

**MINUTES OF THE
MONROVIA COMMUNITY SERVICES COMMISSION
HELD TUESDAY, FEBRUARY 11, 2014**

CONVENE: Chair Crudgington convened the regular meeting of the Community Services Commission on Tuesday, February 11, 2014 at 7:00 p.m. in the Community Center Monroe Room, Monrovia, California. Staff in attendance; Acting Recreation Division Manager Kerri Zessau; Recreation Supervisor Lisa Hansberger; Assistant Recreation Coordinator Rebecca Romero and Administrative Secretary Tina Wells.

PLEDGE OF ALLEGIANCE: Commissioner Ulm led the Flag Salute.

ROLL CALL: In attendance; Commissioners Dittmar, Lopez, Matthews, Mills, Ulm, and Chair Crudgington. Commissioner Wong excused.

PRESENTATIONS: Penny Arroyo, Director, Volunteer Center of San Gabriel Valley and Commissioner Nancy Matthews recognized the volunteers who participated in the cleanup of the Community Center parking lot and planters.

CONSENT CALENDAR: It was moved by Commissioner Ulm and seconded by Commissioner Mills to approve 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 January 14, 2014 Regular Meeting

CC-2 Hillside Wilderness Preserve Patrol Update for January 1 – January 31, 2014

YOUTH COMMISSION REPORT: Michelle Billings an eighth grade student at Clifton Middle School provided an update on current and upcoming Youth Commission programs and events.

PUBLIC INPUT: None

ADMINISTRATIVE REPORTS:

AR-1 2012-13 Historical Museum Rental Fee and Revenue Analysis – Rebecca Romero, Assistant Recreation Coordinator reported; The Historical Museum is a unique venue consisting of an outdoor courtyard and gardens. The facility can accommodate up to 300 guests, and is available for receptions, anniversary parties, wedding ceremonies and retirement celebrations. Revenue in 2012-13 increased to \$32,545 compared to revenue in 2011-12 of \$28,968.

After discussion, it was moved by Commissioner Matthews and seconded by Commissioner Dittmar to accept; option number one, maintain all existing Museum rental fees as outlined in this report. There were no objections and the motion was unanimously approved.

AR-2 2012-13 Program and Equipment Fee and Revenue Analysis – Rebecca Romero Assistant Recreation Coordinator reported; A wide range of programs and services are offered to the public to enhance quality of life, foster cultural awareness, promote health and wellness and promote family togetherness. An annual survey is conducted to ensure affordable programs and services to the public. Revenue in 2012-13 was \$12,267 compared to \$14,113 due primarily to a decrease in Youth Sports participation. Staff recommends that only the canopy fees be increased at this time from \$25 to \$35.

After discussion, it was moved by Commissioner Dittmar and seconded by Commissioner Matthews to accept option number one, increase the canopy fee from \$25 to \$35, and maintain all other program and equipment fees as outlined in this report, staff will bring back a wish list of equipment to the Commission, and include a list of potential agency partnerships. There were no objections and the motion was unanimously approved.

DIVISION MANAGERS REPORTS:

DMR-1 Carl Hassel, Director Public Works - Excused

DMR 2 Mark Carney, Infrastructure Division Manager - Excused

DMR-3 Kerri Zessau, Acting Recreation Division Manager - Provided an overview of Public Works activities as provided by Carl Hassel and Mark Carney – Canyon Park and Public Works Staff continue to work together on sewer line and roadway repairs. • Graffiti removal at Julian Fisher Park and Grand Avenue Park. • Irrigation system repaired at Recreation Park.

Community Services/Recreation Updates – The Community Services Commission at last month's meeting approved the Mary Wilcox Youth Center (MWYC) Lease Agreement with the Boys and Girls Club of the Foothills and YMCA for three years, approximately three business days prior to going to City Council John Wilson, Director of the Boys and Girls Club received \$250,000 in funding, and if approved by City Council would be put toward improvements and programming at the MWYC to ensure successful programming. The group funding the program wanted a five year lease, Staff met with City Council and made the changes to the City Council report, City Council approved the report with a five year lease. • Hillside Wilderness Preserve update; the appraiser , Robert Purdue has met with Delores Reid and her son, and will meet with Mr. Baze in the upcoming weeks. • Community Services Staff (Recreation and Library) met with the Finance Director for the mid year budget review, because of increased participation at Canyon Park, and the need for staff, there will likely be an overage in staff costs, pending City Council's approval, a recommendation has been made to increase the budget line item by \$17,000 to accommodate this overage. Also requested a decrease in the revenue goal for Contract Classes. • First round of Director interviews were held today. • The police department has once again come through with radios for use by Canyon Park staff. The Police and Fire Departments are invited to the Commission meeting in March for a big thank you.

COMMISSION LIAISON REPORTS:

CSC LR-1 Chair Crudginton – Monrovia Historic Preservation Group held a Valentines party last Saturday night. The president of the group, Jim Wigton, gave a presentation on Lost Gems, structures that have been torn down during the 50's in Monrovia. • Monrovia Providers Network – held a "Bubbles and Truffles" fundraiser. The money goes to grants for senior. The providers group is purchasing a new stove for a husband and wife who didn't have a stove for nine months. Art in Public Places, no meeting. However, a project is underway at Ivy and Walnut Avenues.

CSC LR-2 Commissioner Dittmar - The committee for Julian Fisher Park met with Dave Bang and Associates to review the renderings for the proposed playground equipment. Amendments to the footprint will be brought back to Dan Iwata this week. The renderings and timeline will be presented to the Fisher Family on Saturday, February 22 at the Open House.

CSC LR-3 Commissioner Lopez – No report.

CSC LR-4 Commissioner Matthews – Met with Staff and the new Public Works Director Carl Hassel – discussed the maintenance schedule for the Community Center. From a revenue generating perspective, a nicely kept out door area is important in attracting business. There is a role for Public Works in the on-going maintenance. The public (volunteers) also play a role. The Community Center is currently on an eight month maintenance cycle – the need to have routine maintenance done at a more frequent interval is necessary. • The Monrovia Community Coordinating Council meets monthly and each member pay's \$20. Each year approximately \$1,000 is collected and turned into camperships. The speaker for February spoke on Black History Month. The speaker for the March program will speak on suicide prevention. • California Association of Park and Recreation Board and Commission Members ~ Chair Crudginton's application was a finalist for the entire state of California. Congratulations to Chair Crudginton for her extraordinary work on the Community Services Commission.

CSC LR-5 Vice Chair Mills – Monrovia Area Partnership (MAP) - the last quarterly meeting was well attended. Kerri spoke on Julian Fisher Park and the status of the playground equipment. Encouraged everyone to come to the February 22 Open House at Julian Fisher Park. As a MAP leader will walk door to door and distribute the invitation to the residents. Continue to accept applications for the Youth Leadership Program. The program will be held three consecutive Saturdays in March, March 1, 8 and 15 at the Community Center Applicants can be grades eight through twelfth. • Demonstrated a piece of rope that may be used at Julian Fisher Park on the play equipment ~ it is said to be indestructible.

CSC LR-6 Commissioner Ulm – No report.

CSC LR-7 Commissioner Wong – Excused

NEXT SCHEDULED MEETING: The next meeting of the Monrovia Community Service Commission is scheduled for Tuesday, March 11, 2014 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 8:15 p.m.