MEMORANDUM
To: Honorable Mayor and Members of the City Council
From: Howard W. Brown, Jr., City Manager
CC: City Department Directors
Date: January 31, 2018
Re: Bi-Monthly Update and Report (week ending January 26, 2018)

Upcoming Meetings/Events

- Wednesday, February 7, 2018 – Regular Planning Commission Meeting at 7:00 p.m.
- Wednesday, February 14, 2018 – Regular City Council Meeting: Closed Session at 5:00 p.m. and Open Session at 7:00 p.m.
- Saturday, February 17, 2018 – Mayor’s Clean Up
- Sunday, February 18, 2018 – City of Bell’s 4th Annual 5K at 8:00 a.m. in front of the Bell Community Center
- Wednesday, February 28, 2018 – Regular City Council Meeting: Closed Session at 5:00 p.m. and Open Session at 7:00 p.m.

Administration

- Voter Notification postcards were mailed out on Friday, January 26th in English and Spanish to Bell registered voters informing them of the change in the City’s election cycle.
- City Manager attended a seminar on Organizing Disadvantaged Communities for Success at Cal State Dominguez Hills on Friday, January 12, 2017.
- I will be out of the office Thursday, February 15th and Friday, February 16th. If I do not hear from Council before Monday, February 5, 2018, I will consider my request approved. Chief Islas will be in charge during my absence.
- The Gateway Water Management Authority sent notice to the City of the revisions to the GWMA Bylaws regarding Board Members. Due to possible conflict of interest, board members cannot be an employee or owner of a private business providing engineering or consulting services to a member agency. A recommendation will be presented to Council at the February 28th Council meeting.

Human Resources

- Accounting Manager Recruitment: A candidate has been selected for the position and they are currently in the pre-employment background process.
• **Administrative Specialist Recruitment**: Francesca Sciamanna has been selected for the position and will be starting on Monday, February 5, 2018.

• **Recreation Leader I (sports) Recruitment**: Cristian Urena-Vizcara, Miguel Lazcano, Brandon Campos, Joel Olivia Delfin started as new employees on January 22, 2018.

• **Recreation Leader II Recruitment**: First round of interviews were scheduled for Thursday, January 25, 2018 and the Community Services Department is reviewing results.

• **Code Enforcement Officer Recruitment**: Recruitment closed on Friday, January 26, 2018. Human Resources Division is reviewing applicants and scheduling interviews.

• **Public Works Maintenance worker (part time) Recruitment**: First round of interviews are scheduled for Tuesday, January 30, 2018.

• **Public Works Maintenance worker (full time) Recruitment**: First round of interviews are scheduled for Wednesday, January 31, 2018.

• **Public Works Manager Recruitment**: First round of interviews are scheduled for Wednesday, February 7, 2018.

• **Senior Accountant Recruitment**: Recruitment has been posted and closes Friday, February 23, 2018.

• **Affordable Care Act**: We are working on finalizing the City's report that is due to the Federal Government at the end of February.

**Risk Management**

• Liability Cases: 23 Open Claims

• Auto Accident: An auto accident was reported on January 23, 2018 at the intersection of Gage Avenue and Alamo which damaged City property. A claim will be filed with Carl Warren to recover any costs associated with the repair cost from the responsible party.

**Contracts & RFPs**

• Contracts and Facilities Manager attended the California Association of Public Procurement Officials (CAPPO) Annual Conference from January 8, 2018 – January 12, 2018. The Contracts Manager's goal is to apply for the Achievement of Excellence in Procurement (AEP) Award in the next 12-24 months. This award was established in 1995 by the National Procurement Institute and is recognized nationally.

• Staff met with Consolidated Disposal Services (CDS) and discussed Assembly Bill 1826 regarding mandatory commercial organics recycling.

• The Contract and Facilities Manager helped with establishing a False Alarm Management Services Program for the City. The program start date is May 1, 2018. It is anticipated that the City could generate nearly $400,000 annually in net new revenue.

**Community Development**

• Western Auto Site – EEI environmental consultants for Arroyo Seco are on-site on Tuesday, January 30th and Wednesday, January 31st to perform the additional Phase II testing.
• Old Bakery Site – The City Attorney’s Office and the legal counsel for Atwater are working on language revisions to the development agreement.

• Successor Agency – ROPS FY 18/19. The Oversight Board approved the next fiscal year’s ROPS. However, a new analyst has been assigned by the state and a number of questions have been brought to staff’s attention. The Community Development Department will be addressing these questions to the California Department of Finance by Monday, February 5, 2018.

