MEMORANDUM

To: Honorable Mayor and Members of the City Council
From: Howard W. Brown, Jr., City Manager
CC: City Department Directors
Date: January 13, 2017

Upcoming Meetings

- Mayor’s Cleanup- Saturday, January 21, 2017 from 7am-10am.
- Wednesday, January 25, 2017 – Regular City Council Meeting: Closed session will start at 5:00pm and Open Session at 7:00pm
- Thursday, January 26, 2017 - Special Planning Commission Meeting at 6:30pm at the Bell Community Center.

Administration

- City Hall will be closed on Monday, January 16, 2017 in observance to Martin Luther King, Jr. Day.
- Healthy New Year! Event hosted by AltaMed will take place Saturday, January 21, 2017 at the AltaMed Huntington Park Clinic from 9am-12pm. Flyer attached.
- The Department of Toxic Substance Control sent a notice that the Draft Cleanup Plan & Draft Environmental Impact Report for the Residential Cleanup of properties around Exide is now available for public comment through February 15, 2017. There will be public meetings in three different locations around Los Angeles. Notice attached.
- Front Counter Reports are available for the month of November and December 2016. Report attached.
- Know your Rights Town Hall Meeting was held on Monday, December 12, 2016 at the Bell Community Center. Guest Attorney speakers discussed immigration, religious freedoms, and civil rights protections post-elections.

Human Resources

- Recreation Supervisor Recruitment: We are currently recruiting for the position and the filing deadline is on Friday, February 10, 2017.
- **Office Assistant (promotional recruitment):** We are currently recruiting for the position and the filing deadline is Friday, January 13, 2017.

- **Contract and Facilities Manager Recruitment:** Second interviews were held Friday, January 13, 2017.

- The City will be implementing a new City Employee Identification Card program to increase security at all City facilities. We will be scheduling a date to take each employee picture.

- Bell Leadership Academy for Supervisors will begin on Thursday, January 19, 2017 which includes eight sessions on management and supervision.

**Community Development**

- A professional consulting firm was hired on an immediate interim basis to provide planning services to fill an unexpected void. The company is Michael Baker International. A purchase order was initially done to allow them to immediately start providing services. A proposal has been recently received and a longer term agreement will hopefully be presented at the January 25th City Council Meeting.

- Staff recently met with the Salvation Army in order to provide an update on the status of the project. Conditions related to the Conditional Use Permit are still being worked on by the Salvation Army, and moving along as expeditiously as possible.

- Three items will be going to the Planning Commission for review. The first item is a Conditional Use Permit for the Medicine Cabinet located at the former Blockbuster video site. This item will be presented at a Special Meeting on Thursday, January 26, 2017. Two other items will be presented to the Planning Commission on Wednesday, February 1, 2017. They are finding that (1) the project located at the Western Auto Site is in conformance with the General Plan, and (2) a zoning text amendment to correct language in the zoning that currently refers to commercial zones are no longer in use (C-1 and C-2).

- Staff is currently working with the General Plan consultant and reviewing the land use element. The consultant is Marc Blodgett.

- Staff is currently working with Marc Blodgett to complete the Initial Study to meet CEQA requirements for the Western Auto project site. Staff is hoping to complete this document by Friday, January 13, 2017 in order to allow for the DDA to be presented at the February 8th City Council Meeting.

- A new banner to advertise the Western Auto site and partnership with Arroyo Seco is being drafted and nearing completion.

- A public hearing to consider the annual CDBG budget for FY 2017-18 will be presented at the January 25th City Council Meeting.

**Code Enforcement:**

- On Tuesday, December 6, 2016 CEO J. Garcia notified the property manager to trim overgrown bushes obstructing driver visibility at 5011 Gage Avenue. The bushes were trimmed on Tuesday, December 13, 2016 and are no longer a nuisance.
CEO R. Monroy contacted the resident who lives at 6614 King Ave. She stated she will be removing the overheight fence by Friday, January 20, 2017. The fence has been a nuisance to the neighbor who has made several complaints in the past.

On Sunday, January 8, 2017 CEO M. Daniel observed a contractor from Al Hadi School attempting to shut off the main fire hydrant control from the middle of the intersection on Walker Avenue. Turning off this main line would have shut off water for residents on the street. He stopped the contractor from any further work and advised a plumbing permit would be needed.

Due to a high volume of bulky items observed, several notices were posted and sent out on Monday, January 9, 2017 to property owners to remove bulky items from the front of their property.

