

### City Manager's Office

- ✚ City Hall hours of operations changes on January 3, 2022. New public access hours will be Monday through Thursday from 7:00 am to 6:00 pm. We will continue to monitor and adjust our hours as needed.
- ✚ The LA County Home Test Collection program (COVID) offers all LA County residents with an at-home testing nasal swab kit via mail. More information may be found at: <https://covid19.lacounty.gov/la-county-holiday-home-test-collection-program/>
- ✚ City Hall and other city facilities continue to be cleaned up, renovated and staff relocated to better serve our community. The future Council office is being updated/remodeled. Once complete Council will have a private office with your mail station in the corner office that used to house Human Resources. We are fortunate to be able to do much of the work with in-house staff!
- ✚ Our Parking Enforcement function will temporarily be supervised by Parks Manager Victor Santiago. This change will enhance oversight of Parking and Code Enforcement functions. We need more resources for both areas to be more efficient and responsive.
- ✚ I'm so pleased to officially announce two promotions. Effective Jan 3<sup>rd</sup>, 2022 Mr. Aaron Hernandez will be our new Public Works Director and City Engineer. Ms. Brenda Rodriguez will become our new Administrative Services Director. Please congratulate these two deserving public servants as they embrace their new official roles.

### Human Resources

- ✚ Ongoing Recruitments:
  - Accounting Technician – Interviews have been set up for 01/04/2022.
  - Supportive Services Coordinator- Interviews are being set up for 01/11/2022.
  - Maintenance Aid (part time hourly rate) - ongoing recruitment.
  - Parks & Rec Aid (part time hourly rate) - ongoing recruitment.
  - Human Resources Manager & Finance Director positions – recruitment is in process with assistance from Management Partners
  - Community Development Director- recruitment is in process with assistance from Bob Murray & Associates
  - Municipal Enforcement Officer (Parking Enforcement) - applications have been reviewed and interviews will be set up mid-January.

### City Clerk's Office

- ✚ Assisting with Draft RFP for City Insurance
- ✚ Policies & Procedures for city commissions being reviewed with the ADHOC committee.
- ✚ Software for records retention and records request being considered with ERP Upgrade.
- ✚ Organizing City Agreements and coordinating with new Management Analyst to manage.
- ✚ State Mandated Residential Recycling Implementation Plan to be presented in Jan/Feb.

## Finance

- ✚ Demands and Payroll and LAIF Staff Reports – October & November will be presented to the City Council on Jan 4, 2022. The goal is to present staff's report to council of the preceding month by the second meeting of the month.
- ✚ Cheryl Murase, HDL Coren & Cone are assisting with the 2022/23 ROPS.
  - The Finance Director provided last year's Resolution and Staff Report, as well as general ledger reports to Cheryl.
  - Estimated amounts for Soil Contamination remediation have been included in the ROPS Administrative Budget, at the City Manager's direction.
- ✚ The Acting Finance Director is preparing for the Mid-Year Budget Review and planning for FY 22/23 Budget submittal.
  - Finance has prepared a schedule of all city employees, with budgeted funding sources. The analysis will compare budgeted to actual expenditures.
- ✚ The Acting Finance Director created a Month-End Closing schedule. Financial Report by the 5th business day of the month
  - The staff prepared a monthly CDBG Activity Status report to be included in the monthly Financial Report. The report will year-to-date expenditures by program.
  - Bertha will meet with Aaron/Victor to create status reports for various grants.
- ✚ Finance Staff is working on a Parking Citation Analysis.
  - Currently, revenue is recorded based on receipts, net of fees. Journal entries will be entered to record the FY 2021/22 citation amounts as revenues & receivables for each month. Future receipts will reduce the receivable amount.
- ✚ The following approved Budget Augmentations have been entered into finance system
  - Budget not to exceed \$50K Strategic Plan
  - \$300K for demolition
  - \$88K Current Restructuring
  - \$20K Design Study
  - \$20K Economic Development Strategic Plan
- ✚ The Finance Director is searching for Purchasing training classes for Bertha.

## Community Preservation

- ✚ Community Preservation Dept. issued 4 violation notices, 2 Street Vending w/out business license, 1 overgrown vegetation, and 1 building storage shed w/out permit. 12 friendly reminders were issued for trash containers out before allowable days and times.
- ✚ Parking Enforcement and Community Preservation Departments have set up a new call line to receive messages for after hours to report any illegal parking and any code violations. The phone number to call and leave a message for Parking Enforcement is (323) 773-5143 ext.500. Parking Enforcement Officers will monitor the messages and act accordingly. The phone number for Community Preservation is (323) 773-5143 ext. 240. Community Preservation Officer will monitor the messages and act accordingly.

