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**STUDY SESSION AGENDA**  
234 N. Second Avenue, Covina, California  
Covina Library Community Room  
**Tuesday, September 20, 2016**

**CITY COUNCIL/SUCCESSOR AGENCY TO THE COVINA  
REDEVELOPMENT AGENCY/COVINA PUBLIC FINANCING  
AUTHORITY/COVINA HOUSING AUTHORITY  
JOINT MEETING—STUDY SESSION  
5:00 p.m.**

**CALL TO ORDER**

**ROLL CALL**

Council/Agency/Authority Members: Walter Allen III, Peggy A. Delach, John C. King, Mayor Pro Tem/Vice Chair Jorge A. Marquez and Mayor/Chair Kevin Stapleton

**PUBLIC COMMENTS**

*To address the Council/Agency/Authority please complete a yellow speaker request card and give it to the City Clerk/Agency/Authority Secretary. Your name will be called when it is your turn to speak. Those wishing to speak on a LISTED AGENDA ITEM will be heard when that item is addressed. Those wishing to speak on an item NOT ON THE AGENDA will be heard at this time. State Law prohibits the Council/Agency/Authority Members from taking action on any item not on the agenda. Individual speakers are limited to five minutes each.*

**COUNCIL/AGENCY/AUTHORITY COMMENTS**

*Council/Agency/Authority Members wishing to make any announcements of public interest or to request that specific items be added to future Council/Agency/Authority agendas may do so at this time.*

**CITY MANAGER COMMENTS**

**NEW BUSINESS**

**NB 1. Interviews of Applicants to Various City Advisory Boards and Commissions.**

*Report: [Interviews](#)*

Staff Recommendation:

Conduct interviews for applicants to various City advisory boards and commissions.

## **NB 2. Covina Senior and Community Center Update.**

*Report:* [Senior and Community Center Update](#)

Staff Recommendation:

Review and provide input on site location alternatives being evaluated by City staff.

## **NB 3. Current Projects Update.**

Staff Recommendation:

Provide comments.

## **ADJOURNMENT**

The Covina City Council/Successor Agency to the Covina Redevelopment Agency/Covina Public Financing Authority/Covina Housing Authority will adjourn to its next regular meeting of the Council/Agency/Authority scheduled for Tuesday, September 20, 2016, at 6:30 p.m. for closed session and at 7:30 p.m. for open session in the Council Chamber, 125 East College Street, Covina, California, 91723.

Any member of the public may address the Council/Agency/Authority during both the public comment period and on any scheduled item on the agenda. Comments are limited to a maximum of five minutes per speaker unless, for good cause, the Mayor/Chairperson amends the time limit. Anyone wishing to speak is requested to submit a yellow Speaker Request Card to the City Clerk; cards are located at the City Clerk's desk.

**MEETING ASSISTANCE INFORMATION:** In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's Office at (626) 384-5430. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

If you challenge in court any discussion or action taken concerning an item on this agenda, you may be limited to raising only those issues you or someone else raised during the meeting or in written correspondence delivered to the City at or prior to the City's consideration of the item at the meeting.

The Covina City Clerk's Office does hereby declare that, in accordance with California Government Code Section 54954.2(a), the agenda for the Tuesday, September 20, 2016, meeting was posted on September 15, 2016, on the City's website and near the front entrances of: 1) Covina City Hall, 125 East College Street, Covina; and 2) Covina Public Library, 234 N. Second Avenue, Covina.

**MATERIALS RELATED TO AN ITEM ON THIS AGENDA, AND SUBMITTED TO THE CITY COUNCIL AFTER PUBLICATION OF THE AGENDA, ARE AVAILABLE TO THE PUBLIC IN THE CITY CLERK'S OFFICE AT 125 E. COLLEGE STREET, COVINA.**



# CITY OF COVINA

## STUDY SESSION REPORT

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**MEETING DATE:** September 20, 2016

**TITLE:** Interviews of Applicants to Various City Advisory Boards and Commissions

**PRESENTED BY:** Sharon Clark, Chief Deputy City Clerk/Records Management Director

**RECOMMENDATION:** Conduct interviews for applicants to various City advisory boards and commissions.

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**BACKGROUND:**

At its meeting of August 16, 2016, Council directed that interviews for new applicants to various City advisory boards and commissions be scheduled for the September 20, 2016, regular study session meeting.

**DISCUSSION:**

It is recommended that Council conduct interviews for the following:

- Susan Zermeno, applicant to the Planning Commission
- Nick Lopez, applicant to the Traffic Advisory Commission
- Pedro Ramirez, Jr., applicant to the Youth Accountability Board

**FISCAL IMPACT:**

None.

**CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):**

Not applicable.

Respectfully submitted,

*Sharon F. Clark*

Sharon F. Clark  
Chief Deputy City Clerk

**ATTACHMENTS:**

Attachment A: Applications



City of Covina

Board, Commission and Committee Member Candidate Application

Instructions: Complete this application and return it to the City Clerk's Office, 125 E. College Street, Covina, CA 91723. If you have any questions, please call the City Clerk Office at (626)384-5430. Please TYPE or PRINT clearly in ink.

