

**Grand Jury Recommendations Quarterly Status Update
December 31, 2008**

2006-07 Grand Jury Final Report

El Dorado County Facilities

GJ 06-045

Recommendation 19:

Display prominent direction signs [to the South Lake Tahoe Administration Building].

Original Response to Recommendation 19: The recommendation has not yet been implemented but will be implemented in the future. General Services Building Maintenance personnel will address this issue by the end of the year.

Status as of December 31, 2007: The recommendation has not been implemented but will be implemented in the near future. The project has been assigned to a project manager and will be addressed in the early spring of 2008.

Status as of March 31, 2008: The recommendation has not been implemented but will be implemented in the near future. This project is on hold due to scheduled road work in the area where the sign is to be placed. General Service's personnel will revisit this project in the fall of 2008.

Status as of June 30, 2008: The recommendation has not been implemented but will be implemented in the near future. This project is on hold due to scheduled road work in the area where the sign is to be placed. General Service's personnel will revisit this project in the fall of 2008.

Status as of September 30, 2008: The recommendation has not been implemented but will be implemented in the near future. This project is on hold due to scheduled road work in the area where the sign is to be placed. A Project Manager will check on the schedule for the road work by October 15, 2008.

Status as of December 31, 2008: The recommendation has not been implemented but will be implemented in the future. This project is on hold due to scheduled road work in the area where the sign is to be placed. A Project Manager checked on the scheduled road work in October of 2008 and will recheck the status of the road project in the spring of 2009.

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El Dorado County Information Technologies

GJ 06-050

Recommendation 1:

Contract with an independent professional IT consultant to evaluate the County's Information Technologies Strategic Plan and establish an ERP that meets the current and future business needs of the County. The consultant's Statement of Work shall include:

- evaluating and reporting on the County's ERP efforts
- assessing the efficiency of County IT Systems
- identifying the risks of continuing to operate in maintenance mode with current infrastructure and aging applications
- addressing IT budgetary challenges.

Original Response to Recommendation 1: The recommendation requires further analysis. As indicated in the report any implementation of the recommendation will need funding in order to implement any modernization or replacement of systems in the future.

Funding in the amount of \$80,000 for the evaluation of the County's Financial System, to be conducted by an independent professional consultant, was requested by I.T. from savings in the Fiscal Year 2006-2007 budget request; however, due to budgetary constraints, funding was not appropriated. Additionally, funding in the amount of \$50,000 was requested in the Fiscal Year 2007-2008 budget request for consulting services for the Land Management Information System; however, due to budgetary constraints funding was not appropriated.

In the interim, I.T. is conducting further analysis as to the operational deficiencies of the various systems identified in the finding, and as to whether the appropriate action plan would be to replace or modify the systems. I.T. staff is currently meeting with key users of the systems, documenting the known deficiencies and shortcomings, along with recommendations for improvement, replacement or reengineering.

I.T. will continue to propose funding for fulfilling the recommendations in this report. However, given current budget constraints, funding is not expected until at least fiscal year 2009-10.

I.T. will continue to modify and/or enhance the systems to provide the best possible efficiency and effectiveness, given the available resources and budget constraints.

Status as of December 31, 2007: The recommendation requires further analysis. There is no change to the original response.

Status as of March 31, 2008: The recommendation requires further analysis. There is no change to the original response.

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Status as of June 30, 2008: The recommendation requires further analysis. There is no change to the original response.

Status as of September 30, 2008: The recommendation requires further analysis. There is no change to the original response.

Status as of December 31, 2008: The recommendation requires further analysis. There is no change to the original response.

**Grand Jury Recommendations Quarterly Status Update
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2007-08 Final Report Part 1

Assisting Road Repair Community Service Districts

Case No. GJ 07-026

Recommendation 2: The County should publish the “Zone of Benefit Advisory Committee Manual” and make it available, free of charge, to every road repair district director. As soon as possible, this Manual should also be provided through the internet. This will allow easy upgrading by the Department of Transportation and ready access of the latest upgrade by users. Hard copy Manuals should continue to be published.

