

**MINUTES OF THE REGULAR MEETING
OF THE
MONROVIA CITY COUNCIL
HELD TUESDAY DECEMBER 10 2002 7 30 P M**

CONVENE Mayor Lara Larramendi Blakely convened the Regular Meeting of the Monrovia City Council of Tuesday December 10 2002 at 7 31 P M in City Council Chambers 415 South Ivy Avenue Monrovia California

FLAG SALUTE Councilmember Victor M Franco led the Flag Salute

INVOCATION Police Chaplain Stuart Levin led the invocation

Christmas Carolers entered Council Chambers with Santa Claus in tow who invited everyone to come out to the City's annual Santa Tour and visit the Santa's Workshop on 138 E Lime Avenue

ROLL CALL In attendance were Councilmembers Tom Adams Victor M Franco Joe Garcia Mayor Pro Tem Rob Hammond and Mayor Lara Larramendi Blakely

REPORT OF CLOSED SESSION (S) None

1 Recognition of the 2002 Holiday Home Happenings Home Decorating Contest Winners

Kern Zessau Recreation Coordinator assisted the Mayor and City Council in recognizing the winners of the 2002 Holiday Home Happenings Home Decorating contest which was judged on December 9 2003 There were 32 applicants and 8 winners were recognized for the following categories the Tim McKeehan Best of the Holiday Season Award Best Decorated Outdoor Tree Best Decorated Indoor Tree Most Effective Use of Lighting a House Best Still Display Best Outdoor Display Best Religious Display and Best Neighborhood Event

Tom McKeehan thanked the City Council and Ms Zessau for honoring their son Tim in the Holiday Home Happenings Decorating Contest and presented the Tim McKeehan Best of the Holiday Season Award to the Juan Family 180 Melrose Avenue From this year on the Best of Show award has been renamed the Tim McKeehan Best of the Holiday Season Award

2 Recognition of Winners in the Annual Old Town Holiday Parade

This matter was rescheduled to a future Meeting

3 Recognition of Employees of the Year

City Manager Donald Hopper introduced the 2002 Employees of the Year George Hills Field Craig Jimenez Office Bill Couch Safety to the Mayor City Council and community and gave a brief biography on each

4 Recognition of Montebello Housing Development Corporation Arcadia Association of Realtors and Neighborhood Preservation Division/Monrovia Redevelopment Agency for Participation in the Monrovia Housing Fair

Housing Coordinator Dan McConnell gave an overview of the Housing Fair how it came about and presented a brief power point presentation Mr McConnell assisted the Mayor in recognizing Nelson Olivas Executive Director of the Montebello Housing Development Corporation Mary Rovarno Executive Vice-President of the Arcadia Association of Realtors and Rikki Lugo the widow of Bill Van Buskirk to the Mayor City Council and community

Mr McConnell reported that there were approximately 350 to 400 attendees 11 sponsors who contributed between \$500 00 to \$1 000 00 each and 52 vendors were on hand at the Housing Fair offering their services

5 Recognition of Donors and Organizers of the October 26 2002 Make A Difference Day

Pattie Tellez Volunteer Center Director Chrs Shevlin Committee Chair and Bill Skiles Neighborhood Preservation Manager recognized the volunteers and contributors of the October 26 2002 Make A Difference Day Monrovia's ninth annual day of volunteerism An eight-minute video was played highlighting volunteer projects Mayor Blakely presented the sponsors and contributors with plaques

Mr Skiles presented Mr Shevlin and Mrs Tellez with certificates of recognition for their outstanding community service

PROCLAMATIONS

1 Proclaiming March 5 2003 as Arbor Day'

Mayor Blakely proclaimed March 5 2003 as Arbor Day

An Arbor Day observance with Public Works Department in cooperation with the Community Services Department will include a tree planting ceremony by local school children and is scheduled for March 5 2003 at Olive Avenue Park sponsored by the Monrovia Youth Commission Funding will be through the Park Maintenance Fund The Proclamation was received by Parks Division Manager Dan Iwata

STUDENT GOVERNMENT REPRESENTATIVE REPORT Student Liaison Dayshia reported on activities at Monrovia High School

A CONSENT CALENDAR

At the request of Mayor Pro Tem Hammond Agenda Item *I-5 was pulled from the Consent Calendar for further discussion

It was moved by Mayor Pro Tem Hammond seconded by Mayor Pro Tem Adams to approve the Consent Calendar consisting of Items *B *I-6 *I-7 *I-8 *J-1 and *K