15 NOV 18 PM 3:49

Board, Commission or Committee: Planning Commission

Is this an application for re-appointment? Yes No [checked]

First Name: Susan Last Name: Zermeno

Home Address:

Home Phone Number Cell Phone Number

Email:

Business Name: City of Los Angeles Occupation: City Planning Associate

Business Address: 200 W. Spring Street, L.A. Business Phone: 213 978-1389

Why do you wish to serve the City? I been residing in San Gabriel Valley for over 20 years and been living in Covina for over 14 years, and have seen the improvements and how the city has grown. I would love to be part of this growth + development

What experience or education have you had relative to this field? I have been a practicing planner with the city of Los Angeles for over 17 years and have developed and gained experience in the planning process. Graduate from Cal Poly Pomona in Urban planning

What other City Boards, Commissions, or Committees have you served? none

To what civic service organizations do you belong? City of Los Angeles / City Planning

How did you become interested in this field? I became interested in this field because it has an aspect of humanity: such as sociology and how people move, adapt and change. Planning provides and plans housing, commercial, retail,

Will you be able to attend all Board, Commission, or Committee meetings? which all moved me to become a planner. Yes [checked] No

Are you willing to file a State financial disclosure statement as required? Yes [checked] No

Are you willing to complete the AB1234 Ethics Training as required? Yes [checked] No

(If NO to any of the above, please explain):

Applications are screened on the basis of information submitted and may be subject to a Livescan as part of the application process.

Signature of Applicant: Susan Zermeno Date: 11/18/15



City of Covina

Board, Commission and Committee Member Candidate Application

Instructions: Complete this application and return it to the City Clerk's Office, 125 E. College Street, Covina, CA 91723. If you have any questions, please call the City Clerk Office at (626)384-5430. Please TYPE or PRINT clearly in ink.

Board, Commission or Committee:

Traffic Advisory Board

Is this an application for re-appointment? Yes \_\_\_\_\_ No

First Name: NICK Last Name: LOPEZ

Home Address: COVINA 91723

Home Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Business Name: \_\_\_\_\_ Occupation: RETIRED

Business Address: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Why do you wish to serve the City? School need more help's

What experience or education have you had relative to this field?

What other City Boards, Commissions, or Committees have you served? SEE REPORT'S

To what civic service organizations do you belong?

How did you become interested in this field?

Will you be able to attend all Board, Commission, or Committee meetings? Yes  No \_\_\_\_\_

Are you willing to file a State financial disclosure statement as required? Yes  No \_\_\_\_\_

Are you willing to complete the AB1234 Ethics Training as required? Yes  No \_\_\_\_\_

(If NO to any of the above, please explain):

RECEIVED BY  
CITY CLERK'S OFFICE  
16 MAY -3 PM 12:10

Applications are screened on the basis of information submitted and may be subject to a Livescan as part of the application process.

Nick Lopez 5-3-16  
Signature of Applicant Date



City of Duarte  
1600 Huntington Drive  
Duarte, CA 91010  
(626) 357-7931

### DUARTE YOUTH & FAMILY COMMITTEE APPLICATION

Completed applications must be returned no later than 6:00pm on Thursday, November 8, 2012.

Please type or print legibly

Name NICK Lopez Profession \_\_\_\_\_  
Address \_\_\_\_\_ City COVINA CA 91723  
Phone Number \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Email \_\_\_\_\_  
Are you under age 24? \_\_\_\_\_ Yes  No

What experiences do you have that will benefit the facilitation, implementation and evaluation of Duarte's Youth and Family Master Plan?

I have been with this program since it first started. I have knowledge and experience about this program having been working with them for years now. I have also worked with <sup>the</sup> City of Duarte for many years. My knowledge ~~for~~ and about this community should make facilitation, implementation and evaluation of program a smoother transition.

What are the key issues that you see impacting the quality of life for youth and families?

One of the biggest issues I have seen is families obtaining affordable after school activities as well as better connection and communication w/ the city.

Please share additional insight about yourself and why you'd like to serve on the Youth & Family Committee?

I would like to be true connection for many families to be more familiar with their communities. I believe offering more bilingual connections will help bridge the gap between monolingual families and their communities.

Please list three local references that are familiar with your work/experience:

1. Name: Lucille A Bonilla Phone Number: \_\_\_\_\_
2. Name: Rosalba Caceres Phone Number: \_\_\_\_\_
3. Name: Patricia Hernandez Phone Number: \_\_\_\_\_

Attach additional pages if necessary

# Report Card

December 2012

The Duarte Youth and Family Master Plan was presented to the City Council, School Board and the community by the Advisory Committee in July 2010. The plan included 66 Action Steps grouped into nine common themes: Safety, Health, Programs and Services, Connecting Youth, Teen Center, Diversity, Education, Coordination of Services, and Implementation of the YFMP. These are intended to move the community towards enhancing programs and services for youth and families. Each of the 66 Action Steps included a recommended priority rating, with benchmarks for measuring progress. Designated initiators within the community were responsible for seeing that work began on the Action Step.



This report is being presented as a summary of progress to date regarding the implementation of the Duarte Youth and Family Master Plan.

### Youth and Family Master Plan Mission

*To develop a supportive environment, Duarte is committed to ensuring safe neighborhoods, fostering unity, and promoting dialogue among youth and families from diverse cultural, religious, social, economic, and educational backgrounds. This commitment promotes use and provision of necessary educational, recreational and positive activities, as well as support services in the community to meet the wide range of needs of young people and their families. Our goal is to provide nurturing opportunities for safe practices that support young people in becoming responsible members of the community through the attainment of environmental, physical and mental health.*

## Implementing the Duarte Youth and Family Master Plan

**Action Step 66:** The City Council should create a "Youth & Family Committee" as a standing committee of the Parks and Recreation Commission, and charge it with monitoring, promoting, and evaluating the implementation of the Duarte Youth and Family Master Plan (YFMP).

In September 2010 the City Council adopted Resolution No. 10-33 establishing the Youth & Family Committee. In November 2010 the City Council appointed 12 community members to the Youth & Family Committee. The first Youth & Family Committee meeting was held the next month.

