



CITY OF MONROVIA
OFFICE OF THE CITY CLERK
M E M O R A N D U M

TO: MAYOR AND CITY COUNCIL
FROM: SARAH GODINEZ, CMC, DEPUTY CITY CLERK
DATE: FEBRUARY 3, 2026
SUBJECT: FEBRUARY 3, 2026 – REGULAR MEETING

Below are changes and updates related to tonight's meeting agenda.

ADMINISTRATIVE REPORTS

AR-2 Amendment to City Council Protocols in Administrative Policy File No. 1.31 to Clarify Details Regarding City Council Liaison and Other Appointments, the Appointment of the Mayor Pro Tem, and other City Council Protocols
Staff Reference: Craig Steele, City Attorney

Please note the ***update to section eight of the attached administrative policy.***

ADJOURNMENT

IN MEMORY OF

Stella Vickers, Mother of Code Enforcement Officer Charlotte Cush

Shirley Arnetha Cole, Aunt, and Walter Wayne Hardwick, Brother-In-Law of Genia Mills

Steve Mikity, Retired Monrovia Fire Department Engineer

Mary Stohlman, Long-time resident and active member of the Monrovia Historical Preservation Group (MOHPG)

CITY OF MONROVIA

FILE NO. 1.31
ADMINISTRATIVE POLICY

SUBJECT: City Council Protocols

EFFECTIVE DATE: ~~December~~February 4-1, 2026~~04~~, Revised February 3, 2026~~August 5,~~
2014

I. POLICY OBJECTIVE:

To provide an effective environment for the City Council to provide leadership.

II. AUTHORITY:

Chapters 2.08 and 2.12 of the Monrovia Municipal Code.

III. ASSIGNED RESPONSIBILITY:

Office of the City Manager.

IV. APPLICABILITY:

Applicable to the elected Mayor and City Councilmembers.

V. POLICY:

City Council protocols are established to define the general goals of the City Council, guide present and future decisions, and define acceptable procedures. Certain state laws and other established regulations exist which govern various responsibilities of the City Council. These protocols are not intended to duplicate or repeat any existing statutes or regulations.

1. Newly-Elected Members

Newly-elected Mayor and Councilmembers will be sworn into office at ~~the~~ regular Council meeting following the municipal election in which the results of the municipal election are certified. The seated Mayor and City Council will convene the meeting and act upon the canvass of votes. Newly elected Councilmembers will be administered the oath of office and immediately be seated at the dais to transact the order of business.

Newly-elected Mayor and Councilmembers are subject to the provisions of the Brown Act immediately upon election, even before being sworn into office. However, until they are formally seated, they shall not be allowed to attend Closed Sessions of the sitting Council.

2. Duties of Mayor and Mayor Pro Tem

The Mayor shall preside at the meetings of the City Council, and shall serve as the spokesperson for the City Council.

If he/she is absent or unable to act, the Mayor Pro Tem shall preside over the Council until the Mayor returns or is able to act. In the absence of both, the most senior City Councilmember shall preside.

The Mayor will nominate persons to City commissions, boards and committees, with approval of the City Council.

3. Selection of Mayor Pro Tem

The Mayor Pro Tem shall be ~~elect~~appointed by the City Council for a ~~two~~one-year term at the reorganizational meeting ~~occurring~~at which the time the newly-elected Mayor and Councilmembers are seated. The position of Mayor Pro Tem shall rotate annually among the members of the City Council other than the Mayor, and shall be appointed based on order of seniority. Should any Councilmembers have the same time of service on the Council and be eligible to rotate into the position of Mayor Pro Tem, the City Clerk shall notify the City Council of the seniority order based on the number of votes each Councilmember received at their most recent election. It shall take a 4/5 of the entire City Council to deviate from the rotation based on seniority in any given year.

