

City Manager's Weekly Report

For the Week Ending Noon on Thursday, January 21, 2010

<http://www.templecity.us>

TO: The Honorable City Council **DATE:** January 21, 2010
FROM: Jose E. Pulido, City Manager
SUBJECT: CITY MANAGER'S REPORT

MEETINGS THIS WEEK

- **Upper San Gabriel Valley Municipal Water District:** I had an introductory meeting with Peter Rodriguez, who is the Community and Government Affairs Manager with this water utility company that provides services to a section of Temple City (Please refer to the attached map of five water companies that serve Temple City). During our meeting, Mr. Rodriguez provided an overview of their operations in Temple City and surrounding cities, and I was given water conservation materials, which will be distributed at City facilities. Mr. Rodriguez recommended that the City and the other water utility companies serving Temple City establish a partnership to educate the community on the importance of water conservation efforts in the City and in the region. As way to initiate this new partnership, Mr. Rodriguez encouraged the City to submit a grant funding request to their company to be a potential cosponsor of the City's Summer Concert Series; and
- **Temple City Chamber of Commerce:** I met with Linda Payne, President/CEO of the Temple City Chamber of Commerce, to discuss the status of the Farmers Market project. After a good discussion, Ms. Payne advised me that the Chamber of Commerce was not interested in taking the lead on the Farmers Market, as was previously proposed by Avant-Garde, because this is not something that the Chamber is equipped to handle at this time. The proposed project would, in fact, take their time and focus away from retaining and attracting new Chamber members in this very difficult economy.

GENERAL COUNCIL INFORMATION

Federal Funding Appropriations Requests – Congressman Adam Schiff

Parks and Recreation Director Cathy Burroughs and I prepared a draft list of projects for Federal funding consideration. Due to the short time frames, the list has not had formal City Council approval. The list was prepared in anticipation of Mayor Pro Tem Vincent

Yu and Councilmember Tom Chavez's meeting with Congressman Adam Schiff on Saturday, January 16, 2010.

Earlier this week, both Ms. Burroughs and I met with Yvonne Hsu, District Representative, and Haig Kartounian, Deputy District Director, from Congressman Schiff's office to review the draft list of proposed projects. Based on their input, we will revise the proposals and prepare detailed budgets for submittal to Congressman Schiff's office by the February 10, 2010, deadline. Prior to submittal of any of the proposed Federal funding requests, the City Council will be asked to approve a final list of projects at the February 2, 2010, City Council meeting.

Avant-Garde Update

From what I have gathered so far--when the City Council retained the services of Avant-Garde on April 7, 2009, the City did not have staff with economic or redevelopment expertise. After nearly three months as the City Manager, I worked directly with Avant-Garde on the Redevelopment Feasibility Assessment, Farmers Market, and the Parking Study. It is my assessment that my background and experience overlaps considerably with the services currently being provided by Avant-Garde to the City.

As such, a letter has been sent to Avant-Garde terminating these services. A copy of this letter has been provided to the City Council under separate cover. Termination of this agreement now will save the City about \$20,000-\$22,000 in the City's Fiscal Year (FY) 2009-10 budget. Hence from this point forward, I will take over the City's revitalization and redevelopment programs and activities.

Commercial Corridor Planning Analysis & City Revitalization - Joint Presentation to City Council and Planning Commission

As we move forward with the City's economic development and redevelopment efforts, I am recommending that the City Council consider retaining the services of a professional urban design firm that has a proven track record in revitalizing commercial corridors and creating walkable communities in other cities. Consistent with this objective, the City Council at their February 2, 2010, meeting will be asked to consider the approval of a professional service agreement with the urban design firm of Freedman, Tung, Sasaki Urban Design.

Under this proposed agreement, the design firm would conduct an analysis of the City's commercial corridors, and prepare a presentation for the City Council and Planning Commission, which would provide them with a planning blueprint on how to move forward with the City's revitalization efforts in the years to come. The cost for this proposed analysis will be under \$5,000, and will be covered by salary savings in the Fiscal Year (FY) 2009-10 City Manager's Budget.

Part-time Executive Assistant to the City Manager

In June 2006, the Secretary to the City Manager position was eliminated, and the duties

were reassigned within the Management Services Department. After nearly three months of working under this structure, it is my assessment that I need a part-time Executive Assistant in order to assist with the increasing workload in the City Manager's Office. Hence, a professional services agreement to retain the services of a part-time Executive Assistant to the City Manager will be presented to the City Council for their consideration at the February 2, 2010, City Council meeting. The cost for this proposed professional services agreement will not exceed \$25,000. Funding for this professional service agreement will be covered from salary savings in the Fiscal Year (FY) 2009-10 City Manager's Budget.

