



MEMORANDUM

To: Honorable Mayor and Members of the City Council
From: Howard W. Brown, Jr., City Manager 
CC: City Department Directors
Date: April 19, 2016
Re: **Bi-Monthly Update and Report (Week Ending Saturday, April 16, 2016)**

Administration

- The city staff met on March 31, 2016 to discuss the formulation and implementation of a contracts management solution to address citywide contract management. Interwest is able to provide a solution to assist us without additional monies being required for this project; the provided solution will be implemented within the next few weeks.
- We submitted an application for the League of California Cities, *Helen Putnam Transparency Award*, and are awaiting a forthcoming response.
- On April 13, 2016, I passed the bilingual skills proficiency which deems me fluent in Spanish with the ability to interpret, and translate comments.
- I will be out of the office on **Thursday, April 21, 2016 and Friday, April 22, 2016**. Mr. Derek Hull, Community Development Director, will serve as the Acting City Manager during my absence. Mr. Hull can be contacted at (213) 352-8333.
- In accordance with sec. 3.08.010 of the Bell City Code, as Chief Administrative Officer I am required to prepare an annual budget that reconciles the City's expected income with all proposed expenditures for the upcoming year. Our staff is currently working in tandem with a financial consultant to prepare the budget. Upon finalization of the budget, I will meet with you all individually May 2 – 6, 2016. Pursuant to city code, a proposed budget shall be submitted no less than sixty (60) days prior to the beginning of the fiscal year, July 1, 2016.
- Strategic Planning Work Retreat – We are currently preparing the City's strategic plan with the help of Henry Garcia, a Strategic Planning Consultant. We intend to present a draft to the City Council on May 11, 2016, and finalize its adoption at the May 25, 2016, City Council Meeting.
- I met with the General Manager for Golden State Water Company to coordinate services for our residents. According to the General Manager, the current franchise agreement with Golden State Water Company has expired and a new franchise agreement is necessary. A draft agreement will be provided by Golden State Water Company in the upcoming weeks. Golden State Water Company is also interested in partnering with the City in local community outreach and other philanthropic efforts. Some considerations are listed below; however, staff members are also generating additional opportunities.

SUGGESTED DONATIONS FOR CITY EVENTS FOR FY 2016 - 2017

Type	Description	Cost
Chamber of Commerce	Seed funding to help re-establish Chamber of Commerce (required for members and professional staff)	\$7,500
Holiday Decorations	Holiday decorations for the city	\$20,000
City Exhibit Booths	"State of the art" exhibit booth to market the city at conventions and conferences	\$12,000
Holiday Festival	Donations to purchase 800 toys for distribution to youth (12 years of age and under)	\$3,000
Bell 5K Run	Sponsorship to off-set operating costs	\$2,000
TOTAL		\$44,500.00
Date: April 19, 2016 Prepared By: City Manager's Office Source: City staff		

Human Resources

- The City Attorney's office would like to clarify language in one of the provisions of the management resolution adopted by the City Council on March 23, 2016. This will be discussed in a closed session on April 27, 2016.
- Defensive Driving Training will take place on **Tuesday, May 3, 2016**. Please contact Sergio Ibarra, Human Resources Manager, at (323) 923-2613 to register for the afternoon session at 1 pm. Taking and successfully passing this course can potentially lower your auto insurance premium.

Community Development Department

- The Exclusive Negotiating Agreement has been prepared. A proposed draft agreement is being sent to Arroyo Seco, and a final draft will be presented to the City Council for approval on April 27, 2016. The City Attorney will review the agreement for legal sufficiency.
- There are two planning and zoning items pending:

- Salvation Army – Conditional Use Permit Application – has tentatively been scheduled for Planning Commission and City Council action on **April 27, 2016**, and may be discussed in closed session.
- Aldi Grocery Store – Conditional Use Permit Application – this application has been tentatively scheduled for Planning Commission and City Council action on **May 11, 2016**. Staff is collaborating with the Developer on site design recommendations.

Finance Department

- Staff is currently working on a rate and fee study proposal to determine if fee amendments are needed to cover expenditures from services provided by various contractors. We plan to place a proposal from Wildan Financial Group on the agenda for authorization during the May 11, 2016 Council Meeting. We estimate the cost for these services to be \$24,800.
- Staff is preparing the interim audit for FY 15-16. This type of audit makes it possible to complete some of the tasks that are involved with the preparation of a final audit, once the fiscal year has closed. The audit is being performed by Lance, Sol, and Lungard (LSL) and should be completed by early September 2016. The Auditors will physically be on-site during the first week of May. Feel free to stop by and say hello.

Police Department

- Chief Ed Dadisho will be attending the LA County Chief's Conference on Thursday, April 21 – 23, 2016. During his absence Captain Islas will be the Acting Chief of Police
- During the past month the Police Department has responded to numerous calls relating to mental disturbances. Nine mental disturbance calls requiring mental health hold evaluations were placed on individuals who were deemed a danger to themselves or others. The department was assisted by Mental Health clinician, Dr. Sara Church.
- The Office of Traffic Safety (OTS) recognizes the month of April as distracted driver awareness month; to date, the Bell Police Department has completed two heavy traffic enforcement details utilizing OTS Grant funds, and made 23 traffic stops for observed activity indicating distracted driving. Of the 23 stops, 14 drivers were cited for violations of distracted driver laws. There are 4 future patrols scheduled through the end of April for distracted driver violation patrols.

Community Services Department

- Mr. Gabino Luna, Recreation Coordinator I, for the Community Services Department has been certified as a Playground Inspector by the National Parks and Recreation Association. Mr. Luna is the first in the city's history to obtain such certification. This is a big accomplishment for the department and the City of Bell.