Original Response to Recommendation 2: The recommendation has not been implemented, but will be implemented in the future. The department will post the “Zone of Benefit Advisory Committee Manual” or similar documentation on the Department of Transportation web page, with a target date of January 1, 2009. Hard copies could be made available to the public for a nominal fee.

Status as of September 30, 2008: The recommendation has not been implemented, but will be implemented in the future. There is no change to the original response.

Status as of December 31, 2008: The recommendation has been implemented. The “El Dorado County Department of Transportation Zone of Benefit Advisory Committee Manual” is available on the Department of Transportation web page (under “Special Districts”) and is available in hard copy form, upon request, at the El Dorado County Maintenance Division Facility at 2441 Headington Road, Placerville, for a fee of five-dollars.

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2007-08 Final Report Part 1

**El Dorado County Juvenile Hall
Placerville**

Recommendation: It is recommended that the Board of Supervisors fund necessary work entailed in the expansion of the facility and updating the communication system during the 2008-2009 fiscal year.

Response to Recommendation: **The recommendation has not yet been implemented, but will be implemented in the future.** General Services has secured a contract to update the communication system, and should begin repairs/replacement of the system on or before August 4, 2008. General Services has secured a contract to expand the entrance and control room of the Juvenile Hall. Construction should begin on or before August 4, 2008.

Status as of September 30, 2008:

A) Communication System: **The recommendation has been implemented.** A new communications system is in place and is currently being fine tuned by the contractor for optimum performance.

B) Expand the entrance and control room of Juvenile Hall: **The recommendation has not been implemented, but will be implemented in the future.** Upon further research, it was determined that funding was not adequate to complete the project. Additional funding will be included in a budget addendum. With additional funding, the facilities staff expects to begin the project in the October/November 2008 timeframe.

Status as of December 31, 2008: **The recommendation has not been implemented, but will be implemented in the future.** Upon further research, it was determined that funding was not adequate to complete the project. Additional funding was not available in October of 2008. Staff will attempt to fund this project during the midyear budgeting cycle in 2009.

**Grand Jury Recommendations Quarterly Status Update
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2007-08 Final Report Part 2

**South Lake Tahoe Administration Facility
El Dorado Center**

Recommendation: Given the myriad problems facing this building, in addition to its design unsuitability for county purposes, the Grand Jury recommends that this building be replaced. The recommendation should be considered in the context of long-term county office space needs throughout the Tahoe Basin. This replacement project should remain in the El Dorado County capital improvement program as a high priority project.

Original Response to Recommendation: The recommendation has not yet been implemented but will be implemented in the future. As the recommendation points out, the replacement of the El Dorado Center is already envisioned in the Capital Improvement Program. This project would consist of the construction of a new joint-use facility to house those county functions currently located in the El Dorado Center in conjunction with City of South Lake Tahoe and the South Lake Tahoe School District functions. This would include the Building Department, the Assessor's Office, the Recorder's Office and various disciplines within the Environmental Management Department. The El Dorado Center, originally constructed by the private sector as a banking facility, has many noted deficiencies due to space configuration and age. This plan would include the marketing of this facility in an effort to offset the costs of new construction. Key elements of this plan would include land acquisition, design, agency permitting and building construction. On October 23, 2007 the Board of Supervisors issued a letter of intent to the City of South Lake Tahoe and the Lake Tahoe Unified School District regarding the joint-use facility. Although the project remains in the 2007 CIP, it is impossible to determine a precise timeframe to implement this recommendation due to the complexity of the project and the lack of secured funding. Depending on the availability of funding, the planning, permitting and construction of such a facility could take up to five years.

Status as of September 30, 2008: No change to original response.

Status as of December 31, 2008: No change to original response.

