Commission Meeting Minutes



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

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ADDRESSING THE COMMUNITY AND SENIOR SERVICES COMMISSION

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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 complements 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 complements 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 complements 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 agenize 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.



AGENDA STAFF REPORT

City of West Covina

DATE: 11/10/2020
TO: Community and Senior Services Commission
FROM: Mike Cresap
Public Services Superintendent
SUBJECT: **Code Enforcement Update Information Report Presentation** - Presented by Milan Mrakich,
Code Enforcement Manager

RECOMMENDATION:

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



AGENDA STAFF REPORT

City of West Covina

DATE: 11/10/2020
TO: Community and Senior Services Commission
FROM: Mike Cresap
Public Services Superintendent
SUBJECT: Facility Usage Reports for the Months of March 2020 to August 2020.

RECOMMENDATION:

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

Attachments

Attachment No. 1 - Facility Usage Reports for March 2020
Attachment No. 2 - Facility Usage Reports for April 2020
Attachment No. 3 - Facility Usage Reports for May 2020
Attachment No. 4 - Facility Usage Reports for June 2020
Attachment No. 5 - Facility Usage Reports for July 2020
Attachment No. 6 - Facility Usage Reports for August 2020

PUBLIC SERVICES FACILITY USAGE & MAINTENANCE REPORTS												
Month of March 2020												
FACILITIES SHUT DOWN ON 3/16/2020 DUE TO COVID-19												
CORTEZ PARK & SENIOR CENTER				SHADOW OAK PARK & COMMUNITY CENTER				DAYCARES				
Special Events				Classes	Participants	NOTES:	Site	Total Average				
Title	Monthly			Tiny Tots	60	Average 7.5 participants at Camp / per day number	Palmview Preschool	16.5				
Nutrition Program	2781			Parent Participation Pre School	0	parents and/or grandparents.	Vine Daycare	56.7				
Food Bank Boxes	200			Karate	35		Wescove Daycare	37.7				
				Lil' Ninjas	6		Average Monthly Daycare Attendance	111				
Evening Dance				Soul Line Dancing	18							
				Stretch & Move	8							
Presentations				Get Fit	3							
Metro Tap Cards				Piano	7							
Excursions				Music and Movement	14							
Title	Monthly			Cheer	12							
				Ballet	12							
Mt. Sac Classes - <i>class counts are reported by Instructor to Staff</i>				Baby Ballet	12							
Title	Monthly	Daily Average		Beginning Internet	16							
Computing Level 1				Photography	16							
Computing Level 2				Mobile Technology	25	* Not technically a lab class						
Computing Level 3				Mt. Sac Classes - <i>class counts are reported by Instructor to Staff</i>								
Tole Painting				Mt Sac Healthy Aging 8-9am MWF	200	registered about 60 attending each class						
Watercolor				Mt Sac Healthy Aging 1-2pm TTh	180	total over all classes						
Healthy Aging				Mt Sac Fall Prevention 1230-2pm MWF	200	registered about 60 attending each clas						
Yoga				Total	824							
Calligraphy				Facility Rentals	1	Note: 1st Church 1 days, 220 attendance.						
Tai Chi				Ridge Riders Equestrian Center Rentals	0							
Creative Computing				CAMERON PARK & COMMUNITY CENTER			SPORTS FIELD RENTAL					
Digital Photography				Event type:	Participants	NOTES:	Field Name	Season	No. Participants			
Home Gardening				Youth League	1	Currently in session	West Covina Youth Basketball	Jan-April				
Clubs				Adult Leagues	0	League currently in season	West Covina American Little League	Feb-June				
Paid Fee Classes				Classes	133	Gymnastics, Karate, Kung Fu, Belly Dancing & Cheer	West Covina Girls Softball	Mar - July				
Title	Monthly	Daily Average		Mt. Sac Classes - <i>class counts are reported by Instructor to Staff</i>		Total participants in Mt. SAC programs = 0	West Covina National Little League	Mar - July				
Zumba Gold				Title	Monthly		Daily Average	West Covina Pacific Coast Little League	Mar - July			
Line Dancing Pam				Life Long Learning			0	West Covina Youth Pony Baseball	Feb-May			
Happy Line Dancers				Jewelry			0	West Covina Youth Soccer	Dec - May	300		
Gentle Exercise				Sewing & Design			0	TOTAL	300 <td></td>			
Ballroom Dance				Passports	33							
Young at Heart Yoga				Total Participants	167							
Case Management				Rentals	Number							
Legal Assurance				Gym rentals	41							
Coffee Card Sold				Multi-purpose room rentals	3							
Daily Coffee Tickets				Open Play Basketball	121							
Total Participants	2981	0		Pavilion Rentals	8							
Cortez Community & Senior Center Rentals	Monthly			Total Facility Rentals	173	0						
CAPS (Mon-Fri)							Shopping Cart Retrieval - Carts picked up 000 Based on monthly reporting from Contractor					
Church Rental (Every Sunday)												
Bible Study (Every Friday)												
Large Parties/Receptions (5)												
Meetings (1)												
Total Facility Rental for Senior Center	0											
Athens Low Income Senior Citizen new applicants												
Topic Counts of Opened Requests - GoGov Application												
For Date Period From 03/01/2020 Through 03/31/2020												
				Total All Facility Participants	Monthly	Daily						
					4272	111						
				Total All Facility Rentals	174							

