

# MONROVIA CITY COUNCIL AGENDA

City Council Chambers  
415 South Ivy Avenue, Monrovia, California 91016

## Welcome to the Monrovia City Council Meeting Tuesday, December 19, 2017, 7:30 P.M.



### 74<sup>th</sup> CITY COUNCIL

Tom Adams  
Mayor

Gloria Crudgington  
Mayor Pro Tem

Alexander C. Blackburn  
Councilmember

Becky A. Shevlin  
Councilmember

Larry J. Spicer  
Councilmember

Stephen R. Baker  
City Treasurer

Alice D. Atkins  
City Clerk

Oliver Chi  
City Manager

Craig A. Steele  
City Attorney

Thank you for participating in tonight's meeting. The City Council encourages public participation, and invites you to share your views on City business.

**MEETINGS:** Regular Meetings of the City Council are held on the first and third Tuesday of each month at 7:30 P.M. in City Council Chambers. A full City Council agenda packet with all backup information is available at City Hall, the Monrovia Library, and on the City's website at [www.cityofmonrovia.org](http://www.cityofmonrovia.org). Copies of individual Agenda Reports are available via email upon request ([aatkins@ci.monrovia.ca.us](mailto:aatkins@ci.monrovia.ca.us)). Documents distributed to a majority of the City Council after the posting of this agenda will be available for review at the Office of the City Clerk, 415 South Ivy Avenue, Monrovia, California. Community Media of the Foothills (KGEM) shows both live broadcasts and replays of City Council Meetings on cable television and over the Internet at [www.foothillsmmedia.org](http://www.foothillsmmedia.org). Your attendance at this public meeting may result in the recording and broadcast of your image and/or voice as previously described.

**CITIZEN PARTICIPATION:** Your participation is welcomed and invited at all City Council meetings. Time is reserved at each regular meeting for those in the audience who wish to address the Council. The City requests that persons addressing the City Council refrain from making personal, slanderous, profane or disruptive remarks.

**TO ADDRESS THE CITY COUNCIL,** where possible, please submit a *Speaker's Information Form* to the City Clerk prior to your comments, or simply come to the podium when the Mayor asks for those who wish to speak, and state your name for the record. Please provide the City Clerk with a copy of any written materials used in your address to the Council as well as a copy of any printed materials you wish the City Clerk to distribute to the City Council.

**MATTERS NOT ON THE AGENDA** should be presented within a three to five minute time frame during the time designated as "PUBLIC INPUT." Speakers will be heard on a first come, first served basis during the 45-minute period of *Public Input*. Additional speakers will be accommodated during *Public Input, Continued*, following public City Business. **By State law, the City Council may not discuss or vote on items not on the agenda.**

**MATTERS ON THE AGENDA:** If you wish to address the City Council on a matter on the agenda, please indicate the Agenda Item Numbers(s) on the *Speaker's Information Form*. Your name will be called at the appropriate time and you may proceed with your presentation within the five (5) minute time frame.

**PUBLIC HEARINGS AND APPEALS** are items scheduled for which public input is either required or desired. The applicant shall be allowed a ten (10) minute time frame to present project testimony and a five (5) minute time frame to respond following further public testimony. Appellants will be afforded the same opportunities. Other members of the public who wish to speak have a five (5) minute time frame with no rebuttal time.

**ROUTINE MATTERS** can usually be handled more quickly by taking it up directly with the City Department (see last page) providing the particular service involved.

**AGENDA ITEMS:** The Agenda contains the regular order of business of the City Council. Items on the Agenda have generally been reviewed and investigated by the City Staff in advance of the meeting so that the City Council can be fully informed about a matter before making its decision.

**CONSENT CALENDAR:** Items listed on the Consent Calendar are considered to be routine by the City Council and will be acted upon by one motion. There will be no separate discussion on these items unless a Councilmember or citizen so requests. In this event, the item will be removed from the Consent Calendar and considered at the time designated for *Items Pulled From Consent Calendar*. If you would like an item on the Consent Calendar discussed, simply tell the City Clerk or a member of the City Council.



