

**MINUTES OF THE  
MONROVIA COMMUNITY SERVICES COMMISSION  
TUESDAY, SEPTEMBER 9, 2025**

**CONVENE:** Chair McCoy convened the Regular Meeting of the Community Services Commission on Tuesday, September 9, 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, Hailey Villalobos; Recreation Coordinator, Matthew McCarthy; and Administrative Assistant, Luke Bernacki.

**PLEDGE OF ALLEGIANCE:** Commissioner Mills led the Flag Salute.

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

**PRESENTATION (S):**

**PR-1** Swearing in of New and Returning Commissioners: Scott Iller  
**Staff Reference:** Alice D. Atkins, City Clerk

**PUBLIC INPUT:**

- Brian Yamaguchi, Monrovia
- Barbara Gholar, Community Media of the Foothills

**YOUTH COMMISSION:** Neveah Jones, 9th grade student at Monrovia High School, shared their experience with the Commission, highlighting their motivation to be helpful to their community. Youth Commission recently helped the Fountain to the Falls Walk/Run by passing out medals and snacks. Neveah's favorite volunteer experience with Youth Commission was making bracelets for the Children's Hospital LA Arcadia Specialty Care Center.

Upcoming Youth Commission events include:

- Fall Festival – Saturday October 11<sup>th</sup> 10:00 a.m. – 1:00 p.m.
  - Location: Library Park and Old Town Monrovia
    - Youth Commission will be selling treats and assisting with arts and crafts.
- Service Event – Thursday, October 23<sup>rd</sup> 4:30 p.m. – 6:30 p.m.
  - Location: Monrovia Community Center
    - Youth Commission will be assisting with Halloween event preparation.
- Halloween Bash – Tuesday October 31<sup>st</sup> 3:30 p.m. – 6:30 p.m.
  - Location: Library Park and Old Town Monrovia
    - Youth Commission will be assisting with trick or treat stops and costume contests

**CONSENT CALENDAR:** The consent calendar was motioned for approval by Commissioner Castro, seconded by Commissioner Schaeffler, and approved unanimously.

The consent calendar consisted of the following items:

**CC-1**

**CC-1** Unadopted Minutes of the Regular Meeting of the Monrovia Community Services Commission on July 8, 2025

**Recommendation:** Receive and File the Minutes of the July 8, 2025 Meeting

**Staff Reference:** Tina Cherry, Director

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

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

**Staff Reference:** Rebecca Sandoval, Recreation Manager

**CC-3** Canyon Park and Hillside Wilderness Preserve Patrol Update for August 2025

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

**Staff Reference:** Rebecca Sandoval, Recreation Manager

**ADMINISTRATIVE REPORTS: None**

**REPORTS FROM STAFF:**

**1. Hailey Villalobos, Recreation Coordinator**

**a. Youth Commission Update**

- Staff outlined the Youth Commission's activities and highlights from Fall 2024 to Summer 2025. This includes a near 70% increase in membership, participations in 10 service events, 11 city events, and a total of 562 hours of service. Staff listed Youth Commission's recent group activities, field trips, and fundraising activities.

**b. YES Internship Evaluation**

- Staff reported that 37 Youth Employment Services (YES) interns were hired and placed across all city departments as well as seven external partner organizations. They highlighted the professional development trainings offered, which addressed a range of themes, and shared feedback received from both interns and mentors. Staff also noted that several YES interns have continued employment with the City. Looking ahead, the program will focus on enhancing workshops and expanding partnerships with community organizations next summer.

**c. SPOT Evaluation**

- Staff reported on the 9-week summer teen program serving grades 6–12, which saw strong participation from MUSD students. SPOT provided a dedicated teen space in Library Park on Friday nights, featuring themed recreational activities, meals and weekly prizes supported by Old Town merchants, and experiences led by community partners. Consistent staff support helped build positive relationships, and feedback from participants, parents, and local businesses was highly favorable. Staff will continue successful themes, expand partnerships, and begin planning for the 2026 Monrovia SPOT Program.

**2. Matthew McCarthy, Recreation Coordinator**

**a. Canyon Park Programs Overview**

**CC-1**

- Staff reported on upcoming and ongoing Canyon Park programs. Storytime with a Naturalist is scheduled for Saturday, September 13, 2025, from 10 a.m. to 12 p.m. at Recreation Park, Constitution Circle. Canyon Park will host outreach booths at community events, including the Trick-or-Treat & Halloween Bash on Friday, October 31, 2025. Staff also noted that MUSD Education Tours are pending scheduling and that Junior Naturalist for a Day will return in Summer 2026.

**b. Canyon Park Volunteers Update**

- Staff highlighted the contributions of the 27 active Canyon Park volunteers who support park operations, environmental stewardship, and community engagement. Volunteers assist with trail maintenance, visitor services, educational programs, clean-up, and emergency support. Together, they contributed 1,741 service hours - improving the park's environment and enhancing visitor experiences. Future goals include expanding the volunteer base, developing new programming, and strengthening partnerships with local schools and organizations.

**3. Heather Sayers, Recreation Supervisor**

**a. Recreation Registration Software Update**

- Staff provided an update on preparations for the launch of the new CivicPlus recreation software system. Outreach efforts include flyers in Monrovia Today, the City website, and City Manager updates, along with announcements in senior programming. A step-by-step guide is being developed to support residents, and staff emphasized that in-person registration assistance for seniors will remain available. The Recreation Team has completed final training with CivicPlus and trained part-time staff to ensure a smooth transition. Registration with the new system opens September 15, with fall classes beginning September 29. The current system, Recpro, will close on September 30. Staff expressed excitement about the enhancements this change will bring to the community.

