



SANTA CRUZ COUNTY
Civil Grand Jury

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Honoring Commitments to the Public

County Agency Actions in Response to 2019–2020 Grand Jury Recommendations

Summary

The 2022–2023 Santa Cruz County Civil Grand Jury reviewed local government responses to five of the nine 2019–2020 Grand Jury reports to determine whether local government officials honored their commitments in compliance with California Penal Code 933.05. The reports reviewed were: *DeLaveaga Golf Course*; *Fail in the Jail*; *Homelessness: Big Problem, Little Progress*; *The Tangled Web*; and *Voter Data*. The Grand Jury evaluated whether the agencies followed through with the commitments made in these reports.

The Grand Jury also reviewed *Ready? Aim? Fire!*; however, follow-up responses to this 2019-2020 investigation were not pursued, since over the past three years there has been a major wildfire and three more fire-related Grand Jury investigations.

The value of the Grand Jury's reports is realized when government agencies apply the recommendations to improve transparency and efficiency for county residents.

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Background

Each year the Santa Cruz County Civil Grand Jury (Grand Jury) investigates local government operations and issues reports with the goals of improving government efficiency and effectiveness, and promoting accountability and transparency. The Grand Jury reports make recommendations for improvements. When called for in the report, elected local government officials are required to respond to the Grand Jury's findings and recommendations.

Each investigated organization receives a copy of the Grand Jury's report and a response packet that includes the instructions shown in Appendix A. They send their responses to the presiding judge of the Superior Court with a copy to the Grand Jury. Elected officials must respond within 60 days and governing bodies are required to respond within 90 days.

Only governing bodies and "elected county officers or agency heads" are required to respond to Grand Jury reports.^[1] There is no requirement that any individual other than an elected official respond. However, the Grand Jury may invite a response from other "responsible officers" such as the chief administrative officer of a government function.

Readers interested in a more comprehensive look at the Grand Jury reports and responses are encouraged to read the original reports and responses. All may be found on the County's Grand Jury web page in the Reports section.^[2]

Scope and Methodology

For this Honoring Commitments report, the 2022-2023 Grand Jury reviewed responses to the following five 2019-2020 reports:

- **DeLaveaga Golf Course**—How City Policies and Practices Have Affected the Bottom Line
- **Fail in the Jail**—No Lights, No Camera, No Action?
- **Homelessness: Big Problem, Little Progress**—It's Time To Think Outside The Box
- **The Tangled Web**—Oh, What a Mangled Web We Weave...
- **Voter Data—Registering Concerns**—Keeping a Closer Eye on the Distribution of County Voter Registration Data

The 2022-2023 Grand Jury has followed up with the responding agencies for some of the above reports. This report summarizes the government responses to each report's recommendations that fell under the categories "Has Not Been Implemented but Will Be Implemented in the Future" and "Requires Further Analysis." The Grand Jury wanted to know whether the agencies actually did implement recommendations that they said they would in the future, or that they did the further analysis and what its outcome was. Without follow-up, these are the most susceptible to falling by the wayside and dropping out of public view.

Each report section that follows covers the key findings and recommendations that we evaluated. Each section then describes the local agency commitments and actions taken to address those findings and recommendations.

Investigations

The Key Findings and Key Recommendations sections within the below investigations provide context for the Response section. The Response section describes agency responses to the investigation report, including recent agency actions. Findings and recommendations where the agencies said they had already implemented, or declined to take action, or which do not seem to the Grand Jury to be critical to improving government functions at this time, are not included.

1. DeLaveaga Golf Course^[3]

Summary: The 2019-2020 Santa Cruz Civil Grand Jury investigated the history, governance, use, costs and revenue related to the City of Santa Cruz's DeLaveaga Golf Course. The Grand Jury's intention was to provide insight and clarity on fiscal responsibility along with recommendations for improvements to City of Santa Cruz management of the DeLaveaga Golf Course.

Key 2020 Findings:

- F4. The City of Santa Cruz's failure to conduct thorough, regular on-site inspections of the DeLaveaga Golf Course's restaurant/lodge resulted in excessive renovation costs to the City of Santa Cruz. This contributed to more than doubling the original estimates to bring the building up to code.*
- F5. The new draft Operations Plan lacks the necessary robustness to communicate how major golf course operations will be managed at DeLaveaga Golf Course, including but not limited to facility inspections, water use policies, variable pricing policies, charitable policies, operations review, and basic roles, responsibilities, and authority.*

Key 2020 Recommendations:

- R5. The City of Santa Cruz City Manager should perform a lessons learned activity and then update the City's relevant policies and operating procedures to avoid a future repeat of the DeLaveaga Golf Course's restaurant/lodge shutdown and renovation no later than second quarter 2021. (F4)*
- R6. The City of Santa Cruz Parks and Recreation Department and the City of Santa Cruz City Manager should add a formal process to the Operation Plan by addressing needed capital improvements, maintenance schedules, facility inspections, water use, variable pricing, charitable policies, operations review, and basic stakeholder roles and responsibilities. Stakeholders include the Santa Cruz City Council, the City's Parks and Recreation Department, the City's Parks & Recreation Commission, the Operator, the DeLaveaga Golf*

Requested 2020 Responses:^[4]

The City of Santa Cruz partially disagreed with Finding 4 as related to Recommendation 5, that there was a failure to conduct thorough, regular on-site inspections of the DeLaveaga Golf Course's restaurant/lodge, resulting in excessive renovation costs to the City of Santa Cruz. This contributed to more than doubling the original estimates to bring the building up to code. They stated that many of the issues discovered during the golf lodge renovation were interior to the building (e.g. electrical, plumbing, rotting wood, etc.). These issues were not evident in general facility inspections. The fundamental cause of the facility issues and exorbitant costs to renovate was a lack of ongoing capital improvement investment into the building over time. Due to limitations of City budgets, and to some degree, the local political will to invest in the golf course, funding was not sufficiently appropriated to maintain the golf lodge over time. Therefore, the result was a costly repair due to years of virtually no maintenance.

The City of Santa Cruz stated that this is an important lesson as other facilities at the golf course including the maintenance facility, golf cart barn, and driving range, among others, are in desperate need of investment. Otherwise they may face similarly expensive capital needs in the future. This is also true of many City-owned buildings such as the Civic Auditorium, Public Works Corp Yard and the Parks Yard, Market Street Senior Center, Harvey West Park facilities, and many more. Investment in an aging portfolio of City-owned assets is critical for the future.

Regarding Finding 5, as related to Recommendation 6, the City of Santa Cruz felt that they needed further analysis on whether or not the City Manager should perform a lessons learned activity and then update the City's relevant policies and operating procedures to avoid a future repeat of the DeLaveaga Golf Course's restaurant/lodge shutdown and renovation no later than second quarter 2021. The City of Santa Cruz stated that as of July 2020, there are no specific plans to do this, although it would be a helpful exercise and the Parks and Recreation Department would support it. The Parks and Recreation Department responded, indicating it would discuss with the City Manager's Office a plan to chart a course of action related to this recommendation before the end of calendar year 2020.

2022-2023 Update: Were Commitments Kept?

In response to this jury's request for an update, the Parks and Recreation Department indicated budgeting, and the Santa Cruz City Council approved funding to assess facilities and develop a long-term Capital Investment Plan as outlined in Budget, Fiscal Years 2023-2027.^[5] Additionally, the City Council appropriated funding for critical infrastructure and facility upgrades in FY 2023.^[6] The Parks and Recreation Department will initiate these projects in 2023. The completion of the study is estimated to be in June 2023, and the improvements to the driving range and golf course assets are estimated to be in October 2023.^[7]

2. Fail in the Jail^[8]

Summary: On September 28, 2019 an unplanned power failure at the Santa Cruz County Main Jail resulted in the loss of critical capability to provide safe and secure operation of the jail. While the risks were known well in advance of the failure event, steps to manage and mitigate the risks were not taken. Established, comprehensive policies for management in a power failure emergency were in place, but those policies were not followed. Evidence of process improvement and risk management practice after the event was lacking.

Key 2020 Findings:

F3. While an emergency generator has been procured, adequate testing of methods of connection and operation has not been done yet.

F5. The County was non-compliant with policy regarding emergency power backup at the jail and remained non-compliant for months, including fueling, maintenance, testing, and emergency backup power generation.

Key 2020 Recommendations:

See below under “2022-2023 Update: Were Commitments Kept?”

Requested 2020 Responses:^[9]

The Santa Cruz County Sheriff/Coroner agreed with Finding 5. They had previously requested that this work be done by the Santa Cruz County’s General Services Department. The Santa Cruz County Board of Supervisors also agreed with Finding 5.

2022-2023 Update: Were Commitments Kept?

There was no specific recommendation to upgrade the existing generator system to power all of the areas critical to ensure safe and secure operation of the jail during an unexpected power outage, but it was confirmed during our 2022 jail tour that a new generator was purchased in 2020 with an estimate of 1 to 1 ½ years to have it installed and operational. However, due to component shortages resulting from COVID/supply chain issues, the new generator system will not be operational until May or June of 2023.^[10] They stated that the old generator should have enough power to operate a good portion of the facility.^[11] While it will not fully power the facility, certain functions have been prioritized to receive generator power to minimize any risk to both inmates and staff. For security reasons, they did not want to identify any specific vulnerabilities. The new generator will have much more capacity. They are in constant communication with the County and subcontractors to prioritize this project. Therefore, they are working toward keeping their commitment on improving their functionality during an unexpected power outage to provide safe and secure operation of the jail.

3. Homelessness: Big Problem, Little Progress^[12]

Summary: The 2019-2020 Santa Cruz Civil Grand Jury investigated the County's response to homelessness. The report highlighted the considerable money, time and effort devoted to reducing the County's ever-growing number of homeless persons, and the lack of real progress towards solutions. Most of the recommendations in this report received the Response "Will Not Be Implemented". This year's Civil Grand Jury decided to examine two recommendations that received mostly "Requires Further Analysis" responses. It should be noted that since the 2019-2020 report was written, much has happened on the homelessness issue, including a \$14.5 million grant in 2021 to the City of Santa Cruz to improve and expand services to people experiencing homelessness. This changes the landscape and overtakes some of the report's recommendations. In several cases, the responses were not compliant. It is also clear the various agencies coordinated their responses, with several identical explanations provided.

Key 2020 Findings:

- F12. There are parcels of land throughout the county that appear to be unused or underutilized, and could possibly be used to build housing for the homeless.*
- F21. If underutilized parcels of land throughout Santa Cruz County were identified, such as the area near Coral Street in Santa Cruz and the parcel adjacent to the County Mental Health Building in Watsonville, these parcels could potentially be used to increase the number of beds and services to support the homeless.*

Key 2020 Recommendations:

- R6. The Santa Cruz County Administrative Officer (CAO) and the County's City Managers should identify parcels of land within their jurisdictions that could be utilized to supply homeless services and/or temporary or permanent housing, and report such sites to their governing bodies by December 31, 2020. (F12)*
- R9. By December 31, 2020, the City of Santa Cruz should evaluate whether closing Coral Street permanently to thru traffic, to make more space available for additional housing and services for the homeless, would be a viable option. (F13 was cited in the 2019-2020 Grand Jury report, but this probably should have been F12 and/or F21)*

Requested 2020 Responses:^[13]

F12. The Board of Supervisors, the cities of Capitola, Santa Cruz, Scotts Valley and Watsonville, and the City Manager of Watsonville all agreed with Finding 12, that there are parcels of land throughout the County that could potentially be used to provide services to homeless people. The City Managers for Capitola, Santa Cruz and Scotts Valley responded that their responses were included in their unified response from the City Council.

F21. The Board of Supervisors, the Cities of Santa Cruz and Watsonville, the Santa Cruz County Administrative Officer and the Watsonville City Manager all agreed with Finding 21, that if underutilized parcels were identified, they could potentially be used to increase the number of beds and services to support homeless people. The Cities of Capitola and Scotts Valley partially disagreed, saying that zoning may not allow such use. Using identical text for their explanation for their responses, they both describe the partnership between the County, the City of Santa Cruz and Housing Matters to evaluate potential reconfiguration and expansion of the services for homeless people provided around Coral Street. The Human Services Agency and the planning Department responded that their input was included with the CAO response. The city managers of Santa Cruz, Capitola and Scotts Valley responded that their responses were included in their unified response from the City Council.

R6. The only required response to Recommendation 6 was from the Board of Supervisors. They responded that the recommendation required further analysis, questioning the feasibility of the approximate three month timeline to identify parcels of land suitable for temporary or permanent housing for homeless people.