PUBLIC SERVICES FACILITY USAGE & MAINTENANCE REPORTS			
Month of March 2020			
Topic	Count	WORK ORDER STATUS	NO.
Building & Engineering Services		Assigned	9
Total - Building & Engineering Services	3	Closed	490
Code Enforcement		Referred to City Contractor	0
Total - Code Enforcement	182	Referred to the Building Department	0
Police Department		Referred to the Police Department	4
Criminal or Illegal Activity	1	Cancelled	0
Homeless Services & Encampment	2		
Illegal Parking & Parking Viol	1		
Noise	0		
Total - Police Department	4		
Public Services Department			
City Facility Maintenance - All Other Facilities	8		
City Facility Repair Requests for Fire Station	9		
City Park Community Centers	5		
City Sidewalk Issues	4		
City Sports Facilities	6		
Damaged or Missing Street Signs	3		
Discarded Trash Item - Illegal Dumping	22		
Dog Park	1		
Electrical Issues at City facilities	2		
Fallen Branch or City Tree	14		
Graffiti	176		
Manholes and Cleanouts	1		
Other	26		
Park Irrigation Issues	0		
Pot Holes or Damages to Streets	7		
Restrooms in Parks	0		
Sewer Odors	0		
Slow Drainage/Lateral Stoppage	1		
Storm Drain/Catch Basin	1		
Street Lights Owned and Maintained by So	0		
Street Lights owned by the City	1		
Traffic Signal Lights	8		
Trash in City Parks	3		
Tree Trim Request	12		
Water Fountain - City Parks	2		
Weeds & Overgrown Vegetation - Public	2		
Total - Public Services Department	314		
All Topics			
Total All Topics	503		

AVERAGE TURNAROUND FROM DATE RECEIVED TO COMPLETED																																												
Time to Close Distribution - All Departments For Date Period From 03/01/2020 Through 03/31/2020 <table><tr><td>Days</td><td>0 - 1</td><td>2 - 3</td><td>4 - 5</td><td>6 - 7</td><td>8 - 9</td><td>10 - 11</td><td>12 - 13</td><td>14+</td></tr><tr><td>Exceed</td><td>0</td><td>0</td><td>8</td><td>4</td><td>1</td><td>2</td><td>3</td><td>37</td></tr><tr><td>Met</td><td>232</td><td>92</td><td>32</td><td>26</td><td>19</td><td>15</td><td>8</td><td>11</td></tr><tr><td>Total</td><td>232</td><td>92</td><td>40</td><td>30</td><td>20</td><td>17</td><td>11</td><td>48</td></tr></table> Exceed indicates the request was closed past the due date									Days	0 - 1	2 - 3	4 - 5	6 - 7	8 - 9	10 - 11	12 - 13	14+	Exceed	0	0	8	4	1	2	3	37	Met	232	92	32	26	19	15	8	11	Total	232	92	40	30	20	17	11	48
Days	0 - 1	2 - 3	4 - 5	6 - 7	8 - 9	10 - 11	12 - 13	14+																																				
Exceed	0	0	8	4	1	2	3	37																																				
Met	232	92	32	26	19	15	8	11																																				
Total	232	92	40	30	20	17	11	48																																				