## Planning

- ✚ No new updates at this time.

## **Building & Safety**

- ✚ KIPP Public Charter School at 7801 Otis Avenue will begin construction of their proposed school starting this Monday December 27. They will be breaking ground on the grading portion as the first step of this project.

## **Engineering**

- ✚ City Facilities Condition Assessment, Maintenance Plan, and Space Utilization Study RFP - The Engineering Department issued Addendum No. 1 to extend the deadline to submit proposals for this project. The new deadline is January 19, 2022, at 3:00 p.m.
- ✚ Request for Proposals (RFP) to Provide Planning & Engineering Services – The Engineering Department issued Addendum No. 1 to extend the deadline to submit proposals for this project. The new deadline is January 5, 2022, at 3:00 p.m. The City is looking for proposals to Provide Planning & Engineering Services for the Preparation of Local Roadway Safety Plan (LRSP) in the City.
- ✚ City of Cudahy - Efficiency | Renewable Energy Project – As a follow-up from our kick-off meeting with Siemens Personnel and City Staff, Siemens Team performed a site visit to all city facilities on December 29, 2021 to start identifying the project scope of work.
- ✚ Measure W Annual Report FY20/21 – The Engineering Department in coordination with the Finance Department is currently working on the City's Measure W Annual Report for FY 2020/2021. The report is expected to be submitted by 12/30/21.
- ✚ Traffic Striping at 4302 Elizabeth St Project – Developer for this project is scheduled to complete traffic striping work at 4302 Elizabeth St Apartment Complex on Monday January 3, 2022, including striping for speed bump located at this location. In addition, the developer has completed the removal and replacement of concrete sidewalks & driveways and street renovation of the whole development frontage as well.
- ✚ Santa Ana St (Site 2) and Clara St (Site 6) Demolition Project – Project Notice of Completion was filed with Los Angeles County Registrar-Recorder Office. After it is recorded the City will release retention payment to the contractor.

## **Parks & Recreation**

- ✚ All Parks and Recreation facilities will be closed due to Martin Luther King Jr. Day Monday January 17<sup>th</sup>, 2022. Parks will remain open.
- ✚ Parks and Recreation office new location - Starting Monday, January 3<sup>rd</sup>, 2022, the Parks and Recreation office will operate from Clara Street Park (4835 Clara Street). The hours of operation are Monday through Thursday, from 8:00 a.m. to 6:00 p.m.
- ✚ COVID-19 Testing Site New hours of operation - Starting January 2<sup>nd</sup>, 2022, Monday through Sunday from 8:00 a.m. to 5:00 p.m. Testing for COVID-19 will also include a test for the flu.

## **Maintenance**

- ✚ During rain season, Maintenance Department sets an area for residents to fill sandbags to help prevent flooding. Sand is located at Clara Park east of Turner Hall.
- ✚ Has completed renovation of Clara Park offices (formerly the Sheriff's station) to be used as the Parks and Recreation Office.

# Attachment 1:

## Parking Enforcement December 2021 Summary

Violation	Violation Description	# Dec	# Total
10.04.080(1)	Red zone	64	64
10.08.060	No Overnight Parking 3 am - 6 am	470	470
10.08.060	Restricted Parking Monday 8:30am-1:30pm	309	309
10.08.060	No Overnight Parking 12 am - 6 am	46	46
10.08.060	Restricted Parking Tuesday 8:30am-1:30pm	175	175
15.64.140	Temporary no parking	1	1
15.64.270A	Parking on priv/pub property w/o consent	10	10
15.64.280	Parking wrong side of street	2	2
22500(e)	Blocking driveway	8	8
22500(f)	Vehicles on sidewalk	4	4
22500.1	Parking in fire lane	1	1
22502(a)	Parking 18" from curb	6	6
22514	Parking fire hydrant	13	13
4000(a)(1)	Expired registration	2	2
5200(a)	No front plate	34	34
5204(a)	No tags	64	64
9.04.360	Parking Vehicle for Sale	3	3
<b>Totals:</b>		<b>1212</b>	<b>1212</b>