

**MINUTES OF THE
MONROVIA COMMUNITY SERVICES COMMISSION
HELD TUESDAY, DECEMBER 9, 2014**

CONVENE: Chair Mills convened the Regular Meeting of the Community Services Commission on Tuesday, December 9, 2014 at 6:37 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, Park Naturalist Eugene Suk, Assistant Recreation Coordinator Rebecca Romero, City Manager Oliver Chi, and Acting Library Division Manager Linda Granicy

PLEDGE OF ALLEGIANCE: Vice-Chair Matthews led the Flag Salute.

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

PUBLIC INPUT: Karen Suarez, Monrovia; Congratulated Eugene Suk, Park Naturalist on his appointment. Praised staff on the success of the Native Plant sale held Saturday, November 15.

ANNOUNCEMENTS: Acting Recreation Division Manager Kerri Zessau introduced Eugene Suk as the newly appointed Park Naturalist for Canyon Park and the Hillside Wilderness Preserve. • Community Services Director Tina Cherry announced that Public Works Director Carl Hassel has separated from the City. In the interim she will be Acting Public Works Director while also remaining the Community Services Director. • A holiday gift was presented to each of the Commissioners.

PRESENTATION(S): Holiday Celebration

CONSENT CALENDAR: It was moved by Commissioner Crudginton and seconded by Chair Mills to accept the consent calendar consisting of CC-1, CC-2, CC-3 and with noted correction to CC-4. There were no objections, and the motion was unanimously approved.

CC-1 Unadopted Minutes of the October 14, 2014 Regular Meeting

CC-2 Division Manager's Report for October and November 2014

CC-3 Hillside Wilderness Preserve Patrol Updates for October 1 - 31 and November 1 - 30, 2014

CC-4 Unadopted Minutes of the September 9, 2014 Community Services Commission Meeting

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

ADMINISTRATIVE REPORTS:

AR-1 2013-14 Contract Class Enrollment and Revenue Evaluation: Lisa Hansberger, Recreation Supervisor reported Contract Classes are offered six days a week, year round. Classes are held at the Community Center, Library and Recreation Parks, and other private recreation facilities.

The Recreation Division launched Rec-Pro (a new on-line registration software) on September 2. The new on-line registration system was advertised in the fall issue of the Monrovia Today, various flyers, a banner on Myrtle Avenue, and the City's website. Of the 399 individual class registrations received, over 25 percent were online registrations, Youth Sports and adult excursions were equally successful. Contract Class revenue decreased from \$106,108 in 2012-13 to \$100,449 in 2013-14, and is attributed to an overall decrease in contract class participation.

CC-1

After discussion, it was moved by Vice-Chair Matthews and seconded by Commissioner Dittmar to receive and file AR-1 2013-14 Contract Class Enrollment and Revenue Evaluation, and explore other opportunities to advertise the brochure, and reach out to the groups that are represented by the Community Services Commission, and provide flyers to the school district and Welcome Wagon. There were no objections and the motion was unanimously approved.

AR-2 2014 Halloween Event Evaluation: Lisa Hansberger, Recreation Supervisor reported the event was held on Friday, October 31 in Library Park from 3:00 to 6:00 p.m. This was the 19th year Community Services collaborated with the Santa Anita Family YMCA, and the Boys Girls Club of the Foothills. Approximately 800 participants attended the event which included a variety of demonstrations, activities and costume contest. There were 232 participants registered in the costume contest. The adult costume contest was implemented this year as a result of staff's recommendation and Community Services Commission support. Staff, YMCA and the Boys and Girls Club worked together to supplement the Halloween activities which included a basketball toss, and face painting booth. In addition, Shutterbox (a local business) offered a photo booth.

After discussion, it was moved by Commissioner Yuille and seconded by Commissioner Crudginton to receive and file AR-2 2014 Halloween Event Evaluation. There were no objections and the motion was unanimously approved.

