

**COUNTY OF HUMBOLDT**  
Public Works  
Interoffice Memo

DATE: May 11, 2009  
TO: Loretta Nickolaus, County Administrative Officer  
FROM: Tom Mattson, Public Works Director  
SUBJECT: **Response to 2008-09 Redway Solid Waste Transfer Station**

**REDWAY SOLID WASTE TRANSFER STATION (Grand Jury Report #2009-PW-01)**

**Finding 1:**

The northern boundary of the Redway Solid Waste Transfer Station's property is not completely fenced and therefore the property can be accessed by unauthorized persons after business hours.

**RESPONSE:** Agree

**Recommendation 1:**

The Grand Jury recommends that the Humboldt County Public Works Department construct a fence along the northern boundary of the Redway Solid Waste Transfer Station to make the site more secure and to help prevent unauthorized access after business hours.

**RESPONSE:** The County had to prioritize available funding for repairs at the Redway Transfer Station due to issues related to water quality, which were a priority. The California Department of Forestry and Fire which owns the site upgraded its security measures to deal with the issues raised. The County is currently negotiating with both the site operator and the site owner to make improvements to this facility, which will require rate increases to pay for the improvements, which may include the fence.



# HUMBOLDT COUNTY SHERIFF'S OFFICE

GARY PHILP, SHERIFF

CIVIL/COURTS  
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MAIN STATION  
826 FOURTH STREET • EUREKA CA 95501-0516  
PHONE (707) 445-7251 • FAX (707) 445-7298

CUSTODY SERVICES  
(707) 441-8159

DATE: APRIL 16, 2009  
TO: THE HONORABLE JUDGE FEENEY  
PRESIDING JUDGE OF THE SUPERIOR COURT  
FROM: GARY PHILP, SHERIFF  
RE: RESPONSE TO THE 2008-2009 GRAND JURY REPORT

RECEIVED

APR 17 2009

CAO

## 2009-JL-02 HOOPA AND GARBERVILLE SUBSTATIONS

### FINDING NO. 1:

The Hoopa and Garberville Sheriff's Stations are both in need of the services of a Transportation Officer.

### SHERIFF'S RESPONSE TO 2009-JL-02 NO. 1:

Agree

### RECOMMENDATION NO. 1:

The Grand Jury of Humboldt County recommends that the Sheriff's Department central office in Eureka provide Transportation Officer services for the Garberville and Hoopa Substations and for any outlying areas that need them, using existing on-duty personnel when possible.

### SHERIFF'S RESPONSE TO 2009-JL-02 RECOMMENDATION NO. 1:

The recommendation has been implemented. A policy specific to this issue is in place, and has been in place for several years. Our policy has been, and continues to be, that whenever a deputy(s) makes an arrest in our outlying Garberville and/or Hoopa Stations or our resident posts that the deputy will make a request for a transport unit via our Emergency Communications Center. That request is relayed to the on-duty watch commander who evaluates the available staffing levels of our Main Station Patrol and/or North Area Patrol (McKinleyville) Divisions relative to their current workload and activity levels. Whenever practical a Main Station Patrol or North Area Patrol unit is dispatched to meet with the outlying unit and will transport that deputy's arrestee(s) to the

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Humboldt County Correctional Facility or Juvenile Hall. This allows the outlying deputy to remain close to his/her beat area and available for calls for service in their beat area.

It must be borne in mind, however, that all of our patrol areas, including our Main Station and North Area Patrol Divisions, generally operate at minimum staffing levels. No matter who transports the arrestee(s), that area's staffing level and response capabilities will be impacted. Many times the call for service/activity level in the Main Station or North Area relative to staffing does not allow for a unit to be diverted for the in-custody transport. Short of obtaining funding for additional staffing, these decisions must be made, and will continue to be made, on a case-by-case basis.

#### **GRAND JURY REPORT 2009-JL-05 HUMBOLDT COUNTY ANIMAL SHELTER**

##### **FINDING NO. 1:**

The annual general fund contribution to the operating budget of the Animal Shelter is rising rapidly with employee salaries and benefits being the most volatile line items.

##### **SHERIFF'S RESPONSE TO 2009-JL-05 FINDING NO. 1:**

Partially disagree with the finding; while the general fund contribution is rising, negotiated salary and benefit increases to the full-time employees is only part of the reason. The more volatile line items to the shelter operation are rising utility costs and necessary maintenance and repair costs to a facility that operates seven days a week.

##### **RECOMMENDATION NO. 1:**

The Sheriff's Office should review staffing and salary levels that affect the general fund contribution to the Animal Shelter's operating budget and consider the possibility of using low risk County Inmates and/or Sheriff's Work Alternative Program participants at the facility.