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2007-08 Final Report Part 2

El Dorado County Sheriff's Building

Recommendation 1: It is recommended that the three areas listed in finding # 2 above be remedied immediately.

Response to Recommendation 1: The recommendation has not yet been implemented but will be implemented in the future. The administration section of the Sheriff's Office has been moved to a leased facility on Broadway in Placerville. Revenue from the Accumulated Capital Outlay fund will be used to remodel the Sheriff's Administration Building. The remodel plan is consistent with the substation design if and when a new primary administration building is constructed. Current plans call for a remodel of the locker-room/showers, briefing room, sergeants' office, report writing room and records rooms. Plans are presently in plan check. Once approved, the project will go out to bid for construction. This project will likely take upwards of eight months to one year. Parking lot repairs and evacuations signs will be addressed as part of the remodel effort.

Status as of September 30, 2008: No change to original response.

Status as of December 31, 2008: No change to original response.

Recommendation 2: The sheriff's facilities upgrade is already in the El Dorado County capital improvement program, indicating a new main facility in Placerville, and sub-station in El Dorado Hills. This Grand Jury, however, agrees with the sheriff's current recommendation identified in the background section of this report, specifically a new main facility in El Dorado Hills, and converting the current main facility in Placerville for use as a sub-station.

Response to Recommendation 2: The recommendation has not yet been implemented but will be implemented in the future. The administration section of the Sheriff's Office has been moved to a leased facility on Broadway in Placerville. Revenue from the Accumulated Capital Outlay fund will be used to remodel the Sheriff's Administration Building. The remodel plan is consistent with the substation design if and when a new primary administration building is constructed. Current plans call for a remodel of the locker-room/showers, briefing room, sergeants' office, report writing room and records rooms. Plans are presently in plan check. Once approved, the project will go out to bid for construction. This project will likely take upwards of eight months to one year.

Status as of September 30, 2008: The recommendation requires further analysis. The Sheriff's Office has entered into a five year lease on a building in Placerville to use as their main facility. An analysis should be conducted in year three or four of the lease to determine the feasibility of continuing the lease or relocating the Sheriff's Office main facility to an alternative location.

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Status as of December 31, 2008: No change to original response.

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2007-08 Final Report Part 3

Use of El Dorado County Vehicles

Case No. 07-030

Recommendation 1: The CAO to complete the required annual review of permanent assignment and overnight retention for County-owned vehicles for each County department by the end of this calendar year. Those assignments that cannot be justified should be rescinded.

Response to Recommendation 1: **The recommendation has not yet been implemented but will be implemented in the future.** The Chief Administrative Office will complete the required annual review by December 31, 2008.

Status as of December 31, 2008: **The recommendation has been implemented.** The Chief Administrative Office has reviewed the list of permanent assignment and overnight retention County-owned vehicles. The Chief Administrative Office has not rescinded authorization of assigned vehicles, but may make recommendations to the Board of Supervisors during the mid-year or annual budget process.

Recommendation 3: The purchase of fuel for County vehicles should be consolidated under Fleet Management so that all vehicle cost accounting and oversight is managed under a single program.

Response to Recommendation 3: **The recommendation has not yet been implemented but will be implemented in the future.** Oversight of fuel card system process should be consolidated and standardized across all County departments. Fleet Management will work to ensure and mandate all departments use the two card (individual driver / individual vehicle) system. With department head discussion, a reasonable way to control "off hour" use of take home vehicle gas cards may be the "DATE & TIME" component of the Hunt and Sons System. A timeframe for full implementation of this recommendation is difficult to establish, but the county expects this to be a priority when a new Facilities and Fleet Management Directors is hired.

