



County of Del Norte
Board of Supervisors
Measure R Oversight Committee
981 "H" Street, Ste. 200
Crescent City, California 95531

Work
(707) 464-7204

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(707) 464-1165

AGENDA DATE: June 28, 2022

TO: Del Norte County Board of Supervisors
FROM: Measure R Oversight Committee
SUBJECT: Measure R Oversight Committee Report

RECOMMENDATION FOR BOARD ACTION:

Receive the Measure R Oversight Committee report, as presented by Committee member David Jones, per Resolution Number 2021-015, as requested by the Measure R Oversight Committee.

SUMMARY:

The Measure R Oversight committee has held several meetings over the past fiscal year. We have monitored the revenue that has been generated up to this point. We have also monitored the expenditures to the Departments listed below. This includes formal requests for accounting from these Departments. These reports were provided and included in this report.

This report is the culmination of our meetings and reviewing of these reports.

DISCUSSION/JUSTIFICATION:

1. During the fiscal year being reviewed, were all Measure R funds spent on "vital local services," as described in the Ballot Question for Measure R?

Yes. Measure R funds have been spent in the following areas:

A. Sheriff's Department:

- Salary Increases for Sheriff's Deputies to narrow the salary discrepancies with other agencies to reduce out migration of trained department staff.
- Addition of Dispatch position. This will provide adequate staffing and coverage so staff may utilize their vacation days, etc.
- Addition of a Records Clerk. Prior to addition there was only one Records Clerk reducing the timeliness of service due to workload.
- Salary Increases for Jail staff to narrow salary discrepancies with other agencies to reduce out migration of trained jail staff.

B. Probation Department: Salary increase for staff to reduce pay disparities with similar sized counties. Currently the probation department has a 37% vacancy rate.

C. Veterans Service: The state of California mandates counties provide Veterans Services. The Veteran's Services office was provided \$6,500.00 to replace second hand furniture in the Fireside room.

D. District Attorney: Salary increase for District Attorney Investigators to decrease the pay disparity which is some of the lowest in the State of California.

E. Community Development Department:

- Code Enforcement: Addition of a Code Enforcement Officer Position. Position was filled on December 4, 2021. Code enforcement receives approximately 385 new complaints per year. Average caseload for adequate response is 150 new cases per year.
- Planning Division: The planning division has been down one full time position since 2010. Prior to filling 2nd position the workload was prioritized to address current planning and delays were inevitable due to staffing resources. Second planner position has been filled and they have been exposed to all job responsibilities excluding the Emergency Operations Center. Timeframes for reviewing and processing of development applications, shorter periods of time for responses to requests for information, positioning to take advantage of grant opportunities have improved since the second planner was hired.

F. Office of Emergency Services Department: Addition of one position. Prior to Measure R, there was only funding for one position which stretched resources to the breaking point during the COVID Pandemic.

G. Department of Agriculture: Addition of Animal Control Supervisor and salary increase for current Animal Control Officer Position to decrease pay disparity with similar counties, increase retention, and quality of applicants. Del Norte County is the only county in California to rely on the Agricultural Commissioner to provide direct supervision of Animal Control Services. The addition of an Animal Control Supervisor raised the staffing level to 3. Measure R funds have also been used to replace garage doors on the main garage building, which prior to being replaced were a safety hazard to employees and had prevented the use of vehicles due to malfunction prior to replacement. The position was filled and the Supervisor has begun their job duties in their position.

2. If any Measure R funds were not spent on “vital local services,” what were they spent on?

The Measure R Committee did not identify any misspending or misuse of Measure R funds.

3. Was any Measure R funding used to supplant or displace another funding source in any department's budget?

Measure R funds are not added to the General Fund and are a separate fund. The Measure R Committee as well as the public has access to budget items in Del Norte County via the County Website. The Measure R Committee receives the most current financial statements listing funds available and what funds have been spent and where. The Measure R Committee has requested that random audits be completed on departments and/or funds spent and provided to the committee for review. We have not identified that any funds were supplanted or displaced to another funding source in any budget.

