



# CITY COUNCIL AGENDA REPORT



**DEPARTMENT:** City Manager's Office

**MEETING DATE:** January 5, 2021

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

**AGENDA LOCATION:** CC-1

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**TITLE:** Unadopted Minutes of the December 15, 2020, 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 Meeting.

**COUNCIL ACTION REQUIRED:** If the City Council concurs, the appropriate action would be a motion to adopt the Minutes of the December 15, 2020, Special and Regular Meetings.

**CC-1**

**MINUTES OF THE SPECIAL AND REGULAR MEETINGS OF THE  
MONROVIA CITY COUNCIL  
HELD TUESDAY, DECEMBER 15, 2020, 7:30 P.M.**

In accordance with Executive Order N-29-20 and guidance from the California Department of Public Health on gatherings, members of the public were encouraged to participate in the meeting remotely by viewing on the KGEM channel through their local cable provider or online at [www.foothillsmedia.org](http://www.foothillsmedia.org).

**CLOSED SESSION:** Mayor Tom Adams convened the Special Meeting / Closed Session of the Monrovia City Council on Tuesday, December 15, 2020, at 6:35 p.m., to discuss: CS-1 Conference with Legal Counsel, Existing Litigation – Government Code Section 54956.9(d)(1): City of Monrovia v. Ernest Paul Mnoian, et al., Los Angeles Superior Court Case Number 19STCV31380. All members were present via videoconference, with the exception of Mayor Pro Tem Blackburn, who was excused. Mayor Adams adjourned the closed session at 6:58 p.m.

**SPECIAL MEETING:** Mayor Adams convened the Special Meeting / Study Session of the Monrovia City Council on Tuesday, December 15, 2020, at 7:02 p.m., to review the Pavement Management Program. In accordance with Executive Order N-29-20. All members were present via videoconference, with the exception of Mayor Pro Tem Blackburn, who was excused. Mayor Adams adjourned the special meeting at 7:33 p.m.

**CONVENE:** Mayor Adams convened the Regular Meeting of the Monrovia City Council on Tuesday, December 15, 2020, at 7:34 p.m. in City Council Chambers, 415 South Ivy Avenue, Monrovia, California. In attendance were Assistant City Manager Lauren Vasquez and City Clerk Alice D. Atkins. City Manager Dylan Feik and City Attorney Craig A. Steele participated via videoconference.

**INVOCATION:** Pastor Brandan Spencer led the invocation.

**PLEDGE OF ALLEGIANCE:** Councilmember Larry J. Spicer led the pledge of allegiance.

**ROLL CALL:** In attendance were Councilmembers Gloria Crudgington, Becky A. Shevlin, Larry J. Spicer, and Mayor Tom Adams. Mayor Pro Tem Alexander C. Blackburn was excused. All members participated via videoconference pursuant to the Governor's Executive Order N-29-20.

**REPORT OF CLOSED SESSION:** City Attorney Craig Steele stated that the City Council met in closed session via teleconference to discuss the item on the posted agenda and took no reportable action; all members were present, with the exception of Mayor Pro Tem Blackburn, who was excused

**PRESENTATIONS/PROCLAMATIONS:**

**PR-1 Recognition of Retiring Neighborhood and Business Services Manager Sheila Spicer-Batice for Over 38 Years of Service:** The Mayor and City Council recognized Sheila Spicer-Batice, who participated via videoconference, for her exceptional leadership and important contributions to the organization and the community during her many years of services.

**PR-2 Old Town and Home Decorating Contest Awards:** Community Services Director Tina Cherry provided a presentation of the decorating contest award winners.

**PR-3 Pasadena Humane Society Pet of the Month:** A short video from the Pasadena Humane Society was shared highlighting the Pet of the Month with details for adoption.

**STUDENT GOVERNMENT REPRESENTATIVE:** Student Liaison Sophia Labio participated via videoconference and provided an update on activities at the high school.

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

**CONSENT CALENDAR:** It was moved by Councilmember Spicer, seconded by Councilmember Shevlin, 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 December 1, 2020, Special and Regular Meetings of the Monrovia City Council:** The City Council adopted the Minutes of the December 1, 2020, Special and Regular Meetings.

**CC-2 Payroll No. 25 in the Net Amount of \$709,282.92 and Warrant Registers dated December 3 and December 10, 2020, in the Total Amounts of \$90,606.99 and \$460,372.31, Respectively:** The City Council approved Payroll No. 25 in the net amount of \$709,282.92 and Warrant Registers dated December 3 and December 10, 2020, in the total amounts of \$90,606.99 and \$460,372.31, respectively.

**CC-3 Extension of Application Period to Fill an Unscheduled Vacancy on the Planning Commission:** The City Council extended the application period for the unscheduled vacancy on the Planning Commission to January 15, 2021.

