

CAPITAL FACILITIES

REASON FOR INVESTIGATION

The Nevada County Civil Grand Jury has the responsibility to review county departments and processes to determine if they are effectively meeting the needs of the community. The Grand Jury wants to insure timely planning for increased county facilities to meet projected growth in county population and services.

PROCEDURE FOLLOWED

The Grand Jury interviewed county personnel at all levels of county government, which included the 1999/2000 Chairman of the Board of Supervisors (BOS), Assistant County Administrator, Director of General Services/Purchasing, Director of Personnel, Auditor-Controller, and other county employees. The Grand Jury reviewed internal county documentation and reports prepared under contract to the county. The Grand Jury interviewed a consultant who assisted in preparing the 1999 VITETTA report referenced in the findings.

FINDINGS

1. In 1983 the county paid a consultant to prepare a report addressing future county workspace needs. A key recommendation in this report was to acquire a 55-acre parcel near the present Rood Center campus. The parcel was not purchased.
2. The 1995 county general plan included a second study on future space needs.
3. In 1999 the county paid a consultant (VITETTA) \$82,000 to prepare another report on future space needs. This report projected county employee growth from 1,197 to 1,867 for years 1999 to 2025 respectively, an increase of 56%. This employee increase would result in a facility space increase from 300,464 net usable sq. ft. to 486,061 sq. ft., an increase of 61%.
4. The VITETTA report recommended consolidating county services into four campuses; (Rood Center, Justice and Courts, Human Services, and remodeled Courthouse). The services planned for these four campuses are currently located in 33 county owned or leased locations.
5. A participant in preparing the VITETTA report suggested the county investigate private construction of future buildings on county owned land for leasing to the county. This is a common practice in other California counties where the occupant is reimbursed the leasing cost by the state.

6. The county currently owns 21 permanent buildings and 1 modular building containing about 414,000 gross sq. ft. Two buildings are located in Truckee. The county leases all or part of 11 buildings containing 30,111 gross sq. ft. at a yearly cost of \$467,128.
7. There is no county department tasked with canvassing the county for suitable facilities to accommodate employees and service clients. County department heads are free to seek out suitable building locations to house their employees and service their clients.
 - a. The Human Services Agency located a 2,300 sq. ft. building in Grass Valley and the Board of Supervisors (BOS) entered into a five-year lease for \$130,000. The BOS spent \$120,000 on improvements. The Human Services Agency cancelled its proposed use because of extremely limited parking.
 - b. The building is now planned to be occupied by the Information Systems computer programming staff of five, although these programmers will have to commute regularly to other facilities and will maintain duplicate work areas within other county locations.
8. In July 2000, the county formed a Capital Facilities Task Force to address short and long-term county space needs using the VITETTA report as the basis for all discussions. The task force is chaired by a member of the BOS with department heads or their representative as the membership.
 - a. Task force participation is voluntary.
 - b. Meeting agendas are published. The agendas show a proposed "campus" concept that would include a new justice and court facility, a human services facility, the present Rood Center, and a remodeled courthouse for the BOS and administration facilities.
 - c. Formal minutes are not taken. Participants are responsible for taking their own notes.
9. The 1999/2000 BOS Chairman stated the position that an additional building could be placed on the Rood Center campus and that future jail expansion could include a second story for the Sheriff's department.
10. Minutes of the County Administration Office department head meeting dated October 4, 2000 states "The consensus of the (Capital Facility) Task Force is that a new building needs to be constructed on the Government Center site. The Sheriff needs a law enforcement building conducive to the needs of the public, rather than being on the 2nd floor of the Administration Center and the Human Services Agency needs to find a suitable location."
11. The Human Services Agency was trying to obtain a lease of 40,000 to 70,000 sq. ft. at two locations but their requests for proposal were withdrawn because of neighborhood opposition. The latest county plan is to locate and lease an 80,000 to 100,000 sq. ft. facility. The Grand Jury has not been informed of the funding source.
12. Housing and Community Services is seeking a \$470,000 Community Development Block Grant to build a new facility in conjunction with an affordable-housing project slated for Grass Valley.

CONCLUSIONS

1. The county has spent thousands of dollars for professional consultants to prepare reports addressing future county workspace needs and possible solutions. These reports quickly become obsolete as the planning information contained within the reports changes.
2. County buildings are widely dispersed throughout Grass Valley, Nevada City, and to a much lesser degree within Truckee. The economic and service benefits from a "campus" setting are being lost as is the availability of suitable land to accommodate this concept.
3. The effectiveness of the Capital Facilities Task Force established to address short and long-term county space needs is impossible to evaluate because of the lack of action or formal minutes. Department heads appear to be independently looking to acquire additional workspace for county employees. This uncoordinated independent action can only cause further dispersion of facilities throughout the county.
4. Constructing a new building for the sheriff in the Rood Center campus may not be a viable option because of limited parking, drainage problems and possible design objections by Nevada City.

