



# CITY COUNCIL AGENDA REPORT



**DEPARTMENT:** City Manager's Office

**MEETING DATE:** February 4, 2025

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

**AGENDA LOCATION:** CC-1

**GOVERNMENT CODE 84308 APPLIES:** No

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**TITLE:** Unadopted Minutes of the January 21, 2025, Regular Meeting and January 27, 2025 Special Meeting 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 Regular and Special 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 January 21, 2025, Regular Meeting and January 27, 2025 Special Meeting of the Monrovia City Council.

**MINUTES OF THE REGULAR OF THE  
MONROVIA CITY COUNCIL  
HELD TUESDAY, JANUARY 21, 2025, 7:30 P.M.**

**CONVENE:** Mayor Shevlin convened the Regular Meeting of the Monrovia City Council of Tuesday, January 21, 2025, at 7:33 p.m. in City Council chambers in honor of Karlo Anthony Falcone, born November 28, 2024, to Historic Preservation Commissioner Michael & Vedrana Falcone, Vahe Boyajian, born December 11, 2024, to Building Division Manager Greg & Narine Boyajian, Nolan John Simpson, born January 6, 2025, to parents Garret and Kelsey Simpson, and grandmother Annette Simpson, and Ivory Blossom, born July 26, 2024, foster child to Monrovia Old Town Advisory Boardmember Shawn Spencer, preceded by a moment of silence in honor of those affected by the Eaton and Palisades Fire. In attendance were City Manager Dylan Feik, City Attorney Craig A. Steele, and City Clerk Alice Atkins.

**INVOCATION:** Police Chaplain Steve Martinez led the invocation.

**PLEDGE OF ALLEGIANCE:** Monrovia Pack 66 Cub Scouts led the pledge of allegiance, and invited the City Council and community to attend their upcoming Bridging Ceremony.

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

**PRESENTATIONS/PROCLAMATIONS:**

**PR-1 Pasadena Humane Pet of the Month:** This item was pulled from the agenda, as there were no adoptable pets at this time due to the Eaton Fire.

**PR-2 Recognition of City Traffic Engineer Pat Gibson:** Alex Tachiki, Public Works Director, presented a certificate of recognition to City Traffic Engineer and longtime resident Pat Gibson, named Director of Venue Transpiration for the 2028 Olympics and Paralympics Games.

**STUDENT GOVERNMENT REPRESENTATIVE:** Student Liaison Jasmine Rodriguez

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

**CONSENT CALENDAR:** It was moved by Councilmember Belden, 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 17, 2024, Regular and Special Meetings of the Monrovia City Council** The City Council adopted the Minutes of December 17, 2024, Regular and Special Meetings of the Monrovia City Council

**CC-2 Payroll Nos. 26, 1, and 2 in the Net Amounts of \$865,823.20, \$834,245.76, and \$1,002,364.12, Respectively, and Warrant Registers dated December 19, 2024, January 2, January 13, and January 16, 2025, in the Total Amounts of \$549,381.24, \$279,594.93, \$1,782,313.56, and \$242,442.95, Respectively:** The City Council approved Payroll Nos. 26, 1, and 2 in the net amounts of \$865,823.20, \$834,245.76, and \$1,002,364.12, respectively, and Warrant Registers dated December 19, 2024, January 2, January 13, and January 16, 2025, in the total amounts of \$549,381.24, \$279,594.93, \$1,782,313.56, and \$242,442.95, respectively.

**CC-3 Ratifying the City Manager's Proclamation of Existence of a Local Emergency; Resolution No. 2025-06:** The City Council adopted Resolution No. 2025-06.

**CC-4 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. 2025-07:** The City Council adopted Resolution No. 2025-07.

**CC-5 Participation in Year 5 of the Los Angeles Urban County Permanent Local Housing Allocation Program, Resolution No. 2025-02; and Allocation of Funding to the Housing Displacement Response Program in the Amount of \$48,564.00 and Family and Advocate Support Services Program in the Amount of \$61,808.00 for a Total Allocation in the Amount of \$110,372.00:** The City Council adopted Resolution No.

2025-02, allocated Year 5 PLHA funds to the Housing Displacement Response Program in the amount of \$48,564.00 and the Family and Advocate Support Services Program in the amount of \$61,808.00 for a total allocation in the amount of \$110,372.00, and designated the City Manager to execute the necessary documents in a form approved by the City Attorney.

**CC-6 Escheatment of Unclaimed Funds:** The City Council approved and directed staff to escheat the 17 checks under \$15 in value, totaling \$137.05, and approved the transfer of the remaining unclaimed checks as of March 2, 2025, to the General Fund.

**CC-7 Payment to Norman A. Traub Associates for Professional Service Fees in the Amount of \$30,407.41:** The City Council approved payment not to exceed \$30,407.41 to Norman A. Traub Associates.

