MEMORANDUM

To: Honorable Mayor and Members of the City Council
From: Howard W. Brown, Jr., City Manager
CC: City Department Directors
Date: March 13, 2017
Re: Bi-Monthly Update and Report (week ending in March 4, 2017)

Upcoming Meetings

- Wednesday, March 22, 2017 – Regular City Council Meeting: Closed Session at 5:00 p.m. and Open Session at 7:00 p.m.
- Wednesday, March 22, 2017 – Chief of Police Pinning Ceremony at 6:30 p.m. before the Regular City Council Meeting.
- 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 met with Congreso Comunitario on Tuesday, February 28, 2017. Minutes attached.
- The Front Counter Report for February is now available. Report is attached.
- The City Manager and Chief of Police attended an informational briefing on Proposition 64 hosted by the League of California Cities on Wednesday, March 1, 2017.

Human Resources

- Police Dispatcher Recruitment: The final candidate has been selected for the position and is in the background phase of the recruitment.
- Associate Planner Recruitment: The final candidate has been selected for the position is in the background phase of the recruitment.
- Office Assistant- Community Services: The final candidate has been selected for the position is in the background phase of the recruitment.
- Recreation Supervisor: First interviews were held Tuesday, March 7, 2017 and second interviews are scheduled for Tuesday, March 21, 2017.
- Recreation Leader 1-2 (Eight positions): The application deadline is on Friday, April 14, 2017 at 4:00p.m.
• **Seasonal Recreation Leader 1 (Eight positions):** The application deadline is on Friday, April 14, 2017 at 4:00 p.m.

• **Recreation Leader 1 (Futsal, three positions):** The application deadline is on Friday, April 14, 2017 at 4:00 p.m.

• **Recreation Leader 4 (Futsal, one position):** The application deadline is on Friday, April 14, 2017 at 4:00 p.m.

• **Community Development Director:** The recruitment for the position is open until filled.

• **Police Officer:** The position is open until filled; first review of applications is on Friday, April 14, 2017.

• Javier Ochiqui started as the Contracts & Facilities Manager on Monday, March 6, 2017.

**Risk Management:**

• The HR & Risk Manager completed the renewal application for the City's property and cybercrime insurance program through the CSAC-EIA risk pool.

**Upcoming training:**

• Thursday, March 16, 2017 –Bell Leadership Academy #5: “How to Analyze and Determine Effective Managerial Systems”

• On Tuesday, April 4, 2017, Aflac will give a presentation and be available to answer any questions about optional insurance to all City employees. The Aflac representative will be at the City Council Chamber from 12:00 p.m. – 2:00 p.m.

**Contracts & RFPs**

• The following is a list of contracts that will expire on or before June 30, 2017
  
  o West Coast Arborist – Tree Trimming Services – April 1, 2017
  o Interwest – General Engineering – June 30, 2017
  o Interwest – Building and Safety - June 30, 2017
  o Interwest – Information Technology Services – June 30, 2017 (City has two one-year extensions at $7,500 per month)
  o Swagil Production, LLC – live web streaming and recording services for City Council Meetings – June 30, 2017
  o Hilda Estrada – Interpretation Services – June 30, 2017
  o Real Estate Consulting & Services, Inc. – Mobile Home Park & Housing Unit Maintenance Services – June 30, 2017
  o Bell House Lease Agreement – Lease of office space at Bell House - June 30, 2017
  o Graffiti Protective Coating – Graffiti Removal – June 30, 2017
  o American Guard Services – Crossing Guard Services – June 30, 2017
  o Aegis – Traffic Signal Maintenance – May 28, 2017
  o Valleycrest (Brightview) Landscaping Maintenance, Inc., - May 28, 2017

• Assisted in preparation of the following contracts and RFPs for March 22nd City Council Meeting:
  
  o West Coast Arborist Contract – Amendment No. 3
- Architectural Services RFP – this RFP will ask the City Council to retain an Architectural/Engineering firm to design the median along Atlantic between Randolph and Florence. The purpose will be to beautify, repair, and update the landscape and monument signage.

- Met with representatives of Republic about AB 1826 and Republic’s request for a potential increase due to this assembly bill and increase in their costs to provide services to the city. The City has until January 1, 2019 to comply with AB 1826. AB 1826 requires businesses and dwelling complexes that generate an amount of organic waste to arrange for organic waste recycling.

