

**MINUTES OF THE  
MONROVIA COMMUNITY SERVICES COMMISSION  
TUESDAY, JUNE 11, 2024**

**CONVENE:** Chair Leos convened the Regular Meeting of the Community Services Commission on Tuesday, June 11, 2024 at 7:05 p.m. in the Community Center Monroe Room, Monrovia, California. In attendance were Community Services Director, Tina Cherry; Recreation Manager, Rebecca Sandoval; Recreation Supervisor, Tiffany Peterson; Senior Management Analyst, Heather Gibson; and Recreation Coordinator Hailey Villalobos.

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

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

**PUBLIC INPUT:** None

**YOUTH COMMISSION:** Ethan Guzman, a 7<sup>th</sup> grade student at Santa Fe Middle School, provided the Commission with updates on his Youth Commission experience. Additionally, he provided updates on upcoming Youth Commissioner service projects including the 4<sup>th</sup> of July Fireworks and Concert Celebration and Summer Concerts in the Park.

**PRESENTATION (S):**

- PR-1** Tiffany Peterson, Recreation Supervisor, introduced Commission to the 2023 Older Monrovia of the Year, Barbara Rigby-Elson. Tiffany provided an overview on her volunteer service and how Ms. Rigby-Elson will be recognized.
- PR-2** Tiffany Peterson, Recreation Supervisor, introduced Commission to our new Recreation Coordinator, Hailey Villalobos. Tiffany shared the experience Hailey's brings to the team and an overview of the Youth Program Hailey will be overseeing in her new role.
- PR-3** Tina Cherry, Director, provide a presentation of the Care Solace Program. The presentation included what the program is and how it works. Outreach materials were provided and shared with Commission so we can support with outreach of the program.

**CONSENT CALENDAR:** Commission Bank requested to pull CC-2 and CC-3 to clarify data recorded in the report. After confirmation, it was moved by Commissioner Bank and seconded by Commissioner Iler 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 April 9, 2024 Regular Meeting
- CC-2** Canyon Park and Hillside Wilderness Preserve Patrol Update for April 2024
- CC-3** Canyon Park and Hillside Wilderness Preserve Patrol Update for May 2024

**CC-1**

**ADMINISTRATIVE REPORTS:** None

**REPORTS FROM STAFF:**

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

- a. Update on Board and Commission Recruitment – Reported to the Commission the update on Commissioner terms. Reviewing ending terms, recruitment for new Commissioners and announced the Reorganization of the Commission that will be voted on at the July meeting. The Commission agreed on the recommendations from staff and thanked the outgoing Chair, Vice-Chair and Commissioners.
- b. Update on Monrovia Farmers Market at Station Square – Provided an updated of the new Farmers Market at Station Square held on Saturdays from 9am to 2pm. Shared photos from the kick off and encouraged the Commission to continue to promote and support the market so its success can continue. Staff also informed the Commission of the parking agreement with Metro, which will allow visitors to park, at no cost, when they come to the Farmers Market.
- c. Project Updates:
  - i. Rotary Park Playground Renovation Update – Staff provided the update on the schedule of construction and completion. Next steps were reviewed with the Commission.
  - ii. Tsuneishi Park Development Update – Staff reviewed key milestones for the project, tree planting recommendations, reviewed the site and traffic engineer recommendations. The next steps of the project were reviewed with Commission.
  - iii. Canyon Park Renovation Update – An update of the work progress was shared with photos. Commission shared their comments with staff and mentioned everything is looking great by the photos.
  - iv. Monrovia Community Center Renovation Update – Provided an updated of the designing process. Informed Commission of the plans currently being finalized including the parking lot and building site plans. Provided an update on meetings the team has been having to be able to finalize the plans.

**2. Rebecca Sandoval, Recreation Manager**

- a. Arbor Day/Earth Day Program Evaluation – Provided an evaluation of the event. Shared photos and the activities held on Arbor Day/Earth Day.
- b. Monrovia Days Evaluation – Provided an overview of the events that took place during Monrovia Days. Staff shared photos, reviewed the schedule of activities, enhancements and areas for next year to focus and improve. Staff took comments and feedback from Commission to include in future events.
- c. After School Youth Sports Spring Session Evaluation – Reviewed the past season, shared with Commission the planning ideas for the future seasons for this program. Staff took comments and answered Commission questions.
- d. YES Intern Program Update – Staff provided an updated of the recruitment process, reviewed with Commission the upcoming schedule of events and provided a save the date for YES Intern Presentations – July 31 and August 1.
- e. Monrovia SPOT (Summer Program and Opportunities for Teens) Overview – Staff reviewed the new enhanced program activities. The schedule of activities, marketing strategies and outreach staff has done to promote the program.

- f. July 4th Spectacular Event Overview – Staff invited the Commission to attend the next large City-Wide Special Event. The schedule of activities was shared with the Commission.
- g. Summer Concert Updates – Staff requested the assistance of Commission at the Summer Concerts. Staff reviewed available dates Commission can sign up to welcome the crowd and introduce the band.

**COMMISSION LIAISON REPORTS:**

- a. Chair Leos – Announced the Yoga in the Park Event and Auction held by MPWR. Announced upcoming Community Garden Workshops and provided an update on the fencing at the Garden South.
- b. Vice Chair Shepard – Absent Excused
- c. Commissioner Bank – Invited the Commission to attend the Canyon Park Volunteer Picnic at the Museum. The event will take place on Wednesday, June 19.
- d. Commissioner Iler – Reported the School District last day of the regular school year.
- e. Commissioner Mills – Reported on the MAP conference and the All America City trip to Denver.
- f. Commissioner Villegas – No report

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

**ADJOURNMENT:** The regular meeting of the Community Services Commission was adjourned at 8:28 p.m.