



CITY MANAGER'S REPORT

For the period of January 6-20, 2012

This report is issued the first and third Friday of each month.
It can be obtained at City Hall or online at www.templecity.us.

TO: The Honorable City Council

ISSUE DATE: January 6, 2012

FROM: Jose E. Pulido, City Manager

This report contains the following sections.

Department Updates
City Calendar: January 6-20
Upcoming Report Items

DEPARTMENT UPDATES

MANAGEMENT SERVICES DEPARTMENT

New Report Format

Submitted by Brian Haworth, Assistant to the City Manager

With a new year comes a new format for this report.

Effective today, this report will be distributed on the first and third Fridays of each month. It will continue to be posted [online](#) and placed at City Hall public counters.

Readers will see some critical changes.

- A shift to reporting on necessary items of Council and community interest.
- A greater awareness of departmental activities and responsibilities.
- The use of hyperlinks to help support discussion of provided items.

This new format will also increase key management productivity by 28 days a year, allowing those staff members to focus on critical issues rather than ongoing weekly report writing.

Readers should note that the prior weekly attachments of crime blotters and issued yard sale permits will no longer be included in this report. Those items, however, will continue to be provided and placed at City Hall public counters. The weekly crime blotter can also be downloaded [here](#).

Redevelopment Update

Submitted by Brian Haworth, Assistant to the City Manager

The California Supreme Court last week announced its ruling upholding State legislation to abolish redevelopment agencies. The dissolution of over 400 agencies statewide – including Temple City's – is scheduled to occur February 1.

The California Redevelopment Association is working on an immediate piece of legislation that would temporarily postpone the dissolution process. Without any legislative action to postpone that date, a complicated and

contentious process would result in abolishing redevelopment agencies and setting in place successor agencies charged with winding down redevelopment activities. Once the dissolution process begins, it will be nearly impossible to reconstitute redevelopment.

Capitol Weekly reported yesterday that new legislation would be introduced as early as next week to push the dissolution deadline to April 15, giving redevelopment advocates enough time to negotiate a new agreement with Governor Brown's administration that keeps a reconfigured redevelopment system in place. The publication also reported that there appears to be a strong interest in the State legislature to keep redevelopment in some form, which could include a revenue piece that is beneficial to the State's financial condition.

While this news seems encouraging, the City meanwhile is obligated under the court ruling to initiate wind-down activities. Over the next few weeks, staff will complete a series of prescribed activities that dismantle the City's redevelopment agency and put successor agencies in place. A successor agency (which could include the City by default) has an obligation to dispose of the agency's assets.

CPUC Meeting at Temple City High School

Submitted by Brian Haworth, Assistant to the City Manager

The California Public Utilities Commission (CPUC) will hold a public hearing on the recent Southern California Edison (Edison) power outages that occurred after the November 30 windstorms.

The hearing is scheduled for January 26, 4 p.m., at the Temple City High School Performance Hall, 9501 Lemon Ave., Temple City.

Edison will provide a brief overview of its outage response. The public will have an opportunity to comment.

Under CPUC order, Edison will also avail representatives at the meeting to assist customers with questions and claims related to damages caused by windstorm power outages, excluding damages caused by the windstorm.

More information can be found [here](#) or by calling (213) 576-7055. Those requiring special meeting accommodations, such as sign language, should call the CPUC three business days beforehand at (866) 849-8390, TTY (866) 836-7825.

State of the City Address

Submitted by Brian Haworth, Assistant to the City Manager

Plans are underway for the annual State of the City address.

Mayor Tom Chavez will present this year's address. A tentative date is set for March 6.

Event specifics will be confirmed later this month.

Weekly Update: Rosemead Blvd. Enhancement Project

Submitted by Kristi Twilley, Project Manager; and Brian Haworth, Assistant to the City Manager

Vanir Construction Management is continuing its work with local agencies to coordinate project specifics. Discussions are ongoing with Los Angeles County Fire to ensure that project improvements do not interfere with response operations, while project designers are working with the Metropolitan Transit Authority to confirm locations and details of future transit shelters along the corridor.

The project team will next week conduct a site walk with Southern California Edison to discuss the undergrounding of overhead utility lines. Although some may see this as merely an aesthetic improvement, this component is a safety priority especially in light of the recent windstorm and the damage it caused to utility poles and transmission lines.

The project team will present design updates to the City Council by the end of this month. The updates incorporate recommendations by the public arts advisory group on design elements including monuments, seating nodes, pole banners and other artistic elements. Action requested by the City Council would essentially provide closure to design concerns, and allow the project to move forward with final drawings and construction.

