

APPENDIX

B

Public Participation

Type of Meeting: Los Angeles County Office of Emergency Area and Disaster Management Coordinator's

Meeting Date:
January 28, 2004
8:30am – 11:30am

Attendance:
Janice Stroud, Director of Public Services
Jaime Guerrero, Public Safety Manager
Adam Gulick, Planning Intern

Meeting Location:

Huntington Library
1151 Oxford Road
San Marino, CA

The City employees mentioned above attended the Disaster Mitigation Act of 2000 Natural Hazard Mitigation Plan Workshop on January 28, 2004. The meeting was presented by the Los Angeles County Office of Emergency and the Disaster Management Area Coordinators (areas D, E and G).

A lecture describing the purpose of the plan and information was handed out in order to provide guidance for cities producing this plan.

Type of Meeting: City Staff Meeting

Meeting Date:
February 3, 2004
10:00am – 11:15am

Attendance:
Martin Cole, MPA, City Manager
Robert Dawson, Community Development Director
Erica Williams, Senior Planner
Janice Stroud, Director of Public Services
Jaime Guerrero, Public Safety Manager
Adam Gulick, Planning Intern

Meeting Location:

Temple City
City Hall

A meeting was requested by the City Manager to discuss the DMA 2000 Natural Hazard Mitigation Plan (NHMP) Workshop that Janice Stroud, Jaime Guerrero and Adam Gulick attended on Wednesday, January 28, 2004. The purpose of the meeting was to inform the Planning Department staff that they are needed to manage and produce this document.

The Planning Department looked at the NHMP as an opportunity to concurrently update the City's General Plan. In addition, portions of the NHMP can be used to update and revise other elements of the General Plan.

Type of Meeting: City Council

Meeting Date:

March 16, 2004
7:30 pm

Attendance:

City Council
Martin Cole, MPA, City Manager
Robert Dawson, Community Development Director
Erica Williams, Senior Planner
Janice Stroud, Director of Public Services
Jaime Guerrero, Public Safety Manager
Adam Gulick, Planning Intern

Meeting Location:

Temple City Council
Chambers

A presentation by City Staff was given regarding the DMA 2000 Natural Hazard Mitigation Plan. In addition, City Staff proposed creating two Assistant Planner positions to assist with the creation of the City's Natural Hazard Mitigation Plan, as well as annual (and have to resubmit every 5 years) updates of the Natural Hazard Mitigation Plan, updating the City's General Plan, gaining State certification for City's Housing Element, Community Redevelopment Agency Implementation Plan and a geographic information system (GIS).

A brief presentation was also given regarding the number of staff members in the Community Development Department, showing that numerous Planner positions have been eliminated over time.

The City Council gave their comments regarding the creation of additional Community Development Staff and approved the matter 4 –1.

Type of Meeting: City Staff Meeting

Meeting Date:

May 4, 2004
3:00 p.m.- 4:30 p.m.

Attendance:

Martin Cole, MPA, City Manager
Robert Dawson, Community Development Director
Erica Williams, AICP, Senior Planner
Adam Gulick, Assistant Planner
Fang Liu, Assistant Planner

Meeting Location:

Temple City
City Hall

City Manager Martin Cole began discussion relative to the preparation of the Hazard Mitigation Plan and what would need to be accomplished. Discussion amongst everyone followed relative as to what needs to be done and how it should be accomplished within the designated timeframe. Assistant Planner Adam Gulick stated that he had already begun a preliminary outline indicating various sections and the subsets of information relative to these sections.

Director Dawson mentioned that he had attended the National American Planning Association Conference in April 2004 and had attended various sessions relative to the preparation of the plan and what the Federal Government intended the overall goals and objectives of the plan to be. He passed out various handouts and information that was obtained at the conference for review. He further stated that the plan was intended to be prepared by planners, as they are most familiar with many of the available resources, the various contact agencies and format of the document, etc.

City Manager Cole suggested that a step-by-step approach be taken and that a comprehensive strategy be devised initially. He suggested that Assistant Planners Gulick and Liu conduct a review of all the materials that have been gathered so far, including the Hazard Mitigation Handbook that was given to the City in January 2004, at the onset of the project. Community Development Director Dawson suggested that perhaps a four-step approach be devised that include an overall strategy, a timeline of completion for each step, gathering of different forms of data and assessing risks, both natural and non-natural hazards.

