



CITY COUNCIL AGENDA REPORT



DEPARTMENT: City Manager's Office

MEETING DATE: April 4, 2023

PREPARED BY: Alice D. Atkins, City Clerk

AGENDA LOCATION: CC-1

TITLE: Unadopted Minutes of the March 21, 2023, Regular 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 Monrovia City Council Meeting.

COUNCIL ACTION REQUIRED: If the City Council concurs, the appropriate action would be a motion to adopt the Minutes of the March 21, 2023, Regular Meeting.

CC-1

**MINUTES OF THE REGULAR MEETING OF THE
MONROVIA CITY COUNCIL
HELD TUESDAY, MARCH 21, 2023, 7:30 P.M.**

CONVENE: Mayor Shevlin convened the Regular Meeting of the Monrovia City Council of Tuesday, March 21, 2023, at 7:30 p.m. in City Council Chambers. In attendance were City Manager Dylan Feik, Assistant City Manager Lauren Vasquez, and City Clerk Alice D. Atkins. City Attorney Craig A. Steele joined via zoom.

INVOCATION: Councilmember Dr. Tamala Kelly led the invocation.

PLEDGE OF ALLEGIANCE: Councilmember Sergio P. Jiménez 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: None.

PRESENTATIONS/PROCLAMATIONS:

PR-1 Proclaiming March 2023 as "March 4 Balance: Suicide Prevention and Mental Health Awareness Month": The Mayor and City Council presented the proclamation to INSPIRE Ambassador Veronica Felix and her brother Anthony Felix.

PR-2 Proclaiming March 29, 2023, as "National Vietnam War Veteran's Day": The Mayor and City Council presented the proclamation to Mayor Pro Tem Spicer, who accepted on behalf of the Veterans of Foreign Wars, American Legion, Disabled American Veterans and Paralyzed Veterans of America.

PR-3 Pasadena Humane Pet of the Month: Kevin McManus, Public Relations & Communications Manager, introduced Achilles the dog.

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

ORDER OF BUSINESS: CC-3 and CC-7 were pulled from the Consent Calendar so that staff could provide a brief overview.

CONSENT CALENDAR: Councilmember Jimenéz abstained from item CC-9 due to campaign contribution. **It was moved by Councilmember Crudginton, seconded by Mayor Pro Tem Spicer, to approve the consent calendar,** with the exception of items CC-3 and CC-7. The motion carried unanimously by roll call vote. The consent calendar consisted of the following items:

CC-1 Unadopted Minutes of the March 7, 2023, Regular Meeting and the March 8, 2023, Special Meeting of the Monrovia City Council: The City Council adopted the Minutes of the March 7, 2023, Regular Meeting and the March 8, 2023, Special Meeting.

CC-2 Payroll No. 6 in the Net Amount of \$740,564.03, and Warrant Registers dated March 9 and March 16, 2023, in the Total Amounts of \$216,963.45 and \$326,515.35, Respectively: The City Council approved Payroll No. 6 in the net amount of \$740,564.03, and Warrant Registers dated March 9 and March 16, 2023, in the total amounts of \$216,963.45 and \$326,515.35, respectively.

CC-3 Initiation of Proceedings for the Levy and Collection of Assessments and Ordering the Preparation of an Engineer's Report for Fiscal Year 2023-2024 for the Citywide Lighting and Landscaping Maintenance District and the Park Maintenance District; Resolution Nos. 2023-11 and 2023-12: This item was pulled from the Consent Calendar.

CC-4 Consultant Service Agreements with Impact Community United, Inc., in an Amount not to Exceed \$75,000.00 and Walter Lee Wilmore (WLW) Foundation in an Amount not to Exceed \$58,000.00 Related to the State of California Department of Justice Tobacco Grant Program: The City Council approved agreements with Impact Community United, Inc., in an amount not to exceed \$75,000.00 and Walter Lee Wilmore (WLW) Foundation in an amount not to exceed \$58,000.00, and authorized the City Manager to execute

the necessary documents in a form approved by the City Attorney.

CC-5 Memorandum of Understanding between City of Monrovia and the San Gabriel Valley Council of Governments Related to Use of Monrovia Police Department Personnel to Assist with Heart of the Foothills Event on April 23, 2023: The City Council approved the Memorandum of Understanding with the San Gabriel Valley Council of Governments related to use of Monrovia Police Department personnel to assist at the Heart of the Foothills event on Sunday, April 23, 2023, and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

CC-6 Annual Report on the Status of the General Plan; Receive and File: The City Council received and filed the Annual Report on the Status of the General Plan.

