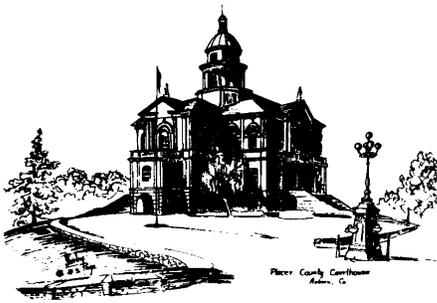


State of California Placer County



2009-2010 Grand Jury Final Report



PLACER COUNTY GRAND JURY

Phone: (530) 886-5200

FAX (530) 886-5201

Mailing Address:

11490 C Avenue, Auburn, CA 95603

June 18, 2010

The Honorable Alan V. Pineschi
Presiding Judge, Superior Court
County of Placer
P. O. Box 619072
Roseville, CA 95661

The Honorable Charles D. Wachob
Advising Grand Jury Judge,
County of Placer
P. O. Box 619072
Roseville, CA 95661

And Citizens of Placer County

Dear Judge Pineschi, Judge Wachob and citizens of Placer County:

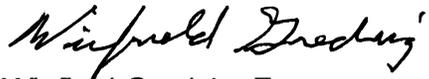
I take great pride in presenting to you the Final Report of the 2009 – 2010 Placer County Grand Jury. On behalf of all 19 members of the Grand Jury, I would like to acknowledge the advice of our Advising Judge, Charles Wachob, and County Counsel Attorneys Anthony La Bouff and Gerald Carden. I would also like to express my thanks to Yvonne Yoshikawa and Rosalinda Cruz for their assistance throughout the year.

In July of last year, nineteen Placer County citizens volunteered and were sworn in as the 2009 – 2010 Grand Jury. We formed ourselves into committees based upon areas of interest. I was personally impressed with the vast range of experience that comprised this year's panel. We have assembled and published this Final Report as required by Penal Code Section 933 for issuance to the public and the respondents. An electronic version will also be published on www.PlacerGrandJury.org, the Superior Courts Placer County website.

I was impressed with the professional manner and dedication shown by most County employees. Overall, the responses to our inquiries were positive and forthright.

This report contains the results of our investigations as required by law, those requested by citizens, or internally generated. We as the 2009 - 2010 Grand Jury have reported on our required tasks on issues of substance affecting the residents of Placer County. I am proud to have served with each and every juror during this past year.

Sincerely,

A handwritten signature in black ink that reads "Winfield Gredvig". The signature is written in a cursive style with a prominent initial "W".

Winfield Gredvig, Foreman
2009 - 2010 Placer County Grand Jury

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PLACER COUNTY GRAND JURORS 2009 – 2010

Foreman:	Winfield Gredvig	Roseville
Pro Tem:	Edward Lehman	Granite Bay
Office Manager/ Secretary:	Nancy Rawlinson	Rocklin
	Joan Berry	Auburn
	Adrienne Blackhart	Lincoln
	Helen Boswell	Lincoln
	Marilyn Brashear	Rocklin
	Ralph Carbone	Roseville
	Ruth Kendall	Rocklin
	DeeAnn Mendoza	Granite Bay
	John Monaco	Rocklin
	Montaj	Rocklin
	Karen O'Neil	Rocklin
	Joyce Richter	Newcastle
	Sheila Riggs	Roseville
	Barry Rucker	Applegate
	Al Wharton	Penryn
	Al Witten	Lincoln
	Robert Zimmerman	Granite Bay

2009 – 2010 Placer Grand Jury



Back Row (L to R): Winfield Gredvig, Al Wharton, Barry Rucker, Edward Lehman, John Monaco, Ralph Carbone, Al Witten. Middle Row: Robert Zimmerman, DeeAnn Mendoza, Ruth Kendall, Adrienne Blackhart, Marilyn Brashear, Montaj. Front Row: Joan Berry, Shelia Riggs, Nancy Rawlinson, Joyce Richter, Helen Boswell, Karen O'Neil

HISTORY AND FUNCTIONS OF THE GRAND JURY

HISTORY

Juries stem from the eleventh century. In 1215, the concept of a jury had become a pledge expressed in the Magna Carta that no free man would be “imprisoned or dispossessed or exiled or in any way destroyed . . . except by the lawful judgment of his peers . . .”

In 1635, the Massachusetts Bay Colony impaneled the first grand jury to consider cases of murder, robbery and wife-beating. The U.S. Constitution’s Fifth Amendment and the California Constitution call for grand juries. Grand Juries were established throughout California during the early years of statehood. As constituted today, criminal and civil grand juries are a part of the judicial branch of government, arms of the court system.

The criminal grand jury may conduct hearings to determine whether there is sufficient evidence to bring an indictment charging a person with a criminal offense. However, the district attorney usually empanels a separate jury drawn from the petit (regular trial) jury pool to bring criminal indictments. Civil and criminal grand juries have the power to subpoena.

FUNCTIONS

The grand jury is an investigatory body created for the protection of society and the enforcement of the law. The grand jury in California is unusual because its duty includes investigation of county government as provided by statutes passed in 1880. Only a few other states require grand jury investigation beyond alleged misconduct of public officials. Although the jury responsibilities are many and diverse, the three predominant functions include:

➤ ***Civil Watchdog Responsibilities*** - This is the major function of present day California grand jurors and considerable effort is devoted to these responsibilities. The grand jury may examine all aspects of county and city government and special districts to ensure they are serving the best interests of Placer County residents. The grand jury reviews and evaluates procedures, methods and systems used by county government for efficiency and economy. The grand jury is also authorized to:

- Inspect and audit books, records and financial expenditures to ensure that public funds are properly accounted for and legally spent.
- Inspect financial records of special districts in Placer County.

- Inquire into the conditions of jails and detention centers.
- Inquire into charges of willful misconduct in office by public officials or government, district or agency employees.

Most grand jury “watchdog” findings are contained in reports describing problems they discover and their subsequent recommendations for solutions. To accomplish the county watchdog functions, the grand jury normally establishes several committees. During its term, the grand jury issues final reports on government operations in Placer County.

After a final report is published, the official or governing body of an agency or government covered in the report must respond to the grand jury within a given period of time, as prescribed by California law. Officials must respond within 60 days; governments or agencies must respond within 90 days. The following year’s grand jury publishes the responses to the final report.

- **Citizen Complaints** - As part of the civil function, the grand jury receives complaints from residents alleging official mistreatment, suspicious conduct, or governmental inefficiencies. The grand jury investigates reports from residents for their validity. All such requests are kept confidential until a final report is published. In fact, the complainant is not told whether or not the grand jury will investigate a complaint until the report is issued.
- **Criminal Investigations** – Upon occasion, the district attorney asks the grand jury to hold hearings to determine whether evidence presented by the district attorney is sufficient to indict an individual, who would then stand trial in court. A minimum of 12 grand jurors must vote for an indictment in any criminal proceeding.

QUALIFICATIONS

Prospective grand jurors must possess the following qualifications (Penal Code Section 893):

- Be at least 18 years old.
- Be a resident of California and Placer County for at least one year immediately prior to selection.
- Be in possession of his or her natural faculties, of ordinary intelligence, of sound judgment and fair character.
- Possess sufficient knowledge of the English language to communicate both orally and in writing.

A person is NOT competent to act as a grand juror if any of the following apply:

- The person is serving as a trial juror in any California court.
- The person has been discharged as a grand juror in any California court within one year of the beginning date of service, July 1.
- The person has been convicted of malfeasance in office or any felony or other high crime.
- The person is serving as an elected public official.

Desirable qualifications for a grand juror include the following:

- Be in good health.
- Be open-minded with concern for the views of others.

- Have the ability to work with others.
- Have genuine interest in community affairs.
- Have investigative skills and an ability to write reports.
- Have modest computer and Internet communication skills.

SELECTION

In the spring of each year the presiding Judge selects residents at random from the list of applicants. Applicants should expect that a criminal records check will be conducted. Applications are reviewed and an interview is scheduled with the presiding Judge, the foreperson of the outgoing grand jury, and perhaps the presiding Judge's assistant.

After the interview process, prospective applicants are requested to appear for the final selection, held in a Placer County Superior Court courtroom. At this time, with outgoing grand jurors in attendance, 19 names are drawn randomly by the court clerk. Another 12 names are drawn and ranked to form a list of alternate jurors. The new 19 grand jury members are sworn in and given a description of their duties and responsibilities by the Presiding Superior Court Judge. The jurors begin a one- year term on July 1.

COMMITMENT

Persons selected for grand jury service can expect to serve 25 to 30 hours per month for a period of one year, July 1 through June 30.

REMUNERATION

Grand jurors receive a nominal payment for meetings they attend, and they are reimbursed for mileage to attend meetings, training, and possibly other minor expenses.

ORIENTATION

New jurors are encouraged to attend an orientation program about grand jury functions, and on county, city and special district governments.

WHY BECOME A GRAND JUROR?

Those who volunteer and are accepted for grand jury service should feel privileged to be selected. They enter this service with interest and curiosity to learn more about the administration and operation of Placer County government. Serving as a grand juror requires many hours and serious effort, and reflects a generous commitment to public service.

REPORTS OF THE GRAND JURY

The Placer County Courts maintains web pages for the Grand Jury on the Placer Courts website. Past and present final reports, and responses to those final reports, may be found on the Placer County Superior Court website:

<http://www.PlacerGrandJury.org>

HOW TO APPLY FOR OR CONTACT THE GRAND JURY

Residents of Placer County are encouraged to write or contact the Placer County Grand Jury in one of the following ways:

- Placer County Grand Jury
11490 C Avenue
Auburn, CA 95603

- Grand Jury website: <http://www.PlacerGrandJury.org>

- Grand Jury e-mail address: grandjury@placer.ca.gov

- Telephone Inquiries: 530-886-5200

Placer County residents are encouraged to volunteer for Grand Jury service. This may be done by visiting the Grand Jury website listed above and filling out the “Prospective County Grand Jury nominee Questionnaire”. A sample of the questionnaire appears on the following page.

**SUPERIOR COURT OF CALIFORNIA
COUNTY OF PLACER**

**2010-2011
PROSPECTIVE COUNTY GRAND JURY NOMINEE QUESTIONNAIRE**

(FOR THE EXCLUSIVE USE OF THE COURT)

Please Print or Type

A. General Information

Mr. Mrs. Ms. _____
Last Name First Name Middle Name

Address: _____

City: _____ State: _____ Zip: _____

Phone: Home: _____ Work: _____ Message: _____

Years at this address: _____ Prior address if less than three years at current address:

Supervisory District: _____ Date of Birth: _____

Gender: Male Female

Current Occupation: _____ Employer: _____

Briefly describe your current duties and responsibilities: _____

Circle the highest grade completed in school:

Grade School	High School	College	Post Graduate
1 2 3 4 5 6 7 8	9 10 11 12	13 14 15 16	over 16

Demographic Data Required by California Rules of Court, Rule 10.625
(Note: This information is collected for statistical purposes only and will not be used in the selection process)

Race or Ethnicity (candidates may select more than one category)

- American Indian or Alaska Native
- Asian
- Black or African American
- Hispanic/Latino

- Native Hawaiian or other Pacific Islander
- White
- Other Race or Ethnicity
Please state: _____
- Decline to answer

B. Background (attach additional sheets as necessary)

1. Are you a citizen of the United States? Yes No
2. Are you over 18 years of age? Yes No
3. Do you speak and understand the English language fluently? Yes No
4. Are you currently serving as a trial juror in any court of this state? Yes No
5. Have you served on the Grand Jury in this state within the past three years? Yes No
6. Have you ever been convicted of a felony? Yes No

If yes, please state when and where:

7. Are you currently serving as an elected public official or on any government board or commission? Yes No

If yes, in what position:

8. Do you have any physical concerns, which could hamper your ability to serve on the Grand Jury? Yes No

If yes, please explain:

9. Do you have any relatives employed by Placer County or by any agency or city located within the county? Yes No

If yes, please give the employee(s) name(s) and position(s):

10. Do you have any claim, administrative proceeding (such as a tax, zoning, planning or similar matter, or claim for damages) or any lawsuit pending before or against the County of Placer, or the cities of Auburn, Colfax, Roseville, Lincoln or Rocklin or any other public agency in Placer County or are you presently contemplating any such suit, claim, administrative proceeding or lawsuit?

Yes No

If yes, please explain:

11. Are there any claims or lawsuits pending or filed against you by the county or any city or public agency within the county?

Yes No

If yes, please explain:

12. Do you expect to be away for any extended vacations or other absences of more than three weeks during your possible service on the Grand Jury from July 1, 2010 to June 30, 2011?

Yes No

13. To be an effective participant on the Grand Jury, you must be willing to devote approximately 25 - 30 hours of your time per month. Are you willing to allocate this amount of time?

Yes No

14. If employed, have you discussed Grand Jury service with your employer?

Yes No

15. Please state why you wish to serve on the Grand Jury:

16. Related Experience

List all occupations, jobs (paid or volunteer) or experience that you feel qualifies you for service on the Grand Jury. You may attach a resume of your experience if you wish.

17. Civic Experience

Please list all civic organizations you may have been a member of, the positions held, and the number of years you have participated. Note particularly any service as a committee chair or group officer.

18. I understand that by completing this Grand Jury Questionnaire, a background check may be conducted.

I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING IS TRUE AND CORRECT, AT

_____, CALIFORNIA

THIS _____ DAY OF _____, 2010.

SIGNATURE OF PROSPECTIVE JUROR

In order to be considered as a prospective Grand Juror, please return this questionnaire no later than **Friday, May 21, 2010 at 3:00 p.m.** to:

**PLACER COUNTY SUPERIOR COURT
EXECUTIVE OFFICE
10820 JUSTICE CENTER DRIVE
ROSEVILLE, CALIFORNIA 95678
(916-408-6186)**

**MAILING ADDRESS: P.O. Box 619072
ROSEVILLE, CALIFORNIA 95661**

After all questionnaires have been received, the Court Executive Office will contact you by telephone or letter to arrange a brief personal interview to discuss your qualifications in accordance with Section 896 of the California Penal Code. These interviews will likely be conducted during the middle of June. If you have vacation plans scheduled during this time period, please state so on your questionnaire. Feel free to call the above number if you have any questions about completing this questionnaire.

REQUEST FOR GRAND JURY ACTION FORM INSTRUCTIONS

- I. Submit a Grand Jury Citizen Complaint Form only after you have tried all other options to correct a problem or concern and they have proved unsuccessful.

- II. Instructions for preparing the Citizen Complaint Form:
 - a. **The complaint is against:**
 - 1) Include the name of the individual(s) or organization(s) the complaint is against.
 - 2) Check for correct spellings of names and organizations.
 - 3) If the complaint is against an individual within an organization, include the individual's title or position on the organization.
 - 4) Provide the individual's or organization's physical address (not a P.O. Box), city and zip code.
 - 5) Provide the telephone number of the individual(s) or organization(s) cited, including the area code.

 - b. **My complaint against the above-named person or agency is:**
 - 1) Describe the problem in your own words. Be as concise as possible. Provide dates, times, and names of individuals involved.
 - 2) Cite specific instances rather than broad generalizations.
 - 3) Attach any available photographs, correspondence or documentation that supports your complaint.
 - 4) If more room is required, attach extra sheet and include their number on the last line of the first sheet – i.e.: “three (3) additional sheets are attached.”

 - c. **Complainant:**
 - 1) Include your name, street address, city, zip code, telephone number and area code.
 - 2) **Your name will be held in strictest confidence. All grand jury documents are secret and cannot be subpoenaed in court or revealed to the public.**

Mail this complaint form to the address shown on the front.

Please sign your complaint. You may file an anonymous complaint if you wish, however the grand jury is less likely to investigate anonymous complaints because they will not be able to contact you for clarification and follow-up. The jury is also less likely to get to the truth of the matter if it does choose to investigate.

- III. The grand jury will respond to your complaint and acknowledge its receipt. The grand jury may contact you directly during its inquiries.

Placer County Civil Grand Jury

Confidential Citizen Complaint

The Citizen Complaint Form should be prepared and filed with the Grand Jury only after all attempts to resolve the issue have been exhausted. The Grand Jury does not investigate all complaints received. For example, the Civil Grand Jury does not have jurisdiction over judicial performance, action of the court or cases that are pending in the courts. Grievances of the nature must be resolved through the established judicial appeal system. The Civil Grand Jury has no jurisdiction or authority to investigate federal or state agencies.

To: PLACER COUNTY CIVIL GRAND JURY

From:

You're Name: _____

Mailing Address: _____ City: _____ Zip: _____

Day Phone: _____ Evening Phone: _____

This complaint is against:

Name, Title, Agency: _____

Mailing Address: _____ City: _____ Zip: _____

Phone: _____

Complaint: Be specific; include names and dates. Describe the problem in your own words. All information is confidential. You may continue on the next page.

Complaint, continued:

Please list the agencies, officials, or persons contacted previously to attempt to resolve this complaint, including the names, titles, phone numbers, contact dates, and resulting action or disposition.

How would you like to see this matter resolved?

Important Notice: “Every person who makes a report to the Grand Jury that a felony or misdemeanor has been committed, knowing the report to be false, is guilty of a misdemeanor.” Penal Code, Section 148.5 (d). All information you provide, including your identity, is confidential.

Certification: I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Signed: _____ Date: _____

INSTRUCTIONS FOR RESPONDENTS

The legal requirements affecting respondents and responses to Grand Jury findings and recommendations are contained in California Penal Code, Section 933.05. The full text of the law is printed below.

Each Respondent should become familiar with these legal requirements and, if in doubt, should consult legal counsel prior to responding.

TIME TO RESPOND, WHERE AND TO WHOM TO RESPOND

Section 933(c), Penal Code, depending on the type of Respondent, provides for two different response times and to whom you must respond:

1. **Public Agency:** The governing body of any public agency must respond within ninety (90) days. The response must be addressed to the Presiding Judge of the Superior Court.
2. **Elective Office or Agency Head:** All elected officers or heads of agencies who are required to respond must do so within sixty (60) days, to the Presiding Judge of the Superior Court, with an information copy provided to the Board of Supervisors.

Respondents must provide two originals of their responses, one to the Presiding Judge of the Placer County Superior Court and one to the Placer County Grand Jury at the address listed below.

When responding to more than one report, respondents must respond to each report separately.

- The Honorable Alan V. Pineschi
Presiding Judge of the Superior Court
County of Placer
P.O. Box 619072
Roseville, CA 95661
- Placer County Grand Jury
11490 C Avenue
Auburn, CA 95603

CALIFORNIA PENAL CODE

SECTION 933.05

- a) For purposes of subdivision (b) of Section 933, as to each Grand Jury finding, the responding person or entity shall indicate one of the following:
 - i. The Respondent agrees with the finding.
 - ii. The Respondent disagrees wholly or partially with the finding, in which case the response shall specify the portion of the finding that is disputed and shall include an explanation of the reasons therefore.

- b) For purposes of subdivision (b) of Section 933, as to each Grand Jury finding, the responding person or entity shall indicate one of the following actions:
 - i. The recommendation has been implemented, with a summary regarding the implemented action.
 - ii. The recommendation has not yet been implemented, but will be implemented in the future, with a time frame for implementations.
 - iii. The recommendation requires further analysis, with an explanation and the scope and parameters of an analysis or study, and a time frame for the matter to be prepared for discussion by the officer or head of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This time frame shall not exceed six months from the date of publication of the Grand Jury report.
 - iv. The recommendation will not be implemented because it is not warranted or is not reasonable, with an explanation therefore.

- c) However, if a finding or recommendation of the Grand Jury addresses budgetary or personnel matters of a County agency or department headed by an elected officer, both the agency or department head and the Board of Supervisors shall respond if requested by the Grand Jury, but the response of the Board of Supervisors shall address only those budgetary or personnel matters over which it has some decision-making authority. The response of the elected agency or department head shall address all aspects of the findings or recommendations affecting his or her agency or department.

- d) A Grand Jury may request a subject person or entity to come before the Grand Jury for the purpose of reading and discussing the findings of the Grand Jury report that relates to that person or entity in order to verify the accuracy of the findings prior to their release.
- e) During an investigation, the Grand Jury shall meet with the subject of that investigation regarding that investigation, unless the court, either on its own determination or upon request of the foreperson of the Grand Jury, determines that such a meeting would be detrimental.

A Grand Jury shall provide to the affected agency a copy of the portion of the Grand Jury report relating to that person or entity two (2) working days prior to its public release and after the approval of the Presiding Judge. No officer, agency, department, or governing body of a public agency shall disclose any contents of the report prior to the public release of the Final Report.

FINAL REPORT SUMMARIES

City Managers Salaries – The Delicate Art of Setting Salaries

The Councils of Auburn, Colfax, Lincoln, Rocklin, Roseville, and the Town of Loomis, have individually dealt with the problem of declining revenue. In the current economic crisis, each city council renegotiated its City Manager's contract downward in both salary and benefits, except the Town of Loomis. The Town of Loomis did not give their Town Manager a merit raise for the fiscal year 2010.

Placer County municipalities pay their city/town managers on a comparable scale to the San Francisco Bay Area even though its cost of living index is approximately 30% less. It was a challenge to effectively compare Placer County city/town managers' salaries data with that of state and national cities due to the complexity of factors involved.

The Grand Jury anticipates that all municipalities will continue to adjust city/town manager salaries commensurate with that of other city/town employees.

Held and Seized Property

The Grand Jury investigated how the property held in the possession of Placer County law enforcement agencies is maintained. The purpose of the investigation was to understand how well property is maintained to minimize claims against the County for lost property, and to understand how evidence is tracked and preserved for trials.

Law enforcement agencies in Placer County use either a manual or a barcode system to track and maintain property and preserve the record of evidence. While the manual system currently appears adequate, the barcoding system has the advantages of ease of use, speed, and accuracy. The Grand Jury recommends that the Rocklin Police Department, Auburn Police Department, Sheriff's Department, and Placer County Jail perform a cost-benefit analysis for converting their Property and Evidence rooms to a computerized barcoding system.

The Grand Jury concludes that the Property and Evidence room personnel are operating competently to keep the chain of custody for Evidence Property. Jurors are confident that the Evidence Property collected will be available when needed for criminal prosecutions.

Jurors conclude that Safekeeping Property is properly logged, stored, and tracked. Minimal losses have occurred, as indicated by the small number and the low dollar amount of claims made by inmates for damaged or missing property.

The Grand Jury concludes that the various law enforcement agencies are performing satisfactorily in safeguarding inmate's personal property.

The Grand Jury commends the law enforcement agencies' personnel for safeguarding the various types of property in their possession and for their dedicated service to the citizens of Placer County.

Juvenile Detention Facility

The 2009-2010 Grand Jury inspected the Juvenile Detention Facility on October 15, 2009, and found it to be a clean, well maintained, and appropriately staffed facility. During the inspection, it was noted no security cameras had been installed. This has been an ongoing recommendation by the 2006-2007, 2007-2008, and 2008-2009 Placer County Grand Juries. There have been numerous policies, procedures, and timelines given to the Grand Juries by the Placer County Probation Department Administration and Capital Improvements Division, but the installation of the cameras is still not complete.

The Grand Jury recommends the Placer County Probation Department and the Capital Improvements Division install the security cameras.

No Shortage of Watchdogs – Eying Placer County Government

Besides the press, individual members of the public, special interest groups, and the Grand Jury, who examine the actions of public agencies, there is a formal periodic review of most public agencies in Placer County. Of the 77 agencies that were selected for this report, five did not respond to the Grand Jury, and one special district, the Talmont Resort Improvement District, did not meet its legal reporting obligation. This report features a list of the agencies and how the public may obtain a copy of their current audits.

There is no central repository where one may obtain copies of these reviews.

The Grand Jury recommends:

- The Auditor-Controller request copies of all recent Talmont Resort Improvement District audits. If none is available, immediately conduct an audit.
- The Auditor-Controller create a webpage on the County's website featuring the Special District audits, the school district audits, the city/town audits, and all of the internal audits conducted by the Auditor-Controller's office. This would provide the public with a centralized place to locate audit information.

Revenue Sharing Funds – The Road to Improvement is always Under Construction

The Board of Supervisors awards an aggregate of \$80,000 to \$100,000 annually to groups and organizations from the Revenue Sharing Program of Placer County. The Revenue Sharing Program defines funding “as a means to provide financial support for non-profit and community organizations, to support events, programs, supplies, improvements, and equipment.”

The Board of Supervisors currently posts on its website the policy statement: *Revenue Sharing Funds: Criteria for Requests, Disbursement and Use of Funds, and Funds Tracking*. This document details policies and procedures citizens must follow to request funds and the Board must follow in allocating the funds.

The Grand Jury found that the Board of Supervisors has been inconsistent, and non-compliant, when applying its own *Criteria for Requests* for the approval of Revenue Sharing Funds. All-inclusive transparency is often lacking in the progression from an organization’s initial request to approval or denial.

The requested records of the *Revenue Sharing Program* provided by the Board of Supervisors and the County Executive Office to the Grand Jury were incomplete:

- Documentation was omitted for rejected requests.
- Many applications lacked a statement of purpose.
- There was no documentation provided for how funds were used.

The Grand Jury recommends the Board closely examine its *Revenue Sharing Program* and adhere to its own policies and procedures. In addition, the Grand Jury recommends that all five districts use a standard request application form and that the County Executive Office track the use of funds.

Service vs. Business – In the Libraries of Placer County

Since the establishment of public libraries by Benjamin Franklin, communities have taken advantage of this municipal benefit. The services in the present-day libraries of Placer County have expanded to include not only the borrowing of books, but also the circulation of audio-visual materials, DVD’s, CD’s, the use of copy machines, computer centers, the Internet, and meeting rooms.

The Grand Jury recommends the library directors recognize that they are running a service business and place more emphasis on the business aspects so that they can maintain the level of service the community expects.

- Be more aggressive in collecting outstanding fines and fees.

- Re-evaluate the fine and fee structures to increase revenue and reduce checkout limits to minimize financial loss.
- Conduct periodic physical inventories.
- Utilize the technology available within their current computer systems for inventory tracking.
- Consider the viability of consolidating cost-saving operational and technological aspects of the three library systems within Placer County.

