



# From the City Manager's Desk

a weekly report from Scott Ochoa, City of Monrovia



February 15, 2008

## ***Enough is Enough takes to the Streets***

I hope to see a great turnout at Monday's Peace March, which is being coordinated by a grassroots group called "Enough is Enough." This group of 12 men met with Mayor Hammond, Chief Johnson and me two weeks ago to seek the City's support for a series of events that they contemplated, beginning with a peace march from Duarte to Monrovia. The group includes pastors and laymen alike – all having grown-up and/or residing in the Monrovia/Duarte/County area. They are very focused and infectiously enthusiastic, offering a great message of hope, peace and responsibility.

The march will commence at 10 a.m. from the Ralph's Supermarket parking lot at Huntington Drive and Buena Vista in Duarte, and conclude at the Albertson's Supermarket at Shamrock and Huntington Drive in Monrovia. There will be speakers and refreshments at the end of the march. Events like this one showcase the best community spirit that the City has to offer, so I encourage everyone to come out and show support.

### **City Council Preview**

The February 19 City Council meeting features a light agenda. We will begin the evening with two presentations. First, is the recognition of Eagle Scout Frank Ray Pocino. This young man recently achieved the demanding and difficult status of Eagle Scout, and will be on hand to be introduced to the community. Second is the introduction of another new Police Officer Kelly Smith. Officer Smith will be a great addition to the Department's proud tradition.

Under Public Hearings, there are two items. PH-1 is the appeal of a Planning Commission and Development Review Committee decision that would require the owner of the local firm, JP Paper Shredders, to install a mansard roofing system around most of its building parapet (with the exception of the south side of the building), if the firm desires to install roof-mounted telecommunication panels. DRC approved the installation of the panels, requiring only that they be screened from the street by the mansard roofing. The Planning Commission upheld this decision. The applicant wants, instead, to only be obliged to do the mansard roof and/or their original design on the front of the building. Staff has been opposed to this for two basic reasons – one, the roofing would clearly be an afterthought to the building if it is not wrapped around the parapet; and two, the telecommunications panels would be visible from the sides of the building. Staff is recommending that the Council deny the appeal.

PH-2 is the opening and continuance from the October 17 City Council meeting of a hearing on a tentative tract map and conditional use permit to convert an existing 32-unit apartment building into 32 condominium units. At the October 17 hearing, the Council directed that the applicant conduct and prepare a Noise Study to ensure that the noise from the proposed Gold Line trains would not negatively impact the proposed condominiums. Additionally, the Council questioned the issues of residential parking and affordable housing, as these policy areas are impacted by the proposed condo conversion. The applicant has conducted the requested studies and is continuing with its application. At its September meeting, the Planning Commission voted to recommend approval to the City Council.

Lastly, item AR-1 is the requested purchase of an alternative fuel vehicle for the Fire Department's fleet. This budgeted, scheduled replacement is for a Fire Inspector vehicle (as opposed to a rescue/emergency vehicle) – a 2008 Chevrolet Malibu Hybrid from Sierra Autocars in the amount of \$23,783. This was the lowest bid received.

As always, if you have any questions regarding any item on the agenda, please feel free to contact me directly.

### **Library Interiors Being Considered**

At Wednesday night's Library Construction Committee meeting, the initial look at the new Public Library's interiors, color palette and furniture was unveiled. While some committee members appreciated the schemes, other felt that this was a discussion best held by the Library Board. Thus, taking the input received from the Committee members, staff will make a follow-up presentation to the Library Board at a special meeting to be held in early March. Although the regular Library Board meeting is scheduled for February 28, it is envisioned that this discussion could take quite a bit of time; and because this is also the night of the MUSD's State of the Schools Address, staff believes that the interiors review should be held as a special meeting to ensure that we spend an appropriate amount of time discussing the material. As soon as the special Library Board meeting is scheduled, we will publicize the time and location.

### **COMMUNITY DEVELOPMENT UPDATE**

Development Review Committee Meeting. At its meeting of February 13, the Development Review Committee reviewed the following:

- A "Cruise Night" was approved for twice a month for three months at the Park N Ride lot in the 1600 block of South Myrtle Avenue. The "Cruise Night" includes display of restored cars, spectator parking and food sales, retaining room for park and ride vehicles. Conditions were applied to assure adequate ingress and egress, lot maintenance, and operation of the event.
- A recommendation of approval was made to the Planning Commission for a major variance to allow additions to a single family house at 141 West Scenic Drive that encroaches into the second story setback by 3' (0' in lieu of required 3') and the front yard setback by 7'-6" (17' 6" in lieu of 25' required).

