

**MINUTES OF THE JOINT MEETING
MONROVIA COMMUNITY SERVICES COMMISSION AND THE
WILDERNESS PRESERVE FOUNDATION
HELD TUESDAY, FEBRUARY 10, 2015**

CONVENE: Chair Mills convened the Joint Meeting of the Community Services Commission and the Wilderness Preserve Foundation on Tuesday, February 10, 2015 at 7:00 p.m. in the Community Center Monroe Room, Monrovia, California. Staff in attendance: Community Services Director/Interim Public Works Director Tina Cherry, Acting Recreation Division Manager Kerri Zessau, Recreation Supervisor Lisa Hansberger, Assistant Recreation Coordinator Memo Chavez, Assistant Recreation Coordinator Rebecca Romero, and Administrative Clerk II Sophia Nakov.

PLEDGE OF ALLEGIANCE: Commissioner Dittmar led the Flag Salute.

ROLL CALL: In attendance: Commissioners Crudgington, Dittmar, Ulm, Chair Mills, and Vice-Chair Matthews. Commissioner Yuille (arrived at 7:35 p.m.). Commissioner Wong Absent/Excused.

PRESENTATION(S): Recognized retired Crossing Guard Vernon Mirly for 20 years of dedicated service to the City of Monrovia.

CONSENT CALENDAR: It was moved by Vice-Chair Matthews 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 January 13, 2015 Regular Meeting

CC-2 Division Manager's Report for January 2015

CC-3 Hillside Wilderness Preserve Patrol Updates for January 1 – 31, 2015

YOUTH COMMISSION REPORT: Jackie Villalvazo, a freshman at Monrovia High School provided an update on current and upcoming Youth Commission events.

PUBLIC INPUT: None

ADMINISTRATIVE REPORTS:

AR-1 2013-14 Program and Equipment Fee Analysis: Memo Chavez, Assistant Recreation Coordinator reported; a wide range of programs and services are offered by the Recreation Division, and are designed to enhance quality of life, promote health and wellness, foster cultural awareness, and promote family togetherness. A survey is conducted annually to ensure affordable, yet competitively priced programs and services. The fees for amenities such as, audio-visual equipment, canopy, tables and chairs, and podium are compared to local hotels and rental companies, because municipalities either do not charge, or do not have these items available for rent.

Programs such as the Youth Sports program include football, basketball, cheerleading and soccer. Many cities charge a non-resident fee for this program, Monrovia does not. Based on survey data an increase is justified, however, Staff recommends that the fees remain unchanged at this time due to other cities offering larger scale programs, and jerseys are provided for sports players, Monrovia provides a t-shirt. Cheerleaders in other cities are provided a uniform, Monrovia's cheerleaders wear the same t-shirts as the sports players.

After discussion, it was moved by Commissioner Ulm and seconded by Vice-Chair Matthews to accept option number one; recommend increasing the canopy fee from \$25 to \$35, and maintain all other program and equipment fees as outlined in this report. There were no objections, and the motion was unanimously approved.

CC-1

AR-2 2013-14 Historical Museum Rental Fee and Revenue Analysis: Rebecca Romero, Assistant Recreation Coordinator reported; the Monrovia Historical Museum is a unique outdoor venue, and is available to rent for special occasions including wedding ceremonies, receptions, anniversary parties, and retirement celebrations. The venue accommodates up to 300 guests. The majority of rentals take place in the evening, and on weekends, from March through October. Staff conducts an annual survey to ensure fiscal responsibility, and quality service to the public. Staff discovered during the survey process that the Historical Museum and its amenities make it difficult to find facilities that are similar. Staff, however, found three facilities to compare, based on the survey results, Staff does not recommend any fee increases at this time due to the limited amenities the facility has to offer, including not offering tables and chairs, no catering services, no full service kitchen, limited outdoor lighting and no outdoor tenting or built-in sound system.

