



**AGENDA**

**REGULAR MEETING OF THE CITY COUNCIL,  
THE SUCCESSOR AGENCY TO  
THE FORMER REDEVELOPMENT AGENCY,  
THE PUBLIC FINANCING AUTHORITY  
OF THE CITY OF AZUSA**

**CORONAVIRUS (COVID-19) ADVISORY**

This City Council Meeting will be in-person and open to the public, observing strict COVID-19 safety precautions. All those attending in-person are required to follow posted guidelines. Those wishing to participate during Public Comment may do so in-person at the Azusa Auditorium, or may submit written public comments by emailing [PublicComment@azusaca.gov](mailto:PublicComment@azusaca.gov). Emailed public comments are due by **5:30 p.m.** and shall be limited to no more than 250 words. Written public comments will be provided to the City Council and will be part of the record but will not be read aloud.

View the City Council meeting live on the City's website <https://www.ci.azusa.ca.us/1389/Watch-Meetings-Online>, or on Channel 3 (Spectrum). Archived video of recorded meetings is also available on the City website.

**AZUSA AUDITORIUM – OPEN TO THE PUBLIC  
213 EAST FOOTHILL BOULEVARD  
AZUSA, CA 91702**

**TUESDAY, JANUARY 18, 2022  
6:30 P.M. Closed Session  
7:30 P.M. Meeting**

**AZUSA CITY COUNCIL**

**ROBERT GONZALES  
MAYOR**

**JESSE AVILA, JR.  
MAYOR PRO-TEM**

**EDWARD J. ALVAREZ  
COUNCILMEMBER**

**ANDREW N. MENDEZ  
COUNCILMEMBER**

**DENNIS BECKWITH  
COUNCILMEMBER**

**6:30 P.M.**

1. Call to Order
2. Roll Call

## **CLOSED SESSION**

### **NOTICE TO THE PUBLIC FOR CLOSED SESSION**

*Prior to going into closed session the City Council will convene in the Auditorium serving as Council Chambers to take public comment on the closed session items only. General public comment will be provided for during the regular portion of the meeting beginning at 7:30 P.M.*

#### **1. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION Pursuant to California Government Code, Section 54956.9(d)(1)**

Case Name: Erin Kay Coulter vs City of Azusa, Case Number: 21STCV43825

### **7:30 P.M. - REGULAR MEETING OF THE CITY COUNCIL, THE SUCCESSOR AGENCY, THE PUBLIC FINANCING AUTHORITY.**

#### **NOTICE TO THE PUBLIC FOR REGULAR MEETING.**

*In compliance with Government Code Section 54957.5, copies of staff reports or other written documentation relating to each item of business referred to on the Agenda are on file in the Office of the City Clerk - 213 E. Foothill Blvd.; copies for public view are at the Azusa City Library - 729 N. Dalton Ave., Azusa Police Department Lobby - 725 N. Alameda Ave., and the City of Azusa Web Page [www.azusaca.gov](http://www.azusaca.gov). Persons who wish to speak during the Public Participation portion of the Agenda or on a Public Hearing item, shall fill out a card requesting to speak and shall submit it to the City Clerk prior to 7:30 P.M.; cards submitted after this time will not be accepted.*

#### **A. PRELIMINARY BUSINESS**

1. Call to Order
2. Roll Call
3. Flag Salute
4. Invocation – Father Richard Vega, St. Frances of Rome Church
5. Closed Session Report by the City Attorney

#### **CEREMONIAL - None**

#### **B. PUBLIC PARTICIPATION**

*This time has been set aside for persons in the audience to make public comments on items **listed on this Agenda only**. Members of the audience will have the opportunity to address the City Council/Agency Board about public hearing items at the time the public hearing is held. Under the provisions of the Brown Act, the Council/Agency Board is prohibited from taking action on oral requests, but may refer the matter to staff or to a subsequent meeting. The Council/Agency Board will respond after public comment has been received. Each person or representative of a group shall be allowed to speak without interruption for up to five (5) continuous minutes, subject to compliance with applicable meeting rules. Questions to the speaker or responses to the speaker's questions or comments shall be handled after the speaker has completed his/her comments. Public Participation will be limited to sixty (60) minutes.*

#### **C. REPORTS, UPDATES, AND ANNOUNCEMENTS FROM STAFF/COUNCIL**

1. City Manager Communications.
2. Police Department Annual Report
3. OneLegacy Update.

**D. SCHEDULED ITEMS**

**1. PUBLIC HEARING – ADOPTION OF UPDATED CITYWIDE SCHEDULE OF FEES AND CHARGES.**

**RECOMMENDED ACTION:**

- 1) Receive, review, and file the updated Citywide Fee and Charges Schedule; and
- 2) Open the Public Hearing, receive public testimony, and close the Public Hearing; and
- 3) Adopt Resolution No. 2022-C01 regarding various municipal activities and services to be effective on January 18, 2022; and
- 4) Adopt Resolution No. 2022-C02 regarding development project services fees to be effective 60 days from January 18, 2022 (March 19, 2022).

