

**MINUTES OF THE JOINT MEETING OF THE
MONROVIA COMMUNITY SERVICES COMMISSION AND
WILDERNESS PRESERVE FOUNDATION**

CONVENE: Chair Mills convened the Regular Meeting of the Community Services Commission on Tuesday, October 14, 2014 at 7:00 p.m. in the Community Center Monroe Room, Monrovia, California. Staff in attendance: Community Services Director Tina Cherry, Acting Recreation Division Manager Kerri Zessau, Recreation Supervisor Lisa Hansberger, Administrative Secretary Tina Wells, Senior Park Ranger Hector Inzunza, Park Ranger Eugene Suk, Assistant Recreation Coordinators Rebecca Romero and Memo Chavez, and Literacy Coordinator Edward William.

PLEDGE OF ALLEGIANCE: Commissioner Wong led the Flag Salute.

ROLL CALL: In attendance: Commissioners Crudgington, Dittmar, Wong, and Yuille. Chair Mills, and Vice Chair Matthews. Commissioner Ulm - Excused

PRESENTATIONS: Councilmember Blackburn introduced and welcomed new City Manager Oliver Chi. • Executive Director, Volunteer Center of San Gabriel Valley, Penny Arroyo provided information on Make a Difference Day, scheduled for Saturday, October 25. The opening ceremony will be held at Library Park at 8:00a.m. with the event concluding at noon.

CONSENT CALENDAR: It was moved by Vice Chair Matthews and seconded by Commissioner Crudgington to accept the consent calendar consisting of CC-2 and CC-3. CC-1 was pulled for clarification, and will be brought back to the Commission in December. There were no objections, and the motion was unanimously approved.

CC-1 Unadopted Minutes of the September 9, 2014 Regular Meeting

CC-2 Division Manager's Report – M. Carney, Deputy Director Public Works

CC-3 Hillside Wilderness Preserve Patrol Update for September 1 - September 30, 2014

YOUTH COMMISSION REPORT: Arianna Gamboa, a junior at Monrovia High School provided an update on current and upcoming Youth Commission events.

PUBLIC INPUT: Edward William, Literacy Coordinator spoke about the need to promote literacy. One in five adults have low literacy levels, which affects everything from health to learning, and friendships to family relationships. • The Literacy Fundraiser, Dream Up! Team Up! will include a Jeopardy style game, and is planned for Sunday, November 2 from 1:00 to 3:30 pm. Tickets are \$40 per person.

ADMINISTRATIVE REPORTS:

AR-1 2014 Summer Extravaganza Evaluation: Memo Chavez, Assistant Recreation Coordinator; provided an overview of the Summer Extravaganza Program. This year's program was held June 23 through August 15, 12:00p.m. to 5:00p.m. at Recreation Park. There were 230 unduplicated participants in 2014 as compared to 250 in 2013. According to CDBG income verification forms, approximately 75% of participants came from low socioeconomic and single parent families with the remaining 25% coming from moderate income families. The Summer Reading Club was an important component with over 450 books read. Program costs for 2014 was \$111 per participant as compared to \$128 per participant in 2013.

After discussion, it was moved by Commissioner Yuille and seconded by Commissioner Wong to receive and file AR-1 2014 Summer Extravaganza Evaluation. There were no objections and the motion was unanimously approved.

AR-2 2014 Summer Concert Series Evaluation: Rebecca Romero, Assistant Recreation Coordinator; provided an overview of the 2014 Summer Concert Series. The series began on July 13 and concluded on August 31.

CC-1

New components were added to this summer's concert lineup including; performances of the National Anthem by talented artists from Centre Stage. Average attendance at each of the concerts was 750, which is a slight decrease from 2013. Staff attributes the decrease in attendance on the excessive heat that Monrovia experienced in 2014. Staff collaborated with the Monrovia High School Band Boosters who sold refreshments during the concert series. Total revenue generated for the Monrovia High School Boosters was \$1,769.

After discussion, it was moved by Commissioner Dittmar and seconded by Vice Chair Matthews to receive and file AR-2 2014 Summer Concert Series Evaluation. There were no objections and the motion was unanimously approved.

