

**MINUTES OF THE  
MONROVIA COMMUNITY SERVICES COMMISSION  
TUESDAY, NOVEMBER 14, 2023**

**CONVENE:** Chair Leos convened the Regular Meeting of the Community Services Commission on Tuesday, November 14, 2023 at 7:02 p.m. in the Community Center Monroe Room, Monrovia, California. In attendance were Community Services Director, Tina Cherry, Recreation Manager, Rebecca Sandoval, Senior Management Analyst, Heather Gibson, and Administrative Assistant, Nadia Ramirez.

**PLEDGE OF ALLEGIANCE:** Commissioner Belden led the Flag Salute

**ROLL CALL:** In attendance were Commissioners Belden, Iler, Mills, Villegas and Chair Leos. Commissioner Bank and Vice Chair Shepard were absent excused.

**PUBLIC INPUT:** None

**YOUTH COMMISSION:** Fiona Overhoff, an 8th Grade Student at Clifton Middle School, provided the Commission with updates of service projects and achievements of the Youth Commission, such as: Concerts in the Park, Monrovia Days, Make-a-Difference Day, and the Halloween Spooktacular and Trick-or-Treat Bash. Additionally, she provided upcoming dates of service projects, including: Thankful and Grateful Holiday Gathering on Thursday, November 16 in Library Park and the Holiday Parade on Thursday, December 7 in Old Town Monrovia.

**PRESENTATION(S):** None

**CONSENT CALENDAR:** It was moved by Chair Leos, seconded by Commissioner Mills to approve the consent calendar. There were no objections and the motion was approved.

The consent calendar consisted of the following items:

**CC-1** Unadopted Minutes of the October 10, 2023 Regular Meeting

**CC-2** Canyon Park and Hillside Wilderness Preserve Patrol Update for October 2023

**ADMINISTRATIVE REPORTS:** None

**REPORTS FROM STAFF:**

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

a. Project Updates

- i. Provided an update of the Shade Structure at Library Park Playground. Informed the commission of the repairs needed. The projected completion date is December 8, 2023.
- ii. Provided an update on the Canyon Park Infrastructure Improvement Project. Informed the Commission of the complexity of the project, the projected cost, and the prequalification process for the rebidding of the project.
- iii. Provided an update on the Rotary Park Playground Renovation Project. Informed the Commission of the current progress.

**CC-1**

- iv. Provided an update on the New Park Development Project. Discussed updates on the project and next steps for the development. Informed the Commission a decision on the park's name has not been reached.
  - v. Provided an update on the Community Center Renovation Project. Informed the Commission an RFP has been issued for this project. Discussed the projected cost, details of the project and staff answered questions.
  - vi. Provided an update on the Recreation Park Renovation Project. Informed the Commission staff is currently reviewing the proposal and answered questions from the Commission.
- b. Provided an update on Public Safety and Maintenance at Station Square Park. Informed the Commission of the challenges faced at the park and implementation of strategies to address the concerns. Staff answered the Commission's questions.
  - c. Invited the Commission to participate in the Special Meeting scheduled on Tuesday, December 12 at 6:00 p.m. for the judging of the Holiday Home Decorating Contest.

## **2. Rebecca Sandoval, Recreation Manager**

- a. Program Updates
  - i. Provided an evaluation of the Halloween Spooktacular and Trick or Treat Bash. Reviewed the event map, reported the estimated attendance and participation numbers along with the registration numbers for the costume contest. Staff answered questions from the Commission.
  - ii. Provided an evaluation of the Veterans' Day Memorial and Field of Honor. Reported on the activities held throughout the week and shared photos for the Veterans Day Ceremony, held on Saturday, November 11, 2023. Staff answered questions from the Commission.
  - iii. Provided an update on the Thankful and Grateful Holiday Gathering and Tree Lighting scheduled on November 16 at 6:00 p.m. in Library Park. Staff answered the Commission's questions.
  - iv. Provided an overview of the Holiday Home Decorating Contest scheduled on December 12 at 6:00 p.m. Staff answered questions from the Commission.
  - v. Provided an overview on the Holiday Parade scheduled on December 7 at 7:00 p.m. Staff and the Commission discussed details of the event.
  - vi. Provided an overview on the Noon Year's Eve event scheduled on Sunday, December 31 at 10:00 a.m. to 1:00 p.m. in Library Park.

### **COMMISSION LIAISON REPORTS:**

- a. Chair Leos – Announced the upcoming Community Garden: Monrovia Tree Workshop on November 30 from 7:00 p.m. to 8:30 p.m. Shared with the Commission that a new fourth compost bin has been added.
- b. Vice Chair Shepard – Absent excused
- c. Commissioner Bank – Absent excused
- d. Commissioner Belden – Announced the MAFA Virtual At-Home Chalk Festival, Chalksgiving on November 23 through November 26. The theme is "What We're Thankful For."

- e. Commissioner Iler – Announced the parting of ways of Monrovia Unified School District and former Superintendent Dr. Ryan Smith. Mr. Flint Fertig is the interim Superintendent of Monrovia Unified School District.
- f. Commissioner Mills – Provided a recap of MAP events and announced the graduation of 17 adult participants and 32 youth participants of the Youth and Adult Leadership Academy. Announced the interim leadership of Sheila Spicer-Batice until a permanent manager is hired.
- g. Commissioner Villegas – No report

**NEXT SCHEDULED MEETING:** The next regular meeting of the Community Services Commission is scheduled for Tuesday, January 9, 2024 at 7:00 p.m., Monrovia, California.

**ADJOURNMENT:** The regular meeting of the Community Services Commission was adjourned at 8:12 p.m.

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