Responses to Recommendation 6 were requested from the Santa Cruz County Administrative Officer, the Santa Cruz County Human Services Agency, and the city managers of the four Santa Cruz cities. Of these, the CAO provided the same response, using the same text as the BoS's required response described above. The HSA responded that their input was included with the CAO response. The city managers of Santa Cruz, Capitola and Scotts Valley responded that their responses were included in their unified response from the City Council. The Grand Jury noted that the City Councils were not assigned R6 and thus we do not have a response from these city managers. The Watsonville City Manager responded that R6 "Requires Further Analysis" and gave an explanation that they have 416 acres of land zoned for potential shelters or housing. They did not indicate any ongoing effort to provide shelters or housing for homeless people.

R9. Responses to Recommendation 9 were required from the Board of Supervisors, and the four City Councils. The BoS provided no response to Recommendation 9. The City of Santa Cruz responded that the recommendation requires further analysis, with the explanation that the City, County and Housing Matters are working collaboratively to evaluate increasing access to services and shelter on Coral Street and adjacent private property. The Cities of Capitola and Scotts Valley also responded that the recommendation requires further analysis, using the same text as the City of Santa Cruz to describe collaboration with Housing Matters. They further add they have no authority over Coral Street, which is within Santa Cruz City limits. Watsonville responded "Will not be Implemented" with the explanation that the recommendation is not within their jurisdiction.

2022-2023 Update: Were Commitments Kept?

R6. In March 2021, the Board of Supervisors adopted a “Three Year Strategic Plan to Address Homelessness” which includes consideration of using county-owned and unincorporated county areas for temporary housing for the homeless.^[14] The plan calls for 600 emergency shelter and transitional housing beds, 120 of which would be in unincorporated county areas. Santa Cruz Local’s article on the plan refers to the Civil Grand Jury’s recommendation to identify suitable unincorporated parcels, but it is not clear if the Jury’s recommendation influenced creation or adoption of the plan.^[15]

In March 2022, The Santa Cruz City Council unanimously approved the “Homelessness Action Plan” which aims to eliminate unsanctioned homeless camps and move people to managed shelters in the city and throughout the County.^[16] The plan calls for collaboration with leaders from the County of Santa Cruz, and the Cities of Watsonville, Scotts Valley and Capitola to identify 20 new locations for shelters across the county.^[17] Again, whether the Grand Jury’s recommendation influenced this is unknown.

R9. The City of Santa Cruz is currently working on a Master Plan for Coral Street including newly acquired property, the existing shelters and housing, and the planned “Harvey West Project” of 120 units of supportive housing.^[18] In December 2022, the City held a “Community Design Charrette” to solicit input on the Coral Street Master Plan. This included a group discussion of limiting vehicle access to Coral Street, and a suggestion to build a pedestrian and bicycle overpass bridge over it.^[19] The Grand Jury assumes that the Master Plan preempts any recommendation to close Coral Street, but hopes that suggestions such as limiting vehicle access or building a bridge be considered as part of the Master Plan.

4. Tangled Web^[20]

Summary: The public relies on current, accurate information to conduct its business with government agencies and offices. When the 2019-2020 Grand Jury accessed county and city websites to gather data and contact government officials, they found that website information was sometimes inaccurate and out-of-date. In fulfilling our charter as an advocate for the public to improve government operations, they pointed out where these errors exist and directed those responsible to provide an up-to-date and accurate information platform to the public.

Key 2020 Findings:

- F1. County and City website information is sometimes missing, out-of-date, and inaccurate; links may be broken. Thus, many city and county departments aren't updating their websites often enough to keep citizens informed.*
- F2. County and City administrations lack a process to review content accuracy and currency and thereby assure timely correction and revision of content.*

F3. County and City goals for website redesign or quality improvement are not sufficiently “SMART”: Specific + Measurable + Attainable + Relevant + Time-Bound.

F4. The County does not have a notification system by which users can be alerted to updated web content. The County's website would be enhanced by the addition of a site-wide notification system.

F5. County and City website content providers do not provide an explanation in content for incorrect or out-of-date information, even though they appear to know the reasons.

Key 2020 Recommendations:

R1. The County Administrative Officer and the City Managers should establish a formal process by December 31, 2020 for their departments to validate and verify the accuracy and currency of website information. (F1, F2, F5)

R3. The County Administrative Officer and the City Managers should establish ‘SMART’ goals for website quality assurance and manage these goals beginning in 2021. (F3, F4, F5)

Requested 2020 Responses:^[21]

City of Capitola

The City of Capitola partially disagreed with Findings 1, 2, and 3. They update information on a regular basis. There have been occasions when old data did not get removed after updated data was added. Stale and inaccurate data is corrected and replaced whenever found. The City is in the process of updating its website platform to make this task easier for departments. They also stated that SMART (Specific + Measurable + Attainable + Relevant + Time-Bound) is not a methodology that the City of Capitola has adopted.

The City of Capitola disagreed with Finding 5. They stated that If data is determined to be incorrect or out-of-date, they remove or correct the data. The City does not knowingly keep incorrect or out-of-date information on the City website.

The City of Capitola, addressing Recommendation 1, agreed to implement in the future a formal process by December 31, 2020, for their departments to validate and verify the accuracy and currency of website information.

Regarding Recommendation 3 the City of Capitola felt that establishing SMART goals for website quality assurance and managing these goals beginning in 2021 needed further analysis.

City of Santa Cruz

The City of Santa Cruz agreed with Findings 1, 2, and 5.^[22]

The City of Santa Cruz addressing Recommendation 1 agreed to implement a formal process by December 31, 2020 for their departments to validate and verify the accuracy and currency of website information.^[22]

City of Scotts Valley

The City of Scotts Valley partially disagreed with Findings 1 and 2. The City of Scotts Valley responded in 2020 that they post all City Council, Committee and Commission agendas on the City website's Agenda Center. Some commissions/committees meet only as needed and a committee's last meeting may have been a year or more in the past. Thus, even though these agendas and minutes may appear out of date, the content is current. Similarly, the City maintains various plans and documents on its website and although they may be dated years in the past, the posted documents are still the most current. The City updates its website content regularly. They do not have the resources for a dedicated webmaster and staff manages the website on a departmental level. City staff reviews and updates City webpages on a regular, although not regimented, schedule.

The City of Scotts Valley partially disagreed with Finding 3. They implemented a major upgrade to their website in May 2018, moving from an antiquated website to the current, highly functional and easy-to-navigate site. The City of Scotts Valley has not adopted the formal goal paradigm of Specific + Measurable + Attainable + Relevant + Time-Bound. However, the City maintains the goal, as an operational prerequisite, to provide current, timely and useful information to the public.

The City of Scotts Valley disagreed with Finding 5. When the City identifies outdated or inaccurate information on its website, it is rectified as soon as is practically feasible. They view their website as an important communication and engagement tool with the community and do not allow erroneous information to persist on their website.

The City of Scotts Valley felt that they needed further analysis regarding Recommendation 1, the establishment of a formal process for their departments to validate and verify the accuracy and currency of website information. They routinely update information and maintain current agendas and notices.

The City of Scotts Valley also felt that they needed further analysis regarding Recommendation 3, the establishment of SMART goals for website quality assurance and manage these goals beginning in 2021.

2022-2023 Update: Were Commitments Kept?

In response to this Grand Jury's request for information, the City of Capitola said they kept their commitment to complete a content clean-up and overall update of their website in 2021. The website is now more logically organized, provides users with easier access to information, and is easier to update than the prior website.^[23] The City of Capitola also kept their commitment to analyze the creation of SMART goals for website quality assurance, but determined that they were not necessary at this time.^[23]

In response to this Grand Jury's request for information, the City of Santa Cruz said they kept their commitment to clean up their website. In December 2020 the City of

Santa Cruz coordinated with departments to do a thorough departmental website review and to edit the contents. This included checking the accuracy of the content, repairing broken links, and archiving unused contents. They also updated the City's meeting agenda, minutes, video and audio recordings. This was completed by October 2021.^[24] To maintain an updated Website, the City of Santa Cruz plans to implement a more automated way to audit the content to allow departments to edit more frequently and efficiently. It is estimated that this more automated system will be implemented in the calendar year 2023, depending on funding and staffing of their Information Technology Department. At the time of their response to our follow-up inquiry they had a 35% shortage of employees.^[24]

In response to this Grand Jury's request for information, the City of Scotts Valley said they kept their commitment to analyze Recommendations 1 and 3. Regarding recommendation 1 the City decided to redesign their website to afford transparency, accessibility, and ease of use to all stakeholders. With the goal of having as many of the processes automated as practicable, the City will have much better tools available to track website usage and functionality. Due to the COVID pandemic and staffing issues the initiation of the new website project was delayed. An improved staffing level was achieved by June 2022 and the redesign of their website was started.^[25] The City is fully committed to having this completed by the spring of 2023.^[26] Regarding recommendation 3, when the City of Scotts Valley developed its 2021-22 Strategic Plan in the Spring of 2021, they had a discussion of the SMART goals paradigm. Due to the upcoming redesigned website it was felt that adopting SMART goals was not necessary at this time.^[26]

5. Voter Data^[27]

Summary: Data Security has become a major concern to our community. There are many articles which chronicle, in painful detail, the destruction of lives caused by the theft of millions of confidential records. The 2019-2020 Grand Jury discovered that California elections code requires county elections departments to share voter data, including a key piece of data that would assist hackers: an individual's complete date of birth. While date of birth has not been clearly defined as personally identifiable information in the California Elections Code, date of birth is often used in identity theft, as well as social engineering and phishing attacks. State law requires each county to provide access to data collected during the voter registration and election processes. This data contains Personally Identifiable Information (PII) as defined by the National Institute of Standards and Technology (NIST). There are reports of voter registration data being offered for sale on hacker websites. County election departments were recommended to examine their processes to make sure that best practices are being employed, and all precautions are being taken to ensure that voter registration data is secure.

Key 2020 Findings:

- F1. Risk of misuse of voter registration data acquired by ELEC_2194 (1994) could be mitigated by stronger security measures at the County of Santa Cruz level.*
- F2. County applicants are not informed of recent amendments to ELEC_2188 (1994), and thus may not be taking all reasonable precautions to protect voter registration data, avoid data breaches, and report breaches if they occur.*

Key 2020 Recommendations:

- R1. In Distributed Data that is provided to county recipients, the County Elections Department should replace voter full date of birth with year of birth only. This action should be implemented before the end of FY2021.*
- R4. The County Elections Department should incorporate amendments to ELEC 2188 (1994), as specified in AB 1678 and AB 1044, in the county application and website information, namely that county recipients must inform the Secretary of State of a data breach, and that County Applicants may be subject to data security training.*
- R5. The County Elections Department should provide county applicants with data security training, consistent with any guidance from the Secretary of State, with the goal of implementing best practices aimed at protecting voter registration data. This action should be implemented before the end of FY2021.*

Requested 2020 Response:

County Elections Department

The Santa Cruz County Elections Department agreed with Findings 1 and 2 in 2020.^[28]

The Santa Cruz County Elections Department agreed to implement in the future Recommendation 1 about replacing the voter's full date of birth with year of birth only, Recommendation 4 regarding incorporating amendments to ELEC 2188 (1994), as specified in AB 1678 and AB 1044, in the County Application and website information, and Recommendation 5 regarding providing County Applicants with data security training, consistent with any guidance from the Secretary of State, with the goal of implementing best practices aimed at protecting voter registration data.^[29]

2022 Update: Were Commitments Kept?

We sent multiple inquiries to the County Elections Department to verify that these recommendations were implemented. Unfortunately, no response was received.

Since we did not receive a response from the County Elections Department, we could not determine if the County honored the commitments made in their response to the 2019-2020 Grand Jury Report.

Notable Missing Responses

Nearly all required responses to the 2019-20 investigative reports were submitted to the Grand Jury; the Board of Supervisors' required response on the Homelessness Investigation Recommendation 9 on evaluating closure of Coral Street was the lone exception. Far fewer invited responses were received. In many cases, the agency the response was invited from said their response was included with a required response. Thus some invited responses were missed because the agency providing the response was not invited to respond to each finding and recommendation. Additionally, there was evident coordination of responses from some agencies. This Grand Jury believes the public would be better served by the agencies providing their own responses to our recommendations rather than saying their response was given by others, or colluding to provide duplicates.

This Grand Jury made several attempts to ascertain whether the Elections Department had implemented the recommendations they said they would implement, but received no response.

