



CITY COUNCIL AGENDA REPORT



DEPARTMENT: City Manager's Office

MEETING DATE: August 1, 2023

PREPARED BY: Alice D. Atkins, City Clerk

AGENDA LOCATION: CC-1

TITLE: Unadopted Minutes of the July 10, 2023, Special Meeting of the Monrovia City Council and Los Angeles County 5th District Supervisor Kathryn Barger and July 18, 2023, 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 Meetings.

COUNCIL ACTION REQUIRED: If the City Council concurs, the appropriate action would be a motion to adopt the Minutes of the July 10, 2023, Special Meeting of the Monrovia City Council and Los Angeles County 5th District Supervisor Kathryn Barger and July 18, 2023, Special and Regular Meetings.

CC-1

**MINUTES OF THE SPECIAL MEETING OF THE
MONROVIA CITY COUNCIL
AND
LOS ANGELES COUNTY 5TH DISTRICT
SUPERVISOR KATHRYN BARGER
HELD MONDAY, JULY 10, 2023, 8:30 A.M.**

Mayor Becky Shevlin convened the Special Joint Meeting of the Monrovia City Council and Los Angeles County 5th District Supervisor Kathryn Barger of Monday, July 10, 2023, at 8:38 a.m. at the Monrovia Library Community Room, 321 South Myrtle Avenue, Monrovia, California. In attendance were City Manager Dylan Feik, Assistant City Manager Lauren Vasquez, and City Clerk Alice D. Atkins.

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.

PUBLIC INPUT: None.

DISCUSSION: The City Council and Supervisor discussed items of mutual interest and concern, with additional information and updates provided by City and County staff and representatives, including:

1. **Los Angeles County Emergency Housing Update**
2. **Discussion on Mental Health in 5th District**
3. **Future of Measure H**
4. **Request for Supervisorial Support for Key Projects: Recreation Park Improvements**
5. **Open Discussion**

Supervisor Barger and the Monrovia City Council thanked each other for a great partnership and open communication.

ADJOURNMENT: Mayor Shevlin adjourned the meeting at 10:34 a.m.

ATTEST:

APPROVED:

Becky A. Shevlin, Mayor

Alice D. Atkins, MMC, City Clerk

**MINUTES OF THE SPECIAL AND REGULAR MEETINGS OF THE
MONROVIA CITY COUNCIL
HELD TUESDAY, JUNE 18, 2023, 7:30 P.M.**

STUDY SESSION: Mayor Becky A. Shevlin convened the Special Study Session of the Monrovia City Council on Tuesday, July 18, 2023, at 6:02 p.m., to discuss the Clean Power Alliance All members were present. In attendance were City Manager Dylan Feik, and City Clerk Alice D. Atkins. City Council indicated its preference for Green Power as the Clean Power Alliance default rate, and directed staff to bring an item for formal approve, and begin regular outreach through all avenues to educate account holders of their options to select other rates. Mayor Shevlin adjourned the study session at 6:33 p.m.

CLOSED SESSION: Mayor Shevlin convened the Closed Session of the Monrovia City Council on Tuesday, July 18, 2023, at 6:33 p.m., to discuss CS-1 Conference with Legal Counsel – Initiation of Litigation Pursuant to Government Code §54956.9(d)(4): One (1) Potential Case and CS-2 Conference with Real Property Negotiator pursuant to Government Code §54956.8; Assessor Parcel Nos. 8689-008-080 and 8689-008-081; City Negotiator: City Manager; Negotiating Party: Property Owner Lee Horstman, and Seller’s Agent Steve Becerra, Oxbridge International Co.; Under Negotiation: Price and Terms of Payment. Mayor Becky Shevlin adjourned the closed session at 7:25 p.m.

CONVENE: Mayor Shevlin convened the Regular Meeting of the Monrovia City Council on Tuesday, July 18, 2023, at 7:30 p.m. In attendance were City Manager Dylan Feik, City Attorney Craig A. Steele, and City Clerk Alice D. Atkins.

