



CITY MANAGER'S REPORT

For the period of February 17 through March 2, 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: February 17, 2012

FROM: Jose E. Pulido, City Manager

DEPARTMENT UPDATES

MANAGEMENT SERVICES DEPARTMENT

State of the City Address Set for March 6

Submitted by Brian Haworth, Assistant to the City Manager

Temple City Mayor Tom Chavez will present the annual State of the City Address on Tuesday, March 6, 6:30 p.m. in the Temple City Council Chambers, 5938 Kauffman Ave.

Entitled "2012: A Year of Growth, Prosperity and Community Involvement," the mayor's address will discuss upcoming projects for economic development, strategic plans for the new few years, the power of community involvement and the unveiling of a new City-sponsored community program.

Residents and community members are encouraged to attend. The address will also stream live at www.templecity.kgem.tv and broadcast thereafter on public access channels 3 (Charter Cable) and 99 (AT&T U-Verse).

For more information, call the City's Communications Office at (626) 285-2171, ext. 2324.

City Offices Closed This Monday

Submitted by Brian Haworth, Assistant to the City Manager

City offices will be closed Monday, February 20 in observance of President's Day.

All requests that day for animal and parking control can be directed to Temple Sheriff's Station, (626) 285-7171. Public safety services like police and fire remain unchanged. Dial 9-1-1 for emergencies, (626) 285-7171 for non-emergencies.

There are no changes to regularly scheduled Monday street sweeping and trash collection service.

Recreation classes and senior programming will not be offered at Live Oak Park. However, the community center will open to the public from 10 a.m. to 10 p.m.

Dial-A-Ride services will run on a holiday schedule from 10 a.m. to 5 p.m. Reservations are recommended 24 hours in advance by calling (626) 286-2456.

Recruitment: Administrative Services Director

Submitted by Jose Pulido, City Manager

After an extensive eight-month recruitment process, the City has selected Tracey Hause as its new Administrative Services Director.

Tracey's employment contract will be presented February 21 to the City Council. If approved, she will join the City team on March 19.

Tracey has an impressive resume, currently serving as Finance Director for First 5 LA (a County commission). She has also worked in various capacities for the cities of Arcadia (Administrative Services Director), Glendale (Assistant Director of Finance), Burbank (Financial Services Director) and San Gabriel (Finance Director).

Tracey holds a master's degree in public administration from California State University, Northridge.

Update: Rosemead Blvd. Enhancement Project

Submitted by Kristi Twilley, Project Manager

Below is a chronology of recent key actions.

- February 3 Vanir CM and the City met with Temple City citizens to discuss questions and concerns they had about the project. The citizens indicated that they were satisfied with the outcome of meeting; and the City encouraged them, and all interested citizens, to attend the public meetings related to the Rosemead Blvd. Project so that any additional questions can be addressed.
- February 7 Vanir CM and the City met with representatives of the City of South Pasadena Department of Public Works to discuss lessons learned on their street projects, particularly their project on Fair Oaks Blvd.
- February 16 Vanir CM and the City met with representatives of the City of Alhambra Department of Public Works to discuss lessons learned on their street projects, particularly their projects on Valley Blvd., Main St. and New Ave.
- OTHER The project team has been focused on producing two submittal packages (right of way and E-76), and coordination for approval of the project by Caltrans.
- Meetings with the utility companies for coordination of the undergrounding of overhead utilities are ongoing.
- Next week, project designers Gruen Associates will submit the City final 100% Construction Documents.

COMMUNITY DEVELOPMENT DEPARTMENT

New and Upcoming Businesses

Submitted by Jennifer Venters, Community Development Secretary

Based on issued business licenses, below is a sampling of new businesses openings as of Feb. 16:

Rabi's Int'l Fine Art & Antique

9158 Las Tunas Dr., Retail Gift Store

Owner Ping Ren – "Temple City is a beautiful community and a great place to establish a business."

Alpha Science Education Institute

9463 Las Tunas Dr., Private School

Owner Helen Hsu – "Temple City is a safe place to have an educational business; residents highly value education."

Business License Renewals

Submitted by Jennifer Venters, Business License Specialist; and Robert Sahagun, Community Preservation Supervisor

The City of Temple City had 1,305 Business License holders during the 2011 calendar year. Business licenses are valid for one calendar year, and are required to be renewed on an annual basis. Renewal notifications were mailed November 18, 2011, and were due to be renewed on or before December 31, 2011. As of February 16, there are still approximately 131 business licenses (74 of which are commercial) that have not been renewed. A second courtesy notice (Final Notice) was mailed January 4 to those businesses who had not renewed their business license within the specified date(s). Payment for business license renewals not received by February 1 incurred a 10% penalty fee onto the renewal fee. Per the Temple City Municipal Code (TCMC 5120), it is unlawful for any person to transact and carry on any business in the City without first having procured a license. Within the next week, Community Preservation and Business License Division staff will be enforcing delinquent business licenses throughout the City through the administrative citation process.

