MEMORANDUM

To: Honorable Mayor and Members of the City Council
From: Howard W. Brown, Jr., City Manager
CC: City Department Directors
Date: May 19, 2017
Re: Bi-Monthly Update and Report (week ending May 13, 2017)

______________________________________________________

Upcoming Meetings

- Saturday, May 19, 2017 – Mayor’s Clean Up at 7:00 a.m. on Randolph Street, near Prospect Ave.
- Wednesday, May 24, 2017 – Regular City Council Meeting: Closed Session at 5:00 p.m. and Open Session at 7:00 p.m.
- Wednesday, June 7, 2017 – Regular Planning Commission Meeting at 7:00 p.m.

Administration

- On Thursday, May 4, 2017 the former Bell City Administrator John Bramble spoke to our executive staff about his experience in Bell in the 1990s.
- The City Manager and Community Services Director met with representatives of the American Lung Association on Monday, May 15, 2017 to discuss the public opinion survey conducted by the Lung Association in spring of 2016. The public opinion survey determined there is a large support for smoke-free parks (85%). The Tobacco Litter Observation Survey Report indicated that there is a significant amount of tobacco litter found in parks in the city of Bell. For more information please see “Smokefree Parks City of Bell Survey” flyer. The American Lung Association will present to the Council at the July 12th meeting.
- The Front Counter Report for April is now available. Report is attached.
- I am requesting permission to take Monday, June 5, 2017 off. If there is no objection, Chief Carlos Islas will be in charge during my absence.

Human Resources

- Interviews for the Community Development Director position were held on Wednesday, May 17, 2017.
- ICRMA will be hosting training on Thursday, May 25, 2017 in Downey with the following topic: Molestation Recognition and Prevention – Recognizing Signs of Molestation and Misconduct.
- City Identification Cards are being issued out to all City employees and contractors. These cards help identify employees to the public, businesses, and residents they serve at work sites and/or at City Hall,
and enhance the level of security for staff and residents. For those employees who missed the original picture day, a make-up picture day is scheduled for Wednesday, May 31, 2017 from 5:00pm – 7:00pm in the Bell City Council Chamber.

- Due to a recent break-in at City Hall, Bay Alarm Systems will be installing a new security system at City Hall. Each authorized key holder will be issued a security code to enable and disable the alarm system.
- Sergio Ibarra, HR & Risk Management Manager, and Tineke Nordin, Finance Director, will be attending the ICRMA meeting scheduled for Monday, May 22, 2017 in Downey.

Contracts & RFPs

- The RFP for crossing guard services closed on Tuesday, May 16, 2017. We received a total of two proposals.
- The RFP for non-exclusive franchise agreement for towing services closes Wednesday, May 31, 2017.
- The RFP for Building and Safety Services has been posted and closes on Monday, June 5, 2017.

The following contracts will be up for discussion at the June 14, 2017 Council meeting:

- Data Ticket (Police Department) – Parking Citation processing (contract expires 7/30/17)
- Global Paratransit Inc. – for transit services (contract expires on 9/19/17)
- Aleshire & Wynder – City Attorney Services
- Republic Services - waste disposal services (possible rate increase)
- Carl Warren - Liability Claims Administration (expires on 8/1/17)

Community Development

- The Acting Community Development Director will be out of office on Monday, May 22nd and Tuesday, May 23rd due to his attendance to the ICSC Conference. Please contact Wendell Johnson regarding any Public Works issues, Christina Pena regarding Housing Authority issues and JoAnn Burns concerning any Planning, Building, Code and all other issues.
- An Administrative Draft of the General Plan Update will be placed in your inbox for review.

Planning Commission

- There will be a Public Hearing to consider a Conditional Use Permit at 5140 Florence Avenue #A (S/E corner of Florence and Crafton). This is a church that is currently holding services at Veterans' Park and would like to provide services inside of Unit #A of the plaza. Church uses require a CUP.
- There will also be a Public Hearing to consider an amendment to allow for the use of a micro-brewery type establishment within our zoning code. Micro-brewery establishments would be allowed in the C3 and C3R Zones if approved.

Housing Authority

- A request has been made by a student film group from USC to use the Gage Mobile Home Park as a back drop to a dialogue scene between three characters. This is a short coming-of-age drama film about
the high school years of MMA Fighter Nick Diaz, he apparently grew up in a mobile home park in real life. This would take place one day in June and has not yet been confirmed.

Engineering:

- The City Council awarded a construction contract to All American Asphalt to perform the Street Rehabilitation 16/17 Project. The project is estimated to start in June 2017 and be completed in July 2017.
- The bi-monthly progress report for capital and special projects is attached.