Youth & Family Committee Membership	
Lupe Valerio - Chair	
Eddie Howard - Vice Chair	
Lillian Gabral	
Damon Colaluca	
Pattie Dalessandro	
Tamala Kelly	
Nick Lopez	
Elsa Moreno	
Yasmine Ochoa	
Irvin Perez	
Gabriela Quiñtero	
Cesar Monsalve - Staff Liaison	

To view the entire Youth and Family Master Plan go to: [www.accessduarte.com](http://www.accessduarte.com)

### Youth & Family Committee Duties and Functions

- Work with key community stakeholders to implement portions of the YFMP.
- Promote the YFMP at various community events.
- Prepare an annual YFMP Report Card to the City Council, School Board and community that measures the progress achieved with each Action Step in Duarte's YFMP.
- Such other duties as may be specified from time to time by majority vote of the City Council.

### Youth & Family Committee Meetings

Every 4th Monday of the month at 6:30pm in the Duarte Community Center. All meetings are open to the public.



# 2012 "Top Ten Priorities"

ENSURING THAT YOUTH AND FAMILIES FEEL SAFE
<b>Action Step 7:</b> Support additional training for sheriff's deputies that focuses on the development of community relations skills and outreach to the community
<b>Benchmark:</b> Training is implemented <b>Initiator:</b> Public Safety Department
<b>Benchmark Progress:</b> The Public Safety Department is very active in providing Community Outreach, with well over 15 community outreach programs taking place every fiscal year. Public Safety is made up of both city and LA County Sheriff personnel. Staff is briefed weekly on the importance of community outreach and is encouraged to continue to focus on strengthening relationships between personnel and community members. Additional training of sheriff's deputies focusing on the development of community relations skills is an ongoing goal.

CONNECTING YOUTH TO THE COMMUNITY AND TO SERVICES
<b>Action Step 37:</b> Establish an Office of Community Liaison/Resource Specialist that would be a clearing house for information and referral resources for youth and families
<b>Benchmark:</b> Identify organization with capacity to assume this role and initiate program <b>Initiator:</b> Maryvale
<b>Benchmark Progress:</b> Maryvale has on staff, a full time employee that serves as the Case Manager, providing information and referral resources to youth and families. This position was created to meet the needs of both the YMFP and Maryvale.

RE-ENERGIZING THE DUARTE TEEN CENTER
<b>Action Step 42:</b> Re-focus on implementing innovative and responsive programming at the Teen Center that appeals to teens and meets their needs by conducting an annual youth survey and reviewing best practice programs from other Teen Centers
<b>Benchmark:</b> Survey conducted and best practices are reviewed, and additional programs implemented <b>Initiator:</b> Parks and Recreation Department
<b>Benchmark Progress:</b> Survey of adults, high school, middle school, and elementary school students were conducted to measure knowledge of the Center, future use, and safety. Another survey targeted at high school youth polled how many teens had participated in Teen Center programs within a given year. Best practices of 12 other Teen Centers were researched through the use of online information and site visits. Programing trends include Technology, Music, Dance, Youth Employment, Academic Achievement, Art and Culture, Civic Engagement and Mentoring. These trends in best practices are in line with current Duarte Teen Center programming.

<b>Action Step 44:</b> Focus on developing additional need-based support services at the Teen Center, utilizing partnerships, that respond to the well being of teens, including counseling, support groups and job skill development
<b>Benchmark:</b> Additional support services are implemented <b>Initiator:</b> Parks and Recreation Department
<b>Benchmark Progress:</b> The Teen Center utilizes support services including: Santa Anita Family Services, Glendale Adventist Medical Center, L.A. Co. Probation, City of Monrovia, Duarte Public Safety, East L.A. College, Foothill Workforce Investment Board, and Pasadena NAACP. Support and training offered in various areas include: drug awareness training, art and advocacy training, college campus tours, cultural awareness, employment, financial aid, human rights, and juvenile justice.

DEVELOPING CULTURAL AND DIVERSITY APPRECIATION
<b>Action Step 46:</b> Implement additional cultural and diversity training for public agency staff (City, School District, Public Safety Department, etc.) and encourage non-profit organization, private agency, and business participation
<b>Benchmark:</b> Additional training is implemented <b>Initiators:</b> Duarte Unified School District, City of Duarte
<b>Benchmark Progress:</b> The Parks and Recreation Department offered cultural and diversity training to its full and part time staff. Training was also provided to volunteer youth groups, DART, CHYLL and Mayor's Youth Council. Additional progress needs to be seen in this area.
<b>Action Step 48:</b> Explore establishing a Youth and Family Network among service providers to improve the coordination and delivery of services to youth and families
<b>Benchmark:</b> Network is created and provides improved coordination of programs and services <b>Initiators:</b> Parks and Recreation Department, Santa Anita Family YMCA
<b>Benchmark Progress:</b> Progress was made with the acceptance of the Recreation Director to sit on the Santa Anita YMCA Board of Directors as Duarte's Community Liaison. By attending board meetings the liaison has established various networks and relationships among the many board members who represent a variety of intra-community leaders including the superintendents from Monrovia and Duarte Unified School Districts, business and community leaders and non-profits. These monthly meetings have allowed for a better flow of communication and exchange of ideas that has helped improve services to youth and families.

<b>Action Step 50:</b> Support and encourage the inclusion of community faith-based organizations to be active partners in the implementation of the YFMP
<b>Benchmark:</b> Increased participation by faith-based groups <b>Initiator:</b> Duarte Ministerial Association
<b>Benchmark Progress:</b> The committee has been unsuccessful in connecting with local faith based organizations. Attempts were made to contact Duarte Church leaders and the Ministerial Association. Additional progress needs to be seen in this area.

