

**MINUTES OF THE  
MONROVIA COMMUNITY SERVICES COMMISSION  
HELD MONDAY, APRIL 13, 2015**

**CONVENE:** Chair Mills convened the Regular Meeting of the Community Services Commission on Monday, April 13, 2015 at 7:00 p.m. in the Community Center Monroe Room, Monrovia, California. Staff in attendance: Community Services/Public Works Director Tina Cherry, Library & Recreation Division Manager Kerri Zessau, Field Services Manager Niles Boyer, Recreation Supervisor Lisa Hansberger, Administrative Secretary Tina Wells, Park Naturalist Eugene Suk, Assistant Recreation Coordinator Rebecca Romero.

**PLEDGE OF ALLEGIANCE:** Vice-Chair Matthews led the Flag Salute.

**ROLL CALL:** In attendance: Commissioners Crudginton, Dittmar, Wong, Yuille, Chair Mills, and Vice-Chair Matthews. Commissioner Ulm absent/excused.

Chair Mills announced that Susan Hirsch, Monrovia Unified School District and Director of Quest Academy, received the Woman of Distinction Award from Congresswomen Chu's office. Community Services Commissioner, Joannie Yuille received the Woman of Year award from Congresswoman Napolitano's office, and Joanne Montgomery was recognized the previous weekend as Woman of the Year by Congressman Hernandez's office.

**PRESENTATION(S):**

Eugene Suk, Park Naturalist reported; on March 26 Canyon Park Volunteers were recognized for their outstanding contributions to Canyon Park and the Hillside Wilderness Preserve at the California Parks and Recreation Society (CPRS – District 13) awards ceremony. Canyon Park volunteers are a true example of land stewardship. Volunteers present this evening are; Steve German, Ed Cunningham, Bob Dollins, Keith Johnson, and Doug Elson. Chair Mills provided an overview of the activities and service the volunteers provide. The volunteers have saved the City over \$160,000 in staff costs. Chair Mills presented the CPRS award to the group.

Lisa Hansberger, Recreation Supervisor recognized the Santa Anita Family YMCA for their partnership, and continued collaboration with the Spring Egg Hunt and YMCA Healthy Kids Day. Executive Director, Karen MacNair of the Santa Anita Family YMCA was present.

**CONSENT CALENDAR:** It was moved by Vice-Chair Matthews and seconded by Commissioner Dittmar to accept the consent calendar consisting of CC-1 and CC-2. There were no objections, and the motion was unanimously approved.

**CC-1** Unadopted Minutes of the March 9, 2015 Regular Meeting

**CC-2** Hillside Wilderness Preserve Patrol Updates for March 1 – 31, 2015.

**YOUTH COMMISSION REPORT:** Lilia Alvarez, a sophomore at Monrovia High School provided an update on current and upcoming Youth Commission events.

**PUBLIC INPUT:** None

**ADMINISTRATIVE REPORTS:**

**AR-1 2015 Spring Egg Hunt and YMCA Healthy Kids Day Event Evaluation:** Lisa Hansberger, Recreation Supervisor reported the 2015 Spring Egg Hunt and YMCA Healthy Kids Day event was held on Saturday, April 4 at Recreation Park from 10:00 a.m. to 1:00 p.m. Staff again partnered with the Santa Anita Family YMCA to offer the Healthy Kids Day activities together with the Spring Egg Hunt. This year's event drew approximately 4,000 participants, as compared to the previous year's attendance of 3,000. This year, 20 Teen Advisory Board (TAB) members and Youth Commissioners volunteered at the Spring Egg Hunt, this resulted in a staff cost savings of \$1,295.

**CC-1**

**After discussion, it was moved by Commissioner Dittmar and seconded by Commissioner Wong** to receive and file the 2015 Spring Egg Hunt and YMCA Healthy Kids Day Event Evaluation. There were no objections and the motion was unanimously approved.

