



CITY COUNCIL AGENDA REPORT



DEPARTMENT: City Manager's Office

MEETING DATE: December 5, 2023

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

AGENDA LOCATION: CC-1

TITLE: Unadopted Minutes of the November 16, 2023, Special Meeting and the November 21, 2023, 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 November 16, 2023, Special Meeting and the November 21, 2023, Special and Regular Meetings.

**MINUTES OF THE SPECIAL MEETING OF THE
MONROVIA CITY COUNCIL
THURSDAY, NOVEMBER 16, 2023**

CONVENE: Mayor Becky Shevlin convened the Special Meeting of the Monrovia City Council at 9:00 a.m. on Thursday, November 16, 2023, 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 were City Manager Dylan Feik and City Attorney Craig A. Steele.

PUBLIC INPUT: None

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; and CS-2 Public Employee Performance Evaluation pursuant to Government Code § 54957(b)(1): City Attorney.

RECONVENE: Mayor Shevlin reconvened the Special Meeting.

REPORT OF CLOSED SESSION: City Attorney Steele reported that the City Council met in a closed session to discuss the two items on the posted agenda. There was no reportable action.

ADJOURN: Mayor Shevlin Adjourned the meeting at 1 p.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, NOVEMBER 21, 2023, 7:30 P.M.**

SPECIAL MEETING: Mayor Becky A. Shevlin convened the Special Meeting/Workshop of the Monrovia City Council on Tuesday, November 21, 2023, at 6:00 p.m., at which all members were present, to discuss SB 329 - City Councilmember Compensation, and provided direction to Staff. 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 7:09 p.m.

CONVENE: Mayor Shevlin convened the Regular Meeting of the Monrovia City Council of Tuesday, November 21, 2023, at 7:32 p.m. in City Council Chambers in honor of Violet Eve Gally, born November 15, 2023, to Kurt and Tiffany Gally. In attendance were City Manager Dylan Feik, City Attorney Craig A. Steele, Assistant City Manager Lauren Vasquez and City Clerk Alice D. Atkins.

INVOCATION: Barbara Gholar led the invocation.

PLEDGE OF ALLEGIANCE: Councilmember Sergio P. Jiménez led the pledge of allegiance.

ROLL CALL: In attendance were Councilmembers Gloria Crudgington, 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 November as Family Court Awareness Month: The City Council presented the proclamation to Sandy Ross, Executive Director for Family Court Awareness Month.

PR-2 Pasadena Humane Pet of the Month: Kevin McManus, Public Relations & Communications Manager introduced Soda Pop the dog as Pet of the Month.

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

ORDER OF BUSINESS: At the request of staff, item RCC-2(b) 2023 Make a Difference Day Recap was moved to precede Consent Calendar.

RCC-2 Councilmember Sergio P. Jiménez

(b) 2023 Make a Difference Day Recap: Macy Gracia presented a video of Make a Difference Day 2023.

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

CC-1 Unadopted Minutes of the November 3, 2023, Special Meeting and the November 7, 2023, Special and Regular Meetings of the Monrovia City Council: The City Council adopted the Minutes of the November 3, 2023, Special Meeting and the November 7, 2023, Special and Regular Meetings.

CC-2 Payroll Nos. 23 in the Net Amount of \$780,913.47, and Warrant Registers dated November 9 and November 16, 2023, in the Total Amounts of \$446,480.81 and \$833,486.55, Respectively: The City Council approved Payroll No. 23 in the net amount of \$780,913.47, and Warrant Registers dated November 9 and November 16, 2023, in the total amounts of \$446,480.81 and \$833,486.55 respectively.

CC-3 Amending Title 2 (Administration and Personnel and Title 15 (Buildings and Construction) of the Monrovia Municipal Code Pertaining to Art in Public Places; Adoption of Ordinance No. 2023-04: The City Council adopted Ordinance No. 2023-04.

CC-4 Purchase of Five (5) Rectangular Rapid Flashing Beacons from NexTech Systems, Inc., additional signage, and installation in a total Amount Not to Exceed 54,332.44; Approval of a Project Contingency in an amount not to Exceed \$5,400.00; Approve the Project Design: The City Council approved the

purchase of five (5) Rectangular Rapid Flashing Beacons from NexTech Systems, Inc., in an amount not to exceed \$48,063.40; authorized \$2,732.73 for the purchase of signs and hardware, \$3,536.31 for installation, and a contingency in an amount not to exceed \$5,400.00; approved the project design as proposed; found the Project is Categorically Exempt from review under California Environmental Quality Act; and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

