MEMORANDUM

To: Honorable Mayor and Members of the City Council
From: Howard W. Brown, Jr., City Manager
CC: City Department Directors
Date: December 21, 2017
Re: Bi-Monthly Update and Report (week ending December 15, 2017)

________________________________________

Upcoming Meetings/Events

- Wednesday, January 10, 2018 – Regular City Council Meeting: Closed Session at 5:00 p.m. and Open Session at 7:00 p.m.
- City Hall will be closed Monday, December 25, 2017 – Monday, January 1, 2018 due to the holidays but will continue to maintain critical staffing. City Hall will resume normal hours of operations Tuesday, January 2, 2018.
- Overnight Parking Enforcement will be lifted from December 23, 2017 (Friday night for Saturday morning) through January 3, 2018 (Tuesday night for Wednesday morning).

Administration

- I will be out of the office on Friday, December 22, 2017 and will be returning on Tuesday, January 2, 2018. I will be available by telephone during my time out of the office on that Friday.
- City Clerk attended the League of California Cities New Law and Election Seminar in Newport Beach from Wednesday, December 13th – Friday, December 15th.
- Contract & Facilities Manager and I attended the Public Contracting Requirements and Competitive Bidding in California seminar on Tuesday, December 12, 2017.
- I met with Congreso Comunitario on Tuesday, November 28, 2017. Meeting minutes are attached.
- DTSC and Governor’s Office retained the Attorney General’s Office to conduct an investigation of allegations related to DTSC contractor Arcadis. The complaints are laid out in the letter attached.
- Los Angeles County Department of Public Health transmitted a letter regarding public bathroom access and hygiene, and hepatitis A prevention and control. Please see attached.

Human Resources

- Interviews for the Administrative Specialist position took place on Tuesday, December 12, 2017.
- The Holiday Employee Luncheon and Service Awards took place on Thursday, December 14, 2017. The following employees were recognized for their service:
5 Years of Service: Allan Perdomo, William Aguilar, Nancy Marquez
10 Years of Service: Mark Sanchez, Maria Sanchez de Rivera, Antonio Martinez, Jr.
15 Years of Service: Steve Carrera, Brandon Coberly, Antonio Lopez, Jose Carrillo, Maricela Gomez
20 Years of Service: Dawn Gonzales

Contracts & RFPs

- Clean up at the Public Works Yard is moving along. Staff removed all trash, discarded broken items, and stacked all street poles and materials. The damaged mesh fencing was replaced and safety poles near the entrance were painted.
- Solid Waste Audit is underway and the final report is expected to be presented to Council on January 24, 2018.
- Contracts and Facilities Manager met with the Community Services Director to talk about the Facilities Management Transition Plan. At the meeting it was identified that the City needs additional facilities maintenance services and staff is looking for funds to support the additional services.
- Staff is working on a False Alarm Management Program for the City. An update will be presented to Council on January 10, 2018.

Community Development

- The Western Auto site is prepared to initiate demolition. As of December 20, 2017, the contractor has been notified that they can come into City Hall for the demolition permit, provided that they provide a copy of the AQMD permit.
- Escrow has been opened for the potential acquisition of 4570 Gage Avenue & 6412 Woodward Avenue. The owner has provided previous environmental reports, however, they are showing potential contamination. Staff is having the City’s environmental consultant review the reports prior to conducting any additional testing.
- City of Bell was represented at the multi-city planning meeting for the Active Transportation Master Plan on Monday, December 4, 2017. The meeting was hosted by LA County Supervisor Hilda Solis’ office.

Planning:

- A special Planning Commission meeting was held on Tuesday, December 19th. Two items were presented: 1) A CUP for a 7 unit residential apartment complex on King Avenue was approved by the Commission 2) A discussion of a new sign ordinance was discussed with further direction given to staff.

Code Enforcement:

- Monday, November 20, 2017- Code Enforcement Supervisor R. Arriola observed a medical building with deteriorated paint located at the corner of Gage & Prospect Avenue. A Notice of Violation (NOV) was mailed to the property owner to paint the building. A follow up inspection took place on Tuesday, December 12, 2017 and voluntary compliance was achieved with the entire building being painted.
November 25 & 26, 2017- CE Officer M. Daniel observed two ice cream truck vendors soliciting in the city. Vehicle information was obtained and records revealed the registered owners were out of Los Angeles. Code Enforcement Supervisor R Arriola was provided with the information and mailed Courtesy Administrative Citations to both registered owners.