Tahoe Vista Animal Shelter

The Tahoe Vista Animal Shelter provides animal sheltering and animal control programs for the residents and tourists of Eastern Placer County at the North Tahoe site. The Grand Jury observed alert, lively animals sheltered in a clean, well-maintained facility.

Volunteerism – Improving the Bottom Line

Volunteer programs are used by 56% of county and city agencies polled. Utilization of volunteers varies greatly from formal programs to “drop-in” use. The financial impact of using volunteers is significant for agencies having a large number of volunteers. Volunteer programs are not used in some cases where the nature of the work involves handling complex or confidential information, or the entity is too small and doesn’t have the resources to support such a program. The majority of the agencies that have active volunteer programs believe that they are very effective. The Grand Jury recommends agencies actively consider or expand the use of volunteers where practical to provide services in the communities and help bridge budget constraints.

Auburn Courthouse Holding Facility

The Auburn Courthouse was completed in 1898 and renovated in 1994. Ongoing efforts to maintain the Courthouse as an historical landmark present a challenge in meeting current security needs. To enhance security of the public and prisoners, the Grand Jury recommends that additional cameras be installed to monitor the sally port, stairwell, holding area, and active courtrooms.

Auburn Police Department

The Grand Jury conducted the annual inspection of the City of Auburn Police Department holding facility on October 22, 2009. The Jurors were satisfied with the operations and conditions they observed. The Grand Jury commends the Auburn Police Department for the pursuit of “seamless service.” This includes the maintenance and operation of the holding facility, as well as addressing budget cuts by applying for appropriate grant monies. The department continues to encourage staff training and foster regional communication and collaboration with other law enforcement agencies

Lincoln Police Department

The Grand Jury found the holding facility of the Lincoln Police Department to be lacking essential security measures related to detention of arrestees, securing of officers' weapons, and police operations. The Substation is in need of immediate repairs, which have been postponed the past two fiscal years due to lack of funding. The parking lot and the sally port area of the holding facility are not secure. Public safety is inadequately served because of cutbacks in police personnel. The safety of police department personnel is at risk due to insufficient security measures at the Substation. Consolidation of the operation and administrative functions into one location to improve efficiency is recommended. The Grand Jury commends the police department's utilization of volunteers to support their services.

Placer County Main Jail

The Grand Jury conducted the annual inspection of the Placer County Main Jail located in Auburn at the Dewitt Center. The Placer County Sheriff's Department operates the main jail, including a minimum security work furlough facility. The Grand Jury encourages use of volunteers to support staffing needs. Placer Union High School District Adult Education provides an onsite Basic Adult General Education Development (GED) program. Due to budget cuts, the number of weeks of instruction has been reduced and should be restored when funds are available.

Rocklin Police Department

The Grand Jury conducted its annual inspection of the City of Rocklin Police Department's holding area on September 9, 2009. The Grand Jury was satisfied with the operation and conditions it observed within the facility. However, the Grand Jury recommends safe containment and disposal of biohazard materials in the outside shower area of the sally port.

Roseville Police Department

The Grand Jury conducted its annual inspection of the Roseville Police Department Jail on September 25, 2009. In general, the Grand Jury was satisfied with the operation and conditions it observed throughout the facility. The Grand Jury was impressed with Roseville Police Department's method of generating revenue through the Sentenced Prisoner Program. However, the computers and booking software programs are outdated and inefficient.

Santucci Justice Center Courthouse Court Holding Facility

The Grand Jury conducted its annual inspection of the Bill Santucci Justice Center court holding facility on October 6, 2009. The Placer County Sheriff's Department provides security for the Justice Center and its ten courtrooms. The Superior Court pays the salaries of four bailiffs and eight deputies. Privacy window coverings should be provided for the holding cells where prisoners change into, and out of, court appropriate attire. The Grand Jury was satisfied with the staff and facility.

Sheriffs Substation at Burton Creek

The present Burton Creek Substation needs to be replaced. The Tahoe Substation and Burton Creek Justice Center will be 50 years old September, 2010. The facility has reached a point where remodeling is futile. There are too many deficiencies and inadequacies with the current facility that cannot be corrected to meet the needs of residents and influx of seasonal tourists.

The Placer County Final Budget for FY 2009-2010 does not contain allocations for a replacement facility at Burton Creek Substation. The Board of Supervisors will not meet its target date of 2011 for a new facility at Tahoe. The 2009-2010 Grand Jury strongly recommends immediate replacement of the Tahoe Substation at Burton Creek.

City Managers
Salaries

CITY MANAGERS SALARIES

**THE DELICATE ART
OF
SETTING SALARIES**

THE DELICATE ART OF SETTING SALARIES

Summary

The Councils of Auburn, Colfax, Lincoln, Rocklin, Roseville, and the Town of Loomis, have individually dealt with the problem of declining revenue. In the current economic crisis, each city council renegotiated its City Manager's contract downward in both salary and benefits, except the Town of Loomis. The Town of Loomis did not give their Town Manager a merit raise for the fiscal year 2010.

Placer County municipalities pay their city/town managers on a comparable scale to the San Francisco Bay Area even though its cost of living index is approximately 30% less. It was a challenge to effectively compare Placer County city/town managers' salaries data with that of state and national cities due to the complexity of factors involved.

The Grand Jury anticipates that all municipalities will continue to adjust city/town manager salaries commensurate with that of other city/town employees.

Background

The year 2009 has been a fiscally challenging year for the State of California and all of its counties and cities. Employees have been laid off, and many have been furloughed several days per month without pay. Various county agencies have been eliminated or merged with other agencies.

Early in the fall of 2009, Placer County media focused on reports that Roseville's City Manager was at first being suspended and then being replaced. The early stories speculated on the reasons for the suspension. Later reports highlighted the manager's salary and perks. The final articles analyzed the total cost of buying out the manager's contract. A complaint to the Grand Jury followed, which led to a broader investigation of how municipalities within the county established compensation levels for their senior executives.

The Placer County Grand Jury decided to investigate the contracts of the City and Town Managers to see if current salary levels were competitive. Additionally, jurors wanted to assess if compensation and benefit packages had been renegotiated to reduce city/town managers' salaries commensurate with reductions their staffs had faced.

Investigation Methods

The investigation focused on two complementary tracks, each assigned to one of two independent teams of jurors.

One team concentrated on local equivalent compensation data. The Grand Jury sent letters to the mayors of Auburn, Colfax, Lincoln, Rocklin, Roseville, and the Town of Loomis requesting each to provide the procedure for establishing the salary of the City/Town Manager. (See Appendix A) They also asked for details on any adjustments that had been made to those salaries due to the shrinkage in city government budget and staff. All of the cities responded with various levels of details about the process and complete information on the salaries and benefits. Several cycles of letters and phone calls resulted in complete, common information.

The other team was charged with identifying regional and national salary and total compensation scales for comparable city and town managers. The state and national searches were Internet-based. Publicly available data was compiled on salaries from cities and towns in the San Francisco Bay Area, various cities within California, and across the United States. Where possible, the data was stratified by the population and budgets of comparative cities.

Facts

The municipal government structure typically follows one of two models: the strong elected mayor, who actually runs the day-to-day operations; or the city/town manager-council model, in which the council sets policy and hires an operational manager. Placer County municipalities have chosen the city/town manager model.

When setting or comparing salary scales for operational managers, multiple factors must be considered. These factors include:

- The potential pool of candidates. The more specific the criteria used as primary or secondary qualifications, the smaller the pool of suitable applicants.
- City/town size. Criteria might be population served, number of employees to manage, or size of the budget. Placer County has several of the fastest growing cities in the U.S., which may offer specific challenges not normally associated with the city manager position.
- Geography. Placer County is close to Sacramento and neatly positioned between Lake Tahoe and San Francisco. It has a rural reputation even though it has experienced one of the fastest population growths in the United States.
- Specific responsibilities. In Placer County, Roseville is essentially a full-service city, while the other municipalities contract for some services.

- Economic environment. Much has been written about the state of the U.S. and California economies, particularly the unemployment picture and declining government revenues. Both of these directly affect how much a city can afford or is willing to spend.

There are no standard measurements that define how effective an individual city/town manager is or even address the classic “bang for the buck” question. It would be nice to compare city/town managers to CEOs or chief operating officers in public companies with similar revenue streams, but that would ignore the difference between profit and service. The range of city population sizes in Placer County biases measurement comparisons against the smallest cities, as there is a smaller base over which to spread the cost of government. In Placer County, all of the permanent city/town managers are employees-at-will. Therefore, it is the local council that must define the job and then measure how well the incumbent performs.

Placer County City/Town Managers

All of the cities establish the compensation and benefits of the city/town manager by negotiation and contract. See Table 1 for a comprehensive comparison chart.

Auburn

The present City Manager, Robert Richardson, has been employed in this position since December 16, 2002. Effective May 1, 2009, according to an agreement between the City Council and the City Manager, the contracted salary, mandatory time off, and CalPERS retirement contribution were not to exceed a reduction of 10%. His current salary is \$132,371 to reflect the reduction. This is a savings to the City of \$15,160.

Colfax

The City of Colfax is unique in that the City Manager is a part-time contract position. They have no written procedure for setting the City Manager’s salary. It is based on what the City can afford to pay. Bruce L. Kranz became the City Manager on December 1, 2009. His current salary is \$75,000, and he is expected to provide 960 hours of service. The former City Manager’s salary was \$96,843. The City of Colfax has saved approximately \$55,000 per year with the difference in salary, benefits, and perks. At the discretion of the City Council, the City Manager may receive a merit bonus of up to 10% of his then base salary. No bonus was awarded in FY 2008-2009.

Lincoln

James D. Estep’s Agreement for Employment stipulates that he has a dual job: that of City Manager and also Director of the Lincoln Redevelopment Agency. It further states that he shall not receive overtime or extra compensation for work performed outside of business hours. His City Manager’s salary is \$215,100 annually, and the Redevelopment Agency salary is \$8,400 annually. On February 10, 2009, Mr. Estep entered into an Amendment to Agreement for Employment with the City of Lincoln. He agreed to a 4.6% reduction in City Manager’s salary. It was also agreed that the City’s matching deferred compensation for him would be discontinued until June 24, 2011.

Rocklin

Carlos Urrutia became Rocklin's City Manager 25 years ago. Adjustments to his compensation are made via amendments to the City Manager's Employment Agreement. Mr. Urrutia retired at the end of 2009; at which time, his annual salary was \$232,776. He has stayed on at a fixed annual stipend of \$139,000 with no benefits, until a replacement is found. Combined with his retirement checks, Mr. Urrutia is in line to collect over \$300,000 this year. This arrangement gives the city an immediate savings of over \$95,000.

Because of Mr. Urrutia's length of service, he received 24 days of vacation per year, the maximum allowable under his Management Memorandum of Understanding (MOU). Mr. Urrutia's contract did not provide for merit pay or bonuses. All management employees, including the City Manager, participated in a mandatory furlough, which equates to a 5% reduction in salary. The City Manager had been taking an extra voluntary furlough day for an additional 5% reduction in pay.

Roseville

The City Council replaced City Manager Craig Robinson in October 2009. As stipulated in his contract, Mr. Robinson will receive one year's salary and benefits in the amount of \$393,675. Roseville's Assistant City Manager, Mike Shellito, agreed to take the City Manager's job without change to his present salary and benefits. His current salary is \$185,226. Mr. Shellito was formerly employed as Assistant City Manager/Community Development Director.

Town of Loomis

The Town of Loomis has employed Perry Beck since March 2000. His salary is \$116,875 per year. Mr. Beck did not receive a merit pay increase for the FY 2009-2010. His contract was not renegotiated for a reduction in compensation.

Table 1 – Comparison of Placer County City/Town Manager Compensation

COMPENSATION (Annual)	AUBURN	COLFAX	LINCOLN	ROCKLIN	ROSEVILLE	LOOMIS
City Manager Base Salary \$	132,371	75,000	215,100 (+ 8,400 for Redevelopment Agency)	232,776 (Acting City Manager - \$139,000)	273,817 (Current City Manager - \$185,226)	116,875
Benefits Total (excl. SDI, LTD, etc.)						
Health	17,697	0	15,072	12,738	12,948	6,720
Retirement	12,528	0	41,618	45,511	68,276	9,076
Deferred Compensation	1,860	0	7,529	9,000	37,813	0
Life Insurance	698	0	462	374	821	0
Total Compensation \$	165,154	75,000	279,781	300,398	393,675	132,671
Perks	Car: \$4,800	Mileage: 0.55/mi. in 2009	Car: \$8,400; Relocation: \$18,000		Car: \$9,000	Car: \$3,600; Relocation: \$3,000
Bonus	None stated	May get up to 10% of base salary	None	None	None	None
Cash-Out Value						
Sick Leave	6,109	3,462	9,928	10,743	12,640	5,394
Vacation	7,637	4,327	21,510	21,487	21,060	6,743
Administrative Leave	0	0	12,410	8,953	15,797	0
Personal Leave	0	0	0	0	10,531	0
Salary Adjusted in 2009?	Yes; Salary reduced by 4.3%, or \$5,894, on 5/1/09; Additionally, City no longer pays employee portion of CalPERS, equaling \$9,266.	Yes; Reduced by 40%, or \$55,000 from previous manager's total compensation & perks; effective 12/1/09.	Yes; Reduced by 4.6%, effective 7/1/09; City no longer pays for deferred compensation.	Yes; Reduced by 10% (5% city mandatory furlough + 5% voluntary furlough); Per SacBee, 3/15/10, salary = \$139,000 and no medical or retirement contribution.	Yes; Interim City Manager retained his Assistant City Manager salary & benefits.	No; However, no raise since January 2009 and no increase in health insurance since April 2000.
CITY SIZE						
Population	12,500	1,750	37,410	54,754	112,343	6,300
2009 - 2010 Budget \$	28,250,213	8,526,699	46,165,456	61,223,644	447,206,992	3,224,832
Number of City FTEs	86	5	216	303	1,075	12
RATIOS						
Base Salary Per Capita \$	10.59	42.86	5.75	4.25	2.44	18.55
Total Compensation Per Capita \$	13.21	42.86	7.48	5.49	3.50	21.06
Compensation As Percent of Budget	0.63%	0.97%	0.70%	0.56%	0.10%	4.49%
Compensation Per FTE	1,920	15,000	1,295	991	366	11,056
Budget Per Capita	2,260	4,872	1,234	1,118	3,981	512
Budget Per City/Town FTE	328,491	1,705,340	213,729	202,058	416,007	268,736

* Notes concerning the table on the following page.

NOTES:

Benefits Total = Health + Retirement Contribution + Deferred Compensation + Life Insurance.
Benefits Total excludes disability insurance (SDI, LDI), workers compensation insurance, etc.
Salary is as of the end of calendar 2009; Benefits are as of the end of FY 2009 (June 30, 2009) or the beginning of calendar 2010.
Rocklin and Roseville salary, benefit, and cash-out value data reflects that of the previous city manager.
Colfax reported its budget with the Colfax Enterprise Funds included
Total Compensation = Base Salary + Benefits Total
Cash-out value is the value of unused stated benefits if paid out upon termination.
SacBee article referenced above: "Retiring Rocklin Bosses Get Sweet Deals Before Being Rehired," *The Sacramento Bee*, 15 March 2009
Hours per day 8
Hours per year 2,080 = 8 hours/day x 5 days/week x 52 weeks/year
Days per year 260 including time-off (vacation, holidays, etc.)
FTE - Full Time Equivalent, a standard employment measure that consolidates part-time workers into equivalent full-time job:
Base Salary Per Capita shows how much each resident pays for the city/town manager's base salary.
Total Compensation Per Capita shows how much each resident pays the city/town manager for salary plus benefits.
Compensation As Percent of Budget shows how much the city/town manager's total compensation is out of the total city budget.

California City/Town Salaries

There are detailed charts in Appendix B showing background information for San Francisco Bay Area 2008 City Manager salaries. Table 2 highlights the difficulties involved in making direct comparisons. The smaller municipalities in Placer County have to be competitive, salary-wise, with the nearby Bay Area but just can't match their overall budgets. Even when the comparison is restricted to Bay Area communities with populations equal to or smaller than Roseville's, per capita budget dollars are much larger but the overall budget totals are significantly smaller. One way to compare city managers' salaries is by straight averages, as shown in Table 2.

Table 2 - Comparison of Placer County Data with Bay Area

	Placer County City/Town Average	Bay Area Average City Population <115,000	Bay Area Average (All Cities)
Population	37,510	85,350	175,736
FTEs	283	601	1295
Salary	\$174,323	\$216,792	\$234,972
Benefits	\$79,912	\$25,536	\$31,728
Total Comp	\$254,235	\$242,328	\$266,700
Budget	\$99,099,639	\$255,000,000	\$594,000,000
Salary/Capita	\$4.65	\$2.54	\$1.34
Comp/Capita	\$6.78	\$2.84	\$1.52
Comp/Budget	0.26%	0.10%	0.04%
Comp/FTE	\$880	\$838	\$923
Budget/Capita	\$2,642	\$2,988	\$3,380
Budget/FTE	\$350,175	\$424,293	\$458,687

Note: Bay Area data is for 2008. Placer County data is for 2009.

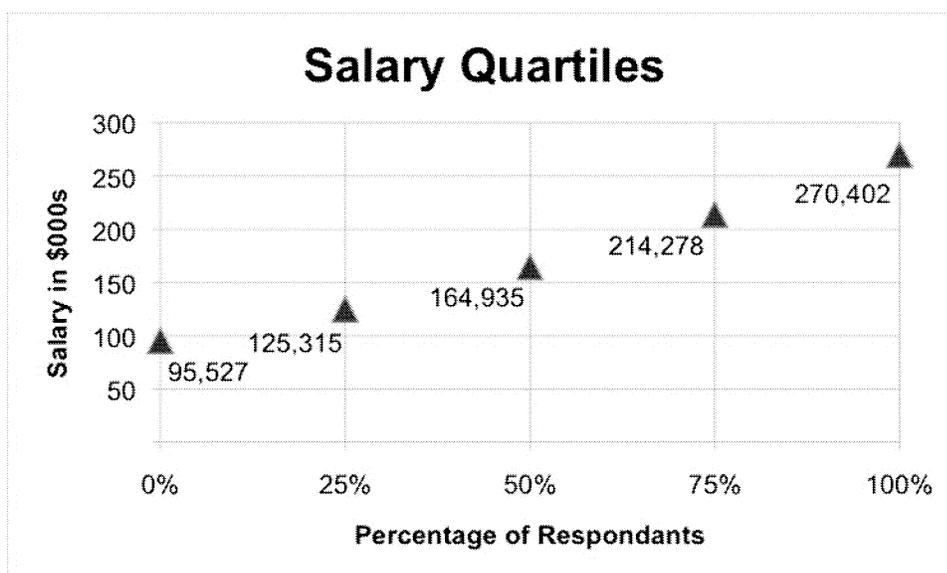
It is also possible to consider normative salaries adjusted to account for local cost of living indices.¹ On this scale, with the national average = 100.0, Sacramento/Roseville = 116.2, San Francisco = 162.9, and San Jose = 153.1; or equivalently, Roseville = 1.00, San Francisco = 1.40, and San Jose = 1.32. San Francisco uses the strong mayor model, and pays its mayor approximately \$250,000 per year. San Jose pays its city manager a salary of \$260,376, and Roseville currently \$185,226. On this scale, San Francisco is paying its mayor only \$178,571, San Jose its city manager \$197,255, while Roseville fits in the middle at \$185,226.

¹ See <http://www.metrodenver.org/cost-living.aspx>

National City Manager Salary Levels

At the national level, there are many variations on how municipal salaries are established. For example, Arizona sets the salaries of mid-level county officers based on county population but allows a City or County Manager to negotiate his salary. Berkeley, California, set its salary as the average of similar cities in the Bay Area 9-county region. Nationally, larger cities pay larger salaries, due to the greater responsibilities of the position and the larger population base served. Some cities work on one-year contracts, others on three-to-five year agreements. Long-term city managers usually earn top quartile salaries relative to city size, as they get raises with each contract renewal.²

Figure 1 displays Salary Dollars vs. Percentage of Responding City Managers in a nationwide survey. For example, 25% of the respondents earned between \$95,527 and \$125,315.



Source: Payscale Inc., reported on Jan 25, 2010; 276 respondents³

Figure 1 - Nationwide Distribution of City Manager Salaries

² See Appendix C for a discussion of national trends and long term position salaries

³ See Appendix C for a discussion of the statistical validity of the data

Findings

1. On a national and statewide scale, city manager salaries tend to correlate with the size of the population, budget, or number of city government employees. This is not true for Placer County cities.
2. Placer County municipalities, governed by elected councils, use the city manager model for operational management.
3. Compared to the group sampled on January 25, 2010, documented in Figure 1, *Salary Quartile*, the city manager of Colfax would be in the second quartile if he were a full time employee. The current city manager of Roseville would be in the third quartile, and the previous city managers of Rocklin and Roseville would be off the chart.
4. Compared to the Bay Area cities, even those with populations under 115,000, Placer County city/town managers take a much larger proportion of the municipal budget.
5. Compared to the Bay Area cities, budget per capita is commensurate, but only one city in the County, Roseville, is even close in population size to any Bay Area City; so the total Bay Area budgets are much larger.
6. Compared to the Bay Area cities, even those with populations under 115,000, Placer County city/town managers get more benefit dollars. Placer cities and town managers are paid more per employee they manage than their Bay Area counterparts, even though the Bay Area municipalities budget more per employee.
7. The Town of Loomis has not negotiated a reduction of the Town Manager's salary for FY 2009-2010.
8. Rocklin's Carlos Urrutia retired at the end of 2009 but has stayed on at a fixed annual stipend of \$139,000 with no benefits, until a replacement is found. Combined with his retirement checks, Mr. Urrutia is in line to collect over \$300,000 this year. This arrangement currently saves the city over \$95,000.
9. The City of Colfax hired a new city manager in 2009. His part-time salary and benefits saved Colfax \$55,000 overall from the previous city manager's contracted full-time salary and benefits.
10. The City Councils of Auburn, Colfax, Lincoln, Rocklin, and Roseville have been successful in renegotiating a reduction in the contracted salaries and benefits of their city managers.

Conclusions

City Councils of Placer County and their City Managers are to be commended for renegotiating reductions of the contracted salaries and benefits to match the realities of the current economic environment.

The Grand Jury anticipates that all municipalities will continue to adjust city/town manager salaries commensurate with that of other city/town employees.

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Tom Cosgrove, Mayor
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Gina Garbolino, Mayor
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311 Vernon Street
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Appendix A

Placer County City Manager Salary Questionnaire

1. How is the City Manager's salary established? Could we have a copy of the procedure for setting the salary? What is his current salary?
2. What is the current salary of the Assistant City Manager? Is this an individually contracted or civil service position?
3. During this past year have any departments been eliminated or consolidated?
4. How many city employees have been laid off during this past year? How many staff position vacancies have not been filled due to budget constraints?
5. How have the results of actions identified in questions #3 and #4 affected the City budget?
6. With the shrinkage in city government budget and staff, has the compensation of the City Manager been adjusted?
7. What benefits come with the City Manager's job? What is their dollar value?
8. Does the City Manager get Merit pay/bonuses?

Appendix B

Bay Area City Statistics

The following table was developed by the City of Berkeley⁴ in January 2008 while it was establishing the new salary range for its city manager.

Table 3 - Average Salaries of San Francisco Bay Area City Managers for FY2008

Jurisdiction	Annual Salary (\$)	Annual Benefits (\$)	Annual Comp (\$)	Budget (\$Mil)	# Full Time Equivalent Employees	Pop
Alameda*	218,760	21,000	239,760	323	697	92,033
Berkeley*	214,836	26,316	241,152	315	1660	101,377
Concord	234,996	48,522	283,548	178	505	123,252
Daly City*	301,860	6,000	307,860	147	525	108,724
Dublin*	204,996	25,860	230,856	54	220	43,960
Fairfield*	219,996	39,528	259,528	312	590	104,969
Fremont	260,148	21,948	282,096	246	912	201,334
Hayward	189,996	29,796	219,792	195	900	155,312
Livermore*	208,032	29,724	237,750	244	492	80,723
Oakland	247,416	21,372	268,788	2145	4400	404,155
Palo Alto*	240,000	21,600	261,600	652	462	59,395
Richmond*	233,736	46,392	280,128	486	966	102,186
San Mateo*	216,216	23,976	240,192	140	550	91,081
San Jose	260,376	86,088	346,464	3700	6992	939,900
San Leandro*	211,512	35,796	247,308	112	300	85,888
Vallejo	296,700	23,736	320,436	259	546	117,483
Average	234,974	42,304	269,092	594	1295	175,736

* 9 Cities w/population < 115,000

* 9 City	201,10		225,0			
Avg	5	23,896	01	202	601	78,441

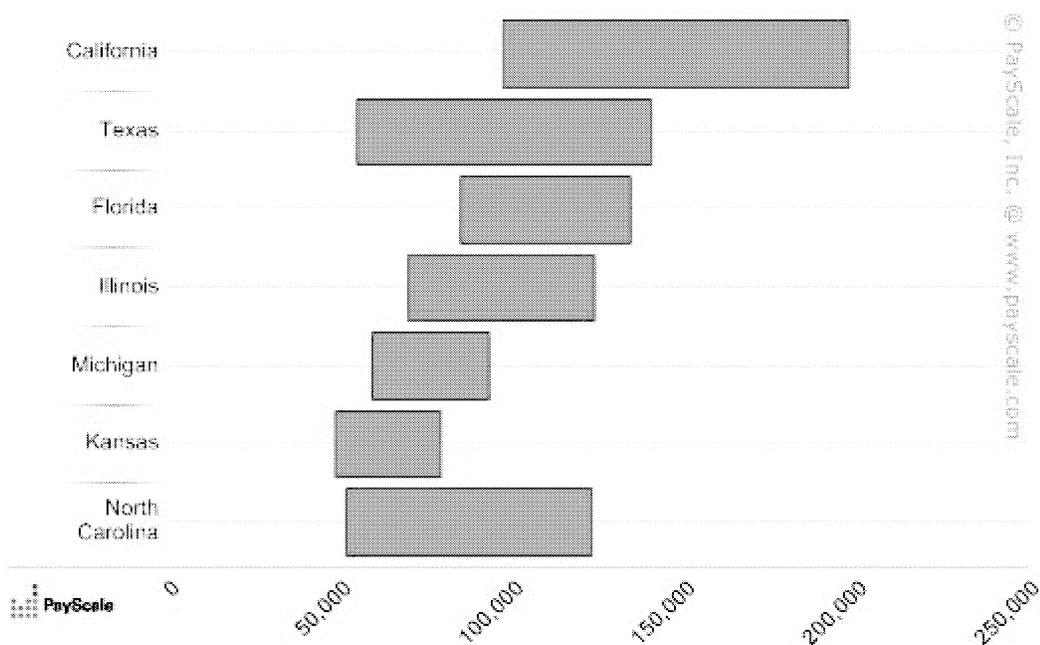
⁴ http://www.ci.berkeley.ca.us/uploadedFiles/Clerk/Level_3_-_City_Council/2009/Jan/2009-01-27_Item_11_Salary_Adjustment_for_the_City_Manager.pdf

Appendix C

National Salary Data

The following three charts give a comprehensive picture of city managers' salaries across the United States. They provide an overall picture rather than a point specific comparison for local communities. The data are merely a brief summary of a collection of salaries from almost 300 working city managers.

