



## 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: December 7, 2017

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

**Loyola Marymount Survey 2018** - The City is exploring a potential, condensed survey process with LMU staff. The emphasis of the survey will be on the various utilities that serve our community.

**District Election Process Update** - During the month of November, the City of Duarte conducted two additional public hearings on the proposed by District election process. At the City Council's November 2, 2017 public hearing, the City's districting consultant, NDC, presented six maps. After discussion and consideration of public comment, the Council determined (by a 4-1 vote) to direct staff to proceed with a map proposing seven voting districts, expanding the City Council to seven City Councilmembers. The Council made this decision based on a number of factors including: concerns from the public, keeping communities of interest together, other traditional districting criteria, and ensuring both continuity and a comprehensive "entire city" orientation to decision making.

Based on this input, NDC developed a third, seven-district map, Map 703. All three of these maps, 701, 702 and 703 were presented to the Council at this November 13, 2017 public hearing for discussion, and Council ultimately selected a modified map 703 and an election sequence for the transition to by-district elections. The following illustrates the adopted sequencing option:

2018 Ballot	2020 Ballot
District 4	District 2
District 5	District 3
District 1	District 7
District 6	
District 7 [for a two year term]	

**Commissioner Recruitment Process** - The City's every other year commissioner recruitment process closed on November 30<sup>th</sup>, with 23 applications for 18 openings including a balanced mixture of current and new applicants. The applicants were notified by both email and letter of their group interview time slot slated for Tuesday, December 5, 2017 starting at 4:00 pm. Appointments will be formalized at the December 12th City Council meeting.

**Mayor's Prayer Breakfast** - The City's Annual Prayer Breakfast and Community Services Awards program in concert with the Duarte Chamber of Commerce was held on November 23rd at City of Hope's Cooper Auditorium. This year's event featured the Lake Avenue Bell Ringers and Pastor Rafter Owens as Guest Speaker. Over 180 persons were in attendance and the event was well received. Special thanks to all collaborators and volunteers, i.e. the Duarte Woman's Club, Duarte Kiwanis, Duarte Chamber of Commerce, City of Hope, Burrtec Waster Services, the Santa Anita Family YMCA, the Church and Clergy Association, and the members of the Mayor's Prayer Breakfast Committee chaired by Patrick Miller.

**Duarte Day/City of Hope Rose Float** - The Annual City of Hope/City of Duarte volunteer decorating event will take place at the Phoenix Decorating Company Pavilion in Irwindale on December 30<sup>th</sup> starting at 8:00 am. The event filled up in record time with approximately 40 volunteers per shift. Volunteers will receive a t-shirt, food and beverages for their service. Staff also arranged a private float tour with City Council members and the City of Hope staff on December 14<sup>th</sup> at 10 a.m. at the float site.

**HDL Contract Update** - The City Manager's staff continues to work on Economic Development opportunities for vacant retail space along the Huntington Drive corridor with the HDL companies. To date, they have completed a current void analysis study particularly for the two retail areas of Buena Vista and Huntington Drive and Mt. Olive and Huntington. Based on the findings of these studies, staff has conducted meetings between HDL and the major retail space owners in these areas to explore potential tenant opportunities that HDL can help facilitate between the two parties for placement within their centers.

**Homelessness/ Measure H Grant** - During the month of November, two meetings were held regarding the Measure H Homelessness Planning Grant process. The first was with the COG and County Representatives to discuss deadlines concerning the grant process and deadlines. They also discussed with the cities participating in a regional RFP/MOU process for a consultant that will help consolidate and coordinate the cities various homeless services programs. The County also conducted a Grant orientation that detailed the objectives of the planning process and how to administer the grant. Staff also met with regional partners to discuss plans on how to accomplish upcoming San Gabriel River outreach and programs scheduled for January. The group will meet again in December.

**Duarte D Trademarking** - Staff continues to work with Rutan and Tucker on the City trademarking project. Currently staff is in the midst of gathering documents that show the Duarte "D" being used in each of the "classes" of goods for which the City is seeking trademark protection (e.g., photos of the "D" on clothes, pens, brochures, etc.), and (2) dates for when those goods were "used" or "sold" out of state.

