



CITY COUNCIL AGENDA REPORT



DEPARTMENT: City Manager's Office

MEETING DATE: December 2, 2025

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

AGENDA LOCATION: CC-1

GOVERNMENT CODE 84308 APPLIES: No

TITLE: Unadopted Minutes of the November 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 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 November 18, 2025, Regular and Special Meetings.

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

CLOSED SESSION: Mayor Becky A. Shevlin convened the Special Meeting/Closed Session of the Monrovia City Council on November 18, 2025, at 5:30 p.m., to discuss 1) CS-1 Conference with Legal Counsel, Initiation of Litigation Pursuant to Government Code §54956.9(d)(4); One (1) Potential Case. All members were present. Mayor Shevlin adjourned the closed session at 6:03 p.m.

SPECIAL MEETING: Mayor Becky A. Shevlin convened the Special Meeting of the Monrovia City Council on Tuesday, November 18, 2025, at 6:08 p.m to recognize graduates of the Monrovia Area Partnership (MAP) Youth and Adult Leadership Academies. Mayor Shevlin adjourned the special meeting at 6:36 p.m

CONVENE: Mayor Shevlin convened the Regular Meeting of the Monrovia City Council of Tuesday, November 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: Chaplain Steve Campodonico led 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: City Attorney Craig Steele reported that the City Council met in closed session for the item on the posted agenda and took no reportable action.

PRESENTATIONS/PROCLAMATIONS:

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

PR-2 Recognition of Dr. Heather Povinelli Monrovia Unified School District, Los Angeles County 2025-2026, Teacher of the Year, and State of California 2026 Teacher of the Year: The Mayor and City Council presented a certificate and flowers to Dr. Povinelli.

PR-3 Proclaiming November 2025 as “Pulmonary Hypertension Awareness Month”: The Mayor and City Council presented a proclamation to Barbara Gholar.

PR-4 Make a Difference Day Recap: Macy Gracia, Executive Director at Volunteer Center of San Gabriel Valley presented a recap video of Make a Difference Day 2025.

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

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

CONSENT CALENDAR: It was moved by Councilmember Jiménez, 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 October 14, October 21, and October 23, 2025, Regular and Special Meetings of the Monrovia City Council: The City Council adopted the Minutes of the October 14, October 21, and October 23, 2025, Regular and Special Meetings

CC-2 Payroll Nos. 22 and 23 in the Net Amount of \$850,662.28 and \$869,710.10, Respectively, and Warrant Registers dated October 23, October 30, November 6, and November 16, 2025, in the Total Amounts of \$664,096.23, \$764,132.98, \$317,476.29, and \$972,098.13, Respectively: The City Council approved Nos. 22 and 23 in the net amount of \$850,662.28 and \$869,710.10, respectively, and Warrant Registers dated October 23, October 30, November 6, and November 16, 2025, in the total amounts of \$664,096.23, \$764,132.98, \$317,476.29, and \$972,098.13, respectively.

CC-3 Destruction of Certain Departmental Records; Resolution No. 2025-53: The City Council adopted Resolution No. 2025-53

CC-4 Subrecipient Agreement between the County of Los Angeles and the City of Monrovia for Acceptance of 2024 State Homeland Security Grant Program Funds in the Amount of \$156,075.00: The City Council approved the Subrecipient Agreement between Los Angeles County and the City of Monrovia related to the 2024 State Homeland Security Grant Program funds in the amount of \$156,075.00, and authorized the City Manager or his designee to accept and expend any additional 2024 SHGP funds that may become available and execute the necessary documents.

CC-5 Modification of the Cooperative Fire Protection Agreement the United States Department of Agriculture Forest Service, Angeles National Forest, FS Agreement No. 22-FI-11050100-004, Dated January 24, 2022, for Reciprocal Fire Protection Services, Updating Nondiscrimination and Paid Sick Leave Requirements, the Term Expiration Date, and Updating Project Manager Designations: The City Council approved modification of the Cooperative Fire Protection Agreement between the City of Monrovia Fire Department and the United States Department of Agriculture Forest Service, Angeles National Forest, FS Agreement No. 22-FI-11050100-004, dated January 24, 2022, for Reciprocal Fire Protection Services, updating nondiscrimination and paid sick leave requirements, the term expiration date, and updating the Project Manager designations; and authorized the Fire Chief to execute the necessary documents in a form approved by the City Attorney.,

