

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Administrative Office		(2) MEETING DATE July 28, 2009		(3) CONTACT/PHONE Vince Morici and Nikki Schmidt (805) 781-5496	
(4) SUBJECT Request to approve recommended response to the 2008-2009 Grand Jury report titled <i>Agencies Usually Implement Recommendations When They Agree with Us – But Some Are Slow</i> .					
(5) SUMMARY OF REQUEST The Grand Jury issued a report on June 17, 2009 based upon their review of previous Grand Jury reports and actions taken by agencies that agreed with the Grand Jury's recommendations. The Grand Jury reviewed responses for reports from FY 2003-04, 2004-05, 2005-06, and 2006-07 to ascertain whether the agencies implemented agreed upon-actions.					
(6) RECOMMENDED ACTION It is recommended that your Board adopt the recommended responses to the 2008-09 Grand Jury report titled "Agencies Usually Implement Recommendations When They Agree with Us – But Some Are Slow" and direct the Clerk of the Board to forward the responses to the Presiding Judge of the Superior Court and the Grand Jury by August 21, 2009.					
(7) FUNDING SOURCE(S) N/A		(8) CURRENT YEAR FINANCIAL IMPACT N/A		(9) ANNUAL COST N/A	
(10) BUDGETED? ☐ No ☐ Yes ☒ N/A					
(11) OTHER AGENCY INVOLVEMENT/IMPACT (LIST): The County Administrative Office, with the assistance of the General Services Agency, formulated the recommended responses.					
(12) WILL REQUEST REQUIRE ADDITIONAL STAFF? ☒ No ☐ Yes, How Many? _____ ☐ Permanent _____ ☐ Limited Term _____ ☐ Contract _____ ☐ Temporary Help _____					
(13) SUPERVISOR DISTRICT(S) ☐ 1st, ☐ 2nd, ☐ 3rd, ☐ 4th, ☐ 5th, ☒ All			(14) LOCATION MAP ☐ Attached ☐ N/A		(15) Maddy Act Appointments Signed-off by Clerk of the Board ☐ N/A
(16) AGENDA PLACEMENT ☒ Consent ☐ Hearing (Time Est. _____) ☐ Presentation ☐ Board Business (Time Est. _____)			(17) EXECUTED DOCUMENTS ☐ Resolutions (Orig) ☐ Contracts (Orig + 3 Copies) ☐ Ordinances (Orig) ☒ N/A ☐ Email Resolution and Ordinance to CR Board Clerk (in Word)		
(18) NEED EXTRA EXECUTED COPIES? ☐ Number: _____ ☐ Attached ☒ N/A			(19) BUDGET ADJUSTMENT REQUIRED? ☐ Submitted ☐ 4/5th's Vote Required ☒ N/A		
(20) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) _____			(21) W-9 ☐ No ☐ Yes		(22) Agenda Item History ☒ N/A Date N/A
(23) ADMINISTRATIVE OFFICE REVIEW 					

County of San Luis Obispo

COUNTY GOVERNMENT CENTER, RM. D430 • SAN LUIS OBISPO, CALIFORNIA 93408 • (805) 781-5011



JIM GRANT
INTERIM COUNTY ADMINISTRATOR

To: Board of Supervisors

From: Vincent Morici, Administrative Analyst
Nikki J. Schmidt, Administrative Analyst

Date: July 28, 2009

Subject: Responses to 2008-09 Grand Jury Report – “Agencies Usually Implement Recommendations When They Agree With Us – But Some Are Slow”

RECOMMENDATION

It is recommended that your Board adopt the County Administrative Office's responses as the Board of Supervisor's responses to the 2008-09 Grand Jury report titled "Agencies Usually Implement Recommendations When They Agree with Us – But Some Are Slow" (Attachment 3) and direct the Clerk of the Board to forward the responses (Attachment 1 and 2) to the Presiding Judge of the Superior Court and the Grand Jury by August 21, 2009.

DISCUSSION

The Grand Jury issued a report on June 17, 2009 based upon their review of previous Grand Jury reports and actions taken by agencies that agreed with the Grand Jury's recommendations. The Grand Jury reviewed responses for reports from FY 2003-04, 2004-05, 2005-06, and 2006-07 to ascertain whether the agencies implemented agreed upon-actions.

The report requires the responses to Findings and Recommendations as identified below:

- San Luis Obispo County Administrative Office is required to respond to Findings 1-2 and Recommendations 1-2
- San Luis Obispo Board of Supervisors is required to respond to Findings 1-2 and Recommendations 1-2.

BOARD OF SUPERVISORS

July 28, 2009

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This report includes the following Attachments.