RECOMMENDATIONS

The BOS and/or the county administrator should:

1. Use the reports produced by the professional consultants as planning tools and update the planning information contained within these reports (i.e., projected number of county employees, facilities, and services) so that they can continue to be viable references.
2. Require departmental participation in the Capital Facilities Task Force and publish agendas and minutes of all meetings.
3. Require departments seeking additional workspace to submit updates to the planning information contained in existing reports (e.g., VITETTA report), and present their needs to the Capital Facilities Task Force so that a coordinated and comprehensive solution can be pursued.
4. Continue to develop the "campus" concept by locating employees and related services at a central location favorable to the intended clients.
5. Consider the option of purchasing land in proximity to existing "campus" sites for future projected growth.
6. Consider the option of private construction of future buildings on county owned land for leasing to the county where the occupant is reimbursed the leasing cost by the state.

7. Coordinate with other government entities (e.g., Nevada City and Grass Valley) to determine the feasibility of building design and location.
8. Look for an economic use of the leased 2,300 sq. ft. building (referred to in finding 7a.) in Grass Valley. If there is no economic use, negotiate to buy out the lease to save some portion of the \$250,000.
9. Complete the task force recommendation of increased development fees to finance other county building expansion.

RESPONSES

Board of Supervisors – no later than 90 days
County Administrator– no later than 60 days

RESPONSES



COUNTY OF NEVADA

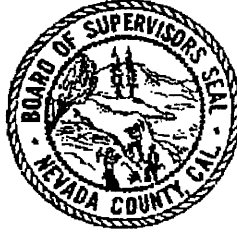
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September 4, 2001

The Honorable Ersel L. Edwards
Presiding Judge of the Nevada County Courts
Nevada County Court House
Nevada City CA 95959

Subject: Board of Supervisors Responses to the 2000-2001 Nevada County Civil Grand Jury Interim Report No. 13, dated June 8, 2001 regarding Nevada County Capital Facilities.

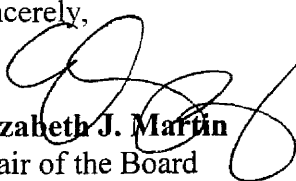
Dear Judge Edwards:

The attached responses by the Board of Supervisors to the 2000-2001 Nevada County Civil Grand Jury Interim Report No. 13, dated June 8, 2001, are submitted as required by California Penal Code §933.

These responses to the Grand Jury's findings and recommendations were approved by the Board of Supervisors at their regular meeting on September 4, 2001. Responses to findings and recommendations are based on either personal knowledge, examination of official county records, review of the response by the County Administrator, or testimony from the Board chair and county staff members.

The Board of Supervisors would like to thank the members of the 2000-2001 Grand Jury for their participation and effort in preparing this Interim report.

Sincerely,


Elizabeth J. Martin
Chair of the Board

Attachment

ejm:pjw:pb

cc: ✓ Foreman, Grand Jury
Ted Gaebler, County Administrator
County Counsel
General Services

**NEVADA COUNTY BOARD OF SUPERVISORS RESPONSES TO
2000-2001 CIVIL GRAND JURY INTERIM REPORT NO. 13
DATED JUNE 8, 2001
RE: NEVADA COUNTY CAPITAL FACILITIES**

*Responses to findings and recommendations are based on either personal knowledge,
examination of official county records, review of the response by the County
Administrator, or testimony from the Board chair and county staff members.*

I. GRAND JURY INVESTIGATION:

Nevada County Capital Facilities

A. RESPONSE TO FINDINGS & RECOMMENDATIONS:

Findings:

- 1. In 1983 the county paid a consultant to prepare a report addressing future county workspace needs. A key recommendation in this report was to acquire A 55-acre parcel near the present Rood Center campus. The parcel was not purchased.**

Partially disagree

The *Nevada County Space and Land Utilization Study*, prepared by KCS Systems Inc. in July 1983, did recommend, as part of a comprehensive set of recommendations, the County acquire property to accommodate five basic groupings of county government as follows:

1. Old Seven Hills School Site (Nevada City)

Fiscal/Administrative Group
Community Developmental Services Group
2. HEW Complex

Personal Community Services Group
Minimum Security Incarceration
Buildings and Grounds Group
3. Courthouse Complex

Law and Justice Group
4. Erickson (American Hill Diggings) Site

Governmental Services Group

5. Airport Site

Corporation Yard

In addition, the report recommended the Libraries, Farm Advisor, and Veterans Services remain in the facilities they were occupying.

