



COUNTY OF PLACER FACILITY SERVICES DEPARTMENT

Phone 530-886-4900 Fax 530-889-6809

www.placer.ca.gov

MARY DIETRICH, DIRECTOR
VALERIE BAYNE, ADMIN. SVS. MANAGER
MARK RIDEOUT, DEPUTY DIRECTOR
BILL ZIMMERMAN, DEPUTY DIRECTOR

LINCOLN VETERAN'S MEMORIAL HALL

Meeting Agenda

July 15, 2013 at 6:00 PM
541 5th Street, Lincoln, CA.

1. **Call Meeting to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Approval of Minutes**
 - a. Minutes from May 20, 2013 (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. 95603. (530) 886-4967.
6. **Information / Non Action Items**
 - a. Work Order Report (Attachment)
 - b. Review the sidewalk situation between the Hall & the City facility to the east
 - c. Placer County Grand Jury Report (Attachment)
7. **Action Items**
 - a. Consider Requests for Fee Waiver / Reduction
 1. Shire of the Dangel Tor (Attachment)
 2. Native Daughters of Golden West (Attachment)
8. **Reports**
 - a. Late-arriving correspondence.
 - b. Veterans Reports.
 - c. Hall Use Reports.
9. **Announcements**
 - a. Next regular scheduled meeting date: September 16, 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: cl Lyons@placer.ca.gov 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:
http://www.placer.ca.gov/Departments/Facility/halls/lincoln_mem_hall.aspx

Minutes of the Hall Board on May 20, 2013

The meeting opened at 1810 hours with President Len Valesek presiding:

Roll Call of Officers: Lynn Mc Grath noted absent
Dwayne Esponzoza excused.

Reading of the Minutes: Minutes approved as corrected.

Public Comment : None

Information Non-Action Items:

Work Order Questions on the work order, Park S.W.P.P was explained Stove at the main valve was on Thursday. Sidewalk ? Is the city agreeable , table until next meeting.

Letters to Veteran's Organizations for recommendations for new Trustees for district supervision. As far as a Round Table Meetings, Dennis Hughes says to leave to the Vetenan's to have those king of meetings. Len Valesek spoke to have a Marqui to give information both American Legion and V.F.W.

Action Items:

How many 5 gallon drums for the Flag Burning that is put on by the American Legion .Will keep downstairs in the basement. Manuel Neverez to check on the cardtables.

Veteran's Reports:

Manuel Neverez reported on the Car Show on June

2013 JUL -9 PM 3:48

RECEIVED
CITY SERVICE

1st. Also the Native Son's and Native Daughters
Pancake Breakfast on the 4th of July.

The following members were in attendance:

Richard Lercari V.F.W.

Ken Avila A.L.

John Dyer A..L.

Sam Silvas A.L.

Manuel Neverez Hall Board

Dennis Hughes Placer County Facility Services

Len Valesek A.L.

Motion to Adjourn: Meeting closed at 1915 hours.

Respectively Submitted

Richard L.Lercari

Hours & Cost Report

Wo Number	Description	Total Hours	Dollar Amount
1 SW000189	CUSTODIAL LINCOLN MEMORIAL HALL MMP	839.75	\$54,583.75

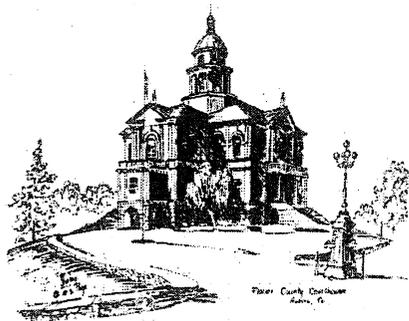
===== REPORT CRITERIA =====

Assigned To: 20-MAY-2013
 Building: 10-JUL-2013
 Crew:
 Secondary Crew:
 Parent Equipment
 Parent Project:
 Status:
 Type:

Beginning Start Date:
 Ending Start Date:
 Beginning Due Date:
 Ending Due Date:
 Beginning Enter Date:
 Ending Enter Date:
 Beginning Schedule Date:
 Ending Schedule Date:

