

MONROVIA CITY COUNCIL AGENDA

City Council Chambers
415 South Ivy Avenue, Monrovia, California 91016

Welcome to the Monrovia City Council Meeting Tuesday, July 16, 2024, 7:30 P.M.



77th CITY COUNCIL

Becky A. Shevlin
Mayor

Dr. Tamala Kelly
Mayor Pro Tem

Edward Belden
Councilmember

Sergio P. Jiménez
Councilmember

Larry J. Spicer
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.

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.monroviaca.gov. 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)
- 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@monroviaca.gov 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@monroviaca.gov 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@monroviaca.gov. 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: Virtual participation is provided only for the convenience of the public and is not required by law. 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 (3) 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 77th
MONROVIA CITY COUNCIL
City Council Chambers
415 South Ivy Avenue
Tuesday, July 16, 2024
7:30 P.M.

Copies of the Agenda 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.** Agenda Reports indicate 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 Councilmember Sergio P. Jiménez

ROLL CALL Councilmembers Edward Belden, Sergio P. Jiménez, Larry J. Spicer, Mayor Pro Tem Dr. Tamala Kelly, 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 Monrovia Youth Baseball League

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 July 2, 2024, Regular and Special Meetings of the Monrovia City Council](#)

Staff Reference: Alice Atkins, City Clerk

Recommendation: Adopt the Minutes of the July 2, 2024, Regular and Special Meetings

CC-2 [Payroll No. 14 in the Net Amount of \\$867,080.50, and Warrant Registers dated July 3 and July 11, 2024, in the Total Amounts of \\$619,132.07 and \\$636,459.16, Respectively](#)

Staff Reference: Buffy Bullis, Administrative Services Director

Recommendation: Approve Payroll No. 14 in the net amount of \$867,080.50, and Warrant Registers dated July 3 and July 11, 2024, in the total amounts of \$619,132.07 and \$636,459.16, respectively

CC-3 [Destruction of Certain Departmental Records; Resolution No. 2024-54](#)

Staff Reference: Alice Atkins, City Clerk

Recommendation: Adopt Resolution No. 2024-54

- CC-4 [Parking Lease Agreement with United Methodist Church of Monrovia in an Amount Not to Exceed \\$11,129.04 Annually for the Period Ending June 30, 2025, with Two \(2\) One-Year Options to Extend](#)
Staff Reference: Lauren Vasquez, Assistant City Manager
Recommendation: Approve the Parking Lease Agreement with Monrovia United Methodist Church in an amount not to exceed \$11,129.04 annually 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-5 [Consultant Services Agreement with Innovative Light Designs for Holiday Tree Light Installation in Library Park and Annual Maintenance of the White Tree Lights in the 100-600 Blocks of Myrtle Avenue in an Amount Not to Exceed \\$35,522.00](#)
Staff Reference: Tina Cherry, Community Services Director
Recommendation: Approve an agreement with Innovative Light Designs for holiday tree light installation in Library Park and annual maintenance of the white tree lights in the 100 – 600 blocks of Myrtle Avenue in Old Town Monrovia in an amount not to exceed \$35,522.00; find that the negotiated contract with ILD is exempt from the City's 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-6 [Purchase of Advanced Metering Interface Communications Equipment from Zenner USA in an Amount Not to Exceed \\$294,300.76](#)
Staff Reference: Alex Tachiki, Public Works Director
Recommendation: Approve the purchase of Advanced Metering Interface Equipment from Zenner USA in an Amount Not to Exceed \$294,300.76, find that the purchase of specialized equipment that must match the existing system is exempt from a formal procurement process 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-7 [Amendment No. 2 to the Consultant Services Agreement with Eurofins Eaton Analytical, LLC, dated June 20, 2023, for Water Quality Analysis and Reporting Services, Extending the Term through June 30, 2025, in an Amount Not to Exceed \\$225,000.00](#)
Staff Reference: Alex Tachiki, Public Works Director
Recommendation: Approve Amendment No. 2 to the Consultant Services Agreement with Eurofins Eaton Analytical, LLC, dated June 20, 2023, for Water Quality Analysis and Reporting Services, extending the term through June 30, 2025, in an amount not to exceed \$225,000.00, and authorize the City Manager to execute the necessary documents in a form approved by the City Attorney
- CC-8 [Contractor Services Agreement with Air-Tro, Inc., for Maintenance and Emergency Repairs of Heating, Ventilation, and Air Conditioning \(HVAC\) Systems at City Facilities for the Period Ending June 30, 2027, with Two \(2\) One-Year Options to Extend, in an Amount Not to Exceed \\$424,374.00](#)
Staff Reference: Alex Tachiki, Public Works Director
Recommendation: Approve the Contractor Services Agreement with Air-Tro, Inc., for HVAC Maintenance and Emergency Repair Services for the period ending June 30, 2027, with two (2) one-year options to extend in an amount not to exceed \$424,374.00, and authorize the City Manager to execute the necessary documents in a form approved by the City Attorney
- CC-9 [Contractor Services Agreements with G.M. Sager Construction Co., Inc., and Mission Paving and Sealing, Inc., for On-Call Asphalt and Concrete Repair Services for the Period Ending June 30, 2026 with Three \(3\) One-Year Options to Extend](#)
Staff Reference: Alex Tachiki, Public Works Director
Recommendation: Approve a Contractor Services Agreements with G.M. Sager Construction Co., Inc., and Mission Paving and Sealing, Inc., for on-call asphalt and concrete repair services for the period ending in June 30, 2026 with three (3) one-year options to extend, and authorize the City Manager to execute the necessary documents in a form approved by the City Attorney

