

**MINUTES OF THE  
MONROVIA COMMUNITY SERVICES COMMISSION  
HELD TUESDAY, SEPTEMBER 8, 2015**

**CONVENE:** Chair Matthews convened the Regular Meeting of the Community Services Commission on Tuesday, September 8, 2015 at 7:05 p.m. in the Community Center Monroe Room, Monrovia, California. Staff in attendance: Public Services Director Tina Cherry, Library & Recreation Manager Kerri Zessau, Field Services Manager Niles Boyer, Senior Recreation Supervisor Lisa Hansberger, Senior Administrative Assistant Tina Wells, Hillside Wilderness Preserve Supervisor Eugene Suk, and Recreation Coordinator Memo Chavez.

**PLEDGE OF ALLEGIANCE:** Commissioner Mills led the Flag Salute.

**ROLL CALL:** In attendance: Commissioners Dittmar, Hirsch, Mills, Wong, Ulm, Vice-Chair Yuille and Chair Matthews.

**PRESENTATION(S):** Commissioner Mills was recognized for her service, and dedication as Chair of the Community Services Commissions from June 2014 - July 2015.

**CONSENT CALENDAR:** It was moved by Commissioner Ulm and seconded by Commissioner Dittmar to accept item CC-1. There were no objections, and the motion was unanimously approved. CC-2 was pulled for discussion. After discussion, CC-2 was approved by Vice-Chair Yuille, and seconded by Commissioner Mills. There were no objections, and the motion was unanimously approved.

**CC-1** Unadopted Minutes of the July 14, 2015 Regular Meeting

**CC-2** Hillside Wilderness Preserve Patrol Updates for July 1 - 31, and August 1 - 31, 2015

**YOUTH COMMISSION:** Diana Hernandez, a junior at Monrovia High School provided an update on current and future Youth Commission events.

**PUBLIC INPUT:** None

**ADMINISTRATIVE REPORTS:**

**AR-1 2015 4<sup>th</sup> of July Fireworks Show and Concert Evaluation:** Andy Alanso, Recreation Specialist reported on behalf of Lisa Hansberger, Senior Recreation Supervisor. The 2015 4<sup>th</sup> of July event was held on Saturday in Library Park. The event attracted approximately 15,000 spectators. Staff implemented a new canopy decorating contest. Participants decorated their 10 x 10 space for a chance to win a gift card. Ten entries were received. Categories included; Most Creative, Most Patriotic, and Judge's Award. A BMX stunt show was offered, and interactive games were also available at the Community Center parking lot. A local vendor attended the event, and sold novelties. Sponsorships are used to offset the cost of the program.

**After discussion, it was moved by Commissioner Dittmar and seconded by Commissioner Wong** to receive and file the 2015 4<sup>th</sup> of July Fireworks Show and Concert Evaluation with the recommendation that additional spectators rows be added, and an expanded fall-out zone implemented for safety. There were no objections, and the motion was unanimously approved.

**AR-2 2014-15 Youth Commission Evaluation:** Memo Chavez, Recreation Coordinator reported; there were 57 registered Youth Commissioners in 2014-15 as compared to 53 in 2013-14. The Youth Commission volunteered for 15 regularly scheduled events as well as various other programs (i.e. Movies in the Park) for a total of 6,380 volunteer hours. This equates to a staff cost savings of \$59,143. This is determined using the following formula; 6,380 volunteer hours multiplied by an hourly rate of \$9.27 (Recreation Leader).

The Youth Commission and Teen Advisory Board continue to collaborate in support of community events and programs. Both groups volunteered at the Arbor Day, Spring Egg Hunt, Fountain to the Falls, Mothers Day Home Tour, and Halloween Spooktacular. The groups also contributed input and suggestions for the Monrovia/Duarte Youth Summit.

**CC-1**

**After discussion, it was moved by Commissioner Yuille and seconded by Commissioner Mills** to receive and file 2014-15 Youth Commission Evaluation, with the recommendation to expand recruitment outreach. There were no objections, and the motion was unanimously approved.

**AR-3 2014-15 Canyon Park Outdoor Education Program Evaluation:** Eugene Suk, Hillside Wilderness Preserve Supervisor reported; Canyon Park offers quality environmental education programs, providing interpretive based curriculum that connects the minds and hearts of the students to the cultural and natural resources of the Monrovia foothills. The number of students served, including Monrovia Unified School District (MUSD), and non-MUSD students for 2014-15 was 2,337, as compared to, 2,267 for the 2013-14 school year. The Outdoor Environmental Education Program generated \$9,347 in revenue in 2015-14, as compared to \$6,802 in 2013-14. This increase is attributed to an additional second grade program which allowed for additional participation.

**After discussion, it was moved by Commissioner Dittmar and seconded by Commissioner Wong** to receive and file 2014-15 Canyon Park Outdoor Education Program Evaluation. There were no objections, and the motion was unanimously approved.

#### **DIRECTOR'S REPORT:**

Tina Cherry, Public Services Director presented a PowerPoint; Smoking Bans in Public Places - Increasing community interest, and a need to reduce teen smoking. This is an ongoing issue, and needs to be addressed. The presentation included; review of current laws, what neighboring communities are doing related to ordinances, outreach and education, and the concerns surrounding litter.

