



# CITY COUNCIL AGENDA REPORT



**DEPARTMENT:** City Manager's Office

**MEETING DATE:** April 1, 2025

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

**AGENDA LOCATION:** CC-1

**GOVERNMENT CODE 84308 APPLIES:** No

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**TITLE:** Unadopted Minutes of the March 18, 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 and Special Monrovia City Council Meetings.

**COUNCIL ACTION REQUIRED:** If the City Council concurs, the appropriate action would be a motion to adopt the Minutes of the March 18, 2025, Regular and Special Meetings of the Monrovia City Council.

**MINUTES OF THE REGULAR AND SPECIAL MEETINGS OF THE  
MONROVIA CITY COUNCIL  
HELD TUESDAY, MARCH 18, 2025, 7:30 P.M.**

**STUDY SESSION:** Mayor Becky A. Shevlin convened the Special Meeting of the Monrovia City Council on Tuesday, March 18, 2025, at 6:15 p.m., for discussion and review of Street Vendors Ordinances. All members were present. Mayor Shevlin adjourned the study session at 6:47 p.m.

**CLOSED SESSION:** Mayor Shevlin convened the Special Meeting/Closed Session of the Monrovia City Council on Tuesday, March 18, 2025, at 6:47 p.m., to discuss Conference with Real Property Negotiator pursuant to Government Code §54956.8; 142 West Pomona Avenue (Assessor Parcel No. 8507-003-921); City Negotiator: City Manager; Negotiating Party: Claire Robinson for Amigos de los Rios: Price and Terms of Payment: 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, March 18, 2025, at 7:33 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:** Barbara Gholar gave the invocation.

**PLEDGE OF ALLEGIANCE:** Councilmember Edward Belden 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:** The City Attorney reported that the City Council met in closed session to discuss the item on the posted agenda and took no reportable action. All members were present.

**PRESENTATIONS/PROCLAMATIONS:**

**PR-1 Pasadena Humane Pet of the Month:** Kevin McManus, Public Relations & Communications Manager introduced Theo the dog as pet of the month.

**PR-2 Proclaiming March 29, 2025, as "National Vietnam War Veteran's Day":** The City Council presented a proclamation to Vietnam Veteran Councilmember Larry Spicer.

**PR-3 Recognition of Monrovia Parks, Wilderness, and Recreation Foundation (MPWR):** The City Council presented a Certificate of Appreciation to Monrovia Parks, Wilderness, and Recreation Foundation (MPWR) representatives.

**PR-4 Recognition of Community Emergency Response Team (CERT) Volunteers:** The City Council presented a Certificate of Appreciation to the Community Emergency Response Team (CERT) volunteers.

**PR-5 Recognition of Community Emergency Response Team (CERT) Graduates:** Suzanne Dobson, Emergency Preparedness Coordinator introduced the most recent group of CERT graduates.

**PR-6 Proclaiming March 2025 as "Red Cross Month":** The City Council presented the proclamation to Suzanne Dobson, Preparedness Coordinator.

**STUDENT GOVERNMENT REPRESENTATIVE:** Student Liaison Jasmine Rodriguez provided an update on happenings at Monrovia High School.

**ORDER OF BUSINESS:** There were no changes to the order of business

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

**CC-1 Unadopted Minutes of the March 4, 2025, Regular and Special Meetings of the Monrovia City Council.** The City Council adopted the Minutes of the March 4, 2025, Regular and Special Meetings of the Monrovia City Council.

**CC-2 Payroll No. 6 in the Net Amount of \$793,380.30, and Warrant Registers dated March 6 and March 13, 2025, in the Total Amounts of \$1,409,431.76 and \$401,825.48, Respectively:** The City Council approved Payroll No. 6 in the net amount of \$793,380.30, and Warrant Registers dated March 6 and March 13, 2025, in the total amounts of \$1,409,431.76 and \$401,825.48, respectively.

**CC-3 Reviewing and Extending the Proclamations of Local Emergency for the December 13, 2021, Rain Storm Event; and the Rain Storm Event Beginning on January 8, 2023; Resolution No. 2025-12:** The City Council adopted Resolution No. 2025-12.

**CC-4 Reviewing and Extending the Proclamation of Local Emergency related to January 2025 Windstorm and Critical Fire Event (Eaton Fire); Resolution No. 2025-13:** The City Council adopted Resolution No. 2025-13.

**CC-5 Destruction of Certain Departmental Records; Resolution No. 2025-11:** The City Council adopted Resolution No. 2025-11.

**CC-6 Task Order No. 1 under the On-Call Agreement with J&J Engineering & Computers, Inc., Dated January 1, 2025, for the Upgrade of Remote Terminal Unit at the Ridgeside Booster Pump Station in an Amount Not to Exceed \$68,450.00; Authorize a Contingency Amount Not to Exceed \$6,845.00:** The City Council approved Task Order No. 1 under the Agreement with J&J Engineering & Computers, Inc., dated January 1, 2025, for the upgrade of Remote Terminal Unit at the Ridgeside Booster Pump Station in an amount not to exceed \$68,450.00, authorized a contingency amount not to exceed \$6,845.00; and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

**CC-7 Initiation of Proceedings for the Levy and Collection of Assessments and Ordering the Preparation of an Engineer's Report for Fiscal Year 2025-2026 for the Citywide Lighting and Landscaping Maintenance District and the Park Maintenance District; Resolution Nos. 2025-14 and 2025-15:** The City Council adopted Adopt Resolution No. 2025-14 and Resolution No. 2025-15.