The charts reflect a survey taken by Payscale, Inc., on January 25, 2010, of a self-selected set of working city managers. Because the survey was voluntary, not all respondents answered every question the same way, so there are some anomalies in the data. For example, the salary ranges reflect the overall range of the position, not the salary any one manager is actually being paid.



Source: Payscale Inc.: 25 Jan 2010 | Individuals Reporting: 276

Figure 2 - City Manager: Typical Salary Ranges by Selected State

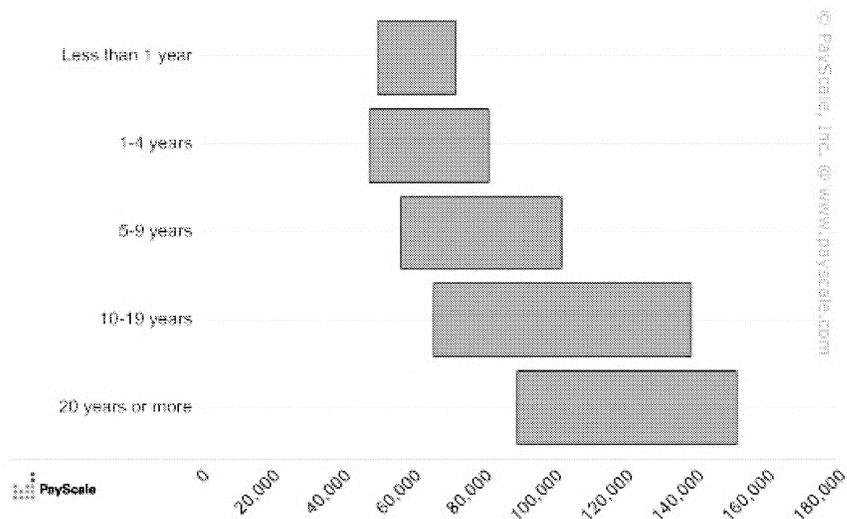
In the salary ranges graph, it is important to understand that the cost of living varies greatly by state, which affects the salary levels. To account for this, Table 4 shows both the actual salary range and the salary normalized by the cost of living factor. For example, California's apparently very high salary range scales down dramatically when divided by the cost of living adjustment factor.

Table 4 - Respondent's Salaries "Normalized" Using Cost of Living by State

State	Cost Of Living Index	Salary Range \$000	Rank By Top Salary	Normalized Salary Range \$000	Normalized Rank By Top Salary
California	135.1	90 - 195	1	66.7 – 144.3	2
Texas	90.5	50 -137	2	55.2 – 151.4	1
Florida	101.1	75 - 130	3	74.2 – 128.6	3
Illinois	96.2	68 - 120	4	70.7 – 124.7	4
Michigan	96.0	59 - 85	6	61.5 – 88.5	6
Kansas	91.7	49 -75	7	53.4 – 81.8	7
No. Carolina	96.4	51 - 120	5	52.9 – 124.5	5

Per <http://www.top50states.com/cost-of-living-by-state.html>, as of Q2'09

Figure 3 shows the average salary range based on years of experience.



Source: Payscale Inc., 25 Jan 2010 | Individuals Reporting: 276

Figure 3 - City Manager: Median Salary by Years Experience

Held and Seized
Property

HELD AND SEIZED PROPERTY

HELD AND SEIZED PROPERTY

Summary

The Grand Jury investigated how the property held in the possession of Placer County law enforcement agencies is maintained. The purpose of the investigation was to understand how well property is maintained to minimize claims against the County for lost property, and to understand how evidence is tracked and preserved for trials.

Law enforcement agencies in Placer County use either a manual or a barcode system to track and maintain property and preserve the record of evidence. While the manual system currently appears adequate, the barcoding system has the advantages of ease of use, speed, and accuracy. The Grand Jury recommends that the Rocklin Police Department, Auburn Police Department, Sheriff's Department, and Placer County Jail perform a cost-benefit analysis for converting their Property and Evidence rooms to a computerized barcoding system.

The Grand Jury concludes that the Property and Evidence room personnel are operating competently to keep the chain of custody for Evidence Property. Jurors are confident that the Evidence Property collected will be available when needed for criminal prosecutions.

Jurors conclude that Safekeeping Property is properly logged, stored, and tracked. Minimal losses have occurred, as indicated by the small number and the low dollar amount of claims made by inmates for damaged or missing property. The Grand Jury concludes that the various law enforcement agencies are performing satisfactorily in safeguarding inmate's personal property.

The Grand Jury commends the law enforcement agencies' personnel for safeguarding the various types of property in their possession and for their dedicated service to the citizens of Placer County.

Background

The 2009-2010 Grand Jury decided to inquire into the broad issue of property held in the possession of law enforcement agencies within Placer County. The scope of the investigation included the following types of property: Evidence Property, Found Property, and Safekeeping Property. Jurors investigated how these categories of property were received, processed, inventoried, and maintained. Claims filed against Placer County that resulted from damaged or lost property held by the law enforcement agencies were reviewed.

- **Evidence Property** is that which is seized or held by law enforcement as evidence in a criminal case.
- **Found Property** is that which is found and held by law enforcement pending return to the legal owner or disposal.

- **Safekeeping Property** is that which is retained by law enforcement, either from a vehicle being impounded, property owned by a suspect being arrested or detained, or personal items of an individual surrendered at the time of incarceration.

Investigation Methods

The Grand Jury contacted law enforcement agencies within Placer County that receive, process, transport, record, store, or dispose of Evidence Property, Found Property, or Safekeeping Property.

The Grand Jury visited the police departments of Rocklin, Lincoln, Roseville, and Auburn, the Sheriff's Departments in Auburn and the Substation at Burton Creek, and the Placer County Jail in Auburn. At each facility, the supervisor responsible for maintaining inventory of the Property and Evidence (P&E) room was interviewed. Jurors inspected the intake room where property is received and logged in, and the P&E room where property is stored.

The Grand Jury reviewed methods to log in, organize, and store property by classification. Methods to maintain ongoing tracking and inventory of property were also examined. Additionally, Jurors examined the specific protocols used to maintain overall security for Evidence Property, Found Property, and Safekeeping Property. The Placer County Jail in Auburn is only responsible for Safekeeping Property. All the other facilities visited have responsibility for all three categories of property.

Liability claims against Placer County for 2008 and 2009 were examined. Inmates' claims of damaged or lost property occurring from the time of arrest through the time of release were tabulated. Claims were reconciled to those settled by Placer County, as documented by the Office of Risk Management.

Facts

1. There are many similarities in the operations and procedures followed by all law enforcement agencies regarding intake, storage, and internal security of property. Differences between law enforcement agencies are primarily those methods used to log and track property. The Lincoln and Roseville Police Departments utilize a barcode system that is a fully integrated system for logging, storing, and locating Evidence Property and Safekeeping Property. All other law enforcement agencies in Placer County use a manual system. The Sheriff's Department uses a computer-based tracking system called Tiburon. However, the Tiburon software system currently does not support barcoding capability. The manual system requires officers and property room personnel to manually assign each piece of Evidence Property or Safekeeping Property a specific case number and a sequential item number.
2. The P&E rooms at each facility have policies and procedures in place to secure and maintain the chain of custody for evidence. Intake evidence lockers are

secured with one-directional pass-through cages. These cages allow evidence and property to be securely transferred to the P&E intake area. Access to the P&E room is limited to two to four authorized personnel. Non-authorized persons entering the P&E room must sign in and are continuously escorted within the room. The rooms are secured by coded access and alarmed door entry. Cameras monitor the exterior hallways.

3. Evidence Property must be logged in, stored, preserved, and linked to a specific case. The dispatcher, using the Computer Aided Dispatch system, initially generates a unique case number, that is generally assigned to the property while the officer is still in the field. All evidence collected from this point forward will be designated with that case number and, in addition, assigned a sequential evidence item number. All evidence collected is then secured and transferred to the P&E room. Evidence is tagged and stored by assigned case numbers. Weapons are secured separately. Small amounts of cash are secured in a vault within the P&E room. Large amounts of cash are logged in, recorded, and held by the respective city in their General Fund. Seized drugs are stored in a separate secure vault. Blood and DNA evidence are tagged and stored in a secure refrigerated and temperature-controlled environment. Vehicles are impounded and stored at a secure City or County Corporation Yard, or at the agency's yard. All evidence collected is held secure until the Placer County District Attorney directs the P&E room to return the property to the legal owner(s) or destroy it.

Firearms may be returned to their legal owner provided the owner demonstrates proof of ownership and secures a California Department of Justice (DOJ) registration for each weapon. This DOJ requirement is detailed in the Law Enforcement Gun Release Program provided under California Penal Code Section 12021.3. Weapons that are no longer needed as evidence, and are not claimed, are destroyed by shredding and then melted down for recycling. Illegal drugs are incinerated as directed by the District Attorney.

4. Found Property is generally held for 90 days before disposal. The law enforcement agency attempts to locate the legal owner through police reports within their system and through serial number tracking. The agency checks the serial number of the item through its local database and through the California Automated Property System (APS). If the owner is located, he/she will be contacted, generally by mail. If there is no serial number on the Found Property, or if the serial number has not been logged into the above system, locating the owner can be difficult. If the value of the Found Property is over \$250, the agency will run an advertisement in the local newspaper, searching for the legal owner.

Unclaimed Found Property of value is turned over to an Internet auction company, known as Propertyroom.com. Most unclaimed property turned over for auction consists of bicycles.

5. Safekeeping Property is generally acquired as the result of an arrest, an incarceration, or when a vehicle is impounded. When a vehicle is impounded, and items are within the vehicle, these items are recorded on the Vehicle Report CHP 180 form.¹ The CHP 180 is a multi-copy form with one copy given to the person being detained and/or separated from their property. The tow company is also provided a copy of the CHP 180 form. The property listed on this form goes with the impounded vehicle unless the property is of value and, in that case, the property will go to the law enforcement agency for safekeeping. The officer, the arrestee, and the tow company driver all sign the completed CHP 180 form.

Safekeeping Property consists of items an individual surrenders to law enforcement at the time of arrest or incarceration. At the time of booking, personal property is collected and recorded on the appropriate law enforcement agency Property Record form and bagged for safekeeping. The person being arrested is given a copy of the Property Record form. When the arrestee is transferred to Placer County Jail, the personal property is usually transferred with that person. However, large items, such as a backpack, sleeping bag, suitcase, or musical instrument would not be transferred to the County Jail. Such items could be retained at the local law enforcement agency's P&E room for safekeeping. If retained by the agency, the property would be entered into its record management system. Arrestees have 60 days to reclaim their property. Personal property can be released to family members or friends if so designated by the arrestee.

During the intake process, all Safekeeping Property brought to the Placer County Jail surrendered by the inmate is documented on the Placer County Jail Intake Form.² The Intake Form is a multi-part form. The inmate signs and is given a copy of the form during the intake process. The property is placed in a large blue storage bag. The storage bag is tagged with the inmate's identification number and hung on an overhead conveyer system. Property can be picked up by a family member before the inmate is released, or it can be returned to the inmate upon release. Either way, signing for the property is required.

Law enforcement agencies are required to hold Safekeeping Property for 60 days. If the individual is incarcerated longer than 60 days, the agency will make every effort to obtain permission from the inmate to release the property to family members. Usually, the agency will continue to hold Safekeeping Property past the 60-day time limit. Following an individual's release from incarceration, and if the property remains unclaimed, it is made available to Propertyroom.com for auction or disposal.

¹ See Appendix A

² See Appendix B

6. Impounded vehicles not held as evidence are towed and stored at the tow company. Tow companies, from an approved list, are called on a rotational basis to tow impounded vehicles. Prior to towing, the officer on the scene will complete a Vehicle Report CHP 180 form that will include a listing of personal property remaining within the vehicle. The tow company then assumes full responsibility for the property. A copy of this form is given to the person being arrested. Another copy is mailed to the legal owner of the vehicle if that person is not the individual being detained.
7. All Placer County law enforcement agencies utilize the auction services of Propertyroom.com. The auction company returns 50% of the sale price for items sold to each respective city's General Fund. During the last year, the proceeds from the Internet auction sales netted between \$300 and \$2,400 for each of the law enforcement agencies. The main benefit to the law enforcement agencies is the clearing out of valuable storage space needed for the constant influx of property.
8. During the two-year period from January 1, 2008, through December 31, 2009, there were 291 general liability claims against Placer County. Of these claims, 16 were for inmates' damaged or missing property during arrest or incarceration. Many of these claims were for missing or damaged clothing items, such as jeans. Of the 16 inmate claims, 5 were settled and 11 were rejected. The total settlement cost for these 5 claims was \$1,123.

Findings

1. The system to manually record the case number and the evidence item number on each piece of property checked into the P&E room is more tedious and time-consuming than the barcode system.
2. P&E room personnel perform well in insuring the safeguarding of Evidence Property. The chain of custody is maintained through their protocols for securing, preserving, tracking, storing, and retrieving evidence.
3. No significant issues were identified regarding the handling of Found Property.
4. During 2008 and 2009, five claims, totaling \$1,123, were settled for Safekeeping Property lost or damaged during arrest or incarceration. This is a small number compared to 291 general liability claims filed against the County.

Conclusions

The Grand Jury recognizes advantages of the barcoding method to be consistent, fast, and accurate when dealing with all categories of property. Jurors concluded that this is a more efficient and, therefore, a preferred method over manually creating the identification tags required for property storage and tracking.

The Grand Jury concludes that the P&E room personnel are operating competently to secure and preserve the chain of custody for Evidence Property. Jurors are confident that evidence collected in criminal cases will be available when needed.

Based upon the small number of inmate property-related claims against the county, and the small dollar amount paid out for those claims, the Jurors found the County Jail personnel and law enforcement agencies are performing well in tracking and safeguarding the personal property of inmates.

Recommendation

The Grand Jury recommends that the P&E rooms of the Rocklin and Auburn Police Departments, Sheriff's Department, and the Placer County Jail perform a cost-benefit analysis for converting their P&E rooms to computerized barcoding systems.

Request for Responses

- Placer County Sheriff's Department **Due by September 1, 2010**
Edward Bonner, Sheriff-Coroner-Marshall
2929 Richardson Drive
Auburn, CA 95603
- City of Auburn Police Department **Due by October 1, 2010**
Valerie Harris, Chief of Police
1215 Lincoln Way
Auburn, CA 95603
- City of Rocklin Police Department **Due by October 1, 2010**
Mark Siemens, Chief of Police
4080 Rocklin Road
Rocklin, CA 95677

Copies Sent To

- City of Roseville Police Department
Mike Blair, Chief of Police
1051 Junction Blvd.
Roseville, CA 95678
- Office of Risk Management
Maryellen Peters, Director
145 Fulweiler Ave, Suite 100
Auburn, CA 95603
- City of Lincoln Police Department
Lt. Paul Shelgren, Acting Chief of Police
770 Seventh Street
Lincoln, CA 95648

APPENDIX A - Vehicle Report #CHP 180 Form

STATE OF CALIFORNIA
 DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
VEHICLE REPORT
 CHP 180 (Rev. 12-06) OPI 062

NOTE: CHP 180 IS FURNISHED TO ALL PEACE OFFICERS BY THE CALIFORNIA HIGHWAY PATROL

REPORTING DEPARTMENT		LOCATION CODE	DATE / TIME OF REPORT	NOTICE OF STORED VEHICLE DELIVERED PERSONALLY <input type="checkbox"/>	FILE NO.
LOCATION TOWED / STOLEN FROM			ODOMETER READING	VIN CLEAR IN SVS? <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE / TIME DISPATCH NOTIFIED
YEAR	MAKE	MODEL	BODY TYPE	LIC. CLEAR IN SVS? <input type="checkbox"/> YES <input type="checkbox"/> NO	LOG NO.
VEHICLE IDENTIFICATION NO.		ENGINE NO.		LICENSE NO.	VALUATION BY <input type="checkbox"/> OFFICER <input type="checkbox"/> OWNER
REGISTERED OWNER		<input type="checkbox"/> SAME AS R/O		LEGAL OWNER	

STORED
 IMPOUNDED
 RELEASED
 RECOVERED - VEHICLE / COMPONENT

TOWING / STORAGE CONCERN (NAME, ADDRESS, PHONE) _____ STORAGE AUTHORITY / REASON _____

TOWED TO / STORED AT _____ AIRBAG? YES NO 1 2 DRIVEABLE? YES NO JUNK UNK VIN SWITCHED? YES NO

CONDITION	YES		NO		ITEMS	YES		NO		ITEMS	YES		NO		ITEMS	YES		NO		TIRES / WHEELS	CONDITION	
WRECKED					SEAT (FRONT)					REGISTRATION					CAMPER					LEFT FRONT		
BURNED HULK per 431(c) VC					SEAT (REAR)					ALT. / GENERATOR					VESSEL AS LOAD					RIGHT FRONT		
VANDALIZED					RADIO					BATTERY					FIREARMS					LEFT REAR		
ENG. / TRANS. STRIP					TAPE DECK					DIFFERENTIAL					OTHER					RIGHT REAR		
MISC. PARTS STRIP					TAPE					TRANSMISSION										SPARE		
BODY METAL STRIP					OTHER RADIO					AUTOMATIC										HUB CAPS		
SURGICAL STRIP per 431(b) VC					IGNITION KEY					MANUAL										SPECIAL WHEELS		

RELEASE VEHICLE TO: R/O OR AGENT AGENCY HOLD 22850.3 VC GARAGE PRINCIPAL / AGENT STORING VEHICLE (SIGNATURE) _____ DATE / TIME _____

NAME OF PERSON / AGENCY AUTHORIZING RELEASE _____ I.D. NO. _____ DATE _____ CERTIFICATION: I, THE UNDERSIGNED, DO HEREBY CERTIFY THAT I AM LEGALLY AUTHORIZED AND ENTITLED TO TAKE POSSESSION OF THE ABOVE DESCRIBED VEHICLE

SIGNATURE OF PERSON AUTHORIZING RELEASE _____ SIGNATURE OF PERSON TAKING POSSESSION _____

STOLEN VEHICLE / COMPONENT
 EMBEZZLED VEHICLE
 PLATE(S) REPORT

DATE / TIME OF OCCURRENCE _____ DATE / TIME REPORTED _____ NAME OF REPORTING PARTY (R/P) _____ DRIVER LICENSE NO. / STATE _____

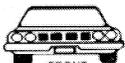
LAST DRIVER OF VEHICLE _____ DATE / TIME _____ ADDRESS OF R/P _____ TELEPHONE OF R/P () _____

I CERTIFY OR DECLARE, UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING IS TRUE AND CORRECT. SIGNATURE OF PERSON MAKING REPORT _____

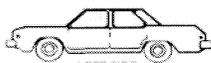
REMARKS
(LIST PROPERTY, TOOLS, VEHICLE, DAMAGE, ARRESTS)

DRIVER'S NAME _____ ARRESTED / SECTION? YES NO REPORTED BY _____ CARGO / TYPE? YES NO VALUE \$ _____

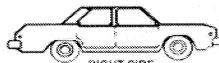
_____ BILL OF LADING ATTACHED _____



FRONT



LEFT SIDE



RIGHT SIDE



REAR



TOP

SIGNATURE OF OFFICER TAKING REPORT _____ I.D. NO. _____ SUPERVISOR _____ REQUIRED NOTICES SENT TO REGISTERED AND LEGAL OWNERS PER 22852 VC? YES NO DATE NOTIFIED _____

OSP 06 99591 c180_c06.fpr

APPENDIX B - Placer County Jail Intake Form

Placer County Jail – Intake Form

Intake Form

Arrestee Name (Last, First): _____ DOB: _____

Jail Arrival Date/Time: _____ US Citizen: Yes No

Have you previously been in custody in Placer County? Yes No When? _____

Emergency Contact: _____ Relationship: _____ Phone #: (____) _____

Property Bag #: Money: \$ _____ Transient: Yes No

Intake Form

Description of Property:

Wallet		Ring	Y/M	W/M	Other	
Purse		Watch	Y/M	W/M	Other	
Belt		Earring	Y/M	W/M	Other	
Shoes		Necklace	Y/M	W/M	Other	
Socks		Body Piercings	Y/M	W/M	Other	
Shirt 1		Bracelet	Y/M	W/M	Other	
Shirt 2		Other			Other	
Pants		Other			Other	
Coat		Other			Other	
Hat		Other			Other	
Keys		Other			Other	
Cell Phone	Yes No	Other			Other	
Glasses	Yes No	Other			Other	
Sunglasses	Yes No	Other			Other	

Intake Form

Medical Questions

(If yes, describe)

Do you take any medications on a daily basis?	Yes	No
Do you have any current health problems?	Yes	No
Do you have any current injuries?	Yes	No
Do you drink alcohol daily, use drugs, and/or use hypodermic needles?	Yes	No
Are you going to go through withdrawals from alcohol or drugs?	Yes	No
Do you have lice/crabs or scabies?	Yes	No
Do you have a history of mental instability?	Yes	No
Are you feeling suicidal?	Yes	No
Any developmental disabilities?	Yes	No
Any contagious diseases or skin problems?	Yes	No
Females Only (Questions below):		
Are you pregnant? Or have you had a baby, miscarriage or abortion in the past year?	Yes	No
Have you had a recent weight loss of more than ten pounds without dieting?	Yes	No
Has the arrestee given birth within the last year and been charged with 187 PC, 664/187 PC, or 273a PC on a minor child?	Yes	No

Intake Form

Arrestee Medically Cleared?: Yes No Cleared at Hospital?: Yes No

Date/Time Medical Notified: _____ Nurse: _____

Intake Form

Comments: _____

Action: CTBH Sobering Safety Psych Referral OBS Suicide Watch Sick Call

Inmate Signature: _____

Reporting Officer/Badge Number _____ Assisting Officer/Badge Number _____

**ANNUAL INSPECTION
OF THE
PLACER COUNTY
JUVENILE DETENTION
FACILITY**

ANNUAL INSPECTION OF THE PLACER COUNTY JUVENILE DETENTION FACILITY

Summary

The 2009-2010 Grand Jury inspected the Juvenile Detention Facility on October 15, 2009, and found it to be a clean, well maintained, and appropriately staffed facility. During the inspection, it was noted no security cameras had been installed. This has been an ongoing recommendation by the 2006-2007, 2007-2008, and 2008-2009 Placer County Grand Juries. There have been numerous policies, procedures, and timelines given to the Grand Juries by the Placer County Probation Department Administration and Capital Improvements Division, but the installation of the cameras is still not complete.

The Grand Jury recommends the Placer County Probation Department and the Capital Improvements Division install the security cameras.

Background

The Grand Jury is responsible for inspecting all jails, and in Placer County that includes the Juvenile Detention Facility (JDF). The JDF is defined as a county facility designed for the reception and temporary care of minors detained in accordance with California Code of Regulations, Title 15, §5; Welfare and Institutions Code Section 210, and juvenile court law.

The Grand Jury is charged to investigate and report on the welfare, safety, and security of minors and employees at the JDF. Security cameras are a tool by which recognition to threats of safety and prevention of liability can be achieved.

2009-2010 Jurors reviewed previous Final Reports regarding JDF and Responses of the Placer County Probation Department and the Capital Improvements Division (CID) from 2007 through 2009. The Grand Jury determined that the Probation Department and CID agreed that security cameras were needed in the JDF and had made many commitments to install them. However, policies, procedures, and their timelines outlining the installation dates were repeatedly missed. Because of these failures to install security cameras, the 2009-2010 Grand Jury decided to place special emphasis on the current installation status.

The following is a brief history of the past three years of Grand Jury investigations regarding the installation of security cameras for the JDF:

The 2006-2007 Grand Jury recommended surveillance cameras be placed within the facility to better monitor activities. Chief Probation Officer Stephen Pecor responded that the Probation Department would meet with Facility Services and the Placer County Office of Education to determine how and where surveillance cameras might be best installed.

The 2007-2008 Grand Jury strongly recommended a specific target date for the camera installation prior to the required inspection by the next Grand Jury. In the August 14, 2008 response, Chief Pecor stated: "A specific target date for the completion of the camera installation project should be prior to the required tour from the 2008/2009 or the end of this calendar year." He also stated, "Our intent is to see the project through to completion as soon as possible, but no later than June 30, 2009."

The 2008-2009 Grand Jury made stronger and more specific recommendations that the Probation Department provide official documentation of the progress on the camera installation. In addition, a valid timeline for completion of the project be submitted. In August, 2009, in his required response to the 2008-2009 Grand Jury, Chief Pecor stated: "the recommendation has been implemented. The completion of the project of the design and bid documents is expected to take approximately four weeks. This would be followed by bidding and award, with a typical duration of six to eight weeks and construction of six to eight weeks. The CCTV installation is projected to be complete by the end of the first quarter of 2010."

