



# CITY OF INGLEWOOD

## OFFICE OF THE CITY MANAGER



**ARTIE FIELDS**  
CITY MANAGER

### MEMORANDUM

Thursday, June 22, 2018

**TO:** Mayor and Council Members

**FROM:** Artie Fields, City Manager

**BY:** Yakema Decatur, Deputy to the City Manager

**RE:** City Manager's Weekly Report for the Week Ending June 22, 2018

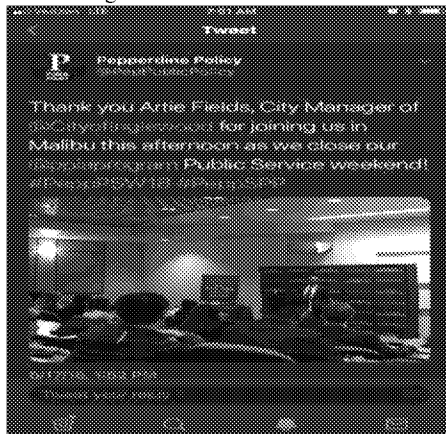
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#### ADMINISTRATION

##### City Manager's Office:

- **Short Form Agreements:** The following short forms were approved this week:
- Lau Engineering (Public Works) – to provide as needed on call emergency response services for SCADA.
  - ABC Builder, Inc. (Parks, Recreations & Library Services) – to provide concrete curb strips under the South and East perimeter tubular fence of Center Park.
  - Collection Services (Finance) – to provide collection agency services to improve collection rate for past due open items.

**City Manager Activity:** The City Manager was an invited guest to speak at Pepperdine University regarding Public Service. The Administrators at Pepperdine University appreciated the City Manager, and showed such by the following tweet:



**Successor Agency:**

**Parking Structure No. 2:** Medina Masonry has completed installing all of the required bollards around the transformer and have paved over a landscape planter that had been located inside the structure in front of the western elevator. Architectural plans responding to the comments provided by the plan check engineers have been submitted back to plan check, which is anticipated to be approved by the week of June 25, 2018. Date of completion is anticipated to be by the end of the third quarter 2018.

**Commented [AF1]:** I thought I had asked last week to only include the project description and completion date. If not, please make the change for next week.

**Video and Social Media Division:**

**Governmental Access Channel (GAC) Schedule:** Attached is the programming schedule (Attachment No. 1) for Inglewood's Channel 35 for the week of June 23, 2018 – June 29, 2018. The new programming is as follows:

- 6/26/2018 Council Meeting

**Film Permits:** No film permits were approved this week.

**ECONOMIC & COMMUNITY DEVELOPMENT**

*Council District 1 –*

**D-3 Site-Downtown Revitalization (No Change):** The DDA approved by the City Council on July 26, 2016, has been fully executed. The project is anticipated to open in the fourth quarter of 2019. The D3 site development will include 45,000 square feet of commercial area on the ground floor, 235 residential units on floors two through six, and up to 585 parking spaces. The development team has submitted the Site Plan Review application for development of the D3 site and the Planning Division released Site Plan Review comments to the applicant on May 18, 2017. The project underwent Design Review by the Planning Commission on May 3, 2017, and was approved with conditions. To address developmental delays, the developer has requested a revision to the Schedule of Performance to extend the start date of construction to August 2018. Staff has determined that the matter will be considered by the City Council by July 2018. The applicant filed for building plan check on April 3, 2018.

