



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

WEDNESDAY, OCTOBER 14, 2026, 6:30 PM

REGULAR MEETING

**WEST COVINA CITY HALL COMMUNITY ROOM 1ST FLOOR
AT 1444 W GARVEY AVE. WEST COVINA, CALIFORNIA 91790**

AGENDA

**Chair Sherry Fischer
Vice-Chair Gia Cablayan
Commissioner Hector Diaz
Commissioner Michael Flowers
Commissioner Jennifer Gutierrez
Commissioner Gayle Mason
Commissioner Cecelia Munoz
Commissioner Chatur Patel
Commissioner Betty Valles**

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

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 9, 2026, COMMUNITY AND SENIOR SERVICES COMMISSION MEETING MINUTES

It is recommended that the Commission approve the minutes from the Community and Senior Services Commission Meeting on September 9, 2026.

NEW BUSINESS

2) GO GOV REPORT AN ISSUE APP REPORT

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

3) E- BIKES / MOTORIZED VEHICLES IN PARKS & PASEOS

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

CONTINUED BUSINESS

4) PARKS & RECREATION MASTER PLAN UPDATE

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

5) TRINKET SWAP BOX UPDATE

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

6) CORTEZ PARK COMMUNITY & SENIOR CENTER COMPUTER LAB UPDATE

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

AD HOC COMMITTEE REPORTS

COMMISSIONERS REPORTS

ITEMS TO BE AGENDIZED

UPCOMING EVENTS

- **Saturday, October 10, 2026, 9:00 a.m. - 1 p.m. - Electronic Waste** - West Covina City Yard
- **Saturday, October 24, 2026, 4:00 p.m. - 9:00 p.m. - Festival Of Frights** - Historic Downtown S. Glendore Ave.
- **Saturday, November 7, 2026, 8:00 a.m. - 12:00 p.m. - Compost Event** - West Covina City Yard
- **Wednesday, November 11, 2026, 11:00 a.m. - 1:00 p.m. - Veterans Day Event** - West Covina City Hall Civic Center
- **Monday, November 16–Saturday, December 12 - Letters to Santa** - City Hall
- **Friday, December 4, 2026, 6:00 p.m. - 9:00 p.m. - Let it Snow** - West Covina City Hall parking lot
- **Saturday, December 12, 2026 9:00 a.m. - 1:00 p.m. Children's Parade and Santa's Village-** Historic Downtown S. Glendora Ave.

ADJOURNMENT

2026 Community and Senior Services Commission Meetings

Wednesday, November 11, 2026, Veterans Day No Meeting

Wednesday, January 13, 2027

Wednesday, February 10, 2027

Wednesday, March 10, 2027

Wednesday, April 14, 2027

Wednesday, May 12, 2027

Wednesday, June 9, 2027

Wednesday, August 11, 2027

Wednesday, September 8, 2027

Wednesday, October 13, 2027

Wednesday, November 10, 2027



AGENDA STAFF REPORT

City of West Covina

DATE: 10/14/2026
TO: Community and Senior Services Commission
FROM: Roxanne Lerma
Assistant City Manager
SUBJECT: SEPTEMBER 9, 2026, COMMUNITY AND SENIOR SERVICES COMMISSION MEETING MINUTES

RECOMMENDATION:

It is recommended that the Commission approve the minutes from the Community and Senior Services Commission Meeting on September 9, 2026.

Attachments

Minutes 9.26 pdf



CITY OF WEST COVINA
COMMUNITY AND SENIOR SERVICES COMMISSION

TUESDAY, SEPTEMBER 9, 2026, 6:30 PM

REGULAR MEETING

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

Minutes

Chair Sherry Fischer
Vice-Chair Gia Cablayan
Commissioner Steve Bennett
Commissioner Hector Diaz
Commissioner Michael Flowers
Commissioner Jennifer Gutierrez
Commissioner Gayle Mason
Commissioner Cecelia Munoz
Commissioner Chatur Patel
Commissioner Betty Valles

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CALL TO ORDER AT 6:30 p.m.

PLEDGE OF ALLEGIANCE / MOMENT OF SILENT PRAYER

ROLL CALL

Commissioners Present: Chair Fischer, Vice Chair Cablayan Commissioners Bennett, Diaz, Flowers, Mason, Gutierrez, Munoz, and Valles

Staff Present: Roxanne Lerma Assistant City Manager, Susie Perez Deputy Community Services Director, Vanessa Ibanez Community Services Supervisor. Stefanie Gonzalez Administrative Assistant I

ORAL COMMUNICATIONS - Three (3) minutes per speaker

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

Mr. Robinson Requesting staff to encourage a more positive and inviting togetherness at the Cortez Community and Senior Center.