ROLL CALL

Ayes Councilmembers Adams *Franco *Garcia Mayor Pro Tem Hammond Mayor Blakely Motion carried 5-0

*With the exception of *B

***B MINUTES** The Minutes of the Regular Meeting of Meetings of October 22 and November 26 2002 were approved by order of the Consent Calendar

Mayor Blakely took the following Agenda item out of order

I ADMINISTRATIVE REPORTS

5 2001-2002 Street Resurfacing Program Project No C-2822 and C-2901 in the Total Amount of \$822 873 94 Acceptance of Work Approve Change Order Nos 1 and 2 in the Amount of \$25 972 00 Notice of Completion and Final Payment in the Amount of \$82 287 39 to Silvia Construction

As part of the City's on-going Street Maintenance Program eight street sections were restored by resurfacing. On June 25 2002 the City Council awarded a contract to Silvia Construction in the amount of \$804 486 20. The Contractor started work on July 29 2002 and completed all work on November 5 2002 with two (2) change orders.

It was moved by Councilmember Adams seconded by Councilmember Garcia to approve the contract work as completed by Silvia Construction (Rancho Cucamonga California) in the amount of \$822 873 94 approve Change Order 1 and 2 in the amount of \$6 573 87 direct the City Clerk to file a Notice of Completion with the County of Los Angeles Recorder and authorize the Director of Public Works to approve the release of final payment of \$82 287 39 thirty-five (35) days after filing of Notice of Completion with the County Recorder.

ROLL CALL

**Ayes Councilmembers Adams Franco Garcia Mayor Pro
Tem Hammond Mayor Blakely
Motion carried 5-0**

C ORAL COMMUNICATIONS

- 1 Michael Blumenthal Monrovia thanked the Mayor Blakely Mayor Pro Tem Hammond and many others for the good wishes and prayers concerning his wife Pat who is near death due to a brain tumor. Mr. Blumenthal reminisced about his wife and her love of Monrovia.
- 2 Cyrus Kemp Monrovia stated his surprise at the time it would take to receive the expenditure information he requested gave his opinion on the current accounting practices and suggested that only items that cannot be approved by the City Manager be put on the Agenda.
- 3 Dot DeLeon Diamond Bar commented on the discourteous nature with which she felt she was treated when contacting the Monrovia Police Department and the Chief of Police.
- 4 Karen Suarez Monrovia stated it had been a pleasure having Victor Franco on the City Council and based on the Los Angeles Times article reporting adverse health effects requested that Monrovia please not eat farmed salmon. She wished all a Happy Holiday and peace on earth.
- 5 Mary Ann Lutz Monrovia spoke about the tragedy of the recent fire in the foothills and the miraculous response of the Public Works Department Police Department and Fire Department and reminded citizens of the threat of forest fires.
- 6 Rosemary Harrahill Monrovia thanked the City Council for purchasing the Planned Parenthood property for abolishing the 3-minute limit for items on the Agenda and for implementing and supporting the Blue Star Program. She thanked all who helped out on the Christmas Parade praised Chief Johnson and thanked Officer Manfredi for his work on the sex offender cases.
- 7 Stephen Grolinek Monrovia thanked all of the candidates who signed up to run in the March 4 2003 election and asked that all candidates keep it clean honest and with integrity.
- 8 Harrison Taylor Monrovia spoke about Cyrus Kemp's comments from the past two meetings and his opinion of the inappropriate use of city resources.
- 9 Steve Miller Monrovia stated his opinion on the meaningfulness and accuracy of financial information available to the public.

D PUBLIC MEETINGS/HEARINGS None

Mayor Blakely called a recess from 8 57 P M to 9 04 P M

**CONVENE MONROVIA REDEVELOPMENT AGENCY MEETING
WITHOUT ADJOURNING CITY COUNCIL MEETING**

CONVENE Chairman Lara Larramendi Blakely convened the Regular Meeting of December 10 2002 of the Monrovia Redevelopment Agency Board of Directors at 9 04 P M in City Council Chambers 415 South Ivy Avenue without adjourning the City Council Meeting.

ROLL CALL Those in attendance were Boardmembers Tom Adams Victor M. Franco Joe Garcia Vice-Chairman Hammond and Chairman Lara Larramendi Blakely.

