

COUNTY OF YUBA



**2000 - 2001 GRAND JURY
FINAL REPORT**

2000-2001 Yuba County Grand Jury Final Report

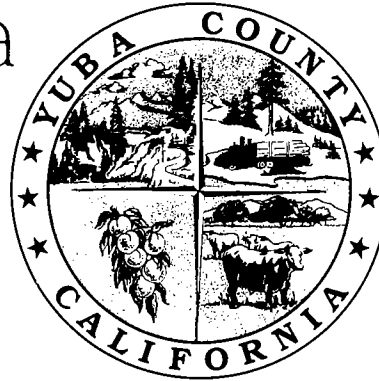


**The Honorable
THOMAS F. MATHEWS
Judge of the Superior Court
Department 1**

The County of Yuba

GRAND JURY

The Honorable Thomas F. Mathews
Yuba County Superior Court
215 Fifth Street
Marysville, CA 95901



(916) 741-6456

Dear Judge Mathews:

Sixteen Yuba County citizens from varied backgrounds devoted the past year of their lives to reviewing the activities of various governmental entities, responding to citizens' complaints, and drafting the enclosed final Grand Jury Report. The 2000/2001 Grand Jury is hopeful that these governmental bodies and the citizens of Yuba County will accept our findings and recommendations in the spirit in which they were offered, i.e., from a love of our county, a firm belief that we should recognize the efforts of many dedicated employees, and the conviction that we should pinpoint areas where it may be possible to effect positive change.

Each report is the result of extensive and careful investigation and has been adopted by at least 12 members of the Grand Jury, as required by Penal Code section 933. The investigation and report on the Yuba County Jail was accomplished without the participation of two members, one of whom is employed by the Yuba County Sheriff's office, and the other who donates his time to the Sheriff's Team Active Retired Seniors (STARS) program. Similarly, the investigation and report on Juvenile Hall was accomplished without the participation of one member who works at the facility. The Marysville Joint Unified School District investigation and report was also accomplished without the participation of one Grand Jury member.

On behalf of the 2000/2001 Yuba County Grand Jury, I would like to thank Evelyn Allis and her staff, Court Executive Officer Steve Konishi, the Honorable Dennis J. Buckley, and especially you for your support during this past year. We feel privileged to be the final Grand Jury to serve with you prior to your retirement as a Yuba County Superior Court Judge.

Finally, I would like to thank this year's Grand Jurors for their tireless efforts. Because we were so few in number, many Grand Jurors served on additional committees so we could timely complete our tasks. We learned the full meaning of the word "teamwork". Although some Grand Jurors were unable to complete their term due to a serious illness or that of a family member, each, including our esteemed initial foreperson, contributed to the overall Grand Jury effort. While we now go our separate ways, we are bound by the ties of camaraderie that have developed over this year and we remain dedicated to the ideals espoused in our report.

Sincerely,


Kathleen R. O'Connor
Foreperson

2000-2001 YUBA COUNTY GRAND JURY

Ms. Marilyn Alverson	Browns Valley
Ms. Vickie Bullard	Marysville
Mrs. Mary Hawes	Marysville
Mrs. Vivian Kirkpatrick, Secretary Pro Tem	Marysville
Mr. Ronald Kreth	Browns Valley
Mrs. Kristie LaPinta	Wheatland
Mr. Jack Littlefield	Oregon House
Mr. Robert Mathews	Marysville
Mr. Armando Miramontes	Olivehurst
Mr. Fred Norris	Brownsville
Ms. Kathleen R. O'Connor, Foreperson	Wheatland
Ms. Bernice Rishell	Browns Valley
Miss Laura Sanders	Marysville
Ms. Sharon Shingle	Marysville
Ms. Linda Plummer Smith, Secretary	Marysville
Mr. Darryle "Stubby" Stubblefield, Foreperson Pro Tem	Marysville

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CITY OF WHEATLAND

FINDINGS:

1. By the use of grant funding, the city has been able to operate without a deficit.
2. The City of Wheatland needs to vigorously pursue installation of a promised traffic light.
3. The City of Wheatland needs to make a priority of having the final draft of evacuation procedures approved and distributed.
4. The city needs to pursue repairing the city roads.

REASON FOR INVESTIGATION:

This investigation was conducted pursuant to California Penal Code section 925, which states in part: "...investigations may be conducted on some selective basis each year."

BACKGROUND:

Wheatland, established in 1874, is one of only two incorporated cities in Yuba County. Although it had serious financial problems in the past, it seems to have remedied most through effective governmental management and its successful efforts in obtaining grant funding. The city is preparing for its inevitable growth caused, in part, by the construction and use of the Sacramento Valley Amphitheater-Motor Plex raceway, and the city's proximity to Sacramento, where many persons commute for employment.

SCOPE:

The Grand Jury attended Wheatland City Council meetings, reviewed budget records, contacted representatives from the Wheatland Fire Department; and interviewed various city officials, including the Wheatland Mayor, the Clerk, the City Administrator, and the Wheatland Police Chief. The Grand Jury also made an on-site tour of the city, including the police and fire departments.

PROCEDURE:

No less than two members of the Grand Jury were present during all interviews, tours, and the collections of documents pursuant to Penal Code section 916.

DISCUSSION:

This report will address the efforts made by the city to provide for public safety, planned growth, and an effective governing body.

Public Safety:

A. The Police Department

Currently, the city has five sworn officers, two reserve officers, and one part-time chief. Chief of Police Meares was compelled to serve part-time due to a lack of city funds. Earlier this year, the city was able to obtain the necessary grant funding totaling \$236,000. With \$36,000 of these grant funds, the Chief of Police will be employed full-time, and with \$200,000 of the grant funds, the city will be able to purchase a state-of-the art patrol car. With this new equipment, including a mobile detection transmitter, patrolmen will be able to check license plates and driver's identification at the scene. In the past, patrolmen have had to call the Yuba County Sheriff's office to obtain this needed information. The funding will also allow the city to update its other patrol vehicles.

B. The Fire Department

Currently, the fire department has slots for 20 volunteers, but only 14 volunteer firemen currently serve the department. There is one salaried firefighter, Art Paquette, who works two days a week, 8:00 a.m. to 5:00 p.m., for the City of Wheatland and three days a week at the Plumas-Brophy Fire Department. His salary is \$23,000 per year, with \$10,000 being paid by the City of Wheatland. The fire department makes approximately four hundred fire and emergency calls per year. They also have the assistance of the Plumas-Brophy Fire Department.

Currently, the Wheatland Fire Department has two rescue trucks and a wild land/grass rig. One of the rescue trucks is a 1978 International and the other is a 1986 Chevrolet van. Each is equipped with the Universal Spreader-Cutter "Jaws of Life" tool. Firefighters in the community have spearheaded an effort to purchase a new \$265,000 fire pumper truck. The city plans to also file grant applications to obtain new fire equipment, and possibly funds to assist in the purchase of the new fire truck. The community has been very supportive of the Wheatland City Fire Department's fund-raising efforts.

The fire department is also in the planning stage of soliciting land to be donated on the west side of Highway 65 to allow a more rapid response time to citizens on that side of the city. Currently, there are two impediments to a rapid response time: the trains and the heavy traffic on Highway 65 that divide the city.

The Wheatland City Fire Department is hopeful that if it is able to purchase the new pumper truck and reduce the response problems by constructing a new building on the west side of Wheatland, it may be able to seek a more favorable insurance rating for homeowners.

C. Traffic

Highway 65 divides the city. Both citizens and council members are concerned about the traffic situation in the city. Although the developers of the Sacramento Valley Amphitheater have earmarked \$150,000 to fund the installation of a stoplight for the city, the California Department of Transportation (Cal Trans) has not approved its installation. The city estimates that the necessary steps for installation will be completed in approximately one year. In the meantime, it is difficult to cross from one side of the highway to the other. The city has asked that parents volunteer to walk school children from one side of the highway to the other. However, it is also a dangerous situation for the traffic guards.

There are also problems with the quality of city roads. The city council has made it one of its priorities to upgrade or repair problem areas. However, this continues to be an annoyance for residents.

D. Flooding

During the 1997 flood, Wheatland became an evacuation point since it is located on relatively high ground. It is apparent that, for future emergencies, a plan of action needs to be in place. The city has taken steps to draft a plan of action should an emergency occur; however, the final draft has not yet been approved or circulated.

E. Water Pressure

Due to problems with water pressure, the city obtained a \$1.9 million loan and a \$1 million grant to redrill Pump 6 and refurbish another (Pump 4). Municipal bonds secure the loan. Flat water rates have been raised in Wheatland from \$10.50 to \$26.92. Some of the citizenry have objected; the last rate increase was 25 years prior. The distribution water pressure is now within acceptable guidelines.

Planning:

The city is in the process of updating its general plan. Three proposed housing projects and a motel may materialize in the near future. Fast food restaurants are also in the planning stages. A community center should be completed by 2001.

City Government:

The city has also attempted to attract and keep qualified persons in its city government. Wheatland conducts city business through a five-member city council. Current city council members are:

Mayor: Roy V. Crabtree
Vice Mayor: Sean Coker
Council: Lisa McIntosh, Ernie Thompson, and Gary Ulman

Support staff includes: Dee Coggeshall, Clerk; Jim Thompson, City Administrator; John Meares, Police Chief; and Karl Nichols, Fire Chief.

The city is in the process of adding retirement benefits to salaried staff's benefit package. It has also reviewed the salary structure, and we understand that the city employees' salaries are still lower than other cities and counties in the area.

RECOMMENDATIONS:

1. Continue to explore grant-funding options to assist in the purchase of the fire truck.
2. Continue working with Cal Trans to improve the flow of traffic and ultimately complete the installation of the needed traffic light.
3. Contact appropriate agencies for repair/improvement of the City of Wheatland's roads.

RESPONSES REQUIRED FOR FINDINGS:

1. None
2. The Wheatland City Council
3. The Wheatland City Council
4. The Wheatland City Council

RESPONSES REQUIRED FOR RECOMMENDATIONS:

1. Wheatland Fire Chief
2. Wheatland City Council
3. Wheatland City Council

MARYSVILLE JOINT UNIFIED SCHOOL DISTRICT

FINDINGS:

1. There is the potential for problems with the handling of the cash generated from school club activities at school sites throughout the Marysville Joint Unified School District (MJUSD).
2. The vendor furnishing the computer program at Lindhurst High School has not provided necessary training for using the program.

REASON FOR INVESTIGATION:

This investigation was conducted pursuant to California Penal Code Section 925, which states in part: "...investigations may be conducted on some selective basis each year." The 2000-2001 Yuba County Grand Jury selected Marysville Joint Unified School District because the last investigation of this district was by the 1996-1997 Grand Jury and pertained to safety/security of students. The 2000-2001 Grand Jury received no formal complaints regarding MJUSD.

BACKGROUND:

MJUSD consists of thirteen elementary schools, four intermediate schools, two high schools, ROP sites, Continuation and Adult Education classes. The district covers most of Yuba County starting in the South at Arboga and extending to the North at Challenge. It is bounded on the West by the Feather River and on the East by Beale Air Force Base (abutting the Wheatland School District).

An elected Board of Trustees governs MJUSD. The Trustees appoint a Superintendent who is responsible to oversee and handle the daily operation of the district. The school district operates with funds from property taxes, state grants/funds, and federal grants/funds.

SCOPE:

The Grand Jury focused on the business services of the district, including the district procedures for obtaining needed services and supplies, the district's use of credit cards, and the cash handled at school sites.

PROCEDURE:

All interviews were conducted by no less than two members of the Grand Jury pursuant to the California Penal Code Section 916.

DISCUSSION:

District Procedures For Obtaining Needed Services and Supplies

The Grand Jury initially met with Dr. Marc Liebman, Superintendent of MJUSD, and Ms. Sandy Davini, Assistant Superintendent. Sandy Davini and the Grand Jury discussed background information regarding the Marysville Joint Unified School District. The Grand Jury questioned each of them regarding the procedure for originating purchase orders for goods needed and the procedures then followed through final payment of the order.

Dr. Liebman provided a portion of the MJUSD Board Policies, namely, Board Policy section 3310 and Administrative Regulation section 3310.1. (See Exhibit A.) These policies govern all of the District purchases and outline the procedures to be carried out. The policy includes the dollar amounts requiring bids and the procedures required by the different departments. The Board policy requires that all purchases be in the best interests of the school district. The policy provides that the school district must grant a contract to the lowest bidder and give all bidders an equal opportunity to qualify. The answers provided by the administration and the copies of the Board Policies satisfied the Grand Jury that there are safeguards in effect to monitor purchases.

The Grand Jury was advised that MJUSD has a warehouse and most of the items the District uses daily are kept on hand. MJUSD encourages all sites to use the warehouse inventory whenever possible. The business office has a computer program that monitors the inventory amounts. The business office reviews purchase orders to ensure school sites are not attempting to purchase inventory items independently, which would defeat the warehouse system.

The Grand Jury was also informed that contracts are put out to bid annually for school supplies such as paper, pencils, pens, books, and cleaning supplies. The vendors whose bids are accepted are issued "open" purchase orders for the school year. The vendors stock the warehouse with needed supplies. Certain departments such as the maintenance, food service, and transportation departments, do not purchase many inventory items from the warehouse. These departments annually contract with specialized vendors for supplies and materials. The State of California mandates that if a contract with the District totals \$15,000 or if the District will pay the vendor \$50,000 or more per year, that contract **must** go to bid with certain exceptions. Exceptions might include the purchase of perishable foods, legal services or emergency work, if the purchasing agent of the District deems the bid process impractical.

Department heads initiate all purchase orders. The business office assigns the purchase order a number and actually makes the order. The department head receives a copy of the finalized purchase order, as does the vendor. When the order is filled, the department head signs the invoice, evidencing receipt of the merchandise, and forwards the invoice to the business office for payment. The purchasing department reviews the invoice and approves it for payment.

Credit Card Usage

Most department heads carry a district credit card. The business office has had minimal problems with credit card use. MJUSD Administrative Regulation section 2150.3 governs credit card use. (See Exhibit B.) This regulation outlines the credit card limits, restricts the amount of credit card purchases per day, and limits what can be purchased with a credit card. The problems the school district has encountered in the past have mainly been with the types of purchases by credit card. Department heads cannot purchase inventory, equipment over \$200, furniture, and similar items with MJUSD credit cards.

The Grand Jury learned that the business office monitors credit card usage and implements the credit card guidelines adopted by the Board of Trustees. The allowable limit for credit card usage is \$400 per day per vendor. Each credit card has a limit of \$500 (\$2,000 on request). Department heads primarily use credit cards when they are attending out-of-town conferences. All credit card receipts must be itemized and attached to the appropriate forms. A fiscal technician in the business office reviews all credit card purchases prior to payment.

Cash Handled At School Sites

The Grand Jury also inquired whether there were petty cash accounts at the school sites. It learned each site has a petty cash account. Petty cash generally totals \$100 and each department head keeps track of petty cash expenditures. The business office routinely reconciles the petty cash account at the end of the school year. The department head issues a receipt when providing petty cash moneys. These receipts are turned into the business office and it issues a check in the name of the department head to replenish the petty cash moneys.

The administration stated that cash collected at school sites does not come into the district office. The Parent-Teachers Organization (PTO), athletic events, student body events and other fund raising entities generate cash at the school sites. Each school or club has a bank account and each tracks its own income and expenses. Each school site is responsible for its own accounting of this money. Dr. Liebman said this year they are implementing a new software program to help school sites track the money of clubs and organizations. He also stated that the "weak link" is still the monitoring of the cash income. He has recommended that all school sites require at least two persons to be present during the actual counting of cash, since there is still a problem with having a checks and balances procedure in place with respect to this cash.

The Grand Jury conducted follow-up visits at Johnson Park Elementary School and Lindhurst High School and inquired into the school sites' implementation of the directives regarding cash moneys. The Grand Jury also reviewed some general aspects of each school site. We will address each below:

Johnson Park Elementary School

Johnson Park Elementary School was built in 1963 and houses 296 students. The school is in very good condition and is a tribute to the district on the maintenance of their schools.

At Johnson Park Elementary, the Grand Jury learned that it still did not have access to the computer software for tracking student funds. We also learned that school staff does not handle the PTO moneys. PTO members collect PTO funds and count the funds in accordance with their by-laws. PTO members also make the bank deposits and inform school staff of the amounts deposited. PTO advises the school of PTO's use of the money. PTO generally invites the site staff to provide them with input as to what use the school site would like for the PTO funds, although PTO has the ultimate say. Generally, PTO funds may help in the payment of field trip expenses not covered by parents or students, exercise equipment, playground equipment, computers, special assemblies and supplies not covered by the school budget. Ms. Lee Liminoff-Jones, Johnson Park Elementary School principal, estimated the current PTO funds to total approximately \$2,200. The PTO had not yet had a major fundraiser at the time the Grand Jury interviewed her. The school has a safe where club funds may be held until the banking can be done.

The Grand Jury also discussed programs at the school such as the accelerated readers program, student tutoring (which is conducted two days a week after school) and the Gifted and Talented Education (G.A.T.E) program which has 10 students. Ms. Liminoff-Jones had a GATE student with her the day we interviewed her because he had excelled in reading.

Lindhurst High School

The Grand Jury also visited Lindhurst High School and first met with the principal, Mr. Dean Miller, in his office. Mr. Miller said although the high schools do not have PTA's or PTO's they do have Booster Clubs that fill the same needs. Mr. Miller said the Booster Club has the duty of "spoiling" the students. They assist in purchasing sporting equipment and attire. The athletes have an opportunity to purchase their game uniform and have their name emblazoned on it. This gives the team members a good feeling when playing games. The Booster Club assists when a student does not have the means to buy his/her own jersey.

Mr. Miller said the district recently purchased software for the Student Store called, "Blue Bear Computer Accounting." Mrs. Rosetta Kilgore, the school activities secretary, manages the student store. Mr. Miller escorted us to the student store and introduced us to Mrs. Kilgore. Mrs. Kilgore explained how teachers, students, administrators, and volunteers collect all moneys at the school.

