



## City Manager's Update

**To: Mayor and Members of the Duarte City Council**

**From: Darrell J. George, City Manager**

**CC: Department Heads, Deputy City Manager, City Staff**

**Date: August 2016**

**The City Manager's update is a monthly news source designed to update the Council, staff and community on the various issues that Departments are working on in addition to the status of items raised by the City Council during regular meetings. Note: Information included in this report is only "new" and/or "updated" and as a result it does not repeat the background information that was given in previous reports.**

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## City Manager's Office

**Post Fish Fire Disaster Preparedness Community Meeting-** The City Manager's office assisted the Public Safety Department in preparing for the September 6, 2016 Post Fire Disaster Preparedness community meeting at Valley View Elementary School. Specifically, staff created a new section on the city website dedicated to providing residents and property owners at risk of being impacted by the aftermath of the Fish Fire. The following information has been made available on the city website: FAQ's, Fish Fire impact area emergency online registration form, Fish Fire impact area K-Rail information, LA County Fire Ready, Set, Go! Information and sandbag information. Staff has also assisted with preparing materials including the event flyer and program. Additionally, staff was on site at the event to provide support and coordination. We are also working with KGEM to bring the production to both our DCTV channel and website since the DCTV editing equipment is not working.

**Grocery Outlet Meet & Greet-** City staff organized a meet and greet to welcome the owners and executive staff from Grocery Outlet, on August 11, 2016 in the Community Center Lounge. City Council members, Duarte Chamber of Commerce staff and board members, and City staff attended to welcome Grocery Outlet. The reception was well received by Grocery Outlet owners and executive management, as a City has not provided such a grand welcome before. Grocery Outlet also held a well-attended ribbon cutting celebration on September 1<sup>st</sup> and grand opening celebration on September 3<sup>rd</sup>. Grocery Outlet also selected the City's Parks and Recreation Financial Assistance Program as the beneficiary of a Facebook fundraiser that netted the program \$2,000.

**Women's Business Expo & Planning Committee-** Staff is a member of the Women's Business Expo Planning Committee, spearheaded by Duarte Chamber of Commerce staff and board this year. Staff has assisted with securing the venue site, providing documents from last year's Expo, identifying speakers, making recommendations for the program, conducting outreach, and assistance at the event. The event was held on September 10<sup>th</sup> from 9am-2pm and was attended by approximately 50 participants and 19 vendors.

**Receptionist Position & Recruitment Process-** An open recruitment has begun to fill the receptionist position within the City Manger's office due to the recent announcement of Yesenia Serna filling the Community Development Tech position. The receptionist is responsible for assisting the public, answering the switchboard, and performing a variety of clerical work. Applications must be received by September 22, 2016 and our office is hoping to have a permanent replacement sometime in October.

**Business Visitation Program-** Manager's Office staff joined members of the Duarte Chamber of Commerce, the FWIB and San Gabriel Valley Economic Partnership and visited approximately 10 businesses on August 2<sup>nd</sup>. The ongoing business visitation effort serves as a means to continue fostering relationships between the City and the local business community.

**Community Wide Survey-** The City Manager and Deputy City Manager met with key staff from the City of West Hollywood, who recently completed a citywide comprehensive survey, to collect information about their process. West Hollywood staff shared information about best practices including how to structure the RFP, an overview of consultants specializing in survey design, community engagement to ensure a high response rate, and data analysis and presentation.

**Time Warner/Charter Meeting-** The City Manager and Deputy City Manager met with representatives from Time Warner and the Council to discuss the possibility of the City becoming a Internet Service Provider (ISP) and providing high speed internet both to the business community as well as creating a network of hotspots throughout the City to ensure community youth have access to complete web based assignments.

**City of Hope/City of Duarte Rose Float** – Staff recently met with City of Hope staff to discuss final designs for the Rose Parade float and plan for activities in association with the float including Duarte Day.

