

SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA

569



FILE

FROM: EXECUTIVE OFFICE

SUBMITTAL DATE: August 27, 2002

SUBJECT: Response to Grand Jury Report: Riverside County Capital Improvement Program

RECOMMENDED MOTION: That the Board of Supervisors:

- 1) Approve with or without modifications, the attached response to the Grand Jury's recommendations regarding the Riverside County Capital Improvement Program.
- 2) Direct the Clerk of the Board to immediately forward the Board's finalized response to the Grand Jury, to the Presiding Judge, and to the County Clerk-Recorder (for mandatory filing with the State).

BACKGROUND: On July 2, 2002, the Board directed staff to prepare a draft of the Board's response to the Grand Jury's report regarding the Riverside County Capital Improvement Program.

Section 933(c) of the Penal Code requires that the Board of Supervisors comment on the Grand Jury's recommendations pertaining to matters under the control of the Board, and that a response be provided to the Presiding Judge of the Supervisor Court within 90 days.

TONY CARSTENS,  
Deputy County Executive Officer

Consent  Policy

Consent  Policy

Department Recommendation:

Per Executive Office:

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<b>FINANCIAL DATA:</b>	N/A			
<b>CURRENT YEAR COST</b>	\$	<b>ANNUAL COST:</b>	\$	
<b>NET COUNTY COST</b>	\$	<b>IN CURRENT YEAR BUDGET:</b>	Yes/	No/
		<b>BUDGET ADJUSTMENT FY:</b>	Yes/	No/

SOURCE OF FUNDS:

C.E.O. RECOMMENDATION: APPROVE.

  
County Executive Officer Signature

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Buster, seconded by Supervisor Mullen and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Buster, Tavaglione, Venable, Wilson and Mullen  
 Noes: None  
 Absent: None  
 Date: August 27, 2002  
 xc: E.O., Grand Jury, Presiding Judge, Facil. Mgmt., Co. Clerk-Recorder (2)

Nancy Romero  
 Clerk of the Board  
 By:   
 Deputy

3.6

## SPECIFIC FINDINGS AND RECOMMENDATIONS

### RIVERSIDE COUNTY CAPITAL IMPROVEMENT PROGRAM

#### **Findings:**

- 1. County Policy B-11 (Award of Public Works Contracts Pertaining to County Facilities), last updated in 1993, and Policy H-7 (Selection of Architectural, Engineering and Appraisal Services), last updated in 1989 are both outdated and do not clearly delineate authority, responsibilities, and procedures for planning capital improvement projects.***

Respondent agrees with the finding.

Recommendations for revisions to Policy B-11 will be developed and sent to the Board for approval. The language in the current policy should be changed to conform to all the recent additions and changes in the Public Contract Code including the California Uniform Public Construction Cost Accounting (UPCCA) procedures authorized by Assembly Bill No. 1666, under the Public Contracts Code Section 22000, modification of the delegation of change order authority for contracts exceeding \$250,000 as described in California Public Contract Code Section 20142, and the inclusion of language that authorizes the Board, or its delegated County officer, to proceed at once to make necessary emergency repairs to any County facility without giving notice to bids. Policy H-7 should also be updated to conform to changes in the California Contract Code and to delineate authority and responsibility for selecting Architectural, Engineering, and Appraisal Services. Recommendations for a Capital Improvement Program (CIP) policy will be developed and sent to the Board that deals specifically with procedures for planning capital improvements.

- 2. Although the Department of Facilities Management is charged with capital improvement, many departments (EDA, sheriff, fire, courts, and others) are conducting capital project planning that is not coordinated through a centralized planning process. This decentralized process has not always addressed standards and requirements for future budget, maintenance, and staffing needs.***

Respondent agrees with the finding.

The CIP policy for planning capital improvements, mentioned previously, will outline procedures that insure that all County departments coordinate their requests through a centralized committee chaired by the Deputy CEO from the Executive Office and the Director of Department of Facilities Management. The CIP policy will insure that the Board is provided with a comprehensive document that contains immediate and long-term capital needs across the County

and their financing and budget requirements. The new policy will also provide a timely and orderly process for departments to request their capital needs.

3. ***In their "Report Card on Government performance – Grading the Counties", Governing Magazine, in the February 2002 issue found, "(Riverside County) Department rivalries and politics play major roles in project selection; capital improvement plan desperately needs updating."***

Respondent disagrees partially with the finding.