At the time the report was published the county owned the recommended properties with the exception of the Erickson Property. The size of this property referenced in the KCS Study is approximately 10 acres. Other non-county owned property evaluated by KCS in the study, but not recommended for acquisition included; Nevada City Reservoir Site (12.45 acres), Amaral Property (6.13 acres), and the Loma Rica Ranch Site (20-24 acres). The Amaral site and the Nevada City Reservoir Site referenced in the report are now part of the Eric Rood Administrative Center campus.

It should also be noted that County facility needs referenced in the KCS report were based on a Nevada County population projection of 124,000 by the year 2000. Actual County population recorded in the 2000 census is approximately 92,000.

Since 1983 the County has acquired considerable property in the area of the Rood Center to accommodate additional facility needs e.g. The Wayne Brown Correctional Facility, the Stone Property(Odyssey House Mental Health Facility), Madelyn Helling Library, and Juvenile Hall.

2. The 1995 county general plan included a second study on future space needs.

Partially disagree

The 1995 Nevada County General Plan does include a Chapter 3 on Public Facilities and Services which discusses and adopts Goals, Policies and Objectives dealing with future space needs. However, the General Plan does not actually include a "study". As part of the General Plan Update process that culminated in adoption of the 1995 General Plan, the County did contract with Recht Hausrath & Associates to prepare a *Public Services and Facilities Impact Analysis of the Nevada County Final Draft General Plan* that was to consist of 1) a market analysis and absorption projection, 2) a public services fiscal impact analysis, 3) a County facilities impact analysis, and 4) a final Public Services and Facilities report. A report by that name – dated June 21, 1994, was prepared and presented to the Board of Supervisors on June 28, 1994.

- In 1999 the county paid a consultant (VITETTA) \$82,000 to prepare another report on future space needs. His report projected county employee growth from 1,197 to 1867 for years 1999 to 2025 respectively, an increase of 56%. This employee increase would result in a facility space increase from 300,464 net usable sq. ft. to 486,061 sq. ft., an increase of 61%.**

Agree

However, the increase in facility space includes a current deficit of 44,167 net usable square footage.

- The VITETTA report recommended consolidating county services into four campuses: Rood Center, Justice and Courts, Human Services, and remodeled Courthouse. The services planned for these four campuses are currently located in 33 county owned or leased locations.**

Partially disagree

The *Nevada County Capital Facilities Plan, 1999-2025*, prepared as part of the Vitetta Study in 2000 inventoried existing space resources in 19 listed facilities. Some of these facilities included multiple functions and, in some cases, separate buildings. For example, the HEW building is listed in the study as one facility for purposes of the space inventory although it includes the main hospital building, the storage shop building, and multiple modular buildings.

It should also be noted the report did not recommend retention of the HEW building.

- A participant in preparing the VITETTA report suggested the county investigate private construction of future buildings on county owned land for leasing to the county. This is a common practice in other California counties where the occupant is reimbursed the leasing cost by the state.**

Agree

Local governments in California frequently lease-back privately constructed facilities on land owned by the county.

- The county currently owns 21 permanent buildings and 1 modular building containing about 414,000 gross sq. ft. Two buildings are located in Truckee. The county leases all or part of 11 buildings containing 30,111 gross sq. ft. at a yearly cost of \$467,128.**

Partially disagree

Exclusive of temporary facilities at the McCourtney Road Transfer Station and DOTS Sanitation lift stations and plants, the county presently owns 21 permanent buildings containing

about 405,267 gross sq. ft. and 1 modular building containing about 2,160 gross sq. ft. Completion of the new Carl F. Bryan Juvenile Hall on Highway 49 just west of the Wayne Brown Correctional Facility will add a permanent building containing an additional 25,845 gross sq. ft. The county also leases 24,041 gross sq. ft. in 8 buildings and another 6,480 sq. ft. in 3 modular buildings at a yearly cost of \$467,393. The County receives \$1,500 per month reimbursement from the State for lease of the WIC modular building and has received reimbursement for most of the move-in expenses. The County also receives 53% of \$1,500 per month (\$795) reimbursement from the State for social services use of the HSA modular. Other modular lease costs are paid by Behavioral Health and Community Health out of Realignment Funds. Another \$55,026 from the Nevada County Courts for former Probation space in the Courthouse is also reimbursed to the County.

