

**MINUTES OF THE
MONROVIA COMMUNITY SERVICES COMMISSION
HELD TUESDAY, SEPTEMBER 13, 2016**

CONVENE: Chair Yuille convened the Regular Meeting of the Community Services Commission on Tuesday, September 13, 2016 at 7:00 p.m. in the Community Center Monroe Room, Monrovia, California. Staff in attendance; Public Services Director Tina Cherry, Recreation Division Manager Katie Distelrath, Senior Recreation Supervisor Lisa Hansberger, Recreation Coordinator Brooke Putich, Hillside Wilderness Preserve Supervisor Eugene Suk, Senior Administrative Assistant Tina Wells, Recreation Specialist Jordan Sanchez, and City Manager Oliver Chi.

PLEDGE OF ALELEGIANCE: Commissioner Mills led the Flag Salute.

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

PRESENTATIONS:

PR-1 Recreation Division Manager Katie Distelrath introduced the Department's new Recreation Coordinator Brooke Putich.

PR-2 Chair Yuille presented the Community Services Commission with a Certificate of Recognition from Assemblymember Holden of the 41st District for the 2016 Summer Concerts. Assemblymember Holden was also a concert sponsor.

CONSENT CALENDAR:

CC-1 Minutes of the August 9, 2016 Regular meeting.

CC-2 Hillside Wilderness Preserve Patrol Update for August 2016.

ITEMS PULLED FROM CONSENT CALENDAR, IF NEEDED: Due to the lack of a quorum, the August 9, 2016 Minutes will be held over to the October 2016 meeting. CC-2 was unanimously approved.

YOUTH COMMISSION: Kylene Lewis an eighth grade student at Clifton Middle School provided an update on current and upcoming activities.

PUBLIC INPUT: Management Analyst Alex Tachiki announced the free compost and mulch give away scheduled for Saturday, September 24 from 8:00 a.m. to 12:00 p.m. on Chestnut Avenue between Ivy and Myrtle Avenues.

ADMINISTRATIVE REPORTS:

AR-1 Development of a Monrovia Park Master Plan – Public Services Director Tina Cherry, provided a PowerPoint presentation and overview of the process. The selection committee interviewed six vendors. Second interviews were held for three of the vendors who best met the evaluation criteria; Conservation Technix, Inc., Five Point Design, and GreenPlay LLC. The second interviews were held on September 8, 2016.

CC-2

The selection committee is proposing the Community Services Commission recommend the City Council enter into an agreement with Conservation Technix, Inc. to develop Monrovia's Park Master Plan.

After discussion, it was moved by Commissioner Dittmar and seconded by Commissioner Mills to recommend to City Council approval of a Consultant Services Agreement with Conservation Technix, Inc. to develop a Park Master Plan. There were no objections, and the motion was unanimously approved.

AR-2 2015-2016 Monrovia Reads and Plays Program Evaluation – Recreation Specialist Jordan Sanchez reported there were 38 registered participants in 2015-2016, compared to 50 in 2014-2015. The decrease is due to participants registering for the Youth Sports Program, and “aging out” of the program. These participants joined the Youth Commission, demonstrating their continued interest in participating and volunteering for City programs.

After discussion, it was moved by Commissioner Dittmar and seconded by Commissioner Mills to provide program feedback, and to receive and file AR-2 2015-2016 Monrovia Reads and Plays Program Evaluation. There were no objections, and the motion was unanimously approved.

AR-3 2015-2016 Youth Sports Program Evaluation – Recreation Specialist Jordan Sanchez reported: The Program is held Monday - Friday at Bradoaks, Mayflower, Monroe and Wild Rose Elementary Schools. Plymouth Elementary School was added during the 2015-2016 school year. Attendance rose slightly to 386 participants from 374 participants in 2014-2015.

After discussion, it was moved by Commissioner Ulm and seconded by Commissioner Dittmar to provide program feedback, and to receive and file AR-3 2015-2016 Youth Sports Program Evaluation. There were no objections, and the motion was unanimously approved.

