



# CITY COUNCIL AGENDA REPORT



**DEPARTMENT:** City Manager's Office

**MEETING DATE:** May 6, 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 April 15, 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 April 15, 2025, Regular Meeting of the Monrovia City Council.

**MINUTES OF THE REGULAR MEETING OF THE  
MONROVIA CITY COUNCIL  
HELD TUESDAY, APRIL 15, 2025, 7:30 P.M.**

**CONVENE:** Mayor Shevlin convened the Regular Meeting of the Monrovia City Council of Tuesday, April 15, 2025, at 7:32 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:** Pastor William Kelly 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:** None

**PRESENTATIONS/PROCLAMATIONS:**

**PR-1 Pasadena Humane Pet of the Month:** Representatives from Pasadena Humane were unable to attend the meeting due to schedule conflicts.

**PR-2 Proclaiming April 26, 2025, as “Earth Day” and "Arbor Day":** Karen Suarez, along with other California Native Plant Society members, 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 changes to the order of business

**CONSENT CALENDAR: It was moved by Councilmember Belden, seconded by Mayor Pro Tem Dr. Kelly, to approve the consent calendar.** The motion carried unanimously, with Councilmembers Jiménez and Spicer abstaining on item CC-8 due to serving on the Volunteer Center of San Gabriel Valley Board of Directors. The consent calendar consisted of the following items:

**CC-1 Unadopted Minutes of the April 1, 2025, Regular and Special Meetings and April 8, 2025 Special Meeting of the Monrovia City Council.** Adopt the Minutes of the April 1, 2025, Regular and Special Meetings and April 8, 2025 Special Meeting of the Monrovia City Council.

**CC-2 Payroll No. 8 in the Net Amount of \$798,022.55, and Warrant Registers dated April 3 and April 10, 2025, in the Total Amounts of \$356,733.55 and \$1,720,137.07, Respectively:** the City Council approved Payroll No. 8 in the net amount of \$798,022.55, and Warrant Registers dated April 3 and April 10, 2025, in the total amounts of \$356,733.55 and \$1,720,137.07, Respectively.

**CC-3 Destruction of Certain Departmental Records; Resolution No. 2025-18:** The City Council adopted Resolution No. 2025-18.

**CC-4 Memorandum of Understanding with the City of Bradbury Related to the Community Services Officer (CSO) Program for the Period Ending June 30, 2028, with One (1) Two-Year Option to Extend:** The City Council approved the Memorandum of Understanding with the City of Bradbury related to the Community Services Officer (CSO) Program for the period ending June 30, 2028, with one (1) two-year option to extend, and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

**CC-5 Acceptance of Work, Filing Notice of Completion, and Release of Retention Funds to Pokrajac Corporation for the Canyon Park Nature Center Facilities Upgrades and Repairs Project:** The City Council accepted the work of Pokrajac Corporation for the Canyon Park Nature Center Facilities Upgrades and Repairs Project, authorized the City Clerk to file the Notice of Completion, and direct staff to release retained funds in accordance with the contract provisions and applicable law.

**CC-6 Agreement with California Watershed Engineering for National Pollutant Discharge Eliminations System (NPDES) Industrial/Commercial Facility Storm Water Inspections in an Amount Not to Exceed \$68,436.00 for the period ending June 30, 2025:** The City Council approved the Agreement with California Watershed Engineering in an amount not to exceed \$68,436.00 for the period ending June 30, 2025, and to authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

**CC-7 Vendor Agreement with Golden Lion Transportation, Inc. (DBA Lion Express), for Transportation Services Related to the Active Adult Excursions in an Amount Not to Exceed \$36,850.00 for the Period Ending June 30, 2025:** The City Council approved an agreement with Golden Lion Transportation, Inc. (DBA Lion Express), for transportation services related to Active Adult Excursions in an amount not to exceed \$36,850.00 for the period ending June 30, 2025

**CC-8 Consultant Services Agreement with the Volunteer Center of San Gabriel Valley Related to Enhanced Senior Meal Program Services in an Amount Not to Exceed \$90,000 for a Period Ending June 30, 2027:** The City Council approved the consultant services agreement with the Volunteer Center of the San Gabriel Valley for Enhanced Senior Meal Program Services in an Amount Not to Exceed \$90,000 for a Period Ending June 30, 2027 and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney. Councilmembers Jiménez and Spicer abstained from this due to serving on the Volunteer Center of San Gabriel Valley Board of Directors.

