

**2003-2004 FINAL REPORT**

**COUNTY PUBLIC BUILDINGS**

**Animal Control, South Lake Tahoe**

**Recommendation 1**

Erect a retaining wall with a drainage system at the rear of the building to curtail the damage from snow and ice runoff.

**Original response to Recommendation 1: The recommendation requires further analysis.** Staff within the Facilities Design section of General Services is in the process of preparing a design to significantly retrofit the existing facility to better meet the current needs of the facility. \$800,000 has been committed to this process, which is scheduled to begin in the Spring of 2005, and be completed by the Fall. Construction of a new retaining wall will be considered in the design.

**Status as of March 31, 2007: This recommendation has not yet been implemented, but will be implemented in the future.** No change in the response of December 15, 2006. Retaining wall and drainage system to be complete by fall 2007. All components of the expansion and remodel of the South Lake Tahoe Animal Control facility were delayed when the County was unable to close escrow on the adjacent property due to liens on that parcel. The County has closed escrow and will soon be taking bids for the necessary construction.

**Recommendation 2**

The parking lot and driveway directly in front of the Animal Control Building should be graded or modified to eliminate excess snow, ice and water accumulation. This would also provide additional parking and easier access.

**Original response to Recommendation 2: The recommendation requires further analysis.** Please see the above response to Recommendation 1. This Recommendation will be considered in the retrofit design.

**Status as of March 31, 2007: This recommendation has not yet been implemented, but will be implemented in the future.** No change in the in the response of December 15, 2006. Improvements to the access, parking and drainage to be completed by fall 2007. All components of the expansion and remodel of the South Lake Tahoe Animal Control facility were delayed when the County was unable to close escrow on the adjacent property due to liens on that parcel. The County has closed escrow and will soon be taking bids for the necessary construction.

**Recommendation 3**

Access to and from the parking lot and the building should be handicap accessible.

**Original response to recommendation 3: The recommendation has not yet been implemented, but will be implemented in the future.** The plans for the renovations scheduled for 2005 will incorporate handicap parking and access to and from the building.

**Status as of March 31, 2007: The recommendation has not yet been implemented, but will be implemented in the future.** No change in the response of December 15, 2006. Improvements to provide ADA access to be completed by fall 2007. All components of the expansion and remodel of the South Lake Tahoe Animal Control facility were delayed when the County was unable to close escrow on the adjacent property due to liens on that parcel. The County has closed escrow and will soon be taking bids for the necessary construction.

#### **Recommendation 4**

Access to the public restroom should be redirected from the main staff office.

**Original response to Recommendation 4: The recommendation has not yet been implemented, but will be implemented in the future.** The plans for the renovations scheduled for 2005 will incorporate the relocation of the public restroom adjacent to the public area.

**Status as of March 31, 2007: The recommendation has not been implemented, but will be implemented in the future.** No change in the response of December 15, 2006. The relocation of the public restroom, adjacent to the public area, to be completed by fall 2007. All components of the expansion and remodel of the South Lake Tahoe Animal Control facility were delayed when the County was unable to close escrow on the adjacent property due to liens on that parcel. The County has closed escrow and will soon be taking bids for the necessary construction.

#### **Recommendation 5**

Provide additional space for animal exercise.

**Original response to Recommendation 5: The recommendation requires further analysis.** The addition of a roof in the exercise area to enhance use of the area during the winter months will be considered in the plans for the 2005 renovations. However, the addition of a roof in this area will be subject to the amount of additional land coverage allowed under TRPA regulations.

**Status as of March 31, 2007: The recommendation has not been implemented, but will be implemented in the future.** No change in the response of December 15, 2006. The construction of the covered roof exercise area to be completed by fall 2007. All components of the expansion and remodel of the South Lake Tahoe Animal Control facility were delayed when the County was unable to close escrow on the adjacent property due to liens on that parcel. The County has closed escrow and will soon be taking bids for the necessary construction.

#### **Recommendation 6**

Provide additional ventilation for the animal runs to dry more quickly.