Planning:

• The Planning Commission will conduct a few Public Hearings at the February 7th meeting to consider:
  o The Draft General Plan.
  o Adding Chapter 17.54 of the Bell Municipal Code to allow and regulate accessory dwelling units per State law, and amending Chapter 17.92 (Site Plans) to add a zoning clearance process, and Amending Title 17 (Zoning) and finding an exemption from CEQA.
  o CUP request and Site Plan Review to allow for a new café/coffee shop on a corner lot at 4410 Gage Avenue.
  o Zone Variance request to allow an existing substandard garage to be remain in conjunction with a 400 sq. ft. addition to the existing residence located at 7101 Mayflower Avenue.

Code Enforcement:

• Tuesday January 9, 2018- Code Enforcement received several complaints regarding trash and other violations at a property located in the 4700 block of Florence Avenue. Code Enforcement Supervisor R. Arriola has contacted the property manager and requested a metal trash bin to be placed at the apartment complex. We hope to have this resolve the problem of trash being left on the sidewalk near Florence Avenue.

• Saturday January 13, 2018- Code Enforcement received a complaint regarding water damage from the recent rain received at an apartment complex in the 4000 block of Gage Avenue. CE Officer M. Daniel met with the tenant and property owner, and advised the roof needed repairs and that a building permit would be required. The property owner has since obtained the proper permit for repairs.

• Thursday January 18, 2018- CE Sr. Officer J. Garcia met with a resident in the 6200 block of Prospect Avenue to address the excessive outside storage and rubbish in the front yard. Officer J. Garcia advised the resident to remove all items from the front yard area and explained hoarding of such items is not allowed. Trash bags were offered to assist in the cleanup.

• Tuesday January 23, 2018- CE Officer M. Daniel received a call from the Bell Police Department that a traffic accident had just occurred in the 5000 block of Gage Avenue. Officer M. Daniel responded, and was able to locate the property owner and advise of the situation. The property owner has since boarded up the building to deter from any further occupancy.

• We issued ten (10) Administrative Citations during this time frame of January 8th – January 26th due to non-compliance of the B.M.C.

Public Works:

• Service Request Chart for January 2018 is available.
Police Department

- Bell Police Statistics for the week of January 15, 2018 and January 22, 2018 are available.
- On Sunday, January 21, 2018, Bell PD responded to 911 call regarding an 8 month old child that had ingested cannabis. The child became ill and had to be transported to the hospital. The mother was arrested for child endangerment and is currently in custody. The child is expected to fully recover from the poisoning. Please use extreme caution when using or storing drugs or alcohol in your home. Small amounts of cannabis can be very harmful or fatal if swallowed by children.
- On Saturday, January 20, 2018 Bell PD Officers were dispatched to the Smart and Final parking lot located at the 5000 block of Florence Avenue. A witness observed a suspicious man in the parking lot. Officers found the described man and their investigation led to the arrest of the man for possession of methamphetamine. The man was booked and charged with the crime.
- The Board of State and Community Corrections (BSCC) conducted the 2016-2018 biennial inspection of the Bell City Jail. No significant findings were reported. Letter attached.
- Bell PD Parking Enforcement Activity for the period of January 11, 2018 – January 25, 2018 includes: 276 parking citations, 6 warnings, and 3 vehicle impounds.

Community Services

- The first Mayor’s Clean-Up of the year took place on Saturday, January 20th with 20 volunteers.
- Playschool and Parent and Me resumed from Winter Break on Monday, January 8, 2018.
- Youth Soccer registration opened on Friday, January 5, 2018 with 416 registered participants through Friday, January 26, 2018.
- The School Liaison meeting took place on Wednesday, January 24th with 6 administrators in attendance.

Finance

- Budget templates for department salaries and operations have been completed and delivered to the respective departments.
- Notices for Business License Renewals will be sent out by the end of January.
- The Finance Department updated the new tax table for both federal and state income taxes resulting in bigger take home amounts for City employees.
- The Finance Director is working with the bond refinancing team on the first draft of the new Official Statement. We anticipate that the first draft will be complete by the end of January.
- The Finance Director is preparing the draft of the mid-year budget report to be presented at the February 14th Council meeting.
- The warrant runs presented at the City Council meetings on December 13, 2017 and January 10, 2018 paid 1,249 invoices for a total of $6,772,613.81.