Community Preservation Case Study: 9310-12 Broadway Avenue

Submitted by Rommel Delagarza, Community Preservation Officer

January 30, 2012: A code compliance notice was issued for trash, junk, debris and household items in front/side yard areas.

February 7, 2012: A final inspection showed the removal of items, which resulted in a closed case.



Before



After

Community Preservation Case Study: 10420 Miloann Street

Submitted by Jonathan Aceves, Community Preservation Officer

August 3, 2011: After numerous resident complaints the property owner was issued a code compliance notice for maintaining a property with overgrown vegetation, trash, junk, debris; and household items in front/side yard areas, inoperable vehicles, and weathered siding/exterior.

January 18, 2012: Due to non-compliance, the case was referred to the City Prosecutor's Office for nuisance abatement. After several follow up inspections to monitor progress, a final inspection indicated compliance and the case was closed before any legal/punitive action was taken against the property owner.



Before

After

Community Preservation Case Study: 9908 Las Tunas Drive

Submitted by Viet Tran, Community Preservation Officer

October 28, 2011: The business owner was issued a notice of violation for maintaining signage on storefront windows that did not conform with City zoning provisions.

January 12, 2012: A final inspection closed the case, as the business owner used permanent signage to replace the temporary (non-approved) window decals.



Before



After

Building Permit Monthly Activity Summary

Submitted by Adam Gulick, Associate Planner; Sylvia Robles, Building/Housing Assistant

During the month of January, 211 permits were issued to 139 different properties throughout the city. Many properties obtained multiple permits, as it is common to issue building, electrical, plumbing, and mechanical permits along with a new structure or addition. A smaller project such as window replacement only requires a building permit.

A list of active building permits as of February 16 can be downloaded [here](#). To check the status of permits for a given property, or for any other questions, call the City's Building Division at (626) 285-2171, ext. 2301.

Update: Windstorm Recovery

Submitted by Bryan Ariizumi, Public Safety Officer

In the wake of the windstorm, Roger Mason, the City's emergency management consultant, and staff have attended several meetings regarding the response and recovery efforts of agencies affected by the windstorm. During the windstorm, the City activated its Emergency Operations Center and declared a State of Local Emergency. As such, the City is required to submit an After Action Report (AAR) to the California Emergency Management Agency (CalEMA) as required by the Standardized Emergency Management System (SEMS). Mr. Mason is preparing the AAR, which will serve the following important functions:

- A source for documentation of response activities and transitional recovery activities;
- Identification of problems/successes during emergency operations;
- Analysis of the effectiveness of components of SEMS; and
- Identification of areas for improvement and a description of the actions planned to correct areas needing improvement.

In addition to discussing the response and recovery efforts, representatives from cities affected by the windstorm have been developing a coordinated effort to request disaster reimbursement funds from CalEMA. CalEMA has not approved reimbursement funds and therefore, staff has been pursuing other funding sources. The City submitted a windstorm damage estimate to Caltrans, requesting reimbursement from the Federal Highway Administration (FHWA). FHWA funds are eligible for debris removal from streets classified as a collector or arterial road.

Once the AAR is complete, staff will schedule a Special City Council Meeting in mid-March to present the report and its findings to the City Council. Staff will also provide an update to the City Council regarding the City's continuing recovery and reimbursement efforts.

PARKS AND RECREATION DEPARTMENT

Lighting and Landscape District Update

Submitted by Cathy Burroughs, Parks and Recreation Director

On March 15, 2011, the City Council adopted a resolution ordering the engineer's report to establish the lighting and maintenance district (LLD) assessment rates for FY 2011-12 and accepted a proposal from Harris & Associates for those engineering services. Harris & Associates has been providing Assessment Engineering Services for the City for many years. The City Council, at the meeting on March 15, 2011, requested that staff consider soliciting bids for engineering services for the LLD for FY 2012-13. Last summer, staff met with representatives from Harris & Associates to discuss the LLD. At that time, Harris & Associates offered to provide staff with copies of Requests for Proposals (RFP) for engineering services from other cities. Staff reviewed the copies and began preparing an RFP. Subsequently, the City Manager and staff met with Harris and Associates to discuss not only the existing assessment district but also to discuss potential costs and assessments in conjunction with the Rosemead

Boulevard Enhancement project. Harris & Associates was requested to submit a proposal to the City for additional services relating to Rosemead Boulevard.