PUBLIC SERVICES FACILITY USAGE & MAINTENANCE REPORTS

Month of April 2020

PUBLIC SERVICES FACILITY USAGE & MAINTENANCE REPORTS									
Month of April 2020									
CORTEZ PARK & SENIOR CENTER			SHADOW OAK PARK & COMMUNITY CENTER				DAYCARES		
Special Events			Classes	Participants	NOTES:		Site	Total Average Daily	
Title	Monthly						Palmview Preschool		
Nutrition Program	10214						Vine Daycare		
LA Food Bank Distribution	200						Wescove Daycare		
Total Participants	10414	0					TOTAL		0
SPORTS FIELD RENTAL									
Field Name	Season	No. Participants							
West Covina Youth Basketball	Jan-April								
West Covina American Little League	Feb-June								
West Covina Girls Softball	Mar - July								
West Covina National Little League	Mar - July								
West Covina Pacific Coast Little League	Mar - July								
West Covina Youth Pony Baseball	Feb-May								
West Covina Youth Soccer	Dec - May								
TOTAL		0							
City Special Events					Shopping Cart Retrieval - Carts picked up 000 Based on monthly reporting from Contractor				
Event Title		Date		Attendance					
					Athens Low Income Senior Citizen new applicants		1		
Due to COVID-19 The City of West Covina is abiding by the Los Angeles County Public Health Department requirements related to COVID-19. All community centers, childcare and parks are not open to the public. However, park open space is open for individual activity while abiding by social distancing requirements. Organized sports, Special Events and the like are not being allowed during this time.									

PUBLIC SERVICES FACILITY USAGE & MAINTENANCE REPORTS									
Month of April 2020									

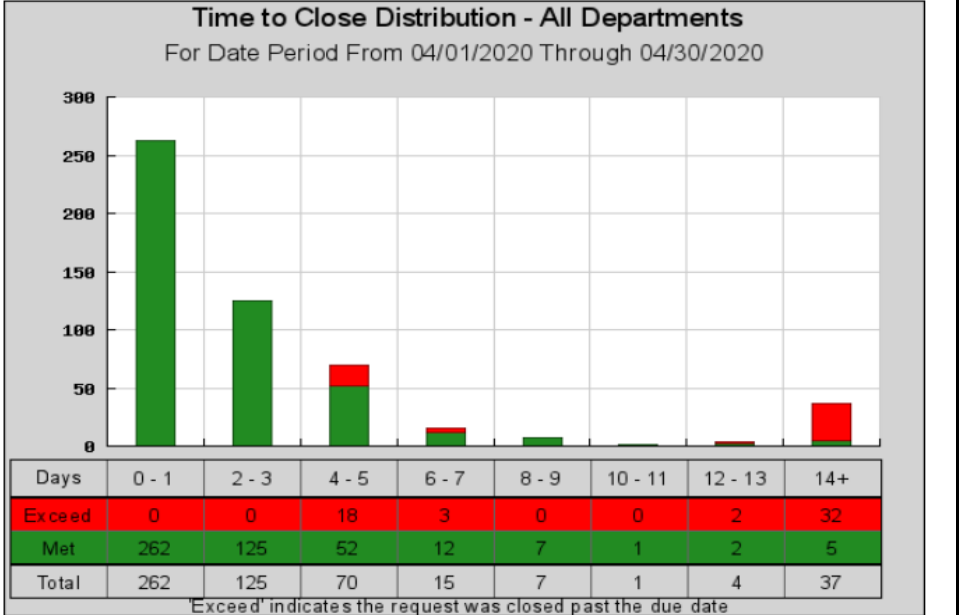
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Topic	Count	WORK ORDER STATUS	NO.
Building & Engineering Services		Assigned	11

Building & Engineering Services		Assigned	11
Total - Building & Engineering Services	3	Closed	524

Code Enforcement		Referred to City Contractor	3
Total - Code Enforcement	226	Referred to the Code Enforcement	1
Police Department		Referred to the Police Department	4
Criminal or Illegal Activity	0	Cancelled	0
Homeless Encampments	0	TOTAL WORK ORDERS RECEIVED	543

