



MONROVIA RENEWAL CITIZEN ADVISORY COMMITTEE AGENDA REPORT

DEPARTMENT: Public Services

MEETING DATE: March 28, 2017

PREPARED BY: Brittany Mello, Senior Management Analyst

AGENDA LOCATION: AR-1

TITLE: Rotation of Officers for Monrovia Renewal Citizen Advisory Committee, Resolution No. 2017-01

OBJECTIVE: To affirm the rotation and selection of three officers – Chair, Vice Chair, and Secretary – from among the members of the Citizen Advisory Committee

BACKGROUND: In December 2015, the City Council established the Monrovia Renewal Oversight Committee by resolution. Pursuant to Resolution No. 2015-60, this Committee is responsible for meeting on a quarterly basis to review:

- (1) Project administration;
- (2) Status of the overall project budget;
- (3) Project schedules and coordination of work; and
- (4) Public outreach and communication.

Additionally, at its initial meeting in March 2016, the Committee adopted Resolution No. 2016-01 to affirm the selection of the Chair, Vice Chair, and Secretary positions, and approved the procedures for rotating these positions after a one-year term.

In September 2016, the City Council renamed the Monrovia Renewal Oversight Committee to the Monrovia Renewal Citizen Advisory Committee to more accurately reflect the Committee's primary responsibilities.

ANALYSIS: At the Committee's initial meeting, the following procedure for selecting officers was adopted:

Selection Procedures:

For the selection of officers, namely Chair, Vice Chair, and Secretary, members have the opportunity to nominate themselves for the available positions and finalize the positions through discussion to reach consensus. If consensus is not reached through this process, a majority vote of the five-member Committee may be held, which would require three (3) affirmative votes to select each contested position.

The current Chair will facilitate the selection of the new Chair, Vice Chair, and Secretary. Historically, with Boards, Commissions, and Committees, the Vice Chair steps into the Chair position.

Since the Committee Members have been appointed for a term of five years, it was recommended that each Committee Member have the opportunity to serve in each position.

Roles:

The Chair shall be responsible for managing the quarterly meetings and leading the proceedings.

The Vice Chair shall be responsible for performing the duties of the Chair in his or her absence.

The Secretary shall be responsible for reviewing and approving the minutes taken by Staff for each quarterly meeting.

Each position will be held for a one-year term, rotating after four quarterly meetings. This would put the next officer rotation at the first quarterly meeting of 2018.

OPTIONS: The following options are presented for the Citizen Advisory Committee's consideration:

1. Approve the rotation and selection of officers for the Monrovia Renewal Citizen Advisory Committee as outlined in Resolution No. 2017-01.
2. Request additional information from Staff before taking action.

RECOMMENDATION: Staff recommends Option 1; affirming the rotation of officers for the Monrovia Renewal Citizen Advisory Committee.

COMMITTEE ACTION REQUIRED: If the Citizen Advisory Committee concurs, the appropriate action would be a motion to adopt Resolution No. 2017-01.

RESOLUTION NO. 2017-01

A RESOLUTION OF THE MONROVIA RENEWAL CITIZEN ADVISORY COMMITTEE OF THE CITY OF MONROVIA, CALIFORNIA, AFFIRMING THE SELECTION OF OFFICERS PURSUANT TO RESOLUTION NO. 2015-60 OF THE MONROVIA CITY COUNCIL

WHEREAS, on June 2, 2015, the City Council adopted the Fiscal Year 2015-2017 Budget, which appropriated funds to manage the Monrovia Renewal Capital Improvement Plan, a comprehensive infrastructure improvement plan aimed at making citywide repairs to the water system, sewer collection system, streets, sidewalks, curbs, and gutters; and

WHEREAS, on December 1, 2015, the City Council adopted Resolution No. 2015-60 establishing a Monrovia Renewal Oversight Committee composed of five members appointed by the City Council; and

WHEREAS, pursuant to Resolution No. 2015-60, this Committee shall discharge its oversight duties by meeting on a quarterly basis to review: (1) Status of the overall project budget; (2) Project administration; (3) Public outreach and communication; and (4) Project schedules and coordination of work; and

WHEREAS, this Committee has been formed and the initial meeting occurred on March 30, 2016, where the Committee Members were sworn in as public officials, and the Chair, Vice Chair, and Secretary have been selected per Resolution No. 2016-01; and

WHEREAS, pursuant to Resolution No. 2016-01, the positions of Chair, Vice Chair, and Secretary will remain in effect for a one-year term, and are then subject to rotation; and

WHEREAS, on September 20, 2016, the City Council approved the renaming of the Monrovia Renewal Oversight Committee to the Monrovia Renewal Citizen Advisory Committee as outlined in Resolution No. 2016-35; and

WHEREAS, at its regular meeting on March 28, 2017, the positions have rotated and the new Chair, Vice Chair, and Secretary have been selected, and by this Resolution the Committee affirms its actions.

NOW, THEREFORE, BE IT RESOLVED BY THE MONROVIA RENEWAL CITIZEN ADVISORY COMMITTEE:

SECTION 1. The Chair of the Committee is _____. The Chair shall be responsible for managing the quarterly meetings and leading the proceedings.

SECTION 2. The Vice Chair of the Committee is _____. The Vice Chair shall be responsible for performing the duties of the Chair in his or her absence.

SECTION 3. The Secretary of the Committee is _____. The Secretary shall be responsible for reviewing and approving the minutes taken by Staff for each quarterly meeting.

SECTION 4. These positions will remain in effect for a one-year term, rotating after four quarterly meetings.

SECTION 5. This Resolution shall be effective immediately upon adoption.

SECTION 6. The Secretary of the Committee shall certify to the adoption of this Resolution.

APPROVED AND ADOPTED this 28th of March, 2017.

_____, Chair
Monrovia Renewal Citizen Advisory Committee

ATTEST:

_____, Secretary
Monrovia Renewal Citizen Advisory
Committee