

**MINUTES OF THE
MONROVIA COMMUNITY SERVICES COMMISSION
MEETING HELD TUESDAY, APRIL 8, 2014**

CONVENE: Chair Crudgington convened the Regular Meeting of the Community Services Commission on Tuesday, April 8, 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, Senior Park Ranger Hector Inzunza, Administrative Secretary Tina Wells, Assistant Recreation Coordinator Rebecca Romero, Assistant Recreation Coordinator Memo Chavez

PLEDGE OF ALLEGIANCE: Commissioner Matthews led the Flag Salute.

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

PRESENTATIONS: Mayor Pro Tem Shevlin introduced newly appointed Community Services Director Tina Cherry.

CONSENT CALENDAR: It was moved by Commissioner Ulm and seconded by Commissioner Dittmar 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 March 11, 2014 Regular Meeting

CC-2 Division Managers Report for March 2014 – M. Carney, Infrastructure Manager Public Works

CC-2 Hillside Wilderness Preserve Patrol Update for March 1 through March 31, 2014

YOUTH COMMISSION REPORT: None

PUBLIC INPUT: None

ADMINISTRATIVE REPORTS:

AR-1 Fee Waiver Request from Carole Kaufman – Rebecca Romero, Assistant Recreation Coordinator reported, Ms. Kaufman submitted a fee waiver request to conduct a concert festival honoring Monrovia and its residents on Sunday, May 18, 2014. Ms. Kaufman is requesting that all fees be waived for this event.

Carole Ann Kaufman – Monrovia, CA, spoke on behalf of her desire to conduct a concert festival in Library Park honoring Monrovia and its residents on Sunday, May 18, 2014 and receive free use of the facility.

After discussion, it was moved by Commissioner Ulm and seconded by Commissioner Matthews to deny free use based on the Departments policy, and require Ms. Kaufman to pay the appropriate fee based on her priority status for rental of the facility. There were no objections and the motion was unanimously approved.

AR-2 2012-13 Canyon Park Vehicle Admission Revenue and Fee Analysis – Hector Inzunza, Senior Park Ranger reported there are two vehicle admission options: visitors can purchase a \$5 daily parking pass or a \$55 annual parking pass. Total Canyon Park vehicle pass sales have increased to 20,135 with revenue of \$114,947, compared to 16,321 total passes sold in 2011-12 and \$95,868 in revenue. Based on survey findings, Staff recommends a \$6 weekend/holiday pass fee, increase Bus/Passenger vehicle pass fee from \$10 to \$15, and increase the annual vehicle pass fee from \$55 to \$60. The disabled annual pass fee to remain unchanged.

CC-1

After discussion, it was moved by Commissioner Matthews and seconded by Commissioner Lopez to recommend to City Council option number two, add a weekend/holiday pass fee of \$6, increase the Bus/Passenger vehicle pass fee from \$10 to \$15, and increase the annual vehicle pass fee from \$55 to \$60. There were no objections and the motion was unanimously approved.

AR-3 2012-13 Canyon Park Facility Revenue and Fee Analysis – Hector Inzunza, Senior Park Ranger provided an overview of the rental facilities and revenues for Canyon Park (Cabin Conference Center and Fireman's Flat). Revenue generated from Canyon Park rental facilities in 2012-13 totaled \$38,731 compared to \$34,299 in 2011-12. The 13 percent increase in revenue is attributed to increased Priority II cabin rentals. Staff recommends maintaining all current facility rental fees.

After discussion, it was moved by Commissioner Dittmar and seconded by Commissioner Ulm approve option number one, maintain all existing facility rental fees for the Cabin Conference Center and Fireman's Flat. There were no objections and the motion was unanimously approved.