**Original response to Recommendation 6: The recommendation requires further analysis.** This Recommendation will be considered in the retrofit design. Increased ventilation is likely to be one of the improvements incorporated into the design plan for the 2005 renovations.

**Status as of March 31, 2007: The recommendation has not yet been implemented, but will be implemented in the future.** No change in the response of December 15, 2006. The added ventilation to be completed by fall 2007. All components of the expansion and remodel of the South Lake Tahoe Animal Control facility were delayed when the County was unable to close escrow on the adjacent property due to liens on that parcel. The County has closed escrow and will soon be taking bids for the necessary construction.

## **Assessor's Office, South Lake Tahoe**

### **Recommendation 1**

Double pane windows should replace the single pane windows.

**Original response to Recommendation 1: The recommendation requires further analysis.** The building is old and constructed of materials that are currently not available. The costs associated with retrofitting and replacing the windows in this building are unreasonable. The County is currently looking into selling this structure and constructing a new building within the Basin to house this function of County Government. General Services will work with the Assessor's office to install a window barrier or other suitable measures to resolve the issue of excessive heat loss and ice formations on the inside of the windows by January 31, 2005. In addition, General Services will check the heating system to make sure it is functioning properly and make any necessary corrections by October 1, 2004.

**Status as of March 31, 2007: The recommendation has not yet been implemented, but will be implemented in the future.** No change in the response of December 15, 2006. Staff has determined that the most cost effective solution to enhance the thermal efficiency of the windows is to add coverings. The addition of window coverings to be completed in spring 2007.

## **2004-2005 FINAL REPORT**

### **PUBLIC BUILDINGS AND PROPERTY**

#### **Mental Health Buildings-South Lake Tahoe**

##### **Recommendation 1b**

Relocate this department to a facility adequate to serve the clientele, to create a safe work environment for the employees and to meet ADA requirements.

**Original response to Recommendation 1b.: The recommendation has not yet been implemented, but will be implemented in the future.** Staff within General Services have met with representatives from Mental Health and both departments agree that the current space meets the needs of this program, but would be greatly enhanced with improvements to the floorplan. The findings do not identify specific safety issues and the Department of General Services is not aware of outstanding safety concerns. All floors of this facility do not require ADA access. The clientele that need ADA access are served on the main floor together with the basement that now has a wheel chair lift. Although clientele do occasionally meet on the third floor, all meeting functions can occur on the main floor. Access to the third floor is not required of the clientele. In an effort to better serve the clientele of this program, Mental Health wishes to combine the functions of this program with others under the same Department, currently located at the Silver Dollar Building. Under this plan both functions would move to another facility of proper configuration and size to better meet the program needs. General Services will begin a search with the goal of relocating this function within the next 24-36 months.

**Status as of March 31, 2007: The recommendation has not yet been implemented, but will be implemented in the future.** General Services has entered into a lease agreement for another facility located at 1900 Lake Tahoe Boulevard. This is a single story structure, of adequate size, that better meets the needs of the clientele. Tenant improvements are currently under construction with occupancy scheduled for May 2007.

## **2005-2006 MID SESSION REPORT**

### **MENTAL HEALTH AUDIT REPORT**

#### **Recommendation 2.4**

Direct the multi-departmental Interagency Governing Council Wraparound management team to prepare annual summary evaluations of program and cost effectiveness for their own review and transmission to the Board of Supervisors, to include documentation of: program compliance with State law; the team's meeting records; achievement of program goals; staff training records; accessibility of the program to the target population; and, program satisfaction by participating families.

**Original response to Recommendation 2.4: The recommendation has not yet been implemented, but will be implemented in the future.** Annual summary evaluations will be prepared with the compilation of required data. Progress will be reported to the Interagency Advisory Council at quarterly meetings effective immediately. Since FY 2006-07 is the first fiscal year in which all of the required data will be compiled, the first full annual summary evaluation report will be submitted to the Interagency Advisory Council and the Board of Supervisors upon completion of FY 2006-07, during the first quarter of FY 2007-08.

**Status as of March 31, 2007: The recommendation has not yet been implemented, but will be implemented in the future.** The recommendation will be fully implemented within the timeframe indicated in the original response.