**CC-8 Amendment No. 1 to the Agreement with Jacob Green & Associates, Inc., dated February 15, 2022, Related to the Community Development Block Grant Residential Rehabilitation Program, Amending the Fee Schedule and Extending the Term Through June 30, 2026:** The City Council approved Amendment No. 1 to the Agreement with Jacob Green & Associates, Inc., dated February 15, 2022, related to the Community Development Block Grant Residential Rehabilitation Program, amending the Fee Schedule and extending the term through June 30, 2026, and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

**CC-9 Consultant Services Agreement with TKJM Transportation Consultants to Develop a Comprehensive Safety Action Plan and Bicycle Master Plan Update in an Amount Not to Exceed \$218,293.00 for the Period Ending February 21, 2028:** The City Council approved a Consultant Services Agreement with TJKM Transportation Consultants to develop a Comprehensive Safety Action Plan and Bicycle Master Plan Update in an amount not to exceed \$218,293.00 for the period ending February 21, 2028, and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

**CC-10 Affiliation Agreement with Mount San Antonio College Related to EMT-Paramedics Training and Instruction Programs for the Period Ending January 1, 2030:** The City Council approved the affiliation agreement with Mount San Antonio College related to EMT-Paramedics training and instruction programs for the period ending January 1, 2030, and authorized the City Manager to execute the necessary documents in form approved by the City Attorney

**CC-11 Amendment Nos. 1 and 2 to the Consultant Services Agreement with S.N. Ward & Son (Ward Service) dated December 1, 2020, for Maintenance of Public Works Fleet Vehicles, Exercising Two (2) Options To Extend through the Period Ending December 1, 2025, in an Amount Not to Exceed \$124,800.00:** The City Council approved Amendment No. 1 and Amendment No. 2 to the Consultant Services Agreement with S.N. Ward & Son, dated December 1, 2020, for Maintenance of Public Works Fleet Vehicles, extending the term through December 1, 2025, in an amount not to exceed \$124,800.00, and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

**CC-12 Amendment No. 4 to the Consultant Services Agreement with Pacific Productions dated June 18, 2019, Related to Professional Audio Services for Community Events in an Amount Not to Exceed \$35,000.00 for a Total Amount Not to Exceed \$95,000.00 for the Period Ending June 30, 2025:** The City Council approved Amendment No. 4 to the Consultant Services Agreement with Pacific Productions dated June 18, 2019, related to professional audio services for community events in an amount not to exceed \$35,000.00 for a total amount not to exceed \$95,000.00 for the period ending June 30, 2025, and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney

**CC-13 Amendment No. 1 to the Agreement with Performance Truck Repair, Inc., dated December 20, 2022, for Maintenance and Repair of Fire Department Large Vehicles, Increasing Compensation an Additional \$125,000.00 for Fiscal Year 2024-2025 for Total Compensation of \$450,000.00 under the Current Agreement, and Extending the Term through June 30, 2028:** The City Council approved Amendment No. 1 to Agreement with Performance Truck Repair, Inc., dated December 20, 2022, for Fire Department large vehicle maintenance and repair, increasing compensation an additional \$125,000.00 for Fiscal Year 2024-2025 for total compensation of \$450,000.00 under the current agreement, and extending the term through June 30, 2028; and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

**CC-14 Updated Fiscal Year 2024-2025 Part-Time Classification & Compensation Program:** The City Council approved administrative corrections to the updated Part-Time Classification & Compensation Program.

**CC-15 Subrecipient Agreement between the County of Los Angeles and the City of Monrovia for Acceptance of 2023 State Homeland Security Grant Program Funds in the Amount of \$375,409.00:** The City Council approved the Subrecipient Agreement between Los Angeles County and the City of Monrovia related to the 2023 State Homeland Security Grant Program funds in the amount of \$375,409.00, and authorized the City Manager or his designee to accept and expend any additional 2023 SHGP funds that may become available and execute the necessary documents.

**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.

Public Input:

1. Victor Franco, Monrovia
2. Chris Loos, KGEM-TV
3. Robert Hansen, Monrovia
4. Brian Saeki, Monrovia

#### **PUBLIC HEARINGS/MEETINGS:**

##### **PH-1 Proposed 51st Year (Fiscal Year 2025-2026) Community Development Block Grant (CDBG) Programs; Resolution No. 2025-05**

Jessie Woo, Neighborhood Services Program Coordinator, reviewed the staff report and answered questions of the City Council.

Mayor Shevlin opened the public hearing.

1. Robert Hansen, Monrovia, spoke in favor

Mayor Shevlin closed the public hearing.

Following discussion, **it was moved by Councilmember Spicer, Seconded by Councilmember Jimenez, to adopt Resolution No. 2025-05.** The Motion carried unanimously by a roll call vote.

##### **PH-2 Fiscal Year 2023-2024 Annual Mitigation Fee Report and Traffic Impact Fee (TIF) Update and CEQA Exemption Finding, Resolution No. 2025-01**

Sherri Bermejo, Community Development Director, reviewed the staff report and answered questions of the City Council.

Mayor Shevlin opened and closed the public hearing, as there was no one present who wished to speak on the item.