**Grace Park (former Daniel Freeman Hospital site) (No Change):** Harridge Development Group has formally submitted their revised Site Plan Review application to build 226 residential condominiums in lieu of the 310 units previously entitled by The ShopOff Group. The grading permit was issued on February 2, 2018, and grading began the week of March 12, 2018. Planning staff has conducted ongoing site visits with the City's consultant arborist, the applicant, and the applicant's arborist, the most recent of which was Thursday, May 24, to evaluate the health of the preserved trees. Arborist site visits will be ongoing throughout construction and the next is estimated to occur by August 2018. Measures to protect the trees during grading were discussed, and grading is expected to be completed by end of July 2018, along with retaining walls and wet utilities. The construction entrance to the site has been relocated to Prairie Avenue from its original location on Grace Avenue. ~~Protection of the Moreton Bay Fig and other trees to remain will be maintained throughout all stages of demolition, grading, and construction.~~ The Final Tract Map was reviewed and approved by the Planning Commission on June 6, 2018, and will be considered by the City Council in July 2018.

*Council District 2 –*

**921 Edgewood St. (No Change):** The project proposes 38 units inclusive of 11 affordable units. The project is being developed in accordance with density bonus provisions pursuant to Chapter 12, Article 33 of the Inglewood Municipal Code. No HUD funds are being used for this project at this time. The existing building on the site has been demolished and plans are being reviewed for Site Plan Review. The Site Plan

Review is nearing Planning approval and is anticipated by end of June 2018. The applicant has been advised to submit for building Plan Check.

**417-433 Centinela Ave (No Change):** Approved for 116 multi-family units including six (6) affordable units. The applicant submitted for Building Plan Check in September 2017, and is working on complying with Building Safety and Public Works requirements.

**117-133 Plymouth St. (No Change):** The project proposes 20 market rate condominiums. Scheduled to be heard by the Planning Commission in August 2018.

*Council District 3 –*

**4410 West Century Blvd. (No Change):** Tenant improvement for IHOP restaurant continues and is anticipated by August 2018. Some additional time will be needed to open the store which is targeted for end of the 3<sup>rd</sup> Quarter of 2018.

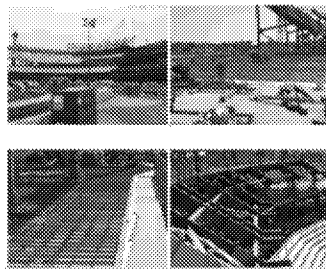
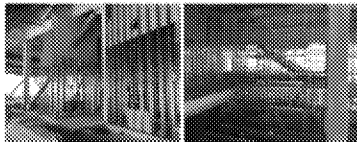
**950 West Manchester Blvd. (No Change):** Tenant improvement for a danish/pastry retail establishment is anticipated to be completed and operational within 60 days.

*Council District 4 –*

**Starbucks Tenant (No Change):** The Starbucks tenant improvement of the old Taco Bell site located on Century Boulevard and Prairie Avenue, across from Hollywood Park is anticipated to be completed by July 2018.

**Murphy’s Bowl ENA (No Change):** The EIR Scoping Meeting was held on Monday, March 12, 2018, and was very well attended. Consultant agreements for Phase II of the EIR were approved by the Council on April 10, 2018. The consultant team and staff continue to work on preparation of the Draft EIR which is expected to be completed by the end of 2018. The Director attended the Clipper’s Press Conference on Monday, June 11, 2018 at the site for the proposed arena. The event was well attended.

**Hollywood Park Site Development:** The structural steel for the stadium has commenced and is will be completed by June 2018. The last steel member for the stadium will be set on June 26, 2018. A special event has been planned to commemorate the completion of this phase of the project. The stadium opening has been extended to summer of 2020. Staff is working with the residential team. On December 7, 2017, Planning, Building, Public Works and Los Angeles County Fire staff met with the Hollywood Park residential design team to preview their upcoming residential submittal and on February 1, 2018, the same team convened at the Inglewood Senior Center to review the upcoming retail submittal. The residential project, comprised of 314 multi-family units, was submitted for Plot Plan review on March 16, 2018. The developer anticipates breaking ground on this residential and commercial phase in the 4<sup>th</sup> quarter of this year. On Tuesday, June 5, 2018, the developer, City and County staff convened to review updates to the retail plans as well as the media office complex which will house the NFL media studios and offices, as well as other office uses that are anticipated to be submitted in the next few months. The pictures below represent the latest interior framing for the inside the Stadium and seating area.