AVERAGE TURNAROUND FROM DATE RECEIVED TO COMPLETED	
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100	100



Topic	Count
Building & Engineering Services	
Total - Building & Engineering Services	3
Code Enforcement	
Total - Code Enforcement	226
Police Department	
Criminal or Illegal Activity	0
Homeless Encampments	0
Homeless Services & Encampment	4
Illegal Parking & Parking Viol	0
Noise	0
Total - Police Department	4
Public Services Department	
City Facility Maintenance - All Other Facilities	4
City Facility Repair Requests for Fire Station	3
City Park Community Centers	2
City Sidewalk Issues	5
City Sports Facilities	0
Damaged or Missing Street Signs	3
Discarded Trash Item - Illegal Dumping	25
Dog Park	0
Electrical Issues at City facilities	2
Fallen Branch or City Tree	5
Graffiti	159
Manholes and Cleanouts	2
Other	25
Park Irrigation Issues	3
Pot Holes or Damages to Streets	10
Restrooms in Parks	0
Sewer Odors	0
Slow Drainage/Lateral Stoppage	1
Storm Drain/Catch Basin	1
Street Lights Owned and Maintained by So	1
Street Lights owned by the City	6
Traffic Signal Lights	12
Trash in City Parks	9
Tree Trim Request	28
Water Fountain - City Parks	1
Weeds & Overgrown Vegetation - Public	3
Total - Public Services Department	310
All Topics	
Total All Topics	543

PUBLIC SERVICES FACILITY USAGE & MAINTENANCE REPORTS

Month of May 2020

CORTEZ PARK & SENIOR CENTER		
Special Events		
Title	Monthly	
Nutrition Program	11241	
LA Food Bank Distribution	400	
Total Participants	11641	0
SPORTS FIELD RENTAL		
Field Name	Season	No. Participants
West Covina Youth Basketball	Jan-April	
West Covina American Little League	Feb-June	
West Covina Girls Softball	Mar - July	
West Covina National Little League	Mar - July	
West Covina Pacific Coast Little League	Mar - July	
West Covina Youth Pony Baseball	Feb-May	
West Covina Youth Soccer	Dec - May	
TOTAL		0

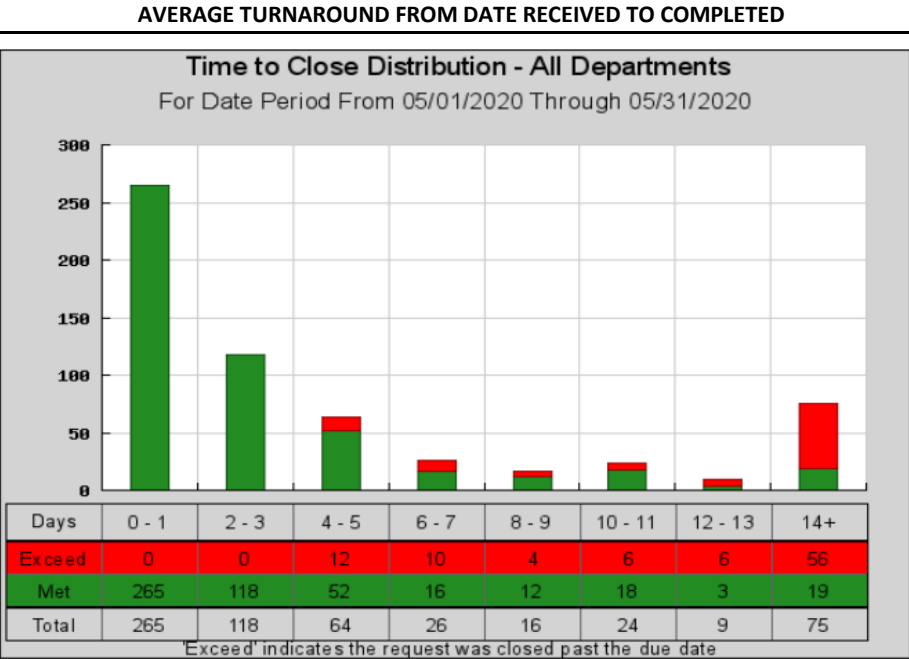
SHADOW OAK PARK & COMMUNITY CENTER		
Classes	Participants	NOTES:
TOTAL	0	
CAMERON PARK & COMMUNITY CENTER		
Event type:	Participants	NOTES:
TOTAL	0	

DAYCARES		
Site	Total Average Daily	
Palmview Preschool		
Vine Daycare		
Wescove Daycare		
TOTAL		0

City Special Events			
Event Title	Date	Attendance	
		Athens Low Income Senior Citizen new applicants	0