**City Manager Liability Trust & Oversight Committee** - The City Manager recently met with other City Managers associated with the Contract Cities Liability Trust Fund and Oversight committee to discuss potential changes in the committee make-up. More meetings are being scheduled to deal with the complexity of the topics and to discuss potential recommendations.

**Active.Net** - Staff continues to provide Parks and Recreation staff assistance as they rollout Active Net to Duarte residents on September 12<sup>th</sup> in conjunction with fall program registration. This includes updating the website to include relevant and easy to navigate information for Active.net registration, social media reminders, etc.

**Edison Grants** – The City had the opportunity in August to apply for several Edison community grants offered via its public affairs division. Successfully awarded grants included dollars for a DART College Preparation seminar series, the annual Peace Unity March, Earth Day, City picnic, and the Friends of the Library STEM learning efforts.

**San Gabriel River Homeless Project** – City staff met with staff from the cities of Irwindale, Azusa, the Corp of Engineers, and LA County Sheriff's to determine next steps regarding numerous homeless encampments north and south of Route 66 along the San Gabriel River. The group reconvened for bird nesting season is coming to a

close September 15<sup>th</sup> and walked thru the various encampments in the Azusa/Corp property and the La County Parks Division/Corp property. The main action items were identified as:

1. City staff contacted LASD Cops Bureau to discuss encampments south of Huntington;
2. Azusa PD will work with LAHSA on outreach on the Azusa side;
3. Corp of Engineers contractor will survey both areas to determine the cost associated with removal of trash;
4. City staff is coordinating with Burrtec and Azusa on needed number of trash bins and public works staff to complete cleanups;
5. Groups goal is to work with these encampments during the month of October and complete clearance on sites both north and south of Route 66 before the end of the month.

Twitter Followers- 2,591

Tweets- 120

Facebook Likes- 1,787

Instagram Followers- 603

Press Releases – 4

Electronic Sign Video – 22

## **Administrative Services Department**

### **Finance Division**

- **FY16 End of Fiscal Year Processes** – Finance Staff is working diligently to wrap up the fiscal year by analyzing balance sheet accounts, reviewing expenditures and revenues for proper placement and conducting numerous other year-end activities.
- **Active.Net Implementation** – Although Active.net is primarily a Parks and Recreation Department software implementation; it does have significant overlap with the Finance Staff. Plans were formulated to formalize the flow of payment information from the three (3) new point-of-sale devices to the finance department, documentation and processing of cash and checks as well as adoption of proper control of checks and currency. The final workflow will be adopted after the software has been in use for a few weeks to allow for actual experience to be incorporated into our plans.
- **Overnight Parking Pass Purchase** – The Public Safety Department has implemented in conjunction with Public Safety an electronic overnight parking pass purchase program. This consists of a Kiosk in front of City Hall, 1600 Huntington Drive and the use of a free mobile app, Waytopark, or their website at [www.waytopark.com](http://www.waytopark.com). This new software, is almost entirely credit card based and the Finance Staff is involved in the proper recording and documentation of the electronic payments received.
- **Business License Activity** – The table below shows a total of business licenses (28 new and 132 renewed) processed during the month of August 2016.

<b><u>New License</u></b>	<b><u>August 2016</u></b>
Fixed Location	1
Home Occupation	2
Rental Complex	0
Other Businesses	0
Outside Service	2
<u>Contractors</u>	<u>23</u>
<b>Total New</b>	<b>28</b>

<b><u>Renewed License</u></b>	<b><u>August 2016</u></b>
Fixed Location	41
Home Occupation	13
Rental Complex	3
Other Businesses	1
Outside Service	12
<u>Contractors</u>	<u>62</u>
<b>Total Renewed</b>	<b>132</b>

There was one (1) new Fixed Location business in August 2016:

Papa John's Pizza, 1215 Huntington Dr., Restaurant

85 entities purchased business licenses for construction activity within the City limits in August 2016.