INVOCATION: Barbara Gholar led the invocation.

PLEDGE OF ALLEGIANCE: Mayor Pro Tem Spicer 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: City Attorney Craig A. Steele reported that the City Council met in Closed Session, at which all members were present, to discuss the two items on the posted agenda. There was no reportable action.

PRESENTATIONS/PROCLAMATIONS:

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

PR-2 Recognition of Kiwanis Club of Monrovia 101st Anniversary: The Mayor and City Council presented the proclamation to Richard Andrews, Kiwanis President.

PR-3 Proclaiming the Month of July 2023 as “Plastics Free Month”: Councilmember Crudgington read the proclamation aloud and directed staff to mail to community environmental advocate Brian Tindall.

STUDENT GOVERNMENT REPRESENTATIVE: To resume in September.

ORDER OF BUSINESS: At the request of staff, item RCC-5(a) California Department of Insurance Update; Arminé Sargsyan, Outreach Analyst was moved to precede Consent Calendar.

RCC-5 Mayor Becky A. Shevlin

(a) California Department of Insurance Update; Arminé Sargsyan, Outreach Analyst: Ms. Sargsyan provided an overview of the new program, Safer from Wildfires and answered questions related to increased difficulties of obtaining coverage in California.

CONSENT CALENDAR: It was moved by Mayor Pro Tem Spicer, seconded by Councilmember Jiménez, 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 20, 2023, Special and Regular Meetings and June 21, 2023, Special Meeting of the Monrovia City Council: The City Council adopted the Minutes of the June 20, 2023,

Special and Regular Meetings and June 21, 2023, Special Meeting.

CC-2 Payroll Nos. 13 and 14 in the Net Amounts of \$863,200.15, and \$743,482.20, Respectively, and Warrant Registers dated June 22, June 29, July 6, and July 13, 2023, in the Total Amounts of \$2,131,144.92, \$987,054.62, \$673,671.65, and \$451,625.38, Respectively: The City Council approved Payroll Nos. 13 and 14 in the net amounts of \$863,200.15, and \$743,482.20, Respectively and Warrant Registers dated June 22, June 29, July 6, and July 13, 2023, in the total amounts of \$2,131,144.92, \$987,054.62, \$673,671.65, and \$451,625.38, respectively.

CC-3 Amendment No. 5 to the Agreement with Mountainside Communion - A Church of the Nazarene dated August 1, 2018, to extend the City's Support of the Housing Displacement Response Program for the Period Ending June 30, 2025, in an Amount Not to Exceed \$60,000.00 Annually: The City Council approved Amendment No. 5 to the Agreement with Mountainside Communion - A Church of the Nazarene dated August 1, 2018, in an amount not to Exceed \$60,000.00 annually for continued support of 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-4 Purchase of Materials from Baker & Taylor Book Wholesaler for the Annual Library Collection Development in Fiscal Years 2023-2025 in an Amount Not to Exceed \$45,000.00 per Fiscal Year and Find That This Negotiated Contract is Exempt From the City's Bidding Requirements: The City Council found that negotiation instead of bidding best serves the City due to the specialized services and goods involved, and approved a purchase order with Baker & Taylor Book Wholesaler for Library materials in Fiscal Years 2023-2024 and 2024-2025 in an amount not to exceed \$45,000.00 per fiscal year.

CC-5 Purchase of Circulation Materials from Ingram Content Group for the Annual Library Collection Development in Fiscal Years 2023-2025 in an Amount Not to Exceed \$30,000.00 per Fiscal Year and Find That This Negotiated Contract is Exempt From the City's Bidding Requirements: The City Council found that negotiation instead of bidding best serves the City due to the specialized services and goods involved, and approved a purchase order with Ingram Content Group for the Annual Library Collection Development in Fiscal Years 2023-2025 in an amount not to exceed \$30,000 per fiscal year.