Pursuant to a settlement agreement entered into in May of 2001 with the Town of Truckee to resolve two pending lawsuits, Truckee has an option to acquire within the next two years the old county transportation yard (and the structures thereon) located on West River Street in Truckee and/or whatever interest the county has in the Truckee Intermodal Transportation Terminal located in downtown Truckee and currently leased to the Town.

Child Support Services, formerly a division of the District Attorney office, is now a separate State funded agency located in 11,498 sq. ft. of leased space at an annual cost of \$240,078 which is included in the above figures.

7. **There is no county department tasked with canvassing the county for suitable facilities to accommodate employees and service clients. County department heads are free to seek out suitable building locations to house their employees and service their clients.**
 - a. **The Human Services Agency located a 2,300 sq. ft. building in Grass Valley and the Board of Supervisors (BOS) entered into a five-year lease for \$130,000. The BOS spent \$120,000 on improvements. The Human Service Agency cancelled its proposed use because of extremely limited parking.**
 - b. **The building is now planned to be occupied by the Information Systems computer programming staff of five, although these programmers will have to commute regularly to other facilities and will maintain duplicate work areas within other county locations.**

Partially disagree

Each department is aware of its space needs and looks for available space as needed. However, County departments must obtain a recommendation from the Director of General Services and approval from the County Administrator before seeking new facilities and entering into facility lease agreements.

The Human Services Agency cancelled its proposed use of the facility after failing to obtain a parking lease needed to provide adequate employee parking spaces and after becoming aware of additional city requirements for use of off-site parking. Actual facility improvement costs were \$113,000. Expenses and losses could have been greater had plans not been changed when they were.

Relocation of the programming section of the Information Systems department to the facility has provided critically needed space for other Information System department functions at the Rood Center. Travel by Information System staff between the two locations has been minimal and only one redundant work station is maintained at the Rood Center. Additional storage and meeting space have also been provided through lease of the facility.

8. In July 2000, the county formed a Capital Facilities Task Force to address short and long-term county space needs using the VITETTA report as the basis for all discussions. The task force is chaired by a member of the BOS with department Heads or their representative as the membership.

a. Task force participation is voluntary

b. Meeting agendas are published. The agendas show a proposed "campus" concept that would include a new justice and court facility, a human services facility, the present Rood Center, and a remodeled courthouse for the BOS and administration facilities.

c. Formal minutes are not taken. Participants are responsible for taking their own Notes.

Agree

9. The 1999/2000 BOS Chairman stated the position that an additional building could be placed on the Rood Center campus and that future jail expansion could include a second story for the Sheriff's department.

Partially disagree

Board of Supervisors chairs serve on a calendar year basis. The statement was made by the 2000 Board Chairman.

10. **Minutes of the County Administration Office department head meeting dated October 4, 2000 states "The consensus of the (Capital Facility) Task Force is that a new building needs to be constructed on the Government Center site. The Sheriff needs a law enforcement building conducive to the needs of the public, rather than being on the 2nd floor of the Administration Center and the Human Services Agency needs to find a suitable location."**

Agree

11. **The Human Services Agency was trying to obtain a lease of 40,000 to 70,000 sq. ft. at two locations but their requests for proposal were withdrawn because of neighborhood opposition. The latest county plan is to locate and lease an 80,000 to 100,000 sq. ft. facility. The Grand Jury has not been informed of the funding source.**

Partially disagree

Requests for Proposals (RFPs) were never issued for leasing space at these two locations.

One location on New Mohawk Road was considered but not pursued because of parking considerations. Another location in Loma Rica was initially considered but not pursued because a zoning change and General Plan amendment would have been required. The land use changes needed to accommodate HSA activities at this location were viewed as inconsistent with commercial activities in the Loma Rica area allowed under the General Plan. Consequently, discussion regarding possible leasing options in the Loma Rica area was discontinued.

The County Administrator and the Director of the Human Services Agency (HSA) are currently exploring other options for obtaining a new HSA facility including leasing. A new RFP is presently being developed to site such a facility. A portion of the funding needed for the facility may be available from the State.

12. **Housing and Community Services is seeking a \$47,000 Community Development Block Grant to build a new facility in conjunction with an affordable-housing project slated for Grass Valley.**

Partially disagree

The Housing and Community Services Department applied for \$451,000 in an April 2001 CDBG application and received notice of the award in early July 2001. Cascade Housing Inc. the non-profit builder will contribute \$85,000 and build the community facility on a site owned by the non-profit adjacent to an approved 80 unit low-income housing tax credit apartment complex on the same property. Also, the nonprofit will build a Head Start child development center on site.