## **Human Resources Division**

### **New Hires**

- *Full Time Position* – The Community Development Department completed their recruitment for a Community Development Technician and filled the vacancy with an in house candidate, Yesenia Serna. Yesenia will begin her new position with the Community Development on Monday, September 26<sup>th</sup>.
- *Part Time Temporary Positions* - The Transit Division hired a new Bus Driver to fill an existing vacancy and ensure all routes are covered.

The Public Safety Department has hired a Crime Prevention Intern to fill a recent vacancy resulting from a resignation.

### **Open Recruitments**

- *Full Time Positions* – The City Manager's Department is recruiting to fill the soon to be vacant City Hall Receptionist position. Applications will be accepted until September 22<sup>nd</sup>.

- *Part Time Temporary Positions* - The Parks and Recreation Department is currently seeking candidates for two Recreation Leader positions; Football Coach and Volleyball Coach. Applications will be accepted until the positions are filled.

The Public Safety Office has completed interviews for the Animal Control Officer Position, which closed May 5, 2016 and has selected two candidates who are currently completing the hiring process.

Public Safety is seeking a Community Services Officer for the 3:00 am- 6:00 am shift resulting from a resignation.

Applications for the College Intern for the Human Resources Division are currently being reviewed.

The Transit Division continues to search for qualified Bus Drivers and is actively accepting applications.

Staff continues to seek talent to fill the part-time temporary Fee & Charge Instructor position and encourages submission of a Class Proposal Form, along with an employment application.

### Transit Division

- **Duarte Transit** – The table below summarizes the number of passengers using the Duarte Transit system in the month of July 2016.

### PASSENGERS

TRIP	TOTALS			TOTALS AND AVERAGES	
	WEEKDAYS GREEN	BLUE	SAT. GREEN	SERVICE DAYS WEEKDAYS	20
5:44	352			SATURDAYS	5
7AM	744	417	22	<b>TOTAL PASSENGERS:</b>	
8AM	499	625	87	WEEKDAY GREEN RT.	7,091
9AM	523	721	98	WEEKDAY BLUE RT.	8,146
10AM	568	845	121	SATURDAY GREEN RT.	1,157
11AM	535	801	117		
12PM	537	919	115	<b>TOTAL FOR MONTH</b>	16,394
1PM	612	614	189	<b>DAILY AVERAGES:</b>	
2PM	571	664	123	WEEKDAY PASSENGERS	762
3PM	624	769	103	5:44 PASSENGERS	18
4PM	373	753	97	SATURDAY PASSENGERS	231
5PM	310	691	85	GREEN WEEK DAY TRIP	30
6PM	365	327	0	BLUE WEEK DAY TRIP	34
7PM	293				
8PM	150				
9PM	35			GREEN SATURDAY TRIP	23
<b>TOTAL</b>	7,091	8,146	1,157		

## **Community Development Project Updates**

### **Planning**

**Town Center Specific Plan** – The Planning Commission held a public hearing on the Town Center Specific Plan on August 15 and recommended approval of the plan to the City Council. A public open house was held just prior to the commission meeting to showcase the plan to the community. The Town Center Specific Plan is creative and forward thinking; and it sets in place standards and guidelines that will encourage quality growth in the heart of the city and will provide incentives to develop the community in a better way. The plan is also a strong economic tool for the city. The City Council will be considering final approval of the Town Center Specific Plan and the related Final Supplemental EIR for the project at its September 13 meeting.

**FX Hotel Project (1230 Huntington Drive)**- Plans have been submitted for the proposed FX Hotel project. Staff is dedicating considerable resources to provide an expedited plan check in preparation for the first public hearings, anticipated for October. The project proposes 139 hotel rooms, 87 condo units, and approximately 16,000 s.f. of dining and lounge area, 4,500 s.f. of banquet space, 4,500 sf of medical office and roughly 485 parking spaces within two (2) buildings. Staff will be working with the applicant's design team to make revisions to the plans to address Code issues over the next several weeks.

**Town Center Mixed Use Project** – At its August 23 meeting, the City Council approved an Exclusive Negotiating Agreement with MJW Investments for the 2.29 acre property at 1415-1437 Huntington Drive, a property owned by the Duarte Housing Authority. This agreement will allow the City and developer to develop a plan for the sale then development of the property with a mixed use project that would include market rate, residential units and ground floor commercial uses.