The report in Governing Magazine only captured a glimpse of how this County handles Capital Planning. All capital improvement projects must go to the Board for an approval in principle before they can move forward. The annual call for projects will insure the Board is advised of all departmental requests Countywide. Projects will be prioritized based on policy guidelines, additionally the Board has the option to address crucial projects. The Board makes the final decision on all projects.

4. ***In response to many capital project difficulties experienced by the county, the Board of Supervisors, the Department of Facilities Management and others have previously commissioned several studies, audits, and investigations of county projects and project planning/management procedures.***

Respondent agrees with the finding.

5. ***Recommendations from these reports stressed the importance of having well-defined, detailed planning/management policies and procedures in place early, closely monitored, and followed explicitly throughout the life of the project. These recommendations have not always been followed.***

Respondent agrees with the finding.

6. ***A "standard list of materials and equipment" and a "project management task list", not previously available for use by capital project planners, are currently being reviewed and finalized by the Department of Facilities Management.***

Respondent agrees with the finding.

7. ***On April 16, 2002, the Board of Supervisors directed the County Executive Office (CEO) to prepare an expanded CIP that will address, "...scoping of various agencies and departments, potential facilities, equipment and manpower needed for the growth (of the county)."***

Respondent agrees with the finding.

8. ***The CEO and the Department of Facilities Management jointly presented, in a workshop to the Board of Supervisors on May 20, 2002, an outline concept of a county capital project planning and oversight process to include the establishment of a county CIP team.***

Respondent agrees with the finding.

9. ***The Board of Supervisors approved the concept, and directed the CEO and Department of Facilities Management to return in 90 days with a formal CIP policy.***

Respondent agrees with the finding.

### **Recommendations:**

1. ***Board of Supervisors provide maximum support and assign the highest priority to the current laudable efforts toward the establishment of a permanent CIP Team.***

The recommendation has been implemented.

On May 20, 2002, the Board approved the development of a Capital Improvement Program, whereby the Executive office and Facilities Management would form a CIP team to develop a long-range plan for facilities planning within the County. This team is in place and operating.

2. ***Board of Supervisors direct that the CIP Team be staffed and budgeted as a permanent county entity with oversight authority and coordination responsibilities for all county capital projects from conception to completion and final acceptance.***

The recommendation has been implemented.

See response to Recommendation No. 1., above. In addition, the Executive Office has assigned a full-time associate management analyst to support the CIP Team's efforts. Ongoing analysis of the staffing needs will be conducted and adjustments will be made, if necessary.

3. ***The CEO, in connection with all county agencies and departments, immediately begin revising all county policies that are relevant to capital improvements and establish procedures and standards that support CIP Team goals and objectives.***

The recommendation has not been implemented but will be in the near future.

The Policy relating to CIP Planning and Coordination is being considered by the Board on August 27, 2002.

4. ***Director of Facilities Management provide standards and details for contracts, and also begin a review and update of relevant policies with particular emphasis on completion of the county's "standard materials and equipment list" and the "project management task list".***

The recommendation has been implemented.

Facilities Management is currently developing design standards. This will be a living document that will require constant review and updating. It will provide the specific architectural design requirements for building systems and will be provided to every architect who designs capital improvement projects for the County. It will describe the County's standards for HVAC systems, electrical systems, controls, plumbing, roofing, finishes, etc. The goal of the design standards will be to maintain a high level of quality and system compatibility. The first draft of the new design standards will be ready in 180 days.

Concurrently, Facilities Management is also updating policies including B-11 and H-7. These revisions will be ready and submitted to the Board in 60 days. Contract documents are under review and will be checked for consistency and reviewed by County Counsel. This will be completed in 90 days. A task list is also being developed for project managers to insure that all critical tasks are accomplished and checked off throughout the life of a project. Among other things this will include EIR reports, life safety approvals and permitting geological testing, other site requirements, various inspections, program verification, architect selection, ADA review, budget tracking, schedule verification, CIP reviews and approvals, etc. This document will be in draft form in 60 days.

5. ***Board of Supervisors direct that policy be established which requires all county agencies and departments to coordinate and submit all capital projects, without exception and regardless of funding sources, through the CIP Team – no matter who eventually manages the project.***

The recommendation has not been implemented, but will be in the near future.

See response to Recommendation No. 3., above. The new Policy is being considered at the August 27, 2002 Board meeting.