Each club must be recognized by the school administration in order to have fundraisers. Each club is responsible for collecting its own money from fundraisers and has the authority to spend its own money. The club decides what it wants to do for fund raising and turns the money that it raises into the student store. Mrs. Kilgore counts the money in the club representative's presence and issues a receipt. She then enters the money into the club's account at the cash register computer. At the end of each day, a total deposit is made into the student store bank account. Mrs. Kilgore provided us with form that the clubs use when turning money in and it is attached to this report. (See Exhibit C.)

When a club wants to spend money, its representative comes to the student store and shows the minutes of his/her club meeting designating the need to spend the money. Mrs. Kilgore then writes the club a check out of the student store bank account. The check amount is then deducted from that club's account in the cash register computer. Mrs. Kilgore states she handles in excess of \$250,000 per year and this is the first year she has had a computer program to help. She is very thankful and is continuing to learn every day how the program works. Mrs. Kilgore did state the vendor who furnished the program did not provide the necessary training. It is apparent that MJUSD should follow-up on getting the help the school sites need to implement the purchased computer program.

Mrs. Kilgore is a very conscientious and trusted employee who has many years of experience at her job. She has watched her responsibilities grow since the beginning of Lindhurst High School. Keeping track of all the clubs' moneys is a very big job and with the years of service by Mrs. Kilgore it is obvious she has it well in hand. Lindhurst High School and MJUSD can be proud of the service she has given during her tenure at Lindhurst High School.

During this visit we discussed programs offered at Lindhurst for students. One of the most impressive programs to the Grand Jury was a computer repair program where the students repair outdated computers collected throughout the district and community. Through this program the students learn a trade and once the students repair a computer, it is theirs to take home. This program also has the end reward of a possible job with a local company repairing computers.

The Grand Jury learned that Lindhurst recently installed stadium lights on the football field. Mr. Miller stated the lights came out of his school budget. Installation was paid for and labor provided by a lot of volunteers. The success of this project is reflected in the pride of the student body. They can now have "real" home games. Lindhurst High School in the past had scheduled all of its home games at Marysville High School Stadium. This is a project of which the local community, volunteers, and MJUSD as a whole should be proud.

SUMMARY:

The Grand Jury concludes that, overall, the Marysville Joint Unified School District business office is doing a good job. Gilbert Accountancy of Sacramento audits the business office and the budget twice a year. The Board of Trustees has ensured through its Board Policy sections and its Administrative Regulations that MJUSD has a formal policy in effect. These written directives are helpful for employees and vendors. The guidelines also clarify that the district will treat vendors fairly and that the district will make timely payments.

The only real concern that the Grand Jury noted was the manner of handling cash at school sites throughout the district. The district is aware of this potential problem and is taking steps to prevent abuses.

The Grand Jury was also concerned with the lack of training to implement the computer program for the cash moneys. Currently the two high schools and four junior high schools are attempting to use this program, but the people using it are learning the program by trial and error and helping each other learn as they use it. If the program was bought with training included, the MJUSD office should put pressure on the vendor to get all of schools and staff the help and training needed to obtain the full benefit of the software.

RECOMMENDATIONS:

1. MJUSD should continue to monitor the procedures used for club and PTO funds, and attempt to implement a checks and balances system for private funds.
2. The Yuba County Grand Jury recommends that MJUSD get the needed training from the vendor who provided the Blue Bear Computer Accounting Software for all employees using this software.

RESPONSES REQUIRED ON FINDINGS:

1. Marysville Joint Unified School District
2. Marysville Joint Unified School District

RESPONSES REQUIRED ON RECOMMENDATIONS:

1. Marysville Joint Unified School District
2. Marysville Joint Unified School District

PURCHASING POLICIES

The policy of the Board of Education in establishing policies is to obtain maximum value for every dollar expended.

PURCHASING

Purchasing shall be done within the framework of the Education Code and shall give maximum effort to the educational program and to assist the administration in its role of management so that the items or services requested can be made available expeditiously, efficiently and economically.

DISTRICT PURCHASING POLICIES

1. To obtain the maximum value for each dollar expended.
2. To comply with all applicable provisions of County, State and Federal laws governing School District purchasing.
3. To establish specifications that are descriptive of materials desired and, insofar as possible, sufficiently broad to promote competitive bidding.
4. To publicly open advertised bids at the prescribed time and place.
5. To attract and develop a group of responsible bidders able to offer the best prices consistent with quality, delivery and service.
6. Follow the practice of competitive bidding to the maximum extent possible.
7. Base purchases on quality of materials, price, and delivery dates. If all other considerations are considered equal, priority will be shown for materials produced within the district or the State of California.
8. Grant awards to the lowest bidder meeting specifications.
9. To serve the best interests of the School District in all transactions.
10. To give all bidders an equal opportunity to qualify for school business.

11. To purchase without favor or prejudice.
12. To conduct purchasing in a business-like manner using the most efficient and effective methods and procedures.
13. To acquire material, when advantageous to the District, through the Federal Surplus Property Act.
14. To participate in cooperative purchasing with other governmental agencies, when consistent with the policies listed herein.
15. No member of the governing board shall be interested in any contract made by this Board of Education (as defined in Education Code Sections 35230-35240 inclusive).
16. Standardize as much as possible on equipment and/or supplies used within the District without encumbering service. Recognizing that standardization benefits the District in ease of operation by personnel and reduces District expenditure for back-up parts stock.

Policy Adopted: 9/1/92

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PURCHASING POLICIES

1. The purchasing of services, equipment, and supplies shall be conducted in the Purchasing Department under the immediate supervision of the Director of Purchasing Services. No invoice submitted by a vendor shall be paid unless the purchase was made by the Director of Purchasing Services, his/her authorized agent, or some other person specifically designated by the Board to make such a purchase.
2. Bid specifications shall be clear, complete, and conducive to competitive bidding and, insofar as possible, include all conditions necessary to bid.
3. All purchasing shall be competitive with awards to the lowest responsible bidder meeting instructions, conditions, and specifications in accordance with the following plan:
 - A. Purchasing for expenditures over \$15,000 for work to be done and over \$50,000 as adjusted annually materials or supplies to be furnished, sold, or leased, shall be by advertised bid and award; the bid to include the bidder's bid instructions and conditions, and materials or services desired.
 - B. Purchasing for expenditures under \$15,000 for work to be done or under \$50,000 as adjusted annually for materials or supplies to be furnished, sold, or leased, may be accomplished by informal telephone or written quotations, keeping in mind at all times that we must serve the interest of the School District in our transactions.
 - C. Exceptions: It shall be noted that where deemed impractical or otherwise advisable by the Director of Purchasing, certain services and supplies may be procured by law without competitive bidding. These services and supplies include, but are not limited to, perishable foods and professional services.
 - D. To avoid any misinterpretations, reference Senate Bill 429 (Ch. 897/95).

Administrative Regulation 3310.1

4. All purchases exceeding the bid limits as specified in 3.A. of the Administrative Regulations shall be opened in public by the Director of Purchasing or his/her representative at the prescribed time and place. Interested parties may secure prices and other information at the public opening of the bids. After the public opening of the bids, tabulation and analysis will be made. A recap of the bid shall be in the Purchasing Department for interested parties. No bid may be removed from the Purchasing Department. The award will be made by the Board of Education. Any bids received after the time specified in the Notice to Bidders shall be returned unopened.
5. The District reserves the right to accept or reject any or all proposals of bids, or any combination thereof, and to waive any informality or irregularity in the bid, or bidding.
6. When bids are equal, preference shall be given to firms located within the Marysville Joint Unified School District, County of Yuba, Sutter, Sacramento, State of California, or firms with whom the District has had satisfactory relationships, in the order named.
7. The Purchasing Department shall be responsible for:
 - A. Securing necessary bids for the purchase of supplies, equipment, and certain designated services used by the schools, and operating departments from those sources able to offer the best prices consistent with quality, delivery, and service.
 - B. Preparing recommendations of award of bids for approval by the Board of Education for the above section.
 - C. Issuing written purchase orders and/or contracts for materials purchased for the District by said department.
 - D. Conducting necessary price adjustment negotiations.
8. Purchases made in the name of the District without an authorized purchase order shall be considered an obligation of the person making the purchase and not an obligation of the District.

Administrative Regulation 3310.1

9. The Purchasing Department shall strive constantly to increase its knowledge of services, materials, prices, processes, and sources in manufacturing and shall, so far as it is practical, keep other departments informed.
10. The Purchasing Department shall study the market of school supplies to determine the most advantageous time to purchase specific materials and to be constantly alert to economic changes.
11. The Purchasing Department shall not extend favoritism to any vendor. Each order shall be placed on the basis of quality, price, delivery, and past performance.
12. Salesmen shall be requested to conduct their business with the Purchasing Department during established business hours. If calls on other departments or schools are necessary, they shall be arranged by the Purchasing Department.
13. All suppliers' representatives shall have a hearing relative to their products or services on the first scheduled appointment. Subsequent visits shall be promptly acknowledged and interviews granted or not, depending upon the circumstances. Purchasing personnel are not required to make their time absolutely and indiscriminately available to all salesmen at whatever time they may be calling. The Director of Purchasing Services shall be the judge.
14. Purchasing shall be on a yearly purchasing program, as far as it is possible, so that work can be kept at a fairly uniform level throughout the year. Every possible advantage shall be taken of quantity buying.
15. The Director of Purchasing Services shall be responsible for analyzing bids and shall determine that the equipment and/or supplies selected meet the specifications.

Administrative Regulation 3310.1

16. Specification of the material needed is a prerogative of each department or school if within the approved policies and standards. However, the Purchasing Department shall have the authority to question the quality and kind of material requested and to make recommendations relative to health, safety, economy and substitute between the Purchasing Department and the requisitioner shall be forwarded to the proper staff members or decision.
17. The Purchasing Department shall refrain from assisting any person in securing materials at discount for personal use.

Dated: 9/01/92
Revised: 2/20/96

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LEGAL REFERENCE

**SELECTED SECTIONS OF THE CALIFORNIA EDUCATION, GOVERNMENT,
AND REVENUE AND TAXATION CODES RELATING TO PURCHASING**

LETTING OF CONTRACTS TO LOWEST BIDDERS

(Public Contract Code section 20111) (as amended by SB 429 Ch. 897/95)

NOTICE CALLING FOR BIDS

(Public Contract Code Section 20112)

DURATION OR CONTINUING CONTRACTS FOR SERVICES AND SUPPLIES

(Education Code 39644)

EMERGENCY REPAIR CONTRACTS WITHOUT BIDS

(Public Contract Code Section 20113)

WORK NOT EXCEEDING \$15,000 OR 750 HOURS

(Public Contract Code Section 20114)

PURCHASE OF SURPLUS PROPERTY FROM FEDERAL AGENCIES

(Education Code 39654)

ADVANCE PAYMENT FOR PUBLICATIONS, POSTAGE, ETC.

(Education Code 40013)

**PURCHASES OF PERISHABLE FOODSTUFFS AND SEASONABLE
COMMODITIES**

(Education Code 39873)

BIDS CANNOT SPECIFY BRAND TO EXCLUDE COMPETITION

(Government Code 4333)

PUBLIC ADVERTISING OF BIDS

(Government Code 53068)

POLICIES AND PROCEDURES TO BE ADOPTED BY LOCAL AGENCY

(Government Code 54202 and 54204)

Dated: 9/01/92

Revised: 2/20/96

Administrative Regulation 2150.3

Marysville Joint Unified School District

VISA CARD GUIDELINES

1. Credit limit per person, per account, \$2,000 (increase may be requested).
2. Items excluded from purchase: Any inventory items; i.e., equipment over \$200, classroom furniture, audio visual equipment, toxic items, any expenses which are inappropriate uses of public funds. Example: Expenses for spouses, alcoholic beverages, gifts to employees, parties or social gatherings, staff meetings in private homes.
3. VISA card use for conferences and meetings is allowed. See Administrative Regulation 2150.2 "Expenses for Conference or Meeting" guidelines for further information.
 - A. Conference requisition is to be filled out in advance with preapproval, indicating what was paid by VISA card.
 - B. In completing conference reimbursement, indicate VISA card use and amounts and attach copies of receipts.
 - C. If meals for more than one employee are charged on one VISA card list each employee's name on the VISA card receipt. Per meal limits will apply.
 - D. On VISA card statement cover sheet indicate conference budget to be charged. Attach itemized original receipts and a copy of your conference requisition to VISA card statement.
 - E. If using categorical aid programs, include justification statement when submitting receipts.
 - F. Special Projects may review the justification statements for the appropriate use of categorical programs.

Dated: 6/7/94

Revised: 8/6/96

Revised: 2/5/01

TO SATISFY THE AUDITOR/CONTROLLER THE FOLLOWING
FORM NEEDS TO BE COMPLETED AND TURNED INTO THE
ACTIVITIES OFFICE WHEN YOUR FUND-RAISER IS
COMPLETED.

GENERAL INFORMATION

A. Fundraising Event _____

B. Date(s) of Event _____

REVENUE

A. Number of items/units available per invoice _____

B. Less items/units not available _____

C. Total items/units available for sale (A-B) _____

D. Selling price per item/unit _____

E. Anticipated revenue (C x D) _____

F. Actual revenue collected _____

G. Cash overage (shortage) E minus F _____

H. Explanation of difference (G) _____

WERE THERE EXPENSES FROM THIS FUND-RAISER?

Item purchased _____ Amount _____

Total Expenses _____

INCOME FOR FUNDRAISING EVENT

Total Revenue Collected _____

Less Total Expenses _____

Net Income for Fund-raiser _____

ADVISOR _____

DATE _____

ORGANIZATION _____

TO SATISFY THE AUDITOR/CONTROLLER PLEASE FILL
OUT THE FOLLOWING WHEN TURNING MONEY INTO THE
ACTIVITY OFFICE.

Tally Sheet:		
(A) Denominations	(B) Number of Bills or Coins	(A) times (B) Total Amount Collected
.01		
.05		
.10		
.25		
.50		
1.00		
5.00		
10.00		
20.00		
*****	(1) Total Amount of Cash	
Total Number of Checks _____	(2) Total Amount of Checks	
*****	(3) Total All Cash & Checks	
*****	(4) Total Amount Due	
*****	(5) Cash Over/Short	

- (1) Total all of the cash and enter the amount here.
- (2) Total all of the checks and enter the amount here.
- (3) Line (2) plus line (3)
- (4) This is the total amount which should have been collected (Line K on the Report of Ticket Sales.
- (5) Line (4) minus line (3)

COUNTED BY _____ DATE _____

ADVISOR _____ ORGANIZATION _____

YUBA COUNTY AIRPORT

FINDINGS:

1. The Yuba County Airport's expansion appears inevitable upon completion of the Motor Plex raceway.
2. The Yuba County Airport needs to complete its 20-year master plan to assure orderly development.

REASON FOR INVESTIGATION:

This investigation was conducted pursuant to California Penal Code section 925, which states in part: "...investigations may be conducted on some selective basis each year."

BACKGROUND:

The Yuba County Airport is located approximately three miles south of Marysville on Sky Harbor Drive. The Yuba County Airport has been in existence since 1940. The United States Army originally operated it until 1949 when the military gave ownership to the City of Marysville, which, in turn, transferred ownership to Yuba County. The Yuba County Airport was licensed as an approved airport on September 30, 1949, by the State of California. The current Yuba County airport staff consists of one manager, one secretary, and one maintenance worker. The airport also relies on additional manpower through such programs as the Work Incentive Act (WIA). In addition, personnel from the Yuba County Probation Department, and Yuba County Road Department help in the airport's operations.

The airport management is responsible for:

- Overseeing the maintenance of airport property
- Submitting permits to operate on the airport property
- Filing grant applications for airport improvements through the Federal Aviation Administration (FAA), the Division of Aeronautics, and the California Aid to Airports Programs
- Filing grant applications for economic development activities
- Executing leases for routine hangar lease agreements
- Marketing the Yuba-Sutter Enterprise Zone.

Currently, the airport is self-supporting. It receives no funds from Yuba County for operations. The county has been known to extend loans to Yuba County Airport, which the airport is then obligated to pay back. The airport's operating funds are generated from the leases, permits, and landing fees it generates, along with grant funding for airport improvements. Grants require a 10 percent match: a 5.5 share match from the airport and a 4.5 share match from the State Division of Aeronautics.

The Yuba County Airport totals 1000+ acres of which 265 is designated for industrial development. The airport has a 6,006-foot primary runway and a 3,280-foot crosswind runway. The runways are not constructed to handle aircraft as large as a 747. Currently, the airport manages 69 aircraft hangars, along with multiple aircraft tie-down spaces. The hangars are all currently occupied, and there is a long waiting list. Current management does not feel it is in the best interest of the airport to add to the number of supplemental hangars. Management theorizes that having a waiting list insures the consistent occupancy of all hangars. Management does consider the addition of shaded tie down spaces a possible future endeavor.

SCOPE:

The Grand Jury made an on-site tour of the Yuba County Airport. It also interviewed Airport Manager Mary Hansen and reviewed the Yuba-Sutter Enterprise zone documentation. The Grand Jury also met with Yuba County Economic Development Coordinator John Fleming, and Yuba County Administrator Jan Christofferson, who has since taken an out-of-county position, regarding the future development of the Yuba-Sutter Enterprise Zone.

PROCEDURE:

No less than two members of the Grand Jury were present during all interviews, tours, and the collection of documents pursuant to Penal Code section 916.

DISCUSSION:

This report will address the efforts made by the Yuba County airport to provide for additional air traffic and to improve its facilities. We will also explore the Yuba County airport's relationship to the Yuba-Sutter Enterprise Zone.