On Tuesday, January 10, 2017 CEO M. Daniel confirmed homeless remain at 5027 Florence Avenue, behind Bargain World. I advised to send a Notice of Violation to the property owner to keep this area free of storage and debris.

Police Department

Bell PD and the POA hosted another successful Christmas Toy Giveaway in December 2016. Officers delivered donated toys and Christmas dinner to approximately 70 Bell families in need.

Several years ago Bell PD investigated a suspected child abuse case. The initial investigation was unable to develop due to the juvenile's denial of being molested by her stepfather. In December 2016, the victim became pregnant, and subsequently, admitted molestation to a therapist. The disclosed information resulted in the reopening of the investigation. Detective Lomeli obtained further evidence and presented the case to the District Attorney which led to the multi-count felony filing and arrest warrant for the suspect. The suspect was arrested and DNA indicates the suspect fathered the victim's child. The suspect remains in custody awaiting trial for child sexual assault charges.

On December 23, 2016 Bell PD responded to Chase Bank for a robbery in progress. As Officers arrived on scene they observed the suspect fleeing from the bank and initiated a felony stop. The suspect was taken into custody without incident and later identified by bank personnel. The suspect was booked for bank robbery and is awaiting trial.

On December 26, 2016 Officers responded to a call about shots fired on the 6200 block of Woodlawn Avenue. Officers responded and found a male victim that had sustained a gunshot wound to his lower back. The victim was uncooperative and refused to provide any information to Officers. Detectives have found some information indicating the victim may have been specifically targeted for his involvement in narcotics activity. However, the lack of cooperation by potential witnesses has hindered investigation but it remains open.

Community Services Department

Staff presented information to Bell High School faculty and students on volunteer opportunities and Student Government Day.

The Men's Soccer 8 on 8 Championship game took place on Tuesday, December 6, 2016 and the Chicago Softball Championship Game on Thursday, December 8, 2016.
• A holiday luncheon took place at Hometown Buffet on Wednesday, December 21, 2016 with 55 seniors in attendance.

• Pee Wee Soccer Picture Day took place on Saturday, January 7, 2017 at the Bell Community Center.

• The Recreation Guide for Winter/Spring 2017 will be available at all facilities by Friday, January 20, 2017.

• 2017 Youth Soccer registration opened on Monday, December 26, with already 117 registered youth. Registration ends on Thursday, March 2, 2017.

Public Works and Engineering

• The Slurry Seal Project 2016/2017 commenced on Monday, December 12, 2016. The contractor has completed performing concrete repair and asphalt digout works on various streets. Slurry Seal operation is scheduled to take place on the week of January 15. The project 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 flushing operation has been completed and the contractor is performing punch list items. 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 was held on Monday, December 5, 2016. The project is estimated to commence on Monday, January 16, 2017 and be completed by April 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. The survey will be performed in February 2017.

• Golden State Water have two water main replacement projects occurring within their service district in the vicinity bordered by California Ave, Corona Ave, Gage Ave, and Randolph Ave and Gage Ave, California Ave, Florence Ave and Atlantic Ave. These projects are 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

• The Audit Report for the Fiscal Year ending June 30, 2016 was presented at the January 11th City Council Meeting. Lance Soll & Lunghard (LSL) expressed a positive opinion on the City’s FY2015-16 financial statements.

• FY 2015-16 Single Audit (Federal Grants) is nearing completion.

• RFP for Asset Management Advisory Services to manage the City’s investments is under review by the City Attorney.
- The staff report for the auditor's contract extension is completed and ready to be presented at the January 25th City Council Meeting.

- Willdan Financial Services started the City's User Fees Study. There was a kick-off meeting on Wednesday, January 11, 2017 with all department heads.

END OF MEMORANDUM
Get started on your Healthy New Year Resolutions!

Come Join Us For*:

• Free Health Insurance Enrollment
• Free Health Screenings
  » BMI
  » Glucose
  » Blood Pressure
  » Bone Density (for 50 years and over)
• Meet doctors from local AltaMed Clinics
• Tour the Clinic
• Information and resources on how to stay healthy
• FREE food, games, raffle and giveaways!

*Activities subject to change.

