



CITY COUNCIL AGENDA REPORT



DEPARTMENT: City Manager's Office

MEETING DATE: April 16, 2024

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

AGENDA LOCATION: CC-1

GOVERNMENT CODE 84308 APPLIES: No

TITLE: Unadopted Minutes of the March 19, 2024, Special and Regular Meetings and April 2, 2024, 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 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 March 19, 2024, Special and Regular Meetings and April 2, 2024, Regular Meeting of the Monrovia City Council.

**MINUTES OF THE SPECIAL AND REGULAR MEETINGS OF THE
MONROVIA CITY COUNCIL
HELD TUESDAY, MARCH 19, 2024, 7:30 P.M.**

CLOSED SESSION: Mayor Becky A. Shevlin convened the Special Meeting/Closed Session of the Monrovia City Council on Tuesday, March 19, 2024, at 6:30 p.m., to discuss CS-1 Public Employee Performance Evaluation pursuant to Government Code § 54957(b)(1): City Manager. 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, March 19, 2024, at 7:31 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: Councilmember Dr. Kelly led the invocation.

PLEDGE OF ALLEGIANCE: Mayor Pro Tem Larry J. Spicer 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 Max the dog as pet of the month.

PR-2 Proclaiming March 29, 2024, as "National Vietnam War Veteran's Day": The City Council presented a proclamation to Vietnam Veteran Floyd Henderson.

PR-3 Proclaiming April 2024 as "DMV/Donate Life Month": The City Council presented the proclamation to Rachel Rodriguez, One Legacy Ambassador.

PR-4 Recognition of Recent Community Emergency Response Team (CERT) Graduates: Suzanne Dobson, Emergency Preparedness Coordinator introduced the most recent group of CERT graduates.

PR-5 Introduction of Newly Hired and Promoted Employees: Lauren Vasquez, Assistant City Manager, and Craig Jimenez, Community Development Director, introduced Joslyn Blakely, Neighborhood & Business Services Division Manager.

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

ORDER OF BUSINESS: There were no changes to the order of business.

CONSENT CALENDAR: Following a brief overview of Consent Calendar item CC-9 by City Manager Feik, **It was moved by Mayor Pro Tem Spicer, seconded by Councilmember Jimenez, to approve the consent calendar.** The motion carried unanimously. The consent calendar consisted of the following items:

CC-1 Unadopted Minutes of the February 20, 2024, Special and Regular Meetings of the Monrovia City Council: The City Council adopted the Minutes of the February 20, 2024, Special and Regular Meetings of the Monrovia City Council.

CC-2 Payroll No. 5 in the Net Amount of \$822,030.01, and Warrant Registers dated February 22, February 29, March 6, and March 14, 2024, in the Total Amounts of \$363,320.42, \$916,638.32, \$157,470.42, and \$789,451.61, Respectively: The City Council approved Payroll No. 5 in the net amount of \$822,030.01, and Warrant Registers dated February 22, February 29, March 6, and March 14, 2024, in the total amounts of \$363,320.42, \$916,638.32, \$157,470.42, and \$789,451.61, respectively.

CC-3 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; Adoption of Ordinance No. 2024-03: The City Council adopted Ordinance No. 2024-03.

CC-4 Proposed Position Modifications and updated Authorized Position Listing: The City Council approved the proposed temporary over hire position at an estimated net cost of \$16,315.

CC-5 Destruction of Certain Departmental Records; Resolution No. 2024-20: The City Council adopted Resolution No. 2024-20.

CC-6 Los Angeles County Metropolitan Transportation Authority Funding Agreement for Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program: The City Council approved the Los Angeles County Metropolitan Transportation Authority Funding Agreement for Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

CC-7 Acceptance of Work, Filing Notice of Completion, and Release of Retention Funds to Pokrajac Corporation for the Canyon Park Repair Project: The City Council accepted the work of Pokrajac Corporation for the Canyon Park Repairs Project, authorized the City Clerk to file the Notice of Completion, and direct staff to release retained funds in accordance with the contract provisions and applicable law.

