

# MONROVIA CITY COUNCIL AGENDA

City Council Chambers

415 South Ivy Avenue, Monrovia, California 91016

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## Welcome to the Monrovia City Council Meeting Tuesday, December 6, 2022, 7:30 P.M.



76<sup>th</sup> CITY COUNCIL

Becky A. Shevlin  
Mayor

Larry J. Spicer  
Mayor Pro Tem

Gloria Crudgington  
Councilmember

Sergio P. Jiménez  
Councilmember

Dr. Tamala Kelly  
Councilmember

Janet Wall  
City Treasurer

Alice D. Atkins  
City Clerk

Dylan Feik  
City Manager

Craig A. Steele  
City Attorney

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. Your attendance at this public meeting may result in the recording and broadcast of your image and/or voice.

**CORONAVIRUS DISEASE (COVID-19) ADVISORY:** Wearing masks indoors is strongly recommended, as well as full vaccination or a recent negative test.

**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). 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, and posted online.

Community Media of the Foothills (KGEM) shows both live broadcasts and replays of City Council Meetings as follows:

- 1) Cable T.V. Broadcast on KGEM (Spectrum Channel 99 or Giggle Fiber Channel 87-2)
- 2) Livestream online at the [KGEM-TV YouTube Channel](#)

### PUBLIC COMMENT WILL BE ACCEPTED BY THE FOLLOWING MEANS:

**IN PERSON:** 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.

**BY EMAIL:** Public comment will be accepted by email to [cityclerk@ci.monrovia.ca.us](mailto:cityclerk@ci.monrovia.ca.us) before 3:00 p.m. on the day of the meeting. Public comment will not be read aloud; however, the full text will be provided to all members of the City Council and made available on the City's website prior to the meeting. Public input related to Public Hearings will be accepted by email to [cityclerk@ci.monrovia.ca.us](mailto:cityclerk@ci.monrovia.ca.us) prior to the close of the Public Hearing.

**BY ZOOM OR BY PHONE - Meeting ID 826 0476 2691:** To provide comments from your computer, laptop, or smartphone, join at <https://zoom.us/join>, or call 1-669-900-9128.

**NOTE:** Due to technology limitations with live broadcasting, Zoom participation will include audio only. You may simultaneously view the meeting through KGEM as described above. Please mute other devices when it is your turn to speak.

To comment during the public comment portions of the agenda, click the Participants "raise hand" icon or press \*9 on your phone at the appropriate time indicated by the Mayor during the meeting, and you will be selected from the meeting queue. Please limit comments to three minutes.

**MATTERS NOT ON THE AGENDA** should be presented within a three to five (3-5) 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.

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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 76<sup>th</sup>  
MONROVIA CITY COUNCIL  
City Council Chambers  
415 South Ivy Avenue  
Tuesday, December 6, 2022  
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 Becky A. Shevlin

IN HONOR OF Camden Cole White, Born October 24, 2022, to Parents Schae Simpson and Connor White, and Grandparents Annette Simpson and Frank Simpson, Jr.  
Ella Badie, Born November 27, 2022, to Parents Olivia and Shady Badie

INVOCATION Police Chaplain Terrence Brown

PLEDGE OF ALLEGIANCE Councilmember Gloria Crudgington

ROLL CALL Councilmembers Gloria Crudgington, Sergio P. Jiménez, Dr. Tamala Kelly, Mayor Pro Tem Larry J. Spicer, and Mayor Becky A. Shevlin

REPORT OF CLOSED SESSION, IF NEEDED

PRESENTATIONS/PROCLAMATIONS

PR-1 Recognition of 2022 Monrovia Public Library Bookmark Contest Winners  
Staff Reference: Carey Vance, Library Manager

STUDENT GOVERNMENT REPRESENTATIVE REPORT – Student Liaison Angelina Hamilton

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 November 15, 2022, Special and Regular Meetings of the Monrovia City Council and the December 1, 2022, Special Meeting of the Monrovia City Council](#)