### Social Media Statistics-

Twitter	Instagram	Facebook	Electronic Sign
Followers: 3,159 New followers: 25 Tweets: 24	Instagram followers: 1,223 New followers: 40 Instagram posts: 16	Facebook followers: 2,839 New Facebook likes: 33 Facebook posts: 40	New Electronic sign videos: 12

## Administrative Services Department

### Finance Division

**Business License Activity** – The table below shows a total of 211 business licenses (39 new and 172 renewed) processed during the month of October and November 2017.

<b>New License</b>	<b>October/November 2017</b>
Fixed Location	4
Home Occupation	5
Rental Complex	0
Other Businesses	1
Outside Service	3
<u>Contractors</u>	<u>26</u>
<b>Total New</b>	<b>39</b>

<b>Renewed Licenses</b>	<b>October/November 2017</b>
Fixed Location	52
Home Occupation	17
Rental Complex	5
Other Businesses	11
Outside Service	32
<u>Contractors</u>	<u>55</u>
<b>Total Renewed</b>	<b>172</b>

There were four (4) new Fixed Location businesses in October and November 2017:

Oh's Acupuncture Clinic, 1704 Huntington Dr., #305, Acupuncture

Sportsclips, 1189 Huntington Dr. #A, Haircuts (New Ownership)  
 Bulletman 911, 2160 Huntington Dr. #D, Ammunition Sales (inside  
 Gunrunners, no firearms)  
 Darkside Games, LLC, 1012 Huntington Dr., Game and Hobby,  
 Sales/Events  
 81 entities purchased business licenses for construction activity within  
 the City limits in October and November 2017.

**Human Resources Division**

**New Hires - Part Time Temporary.** Two Assistant Boxing Trainers were hired to work at the Teen Center. The Community Development Department has picked a candidate for the Internship and continues with the hiring process. The Public Safety Department has hired a new Intern that will be starting early December. The Parks and Recreation Department has completed interviews for Fee and Charge Instructor and plans to have at least two new Instructors for next class session

**Open Recruitments - Part Time Temporary Positions.** The Public Safety Department continues to recruit for the Crossing Guard position, with hopes to hire 4 new Crossing Guards in January. The Transit division continues to recruit for Bus Drivers and applications are being accepted on an on-going basis.

**Transit Division**

**Duarte Transit** – The table below summarizes the number of passengers using the Duarte Transit system in the month of October 2017.

**PASSENGERS**

TRIP	TOTALS			TOTALS AND AVERAGES	
	WEEKDAYS GREEN	WEEKDAYS BLUE	SAT. GREEN	SERVICE DAYS WEEKDAYS	SERVICE DAYS SATURDAY
5:44	454			22	
7AM	789	429	19	4	
8AM	476	615	78		
9AM	467	583	93		
10AM	569	608	70		
11AM	488	666	103		
12PM	521	634	89		
1PM	508	683	115		
2PM	611	605	84		
3PM	769	778	83		
4PM	503	518	87		
5PM	442	485	55		
6PM	340	244	0		
7PM	228				
8PM	97				
9PM	4				
<b>TOTAL</b>	<b>7,266</b>	<b>6,848</b>	<b>876</b>		
				<b>TOTAL PASSENGERS:</b>	
				WEEKDAY GREEN RT.	7,266
				WEEKDAY BLUE RT.	6,848
				SATURDAY GREEN RT.	876
				FISH CYN SHUTTLE	0
				<b>TOTAL FOR MONTH</b>	<b>14,990</b>
				<b>DAILY AVERAGES:</b>	
				WEEKDAY PASSENGERS	642
				5:44 PASSENGERS	21
				SATURDAY PASSENGERS	219
				GREEN WEEK DAY TRIP	28
				BLUE WEEK DAY TRIP	26
				GREEN SATURDAY TRIP	22

