COUNTY OF GLENN
AGENDA ITEM TRANSMITTAL

MEETING DATE: November 19, 2013

Submiting Department(s):
Planning & Public Works Agency

Contact: Matt Gomez, Di Aulabaugh Interim Deputy Directors
Phone: (530) 934-6530

BRIEF SUBJECT/ISSUE DESCRIPTION:
Upon the recommendation of the County Facilities Planning Committee (CFPC) Planning & Public Works staff wishes to amend the membership of that Committee to include the County ADA Compliance Officer.

AGENDA PLACEMENT

APPOINTMENT – Appearances by: (Specify Name & Title)

Required ___ Minutes

☐ Business – No ☐ Consent
☐ Correspondence ☐ Reports & Notices

AFFECTED DEPARTMENT(S)

☐ Receive Concurrence

ATTACHMENTS

☐ Board Report ☐ Letter ☐ Minute Order
☐ Contract ☐ Transfer
☐ Grant App. ☐ Resolution

LEGAL/PERSONNEL/FISCAL

☐ County Counsel ☐ Personnel
☐ Finance

☐ Other:

CLERK INSTRUCTIONS

☐ Return Minute Order
☐ Return Certified Copy Of:

☐ Other:

PUBLIC HEARINGS & COMMITTEE VACANCIES

☐ State ☐ Federal

LEGISLATION

Public Hearings:
☐ Published
☐ Affidavit on File w/Clerk
☐ Affected Parties Notified

Committees:
☐ Vacancy Posted
☐ Application Attached

FUNDING SOURCE/IMPACT

☐ General Fund Impact
☐ Other: ______
☐ Budgeted
☐ Transfer Attached
☐ 4/5ths Vote Required
☐ Contingency Request

CONTRACTS, LEASES & AGREEMENTS

☐ New ☐ Renewal
☐ Amendment
☐ Insurance Certificate
☐ Contract Report

Date of Original Contract:
Contract No.:
Fiscal Year:

RECOMMENDED ACTION/MOTION:

Adopt resolution to amend Glenn County Administrative Manual Title 18.04.06 County Facilities Planning Committee membership.

Reviewed By (if applicable):

Interim Deputy Director

Personnel Director

Interim Deputy Director

Department of Finance

CC:
BOARD REPORT

EXECUTIVE SUMMARY:
Upon the recommendation of the County Facilities Planning Committee (CFPC) Planning & Public Works staff wishes to amend the membership of that Committee to include the County ADA Compliance Officer.

RECOMMENDATION(S):
Adopt resolution to amend Glenn County Administrative Manual Title 18.04.06 County Facilities Planning Committee membership.

HISTORY AND BACKGROUND:
The CFPC was created pursuant to Glenn County Board of Supervisors’ Minute Order #28, dated January 31, 1995 which also abolished the Land Development, Space, Housing Committee and the Court Consolidation Committee. The CFPC acts to make recommendations, as appropriate, to the Board of Supervisors regarding issues or needs for County facilities in accordance with Glenn County Administrative Manual Title 18 – Facilities Management Policy. The CFPC serves at the pleasure of the Board of Supervisors and includes the following members: the Director of Planning & Public Works Agency (PPWA) or designee; the Director of Finance or designee; the Clerk of the Board/Assessor/Recorder or designee; the Deputy Director of PPWA or the Chief Building Official; two (2) Board of Supervisor members; the Sheriff-Coroner or designee; and one (1) alternate Board of Supervisor member. Any four members, as listed herein, constitute a quorum.

To meet the goals of the Americans with Disabilities Act (ADA), the law established requirements for businesses of all sizes. Businesses that serve the public must modify policies and practices that discriminate against people with disabilities; comply with accessible design standards when constructing or altering facilities; remove barriers in existing facilities where readily achievable; and provide auxiliary aids and services when needed to ensure effective communication with people who have hearing, vision, or speech impairments. All businesses, even those that do not serve the public, must comply with accessible design standards when constructing or altering facilities. On or after March 15, 2012, all newly constructed or altered facilities must comply with all of the requirements in the 2010 Standards. If elements in existing facilities already comply with corresponding elements in the 1991 Standards and are not being altered, then entities are not required to make changes to those elements to bring them into compliance with the 2010 Standards.
FISCAL/PERSONNEL IMPACT(S):
There is no known financial impact to modifying the membership of the CFPC. The Personnel Director who is also the designated ADA Compliance Officer for Glenn County has begun to attend these meetings in an advisory capacity. It is the recommendation of the CFPC that the ADA Compliance Officer be a voting member.