Mr. G Concerns regarding the Code of Conduct, as well as the monitoring of the caregivers that bring volunteer groups specifically the proper use of PPE and overall supervision of their groups at the Cortez Community and Senior Center.

Gloria Alvarez Requesting a timeline of when the computers and printers at the Cortez Community and Senior Center computer lab will be repaired.

Councilmember Brian Gutierrez Urged Commission to request additional designs for Orangewood park playground and to remind them that there are dedicated funds to renovate the park. Questioned why the Cortez Community and Senior Center computer lab has not been fixed being that money from the Community Services Foundation was used for special events, the lab should have been prioritized.

Mario Sobalvarro Ridge Riders had a concession stand and would like information on how to reopen. Galster Park updated needed regarding fires and nature center. Inquiring if space is allocated at Galster for the Boy and Girl Scouts. Night Market September 18 @ 6:00 p.m.

CONSENT CALENDAR

Chair Fischer requests updates on Go West, E Bike ordinance and Trinket Box be added to next meeting.

APPROVAL OF MEETING MINUTES

- 1) **August 12, 2026, Community and Senior Services Commission Meeting Minutes**
It is recommended that the Commission approve the minutes from the Community and Senior Services Commission meeting on August 12, 2026.
Motion by Commissioner Bennett, seconded by Commissioner Diaz, Motion carried by vote 8 to 0.

NEW BUSINESS

- 2) **PARKS & RECREATION MASTER PLAN PHASE I UPDATE**
Informational presentation regarding Parks & Recreation Master Plan phase 1.

3) INCLUSIVE PLAY PRESENTATION AND BOUNDLESS

Informational presentation regarding inclusive play presented by Boundless

4) PLAYGROUND IMPROVEMENT CONCEPT AND DESIGN FOR GALSTER PARK, ORANGEWOOD PARK AND WOODGROVE PARK

Presentation of playground designs presented by Kompan, Innovative and Great Western. Commission is recommended to select a design concept for each park.

Motion to revisit the Orangetown Park discussion by Commissioner Bennett 2nd by Commissioner Cablayan Motion carried by vote 9 to 0

Motion to move forward with using Kompan for Woodgrove Park by Commissioner Flowers 2nd by Commissioner Bennet Motion carried by vote of 7 to 2

Motion to move forward with using Innovative Playgrounds for Galster Park by Commissioner Munoz 2nd by Commissioner Mason Motion carried by vote of 8 to 1

CONTINUED BUSINESS

AD HOC COMMITTEE REPORTS

COMMISSIONERS REPORTS

Commissioner Valles – Attended Summerfest and Night Market

Commissioner Munoz – Attended multiple back to school nights

Commissioner Cablayan – Attended grand openings

Commissioner Bennett – Attended grand openings

ITEMS TO BE AGENDIZED

- Trinket Box Update
- E- Bike Ordinance
- Orangetown Park Update
- Computer Lab Update

UPCOMING EVENTS

- **Saturday, September 12, 2026, 9:00 a.m. - 12:00 p.m. - Paper Shredding** - Senior Center
- **Thursday, September 17, 2026, 5:30 p.m. - 8:30 p.m. - State of the City** - West Covina Sportsplex
- **Saturday, September 26, 2026, 2:00 p.m. - 3:30 p.m. - Pet Vaccine Clinic** - Del Norte Park
- **Friday, October 2, 2026, 6:30 p.m. - 8:30 p.m. - Historical Society Meet and Greet** - History Hall
- **Saturday, October 3, 2026, 1:00 p.m. - 9:00 p.m. Moon Festival** - West Covina City Hall

ADJOURNMENT 10:20 at by Chair Fischer



AGENDA STAFF REPORT

City of West Covina

DATE: 10/14/2026
TO: Community and Senior Services Commission
FROM: Roxanne Lerma
Assistant City Manager
SUBJECT: **GO GOV REPORT AN ISSUE APP REPORT**

RECOMMENDATION:

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

BACKGROUND:

At the August 12, 2026, Community and Senior Services Commission meeting, Commissioner Bennett requested that staff bring back information and an update regarding the City's Go Gov Covina Report an Issue App. The Report an Issue system provides residents and community members with a convenient way to submit non-emergency service requests and maintenance concerns directly to the City.

