



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: **October 31, 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

Rainstorm Preparation - City Manager's office staff coordinated with the Public Safety office and Community Development in order to prepare for the predicted rainstorm beginning Friday, October 28th as advised by the National Weather Service. City Manager's staff executed the following: continuous messaging to residents on City communication platforms including social media platforms, City website, electronic sign, and Nixle; monitoring all communication platforms and responding to resident questions; media interviews with ABC7 and KNX 1070 News Radio; and staffing the Emergency Operation Center. Staff was fully prepared and equipped to respond to an emergency situation however a rainstorm did not occur as predicted.

Receptionist Recruitment Process - The recruitment process to fill the receptionist position within the City Manager's Office closed September 22nd. Over 150 applications were received. Interviews were conducted by an outside panel on October 17th with four, well-qualified candidates emerging. The top 4 candidates were interviewed by the City Manager and Deputy City Manager on October 25th. A job offer has been extended and staff is awaiting the completion of the background check process. The new receptionist will start some time in November.

Dagupan Delegation Visit - The City Manager's Office and the Parks and Recreation Department assisted Councilmember Paras-Carracci execute all logistics associated with the Dagupan City Education Delegation day-long visit on October 17th. Staff coordinated with the Parks and Recreation department to execute use of City facilities including the Community Center, Senior Center, and Teen Center. The visit consisted of the following: continental breakfast reception in the Community Center; welcome by Councilmember Paras-Carracci and the City Manager; introduction and brief presentation by all City department heads; presentation of City social media sites and website; tour of City Hall; catered lunch at Senior Center; presentation by Duarte Unified School District Superintendent Dr. Mucerino; guided tour of City of

Hope; tour of Teen Center and demonstration of various activities including boxing and dance lesson.

Business Visits - The City Manager and Deputy City Manager conducted business visits with the Business Visitation Team on October 19th. The following businesses were visited and toured: Gunrunners, Viva Dance, Hometown Pawn Shop, Curo Managed Print, Patio Mediterranean Restaurant, Brian's Automotive. During the visit, several issues were raised including signage, etc.

League of California Cities Conference - City Manager's Office staff attended the Annual Conference from October 5 - 7th.

ADMINISTRATIVE SERVICES DEPARTMENT

Finance Division

- **LA County Annual Audit** – The annual audit was completed by Los Angeles County of Proposition A, Proposition C, Measure R and TDA. We already received our preliminary notice of a successful clean audit.
- **Annual Independent Audit** – Lance Soll & Lunghard conducted their annual audit of the City's finances during the last 2 weeks of October. The resulting Comprehensive Audited Financial Statement will be presented to City Council in December.
- **Business License Activity** – The table below shows the total business licenses (31 new and 65 renewed) processed during the month of October 2016.

<u>New License</u>	<u>October 2016</u>
Fixed Location	4
Home Occupation	0
Rental Complex	0
Other Businesses	1
Outside Service	2
<u>Contractors</u>	<u>24</u>
Total New	31

<u>Renewed License</u>	<u>October 2016</u>
Fixed Location	19
Home Occupation	3
Rental Complex	1
Other Businesses	3
Outside Service	5
<u>Contractors</u>	<u>34</u>
Total Renewed	65

There were 3 new Fixed Location businesses in October 2016:

- SD 34 Office at 931 Buena Vista St., #401, which arranges paramedical exams for life insurance applicants.
- Supreme Social Club at 1740 Huntington Dr., #311, which does tattoo and piercing.
- J.T. Chapman Company at 1560 Highland Av, which works with mechanical power transmissions.
- 58 entities purchased business licenses for construction activity within the City limits in October 2016.

COMMUNITY DEVELOPMENT DEPARTMENT

Planning

Public Works Fish Fire Preparation – The Public Works Division is currently implementing the post Fish Fire mitigations 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 Duarte Unified School District (DUSD). Public Works presented mitigation measures consisting of k-rail, deflector wall, parking restrictions, traffic control and sandbags at a community meeting held 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. Public Works participated with Public Safety to activate the EOC for a project storm event on Friday, October 28th. Staff notified residents in the effected area that the City would deliver sand bags for free and drop them off at the resident's driveway. Sand bags were also provided in the neighborhood for pick up in the most recent rain event.