4. Seating Order on the Dais

The Mayor shall take the center seat on the City Council dais, and the Mayor Pro Tem shall be seated to the Mayor's immediate left. The other members of the City Council may choose their seats on the dais in order of seniority on the City Council. Should any Councilmembers have the same time of service on the Council, The City Manager shall determine the seniority order based on the number of votes each Councilmember received at their most recent election.~~At the time of the City Council reorganization, the Mayor shall have the prerogative to designate the seating order for the City Council dais.~~

5. Placement of a Matter on the Agenda

The City Manager shall set the order of the Agenda items; however, any member of the City Council may, with approval of the majority of the City Council at a City Council meeting, request that a matter be placed on the Agenda to be considered as a matter of City business. Any member of the City Council may request an item to be placed on a future agenda~~ized~~ for discussion by the City Council by contacting the City Manager in advance of the publication of the Agenda.

6. Representation at Ceremonial Functions

The Mayor shall represent the City Council at ceremonial functions. From time to time, City Councilmembers may be asked to make a ceremonial presentation to a group or association. Unless specifically called upon by that group or association, that individual City Councilmember should redirect the request to the Mayor. The Mayor

may, at his/her own discretion, ask that City Councilmember or another City Councilmember to represent the Council at the function. City staff shall periodically advise each member of the Council of such presentations and functions, regardless of which member of the Council is attending.

The Mayor and City Councilmembers shall be reimbursed for admission and meal expenses to attend ceremonial functions from their respective budgets as outlined in Administrative Policies 1.26 and 1.29.

7. Commendations, Proclamations, Recognition Certificates
Requests to individual City Councilmembers for special recognition, whether for the City Council Agenda or at ceremonial presentations away from the City Council meeting, shall be approved in advance by the Mayor with prior notification given to the rest of the City Council.

8. Appointments to City Commissions, Boards, Committees and Outside Committees, Agencies
The Mayor shall appoint City Council liaisons to City commissions, boards and committees for two year terms, ~~respectively~~. The Mayor and City Council shall attempt to reach consensus in advance regarding the City Council liaison assignments. Attendance at meetings by Council Liaisons and/or City Councilmembers is for the purpose of gaining information and, as such, they are not voting members of the respective commissions, boards or committees. Except where specified otherwise in the Municipal Code, City Councilmembers shall not act as ex-officio members of these bodies and shall not attempt to influence decisions of the commissions, boards and committees. All appointments are subject to majority vote approval by the City Council.

The Mayor shall appoint City Councilmembers to represent the City to various outside agencies and associations. ~~Terms are~~ for two years unless the term or the method of designation is otherwise specified by the respective agency or association. In making such appointments, the Mayor shall give appropriate consideration to any current or upcoming leadership positions a current City representative holds with an outside agency or association. All mayoral appointments are subject to majority vote approval by the City Council.

9. Use of City Letterhead
The Mayor and City Councilmembers' correspondence written with City resources (i.e., letterhead, typing, staff support, postage, etc.) will reflect the position of the full City Council – not individual Councilmembers positions. All such, correspondence using City resources shall be copied to the full City Council by City staff. The Mayor and individual Councilmembers may purchase their own stationary, at their personal expense and which shall not display the City letterhead or logo, for purposes of expressing their own personal views and opinions.

10. City Council Letters and Correspondence
The City Council receives, both collectively and individually, numerous letters, emails and phone messages from colleagues and constituents. Staff in the Office of the City Manager will open and process all business mail. The Mayor and City Councilmembers will receive a packet of the business mail, and all unopened “personal and confidential mail”, on a weekly basis. Staff will attach notations asking for instructions. Also refer to Administrative Policy 3.81, containing detailed information regarding email, personal computers and internet access.