AR-4 2015-2016 Youth Commission Evaluation – Senior Recreation Supervisor Lisa Hansberger reported the primary mission of this program is to engage and empower Monrovia's youth. The Youth Commission consists of students in grades six through twelve. Members meet monthly to discuss upcoming volunteer opportunities, share program ideas and discuss issues concerning students. In 2015-2016 there were 62 registered Youth Commissioners with an average attendance of 20 members. The Youth Commission members volunteered 2,679 hours during 2015-2016 for a staff cost savings of \$32,148.

After discussion, it was moved by Commissioner Dittmar and seconded by Commissioner Mills to provide program feedback, and approve the program recommendation as outlined in this report. There were no objections, and the motion was unanimously approved.

AR-5 Amendment to the Proposed Administrative Policy Related to City Facility and Street Naming Recreation Division Manager Katie Distelrath reported; for the past few months staff has been working to develop a facility naming policy. A draft policy was developed and reviewed with the Commission on July 12, 2016. The Commission had a few updates, and provided feedback to the initial proposal. The Commission reviewed the revised proposed Policy and Application at the August 9, 2016 meeting, and recommended the proposed documents be presented to the City Council for consideration. Staff presented the recommended the revised policy to City Council. After review, City Council requested a clause be added that would require a mandatory waiting period of five years following the death of an individual before a recommended naming could be considered. The rule could be waived with a supermajority vote of

the City Council. The proposed Administrative Policy has been modified to include this provision. The new provision is noted as B.1.b.

After discussion, it was moved by Commissioner Ulm and seconded by Commissioner Dittmar to accept the amendments to the proposed Facility and Street Naming Policy, and recommend City Council approval. There were no objections, and the motion was unanimously approved.

**CONVENE THE MONROVIA
WILDERNESS PRESERVE FOUNDATION, INC. (WPF)
WITHOUT ADJOURNING THE COMMUNITY SERVICES COMMISSION MEETING**

WPF CONVENE: President Yuille convened the meeting of the Wilderness Preserve Foundation at 8:20 p.m. in the Community Center Monroe Room, Monrovia, California. Staff in attendance; Public Services Director Tina Cherry, Recreation Division Manager Katie Distelrath, Senior Recreation Supervisor Lisa Hansberger, Recreation Coordinator Brooke Putich, Hillside Wilderness Preserve Supervisor Eugene Suk, Senior Administrative Assistant Tina Wells, Recreation Specialist Jordan Sanchez, and City Manager Oliver Chi.

WPR ROLL CALL: In attendance; Boardmembers Cherry, Dittmar, Mills, Ulm, and President Yuille. Boardmembers Matthews, Vazquez, and Vice President Hirsch excused.

WPF CONSENT CALENDAR: It was moved by Boardmember Dittmar and seconded by Boardmember Mills to accept the consent calendar consisting of WPF CC-1 and WPF CC-2. There were no objections, and the motion was unanimously approved.

WPF CC-1 Minutes of the July 21, 2016 meeting.

WPF CC-2 Annual Financial Report 2015-2016

WPF PUBLIC INPUT: None

WPF ADMINISTRATIVE REPORTS

WPF AR-1 Status on the Wilderness Preserve Foundation Member Recruitment (Verbal Update)
Public Services Director Tina Cherry reported that on July 21, 2016 a public meeting was held. As a result of that meeting there were a lot of questions about the operation of the Wilderness Preserve, and not much discussion as to the purpose of the Foundation or interest in raising money for the Foundation.

Staff is in the final stages of finalizing the access points. At this point, staff recommends that a pause be taken. Have the access points open for six months, and then revisit if there is a purpose for the Wilderness Preserve Foundation going forward.

After discussion, it was moved by Commissioner Dittmar and seconded by Commissioner Ulm to accept the information provided, and give a six month pause, and revisit the Wilderness Preserve Foundation Membership once all the access points have been opened. There were no objections, and the motion was unanimously approved.