Duarte Road Pedestrian Upgrades (ATP Project) – City Council awarded a contract to Sully-Miller Contracting on October 25, 2015. The contractor has been authorized to procure pedestrian lights and submit shop drawing for the way-finding signs. Construction is anticipated to begin late 2016.

Associated work will be done on private property located on Highland Drive north of Business Center Drive to prepare the right-of-way area for the ATP improvements. Work includes tree removal, grading to remove a large berm and re-landscaping. This project will clear the way for the important sidewalk extension on Highland Drive north of the Gold Line Station.

Town Center Mixed Use Project (1415-1437 Huntington Drive) – The preliminary stages of the project are moving forward. The City's consultant RSG, has completed its evaluation of property value. The next step will be an

evaluation of the developer pro forma to arrive at a financial agreement that will be presented to the City Council at a future meeting. The developer's Architect, KTGy, is developing concept plans for the development team Walbern Development and the Richman Group.

99 Cent Only Store Alcohol Sales – The 99 Cent Only store has filed an application to sell beer and wine at its Huntington Drive location. The request requires a conditional use permit and will be considered by the Planning Commission at their November meeting.

TNT Fitness (1008 Huntington Drive) – TNT Fitness has filed a CUP application for a fitness use in the Mountain Vista Shopping Center. The Planning Commission will consider the request at their November meeting.

Human Resources Division

Employee Training – All full time employees participated in the mandatory Harassment Prevention Training on October 27, 2016. Training for Councilmembers will be scheduled for December.

New Hires – Eight new part-time employees were processed in October (tutor/homework helpers, piano teacher, recreation leaders, animal control officers, City Hall Receptionist). The full time Community Development Technician vacancy was filled by the City's Clerk Typist Receptionist. The Parks & Recreation Department hired five Promise Fellows that will be assisting at the Senior Center, City Hall, the Facilities Maintenance Division and the Foothill Unity Center.

Recruitments – The City is in the final stages of the recruitment for the vacant City Hall Receptionist position. Over 150 applications were received. Interviews were recently completed and we anticipate having the final candidate selected and in the position by the end of November.

The Parks and Recreation Department is currently seeking candidates for Recreation Leader – Basketball Official. Applications will be accepted until the positions are filled.

Transit Division

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

TRIP	WEEKDAYS		SAT. GREE N	SERVICE DAYS		
	GREEN	BLUE		WEEKDAY		
				S	21	
				SATURDAY		
5:44	518			S	4	
7AM	955	631	16	TOTAL PASSENGERS:		
8AM	475	646	73	WEEKDAY GREEN RT.		8,046
9AM	503	585	114	WEEKDAY BLUE RT.		7,515
10AM	576	753	132	SATURDAY GREEN RT.		1,215
				FISH CYN SHUTTLE		0
11AM	509	653	148	TOTAL FOR MONTH		16,776
12PM	604	641	148	DAILY AVERAGES:		
1PM	600	783	212	WEEKDAY PASSENGERS		741
2PM	770	683	85	5:44 PASSENGERS		25
3PM	724	773	99	SATURDAY PASSENGERS		304
4PM	519	537	90	GREEN WEEK DAY TRIP		32
5PM	493	491	98	BLUE WEEK DAY TRIP		30
6PM	418	339	0			
7PM	270					
8PM	112					
9PM	0			GREEN SATURDAY TRIP		30
TOTAL	8,046	7,515	1,215			

PARKS AND RECREATION DEPARTMENT

Senior Center

- The Senior Center hosted a Community Yard Sale on Saturday, October 8. All vendor spaces were sold out and many people were at the event to shop for bargains.
- The Senior Center hosted its annual Halloween Costume Party and Lunch on Monday, October 31. Eight prizes were given out for the best costume. The first place prize winner was dressed as a park ranger, honoring the centennial for the National Park Service.

Teen Center

- The Amazing Family Race event was held on October 15th. 17 teams competed with the top 3 teams winning the top prizes! The event was a huge success and fun for all the participants. Over 50 volunteers assisted to make the day a success.
- The Teen Center youth hosted the Dagupan Delegation at the DTC on October 17th. The group participated with Duarte Dance and received a boxing demonstration. They also played games and took a tour of the Teen Center.

