MEMORANDUM

To: Honorable Mayor and Members of the City Council
From: Howard W. Brown, Jr., City Manager
CC: City Department Directors
Date: March 1, 2017
Re: Bi-Monthly Update and Report (week ending in February 18, 2017)

Upcoming Meetings

- Monday, February 27, 2017 – Special Planning Commission Meeting at 6:30 p.m. at the Bell Community Center
- Wednesday, March 8, 2017 – Regular City Council Meeting: Closed Session at 5:00 p.m. and Open Session at 6:30 p.m.
- Saturday, April 8, 2017 – Strategic Planning Workshop and Retreat from 8 a.m. – 4:00 p.m., the location is to be decided.

Administration

- The City Manager is pleased to announce the start of the Employee Suggestion/Comment Box Project which will run from now until the end of the fiscal year, June 30, 2017. City employees are encouraged to submit their suggestions and/or comments that will help improve city management. The box is available in the staff break room at City Hall. The City Manager will review these suggestions and address them in a timely manner.
- The City received the last restitution payment from former council member George Cole for the amount of $30,171.95. This amount was the remaining balance owed to the City from the Court's restitution order of October 7, 2014.
- The City Manager attended the League of California Cities City Managers Conference in Monterey, California from Thursday, February 9, 2017 – Friday, February 10, 2017.
- Greg Warren, Ph.D. Candidate at Chapman University received approval to start his dissertation research on Democratic Leadership Development in City Government. He is prepared to begin to conduct focus group interviews with leadership and various teams at the City of Bell. City Staff have been invited to participate.
- New copiers were delivered at City Hall, Police Department, Community Center, Bell House, Camp Little Bear Park, Debs Park, and Veterans Park. These new copiers are part of the new five-year contract that was awarded to Sharp Business Systems at the January 25th Council meeting to centralize the copier systems to one single vendor.
• The City published an educational flyer on Measure T. This measure will be on the March 7th local election ballot. Flyer attached.

**Human Resources**

- **Police Cadet Recruitment:** Esther Duran has been selected for the position and her start date was on Tuesday, February 21, 2017.
- **Police Dispatcher Recruitment:** The candidate has been selected for the position and is currently in the background check process.
- **Associate Planner Recruitment:** Second interviews were held on Tuesday, February 21, 2017.
- **Office Assistant- Community Services Department:** Second round of interviews are scheduled for Tuesday, February 28, 2017.
- **Recreation Supervisor:** The first round of interviews are scheduled for Tuesday, March 7, 2017.
- Captain Carlos Islas was promoted to Chief of Police effective Thursday, February 23, 2017.
- The Affordable Care Act reporting was completed and mailed to the IRS.

**Community Development**

- Planning Commission Special Meeting will take place Monday, February 27, 2017 at 6:30pm. There are no decision making items for the agenda. Staff will use this opportunity to provide training presentations to the new commission members.
- The Oversight Board will be holding a meeting on Monday, February 27, 2017 at 5:00pm. The item on the agenda is to consider approving the DDA approved by the Successor Agency. If approved, the DDA will be submitted to the DOF for their approval. It is anticipated that this could be a 1-2 month process to obtain DOF approval.
- The Acting Director and three members of the Planning Commission will be attending the Planning Commissioners training hosted by the League of California Cities at the LAX Marriott on Wednesday March 1st through March 3rd. Mr. Wendell Johnson, Public Works Manager will be acting as the department director during this period.

**Public Works:**

- The Public Works Division completed approximately 85 service requests, responded to 9 tree emergencies, and removed graffiti from approximately 300 locations over the past two weeks.
- Public Works Manager, Wendell Johnson, attended the Gateway Cities Public Works Officers’ meeting and the Metro Strategic Transportation Plan TAC meeting.

**Engineering:**

- 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. The project commenced on Monday, January 23, 2017 and is estimated to be completed by April 2017. The contractor is performing
CIPP lining work on various streets. The project is funded by EPA grant and Sewer Assessment District funds.

- The City Council awarded a construction contract to CEM Construction to perform the Treder Park Restroom Renovation Project on January 25, 2017 City Council meeting. The preconstruction meeting was held on Wednesday, February 15, 2017, and the project is anticipated to start in mid-April. The project is funded by CDBG.

- 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. The survey work has been completed, and the consultant is preparing the report. The study is anticipated to be completed in mid-March.

- 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.

**Code Enforcement:**

- Thursday, February 9, 2017- Sr. CEO J. Garcia responded to a complaint at 6200 Atlantic Avenue involving Las Playitas Auto Sales. The business has been parking its overstock vehicles on the private parking lot across the street. The business owner was sent a Notice of Violation (NOV) to keep all vehicles for sale on their property. A follow-up inspection will be conducted soon.

