



CITY COUNCIL AGENDA REPORT



DEPARTMENT: City Manager's Office

MEETING DATE: May 7, 2024

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

AGENDA LOCATION: CC-1

GOVERNMENT CODE 84308 APPLIES: No

TITLE: Unadopted Minutes of the April 10, 2024, Special Meeting, and April 16, 2024, Regular and Special 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 April 10, 2024, Special Meeting, and April 16, 2024, Regular and Special Meetings of the Monrovia City Council.

**MINUTES OF THE SPECIAL MEETING OF THE
MONROVIA CITY COUNCIL
WEDNESDAY, APRIL 10, 2024, 10:00 A.M.**

CONVENE: Mayor Becky A. Shevlin convened the Special Study Session of the Monrovia City Council on Wednesday, April 10, 2024, at 10:13 a.m., to discuss the City’s All America City Application and Finalist status, and to give staff direction on next steps. In attendance were City Manager Dylan Feik, Assistant City Manager Lauren Vasquez, City Treasurer Janet Wall, and staff.

ROLL CALL: Councilmembers Belden, Jimenez, Spicer, Mayor Pro Tem Spicer, and Mayor Shevlin were present.

PUBLIC INPUT:

1. David Palomares, CMF Executive Director

ADJOURN: Mayor Shevlin adjourned the meeting at 11:55 a.m.

ATTEST:

APPROVED:

Alice D. Atkins, MMC, City Clerk

Becky A. Shevlin, Mayor

**MINUTES OF THE SPECIAL AND REGULAR MEETINGS OF THE
MONROVIA CITY COUNCIL
HELD TUESDAY, APRIL 16, 2024, 7:30 P.M.**

STUDY SESSION: Mayor Becky A. Shevlin convened the Special Meeting/Study Session of the Monrovia City Council on Tuesday, April 16, 2024, at 6:00 p.m., to discuss 2024-2025 Council Assignments. All members were present. In attendance were City Manager Dylan Feik, City Attorney Craig A. Steele, and City Clerk Alice D. Atkins. Mayor Shevlin adjourned the study session at 6:29 p.m.

STUDY SESSION: Mayor Becky A. Shevlin convened the Special Meeting/Study Session of the Monrovia City Council on Tuesday, April 16, 2024, at 6:33 p.m., to discuss Updates on City Mental Health Programs. All members were present. In attendance were City Manager Dylan Feik, City Attorney Craig A. Steele, and City Clerk Alice D. Atkins. Mayor Shevlin adjourned the study session at 7:07 p.m.

CONVENE: Mayor Shevlin convened the Regular Meeting of the Monrovia City Council of Tuesday, April 16, 2024, at 7:30 p.m. in City Council Chambers. In attendance were City Manager Dylan Feik, City Attorney Craig A. Steele, Assistant City Manager Lauren Vasquez and City Clerk Alice D. Atkins.

INVOCATION: Tricia Hellman led the invocation.

PLEDGE OF ALLEGIANCE: Councilmember Edward Belden led the pledge of allegiance.

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

REPORT OF CLOSED SESSION: None

Monrovia Youth Baseball League SoCal Reapers thanked City Council for their donation.

City Manager Feik read a statement on behalf of the City and the City Council condemning efforts by individuals or organizations that spread hate, bigotry, or intolerance.

PRESENTATIONS/PROCLAMATIONS:

PR-1 Pasadena Humane Pet of the Month: Kevin McManus, Public Relations & Communications Manager was absent due to illness.

PR-2 Proclaiming April 22, 2024 as "Earth Day" and April 26, 2024, as "Arbor Day": Karen Suarez, California Native Plant Society accepted the proclamation.

PR-3 Introduction of the Community Activist Policing (CAP) Team: Heath Harvey, Police Captain introduced the new Community Activist Policing (CAP) Team.

STUDENT GOVERNMENT REPRESENTATIVE: Student Liaison Guadalupe Hilario was absent.

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

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

CC-1 Unadopted Minutes of the March 19, 2024, Special and Regular Meetings, and April 2, 2024, Regular Meeting of the Monrovia City Council: The City Council adopted the Minutes of the March 19, 2024, Special and Regular Meetings, and April 2, 2024, Regular Meeting of the Monrovia City Council.

CC-2 Payroll No. 7 in the Net Amount of \$820,803.36, and Warrant Registers dated April 4 and April 11, 2024, in the Total Amounts of \$1,209,571.30 and \$1,446,589.75: The City Council approved Payroll No. 7 in the net amount of \$820,803.36, and Warrant Registers dated April 4 and April 11, 2024, in the total amounts of \$1,209,571.30 and \$1,446,589.75.

