

Grand Jury Report  
RESPONSE FORM

RE: Report Titled: *Doing the Best We Can With What We Got*

Report Dated: *March 31, 2011*

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*Response Form Submitted By:*

Combined Response: Willits City Council / Willits City Manager/Public Works Director  
City of Willits  
111 E Commercial St.  
Willits, CA 95490

*Response MUST be submitted, per Penal Code §933.05, no later than: July 24, 2011*

*I have reviewed the report and submit my responses to the FINDINGS portion of the report as follows:*

- I (we) agree with the Findings numbered:  
2,3,4,5,6,7,8,10,11,12,13,14,15,16,17,18,19,20,21,22,23,24,25,26,27
- I (we) disagree wholly or partially with the Findings numbered below, and have attached, as required, a statement specifying any portion of the Finding that are disputed with an explanation of the reasons therefore.  
1, 9

*I have reviewed the report and submit my responses to the RECOMMENDATIONS portion of the report as follows:*

- The following Recommendation(s) have been implemented and attached, as required, is a summary describing the implemented actions:  
2
- The following Recommendation(s) have not yet been implemented, but will be implemented in the future, attached, as required is a time frame for implementation  
3

- The following Recommendation(s) require further analysis, and attached as required, is an explanation and the scope and parameters of the planned analysis, and a time frame for the matter to be prepared, discussed and approved by the officer and/or director of the agency or department being investigated or reviewed: (This time frame shall not exceed six (6) months from the date of publication of the Grand Jury Report)

1

- The following Recommendations will NOT be implemented because they are not warranted and/or are not deemed reasonable, attached, as required is an explanation therefore:

4

*I have completed the above responses, and have attached, as required the following number of pages to this response form:*

Number of Pages attached: 2

*I understand that responses to Grand Jury Reports are public records. They will be posted on the Grand Jury website: [www.co.mendocino.ca.us/grandjury](http://www.co.mendocino.ca.us/grandjury). The clerk of the responding agency is required to maintain a copy of the response.*

*I understand that I must submit this signed response form and any attachments as follows:*

First Step: E-mail (word documents or scanned pdf file format) to:

- The Grand Jury Foreperson at: [grandjury@co.mendocino.ca.us](mailto:grandjury@co.mendocino.ca.us)
- The Presiding Judge c/o: [sally.nevarez@mendocino.courts.ca.gov](mailto:sally.nevarez@mendocino.courts.ca.gov)
- The County's Executive Office: [angeloc@co.mendocino.ca.us](mailto:angeloc@co.mendocino.ca.us)

Second Step: Mail all originals to:

Mendocino County Grand Jury  
P.O. Box 939  
Ukiah, CA 95482

## Mendocino County Grand Jury Report

### “DOING THE BEST WE CAN, WITH WHAT WE GOT”

#### Willits City Council and Public Works Department Combined Response

##### Narrative Summary of Required Responses to Grand Jury Findings:

#1 We partially disagree with Finding #1, as it relates to staffing. The staffing at the time of the Grand Jury visit consisted of one Chief of Police, four Sergeants, seven Police Officers, one Reserve Officer, one Community Services Officer, one part-time Officer (960-hour annuitant), four full-time Dispatchers, and three part-time Dispatchers. We currently do not have an actual vacancy as the position mentioned as vacant was not filled during the previous budget year after an officer on probation was released from employment. Due to budgetary reasons, this position was not filled during the 2010-2011 fiscal year and no funding was allocated for this position. During the Grand Jury's visit, we did have one of the seven allocated Police Officer positions out on a non-duty related medical issue. That individual did return to work but subsequently went out on a duty related injury.

#9 We partially agree with Finding #9. While no actual funded position vacancy existed at the time of the Grand Jury visit, an experienced Officer would be preferred to an inexperienced Officer should an opening come up as more field training time would be required with an inexperienced Officer. A Police Officer in field training cannot work on the street as a solo beat Officer while in the training program.

##### Narrative Summary of Required Responses to Grand Jury Recommendations:

#2 At the time of the Grand Jury's visit, Recommendation #2 had already been implemented. The Willits Police Department currently has one 960-hour annuitant (retired) Officer, who currently assists with prisoner transportation, investigations, general patrol when needed, and has served as the School Resource Officer during the school year after the previous SRO became unable to complete the position. This Officer will return in this capacity but is constrained by Public Employee Retirement System (PERS) rules governing the amount of hours a retired annuitant can work for a public agency. The City of Willits would be open to exploring the addition of more retiree employees, provided that budgetary concerns can be addressed.

#3 Recommendation #3 has not yet been implemented, but will be implemented in the future. With reference to Finding #20, the Willits Police Department sign that fell down during a previous wind storm will not be reinstalled. The Police Department is currently working with Crawford Signs in Ukiah to erect a monument sign at the entrance of the City Hall/Police Department parking lot and place an additional glass door decal sign to the entrance of the Police Department. Upon further examination, it was decided not to reinstall the old sign as it would most likely fall again.

#1 Recommendation #1 requires further analysis. Currently, the City of Willits has brought a balanced budget forward where existing Police positions from last year's budget were brought back with no lay-offs or employee concessions factored in. The Police Department has applied for a Federal COPS (Community Oriented Policing Services) Police Officer grant which, if funded, would provide a full-time position with no local match required for the first three years of the grant. While more police officer positions would be preferred by the Police Department and the City, the City was able to staff the Police Department at the previous year's level without having to institute layoffs or furloughs like other agencies in Mendocino County. Additionally, employees were not asked for further concessions during the collective bargaining process this year. The City recognizes those concessions made by employees City-wide have helped close the budget deficit. A multi-year approach to deficit reduction was used in order to safeguard City services and staffing.

#4 Recommendation #4 will NOT be implemented because it is not warranted and/or are not deemed reasonable. While the City of Willits shares the Grand Jury's concerns regarding the leaking roof at the Justice Center building, we continue to monitor the situation and communicate with County government and the General Services Department about the trip and fall concerns caused by buckets placed to catch rain water. Additionally, concerns about damage to the building's exterior and interior have also been conveyed. A copy of an environmental report commissioned by the Police Department has been transmitted to the County where needed maintenance is recommended by the inspector was documented. However, the City of Willits does not have the authority to require the County of Mendocino General Services Department to consult with an outside engineer. As such, this recommendation is not deemed reasonable. The continued leaking roof does pose a trip and fall risk to employees and there is potential for other problems if the roof leak is not solved. The City has been assured that this problem will be resolved.

Printed Name: Paul Cayler

Title: Willits City Manager

Signed: 

Date: 7/28/2011