



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

TUESDAY, JULY 8, 2025, 6:00 PM

REGULAR MEETING

**WEST COVINA CITY HALL MANAGEMENT RESOURCE CENTER (MRC) ROOM 314
AT 1444 W GARVEY AVE. WEST COVINA, CALIFORNIA 91790**

AGENDA

**Chair Gayle Mason
Vice-Chair - Sherry Fischer
Commissioner Gia Cabalyan
Commissioner Matthew Carranza
Commissioner Hector Diaz
Commissioner Michael Flowers
Commissioner Jennifer Gutierrez
Commissioner Gayle Mason
Commissioner Chatur Patel
Commissioner Betty Valles
Commissioner Garrett Viado**

AMERICANS WITH DISABILITIES ACT

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

AGENDA MATERIAL

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

PUBLIC COMMENTS

ADDRESSING THE COMMUNITY AND SENIOR SERVICES COMMISSION

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

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE / MOMENT OF SILENT PRAYER

ROLL CALL

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

INTRODUCTION OF NEW COMMISSIONERS

APPROVAL OF MEETING MINUTES

1) **May 13, 2025, Community and Senior Services Commission Meeting Minutes**

It is recommended that the Commission approve the Community and Senior Services Commission Meeting Minutes for May 13, 2025.

NEW BUSINESS

2) **Selection of Vice Chair of the Community and Senior Services Commission.**

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

Motion by _____, second by _____ To nominate
_____ to the seat of Vice Chair Selection of the Community and Senior
Services Commission

3) **Discussion and Selection of Ad HOC Committee Members.**

a. Capital Improvement Project (4 Commissioners)

_____, _____,
_____, _____

b. Homeless Sub Committee (4 Commissioners)

_____, _____,
_____, _____

c. _____ Sub Committee (4 Commissioners)

_____, _____,
_____, _____

d. _____ Sub Committee (4 Commissioners)

_____, _____,
_____, _____

CONTINUED BUSINESS

AD HOC COMMITTEE REPORTS

COMMISSIONERS REPORTS

ITEMS TO BE AGENDIZED

UPCOMING EVENTS

- **Wednesday, July 9, 2025. 6 p.m. - 9 p.m.** - Summer Concert Series 3 - New Romantic - West Covina Civic Center– 1444 West Garvey Ave. South, West Covina, CA 91790.
- **Friday, July 11, 2025. 9 a.m.** - ESPN LA's 4th Annual All-Star Friday Night - West Covina Sportsplex at 2100 S Azusa Ave, West Covina.
- **Friday, July 11, 2025. 11 a.m. - 1 p.m.** - Cool Kids Summer Fridays - at Palmview Park at 1340 E Puente Ave. West Covina.
- **Tuesday, July 15, 2025. 9:30 a.m. - 3:30 p.m.** - American Red Cross Blood Drive - Cortez Park Community & Senior Center (North Wing) - 2501 E Cortez St. West Covina.
- **Wednesday, July 16, 2025. 6 p.m. - 9 p.m.** - Summer Concert Series 4 - Hard Days Night - West Covina Civic Center– 1444 West Garvey Ave. South, West Covina, CA 91790.
- **Friday, July 18, 2025. 11 a.m. - 1 p.m.** - Cool Kids Summer Fridays - at Del Norte Park at 1500 W Rowland Ave. West Covina.
- **Wednesday, July 13, 2025. 6 p.m. - 9 p.m.** - Summer Concert Series 5 - Y2K2K! - West Covina Civic Center– 1444 West Garvey Ave. South, West Covina, CA 91790
- **Wednesday, July 23, 2025. 6 p.m. - 9 p.m.** - Summer Concert Series 6 - Tania Y Su Nueva Era Latin - West Covina Civic Center– 1444 West Garvey Ave. South, West Covina, CA 91790
- **Thursday, July 31, 2025. 6 p.m. - 9 p.m.** - Parks Master Plan Community Meeting - Palmview Park at 1340 E Puente Ave., West Covina, CA 91790
- **Friday, August 1, 2025. 6:30 p.m. - 8:30 p.m.** - The Historical Society of West Covina Monthly Meet & Greet - at the History Hall at 336 S Glendora Ave. West Covina.
- **Saturday, August 2, 2025, - 9 a.m. - 1 p.m.** - FREE Electronic Waste Collection Round Up - City Maintenance Yard at 825 S Sunset Ave.
- **Tuesday, August 5, 2025. 6 p.m. - 9 p.m.** - National Night Out / Touch-A-Truck - West Covina Civic Center - 1444 West Garvey Ave. West Covina.
- **Saturday, August 23, 2025. 6 p.m. - 10 p.m.** - The Historical Society of West Covina Presents Summer Fest 2025. - Hurst Ranch at 1227 S Orange Ave. West Covina.
- **Friday, September 5, 2025. 6:30 p.m. - 8:30 p.m.** - The Historical Society of West Covina Monthly Meet & Greet - at the History Hall at 336 S Glendora Ave. West Covina.
- **Every Saturday Morning: West Covina Farmers Market** - 9a.m. - 1 p.m. - Historic Downtown West Covina at 136 S Glendora Ave.
- **Last Saturday of Every Month, beginning at 8 a.m.** - God's Pantry & One & All Church Food Bank Distribution -Registration required. Cameron Park at 1305 E Cameron Ave. Please register at www.Gods-Pantry.com