DIRECTOR'S REPORT: Tina Cherry, Community Services Director provided the following updates; Thanked the Commissioners for their participation in the Wilderness Preserve Foundation Special Study Session. Minutes will be presented at the meeting in January • The Teen Providers Group will meet tomorrow evening (December 10 at 5:00 p.m.) to share information, resources and partner with organizations who provide services to the Youth. The group will provide direction to the team on the Youth Summit. The Summit was originally planned for February 21, the date was a little too ambitious, and the group is evaluating alternative dates. Considering April or even next fall. • Mary Wilcox Youth Center tenant improvements, some of the initial work is complete. The windows are cut into the concrete walls of the gym allowing for better viewing. The YMCA should be back in and running their basketball programs soon. • Thank you to those who attended the Grand Avenue Park grand opening. Approximately 300 people were in attendance throughout the day. The husband of the donor, and their son were present, and observed the event firsthand to see how successful the playground equipment was. The equipment cost \$4,800 to relocate to Grand Avenue Park, and the cost for installation of the equipment, and two solar lights was \$15,000. The entire project was under \$20,000. • Monrovia Community Area Network (MCAN), Mayor Pro Tem Shevlin and other community members are creating a new coalition. The purpose is to bring those who serve youth together with employment or job shadowing, training experience or mentoring. Santa Anita Family Services is also a partner. • At the October meeting bullying was discussed, and the bullying with our youth, and our programs. A training program has not been developed for all our staff. However, full-time staff will receive training on workplace bullying in January. Although this is not a direct connection, there are similarities and introduction to the topic.

Vice- Chair Matthews requested updates on; Fourth of July fireworks location • Monrovia Day Events • Hillside Wilderness Preserve (HWP) the Cloverleaf entrance.

Community Services Director, Tina Cherry provided updates ~ Monrovia Day, brought all the players together, Steve Baker, Carole Ann Kaufman, and Kelly from Center Stage. The group has met twice. The City will celebrate its 130th anniversary in 2016, planning needs to begin for this event. Bike enthusiasts expressed interest in a bike parade, this group is invited to the table as well. • HWP Update ~ Highland Avenue ~ waiting for the vegetation to reestablish. The City Manager and staff have been at the site several times today (in different capacities) to meet with the residents, and to help mitigate any of the debris flow as it happens. Ridgeside, Kerri Zessau has done some great work. A pedestrian and vehicle gate was installed. The location of the gate was not allowing delivery vehicles to pass through, and complete a three-point turn. Working with the property owners to ensure that a new gate is fortified, and meets the requirements promised to residents. Staff met with the surveyor to survey the property, and will meet with the property owners on Friday, December 12 to determine where the gate will be installed (either on the easement or the City's property). There are ongoing concerns about motorcycles and the potential for fire. • Cloverleaf ~ ready to meet with residents and finalize the acquisition issues. One of the residents requested that this be revisited after the first of the year. A letter will be drafted, and sent along with the City's proposal.

DIVISION MANAGER'S REPORT: Kerri Zessau, Acting Recreation Division Manager reported the celebration of three special occasions 1.) Eugene Suk's appointment to Park Naturalist, 2.) Lisa Hansberger will be recognized at the employee luncheon on Thursday, December 11 for 25 years of dedicated service, and 3.) after the tree lighting and holiday parade, Rebecca Romero was proposed to in Library Park, and she accepted.

DM-1 Amendment to the 2014 Fourth of July Evaluation; the Community Services Commission approved the Fourth of July evaluation including event expenditures and revenue. After staff reported this, we became aware that there was a discrepancy in the budget with the program totals, and wanted to note the correction. Originally noted the Net Loss at \$24,115, the actual Net Loss is \$17,085. Although this is still a Net Loss it is less than what was originally reported.

After discussion, it was moved by Vice-Chair Matthews and seconded by Commissioner Crudgington to receive and file DM-1 Amendment to the 2014 Fourth of July Evaluation and include the following, with the clarification in the minutes, note the staff cost in terms of fiscal impact, and note in the expenditures (with an asterisk) that Police, Fire, Public Works and Community Services overtime costs are covered under a separate budget. There were no objections and the motion was unanimously approved.

