



CITY COUNCIL AGENDA REPORT



DEPARTMENT: Administration

MEETING DATE: February 16, 2016

PREPARED BY: Alice D. Atkins, City Clerk

AGENDA LOCATION: CC-1

TITLE: Unadopted Minutes of the January, 25, 2016, Special Joint Meeting of the Monrovia City Council and the Monrovia Unified School District Board of Education, the January 26, 2016, Special Joint Meeting of the Monrovia City Council and the Monrovia Arcadia Duarte Town Council, and the February 2, 2016, 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 Meetings.

COUNCIL ACTION REQUIRED: If the City Council concurs, the appropriate action would be a motion to adopt the Minutes of the January, 25, 2016, Special Joint Meeting of the Monrovia City Council and the Monrovia Unified School District Board of Education, the January 26, 2016, Special Joint Meeting of the Monrovia City Council and the Monrovia Arcadia Town Council, and the February 2, 2016, Special and Regular Meetings of the Monrovia City Council.

CC-1

**MINUTES OF THE SPECIAL JOINT MEETING OF THE
MONROVIA CITY COUNCIL AND
THE MONROVIA UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION
HELD MONDAY, JANUARY 25, 2016, 6:00 P.M.**

CONVENE: Mayor Tom Adams convened the Special Joint Meeting of the Monrovia City Council and the Monrovia Unified School District Board of Education of Monday, January 25, 2016, at 6:00 p.m. in City Council Chambers, 415 South Ivy Avenue, Monrovia, California. In attendance were City Manager Oliver Chi, Superintendent Kathy Thorossian, and City Clerk Alice D. Atkins.

PLEDGE OF ALLEGIANCE: Vice President Bryan Wong led the Pledge of Allegiance.

ROLL CALL: In attendance were Councilmembers Alexander C. Blackburn, Gloria Crudgington, Becky A. Shevlin, Mayor Pro Tem Larry J. Spicer, Mayor Tom Adams, Boardmembers Alexandra Zucco, Clerk Terrence Williams, Vice President Bryan J. Wong, and President Rob Hammond. Boardmember Ed Gililland was excused.

PUBLIC INPUT for items on the Agenda: None

DISCUSSION:

1 Santa Fe Middle School Traffic Concerns

The City Council and Board discussed concerns regarding traffic impacts as the result of Station Square public improvements and Gold Line service. Director of Public Services Tina Cherry and City Traffic Engineer Pat Gibson provided information on plans to evaluate pick-up and drop-off locations, as well as data collection through traffic studies to be performed in February, after passenger service begins in March, and once more in May.

2. Santa Fe Middle School Planters

The City Council and Board discussed concerns regarding bioswales installed in front of Santa Fe Middle School as part of the Station Square Public Improvements Project. City Staff was evaluating interim measures and long term solutions and would report back to both bodies.

3. Monrovia Days

Following discussion regarding the City and School District partnering to bring back the Monrovia Day parade, Councilmember Shevlin, Mayor Pro Tem Spicer, Boardmember Zucco, and President Hammond were appointed to a working subcommittee to evaluate the feasibility of a parade and ways to tie in to other Monrovia Days activities.

ADJOURN: Mayor Adams adjourned the meeting at 7:02 p.m. in memory of Anthony Lin and William Lin, Arcadia High School Students and Sons of David and Vicki Lin.

ATTEST:

APPROVED:

Tom Adams, Mayor

Alice D. Atkins, CMC, City Clerk

**MINUTES OF THE SPECIAL JOINT MEETING OF THE
MONROVIA CITY COUNCIL AND
THE MONROVIA ARCADIA DUARTE TOWN COUNCIL
HELD MONDAY, JANUARY 26, 2016, 6:00 P.M.**

CONVENE: Mayor Tom Adams convened the Special Joint Meeting of the Monrovia City Council and the Monrovia Arcadia Duarte Town Council of Tuesday, January 26, 2016, at 6:00 p.m. in Police Department Community Room, 140 E. Lime Avenue, Monrovia, California. In attendance were City Manager Oliver Chi and City Clerk Alice D. Atkins.

PLEDGE OF ALLEGIANCE: Chairman Dave Hall led the Pledge of Allegiance.

ROLL CALL: In attendance were Councilmembers Gloria Crudginton, Becky A. Shevlin, Mayor Pro Tem Larry J. Spicer, Mayor Tom Adams, Town Council Members Yvonne Bullock, Gloria Huss, Lucy Nicoloro, Linda Sells, Terrence Williams and Chair Dave Hall. Councilmember Alexander C. Blackburn was excused.

