MEMORANDUM

To: Honorable Mayor and Members of the City Council
From: Howard W. Brown, Jr., City Manager
CC: City Department Directors
Date: December 2, 2016
Re: Bi-Monthly Update and Report (Week Ending Saturday, November 26, 2016)

Upcoming Meetings

- Wednesday, December 7, 2016- Regular Planning Commission Meeting at 7:00 p.m. at the Bell Community Center

- Wednesday, December 14, 2016- Regular City Council Meeting: The closed session will start at 5:00 p.m. and regular session at 7:00 p.m.

- The next Mayor’s cleanup with take place on Saturday, December 17, 2016 from 7 a.m. to 10 a.m.

- Know Your Rights – Meeting Monday, December 12, 2016 – 6:00 pm to 9 pm. (I have attached a flyer for your review)

Administration

- The City Manager’s Office received a flyer from LA Metro about the Rail to Rail/River Active Transportation Corridor Project Community Meetings at the Bell Community Center on Thursday, December 8, 2016. The first session will be from 3-5pm and the second session will be from 6-8pm (second meeting will also be offered as a live webcast). Flyer attached.

- The Business Advisory Group, also known as the Congreso Comunitario, met with the City Manager on Tuesday, November 15, 2016. The group discussed the need for the Bell Chamber of Commerce and how to promote local businesses.

- We will close City Hall from Monday, December 26, 2016 through Monday, January 2, 2017, but will continue to maintain critical staffing. City Hall will resume normal hours and reopen Tuesday, January 3, 2017. Employees taking this time off will be required to use vacation and/or floating holiday time for those four (4) days. In compliance with the Fair Labor Standards Act, exempt employees will be considered non-exempt during this time only.

Human Resources
• **Police Sergeant Promotional Recruitment:** We held examination for all eligible candidates on Tuesday, November 29, 2016.

• **Police Office Aide Recruitment:** Interviews were held on Tuesday, November 15, 2016 for all eligible candidates, and a second round of interviews was held Tuesday, November 29, 2016 to select the final candidate for the position.

• **Police Cadet Recruitment:** Candidate filing has closed. Interviews were held for all eligible candidates on Monday, November 21, 2016.

• **Associate Planner Recruitment:** The position has been reopened. The first review of candidates will be on Friday, December 2, 2016.

• **Police Dispatcher Recruitment:** Candidate filing has closed. Examination day for all eligible candidates is Thursday, December 8, 2016

• **Public Works Manager and Contracts and Facilities Manager positions are still open.**
  We are completing the background checks on the Public Works Manager and should be near a hiring decision on or before Monday, December 12, 2016. There are several qualified applications for Contracts and Facilities Manager. Human Resources is in the process of arranging interviews.

**Community Development**

• The Economic Development Division has initiated the Bell Business Outreach Initiative. The Economic Development staff has started visiting three businesses per week to ascertain business need, data collection, and follow up to enhance the business culture in the City of Bell. The goal is to visit at least 12 businesses per month.

**Planning Division:**

• The Planning Commission held a special meeting on Monday, November 21, 2016. There were two items for consideration:
  1) Conditional Use Permit to permit a Greenhouse and permit Community Garden in a C-M Zoning District. The CUP was approved.
  2) Use to permit a Barbershop along Florence Avenue. This use is not permitted "by right" but the applicant can make a request to the Planning Commission to consider the use. The item was continued to Wednesday, December 7, 2016 meeting.

**Police Department**

• Bell PD hosted a Neighborhood Watch Thanksgiving Dinner on Tuesday, November 15, 2016.

• Bell PD participated in an AB109/ Gang Coalition Task Force on Friday, November 18, 2016 in the City of Huntington Park. Officers from Bell, Bell Gardens, Huntington Park, South Gate, Vernon, California Highway Patrol, Probation and Parole were involved in the gang suppression detail which led to the arrest of 12 gang members.
• Bell PD hosted a Homeless Outreach detail which involved Officers and personnel from Bell, Huntington Park, Vernon, and Department of Mental Health. The outreach was successful as they were able to contact over 20 homeless people in Bell offering support services in an attempt to get them off the streets.

• Officers also made an arrest of a Lynwood gang member who was wanted on a felony no bail warrant.

**Community Services Department**

• The Seniors Thanksgiving Pot Luck took place Wednesday, November 23, 2016 at the Bell Community Center from 10am-12pm.

• The City’s First Annual Tree Lighting Ceremony took place on Wednesday, November 30, 2016 at 8:00pm in front of the Bell City Hall.

• The Holiday Festival at the Bell Community Center will take place on Saturday, December 3, 2016. Festivities include gift giveaway, snow sleds, picture with Santa, face painting, game booths, live entertainment, rock wall, free churros to the first 500 in attendance and much more.

