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# CITY MANAGER'S REPORT

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October 17, 2014 - November 6, 2014

**Date:** October 17, 2014  
**To:** Honorable Mayor & Council Members  
**From:** Jose E. Pulido, City Manager

## What's Coming Up: A Two Week Forecast

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|------------|--|
| October 17 | Halloween Teen Dance, Lugo Park Teen Center, 6:00 p.m. - 10:00 p.m.  |
| October 18 | Cudahy Swap Meet, Clark Street Park, 7:00 a.m. - 3:00 p.m.   |
| October 20 | Planning Commission Meeting, Bedwell Hall, 6:00 p.m. <ul style="list-style-type: none"><li>• Public Hearing considering Conditional Use Permit No. 38.350, to allow the transfer of liquor license issued by the Alcoholic Beverage Control Board.</li><li>• Public Hearing recommending approval by Resolution No. PC 14-11 to the Cudahy City Council to adopt Ordinance pertaining to Low Impact Development (LID) Strategies on Projects that require Building, Grading and Encroachment Permits.</li><li>• Request to approve the minutes of the Regular Planning Commission meeting held on September 15, 2014.</li><li>• Request to approve the minutes of the Special Planning Commission meeting held on October 6, 2014.</li></ul> |
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October 21	<p>City Council Meeting, Council Chambers 6:30 p.m.</p> <ul style="list-style-type: none"><li>• Presentation: City of Cudahy's General Municipal Election</li><li>• Approve City Demands &amp; Payroll including Cash &amp; Investment Report for August 2014</li><li>• Approve Local Agency Investment Fund (LAIF) for the month of August 2014</li><li>• Approve Resolution No. 14-68, Adopting the Relocation Plan for the Clara Street Sports Complex Expansion Project</li><li>• Award of Contract for Partnership with University of California Los Angeles (UCLA)</li><li>• Award of Contract for Street Improvements Projects</li><li>• Internal Control Update</li><li>• Gann Limit for Fiscal Year 2014-2015 &amp; approval of Resolution No. 14-69</li><li>• Approve Extension of Professional Service Agreement (PSA) with Willdan Engineering</li><li>• Biennial Notice for Update to the City of Cudahy's Conflict of Interest Code</li><li>• Approval of Resolution 14-70 and 14-71, Adoption of Fiscal Year 2014-2015 Budget and Amending General Fund Reserve Policy</li><li>• Consideration of Reso. No. 14-71 &amp; Reso. No. SA14-29, Approval of 2nd Amendment PSA with Olivarez Madruga, P.C. for Long Range Property Management Plan</li><li>• Discussion/Action - League of California Cities Annual Conference &amp; Expo held on Sept. 3-5, 2014, Grand Prize Drawing for \$3,000 U.S. Communities Voucher</li></ul>
October 22	<p>Town Hall Meeting/Neighborhood Watch Meeting, Clara Park 6:45 p.m.</p> <ul style="list-style-type: none"><li>• Sheriff's Updates</li><li>• Raffle of Household Items</li></ul>
October 23	<p>Food Distribution, Clara Street Park 9:00 a.m.</p>
October 24	<p>Parks and Recreation Commission Meeting, Council Chambers 6:00 p.m.</p> <ul style="list-style-type: none"><li>• Discussion of process for New Recreational classes</li><li>• Discussion of CYF Budget</li><li>• Presentation of funding sources for Lugo Park Renovation</li></ul>
October 24	<p>Halloween Movie Night, Cudahy Park 6:00 p.m.</p>
October 31	<p>Halloween Carnival, Cudahy Park 6:00 p.m.</p>
November 1	<p>Cudahy Swap Meet, Clark Street Park, 7:00 a.m. - 3:00 p.m.</p> <p>Dia De Los Muertos, Bedwell Hall 5:00 p.m.</p>
November 4	<p>Election Day</p>

# City Manager's Office

## The Great California ShakeOut

On Thursday, October 16, 2014 at 10:16 a.m. staff participated in the state's largest earthquake drill ever, the 2014 California ShakeOut! In Los Angeles County there were 182 local government agencies registered, with a total of 255,443 participants and in the state, 585 local government agencies were registered with 456,467 participants.

City staff participated in a simple drill for one minute where they performed "Drop, Cover, and Hold On" -- a quake-safe action designed to protect lives from falling furniture and flying objects that can become projectiles during ground shaking. Staff will hold a post-ShakeOut assessment to review and discuss what worked or what did not, in order to make improvements for the next drill or actual earthquake.