After discussion, it was moved by Vice-Chair Matthews and seconded by Commissioner Crudginton to accept option number one; maintain all existing Museum rental fees. 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: Boardmembers, Cherry, Crudginton (excused at 8:00 p.m.), Dittmar, Shevlin, Ulm, Yuille (arrived at 7:35 p.m.), Vice President Matthews and President Mills. Boardmember Wong, Absent/Excused.

WPF CONSENT CALENDAR: It was moved by Boardmember Crudginton and seconded by Boardmember Dittmar to accept the consent calendar consisting of WPF CC-1. There were no objections, and the motion was unanimously approved.

WPF CC-1: Unadopted Minutes of the November 15, 2014 Special Meeting/Study Session of the Wilderness Preserve Foundation, Inc.

WPF PUBLIC INPUT: None

WPF ADMINISTRATIVE REPORTS

WPF AR-1 Verbal Update – Community Services Director/Interim Director Public Works Tina Cherry reported; the minutes of the November 15, 2014 meeting were inadvertently omitted from last month's packet. Rather than approve those minutes, it was decided to postpone approval until the February meeting, giving the Boardmembers time to review the minutes. The November minutes reflect the study session discussion about the Wilderness Preserve Foundation, and the purpose of the Foundation. Does the Board wish to expand on the purpose of the Foundation? How do we want to handle the members of the Foundation? Based on that meeting, where do we go from here? Staff recommends creating an Adhoc Committee or another study session can be planned. Boardmembers, Crudginton, Ulm, and Vice President Matthews expressed an interest on being on the Adhoc Committee. Boardmember Dittmar recommended that Fire Department personnel be involved as well, suggested Rachel Wing also participate in the Adhoc Committee. Staff will coordinate a convenient meeting date/time for the Adhoc Committee.

**RECONVENE THE MONROVIA
COMMUNITY SERVICES COMMISSION MEETING**

DIRECTOR'S REPORT: Community Services Director/Interim Public Works Director, Tina Cherry provided the following updates; Met with the Madison Fire neighborhood on December 31, and hosted a Community meeting with all stake holders. The first week of December experienced a lot of rain, causing debris, and mud to run into

CC-1

backyards, pools, street and front yards. This necessitated approximately 200 volunteer hours, and 500 staff hours to clean up the debris and damage. What worked during this event ~ the k-rail system, and notification process for street sweeping and trash service. Identified potential mitigation measures in order to be more proactive, this will be presented to the City Council. Looking at an agreement with the California Conservation Corp. Will continue to look at seeding the hillside. • Received a \$250,000 grant from Supervisor Antonovich's office to complete the lighting and landscape at Julian Fisher Park. • Vice-Chair Matthews will attend the CPRS conference in March, and will not be present at the Community Services Commission meeting, we will tele-conference her into the meeting. • The April Community Services Commission meeting falls on election night; we will hold the meeting on Monday, April 13 at 7:00p.m. • Samson the Bear is damaged, looking at options for replacement. • The Monrovia Rotary Club repainted the sign at Rotary Park, the leftover paint was used to freshen up our sign in front of the Community Center ~ looking to freshen up all the Park signs.