- CC-10 [Award of Construction Contract to Layne Christensen Company for Well No. 4 Motor and Stand Replacement in the Amount of \\$62,059.32; Approve a Contingency Amount Not to Exceed \\$6,205.93; and Find the Project is Categorically Exempt from Review Under California Environmental Quality Act \(CEQA\) Guidelines Section 15301\(d\)](#)

Staff Reference: Alex Tachiki, Public Works Director

Recommendation: Approve a construction contract with Layne Christensen Company for Well No. 4 motor and stand replacement in an amount not to exceed \$62,059.32; approve a contingency amount not to exceed \$6,205.93, find the project is Categorically Exempt from review under California Environmental Quality Act (CEQA) guidelines section 15301(d), and authorize the City Manager to execute the necessary documents in a form approved by the City Attorney

- CC-11 [Agreement with Foothill Communications, Inc., Related to Service and Maintenance of Dispatch Consoles, Handheld Portable Radios, and Mobile Radio Equipment for the Period Ending June 30, 2027, in Amount Not to Exceed \\$35,000.00 Annually](#)

Staff Reference: Alan Sanvictores, Police Chief

Recommendation: Approve the agreement with Foothill Communications, Inc., related to service and maintenance of dispatch consoles, handheld portable radios, and mobile radio equipment for the period ending June 30, 2027, in an amount not to exceed \$35,000 annually, and authorize the City Manager to execute the necessary documents in a form approved by the City Attorney

- CC-12 [Fifth Amendment of the Lease and Operating Agreement dated July 1, 2018, with Community Media of the Foothills to Extend the Term Through December 31, 2024, in an Amount Not to Exceed \\$120,000.00](#)

Staff Reference: Dylan Feik, City Manager

Recommendation: Approve the Fifth Amendment of the Lease and Operating Agreement dated July 1, 2018, with Community Media of the Foothills to extend the term through December 31, 2024 at the compensation rate of \$15,833.34 per month and a legal review reimbursement amount not to exceed \$25,000, 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 (3) 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-166, Historic Landmark HL-167, and Mills Act Contract MA-155 for Property Located at 508 and 512 South Ivy Avenue by Property Owners Saxony Holdings, LLC \(Joshua Cain & Jeffrey Godbold\); Resolution Nos. 2024-50 and 2024-51; and Find that the Project is Categorically Exempt from Review Under California Environmental Quality Act \(CEQA\) Guidelines Section 15331](#)

Staff Reference: Craig Jimenez, Community Development Director

Recommendation: Adopt Resolution No. 2024-50 and Resolution No. 2024-51

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 Edward Belden
- RCC-2 Councilmember Sergio P. Jiménez
- RCC-3 Councilmember Larry J. Spicer
- RCC-4 Mayor Pro Tem Dr. Tamala Kelly
- RCC-5 Mayor Becky A. Shevlin

ADMINISTRATIVE REPORTS

- AR-1 [Fiscal Year 2024-25 Schedule of Fees and Charges, Resolution No. 2024-53](#)
Staff Reference: Rae Bowman, Administrative Services Deputy Director
Recommendation: Adopt Resolution No. 2024-53

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 6, 2024, 7:30 P.M., City Council Chambers, 415 South Ivy Avenue, Monrovia, California. NOTE: The August 20, 2024, Regular Meeting has been cancelled.

ADJOURNMENT

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 11th day of July, 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.