City staff would like to encourage all residents to prepare their homes by using the 7 Steps to Earthquake Safety from "Putting Down Roots in Earthquake Country" (see below or go to [www.earthquakecountry.org/roots/seven\\_steps.html](http://www.earthquakecountry.org/roots/seven_steps.html)).

PREPARE	SURVIVE AND RECOVER
<p><i>Before the next big earthquake we recommend these four steps that will make you, your family, or your workplace better prepared to survive and recover quickly:</i></p> <p><b>Step 1:</b> <u>Secure your space</u> by identifying hazards and securing moveable items.</p>  <p><b>Step 2:</b> <u>Plan to be safe</u> by creating a disaster plan and deciding how you will communicate in an emergency.</p>  <p><b>Step 3:</b> <u>Organize disaster supplies</u> in convenient locations.</p>  <p><b>Step 4:</b> <u>Minimize financial hardship</u> by organizing important documents, strengthening your property, and considering insurance.</p> 	<p><i>During the next big earthquake, and immediately after, is when your level of preparedness will make a difference in how you and others survive and can respond to emergencies:</i></p> <p><b>Step 5:</b> <u>Drop, Cover, and Hold On</u> when the earth shakes.</p>  <p><b>Step 6:</b> <u>Improve safety</u> after earthquakes by evacuating if necessary, helping the injured, and preventing further injuries or damage.</p>  <p><i>After the immediate threat of the earthquake has passed, your level of preparedness will determine your quality of life in the weeks and months that follow:</i></p> <p><b>Step 7:</b> <u>Reconnect and Restore</u> Restore daily life by reconnecting with others, repairing damage, and rebuilding community.</p> 

## **City Budget In Brief**

The City of Cudahy's first Budget In Brief is now available and can be found on the City's website and in City Hall. The primary purpose of this document is to provide the community with a convenient and transparent alternative to reading the City's traditional budget and to inform residents about the City's revenue sources and spending priorities.

## **PUBLIC SAFETY**

### **Safety Tips for Trick or Treating**

- Always go with friends and stay in a group. Plan your route, using well-lit streets and tell your family which streets you plan to use and your return time.
- Parents or other adults should always go with young trick-or-treaters. Everyone should use flashlights or glow-sticks to increase visibility. Use reflective tape on costumes.
- Cross only at corners, not in the middle of the block or from between parked cars.
- Review with children how to safely cross a street by looking left, right and left again to spot approaching cars. If there is not a sidewalk, stay as far left of the roadway as possible and walk facing traffic.
- Never eat any goodies until you are safely home and have checked all treats. Parents should help youngsters check all treats. Throw away candy or food not commercially wrapped and sealed. Notify parents and police if there are any suspicious treats.
- If your children are attending Halloween parties at others' homes, remind them to be alert for ways out of the home in an emergency.

*Safety tips by Los Angeles County Sheriff's Department*

## **Finance Department**

### **Status of State Controller's Office Review Report**

An update on the timeline relating to the State Controller's Office (SCO) Recommendations will be provided to the City Council at its regular meeting on October 21, 2014. The update will indicate that by December 31, 2014 the City will have implemented 58% of the 33 recommendations from the State Controller's Office Review Report and 21% of the Organizational Control Elements suggested by the State Controller.

Proposed Timeline for implementation of SCO Recommendations and Organizational Controls:

Completed by	SCO Recommendation	Organizational Controls
9/30/2014	4	6
12/31/2014	15	15
6/30/2015	9	31
12/31/2015	3	19
6/30/2016	1	8
12/31/2016	1	0
<b>Total</b>	<b>33</b>	<b>79</b>

The Organizational Control (79 elements) guidelines will be provided by the State Controller’s Office to all local governments in January 2015. The City of Cudahy along with California local governments will be reviewing those guidelines. The City of Cudahy anticipates that a consultant will be engaged to assist the City in the development of tasks and milestones to implement the guidelines relating to the 79 elements which the SCO suggested that the City of Cudahy address. The cost of a consultant to evaluate, suggest and implement the applicable elements will be an initial amount in the range of \$15,000 to \$25,000. Additional resources beyond the initial amount will depend on the final guidelines provided by the SCO.