It was agreed that a regular journal would be kept to document the discussions and/or outcome of each meeting. Director Dawson instructed Senior Planner Williams to take general minutes of each meeting and do a regular journal entry summarizing what was discussed. Director Dawson and Senior Planner Williams suggested that a quarterly meeting be conducted with the City Manager to discuss general details. City Manager Cole suggested that in addition, Director Dawson give updates to him at the weekly management meetings held on Wednesdays. It was agreed by all those in attendance that monthly updates will be given to the Council through the weekly Manager's Report. These updates will serve as progress reports to the Council showing tasks that have been completed as well as those that need to be completed.

The meeting concluded at approximately 4:30 p.m. and a second meeting was scheduled at May 18, 2004 at 3:00 p.m.

Type of Meeting: City Staff Meeting

Meeting Date:
May 18, 2004
2:00 p.m.- 2:30 p.m.

Attendance:
Robert Dawson, Community Development Director
Erica Williams, AICP, Senior Planner
Adam Gulick, Assistant Planner
Fang Liu, Assistant Planner

Meeting Location:
Temple City
City Hall

This meeting was a pre-meeting to go over the information that has been gathered prior to the regular Hazard Mitigation meeting with the City Manager at 3 p.m.

Planner Gulick presented a series documents that he had assembled since the last Hazard Mitigation meeting on May 4, 2004. These items included a “checklist” of items that need to be accomplished so as to complete the Natural Hazard Mitigation Plan. He had also compiled a “summary” of information based upon the Model Handbook and an agency list of potential contacts to assist in forming the required “core group”.

Discussion by all meeting participants included defining the purpose of the core group and naming potential members of a core group. Director Dawson suggested that City Manager Cole determine the actual members of the group.

The meeting concluded at 2:30 p.m. and it was agreed that a pre-meeting would take place before the regular Hazard Mitigation meeting with the City Manager at 3 p.m.

The meeting concluded at approximately 4:30 p.m. and a second meeting was scheduled at May 18, 2004 at 3:00 p.m.

Type of Meeting: City Staff Meeting

Meeting Date:

May 18, 2004
3:00 p.m.- 4:30 p.m.

Attendance:

Martin Cole, MPA, City Manager
Robert Dawson, Community Development Director
Erica Williams, AICP, Senior Planner
Adam Gulick, Assistant Planner
Fang Liu, Assistant Planner

Meeting Location:

Temple City
City Hall

Planner Gulick passed out several prepared materials that included a Natural Hazard Mitigation Plan Summary and a Natural Hazard Mitigation Plan Checklist, both of which summarized the information contained in the Model Handbook.

Discussion included the contents of both documents and the next steps involved in establishing the required core group. It was agreed that City Manager Cole would determine the actual members of the group.

City Manager Cole suggested that the following entities be added to the list of potential core group members: the Red Cross, local community groups (e.g. Kiwanis Club), Southern California Edison, Southern California Gas Company, Charter Communications, a member from the Planning Commission, homeowners associations, Los Angeles County Departments, Temple City Planning Department, Temple City Public Works Department, CalTrans, other local agencies and neighboring school districts.

City Manager Cole suggested that invitations be sent to approximately 30 individuals requesting their participation as a core member for Temple City. Senior Planner Williams suggested that a letter be drafted for City Manager Cole's signature inviting the participants to participate in this process. City Manager Cole specified that it be made available for his signature at the next Natural Hazard Mitigation meeting.

The meeting concluded with a decision that a timeline would be established by the next meeting (June 1, 2004) delineating when tasks would be accomplished. The first meeting for the core group would be established for some time towards the middle of July.

The meeting concluded at approximately 4:00 p.m. and a third meeting was scheduled on June 1, 2004 at 3:00 p.m.

Type of Meeting: Monthly Area 'D' Disaster Management

Meeting Date:

May 20, 2004
9:00 a.m.- 11:30
a.m.

