



CITY COUNCIL AGENDA REPORT



DEPARTMENT: City Manager's Office

MEETING DATE: September 20, 2022

PREPARED BY: Alice D. Atkins, City Clerk

AGENDA LOCATION: CC-1

TITLE: Unadopted Minutes of the September 6, 2022, Special and Regular Meetings, and the September 14, 2022, 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 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 September 6, 2022, Special and Regular Meetings, and the September 14, 2022, Special Meeting.

CC-1

**MINUTES OF THE SPECIAL AND REGULAR MEETINGS OF THE
MONROVIA CITY COUNCIL
HELD TUESDAY, SEPTEMBER 6, 2022, 7:30 P.M.**

STUDY SESSION: Mayor Becky A. Shevlin convened the Special Study Session of the Monrovia City Council on Tuesday, September 6, 2022, at 5:00 p.m., to discuss 2022-2023 City Council Assignments. All members were present. The City Council designated liaison and delegate assignments. Mayor Shevlin adjourned the study session at 5:51 p.m.

STUDY SESSION: Mayor Shevlin convened the Special Study Session of the Monrovia City Council on Tuesday, September 6, 2022, at 5:56 p.m., to discuss the Planning and Development Update. In attendance were City Manager Dylan Feik, City Attorney Craig A. Steele, Assistant City Manager Lauren Vasquez, and City Clerk Alice D. Atkins. Mayor Shevlin adjourned the study session at 6:57 p.m.

CONVENE: Mayor Shevlin convened the Regular Meeting of the Monrovia City Council of Tuesday, September 6, 2022, at 7:30 p.m. in City Council Chambers, preceded by a Salute to Service program at 7:00 p.m. In attendance were City Manager Dylan Feik, City Attorney Craig A. Steele, Assistant City Manager Lauren Vasquez, and City Clerk Alice D. Atkins.

INVOCATION: Police Chaplain Terrence Brown led the invocation.

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

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

REPORT OF CLOSED SESSION: None

ADMINISTRATION OF OATHS OF OFFICE; PRESENTATION OF CERTIFICATES OF APPOINTMENT: Alice Atkins, City Clerk, administered the Oath of Office and presented a Certificate of Appointment to City Treasurer Janet Wall.

REMARKS BY NEWLY SEATED CITY TREASURER:

City Treasurer Janet Wall thanked friends, staff, and the community.

PRESENTATIONS/PROCLAMATIONS:

PR-1 Introduction of Newly Hired and Promoted Employees: Assistant City Manager Lauren Vasquez, introduced newly hired employees Shawn Vazquez, Police Services Representative; Alex Batres, Management Analyst; Mandy Jiang, Senior Management Analyst; Valerie Bueno, Human Resources Technician; Daisy Guerrero, Senior Management Analyst; and recently promoted employee Charmaine Balanay, Accountant.

PR-2 Proclaiming September 2022 as "Suicide Prevention Month": The Mayor and City Council presented the proclamation to Ulises Gutierrez and Veronica Felix, representing Inspire.

PR-3 Proclaiming September 15 - October 15, 2022 as "Hispanic Heritage Month": The Mayor and City Council presented the proclamation to Maritza Travanti and other members of the Monrovia Latino Heritage Society.

PR-4 Proclaiming September 2022 as "Childhood Cancer & Blood Cancer Awareness Month": Mayor Shevlin read the proclamation aloud.

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

ORDER OF BUSINESS: At the request of staff, item RCC-2 Los Angeles County Workforce Development Board Overview/Update was moved to precede the Consent Calendar.

RCC-2 Los Angeles County Workforce Development Board Overview/Update: John Russell, Monrovia Adult School Assistant Principal, introduced Arthur Monreal, representing Good Will, to provide a workforce development update.

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

CC-1 Unadopted Minutes of the August 2, 2022, Regular Meeting of the Monrovia City Council: The City Council adopted the Minutes of the August 2, 2022, Regular Meeting.

CC-2 Payroll Nos. 16, 17, and 18 in the Net Amounts of \$747,190.19, \$710,262.94, and \$743,540.93, Respectively, and Warrant Registers dated August 4, August 11, August 18, August 25, and September 1, 2022, in the Total Amounts of \$516,579.33, \$202,767.92, \$512,295.51, \$896,067.28, and \$949,012.22, Respectively: The City Council approved Payroll Nos. 16, 17, and 18 in the net amounts of \$747,190.19, \$710,262.94, and \$743,540.93, respectively, and Warrant Registers dated August 4, August 11, August 18, August 25, and September 1, 2022, in the total amounts of \$516,579.33, \$202,767.92, \$512,295.51, \$896,067.28, and \$949,012.22, respectively.

CC-3 Certificate of Authorized Officials for Signing Official Documents; Resolution No. 2022-43: The City Council adopted Resolution No. 2022-43.