**Fiscal Year 2014-15 City Budget & Gann Limit**

The Cities Annual Gann Limit will be presented to the City Council in conjunction with the adoption of the annual budget on October 21, 2014. Article XIII B, also known as the Gann Limitation, to the State Constitution insures that limits are placed on all state and local government appropriations. Appropriations are the expenditures a city is permitted to budget and spend from taxes that it receives. Based upon the Gann Limit the City of Cudahy’s General Fund is permitted to spend \$25 million dollars annually from tax proceeds. The current appropriation that are subject to the limit are \$6.1 million. Accordingly, the City of Cudahy is below the spending limit by \$19.3 million.

# Community Development and Services Department

## International Walk to School Day

The City of Cudahy was a participant in the International Walk to School Day event that was coordinated by the Los Angeles Department of Public Health. The event took place on Wednesday, October 8th, 2014; the purpose of the event was to have Cudahy students join thousands of children around the world to celebrate International Walk to School Day by walking to school.

- All 5 public schools participated with 4 different meeting locations and 9 walking school buses
- Roughly 900 - 1,000 participants, not including those who joined the walk along the way
- Along with Cudahy students and parents there was great support from others including: Cudahy Council members, City staff, City Municipal Officers, school principals, staff from Kaiser Permanente, LAUSD school police, and LA County Sheriff Department.



**Clara Expansion Park Field Closure**

In November the City's Parks Maintenance Crew will be prepping the Clara Expansion Park soccer field to be reseeded. In order to allow the grass to take root and grow, the field will be closed for at least three months from mid-November 2014 to February 2015.



**Lugo Park Renovation Project**

On October 14, 2014, the Los Angeles County Board of Supervisors reviewed the City's funding request for excess funds to support the renovation project at Lugo Park, matching the City's CDBG allocation. The Los Angeles County Board of Supervisors unanimously approved the request, allocating approximately \$250,000 towards the project. As mentioned in the October 3, 2014 City Manager's Report, CDBG allocation of available funding is expected this Fall, after which City staff will immediately begin to execute the necessary forms and documentation to proceed with the design and construction of the park renovation.



**Clara Park Sports Complex Expansion Project Phase III**

At the October 7, 2014 City Council meeting, City Council approved the project design as illustrated in the October 3, 2014 City Manager's Report, and the associated Negative Declaration. The proposed Relocation Plan which has been available on the City's website, City Hall, and the Library from September 17 - October 16, 2014 and will be considered for approval at the October 21, 2014 City Council meeting. The timetable of milestones is shown below:

Milestones for Clara Park Sports Complex Expansion Project Phase III	
RFP's: Design services, project management, relocation services, landscape design	July, 2014
Draft site plan, relocation plan, budget	September, 2014
Grant modification approval	June - August 2014
CEQA certification	September - October 2014
Property acquisition	September - October 2014
Relocation	November 2014 - January 2015
Demolition/construction	January - March 2015
Project completion	March 2015

**PLANNING**

- Pre-Sale Report(s):
  - 7608 Otis Avenue (3 units)
- Business License Inspections:
  - 8050 Atlantic Avenue; Jim's Burgers
  - 7910 #J Atlantic Avenue; Bionicos
  - 7825 Atlantic Avenue; Kaiser Permanente Pharmacy
- Permanent Sign/Banner/Fence Permit(s):
  - 5110 Elizabeth Street; Front Yard Fence
- Counter Reviews:
  - 4435 Clara Street; Demolish Fire Damaged Carport and Existing Carport to be rebuilt as new
  - 5001 Clara Street; Electrical Panel Schedule Revised

- 4947 Elizabeth Street; 176 sq. ft. room addition & legalize bathroom
- Special Planning Commission Meeting:
  - Development Review Project: Clara Park Expansion Phase III, and Associated Negative Declaration. (Approved Resolution PC 14-09)
- Workshops:
  - METRO 2015 Call For Projects Workshop
  - Active Transportation Program (ATP) Successful Applicants Next Step Workshop
- Upcoming Entitlement Applications/Projects:
  - Planning Commission Landscape Requirements Sub-Committee was established and will be reviewing existing and potential changes to Cudahy's landscaping requirements
  - Planning Commissions Impact Fees Sub-Committee was established and will be placed on the Strategic Planning Grant Technical Advisory Committee (TAC)
  - CUP No. 38.350 for 8111 Atlantic Avenue; Existing Gas Station going through a change of ownership and transfer of Alcoholic Beverage License
  - CUP No. 38.343 for 4311 Santa Ana Street; Cabinet Shop
  - Negative Declaration for upcoming Safe Routes to School (SRTS) Plan adoption
  - CUP No. 38.351 for 4550 Cecelia Street; Auto Body Shop, "Broadway Auto Center"
  - DRP No. 41.500 for 7200 Atlantic Avenue; Soil Vapor Extraction System Upgrade

## **ENGINEERING**

### **Grants (Workshops)**

The Engineering Department staff attended two grant related workshops in the last two weeks (Call for Projects Workshop and Successful ATP Applicants Workshop). The workshops, organized by Metro, provided grants information on infrastructure projects. The City of Cudahy was awarded with the ATP Grant this year, and it is now working on the implementation phase.