Attendance:

Jaime Guerrero, Public Safety Manager
Adam Gulick, Assistant Planner

Meeting Location:

City of Irwindale
Community Center

Public Safety Manager Guerrero and Planner Gulick attended the monthly Area 'D' Disaster Management meeting, which was held at the Irwindale Community Center. The Area 'D' Coordinator (Brenda Hunemiller) handed out maps that were produced by the Los Angeles County Natural Hazard Mitigation Plan consultant, Dimensions Unlimited Inc. A copy of the El Monte City School District Local Hazard Mitigation Plan rough draft was obtained.

In addition, Ms. Hunemiller handed out a *Letter of Intent* that was given to School District Representatives. Ms. Hunemiller informed everyone attending the Area 'D' meeting to submit the *Letter of Intent* to the Governor's Office of Emergency Services (OES) as soon as possible. The purpose of the *Letter of Intent* is to give the OES an estimate of the number of plans that will need to be reviewed.

The meeting concluded at approximately 11:30 a.m. and the next Area 'D' meeting is scheduled for September 16, 2004 at 9:00 a.m.

Type of Meeting: City Staff Meeting

Meeting Date:

June 8, 2004
10:15 a.m.-
11:00 a.m.

Attendance:

Martin Cole, MPA, City Manager
Robert Dawson, Community Development Director
Erica Williams, AICP, Senior Planner
Adam Gulick, Assistant Planner
Fang Liu, Assistant Planner

Meeting Location:

Temple City
City Hall

City Manager Cole reviewed the draft letter inviting participants within the community to form a core group. He agreed with the content of the letter and indicated that he would sign each individually. He suggested that Staff should follow-up with a phone call approximately 15 days thereafter to each group that received the initial letter.

City Manager Cole also specified that Charter Communications and Home Owner's Associations be included on the agency list. He did not feel that churches or church groups should be included.

Director Dawson discussed the letter of intent and suggested that City Manager Cole sign the letter, specifying Assistant Planner Adam Gulick as the primary contact person.

Director Dawson further suggested that the City Council adopt a Resolution that serves as local government support for the preparation of the Natural Hazard Mitigation plan. City Manager Cole agreed with Director Dawson and requested that a Staff report be prepared and Resolution drafted for the June 15, 2004 City Council agenda.

City Manager Cole further suggested that a timetable be completed to attach to the Staff report for the June 15, 2004 meeting.

Assistant Planner Gulick agreed that he could prepare the timetable. City Manager Cole encouraged the use of realistic timelines and when tasks might be accomplished, etc. The timeline should be flexible, illustrating a good faith effort by the City.

The meeting concluded with a decision to prepare a Staff report, Resolution and timeline for the City Council meeting of June 15, 2004. City Manager Cole also recommended that an agenda be prepared for the first core group meeting to be held in July 2004. He further reminded Staff to continuously document all correspondence and phone calls.

The meeting concluded at approximately 11:00 a.m. and the next meeting was scheduled on June 22, 2004 at 10:00 a.m.

Type of Meeting: City Council

Meeting Date:

June 15, 2004
7:30 pm

Attendance:

City Council
Martin Cole, MPA, City Manager
Robert Dawson, Community Development Director
Erica Williams, AICP, Senior Planner
Adam Gulick, Assistant Planner
Fang Liu, Assistant Planner

Meeting Location:

Temple City
Council Chambers

City Manager Cole and Community Development Director Dawson proposed a resolution to the City Council; the purpose of the resolution is to show that the City Council supports the development of the Natural Hazard Mitigation Plan and acknowledges that certain actions need to be taken before the City Council approves the final draft.

Resolution 04-4276 was approved unanimously by the City Council.

Type of Meeting: City Staff Meeting

Meeting Date:

July 21, 2004
3:00 p.m.-
4:30 p.m.

Attendance:

Robert Dawson, Community Development Director
Erica Williams, AICP, Senior Planner
Adam Gulick, Assistant Planner
Fang Liu, Assistant Planner

Meeting Location:

Temple City
City Hall

City Staff discussion over status of the Natural Hazard Mitigation Plan and looked over the status of the timeline. Assistant Planner Gulick was asked to write a article for the quarterly City newsletter.

Type of Meeting: City of Arcadia Natural Hazard Mitigation Plan

Meeting Date:

August 19, 2004
10:00 a.m.-
11:10 a.m.

