

### City Manager's Office

- ✚ City Hall hours of operations changed on January 3, 2022. New public access hours are Monday through Thursday from 7:00 am to 6:00 pm. We will continue to monitor and adjust our hours as needed.
- ✚ The City is working with another COVID testing outfit to expand the number of testing sites in the City. We will be providing the community with more info as they stand up.
- ✚ Staff has been busy with updating a few ordinances. Council will be receiving an update from the Committee and Commissions Ad Hoc on proposed updates to the Council's Rules and Decorum and Committee and Commissions rules. Other updates include the transportation ordinance and commercial vehicle parking.
- ✚ We will be issuing an RFP for as-needed CDBG consulting services not to exceed \$24,999.00. As you recall, we now have our Management Analyst on board and will be handling most of the CDBG administrative oversight going forward.
- ✚ Another RFP will soon be going out for as-needed Cannabis consulting services not to exceed \$24,999.00. Staff will be proposing hiring a full-time planner to concentrate on our Cannabis businesses, oversight, and Economic Development Citywide. Funding for this position will come from the cannabis reimbursement funds and other cannabis funds.

### Human Resources

- ✚ Ongoing Recruitments:
  - Accounting Technician – Offer Letter has been sent out
  - Supportive Services Coordinator- Second round interview on 1/19/2021
  - 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 and procedures for City Commissions
- ✚ Software for records retention and records request
- ✚ Ongoing Hometown Heroes Banner Program
- ✚ Organizing City Agreements
- ✚ State Mandated Residential Recycling Ordinance, 2nd Reading
- ✚ State Mandated Residential Recycling Implementation Plan

## Finance

- ✚ The December 2021 Payroll and LAIF Reports will be presented on the second meeting of January.
- ✚ The ROPS will be provided to the City Council on the second meeting of January.
- ✚ The Finance Director is preparing for the Mid-Year Budget Review. Presentation to the City Council will be the first meeting of February.
- ✚ Finance Director created a Month-End Closing schedule. Financial Report by the 5th business day of the month
- ✚ City Council approved Budget Augmentations will be entered into Fund-Balance system in December.
- ✚ The Finance Director is planning for the FY 2022/2023 Budget

## Community Preservation

- ✚ Community Preservation Dept. issued 1 violation notice, 9 friendly reminders for having trash containers out before allowable day and times.
- ✚ Parking Enforcement Department
  - ✚ **375** parking citations issued from December 26, 2021 through January 4, 2022 (see attached for detail)
  - ✚ **3** vehicles were red tagged for 72hrs violation (1 at Flora Ave., 1, at Olive St., and 1 at Wilcox Ave.)
  - ✚ **9** friendly reminders were issued for trash cans that were out before the allowed day and times, **1** violation notice was issued for installing a wrought iron fence exceeding 42" not approved through planning. 3 violations notices were given extension.
  - ✚ Please reference attachment 1

## Planning

- ✚ No new updates at this time.

## Building & Safety

- ✚ Kipp public charter school at 7801 Otis Avenue- Grading/Shoring construction is ongoing
- ✚ 4302-4312 Elizabeth Apartment complex is nearing their final inspection and should be done within the next month if all goes well
- ✚ On Saturday January 1st there was a reported residential fire in the 4600 block of Live Oak Street. Thankfully, nobody was injured during this time. The city Building inspector issue required red/yellow tags and make sure occupants were aware not to enter hazardous areas that were deemed red tagged due to the damage. Repair of the house and garage is currently ongoing. (Attachment 2: Photos of the Fire damage)
- ✚ On Friday January 15<sup>th</sup> there was a fire reported at Live Oak Street. Thankfully, nobody was injured during this time. The city Building inspector issue required red/yellow tags and make sure occupants were aware not to enter hazardous areas that were deemed red tagged due to the damage.
- ✚ The city of Cudahy would like to remind residents to be cautious when using space heaters. Space heaters should be placed at least three feet away from furniture, bedding, clothing, rugs, and anything that could start a fire. Space heaters should not be left on overnight.
- ✚ Below is a table of building permits/plan checks issued from the start of the new year to present

| Permits          | Plumbing | Mechanical | Electrical | Building | Plan Checks |
|------------------|----------|------------|------------|----------|-------------|
| January 1-5,2022 | 0        | 0          | 1          | 2        | 0           |

