



City Manager's Weekly Report

For the Week Ending Noon on Thursday, June 17, 2010

<http://www.templecity.us>

TO: The Honorable City Council

DATE: June 17, 2010

FROM: Jose E. Pulido, City Manager 

SUBJECT: CITY MANAGER'S REPORT

GENERAL COUNCIL INFORMATION

City Council Goal Setting Session Update

As you may recall, last month the City Council held a Special City Council meeting on Saturday, May 8, 2010, to establish goals for themselves as a body and also for the City Manager. Specifically, over the next 12 months, the City Council has established a set of five goals for themselves (outlined in Roman Numeral I below) as well as six and twelve month goals for the City Manager (outlined in Roman Numerals II and III respectively). The City Council also provided the City Manager with the following very clear directive:

Directive to City Manager from a high performance City Council: "Change the City Organization from status quo to a High Performance Organization (HPO) not next year but right now."

I. City Council's 12 Month Goals:

- a. Solidify City's Economic Development & Redevelopment Efforts;
- b. Build the City's Organizational Capacity to a HPO;
- c. Develop Infrastructure Funding Master Plan;
- d. Update General Plan which includes six elements (i.e., Land Use, Public Safety, Resource Management/Open Space, Circulation, Noise, and Housing); and
- e. Prepare a Public Safety Work Plan.

II. City Council Goals For City Manager – Six Months

For the next six months focus on:

- a. Preparing a FY 2010-11 City Budget that yields a HPO by June 29, 2010;
- b. Hiring a quality Economic Development Manager;

- c. Implementing a new Organizational Culture Survey to set the baseline as we move towards becoming a HPO;
- d. Monitoring preparation of new Council & Commissions Norms & Procedures;
- e. Presenting a new multi-lingual Communications Strategy using all City venues/programs/events/new city webpage;
- f. Completing new City Council and City Manager Brochure listing Goals, Vision and Strategies; and
- g. Completing Departmental Work Plans that produces a HPO that supports a high performance City Council.

III. City Council Goals For City Manager – Twelve Months

For the next 12 months focus on:

- a. Developing a 50 Year Action Plan (e.g., General Plan Update and Infrastructure Funding Master Plan) to support the vision of a high performance City Council;
- b. Creating financial revenue opportunities (e.g., property & sales taxes) that include sustainable local jobs and professional businesses;
- c. Hosting quarterly meetings with Mayor and/or City Council Ad-Hoc to review progress on the Draft Strategic Plan;
- d. Establishing public safety service expectations with measurable goals and controls for City's contract with Los Angeles County Sheriff's;
- e. Preparing Request For Proposals (RFP) for General Plan update, Sewer & Street Funding Plan, Parks Master Plan, Information Technology (IT) Plan; and Citywide way finding signage program with a new City theme and branding.

As you will note from the City Council's six and twelve month goals for the City Manager, I have prepared a "Road Map" to transform the current status quo City organization into a high performance organization which will be presented to the City Council at their Special Budget Session meeting of June 22, 2010.

Draft Fiscal Year (FY) 2010-11 Economic Development Work Plan Outline

Consistent with the City Council's direction at the May 8, 2010 City Council Goal Setting workshop (i.e., that I solidify the City's Economic Development and Redevelopment efforts), I have prepared a Draft Fiscal Year (FY) 2010-11 Economic Development Work Plan outline that will serve as a foundation and guide for the City Council/Community Redevelopment Agency (CRA) Board and staff to implement during the upcoming fiscal year. Eventually, this draft

work plan will morph from a foundation plan to a formal multi-year Economic Development Strategic Plan as resources allow.

It is important to note that if approved by the City Council/CRA Board, staff will implement this Draft Economic Development Work Plan concurrently with the CRA's upcoming work to extend the time limits for the Rosemead Boulevard Project Area and possibly expand the Project Area's boundary to include Las Tunas Drive and other industrial areas.

Draft Fiscal Year (FY) 2010-11 Economic Development Work Plan

I. Act on behalf of existing or first time businesses.

- a. Identify a City business ombudsman to facilitate a business' interaction with the City; and
- b. Assemble a multi-agency liaison team and identify roles and responsibilities.

II. Build and enhance City programs that support, retain, and attract new businesses.

- a. Formalize a City business visitation program and team;
- b. Identify targeted businesses/sectors;
- c. Assess existing City programs and propose changes as needed; and
- d. Assist in marketing partner programs.

III. Define clear processes for new business.

- a. Review and revise existing methods that create a simplified and transparent development review and entitlement process for businesses and developers;
- b. Review, revise and automate business license processes for greater efficiencies and economies;
- c. Identify key liaisons with utility and other service providers in order to understand their needs and processes; and
- d. Identify and market the steps to open a new business in the City.