DATE
Saturday, January 21, 2017

TIME
9:00 AM – 12:00 PM

LOCATION
AltaMed Medical Group – Huntington Park
1900 E. Slauson Avenue
Huntington Park, CA 90255

Call to schedule your appointment today!
1-888-363-1293

altamed.org
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Acompáñenos y reciba*:

• Asistencia gratuita para inscripción de seguro de salud

• Exámenes de salud gratuitos
  » Índice de masa corporal
  » Glucosa
  » Presión Arterial
  » Densidad de huesos (para mayores de 50 años)

• Conozca a nuestros doctores de AltaMed

• Recorrido de nuestro nuevo centro médico

• Información y recursos para mantenerse saludable

• GRATIS – comida, juegos, sorteos y regalos!
  * Actividades sujetas a cambios.

FECHA
Sabado, Enero 21, 2017

HORA
9:00 AM – 12:00 PM

LUGAR
AltaMed Medical Group – Huntington Park
1900 E. Slauson Avenue
Huntington Park, CA 90255

Llame hoy para hacer su cita!
1-888-363-1293

En colaboración con:
El Borrador del Plan de Limpieza y el Borrador del Informe de Impacto Ambiental para la Limpieza Residencial de las Propiedades Alrededor de Exide está disponible para su revisión hasta febrero 15 de 2017

Pueden asistir las reuniones públicas:

- East Los Angeles, miércoles, 11 de enero de 2017, 6:00 pm-9:00 pm
  Our Lady of Victory Church
  1316 S Herbert Avenue,
  Los Angeles, CA 90023

- Maywood, jueves, 19 de enero de 2017, 6:00 pm-9:00 pm
  Maywood City Council Chambers
  4319 East Slauson Avenue,
  Maywood, CA 90270

- Boyle Heights, sábado, 28 de enero de 2017, 9:00 am-12:00 pm
  Resurrection Church
  3324 Opal Street,
  Los Angeles, CA 90023

¿Preguntas? Llame al: 844.225.3887

Envíe comentarios a través del sitio web: http://www.dtsc.ca.gov/ResidentialCleanup
The Draft Cleanup Plan & Draft Environmental Impact Report for the Residential Cleanup of Properties around Exide is now available for public comment through February 15, 2017.

Attend the public meetings:

- **East Los Angeles, Wednesday, Jan. 11, 2017, 6:00 pm–9:00 pm**
  Our Lady of Victory Church
  1316 S Herbert Avenue, Los Angeles, CA 90023

- **Maywood, Thursday, Jan. 19, 2017, 6:00 pm–9:00 pm**
  Maywood City Council Chambers
  4319 East Slauson Avenue, Maywood, CA 90270

- **Boyle Heights, Saturday, Jan. 28, 2017, 9:00 am–12:00 pm**
  Resurrection Church
  3324 Opal Street, Los Angeles, CA 90023

Questions? Call: 844.225.3887

Submit comments online at: http://www.dtsc.ca.gov/ResidentialCleanup
Front Counter Report- November 2016

There were a total of 240 visits to City Hall in November 2016. Figure 1 shows the number of visits per department. The majority of visitors came to meet with the Community Development Department staff.

![City Hall Department Visits November 2016](image1)

The City Administration Department received a total of 28 visits that month. The majority of visits were for the City Manager, followed by City Clerk, Human Resources, and City Council (Figure 2).

![City Administration Visits November 2016](image2)
The Building and Planning Division, within the Community Development Department, received the majority of visits in November with 137 visits, followed by Engineering and Public Works, and Code Enforcement. The top three reasons for the visits were due to permit issuance, planning issues, and building plan check (Figure 4).
The Finance Department had a total of 21 visits. Most of the visits pertained to business licenses.

![Finance Department Visits
November 2016](image)

End of Report
In December 2016, City Hall received a total 270 visits. The Community Development Department had 169 visits, accounting for 63% of the total visits, followed by the Finance Department with 67 visits, and lastly, City Administration Department received 34 visitors.

The City Manager’s Office received the most visits in December, accounting for 44% of the total visits in the Administration Department.
Within the Community Development Department, the Building and Planning Division had the most visits in December with 124 visits, followed by Engineering and Public Works Division with 33 visits. The top three reasons for visiting the Community Development Department were due to permit issuance, planning issues, and building plan check. These reasons are recurrent in previous Front Counter Reports dating back to September 2016.

**Community Development Visits per Division**

- **Building & Planning**: 124 visits (73%)
- **Code Enforcement**: 33 visits (20%)
- **Engineering/Public Works**: 10 visits (6%)
- **Economic Development**: 2 visits (1%)

**Figure 3**

**Community Development: Purpose of Visits**

- **Building Inspections**: 52 visits (31%)
- **Building Plan Check**: 34 visits (20%)
- **Code Enforcement**: 13 visits (8%)
- **Contractor’s Licenses and Pre-Sale Inspection**: 11 visits (6%)
- **Encroachment Permits**: 10 visits (6%)
- **Engineering Plan Check**: 7 visits (4%)
- **Permit Issuance**: 7 visits (4%)
- **Planning Issues**: 5 visits (3%)

**Figure 4**
The Finance Department had a total of 67 visits. The majority of visits in December were due to yard sale permits followed by business license permits.