Planning Commission Meeting. At the Planning Commission meeting of February 13, the Commission reviewed the request of San Gabriel Valley Habitat for Humanity, applicant, to construct a four-unit Planned Unit Development at 1214-1218 Sherman Avenue. The Conditional Use Permit and Tentative Parcel Map were approved. An article is attached that features this project on the cover.

The Commission then heard a request to sell beer from an existing mini-mart a Jay's Shell service station located in the PD-Area 3 (Planned Development-Area 3) Zone at 705 West Huntington Drive. After hearing from several neighbors who live in the residential area to the east, the Commission denied the request with a 4/3 vote due to the negative testimony given.

The Variance request was approved to construct a 125-square-foot, one-story addition to the rear of a single family residence that encroaches 6' into the required 20' rear yard setback in the RL (Residential Low Density) Zone at 336 Heather Heights Court.

Old Town Remodel – 419 South Myrtle Avenue. Last month, the Historic Preservation Commission discussed very preliminary design concepts for the building at 419 South Myrtle Avenue (the former home of the Tax Doctor) building with the new owners. Armed with some historic photos of the building, it was felt by all that any discussion would be premature until the facade hiding under the non-original wood siding was removed. This week, a demolition permit was issued and the facade began coming down. Unfortunately, little remained of the original brick facade. At some point, probably in the 1950s, the windows and most of the brick were removed and replaced with stucco. The owner will be coming back to the Commission in a couple weeks with an update.

## **COMMUNITY SERVICES HAPPENINGS**

### **RECREATION DIVISION**

Canyon Park Happenings. This week, six Citrus College students assisted Canyon Staff in doing trail maintenance on 1 ½ miles of Ben Overturff Trail. Ninety students from Mayflower Elementary School participated in Outdoor Education Programs within the Canyon. Canyon Park staff presented a program at Eaton Canyon to 30 students from the Armory Arts Outreach Program. On Saturday, February 16, from 10 a.m. to noon, Canyon Park staff will be hosting the Annual Backyard Bird Count sponsored by the Audubon Society and the Cornell Lab of Ornithology. Join us for this worthwhile event which is held throughout the United States.

Monrovia Reads and Plays January Updates. Monrovia Reads and Plays daily attendance for the month of January reminded steady at 15 youth per site. Several new programs were implemented in January including recycling crafts and make-your-own calendars; which assists youth in improving time concepts and sight words. Homework help continues to be a daily favorite among all youth. Recreation and Library staff introduced the newly developed Incentive Program that rewards youth for positive behavior based on the following categories: attendance, sportsmanship, helping others, responsibility and overall attitude. Staff has witnessed positive changes in the youth's behavior since the implementation of this program. For additional information on the Monrovia Reads and Plays, mobile literacy and recreation program, please contact the Department of Community Services at 626.256.8246.

Youth Commission Celebrates Peace. On Saturday, February 9, 12 Monrovia Youth Commissioners assisted with the Peace Rally held from 11 a.m. to 12:30 p.m. in Recreation Park. The Youth Commission wholeheartedly embraced the sentiments of each speaker as they called for peace among all residents, of all backgrounds. Youth Commission Chair Kathy Martinez spoke and challenged each and every Monrovia youth to get involved in the community and make a positive impact now and for future generations. Additionally, the Youth Commission assisted with the implementation of five carnival games, including ping pong toss and hoop challenge and a face painting booth offered by the Community Services Department.

### **LIBRARY DIVISION**

Literacy Tutor Training. Last Saturday, 15 people attended the Literacy Department's Tutor Training Workshop at the Monrovia Community Center. Attendees will become volunteer tutors at the Library, teaching both adults and children to read and write. Literacy Coordinator Melanie Goodyear trained prospective tutors on reading comprehension, and AmeriCorps volunteers Anne Andersen and Chris Hynes taught basic reading and writing techniques, respectively. This training gives tutors the essentials of good reading and writing that they'll in turn teach their literacy learners. Special thanks to Anne and Chris for their volunteer time; AmeriCorps members receive a small monthly stipend and a scholarship in exchange for part-time work in Literacy Services. The Library's AmeriCorps program

is funded by a grant through the California Volunteers Office of the Governor and the California State Library.

