

**MINUTES OF THE REGULAR  
MONROVIA COMMUNITY SERVICES COMMISSION  
HELD TUESDAY, OCTOBER 11, 2016**

**CONVENE:** Chair Yuille convened the Regular Meeting of the Community Services Commission on Tuesday, October 11, 2016 at 7:00 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 Coordinator Brooke Putich, Recreation Specialist Tobi Scrugham, Senior Administrative Assistant Tina Wells, Hillside Wilderness Preserve Supervisor Eugene Suk, Community Development Director Craig Jimenez, Canyon Park Ranger Marlene Jimenez, Management Analyst Brittany Mello and Planning Division Manager Sheri Bermejo.

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

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

**PRESENTATIONS:**

**PR-1** Monrovia Renewal Update: Brittany Mello, Management Analyst; presented an update on the Monrovia Renewal Project, the long term initiative to repair water, sewer and street systems throughout the city.

**PR-2** Sawpit Wash Cell Tower: Sheri Bermejo, Planning Division Manager; provided an overview of wireless telecommunications rules, federal regulations, Monrovia's ordinance, and wireless facilities in Monrovia. Matt Vigil, Verizon representative was also in attendance.

**CONSENT CALENDAR:** It was moved by Commissioner Matthews, and seconded by Commissioner Mills to accept the consent calendar consisting of CC-1. There were no objections, and the motion was unanimously approved. CC-2, CC-3 and CC-4 were pulled for discussion.

**CC-1** Unadopted Minutes of the August 9, 2016 Regular Meeting Minutes

**CC-2** Unadopted Minutes of the September 13, 2016 Regular Meeting Minutes

**CC-3** Hillside Wilderness Preserve Patrol Updates for September 2016

**CC-4** 2015-2016 Canyon Park Volunteer and Hillside Wilderness Preserve Park Ranger Reserve Program Evaluation

**ITEM(S) PULLED FROM CONSENT CALENDAR, IF NEEDED:**

**CC-2** After discussion, it was moved by Commissioner Ulm, and seconded by Commissioner Dittmar to accept CC-2. Commissioner Matthews and Commissioner Hirsch abstained from the motion. There were no objections, and the motion was unanimously approved.

**CC-3** After discussion, it was moved by Commissioner Matthews and seconded by Commissioner Hirsch to accept CC-3. There were no objections, and the motion was unanimously approved.

**CC-4** After discussion, it was moved by Commissioner Ulm and seconded by Commissioner Mills to accept CC-4. There were no objections, and the motion was unanimously approved.

**YOUTH COMMISSION REPORT:** None

**PUBLIC INPUT:** None

**CC-1**

## **ADMINISTRATIVE REPORTS:**

**AR-1 2016 Summer Extravaganza Program Evaluation** – Brooke Putich, Recreation Coordinator reported the program is a free program funded through the City's general fund. The program dates were June 20 through August 12, 2016 from 12:00 p.m. – 5:00 p.m., Monday through Friday. Registration is taken on a first come, first served basis with a maximum of 200 participants. When registration capacity was reached, staff began a wait-list, which consisted of 67 youth.

Programming included recreation games, reading, arts and crafts, team-building activities, movies, board and card games, swimming and educational programs. The program concluded with a carnival themed party.

A survey draft was shared with the Commission to obtain feedback from the participant families.

**After discussion, it was moved by Commissioner Matthews and seconded by Vice-Chair Hirsch** to provide program feedback, and receive and file AR-1 2016 Summer Extravaganza Program Evaluation. There were no objections, and the motion was unanimously approved.

**AR-2 2016 Summer Concert Series Evaluation** – Tobi Scrugham, Recreation Specialist reported the 2016 Summer Concerts consisted of eight concerts beginning Sunday, July 10 through Sunday, August 28, 2016 from 7:00 to 8:30 p.m. in Library Park.

Dancing is popular during the concerts, and over the years the dance floor became worn and in need of replacement. A new dance floor was purchased this year, and was enjoyed by the dancers at the concerts.

**After discussion, it was moved by Commissioner Mills and seconded by Vice-Chair Hirsch** to provide program feedback, and receive and file AR-2 2016 Summer Concert Series Evaluation. There were no objections, and the motion was unanimously approved.

**AR-3 Consideration of a Temporary Restroom at Julian Fisher Park** - Katie Distelrath, Recreation Manager provided information for consideration of a temporary restroom at Julian Fisher Park. The park is heavily utilized with a daily average of 60 people at various times throughout the day. The high utilization of the park and lack of a restroom poses a health concern to those using the park.

Staff has identified a solution to this problem with the installation of a permanent prefabricated restroom. However, until this can be installed, and to address the health and safety concerns, a temporary ADA wheelchair accessible portable restroom is proposed.

**After discussion, it was moved by Commissioner Matthews and seconded by Commissioner Dittmar** to obtain feedback from the neighbors and patrons of Julian Fisher Park, and bring the item back to the November Community Services Commission meeting. There were no objections, and the motion was unanimously approved.

## **SUB-COMMITTEE REPORTS**

**SCR-1 Parks Master Plan Update** – Tina Cherry, Public Services Director reported; City Council awarded a contract to Conservation Technix. Staff will meet with the contractor on November 3 to outline the timeline, and what will be needed from staff. Additional details and next steps will be discussed at the next Commission meeting.