Plans for Additional Air Traffic:

The airport has an air traffic control tower. The airport tower, previously manned by the federal government, did not rehire air traffic controllers at the conclusion of the air traffic controller strike in 1981. The tower closed in 1981, at which time the federal government removed its electronic equipment and gave ownership of the tower structure to Yuba County airport. Currently the airport has a flashing beacon and pilots land by

using visual flight references (VFR). If there is fog, or for some other reason the airport cannot use VFR, pilots use instrument flight references (IFR), or contact Sacramento International airport or the Oakland airport for assistance in landing at the Yuba County airport.

The airport is only required to have air traffic controllers during the annual air shows it conducts. During these shows, the airport temporarily retains air traffic controllers from Sacramento, who set up temporary portable electronic equipment at no cost to Yuba County airport. The airport anticipates that it will have the need to have full-time air traffic control operations due to increased air traffic upon completion of the Motor Plex, based upon other airport statistics located near similar raceways.

Improvement of Facilities:

The Yuba County Airport recently used a grant from the Federal Aviation Administration (FAA) for airport improvements to:

- Overlay the primary runway
- Overlay and seal the entire taxiway system
- Construct new fueling facilities and rehabilitate the apron, which is the area of the airport designated for airplane parking
- Remove all underground fuel tanks.

Management is currently working on a 20-year master plan. It expects to consider the potential impact of the completion of the Motor Plex. Management considers the expansion of the airport to be inevitable upon completion of the Motor Plex, since it is not unusual for observers and participants to travel from race to race via Leer jet.

Interrelationship to Yuba-Sutter Enterprise Zone:

The counties of Yuba and Sutter designated the Yuba-Sutter Enterprise Zone in 1986. This zone consists of approximately 73.5 square miles of land as reflected in the attached map. (See Exhibit D.) The Yuba-Sutter Enterprise Zone includes, but is not limited to, the industrial parks at Yuba County Airport and areas along Highways 65 and 70. Surrounding the airport are eight industrial parks, containing 25 businesses, which are located within the Yuba-Sutter Enterprise Zone. The Yuba County Airport, through the Yuba County Board of Supervisors' approval, has either sold or leased, long-term, 2.5 to 45 acre parcels for industrial development, all within the airport's designated 265 acre industrial area, as reflected in the attached map. (See Exhibit E.) When the Grand Jury questioned whether this was prudent if the airport needed to further expand, the airport manager stated management felt it had conserved an ample amount of acreage for future expansion.

The Yuba County Airport Manager, who is also the Enterprise Zone manager, and the Yuba County Economic Development Coordinator are strongly committed to marketing the Yuba-Sutter Enterprise Zone. Their main objective is to entice businesses

to locations within the enterprise zone in Yuba County with offers of state tax credits and local incentives, as reflected in the attached documentation. (See Exhibit F.) For example, the Yuba-Sutter Enterprise Zone promotes:

- Site financing, with low or zero interest financing on improved property
- Below market sales and lease costs, including a 15 percent EZ discount for a savings of \$5,175 per acre
- Business loan programs, including a revolving loan fund tailored to a business' capital needs
- Job training programs, including training assistance, and low cost and subsidized programs.

Some of the most recent participants in the Yuba County Enterprise Zone are the Sacramento Valley Amphitheater and the Motor Plex raceway.

RECOMMENDATIONS:

1. Continue to explore grant-funding options to assist in the improvement of the Yuba County Airport.
2. Contact appropriate agencies to determine what will need to be done before air traffic control operations can again be implemented.
3. Create a 20-year master plan that addresses the sale of additional acreage.
4. Consider expansion of the number of aircraft hangars.

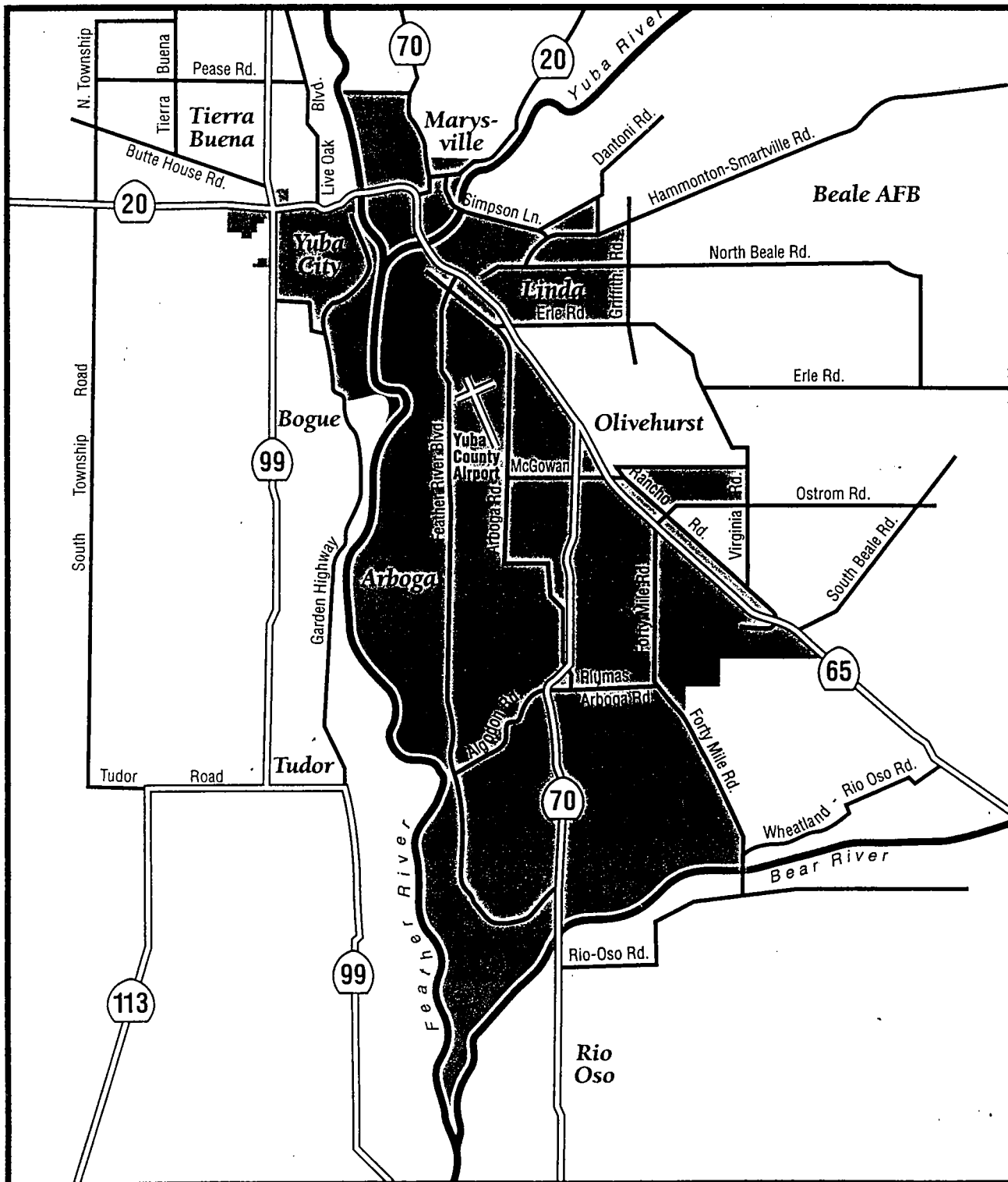
RESPONSES REQUIRED FOR FINDINGS:

1. The Yuba County Airport
2. The Yuba County Airport

RESPONSES REQUIRED FOR RECOMMENDATIONS:

1. Yuba County Airport
2. Yuba County Airport
3. Yuba County Airport
4. Yuba County Airport

Yuba-Sutter Enterprise Zone Map



INDUSTRIAL TRACT NO. 1 91.2 Acres
 INDUSTRIAL TRACT NO. 2 31.0 Acres
 INDUSTRIAL TRACT NO. 3 45.8 Acres

INDUSTRIAL SITE NO. 1 12.86 Acres
 INDUSTRIAL SITE NO. 2 10.0 Acres
 INDUSTRIAL SITE NO. 3 7.55 Acres
 INDUSTRIAL SITE NO. 4 13.72 Acres
 INDUSTRIAL LEASE SITE NO. 5 45.55 Acres

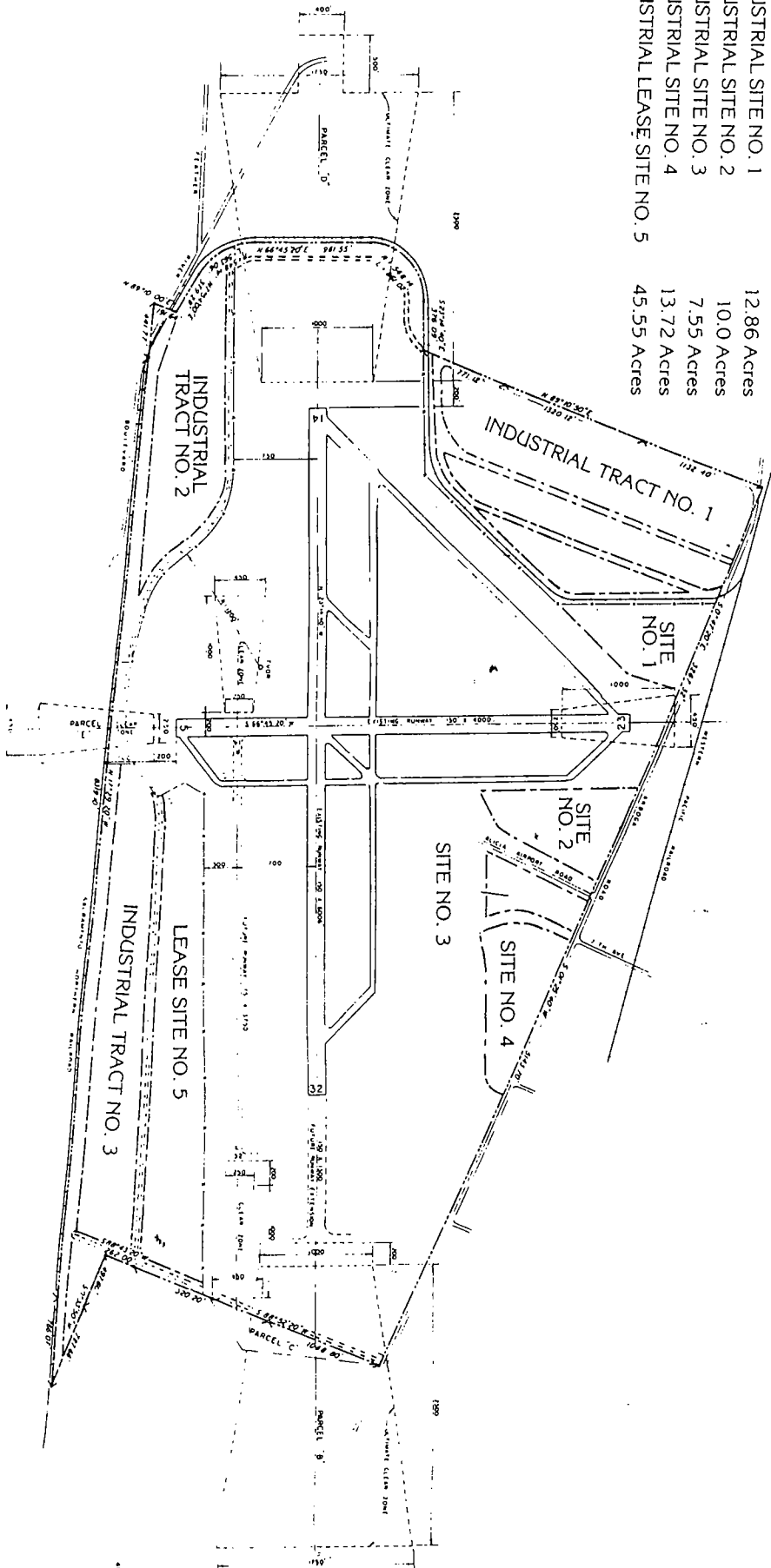


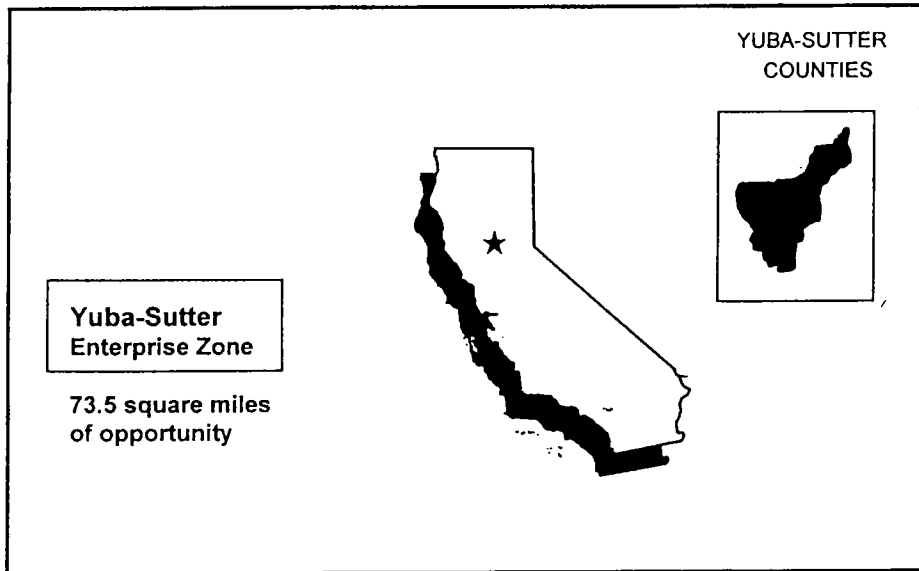
Exhibit E

CALIFORNIA ENTERPRISE ZONES

"Creating Jobs and Rebuilding Communities"

Enterprise zones were established in California to stimulate development in selected areas. The Enterprise Zone Act provides special tax incentives for entities and individuals who operate or invest in a business located within a designated

enterprise zone. The Yuba-Sutter Enterprise Zone was designated on October 15, 1986, and is a multi-jurisdiction, joint partnership among the Counties of Yuba and Sutter and the Cities of Marysville and Yuba City.



ZONE INCENTIVES

STATE

- ✓ Firms hiring qualified employees can earn over \$29,200 per employee in state tax credits
- ✓ Corporations can earn sales tax credits on purchases of \$20 million per year of manufacturing machinery and parts, data processing and communications equipment, and motion picture manufacturing equipment; individuals can earn credits on purchases up to \$1 million per year
- ✓ Upfront expensing of certain depreciable property
- ✓ 100 percent net operating loss carryover
- ✓ Lenders can receive interest income, tax free
- ✓ Unused tax credits can be applied to future tax years
- ✓ Individual workers' credit

LOCAL

- ✓ Manufacturers investment credit
- ✓ Firms can purchase industrial sites at below market prices with financing available at low-interest or interest-free
- ✓ Real estate commission available to encourage realtors to help you with your location
- ✓ Training centers can train your employees according to your criteria or assist you in developing your own program
- ✓ Over \$3 million available in revolving loan funds
- ✓ Building permits and plan check processes are expedited within zone boundaries
- ✓ Cooperative local governments thrive on creative site and building financing

Yuba County

Marysville

Yuba City

Enterprise Zone businesses can take advantage of these unique credits. They can mean \$100,000 in savings or more each year!

The Yuba-Sutter Enterprise Zone has incentives designed specifically for Yuba-Sutter:

The California Enterprise Zone Program offers new and existing businesses a variety of tax credits. These incentives can reduce the cost of doing business and increase profitability.

The zones were chosen on the basis of the potential of the area for development as well as the local commitment to assist and encourage business.

The Yuba-Sutter Enterprise Zone was designated on October 15, 1986, one of the original zones in the state. The Yuba-Sutter Enterprise Zone is a four-jurisdiction, joint partnership among the Counties of Yuba and Sutter and the Cities of Marysville and Yuba City.

- | | | | |
|----|---|---|--|
| \$ | Hiring tax credits of up to \$29,265 per employee, spread over 5 years | ✓ | Nine Fully-Improved Industrial Parks |
| \$ | Credit for sales tax of up to \$20 million worth of manufacturing machinery and parts, data processing and communications equipment, and motion picture manufacturing equipment purchased by corporations; \$1 million in purchases for individuals | ✓ | Below Market Prices Of Industrial Sites |
| \$ | 6% investment tax credit for manufacturing equipment -- no upper limit | ✓ | Low-Interest/Interest Free Financing On Industrial Sites |
| \$ | Deductions of up to \$50,000 for certain depreciable equipment and property | ✓ | Below Market Lease Rates On Industrial Sites |
| \$ | Net Operating Loss Carryover | ✓ | Real Estate Commission |
| \$ | Carryover of unused credits to future years | ✓ | ... incentives to help you grow... |
| \$ | 5% to 9% Enterprise Zone preference points for state contracts | ✓ | Job Training Programs |
| \$ | Interest income -- tax free to lenders | ✓ | Ready-To-Occupy Manufacturing Facilities |
| \$ | Income tax credits available to your employees | ✓ | Creative Site And Building Financing |
| | | ✓ | Loan Programs |
| | | ✓ | Fast Tracking Plan Checks And Building Permits |
| | | ✓ | Priority Technical Assistance |
| | | ✓ | Subsidized Labor Rates |

... cooperative government in action ...

... Yuba-Sutter Enterprise Zone ...

... committed to working with business ...

YUBA COUNTY BOARD OF SUPERVISORS SALARY REQUEST

FINDINGS:

1. There are insufficient County moneys at hand to meet the salary demands of all county personnel.
2. The Board of Supervisors currently receives additional benefits in the form of Public Employees' Retirement System (PERS) retirement, mileage, committee meeting compensation, and other out-of-town expenses reimbursement.