Code Enforcement:

- A Council member reported the ongoing parking issues on the 6300 block of King Avenue. To address the problem, a letter of violation was drafted for the property and business owners and is currently being reviewed by the City Attorney.
- On Wednesday, May 3, 2017 a Council member reported the lack of maintenance in front CVS Pharmacy located at 7101 Atlantic Avenue. Code Enforcement Officer Monroy requested the store manager to clean and maintain all areas surrounding the business. The store manager complied the next day and pressured washed the area.
- On Tuesday, May 2, 2017 a Council member reported the accumulation of debris on the alley located behind 6918 Atlantic Avenue. Code Enforcement Officer Daniel had a previous open case for the same violation since April 23, 2017. On Wednesday, May 3, 2017 the City issued an Administrative Citation to the business owner for the lack of compliance.
- The Council reported an un-permitted structure on top of a garage located at 4217 Bell Avenue. Code Enforcement Officer Monroy had a previous open case for the same violation since April 26, 2017. After two (2) notices of violation for the removal of the hazardous structure, a demolition permit was secured by the property owner on Thursday, May 11, 2017.

Police Department

- On Tuesday, April 25, 2017 Bell Police Officers responded to a burglary investigation at City Hall. The burglary was captured on surveillance video. The video cameras captured a Hispanic, male juvenile breaking into City Hall on Monday, April 24, 2017 and walking away with two computer monitors. On Thursday, May 11, 2017 officers received a call of a disturbance between mother and son. When officers responded they took the juvenile into protective custody. At the station a sergeant recognized the juvenile as the possible burglary suspect. The suspect was interviewed and he admitted to the break-in. The suspect was charged for burglary.
- Bell Police Department kicked off a Citizens Police Academy Pilot Program. This Academy will soon be available to all community members who wish to learn about the police department.

Community Services

- Fun Camp registrations began on Monday, May 1, 2017. Camp will run from June 12, 2017 through August 11, 2017 at Veterans' Memorial Park. This is a weekly camp for children ages 5-13.
• Recreation staff attended the Los Angeles County Park Summit on Thursday, May 4, 2017. This was an informative event where staff learned some of the newest trends and topics in the field of recreation.

• On Tuesday, May 10, 2017 the LA Food Bank cleared Veterans’ Memorial Park as a distribution site for Free Lunches for the Summer Fun Camp program.

• The Family Food Truck Night event took place on Friday, May 12, 2017 at the new location at the Shoe City parking lot. The turnout increased threefold from the previous event due to the centralized location, parking, and increased amenities. Our next event will take place on Friday, June 9th.

• The seniors have enjoyed the Older American Month activities thus far which included a hot breakfast on May 1st and a surprise Mother’s Day lunch on May 10th.

**Finance Department**

• A kick-off meeting with Chandler Investment Asset Management took place on Monday, May 8, 2017.

• The interim audit exit meeting was completed on Friday, May 12, 2017. Staff received a list of items to provide to the auditor for the annual audit and documentation of the internal control system was discussed and updated.

• A review and scoring of all proposals for the Financial Advisory Services was completed on Friday, May 12, 2017. The selected firm will be used to refinance City bonds. A recommendation for the provision of these services will be presented to the Council at the May 24, 2017 meeting.

**END OF MEMORANDUM**
Smokefree Parks
City of Bell Survey

A Public Opinion Survey was conducted in the City of Bell during the Spring of 2016. 103 Bell residents were asked questions about exposure to secondhand smoke, tobacco litter, visiting parks, and support for 100% smokefree parks.

Survey findings show strong support for smokefree parks in the City of Bell.

- Parks: 75% of persons surveyed visit parks at least one day per week.
- Extent of Problem: 75% think tobacco litter is a problem - this is a health and environmental issue. 93% believe secondhand smoke is harmful to their health. 81% have seen or smelled secondhand smoke at parks.
- Support for Smokefree Parks: 85% of respondents support 100% smokefree parks. 75% of persons surveyed would visit the park more often if it went smokefree - this is a health and quality of life issue.
City Hall had 309 visits in April. Community Development Department had a total of 237 visits, accounting for 77% of the total City Hall visits, followed by the Finance Department and Administration Department.

Community Development had 237 visits, averaging about 11-12 visits per day. The three divisions with the most visits in April were Building and Planning (168 visits), Engineering (34 visits), and Code Enforcement (28 visits). Figure 2 shows more details.
Figure 3 identifies the type of business conducted in the Community Development Department. The top three reasons for the visits were: permit issuance (56 visits), building plan check (47 visits), and planning issues (45 visits).