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PUBLIC SERVICES FACILITY USAGE & MAINTENANCE REPORTS			
Month of May 2020			
Topic Counts of Opened Requests - GoGov Application			
For Date Period From 05/01/2020 Through 05/31/2020			
Topic	Count	WORK ORDER STATUS	NO.
Building & Engineering Services		Assigned	23
Total - Building & Engineering Services	3	Closed	597
Code Enforcement		Referred to City Contractor	8
Total - Code Enforcement	235	Referred to the Code Enforcement	3
Police Department		Referred to the Police Department	0
Criminal or Illegal Activity	0	Cancelled	0
Homeless Encampments	0	TOTAL WORK ORDERS RECEIVED	631
Homeless Services & Encampment	0		
Illegal Parking & Parking Viol	0		
Noise	0		
Total - Police Department	0		
Public Services Department			
City Facility Maintenance - All Other Facilities	1		
City Facility Repair Requests for Fire Station	3		
City Park Community Centers	2		
City Sidewalk Issues	12		
City Sports Facilities	1		
Damaged or Missing Street Signs	4		
Discarded Trash Item - Illegal Dumping	34		
Dog Park	1		
Electrical Issues at City facilities	1		
Fallen Branch or City Tree	23		
Graffiti	200		
Manholes and Cleanouts	0		
Other	24		
Park Irrigation Issues	1		
Pot Holes or Damages to Streets	9		
Restrooms in Parks	1		
Sewer Odors	1		
Slow Drainage/Lateral Stoppage	1		
Storm Drain/Catch Basin	1		
Street Lights Owned and Maintained by So	2		
Street Lights owned by the City	1		
Traffic Signal Lights	9		
Trash in City Parks	5		
Tree Trim Request	43		
Water Fountain - City Parks	0		
Weeds & Overgrown Vegetation - Public	13		
Total - Public Services Department	393		
All Topics			
Total All Topics	631		



PUBLIC SERVICES FACILITY USAGE & MAINTENANCE REPORTS

Month of June 2020

CORTEZ PARK & SENIOR CENTER			SHADOW OAK PARK & COMMUNITY CENTER			DAYCARES		
Special Events			Classes	Participants	NOTES:	Site	Total Average Daily	
Title	Monthly					Palmview Preschool		
Nutrition Program	11425					Vine Daycare		
LA Food Bank Distribution	400					Wescove Daycare		
Total Participants	11825	0						
SPORTS FIELD RENTAL								
Field Name	Season	No. Participants						
West Covina Youth Basketball	Jan-April							
West Covina American Little League	Feb-June							
West Covina Girls Softball	Mar - July							
West Covina National Little League	Mar - July							
West Covina Pacific Coast Little League	Mar - July							
West Covina Youth Pony Baseball	Feb-May							
West Covina Youth Soccer	Dec - May							
TOTAL		0						
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PUBLIC SERVICES FACILITY USAGE & MAINTENANCE REPORTS			
Month of June 2020			
Topic Counts of Opened Requests - GoGov Application			
For Date Period From 06/01/2020 Through 06/30/2020			
Topic	Count	WORK ORDER STATUS	NO.
Building & Engineering Services		Assigned	38
Total - Building & Engineering Services	2	Closed	687
Code Enforcement		Referred to City Contractor	6
Total - Code Enforcement	235	Referred to the Building Department	1
Police Department Reports		Referred to the Police Department	1
Criminal or Illegal Activity	0	Cancelled	0
Homeless Encampments	4	TOTAL WORK ORDERS RECEIVED	733
Homeless Services & Encampment	0		
Illegal Parking & Parking Viol	0		
Noise	0		
Total - Police Department	4		
Public Services Department			
City Facility Maintenance - All Other Facilities	12		
City Facility Repair Requests for Fire Station	5		
City Park Community Centers	6		
City Sidewalk Issues	6		
City Sports Facilities	2		
Damaged or Missing Street Signs	4		
Discarded Trash Item - Illegal Dumping	47		
Dog Park	3		
Electrical Issues at City facilities	5		
Fallen Branch or City Tree	16		
Graffiti	228		
Manholes and Cleanouts	5		
Other	16		
Park Irrigation Issues	7		
Pot Holes or Damages to Streets	17		
Restrooms in Parks	0		
Sewer Odors	1		
Slow Drainage/Lateral Stoppage	0		
Storm Drain/Catch Basin	2		
Street Lights Owned and Maintained by So	0		
Street Lights owned by the City	4		
Traffic Signal Lights	34		
Trash in City Parks	7		
Tree Trim Request	45		
Water Fountain - City Parks	1		
Weeds & Overgrown Vegetation - Public	19		
Total - Public Services Department	492		
All Topics			
Total All Topics	733		

