

**MINUTES OF THE REGULAR MEETING OF THE
MONROVIA RENEWAL OVERSIGHT COMMITTEE
HELD WEDNESDAY, AUGUST 10, 2016 AT 7:10 P.M.**

CONVENE: Chair Pokrajac convened the Regular Meeting of the Monrovia Renewal Oversight Committee on Wednesday, August 10, 2016 at 7:10 p.m. in the Monroe Room at the Monrovia Community Center, 119 W. Palm Ave., Monrovia, California. Staff in attendance: City Manager Oliver Chi, Public Services Director Tina Cherry, Deputy City Manager Lauren Vasquez, Public Services Manager Sean Sullivan, Management Analyst Brittany Mello, and Senior Administrative Assistant Susan Matthews.

PLEDGE OF ALLEGIANCE: Secretary Bowen led the Flag Salute

ROLL CALL: Committee Member Foltz, Secretary Bowen, Vice Chair Shieff, and Chair Pokrajac present. Committee Member Wall absent and excused.

CONSENT CALENDAR: **It was moved by Committee Member Foltz, seconded by Vice Chair Shieff to approve the consent calendar.** The motion carried unanimously. The Consent Calendar consisted of the following Agenda items:

CC-1 Unadopted Minutes of the June 1, 2016 Regular Meeting: The Committee adopted the Minutes of the June 1, 2016 Regular Meeting.

PRESENTATIONS: None

PUBLIC INPUT: None

ADMINISTRATIVE REPORTS:

AR-1 Consideration to Rename the Monrovia Renewal Oversight Committee

Management Analyst Brittany Mello reviewed the report and the Committee's duties as laid out in the Resolution establishing the Committee, discussed the rationale behind the name change, and provided a name recommendation for the committee to consider.

Following discussion, **it was moved by Vice Chair Shieff, seconded by Secretary Bowen to approve recommending the renaming of the Monrovia Renewal Oversight Committee to the Monrovia Renewal Citizen Advisory Committee, and direct Staff to present this recommendation for City Council's consideration.** The motion carried unanimously.

REPORTS FROM STAFF:

- a) **Project Administration, Status, Schedules, and Coordination of Work Update:** Public Services Manager Sean Sullivan addressed the Committee. He discussed in detail the status of the current projects including;
- SW/SE Water Improvements awarded to Ramona
 - Water Service Line Repair awarded to T.A. Rivard (funded separately through the Water Fund)
 - Sewer Pipeline awarded to Grbcon
 - Electric Panel at the Wellfield and Ridgeside Reservoir awarded to Civiltec

CC-1

There was discussion regarding the number of bids received on each project. Staff offered to send copies of the council reports, following an award of contract, that contain information on the bids received. They can also review the reports on the City website. Mr. Sullivan advised the committee that the request for bids is posted online, in local publications, and in trade publications through the services of Dodge Data Analytics.

Other items discussed were:

- Street Improvements – Currently out to bid; plan to award contract at September 6th City Council meeting
- Sewer Lining and Point Repairs – Currently out to bid
- Sewer Cleaning and CCTV are complete

b) Budget Update: City Manager Oliver Chi addressed the Committee to discuss the new budget format that was developed for the Committee, based on their feedback. The new format gives preliminary estimates broken out by system (streets and sidewalks, sewer, and water), rather than by funding source. Staff received additional feedback from the Committee on the new format.

Mr. Chi did point out that costs are a little high in the SW/SE section due to additional deferred maintenance found in the water system that warrant more repairs and improvements. Staff is working closely with our engineering team and consultants to control the costs in this area and to develop a plan going forward.

The committee agreed that the new format presented was acceptable. Staff will populate preliminary estimates in the fields and add the Engineers' estimates.

c) Public Outreach and Communication Update: Management Analyst Brittany Mello addressed the committee and shared some of the outreach work as follows:

- a. The Monrovia Renewal list serve has 95 residents signed up.
- b. City Managers Weekly is being utilized to deliver information.
- c. The first email blast went out this week detailing where repairs are going to take place.
- d. The website has the most up to date information including a FAQ for residents.
- e. Electronic message boards are in use.
- f. Before each contractor gets started, they place notices at each residence in the area. Staff may send an additional work notice with more information if needed.
- g. Full page article was included in the next issue of Monrovia Today.
- h. Presentations are continuing internally and at City sponsored events.
- i. Meeting with all of the Boards and Commissions in October to help get the word out.
- j. Groundbreaking Ceremony will be held around the time we begin street repairs.

Following her report, Ms. Mello asked the committee to consider making recommendations for future giveaways at events.

REPORTS/ANNOUNCEMENTS FROM COMMITTEE MEMBERS:

Chair Pokrajac recommended adding more pictures to our outreach materials, including before and after photos of the work being done.

NEXT SCHEDULED MEETING: The next Regular Meeting of the Monrovia Renewal Oversight Committee is scheduled for a time and place to be determined in the next quarter.

AJOURNMENT: Chair Pokrajac adjourned the meeting at 8:41 p.m.

APPROVED:

Keshia Bowen, Secretary

CC-1