

## COUNTY OF PLACER FACILITY SERVICES DEPARTMENT

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#### AUBURN VETERAN'S MEMORIAL HALL Meeting Agenda June 3, 2013 at 6:30 PM 100 East Avenue, Auburn, CA.

- 1. Call Meeting to Order
- 2. Pledge of Allegiance
- 3. Roll Call
- 4. Approval of Minutes
  - a. Minutes from April 1, 2013 Meeting (Attachment)
- 5. Public Comment
  - a. Any member of the public may address the Hall Board regarding items not on this Agenda. It is requested that comments be brief, since the Board is not permitted to take any action on items addressed under Public comment. Agenda Items should be submitted at least 2 weeks in advance for consideration. Please contact the Hall Coordinator at 11476 C Ave. Auburn CA. (530) 886-4967.
- 6. Information / Non Action Items
  - a. Placer County Grand Jury Report (Attachment)
  - b. Work Order Report (Attachment)
  - c. Reminder: The County will be sending out a letter to Veterans organizations for recommendation of new trustees to district supervisor. Deadline June 17, 2013 (2.82.020. C.2.)
- 7. Action Item
- 8. Reports
  - a. Late-arriving correspondence.
  - b. Veterans Reports.
  - c. Hall Use Reports.
- 9. Announcements
  - a. Next regularly scheduled meeting date: August 5, 2013
- 10. Adjournment

Placer County is committed to ensuring that persons with disabilities are provided the resources to participate fully in public meetings. If you require disability-related modifications or accommodations, including auxiliary aid or services, to attend or participate in this meeting, please contact the Department of Facility Services at 11476 C Avenue, Auburn, CA 95603. Phone (530) 886-4900. Fax 889-6809. Email: <a href="mailto:clyons@placer.ca.gov">clyons@placer.ca.gov</a> Requests should be made three (3) working days in advance whenever possible. Agenda and Attachments for the above referenced meeting can be viewed at the following link: <a href="http://www.placer.ca.gov/Departments/Facility/halls/aub\_mem\_hall.aspx">http://www.placer.ca.gov/Departments/Facility/halls/aub\_mem\_hall.aspx</a>



### PLACER COUNTY GRAND JURY

# Placer County Veterans Memorial Halls

#### **Placer County**

#### Veterans Memorial Halls

#### Summary

The 2012-2013 Placer County Grand Jury investigated a confidential citizen complaint alleging that the Placer County Board of Supervisors and the Placer County Facility Services Department are not in compliance with Chapter 2 of the Placer County Code. The allegation is that each Veterans Memorial Hall Board of Trustees is not allowed to manage their respective veteran's hall. Specific concerns were raised relative to scheduling and the maintenance of hall calendars, rental agreements, changes in scheduling of maintenance and janitorial services, and a perception of misinformation provided by Facility Services. This Grand Jury found that although some of these concerns were legitimate and understandable, the overall intent of Chapter 2.82 of the Placer County Code was not compromised and that the changes implemented by Facility Services provided better value, services, and more continuity for the Veterans Halls.

#### **Background**

Placer County owns and maintains six veterans Memorial Halls for the benefit of veteran organizations. Each Memorial Hall has a Board of Trustees. The Board of Trustees is composed of a representative from each of the veteran organizations using the hall and the County Supervisor for the district in which the hall is sited.

The allocation and management of County budgets has changed significantly over the last few years. These County agencies are working to consolidate resources and operate more efficiently with less money.

Services provided by Facility Services, relative to the veteran memorial halls are:

Management of Hall Calendars

Facility Services staff manage the event calendars for each hall. They have a procedure established where each Veterans Hall Board of Trustees identifies the regularly scheduled meetings of the veteran's organizations and these requests are given top priority. Next, the Hall Board of Trustees can request the scheduling of events that do not occur on a regular basis which are given the next highest priority. The remaining times are available to non-veteran groups. Conflicts of non reoccurring events are resolved by giving priority to veteran events over private events.

#### Maintenance and Janitorial Services

Some of the individual halls indicated that they had a dedicated janitor allocated to their hall and now are required to use the services provided by the county on a reduced schedule. The Grand Jury believes this change was necessitated by the County's consolidation of services due to the economic downturn. The veterans feel that the service is of a lesser quality and individual halls have less control under this arrangement.

#### Investigation Methods

The Grand Jury investigation consisted of a review of documented procedures, public information, and interviews.

- The Grand Jury reviewed Section 2.82 of the Placer County Code relative to Veterans Memorial Hall Governing Boards.
- The Grand Jury interviewed a member of the Placer County Veterans Council.
- The Grand Jury interviewed staff from the Placer County Facility Services.
- The Grand Jury toured the Roseville and Auburn Memorial Halls and interviewed a representative from each hall.
- The Grand Jury reviewed the Placer County online information relative to Veterans Memorial Halls.

#### **Facts**

Section 2.82 of the Placer County Code states that each Veterans Memorial Hall established and maintained by the Placer County Board of Supervisors shall be governed by a Board of Trustees known as the "Board of Trustees of the Veterans Memorial Hall. The Board of Trustees composition shall represent each of the veteran organizations using the Memorial Hall."