In accordance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please call the City Clerk's Office at 932-5505. Please notify the City Clerk's Office at least seventy-two hours prior to the meeting so that reasonable arrangements can be made to ensure accessibility. Council Chambers is equipped with audio equipment for the hearing impaired, and is wheelchair accessible.



REGULAR MEETING  
of the 74<sup>th</sup>  
MONROVIA CITY COUNCIL  
City Council Chambers  
415 South Ivy Avenue  
Tuesday, December 19, 2017  
7:30 P.M.

Copies of the Staff Reports or other written documentation relating to each proposed item of business presented for consideration by the City Council on the Agenda are on file in the Office of the City Clerk.

To comply with recent court decisions, the City of Monrovia has advised persons giving the invocation not to recite sectarian references or prayers.

CONVENE	Mayor Tom Adams
INVOCATION	Pastor Nicholas Melazzo
PLEDGE OF ALLEGIANCE	Mayor Pro Tem Gloria Crudgington
ROLL CALL	Councilmembers Alexander C. Blackburn, Becky A. Shevlin, Larry J. Spicer, Mayor Pro Tem Gloria Crudgington, and Mayor Tom Adams

REPORT OF CLOSED SESSION, IF NEEDED

PRESENTATIONS/PROCLAMATIONS

- PR-1 Recognition of Holiday Parade Award Recipients and Home Decorating Contest Winners  
Staff Reference: Rebecca Sandoval, Recreation Supervisor
- PR-2 Introduction of Newly Hired Employees  
Staff Reference: Lauren Vasquez, Deputy City Manager
- PR-3 Pasadena Humane Society Pet of the Month

STUDENT GOVERNMENT REPRESENTATIVE REPORT – Student Liaison Cierra Miller

ORDER OF BUSINESS

CONSENT CALENDAR

All items on the Consent Calendar are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion on these items unless a Councilmember or citizen so requests, in which case the item will be removed from the Consent Calendar and considered in its normal sequence. If you would like an item on the Consent Calendar discussed, simply tell the City Clerk or a member of the City Council.

- CC-1 [Unadopted Minutes of the December 5, 2017, Regular Meeting and December 7, 2017, Special Meeting of the Monrovia City Council](#)  
Staff Reference: Alice Atkins, City Clerk  
Recommendation: Adopt the Minutes of the December 5, 2017, Regular Meeting and December 7, 2017, Special Meeting
- CC-2 [Payroll No. 25 in the Net Amount of \\$658,604.27, and Warrant Registers dated December 7 and 14, 2017 in the Total Amounts of \\$485,623.55, and \\$810,868.34, Respectively](#)  
Staff Reference: Buffy Bullis, Administrative Services Director  
Recommendation: Approve Payroll No. 25 in the net amount of \$658,604.27, and Warrant Registers dated December 7 and 14, 2017 in the total amounts of \$485,623.55, and \$810,868.34, respectively