AR-3 2013-14 Canyon Park Volunteer and Hillside Wilderness Preserve Park Ranger Reserve Program Evaluation: Hector Inzunza, Senior Park Ranger provided an update of the Canyon Park Volunteer and Hillside Wilderness Preserve Park Ranger Reserve Program. Canyon Park has a long history of volunteers who have donated their time beginning in 1911, when a group of volunteers built the first road into the canyon. In 1999 the Volunteer group was formalized, and in 2010, the Hillside Wilderness Preserve (HWP) Park Ranger Reserve Program was created to provide operational support to Monrovia's hillsides. All volunteers and reservists participate in an extensive orientation. Thirty-eight volunteers provide support to Canyon Park and the Hillside Wilderness Preserve on a daily basis. The volunteers contributed 10,240 hours in 2013-14 compared to 7,236 hours in 2012-13. The volunteer hours represented a staff cost savings to the city of \$235,520 in 2013-14 compared to \$159,632 in 2012-13.

After discussion, it was moved by Commissioner Crudgington and seconded by Commissioner Wong to receive and file AR-3 2013-14 Canyon Park Volunteer and Hillside Wilderness Preserve Park Ranger Reserve Program Evaluation. There were no objections and the motion was unanimously approved.

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

WPF CONVENE: Board President Mills

WPF ROLL CALL: In attendance: Boardmembers Cherry, Crudgington, Dittmar, Wong, Yuille, Vice President Matthews and President Mills. Boardmembers Shevlin and Ulm excused. Councilmember Blackburn was in attendance on behalf of Boardmember Shevlin.

WPF CONSENT CALENDAR: None

WPF ADMINISTRATIVE REPORTS:

WPF AR-1 Roles of Foundation Board – Follow Up: Tina Cherry, Community Services Director provided a follow up to the September 9 Board meeting. A copy of a power point presentation was distributed as well as a copy of the Foundation's Articles of Incorporation, Bylaws and Amendments. Staff recommended in-lieu of a Community Services Commission meeting in November that a study session of the WPF be held, possibly on a Saturday, either November 8 or November 15. The discussion would focus on the direction of the Foundation. Staff recommends, Saturday, November 15 for the Foundation Board meeting ~ from 8:00a.m. to 11:00a.m.

After discussion, it was moved by Boardmember Yuille and seconded by Vice President Matthews to hold the WPF Board meeting on Saturday, November 15, from 8:00a.m. to 11:00a.m. There were no objections and the motion was unanimously approved.

CC-1

**RECONVENE MONROVIA
COMMUNITY SERVICES COMMISSION MEETING**

DIRECTOR'S REPORT: Tina Cherry, Community Services Director provided updates on the following; New name tags were distributed to the Commissioners. • Alexis Bakofsy the City's PIO is resigning. She has taken a job with the Department of Transportation in the state of Florida, and her last day is October 23. • Liaison Assignments – The Monrovia Interfaith Council has been added to Commission Yuille's Liaison Assignment. The Canyon Park Volunteer Liaison has been moved to Commissioner Ulm. • Will reach out to Teen's and the Teen Service Providers to start a group similar to the Monrovia Providers Group. Meetings will take place early in the evening to ensure that teens can attend. Asked Commissioners if they know of any groups that should be included. • The November 2014 Community Services Commission meeting falls on Veteran's Day, meeting is cancelled. • Provided an update on the Fourth of July Evaluation, and condition of the Library roof. The cost for ¼ of the white coat overlay of the roof is \$15,000. The life span of the roof is estimated at 25 years. The roof would need to be re-coated three to four times during its life. • Update on the Mary Wilcox Youth Center, the City has a partnership with the Boys and Girls Club as well as the YMCA. There was a recent miscommunication, and some tenant improvements were made that had not been approved by the City. Work has stopped until it can be reviewed, approved and completed. The facility is currently closed and activities have been relocated.

