



CITY COUNCIL AGENDA REPORT



DEPARTMENT: City Manager's Office

MEETING DATE: November 21, 2023

STAFF REFERENCE: Alice D. Atkins, MMC, City Clerk

AGENDA LOCATION: CC-1

TITLE: Unadopted Minutes of the November 3, 2023, Special Meeting and the November 7, 2023, Special and Regular Meetings of the Monrovia City Council

OBJECTIVE: To adopt the meeting Minutes of the Monrovia City Council

BACKGROUND: The purpose of the Minutes is to record the actions taken by the legislative body.

RECOMMENDATION: Staff recommends that the City Council adopt the Minutes of the Special and Regular Monrovia City Council Meetings.

COUNCIL ACTION REQUIRED: If the City Council concurs, the appropriate action would be a motion to adopt the Minutes of the November 3, 2023, Special Meeting and the November 7, 2023, Special and Regular Meetings.

**MINUTES OF THE SPECIAL MEETING OF THE
MONROVIA CITY COUNCIL
HELD TUESDAY, NOVEMBER 3, 5:00 P.M.**

Mayor Becky Shevlin convened the Special Meeting of the Monrovia City Council of Friday, November 3, 2023, at 5:00 p.m. at Monrovia Canyon Park – Fireman’s Flat, 1200 N. Canyon Boulevard, Monrovia, California, for Review of Canyon Park Family Campout Program and Teambuilding Activities. All members were present, in addition to City Manager Dylan Feik, City Clerk Alice D. Atkins, and City Attorney Craig Steele. Mayor Shevlin adjourned the meeting at 8:00 p.m.

APPROVED:

ATTEST:

Becky A. Shevlin, Mayor

Alice D. Atkins, MMC, City Clerk

**MINUTES OF THE REGULAR AND SPECIAL MEETINGS OF THE
MONROVIA CITY COUNCIL
HELD TUESDAY, NOVEMBER 7, 2023, 7:30 P.M.**

SPECIAL MEETING: Mayor Becky A. Shevlin convened the Special Meeting of the Monrovia City Council on Tuesday, November 7, 2023, at 6:00 p.m., to recognize graduates of the Monrovia Area Partnership (MAP) Youth and Adult Leadership Academies. All members were present, with the exception of Councilmember Crudginton, who was excused. Mayor Shevlin adjourned the special meeting at 6:30 p.m.

CLOSED SESSION: Mayor Shevlin convened the Closed Session of the Monrovia City Council on Tuesday, November 7, 2023, at 7:00 p.m., to discuss: CS-1 Conference with Real Property Negotiator pursuant to Government Code §54956.8; 324-328 S. Myrtle; City Negotiator: City Manager; Negotiating Party: Monrovia Old Town Office Retail Motor LLC; Under Negotiation: Price and Terms of Payment. All members were present, with Councilmember Crudginton participating via teleconference. Mayor Shevlin adjourned the closed session at 7:35 p.m.

CONVENE: Mayor Shevlin convened the Regular Meeting of the Monrovia City Council of Tuesday, November 7, 2023, at 7:41 p.m. in City Council Chambers. In attendance were City Manager Dylan Feik, City Attorney Craig A. Steele, Assistant to the City Clerk Sarah Godinez, and Assistant City Manager Lauren Vasquez.

INVOCATION: Police Chaplain Terrence Brown led the invocation.

PLEDGE OF ALLEGIANCE: Councilmember Dr. Tamala Kelly led the pledge of allegiance.

The City Council received a request from Councilmember Gloria Crudginton to participate remotely due to an emergency. **It was moved by Mayor Pro Tem Spicer, seconded by Councilmember Jimenez, to approve Councilmember Crudginton's participation remotely pursuant to Government Code Section 54953(f).** The motion carried unanimously by roll call vote.

ROLL CALL: In attendance were Councilmembers Gloria Crudginton, Sergio P. Jiménez, Dr. Tamala Kelly, Mayor Pro Tem Larry Spicer and Mayor Becky A. Shevlin.

REPORT OF CLOSED SESSION: City Attorney Craig Steele stated that the City Council met in closed session to discuss the item on the posted agenda, and took no reportable action; all members were present.

PRESENTATIONS/PROCLAMATIONS:

PR-1 Proclaiming November 2022 as "Pulmonary Hypertension Awareness Month": The Mayor and City Council presented a proclamation to Barbara Gholar and the 02 Breathe Walk committee.

PR-2 Proclaiming November 12-19, 2023, as United Against Hate Week: The Mayor and City Council proclaimed November 12-19, 2023, as United Against Hate Week.

PR-3 Presentation of Check by Assemblymember Chris Holden for Canyon Park: Assemblymember Chris Holden presented a large ceremonial check to the Mayor and City Council in the amount of \$2,000,000 for the Rehabilitation of Canyon Park.