Attachment 1 – Recommended Response by the County Administrative Office and Board of Supervisors to Finding 1 and Recommendation 1 of the Grand Jury Report

Attachment 2 – Recommended Response by the County Administrative Office and Board of Supervisors to Finding 2 and Recommendation 2 of the Grand Jury

Attachment 3 – 2008-09 Grand Jury report titled “Agencies Usually Implement Recommendations When They Agree with Us – But Some Are Slow”

Responses from the County Administrative Office are due to the Presiding Judge by August 21, 2009. The responses from the Board are due to the Presiding Judge by September 20, 2009. The County Administrative Office procedures include coordinating the departmental responses to Grand Jury reports and preparing recommended responses on behalf of the Board of supervisors.

OTHER AGENCY INVOLVEMENT/IMPACT

The County Administrative Office, with the assistance of the General Services Agency, formulated the recommended responses.

FINANCIAL CONSIDERATIONS

Costs for preparing this response are included in the current department budget.

RESULTS

This response will meet the legal requirements and time frames for responding to a Grand Jury report with findings and recommendations.

Attachment 1
Recommended Response to the
Grand Jury Report titles "Agencies Usually Implement Recommendations When
They Agree with Us – but Some Are Slow"

Finding #1:

The County has agreed to revise its contracting procedures manual as recommended by the 2006-07 Grand Jury and has drafted a plan to do that by mid-August 2009. But the plan has yet to be implemented.

Recommended County Administrative Office and Board of Supervisors Response:

The County Administrator agrees with this finding and notes that the follow-up to the Grand Jury's recommendation was delayed as a result of the reorganization of the General Services Department into the General Services Agency.

Recommendation #1:

The County should complete its development of a new contracting procedures manual covering all departments, as agreed to in 2007, by mid-August 2009, following the plan recently drafted by County officials.

Recommended County Administrative Office and Board of Supervisors Response:

The recommendation will be implemented. It is anticipated that the updated Contracting for Professional Services will be submitted to the Board of Supervisors for approval no later than August 25, 2009.

Attachment 2
Recommended Response to the
Grand Jury Report titles "Agencies Usually Implement Recommendations When
They Agree with Us – but Some Are Slow"

Finding #2:

The County agreed to a recommendation of the 2006-2007 Grand Jury that it improve its outreach to airport tenants and said that it would be done through the Airport web site. When asked to explain how this was accomplished, by the Grand Jury, the county has yet to respond.

Recommended County Administrative Office and Board of Supervisors Response:

The County Administrator agrees with this finding. The information requested is being provided in the response to the Grand Jury's Recommendation # 2 below.

Recommendation #2:

The County should respond to the current Grand Jury with a plan for improving outreach to airport tenants or demonstrate that such improvements are already in effect.

Recommended County Administrative Office and Board of Supervisors Response:

The Grand Jury's recommendation has been implemented. The General Services Agency Deputy Director for Airport Services reports the following.

"The airport website has been used extensively in community and tenant outreach this calendar year. In December 2008 it was identified that the site had to be modified to allow for the creation of pages to further support the Airport Tenant Organization (ATO) meetings. This modification has been completed and the airport will begin posting agendas and meeting minutes online. In this calendar year the site was not only used to post notice of upcoming tenant meetings but also to announce to tenants the requirements for new security badges. Most recently the site used to outreach to our tenants as well as the community through a very successful travel survey that had over 2000 respondents.

To further enhance tenant communications Airport management has implemented a plan to attend tenant organization board meetings (when invited), conduct meetings monthly with airline operators and quarterly meetings with rental car providers and taxicab operators."

The following two excerpts from the Airport web site provide documentation that the recommendation has been implemented. The first excerpt is on the Home page and the

second excerpt is located as a link under the "General Info tab" on the web site. A visitor to the Airport's web site (www.sloairport.com) can click on the word "Agenda" in the second of the two excerpts to view the Tenant Organization Meeting agenda.

Quarterly Airport Tenant Organization Meetings

In an effort to maintain open lines of communication between Airport Management and airport tenants, Airport Tenant Organization (ATO) meetings are held each quarter at the Spirit of San Luis. [More >>](#)

Quarterly Airport Tenant Organization Meetings

In an effort to maintain open lines of communication between Airport Management and airport tenants, Airport Tenant Organization (ATO) meetings are held each quarter at the Spirit of San Luis Restaurant. These meetings are open to all tenants of the San Luis Obispo County Regional Airport and take place at 7:30 am.

The meeting schedule is posted below along with agendas and minutes of prior meetings. Agenda's for future meetings will be posted at least two weeks prior to the meeting date. Agenda's and meeting minutes are in PDF format and require Adobe Reader to open and view.

Future Meetings:

October 14th

Past Meetings:

July 8, 2009

Agenda