- Monday, February 13, 2017- A few newspaper vending machines located at 6312 Atlantic Avenue have been reported in dilapidated condition. A NOV has been mailed to the owners to remove or repair the machines.

- Tuesday, February 14, 2017- CEO M. Daniel responded to an explosion and fire incident at 6326 Bear Avenue. An aerosol can accidentally ignited and blew out a window causing minor damages. The City's building inspector was called out to inspect the building for structural damage but none was found.

- Wednesday, February 15, 2017- CEO M. Daniel assisted the Police Department regarding an abandoned home at 6917 Vinevale Avenue. The home had been occupied by homeless, but has since been cleared by the Police Department. A NOV was mailed to the property owner to secure the property.

- Friday, February 17, 2017- CEO R. Monroy responded to a fallen tree incident that landed on a resident's vehicle at 7021 Heliotrope Avenue. No injuries were reported.

- Saturday, February 18, 2017- CEO M. Daniel inspected a home at 6200 Mayflower Avenue due to a report of downed electrical wires. It turned out to be old cable lines and the property owner was advised to remove them.

**Police Department**

- On Thursday, February 23, 2017, Bell PD officers witnessed two suspicious persons loitering outside of Cliffs Liquor, located at 4148 Florence Avenue. One appeared to be a “look out” and the other appeared
to be casing the liquor store for a robbery. Once detained and during a search, a gun holster was located on one of the subjects. A loaded 45 Caliber hand gun was located (serial number scratched off) and a black air soft rifle inside their vehicle. Both subjects were arrested.

- On Wednesday, February 15, 2017 officers responded to 6209 Walker Avenue to conduct a probation search of a person who is a habitual nuisance and problem in the community. This person is on probation for auto theft and subject to search and seizure at any time by law enforcement. A search of his apartment was made and a “billy club” with nails attached, ammunition, and drug paraphernalia were located. The subject was arrested the following day and charged with two felony counts.

- On Friday, February 10, 2017 detectives investigated a robbery, kidnapping, and assault with a deadly weapon case. The Detectives were able to obtain a search warrant and seize the weapon used in the robbery. The suspect was arrested and this case is currently being reviewed by the District Attorney’s Office for filing.

- In the last two weeks the Police Department hosted Neighborhood Watch meetings in the Bell Community Center and at the Bell Mobile Home Park.

Community Services Department

- Hosted the 3rd Annual Bell 5K Run/Walk on Sunday, February 19 with 1,418 registered runners, this includes the Bell 5K and the Children’s 1K run.

- Family Food Truck Night was cancelled due to rain on Friday, February 10, 2017. The next event is on Friday, March 10, 2017.

- Playschool session for fall ended on Friday, February 17, 2017. We had a potluck for each session. Registration for Playschool is underway for returning participants on Monday, February 6, 2017 and for new participants on Monday, February 13, 2017.

- Fifty-five (55) seniors enjoyed a warm BBQ lunch in celebration of Valentine’s Day on Wednesday, February 8, 2017.

- The Community Services Staff took photos of City Hall to enter in a directory cover for the League of California Cities.

Finance Department

- Budget worksheets were sent to department heads on Friday, February 17, 2017. We wish to get a reply from all departments by Friday, March 31, 2017. The worksheets represent their preliminary budget.

- We contacted two award-winning website designers to request a quote to redesign the City’s website.

- The warrant run presented at the City Council Meeting on February 8th and February 22nd paid 669 invoices for a total of $1,416,645.37.

- OpenGov financial reporting on the City’s website is in progress. The City’s financial reporting will be presented in a comprehensible graphical format.

END OF MEMORANDUM
On Tuesday, March 7, 2017, voters in the City of Bell will be voting on a county ballot measure, a city ballot measure, and contests for local offices. The city has placed Measure T on the ballot for Bell residents only.

**What is Measure T?**

Measure “T” is a City ballot measure known as the transient occupancy tax, or “TOT”, which imposes a tax of up to twelve percent (12%) on rent collected generally from visitors who stay in hotels/motels located in the City of Bell.

**Why is Measure T on the March 7th Ballot?**

The transient occupancy tax was originally adopted in 1985. However, the tax was later suspended by action of the city council in 1990 through the adoption of ordinance 1022 which suspended the collection of the 8% transient occupancy. Measure T asks the voters whether a new ordinance, to permit the Council to levy generally on visitors to the City a maximum 12% transient occupancy tax on hotel/motel charges, should be adopted.

**Who pays the Hotel Tax?**

The tax is levied only on persons staying at a hotel or motel in the City of Bell for thirty days or less. Measure T proposes that the amount of the TOT be set at no more than 12% of the room rate of the hotel. The actual tax rate will be established by ordinance of the majority of the members of the City Council, but will not exceed the 12% cap.