CC-8 Consultant Services Agreements with Alta Planning + Design, Inc., Griffith Structures, KOA Corporation, Transtech Engineers, Inc., and Willdan Engineering for On-call Engineering Services for the Period Ending February 28, 2027, and with Bucknam Infrastructure Group, Inc., for the period ending June 30, 2027: The City Council approved the Consultant Services Agreements for On-call Engineering Services with Alta Planning + Design, Inc., Griffith Structures, KOA Corporation, Transtech Engineers, Inc., and Willdan Engineering for the period ending February 28, 2027, and with Bucknam Infrastructure Group, Inc., for the period ending June 30, 2027, and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

CC-9 Annual Report on the Status of the General Plan; Receive and File: The City Council received and file the Annual Report on the Status of the General Plan.

CC-10 Initiation of Proceedings for the Levy and Collection of Assessments and Ordering the Preparation of an Engineer's Report for Fiscal Year 2024-2025 for the Citywide Lighting and Landscaping Maintenance District and the Park Maintenance District; Resolution Nos. 2024-18 and 2024-19: The City Council adopted Resolution No. 2024-18 and Resolution No. 2024-19.

CC-11 Award of Contract to LRJ Construction for the CDBG Residential Rehabilitation Grant Program Project at 525 Hacienda Drive in an Amount Not to Exceed \$28,640.00: The City Council awarded a contract to LRJ Construction for the CDBG Residential Rehabilitation Grant Program Project at 525 Hacienda Drive, find that the Project is categorically exempt from CEQA review, and authorize the City Manager to execute the necessary documents in a form approved by the City Attorney.

CC-12 Proposed Language Modifications to Side Letters of Agreement Related to Bereavement Leave: The City Council approved the proposed language modification to the Side Letters of Agreement.

CC-13 Consultant Services Agreement with EN Engineering, LLC, d/b/a ENTRUST Solutions Group to Assess Broadband Access and Availability in Monrovia in an Amount Not to Exceed \$358,995.00 for the Period Ending June 29, 2025: The City Council approved a Consultant Services Agreement with EN Engineering, LLC d/b/a ENTRUST Solutions Group, to assess broadband access and availability in Monrovia in an amount not to exceed \$358,995.00 for the period ending June 29, 2025, and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

CC-14 Parking Lease Agreement with Bethel A.M.E. Church for the Period ending October 31, 2030: The City Council approved Parking Lease Agreement with Bethel A.M.E., for the period ending October 31, 2030, 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, if any were received.

1. Mackenzie Bolger, San Gabriel Valley Council of Governments
2. Edie Ramirez, Monrovia
3. Zane Castilleja, Monrovia High School Astronomy Club
4. Chris Loos, House Party at the Park
5. Juliana Onate, Monrovia Chamber of Commerce
6. Rob Hammond, Former Mayor
7. Teresa Wilson, Monrovia

PUBLIC HEARINGS / MEETINGS:

PH-1 Tentative Tract Map No. 084341 (TTM2024-0001) and Conditional Use Permit (CUP2024-0001) to Construct a Four-Unit, Two-Story, Detached Planned Unit Development (PUD) for Property Located at 619 East Walnut Avenue in the RM3000/PUD (Residential Medium Density) Zone, by Richard Piña of Bowden Development, Inc., Applicant; Resolution No. 2024-15:

Mayor Shevlin stated a conflict of interest due to a business relationship with the developer and exited council chambers.

John Mayer, Principal Planner, reviewed the staff report and answered questions of the City Council.

Mayor Pro Tem Spicer opened the public hearing.

1. Teresa Wilson, Monrovia, spoke with concerns
2. Todd Bowden, Bowden Development, Applicant
3. Karen Suarez, Monrovia, spoke with concerns
4. Brian Yamaguchi, Monrovia, spoke in favor
5. Christine Rory, Monrovia

Mayor Pro Tem Spicer closed the public hearing.

It was moved by Councilmember Jimenez, seconded by Councilmember Crudginton, to adopt Resolution No. 2024-15. The motion carried unanimously by roll call vote.

City Attorney Steele stated for the record that the actions taken were final and there was no provision for reconsideration of the City Council decision; the time within which any judicial review of those decisions would be required is governed by Code of Civil Procedure Section 1094.6

PH-2 Proposed Adjustments for Sewer and Water Fees; Introduction and First Reading of Ordinance No. 2024-04, and Adoption of Resolution No. 2024-16:

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

At Mayor Shevlin's request, City Clerk Atkins stated that the number of people eligible to file protests related to water rates was 9,461, a majority would equal 4,731 protests, and the current count at the beginning of the meeting was 561 protests, or 5.92% of eligible accounts; the number of people eligible to file protests related to sewer rates was 8,707, a majority would equal 4,354 protests, and the current count at the beginning of the meeting was 563 protests, or 6.47% of eligible accounts.