#### **Recommendation 4.1**

Direct the inter-departmental Wraparound management team to include in its annual program evaluation provided to the Board of Supervisors: statistics on the number of children referred to and considered for the program; the number and backgrounds of those admitted to the program and assigned to service allocation slots; and, the number and backgrounds of those receiving services with Wraparound funding but not assigned to service allocation slots.

**Original response to Recommendation 4.1: The recommendation has not yet been implemented, but will be implemented in the future.** This information will be provided during the process described in Recommendation 2.4.

**Status as of March 31, 2007: The recommendation has not yet been implemented, but will be implemented in the future.** The recommendation will be implemented as indicated in the original response and as described in the response to Recommendation 2.4.

#### **DISTRICT ATTORNEY'S OFFICE BUILDING GJ05-057**

**1R. Recommendation:** Relocate the District Attorney and his office staff into one office facility.

**Original response to recommendation 1R: The recommendation requires further analysis.**

Although the respondent is in agreement that the District Attorney and staff are in need of additional office space, it may be unreasonable, due to a lack of available space and budget constraints, to expect this entire discipline to vacate these buildings and move to another office facility that would be capable of housing this entire function. Available leased space is limited and constraints on new construction are addressed within the Board of Supervisors response to the report entitled "County Leased Buildings Expenditure". Staff will explore options relative to other space and provide a summary of findings to the Board of Supervisors by December 2006.

**Status as of March 31, 2007: The recommendation requires further analysis.** Staff, within General Services, has conducted an assessment of other available space, under both county and private ownership, that might better accommodate the needs of this function. As a result of this assessment, General Services has concluded that other space, warranting an immediate move is not available. This facility need was a consideration in the development of the 5 year Capital Improvement Program (CIP). The addition of a new building to house this function was not identified in the current plan due to other competing facility needs and limited financial resources. This facility need will continue to be a consideration in future updates to the CIP. The Board of Supervisors will be receiving annual CIP updates. The last CIP update occurred in February, 2007. The next update will be presented to the Board in early 2008.

**2R. Recommendation:** Renovate these buildings if required for future county use.

**Original response to recommendation 2R: The recommendation requires further analysis.**

Any renovations to the subject building(s) would be structured around the needs of the Department. General Services staff will explore options relative to other space and provide a summary of findings in December 2006.

**Status as of March 31, 2007: The recommendation will not be implemented because it is not warranted.** General Services has explored options, relative to other available space, and has concluded that other space, warranting an immediate move, is not available. If and when the District Attorney's Office is relocated, renovations to existing facilities will follow the program functions of departments relocated to these buildings. Without knowing the program elements of the departments that may be housed there in the future, there are no significant renovations proposed to the facilities at this time.

**COUNTY LEASED BUILDINGS EXPENDITURE GJ05-055**

**1R. Recommendation:** The County should purchase land and build facilities for permanent long term use.

**Original response to recommendation 1R: The recommendation has not yet been implemented, but will be implemented.** The County is currently in the process of finalizing land purchases for both the Placerville and South Lake Tahoe Animal Control Facilities. The

## Quarterly Status Report on Grand Jury Recommendations

County is currently negotiating the purchase of both land and a building for the Senior Center at El Dorado Hills. The County is currently reviewing multiple properties, in the area of El Dorado Hills, for a new Sheriff Sub-Station. Multiple properties are currently under review for a new Sheriff Administration Building. The Fiscal Year 2006-07 budget includes appropriations of \$10,240,799 for these projects.

**Status as of March 31, 2007: The recommendation has been implemented.** The County has completed the purchase of properties for both the Placerville and South Lake Tahoe Animal Control Facilities. The County has finalized negotiations for the purchase of the Senior Center at El Dorado Hills and anticipates ownership by May 2007. The County continues to review multiple properties in the El Dorado Hills area for a new Sheriff substation. However, the FY 2006-07 Budget allocates \$1.6 million toward this new facility.

**3Ra. Recommendation:** Analyze program contracts/agreements to determine financial impact of owning verses leasing.

**Original response to recommendation 3Ra: The recommendation has not yet been implemented but will be implemented in the future.** Staff within General Services will review the existing program contracts and agreements of other Departments that are housed in leased facilities and determine the financial impact of owning verses leasing. This inquiry will be completed by December 2006.