**3611 W. Imperial Highway:** Demolition permits were issued for the old dilapidated gas station at Yukon Street and Imperial Highway. Several structures on the property have been demolished and construction work continues. This property will be a new gas station and convenience market.



**Planning:**

**Caltrans Active Transportation Plan (ATP) Grant (No Change):** In 2014, the City was awarded a \$486,000 grant from Caltrans to prepare an Active Transportation Plan and Safe Routes to School Plan in conjunction with the Inglewood Unified School District (IUSD). Workshops for each school in the district have been completed. The final community workshop prior to the public hearing will be held by Summer 2018. The plan is anticipated to reach the City Council by third quarter of 2018.

**Metro Transit Oriented Development (TOD) Grant-Round 4 (No Change):** In Metro's Round 4 of TOD grants, the City of Inglewood was awarded \$550,000 on January 29, 2015, to prepare TOD Plans for two station areas in the City on the LAX-Crenshaw transit line, now under construction, and the existing Green line: the Florence/Hindry station, and the Crenshaw/Imperial station. The TOD planning effort will include updates to General Plan policies, zoning requirements, design guidelines, as well as the associated CEQA review. The third round of Community Workshops was held on June 29, 2017. The Westchester/Veterans workshop, held at the US Vets facility, was attended by 25-35 members of the public. The Crenshaw/Imperial workshop, held at Bennett-Kew Elementary School, was attended by 20-30 members of the public. The Draft TOD plan was distributed to the City Council as a Receive and File item on October 31, 2017. The TOD Environmental Impact Report (EIR) Notice of Preparation (NOP) period was issued on October 31, 2017, and an EIR Scoping meeting occurred on Tuesday, November 14, 2017, at 6pm in the City Hall Community Room. After preparation of the EIR, a final community workshop will be held prior to bringing the plan through public hearings. The TOD plans are anticipated to be adopted by the third quarter of 2018.

**Economic Development:**

**Opportunity Zones:** The City has been granted two Opportunity Zone designations by the Department of Treasury. Opportunity zones are census tracts where capital gains taxes may be deferred and/or eliminated if the forgone assessments are reinvested within the Opportunity Zone tracts. The Inglewood Opportunity Zones are the two census tracts bordered by 1) Century Boulevard, La Brea Avene, Arbor Vitae Stret, and Inglewood Avenue, and 2) Century Boulevard, Prairie Avenue, 104th Street, and Hawthorne Boulevard.

**ICSC Response (No Change)Chic-Fil-A Updates:** As a result of a connection made at the ICSC Convention, Chic-Fil-A has expressed continued desire for a location in Inglewood. Their team will tour the City to scout for locations on July 20, 2018, with Economic Development and Planning Division staff.

**Commented [AF2]:** What is the next step not that we have been awarded the zone?

**CODE ENFORCEMENT:**

**Fireworks:** Staff has hand delivered to several locations, identified by IPD’s previous calls for service, the Fourth of July Safety Tips Flyer. KJLH has agreed to run the City’s Public Service Announcement. Inglewood Today has agreed to run ads on June 21, 2018, and June 28, 2018. PDF copies of the flyers have been emailed to Council Assistants. Requests for the Safety Flyers to be included in the water bills and added to the City’s web site have been processed.

**Taco with a Cop:** The Director and staff attended the Taco with a Cop Event and provided the Safety Tip Flyers and answered several community questions.

**11101 S Crenshaw Blvd (Cannabis Dispensary):** Request for Criminal Prosecution (Property Owner) forwarded to City Attorney’s Office.