Records Retention Schedule

Submitted by Mary Flandrick, City Clerk

With the aid of consultant Diane Gladwell, the City Clerk's Office is coordinating revision of the City's Records Retention Schedule. Each city department has met with Ms. Gladwell to ensure that their schedule contains files pertinent to their department. The schedule also provides an authority (i.e., California Government Code, Election Code) for how long records can be maintained. This allows for the systematic disposal of records, provides needed storage for current files, and addresses liability concerns with regard to public records requests.

E-Mail Policy and Retention Schedule

Submitted by Mary Flandrick, City Clerk

Next week, City staff will receive training regarding email use via a review of the City's revised email policy. The training will include useful information on email protocol, what types of email correspondence are considered as public record, and how to preserve them per the City's Records Retention Schedule.

The email policy will be incorporated into the City's updated personnel rules and regulations.

ADMINISTRATIVE SERVICES DEPARTMENT

Update: Recruitment for Administrative Services Director

Submitted by Eva Hauffen, Personnel Analyst

Recruitment for the Administrative Services Director position closed December 30. The personnel office received 48 applications.

Ten candidates met the desired education and background qualifications. An oral panel of staff from surrounding cities will conduct the first round of interviews on February 1.

Updates will be provided in a subsequent report.

Comprehensive Annual Financial Report

Submitted by Brian Haworth, Assistant to the City Manager; and Maria Zamora, Accounting Assistant

With the City's annual audit almost complete, staff will soon start work on the City's comprehensive annual financial report.

Commonly known as a CAFR, the report provides a status on the City's financial position and the results of its operations over the past 10 years. It also contains demographic and statistical information to help readers understand the City's financial condition for each fiscal year.

The report was last completed in 1998.

The City Manager has requested that this report now be produced annually to increase transparency and full disclosure of the City's financial condition. The report also goes beyond the minimum requirements established by the National Council of Government Accounting.

The CAFR will be completed this March.

COMMUNITY DEVELOPMENT DEPARTMENT

Update: Planning and Grant Writing Services

Submitted by Steve Masura, Community Development Director

In December, staff issued two Requests for Qualifications (RFQ's): one for planning services, the other for grant writing services. Eighteen (18) proposals were received for planning services and 12 proposals for grant writing. Staff is in the process of reviewing all proposals to determine which firms best fit the City's needs.

One or more of the firms may be recommended to enter into professional service agreements for on-call services. It is expected to have contract recommendations to the City Manager and/or the City Council within the next few weeks. These services are important components to implement and achieve the City's two-year work plan goals and projects. These services will also help supplement staff time and expertise to complete the diverse set of City initiatives.

New Code Amendments

Submitted by Robert Sahagun, Community Preservation Officer

In November, the City Council approved three (3) amendments to the Temple City Municipal Code. The amendments will assist staff in enforcing property maintenance violations throughout the City, and ensure that quality of life for residents is maintained at a high level. Titles of the amended ordinances and brief descriptions are noted below.

Ordinance 11-948 ("Shopping and Laundry Cart Containment, Retrieval, and Abatement"): This ordinance requires all businesses that utilize shopping or laundry carts to obtain City approval of a "Cart Containment and Retrieval Plan." The plan would require businesses to, amongst other obligations, install requisite signs on all carts and at the business premises, retain a cart retrieval service, and implement an approved cart containment method at the premises. This ordinance also prohibits the unauthorized removal and possession of shopping and laundry carts, in addition to providing the procedures for the impoundment of carts that have been removed from the premises of the owner.

Ordinance 11-949 ("Abandoned and Vacant Property Registration, Maintenance and Security Requirements"): This ordinance requires holders of deeds of trust (lien holders) on real property for which a Notice of Default (as typical with foreclosed properties) has been issued to inspect the property and, if the site is vacant, to register the property with the City and to subsequently retain a property management service provider to maintain and secure the site while it remains in a vacant and distressed status. The ordinance prohibits the re-occupancy of any property that has been subject to registration that has been vacant for 180 days or more unless the City has inspected the property and issued a "Certificate of Code Compliance."

Ordinance 11-950 ("Public Nuisance Regulations"): This ordinance consolidates the City's current procedures for abating "site nuisances" and "public nuisances" into a uniform scheme for the abatement of all "public nuisances." It provides greater definitions for those conditions that constitute a public nuisance, and provides appeal procedures for any person aggrieved by the City's intent to abate a public nuisance with City forces. The ordinance also authorizes the City to recover abatement costs, code enforcement fees, and attorney's fees in connection with the abatement of public nuisances. The ordinance further authorizes the City to record a Notice of Substandard Property with the County Recorder's Office upon determination of a public nuisance condition and the failure of a responsible party to abate said condition.

Code Enforcement Case Study: 10702 Danbury St.