**Status as of March 31, 2007: The recommendation has not yet been implemented but will be implemented in the future.** Staff within General Services has reviewed many of the existing program contracts/agreements of other Departments that are housed in leased facilities. At this time it is difficult to make direct comparisons of the financial impact of owning verses leasing due to the complexity of issues associated with funding and available properties that are suitable to house these functions. Staff will continue with this inquiry with an anticipated completion date of summer 2007.

**3Rb. Recommendation:** Educate senior county managers regarding specific program reimbursement of funds for leased and owned buildings.

**Original response to recommendation 3Rb: The recommendation has not yet been implemented but will be implemented in the future.** The review of the existing program contracts and agreements, as identified within Recommendation 3Ra above will be an educational process for senior county managers. That educational process will be completed by the end of December 2006.

**Status as of March 31, 2007: The recommendation has not yet been implemented but will be implemented in the future.** Staff within General Services has not completed this review and educational process. As indicated in the response to recommendation 3Ra, staff within General Services has reviewed many of the existing program contracts/agreements of other Departments that are housed in leased facilities. At this time it is difficult to make direct comparisons of the

financial impact of owning verses leasing due to the complexity of issues associated with funding and available properties that are suitable to house these functions. Anticipate completion by summer 2007.

#### **PLANNING AND BUILDING SERVICES GJ05-050**

**3Rc. Recommendation:** Efforts to move the Courts out of the Placerville office should be expedited so Development Services can complete its plans to absorb the other building and planning related functions of Department of Transportation and Environmental Management such as transportation planning, commercial grading permits sewer, wells, septic, demolition and waste recycle.

**Original response to recommendation 3Rc:** **This recommendation has not been implemented, but will be implemented in the future.** Courts functions within building C are currently located on two floors. Their occupancy on the second floor consists of partial use of the Planning Commission Meeting Room that serves as a courtroom for traffic court, fine payment counter, administrative offices and filing space. Primary functions on the first floor consist of a court room (Department 7), the support staff offices for that court and holding cells.

Efforts to move all Courts functions from Building C are part of a component of the overall negotiation process between the County, the local Courts and the State Administration of Courts (AOC). Discussions with the State AOC are focused on possibility of constructing a new facility that would house all Building C Court functions. In an effort to provide immediate relief to a portion of the space needs of Development Services, the relocation of courts has been planned in two phases. The first phase would consist of a move of the administrative component of courts from the second floor to the first floor, thus providing additional space within the area of Development Services. Under this plan, the area used for payment of fines and use of the Planning Commission Meeting Room would remain the same. This move is currently scheduled to occur in early 2007. The second phase would consist of moving the entire court function from Building C. This plan is contingent upon the completion of negotiations with the Courts to move and construct a new facility.

**Status as of March 31, 2007:** **This recommendation has not been implemented, but will be implemented in the future.** General Services anticipates the first phase of this move to occur in the summer of 2007. Negotiations are on going between the County and Courts to move and construct a new facility.

**4R. Recommendation:** Departmental representatives assigned to TAC must have the authority to speak for the department. All changes requested from the applicants must be put in writing and signed by all affected departments and outside agencies. Additional changes should not be permitted except for extraordinary circumstances.



## Quarterly Status Report on Grand Jury Recommendations

**Original response to recommendation 4R: The recommendation has not been implemented, but will be implemented in the future.** However, the Department does not currently have the authority to direct staff from other Departments involved in the TAC. We are working closely with other County Departments to improve coordination and effectiveness of the TAC review process. It is a major priority for the Department. The CAO is also engaged in discussions among the various departments and agencies. The CAO will provide a status report to the Board of Supervisors in December 2006.

**Status as of March 31, 2007: The recommendation has been implemented.** The CAO provided a status report to the Board of Supervisors in February, 2007. The TAC has been reorganized to provide review within three weeks of application submittal. This TAC provides an opportunity for any departments to identify fatal flaws or potential inconsistencies with policies or regulations and allows the applicants to redesign their projects, if necessary, and avoid costly changes later on. A second TAC meeting will be scheduled prior to the Planning Commission or Zoning Administrator meeting to finalize comments and conditions from various departments.

