

**MINUTES OF THE
MONROVIA COMMUNITY SERVICES COMMISSION
TUESDAY, JULY 8, 2025**

CONVENE: Commissioner Leos convened the Regular Meeting of the Community Services Commission on Tuesday, July 8, 2025, at 7:00 p.m. in the Community Center Monroe Room, Monrovia, California. In attendance were Councilmember, Larry Spicer; Community Services Director, Tina Cherry; Recreation Manager, Rebecca Sandoval; Recreation Supervisor, Heather Sayers; Recreation Coordinator, Shirley Yanez; and Administrative Assistant, Luke Bernacki.

PLEDGE OF ALLEGIANCE: Commissioner Schaeffler led the Flag Salute.

ROLL CALL: In attendance were Commissioners Castro, Leos, Schaeffler, and Martinez. Chair Mills and Commissioner McCoy were absent excused.

PUBLIC INPUT: NONE

YOUTH COMMISSION: Rodney Martinez, 11th grade student at Monrovia High School shared their personal journey with the Commission, initially joining to support a sibling but choosing to stay after discovering a passion for community service. Memorable volunteer experiences included the Carriage Rides in December, the Kindness Wall, and the Halloween Bash, with the dog costume contest being a personal favorite from that event.

Upcoming Youth Commission Events:

- Summer Concerts in the Park
 - *Dates:* Sundays, July 13 & 27, 6:00–8:30 p.m.
 - *Location:* Library Park
 - Youth Commission will sell refreshments.
- Movies in the Park
 - *Dates:* Saturdays, July 19 & 26, 6:00–8:30 p.m.
 - *Locations:* Station Square and Recreation Park
 - Youth Commission will sell refreshments.
- Squeeze of Kindness
 - *Date:* Wednesday, July 23, 4:30–6:00 p.m.
 - *Location:* Library Park
 - Youth Commission will serve free lemonade, host games, and provide information on getting involved.

PRESENTATION (S):

PR-1 Swearing in of New and Returning Commissioners: Jake Martinez and Giangelo Leos
Staff Reference: Alice D. Atkins, City Clerk

CONSENT CALENDAR: Motioned for approval by Commissioner Schaeffler, seconded by Commissioner Castro, approved unanimously.

The consent calendar consisted of the following items:

CC-1

CC-1 Unadopted Minutes of the Special Meeting of the Monrovia Community Services Commission on June 10, 2025

Recommendation: Receive and File the Minutes of the June 10, 2025 Meeting

Staff Reference: Tina Cherry, Director

CC-2 Canyon Park and Hillside Wilderness Preserve Patrol Update for June 2025

Recommendation: Receive and File the Canyon Park and Hillside Wilderness Preserve Patrol Update for June 2025

Staff Reference: Rebecca Sandoval, Recreation Manager

ADMINISTRATIVE REPORTS:

AR-1 Reorganization of the Community Services Commission

Based on established criteria, Tina Cherry, Community Services Director recommended Commissioner McCoy be elected Chair and Commissioner Schaeffler as Vice Chair for Fiscal Year 2025/2026. Commissioner Castro made the motion to approve and Commissioner Leos seconded. The motion passed unanimously.

AR-2 Consideration of Canceling the August 12, 2025 CSC Meeting

Commissioner Castro made the motion to approve the cancellation, and Commissioner Schaeffler seconded. The motion passed unanimously.

AR-3 2024-2025 Options For Learning Annual Report

Heather Sayers, Recreation Supervisor introduced representatives from Options For Learning to provide an update on their services. Commissioner Schaeffler motioned to receive and file the 2024-2025 Options For Learning Annual Report, seconded by Commissioner Castro. The motion passed unanimously.

REPORTS FROM STAFF:

1. Shirley Yanez, Recreation Coordinator

- a. Facility Rentals Overview – Staff explained the facility rental process, outlined indoor and outdoor venue options, shared revenue details for each, and emphasized the community benefits of providing a welcoming space for memorable events.
- b. Monrovia Historical Museum Update – Staff presented the recent enhancements and repairs to the Monrovia Historical Museum.

2. Heather Sayers, Recreation Supervisor

- a. Recreation Registration Software Update - Staff presented to the Commission that RecPro, the recreation software in use since 2014, will no longer be supported after September 30, 2025. Ongoing community feedback highlighted usability issues, prompting a search for a new system. After reviewing options, CivicPlus was selected for its cloud-based, mobile-friendly platform and ease of use. Staff training is underway. The software will go live for registration September 15, 2025; with RecPro phasing out September 30, 2025.

