



# CITY COUNCIL AGENDA REPORT



**DEPARTMENT:** City Manager's Office

**MEETING DATE:** June 18, 2024

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

**AGENDA LOCATION:** CC-1

**GOVERNMENT CODE 84308 APPLIES:** No

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**TITLE:** Unadopted Minutes of the June 4, 2024, Regular and Special Meetings, June 5, 2024, Special Meeting, and June 11, 2024, 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 June 4, 2024, Regular and Special Meetings, June 5, 2024, Special Meeting, and June 11, 2024, Special Meeting.

**MINUTES OF THE SPECIAL AND REGULAR MEETINGS OF THE  
MONROVIA CITY COUNCIL  
HELD TUESDAY, JUNE 4, 2024, 7:30 P.M.**

**CLOSED SESSION:** Mayor Becky A. Shevlin convened the Special Meeting/Closed Session of the Monrovia City Council on Tuesday, June 4, 2024, at 6:45 p.m., to discuss CS-1 Public Employee Evaluation Pursuant to Government Code GC 54957(b)(1): City Manager and CS-2 Conference with Labor Negotiator pursuant to Government Code §54957.6; City Negotiator - City Attorney; Unrepresented Employee: City Manager. All members were present. Mayor Shevlin adjourned the closed session at 7:20 p.m.

**CONVENE:** Mayor Shevlin convened the Regular Meeting of the Monrovia City Council of Tuesday, June 4, 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:** Jason Moss led the invocation.

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

**ROLL CALL:** In attendance were Councilmembers Edward Belden, Sergio P. Jiménez, Larry J. Spicer, Mayor Pro Tem Dr. Tamala Kelly, 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 Proclaiming June 8, 2024, as "Race Unity Day":** The City Council presented a proclamation to Barbara Gholar, Local Spiritual Assembly of the Baha'is of Monrovia

**PR-2 Proclaiming June 2024 as "LGBTQ+ Pride Month":** Mayor Shevlin read the proclamation.

**STUDENT GOVERNMENT REPRESENTATIVE:** To resume in September.

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

**CONSENT CALENDAR:** It was moved by Councilmember Spicer, seconded by Mayor Pro Tem 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 May 21, 2024, Regular and Special Meetings of the Monrovia City Council:** The City Council adopted the Minutes of the May 21, 2024, Regular and Special Meetings of the Monrovia City Council.

**CC-2 Payroll No. 11 in the Net Amount of \$821,431.29, and Warrant Registers dated May 23 and May 30, 2024, in the Total Amounts of \$839,415.72 and \$164,918.59, Respectively:** The City Council approved Payroll No. 11 in the net amount of \$821,431.29, and Warrant Registers dated May 23 and May 30, 2024, in the total amounts of \$839,415.72 and \$164,918.59, respectively.

**CC-3 Award of Contract for Publication of Legal Advertisements to Beacon Media, Inc., for the period ending June 30, 2025:** The City Council awarded a contract to Beacon Media, Inc., 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-4 Cancellation of the August 20, 2024, Regular City Council Meeting:** The City Council cancelled the regular City Council meeting of August 20, 2024.

**CC-5 Agreement with All City Management Services Related to Crossing Guard Services in an Amount Not to Exceed \$581,557.00 for the Period July 1, 2024, through June 30, 2027:** The City Council found that the services are exempt from public bidding pursuant to Monrovia Municipal Code Section 3.24.120(B) and approved the agreement with All City Management Services to provide school crossing guard services in an

amount not to exceed \$581,557.00 for the period July 1, 2024, through June 30, 2027, and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

**CC-6 Purchase of Three (3) 2024 Honda Pilot All Wheel Drive SUVs from Sierra Honda in the Amount of \$145,413.00, and Purchase and Installation of New Emergency Equipment by Westcoast Installations in an Amount Not to Exceed \$24,300.00:** The City Council approved the purchase of three (3) 2024 Honda Pilot All Wheel Drive SUV's from Sierra Honda, Monrovia and the emergency equipment and installation from West Coast Lights and Siren.

**CC-7 Annual Review and Renewal of The Monrovia Police Department's Military Equipment Use Policy, in compliance with Assembly Bill 481, codified as Government Code Section 7071(e)(1).; Resolution No. 2024-46:** The City Council adopted Resolution No. 2024-46.

**CC-8 2024 All-America City Award Event and Competition; Receive and File:** The City Council received and filed the report.

**CC-9 Modification and amendment to the State of California Department of Justice (DOJ) Tobacco Grant Program, and Amendment No. 1 to the Consultant Service Agreement with Impact Community United, Inc., Dated March 21, 2023:** The City Council accepted the modification and amendment to the State of California Department of Justice (DOJ) Tobacco Grant Program, and approved Amendment No. 1 to the Consultant Services Agreement with Impact Community United dated March 21, 2023.

**CC-10 Ratification of Emergency Repairs to the Parking Garage Elevator Located at the Colorado Commons Parking Structure by Mitsubishi Electric US, Inc., in an Amount not to Exceed \$77,000.00:** The City Council ratified the emergency repairs of the parking garage elevator located at the Colorado Commons Parking Structure and authorized payment to Mitsubishi Electric US, Inc., in an amount not to exceed \$77,000.00.