END OF MEMORANDUM
Mr. Howard W. Brown, Jr.
City Manager
City of Bell
6330 Pine Ave.
Bell, CA 90201

Dear Mr. Brown,

I am writing to you on behalf of the GWMA Board. At the GWMA Board Meeting on January 11, 2018, the Board voted to adopt a revision to its Bylaws regarding Board Members. The revised bylaws now read:

"Section 6. Requirement that a Board Member be an Employee or Officer of a Member Agency. Each member of the Board must be an officer or employee of a member agency and cannot be an employee or owner of a private business providing engineering or consulting services to a member agency regardless of whether the individual is an officer of a member agency."

The Bylaws were changed due to a recent and unintentional conflict of interest issue related to a consultant participating as a voting member on our board. Since the board does not have the authority under the Joint Powers Agreement to remove Board Members, the Bylaws do not prohibit currently seated consultants from remaining on the Board until their respective term ends on September 30, 2019. However, the GWMA Board strongly urges those member agencies/cities who have appointed consultants to the Board to remove their consultant appointees before the end of the term to reduce the potential for unintentional conflict of interest issues. I have attached the revised Bylaws in redline format along with the associated Board Letter. In addition, I have attached a Resolution template and a sample council letter you may use to make new appointments that comply with the revised bylaws. We look forward to hearing from you and the direction you will take regarding our request.

Sincerely,

Grace J. Kast
Executive Officer

Enclosure

Christopher Cash (Paramount), Board Chair • Adriana Figueroa (Norwalk), Vice-Chair • Kelli Tunnicliff (Signal Hill), Secretary/Treasurer

Proudly serving Gateway cities and agencies in Southeastern Los Angeles County

Members: Artesia • Avalon • Bell • Bell Gardens • Bellflower • Central Basin Municipal Water District • Cerritos • Commerce • Cudahy • Downey • Hawaiian Gardens • Huntington Park • La Mirada • Maywood • Lakewood • Long Beach • Long Beach Water Department • Lynwood • Montebello • Norwalk • Paramount • Pico Rivera • Pico Water District • Santa Fe Springs • Signal Hill • South Gate • Vernon • Water Replenishment District of Southern California • Whittier

With Technical Support From The Sanitation Districts Of Los Angeles County
SECTION NO. 10 Discussion/Action Regarding Amending the Bylaws to Prohibit Consultants from Serving on the Board

SUMMARY:

In the fall of 2015, the GWMA Board of Directors discussed the composition of the Board and, in particular, whether consultants should be permitted to serve on the Board. The staff reports for this matter stated, in part, as follows:

“In response to concerns raised by some Board members about appointing independent contractors to the Board, legal counsel advised staff that the agreement does not prohibit such appointments, but that such a practice raises serious conflict of interest concerns. The most significant conflict of interest issue is that any contract GWMA approves that results in additional compensation to an independent contractor Board member or his or her firm might be void under Government Code Section 1090, even if the Board member abstains from the decision on the contract. In addition, participation in any decision that would result in such additional compensation would result in a violation of the Political Reform Act by the Board member and, if a contract is involved, Government Code Section 1090.”

After considering the bylaws over several meetings, the Board decided to continue to permit consultants to be appointed to the Board. In order to lessen the potential for conflicts of interests, the Board included a clause in the bylaws prohibiting GWMA from entering into contracts with Board Members or their firms or where a Board Member or their firm will be a sub-contractor.

The activities in which GWMA is involved are growing, and GWMA is entering into more and more contracts. Staff turnover at member agencies results in the Board members and alternates changing. This makes it all the more difficult for Board Members and staff to keep track of the potential conflicts.

Given the myriad of contracts into which GWMA enters, and the changeover in the Board’s composition, it seems that the possibility of inadvertently violating a conflict of interest statute is greater now than when the Bylaws were last amended in 2015. For this reason, legal counsel recommends that the Board reverse the decision to allow the appointment of independent contractors to the Board.
Attached to this report is a proposed amendment to Section 7 of the Bylaws to require each Board Member to be an employee or officer of a member entity. Current Board Members not meeting this criterion would continue to serve until they resign, they are removed by the appointing authority as provided in Section 6(b) of the Joint Powers Agreement or their current term expires and their replacement is appointed.

**FISCAL IMPACT:**

None.

**RECOMMENDATION:**

a. Amend the Bylaws to require each Board Member to be an officer or employee of a member agency.
BYLAWS

OF

THE LOS ANGELES GATEWAY REGION
INTEGRATED REGIONAL WATER MANAGEMENT
JOINT POWERS AUTHORITY

EFFECTIVE SEPTEMBER 10, 2015 JANUARY 11, 2018

ARTICLE 1. AUTHORITY

Section 1. Authority. These bylaws are adopted pursuant to the authority of Section 6(e)(8) of the Joint Powers Agreement ("Agreement") of the Los Angeles Gateway Region Integrated Regional Water Management Joint Powers Authority ("Authority").

