



# CITY COUNCIL AGENDA REPORT



**DEPARTMENT:** City Manager's Office

**MEETING DATE:** May 20, 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 May 6, 2025, Regular Meeting 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 May 6, 2025, Regular Meeting of the Monrovia City Council.

**MINUTES OF THE REGULAR MEETING OF THE  
MONROVIA CITY COUNCIL  
HELD TUESDAY, MAY 6, 2025, 7:30 P.M.**

**CONVENE:** Mayor Shevlin convened the Regular Meeting of the Monrovia City Council of Tuesday, May 6, 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:** Chaplain Steve Campodonico led the invocation.

**PLEDGE OF ALLEGIANCE:** Mayor Pro Tem Dr. Tamala Kelly 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.

**Mayor Shevlin took the following item out of order:**

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

(a) Workforce Development Activities Update: John Russell, Monrovia Adult School Assistant Principal

**REPORT OF CLOSED SESSION:** None

**PRESENTATIONS/PROCLAMATIONS:**

Mayor Shevlin announced May 2025 as “Historic Preservation Month.”

**PR-1 Proclaiming May 2025 as “Mental Health Awareness Month”:** Mayor Pro Tem Dr. Kelly read the proclamation.

**PR-2 Proclaiming May 2025 as “Asian-American and Pacific Islander Heritage Month”:** Councilmember Jiménez read the proclamation.

**PR-3 Proclaiming May 2025 as “Older Americans Month” and Recognition of 2025 Older American of the Year Honoree:** Tiffany Peterson, Recreation Supervisor assisted the Mayor and City Council with proclaiming May 2025 as “Older Americans Month” and recognizing Sheila Spicer-Batice, the 2025 Old Monrovia of the Year, who accepted the proclamation.

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

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

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

**CC-1 Unadopted Minutes of the April 15, 2025, Regular Meeting of the Monrovia City Council.** The City Council adopted the Minutes of the April 15, 2025, Regular Meeting of the Monrovia City Council.

**CC-2 Payroll No. 9 in the Net Amount of \$855,558.92, and Warrant Registers dated April 17 and April 24, 2025, and May 1, 2025, in the Total Amounts of \$262,622.82, \$657,647.30, and \$657,647.30, Respectively:** The City Council approved Payroll No. 9 in the net amount of \$855,558.92, and Warrant Registers dated April 17 and April 24, 2025, and May 1, 2025 in the total amounts of \$262,622.82, \$657,647.30, and \$657,647.30, respectively.

**CC-3 Amendment to Chapter 8.04 of Title 8 of the Monrovia Municipal Code and Adopting by Reference Amended Division 1 of Title 8, and Title 11 of The County Of Los Angeles Code as the Health Code of The City of Monrovia; Adoption of Ordinance No. 2025-05:** The City Council adopted Ordinance No. 2025-05.

**CC-4 Amendment to Chapter 2.20 of Title 2 of the Monrovia Municipal Code, Relating to Limits on Contributions to Candidates for City Elective Office; Adoption of Ordinance No. 2025-04:** The City Council adopted Ordinance No. 2025-04

**CC-5 Amendment No. 2 to the Consultant Services Agreement with Mountainside Communion – A Church of the Nazarene, Dated November 20, 2018, Related to the Monrovia Community Garden Program, Extending the Term Through June 30, 2027, in an Amount Not to Exceed \$24,000.00 Annually:** This item was inadvertently omitted from the Agenda and was rescheduled for consideration at the May 20, 2025, City Council Meeting.

**CC-6 Change Order to the Contract with Pacific Productions Related to Permanent Event Light Installation at the Station Square Bandshell in the Amount of \$3,500, for a Total Revised Contract Amount Not to Exceed \$32,990.42, Acceptance of Work, Filing Notice of Completion, and Release of Retention Funds:** The City Council approved the change order with Pacific Productions related to Permanent Event Light Installation at the Station Square Bandshell in the amount of \$3,500, for a Total Revised Contract Amount Not to Exceed \$32,990.42, accepted the work of Pacific Productions for the Project, authorized the City Clerk to file the Notice of Completion, directed staff to release retained funds at the legally appropriate time, and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

**CC-7 Memorandum of Agreement between the City of Monrovia, Monrovia Unified School District, and Centre Stage, Inc., for the 2025 Monrovia Days Community Festival:** The City Council approved the Memorandum of Agreement with Monrovia Unified School District and Centre Stage, Inc., related to the 2025 Monrovia Days Community Festival and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

**CC-8 Amendment No. 1 to the Consultant Services Agreement with Dynamic Planning LLC., Dated December 6, 2022, for Preparation of a Local Hazardous Mitigation Plan Update, Increasing Compensation by an Amount Not to Exceed \$9,000.00 for a Total Amount Not to Exceed \$108,118.00, and Extending the Term through December 31, 2026; Approve a Contingency in an Amount Not to Exceed \$1,882.00:** The City Council approved Amendment No. 1 to the Consultant Services Agreement with Dynamic Planning LLC., dated December 6, 2022, for preparation of a Local Hazardous Mitigation Plan update, to increase compensation by an amount not to exceed \$9,000.00 for a total amount not to exceed \$108,118.00; extend the term through December 31, 2026; approve a contingency in an amount not to exceed \$1,882.00; and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