**CC-4 Approval of the 2021 Local Appointments List and Designation of the Monrovia Public Library to Receive a Copy of the List:** The City Council approved the Local Appointments List and designated the Monrovia Public Library to receive a copy of the list.

**CC-5 Memorandum of Understanding (MOU) between the City of Monrovia and the County of Los Angeles Department of Public Health to Serve as a Public Medical Point of Dispensing (MPOD) for the Term Ending September 30, 2030:** The City Council approved the Memorandum of Understanding with the County of Los Angeles Department of Public Health to serve as a Public Medical Point of Dispensing (MPOD) for the term ending September 30, 2030, and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

**CC-6 Annual Investment Policy Update, Resolution No. 2020-84:** The City Council adopted Resolution No. 2020-84.

**CC-7 Third Amendment to Purchase and Sale Agreement and Escrow Instructions between the City and 123 West Pomona, LLC, for Real Property at 1528 and 1532 South Primrose Avenue:** The City Council approved the Third Amendment to Purchase and Sale Agreement with 123 West Pomona, LLC, for Real Property at 1528 and 1532 South Primrose Avenue, and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

**CC-8 Public Agency Retirement Services (PARS) Section 115 Trust Program Investment Portfolio:** The City Council approved the City's investment in the PARS Moderately Conservative investment portfolio.

#### **PUBLIC INPUT:**

Public comment was accepted by email to City Clerk Atkins prior to 6:00 p.m. on the day of the meeting, and read aloud. The full text of comments were provided to all members of the City Council and posted to the City website.

1. Sari Canales, Executive Director, Monrovia Chamber of Commerce

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

**PH-1 General Plan Amendment GPA2020-0002 and Zoning Map Amendment ZA2020-0002 for remnant Los Angeles County Flood Control District Land for the Properties Located at 649 West Duarte Road, and 1435, 1439, 1505, 1613, 1629, 1725, and 1729 Pilgrim Way (Assessor Parcel Nos.: 8507-014-050, 8507-013-086, 8507-013-079, 8507-013-081, 8507-014-028, 8507-014-049, 8507-014-018, 8507-014-017) by Steve K. and Trina Mangli Yen (649 West Duarte Road), Jean and Leah Korkis (1435 Pilgrim Way), Peter T. Chu and Jinhua Zhang (1439 Pilgrim Way), Michael and Patricia Savely (1505 Pilgrim Way), Cecile Ann A. Tanlioco (1613 Pilgrim Way), Rodney Soo and Lingyi Li (1629 Pilgrim Way), Nelson K. and Maria L. Santos (1725 Pilgrim Way), and Teresa Ramirez (1729 Pilgrim Way) (Property Owners), Applicants; Resolution No. 2020-77 and Introduction of Ordinance No. 2020-13:**

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

Mayor Adams opened the Public Hearing.

1. Jean Korkis, Applicant, spoke in favor

Confirming no additional comments were received, Mayor Adams closed the Public Hearing.

Following discussion, it was moved by Councilmember Crudginton, seconded by Councilmember Shevlin, to adopt Resolution No. 2020-77 and introduce, waive further reading, and read by title only Ordinance No. 2020-13. The motion carried unanimously by roll call vote.

City Attorney Steele read the title of Ordinance No. 2020-13 as follows:

**AN ORDINANCE OF THE CITY OF MONROVIA, CALIFORNIA, ADOPTING ZONE CHANGE ZA2020-0002 AMENDING THE OFFICIAL ZONING MAP FOR THE CITY OF MONROVIA SET FORTH IN SECTION 17.04.040 OF TITLE 17 (ZONING) OF THE MONROVIA MUNICIPAL CODE TO CHANGE THE P/QP (PUBLIC/QUASI-PUBLIC) ZONE DESIGNATION OF THE PROPERTIES LOCATED AT 649 WEST DUARTE ROAD, AND 1435, 1439, 1505, 1613, 1629, 1725, AND 1729 PILGRIM WAY, (APNS: 8507-014-050, 8507-013-086, 8507-013-079, 8507-013-081, 8507-014-028, 8507-014-049, 8507-014-018, 8507-014-017) TO RL (RESIDENTIAL LOW DENSITY) ZONE DESIGNATION**

**PH-2 Amendment to Title 2 (Administration and Personnel) and Title 17 (Zoning) of the Monrovia Municipal Code Relating to the Process for Making Reasonable Accommodations in Zoning and Land Use Laws to Provide a Further Streamlined Review for Individuals with Disabilities; Introduction and First Reading of Ordinance No. 2020-12:**

Sheri Bermejo, Planning Division Manager, reviewed the Agenda Report and answered questions of Staff.

Mayor Adams opened and closed the Public Hearing, as no comments were received.

It was moved by Councilmember Shevlin, seconded by Councilmember Spicer, to introduce, waive further reading, and ready by title only Ordinance No. 2020-12. The motion carried unanimously by roll call vote.