IV. Build the Temple City Chamber's capacity.

- a. Review and assess the Chamber's annual accomplishments as well their member retention and diversify their recruitment of new upcoming and coming business members; and
- b. Institute an annual work program with performance benchmarks for future City funding.

V. Promote available resources; identify and develop others.

- a. Make Buxton's SCOUT web based tool available to the business community;
- b. Invest in LoopNet or other industry standard database for commercial and industrial property listings;
- c. Create relationships with the brokerage community to promote/market commercial and industrial sites;
- d. Provide a business resource library on the City's website;
- e. Assemble a City incentives toolbox;
- f. Educate on community of retail realities based on Buxton ID retail matches for City; and
- g. Use the City's newsletter to highlight new and upcoming business openings.

VI. Understand Temple City's market profile and cost of doing business.

- a. Create a market profile for Temple City based on industry data (not Census 2000 information such as Nielsen Claritas);
- b. Matrix the cost of doing business in Temple City versus surrounding communities.

VII. Expedite development/infill development approvals.

- a. Work with the business community to formalize reasonable approval processes and turn-around times; and
- b. Adopt expedited permitting and approval processes based on priority needs and sectors.

VIII. Get the right people in place.

- a. Hire a quality economic development staff member;
- b. Educate key staff in various departments of their specific responsibilities for economic development; and
- c. Build, engage and educate community stakeholders through workshops with Temple City Chamber of Commerce.

IX. Pursue specific planning efforts that are long lasting and market-driven.

- a. Develop a phased scope of work for a commercial corridors specific plan on Las Tunas Drive;
- b. Pursue long-term redevelopment plan expansions and amendments;
- c. Complete the City's five-year strategic plan for economic development;
- d. Consider options to update the City's general plan and its various elements;
- e. Assess the feasibility of City/Agency land banking for future development partnerships.

X. Identify key development/infill opportunities.

- a. Identify key development sites (e.g., Las Tunas Drive and Rosemead Boulevard, Temple City Boulevard, and Lower Azusa Road Corridor) for focused attention;
- b. Assess whether marketing the sites at International Council of Shopping Centers (ICSC) and other venues is premature; if not, let's pursue them now in preparation for the 2011 ICSC Annual Conference;
- c. Develop specific development reviews and tasks required for each identified site; and
- d. Determine future infrastructure needs required of identified sites and possible uses/tenants.

The aforementioned Draft Economic Development Work Plan outline will be presented and discussed by the City Council in their capacity as the Community Redevelopment Agency Board at their Special City Council meeting on June 29, 2010, at which time the public will also have an opportunity to comment on any part of this draft work plan outline.

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)

National Trust for Historic Preservation (NTHP) Grant Update

On June 1, 2010, the City Council adopted Resolution 10-4670 authorizing the City Manager to apply for a National Trust for Historic Preservation (NTHP) grant. On Tuesday June 15, 2010, staff submitted a complete application for the NTHP grant, funded by the Los Angeles County Preservation Fund. The maximum grant award amount is \$10,000 and the grant monies would be used to prepare a much-needed historical resources survey for Temple City, laying the groundwork for a comprehensive historical preservation program in the City. The survey would also identify historic resources that may be eligible for inclusion on a local, state, or national register of historic resources. This would allow the community to become engaged in the preservation of our historical, cultural, and architectural resources.

Carl's Jr. Hours of Operation Update

Recently, Councilmember Sternquist requested that staff check into the issue of Carl's Jr. operating 24 hours a day. Specifically, there were concerns about safety during the late evening and early morning hours of operation. After researching the documents approving the Carl's Jr. restaurant, it was discovered that one of the conditions of approval set forth in Resolution No. 86-2684 states that no drive thru operations are permitted between the hours of 10:00 p.m. and 7:00 a.m. Therefore, Carl's Jr. is currently in violation of their conditional use permit.

Last week, staff contacted the store's management to make them aware of the violation, and followed up the conversation with a letter. To remedy the situation, Carl's Jr. could apply for a modification of their conditional use permit to change this condition of approval, or they could

comply with the permitted drive-through hours of operation. Carl's Jr. was given 30 days to comply with the conditions of approval, or apply for a modification of the conditional use permit.

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

Walter P. Temple Bust

Josette Temple continues to express her appreciation to the City for the various 50th anniversary events. She has also expressed her concern about the location selected for the placement of her grandfather's bust, at the southeast corner of the park. Ms. Temple feels placing the bust at the far corner of the park would expose it to damage and/or vandalism. Her preference would be for the bust to remain in its current location in City Hall.