## Engineering

- ✚ **City Facilities Condition Assessment, Maintenance Plan, and Space Utilization Study RFP** - The Public Works & 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 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's Capital Improvement Program (CIP)** – The Public Works & Engineering Department in close coordination with other City departments is working on the City of Cudahy CIP Program for the following years. The CIP Program will be a comprehensive document which will be the City's roadmap to execute and manage its capital & infrastructure assets.
- ✚ **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 Wednesday January 29, 2021 to start identifying the project scope of work. The city will keep you posted on the progress of the project.
- ✚ **Measure W Annual Report FY20/21** – The Department in coordination with the Finance Department prepared and submitted the City's Measure W Annual Report for FY 2020/2021.
- ✚ **Paving & Traffic Striping at 4302 Elizabeth St Project** – Developer for this project has completed paving and traffic striping work within project limits at 4302 Elizabeth St Apartment Complex on Monday January 3, 2022. In addition, the developer completed the removal and replacement of concrete sidewalks & driveways a few weeks ago. .
- ✚ **Santa Ana St (Site 2) and Clara St (Site 6) Demolition Project** – Project Notice of Completion has been recorded with the Los Angeles County Registrar-Recorder Office. City will release retention payment within the following days
- ✚ **Street Maintenance** - The Department has patched potholes throughout the city due to recent rain events and will continue to monitor city streets. Please reference attachment 3
- ✚ **Clara Park Recreation Office** - City forces have completed 90 % of the remodeling of the new parks and recreation office at Clara Park.
- ✚ **Catch Basin Cleaning** - In preparation for the rain season, city crews have cleaned catch basins throughout the city within the last weeks.
- ✚ **Tripping Hazards** - Public Works personnel have temporarily applied asphalt material at two sidewalk locations to avoid any incident.
- ✚ **Bulky Items & Street Cleaning** - While there is a designated day(s) for bulky items pick-up and street sweeping in the City, public works personnel continue to pick-up items and clean streets on non-service days. We appreciate residents' cooperation on this matter.
- ✚ **Graffiti Removal** - Graffiti removal has been an extensive citywide activity within the last two weeks in the Department.
- ✚ **City and Successor Agency Owned Properties** - Within the last weeks, city forces have cleaned the above city properties (weed removal and trash collection).

## Parks & Recreation

- YMCA L.A. Clippers Youth Basketball Clinic** - Saturday, January 15, from 10:00 a.m. to 11:15 am. For boys and girls ages 6-12 yrs., beginners and players with experience. Cost is free. Space is limited. Event will take place at the Southeast Rio Vista YMCA basketball gym.
- COVID-19 Testing Site New hours of operation** - 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.

## Attachment 1: Parking Enforcement Summary

Violation Statistics by Officer Report  
Cudahy  
Date Range: 12/26/2021-01/04/2022  
All Departments

| Municipal Code | Violation Description                    | # Violations |
|----------------|--|--------------|
| 10.04.080(1)   | Red zone                                 | 19           |
| 10.08.060      | Restricted Parking Monday 8:30am-1:30pm  | 196          |
| 10.08.060      | Restricted Parking Tuesday 8:30am-1:30pm | 126          |
| 22500(e)       | Blocking driveway                        | 2            |
| 22500.1        | Parking in fire lane                     | 1            |
| 22502(a)       | Parking 18" from curb                    | 3            |
| 22514          | Parking fire hydrant                     | 5            |
| 5200(a)        | No front plate                           | 7            |
| 5204(a)        | No tags                                  | 16           |
| <b>Totals:</b> |  | <b>375</b>   |

9 records matched your report criteria (Including: Current and Delinquent Citations, Sorted By: 'Cite Date')

Report Generated 1/5/2022 @ 3:07:46 PM. Powered by Citation Processing Center, a Data Ticket Inc. Property.



Attachment 2:  
Residential fire in the 4600 block of Live Oak Street





# Attachment 3: Pothole/ Sidewalk Repairs

