



CITY COUNCIL AGENDA REPORT



DEPARTMENT: City Manager's Office

MEETING DATE: September 16, 2025

STAFF REFERENCE: Alice D. Atkins, MMC, City Clerk

AGENDA LOCATION: CC-1

GOVERNMENT CODE 84308 APPLIES: No

TITLE: Unadopted Minutes of the September 2, 2025, Regular and Special Meetings of the Monrovia City Council

OBJECTIVE: To adopt the meeting Minutes of the Monrovia City Council

BACKGROUND: The purpose of the Minutes is to record the actions taken by the legislative body.

RECOMMENDATION: Staff recommends that the City Council adopt the Minutes of the Regular Monrovia City Council Meeting.

COUNCIL ACTION REQUIRED: If the City Council concurs, the appropriate action would be a motion to adopt the Minutes of the September 2, 2025, Regular and Special Meetings.

**MINUTES OF THE REGULAR AND SPECIAL MEETINGS OF THE
MONROVIA CITY COUNCIL
HELD TUESDAY, SEPTEMBER 2, 2025, 7:30 P.M.**

CLOSED SESSION: Mayor Becky A. Shevlin convened the Special Meeting/Closed Session of the Monrovia City Council on September 2, 2025, at 6:00 p.m., to discuss 1) CS-1 Conference with Legal Counsel, Existing Litigation Pursuant to Government Code §54956.9(d)(1); Opioid Settlement: Purdue Pharma L.P., et al., Debtors (Chapter 11), United States Bankruptcy Court Southern District of New York, Case No. 19-23649 (SHL); Opioid Settlement: National Prescription Opiate Litigation, United States District Court Northern District Of Ohio Eastern Division, Case 70 No. 1:17-MD-2804. 2) CS-2 Conference with Real Property Negotiator pursuant to Government Code §54956.8; Assessor Parcel Numbers 8513-011-041; 8516-030-004; 8518-002-014, and; 8523-013-015; City Negotiator: City Manager; Negotiating Party: Los Angeles County Tax Assessor; Under Negotiation: Terms All members were present. Mayor Shevlin adjourned the closed session at 7:20 p.m.

CONVENE: Mayor Shevlin convened the Regular Meeting of the Monrovia City Council of Tuesday, September 2, 2025, at 7:30 p.m. in City Council chambers. In attendance were City Manager, Dylan Feik, City Attorney Craig A. Steele, Assistant City Manager Lauren Vasquez and City Clerk Alice D. Atkins.

INVOCATION: Tricia Hellman led the invocation.

PLEDGE OF ALLEGIANCE: Councilmember Larry J. Spicer led the Pledge of Allegiance.

ROLL CALL: In attendance were Councilmembers Edward Belden, Sergio P. Jiménez, Larry J. Spicer, Mayor Pro Tem Dr. Tamala Kelly, and Mayor Becky A Shevlin.

REPORT OF CLOSED SESSION: City Attorney Craig A. Steele reported that the City Council met in closed session to discuss the two items on the posted agenda. All members were present. With regard to item CS-1, the City Council directed staff to opt in to the proposed settlements. With regard to item CC-2, the City Council took no reportable action.

PRESENTATIONS/PROCLAMATIONS:

PR-1 Recognition of the Volunteer Center of San Gabriel Valley (VCSGV) for Their Support of the 2025 Summer Concerts in the Park: The Mayor and City Council recognized Macy Garcia, Executive Director, Volunteer Center of San Gabriel Valley

PR-2 Proclaiming September 2025 as "Childhood Cancer Awareness Month": Mayor Shevlin read the proclamation aloud.

STUDENT GOVERNMENT REPRESENTATIVE: Student Liaison Elyse Vathanadireg was not in attendance.

ORDER OF BUSINESS: Item RCC-5(a) related to AB 715 (Zbur) was pulled from the agenda to monitor for amendments to the proposed bill.