PUBLIC INPUT for items on the Agenda: None

DISCUSSION:

City Staff provided updates on El Nino preparedness, the Gold Line, the upcoming 6-26 bicycle event, 2016 MAP Neighborhood Conference, and upcoming State of the City event. The City Council and MAD Town Council discussed items of interest and concern to both bodies with a goal of enhancing partnerships to bring the incorporated and unincorporated areas together.

ADJOURN: Mayor Adams adjourned the meeting at 7:02 p.m.

ATTEST:

APPROVED:

Tom Adams, Mayor

Alice D. Atkins, CMC, City Clerk

**MINUTES OF THE SPECIAL AND REGULAR MEETINGS OF THE
MONROVIA CITY COUNCIL
HELD TUESDAY, FEBRUARY 2, 2016, 7:30 P.M.**

STUDY SESSION: Mayor Tom Adams convened the Closed Session Meeting of the Monrovia City Council at 6:00 p.m. on Tuesday, February 2, 2016, in City Council Chambers, 415 South Ivy Avenue, Monrovia, California, at which all Councilmembers were present to discuss the Neighborhood Study. Mayor Adams adjourned the meeting at 7:25 p.m.

CLOSED SESSION: Due to time constraints, Mayor Tom Adams announced that the City Council would adjourn to Closed Session following the Regular City Council Meeting to discuss the following Closed Session item: CS-1 Conference with Legal Counsel, Initiation of Litigation Pursuant to Government Code §54956.9 (c); Three (3) Potential Cases.

CONVENE: Mayor Adams convened the Regular Meeting of the Monrovia City Council of Tuesday, February 2, 2016, at 7:39 p.m. in City Council Chambers. In attendance were City Manager Oliver Chi, City Attorney Craig A. Steele, and City Clerk Alice D. Atkins.

INVOCATION: Police Chaplain Terrence Brown led the invocation.

PLEDGE OF ALLEGIANCE: Councilmember Becky A. Shevlin led the Pledge of Allegiance.

ROLL CALL: In attendance were Councilmembers Alexander C. Blackburn, Gloria Crudgington, Becky A. Shevlin, Mayor Pro Tem Larry J. Spicer, and Mayor Tom Adams.

REPORT OF CLOSED SESSION: None.

PRESENTATIONS/PROCLAMATIONS:

PR-1 Recognition of Canyon Park Volunteer of the Year Bob Dollins: The Mayor and City Council recognized Bob Dollins as Canyon Park Volunteer of the Year for his many hours of dedicated service and volunteerism.

PR-2 Introduction of 2016 Senior Club Presidents: Rebecca Sandoval, Recreation Supervisor, introduced the 2016 New Horizon Club President Janet Alvarez and Gad-a-Bout Club President Irma Robles to the Mayor and City Council.

PR-3 Proclaiming February as Black History Month: The Mayor and City Council presented a proclamation to members of the Monrovia Duarte Black Alumni Association.

PR-4 Proclaiming Support of the State Board of Equalization Volunteer Income Tax Assistance (VITA) Program: The Mayor and City Council presented a proclamation to Michelle Creencia, representing the Office of State Board of Equalization Chairman Jerome E. Horton.

PR-5 Recognition of Fire Chief Christopher Donovan for Years of Service: The Mayor and City Council presented a Certificate of Appreciation and thanked Fire Chief Donovan for his 10 years of service.

STUDENT GOVERNMENT REPRESENTATIVE REPORT: Student Liaison Troy Tavangar reported on events at the high school.

ORDER OF BUSINESS:

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

CC-1 Unadopted Minutes of the January 19, 2016, Special and Regular Meetings of the Monrovia City Council: The City Council adopted the Minutes of the January 19, 2015, Special and Regular Meetings.

CC-2 Payroll No. 2 in the Net Amount of \$543,431.53 and Warrant Register dated January 14, 2016, in the Total Amount of \$1,283,164.91: The City Council approved Payroll No. 2 in the net amount of \$543,431.53 and Warrant Register dated January 14, 2016, in the total amount of \$1,283,164.91.