Staff Reference: Alice Atkins, City Clerk

Recommendation: Adopt the Minutes of the November 15, 2022, Special and Regular Meetings and the December 1, 2022, Special Meeting of the Monrovia City Council

CC-2 [Payroll No. 24 in the Net Amount of \\$792,980.12, and Warrant Registers dated November 17, November 23, and December 1, 2022, in the Total Amounts of \\$937,554.65, \\$594,867.32 and \\$232,913.80, Respectively](#)

Staff Reference: Buffy Bullis, Administrative Services Director

Recommendation: Approve Payroll No. 24 in the net amount of \$792,980.12, and Warrant Registers dated November 17, November 23, and December 1, 2022, in the total amounts of \$937,554.65, \$594,867.32 and \$232,913.80, respectively

CC-3 [Destruction of Certain Departmental Records; Resolution No. 2022-59](#)

Staff Reference: Alice Atkins, City Clerk

Recommendation: Adopt Resolution No. 2022-59

- CC-4 [Subrecipient Agreement between the County of Los Angeles and the City of Monrovia for Acceptance of 2021 State Homeland Security Grant Program Funds in the Amount of \\$152,000.00](#)  
Staff Reference: Jeremy Sanchez, Fire Chief  
Recommendation: Approve the Subrecipient Agreement between Los Angeles County and the City of Monrovia related to the 2021 State Homeland Security Grant Program funds in the amount of \$152,000.00, and authorize the City Manager or his designee to accept and expend any additional 2021 SHGP funds that may become available and execute the necessary documents
- CC-5 [Acceptance of Hazardous Mitigation Grant Program \(HMGP\) Funds in the Amount of \\$79,753.60; and Approval of Consultant Services Agreement with Dynamic Planning LLC in an Amount not to Exceed \\$99,118.00 for Preparation of a Local Hazardous Mitigation Plan Update](#)  
Staff Reference: Jeremy Sanchez, Fire Chief  
Recommendation: Accept Hazardous Mitigation Grant Program Funds for an update to the 2017 Hazardous Mitigation Plan in the amount of \$79,753.60 and approve the Consultant Service Agreement with Dynamic Planning LLC in an Amount Not to Exceed \$99,118.00 for preparation of a Hazardous Mitigation Plan Update, and authorize the City Manager to execute the necessary documents in a form approved by the City Attorney
- CC-6 [Lease Agreement with the Boys and Girls Club of the Foothills for Use of the Mary Wilcox Youth Center for the Period Ending December 31, 2023, and Find That the Lease of a Public Structure is Categorically Exempt from CEQA Review](#)  
Staff Reference: Tina Cherry, Community Services Director  
Recommendation: Approve the Lease Agreement with the Boys and Girls Club of the Foothills for use of the Mary Wilcox Youth Center for the period ending December 31, 2023, find that the lease is exempt from review under CEQA, and authorize the City Manager to execute the necessary documents in a form approved by the City Attorney
- CC-7 [Cooperative Agreement with the Upper San Gabriel Valley Municipal Water District \(USGVMWD\) to receive Grant Funding in the amount of \\$20,000 for an Irrigation Survey Program; and Consultant Services Agreement with EcoTech Services, Inc. in an Amount not to Exceed \\$20,000.00](#)  
Staff Reference: Alex Tachiki, Deputy Public Works Director  
Recommendation: Approve the Cooperative Agreement with the Upper San Gabriel Valley Municipal Water District (USGVMWD) in the amount of \$20,000.00 for an Irrigation Survey Program, approve a Consultant Services Agreement with EcoTech Services, Inc., in an amount not to exceed \$20,000.00 and authorize the City Manager to execute the necessary documents in a form approved by the City Attorney
- CC-8 [Purchase and Installation of a Stallion Air, Inc., Breathing Air Compressor at Fire Station 102 by L.N. Curtis & Sons, in the Amount of \\$60,822.52](#)  
Staff Reference: Jeremy Sanchez, Fire Chief  
Recommendation: Approve the purchase and installation of the Stallion Breathing Air Compressor from L.N. Curtis & Sons in the Amount of \$60,822.52, reject other bids and authorize the City Manager to execute all required purchasing documents in a form approved by the City Attorney
- CC-9 [On-Call Consultant Services Agreement with J & J Engineering & Computers, Inc., Related to On-Call Supervisory Control and Data Acquisition System Repair and Emergency Maintenance Services for the Period Ending December 31, 2024](#)  
Staff Reference: Christopher Castruita, Project Manager  
Recommendation: Approve an On-Call Consultant Services Agreement with J & J Engineering Company Related to SCADA System Repair and Emergency Maintenance Services for the Period Ending December 30, 2024, find that the contract is exempt from bidding requirements under Monrovia Municipal Code Section 3.24.120(A)(3), and authorize the City Manager to execute the necessary documents in a form approved by the City Attorney