The community facility will contain about 5,600 sq. ft. of usable space. Under a long-term lease, HCS will use about 3,600 sq. ft. for its offices. another 2,000 sq. ft. may used by another county department or local nonprofit organization. The building will have a conference room for HCS use and community meetings.

All approvals from the City of Grass Valley have been received and the final funding for the housing is expected to be received by September 15, 2001. Following the award of contract, construction could start before the end of December 2001. Occupancy of the new facility is expected by Fall 2002.

Recommendations:

- 1. Use the reports produced by the professional consultants as planning tools and update the Planning information contained within these reports (i.e. projected number of county employees, facilities and services) so that they can continue to be viable references.**

The recommendation has not yet been implemented but will be by June 30, 2002.

The County Administrator is presently using the most current report (Vitetta) and reviewing previous reports (Recht Hausrath & Associates) as references for making planning decisions regarding County facility needs.

Applicable sections of the reports will be updated with current information regarding personnel, service delivery, and facility needs and used to develop a facilities strategic plan that will be included in the County strategic plan and considered as part of the 2002-2003 County budget process.

- 2. Require departmental participation in the Capital Facilities Task Force and publish agendas and minutes of all meetings.**

The recommendation has not yet been implemented but will be partially implemented by December 31, 2001.

The County Administrator has indicated his intent to reconstitute the Capital Facilities Task Force and to require attendance of all county departments with identified present and future facility needs. There is no intent to publish formally agendas or minutes from meetings of the Capital Facilities Task force because they are internal county staff meetings to which the Brown Act requirements do not apply and neither an agenda nor minutes are required. In staff level meetings, it is desirable to be able to have free and frank discussions, giving consideration to numerous options, many of which, upon discussion, may prove to be impractical or infeasible and never pursued. It is also possible that published notification of discussion regarding certain

potential sites by the Task Force prior to their being presented to the Board for consideration could unreasonably and unfairly impact the market or prejudice the County's position in any subsequent real estate negotiations.

All recommendations of the Capital Facilities Task Force regarding potential sites for new facilities or property to be acquired will be agendaized and subject to public comment when presented to the Board of Supervisors for review and approval. [Note, however, that at such a meeting the Brown Act authorizes closed sessions to discuss real estate negotiations concerning purchase, sale, exchange or lease (including renewal or renegotiation) of any given site - identified in open session - for present or future facility needs.]

3. **Require departments seeking additional workspace to submit updates to the planning information contained in existing reports (e.g. VITETTA report), and present their needs to the Capital Facilities Task Force so that a coordinated and comprehensive solution can be pursued.**

The recommendation has not yet been implemented but will be by September 30, 2001.

The County Administrator will instruct all departments to submit facility planning updates to the Capital Facilities Task Force for discussion and recommendation to the General Services Department and the County Administrator for their review and approval.

4. **Continue to develop the "campus" concept by locating employees and related services at a central location favorable to the intended clients.**

The recommendation has been implemented.

New county facilities will be sited whenever possible at locations accessible to clients in need of the services provided.

5. **Consider the option of purchasing land in proximity to existing "campus" sites for future projected growth.**

The recommendation has been implemented.

Land in the proximate vicinity to existing county facilities has been purchased as the need existed and as opportunities have arisen. (Odyssey House Mental Health Treatment Facility, new Juvenile Hall). The Board has also given consideration to the purchase of the 49er Fire Protection District property on Highway 49 near the Rood Center.

Additional land adjacent to existing county facilities that may be needed for projected future growth will be considered for purchase as other opportunities arise.

6. **Consider the option of private construction of future buildings on county owned land for leasing to the county where the occupant is reimbursed the leasing cost by the state.**

The recommendation has been implemented.

The County will consider all methods of facility financing, including lease-back of privately built facilities on county-owned land. Lease-back agreements will be used if they are shown to be the most cost effective way to obtain needed new facilities and lease costs are at least partially reimbursable from the State. (See response to Finding No. 11)

7. **Coordinate with other government entities (e.g. Nevada City and Grass Valley) to determine the feasibility of building design and location.**

The recommendation has been implemented.

The County Administrator will coordinate facility needs and acquisition of new county facilities with Grass Valley and Nevada City as appropriate to ensure efficient delivery of services to all county residents, including those who reside in the cities.

