



CITY COUNCIL AGENDA REPORT



DEPARTMENT: City Manager's Office

MEETING DATE: March 19, 2024

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

AGENDA LOCATION: CC-1

GOVERNMENT CODE 84308 APPLIES: No

TITLE: Unadopted Minutes of the February 20, 2024, 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 February 20, 2024, Special and Regular Meetings of the Monrovia City Council.

**MINUTES OF THE SPECIAL AND REGULAR MEETINGS OF THE
MONROVIA CITY COUNCIL
HELD TUESDAY, FEBRUARY 20, 2024, 7:30 P.M.**

CLOSED SESSION: Mayor Becky A. Shevlin convened the Special Meeting/Closed Session of the Monrovia City Council on Tuesday, February 20, 2024, at 7:00 p.m., to discuss CS-1 Conference with Legal Counsel, Existing Litigation Pursuant to Government Code §54956.9(d)(1); City of Monrovia v. Pauline White, et al, Los Angeles Superior Court Case No. EC060809. All members were present. Mayor Shevlin adjourned the study session at 7:25 p.m.

CONVENE: Mayor Shevlin convened the Regular Meeting of the Monrovia City Council of Tuesday, February 20, 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: Pastor Karen Mastrogiovanni led the invocation.

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

ROLL CALL: In attendance were Councilmembers Gloria Crudginton, Sergio P. Jiménez, Dr. Tamala Kelly, Mayor Pro Tem Larry J. 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.

PRESENTATIONS/PROCLAMATIONS:

PR-1 Pasadena Humane Pet of the Month: Kevin McManus, Public Relations & Communications Manager introduced Kilo the dog as pet of the month.

PR-2 Proclaiming March 2024 as “Women’s History Month”: The City Council presented the proclamation to Jennifer Anderson, MUSD Board of Education/L.A. County Commission for Women.

PR-3 Proclaiming March 2024 as "Red Cross Month”: The City Council presented the proclamation to Diana Pineda Ramirez, Executive Director, San Gabriel Pomona Valley Chapter, and volunteers.

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

ORDER OF BUSINESS: At staff’s request, item Administrative Report AR-1 was moved to follow Consent Calendar.

CONSENT CALENDAR: It was moved by Councilmember Dr. Kelly, 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 February 6, 2024, Special and Regular Meetings of the Monrovia City Council: The City Council adopted the Minutes of the February 6, 2024, Special and Regular Meetings of the Monrovia City Council.

CC-2 Payroll No. 4 in the Net Amount of \$844,796.82, and Warrant Registers dated February 8 and February 15, 2024, in the Total Amounts of \$1,328,953.22, and \$1,216,216.91, Respectively: The City Council approved Payroll No. 4 in the net amount of \$844,796.82, and Warrant Registers dated February 8 and February 15, 2024, in the Total Amounts of \$1,328,953.22, and \$1,216,216.91, respectively.

CC-3 Destruction of Certain Departmental Records; Resolution No. 2024-12: The City Council adopted Resolution No. 2024-12.

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. 2024-13: The City Council adopted Resolution No. 2024-13.

CC-5 Acceptance of Work, Filing Notice of Completion, and Release Retention Funds to General Pump Company for the Well No. 3 Rehabilitation Project, Project #G-951: The City Council accepted the work of General Pump Company for the Well No. 3 Rehabilitation Project, Project #G-951, 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-6 Consultant Services Agreement with West Coast Arborists, Inc. for South Monrovia Tree Planting Plan – Phase II Project in an amount not to exceed \$75,000.00 for Fiscal Year 2023-2024: The City Council approved a Consultant Services Agreement with West Coast Arborists, Inc., for the South Monrovia Tree Planting Plan – Phase II Project in an amount not to exceed \$75,000.00 for Fiscal Year 2023-2024, and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

CC-7 Consultant Services Agreement with Johnson Investigations Related to Employment Background Investigations for Prospective City Employees in an Amount Not to Exceed \$45,000.00 per Fiscal Year for the Period Ending June 30, 2025: The City Council approved a Professional Services Agreement with Johnson Investigations in an amount not to exceed \$45,000.00 per fiscal year 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-8 Award of Contract to DBX, Inc., for the Huntington Drive/Fifth Avenue (Monrovia Traffic Signals Project), Project C-3028, in an Amount Not to Exceed \$1,904,008.00; Approve a Contingency Amount not to Exceed \$190,400.00; Approve Task Order No. 1 with RKA, Inc., for Construction Management and Inspections services in an Amount Not to Exceed \$79,750.00, Appropriate an Additional \$350,158.00 in Road Maintenance and Rehabilitation Program Funds (RMRA – SB1) to Provide the Required Local Match for the Project; and Find the Project is Categorically Exempt from Review Under California Environmental Quality Act (CEQA) Guidelines Section 15301(e): The City Council approved the Plans and Specifications for Project #C-3028; awarded a contract to DBX, Inc., for the Huntington Drive/5th Avenue (Monrovia Traffic Signals Project), Project No. C-3028, in an amount not to exceed \$1,904,008.00; approved a contingency amount not to exceed \$190,400.00; approved Task Order No. 1 with RKA Consultants, Inc., for construction management and inspection services in an amount not to exceed \$79,750.00; appropriated an additional \$350,158.00 in Road Maintenance and Rehabilitation Program Funds (RMRA – SB1) to provide the required local match for the Project, found the Project is Categorically Exempt from review under California Environmental Quality Act (CEQA) Guidelines Section 15301(c); and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

