



City Manager's Weekly Report

For the Week Ending Noon on Thursday, April 8, 2010

<http://www.templecity.us>

TO: The Honorable City Council

DATE: April 8, 2010

FROM: Jose E. Pulido, City Manager

SUBJECT: CITY MANAGER'S REPORT

MEETINGS THIS WEEK

- **Wells Fargo Parking Issues** – I met with Don Wallach (owner of Headlines Salon) and Wayne Pennybaker (former owner of Macers Barber Shop) to discuss their concerns regarding the City's enforcement of the two-hour parking restriction at the Wells Fargo parking lot. From our discussion, it was their opinion that the City should extend the free parking time limit from two hours to three hours in order to accommodate customers in this commercial area. I mentioned that the City was considering undertaking a parking utilization study to better assess the needs of commercial areas along Las Tunas Drive;
- **Pasadena Star News** – I met with Brenda Gazzar, the new reporter that replaced Alfred Lee, who moved on to the Los Angeles Business Journal. During our meeting, we covered some of the upcoming City events including the City's 50th Anniversary Dinner and Celebration. Ms. Gazzar was very interested in following Temple City's progress over the next several months in light of the significant changes that have taken place at the City Council and staff levels in the past year; and
- **Randy Wang, TCD Enterprises, LLC** – Community Development Manager Joe Lambert and I met with Randy Wang and Howard Poyourow to discuss the status of the Piazza Project, and the next steps to successfully develop this prominent site with a quality commercial center. At the conclusion of our meeting, Messrs. Wang and Poyourow agreed to seriously consider the possibility of developing a smaller scale single story or two story commercial project instead of a mixed-use project due to the lack of financing in this down economy, as it would be easier to secure financing for a smaller scale all commercial development. All parties agreed to schedule a follow-up meeting near the end of April 2010.

GENERAL COUNCIL INFORMATION

Budget Meetings with City Department Director and Managers

During the past week, Financial Services Manager Monica Molina and I have been meeting with all City departments and divisions to review their respective Zero Based Budget (ZBB) worksheets in preparation for the Fiscal Year (FY) 2010-11 City Budget process. Thus far, we have only completed the first of two rounds of the ZBB exercise, which will be reviewed with

the City Council Budget Ad-Hoc Committee (i.e., Mayor Fernando Vizcarra and Council member Vincent Yu) later this week. Based on the Ad-Hoc's input, a second round of ZBB worksheets will be completed by City staff by the end of the month.

Fiscal Year (FY) 2010-11 City Budget Meeting with Los Angeles County Sheriff's Department (LASD)

Earlier this week, City staff (i.e., City Manager Jose Pulido, Financial Services Manager Monica Molina, Public Services Manager Bill Tidwell and Public Safety Officer Bryan Ariizumi) met with LASD staff (i.e., Captain Fennell and Sergeant Osterman) to review their proposed 2% increase to the City's FY 2010-11 Public Safety Budget. During our meeting, it was agreed that motorcycle deputies will not be assigned to special projects and will be dedicated to traffic enforcement; deputies will receive laser training; and all new deputies will be proactive in traffic and parking enforcement.

City staff requested LASD staff to revise the increased estimated revenue projections for FY 2010-11, based on the changes mentioned above, and to provide the information to City staff at the next follow-up meeting scheduled for April 21, 2010.

City Council Goal Setting Workshop

As you may recall on March 16, 2010, the City Council approved a professional services contract with Dr. Bill Mathis to facilitate the City Council Goal Setting Workshop. However, due to scheduling conflicts during the months of April and May, staff had been unable to confirm a date. The good news is that we have been able to schedule this important City Council goal setting session for Saturday, June 12, 2010, from 8:00 a.m. to 5:00 p.m. Pursuant to the Brown Act, a public notice will be posted by the City Clerk for this Special City Council Meeting 24 hours prior to the session.

Tree City USA

In a letter to Mayor Vizcarra, the Arbor Day Foundation announced that the City had achieved Tree City USA status and Growth Award Recognition for 2009. The Tree City USA program is sponsored in cooperation with the National Association of State Foresters and the USDA Forest Service, and awards are presented to communities for their commitment to urban forestry.