ALTERNATIVE:

N/A

FINANCING:

N/A

CHILDREN'S IMPACT STATEMENT:

This section meets 3 of the following outcome measures for children in Del Norte County:

- Children ready for and succeeding in school.
- Children and youth are healthy and preparing for adulthood.
- Families are economically self-sufficient.
- Families are safe, stable and nurturing.
- Communities are safe and provide a high quality of life.
- No impact to Children as a result of this action.

OTHER AGENCY INVOLVEMENT:

N/A

SIGNATURE REQUIRED:

N/A

ADMINISTRATIVE SIGN-OFF:

- AUDITOR: Clinton Schaad
- COUNTY ADMINISTRATIVE OFFICER: Neal Lopez
- COUNTY COUNSEL: Joel Campbell-Blair
- PERSONNEL:
- OTHER DEPARTMENT:



County of Del Norte
County Administrative Office
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May 2, 2022

Measure R Oversight Committee

Re: FY 21/22 Report from **Del Norte Sheriff's Office** to Measure R Oversight Committee

Dear Measure R Oversight Committee:

Please note that due to vacancies in both the County Sheriff-Coroner position as well as the Under Sheriff position, this report is being prepared by the Del Norte County Administrative Office.

As the committee is likely aware these past few years have been challenging for law enforcement. This has certainly been true here locally for the Del Norte Sheriff's Office (DNSO). Thankfully the Board of Supervisors has recognized these challenges and has committed a portion of the Measure R tax revenue (\$748,700 in FY 21/22) to the DNSO in order to provide the resources that are critical in addressing these challenges.

Specifically, the Measure R funds budgeted in 21/22 for the DNSO include wage adjustments for DNSO personnel (i.e. patrol staff, jail staff, dispatch staff), the purchase of three new patrol vehicles and an inmate transport van, and the creation of one new dispatch position and one new records clerk. Without Measure R funding, these activities would not have been possible therefore no other funding sources have been supplanted or replaced by this use of Measure R funds.

Under the ballot measure, Measure R supports vital local services including "...*providing support for law enforcement for emergency response, maintain dispatch services, maintain jail services...*", thus services provided by the DNSO are allowable uses of Measure R funds.

We trust this information is sufficient for the Committee, however should any additional information be necessary please do not hesitate to let this department know.

Regards,

Neal Lopez
County Administrative Officer



Del Norte County Probation Department
Lonnie Reyman, Chief Probation Officer

MEMORANDUM

DATE: May 2, 2022
TO: Measure R Oversight Committee
FROM: Lonnie Reyman, Chief Probation Officer
SUBJECT: Annual Measure R report

A handwritten signature in blue ink, appearing to read "Lonnie Reyman", is written over the "FROM" line of the memorandum.

Probation fills a very unique and often misunderstood roll in public safety and the health and wellbeing of our community. While Sheriffs and Police are front and center in public safety, catching bad guys and locking up people who would do harm to others, Probation is truly the embodiment of upstream law enforcement. Probation is tasked with addressing the criminal behaviors of youth with the goal of rehabilitating them so they can become stable, well-adjusted, tax-paying citizens in the future. Probation is also tasked with addressing not the right-now behaviors that street cops do with adults, but with long established patterns of behavior that leads them to the right-now criminal behavior, with the goal of changing the not-yet behaviors in the future.

Despite this extremely difficult and demanding and impactful role, the officers of Probation in Del Norte County have historically been underpaid to the tune of 40% on average with peers around the state. Compared to the counties in the North the salary disparities are less severe and have been greatly reduced with the salary increases that Measure R has allowed. For comparison, here are Del Norte's salaries as a percentage of five other northern counties:

	Probation officer	Juvenile Corrections Officer
Humboldt	97.7%	99.4%
Siskiyou	107%	N/A
Mendocino	85.9%	73.4%
Lassen	114%	N/A
Tehama	94.4%	93.5%

This is, however, only one factor in maintaining appropriate community corrections services in Del Norte County. The Probation Department has been hit with staffing shortages as severe as those of our sister agencies, currently at a 36% vacancy rate for sworn officers in both the Probation and the Juvenile Hall divisions. Despite ceaseless recruitments, the number of quality applicants that are qualified and have an aptitude for this work is extremely limited, and local

competition for these applicants is fierce. The Probation Department has an uphill slog in this respect too, when it is considered that a Deputy Probation Officer makes 3% less than a Sheriff's Deputy Recruit, and 12% less than a Deputy 1. Similarly, though it is less of a disparity, a Juvenile Correctional Officer makes 1% less than a Sheriff's Correctional Officer Recruit and 6% less than a Correction Officer 1.