8. **Look for an economic use of the leased 2,300 sq. ft. building (referred to in finding 7a.) in Grass Valley. If there is no economic use, negotiate to buy out the lease to save some portion of the \$250,000.**

The recommendation has been implemented.

Relocation of the Information Systems department programming staff to the facility has improved department efficiency, reduced needed improvement costs, and relieved serious overcrowding in the Information Systems offices in the Rood Center. Additional storage and meeting space are also available. The decision to relocate a portion of Information Systems operations to this building was itself the result of looking for the most economic use of this building, saving the additional improvement costs it was learned would be required for the use of the Human Services Agency utilizing off-site parking.

The County will continue to evaluate the use of this facility to ensure it is being used to its maximum potential.

9. Complete the task force recommendation of increased development fees to finance other county building expansion.

The recommendation requires further analysis to be completed by January 31, 2002.

A Request for Proposals (RFP) to develop a Facilities Mitigation Fee methodology was approved by the Board on August 28, 2001. When the study is completed, it will be presented to the Board for review, public discussion and consideration.

B. OTHER RESPONSES REQUIRED:

Board of Supervisors – September 6, 2001
County Administrator – August 7, 2001

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COUNTY OF NEVADA
COUNTY ADMINISTRATOR

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rec'd
JUL 23 2001

August 7, 2001

Hon. Kathleen Butz
Nevada County Superior Court
201 Church St.
Nevada City, CA 95959

Judge Butz:

RE: Response to Grand Jury Report – Nevada County Administrator

Attached is the Nevada County Administrator's response to the Nevada County Grand Jury report on the Nevada County Facilities. I believe my response to be accurate and appropriately detailed to address the issues raised by the Grand Jury.

Sincerely,



Ted A. Gaebler
County Administrator

Nevada County Administration
Grand Jury Report
Response to Nevada County Facilities Inquiry

FINDINGS

1. In 1983 the county paid a consultant to prepare a report addressing future county workspace needs. A key recommendation in this report was to acquire a 55-acre parcel near the present Rood Center campus. The parcel was not purchased.

Response: Partially Disagree

There were 2 facilities studies done in 1983 (Falconi and KCS Systems Inc.). Neither of these reference a key recommendation regarding a purchase of 55 acres. One of these 18 year old reports did project Nevada County's population to be 124,000 by the year 2000. This is 34% off the 92,000 +or- reported in the 2000 census. It is true that the County did not purchase a 55 acre parcel near the Rood Center.

2. The 1995 county general plan included a second study on future space needs.

Response: Agree

The comment is essentially correct. This was more of a financial study of the impact of the General Plan than an actual facilities study. It was entitled "Public Services & Facilities Impact Analysis of the Nevada County General Plan."

3. In 1999 the county paid a consultant (VITETTA) \$82,000 to prepare another report on future space needs. This report projected county employee growth from 1,197 to 1,867 for years 1999 to 2025 respectively, an increase of 56%. This employee increase would result in a facility space increase from 300,464 net usable sq. ft. to 486,061 sq. ft, an increase of 61%.

Response: Agree

This increase includes a current deficit of 44,167 net useable square footage. The study examined 19 facilities housing the subject departments.

4. The VITETTA report recommended consolidating county services into four campuses: Rood Center, Justice and Courts, Human Services, and remodeled Courthouse. The services planned for these four campuses are currently located in 33 county owned or leased locations.

Response: Agree

This comment is essentially correct. It should be noted that the report does not recommend retaining the HEW building.

5. A participant in preparing the VITETTA report suggested the county investigate private construction of future buildings on county owned land for leasing to the county. This is a common practice in other California counties where the occupant is reimbursed the leasing cost by the state.

Response: Agree

While this office is unaware of other's testimony before the Grand Jury, it is true that lease back

options on County owned land. This has become a common practice by local government agencies.

6. The county currently owns 21 permanent buildings and 1 modular building containing about 414,000 gross sq. ft. Two buildings are located in Truckee. The county leases all or part of 11 buildings containing 30,111 gross sq. ft. at a yearly cost of \$467,128.

Response: Partially Agree

The County owns 22 permanent buildings and 6 modular buildings. There will soon be 23 buildings with the completion of the new Juvenile Hall.

7. There is no county department tasked with canvassing the county for suitable facilities to accommodate employees and service clients. County department heads are free to seek out suitable building locations to house their employees and service their clients.