**CC-9 Amendment No. 8 to the Consultant Services Agreement with The Sauce Creative Services dated July 1, 2018, Related to the Design and Production of the Monrovia Today and On-Call Design and Printing Services for City Events and Programs, Increase Compensation by an Amount Not to Exceed \$19,975.00, for Total Contract Amount Not to Exceed \$148,850.00; find that the negotiated amendment is exempt from the City's Purchasing requirements pursuant to Monrovia Municipal Code 3.24.120(A)(3):** The City Council approved amendment No. 8 to the Consultant Services Agreement with The Sauce Creative Services dated July 1, 2018 related to design and production of the Monrovia Today and on-call creative design services, increasing compensation by an amount not to exceed \$19,975.00, for total contract amount not to exceed \$148,850.00, find that the contract is exempt from the City's purchasing requirements under Monrovia Municipal Code 3.24.120(A)(3), and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

**CC-10 On-Call Consultant Services Agreement with Gibson Transportation Consulting, Inc., for Traffic Engineering Services for the Period ending June 30, 2028, with Two (2) One-Year Options to Extend:** The City Council approved the On-Call Consultant Services Agreement with Gibson Transportation Consulting, Inc., for traffic engineering services for the period ending June 20, 2028, with two (2) one-year options to extend, and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

**CC-11 Award of Construction Contract to Robert Brkich Construction Corp. for the Fiscal Year 2024-2025 Valve Replacement Project in an Amount Not to Exceed \$112,009.00; Approve a Contingency in an Amount Not to Exceed \$11,200; and Find the Project is Categorically Exempt from CEQA Review:** The City Council awarded a construction contract to Robert Brkich Construction Corp. for the Fiscal Year 2024-2025 Valve Replacement Project in an amount not to exceed \$112,009.00; authorized a contingency amount not to exceed \$11,200.00; find the project is categorically exempt from CEQA review; and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

**CC-12 Granting of Utility Easement to Southern California Edison for Property Located at Monrovia Canyon Park:** The City Council approved the grant of Utility Easement to Southern California Edison for property located at Monrovia Canyon Park, and authorized the City Manager to execute the necessary documents in a form approved the City Attorney.

**CC-13 Lease Agreement with Ricoh USA, Inc., for Twelve (12) Multifunction Copiers, Including Maintenance and Supplies, for the Period Ending June 30, 2030:** The City Council approved the lease agreement with Ricoh USA, Inc. for twelve (12) multifunction copiers, including ongoing maintenance and supplies, for the period ending June 30, 2030, and to authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

**CC-14 Annual Report on the Status of the General Plan; Receive and File:** The City Council received and filed the report.

**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. Sam Uhland, Monrovia
2. Harry Terrill, Monrovia
3. M. Alison Brey, Monrovia
4. Claudia Carson, Monrovia
5. Drew Thieme, Monrovia
6. Donna Baker, President, and Korrine Ramirez, Executive Director, Monrovia Chamber of Commerce
7. Ion Motkin, Monrovia
8. Karen DeClue, Monrovia
9. Jana and Sasha Chesley, Monrovia
10. Teresa, Monrovia
11. Cassandra Young Puig, Monrovia
12. Trish Petersen, 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 San Gabriel Valley Mosquito and Vector Control District (SGVMVCD) Request for Letter of Support Related to State Funding for Mosquito Control in Eaton Fire Impacted Communities:** Dylan Feik, City Manager, provided an update regarding the San Gabriel Valley Mosquito and Vector Control District (SGVMVCD) Request for Letter of Support Related to State Funding for Mosquito Control in Eaton Fire Impacted Communities.

**RCM-3 City of Monrovia General Plan Annual Report:** Sheri Bermejo, Community Development Director provided and update regarding the City of Monrovia General Plan Annual Report.

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

**RCC-1 Councilmember Edward Belden**

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

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

- (a) League of California Cities - City Leaders Summit April 23-25, 2025 Sacramento, CA
- (b) Recent and upcoming community events

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

- (a) Workforce Development Activities Update: John Russell, Monrovia Adult School Assistant Principal. This item was taken out of order, as noted above.

- (b) League of California Cities - City Leaders Summit April 23-25, 2025 Sacramento, CA
- (c) Recent and upcoming community events

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

- (a) League of California Cities - City Leaders Summit April 23-25, 2025 Sacramento, CA
- (b) Recent and upcoming community events

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

- (a) League of California Cities - City Leaders Summit April 23-25, 2025 Sacramento, CA
- (b) Southern California Association of Governments (SCAG) - Regional Conference & General Assembly May 1-2, 2025 Palm Desert, CA
- (c) Recent and upcoming community events

**ADMINISTRATIVE REPORTS:**

**AR-1 Fiscal Year 2023-2024 Annual Comprehensive Financial Report:**

Rae Bowman, Deputy Administrative Services Director, reviewed the staff report and answered questions of the City Council.

**It was moved by Mayor Pro Tem Dr. Kelly, seconded by Councilmember Spicer to receive and file the Fiscal Year 2023-24 Annual Comprehensive Financial.** The motion carried unanimously by roll call vote.

**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, May 20, 2025, 7:30 P.M.

**ADJOURNMENT:** At 10:17 p.m., Mayor Shevlin adjourned the meeting of the Monrovia City Council in memory of, Mary Bourne, longtime resident and first African American bus driver for the Monrovia Unified School District

ATTEST:

APPROVED:

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Becky A. Shevlin, Mayor

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Alice D. Atkins, MMC, City Clerk