Be Mine, Sweet Library Valentine. On Saturday, February 9, a heartfelt, heart-filled, red, white and pinkalicious Valentine party was presented by librarian Annette Simpson for kids of all ages. The Santa Anita Family YMCA once again generously donated the use of one of their rooms for the event. St. Valentine smiled down on a program full of holiday songs, stories and poems. Annette told some favorite tales, including: *Wild Romance*, *The Snow Queen with the Cold, Cold Heart*, and *Falling for Rapunzel*. Kids played the "heart beat" game and made a Valentine marionette. Everyone went home with full tummies and a balloon. Over 90 people attended the afternoon event.

Monrovia Idol Returns to the Library. Do you know a talented teen? 5<sup>th</sup> – 12<sup>th</sup> graders are invited once again to compete for the title of *Monrovia Idol* on Wednesday, March 19 at 7 p.m. Talents may include singing songs, lip-syncing, dancing, reciting poetry, playing an instrument, performing a stand-up comedy routine, or performing a short skit. Solos, duets, and group performances (no more than 4) are all welcome! Registration forms are available at the Children's Reference Desk at the Monrovia Public Library or participants may sign up by calling librarian Denise Neujahr at (626) 256-8274.

Library Players Reader's Theater. Local teens have been rehearsing for six weeks to present a very special reader's theater performance on February 21, 2008, 3:45 p.m., at the Monrovia Community Center. The show is perfect for the whole family and will feature popular tales from around the world. Come out and support our local young actors.

## **FROM THE FIRE DEPARTMENT**

Personnel responded to 91 emergency calls from 0800 hours February 6 to 0800 hours February 13.

## **FIRE PREVENTION AND NEW CONSTRUCTION**

The Fire Department may instruct you to "shelter-in-place" if chemical or radiological contaminants are released into the environment. "Shelter in Place" simply means to go or stay indoors as the chemical cloud drifts over and away from the impacted area. While this action may be contrary to your instincts (people may try to evacuate), it is the safest way to protect yourself, your family, and/or your co-workers if a chemical release impacts your neighborhood or place of business. Following are the simple steps to Shelter in Place:

- 1) Go or stay indoors.
- 2) Close doors and windows.
- 3) Shut off heaters and air conditioners, and close fireplace dampers.
- 4) Other precautions to consider: cover nose & mouth with a wet cloth, seal windows.
- 5) Listen to local radio, TV and/or cable station for more information.
- 6) Wait for additional instructions. Following an "all clear" message, air out your home.

## **TRAINING AND EMERGENCY PREPAREDNESS**

On Saturday February 9, the second class of CERT volunteers graduated from the 20-hour training program. 19 students graduated Saturday, bringing the total number of graduates to 38 since the inception of the program in September. On the final day of class, students work together in teams as responders to an earthquake scenario. The hands-on scenario requires the students to make critical decisions and triage multiple injured victims. Special thanks go to the Monrovia Fire Explorers and CERT volunteers from Class # 1 for volunteering their time to play the victims.

The Fire Department and Fire Training Division welcomed two new Fire Cadets to our program this week. Fire Cadets Matthew Juline and Nicholas Board started with the Department last week. Both cadets were part of our Fire Explorer Program and after successfully completing the Rio Hondo College Fire Academy, were recently hired as Fire Cadets. Monrovia Fire Department Cadet Firefighters are hired as volunteer Firefighter Trainees. They are expected to work (1) one, 24-hour shift every week. During this time, they receive on-the-job training and are exposed to all areas of firefighting techniques. Following a six month training period, they are eligible to test for fulltime positions. Both Fire Cadets recently completed 10 hours of introductory training, under the direction of Captain John Rooks.

### ADMINISTRATIVE ITEMS

The Monrovia Fire Department is pleased to announce the hiring of Firefighter/Paramedic Greg Dellenbach to fill an existing vacancy from the retirement of Steve Elmgren. Greg was a cadet firefighter here in Monrovia and has accepted employment as a full-time employee to begin his career on March 3. Greg will be placed on an intensive training schedule his first week to orient him to the requirements of a full-time Monrovia Firefighter/Paramedic and will then be assigned shift work at Station 102 "A". Greg is a very energetic, positive and out-going individual with experience as a Firefighter/Paramedic. He will make an excellent addition to the department and we are excited to welcome him aboard.