**How will Measure T affect my Property Tax Bill?**

Measure T will not affect your property taxes in any way. The hotel tax is paid only by hotel overnight guests.

**How will Measure T revenues be spent?**

The money generated by Measure T will be put into the General Fund of the City and will be available for general City purposes, including services such as public safety, street maintenance, parks and recreation and public works.

**SUMMARY ON MEASURE T**

- Measure T does not affect property taxes on City of Bell Property Owners
- Measure T imposes a tax generally on visitors who stay at a hotel/motel in the City of Bell
- The proposed TOT is estimated to annually generate (if the maximum tax rate of twelve percent (12%) is levied) approximately $285,000
- The revenue collected from the TOT will go into the City’s General Fund and may be used for general City services, including:
  - Public Safety Services
  - Streets and Pothole repair
  - Community Beautification
- The proposed TOT will provide the City of Bell with locally-controlled funding for City services that is protected by law from Sacramento
PARA ENTENDER LA MEDIDA T

Una guía informativa para ayudar a los residentes de Bell a entender la Medida “T”

SOLAMENTE LOS HUÉSPEDES DE NOCHE PAGARÁN EL IMPUESTO UNIFORME DE OCUPACIÓN HOTELERA

El martes, 7 de marzo de 2017, los votantes en la ciudad de Bell votarán por una medida para el condado entero y la competencia de los puestos de las oficinas locales. La ciudad ha puesto la Medida T en votación solamente para los residentes de Bell.

LA MEDIDA T NO ES UN AUMENTO DE IMPUESTO PARA LOS RESIDENTES NI PARA LOS PROPIETARIOS DE LA CIUDAD

¿Cuál es la Medida T?

La Medida 'T' es una medida en votación conocida como el impuesto uniforme de ocupación hotelería o "TOT" la cual impone un impuesto de un doce por ciento (12%) del alquiler pagado por los huéspedes quienes se alojan en los hoteles y moteles en la ciudad de Bell.

¿Cómo serán los ingresos de la Medida T gastados?

El dinero generado por la Medida T será puesto en el Fondo General de la ciudad y será disponible para los propósitos generales de la ciudad, incluyendo los servicios como la seguridad pública, mantenimiento a las calles, parques y actividades y las obra públicas.

¿Por qué está la Medida T en votación para el 7 de marzo?

Originalmente, la medida sobre el impuesto uniforme de ocupación hotelera fue aprobada en 1985, sin embargo el impuesto fue suspendido por una acción del Consejo en 1990 al aprobar la Ordenanza 1022 la cual suspendió cobrar el impuesto uniforme de ocupación hotelera de un ocho por ciento (8%). La Medida T le pregunta a los votantes si es que una nueva ordenanza para permitir que el Consejo cobre el impuesto, generalmente a los huéspedes en la ciudad, a un máximo de 12% de impuesto uniforme de ocupación hotelería en los cargos de hoteles y moteles.

¿Quién paga el impuesto uniforme de ocupación hotelera?

El impuesto se le cobra solamente a las personas que se quedan por la noche en hoteles y moteles en la ciudad de Bell por treinta días o menos. La Medida T propone que la cantidad de TOT será fijada a no más de un 12% de la tarifa de la habitación. La tarifa del impuesto será fijada por la ordenanza que establece la mayoría de los miembros del Consejo Municipal pero no superará el límite de 12%.

¿Me afectará la Medida T en mi factura de impuestos de propiedad?

La Medida T no afectará sus impuestos de propiedad de ninguna manera. El impuesto uniforme de ocupación hotelera solamente es pagado por los huéspedes de noche.

RESUMEN DE LA MEDIDA T

› La Medida T no afectará los impuestos de los propietarios en la Ciudad de Bell

› La Medida T impone un impuesto generalmente a los huéspedes que se quedan de noche en hoteles y moteles en ciudad de Bell

› La propuesta de TOT se estima que anualmente generará (si el máximo de la tarifa de impuesto es de un doce por ciento (12%) es cobrado) aproximadamente de $285,000 dólares

› Los ingresos cobrado del TOT será para el Fondo General y podrá ser utilizado para los usos de los servicios de ciudad, incluyendo:
  • Servicios de la seguridad pública
  • Las calles y reparación de baches
  • Embellecer la comunidad