**AR-2 2013-14 Canyon Park Facility Revenue and Fee Analysis:** Eugene Suk, Park Naturalist reported the Cabin/Conference Center facility and Fireman's Flat are used for anniversary parties, weddings, scout camping, business seminars, birthday parties and department meetings. Total revenue for the Canyon Park rental facilities was \$38,494, compared to \$38,731 in fiscal year 2012-13. Staff achieved \$494 above the revenue goal of \$38,000 for fiscal year 2013-14. Staff recommends no increase in rental fees at this time.

**After discussion, it was moved by Commissioner Wong and seconded by Commissioner Crudginton** to accept option number one; maintain all existing Canyon Park facility rental fees. There were no objections and the motion was unanimously approved.

**AR-3 Public Works District Work Plan (Verbal):** Niles Boyer, Field Services Manager provided an overview of the Public Works District Work Plan. Staff evaluated efficiency levels, and realized the necessity to impact more neighborhoods in Monrovia. A strategic approach was developed in the District Plan. The plan calls for the City to be broken in to six manageable districts (a map was provided), and to concentrate efforts on all the maintenance areas. In this plan each of the Districts will be afforded two consecutive months of intense maintenance.

**Commission Action Required:** None

**DIRECTOR'S REPORT:** Tina Cherry, Community Services/Public Works Director provided the following updates; **Station Square Update (PowerPoint)** – Overall Progress – Offsite: Percent Complete: 65%; Construction began September 29, 2014; Scheduled Completion June 2015. • Key Accomplishments: Completion of electrical underground substructure; storm water retention – Silva Cell installation; construction of sidewalk; construction of Myrtle median. • What to Expect Soon – Offsite: installation of parkway pavers and lighting; median construction; road reconstruction ~ scheduled to begin May 2015, and is scheduled to take three to five weeks. • Overall Progress – Onsite: Percent Complete: 40%; Construction began November 3, 2014; Scheduled Completion end of June 2015. Key accomplishments – Onsite: demolition of parking lot; completion of underground utilities; completion of storm water retention system; amphitheater foundation preparation. • What to Expect Soon – Onsite: foundation and structure, steel for amphitheater; site grading and decorative concrete.

**Monrovia's Response to Statewide Mandatory Water Restrictions (Power Point)**

On April 1, the Governor issued an Executive Order that declares a continued drought emergency in the State, and establishes a statewide conservation goal of reducing potable water usage by 25% below 2013 levels through February 26, 2016. This will be based on a per capita basis. • Immediate Impacts to Monrovia; termination of all activity associated with watering ornamental turf on public street medians. Review of existing City water use. Once the new regulations are issued by the State Water Resources Control Board, staff will need to bring back for City Council consideration updates to our Emergency Water Conservation Plan. • Monrovia's Response to the Drought – The City adopted an Emergency Water Conservation Plan on September 16, 2014; the City is currently in Phase 1 of the overall conservation plan. Under Phase 1 of the plan, a variety of voluntary conservation measures have been instituted, including the following; the City's current Emergency Water Conservation Plan also has increased water conservation mandates that are identified through six progressively stringent phases.

Staff is preparing a presentation for the City Council on the Hillside Wilderness Preserve access points. Met with the residents at the Cloverleaf access point, and were unable to come to a resolution. • The Boys and Girls Club will be hosting Derby Day, Saturday, May 2 at Santa Anita Race Track. April Soash will be honored at this event as the 2015 Mary Wilcox Youth Advocacy Award Recipient. Copy of invitation was provided.