**2. PUBLIC HEARING TO CONSIDER APPROVING THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROJECTS AND BUDGET FOR THE NEW CDBG PROGRAM YEAR BEGINNING JULY 1, 2022 THROUGH JUNE 30, 2023.**

**RECOMMENDED ACTION:**

- 1) Open the public hearing, receive testimony and presentation of the proposed projects;
- 2) Adopt Resolution No. 2022-C03 approving the Program Year (PY) 2022-2023 Community Development Block Grant (CDBG) Program; and,
- 3) Authorize the City Manager to execute all contracts and Agreements, in a form approved by the City Attorney, with the Los Angeles County Development Authority (LACDA), CDBG Program subrecipients, and CDBG Program consultants.

**3. APPROVAL OF LEASE AGREEMENT WITH THE LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY, BUDGET APPROPRIATION, PROFESSIONAL SERVICES AGREEMENT AMENDMENT, AND INITIATION OF BID PROCESS FOR TENANT IMPROVEMENTS AND PURCHASES RELATED TO CITY-OWNED FACILITY AT 890 THE PROMENADE (PROMENADE AT CITRUS PROJECT).**

**RECOMMENDED ACTION:**

- 1) Adopt a Lease Agreement with the Los Angeles County Metropolitan Transportation Authority (LA Metro) for use of the City's building located at 890 The Promenade, and authorize the City Manager to execute the Agreement, in substantial form, subject to minor modifications acceptable to the City Attorney, on behalf of the City;
- 2) Approve project plans and specifications for the Promenade at Citrus Project (CIP Project #62519A), and authorize Staff to solicit a Notice of Inviting Bids for construction services related to tenant improvements;
- 3) Authorize Staff to solicit a Requests for Proposals for the purchase and installation of furniture, fixtures and equipment (FF&E) related to the Promenade at Citrus Project (CIP Project #62519A);

- 4) Approve a Fourth Amendment to the Professional Services Agreement with Project Dimensions, Inc. for planning, leasing and development services related to the Promenade at Citrus Project, extending the term for an additional one (1) year term and modifying the compensation amount, and authorize the Mayor to execute the Amendment on behalf of the City; and
- 5) Authorize the appropriation and use of \$3,111,498 from the General Fund for project-related costs, of which \$2,865,318 will be reimbursed by LA Metro over three (3) phases of construction.

**E. CONSENT CALENDAR – CITY COUNCIL**

The *Consent Calendar* adopting the printed recommended actions will be enacted with one vote. If Councilmembers or Staff wish to address any item on the *Consent Calendar* individually, it will be considered under *SPECIAL CALL ITEMS*.

1. **MINUTES OF THE REGULAR MEETING OCTOBER 4, 2021.**

**RECOMMENDED ACTION:**

Approve minutes as written.

2. **RESOLUTION AUTHORIZING PAYMENTS OF WARRANTS BY THE CITY DATED DECEMBER 9, 2021 THROUGH JANUARY 11, 2022.**

**RECOMMENDED ACTION:**

Adopt Resolution No. 2022-C04 allowing certain claims and demands and specifying the funds out of which the same are to be paid.

3. **HUMAN RESOURCES ACTION ITEMS.**

**RECOMMENDED ACTION:**

Approve the following Personnel Action Requests in accordance with the City of Azusa Civil Service Rules and applicable Memorandum of Understanding(s); and Approve Resolution No. 2022-C05 to update classification titles of Director of Utilities and Director of Recreation and Family Services.

4. **CITY TREASURER’S STATEMENT OF CASH AND INVESTMENT BALANCES FOR THE MONTH OF OCTOBER 2021.**

**RECOMMENDED ACTION:**

Receive, review, and file the City Treasurer’s Report for the month of October 2021.

5. **ACCEPTANCE OF PROJECT COMPLETION AND AUTHORIZATION TO FILE A NOTICE OF COMPLETION FOR THE CITYWIDE 2021 RESIDENTIAL RESURFACING PROJECT CAPITAL IMPROVEMENT PROJECT NO. 66121A.**

**RECOMMENDED ACTION:**

Accept the project improvements as recommended by the City Engineer; and Authorize Staff to file a Notice of Completion for the 2021 Residential Resurfacing Project Capital Improvement Project No. 66121A.