DIVISION MANAGER'S REPORT: Acting Recreation Division Manager, Kerri Zessau, reported; Canyon Park – Staffing levels have been replenished, and are fully staffed with Rangers. These positions are part-time at 28 hours per work. Ranger Reserve interviews will be conducted for six applicants coming from Mt. Sac College, Friday, February 13. Ranger Suk is also continuing to work with Citrus College, Long Beach State, and Mt. San Antonio College to recruit additional Ranger Reserves, and work with the Professors to have the Reserves earn college credit. • Received another used (new to us) vehicle from Public Works. • Thanked Chair Mills and Commissioners for visiting Canyon Park. • Working with Commissioner Dittmar, and his sister to assist with art displays using the grant received for the Native American displays. • February 14 and 15 at Canyon Park, under the direction of Karen Suarez, is the annual bird watch and bird count. • The Commission had approached staff regarding the idea of putting together a business card or post card to advertise contract classes. Staff expanded on this idea to include all of the programs from Library and Recreation. The theme is to *Rediscover Monrovia/Rediscover Community Services*. The postcard will be rolled out in March. • Attention should be given to the wonderful Black History Month display in the front lobby. • Staff hosted a senior health fair lunch on January 22 at the Community Center in partnership with the Monrovia Providers Group. Over 40 seniors attended the program, and 21 providers were in attendance to share information on services available. • Active Adult Programming ~ on Thursday, January 29 Staff hosted an all day event at the California Science Center, 45 active adults attended this excursion. • Staff is working with Commissioner Yuille on enhancing leadership and education provided to the Youth Commission. On January 27, Community Services partnered with the Volunteer Center of San Gabriel Valley, and residents, along with Vice-Chair Matthews to assist with the Los Angeles County Service Authority on the 2015 Homeless Count. • It isn't often that Staff applies for an award through CPRS, and doesn't receive the award, it happened this year. We will continue to submit our programs for award consideration. Presented the CPRS newsletter which included an article about our new City Manager. Information on Julian Fisher Park was also included in the newsletter. • Facility Updates; Working with Public Works on creating the specifications for the Kay Dalton Room divider. Canyon Park cabin will receive new laminate flooring using Proposition A funds for this purpose. • Staff met with the YMCA and Boys and Girls Club, and are back on track with the Mary Wilcox Youth Center as a joint use facility.

COMMISSION LIAISON REPORTS:

CSC LR-1 Commissioner Crudgington – Excused at 8:00 p.m.

CSC LR-2 Commissioner Dittmar – Plan to work with Tina Cherry to review Library Park specifications, and working with Acting Recreation Division Manager Kerri Zessau on Julian Fisher Park.

CSC LR-3 Vice-Chair Matthews – Monrovia Community Coordinating Council (MCCC) website is up and available. The next meeting will be held on Monday, March 2. • California Association of Parks and Recreation Board and Commission Members (CAPRBCM) ~ next meeting to be held March 10 through 13. The Mayor of Sacramento, Kevin Johnson will host a reception at City Hall, and plan will attend.

CSC LR-4 Chair Mills – Monrovia Area Partnership (MAP) Kickoff meeting was held on January 17, goals were established introduced our new City Manager to the MAP Leaders; discussed the direction of the City. The next quarterly meeting will be held on March 14, and will be opened up to family and friends. The Neighborhood

CC-1

Conference will be held in April at the Community Center. • Community Emergency Response Team (CERT) extend a “thank you” to the Canyon Park Team and Naturalist, Eugene Suk, CERT Volunteer Pat Dunlop in partnership with Methodist Hospital distributed information on heart health. February is Heart Health Month. Will have a booth at the Robotics Championships event on Saturday, February 14, held at Monrovia High School.

CSC LR-5 Commissioner Ulm – No report.

CSC LR-6 Commissioner Wong – Absent/Excused. Recreation Supervisor, Lisa Hansberger, provided an update on Monrovia Old Town Advisory Board (MOTAB). A Request for Proposal (RFP) has gone out to solicit vendors to present the Family Festival. • An overnight filming was recently held on Myrtle Avenue, everything went well, with no incidents to report. • Discussed installation of additional kiosks throughout Old Town.

CSC LR-7 Commissioner Yuille – Monrovia Interfaith Council – The Selma Hand in Hand event drew 47 people. Looking for ways to start dialog with the Police Department ~ to bring Community members and Police together. The next meeting will be held on February 20, at Tzu Chi, at 8:00 a.m. • Youth Commission participated as docents for the Black History Month Arts Festival, and also participated in Youth Leadership Training.

NEXT SCHEDULED MEETING: The next meeting of the Monrovia Community Service Commission is scheduled for Tuesday, March 10, 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.