IMPROVING COORDINATION OF PROGRAMS AND SERVICES
<b>Action Step 59:</b> Explore methods to get communication on events and activities to home-schooled youth and their families
<b>Benchmark:</b> Methods created and implemented <b>Initiator:</b> Community Coordinating Council
<b>Benchmark Progress:</b> The Duarte Unified School District provided assistance with researching the amount of home-schooled children we have living in Duarte. An organization called "Get Fit" is being utilized to implement a physical education program for home-schooled individuals. This organization works closely with charter schools, which will assist in further identifying students living in Duarte who are home-schooled. The Duarte Parks and Recreation Department communicates regularly with Opportunities for Learning, an independent studies charter school located in Duarte, providing relevant information to their students.

Para informacion en Espanol  
por favor llame (626) 357-7931

**IMPROVING COORDINATION OF PROGRAMS AND SERVICES CONTINUED**

**Action Step 60:** Incorporate contemporary mediums of communication (e-mail, Facebook, text messages, and websites) into the communication strategies to provide information to youth, families, and to the community

**Benchmark:** Examples of use of contemporary mediums exist  
**Initiator:** All program providers

**Benchmark Progress:** The Youth and Family Committee created a Facebook page, utilized email to forward information and posted to the City web site and Chamber of Commerce calendar. Text messaging was used among committee members.

**Action Step 63:** Actively encourage more involvement in community activities and events by City and School District officials, teachers, law enforcement personnel and City staff to demonstrate their connection to and support of the community

**Benchmark:** Increase in participation levels  
**Initiators:** City of Duarte, Duarte Unified School District, Los Angeles County Sheriff's Department

**Benchmark Progress:** Through the use of the Internet, emailing event information between various community organizations has been much more feasible.

Although this is one step in which progress can be improved upon, the committee has seen some movement with the presence of Parks and Recreation staff at school special events such as Royal Oaks Elementary Movie Nights and Camp Out, and Maxwell Elementary Multicultural Event.

Royal Oaks Elementary students got involved in this year's Veterans-Day Event by writing thank you letters to Veterans.

City officials, staff and law enforcement personnel have been supportive of local businesses and schools by being present at grand opening events.



### Every Child Is Our Child Logo



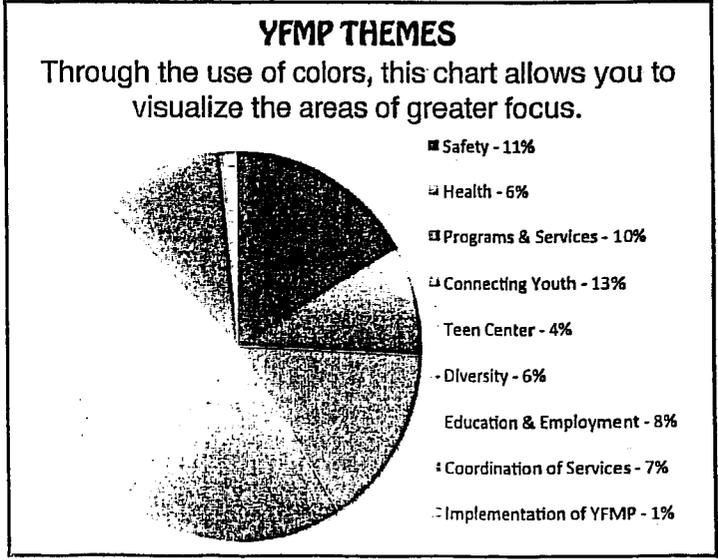
The "Every Child Is Our Child" logo is an adaptation to the youth-created Master Plan logo. Action Step 28 encourages the community to: Adopt "Every Child is Our Child" as a community slogan to promote community-wide commitment to asset development and community unity, and base all public and nonprofit youth programs on an asset development model.

With asset development as a model in our community, youth and adults learn to live life to the fullest through service, leadership, relationships, character and personal development.

Through the use of this logo, the Youth and Family Committee envisions Duarte as being a successful example of the "it takes a village" principle.

### Social Marketing Plan

In August of 2012 the Youth and Family Committee began to utilize the Kids Plate Social Marketing Plan as a template for informing the public of the "Every Child Is Our Child" campaign as a more effective introduction of the Youth and Family Master Plan to the community. Committee members identified social topics addressed in the master plan action steps and used those topics as the basis for creating visuals to educate the community. Visuals consist of flyers with messages that will be posted at various locations throughout the city, mainly locations with identified initiators of the 66 action steps. Flyers will be made available in both English and Spanish.

## TASK GROUPS

Task groups are made up of committee members, and non-committee members who want to be involved in the implementation of the Youth and Family Master Plan. Task groups are open to receiving new members throughout the year. These groups meet independently, normally once per month and focus on addressing issues related to their group.

**Annual Report Card** – Responsible for creating a design look for the annual report card. This group also collects and organizes the information that appears in each report card.

**Youth & Family Committee Actions Steps** – Four of the 66 action steps were assigned to the Youth and Family Committee. This task group addresses those four action steps, which focus on connecting youth to the community and to services (#30, #31, #35, #39.)

**Communication & Media** – Responsible for disseminating information regarding the implementation of the Youth and Family Master Plan at various community events and makes presentations to City Council and School Board when needed.

**Initiator Follow-up** – Responsible for following up with identified initiators. Assists in identifying presenters for monthly committee meetings. (Note: An Initiator is a group, individual or organization that has been identified by the committee to work on an action step)

**Fund Development** – Responsible for the development of a Non-Profit Organization that will allow for fund raising that could be used to assist organizations working towards fulfilling the 66 actions steps and meeting community needs that may arise.