REASON FOR INVESTIGATION:

The Yuba County Grand Jury received a letter dated November 28, 2000, from the Yuba County Board of Supervisors. The letter, signed by Vice Chairman Don Schrader requests the Grand Jury to address the feasibility of a salary increase for the supervisors, pursuant to Penal Code section 927. Penal Code section 927 provides: "A grand jury may, and when requested by the board of supervisors, shall investigate and report upon the needs for increase or decrease in salaries of the county-elected officials. A copy of such report shall be transmitted to the board of supervisors."

SCOPE OF INVESTIGATION:

In addressing this request, the Grand Jury interviewed some supervisors (Al Amaro, Supervisor, District 1 and Hal Stocker, Supervisor, District 5), the clerk of the Board of Supervisors, Terry Hansen, and the county auditor/controller, Dean Sellers. During those interviews the Grand Jury was provided with handouts pertaining to each supervisor's calendar for 2001 breaking down what special meetings each supervisor was assigned to attend. (See Exhibit G.) We were also provided with an excerpt of the ordinance describing the supervisorial districts and the mileage they are entitled to receive. (See Exhibit H.) The Grand Jury also obtained from the Regional Council of Rural Counties its salary comparisons for supervisors throughout the state. (See Exhibit I.)

PROCEDURE:

No less than 3 members of the Grand Jury were present at all meetings. All committee members received and reviewed all notes, and documents pertaining to the investigation.

DISCUSSION:

The Grand Jury learned that each supervisor had the potential of earning between \$23,468 and \$25,368 per year. A supervisor is not precluded from continuing with other employment so long as it does not interfere with his/her supervisory duties. The anticipated number of hours per week for the supervisor position varies depending on the number of committees and the individual supervisor's work commitment.

Each supervisor earns an annual base salary of \$19,068. However, each supervisor is also entitled to the following benefits:

- A car expense allowance of \$150 per month
- Membership in PERS
- Additional compensation of between \$50 and \$150 per meeting for assigned committee meetings (other than the general Board of Supervisors meetings)
- Additional mileage of between \$0.31 and \$0.345 for out-of-town meetings.
- Reimbursement for the out-of-pocket costs incurred in attending out-of-town meetings

Based on the above-outlined salary and benefits that the supervisors are budgeted, and based upon other problems in the county, the committee does not recommend any supervisor salary adjustment at this time. There are larger issues that Yuba County faces that need to be addressed by the Board of Supervisors before they can justify an increase in their own salaries. These issues include the deteriorating infrastructure of Yuba County, including roads that are in disrepair, buildings in need of maintenance and problems in maintaining personnel due to the recruiting and salary difficulties.

The Grand Jury has concerns that due to budget cutbacks, needed office supplies and equipment are difficult to replace. Further, there are countywide personnel issues, from the Yuba County Sheriff's office to Juvenile Hall. The majority, if not all, county office salaries are below the comparisons with neighboring counties and cities. The Grand Jury has learned that most, if not all, departments have recruiting and salary problems. When staffing levels are low and salaries are not comparable it is difficult to recruit good, experienced people. Yuba County has been a training ground for entry-level positions for years. Good employees learn their trades and move on to other local areas for more money and benefits. The Board of Supervisors needs to be aware of these problems and consider creative ways to address these concerns.

RECOMMENDATION:

If, in the future, economic conditions of Yuba County improve a future Grand Jury may be able to recommend a Board of Supervisor salary increase. This year's Grand Jury cannot.

RESPONSES REQUIRED ON FINDINGS:

1. None
2. None

RESPONSE REQUIRED ON RECOMMENDATION:

None

The Montgomery Wards Building

During the course of the county work, the Grand Jury learned that some county personnel would like to relocate county offices to the vacated Montgomery Wards building.

The Grand Jury received the following list of positives:

- All departments would be located in one area.
- There would be a garage in place for vehicle maintenance.
- Parking would be accessible and adequate.
- Costs to the county could be lower due to consolidation of overhead expenses.
- Expansion would be possible.

The committee feels this is something that should be investigated further by the county. No negatives, such as the possible decrease of sales tax revenue, were discussed or explored.

<p><u>AGENDA SETTING</u> Rep: Chairman Rep: Alt: <i>Vice-chairman</i> _____ Chairman and Vice-chairman as Alternate. Meets weekly Wednesday at 9:00 a.m.</p>	<p><u>AREA 4 AGENCY ON AGING</u> Rep: Hal Stocker Rep: Alt: _____ Meets 2nd Friday of each month at different locations within seven counties. Stip. \$9.50 if within home county or \$17.50 if outside county. Phone: (916) 486-1876</p>	<p><u>ARTS COUNCIL</u> Rep: Hal Stocker Rep: Alt: <i>Don Schrader</i> _____ Meets last Monday of each month, except in Dec. at 4 pm at 630 "E" Street, Marysville. Telephone: 742-2787</p>
<p><u>BEALE COMMUNITY COUNCIL</u> Rep: Hal Stocker Rep: Bill Simmons Alt: <i>Mary Jane Griego</i> _____ Gen. Membership meets 1st Tues. of every other month begin. April at noon. Exec. Com. meets 3rd Fri. of every other month begin. in Jan. at 10 a.m. includes Executive Comm. meeting. Telephone: 634-889 (Fran Maples)</p>	<p><u>BI-COUNTY MENTAL HEALTH</u> Rep: Mary Jane Griego Rep: Alt: <i>Don Schrader</i> _____ Meets every 3rd Thursday at 5:30 p.m. at 1965 Live Oak Blvd., Yuba City. Telephone: 822-7200</p>	<p><u>BI-COUNTY SUBSTANCE ABUSE</u> Rep: Mary Jane Griego Rep: Alt: <i>Al Amaro</i> _____ Meets every 2nd Monday at noon at 1965 Live Oak Blvd., Yuba City. Telephone: 822-7200</p>
<p><u>BI-COUNTY TRANSPORTATION</u> Rep: Al Amaro Rep: Alt: <i>Hal Stocker</i> _____ Temporarily Inactive. Telephone: 634-6880</p>	<p><u>CALIF. STATE ASSN. COUNTIES</u> Rep: Al Amaro Rep: Alt: <i>Bill Simmons</i> _____ Meets at 10 a.m. on Feb. 1, Apr. 5, Jun. 14, and at Nov. Conference. All meetings in Sacto. this year. includes Private Partnership Project. Telephone: (916) 327-7500</p>	<p><u>CHAMBER of COMMERCE</u> Rep: Bill Simmons Rep: Alt: <i>Hal Stocker</i> _____ Meets at 7:30 p.m. on last Thursday of each month at 429 10th Street, Marysville. Telephone: 743-6501</p>
<p><u>CHILDREN & FAMILIES FIRST</u> Rep: Al Amaro Rep: Alt: <i>Hal Stocker</i> _____ Meets last Monday of each month at 11 a.m. at the Library Telephone: 749-6272</p>	<p><u>CITY/COUNTY LIAISON</u> Rep: Bill Simmons Rep: Don Schrader Alt: <i>Mary Jane Griego</i> _____ Meets at 5 pm on third Thursday of each month at Marysville City Hall. Telephone: 749-7575 (Teena)</p>	<p><u>EMERGENCY MEDICAL CARE</u> Rep: Don Schrader Rep: Alt: <i>Hal Stocker</i> _____ Meets at 7:30 a.m. on 2nd Thursday of each month at 1700 Poole Blvd., Yuba City. Telephone: 674-2780 (Don Morton)</p>

<u>FEATHER RIVER AIR QUALITY</u> Rep: Don Schrader Rep: A. Amaro & M. Griego Alt: Bill Simmons <hr/> Meets at 4 p.m. on first Monday of each month, except for the month of January. Receives stipend of \$50 per meeting. Telephone: 634-7659	<u>FINANCE & ADMINISTRATION</u> Rep: Al Amaro Rep: Hal Stocker Alt: Don Schrader <hr/> Auditor/Controller, Assessor, CAO, Clerk of the Board, Clerk/Recorder, Counsel, Treasurer/Tax Collector, Risk Mgmt./Personnel	<u>HIGH SIERRA RESOURCE CON.</u> Rep: Hal Stocker Rep: Alt: Bill Simmons <hr/> Meets at 10 a.m. on 3rd Friday of every even numbered month at 560 Wall Street, Auburn. Telephone: 823-5687 (Bob Roan)
<u>HUMAN SERVICES</u> Rep: Don Schrader Rep: Mary Jane Griego Alt: Bill Simmons <hr/> Health & Human Services, Housing & Comm. Services, Library, Bi-County Mental Health. Also 1 Committee members serves on Library Commission.	<u>INTERGOV. RELATIONS ADVIS.</u> Rep: Don Schrader Rep: Bill Simmons Alt: Mary Jane Griego <hr/> Currently Inactive. Includes the Negotiations - Tax Increment Transfer Committee	<u>LAND USE & PUBLIC WORKS</u> Rep: Al Amaro Rep: Hal Stocker Alt: Mary Jane Griego <hr/> Building Services, Community Development, Environmental Health, Public Works, Roads
<u>LAW & JUSTICE</u> Rep: Hal Stocker Rep: Bill Simmons Alt: Al Amaro <hr/> Bi-County Juvenile Hall, District Attorney, Juvenile Justice - Delinq. Prevention Com. Probation, Sheriff Coroner. Also 1 Com. member serves as representative to Interagency Children's Services Coordin. Council (Steve Roper contact person)	<u>LOCAL AGENCY FORMATION</u> Rep: Al Amaro Rep: Hal Stocker Alt: Mary Jane Griego <hr/> Meets at 6 p.m. on second Wednesday as needed. Phone: 741-6419 (Sandy)	<u>NATIONAL ASSN. OF COUNTIES</u> Rep: Al Amaro Rep: Alt: Bill Simmons <hr/> Meets four times per year in various parts of the country. Funds budgeted in Board Travel for attendance.
<u>NO. CENTRAL COUNTIES CON.</u> Rep: Al Amaro Rep: Alt: Don Schrader <hr/> Meets quarterly. Travel reimbursed at 32.5 cents per mile, plus lunch expense if coming from out of area. Telephone: 822-7145	<u>PEACH TREE CLINIC DIRECTORS</u> Rep: Bill Simmons Rep: Alt: Al Amaro <hr/> Meets at 2 p.m. on 2nd Wednesday of each month at Clinic. Telephone: 741-6245 ext. 105 (Shannon)	<u>PROTECTIVE INSPECTION</u> Rep: Bill Simmons Rep: Mary Jane Griego Alt: Donald Schrader <hr/> Agricultural Commissioner, Emergency Services, Environmental Health

<u>PUBLIC FACILITIES</u> Rep: Al Amaro Rep: Don Schrader Alt: Hal Stocker Administrative Services.	<u>REGIONAL COUNCIL RURAL CTS.</u> Rep: Hal Stocker Rep: Alt: Mary Jane Griego Meets @ 9 am every 3rd Wed. 7 Thur. ex. for July & Sep. Lunch provided. Mileage reimbursed at \$4.5 cents per mile. Also serves as rep. to Calif. Rural Home Mortgage Finance Authority. Phone: (916) 447-4806	<u>REGIONAL INTEGRATED WASTE</u> Rep: Bill Simmons Rep: Alt: Mary Jane Griego Meets at 6:30 p.m. on 4th Monday of each month at Yuba City Council Chamber in 2001. Stipend of \$50 per meeting. Immediately proceeds Y-S Transit at 7 p.m. at same location. Telephone: 634-6890
<u>SACTO AREA COM. & TRADE</u> Rep: Bill Simmons Rep: Alt: Al Amaro Meets quarterly at noon. Location varies. Telephone: (916) 441-2312	<u>SACTO AREA COUNCIL GOVMT.</u> Rep: Don Schrader Rep: Alt: Hal Stocker Meets at 9 a.m. 3rd Thursday of each month. Involves at least 1 additional committee meeting. Stipend of \$100 per meeting, plus travel. Telephone: (916) 457-2264	<u>SACTO MOTHERLODE REG. ASSN.</u> Rep: Hal Stocker Rep: Alt: Mary Jane Griego Meets in conjunction with CSAC & RCRC Annual conferences. Maximum of three meetings per year. Telephone: 885-3695
<u>SIERRA-SACTO VALLEY EMS</u> Rep: Don Schrader Rep: Alt: Al Amaro Meets at 1 p.m. every 3rd Fri. every other month beg. Feb. at 5995 Pacific St., Rocklin. Stipend of \$50 per meeting, plus travel at 31 cents per mile. any member can serve as alternate. Telephone: (916) 625-1701	<u>Y-S ECONOMIC DEVELOPMENT</u> Rep: Mary Jane Griego Rep: Bill Simmons Alt: Al Amaro Date, times, and location varies Telephone: 751-8555 (Sandy)	<u>YUBA SUTTER TRANSIT AUTH.</u> Rep: Mary Jane Griego Rep: Bill Simmons Alt: Don Schrader Meets at 7 p.m. on 4th Monday of each month at Yuba City Council Chamber in 2001. Stipend of \$50 per meeting. Immediately follows Regional Integrated Waste meeting at 6:30 p.m. same location. Telephone: 634-6880

CHAPTER 2.25

BOARD OF SUPERVISORS MEETINGS

Sections

- 2.25.010 Board Meetings
- 2.25.020 Calendar Months With 5 Tuesdays

2.25.010 Board Meetings. The regular meetings of the Board of Supervisors of the County of Yuba shall be held each Tuesday of every calendar month at 9:30 a.m. except on the first Tuesday of each month such meetings shall commence at 6:00 p.m. All such meetings shall be held in the Chambers of the Board of Supervisors in the Courthouse Building, 215 Fifth Street, Marysville, California. Each meeting may be continued from time to time until final adjournment. If any regular meeting falls upon a holiday, the regular meeting of the Board shall be held at the same time and in the same place on the first succeeding day which is not a holiday. (#589 as amended by #983, #984 #1081 and #1213)

2.25.020 Calendar Months With 5 Tuesdays. Notwithstanding section 2.25.010, no regular meeting of the Board of Supervisors of the County of Yuba shall be held on the 5th Tuesday occurring in any calendar month. (#1161)

CHAPTER 2.30

SUPERVISOR'S COMPENSATION, MILEAGE AND BENEFITS

Sections

- 2.30.010 Purpose
- 2.30.020 Authority
- 2.30.030 Salary
- 2.30.040 Insurance and Retirement Benefits
- 2.30.050 Mileage
- 2.30.060 Inspection of County roads

2.30.010 Purpose. The purpose of this ordinance is to provide for and pay adequate compensation to all members of the Board of Supervisors of Yuba County. (#652)

2.30.020 Authority. The Authority for this ordinance is Article 11, Section 1(b) of the Constitution of the State of California, and §25123.5 of the Government Code. (#652)

2.30.030 Salary. The salary of each member of the Board of Supervisors' compensation package is hereby ordained to be \$1,589.00 per month as of May 1, 1996. (#652 as amended by #669, #940, #966, #987, #1011, #1032 #1056 and #1195)

2.30.040 Insurance and Retirement Benefits. Each member of the Board of Supervisors shall also be provided with such group, health and life insurance benefits and retirement benefits as are provided to County employees and County department heads. (#652)

2.30.050 Mileage. Each member of the Board of Supervisors, while attending to the business of the County outside of the geographical boundaries of the County, shall receive mileage allowance for the actual use and operation of a privately-owned vehicle at a rate to be set by resolution of the Board; provided, however:

(a) Each Member of the Board shall be entitled to receive the sum of \$150.00 per calendar month for in-county travel related to his/her duties as a member of the Board. This sum includes any and all amounts which may be payable pursuant to §2010 of the California Streets and Highways Code.

(b) No member of the Board of Supervisors shall be entitled to mileage allowance for any travel for which such member receives compensation under the provisions of §2010 of the Streets and Highways Code. (#596 as amended by #720, #932, and #1053)

2.30.060 DELETED (#1053)

CHAPTER 2.33

TRAINING OF SUPERVISORS-ELECT

Sections

- 2.33.010 General Authority
- 2.33.020 Approval by Board of Supervisors
- 2.33.030 Procedure

2.33.010 General Authority. Pursuant to the authority of Government Code §25208.4 and upon request of a supervisor-elect, county general fund monies may be used prior to the assumption of office by that supervisor-elect, for the training and orientation of the supervisors-elect including the payment of course fees, travel and per diem expenses, course materials and consultant fees. (#847)

2.33.020 Approval by Board of Supervisors. Such training and orientation programs, and expenses therefore, shall be those the Board deems proper and beneficial to the exercise of Supervisorial duties by newly elected supervisors. (#847)

2.33.030 Procedure. In order to receive such funds, the supervisor-elect shall:

(a) Make a formal request of the Board of Supervisors

(b) Receive approval of such request by the Board.