CONSENT CALENDAR: It was moved by Councilmember Jimenez, seconded by Councilmember Spicer, to approve the remainder of the consent calendar. The motion carried unanimously. The Consent calendar consisted of the following items:

CC-1 Unadopted Minutes of the August 5, 2025, Regular and Special Meetings of the Monrovia City Council: The City Council adopted the Minutes of the August 5, 2025, Regular and Special Meetings of the Monrovia City Council.

CC-2 Payroll Nos. 17 and 18 in the Net Amounts of \$863,068.82 and \$836,414.18, and Warrant Registers dated August 7, August 14, August 21, and August 28, 2025, in the Total Amounts of \$579,405.41, \$1,084,488.83, \$747,361.18, and \$2,284,835.63, Respectively: The City Council approved Payroll Nos. 17 and 18 in the net amounts of \$863,068.82 and \$836,414.18, and Warrant Registers dated August 7, August 14, August 21, and August 28, 2025, in the total amounts of \$579,405.41, \$1,084,488.83, \$747,361.18, and \$2,284,835.63, respectively.

CC-3 Consultant Services Agreement with Innovative Light Designs, LLC, dba Light Up My Holiday LLC, for Holiday Tree Light Installation in Library Park and Annual Maintenance of the White Tree Lights in the 100-600 Blocks of Myrtle Avenue in an Amount Not to Exceed \$37,946.00: The City Council approved an agreement with Innovative Light Designs, LLC, dba Light Up My Holiday LLC, for Holiday Tree light installation in Library Park and annual maintenance of the white tree lights in the 100–600 blocks of Myrtle Avenue in Old Town Monrovia in an amount not to exceed \$37,946.00; find that the negotiated contract with Innovative Light Designs is exempt from the City’s bidding requirements under Monrovia Municipal Code Section 3.24.120(A)(3), and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

CC-4 Proposed Position Modifications, Updated Authorized Position Listing, Classification and Compensation Program Overview and Side Letter of Agreement with Monrovia Municipal Employee’s Association (MMEA) and Mid-Management: The City Council approved the proposed position modifications, updated Authorized Position Listing, Classification & Compensation Program Overview, and Side Letters of Agreement with Monrovia Municipal Employee’s Association (MMEA) and Mid-Management.

CC-5 Initiation of Proceedings for the Formation of the Monrovia Citywide Lighting, Landscaping and Parks Maintenance Assessment District No. 2025-1 and the Levy and Collection of Assessments within the District for Fiscal Year 2026-2027 and Ordering the Preparation of an Engineer’s Report; Resolution No. 2025-46: The City Council adopted Resolution No. 2025-46.

CC-6 Ratification of Software Subscription Agreement with Thomson Reuters Enterprise Centre GmbH Related to CLEAR Online Investigation Software in an Amount Not to Exceed \$40,667.28 for the Period Ending December 31, 2027: The City Council approved of the Software Subscription Agreement with Thomson Reuters Enterprise Centre GmbH related to CLEAR online investigation software in an amount not to exceed \$40,667.28, for the period ending December 31, 2027, and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

CC-7 Escheatment of Unclaimed Funds: The City Council approved and directed staff to escheat the 24 checks under \$15 in value, totaling \$126.47, and approved the transfer of the remaining unclaimed checks as of October 12, 2025, to the General Fund.

