

**MINUTES OF THE
MONROVIA COMMUNITY SERVICES COMMISSION
SPECIAL MEETING
HELD MONDAY, NOVEMBER 7, 2016**

CONVENE: Chair Yuille convened the Special Meeting of the Community Services Commission on Monday, November 7, 2016 at 7:10 p.m. in the Community Center Monroe Room, Monrovia, California. Staff in attendance: Public Services Director Tina Cherry, Recreation Manager Katie Distelrath, Senior Recreation Supervisor Lisa Hansberger, Recreation Specialist Tobi Scrugham, Recreation Specialist Vanessa Ibanez, Senior Administrative Assistant Tina Wells, and Hillside Wilderness Preserve Supervisor Eugene Suk.

PLEDGE OF ALLEGIANCE: Commissioner Mills led the Flag Salute.

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

PRESENTATIONS: Captain Alan Sanvictores and Sergeant Dan Verna from the Monrovia Police Department provided an update on the Homelessness Work Group.

CONSENT CALENDAR: It was moved by Commissioner Matthews, and seconded by Commissioner Mills 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 October 11, 2016 Regular Meeting

CC-2 Hillside Wilderness Preserve Patrol Updates for October 2016

ITEM(S) PULLED FROM CONSENT CALENDAR, IF NEEDED: None

YOUTH COMMISSION REPORT: Frances Jimenez, a junior at St. Lucy's High School provided an update on current and upcoming activities.

PUBLIC INPUT: None

ADMINISTRATIVE REPORTS:

AR-1 2015-2016 Contract Class Enrollment and Revenue Report – Vanessa Ibanez, Recreation Specialist provided an overview of the 2015-2016 Contract Class program. Class instructors complete a consultant service agreement each quarter. The instructors are paid 60 percent of the base class fee, and the City retains forty percent. Instructors determine cost of the class, day and time of class and participation minimum/maximum. The program experienced an overall decline in participation during the 2015-2016 season. In an effort to increase enrollment, staff is investigating new classes such as; Jewelry Making, T-Ball, Cooking, Theater and Wine Tasting.

After discussion, it was moved by Commissioner Matthews and seconded by Commissioner Dittmar to receive and file AR-1 2015-2016 Contract Class Enrollment and Revenue Report. There were no objections, and the motion was unanimously approved.

CC-1

AR-2 2016 Halloween Event Evaluation – Tobi Scrugham, Recreation Specialist reported the Halloween event has been offered to the community for the past 30 years and offers a family friendly and safe event. Event surveys were distributed to the attendees with 179 surveys returned compared to 117 in 2015. Based on the surveys received, participants would like to see a larger toddler area and additional carnival style games.

After discussion, it was moved by Commissioner Matthews and seconded by Commissioner Mills to receive and file AR-2 2016 Halloween Event Evaluation. There were no objections, and the motion was unanimously approved.

AR-3 Installation of a Temporary Restroom at Julian Fisher Park – Katie Distelrath, Recreation Manager reported that during the Commission meeting on October 11, staff proposed the installation of a temporary restroom at Julian Fisher Park. Maintenance options considered are 1, 2 or 3 times per week. Staff surveyed the neighboring residents to determine if they approved of the installation of the temporary restroom. Residents are not opposed to the temporary restroom. Based on the feedback received, staff requests the Community Services Commission provide direction.

After discussion, it was moved by Commissioner Dittmar and seconded by Commissioner Mills to install a temporary restroom at Julian Fisher Park, and include; Signage, Police Patrols, Screening, Cleanings Monday, Wednesday and Fridays, with daily freshening. There were no objections, and the motion was unanimously approved.

SUB-COMMITTEE REPORTS

SCR-1 Park Master Plan Update – Tina Cherry, Public Services Director reported; met with Steve Duh of Conservation Technix last week and toured the parks. Reviewed reports on activities, community demographics, and understanding our community plan. Discussed upcoming milestones; the holidays, survey development and background data. Looking at January or early February to conduct a study session and launch the survey. Updates will be brought to you in December.

SCR-2 Community Center Needs Assessment Update – Katie Distelrath, Recreation Manager reported; Distributed sample postcards for advertising the Community Center Needs Assessment Survey, and an updated list of the organizations and community groups to reach out to. The anticipated launch is the first of the year.

REPORTS FROM STAFF

Tina Cherry, Public Services Director

- 1) Access Point Update – provided an update and virtual tour of the HWP, the access points, and the new gates. Information will be deployed to residents in the area and should be completed by Thursday, November 10. An invitation only event is planned for the Community Services Commission and City Council along with the stakeholders on November 19 at 8:00 a.m. at the Cloverleaf Access Point/Station 103. Staff plans to bring for City Council's consideration the adoption of the Wilderness Preserve as a park on November 15. This will allow law enforcement to enforce the municipal code. The operation hours for the HWP will also be reviewed by Council. The Notice of Completion will be issued to Pokrajac Corporation for the completion of work in the Preserve.

Eugene Suk, Hillside Wilderness Preserve Supervisor

- 1) Native Garden Plant Sale and Water Wise Gardening – The event will be held this Saturday from 9:00 a.m. – 3:00 p.m. at Library Park. Proceeds from the plant sale will fund the Canyon Park Volunteer Program.

COMMISSION LIAISON REPORTS:

CSC LR-1 Commissioner Dittmar – Art in Public Places will meet tomorrow and will provide a report in December.

CSC LR-2 Vice-Chair Hirsch Hirsch – Absent/excused

CSC LR-3 Commissioner Matthews –

- 1) Coordinating Council meeting was held today, the program featured the Monrovia High School Renaissance Club. Paul Dobbs leads this program. Invited the Commission to the annual holiday program on Monday, December 5 at 7:30 a.m. The speaker will be Joanne Spring.

CSC LR-4 Commissioner Mills –

- 1) The MAP Program graduated 18 map leaders – 488 map leaders total to date.
- 2) Mental Health Consortium – Presentations included; Long Term Mental Health Care and training of officers and staff within the jail system on how mental health is addressed.

CSC LR-5 Commissioner Ulm – Absent/excused

CSC LR-6 Commissioner Vazquez – Absent/excused

CSC LR-7 Chair Yuille –

- 1) Interfaith Council will hold its Thanksgiving celebration on November 17 at St. Luke's, the theme is Gratitude ~ everyone is invited. Donations are accepted and given to the Foothill Unity Center.
- 2) Monrovia Black Alumni Association will hold their annual gala. Last year 6 ~ \$1,000 scholarships were distributed.

NEXT SCHEDULED MEETING: The next meeting of the Monrovia Community Services Commission is scheduled for Tuesday, December 13, 2016 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 9:30 p.m.