(c) Comply with the County policies and procedures relative to similar monies for members of the Board of Supervisors. (#847)

Regional Council of Rural Counties
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Supervisor Compensation Survey Data

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County Name	Annual Base Salary	Method Used for Compensation Level	Monthly Car Allowance	Mileage Reimbursement/ mile	Other Monthly Allowances	County / Supervisor Contribution Level	PERS	Medical	Dental	Other Benefits	Last Adjustment	Frequency of Review	Other Resources Available to Supervisors	Vacation / Leave Levels	Estimated Weekly Hours as Supervisor	Notes
Alameda	\$ 94,322	80% salary relationship between BOS & Superior Court Judges	\$ 502.00		Management Fringe Benefits Reimbursement Claim Program	Same as County Managers	No	Various Plans- County pays only Kaiser contribution rates	Delta Indemnity Plan	Cafeteria Benefit Plan, Basic Life	Apr-00	Upon Superior Court Judges Salary Review	Staff, computer, office space, telephone	N/A	40 + hours	
Alpine	\$ 16,800	Public hearing & citizen input	N/A	Mileage, meals			0.2% @ 60	Full coverage	Yes	Vision - All coverage for Supervisor + dependents paid by County	Jan-95	No set schedule	Staff, clerical support, computer, telephone, fax	N/A	16 hours	Supervisors are reimbursed for travel.
Amador	\$ 30,514	Resolution	N/A	Mileage	Travel expenses, including meals, phone, and lodging	N/A	Yes	County pays premium for employees and dependents	County pays premium for employees and dependents	Employee Wellness Program	Aug-99	Annually	BOS Staff, office space, computer, cell phone	Paid Vacation & Sick-No Accrual	30 hours	
Butte	\$ 26,182	% of Superior Court Judges salary	\$ 520.00		\$70.00 cell phone	0 assuming no options selected	County pays 8%	CalPERS	Yes		Sep-99	Annually	Field office staff, computer, telephone	N/A	40+ hours	Data provided by San Mateo County Survey dtd 10/99
Calaveras	\$ 31,464															
Colusa	\$ 24,000	Survey Comparison	N/A	.315/mile	N/A	N/A	7% of employees share	Yes	Yes	Life vision	Jul-00	Upon Board Request	Staff, laptop	N/A	30-35 hours	Data provided by San Mateo County Survey dtd 10/99
Contra Costa	\$ 53,172		\$ 450.00	.25/mile												
Del Norte	\$ 24,247	Average of 6 counties surveyed		Federal rate per mile	Cell phone	None	2% @ 55	Full med.		20K term life county paid	Apr-00	No regular schedule	Furnished office, support staff	N/A	60 hours	
El Dorado	\$ 50,184															Data provided by San Mateo County Survey dtd 10/99

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County Name	Annual Base Salary	Method Used for Compensation Level	Monthly Car Allowance	Mileage Reimbursement/ mile	Other Monthly Allowances	County / Supervisor Contribution Level	PERS	Medical	Dental	Other Benefits	Last Adjustment	Frequency of Review	Other Resources Available to Supervisors	Vacation / Leave Levels	Estimated Weekly Hours as Supervisor	Notes
Fresno	\$ 59,333		\$ 477.00													Data provided by San Mateo County Survey dtd 10/99
Glenn	\$ 18,815	Ordinance	N/A	32¢/mile	Cell Phone	N/A	1937 Act	County contributes \$160.28	Yes	Vision, Life	Mar-99		Staff computer, office space, telephone	N/A	30-40 hours	Data provided by San Mateo County Survey dtd 10/99
Humboldt	\$ 49,350															Data provided by San Mateo County Survey dtd 10/99
Imperial	\$ 47,220		\$ 400.00	+ mileage												We have no personal staff, use homes for out offices
Inyo	\$ 39,490	Other comparable county levels	N/A		Phone line to house		Yes	Yes	Yes	Lodging reimbursement, postage	Feb-00	No scheduled review period	500 ea. Budget yr. to use as needed for equipment, tax	None	65-75 hours	
Kern	\$ 72,517	Ordinance	\$ 485.00	N/A		N/A	1937 Act	\$5,336.00 Annual		670	Jan-00	Annually	Full Staff, complete central offices	None	40-60 hours	Data provided by San Mateo County Survey dtd 10/99
King	\$ 49,644		\$ 325.00		Car Allowance + Incidentals											Data provided by San Mateo County Survey dtd 10/99
Lake	\$ 40,469															Data provided by San Mateo County Survey dtd 10/99
Lassen	\$ 26,067	25% of Superior Court Judges salary	N/A	Federal rate per mile	N/A	N/A	2% at 55- Contributions paid by County	Yes	Yes	Life, Deferred Compensation	Jul-00	When study was done	Office space, phone, one staff, computers	None	Varies per Member	

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Los Angeles	\$ 113,376															Data provided by San Mateo County Survey dtd 10/99
Madera	\$ 36,036	40% of Superior Court Judge salary	N/A	.315/mile	Cell phone		6%	County Paid	Yes	Vision and Life	Jul-00	As needed	BOS Staff, office space, computer, cell phone	N/A	40 + hours	
Marin	\$ 62,670		County Car Provided													Data provided by San Mateo County Survey dtd 10/99
Mariposa	\$ 29,478	25% of Superior Court Judge salary		.325/mile	Meal, travel accounts, travel reimbursement		County pays employee share for retirement	County contributes \$329.28	Yes	Vision, Life, deferred compensation	Jul-00	Annually	Staff, staff analyst, computer, office, phone, email, internet	N/A	20-30 hours	
Mendocino	\$ 32,994		\$ 120.00 + mileage													Data provided by San Mateo County Survey dtd 10/99
Merced	\$ 37,523	Ordinance & Resolution	\$ 450.00		\$ 300.00	N/A	1937 Act Tier 1	100% employee paid		80% Life Insurance	Apr-00	Annually	Support Staff is shared	N/A	50-60 hours	
Modoc	\$ 11,287		\$200.00 Stipend													Data provided by San Mateo County Survey dtd 10/99
Mono	\$ 20,808	Set by Board	\$ 450.00	N/A	N/A	N/A	7%	\$ 386.63	Yes	Vision, Life	Jan-99		County Clerk serves as Clerk to the Board & Support Staff	N/A	15-20 hours	
Monterey	\$ 72,948	50% of Municipal Court Judges salary	\$150.00/month + actual travel exp.				Yes	Yes, CalPERS	Yes	Life, Cafeteria plan, Deferred compensation	Dec-99	Annually	Training, staff, computer, telephone	10 holidays, Accrual Leave Based on Yrs. Of Service		

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Napa	\$ 53,064		\$ 370.00		Additional \$600. for meals, travel/confr & meal reimbursement								Staff support, computer, cell phones & office space			Data provided by San Mateo County Survey dtd 10/99
Nevada	\$ 30,824	Survey of other counties	\$	- 325/mile		N/A	7% by County + SB853 Benefit	Yes, cafeteria	Yes	Life, vision, EAP	Sep-98	No set schedule		N/A	20 - 30 hours	Currently considering a COLA increase
Orange	\$ 92,206		\$ 466.00	+ mileage												Data provided by San Mateo County Survey dtd 10/99
Piacer	\$ 30,000	Electrate, Nov. 92	N/A	Mileage	Cell phone	N/A	County portion paid	County portion paid			Jan-92	Currently	BOS Staff, office space, computer, cell phone	N/A	40-50 hours	
Plumas	\$ 30,000	Under review	N/A	325/mile	Confr Travel Reimbursement \$150/yr. Wellness-Fitness Allow.	N/A	County pays employees 7%	\$ 468.50	Included in medical	Included in medical	May-98	Annually	Shared office space, telephone, cell phone, computer	N/A	40-60 hours	
Riverside	\$ 90,702		\$350.00 Car Allowance or County Car													Data provided by San Mateo County Survey dtd 10/99
Sacramento	\$ 53,933		\$ 500.00													Data provided by San Mateo County Survey dtd 10/99
San Benito	\$ 26,424															Data provided by San Mateo County Survey dtd 10/99
San Bernardino	\$ 76,083	Measure K (Based on annual survey)	\$ 600.00	+ actual travel expenses	Cell phone	\$350.00 paid bi-weekly	1937 Act	Yes	Yes	Deferred Comp	Dec-99	Annually	Full staff & Office support w/ budget	N/A		

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County Name	Annual Base Salary	Method Used for Compensation Level	Monthly Car Allowance	Mileage Reimbursement/ mile	Other Monthly Allowances	County / Supervisor Contribution Level	PERS	Medical	Dental	Other Benefits	Last Adjustment	Frequency of Review	Other Resources Available to Supervisors	Vacation / Leave Levels	Estimated Weekly Hours as Supervisor	Notes
San Diego	\$ 90,702		\$ 684.00													Data provided by San Mateo County Survey dtd 10/99
San Francisco	\$ 37,585	They have eleven supervisors/city council members and are considered part														Data provided by San Mateo County Survey dtd 10/99
San Joaquin	\$ 53,244		\$ 400.00 + mileage													Data provided by San Mateo County Survey dtd 10/99
San Luis Obispo	\$ 58,406	Annual review	\$ 350.00	N/A	Part of the Board's budget	N/A	Private Retirement Plan - 7.1% of employee	\$ 5,544.00 (month max)	Calenda - PERS Options (\$462 month max)	Disability Insurance	Jan-00	Annually	Legislative Asst., clerical, offices, cell phones, computers	No paid vacation	50-60 hours	
San Mateo	\$ 71,373	Ordinance	\$ 280.00	Bi-weekly transportation allowance	N/A	N/A	None	County pays premium	Yes	Vision, life insurance	Jan-00	Annually	Staff (legal aide, exec. assistants)	No paid vacation	40 hours	
Santa Barbara	\$ 73,675	Comparable market	N/A	32/mile	Phone, pager		1937 Act	Yes	Yes	N/A	Jul-98	Annually	Staff, office, computer (home if needed), internet, TV	N/A	60+	
Santa Clara	\$ 107,130	80% of Superior Court Judges salaries	\$ 400.00	Built in budget	Travel reimbursement	County contribution to PERS for 2% at 55 Plan	Yes	Yes	Yes	Vision, life, disability income, deferred compensation	Jul-99	As Judge salary is increased	Each Member is given an allowance to spend on staff, supplies	No paid vacation	40+ hours	
Santa Cruz	\$ 63,314	None	N/A		Annual expense account w/ cap		Cy pays 7%	Plans vary	Yes	Vision, life, long term disability	Mar-00	No set schedule	Full staff, computer, telephone, fax, cell phone	No paid vacation/48 hrs of sick leave per year	50-60 hours	
Shasta	\$ 49,512	None	\$ -			0 N/A	Cy pays 7%	EE \$184.56	Yes	Vision and Life	Sep-00	No set schedule	Clerk of the Board, Asst Clerk, office & phones	N/A	Varies per Member	+3% 12/31/00; +3% 12/30/01; +3% 12/29/02

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County Name	Annual Base Salary	Method Used for Compensation Level	Monthly Car Allowance	Mileage Reimbursement/ mile	Other Monthly Allowances	County / Supervisor Contribution Level	PERS	Medical	Dental	Other Benefits	Last Adjustment	Frequency of Review	Other Resources Available to Supervisors	Vacation / Leave Levels	Estimated Weekly Hours as Supervisor	Notes
Sierra	\$ 15,300															Data provided by San Mateo County Survey dtd 10/99
Siskiyou	\$ 21,144															Data provided by San Mateo County Survey dtd 10/99
Solano	\$ 54,240		\$ 758.32 + mileage		Car Allowance Amount Does Include Incidentals											Data provided by San Mateo County Survey dtd 10/99
Sonoma	\$ 72,360	59% of Superior Court Judges salary	\$ 693.33		cell phone		1937 Act	Choice of plans w/ 87% contribution	Yes	Vision, Life, deferred compensation	Sep-00	No set schedule	Staff, computer, office space, telephone	No paid vacation/72 hrs Admin Leave Annually	60 hours	
Stanislaus	\$ 55,868	Annual Survey	\$ 400.00			N/A	Stanislaus County Retirement Assoc	\$ 70.88	Yes	30K Basic Term Life, Pans Dev. & Def/Comp	Jul-00	Annually	Office space, field rep, office staff, phones	4.62 hrs bi-weekly/40 hrs mgmt leave	45-55 hours	Data provided by San Mateo County Survey dtd 10/99
Sutter	\$ 25,464															
Tehama	\$ 12,540	County Charter	\$ 250.00		Cell phone charges	457 Retirement Plan	Employer paid employee share	Employer paid employee share	Yes	Vision and Life	Jan-88	Annually	BOS Staff, office space, computer, cell phone	N/A	30-50 hours	
Trinity	\$ 24,032	Majority BOS Vote	N/A	N/A	N/A	N/A	Personal Election	Personal Election	Personal Election	N/A	Jan-00	At Their Discretion	Computer, office, telephone, postage	N/A	Not tracked	
Tulare	\$ 69,906		County Car Provided			\$2,300 + 5% base 1937 Act	125 Cafeteria Plan				Jan-00	Annually		N/A		

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Tuolumne	\$ 29,498	Ordinance	\$ 115.38		Cell phone	N/A	7.75%	Cafeteria Plan	\$ 28.21	Vision (6.65) & Life (100K)	Jun-00	3-4 years	Clerk of the Board, Asst Clerk, office & phones	N/A	40 hours	
Ventura	\$ 81,299	Ordinance	N/A	Standard Federal Rate	Flexible Benefits program		Yes	Yes	Yes	Life, Child Care Reimbursement, Deferred Compensation	Jan-00	Per ordinance	Staff & fully equipped offices	N/A	40+ hours	
Yolo	\$ 28,890	Ordinance	\$ 375.00		N/A	N/A	7% by County	Yes	Yes	Up to \$500 def. comp match annually, \$50K life, vision, Co. pays \$50/mo toward emp. share of SS	Jul-00	Upon Board Request	Board aides, office space, phones & car in lieu of auto allowance	N/A	40 hours	
Yuba	\$ 19,068	Majority BOS Vote	\$ 150.00		Phone /2		Yes	Yes	Yes	N/A	May-96	No set schedule				

YUBA COUNTY HUMAN SERVICES ADULT PROTECTIVE SERVICES

FINDINGS:

1. The Yuba County Adult Protective Services is a valuable resource for adult dependent individuals.
2. There is a real need to educate the community regarding its services.
3. It has created an interdisciplinary alliance that is one of the first of its type consisting of social workers from the hospitals, Alta Regional, Emergency Medical Technicians (E.M.T.'s) and numerous other groups involved in the care of the elderly.

REASON FOR INVESTIGATION:

This investigation was conducted pursuant to California Penal Code section 925, which states in part, "...investigations may be conducted on some selective basis each year."

BACKGROUND:

The Adult Protection Program was established as a result of legislation passed in May 1999. Legislators hoped to protect those adults who, through physical or mental challenges, have difficulty protecting themselves against predators or harmful situations. Currently, the Adult Protection Program's scope is limited primarily to adults in home situations. Generally, it does not address problems befalling adults in convalescent hospitals, board and care, and residential homes since ombudsmen generally represent those adults. Yuba County Adult Protective Services handles cases dealing with physical, emotional and financial abuse of adults, particularly, the elderly.

SCOPE:

The scope of this investigation focused primarily on the workload of the Adult Protective Services staff and on any accomplishments it had in its fledgling program.

PROCEDURE:

No less than two members of the Grand Jury were present at all interviews and tours and while taking receipt of documentation pursuant to California Penal Code section 916.

DISCUSSION:

The Adult Protective Services (APS) is staffed with three employees. However, these employees share many duties with In-Home Support Services, which consists of 110 employees. The crisis line staff, doctors, emergency room staff, neighbors, relatives, and other concerned individuals provide APS with referrals. APS completes a referral sheet and determines whether it is an emergency situation requiring immediate intervention, or whether it can be investigated up to 10 days later. Seven workers (three from adult protective services and four from in-home support services) take turns being "on-call" one week at a time. APS estimates it handles approximately 55 calls per month.

The APS goal is to "do no harm" to the family situation. In many cases, once the family is alerted to a need of an elderly member, the family steps forward and provides the necessities. APS revisits the case until APS is assured the adult's needs are being met. APS also checks back with the adult to ensure continuity. If a case involves financial fraud, the matter is referred to a special investigator who reviews the matter to determine if a crime has been committed.

The Grand Jury was very impressed with an interdisciplinary group formed under APS auspices, called the Senior Citizens' Action Team (SCAT). This interdisciplinary group consists of social workers from hospitals, Alta Regional, E.M.T.'s and numerous other groups involved in the care of the elderly, such as attorneys, residential care owners, home health members, police officers, social security personnel and, when needed, animal control officers, plus other individuals when the case involves additional agencies. To the best of APS's knowledge, this interdisciplinary group is the first of its type to be formed in the state of California. Other counties seek out information from Yuba County concerning the program. Because of the interdisciplinary alliance, if there are problems that cannot be addressed specifically by APS, it is able to contact its other resources from this alliance for assistance in readily solving those problems.

APS would like to see more funding for their program. They are funded by federal, state, and local funds. They would also like more locations where both ambulatory and dependent clients could be placed safely. There seems to be a shortage of affordable, specialized housing of this type. APS also cites a real need to educate the community regarding their services.

RECOMMENDATIONS:

1. The Department of Social Services Director should consider seeking further grant funding for APS.
2. The County should consider encouraging the construction of specialized housing for ambulatory and dependent adults.

3. The Department of Social Services Director should explore further means of educating the community regarding this very valuable service.

RESPONSES REQUIRED ON FINDINGS:

None.

RESPONSES REQUIRED ON RECOMMENDATIONS

1. The Director of the Department of Social Services
2. The Board of Supervisors
3. The Director of the Department of Social Services

YUBA COUNTY HUMAN SERVICES CHILDREN'S PROTECTIVE SERVICES

FINDINGS:

1. The Yuba County Children's Protective Services (CPS) has shown improvement in the areas of morale and communication between caseworkers and management, however, supervisors should respond more promptly to requests and inquiries from staff.
2. There is a need to institute a court liaison and information program to assist families who become involved in the system. Such a program could be made a part of the state-mandated Family Court Services Center and will likely help to ease the unnecessary tension that currently exists between many of the families and CPS.

REASON FOR INVESTIGATION:

This investigation was conducted pursuant to California Penal Code section 925, which states in part, "...investigations may be conducted on some selective basis each year."

BACKGROUND:

Children's Protective Services was the subject of an in depth investigation by the 1999/2000 Grand Jury. The 2000/2001 Grand Jury conducted a follow up investigation in part to determine whether the issues previously addressed had been resolved and in part to respond to current complaints and inquiries.

Within the agency are four (4) distinct divisions or units, each devoted to a specific area of service.

- **Emergency Response.** This division, as its name suggests, provides immediate response to reports of child neglect and abuse, both physical and sexual. When fully staffed, it consists of two units, each with four to six social workers, two of whom are part-time. Currently, there are 10 full-time social workers and one part-time social worker.
- **Family Reunification.** This division's primary purpose is to provide court-ordered services to parents and their children with the goal of reuniting the family unit. When fully staffed, it has six social workers. Currently, there are only four social workers.
- **Family Maintenance.** The Family Maintenance Unit has two functions: 1) If the circumstances do not require court intervention and/or if it appears that the problems may be resolved within 30 days, the agency may invite the parents to

engage in voluntary family maintenance. If the offer of services is accepted, CPS writes up a contract identifying the problem and outlining the action the family will take to remedy the situation. 2) If a family reunifies, the court may order continued services for a limited period of time. This unit, when fully staffed, consists of six social workers. Currently, there are also only four workers assigned.