![Finance Department Visits December 2016]

End of Report
<table>
<thead>
<tr>
<th>Depart</th>
<th>Project Name</th>
<th>Description</th>
<th>Phase (Planning, Design, Contraction)</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>
</tr>
</thead>
<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.</td>
<td>Sewer</td>
<td>$227,000.00</td>
<td>Oct 2016</td>
<td>Jan 2017</td>
<td>98%</td>
<td>Contractor has completed sewer flushing operation is working on punch list items.</td>
</tr>
<tr>
<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 councils accepted 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>
<td></td>
</tr>
<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 – Construction commenced on December 12, 2016.</td>
<td>Prop C Gas Tax Measure R</td>
<td>$605,000.00</td>
<td>Dec 2016</td>
<td>Mar 2017</td>
<td>70%</td>
<td>Contractor has performed concrete repair and asphalt digout work on various streets. Slurry Seal operation will happen on the week of January 15, 2017.</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 was 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>Survey will be taken on February.</td>
</tr>
<tr>
<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 November 30, 2016 City Council meeting.</td>
<td>EPA Grant Sewer Assessment</td>
<td>$1,204,132.00</td>
<td>Dec 2016</td>
<td>Mar 2017</td>
<td>5%</td>
<td>Preconstruction meeting was held on December 12, 2016. The construction will commence on January 16, 2017.</td>
</tr>
<tr>
<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 will be held on January 11, 2017.</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 bid opening will be held on January 11, 2017.</td>
</tr>
<tr>
<td>Engr</td>
<td>Project Type</td>
<td>Details</td>
<td>Status</td>
<td>Grant</td>
<td>Amount</td>
<td>Start Date</td>
<td>End Date</td>
<td>Notes</td>
<td></td>
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<td>Citywide Pedestrian Countdown Signal Heads Installation Project</td>
<td>Install Pedestrian Countdown Signal Heads Citywide.</td>
<td>Planning - Secured Grant. Working with Caltrans on Request for Authorization for Design.</td>
<td>HSIP TDA</td>
<td>$156,000.00</td>
<td>Feb 2017</td>
<td>May 2017</td>
<td>4% Request for Authorization documents were submitted to Caltrans on December 12, 2016.</td>
<td></td>
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</tr>
<tr>
<td>Florence Ave Pedestrian Improvement Project - Design</td>
<td>Design pedestrian focus improvement along Florence Ave within the City limit.</td>
<td>Procurement - Secured Grant. RFP has been advertised.</td>
<td>ATP Prop C</td>
<td>$228,000.00</td>
<td>Jan 2017</td>
<td>Jun 2017</td>
<td>5% The proposals are due on January 24, 2017.</td>
<td></td>
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</tr>
<tr>
<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>
<td>Planning - Developing RFP.</td>
<td>Prop C TDA 3</td>
<td>$300,000.00</td>
<td>Dec 2016</td>
<td>Apr 2017</td>
<td>2%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Street Rehabilitation Project 2016/2017</td>
<td>Resurface 3 lane miles of streets throughout the City.</td>
<td>Design - preparing plans and specifications for construction.</td>
<td>Prop C Measure R TDA CalRecycle</td>
<td>$590,000.00</td>
<td>Mar 2017</td>
<td>Jun 2017</td>
<td>3%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Streetlight Program</td>
<td>Streetlight acquisitions from SCE, conversion of existing HPSV lights to LEDs, maintenance and operations of the City owned streetlights, and provide financial options for the purchase and conversion of the facilities.</td>
<td>Procurement - RFP has been advertised.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5% The proposals are due on February 7, 2017.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bicycle Master Plan</td>
<td>Development of Bicycle Master Plan.</td>
<td>Completed - Bicycle Master Plan is waiting on the General Plan to be completed and adopted.</td>
<td>SCAG Grant</td>
<td>$</td>
<td>Feb 2015</td>
<td>Aug 2016</td>
<td>100%</td>
<td></td>
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</tr>
</tbody>
</table>

Prepared by: Terry Rodrigue, PE
Date: January 12, 2017