Submitted by Robert Sahagun, Community Preservation Officer

September 16, 2011: A code compliance notice was issued for illegal construction (illegal enclosure of an attached rear patio). During the initial inspection, the property owner was also issued a code compliance notice for lack of adequate landscape.

January 3, 2012:

After several follow-up inspections to monitor progress (removal of the patio enclosure and installation of artificial turf), a final inspection indicated compliance.



Before

After

Code Enforcement Case Study: 5835 Temple City Blvd.

Submitted by Robert Sahagun, Community Preservation Officer

October 19, 2011:

The business owner was issued a "stop-work" notice for conducting tenant improvements without building permits.

January 4, 2012:

After plan submittals and planning approvals, obtaining valid licenses, and several follow up inspections to monitor progress, a final inspection indicated compliance and closed the case.



Before



After

COPS Grant

Submitted by Bryan Ariizumi, Public Safety Officer

The City received notification that it will receive \$100,000 from the Supplemental Law Enforcement Services Account (SLESA) for the Citizens' Option for Public Safety (COPS) program. Otherwise known as the COPS grant, the monies provide cities with annual funding to supplement their front line law enforcement services.

City and Sheriff's Department personnel have met twice to discuss the expenditure of the COPS grant and have agreed to create a new position, adding a fourth member to the City's Special Assignment Team. This will increase the availability of deputies to City staff and the community. Additionally, a deputy will have office hours in City Hall on selected days.

This item will be presented to the City Council at the January 17 City Council meeting for a budget amendment and approval for the appropriation of funds (the COPS grant was not available when the City Council adopted the Fiscal Year 2011-2012 City Budget). The new Special Assignment Deputy will start in approximately four weeks, after the Sheriff's Department completes their selection process.

Update: Windstorm Recovery

Submitted by Bryan Ariizumi, Public Safety Officer

The City is continuing its recovery efforts from the recent windstorm. Staff is gathering information and assessing several items that will help us develop lessons learned to improve the City's overall emergency plans, as well as to provide critical documentation for cost recovery.

Efforts in progress include:

- Damage/replacement costs to the City's infrastructure;
- Evaluating City's insurance coverage; and
- Preparation for the reimbursement process from State agencies (if monies are available).

The City is also updating its inventory of street trees and will begin removing tree stumps and repairing streets and sidewalks by month's end.

Staff will present a detailed report of the City's recovery efforts, including lessons learned, at a special study session next month.

Update: Parking and Traffic Calming Studies

Submitted by Bryan Ariizumi, Public Safety Officer

The schedules for the Traffic Calming Master Plan and Downtown Parking Strategic Plan were revised due to the recent windstorm and holiday season. City staff will meet with RBF Consulting to discuss schedule revisions and related tasks.

Traffic Calming Master Plan: Within the next two weeks, RBF Consulting will conduct traffic counts and/or speed surveys at selected locations throughout the city.

Downtown Parking Strategic Plan: RBF Consulting has completed the draft existing conditions report and submitted it for City staff review. Upon approval, the report will be incorporated into the Downtown Parking Strategic Master Plan. A future conditions report will be prepared which will analyze future parking demand and assess the need for increased parking supply within the downtown area.

The parking study will be completed in April; the traffic calming master plan in June.

PARKS AND RECREATION DEPARTMENT

Camellia Festival Play Days

Submitted by Cathy Burroughs, Parks and Recreation Director

Members of the 2012 Camellia Festival Royal Court will be selected at a play day on January 14 at Live Oak Park Community Center. Parks and Recreation staff will lead 50 first graders in a variety of games and crafts.

Three judges from outside the city will evaluate the children in several areas including their ability to get along with others, follow directions, and speak publicly. Based on their evaluations, the judges will select this year's Royal Court.

Court members will be announced the week of January 23; coronation of the king and queen is scheduled for February 3.

The [2012 Camellia Festival](#) is set for February 24-26. For more information, contact Nan Fish at (626) 285-2171, ext. 2350.

Winter Recreation Programs

Submitted by Mike Koski, Parks and Recreation Coordinator; and Roman Rodriguez, Community Services Specialist

The City's winter session of recreation classes begins the week of January 9. [Classes offered](#) include music & production, sports, self-defense & martial arts, fitness, dance and special interest. Space is still available.

The winter youth basketball league begins play this weekend (January 6-7). Over 400 boys & girls, ages 4-13 years, are participating in the program. There are limited openings for some divisions at most sites, and play continues through mid-April.

For more information and to enroll, call the Live Oak Park Community Center at (626) 579-0461.