- **Permanency Planning.** If the child is not able to be returned to his or her parents, CPS is mandated to establish a long-term permanent plan of either: 1) long-term foster care, 2) guardianship, or 3) termination of parental rights and adoption. When fully staffed this unit has five social workers. Currently, there are four.

SCOPE:

As previously noted, the Grand Jury conducted a follow-up investigation on Children's Protective Services pertaining to the recommendations of the 1999/2000 Grand Jury.

PROCEDURE:

No less than two members of the Grand Jury were present at all interviews and tours and while taking receipt of documentation pursuant to California Penal Code section 916.

DISCUSSION:

The 2000-2001 Grand Jury received several complaints from persons whose families were involved in some way with Children's Protective Services. An investigation of these complaints revealed that the majority of these families were going through or had gone through the court process and they were advised that Grand Juries do not have the authority to investigate complaints concerning in-court proceedings. The judicial system has exclusive remedial procedures which require the participants, who are present and generally represented by an attorney and therefore are presumably aware of the evidence presented on the issues, to object at trial or to appeal any decision which they believe is not supported by the facts or the law.

A number of complaints were received from persons who were either confused by the system or had a lack of understanding of the process and the law. Based on the number of inquiries, this Grand Jury concludes that there may be a need for some type of liaison or information service to assist those who become involved with Yuba County Social Services and with the juvenile court. Some of those interviewed admit to being intimidated by the system and were hesitant to ask questions. Others were simply uninformed, had a language barrier, cultural barrier, or education barrier. A court liaison

would likely allay the concerns and suspicions of family members and provide them with a general understanding of CPS and the court process.

During our investigation, committee members learned that the Yuba County Superior Court will soon, as mandated by the state legislature, be implementing a Family Court Services Center. The plan is to establish a centralized facility where custody mediation, home investigation, family counseling, anger management counseling and child visitation will be under one roof. The Center will have facilitators, paralegals or attorneys to assist pro per litigants in preparing pleadings, motions, and other court documents. They will provide assistance to lay persons who are involved in Family Court and could also assist those with questions concerning CPS and Juvenile Court. The Yuba County Grand Jury believes that the implementation of such a court liaison program as a part of the Family Court Services Center should be encouraged.

The Grand Jury learned that complaints and/or confusion concerning children's protective services and the juvenile court process is common throughout the state. Programs designed to assist families and the children involved are in place in a number of counties. For example, Yolo County is one of several jurisdictions that has an advocacy program for children, called CASA. (Court Appointed Special Advocates). CASA personnel, separate and apart from the attorney appointed by the court, provide additional representation for children who have been removed from their homes or who face removal. CASA workers are volunteers, similar to Big Brothers/Big Sisters, but have the added responsibility of reporting to the court any special need or desire of the child. Although they are neither social workers nor attorneys, CASA representatives receive training and guidance from the judges and other professionals involved with the juvenile court. CASA volunteers appear with the juveniles in court but must obtain permission from the lawyer for the parent before communicating with that parent. Funding for CASA is available through federal and state grants, private fund-raisers, and the National CASA Judicial Council. The availability of similar funding to underwrite a court liaison program should be investigated.

The Grand Jury was pleased to learn that assistance to families is offered by two Family Resource Centers, operated by the Department of Human Services and located in Olivehurst and Camptonville. The purpose of these Centers is to help families access the variety of services available in their neighborhoods. The Department plans to open similar centers in Marysville, East Marysville, and Loma Rica.

During our interviews with a number of social workers and with CPS management we were advised that the difficulty concerning the preparation and filing of court reports in a timely manner has been largely resolved. However, according to some staff, time constraints continues to be a problem and a request has been submitted by those workers that they be permitted to use tape recorders to document their interviews and/or to dictate their reports to lessen the time required. Although we do not express an opinion as to the legality or appropriateness of the use of tape recorders, we are told that to date there has been no response to this request one way or the other and some staff have voiced general concern about the perceived lack of prompt responses from management.

The Grand Jury also came to the conclusion that employee morale has improved since the last investigation and that caseloads were now more in line with state recommended levels. It was not made clear to the Grand Jury however, what training, mandatory or optional, was being provided to social workers or what training was even available. Our investigation revealed that the courses listed below are in fact available to social workers and to foster parents and we urge all those involved in the system to take full advantage of such training:

- 1) Training through the University of California, Davis, for 24 days per year
- 2) Peace Officer Standards Training (POST) for one week
- 3) Personal Computer Training for two weeks
- 4) Induction Training of 100 hours over a period of four months for inexperienced social workers

Although stress management is not included as part of mandatory training, social workers may elect to receive it. Social workers agree that stress is inherent in their profession which may involve the removal of children from their families and there is thus a high potential for burn out. The stress is exacerbated by the number of overtime hours they are required to work, mandated court deadlines, and high caseloads. The Grand Jury suggests that stress management training is therefore crucial and should be required. Based on the ethnic diversity in Yuba County, the Grand Jury also believes that workers should receive ethnic and cross-cultural counseling.

Since the 1999/2000 Yuba County Grand Jury Report, the department has expanded its Operations and Procedures Manual which is detailed and informative, and should provide necessary guidance to management and staff regarding the procedure to follow in any given situation. Apparently however, although there is still no written procedure in place for handling complaints from staff, there is now a written procedure for conducting internal investigations concerning staff.

RECOMMENDATIONS:

1. CPS should consider the creation of a court liaison/information system for parents and other family members in conjunction with the state-mandated Family Court Services Center.
2. CPS management needs to explore the feasibility of using tape recorders or other timesaving devices to ease the time constraints faced by social workers.
3. CPS management should formalize training and should require caseworkers to undergo stress management and ethnic/ cultural diversity counseling.
4. CPS should adopt written procedures for handing complaints by staff.

5. CPS should consider making available at the Family Resource Centers and other similar agencies a juvenile justice system information pamphlet for interested persons.

RESPONSES REQUIRED ON FINDINGS:

None.

RESPONSES REQUIRED ON RECOMMENDATIONS

1. The Director of the Department of Social Services and the Yuba County Superior Court
2. The Director of the Department of Social Services
3. The Director of the Department of Social Services
4. The Director of the Department of Social Services
5. The Director of the Department of Social Services.

YUBA COUNTY PROBATION DEPARTMENT BI-COUNTY JUVENILE HALL

FINDINGS:

1. The juvenile facilities are in need of paint in some areas, but the overall condition of the facility is clean.
2. The vegetable garden activity is a good program; more effort should be made for hazard-free walks and borders.
3. The bicycle repair program provides an excellent learning experience for the juveniles.

REASON FOR INVESTIGATION:

Penal Code section 919(b) states, "The Grand Jury shall inquire into the condition and management of the public prisons within the county." The Juvenile Hall facilities fall within this category.

BACKGROUND:

The juvenile hall, located at 1023 Fourteenth Street, Marysville, California, houses juveniles from both Yuba and Sutter County. Each year the juvenile hall is investigated by the following entities:

- Yuba County Grand Jury
- Sutter County Grand Jury
- California State Board of Corrections
- Yuba County Health Department
- Yuba County Juvenile Justice Commission
- Sutter County Juvenile Justice Commission

Thus, some could argue the Juvenile Hall is the most observed facility in county government.

SCOPE:

This year the committee made two tours of the juvenile hall facility. The first tour was an announced visit. The Grand Jury conducted interviews with the staff to determine current procedures and it also conducted interviews with detainees. Initially, the Grand Jury interviewed the detainees with staff sitting at the same table. A second time, although staff was present in the room, the Grand Jury interviewed the detainees without staff's input. Staff appeared out of earshot and did not appear to be listening to the second conversation. The Grand Jury wanted to talk with the detainees without the staff

to get a feel of how the detainees themselves felt they were being treated. These interviews will be discussed later in the report.

The second tour was an unannounced visit. At this second tour, some new members of the committee were present. The observations of the Grand Jury regarding this visit will also be discussed later in the report.

The scope of this report is limited to: 1) Observations regarding the facility itself based on our on-site inspection, 2) Observations regarding some programs offered by juvenile hall, and 3) Other observations stemming from information gleaned from the interviews.

PROCEDURE:

No less than three members of the Grand Jury received and reviewed all information from interviews, facilities inspections and documentation.

DISCUSSION:

Four members of the Grand Jury met with Steve Roper, the Chief Probation Officer of Yuba County and the Director of the Juvenile Hall. Mr. Roper discussed his duties as the Director of Juvenile Hall. He also discussed the plans for juvenile hall improvements and for the addition of a new facility at Juvenile Hall which will be operated similar to boot camp.

During the Grand Jury's first visit to juvenile hall, the Grand Jury met with some of the detainees. Those interviewed voiced some serious concerns about the professionalism of one individual that is not under the direct supervision of the Probation Department. Some of the female detainees felt he tended to be rude and unprofessional. Since this complaint was voiced by a number of the female detainees, the Grand Jury brought these complaints to the attention of the superintendent of Juvenile Hall, Mr. Frank Sorgea. Mr. Sorgea advised the committee that he was aware of the complaints, and was actively seeking to resolve the matter.

Mr. Sorgea also outlined for the Grand Jury how staff deals with anger management while at the facility. The detainees earn points based on their behavior. Good behavior/attitude = rewards. Poor behavior/attitude = lost rewards. This program is part of the juvenile hall's ongoing daily process.

The Grand Jury's inspection of the juvenile hall facilities found it in need of paint in some areas. However, the overall condition of the facility is clean. Common areas are especially in need of paint. Small holes in the walls around telephones need repair.

The Grand Jury also observed the outside area where the detainees grow vegetables as a summer activity. Although the Grand Jury conducted its tour in the off-season, the area appeared disorganized and there were a number of potential hazards that

might cause staff or detainees to trip. The gardening program is a good outlet for the juveniles and one of their favorite pastimes. The Grand Jury was concerned that more effort should be made to establish defined walks and borders around and through the growing plots. These walks could be built through the construction class and funds could possibly be raised through local business donations.

The Grand Jury also reviewed the bicycle repair program. Bicycles are rebuilt by the detainees and then turned over to Toys for Tots for Christmas gifts to children in our communities. We learned that local businesses provide financial assistance so needed bicycle parts may be purchased. During the Grand Jury's initial tour, the storage yard was full of bicycles in various stages of completion. During the second tour only eight bicycles remained for repair. This program fills a need in the community and is a wonderful learning experience for the detainees.

During the second tour, Grand Jury members wanted to follow-up on the claimed staff problem that had been raised by female detainees during the first visit. We interviewed another female detainee who had not been present during the initial interview. The Grand Jury was very specific in its questions regarding the behavior and professionalism of the staff. No staff was within earshot during this interview. Based upon our later investigation/tour, it appears that this matter may be resolved.

RECOMMENDATIONS:

1. Continue working with staff members and other individuals at the facility, including teachers, to foster good relations between them and the detainees. Professionalism should be stressed.
2. Freshen up interior paint and walls in common areas.
3. Work toward permanent walks/paths in garden area.

RESPONSES REQUIRED ON FINDINGS:

1. Chief Probation Officer and Juvenile Hall Director, Steve Roper
2. Chief Probation Officer and Juvenile Hall Director, Steve Roper
3. No response required.

RESPONSES REQUIRED ON RECOMMENDATIONS:

1. Chief Probation Officer and Juvenile Hall Director, Steve Roper and Yuba County Superintendent of Schools, Ric Teagarden
2. Chief Probation Officer and Juvenile Hall Director, Steve Roper
3. Chief Probation Officer and Juvenile Hall Director, Steve Roper

PUBLIC WORKS, WATER, ROADS, & BRIDGES

FINDINGS:

1. While the county has 30 employees working for Public Works, only 16 are assigned to road crews.
2. Public Works does not break down the moneys expended in each supervisorial district; instead it uses the Pavement Management System.
3. Although the Board of Supervisors initially allocated moneys for road construction and repair, it subsequently directed the money for the Raceway projects.

REASON FOR INVESTIGATION:

This investigation was conducted pursuant to California Penal Code section 925, which states in part: "...investigations may be conducted on some selective basis each year."

BACKGROUND:

The Yuba County Public Works maintains the roads, ditches, and bridges for the county. Mr. Jack Warren was the former Interim Director. The Board of Supervisors has recently designated Kevin Mallen to the Interim Director position. The Public Works main office is located at the 14th Street County South Annex in Marysville. There is also a maintenance shop/yard at the Yuba County Airport and another shop/yard in Loma Rica.

The main office has one engineer, one surveyor, one payroll clerk, two technicians, one bookkeeper, one receptionist, and one temporary office assistant. The airport yard has eight employees on the road crew, three mechanics, one secretary, and one supervisor. The Loma Rica yard has eight employees on the road crew. Thus, including the interim Director, the Public Works Department consists of 30 employees.

SCOPE:

The Grand Jury made an on-site tour of the Public Works Department. It also interviewed the Public Works managing engineer who authored the Transportation Master Plan for Yuba County, Mr. Kevin Mallen (currently the Interim Director). The Grand Jury was provided with a copy of the Transportation Master Plan, excerpts of which are attached to this report. (See Exhibit J.)

PROCEDURE:

No less than two members of the Grand Jury were present during all interviews, tours, and the collections of documents pursuant to Penal Code section 916.

DISCUSSION

This report will address whether there has been any change in the manner Public Works deals with deteriorating roads in the county.

The Transportation Master Plan and Pavement Management System:

The Grand Jury initially met with Kevin Mallen. He provided the Grand Jury with a copy of the Transportation Master Plan that he authored. The Transportation Master Plan is a very detailed report of what the county should address in the next four years with regard to its roads and bridges. The plan determines the current condition of the roads and bridges. Yuba County Public Works rates the condition of the roads based on federal guidelines.

In order to determine the priority of completing road projects Public Works utilizes a Pavement Management System. The Pavement Management System identifies primary roads, such as North Beale Road, Loma Rica Road, and LaPorte Road. The Public Works Department gives priority to repairing these main arterial roads. However, it still appears that the Department of Public Works reacts to public complaints in determining the priority to be given to repairing a particular roadway. After two or more complaints concerning the same roadway, the Public Works Department is more inclined to prioritize that roadwork. The Public Works Department still does not keep track of the money spent in any supervisorial district. It takes the position that, since the supervisorial districts do not have the same number of roads, there is no need for such expense tracking.

Equipment Purchases

The Public Works Department is concerned that it must try to be effective with outdated and, in many cases, failing equipment. Due to budgetary constraints, purchases of equipment are kept to a minimum. Generally, Yuba County has a \$100,000 maximum limit for Public Works equipment purchases. Last year Public Works purchased a backhoe, which helps it to maintain ditches, and helps Public Works employees dig out road potholes before repairing them. The Public Works Department would like to purchase a road grader. Other outdated equipment includes a snow blower that is over 50 years old. It would cost \$200,000 to replace it.

Raceway Funds

Public Works proposes projects to the Board of Supervisors. The Board of Supervisors then must obtain approval from the Sacramento Area Council of Government (SACOG). SACOG provides money to the county through the State Transportation Improvement Program (STIP). STIP provides the county with approximately \$1,360,000. As the 1999/2000 Grand Jury noted, the Yuba County Board of Supervisors allocated approximately 5 million dollars from the Public Works Department budget to

the racetrack overpass construction. Thus, most road projects have had to be put on hold. There is no indication when the \$5 million will be restored to the road repair fund. There is no indication that Yuba County intends to bill this to the racetrack developer. Thus, it does not appear that any progress has been made in this area since the last Grand Jury review. Until the Public Works Department is allocated a sufficient amount of money to address road repairs and maintenance, many of our roads will continue to be in a less than adequate condition.

RECOMMENDATIONS:

1. Continue to explore ways to restore the \$5 million to the road repair fund.
2. In addition to the main arterial roads, the Public Works Department should begin making needed repairs to lesser-used county roads. For these lesser-used roads, it would seem appropriate to allocate a certain amount of money for each supervisorial district so citizens throughout the county benefit from needed road repairs.
3. Increase employees who are actually involved in road repair. Currently over half the staff serves an administrative or supervisorial function.

RESPONSES REQUIRED FOR FINDINGS:

1. Interim Public Works Director
2. Interim Public Works Director
3. Yuba County Board of Supervisors

RESPONSES REQUIRED FOR RECOMMENDATIONS:

1. Yuba County Board of Supervisors
2. Interim Public Works Director
3. Interim Public Works Director

INTRODUCTION

This Transportation Master Plan describes Yuba County Public Works Department's ongoing transportation program, lists proposed projects for the current budget year, and highlights additional projects proposed for the years 2001- 2004. The document also includes a financial analysis, which summarizes existing financial sources, and forecasts anticipated revenue for the same period.

The County's transportation program consists of six basic components:

- road maintenance
- road construction and traffic operations projects
- bridge replacement and rehabilitation projects
- participation in state highway projects
- financial analysis

This report summarizes each program component and includes pertinent information regarding the individual program categories.

It is important to note that the heart and soul of the County road system is the maintenance program. Protection of the public investment in the County's existing road system is of paramount importance, and the goal of this program is to maintain and/or improve overall roadway conditions. While the Master Plan includes a listing of desired road, bridge, drainage facilities, and other projects, this project work must be considered as a lower priority to roadway maintenance.

Yuba County road maintenance relies heavily on the States portion of the gas tax, which has not changed since 1992, and is currently set at 18 cents per gallon. Counties and cities receive 36 percent of this revenue source, with the remaining percentage going to the state highway system. While the gas tax is the anchor of our maintenance budget, additional revenue sources are needed to increase our maintenance services to an acceptable level.