Mayor Shevlin opened the public hearing.

1. Larry Ellis, Monrovia, spoke in opposition to Water Rate increase, in support of Sewer Rate
2. Ed Corsor, Monrovia, spoke in support
3. Robert Hansen, Monrovia, spoke in opposition to Water and Sewer Rate increases
4. Teresa Wilson, Monrovia
5. Brian Yamaguchi, Monrovia, spoke regarding reducing costs in the future

Mayor Shevlin closed the public hearing.

City Manager Feik addressed questions raised during Public Comment.

City Clerk Atkins reported the total protest ballots cast for the proposed water rate adjustment as 564 and the total protest ballots cast for the proposed sewer rate adjustment as 565, and confirmed that a majority protest did not exist.

It was moved by Mayor Pro Tem Spicer, seconded by Councilmember Jimenez, to introduce, waive further reading, and read by title only Ordinance No. 2024-04, and Adoption of Resolution No. 2024-16. The motion carried unanimously by roll call vote.

City Attorney Steele read the title of Ordinance No. 2024-04 as follows:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MONROVIA, CALIFORNIA, ADOPTING A SCHEDULE OF WASTEWATER (SEWER) AND WATER SERVICE CHARGES

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 Upcoming Boards and Commissions Terms: Alice D. Atkins, City Clerk, provided an update on the recruitment process for upcoming terms.

REPORTS OF CITY COUNCILMEMBERS AND SUB-COMMITTEES:

RCC-1 Councilmember Gloria Crudgington had no report.

RCC-2 Councilmember Sergio P. Jiménez

(a) Recent and upcoming events

RCC-3 Councilmember Dr. Tamala Kelly

- (a) Recent and upcoming events
- (b) Community Media of the Foothills, recipient of Wave Awards
- (c) Promoted Library Programs

RCC-4 Mayor Pro Tem Larry J. Spicer

- (a) Metro Gold Line Extension Construction Update
- (b) Vietnam War Veterans commemorative Wall that Heals tour
- (c) Requested to work with community partners to host an entrepreneur event; enhance Friday Night Teen Scene; and organize a City Council Coffee & Chat

RCC-5 Mayor Becky A. Shevlin

- (a) City Manager Weekly and Monrovia Today activity guide
- (b) YES Intern Program
- (c) Recent and upcoming events

ADMINISTRATIVE REPORTS:

AR-1 Award of Contract to Pokrajac Corporation for the Canyon Park Infrastructure Improvement Project, Project #G-961, in an Amount Not to Exceed \$12,095,217.11, Approve a Contingency Amount Not to Exceed \$1,209,521.71 Approve Task Order No.115 with Merrell Johnson Engineering, Inc., for Construction Management and Inspection Services in an Amount Not to Exceed \$2,086,424.95; and Find the Project is Categorically Exempt from Review under California Environmental Quality Act (CEQA) Guidelines Section(s) 15301, 15302, 15303, 15304, 15311:

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

It was moved by Councilmember Dr. Kelly, seconded by Mayor Pro Tem Spicer, to award a contract to Pokrajac Corporation for the Canyon Park Infrastructure Improvement Project, Project #G-961, in an amount not to exceed \$12,095,217.11, approve a contingency amount not to exceed \$1,209,521.71, approve Task Order No.115 with Merrell Johnson Engineering, Inc., for construction management and inspection services in an amount not to exceed \$2,086,424.95; find the Project is Categorically Exempt from review under California Environmental Quality Act (CEQA) Guidelines Section(s) 15301, 15302,

15303, 15304, 15311; 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.

AR-2 Recognition of Outgoing City Councilmember Gloria Crudgington in Honor of Her Substantial Public Service to the Community

Dylan Feik, City Manager, reviewed the agenda report and answered questions of City Council, and showed a short video highlighting Councilmember Crudgington's long public service career, followed by remarks from the City Council.