*If you are interested in becoming a task group member, please contact Cesar Monsalve, Director of Parks and Recreation at (626) 357-7931 ext. 203.*



## 2011 "Top Ten" Priorities

The 66 action steps were given one of three time lines: immediate, short term and long term. 31 of the action steps were immediate, 25 short term and 10 long term. In order to address all 66 steps, the committee decided to focus on those identified as immediate. Immediate steps were prioritized and the top ten identified and addressed in 2011 were:

**Action Step 1:** Conduct a series of community and neighborhood meetings to provide factual information about safety issues and gang activities within the community and to develop a stronger relationship between the community and law enforcement.

**Action Step 5:** Develop a more collaborative approach to providing substance abuse prevention and treatment programs for youth and create new programs where needed.

**Action Step 9:** The School District and City should adopt a zero tolerance policy against bullying and harassment and initiate additional education programs as well as provide training for staff in this area.

**Action Step 18:** Increase the number of community events for families (movie nights, family picnics, festivals, etc) that promote family togetherness and a sense of community.

**Action Step 22:** Increase after-school, youth sports, enrichment, and recreation programs for the older elementary school and intermediate school age group.

**Action Step 27:** Ensure inclusion of services and programs to residents and the adjacent unincorporated areas.

**Action Step 28:** Adopt "Every Child is Our Child" as a community slogan to promote community-wide commitment to asset development and community unity, and base all public and nonprofit youth programs on an asset development model.

**Action Step 41:** Maintain support for the Duarte Teen Center and invest in enhancing the facility as a primary site to provide programs and support services to high school age youth.

**Action Step 45:** Implement additional school and community events that focus on cultural awareness and diversity appreciation (food events, dance events, art exhibits, etc).

**Action Step 51:** Implement additional programs that develop job training and skills among youth and encourage local businesses to hire Duarte youth.

Initiators of each action step were contacted, their programs were examined and ways of implementing the actions steps were addressed. Initiators were supportive of the Youth and Family Master Plan and will continue to work towards fulfilling the action steps assigned.



City of Covina

Board, Commission and Committee Member Candidate Application

Instructions: Complete this application and return it to the City Clerk's Office, 125 E College Street, Covina, CA 91723. If you have any questions, please call the City Clerk Office at (626)384-8480. Please TYPE or PRINT clearly in ink.

15 AUG 20 PM 4: 08

Board, Commission or Committee: youth accountability

Is this an application for re-appointment? Yes No [checked]

First Name: Pedro (Peter)

Last Name: Ramirez, Jr

Home Address:

Home Phone Number:

Cell Phone Number:

Email:

Business Name: City of Irwindale Occupation: School Bus Driver / Recreation

Business Address: 5050 N Irwindale Ave Business Phone: (626)430-2200

Why do you wish to serve the City? I would like to be involved in my Community

What experience or education have you had relative to this field? I currently work with kids from ages 5-18. Growing up in East Los Angeles Exposed me to lots of childhood challenges.

What other City Boards, Commissions, or Committees have you served? NONE

To what civic service organizations do you belong? ICEA - Irwindale city Employee Association

How did you become interested in this field? Through the years of working with kids of all ages and back around, I feel I would be an asset to the Youth Accountability Board

Will you be able to attend all Board, Commission, or Committee meetings? Yes [checked] No

Are you willing to file a State financial disclosure statement as required? Yes [checked] No

Are you willing to complete the AB1234 Ethics Training as required? Yes [checked] No

(If NO to any of the above, please explain):

Applications are screened on the basis of information submitted and may be subject to a Livescan as part of the application process.

Pedro Ramirez, Jr.

8/19/15

Signature of Applicant

Date



# CITY OF COVINA

## STUDY SESSION REPORT

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**MEETING DATE:** September 20, 2016

**TITLE:** Covina Senior and Community Center Update

**PRESENTED BY:** Don Penman, Interim City Manager 

**RECOMMENDATION:** Review and provide input on site location alternatives being evaluated by City staff.

---

### BACKGROUND:

On April 5, 2016, the City Council received an update on site location alternatives for the Covina Senior and Community Center, including (in alphabetical order):

1. Badillo Street/Downtown (135 E. Badillo Street);
2. Brunswick Bowling Alley (1060 W. San Bernardino Avenue);
3. Civic Center/State Building (233 N. Second Avenue);
4. Covina Park (303 S. Fourth Avenue);
5. Covina Woman's Club (128 S. San Jose Avenue);
6. Hollenbeck Park (1250 N. Hollenbeck Avenue);
7. Kelby Park (815 N. Barranca Avenue); and
8. K-Mart (1162 N. Citrus Avenue).

City staff presented an assessment of each of the site location alternatives using uniform criteria, including (in alphabetical order):

1. Adjacent land uses;
2. Economic impacts;
3. Environmental review (CEQA);
4. Location;
5. Lot size;
6. Other site considerations;
7. Parking;
8. Project funding;
9. Property ownership; and
10. Traffic safety.

Following public input and discussion, the City Council unanimously moved to exclude the following site locations from ongoing Senior and Community Center project consideration:

1. Badillo Street/Downtown
2. Brunswick Bowling Alley
3. Covina Park
4. K-Mart

The City Council also directed staff to explore and exhaust all options, with both public and private property owners in Successor Agency Project Area One. This specific project area includes approximately \$4.8 million funding opportunity in the Successor Agency.

**DISCUSSION:**

Since April 5, 2016, City staff has diligently explored options for siting the Covina Senior and Community Center in Project Area One and further refined the assessment of the site alternatives previously identified. The attached presentation prepared for the Study Session provides an update on site location alternatives and sets the stage for City Council review and input on the alternatives being evaluated by City staff. The site alternatives are (in alphabetical order):

1. Covina iTec
2. Covina Woman’s Club
3. Inter-Community Hospital partnership
4. Kelby Park

Once the City Council identifies a site for the Covina Senior and Community Center, the Department of Public Works will seek City Council consideration of an extension and modification to the scope of services, if needed, for the contract with Gonzalez Goodale Architects for the initial phase of the project. The current scope of work includes user and programmatic needs assessments, site evaluation and recommendation, conceptual designs, cost estimates, and timelines.