DIVISION MANAGER'S REPORT: Kerri Zessau, Acting Recreation Division Manager – October is a very busy time for Recreation staff. The Monrovia Providers Group is planning their Christmas luncheon. This event will be held on Saturday, December 6, and is geared to seniors who live alone. • The group is also working on mobility equipment donations. • The group discussed changing the name. • In November the Providers Group will accept nominations for the Board. • The Canyon Park Native Plant sale will be held on Saturday, November 15 in Library Park. • The Monrovia Reads and Plays bus is being repaired. The repairs will cost in the area of \$6,500 to \$8,500. Staff has not missed a beat, and continues to offer the program using the Departments van. • The Halloween event is being offered on Friday, October 31. Looking for two Commissioners to help judge the costume contest. Chair Mills and Commissioner Yuille have volunteered. • The Chamber of Commerce organizes a monthly lunch mob at a local restaurant, taking from this idea, Community Services Director Tina Cherry came up with the idea of offering a lunch mob at Library Park (another way to populate the park), participants purchase their lunch from a local restaurant, and meet at the park to enjoy a meal, and camaraderie. The event is planned for Wednesday, October 29 from 11:30a.m. to 1:30p.m. Our new City Manager Oliver Chi will be the special guest. • *Save the Date:* for the annual Holiday Parade – Thursday, December 4 at 7:00p.m. Requesting the assistance of two Commissioners to help judge the parade. Vice Chair Matthews and Commissioner Dittmar will be the judges. This year's theme is; *Home for the Holiday's*. The Grand Marshal's are Mr. and Mrs. Spring.

COMMISSION LIAISON REPORTS:

CSC LR-1 Commissioner Crudginton – Monrovia Historic Preservation Group – On Saturday, October 18, buses will be coming to Monrovia from Pasadena to view the craftsman homes. • Santa Anita Family Service will receive money from the Land of the Free Foundation (this is a foundation funded by Majestic Realty.) Working with Seidner's Collision to give away a car on Thanksgiving. • Santa Anita Family Services will hold a fundraiser on Wednesday, November 5 at the Santa Anita Race Track.

CSC LR-2 Commissioner Dittmar – Proposition P is on the November 4 ballot – this will replace the bond issues of 1992 and 1996. • Art in Public Places committee met in September, and were presented with the latest design for the entrance signs at the southeast corner of Fifth Avenue and Huntington Drive – signage was approved.

CSC LR-3 Vice Chair Matthews – The Monrovia Community Coordinating Council will meet on November 3. Working on creating a website, and is being populated. At the last meeting Mayor Pro Tem Shevlin provided information on America in Bloom. • California Association of Park Board and Commission Members – upcoming conference will be held in Sacramento, and a rally is planned on the Capital steps. Make a Difference Day, the Community Center planter area is the area that her group will be leading. • National Monument update – as it stands now, this does not involve our lands.

CSC LR-4 Chair Mills – Monrovia Area Partnership (MAP) - The seventh class of neighborhood leaders will graduate on November 4. Twenty-two students including a very special student, Tina Cherry will graduate. Thanked the Community Services representatives who have been in attendance. The next MAP Leadership class is scheduled to begin on Saturday, April 25, 2015. • The MAP quarterly meeting will be held on October 18. • Community Emergency Response Team (CERT) will be involved in Make a Difference Day, and will install smoke detectors. CERT will hold their city-wide drill on Thursday, November 6 from 9:00a.m. to noon. Smart Gardening Workshop is planned for Saturday, November 8 from 9:30a.m. – 11:00a.m.

CSC LR-5 Commissioner Ulm – Excused

CSC LR-6 Commissioner Wong – MOTAB update, Wednesday nights in Old Town will continue through the end of October, and then will be on hiatus. Taste of Old Town will be held Sunday, October 19 on Myrtle Avenue.

CSC LR-7 Commissioner Yuille – Although no longer the Canyon Park Volunteer liaison, attended the last meeting, the speaker gave a talk on spiders. • Attended the Youth Commission meeting – spoke to Memo about diversity, specifically representation from Santa Fe School Middle School. Memo is developing a plan to reach out to all students. • The Interfaith Council was founded in 2012 and is looking to all faith groups to be involved. Meetings are held the third Friday of the month in various places of worship. This year's Thanksgiving program will be held at St. Lukes. The next event will be the National Day of Prayer held in May.

NEXT SCHEDULED MEETING: The next meeting of the Monrovia Community Service Commission is scheduled for Tuesday, December 9 at 7:00 p.m. Monroe Room, 119 West Palm Avenue, Monrovia, California. The November 11 meeting is cancelled – due to the Veteran's Day Holiday. The Wilderness Preserve Foundation will meet on Saturday, November 15 at 8:00a.m. in the Community Center Monroe Room.

ADJOURNMENT: The regular meeting of the Community Services Commission was adjourned at 8:55p.m.