Most of the visits for the Finance Department were for yard sale permits (67%) followed by business licenses (29%) and front desk information (4%).
Lastly, the Administration Department consisting of the City Manager’s Office, Human Resources & Risk Management, and City Clerk received a total of 18 visits in April. Fifty-six percent (56%) of the visits were for Human Resources & Risk Management followed by City Manager with thirty-three percent (33%) and City Clerk with eleven percent (11%) of visits.

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>End 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</td>
<td>Completed - The councils accepted the project as complete at the December 14, 2016 Council Meeting</td>
<td>Section 125 Prop C</td>
<td>$738,100.00</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</td>
<td>Completed- The Council accepted the project as complete at the February 22, 2017 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>Apr 2017</td>
<td>95%</td>
<td>Report has been completed. Report will be recommended to be adopted at the May 24, 2017 Council Meeting.</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 City Council meeting.</td>
<td>EPA Grant Sewer Assessment</td>
<td>$1,090,826.00</td>
<td>Dec 2016</td>
<td>Apr 2017</td>
<td>100%</td>
<td></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>$368,525.00</td>
<td>Apr 2017</td>
<td>May 2017</td>
<td>70%</td>
<td>The project is estimated to be completed on June 1, 2017.</td>
</tr>
</tbody>
</table>
### Citywide Pedestrian Countdown Signal Heads Installation Project

- **Development:** Install Pedestrian Countdown Signal Heads Citywide.
- **Design:** Received approval from Caltrans to proceed on the design work.
- **Funding:**
  - **HSIP TDA:** $156,000.00, Feb 2017 to Aug 2017, 10%

**Plans and Specifications (PS&E) are currently being developed. Upon Caltrans’ approval of the PS&E, the project will be advertised for bidding.**

### Florence Ave Pedestrian Improvement Project - Design

- **Design:** Design pedestrian focus improvement along Florence Ave within the City limit.
- **Procurement:** Received 3 proposals.
- **Funding:**
  - **ATP Prop C:** $228,000.00, Jan 2017 to Jan 2018, 5%

**The Council awarded a contract at the May 10, 2017 meeting. The design work will start when school gets back in session after summer break.**

### Design Studies - Randolph, Gage and Florence

- **Design:** Perform design studies on Randolph St, Gage Ave and Florence Ave for possible bicycle routes.
- **Planning:** Developing RFP.
- **Funding:**
  - **Prop C TDA 3:** $300,000.00, May 2017 to Dec 2017, 2%

**Will be developed after City’s Bicycle Master Plan adoption.**

### Safe Routes to School Plan

- **Planning:** Developing RFP.
- **Funding:**
  - **Sustainability Grant Gas Tax:** $166,202.00, Mar 2017 to Feb 2019, 4%

**The agreement with Caltrans has been executed on March 8, 2017. RFP is being developed to select a consultant.**

### Systemic Safety Analysis Report Program

- **Study:** Review collision data for the entire city and evaluate various high collision locations.
- **Study:** Caltrans approved the allocation.
- **Funding:**
  - **SSARP Gas Tax:** $22,000.00, Feb 2017 to Feb 2020, 10%

**The agreement has been executed on February 2, 2017.**
<table>
<thead>
<tr>
<th>Project</th>
<th>Description</th>
<th>Procurement</th>
<th>Fund</th>
<th>Start</th>
<th>End</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Rehabilitation Project 2016/2017</td>
<td>Resurface 3 lane miles of streets throughout the city.</td>
<td>Procurement - Bid opening on April 17, 2017.</td>
<td>Prop C Measure R TDA CalRecycle</td>
<td>Apr 2017</td>
<td>Aug 2017</td>
<td>10%</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>
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</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</td>
<td>Aug 2016</td>
<td>100%</td>
</tr>
<tr>
<td>Fishburn Ave Improvement Projects</td>
<td>Resurface Fishburn Ave between Bell Ave and Gage Ave. This project will also include drainage improvements.</td>
<td>Design - preparing plans and specifications for construction.</td>
<td>Gas Tax</td>
<td>Feb 2017</td>
<td>Oct 2017</td>
<td>5%</td>
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The council awarded a construction contract to All American Asphalt at the May 10, 2017 City Council meeting. The project is estimated to start in early June.

The council will be recommended to award a services contract at the June 28, 2017 City Council meeting.

The council will be recommended to adopt the Bicycle Master Plan when adopting the General Plan.

Plans and Specifications are currently being developed. The project is currently being reviewed by the County. Once the project is approved by the county, the project will go out to bid.

Date: May 19, 2017