Conclusion

The 2022-2023 Grand Jury reviewed responses to five of the 2019-2020 reports and found that, in general, commitments were kept. In some cases, the agencies are implementing recommendations but it's not clear if the actions are in response to the Grand Jury or whether they were instigated by the agencies.

The Grand Jury also reviewed Ready? Aim? Fire!, however we did not evaluate whether commitments were kept. Over the past three years there have been a major wildfire and three other fire-related investigations;^[30] ^[31] therefore, it would be difficult to gauge whether or not the studied entities fulfilled any of the recommendations specifically from the 2019-2020 Grand Jury report.

The Grand Jury continues to recommend that all organizations create and regularly update formal records of the actions they take to address Grand Jury recommendations, and to share those records with the public, in accordance with CA Penal Code Section 933(c).^[32]

Findings and Recommendations

General

Findings

- F1.** The 2022-2023 Grand Jury reviewed responses to five of the 2019-2020 reports and found that, in general, commitments were kept.
- F2.** The evident coordination of responses from agencies leaves the public without independent contributions across agencies.

Recommendations

- R1.** All agencies should provide their own independent responses to findings and recommendations instead of referring to the response of another agency. (F2)
- R2.** We continue to recommend that all organizations create and regularly update formal records of the actions they take to address Grand Jury recommendations, and to share those records with the public, in accordance with CA Penal Code Section 933(c). (F1, F2)

DeLaveaga Golf Course

Finding

- F3.** The City of Santa Cruz delayed the timeline rather than proceeding as outlined in their 2020 response to the Grand Jury. Instead, the City budgeted for a more comprehensive assessment of system-wide facilities and a capital investment plan to be completed in 2023.

Recommendation

- R3.** The City of Santa Cruz should report to the Grand Jury on the completion status of the Facilities Assessment and capital investment plan no later than December 31, 2023. (F3)

Fail in the Jail

Finding

- F4.** The safe and secure operation of the County Jail remains vulnerable during an unexpected power outage.

Recommendation

- R4.** The Santa Cruz County Sheriff should verify that the new generator system is operational by August 31, 2023. If not, the reasons for the further delay should be explained. (F4)

Homelessness

Findings

- F5.** The adoption of multi-year plans by both the City and County of Santa Cruz offer the public some assurance that locations can be found within the County where homeless services will be provided.
- F6.** Although the Cities of Capitola, Scotts Valley, and Watsonville agreed that there appear to be unused or underutilized parcels of land that could possibly be used for homeless services, it is not clear how this could be done.
- F7.** The master plan for Coral Street being worked by the City of Santa Cruz includes consideration of limiting vehicle access to Coral Street, but the grants received by the City and the plan to build 120 units of supportive housing preempt the original Grand Jury recommendation to consider closing it.

Recommendations

- R5.** As recommended in the 2022 “Homelessness Action Plan,” the Cities of Capitola, Scotts Valley, and Watsonville should collaborate with leaders from the County of Santa Cruz and the City of Santa Cruz to identify 20 new locations for shelters across the county. These cities should report on the status of this recommendation no later than December 31, 2023. (F6)
- R6.** The County of Santa Cruz and the four cities should plan to provide services for homeless persons at the sites identified in their plans, including but not limited to supportive housing, case management, and medical services. The County of Santa Cruz and the four cities should report to the Grand Jury on the status of providing homeless services at the sites identified no later than December 31, 2023. (F5, F6)
- R7.** The City of Santa Cruz should complete and then implement their Master Plan for Coral Street, including consideration of limiting vehicle access. The City of Santa Cruz should report to the Grand Jury on the status of Coral Street no later than December 31, 2023. (F7)

Tangled Web

Findings

- F8.** Staffing shortages made automating the process for updating the website of the City of Santa Cruz and redesigning the website of the City of Scotts Valley more difficult.

Recommendations

- R8.** The City of Santa Cruz should verify that their commitment to automate the

process for updating their website has been completed by October 31, 2023. (F8)

- R9.** The City of Scotts Valley should verify that their commitment to redesign their website to afford transparency, accessibility, and ease of use to all stakeholders has been completed by October 31, 2023. (F8)

Voter Data

Finding

- F9.** Data security is an important issue, including the security of voter registration data and it is unknown if measures have been taken in this area.

Recommendation

- R10.** The Santa Cruz County Clerk should outline steps that have been taken to make voter registration data more secure by September 30, 2023. (F9)

Required Responses

<i>Respondent</i>	<i>Findings</i>	<i>Recommendations</i>	<i>Respond Within/ Respond By</i>
Santa Cruz County Board of Supervisors	F1, F2, F4, F5, F9	R1, R2, R4, R6	90 Days September 5, 2023
Santa Cruz County Sheriff	F4	R4	60 Days August 7, 2023
Santa Cruz County Clerk	F9	R10	60 Days August 7, 2023
Capitola City Council	F1, F2, F6	R1, R2, R5, R6	90 Days September 5, 2023
Santa Cruz City Council	F1, F2, F3, F5, F7, F8	R1, R2, R3, R6, R7, R8	90 Days September 5, 2023
Scotts Valley City Council,	F1, F2, F6, F8	R1, R2, R5, R6, R9	90 Days September 5, 2023
Watsonville City Council	F1, F2, F6	R1, R2, R5, R6	90 Days September 5, 2023

Definitions

County Applicant: A person or persons applying to the Santa Cruz Elections Department to receive voter registration data.

County Recipient: A person or persons who have been approved by the Santa Cruz County Elections Department to receive voter registration data.

Sources

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Appendix A

Instructions for Respondents

California law PC §933.05^[33] requires the respondent to a Grand Jury report to comment on each finding and recommendation within a report. Explanations for disagreements and timeframes for further implementation or analysis must be provided. Please follow the format below when preparing the responses.

Response Format

1. For the Findings included in this Response Packet, select one of the following responses and provide the required additional information:
 - a. **AGREE** with the Finding, or
 - b. **PARTIALLY DISAGREE** with the Finding and specify the portion of the Finding that is disputed and include an explanation of the reasons therefor, or
 - c. **DISAGREE** with the Finding and provide an explanation of the reasons therefore.
2. For the Recommendations included in this Response Packet, select one of the following actions and provide the required additional information:
 - a. **HAS BEEN IMPLEMENTED**, with a summary regarding the implemented action, or
 - b. **HAS NOT YET BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE**, with a timeframe or expected date for implementation, or
 - c. **REQUIRES FURTHER ANALYSIS**, with an explanation and the scope and parameters of an analysis or study, and a timeframe for that analysis or study; this timeframe shall not exceed six months from the date of publication of the grand jury report, or
 - d. **WILL NOT BE IMPLEMENTED** because it is not warranted or is not reasonable, with an explanation therefore.



SANTA CRUZ
COUNTY
GRAND JURY

Grand Jury <grandjury@scgrandjury.org>

Board of Supervisors response to 2022-2023 Grand Jury Report "Honoring Commitments to the Public"

Caitlin Smith <Caitlin.Smith@santacruzcounty.us>

Mon, Aug 28, 2023 at 4:06 PM

Good Afternoon,

Please see attached for the Board of Supervisors' response to the findings and recommendations in the 2022-2023 Grand Jury Report, "Honoring Commitments to the Public."

Best

Caitlin C. Smith

County Supervisors' Analyst

Santa Cruz County Board of Supervisors

701 Ocean Street, Room 500

Santa Cruz, CA 95060

831-454-2200 main

831-454-3516 direct

caitlin.smith@santacruzcounty.us

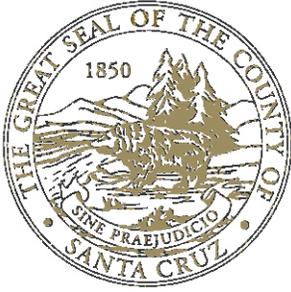
To email all five members of the Board of Supervisors at once,

please use: BoardOfSupervisors@santacruzcounty.us



Board of Supervisors Response--Honoring Commitments to the Public.pdf

262K



County of Santa Cruz

BOARD OF SUPERVISORS

701 OCEAN STREET, SUITE 500, SANTA CRUZ, CA 95060-4069
(831) 454-2200 • FAX: (831) 454-3262 TDD/TTY - Call 711

MANU KOENIG
FIRST DISTRICT

ZACH FRIEND
SECOND DISTRICT

JUSTIN CUMMINGS
THIRD DISTRICT

FELIPE HERNANDEZ
FOURTH DISTRICT

BRUCE MCPHERSON
FIFTH DISTRICT

August 25, 2023

The Honorable Syda Cogliati
Santa Cruz Courthouse
701 Ocean Street
Santa Cruz, CA 95060

**RE: Response to the 2022-2023 Grand Jury Report "Honoring
Commitments to the Public"**

Dear Judge Cogliati:

The purpose of this letter is to formally transmit the responses of the Santa Cruz County Board of Supervisors, the County Clerk, and the Sheriff, to the 2022-2023 Grand Jury Report "Honoring Commitments to the Public."

Sincerely,

ZACH FRIEND, Chair
Board of Supervisors

ZF: cs
Attachment

CC: Clerk of the Board
Santa Cruz County Grand Jury



**The 2022–2023 Santa Cruz County Civil Grand Jury
Requires the**

Santa Cruz County Board of Supervisors

to Respond by September 5, 2023

**to the Findings and Recommendations listed below
which were assigned to them in the report titled**

Honoring Commitments to the Public

**County Agency Actions in Response to
2019–2020 Grand Jury Recommendations**

Responses are **required** from elected officials, elected agency or department heads, and elected boards, councils, and committees which are investigated by the Grand Jury. You are required to respond and to make your response available to the public by the California Penal Code [\(PC\) §933\(c\)](#).

Your response will be considered **compliant** under [PC §933.05](#) if it contains an appropriate comment on **all** findings and recommendations **which were assigned to you** in this report.

Please follow the instructions below when preparing your response.

Instructions for Respondents

Your assigned [Findings](#) and [Recommendations](#) are listed on the following pages with check boxes and an expandable space for summaries, timeframes, and explanations. Please follow these instructions, which paraphrase [PC §933.05](#):

1. **For the Findings, mark one of the following responses with an “X” and provide the required additional information:**
 - a. **AGREE with the Finding**, or
 - b. **PARTIALLY DISAGREE with the Finding** – specify the portion of the Finding that is disputed and include an explanation of the reasons why, or
 - c. **DISAGREE with the Finding** – provide an explanation of the reasons why.
2. **For the Recommendations, mark one of the following actions with an “X” and provide the required additional information:**
 - a. **HAS BEEN IMPLEMENTED** – provide a summary of the action taken, or
 - b. **HAS NOT YET BEEN IMPLEMENTED BUT WILL BE IN THE FUTURE** – provide a timeframe or expected date for completion, or
 - c. **REQUIRES FURTHER ANALYSIS** – provide an explanation, scope, and parameters of an analysis to be completed within six months, or
 - d. **WILL NOT BE IMPLEMENTED** – provide an explanation of why it is not warranted or not reasonable.
3. **Please confirm the date on which you approved the assigned responses:**

We approved these responses in a regular public meeting as shown
in our minutes dated August 22, 2023.

4. **When your responses are complete, please email your completed Response Packet as a PDF file attachment to both**

The Honorable Judge Syda Cogliati Syda.Cogliati@santacruzcourt.org and

The Santa Cruz County Grand Jury grandjury@scgrandjury.org.

If you have questions about this response form, please contact the Grand Jury by calling 831-454-2099 or by sending an email to grandjury@scgrandjury.org.

Findings

F1. The 2022-2023 Grand Jury reviewed responses to five of the 2019-2020 reports and found that, in general, commitments were kept.

- AGREE**
- PARTIALLY DISAGREE**
- DISAGREE**

Response explanation (required for a response other than **Agree**):

F2. The evident coordination of responses from agencies leaves the public without independent contributions across agencies.

AGREE

PARTIALLY DISAGREE

DISAGREE

Response explanation (required for a response other than **Agree**):

The Board of Supervisors disagrees that responses do not highlight the independent contributions of agencies.

F4. The safe and secure operation of the County Jail remains vulnerable during an unexpected power outage.

AGREE

PARTIALLY DISAGREE

DISAGREE

Response explanation (required for a response other than **Agree**):

The Main Jail is capable of safely functioning in the event of a power outage.

F5. The adoption of multi-year plans by both the City and County of Santa Cruz offer the public some assurance that locations can be found within the County where homeless services will be provided.

AGREE

PARTIALLY DISAGREE

DISAGREE

Response explanation (required for a response other than **Agree**):

F9. Data security is an important issue, including the security of voter registration data and it is unknown if measures have been taken in this area.