Time to Close Distribution - All Departments

For Date Period From 06/02/2020 Through 06/30/2020

Days	0 - 1	2 - 3	4 - 5	6 - 7	8 - 9	10 - 11	12 - 13	14+
Exceed	0	0	8	24	19	3	4	42
Met	320	122	52	13	5	2	0	34
Total	320	122	60	37	24	5	4	76

'Exceed' indicates the request was closed past the due date

PUBLIC SERVICES FACILITY USAGE & MAINTENANCE REPORTS

Month of July 2020

CORTEZ PARK & SENIOR CENTER		
Special Events		
Title	Monthly	
Nutrition Program	4040	
LA Food Bank Distribution	400	
Total Participants	4440	0
SPORTS FIELD RENTAL		
Field Name	Season	No. Participants
West Covina Youth Basketball	Jan-April	0
West Covina American Little League	Feb-June	0
West Covina Girls Softball	Mar - July	0
West Covina National Little League	Mar - July	0
West Covina Pacific Coast Little League	Mar - July	0
West Covina Youth Pony Baseball	Feb-May	0
West Covina Youth Soccer	Dec - May	0
TOTAL		0
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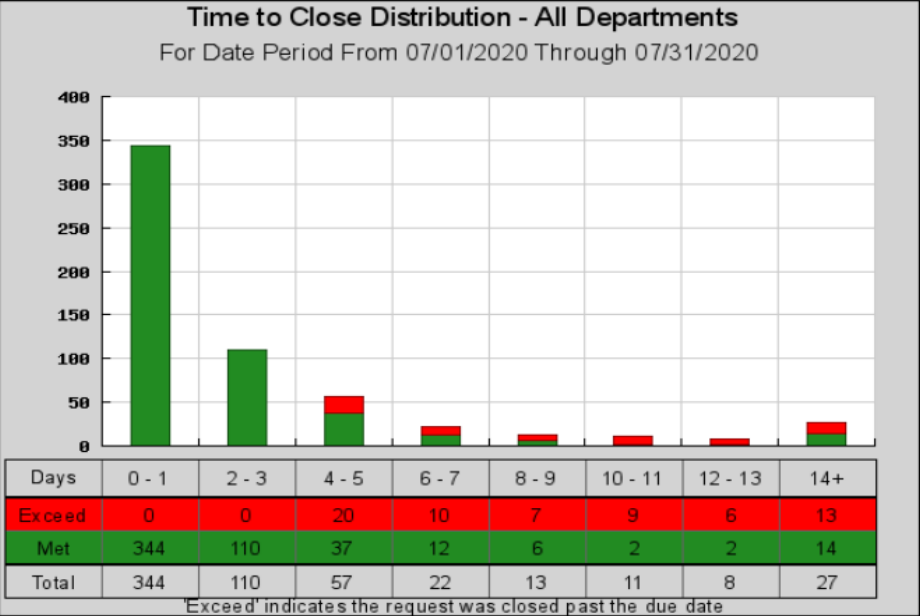
SHADOW OAK PARK & COMMUNITY CENTER		
Classes	Participants	NOTES:
	0	
TOTAL	0	
CAMERON PARK & COMMUNITY CENTER		
Event type:	Participants	NOTES:
	0	
TOTAL	0	

DAYCARES	
Site	Total Average Daily
Palmview Preschool	0
Vine Daycare	0
Wescove Daycare	0
TOTAL	0

City Special Events		Shopping Cart Retrieval - Carts picked up 000 Based on monthly reporting from Contractor	
Event Title	Date		Attendance
		Athens Low Income Senior Citizen new applicants	4