These long-standing salary disparities for officers in the Probation Department have, to a small degree, been alleviated by the salary increases that were realized by the funding from Measure R. Any employee feels acknowledged and affirmed in the work they do when they receive more pay, and this feeling is felt even more poignantly by peace officers in the Probation Department who have dedicated themselves to providing opportunities for some of our community members to turn their lives around, holding them accountable for their actions, and helping ensure the safety of our neighbors and loved ones.

Specifically, the Probation Department has solely used its allocation of Measure R funds to support the salary increases that were put into effect during the last year. At this time, there is no other Measure R funding for any other purpose that has been allocated to the Department.

In the future, the Probation Department may request funds to meet a longstanding and critical need to replace the outdated control system at the Juvenile Hall. A request for proposal process was completed in 2016 and the Department was unable to afford to meet even the base cost of system replacement. This is an ongoing issue that the County has been unable to afford to fix to this point

In regard to disbursement of funds, the CAO and Auditor's office have controlled both accounts and disbursement; I have had no part in the discussions of use of the Measure R funds. As I have reported to the Board of Supervisors, I have noted that the Auditor has transferred 25% of the funds as an expenditure for the 2nd quarter of the fiscal year. While I understand the logic behind this as all the funds are allocated to salaries, as my department is only staffed at 64% currently, I don't believe the transfer is an exact representation of actual expenditures for these funds. I and my staff will be working with the Auditor/Controller to clarify the transfer and ensure that both the designated purpose and the reality on the ground are met in the expenditure of these funds.

Any specific question regarding management of accounts, transfers, or disbursement should be directed to the Auditor and CAO.



County of Del Norte
Veterans Services Office
810 "H" Street
Crescent City, California 95531

Phone
(707) 464-2154

April 14, 2022

Measure R Oversight Committee

Re: FY 21/22 Measure R Report from the Veterans Services Officer (VSO)

Dear Measure R Oversight Committee:

In order to meet the needs of local veterans in our community, California established a legal mandate to provide veteran services in every county within the state. These offices are accredited with the California Department of Veterans Affairs and serve to advocate for veterans' services and work with them to access benefits. These benefits help enrich the lives of the veterans while increasing the overall economic welfare of the community.

In order to provide creditable services to our veterans, the office must outwardly show a welcoming environment coupled with professional services. The Veterans Memorial Building has unlimited potential when it comes to veterans services, which includes the Veterans Services Office, veterans organizations, and community events. The Veterans Services Office has maintained its "Fireside Room" immediately adjacent to the offices. This room has been used to host veteran's organization committee meetings, as a waiting room, a classroom, and a place to get shelter from the rain. The room itself is an amalgamation of donated furniture, books, and appliances. Its current appearance doesn't project the "we honor our veterans" mentality we hold sacred. In order to mitigate this shortfall, the Veterans Services Office has requested \$6,500.00 of Measure R funds. These funds would be used to acquire furniture to replace the existing accommodations which will project pride in our veterans and their families.

The office's Measure R funds were approved by the BOS on 12 April 2022 but have not been allocated by the date this memorandum was written. Once received and approved, the Department will be able to immediately make its capital improvement purchases to exhaust the entire \$6,500.00. Veterans Services may be considered vital services since it is a mandatory program within California and its mission is also vital to the community and its veteran population. This would make this request an allowable expense under Measure R.

The Veterans Services Office is mostly funded by the county's General Fund with a portion of total funding coming from state Subvention funds. The office expects to spend \$167,000 to operate, of that amount, ~\$27,000 comes from Subvention which makes the county General Fund the primary funder of the office. This funding request will not supplant or displace any other funding source; all existing funds have been budgeted to maintain its essential services and operational expenses.