##### **SHERIFF'S RESPONSE TO 2009-JL-05 RECOMMENDATION NO. 1:**

This recommendation has been implemented for some time. When the Animal Shelter was initially opened, this Office, in cooperation with the County Administrative Office and the County Personnel Department, made a very careful study of the facility's basic staffing needs and class of positions needed. The current staffing levels are reviewed annually. Frankly, our current full-time staffing levels are the minimum necessary and at the correct position level for the seven-day a week operation of the facility.

As for the utilization of low-risk County inmates and/or Sheriff's Work Alternative Program participants at the facility, the use of Sheriff's Work Alternative Program participants has been in place since the shelter opened. Sheriff's Work Alternative Program participants are currently being used to augment and assist our Kennel Attendants at the shelter facility. Typically one to four Sheriff's Work Alternative Program participants, along with other volunteers, work at the facility on a daily basis, which does help keep down employee costs and saves taxpayer dollars.

**FINDING NO. 2:**

Utility costs for the Shelter are high and are increasing, particularly the cost of operating the floor heating system in the kennel areas.

**SHERIFF'S RESPONSE TO 2009-JL-05 FINDING NO. 2:**

Partially disagree: All utility costs, including water and garbage, continue to rise; but, for the type of facility operation, the costs do not appear to be exorbitant.

**RECOMMENDATION NO. 2:**

The County should pursue grant funding for the installation of a solar-assisted water heating system to supplement the current floor heating system in the kennel areas.

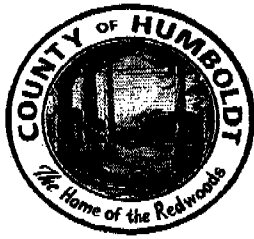
**SHERIFF'S RESPONSE TO 2009-JL-05 RECOMMENDATION NO. 2:**

This recommendation requires further analysis. A cost-benefit analysis and possible funding opportunities will need to be conducted in cooperation with, and most likely under, the auspices of the County Building Maintenance Department and the County Administrative Office.

Respectfully submitted,

  
GARY PHILP, Sheriff  
Humboldt County

GP:crm  
Cc: Board of Supervisors  
CAO ✓  
file



**COUNTY OF HUMBOLDT**  
County Administrative Office  
Interoffice Memo

DATE: June 8, 2009  
TO: Board of Supervisors  
FROM: Loretta Nickolaus, County Administrative Officer  
SUBJECT: **Response to 2008-09 Grand Jury Report 2009-JL-01**

**CORONER AND PUBLIC ADMINISTRATOR (GRAND JURY REPORT #2009-JL-01)**

**Finding 1:**

The driveway to the carport is not long enough to allow adequate room to enter from the street before backing into the carport. This has resulted in vehicles making contact with the building

**Recommendation 1:**

The Grand Jury recommends extending the driveway into the vacant area to the north.

**Board of Supervisors Response(s) to F.1. and R.1.**

**The Board of Supervisors agrees with the finding.** The Board will work with the Coroner Public Administrator to extend the driveway when funding is available upon the completion of facility improvements and deferred maintenance projects that are currently either under progress or of a more pressing matter.

**Finding 2:**

The unloading of bodies in the carport is in full public view from the adjacent sidewalk and street.

**Recommendation 2:**

The Grand Jury recommends extending the carport to shield the process of handling bodies from public view.

**Board of Supervisors Response(s) to F.2. and R.2.**

**The Board of Supervisors agrees with the finding.** The Board will work with the Coroner Public Administrator to extend the driveway when funding is available upon the completion of facility improvements and deferred maintenance projects that are currently either under progress or of a more pressing matter.



CORONER - PUBLIC ADMINISTRATOR

**COUNTY OF HUMBOLDT**

3012 "I" STREET

EUREKA, CALIFORNIA 95501

PHONE (707) 445-7242

May 28, 2009

Loretta Nickolaus  
County Administrative Officer  
825 Fifth Street  
Eureka, CA 95501

RECEIVED

MAY 28 2009

CAO

Re: Grand Jury Report 2009-JL-01

Dear Ms. Nickolaus:

In response to the Grand Jury requirements, findings and recommendations:

## Findings:

1. The driveway to the carport is not long enough to allow adequate room to enter from the street before backing into the carport. This has resulted in vehicles making contact with the building.

I agree with the finding.

2. The unloading of bodies in the carport is in full public view from the adjacent sidewalk and street.

I agree with the finding.

## Recommendations:

1. The Grand Jury recommends extending the driveway into the vacant area to the north.

I agree with the finding.

The recommendation has not yet been implemented but will be implemented in the future, with a timeframe for implementation.

2. The Grand Jury recommends extending the carport to shield the process of handling bodies from public view.

FROM :

FAX NO. : 7074457400

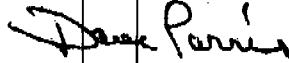
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May 28, 2009  
Page Two  
Loretta Nickolaus

I agree with the finding.