**CC-8 Consultant Services Agreement with Verdantas, Inc., for Materials Testing Services Related to the Community Center Renovation Project in an Amount not to exceed \$24,800.00:** The City Council approved a Consultant Services Agreement with Verdantas, Inc., for Materials Testing Services Related to the Community Center Renovation Project in an amount not to exceed \$24,800.00, direct staff to deduct the cost of the Verdantas agreement from the scope and budget of the Perkins Eastman fee, and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

**CC-9 Phone System Redundancy Project with Protel Communications, Inc. DBA Protelesis Corporation to add an Additional Amount Not to Exceed \$5,000.00, for Total Fiscal Year 2024-2025 Expenditures in an Amount Not to Exceed \$26,500.00:** The City Council approved the Phone System Redundancy Project with Protel Communications, Inc., DBA Protelesis Corporation to add an additional amount not to exceed \$5,000 for total FY 2024-2025 expenditures in an amount not to exceed \$26,500.00.

**CC-10 Contract with Bellfree Contractors, Inc., for Emergency Trail Restoration Repairs within the Hillside Wilderness Preserve in an Amount Not to Exceed \$40,715.00:** The City Council approved the contract with Bellfree Contractors, Inc., for emergency trail restoration repairs within the Hillside Wilderness Preserve in an amount not to exceed \$40,715.00 and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

**CC-11 Amendment No. 5 to the Consultant Services Agreement with Pacific Productions dated June 18, 2019, Related to Professional Audio and Lighting Services, Extending the Term Through the for Period Ending June 30, 2027, in an Amount Not To Exceed \$60,000.00 Per Fiscal Year:** The City Council approved Amendment No. 5 to the Consultant Services Agreement with Pacific Productions dated June 18, 2019, related to Professional Audio and Lighting Services, extending the term through the period ending June 30, 2027 in an amount not to exceed \$60,000.00 per fiscal year, and to authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

**CC-12 Construction Contract with Pacific Productions Related to Permanent Event Lighting Installation at the Station Square Bandshell in an Amount Not to Exceed \$29,490.42:** The City Council approved the Construction Contract with Pacific Productions related to Permanent Event Lighting Installation at the Station Square Bandshell in an Amount Not to Exceed \$29,490.42, 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. Karen Declue, Monrovia
2. Randall Jucksch, Monrovia
3. Normarie Waybourn, Monrovia

**PUBLIC HEARINGS/MEETINGS: None**

#### **REPORTS OF CITY MANAGER AND STAFF:**

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

**RCM-2 Lemon Avenue Reservoir Project:** Dylan Feik, City Manager, provided an update regarding the Lemon Avenue Reservoir Project.

Public Input:

1. Eddie Ramirez, Monrovia

**RCM-3 Monrovia Area Partnership Overview:** Sherri Bermejo, Community Development Director, provided an update regarding the Monrovia Area Partnership Overview.

#### **REPORTS OF CITY COUNCILMEMBERS AND SUB-COMMITTEES:**

##### **RCC-1 Councilmember Edward Belden**

- (a) Clean Power Alliance report

##### **RCC-2 Councilmember Sergio P. Jiménez**

- (a) Recent and upcoming community events
- (b) Environmental Protection Agency (EPA) Lario Staging Area update
- (c) Water Education for Latino Leaders (WELL) report

##### **RCC-3 Councilmember Larry J. Spicer**

- (a) Recent and upcoming community events

##### **RCC-4 Mayor Pro Tem Dr. Tamala Kelly**

- (a) Recent and upcoming community events

##### **RCC-5 Mayor Becky A. Shevlin**

- (a) Recent and upcoming community events
- (b) San Gabriel Valley Mosquito & Vector Control District (SGVMVCD) report

#### **ADMINISTRATIVE REPORTS:**

**AR-1 Multi-Year Lease and Operating Agreement with Community Media of the Foothills for the Period Ending June 30, 2028, in a Total Amount Not to Exceed \$785,000 Plus CPI Increases, and an Annual Contingency Amount of \$5,200.00, for a Total Contingency Amount Not to Exceed \$18,200.00 for Additional Event Programming.**

Dylan Feik, City Manager, reviewed the staff report and answered questions of the City Council.

Councilmember Jiménez exited Council Chambers at 9:22, stating a family medical emergency had come up.

**It was moved by Mayor Pro Tem Dr. Kelly, seconded by Councilmember Belden, to approve a Multi-Year Lease and Operating Agreement with Community Media of the Foothills for the period ending June 30, 2028, in a total amount not to exceed \$785,000 plus CPI increases, and an annual contingency amount of \$5,200.00 for a total contingency in an amount not to exceed \$18,200.00 for additional event programming and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.** The motion carried unanimously by roll call vote.

**AR-2 Fiscal Year 2024-25 Budget Update, Resolution No. 2025-10**

Buffy Bullis, Administrative Services Director, reviewed the staff report and answered questions of the City Council.

**It was moved by Councilmember Belden, seconded by Councilmember Spicer to Adopt Resolution No. 2025-10.** The motion carried unanimously by roll call vote.

**AR-3 Further Discussion of Possible Local Campaign Finance Regulations within the Existing State Law Regulatory Structure.**

Craig A. Steele, City Attorney, reviewed the staff report and answered questions of the City Council.

Staff was directed to return with the item for further discussion when Councilmember Jiménez could be present.

**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, April 1, 2025, 7:30 P.M.

**ADJOURNMENT:** At 10:08 p.m., Mayor Shevlin adjourned the meeting of the Monrovia City Council.

APPROVED:

ATTEST:

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Becky A. Shevlin, Mayor

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Alice D. Atkins, MMC, City Clerk