CC-6 Amendment No. 3 to Memorandum of Agreement with the San Gabriel Valley Council of Governments dated October 5, 2021, and amended on September 6, 2022, Related to Participation in the Regional Food Recovery Program: The City Council approved Amendment No. 3 to the Memorandum of Agreement with the San Gabriel Valley Council of Governments dated October 5, 2021, and amended on September 6, 2022, related to participation in the Regional Food Recovery Program and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

CC-7 Consultant Services Agreement with RHA Landscape Architects-Planners, Inc., for Professional Design Services Related to Development of the Monrovia Pocket Park Project in an Amount Not to Exceed \$81,600.00 and Approve a Contingency in an Amount Not to Exceed \$3,400.00: The City Council approved an Consultant Services Agreement with RHA Landscape Architects-Planners, Inc. for professional design services related to the Monrovia Pocket Park Project in an amount not to exceed \$81,600.00, approved a contingency in an amount not to exceed \$3,400.00, authorized an additional appropriation of \$55,000.00 towards this project, and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney

CC-8 Memorandum of Agreement with San Gabriel Valley Council of Governments for Participation in the SGV CARE Program for the Period Ending September 24, 2024: The City Council approved a Memorandum of Agreement with the San Gabriel Valley Council of Governments for Participation in the SGV CARE Program through September 30, 2024, with the option to extend, and authorized the City Manager to execute the necessary documents in a form approved by the City Attorney.

CC-9 Proposed Position Modifications and updated Authorized Position Listing: The City Council approved the proposed position modifications.

CC-10 Support Services Agreement with Monrovia Chamber of Commerce for the Period Ending June 30, 2025 in an Amount Not to Exceed \$55,000.00 per Fiscal Year, with Two (2) One-Year Options to Extend: The City Council approved a Support Services Agreement with Monrovia Chamber of Commerce in an Amount not to Exceed \$55,000.00 per fiscal year for the period ending June 30, 2025, 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-11 Land and Water Conservation Fund Grant Application for Recreation Park Renovation Project; Resolution No. 2023-35: The City Council adopt Resolution No. 2023-35.

CC-12 Lease Agreement with New Cingular Wireless PCS, LLC, dba AT&T/Smartlink, for the Installation and Use of a Wireless Telecommunications Facility at the City's Norumbega Water Reservoir Property; Find That Approval is Exempt From CEQA Review Under CEQA Guidelines Sections 15303 and 15311: The City Council approved the lease agreement with New Cingular Wireless PCS, LLC, dba AT&T/Smartlink, for the installation and use of a wireless telecommunications facility at the City's Norumbega Water Reservoir property, and authorized the City Manager or his designee 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. The full text of comments, if any received, were provided to all members of the City Council and posted to the City website.

1. Mark Harvis, Monrovia Historical Museum
2. Juliana Oñate, Monrovia Chamber of Commerce
3. Timme Mackie, 41st District Assemblymember Holden

PUBLIC HEARINGS / MEETINGS:

PH-1 Historic Landmark HL-163 and Mills Act Contract MA-152 for Property Located at 332 North Canyon Boulevard by Property Owners Paul Tran and Tera M. Perez; Resolution No. 2023-34; and Find that the Project is Categorically Exempt from Review Under California Environmental Quality Act (CEQA) Guidelines Section 15331

John Mayer, Senior Planner, 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 wishing to speak on the item.

It was moved by Councilmember Mayor Pro Tem Spicer, seconded by Councilmember Jiménez, to adopt Resolution No. 2023-34. The motion carried unanimously by roll call vote.

PH-2 Amendment to the Land Use Element of the Monrovia General Plan (GPA2023-0001) Creating and Adopting Development Guidelines for Planned Development – Area 28; Amendment to Title 17 (Zoning) of the Monrovia Municipal Code Adopting Zoning Amendment ZA2023-0001 Changing the Zoning Designation for the Property at 508-512 South Ivy Avenue from RM 3500 (Residential Medium Density) to PD-28 (Planned Development Area-28); Conditional Use Permits CUP2023-0003 and CUP2023-0004 to Allow the Adaptive Reuse of Two Residential Structures as a Small Historic Inn (Hotel) to Include the Sale of Alcoholic Beverages; by Jeff Godbold and Joshua Cain of Saxony Holdings, LLC; Introduction and First Reading of Ordinance No. 2023-03; Resolution No. 2023-25; and Find that the Project is Categorically Exempt from Review Under California Environmental Quality Act (CEQA) Guidelines Section 15331

Craig Jimenez, Director of Community Development reviewed the staff report and answered questions of the City Council.