STUDENT GOVERNMENT REPRESENTATIVE: Student Liaison Guadalupe Hilario provided an update on happenings at Monrovia High School.

ORDER OF BUSINESS: There were no changes to the order of business

CONSENT CALENDAR: **It was moved by Councilmember Jimenez, seconded by Mayor Pro Tem Spicer, to approve the consent calendar.** The motion carried unanimously by roll call vote. The consent calendar consisted of the following items:

CC-1 Unadopted Minutes of the October 17, 2023, Special and Regular Meetings of the Monrovia City Council: The City Council adopted the Minutes of the October 17, 2023, Special and Regular Meetings of the Monrovia City Council.

CC-2 Payroll No. 22 in the Net Amount of \$\$763,373.40, and Warrant Registers dated October 19,

October 26 and November 2, 2023, in the Total Amounts of \$951,666.57, \$925,062.72 and \$369,510.20, Respectively: The City Council approved Payroll No. 22 in the net amount of \$763,373.40, and Warrant Registers dated October 19, October 26 and November 2, 2023, in the total amounts of \$951,666.57, \$925,062.72 and \$369,510.20, respectively.

CC-3 Cancellation of the January 2, 2024, and March 5, 2024, Regular City Council Meetings: The City Council canceled the Regular City Council Meetings of January 2, 2024, and March 5, 2024.

CC-4 Memorandum of Agreement with the San Gabriel Valley Council of Governments and Foothill Unity Center, Inc., to Support the Establishment of a Sub-Regional Food Recovery Hub for the Period Ending April 30, 2027: The City Council approved the Memorandum of Agreement with the San Gabriel Valley Council of Governments and Foothill Unity Center, Inc., to support the establishment of a sub-regional food recovery hub for the period ending April 30, 2027, and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

CC-5 Award of Contract to Pro Services General Contractors to Patch and Reseal the Playground Surface at Library Park in an Amount Not to Exceed \$32,368.80, and Authorize a Contingency Amount Not to Exceed \$3,236.88, for a Total Expenditure in an Amount Not to Exceed \$35,605.68: The City Council approved a construction contract with Pro Services General Contractors to patch and reseal the playground surface at Library Park in an amount not to exceed \$32,368.80; authorized a contingency amount not to exceed \$3,236.88, for a total expenditure in an amount not to exceed \$35,605.68; and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

CC-6 Acceptance of Work, Filing Notice of Completion, and Release Retention Funds to Layne Christensen Company for the Rehabilitation of the Treatment Tower 3 and Treatment Tower 4 Booster Pumps: The City Council accepted the work of Layne Christensen Company for the Rehabilitation of the Treatment Tower 3 and Treatment Tower 4 Booster Pumps, authorized the City Clerk to file the Notice of Completion, and directed staff to release retained funds in accordance with the contract provisions and applicable law.

CC-7 Purchase of One (1) 2024 Caterpillar 430 Backhoe Loader from Quinn Cat, and Two (2) 2023 Chevrolet Colorado Trucks in a Total Amount Not to Exceed \$301,121.20; Authorize a Contingency Amount Not to Exceed \$30,112.12, for a Potential Total Expenditure Not to Exceed \$331,233.32; Find that Negotiation Instead of Formal Quote Process Will Best Serve the City Due to the Specialized Circumstances of Vehicle Purchases: The City Council approved the purchase of a 2024 Caterpillar 430 backhoe loader from Quinn Cat and two (2) 2023 Chevrolet Colorado trucks in a total amount not to exceed \$301,121.20; authorized a contingency amount not to exceed \$30,112.12, for a total potential expenditure not to exceed \$331,233.32; found that negotiation instead of formal quote process will best serve the City due to the specialized circumstances of vehicles purchases currently, and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

CC-8 Reject All Bids and Re-solicit Bids, Subject to Pre-Qualification of Bidders, for the Canyon Park Infrastructure Improvement Project (as Modified), Project #G-961: The City Council rejected the five (5) bids received for the Canyon Park Infrastructure Improvement Project, Project #G-961, and authorized staff to complete a subsequent public bid process for this project, including pre-qualification of bidders.

CC-9 Purchase of One (1) 2023 Ford Explorer XLT Utility Vehicle from Envision Ford of Duarte in the Amount of \$48,988.43 and the Installation of New Emergency Equipment by West Coast Lights and Siren in an Amount Not to Exceed \$9,000.00: The City Council approved the purchase of one (1) 2023 Ford Explorer Utility vehicle from Envision Ford of Duarte in the amount of \$48,988.43 and installation of new emergency equipment by West Coast Lights and Siren in the amount of \$9,000.00.

CC-10 Service Request and Allocation of Funds in the Amount of \$25,500.00 for Portions of the County of Los Angeles California Avenue Road Improvement Project located within the Incorporated City Boundaries: The City Council authorized staff to submit a Service Request to the County of Los Angeles and allocate \$25,500.00 for portions of the California Avenue Road Improvement Project that fall within the incorporated boundaries of the City, and authorized the City Manager to execute the necessary project documents in a form approved by the City Attorney.