## COMMUNITY DEVELOPMENT

### Planning

**City of Hope Campus Plan (Specific Plan and EIR)** – The draft City of Hope Campus Plan has been completed and is ready for public review. The Campus Plan consists of both the City of Hope Specific Plan and its related draft environmental impact report (DEIR). The Specific Plan is the zoning document that governs and assists in implementing the 20-year vision for construction and development on the 116-acre City of Hope campus. The Plan includes development standards, design guidelines, mobility and infrastructure plans and implementation processes. The required 45-day public review period for the DEIR began November 15 and concludes January 4, 2018. A public meeting on the Specific Plan and DEIR is scheduled for Wednesday, December 6 from 6:30-8:00 p.m. in the Duarte Community Center. Notification about the meeting was circulated in multiple ways, including: mailed notices to property owners within 600' of the Campus boundaries, published within the Pasadena Star News, posted at three public locations, featured as a news story on the City's website, and included on the marquee sign in front of City Hall. Comments from the December 6<sup>th</sup> meeting will be responded to and included as part of the final EIR. A Planning Commission meeting to consider the project is scheduled for January 16, 2018. A more thorough explanation of the Specific Plan, DEIR, and opportunities to comment on these documents is provided under the Community Development portion of the City's website at: [http://www.accessduarte.com/dept/cd/plans/city\\_of\\_hope\\_specific\\_plan.htm](http://www.accessduarte.com/dept/cd/plans/city_of_hope_specific_plan.htm)

**Duarte Liquor renovations** – Exterior renovations at the shopping center located between 1300-1306 Duarte Road (e.g. Duarte Liquor, Don Reyes Restaurant) has been completed. The scope of the work included new landscape and irrigation, building repainting, steam-cleaning sidewalks and restriping the parking lot. The project was a cooperative effort between the property owner of the shopping center, Code Enforcement and Planning Divisions. This included consultation with a licensed landscape architect, who designed a defensive and climate-adapted landscaping palette that is intended to beautify the corner, deter crime and reduce loitering.

**Hayden 5K Special Event** – Santa Teresita's Hayden Child Care Center is preparing for their annual 5k event that will take place on March 10, 2018. The event features 5k races, family festival, and car show. The event will remain unchanged from previous years with the race route along Royal Oaks Drive and the Duarte Recreation Trail and the festival and car show on the Santa Teresita property. The event organizers will be seeking City co-sponsorship at the December 12, 2017 City Council meeting.

## **Field Services**

Field Services have completed the installation of Christmas tree lighting at Senior Center and Teen Center trees. All lights have been upgraded with new LED bulbs.

All catch basins, storm drains, debris basins have been cleaned and inspected in anticipation of upcoming winter storms.

Flags along Huntington Dr. were installed in observance of Veterans Day. Flags will remain in place until the completion of Pearl Harbor Remembrance Day.

Citywide park inspections, alley clean ups, street light inspections, and irrigation inspections were performed at the beginning of November.

Landscape improvement has been completed on the exterior parkway area of Las Lomas Villas along Huntington Dr. New low water use plants and groundcover have been planted from Las Lomas, West to Calle Adra.

Steam cleaning of all bus stops has been performed citywide. Future cleanings will be scheduled on a quarterly basis.

Irrigation at all city parks, parkways, medians, and landscape districts has been reduced by 75% for wintertime scheduling.

Additional sandbags have been delivered to the city yard. Residents in the Mel Canyon neighborhood will be receiving deliveries of sandbags at their request.

Crews will begin fabrication of wooden driveway boards for the Mel Canyon neighborhood. Boards will be attached to existing K-rail to prevent mudflow intrusion at driveway openings.

Core aeration will take place at the beginning of December. All parks and medians will be aerated and over seeded with a winter perennial rye grass seed.

## **PUBLIC SAFETY DEPARTMENT**

**LASD Temple Station** - On November 9, 2017, the Pasadena Police Department formally recognized Duarte Special Assignment Deputies Matt Thomas and Dominic Milano at a Special Ceremony held at Temple Sheriff Station. The Pasadena Police Department recognized Deputies Thomas and Milano for their expertise in Duarte gangs and for their assistance in several murder and assault with a deadly weapon cases. Deputy Milano is still assisting in those cases by providing gang expert testimony at the court trials.