- The Mayor's Youth Council in partnership with Duarte Public Safety will host the 4th annual Unity March on November 5th. The first 150 participants will receive a free t-shirt.

Facilities Maintenance Division

- Painting of the Senior Center Dining Room walls was completed along with the replacement of damaged and rust stained ceiling tiles and frames to the left and right of the stage. Work began on replacing the badly damaged Senior Center Dining Room flooring. Additionally, the L.A. County Fire Inspector required us to immediately replace the stage curtains with current UL rated curtains. The old curtains have no UL rating and are a fire hazard. Lastly, the coffee service area in the dining room will be upgraded to replace the damaged laminate counter, sink and fixtures.

PUBLIC SAFETY DEPARTMENT

Homeless

The Public Safety Department continues to make a priority of handling homeless related criminal issues such as trespassing, loitering, panhandling, and urinating in public. Temple Station is coordinating with the City of Azusa and the Sheriff Department COPS Bureau for the sweep of the riverbed this month. They are also making routine patrol checks through the parks during the day to enforce any criminal activity taking place and at night to enforce the Duarte Municipal Code that prohibits being in the park after 10PM. The Public Safety Department encourages anyone that witnesses criminal activity taking place to call Temple Station to report it.

Commercial Burglaries

Although our residential burglaries are down this year, we have seen a spike in commercial burglaries. Thieves are smashing the front doors of businesses along Huntington Drive and taking cash registers or other valuable items. The Special Assignment Deputies have adjusted their hours in order to focus on this issue and they will use various investigative and patrol techniques to help keep our businesses secure.

September 2016

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

	Current Month	Same Mo Last Year	July 1st to Date 2016-2017	July 1st to Date 2015- 2016
<u>Animal Control:</u>				
Request for Service	38	36	127	108
Officer Initiated	657	299	684	322
Citations Issued	3	2	7	2
Warnings Issued	440	210	541	226
Dogs Impounded	10	5	17	14
Cats Impounded	1	2	5	5
Other Impounds	4	0	19	14
Dead Animals	16	7	37	33
Animals Relocated	6	5	23	17
Total Dog Licenses	63	59	2077	2240
<u>Business Compliance:</u>				
Request for Services	8	10	29	34
Officer Initiated	10	13	41	45
Citations Issued	0	3	1	9
Warnings Issued	9	10	18	30
Inspections	16	22	65	69
Letter Notification	1	6	3	10
<u>Residential Compliance:</u>				
Request for Services	39	27	118	90
Officer Initiated	108	88	330	275
Citations Issued	6	0	21	14
Warnings Issued	37	33	131	103
Inspections	128	94	423	292
Letter Notification	21	30	106	67
<u>Primary Residential Cases:</u>				
	185			
Owner Occupied:	138			
Rentals:	47			
Abated:	34			
New:	49			

September 2016

	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	13	12	25	18
Club Meetings	2	2	6	5
Club Activities	11	5	41	37
Participation Hours	427	2282	1593	3945
Cost Savings to City	\$2,470	\$2,282	\$8,300	\$7,390
Number of Youth Involved	39	36	121	99
<u>C.H.Y.L.L.</u>				
New CHYLL Members	17	33	20	33
Club Meetings	2	1	3	1
Club Activities	1	2	1	2
Participation Hours	114	145	124.5	145
Cost Savings to City	\$780	\$513	\$780	\$513
Number of Youth Involved	20	33	27	33
<u>Youthworks</u>				
New Youthworkers	0	3	2	7
Program Graduates	0	1	4	2
Service Hours	0	24	49	54
Cost Savings to City	\$0	\$216	\$490	\$486
Number of Youth Involved	0	3	5	7
<u>Community Outreach</u>				
New Block Captains	0	0	0	0
New Meetings	0	0	2	1
New E-mail Alert Sign ups	54	1	155	4
Web & E-mail Alerts	8	4	14	10
Special Events	2	2	5	8
<u>Targeted Outreach Work</u>				
New Contacts	33	68	68	274
New Case Management Clients	3	8	8	21
Program Referrals	17	91	91	312
Special Events	1	9	10	11