CC-11 Consent to Assignment and Acknowledgement of Assigned Contract for the Transfer of the City's Agreements with Empire Transportation, Inc. for the Provision of ADA Compliant Accessible

Transportation Services and After School Youth Sports Program Participants, to Pro Park, LLC, for the Period Ending June 30, 2026: The City Council authorized the City Manager to execute the Consent to Assignment and Acknowledgement of Assigned Contract for the transfer of the City's Agreements with Empire Transportation, Inc., for the provision of ADA compliant accessible transportation services and After School Youth Sports program participants to Pro Park, LLC, for the period ending June 30, 2026, in a form approved by the City Attorney.

CC-12 Temporary Appointment of a Retired Annuitant to Fill the Neighborhood and Business Services Division Manager Position in the Community Development Department Pursuant to Government Code Section 21221(h); Resolution No. 2023-44: The City Council adopted Resolution No. 2023-44.

CC-13 Consultant Service Agreement with Michael Baker International, Inc., for Temporary Contract Planning Services in an Amount Not to Exceed \$60,000.00 for the Period Ending February 29, 2024, With One (1) Three-Month Option to Extend: The City Council approved an agreement with Michael Baker International, Inc., to provide temporary contract planning services in an amount not to exceed \$60,000 for the period ending February 29, 2024, and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

CC-14 Advisory for Limited City Operations December 25, 2023, through January 1, 2024: The City Council received and filed the report.

PUBLIC INPUT: Public comment was accepted by email prior to 3:00 p.m. on the day of the meeting, provided to City Council, and posted to City website.

1. Tony Alexandrovich, Monrovia
2. Juliana Oate, Monrovia Chamber of Commerce

PUBLIC HEARINGS / MEETINGS: None

REPORTS OF CITY MANAGER AND STAFF:

RCM-1 City Council Directives Update: City Manager Feik reviewed the City Council Directives, as well as upcoming initiatives.

RCM-2 Public Safety and Maintenance Activities at Station Square Park: City Manager Feik provided an overview related to public safety and the City's plan to combat homelessness regarding Station Square Park.

RCM-3 Municipal Water System Compliance Related to Per- and Polyfluoroalkyl Substances (PFAS): Alex Tachiki, Public Works Director, provided an overview regarding how the City monitors PFAS levels in our water.

RCM-4 March 5, 2024 Election Update: Sarah Godinez, Assistant to the City Clerk, provided an update regarding the upcoming Election.

REPORTS OF CITY COUNCILMEMBERS AND SUB-COMMITTEES:

RCC-1 Councilmember Gloria Crudgington had no report.

RCC-2 Councilmember Sergio P. Jiménez

- (a) Recent and upcoming events

RCC-3 Councilmember Dr. Tamala Kelly

- (a) Recent and upcoming events

RCC-4 Mayor Pro Tem Larry J. Spicer

- (a) Recent and upcoming events

RCC-5 Mayor Becky A. Shevlin

- (a) Recent and upcoming events
(b) Homeless Committee Proposed Citizens Initiative Ordinance

ADMINISTRATIVE REPORTS:

AR-1 Amendment to Title 2 (Administration and Personnel) and Title 15 (Buildings and Construction) of the Monrovia Municipal Code Pertaining to the Art in Public Places Ordinance; Introduction and First Reading of Ordinance No. 2023-04:

Craig Jimenez, Director, reviewed the agenda report.

It was moved Mayor Pro Tem Spicer, seconded by Councilmember Jimenez, to Introduce, waive further reading, and read by title only Ordinance No. 2023-04. The motion carried unanimously by roll call vote.

City Attorney Steele read the title of Ordinance No. 2023-04 as follows:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MONROVIA, CALIFORNIA, AMENDING TITLE 2 (ADMINISTRATION AND PERSONNEL AND TITLE 15 (BUILDINGS AND CONSTRUCTION) OF THE MONROVIA MUNICIPAL CODE PERTAINING TO ART IN PUBLIC PLACES

PUBLIC INPUT, CONTINUED, IF NEEDED: None

ITEMS PULLED FROM CONSENT CALENDAR, IF NEEDED: None

SCHEDULED MEETINGS: The next Regular Meeting of the Monrovia City Council was scheduled for Tuesday, November 21, 2023, 7:30 P.M.

ADJOURNMENT: At 9:36 p.m., Mayor Shevlin adjourned the meeting of the Monrovia City Council in memory of Dr. Wayne Dickason, step-father of Community Garden Director Dr. Kristen Ritzau; and Donna Mae Natali, Korean War Veteran and member of the Monrovia American Legion Post 44.

ATTEST:

APPROVED:

Becky A. Shevlin, Mayor

Alice D. Atkins, MMC, City Clerk