ANALYSIS/DISCUSSION:
Proposed Amendments:
The following excerpt depicts the proposed amendment to Glenn County Administrative Manual Title 18.04.06 County Facilities Planning Committee membership. The section to be deleted is denoted by the *strike through font*. The addition is the *bolded, italicized, and underlined font*.

The County Facilities Planning Committee serves at the pleasure of the Board of Supervisors and includes the following members: the Director of Planning & Public Works Agency (PPWA) or designee; the Director of Finance or designee; the Clerk of the Board of County Assessor/Recorder or designee; the Deputy Director of PPWA or the Chief Building Official or designee; two (2) Board of Supervisor members; the Sheriff-Coronor or designee; *County ADA Compliance Officer or designee*; and one (1) alternate Board of Supervisor member. Any five members, as listed herein, constitute a quorum.
WHEREAS, to meet the goals of the Americans with Disabilities Act (ADA), businesses that serve the public must modify policies and practices to comply with accessible design standards when constructing or altering facilities; and

WHEREAS, the County Facilities Planning Committee acts to make recommendations, as appropriate, to the Board of Supervisors regarding issues or needs for County facilities in accordance with Glenn County Administrative Manual Title 18 entitled Facilities Management Policy; and

WHEREAS, the County Facilities Planning Committee recommends the membership of said committee is amended to add the County ADA Compliance Officer or designee.

THEREFORE BE IT RESOLVED THAT:

Glenn County Administrative Manual Title 18.04.06 County Facilities Planning Committee membership is amended to read as follows:

The County Facilities Planning Committee serves at the pleasure of the Board of Supervisors and includes the following members: the Director of Planning & Public Works Agency (PPWA) or designee; the Director of Finance or designee; the County Assessor/Recorder or designee; the Chief Building Official or designee; two (2) Board of Supervisor members; the Sheriff-Coroner or designee; County ADA Compliance Officer or designee; and one (1) alternate Board of Supervisor member. Any five members, as listed herein, constitute a quorum.

THIS RESOLUTION was passed by the Board of Supervisors of the County of Glenn at a regular meeting thereof held on ____________, by the following vote:

AYES:

NOES:

ABSENT OR ABSTAIN:

ATTEST:

JOHN K. VIEGAS, Chairman, Board of Supervisors,
Glenn County, California

JAMIE CANNON, Clerk of the Board of Supervisors
Glenn County, California

APPROVED AS TO FORM:

HUSTON T. CARLYLE, County Counsel
Glenn County, California
MINUTES
County Facilities Planning Committee
Glenn County, California

Monday, October 28, 2013

Present:
Sheryl Thur, Assi/Clerk/Recorder
Ed Lamb, DOF
Larry Jones, GCSO
Matt Gomes, PPWA
Di Aulabaugh, PPWA
Steve Soeth, BOS
Jamie Cannon, Personnel
Dwight Foltz, BOS

Also Present:
Ricardo Valdez, PPWA
Cindy Holley, Veterans
Maria Ehom, PPWA
Larry Mello, GCVC
Pete Carr, City of Orland

The Chairman of the County Facilities Planning Committee of the County of Glenn, State of California, called the meeting to order at 9:31 a.m.

1. **Minutes**
   Matter: Approve Minutes of September 23, 2013
   Documents: Minutes of September 23, 2013
   Motion/Second: Steve Soeth/Sheryl Thur
   Vote: Approve by members present
       Dwight Foltz abstained
   Order: Approve minutes of Minutes of September 23, 2013

2. **Unscheduled Matters**
   Proceeding: a. Ed Lamb had questions regarding security of the Health and Human Services servers and the requirements for such. Sheryl Thur asked if it could be added to the Bay Alarm services already used by the county. Di Aulabaugh stated it may be possible. Further discussion was deferred to New Business, Item c.

3. **New Business**
   Matter: a. Consider adding County ADA Compliance Officer as voting member
   Proceeding: Jamie Cannon stated she is trying to get the County into ADA compliance and the County's self study plan to bring the County into compliance is behind schedule. She is working on obtaining the funding to complete the self study.
   Motion/Second: Sheryl Thur made a motion to recommend to the Board of Supervisors (BOS) to add the ADA Compliance Officer as a voting member of the County Facilities Planning Committee. The motion was seconded by Ed Lamb.
   Vote: Unanimous approval by members present
   
   Matter: b. Orland Community Center Feasibility
   Proceeding: Pete Carr spoke regarding the City of Orland looking at options for a future Community Center. The City of Orland has been setting aside funding for this project. One option being discussed is the City of Orland possibly purchasing/managing the Orland Memorial Hall.

