



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: **September 30, 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.

CITY MANAGER'S OFFICE

Ribbon Cuttings; Grocery Outlet & Emerald Necklace Bike Path – Executive staff and owners from Grocery Outlet opened their doors to the Community and welcomed them on September 1st and September 3rd at a series of grand opening ceremonies. 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. Also during September, the long awaited Emerald Necklace Bike Path was formally opened to the Community at 11:00 am on September 15, 2016 at the trailhead adjacent to the City of Hope parking lot. The well-attended ceremony featured presentations from our Mayor, Supervisor Solis and representing Supervisor Antonovich, Kathryn Barger.

Receptionist Position & Recruitment Process – The recruitment to fill the receptionist position within the City Manager's office closed September 22nd. Several hundred applications were received. The receptionist is responsible for assisting the public, answering the switchboard, and performing a variety of clerical work. Interviews will be held for a permanent replacement sometime in mid October. As the process continues, we are delighted to welcome Crystal Martinez who will be serving as our interim City Hall Receptionist during this period. Crystal has an extensive background in local government working for several cities, and in many departments, including public works and the City Clerk's office.

Marketing Efforts – The Manager's Office staff joined members of the San Gabriel Valley Economic Partnership to work on the design of a regional marketing booth for the upcoming ICSC conference. Different from other years, where the booth consisted of a hybrid of various City signs and giveaways, this year's booth will have a high tech look and feel focusing on the best attributes of the valley as a whole. Although member City's will be able to bring an individual printed piece, the partnership will also have a unified piece. City staff is ensuring that the best of Duarte is prominently featured. Staff also met with the staff of the Santa Anita YMCA to determine

areas of mutual benefit and possible collaborations. Thanks to a grant from Edison, staff finalized a design and purchase of 11 custom easy ups. One in particular will serve as a City information booth that features a backdrop photo of the community and a custom tablecloth.

Community Wide Survey – The City Manager’s Office staff will be meeting this month with Dr. Fernando Guerra, Chair of the Center for the Study of Los Angeles, Loyola Marymount University regarding a county wide survey he is conducting that he would like the City to participate in. The survey looks at an extensive list of community characteristics and services and compares them countywide. Mr. Guerra’s work could eventually lead to the city retaining him to do the Duarte Community Survey.

FX Hotel – The City Manager’s office continued facilitating ongoing discussions with the proposed hotel developer and City of Hope during the month. The emphases of the discussions were on design, timing of the plan submittals, and associated permit fees. Developer continues, with the assistance of staff to refine the project.

City of Hope/City of Duarte Rose Float – Staff has confirmed the final date for our official “Duarte Day” volunteer event at the Rose Float Pavilion in Pasadena. The final date, Friday, December 30th was as close as possible to New Year’s Eve which allows volunteers the experience of actually placing flowers on the float, as well as more people having that day off from work in advance of the three day weekend holiday. Please mark your calendars and start time to inform your volunteers. This date fills up fast.

City Manager Liability Trust & Oversight Committee – The City Manager met again in September with other City Manager’s associated with the Contract Cities Liability Trust Fund and Oversight committee, to discuss and refine potential changes in the committee make-up, policies, member responsibilities and more.

Twitter Followers – 2,593

Tweets – 144

Nixle posts – 8

Nixle followers via email – 710

Nixle followers via mobile – 1,875

Facebook Likes – 1,787

Facebook posts – 61

Instagram Followers – 603

Instagram Posts – 46

Press Releases – 4

Electronic Sign Videos – 22

COMMUNITY DEVELOPMENT DEPARTMENT

Planning

Town Center Specific Plan – The City Council approved the Town Center Specific Plan at its September 13th meeting. The website for the project has been updated and will be used to advertise the specific plan area for the next 32 months at duartetowncenter.com.

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 and the Developer held a second neighborhood meeting on September 27th to gather input from those most effected. The meeting went very well and the project is progressing. The hearing process should begin in the next couple of months.

FX Hotel Project (1230 Huntington Drive) – The developer has had several meetings with staff and continues to make adjustments to the plans. Staff has been assisting the Developer in several ways, including being present at a meeting with the Fire Department and assisting in finding a qualified Traffic Engineer. No official application has been filed yet and it appears as if some additional revisions to the plans may be necessary to address Code and Fire Department issues.

Town Center Mixed Use Project (1415-1437 Huntington Drive) – Staff met recently with the Developer and its development team that includes The Richman Group and KTG Architects. Staff has also initiated the contract with RSG to develop an assessment of property value. The Developer will be meeting with some adjacent property owners over the next few weeks. Everything is going smoothly.