The recommendation has not yet been implemented but will be implemented in the future, with a timeframe for implementation

Sincerely,



Dave Parris  
Humboldt County Coroner



**COUNTY OF HUMBOLDT**  
County Administrative Office  
Interoffice Memo

DATE: June 8, 2009  
TO: Board of Supervisors  
FROM: Loretta Nickolaus, County Administrative Officer  
SUBJECT: **Response to 2008-09 Grand Jury Report 2009- JL-05**

**HUMBOLDT COUNTY ANIMAL SHELTER EVALUATION (GRAND JURY REPORT #2009-JL-05)**

**Finding 1:**

The annual general fund contribution to the operating budget of the Animal Shelter is rising rapidly with employee salaries and benefits being the most volatile line items.

**Recommendation 1:**

The Sheriff's Office should review staffing and salary levels that affect the general fund contribution to the Animal Shelter's operating budget and consider the possibility of using low risk county inmates and/or Sheriff's Work Alternative Program participants at the facility.

**Board of Supervisors Response(s) to F.1. and R.1.**

**The Board of Supervisors partially agrees with the finding.** While the General Fund contribution is directed towards salaries and benefits, this facility is in constant use seven days a week and therefore also susceptible to increased utility costs and facility repairs. In the proposed FY 2009-10 budget, the Sheriff's Office has proposed "freezing" one Deputy Sheriff to generate \$65,000 in salary savings, in order to help contain costs.

The Sheriff's Work Alternative Program is already in use at the Animal Shelter and has been since it was opened. The shelter also seeks volunteers from the community to aid the kennel workers and to further offset the costs of employing full time workers. The Animal Shelter carefully studied the staffing needs of the facility in cooperation with the County Administrative Office and the County Personnel Department when it was originally opened. The current staffing needs are reviewed annually and are currently at a minimum.

**Finding 2:**

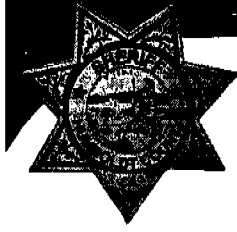
Utility costs for the shelter are high and are increasing, particularly the cost of operating the floor heating system in the kennel areas.

Recommendation 2:

The county should pursue grant funding for the installation of a solar-assisted water heating system to supplement the current floor heating system in the kennel areas.

**Board of Supervisors Response(s) to F.2. and R.2.**

**The Board of Supervisors agrees with the finding.** All utility costs are on the rise. To follow up on this recommendation the Board will need to look into the efficiency of the floor heating system as well as do a cost-benefit analysis. The Board will also look into the feasibility of grant funding.



# HUMBOLDT COUNTY SHERIFF'S OFFICE

GARY PHILP, SHERIFF

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CUSTODY SERVICES  
(707) 441-8159

DATE: JUNE 10, 2009  
TO: THE HONORABLE JUDGE FEENEY  
PRESIDING JUDGE OF THE SUPERIOR COURT  
FROM: GARY PHILP, SHERIFF  
RE: AMENDED RESPONSE TO THE 2008-2009 GRAND JURY REPORT

## 2009-JL-02 HOOPA AND GARBERVILLE SUBSTATIONS

### FINDING NO. 1:

The Hoopa and Garberville Sheriff's Stations are both in need of the services of a Transportation Officer.

### SHERIFF'S RESPONSE TO 2009-JL-02 NO. 1:

Agree

### RECOMMENDATION NO. 1:

The Grand Jury of Humboldt County recommends that the Sheriff's Department central office in Eureka provide Transportation Officer services for the Garberville and Hoopa Substations and for any outlying areas that need them, using existing on-duty personnel when possible.

### SHERIFF'S RESPONSE TO 2009-JL-02 RECOMMENDATION NO. 1:

The recommendation has been implemented. A policy specific to this issue is in place, and has been in place for several years. Our policy has been, and continues to be, that whenever a deputy(s) makes an arrest in our outlying Garberville and/or Hoopa Stations or our resident posts that the deputy will make a request for a transport unit via our Emergency Communications Center. That request is relayed to the on-duty watch commander who evaluates the available staffing levels of our Main Station Patrol and/or North Area Patrol (McKinleyville) Divisions relative to their current workload and activity levels. Whenever practical a Main Station Patrol or North Area Patrol unit is dispatched to meet with the outlying unit and will transport that deputy's arrestee(s) to the

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Humboldt County Correctional Facility or Juvenile Hall. This allows the outlying deputy to remain close to his/her beat area and available for calls for service in their beat area.

It must be borne in mind, however, that all of our patrol areas, including our Main Station and North Area Patrol Divisions, generally operate at minimum staffing levels. No matter who transports the arrestee(s), that area's staffing level and response capabilities will be impacted. Many times the call for service/activity level in the Main Station or North Area relative to staffing does not allow for a unit to be diverted for the in-custody transport. Short of obtaining funding for additional staffing, these decisions must be made, and will continue to be made, on a case-by-case basis.