50 Years in Town

We continue to receive calls from residents that have lived in town 50 years or longer. They are added to the "50 Years in Town" list and given a yard sign to display. To date, over 70 signs have been distributed and more than 150 long time residents are now on the list. Additional signs have been ordered.

Summer Concert Series

The 1st Marine Division Band from Camp Pendleton kicked off the 2010 summer concert series with an outstanding performance Wednesday evening. The band played a mix of traditional marches and patriotic songs along with some big band/swing favorites. A very enthusiastic crowd showed their appreciation until well after 9 p.m. Our 500 hot dogs were given out before the concert began. Next week Ronny & the Classics will take the stage and free root beer floats will be given out.

Live Oak Park Playground Equipment

The bid notice for the Live Oak Park Playground Equipment Replacement Project (P10-04) will be published on June 18, 2010, and the bid opening is scheduled for Tuesday, July 6, 2010. The bid notice and project specifications are also available on the City's website.

Dial-A-Ride Update

We are receiving quite a few calls and applications from residents of unincorporated Los Angeles County areas regarding the Dial-A-Ride program. The Dial-A-Ride brochure has been updated to reflect the City Council's recent addition of county residents and a new application has been prepared and new cards for county residents ordered. All of the updated information is available on the City's website. Applications can be downloaded and completed, and then mailed, faxed, emailed, or hand delivered to City Hall along with the required identification. As a reminder, the Dial-A-Ride service for county residents begins on Thursday, July 1, 2010.

Department of Public Services (Public Services Manager Bill Tidwell)

Traffic Signal Project Updates:

- **Temple City Boulevard at Ellis Lane**

The installation of the new traffic signal was completed ahead of schedule on Friday, June 4, 2010. Traffic striping and activation for the new signal was accomplished on Tuesday, June 15, 2010. The traffic signal is now installed, activated, and functioning correctly. Signal ahead signs and traffic striping are in place to notify drivers of the approaching traffic signal. Four way flashing red lights were initially used to get everyone acquainted with the new signal.

- **Temple City Boulevard at Las Tunas Drive & Baldwin Avenue at Olive Street**

The low bidder for the signal upgrades on Temple City Boulevard at Las Tunas Drive and Baldwin Avenue at Olive Street must submit some clarifications to their bid before the bid is certified to present to the City Council for award of the contract. The scope of work consists of traffic signal modifications, which includes left-turn phasing, safety lighting and the pedestrian countdown feature at these intersections.

- **Rosemead Boulevard Intersections**

Construction is set to begin on July 12, 2010. The project will modify traffic signals on Broadway and Longden Avenue at their intersections with Rosemead Boulevard. The anticipated completion date of the construction is August 20, 2010.

Tree Safety in Temple City

Many more limbs came down this week and the tree crews were kept busy responding to down or broken hanging limbs. Residents are urged to inspect the trees on and around their property for any signs of tree limb failure or stress. The damage and stress caused by this past storm season, and the excellent growing conditions that it created, are causing damaged limbs to put on more weight as new leaves develop. The added weight from water absorption puts damaged limbs at higher risk of falling. If any trees in the City right-of-way are observed to have stress or damage, residents are encouraged to call City Hall at (626) 285-2171, and report the problem. Tree crews will respond to take care of the tree.

New City Services Representative

On June 1, 2010, the Los Angeles County, Department of Public Works assigned John Huang as the new City Services Representative for Temple City. Mr. Huang, who assumed the responsibilities from Menerva Ariki, previously worked as the City Services Representative for the West San Gabriel Valley Cities and has ample experience in providing required services to customer cities.

Mr. Huang recently met with Public Services Manager Bill Tidwell and Lead Tree Foreman Rob Cruse and will be coordinating monthly meetings with all of the County's service provider divisions to improve notification of work schedules and follow up on invoicing inquiries. These meetings are scheduled to begin in July 2010.

PREVIEW OF UPCOMING CITY COUNCIL MEETING AGENDA ITEMS

JUNE 29, 2010 (SPECIAL MEETING)

ALL DEPARTMENTS

Annual Service Agreements

CITY CLERK

Conflict of Interest Code Biennial Review Authorization

Designation of Voting Delegate and Alternate for League Annual Conference

FINANCIAL SERVICES DEPARTMENT

Prop A Bus Pass Subsidy

Athens Agreement (Increase)

Public Hearing: Adoption of FY 2010-11 Budget, Gann Limitation, etc.