**SCR-2 Julian Fisher Park Update** – Tina Cherry, Public Services Director reported; field trips with sub-committee members will be scheduled. There are three (3) locations nearby that have similar lighting to what is planned at Julian Fisher Park; Louis Pompei Sports Park in Glendora, Big League Dreams in West Covina and Azusa Pacific

University. The restroom installations to view are; Padua Avenue Park in Claremont, Boomers Water Park in Irvine, and Temescal Park in Riverside.

**SCR-3 Community Center Needs Assessment Update** – Katie Distelrath, Recreation Division Manager reported; a survey has been developed on Survey Monkey. A copy of the survey was provided to the Commission. Once the surveys are deployed it will be a month long endeavor to obtain and process the results.

## **REPORTS FROM STAFF**

### **Katie Distelrath, Recreation Manager**

- 1) Friday Night Live/Teen Scene – Thanked Councilmember Spicer and Vice-Chair Hirsch for their support. The partnership with the City of Duarte was great. Youth participation was outstanding. Twenty-five youth were awarded with \$100 stipends each, and were recognized at the September 20 City Council meeting.
- 2) Congratulations and thank you to the Commission for the work on the Facility and Street Naming Policy which was approved at the September 20 City Council meeting.
- 3) October is Domestic Violence Awareness Month – the Community Center is a collection location for items to be donated to women and children affected by domestic violence. This program is sponsored by Congresswomen Chu and Napolitano. The program is in place until November 1.
- 4) Make a Difference Day will be held on Saturday, October 22 from 8:00 a.m. to 12:00 p.m. Kick-off is in Library Park, and coordinated with the Volunteer Center of San Gabriel Valley.
- 5) Reminder –Trick or Treat and Halloween Bash, Monday, October 31 from 3:00 – 6:00 p.m. in Library Park. Chair Yuille and Commissioner Mills are this year’s judges.
- 6) Smoking Ban Update – each park has new signage with the hotline listed. Two additional signs have been ordered for Library Park and Kiwanis Park at Grand Ave. The hotline number is 626.255.6799.

### **Eugene Suk, Hillside and Wilderness Preserve Supervisor**

- 1) Native Plant Sale and Water Wise Gardening Event will be held on Saturday, November 12 from 9:00 a.m. to 3:00 p.m.
- 2) Trick or Treat in Canyon Park – will be held on Monday, October 31 in Canyon Park on the Waterfall Trail. Flashlights will be available ~ this is a family fun event.
- 3) Family Hike and Campout – Marlene Jimenez, Park Ranger provided an update on this summer’s Family Hike and Campout. The campouts were a big success, and look forward to bringing the event back next summer.

## **COMMISSION LIAISON REPORTS:**

**CSC LR-1 Commissioner Dittmar:** Art in Public Places; reviewed an initial proposal for a monument honoring Bob Bartlett at Station Square. The project will be a mosaic.

### **CSC LR-2 Vice-Chair Hirsch:**

- 1) Monrovia Unified School District (MUSD)
  - a) MUSD has entered into a partnership with “Code to the Future”, a program recognized by the White House for excellence, bringing computer science to our students in grades K-12.
  - b) October is Parent-Teacher Conference time for our elementary and middle schools while MHS and Canyon Oaks are busily meeting with all seniors to ensure all is in order for graduation.
  - c) Time is flying by and this week marks the middle of our first semester!
  - d) Last Friday was the MHS Homecoming football game against La Canada (MHS won 13-8) and Saturday night was a well-attended Homecoming Dance at the Santa Anita Racetrack.
  - e) MUSD Board of Education meeting: October 12 7:00 to 9:00 p.m.
- 2) Boys & Girls Club
  - a) October 20 is “Lights on After School”, a national campaign to raise awareness regarding the need and demand for quality after school programs. Boys and Girls Club will be hosting an open house from 3:00 to 6:00 p.m. with special guest Meredith Scott Lynn, actress and founder of “Write Brain

Books". She will be doing a creative writing exercise with the kids and performing her rap, "Out of School Time."

- 3) Santa Anita Family YMCA
  - a) Save the Date! The 8<sup>th</sup> annual Casino night at the Santa Anita Racetrack is scheduled for Saturday, November 19.

**CSC LR-3 Commissioner Matthews:** No report.

**CSC LR-4 Commissioner Mills:**

- 1) Mental Health Consortium: the next meeting will be held on Wednesday, October 19 at the City of Hope. The topic is Long Term Mental Health Challenges
- 2) Monrovia Area Partnership (MAP): the next quarterly meeting will be held on November 19 at 10:00 a.m. and will discuss Vector Control and Chief Hunt is also to speak.

**CSC LR-5 Commissioner Ulm:**

- 1) KGEM's Annual open house is October 24 held at the studio

**CSC LR-6 Commissioner Vazquez – Absent/Excused**

**CSC LR-7 Chair Yuille:**

- 1) Monrovia Change Markers Project is in the process of filming some of the first stories of Monrovia.
- 2) The Interfaith Council's Thanksgiving Celebration is Thursday, November 17.

**NEXT SCHEDULED MEETING:** The next meeting of the Monrovia Community Services Commission is scheduled for Tuesday, November 8, 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 [9:49:40 PM](#) p.m.