



CITY OF MONROVIA  
OFFICE OF THE CITY CLERK  
M E M O R A N D U M

TO: MAYOR AND CITY COUNCIL  
FROM: ALICE D. ATKINS, MMC, CITY CLERK  
DATE: AUGUST 4, 2020  
SUBJECT: AUGUST 4, 2020 – REGULAR MEETING

Below are changes and updates related to tonight's meeting agenda.

**IN HONOR OF:** Olivia Castruita, Born July 29, 2020, to Chris and Monica Castruita  
***Nathan Andrew Wilcox, Born July 27, 2020, to Nathalie and Andrew Wilcox***

Please open in honor of Olivia Castruita ***and Nathan Wilcox.***

**INVOCATION** ***Pastor Chris Bourne***

Pastor Chris Bourne will participate via videoconference to give tonight's invocation.

**CONSENT CALENDAR**

**CC-3 Agreement with Mountainside Communion Church in an Amount not to Exceed \$150,000 for the Administration of the Emergency COVID Housing Impact Program for the Period Ending June 30, 2021**

See attached ***revised Exhibit B*** to the Agreement with Mountainside Communion Church, which provides clarifying details as to expenditure of funds. The grant award will be spent as follows –

- i. Support Families Impacted by COVID = \$127,500 (To Program Participants through Mountainside)
- ii. Implementation fees = \$15,000 (Compensation to Mountainside Staff / Client Manager)
- iii. Administrative fees = \$7,500 (City of Monrovia)

**CC-4 Amendment No. 2 to the Agreement with Mountainside Communion Church dated August 1, 2018, for Expanded Support of the Housing Displacement Response Program in an Amount not to Exceed \$90,000.00 for the Period Ending June 30, 2022**

See attached ***revised Amendment No. 2 to the Agreement with Mountainside Communion Church***, which provides clarifying details as to expenditure of funds. The grant will be spent as follows –

- a. Prevention and Diversion Funding = \$15,000
  - i. Support Families Impacted by COVID = \$13,500 (To Program Participants through Mountainside)
  - ii. Implementation fees = \$1,500 (Compensation to Mountainside Staff / Client Manager)
- b. Implementation Funding = \$75,000
  - i. Support Families Impacted by COVID = \$60,000 (To Program Participants through Mountainside)
  - ii. Implementation fees = \$15,000 (Compensation to Mountainside Staff / Client Manager)

If not otherwise noted, changes appear in ***bold italics.***

## EXHIBIT B APPROVED FEE SCHEDULE

In consideration of the Scope of Services to be performed by the Consultant, as identified in Exhibit A, the City shall pay Consultant an amount to total \$150,000 for the duration of this contract.

1. Total Pilot Program – eCHIP (Emergency COVID Housing Impact Fund) = 150,000
  - a. May be used for rent assistance, utility bills, medical bills, etc. with the goal of preventing the family impacted by COVID from entering the HDRP program
  - b. Administrative fees = \$7,500 (City of Monrovia)
  - c. Implementation fees = \$15,000 (Compensation to Mountainside Staff / Client Manager)
  - d. Support Families Impacted by COVID = \$127,500 (To Program Participants through Mountainside)

## **AMENDMENT NO. 2 TO CONSULTANT SERVICES AGREEMENT**

This Amendment No. 2 ("Second Amendment") to the August 1, 2018, Consultant Services Agreement ("Agreement") executed by the City of Monrovia, a California municipal corporation ("City") and Mountainside Communion - A Church of the Nazarene, a California, non-profit corporation ("Consultant"), is dated August 4, 2020 ("Effective Date"), and is between City and Consultant.

### **RECITALS**

A. City and Consultant executed the Agreement to provide for Consultant to develop a Housing Displacement Response Program.

B. City and Consultant desire to amend the Agreement to modify: (1) the term; and (2) the compensation amount.

The parties therefore agree as follows:

#### **1. Amendment to Section 2 – Term of Agreement**

Section 2 of the Agreement is hereby amended to read as follows:

"This Agreement shall be from the Effective Date until June 30, 2022, unless terminated earlier as provided in Section 13 of this Agreement."

#### **2. Amendment to Section 3 – Compensation**

Section 3(A) of the Agreement is hereby amended to read as follows:

"A. Compensation. As full compensation for Consultant's services provided under this Agreement, City shall pay Consultant an amount to total \$90,000.00 for the duration of this contract as shown below:

1. Prevention and Diversion Funding = \$15,000

a. Funds must be used by December 31, 2021

b. Implementation fees = \$1,500 (Compensation to Mountainside Staff / Client Manager)

c. Support Families Impacted by COVID = \$13,500 (To Program Participants through Mountainside)"

2. Implementation of Funding = \$75,000

a. Funds must be used by June 30, 2022

b. Implementation fees = \$15,000 (Compensation to Mountainside Staff / Client Manager)

c. Support Families Impacted by COVID = \$60,000 (To Program Participants through Mountainside)

### **3. Preservation of Agreement**

Except as expressly modified or supplemented by this Second Amendment, all of the provisions of the Agreement shall remain unaltered and in full force and effect.

*[SIGNATURE PAGE FOLLOWS]*

The parties, through their duly authorized representatives are signing this Second Amendment on the date stated in the introductory clause.

City:

City of Monrovia,  
a California municipal corporation

Consultant:

Mountainside Communion – A Church of  
the Nazarene,  
a California non-profit corporation

By: \_\_\_\_\_

Name: Dylan Feik  
Title: City Manager

By: \_\_\_\_\_

Name: Josh Smith  
Title: Lead Pastor

ATTEST:

By: \_\_\_\_\_

Name: Alice D. Atkins, MMC  
Title: City Clerk

By: \_\_\_\_\_

Name: Sonia Luginbuhl  
Title: Pastor of Neighborhood  
Engagement

APPROVED AS TO FORM:

By: \_\_\_\_\_

Name: Craig A. Steele  
Title: City Attorney

*(Two signatures of corporate officers required for corporations under Corporations Code Section 313, unless corporate documents authorize only one person to sign this Agreement on behalf of the corporation.)*