CC-6 Artist Agreement with Greetings Tour, Inc., in an Amount Not to Exceed \$15,000.00 and License Agreement with Next Gen Hospitality LLC dba Chick-fil-A Huntington SW & 210 FSU Related to Installation of a Mural at the Chick-fil-A Restaurant Located at 820 West Huntington Drive; Receive and File: The City Council received and filed the report

CC-7 Amendment No. 1 to the Consultant Services Agreement with Innovative Light Designs, LLC, dba Light Up My Holiday LLC, dated September 2, 2025, related to the Holiday Tree Light Installation in Library Park and Annual Maintenance of the White Tree Lights in the 100-600 Blocks of Myrtle Avenue, to Revise the Scope of Work and Increase Compensation by \$1,784.00 for a Total Amount Not to Exceed \$39,730.00: The City Council approved Amendment No. 1 to the Consultant Services Agreement with Innovative Light Designs, LLC, dba Light Up My Holiday LLC, dated September 2, 2025, related to the Holiday Tree light installation in Library Park and annual maintenance of the white tree lights in the 100-600 Blocks of Myrtle Avenue, to revise the scope of work and increase compensation by \$1,784.00 for a total amount not to exceed \$39,730.00 and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

CC-8 Advisory for Limited City Operations December 22, 2025, through January 2, 2026: The City Council received and filed the report.

CC-9 Consultant Services Agreement with Bureau Veritas North America, Inc., to Provide Consulting and Management Services for the Period Ending June 30, 2026, in an Amount Not to Exceed \$79,200.00: The City Council approved a Consultant Services Agreement with Bureau Veritas to provide code enforcement management services for the period ending June 30, 2026, in an Amount Not to Exceed \$79,200.00 and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

CC-10 Allocation of Permanent Local Housing Allocation (PLHA) Funding for Years 3, 4, and 5 of the Los Angeles Urban County PLHA Program to the San Gabriel Valley Regional Housing Trust; Resolution No. 2025-59: The City Council adopted Resolution No. 2025-59

CC-11 Installation of Stop Signs on Monroe Place and Greystone Avenue at Primrose Avenue and Magnolia Avenue; Receive and File: The City Council received and filed the report

CC-12 Federal Section 5310 Grant Program Authorizing Resolution; Resolution No. 2025-54: The City Council adopted Resolution No. 2025-54.

CC-13 Acceptance of Work, File Notice of Completion, and Release Retention Funds to Island Petroleum Builders, Inc., for the Fuel Pump Replacement Project: The City Council accepted the work of Island Petroleum Builders, Inc., for the Fuel Pump Replacement Project, authorized the City Clerk to file the Notice of

Completion, and directed staff to release retained funds in accordance with contract provisions and applicable law

CC-14 Purchase of One (1) 2025 F-550 Truck Mounted Jetter from Haaker Equipment in an Amount Not to Exceed \$250,375.32: They City Council approved the purchase of one (1) 2025 F-550 Jetter Truck from Haaker Equipment in an amount not to exceed \$250,375.32, and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

CC-15 Election for San Gabriel Basin Water Quality Authority Board Member Representing Cities with Prescriptive Pumping Rights, Resolution No. 2025-60: The City Council adopted Resolution No. 2025-60

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. Steve Soto, La Mirada
2. Martha Mack, Arcadia
3. Ellen Dougher, Monrovia
4. Vicky Hansen, Monrovia, Route 66 Event
5. Tim aan't Goor, Monrovia
6. Mr. Nelson, Monrovia
7. Randy Bixenman, Monrovia
8. Sheri Lochner, Monrovia

PUBLIC HEARINGS/MEETINGS:

PH-1 Conduct a Public Hearing on the Proposed Establishment of the Monrovia Citywide Lighting, Landscaping, and Parks Maintenance Assessment District No. 2025-1 ("District") and the Levy of an Assessment Within the District for Fiscal Year 2026-2027, and Accept and Consider All Oral and Written Testimony, Objections, and Written Responses to Timely-Submitted Written Objections

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

Mayor Shevlin open the public hearing

1. Lynn Lewis, Monrovia
2. Thomas Dougher, Monrovia
3. Mike Johnson, Monrovia
4. W.D., Monrovia
5. Eric Vaughn, Monrovia
6. Jason, Monrovia
7. Wesley, Sizeable Energy Solutions
8. Alan, Monrovia
9. Martha Razo, Monrovia
10. Edie Ramirez, Monrovia
11. Brian Lin, Monrovia

Mayor Shevlin closed the public hearing

City Attorney Steele and City Manager Feik responded to question raised by those giving public input.