### **Project Updates:**

#### **Citywide Prop 1B Street Improvement Project – 1) Ferndale Avenue / Fostoria Street / River Road / Cecelia Street and Crafton Avenue Loop 2) Alamo Street and 3) Walker Avenue**

In the month of September the City completed the Engineering Design Request for Proposals phase of the project. As a result of this solicitation, the City received five (5) proposals from its shortlisted engineering design firms. The Cudahy City Council is requested to award the contract for these services in its regular Council Meeting to take place on October 21, 2014. After the contract awarded, the project will go to through the design phase. Bid and construction phases will follow.

**Bedwell Hall Roof Replacement Project (CDBG)**

On October 13, 2014 the City started the advertisement process to solicit for bid proposals for the Bedwell Hall Roof Replacement Project. Upon completion of the advertisement period a mandatory pre-bid meeting is scheduled for the end of the month and in early November the City will receive actual bids from contractors.

**City Monument Sign Project**

During the September Town Hall Meeting the Engineering Department presented a few city monument design options to the general public for their consideration. One of the design options received the majority of the votes. The results will be taken to the City Council for final direction.

**Municipal Separate Storm Sewer System (MS4) Permit**

The City is currently coordinating Memorandums of Understanding (MOU) with other agencies for the administration and cost sharing to prepare and implement a Watershed Management Program (WMP) and Coordinated Integrated Monitoring Program (CIMP).

**Low Impact Development Policy (LID)**

The City of Cudahy has completed an LID Ordinance and LID Guidelines to comply with requirements of the current Municipal MS4 Permit (Order No. R4-2012-0175). The LID Ordinance and Guidelines will be presented to the Planning Commission on October 20th for recommendation for City Council adoption. It is expected that the LID Ordinance will go before the City Council for adoption in the month of November.

**BUILDING & SAFETY**

Department Activity	May	June	July	Aug	Sept	Oct
Pre-Sale Inspections	5	12	5	3	4	1
Building Inspections	53	63	90	101	62	37
Public Works Inspections	21	13	9	8	0	1
Business License Inspections	8	1	3	3	6	3
Building Permits Issued	10	47	22	23	20	11
Plan Checks Processed	5	5	5	6	5	4
Public Works Permits Issued	9	8	8	4	3	2
Public Works Plan Checks Processed	9	4	4	2	2	1
Projects Final	30	15	34	26	17	9

\* October tally pending month's end closeout submittals

### Citywide Projects - Ongoing Construction

- Four new SFD's at 4442 at Santa Ana Street Demo & Grading. Demo inspection passed on 8/6/14. Building Plan approved on 9/8/14 ready for permits
- Six new SFD's at 5244 Live Oak Street Grading & Building. Rebar & Foundation inspection on 9/2/14 (Units passed)
- Circle K at 5001 Clara Street tenant Improvement. Rough electrical inspection to release service on 10/14/14 (Passed)
- 7503 #F Tennant Improvement Office/Exterior ADA Upgrade. Drywall inspections 7/2/14. Project put on hold (Possible Revision)
- 7503 #'s H, I, & J tenant Improvement. Demo & Drywall inspection on 7/8/14
- 5019 Cecilia Street 2600 sq. ft. addition. Rain damaged framing replacement on 7/24/14
- 5317 Live Oak Street repair fire damage. Hot Mop inspection on 7/1/14
- 8134 Wilcox Avenue room addition and compliance. Violations observed are the result of a 4/10/14 pre-sale inspection. Combo inspection on 10/16/14 (Did not pass)
- 7501 Atlantic Avenue #A (2) illuminated signs.
- 7248 Atlantic Avenue addition to monument sign. Permit issue on 8/20/14
- 7727 Wilcox Avenue retrofit foundation. Permit issued on 9/9/14.
- 8333 Wilcox Avenue Demolish 2 storage buildings. Permit issued on 9/8/14.
- 5116½ & 5116¾ Santa Ana Street Repair fire damaged garages. Sheathing inspection on 10/4/14 (Passed)
- 4101 Clara Street Window Replacement/Remodel. Permits issued on 9/25/14