**5Ra. Recommendation:** Develop appropriate and specific performance standards for each division to gauge work completion, customer satisfaction and cost effectiveness. Revise existing Customer Service Questionnaire to reflect new performance standards.

**Original response to recommendation 5Ra: The recommendation has not yet been implemented but will be implemented in the future.** The department anticipates full implementation of this recommendation by the end of this calendar year.

**Status as of March 31, 2007: The recommendation has been implemented.** The customer service questionnaire has been revised to incorporate feedback related to department performance measures. Performance standards have been developed for Planning Services activities. The reporting system to track Planning Services conformance with these performance measures is complete.

**7Rb. Recommendation:** Include a statement on the mission and vision of the department to inform the user of the department's responsibilities.

**Original response to recommendation 7Rb: The recommendation has not yet been implemented but will be implemented in the future.** The department anticipates full implementation of this recommendation by the end of this calendar year.

**Status as of March 31, 2007: The recommendation has been implemented.** The mission statement has been completed and was posted to the website in March, 2007.

**7Rc. Recommendation:** Make it a top priority for the public to be able to get a permit and pay fees on line.

**Original response to recommendation 7Rc: The recommendation requires further analysis.** Department staff is meeting with the Treasurer Tax Collector to examine options. This service was previously offered but discontinued due to costs to the County and applicant.

**Status as of March 31, 2007: The recommendation requires further analysis.** Research continues with the Treasurer/Tax Collector and the IT Departments to implement a countywide ability to accept on line payments. This has become a priority in all departments involved and implementation is expected by the end of 2007.

**8Ra. Recommendation:** Management agrees that it needs to work closer with the Commission in anticipating their needs. Periodic workshops between county staff and Commissioners should be held to better define the role of the Commission.

**Original response to recommendation 8Ra: The recommendation has not yet been implemented but will be implemented in the future.** The Director will conduct a workshop with the Planning Commission within the next twelve months to discuss staff support for the Commission.

**Status as of March 31, 2007: The recommendation has not yet been implemented but will be implemented in the future.** A workshop with the Planning Commission will be held during the summer of 2007 to discuss staff support for the Commission.

**8Rc. Recommendation:** Timely and written responses by affected departments and outside agencies should be required to expedite the review process.

**Original response to recommendation 8Rc: The recommendation has not yet been implemented, but will be implemented in the future.** While the Department does not control the timing and quality of responses/comments provided by other agencies in the review process, it continues to improve inter-agency coordination through the TAC process as discussed in more detail above. The CAO is also engaged in discussions among the various departments and agencies. The CAO will provide a status report to the Board of Supervisors in December 2006.

**Status as of March 31, 2007: The recommendation has been implemented.** The CAO provided a status report to the Board of Supervisors in February, 2007. The TAC has been reorganized to provide review within three weeks of application submittal. This TAC provides an opportunity for any departments to identify fatal flaws or potential inconsistencies with policies or regulations and allows the applicants to redesign their projects, if necessary, and avoid costly changes later on. A second TAC meeting will be scheduled prior to the Planning Commission or Zoning Administrator meeting to finalize comments and conditions from various departments.

## **2005-2006 FINAL REPORT**

### **EL DORADO COUNTY COURT SECURITY GJ05-032**

**2R. Recommendation:** Immediately relocate the metal detector in Building C to provide screening of both Departments 7 and 8. Install gates to close off court areas when in recess.

**2R. Response to Recommendation:** The recommendation requires further analysis. Staffs in the General Services Department and the Chief Administrative Office will conduct an analysis of security for Department 7, for the purpose of identifying possible alternatives. The analysis should be complete by the end of 2006.

**Status as of March 31, 2007:** This recommendation has not yet been implemented, but will be implemented in the future. Preliminary plans have been drafted for the addition of a security door to close off the court functions when not in recess. These plans have received the approval of both the County Fire Marshall and the Building Department. Anticipate installation of the security door by summer 2007.