AGREE

PARTIALLY DISAGREE

DISAGREE

Response explanation (required for a response other than **Agree**):

The Board of Supervisors partially disagrees because of the way this finding is worded. We agree that data security – including voter registration data – is an important issue, one that the County Clerk/Elections Department takes seriously.

Measures have been taken to strengthen the security of data within the County Clerk/Elections Department. Since 2020, the department has put into place the following:

- Two factor authentication for all workstations in the office as well as out at the voting locations.
- More security controls for both election servers – the one hosting the voter file and the one for election operations (ballot creation, tabulation, etc.)
- Working with partners such as the California Secretary of State (statewide voter registration database), the election management system vendor, the election voting system vendor, Santa Cruz County Information Services Department, election officers, and department staff, to ensure security policies and procedures are in place and adhered to.
- Training for those who work with election data – employees, election officers and end users.

Recommendations

R1. All agencies should provide their own independent responses to findings and recommendations instead of referring to the response of another agency. (F2)

- HAS BEEN IMPLEMENTED** – summarize what has been done
- HAS NOT YET BEEN IMPLEMENTED BUT WILL BE IN THE FUTURE** – summarize what will be done and the timeframe
- REQUIRES FURTHER ANALYSIS** – explain the scope and timeframe (not to exceed six months)
- WILL NOT BE IMPLEMENTED** – explain why

Required response explanation, summary, and timeframe:

Independent responses are presented to the Board of Supervisors to approve, accept and file as appropriate.

R2. We continue to recommend that all organizations create and regularly update formal records of the actions they take to address Grand Jury recommendations, and to share those records with the public, in accordance with CA Penal Code Section 933(c). (F1, F2)

HAS BEEN IMPLEMENTED – summarize what has been done

HAS NOT YET BEEN IMPLEMENTED BUT WILL BE IN THE FUTURE – summarize what will be done and the timeframe

REQUIRES FURTHER ANALYSIS – explain the scope and timeframe (not to exceed six months)

WILL NOT BE IMPLEMENTED – explain why

Required response explanation, summary, and timeframe:

The Grand Jury documents actions taken to address their recommendations.

R4. The Santa Cruz County Sheriff should verify that the new generator system is operational by August 31, 2023. If not, the reasons for the further delay should be explained. (F4)

—

HAS BEEN IMPLEMENTED – summarize what has been done

-x-

HAS NOT YET BEEN IMPLEMENTED BUT WILL BE IN THE FUTURE – summarize what will be done and the timeframe

—

REQUIRES FURTHER ANALYSIS – explain the scope and timeframe (not to exceed six months)

—

WILL NOT BE IMPLEMENTED – explain why

Required response explanation, summary, and timeframe:

The Santa Cruz County General Services Department is managing the installation of the new Main Jail generator. The new generator should be fully operational by August 31, 2023.

R6. The County of Santa Cruz and the four cities should plan to provide services for homeless persons at the sites identified in their plans, including but not limited to supportive housing, case management, and medical services. The County of Santa Cruz and the four cities should report to the Grand Jury on the status of providing homeless services at the sites identified no later than December 31, 2023. (F5, F6)

—

HAS BEEN IMPLEMENTED – summarize what has been done

-x-

HAS NOT YET BEEN IMPLEMENTED BUT WILL BE IN THE FUTURE – summarize what will be done and the timeframe

—

REQUIRES FURTHER ANALYSIS – explain the scope and timeframe (not to exceed six months)

—

WILL NOT BE IMPLEMENTED – explain why

Required response explanation, summary, and timeframe:

The Santa Cruz County Human Services Department's Housing for Health Division will provide a status report to the Grand Jury by December 31, 2023.

R9. The City of Scotts Valley should verify that their commitment to redesign their website to afford transparency, accessibility, and ease of use to all stakeholders has been completed by October 31, 2023. (F8)

—

HAS BEEN IMPLEMENTED – summarize what has been done

—

HAS NOT YET BEEN IMPLEMENTED BUT WILL BE IN THE FUTURE –

summarize what will be done and the timeframe

—

REQUIRES FURTHER ANALYSIS – explain the scope and timeframe

(not to exceed six months)

x

WILL NOT BE IMPLEMENTED – explain why

Required response explanation, summary, and timeframe:

The Board of Supervisors does not have jurisdiction over the City of Scotts Valley.



SANTA CRUZ
COUNTY
GRAND JURY

Grand Jury <grandjury@scgrandjury.org>

Honoring Commitments - Sheriff's Office responses

Chris Clark <Chris.Clark@santacruzcounty.us>
To: "grandjury@scgrandjury.org" <grandjury@scgrandjury.org>

Wed, Aug 16, 2023 at 5:49 PM

Please see the attached responses. Please let me know if you need anything further.

Very Respectfully,

Chris Clark

Undersheriff

Santa Cruz Sheriff's Office

831-454-7632



Honoring Commitments Sheriff's Office responses.pdf

183K



The 2022–2023 Santa Cruz County Civil Grand Jury
Requires the

Santa Cruz County Sheriff

to Respond by August 7, 2023

to the Findings and Recommendations listed below
which were assigned to them in the report titled

Honoring Commitments to the Public

County Agency Actions in Response to
2019–2020 Grand Jury Recommendations

Responses are **required** from elected officials, elected agency or department heads, and elected boards, councils, and committees which are investigated by the Grand Jury. You are required to respond and to make your response available to the public by the California Penal Code [\(PC\) §933\(c\)](#).

Your response will be considered **compliant** under [PC §933.05](#) if it contains an appropriate comment on **all** findings and recommendations **which were assigned to you** in this report.

Please follow the instructions below when preparing your response.

Instructions for Respondents

Your assigned [Findings](#) and [Recommendations](#) are listed on the following pages with check boxes and an expandable space for summaries, timeframes, and explanations. Please follow these instructions, which paraphrase [PC §933.05](#):

1. **For the Findings, mark one of the following responses with an “X” and provide the required additional information:**
 - a. **AGREE with the Finding**, or
 - b. **PARTIALLY DISAGREE with the Finding** – specify the portion of the Finding that is disputed and include an explanation of the reasons why, or
 - c. **DISAGREE with the Finding** – provide an explanation of the reasons why.

2. **For the Recommendations, mark one of the following actions with an “X” and provide the required additional information:**
 - a. **HAS BEEN IMPLEMENTED** – provide a summary of the action taken, or
 - b. **HAS NOT YET BEEN IMPLEMENTED BUT WILL BE IN THE FUTURE** – provide a timeframe or expected date for completion, or
 - c. **REQUIRES FURTHER ANALYSIS** – provide an explanation, scope, and parameters of an analysis to be completed within six months, or
 - d. **WILL NOT BE IMPLEMENTED** – provide an explanation of why it is not warranted or not reasonable.

3. **When your responses are complete, please email your completed Response Packet as a PDF file attachment to both**

The Honorable Judge Syda Cogliati Syda.Cogliati@santacruzcourt.org and

The Santa Cruz County Grand Jury grandjury@scgrandjury.org.

If you have questions about this response form, please contact the Grand Jury by calling 831-454-2099 or by sending an email to grandjury@scgrandjury.org.

Finding

F4. The safe and secure operation of the County Jail remains vulnerable during an unexpected power outage.

AGREE

PARTIALLY DISAGREE

DISAGREE

Response explanation (required for a response other than **Agree**):

The Main Jail is capable of safely functioning in the event of a power outage.

Recommendation

R4 The Santa Cruz County Sheriff should verify that the new generator system is operational by August 31, 2023. If not, the reasons for the further delay should be explained. (F4)

HAS BEEN IMPLEMENTED – summarize what has been done

HAS NOT YET BEEN IMPLEMENTED BUT WILL BE IN THE FUTURE – summarize what will be done and the timeframe

REQUIRES FURTHER ANALYSIS – explain the scope and timeframe (not to exceed six months)

WILL NOT BE IMPLEMENTED – explain why

Required response explanation, summary, and timeframe:

The Santa Cruz County General Services Department is managing the installation of the new Main Jail generator. The Sheriff's Office has been told that the new generator should be fully operational by August 31st, 2023.



SANTA CRUZ
COUNTY
GRAND JURY

Grand Jury <grandjury@scgrandjury.org>

County Clerk Response Packet

Tricia Webber <Tricia.Webber@santacruzcounty.us>

Tue, Aug 1, 2023 at 5:24 PM

To: "syda.cogliati@santacruzcourt.org" <syda.cogliati@santacruzcourt.org>, "grandjury@scgrandjury.org" <grandjury@scgrandjury.org>

Hello –

Attached is the response packet from the Santa Cruz County Clerk. Please let me know if you have any questions, or if there is an issue with the attached file.

Thank you,

Tricia

Tricia Webber

Santa Cruz County Clerk

831.454.2409 desk

831.454.2445 fax

tricia.webber@santacruzcounty.us



County Clerk Response to 2019.2020 Report.pdf
196K



**The 2022–2023 Santa Cruz County Civil Grand Jury
Requires the**

Santa Cruz County Clerk

to Respond by August 7, 2023

**to the Findings and Recommendations listed below
which were assigned to them in the report titled**

Honoring Commitments to the Public

**County Agency Actions in Response to
2019–2020 Grand Jury Recommendations**

Responses are **required** from elected officials, elected agency or department heads, and elected boards, councils, and committees which are investigated by the Grand Jury. You are required to respond and to make your response available to the public by the California Penal Code [\(PC\) §933\(c\)](#).

Your response will be considered **compliant** under [PC §933.05](#) if it contains an appropriate comment on **all** findings and recommendations **which were assigned to you** in this report.

Please follow the instructions below when preparing your response.

Instructions for Respondents

Your assigned [Findings](#) and [Recommendations](#) are listed on the following pages with check boxes and an expandable space for summaries, timeframes, and explanations. Please follow these instructions, which paraphrase [PC §933.05](#):

1. **For the Findings, mark one of the following responses with an “X” and provide the required additional information:**
 - a. **AGREE with the Finding**, or
 - b. **PARTIALLY DISAGREE with the Finding** – specify the portion of the Finding that is disputed and include an explanation of the reasons why, or
 - c. **DISAGREE with the Finding** – provide an explanation of the reasons why.

2. **For the Recommendations, mark one of the following actions with an “X” and provide the required additional information:**
 - a. **HAS BEEN IMPLEMENTED** – provide a summary of the action taken, or
 - b. **HAS NOT YET BEEN IMPLEMENTED BUT WILL BE IN THE FUTURE** – provide a timeframe or expected date for completion, or
 - c. **REQUIRES FURTHER ANALYSIS** – provide an explanation, scope, and parameters of an analysis to be completed within six months, or
 - d. **WILL NOT BE IMPLEMENTED** – provide an explanation of why it is not warranted or not reasonable.

3. **When your responses are complete, please email your completed Response Packet as a PDF file attachment to both**

The Honorable Judge Syda Cogliati Syda.Cogliati@santacruzcourt.org and

The Santa Cruz County Grand Jury grandjury@scgrandjury.org.

If you have questions about this response form, please contact the Grand Jury by calling 831-454-2099 or by sending an email to grandjury@scgrandjury.org.

Finding

F9. Data security is an important issue, including the security of voter registration data and it is unknown if measures have been taken in this area.

AGREE

PARTIALLY DISAGREE

DISAGREE

Response explanation (required for a response other than **Agree**):

The County Clerk/Elections department is answering “partially disagree” because of the way this finding is worded.

The County Clerk and the department agree that data security – including voter registration data – is an important issue, one that this department takes seriously.

Measures have been taken to strengthen the security of data within the County Clerk/Elections department. What we have put into place since 2020:

- Two factor authentication for all workstations in the office as well as out at the voting locations.
- More security controls for both election servers – the one hosting the voter file and the one for election operations (ballot creation, tabulation, etc.)
- Working with partners such as the California Secretary of State (statewide voter registration database), the election management system vendor, the election voting system vendor, Santa Cruz County Information Services Department, election officers, and department staff, to ensure security policies and procedures are in place and adhered to.
- Training for those who work with election data – employees, election officers and end users.

Recommendation

R10. The Santa Cruz County Clerk should outline steps that have been taken to make voter registration data more secure by September 30, 2023. (F9)

HAS BEEN IMPLEMENTED – summarize what has been done

HAS NOT YET BEEN IMPLEMENTED BUT WILL BE IN THE FUTURE – summarize what will be done and the timeframe

REQUIRES FURTHER ANALYSIS – explain the scope and timeframe (not to exceed six months)

WILL NOT BE IMPLEMENTED – explain why

Required response explanation, summary, and timeframe:

The County Clerk/Elections department has had discussions with the election management vendor and the California Secretary of State's office regarding the date of birth field on the voter file. VoteCal is the statewide voter registration database that is the system of record for California, and how the data is transmitted to counties is determined by the Secretary of State. Currently, the date of birth is sent as an 8-digit numeric number (MMDDYYYY).