- Section 2.82 of the Placer County Code defines the duties and powers of the boards, subject to final approval by the Board of Supervisors as follows:
  - 1. Management of the Hall
  - 2. Fee schedule for rental of the Hall
  - 3. Policies and procedures for rental of the Hall
  - 4. Periodic inspection of routine maintenance and janitorial services.
- The Placer County website presents the Veteran's Memorial Hall Rules and Regulations established by the Memorial Hall Board. The top page cites the rules and regulations that apply to all of the county memorial halls. Then there is a separate page describing the available facilities at each hall and the costs to rent. It notes that the Hall Governing Board shall approve each rental agreement.
- All costs of maintenance of the hall facilities are paid by the County.
- Due to budget constraints, Facility Services, by necessity, implemented a deferred maintenance program. Although from the County perspective this is a more efficient use of resources, the Hall Board of Trustees feels that they have reduced services and less control.

#### **Findings**

- F1 Budgets are allocated by the Board of Supervisors based on the County's cost to provide the services. These budgets account for the overhead. When the Hall Board of Trustees is presented with the Hall's operating cost versus revenue reports by the County they see costs that are fully burdened with the overhead costs. These costs may seem to be excessive relative to the cost of the dedicated resource that previously performed the task as a part of their duties. No monies are taken from the Hall Groups.
- The Grand Jury determined that the handling of the Hall calendars is centralized in Facility Services and is efficient and adequate. The calendars are online and available to the Hall Board of Trustees and were observed posted in the Halls we visited. Hall Boards identify non-recurring meetings on an annual basis. During monthly Hall Board of Trustee meetings the Board of Trustees can make requests for sponsored non-recurring events, and negotiate reduced rental rates up to 50% as defined in 2.82.120 of the Placer County Code. Non-veteran sponsored events are requested though Facility Services. Conflicts are always resolved giving the veteran event priority.
- The scheduling conflict mentioned in the complaint was, perhaps, a one-time issue. In our interviews no one perceived it as an on-going problem.
- F4 The Grand Jury did not identify any misinformation by Facility Services. The issue here is lack of open communication at the monthly Board of Trustees meetings at the Halls. None of the people interviewed could identify a specific example of misinformation on the part of Facility Services.
- The Grand Jury found that Facility Services is performing at a very good level and is compliant with the intent of Section 2.82 of the Placer County Code.
- As a result of the deferred maintenance program, the quality and frequency of maintenance and janitorial service to the halls has been less than the dedicated services previously provided.
- F7 The heating and cooling system of the Auburn Memorial Hall was noted to be far from adequate during our interviews.

#### Recommendations

- R1 The Grand Jury recommends that Facility Services take the initiative to inform the Hall Board of Trustees of the operational procedures that are now in place.
- R2 The Grand Jury recommends the heating and cooling system of the Auburn Memorial Hall be evaluated to determine its adequacy for the facility.

#### **Request for Responses**

Placer County Board of Supervisors R1, R2 175 Fulweiler Avenue Auburn, CA 95603 **Due by August 20, 2013** 

Jim Durfee, Director R1,R2 Department of Facility Services 11476 C Avenue Auburn, CA 95603 **Due by July 20,2013** 

Auburn Veterans Memorial Hall Board of Trustees Meeting April 1, 2013

The meeting was called to order at 1830 by Vice President "Hap" Arnold who led the Pledge of Allegiance. Members present at Roll Call were: Bonnie Potter, Placer County Navy League Delegate; Lorie Franceschi, American Legion Alternate (Voting); "Hap" Arnold, Fleet Reserve Association Delegate; George Simmons, Veterans of Foreign Wars 904 Delegate; Coralee Arnold, Ladies Auxiliary of the Fleet Reserve Association alternate; Joe Ferro, Marine Corps League Delegate; and Dennis Hughes and Duane Espinoza of Placer County Facility Services.

Minutes of the February 4, 2013 meeting were approved as written.

Public: Comment: none.

Information/Non Action Items: Work Order Report: The Work Order Report created 26 Mar 2013, and the Hours & Cost Report were reviewed and discussed. Questions were raised about the swamp coolers since they are no longer in use. Per Dennis they have not been removed, and should be inactivated but are still in the system. Custodial Hours and Cost report is a running total since July 1 and includes custodian and supervision time. It was reported that someone had been working on the thermostats and there was a question as to whether they are working correctly. Dennis will be working with someone other than the individual who installed them to see what he can find out, and specifically whether they were rated correctly. Lorie reported that there was a renter using the Hall on Saturday and the toilets have not been cleaned.

Action Item: None.

Reports: Late Arriving Correspondence: none. Veterans Reports: Navy League reported that Norris electric will install the new cemetery solar light before Memorial Day. Bonnie was contacted by an Eagle Scout who is looking for a project that supports veterans and ideas were discussed including the placing of flags on graves for Memorial Day, and working on the cannon in front of the Hall. MCL reported the frequent smell of gas in the kitchen which Dennis said will be checked out. FRA Auxiliary reported finding the back burners on a few weeks ago and Dennis said that renters do get a checklist. Regular users should also be reminded of what should be done when using the Hall. American Legion reported that the Granite Bay Post Office will be dedicated on April 4<sup>th</sup> to LCPL Victor Dew, USMC who died in Afghanistan. Hap asked if there were additional ideas on how to keep skate boarders off of the Gold Star. As there are no new marks, it was decided to keep an eye on it over the next few months to see if the issue is resolved.

Announcements: The next scheduled meeting will be on June 3, 2013.

Adjournment: Bonnie moved and Lorie seconded a motion to adjourn. The motion carried and the meeting was adjourned at 1853.

Respectfully submitted by Bonnie Potter, Secretary

5.00

3 Work Orders

Total -

# Hours & Cost Report

Total Hours	
	MMD
	- - - -
	SWOOD143 CHSTODIAL ALIBITEN MEMORIAL HALL MAD
er Description	CLISTODIAL
Wo Number	SW000143
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Dollar Amount 870.00 \$56,550.00

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