ADJOURNMENT

2025 Community and Senior Services Commission Meetings

September 9, 2025 at 6:00 p.m.

November 11, 2025 - Veterans Day Observed - No Meeting



AGENDA STAFF REPORT

City of West Covina

DATE: 07/08/2025
TO: Community and Senior Services Commission
FROM: Roxanne Lerma
Assistant City Manager
SUBJECT: **May 13, 2025, Community and Senior Services Commission Meeting Minutes**

RECOMMENDATION:

It is recommended that the Commission approve the Community and Senior Services Commission Meeting Minutes for May 13, 2025.

Attachments

Attachment No. 1 - Community and Senior Services Commission Meeting Minutes for May 13, 2025.



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

TUESDAY, MAY 13, 2025, 6:00 PM

REGULAR MEETING

**WEST COVINA CITY HALL MANAGEMENT RESOURCE CENTER (MRC) ROOM 314
AT 1444 W GARVEY AVE. WEST COVINA, CALIFORNIA 91790**

MINUTES

**Chair Vacant
Vice-Chair Sherry Fischer
Commissioner Gia Cabalyan
Commissioner Hector Diaz
Commissioner Michael Flowers
Commissioner Jennifer Gutierrez
Commissioner Gayle Mason
Commissioner Chatur Patel
Commissioner Betty Valles
Commissioner Garrett Viado**

AMERICANS WITH DISABILITIES ACT

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

AGENDA MATERIAL

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

**PUBLIC COMMENTS
ADDRESSING THE COMMUNITY AND SENIOR SERVICES COMMISSION**

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

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

CALL TO ORDER at 6:00 p.m. by Commissioner Mason

PLEDGE OF ALLEGIANCE / MOMENT OF SILENT PRAYER by Commissioner Mason

ROLL CALL

Commissioners Present: Commissioners Cablayan, Diaz, Gutierrez, Mason, Valles and Viado.

Commissioners Absent: Commissioners Fischer, Flowers and Patel.

Staff Present: Roxanne E. Lerma, Assistant City Manager, Susie Perez, Deputy Community Services Director and Vanessa Ibanez, Community Services Supervisor.

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) COMMUNITY AND SENIOR SERVICES COMMISSION MEETING MINUTES FOR MARCH 11, 2025.

It is recommended that the Commission approve the Community and Senior Services Commission Meeting Minutes for March 11, 2025.

Call for a vote to approve by: Commissioner Mason, all present in favor, motion carried by a vote of 6 to 0 with 3 absent.

AYES: Commissioners, Cablayan, Diaz, Gutierrez, Mason, Valles and Viado

NOES: None

ABSENT: Commissioners Fischer, Flowers and Patel.