**4. Rebecca Sandoval, Recreation Manager**

**a. Fall Program Overview**

- Fountain to the Falls – Saturday, September 6
- Fall Classes Begin – Monday, September 29
- Trick-or-Treat & Halloween Bash – Friday, October 31 (No Friday Night Market & Street Fair this day)
- Veterans Day Ceremony – Tuesday, November 11
- Holiday Home Decorating Contest – Applications available November 17
- Thankful & Grateful Holiday Gathering and Tree Light Ceremony – Thursday, November 20
- Farmers Market – Saturdays 8am to 12pm
- Monrovia Street Fair & Market Fall/Winter Hours – Fridays beginning September 12, 5 to 9 p.m.
- Compost & Mulch Giveaway – Saturday, September 13, PW Yard
- MOHPG & Fire Department 6th Annual Earthquake Workshop – Saturday, September 13, Library Community Room
- Old Town Fall Festival & Fire Department Open House – Saturday, October

11, Old Town & Station 101

- 33rd Annual Street Rods Forever Car Show – Saturday, October 18, Old Town
- Make A Difference Day – Saturday, October 25,
- Kiwanis Taste of Old Town – Sunday, October 26, Old Town
- California Native Plant Sale – Saturday, November 8, MHM
- Shop Small Business Saturday – Saturday, November 29, Old Town

**b. Summer Concerts and Movies in the Park Evaluation**

- Staff provided an evaluation of Concerts in the Park, including a list of the bands that played at Station Square (Sundays May 25 – June 29) and at Library Park (Sundays July 6 – August 10), attendance numbers compared to 2024, feedback, and various program enhancements. Staff shared their recommendations for 2026, with an emphasis on connecting the Monrovia businesses with our community, expanding engagement for youth activities, and improving the layout of the events.
- Staff provided an evaluation of Movies in the Park, sharing participation numbers and program enhancements including: the inclusion of a partnership with the MAP Trailer, accepting credit card payments at the Youth Commission Snack Booths, and expanding marketing for the program with Chair McCoy's help as part of CELC. Their recommendation is to keep the program on Saturdays and expand sponsors to movies in 2026.

**c. Fountain to the Falls Run/Walk Evaluation**

- Staff evaluated the Fountain to the Falls Run/Walk, which returned after a five year absence. The event was on Saturday, September 6 and had 283 registered participants. Each participant received a t-shirt and participating medal. Staff highlighted the collaboration between departments, event sponsors and partners, and the safety of the event. Staff shared that the race results can be found on the City website.

**d. Canyon Park Rental Fee Overview**

- Staff provided an overview of the available spaces for reservation at Canyon Park:
  - Cabin = 50 occupancy
  - Amphitheater = 100 occupancy
  - Fireman's Flat = 150 occupancy
    - Section A, B or C = 50
    - 10' X 10' Space = 4
- Staff reviewed the factors and provisions involved in determining fees for the venues, and shared that the Cabin and Amphitheater will not be rented to two separate parties concurrently. Staff provided an overview of the proposed fees.
- Parking fees will go back into effect, Monday, September 15.

**5. Tina Cherry, Community Services Director**

**a. Project Updates**

**• Satoru Tsuneishi Park Development Project**

- Underground utilities completed; new wall and fence posts installed; shade sails and playground in place; initial concrete pour completed; light standard footings constructed; landscape boulders installed; irrigation prepped with controller; three of four Footnotes installed; public art in progress.

- At the groundbreaking, the Tsuneishi family shared two gifts connected to Satoru Tsuneishi. His granddaughter, Mari Yamashiro, offered cuttings from a family *Philadelphus inodorus* plant for inclusion at the park. In addition, Mark and Jonathan Tsuneishi arranged for the donation of an obelisk inscribed with one of Satoru's haikus, previously at the Monterey Park Library. Monterey Park City Council approved the gift, and Monrovia City staff will transport and install it at Tsuneishi Park.
- The opening of the park is anticipated to be in late November.
- **Community Center Renovation Project**
  - Community Center Construction Update: Plans submitted at 60% with internal review scheduled for September 25. Lunch and Learn for the Chamber of Commerce and Senior Clubs completed. Councilmember input sessions completed. Kitchen tours conducted at Diamond Bar and Arcadia, with Duarte scheduled September 10. Reviewing LEED certification options. Website updated with current presentation and input portal. Target for 100% plan submittal is end of 2025. Community Feedback Portal was launched December 2024 on City website, promoted through CM newsletters. Three comments received: requests for improved signage/cleanliness, family-friendly restrooms with water stations, and additional parking and senior services.
- **Canyon Park Cabin Renovation Project**
  - Following Canyon Park's reopening, Council directed staff to enhance the Cabin. A \$100,000 funding request will go to Council on September 16 (\$50,000 misc. repairs; \$50,000 roof). Work to be completed by November 1, including flooring, painting, lighting, cabinetry/countertops, restroom upgrades, new appliances, monitor, furniture, and various improvements.

**COMMISSION LIAISON REPORTS:**

- a. **Chair McCoy** – Shared upcoming FoodEd and Monrovia Community Garden events on behalf of Commissioner Leos.
- b. **Vice Chair Schaeffler** – No Report
- c. **Commissioner Castro** – No Report
- d. **Commissioner Iler** – Monrovia High School is now in session, and new administrative staff are off to a good start. Tutoring is expanding service.
- e. **Commissioner Leos** – A/E
- f. **Commissioner Martinez** – Monrovia Youth Baseball League has kicked off, and looking to get more participants. Fees were lowered in that effort.
- g. **Commissioner Mills** – No Report

**NEXT SCHEDULED MEETING:** The next regular meeting of the Community Services Commission is scheduled for Tuesday, October 14, 2025 at 7:00 p.m.

**ADJOURNMENT:** The regular meeting of the Community Services Commission was adjourned at 8:52 p.m.