Through our election management vendor, we have submitted a "system change request" to the Secretary of State to get the date of birth in two 4-digit numeric fields (MMDD) and (YYYY). Until that change request is approved by the Secretary of State, the department has removed the date of birth field from any file requests fulfilled by the department. To change the field into MMDD would be a manual process that would be resource consuming and prone to error. Once the change request is approved, it will be implemented.

The County Clerk/Elections department has redesigned the voter data application to highlight the permissible and non-permissible uses of the voter file per the California Elections Code. The department updated the form for the November 2020, and for process improvement and usability, it has been redesigned again to be used for the 2024 elections.

Training – the Department has strengthened the training of employees and election officers (those working in the voting locations) around the importance of securing the data files during election time (voting locations and employees) and non-election time (employees).

A request was made for the County Clerk/Elections department to use the training session the California Secretary of State is mandated to provide when a statewide voter file is purchased from them. To date, the Secretary of States office has NOT created a security training session, and as far as the County Clerk knows, there is not a plan to implement one soon. The California Elections Code does not mandate counties to have a training for people who are purchasing a data file. It does not list the items to be included in the training, the timing of the training, what happens if the training doesn't occur, etc.

Without a state model or clear direction in the Elections Code, the County Clerk is unsure what this type of training would entail, whether there is a method of enforcement or even if there can be enforcement, if any type of training needs to be approved by the Secretary of State since they have the mandate, and more.

The County Clerk will implement something more around the security of voter data beyond what is on the application, for the 2024 election cycle, however at this time it is unknown as to the form and the actual implementation date.



SANTA CRUZ
COUNTY
GRAND JURY

Grand Jury <grandjury@scgrandjury.org>

Capitola Response - Honoring Commitments to the Public

Moss, Julia <jmoss@ci.capitola.ca.us>

Fri, Sep 15, 2023 at 9:46 AM

To: "Syda.Cogliati@santacruzcourt.org" <Syda.Cogliati@santacruzcourt.org>, Santa Cruz Grand Jury
<grandjury@scgrandjury.org>

Good Morning,

Please see attached response to the "Honoring Commitments to the Public" SCC Civil Grand Jury Report. I have also attached draft minutes from our meeting showing this approval.

Please respond to confirm receipt.

Julia Moss

City Clerk - City of Capitola

831.475.7300 x228

2 attachments

 **09-14-2023 Draft Minutes.pdf**
251K

 **Capitola SC Grand Jury Response - Honoring Commitments.docx.pdf**
390K

City of Capitola

City Council Meeting Minutes

Thursday, September 14, 2023 – 6:00 PM



City Council Chambers
420 Capitola Avenue, Capitola, CA 95010

Mayor: Margaux Keiser
Vice Mayor: Kristen Brown
Council Members: Yvette Brooks, Joe Clarke, Alexander Pedersen

Closed Session – 5:15 PM

- i. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION (Gov. Code § 54956.9)
Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: one case

Regular Meeting of the Capitola City Council – 6 PM

1. **Roll Call and Pledge of Allegiance** – *The meeting was called to order at 6:00 PM. In attendance: Council Members Brooks, Clarke, Pedersen, Vice Mayor Brown, and Mayor Keiser.*
2. **Additions and Deletions to the Agenda** – *None*
3. **Presentations**
 - A. *The Mayor presented a Proclamation honoring the life of Sterling "Nathan" Cross.*
4. **Report on Closed Session** – *The City Council met and discussed one item on the Closed Session agenda. No reportable action was taken.*
5. **Additional Materials** – *None*
6. **Oral Communications by Members of the Public**
 - *Goran Klepic, Santa Cruz County resident, spoke about the condition of the restroom at Jade Street Park.*
 - *Gerry Jensen, resident, spoke about upcoming fundraisers for the Wharf on September 27th and October 14th.*
7. **Staff / City Council Comments**
 - *Chief Dally reminded the City Council and public of the Gun Buy Back Program at the County Sheriff's Office September 15th.*
 - *Council Member Brooks requested that staff provide an update on the Jade Street Park restroom conditions, and commended the City Manager on his appointment as the Vice Chair of the Central Coast Community Power Board.*
 - *Council Member Clarke reminded the public of the Capitola Beach Festival.*
8. **Consent Items**
 - A. City Council Meeting Minutes
Recommended Action: Approve minutes from the regular meeting on August 24, 2023.
 - B. City Check Registers
Recommended Action: Approve check registers dated August 04, 2023 and August 18, 2023.

- C. **Grand Jury Response – Honoring Commitments to the Public**
Recommended Action: Approve the responses to the Grand Jury Report and direct the City Clerk to submit the completed response packet pursuant to California Penal Code Section 933.05.
- D. Purchasing and Procurement Policy and Ordinance
Recommended Action: Introduce, by title only, waiving further reading of the text, an ordinance amending Chapter 3.16 of the Capitola Municipal Code pertaining to Purchasing and Purchasing Contracts; and adopt revised Administrative Policy III-4: Purchasing and Procurement Policy.
- E. Chapter 18.02 Affordable (Inclusionary) Housing
Recommended Action: Adopt an ordinance of the City of Capitola amending Chapter 18.02 of the Capitola Municipal Code, Affordable (Inclusionary) Housing.
- F. CalOES Designated Agents for Disaster Assistance
Recommended Action: Adopt a resolution certifying the Capitola staff members who are authorized to submit CalOES paperwork.
- G. Designation of Loading Zone for the Capitola Hotel
Recommended Action: Adopt a resolution establishing a loading zone adjacent to the frontage of 210 Esplanade (Capitola Hotel).
- H. Surf Cameras on the Capitola Wharf and the Bandstand Pavilion
Recommended Action: Authorize the City Manager to execute an agreement with Surfline/Wavetrak, Inc. to install and maintain new surf cameras on the Capitola Wharf and maintain existing surf cameras on the Bandstand Pavilion at no cost to the City.

Motion to approve the Consent Calendar: Vice Mayor Brown

Seconded: Council Member Brooks

Voting Yea: Council Members Brooks, Clarke, Pedersen, Vice Mayor Brown, and Mayor Keiser

9. General Government / Public Hearings

- A. Mall Redevelopment Land Use Study
Recommended Action: Authorize the City Manager to execute an agreement with Kosmont Companies for the Capitola Mall Redevelopment Land Use Study in the amount of \$25,000.

Community Development Director Herlihy presented the staff report.

Council Member discussion included a request to include Housing Element outcomes in the scope of work for this agreement, and a request for a White Paper to be created and distributed in conjunction.

***Motion to authorize the City Manager to execute an agreement with Kosmont Companies:
Council Member Brooks***

Seconded: Vice Mayor Brown

Voting Yea: Council Members Brooks, Clarke, Pedersen, Vice Mayor Brown, and Mayor Keiser

- B. City Hall Needs Assessment and Alternatives Analysis
Recommended Action: Authorize the City Manager to execute a Professional Services Agreement with Group 4 Architecture for Phase 1 of the City Hall Sites Needs Assessment and Alternatives Analysis Report in the amount of \$49,950.

Community Development Director Herlihy presented the staff report.
Council Member discussion included requests to modify the scope of work to remove certain elements that staff could conduct.

Motion to authorize the City Manager to execute an agreement with Group 4 Architecture with additional direction to negotiate the scope of work: Vice Mayor Brown

Seconded: Council Member Clarke

Voting Yea: Council Members Brooks, Clarke, Pedersen, Vice Mayor Brown, and Mayor Keiser

- C. Pedestrian Pathway from the Upper Beach and Village Parking Lot to Monterey Avenue
Recommended Action: Direct staff to proceed with developing the final design of pedestrian pathway from the Upper Beach and Village Parking Lot to Monterey Avenue consistent with pathway configuration Alternative 3, as described in the staff report.

Public Works Director Kahn presented the staff report.
Council Member discussion included clarification on tree replacement sizing.

Motion to adopt the resolution: Council Member Clarke

Seconded: Council Member Pedersen

Voting Yea: Council Members Brooks, Clarke, Pedersen, Vice Mayor Brown, and Mayor Keiser

- D. Long-Term Strategic Planning
Recommended Action: Provide feedback regarding the development process for a longer-term City of Capitola Strategic Plan.

Chloe Woodmansee, Assistant to the City Manager, presented the staff report.

The City Council provided feedback to staff and recommended creation of a living document, recognition of the importance of priorities and strategies for the City, a request for a regional element of the plan, and the importance of an operational element which aligns with annual City Council goals.

- E. Interim Building Official
Recommended Action: Adopt a resolution for an exception to the 180-day wait period per Government Code Section 7522.56 & 21221(h) and approve the appointment of Robin Woodman as the Interim Building Official-Retired Annuitant.

Chloe Woodmansee, Assistant to the City Manager, presented the staff report.

Motion to adopt the resolution: Vice Mayor Brown

Seconded: Council Member Pedersen

Voting Yea: Council Members Brooks, Clarke, Pedersen, Vice Mayor Brown, and Mayor Keiser

- F. City Council Appointments to City Advisory Bodies
Recommended Action: Appoint members of the public to the City of Capitola Arts and Cultural Commission.

City Clerk Moss presented the staff report.

Motion to appoint Mario Beltramo to a term expiring 12/31/2024: Vice Mayor Brown

Seconded: Council Member Brooks

Voting Yea: Council Members Brooks, Clarke, Pedersen, Vice Mayor Brown, and Mayor Keiser

10. Adjournment – *Adjourned at 7:19 PM to the next regularly scheduled meeting on September 28, 2023.*

ATTEST:

Margaux Keiser, Mayor

Julia Moss, City Clerk



**The 2022–2023 Santa Cruz County Civil Grand Jury
Requires the
Capitola City Council**

to Respond by September 5, 2023

**to the Findings and Recommendations listed below
which were assigned to them in the report titled**

Honoring Commitments to the Public

**County Agency Actions in Response to
2019–2020 Grand Jury Recommendations**

Responses are **required** from elected officials, elected agency or department heads, and elected boards, councils, and committees which are investigated by the Grand Jury. You are required to respond and to make your response available to the public by the California Penal Code [\(PC\) §933\(c\)](#).

Your response will be considered **compliant** under [PC §933.05](#) if it contains an appropriate comment on **all** findings and recommendations **which were assigned to you** in this report.

Please follow the instructions below when preparing your response.

Instructions for Respondents

Your assigned [Findings](#) and [Recommendations](#) are listed on the following pages with check boxes and an expandable space for summaries, timeframes, and explanations. Please follow these instructions, which paraphrase [PC §933.05](#):

1. **For the Findings, mark one of the following responses with an “X” and provide the required additional information:**
 - a. **AGREE with the Finding**, or
 - b. **PARTIALLY DISAGREE with the Finding** – specify the portion of the Finding that is disputed and include an explanation of the reasons why, or
 - c. **DISAGREE with the Finding** – provide an explanation of the reasons why.
2. **For the Recommendations, mark one of the following actions with an “X” and provide the required additional information:**
 - a. **HAS BEEN IMPLEMENTED** – provide a summary of the action taken, or
 - b. **HAS NOT YET BEEN IMPLEMENTED BUT WILL BE IN THE FUTURE** – provide a timeframe or expected date for completion, or
 - c. **REQUIRES FURTHER ANALYSIS** – provide an explanation, scope, and parameters of an analysis to be completed within six months, or
 - d. **WILL NOT BE IMPLEMENTED** – provide an explanation of why it is not warranted or not reasonable.
3. **Please confirm the date on which you approved the assigned responses:**

We approved these responses in a regular public meeting as shown in our minutes dated September 14, 2023.

 DS

4. **When your responses are complete, please email your completed Response Packet as a PDF file attachment to both**

The Honorable Judge Syda Cogliati Syda.Cogliati@santacruzcourt.org and

The Santa Cruz County Grand Jury grandjury@scgrandjury.org.

If you have questions about this response form, please contact the Grand Jury by calling 831-454-2099 or by sending an email to grandjury@scgrandjury.org.

Findings

F1. The 2022-2023 Grand Jury reviewed responses to five of the 2019-2020 reports and found that, in general, commitments were kept.

AGREE

PARTIALLY DISAGREE

DISAGREE

Response explanation (required for a response other than **Agree**):

F2. The evident coordination of responses from agencies leaves the public without independent contributions across agencies.