CC-4 Amendment No. 2 to Memorandum of Agreement dated October 5, 2021, with the San Gabriel Valley Council of Governments Related to Participation in the Regional Food Recovery Program: The City Council approved Amendment No. 2 to the Memorandum of Agreement with the San Gabriel Valley Council of Governments related to participation in the Regional Food Recovery Program and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

CC-5 Memorandum of Understanding with the City of Bradbury Related to the Community Service Officer (CSO) Program for the Period Ending June 30, 2025: The City Council approved the Memorandum of Understanding with the City of Bradbury related to the Community Services Officer (CSO) Program 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-6 List of Authorized Officials for Investment of City Monies in the Local Agency Investment Fund (LAIF), Resolution No. 2022-46: The City Council adopted Resolution No. 2022-46.

CC-7 Agreement between City of Monrovia and Santa Anita Park Related to Use of the Racetrack Parking Lot for Driver's Training for the Period Ending September 6, 2023: The City Council approved the agreement with Santa Anita Park related to use of the racetrack parking lot for driver's training for the period ending September 6, 2023, and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

CC-8 Memorandum of Understanding and Hold Harmless Agreement between City of Monrovia and the City of Sierra Madre Related to Use of the Monrovia Police Department Interior Shooting Range: The City Council approved the Memorandum of Understanding and Hold Harmless Agreement with the City of Sierra Madre related to use of the Monrovia Police Department interior shooting range for the period ending June 30, 2023, and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

CC-9 Purchase and Installation of Plymovent Vehicle Exhaust Extraction System Upgrades at Fire Station Nos. 101 and 102 by Air Exchange, Inc., in the Amount of \$45,834.53: The City Council approved the purchase and installation of Plymovent Vehicle Exhaust Extraction System upgrades at Fire Station Nos. 101 and 102 by Air Exchange, Inc., in the amount of \$45,834.53, and authorized the City Manager to execute all required purchasing documents in a form approved by the City Attorney.

CC-10 Facility Use Agreement between City of Monrovia and Los Angeles County Registrar-Recorder/County Clerk Related to Use of the Monrovia Community Center – Kay Dalton Room as a Vote Center for the 2022 Statewide General Election: The City Council approved the Facility Use Agreement between City of Monrovia and Los Angeles County Registrar-Recorder/County Clerk related to use of the Monrovia Community Center – Kay Dalton Room as Vote Center for the 2022 Statewide General Election, and

authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

CC-11 Amendment No. 2 to the Consultant Services Agreement dated June 21, 2016, with Civiltec Engineering, Inc., in an Amount not to Exceed \$17,210.00 for Engineering Services related to the Wellfield Electrical Improvements Project: The City Council approved Amendment No. 2 to the Consultant Services Agreement dated June 21, 2016, with Civiltec Engineering, Inc., related to the Wellfield Electrical Improvements Project in an amount not to exceed \$17,210.00, and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

CC-12 Task Order No. 94 under the On-Call Consultant Services Agreement Dated June 16, 2020, with Merrell-Johnson Engineering, Inc., for Development of the 2022 Monrovia Street Improvements Project in an Amount not to exceed \$143,736.00: The City Council approved Task Order No. 94 under the On-Call Consultant Services Agreement dated June 16, 2020, with Merrell-Johnson Engineering, Inc., for development of the Monrovia Street Improvements Project in an amount not to exceed \$143,736.00, and authorized the City Manager to execute the necessary documents in a form to be approved by the City Attorney.

CC-13 Task Order No. 24 Under the On-Call Consultant Services Agreement dated June 21, 2022, with Stetson Engineers, Inc., in an Amount not to Exceed \$235,900.00 for Design of PFAS Water Treatment System; Authorize a Contingency in an Amount not to Exceed \$24,000.00: The City Council approved Task Order No. 24 under the On-Call Consultant Services Agreement dated June 21, 2022, with Stetson Engineers, Inc., in an amount not to exceed \$235,900.00 for design of PFAS water treatment system; authorize a contingency in an amount not to exceed \$24,000.00; and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

CC-14 Agreement with Foothill Communications, Inc., Related to Service and Maintenance of Police Department Dispatch Consoles, Hand Held Portable Radios, and Mobile Radio Equipment for the Period Ending June 30, 2025, in Amounts not to Exceed \$29,968.00 Annually for Fiscal Years 2022-2023 and 2023-2024, and \$33,298.00 in Fiscal Year 2024-2025: The City Council found that negotiation instead of bidding will best serve the City in this instance, due to the specialized nature of the services, and approved the agreement with Foothill Communications, Inc., related to service and maintenance of Police Department dispatch consoles, hand held portable radios, and mobile radio equipment for the period ending June 30, 2025, in amounts not to exceed \$29,968.00 annually for Fiscal Years 2022-2023 and 2023-2024, and \$33,298.00 in Fiscal Year 2024-2025, 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 to City Clerk Atkins prior to 3:00 p.m. on the day of the meeting.