Attendance:

Adam Gulick, Assistant Planner
Various members of the community
Various staff members from City of Arcadia

Meeting Location:

Arcadia Council
Chambers

The City of Arcadia sent out to Temple City to ask them to attend a Natural Hazard Mitigation Plan. Community Development Director Dawson sent Assistant Planner Gulick to represent the City. The meeting explained the purpose of the Natural Hazard Mitigation Plan and Arcadia’s status of submitting a Plan to the California Office of Emergency Services, as well as the Federal Emergency Management Agency. One subject that was elaborated on was the economic effect from a natural disaster; in particular what types of businesses would be affected (i.e. commercial, delivery businesses, tourists, etc.).

Type of Publication: Temple City Quarterly Newsletter

Date:

September 2004,
Fall Quarterly
Newsletter

Received by:

Every address located within the City boundaries

An article was written by Assistant Planner Gulick and placed in the Temple City Quarterly Newsletter that gets sent to every address located in the City limits. The article gave a brief explanation regarding the purpose of the Natural Hazard Mitigation Plan. The article also said that the public can contact Assistant Planner Gulick if they had a questions regarding the Plan.

Type of Meeting: Natural Hazard Mitigation Plan Committee

Meeting Date:

October 12, 2004
3:00 p.m.- 4:30 p.m.

Attendance:

Robert Dawson, Community Development Director
Adam Gulick, Assistant Planner
Fang Liu, Assistant Planner
Jaime Guerrero, Public Safety Manager
John E. Zubrick, Chamber of Commerce/High Twelve Club
Richard Hastert, Los Angeles County Fire Department
Lt. Sheila A. Sanchez, Los Angeles County Sheriff’s
Department
Tony Osterman, Los Angeles County Sheriff’s Department
Richard Garstang, City of San Gabriel Fire Department
Amy Enomoto Perez, Ed.D., Rosemead School District
Linda Payne, Temple City Chamber of Commerce

Meeting Location:

Camellia Room

There was an introduction of the Natural Hazard Mitigation Plan Committee members and whom they represented. The following was discussed during the meeting:

Review, discussion of by laws

Process Overview

Set a Meeting Schedule

Introduction to the Planning Process

- Adoption of the City of Temple City Natural Hazard Mitigation Plan Core Group Operating Procedures
- Hazard Vulnerability Analysis
 - Risk Analysis Matrix
 - Mapping identification
- Identification of Hazard Mitigation, Disaster Recovery and Emergency Operations Documents that exist in the City
- Identify City's General Plan/Safety Plan/Strategic Plan
- Asset and asset value documentation
- Asset proximity to hazards and man-caused risks
 - Identify critical facilities belonging to the City
 - Identify critical facilities that are non-district owned but critical to operations

Mission Statement

- Goals
- Objective

City of Temple City Natural Hazard Mitigation Plan Core Group Statement of Responsibilities

Public Participation Discussion

- Consider the questionnaire on a website
- Standing item on City Council agenda
- Surveys and questionnaires at high traffic areas, such as senior citizen centers, etc.

Start discussion: Ongoing and Future Mitigation Projects

Type of Meeting: City Staff Meeting

Meeting Date:

April 7, 2005
3:00 p.m.- 4:30 p.m.

Attendance:

Robert Dawson, Community Development Director
Joe Lambert, Senior Planner
Adam Gulick, Assistant Planner
Fang Liu, Assistant Planner
Janet Sherman, CDBG Administrator
Sylvia Robles, Building/Housing Assistant
Veronica Guerra, CDD Secretary

Meeting Location:

Temple City
City Hall

Director Dawson spoke with staff about various tasks and projects that are coming up in the next few months. For example - the implementation of the City's proposed new ordinance including modifications to the existing Zoning Code and Design Guidelines, the City's Natural Hazard Mitigation Plan, Planning Commission cases, City Council cases, etc.

Type of Meeting: Natural Hazard Mitigation Plan Committee

Meeting Date:

July 12, 2005
9:00 a.m.- 10:15
a.m.