ARTICLE 2. MEMBERS OF THE BOARD OF GOVERNORS

Section 1. Board Member Term of Office. The term of office for Board Members and Alternate Board Members (collectively "Board Member" or "Board Members") of the Governing Board ("Board") shall commence on October 1st of each odd-numbered year and terminate on September 30th two years later. The terms of all Board Members of the Governing Board shall run consecutively and shall not be staggered.

Section 2. Current Terms of Office. The terms of office of Board Members whose terms have not expired on the date these Bylaws are adopted shall continue to hold office until September 30, 2017.

Section 3. Appointment to Fill Vacancy. Board Members appointed to fill a vacancy on the Board shall hold office for the remainder of the unexpired term.

Section 4. Manner of Appointment. A Member agency may appoint a member of its legislative body to the Board by minute action. Alternatively, a Member agency may appoint persons other than a member of the Member agency’s legislative body to the Board only by adoption of a resolution.

Section 5. Only Individuals can be Appointed to the Board. Member agencies must appoint Board Members by name and not by position or title.

Section 6. Board Members and Alternate Board Members. Each Member Agency may not appoint more than one Member and three Alternate Members.

Section 6. Requirement that a Board Member be an Employee or Officer of a Member Agency. Each member of the Board must be an officer or employee of a member agency and cannot be an employee or owner of a private business providing engineering or consulting services to a member agency regardless of whether the individual is an officer of a member agency.
Section 7. **Contracts with Independent Contractor Board Members.** The Board cannot approve a contract with an independent contractor Board Member or his or her firm or a contract in connection with which the independent contractor Board Member or his or her firm will be a sub-contractor. **Current Terms of Office.** Persons holding office on the date these Bylaws are amended who no longer satisfy the membership criteria shall hold office until they resign, are removed or their terms expire and their successors are appointed.

Section 8. **Amendment of Bylaws.** These bylaws can be amended by the affirmative vote of a majority of the Board Members.

**CERTIFICATE OF SECRETARY**

This is to certify that the foregoing is a true and correct copy of the Bylaws of the Los Angeles Gateway Region Integrated Regional Water Management Joint Powers Authority and that these Bylaws were duly adopted by the Board of Directors on the date set forth below.

**Dated:**

**Secretary:**
City of Bell Public Works
Summary of Completed Work Activity in the Last 30 Days

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<th>Work Type</th>
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<td>Lighting</td>
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<td>Tree Trimming</td>
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<td>Weed Abatement</td>
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<td>Other (ex. lot clean up, removal of debris and trash, etc.)</td>
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CITY OF BELL
PUBLIC WORKS COMPLETED WORK ACTIVITY
1-2-18 TO 2-1-18

- Bulky Item: 40%
- Building: 3%
- Weed Abatement: 8%
- Tree Trimming: 4%
- Streets: 16%
- Lighting: 3%
- Landscape/Irrigation: 4%
- Other (ex. lot clean up, removal of debris and trash, etc.): 21%

Prepared by: Public Works Management Analyst
Date: February 1, 2018
Source: SharePoint
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<th>YTD-17</th>
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January 18, 2018

Carlos Islas, Chief of Police
City of Bell Police Department
6330 Pine Avenue
Bell, Ca 90201

2016 – 2018 BIENNIAL INSPECTION

PENAL CODE SECTION 6031; WELFARE AND INSTITUTIONS CODE SECTION 209; JUVENILE JUSTICE AND DELINQUENCY PREVENTION ACT

Dear Chief Islas:

On November 29, 2017, staff of the California Board of State and Community Corrections (BSCC) conducted the 2016 - 2018 biennial inspection of the Bell City Jail pursuant to Penal Code Section 6031 and Welfare and Institutions Code (WIC) Section 209. The jail was inspected for compliance with the Minimum Standards for Local Detention Facilities as outlined in Titles 15 and 24, California Code of Regulations and the federal Juvenile Justice and Delinquency Prevention Act (JJDPA) requirements for holding minors.

The inspection consisted of a review of applicable policies and procedures governing the operation of the facility, staff interviews, a review of documentation to verify that your practices follow your written procedures, and a walk-through of the physical plant. Jail Manager Matthew Coberly, Jailer Joel Flores and Parking Enforcement Officer Jose Carrillo participated in the inspection and provided the necessary documentation for me to complete the inspection. Their clarification and historical information was extremely valuable. The professionalism and courtesy extended by your agency are much appreciated.