Los Angeles County Sheriff's Crime Blotter

In follow up to a number of public requests that I have received, Sergeant Tony Osterman from the Los Angeles County Sherriff's Temple City Station will be preparing a more detailed Crime Blotter for Temple City, which will be included in the next City Managers Report.

The indicated writers have submitted the following items. All have been reviewed and approved (but may have been edited) by the City Manager.

Department of Community Development (Community Development Manager Lambert)

Port-A-Potties

At the City Council meeting of January 19, 2010, a public speaker brought up the topic of port-a-potties (chemical toilets) on construction sites. The Los Angeles County Health Department requires at least one chemical toilet on any construction site, which does not have an accessible permanent toilet. One chemical toilet is required for each multiple of 20 employees, or fractional part thereof. Therefore, even if a construction site has less than 20 employees, at least one chemical toilet is required.

The chemical toilet(s) shall be located at least four feet from any property line, at least 20 feet from the nearest occupied residence, and at least ten feet from a street or public sidewalk. There is no requirement to locate a chemical toilet out of public view. In fact, in speaking to the City's Building inspector, it is almost impossible to locate a chemical toilet in the rear yard unless the construction site is unusually large.

A chemical toilet must be located in such a way to allow access for the chemical toilet company to service the toilet. These toilets must be pumped at least once a week, and if the toilet is located in the rear of a property, it may be too far from the street to be adequately pumped. In addition, the side yard setback of a residence may be too narrow to allow the toilet company access to pick up the toilet after the construction is complete. These toilets are delivered by trucks that would need at least ten feet of access to pick up the toilets. Staff will encourage contractors to locate chemical toilets as far from public view as possible, but in most cases, it will not be possible to locate

the chemical toilet in the rear yard.

Department of Financial Services (Financial Services Manager Molina)

Proposition 1A Securitization Funds

This week the City of Temple City received the first installment of Proposition 1A Securitization funds. These funds were available to California local public agencies to relieve the burden of loaning the State their property tax revenues. On July 28, 2009, the State budget was approved and included a provision allowing the State to borrow eight percent of the amount of property tax apportioned to cities. A total of approximately \$500,000 of Temple City property tax revenues are being borrowed by the State. Temple City will receive the second installment in May 2010.

Department of Management Services (Assistant to the City Manager Flod)

Storms Cause Disruption of Telephone and Computer Network Services at Live Oak Park.

The recent storms have caused a disruption in the telephone and computer network services for the Live Oak Park Community Center and Annex on Thursday, January 21, 2010. With the entire State of California under emergency storm watch, AT&T has not been able to provide any estimate on when it's crews can perform the necessary repairs.

City Clerk's Department (City Clerk Flandrick)

City Council Agenda and Backup Information

The City Clerk's Office provides a full agenda packet at our counter for each City Council meeting. The packet contains all of the information that the Council receives for each item on the agenda, including staff reports and all backup documents. The agenda items are numbered for easy identification, and any member of the public who wishes a copy of a particular agenda item can receive it through this office.

The agenda is prepared on the Wednesday before the Tuesday City Council meeting, and is posted and distributed to the Council that day. By late afternoon Wednesday, copies of the agenda and the backup documents are available in a binder at the City Clerk's counter. The agenda is also posted on the City website at: <http://www.templecity.us/agendas.asp>.

This binder is placed on a table in the back of the Council Chambers prior to each City Council meeting. Members of the public may come to the City Council meeting, pick up an agenda, and review the backup materials for any particular agenda item that may interest them.

We hope in the near future to be able to post the entire agenda packet on our website.

In the meantime, we strive to provide information related to the agenda to anyone who requests it.

Department of Parks & Recreation (Director of Parks & Recreation Burroughs)

Live Oak Park Planter Renovation

Requests for Proposals (RFP) were sent to ten landscape architectural firms last month for the re-design of the large circular planter at Live Oak Park. The proposed project, which is included in the Fiscal Year (FY) 2009-10 budget, is intended to resolve the drainage issues in the planter, to renovate/repair the lighting in the planter, and to install a monument sign for Live Oak Park, which would be consistent with the monument signs throughout the City's parking lots.