Should the City Council elect to pursue placement of the facility at the Covina Woman’s Club, for instance, a building analysis would be required. This would analyze current building conditions and how they relate to a building addition, including building, fire, and accessibility code requirements, building systems enhancements/replacements, and seismic and structural safety. Similarly, if the Covina iTEC site is selected, the architect would need to undertake conceptual site planning to determine how to fit the building on site and meet parking requirements.

**FISCAL IMPACT:**

The fiscal impact associated with the Covina Senior and Community Center will be determined during the initial phase of the Covina Senior and Community Center Project, wherein Gonzalez Goodale Architects will develop conceptual designs, cost estimates, and project timelines, following the completion of user and programmatic needs assessments, community and internal engagement, site evaluation, and recommendation. If the project is sited outside of Successor Project Area One, an estimated \$2.5 million in project funding is available, consisting of \$600,000 in Community Development Block Grant (CDBG) and \$1.9 million in Los Angeles County Grant funds.

**CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):**

The project has been reviewed for compliance with the California Environmental Quality Act (CEQA) and is exempt per Section 15061 (b) (3). The project is covered by the General Rule that CEQA applies to projects that have the potential for causing a significant effect on the environment. The consideration of possible sites for the placement of the Covina Senior and Community Center will not result in any significant effect on the environment. Once a project site is selected, an Initial Study will be conducted to determine the level of environment assessment required for the project.

Respectfully submitted,

*Don Penman*

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Don Penman  
Interim City Manager

**ATTACHMENT:**

Attachment A: Covina Senior and Community Center Update, September 20, 2016 Presentation

# Covina Senior and Community Center Update

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September 20, 2016



CITY OF COVINA

# Background

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- Initially assessed Covina Park as alternative
    - Lack of community support
  - April 5, 2016 – presented site location alternatives to City Council
    - Uniform evaluation criteria
    - Opportunities and challenges
  - Sites included
    - Badillo Street/Downtown (135 E. Badillo Street)
- Brunswick Bowling Alley (1060 W. San Bernardino Avenue)
  - Civic Center/State Building (233 N. Second Avenue)
  - Covina Woman’s Club (128 S. San Jose Avenue)
  - Hollenbeck Park (1250 N. Hollenbeck Avenue)
  - Kelby Park (815 N. Barranca Avenue)
  - K-Mart (1162 N. Citrus Avenue)



# Background

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- Uniform criteria used to assess and evaluate sites
  - Adjacent land uses
  - Economic impacts
  - Environmental review
  - Location
  - Lot size
  - Other site considerations
  - Parking
  - Project funding
  - Property ownership
  - Traffic safety
- City Council voted unanimously to exclude sites from consideration
  - Badillo Street/Downtown
  - Brunswick Bowling Alley
  - Covina Park
  - K-Mart
- Directed staff to explore all options with public and private property owners in Project Area One



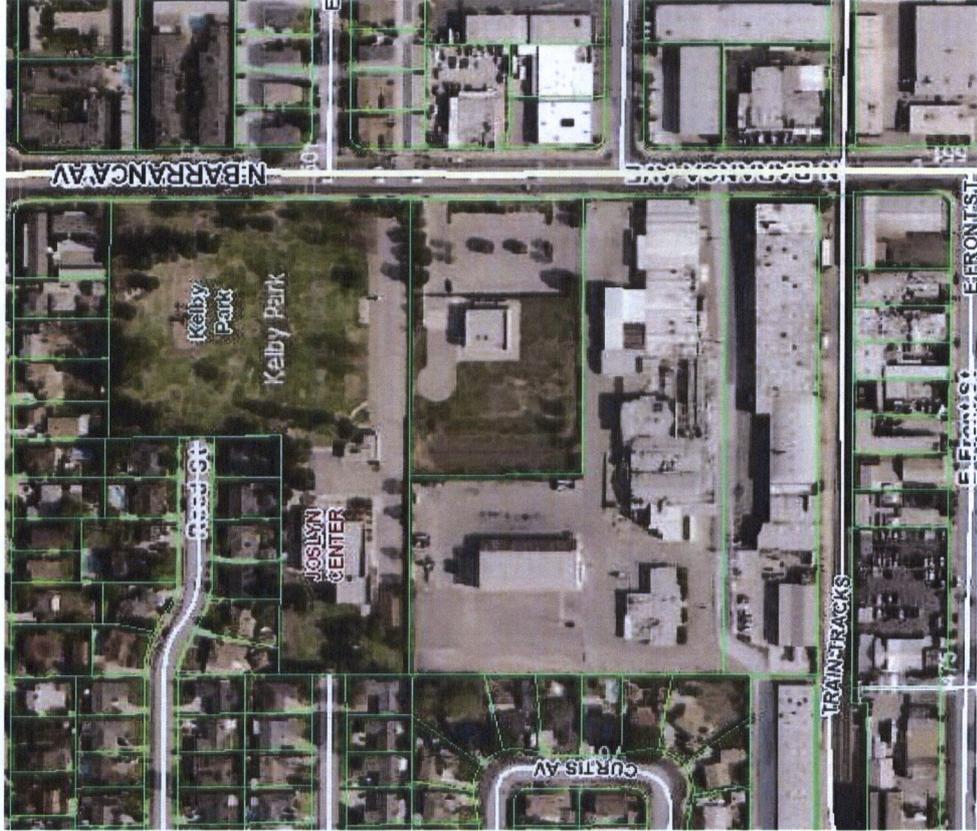
# Site Alternatives

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- Diligently explored options for siting in Project Area One
  - Available parcels
  - Public/private partnerships
- Further refined assessment of sites identified previously
  - Current potential sites
    - Kelby Park
    - Covina Woman’s Club
    - Covina iTEC (Innovation, Technology, and Event Center)
    - Inter-Community Hospital partnership