**HUMAN RESOURCES**

**NEW HIRES (FULL-TIME) / HIRING ACTIVITY REPORT:**

Name	Old Title	New Title	Department/Division	Effective Date
Claria Cabrera	Payroll Technician	Program Specialist – Finance	Finance	06/18/2018

**EMPLOYEE SEPARATION ACTIVITY REPORT:** *None to Report*

**OPEN RECRUITMENTS:**

Classification	Open	Close	Status
Librarian (Part-time)	06/08/2018	Until Filled	Continuous
Library Support Clerk (Part-time)	06/08/2018	Until Filled	Continuous
Traffic Paint Worker	05/25/2018	Until Filled	Open
Deputy and Senior Deputy City Attorney	05/25/2018	Until Filled	Open
Building Inspector	05/25/2018	06/21/2018	Open
Revenue Inspector	05/25/2018	06/21/2018	Open
Code Enforcement Officer	05/25/2018	06/21/2018	Open
Human Services Program Manager – Food Services	04/27/2018	Until Filled	Open
Driver (Full-time)	02/02/2018	Continuous	Continuous
Fleet Maintenance Mechanic I	08/31/2017	Until Filled	Continuous
Public Safety Dispatcher	05/10/2017	Continuous	Continuous

**TESTING SCHEDULE:**

Classification	Open	Close	Status
Staff Assistant	05/09/2018	05/23/2018	Computer Assessment – 06/27/2018 Oral Interviews – 07/19/2018
Management Assistant	05/09/2018	05/23/2018	Computer Assessment – 07/05/2018 Oral Interviews – 07/19/2018
Public Safety Dispatcher	05/10/2017	Continuous	Computer Assessment – 07/11/2018
Community Services Officer/Jailer	02/02/2018	Continuous	Written Exam – 07/20/2018
Code Enforcement Officer	05/25/2018	06/21/2018	Written Exam – 07/27/2018

**PARKS, RECREATION, AND LIBRARY SERVICES**

**Free Lunch Program:** The City’s Free Summer Lunch Program is underway at 13 sites. Free lunch is available to youth 18 and under, Monday through Friday. Serving times vary per site. (See attachment). During this opening week, the City provided over 5,000 meals to area youth. In addition to our regular neighborhood participants, summer day camp and summer school participants, area day care centers and community partners such as the Midnight Mission are taking advantage of the free food program. Beginning Friday, June 22, 2018, once a week, the children who participate in the Midnight Mission program have a sponsor who will bring them to Edward Vincent Jr. Park to swim. While there, the youth will be fed lunch and snack through the Summer Food Services Program.

**FREE Summer Lunch Program**  
JUNE 12, 2018 --- AUGUST 17, 2018  
SERVING MONDAY - FRIDAY  
Breakfast or snack meals are also offered.  
Check website for hours and menu offered.

**Child and Adult Care Food Program (CACFP)**  
This institution is an equal opportunity provider.

<b>Bennett Ave Elementary School</b> 14718 S. Cherry Ave. Lunch 1:15p / Snack 2:30p	<b>North Park</b> 825 McGregor St. Lunch 12p / Snack 2:30p	<b>Creechaw Hospital Library</b> 11141 Creechaw Blvd. Lunch 11:30p / Snack 2:30p
<b>Ashwood Park</b> 200 S. Ash Ave. Lunch 11:30a / Snack 1:30p	<b>Rogers Park</b> 481 W. Beach Ave. Breakfast 9a / Lunch 12p	<b>Lock Haven Community Center</b> 11125 Ledy Ave. Breakfast 9a / Lunch 1p
<b>Shady Park</b> 3420 W. Arbor View St. Breakfast 9a / Lunch 11:30p	<b>Sausalito Park</b> 7717 Inglewood Ave. Breakfast 9a / Lunch 11:30p	<b>First Church of God</b> 9569 Creechview Blvd. Lunch 11p / Snack 2:30p
<b>Edward Vincent Jr. Park</b> 7102 Vincent Ln. Lunch 11:30a / Snack 1:30p	<b>Inglewood Book Library</b> 141 W. Manchester Blvd. Lunch 11:30a / Snack 1:30p	<b>Inglewood Bookends Christian Church</b> 2042 W. 104th St. Lunch 11:30a / Snack 1:30p
		<b>Mobile Feeding</b> Inglewood High School 213 S. Garfield Ave. Lunch 12p / Snack 2:30p

**Roof Replacement:** On March 1, 2018, the City awarded a contract to ABC Builders, Inc., for the Vincent Park Veterans Building Roof Replacement Project. Construction is underway – removal of roof tiles and framing continues. The entire roof and portion of the roof wood framing system will be replaced. Programs and activities that occupied the first floor of the Veterans Building have been relocated; activities and programs that take place in the basement will remain in place. Work completion to date: 70%. Anticipated completion date is July 2018.