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)

Complete Count Committee Ad Hoc and Census 2010 Update

The final meeting of the Complete Count Ad-Hoc Committee was held on Wednesday, April 7, 2010. Mayor Vizcarra thanked the community volunteers and Census employees who served on the Committee for all their hard work. The Census employees reminded everyone that all Census forms should be mailed back by April 15, and if forms are not received, enumerators will visit those households starting on May 1.

The Committee has been quite successful in getting the word out about the importance of the Census. The tremendous efforts made by Mayor Vizcarra and the Complete Count Committee have resulted in a higher than average Census mail participation rate to this point. As of April 7, approximately 69% of Temple City households have returned their Census questionnaires by mail. This number is up from last week, and is still higher than the national participation rate and higher than the participation rate of most of our neighboring cities.

Regular Planning Commission meeting of April 13, 2010

The regularly scheduled Planning Commission meeting of April 13, 2010, has been cancelled due to a lack of public hearing items. Staff fully anticipates that the next meeting will be held on April 27, 2010.

Department of Financial Services (Financial Services Manager Molina)

Preliminary FY 2010-11 Budget Meetings with Departments

This week, City Manager Pulido and I have begun meeting with every department head and supervisor to review each departments proposed budget for FY 2010-11. This year the City is utilizing "Zero-Based Budget" budgeting.

In traditional budgeting, departments only had to justify increases, which in comparison, now every account starts from a "zero base," and every function is analyzed for its needs and costs. In Zero-Based Budgeting, all expenditures have to be justified. Zero-Based Budgeting drives departments to find cost-effective ways to improve operations and reduces inflated budgets.

Audit Services

Every year the City is required by the *Government Auditing Standards* to perform an audit of the previous fiscal year's financials. Last year, Mayer Hoffman McCann P.C. performed FY 2008-09 financial audits.

On the April 20, 2010, agenda, the City Council will be requested to approve the agreement for auditing services for FY 2009-10 to be performed by Mayer Hoffman McCann P.C. The agreement reflects no increase over the 2009 fees. Once the agreement is signed, they will schedule interim audit work to begin in June.

A request for proposal (RFP) on audit services for FY 2010-11 will be performed by staff when the current year's audit is completed. Audit reports are expected to be completed by December 2010.

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

Seifel Consulting Presentation – "Redevelopment 101" now on City's Cable Channel

The "Redevelopment 101" presentation by Libby Seifel of Seifel Consulting Inc. that was given at a special joint meeting of the City Council and the Planning Commission on March 23, 2010,

can now be seen on the City's Government Information Channel 3 on the Charter Communications Cable TV service in Temple City at 3:00 p.m. This very informative presentation lasts about an hour and forty minutes, and is basically a condensed version of an eight-hour college class session she teaches. This is a "must see" for anyone interested in Temple City redevelopment!

The presentation will also soon be available for viewing over the Internet on the K-Gem website at the following link: <http://www.templecity.kgem.tv>.

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

Youth Basketball League

The City's youth basketball league winds up its season this week. Championship games will take place Tuesday, Wednesday, Thursday, and Friday evenings at the Oak Avenue school gymnasium. Over 500 children, from four years of age – high school, participated in the basketball program this year.

Three of Temple City's all-star teams have qualified for the Southern California Municipal Athletic Federation basketball tournament, which will be held this weekend in Cerritos. Good luck to our boys and girls "C" division (3rd – 4th grade) teams and our girls "B" division (5th – 6th grade) team.

Volunteer Luncheon

The annual volunteer recognition luncheon will be held next Saturday, April 17, 2010, at the Embassy Suites in Arcadia. Over 100 individual volunteers are being recognized this year, plus four service clubs. In 2009, our volunteers contributed almost 5,200 hours of service to the community.

Spring Fling and Easter Egg Hunt

Two-hundred and fifty-nine youth attended the City's annual Spring Fling on March 26, 2010, at the Live Oak Park Community Center. The annual Easter Egg Hunt, held at Live Oak Park on April 3, 2010, attracted over 1,000 children and their parents. Thousands of pieces of wrapped candy, as well as plastic eggs were spread across the park. In honor of the City's 50th anniversary, special "golden" eggs were hidden. Those who found the "golden" eggs received a large basket with candy and prizes as well as 50th anniversary commemorative items.