A CONSENT CALENDAR

It was moved by Boardmember Adams seconded by Vice-Chairman Hammond to approve the Consent Calendar consisting of Items *B and *MRA-1

ROLL CALL Ayes Boardmembers Adams *Franco *Garcia Vice-Chairman Hammond and Chairman Blakely
Motion carried 5-0

*With the exception of *B

***B MINUTES** The Minutes of the Meetings of October 22 and November 26 2002 were approved by order of the Consent Calendar

MRA REPORTS

***1 Fiscal Year 2001-2002 Annual Report of Financial Transactions to the State Controller**

This matter was approved by order of the Consent Calendar

The State Controller's Office requires redevelopment agencies to submit an annual report of financial transactions and audit report each year The annual report includes details of all projects and financial transactions during the previous fiscal year The financial information included in the annual report is taken from the Agency s audit report

As such Staff presented the Agency s Annual Report of Financial Transactions and the Audit Report for approval by the Board

MRA ADJOURNMENT Chairman Blakely adjourned the Monrovia Redevelopment Agency Meeting at 9 05 P M and the City Council Meeting continued

RECONVENE MONROVIA CITY COUNCIL MEETING

E BIDS None

F COMMUNICATIONS AND PETITIONS None

G REPORTS OF CITY COUNCILMEMBERS & SUB-COMMITTEES

1 Mayor Blakely reported that

- (a) Appointment of Planning Commissioners Mimi Mency (reapplied for one term) and Hany Malek (new appointment)
- (b) Appointment of Historic Preservation Commissioner Steve Baker (reapplied for one term)
- (c) Appointment of Community Services Commissioners Robin Jobe (reapplied for one term) Becky Shevlin (reapplied for one term) Karen Sutherland (new appointment)
- (d) Appointment of Monrovia Old Town Advisory Boardmembers (MOTAB) Michael Colasuonno Ted Goldbeck Jonathan Fried (reappointed for second terms)

Mayor Blakely reviewed the process in arriving at the proposed appointment of the above Commissioners and asked if there were any objections

Discussion ensued regarding reviewing term limits favoritism be it perceived or real and overall commissioner recruitment application and appointment process and policies

Those who spoke on the matter

- 1 Karen Suarez spoke in support of appointing Mimi Mency to the Planning Commission

(b) He recognized the Police Department Fire Department and Public Works Department for how well coordinated their response was to the recent hillside fire

(c) He wished everyone a Merry Christmas and a Happy New Year and cautioned that he feels next year will be tough for everyone with the deficit in Sacramento and urged all to protect their assets and let legislators know that we re watching what they're doing

5 Councilmember Garcia reported that

(a) The Foothill Unity Center Christmas packaging and distribution will take place December 21 and December 22 and invited anyone who might like to volunteer

(b) he announced that the Boys and Girls Club For Love of Youth annual dinner and auction will be held on Saturday February 8 2003 at the Historical Museum and will be honoring Fred and Diane Bowden with Mary Wilcox Award

(c) Monrovia has had a successful year and wished all of the residents a safe and happy holiday season and a healthy and prosperous 2003

H REPORTS OF COMMISSIONS BOARDS AND COMMITTEES None

I ADMINISTRATIVE REPORTS

1 2001-2002 Fiscal Year Comprehensive Annual Financial Report (CAFR)

Mark Alvarado Director of Administration reviewed the Staff Report

The City is required under the Municipal Code to complete an independent audit on an annual basis This audit includes a review of the existing internal accounting controls regarding document preparation and processing separation of critical functions and duties management and control of assets and reliability of the computer systems to properly record transactions In addition major account balances or large dollar activities are reviewed to validate year-end balances

Lance Soll & Lunghard LLP Certified Public Accountants has been retained to audit the financial records of the City Lance Soll & Lunghard has issued an unqualified opinion on our financial statements In simpler terms this means the financial information presented in our accounting records and financial statements are accurately presented and free from material misstatement Also the Finance Department is following the appropriate accounting practices and regulations in recording the day to day financial activities of the City

In order to be awarded a Certificate of Achievement in Financial Reporting a city must publish an easily readable and well organized Comprehensive Annual Financial Report The CAFR must satisfy both applicable legal requirements and generally accepted accounting practices Monrovia has received the Government Finance Officer's Association (GFOA) financial reporting award for the last ten years (1992 through 2001) Once again the Finance Department will submit the City's report for State and National award consideration Staff recommended that the City Council receive and file the 2001-02 fiscal year Comprehensive Annual Financial Report