Senior Case Management Services

Submitted by Roman Rodriguez, Community Services Specialist

Walk-in senior case management (provided by YWCA San Gabriel Valley Intervale) will now be available the first and third Tuesday of the month from 10:30 a.m. to noon. Case managers can assist eligible seniors with the following essential services: housekeeping, care giving, vision/hearing services, advocacy, utility payment assistance, and much more. For many older adults, case management services can mean the difference between remaining in their own home or residing in an assisted living facility.

There is no charge for these services. For more information, or to schedule appointments, please call (626) 579-0461.

Citywide Tree Maintenance

Submitted by Cathy Burroughs, Parks and Recreation Director

West Coast Arborists (WCA) completed its GPS inventory of all City-owned trees in late November 2011. Because of the recent windstorm, hundreds of trees were uprooted or damaged.

WCA is currently assessing the City's urban forest. All areas east of Temple City Blvd. have been re-inventoried. In those areas, 126 trees were lost (uprooted or taken down) and 156 trees damaged. It is likely that corrective pruning may save many of the damaged trees.

The next phase of recovery for City-owned trees is removal of stumps that remain due to uprooted or downed trees. Staff is compiling a list of locations where stumps remain. We expect WCA to begin stump removals within the next few weeks. Residents who do have a stump remaining in the public right-of-way adjacent to their property are encouraged to contact the Parks and Recreation Department to ensure the location is on our list. Call (626) 285-2171, ext. 2361.

WCA will begin scheduled grid pruning in area 1 (which is bounded by Santa Anita and El Monte avenues to the east and west, and Live Oak Avenue and Lower Azusa Road to the north and south) by the end of January. During the grid pruning, No Parking signs will be posted 24 hours in advance of scheduled trimming. Residents are encouraged to comply with all traffic signs and controls during the trimming process.

-end of section-

CITY CALENDAR

for the period of January 6-20, 2011

For more information, call (626) 285-2171.

- January 8** **[End of Relaxed Overnight Parking Restrictions, 2 a.m.](#)**
With the holidays over, vehicles must again display a valid overnight parking permit to park on city streets. Annual and temporary parking permits can be purchased at City Hall.
- January 10** **Planning Commission Meeting, 7:30 p.m., Council Chambers**
The commission will conduct a zone variance public hearing to construct a detached garage at 9919 Olive St. with a 3.5' setback (instead of the required 5'). The commission will also select a commissioner to serve as liaison to the Temple City Youth Committee.
- January 11** **Public Safety Commission Meeting, 7:30 p.m., Council Chambers**
The commission will conduct administrative hearings for parking citations. The commission will also select a commissioner to serve as liaison to the Temple City Youth Committee.
- January 14** **End of Christmas Tree Pick-Up**
Trees must be free of ornaments, tinsel, lights and metal stands. Trees over 6 ft. in height must be cut in half. Flocked trees or trees coated with a fire retardant are accepted.
- January 16** **Martin Luther King Holiday**
City offices are closed. Live Oak Park community center will open from 8 a.m. to 10 p.m.; regularly scheduled classes and the senior lunch program are cancelled. Dial-A-Ride services will run on a modified schedule from 9:30 a.m. to 7:45 p.m.
- January 17** **City Council Meeting, 7:30 p.m., Council Chambers**
Up for discussion is the City's proposed use of federal block grant funds and contract renewal for the senior lunch program. A list of tentative agenda items can be found [here](#).
- January 18** **Dial-A-Ride Public Meeting, 9 a.m., Live Oak Park Community Center**
The public is invited to discuss the program and ways to improve it. Service provider First Transit will be available to answer questions. A light breakfast will be served.
- Parks and Recreation Commission Meeting, 7:30 p.m., Council Chambers**
The commission will finalize its recommendations regarding fees and charges for facility rentals and various recreation programs. The commission will also consider a revised refund policy.
- January 20** **Neighborhood Watch Meeting, 6 to 8 p.m., Emperor Elementary School**
Those who live in Area 1 (bound by Longden Ave., Rosemead Blvd., Eaton Wash and Burton Ave.) can learn about local crime trends and how to increase home security. City and sheriff's officials will also discuss emergency preparedness, targeted code enforcement and parking regulations. Free dinner and child care. RSVP to Deputy Rick Adams at (626) 292-3313.

UPCOMING EVENTS

February 4	Annual Lunar New Year's Celebration, 1-4 p.m., Temple City Park
February 24-26	2012 Camellia Festival , Temple City Park

-end of section-

UPCOMING REPORT ITEMS

Items up for discussion in the January 20 report include, but are not limited to:

- Animal Services Contract
- City Intern Program
- Economic Indicators
- General Fund Reserve Policy (w/ Economic Development component)
- Gateway Project
- Public Meetings Web Clearinghouse
- 2012 Camellia Festival

-end of section-