- CC-3 [Approval of the 2018 Local Appointments List and Designation of the Monrovia Public Library to Receive a Copy of the List, and Request to Extend Application Period for an Unscheduled Vacancy on the Historic Preservation Commission](#)  
Staff Reference: Alice Atkins, City Clerk  
Recommendation: Approve the Local Appointments List and designate the Monrovia Public Library to receive a copy of the list; and extend the application period for the anticipated unscheduled vacancy on the Historic Preservation Commission to 15 calendar days or through January 12, 2018, whichever is later
- CC-4 [Updating the Fiscal Year 2016-2017 Budget Transfer Schedule, Resolution No. 2017-47](#)  
Staff Reference: Buffy Bullis, Administrative Services Director  
Recommendation: Adopt Resolution No. 2017-47
- CC-5 [Consultant Services Agreement with National Plant Services, Inc. for On-Call Sewer Maintenance Services for the Period Ending December 31, 2018](#)  
Staff Reference: Alex Tachiki, Management Analyst  
Recommendation: Approve an on-call maintenance agreement with National Plant Services, Inc., in an amount not to exceed \$150,000 and authorize the City Manager to execute the necessary documents in a form approved by the City Attorney
- CC-6 [Consultant Services Agreement with Electric Service & Supply Company for On-Call Electrical Design and Maintenance Services for the Period Ending December 31, 2018](#)  
Staff Reference: Tina Cherry, Public Services Director  
Recommendation: Approve an agreement with ESSCO, Inc. for on-call electrical design and maintenance services through the period ending December 31, 2018 and authorize the City Manager to execute the necessary documents in a form approved by the City Attorney
- CC-7 [Consultant Services Agreement with Merrell-Johnson Engineering, Inc., for On-Call Civil Engineering Services for the Period Ending June 30, 2020](#)  
Staff Reference: Sean Sullivan, Public Works Division Manager  
Recommendation: Approve an agreement with Merrell-Johnson Engineering, Inc., for on-call engineering services through the period ending June, 30, 2020, and authorize the City Manager to execute the necessary documents in a form approved by the City Attorney
- CC-8 [Consultant Services Agreement with Ventura Business Systems for the Support of Library Printing Software for the Period Ending November 1, 2020](#)  
Staff Reference: Carey Vance, Library Manager  
Recommendation: Approve an agreement with Ventura Business Systems and authorize the City Manager to execute the necessary documents in a form approved by the City Attorney
- CC-9 [Annual Investment Policy Update, Resolution No. 2017-46](#)  
Staff Reference: Buffy Bullis, Administrative Services Director  
Recommendation: Adopt Resolution No. 2017-46
- CC-10 [Consideration of Proposed Positional Adjustments](#)  
Staff Reference: Lauren Vasquez, Deputy City Manager  
Recommendation: Authorize the Principal Accountant job classification, Authorized Personnel Allocations, and Classification & Compensation System listing

## PUBLIC INPUT

Thank you for participating in tonight's meeting. The City Council encourages public participation, and invites you to share your views on City business. The City requests that persons addressing the City Council refrain from making personal, slanderous, profane or disruptive remarks.

Citizens who wish to speak on any City business item not on the Agenda should approach the podium during this 45-minute period on a first come, first served basis. By State law, the City Council may not discuss or vote on items not on the Agenda.

Those not accommodated during this 45-minute period have an opportunity to speak under PUBLIC INPUT, CONTINUED following public City business.

Please state your name for the record.

PUBLIC HEARINGS/MEETINGS – None

#### REPORTS OF CITY MANAGER AND STAFF

- RCM-1 City Council Directives Update  
Staff Reference: Oliver Chi, City Manager
- RCM-2 Norumbega Fire Update  
Staff Reference: Brad Dover, Fire Chief
- RCM-3 Review of Regulations Related to Tattoos  
Staff Reference: Craig Jimenez, Community Development Director
- RCM-4 Los Angeles County Community Choice Aggregation Update  
Staff Reference: Oliver Chi, City Manager

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

- RCC-1 Mayor Tom Adams
- RCC-2 Mayor Pro Tem Gloria Crudgington
- RCC-3 Councilmember Alexander C. Blackburn
- RCC-4 Councilmember Becky A. Shevlin
- RCC-5 Councilmember Larry J. Spicer

