

MONROVIA CITY COUNCIL AGENDA

City Council Chambers

415 South Ivy Avenue, Monrovia, California 91016

Welcome to the Monrovia City Council Meeting
Tuesday, December 19, 2023, 7:30 P.M.



76th 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. 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](https://www.youtube.com/channel/UCGEM-TV)

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 - To provide comments from your computer, laptop, or smartphone, contact the City Clerk's Office at cityclerk@ci.monrovia.ca.us. Staff will provide the necessary Zoom Meeting ID and password as soon as feasible. Please be advised that responses may be delayed if the request is made after the meeting begins.

NOTE: Due to technology limitations with live broadcasting, Zoom participation will include audio only. There will be no video available for Zoom participants. 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. Comments will be limited to three minutes and must be within the subject matter jurisdiction of the City Council.

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, and will not consider comments on items that are not within the subject matter jurisdiction of the City Council. Comments that disrupt the meeting will not be tolerated.**

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 time frame determined by the City for the item.

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 maximum five (5) minute time frame to be heard on the specific issue, with no rebuttal time.

REGULAR MEETING
of the 76th
MONROVIA CITY COUNCIL
City Council Chambers
415 South Ivy Avenue
Tuesday, December 19, 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
 INVOCATION Reverend Neil Tadken
 PLEDGE OF ALLEGIANCE Mayor Pro Tem 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, Pasadena Humane, Public Relations & Communications Manager

PR-2 Annual Ugly Sweater Contest

PR-3 Home Decorating and Window Display Contest Winners

Staff Reference: Tiffany Peterson, Recreation Supervisor

STUDENT GOVERNMENT REPRESENTATIVE REPORT – Student Liaison Guadalupe Hilario

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, 2023, Special and Regular Meetings of the Monrovia City Council, and the December 12, 2023, Special Joint Meeting of the Monrovia City Council and the Monrovia Unified School District Board of Education](#)

Staff Reference: Alice Atkins, City Clerk

Recommendation: Adopt the Minutes of the December 5, 2023, Special and Regular Meetings of the Monrovia City Council, and the December 12, 2023, Special Joint Meeting of the Monrovia City Council and the Monrovia Unified School District Board of Education

CC-2 [Payroll No. 25 in the Net Amount of \\$806,754.71, and Warrant Registers dated December 7 and December 14, 2023, in the Total Amounts of \\$366,254.17 and \\$565,026.23, Respectively](#)

Staff Reference: Buffy Bullis, Administrative Services Director

Recommendation: Approve Payroll No. 245 in the net amount of \$806,754.71, and Warrant Registers dated December 7, and December 14, 2023, in the total amounts of \$366,254.17 and \$565,026.23, respectively

- CC-3 [Agreement to Provide Supplemental Law Enforcement Services Related to Police Dispatching to the City of La Verne for the Period Ending December 31, 2023, in an Amount Not to Exceed \\$25,000.00, with Two \(2\) One-Year Options to Extend](#)
Staff Reference: Heath Harvey, Service Captain
Recommendation: Approve the Agreement to Provide Supplemental Law Enforcement Services Related to Police Dispatching to the City of La Verne for the period ending December 31, 2023, in an amount not to exceed \$25,000.00, 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-4 [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, 2024, and Find That Approval of the Lease of a Public Structure is Categorically Exempt from CEQA Review](#)
Staff Reference: Rebecca Sandoval, Recreation Manager
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, 2024, find that approval of 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-5 [Funding Agreement with Los Angeles County Metropolitan Transportation Authority for the Monrovia Action Plan to Develop Projects and Strategies to Improve Roadway Safety](#)
Staff Reference: Alex Tachiki, Public Works Director
Recommendation: Approve the Funding Agreement with Los Angeles County Metropolitan Transportation Authority for the Monrovia Action Plan to Develop Projects and Strategies to Improve Roadway Safety, and authorize the City Manager to execute the necessary documents in a form approved by the City Attorney
- CC-6 [Sponsor Agreement with the Los Angeles Conservation Corps to Distribute Used Oil Recycling Educational Materials at Events in Monrovia for the Period Ending June 30, 2025](#)
Staff Reference: Alex Tachiki, Public Works Director
Recommendation: Approve a Sponsor Agreement with Los Angeles Conservation Corps for tabling and distributing used oil recycling education and outreach materials at events in the City 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-7 [Agreement with Merrimac Petroleum Inc., dba Merrimac Energy Group, for the Provision and Delivery of Bulk Fuel in an Amount not to Exceed \\$857,000, for the Period Ending December 31, 2025, with the Option to Extend for One \(1\) Additional One-Year Period](#)
Staff Reference: Alex Tachiki, Public Works Director
Recommendation: Approve an Agreement with Merrimac Petroleum Inc., dba Merrimac Energy Group, for the Provision and Delivery of Bulk Fuel in an Amount not to Exceed \$857,000, for the Period Ending December 31, 2025, with the Option to Extend for One (1) Additional One-Year Period
- CC-8 [Fourth Amendment to License Agreement dated April 16, 2019, with Monrovia Lime, LLC, related to License of Two Parking Lots on Lime Avenue for the Period Ending November 30, 2024 in an Amount not to Exceed \\$123,000.00](#)
Staff Reference: Dylan Feik, City Manager
Recommendation: Approve the Fourth Amendment to License Agreement dated April 16, 2019, with Monrovia Lime, LLC, related to license of two parking lots on Lime Avenue for the period ending November 30, 2024, and authorize the City Manager to execute the necessary documents in a form approved by the City Attorney
- CC-9 [Proposed Position Modifications, New Job Specifications, Updated Classification & Compensation Program, and Updated Authorized Position Listing](#)
Staff Reference: Lauren Vasquez, Assistant City Manager
Recommendation: Approve proposed position modifications, Classification & Compensation Program and implementation, and Authorized Position Listing, and appropriate additional funds in the amount of \$151,000 for Fiscal Year 2023-2024

