

**MINUTES OF THE REGULAR MEETING OF THE  
MONROVIA CITY COUNCIL  
HELD TUESDAY, DECEMBER 20, 2016, 7:30 P.M.**

**CONVENE:** Mayor Tom Adams convened the Regular Meeting of the Monrovia City Council of Tuesday, December 20, 2016, at 7:33 p.m. in City Council Chambers, 415 South Ivy Avenue, Monrovia, California. In attendance were City Manager Oliver Chi, City Attorney Craig A. Steele, and City Clerk Alice D. Atkins.

**INVOCATION:** Rev. Neil Tadken led the invocation.

**PLEDGE OF ALLEGIANCE:** Councilmember Larry J. Spicer led the Pledge of Allegiance.

**ROLL CALL:** In attendance were Councilmembers Gloria Crudginton, Becky A. Shevlin, Larry J. Spicer, Mayor Pro Tem Alexander C. Blackburn, and Mayor Tom Adams.

**REPORT OF CLOSED SESSION:** None.

**PRESENTATIONS/PROCLAMATIONS:**

**PR-1 Recognition of the 131st Anniversary of Shiloh AME Zion Church:** The Mayor and City Council presented a Certificate of Recognition.

**PR-2 Introduction of Newly Hired Employees:** Fire Chief Brad Dover, Deputy Administrative Services Director Buffy Bullis, Water Systems Manager Paul Zampielo, and Senior Management Analyst Brittany Mello introduced newly hired employees to the Mayor, City Council, and community.

**PR-3 Recognition of Holiday Home Decorating Contest Award Recipients:** Senior Recreation Supervisor Lisa Hansberger assisted the Mayor and City Council in recognizing the award recipients.

**STUDENT GOVERNMENT REPRESENTATIVE REPORT:** Student Liaison Martin Muneton was excused.

**ORDER OF BUSINESS:** There were no changes to the order of business. However, the Mayor, City Council, and City Manager Oliver Chi took the opportunity to recognize retiring Administrative Services Director/Assistant City Manager Mark Alvarado for his 24 years of dedicated service.

**CONSENT CALENDAR:** It was moved by Councilmember Shevlin, seconded by Councilmember Spicer, to approve the consent calendar. The motion carried unanimously. The consent calendar consisted of the following items:

**CC-1 Unadopted Minutes of the December 6, 2016, Special and Regular Meetings and the December 7, 2016, Special Meeting of the Monrovia City Council:** The City Council adopted the Minutes of the December 6, 2016, Special and Regular Meetings and the December 7, 2016, Special Meeting.

**CC-2 Payroll No. 25 in the Net Amount of \$730,799.17 and Warrant Register dated December 15, 2016, in the Total Amount of \$2,157,015.64:** The City Council approved Payroll No. 25 in the net amount of \$730,799.17 and Warrant Register dated December 15, 2016, in the total amount of \$2,157,015.64.

**CC-3 Cancellation of the January 3, 2017, City Council Meeting:** The City Council canceled the January 3, 2017, Regular City Council Meeting.

**CC-4 Approval of the 2017 Local Appointments List and Designation of the Monrovia Public Library to Receive a Copy of the List:** The City Council approved the Local Appointments List and designated the Monrovia Public Library to receive a copy of the list.

**CC-5 Amendment No. 1 to the Consultant Services Agreement with Nobel Systems, Inc. related to the Development of a Geographic Information System (GIS) for the Public Works Division:** The City Council approved Amendment No. 1 to the agreement with Nobel Systems, Inc., in an amount not to exceed \$50,000, and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

**CC-6 Consultant Services Agreement with Stetson Engineers, Inc., for On-Call Civil Engineering Services for the Period Ending December 31, 2019:** The City Council approved the consultant services

agreement with Stetson Engineers, Inc., for on-call civil engineering services for the period ending December 31, 2019, and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

**CC-7 City of Monrovia 2016 Title VI Plan Update, Resolution No. 2016-46:** The City Council adopted Resolution No. 2016-46.

**CC-8 Consultant Services Agreement with Hinderliter, de Llamas & Associates, Inc. (HdL), for Sales Tax Management and Sales Tax Audit Services; and Authorizing the Examination of Sales, Use and Transactions Tax Records, Resolution No. 2016-45:** The City Council approved a consultant services agreement with Hinderliter, de Llamas & Associates, Inc. (HdL), for sales tax management and sales tax audit services, adopted Resolution No. 2016-45, and authorized the City Manager, or his designee, to execute the necessary documents.