Proposals were received from three firms: Hirsch & Associates, Inc., Architerra Design Group, and RHA Landscape Architects – Planners, Inc. Staff is reviewing the proposals, and will have a recommendation for award of contract for the February 16, 2010, City Council meeting.

El Monte High School Dance at Live Oak Park

At their meeting of September 16, 2009, the Parks and Recreation Commission approved a request from El Monte High School for reserved use of the Live Oak Park Community Center on January 23, 2010, for their winter formal dance. Due to funding cuts, the High School was unable to afford most off-site locations for their dance. The Commission approved the request with the following conditions: 1) the applicant must provide a minimum of one adult chaperone for every 15 students; 2) all participants are to remain in the Community Center until the end of the event; 3) upon conclusion of the dance, all participants are to leave the park and adjacent parking lots immediately; 4) the applicant is to pay the required \$500 security deposit and additional staff fees for use after 10 p.m., and 5) the dance is to end by 10:30 p.m. with clean up from 10:30 – 11 p.m. The Commission also requested event security be provided, either through the Sheriff's Department or the applicant. El Monte High School has provided staff with a list of the adult chaperones and the security personnel. Six teachers will be in attendance, as well as three administrators. Two officers (we believe from the El Monte Police Department) will also be on duty. In addition, the City will have three Recreation Staff on duty. The Sheriff's Department has been notified of the event.

Youth Basketball League

League games have begun in the City's youth basketball league. Currently, 465 boys and girls are playing on one of 52 teams. Games are played on Saturdays in gymnasiums at Oak Avenue Intermediate School and Temple City High School.

Youth Committee

As previously indicated, the deadline to submit applications for the Youth Committee

has been extended to 6 p.m. on Friday, January 22, 2010. As of this Wednesday morning, five applications had been received. We are still hopeful that additional applications will be turned in between now and the Friday evening deadline.

Department of Public Services (Public Services Manager Tidwell)

Weather Week in Temple City

Sunday, January 17, 2010, started the third week of 2010 off very wet, and the rain has continued all week. There have been short periods between storms, but those became shorter as the week wore on. Rain, wind, and lightning once again visited the streets of Temple City, and left tree limbs and multiple debris piles in its wake. City staff worked a few hours on Monday during the first wave of rain showers, and have continued to clear tree limbs, debris, and mud from Temple City's streets and storm drains for the remainder of the week.

With the continued rain, everyone is reminded to slow down when the streets are full of water. This is especially true of the east/west running streets in Temple City. When the streets are this wet, a slower speed means a safer drive. Be safe for yourself and all our children.

Please turn off your automatic sprinklers. It is raining cats and dogs out there, and still there are automatic sprinklers watering a rain soaked lawn. The drought is not over, and water conserved now can make a big difference when the sunshine and heat return this summer.

Freer Street Construction Schedule

The Freer Street asphalt overlay project construction was scheduled to begin January 25, 2010. That schedule will need to be modified when the rain starts to subside. No immediate date is planned, but the hope now is to start in early February. This project involves removing the existing asphalt, mixing it with new asphalt, and replacing the hot mixture over new road base material. The result will be a new road base and surface. Elite Bobcat Services was the lowest responsible bidder, and has now secured all of the necessary insurance certificates in order to start the project.

Traffic Signal at Temple City Boulevard and Ellis Lane

The City Council awarded the contract for the installation of traffic signals at Temple City Boulevard and Ellis Lane to Freeway Electric, the lowest responsible bidder. The pre-construction meeting was held Wednesday, January 13, 2010, at the Civic Center. The construction is schedule is pending the weather conditions, and with a break in the weather, the project should begin about March 1, 2010.

Arbor Day in the City of Temple City

The City Council has proclaimed March 15, 2010, as Arbor Day in Temple City. As part

of the Arbor Day celebration, the City is sponsoring a poster contest for local 5th graders. To promote the poster contest, Public Services Manager Bill Tidwell and Lead Tree Trimmer Rob Cruse completed their school visits this week by going to Longden and Cloverly Elementary Schools. During these visits, both schools promoted the poster contest, discussed lightning safety, and introduced the students to the new Asian Citrus Psyllid insect pest that has been introduced to Temple City.

Division of Public Safety (Public Safety Officer Ariizumi)

Weekly Crime Statistics

The crime statistics report for the week of January 10–16, is included with this week's report.