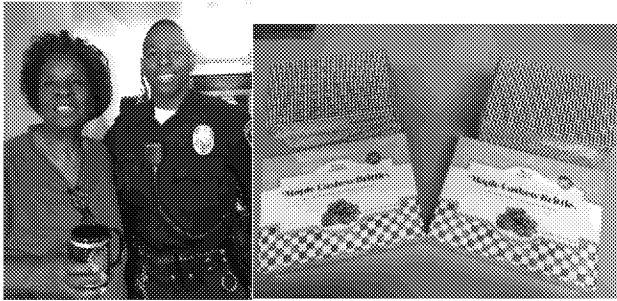
**LA Metro 5310 Grant Update: (No Change)** The City received notice recently from LA Metro that grant applications for the Section 5310 Grant Program are pending with the FTA. Final approval is expected within a few weeks. The City received notice last Fall that it had been recommended for award. The grant award will provide approximately \$1M to purchase new para-transit vehicles for the Senior Transportation Program.

**Save the Date:** The following City and City co-sponsored special event dates are provided so that placeholders can be assigned to your calendar. Future weeklies will include this information along with additional event details as they develop.

- **Monday, July 30, 2018:** Chamber of Commerce for its annual golf tournament.

## **POLICE**

**Citizen Appreciation:** On June 13, 2018, Ms. Debi Cook, a resident from the 9700-block of 3<sup>rd</sup> Avenue, delivered eight boxes of See's Candies to the police station as a Father's Day appreciation to the officers. In return, Officer Robin Humphrey presented Ms. Cook with an IPD Chief's Mug in gratitude of her kind act.



**Taco with a Cop:** On June 14, 2018, members of IPD participated in the 1<sup>st</sup> Annual Taco with a Cop event held at Jose's Juice Bar and Mexican Grill. This event promotes positive interactions between the community and IPD. Captain Ed Ridens, Captain Mark Fried, Lieutenant Dirk Dewachter, Lieutenant Louie Johnson and Lieutenant Cardell Hurt were among those present.



**7<sup>th</sup> Annual Feed SoCal Food Drive:** On June 15, 2018, members of IPD participated in the 7<sup>th</sup> Annual Feed SoCal Food drive to help end hunger.

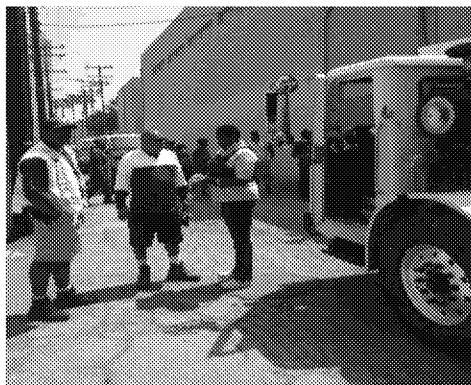


**Homeless Outreach/Encampment Clean-up:**

\* On June 11, 2018, IMET Officer Fred Osorio and SCAL Cinder Eller-Kimbell conducted a clean-up of a homeless encampment located at 102<sup>nd</sup> Street between Doty Avenue and Prairie Avenue. The encampment was occupied by one male adult who they were able to outreach to and provide services. They also conducted a 72-hour encampment removal notification on a subject who was located in the rear alley of the Hillcrest Post Office for which IPD has received several calls for service. In addition, IMET Officer Fred Osorio, with assistance from Public Works, conducted a clean-up of a homeless encampment located at Arbor Vitae and Fir Street. Two subjects were provided outreach, but declined assistance.

