



# CITY COUNCIL AGENDA REPORT



**DEPARTMENT:** City Manager's Office

**MEETING DATE:** December 20, 2022

**PREPARED BY:** Alice D. Atkins, City Clerk

**AGENDA LOCATION:** CC-1

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**TITLE:** Unadopted Minutes of the December 6, 2022, 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 December 6, 2022, Regular Meeting.

**CC-1**

**MINUTES OF THE REGULAR MEETING OF THE  
MONROVIA CITY COUNCIL  
HELD TUESDAY, DECEMBER 6, 2022, 7:30 P.M.**

**CONVENE:** Mayor Shevlin convened the Regular Meeting of the Monrovia City Council of Tuesday, December 6, 2022, at 7:30 p.m. in City Council Chambers, in honor of Camden Cole White, born October 24, 2022, to parents Schae Simpson and Connor White, and grandparents Annette Simpson and Frank Simpson, Jr; and in honor of Ella Badie, born November 27, 2022, to parents Olivia and Shady Badie. 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 Gloria Crudginton led the pledge of allegiance.

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

**REPORT OF CLOSED SESSION:** None.

**PRESENTATIONS/PROCLAMATIONS:**

**PR-1 Recognition of 2022 Monrovia Public Library Bookmark Contest Winners:** With the assistance of Friends of the Monrovia Public Library President Karen Hollinhurst, the Mayor and City Council presented Certificates of Recognition to contest winners, Hazel Arimboorpallan, Stella Wong, Noell Wong, Madeline Mo, Noemi Gonzalez, Zia Matsushita, Katelyn Poovakan, Mira Wilson, and Sophia Nunez. Ajay Hira was unable to attend.

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

**ORDER OF BUSINESS:** Administrative Report Item AR-1 was moved out of order to precede Consent Calendar.

**ADMINISTRATIVE REPORTS:**

**AR-1 Purchase of Self Contained Breathing Apparatus (SCBA) Air Packs and Related Equipment from L.N. Curtis & Sons in the Amount of \$435,877.47**

Fire Chief Jeremy Sanchez presented the Agenda Report and answered questions of City Council.

Following discussion, **it was moved by Mayor Pro Tem Spicer, seconded by Councilmember Jiménez, to approve the purchase of Self-Contained Breathing Apparatus Air Packs and Related Equipment from L.N. Curtis & Sons in an amount not to exceed \$435,877.47 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.

Mayor Shevlin called for a brief recess to celebrate Councilmember Dr. Kelly's birthday and allow for a demonstration of the new SCBA equipment.

**CONSENT CALENDAR:** Councilmember Jiménez stated he would be abstaining from item CC-14. **It was moved by Councilmember Crudginton, seconded by Mayor Pro Tem Spicer, 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 November 15, 2022, Special and Regular Meetings of the Monrovia City Council and the December 1, 2022, Special Meeting of the Monrovia City Council:** The City Council adopted the Minutes of the November 15, 2022, Special and Regular Meetings and the December 1, 2022, Special Meeting of the Monrovia City Council.

**CC-2 Payroll No. 24 in the Net Amount of \$792,980.12, and Warrant Registers dated November 17,**

**November 23, and December 1, 2022, in the Total Amounts of \$937,554.65, \$594,867.32 and \$232,913.80, Respectively:** The City Council approved Payroll No. 24 in the Net Amount of \$792,980.12, and Warrant Registers dated November 17, November 23, and December 1, 2022, in the Total Amounts of \$937,554.65, \$594,867.32 and \$232,913.80, Respectively.

**CC-3 Destruction of Certain Departmental Records; Resolution No. 2022-59:** The City Council adopted Resolution No. 2022-59.

**CC-4 Subrecipient Agreement between the County of Los Angeles and the City of Monrovia for Acceptance of 2021 State Homeland Security Grant Program Funds in the Amount of \$152,000.00:** The City Council approved the Subrecipient Agreement between Los Angeles County and the City of Monrovia related to the 2021 State Homeland Security Grant Program funds in the amount of \$152,000.00, and authorized the City Manager or his designee to accept and expend any additional 2021 SHGP funds that may become available and execute the necessary documents.

