

FILED

JUN 19 2006

**SUPERIOR COURT OF CALIFORNIA
COUNTY OF TRINITY
BY: DONNA REGNANI, DEPUTY CLERK**

DR

**TRINITY COUNTY GRAND JURY
2005-2006**

**FINANCE AND ADMINISTRATION COMMITTEE
FINAL REPORT**

**REVIEW OF
COUNTY ADMINISTRATIVE OFFICER**

**This Report was Approved
On June 6, 2006**

**2005-2006 TRINITY COUNTY GRAND JURY
FINANCE AND ADMINISTRATION COMMITTEE
FINAL REPORT**

COUNTY ADMINISTRATIVE OFFICER

PURPOSE:

The Grand Jury is charged with reviewing county government departments to assure that residents of the county are being well served. This year the Finance and Administration Committee interviewed the County Administrative Officer, Larry Layton.

BACKGROUND:

The Trinity County Administrative Officer (CAO) is appointed by the Board of Supervisors to oversee all county departments. Department heads report to the CAO. Larry Layton has been newly hired as Trinity County CAO, having been on the job only two and a half months at the time of the Finance Committee interview in October of 2005.

METHOD OF INVESTIGATION:

In its review of the CAO, the Finance and Administration Committee relied on a personal interview, documents and reports. The main reason for the review was to get acquainted with the new CAO, and to learn about the current status and future plans of the county administration.

FINDING #1 (Unused land holdings):

The county owns several unused parcels of land that, if sold, could generate income. The parcels range in value from \$500 to nearly \$500,000. One parcel could be worth as much as \$2,500,000 after adequate access, easement, zoning, etc. Appraisals are now underway to assess the current worth of these parcels and their potential best value after re-zoning.

FINDING #2 (Motor pool):

The county has a number of vehicles, but most of them are old, with high mileage. The CAO doesn't enforce the use of these motor pool vehicles, as their reliability is questionable. He does require car pooling if there is a conference to be attended, thereby minimizing the number of private cars needed for the trip.

Even though the motor pool vehicles are under-utilized, the county is still responsible for their insurance, registration, maintenance, etc. All county vehicles are now being re-evaluated; some will go to auction, some will be refurbished.

FINDING #3 ("Discretionary" versus "mandated" expenditure):

Each department has mandated responsibilities, but they all have administrative discretion on how to allocate resources to meet their mandates.

FINDING #4 (potential savings by out-sourcing services):

The Board of Supervisors has directed each department to look for better ways to do things and save money. At the same time, we are also responsible to our employees as well as to the "bottom line" of county finances.

FINDING #5 (Role-models):

Mr. Layton and his staff have been looking at other counties as models. Some have really good systems, which he is trying to implement in our own County Plan.

CONCLUSION:

After only two and a half months working as Trinity County Administrative Officer, Mr. Layton seems well informed about Trinity County, its constituent departments and key administrators.

RESPONSES REQUIRED:

| <u>Entity</u> | <u>Finding</u> | <u>Recommendation</u> | <u>Respond in</u> |
|--|-----------------------|------------------------------|--------------------------|
| CAO | 1-2-3-4-5 | | 60 days |
| Trinity County Board of Supervisors | 1-2-3-4-5 | | 90 days |



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TRINITY COUNTY

Board of Supervisors
P.O. BOX 1613, WEAVERVILLE, CALIFORNIA 96093
PHONE (530) 623-1217 FAX (530) 623-8365

William E. Chambers

TO: The Honorable Anthony C. Edwards
Presiding Judge of the Superior Court

FROM: Trinity County Board of Supervisors

CC: Kelly Frost, Deputy Clerk of the Board

SUBJECT: Response to Recommendations of 2005-06
Grand Jury Finance and Administration Committee
Report on the County Administrative Officer (CAO)

DATE: September 12, 2006

The Grand Jury Finance and Administration Committee has requested a written response to their final report concerning the position of CAO. The Board of Supervisors' response is as follows:

Finding #1: *The County owns several unused parcels of land that, if sold, could generate income. These parcels range in value from \$500 to nearly \$500,000. One parcel could be worth as much as \$2,500,000 after adequate access, easement, zoning, etc. Appraisals are now underway to access the current worth of these parcels and their potential best value after rezoning.*

Response: The Board of Supervisors agrees. The Board of Supervisors identified multiple undeveloped parcels and has had them appraised. Most of these parcels are currently for sale. The proceeds of the sale of these parcels is committed to the Trinity Public Utilities District (TPUD) to reimburse them for their reserves that they have advanced while managing Trinity Hospital (MCMS).