PREVIEW OF UPCOMING CITY COUNCIL MEETING AGENDA ITEMS

FEBRUARY 2, 2010, MEETING

COMMUNITY DEVELOPMENT DEPARTMENT

Planning Commission Actions of January 12, 2010

Public Convenience and Necessity (PCN) Finding for Super A Foods

FINANCIAL SERVICES DEPARTMENT

Second Quarter Financials & Budget Amendments

Shift of CRA Funds to State (SERAF)

Cost Allocation Plan & Comprehensive User Fee Study

MANAGEMENT SERVICES DEPARTMENT

Approval of City Attorney Services Contract

**Professional Services Agreement – Urban Design/Commercial Corridor
Planning Analysis**

**Professional Services Agreement – Part-Time Executive Assistant to
City Manager**

Approval of Appropriation Requests to Congressman Adam Schiff

PARKS AND RECREATION DEPARTMENT

Parks & Recreation Commission Actions of January 20, 2010

PUBLIC SERVICES DEPARTMENT

Deputy & Firefighter of the Year Awards

Use of TDA Funds for ADA Ramps

FEBRUARY 16, 2010, MEETING

COMMUNITY DEVELOPMENT DEPARTMENT

Planning Commission Actions of January 26, 2010

New Public Hearing: Telecommunications Facility

Joint Housing Rehab Program Agreement with Habitat for Humanity

**Public Hearing: Zoning Code Amendment re. RV Storage in C-3
Zones**

FINANCIAL SERVICES DEPARTMENT

Prop A and Prop C Audit Reports

Use of TDA Funds for ADA Ramps

MANAGEMENT SERVICES DEPARTMENT

**Professional Services Agreement – City Council Goals
Setting/Strategic Planning Session**

**Professional Services Agreement with Buxton Co. – Retail
Development Strategies**

**Professional Services Agreement – Redevelopment 101 & CRA Plan
Amendment**

PARKS AND RECREATION DEPARTMENT

Introduction of Camellia Festival Royal Court

Appointment of Youth Committee members

**Award of Contract – Landscape Architect for Live Oak Park Planter
Project**

PUBLIC SERVICES DEPARTMENT

Award of Contract – Traffic Signal Modification Project

Review of Annual Parking Permit Process

MARCH 2, 2010, MEETING

COMMUNITY DEVELOPMENT DEPARTMENT

Planning Commission Actions of February 9, 2010

MANAGEMENT SERVICES DEPARTMENT

City Council Reorganization

PARKS AND RECREATION DEPARTMENT

Parks & Recreation Commission Actions of February 17, 2010

Award of Contract – Temple City Park Lighting Project

PUBLIC SERVICES DEPARTMENT

Arbor Day Proclamation

Recognition of Arbor Day Poster Contest Winners

MARCH 16, 2010, MEETING

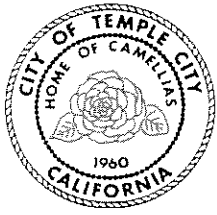
COMMUNITY DEVELOPMENT DEPARTMENT

Planning Commission Actions of February 23, 2010

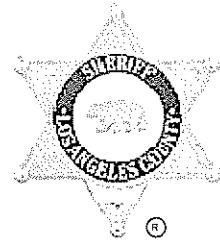
Medical Marijuana Ordinance

ATTACHMENTS:

- The Temple City Crime Statistics Report for the week of January 10-16, 2010.
- Yard Sale Permits for Weekend of January 22-24, 2010.



**City of Temple City
Sheriff's Blotter
Statistical Report for the Week of
January 10 – 16, 2010**



BURGLARY:

January 12, 2010	5300 block Parmerton	Residential
January 13, 2010	9200 block Kennerly	Residential
January 14, 2010	4900 block Heleo	Residential
January 14, 2010	5300 block Persimmon	Residential

ROBBERY:

None reported.

GRAND THEFT AUTO:

None reported.

The information provided is deemed reliable, but may be subject to change.



MEMORANDUM

TO: CITY MANAGER

DATE: 01-23-10

FROM: RECEPTIONIST

YARD SALE PERMITS ISSUED The following is a current list of Yard Sale

SUBJECT: Permits issued for the weekend of 01/23,24

<u>Yard Sale Address</u>	<u>Residents Name</u>	<u>Date</u>
10249 Olive St	Annie Leung	01/24