› La Medida de TOT propuesta proporcionará servicios a la ciudad de Bell fondos controlados por la ciudad que será protegido por la ley de Sacramento
<table>
<thead>
<tr>
<th>Project Name</th>
<th>Description</th>
<th>Phase (Planning, Design, Construction)</th>
<th>Funding Source</th>
<th>Project Budget</th>
<th>Start Date</th>
<th>Completion Date</th>
<th>Percent Complete</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Citywide Sewer Flushing Project</td>
<td>Hydro flush all sewer mains in the City</td>
<td>Completed - The Council accepted the project as complete on February 8, 2017 at the City Council Meeting.</td>
<td>Sewer</td>
<td>$227,000.00</td>
<td>Oct 2016</td>
<td>Jan 2017</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<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 council accepted the project as complete on December 14, 2016 at the 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>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>Completed- The Council accepted the project as complete on February 22, 2017 at the City Council meeting.</td>
<td>Prop C</td>
<td>$605,000.00</td>
<td>Dec 2016</td>
<td>Mar 2017</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>Speed Survey</td>
<td>Conduct Citywide Speed Survey</td>
<td>Research/Study - Survey has been completed.</td>
<td>Gas Tax</td>
<td>$10,000.00</td>
<td>Dec 2016</td>
<td>Feb 2017</td>
<td>80%</td>
<td>Survey has been completed. Report will be completed in mid-March.</td>
</tr>
<tr>
<td>Sewer Modernization Project</td>
<td>Perform sport repairs and re-lining various sewer mains.</td>
<td>Construction - City awarded the construction contract to Tunnelworks Services on November 30, 2016 at the 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>20%</td>
<td>The Council approved additional work on February 22, 2017 at the City Council Meeting. The project will be completed in early April.</td>
</tr>
<tr>
<td>Treder Park Restroom Renovation Project</td>
<td>Renovate Treder Park Restroom to meet ADA requirements</td>
<td>Construction - The council awarded the construction contract to CEM construction on January 25, 2016 City Council Meeting.</td>
<td>CDBG LA County Prop A</td>
<td>$200,000.00</td>
<td>Dec 2016</td>
<td>Apr 2017</td>
<td>5%</td>
<td>The preconstruction meeting was held on February 15, 2017. The project will commence in mid-April.</td>
</tr>
<tr>
<td>Citywide Pedestrian Countdown Signal Heads Installation Project</td>
<td>Install Pedestrian Countdown Signal Heads Citywide.</td>
<td>Design - Received approval from Caltrans to proceed on the design work.</td>
<td>HSIP TDA</td>
<td>$156,000.00</td>
<td>Feb 2017</td>
<td>May 2017</td>
<td>10%</td>
<td></td>
</tr>
</tbody>
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Prepared by: Terry Rodrigue, PE  
Date: March 2, 2017
| Project Title                                                                 | Work Description                                                                 | Procurement/study/Design Status/Study Approvals | Funding Source          | Authorized Amount | Start Date | End Date | Contract Percentage | Notes                                                                                                                                                                                                                                                                                                                                 | Prepared by: Terry Rodrigue, PE  
Date: March 2, 2017 |
<table>
<thead>
<tr>
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<tbody>
<tr>
<td><strong>Florence Ave Pedestrian Improvement Project - Design</strong></td>
<td>Design pedestrian focus improvement along Florence Ave within the City limit.</td>
<td>Procurement -Received 3 proposals.</td>
<td>ATP</td>
<td>Prop C</td>
<td>$ 228,000.00</td>
<td>Jan 2017</td>
<td>Jun 2017</td>
<td>5% The council will be recommended to award a contract on March 22, 2017 at the City Council meeting.</td>
<td>---</td>
</tr>
<tr>
<td><strong>Design Studies - Randolph, Gage and Florence</strong></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>
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</tr>
<tr>
<td><strong>Safe Routes to School Plan</strong></td>
<td>Development of Safe Routes to School Plan</td>
<td>Planning - grant agreement execution</td>
<td>Sustainability Grant Gas Tax</td>
<td>$ 166,202.00</td>
<td>Mar 2017</td>
<td>Feb 2019</td>
<td>2%</td>
<td>Executing grant agreement with Caltrans.</td>
<td>---</td>
</tr>
<tr>
<td><strong>Systemic Safety Analysis Report Program</strong></td>
<td>Review collision data for the entire city and evaluate various high collision locations.</td>
<td>Study - Caltrans approved the allocation.</td>
<td>SSARP Gas Tax</td>
<td>$ 22,000.00</td>
<td>Feb 2017</td>
<td>Feb 2020</td>
<td>5%</td>
<td></td>
<td>---</td>
</tr>
<tr>
<td><strong>Street Rehabilitation Project 2016/2017</strong></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>5%</td>
<td></td>
<td>---</td>
</tr>
<tr>
<td><strong>Streetlight Program</strong></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 - Received 2 proposals.</td>
<td>Measure R TDA CalRecycle</td>
<td></td>
<td></td>
<td></td>
<td>5%</td>
<td>City staff will review the proposals.</td>
<td>---</td>
</tr>
<tr>
<td><strong>Bicycle Master Plan</strong></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>The Council will be recommended to adopt the Bicycle Master Plan on March 22, 2017 City Council meeting.</td>
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</tbody>
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