The City offers both a mobile app and an online reporting portal through the City's website. The mobile app, is available for Apple and Android devices. Residents may also access the Report an Issue portal directly through the City's website at westcovina.gov by selecting "Report an Issue."

DISCUSSION:

The Go Gov Report an Issue system allows residents to identify and report maintenance and infrastructure concerns throughout the City. Both the website reporting tool and mobile application provide users with options to select the type or category of issue being reported so that the request can be appropriately routed for review and response.

Depending on the concern, available reporting categories may include issues such as:

- Animal Control
- Graffiti
- Potholes and Street Repairs
- Sidewalk Repairs
- Streetlights
- Traffic Signals and Signs
- Trees and Vegetation
- Illegal Dumping, Trash and Debris
- Park Maintenance
- Irrigation or Water-Related Concerns
- Sewer and Storm Drain Concerns
- City Facility Maintenance
- Public Right-of-Way Concerns

- Public Safety and Police Reporting Issues
- Other General Maintenance or Service Requests

After selecting the appropriate category from the available options, users can provide additional information regarding the concern. Through the mobile app, the City's instructions direct users to select "Start Request," choose the topic or type of issue, take or upload a photo if desired, input the location, enter a description, and submit the request. Once successfully submitted, the user receives a notification and an assigned request number that can be used to track the request.

The online reporting portal similarly allows residents to submit a service request without using the mobile app. Providing a specific location, detailed description, and photograph when available assists staff with identifying the concern and determining the appropriate response.

Since the former Public Services Department was separated into its original departments, Community Services and Public Works, the Public Works Department handles all initial Report an Issue inquiries and associated work orders. Requests submitted through the website or mobile application are reviewed and routed based on the type and location of the reported concern.

Residents may also report an issue by calling (626) 939-8458. If the call is directed to voicemail, residents are asked to provide their name, contact information, the issue being reported, and the location of the concern.

The Report an Issue website and mobile app provide an accessible and efficient way for residents to communicate maintenance concerns to the City while assisting Public Works with receiving, tracking, assigning, and addressing service requests.



AGENDA STAFF REPORT

City of West Covina

DATE: 10/14/2026
TO: Community and Senior Services Commission
FROM: Roxanne Lerma
Assistant City Manager
SUBJECT: E- BIKES / MOTORIZED VEHICLES IN PARKS & PASEOS

RECOMMENDATION:

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

BACKGROUND:

At the May 13, 2026, Community and Senior Services Commission meeting, Commissioner Muñoz requested that the use of electric bicycles (e-bikes) in City parks and paseos be brought back to the Commission for discussion. As part of the requested follow-up, the Commission asked staff to research municipal codes from neighboring cities related to the use and regulation of e-bikes and electric scooters within public parks and recreational areas.

The increased use of e-bikes and other motor-assisted mobility devices has resulted in cities reviewing existing regulations to address their operation in areas shared by pedestrians, bicyclists, children, and other park users. In response to the Commission's request, staff reviewed regulations adopted by neighboring cities, including the Cities of Azusa and Glendora, to provide examples of how other jurisdictions are addressing e-bikes and electric scooters on public property.

DISCUSSION:

Staff reviewed municipal code provisions from neighboring cities regarding the operation of e-bikes, electric scooters, and similar motor-assisted mobility devices in parks and other public areas.

The City of Azusa has adopted a more restrictive approach. Azusa municipal code prohibits individuals from riding or operating bicycles, electric bicycles, or motorized scooters in parks, on sidewalks, or within City recreational or governmental public facilities. The City's definition of these facilities includes City-owned or leased parks, ball fields, skate parks, dog parks, parking lots and structures, gathering plazas, and pedestrian walkways providing access to public buildings and facilities.

The City of Glendora has adopted a different approach that provides greater flexibility in determining where e-bikes and similar devices may be restricted. Glendora Municipal Code regulates bicycles, electric bicycles, electric scooters, and other motor-assisted mobility devices. The municipal code authorizes the Glendora City Council, by resolution, to designate specific public roadways, sidewalks, parking lots, trails, parks, playgrounds, plazas, and other public property as areas where the use of one or more mobility devices may be prohibited or restricted. Restrictions may identify the specific devices, locations, hours, conditions, and exceptions that apply and become effective upon the posting of

appropriate signage. Glendora also addresses unsafe operation of mobility devices, including conduct that creates a risk of injury or property damage, interferes with pedestrians or other lawful users, obstructs access, or otherwise threatens public safety. The City's regulations additionally provide authority to establish and post speed limits on trails, sidewalks, parkways, plazas, and other travel corridors.