### **EL DORADO COUNTY JAILS/JUVENILE HALLS GJ05-060**

**1R. Recommendation:** Inspect all carpeted areas and repair/replace as needed.

**1R. Response to Recommendation:** The recommendation has not yet been implemented, but will be implemented in the future. An inspection of all areas that have carpet as a floor covering will be conducted by General Services within the next 60 days. All areas that are in need of repair/replacement will be identified with all work relating to this matter to be completed prior to the end of December 2006.

**Status as of March 31, 2007:** The recommendation has been implemented. As mentioned in the last update, carpet is in need of replacement in the control room of the Placerville Juvenile Hall. However, the replacement of carpet in this area is on hold, pending the expansion of the control room area. Expansion of the control room and subsequent carpet replacement is scheduled for the summer of 2007.

**2006-2007 First Midterm Report**

**BOARD OF SUPERVISORS VACANCY**

**Recommendation 1R.**

Amend Section 203 of the El Dorado County Charter to include its own criteria, which goes beyond California Government Code, Section 1770 (g), in defining standards on when a vacancy occurs for failure to discharge duties of the office.

**Original Response to Recommendation 1R:** The recommendation requires further analysis. Amendments to the County Charter can only be amended by a majority vote of the electors voting in a countywide general or special election. The next countywide election is anticipated to be held in June of 2008. Charter amendments may be placed on a ballot by the Board of Supervisors or by petition signed by at least 10% of the electors who voted in the last gubernatorial election. In order to ensure a thorough analysis and to provide for public participation in the entire process, the Board of Supervisors will convene a Charter Review Committee to study this recommendation and if appropriate, provide the Board with proposed Charter amendments for placement on the June, 2008 ballot. The Chief Administrative Officer will return to the Board with information regarding the filing deadline to place measures on the June, 2008 ballot and recommendations on the budget and composition of the Charter Review Committee within three months of the Board's adoption of a final response to this Grand Jury report.

**Status as of March 31, 2007:** The recommendation requires further analysis. Subsequent to the original response, further research on the convening of a Charter Review Committee revealed that Board of Supervisors must convene a Committee within five years of the last Charter review per Section 701 of the County Charter. The Board last convened a Charter Review Committee in the fall of 2003. Consequently, the Board must convene a Charter Review Committee in the fall of 2008. Because the entire Charter will be subject to review in the next 18 months, it is more practical and expedient to have the Board address a single Charter issue and convene a Charter Review Committee next year.

On March 6, 2007 the Board directed the Chief Administrative Officer (CAO) and County Counsel to draft an amendment to the County Charter addressing the expedient replacement of a member of the Board of Supervisors. The CAO will bring the draft amendment to the Board of Supervisors in time for placement on the June 2008 ballot.

The legal deadline for the Board to place a measure on the June 2008 ballot is March 7, 2008. However, given the associated deadlines for ballot layout, notification and printing, the Recorder-Clerk/Registrar of Voters would like the measures no later than January 30, 2008. The CAO will to bring a draft Charter amendment to the Board no later than January, 2008.

**2R. Recommendation:** Amend Section 203 of El Dorado County Charter to provide a different method, rather than a special election, by which a supervisor vacancy can be filled within the last year of a supervisor's term.

**Original Response to Recommendation 2R:** The recommendation requires further analysis. Amendments to the County Charter can only be amended by a majority vote of the electors voting in a countywide general or special election. The next countywide election is anticipated to be held in June of 2008. Charter amendments may be placed on a ballot by the Board of Supervisors or by petition signed by at least 10% of the electors who voted in the last gubernatorial election. In order to ensure a thorough analysis and to provide for public participation in the entire process, the Board of Supervisors will convene a Charter Review Committee to study this recommendation and if appropriate, provide the Board with proposed Charter amendments for placement on the June, 2008 ballot. The Chief Administrative Officer will return to the Board with information regarding the filing deadline to place measures on the June, 2008 ballot and recommendations on the budget and composition of the Charter Review Committee within three months of the Board's adoption of a final response to this Grand Jury report.

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