**Third Street Residential Development (1101 Oak Ave & 1634 Third Street)** – The proposed project includes the removal of the existing Public Facilities building, Montessori school and Chamber of Commerce to construct 18 two-story units with attached garages and relocate the existing park. Staff has completed the first initial review of the project and is awaiting resubmittal of the plans. Staff is currently working with the consultant to complete the traffic analysis and other required studies to complete the CEQA review. The second neighborhood meeting is projected for mid to late September.

**Duarte Inn Site improvements (1200-1212 Huntington Drive)** – Staff is currently reviewing plans for extensive façade and site improvements for the existing Duarte Inn and retail strip building located south of the El Pollo Loco Restaurant. Site improvements include restriping the existing parking lot, relocate and upgrade trash enclosures, upgrade site lighting, installation of landscaping and a comprehensive sign program. The proposed project is expected to go before the Architectural Review Board before the end of November.

**Walk for Hope (City of Hope)** – Staff is working closely with the hospital’s event coordinator for the annual Walk for Hope 2k/5k fundraising walk that will take place on November 6, 2016. The Walk for Hope is a 2k/5k walk that benefits research, treatment, and educational programs at City of Hope. The event officially opens at 8:00 a.m. with opening ceremony at 9:45 a.m. The walk will begin at approximately 10:00 a.m. There will be entertainment (music, bands, etc.) upon the participants arrival back to campus and the event will end at 12:30 p.m.

**Grocery Outlet (1322 Huntington)** - The interior and exterior improvements for the new Grocery Outlet store are complete and the store began operation September 1, 2016. The Grocery Outlet will provide an added convenience to the community with a large selection of grocery items at reduced prices, as well as many other household products. The building has been well designed and has set the standard for future improvements to the remainder of the shopping center.

**City of Hope Master/Specific Plan** - Work on the COH Specific Plan and EIR has been progressing over the past several weeks. Fehr & Peers, the traffic and circulation sub-consultants, are nearly complete with the review and analysis of proposed project conditions and potential impacts. A meeting with Caltrans, Fehr & Peers and the City is set for early this month. This meeting will provide a forum for Caltrans and our traffic consultants to discuss the methodology behind the final traffic study and to determine any potential mitigation related to project impacts. Placeworks, the primary consultant working on this project, has submitted a majority of the draft Specific Plan to Staff for review and comment. We continue to work on revisions to the document, reviewing new chapters of the Plan and preparing for the future release of the Draft document for COH and public review. Placeworks, has been finishing third party peer review of other environmental studies submitted by COH. While this part of the EIR process continues, Placeworks is progressing with chapters of the EIR that are not reliant upon third-party reviews. We are anticipating that the EIR and Specific Plan will be ready for public release in fall.

**Windstorm Planting Grant** - The Los Angeles County Regional Park Open Space District has approved the City's request to extend the Windstorm Tree Planting Grant. The scope of work for the grant extension includes removal of approximately 40 trees and stumps along Huntington Drive that are either causing damage around the tree, diseased, leaning into the public right-of-way, or are otherwise a hazard to public safety. After that, these locations would receive a new 24" box tree planted to match the City's Street Tree plan. Staff is also coordinating the removal and replacement of sidewalk, curb and gutter that is damaged around many of the identified trees. Funding for these repairs will be provided through a portion of the Annual Citywide Concrete Repair budget.

**City of Hope Construction & Development Activities** - During the past month, the City of Hope (COH) has made progress on the following projects:

- Bright View (formerly Valleycrest landscaping) is currently installing plant materials for the re-landscaping project along Buena Vista Street.
- COH has completed the Office of Statewide Health Planning and Development (OSHPD) decommissioning of the Familian Building. At this point, COH has discussed a phased implementation plan related to ADA accessibility upgrades in and around the Building. COH has generally planned the phasing around tenant improvements to the building. Furthermore, COH has also indicated

their desire to construct an addition onto Familian in the near future. This project would require full implementation of the ADA upgrades before breaking ground.