AGREE

PARTIALLY DISAGREE

DISAGREE

Response explanation (required for a response other than **Agree**):

Capitola City Council reviews and prepares responses to Grand Jury recommendations and findings as accurately as possible. Depending on the topic, it may be appropriate to coordinate responses with other agencies. Additionally, the City Council approves responses to Grand Jury reports at public meetings where the public is welcome to participate and make comments.

F6. Although the Cities of Capitola, Scotts Valley, and Watsonville agreed that there appear to be unused or underutilized parcels of land that could possibly be used for homeless services, it is not clear how this could be done.

AGREE

PARTIALLY DISAGREE

DISAGREE

Response explanation (required for a response other than **Agree**):

Recommendations

R1. All agencies should provide their own independent responses to findings and recommendations instead of referring to the response of another agency. (F2)

HAS BEEN IMPLEMENTED – summarize what has been done

HAS NOT YET BEEN IMPLEMENTED BUT WILL BE IN THE FUTURE – summarize what will be done and the timeframe

REQUIRES FURTHER ANALYSIS – explain the scope and timeframe (not to exceed six months)

WILL NOT BE IMPLEMENTED – explain why

Required response explanation, summary, and timeframe:

The City of Capitola works closely with many public entities, including the cities of Santa Cruz, Watsonville, and Scotts Valley, and the County of Santa Cruz. In some situations, it may be appropriate for the City of Capitola to consult with other agencies to better respond to Grand Jury reports. All responses submitted by the City of Capitola to the Grand Jury are the City's independent response.

R2. We continue to recommend that all organizations create and regularly update formal records of the actions they take to address Grand Jury recommendations, and to share those records with the public, in accordance with CA Penal Code Section 933(c). (F1, F2)

HAS BEEN IMPLEMENTED – summarize what has been done

HAS NOT YET BEEN IMPLEMENTED BUT WILL BE IN THE FUTURE – summarize what will be done and the timeframe

REQUIRES FURTHER ANALYSIS – explain the scope and timeframe (not to exceed six months)

WILL NOT BE IMPLEMENTED – explain why

Required response explanation, summary, and timeframe:

All City actions taken to address Grand Jury reports are provided to the public consistent with CA Penal Code Section 933(c)

R5. As recommended in the 2022 “Homelessness Action Plan,” the Cities of Capitola, Scotts Valley, and Watsonville should collaborate with leaders from the County of Santa Cruz and the City of Santa Cruz to identify 20 new locations for shelters across the county. These cities should report on the status of this recommendation no later than December 31, 2023. (F6)

HAS BEEN IMPLEMENTED – summarize what has been done

HAS NOT YET BEEN IMPLEMENTED BUT WILL BE IN THE FUTURE – summarize what will be done and the timeframe

REQUIRES FURTHER ANALYSIS – explain the scope and timeframe (not to exceed six months)

WILL NOT BE IMPLEMENTED – explain why

Required response explanation, summary, and timeframe:

The 2022 Homeless Action Plan is not a City of Capitola adopted plan.

R6. The County of Santa Cruz and the four cities should plan to provide services for homeless persons at the sites identified in their plans, including but not limited to supportive housing, case management, and medical services. The County of Santa Cruz and the four cities should report to the Grand Jury on the status of providing homeless services at the sites identified no later than December 31, 2023. (F5, F6)

- HAS BEEN IMPLEMENTED** – summarize what has been done
- HAS NOT YET BEEN IMPLEMENTED BUT WILL BE IN THE FUTURE** – summarize what will be done and the timeframe
- REQUIRES FURTHER ANALYSIS** – explain the scope and timeframe (not to exceed six months)
- WILL NOT BE IMPLEMENTED** – explain why

Required response explanation, summary, and timeframe:

The City of Capitola does not have a homeless services plan. The City participates on the Housing for Health (H4H) Partnership, a collaboration with the County of Santa Cruz and all four cities within the County that is designed to coordinate resources and provide programs and services focused on ending homelessness.



ATTN: Civil Grand Jury Response (Honoring Commitments to the Public)

Emeline Nguyen <enguyen@santacruzca.gov>

Mon, Dec 4, 2023 at 7:55 AM

To: "syda.cogliati@santacruzcourt.org" <syda.cogliati@santacruzcourt.org>, Santa Cruz County Grand Jury <grandjury@scgrandjury.org>, Matt Huffaker <mhuffaker@santacruzca.gov>, Laura Schmidt <LSchmidt@santacruzca.gov>, Tony Elliot <telliott@santacruzca.gov>, Lisa Murphy <LMurphy@santacruzca.gov>, Lee Butler <lbutler@santacruzca.gov>, Ken Morgan <kmorgan@santacruzca.gov>, Gina Liebig <gliebig@santacruzca.gov>

Good afternoon Honorable Judge Cogliati and Santa Cruz County Grand Jury,

On behalf of the City, please see the attached Civil Grand Jury Response relating to *Honoring Commitments to the Public* from the November 28th City Council meeting. Feel free to reach out if you have any questions.

Thank you,

Emeline Nguyen

Principal Management Analyst

City of Santa Cruz | City Manager's Office

809 Center Street, Santa Cruz, CA 95060

Phone: 831-420-5017

Email: enguyen@santacruzca.gov

Web: www.cityofsantacruz.com





The 2022–2023 Santa Cruz County Civil Grand Jury
Requires the

Santa Cruz City Council

to Respond by September 5, 2023

to the Findings and Recommendations listed below
which were assigned to them in the report titled

Honoring Commitments to the Public

County Agency Actions in Response to
2019–2020 Grand Jury Recommendations

Responses are **required** from elected officials, elected agency or department heads, and elected boards, councils, and committees which are investigated by the Grand Jury. You are required to respond and to make your response available to the public by the California Penal Code [\(PC\) §933\(c\)](#).

Your response will be considered **compliant** under [PC §933.05](#) if it contains an appropriate comment on **all** findings and recommendations **which were assigned to you** in this report.

Please follow the instructions below when preparing your response.

Instructions for Respondents

Your assigned [Findings](#) and [Recommendations](#) are listed on the following pages with check boxes and an expandable space for summaries, timeframes, and explanations. Please follow these instructions, which paraphrase [PC §933.05](#):

1. **For the Findings, mark one of the following responses with an “X” and provide the required additional information:**
 - a. **AGREE with the Finding**, or
 - b. **PARTIALLY DISAGREE with the Finding** – specify the portion of the Finding that is disputed and include an explanation of the reasons why, or
 - c. **DISAGREE with the Finding** – provide an explanation of the reasons why.
2. **For the Recommendations, mark one of the following actions with an “X” and provide the required additional information:**
 - a. **HAS BEEN IMPLEMENTED** – provide a summary of the action taken, or
 - b. **HAS NOT YET BEEN IMPLEMENTED BUT WILL BE IN THE FUTURE** – provide a timeframe or expected date for completion, or
 - c. **REQUIRES FURTHER ANALYSIS** – provide an explanation, scope, and parameters of an analysis to be completed within six months, or
 - d. **WILL NOT BE IMPLEMENTED** – provide an explanation of why it is not warranted or not reasonable.
3. **Please confirm the date on which you approved the assigned responses:**

We approved these responses in a regular public meeting as shown in our minutes dated [November 28, 2023](#).

4. **When your responses are complete, please email your completed Response Packet as a PDF file attachment to both**

The Honorable Judge Syda Cogliati Syda.Cogliati@santacruzcourt.org and

The Santa Cruz County Grand Jury grandjury@scgrandjury.org.

If you have questions about this response form, please contact the Grand Jury by calling 831-454-2099 or by sending an email to grandjury@scgrandjury.org.

Findings

F1. The 2022-2023 Grand Jury reviewed responses to five of the 2019-2020 reports and found that, in general, commitments were kept.

- AGREE**
- PARTIALLY DISAGREE**
- DISAGREE**

Response explanation (required for a response other than **Agree**):

F2. The evident coordination of responses from agencies leaves the public without independent contributions across agencies.

AGREE

PARTIALLY DISAGREE

DISAGREE

Response explanation (required for a response other than **Agree**):

When an agency agrees with the response of another agency or coordinates with another agency, the positive interpretation of that could be that there is synchronization and agreement of content – be that approach, subject matter expertise, next steps, etc. This alignment can be viewed as a good thing. Should the City have a partial disagreement with another agency’s response or need to clarify portions, the City would note that and do so.

F3. The City of Santa Cruz delayed the timeline rather than proceeding as outlined in their 2020 response to the Grand Jury. Instead, the City budgeted for a more comprehensive assessment of system-wide facilities and a capital investment plan to be completed in 2023.

AGREE

PARTIALLY DISAGREE

DISAGREE

Response explanation (required for a response other than **Agree**):

The Parks & Recreation Department has evaluated the condition of the driving range/cart barn and requested capital investment program (CIP) funding in the City's Fiscal Year 2023 budget. The Department received funding through the City's budget process, has made initial structural and safety improvements to the facilities, and will lead a more complete, full-scale renovation of the facilities with the appropriated funding in Fiscal Year 2024.

It is accurate that the Parks & Recreation Department's broader *Facility Condition Assessment* has been delayed. It will be implemented in Fiscal Year 2024. However, that study will look at *all* Department-operated facilities to establish an understanding of broader CIP needs and lead to prioritization for funding and investment in facilities with deferred maintenance. The customer-facing facilities at DeLaveaga Golf Course have been assessed, and the Parks & Recreation Department has funding, appropriated through the City's budget process, to make necessary improvements.

F5. The adoption of multi-year plans by both the City and County of Santa Cruz offer the public some assurance that locations can be found within the County where homeless services will be provided.

- AGREE**
- PARTIALLY DISAGREE**
- DISAGREE**

Response explanation (required for a response other than **Agree**):

F7. The master plan for Coral Street being worked by the City of Santa Cruz includes consideration of limiting vehicle access to Coral Street, but the grants received by the City and the plan to build 120 units of supportive housing preempt the original Grand Jury recommendation to consider closing it.

AGREE

PARTIALLY DISAGREE

DISAGREE

Response explanation (required for a response other than **Agree**):

A variety of uses exist on Coral Street. Vehicular access is needed to/from many of those residences and businesses, not just the 120 units of supportive housing. A number of enhancements are considered to the streetscape as part of the Visioning Report. See pages 39-40 and 48-49 at <https://www.cityofsantacruz.com/home/showpublisheddocument/94159/638222689026170000>. Staff will continue to consider options for how to improve the Coral Street right-of-way as development and uses along Coral Street evolve.

F8. Staffing shortages made automating the process for updating the website of the City of Santa Cruz and redesigning the website of the City of Scotts Valley more difficult.

AGREE

PARTIALLY DISAGREE

DISAGREE

Response explanation (required for a response other than **Agree**):

For the City of Santa Cruz, significant progress has been made in addressing staffing shortages within the IT Department, and continuous efforts are underway to enhance the City's website update procedures. These initiatives involve integrating third-party tools to bolster auditing and analytics capabilities, facilitating in-depth content analysis for departmental review and action.

Moreover, the IT Department has recently enlisted a dedicated temporary resource to address content deficiencies and resolve numerous issues related to broken links on the website.

Lastly, the City of Santa Cruz has allocated funds for an extensive website redesign project, set to occur in the latter part of Fiscal Year 2024 or the early stages of Fiscal Year 2025.

Recommendations

R1. All agencies should provide their own independent responses to findings and recommendations instead of referring to the response of another agency. (F2)

HAS BEEN IMPLEMENTED – summarize what has been done

HAS NOT YET BEEN IMPLEMENTED BUT WILL BE IN THE FUTURE – summarize what will be done and the timeframe

REQUIRES FURTHER ANALYSIS – explain the scope and timeframe (not to exceed six months)

WILL NOT BE IMPLEMENTED – explain why

Required response explanation, summary, and timeframe:

When an agency agrees with the response of another agency or coordinates with another agency, the positive interpretation of that could be that there is synchronization and agreement of content – be that approach, subject matter expertise, next steps, etc. This alignment can be viewed as a very good thing. Should the City have a partial disagreement with another agency's response or need to clarify portions, the City would note that and do so.