Attendance:

Robert Dawson, Community Development Director
Joe Lambert, Senior Planner
Adam Gulick, Assistant Planner
Fang Liu, Assistant Planner
Bryan Ariizumi, Public Safety Officer
Monica Molina, Finance Supervisor
John E. Zubrick, Chamber of Commerce/High Twelve Club
Richard Hastert, Los Angeles County Fire Department
Richard Garstang, City of San Gabriel Fire Department
Linda Payne, Temple City Chamber of Commerce
Deborah Nobles, Rosemead School District
Lorraine Lefler, Field Realty
David Jaynes, Temple City Unified School District

Meeting Location:

Camellia Room

There was an introduction of the Natural Hazard Mitigation Plan Committee members and whom they represented. City Staff sent copies of the Natural Hazard Mitigation Plan to the Committee members so they could review the draft Plan prior to the Committee meeting. City Staff briefly went over each section of the Plan and asked if anyone had any questions or comments. City Staff explained that a draft version of the Natural Hazard Mitigation Plan was posted on the City's website for the public to review and comment. It was also noted that the public could go into City Hall and obtain a copy of the Natural Hazard Mitigation Plan. No comments or inquiries were received from the public at the time of the meeting.

Type of Publication: San Gabriel Valley Weekly

Date:

July 22, 2005

Received by:

Subscribing customers and people picking up the free publication from various locations throughout the City and adjacent areas.

An article was written by Assistant Planner Gulick and placed in the July 22, 2005 San Gabriel Valley Weekly newspaper. The article briefly described the purpose of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, and what types of benefits the City will receive if a natural disaster were to occur. The article also described the members that make up the Natural Hazard Mitigation Plan Committee. In addition, the article explained that the draft Plan was available at City Hall, as well as the location of the plan on the City's website. It was also explained that if anyone had any comments or concerns that they could contact Assistant Planner Gulick at City Hall.

Type of Meeting: Temple City Planning Commission

Meeting Date:

August 9, 2005
7:30 p.m.

Attendance:

Carl Blum, Chairman
Donald Griffiths, Commissioner
James LeBerthon, Commissioner
Jerry Seibert, Commissioner
Robert Dawson, Community Development Director
Joe Lambert, Senior Planner
Adam Gulick, Assistant Planner

Meeting Location:

Council Chambers

A copy of the draft Natural Hazard Mitigation Plan was given to the Planning Commissioners, as well as the City Council for them to review. During the regular Planning Commission Meeting, Adam Gulick, Assistant Planner gave a presentation describing the history, purpose and contents of the Natural Hazard Mitigation Plan. In addition, Assistant Planner Gulick discussed the steps that had been taking until that point, in particular, the creation of the Natural Hazard Mitigation Plan Committee and the people that served on the Committee.

Type of Meeting: Temple City Planning Commission

Meeting Date:

August 23, 2005
7:30 p.m.

Attendance:

Carl Blum, Chairman
Vincent Yu, Vice-Chairman
Donald Griffiths, Commissioner
James LeBerthon, Commissioner
Jerry Seibert, Commissioner
Robert Dawson, Community Development Director
Joe Lambert, Senior Planner
Adam Gulick, Assistant Planner

Meeting Location:

Council Chambers

At the previous meeting the Planning Commissioners all agreed that if someone new was in the audience or someone in the audience wanted to hear Assistant Planner Gulick's presentation regarding the Natural Hazard Mitigation Plan, then he would present it at that time, if not then they would recommend approval of the document and move on to the next item. City Staff placed the Natural Hazard Mitigation Plan as a continued item. Nobody in the audience wanted to hear the presentation, so the Planning Commissioners recommended that the City Council approve the City's Natural Hazard Mitigation Plan.

Type of Meeting: City Council

Meeting Date:

October 18, 2005
7:30 p.m.

Attendance:

Dan Arrighi, Mayor
David Capra, Mayor Pro Tempore
Ken Gillanders, Councilmember
Cathe Wilson, Councilmember
Judy Wong, Councilmember
Robert Dawson, Community Development Director
Joe Lambert, Senior Planner
Adam Gulick, Assistant Planner

Meeting Location:

Council Chambers

The City placed the Natural Hazard Mitigation Plan as a new item on the regular City Council meeting. At the August 9, 2005 and August 23, 2005 Planning Commission Meeting, the Planning Commissioners recommended approval to adopt the Natural Hazard Mitigation Plan, an attached resolution, and negative declaration. After the City Council approves the Natural Hazard Mitigation Plan, City Staff will submit to the California Office of Emergency Services, as well as the Federal Emergency Management Agency for their approval.