Finding #2: *The County has a number of vehicles, but most of them are old, with high mileage. The CAO doesn't enforce the use of these motor pool vehicles, as their reliability is questionable. He does require car pooling if there is a conference to be attended, thereby minimizing the number of private cars needed for the trip. Even though the motor pool vehicles are under utilized, the county is still responsible for their insurance, registration, maintenance, etc. All county vehicles are now being re-evaluated; some will go to auction, some will be refurbished.*

Response: The Board of Supervisors agrees. There is a need for improvement in how the county manages the motor pool. While it may appear that the motor pool is under utilized, additional evaluation is needed to determine this as fact. However, a broader analysis of the motor pool will be completed in the near future to identify and implement efficiencies to better utilize this service.

Finding #3: *Each Department has mandated responsibilities, but they all have administrative discretion on how to allocate resources to meet their mandates.*

Response: The Board of Supervisors agrees. All County Department Heads are commended for being creative in their efforts to provide mandated services with decreasing revenues.

Finding #4: *The Board of Supervisors has directed each department to look for better ways to do things and save money. At the same time, we are responsible to our employees as well as to the "bottom line" of county finances.*

Response: The Board of Supervisors agrees. Appointed Department Heads and Elected Officials do an excellent job of identifying efficiencies and reducing expenditures, while at the same time maintaining quality service to the citizens of Trinity County. Looking for ways to better provide quality, cost effective, services to the public is an ongoing goal for the Board of Supervisors.

Finding #5: *Mr. Layton and his staff have been looking at other counties as models. Some have really good systems, which he is trying to implement in our own County Plan.*

Response: The Board of Supervisors agrees. Along with Mr. Layton networking with other counties to find good business models, the Board of Supervisors has also implemented monthly "strategic planning" sessions. These workshops promote open dialog between the CAO, Board of Supervisors, County Department Heads, the Public and outside agencies that wish to participate. The intent of these strategic planning workshops is to identify county/citizen needs and the most efficient way to address these identified needs.

HF:wt





TRINITY COUNTY

Office of the County Administrator


LARRY A. LAYTON

County Administrative Officer

P.O. BOX 1613, WEAVERVILLE, CALIFORNIA 96093-1613

PHONE (530) 623-1382 FAX (530) 623-8365

TO: The Honorable Anthony C. Edwards,
Presiding Judge of the Superior Court

FROM: Larry A. Layton, County Administrative Officer 

CC: Kelly Frost, Deputy Clerk of the Board of Supervisors

SUBJECT: Response to Recommendations of 2005-06
Grand Jury Finance and Administration Committee
Report on the County Administrative Officer

DATE: August 15, 2006

The Grand Jury Finance and Administration Committee has requested a written response to their final report concerning my position. My response is as follows:

Finding #1: *The county owns several unused parcels of land that, if sold, could generate income. The parcels range in value from \$500 to nearly \$500,000. One parcel could be worth as much as \$2,500,000 after adequate access, easement, zoning, etc. Appraisals are now underway to access the current worth of these parcels and their potential best value after re-zoning.*

Response: I agree. Appraisals have been completed on several parcel and those parcels are currently being offered for sale. This potential revenue is committed to repayment of our obligations to Trinity Public Utilities District for management of the Hospital.

Finding #2: *The county has a number of vehicles, but most of them are old, with high mileage. The CAO doesn't enforce the use of these motor pool vehicles, as their reliability is questionable. He does require car pooling if there is a conference to be attended, thereby minimizing the number of private cars needed for the trip.*

Even though the motor pool vehicles are under-utilized, the county is still responsible for their insurance, registration, maintenance, etc. All county vehicles are now being re-evaluated; some will go to auction, some will be refurbished.

Response: I agree. Several older vehicles have been auctioned with several more slated to go to auction in the next few months.

Finding #3: *Each department has mandated responsibilities, but they all have administrative discretion on how to allocate resources to meet their mandates.*

Response: I agree. All County Departments should be commended for their efforts in providing mandated services with ever diminishing revenues.

Finding #4: *The Board of Supervisors has directed each department to look for better ways to do things and save money. At the same time, we are also responsible to our employees as well as to the "bottom line" of county finances.*

Response: I agree. The Department Heads and Elected Officials of the County did an excellent job in curtailing spending during the recent cash flow difficulties.

Finding #5: *Mr. Layton and his staff have been looking at other counties as models. Some have really good systems, which he is trying to implement in our own County Plan.*

Response: I agree. We have held several strategic planning sessions over the course of the year and are in the process of developing new processes for conducting County business.

I appreciate the Grand Jury's time and their consideration of the many issues facing our county.

LAL:wt