\* On June 13, 2018, Sergeant Reggie Blaylock and SCAL Cinder Eller-Kimbell conducted an assessment of a damaged iron fence located at the dead end of 118<sup>th</sup> Place and Yukon Avenue. The damage was apparently caused by a homeless subject who contributes to the issues in the area. They also met a Cal-Trans team on 113<sup>th</sup> Street and Prairie Avenue regarding a homeless encampment in the area.

\* On June 14, 2018, IMET Officer Fred Osorio and SCAL Cinder Eller-Kimbell conducted a clean-up of a homeless subject located in the rear alley of the Hillcrest Post Office. Public Works, Republic Waste Management and PATH assisted with the cleanup effort. The homeless subject was not at the location during the cleanup; however, some of his personal items were held for safe keeping at the City Yard and are available to him whenever he wants to retrieve them.







## **PUBLIC WORKS**

### **Engineering Division - Century Boulevard Mobility Improvement Project**

The following activities are to be performed by All American Asphalt (AAA) during the week of July 2 - 6, 2018:

- AAA's subcontractor, Kato Landscape, will continue to work on planting shrubs in the median islands of Century Blvd between Doty Avenue and Crenshaw Blvd.
- AAA's subcontractor, Kato Landscape, will finish the installation of the irrigation mainline in Project 2, between Burl Avenue and Inglewood Avenue.
- AAA's subcontractor, Kato Landscape, will plant the trees on the north side parkway between the I-405 and La Cienega Blvd.
- AAA's subcontractor, SRD Engineering, will complete catch basin work by constructing the final new catch basin furthest east from Van Ness Avenue on the SE corner of Century Blvd.
- AAA will be maintaining traffic controls and sediment controls throughout the entire project.  
\*\*\*\*\* All work is weather dependent.

Construction Began: November 9, 2015

Percent of Work Completed by Cost: 81%

Total Construction Expenditure to Date: 15.4 Million Dollars (Up to May 2018)

Percent of Work Completed by Original Working Days: 100%

Percent of Work Completed by Revised Working Days: 88%

Revised Date of Completion: August 30, 2018

Century Mobility Project: The following activities are to be performed by All American Asphalt (AAA) during the June 25-29, 2018:

- Subcontractor, Kato Landscape, will continue to work on planting shrubs and setting the aluminum foil edging in the median islands of Century Blvd between Doty Avenue and Crenshaw Blvd.
- Subcontractor, Kato Landscape, will finish installing the irrigation mainline in Project 2, between Burl Avenue and Inglewood Avenue.
- Subcontractor, SRD Engineering, will complete catch basin work by constructing the final new catch basin furthest east from Van Ness Avenue on the SE corner of Century Blvd.
- AAA will remove the curb and gutter, sidewalk, and driveway and rebuild new east of the first driveway of the Chevron Gas Station east of Van Ness Avenue.
- AAA will be maintaining traffic controls and sediment controls throughout the entire project.

\*\*\*\*\* All work is weather

~~Construction Began: November 9, 2015  
Percent of Work Completed by Cost: 81%  
Total Construction Expenditure to Date: 15.1 Million Dollars (Up to April 2018)  
Percent of Work Completed by Original Working Days: 100%  
Percent of Work Completed by Revised Working Days: 88%  
Revised Date of Completion: August 30, 2018~~

~~Century Mobility Project: The following activities are to be performed by All American Asphalt (AAA) during the June 25-29, 2018:~~