6. **ACCEPTANCE OF GRANT FOR THE CAREER ON-LINE HIGH SCHOOL PROGRAM.**

**RECOMMENDED ACTION:**

Accept the grant award from the California State Library; and Approve necessary budget amendments and adjust the current fiscal year budget accordingly.

7. **ACCEPTANCE OF “PROJECT LAB” GRANT FROM THE CALIFORNIA STATE LIBRARY.**

**RECOMMENDED ACTION:**

Accept the LSTA Grant award from the California State Library; and Approve necessary budget amendments and adjust the current fiscal year budget accordingly.

8. **REQUEST TO APPROVE FIRST AMENDMENT TO AGREEMENT WITH CLIENT FIRST TELECOMMUNICATION SERVICES.**

**RECOMMENDED ACTION:**

Approve the first amendment with Client First, not-to-exceed annual amount of \$16,000; and Authorize the City Manager to sign the first amendment between the City and Client First.

9. **REQUEST TO APPROVE PROFESSIONAL SERVICES AGREEMENT (PSA) WITH SWA GROUP TO PREPARE PHASE 1 OF THE DOWNTOWN AZUSA STREETScape PLAN.**

**RECOMMENDED ACTION:**

Approve a Professional Services Agreement (PSA) with SWA Group to develop the Downtown Azusa Streetscape Plan in an amount to exceed \$100,000 plus an allowance of \$10,000 (10%) for contingencies for a total contract amount of \$110,000; and Authorize the City Manager to prepare and execute the agreements, in a form acceptable to the City Attorney, on behalf of the City.

10. **APPROVE ASSIGNMENT OF EXISTING AGREEMENT BETWEEN THE CITY OF AZUSA AND ALLIED UNIVERSAL SECURITY SERVICES FOR ONGOING CONTRACT JAIL SERVICES.**

**RECOMMENDED ACTION:**

Approve assignment of existing agreement to continue contracting jail services with Allied Universal Security Services who has acquired the existing G4S Secure Solutions (USA) Inc. contract; and Approve Resolution No. 2022-C06, approving assignment of existing agreement between the City of Azusa and Allied Universal for ongoing contract Jail Services.

11. **APPROVE ASSIGNMENT OF EXISTING AGREEMENT BETWEEN THE CITY OF AZUSA AND SDI PRESENCE LLC FOR ONGOING CONTRACT INFORMATION TECHNOLOGY SERVICES.**

**RECOMMENDED ACTION:**

Approve assignment of existing agreement to continue contracting IT services with SDI Presence LLC who has acquired the existing Scientia Consulting Group, Inc contract; and Approve Resolution No. 2022-C07, approving assignment of existing agreement between the City of Azusa and SDI Presence LLC for ongoing Contract Information Technology Services.

12. **APPROVE PURCHASE AND INSTALLATION OF NEW TEMPORARY EVIDENCE LOCKERS.**

**RECOMMENDED ACTION:**

Approve the quotation for products and services of \$98,086.28 with McMurray Stern for the delivery and installation of Spacesaver pass through evidence lockers, two Mystaire SecureDry forensic evidence drying cabinets, and a stainless steel countertop for packaging and documenting evidence prior to temporary storage in the pass through lockers.

13. **REQUEST TO APPROVE THIRD AMENDMENT TO AGREEMENT WITH CALIFORNIA METRO PATROL FOR SECURITY SERVICES.**

**RECOMMENDED ACTION:**

Approve an extension of the current agreement on a “month to month” basis while City Staff completes a new request for proposal for security services; and authorize the City Manager to execute an amendment to the contact, in a form acceptable to the City Attorney, on behalf of the City.

14. **APPROVAL TO INCREASE BLANKET PURCHASE ORDER 036239 WITH DEBRA L. REILLY FOR LEGAL SERVICES FOR HUMAN RESOURCES.**

**RECOMMENDED ACTION:**

Waive the competitive bidding process as authorized under Azusa Municipal Code Section. 2-517(a)(14) – Attorney Services; and Approve the increase of Blanket Purchase Order 036239 to Debra L. Reilly in the amount not to exceed \$100,000 for Legal Services.