Dial-A-Ride

At the April 6th Council meeting, Councilmember Sternquist brought up the issue of expanding the City's Dial-A-Ride program to accommodate County residents. Currently individuals living in the unincorporated areas of Los Angeles County, bordering Temple City, are not eligible for the City's Dial-A-Ride program. When we receive inquiries from these individuals, we refer them to L.A. County's Dial-A-Ride program. The Parks and Recreation Commission will be asked to study this matter, and forward a recommendation to the City Council. There are several issues that need to be discussed if a change in the current policy is being considered, not the least

of which is how far outside the City limits we would expand. Unincorporated county areas spread from the western boundary of Temple City to San Gabriel Boulevard, from the northern boundary to the 210 freeway, and from the eastern boundary past Myrtle Avenue. If all of the unincorporated county areas adjacent to Temple City were to be included, it would have a significant impact on the current Dial-A-Ride program.

Department of Public Services (Public Services Manager Bill Tidwell)

Freer Street Construction Project Update

The big inconvenience for the residents on Freer Street is finally over. Freer Street now has a new base capped by an asphalt surface, and it looks good. There are still manholes to bring up to grade and traffic paint to put down, however the big inconvenience is over. I would like to thank everyone involved for being so patient with the construction process and the weather. There were several engineering challenges that had to be solved after the project began that delayed the completion of the project. I have had a chance to meet several residents, and to resolve access problems as they arose. I actually enjoyed getting the chance to meet affected residents even under these conditions. I look forward to speaking with the residents again, and I hope they like their new street. It is expected that the contractor will be out of the area by the middle of next week.

Traffic Signal at Temple City Boulevard and Ellis Lane

The City Council awarded the contract for the installation of traffic signals at the intersection of 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 necessary light pole and other construction materials are now starting to arrive, and scheduling with Edison to provide the power source installation is complete. The project is now expected to begin on Monday April 26, 2010.

Division of Public Safety (Public Safety Officer Ariizumi)

I have included the Code Enforcement Activity Report with this week's City Manager's Report. The report lists cases opened and closed in the month of March 2010.

PREVIEW OF UPCOMING CITY COUNCIL MEETING AGENDA ITEMS

APRIL 20, 2010 MEETING

CITY CLERK

Approval of Fireworks Stand Permits

Approval of Street Banner Requests (2)

COMMUNITY DEVELOPMENT DEPARTMENT

Special Event Permit – K-Mart Shopping Center Event

FINANCIAL SERVICES DEPARTMENT

Approval of Audit Services Contract

MANAGEMENT SERVICES DEPARTMENT

Introduction of Australian Sister City Students

Presentation by American Cancer Society

PARKS AND RECREATION DEPARTMENT

50th Anniversary Celebration Update

PUBLIC SERVICES DEPARTMENT

Introduction of Ordinance - Municipal Code Amendment re Parking Permit Process

Status Report on Emergency Preparedness Plan

MAY 4, 2010 MEETING

COMMUNITY DEVELOPMENT DEPARTMENT

Agreement with Habitat for Humanity – Rehab Program

MANAGEMENT SERVICES DEPARTMENT

Chamber of Commerce Monthly Update

PARKS AND RECREATION DEPARTMENT

Parks & Recreation Commission Actions of April 21 Meeting

50th Anniversary Celebration Update

PUBLIC SERVICES DEPARTMENT

**Accept Engineer's Report, Adopt Reso of Intent to Levy & Collect
Assessments for L/LD & Set Public Hearing**

**Adoption of Ordinance - Municipal Code Amendment re Parking Permit
Process**

MAY 18, 2010 MEETING

COMMUNITY DEVELOPMENT DEPARTMENT

Planning Commission Actions of April 27 Meeting

PARKS AND RECREATION DEPARTMENT

50th Anniversary Celebration Update

JUNE 1, 2010 MEETING

COMMUNITY DEVELOPMENT DEPARTMENT

Planning Commission Actions of May 11 Meeting

MANAGEMENT SERVICES DEPARTMENT

Chamber of Commerce Monthly Update

PARKS AND RECREATION DEPARTMENT

Parks & Recreation Commission Actions of May 19 Meeting