Wednesday, November 29, 2017- The Code Enforcement Department received a complaint regarding lack of maintenance at a commercial plaza located in the 5040 block of Gage Avenue. Sr. CE Officer J. Garcia confirmed property maintenance violations and issued a NOV to the property owner to correct the violations.

Thursday, December 7, 2017- CE Supervisor R. Arriola & Sr. CE Officer J. Garcia attended Massage Regulation Enforcement Training in the City of Monrovia. The training was free and provided by The California Massage Therapy Council.

We issued five (5) Administrative Citations over the three weeks due to non-compliance of the Bell Municipal Code.

Engineering:

- Staff has been meeting with the Street Sign Ad-Hoc Committee and architect. Preliminary designs have been drafted and are currently being discussed. A discussion item will be on the agenda for the City Council meeting to be held January 10th.

- The Capital Improvement Project chart is attached.

Public Works:

- Staff is currently scheduled to remove the Western Auto Pole Sign located along Clarkson Avenue. The sign will be kept at the yard as memorabilia in the event that the City would like to display this as part of the history of Bell.

- Staff is seeking a proposal from the L.A. Conservation Corp. to complete the clean-up between the L.A. River and River Dr. As you may recall, Supervisor Solis diverted funds to assist Bell in the clean-up effort, however, funds and time limited the cleanup to a two week period.

- Los Angeles County will host a Household Hazardous Waste and E-Waste Roundup on Saturday, January 13, 2018 at the Bell Public Works Yard located at 5320 E. Gage Avenue. Filer attached.

Housing Authority:

- The annual Christmas Dinner is being held at the Bell Mobile Home Park and Florence Village Mobile Home Park on December 20th and December 21st, respectively. This is an annual event where the residents of the respective parks are invited to a dinner hosted by the Housing Authority.

Police Department

- On Wednesday, November 22, 2017, officers subdued a knife-wielding mentally ill subject by taking a tactical approach in the 7000 block of Bear Avenue. The subject was tased after verbal commands to drop the knife were ignored. Once in custody it was determined he had a second knife on his person. Subject was subsequently assisted and committed for a 72-hour evaluation.
• On Friday, December 8, 2017, an officer was able to talk down a mentally ill subject who had just assaulted his MET team at the 3500 block of Bell Avenue. Subject was confrontational with police. The officer took the time and talked the subject to being committed and getting help.

• The Bell Police Officer Association in conjunction with City staff hosted the Annual Pursuit of Giving Toy Drive on Tuesday, December 19, 2017.

**Community Services**

• Fifty-seven (57) seniors enjoyed a warm potluck for Thanksgiving where they shared many delicious homemade meals. The club provided the turkeys and the members brought ham, side dishes, drinks and desserts.

• Seventy (70) seniors attended the Viejas Casino field trip on Friday, December 1, 2017.

• Pee Wee Soccer games began on Thursday, November 30, 2017 with 186 youth participating between the ages of 4-7 years old.

• The 2nd annual Tree Lighting Ceremony took place on Friday, December 1, 2017 with an estimated 700 people in attendance. Coffee, hot chocolate, and pastries were donated by Starbucks.

• The Holiday Festival took place on Saturday, December 9, 2017 with an estimated 3,000 people in attendance through the event. “First 5 LA” donated 600 toys that were distributed by the Community Services Department.

**Finance**

• Finance Director completed the CAFR’s Management Discussion and Analysis (MD&A) and provided it to the auditor to finalize the CAFR on Friday, December 1, 2017.

• Jessica Chung of Chung CPA Firm completed the required Statistical Section for the CAFR and provided it to the auditor on Monday, December 4, 2017.

• Interviews for the Accounting Manager position took place Tuesday, December 19, 2017. Two Finance Directors and one Assistant Finance Director from other cities were part of the interview panel.

• The draft of the budget process has been completed and it will be given to the City Manager for review on Friday, December 22, 2017.

• The warrant run presented at the City Council meeting on November 8th, paid 319 invoices for a total of $549,993.13. There was only one meeting in November.

END OF MEMORANDUM
I. **Public Works**
   a. Group inquired about the recruitment of the public works manager position and the full-time maintenance worker position.