# Kelby Park



- 815 N. Barranca Avenue
- Owner: City of Covina
- Size: 5.9 acres
- Land Use: Park
- Zoning: R-1-7500 SFR
- GP Designation: P-Park



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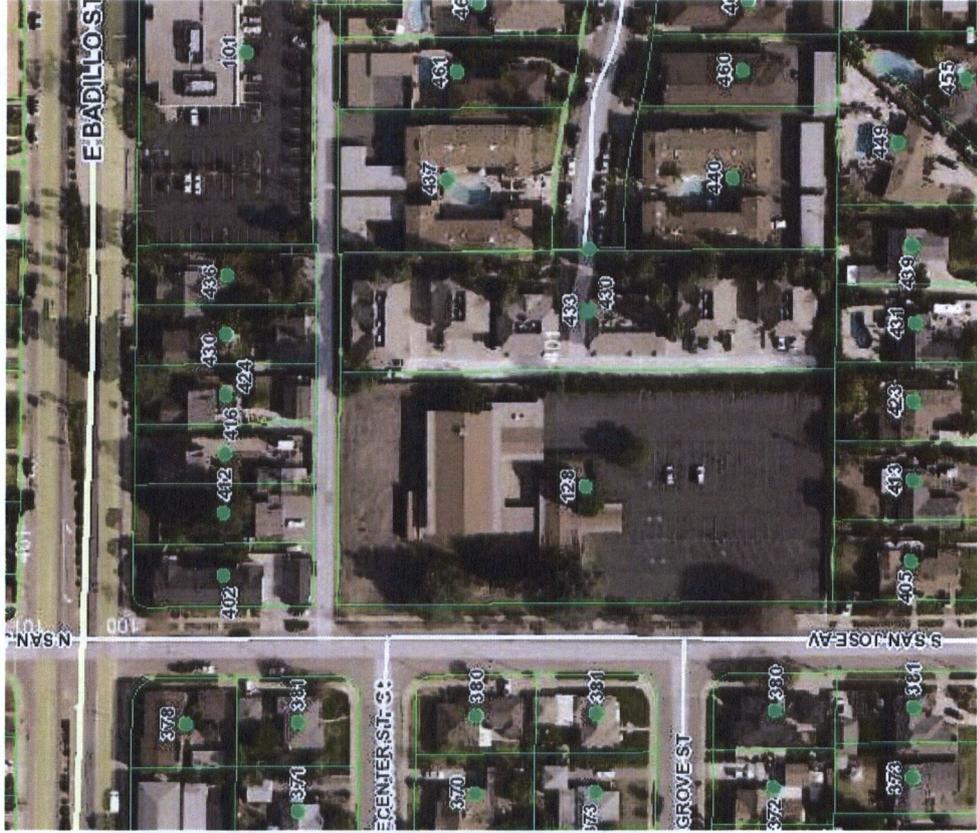
# Kelby Park

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- Opportunities
  - Location: familiar to users
  - Lot size
  - Parking: able to provide on-site parking and/or increase parking
  - Property ownership: City-owned
  - Other site considerations: minimal on-site conflicts
- Challenges
  - Location: isolated
  - Traffic safety: site ingress and egress
  - Site considerations: new facility placement requires site redesign
  - Project funding:
    - \$600,000 CDBG
    - \$1,900,000 County grants



# Covina Woman's Club



- 128 S. San Jose Avenue
- Owner: Woman's Club
- Size: 1.93 acres
- Land Use: Clubs, lodge halls, fraternal orgs
- Zoning: R-1-7500 SFR
- GP Designation: Low density res (0-6 units/acre)



# Covina Woman's Club

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- Opportunities
  - Lot size
  - Parking: able to provide on-site parking and/or increase parking
  - Property ownership
    - Acquire for \$1
  - Site considerations:
    - Incorporate existing building into design
    - Partnership with Club
    - Robust outdoor space
- Challenges
  - Location: isolated
  - Site considerations:
    - Accessibility upgrades
    - Inefficient building systems
    - Tree preservation
  - Project funding:
    - \$600,000 CDBG
    - \$1,900,000 County grants



# Deal Points

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- **Property acquisition**
  - CWC sell property for \$1 and form partnership with City
  - If City sells property, 50% of sales price must be paid to CWC
- **Facility costs**
  - City responsible for maintenance, operating expenses, ADA compliance, building system upgrades
- **Space requirements**
  - Space for CWC monthly meetings
  - 3 to 5 annual fundraisers
  - Adequate CWC storage
  - Honor rentals on books at time of sale
- **Maintain historic references**
  - CWC name/sign
  - Time capsule



# Covina iTEC

## Draft Site Study 2



- 1162 N. Citrus Avenue
  - Community Event Center
- Owner: Blackwin
- Size: 10,000 SF plus parking (City receives 1.55 acres)
- Land Use: Vacant retail
- Zoning: C-3A Commercial
- GP Designation: GC-Gen. Comm.