   Di Aulabaugh asked if there were any objections with the City of Orland working directly with the County Veterans Service Office (VCO), as they will be taking over the hall rental process, to determine if this a viable option and then coming back to this committee to present their findings. All members were in favor.
Matter: c. Central Services Generator
Proceeding: Di Aulabaugh stated this item grew out of the Information Services (IS) Committee meeting to take a look at the generator for the downstairs server room in the Willows Memorial Hall (WMH). Ed Lamb questioned whether or not this generator would be solely for the running the Health and Human Services (HHSA) servers or also be used to run the WMH as it is used as a shelter during disasters. HHSA funding is only enough to cover the cost of the generator for their servers only. Different types of possible funding sources were discussed. It was determined that Dwight Feltz would talk to Scott Gruendl, HHSA Director and then bring back a recommendation to this committee.

Matter: d. Veteran's Services Halls Rental Proposal
Documents: Handouts indicating hall rental comparisons, chair and table purchase costs and rentals.
Proceeding: Cindy Holley stated that the actual transfer of the hall rental processes from PPWA to VSO is scheduled for November 1, 2013 and changes are being made to the County website to put the hall information under the VSO. Cindy made a presentation of ideas regarding the hall rental fees, discussion ensued. Di Aulabaugh asked if anyone had any concerns with the VSO taking a fee/hall rental changes proposal to the BOS. The only concern was that the fee increase be in line with comparable local venues when taking this item to the BOS.

Matter: e. Installation of alarm system at Animal Control
Proceeding: Di Aulabaugh reported that an alarm system was installed at Animal control that surprised staff when they entered the building to complete regular cleaning. Ricardo Valdez reported getting a call from the custodians regarding an alarm going off at the Animal Control building. Prior to the alarm sounding staff was unaware of the new installation. Facilities and the Sheriff's Office have now set up a cleaning schedule that will work with the alarm system.

4. Status of On-Going Projects
Matter: a. Jail / Court Expansion
Documents: Draft memo.
Proceeding: Sheriff Jones reported he is not sure of the current status but assumes it is on track as he received an invitation from the architects to attend their next meeting. The jail expansion proposal was delivered to Sacramento on October 22, 2013. According to Sheriff Jones 30 proposals made it before the deadline. The Sheriff’s office is now waiting to hear the results.

Matter: b. Sheriff Evidence Storage
Proceeding: Sheriff Jones reported no change in status. The Sheriff’s Office has been in contact with a company that provides storage off site. At this time there is no budget for the service. There has also been no clearance for destruction of evidence by the District Attorney’s office. Ricardo Valdez provided a draft memo for the Committee’s consideration announcing to County departments that they will need to make other accommodations for their files/items if currently stored in the old jail in anticipation of its future demolition.

Matter: c. Business Service Office Relocation
Proceeding: Dwight Feltz reported the BSO is still looking for a new location. The North Villa Street Environmental Health office was mentioned as a possible location and consolidation of those offices.
Proceedings: Matt Gomes reported that the parts for the restrooms have been delivered. Jaime Cannon asked when the Willows Memorial Hall bathroom remodel would start. Ricardo Valdez stated that project would start after the District Attorney remodel was complete and the construction would be worked around Hall use.

Matter: e. District Attorney Modifications at Murdock Office
Proceedings: Matt Gomes reported that the remodel has been completed except for the touch up paint, the locksmith and Bay Alarm to come. The re-roofing of the building is to start October 29, 2013. Ricardo Valdez stated it would take approximately a week to complete the re-roof. Di Aulabaugh stated that Facilities will be giving the District Attorney approximately 30 days notice of moving with a target of prior to the first of the year.

Matter: f. Boat Ramps
Proceedings: Matt Gomes reported that the Ord Bend Boat Launch is no longer being used as a staging area by Butte County’s bridge contractor. Steve Soeth asked if PPWA is taking the steps to get the cleaning/dredging of the boat ramps done next year. Di Aulabaugh stated yes, the process is in progress.

Matter: g. Transfer of Hall Rental Function from Facilities to Veterans Services.
Proceedings: Covered and discussed under New Business, #d.

Agenda Items for Next Meeting
a. Generator for HHSA servers / Willows Memorial Hall
b. Security upgrades for County Core

5. Next Meeting
   November 25, 2013

6. Adjourn Meeting
   Matter: Adjourn Meeting.
   Proceedings: Meeting was adjourned at 10:47 a.m.