Aaron D. Goodwin
Aaron D. Goodwin
Veteran Services Officer



DEL NORTE DISTRICT ATTORNEY'S OFFICE

450 H Street #171
Crescent City, CA 95531
PHONE (707) 464-7210 FAX (707) 465-6609

Katherine N. Micks
District Attorney

April 22, 2022

Measure R Oversight Committee

Re: FY 21/22 Measure R Report from the District Attorney's Office

Dear Measure R Oversight Committee:

The District Attorney's office is budgeted to receive \$20,200 in Measure R funding in fiscal year 21/22 which makes up 3% of the salary for the two District Attorney Investigator positions. Del Norte County DA Investigators have some of the lowest pay in the State of California. Measure R has allowed this office to make up some of that pay disparity. The DA Investigators provide a vital local service in that they are responsible for conducting and assisting in most major felony investigations and are essential to public safety.

No other funding has been supplanted by these funds, as the Investigators would not have received the additional 3% raise without the Measure R funding. If any further information is necessary, please do not hesitate to let me know.

Sincerely,

Katherine Micks
District Attorney



COUNTY OF DEL NORTE
COMMUNITY DEVELOPMENT DEPARTMENT
981 H STREET, SUITE 110
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FAX – (707) 465-0340

Planning (707) 464-7254	Engineering & Surveying (707) 464-7229	Roads (707) 464-7238	Building Inspection (707) 464-7253	Environmental Health (707) 465-0426	Code Enforcement (707) 464-7254
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April 12, 2022

Re: FY 21/22 Measure R Report from the Community Development Department – Code Enforcement and Planning Divisions

Dear Measure R Oversight Committee:

Thank you for the opportunity to provide an update of the use of Measure R Funds within the Community Development Department. Measure R Funds have been allocated to the creation of a second position in the Code Enforcement Division for a Code Enforcement Officer and a second position in the Planning Division for a Planner.

For those who may not be entirely familiar with the Community Development Department, our mission is to serve the people of Del Norte County by providing a customer-focused process for the orderly development of real property, balanced with resource stewardship under the general policy direction of the Board of Supervisors and to develop and maintain standards that protect the health and safety of the public. Below is an explanation for each position as to how the funds are being spent relative to the intended use to provide vital local services.

Code Enforcement Division

For FY 21/22, the Code Enforcement Division was allocated \$76,500 of which \$5,000 was allocated to professional services and \$71,500 allocated to salaries and benefits for the second Code Enforcement Officer position. The second Code Enforcement was hired on December 24, 2021. As of April 9, 2022, the Division has received \$22,866 in Measure R Funds which was used entirely for salary and benefits related to this new position since the date of hire. This is the first time in the history of the Code Enforcement Division that the County has had two positions dedicated to enforcing local codes. No other funding source previously existed for the second position. The Code Enforcement Division is entirely funded by the General Fund. On occasion, the Division has received grants from CalRecycle for debris removal but they included no administrative funds; all of the grant funds went to the cost of removing the debris (i.e. labor, equipment, tipping fees, pumping fees, rental of debris bins from Recology etc.). Measure R funds in no way have supplanted funds that were previously available and used for this position. All funds went to providing vital services which are summarized below.

The Division averages around 385 new complaints/cases a year. Depending on the nature and complexity of the cases, one Code Enforcement Officer can satisfactorily handle 150 new cases per year. Those 385 new complaints per year consist of several thousand code violations stemming from health and safety violations, nuisance code violations, illegal cannabis cultivation, grading violations,

building code violations, zoning code violations, etc. Complaint intakes continue to rise due to an increase in illegal dumping Countywide and the reasonable expectation of business owners and homeowners to work and live in a clean and safe environment.

The second Code Enforcement Officer position allows for more nuisance cases to be taken farther, enforcement-wise, which results in more cases being closed with full compliance and more of the cost of doing business being recovered. Experience has shown that with one code enforcement position, code enforcement spends more time “putting out fires” vs conducting formal enforcement to achieve compliance and cost recovery. In the four months since the hire of the second code enforcement officer, the Division has already made significant advances in addressing prolonged cases and taking a more proactive response for new cases received. Benefits to the community include slow but steady improvements to our neighborhoods and commercial areas from concerted efforts to enforce the abatement of blight.