Community Development

- An amendment to the West Coast Arborist Agreement will be coming before the Council for consideration at the next Council meeting on March 22, 2017. It would allow the use of unspent funds (leftover from the grid trimming project) to be used for tree removal and emergency services. No new funds will be requested.

- Three of the Planning Commissioners and the Acting Director of Community Development Department attended the League of California Cities planning training from March 1, 2017 – March 3, 2017. This event was held at LAX Marriott.

- Brightview (landscape maintenance) has agreed to extend their services for an additional year as approved by the City Council at the February 22nd meeting. The agreement will be amended to reflect the existing rate with no 5% increase through the end of FY 17-18.

Public Works:

- The Public Works Division completed approximately 73 service requests and removed graffiti from approximately 323 locations over the past two weeks.

- The Public Works Staff will attend a training hosted by the Maintenance Superintendents Association on Wednesday, March 15, 2017 in Santa Fe Springs.

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 Tredor Park Restroom Renovation Project at the January 25, 2017 City Council meeting. The pre-construction 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 the citywide Traffic Engineering & Speed Survey. This radar speed survey was conducted 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 City projects and should be ongoing until May 2017.

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

**Police Department**

- On Monday, March 6, 2017, officers received a report of an armed robbery that occurred at the USA Gas Station located on Florence Avenue and San Luis Avenue. Detectives from Bell PD, South Gate PD, and Downey PD have arrested three suspects and they are awaiting their day in court.

- Officers arrested a subject on Wednesday, March 8, 2017 for making threatening statements to Nueva Vista students as they walked to school. Officers charged the subject for the threats and also found the subject to be a mental health patient. The subject was taken to county jail where he was housed and received treatment for his medical issues. Nueva Vista Elementary Principal and parents were notified of the arrest.

- Bell PD participated in Orchard Academies Career Day on Friday, March 3, 2017. Officer Henry Fernandez visited two classrooms and shared his experience of being a police officer.

- Bell PD delivered books that were donated by Vernon Rotary Club to Nueva Vista Elementary School.

- Chief Islas, Officer Jose Garcia, and Neighborhood Watch Coordinator Angela Arutunian participated in a Neighborhood Watch Meeting on River Drive. They talked to neighbors about the riverbed and neighborhood concerns.

**Community Services**

- A 90th Celebration Planning Committee was created to assist in the coordination and promotion of the City's festivities.


- Noratek App was configured for park maintenance reporting and playground safety preventative maintenance.

- Bell Sapphires won 1st place in their second competition held at Whittier High School. They also won an individual award for stunt performance and the judges’ award.

- The Community Services Department hosted a Healthy Nutrition Training for staff at Camp Little Bear Park on Friday, February 24, 2017. City of Lynwood and Huntington Park were in attendance.

- Yu-Gi-Oh Tournament took place on Saturday, February 25, 2017. We had 26 participants in the tournament.
Finance Department

- The staff report for acquiring an asset management firm will be presented to the Council on March 22, 2017. A representative from Chandler Asset Management will be at the meeting to answer any questions.

- We are negotiating the price with Civic Plus and Vision Internet to update the City’s website.

- We renewed a one-year contract with PCM-G Business Direct for the Barracuda Back-Up System for the same price as last year in the amount of $7,576.

- OpenGov financial reporting on the City website is coming along and will be ready to launch between April –May 2017.

END OF MEMORANDUM
1. Project Updates
   - Walker & Florence property
     - Residents inquired about the dirt mound on the property.
     - Water line being replaced; not a City project.
     - Residents are concern of the significant difference in water rates between Golden State Water and Maywood Utility.
   - Western Auto site
     - Three parcels are owned by the Successor Agency and two are City owned.
     - DDA was approved at the Oversight meeting on February 27, 2017. The next step of the process is to submit it to the State Department of Finance (DOF) for final approval. It can take up to 2 months to get a response.
   - Residents would like to know if there is a possibility for residents to use the vacant properties for overnight parking. City Manager said that this matter has to be on standstill until after the March elections.
   - Bell Mobile Home Parks
     - There is 150 mobile homes at the Florence Village Mobile Home Park and 130 mobile homes at the Bell Mobile Home Park
   - Gage ‘Bakery’ site – The City has received about eight proposals over the course of two years.
     - Council didn’t approve any proposal and decided to create an ad hoc committee with two councilmembers, Ali Saleh and Nestor Valencia, and staff to review economic development items for this site.
   - Yoli’s Flowers and Guadalajara Inn – the business owners have been proposed three options. They have disregarded the first two options.
     - City buys them out
     - City can relocate them
     - The shops can be incorporated into the structural design of the Arroyo Seco Project