CC-3 Consenting to the Inclusion of the Property Located at 1333 South Mayflower Avenue, Monrovia, California in the California Statewide Communities Development Authority Community (CSCDA) Open Property Assessed Clean Energy (PACE) Program; and Other Matters Related Thereto; Resolution No. 2024-25: The City Council adopted Resolution No. 2024-25.

CC-4 Consideration of Consultant Services Agreement with Care Solace, Inc., for On-Call Mental Health Care Coordination Services for the Period May 1, 2024, through June 30, 2026, in an amount not to exceed \$65,000, with One (1) Two-Year Option to Extend: The City Council approved the Consultant Services Agreement with Care Solace, Inc., for on-call mental health care coordination services for the period May 1, 2024, through June 30, 2026, in an amount not to exceed \$65,000, with one (1) two-year option to extend, and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

CC-5 Memorandum of Agreement between the City of Monrovia, Monrovia Unified School District, and Centre Stage, Inc., for the 2024 Monrovia Days Community Festival: The City Council approved a Memorandum of Understanding with Monrovia Unified School District and Centre Stage, Inc., related to the 2024 Monrovia Days Community Festival and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

CC-6 Purchase and Installation of New Furniture for Monrovia Public Library by Yamada Enterprises in an Amount not to Exceed \$44,720.00, Approve a Contingency in an Amount not to Exceed \$4,472.00: The City Council approved the purchase and installation of new furniture by Yamada Enterprises in an amount not to exceed \$44,720.00, approve a contingency in an amount not to exceed \$4,472.00, and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

CC-7 Software License and Automated Meter Interface Maintenance Agreement with Zenner USA for Ongoing Maintenance and Support Services for the Period Ending April 15, 2025, and Payment of \$26,826.20 for Equipment and Services Provided Pursuant to the Pilot Agreement dated May 3, 2022: The City Council approved a Software License and Automated Meter Interface Maintenance Agreement with Zenner USA for the Period Ending April 15, 2025, approve payment of \$26,826.20 for equipment and services provided pursuant to the Pilot Agreement dated May 3, 2022, and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

CC-8 Amendment No. 6 to the Consultant Services Agreement with The Sauce Creative Services dated July 1, 2018, Related to the Design and Production of the Monrovia Today and On-Call Design and Printing Services for City Events and Programs for the Period Ending June 30, 2025, in an Amount Not to Exceed \$123,000; find that the negotiated agreement is exempt from the City's Purchasing requirements pursuant to Monrovia Municipal Code 3.24.120(A)(3): The City Council approved amendment No. 6 to the Consultant Services Agreement with The Sauce dated July 1, 2018 for the design and production of the Monrovia Today and on-call creative design services for the period ending June 30, 2024, in an amount not to exceed \$123,000.00, find that the contract is exempt from the City's purchasing requirements under Monrovia Municipal Code 3.24.120(A)(3), and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

CC-9 Agreement with California Watershed Engineering for National Pollutant Discharge Eliminations System (NPDES) Industrial/Commercial Facility Storm Water Inspections in an Amount Not to Exceed \$53,261.00 for the period ending October 31, 2024: The City Council approved the Agreement with California Watershed Engineering in an amount not to exceed \$53,261.00 for the period ending October 31, 2024, and to authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

CC-10 Fourth Amendment to Legal Services Agreement with Richards, Watson & Gershon: The City Council approved the attached Fourth Amendment to the Legal Services Agreement between the City of Monrovia and Richards, Watson & Gershon and authorized the Mayor to execute it on behalf of the City.

CC-11 Extension of Application Period to Fill an Unscheduled Vacancy on the Community Services Commission: The City Council extended the application period for the unscheduled vacancy on the Community Services Commission to May 1, 2024.

CC-12 Reviewing and Extending the Proclamations of Local Emergency for the December 13, 2021, Rain Storm Event; and the Rain Storm Event Beginning on January 8, 2023; Resolution No. 2024-26: The City Council adopted Resolution No. 2024-26.

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, if any were received.

1. Chris Loose, KGEM
2. Karen Suarez, Monrovia
3. Scott Austin, Monrovia

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 MAP 14th Annual Neighborhood Conference: Paulina Reyes, Neighborhood Services Administrative Assistant gave an overview of the upcoming MAP 14th Annual Neighborhood Conference.

RCM-3 Update on Municipal Water System Compliance Related to Per- and Polyfluoroalkyl Substances (PFAS): This item was pulled by staff.