Following discussion, **it was moved by Councilmember Jimenez, seconded by Mayor Pro Tem Dr. Kelly, to adopt Resolution No. 2025-01.** The motion carried unanimously by roll call vote.

#### **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 Update on 2025 Windstorm and Eaton Fire:** City Manager Feik provided an update regarding the 2025 Windstorm and Eaton Fire.

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

##### **RCC-1 Councilmember Edward Belden**

(a) Appointment to League of California Cities Environmental Quality Policy Committee for a One-Year Term; the Mayor and City Council congratulated Councilmember Belden on his appointment.

**RCC-2 Councilmember Sergio P. Jiménez**

- (a) Recent and upcoming community events

**RCC-3 Councilmember Larry J. Spicer**

- (a) Recent and upcoming community events

**RCC-4 Mayor Pro Tem Dr. Tamala Kelly**

- (a) Appointment to League of California Cities Housing and Economic Development Policy Committee; the Mayor and City Council congratulated Mayor Pro Tem Kelly on her appointment.
- (b) Recent and upcoming community events

**RCC-5 Mayor Becky A. Shevlin**

- (a) Recent and upcoming community events
- (b) San Gabriel Valley Council of Governments (SGVCOG) update
- (c) Executive Committee Regional Homeless Alignment (ECRHA) update
- (d) Councilmember Spicer Appointment to League of California Cities Governance, Transparency, and Labor relations Policy Committee; the Mayor and City Council congratulated Councilmember Spicer on his appointment.

**ADMINISTRATIVE REPORTS:**

**AR-1 Purchase and Sale Agreement with The Terry and Charee McAuliffe Living Trust for Real Property Located at 222 East Cypress Avenue in the Amount of \$1,530,000; Approve a Contingency Amount Not to Exceed \$153,000 for Additional Fees and Necessary Costs Associated with the Purchase.**

Dylan Feik, City Manager, reviewed the staff report and answered questions of the City Council.

**It was moved by Councilmember Belden, seconded by Councilmember Jimenez, to approve the proposed Purchase and Sale Agreement with The Terry and Charee McAuliffe Trust for the property at 222 East Cypress Avenue in an amount not to exceed \$1,530,000, approve a 10% contingency amount for staff to address necessary costs and fees associated therewith, and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney. The motion carried unanimously by roll call vote.**

**AR-2 Amendment to Title 17 (Zoning Code) of the Monrovia Municipal Code, Amending Regulations Pertaining to Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units (JADUs) in Compliance with California State Law; Introduction and First Reading of Ordinance No. 2025-01**

Jennifer Driver, Senior Planner, reviewed the staff report and answered questions of the City Council.

Following discussion, **it was moved by Councilmember Spicer, seconded by Mayor Pro Tem Dr. Kelly, to introduce, waive further reading, read by title only Ordinance No. 2025-01 and set for Public Hearing on February 4, 2025.** The motion carried unanimously by roll call vote.

City Attorney Steele read the title of Ordinance No. 2025-01 as follows:

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MONROVIA, CALIFORNIA AMENDING TITLE 17 (ZONING) OF THE MONROVIA MUNICIPAL CODE PERTAINING TO ACCESSORY DWELLING UNITS AND JUNIOR ACCESSORY DWELLING UNITS TO COMPLY WITH RECENT CHANGES TO STATE LAW, AND FINDING THE ORDINANCE TO BE EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT**

**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, February 4, 2025, 7:30 P.M.

**ADJOURNMENT:** At 10:17 p.m., Mayor Shevlin adjourned the meeting of the Monrovia City Council in memory of Jose Cruz Sandoval, father-in-law of Recreation Manager Rebecca Sandoval, Christopher Paul Atherall, father-in-law of Lt. Kevin Oberon, and Jim Spring, longtime resident and literacy/youth advocate.

APPROVED:

ATTEST:

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Becky A. Shevlin, Mayor

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Alice D. Atkins, MMC, City Clerk

**MINUTES OF THE SPECIAL MEETING OF THE  
MONROVIA CITY COUNCIL  
MONDAY, JANUARY 27, 2025**

**CONVENE:** Mayor Becky Shevlin convened the Special Meeting of the Monrovia City Council at 10:14 a.m. on Monday, January 27, 2025, at Doubletree by Hilton – Elan Conference Room, 924 West Huntington Drive, Monrovia, California, at which all Councilmembers were present, to discuss City Council Goal Setting. In attendance was City Manager Dylan Feik.

**PUBLIC INPUT:**

1. Katherine Gallagher, Monrovia

**ADJOURN TO CLOSED SESSION:** The City Council adjourned to discuss the following Closed Session items: CS-1 Public Employee Performance Evaluation pursuant to Government Code § 54957(b)(1): City Manager.

**RECONVENE:** Mayor Shevlin reconvened the Special Meeting.

**ADJOURN:** Mayor Shevlin Adjourned the meeting at 2:26 p.m.

ATTEST:

APPROVED:

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Alice D. Atkins, MMC, City Clerk

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Becky A. Shevlin, Mayor