R2. We continue to recommend that all organizations create and regularly update formal records of the actions they take to address Grand Jury recommendations, and to share those records with the public, in accordance with CA Penal Code Section 933(c). (F1, F2)

HAS BEEN IMPLEMENTED – summarize what has been done

HAS NOT YET BEEN IMPLEMENTED BUT WILL BE IN THE FUTURE – summarize what will be done and the timeframe

REQUIRES FURTHER ANALYSIS – explain the scope and timeframe (not to exceed six months)

WILL NOT BE IMPLEMENTED – explain why

Required response explanation, summary, and timeframe:

The Civil Grand Jury has, over the years, issued annual reports covering a wide variety of topics and issues, with a range of recommendations from the very granular (e.g., R6 “assign one individual responsible to cyber-security”), to very broad and general (e.g., R18 “demonstrate progress in working collaboratively with UCSC...”), some of which the City agrees with and others it does not. It is neither practical nor economically feasible for the City to create a formal record of all actions taken to “address Grand Jury recommendations,” as it would impose a substantial burden on City staff and resources over and above the cost and administrative burden of preparing responses to Grand Jury Reports, in the first instance, as required by Cal. Penal Code Section 933(c). Moreover, the recommendations the City agrees with would be implemented because the City agrees with them, and not because they “address Grand Jury recommendations.”

R3. The City of Santa Cruz should report to the Grand Jury on the completion status of the Facilities Assessment and capital investment plan no later than December 31, 2023. (F3)

- HAS BEEN IMPLEMENTED** – summarize what has been done
- HAS NOT YET BEEN IMPLEMENTED BUT WILL BE IN THE FUTURE** – summarize what will be done and the timeframe
- REQUIRES FURTHER ANALYSIS** – explain the scope and timeframe (not to exceed six months)
- WILL NOT BE IMPLEMENTED** – explain why

Required response explanation, summary, and timeframe:

The Parks & Recreation system-wide Facilities Condition Assessment will be conducted in early 2024. This is separate from the condition assessments performed at DeLaveaga Golf Course, which have already led to CIP investment to make needed repairs. The broader assessment will look at all Parks & Recreation facilities and characterize the specific needs for investment. Staff could report these findings at a later time (estimated summer 2024), but the assessment will not be complete by December 31, 2023.

R6. The County of Santa Cruz and the four cities should plan to provide services for homeless persons at the sites identified in their plans, including but not limited to supportive housing, case management, and medical services. The County of Santa Cruz and the four cities should report to the Grand Jury on the status of providing homeless services at the sites identified no later than December 31, 2023. (F5, F6)

- HAS BEEN IMPLEMENTED** – summarize what has been done
- HAS NOT YET BEEN IMPLEMENTED BUT WILL BE IN THE FUTURE** – summarize what will be done and the timeframe
- REQUIRES FURTHER ANALYSIS** – explain the scope and timeframe (not to exceed six months)
- WILL NOT BE IMPLEMENTED** – explain why

Required response explanation, summary, and timeframe:

The City of Santa Cruz offers two emergency shelter sites, one located at 1220 River Street, and one at the Armory located in DeLaveaga Park. The City avails these locations to the County Staff to provide a location for case workers to provide services and offer limited medical services. The County in its capacity as the arm of the state is responsible for providing medical services. City staff works with shelter participants to connect them to a variety of services including assistance with finding housing.

R7. The City of Santa Cruz should complete and then implement their Master Plan for Coral Street, including consideration of limiting vehicle access. The City of Santa Cruz should report to the Grand Jury on the status of Coral Street no later than December 31, 2023. (F7)

- HAS BEEN IMPLEMENTED** – summarize what has been done
- HAS NOT YET BEEN IMPLEMENTED BUT WILL BE IN THE FUTURE** – summarize what will be done and the timeframe
- REQUIRES FURTHER ANALYSIS** – explain the scope and timeframe (not to exceed six months)
- WILL NOT BE IMPLEMENTED** – explain why

Required response explanation, summary, and timeframe:

The Coral Street visioning community engagement was conducted in late 2022 and early 2023. The Coral Street Visioning Report is complete and was accepted by the City Council on May 9, 2023. The vision will be implemented over time. Work on two of the projects – short- and long-term use and development of 125 Coral Street and the former River Street Shelter site – is in process. The City purchased 125 Coral Street, and the current tenant is expected to vacate the site late this year. The City is currently further assessing needs for environmental remediation in advance of interim uses and future uses contemplated in the vision, and the City is coordinating closely with the County on potential funding and associated building design options. The former River Street Shelter site will be demolished in the coming months to prepare the site for interim uses and future uses contemplated in the vision.

R8. The City of Santa Cruz should verify that their commitment to automate the process for updating their website has been completed by October 31, 2023. (F8)

HAS BEEN IMPLEMENTED – summarize what has been done

HAS NOT YET BEEN IMPLEMENTED BUT WILL BE IN THE FUTURE – summarize what will be done and the timeframe

REQUIRES FURTHER ANALYSIS – explain the scope and timeframe (not to exceed six months)

WILL NOT BE IMPLEMENTED – explain why

Required response explanation, summary, and timeframe:

Automating updates to the City's website is in progress, highlighting the City's commitment through its investment in and deployment of specialized software tools. These tools are aimed at overseeing and enhancing various aspects of the City's website, such as accessibility, content quality, branding, data privacy, core web vitals, and more. Additionally, with the upcoming website refresh planned for either the end of Fiscal Year 2024 or beginning of Fiscal Year 2025, the City will leverage modern website automation tools that are readily available.



SANTA CRUZ
COUNTY
GRAND JURY

Grand Jury <grandjury@scgrandjury.org>

Scotts Valley Response Follow-up - Honoring Commitments to the Public

'Cathie Simonovich' via Santa Cruz Grand Jury <grandjury@scgrandjury.org>

Thu, Aug 17, 2023 at 8:28
AM

Reply-To: Cathie Simonovich <csimonovich@scottsvalley.gov>

To: "Syda.Cogliati@santacruzcourt.org" <Syda.Cogliati@santacruzcourt.org>, "grandjury@scgrandjury.org" <grandjury@scgrandjury.org>

Cc: Mali LaGoe <mlagoe@scottsvalley.gov>

Dear Honorable Judge Cogliati and Members of the Santa Cruz County Grand Jury,

We have attached the completed response packet for the report titled *Honoring Commitments to the Public - County Agency Actions in Response to 2019-2020 Grand Jury Recommendations*. This report was approved by the Scotts Valley City Council at the regular public meeting held on August 16, 2023.

Please confirm receipt of the report.

Best regards,

Cathie Simonovich
City Clerk



City of Scotts Valley
1 Civic Center Drive
Scotts Valley, CA 95066
csimonovich@scottsvalley.gov
Phone: 831-440-5608

NOTE: My regular work schedule is Tuesday through Friday from 7:00 AM to 5:30 PM.



2023 CGJ Continuity ScottsValley Response.pdf
209K



The 2022–2023 Santa Cruz County Civil Grand Jury
Requires the

Scotts Valley City Council

to Respond by September 5, 2023

to the Findings and Recommendations listed below
which were assigned to them in the report titled

Honoring Commitments to the Public

County Agency Actions in Response to
2019–2020 Grand Jury Recommendations

Responses are **required** from elected officials, elected agency or department heads, and elected boards, councils, and committees which are investigated by the Grand Jury. You are required to respond and to make your response available to the public by the California Penal Code [\(PC\) §933\(c\)](#).

Your response will be considered **compliant** under [PC §933.05](#) if it contains an appropriate comment on **all** findings and recommendations **which were assigned to you** in this report.

Please follow the instructions below when preparing your response.

Instructions for Respondents

Your assigned [Findings](#) and [Recommendations](#) are listed on the following pages with check boxes and an expandable space for summaries, timeframes, and explanations. Please follow these instructions, which paraphrase [PC §933.05](#):

1. **For the Findings, mark one of the following responses with an “X” and provide the required additional information:**
 - a. **AGREE with the Finding**, or
 - b. **PARTIALLY DISAGREE with the Finding** – specify the portion of the Finding that is disputed and include an explanation of the reasons why, or
 - c. **DISAGREE with the Finding** – provide an explanation of the reasons why.
2. **For the Recommendations, mark one of the following actions with an “X” and provide the required additional information:**
 - a. **HAS BEEN IMPLEMENTED** – provide a summary of the action taken, or
 - b. **HAS NOT YET BEEN IMPLEMENTED BUT WILL BE IN THE FUTURE** – provide a timeframe or expected date for completion, or
 - c. **REQUIRES FURTHER ANALYSIS** – provide an explanation, scope, and parameters of an analysis to be completed within six months, or
 - d. **WILL NOT BE IMPLEMENTED** – provide an explanation of why it is not warranted or not reasonable.
3. **Please confirm the date on which you approved the assigned responses:**

We approved these responses in a regular public meeting as shown in our minutes dated August 16, 2023.

4. **When your responses are complete, please email your completed Response Packet as a PDF file attachment to both**

The Honorable Judge Syda Cogliati Syda.Cogliati@santacruzcourt.org and

The Santa Cruz County Grand Jury grandjury@scgrandjury.org.

If you have questions about this response form, please contact the Grand Jury by calling 831-454-2099 or by sending an email to grandjury@scgrandjury.org.

Findings

F1. The 2022-2023 Grand Jury reviewed responses to five of the 2019-2020 reports and found that, in general, commitments were kept.

AGREE

PARTIALLY DISAGREE

DISAGREE

Response explanation (required for a response other than **Agree**):

F2. The evident coordination of responses from agencies leaves the public without independent contributions across agencies.

AGREE

PARTIALLY DISAGREE

DISAGREE

Response explanation (required for a response other than **Agree**):

The Scotts Valley City Council independently reviews Grand Jury reports and drafts responses to specific findings or recommendations as accurately as we can. Depending on the topic, coordination improves the response we are able to provide. In addition, the City Council approves responses at a public meeting where the public can weigh in on the City's responses if they so choose to.

F6. Although the Cities of Capitola, Scotts Valley, and Watsonville agreed that there appear to be unused or underutilized parcels of land that could possibly be used for homeless services, it is not clear how this could be done.

AGREE

PARTIALLY DISAGREE

DISAGREE

Response explanation (required for a response other than **Agree**):

F8. Staffing shortages made automating the process for updating the website of the City of Santa Cruz and redesigning the website of the City of Scotts Valley more difficult.

- AGREE**
- PARTIALLY DISAGREE**
- DISAGREE**

Response explanation (required for a response other than **Agree**):

Recommendations

R1. All agencies should provide their own independent responses to findings and recommendations instead of referring to the response of another agency. (F2)

HAS BEEN IMPLEMENTED – summarize what has been done

HAS NOT YET BEEN IMPLEMENTED BUT WILL BE IN THE FUTURE – summarize what will be done and the timeframe

REQUIRES FURTHER ANALYSIS – explain the scope and timeframe (not to exceed six months)

WILL NOT BE IMPLEMENTED – explain why

Required response explanation, summary, and timeframe:

There are topics that it may be appropriate for the City to refer to other agencies where another agency has responsibility regarding the topic.

R2. We continue to recommend that all organizations create and regularly update formal records of the actions they take to address Grand Jury recommendations, and to share those records with the public, in accordance with CA Penal Code Section 933(c). (F1, F2)

- HAS BEEN IMPLEMENTED** – summarize what has been done
- HAS NOT YET BEEN IMPLEMENTED BUT WILL BE IN THE FUTURE** – summarize what will be done and the timeframe
- REQUIRES FURTHER ANALYSIS** – explain the scope and timeframe (not to exceed six months)
- WILL NOT BE IMPLEMENTED** – explain why

Required response explanation, summary, and timeframe:

The actions the City takes are already public records. The City's responses are provided to the public within the timelines as required by the cited Penal Code.

R5. As recommended in the 2022 “Homelessness Action Plan,” the Cities of Capitola, Scotts Valley, and Watsonville should collaborate with leaders from the County of Santa Cruz and the City of Santa Cruz to identify 20 new locations for shelters across the county. These cities should report on the status of this recommendation no later than December 31, 2023. (F6)

HAS BEEN IMPLEMENTED – summarize what has been done

HAS NOT YET BEEN IMPLEMENTED BUT WILL BE IN THE FUTURE – summarize what will be done and the timeframe

REQUIRES FURTHER ANALYSIS – explain the scope and timeframe (not to exceed six months)

WILL NOT BE IMPLEMENTED – explain why

Required response explanation, summary, and timeframe:

The 2022 Homeless Action Plan is not a Scotts Valley adopted plan, however the City is willing to collaborate and assist where possible.