REPORTS OF CITY COUNCILMEMBERS AND SUB-COMMITTEES:

RCC-1 Councilmember Edward Belden

- (a) Recent and upcoming events

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
(b) Gold line Meeting
(c) San Gabriel Valley Council of Government alternate

RCC-5 Mayor Becky A. Shevlin

- (a) Reorganization / Council Assignments
(b) Recent and upcoming events
(c) Election of Mayor Pro Tem

It was moved by Mayor Shevlin, seconded by Councilmember Jimenez, to elect Dr. Tamala Kelly as the next Mayor Pro Tem. The motion carried unanimously by roll call vote.

ADMINISTRATIVE REPORTS:

AR-1 Cost Recovery Adjustments Related to Development Applications and Collections Processing, Resolution No. 2024-17:

Rae Bowman, Deputy Director, reviewed the agenda report and answered questions of City Council.

It was moved by Councilmember Larry Spicer, seconded by Mayor Pro Tem Dr. Kelly, to adopt Resolution No. 2024-17. The motion carried unanimously by roll call vote.

AR-2 Amendment to Title 2 (Administration and Personnel), and Title 5 (Business Taxes, Licenses and Regulations) of the Monrovia Municipal Code to establish operational requirements for nonconforming automotive repair businesses; Introduction and First Reading of Ordinance No. 2024-06:

Krystina Livraga, Code Enforcement Officer reviewed the agenda report and answered questions of City Council.

Public Input:

1. Steve Lam
2. Danny
3. Miguel Martinez
4. David Cortez, Monrovia Tires
5. David Cortez Jr.
6. John Panossian
7. Yo Maiwandi, Homer's Auto
8. Carlos Aguas, Coach Craft
9. Terry Prado, Monrovia

It was moved by Councilmember Spicer, seconded by Mayor Pro Tem Dr. Kelly, to introduce, waive further reading and read by title only Ordinance No. 2024-06, revising Section 5.84.030 (a)(4) to change outdoor repair hours Monday through Friday to end at 6:00 p.m., revising Section 5.84.040 stating the filing fee shall not be required through the end of Calendar Year 2024, directing to staff to bring the ordinance back to City Council for review before September 2024, and conducting personal outreach to the 12 affected businesses. The motion carried 4-1, with Councilmember Jimenez opposed.

City Attorney Steele read the title of Ordinance No. 2024-02 as follows:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MONROVIA, CALIFORNIA, AMENDING TITLE 2 (ADMINISTRATION AND PERSONNEL) AND TITLE 5 (BUSINESS TAXES, LICENSES AND REGULATIONS) OF THE MONROVIA MUNICIPAL CODE BY ADDING A NEW CHAPTER 5.84 TO ESTABLISH OPERATIONAL REQUIREMENTS FOR NONCONFORMING AUTOMOTIVE REPAIR BUSINESSES, AMENDING RELATED PROVISIONS OF THE MONROVIA MUNICIPAL CODE, AND MAKING A DETERMINATION OF EXEMPTION UNDER CEQA

AR-3 Exclusive Franchise Agreement with Raw Inspiration, Inc., to Operate the Monrovia Farmers Market at Station Square for the Period Ending June 30, 2029, with Five (5) One-Year Options to Extend:

Tina Cherry, Community Services Director reviewed the agenda report and answered questions of City Council.

Public Input:

1. Brenda Trainor, Wonder Dog Ranch

It was moved by Councilmember Spicer, seconded by Councilmember Jimenez, to approve the Exclusive Franchise Agreement with Raw Inspiration, Inc., for operation of the Monrovia Farmers Market at Station Square for the period ending June 30, 2029, with five (5) one-year extensions, and authorize the City Manager to execute the necessary documents in a form approved by the City Attorney. The motion carried unanimously by roll call vote.

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, May 7, 2024, 7:30 P.M.

ADJOURNMENT: At 10:13 p.m., Mayor Shevlin adjourned the meeting of the Monrovia City Council in memory of Joanne Mackay, Mother-in-Law of Library Boardmember Nathan Allen; Ray Wheeler, Husband of Former Foothill Unity Center Executive Director Joan Whitenack; Sherman Jaffe, Longtime Resident and Monrovia Kiwanis Member; Ronnie Lewis, Longtime Senior Club Member; and Margaret Pottenger, Daughter of Historic Pottenger Sanatorium founder Francis M. Pottenger.

APPROVED:

ATTEST:

Becky A. Shevlin, Mayor

Alice D. Atkins, MMC, City Clerk