



MONROVIA RENEWAL OVERSIGHT COMMITTEE AGENDA REPORT

DEPARTMENT: Public Services

MEETING DATE: March 30, 2016

PREPARED BY: Brittany Mello, Management Analyst

AGENDA LOCATION: AR-1

TITLE: Selection of Officers for Monrovia Renewal Oversight Committee, Resolution No. 2016-01

OBJECTIVE: To affirm the selection of three officers – Chair, Vice Chair, and Secretary – from among the members of the Oversight Committee and the procedures for selecting these positions

BACKGROUND: The Monrovia Renewal Capital Improvement Plan (“Monrovia Renewal”) is a comprehensive infrastructure improvement program aimed at making citywide repairs and enhancements to the water system, sewer collection system, street, sidewalks, curbs, and gutters. Monrovia Renewal was developed over the last year by integrating the recently-commissioned Water Master Plan, Sewer Master Plan, and Street Master Plan, which identified the needed repairs and improvements to the City’s vital infrastructure. Monrovia Renewal is estimated to cost approximately \$51.7 million.

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.

ANALYSIS: The following selection process is recommended:

Selection Procedures:

For the selection of officers, namely Chair, Vice Chair, and Secretary, it is recommended that the 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 Oversight Committee may be held, which would require three (3) affirmative votes to select each contested position.

Given the lack of the Chairperson, Staff will facilitate the selection of the Chair. Then, the newly-selected Chair will conduct the remainder of the meeting, including selection of the Vice Chair and Secretary as the next orders of business.

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. Including the initial meeting, this would put the first officer rotation in February 2017. Since the Committee Members have been appointed for a term of five years, it is recommended that each Committee Member have the opportunity to serve in each position.

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

1. Approve the selection of officers for the Monrovia Renewal Oversight Committee and the policies and procedures governing the Committee as outlined in Resolution No. 2016-01.
2. Request additional information from Staff before taking action.

RECOMMENDATION: Staff recommends Option 1; affirming the selection of officers and procedures for the Monrovia Renewal Oversight Committee.

COMMITTEE ACTION REQUIRED: If the Oversight Committee concurs, the appropriate action would be a motion to adopt Resolution No. 2016-01.

RESOLUTION NO. 2016-01

A RESOLUTION OF THE MONROVIA RENEWAL OVERSIGHT 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 has occurred on March 30, 2016; and

WHEREAS, at its initial meeting, the Committee Members have been sworn in as public officials, and the 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 OVERSIGHT 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 30th of March, 2016.

_____, Chair
Monrovia Renewal Oversight Committee

ATTEST:

_____, Secretary
Monrovia Renewal Oversight Committee