- a. The Human Services Agency located a 2,300 sq. ft. building in Grass Valley and the Board of Supervisors (BOS) entered into a five-year lease for \$130,000. The BOS spent \$120,000 on improvements. The Human Services Agency cancelled its proposed use because of extremely limited parking.
- b. The building is now planned to be occupied by the Information Systems computer programming staff of five, although these programmers will have to commute regularly to other facilities and will maintain duplicate work areas within other county locations.

Response: Partially Disagree

It is true that the Human Services Agency cancelled its proposed use because of a parking shortage. An agreement that the Agency was working on for additional parking fell through after a verbal agreement was cancelled during the drafting of the parking lease. County departments are not free to seek out building locations without a recommendation from the Director of General Services and approval from the CAO's office. The cost of improvements for this space came to \$113,000 not \$120,000.

The Information Systems Department is sorely in need of space. There are currently a number instances where I.S. personnel must share small work cubicles in the Rood Center. There will be eight personnel sent to this facility not five. They do not need to regularly commute to other work locations as much of their work is done over the network. In addition, this facility will provide sorely needed meeting space and storage currently not available at the Rood Center. Only one duplicate work station is at the Rood Center.

8. In July 2000, the county formed a Capital Facilities Task Force to address short and long-term county space needs using the VITETTA report as the basis for all discussions. The task force is chaired by a member of the BOS with department heads or their representative as the membership.

- a. Task force participation is voluntary.
- b. Meeting agendas are published. The agendas show a proposed "campus" concept that would include a new justice and court facility, a human services facility, the present Rood

Center, and a remodeled courthouse for the BOS and administration facilities.

✓ c. Formal minutes are not taken. Participants are responsible for taking their own notes.

Response: Disagree

9. The 1999/2000 BOS Chairman stated the position that an additional building could be placed on the Rood Center campus and that future jail expansion could include a second story for the Sheriff's department.

Response: Agree

In checking with BOS office, this statement was found to be true.

10. Minutes of the County Administration Office department head meeting dated October 4, 2000 states "The consensus of the (Capital Facility) Task Force is that a new building needs to be constructed on the Government Center site. The Sheriff needs a law enforcement building conducive to the needs of the public, rather than being on the 2nd floor of the Administration Center and the Human Services Agency needs to find a suitable location."

Response: Agree

The comment is essentially correct.

11. The Human Services Agency was trying to obtain a lease of 40,000 to 70,000 sq. ft. at two locations but their requests for proposal were withdrawn because of neighborhood opposition. The latest county plan is to locate and lease an 80,000 to 100,000 sq. ft. facility. The Grand Jury has not been informed of the funding source.

Response: Partially disagree

The County is looking at various options for an HSA facility including leasing which would allow much of the expense to be reimbursed from the State. Currently an RFP is being developed for siting of such a facility.

12. Housing and Community Services is seeking a \$470,000 Community Development Block Grant to build a new facility in conjunction with an affordable-housing project slated for Grass Valley.

Response: Agree

The comment is essentially correct.

CONCLUSIONS

1. The county has spent thousands of dollars for professional consultants to prepare reports addressing future county workspace needs and possible solutions. These reports quickly become obsolete as the planning information contained within the reports changes.

Response: Agree

This comment is essentially correct. (See response to finding #1) It should be noted that large portions of these reports become obsolete when decisions that are not within the County's control are made. For example, the state's decision on Court consolidation and the Town of Truckee's decision to form its own Police Department.

2. County buildings are widely dispersed throughout Grass Valley, Nevada City, and to a much lesser degree within Truckee. The economic and service benefits from a "campus" setting are being lost as is the availability of suitable land to accommodate this concept.

Response: Partially Disagree

While a campus concept is desirable and will continue to be pursued, there are circumstances where stand alone facilities are sometimes necessary.

3. The effectiveness of the Capital Facilities Task Force established to address short and long-term county space needs is impossible to evaluate because of the lack of action or formal minutes. Department heads appear to be independently looking to acquire additional workspace for county employees. This uncoordinated independent action can only cause further dispersion of facilities throughout the county.

Response: Disagree

The Task Force is a staff effort. Meetings are often conducted without formal minutes. Department heads may look for space independently, but they must go through an approval process to acquire the work space.

4. Constructing a new building for the sheriff in the Rood Center campus may not be a viable option because of limited parking, drainage problems and possible design objections by Nevada City.

Response: Partially Disagree

While those factors may rule out such a facility in the future, this option has not yet been closely looked at and should not be eliminated as an alternative until studied.

RECOMMENDATIONS

The BOS and/or the county administrator should:

1. Use the reports produced by the professional consultants as planning tools and update the planning information contained within these reports (i.e., projected number of county employees, facilities, and services) so that they can continue to be viable references.