Investigation Methods

Grand Jury members familiarized themselves with California Code of Regulations, Title 15, "Minimum Standards for Local Detention Facilities," which was used as the basis for questions. The Jurors inspected the JDF on October 15, 2009, and interviewed Superintendent Greg Chinn and Deputy Superintendent Tom Haydon. Rob Unholz and Robert Veerkamp, representatives from the Capital Improvements Division, provided answers regarding facility questions. Past Grand Jury reports and responses were also reviewed and discussed.

Facts

Jurors toured the Superior Court/Juvenile Court Room, which is well lit and spacious. Video conferencing is available from the courtroom and is consistent with the requirements of the Superior Court standards. Following this tour, Jurors inspected the Juvenile Detention Facility.

On the day of the inspection, there were 37 minors in custody. The JDF has a capacity of 78 beds, but due to current staffing levels, only 58 can be filled. The average length of stay is 21 days. At the age of 18, most minors are released or transferred to the Main Jail. There are 38 full-time JDF staff members. Health and Human Services provides mental health counseling, including anger management. Community volunteers offer Alcoholics Anonymous, Narcotics Anonymous, counseling, and faith-based church services. A behavior point system is in place for the minors, who earn privileges for good behavior.

The JDF is well maintained, clean, and the minors are supervised by the required number of Probation Officers and staff. Contract medical services are available onsite from California Forensics Medical Group (CFMG), a private medical provider, which includes a Registered Nurse on duty 7am–7pm daily. Placer County Office of Education provides an ongoing State and Federally compliant educational program to all minors. Recreation areas are available for the juveniles, although one end of the sports court is uncovered and cannot be used during inclement weather. The kitchen and dining areas are clean. Meals are transported from the Placer County Main Jail and served to the minors using disposable plates and utensils.

During the October 2009 JDF inspection, the Grand Jurors noted the security cameras had not been installed. Bob Veerkamp, Senior Project Manager, and Rob Unholz, Capital Improvements Manager, stated that a copy of the Capital Outlay Project Request (CP1) form would be sent immediately to the Grand Jury. According to Stephen Pecor's August 14, 2009 letter in response to the Grand Jury 2008-2009 Report, the CP1 "...will be developed, based on the preferred alternative, and submitted to the County Executive's Office for review, funding consideration and potential approval in September/October 2009." The CP1 Form was not received by the Grand Jury until December 8, 2009. Superintendent Greg Chinn informed Jurors on the progress of the camera installation recommended in prior Grand Jury reports. CID representatives indicated conduit routes are a challenge due to the age of the building and the type of materials used during construction in 2000. Consultants have been hired

to oversee the design layout and camera installation. Cameras will be intranet-based allowing personnel to view real-time activity on computers throughout the facility. Installation will consist of digital recording cameras without the ability to record sound. In Stephen Pecor's August 14, 2009 response to the Grand Jury, the "CCTV installation is projected to be complete by the end of the first quarter of 2010." As of January 14, 2010, in the timeline received from Rob Unholz, the cameras now will be installed by June 2010. The present estimated cost is \$115,304, which has been allocated. (See Appendix.)

According to the timeline provided to the Grand Jury on January 14, 2010, the Contract Review and Award was to be completed by the end of March 2010. In a memo received on April 12, 2010 from Bob Veerkamp, the Jury was informed that the low bidder was "unable to obtain performance and payment bonds from a surety for this project. This will necessitate that we either go with the second low bidder or re-bid the project. We anticipate that the second low bid will perform, however, it is not fully confirmed at this point."

Mr. Veerkamp continued, "If the second low bid is willing to perform and allowing three to four weeks to execute a contract, the construction would likely not begin until mid May. The construction contract time is ninety days therefore completion would not be until sometime in August at best."

Findings

The Grand Jury inspected the Juvenile Detention Facility and found it to be clean, well maintained, and appropriately staffed for a 58 bed facility.

There have been numerous policies, procedures, and timelines regarding security camera installation provided to Grand Juries by the Placer County Probation Department Administration and the Capital Improvements Division. Since 2006, Grand Juries, in agreement with both of these Departments, have recommended the installation of the security cameras.

- On January 14, 2010, a new timeline was submitted to the Grand Jury by the Capital Improvements Division, stating a contract award would be completed by March 2010. The March date was missed.
- On April 12, 2010, a new and revised timeline was received from Facility Services, stating the low bidder was disqualified. This will necessitate going to the second low bidder or to re-bid the project. Due to this delay, "completion would not be until sometime in August at best."

Conclusion

The 2009-2010 Grand Jury is seriously concerned with the lack of progress regarding installation of security cameras in the Juvenile Detention Facility.

Recommendation

The Grand Jury recommends the Placer County Probation Department Administration and the Capital Improvements Division install the security cameras.

Request for Response

Stephen Pecor, Chief Probation Officer
Auburn Justice Center
2929 Richardson Drive, Suite B
Auburn, Ca. 95603

Due by October 1, 2010

Thomas Miller, County Executive Officer
County of Placer
175 Fulweiler Avenue
Auburn, Ca. 95603

Due by October 1, 2010

Jim Durfee, Director
Department of Facility Services
11476 C Avenue
Auburn, Ca. 95603

Due by October 1, 2010

Placer County Board of Supervisors
175 Fulweiler Avenue
Auburn, Ca. 95603

Due by September 1, 2010

Copies Sent To

Greg Chinn, Superintendent
Placer County Juvenile Detention
Facility
Auburn Justice Center
2929 Richardson Drive, Suite B
Auburn, Ca. 95603

Rob Unholz, Capital Improvements
Manager
11476 C Avenue
Auburn, Ca. 95603

Placer County Board of Supervisors
175 Fulweiler Avenue
Auburn, Ca. 95603

Robert Veerkamp, Senior Project
Manager
11476 C Avenue
Auburn, Ca. 95603

APPENDIX: Security Camera Installation Timeline

Juvenile Detention Center CCTV Expansion

Project Budget: \$115,304

Schedule Date: January 14, 2010

Bidding

- **Board of Supervisors – Approval of Plans & Specifications, Permission to Bid** **January 26, 2010**
 - **1st Advertisement / Available** **January 27, 2010**
 - **Job Walk** **February 17, 2010**
 - **Bid Opening** **March 3, 2010**

Contract Review & Award **March 2010**

Construction **April – June 2010**

Warranty **July 2010 – June 2011**

No Shortage of
Watchdogs

**NO SHORTAGE OF WATCHDOGS
EYEING PLACER COUNTY GOVERNMENT**

NO SHORTAGE OF WATCHDOGS EYEING PLACER COUNTY GOVERNMENT

Summary

Besides the press, individual members of the public, special interest groups, and the Grand Jury, who examine the actions of public agencies, there is a formal periodic review of most public agencies in Placer County. Of the 77 agencies that were selected for this report, five did not respond to the Grand Jury, and one special district, the Talmont Resort Improvement District, did not meet its legal reporting obligation. This report features a list of the agencies and how the public may obtain a copy of their current audits.

There is no central repository where one may obtain copies of these reviews.

The Grand Jury recommends:

- The Auditor-Controller request copies of all recent Talmont Resort Improvement District audits. If none is available, immediately conduct an audit.
- The Auditor-Controller create a webpage on the County's website featuring the Special District audits, the school district audits, the city/town audits, and all of the internal audits conducted by the Auditor-Controller's office. This would provide the public with a centralized place to locate audit information.

Background

While conducting introductory interviews with the Assessor and the Auditor-Controller, among other public agencies within Placer County, Jurors were struck by the number of different audits and external reviews conducted on behalf of the public. The Jurors also noted that there was no single comprehensive list of these reviews. The Grand Jury decided to build and publish this list and inform the public how and where to obtain copies.

Investigation Methods

The Grand Jury assembled a list of all public agencies within the County subject to external review. The scope of the investigation includes the 53 special districts operating in Placer County, the County's municipalities, and the 16 school districts plus the Placer County Office of Education. On reflection, the Grand Jury expanded the list

to include the Assessor and the Auditor-Controller's internal audit responsibilities. The final list contained 77 agencies.

Jurors constructed a simple questionnaire and sent it to each agency. Here are the questions asked:

1. When was your most recent audit, and what agency performed it?
2. When is your next scheduled audit, and what agency will be performing it?
3. How does the public access the results of this audit?

The Jury confirmed that the audits and reviews actually are available as specified in each agency's response.

Facts

Collecting data from the County government, municipalities, school districts, and larger Special District (SD) offices was straightforward. However, in some of the smaller districts, it was difficult to track down the responsible official. Of the 77 questionnaires sent, 72 agencies responded, a 94% response rate. One SD replied but refused to supply the requested information.

The six Special Districts not providing adequate responses are:

- Colfax Cemetery District
- Tahoe Forest Hospital District
- Talmont Resort Improvement District (refused, claiming exemption)
- Tahoe Resource Conservation District
- Alpine Springs County Water District
- Meadow Vista County Water District

The Local Agency Formation Commission (LAFCO) publishes a directory of Special Districts that serve Placer County. This directory includes addresses, officers, and contacts, but it is not always current, which appeared to be one problem in gathering responses. Another issue was some of these districts are so small that no one is checking their mail. A third was some SDs believed that the Grand Jury's information request did not apply to them, because they had submitted the actual audit to the Auditor-Controller's office.

Placer County Government

Every three to five years, the Auditor-Controller's office of the County puts its financial auditing contract out for competitive bid. Due to the relatively small size of the county, its location, and the special professional expertise needed to audit a county

government, there are few CPA firms eligible to bid. For this cycle, starting in FY 2008-2009, Macias, Gini and O'Connell, LLP, was awarded the contract. The Auditor-Controller's office exercises fiscal control for Placer County as required by federal, state, and local law. The office is also responsible for accounting, budgeting, paying Placer County's fiscal obligations, tax rates, tax roll preparation, record keeping, and bond services for the county. County financial information, including the Comprehensive Annual Financial Report and the Final Budget, is available at the Auditor's office and at all county libraries.

The Auditor-Controller publishes the Comprehensive Annual Financial Report (CAFR) for the previous fiscal year late in the fourth quarter of that calendar year or early in the next. The FY 2008-2009 CAFR may be found at:

<http://www.placer.ca.gov/Departments/Auditor/Comprehensive%20Annual%20Financial%20Reports/~media/aud/documents/cafr09/CAFR%206%2030%2009%20w%20color%20pages.ashx>.

Special Districts

Under California Code Section 26909ⁱ, all 53 Special Districts within Placer County are required to furnish the County Auditor with an audit report within 12 months of the year's end. This reporting period can be one year (calendar or fiscal), two years, or five years, as approved by the Board of Supervisors. Each Special District may select its own auditor.

The Grand Jury's investigation identified one Special District that did not meet its filing obligation. This agency was the Talmont Resort Improvement District. The Talmont Resort Improvement District (TRID) was created directly by the Placer County Board of Supervisors¹, and as such, viewed itself as exempt entirely from the auditing requirements.ⁱⁱ Through a miscommunication in 2006, TRID believed the Auditor-Controller's office supported its exemption from the reporting requirement.

Placer County Municipalities

The Placer County cities of Auburn, Colfax, Lincoln, Rocklin, and Roseville, and the Town of Loomis all contract for their own annual financial audits. Each municipality selects its own auditor and publicly reports the results.

Placer County School Districts

Under California Education Code Sections 41010-41023, all school districts within Placer County must submit an independent auditor's report to the Placer County Office of Education (PCOE) by the December 15th following the end of their fiscal year, June

¹ Placer County Board of Supervisors Resolution 63-330

30th. The PCOE Assistant Superintendent for Business reviews each report, and by the following February, submits an aggregated report to the State Board of Education. The County has the official oversight of the audit. According to the PCOE, for Fiscal Year 2008-2009, all school districts in Placer County are in compliance.

Special Reviews

The Assessor's Office is reviewed every five years by the State of California to ensure its practices and procedures are applied equally across the County and consistently with practices throughout the state. Placer County was reviewed in 2009; it is posted at: <http://www.boe.ca.gov/proptaxes/apscont.htm>

The Placer County Auditor-Controller also conducts periodic internal audits of Placer County agencies. During FY 2008-2009, this office conducted 22 internal audits, listed in Appendix A. To obtain a copy of any of these audits, the public may contact the Auditor-Controller's office. The County holds a quarterly audit committee meeting, open to the public, where these reports are reviewed and discussed.

Formal, annual reviews of every public agency in Placer County are mandated by California state law. These reviews are required to be available for public inspection, although there may be a small duplication charge for takeaway copies.² However, there is no central location where one can obtain copies of these reviews.

Findings

The County's government operations are reviewed many times from many different perspectives. All agencies except one have been timely and thorough in addressing their legal reporting and auditing obligations. The one delinquent agency is the Talmont Resort Improvement District.

Gathering information about the audits and reviews was difficult because:

- There is no single repository for all these different documents.
- Different agencies report through different channels.
- Agencies interpret their reporting requirements differently.
- The smallest agencies are not staffed day-to-day.
- Agencies may be on a one, two, or five year reporting cycle.

² California Government Code Section 6250-6270, including the California Public Records Act

Conclusion

The Grand Jury commends all of those county agencies who are so forthright and timely in adhering to both the letter and the spirit of the appropriate reporting laws.

Recommendations

The Grand Jury recommends:

1. The Auditor-Controller request copies of all recent Talmont Resort Improvement District audits. If none is available, immediately conduct an audit.
2. The Auditor-Controller create a webpage on the County's website featuring the Special District audits, the school district audits, the city/town audits, and all of the internal audits conducted by the Auditor-Controller's office. This would provide the public with a centralized place to locate audit information.

Request for Responses

Katherine Martinis / #s 1, 2
Auditor-Controller
2970 Richardson Drive
Auburn, CA 95603

Due by October 1, 2010

Libby Gregg / #1
General Manager
Talmont Resort Improvement District
P.O. Box 1294
Tahoe City, CA 96145

Due by October 1, 2010

Copy Sent to

Placer County Board of Supervisors
175 Fulweiler Avenue
Auburn, CA 95603

Appendix A: 2008-09 Internal Audit Reports

Audits Completed (Performed)
First 5: District Attorney MDIC grant (06/07, 07/08)
First 5: Placer Nature Center grant (07/08)
Assessor Credit Card Review
First 5: Golden Sierra Life Skills grant (1/1/08-6/30/08)
County Clerk-Recorder-Registrar Credit Card Review
Cash Shortage at Dewitt Snack Shop
Exclusive Resorts 2004-2007 (TOT)
Treasury Quarterly Review 9/30/08
DA - DOJ Spousal Abuser Protection Grant
DA - DOI Automobile Insurance Fraud Grant
Monthly credit card monitoring (Apr-Sep summary)
2008 Departmental Credit Card Reviews
Dept 3: Transfer of Accountability of Assets
Dept 9: "VW" Confidential Document Review
Dept 14: "VW" Confidential Document Review
Dept 17: "VW" Confidential Document Review
Dept 18: "VW" Confidential Document Review
1st 5 Agreed Upon Procedures (06/07, 07/08 fiscal years)
Qtrly Treasurer's Statement of Assets Review (12/31/08)
Dept 6: Transfer of Accountability of Assets
Review of Countywide Purchasing Practices
Qtrly Treasurer's Statement of Assets Review (3/31/09)

Appendix B: Audit List by Agency

Entity	Contact	Phone # or email Address	Last Audit	Public Access
Cities & Town				
City of Auburn	Robert Richardson	rrichardson@auburn.ca.gov	6-2009	www.auburn.ca.gov
City of Colfax	Joan Phillippe	colfaxjp@foothill.net	6-2009	By request
City of Lincoln	Jim Estep	jestep@ci.lincoln.ca.us	6-2009	www.ci.lincoln.ca.gov
Town of Loomis	Perry Beck	pbeck@loomis.ca.gov	6-2009	www.loomis.ca.gov/filesystem/Budget/Audited_Financial_Statements_FY_end
City of Rocklin	Carlos Urrutia	carlosu@rocklin.ca.us	6-2009	www.rocklin.ca.us
City of Roseville	W. Craig Robinson	citymanager@roseville.ca.us	6-2009	www.roseville.ca.us/gov/finance/general_accounting/financial_statements.asp
Special Districts				
Cemetery Districts				
Auburn Public Cemetery District	Sue Burkett	aubcemetery@accessbee.com	10-2009	By request
Colfax Cemetery District	Craig Ballenger	530-346-9577	unknown	No Response Rec'd by PC Auditor 2010
Newcastle Rocklin Gold Hill Cemetery District	Bill Emerson	nrgcem@sbcglobal.net	6-2009	By request Per PC Auditor, most recent completed 6-2008
Placer County Cemetery District #1	Sandra Calise	placercocemdist@sbcglobal.net	10-2009	By request
Roseville Public Cemetery District	Linda Roberts	rpcd@surrewest.net	11-2009	By request
Tahoe City Cemetery District	Judy Friedman	530-581-2879	6-2009	By Request
Community Service				
Auburn Valley Community Service District	Joe Parisi	530 269-8278	7-2009	By Request
Christian Valley Park Community Service District	Don Elias	don@christianvalley.org	8-2009	www.christianvalley.org
Heather Glenn Community Service District	Max L. Bailey	530-878-1246	6-2009	By Request

Entity	Contact	Phone # or email Address	Last Audit	Public Access
Northstar Community Service District	Michael Staudenmayer	mikes@northstarcsd.com	9-2009	www.northstarcsd.com
San Juan Water District	Shauna Lorance	slorance@sjwd.org	9-2009	By Request
Suburban Pines Community Service District	Robert Wallington	530-346-8126	8-2009	By Request
Fire Districts				
Alta Fire Protection District	Tim Mullen	530-389-2676	9-2009	By Request
Foresthill Fire Protection District	Kurt Snyder	ksnyder@foresthillfiredept.org	6-2009	By Request
Loomis Fire Protection District	Dave Wheeler	916-652-6813	6-2009	By Request
Newcastle Fire Protection District	Jay Love	jlove@penryfire.org	10-2009	By Request
North Tahoe Fire Protection District	Duane Whitelaw	Whitelaw@ntfire.net	6-2009	By Request
Penryn Fire Protection District	Mike Davis	916-663-3389	10-2009	By Request
Placer Hills Fire Protection District	Ian Gow	530-878-0405	11-2009	By Request
Rocklin Fire Protection District	Kathy Palmerton	916-632-0458	6-2008	By Request
Sacramento Metropolitan Fire Protection District	Don Mette	916-566-4000	6-2009	By Request
South Placer Fire Protection District	Tony Corado	tcorado@southplacerefire.org	7-2009	By Request
Truckee Fire Protection District	Bryce E. Keller	brycekeller@truckeeffire.org	9-2009	By Request
Miscellaneous				
Tahoe Forest Hospital District	Bob Schapper	information@tffhd.com	unknown	No response

Entity	Contact	Phone # or email Address	Last Audit	Public Access
Placer Mosquito & Vector Abatement District	Joel Buettner	jbuettner@placermosquito.org	11-2009	By Request
Truckee Tahoe Airport District	David Gotschall	manager@truckeetahoeairport.com	12-2009	www.truckeetahoeairport.com/financials
Public Utility District				
Sacramento Municipal Utility District	Jan DiStasio	jdistas@smud.org	12-2009	www.smud.org
South Placer Municipal Utility District	Charles Clark	cclark@spmud.ca.gov	9-2009	www.spmud.ca.gov
Donner Summit Public Utility District	Tom Skjelstad	tskjelstad@dspud.com	8-2009	www.dspud.com
Foresthill Public Utility District	Kurt Reed	kreed@foresthillpud.com	6-2009	www.foresthillpud.com
Georgetown Public Utility District	Henry N. White	hwhite@gd-pud.org	6-2009	www.gd-pud.org
North Tahoe Public Utility District	Curtis Aaron	caaron@ntpud.org	11-2009	By Request
Tahoe City Public Utility District	Cindy Gustafson	cindyg@tcpud.org	12-2009	By Request
Truckee Donner Public Utility District	Michael Holley	michaelholley@tdpud.org	12-2009	www.tdpud.org
Parks & Recreation Districts				
Auburn Area Rec & Park District	Kahl Muscott	kmuscott.ard@sbcglobal.net	3-2009	By Request
Truckee Donner Recreation & Park District	Steve Randall	steve@tdrpd.com	11-2009	By Request
Talmon Resort Improvement District	Libby Gregg	530-581-5280	unknown	None
Placer County Resource Conservation District	Richard Gresham	richgresham@sbcglobal.net	12-2008	www.placercountyrpd.org/

Entity	Contact	Phone # or email Address	Last Audit	Public Access
Tahoe Resource Conservation District	Dave Roberts	droberts@tahoercd.org	unknown	No Response
Squaw Valley Public Service District	Richard L. Lierman	rlierman@svpsd.org	6-2009	www.svpsd.org
Newcastle Sanitary District	Ed Sander	sandered@sbcglobal.net	10-2009	By Request
Sanitation Districts				
Tahoe Truckee Sanitation Agency	Marcia Beals	mbeals@ttsa.net	10-2009	By Request
Truckee Sanitary District	Thomas Selfridge	tselfridge@truckeesan.org	9-2009	By Request
Water Districts				
McKinney Water District	Karl Kinker	408-778-1898	2005	By Request
South Sutter Water District	Brad Arnold	sswd@syix.com	12-2009	By Request
Alpine Springs County Water District	John M. Collins, P.E.	john@alpinesprings.org	unknown	No Response
Meadow Vista County Water District	Norman A. Dean, Jr.	nd2mvcwd@sbcglobal.net	unknown	No Response
Middle Fork Project Finance Authority	Joseph Parker	530-889-4062	12-2008	www.pcwa.net
Midway Heights County Water District	Jason Tiffany	admin@mhcwd.org	6-2009	www.mhcwd.org
Placer County Water Agency	David Breninger	dbreninger@pcwa.net	12-2008	www.pcwa.net
Sierra Lakes County Water District	Bill Quesnel	bquesnel@lftol.com	9-2009	By Request
Camp Far West Irrigation District	Julia Beaman	530-633-2847	12-2008	By Request
Citrus Heights Water District	Robert Churchill	rchurch@chwd.org	12-2008	www.chwd.org
Nevada Irrigation District	Ron S. Nelson	nelson@nidwater.com	12-2008	website@nidwater.com
School Districts				
Ackerman	Gary Yee	gyee@ackerman.k12.ca.us	6-2009	www.ackerman.k12.ca.us/

Entity	Contact	Phone # or email Address	Last Audit	Public Access
Alta	Jim Roberts	jroberts@fUSD.org	12-2009	By Request
Auburn Union	Michele Schuetz	mschuetz@auburn.k12.ca.us	11-2009	www.auburn.k12.ca.us/
Colfax	Ken Poulsen	kpoulsen@colfax.k12.ca.us	11-2009	www.colfax.k12.ca.us/
Dry Creek	Mark Geyer	mgeyer@drycreek.k12.ca.us	9-2009	www.drycreek.k12.ca.us/
Eureka	Tim McCarty	tmccarty@eureka-usd.k12.ca.us	12-2009	www.eureka-usd.k12.ca.us/education/district/district.php?sectionid=1
Foresthill	Jim Roberts	jroberts@fUSD.org	12-2009	www.edline.net/pages/Foresthill_Union_SD
Loomis	Paul Johnson	pjohnson@loomis-usd.k12.ca.us	7-2009	www.loomis-usd.k12.ca.us/
Newcastle	K. Daugherty	kdaugherty@newcastle.k12.ca.us	10-2009	www.edline.net/pages/Newcastle_ES_District/
Placer County Office of Education	Gayle Garbolino-Mojica	ggarbolino-mojica@placercoe.k12.ca.us	6-2009	www.placercoe.k12.ca.us/Pages/default.aspx
Placer High	Dave Horsey	dhorsey@puhsd.k12.ca.us	12-2009	www.puhsd.k12.ca.us/
Placer Hills	Fred Adam	adam@phUSD.k12.ca.us	12-2009	www.phUSD.k12.ca.us/
Rocklin	Kevin Brown	kbrown@rocklin.k12.ca.us	12-2009	www.rocklin.k12.ca.us/
Roseville City	Richard Pierucci	richp@roseville-csd.k12.ca.us	10-2009	By Request
Roseville Joint	Tony Monetti	tmonetti@rjuhsd.k12.ca.us	10-2009	www.rjuhsd.k12.ca.us
Tahoe Truckee	Stephen Jennings	sjennings@ttUSD.org	6-2009	www.ttUSD.org/budget
Western Placer	Scott Leaman	s_leaman@wpUSD.k12.ca.us	12-2009	www.wpUSD.k12.ca.us

Endnotes

ⁱ **California Code Section 26909**

(a)(1)The county auditor shall either make or contract with a certified public accountant or public accountant to make an annual audit of the accounts and records of every special district within the county for which an audit by a certified public accountant or public accountant is not otherwise provided. In each case, the minimum requirements of the audit shall be prescribed by the Controller and shall conform to generally accepted auditing standards.

(2)Where an audit of a special district's accounts and records is made by a certified public accountant or public accountant, the minimum requirements of the audit shall be prescribed by the Controller and shall conform to generally accepted auditing standards, and a report thereof shall be filed with the Controller and with the county auditor of the county in which the special district is located. The report shall be filed within 12 months of the end of the fiscal year or years under examination.

(3)Any costs incurred by the county auditor, including contracts with, or employment of, certified public accountants or public accountants, in making an audit of every special district pursuant to this section shall be borne by the special district and shall be a charge against any unencumbered funds of the district available for the purpose.

(4)For a special district that is located in two or more counties, the provisions of this subdivision shall apply to the auditor of the county in which the treasury is located.

(5)The county controller, or ex officio county controller, shall effect this section in those counties having a county controller, or ex officio county controller.

(b)A special district may, by unanimous request of the governing board of the special district, with unanimous approval of the board of supervisors, replace the annual audit required by this section with one of the following, performed in accordance with professional standards, as determined by the county auditor:

(1) A biennial audit covering a two-year period.

