MEMORANDUM

To:         Honorable Mayor and Members of the City Council
From:       Howard W. Brown, Jr., City Manager
CC:         City Department Directors
Date:       May 10, 2018
Re:         Bi-Monthly Update and Report (week ending April 30, 2018)

Upcoming Meetings/Events

- Wednesday, May 23, 2018 – Regular City Council Meeting: Closed Session at 5:00 p.m. and Open Session at 7:00 p.m.
- Wednesday, June 13, 2018 – Regular City Council Meeting: Closed Session at 5:00 p.m. and Open Session at 7:00 p.m.

Administration

- April's viewership report for City Council/Planning Commission meetings is available.
- As a follow up to the Community Update meetings held April 30th and May 1st, Metro will be holding an additional community meeting in the city of Downey on Tuesday, May 15th to provide project updates and receive feedback on the proposed alignment options. The meeting will take place at Downey City Hall – Council Chambers. Flyer with more information is attached.
- City Manager attended the American Planning Association Annual Conference from April 20th – April 23rd in New Orleans, LA.

Human Resources

- **Sr. Human Resources Analyst Recruitment**: A candidate has been selected and is going through a pre-employment background investigation.
- **Code Enforcement Officer Recruitment**: Second interviews took place Tuesday April 17, 2018.
- **Community Development Director Recruitment**: Council interviewed candidate on Wednesday April 25, 2018.
- **Office Technician Recruitment (Finance)**: Interviews took place Tuesday, April 24, 2018.
- **Police Officer Recruitment**: Candidates took the exam on Monday, April 9, 2018. HR is waiting the results to continue with the recruitment process.
- **Police Sergeant Recruitment**: Candidates took the exam on Tuesday, April 10, 2018. HR is waiting the results to continue with the recruitment process.
- **Police Captain Recruitment**: Recruitment has been posted and closes Friday, May 11, 2018.
- **Recreation Leader I Recruitment**: Candidate interviews took place Wednesday, April 18, 2018.
- **Recreation Leader I - Fun Camp (Seasonal) Recruitment**: Interviews took place Tuesday, April 17, 2018.
- **Recreation Leader IV - (Seasonal) Recruitment**: Interviews took place Friday, April 13, 2018. A candidate has been selected and is going through a pre-employment background investigation.
- **Police Office Aide Recruitment**: Recruitment has been posted and closed Friday, May 04, 2018.
- **Housing Manager Recruitment**: Recruitment has been posted and first review will take place Friday May 25, 2018.

**Risk Management:**
- ICRMA: City staff held a quarter liability claims meeting with ICRMA staff on Tuesday, April 24, 2018 to review all of the City’s open claims.
- Liability Claims: The City has 17 open liability claims.
- Upcoming trainings: Office Ergonomics training for employees will held on May 16, 2018.

**Contracts & RFPs**
- Staff is working with PM AM Corporation to implement the False Alarm Program. The City is anticipating the program will go live on Monday, June 4, 2018.
- Contracts & Facilities Manager met with Cal Recycle and discussed AB 341 (Construction and Demolition, also referred to as C&D) requirements which requires 65% of construction demolition to be recycled. The City will be making changes to its current program to ensure compliance with state requirements.
- The RFP for Towing Services is now posted on the City website. RFP bids are due on Monday, May 14, 2018 at 4:00 p.m.

**Community Development**

**Economic Development:**
- Atwater Infrastructure will conduct a lead and asbestos survey on May 4th and May 7th at the 4410 Gage Avenue building to obtain a cost estimate for potential building abatement.
- Atwater is working on the site plans and renderings for 4410 Gage Avenue and 4400 Gage Avenue/6419 Pine Avenue in an effort to have them submitted to the City by the end of May.

**Public Works:**
- Public Works Activity Report for the second half of April is available. Please see attached chart.

**Code Enforcement:**
- Monday April 16, 2018- CE Supervisor R. Arriola received an anonymous voice message stating a commercial property near the corner of Walker and Gage Ave. was soliciting hot dogs from a parking lot on the weekends. CE Sr. Officer J. Garcia gave a friendly visit to several different businesses in the area and reminded them this type of solicitation was not allowed. Since our contact with the business owners we have not seen or received any calls regarding this illegal activity.
- Friday April 27, 2018: CE Sr. Officer J. Garcia received a complaint regarding a downed low voltage wire that was obstructing large vehicles in the 6600 block of California Ave. The wire was located and removed accordingly.

- During the week of April 16 – April 23, 2018, Code Enforcement Division conducted evening hour enforcement of vehicles parked on the front lawn or dirt areas in the front or side yard. The total number of properties found to be in violation of this Bell Municipal Code was 56.

- Code Enforcement Division issued one (1) Administrative Citation during the time frame of April 16th – April 30th due to non-compliance of the Bell Municipal Code.