The Holiday Home Decorating Contest will take place on Monday, December 15 at 5:00 p.m. Applications are available on line. Chair Mills and her daughters, Commissioner Crudgington, Commissioner Yuille and family and Commissioner Dittmar will be the judges for this event. • Based on the success of the Native Plant Sale and education component, staff will recommend this event be offered again. After expenses, the Native Plant Sale generated \$3,000 which will be used for volunteer programming. • The Monrovia Providers Group offered their second annual Live Alone dinner for seniors last Saturday, December 6 from 11:00 a.m. to 1:00 p.m. Over 125 seniors attended this event. Participants received a free turkey dinner, giveaways, and pictures with Santa. Community Center and Volunteer Center of San Gabriel Valley staff provided assistance for this event. • Late thank yous to Chair Mills and Commissioner Yuille for assisting with judging the Halloween Costume Contest and Commissioner Crudgington for the annual donation of pretzels for the Halloween carnival and donation of candy. • Tree Lighting and Holiday Parade were great events. Thank you to Vice-Chair Matthews and Commissioner Dittmar for serving as judges for this event. Over 200 people attended the Tree Lighting, and there were 105 entries in the parade. A full evaluation of these programs will come to the Commission. • Update on the recent rains, and condition of Canyon Park and the Hillside Wilderness Preserve; last weeks rains brought minor challenges. Some of the hiking trails and service roads were impacted, with erosion and falling branches. Within hours of staff becoming aware of these issues Canyon Park Volunteers and Ranger Reserves cleared the areas. • Community Services staff was invited to attend the Suicide Prevention Task Force held on December 2 and 4. The purpose of the event is to provide an outlet for Monrovia's youth and give them an opportunity to be participants in meaningful programs. The Monrovia Unified School District, Community Services, Boys and Girls Club, YMCA and Life Church were some of the agencies who participated in this event. • The fall Youth Sports Awards Ceremony is scheduled for Thursday, December 18 at 6:30 p.m. at the Community Center. • Community Services received a new 8-passenger van.

COMMISSION LIAISON REPORTS:

CSC LR-1 Commissioner Crudgington – Monrovia Historic Preservation Group – Tremendous amount of anxiety about the mansionization of Monrovia. Thank you to the City Council for establishing the moratoria to halt demolition of pre-1940's homes and prohibit new building. This will go before City Council on December 16 for renewal. • Santa Anita Family Services ~ attended a Veterans Day dinner given by the Land of the Free Foundation. The Foundation hosts a golf tournament each Veteran's Day. The Foundation raises money, which in part helps to fund new programs through Santa Anita Family Services for veterans and their families. • Organizing an advisory committee, Mayor Pro Tem Shevlin is on board. Also talking with Chuck Keen and Robert Perry who are liaisons for the VFW and American Legion.

CSC LR-2 Commissioner Dittmar – No report.

CSC LR-3 Vice Chair-Matthews – Monrovia Community Coordinating Council, the next meeting is Monday, January 5, 2015. California Association of Parks and Recreation Boards and Commission members, upcoming conference is scheduled for March 11 to 13 in Sacramento. A Southern California training session is coming up (date to be announced), and will be held in Rancho Cucamonga.

CSC LR-4 Chair Mills – Headline in the Pasadena Star-News – Wednesday (December 10) meeting to explain what the San Gabriel Mountains National Monument Designation means for you. • Citizens Emergency Response Team (CERT) – had a booth at the smart gardening workshop and native plant sale. Members were on standby during the rain. • Monrovia Area Partnership (MAP) Youth Leadership Academy will begin September 2015 to April 2016. The Leadership Academy will hold monthly meetings for the youth. The next MAP meeting will be held on January 17. Monrovia's New City Manager, Oliver Chi will be in attendance. The MAP Conference will be held on April 25 at the Community Center.

CSC LR-5 Commissioner Ulm – No report.

CSC LR-6 Commissioner Wong – Reminders ~ Breakfast with Santa, and gift wrapping and craft stations are available in Old Town. New Year's Eve planning is underway. December is shop Monrovia Month. • A Committee has been formed to create a Request for Proposal (RFP) for the future operation of the Family Festival.

CSC LR-7 Commissioner Yuille – On November 15 the Monrovia Interfaith Council held their second annual Thanksgiving program. It was a very diverse group including many children. The Monrovia Interfaith Choir has been formed, and they performed for the first time ~ songs of thanksgiving were sung from all over the world. • Received funds to be donated to the Foothill Unity Center. The Interfaith Council will be dark for December. The meetings are held the third Friday of the month at one of the member organizations. The next meeting will be held January 16 – location to be announced. • Attended the last Youth Commission meeting. This was the first meeting where the new officers were seated. The group is developing a framework from which to work.

NEXT SCHEDULED MEETING: The next meeting of the Monrovia Community Service Commission is scheduled for Tuesday, January 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 8:50 p.m.