City Attorney Steele read the title of Ordinance No. 2020-12 as follows:

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MONROVIA, CALIFORNIA, AMENDING TITLE 2 (ADMINISTRATION AND PERSONNEL) AND TITLE 17 (ZONING) OF THE MONROVIA MUNICIPAL CODE RELATING TO REVIEW AND DETERMINATION PROCEDURES FOR REASONABLE ACCOMMODATION REQUESTS**

#### **REPORTS OF CITY MANAGER AND STAFF:**

**RCM-1 City Council Directives Update:** City Manager Dylan Feik reviewed the directives as well as upcoming initiatives and programs.

**RCM-2 Review of City Employee Demographics:** Lauren Vasquez, Assistant City Manager, provided an overview of the demographics of City employees.

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

##### **RCC-1 Mayor Tom Adams:**

(a) Encouraged the community to continue following pandemic protocols and appreciated their patience over the prior 9 months as everyone had to adjust to how the people's business was conducted due to COVID-19 restrictions.

**RCC-2 Mayor Pro Tem Alexander C. Blackburn** was excused.

##### **RCC-3 Councilmember Gloria Crudginton**

(a) Monrovia Historic Preservation Group 2021 Virtual Tour

##### **RCC-4 Councilmember Becky A. Shevlin:**

- (a) Monrovia Reads Story Videos
- (b) Monrovia recipient of San Gabriel Valley Council of Governments Energy Wise Partnership Gold Award
- (c) Arcadia Homeless Resource Hub

##### **RCC-5 Councilmember Larry J. Spicer:**

(a) Monrovia Historical Society Videos

**ADMINISTRATIVE REPORTS:****AR-1 Review of Potential Street Light Retrofit Program and Schedule LS-1 Option E, Energy Efficient-Light Emitting Diode (LED) Fixture Replacement Rate Agreement with Southern California Edison Company:**

Senior Management Analyst Chris Castruita reviewed the Agenda Report, with assistance from John King, Southern California BCD Manager of Street Light Projects, who participated via video conference.

Gloria;

Following discussion, it was moved by Councilmember Shevlin, seconded by Councilmember Spicer, to approve the Schedule LS-1 Option E, Energy Efficient-Light Emitting Diode (LED) Fixture Replacement Rate Agreement with Southern California Edison Company and authorize the City Manager to execute the necessary documents in a form approved by the City Attorney, with a caveat that Council retains veto power pending viewing of appropriate lights. The motion carried unanimously by roll call vote.

**CONVENE MONROVIA HOUSING AUTHORITY MEETING  
WITHOUT ADJOURNING CITY COUNCIL MEETING**

**CONVENE:** Chairman Adams convened the Regular Meeting of the Monrovia Housing Authority at 9:32 p.m.

**ROLL CALL:** In attendance were Boardmembers Gloria Crudgington, Becky A. Shevlin, Larry J. Spicer, and Chairman Tom Adams. Vice-Chairman Alexander C. Blackburn was excused. All members participated via videoconference pursuant to the Governor's Executive Order N-29-20.

**CONSENT CALENDAR:** It was moved by Boardmember Shevlin, seconded by Boardmember Crudgington, to approve the consent calendar. The motion carried unanimously by roll call vote. The consent calendar consisted of the following items:

**MHA CC-1 Unadopted Minutes of December 17, 2019, Regular Meeting of the Monrovia Housing Authority:** The Board adopted the minutes of the December 17, 2019, Regular Meeting.

**MHA CC-2 Fiscal Year 2019-2020 Independent Financial Audit of the Low and Moderate Income Housing Asset Fund and the 2019-2020 Housing Successor Annual Report:** The Board received and filed the 2019-2020 Independent Financial Audit of the Low and Moderate Income Housing Asset Fund and the 2019-2020 Housing Successor Annual Report.

**MHA PUBLIC HEARINGS/MEETING:** None

**MHA ADMINISTRATIVE REPORTS:** None

**MHA ADJOURNMENT:** At 9:32 p.m., Chairman Adams adjourned the meeting.

**RECONVENE CITY COUNCIL MEETING:** Mayor Adams reconvened the Regular Meeting of the Monrovia City Council.

**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, January 5, 2021, 7:30 P.M.

**ADJOURNMENT:** At 9:34 p.m., Mayor Adams adjourned the meeting in memory of Joaquin “Jack” Zabala, grandfather of Neighborhood Services Administrative Assistant Lauren Davidsmeier; Timothy Spicer, wife of Yvonne Spicer and uncle of Councilmember Larry J. Spicer; Joanne Montgomery, longtime resident, teacher, and Citrus College Trustee; Mercedes Duarte, longtime resident and Teacher’s Aide at Canyon Early Learning Center; and Marcelino Velasco, longtime Monrovia Transit Driver and Empire Transportation employee.

APPROVED:

ATTEST:

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Tom Adams, Mayor

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Alice D. Atkins, MMC, City Clerk