



CITY COUNCIL AGENDA REPORT



DEPARTMENT: City Manager's Office

MEETING DATE: September 2, 2025

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

AGENDA LOCATION: CC-1

GOVERNMENT CODE 84308 APPLIES: No

TITLE: Unadopted Minutes of the August 5, 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 August 5, 2025, Regular and Special Meetings.

**MINUTES OF THE SPECIAL MEETING OF THE
MONROVIA CITY COUNCIL
TUESDAY, AUGUST 5, 2025**

CONVENE: Mayor Becky Shevlin convened the Special Meeting of the Monrovia City Council at 2:00 p.m. on Tuesday, August 5, 2025, at Canyon Park Cabin – 1200 N. Canyon Boulevard, Monrovia, California, at which all Councilmembers were present, to discuss City Council Goal Setting. In attendance was City Manager, Dylan Feik.

ADJOURN TO CLOSED SESSION: The City Council adjourned to discuss the following Closed Session items: CS-1 Public Employee Performance Evaluation pursuant to Government Code § 54957(b)(1): City Manager.

RECONVENE: Mayor Shevlin reconvened the Special Meeting.

ADJOURN: Mayor Shevlin Adjourned the meeting at 4:45 p.m.

ATTEST:

APPROVED:

Alice D. Atkins, MMC, City Clerk

Becky A. Shevlin, Mayor

**MINUTES OF THE REGULAR AND SPECIAL MEETINGS OF THE
MONROVIA CITY COUNCIL
HELD TUESDAY, AUGUST 5, 2025, 5:00 P.M.**

CONVENE: Mayor Shevlin convened the Regular Meeting of the Monrovia City Council of Tuesday, August 5, 2025, at 5:08 p.m. in City Council chambers. In attendance were City Manager, Dylan Feik, Assistant City Attorney Chelsea Straus, Assistant City Manager Lauren Vasquez and City Clerk Alice D. Atkins.

INVOCATION: Mayor Pro Tem Dr. Tamala Kelly led the invocation.

PLEDGE OF ALLEGIANCE: Councilmember Sergio P. Jiménez

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: Assistant City Attorney Chelsea Straus reported that the City Council met in closed session to discuss the items on the posted agenda and took no reportable action. All members were present.

PRESENTATIONS/PROCLAMATIONS: None

STUDENT GOVERNMENT REPRESENTATIVE: To resume in September

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

CONSENT CALENDAR: It was moved by Councilmember Spicer, seconded by Councilmember Jiménez, 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 July 15, 2025, Regular and Special Meetings of the Monrovia City Council: The City Council adopted the Minutes of the July 15, 2025, Regular and Special Meetings of the Monrovia City Council.

CC-2 Payroll Nos. 15 and 16 in the Net Amounts of \$879,524.16 and \$852,562.51, and Warrant Registers dated July 17, July 24, and July 31, 2025, in the Total Amounts of \$734,906.25, \$427,591.84, and \$1,493,043.57, Respectively: The City Council approved Payroll Nos. 15 and 16 in the net amounts of \$879,524.16 and \$852,562.51, and Warrant Registers dated July 17, July 24, and July 31, 2025, in the total amounts of \$734,906.25, \$427,591.84, and \$1,493,043.57, respectively

CC-3 Contractor Services Agreement with Paul Maurer Shows Related to Ride Operations During the 2026, 2027, and 2028 Monrovia Days Community Festival in an Amount Not to Exceed \$77,500.00 for Year 1, \$80,000.00 for Year 2, and \$82,500.00 for Year 3: The City Council approved a Contractor Services Agreement with Paul Maurer Shows related to carnival ride operations during the 2026, 2027, and 2028 Monrovia Days Community Festival in an amount not to exceed \$77,500.00 for year 1, \$80,000.00 for year 2, and \$82,500.00 for year 3, and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

CC-4 Amendment No. 2 to the Consultant Services Agreement with HUB International Insurance Services, Inc., dated June 2, 2020, for Medical Insurance Brokerage Services, Extending the Term through December 31, 2026, in the Amount of \$42,000.00 Per Year: The City Council approved Amendment No. 2 to the Consultant Services Agreement with HUB International Insurance Services, Inc., dated June 2, 2020, extending the term through December 31, 2026, in the amount of \$42,000.00 per year, and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

CC-5 Amendment No. 2 to the Consultant Services Agreement with RHA Landscape Architects-Planners, Inc., dated July 18, 2023, for Professional Design Services Related to Development of the Satoru Tsuneishi Park Project to Extend the Term Through June 30, 2026: The City Council approved Amendment No. 2 to the Consultant Services Agreement with RHA Landscape Architects-Planners, Inc., dated July 18, 2023, for professional design services related to development of the Monrovia Pocket Park Project

(Satoru Tsuneishi Park), extending the term through June 30, 2026, and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

CC-6 Consultant Services Agreement with CU Technology, LLC, dba Acorn Technology Services, for Managed Information Technology Services for the Period Ending June 30, 2030, in an Amount Not to Exceed \$426,490.08 per Fiscal Year, and Additional On-Call Services for Special Projects and Capital Improvement Projects on a Per Project Price Basis: The City Council approved the Consultant Services Agreement with CU Technology, LLC, dba Acorn Technology Services, for managed IT services for the period ending June 30, 2030, in an amount not to exceed \$426,490.08 per fiscal year, and additional on-call services for special projects and Capital Improvement Projects on a per project price basis, and authorized the City Manager to execute the necessary documents, concurrently with a settlement agreement, in a form approved by the City Attorney.

CC-7 Amendment No. 5 to the Electronic Transaction Processing Agreement with ACI Payments, Inc.: The City Council approved Amendment No. 5 to the Electronic Transaction Processing Agreement with ACI, determine that the amendment is exempt from 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-8 Disposition of IT Inventory at 324-328 South Myrtle Avenue Building; Receive and File: Receive and file the report.

CC-9 Acceptance of Work, Filing Notice of Completion, and Release of Retention Funds to DBX, Inc., for the Huntington Drive/Fifth Avenue (Monrovia Traffic Signals Project), Project C-3028: The City Council accepted the work of DBX, Inc., for the Huntington Drive/Fifth Avenue (Monrovia Traffic Signals Project), Project C-3028, 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.

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. John Schneider, Monrovia
2. Meldia Merabi, Monrovia Business Owner

PUBLIC HEARINGS/MEETINGS: None

REPORTS OF CITY MANAGER AND STAFF:

RCM-1 Upcoming MAP Adult & Youth Leadership Academies: Sheri Bermejo, Community Development Director reviewed the upcoming MAP Adult & Youth Leadership Academies.

REPORTS OF CITY COUNCILMEMBERS AND SUB-COMMITTEES:

RCC-1 Councilmember Edward Belden had no report.

RCC-2 Councilmember Sergio P. Jiménez

- (a) Independent Cities Association Summer Seminar, July 10 - 13, 2025, Coronado, CA
- (b) Recent and upcoming community events

RCC-3 Councilmember Larry J. Spicer had no report.

RCC-4 Mayor Pro Tem Dr. Tamala Kelly

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

RCC-5 Mayor Becky A. Shevlin

- (a) Recent and upcoming community events.

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 2, 2025, 7:30 P.M.

ADJOURNMENT: At 5:40 p.m., Mayor Shevlin adjourned the meeting of the Monrovia City Council in memory of Margarita Rodriguez, Grandmother of Senior Management Analyst Jocelyn Casas.

ATTEST:

APPROVED:

Becky A. Shevlin, Mayor

Alice D. Atkins, MMC, City Clerk