II. **Mayor’s Clean Up**
   a. Recognition Event for Mayor’s Clean Up volunteers – TBA

III. **Economic Development**
   a. Escrow for the Shoe City property closed on Tuesday, November 21\(^{st}\). The City officially owns the property.
   b. Western Auto Update – Council approved the Arroyo Seco amendment to the Disposition and Development Agreement (DDA) in order to conduct further environmental investigations.
      i. It can take 3 – 6 months to clean the property, depending on the severity of the contamination
   c. Atlantic Avenue Renovation – Funds used for the project will come from Prop C
   d. General Plan is scheduled to be approved in January 2018

IV. **Golden State Water Company** – the group would like to get information on the current rates
   a. Bell residents have different water purveyor with different rates

V. **Next Meeting** – Tuesday, January 30, 2018 at 9:00 a.m. in the Finance Room Conference Room at City Hall
To the Advisory Group --

In February, DTSC fielded complaints regarding employees of our Exide contractor Arcadis. Arcadis was hired to conduct lead testing of residential properties located in the 1.7-mile Preliminary Investigation Area of the Exide Residential Cleanup project.

We retained the Attorney General's Office (AG) to conduct an impartial investigation of the allegations.

The complaints were in the three general areas outlined below. The AG's findings are also summarized.

- Allegations that community workers hired by Arcadis were subjected to discriminatory or inappropriate comments. The investigation found that several racially inappropriate and insensitive comments, by a few permanent members of Arcadis' staff, were made over the course of the testing project, although most community employees reported that they were never subjected to any racial or inappropriate comments.

- Allegations that workers hired by Arcadis were subjected to unsafe working conditions. The investigation found that employees were provided the appropriate safety equipment for the sampling effort.

- Allegations that the workers hired by Arcadis were instructed to skip steps in the testing protocol by the Arcadis supervisors. The investigation found that there was no manipulation of data.

The full report of this investigation is available at the following link: http://www.dtsc.ca.gov/HazardousWaste/Projects/UpdateExideSuspension.cfm

or by clicking here.

--Exide Project Team
September 19, 2017

Dear Honorable Mayors and City Managers:

The Los Angeles County Department of Public Health (Public Health) has declared a local outbreak of hepatitis A (HAV) in Los Angeles County. Public Health has been proactively working to provide HAV education, outreach, and vaccination for homeless populations, active drug users, and those that provide services and support to those individuals.

Ten total cases of hepatitis A have been confirmed. These cases are associated with homeless or illicit drug-using individuals or in institutions that serve the homeless in Los Angeles County. Of these cases, five occurred among people who had travelled from San Diego or Santa Cruz counties, which have ongoing outbreaks of hepatitis A; three occurred in an institution following contact with a case; and two appear to have been acquired locally.

We are requesting your assistance with supporting safe sanitation in your city. A critical method of preventing disease spread is having sufficient public access to restrooms and hand washing stations, particularly for homeless individuals. Prompt attention to city sanitation is necessary to prevent the spread of infection and to control the outbreak.

We are also requesting your assistance in reaching out to homeless residents and service providers to promote vaccination. For persons without access to hepatitis A vaccine through a health care provider, Public Health will have vaccine available at its Public Health Centers located throughout the County.

Additionally, Public Health also recommends that city sanitation workers be educated about HAV and be protected through vaccination due to potential occupational exposure through proximity to homeless shelters and encampments, sewage and/or food disposal.

HAV causes acute liver disease, which may be severe. It is transmitted by contact with the feces of a person infected – often through contact with food or water or during sex or other close contact. HAV can survive on hard surfaces for days highlighting the importance of appropriate cleaning and disinfection. Symptoms of hepatitis A may last weeks to months. There is no specific treatment. Disease prevention through vaccination, hygiene, and sanitation are the primary control strategies.

A large hepatitis A outbreak is currently ongoing in San Diego with over 400 cases occurring since November 2016. Spread of this disease in San Diego ignited an outbreak in Santa Cruz County, which has had over 50 cases. The large majority of cases have occurred in persons who are homeless and/or use illicit drugs (injection and non-injection), with several cases also occurring among people who provide services to the homeless.
Mayors and City Managers
September 19, 2017
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We will soon be providing an informational tele-briefing on the HAV outbreak, response actions, prevention, and sanitation recommendations. In the meantime, if you would like additional information or assistance, please call 877-777-5799.

