



# CITY COUNCIL AGENDA REPORT



**DEPARTMENT:** City Manager's Office

**MEETING DATE:** July 18, 2023

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

**AGENDA LOCATION:** CC-1

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**TITLE:** Unadopted Minutes of the June 20, 2023, Special and Regular Meetings and June 21, 2023, 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 20, 2023, Special and Regular Meetings and June 21, 2023, Special Meeting.

**CC-1**

**MINUTES OF THE SPECIAL AND REGULAR MEETINGS OF THE  
MONROVIA CITY COUNCIL  
HELD TUESDAY, JUNE 20, 2023, 7:30 P.M.**

**STUDY SESSION:** Mayor Shevlin convened the Special Study Session of the Monrovia City Council on Tuesday, June 20, 2023, at 6:02 p.m., to discuss Auto Repair Operations Ordinance. In attendance were City Manager Dylan Feik, City Attorney Craig A. Steele, and City Clerk Alice D. Atkins. Mayor Shevlin adjourned the study session at 6:49 p.m.

**CONVENE:** Mayor Shevlin convened the Regular Meeting of the Monrovia City Council of Tuesday, June 20, 2023, at 7:32 p.m. in City Council Chambers, in honor of Deakon Edward Patrick, born June 9, 2023, to Mason and Aundrea Patrick. In attendance were City Manager Dylan Feik, City Attorney Craig A. Steele, Assistant City Manager Lauren Vasquez and City Clerk Alice D. Atkins.

**INVOCATION:** Pastor Roy Tucker 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 J. Spicer and Mayor Becky A. Shevlin.

**REPORT OF CLOSED SESSION:** None.

At this time, a short video montage produced by Community Media of the Foothills was presented, highlighting the City's recent participation as a finalist at the 2023 All-America City Award Event in Denver, Colorado

**PRESENTATIONS/PROCLAMATIONS:**

**PR-1 Pasadena Humane Pet of the Month:** Kevin McManus, Public Relations & Communications Manager introduced Infinity as Pet of the Month.

**PR-2 Recognition of Monrovia Youth Baseball League:** The City Council presented a certificate of recognition to Brian Deets, Monrovia Youth Baseball League President.

**PR-3 Proclaiming June 18-24, 2023, as "National Mosquito Control Awareness Week":** The City Council presented a proclamation to Anais Medina Diaz, Director of Communications at the San Gabriel Valley Mosquito and Vector Control District.

**PR-4 Proclaiming July 2023 as "Parks Make Life Better Month":** The City Council presented a proclamation to Heather Sayers, Recreation Supervisor, and other Community Services staff and volunteers.

**PR-5 South Coast Air Quality Management District (SCAQMD) Update:** Michael Cacciotti, Governing Board Vice Chair, provided an update.

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

**ORDER OF BUSINESS:** At the request of staff, item RCM-3 was moved forward to precede Consent Calendar.

**REPORTS OF CITY MANAGER AND STAFF:**

**RCM-3 Presentation and Report on SGV CARE Program:** City Manager Feik an overview of the Program and reviewed feedback collected from participating cities.

Public Input:

1. Melissa Taylor, Monrovia
2. David Tokaji, Monrovia
3. Jason Willoughby, Monrovia
4. Ulises Gutierrez, Monrovia
5. Monica Solórzano, Monrovia
6. Jennifer D'Alvarez, Monrovia (via Zoom)
7. Diamon Johnson, Monrovia

8. Jeramiah Baker, Monrovia

City Council directed staff to bring a Memorandum of Agreement (MOA) for approval at the July 18, 2023, Regular Meeting, and return to City Council with an update following the Los Angeles County Department of Mental Health Alternative Crisis Response Summit.

**CONSENT CALENDAR: It was moved by Councilmember Crudginton, seconded by Mayor Pro Tem, 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 June 6, 2023, Special and Regular Meeting of the Monrovia City Council:** The City Council adopted the Minutes of the June 6, 2023, Special and Regular Meeting.

**CC-2 Payroll Nos. 12 in the Net Amount of \$730,493.28, and Warrant Registers dated June 8 and June 15, 2023, in the Total Amounts of \$375,166.26 and \$491,873.19, Respectively:** The City Council approved Payroll No. 12 in the net amount of \$ 730,493.28, and Warrant Registers dated June 8 and June 15, 2023, in the total amounts of \$375,166.26 and \$491,873.19 respectively.

**CC-3 Fiscal Year 2023-2024 List of Projects Funded By Senate Bill 1, the Road Repair and Accountability Act of 2017; Resolution No. 2023-20:** The City Council adopted Resolution No. 2023-20.