R6. The County of Santa Cruz and the four cities should plan to provide services for homeless persons at the sites identified in their plans, including but not limited to supportive housing, case management, and medical services. The County of Santa Cruz and the four cities should report to the Grand Jury on the status of providing homeless services at the sites identified no later than December 31, 2023. (F5, F6)

HAS BEEN IMPLEMENTED – summarize what has been done

HAS NOT YET BEEN IMPLEMENTED BUT WILL BE IN THE FUTURE – summarize what will be done and the timeframe

REQUIRES FURTHER ANALYSIS – explain the scope and timeframe (not to exceed six months)

WILL NOT BE IMPLEMENTED – explain why

Required response explanation, summary, and timeframe:

The City of Scotts Valley does not have a homeless services plan. However, the City's draft housing element includes a variety of action to address the needs of persons experiencing homelessness, or at risk for homelessness in Program H-3.9 Emergency Shelters. These programs are proposed to be implemented by January 2026.

R9. The City of Scotts Valley should verify that their commitment to redesign their website to afford transparency, accessibility, and ease of use to all stakeholders has been completed by October 31, 2023. (F8)

- HAS BEEN IMPLEMENTED** – summarize what has been done
- HAS NOT YET BEEN IMPLEMENTED BUT WILL BE IN THE FUTURE** – summarize what will be done and the timeframe
- REQUIRES FURTHER ANALYSIS** – explain the scope and timeframe (not to exceed six months)
- WILL NOT BE IMPLEMENTED** – explain why

Required response explanation, summary, and timeframe:

The launch of the redesigned website occurred on March 14, 2023. This redesign modernized the website layout and reorganized the homepage for transparency, accessibility, and ease of use for all stakeholders. Additionally, on May 17, 2023, a new agenda management platform was added to the website which offers significant improvements to the online processes of streamlining the meetings, agenda management, agenda publication and recording minutes. The new platform ensures transparency for residents and other stakeholders and ensures that all documents are ADA accessible.

The maintenance of the website is a priority and is completed regularly with the understanding that, in this digital world, constant review and adjustment to the website is necessary.



SANTA CRUZ
COUNTY
GRAND JURY

Grand Jury <grandjury@scgrandjury.org>

(2023-1gR) Your Required Response to the Grand Jury Honoring Commitments Report is past due

'Irwin Ortiz' via Santa Cruz Grand Jury <grandjury@scgrandjury.org>

Wed, Nov 15, 2023 at 3:44 PM

Reply-To: Irwin Ortiz <irwin.ortiz@watsonville.gov>

To: Santa Cruz Grand Jury <grandjury@scgrandjury.org>

Cc: Marisa Fernandez <marisa.fernandez@watsonville.gov>, Rene Mendez <rene.mendez@watsonville.gov>

Dear Grand Jury,

The City Council considered and approved the response packet to the *Grand Jury Honoring Commitments to the Public* Report at last night's City Council Meeting. The response packet is attached. Please let me know how else I can assist.



Irwin I. Ortiz
City Clerk, CMC

☎ Office: (831) 768-3040

Direct: (831) 768-3048

✉ irwin.ortiz@watsonville.gov

📍 275 Main Street, Suite 400
Watsonville, CA 95076

www.watsonville.gov

Irwin I. Ortiz, City Clerk, CMC
City Clerk's Office (831) 768-3048
275 Main Street, Suite 400, Watsonville, CA 95076
FAX: 831-761-0736
E-mail: irwin.ortiz@watsonville.gov
Open Monday - Friday 8:00 AM to 5:00 PM

**Public Records Requests (PRR) submitted via email, fax, USPS, or dropoff after 5:00 p.m. on a business day, Saturday, Sunday, or holidays, will be processed as received on the next open business day. The 10-day response period begins when the PRR is received.

From: Santa Cruz Grand Jury <grandjury@scgrandjury.org>

Sent: Tuesday, October 31, 2023 5:57 PM

To: Santa Cruz Grand Jury <grandjury@scgrandjury.org>

Cc: Irwin Ortiz <irwin.ortiz@watsonville.gov>; Marisa Fernandez <marisa.fernandez@watsonville.gov>

Subject: (2023-1gR) Your Required Response to the Grand Jury Honoring Commitments Report is past due

[Quoted text hidden]



Watsonville Response to Findings and Recommendations.pdf
250K



The 2022–2023 Santa Cruz County Civil Grand Jury
Requires the

Watsonville City Council

to Respond by September 5, 2023

to the Findings and Recommendations listed below
which were assigned to them in the report titled

Honoring Commitments to the Public County Agency Actions in Response to 2019–2020 Grand Jury Recommendations

Responses are **required** from elected officials, elected agency or department heads, and elected boards, councils, and committees which are investigated by the Grand Jury. You are required to respond and to make your response available to the public by the California Penal Code [\(PC\) §933\(c\)](#).

Your response will be considered **compliant** under [PC §933.05](#) if it contains an appropriate comment on **all** findings and recommendations **which were assigned to you** in this report.

Please follow the instructions below when preparing your response.

Instructions for Respondents

Your assigned [Findings](#) and [Recommendations](#) are listed on the following pages with check boxes and an expandable space for summaries, timeframes, and explanations. Please follow these instructions, which paraphrase [PC §933.05](#):

1. **For the Findings, mark one of the following responses with an “X” and provide the required additional information:**
 - a. **AGREE with the Finding**, or
 - b. **PARTIALLY DISAGREE with the Finding** – specify the portion of the Finding that is disputed and include an explanation of the reasons why, or
 - c. **DISAGREE with the Finding** – provide an explanation of the reasons why.
2. **For the Recommendations, mark one of the following actions with an “X” and provide the required additional information:**
 - a. **HAS BEEN IMPLEMENTED** – provide a summary of the action taken, or
 - b. **HAS NOT YET BEEN IMPLEMENTED BUT WILL BE IN THE FUTURE** – provide a timeframe or expected date for completion, or
 - c. **REQUIRES FURTHER ANALYSIS** – provide an explanation, scope, and parameters of an analysis to be completed within six months, or
 - d. **WILL NOT BE IMPLEMENTED** – provide an explanation of why it is not warranted or not reasonable.
3. **Please confirm the date on which you approved the assigned responses:**

We approved these responses in a regular public meeting as shown in our minutes dated November 14, 2023.

4. **When your responses are complete, please email your completed Response Packet as a PDF file attachment to both**

The Honorable Judge Syda Cogliati Syda.Cogliati@santacruzcourt.org and

The Santa Cruz County Grand Jury grandjury@scgrandjury.org.

If you have questions about this response form, please contact the Grand Jury by calling 831-454-2099 or by sending an email to grandjury@scgrandjury.org.

Findings

F1. The 2022-2023 Grand Jury reviewed responses to five of the 2019-2020 reports and found that, in general, commitments were kept.

- AGREE**
- PARTIALLY DISAGREE**
- DISAGREE**

Response explanation (required for a response other than **Agree**):

F2. The evident coordination of responses from agencies leaves the public without independent contributions across agencies.

- AGREE**
- PARTIALLY DISAGREE**
- DISAGREE**

Response explanation (required for a response other than **Agree**):

All responses provided by the City of Watsonville are independent responses and contributions to the findings and recommendations. The finding that agencies may at times coordinate responses is not a negative, but in fact, positive in that the Grand Jury and public should be pleased that agencies are learning from each other and working together on how best to address findings that many times are similar.

In addition, all responses to findings are prepared by staff and then forwarded to the City Council for approval via the City Manager's Office.

F6. Although the Cities of Capitola, Scotts Valley, and Watsonville agreed that there appear to be unused or underutilized parcels of land that could possibly be used for homeless services, it is not clear how this could be done.

- AGREE**
- PARTIALLY DISAGREE**
- DISAGREE**

Response explanation (required for a response other than **Agree**):

As identified in the 2019-2020 Grand Jury Response from the City of Watsonville, the City developed an Emergency Shelter Ordinance in 2018 that provides direction in the development of emergency shelters with supportive services and identified emergency shelters in the N/PF (Institutional/Public Facilities) Zoning district as allowed by-right. These two modifications provide clear directions on how to develop a homeless shelter in the City.

Recommendations

R1. All agencies should provide their own independent responses to findings and recommendations instead of referring to the response of another agency. (F2)

HAS BEEN IMPLEMENTED – summarize what has been done

HAS NOT YET BEEN IMPLEMENTED BUT WILL BE IN THE FUTURE – summarize what will be done and the timeframe

REQUIRES FURTHER ANALYSIS – explain the scope and timeframe (not to exceed six months)

WILL NOT BE IMPLEMENTED – explain why

Required response explanation, summary, and timeframe:

All responses provided by the City of Watsonville are independent responses to the findings and recommendations. They are prepared by staff and then forwarded to the City Council for approval via the City Manager’s Office.

R2. We continue to recommend that all organizations create and regularly update formal records of the actions they take to address Grand Jury recommendations, and to share those records with the public, in accordance with CA Penal Code Section 933(c). (F1, F2)

HAS BEEN IMPLEMENTED – summarize what has been done

HAS NOT YET BEEN IMPLEMENTED BUT WILL BE IN THE FUTURE – summarize what will be done and the timeframe

REQUIRES FURTHER ANALYSIS – explain the scope and timeframe (not to exceed six months)

WILL NOT BE IMPLEMENTED – explain why

Required response explanation, summary, and timeframe:

The City is in compliance with CA Penal Code Section 933(c). All the City responses to the findings and recommendations are presented to the City Council for adoption at a regularly scheduled meeting and are maintained online and by the City Clerk for the public to access. After Council review and approval, the City will submit its responses as required by and consistent with the timeframes provided in Section 933(c).

R5. As recommended in the 2022 “Homelessness Action Plan,” the Cities of Capitola, Scotts Valley, and Watsonville should collaborate with leaders from the County of Santa Cruz and the City of Santa Cruz to identify 20 new locations for shelters across the county. These cities should report on the status of this recommendation no later than December 31, 2023. (F6)

- HAS BEEN IMPLEMENTED** – summarize what has been done
- HAS NOT YET BEEN IMPLEMENTED BUT WILL BE IN THE FUTURE** – summarize what will be done and the timeframe
- REQUIRES FURTHER ANALYSIS** – explain the scope and timeframe (not to exceed six months)
- WILL NOT BE IMPLEMENTED** – explain why

Required response explanation, summary, and timeframe:

In 2018, the City adopted Watsonville Municipal Code Chapter 14-43 (Emergency Shelters) and allowed emergency shelters by-right in the City’s N/PF (Institutional/Public Facilities) Zoning district. The N/PF Zoning district contains approximately 416 separate parcels, most of which are either churches, schools, or government facilities.

As a result of this rezoning, the Counties of Monterey and Santa Cruz are working collaboratively to bring a low-barrier emergency shelter to the Westview Presbyterian Church at 118 First Street in early 2024. This 32-bed facility would consist of tiny home units for each resident, with wrap-around supportive services to work with each resident to overcome their unique challenges and locate stable housing. This project was made possible through an \$8 million grant to the County of Monterey, to provide housing services for the homeless population living on both sides of the Pajaro River for the first two years. After, the low-barrier emergency shelter will expand to provide services to the all the homeless population as capacity allows.

Regarding countywide collaboration, the City now has two seats on the Housing for Health Board, which meets every 2 months. In addition, City staff meets every two weeks with the Director of the Housing for Health Division of the County Human Services Department to coordinate on homeless services. Through this collaboration, the City intends to develop its own Homeless Action Plan over the next 6-9 months, in an effort to address and provide services for our local homeless population. This plan would identify goals and priorities to reduce the number of people experiencing homelessness and identify potential funding sources.

R6. The County of Santa Cruz and the four cities should plan to provide services for homeless persons at the sites identified in their plans, including but not limited to supportive housing, case management, and medical services. The County of Santa Cruz and the four cities should report to the Grand Jury on the status of providing homeless services at the sites identified no later than December 31, 2023. (F5, F6)

- HAS BEEN IMPLEMENTED** – summarize what has been done
- HAS NOT YET BEEN IMPLEMENTED BUT WILL BE IN THE FUTURE** – summarize what will be done and the timeframe
- REQUIRES FURTHER ANALYSIS** – explain the scope and timeframe (not to exceed six months)
- WILL NOT BE IMPLEMENTED** – explain why

Required response explanation, summary, and timeframe:

The County of Santa Cruz developed a 3-year Framework for Housing a Healthy Santa Cruz in 2021 to reduce the number of people experiencing homelessness. This Framework called for the establishment of a Housing for Health Division within the Human Services Department to be the collaborative lead for the countywide homeless response. One important pillar of this Framework was to ensure that shelter residents are provided care management, housing navigation, and financial support so that they have a better chance of securing housing while spending less time in a temporary shelter environment. In fact, the County has stopped funding shelters that do not provide these wrap-around services to their clients.

The low barrier homeless shelter proposed to be constructed at the Westview Presbyterian Church within the next 12 months will provide these services to residents, so that they can more quickly get back on their feet and into stable housing