**CC-11 Hazardous Fuels Reduction in the Hillside Wilderness Preserve (HWP) by California Conservation Corps (CCC) in an Amount Not to Exceed \$200,000.00:** The City Council approved the hazardous fuels reduction in the Hillside Wilderness Preserve by the California Conservation Corps in an amount not to exceed \$200,000.00 and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

**CC-12 Award of Contract to Houston & Harris PCS, Inc., for the 2024 Sewer Line Cleaning and CCTV Project, Project #G-967 in an Amount Not to Exceed \$180,327.81; Approve a Contingency Amount Not to Exceed \$18,000; Approve a Task Order with Merrell Johnson Engineering in an Amount not to Exceed \$27,100 for Construction Management and Inspection Services:** The City Council awarded a contract to Houston & Harris PCS, Inc., for the 2024 Sewer Line Cleaning and CCTV Project, Project #G-967 in an amount not to exceed \$180,327.81; approved a contingency amount not to exceed \$18,000; approved a Task Order with Merrell Johnson Engineering in an amount not to exceed \$27,100 for Construction Management and Inspection Services; and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

**CC-13 Award of Construction Contract with G.M. Sager Construction Co., Inc., for Permanent Asphalt Repair Services in an Amount Not to Exceed \$72,000.00, and Approve a Contingency Amount Not to Exceed \$7,200.00:** The City Council approved a construction contract with G.M. Sager Construction Co., Inc., for permanent asphalt repair services in an amount not to exceed \$72,000.00; authorized a contingency amount not to exceed \$7,200.00; find the Project is categorically exempt from review under the California Environmental Quality Act, and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

**CC-14 On-Call Contractor Services Agreements with Doty Bros. Construction Co. and McKinney Construction for On-Call Water and Utility Maintenance and Operations Support for the Period Ending June 30, 2027, with Two (2) One-Year Options to Extend:** The City Council approved the On-Call Contractor Services Agreements with Doty Bros. Construction Co. and McKinney Construction for on-call water and utility maintenance and operations support for the period ending June 30, 2027, 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-15 Purchase of Water Meters and Equipment from Western Water Works Supply Company in an Amount Not to Exceed \$335,445.00:** The City Council approved the purchase of Water Meters and Equipment from Western Water Works Supply Company in an Amount Not to Exceed \$335,445.00 and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

**CC-16 Task Order with Bucknam Infrastructure Group, Inc., in an Amount not to Exceed \$59,125 for a Three-Year Pavement Management Program; and Approve a Contingency Amount Not to Exceed \$5,875.00:** The City Council approved a Task Order with Bucknam Infrastructure Group, Inc., in an amount not to exceed \$59,125.00 for a Three-Year Pavement Management Program, approved a contingency amount not to exceed \$5,875.00, and authorized the City Manager to execute the necessary documents.

Public Input:

1. Andy Tsai, Monrovia
2. Helen Tsai, Monrovia
3. Jew Mary Montalban-Pineda, Monrovia
4. Doug McComb, Monrovia

**PUBLIC HEARINGS / MEETINGS:** None

**REPORTS OF CITY MANAGER AND STAFF:**

**RCM-1 City Council Directives Update:** City Manager Feik provided a brief report regarding two recent incidents.

**RCM-2 Summer Teen Programming Overview:** Rebecca Sandoval, Recreation Manager, provided an update on the newly revamped Summer Program and Opportunities for Teens, Monrovia SPOT.

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

**RCC-1 Councilmember Edward Belden**

- (a) Recent and upcoming community events

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

- (a) Recent and upcoming community events

**RCC-3 Councilmember Dr. Tamala Kelly**

- (a) Recent and upcoming community events

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

- (a) CJPIA Elected Officials Summit, May 14-16, 2024; Huntington Beach, CA  
(b) Neighborhoods USA (NUSA) Conference, May 22-25, 2024; Lubbock, TX

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

- (a) Recent and upcoming community events  
(b) Monrovia Reads named Non-Profit of the year by Assemblywoman Blanca Rubio  
(c) San Gabriel Valley Council of Government update

**ADMINISTRATIVE REPORTS:**

**AR-1 Fiscal Year 2023-24 Budget Update, Resolution No. 2024-34; Fiscal Year 2023-24 Schedule of Fees and Charges Update, Resolution No. 2024-45:**

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

**It was moved by Councilmember Spicer, seconded by Councilmember Jimenez, to adopt Resolution Nos. 2024-34 and 2024-45.** 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, June 18, 2024, 7:30 P.M.

**ADJOURNMENT:** At 9:10 p.m., Mayor Shevlin adjourned the meeting of the Monrovia City Council in memory of Bob Dollins, longtime resident and Canyon Park volunteer.

ATTEST:

APPROVED:

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Becky A. Shevlin, Mayor

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Alice D. Atkins, MMC, City Clerk

**MINUTES OF THE SPECIAL MEETING OF THE  
MONROVIA CITY COUNCIL  
WEDNESDAY, JUNE 5, 2024**

**CONVENE:** Mayor Becky Shevlin convened the Special Meeting of the Monrovia City Council at 10:37 a.m. on Wednesday, June 5, 2024, 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 2:00 p.m.

ATTEST:

APPROVED:

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Alice D. Atkins, MMC, City Clerk

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Becky A. Shevlin, Mayor

**MINUTES OF THE SPECIAL MEETING OF THE  
MONROVIA CITY COUNCIL  
HELD TUESDAY, JUNE 11, 2024, 11:00 A.M.**

Mayor Becky Shevlin convened the Special Meeting of the Monrovia City Council of Tuesday, June 11, 2024, at 11:00 a.m. at Alexan Marmont, 1625 South Magnolia Avenue, Monrovia, California, for a tour of the new development. Councilmember Spicer, Mayor Pro Tem Kelly, and Mayor Shevlin were present. Mayor Shevlin adjourned the meeting at 12:00 p.m.

ATTEST:

APPROVED:

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Becky A. Shevlin, Mayor

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Alice D. Atkins, MMC, City Clerk