DIRECTOR'S REPORT

DR – 1 Director Community Services Tina Cherry - City Council approved at April 1 meeting the purchase of the playground system for Julian Fisher Park. Dan Iwata, Project Manager will conduct a job walk with the contractor at the end of April. • City Council also approved the purchase of the RecPro registration software. Staff is working with the vendor to get the agreement in place and have the purchase order finalized. The next step will be to build the database for software implementation – targeting fall for rollout. • Reminder – Commission and Board applications are now being accepted. The window for application acceptance closes on Thursday, May 1. An informational meeting was held last Thursday for interested applicants, approximately a dozen people were in attendance. • Follow up to a discussion had at the March 11 Commission meeting, the City Attorney's recommendation regarding SB 751 has been distributed to all Commissioners. • Extending an invitation to all Commissioners, Chair Crudgington will be recognized by Mayor Lutz and City Council for her CPRS award at the April 15 meeting for her work on behalf of the City of Monrovia. • Chief Hunt is leading a community committee to explore the homeless and park patron issues. Commissioner Matthews has been asked to be part of that committee. • Announced the passing of Lathrop Hoffman, one of Community Services strongest supporters. • Youth Sports begins their games tomorrow beginning at 2p.m. at Recreation Park.

DIVISION MANAGERS REPORT'S:

DMR-1 Kerri Zessau, Acting Recreation Division Manager - On behalf of the Library and Recreation Divisions welcomed the new Community Services Director Tina Cherry. • Announced the 2014 Spring Event and Healthy Kids Day, is Saturday, April 19. The YMCA will have booths and rides; Monrovia Reads is giving away books to the attendees. • Arbor Day is planned for Thursday, April 24 at 4p.m. at Fire Station 102. • Senior Spring Lunch and Older American celebration will be held Thursday, April 17 from 11a.m. to 1p.m. • 4th of July sponsorships are a little lower than last year at this time. Large sponsors this year are Mayor Lutz and her husband Corey for \$7,000 and Wendy's restaurant for \$5,000. • Staff will meet with the City Attorney next week to discuss Hillside Wilderness Preserve updates and progress.

COMMISSION LIAISON REPORTS:

CSC LR-1 Chair Crudgington – Thanked Commissioner Matthews for raising Monrovia's profile with CPRS, and for the support in the nomination and being recognized at the CPRS District 13 Awards Dinner. • Monrovia Historic Preservation Group (MOHPG) filed the application for the junior docents, each year the Youth Commission and TAB assist with the Mother's Day Home Tour; six homes will be on the tour this year. • Monrovia Providers Group is doing a wonderful job fundraising - next meeting will be at the Duarte Senior Center. The group has been focusing on senior transportation concerns. The Care Café was held at the Monrovia Community Center last month and was very successful. Another Care Café is scheduled for June. • Santa Anita Family Service is looking for a money stream for veteran's services.

CSC LR-2 Commissioner Lopez – Canyon Park Volunteer Meeting, the Rangers are managing 1,100 acres of wilderness hillside and 300 acres of wilderness park. Interns under the direction of Senior Park Ranger Hector

Inzunza are working on future interpretive signage. Canyon Park volunteers are adjusting their workloads to accommodate the on come of spring. • Preparing for another record amount of visitors to the park, in 2013 the park had upwards of 133,000 visitors. • Volunteer activities include construction plans for the Canyon Park Entrance Trail project, currently under review by Los Angeles County. • The Hillside Wilderness Preserve volunteers are expanding their scope to include, clearing the trail at the Lower Clamshell connector, worked with the Ranger staff to correct soil erosion on the Clamshell, and developing a Milk Vetch mitigation management plan, also working in cooperation with the Fire Department on a vegetation management plan. • Additional volunteers are needed for the Hillside Wilderness Preserve.

CSC LR-3 Vice Chair Mills – Excused.

CSC LR-4 Commissioner Dittmar – No report.

CSC LR-5 Commissioner Matthews – Monrovia Community Coordinating Council met this past Monday – the program was on CHIRP Monrovia, which focuses on energy efficiency. An event is coming up on May 5, focusing on Veteran's. New officers will be installed at the June 2 meeting.

CSC LR-6 Commissioner Ulm – Community Media of the Foothills experimenting with remote meeting broadcasts.

CSC LR-7 Commissioner Wong – Excused.

NEXT SCHEDULED MEETING: The next meeting of the Monrovia Community Service Commission is scheduled for Tuesday, May13, 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 8:42 p.m.