(2)An audit covering a five-year period, if the special district's annual revenues do not exceed an amount specified by the board of supervisors.

(3)An audit conducted at specific intervals, as recommended by the county auditor, that shall be completed at least once every five years.

(c)(1)A special district may, by unanimous request of the governing board of the special district, with unanimous approval of the board of supervisors, replace the annual audit required by this section with a financial review, in accordance with the appropriate professional standards, as determined by the county auditor, if the following conditions are met:

(A)All of the special district's revenues and expenditures are transacted through the county's financial system.

(B)The special district's annual revenues do not exceed one hundred fifty thousand dollars (\$150,000).

(2)If the board of supervisors is the governing board of the special district, it may, upon unanimous approval, replace the annual audit of the special district required by this section with a financial review in accordance with the appropriate professional standards, as determined by the county auditor, if the special district satisfies the requirements of subparagraphs (A) and (B) of paragraph (1).

(d)Notwithstanding the provisions of this section, a special district shall be exempt from the requirement of an annual audit if the financial statements are audited by the Controller to satisfy federal audit requirements.

ii Government Code Section 26883

In addition to the power now possessed by the board of supervisors to enter into contracts for audits the board shall have the power to require that the county auditor-controller shall audit the accounts and records of any department, office, board or institution under its control and of any district whose funds are kept in the county treasury. The county auditor-controller's report on any such audit shall be filed with the board of supervisors and,

if the report discloses fraud or gross negligence a copy thereof shall be filed with the district attorney.

The governing body of any district may agree with the board of supervisors to reimburse the county for its actual cost of any audit of its accounts and records had under this section.

PUBLIC RESOURCES CODE SECTION 13031

13031. The board of supervisors is the governing body of the district, and, unless otherwise provided in this division, the provisions of the County Service Area Law (Chapter 2.5 (commencing with Section 25210) of Part 2 of Division 2 of Title 3 of the Government Code) shall apply to the conduct of the business of the district.

PLACER COUNTY REVENUE SHARING FUNDS

***THE ROAD TO IMPROVEMENT IS
ALWAYS UNDER CONSTRUCTION***

PLACER COUNTY REVENUE SHARING FUNDS

THE ROAD TO IMPROVEMENT IS ALWAYS UNDER CONSTRUCTION

Summary

The Board of Supervisors awards an aggregate of \$80,000 to \$100,000 annually to groups and organizations from the Revenue Sharing Program of Placer County. The Revenue Sharing Program defines funding “as a means to provide financial support for non-profit and community organizations, to support events, programs, supplies, improvements, and equipment.”

The Board of Supervisors currently posts on its website the policy statement: *Revenue Sharing Funds: Criteria for Requests, Disbursement and Use of Funds*, and *Funds Tracking*. This document details policies and procedures citizens must follow to request funds and the Board must follow in allocating the funds.

The Grand Jury found that the Board of Supervisors has been inconsistent, and non-compliant, when applying its own *Criteria for Requests* for the approval of Revenue Sharing Funds. All-inclusive transparency is often lacking in the progression from an organization’s initial request to approval or denial.

The requested records of the *Revenue Sharing Program* provided by the Board of Supervisors and the County Executive Office to the Grand Jury were incomplete:

- Documentation was omitted for rejected requests.
- Many applications lacked a statement of purpose.
- There was no documentation provided for how funds were used.

The Grand Jury recommends the Board closely examine its *Revenue Sharing Program* and adhere to its own policies and procedures. In addition, the Grand Jury recommends that all five districts use a standard request application form and that the County Executive Office track the use of funds.

Background

The 2001-2002 Grand Jury Final Report listed among its recommendations that Revenue Sharing Funds (RSF) be used for the "benefit of taxpayers through public projects." The Final Report went on to recommend the "Placer County Board of Supervisors, on behalf of the taxpayers of Placer County, publish the availability of the funds through written materials and the website, describing who is eligible and how to

apply for the funds." Recommendations also stated that "written guidelines should be established to clearly define who is eligible to receive the funds and the standards to be followed by all supervisors in distributing the funds."¹ As a result, the Board formalized its policy and published it on the County website.

On September 8, 2009, members of the Grand Jury attended the Placer County Board of Supervisors (BOS) meeting. During this meeting, many citizens voiced opposition to specific requests by community organizations for RSF. Citizens expressed their concerns that RSF could be more appropriately allocated. The Grand Jury decided to inquire into the Revenue Sharing Program. (See Appendix for a brief historical background of RSF.)

Investigation Methods

The Grand Jury conducted an examination of the Revenue Sharing Program of Placer County. The inquiry included the Board's policies, procedures, and the process to approve RSF for FY 2005-2006 through FY 2008-2009.

Grand Jury members reviewed the Minutes of the Board of Supervisors' meetings from February through August 2009. The Grand Jury reviewed the Placer County website for the Board's guidelines relating to the *Revenue Sharing Program*. The following document defines the Board's policies and procedures for RSF in detail:

*Revenue Sharing Funds:
Criteria for Requests,
Disbursement and Use of Funds, and
Funds Tracking.*²

The Board of Supervisors' policy document, *Revenue Sharing Funds, Criteria for Approval*,³ was also reviewed.

¹ 2001-2002 Placer County Grand Jury Final Reports. <http://www.PlacerGrandJury.org>

² Placer County, Board of Supervisors, "Revenue Sharing Program: Criteria for Requests, Disbursement and Use of Funds, and Tracking of Funds." http://www.placer.ca.gov/bos/~media/bos/10_02_revenue_sharing_funds_criteria.pdf.ashx?

³ Placer County, Board of Supervisors, "Revenue Sharing Funds: Criteria for Approval." http://www.placer.ca.gov/bos/Revenue_Sharing_Funds.aspx?

The Grand Jury requested the following documents from the Board of Supervisors for FY 2003-2004 through FY 2008-2009:

1. Copies inclusive of all requests that had been made for RSF, explicit for each District. These should include:
 - Requests that were rejected with stated rationale for each rejection;
 - Requests that were awarded RSF by the Board.
2. Copies of any documentation included by the Board attached to disbursement checks.
3. Include all documentation that demonstrates the RSF were used for their intended purpose.

The Grand Jury requested the following information for FY 2003-2004 through FY 2008-2009 from the County Executive Office (CEO):

A copy of all database records that comprise RSF disbursed by all Supervisors for FY 2003-2004 through FY 2008-2009. This should include the name and address of the organization, which District submitted the request to the Board, and specify the dollar amount of RSF that was awarded.

- Policy and procedures for disbursement of RSF.
- Copies of any documentation included with the awarded disbursement.

The Chief Executive Officer responded for both departments. The Grand Jury examined documents for FY 2005-2006 through FY 2008-2009. Specifically, the Grand Jury looked for information relating to policies, procedures, and the process for approval of requests. The Grand Jury also requested documents identifying requests rejected by the Board and statements from organizations receiving funds that these funds had been used for the intended purpose.

The Grand Jury interviewed Mike Boyle, Assistant County Executive Officer and Teri Sayad-Ivaldi, Senior Administrative Aide for the BOS. Interview topics were related to information provided in documents supplied to the Grand Jury by the CEO relating to the Revenue Sharing Program.

Facts

1. The Board of Supervisors annually budgets \$100,000 to the Revenue Sharing Program. Of this sum, it allocates \$20,000 per district.
2. Grand Jury members examined the Minutes of the Board of Supervisors' meetings from February through August 2009. The Minutes revealed that a variety of nonprofit and community organizations requested and received RSF.
3. The Grand Jury requested documents: (a) identifying requests rejected by the Board and (b) statements from organizations receiving funds that these funds had been used for the intended purpose. Documents provided by the Board of Supervisors and the County Executive Office only partially complied with this request.

The Board of Supervisors' document, *Revenue Sharing Funds, Criteria for Approval*, describes the process by which Supervisors nominate organizations for RSF, the dollar amount for requests, and whether the approved contribution "serves a public purpose by promoting the general welfare of the County and its inhabitants and therefore, benefits the County."

The Grand Jury requested documentation from the Board validating the criteria for approval were satisfied. The documentation provided to the Grand Jury by the Board and the County Executive Office was incomplete, omitting much of the requested information. A number of requests sent to the Board from applicants were deficient or incomplete pertaining to required information as stated in *Criteria for Approval*. For example, numerous requests were submitted only as flyers for the event and did not include written requests stating the dollar amount requested or how the funds would be utilized.

4. The Board of Supervisors' document, *Revenue Sharing Program: Criteria for Requests, Disbursement and Use of Funds, and Funds Tracking*, describes the Board's policies and procedures for Revenue Sharing Funds in detail.

The following facts refer to *Criteria for Requests*:

- Criterion two states, "only requests from non-profit and community based organizations will be considered."

There were numerous instances where single individuals were awarded RSF. There were instances where organizations were awarded RSF that did not fall into either nonprofit or community based organizations.

- Criterion three states that a request must contain a "detailed description of the intended use of the funds."

For Districts 1, 2, 3, and 4, there was no uniformity of an organization's detailed description of the intended use of funds. This detailed description was omitted on many requests for Revenue Sharing Funds. At times, the only detail provided was a printed flyer.

- Criterion four states "requests will be reviewed by the County Supervisor from the district where the request is made or by all five Supervisors if it is a regional request."

Occasionally, requests did not specify for which supervisor the application was intended. For Districts 1, 2, 3, and 4, there were no date stamps on the requests indicating when the application was received. Several organizations received funds from multiple supervisors and at multiple times during the same calendar year.

- Criterion six states, "All requests must be publicly noticed for review and approval by the Placer County Board of Supervisors."

There were numerous examples where the Board of Supervisors did not provide public notice and review of all requests. Specifically, no public notice or review on Board agenda and Board meetings was given for requests that were being denied.

The following refers to Disbursement and Use of Funds:

- Criterion one states, "revenue sharing funds must be used in accordance with the approved request."

There are no procedures in place to determine that this is being done by the recipients of Revenue Sharing Funds.

The following refers to Funds Tracking:

- Criterion one states, "The County Executive Office reviews and maintains the database for revenue sharing funds allocated, by district." Criterion two states, "The public may access the Revenue Sharing Binder kept in the Board of Supervisors office."

The County Executive Office satisfies these criteria. However, there is no procedure in place to track funds awarded to the same organization repeatedly year after year.

5. There is no standardization of procedures for: application, organization validation, approval, and follow-up processes for the five districts.

6. Districts 1 through 4 use various protocols to accept and process requests. Supervisors' aides filter the requests and forward only requests they recommend for approval to their respective District Supervisor. Requests approved by the Supervisor are forwarded to the Chief Executive Officer. These requests are placed on the Board of Supervisors' agenda.
7. District 5 employs a unique process for accepting and processing applications. A *Grant Application: District 5 Benefit Fund* form is completed by the applicant and is evaluated by the District 5 Benefit Fund Committee. This committee is comprised of citizens living within the District. The committee reviews, recommends or denies approval, and forwards approved requests to the CEO for placement on the BOS agenda.
8. There is no method in place to track which applications were denied RSF.

Findings

- According to the Board Minutes from February through August 2009, the only Revenue Sharing Funds requests that came before the Board were those that had been pre-screened for approval.
- There was no public notice for all requests reviewed. Requests filtered out by a Supervisors' office, and thus effectively denied before being placed on the Boards' agenda, were never publicly noticed for review.
- A number of requests by organizations were submitted as a flyer only, lacking in supporting documentation. This method of submitting applications is in direct opposition to the BOS criterion for requests.
- Jurors found that numerous applications did not state a description of the intended use of the funds. Many requests were generic and did not include a detailed description or clearly state the intended purpose of the request. This omission of information when submitting applications is in direct opposition to the criterion for requests.
- There is no follow-up by the Board to validate that funds were used in accordance with the approved requests. The Board relies on the good faith and trust of the organization that the funds were used for the intended purpose. This omission is in direct opposition to the policy.
- Only token documentation was provided to the Grand Jury identifying requests that were rejected.
- There is no procedure in place to track funds repeatedly awarded to the same applicant.

- There is no method in place to track which applicants were denied.

Conclusions

The Grand Jury commends the Board of Supervisors for posting on its website Statements of policies and procedures governing the Revenue Sharing Program of Placer County. However, the Grand Jury determined that the Board of Supervisors is non-compliant and inconsistent in applying these policies and procedures.

Transparency is lacking as requests for funds progress from the application stage to that of approval or denial.

The Board of Supervisors does not provide public notice for review of all requests. No such notice is given for requests that are rejected. The only requests that come before the Supervisors are those that have been pre-screened for approval.

Recommendations

The Grand Jury recommends that:

1. All requests for Revenue Sharing Funds are in writing and submitted to the Board of Supervisors' office, 175 Fulweiler Avenue, Auburn, CA 95603.
2. All requests for Revenue Sharing Funds include a detailed description of the intended use of the funds.
3. All requests for Revenue Sharing Funds, including those being denied, are publicly noticed for review on the Placer County Board of Supervisors' agenda.
4. The Board requires all organizations receiving Revenue Sharing Funds submit documentation to the Board, within 30 days following the event, stating that the funds were used in accordance with the approved request. If an organization fails to submit this verification, it will not be eligible for future funding.
5. The Revenue Sharing Funds database includes all requests, both approved and rejected, by the Board. This database to include details of how the funds were used and made available to the public.
6. The Board of Supervisors develops a standard Revenue Sharing Funds application form. All five districts would use this standardized form. The *Grant Application: District 5 Benefit Fund* form could serve as a prototype.

Request for Responses

Placer County Board of Supervisors / #s 1, 2, 3, 4, 5, 6 **Due by September 1, 2010**
175 Fulweiler Avenue
Auburn, CA 95603

Thomas M. Miller / #s 1, 2, 3, 4, 5, 6 **Due by October 1, 2010**
Placer County Executive Officer
175 Fulweiler Avenue
Auburn, CA 95603

Appendix

In January 1973, Federal Government Code Section 17201, under Legal Title "Federal Revenue Sharing Fund,"⁴ gave authority and purpose of the Federal Revenue Sharing Fund to the Department of Finance, State of California. Within its authority, California could expend monies, "in accordance with the conditions established by the Federal Government and as appropriated by the Legislature."⁵

On March 13, 1973, the Placer County Board of Supervisors passed a resolution at its regular meeting. Resolution No. 73-121 read as follows, "*A RESOLUTION ESTABLISHING FEDERAL REVENUE SHARING PROGRAM FUND NO. 1025.*"⁶ In the 1980's, plummeting Federal revenues resulted in the Federal Government eliminating Revenue Sharing Funds (RSF) by 1987. In 1986, the Board of Supervisors decided to continue the RSF Program with \$50,000 General Fund dollars. Each Supervisor would be allotted \$10,000 to distribute at their discretion. In 1999, the Board increased the RSF total to \$100,000.⁷ Each Supervisor is currently allotted \$20,000 to award at their discretion.

⁴ Office of Management and Budget, "Federal Aid to State and Local Governments," Special Analyses of the Budget of the United States Government, Fiscal Year 1986 (Washington, D. C.: U.S. Government Printing Office, February 1985). Table H-7.

⁵ State of California, Manual of State Funds: Department of Finance, "Federal Revenue Sharing Fund," Fund: 0852, Page 1.

⁶ Board of Supervisors, County of Placer, State of California, Resolution No: 73-121, Min. Bk: 33, March 13, 1973.

⁷ Board of Supervisors, County of Placer, State of California, Resolution No.: 96-10, January 23, 1996.

**SERVICE vs. BUSINESS
IN THE
LIBRARIES OF PLACER COUNTY**

SERVICE vs. BUSINESS

IN THE LIBRARIES OF PLACER COUNTY

Summary

Since the establishment of public libraries by Benjamin Franklin, communities have taken advantage of this municipal benefit. The services in the present-day libraries of Placer County have expanded to include not only the borrowing of books, but also the circulation of audio-visual materials, DVD's, CD's, the use of copy machines, computer centers, the Internet, and meeting rooms.

The Grand Jury recommends the library directors recognize that they are running a service business and place more emphasis on the business aspects so that they can maintain the level of service the community expects.

- Be more aggressive in collecting outstanding fines and fees.
- Re-evaluate the fine and fee structures to increase revenue and reduce checkout limits to minimize financial loss.
- Conduct periodic physical inventories.
- Utilize the technology available within their current computer systems for inventory tracking.
- Consider the viability of consolidating cost-saving operational and technological aspects of the three library systems within Placer County.

Background

California Penal Code Sections 916 and 925 give the Grand Jury the authority to inquire into, or investigate, city or county agencies that would be of interest to the citizens of Placer County. Libraries provide resources and services which include, but are not limited to, books, audio/video media, information retrieval, multipurpose meeting rooms, and special community programs.

The Grand Jury sought to obtain insight into the use of computers to manage the business aspect of the libraries in Placer County. The libraries' business consists of inventory management, collection of fines and fees, and management of library resources. The Grand Jury focused on the business aspect of managing these services.

In Placer County there are three separate library systems: Roseville Public Library (Roseville), with three branches; Lincoln Public Library (Lincoln), with two

branches; and Placer County Library (Placer), with 11 branches plus a Bookmobile. (Appendix A)

Investigation Methods

The Grand Jury mailed a survey to the three library system directors (Appendix B). Upon receiving replies, subsequent inspections were scheduled. The director of each library led a tour, followed by a question-and-answer period. Follow-up information was requested and received by the Grand Jury.

Facts

Each Library system provides a variety of services to the community.

The libraries are designed with the general public in mind. Each section of the library is identified by function and interest for ease of access. All had sections addressing the needs of the community. Computers, multipurpose rooms, adult and children sections, and audio-visual centers are available. All three library systems report that they have no set policy for charging fees for the use of their multipurpose rooms. Each library has many programs set up to appeal to various age groups. For example, Lincoln utilizes paid staff to provide age-appropriate free movies. This service was scheduled to be discontinued May 31, 2010.

All three library systems utilize volunteers for processing new materials, barcoding, shelf reading, and shelving of materials. They all have Friends of the Library organizations to do fundraising projects for the benefit of their libraries.

Each library system uses integrated software developed specifically for libraries. Placer and Roseville use an integrated library system (ILS) designed by SirsiDynix, Inc. They are under contract with the company for updates, training, and maintenance. Placer and Roseville have their own Information Technology staffs (IT). The IT departments from the county and city are available when necessary.

The City of Lincoln's Twelve Bridges Library branch operates under a Memorandum of Understanding (MOU) with Sierra College (Sierra) and Western Placer Unified School District (WPUSD). Lincoln and Sierra College use a different ILS which is sold by Ex Libris, *Voyager*, and is designed for use in a college library. The Sierra College Library maintains all data storage for Lincoln at the college site. The Lincoln Library relies on Sierra for IT help, along with the City of Lincoln's IT staff. Lincoln's library director carries most of the burden in dealing with the use of the computer system.

Service vs. Business

Chart 1: Survey Facts about the Library Systems

Listed below are facts compiled by the Grand Jury from the survey questions, response letters, and onsite visits to the three library systems:

	Placer County Library	Roseville City Library	Lincoln City Library
Circulation*	1,303,329	946,824	328,768
Collected fines	\$110,734	\$119,689	\$55,922
Outstanding fines	\$53,820	\$39,403	\$48,493
%Outstanding Fines to Total Fines	32.7%	24.8%	46.4%
Items Lost (#)	6,029	2,095	1,365
Cost of lost items	\$94,717	\$35,855	\$15,587
% loss to circulation	0.45%	0.23%	0.42%
Item-checkout limits	No Limit	50 Books	50 Books
Inventories completed	None	None	None
Maximum fine per item	\$5.00	\$5.00 youth/ \$10.00 adult	\$5.00
Budget	\$6,106,460	\$3,774,171	\$1,216,623
% of Outstanding Fines to Budget	0.9%	1.0%	4.0%

Note: All data is as of fiscal year ending 6/30/2009

*Circulation includes: Books, Videos, and CD/DVDs

Service vs. Business

With the exception of Roseville, fines remain on record until paid or negotiated.

An example of a negotiated fine would be for books burned in the August 2009 “Forty-Niner Fire” in Auburn.

When the patron reaches the maximum fine limit, additional items can no longer be checked out or items renewed until all fines or fees are paid.

As an example of the maximum fine limit, a patron checks out 10 books from a Placer County Library branch and never returns them. The patron would owe a maximum of \$50 plus the cost of the books and a \$10 processing fee. If books are returned after the maximum fine period (76 days), then the fine owed would be \$50.

When patrons of the library have outstanding fines or lost materials, they are no longer allowed to use the computers, with the exception of Lincoln, or check out books and audio materials. Patrons’ accounts are reinstated once the fines are paid and lost materials are cleared.

Placer has not raised its daily fines in over twenty-two years.

Roseville is the most persistent in its quest for getting materials returned. If they receive no response after the second notice and the amount due is \$75 or more, they turn the delinquent accounts over to the City Attorney. The City Attorney then sends collection letters and, if necessary, sues for monies owed.

Lincoln mails notices when materials are 35 days past due, but that is the extent of their quest. They do not use a collection agency.

Placer sends collection notices to cardholders when the amount due is \$100 or more and 90 days delinquent. If there is no response, the library turns collections over to the Placer County Auditor-Controller.

Due to budget cutbacks, all of the libraries have had to reduce their staff and hours of operation.

All of the libraries indicated they have a very low percentage of lost inventory, i.e., shrinkage. However, it is impossible to accurately calculate the shrinkage rate without an audit of materials. As Chart 1 indicates, none of the library systems conducts a physical inventory. Items are discovered missing when they show “available” in the system but are absent from the shelf. The directors of the libraries state that they do not have the funds or the staff to conduct such an

inventory. However, the installed ILS software has the capability to manage inventory.

Placer is in the process of installing Radio Frequency Identification (RFID) devices, which will help in tracking the inventory. This system allows for self-checkout and returns which can help free up staff. The following branches are scheduled to implement the RFID system: Rocklin in 2010, Auburn in 2011, and Granite Bay in 2012.

Lincoln has an RFID system which is used for self-checkout and security, so that books leaving the library without going through checkout are audibly flagged.

Findings

All three library systems report that they have no set policy for charging fees for the use of their multipurpose rooms.

The fees and fines for delinquent accounts are handled differently for each library system:

- Roseville - If no response after the second notice and the amount due is \$75 or more, the account is turned over to the City Attorney for collection. Fees are assessed at 25¢ per day, up to a maximum of \$5.00 per item for youth and a maximum of \$10.00 per item for adults.
- Lincoln - When materials are 35 days past due, notices are mailed out by the library, and no collection agency is used. Fees are assessed at 15¢ per day, up to a maximum of \$5.00 per item.
- Placer – Placer sends collection notices when the amount due is \$100 or more and 90 days delinquent. Placer turns collections over to the Placer County Auditor-Controller. Fees are assessed at 25¢ per day, up to a maximum of \$5.00 per item.

The percentage of uncollected fines for Lincoln is 46.4% of the total fines levied. The percentage of uncollected fines for Placer is 32.7% of the total fines levied. The percentage of uncollected fines for Roseville is 24.8% of the total fines levied.

Placer is in the process of implementing an RFID system that will inventory, check out, and audibly track books and materials. Roseville is currently not planning for an RFID system. Lincoln has an RFID system which is used for self-checkout and security.

Service vs. Business

All of the libraries utilize their volunteers to help with high workloads, due to staff budget cuts. Friends of the Library organizations provide some needed funds, primarily for special projects, through community fundraisers.

All of the library systems have the computer capability to provide inventory tracking, yet none of the library systems utilize this function.

All of the libraries have cut staff, hours of operation, and programs.

Recommendations

The Grand Jury recommends the library directors recognize that they are running a service business and place more emphasis on the business aspects so that they can maintain the level of service the community expects.

1. Be more aggressive in collecting outstanding fines and fees.
2. Re-evaluate the fine and fee structures to increase revenue and reduce checkout limits to minimize financial loss.
3. Conduct periodic physical inventories.
4. Utilize the technology available within their current computer systems for inventory tracking.
5. Consider the viability of consolidating cost-saving operational and technological aspects of the three library systems within Placer County.

Request for Responses

Mark R. Parker, Director
Placer County Library / #s 1,2,3,4,5
350 Nevada Street
Auburn, CA 95603

Due by October 1, 2010

Darla Wegener, Director
Lincoln Public Library / #s 1,2,3,4,5
485 Twelve Bridges Drive
Lincoln, CA 95648

Due by October 1, 2010

Rachel Delgadillo, City Librarian
Roseville Public Library / #s 1,2,3,4,5
225 Taylor Street
Roseville, CA 95678

Due by October 1, 2010

Copies Sent To

Placer County Board of Supervisors
175 Fulweiler Avenue
Auburn, CA 95603

Roseville City Council
311 Vernon Street
Roseville, CA 95678

Lincoln City Council
600 6th Street
Lincoln, CA 95648

Appendix A: LIBRARIES IN PLACER COUNTY

LIBRARIES

ADDRESS

LINCOLN

Carnegie	590 Fifth Street
Twelve Bridges	485 Twelve Bridges Drive

ROSEVILLE

Downtown	225 Taylor Street
Martha Riley Community	1501 Pleasant Grove Boulevard
Maidu	1530 Maidu Drive

PLACER COUNTY

Applegate	18018 Applegate Road
Auburn	350 Nevada Street
Bookmobile	Telephone # 530-886-4560
Colfax	2 W. Church Street
Foresthill	24580 Main Street
Granite Bay	6475 Douglas Boulevard
Kings Beach	301 Secline Drive
Loomis	6050 Library Drive
Meadow Vista	16981 Placer Hills Road
Penryn	2215 Rippey Road
Rocklin	5460 Fifth Street
Tahoe City	740 N. Lake Boulevard

Service vs. Business

Appendix B: Library Survey

8/26/2009

Survey Questions for Placer County Library Directors

1. What program is used in your library?
2. Is it a program designed specifically for library use?
3. Are all employees fully trained in the use of this program?
If not, who is?
4. Do you have technical support for this program?
5. How often do you update your program?
6. Is your program capable of producing reports on:
 - Total books checked out.
 - Which books are over due and by how many days?
 - What are your outstanding fines and how many have been sent to collections?
 - How many lost books and the value of those lost books?
 - How much money have you collected in overdue fines?
 - What percentage of fines and lost books are recovered each month?
7. If your program is capable of producing a report on the above questions please provide us with the information for fiscal year 2008-2009.
8. How often are reports generated? Monthly? Annually?
9. Do you have direct contact with your city or county Information Technician?
10. Is the program able to assist in inventories?
11. How often does your library complete inventories?
12. Who is responsible for reviewing and analyzing the reports?
13. Who do you report to directly?