Status as of December 31, 2008: **The recommendation will not be implemented because it is not warranted.** Upon further research, staff disagrees with the recommendation. Fuel card lock purchases are currently done through County wide BP250907 with Hunt and Sons under contract 430-S0511 administered through the Purchasing Department. Paragraph B.6 of the County vehicle policy states that: "Department heads are responsible for maintaining and monitoring vehicle usage logs or other authorized vehicle tracking systems. The logs or systems shall track, on a daily basis, individual drivers, program use, date and time of use, and beginning and ending odometer readings. Department heads should maintain authority over staff fuel usage and compare usage to vehicle usage logs and other vehicle tracking systems. Improper usage of County resources with implied disciplinary action should be dealt with by the specific Department heads".

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Additionally, we recommend that Department Heads consider the DATE & TIME component of the Hunt and Sons System as a reasonable way to double check “off hour” use of take home vehicle gas cards on an “as needed” basis.

Recommendation 4: The management of “Department 99” vehicles should be consolidated under the Fleet Management process to insure that effective oversight and efficiency is achieved.

Response to Recommendation 4: **The recommendation has not yet been implemented but will be implemented in the future.** Currently Fleet Management is only tracking department owned vehicle smog checks. By providing oversight of individual department owned vehicle services, safety inspections, and other required maintenance needs, the county will ensure vehicles are safe, reliable, and remain cost effective. With the expected addition of a third vehicle lift, Fleet will be able to accommodate those “Department 99” vehicles currently not on a routine maintenance schedule. A timeframe for full implementation of this recommendation is difficult to establish, but the county expects this to be a priority when a new Facilities and Fleet Management Directors is hired.

Status as of December 31, 2008: **The recommendation has not yet been implemented but will be implemented in the future.** This recommendation has been partially implemented with complete implementation expected by July, 2009.

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2007-08 Final Report Part 3

El Dorado County Procurement Department

Case No. GJ 07-019

Recommendation 1: The Grand Jury recommends that a task force be formed comprised of expert end users and outside vendors, charging them with the responsibility of streamlining the procurement process and improving the customer service level to all internal departments and external vendors. This end user task force should include members from all major County functions. The BOS should champion this process and assign one of the Supervisors to oversee the progress of this task force, with a monthly update from the leader of this task force to him/her and the CAO. We recommend that this task force start with a “blank page,” and identify an appropriate flow process, effective computer systems’ support and lead times that best serve the needs of the County and outside vendors. Significant progress has already been made in identifying the current process, but the challenge to the team is to identify what changes should be made to improve the procurement process.

Response to Recommendation 1: **The recommendation requires further analysis.** The forming of a task force does have merit. However, more analysis and evaluation of the most appropriate way to implement this recommendation is necessary. The Chief Administrative Officer will consider alternatives and strategies to streamline the procurement process and improve customer service given the overall context of the county budget and relationship of the CAO Purchasing Division to other county departments. This may or may not require the convening of a task force. The CAO will bring the results of this analysis to the Board of Supervisors by December 31, 2008.

Status as of December 31, 2008: **The recommendation will not be implemented because it is not warranted.** On November 18, the Chief Administrative Office brought a plan to the Board of Supervisors to restructure the Procurements and Contracts Division. The position of Manager of Procurement and Contracts was deleted and replaced by Senior Department Analyst whose primary focus will be to review contracting and procurement of services function, and provide recommendations for improvements. Management of the unit will be assumed by a Principal CAO Analyst, who will also be working with County Counsel over the next six months to review current ordinances, policies and processes related to the procurement and contracts function. During this review period, the Chief Administrative Officer will also serve as the Purchasing Agent.

Recommendation 2: The completed task force report should be written and submitted to the BOS with all recommended changes no later than the end of fiscal year 2008-2009.

Response to Recommendation 2: **The recommendation requires further analysis.** Please refer to the response to Recommendation 1 above.

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Status as of December 31, 2008: The recommendation will not be implemented because it is not warranted. As mentioned in the updated response to Recommendation 1, the Chief Administrative Office will not be convening a task force. However, recommendations stemming from the process described above will be presented to the Board when the review is complete.