### **GRAND JURY REPORT 2009-JL-05 HUMBOLDT COUNTY ANIMAL SHELTER**

#### **FINDING NO. 1:**

The annual general fund contribution to the operating budget of the Animal Shelter is rising rapidly with employee salaries and benefits being the most volatile line items.

#### **SHERIFF'S RESPONSE TO 2009-JL-05 FINDING NO. 1:**

Partially disagree with the finding; while the general fund contribution is rising, negotiated salary and benefit increases to the full-time employees is only part of the reason. The more volatile line items to the shelter operation are rising utility costs and necessary maintenance and repair costs to a facility that operates seven days a week.

#### **RECOMMENDATION NO. 1:**

The Sheriff's Office should review staffing and salary levels that affect the general fund contribution to the Animal Shelter's operating budget and consider the possibility of using low risk County inmates and/or Sheriff's Work Alternative Program participants at the facility.

#### **SHERIFF'S RESPONSE TO 2009-JL-05 RECOMMENDATION NO. 1:**

This recommendation has been implemented for some time. When the Animal Shelter was initially opened, this Office, in cooperation with the County Administrative Office and the County Personnel Department, made a very careful study of the facility's basic staffing needs and class of positions needed. The current staffing levels are reviewed annually. Frankly, our current full-time staffing levels are the minimum necessary and at the correct position level for the seven-day a week operation of the facility.

As for the utilization of low-risk County inmates and/or Sheriff's Work Alternative Program participants at the facility, the use of Sheriff's Work Alternative Program participants has been in place since the shelter opened. Sheriff's Work Alternative Program participants are currently

being used to augment and assist our Kennel Attendants at the shelter facility. Typically one to four Sheriff's Work Alternative Program participants, along with other volunteers, work at the facility on a daily basis, which does help keep down employee costs and saves taxpayer dollars.

**FINDING NO. 2:**

Utility costs for the Shelter are high and are increasing, particularly the cost of operating the floor heating system in the kennel areas.

**SHERIFF'S RESPONSE TO 2009-JL-05 FINDING NO. 2:**

Partially disagree: All utility costs, including water and garbage, continue to rise; but, for the type of facility operation, the costs do not appear to be exorbitant.

**RECOMMENDATION NO. 2:**

The County should pursue grant funding for the installation of a solar-assisted water heating system to supplement the current floor heating system in the kennel areas.

**SHERIFF'S RESPONSE TO 2009-JL-05 RECOMMENDATION NO. 2:**

This recommendation requires further analysis. A cost-benefit analysis and possible funding opportunities will need to be conducted in cooperation with County Administrative Office.

An assessment of our Shelter site's solar potential to determine the viability of utilizing a Solar Electric (PV) System for the Animal Shelter and to estimate a project cost, if found as a viable alternative, will be conducted on May 29, 2009, through the Redwood Coast Energy Authority. Once we obtain the results of the assessment which should be presented to us within the following 60 days, we will forward the information to the County Administrative Office and work with them to identify a potential funding source if feasible.

Currently the County Administrative Office is in conversation with the Redwood Coast Energy Authority regarding the potential for obtaining project funding through the use of zero-interest tax credit bonds known as Clean Energy Renewable Bonds (CERBS) and/or American Recovery and Reinvestment Act (ARRA) Energy Efficient Block Grants for Small Cities and Counties.

Respectfully submitted,

  
GARY PHILP, Sheriff  
Humboldt County

GP:crm  
Cc: Board of Supervisors  
CAO  
file



**COUNTY OF HUMBOLDT**  
County Administrative Office  
Interoffice Memo

DATE: June 8, 2009  
TO: Board of Supervisors  
FROM: Loretta Nickolaus, County Administrative Officer  
SUBJECT: **Response to 2008-09 Grand Jury Report 2009-AF-01**

**HUMBOLDT COUNTY ASSESSOR'S OFFICE EVALUATIONS (GRAND JURY REPORT #2009-AF-01)**

**Finding 6:**

Twenty California counties currently combine the duties of the Assessor with those of other county offices, as permitted by Government Code. Combining offices and functions for purposes of cost and management efficiency could be a benefit to Humboldt County.

**Recommendation 4:**

The Board of Supervisors should consider combining the duties of the Assessor's Office with those of other compatible County offices and report to the citizens of the County the outcome of its consideration.

**Board of Supervisors Response(s) to F.6. and R.4.**

**The Board of Supervisors partially agrees with the finding.** While combining the duties of the Assessor with those of other County offices may be an efficient way of cutting costs consolidating the functions and responsibility of an elected official takes careful study and consideration. The Board may consider combining the duties of the Assessor with other compatible County duties if further research indicates that such a decision would be beneficial to Humboldt County.