

### **City Manager's Office**

- + Coffee Talk 9/15/21 @ 9 a.m. Clara Park (depending on time sent out, can be a recap or preview)
- + Neighborhood Watch meeting 9/16/21 @ 5:30pm Clara Park
- + Guest parking policy update
- + Reviewing various contracts?
- + New Letterhead?

### **Human Resources**

- + Working on Recruitments: Accounting Technician, Maintenance Aid, Parks n Rec Aid, Supportive Services Coordinator, Hr Manager, Municipal enforcement Officer

### **City Clerk's Office**

- + No updates this week.

### **Finance**

- + Debriefed with the City Manager

### **Community Preservation**

- + Following up on parking complaints throughout the city
- + Conducted Business License Inspection on Clara and Wilcox Ave.
- + Public Safety Commissioner Nayeli Hernandez resigned from her post due to work and conflicting hours

### **Planning**

- + No updates this week.

### **Engineering**

- + **Santa Ana St (Site 2) and Clara St (Site 6) Demolition Project:** Engineering Dept. has advertised and issued a bid package and notice to contractors to solicit proposals for demolition services.
- + **Salt Lake Avenue Traffic Safety Improvements Project (HSIP-7):** Engineering Dept. has received authorization from Caltrans to proceed with the construction phase of the project.

### **Building & Safety**

- + No updates this week.

### **Parks & Recreation**

- + 9/18 Swap Meet - Clara Street Park

- ✚ 9/18 YMCA/LA Galaxy first week of games - Lugo Soccer Field
- ✚ 9/23 Food Distribution - Clara Street Park
- ✚ 9/25 Swap Meet - Clara Street Park

## **Maintenance**

- ✚ The Maintenance Superintendent is working with the HR Department to hire 3 part-time employees for the Parks Department. Planning on scheduling interviews the week of September 20, 2021

## **General Information**