It was moved by Mayor Pro Tem Hammond seconded by Councilmember Franco to receive and file the 2001-02 Comprehensive Annual Financial Report (CAFR)

ROLL CALL

**Ayes Councilmembers Adams Franco Garcia Mayor Pro Tem Hammond Mayor Blakely
Motion carried 5-0**

2 Schematic Design for Monrovia Public Library Project

April Soash Director of Community Services reviewed the Staff Report

The selection of the architectural firm of Gonzalez/Goodale was made in April of 2001 It was selected to complete the documents necessary for the Library Bond Act of 2000 for a grant application for Monrovia The new library design used the Needs Assessment and Building

Program completed by Ray Holt The architects worked with a client team and presented floor plans and exterior elevations to the Library Board the Historic Preservation Commission and the Community Services Commission The Needs Assessment and Building program findings increase the building from the current 15 000 square feet to 45 000 square feet

In order to effectively incorporate all aspects of what a new library in Monrovia would require and remain sensitive to the downtown the park setting and the specimen trees "guiding principles" were developed The "Guiding Principles" were developed by the architects obtaining input from the client team and the Library Board (see the attached report for the "Guiding Principles") The client team consists of the following individuals

- Library Board members Kathy Knudsen Sheila Thornton
- Historic Preservation Commission members Coulter Winn and Tim Shea
- City staff City Manager Don Hopper Public Works Director David Fike City Engineer Doug Benash Director of Community Development Alice Gnselle Planning Division Manager Steve Sizemore Director of Community Services April Soash Library Division Manager Monica Greening Library Staff and City Consultant Robert Bammes

The Schematic Design for the new library eliminates the 26 parking spaces in Library Park in order to preserve as much of the park as possible This parking will be made up in the reconfiguration of the street parking on Lime Avenue and the future design for proposed mixed-use developments at locations in Old Town including at Lime and Primrose This will incorporate housing and business with the requisite parking spaces being added to this project A dramatic change in attendance at a new library is not anticipate— the patrons will experience the space they have needed for years to accommodate book collections technology and study and passive reading areas The design is to accommodate the population growth from 1957 to today and future use Based on the built out conditions of Monrovia today the projection for future population growth in the next 20 to 40 years will not be as high as the 60% growth from 1957 to 2002

The Library Board and the Historic Preservation Commission approved the schematic design at their October meetings Both groups had positive comments about the design and the materials the architects are recommending for the building

The Library Board Historic Preservation Commission and Staff recommend approval of the schematic design for the Monrovia Public Library designed by Gonzalez/Goodale Architects

Those speaking in favor

Coulter Winn Historic Preservation Commissioner
Denise Zoolalian President of the Library Board
Kathy Knudsen Library Boardmember
Stephanie Sparks Library Boardmember
Sheila Thornton Library Boardmember

Discussion ensued regarding the grant process of the California Public Library Construction Renovation Board

It was moved by Councilmember Adams seconded by Mayor Pro Tem Hammond to approve the schematic design of the Monrovia Public Library designed by Gonzalez/Goodale Architects

ROLL CALL

Ayes Councilmembers Adams Franco Garcia Mayor Pro Tem Hammond Mayor Blakely
Motion carried 5-0

3 Franchise Agreement with Family Festival Productions Inc for the 2003 and 2004 Old Town Monrovia Friday Night Family Festival

Jeff Kugel Project Manager reviewed the Staff Report

For the past eleven years Old Town Monrovia has hosted the Friday Night Family Festival The City currently has an agreement with Family Festival Productions (FFPI) to manage and operate the Festival through the end of 2002 The proposed contract is for 2003 and 2004 and it includes three one-year options to extend the agreement The agreement would therefore terminate no earlier than 2004 and no later than 2007

The base performance requirements of the proposed agreement are consistent with the 2002 contract FFPI will provide a "turn-key" operation in that they are responsible for all arrangements and costs related to producing the weekly street faire In addition the proposed contract incorporates the following terms

- An Oversight Committee will be established to monitor the performance of FFPI under the agreement
- FFPI will implement a vendor presentation and marketing course conducted by *Craftmaster Magazine*
- FFPI will purchase a raised stage with a lighting package for featured entertainment
- There will be a schedule of themed events such as St Patrick's Day Cinco de Mayo and 4th of July special festivals
- A fixed franchise fee of \$850 per festival will be paid to the City by FFPI