3. Rebecca Sandoval, Recreation Manager

- a. 4th of July Event Evaluation – Staff provided the event schedule and street closure details. Enhancements included additional speakers on Myrtle Ave (north/south

CC-1

facing), more portable restrooms on Palm Ave, the Portland Loo remained accessible, All America City banners were displayed in Library Park, playground closure banners were posted, and YES interns were scheduled to support the event. Sticker sales totaled \$903.69, and a light tower was added in the MCC alley. Looking ahead, staff recommended improvements for next year, including developing a clearer exit plan to accommodate larger crowds and closing the MCC alley to thru traffic. Save the date: Saturday, July 4, 2026. Staff gathered feedback from the Commission.

b. Movies in the Park

i. Schedule:

- a. July 19 – Moana 2 @ Station Square
- b. July 26 – Wonka @ Recreation Park
- c. August 2 – Sonic 3 @ Julian Fisher Park
- d. August 9 – Wicked @ Library Park

c. YES Intern Update – Staff shared that 38 YES Interns participated in the program and completed six development workshops. These included a session on how government works, presented by City Manager Dylan Feik; a presentation from the Monrovia Historic Preservation Group (MOHPG); a workshop on public speaking; a session on how to stay involved in the community; a financial literacy course; and a fire safety presentation focused on the 4th of July by the Fire Department. Interns also engaged in professional development, including an interview simulator, and are currently working on their final presentations.

a) Save the Dates:

Intern Presentations:

- Wednesday, July 30, 1:00–6:00 PM – Council Chambers
- Thursday, July 31, 1:00–6:00 PM – Council Chambers

YES Graduation Reception:

- Thursday, July 31, 6:30–8:00 PM – Kay Dalton Room

4. Tina Cherry, Community Services Director

a. Project Updates

a) Canyon Park Reopening – Staff outlined the dignitary ribbon cutting event and public grand reopening of Canyon Park. Staff provided testimonials from the events. Staff explained the new weekend reservation system and recent attendance numbers. Staff explained that Canyon Park is currently not collecting vehicle entry fees for the first few weeks, so are not issuing new annual passes at this time. Annual pass sales will resume once we begin accepting vehicle entry payments again. The Monrovia Fountain to the Falls event returns on September 6, 2025. Kids Craft in the Canyon will resume this summer, with the Family Hike and Campout returning in the fall. In 2026, MUSD students will once again visit for Educational Tours. Renovations to the Nature Center are nearly complete, and planned interior upgrades to the Cabin—including new carpet, countertops, and paint—will enhance its use for gatherings.

- To provide perspective, staff highlighted the following aspects of the project: The septic systems were removed and replaced with nearly one mile of sewer main, and a new water pump was installed to improve reliability and fire protection. New fiber infrastructure with new Wi-Fi

connections were added throughout the park. Stormwater control systems were constructed to prevent future flood damage. Picnic areas were expanded with new tables, BBQs, and upcoming information kiosks. A new creekside picnic area and meditation platform were introduced, along with a climate-controlled Welcome Kiosk for staff and volunteers. Additional upgrades include a new upper-lot lookout with viewfinders, renovated restrooms, and a soon-to-open renovated Nature Center. Over 30 new parking spaces were added, a new greenhouse was built to grow native plants using Canyon Park seeds, and a new educational amphitheater was developed.

- b) Satoru Tsuneishi Park Development Project – Staff outlined the development timeline of Satoru Tsuneishi Park, including public art details, photos from the ground breaking event on June 3rd, the in progress demo, electrical, and grading work and:
 - i. Mid-July – Playground installation begins
 - ii. August – Flatwork and site amenities installation
 - iii. September – Landscaping scheduled
 - iv. October – Project completion expected
- Next steps include
 - i. Call for Arts response due by July 31, 2025
 - ii. Wrap for the Big Belly in progress
 - iii. Little Library Wrap in progress
 - iv. Poetry Stamps *Footnotes* ordered
- c) Community Center Update – Staff announced the City Council Study Session regarding the Community Center, and updated the Commission on the progress of the Construction Document.
- d) LWCF (Land & Water Conservation Fund) Grant Application – Staff updated the commission on the status of the application, which is due August 5, 2025.

COMMISSION LIAISON REPORTS:

- a. Chair Mills – Absent/Excused
- b. Commissioner Castro – No Report
- c. Commissioner Iler – Absent/Excused
- d. Commissioner Leos – There will be an MPWR Virtual Auction July 21st-27th. FoodEd will host a Fermentation Workshop on July 12th.
- e. Commissioner McCoy – No Report
- f. Commissioner Schaeffler – No Report

NEXT SCHEDULED MEETING: The next regular meeting of the Community Services Commission is scheduled for Tuesday, September 9, 2025 at 7:00 p.m.

ADJOURNMENT: The regular meeting of the Community Services Commission was adjourned at 8:43 p.m.