**CC-5 Acceptance of Hazardous Mitigation Grant Program (HMGP) Funds in the Amount of \$79,753.60; and Approval of Consultant Services Agreement with Dynamic Planning LLC in an Amount not to Exceed \$99,118.00 for Preparation of a Local Hazardous Mitigation Plan Update:** The City Council accepted Hazardous Mitigation Grant Program Funds for an update to the 2017 Hazardous Mitigation Plan in the amount of \$79,753.60 and approved the Consultant Service Agreement with Dynamic Planning LLC in an Amount Not to Exceed \$99,118.00 for preparation of a Hazardous Mitigation Plan Update, and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

**CC-6 Lease Agreement with the Boys and Girls Club of the Foothills for Use of the Mary Wilcox Youth Center for the Period Ending December 31, 2023, and Find That the Lease of a Public Structure is Categorically Exempt from CEQA Review:** The City Council approved the Lease Agreement with the Boys and Girls Club of the Foothills for use of the Mary Wilcox Youth Center for the period ending December 31, 2023, find that the lease is exempt from review under CEQA, and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

**CC-7 Cooperative Agreement with the Upper San Gabriel Valley Municipal Water District (USGVMWD) to receive Grant Funding in the amount of \$20,000 for an Irrigation Survey Program; and Consultant Services Agreement with EcoTech Services, Inc. in an Amount not to Exceed \$20,000.00:** The City Council approved the Cooperative Agreement with the Upper San Gabriel Valley Municipal Water District (USGVMWD) in the amount of \$20,000.00 for an Irrigation Survey Program, approved a Consultant Services Agreement with EcoTech Services, Inc., in an amount not to exceed \$20,000.00 and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

**CC-8 Purchase and Installation of a Stallion Air, Inc., Breathing Air Compressor at Fire Station 102 by L.N. Curtis & Sons, in the Amount of \$60,822.52:** The City Council approved the purchase and installation of the Stallion Breathing Air Compressor from L.N. Curtis & Sons in the Amount of \$60,822.52, rejected other bids and authorized the City Manager to execute all required purchasing documents in a form approved by the City Attorney.

**CC-9 On-Call Consultant Services Agreement with J & J Engineering & Computers, Inc., Related to On-Call Supervisory Control and Data Acquisition System Repair and Emergency Maintenance Services for the Period Ending December 31, 2024:** The City Council approved an On-Call Consultant Services Agreement with J & J Engineering Company Related to SCADA System Repair and Emergency Maintenance Services for the Period Ending December 30, 2024, find that the contract is exempt from bidding requirements under Monrovia Municipal Code Section 3.24.120(A)(3), and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

**CC-10 Consultant Services Agreement with Ray Klein, Inc., dba Professional Credit, for Debt Collection Services for the Period Ending June 30, 2025, with Two (2) One-Year Options to Extend:** The City Council approved the consultant services agreement with Professional Credit for the period ending June 30, 2025, with two (2) one-year options to extend, and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

**CC-11 Administrative Policy No. 2.10, Uncollectible Accounts Receivable Write-Off Policy and Authority to Recover Costs of Collection When Permitted by Law; Resolution No. 2022-49:** The City Council approved Resolution No. 2022-49.

**CC-12 Acceptance of Work, Filing Notice of Completion, and Release of Retention Funds to Palp, Inc., dba Excel Paving Company, for the Magnolia Avenue Water Line Improvements Project, Project #W 356:**

The City Council accepted the work of Palp, Inc., dba Excel Paving Company for the Magnolia Avenue Water Line Improvements Project, 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-13 Third Amendment to License Agreement dated April 16, 2019, with Monrovia Lime, LLC, related to Lease of Two Parking Lots on Lime Avenue for the Period Ending November 30, 2023 in an Amount not to Exceed \$154,350:** The City Council approved the Third Amendment to License Agreement dated April 16, 2019, with Monrovia Lime, LLC, related to lease of two parking lots on Lime Avenue for the period ending November 30, 2023, and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

**CC-14 Allocation of Funds for the Historic Museum Painting and Repairs Project, Project #91024, in an Amount Not to Exceed \$86,634.00, Award of Contract to Gary L. Schaeffler in an Amount not to Exceed \$44,985.00 for the Historic Museum Painting and Repairs Project, Approve a Project Contingency in amount not to exceed \$13,469.00, and find the Project is categorically exempt from review under CEQA:**

The City Council approved funding allocation for the Historic Museum Painting and Repairs Project, Project #91024, in an Amount Not to Exceed \$86,634.00, approve the Plans and Specifications for Project # 91024, award a contract to Gary L. Schaeffler for the Historical Museum Painting and Repairs Project in an Amount Not to Exceed \$44,985.00, authorized the City Manager or designee to approve contract change orders not to exceed \$13,469.00, find that the Project is categorically exempt from CEQA review., and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

**CC-15 Amendment No. 1 to the Agreement with Managed Career Solutions, SPC, under the Employment Development Department and the National Dislocated Workers Grant, dated October 21, 2021, Extending the Term to December 31, 2023, for Trail Maintenance in Canyon Park and the Hillside Wilderness Preserve:** The City Council approved Amendment No. 1 to the Agreement with Managed Career Solutions, SPC, under the Employment Development Department and the National Dislocated Workers Grant, dated October 21, 2021, extending the term to December 31, 2023, for trail maintenance in Canyon Park and the Hillside Wilderness Preserve, and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

**CC-16 Purchase and Installation of New Emergency Lights and Siren Equipment by West Coast Lights & Sirens, Inc., for Six (6) Recently Purchased 2022 Ford Explorer Police Utility Vehicles, in an Amount not to Exceed \$100,000.00:** The City Council approved the purchase and installation of emergency equipment by West Coast Lights & Sirens, Inc., for 6 new 2022 Ford Explorer Police Utility Vehicles in an amount not to exceed 100,000.00.