### SPECIAL CORRESPONDENCE

#### **(Note received this week)**

*"I would like to express my appreciation to the City of Monrovia in allowing their citizens to participate in CERT. It is just what I am looking for.*

*I would especially like to thank our Fire Chief for the use of his resources. The class would not have been possible without Captain Brad Dover and his team. There were lot of volunteer hours they committed to in getting this valuable training to us and they did it with a great deal of professionalism. It is obvious they are all proud of their work. Their only compensation is our hardy "Thanks".*

*I am looking forward to participating in the quarterly follow-up classes and in taking a CPR class from the Red Cross.*

*Sincerely,*

*Brian*

#### **FD Attachment:**

- CERT Thank you letter.

### ON THE POLICE BLOTTER

During the last seven day period, the Police Department handled 591 calls for service resulting in 131 investigations. Following are this week's highlighted issues and events:

Rape. On February 8 at 4:15 p.m., a female subject came to the Monrovia Police Department to report she had been raped by a male acquaintance after a party. On October 19, 2007, the victim and suspect were at a party in Orange County when the victim became extremely intoxicated. Her companion, whom she knew from college, took her to his residence in Monrovia and had nonconsensual sex with her. Investigation continuing.

Grand Theft Auto. On February 8 at 6:20 p.m., an officer went to the 1800 block of South Mountain regarding a stolen vehicle. The victim parked his vehicle in the parking lot of a business and went inside. He returned 15 minutes later and his vehicle was gone. No glass was found where the vehicle had been parked. Investigation continuing.

Possession of a Loaded Firearm. On February 8 at 7:19 p.m., officers responded to Myrtle and Walnut regarding the report of a male subject hitting his wife. It was reported that the male got into a black vehicle and possibly had a handgun in his waistband. Officers who were near the location were flagged down; they responded and detained the male subject. It was determined there was no domestic violence involved; however, the subject did have a loaded firearm in his waistband. The subject was arrested.

Found Dog / Dog Bite. On February 8 at 8:18 p.m., an officer contacted a woman in the Police Department lobby who wanted to turn in a white poodle she had found in the area of Genoa and Mayflower. She reported that the dog bit her five year old grandson in the right side as he tried to pet it. The bite was light and barely showed. Medical attention was declined. A report was taken and referred to Animal Control for follow-up.

Driving Under the Influence. On February 8 at 9:49 p.m., officers responded to Myrtle and Olive regarding a black BMW that had struck a street fair barricade on the northeast corner and went up the sidewalk. The driver was being detained by street fair personnel. The responding officer determined the driver was driving under the influence and he was arrested. There were no injuries to pedestrians or the driver.

Armed Robbery. On February 10 at 7 p.m., a male subject entered the lobby of a hotel in the 700 block of West Huntington wielding a handgun. He pointed it at the employee and demanded money. The suspect took cash from the hotel's cash register. The suspect fled after he heard a customer enter the lobby. Investigation continuing.

Battery. On February 11 at 8:14 p.m., dispatch received a call from a citizen reporting a man down in the 1200 block of South Myrtle. Units discovered a middle-aged, male subject unconscious with extreme blunt trauma injuries to his face and head. The victim was transported to a hospital for treatment. Investigation continuing.

Burglary. On February 11 at 4:16 a.m., dispatch received an alarm activation from a business in the 900 block of West Huntington. When units arrived, they discovered the front door glass was smashed and the security gate was cut. Officers cleared and secured the location. The responsible party for the business responded, but at the time could not verify a loss. Investigation continuing.

Shots Heard. On February 12 at 3 a.m., dispatch received calls reporting shots heard in the 200 block of West Walnut and the 200 block of West Olive area. An extensive area search was conducted and was expanded outward to outlying neighborhoods and local businesses, and area hospitals where notified. No suspects, victims or evidence were located.

Grand Theft Auto / Receiving Stolen Property. On February 13 at 11 p.m., an officer stopped a vehicle at Peck and Longden. The investigation revealed the car was a stolen vehicle. The male and female occupants were arrested. Numerous articles of stolen merchandise were found in the vehicle. Both subjects were booked for grand theft auto and receiving stolen property.