**CC-4 Agreement with California Conservation Corps (CCC) for Hazardous Fuels Reduction in the Hillside Wilderness Preserve in an Amount Not to Exceed \$69,680.00:** The City Council approved the agreement with California Conservation Corps for hazardous fuels reduction in the Hillside Wilderness Preserve in an amount not to exceed \$69,680.00 and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney

**CC-5 Approval of Change Order No. 1 to the Agreement with Layne Christensen Company, dated May 2, 2023, for Rehabilitation of the Treatment Tower 3 and Treatment Tower 4 Booster Pumps in an Amount not to Exceed \$9,260.04 for a total Project Allocation in an Amount not to Exceed \$62,100.03:** The City Council approved Change Order No. 1 to the Agreement with Layne Christensen Company, dated May 2, 2023, for rehabilitation of the Treatment Tower 3 and Treatment Tower 4 booster pumps in an amount not to exceed \$9,260.04; and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

**CC-6 Consultant Services Agreements with Merrell-Johnson Engineering, Inc., and RKA Consulting Group for On-call Engineering Services for the Period Ending June 30, 2026:** The City Council approved Consultant Services Agreements with Merrell-Johnson Engineering, Inc., and RKA Consulting Group for on-call engineering services through the period ending June, 30, 2026, and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

**CC-7 Subscription Agreement with Digital EMS Solutions, Inc., for Electronic Patient Care Reporting for the Period Ending June 30, 2026:** The City Council approved a Subscription Agreement with Digital EMS Solutions, Inc., for Electronic Patient Care Reporting for the period ending June 30, 2026, and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

**CC-8 Instructional Service Agreement between East Los Angeles Community College and Monrovia Fire & Rescue for the Period Ending June 30, 2028:** The City Council approved the Instructional Service Agreement between East Los Angeles College and Monrovia Fire & Rescue for the period ending June 30, 2028, and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

**CC-9 Food Services Agreement with the County of Los Angeles for Provision of Meals to Prisoners of the Monrovia Police Department by the Los Angeles County Sheriff's Department, Food Services Unit for the Period Ending June 30, 2028:** The City Council approved the Food Services Agreement with the County of Los Angeles for the period ending June 30, 2028, authorized the City Manager to execute the necessary documents in a form acceptable to the City Attorney, and authorized the City Manager to approve any rate increase with Los Angeles County Sheriff's Department, Food Services Unit that does not exceed ten percent (10%) in any fiscal year.

**CC-10 2023-2024 Gann Appropriations Limit, Resolution No. 2023-29:** The City Council adopted Resolution No. 2023-29.

**CC-11 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. 2023-26:** The City Council adopted Resolution No. 2023-26.

**CC-12 Reaffirming the Annual Levy Amount for the Direct Assessment Parcel Taxes at approved tax rates, the Tax Override Ad Valorem Tax, and the Community Facilities District (CFD) Special Taxes for the 2023-2024 Fiscal Year; Resolution Nos. 2023-22, 2023-23, and 2023-24:** The City Council adopted Resolution Nos. 2023-22, 2023-23, and 2023-24.

**CC-13 Amendment No. 5 to the Amended and Restated Street Sweeping Services Agreement dated July 1, 2011, with Arakelian Enterprises, Inc., DBA Athens Services:** The City Council approved Amendment No. 5 to the Amended and Restated Street Sweeping Services Agreement dated July 1, 2011, with Arakelian Enterprises, Inc., DBA Athens Services, and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

**CC-14 Task Order No. 1 under the Agreement with J & J Engineering & Computers, Inc., dated December 6, 2022, for the Upgrade of Remote Terminal Units at the City of Monrovia Well Field in an Amount not to Exceed \$396,250; Approve a Contingency in an Amount not to Exceed \$56,250:** The City Council approved Task Order No. 1 under the Agreement with J & J Engineering & Computers, Inc., dated December 6, 2022, for the upgrade of Remote Terminal Units at the City of Monrovia Well Field in an amount not to Exceed \$396,260.00, approved a Contingency in an Amount Not to exceed \$56,250.00, 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 Verdugo Fire Communications Service, Dated June 1, 2014, Between the Cities of Burbank, Glendale, and Pasadena and The City of Monrovia, for the Period Ending June 30, 2026, with Two (2) Automatic Three-Year Renewals Unless Terminated Earlier:** The City Council approved Amendment No. 1 to the Agreement with Verdugo Fire Communications Service, dated June 1, 2014, between the cities of Burbank, Glendale, and Pasadena and the City of Monrovia, for the period ending June 30, 2026, with two automatic three-year renewals, and authorized the City Manager to execute the necessary documents in a form acceptable to the City Attorney.

**CC-16 Authorization to Waive Certain City-Imposed Permit Fees for Small Residential Rehabilitation and Repair Projects Carried Out by Non-Profit Organizations for Low Income Residents or Veterans:** The City Council adopted Resolution No. 2023-33.

**CC-17 Cooperation Agreement Between County of Los Angeles and the City of Monrovia Related to the Los Angeles Urban County Community Development Block Grant (CDBG) Program for the Period July 1, 2024, through June 30, 2027; Resolution No. 2023-32:** The City Council adopt Resolution No. 2023-32.