#### ADMINISTRATIVE REPORTS

- AR-1 [Amendment No. 3 to the Employment Contract for the City Manager](#)  
Staff Reference: Craig Steele, City Attorney  
Recommendation: Approve Amendment No. 3 to the Employment Contract between the City of Monrovia and Oliver Chi in the form attached to this staff report and authorize the Mayor to execute it
- AR-2 [Statement of Goals and Policies for the Use of the Mello-Roos Community Facilities Act of 1982, Resolution No. 2017-50](#)  
Staff Reference: Oliver Chi, City Manager  
Recommendation: Adopt Resolution No. 2017-50
- AR-3 [Calling for a Special Election on Tuesday, June 5, 2018, to Submit for Voter Consideration a Proposed Ordinance Increasing the Rate of the City's Transient Occupancy Tax From Ten Percent to Twelve Percent, and Establishing the Priorities for Written Arguments in Support of and / or Against the Measure, Resolution Nos. 2017-48 and No. 2017-49](#)  
Staff Reference: Oliver Chi, City Manager  
Recommendation: Adopt Resolution Nos. 2017-48 and 2017-49
- AR-4 [Acceptance of Work, File Notice of Completion, and Release of Retention Funds to C.S. Legacy Construction, Inc. for the Julian Fisher Park Improvements Project, Project No. C-3097](#)  
Staff Reference: Todd Holmes, Public Works Operations Manager  
Recommendation:
- AR-5 [Acceptance of Work, File Notice of Completion, and Release of Retention Funds for Musco Sports Lighting, LLC, for the Construction of a Lighting System as a Component of the Julian Fisher Park Improvements Project, Project No. C-3097](#)  
Staff Reference: Todd Holmes, Public Works Operations Manager  
Recommendation: Accept the work of Musco Sports Lighting, LLC, for the construction of a lighting system as a part of the Julian Fisher Park Improvements Project, Project No. C-3097, authorize the City Clerk to file the Notice of Completion, and direct the City Engineer to release all retained funds in accordance with the contract provisions

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

MHA CONVENE Chairman Adams

MHA ROLL CALL Boardmembers Alexander C. Blackburn, Becky A. Shevlin, Larry J. Spicer,  
Vice-Chairman Gloria Crudginton, and Chairman Tom Adams

**MHA CONSENT CALENDAR**

MHA CC-1 [Unadopted Minutes of August 1, 2017, Regular Meeting of the Monrovia Housing Authority](#)

Staff Reference: Alice Atkins, City Clerk

Recommendation: Adopt the minutes of the August 1, 2017, Regular Meeting

MHA CC-2 [Fiscal Year 2016-2017 Independent Financial Audit of the Low and Moderate Income Housing Asset Fund and the 2016-2017 Housing Successor Annual Report](#)

Staff Reference: Buffy Bullis, Administrative Services Director

Recommendation: Receive and file the 2016-2017 Independent Financial Audit of the Low and Moderate Income Housing Asset Fund and the 2016-2017 Housing Successor Annual Report

MHA PUBLIC HEARINGS/MEETING – None

MHA ADMINISTRATIVE REPORTS – None

MHA ADJOURNMENT

**RECONVENE CITY COUNCIL MEETING**

**PUBLIC INPUT, CONTINUED, IF NEEDED**

At this time citizens who wish to discuss City business items not on the Agenda and who were not accommodated during the 45-minute time period allotted under PUBLIC INPUT above may request to speak before the City Council during this period on a first come, first served basis

**ITEMS PULLED FROM CONSENT CALENDAR, IF NEEDED**

At this time items pulled from the Consent Calendar above, if any, will be considered.

**SCHEDULED MEETINGS**

The next Regular Meeting of the Monrovia City Council is scheduled for Tuesday, January 16, 2018, 7:30 P.M., City Council Chambers, 415 South Ivy Avenue, Monrovia, California. NOTE: The Regular Meeting of January 2, 2018, has been cancelled.

**ADJOURNMENT**

**IN MEMORY OF**

Margaret Milano, Mother of Consulting Development Services Engineer Dominic Milano

Elvira Gonzalez, Mother-in-Law of Code Enforcement Officer Enrique Macias

Eduardo D. Livraga, Father-in-Law of Code Enforcement Officer Krystina Livraga

Luther Batice, Father-in-Law of Neighborhood & Business Services Division Manager Sheila Spicer-Batice

Mario Socorro Alvarez, Mother-in-Law of Community Development Senior Administrative Assistant

I hereby certify, under penalty of perjury under the laws of the State of California that the foregoing Agenda was posted at the front entrance of City Hall not less than 72 hours prior to the meeting. Dated this 15<sup>th</sup> day of December, 2017.

\_\_\_\_\_  
Alice D. Atkins CMC, City Clerk