Sincerely,

Barbara Ferrer, Ph.D., M.P.H., M.Ed.
Director
<table>
<thead>
<tr>
<th>DEPT</th>
<th>PROJECT</th>
<th>DESCRIPTION</th>
<th>START DATE</th>
<th>% COMPL</th>
<th>ECD</th>
<th>PROJECT COST</th>
<th>Funds</th>
<th>Comments</th>
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<tr>
<td>ENG</td>
<td>Fishburn Ave Improv Proj</td>
<td>Grind and overlay, drainage improvements</td>
<td>Spring 2018</td>
<td>10%</td>
<td>Spring 2018</td>
<td>$330,000</td>
<td>Gas Tax</td>
<td>Concurrent with Pavement Rehab Project (17/18)</td>
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<td>ENG</td>
<td>Pavement Mgmt System Update</td>
<td>Update Pavement Management Plan</td>
<td>Jan 2018</td>
<td>5%</td>
<td>May 2018</td>
<td>$10,000</td>
<td>Gas Tax</td>
<td></td>
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<td>ENG</td>
<td>Ped Countdown Signal Heads (Citywide)</td>
<td>Installation of ped count-down heads citywide and ADA improvements</td>
<td>Jun 2018</td>
<td>5%</td>
<td>Dec 2018</td>
<td>$156,000</td>
<td>HSIP, TDA</td>
<td>Submission to Caltrans for Construction E-76</td>
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<td>ENG</td>
<td>Florence Ave Ped Improv Proj - PS&amp;E Svcs</td>
<td>Design of pedestrian improvements on Florence Ave</td>
<td>May 2017</td>
<td>50%</td>
<td>May 2018</td>
<td>$228,000</td>
<td>Gas Tax, TDA ATP</td>
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<td>ENG</td>
<td>Bike Lane Design Studies</td>
<td>Florence, Gage, and Randolph</td>
<td></td>
<td></td>
<td></td>
<td>$300,000</td>
<td>TDA, Prop C</td>
<td>Bikeways currently being studied with other current City or Metro projects, Bikelane Master Plan recently completed.</td>
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<td>ENG</td>
<td>Safe Routes to School Plan - (in school zones)</td>
<td>Develop Safe Routes to School plan to increase walking/biking students</td>
<td>Feb 2018</td>
<td>2%</td>
<td>Jun 2018</td>
<td>$166,502</td>
<td>Gas Tax, STP</td>
<td>Design complete, verify FTIP registration, ROW take from City property required</td>
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<td>Walker/Florence Intersection Improv</td>
<td>Intersection improvements to improve turning movements</td>
<td>May 2018</td>
<td>0%</td>
<td>Feb 2019</td>
<td>$330,000</td>
<td>STP-L, Prop C</td>
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<td>ENG</td>
<td>Atlantic Ave Median Improv Proj</td>
<td>Design of smart street improvements on Atlantic Ave.</td>
<td>Sep 2017</td>
<td>30%</td>
<td>Apr 2018</td>
<td>$450,000</td>
<td>Prop C</td>
<td>Preliminary design complete, PS&amp;E start 1/18</td>
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<td>Eastern Ave Improv Proj</td>
<td>Stripping/traffic signal improvements</td>
<td>Indeter.</td>
<td>0%</td>
<td>Jun 2019</td>
<td>$893,008</td>
<td>Prop C, Metro-Gateway COG Grant</td>
<td>Awaiting agreement from Metro and timing of funding availability</td>
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<td>Street Name Signs</td>
<td>Replacement of street name signs</td>
<td>Sep 2017</td>
<td>15%</td>
<td>Jun 2018</td>
<td>$100,000</td>
<td>Measure R</td>
<td>Concurrent with traffic sign replacement, requires inventory.</td>
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## City of Bell Capital Improvement Projects
### 2017 - 2018

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<thead>
<tr>
<th>DEPT</th>
<th>PROJECT DESCRIPTION</th>
<th>START DATE</th>
<th>% COMPL</th>
<th>ECD</th>
<th>PROJECT COST</th>
<th>Funds</th>
<th>Comments</th>
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<td>Traffic Signs Replacement Proj</td>
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<td>Traffic Signal Housing Painting Proj</td>
<td>Repaint traffic signal housing</td>
<td>Apr 2018</td>
<td>5%</td>
<td>Jun 2018</td>
<td>$60,000</td>
<td>Street light assessment district</td>
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<td>Pavement Markings/Striping Proj</td>
<td>Replacement of existing street traffic striping</td>
<td>Mar 2018</td>
<td>5%</td>
<td>Jun 2018</td>
<td>$100,000</td>
<td>Gas Tax, Measure M</td>
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<td>ENG</td>
<td>St Curb Painting &amp; Removal Proj</td>
<td>Replacement of existing street curb markings</td>
<td>Mar 2018</td>
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<td>Jun 2018</td>
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<td>Measure M</td>
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<td>Sidewalk Assessment &amp; Repair Proj</td>
<td>Inventory/repair of existing defective sidewalks</td>
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<td>Jun 2018</td>
<td>$100,000</td>
<td>Measure R</td>
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