The approaches taken by Azusa and Glendora provide two examples for the Commission's consideration. Azusa establishes a broader on e-bikes and motorized scooters within parks and other City recreational facilities, while Glendora provides a framework that allows restrictions to be established for specific public locations and circumstances.

This item is being presented to the Community and Senior Services Commission for discussion and to receive input regarding the use of e-bikes and electric scooters within City of West Covina parks and paseos and whether additional regulations or restrictions should be considered.



AGENDA STAFF REPORT

City of West Covina

DATE: 10/14/2026
TO: Community and Senior Services Commission
FROM: Roxanne Lerma
Assistant City Manager
SUBJECT: **PARKS & RECREATION MASTER PLAN UPDATE**

RECOMMENDATION:

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

BACKGROUND:

As part of the City's ongoing Parks & Recreation Master Plan efforts, staff continues to move forward with planning outreach and improvements at various parks throughout the City. The Community and Senior Services Commission has received previous updates regarding the Parks Master Plan and the City's efforts to engage the community as projects progress.

DISCUSSION:

Most recently, playground improvement signage has been installed at multiple parks, including Shadow Oak Park, Orangewood Park, Galster Park, Woodgrove Park, Gingrich Park, and other locations identified for future improvements. The signage provides a general notification to the community that park improvements are coming, and that additional information will be provided as projects move forward.

In addition, specific community outreach signage will be installed at California Parkette requesting input from residents and park users regarding future improvements. The signage will include a QR code directing the community to an online survey where residents can provide feedback on how they currently use the park and what amenities and improvements they would like to see in the future.

Members of the Community and Senior Services Commission are also encouraged to visit California Parkette and complete the survey using the QR code. Feedback received through the survey will assist staff in gathering community input as planning efforts continue.



AGENDA STAFF REPORT

City of West Covina

DATE: 10/14/2026
TO: Community and Senior Services Commission
FROM: Roxanne Lerma
Assistant City Manager
SUBJECT: **TRINKET SWAP BOX UPDATE**

RECOMMENDATION:

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

BACKGROUND:

At the June 10, 2026, Community and Senior Services Commission meeting, the Commission received a presentation from local 15-year-old resident, Melody Gallegos proposing the installation of a Trinket Swap Box at Palmview Park. The idea was presented as a community “take one, leave one” exchange box, similar to a Little Free Library, where residents can exchange small, family friendly items such as toys, collectibles, stickers, handmade crafts, jewelry, and key chains at no cost.

The proposed Trinket Swap Box was made using a vintage metal first aid cabinet attached to a wooden post and decorated with paint. Melody will also volunteer and assist with the monitoring, maintenance, and general upkeep of the box.

DISCUSSION:

Following the presentation to the Commission, staff worked with Melody Gallegos to coordinate a date for the installation of the Trinket Swap Box at Palmview Park located adjacent to the playground. On Saturday, September 26, 2026, a ribbon cutting ceremony was held at Palmview Park to celebrate the installation of the Trinket Swap Box. Children and families visiting the park were invited to participate in the celebration, learn how the box works, and begin exchanging small treasures. The Trinket Swap Box is now available for the community with the simple concept of “take one, leave one.” Staff will continue to monitor the Trinket Box at Palmview Park.



AGENDA STAFF REPORT

City of West Covina

DATE: 10/14/2026
TO: Community and Senior Services Commission
FROM: Roxanne Lerma
Assistant City Manager
SUBJECT: CORTEZ PARK COMMUNITY & SENIOR CENTER COMPUTER LAB UPDATE

RECOMMENDATION:

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

BACKGROUND:

At the September 9, 2026, Community and Senior Services Commission meeting, a public comment was received from a Senior Center program participant regarding the computer lab at the Cortez Park Community and Senior Center. The participant expressed concerns that the computers and printer located in the computer lab were not working.

Following the public comment, the Community and Senior Services Commission requested that staff provide an update regarding the status and availability of the computer lab.

DISCUSSION:

Staff followed up with Senior Center staff to confirm the current operating status of the computer lab. It was determined that the computers were operational. However, the printer was not properly connected to the computers. The necessary repair has since been completed, and all four computers are now connected to the printer and fully operational.

The computer lab, including all four computers and the printer, is currently available for use by Senior Center participants. Staff will continue to monitor the equipment and address any issues that may arise to help ensure the computer lab remains accessible and operational for seniors utilizing the Cortez Park Community and Senior Center.
