

MONROVIA CITY COUNCIL AGENDA

City Council Chambers

415 South Ivy Avenue, Monrovia, California 91016

Welcome to the Monrovia City Council Meeting Tuesday, March 19, 2024, 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](#)

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, March 19, 2024
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.

Pursuant to Government Code Section 84308, any party to a City proceeding must disclose on the record any campaign contributions made to a member of the City Council (or commission) in excess of \$250 in the past 12 months. This disclosure requirement includes contributions by the party's agent and aggregated contributions from persons or entities related to the party. Please make the disclosure as soon as possible, but not later than the beginning of the proceeding. *The agenda indicates when Government Code § 84308 applies to an agenda item*

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

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, Pasadena Humane, Public Relations & Communications Manager

PR-2 [Proclaiming March 24, 2024, as "National Vietnam War Veteran's Day"](#)

PR-3 [Proclaiming April 2024 as "DMV/Donate Life Month"](#)

Staff Reference: Rachel Rodriguez, One Legacy Ambassador

PR-4 Recognition of Recent Community Emergency Response Team (CERT) Graduates

Staff Reference: Suzanne Dobson, Emergency Preparedness Coordinator

PR-5 Introduction of Newly Hired and Promoted Employees

Staff Reference: Lauren Vasquez, Assistant City Manager

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 February 20, 2024, Special and Regular Meetings of the Monrovia City Council](#)

Staff Reference: Alice Atkins, City Clerk

Recommendation: Adopt the Minutes of the February 20, 2024, Special and Regular Meetings of the Monrovia City Council

- CC-2 [Payroll No. 5 in the Net Amount of \\$822,030.01, and Warrant Registers dated February 22, February 29, March 6, and March 14, 2024, in the Total Amounts of \\$363,320.42, \\$916,638.32, \\$157,470.42, and \\$789,451.61, Respectively](#)
Staff Reference: Buffy Bullis, Administrative Services Director
Recommendation: Approve Payroll No. 5 in the net amount of \$822,030.01, and Warrant Registers dated February 22, February 29, March 6, and March 14, 2024, in the total amounts of \$363,320.42, \$916,638.32, \$157,470.42, and \$789,451.61, respectively
- CC-3 [Amending Chapter 15.04 \(Codes Adopted\) of the Monrovia Municipal Code Relating to Permit and Plan Check Expirations and Extensions, and Finding the Ordinance to be Exempt from the California Environmental Quality Act; Adoption of Ordinance No. 2024-03](#)
Staff Reference: Craig Jimenez, Community Development Director
Recommendation: Adopt Ordinance No. 2024-03
- CC-4 [Proposed Position Modifications and updated Authorized Position Listing](#)
Staff Reference: Lauren Vasquez, Assistant City Manager
Recommendation: Approve the proposed temporary over hire position at an estimated net cost of \$16,315
- CC-5 [Destruction of Certain Departmental Records; Resolution No. 2024-20](#)
Staff Reference: Alice D. Atkins, City Clerk
Recommendation: Adopt Resolution No. 2024-20
- CC-6 [Los Angeles County Metropolitan Transportation Authority Funding Agreement for Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program](#)
Staff Reference: Alex Tachiki, Public Works Director
Recommendation: Approve the Los Angeles County Metropolitan Transportation Authority Funding Agreement for Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program and authorize the City Manager to execute the necessary documents in a form approved by the City Attorney
- CC-7 [Acceptance of Work, Filing Notice of Completion, and Release of Retention Funds to Pokrajac Corporation for the Canyon Park Repair Project](#)
Staff Reference: Alex Tachiki, Public Works Director
Recommendation: Accept the work of Pokrajac Corporation for the Canyon Park Repairs 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-8 [Consultant Services Agreements with Alta Planning + Design, Inc., Griffith Structures, KOA Corporation, Transtech Engineers, Inc., and Willdan Engineering for On-call Engineering Services for the Period Ending February 28, 2027, and with Bucknam Infrastructure Group, Inc., for the period ending June 30, 2027](#)
Staff Reference: Alex Tachiki, Public Works Director
Recommendation: Approve the Consultant Services Agreements for On-call Engineering Services with Alta Planning + Design, Inc., Griffith Structures, KOA Corporation, Transtech Engineers, Inc., and Willdan Engineering for the period ending February 28, 2027, and with Bucknam Infrastructure Group, Inc., for the period ending June 30, 2027, and authorize the City Manager to execute the necessary documents in a form approved by the City Attorney
- CC-9 [Annual Report on the Status of the General Plan; Receive and File](#)
Staff Reference: Sheri Bermejo, Deputy Director of Community Development
Recommendation: Receive and file the Annual Report on the Status of the General Plan
- CC-10 [Initiation of Proceedings for the Levy and Collection of Assessments and Ordering the Preparation of an Engineer's Report for Fiscal Year 2024-2025 for the Citywide Lighting and Landscaping Maintenance District and the Park Maintenance District; Resolution Nos. 2024-18 and 2024-19](#)
Staff Reference: Rae Bowman, Deputy Director of Administrative Services
Recommendation: Adopt Resolution No. 2024-18 and Resolution No. 2024-19