CC-7 Consultant Services Agreement with NBS Government Finance Group for Annual Administration Services related to the City's Assessment Districts, Parcel Taxes, and Community Facilities District Special Taxes, in an amount not to exceed \$25,280.00 for the period July 1, 2023, to June 30, 2024: This item was pulled from the Consent Calendar.

CC-8 Purchase and Installation of Replacement Apparatus Bay Doors at Fire Station No. 101, award a contract to Overhead Door Company of Inland Empire in the Amount not to Exceed \$90,820.00, Approve a Contingency in an Amount not to Exceed \$9,000.00, and Find the Project is Exempt from CEQA (Class 1): The City Council approved the purchase and installation of replacement apparatus bay doors at Fire Station No. 101 and award a contract to Overhead Door Company of Inland Empire in an amount not to exceed \$90,820.00, approve a contingency in an amount not to exceed \$9,000.00, and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

CC-9 Amendment No. 3 to the Contract to Pokrajac Corporation dated March 15, 2022, related to the Canyon Park Repair Project in an Amount not to Exceed \$500,000.00; Authorize a Contingency Amount not to Exceed \$50,000.00, for Total Project Funding in an Amount not to Exceed \$4,740,186.83: The City Council approved Amendment No. 3 to the Contract with Pokrajac Corporation dated March 15, 2022, related to the Canyon Park Repair Project in an amount not to exceed \$500,000.00, authorize a contingency amount not to exceed \$50,000.00, and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney. Councilmember Jimenez abstained from the vote due to campaign contributions received.

ITEMS PULLED FROM CONSENT CALENDAR, IF NEEDED:

CC-3 Initiation of Proceedings for the Levy and Collection of Assessments and Ordering the Preparation of an Engineer's Report for Fiscal Year 2023-2024 for the Citywide Lighting and Landscaping Maintenance District and the Park Maintenance District; Resolution Nos. 2023-11 and 2023-12

CC-7 Consultant Services Agreement with NBS Government Finance Group for Annual Administration Services related to the City's Assessment Districts, Parcel Taxes, and Community Facilities District Special Taxes, in an amount not to exceed \$25,280.00 for the period July 1, 2023, to June 30, 2024

Administrative Services Director Buffy Bullis provided a brief report regarding both items and answered questions of the City Council.

It was moved by Councilmember Dr. Kelly, seconded by Mayor Pro Tem Spicer to adopt Resolution No. 2023-11 and to adopt Resolution No. 2023-12. The motion carried unanimously by roll call vote.

It was moved by Councilmember Jimenez, seconded by Councilmember Crudgington, to approve the Consultant Services Agreement with NBS Government Finance Group for administration services related to the City's assessment districts, special taxes, and community facilities districts in an amount not to exceed \$25,280.00 for the period July 1, 2023, to June 30, 2024, 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: 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 Fellow, Upper San Gabriel Valley Municipal Water District Board
2. Teresa, Monrovia

3. Helen Romero Shaw, Southern California Gas Company

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 Update on Congressional and State Appropriation Funding Requests: City Manager Feik reviewed recent grant applications submitted to federal and state legislators.

RCM-3 Update on Property Damage from January 2023 Storms: Alex Tachiki, Interim Public Works Director, provided an overview of the damage caused by the recent storms.

RCM-4 Update on Board & Commissions Recruitment for Terms Beginning July 1, 2023: Alice Atkins, City Clerk, gave a brief update regarding the upcoming Board & Commissions recruitment.

REPORTS OF CITY COUNCILMEMBERS AND SUB-COMMITTEES:

RCC-1 Councilmember Gloria Crudginton

- (a) Thanked Brain Yamaguchi for his public input regarding the General Plan
- (b) San Gabriel Valley Council of Government Policy Committee water update

RCC-2 Councilmember Sergio P. Jiménez

- (a) Upcoming community events and recreation classes

RCC-3 Councilmember Dr. Tamala Kelly

- (a) Library volunteer opportunities
- (b) Coordinating Council
- (c) Upcoming community events

RCC-4 Mayor Pro Tem Larry J. Spicer

- (a) Designated as Voting Alternate Los Angeles County Metropolitan Transportation Authority (METRO)

RCC-5 Mayor Becky A. Shevlin

- (a) Recent presentation at Wild Rose Elementary School
- (b) San Gabriel Valley Economic Partnership forecast
- (c) Upcoming community events
- (d) Recent presentation to Tzu Chi Educational Foundation

ADMINISTRATIVE REPORTS: None

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, April 4, 2023, 7:30 P.M.

ADJOURNMENT: At 9:32 p.m., Mayor Shevlin adjourned the meeting of the Monrovia City Council.

ATTEST:

APPROVED:

Becky A. Shevlin, Mayor

Alice D. Atkins, MMC, City Clerk