#### **Presentation on Reducing Teen Smoking:**

*Guadulesa Rivera, Monrovia Coalition to Reduce Teen Smoking, Los Angeles*

*Sheree Curry, Glendale Adventist Medical Center, Monrovia*

*Michael Olivares, Monrovia Coalition to Reduce Teen Smoking, Pasadena*

Reminder, this Saturday, September 12 ~ Station Square dedication • The Rotary Bandshell had a burrowing bee infestation. The infestation has been mitigated; repair to the wood work still needs to be completed. • The City Council has approved a hybrid Friday Night Street Fair model, partnering LA Partyworks with GreenLeaf Productions. September will be a transitional period, and October 2 will be the first Street Fair (a GreenLeaf Production) • HWP ~ Cloverleaf access point will come back to City Council in October, making strides in perfecting interest at Cloverleaf, and opening the access point. Recently held community meetings with the residents in the Hidden Valley area, this was an opportunity to have a discussion on how opening the access point might impact them, and their community. • Met with a landscape architect on four different budgeted landscape projects, landscaping of the Huntington median, all of Old Town, City Hall removal of turf, and installing drought tolerant plantings, and freshening up of Library Park. • Is the Commission interested in taking on a project for Make A Difference Day, on October 24. It was suggested that we could come together as a group, and tackle one project as a team. Director Cherry turned over the discussion to Chair Matthews ~ is the Commission interested in adopting a project for Make A Difference Day. Field Services Manager, Niles Boyer will suggest a couple of projects that the Commission could tackle.

#### **DIVISION MANAGER'S REPORT:**

Niles Boyer, Field Services Manager provided the following updates; Working with the engineering staff on the Monrovia Renewal Project, and things that can be done internally to get ready for the larger contracts. • Building Maintenance met with a representative from the Historical Museum, there are five key areas that will be addressed • Boys and Girls Club, a new stove was installed, upgraded lighting in the children's game area. • Working with American Legion Post 44, and Chuck Keen, the Legion would like to have a plaque dedication at the flag pole. • Mary Wilcox Youth Center, installed improved window treatments in the restrooms to increase privacy. • Maintenance districts are working out well. This has reduced new service calls, especially with Street Maintenance operations. • Collaborative effort with the Monrovia Unified School District to get all the school markings and legends completed for the beginning of the new school year.

Kerri Zessau, Library & Recreation Manager provided the following updates; fall programming overview ~ beginning of Youth Sports, 105 youth registered to date. In addition to the original four schools Plymouth has been added. First game

is Wednesday, September 16. • Monrovia Reads and Plays (MRP) began their programming today for the new school year. • Contract classes have begun. • The Public Services Department, Library Division has hired two new Library Supervisors – Elizabeth Schneider Youth Supervisor, and Rebecca Elder Adult Supervisor. • The last summer concert was held on September 6, this was the make up concert for the rained out concert earlier in the summer. • Requested help from the Commissioners to judge this year's Halloween Costume Contest ~ Commissioners Mills, Hirsch, Yuille and Chair Matthews volunteered.

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

**CSC LR-1 Commissioner Dittmar** – No report.

**CSC LR 2 Commissioner Hirsch** – School began again on August 19, enrollment has remained consistent. • Back to School Nights are coming up, the elementary schools hosted theirs last week. • Monrovia High School accepted the prestigious State Golden Ribbon Award for the math and science academy, and was also named a Silver Award recipient by US News and World Report, ranking it in the top six percent of high schools nationally. • Received an elementary counseling grant, this provides a counselor at each of the elementary schools. • The District also received the highly competitive Science Grant which will support the science programs in grades 6 through 12. • Football is off to a challenging start. • Boys and Girls Club ~ the focus was literacy for summer – with a theme of *Once Upon A Summer*. • Friday, August 28 was the grand opening of the Club at the Mary Wilcox Youth Center.

**CSC LR-3 Chair Matthews** – The next meeting of the Monrovia Community Coordinating Council is Monday, September 14. • Homelessness Committee, the brochure has been finalized. • CAPRCBM's next meeting is Saturday, October 10, and will be held in San Francisco.

**CSC LR-4 Commissioner Mills** – Monrovia Area Partnership, the first meeting of the Youth Leadership Academy was held last Wednesday, the meetings are held the first Wednesday of each month. The academy is geared to instill leadership skills in the youth. The Adult Leadership Academy will kick off on Thursday, September 10. KGEM will videotape this meeting. • CERT will hold their quarterly meetings on September 14, November 2 and December 7. The group will be at the Holiday Parade, and Robotics Tournament. • Kudos to the Monrovia Fire Department, and Monrovia Police Department, they handled an apartment fire on Foothill Boulevard last week, no one was home, but a couple of animals were rescued.

**CSC LR-5 Commissioner Ulm** – Elections for the KGEM Board of Directors are coming up, three seats are open. KGEM will begin coverage for the MAP meetings. Covering multiple cities, and working with Mt. Sierra College. Foothills Media Network is the new overarching brand for KGEM.

**CSC LR-6 Commissioner Wong** – Field Services Manager Niles Boyer provided the updates on the MOTAB meeting ~ Public Services Director Tina Cherry reviewed the quarterly budget. • The holiday parade street closure was approved by the Board. • Public Works update concerning new skateboard signage, and the pole banner in the 100 block of South Myrtle will allow us to hang banners, and holiday decorations, this should be completed by November 4. • Management Analyst Sharon Gallant presented how to properly sort and dispose of trash and recyclables.

**CSC LR-7 Vice-Chair Yuille** – Monrovia Interfaith Council was dark. • Youth Commission was dark. • Teen Providers Group is finalizing the plans for the Youth Summit.

**NEXT SCHEDULED MEETING:** The next meeting of the Monrovia Community Service Commission is scheduled for Tuesday, October 13, 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 9:34p.m.