**DIVISION MANAGER'S REPORT:** Kerri Zessau, Library & Recreation Division Manager provided the following updates; Arbor Day is April 23 at Rotary Park ~ invitations have gone out. • Art in Public Places funding update – staff had the opportunity to attend the meeting on April 1. Library and Recreation staff requested funding, the Library has requested funding for a mural in the children's area of the Library, and Canyon Park requested funding to repair/replace Samson, funding was approved for the replacement of Samson ~ a bronze statue will be created. • Senior program updates – the senior recognition lunch is Thursday, April 23 at 11:00 a.m. at the Community Center. Reminded the Commissioners to RSVP. The nominee will remain a secret until the luncheon. • The Lunch and Learn program is a very popular event, 33 seniors attended the April lunch and learn, the topic was technology. A representative from Metro will be the speaker at the June meeting. • 48 participants visited the LA Zoo and Botanical Garden. • Passport Updates – staff has completed their first month of selling passports, and educating residents that passports are handled by Community Services. Looking to expand the service hours. • Spring Egg Hunt sponsorship recognition – staff and Chair Mills will recognize the sponsors at the April 21 City Council meeting. • Fountain to the Falls registration update – approximately 145 registered participants. The YMCA will offer a Health Fair in conjunction with the Fountain to the Falls event. • Monrovia Day update – the activities are larger and more exciting. • Teen Providers Group and Youth Summit planning – The Summit is planned for Saturday, October 17, and will be held at Monrovia High School – the theme is *"It Only Takes One – Be the One"*. • Wilderness Preserve Ad-Hoc Committee update – staff is in the process of setting up a meeting with current Community Services Commissioners and former Trails Committee members. • Staff was able to partner with Plymouth Elementary School to offer the Youth Sports program. • Summer Extravaganza funding and programming has changed. Funding will now come from the City's general fund. This will allow for greater program flexibility. • Library staff is gearing up for the Summer Reading Club.

#### **COMMISSION LIAISON REPORTS:**

**CSC LR-1 Commissioner Crudgington** – Monrovia Historic Preservation Group (MOHPEG) ~ five homes are on the 2015 Mother's Day Tour. Youth Commissioners and Teen Advisory Board (TAB) members will be junior docents. • Santa Anita Family Services has hired an employee specifically for Veteran's outreach.

**CSC LR-2 Commissioner Dittmar** – Art in Public Places ~ have identified all of the monies established in a fund for the City to use for art procurement and placement. Suggested to the group that a master plan be developed for areas of the City where we may want public art. Went back and looked at the entry sign at Fifth Avenue and Huntington, and asked the developer for an update, and the possibility of a similar sign on the east end of town.

**CSC LR-3 Vice-Chair Matthews** – Coordinating Council's next meeting is May 4. • California Association of Park and Recreation Board and Commission Members (CAPRCBM) ~ Vice-Chair Matthews is now on the Board as a Southern Representative.

**CSC LR-4 Chair Mills** – Monrovia Area Partnership (MAP) the sixth annual Neighborhood Conference will be held on Saturday, April 25. • 15 MAP Leaders attended the April 9 Planning Commission meeting. The purpose was to have the opportunity to discuss, and provide input on the current development, and impact on Monrovia's neighborhoods. • MAP quarterly meetings are now open to the public. The next meeting is June 6 in the Library Community Room from 11:00 a.m. to 1:00 p.m. – topic is *Coffee with Cops*. • CERT, two of the members (Bruce Eckstrom and Mark Harvis) are now certified CERT trainers, the training was offered by FEMA.

**CSC LR-5 Commissioner Ulm** – absent/excused

**CSC LR-6 Commissioner Wong** – Monrovia Old Town Association of Businesses (MOTAB); the group approved the road closure on Saturday, September 12 for the Hot Rod Car Show, and for the Taste of Monrovia on Sunday, October 18. • Down to two finalists for the Friday night Farmer's Market, they are Family Festival Productions and LA Party Works.

**CSC LR-7 Commissioner Yuille** – The National Day of Prayer will be held on Thursday, May 7 at 7:00 p.m. at United Methodist Church on Palm. The program is titled Seeds of Peace, everyone is invited to attend. • The

Monrovia Duarte Black Alumni Association ~ Susie Ling presented an event at the Monrovia Historical Museum – the standing room only event provided an interesting look at the African American community. • Invited the group to participate in an awareness walk for Pulmonary Arterial Hypertension on November 7.

**NEXT SCHEDULED MEETING:** The next meeting of the Monrovia Community Service Commission is scheduled for Tuesday, May 12, 2015 at 7:00 p.m. Monroe Room, 119 West Palm Avenue, Monrovia, California.

**ADJOURNMENT:** The regular meeting of the Community Services Commission was adjourned at 9:22 p.m.

**CC-1**