**CC-9 Sub-recipient Agreement between Los Angeles County and the City of Monrovia related to the Acceptance of 2015 State Homeland Security Grant Program Funds:** The City Council approved the Sub-recipient Agreement between Los Angeles County and the City related to the 2015 State Homeland Security Grant Program funds in the amount of \$50,000.00, and authorized the City Manager or his designee to accept and expend any additional 2015 SHSGP funds that may become available and execute the necessary documents.

**CC-10 Purchase of One (1) FATS 100LE Virtual Weapons Training System From Meggitt Training Systems in the Amount of \$71,506.86:** The City Council approved the purchase one (1) FATS 100LE Virtual Weapons Training System in the amount of \$71,506.86 from Meggitt Training Systems and to authorized the City Manager or his designee to execute the necessary documents in a form approved by the City Attorney.

**CC-11 Six-Month Extension of the Agreement with Community Media of the Foothills through June 30, 2017:** The City Council approved a six-month extension to the existing agreement with CMF through June 30, 2017, and authorized the City Manager to execute all necessary documents in a form approved by the City Attorney.

**PUBLIC INPUT:**

1. Gayle Montgomery, Monrovia

**PUBLIC HEARINGS / MEETINGS:** None.

**REPORTS OF CITY MANAGER AND STAFF:**

**RCM-1 City Council Directives Update:** City Manager Chi reviewed the status of recent directives given to Staff.

**RCM-2 Monrovia Renewal Update:** Brittany Mello, Senior Management Analyst, reviewed ongoing Monrovia Renewal projects.

**REPORTS OF CITY COUNCILMEMBERS AND SUB-COMMITTEES**

**RCC-1 Mayor Tom Adams** had no report.

**RCC-2 Mayor Pro Tem Alexander C. Blackburn**

- (a) Monrovia Transit needs for improvement

**RCC-3 Councilmember Gloria Crudgington**

- (a) Attendance at recent Water Master meeting  
(b) Restoration of Historic Santa Fe Depot; City Manager Chi provided an update on the restoration plans

**RCC-4 Councilmember Becky Shevlin:**

- (a) Upcoming events and activities in the community  
(b) General Municipal Election Nomination Period

**RCC-5 Councilmember Larry J Spicer** had no report.

**ADMINISTRATIVE REPORTS:****AR-1 Release of Progress Payment to the Monrovia Historical Society for Work Completed on the Monrovia Legacy Project in the amount of \$50,000.00**

Tina Cherry, Public Services Director, along with project team Sandy Burud, reviewed the Agenda Report and provided an update on the project.

**It was moved by Councilmember Shevlin, seconded by Councilmember Spicer, to authorize release of payment in the amount of \$50,000 to the Monrovia Historical Society and initiate Phase II of the overall Monrovia Legacy Project. The motion carried unanimously.**

**AR-2 Approval of Agreements Necessary to Complete the Disposal of Successor Agency Owned Property at the Southwest Corner of Myrtle Avenue / Huntington Drive and in the Station Square Area Pursuant to New Guidelines Required by the California State Department of Finance**

Oliver Chi, City Manager, reviewed the Agenda Report and answered questions of the City Council

Following brief discussion, **it was moved by Councilmember Spicer, seconded by Councilmember Shevlin, to approve the six agreements associated with the purchase, sale, and disposition of Successor Agency properties located at Myrtle Avenue / Huntington Drive and in the Station Square area. The motion carried unanimously.**

**AR-3 Fiscal Year 2016-17 Budget Update and Approval of Proposed Mid-Year Positional Adjustments; Resolution No. 2016-47**

Mark Alvarado, Assistant City Manager, reviewed the Agenda Report and answered questions of the City Council.

Following discussion, **it was moved by Councilmember Shevlin, seconded by Councilmember Crudgington, to adopt Resolution No. 2016-47, authorize the proposed personnel adjustments included in the attached Authorized Personnel Allocations listing, and approving the modifications to the Fiscal Year 2016-17 CIP Budget as presented in this report. The motion carried unanimously.**

**AR-4 Agreement with NBS Government Finance Group for a Water and Sewer Rate and Connection Fee Study in the Amount of \$57,915.00**

Olive Chi, City Manager, reviewed the Agenda Report and answered questions of the City Council.