CC-8 Task Order No. 1 under the Consultant Services Agreement with CU Technology, LLC, dba Acorn Technology Services dated July 1, 2025, for Migrating City Staff to Microsoft 365 in an Amount Not to Exceed \$90,384.00; and Authorize a Contingency Amount Not to Exceed \$8,336.00: The City Council approved Task Order No. 1 under the Consultant Services Agreement with CU Technology, LLC, dba Acorn Technology Services, dated July 1, 2025, for migrating City staff to Microsoft 365 in an amount not to exceed \$90,384.00; authorized a contingency amount not to exceed \$8,336.00, and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

CC-9 Purchase of One (1) Zoll X-Series Advanced Cardiac Monitor/Defibrillator including Related Equipment and Warranty from Zoll Corporation in an Amount Not to Exceed \$49,500.00: The City Council approved the purchase of one (1) Zoll X-Series Advanced Cardiac Monitor/Defibrillator and related equipment with a five-year maintenance and repair warranty from Zoll Medical Corporation in an Amount Not to Exceed \$49,500.00, and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

CC-10 Master Services Agreement No. 24352 and Addendum No. 1 with MCCi, LLC Related to the JustFOIA Pro Plus Public Records Request Software Solution in the Amount of \$32,390.84 for the Period Ending September 1, 2028: The City Council approved Master Services Agreement No. 24352 and Addendum No. 1 with MCCi, LLC related to the JustFOIA Pro Plus Public Records Request Software Solution in the amount of \$32,390.84 for the period ending September 1, 2028, and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney

PUBLIC INPUT: Public comment was accepted by email prior to 3:00 p.m. on the day of the meeting, provided to City Council, and posted to City website.

Public Input

1. Aly Ceja, Duarte
2. Sheri Lochner, Monrovia

3. Jean Grant, South Pasadena
4. Rev. Francisco Garcia, Monrovia
5. Melissa Taylor, Monrovia
6. Larry Raheb, Monrovia

PUBLIC HEARINGS/MEETINGS: None

REPORTS OF CITY MANAGER AND STAFF:

RCM-1 City Council Directives Update: City Manager Dylan Feik reviewed the City Council Directives, as well as upcoming initiatives.

RCM-2 Letter of Opposition for SB 79 (Wiener) - Housing Development: Transit-Oriented Development: Dylan Feik, City Manager gave a brief overview of the proposed bill; the City Council concurred with sending the letter of opposition.

RCM-3 Update on Recreation Software Registration System: Heather Sayers, Recreation Supervisor, gave an overview of the City's new and soon to be launched recreation software registration system.

REPORTS OF CITY COUNCILMEMBERS AND SUB-COMMITTEES:

RCC-1 Councilmember Edward Belden

- (a) Recent and upcoming community events
- (b) Clean Power Alliance Update

RCC-2 Councilmember Sergio P. Jiménez

- (a) Recent and upcoming community events

RCC-3 Councilmember Larry J. Spicer

- (a) Independent Cities Association Summer Seminar, July 10 - 13, 2025, Coronado, CA

RCC-4 Mayor Pro Tem Dr. Tamala Kelly

- (a) Fiscal Year 2024-2025 Library Program Update: At the request of Mayor Pro Tem Kelly, Library Division Manager Carey Vance provided an overview of the prior year's programs and events.

RCC-5 Mayor Becky A. Shevlin

- (a) Letter of Support for AB 715 (Zbur) – Antisemitism Prevention in K-12 Education – this item was pulled from Agenda to monitor for further amendments to the proposed bill.
- (b) Designation of Voting Delegate for the 2025 League of California Cities Annual Business Meeting; Mayor Pro Tem Dr. Tamala Kelly expressed interest in being the Voting Delegate, Councilmember Belden expressed interested in being the first Alternate, and Councilmember Jimenez as being the second Alternate. There were no objections.

ADMINISTRATIVE REPORTS: None

PUBLIC INPUT, CONTINUED (IF NEEDED): None

ITEMS PULLED FROM CONSENT CALENDAR, IF NEEDED: None

SCHEDULED MEETINGS: The next Regular Meeting of the Monrovia City Council was scheduled for Tuesday, September 16, 2025, 7:30 P.M.

ADJOURNMENT: At 9:17 p.m., Mayor Shevlin adjourned the meeting of the Monrovia City Council.

ATTEST:

APPROVED:

Alice D. Atkins, MMC, City Clerk

Becky A. Shevlin, Mayor