

**MINUTES OF THE
MONROVIA COMMUNITY SERVICES COMMISSION
AND WILDERNESS PRESERVE FOUNDATION
HELD TUESDAY, JULY 14, 2015**

CONVENE: Vice-Chair Matthews convened the Regular Meeting of the Community Services Commission on Tuesday, July 14, 2015 at 7:00 p.m. in the Community Center Monroe Room, Monrovia, California. Staff in attendance: Library & Recreation Manager Kerri Zessau, Field Services Manager Niles Boyer, Recreation Supervisor Lisa Hansberger, Administrative Secretary Tina Wells, Hillside Wilderness Preserve Supervisor Eugene Suk, Assistant Recreation Coordinator Memo Chavez, Administrative Clerk I Susan Matthews, Recreation Specialist Jordan Sanchez, and City Clerk Alice Atkins.

PLEDGE OF ALLEGIANCE: Commissioner Yuille led the Flag Salute.

PRESENTATIONS: Vice-Chair Matthews recognized Youth Commissioners Jackie Villavazo and Lilia Alvarez for their dedication and service to the community.

SWEARING IN OF NEWLY APPOINTED AND REAPPOINTED COMMISSIONERS: City Clerk Alice Atkins officiated the swearing in of Susan Hirsch newly appointed Community Services Commissioner, and re-appointed Commissioners Tom Dittmar and Nancy Matthews.

ROLL CALL: In attendance: Commissioners Dittmar, Hirsch, Ulm, Wong absent/excused, Yuille, and Vice-Chair Matthews. Chair Mills absent/excused.

CONSENT CALENDAR: It was moved by Commissioner Dittmar and seconded by Commissioner Yuille to accept the consent calendar consisting of CC-1 and CC-2. There were no objections, and the motion was approved. Commissioners Hirsch and Ulm abstained from voting on CC-1.

CC-1 Unadopted Minutes of the June 9, 2015 Regular Meeting

CC-2 Hillside Wilderness Preserve Patrol Updates for June 1-30, 2015.

YOUTH COMMISSION REPORT: Dark

PUBLIC INPUT: None

INTRODUCTION OF NEW FULL-TIME PUBLIC SERVICES STAFF MEMBER: Administrative Clerk I ~ Public Works, Susan Matthews.

ADMINISTRATIVE REPORTS:

AR-1 Community Services Commission Reorganization: Kerri Zessau, Library & Recreation Manager on behalf of Tina Cherry, Public Services Director reported; each Commission reorganizes at the close of the fiscal year (July-June) for the following year. Typically, the seated Vice-Chair is elected Chair. The selection of the Vice-Chair is based on the following order:

- 1) A first-term Commissioner serving at least one year. If there is more than one, meeting those criteria, then they serve in alphabetical order based on last names.
- 2) The Commissioner who has the longest span since last serving as chair.

Based on this process Vice-Chair Matthews would move into the Chair position, and Commissioner Yuille would be recommended as Vice-Chair.

CC-1

After discussion, it was moved by Commissioner Dittmar and seconded by Commissioner Ulm to elect Vice-Chair Matthews as the Chair of the Community Services Commission, and Commissioner Yuille as Vice-Chair for the 2015-16 program year. There were no objections and the motion was unanimously approved.

AR-2 2014-15 Monrovia Reads and Plays Program Evaluation: Memo Chavez, Assistant Recreation Coordinator reported; Monrovia Reads and Plays (MRP) operates during the school year, and was developed to provide literacy and recreation services to children in low socioeconomic neighborhoods in Monrovia. The program focuses on academics, including homework, reading and literacy, and includes a variety of recreational activities such as crafts, sports, and card and board games. Registered attendance during the 2014-15 school year was 50, compared to 42 in the 2013-14 school year.

After discussion, it was moved by Vice-Chair Yuille and seconded by Commissioner Dittmar to receive and file AR-2 2014-15 Monrovia Reads and Plays Program Evaluation. There were no objections and the motion was unanimously approved.

AR-3 2014-15 Youth Sports Program Evaluation: Memo Chavez, Assistant Recreation Coordinator reported: The 2014-15 program ran from September 8 through June 4. Staff met with the Plymouth Elementary School Principal in April 2015, to plan the inclusion of Plymouth 4th and 5th grade students into the Youth Sports program. In May staff was scheduled at the school to educate and promote next year's Youth Sports program. The program also includes a team from the Boys and Girls Club of the Foothills. The addition of Plymouth Elementary School, and continuing partnership with the Boys and Girls Club, provides additional opportunities for more Monrovia Youth to participate in the program.

After discussion, it was moved by Commissioner Dittmar and seconded by Commissioner Hirsch to receive and file AR-3 2014-15 Youth Sports Program Evaluation. 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 Vice President Matthews

WPF ROLL CALL Boardmembers, Cherry (absent/excused), Dittmar, Hirsch, Spicer, Ulm, Wong absent/excused, Yuille, Vice President Matthews and President Mills absent/excused.

WPF CONSENT CALENDAR None

WPF PUBLIC INPUT

At this time citizens who wish to speak on any City business items not on the Agenda should approach the podium on a first come, first serve basis. Please state your name for the record. By State Law, the Wilderness Preserve Foundation Board may not discuss or vote on items not on the Agenda.