- ~~• Subcontractor, Kato Landscape, will continue to work on planting shrubs and setting the aluminum foil edging in the median islands of Century Blvd between Doty Avenue and Crenshaw Blvd.~~
  - ~~• Subcontractor, Kato Landscape, will finish installing the irrigation mainline in Project 3, between Burl Avenue and Inglewood Avenue.~~
  - ~~• Subcontractor, SRD Engineering, will complete catch basin work by constructing the final new catch basin furthest east from Van Ness Avenue on the SE corner of Century Blvd.~~
  - ~~• AAA will remove the curb and gutter, sidewalk, and driveway and rebuild new east of the first driveway of the Chevron Gas Station east of Van Ness Avenue.~~
  - ~~• AAA will be maintaining traffic controls and sediment controls throughout the entire project.~~
- ~~\*\*\*\* All work is weather~~

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Percent of Work Completed by Revised Working Days: 88%  
Revised Date of Completion: August 30, 2018~~

**Substantial completion of Century Boulevard Phase 1 (excluding landscaping), all roadway lanes open to vehicular traffic:**

- La Cienega to Inglewood Avenue - completed (all traffic lanes are open)
- Doty to Crenshaw Blvd. - completed (all traffic lanes are open)
- Crenshaw to 5<sup>th</sup> Avenue - completed (all traffic lanes are open)
- 5<sup>th</sup> Avenue to Van Ness - September 2018

**Phase 2 Construction- Inglewood Avenue to Doty:**

- Start Construction - ~~August~~July 2018
- End Construction - ~~November~~October 2019

**Imperial Highway Project:**

- Start Construction - June 2018
- End Construction - February 2019

**North La Brea Improvement Project:**

- Start Construction - August 2018
- End Construction - April 2019

**Prairie & Centinella Avenue Projects:**

Design Phase; Preparation of Plans, Specifications and Cost Estimate. Tentative construction start date is Summer 2019.

**Water Resources Division- P807 Well No. 7 Construction (No Change):** The City is constructing a new well at 101 West Arbor Vitae Street (northwestern corner of Arbor Vitae and Grevillea intersection) to enhance the City's groundwater production. The pipeline work in the street has already been completed. To mitigate noise level, a temporary 24 feet high sound wall has been constructed around the perimeter of the lot and will be removed after completion of the drilling of the well.

Drilling is complete. Current work activity is Testing of Water Quality. A permanent wrought iron fence will be installed around the perimeter for security purposes. Public Works staff will use the services of a landscape architect to improve the aesthetics of the property after the well drilling is completed and maintenance vehicle movement area is clearly defined.

**Environmental Services Division- Donation and Document Shredding Event:** On Saturday, June 23, 2018, from 9:00 a.m. to 1:00 p.m., the Environmental Services Division will host its 3<sup>rd</sup> Annual free E-Waste, Donations and Document Shredding event in the front of Inglewood High School (IHS) on Grevillea Avenue. Donators and persons seeking document shredding services will not have to leave their vehicles to complete a transaction. Items will be removed from vehicles by staff and volunteers in a drive-thru manner.

The donations accepted for this event will be electronic waste (E-Waste), small appliances, gently used clothing, and bicycles. This is the second (2) of three (3) Donations and Document Shredding events scheduled for the 2018 calendar year. The objective of this event is to promote recycling and safe document destruction.

Event sponsorship includes, Consolidated Disposal Service, Republic Service, Liberty Employment Services and Goodwill Industries. Event notification has been given to Inglewood High School (IHS) Administration. In Addition, this event is being advertised on KJLH radio, the Inglewood Today newspaper, the Community Information Guide (CIG), and via flyer distribution.

During the week of June 25<sup>th</sup> - 29<sup>th</sup>, 2018, the Sanitation Inspectors (2) along with the Stormwater Runoff Investigators (3) are conducting evening surveillance detail to monitor violations connected to, illegal dumping, scavenger abatement, and storm drain contamination. The detail hours are 3:00 pm through 9:00 pm.

The units surveil the City to find violators as well as respond to locations that are known as hotspots to try to catch violators in action. Their actions can include warnings/education, citation issuances and/or confiscation of recyclables that were collected illegally.

#### **Attachments**

##### **No. 1 – GAC Schedule**