~~11. Use of Mayor and City Council Office~~

~~The Mayor and City Councilmembers may avail themselves of the Mayor and City Council Office for official City business during regular City Hall hours, unless otherwise arranged with the City Manager. Schedules for use of the office are maintained by the Executive Assistant to the City Manager/City Council.~~

~~The Mayor and City Council may host events and working sessions for official City business (for their outside agency liaison assignments, for example) at City facilities. For events scheduled for non-normal business hours, the Library, Community Center and/or Historical Museum shall be utilized.~~

112. City Facility Keys

Keys or key cards to City facilities are issued to full time, regular employees.

123. Use of City Vehicles

City vehicles are available to the Mayor and City Council for official City business when not in use or reserved for operational functions. Vehicle use must be arranged beforehand withrough the City Manager's office~~Executive Assistant to the City Manager/City Council~~. Additional information regarding Use of Public Resources can be found in Administrative Policy 1.26.

134. Complaints Regarding Performance of Staff

Any concerns by a member of the City Council over the behavior or work of a City employee shall be directed to the City Manager privately to ensure the concern is resolved. Councilmembers shall not endeavor to discipline or guide employees directly, nor shall they communicate their personnel concerns to any employee other than the City Manager.

145. Citizen Complaint Process

All complaints directed to the Mayor or City Council shall be given to the Mayor and a copy forwarded to the City Manager's office for tracking and resolution purposes. The Mayor shall provide direction for responding to the complaint, and the City Manager's Office will coordinate the response. Councilmembers are discouraged from responding directly to complaints without coordinating with the City

Manager's Office to ensure a unified response and to prevent dual efforts in the event another department is already preparing a response. Staff will copy or otherwise communicate their response to the entire City Council.

156. Requests for Staff Research

City Councilmember requests for research or information shall be directed to the City Manager.

167. Distribution of Information

Responses to requests for information will be copied to the entire City Council.

178. City Council/Staff Relationships

Staff shall acknowledge the City Council as policymakers and the City Council shall acknowledge staff as administering and executing the City Council's policies.

189. Communications with Staff

City Councilmembers are encouraged to contact executive staff members directly to ask questions for clarification or to request general information. A City Councilmember shall not direct staff to initiate any action, change a course of action, or prepare any report that is significant in nature; nor shall a City Councilmember initiate any project or study without the approval of a majority of the City Council. All requests for research or information shall be directed to the City Manager.

1920. Communications with Media

The Mayor is the designated representative of the City Council to represent and speak with the media on ~~the~~ official City positions. If an individual Councilmember is contacted by the media, the Councilmember should be clear about whether his/her comments represent the official City position or a personal viewpoint. Requests for information regarding the City's newsletters, web pages, press releases, etc., should be referred to the Public Information Officer/~~Assistant Deputy~~ City Manager for response.

204. Handling of Litigation and Other Confidential Information

City Councilmembers shall keep all written materials and verbal information provided to them on matters that are confidential under State law in complete confidence to ensure that the City's position is not compromised. No disclosure or mention of information in these materials shall be made to anyone other than City Councilmembers, the City Attorney or City Manager.

212. Representing Majority Decision vs. Individual Opinion

If a member of the City Council appears before another governmental agency or community organization to give a statement on an issue

affecting the City, the City Councilmember should first indicate the majority position and opinion of the City Council, if there is one. Personal opinions and comments may be expressed only if the City Councilmember clarifies that these statements do not represent the position of the City Council.

223. Members of the City Council Voting Outside of City Council Meeting

If a member of the City Council appears before another governmental agency or organization as the representative of the whole Council to vote on an issue affecting the City, the City Councilmember (or designee) should make a reasonable effort to vote consistently with ~~in~~ the majority position and opinion of the entire City Council. If the voting Councilmember is unsure of the majority position on the item, the voting member must notify the other Councilmembers prior to the vote. Additionally, all members taking votes outside of the City Council must present a regular quarterly report of those votes to the entire City Council.

~~Francis M. Delach~~Dylan Feik, ~~Interim~~ City Manager

APPROVED AS TO FORM:

Craig A. Steele, City Attorney