Service vs. Business

TAHOE VISTA ANIMAL SHELTER

TAHOE VISTA ANIMAL SHELTER

Summary

The Tahoe Vista Animal Shelter provides animal sheltering and animal control programs for the residents and tourists of Eastern Placer County at the North Tahoe site. The Grand Jury observed alert, lively animals sheltered in a clean, well-maintained facility.

Background

The Grand Jury inspected the Placer County Animal Services facility at Tahoe Vista on September 24, 2009. As a unit of the Placer County Health and Human Services Department, the Animal Services Division provides animal sheltering and animal control programs. These animal services are available to the 30,000¹ Eastern Placer County residents and tourists in the North Tahoe facility at 849 Shelter Road, Tahoe Vista, California.

Investigation Methods

The inspection was led by Anna Piland, Manager of the facility, who explained the shelter operations and described the animal control programs. Mike Winters, Program Manager and Supervisor of the Tahoe Vista facility, joined the tour. He related some history of the cooperation between the Auburn and Tahoe Vista facilities; for example, moving some dogs to Tahoe Vista in preparation to receive rescued dogs from the August 2009 Highway 49 fire in Auburn.

Facts

The main building included a reception area, animal meal preparation/supply space, a caged section for cats, and the dog runs and kennels. These runs are of ample size for two dogs per unit. In FY 2008-2009, of the 183 dogs sheltered,² 179 were adopted or returned to the owner. Jurors were greeted by twelve energetic dogs in the kennel area, which appeared to be clean and well maintained.

Daily exercise for the dogs is provided in a large cemented yard, supplied with toys and a plastic splash pool. Volunteers spend socializing time with the cats and lead frequent trail walks for the dogs. This leash training better prepares the dogs for adoption.

¹ Tahoe Vista Shelter Animal Statistics, 2008/2009, as provided by Program Manager of Animal Services.

² Ibid.

Animals requiring medical attention are cared for by contract with local veterinarians at their offices. Tahoe Vista is limited to sheltering only dogs and cats. Calls concerning wildlife are referred to the State Department of Fish and Game or to the Bear League rescue organization.

The Tahoe Vista staff is responsible for the enforcement of the County Animal Control Ordinances and the State Humane Laws that protect animals from neglect and cruelty. Three employees staff this facility and cover night calls on a rotating basis. Jurors observed the staff was enthusiastic with clients and concerned about the care of the animals.

Ordinances are enforced through the following animal control programs:³

- Dog licensing and dog/cat vaccinations
- Issuance of kennel permits
- Barking dog complaint investigations
- Assistance in finding lost pets
- Investigation of animal neglect and abuse
- Monitor North/West Lake Tahoe beaches for compliance with dog leash rules
- Animal adoption

Animal Adoptee photos and care services are posted in the reception area, on the website,⁴ as well as outside the front door.

Findings

1. The animals were alert and lively.
2. All areas of the facility were clean and appeared well maintained.
3. The staff is enthusiastic with clients and concerned about the care of the animals.

³ See Appendix

⁴ <http://placer.ca.gov/Departments/hhs.aspx>

Conclusion

The Grand Jury commends the staff and volunteers of the Tahoe Vista facility for the level of care and animal services provided for the animals in the community.

Copies Sent To

Dr. Richard J. Burton, Director
Health and Human Services
379 Nevada Street
Auburn, CA 95603

Mark Starr, DVM, MPVM
Director Community Health
Clinics and Animal Services
1184 B Avenue
Auburn, CA 95603

Mike Winters
Program Manager
11251 B Avenue
Auburn, CA 95603

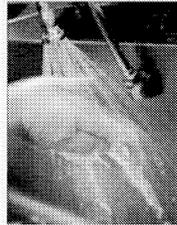
Anna Piland, Tahoe Vista Manager
849 Shelter Road
Tahoe Vista, CA 96143

Appendix

HEALTH Community Health

11484 B Ave., Auburn, CA 95603
530-889-7141 or 1-800-829-7199

We serve all people of Placer County by protecting health; preventing disease, injury, premature death and disability; promoting healthy lifestyles, behaviors and environments. Our programs and services include:



- **Women, Infants, & Children** (WIC) - Tahoe Area, 8645 N. Lake Blvd., Suite C, Kings Beach, CA 96143, 530.546.0231
- **Communicable Disease Control**
- **Preventive Services** - Tobacco, Substance Abuse, Child Passenger Safety Seats, Lead Prevention, Dental Health, Community Challenge Grant
- **Maternal, Child, & Adolescent Health**
- **Children's Medical Services** - California Children's Services (CCS), Child Health & Disability Prevention (CHDP), Health Care Program for Children in Foster Care.
- **Vital Statistics**
- **Field Nursing** (Tahoe area included)
- **Public Health Laboratory**
- **Public Health Emergency Preparedness**

SERVICES Children

5225 North Lake Blvd., Carnelian Bay, CA 96140
530-546-1900 (Se habla Espanola)

24-Hour Family and Children's Services 866.293.1940

Children's System of Care provides a full range of care and support services for children and families, some of which include:

- **Family & Children's Referral Services** - Information & Referral, Crisis Intervention & Intake, Child Protective Service (CPS).

SERVICES Animal Services

849 Shelter Rd., Tahoe Vista, CA 96143
530-546-4269

We serve the citizens and animals of Placer County through active animal care and control programs, including rabies prevention, enforcement of the County Animal Control Ordinance, and enforcement of the State's Humane Laws that protect animals from neglect and cruelty.



Our **Shelter Services Program** includes:

- Animal Adoption Program - viewing & adoption, screening adoption applications, referring people to other sources of animals for adoption, provide information on responsible pet ownership.
- Assist in Finding Lost Pets
- Dog/Cat Licensing & Vaccinations
- Kennel Permits
- Barking Dog Complaint Investigations
- Animal Abuse and Neglect Investigations
- Monitors North/West shore Beaches for Compliance with Leash/Dog Access



**Placer County Health
and Human Services**

<http://www.placer.ca.gov/Departments/hhs.aspx>

HHS Administration - Carnelian Bay

5225 North Lake Blvd.
Carnelian Bay, CA 96140
530.546.1900 fax: 530.546.1912

HHS Administration - Auburn

379 Nevada St.
Auburn, CA 95603
530.886.1870 fax: 530.886.1810

VOLUNTEERISM: IMPROVING THE BOTTOM LINE

VOLUNTEERISM: IMPROVING THE BOTTOM LINE

Summary

Volunteer programs are used by 56% of county and city agencies polled. Utilization of volunteers varies greatly from formal programs to “drop-in” use. The financial impact of using volunteers is significant for agencies having a large number of volunteers. Volunteer programs are not used in some cases where the nature of the work involves handling complex or confidential information, or the entity is too small and doesn’t have the resources to support such a program. The majority of the agencies that have active volunteer programs believe that they are very effective. The Grand Jury recommends agencies actively consider or expand the use of volunteers where practical to provide services in the communities and help bridge budget constraints.

Background

Present economic conditions have put a strain on the operating budgets of agencies in Placer County. The Grand Jury elected to determine if the use of volunteers could be expanded to help bridge the financial gap. To that end, the Grand Jury conducted a survey of the present use of volunteers throughout the county. The goal was to share some best practices and encourage agencies to help their financial picture by making use of volunteers.

Investigation Methods

A questionnaire was sent to 19 Placer County agencies, listed in the county budget report for 2009¹, plus six municipalities. Questions were asked relating to their respective volunteer programs and any financial benefits. (See Appendix A for the Questionnaire.) The information from the 23 agencies which responded was tabulated and analyzed. The two agencies that did not respond were the Town of Loomis and the County Farm Advisor. (See Appendix B for list of Entities Surveyed.) The scope of this survey was limited to the 25 entities and did not include other groups such as school districts, nonprofits, state, or federal agencies that support extensive volunteer programs.

¹ <http://www.placer.ca.gov/media/aud/documents/budget08/1%20FY08%2009%20Budget.ashx>

Facts

The following lists the survey results from the agencies that returned a questionnaire. Of the 25 agencies polled, and 23 that responded, 14 indicated that they did have an active volunteer program. The respondents' definition of a volunteer ranged from those not paid to those receiving a daily stipend. The vast majority of volunteers were not paid. The amount of information respondents shared about their volunteer programs varied greatly and is reflected in the following descriptions.

City of Auburn

Auburn has utilized volunteers for years. Currently, there are 28 volunteers working primarily in the Police and Fire Departments. The city wants to expand their volunteer ranks in the future. The city does not factor this valuable contribution into the city's operating budget. Last year, the city received grant monies from the US Department of Justice and the Target Corporation.

Website: <http://www.auburn.ca.gov/>

City of Lincoln

Lincoln has active programs to recruit volunteers. For example, the library actively recruits from <http://www.VolunteerMatch.org>.

The Citizens on Patrol (COPS) program alone accounted for 14,200 hours in 2008 and approximately 22,000 hours in 2009. Some of their activities included Child Safety and School Patrols, Homeland Security Patrols, Home Vacation Checks, Illegal Sign Removal, Community Crime Prevention, and Neighborhood Watch programs. The COPS volunteer program had a reported savings value to the Police Department and City of Lincoln of \$261,000 during 2008.

Library volunteers contributed 10,674 hours in 2009. During 2008, volunteers for the Fire Department contributed 960 hours. The Recreation Department volunteers donated 5,116 hours. The Lincoln Volunteer Center coordinates with the City on special events, such as the Make A Difference Day. The Rotary Club and the Scouts also contribute to city events. Volunteer opportunities are publicized through recruiting programs, newspaper articles, and flyers.

The City of Lincoln is currently exploring the implementation of an internship program for students interested in careers in government and public service.

Lincoln Volunteer Center Website: <http://www.ci.lincoln.ca.us/LVCWeb/index.htm>

City of Rocklin

Rocklin Police and Fire Departments have their own separate programs. The Police Department has two dozen specific positions for volunteers. In fact, Chief Siemens stated in a recent *Placer Herald* article, "If we didn't have our volunteers, we would be in dire straits."² Of the remaining city departments, Community Services and Facilities are the most active. Rocklin hosts a variety of annual events that are largely made possible through the generous support of volunteers and sponsors. Volunteers are involved in events throughout the year, such as the Rocklin Community Service Day, the Trick-or-Treat Fair, Breakfast with Santa, Holiday Concert, Creek Week, and the Rocklin Jubilee. The City of Rocklin created and uses the Ruhkala Community Services Awards to honor community service efforts in Rocklin.

Website:

http://www.rocklin.ca.us/government/administrative_services/human_resources/volunteer/default.asp

City of Roseville

Roseville has the most extensive and structured volunteer program in the county. It has been in operation for 13 years, with the Police, Parks and Recreation, and Libraries being the most active. Most of the city's 18 departments utilize volunteers to some extent. It is reported that volunteers have saved the city \$520,594 in FY 2009-2010 and more than \$10 million dollars since the program began in 1997. Currently, the city receives grant money for their program through California Volunteers.³ According to the city's response, their volunteer program is extremely effective and valuable, not only to the city, but also to the individual volunteers as well. Roseville reaches out to the public primarily via their website to advertise and recruit volunteers.

Website: http://www.roseville.ca.us/hr/volunteer_center/default.asp

² "Police Cuts Increase Accidents," *The Placer Herald*, 17 February 2010

³ California Volunteers Website: <http://www.californiavolunteers.org/index.php>

County Administrative Services

The active departments for this agency are Community Services and Facilities. While neither department measures their savings, they indicated the volunteer programs have been very effective.

Website: <http://www.placer.ca.gov/Departments/Admin.aspx>

County Assessor

The County Assessor has had a volunteer program in place since spring 2009, with two volunteers. The participants are former employees with management and technical experience. Due to the statutory knowledge and experience required to perform in the Assessor's Office, they do not reach out to the public for volunteers.

Website: <http://www.placer.ca.gov/Departments/Assessor.aspx>

County Clerk-Recorder

Within the Placer County Clerk-Recorder-Elections Department, more than 1,500 volunteers work at polling places during elections. While these people are paid for their work, it amounts to \$85-\$100 for a 15-hour day. Some volunteers work on behalf of a service club, which receives the money directly. While the total financial contribution is not calculated, over \$4,500 a year is saved in recruiting costs for polling workers. A growing number of volunteers are students. The Clerk's Division has a self-financed volunteer program for approximately 100 individuals a year who are deputized to perform marriages.

Website: <http://www.placer.ca.gov/Departments/Recorder.aspx>

County Facility Services

Facilities and Parks: Volunteers have been used since 1948. This group currently has 329 volunteers, at an estimated 11,000 hours of volunteer time annually, with the Museum Division being the most active. County Facility Services states that they could not maintain all six museums, without volunteers.

Website: www.placer.ca.gov/museums

Environmental Engineering: The Solid Waste Local Task Force began in 1990 with 12 volunteers but has since been expanded to 16 volunteers. Their activities include coordinating meeting times and locations, drafting the agenda and minutes, and writing technical response memos and letters.

Website: www.placer.ca.gov/bos/ComComNu/SWasterLocTaskFrc.aspx

County District Attorney

This office currently has 17 volunteers working in Criminal and Victim Services. Additionally, the District Attorney's office has legal internships, where some students can get credit through their career center. Overall, the office reported a net savings of over \$13,000 last year. They have applied for grants from the California Emergency Management Agency, the Department of Justice, Placer County, and the United Auburn Indian Community.

Website: <http://www.placer.ca.gov/Departments/DA.aspx>

County Probation

The County Probation Department has been operating a volunteer program consisting of 10 to 20 volunteers annually. Their most active department is the Juvenile Detention Facility, where the volunteers provide additional programming, such as Narcotics Anonymous, Alcoholics Anonymous, and various kinds of support. However, they do not replace full-time staff. Public outreach is done through job fairs, college intern programs, and CalWORKS.⁴

Website: <http://www.placer.ca.gov/Departments/Probation.aspx>

⁴ The *CalWORKs* (California Work Opportunities & Responsibility to Kids) program provides temporary financial assistance and employment focused services to families with minor children who have income and property below State maximum limits for their family size.

County Sheriff-Coroner-Marshall

The Sheriff has 65 volunteers working in two main departments, Field Services and Administrative Services. In Field Services, volunteers perform proactive patrols, vacation checks, vehicle abatements, and traffic control, as well as serving as extra eyes in the community. Their duties in Administrative Services include staffing service centers, helping in office settings, maintaining Neighborhood Watch groups, and handling primary contacts with citizens seeking services in Foresthill, Colfax, and Loomis. Volunteers are also assigned to Fleet Services, Investigations, and Jail Records. All volunteers are given extensive background checks, which allow them to handle sensitive materials. In 2008, volunteers gave 7,865 hours of service, with a reported value of \$117,975.

Website: <http://www.placer.ca.gov/Departments/Sheriff.aspx>

County Library

The Placer County Library system has used volunteers dating back to 1937. The libraries currently have a total of 1,281 volunteers, contributing 9,962 hours per year. The most active departments are Circulation (materials shelving, cleaning/replacing book jackets), Adult Literacy (literacy tutors) and Technical Services (jacketing books and other miscellaneous tasks). The financial impact equates to nearly \$100,000 per year. In addition, Friends of the Library groups contribute approximately \$56,000 per year through fundraising. In 2009, the library received one grant through the California State Library and another through Arts Midwest and the National Endowment for the Humanities. Also, the Library Services and Technology Act is a frequent source of grant funding. A 2010 initiative will focus on recruiting highly-skilled volunteers to assist with more complex tasks, such as literacy tutoring and teaching computer skills. The library recruits volunteers primarily via their website.

Website: <http://www.placer.ca.gov/Departments/Library.aspx>

County Health and Human Services

For over 15 years, the County Health and Human Services (HHS) agency has administered a volunteer program with well over 100 volunteers across all divisions. The department has never attempted to calculate this financial contribution. They currently receive grant money from numerous state and federal government agencies, as well as from local and state nonprofit grant-giving organizations. In addition, HHS routinely provides internship opportunities to young people and work experience to unemployed people seeking to improve their marketable job skills. Opportunities are advertised via publications, presentations, and the Internet.

Website: <http://www.placer.ca.gov/Departments/hhs.aspx>

County Veterans Services

The Veterans Service Office has operated a volunteer and work study program for the past two years. The volunteers currently perform the work of two clerical personnel, though their financial contribution is not measured. Additionally, one student intern provides outreach to both skilled nursing facilities and homeless veterans.

Website: <http://www.placer.ca.gov/Departments/Veteran.aspx>

No Volunteer Programs

Nine of the agencies queried said they did not have an active volunteer program. The primary reasons given were that volunteers cannot be used due to issues of confidentiality, special licensing, or special knowledge. Either such work doesn't lend itself to volunteers, or the agency lacks adequate resources to use them. These agencies are:

- City of Colfax
- County Auditor-Controller
- County Counsel
- County Personnel
- County Treasurer-Tax Collector
- County Child Support Services
- County Agricultural Commissioner
- County Community Development Resource Agency
- County Public Works.

Two agencies did not respond to the questionnaire, the Town of Loomis and the County Farm Advisor.

Additional information

Additional information was provided during this investigation.

- Grant Money: Of the 23 respondents, 10 indicated they received grant money, seven of which have active volunteer programs. While the grants may not be spent specifically to finance volunteer activities, the agencies pursuing grants show a tendency to have a volunteer program.
- Effectiveness: Nine agencies responded that their programs range from very to extremely effective in delivering services and in having a favorable budget impact.
- Internships: While interns are not true volunteers, many agencies benefit from their contributions. Eight agencies had internships: City of Roseville, County District Attorney, County Probation, Placer County Library, City of Lincoln, Health and Human Services, Veterans Services, and Department of Public Works. For example, the Lincoln Libraries have been implementing a form of internships for both high school and college age individuals. The City of Lincoln is currently exploring the implementation of an internship program for students interested in careers in government and public service.
- Recognition: Recognition for the volunteers' efforts is mainly via luncheons, certificates, letters of appreciation, and press releases. For Rocklin, each year the city hosts the Ruhkala Awards to recognize volunteers.
- Investment: All agencies and cities with volunteer programs require various levels of time and expense to train their volunteers. This may include on-the-job training and formal class time. Costs to the agencies to run a volunteer program were reported to be anywhere from zero (not measured) to as much as \$60,000 per year (the Auburn Police Reserve Fire Program).
- Impediments: Though no agency reported any legal barriers to implementing volunteer programs, each agency establishes its own qualifications. This may include getting fingerprinted, background checks, or conforming to an existing labor contract.

Placer County Volunteer website: www.placer.ca.gov/Government/Volunteers.aspx

Findings

- Volunteer programs are being used by 56% of the surveyed county agencies and cities.
- The utilization of volunteers varies greatly, from formal programs to “drop-in” use.
- The financial impact of using volunteers has been significant for agencies having a large number of volunteers. City budgets can be assisted through the use of volunteers as illustrated by Roseville’s estimated \$500,000 and Lincoln’s \$260,000 plus yearly savings.
- Many of these programs have active outreach efforts to recruit volunteers using websites, civic groups, newspapers, and local or neighborhood newsletters.
- Roseville has the most formal and extensive volunteer program, with well-documented procedures.
- Volunteer programs may not be used in cases where the nature of the work involves handling complex or confidential information or where the agency is too small and doesn’t have the resources to support such a program.
- The majority of the agencies that have active volunteer programs reported that they are very effective.
- Costs to the agencies to run a volunteer program were reported to range from self-financing to as much as \$60,000 per year.

Conclusions

Volunteers working for city and county entities benefit both the community and the individual agencies. They fill the void created by budget shortfalls, while enabling agencies to maintain valuable services.

The majority of the agencies that have active volunteer programs believe that they are very effective. These volunteer programs have several important elements in common (best practices):

- The volunteer programs are well-structured.
- Active recruitment of volunteers is done by various means such as websites, civic groups, newspapers, and local or neighborhood newsletters.
- Training programs leverage the experience and knowledge volunteers bring to these programs.
- Financial contributions of volunteers are measured.

Increased volunteerism ultimately saves taxpayer monies.

Recommendation

The Grand Jury recommends that agencies actively consider or expand the use of volunteers where practical to provide services in the communities and help bridge budget constraints.

Request for Response

None

Appendix A (Questionnaire)

Utilization of Volunteers in Placer County Agencies

Every County agency has been affected by the economic conditions which have resulted in budget cuts and staff reductions. The Placer County Grand Jury has authorized a study of the use of volunteers to temporarily assist staff to ease the burden.

Please complete the questionnaire below, add or remove items you see fit, and attach any literature you think is informative. We hope to develop some good ideas which we will share and hopefully it will result in some long-term community involvement. Please return the survey by October 31, 2009. Thank you.

1. Do you presently have a Volunteer program? YES or NO (circle one)
 - a. If YES, How long in being? Number of Volunteers?
 - b. If NO, why not?
2. What departments are the most active?
3. How do you measure the financial contribution to the operating budget?
4. How much do you invest in volunteers, in time & cost for:
 - a. Recruiting
 - b. Training
 - c. On-Going Support?
5. How do you reach out to the public?
6. How do you give recognition to their contributions?
7. Do you have internships so younger (or unemployed) persons can add to their resume?
8. Have you investigated availability of grant money? If so, from which agency?
9. Have you run into any laws, regulations, or other agencies that have impeded your efforts? Please describe.
10. How effective has the volunteer program been in serving the public? Consider service quality, availability, response times, and any other pertinent factor.

Please include the following supporting information:

A. Your name:

B. The city or county department(s) you represent:

Appendix B (Entities Surveyed)

Entity Surveyed	Responded	Active Volunteer Program?
City of Auburn	Yes	Yes
City of Colfax	Yes	No
City of Lincoln	Yes	Yes
Town of Loomis	No	Unknown
City of Rocklin	Yes	Yes
City of Roseville	Yes	Yes
County Administrative Services	Yes	Yes
County Assessor	Yes	Yes
County Auditor-Controller	Yes	No
County Clerk-Recorder	Yes	Yes
County Counsel	Yes	No
County Facility Services/Parks	Yes	Yes
County Personnel	Yes	No
County Treasurer-Tax Collector	Yes	No
County District Attorney	Yes	Yes
County Probation	Yes	Yes
County Sheriff-Coroner-Marshal	Yes	Yes
County Farm Advisor	No	Unknown
County Library	Yes	Yes
County Child Support Services	Yes	No
County Health & Human Services	Yes	Yes
County Veterans Services	Yes	Yes
County Agricultural Commissioner	Yes	No
County Community Development / Resource Agency	Yes	No
County Public Works	Yes	No

**ANNUAL INSPECTION
OF THE
AUBURN COURTHOUSE
HOLDING FACILITY**

entrance to scan visitors and monitor the cameras for security purposes. Another deputy escorts the prisoners between the holding facility and the courtrooms. Prisoners are transported by van to the Courthouse from the Placer Main Jail. The prisoners are escorted from the sally port area through a doorway, leading into a small secure area. From this area, the prisoners cross the public security entrance to the enclosed stairs leading up to the holding area cells. When prisoners cross the public security entrance, the front door and the inner door are secured so there is no prisoner interaction with the public. Curtains are drawn over the windows so the public cannot see the prisoners.

There are three holding cells, which can hold up to four prisoners each. Male and female prisoners are separated. Juveniles are brought directly to the courtroom by the Probation Department and are not held in the cells.

There are no cameras in the holding area or the sally port. There are no cameras in courtrooms located on the second and third floors. The fourth floor courtroom does have a camera; however, this courtroom is not currently in use. Cameras monitor the main hallways.

No deputy is continuously present in the custody office, which is located across from the holding cells. When prisoners are in the holding cells, they are checked on every thirty minutes.

Finding

The Grand Jury is aware of the limitations this historic courthouse presents to provide a secure environment when escorting prisoners to and from their court appearances.

Conclusion

Due to the historic designation of the courthouse, there is a unique process in place to maintain public safety while providing secure movement of prisoners. The process begins at the sally port, crosses the main lobby, and goes up the stairwell to the holding cells on the second floor. Security can be improved with the installation of cameras in areas not currently being monitored.

Recommendation

The Grand Jury recommends that additional cameras be installed to monitor the sally port, stairwell, holding area, and the active courtrooms.

Request for Responses

Placer County Sheriff Department
Edward Bonner, Sheriff-Coroner-Marshall
2929 Richardson Drive
Auburn, CA 95603

Due by September 1, 2010

Placer County Board of Supervisors
175 Fulweiler Avenue
Auburn, CA 95603

Due by September 1, 2010

ANNUAL INSPECTION

OF THE

AUBURN POLICE DEPARTMENT

ANNUAL INSPECTION OF THE AUBURN POLICE DEPARTMENT

Summary

The Grand Jury conducted the annual inspection of the City of Auburn Police Department holding facility on October 22, 2009. The Jurors were satisfied with the operations and conditions they observed. The Grand Jury commends the Auburn Police Department for the pursuit of “seamless service.” This includes the maintenance and operation of the holding facility, as well as addressing budget cuts by applying for appropriate grant monies. The department continues to encourage staff training and foster regional communication and collaboration with other law enforcement agencies.

Background

“The Grand Jury shall inquire into the condition and management of the public prisons within the county” as stated in Penal Code Section 919(b). The Placer County Grand Jury conducts annual inspections of holding facilities and jails in the County.

Investigation Methods

On October 22, 2009, Jurors conducted an inspection of the Auburn Police Department (PD). Chief of Police Valerie Harris and Captain John Ruffcorn led the tour. Jurors inspected the sally port and arrestee processing area. Jurors also toured the dispatch center. Chief Harris facilitated a question and answer session.