CC-3 Purchase of One (1) 2016 Ford Police Interceptor Administrative Utility Replacement Vehicle from Wondries Fleet Group in the Amount of \$28,881.76 and the Installation of New Emergency Equipment by Foothill Communication, LLC in the Amount of \$2,111.01: The City Council approved the purchase of one (1) 2016 Ford Police Interceptor Administrative Utility from Wondries Fleet group in the amount of \$28,881.76 and installation of new emergency equipment by Foothill Communications in the amount of \$2,111.01.

CC-4 Consultant Services Agreement with Duke's Root Control, Inc., Related to Sanitary Sewer System Root Foaming Services in an Amount Not to Exceed \$24,232.27: The City Council approved the Consultant Services Agreement with Duke's Root Control, Inc., in an amount not to exceed \$24,232.27 and authorized the City Manager or his designee to execute the necessary documents in a form approved by the City Attorney.

CC-5 Memorandum of Understanding with Golden Streets Working Group: The City Council approved the Memorandum of Understanding between the City and Golden Streets Working Group and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

PUBLIC INPUT:

1. Pam Fitzpatrick, Old Town Merchant
2. Allen Holmquist, Encinitas Historic District Project
3. Bill Ukropine, Pasadena
4. Gayle Montgomery, Monrovia
5. Gwendolyn Jones, Monrovia
6. Ralph Walker, on behalf of Golden West Supply
7. Chuck Keen, American Legion Post 44 and Vietnam Veterans Association

PUBLIC HEARINGS / MEETINGS:

PH-1 Amendment to Title 17 (Zoning) of the Monrovia Municipal Code to Adopt the Revised State Model Water Efficient Landscape Ordinance by Reference, in Accordance with State Law; Introduction and First Reading of Ordinance No. 2016-01

Jose Barriga, Assistant Planner, reviewed the Agenda Report.

Mayor Adams opened the Public Hearing.

1. Gwendolyn Jones, Monrovia, requested clarification on the effect of adopted regulations on residents

Mayor Adams closed the Public Hearing, as there was no one else who wished to speak for or against the matter.

It was moved by Mayor Pro Tem Spicer, seconded by Councilmember Blackburn, to introduce, waive further reading, and read by title only Ordinance No. 2016-01. The motion carried unanimously.

City Attorney Steele read the title of Ordinance No. 2016-01 as follows:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MONROVIA, CALIFORNIA, AMENDING TITLE 17 (ZONING), CHAPTER 17.20 (LANDSCAPING/TREE PRESERVATION) OF THE MONROVIA MUNICIPAL CODE RELATING TO WATER EFFICIENT LANDSCAPE STANDARDS

PH-2 Amendment to Chapter 17.08 of Title 17 (Zoning) of the Monrovia Municipal Code Relating to Permitted Uses; Introduction and First Reading of Ordinance No. 2016-02

Sheri Bermejo, Planning Division Manager, reviewed the Agenda Report.

Mayor Adams opened the Public Hearing.

1. Gwendolyn Jones, Monrovia, asked for clarification on the effect of adopted regulations on residents

Mayor Adams closed the Public Hearing, as there was no one else who wished to speak for or against the matter.

It was moved by Councilmember Shevlin, seconded by Councilmember Blackburn, to introduce, waive further reading, and read by title only Ordinance No. 2016.02. The motion carried unanimously.

City Attorney Steele read the title of Ordinance No. 2016-02 as follows:

AN ORDINANCE OF THE CITY OF MONROVIA, CALIFORNIA, AMENDING SECTION 17.08.010 (PERMITTED USES IN EACH ZONE) OF THE CHAPTER 17.08 (PERMITTED USES) OF TITLE 17 (ZONING) OF THE MONROVIA MUNICIPAL CODE TO ALLOW AUTOMOBILE SALES IN THE M (MANUFACTURING) ZONE ON PARCELS THAT EQUAL OR EXCEED TWO ACRES IN SIZE UPON APPROVAL OF A MINOR CONDITIONAL USE PERMIT

REPORTS OF CITY MANAGE AND STAFF:

RCM-1 CIP and Grant Update: Brittany Mello, Management Analyst, provided an update on current Capital Improvement Program projects and grants.

1. Gayle Montgomery, Monrovia

RCM-2 Monrovia Day Parade Update: City Manager Chi provided an update regarding the subcommittee's first meeting and plans to move forward with the parade.

