

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

CONVENE: Chair Crudgington convened the Regular Meeting of the Community Services Commission on Tuesday, March 11, 2014 at 7:00 p.m. in the Community Center Monroe Room, Monrovia, California. Staff in attendance: Acting Recreation Division Manager Kerri Zessau, Director Public Works Carl Hassel, Deputy Director Public Works Mark Carney, Infrastructure Manager Public Works Dan Iwata, Acting Library Division Manager Linda Granicy, Recreation Supervisor Lisa Hansberger, Senior Park Ranger Hector Inzunza, Assistant Recreation Coordinators Rebecca Romero and, Memo Chavez, and Administrative Clerk II Sophia Nakov.

PLEDGE OF ALLEGIANCE: Commission Vice Chair Mills led the Flag Salute.

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

PRESENTATIONS: None

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

CC-1 Unadopted Minutes of the February 11, 2014 Regular Meeting

CC-2 Division Managers Report – M. Carney, Deputy Director Public Works

CC-2 Hillside Wilderness Preserve Patrol Update for February 1 through February 28, 2014

YOUTH COMMISSION REPORT: Diana Hernandez a freshman at Monrovia High School provided an update on current and upcoming Youth Commission programs and events.

PUBLIC INPUT:

Trevor Downs, Monrovia: spoke regarding the Hillside Wilderness Preserve Trails - current and future access points and signage. Hikers and mountain bikers use the dual purpose trails and occasionally the Rangers are on the Truck Trail. Requesting dual usage signage for all of the access points for safety.

The homeless population in Library Park has been a growing concern for the residents. Speaking on behalf of residents, they do not feel comfortable in the park and are concerned with the increased crime rate.

Karen Suarez, Monrovia: spoke regarding the possibility of placing Blue Bird boxes in the designated areas of the City's parks for the purpose of nesting and preserving the Blue Bird population. Working with the Public Works Department on this project.

ADMINISTRATIVE REPORTS:

AR-1 Award of Contract to R.C. Systems, Inc. in the amount of \$18,502.50 for the Purchase of RecPro Software – Lisa Hansberger, Recreation Supervisor, reported, the Recreation Division has used RecWare Software since the initial purchase in August 1997. In December 2006, the City Council approved a \$3 Software Cost Recovery Fee. The fee was assessed for each class registration in order to offset the cost of upgrading or purchasing new registration software. The funds from the Software Recovery Fee has been accumulating since 2006 to date, totaling \$51,740, which provided the adequate funding to purchase a new registration software system. The purpose of the report is to request the Community Services Commission recommend to the City Council an award of contract to R.C. Systems for the purchase of the RecPro Software in the amount of \$18,502.50.

After discussion, it was moved by Commissioner Ulm and seconded by Vice Chair Mills to recommend to City Council option number one; approve the contract with R.C. Systems, Inc. for the purchase of RecPro Software in the amount of \$18,502.50. There were no objections and the motion was unanimously approved.

AR-2 Julian Fisher Park Playground Design Recommendations – Dan Iwata, Infrastructure Manager reported, last year, Michael Antonovich, Los Angeles County Supervisor, 5th District, awarded the City a \$250,000 grant from the Los Angeles County Regional Park and Open Space District Excess Funds – Cities Grant Program. These funds are designated for new play equipment and play surface at Julian Fisher Park. Staff recommends the Community Services Commission accept the recommendation of the Commission's Park Play Equipment Selection Committee and make a motion to recommend the City Council approve the purchase of Playworld System's play equipment as designed by Dave Bang Associates, Inc. for Julian Fisher Park.

Vice Chair Mills recused herself from the discussion due to the proximity of her residence to Julian Fisher Park.

After discussion, it was moved by Commissioner Matthews and seconded by Commissioner Wong to approve option number one; accept the Commission's Park Play Equipment Selection Committee's recommendation, and recommend to the City Council approval of the purchase of Playworld System's play equipment as designed by Dave Bang Associates, Inc. for Julian Fisher Park as outlined in this report. There were no objections and the motion was unanimously approved.

ROLL CALL REQUESTED BY COMMISSIONER MATTHEWS (Commissioner Matthews advised of a change to the recording of votes, per the Brown Act, as it relates to Boards and Commission meeting minutes.) Clarification will be addressed at the meeting in April.) In attendance: Commissioner Lopez, Matthews, Ulm, Wong, Vice Chair Mills – recused, and Chair Crudginton. Commissioner Dittmar excused.

Vice Chair Mills returned to the meeting.

AR-3 2012-13 Urban Parks Rental Fee and Revenue Analysis – Memo Chavez, Assistant Recreation Coordinator reported, Monrovia has six urban parks: Recreation Park, Library Park, Julian D. Fisher Park, Rotary Park, Grand Avenue Park, and Lucinda Garcia Park (formerly Olive Avenue Park). Recreation Park, Library Park, and Julian D. Fisher Park each have facility rental fees. The amenities at each park vary and include one or more of the following: gazebo, water fountains, basketball courts, public restrooms, a multi-purpose court, picnic benches, tennis courts, and a play structure. Revenue generated in fiscal 2012-13 was \$11,861 compared to \$10,378 in fiscal 2011-12. Staff surveys urban park fees on an annual basis to ensure fiscal responsibility, quality service to the public, and to maintain competitively priced rentals. Based on survey findings Staff recommends increasing the Bandshell fee to \$90 and the Gazebo fee to \$75.