Following discussion, **it was moved by Mayor Pro Tem Blackburn, seconded by Councilmember Crudgington, to approve an agreement with NBS Government Finance Group for a water and sewer rate and connection fee study, in the amount of \$57,915.00, and authorize the City Manager to execute the necessary documents in a form approved by the City Attorney. The motion carried unanimously.**

**AR-5 First Amendment to the Memorandum of Understanding between the Los Angeles County Flood Control District, the County of Los Angeles, and the Cities of Arcadia, Bradbury, Duarte, Monrovia, and Sierra Madre Regarding Administration and Cost Sharing of the Revised Enhanced Watershed Management Program for the Rio Hondo/San Gabriel River Water Quality Group**

Oliver Chi, City Manager, reviewed the Agenda Report and answered questions of the City Council.

Following discussion, **it was moved by Mayor Pro Tem Blackburn, seconded by Councilmember Crudgington, to approve the First Amendment to the Memorandum of Understanding between the Los Angeles County Flood Control District, the County of Los Angeles, and the Cities of Arcadia, Bradbury, Duarte, Monrovia, and Sierra Madre Regarding Administration and Cost Sharing of the Revised Enhanced Watershed Management Program for the Rio Hondo/San Gabriel River Water Quality Group, and authorize the City Manager to execute the necessary documents in a form approved by the City Attorney. The motion carried unanimously.**

**AR-6 Award of Contract to Environmental Construction, Inc., for the Huntington Drive Median Landscape Improvements Project and Consultant Services Agreement with Five Point Design for Related Project Management and Inspection Services**

Sean Sullivan, Public Works Division Manager, reviewed the Agenda Report and answered questions of the City Council.

Following brief discussion, it was moved by Councilmember Shevlin, seconded by Mayor Pro Tem Blackburn, to award a contract to Environmental Construction, Inc., for the Huntington Drive Median Landscape Improvements Project in an amount not to exceed \$1,086,162.00 (including contingencies), approve a Consultant Services Agreement with Five Point Design for related project management and inspection services in an amount not to exceed \$18,000.00, and authorize the City Manager to execute the necessary documents in a form approved by the City Attorney. The motion carried unanimously.

**CONVENE MONROVIA HOUSING AUTHORITY MEETING WITHOUT ADJOURNING CITY COUNCIL MEETING**

**MHA CONVENE:** Chairman Tom Adams convened the Regular Meeting of December 20, 2016, of the Monrovia Housing Authority at 10:32 p.m. without adjourning the City Council Meeting.

**MHA ROLL CALL:** Those in attendance were Boardmembers Gloria Crudginton, Becky A. Shevlin, Larry J. Spicer, Vice-Chairman Alexander C. Blackburn, and Chairman Tom Adams.

**MHA CONSENT CALENDAR:** It was moved by Boardmember Shevlin, seconded by Mayor Pro Tem Blackburn, to approve the consent calendar. The motion carried unanimously. The Consent Calendar consisted of the following Agenda items:

**MHA CC-1 Unadopted Minutes of October 4, 2016, Regular Meeting of the Monrovia Housing Authority:** The Housing Authority adopted the minutes as presented.

**MHA CC-2 Fiscal Year 2015-2016 Independent Financial Audit of the Low and Moderate Income Housing Asset Fund and the 2015-2016 Housing Successor Annual Report:** The Housing Authority received and filed the 2015-2016 Independent Financial Audit of the Low and Moderate Income Housing Asset Fund and the 2015-2016 Housing Successor Annual Report.

**MHA PUBLIC HEARINGS/MEETING:** None

**MHA ADMINISTRATIVE REPORTS:** None.

**MHA ADJOURNMENT**

**RECONVENE CITY COUNCIL MEETING**

**PUBLIC INPUT, CONTINUED, IF NEEDED:** None.

**ITEMS PULLED FROM CONSENT CALENDAR, IF NEEDED:** None.

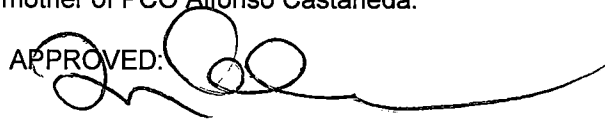
**SCHEDULED MEETINGS:** The next Regular Meeting of the Monrovia City Council was scheduled for Tuesday, January 17, 2017, 7:30 p.m., City Council Chambers, 415 South Ivy Avenue, Monrovia, California.

**ADJOURNMENT:** At 10:34 p.m., Mayor Adams adjourned the meeting in the memory of Raquel Castaneda, Mother of Officer Esteban Castaneda and grandmother of PCO Alfonso Castaneda.

ATTEST:

  
Alice D. Atkins, CMC, City Clerk

APPROVED:

  
\_\_\_\_\_  
Tom Adams, Mayor