CC-10 [Fiscal Year 2022-2023 Fire Inspection Performance Report Pursuant to California Health & Safety Code Section 13146.4; Receive and File](#)

Staff Reference: Jeremy Sanchez, Fire Chief

Recommendation: Receive and file the Fiscal Year 2022/2023 Fire Inspection Performance Report

CC-11 [Annual Investment Policy Update, Resolution No. 2023-45](#)

Staff Reference: Raw Bowman, Deputy Administrative Services Director

Recommendation: Adopt Resolution No. 2023-45

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. Comments that disrupt the meeting will not be tolerated.

PUBLIC HEARINGS/MEETINGS

PH-1 [Historic Landmark HL-164 and Mills Act Contract MA-153 for Property Located at 350 West Colorado Boulevard by Property Owners Gabriel and Katherine Cabrera; Resolution No. 2023-49](#)

Staff Reference: John Mayor, Senior Planner

Recommendation: Adopt Resolution No. 2023-49

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 [Discussion of City Elected Official Compensation Pursuant to SB 329](#)

Staff Reference: Dylan Feik, City Manager

Recommendation: Provide direction to staff

CONVENE MONROVIA HOUSING AUTHORITY MEETING WITHOUT ADJOURNING CITY COUNCIL MEETING

MHA CONVENE Chairman Becky A. Shevlin

MHA ROLL CALL Boardmembers Gloria Crudgington, Sergio Jiménez, Dr. Tamala Kelly, Vice Chairman Larry J. Spicer, and Chairman Becky A. Shevlin

MHA CONSENT CALENDAR

MHA CC-1 [Unadopted Minutes of the December 20, 2022, Regular Meeting of the Monrovia Housing Authority](#)

Staff Reference: Alice Atkins, City Clerk

Recommendation: Adopt the minutes of the December 20, 2022, Regular Meeting

MHA CC-2 [Fiscal Year 2022-2023 Independent Financial Audit of the Low and Moderate Income Housing Asset Fund and the 2022-2023 Housing Successor Annual Report](#)

Staff Reference: Buffy Bullis, Administrative Services Director

Recommendation: Receive and file the 2022-2023 Independent Financial Audit of the Low and Moderate Income Housing Asset Fund and the 2022-2023 Housing Successor Annual Report

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, 2024, 7:30 P.M., City Council Chambers, 415 South Ivy Avenue, Monrovia, California.

ADJOURNMENT

IN MEMORY OF

Terrence Williams, Monrovia Arcadia Duarte Town Council Vice-President and Former Monrovia Unified School District Board of Education Boardmember

Aya Segawa, Grandmother of Public Works Director Alex Tachiki

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 15th day of December, 2023.

Alice D. Atkins, MMC, City Clerk



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 626-932-5505. 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.