- Plans and a temporary use permit for the installation of a small vivarium have been submitted. This project is being reviewed.
- Fire sprinkler and a minor tenant improvement project have been approved for the Brawerman building.
- Plan checking has been completed on a procedure room within the Brawerman building.

**Gold Line Foothill Extension** – Staff continues to work with the Foothill Gold Line Authority on several activities:

- Adjustments to signal timing and modifications to the intersection signal heads continue to be coordinated between METRO, Authority, Monrovia and Duarte.
- The final public works project related to the Gold Line, a Gas Company vault modification on Duarte Road east of Mountain Avenue, has been funded by the Authority and scheduled for construction by the Gas Company.
- The Authority and City are now working on the details related to disposition of the vacant parcels at the southeast corner of Duarte Rd./Mountain Ave.
- The Authority has recorded and provided the City with Gold Line property conveyances. These consist of easements and small property transfers primarily related to public works infrastructure (sidewalks, signal equipment, etc.).
- The City continues to wait for submittal of Authority "as-built" project plans for City review and eventual archiving.

## **Building**

Permits Issued 2016 – January 1 – August 31

Total Permits Issued: 435

Commercial:	80
Residential:	355

## **Public Works**

**Fish Fire Preparation** – The Public Works Division is currently implementing post Fish Fire mitigation measures that were developed in coordination with United States Department of Agriculture Natural Resources Conservation Service (USDA-NRCS), Los Angeles County Department of Public Works (LACDPW), Angeles National Forest (FS) and the Duarte Unified School District (DUSD). Public Works will present the mitigation measures consisting of k-rail, deflector wall, parking restrictions, traffic control and sandbags for the community meeting that was held on Tuesday, September 6<sup>th</sup>, 7:00PM at Valley View Elementary. In addition, Public Works is securing funding through USDA-NRCS for the installation of various mud and debris flow protection measures. These projects are anticipated to be in construction in September 2016.

**Gold Line Grade Crossings** – Ongoing, Public Works is working with Los Angeles

Metro to improve traffic circulation concerns associated with the Gold Line operations. Train frequency/demand is impacting the traffic signal efficiency at Mountain Avenue grade crossings. Modifications are being made to improve traffic concerns.

**Capital Improvement Projects** – The Public Works Division is currently soliciting for bids of the Gold Line Station Pedestrian and Bicycle Improvements, Removal of Architectural Barriers for ADA Improvements FY 2016-2017, Highland Avenue Landscape Improvements, Fish Fire Storm Preparation and Fish Fire Deflection Wall Construction. These projects are anticipated to be in construction in September 2016.

**Community Development Block Grant Capital Improvements FY15/16** – Staff is working on plans, specifications and estimates for the Bradbourne Avenue (between Royal Oaks Drive and Huntington Drive) Street Improvement Project. The project consists of cold milling of existing pavement, new asphalt overlay, installation of permeable gutters to improve drainage, removal of driveway approaches and installation of sidewalk and ADA curb ramps. The project will be advertised for public bids in September 2016.

**Crack Seal and Slurry Seal Street Improvements – Phase II** – The Public Works Division is generating plans, specification and estimates the Crack Seal and Slurry Seal Improvements Phase II. The project will be advertised for public bids in September 2016.

**Rio Hondo / San Gabriel River Water Quality Group** – The Water Quality Group is coordinating the formation of a Joint Powers Association to handle various Water Board matters and interviewing various consultants to perform a Feasibility Study for stormwater projects. The Water Quality Group is planning to bring these items to their City Councils for authorization.

**Huntington Drive Traffic Study** – The City hired Albert Grover and Associates to perform traffic counts and analyze traffic circulation along Huntington Drive at signalized intersections. The results of the study will provide recommendations on future intersection improvements.