**Police Department**
- Bell Police Department Incident Report for the week April 23rd and April 30th are available.

**Community Services**

**Seniors**
- The Bell 55+ Club celebrated April birthdays of 5 of their members on Wednesday, April 28th with a delicious cake.
- 48 seniors tried their luck at the Harrah’s Casino excursion on Saturday, April 28, 2018.

**Sports**
- There are currently 780 registered participants in the youth Soccer program. Teams have received their uniforms. Games will begin on Tuesday, May 8th.
- Pee Wee T-ball is in its 4th week of games with 152 participants. Picture Day will be held on Saturday, May 5th.
- Pee Wee Futsal is well underway! Both divisions are full with 72 young participants. They are currently in their second week of practice.

**Special Events**
- On Monday, April 16th, a volunteer orientation for Earth Day was held at Veterans’ Memorial Park. Staff led the meeting and provided information to volunteers on the event and opportunities for volunteer hours.
- On Sunday, April 22nd, the City of Bell hosted Earth Day at Veterans’ Memorial Park. Over a hundred community volunteers including Bell High School and Magnolia Science Academy students participated in various activities to beautify the city. The day began with a yoga session lead by instructor Edith Arias. West Coast Arborists removed a tree stump and The Tree People planted three trees with the help of staff and volunteers including the Helpful Honda People. Volunteers were also ushered in charter buses to various locations in the city to participate in the Mayor’s Clean-Up. Volunteers returned and attended a compost workshop by Grow Good. Thanks to the kind donation from Republic Services, volunteers were treated to a BBQ and a gift card raffle. Bright View donated mulch and Republic Services donated free compost to the community, which was distributed for several days. There was a resource fair which included participation of several local organizations such as Altamed, Grow Good, Los Angeles County Department of Public Health, Human Services Association, Magnolia Science Academy, and Slawson Occupational Academy.
Transportation

- In April, 303 TAP cards were sold for K-12 students, seniors, disabled, and college-vocational students.

Administration

- Community Services Director, Allan Perdomo, and Administrative Specialist, Francesca Sciamanna, attended a New Methodology and Rates meeting hosted by the Los Angeles County Animal Control. The meeting took place on Tuesday, April 24, 2018 at the Carson Library.

- Gloria Marroquin, Recreation Supervisor, and Francesca Sciamanna, Administrative Specialist attended the 16th Annual Park Summit at the Arboretum and Botanic Garden on Thursday, April 26, 2018. They were joined by recreation staff Ivan Perez and Leticia Covarrubias.

Finance

- Finance Department submitted all financial information requested during the field audit on April 30, 2018.

- Finance Director and Accounting Manager are continuing to work with the City Manager and department heads to balance the proposed FY 18-19 budget for City Council’s approval.

- Finance Director is compiling information required for GASB 75 Reporting for post-employment benefits.

- The warrant runs presented at the City Council meetings for February 28, March 14, March 28, April 11, and April 25, 2018 paid 1,425 invoices for a total of $3,099,611.93.

END OF MEMORANDUM
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WSAB is a new 20-mile light rail transit line that would connect downtown Los Angeles to southeast LA County. Metro formally initiated the environmental studies through the public scoping meetings held in summer 2017. Based on the feedback received through the public scoping period and ongoing technical analysis, Metro is studying new northern alignment options in addition to the original four northern alignment options.

As a follow up to the Community Update Meetings held on April 30 in Downtown Los Angeles and on May 3 in Paramount, Metro will be holding an additional community meeting in the city of Downey to provide project updates and receive your feedback on the proposed alignment options. If you are unable to attend, the presentation, all meeting materials and a video recording of the May 3 Community Update Meeting will be available on the project website at metro.net/wsab.

**DOWNEY**
Tuesday, May 15, 2018 | Martes, 15 de mayo de 2018
Downey City Hall - Council Chambers
11111 Brookshire Av, Downey, CA 90241
> Interprete en español

All Metro meetings are held in ADA accessible facilities and are accessible by transit. ADA accommodations and translations are available by calling 323.466.3876 or California Relay service at 711 at least 72 hours in advance.

**Todas las reuniones de Metro se llevan a cabo en instalaciones con adaptaciones accesibles de la ADA y son accesibles en el transporte público. Las adaptaciones de la ADA y las traducciones están disponibles llamando al 323.466.3876 o al Servicio de Retransmisión de California al 711, por lo menos 72 horas antes de la reunión.**
Public Works Service Requests Summary
April 16th - 30th 2018

[1] Number of Requests by Category
For April 16th - 30th

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[2] Service Requests by Completion Date

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Source: Management Analyst - Public Works - Work Order System
Date: May 3, 2018
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Bell Police Department  
WEEKLY DEPARTMENT INFORMATION  
April 30-May 6, 2018

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