Mayor Shevlin opened the Public Hearing.

Public Input:

1. Susan Keller, sister of late City Historian and Treasurer Steve Baker, spoke in support (via Zoom)
2. Julie Kalicki, Owner of The Saltner, spoke in support
3. Phil Tiffany, Monrovia, spoke with concerns
4. Jim Wigton, Monrovia
5. Joshua Cain, Saxony Holdings, Applicant

Discussion ensued regarding requests from applicant for exceptions to several conditions.

6. Jeremiah Baker, Monrovia, spoke with concerns

Discussion continued, with the Applicant requesting revisions to conditions of approval related to event operations.

Mayor Shevlin closed the public hearing.

Following deliberation, the City Council modified the conditions included in Planning Conditions (Data Sheet 1) for CUP2023-0003, to allow for up to 25 non-guests at general events held both indoors and outdoors, with no amplified sound or music; to provide for no more than eight (8) special events permitted within a calendar year, with Development Review Committee (DRC) after the first special event is held and after the fourth special event is scheduled, and allowing the DRC to amend or eliminate the annual limit following review; permitting operation of events between 10 AM and 10 PM; and permitting use of the parking area for non-parking use if specifically approved by the DRC as part of a Special Event Permit.

City Attorney Steele stated the changes would be incorporated into the resolution before City Council for consideration.

It was moved by Councilmember Crudginton, seconded by Mayor Pro Tem Spicer, to adopt Resolution No. 2023-25 and introduce, waive further reading, and read by title only Ordinance No. 2023-03. The motion carried unanimously by roll call vote

City Attorney Steele read the title of Ordinance No. 2023-03 as follows:

AN ORDINANCE OF CITY COUNCIL OF THE CITY OF MONROVIA, CALIFORNIA, ADOPTING ZONE AMENDMENT ZA2023-0001 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 RM3500 (RESIDENTIAL MEDIUM 3500) ZONE DESIGNATION OF THE PROPERTY LOCATED AT 508-512 SOUTH IVY AVENUE TO PD-28 (PLANNED DEVELOPMENT - AREA 28) ZONE

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.

REPORTS OF CITY COUNCILMEMBERS AND SUB-COMMITTEES:

RCC-1 Councilmember Gloria Crudginton

- (a) Fourth of July event

RCC-2 Councilmember Sergio P. Jiménez

- (a) Making Housing & Community Happen affordable housing tour
- (b) Recent and upcoming community events

RCC-3 Councilmember Dr. Tamala Kelly

- (a) Making Housing & Community Happen affordable housing tour
- (b) SGV Care
- (c) Recent and upcoming community events

RCC-4 Mayor Pro Tem Larry J. Spicer

- (a) Making Housing & Community Happen affordable housing tour

RCC-5 Mayor Becky A. Shevlin

- (a) California Department of Insurance Update; Arminé Sargsyan, Outreach Analyst; this item was moved to precede Consent Calendar.
- (b) MAD Town Council
- (c) Virtual Mayors Roundtable
- (d) Recent and upcoming community events

ADMINISTRATIVE REPORTS: None

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, August 1, 2023, 7:30 P.M.

ADJOURNMENT: At 10:28 p.m., Mayor Shevlin adjourned the meeting of the Monrovia City Council in memory of Russell Lee Harvey, father of Captain Heath Harvey and Sergeant Chad Harvey, Antonio Sanchez, Jr., longtime Monrovia resident, and Barbara Ann Westmaas, mother-in-law of Pastor Chris Bourne.

APPROVED:

ATTEST:

Becky A. Shevlin, Mayor

Alice D. Atkins, MMC, City Clerk