On November 17, 2017, Congresswoman Grace Napolitano formally recognized Duarte Deputy Joshua Lambert and LA County Fire Station 44 Captain Dave Morse. Deputy Lambert was recognized for his dedication and service as the day shift overlap crime car. Deputy Lambert works hard on addressing quality of life issues throughout the City, specifically homeless related incidents. Fire Captain Morse was recognized for his dedication to the

City of Duarte having served as Captain of Station 44 since 2000.

**Measure H** - The San Gabriel Valley Council of Governments (SGVCOG) is set to release funding to cities to establish homeless plans. The SGVCOG will hire a consultant to oversee all of the city's homeless plans so that all of the plans work together to help the homeless and to help resolve issues that cities face with homelessness.

**Homelessness** - The San Gabriel Valley experienced an approximately 30% increase in homelessness last year. The Public Safety Department recognizes this and reminds residents that being homeless is not a crime. However, the Department does take a zero tolerance approach to any violations of the law such as: drinking in public, using narcotics in public, trespassing, etc. To that end, residents and businesses are encourage to call the Public Safety Office to report any crimes or quality of life issues related to a homeless person impacting their home or worksite. The department is also encouraging residents who want to assist to donate goods to the homeless through established organizations such as the Foothill Unity Center or Union Station.

October 2017

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

	<b>Current Month</b>	<b>Same Mo Last Year</b>	<b>July 1st to Date 2017-2018</b>	<b>July 1st to Date 2016- 2017</b>
<b><u>Animal Control:</u></b>				
Request for Service	100	52	208	179
Officer Initiated	772	1102	1685	1786
Citations Issued	8	2	26	9
Warnings Issued	516	359	1122	900
Dogs Impounded	4	2	20	19
Cats Impounded	7	1	29	6
Other Impounds	0	4	16	23
Dead Animals	12	14	47	51
Animals Relocated	9	4	48	27
Total Dog Licenses	115	97	2287	2174
<b><u>Business Compliance:</u></b>				
Request for Services	4	1	40	30
Officer Initiated	32	6	130	47
Citations Issued	5	0	23	1
Warnings Issued	4	3	36	21
Inspections	27	7	127	72
Letter Notification	5	0	20	3
<b><u>Residential Compliance:</u></b>				
Request for Services	18	16	96	134
Officer Initiated	117	94	433	424
Citations Issued	6	3	33	24
Warnings Issued	23	36	81	167
Inspections	107	98	415	521
Letter Notification	23	22	66	128
<b><u>Primary Residential Cases:</u></b>				
Owner Occupied:	156			
Rentals:	100			
Abated:	56			
New:	61			
	52			

**October 2017**

	<b>Current Month</b>	<b>Same Mo Last Year</b>	<b>July 1st to Date 2017-2018</b>	<b>July 1st to Date 2016-2017</b>
<b><u>D.A.R.T.</u></b>				
New D.A.R.T. Members	5	5	28	30
Club Meetings	2	2	8	8
Club Activities	11	14	31	55
Participation Hours	681	474	1936	2067
Cost Savings to City	\$905	\$1,120	\$4,561	\$9,420
Number of Youth Involved	46	44	160	165
<b><u>C.H.Y.L.L</u></b>				
New CHYLL Members	6	10	32	29
Club Meetings	1	1	3	4
Club Activities	6	5	10	6
Participation Hours	280	296	410	420.5
Cost Savings to City	\$650	\$1,080	\$870	\$1,860
Number of Youth Involved	26	28	44	55
<b><u>Youthworks</u></b>				
New Youthworkers Members	0	0	1	2
Program Graduates	0	0	0	4
Service Hours	0	0	10	49
Cost Savings to City	\$0	\$0	\$100	\$490
Number of Youth Involved	0	0	0	5
<b><u>Community Outreach</u></b>				
New Block Captains	0	0	3	0
New Meetings	0	0	1	2
New E-mail Alert Sign ups	20	4	47	159
Web & E-mail Alerts	5	7	20	21
Special Events	2	3	7	8
<b><u>Targeted Outreach Work</u></b>				
New Contacts	15	38	59	106
New Case Management Clients	0	4	60	12
Program Referrals	44	28	200	119
Special Events/Meeting	4	2	12	12