REPORTS OF CITY COUNCILMEMBERS AND SUB-COMMITTEES

RCC-1 Mayor Tom Adams

- (a) Joining the Los Angeles Department of Children and Family Services Adoption and Foster Parent Expo: **Mayor Adams requested that Mayor Pro Tem Spicer be named as the City Council's representative;** there were no objections.
- (b) Recent attendance at Independent Cities Association Winter Seminar, Santa Barbara, California with Mayor Pro Tem Larry Spicer
- (c) Recent Station Square Park Grand Opening
- (d) Recent Joint Meetings with Monrovia Unified School District Board of Education and Monrovia Arcadia Duarte Town Council
- (e) Upcoming State of the City event

RCC-2 Mayor Pro Tem Larry Spicer

- (a) Recent Subcommittee Meetings for Potential Ban on Smoking in Parks
- (b) Recent Community Services Meeting; Contract Classes report
- (c) Upcoming events in the community
- (d) Monrovia Area Partnership (MAP) Awards

RCC-3 Councilmember Alexander C. Blackburn had no report.

RCC-4 Councilmember Gloria Crudgington

- (a) Recent Audit Committee Meeting with Councilmember Shevlin

RCC-5 Councilmember Becky A. Shevlin

- (a) Recent Attendance at San Gabriel Valley Council of Governments meeting
(b) National Heart Month and Pasadena Humane Society Adopt a Rescued Rabbit Month
(c) Highlights from Weekly City Manager's Report
(d) Rain Barrel Program and associated risks of Asian Tiger Mosquito infestations
(e) Upcoming Foothill Transit Executive Board Strategic Planning meeting

ADMINISTRATIVE REPORTS:**AR-1 Fiscal Year 2015-16 Budget Update and Approval of Proposed Mid-Year Positional Adjustments; Resolution No. 2016-04**

Administrative Services Director Mark Alvarado and City Manager Chi reviewed the agenda report.

Councilmember Blackburn expressed concerns with approving the budget adjustments without additional discussion. The City Council reviewed each line item, with City Manager Chi providing clarification on several items and additional discussion on advertising revenue programs for Station Square, City Hall generator, electric vehicle charging stations, website redesign, park restrooms, bike share program, and safety enhancements for bioswales in front of Santa Fe Middle School.

Following discussion, **it was moved by Councilmember Crudgington, seconded by Councilmember Shevlin, to adopt Resolution No. 2016-04, authorize the proposed personnel adjustments included in the Authorized Personnel Allocations attachment, and approving the modifications to the Fiscal Year 2015-17 CIP Budget as presented in this report.** The motion carried on the following vote: AYES: Councilmembers Crudgington, Shevlin, Mayor Pro Tem Spicer, Mayor Adams. NOES: Councilmember Blackburn.

AR-2 Task Order with Gibson Transportation Consulting, Inc. for the Preparation of an Old Town Parking Analysis

Sean Sullivan, Management Analyst, reviewed the Agenda Report.

Following discussion, **it was moved by Councilmember Shevlin, seconded by Crudgington, to approve the task order with Gibson Transportation Consulting, Inc. for professional services associated with the preparation of the Old Town Parking Analysis in an amount not to exceed \$52,260 and to authorize the City Manager, or his designee, to execute the necessary documents in a form approved by the City Attorney.** The motion carried unanimously.

AR-3 Consultant Services Agreement with The Code Group, Inc., dba VCA Code (VCA) for Expert Land Use and Historic Preservation Consulting Services in an Amount Not to Exceed \$39,600.00

Sheri Bermejo, Planning Division Manager, reviewed the Agenda Report.

It was moved by Councilmember Crudgington, seconded by Councilmember Shevlin, to approve an agreement with The Code Group, Inc., dba VCA Code expert land use and historic preservation consulting services in an amount not to exceed \$39,600.00 and authorize the City Manager to execute the necessary documents in a form approved by the City Attorney. The motion carried unanimously.

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, February 16, 2016, 7:30 p.m., City Council Chambers, 415 South Ivy Avenue, Monrovia, California.

ADJOURN TO CLOSED SESSION: At 11:05 p.m., Mayor Adams adjourned the meeting to Closed Session in memory of Jean Hansen, grandmother of Public Services Director Tina Cherry; Henry Claro Olivas Sr., father of Accounts Assistant Jeanette Luna; and Fred Zamora, longtime resident.

REPORT OF CLOSED SESSION: City Attorney Steele stated that the City Council discussed the item on the posted Agenda and took no reportable action.

ADJOURNMENT: Mayor Adams adjourned the meeting at 11:25 p.m.

APPROVED:

ATTEST:

Tom Adams, Mayor

Alice D. Atkins, CMC, City Clerk