2. City-owned Properties
   - Three different entities (Successor Agency, Housing Authority, and the City of Bell) own and manage multiple properties within the city.
   - **Successor Agency** replaced the former City of Bell redevelopment Agency (RDA). The role of the Successor Agency is to make payments on the former RDA enforceable obligations and close the efforts of the former RDA.
   - **Bell Community Housing Authority** is responsible for the acquisition, maintenance, financing, and day-to-day management of low and moderate income City-owned housing.
3. Futsal Park
   - City is working with a designer to create a regulation size futsal field.
   - The City is working on updating the zoning code to allow outside recreational areas.

4. Medicine Cabinet Appeal
   - Medicine Cabinet is located on the Northeast corner of Gage and Atlantic.
   - The CUP for this business was approved by the Planning Commission on January 26, 2017. However, someone filed an appeal to the decision.
   - There will be a public hearing on this appeal on Wednesday, March 8, 2017 at the Regular City Council meeting.

5. Next meeting will be take place Tuesday, March 28, 2017. Public Works Manager, Wendell Johnson will be in attendance and will give an update of current projects.
City Hall had 332 visits in February. The Community Development Department had 253 visits, making up 76% of the total visits that month. The Finance Department had 55 visits, followed by the Administration Department with 24 visits.

For consecutive months, the Community Development Department has had the most visits. In February, 186 visits were solely for the Building and Safety Division. The Engineering Division had 28 visits (11%), Code Enforcement had 33 visits (13%), and Public Works had 6 visits (2%). Figure 3 displays the purpose of visits for this department.
The Finance Department had a total of 55 visits. Forty-one of the visits involved business license issuance.
The Administration Department had 24 visits in February. Most of the visits were for the City Manager, followed by Human Resources and City Clerk.

End of Report
<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 at the February 8, 2017 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 at 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>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 at the February 22, 2017 City Council meeting.</td>
<td>Prop C Gas Tax Measure R</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 at the 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>20%</td>
<td>The Council approved additional work at the February 22, 2017 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 at the January 25, 2017 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 on April 10, 2017.</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>
</table>

Prepared by: Terry Rodrigue, PE  
Date: March 10, 2017
<table>
<thead>
<tr>
<th>Project Name</th>
<th>Description</th>
<th>Procurement</th>
<th>Funding Source</th>
<th>Duration (Start - End)</th>
<th>Percentage</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Florence Ave Pedestrian Improvement Project - Design</td>
<td>Design pedestrian focus improvement along Florence Ave within the City limit.</td>
<td>Procurement - Received 3 proposals.</td>
<td>ATP</td>
<td>Jan 2017 - Jun 2017</td>
<td>5%</td>
<td>The council will be recommended to award a contract at the March 22, 2017 City Council meeting.</td>
</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</td>
<td>Dec 2016 - Apr 2017</td>
<td>2%</td>
<td>Will be developed after City's Bicycle Master Plan adoption.</td>
</tr>
<tr>
<td>Safe Routes to School Plan</td>
<td>Development of Safe Routes to School Plan</td>
<td>Planning - grant agreement execution</td>
<td>Sustainability Grant Gas Tax</td>
<td>Mar 2017 - Feb 2019</td>
<td>2%</td>
<td>The agreement has been executed on March 8, 2017.</td>
</tr>
<tr>
<td>Systemic Safety Analysis Report Program</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>Feb 2017 - Feb 2020</td>
<td>10%</td>
<td>The agreement has been executed on February 2, 2017.</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>Apr 2017 - Jun 2017</td>
<td>5%</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 - Received 2 proposals.</td>
<td>Measure R TDA CalRecycle</td>
<td></td>
<td>5%</td>
<td>City staff will review the proposals.</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>Feb 2015 - 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>
</tr>
</tbody>
</table>

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