PUBLIC SERVICES DEPARTMENT

Public Hearing: Adoption of Temporary Overnight Parking Permit Fee Structure

JULY 6, 2010 MEETING

CITY CLERK

Street Banner Request – St. Luke School

COMMUNITY DEVELOPMENT DEPARTMENT

Planning Commission Actions of June 8 Meeting

Planning Commission Actions of June 22 Meeting

Agreement with Habitat for Humanity – Rehab Program

FINANCIAL SERVICES DEPARTMENT

Financing Authority Annual Meeting

MANAGEMENT SERVICES DEPARTMENT

Presentation to Winners of Free Trash Service

Introduction of T.C. Sister City Students

Chamber of Commerce Monthly Update

Consideration of Appointment Process - Commissions

PUBLIC SERVICES DEPARTMENT

Award of Contract – Traffic Signal Upgrade

Authorization of Grant Application – Safe Routes to School

Approval of MOU with SGV Volunteer Center

**Public Hearing: Establishing Levy and Ordering Assessments for Citywide
Lighting and Maintenance District**

JULY 20, 2010 MEETING

CITY CLERK

Designation of Voting Delegate and Alternate for League Annual Conference

COMMUNITY DEVELOPMENT DEPARTMENT

Public Hearing: Intro of Ordinance re Hedge Heights in Residential Zones

PARKS AND RECREATION DEPARTMENT

Award of Contract – Live Oak Park Playground Equipment

AUGUST 3, 2010 MEETING

COMMUNITY DEVELOPMENT DEPARTMENT

Planning Commission Actions of July 13 Meeting

PARKS AND RECREATION DEPARTMENT

Parks & Recreation Commission Actions of July 21 Meeting

MANAGEMENT SERVICES DEPARTMENT

Chamber of Commerce Monthly Update

TEMPLE CITY CRIME BLOTTER
JUNE 9 THRU 14, 2010

June 9, 2010

Narcotics Arrest: In the evening hours, deputies on patrol detained the driver of a vehicle and the passenger for littering and a broken tail light. When the female driver was asked to produce her driver's license, narcotic paraphernalia was observed in plain view. Both the driver and passenger were then detained pending a narcotics investigation.

After further investigation, the 39 year old female driver from the City of Industry was arrested for possession of narcotic paraphernalia and for being under the influence of a controlled substance. The 32 year old passenger from South Gate was arrested for possession of a controlled substance, under the influence of a controlled substance and possession of narcotic paraphernalia.

June 10, 2010

Robbery: At approximately 10:45 p.m., a 44 year old male from Temple City was riding his bicycle northbound Rosemead Boulevard, when he came in contact with three male Hispanic juveniles, two of them who he has known for years. One of the males asked the victim if he could borrow \$20, however, the victim offered to loan him \$10.

Once the victim produced the money, he was struck in the back of the head with an unknown blunt object and fell to the ground. Once the victim came to, he noticed his wallet containing \$120 was gone and so were all three males. The victim suffered a laceration to the back of his head and to his forehead. He was treated at the scene by L.A. County Fire and transported to San Gabriel Community Hospital for further treatment. The investigation is on-going.

**Residential
Burglary:**

Between 10:00 p.m. on 6/10/10 and 6:30 a.m. on 6/11/10, a residential burglary occurred to a home under construction in the 9800 block of Val Street. Person(s) unknown cut the padlock to the chain link fence and stole approximately \$8,000 of the contractor's tools from the garage.

June 10, 2010(continued)

Narcotics Arrest: Deputies stopped a vehicle in the 5600 block of Santa Anita Avenue for a traffic violation. After further investigation, deputies confirmed the driver was driving without a license and appeared to be under the influence. At the conclusion of the investigation, the driver was arrested for driving without a license, driving under the influence and possession of a controlled substance.

June 11, 2010

Shoplifting

Arrest:

At approximately 4.50 p.m., "K-Mart" loss prevention officers observed a female shoplifting. When the female exited the store without paying for the merchandise, she was detained pending law enforcement arrival. After further investigation by deputies, the 39 year old female from South Gate was arrested for felony shoplifting.

June 12, 2010

Residential

Burglary:

Between 4:30 p.m. on 6/12/10 and 8:30 a.m. on 6/14/10, a residential burglary occurred to a home under construction in the 10900 block of Daines Drive. Person(s) unknown forced open the rear kitchen door and stole some of the contractor's tool worth approximately \$2,200. Due to the home being under construction and unable to contact the homeowner, it is not known at this time if any other items were missing.

June 13, 2010

Vehicle Burglary: Between 9:30 p.m. on 6/13/10 and 5:00 a.m. on 6/14/10, a vehicle burglary occurred in the 4900 block of Doreen Avenue. Person(s) unknown shattered the front passenger side window and stole a cordless drill and a nail gun. The loss was estimated at approximately \$700 and the damage to the window was estimated at \$350.