The Yuba County Maintained Road System consists of 588 miles of roads that include 89 bridges and numerous culverts and drainage structures. Our roads vary widely in their volume and type of traffic, pavement condition, and geometrics such as pavement width. All of the roads within the County are classified under the Federal Functional Classification System. Broken out into supervisorial districts, the Yuba County Road System is as follows: 35 miles (6%) in District 1, 70 miles (12%) in District 3, 102 miles (17%) in District 4, and 388 miles (65%) in District 5.

The Federal functional classification of all of the County roads were submitted by the County and approved by FHWA utilizing FHWA guidelines in 1992. The County is responsible for initiating any required reclassification of the County roads. This process involves providing justification of the change to SCAOG. Once approved by SCAOG, the reclassification is sent to Caltrans for approval, and then on to FHWA for final approval. The County has requested reclassification on two roads since 1992. The functional classification of rural minor collector, urban collector, or higher are eligible for Federal Aid funds. Of the County's 588 miles of roads, 450 miles are classified as local roads or rural minor collector roads which do not qualify for Federal or State Aid funds from programs such as the Regional Surface Transportation Program (RSTP) and the State

Transportation Improvement Program (STIP).

Within the Maintained Road System, are 120 miles of key roads that constitute the County's Primary Road Network; located in the appendix is a map of these roads. Roads were chosen to be primary roads based on their importance of interconnecting the County with other Counties and Cities, Beale AFB, communities within the County, and having a functional classification that qualifies for Federal Aid funds. The primary road network was approved by the Board of Supervisors in December of 1998, this network is a planning tool for the County and can be changed as needed to better fit the needs of the County.

The remaining 468 miles of County roads or secondary roads are roads that either have a lower functional classification on the Federal Aid system (450 miles), or were roads that the County has placed less importance on than the primary roads (16 miles). Of the 468 miles of secondary roads, 102 miles have a gravel surface. All resurfacing to secondary roads is funded through the Department's maintenance budget, and do not receive Federal or State Aid funds. Our best defense against roadway deterioration is a rigorous maintenance program that includes regularly scheduled resurfacing (slurry seals, chip seals, micro-paving and overlays). Resurfacing can add six to twenty years to the life of a pavement surface. If done in a timely manner, resurfacing can greatly reduce the need for labor-intensive crack seals, pothole repairs, and for costly reconstruction.

A Pavement Management System (PMS) is a valuable tool used by many agencies in the United States to quantify the overall needs for a road system. Our current PMS provides us a means of identifying the needed level of pavement rehabilitation for our primary roads. A pavement condition index (PCI) has been developed based upon our PMS for the primary roads. The level of need for secondary roads is based on several factors that include; pavement condition, traffic volume, existing surfacing (AC, road mix, or gravel), roadway width, and various other factors.

The average Pavement Condition Index for the primary roads is Forty Five (45). A PCI of seventy (70) is a desirable target. Attached is a typical "road life versus pavement condition" curve which depicts the expected decline in pavement condition once the PCI falls below seventy (70). Roads below a PCI of thirty (30) warrant reconstruction, since a surface treatment would not increase pavement life significantly enough to justify that expenditure. The condition of Yuba County roads is shown on the Pavement Life Cycle Chart that is attached. The condition of our secondary roads are not currently quantified to this level of detail, but the Department is working towards a more comprehensive PMS that will include all of the roads.

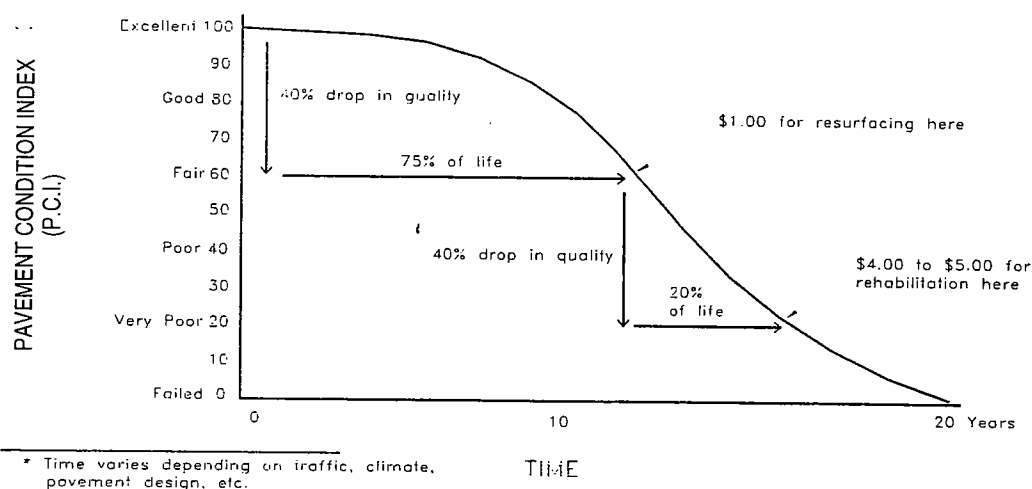
To emphasize the need for additional revenue to maintain the surface of our roads, consider that it would take a one-time expenditure of \$20 million to raise our average PCI from 45 to the desired level of 70 for our primary roads which only constitute 20% of our total maintained milage. This level of funding is not currently available, but there is approximately \$9 million that will become available to the County in the 2002 STIP.

There will be \$784,000 available to the County in November of 2000 from the Governor's Transportation Plan (GTIP) that can be used on any of the maintained roads. The Department is proposing to use these funds on the maintenance resurfacing program for the secondary roads. In addition to these funds the Department is in need of additional revenue sources to make this plan effective. At the current rate of funding, the roads are deteriorating at a greater rate than funding is

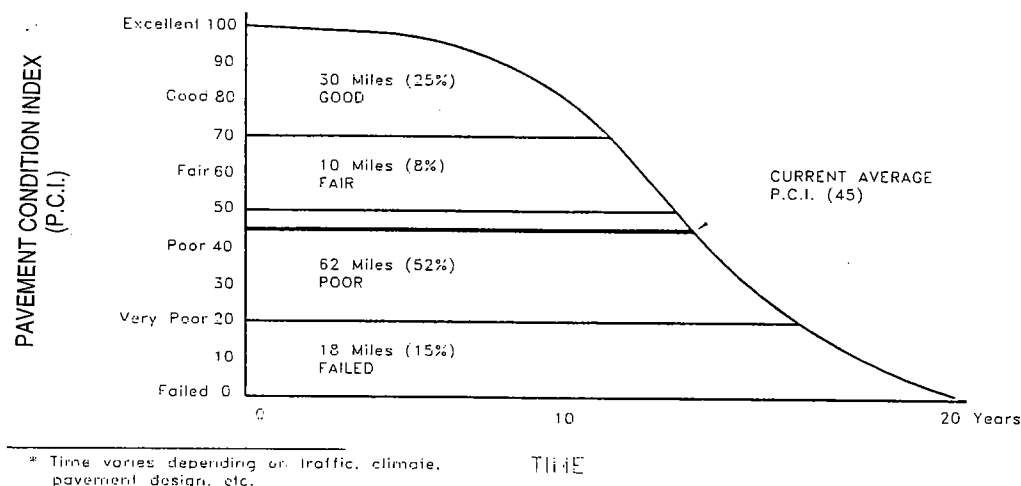
available to maintain them. The investment value of our roadway system is estimated at \$400 million. Given the importance of this system to the mobility of our citizens and the quality of life in Yuba County, protection of this investment is critical.

The Transportation Master Plan is a five year document that focuses on pavement maintenance, and road and bridge construction projects in the near future. The plan will be updated yearly. State highway projects such as the Marysville bypass or the third bridge are identified, but this plan is not focused on the planning of those projects. The overall needs for traffic safety improvements are not included except as covered in a specific project. It should be understood that these project lists are continuously evolving, and projects may be deleted or new projects added when the plan is updated.

TYPICAL PAVEMENT LIFE CYCLE



CONDITION OF YUBA COUNTY PRIMARY ROADS (120 MILES)



ROAD MAINTENANCE

In addition to routine road maintenance activities (patching, ditch grading, tree trimming, etc.), we resurface our roads to prevent deterioration. Overlays, slurry seals, chip seals, and micro-paving are resurfacing methods that can add 6 to 20 years to the life of a pavement surface. Roads to receive road maintenance surface treatments are prioritized based on several factors including pavement condition, traffic volume, existing surfacing (AC, road mix, or gravel), roadway width, frequency of surface repairs and various other factors. Typically these surface treatments are performed with County personnel and equipment on secondary roads. The roads that are to receive surface treatments from this program are first prepared by performing digout repairs of failed pavement sections and repairing or upgrading the drainage culverts and ditches.

Types of Surface Treatments:

- Thin Overlay An overlay is the most effective form of surface treatment and involves the placement of a new layer of asphalt concrete (AC) approximately 1 to 2 inches thick on an existing roadway. An overlay is performed by a private contractor or county crews, and the current construction cost to overlay a two lane road is approximately \$60,000 per mile. Optimally, AC overlays are placed on an existing AC road that is in stable condition. AC overlay should not be confused with, or used as a substitution for, reconstruction of a failed roadway. Properly constructed and maintained, an AC overlay can extend the life of a road by twenty (20) years.
- Slurry Seal A slurry seal is a blend of oil, very small rock and sand that is applied to the roadway. A slurry seal is a preventive maintenance procedure to seal small cracks that would otherwise allow surface water to penetrate the road base. Slurry sealing is performed by a private contractor, and the current construction cost to slurry seal a road is approximately \$18,000 per mile. Slurry sealing is typically performed on urban secondary roads. A slurry seal is usually needed every six (6) years.
- Chip Seal A chip seal is similar to a slurry seal, except it involves the application of liquid asphalt followed by the placement of rock chips (larger than in a slurry seal) on the existing roadway. Chip seals are typically performed by County Crews, and the current construction cost is approximately \$10,000 per mile for a single layer of chips and \$18,000 per mile for a double layer of chips. Chip sealing is typically performed on existing AC roads in rural areas. A chip seal can extend the life of a road five to seven years, depending on the original condition of the roadway and the type of traffic.
- Micro pave Micro pave is a technique that County Crews have began using recently. The process involves placing a thin leveling coarse of AC over an existing road. Micro paving is performed by County Crews, and the current construction cost is approximately \$16,000 per mile. Micro paving is typically performed on existing rural roads that have a stable base, but require a uniform surface coarse to seal and smooth the road. Properly placed micro paving can extend the life of a road for an undetermined amount of time.

Over the last several years the County has not performed any slurry seals or chip seals as part of the

maintenance resurfacing program. In addition there had only been a small number of overlay and micro paving projects. This has been due to a budget that has not been able to fund the necessary equipment, manpower, and materials. This fiscal year a limited number of micro paving projects were performed along with one chip seal project.

In addition to pavement maintenance of the secondary roads, County crews are also responsible for maintaining the primary roads until federal or state funds are available to resurface these roads, and for maintaining the gravel surfaced secondary roads. The gravel roads constitute 102 of the 468 miles of secondary roads and have a higher maintenance demand than paved roads with similar traffic volumes. As funds become available, Public Works would like to pave as many of the gravel roads as possible, with the priority being given to roads that generate the highest maintenance and traffic volumes.

Due to the limited manpower, equipment, and funds for materials; only a small number of projects are possible in comparison with the large number of roads that require maintenance to the road surface. It is the goal of the Public Works Department to find the funds necessary to implement a maintenance resurfacing program that will effectively maintain the secondary roads. This program will utilize all of the surface treatment techniques that we have mentioned above in the most cost effective and beneficial manner.

There is \$784,000 in one time funds that will be available from the Governor's Transportation Plan (GTIP) in November of 2000 and an annual amount that will be variable from zero to \$200,000 for the next 5 years that can be utilized for the maintenance resurfacing program. It is the Department's intent to spend all of these funds on resurfacing on the secondary roads.

The most cost effective means of performing this work is with County personnel and equipment. In order to effectively perform this work, additional personnel and replacement equipment are needed. In order to hire extra help personnel for the resurfacing projects and to fund purchase of additional equipment it is recommended that an additional revenue source be secured such as a general fund contribution or tipping fees from YSDI. For the past several years, Public Works has received from zero to \$10,000 from the general fund, which is substantially less than the \$240,000 general fund contribution in 1991. This additional revenue would serve two purposes, supplement the GTIP funds and provide funding when GTIP funds are not available. This will enable the Department to perform the current work load, implement the resurfacing program, and purchase needed resurfacing equipment.

In addition to the County maintained mileage of roads, Public Works is currently looking at a program to perform the needed maintenance and resurfacing projects on the County Services Area (CSA) roads with County Crews. This program has the ability to benefit both the County and the CSAs. The County crews can perform the work at a lower cost than a private contractor, and the work being performed will generate a revenue source to increase manpower and purchase needed equipment.

A surface treatment list has been developed and will be continually updated containing an inventory of the highest priority secondary roads requiring resurfacing. Attached is a list of proposed roads for surface treatment in the next five years (2000 - 2004). The roads are listed by priority and include the road name, surface treatment types, mileage, and cost. The number of roads resurfaced each year and the fiscal year that they are resurfaced will be dependent on the level of funding. The percentage

of roads in each supervisorial district versus the percentage of work to be performed was not a factor in determining the priority for the roads to be resurfaced, although over the past ten years the Department has found that the percentages remain close to one another.

The funds from the first year of the GTIP will fund the first 9 projects on the list, the remaining 18 projects will be constructed as funds become available. **If the full amount of GTIP funds become available over the next five years, then all of the projects on the list will be completed.**

This list identifies the initial \$1,735,000 in needed maintenance resurfacing. In order for the program to work all of the secondary roads in the County need to receive a surface treatment every six to ten years. This list is the 87.4 miles of the secondary road system, that have the current highest need of resurfacing out of the 468 miles of secondary roads.

**PROPOSED ROAD MAINTENANCE
ON SECONDARY ROADS
2000 to 2004***

ROAD NAME	LIMITS	SURFACE TYPE	LENGTH (miles)	COST ESTIMATE
Dairy Rd	Forty Mile Rd to Hwy 65	Overlay	3.0	180,000
Fountain House Rd	Indiana Ranch Rd to end of pave.	Micro Pave	2.5	40,000
Ella Ave	Arboga Rd to new pavement	Overlay	0.5	30,000
Moonshine Rd	Hwy 49 to Kelly Rd	Micro Pave	2.0	32,000
Jasper Lane	Ostrom Rd to Dry Creek Bridge	Micro Pave	2.5	40,000
New York House Rd	La Porte Rd to new pavement	Micro Pave	2.5	40,000
Country Club Subd.	All roads within the subdivision	Slurry Seal	8.0	144,000
Fruitland Rd	Marysville Rd to Virginia Rd	Overlay	2.0	120,000
Johnson Park Area	All roads within subdivision	Slurry Seal	8.0	144,000
END OF FIRST	ALLOTMENT OF GTIP FUND			
Los Verjeles Rd	Loma Rica Rd to new pavement	Overlay	2.0	120,000
Erle Rd	Lindhurst Ave to Griffith Rd	Chip Seal	2.0	20,000
Challenge Cut Off	La Porte Rd to County Line	Chip Seal	2.5	40,000
Ostrom Rd	Rancho Rd to South Beale Rd	Chip Seal	4.0	40,000
Frenchtown Rd	Willow Glen Rd to Marysville Rd	Chip Seal	8.0	80,000
Virginia Rd	Ostrom Rd to Erle Rd	Chip Seal	5.0	50,000
Dolan Harding Rd	Marysville Rd to end of pavement	Micro Pave	1.0	16,000
Griffith Rd	Erle Rd to Hmtn-Smtvl Rd	Chip Seal	2.0	20,000

ROAD NAME	LIMITS	SURFACE TYPE	LENGTH (FEET)	COST
New York Flat Rd	La Porte Rd to County Line	Micro Pave	3.0	48,000
Brophy Rd	North Beale Rd to Hmtn-Smtvl Rd	Chip Seal	1.5	15,000
Indiana Ranch Rd	Marysville Rd to end of pavement	Micro Pave	2.5	40,000
Olivehurst Area	2 nd Ave through 18 th Ave	Slurry Seal	9.0	162,000
Vierra Rd	La Porte Rd to gravel section	Micro Pave	1.0	16,000
Olivehurst Area	Western, Ardmore, Flemming,...	Slurry Seal	6.0	108,000
Fruitland Rd	Iowa City Rd to Honcut Rd	Micro Pave	3.0	48,000
Fruitland Rd	Ramirez Rd to Iowa City Rd	Overlay	1.2	96,000
Arboga Rd	Feather River Blvd to Erle Rd	Slurry Seal	1.2	22,000
Oregon Hill Rd	Marysville Rd to Rd 276	Micro Pave	1.5	24,000

* Not eligible for Federal Aid funds.