WPF PUBLIC INPUT

Pauline White, Monrovia

WPF ADJOURNMENT

RECONVENE MONROVIA COMMUNITY SERVICES COMMISSION MEETING

SUB-COMMITTEE REPORTS

SCR-1 Julian Fisher Park Improvement Status – Public Services Director Tina Cherry reported; Met with the Subcommittee, and were able to share the progress, and introduced the new Project Manager Jeremiah Brooks. The civil plans are 75% complete, and landscape plans are about the same.

Amenities include:

- 1) Basketball Court (High School Dimensions) surface of the courts will be either concrete or asphalt. To obtain feedback from the court users.
- 2) Camera installation and signage advising that cameras are in use.
- 3) New fencing.
- 4) Gazebo improvements, including lighting in the gazebo.
- 5) Historic and interpretive signage
- 6) Landscape/Bioswales
- 7) Lighting around the park will be significantly enhanced
- 8) Park monument sign
- 9) Restrooms

Community Engagement; an informal meeting is planned at the Park in February. Invited Community groups include; Map Leaders, Monrovia Unified School District, Monrovia Fellowship, Monrovia's churches, schools and Home Owners Associations.

Timeline/Milestones

Commission Approval - November 2016
Council Notice Inviting Bid - January 2017
Award of Contract - February 2017
Construction start date - March 2017
Completion - May 2017

SCR-2 Update on Smoking Ban Implementation – Recreation Division Manager Katie Distelrath reported; the second reading of the ordinance was completed at the August 2 City Council meeting. The ordinance was implemented on September 2. A hotline was created for our residents to report smoking. The calls will be tracked on a spreadsheet, and will track the call through to resolution. Lawn signage was created to notify visitors of the ordinance. Permanent signage was also created, and will be installed in the next week or two. The Park Rangers are also educating residents and visitors.

SCR-3 Update Community Center Needs Assessment – Recreation Division Manager Katie Distelrath, provided copies of a revised Community Center Needs Assessment Survey for Commission’s review. The Subcommittee felt it important to include information on when the current Center was built, and how large the population was that it served at the time. The survey also included options that the Subcommittee felt may be beneficial to the community.

REPORTS FROM STAFF:

Public Services Director Tina Cherry introduced City Manager Oliver Chi who provided an overview and update on the progress of the Hillside Wilderness Preserve Access Points, how maintenance will be coordinated, and as the Community Services Commission considers the options regarding the Wilderness Preserve Foundation.

Recreation Division Manager Katie Distelrath - Looking for two Commissioners to judge the Halloween Costume Contest, and reminded the Commissioners of the mandatory Ethics Training in the Library Community Room on Thursday, September 15 at 6:00 p.m.

COMMISSION LIAISON REPORTS

CSC LR-1 Commission Dittmar – No report.

CSC LR-2 Vice-Chair Hirsch – Excused.

CSC LR-3 Commissioner Matthews – Excused.

CSC LR-4 Commissioner Mills –

- 1) The Mental Health Consortium will meet on Friday, October 14, 2016 from 9:00 to 11:30 a.m. at the City of Hope. This meeting will be hosted by Congresswoman Grace Napolitano.
- 2) Monrovia Area Partnership (MAP) kicked off the new session. The Youth Leadership Academy registered 37 youth, and the Adult Leadership Academy registered 16 adults. MAP will participate in Make a Difference Day, scheduled for October 22.
- 3) Community Emergency Response Team (CERT) anyone who would like to be on the registration list can e-mail Susie Dobson at sdobson@ci.monrovia.ca.us. The class is open to anyone who lives/works in Monrovia.

CSC LR-5 Commissioner Ulm – KGEM/Community Media of the Foothills met on Monday. It is election time for the board. Continuing to work with Mt. Sierra College.

CSC LR-6 Chair Yuille – No report.

CSC LR-7 Commissioner Vazquez - Excused

ADJOURNMENT: The regular meeting of the Community Services Commission was adjourned at 9:30 p.m.