===== WORK ORDERS =====

Building	WO Number	Description	Status	Type	Pri	Equipment	Crew	Assigned To	Due Date	Est Hours
8557	WO033303	ASSIST TIM CARNES WITH HVAC ISSUE ASSOCIATED	ASSIGNED	CORRECTIVE	2		BLDG MNTC	C SHOVELT	20-JUN-2013	0.00
	Subtotal -	1 Work Orders								0.00
Total -	1	Work Orders								0.00



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-recurring 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.
- F2 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 through Facility Services. Conflicts are always resolved giving the veteran event priority.
- F3 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.
- F5 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.
- F6 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

Memorial Hall Request
For Rental Fee Waiver or Reduction

In accordance with Placer County Code Chapter 2 Section 2.82.120, Payment for use of Memorial Halls is governed by the following provisions:

- A. Free use of the Halls shall be accorded to county veterans groups.
- B. Free use of the Halls shall be accorded to county departments for non-routine county business, nonprofit senior citizen or children activities groups such as 4H or scouts, and community service clubs as authorized by the Hall board in accordance with use submittal requirements.
- C. Reduced rates up to, but not exceeding fifty (50) percent of the designated rental fee may be granted by Hall board action to other community based nonprofit groups from the community in which the Hall is located. In all other instances full payment of the designated rental fee shall be required.

This request form must be completed in order for the Hall Board to consider a rental fee waiver or reduction. Rental fee waivers or fee reduction may only be granted by action of the Hall Board. Approval of a fee waiver or fee reduction does not affect any required security deposit or proof of liability insurance.

Today's Date: 5/15/13 Name of Applicant: Kim Gallagher Group Name: Shirley Danigold Jr

Email: Kim@Gallagherclan.net Phone: 916-517-7519

Hall being Requested Lincoln Veterans Veterans Memorial Hall.
(Name of Hall)

Date of Use Requested ~~Sept 21, 2013~~ May 15, 2013 Time From: 9 AM To: 10 pm

Number of People: 75-100 Type of Event: Medieval Feast + Colloquium

Date of Event: Sept 21 Area of Hall to be used: all Posted Rate: \$300

Qualifying Waiver/Reduction Provision: (circle one)

Section 2.82.120.A.

Section 2.82.120B.

Section 2.82.120.C. Percent of Fee Reduction Requested: 50 %

Justification for Rental Fee Waiver or Reduction (A letter to the Hall Board may also accompany this request):

we are a non-profit Educational Historical group.

ACTION BY VETERAN'S HALL BOARD

Fee Waived: Approved / Denied (circle one)

Fee Reduced: Approved / Denied (circle one)

Percent of Fee Reduction: _____ %

Board Chair Approval: _____
Board Signature

MEMORIAL HALL REQUEST
FOR RENTAL FEE WAIVER OR REDUCTION

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- B. Free use of the Halls shall be accorded to county departments for non-routine county business, nonprofit senior citizen or children activities groups such as 4H or scouts, and community service clubs as authorized by the Hall board in accordance with use submittal requirements.
- C. Reduced rates up to, but not exceeding fifty (50) percent of the designated rental fee may be granted by Hall board action to other community based nonprofit groups from the community in which the Hall is located. In all other instances full payment of the designated rental fee shall be required.

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Name of Applicant: 10-19-13 Group Name: Native Daughters
Email: Dolores Martinez Phone: of Golden West
Requested Veterans Memorial Hall Lincoln
(Name of Hall)

Number of People: _____ Type of Event: _____

Qualifying Waiver / Reduction Provision: (circle one of the following)

Section 2.82.120.A.

Section 2.82.120.B.

Section 2.82.120.C. Percent of Fee Reduction Requested: _____%

Justification for Rental Fee Waiver or Reduction (A letter to the Hall Board may also accompany this request):

As a Community Service club we provide scholarships for high school students. As well as preservation of Historical Sites Nationwide and locally.

ACTION BY VETERANS HALL BOARD:

Fee Waiver: Approved / Denied (circle one)

Fee Reduction: Approved / Denied (circle one) Percent of Fee Reduction _____%

Board Chair Approval: _____



Board Signature