Response: Currently being implemented.

Staff is currently following this recommendation by using the most current report - the Vitetta report, but also reviewing older reports that may have relevant reference information.

2. Require departmental participation in the Capital Facilities Task Force and publish agendas and minutes of all meetings.

Response: Partially being implemented

This office is requesting increased departmental participation regarding capital facilities. Departments requesting new or additional work space must participate. Staff meetings are not public meetings and the Brown Act does not apply regarding the publishing of agendas and minutes.

3. Require departments seeking additional workspace to submit updates to the planning information contained in existing reports (e.g., VITETTA report), and present their needs to the Capital Facilities Task Force so that a coordinated and comprehensive solution can be pursued.

Response: Currently being implemented

The departments have been requested to comply with requirement.

4. Continue to develop the “campus” concept by locating employees and related services at a central location favorable to the intended clients.

Response: Recommendation will be implemented where appropriate

Every effort will made to comply with this requirement wherever appropriate.

5. Consider the option of purchasing land in proximity to existing “campus” sites for future projected growth.

Response: Recommendation will be implemented where appropriate

This recommendation would maximize the use of all parcels.

6. Consider the option of private construction of future buildings on county owned land for leasing to the county where the occupant is reimbursed the leasing cost by the state.

Response: Recommendation will be implemented where appropriate

See response to Finding #11

7. Coordinate with other government entities (e.g., Nevada City and Grass Valley) to determine the feasibility of building design and location.

Response: Recommendation will be implemented.

This recommendation has been implemented in the past and will continue to be implemented as needed.

8. Look for an economic use of the leased 2,300 sq. ft. building (referred to in finding 7a.) in Grass Valley. If there is no economic use, negotiate to buy out the lease to save some portion of the \$250,000.

Response: Recommendation has been implemented.

It was found that the use by the Information Systems Department reduced the cost of improvements and provided additional space to a severely overcrowded department.

9. Complete the task force recommendation of increased development fees to finance other county building expansion.

Response: Recommendation is currently being implemented.

The BOS has authorized an RFP to hire a consultant to establish those fees.

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REC'D 10/15/01

**COUNTY OF NEVADA
COUNTY ADMINISTRATOR**

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October 15, 2001

Ray Hoffman, Foreman Pro Tem
2001-2002 Nevada County Civil Grand Jury
950 Maidu Avenue
Nevada City, CA 95959

Dear Mr. Hoffman:

I am writing this letter on behalf of Ted Gaebler who is currently on vacation. Thank you for your two letters of September 25, 2001 received in this office on October 2, 2001 regarding incomplete responses to the Grand Jury's Report on the Behavioral Health and the Grand Jury's report on County Facilities. I would like to apologize on behalf of the County Administrator's Office for these inadvertent omissions.

With regards to the Behavioral Health report and the unfinished sentence on recommendation 5, that response should be finished as follows (in bold):

- 5. The county pursue initiatives to acquire sufficient funding for behavioral health.

*Response: Through the leadership of the Board Chair and the support of the Board of Supervisors, strong advocacy of additional funding in the amount of \$400,000 for the Behavioral Health has been successful with the California State Legislature. **These funds are to be provided over a three-year period. These funds may be used for dual diagnosis clients and possibly a crisis stabilization program. Dual diagnosis clients are those with both mental illness issues and substance abuse problems.***

(For the Grand Jury's information, after the submission of this response the Governor did sign the budget with this funding included for Nevada County. The Behavioral Health Department is currently working with the State Department of Mental Health on program specifics.)

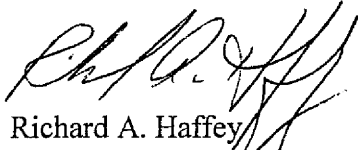
In reference to the County Facilities report, the response to Finding # 8 should read as follows (once changes/additions are in bold):

*Response: Partially Disagree
It is not chaired by a member of the BOS, but initially by the Assistant County Administrator and currently by the General Services Director. Effective in fiscal year*

2000/2001, all departments looking at major facility modifications or additions were required to bring them to the Capital Facility Task Force.

Once again, on behalf of this office, please accept my apology for our omissions. We will endeavor to be more diligent in the future. For the Grand Jury's information, we are currently reviewing all of last year's reports from our office. Should we find any other corrections, we will communicate them to the Grand Jury as soon as possible.

Sincerely,



Richard A. Haffey
Assistant County Administrator

Cc: Ted Gaebler, County Administrator
Board of Supervisors' Office