PUBLIC SERVICES FACILITY USAGE & MAINTENANCE REPORTS			
Month of July 2020			
Topic Counts of Opened Requests - GoGov Application			
For Date Period From 07/01/2020 Through 07/31/2020			
Topic	Count	WORK ORDER STATUS	NO.
Building & Engineering Services		Assigned	59
Total - Building & Engineering Services	6	Closed	614
Code Enforcement		Referred to City Contractor	5
Total - Code Enforcement	219	Referred to the Building Department	2
Police Department Reports		Referred to the Police Department	
Criminal or Illegal Activity	0	Cancelled	
Homeless Encampments	10	TOTAL WORK ORDERS RECEIVED	680
Homeless Services & Encampment	0		
Illegal Parking & Parking Viol	0		
Noise	0		
Total - Police Department	10		
Public Services Department			
City Facility Maintenance - All Other Facilities	7		
City Facility Repair Requests for Fire Station	2		
City Park Community Centers	3		
City Sidewalk Issues	5		
City Sports Facilities	4		
Damaged or Missing Street Signs	7		
Discarded Trash Item - Illegal Dumping	34		
Dog Park	2		
Electrical Issues at City facilities	5		
Fallen Branch or City Tree	29		
Graffiti	224		
Manholes and Cleanouts	3		
Other	8		
Park Irrigation Issues	9		
Pot Holes or Damages to Streets	8		
Restrooms in Parks	3		
Sewer Odors	0		
Slow Drainage/Lateral Stoppage	1		
Storm Drain/Catch Basin	2		
Street Lights Owned and Maintained by So	0		
Street Lights owned by the City	7		
Traffic Signal Lights	10		
Trash in City Parks	11		
Tree Trim Request	45		
Water Fountain - City Parks	1		
Weeds & Overgrown Vegetation - Public	15		
Total - Public Services Department	445		
All Topics			
Total All Topics	680		

AVERAGE TURNAROUND FROM DATE RECEIVED TO COMPLETED



PUBLIC SERVICES FACILITY USAGE & MAINTENANCE REPORTS

Month of August 2020

CORTEZ PARK & SENIOR CENTER		
Special Events		
Title	Monthly	
Nutrition Program	6295	
LA Food Bank Distribution	400	
Total Participants	6695	0
SPORTS FIELD RENTAL		
Field Name	Season	No. Participants
West Covina Youth Basketball	Jan-April	0
West Covina American Little League	Feb-June	0
West Covina Girls Softball	Mar - July	0
West Covina National Little League	Mar - July	0
West Covina Pacific Coast Little League	Mar - July	0
West Covina Youth Pony Baseball	Feb-May	0
West Covina Youth Soccer	Dec - May	0
TOTAL		0
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SHADOW OAK PARK & COMMUNITY CENTER		
Classes	Participants	NOTES:
	0	
TOTAL	0	
CAMERON PARK & COMMUNITY CENTER		
Event type:	Participants	NOTES:
	0	
TOTAL	0	

City Special Events			Shopping Cart Retrieval - Carts picked up 000 Based on monthly reporting from Contractor	
Event Title	Date	Attendance		
Used Motor Oil Collection	8/22/2020	120		
Note: giveaway of 50 oil capture containers, 117 vouchers. Collected 120 filters and 130 gallons of motor oil.			Athens Low Income Senior Citizen new applicants	
E-Waste Collection	8/15/2020	31	2	
Note: 31 pieces of computers, monitors, keyboards, TV's, VCr/DVD players, microwaves and refrigerators were recycled. Total weight of 2,746 lbs collected.				

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AGENDA STAFF REPORT

City of West Covina

DATE: 11/10/2020
TO: Community and Senior Services Commission
FROM: Mike Cresap
Public Services Superintendent
SUBJECT: Parks with the most need for updated playground equipment discussion.

RECOMMENDATION:

It is recommended that the Commission direct staff on how to proceed with the plan to replace playground equipment at five (5) parks over the next five (5) years.

BACKGROUND:

City staff have compiled the below list of the parks with the most need for replacement of playground equipment based on age and condition. The list below is in order of need based on these facts:

1. Galster Park – 1620 Aroma Drive
2. Cortez Park – 2441 E Cortez Street
3. Gingrich Park – 1935 E. Woodgate Drive
4. Friendship Park – 3740 S. Sentous Steet
5. Woodgrove Park – 2001 Brentwood Drive

City staff would like to discuss what direction the Commissioners would like to go in for the upcoming years to replace one playground equipment per calendar year using Measure A funding. Those playgrounds will then be maintained yearly with maintenance funds attached to Measure A.

Attachments

Attachment No. 1 - Playground Equipment Replacement needed most in these 5 parks

1. GALSTER PARK







2. CORTEZ PARK







3. GINGRICH PARK







4. FRIENDSHIP PARK







5. WOODGROVE PARK