• The Bell Family Food Truck Night will take place on Friday, December 9, 2016 from 6pm-9pm.

• The Bell Health Fair at Treder Park will take place on Saturday, December 10, 2016 from 11am-3pm. Families will receive information about the free and low cost health programs and services that the Los Angeles County offers to the community.

**Public Works and Engineering**

• Construction for the Gage Avenue Improvement Project has been completed. The staff will recommend the City Council to accept the project as complete on Wednesday, December 14, 2016 City Council meeting. This project is funded by Section 125, Proposition C, and CalRecycle funds.

• A preconstruction meeting was held on Wednesday, November 9, 2016 with the Contractor (Sully Miller) about Slurry Seal Project 2016/2017. The project is estimated to commence on Monday, December 12, 2016 and is expected to be completed by Friday, February 10, 2017. This project is funded by Gas Tax, Proposition C, and Measure R funds.

• The Citywide Sewer Flushing project commenced on Monday, October 24, 2016 and is expected to be complete by Friday, January 20, 2017. The residential streets have been completed, and major arterials and northern industrial area will be flushed during the next few weeks. This project is funded by the Sewer Assessment District fund.
• The City Council awarded a construction contract to Tunnelworks Services, Inc to perform the Sewer Modernization Project at the November 30, 2016 City Council meeting. A preconstruction meeting will be scheduled. The project is estimated to commence in late December 2016 and be completed by March 2017. The project is funded by EPA grant and Sewer Assessment District funds.

• The City selected Minagar & Associates to perform Citywide Traffic Engineering & Speed Survey. This is required to conduct radar speed surveys on all City Streets to support radar enforcement of posted speed limits. A kick-off meeting with the consultant was held on Thursday, December 1, 2016.

• Golden State Water has a water main replacement project occurring within their service district in the vicinity bordered by California Ave, Corona Ave, Gage Ave, and Randolph Ave. This project is NOT a city project and should be ongoing until May 2017.

• The bi-monthly progress report for capital and special projects is attached.

**Finance Department**

• Completed the reclassification for Accounting Specialist. We will be placing this item on the agenda for City Council consideration on December 14, 2016.

• Completed the Transmittal Letter for Annual Financial Report.

• In addition to ongoing day-to-day activities, the Finance Department continues its work to complete components of the Comprehensive Annual Financial Report (CAFR).

• Initiated contact with LA County regarding participation in LA County's refunding program for RDA debt.

• Started working on an RFP for a Financial Advisor to assist in the refunding process for non-RDA City debt.

**END OF MEMORANDUM**
KNOW YOUR RIGHTS

TOWN HALL MEETING

Monday
December 12, 2016
6:00PM-9:00PM
Bell Community Center
6250 Pine Ave.
Bell, CA 90201

TOPICS TO DISCUSS

Immigration
(DACA, DAPA, Transfer of applicants name to DHS, USCIS)

Religious Freedoms
(NSEERS, Proposed Muslim Registry)

Civil Rights Protections Post-Elections
(What to do if stopped by police or assaulted by citizens?)

GUEST ATTORNEY SPEAKERS
Angela Chen
Roxana Muro
Tarek Shawky

Translation will be provided in Spanish.
Join us for a chance to win a bicycle & helmet!
¡Participe para una oportunidad de ganar una bicicleta y casco!
Metro wants your input on the best route to connect residents from Metro's Blue Line to the Los Angeles River. Join us for the latest on the environmental analysis for Segment B, including:

- A comparison of each route/alternative
- An update on Segment A
- An opportunity to provide input

Attend a meeting for a chance to win a bicycle and helmet. All are welcome, bring a friend.

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**Meeting Schedule/Calendario de Reuniones**

**Thursday, December 8, 2016**

**Jueves, 8 de diciembre de 2016**

Meeting #1: 3–5 pm & Meeting #2: 6–8 pm

Bell Community Center

6250 Pine Av

Bell, CA 90201

Information will be the same at both meetings. La información será la misma en ambas reuniones.

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**Stay Connected/Manténgase Conectado**

- 213-922-9228
- r2r@metro.net
- metro.net/projects/r2r

All Metro meetings are held in ADA accessible facilities. Spanish translation provided. Other ADA accommodations and translations available by calling 213.922.9228 at least 72 hours in advance.