The complete BSCC inspection report is enclosed and consists of:
- This transmittal letter;
- The Procedures Checklist outlining applicable Title 15 sections;
- The Physical Plant Evaluation outlining Title 24 requirements for design; and,
- The Living Area Space Evaluation that summarizes the detention facility’s physical plant configuration.

We encourage continuing the practice of maintaining a permanent file for historical copies of all inspections. This file should be the first point of reference when preparing for all future inspections.
LOCAL INSPECTIONS

In addition to a biennial inspection by the BSCC, inspections are also required annually by the County Health Officer and biennially by the State Fire Marshal or an authorized representative (Health and Safety Code Sections 101045 and 13146.1). Please consider our report in conjunction with these reports for a comprehensive perspective of your facility.

FIRE INSPECTION:

The most recent fire inspection occurred on 01/03/2017. A fire clearance was granted.

HEALTH INSPECTIONS:

Health Department inspections for the facility occurred as follows:

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<th>Environmental Health</th>
<th>Medical/Mental Health</th>
<th>Nutritional</th>
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<td>Bell PD Jail</td>
<td>10/11/2017</td>
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No items of non-compliance were noted regarding the local inspections

BSCC INSPECTION

PHYSICAL PLANT:

BSCC reviews physical plants against the Title 24 standards at the time of original design or significant remodel. Based on the applicable standards, there were no issues of non-compliance noted. The jail was extremely clean and well-kept.

We noted that four bunks have been removed from Cell #7, and that the cell has been converted into a “sentenced prisoner restroom.” We noted this on our Living Area Space Evaluation and reduced the rated capacity of the jail to 16 inmates.

Minors in secure and non-secure detention are held outside the secure perimeter of the jail.

POLICY REVIEW:

Bell PD has implemented a comprehensive jail policy manual within its Department Policy and Procedures Manual and includes the policies and procedures for the detention of minors. The agency is continually fine-tuning this manual to ensure consistency and completeness. BSCC reviewed the relevant sections and reconciled the contents against regulations to ensure that each subject required by regulation was addressed in policy.¹

¹ BSCC does not review all of your policies and procedures. We only review those policies related specifically to the applicable regulations included in Title 15, Minimum Standards for Local Detention Facilities.
No items of non-compliance were noted concerning the agency policy:

PROCEDURES REVIEW:

BSCC continued its inspection by evaluating procedures at the facility and reconciling them against policy. Those evaluations typically include an in-depth review of documentation related to jail operations including security logs, shift schedules, local inspection results, classification documents, incident reports and other records which give insight to the facility's operations. BSCC sought out evidence to ensure that practices matched written procedures and that written documents reflected actual events.

The arrestees are supervised by private contractor (G4S) correctional officers (jailers). BSCC reviewed a variety of custody records and noted overall completeness and adherence to both regulation and policy. Arrestees with known or suspected medical or psychological conditions are transported directly to the county jail.

Concerning agency policies and procedures, no areas of non-compliance were noted. Please see the attached checklist of applicable Title 15 Standards for detailed information on individual regulations.

Juvenile Justice and Delinquency Prevention Act Compliance Monitoring - In accordance with the JJDPA, BSCC monitors law enforcement facilities for compliance with three core requirements of the Act: Deinstitutionalization of Status Offenders, Separation of Juveniles from Incarcerated Adults, and Removal from Adult Jails and Lockups (6-hour secure detention limitation).

We reviewed records of all juvenile detentions in 2017, and found that all policies and procedures that address regulations and statutes have been followed. There were no instances of non-compliance. There were no instances of secure detention during this period of time.

Corrective Action Plan – No other areas of non-compliance with policies, procedures or practices were noted.

Facilities for issues of non-compliance. We do not “approve” your policies nor do we review them for Constitutional or legal issues. We recommend agencies seek policy review through their legal advisor, risk manager, and other persons deemed appropriate.
This concludes our inspection report for the 2016-2018 inspection cycle. We thank you and your staff for the hospitality and courtesy extended during this inspection. If you have any questions, or concerns, please contact me or the duty officer at the BSCC.

Sincerely,

[Signature]

William J. Crout, Field Representative (RA)
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E-mail: bill.crout@bscc.ca.gov

Enclosures

cc: Chair, City Council, City of Bell*
City Manager, City of Bell*
Grand Jury Foreperson, Superior Court, County of Los Angeles*
Jail Manager Matthew Coberly, Bell Police Department