

**MINUTES OF THE SPECIAL MEETING OF THE
MONROVIA COMMUNITY SERVICES COMMISSION
WEDNESDAY, NOVEMBER 19, 2025**

CONVENE: Chair McCoy convened the Regular Meeting of the Community Services Commission on Wednesday, November 19, 2025, at 7:01 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 Coordinator, Shirley Yanez; Recreation Coordinator, Lauren Pagliotti and Administrative Assistant, Luke Bernacki.

PLEDGE OF ALLEGIANCE: Commissioner Castro led the Flag Salute.

ROLL CALL: In attendance were Commissioners Leos, Martinez, Mills, Vice Chair Hudson, and Chair McCoy. Commissioner Iler was absent/excused.

YOUTH COMMISSION: Kiara Pascual, 7th grade student at Santa Fe Middle School shared their experiences with the Youth Commission, highlighting her experiences participating in Make a Difference Day. The Youth Commission will be having a hot cocoa booth at the Holiday Parade on December 4th.

PRESENTATION(S): None

PUBLIC INPUT: None

CONSENT CALENDAR: The consent calendar was motioned for approval by Commissioner Mills, seconded by Commissioner Leos, and approved unanimously.

The consent calendar consisted of the following Agenda items:

- CC-1** Unadopted Minutes of the Regular Meeting of the Monrovia Community Services Commission on October 14, 2025
Recommendation: Receive and File the Minutes of the October 14, 2025 Meeting
Staff Reference: Tina Cherry, Director

- CC-2** Canyon Park and Hillside Wilderness Preserve Patrol Update for October 2025
Recommendation: Receive and File the Canyon Park and Hillside Wilderness Preserve Patrol Update for October 2025
Staff Reference: Rebecca Sandoval, Recreation Manager

ADMINISTRATIVE REPORTS:

- AR-1** Consideration of Canceling the December 9, 2025 Regular Community Services Commission Meeting
Recommendation: Staff recommends the cancellation of the December 9, 2025 Community Services Commission Meeting
Staff Reference: Rebecca Sandoval, Recreation Manager

CC-1

The cancellation was motioned for approval by Commissioner Castro and seconded by Vice Chair Schaeffler. The cancellation was approved unanimously. A special meeting to conduct the Holiday Home Decorating Contest judging will be scheduled December 9, 2025.

REPORTS FROM STAFF:

1. Shirley Yanez, Recreation Coordinator

- a. Trick or Treat & Halloween Bash Evaluation
 - The event took place from 3-6 p.m. on Friday, October 31. There was no street fair scheduled for the day. The event featured costume contests with a total of 195 participants compared to 2024's 184. Registration for costume contests was moved to Library Park for improved line management and keeping Myrtle free for crowds to move. 13 new merchants were involved with the event this year. 49 merchant applications were received. Commission feedback was collected.

2. Lauren Pagliotti, Recreation Coordinator

- a. Noon Year's Eve Update
 - The event will take place from 10 a.m. – 1 p.m. on Wednesday, December 31. It will include family fun activities, a live band, toddler area, partner booths, and a special countdown at noon. Commission recommendations were collected.

3. Rebecca Sandoval, Recreation Manager

- a. Nature Center Seasonal Exhibit Featuring a Bug's Life
 - Highlighted the newest seasonal exhibit featuring a community partner.
- b. Veterans Day Recognition Event Evaluation
 - The event took place Tuesday, November 11 at 11:00 a.m. it featured a band performance and keynote speaker. From 10:00 a.m. to 1:00 p.m., November 3-11, visitors could write a message of appreciation to add to the flag display. Enhancements include new yard signage.
- c. Thankful and Grateful Holiday Gathering & Tree Lighting
 - Due to weather conditions, the event was cancelled on November 20. The lights will continue to turn on as scheduled.
- d. Holiday Parade – Thursday, December 4 beginning at 7:00 p.m. Dignitary reception invites were sent to the Commission.
- e. Holiday Home Decorating Contest Update – Applications are available online and at the Community Center.
- f. New Year's Eve Overview – Wednesday, Dec. 31 from 10:00 p.m. to 12:30 a.m. on the 400 block of Myrtle Avenue. Featuring DJ, table seating, merchant participation and midnight countdown celebration with confetti cannons and ball lighting.

4. Tina Cherry, Community Services Director

- a. Project Updates
 - Satoru Tsuneishi Park Development Project
 - Provided an update on the landscaping, furniture, and installations in the park
 - The park opening on December 8 has been delayed due to rain.

The opening is anticipated to be moved to after the first of the year to avoid holiday conflicts.

- **Community Center Renovation Project**
 - Material boards will be on display at the Dignitary Reception prior to the Holiday Parade. A 100% Plan Submittal is anticipated by the end of December; reporting back to Council is anticipated in January.
- **Canyon Park Cabin Renovation Project.**
 - Provided an overview of the scope of works for the completed renovation project. Collected feedback from Commission.

COMMISSION LIAISON REPORTS:

- a. **Chair McCoy** – No Report
- b. **Vice Chair Schaeffler** – No Report
- c. **Commissioner Castro** – No Report
- d. **Commissioner Iler** – No Report
- e. **Commissioner Leos** – Food scrap pickup has been moved to the Friday Night Street Fair. Food Ed is hosting Brew Hum Bug at Mt. Lowe Brewing Company on December 12 at 6:00 p.m. Monrovia Community Garden will have a mini ribbon cutting for its seed library on December 6.
- f. **Commissioner Martinez** – No Report
- g. **Commissioner Mills** – Encouraged attending the MPD Citizens Academy to understand and appreciate what first responders do. The Art in Public Places holiday ornament is available at the Monrovia Store.

NEXT SCHEDULED MEETING: The next special meeting of the Community Services Commission is scheduled for Tuesday, December 9, 2025 at 6:00 p.m.

ADJOURNMENT: The regular meeting of the Community Services Commission was adjourned at 8:00 p.m.