**Public Utility Improvements** – The Public Works Division is plan checking and inspecting citywide public utility improvements within the City's right-of-way. The following projects are considered priority by the utility companies and are scheduled for work lasting more than three business days:

**California American Water Company:**

Spinks/Bliss Canyon Gradient Reduction – Staff has reviewed and approved and is currently coordinating with California American Water to start construction on approximately 1,500 linear feet of 8" water line on Las Lomas Road between Willowglen Drive and Markwood Street and on Markwood Street between Las Lomas Road and Vineyard Avenue.

Lemon Gradient Reduction – Staff is finalizing the review of multiple project area locations for the "Lemon Gradient Reduction" proposed water line. The project consists of the installation of an 8" water line and 1" water services in addition to the removal and installation of necessary appurtenances to

complete the water line project. The project areas are located on Mountain Avenue between Huntington Drive and Bloomdale Street, Park Rose Avenue and Maynard Avenue cul-de-sac streets east of Mountain Avenue, Duarte Road at Earlington, Bradbury Avenue between Huntington Drive and Central Avenue, Central Avenue east of Bradbury Avenue, and the horseshoe streets east of Bradbury; Bloomdale Street, Broadland Avenue, and Maynard Avenue.

**Southern California Gas Company:**

Staff is currently plan checking the installation of approximately 3,000 linear feet of gas pipe at Calle Adra, Calle Villada, Calle Martos, Calle Linares, and Calle Malaga.

**Southern California Edison:**

Staff is coordinating with SCE to remove and replace 17 deteriorated poles on Duarte Road between Mountain Avenue and Buena Vista Street.

**Telecommunications:**

Staff is working with the Giggle Fiber's engineering contractor to finalize the projects on Huntington Drive between Mountain Avenue and Buena Vista.

Horizon Underground Inc. is installing fiber for Time Warner to provide service at the wireless communication tower. The project is located on Buena Vista Street between Galen Avenue and Kelwill Way.

**Field Services**

Projects Completed:

- Completed the landscape renovation at the new Grocery Outlet. Improvements were made to the city owned portion adjacent to Huntington Dr. New drought tolerant shrubs and low water use irrigation systems were installed.
- Installed new parking pass ticket dispenser and light bollard at City Hall during the week of August 22<sup>nd</sup>.
- Installation of new LED mission bell lights has been completed in the parking lot at City Hall. Lighting will soon be controlled remotely to adjust usage by lowering wattage overnight.
- Landscape renovation completed at Hacienda Park. New plant material and updated irrigation have been installed along the east side of the park. Future improvements will involve the installation of more plant material along the west side in addition to mulch throughout the park.
- Crews completed the installation a new bus stop landing pad on Royal Oaks Dr. at Encanto Parkway to assist in the loading and unloading of Passengers.

Future & Ongoing Projects:

- Field Services crews will be installing (3) new LED mission bell lights at the new Grocery Outlet parking lot. This area is part of a maintenance district served by the City.
- Landscape renovation along Encanto Parkway south of Hacienda will resume. Improvements to include new drought tolerant plantings and conversion to low water use irrigation.

#### Emergency Call-Outs (after hours):

On August 22, emergency crews responded to a large tree limb down in the 3000 block of Fish Canyon. Tree contained a rotten section in the mid-trunk area resulting in the top portion of the tree breaking off.

### **Public Safety**

#### **Animal Control**

Please welcome aboard Jessica Helgeson as our new part time Animal Control Officer. Jessica has started training with our Code Compliance/Animal Control Officers and she will eventually be responsible for handling a majority of animal control related calls as well as canvassing for dog licenses.

#### **Emergency Preparedness**

The last of the Emergency Operations Center (EOC) equipment upgrades and replacement are set to be completed within the month of September.

#### **Homelessness**

The Public Safety Office continues to work with the City of Azusa and City of Irwindale regarding homeless issues in the riverbed area. The City of Irwindale informed staff that all of the area south of the Huntington Drive bridge is leased to Los Angeles County. Temple Station will coordinate with the County COPS team that is responsible for handling homeless related issues to ensure their participation in the clean up of the area.