ABSTAIN: None

NEW BUSINESS

2) SELECTION OF THE VICE-CHAIR OF THE COMMUNITY & SENIOR SERVICES COMMISSION.

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

Motion by Commissioner Valles, 2nd by Commissioner Diaz, to table this item for the next Commission meeting and inform the current Commissioners that attendance is required at the next meeting or notification of their attendance to their perspective councilperson with Commissions recommendation of immediate removal from service based on West Covina Municipal Code Chapter 2, Section 2-67(d). Motion carried by a vote of 6 to 0 with 3 absent.

AYES: Commissioners, Cablayan, Diaz, Gutierrez, Mason, Valles and Viado

NOES: None

ABSENT: Commissioners Fischer, Flowers and Patel.

ABSTAIN: None

3) SELECTION OF CHAIR FOR THE COMMUNITY & SENIOR SERVICES COMMISSION.

Selection of Chair of the Community and Senior Services Commission Motion by

Nomination by Commissioner Valles, to nominate Commissioner Gayle Mason to the seat of Chair.

Call for a vote to approve by: Commissioner Mason, all present in favor, motion carried by a vote of 6 to 0 with 3 absent.

AYES: Commissioners, Cablayan, Diaz, Gutierrez, Mason, Valles and Viado

NOES: None

ABSENT: Commissioners Fischer, Flowers and Patel.

ABSTAIN: None

4) SELECTION OF AD HOC COMMITTEE MEMBERS.

a. Capital Improvement Project (4 Commissioners)

b. Homeless Sub Committee (4 Commissioners)

c. Sub Committee (4 Commissioners)

d. Sub Committee (4 Commissioners)

Motion by Commissioner Mason, 2nd by Commissioner Cablayan, to table this item for the next Commission meeting, motion carried by a vote of 6 to 0 with 3 absent.

AYES: Commissioners, Cablayan, Diaz, Gutierrez, Mason, Valles and Viado

NOES: None

ABSENT: Commissioners Fischer, Flowers and Patel.

ABSTAIN: None

5) AD HOC COMMITTEE REPORTS

None.

6) COMMISSIONERS REPORTS

Commissioner Gutierrez: Continues to assist with youth sports team.

Commissioner Valles: Used the services for AARP Free Tax preparation. Notified staff that AARP spoke highly of the staff and facility.

Commissioner Cablayan: Attended Spring Festival, Swearing in of new Police Chief and a few other events throughout the city.

Commissioner Diaz: Attended Health & Wellness Expo and Senior Softball Tournament.

Commissioner Viado: His 1st meeting and has attended several city events.

Commissioner Mason: Spring Festival and a few other events throughout the city.

7) ITEMS TO BE AGENDIZED

Selection of Vice Chair of the Commission.

Selection of AD HOC Committee Members.

8) ADJOURNMENT at 6:27 PM By: Chair Mason.

Signature:  Date: 06/11/2025
Deborah Johnston, Administrative Assistant II



AGENDA STAFF REPORT

City of West Covina

DATE: 07/08/2025
TO: Community and Senior Services Commission
FROM: Roxanne Lerma
Assistant City Manager
SUBJECT: **Selection of Vice Chair of the Community and Senior Services Commission.**

RECOMMENDATION:

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

Motion by _____, second by _____ To nominate
_____ to the seat of Vice Chair Selection of the Community and Senior Services
Commission



AGENDA STAFF REPORT

City of West Covina

DATE: 07/08/2025
TO: Community and Senior Services Commission
FROM: Roxanne Lerma
Assistant City Manager
SUBJECT: Discussion and Selection of Ad HOC Committee Members.

RECOMMENDATION:

- a. Capital Improvement Project (4 Commissioners)
_____, _____
_____, _____
- b. Homeless Sub Committee (4 Commissioners)
_____, _____
_____, _____
- c. _____ Sub Committee (4 Commissioners)
_____, _____
_____, _____
- d. _____ Sub Committee (4 Commissioners)
_____, _____
_____, _____