CC-9 Joint Tax Transfer Resolution for City of Monrovia Reorganization No. 2023-02 Related to Property at 923 10th Avenue, Arcadia; Resolution No. 2024-10: The City Council adopted Resolution No. 2024-10.

The following item was heard out of order:

AR-1 Fiscal Year 2022-2023 Annual Comprehensive Financial Report

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

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, if any were received.

1. Edie Ramirez, Monrovia
2. Mercedes Bourne, Monrovia
3. Juliana Onate, Executive Director, Chamber of Commerce (via Zoom)
4. Rosemary Gavidia, 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 March 5, 2024 Election Update: Alice D. Atkins, City Clerk, provided an update on the upcoming election.

RCM-3 2024 Concerts in the Park Program Update: Tina Cherry, Community Services Director provided an overview of plans for summer Concerts in the Park, with 6 concerts beginning Memorial Day Weekend at Station Square Park, and 6 concerts at Library Park beginning after July 4.

REPORTS OF CITY COUNCILMEMBERS AND SUB-COMMITTEES:

RCC-1 Councilmember Gloria Crudginton had no report.

RCC-2 Councilmember Sergio P. Jiménez

(a) Recent events

RCC-3 Councilmember Dr. Tamala Kelly

(a) League of California Cities Mayors and Councilmembers Academy, January 24-26, 2024, Monterey, California

(b) Recent events

RCC-4 Mayor Pro Tem Larry J. Spicer

(a) League of California Cities Mayors and Councilmembers Academy, January 24-26, 2024, Monterey, California

RCC-5 Mayor Becky A. Shevlin

(a) Recent events

(b) Executive Committee Regional Homeless Alignment Meeting

(c) San Gabriel Valley Regional Housing Trust update

ADMINISTRATIVE REPORTS:

AR-1 Fiscal Year 2022-2023 Annual Comprehensive Financial Report

This item was heard out of order following Consent Calendar above.

AR-2 Fiscal Year 2023-2024 Budget Update, Resolution No. 2024-11

Buffy Bullis, Administrative Services Director, reviewed the agenda report and answered questions of City Council.

It was moved by Mayor Pro Tem Spicer, seconded by Councilmember Jiménez, to adopt Resolution No. 2024-11. The motion carried unanimously by roll call vote.

AR-3 Rescinding the Implementation of Phase II of the Water Conservation Plan, Enforcement Plan, and Excess Usage Penalty Surcharge; Adoption of Resolution No. 2024-14

Alex Tachiki, Public Works Director, reviewed the agenda report and answered questions of City Council.

It was moved by Councilmember Jiménez, seconded by Councilmember Dr. Kelly, to adopt Resolution No. 2024-14. The motion carried unanimously by roll call vote.

AR-4 Amendment to Chapter 15.04 (Codes Adopted) of Title 15 (Buildings and Construction) of the Monrovia Municipal Code Related to Permit and Plan Check Expirations and Extensions; Introduction and First Reading of Ordinance No. 2024-03

Greg Boyajian, Building & Safety Division Manager, reviewed the agenda report and answered questions of City Council.

It was moved by Mayor Pro Tem Spicer, seconded by Councilmember Jimenez, to Introduce, waive further reading, and read by title only Ordinance No. 2024-03.

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 CHAPTER 15.04 (CODES ADOPTED) OF THE MONROVIA MUNICIPAL CODE RELATING TO PERMIT AND PLAN CHECK EXPIRATIONS AND EXTENSIONS, 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, March 19, 2024, 7:30 P.M. The March 5, 2024, Regular Meeting was cancelled due to the conflict with Election Day.

ADJOURNMENT: At 9:45 p.m., Mayor Shevlin adjourned the meeting of the Monrovia City Council.

APPROVED:

ATTEST:

Becky A. Shevlin, Mayor

Alice D. Atkins, MMC, City Clerk