- CC-10 [Consultant Services Agreement with Ray Klein, Inc., dba Professional Credit, for Debt Collection Services for the Period Ending June 30, 2025, with Two \(2\) One-Year Options to Extend](#)  
Staff Reference: Buffy Bullis, Administrative Services Director  
Recommendation: Approve the consultant services agreement with Professional Credit for the period ending June 30, 2025, with two (2) one-year options to extend, and authorize the City Manager to execute the necessary documents in a form approved by the City Attorney
- CC-11 [Administrative Policy No. 2.10, Uncollectible Accounts Receivable Write-Off Policy and Authority to Recover Costs of Collection When Permitted by Law; Resolution No. 2022-49](#)  
Staff Reference: Buffy Bullis, Administrative Services Director  
Recommendation: Adopt Resolution No. 2022-49
- CC-12 [Acceptance of Work, Filing Notice of Completion, and Release of Retention Funds to Palp, Inc., dba Excel Paving Company, for the Magnolia Avenue Water Line Improvements Project, Project #W 356](#)  
Staff Reference: Alex Tachiki, Deputy Public Works Director  
Recommendation: Accept the work of Palp, Inc., dba Excel Paving Company for the Magnolia Avenue Water Line Improvements Project, authorize the City Clerk to file the Notice of Completion, and direct staff to release retained funds in accordance with the contract provisions and applicable law
- CC-13 [Third Amendment to License Agreement dated April 16, 2019, with Monrovia Lime, LLC, related to Lease of Two Parking Lots on Lime Avenue for the Period Ending November 30, 2023 in an Amount not to Exceed \\$154,350](#)  
Staff Reference: Angela Cho, Assistant to the City Manager  
Recommendation: Approve the Third Amendment to License Agreement dated April 16, 2019, with Monrovia Lime, LLC, related to lease of two parking lots on Lime Avenue for the period ending November 30, 2023, and authorize the City Manager to execute the necessary documents in a form approved by the City Attorney
- CC-14 [Allocation of Funds for the Historic Museum Painting and Repairs Project, Project #91024, in an Amount Not to Exceed \\$86,634.00, Award of Contract to Gary L. Schaeffler in an Amount not to Exceed \\$44,985.00 for the Historic Museum Painting and Repairs Project, Approve a Project Contingency in amount not to exceed \\$13,469.00, and find the Project is categorically exempt from review under CEQA](#)  
Staff Reference: Christopher Castruita, Project Manager  
Recommendation: Approve funding allocation for the Historic Museum Painting and Repairs Project, Project #91024, in an Amount Not to Exceed \$86,634.00, approve the Plans and Specifications for Project # 91024, award a contract to Gary L. Schaeffler for the Historical Museum Painting and Repairs Project in an Amount Not to Exceed \$44,985.00, authorize the City Manager or designee to approve contract change orders not to exceed \$13,469.00, find that the Project is categorically exempt from CEQA review., and authorize 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 Managed Career Solutions, SPC, under the Employment Development Department and the National Dislocated Workers Grant, dated October 21, 2021, Extending the Term to December 31, 2023, for Trail Maintenance in Canyon Park and the Hillside Wilderness Preserve](#)  
Staff Reference: Tina Cherry, Community Services Director  
Recommendation: Approve Amendment No. 1 to the Agreement with Managed Career Solutions, SPC, under the Employment Development Department and the National Dislocated Workers Grant, dated October 21, 2021, extending the term to December 31, 2023, for trail maintenance in Canyon Park and the Hillside Wilderness Preserve, and authorize the City Manager to execute the necessary documents in a form approved by the City Attorney

