



# County of Santa Cruz

## BOARD OF SUPERVISORS

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SECOND DISTRICT

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THIRD DISTRICT

FELIPE HERNANDEZ  
FOURTH DISTRICT

MONICA MARTINEZ  
FIFTH DISTRICT

September 24, 2025

The Honorable Katherine Hansen  
Santa Cruz Courthouse  
701 Ocean Street  
Santa Cruz, CA 95060

**RE: Response to the 2024-2025 Grand Jury Report "Honoring  
Commitments to the Public: Looking Back at 2022-2023 Civil Grand  
Jury Recommendations and Actions Taken by County Agencies"**

Dear Judge Hansen,

The purpose of this letter is to formally transmit the Santa Cruz County Board of Supervisors' response to the 2024-2025 Grand Jury Report "Honoring Commitments to the Public: Looking Back at 2022-2023 Civil Grand Jury Recommendations and Actions Taken by County Agencies."

Sincerely,

FELIPE HERNANDEZ, Chair  
Santa Cruz County Board of Supervisors

### Attachments

CC: Clerk of the Board  
Santa Cruz County Grand Jury



**The 2024-2025 Santa Cruz County Civil Grand Jury  
Requires the  
Santa Cruz County Board of Supervisors  
to Respond by September 15, 2025  
to the Findings and Recommendations listed below  
which were assigned to them in the report titled  
**Honoring Commitments to the Public  
Looking Back at 2022-2023 Civil Grand Jury  
Recommendations and Actions Taken by County  
Agencies****

Required Responses apply to elected officials, elected agencies or department heads, elected boards, councils, and committees. The respondent is **required** to respond and to make the response available to the public under California Penal Code [\(PC\) §933\(c\)](#). A required 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.

Invited Responses are encouraged but are not required by the California Penal Code.

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 the assigned responses were approved during an official meeting:***

**We approved these responses in a regular public meeting as shown in our minutes dated September 9, 2025.**

4. ***Please attach a PDF version of your completed responses to an email sent to:***

The Honorable Judge: Katherine Hansen [Katherine.Hansen@santacruzcourt.org](mailto:Katherine.Hansen@santacruzcourt.org)  
and

The Santa Cruz County Grand Jury: [grandjury@scgrandjury.org](mailto: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](mailto:grandjury@scgrandjury.org).***

## Findings

- F4 .** The County issued a Request for Proposal for a needs assessment and received two proposals. The County states that due to cost they will not complete the Needs Assessment for the Jail.

<input checked="checked" type="checkbox"/>	<b>AGREE</b>
<input type="checkbox"/>	<b>PARTIALLY DISAGREE</b>
<input type="checkbox"/>	<b>DISAGREE</b>

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

The County issued a Request for Proposal (RFP) for a Jail Needs Assessment and received multiple proposals in response. However, due to cost concerns, the County decided not to move forward with the assessment opting to pause and reevaluate its overall approach to jail planning and construction.

**F6 .** There is no evidence that the Policies and Procedures Manual for the Planning Department is updated and available online.

☒ **AGREE**

☐ **PARTIALLY DISAGREE**

☐ **DISAGREE**

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

In 2022, the Planning Department was combined with the Public Works Department to form the Community Development and Infrastructure (CDI) Department. A new consolidated policies and procedures handbook is currently in development for CDI (see response to F7/R3). Separately, as noted in the Grand Jury's Code Compliance report, the procedures for Code Compliance have already been reviewed and posted online.

**F7 .** In 2022-23, the Planning Department and Public Works Department were integrated to form the Community Development and Infrastructure Department. Since combining these departments, there is an effort underway to create a single set of policies and procedures, applicable to the whole department.

**X AGREE**

**— PARTIALLY DISAGREE**

**— DISAGREE**

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

The development of a consolidated Community Development and Infrastructure (CDI) handbook is currently underway. This project involves coordinating with managers to gather input, organize feedback, and structure the handbook so that it serves the full department effectively. While this is a substantial effort and must be balanced against other departmental priorities, additional support resources are being identified to maintain progress. These steps will help ensure the handbook is completed thoughtfully, efficiently, and in a way that provides clear guidance across all CDI divisions.

## Recommendations

- R2 .** In the next budget cycle, the County of Santa Cruz Board of Supervisors should include the funds to complete the Needs Assessment for the jails. The goal of this assessment is to determine the most effective use of the three jails and any modifications to existing facilities needed to house the expected jail population into the future. The Needs Assessment for the Jails should be completed by October 31, 2026. (F4)

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

### Required response explanation, summary, and timeframe:

The Sheriff's Office has regular monthly meetings scheduled with the County Executive Office to continue discussions on alternative options. The Sheriff's Office has identified the need for a modern, standalone medical mental health facility as the most effective way to meet the County's acute and ongoing needs. These ongoing discussions are intended to help narrow the scope of the Jail Needs Assessment and minimize associated costs, with the goal of providing a more targeted and cost-effective plan for meeting the County's future jail needs by October 31, 2026.

**R3 .** The recently formed Community Development and Infrastructure Department (CDI) should review the policies and procedures of both the Public Works and Planning Departments and create a single set applicable to the whole CDI. Each section should be dated, and all future revisions should include date markings for any changes. This set of policies and procedures should be completed by the CDI and posted online by April 30, 2026. (F6, F7)

- **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 development of a consolidated policies and procedures handbook for the Community Development and Infrastructure (CDI) Department is currently underway. A consultant was recently engaged to dedicate 5–10 hours per week to advance this project, including surveying the internal committee and determining next steps. The consultant’s support will help maintain momentum and guide the structure and direction of the handbook. Once a draft is prepared, the document will undergo multiple levels of review, including with Human Resources and the bargaining units representing affected employees (SEIU and MMA). These reviews typically require multiple discussions and may affect the overall timeline. While the precise schedule is still being finalized, the department anticipates completion of the handbook by the end of 2026, followed by posting on the County intranet for staff reference.