## CODE ENFORCEMENT (CDBG) & MUNICIPAL ENFORCEMENT

	April	May	June	July	Aug	Sept	Oct
Cases Initiated	2	0	4	2	1	0	0
Ongoing Cases	10	11	12	14	15	14	14
Closed Case Investigations*	3	0	4	0	0	1	0
Parking Citations Issued	194	268	537	560	413	501	282
Administrative Citations Issued	3	1	4	6	4	2	3
Administrative Citations Closed	1	1	3	2	2	1	1
Counter Costumers	16	9	18	33	37	14	20

\*Cases closed are a result of voluntary compliance by residents, property owners, or business owners. In 2014, the City has maintained 100% voluntary compliance, avoiding court orders and additional administrative proceedings through the City's Prosecutor.

## BUSINESS ASSISTANCE

	May	June	July	August	Sept	Oct	Year Total
New Business Licenses	23	27	18	15	18	4	151

Business Name	Location	License Type
Terrazas Roofing	8005 Franklin St. Buena Park, CA 90621	Contractor
Martin Cruz	4835 Clara st. Cudahy, CA 90201	Outside
HomeWorks Construction & Design	9641 Richeon Ave. Downey, CA 90240	Contractor
Aurora Roofing & Repair Inc.	2510 Jackson Avenue Rosemead, CA 91770	Contracror

\* October tally pending month's end closeout submittals

## **PARKS AND RECREATION**

### **Halloween Dance**

Please join us for some ghoulish, freaky dancing, and frightening fun on Friday, October 17, 2014 at 6:00 p.m. - 10:00 p.m.! Prizes awarded for best costumes.

### **Halloween Movie Night**

Please join us for a Halloween Movie Classic on Friday, October 24, 2014 in Cudahy Park at 7:00 p.m.! "The Nightmare Before Christmas" When Jack Skellington, Pumpkin King, ruler of Halloweentown, happens upon Christmastown, and decides to change Christmas into another Halloween. He kidnaps Santa Claus, then takes it upon himself to deliver some alternative gifts to unsuspecting children.

### **Halloween Carnival**

Enjoy not-so-spooky shenanigans in our annual Halloween carnival on Friday, October 31, 2014 in Cudahy Park from 6:00 p.m. - 9:00 p.m. There will be bouncy houses, carnival games, face painting, and free coloring station. Costumes are highly encouraged!

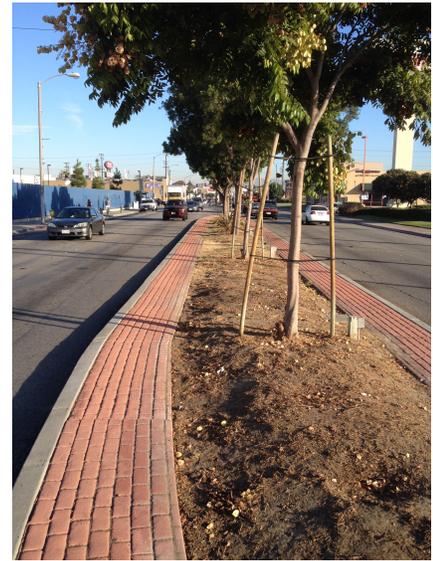
### **Dia De Los Muertos**

Please join us in honoring the dead on Saturday, November 1, 2014 in Cudahy Park (Bedwell Hall) from 5:00 p.m. - 9:00 p.m. Bring flowers, Candles or photos of your loved ones. Face painting - Crafts - Altar Displays & Sugar skull Decorations.

## **MAINTENANCE**

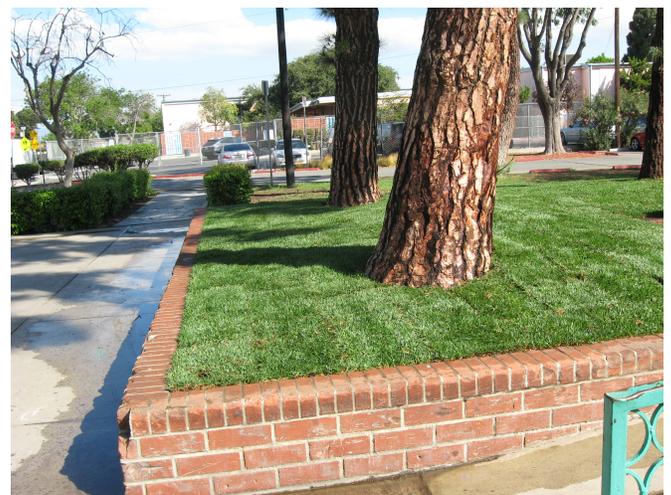
### **Atlantic Median Ongoing Maintenance**

As part of the ongoing maintenance of Atlantic Avenue, the Street Maintenance Crew weeded, edged, and trimmed the landscape medians to remove debris and dead plants.