WPF ADMINISTRATIVE REPORTS

WPF AR-1 Wilderness Preserve Foundation Reorganization: Kerri Zessau, Library & Recreation Manager on behalf of Tina Cherry, Public Services Director reported; each Foundation reorganizes at the close of the fiscal year (July-June) for the following year. Typically, the seated Vice President is elected President. The selection of the Vice President is based on the following order:

- 3) A first-term Boardmember serving at least one year. If there is more than one, meeting those criteria, then they serve in alphabetical order based on last names.
- 4) The Boardmember who has the longest span since last serving as Vice President.

Based on this process Vice President Matthews would move into the President position, and Boardmember Yuille would be recommended as Vice President.

After discussion, it was moved by Boardmember Ulm and seconded by Boardmember Hirsch to elect Vice President Matthews as the Chair of the Hillside Wilderness Preserve Foundation, and Boardmember Yuille as Vice-President for the 2015-16 program year. There were no objections and the motion was unanimously approved.

WPF AR-2 Wilderness Preserve Foundation Financial Report: Kerri Zessau, Library & Recreation Manager on behalf of Tina Cherry, Public Services Director presented an overview of the Monrovia Wilderness Preserve Foundation, Inc. financial balance sheet as of May 31, 2015.

After discussion, it was moved by Boardmember Ulm and seconded by Boardmember Dittmar to receive and file WPF AR-2 Wilderness Preserve Foundation Financial Report. There were no objections and the motion was unanimously approved.

WPF ADJOURNMENT

RECONVENE MONROVIA COMMUNITY SERVICES COMMISSION MEETING

DIVISION MANAGER'S REPORT: Niles Boyer, Field Services Manager provided the following updates; The new drinking fountain at the restored Wishing Well is scheduled to be installed in a couple of weeks. • The City Council approved the replacement of a block wall at Grand Avenue Park. This project is on track to replace the existing wall which was damaged when a tree fell on it. • Street crews are currently working in district two (Huntington Drive to southern boundary lines, and Myrtle Avenue to the easterly lines). The crew is repainting STOPS, red curbs, concrete grinding of trip hazards, crosswalk painting in the school zones, asphalt and sidewalk repair and sign inventory and replacement. • Parks crews and water production have been working with the YES Interns. • Downtown landscaping is being addressed; the YES interns are involved here too. • Working with the Boys & Girls Club, a new stove will arrive next week. • The air conditioning units have been repaired, and are back up and running at the Community Center and Library. • The Mary Wilcox Youth Center restrooms are moving along, new flooring and ceiling have been installed. • Entering the second year of tree trimming catch up. Next year will be back on the four year trimming cycle.

Kerri Zessau, Library & Recreation Division Manager provided the following updates; Congratulated Recreation Supervisor Lisa Hansberger, and her team on a very successful 4th of July program. A report will be brought to the Commission at a future meeting. • Summer Extravaganza is going very well. New programs and activities have been introduced, and have been well received. • Summer Concerts in the Park – staff reported last Sunday's concert had the largest attendance yet. • Asked the Commission if they would like to cancel the August meeting. After discussion, the Commission agreed to cancel the August 2015 regular meeting. The next regular meeting will be held on Tuesday, September 8, 2015. • Updates to the handbook were distributed. The liaison assignments were discussed and reassigned. Also added alternates to several liaisons.

COMMISSION LIAISON REPORTS:

CSC LR-1 Commissioner Dittmar – The new chair for Art in Public Places is Mayor Adams. The new BMW dealership is adding approximately \$160,000 in funding to the Art in Public Place committee.

CSC LR-2 Commissioner Hirsch – No report.

CSC LR-3 Chair Matthews – The Coordinating Council is dark in July and August. • Association of Parks and Recreation Board and Commission Members met last month, one of the topics addressed was the Homelessness and Park Conduct. Coordinating a meeting with other cities and commissioners to take place in the fall. • The next

Homelessness and Park Conduct Committee meeting will take place Wednesday, July 15. • Our Director, Tina Cherry has been nominated for the highest honor in Women in Leisure Services – Chi Kappa Rho, Gamma Chapter Helen I. Pontius Award. She is well deserving of this nomination.

CSC LR-4 Commissioner Mills – Absent/Excused. Chair Matthews shared that Chair Mills wanted to thank the Commissioners and Staff members for the past year, and for understanding her need to be with her family at this time.

CSC LR-5 Commissioner Ulm – The Monrovia Historical Museum has a new website.

CSC LR-6 Commissioner Wong – Absent/excused – Lisa Hansberger, Recreation Supervisor gave the report for MOTAB ~ items discussed included the nominations and elections. • Brian Germany sold his business and resigned from MOTAB. Interviews will be conducted to select his replacement. • Rudy Castrelleon of Rudy's Mexican Restaurant was re-elected chair of the Board. • Niles Boyer, Field Services Manager provided updates relative to Public Works activities. • Oliver Chi, City Manager provided an update on the budget. • An update was also provided on the refurbishments at the Wells Fargo building.

CSC LR-7 Vice–Chair Yuille – Was asked to serve on Grace Napalitano's interfaith committee, looking at mental health and discussing homelessness issues. The group includes those involved with different areas of faith.

NEXT SCHEDULED MEETING: The August 2015 regular meeting of the Community Services Commission is cancelled. The next meeting of the Monrovia Community Service Commission is scheduled for Tuesday, September 8, 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. p.m.