- CC-11 [Award of Contract to LRJ Construction for the CDBG Residential Rehabilitation Grant Program Project at 525 Hacienda Drive in an Amount Not to Exceed \\$28,640.00](#)
 Staff Reference: Craig Jimenez, Community Development Director
 Recommendation: Award a contract to LRJ Construction for the CDBG Residential Rehabilitation Grant Program Project at 525 Hacienda Drive, 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-12 [Proposed Language Modifications to Side Letters of Agreement Related to Bereavement Leave](#)
 Staff Reference: Lauren Vasquez, Assistant City Manager
 Recommendation: Approve the proposed language modification to the Side Letters of Agreement
- CC-13 [Consultant Services Agreement with EN Engineering, LLC, d/b/a ENTRUST Solutions Group to Assess Broadband Access and Availability in Monrovia in an Amount Not to Exceed \\$358,995.00 for the Period Ending June 29, 2025](#)
 Staff Reference: Alex Tachiki, Public Works Director
 Recommendation: Approve a Consultant Services Agreement with EN Engineering, LLC d/b/a ENTRUST Solutions Group, to assess broadband access and availability in Monrovia in an amount not to exceed \$358,995.00 for the period ending June 29, 2025, and authorize the City Manager to execute the necessary documents in a form approved by the City Attorney
- CC-14 [Parking Lease Agreement with Bethel A.M.E. Church for the Period ending October 31, 2030](#)
 Staff Reference: Alex Tachiki, Public Works Director
 Recommendation: Approve Parking Lease Agreement with Bethel A.M.E., for the period ending October 31, 2030, and authorize the City Manager 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. Comments that disrupt the meeting will not be tolerated.

PUBLIC HEARINGS/MEETINGS

- PH-1 [Tentative Tract Map No. 084341 \(TTM2024-0001\) and Conditional Use Permit \(CUP2024-0001\) to Construct a Four-Unit, Two-Story, Detached Planned Unit Development \(PUD\) for Property Located at 619 East Walnut Avenue in the RM3000/PUD \(Residential Medium Density\) Zone, by Richard Piña of Bowden Development, Inc., Applicant; Resolution No. 2024-15](#)
 Staff Reference: John Mayer, Principal Planner
 Recommendation: Adopt Resolution No. 2024-15
- PH-2 [Proposed Adjustments for Sewer and Water Fees; Introduction and First Reading of Ordinance No. 2024-04, and Adoption of Resolution No. 2024-16](#)
 Staff Reference: Buffy Bullis, Administrative Services Director
 Recommendation: Introduce, waive further reading, and read by title only Ordinance No. 2024-04, and adopt Resolution No. 2024-16

REPORTS OF CITY MANAGER AND STAFF

- RCM-1 City Council Directives Update
Staff Reference: Dylan Feik, City Manager
- RCM-2 Upcoming Boards and Commissions Terms
Staff Reference: Alice Atkins, City Clerk

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 [Award of Contract to Pokrajac Corporation for the Canyon Park Infrastructure Improvement Project, Project #G-961, in an Amount Not to Exceed \\$12,095,217.11, Approve a Contingency Amount Not to Exceed \\$1,209,521.71 Approve Task Order No.115 with Merrell Johnson Engineering, Inc., for Construction Management and Inspection Services in an Amount Not to Exceed \\$2,086,424.95; and Find the Project is Categorically Exempt from Review under California Environmental Quality Act \(CEQA\) Guidelines Section\(s\) 15301, 15302, 15303, 15304, 15311](#)
Staff Reference: Alex Tachiki, Public Works Director
Recommendation: Award a contract to Pokrajac Corporation for the Canyon Park Infrastructure Improvement Project, Project #G-961, in an amount not to exceed \$12,095,217.11, approve a contingency amount not to exceed \$1,209,521.71, approve Task Order No.115 with Merrell Johnson Engineering, Inc., for construction management and inspection services in an amount not to exceed \$2,086,424.95; find the Project is Categorically Exempt from review under California Environmental Quality Act (CEQA) Guidelines Section(s) 15301, 15302, 15303, 15304, 15311; and authorize the City Manager to execute the necessary documents in a form approved by the City Attorney
- AR-2 [Recognition of Outgoing City Councilmember Gloria Crudgington in Honor of Her Substantial Public Service to the Community](#)
Staff Reference: Dylan Feik, City Manager
Recommendation: Approve renaming the City facility at 603 Cloverleaf Drive to “Crudgington Station” and authorize staff to install appropriate signage

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, April 2, 2024, 7:30 P.M., City Council Chambers, 415 South Ivy Avenue, Monrovia, California.

ADJOURNMENT

IN MEMORY OF

Lynette Gile, Family Friend of Management Analyst Jocelyn Casas

Tony Gonzales, Son of Retired Code Enforcement Officer RD Gonzales

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 14th day of March, 2024.

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 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.