Facts

The Auburn PD is designated as a temporary holding facility.¹

There are 26 sworn police officer positions, of which four are frozen due to budget cuts. Support staff includes six dispatchers, one records clerk, and one evidence technician. The Auburn PD is down a juvenile officer, a traffic officer, and a dispatcher. The Placer High School campus officer has been cut from a full-time to a part-time position.

¹ California Code of Regulations 2009 5CCR1006
Cal. Admin. Code Title 15, § 1006

Temporary Holding facility means a local detention facility constructed after January 1, 1978, used for the confinement of persons for 24 hours or less pending release, transfer to another facility, or appearance in court.

ANNUAL INSPECTION OF THE AUBURN COURTHOUSE HOLDING FACILITY

Summary

The Auburn Courthouse was completed in 1898 and renovated in 1994. Ongoing efforts to maintain the Courthouse as an historical landmark present a challenge in meeting current security needs. To enhance security of the public and prisoners, the Grand Jury recommends that additional cameras be installed to monitor the sally port, stairwell, holding area, and active courtrooms.

Background

“The Grand Jury shall inquire into the condition and management of the public prisons within the county”, as stated in Penal Code Section 919(b). The Placer County Grand Jury conducts annual inspections of holding facilities and jails in the County.

Investigation Methods

On February 22, 2010, the Grand Jury conducted an inspection of the Auburn Courthouse court holding facility. Sergeant Guiton conducted the tour. The inspection included the sally port and holding area.

Facts

The Auburn Courthouse is designated as a court holding facility.¹ The Auburn Courthouse was opened in 1898. After much disrepair over the years, the Courthouse was renovated in 1994. There are six courtrooms, of which four are currently in use. The other two were closed after the Bill Santucci Justice Center was opened. There are a total of six deputies assigned to the Courthouse, down from seven, due to budget cuts. A deputy is assigned to each courtroom. One deputy is located at the main

¹ California Code of Regulations 2009 5CCR1006
Cal. Admin. Code Title 15, § 1006

Court Holding facility means a local detention facility constructed within a court building after January 1, 1978, used for a confinement of persons solely for the purpose of a court appearance for a period not to exceed 12 hours.

Approximately half of the adult arrestees are cited and released; the rest are booked and taken to Placer County Main Jail. Typically, arrestees are held less than one hour onsite. Juveniles are always separated from adults and are either sent home with a parent or guardian or transported to the Juvenile Detention Facility.

The processing and intake area is secure and monitored by a camera. Information obtained during processing includes sobriety testing results and blood draws by a phlebotomist.

The Auburn PD actively seeks out appropriate grant monies to meet department needs and to update overall infrastructure, for example, communication equipment, computers, fingerprint scanning equipment, and vehicle technology.

Auburn PD support staff is cross-trained for dispatch and record keeping. They have skills to access record searches, conduct data entry, and provide reports to the Department of Justice. Each sworn officer participates in 40 hours of law enforcement training every year. This is a priority.

The Auburn PD prides itself on providing “seamless service” to the public in a climate of budget cuts and a weak economy. Regional support and communication with other law enforcement jurisdictions is encouraged and implemented.

The department continues to address the acquisition of a more sophisticated and permanent fire suppression system and disaster recovery plan for protection of database information. The PD backs up the information from their databases and stores it offsite.

Finding

Grand Jurors found the Auburn Police Department holding facility to be well organized and maintained.

Conclusion

The Grand Jury commends the Auburn Police Department for the pursuit of “seamless service. This includes the maintenance and operation of the holding facility, as well as addressing budget cuts by applying for appropriate grant monies. The department continues to encourage staff training and foster regional communication and collaboration with other law enforcement agencies.

Request for Responses

None

Copies Sent To

City of Auburn Police Department
Valerie Harris, Chief of Police
1215 Lincoln Way
Auburn, CA 95603

Auburn City Council
1225 Lincoln Way
Auburn, CA 95603

Auburn Police Department

**ANNUAL INSPECTION
OF THE
LINCOLN POLICE DEPARTMENT**

ANNUAL INSPECTION OF THE LINCOLN POLICE DEPARTMENT

Summary

The Grand Jury found the holding facility of the Lincoln Police Department to be lacking essential security measures related to detention of arrestees, securing of officers' weapons, and police operations. The Substation is in need of immediate repairs, which have been postponed the past two fiscal years due to lack of funding. The parking lot and the sally port area of the holding facility are not secure. Public safety is inadequately served because of cutbacks in police personnel. The safety of police department personnel is at risk due to insufficient security measures at the Substation. Consolidation of the operation and administrative functions into one location to improve efficiency is recommended.

The Grand Jury commends the police department's utilization of volunteers to support their services.

Background

"The Grand Jury shall inquire into the condition and management of the public prisons within the county", as stated in Penal Code Section 919(b). The Placer County Grand Jury conducts annual inspections of holding facilities and jails in the County. As of January 14, 2010, Lieutenant Paul Shelgren assumed the duties of Acting Police Chief of the Lincoln Police Department.

Investigation Methods

On September 21, 2009, the Grand Jury conducted an inspection of the Lincoln Police Department (PD). The inspection was led by Chief of Police Brian Vizzusi and Lieutenant David Ibarra. The inspection included the Substation, which consists of a holding facility, dispatch room, and warehouse/property room. The Grand Jury also toured the Administration Building.

Facts

The Lincoln PD Substation is designated as a temporary holding facility.¹ The Substation front lobby is closed to the public. However, emergency assistance is

¹ California Code of Regulations 2009 5CCR1006
Cal. Admin. Code Title 15, § 1006

Temporary Holding facility means a local detention facility constructed after January 1, 1978, used for the confinement of persons for 24 hours or less pending release, transfer to another facility, or appearance in court.

available by using the phone outside the door, which is answered by dispatch. Adult and juvenile arrestees are kept separate. Adults are booked at the holding facility, released, or transported to the Placer County Main Jail in Auburn. Juveniles are transported to the Juvenile Detention Facility in Auburn or released to a parent/guardian.

The Substation is located at 770 7th Street. It is a large warehouse-type building which houses PD operations. Police access to the holding facility is through a key coded entry parking lot. The parking lot is enclosed by a chain link fence, approximately six feet in height. There is no razor wire or other security wire crowning the chain link fence. A non-secured portion of the parking lot serves as a sally port. Typically, a sally port consists of a safety vestibule, or defined space, that provides security by the use of two or more interlocking doors with an “airlock” in between. This entrance does not meet the definition of a sally port. There are no secure lockers for officers' weapons in either the sally port or pre-booking area. Officers must lock their weapons in the trunks of their patrol cars.

A security camera in the pre-booking area is monitored by dispatch personnel. There are no security cameras in the holding facility where the arrestees are detained. The pre-booking room is outfitted with a recently installed panic button, breathalyzer, photo equipment, and three metal stools side by side, with handcuff restraints. There are no holding cells or fingerprinting equipment. During the inspection, Jurors observed insulation falling from the ceiling of the warehouse/property room. Overall, the Substation appears clean and well maintained.

Chief Vizzusi informed the Grand Jury that Lincoln and Rocklin Police Departments are actively engaged in an ongoing dialogue to integrate their two dispatch centers to make them more efficient.

In October 2008, the administrative headquarters of the police department was moved to 640 5th Street.ⁱ In contrast to the Substation, the Administration Building has a lobby open to the public during business hours, with fingerprinting services, spacious work areas, a volunteer workroom, and a detective area. Office equipment, furniture, electronic equipment, and computers are ample to serve the administrative needs of the department.

As a result of the recent physical separation of operations and administration, Chief Vizzusi indicated logistics and communication within the department have become problems. To address these issues, he said one solution is the expanded use of email. Discussions conducted with Chief Vizzusi and Lieutenant Ibarra revealed that the Lincoln Police Department has been impacted by budget cuts and personnel cutbacks. Police operations are so underfunded that, for example, an entire K-9 unit was eliminated, as detailed in the Lincoln FY 2009-2010 Budget.ⁱⁱ Police officer staffing levels have been cut below 2006 levels, while police statistics show demand for services has increased with the population.

Furlough days and layoffs have also challenged the department. For example, issuance of citations for traffic and parking violations has declined, and response time to non-emergency calls has increased. Two detectives, one from gang and one from drug/narcotic units, were reassigned to patrol. Two youth officers are assigned to the Western Placer Unified School District; one is paid by the district.

Volunteer programs are an invaluable adjunct to the department. Citizens on Patrol (COPS) volunteers are trained and utilized throughout the police department to provide services such as record keeping, safe neighborhood watch to prevent burglaries, and vacation and senior checks in the community. The COPS volunteers donated over 14,000 hours in 2008.

Findings

- The parking lot of the Substation is not secure.
- The sally port area of the Substation is not secure.
- There are no secure lockers for officers' weapons when entering the holding facility. Officers must secure their weapons in the trunks of their vehicles before booking arrestees.
- There are no security cameras in the holding area where the arrestees are detained.
- Insulation is falling from the ceiling of the warehouse.
- Police department administration and operation functions are located in two buildings, separated by Highway 65.
- Arrestees are handcuffed to stools, side by side in the open holding area.
- There are no jail cells to detain arrestees.

Conclusions

The Grand Jury found the holding facility of the Lincoln Police Department to be lacking essential security measures related to detention of arrestees, securing of officers' weapons, and police operations.

Police service levels have been impacted by funding cutbacks.

The Grand Jury recognizes the police department's utilization of volunteers to support their services.

Recommendations

1. Secure the fencing of the Substation parking lot.
2. Establish a secure sally port entry to the Substation.
3. Provide secure lockers for officers' weapons prior to entering the holding area.
4. Install security cameras in the holding area for safety purposes.
5. Repair the insulation in the warehouse/property room.
6. Consolidate operation and administrative functions into one location to improve efficiency.

Request for Responses

Lieutenant Paul Shelgren / # 1, 2, 3, 4, 5, 6
Acting Chief of Police
Lincoln Police Department
640 5th Street
Lincoln, CA 95648

Due: October 1, 2010

Lincoln City Council / # 6
600 Sixth Street
Lincoln, CA 95648

Due: September 1, 2010

ⁱ PRESS RELEASE FOR IMMEDIATE RELEASE CONTACT: Corporal Matt Alves (916) 645-4060 **HEADQUARTERS MOVE** LINCOLN, CA, October 15th, 2008 – The Lincoln Police Department is on the move! We will be at your service in our new facility, located at 640 5th Street on Monday, October 27th, 2008. If that address sounds familiar, it should, because we will be in the former city hall building located in Beermann's Plaza. All services to the public will be delivered at the new facility, including: Speaking with an Officer Requesting a Police Report Being Finger-Printed File police reports in person on via online reporting kiosks Obtaining public safety literature Speaking with a Detective or Traffic Officer Obtaining a citation sign off Requesting a vacation check Any other services that we provide Please remember that we offer most of our services online at lincolnpd.org. Our existing building located at 770 7th Street will be utilized by our Operations Division as a substation, however our front lobby will be closed to the public. We regret to inform you that we will no longer be open for business on Saturdays. While our new lobby is open only during business hours, our substation is open 24 hours a day for emergency walk in assistance. Should you come to headquarters after hours, our Communications Division will have the ability to allow access into the lobby until an officer arrives to assist you. We are planning an open house in the near future so that you can see our beautiful new Police facility. We will provide private tour of both facilities by appointment only. ###

ii **City Manager's Budget Message**

City Manager's Budget Message: Fiscal Year 2009-2010

TO: Honorable Mayor and Members of City Council
FROM: Jim Estep, City Manager
DATE: June 23, 2009
RE: Fiscal Year 2009-10 Budget

Introduction

This past year the City of Lincoln faced its most challenging budget shortfall in over 30 years. After experiencing tremendous growth earlier this decade, the national economic downturn severely strained the City's ability to deliver essential services like police and fire protection. After adding 31,297 residents since 1998, the City attempted to stay ahead of the curve in delivering municipal services. However, commercial and industrial development has fallen short in providing the tax base needed for core city services.

Early last fiscal year, the City Council and City staff implemented a hiring freeze and a variety of other budget saving moves to reduce spending. Under the current statutory tax structure, the majority of property taxes generated by residential properties are channeled to finance schools and counties services. This scenario puts the City in the position of deriving the bulk of its taxes from commercial and industrial development. Unfortunately, the economic down-turn and damaged banking industry will postpone this business development for several years.

The City's total authorized budget will move from \$120,842,000 in FY 2008-09 to \$74,657,537 in FY 2009-10. The authorized budget in the General Fund will go from \$18,096,000 in FY 2008-09 to \$15,346,000 in FY 2009-10, representing a 15% reduction in General Fund spending.

The restricted funds outside the General Fund went from \$102,746,000 in Fiscal Year 2008-09 to \$59,478,000. These reductions covering water services, sewer operations, trash collection, transit services, airport operations, street maintenance, redevelopment, federal grants and capital projects equate to a 42% reduction in spending. The bulk of reduced spending in restricted funds occurred because of the completion of several capital projects.

Staff Layoffs and Salary Concessions

In January 2009, the City laid-off 25 City staff members including 5 police officers. The lay-off damage could have been much worse, but all of the City's unions agreed to salary reductions and to forgo future raises that were already in their labor contracts. The City Council, City management and all the labor

City Manager's Budget Message: Fiscal Year 2009-2010

groups formed a real partnership in lowering the cost of delivering city services. However, the City's revenue base continues to shrink back to 2006 levels and the use of the City's General Fund reserves have assisted in slowing the impact to the public.

All General Fund departments were impacted by staff reductions including the Police and Fire Departments. These departments are particularly strained since they make up about 80% of the General Fund staff. The staff lay-offs and cost reductions were so severe, that the Police Department chose to prematurely retire one of its two K-9s to save money on training and funding. The Library and Recreation Departments also made large reductions in services hours and programs to the public. The City's 100 year old Carnegie Library is now only open 16 hours per week and the new Twelve Bridges Library stays open 27 hours per week.

Economic Recovery Not Here Yet

The present revenue projections show the City's General Fund property taxes and sales taxes at continuing shrinking levels for next year. These two revenue sources make up 72% of the General Fund and their stability and growth is critical to the City's financial health. To further exacerbate the Lincoln budget challenges, the State Government is moving towards possibly "borrowing" \$674,000 of the City's General Fund property taxes to balance its own budget. A further reduction in our property taxes can only mean additional reductions in core services.

The City prudently built up its General Fund reserves and the use of those assets has helped soften the blow in delivering services. By June 2010, the City will nearly exhaust those reserves without a radical change in the City's tax base structure. In addition to staff lay-offs and salary concessions, the City Council and City staff has turned over every rock in its financial structure to reduce the burden of costs to the General Fund. Modest but meaningful steps have been taken in shoring up revenues and reducing expenses.

Citizens Financial Task Force

After authorizing the largest reduction of City staff this past year, the City Council created a Task Force of residents charged with researching and investigating long term solutions to the City's financial structure. This group of nine residents met on almost a weekly basis this past spring to complete their goal. They interviewed department heads and City staff in order to understand the delivering of municipal services and studied the related revenues, fees and taxes to support such services. At the time of publishing this proposed budget document, the

City Manager's Budget Message: Fiscal Year 2009-2010

Task Force was putting the final touches on its report to the City Council. The Task Force plans to hold a joint meeting with the City Council to discuss its findings and recommendations.

The Financial Task Force experience provided an opportunity for the normal layperson to inquire upon City staff on how and why city services are delivered in a certain manner. The Task Force scrutinized the various revenue options and opportunities to increase the City's ability to recoup costs. The Task Force also researched the statutory limitations and restrictions imposed upon the City in changing its fee and tax structure. Needless to say, these community members saw first hand how cumbersome and restricted the options are for making changes to our revenue sources.

The Budget Process

As with each year, the City strives to present a balanced budget. As part of the budget process, departments were directed to devise program goals for the various services provided by the City. These initial goals will become the framework in moving towards a complete "program budget" approach. As City staff works to quantify the outcomes of various programs and match those outcomes to the earmarked resources, we hope to devise a responsive budget approach to changing policy needs. This budget document is a work in process and incorporates some of the program budget changes envisioned for the future.

On May 20th the Finance Committee, consisting of Mayor Spencer Short and Councilmember Paul Joiner, met with each department and reviewed the details of the proposed operating budgets. Staff was directed to modify the budgets to meet specific needs and requirements. The modified operating budgets were presented in summary form to the entire City Council.

On June 2nd, the City Council held a public budget workshop and provided policy direction to City staff in finalizing the proposed budget. However, the current proposed budget should be seen as a preliminary budget. The State government will be going through a difficult budget process and we believe State budget deliberations will significantly affect our resources in the General Fund. It is unknown at this time what the effects might be. Sometime in August or September, the State Legislature will finalize their State Budget with the passage of "trailer bills" that provide specifics on the new State budget.

Budget Assumptions

City staff projects that sales taxes will decrease by 3% for the upcoming year and property taxes will fall by 6%. This assumption assumes no changes in the

City Manager’s Budget Message: Fiscal Year 2009-2010

current statutory allocations of both taxes. Each year, formula allocations are often changed by the State Legislature with the passage of “trailer bills” that provide specifics on the changes to the local sales tax and property tax allocations to schools, cities and counties.

The budget assumes no employee group salary increases for City staff this next year, even though they were initially bargained for by each of the City’s labor groups. The State Department of Finance estimates that the City’s population increased to 40,060 this past year. We also assume the addition of 100 residential housing units in the City for next year.

Volunteers Making a Difference

This past year the City benefited significantly from volunteers in helping to deliver services throughout the municipal organization. Citizens on Patrol (COPS) and Friends of the Library contributed the most time and made a great difference for the Police Department and Libraries. In their daily patrols, Citizens on Patrol provides high visibility throughout the community and their presence has helped reduce daytime burglaries. Volunteers at the Library augment our limited library staff by serving Library patrons and improving the quality of services at the City’s two library branches. Below is a table estimating volunteer hours for the past year:

Police	14,200 hours
Fire	960 hours
Recreation	5,116 hours
Library	10,074 hours

Fund Highlights

General Fund:

For FY 2009-10 the budget document has been modified to improve the presentation of direct expenditures. Costs of public services provided by Police, Fire, Recreation and Library continue to be reported in the General Fund. The City Manager’s Office and Administration Department are now shown in an Internal Services fund. This change in format more clearly shows the impact of these departments on the General Fund, as well as others that are served city-wide.

In the Public Works Department, the former division of Parks and Facilities will be separated to allow the impacts of each function to be identified and managed. The Parks division includes the expenditures related to both of the General Fund

City Manager's Budget Message: Fiscal Year 2009-2010

parks, McBean Park and Foskett Regional Park, as well as all other parks in the City which are included in Lighting and Landscaping Districts.

The FY 2009-10 budget document for the first time shows the funds reserved for Other Post Employment Benefits (OPEB). Beginning in FY 2009-10 the City will be required to include an amortized portion of the unfunded liability in the annual audited financial statements. The budget document reflects the estimated impact of this reporting requirement.

Development Services Fund:

The Development Services Fund was established in FY 2001-02 to segregate one-time development related revenues from ongoing General Fund revenues. The funds available in this fund have fluctuated with the construction activity occurring in the City. The fund continues to decline as building permits have reached lower levels. The City will monitor this fund closely and will react quickly to any changes in the development community.

Proprietary Funds:

These funds are also known as enterprise funds and essentially are operated similar to a business. The purpose of each fund is to collect enough revenue through rates to pay for the cost to provide the services. The five enterprise funds are Water, Wastewater, Solid Waste, Transit and Airport. The essential services of the first three funds are received by existing residents and businesses. Revenues are collected through the monthly utility billing process.

Included in the operations budget for FY 2009-10 is the completion of a rate study analysis for each fund. The Water fund has been able to encompass rate increases from PCWA, the City's primary water provider, for the past three years without increasing rates to residents. Along with the rate analysis, City Council will be reviewing a modified rate structure to be based more accurately on the actual consumption of water by each user.

The Wastewater and Solid Waste rate structure will also be analyzed to assure that quality services will continue to be provided to the City's residents. In recent years the Wastewater rates have increased by a nominal percentage for cost-of-living increases and Solid Waste rates have remained steady with no increases.

Although Transit and Airport services may not be considered essential services, the City believes they are important to the residents. An evaluation of the City's transit operations was recently completed and a transit plan was received by the City Council. Improvements to the operations are currently in review with implementation planned in FY 2009-10. The Airport will continue to provide the same level of services and currently has an air show scheduled in October of this year.

City Manager's Budget Message: Fiscal Year 2009-2010

Public Facility Element (PFE) Fee Funds:

The PFE funds are collected with the issuance of building permits and are used by the City to fund infrastructure projects and public facilities. For the FY 2009-10 the fund balances include only current assets with liquidity to represent available funds. This process excludes inter-fund loans from both the receiving and lending funds. The projects funded for FY 2009-10 are described below.

Park Projects:

There are five park projects scheduled for completion and warranty observation. There are no new park projects scheduled to begin in the FY 2009-10.

Streets Projects:

The largest Street project is the Ferrari Ranch Road Interchange (\$10,115,370). This is a Caltrans project funded by the City and identified as CIP #196. The City will also complete the replacement of the Markham Ravine Bridge and Nicolaus Road improvements. This project, CIP #294, is funded in part by the Federal stimulus package. The City will also begin implementation of another sidewalk improvement program funded by a Safe Route to School grant.

The City will also continue to repair and maintain existing City streets through funds received from Gas Tax, TDA and State Proposition 1B. Since many of these funds are received from the State, the City will assure receipt before expenditures are incurred.

Water Projects:

There are several water projects scheduled to begin and continue in the FY 2009-10. CIP's #131 and #147 are related to well construction, which are important to continue to meet the demands of City residents to meet peak demands and potential outages through system failure or drought conditions.

The construction of the PCWA Pipeline (CIP #307) along the eastern border of the City is scheduled to begin. This pipeline is a requirement of the City's water contract with PCWA and will improve the efficiency of the City's water system with a second deliver point. The environmental work related to the proposed NID water treatment plant (CIP #308) will continue. This project is critical to the future growth of the City and further funding of the project will be coordinated actions taken by the development community.

Wastewater Projects:

The primary projects are related to rehabilitation and upgrades to the City's existing system. CIP #302 will fund collection system improvements and CIP #303 pump station upgrades. These projects will improve the systems function and protect against failures.

City Manager's Budget Message: Fiscal Year 2009-2010

Drainage Projects:

The only drainage project funded is the Regional Retention Facility. The City purchased this site northwest of the City to provide expanded regional drainage capacity and also to provide necessary dirt for the State Highway 65 Bypass project. This is a win-win scenario with the City and Caltrans. The costs for the fiscal year will provide necessary project management and engineering at the site.

Airport Projects:

Currently only one project is scheduled for the Airport. The West Side Fuel Site Closure (CIP #336) is necessary to complete environmental cleanup activities that have been ongoing for last few years. Project costs are eligible for reimbursement.

Public Facilities:

The major projects include the Creekside Village project (CIP #283), Police Headquarters / Substation improvements (CIP #178), a Covered Bus Facility (CIP #318) and transit improvements (CIP #342 and #343). The Creekside Village project will construct the infrastructure improvements using CDBG funds and RDA program income currently held in an escrow account. The project is located on City property which will be sold to a third party to administer the construction of a self-help housing project.

The Police headquarters were recently relocated to the former City Hall site. The project scheduled in the FY 2009-10 budgets are improvements to the existing substation. Staff has prepared a comprehensive plan for the improvements; however, before implementation begins further analysis will be completed to plan appropriately for the long-term solution.

The City has been approved to receive grant funds to assist in the construction of a bus covered facility to be located at the Corporation Yard. Construction will begin in FY 2009-10. Also related to Transit, the City has been approved for funds to improve bus stop locations and installation of GPS tracking devices to aid in timely service delivery to the City's residents.

Redevelopment Agency:

The Redevelopment Agency (RDA) annually receives property tax increments, which in part will be used to promote the revitalization of the City's downtown. These projects are important to the City as the current Highway 65 route will become a City street once the Bypass project is completed and operational. The City will be proactive in this activity to coordinate the timing of the transition and assist in the continuation of a vibrant and successful downtown.

City Manager's Budget Message: Fiscal Year 2009-2010

Summary

City staff continues to look for better ways to use resources in the delivery of services to the Community of Lincoln. We have eliminated positions, laid-off staff, scaled back operations, renegotiated labor contracts, frozen vacant positions, redeployed resources, outsourced work, added volunteers, restructured staffing, re-invented ways to deliver services and in some cases, flat out reduced city services. But most of all, the City has worked hard to serve the residents of Lincoln in a better way with the resources available to us.

We look forward to the recommendations forthcoming from the Citizens Financial Task Force and the various City Council policies and directives that will follow. City staff will continue to track changes in the local and state economy ensuring that the City will be responsive to the changing economic conditions. We will strive to be transparent with the public in how we operate with our finances.

I wish to thank all of the Department Directors and their key staff for their efforts in preparing the budget document. With the implementation of a more detailed budgeting process in a short time frame, city staff has once again showed their dedication to serving the residents of Lincoln.

I appreciate the efforts of the Administrative Services Department in providing an improved budget format and pay special thanks to the Director, Steve Ambrose, and Ruthann Codina, Administrative Analyst II, for their devotion to the preparation of this document.

ANNUAL INSPECTION OF THE PLACER COUNTY MAIN JAIL

ANNUAL INSPECTION OF THE PLACER COUNTY MAIN JAIL

Summary

The Grand Jury conducted the annual inspection of the Placer County Main Jail located in Auburn at the Dewitt Center. The Placer County Sheriff's Department operates the main jail, including a minimum security work furlough facility. The Grand Jury encourages use of volunteers to support staffing needs. Placer Union High School District Adult Education provides an onsite Basic Adult General Education Development (GED) program. Due to budget cuts, the number of weeks of instruction has been reduced and should be restored when funds are available.

Background

"The Grand Jury shall inquire into the condition and management of the public prisons within the county", as stated in California Penal Code Section 919(b). The Placer County Grand Jury conducts annual inspections of holding facilities and jails in the County.