Public comment:

- 1. Karen Suarez, Monrovia
- 2. Edie Ramirez, Monrovia

It was moved by Mayor Pro Tem Spicer, seconded by Councilmember Dr. Kelly, to approve renaming the City facility at 603 Cloverleaf Drive to "Crudgington Station" and authorize staff to install appropriate signage. 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, April 2, 2024, 7:30 P.M.

ADJOURNMENT: At 10:39 p.m., Mayor Shevlin adjourned the meeting of the Monrovia City Council in memory of Lynette Gile, family friend of Management Analyst Jocelyn Casas, and Tony Gonzales, son of retired Code Enforcement Officer RD Glonzales.

ATTEST:

APPROVED:

 Becky A. Shevlin, Mayor

 Alice D. Atkins, MMC, City Clerk

**MINUTES OF THE REGULAR MEETING OF THE
MONROVIA CITY COUNCIL
HELD TUESDAY, APRIL 2, 2024, 7:30 P.M.**

CONVENE: Mayor Shevlin convened the Regular Meeting of the Monrovia City Council on Tuesday, April 2, 2024, at 7:33 p.m. In attendance were City Attorney Craig A. Steele, Assistant City Manager Lauren Vasquez, City Manager Dylan Feik, and City Clerk Alice D. Atkins.

INVOCATION: Police Chaplain Terrence Brown led the invocation.

PLEDGE OF ALLEGIANCE: Councilmember Gloria Crudgington 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: None

STUDENT GOVERNMENT REPRESENTATIVE: No report.

ORDER OF BUSINESS: There was no change in the order of business.

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

CC-1 Unadopted Minutes of the February 22, 2024, Special of the Monrovia City Council: The City Council adopted the Minutes of the February 22, 2024, Special Meeting.

CC-2 Adjustments for Sewer and Water Service Charges; Adoption of Ordinance No. 2024-04: The City Council adopted Ordinance No. 2024-04.

PUBLIC INPUT: Public comment was accepted by email to City Clerk Atkins prior to 3:00 p.m. on the day of the meeting. The full text of comments were provided to all members of the City Council and posted to the City website.

1. Margaret Mollenkopf, Monrovia
2. Dan Pena & Brandon Stantel, Athens Services
3. Monroe Elementary Students and Parents

PUBLIC HEARINGS / MEETINGS: None

REPORTS OF CITY MANAGER AND STAFF: None

REPORTS OF CITY COUNCILMEMBERS AND SUB-COMMITTEES: None

ADMINISTRATIVE REPORTS:

AR-1 Declaring and Certifying the Results of the General Municipal Consolidated Election held on March 5, 2024, Resolution No. 2024-21:

Alice Atkins, City Clerk, reviewed the agenda report.

It was moved by Councilmember Jimenez, seconded by Mayor Pro Tem Spicer, to Adopt Resolution No. 2024-21. The motion carried unanimously by roll call vote.

PRESENTATIONS TO AND REMARKS BY OUTGOING MEMBERS OF THE CITY COUNCIL:

1. Councilmember Gloria Crudgington

Public Input:

1. Anthony Fellows, Upper San Gabriel Valley Municipal Water District
2. Vicky Paul, Los Angeles County 5th District Supervisor Kathryn Barger
3. Tom Adams, Monrovia
4. Cleve Crudgington, Monrovia

Mayor Becky Shevlin presented a proclamation to Councilmember Crudgington.

ADMINISTRATION OF OATHS OF OFFICE; PRESENTATION OF CERTIFICATES OF ELECTION: Alice Atkins, City Clerk, administered the Oath of Office and presented elected officials with their Certificate of Election in the following order.

1. **Mayor Becky A. Shevlin**
2. **Councilmember Sergio Jiménez**
3. **Councilmember Edward Belden**
4. **City Treasurer Janet Wall**

Newly elected officials took their seats at the dais and Mayor Shevlin continued the meeting.

REMARKS BY NEWLY SEATED MAYOR, COUNCILMEMBERS, & CITY TREASURER

1. **Mayor Becky A. Shevlin**
2. **Councilmember Sergio Jiménez**
3. **Councilmember Edward Belden**
4. **City Treasurer Janet Wall**

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 16, 2024, 7:30 P.M.

ADJOURNMENT: At 8:26 p.m., Mayor Shevlin adjourned the meeting of the Monrovia City Council.

APPROVED:

ATTEST:

Becky A. Shevlin, Mayor

Alice D. Atkins, MMC, City Clerk