K-Rail Installation and Fish Fire Preparation – Installation of K-Rail and the deflection walls in the area impacted by the Fish Fire is almost complete. Signs outlining parking restrictions have also been installed. Over the next few weeks, Staff will continue to work on keeping the neighborhood informed, getting property addresses painted on k-rails and getting bids for emergency clearance.

PUBLIC SAFETY OFFICE

Animal Control

The Public Safety Department is pleased to announce and welcome aboard Omar Pinto as a part time Animal Control Officer. Officer Pinto brings with him a wealth of animal control experience having worked for the Los Angeles County Animal Care and Control Department for numerous years.

Crime Prevention/Intervention

Red Ribbon Week is coming up soon. It will be held the week of October 22-29. Festivities will begin with our annual red ribbon walk down Huntington

Drive from the Teen Center at 9AM on Saturday, October 22. During the week, each one of the elementary schools will promote a classroom poster contest, Northview will promote an essay and a poster contest and high school age students at Duarte High School and Mt. Olive School will be invited to take part in an essay contest.

Captain Coronne Jacob, Sergeant Dave Kearns, School Resource Deputy Rob Maclean, and Public Safety Staff will participate in the annual Unity March to be held November 5th.

Emergency Preparedness

The Public Safety Department in conjunction with American Red Cross volunteers will be walking the high impact post fire area during the month of October in an effort to promote residential emergency preparedness and readiness. Emergency preparedness flyers and tips will be handed out to residents in those areas.

The Public Safety Department conducted and completed our mandated State assessment to comply with National Incident Management System (NIMS) protocols.

The Public Safety Department oversaw the upgrade and relocation of the City Radio Repeater. The upgrade and relocation of the repeater was necessary to continue the functionality of the City radio system used by all City departments.

August 2016

**City of Duarte
Department of Public Safety
Monthly Report**

	Current Month	Same Mo Last Year	July 1st Date 2017	to 2016- 2016
<u>Animal Control:</u>				
Request for Service	39	33	89	72
Officer Initiated	11	9	27	23
Citations Issued	0	0	4	0
Warnings Issued	95	5	101	16
Dogs Impounded	2	2	7	9
Cats Impounded	1	3	4	3
Other Impounds	12	0	15	14
Dead Animals	9	11	21	26
Animals Relocated	14	5	17	12
Total Dog Licenses	552	633	2014	2181
<u>Business Compliance:</u>				
Request for Services	18	10	21	24
Officer Initiated	19	9	31	32
Citations Issued	0	1	1	6
Warnings Issued	5	7	9	20
Inspections	34	14	49	47
Letter Notification	2	2	2	4
<u>Residential Compliance:</u>				
Request for Services	33	25	79	63
Officer Initiated	108	82	222	187
Citations Issued	8	7	15	14
Warnings Issued	50	30	94	70
Inspections	152	89	295	198
Letter Notification	44	8	85	37
<u>Primary Residential Cases:</u>				
Owner Occupied:	169			
Rentals:	135			
Abated:	34			
New:	63			
	51			

August 2016 - continued

	Current Month	Same Mo Last Year	July 1st to Date 2016- 2017	July 1st to Date 2015- 2016
<u>D.A.R.T.</u>				
D.A.R.T. Members	8	5	12	6
Club Meetings	2	2	4	3
Club Activities	11	13	30	31
Participation Hours	1063	680	1802	1663.5
Cost Savings to City	\$4,750	\$2,988	\$8,110	\$5,108
Numbers of Youth Involved	42	34	85	63
<u>C.H.Y.L.L.</u>				
New CHYLL Members	3	0	3	n/a
Club Meetings	1	0	1	n/a
Club Activities	0	0	0	n/a
Participation Hours	10.5	0	10.5	n/a
Cost Savings to City	\$0	\$0	\$0	n/a
Number of Youth Involved	7	0	7	n/a
<u>Youthworks</u>				
New Youthworkers	1	3	2	4
Program Graduates	0	1	4	1
Service Hours	10	24	49	30
Cost Savings to City	\$100	\$216	\$490	\$270
Number of Youth Involved	1	3	5	4
<u>Community Outreach</u>				
New Block Captains	0	0	0	0
New Meetings	2	0	2	1
New E-mail Alert Sign ups	101	3	101	3
Web & E-mail Alerts	6	5	6	6
Special Events	2	3	3	6
<u>Targeted Outreach Work</u>				
New Contacts	22	70	48	n/a
New Case Management Clients	2	5	4	n/a
Program Referrals	17	67	37	n/a
Special Events	3	1	5	n/a