

MONROVIA CITY COUNCIL AGENDA

City Council Chambers

415 South Ivy Avenue, Monrovia, California 91016

Welcome to the Monrovia City Council Meeting Tuesday, July 18, 2023, 7:30 P.M.



76th CITY COUNCIL

Becky A. Shevlin
Mayor

Larry J. Spicer
Mayor Pro Tem

Gloria Crudginton
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. Virtual participation is provided only for the convenience of the public and is not required by law.

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. 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 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 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.



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 76th
MONROVIA CITY COUNCIL
City Council Chambers
415 South Ivy Avenue
Tuesday, July 18, 2023
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 Keanu Ladani, Born April 24, 2023, to Reihane Nazari Amine
INVOCATION Pastor Karen Mastrogiovanni
PLEDGE OF ALLEGIANCE Mayor Pro Tem Larry J. Spicer
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 Pasadena Humane Pet of the Month
Staff Reference: Kevin McManus, Public Relations & Communications Manager
- PR-2 [Recognition of Kiwanis Club of Monrovia 101st Anniversary](#)
- PR-3 [Proclaiming the Month of July 2023 as “Plastics Free Month”](#)

STUDENT GOVERNMENT REPRESENTATIVE REPORT – To resume in September

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 June 20, 2023, Special and Regular Meetings and June 21, 2023, Special Meeting of the Monrovia City Council](#)
Staff Reference: Alice Atkins, City Clerk
Recommendation: Adopt 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](#)
Staff Reference: Buffy Bullis, Administrative Services Director
Recommendation: Approve 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](#)
Staff Reference: Tina Cherry, Community Services Director
Recommendation: Approve 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 authorize 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](#)
Staff Reference: Tina Cherry, Community Services Director
Recommendation: Find that negotiation instead of bidding best serves the City due to the specialized services and goods involved, and approve 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](#)
Staff Reference: Tina Cherry, Community Services Director
Recommendation: Find that negotiation instead of bidding best serves the City due to the specialized services and goods involved, and approve 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](#)
Staff Reference: Alex Tachiki, Public Works Director
Recommendation: Approve 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 authorize 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](#)
Staff Reference: Tina Cherry, Community Services Director
Recommendation: Approve 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, approve a contingency in an amount not to exceed \$3,400.00, authorize an additional appropriation of \$55,000.00 towards this project, and authorize 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](#)
Staff Reference: Dylan Feik, City Manager
Recommendation: Approve 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 authorize 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](#)
Staff Reference: Lauren Vasquez, Assistant City Manager
Recommendation: Approve 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](#)
 Staff Reference: Dylan Feik, City Manager
 Recommendation: Approve 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 authorize 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](#)
 Staff Reference: Dylan Feik, City Manager
 Recommendation: 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](#)
 Staff Reference: Lauren Vasquez, Assistant City Manager
 Recommendation: Approve 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 authorize the City Manager or his designee to execute the necessary documents in a form approved by the City Attorney

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 [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](#)
 Staff Reference: John Mayer, Senior Planner
 Recommendation: Adopt Resolution 2023-34
- 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](#)
 Staff Reference: Craig Jimenez, Director
 Recommendation: Adopt Resolution No. 2023-25 and introduce, waive further reading, and read by title only Ordinance No. 2023-03

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
(a) California Department of Insurance Update; Arminé Sargsyan, Outreach Analyst

ADMINISTRATIVE REPORTS - None

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, August 1, 2023, 7:30 P.M., City Council Chambers, 415 South Ivy Avenue, Monrovia, California.

ADJOURNMENT

IN MEMORY OF

- Russell Lee Harvey, Father of Captain Heath Harvey and Sergeant Chad Harvey
- Antonio Sanchez, Jr., Longtime Monrovia Resident
- Barbara Ann Westmaas, Mother-In-Law of Pastor Chris Bourne

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 13th day of July, 2023.

Alice D. Atkins, MMC, City Clerk