The City council considered the written objections and the City's responses, closed the time to submit assessment ballots, and directed staff to tabulate the ballots to occur on Wednesday, November 19, 2025. Ms. Bowman noted an item would be brought back to City Council on December 2, 2025, to provide the results of the tabulation and take any necessary actions.

PH-2 Amendment to Title 17 (Zoning Code) of the Monrovia Municipal Code to Add Section 17.12.070 and Amendment to Sections 17.04.080 and 17.52.110 Relating to Bungalow Court Development; Introduction

and First Reading of Ordinance No. 2025-11.

John Mayer, Planning Division Manager reviewed the staff report and answered questions of the City Council.

Mayor Shevlin open and closed the public hearing, as there was no one present who wished to speak on the item.

It was moved by Mayor Pro Tem Dr. Kelly, seconded by Councilmember Spicer, to introduce, read by title only, and waive further reading of Ordinance No. 2025-11. The motion carried unanimously by a roll call vote.

City Attorney Steele read the title Ordinance No. 2025-11 as follows:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MONROVIA, CALIFORNIA, ADDING SECTION 17.12.070 TO THE MONROVIA MUNICIPAL CODE AND AMENDING MONROVIA MUNICIPAL CODE SECTIONS 17.04.080 AND 17.52.110 TO CREATE INCENTIVES FOR THE DEVELOPMENT OF BUNGALOW COURTS, AND FINDING ADOPTION OF THE ORDINANCE TO BE CATEGORICALLY EXEMPT FROM REVIEW UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT.

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. Letter to Governor, spoke with Attorney from Governor's Office, City has sent letters, have spoken with state and congress representatives, whether city receives information remains to be seen.

RCM-2 Installation of Historic Route 66 Signage along South Shamrock Avenue Between Foothill Boulevard and Huntington Drive, and Foothill Boulevard between Fifth Avenue and Shamrock Avenue, and Replacement of Existing Route 66 Signage Along Huntington Drive Between Fifth Avenue and Mountain Avenue: Jocelyn Casas, Senior Management Analyst, gave a presentation on the planned installation of Historic Route 66 Signage.

REPORTS OF CITY COUNCILMEMBERS AND SUB-COMMITTEES:**RCC-1 Councilmember Edward Belden**

(a) Recent and upcoming community events

RCC-2 Councilmember Sergio P. Jiménez

(a) Art in Public Places 2025 Holiday Tree Ornament

(b) League of California Cities Annual Conference; October 8-10, 2025, Long Beach, CA

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) Los Angeles County Executive Committee for Regional Homeless Alignment update

(b) San Gabriel Valley Regional Housing Trust update

(c) California Transit Association Conference; November 5-7, 2025, Long Beach, CA

(d) Recent and upcoming community events

ADMINISTRATIVE REPORTS:

AR-1 Public Safety Critical Communications Center Infrastructure Upgrade and Migration to the Interagency Communications Interoperability (ICI) System in an Amount Not to Exceed \$790,447.04; Approve a Contingency in an amount not to exceed \$79,044.70

John Donchig, Police Captain, reviewed the agenda report and answered questions of the City Council.

It was moved by Councilmember Jimenez seconded by Councilmember Belden, to approve the Public Safety Critical Communications Center Infrastructure Upgrade and Migration to the Interagency Communications Interoperability (ICI) System in an amount not to exceed \$790,447.04, approve a 10% contingency in the amount of \$79,044.70; and authorized the City Manager to execute the necessary documents in a form acceptable to the City Attorney. The motion carried unanimously by a 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, December 2, 2025, 7:30 P.M.

ADJOURNMENT: At 10:39 p.m., Mayor Shevlin adjourned the meeting of the Monrovia City Council in memory of Melinda Franssen, longtime Monrovia resident and Edgar Bourne Jr., longtime Monrovia resident

APPROVED:

ATTEST:

Becky A. Shevlin, Mayor

Alice D. Atkins, MMC, City Clerk