### **Greening Park Space**

As part of the continued effort to clean up and green up City facilities, the Parks Maintenance Crew took the dirt box in front of Bedwell Hall and planted new fresh green sod. Additionally, the irrigation required replacement/fixing to ensure the grass is properly watered, and with minimal overflow.



**CITY SERVICES**

**Animals- County of Animal Care and Control Department**

Downey Animal Care Center 562-940-6898  
Spay and Neuter Division 562-345-0321

**Building and Development 323-773-5143, ext. 222**

Permits and inspections for repairing, remodeling or adding to your home or business - Counter Hours: 8 a.m. to 10 a.m.

**Business Assistance 323-773-5143, ext. 235**

Business license for new or expanding businesses

**Community Preservation 323-773-5143, ext. 247**

Making Cudahy an All-America\* City One Property at a Time

**Employment 323-773-5143, ext. 223**

**Facility Rentals 323-773-5143, ext. 232**

Reserve a facility for a private event or sports activity.

**Housing 323-773-5143, ext. 234**

Rehabilitation programs and landlord/tenant rights

**Parking 323-773-5143, ext. 221**

Residential Parking Permits

**Parking Tickets 800-989-2058**

Citation Processing Center - www.ticketwizard5000.com

**Planning and Zoning 323-773-5143, ext. 255**

Counter Hours: 8 a.m. to 10 a.m.

**Public Records 323-773-5143, ext. 227**

**Recreation and Parks 323-773-5143, ext. 232**

**Transportation 323-773-5143, ext. 221**

Cudahy Area Rapid Transit (C.A.R.T.), Fiesta Taxi - Dial-A-Ride, MTA Bus Pass, Blue Card MTA Bus Pass

**Seniors 323-773-5143, ext. 236**

**COMMUNITY CONTACTS**

**Library**

County of Los Angeles - Cudahy Library  
323-771-1345

**Post Office**

United States Postal Service  
4619 Elizabeth Street  
323-562-3062

**Schools**

Teresa Hughes Elementary School  
323-560-4422

Park Avenue Elementary School  
323-832-1860

Elizabeth Learning Center  
323-271-3600

Ellen Ochoa Learning Center  
323-562-1611

Bell High School (City of Bell)  
323-832-4700

Jaime Escalante Elementary School  
323-890-2340

**State Representatives**

Lucille Roybal-Allard, U.S. Congressional  
(40th District) 213-628-9230

Ron Calderon, California State Senate  
(30th District) 323-890-2790

Ricardo Lara, State Senate  
(33rd District) 562-495-4766

Anthony Rendon, State Assembly  
(63rd District) 562-529-3250

Gloria Molina, Los Angeles County  
Supervisor (1st District) 213-974-4111

**QUICK CONTACTS**

**Emergency Services**

Emergency  
911

LA County Fire Department  
323-881-7068

LA County Sheriff's Department  
323-264-4151

LA Crime Stoppers  
800-222-TIPS (8477)

**Utilities**

**Trash**  
Consolidated  
800-299-4898

Bulky Item Pick Up  
800-299-4898

**Electricity**  
Southern California Edison  
800-655-4555

**Gas**  
Southern California Gas Company  
800-427-2200

**Water**  
Tract 180 Water Co.  
(East of Atlantic Ave.)  
323-771-6682

Tract 349 Water Co.  
(West of Atlantic Ave.)  
323-560-1601

**Mayor and Council**

Schedule a meeting or let them know  
what you think.

Mayor, Mr. Garcia,  
323-773-5143, ext. 301

Vice-Mayor, Mr. Markovich,  
323-773-5143, ext. 302

Council Member, Mr. Guerro,  
323-773-5143, ext. 300 or 323-821-2670

Council Member, Ms. Oliva,  
323-773-5143, ext. 304 or 323-989-4192

Council Member, Mr. Sanchez,  
323-201-7192