1. Sean Helbing, Chamber of Commerce
2. Joe Fekete, Monrovia
3. Jason Willoughby, Monrovia

PUBLIC HEARINGS / MEETINGS:

PH-1 Tentative Tract Map No. 83832 (TTM2022-0002), Conditional Use Permit CUP2022-0009, Minor Exception ME2022-0015, and Minor Exception ME2022-0016 to Construct Three New Two-Story, Detached Single-Family Dwelling Units and Three Detached Garages in a Four-Unit Planned Unit Development, with Preservation of an Existing Craftsman Bungalow Built in 1913 on the Property Located at 427 West Palm Avenue in the RM3500 (Residential Medium Density) Zone, by Bowden Development, Inc. (Gil Mars), Applicant; Resolution 2022-42:

Mayor Shevlin abstained from this item due to a conflict of interest with Bowden Development and exited chambers.

Teresa Santilena, Associate Planner, reviewed the Agenda Report and answered questions of the City Council.

Pro Tem Gloria Crudginton opened the public hearing.

1. Gil Mars, representing Bowden Development, Applicant
2. Margaret Mollenkopf, Spoke with concerns

3. Gil Mars responded to comments regarding restoration and windows.

Pro Tem Gloria Crudgington closed the public hearing.

The City Council requested clarification from the applicant and staff regarding window replacement and energy efficiency requirements of Title 24.

Following discussion, **it was moved by Mayor Pro Tem Spicer, seconded by Councilmember Jiménez, to approve Tentative Tract Map No. 83832 (TTM2022-0002), Conditional Use Permit CUP2022-0009, Minor Exception ME2022-0015, and Minor Exception ME2022-0016; to direct staff to preserve as much original details, including windows, as possible; and to adopt Resolution No. 2022-42.** The motion carried unanimously by roll call vote.

City Attorney Steele noted that all actions by the City Council regarding this application project are final. Any judicial challenge would have to be brought within the time set forth in Code of Civil procedures 1094.6.

Mayor Shevlin returned to Council Chambers.

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 Water Conservation Update: Alex Tachiki, Public Works Deputy Director, provided updates on the City's water conservation progress to date.

REPORTS OF CITY COUNCILMEMBERS AND SUB-COMMITTEES:

RCC-1 Mayor Pro Tem Gloria Crudgington had no report.

RCC-2 Councilmember Larry J. Spicer

- (a) Los Angeles County Workforce Development Board Overview/Update; this item was heard out of order, preceding the Consent Calendar, as noted above.
- (b) Upcoming community events

RCC-3 Councilmember Dr. Tamala Kelly

- (a) Recent attendance at NLC Women in Municipal Government Summer Conference; Sacramento, CA, August 11-12, 2022

RCC-4 Councilmember Sergio P. Jiménez

- (a) Immaculate Conception Fall Festival

RCC-5 Mayor Becky A. Shevlin

- (a) Election of Mayor Pro Tem: **it was moved by Mayor Shevlin, seconded by Mayor Pro Tem Crudgington, to appoint Councilmember Spicer as Mayor Pro Tem.** The motion carried unanimously by roll call vote.
- (b) City Council Assignments: a partial list of assignments discussed at a study session preceding the regular meeting would be posted to the City website, with a few assignments still to be determined.
- (c) League of California Cities 2022 Annual Conference and General Assembly - Proposed Bylaws Amendments: there were no objections to Mayor Shevlin voting in favor of approving the proposed bylaws at the upcoming conference
- (d) Mosquito & Vector Control update
- (e) Recent and upcoming community events

ADMINISTRATIVE REPORTS:

AR-1 Pedestrian Safety Study Recommendations and Pedestrian Safety Implementation Plan:

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

It was moved by Mayor Pro Tem Spicer, seconded by Councilmember Kelly, to approve the Pedestrian Safety Study recommendations and the Implementation Plan, and finding that the Implementation Plan is categorically exempt from CEQA review as a minor alteration of existing facilities pursuant to CEQA Guidelines Section 15301(c). 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, September 20, 2022, 7:30 P.M.

ADJOURNMENT: At 10:21 p.m., Mayor Shevlin adjourned the meeting of the Monrovia City Council in memory of Marinella Joven Gabad, grandmother of Administrative Services Deputy Director Rae Bowman; Lavada DeSalles, sister of former Planning Commissioner Mimi Mency; Sister Mary Dolores Mitch, M.M., longtime Maryknoll Sister and Interfaith Council Member; Dr. Alrita Morgan, former Library Boardmember; Olga Ashford, grandmother of Senior Development Services Technician Vanessa Mrakich; and Samuel Spicer, Jr., brother of Mayor Pro Tem Larry J. Spicer

ATTEST:

APPROVED:

Becky A. Shevlin, Mayor

Alice D. Atkins, MMC, City Clerk

**MINUTES OF THE SPECIAL MEETING OF THE
MONROVIA CITY COUNCIL
WEDNESDAY, SEPTEMBER 14, 2022**

CONVENE: Mayor Becky Shevlin convened the Special Meeting of the Monrovia City Council at 10:00 a.m. on Wednesday, September 14, 2022, 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: 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 Manager Feik 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 2:10 p.m.

ATTEST:

APPROVED:

Alice D. Atkins, MMC, City Clerk

Becky Shevlin, Mayor