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**¡Acompañenos!**

¡Acompañaremos a través de Webcast: La reunión #2 se ofrecerá también como una transmisión en vivo; la presentación comienza a las 6:30 pm. Para participar, visite el sitio de internet en: tinyurl.com/MetroR2R
<table>
<thead>
<tr>
<th>Depart</th>
<th>Project Name</th>
<th>Description</th>
<th>Phase (Planning, Design, Construction)</th>
<th>Funding Source</th>
<th>Project Budget ($'s)</th>
<th>Start Date</th>
<th>Completion Date</th>
<th>Percent Complete</th>
<th>Comments</th>
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<tbody>
<tr>
<td>Engr</td>
<td>Citywide Sewer Flushing Project</td>
<td>Hydro flush all sewer mains in the City</td>
<td>Construction - The construction started on October 24, 2016. Contractor has completed sewer flushing all residential streets.</td>
<td>Sewer</td>
<td>$227,000.00</td>
<td>Oct 2016</td>
<td>Jan 2017</td>
<td>80%</td>
<td>Construction is 80% complete.</td>
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<td>Engr</td>
<td>Gage Ave Improvement Project</td>
<td>Construct concrete intersection at Gage + Walker, and grind &amp; overlay Gage Ave between Wilcox Ave to LA River</td>
<td>Completed - The staff will recommend the councils to accept the project as complete on the December 14, 2016 City Council meeting.</td>
<td>Section 125 Prop C</td>
<td>$678,600.00</td>
<td>Dec 2015</td>
<td>Dec 2016</td>
<td>100%</td>
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<tr>
<td>Engr</td>
<td>Slurry Seal Project 2016/2017</td>
<td>Apply asphaltic emulsion to 3 lane miles of streets in order to rejuvenate the existing pavement surface.</td>
<td>Construction - Preconstruction meeting was held on November 9, 2016</td>
<td>Prop C Gas Tax Measure R</td>
<td>$605,000.00</td>
<td>Dec 2016</td>
<td>Mar 2017</td>
<td>5%</td>
<td>Construction will start on 12/12.</td>
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<tr>
<td>Engr</td>
<td>Speed Survey</td>
<td>Conduct Citywide Speed Survey</td>
<td>Research/Study - Kick-off meeting will be held on December 1, 2016</td>
<td>Gas Tax</td>
<td>$10,000.00</td>
<td>Dec 2016</td>
<td>Feb 2017</td>
<td>5%</td>
<td>Selected a consultant to begin the work. Prejob meeting will be scheduled.</td>
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<td>Engr</td>
<td>Sewer Modernization Project</td>
<td>Perform sport repairs and relining various sewer mains.</td>
<td>Construction - City awarded the construction contract to Tunnelworks Services on Novemebr 30, 2016 City Council meeting.</td>
<td>EPA Grant Assessment</td>
<td>$1,204,132.00</td>
<td>Dec 2016</td>
<td>Mar 2017</td>
<td>5%</td>
<td>Preconstruction meeting will be scheduled. Construction will commence in late December.</td>
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<td>Engr</td>
<td>Treder Park Restroom Renovation Project</td>
<td>Renovate Treder Park Restroom to meet ADA requirements</td>
<td>Procurement - The bid opening was held on November 28, 2016, and the City received five bids.</td>
<td>CDBG LA County Prop A</td>
<td>$200,000.00</td>
<td>Dec 2016</td>
<td>Apr 2017</td>
<td>3%</td>
<td>The staffs are performing reference to checks to determine the lowest responsible and responsive bidder.</td>
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<td>Project Name</td>
<td>Description</td>
<td>Progress</td>
<td>Cost</td>
<td>Dates</td>
<td>Funding Source</td>
<td>Notes</td>
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<td>Citywide Pedestrian Countdown Signal Heads Installation</td>
<td>Install Pedestrian Countdown Signal Heads Citywide.</td>
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<td>ROW documents were submitted to Caltrans on November 17, 2016.</td>
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<td>Florence Ave Pedestrian Improvement Project - Design</td>
<td>Design pedestrian focus improvement along Florence Ave within the City limit.</td>
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<td>Planning - Secured Grant. Developing RFP for design.</td>
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<td>Design Studies - Randolph, Gage and Florence</td>
<td>Perform design studies on Randolph St, Gage Ave and Florence Ave for possible bicycle routes.</td>
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<td>Planning - Developing RFP.</td>
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<td>Street Rehabilitation Project 2016/2017</td>
<td>Resurface 3 lane miles of streets throughout the City.</td>
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<td>Design - preparing plans and specifications for contruction.</td>
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<td>Bicycle Master Plan</td>
<td>Development of Bicycle Master Plan.</td>
<td>Completed - Bicycle Master Plan is waiting on the General Plan to be completed and adopted.</td>
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<td>SCAG Grant</td>
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Prepared by: Terry Rodrigue, PE
Date: December 1, 2016