**CC-18 Amendment No. 2 to the Agreement with Foothill Unity Center, Inc., dated June 21, 2022, for Case Management Services Related to the Housing Displacement Response Program for the Period Ending June 30, 2025, in an Amount not to Exceed \$75,000.00 Annually:** The City Council approved Amendment No. 2 to the Agreement with Foothill Unity Center, Inc., dated June 21, 2022, in an Amount not to Exceed \$75,000 annually for Case Management Services Related to the Housing Displacement Response Program 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-19 Consultant Services Agreement with Eurofins Eaton Analytical, LLC, for Water Quality Analysis and Reporting Services in an Amount Not to Exceed \$70,757.00 for the Period Ending June 30, 2024, Direct Staff to Terminate Agreement with Geo-Monitor, Inc.:** The City Council approved a Consultant Services Agreement with Eurofins Eaton Analytical, LLC for Water Quality Analysis and Reporting Services for the period ending June 30, 2024, in an amount not to exceed \$70,747.00, and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney, and directed staff to terminate the contract with Geo-Monitor.

**CC-20 Agreement with Empire Transportation Services, Inc., for the Provision of ADA Compliant Accessible Transportation Services and After School Youth Sports Program Participants in an Amount Not-to-Exceed \$1,904,967.00 for the Period Ending June 30, 2026:** The City Council approve the Agreement

with Empire Transportation Services, Inc., , in an amount not to exceed \$1,904,967.00 for the period ending June 30, 2026, and authorized the City Manager to execute the necessary agreements in a form approved by the City Attorney.

**ITEMS PULLED FROM CONSENT CALENDAR, IF NEEDED:** None

**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.

1. Selah Kelly, Black Lives Matter

**PUBLIC HEARINGS / MEETINGS:**

**PH-1 Confirming the Levy and Collection of Assessments for the Fiscal Year 2023-2024 Citywide Lighting and Landscaping Maintenance District; Resolution No. 2023-27**

Rae Bowman, Deputy Administrative Services Director 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 on the item.

**It was moved by Councilmember Mayor Pro Tem Spicer, seconded by Councilmember Jiménez, to adopt Resolution No. 2023-27.** The motion carried unanimously by roll call vote.

**PH-2 Confirming the Levy and Collection of Assessments for the Fiscal Year 2023-2024 Park Maintenance District, Resolution No. 2023-28**

Rae Bowman, Deputy Administrative Services Director 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 on the item.

**It was moved by Councilmember Dr. Kelly, seconded by Mayor Pro Tem Spicer, to adopt Resolution No. 2023-28.** 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.

**RCM-2 Recreation Park Outreach Overview:** Tina Cherry, Community Services Director, presented findings from outreach related to proposed Recreation Park improvements.

**RCM-3 Presentation and Report on SGV CARE Program:** This item was moved to precede Consent Calendar.

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

**RCC-1 Councilmember Gloria Crudginton**

- (a) Recent San Gabriel Valley Council of Governments Governing Board Meeting

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

- (a) Recent community events
- (b) 2023 All-America City Awards Event; Denver, Colorado

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

- (a) 2023 All-America City Awards Event; Denver, Colorado

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

- (a) 2023 All-America City Awards Event; Denver, Colorado

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

- (a) Appointments to Boards and Commissions for Terms Beginning July 1, 2023
- (b) Councilmember Appointments/Assignments: Mayor Shevlin affirmed the following appointments: Mayor Pro Tem Spicer, League of California Cities (CalCities) Public Safety Committee Member, and San Gabriel Valley Council of Governments (SGVCOG) Transportation Committee Member; Councilmember Dr. Kelly, CalCities Environmental Quality Committee Member, and SGVCOG Energy Environment and Natural Resources (EENR) Committee Member; Councilmember Jiménez, SGVCOG Water Committee Alternate
- (c) Mosquito & Vector Control District update
- (d) San Gabriel Valley Economic Development Legislative Networking and Members Meeting
- (e) San Gabriel Valley Council of Governments Capital Projects Committee update
- (f) 2023 All-America City Awards Event; Denver, Colorado
- (g) Upcoming community events

**ADMINISTRATIVE REPORTS:**

**AR-1 Fiscal Year 2023-25 Budget, Resolution No. 2023-30; Fiscal Year 2023-2024 Schedule of Fees and Charges, Resolution No. 2023-31; and Fiscal Year 2023-25 Authorized Position Listing**

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

**It was moved by Mayor Pro Tem Spicer, seconded by Councilmember Jiménez, to adopt Resolution Nos. 2023-30 and 2023-31, and approve the attached Fiscal Year 2023-2025 Authorized Position Listing.** The motion carried unanimously by roll call vote.

**PUBLIC INPUT, CONTINUED, IF NEEDED:** None

**ITEMS PULLED FROM CONSENT CALENDAR, IF NEEDED:** referenced above

**SCHEDULED MEETINGS:** The next Regular Meeting of the Monrovia City Council was scheduled for Tuesday, July 18, 2023, 7:30 P.M.

**ADJOURNMENT:** At 11:23 p.m., Mayor Shevlin adjourned the meeting of the Monrovia City Council in memory of Tod Barry, Longtime Monrovia Canyon Park Volunteer.

APPROVED:

ATTEST:

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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 21, 2023**

**CONVENE:** Mayor Becky Shevlin convened the Special Meeting of the Monrovia City Council at 10:00 a.m. on Wednesday, June 21, 2023, 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