Harris and Associates has provided the City with a proposal to develop funding strategies for the Rosemead Boulevard improvements. Because they are very familiar with the City's LLD, and because time is limited if changes to the district are to be considered for the Rosemead Boulevard corridor, staff recommends the Council approve a contract amendment to Harris & Associates' existing agreement to provide assessment engineer services for FY 2012-13 and not solicit proposals this year. Proposals will be solicited for next year's services.

An item will be on the City Council's March 6 agenda to approve a Contract Amendment with Harris and Associates. At the following meeting, March 20, the Council will be asked to adopt the resolution ordering the engineers report required to levy the assessments for FY 2012-13.

Camellia Festival Update – Road Closures and Parking Restrictions

Submitted by Cathy Burroughs, Parks and Recreation Director

Residents and those visiting Temple City are reminded of road closures and parking restrictions due to the upcoming Camellia Festival and parade, February 24-26. The parking lots adjacent to City Hall and the County library will be closed beginning February 22. The parking lots will re-open on February 27. Parking will be limited to permit parking only on Golden West, Las Tunas and Kauffman throughout the weekend for the carnival and parade functions.

Several streets, including Las Tunas, Broadway, Sultana, Hermosa, Encinita, Loma, Hart, Woodruff and Rowland will be posted with "No Parking" signs on Saturday, February 25 for parade activities. Residents are reminded to please adhere to all posted parking restrictions. Vehicles in violation will be cited, or towed.

Additionally, Las Tunas (between Rosemead Boulevard and Rowland Avenue) and Sultana (from Broadway to Hermosa) will be closed to all traffic from 7 a.m. – 2 p.m. on Saturday, February 25. Residents living in those areas are advised to park their vehicles outside the street closure area if they need to drive during that time.

Anyone with questions or concerns regarding the street closures or parking restrictions is asked to contact the Camellia Festival Director at (626) 285-2171 ext. 2350, or the City's Public Safety Division at (626) 285-2171 ext. 2336.

Youth Committee Sponsors Teen Social

Submitted by Frances Manzo-Pimentel, Parks and Recreation Coordinator

One of the goals established by this year's Youth Committee was to sponsor a teen social. On Monday, February 20, the Youth Committee will host a movie night at Teen Zone (located in the Annex building at Live Oak Park) between the hours of 4 and 7 p.m. The featured movie, "I Am Number Four" is a science fiction movie (rated PG-13).

Admission is free and open to those 12-18 years of age. Snacks will be available for purchase. For more information, please call (626) 285-2171 ext. 2360.

Business Outreach

Submitted by Frances Manzo-Pimentel, Parks and Recreation Coordinator

Staff recently met with the manager from the 7-11 store located at 6262 Rosemead Boulevard. The purpose of the meeting was to provide an overview of the various youth programs and community events offered through the Parks & Recreation Department. The manager has graciously provided Big Gulp & churritos coupons for all STARS Club & Teen Zone members. In addition, she has set up a "behind the scenes" Slurpie event for the Emperor and Longden STARS Club members on March 21.

Older American of the Year

Submitted by Roman Rodriguez, Community Services Specialist

The Department of Parks and Recreation received four nominations for Temple City's 2012 Older American of the Year. This year's nominees have all provided outstanding service and dedication to the community. Applications and selection forms will be provided to the Council next week.

-end of section-

CITY CALENDAR

for the period of February 17- March 2, 2012

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

- February 20** **City Offices Closed in Observance of President's Day**
(refer to pg. 1 of this report)
- Youth Committee Social, 4-7 p.m., Live Oak Park**
(refer to pg. 6 of this report)
- February 21** **City Council Meeting, 7:30 p.m., Council Chambers**
Up for discussion: approval of an employment contract; public hearings to consider law enforcement grant funding and six condominiums on Welland Ave.; and recognition of the 2011 Deputy and Firefighter of the Year.
- February 22** **Public Safety Commission Meeting, 7:30 p.m., Council Chambers**
- February 23** **Youth Committee Meeting, 6 p.m., Council Chambers**
- February 24** **Camellia Festival Carnival, 4-10 p.m., Temple City Park**
- February 25** **Camellia Festival Parade, 10 a.m., Las Tunas Drive (between Sultana and Rowland)**
- Camellia Festival Carnival, 12-10 p.m., Temple City Park**
- February 26** **Camellia Festival Carnival, 12-8 p.m., Temple City Park**

UPCOMING EVENTS

- | | |
|----------|---|
| March 9 | Arbor Day Celebration, 3-6 p.m., Live Oak Park |
| March 23 | Spring Fling, 6-9 p.m., Live Oak Park |
| April 6 | Senior Easter Luncheon & Bingo, Live Oak Park |
| April 7 | Easter Egg Hunt, 9:30-11:30 a.m., Live Oak Park |
| | Breakfast with the Easter Bunny, 8:30-11:30 a.m., Live Oak Park |

-end of section-