CC-16 [Purchase and Installation of New Emergency Lights and Siren Equipment by West Coast Lights & Sirens, Inc., for Six \(6\) Recently Purchased 2022 Ford Explorer Police Utility Vehicles, in an Amount not to Exceed \\$100,000.00](#)

Staff Reference: Alan Sanvictores, Chief of Police

Recommendation: Approve the purchase and installation of emergency equipment by West Coast Lights & Sirens, Inc., for 6 new 2022 Ford Explorer Police Utility Vehicles in an amount not to exceed 100,000.00

#### 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. Comments should be presented within a three to five (3-5) minute time frame. 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, or follow instructions for remote participation included on the cover sheet of this agenda. 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

PH-1 [Appeal of Historic Preservation Commission Decision Regarding the Property located at 607 East Lemon Avenue by Daniel Ryan, Appellant; Resolution No. 2022-58, Finding of Categorical Exemption under CEQA Guidelines Section 15301\(l\)](#)

Staff Reference:

Recommendation:

PH-2 [An Ordinance of the City Council of the City of Monrovia, California, repealing Chapter 15.04.010 of Title 15 of the City of Monrovia Municipal Code and establishing a new Chapter 15.04.010 of Title 15 by adopting by reference and amending the 2022 edition of the California Building Code Volumes 1 & 2, the 2022 California Residential Code, the 2022 California Electrical Code, the 2022 California Mechanical Code, the 2022 California Plumbing Code, the 2022 California Energy Code, and the 2022 California Green Building Standards Code with appendices and amendments and California Fire Code amendments thereto; Adoption of Ordinance No. 2022-09](#)

Staff Reference: Greg Boyajian, Building & Safety Division Manager

Recommendation: Adopt Ordinance No. 2022-09

#### REPORTS OF CITY MANAGER AND STAFF

RCM-1 [City Council Directives Update](#)

Staff Reference: Dylan Feik, City Manager

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

RCC-1 Councilmember Gloria Crudgington

RCC-2 Councilmember Sergio P. Jiménez

RCC-3 Councilmember Dr. Tamala Kelly

RCC-4 Mayor Pro Tem Larry J. Spicer

RCC-5 Mayor Becky A. Shevlin

#### ADMINISTRATIVE REPORTS



**AR-1 Purchase of Self Contained Breathing Apparatus (SCBA) Air Packs and Related Equipment from L.N. Curtis & Sons in the Amount of \$435,877.47**

Staff Reference: Jeremy Sanchez, Fire Chief

Recommendation: Approve the purchase of Self-Contained Breathing Apparatus Air Packs and Related Equipment from L.N. Curtis & Sons in an amount not to exceed \$435,877.47 and authorize the City Manager to execute the necessary documents in a form approved by the City Attorney

**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, December 20, 2022, 7:30 P.M., City Council Chambers, 415 South Ivy Avenue, Monrovia, California.

**ADJOURNMENT**

**IN MEMORY OF**

In Memory of Steve Knight, Longtime Resident, Monrovia Rotary Club member, and Past Monrovia Chamber of Commerce Iris Award Winner

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 1st day of December, 2022.

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