CC-5 Agreement with Mindbase, LLC for the Mindbase Proactive Peer Support Platform for Monrovia Fire & Rescue Department and Monrovia Police Department, in an Amount Not to Exceed \$12,721.00 Annually with Future Renewals in the Discretion of the City Manager: The City Council approved the agreements with Mindbase, LLC, for the Mindbase Proactive Peer Support Platform for Monrovia Fire & Rescue Department and Monrovia Police Department, in an amount not to exceed \$12,721.00 annually, authorized the City Manager to agree to renewals, in their discretion, so long as the subscription price increase does not exceed five percent (5%) of the previous year's subscription rate, and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

CC-6 Agreement with Pyro Spectaculars, Inc., in the Amount of \$31,815.00 for Production of the 2024 Fourth of July Fireworks Show: The City Council approved an agreement with Pyro Spectaculars, Inc., for production of the 2024 Fourth of July fireworks show in the amount of \$31,815.00, and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

CC-7 Approval and Adoption of a Bidder Pre-Qualification Policy and Documents for Public Works Projects, Resolution No. 2023-48: The City Council adopted Resolution No. 2023-48.

CC-8 Lease and Installation of Ten (10) Automated License Plate Readers (ALPR) from Flock Group, Inc., in the Amount of \$28,500.00 in Year One and \$25,000.00 for Subsequent Years: The City Council approved the lease and installation of ten (10) Automated License Plate Readers from Flock Group, Inc., in the amount not to exceed \$28,500.00 for first year and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

CC-9 Task Order No. 110 under the Agreement dated June 20, 2023, with Merrell Johnson Engineering, Inc., in an Amount Not to Exceed \$249,988, for Design and Bid Assistance of the Peck Road Street Improvement Project: The City Council approved Task Order No. 110 under the Agreement dated June 30, 2023, with Merrell Johnson Engineering, Inc. in an amount not to exceed \$249,988 for design and bid assistance of the Peck Road Street Improvement Project, and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

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. Brian Yamaguchi, Monrovia
2. Terri Prado, Monrovia

At this time, Mayor Shevlin took a short break to wish Councilmembers Crudgington and Dr. Kelly a happy birthday.

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, including an update from Tina Cherry, Community Services Director, regarding the Library Literacy Anthology 2021-2023.

RCM-2 Update on SB 1383 and Recap of Municipal Services: Jessica Alvarenga, Director of Government Affairs, Athens Services, provided an update on municipal services and organic waste.

REPORTS OF CITY COUNCILMEMBERS AND SUB-COMMITTEES:

RCC-1 Councilmember Gloria Crudgington had no report.

RCC-2 Councilmember Sergio P. Jiménez

- (a) 2023 Art in Public Places Ornament
- (b) 2023 Make a Difference Day Recap: This item was heard out of order preceding Consent Calendar
- (c) Recent and upcoming events

RCC-3 Councilmember Dr. Tamala Kelly

- (a) Recent and upcoming events
- (b) Thanked staff for well managed social media

RCC-4 Mayor Pro Tem Larry J. Spicer

- (a) Recent and upcoming events

RCC-5 Mayor Becky A. Shevlin

- (a) Recent and upcoming events
- (b) Homeless Committee Proposed Citizens Initiative Ordinance
- (c) San Gabriel Valley Council of Government Mental Health Ad Hoc Committee

ADMINISTRATIVE REPORTS:

The following item was taken out of order.

AR-2 Fiscal Year 2023-2024 Budget Update, Resolution No. 2023-46; Fiscal Year 2023-2024 Schedule of Fees and Charges Update, Resolution No. 2023-47; and Fiscal Year 2023-2024 Part-time Compensation Adjustment:

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

It was moved Mayor Pro Tem Spicer, seconded by Councilmember Crudginton, to adopt Resolution Nos. 2023-46 and 2023-47; and approve the Fiscal Year 2023-24 Part-time Compensation Program. The motion carried unanimously by roll call vote.

AR-1 Purchase and Sale Agreement with Old Town Office Retail (Motor), LLC for the City to Purchase the Commercial Building Located at 324-328 South Myrtle Avenue for \$6,000,000.00:

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

It was moved Councilmember Jimenez, seconded by Councilmember Dr. Kelly, to approve the proposed Purchase & Sale Agreement with Old Town Office Retail (Motor), LLC, for purchase of the building at 324-328 South Myrtle Avenue in an amount not to exceed \$6,000,000.00, and authorize the City Manager to execute all 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, December 5, 2023, 7:30 P.M.

ADJOURNMENT: At 9:39 p.m., Mayor Shevlin adjourned the meeting of the Monrovia City Council.

APPROVED:

ATTEST:

Becky A. Shevlin, Mayor

Alice D. Atkins, MMC, City Clerk