It was moved by Councilmember Adams seconded by Councilmember Garcia to approve the proposed Exclusive Franchise Agreement between the City of Monrovia and Family Festival Productions Inc for the production of a weekly street fair in Old Town Monrovia

Those speaking in opposition

- 1 Jennifer Ranger
- 2 Pamela Fitzpatrick
- 3 Norb Kumagai

ROLL CALL

**Ayes Councilmembers Adams Franco Garcia Mayor Pro
Tem Hammond
Noes Mayor Blakely
Motion carried 4-0**

4 Third Amendment to the Exclusive Residential Solid Waste Franchise Agreement Resolution No 2002-99

This matter was rescheduled to a future Meeting

***5 2001-2002 Street Resurfacing Program Project No C-2822 and C-2901 in the Total Amount of \$822 873 94 Acceptance of Work Approve Change Order Nos 1 and 2 in the Amount of \$25 972 00 Notice of Completion and Final Payment in the Amount of \$82 287 39 to Silvia Construction**

This matter was taken out of order following the Consent Calendar (see above)

***6 Installation of 4-Way Stop Signs at California and Lime Avenues Resolution No 2002-98**

This matter was approved by order of the Consent Calendar

The subject of a 4-way stop at California Avenue and Lime Avenue was discussed at the November 12 2002 Traffic Safety Committee meeting In reviewing the quantity of children that

would be using the crosswalk the traffic count collision data and the intersection's proximity to Wildrose School and Rotary Park the intersection does meet the warrant criteria for a 4-way stop

***7 Final Tract Map No 53548 for Re-subdivision of Property Located at 146 West Cherry Avenue by Sunny Construction**

This matter was approved by order of the Consent Calendar

Tentative Tract Map No 53548 is for the re-subdivision of a property located in the Residential High Density (RH) Zone The area is being re-subdivided into 5-unit two story Planned Unit Development and a common lot The tentative subdivision map was approved by the Planning Commission at their meeting of October 10 2001 and was approved by the City Council on November 13 2001 The Final Tract Map was checked by the City's consultant and was found to conform to the requirements of the State Subdivision Map Act and the City's Ordinance

***8 Set for Public Hearing on January 14 2003 Proposed 29th Year (Fiscal Year 2003-2004) Community Development Block Grant (CDBG) Programs Allocation**

This matter was approved by order of the Consent Calendar

Set for Public Hearing on Tuesday January 14 2003 to receive public input As per legal requirements this matter must be publicly noticed and a Public Hearing held The purpose of the Public Hearing will be to obtain views from citizens on the proposed 29th year (Fiscal Year 2003-2004) Community Development Block Grant (CDBG) allocation

Staff recommended that the City Council set January 14 2003 as the date of the Public Hearing

J RESOLUTIONS & ORDINANCES

***1 Amendment of Conflict of Interest Code to Include New Committee Positions That Must be Designated Resolution No 2002-89**

This matter was approved by order of the Consent Calendar

California State Government Code Section 87200 requires that every state and local government agency adopt a Conflict of Interest Code The Code lists each position within the agency filled by individuals who make or participate in making governmental decisions which could affect their personal financial interests The Code also requires individuals holding those positions to file annually disclosing certain personal interests

The State requires that each agency's Conflict of Interest Code be reviewed every other year in the even numbered year to be certain that the list of filers is consistent with government code

The adoption of Resolution No 2002-89 will bring Monrovia's Conflict of Interest Code current with respect to the Fair Political Practices Commission requirements by adding the members of the Monrovia Old Town Advisory Board and the Wilderness Preserve Steering Committee and clarifying certain designated positions that have already been filing

***K PAYROLL & VOUCHERS** Payroll No 25 in the net amount of \$465 855 86 and Voucher Numbers 107187 through 107483 non-sequentially in the amount of \$725 235 99 was approved by order of the Consent Calendar

L SCHEDULED MEETINGS The next Regular Meeting of the Monrovia City Council is scheduled for Tuesday January 14 2003 7 30 P M Council Chambers 415 South Ivy Avenue Monrovia California

Mayor Blakely noted that the Regular Meeting of the Monrovia City Council scheduled for Tuesday December 24 2002 had been cancelled

- M ORAL COMMUNICATIONS CONTINUED IF NEEDED** None
- N CLOSED SESSION** None
- O ADJOURNMENT**

APPROVED


Lara Larramendi Blakely Mayor

ATTEST


Linda B Proctor CMC City Clerk