# THE PUBLIC WORKS SCOOP

## **ENGINEERING:**

Southern California Edison Pole Replacement - Foothill and Ivy. Beginning the evening of Monday, February 18 through the morning of February 19, SCE will be replacing a utility pole at the southwest corner of Foothill and Ivy. SCE has notified all affected residents regarding power outages.

Colorado Commons Street Improvements. Sidewalks, decorative sidewalks and the north/south alley and breezeway to Myrtle have been poured. Street lights are being installed and should be completed by next week. Pavement grinding next to the curb is scheduled for Monday, February 18 followed by permanent paving on February 20. All of the new paving will be completed by February 20.

Rule 20A, Underground Utility District Mountain and Royal Oaks. Arizona Pipeline contractors are continuing with their trenching and conduit installation on Mountain Avenue for Southern California Edison. The construction should be crossing Huntington Drive next week. The trenching from Shamrock to Mountain has been completed on Royal Oaks.

## **Public Works Inspections:**

- Colorado Commons Street Improvements; Curb, gutter, sidewalks, irrigation for street trees, street light locations, utility vault adjustments are continuing.
- California/Monrovia/Duarte, Framing and roofing completed.
- 202 E. Foothill, 4 of the 6 units have been finalized by Public Works.
- 208 Terrace View, Retaining wall construction
- 1419 S. Myrtle, new walls.

## **Public Works Project Finals**

- 219 Mauna Loa - Retaining wall completed
- 407 N. Magnolia - Retaining and garden wall completed.

## **OPERATIONS – Environmental – Facilities – Parks:**

Outdoor Education. Our Environmental staff attended an Executive Advisory Committee (EAC) meeting at Los Angeles County Public Works in Alhambra along with CREST committee (Clean Rivers through Effective Stakeholder TMDL's). Reports were shared regarding their research of the Los Angeles River Bacteria TMDL (Total Maximum Daily Load). CREST has accomplished extensive research and monitoring of the Los Angeles River and tributaries for bacteria levels, flow rates and source identification. These studies aid cities and the Los Angeles County Regional Water Quality Board with TMDL development and required best management practices to more effectively address bacteria levels in the LA River. The next CREST report will be released in the summer of 2008.

Street Sign Light. The street sign light at the intersection of Ivy Ave and Foothill Blvd was repaired this by staff this week.

Old Town Lighting. Public Works staff continues with the removal of the five-globe lamp posts on Myrtle Avenue in the Old Town area. The five-globe lamps will be installed around the Colorado Commons project area, and single-globe lamps will replace the five-globe lamps on Myrtle Avenue. In addition, 36 five-globe lamp posts are being removed on Myrtle Avenue and replaced with single-globes. The work is scheduled on Mondays and Wednesdays and will continue through February 27,

with the exception of the President's Day Holiday week, when the work has been re-scheduled for Tuesday and Wednesday.

CNG Courses. As part of our Environmental Accords, Facilities staff attended a Compressed Natural Gas (CNG) Fuel Courses in Downey, hosted by the Southern California Gas Company, covering sizing station equipment, code requirements, the development and implementation of effective routine maintenance and safety plans for fueling station operation and maintenance, and provided an in-depth review of proven natural gas fueling station operation and maintenance practices.

Additional Street Lighting. Formal requests were submitted to SCE this week for the installation of three additional street lighting to the existing Edison poles along Peck Rd. between Wyland Way and Jeffries Ave.

Redwood Trees. Parks and Streets staff have been transplanting young *Sequoia Sempervirens* (Redwood trees) from the new Library construction area to the Corporate Yard front entry area, creating beautiful new additions to the landscape renovations. The area will be decorated with boulders and mulch for a lovely *Xeriscape* effect landscape.

## **STREETS:**

### Traffic Signs:

- Graffiti was removed from 36 traffic signs.
- Replaced and/or installed traffic signs and devices:
- Installed sign post and Library signs at Mountain and Olive
- Replace sign post and no-parking sign at Duarte Rd. and Mayflower
- Replace No-Parking sign at Shamrock and Cypress
- Replace No-Stopping Any Time signs in the 200 and 600 blocks of east Huntington
- Moved the Do Not Enter signs from the street area to the sidewalk on the southeast corner of Lemon and Primrose
- Reattached the Downtown Festival signs to the new single globe light post at 506, 505, 519, 530, 605, 610, and 618 S. Myrtle Ave.
- Re-installed 90 minute parking signs on single globe light post at 308 and 326 S. Myrtle Ave.