After discussion, it was moved by Commissioner Mills and seconded by Commissioner Lopez to approve option number one; increase the Bandshell fee to \$90 and the Gazebo fee to \$75. There were no objections and the motion was unanimously approved.

ROLL CALL REQUESTED BY CHAIR CRUDGINGTON: In attendance: Commissioner Lopez, Matthews, Ulm, Wong, Vice Chair Mills, and Chair Crudginton. Commissioner Dittmar excused.

DIVISION MANAGERS REPORT'S:

DMR-1 Carl Hassel, Director Public Works:

Rainfall of five inches in the lower areas of Monrovia and 10 to 11 inches in the higher elevation areas was recently received. The Madison Fire burn area k-rails and debris basin wall were installed by the County to mitigate debris runoff caused by the rain. The debris wall held about 2,000 cubic yards of mud and debris. The additional small debris basin wall, just east, held about 200 cubic yards of mud and debris. The Emergency Operating Center (EOC) team worked well during the 2014 rain event.

DMR-2 Mark Carney, Deputy Director Public Works:

- Seeking a second bid (over \$5,000) for the needed stone mason work at the Library Park water fountain.
- The Library Park playground will be closed on Thursday, March 13 and 14, 2014 for playground surface repair. A notice has been posted.

DMR-3 Kerri Zessau, Acting Recreation Division Manager:

- The new Community Services Director, has been selected, however has not yet been officially announced.
- The Commission requested, at the last meeting, that the Police and Fire Departments be recognized for their partnership in providing radios and vehicles to our Department.
- Thank you to the Commissioners who provided the information regarding Kohl's Youth Sponsorship. Assistant Recreation Coordinator, Memo Chavez, has nominated Youth Commissioner Anna Chavez for this award, Anna volunteers almost every day for the Youth Sports Program.
- Park Ranger interviews will be held this week to fill two positions.
- The City is accepting applications for the open Boards and Commissions seats. Applications are due Thursday, May 1, 2014. The Community Services Commission has two seats up for re-appointment, Commissioner Mills and Lopez's • Commissioner Matthews and I would like to remind everyone ~ the District 13 Awards Dinner will be held on Thursday, March 26, from 5:30 p.m. to 8:30 p.m., in Diamond Bar. Commissioner Matthews has nominated Chair Crudgington for all of her outstanding work on the Hillside Wilderness Preserve. If you would like to attend, please RSVP to Tina. The RSVP's to date include: Chair Crudgington, Vice Chair Mills and Acting Recreation Division Manager Kerri Zessau.
- Hillside Wilderness Preserve Update – the appraisers have completed the appraisals for one of the two properties adjacent to Cloverleaf. The second property is owned by a professional jockey, Mr. Baze, who is currently on tour and will be available to meet with the appraisers sometime next week.
- Will speak with the City Attorney regarding Senate Bill 751, and will speak with the City Clerk regarding the Form 700 deadline.

COMMISSION LIAISON REPORTS:

CSC LR-1 Chair Crudgington – Monrovia Historic Preservation Group (MOHPG) is prepared for this year's Mother's Day Tour and has added the Aztec Hotel to the tour. The City's website is featuring Monrovia landmarks.

- Monrovia Providers Group (MPG) continues to raise money and has awarded five Grants to needy seniors this month.
- Santa Anita Family Services will be meeting with Citrus Community College who has a Vet Center funded by Wal-Mart.
- Art in Public Places will meet next week, the group has not met in the past six months.

CSC LR-2 Commissioner Lopez – Canyon Park Volunteer meeting hosted speakers who provided educational information on the park's natural plant habitat and species.

CSC LR-3 Vice Chair Mills – Monrovia Area Partnership (MAP), this weekend will be the final weekend of the MAP Youth Leadership Academy. Commissioner Matthews was the guest speaker last weekend. There are 23 Academy participants graduating this coming Tuesday.

- Julian Fisher Park residents have been in attendance at the MAP meetings, future movie nights to be announced.
- Community Emergency Response Team (CERT) members assisted with the recent rain event, and distributed evacuation packets, handled telephone calls, sand bagging, evacuations, and after-hours support of the switchboard.
- Members assisted with the Hayden 5K run manning the First Aid Booth at Santa Teresita. Suzi Dobson, CERT Coordinator, will be speaking to the Regency Court seniors regarding disaster preparedness.

CSC LR-4 Commissioner Dittmar – Excused.

CSC LR-5 Commissioner Matthews – Monrovia Community Coordinating Council (MCCC) meeting topic was Suicide Prevention. The guest speaker has previously worked as an Occupational Therapist at Huntington Memorial Hospital. The next meeting will be held on Monday, April 7 at 7:30 a.m. and the topic will be the Citrus College Rocketry Program.

- California Parks and Recreation Society (CPRS) conference concluded last week.
- California Association of Park and Recreation Board and Commission Members (CAPRBCM) discussed awarding scholarships. The Banquet recognized three students from Cal State Long Beach. The March 2015 Conference will be held in Sacramento, and the 2016 Conference will be held in Long Beach.

CSC LR-6 Commissioner Ulm – The KGEM meeting has been re-scheduled to this Thursday. • No Historical Museum Report.

CSC LR-7 Commissioner Wong – No Report.

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