**CC-9 Amendment No. 1 to the Consultant Services Agreement with Access Control Security dated July 1, 2024, for Security Services Related to City Special Events and Private City Facility Rentals, Increasing Compensation by an additional Amount Not to Exceed \$18,000.00 for a Total Amount Not To Exceed \$38,000.00 for the Period Ending June 30, 2025:** The City Council approved Amendment No. 1 to the Consultant Services Agreement with Access Control Security dated July 1, 2024, for Security Services Related to City Special Events and Private City Facility Rentals in an additional amount not to exceed \$18,000 for a total contract amount of \$38,000 for the Period Ending June 30, 2025, 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. Donna Baker, Monrovia Chamber of Commerce
2. Dr. Anthony Fellow and Katherine Vasquez, Upper San Gabriel Valley Municipal Water District
4. Ion Motkin, Monrovia
5. Karen DeClue, Monrovia
6. Myra King, Monrovia
7. Heather Castle, Arcadia
8. Karen Suarez, 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 Citywide Lighting, Landscaping, and Parks Maintenance Assessment Districts Rate Options:** Rae Bowman, Deputy Administrative Services Director, provided an update regarding the Citywide Lighting, Landscaping, and Parks Maintenance Assessment Districts rate options, and the City Council provided direction to staff for a future item.

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

**RCC-1 Councilmember Edward Belden**

- (a) Recent and upcoming community events
- (b) Energy and Water Conservation

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

- (a) Recent and upcoming community events

**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 and Vector Control District Report

**ADMINISTRATIVE REPORTS:**

**AR-1 Award of Contract to RG General Engineering, Inc., for the Satoru Tsuneishi Park Project, Project # G-1000, in an Amount Not to Exceed \$838,042.00, Reject Bid Protest, Approve a Contingency Amount Not to Exceed \$83,800.00, Approve Park Design, and Approve Task Order No.121 with Merrell Johnson Engineering, Inc., for Construction Management and Inspection Services in an Amount Not to Exceed \$83,655.00:**

Alex Tachiki, Public Works Director, reviewed the staff report and answered questions of the City Council.

It was moved by Councilmember Jiménez, seconded by Councilmember Spicer, to approve the Plans and Specifications for Project #G-1000, award a contract to RG General Engineering, Inc., for the Satoru Tsuneishi Park Project, Project #G-1000 in an amount not to exceed \$838,042.00, reject the bid protest, approve a contingency amount not to exceed \$83,800.00, approve Task Order 121 with Merrell Johnson Engineering, Inc., for Engineering and Construction Management in an amount not to exceed \$83,655.00, and authorize 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 Participation in the San Gabriel Valley Council of Governments (“SGVCOG”) Affordable Housing Incubator Program to Evaluate Options Related to Real Property the City Owns at 222 East Cypress Avenue:**

City Manager, Dylan Feik, 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 accept the proposed “Scope of Work” with the San Gabriel Valley Council of Governments (SGVCOG), affirming the City’s participation in the Affordable Housing Incubator Program under the Regional Early Action Planning (REAP) 2.0 grant, and authorize the City Manager to execute necessary agreement related to participation in the program on forms and agreements approved by the City Attorney. The motion carried unanimously by roll call vote.

**AR-3 Amendment to Title 8 (Health and Safety), Chapter 8.04 (Health Code) of the Monrovia Municipal Code to Update the City’s Health Code, Introduction and First Reading of Ordinance No. 2025-05.**

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

It was moved by Councilmember Belden, seconded by Councilmember Spicer, to introduce, waive further reading of, and read by title only Ordinance No. 2025-05. The motion carried unanimously by roll call vote.

City Attorney Steele read the title of Ordinance No. 2025-05 as follows:

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MONROVIA, CALIFORNIA AMENDMENT TO TITLE 8 (HEALTH AND SAFETY), CHAPTER 8.04 (HEALTH CODE) OF THE MONROVIA MUNICIPAL CODE TO UPDATE THE CITY’S HEALTH CODE ACCORDINGLY TO COMPLY WITH RECENT CHANGES TO STATE LAW, AND FINDING THE ORDINANCE TO BE EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT.**

**AR-4 Possible Adoption of Local Campaign Finance Limits Within the Existing State Law Regulatory Structure, Ordinance No. 2025-04**

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

**It was moved by Councilmember Belden, seconded by Councilmember Spicer, to approve waive further reading, and read by title only Ordinance No. 2025-04.** The motion carried unanimously by roll call vote.

City Attorney Steele read the title of Ordinance No. 2025-04 as follows:

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MONROVIA, CALIFORNIA AMENDMENT TO POSSIBLE ADOPTION OF LOCAL CAMPAIGN FINANCE LIMITS WITHIN THE EXISTING STATE LAW REGULATORY STRUCTURE ACCORDINGLY TO COMPLY WITH RECENT CHANGES TO STATE LAW, AND FINDING THE ORDINANCE TO BE EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT.**

**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 6, 2025, 7:30 P.M.

**ADJOURNMENT:** At 9:16 p.m., Mayor Shevlin adjourned the meeting of the Monrovia City Council in memory of, Unites States Army Sargent Edwin F. Franco, Monrovia High School Alumnus (Class of 2018).

APPROVED:

ATTEST:

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Becky A. Shevlin, Mayor

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Alice D. Atkins, MMC, City Clerk