### Miscellaneous:

- Patch pothole at Huntington and Mountain
- Asphalt paving operations at the Monrovia Wells Field
- Cabinet installation at the Public Works Facility
- Trenching for and installation of electrical conduit and irrigation plumbing at the Public Works Facility
- Set foundation bolts and conduit sweeps for light post at Public Works Facility.

## **UTILITIES:**

### Customer Service

- 3,336 meters were read and recorded
- 188 shut-off notices were distributed
- 45 utilities work orders were completed
- 1 service request was completed
- 6 water services were reactivated

### Water Production

- Water consumption is 33.8 millions gallons, an increase of approximately 14% compared to last week's reported water usage.

Department of Health Services Required Water Samples:

- 31 water system samplings
- 15 well samplings
- 6 water treatment facility samplings

Utility Maintenance

- 11 - 1" new water services were installed
- 11-1" new water meters were installed
- 2 water service angle valves were replaced
- 17 Fire Hydrants were inspected and flush out
- 46 water main system valves were inspected and operated
- 6 underground service alert's utility location requests were completed
- 9,891 feet of sewer mains were cleaned

Maintenance crew assisted in the removal of the street light poles along Myrtle Avenue.

Have a great weekend!

---

**FOR YOUR CALENDARS:**

<b>Sat., Feb. 9, 11 a.m.</b>	<b>Pray for Peace Rally, Recreation Park, Shamrock and Lemon Avenues.</b>
<b><i>MONDAY, FEBRUARY 18</i></b>	<b><i>PRESIDENT'S DAY, CITY HALL CLOSED</i></b>
<b>Tues., Feb. 19, 7:30 p.m.</b>	<b>Regular Council Meeting</b>
<b>Tues., March 4, 7:30 p.m.</b>	<b>Regular Council Meeting</b>
<b>Thurs., March 6, 8:00 a.m.</b>	<b>Read Across Monrovia, Monrovia Schools</b>
<b>Tues., March 18, 7:30 p.m.</b>	<b>Regular Council Meeting</b>

**FIRE DEPARTMENT ATTACHMENTS:**

CAMILLE E. LEVEE  
125 West Olive Street, # 118, Monrovia, CA 91016  
(626) 357-9233 [www.earlandcamille@aol.com](mailto:www.earlandcamille@aol.com)  
Proud Member of ROTARY INTERNATIONAL

February 10, 2008

Honorable Rob Hammond  
Mayor, City of Monrovia  
415 S. Ivy  
Monrovia, CA 91016

Dear Mayor Hammond,  
I hope that you will share this letter with the city council members.

Last fall, I heard about the CERT (Community Emergency Response Team) training in another valley community. Shortly after, I read about a session being held in Monrovia. When I made contact, I learned the class was full, but another scheduled for early in 2008. I immediately registered. (And I must say that Capt. Brad Dover was quick to respond to my request, tracking me down on vacation in Chicago!)

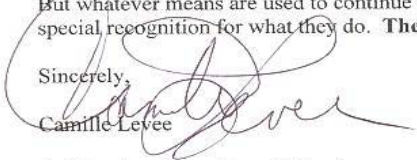
Having completed the training successfully, I cannot recommend it more highly. I am registering to be a part of the Monrovia CERT Team, and I learned was immensely helpful to me just as an ordinary citizen. While I would hope every Monrovia would participate, I know that won't happen. The time commitment is a heavy one (20 hrs). And not everyone is capable of meeting the requirements in a crises.

Capt. Dover and his training team were patient, thorough, and informative from their own experiences as firefighters in expecting the unexpected. As an organizational trainer, I know how much effort goes into a training experience. The fact that these guys do this **in addition** to being active firefighters, and even being on call while training, speaks highly of the caliber of dedicated civil servants Monrovia has.

Budgets are tight, and folks want convenience. From my perspective, if the city could offer more localized training covering just some basic preparedness, we as citizens could each take care of ourselves, leaving vital services to care for the more critical needs. It may mean a volunteer corps of trainers to do the job. In future planning, perhaps one individual could be designated full time to oversee the CERT Training.

But whatever means are used to continue this program, Capt Dover and his team deserve special recognition for what they do. **They are GREAT!!!**

Sincerely,

  
Camille Levee

C: MaryAnn Lutz, Council Member  
Fire Chief Donovan