Investigation Methods

On October 29, 2009, the Grand Jury inspected the Placer County Main Jail (PCMJ). The inspection was led by Sergeants Ron Ashford, Debbie Padilla, and Steve Couvrette. The inspection included the sally port area, intake room, and the main jail. Jurors also toured the prisoner transport bus, medical facility, and the control center.

Facts

The PCMJ, including a minimum-security jail, is a Type II facility¹ which is used for the detention of persons pending arraignment, during trial, and upon a sentence of commitment.

¹ **Type II facility** means a local detention facility used for the detention of persons pending arraignment, during trial, and upon a sentence of commitment.

The main jail, located at 2775 Richardson Drive, Auburn, has a rated capacity of 488 inmates.

The minimum-security jail is located across the street from the main jail. It has an additional capacity of 160 inmates. They are recommended for a voluntary work furlough program after a process of evaluation through the main jail. These inmates have been sentenced or are awaiting sentencing. On average, time spent in this program is three to six months. There is no time taken off their sentence for being in the work furlough program. Inmates can also volunteer to work in the prison laundry, sewing room, or kitchen. Some inmates work with CalTrans, picking up trash along the roads. Placer County Public Works has some inmates clearing public parks.

Placer Union High School District Adult Education provides an onsite Basic Adult General Education Development (GED) program. Due to budget cuts in 2009, five weeks have been cut out of the 45-week program.

The PCMJ continues to experience inadequate staffing due to on-going budgetary cuts, unfilled vacancies, and a growing inmate population. The use of staff overtime, alternative sentencing, and early release of inmates have resulted in maintaining the standards for ratios of officers to inmates as set forth by California's Corrections Standards Authority. Placer County is currently constructing an additional jail facility located adjacent to the Bill Santucci Justice Center in Roseville.

Medical care is contracted with California Forensic Medical Group (CFMG). There is a medical staff of 25. This unit can hold up to 12 inmates in cells for up to one year. CFMG can average 110 patient visits a day. Whenever inmates are transported to an outside care facility, a deputy must accompany the inmate providing 24 hour security.

A civilian volunteer program is not currently in place.

Findings

The Grand Jury found that the Placer County Main Jail continues to maintain minimum staffing levels by using overtime. In spite of working under these challenging circumstances, staff continues to be committed to excellence. Overall, the PCMJ is well organized and maintained.

Whenever inmates are transported to an outside care facility, a deputy must accompany the inmate providing 24 hour security. This puts an additional challenge on staffing to inmate ratio requirements.

The PCMJ is open to the suggestion of creating a volunteer program to support staffing needs.

Recommendations

1. The Grand Jury recommends that when the budget allows, the GED program should be restored to the full 45 weeks.
2. The Grand Jury recommends that a study be conducted to determine where volunteers could be utilized to support staffing needs.

Request for Response

Edward Bonner / #'s 1, 2
Sheriff-Coroner-Marshal, Placer County
2929 Richardson Drive
Auburn, CA 95603

Due by September 1, 2010

Placer County Board of Supervisors / # 1
175 Fulweiler Avenue
Auburn, CA 95603

Due by September 1, 2010

Thomas M. Miller / # 1
County Executive, County of Placer
175 Fulweiler Avenue
Auburn, CA 95603

Due by October 1, 2010

**ANNUAL INSPECTION
OF THE
ROCKLIN POLICE
DEPARTMENT**

ANNUAL INSPECTION OF THE ROCKLIN POLICE DEPARTMENT

Summary

The Grand Jury conducted its annual inspection of the City of Rocklin Police Department's holding area on September 9, 2009. The Grand Jury was satisfied with the operation and conditions it observed within the facility. However, the Grand Jury recommends safe containment and disposal of biohazard materials in the outside shower area of the sally port.

Background

California Penal Code Section 919(b) states that *"The grand jury shall inquire into the condition and management of the public prisons within the county."* The Placer County Grand Jury conducts annual inspections of holding facilities and jails in the County.

Investigation Methods

Lt. Lon Milka led the Jurors as they inspected the booking/holding area and toured the indoor firing range and call center.

Facts

The Rocklin Police Department (PD) moved into the current facility in 2005. The state-of-the-art building was built to accommodate anticipated growth of Rocklin's population from 45,000 to 75,000 residents. Eco-friendly technologies were used in the design and construction of this spacious and modern structure. In 2008, Rocklin PD was recognized by the California Peace Officers Association as being the "greenest" police department in California. The Rocklin PD is designated as a temporary holding facility¹, which means arrestees can be held for up to twenty-four hours. In the sally port, an outside shower is available to wash and remove biohazard material. There is no containment or drainage for the collection of these biohazard materials.

There are cameras in the sally port and booking area and in both the adult and juvenile sections. There are three holding cells in each section. Adults and juveniles are separated at all times. Juveniles are transported to the Juvenile Detention Facility in

¹ **Temporary Holding facility** means a local detention facility constructed after January 1, 1978, used for the confinement of persons for 24 hours or less pending release, transfer to another facility, or appearance in court.

Auburn or released to a parent/guardian. The adult section also contains a detective interview room and an attorney/client room. Adults are transported to the Placer County Main Jail in Auburn or cited and released.

Finding

There is no containment for the collection of biohazard waste from the outside shower area of the sally port.

Recommendation

The Grand Jury recommends safe containment and disposal of biohazard materials in the outside shower area of the sally port.

Request for Responses

City of Rocklin Police Department
Mark Siemens, Chief of Police
4080 Rocklin Road
Rocklin, CA 95677

Due by September 1, 2010

Rocklin City Council
3970 Rocklin Road
Rocklin, CA 95677

Due by October 1, 2010

**ANNUAL INSPECTION
OF THE
ROSEVILLE
POLICE DEPARTMENT**

ANNUAL INSPECTION OF THE ROSEVILLE POLICE DEPARTMENT

Summary

The Grand Jury conducted its annual inspection of the Roseville Police Department Jail on September 25, 2009. In general, the Grand Jury was satisfied with the operation and conditions it observed throughout the facility. The Grand Jury was impressed with Roseville Police Department's method of generating revenue through the Sentenced Prisoner Program. However, the computers and booking software programs are outdated and inefficient.

Background

"The Grand Jury shall inquire into the condition and management of the public prisons within the county," as stated in Penal Code Section 919(b).

Investigation Methods

On September 25, 2009, Jurors conducted an inspection of the Roseville Police Department (PD) Jail. The inspection was led by Lori Benitez, Jail Supervisor and assisted by Dana Garrett, Correctional Officer. The inspection included the secure patrol arrival area, booking/detention facilities, cell control room, cells, and conference room. Also included was a brief tour of the dispatch center.

Facts

Roseville is the only city in Placer County where the PD maintains a Type 1 Facility¹, which can hold an arrestee for a maximum of 96 hours. However, the holding time typically does not exceed 48 hours. An arrestee is usually booked into the jail and then transferred to the Placer County Main Jail, in Auburn. Alternately, an arrestee can be transported directly to the Main Jail for booking. Adults and juveniles are always processed and housed separately. The Roseville Jail has two holding cells, two sober cells, and 12 housing cells.

¹ **Type I facility** means a local detention facility used for the detention of persons for not more than 96 hours excluding holidays after booking. Such a Type I facility may also detain persons on court order either for their own safekeeping or sentenced to a city jail as an inmate worker, and may house inmate workers sentenced to the county jail provided such placement in the facility is made on a voluntary basis on the part of the inmate. As used in this section, an inmate worker is defined as a person assigned to perform designated tasks outside of his/her cell or dormitory, pursuant to the written policy of the facility, for a minimum of four hours each day on a five day scheduled work week.

According to the jail supervisor, the jail averages 20 bookings per day. The processing of prisoners is slow because the jail's computers and software are outdated. The program requires the operator to cut and paste from field to field, resulting in longer booking times and inefficiency.

The Roseville PD started the Sentenced Prisoner Program (SPP) in 2008. This program offers a prisoner an alternative to serving jail time in the Placer County Main Jail. SPP allows a person convicted of a misdemeanor offense, with the approval of the court, to serve time sentenced in the Roseville Jail. The prisoner pays \$50 for a 12-hour stay in jail, for which 24 hours is deducted from their sentence.

The Roseville Jail collected \$59,250 in Fiscal Year (FY) 2008-2009 from the SPP. This revenue is added to the city's general fund and is projected to double in FY 2009-2010.

Findings

The Roseville PD booking software is outdated and slows down the booking process.

Revenue from SPP is added to the city's general fund. The program is growing and revenue is projected to double in FY 2009-2010.

The Grand Jury completed its inspection and found the Roseville Jail to be well organized and maintained.

Recommendations

1. The City Council should consider upgrading or replacing the existing booking computer program(s) and supporting hardware.
2. The Grand Jury recommends the Roseville Police Department's method of generating revenue through the Sentenced Prisoner Program should continue.

Request for Responses

Mike Blair, Chief of Police / #s 1 & 2
Roseville Police Department
1051 Junction Blvd.
Roseville, CA 95678

Due by October 1, 2010

Roseville City Council / #s 1 & 2
311 Vernon Street
Roseville, CA 95678

Due by September 1, 2010

**ANNUAL INSPECTION
OF THE
BILL SANTUCCI JUSTICE CENTER
COURT HOLDING FACILITY**

ANNUAL INSPECTION OF THE BILL SANTUCCI JUSTICE CENTER COURT HOLDING FACILITY

Summary

The Grand Jury conducted its annual inspection of the Bill Santucci Justice Center court holding facility on October 6, 2009. The Placer County Sheriff's Department provides security for the Justice Center and its ten courtrooms. The Superior Court pays the salaries of four bailiffs and eight deputies. Privacy window coverings should be provided for the holding cells where prisoners change into, and out of, court appropriate attire. The Grand Jury was satisfied with the staff and facility.

Background

Penal Code Section 919(b) of the California Penal Code states that *"The grand jury shall inquire into the condition and management of the public prisons within the county."* The Placer County Grand Jury conducts annual inspections of holding facilities and jails in the County.

Investigation Methods

On October 6, 2009, Grand Jury members conducted an inspection of the court holding facility at the Bill Santucci Justice Center. Sgt. Kelly Leitzell led the inspection of the holding facility. This included the sally port, holding cells in the basement and on the courtroom floors, interview rooms, and the central control room. Jake Chatters, Superior Court Chief Executive Officer, led a tour of the court facilities.

Facts

The Bill Santucci Justice Center opened on July 17, 2008. The Justice Center is designated as a court holding facility¹, where prisoners can be held for up to twelve hours. Prisoners are normally not held more than eight hours before being returned to the main jail in Auburn. The court holding facility has twelve cells in the basement and five cells on each courtroom floor. There are multiple interview rooms on each of the three floors where lawyers can meet with their clients. Male and female prisoners are held in separate cells on the basement level. There are no window coverings for the

¹ **Court Holding facility** means a local detention facility constructed within a court building after January 1, 1978, used for a confinement of persons solely for the purpose of a court appearance for a period not to exceed 12 hours.

holding cells to provide privacy when prisoners change into, and out of, court appropriate attire. Two elevators transport prisoners to the courtrooms upstairs, controlled by a Sheriff's deputy in the central control room. For court appearances, prisoners are transported to and from the Justice Center by the Placer County Sheriff's Department bus. The South Placer Detention Facility (SPDF) is under construction, and when completed, the prisoners will be escorted to the Justice Center through a tunnel connecting the two facilities. The first phase of the new SPDF will have the capacity to hold approximately 360 prisoners. Upon completion of the facility, local police departments will transport their prisoners to this location instead of the main jail in Auburn.

Twelve deputies are assigned to the courthouse:

- Two deputies are assigned to the basement holding facility;
- One deputy monitors the central control room;
- Three deputies conduct security at the courthouse entrance;
- Two roving deputies provide support to courtrooms and security;
- Four bailiffs staff the ten courtrooms.

Six additional deputy positions are unfilled due to budget cuts. The Superior Court pays the deputies' salaries.

Findings

- There are no privacy window coverings for the cells in the holding area.
- Not every courtroom has a bailiff present during court proceedings.

Recommendation

The Grand Jury recommends the installation of privacy shades for holding cell windows.

Request for Response

Placer County Sheriff's Department
Edward Bonner, Sheriff, Coroner, Marshall
2929 Richardson Drive
Auburn, CA 95603

Due: September 1, 2010

Copies Sent To

Placer County Board of Supervisors
175 Fulweiler Avenue
Auburn, CA 95603

Sheriffs Substation
at Burton Creek

**ANNUAL INSPECTION
PLACER COUNTY SHERIFF'S
TAHOE SUBSTATION
AT BURTON CREEK**

ANNUAL INSPECTION PLACER COUNTY SHERIFF'S TAHOE SUBSTATION AT BURTON CREEK

Summary

The present Burton Creek Substation needs to be replaced. The Tahoe Substation and Burton Creek Justice Center will be 50 years old September, 2010. The facility has reached a point where remodeling is futile. There are too many deficiencies and inadequacies with the current facility that cannot be corrected to meet the needs of residents and influx of seasonal tourists.

The Placer County Final Budget for FY 2009-2010 does not contain allocations for a replacement facility at Burton Creek Substation. The Board of Supervisors will not meet its target date of 2011 for a new facility at Tahoe. The 2009-2010 Grand Jury strongly recommends immediate replacement of the Tahoe Substation at Burton Creek.

Background

Penal Code Section 919(b) of the California Penal Code states that *"the grand jury shall inquire into the condition and management of the public prisons within the county."* The Placer County Grand Jury conducts annual inspections of holding facilities and jails in the county. Although Burton Creek operates as a temporary holding facility, the California Corrections Authority evaluates it to the standards of a Type 1 facility. The 2009-2010 Placer County Grand Jury inspected the Burton Creek Substation as a Type 1 facility.

Investigation Methods

On September 24, 2009, the Grand Jury conducted an inspection of the Tahoe Substation's Burton Creek facility in Tahoe City. The inspection was led by Captain Jeffrey Granum and Sgt. Helen Thomson. The inspection concentrated on the jail holding facility which consists of four cells, and a sally port area. The Grand Jury also visited the Substation's administration office, evidence/property room and dispatch center.

Facts

The Burton Creek Substation and Tahoe Justice Center are located in one building referred to as the Burton Creek Justice Center. A satellite office for the District Attorney and Court Clerk is also located in this facility. The Justice Center is a two-story wood frame building constructed in 1959. The Substation is open to the general public during business hours Monday through Friday. The Substation is a temporary holding facility,

which means arrestees can be held up to twenty-four hours.ⁱ Arrestees who must be detained overnight or on weekends are transported by sheriff deputies to the Nevada County Jail in Truckee or the Placer County Main Jail in Auburn.

The 1999-2000 Grand Jury Final Report stated: “eleven years ago, the County approved and funded the replacement of the County's Burton Creek facility, just east of Tahoe City, but that replacement never happened....the last five Grand Juries concluded that the Burton Creek facility must be replaced as soon as possible...nothing short of complete replacement can provide the level of safety and efficiency required of public buildings.”ⁱⁱ

The 2006-2008 California Corrections Standards Authority Biennial Inspection Report confirmed this recommendation: “as noted in previous inspection reports, the facility is physically deteriorating and in need of replacement.”ⁱⁱⁱ

The following is a summary of the last decade of Grand Jury Final Report findings and recommendations with responses from the Placer County Board of Supervisors concerning replacement of the Burton Creek facility:

- **1999-2000**

- **Finding**

- The Burton Creek facility is unsafe and inadequate. The County agrees it should be replaced, but expects this to happen no earlier than 2006 and possibly as late as 2011. The Grand Jury finds this schedule unacceptable.

- **Recommendation**

- The Board of Supervisors should commit to replacing the facility within the next three years.

- **Response**

- “The Board of Supervisors and the County Executive Officer disagree partially with the finding. The inadequacies of this facility are well documented by the current and past findings of the Grand Jury. However, the building is safe to occupy and the County will continue to improve the safety and functionality of it while planning for a replacement facility. Recent critical improvements include installation of a fire and smoke alarm system throughout the building that will be completed by September 2000. Cosmetic and functional improvements have also been completed recently including installation of new exterior siding, a new roof, minor interior remodeling and a new exterior paint. As a result of the recent improvements and others planned for the future, the facility will meet the needs of the County without harm to the public or employees through 2011.”

- **2000-2001**

- **Recommendation**

- The Burton Creek facility is unsafe and inadequate. The County agrees it will be replaced no later than 2005.

- **Response**

- “The Board of Supervisors and the County Executive Officer disagree partially with the finding. The building is inadequate as outlined in the findings of this

report and past reports of the Grand Jury; however, the building is safe to occupy and the County will continue to improve the safety and functionality of it while planning for a replacement facility. Also, replacement of the facility by 2005 is dependent on available funding and approval of plans by TRPA [Tahoe Regional Planning Agency] and other agencies.”

Recommendation

The Board of Supervisors should commit to completing the replacement of the facility within the next four years.

Response

“The recommendation has not yet been implemented, but it will be implemented in the future. However, it is not possible at this time to submit a detailed schedule or timeframe to implement the recommendation. The estimated cost to replace the Substation is \$11 million dollars and funding to complete the replacement must be identified before detailed design and construction can proceed. However, the FY 2001-2002 Budget includes funding to prepare the site for future replacement, which will involve relocation of other county operations that have shared this site. The responses of the Sheriff and the Director of Facility Services are also included with this response.”

- **2001-2002**

No finding for replacement of facility.

- **2002-2003**

There was a finding for replacement but did not request a response from Board of Supervisors.

- **2003-2004**

Recommendation

Grand Jury recommends that future Grand Juries monitor the final construction date for the facility.

No response required.

- **2004-2005**

Recommendation

The Burton Creek Sheriff’s Substation is housed in an inadequate facility.

Response

“The County Executive Officer agrees with the finding”.

Recommendation

The County’s Cabin Creek Property may provide a suitable location for a new sheriff’s substation to replace Burton Creek.

Response

“The County Executive Officer agrees with the finding. However, any study on the topic of a replacement facility for Burton Creek may include identification of other sites including the Cabin Creek property.”

- **2005-2006**

There was no Final Report on Burton Creek but there was one for the Tahoe Justice Center.

Recommendation

The Placer County law enforcement operations in Eastern Placer County are inefficient due to inadequate facilities.

Response – Board of Supervisors

“We disagree partially with the finding. It is possible that peak efficiency in law enforcement operations is affected by separation of patrol and the investigations unit and also due in part to transporting prisoners to more distant locations (Truckee, Auburn) as a result of the limitations of the current facility. However, in our view, the overall law enforcement operations in this area are effective and adequately serves the needs of the citizens of the county.”

Finding

Our County Sheriff is concerned for the residents and his employees in the Tahoe area and supports a new modern facility for his operations.

Response – County Executive Office

“I agree with the finding that the Sheriff has submitted a letter to the Grand Jury expressing his concern about the current facility and his support for a new or replacement Justice Center in Tahoe.”

- **2006-2007**

Finding

Historically, over the past ten or eleven years, the Burton Creek facility has been recognized by prior Grand Juries as being inadequate and should be replaced.

Based on our inspection the Grand Jury recommends:

1. ADA accommodations should be upgraded to current standards in all public areas.
2. Provide adequate access to the outside emergency telephone for those with disabilities or the elderly.
3. Replacement of concrete steps leading to entrance of substation.
4. Improve conditions and add personnel for the dispatch center.
5. Issue update on the proposed building of a new facility by 2010.
6. The County should take a fast track approach to get the facility built and operational due to the building constraints for the Tahoe area.

Response to Recommendation #5

“The recommendation has been implemented. Information and updates on this and all other capital projects of the Facilities Services Department are provided to their client departments on a periodic basis from the planning phase through construction occupancy. More formal reports are provided during meetings of the Capital Facilities Improvement Committee. On August 7, 2007 the County Executive Officer presented a report to the Board of Supervisors on the status of various capital improvement projects and the financing plan for these projects including the replacement facility for Burton Creek.”

Response to Recommendation #6

“The Recommendation will not be implemented because it is not reasonable, practical or feasible to complete construction and occupancy of a replacement facility sooner than 2011. The timeline for this major project (\$19.5 million dollars) is based on developing a suitable building site, building space programming, construction drawings and plans, bid proposal and solicitation, reviewing bids, negotiating and awarding construction contract and finally construction and occupancy. However, this Board, the County Executive Officer and the Director of Facilities Services are committed to a replacement facility in Tahoe for the Sheriff and will ensure that a the project is completed within the current schedule and time frame.”

- **2007-2008**

Recommendation

The County Supervisors should make the new facility a higher priority and build it sooner than currently projected.

Response

“The Board of Supervisors is committed to providing improved criminal justice facilities that will ensure a high level of public safety to residents of the County and visitors alike. Recently the County completed a \$51 million dollar, nine court room Justice Courthouse in the South Placer area and within the new Placer County Bill Santucci Justice Center to replace aging and inefficient facilities throughout the County. In addition, the County is in the process of planning and designing a new and modern jail facility at the Justice Center adjacent to the new courthouse.”

“The new jail is scheduled for completion in 2012 to meet the projected inmate population demand and increase public safety. Likewise, replacement of the Burton Creek Facility with a new and modern Sheriff’s substation in Tahoe is a priority of the County to meet the goal of improving criminal justice facilities. However, the recommendation above will not be implemented because it is not reasonable, practical or feasible to complete construction and occupancy of a replacement facility sooner than the target date of 2011. As stated in the Boards’ response to this same recommendation in 2006-07, the timing for this major project is based on developing a suitable building site, building space programming, construction drawings and plans, bid proposal and solicitation, reviewing bids, negotiating and awarding construction contract, final construction and occupancy. In addition, this project is subject to stringent environmental review under the California Environmental Quality Act (CEQA) and regional review, oversight and compliance by the Tahoe Regional Planning Agency (TRPA), which may extend the time necessary to complete a project of this scope and complexity. However, this Board, the County Executive Officer and the Director of Facility Services remain committed to a replacement facility in Tahoe for the Sheriff and will ensure that it is completed within a reasonable and practical time frame.”

- **2008-2009**

Recommendation

As noted in previous Grand Jury reports, this facility is antiquated and should be replaced.

No response requested.

During their inspection, the 2009 – 2010 Placer County Grand Jury noted Captain Granum and staff have volunteered many hours to update the kitchen and evidence/property room. All Substation sheriff deputies are cross-trained for search and rescue. Summer and winter tourist populations often quadruple the need for specialized police services. Due to limited space in the Substation's holding area, the sally port can be used as a drunk tank over seasonal holidays or as a temporary morgue in an emergency winter crisis.

In January 2010, two new satellite service centers were opened in donated commercial retail locations, one in Squaw Valley and the other in Northstar. The service centers are used by on-duty patrol staff to be closer to public service calls and provide greater law enforcement presence in the populated tourist areas. Initial staffing will be part-time by Community Service Officers and reserve deputies. The Squaw Valley satellite center will be a winter-only site. The Northstar satellite will remain open throughout the year.^{iv}

Upon review of The Placer County FY 2009-2010 Final Budget the grand jury found there were no capital allocations for construction of a replacement facility in North Tahoe.^v

Findings

The Burton Creek Justice Center will be 50 years old September, 2010. The facility has reached a point where remodeling is futile. There are too many deficiencies and inadequacies with the current facility that cannot be corrected to meet the needs of residents and influx of seasonal tourists.

The Tahoe Substation staff is doing an outstanding job maintaining the building interior despite the age and limitations of the facility.

The Tahoe Substation staff is an integral part of the community and has adapted operations and services to meet the needs of both residents and tourists.

In January 2010, two new satellite service centers were opened and are located in Squaw Valley and Northstar.

The Placer County Final Budget for FY 2009-2010 does not contain allocations for a replacement facility at Burton Creek Substation. The BOS will not meet its target date of 2011 for a new facility at Tahoe.

Conclusion

Penal Code Section 919(b) of the California Penal Code states *"the grand jury shall inquire into the condition and management of the public prisons within the county."* For more than a decade Placer County Grand Jurors have agreed with the recommendations and timelines the Board of Supervisors have set for the planning and construction of a new Tahoe Substation. The 2009-2010 Grand Jury has significant concerns regarding the Board of Supervisors' commitment to follow through and build the much needed facility for the residents of the North Tahoe area.

Recommendation

The 2009-2010 Grand Jury strongly recommends immediate replacement of the Tahoe Substation at Burton Creek.

Request for Responses

Placer County Board of Supervisors
175 Fulweiler Avenue
Auburn, CA 95603

Due by September 1, 2010

Thomas Miller
Placer County Executive Officer
175 Fulweiler Avenue
Auburn, CA 95603

Due by October 1, 2010

Placer County Facility Services
Jim Durfee, Director
11476 C Avenue
Auburn, CA 95603

Due by October 1, 2010

Copies Sent To

Edward Bonner, Sheriff, Coroner, Marshall
Placer County Sheriff Department
2929 Richardson Drive
Auburn, CA 95603

Jeffrey Granum, Captain
Tahoe Substation
P.O. Box 1710
Tahoe City, CA 96145

Appendix

ⁱ California Code of Regulations 2009 5CCR1006
Cal. Admin. Code Title 15, § 1006.

Type I facility means a local detention facility used for the detention of persons for not more than 96 hours excluding holidays after booking. Such a Type I facility may also detain persons on court order either for their own safekeeping or sentenced to a city jail as an inmate worker, and may house inmate workers sentenced to the county jail provided such placement in the facility is made on a voluntary basis on the part of the inmate. As used in this section, an inmate worker is defined as a person assigned to perform designated tasks outside of his/her cell or dormitory, pursuant to the written policy of the facility, for a minimum of four hours each day on a five day scheduled work week.

ⁱⁱ Final Report / Response 1999-2007 Grand Jury, Board of Supervisors.
http://www.placer.courts.ca.gov/grandjury/grandjury_reports.html

ⁱⁱⁱ Corrections Standards Authority 2006-2008 Biennial Inspection Report www.bdcorr.ca.gov

^{iv} Placer County Sheriff Press Release: January 5, 2010.

^v Placer County Final Budget 2009-2010
www.placer.ca.gov/Departments/Auditor/Budget/~/_media/aud/documents/budget09/FY09%2010%20Final%20Budget.ashx.

