

**MINUTES OF THE REGULAR MEETING OF THE
MONROVIA RENEWAL OVERSIGHT COMMITTEE
HELD WEDNESDAY, MARCH 30, 2016 AT 7:00 P.M.**

CONVENE: City Clerk Alice Atkins convened the Regular Meeting of the Monrovia Renewal Oversight Committee on Wednesday, March 30, 2016 at 7:00 p.m. in the Community Center Monroe Room, Monrovia, California. Staff in attendance: City Manager Oliver Chi, Public Services Director Tina Cherry, Public Works Division Manager Sean Sullivan, Management Analyst Brittany Mello and Senior Administrative Assistant Susan Matthews.

PLEDGE OF ALLEGIANCE: City Clerk Alice Atkins led the Flag Salute.

ROLL CALL: Committee Members Bowen, Foltz, Pokrajac, Shieff and Wall all present.

PRESENTATIONS:

PR-1 Introductions of Committee Members and Monrovia Renewal Staff

Management Analyst Brittany Mello asked the Committee Members and Monrovia Renewal Staff to introduce themselves.

PR-2 Administration of Oath of Office to Committee Members by City Clerk

City Clerk Alice Atkins administered the Oath of Office.

PUBLIC INPUT: None

ADMINISTRATIVE REPORTS

AR-1 Selection of Officers for Monrovia Renewal Oversight Committee, Resolution No. 2016-01

Management Analyst Brittany Mello reviewed the agenda report. Ms. Mello advised the Committee members of the responsibilities of each office and asked the Committee Members to volunteer for the available positions.

Committee Members Pokrajac and Shieff volunteered for the Chairperson position. Each Committee Member was then asked to speak on their experience. Committee Member Pokrajac went first and described his extensive construction and management experience. Committee Member Shieff withdrew thereby leaving the Chairperson position to Daniel Pokrajac.

Committee Member Shieff volunteered for Vice Chair – uncontested.

Committee Member Bowen nominated herself for Secretary – uncontested.

It was moved by Committee Member Wall and seconded by Committee Member Bowen to adopt Resolution No. 2016-01, approving the officers as nominated. The motion carried unanimously.

CC-1

REPORTS FROM STAFF:

- a) **Monrovia Renewal Project Overview:** City Manager Oliver Chi addressed the Committee. Mr. Chi presented background information on how the project was developed and what water system, sewer system, and street repairs and improvements will be addressed through the project with the assistance of a PowerPoint presentation. Mr. Chi also discussed what will be included in the project and what will be handled as separate capital improvement projects. During the presentation, Mr. Chi answered questions from the Committee, including the timeline of the project, budget tracking, repairs to sidewalks, tree removals, bike lanes, and coordination with utilities.
- b) **Project Administration Update:** Public Services Director Tina Cherry addressed the Committee. She advised the Committee that Management Analyst Brittany Mello will be the primary staff contact for Committee. Ms. Cherry then continued with her portion of the PowerPoint presentation and discussed the administrative procedures in place for the project. Ms. Cherry explained that staff will be improving efficiencies in our operations through a new Geographical Information System (GIS) to track improvements and plans for ongoing maintenance, new accounting processes for budget tracking, and staff additions and adjustments. Ms. Cherry also explained the role of the Committee as liaisons to the community.
- c) **Monrovia Renewal Project Status:** Public Works Division Manager Sean Sullivan addressed the Committee. Mr. Sullivan also continued with his portion of the PowerPoint presentation. He provided details on the contracts that the Council has awarded thus far and what project components are currently underway. The Committee was particularly interested in the sidewalk concrete cutting, which Mr. Sullivan then described in greater detail to highlight the lower cost of using this method. Mr. Sullivan also gave updates on contracts that are in process and those that will be taken to the City Council soon.
- d) **Budget Update:** Management Analyst Brittany Mello addressed the Committee. Ms. Mello continued with her portion of the PowerPoint presentation. She discussed how the budget was developed for the project, and the sources of funding, including LA County's Proposition C and Measure R sales taxes, and the new water and sewer rates that were raised through the Proposition 218 process in November 2015.
- e) **Project Schedules and Coordination of Work Update:** Management Analyst Brittany Mello continued with the PowerPoint presentation to provide information on the project timeline and coordination of work. She advised the Committee that we are currently working in the Southeast (SE) and Southwest (SW) sections of the City. Work will be completed in one segment before moving onto the next segment to help minimize the impact on residents. A map was provided to the Committee members showing the different areas and the timeline for the project.
- f) **Public Outreach and Communication Update:** Management Analyst Brittany Mello continued the discussion on how the work will impact residents, what residents should be on the lookout for, and the need for the Oversight Committee to help raise awareness among our residents and be advocates for the process. The Monrovia Renewal logo was introduced to the Committee.

REPORTS FROM COMMITTEE MEMBERS / DIRECTION TO STAFF: Since this was the first meeting of the Committee, this time was used to answer the Committee's questions. Staff discussed that they would schedule a tour of the City's water facilities to show the Committee how the system operates. The Committee directed Staff to provide the following information at the next meeting:

- Copies of the PowerPoint presentation and maps
- Clarification on the roles of the Committee and fulfilling their oversight responsibilities
- Provide additional budget details
- Provide list of planned outreach activities
- Show the Committee an example of what the sidewalk concrete cutting looks like
- Keep the Committee updated on future developments with the water meter replacement program

NEXT SCHEDULED MEETING: The next Regular Meeting of the Monrovia Renewal Committee is scheduled for Wednesday, May 25, 2016 at 7:00 p.m., in the Monrovia Community Center, 119 West Palm Avenue, Monrovia, California.

AJOURNMENT: Chair Pokrajac adjourned the meeting at 9:59 p.m.

APPROVED:

Keshia Bowen, Secretary

CC-1