Total: 87.4 miles \$1,735,000

**PROPOSED ROAD CONSTRUCTION PROJECTS
ON PRIMARY ROADS
2000 to 2004**

PROJECT	LOCATION / SCOPE	PROPOSED BUDGET	COMMENTS
Olivehurst Avenue Roadway Reconstruction	Chestnut Ave to 8 th Ave. Reconst. road, curbs & sidewalks, 0.4 mi.	\$1,200,000	\$682,000, RSTP \$525,000 TR 188 Complete in November 2000
Loma Rica Road Pavement Rehabilitation	Hwy 20 to 1 mile north of Las Quintas. Overlay, 3.3 mi.	\$500,000	Funded with RSTP funds. Construct in 10/00
Hammonton-Smartville Rd Roadway Reconstruction	Brophy Rd to Doolittle Gate. Replace structural section, 2.0 mi.	\$650,000	Funded with RSTP funds. Construct in 06/01
North Beale Road Traffic Signal Improvements	Replace signal loop detectors and repair AC near signal, 0.1 mi.	\$80,000	Funded with RSTP funds as part of the Hmtn-Smtvl Rd Project
Hammonton-Smartville Rd Roadway Reconstruction	Intermittent locations from North Beale Rd to Smartville Rd, 5.0 mi.	\$1,360,000	Funded with 2000 STIP funds. Construct in 06/01
McGowan Parkway Pavement Reconstruction	Hwy 70 to Hwy 65 Replace structural section, 0.8 mi.	\$200,000	Funded with RSTP funds. Construct in 06/01
Loma Rica Rd Roadway Reconstruction	Iowa City Rd to Smith Rd. Replace structural section, 2.7 mi.	\$800,000	Funded with 2002 STIP funds. Construct in 06/02
McGowan Parkway Pavement Rehabilitation	Hwy 70 to Arboga Rd. Digouts and overlay, 1.0 mi.	\$400,000	Funded with 2002 STIP funds. Construct in 06/02
North Beale Rd Pavement Rehabilitation	Hwy 70 to Avondale Ave Digouts and overlay, 0.9 mi.	\$400,000	Funded with 2002 STIP funds. Construct in 06/02
Willow Glen Road Pavement Rehabilitation	Marysville Rd to Frenchtown Rd Digouts and overlay, 6 mi.	\$1,200,000	Funded with 2002 STIP funds. Construct in 06/02
La Porte Rd Pavement Rehabilitation	Willow Glen Rd to Plumas County Digouts and overlay, 19.0 mi.	\$5,000,000	Funded 50% w/ 2002 STIP & 50% w/ Forest Highway. Const. 06/03
Spenceville Rd Roadway Reconstruction	Jasper Ln to Camp Far West Rd Replace structural section, 4.1 mi.	\$1,000,000	Funded with 2002 STIP funds. Construct in 06/03
Arboga Road Pavement Rehabilitation	Erle Rd south to new pavement. Digouts and overlay, 1.4 mi.	\$400,000	Funded with 2002 STIP funds. Construct in 06/03
Simpson Lane Pavement Rehabilitation	Mrsvl city limit to Hmtn-Smtvl Rd Overlay, 1.9 mi.	\$300,000	Funded with 2002 STIP funds. Construct in 06/03
Lindhurst Ave Pavement Rehabilitation	North Beale Rd to Olivehurst Ave. Overlay, 1.9 mi.	\$350,000	Funded with 2002 STIP funds. Construct in 06/03
North Beale Rd Pavement Rehabilitation	Griffith Rd to Linda Ave. Digouts and Overlay, 1.0 mi.	\$250,000	Funded with 2002 STIP funds. Construct in 06/04
Feather River Blvd. Pavement Rehabilitation	Grand Ave to Country Club Dr. Digouts and overlay, 5.3 mi.	\$1,300,000	Funded with 2002 STIP funds. Construct in 06/04
Woodruff Lane Pavement Rehabilitation	Hwy 20 to Jack Slough Rd. Digouts and overlay, 2.4 mi.	\$400,000	Funded with 2002 STIP funds. Construct in 06/04

Total Milage Improved: 59.2 miles (50% of primary roads) Total Cost: \$15,790,000

STATE HIGHWAY PROJECTS

A key part of the County's transportation infrastructure is the state highway system that it ties into. The State highway system has four highways that pass through Yuba County, SR 70, SR 65, SR 20, and SR 49. Each of these highways plays an integral part in the County's inter as well as outer mobility.

Improvements to the State highway system such as adding additional lanes or building a bypass require large amounts of revenue in relation to the County's budget for roads. There are four key State highway projects that are being proposed that will have a substantial impact to Yuba County. They are: SR 70 widening project from SR 99 to Mc Gowan Parkway, the third Feather River bridge, Marysville bypass, and the Wheatland bypass.

Each of these projects are funded with State and Federal Aid funds along with funds from the 18 cent State gas tax. The State Aid (STIP) funds are divided into two categories, interregional (ITIP) and regional (RTIP). The ITIP funds, constitute 25% of the STIP and are for state highways. The RTIP funds constitute the remaining 75%, and can be used for local roads as well as on the state highways. The usage of the RTIP funds is up to the County to decide with SACOG's approval, while the ITIP fund use is proposed by Caltrans. Currently the County has \$4.8 million in RTIP funds obligated to the Motorplex/ SR70 Interchange and has spent approximately \$5 million on the third bridge project. In addition the County has spent \$668,000 of it's Federal Aid (RSTP) funds on the Motorplex/ SR 70 Interchange.

The upcoming 2002 STIP funds that were mentioned as the funding source for the primary roads pavement projects are the County's next allotment of RTIP funds. The estimated amount of these funds is currently at \$12 million for the entire County with the County receiving 77% (\$9 million) and the Cities receiving the remaining 23%. It is the Department's belief that currently there is a greater need to utilize the RTIP funds from the 2002 STIP to preserve the County's primary roads than to use them to assist in funding these state highway projects.

PROJECT	LOCATION / SCOPE	PROPOSED BUDGET	COMMENTS
Motorplex/ SR 70 Interchange	Const. interchange @ SR 70 and Algodon Rd.	\$21 million	Funding from multiple sources, begin const. in 2002
SR 70 Widening	Widen from 2 to 4 lanes from SR99 to Mc Gowan Pkwy. This project is broken into three phases.	1, \$47 million 2, \$45 million 3, \$51 million	Phase 1, north, funded, 2003 Phase 2, south, funded, 2005 Phase 3, middle, part-fund, 2006
Marysville Bypass	Const. a freeway that bypasses Marysville, beginning at SR 70 & SR 65 and continuing to Oroville.	Initial estimate: \$800 million	This project is in the development stages, alternative routes are being studied.
Third Feather River Bridge	Const. a bridge and freeway that will connect SR 65 to SR 99	Estimates: 250-350 million	This project is in the route selection stage.
Wheatland Bypass	Const. a bypass freeway.	T.B.D.	In the PSR stage.

Total: over \$1 billion

YUBA COUNTY SHERIFF'S DEPARTMENT JAIL DIVISION

FINDINGS:

1. Complaints from inmates regarding treatment, food quality/portions, the cleanliness of the jail cells, and inadequate snack choices are unfounded.
2. Trained sheriff's personnel leave for other jurisdictions after getting training in Yuba County.
3. During this Grand Jury's term, the Yuba County Sheriff's office has not been staffed at full capacity and has positions it seeks to fill.

REASON FOR INVESTIGATION:

Penal Code section 919(b) states that the Grand Jury shall inquire annually into the condition and management of public prisons within the county.

In addition, the Grand Jury received letters from past and present inmates, requesting that we investigate the quality and quantities of food served, shower cleanliness, and jail canteen selections.

BACKGROUND:

The Yuba County Jail is located at 215 Fifth Street, Marysville, California, and is under the supervision of the Yuba County Sheriff, Virginia Black. The day-to-day operation of the jail is under the authority of the Jail Commander, Mark Chandless.

SCOPE:

The committee focused on the citizen's complaints it received, the general condition of the facility, and retention issues.

PROCEDURE:

All information, including interviews and documents received and reviewed, was obtained and conducted by no less than two members of the Grand Jury pursuant to Penal Code section 916.

As part of its investigation, the Grand Jury conducted interviews with both the Yuba County Sheriff, and the Jail Commander.

In addition, the Yuba County Grand Jury inspected the facility and questioned inmates during one unscheduled visit of the jail facility. The Grand Jury also scheduled an additional announced meeting with the Sheriff and the Jail Commander to obtain additional input and response to issues raised as a result of the committee's jail tour.

DISCUSSION:

The committee met with Sheriff Black and Captain Chandless on the afternoon of December 18, 2000. During the meeting these individuals discussed the food preparation in the jail. The Grand Jury learned that Yuba County prepares all meals on site. We learned Butte County contracts out for their meals and only serves one "hot" meal per day; all other meals are "bag lunches" at a considerable cost increase to that county.

The Sheriff and Jail Commander seemed confident that we would not hear of any quality/quantity complaints from inmates. (At this time they did not know that an inmate had lodged a citizen's complaint regarding the quantity and the quality of the food served in the Yuba County jail). Captain Chandless commented that the jail was in the process of serving a meal to the inmates during the time of our meeting. The committee asked, without giving the Sheriff or Jail Commander any prior warning, to immediately take a tour of the facility and observe first-hand the facility at its busiest. The Sheriff and Captain Chandless were surprised at our request but did not object. The committee advised Sheriff Black we would set up a follow up meeting after this unannounced jail visit.

Captain Chandless guided us throughout our tour of the "pods" of the facility. (The Grand Jury learned that, in most instances, there are four pods to a floor consisting of individual cells. Generally, two inmates are housed in a cell.) The Grand Jury started its tour at the sally port where inmates are first brought into the jail. The sally port is totally enclosed. Patrol vehicles drive into the sally port and the doors to the sally port are closed before an inmate is allowed out of vehicles. The deputies' weapons are locked in lockers before entering the jail facility.

The Grand Jury next witnessed the security monitor room where the entire outer perimeter of the jail is monitored by closed circuit TV. The deputy on duty in the security monitor room is also responsible for arranging contact between jail visitors and inmates. At the time the Grand Jury was making its tour, it observed the deputy on duty in the security monitor room eating food prepared by the jail kitchen. He stated all deputies eat food prepared on site by inmates, namely, the Immigration and Naturalization (INS) inmates.

The Grand Jury was then taken to the receiving room. It learned that at the receiving room the prisoner is again searched, screened for health problems, and advised of the charges against him/her before being processed into the jail. While at this location, the Grand Jury witnessed several inmates eating their evening meal. The Grand Jurors asked them how the food tasted. All present stated it was good to o.k. The Grand Jury also noticed a food cart in the vicinity. The Grand Jurors found the trays on this cart to

be very warm and the quantities to be adequate. In this section of the jail, the Grand Jury also observed cells that had no inmates. The Grand Jury noted that all surfaces in the cell are made of thick rubber to keep inmates from injuring themselves.

The Grand Jury next went to its first pod. The Grand Jurors had no contact with the inmates, although we could see them and they could see us. The deputy on duty has visual and voice contact with all inmates and monitors the closed circuit TV of all areas in his/her control. In this area we saw the shower areas of the pod and did notice some black mold (another complaint). The Grand Jury asked Captain Chandless about this problem. He explained that each area of the jail has a cart with cleaning supplies for keeping the area clean. He stated it is the inmates' responsibility to keep their areas clean. The jail furnishes the supplies for them. We witnessed several carts during our tour and all seemed to be adequately supplied with toilet tissue, cleaners, brushes, brooms, mops and buckets.

We visited all pods and noticed the security measures in place as we went up and down elevators and through one door to another. In the new portion of the jail, the jailer does not use keys for access from one area to another. Access is gained only through verbal exchange via use of radio and/or TV monitor. Elevators are used to move inmates from cell or dorm areas to visiting areas and to court. Once in custody the inmate is always moved with escorts through the facility. The jailers always restrict the mobility of the inmates with handcuffs during their move.

The Grand Jury also noted that not all inmates are in dorm areas. The Jail Commander advised us that the Yuba County Sheriff's office rates inmates as to the type of danger/problem they could be. If needed, the jailers isolate prisoners in a single cell. Even for the cells in a dorm-type area, the jail only allows three to four inmates in the common area at one time. These restrictions are necessary to assure the safety and security of jail staff as well as the inmates. We visited the exercise area of the jail and found it to have exercise equipment and basketball goals for the inmates' use. The exercise area was well monitored by the jailers through a TV.

The Grand Jury then went to the kitchen where clean up was in progress from the evening meal. The inmates were returning carts to the kitchen area. The trustee staff was eating and others were cleaning the equipment. The Grand Jury found the kitchen to be well equipped with modern cooking equipment. Considering that a major meal had just been served, the kitchen was clean and well maintained. We learned INS detainees do most of the cooking and the kitchen supervisor advised there is often enough food left over after meals for seconds if requested by inmates. During our tour we did notice there was food remaining in the warmers where the trays are filled before going into carts. Although the Jail Commander invited the Grand Jurors to sample the meal while we were in the kitchen, all declined due to the lateness of the hour.

The Grand Jury then visited the female portion of the jail. A female deputy escorted the Grand Jurors since some of our members were males. In this portion of the jail, the jailers used keys since it is located in the older portion of the facility. We learned

that the jail has an area where female inmates are offered the opportunity to learn computer skills, sew clothing, and earn their General Education Degree (GED), the equivalent of a high school diploma.

The Grand Jury met with some of the women inmates in a dorm area and asked them how they liked the food. All responded positively. However, these same women also raised a complaint that there had been a lice problem in the dorm. After a long discussion, the Grand Jury learned that the women had complained based on the fact that previously they had observed one female inmate to have lice while in the dorm. There was no indication that this was a current problem. Capt. Chandless seemed totally surprised by this complaint. In our presence, he advised the women on how to file a grievance if the problem should arise again. He also advised the inmates that he was always available for complaints of that type and that if the staff were aware of a problem, they would become involved to eliminate the problem.

The time was well after 5:30 P.M. We returned to the conference room and met the Sheriff again for a few minutes. We reaffirmed that we would like a follow-up meeting.

On Friday, January 19, 2001, the Grand Jury again met with Sheriff Black. The focus of this second meeting was the difficulties the Yuba County Sheriff's office encounters in retaining experienced personnel. The Sheriff stated that for the jail she had eight people going through medical/psychological background testing. Of those eight people, assuming they pass their background checks, six will start February 1, 2001, and two will start March 1, 2001. The Sheriff states that three potential deputies were undergoing background checks and ten people were participating in classroom training. She has openings for all of these applicants at the jail. She needs these positions filled due to the overtime situation in the jail. Her staff is starting to show job stress and burnout due to the hours they are working to keep the jail staffed.

In the patrol division, Sheriff Black stated she has one person who should start soon and four other vacancies. She has no pending applications for any of these openings. Sheriff Black states that a lack of applications is not uncommon due to the fact Yuba County pays the least of the surrounding sheriff departments. The Sheriff has two deputies assigned to the foothills and five deputies and a sergeant assigned to the valley per shift. Since the deputies must also be assigned to marine (boating) enforcement, NET-5, a Community Oriented Policing and Problem Solving (COPPS) unit, bailiffs for court, deputies for civil process, and the High Crime Task Office, her department is spread thin.

The Grand Jury learned that the "hard" costs to the County to fill each position range from \$800 to \$1,000 per person. These "hard" costs are the costs the Sheriff's department pays for medical evaluations, psychological evaluations, and basic training before a person can be hired.

The Grand Jury asked Sheriff Black about the range of starting salaries for deputies assigned to the jail or to patrol. The Sheriff stated good employees come to Yuba County to get a start in law enforcement. They often stay long enough to get on-the-job training and experience. However, many of her deputies leave for more money and benefit packages offered by other counties. The Sheriff noted that experienced people seldom come to the Yuba County Sheriff's Office from other law enforcement organizations. Yuba County has been a training ground for other sheriff's departments for years. After a few years experience on the road a deputy is capable of working alone and needs little supervision. **The committee feels it is time for Yuba County to stop being a training ground for surrounding sheriff's departments and work to keep our trained and experienced deputy sheriffs.** It appears the best way to do this is to compensate deputies for the job they do on a competitive or equal basis with the surrounding areas. The people of Yuba County deserve trained, experienced deputies in the jail and on the road.

The Grand Jury also asked the Sheriff to outline how the income the sheriff generated from housing INS inmates is distributed for budgeting purposes. She states the INS bed income totaling \$2,086,185 for the period April 2000 through December 2000 was allocated as follows:

- 3.0% for facilities improvement and maintenance (\$62,585)
- 61.5% to the county general fund (\$1,283,000)
- 35.5% to a trust fund for the sheriff that goes back into the sheriffs budget (\$740,595)

The INS inmates keep the jail at capacity and are a good source of income for Yuba County. Designating more of the funds currently allocated to the county general fund would allow for salary increases and help retain experienced deputies. Even a ten percent increase would result in a sizeable increase in the allocation to the Sheriff's budget.

The Grand Jury found the jail and the Sheriff's office to be in good order. Sheriff Black has a good grasp of the difficulties facing the Yuba County Sheriff's Office and is working for the good of her employees and the people of Yuba County. The jail is well maintained and the inmates appear content considering their individual situations. With regard to specific citizens' complaints we found the following:

- **Food quality.** The Grand Jury found that the inmates seemed happy with the quality of meals. Staff routinely eats the same meals that inmates are fed.
- **Food quantity.** Inmates stated that servings are adequate and the kitchen staff confirmed there is often enough prepared food for seconds if an inmate asks.
- **Shower cleanliness.** The Grand Jury witnessed some minor mold in the shower areas. This was pointed out to the Jail Commander. He stated it is the inmate's responsibility to keep their areas clean and all supplies for cleaning are provided on carts located in the pod areas. He pointed several out and we noticed that the Sheriff's office had equipped the carts with cleaners, toilet tissue, mops, brooms, buckets and trash disposal containers.

- **Jail Canteen selections.** The Grand Jury discussed the selections with the Jail Commander. He explained the canteen is intended to provide soap, combs, brushes, toothpaste and toothbrushes, since these items are necessary for personal hygiene. It also, to a lesser extent, provides candy, sodas, and chips. However, space is limited and the jail canteen is only intended to provide necessary items to inmates.

RECOMMENDATIONS:

1. Yuba County should take a serious look at retaining its deputy sheriffs by having a salary commensurate with counties of similar size. In doing so, it should consider the expenses it incurs in training deputies and jailers, only to have them leave after they become seasoned/experienced law enforcement personnel.
2. Yuba County should review why 61.5 percent of the INS money is allocated to the general fund, when the Yuba County Sheriff's office is responsible for doing all day-to-day work associated with these inmates.

RESPONSES REQUIRED ON FINDINGS:

1. None
2. Yuba County Board of Supervisors
3. Yuba County Board of Supervisors

RESPONSE REQUIRED ON RECOMMENDATIONS:

1. Yuba County Board of Supervisors
2. Yuba County Board of Supervisors