**PUBLIC INPUT:** Public comment was accepted by email to City Clerk Atkins prior to 3:00 p.m. on the day of the meeting, provided to City Council, and posted to City website.

1. Jodyne Wood, Monrovia
2. Rev. Everett Bell, Monrovia
3. Armine Sargsyan, California Department of Insurance
4. Juliana Oate, Monrovia Chamber of Commerce
5. Robert Grimes, Community Media of the Foothills
6. David Palomares, Community Media of the Foothills

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

**PH-1 Appeal of Historic Preservation Commission Decision Regarding the Property located at 607 East Lemon Avenue by Daniel Ryan, Appellant; Resolution No. 2022-58, Finding of Categorical Exemption under CEQA Guidelines Section 15301(l):**

Sheri Bermejo, Planning Division Manager, reviewed the staff report and answered questions of the City Council.

Mayor Shevlin opened the Public Hearing.

In Favor:

1. Edie Ramirez, Monrovia

Mayor Shevlin closed the Public Hearing.

Following discussion, **it was moved by Councilmember Dr. Kelly, seconded by Mayor Pro Tem Spicer, to adopt Resolution No. 2022-58 to deny the appeal, grant the exemption request, and approve the DPR Form with a Status Code of 6Z for the property at 607 East Lemon Avenue, and finding that the action is categorically exempt from CEQA review.** The motion carried unanimously by roll call vote.

**PH-2 An Ordinance of the City Council of the City of Monrovia, California, repealing Chapter 15.04.010 of Title 15 of the City of Monrovia Municipal Code and establishing a new Chapter 15.04.010 of Title 15 by adopting by reference and amending the 2022 edition of the California Building Code Volumes 1 & 2, the 2022 California Residential Code, the 2022 California Electrical Code, the 2022 California Mechanical Code, the 2022 California Plumbing Code, the 2022 California Energy Code, and the 2022 California Green Building Standards Code with appendices and amendments and California Fire Code amendments thereto; Adoption of Ordinance No. 2022-09**

Greg Boyajian, Building & Safety Division Manager 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.

Following discussion, **it was moved by Mayor Pro Tem Spicer, seconded by Councilmember Jiménez, to Adopt Ordinance No. 2022-09.** 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. At the request of City Manager Feik, Community Services Director Tina Cherry provided an update on the Library Park Portland Loo Restroom Improvement Project.

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

##### **RCC-1 Councilmember Gloria Crudgington**

- (a) Recent Presentation by San Gabriel Valley Council of Governments on mental health programs

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

- (a) Monrovia Art in Public Places 2022 Ornament

**RCC-3 Councilmember Dr. Tamala Kelly** had no report.

##### **RCC-4 Mayor Pro Tem Larry J. Spicer**

- (a) Thanked Community Services Department staff for the Thankful & Grateful Event and Holiday Parade

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

- (a) Recent Community Prayer Breakfast
- (b) Recent Holiday Parade
- (c) Upcoming San Gabriel Valley Council of Governments Homeless Committee Meeting and meeting with Assemblymember Blanca Rubio and her staff.
- (d) Nominations for Monrovia Chamber of Commerce Awards
- (e) Upcoming Community Emergency Response Team (CERT) Business Emergency Response Team trainings

#### **ADMINISTRATIVE REPORTS:**

**AR-1 Purchase of Self Contained Breathing Apparatus (SCBA) Air Packs and Related Equipment from L.N. Curtis & Sons in the Amount of \$435,877.47**

This item was taken out of order preceding CONSENT CALENDAR.

**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 20, 2022, 7:30 P.M.

**ADJOURNMENT:** At 9:14 p.m., Mayor Shevlin adjourned the meeting of the Monrovia City Council in memory of Steve Knight, longtime resident, Monrovia Rotary Club member, community volunteer, and past Monrovia Chamber of Commerce Iris Award Winner.

ATTEST:

APPROVED:

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Becky A. Shevlin, Mayor

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Alice D. Atkins, MMC, City Clerk