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# Covina iTEC

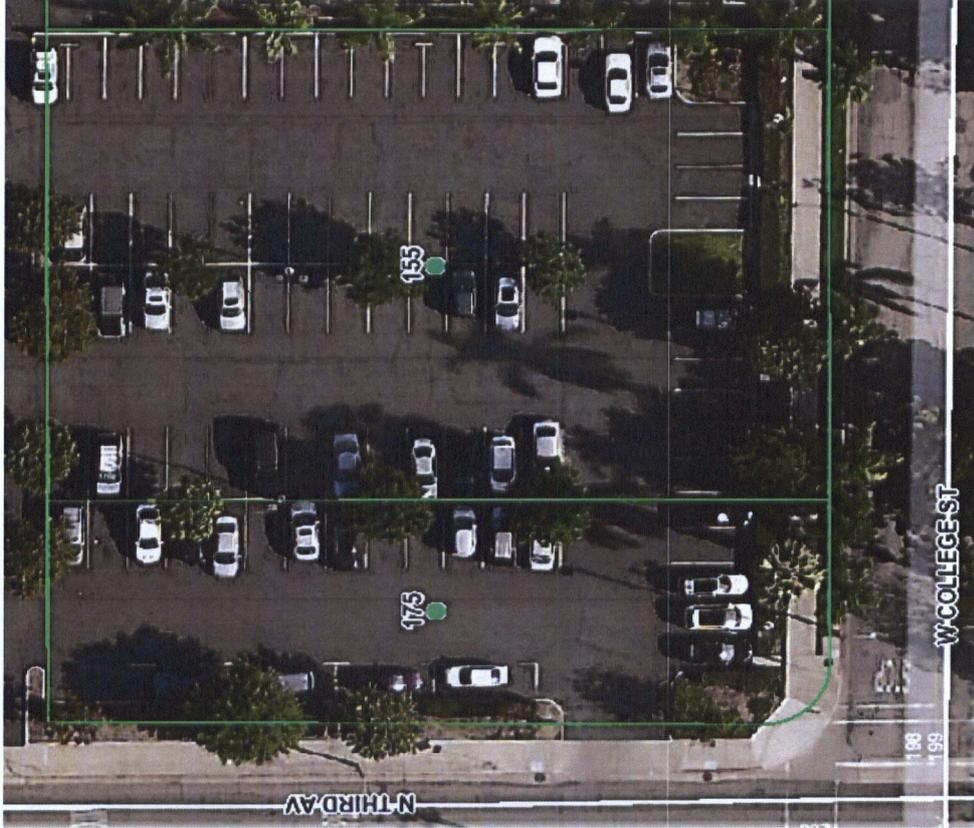
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- **Opportunities**
  - Adjacent (proposed) land uses: transit center, retail, and TOD residential
  - Parking: on-site parking and shared parking opportunities
  - Other site considerations:
    - Community meeting space
    - Regional transportation
- **Challenges**
  - Parcel size: may be too small for 15,484 SF facility
- **Property ownership:**
  - Privately-owned
- **Site considerations:**
  - City participant in 3-way public/private development partnership
  - Need to find site for business incubator
- **Project funding:**
  - \$600,000 CDBG
  - \$1,900,000 County grants
  - Possible IBank financing



# Inter-Community Hospital Partnership

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- 175 W. College Street
- Owner: Citrus Valley Medical Center
- Size: 0.23 acres (0.71 acres with adj. parcel)
- Land Use: Parking lot
- Zoning: TCSP-1 Health Services
- GP Designation: TC-Comm.



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# Inter-Community Hospital Partnership

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- Opportunities
  - Adjacent land use: health services
  - Location: proximity to downtown, hospital and Covina Park
  - Parking: available in structure
  - Estimated available project funding: \$7.3 M
    - \$4.8 M Successor Agency bond proceeds limited to Successor Project Area One
- Challenges
  - Parking: limited adjacent parking
  - Property ownership: City would not have property rights
  - Site considerations:
    - Need to negotiate agreement with hospital
    - Limited outdoor space
    - Not a statement location



# Architect

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- January 19, 2016 – retained Gonzalez Goodale Architects for initial phase
  - User and programmatic needs assessments
  - Site evaluation and recommendation
  - Conceptual designs
  - Cost estimates
  - Timelines
- Contract on hold
  - 20% expended
- Possible modification to scope of work based on site selection
  - Building and systems analysis (CWC)
  - Conceptual site planning (Covina iTech)
  - Site feasibility (hospital)



# Project Funding

Funding Source	Amount
Cities Excess Funds available to Fifth Supervisorial District pursuant to LA County Safe Neighborhood Parks Proposition of 1996 for Joslyn Senior Citizen's Center Improvement Project	\$650,000
Cities Excess Funds available to Fifth Supervisorial District pursuant to LA County Safe Neighborhood Parks Proposition of 1996 for Joslyn Center ADA Beautification Improvement Project	\$250,000
Community Development Block Grant (CDBG)	\$600,000
New/Tentative – Fifth Supervisorial District Grant	\$1,000,000
<b>Total</b>	<b>\$2,500,000</b>

*Note - Does not include approx. \$4.8 M in 2004 and 2002 Public Service Bond Funds available in Project Area One for public improvements of public benefit.*

# Financing Options

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- Infrastructure State
- Certificates of Participation (COPs)
- Revolving Fund (ISRF)
- Loan Program (IBank)

– 30 year payback

Amount	Debt Service	Rate
\$7 million	\$368,772/yr.	3.25%
\$7 million	\$380,599/yr.	3.50%

– 30 year payback

Amount	Debt Service	Rate
\$2 million	\$120,000/yr.	4.38%
\$3 million	\$175,000/yr.	4.15%
\$4 million	\$230,000/yr.	4.03%
\$5 million	\$285,000/yr.	3.96%
\$6.5 million	\$370,000/yr.	3.95%



# Recommendation

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- Review and provide input on site location alternatives being evaluated by City staff.