**F. SECOND READING ORDINANCES**

1. **SECOND READING OF ORDINANCE NO. 2021-07 AMENDING AND RESTATING ARTICLE II OF CHAPTER 58 OF THE AZUSA MUNICIPAL CODE, WASTE DISPOSAL AND RECYCLING AND ORDINANCE NO. 2021-08, AMENDING AND RESTATING SECTION 88.34.080 OF THE AZUSA MUNICIPAL CODE RELATING TO THE ADOPTION OF THE CALIFORNIA STATE MODEL WATER EFFICIENT LANDSCAPING ORDINANCE (CODIFIED AT CALIFORNIA CODE OF REGULATIONS, TITLE 23, DIVISION 2, CHAPTER 2.7, SECTION 490 ET SEQ.) AND ANY AMENDMENTS THERETO.**

**RECOMMENDED ACTION:**

- 1) Read by title only, second reading of Ordinance No. 2021-07 amending and restating Article II of Chapter 58 of the City of Azusa Municipal Code, Waste Disposal and Recycling; and
- 2) Read by title only, second reading of Ordinance No. 2021-08 amending and restating Section 88.34.080 of the Azusa Municipal Code relating to the adoption of the California State Model Water Efficient Landscaping Ordinance (codified at California Code of Regulations, Title 23, Division 2, Chapter 2.7, Section 490 et seq.) and any amendments thereto.

2. **SECOND READING AND ADOPTION – AMENDED AND RESTATED ORDINANCE REVISING CHAPTER 2, ARTICLE VII. – BIDDING AND CONTRACTING, AND OTHER PURCHASES OF PROJECT, SUPPLIES, SERVICES AND EQUIPMENT.**

**RECOMMENDED ACTION:**

- 1) Read by title only, second reading of Ordinance No. 2021-09; and  
**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF AZUSA AMENDING AND RESTATING ARTICLE VII, CHAPTER 2 OF THE AZUSA MUNICIPAL CODE RELATING TO BIDDING, CONTRACTING AND PURCHASES OF PROJECTS, SUPPLIES, SERVICES AND EQUIPMENT**
- 2) Review and adopt the attached Purchasing Policies and Procedures Manual.

G. **CONSENT CALENDAR - SUCCESSOR AGENCY RELATED BUSINESS.**

1. **RESOLUTION AUTHORIZING PAYMENT OF WARRANTS BY THE SUCCESSOR AGENCY DATED DECEMBER 9, 2021 THROUGH JANUARY 11, 2022.**

**RECOMMENDED ACTION:**

- 1) Adopt Resolution No. 2022-R01 allowing certain claims and demands to be paid out of Successor Agency Funds.

2. **APPROVAL OF RECOGNIZED OBLIGATION PAYMENT SCHEDULE AND ADMINISTRATIVE BUDGET FOR JULY 1, 2022 THROUGH JUNE 30, 2023 AND ADOPTION OF RESOLUTIONS.**

**RECOMMENDED ACTION:**

- 1) Adopt Resolution No. 2022-R02, approving and adopting the “Recognized Obligation Payment Schedule” for the period of July 1, 2022 through June 30, 2023 (ROPS 22-23) pursuant to AB x1 26 as amended by AB 1484; and
- 2) Adopt Resolution No. 2022-R03, approving and adopting the proposed Administrative Budget for July 1, 2022 through June 30, 2023.

G. **ADJOURNMENT**

The meeting will be adjourned in memory of Jorge V. Rosales, and Lucille Pedroza, Lifelong Azusa Residents. We adjourn in solemn honor of those Azusans who we’ve lost to Covid-19.

**UPCOMING MEETINGS:**

February 7, 2022, 6:30 p.m. Closed Session, 7:30 p.m. Regular Meeting  
February 22, 2022, 6:30 p.m. Closed Session, 7:30 p.m. Regular Meeting

*In compliance with the Americans with Disabilities Act, if you need special assistance to participate in a city meeting, please contact the City Clerk at 626-812-5229. Notification three (3) working days prior to the meeting when special services are needed will assist staff in assuring that reasonable arrangements can be made to provide access to the meeting.*

**CERTIFICATION**

I, Adrian Garcia, MMC, Chief Deputy City Clerk of the City of Azusa, or my designee, hereby certify under penalty of perjury that a true, accurate copy of the foregoing agenda was posted on January 13, 2021, seventy-two (72) hours prior to the meeting per Government Code 54954.2 at the City Clerk's Office, 213 E. Foothill Blvd.; the lobby of the Police Department, 725 N. Alameda Ave.; the Civic Auditorium, 213 E. Foothill Blvd.; the City Library, 729 N. Dalton Ave.; and on the City's Web Page at [www.azusaca.gov](http://www.azusaca.gov).



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Adrian Garcia, MMC  
Chief Deputy City Clerk  
Azusa City Clerk's Office