Planning Division

For FY 21/22 the Planning Division was allocated \$77,000 of which the entire amount is allocated to the salary and benefits for the second Planner position. The second Planner position was hired on September 23, 2021. As of April 9, 2022, the Division has received \$38,491 in Measure R Funds which was entirely used for salaries and benefits related to this new position since the date of hire. The Planning Division is funded through revenues received from permit applications, administrative funds from occasional grants, a short-term dedicated allocation of \$15,000 per year through FY 23/24 from Federal Title III funds and the General Fund. The Division has predominantly been funded by the General Fund with other revenue sources being of varying lesser amounts. The addition of the Measure R funds to the Division has not resulted in the supplanting of any other potential revenue source with the Measure R funds. The Division has and will continue to seek outside funding to reduce the burden on the General Fund and the need for Measure R Funds. To date, all funds have been dedicated to providing vital services to the community that are described below.

As background, the Planning Division has been short-staffed since 2010 when the Division was reduced to one Planner position with assistance from the Deputy Director of Building and Planning. In 2015, the Deputy of Building and Planning position was reclassified to the Assistant Community Development Director position and similar assistance was provided until 2018 when the position was vacated. This position has not been refilled resulting in the Department having only one planner until September 2022 when the second Planner position was added using Measure R funds.

With one Planner position, the workload was prioritized to address current planning which is the day-to-day request for information and the processing of development applications such as subdivisions, boundary adjustments, rezones and use permit. Without these activities occurring in a timely manner, it can have an immediate impact on the ability of the public to buy, sell, and improve property if they are waiting for permits or information related to their development plans. By the spring of 2021, it was apparent that the Division was unable to keep up on current planning work due to the increase in inquiries regarding development in Del Norte County and the increasing complexity of responding to inquiries due to environmental constraints and navigating state and federal regulations.

Additionally, the Division is responsible for long range planning including the monitoring the County’s General Plan, Local Coastal Program, and zoning regulations as well as other duties such as

being staff for the Natural Resources Goal Committee, performing a lead role in the County's Emergency Operation Center as the staff for the Planning and Intelligence Section, overseeing permitting and inspections for all local mining operations, and providing oversight of the County's Floodplain program. Many of these responsibilities indirectly benefit the health, safety and welfare of the community by taking important operational roles in helping the County during natural disasters and other local emergencies and protecting people and property from the harms of flooding and wildfires. Participation in the Natural Resources Goal Committee helps support the Board of Supervisors legislative platform relative to resource management and its impacts on the local economy. Likewise the Division's role in oversight of the mining programs promotes the interest of the County to have local sources of valuable aggregate needed for maintenance of our roads and construction of new development. Collectively, the position's duties provide vital local services.

Since the hire of the second Planner position, the Division is more responsive in all aspects of current planning functions. With the exception of participation in the Emergency Operations Center, the second planner has been exposed to all of the aforementioned responsibilities. Benefits from having the second Planner include reasonable timeframes for the reviewing and processing of development applications, shorter periods to receive responses for requests for information, positioning to take advantage of grant opportunities to help improve the County, and maintaining local control over the permitting process.

In conclusion, the Community Development Department is very thankful for the dedication of Measure R funds to provide vital local services. If you require clarification regarding any information contained in this report or would like supplemental information, please let me know.

Regards,

Heidi Kunstal
Community Development Director

cc: Del Norte County Board of Supervisors
Neal Lopez, County Administrative Officer



County of Del Norte
County Administrative Office
981 "H" Street, Ste. 210
Crescent City, California 95531

Phone
(707) 464-7214

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March 10, 2022

Measure R Oversight Committee

Re: FY 21/22 Measure R Report from the Office of Emergency Services Department (OES)

Dear Measure R Oversight Committee:

Over the past decade, California has experienced more frequent and severe natural disasters and emergencies. Unfortunately, Del Norte County has not been immune to this trend. Add a worldwide pandemic to this and the need for additional emergency preparedness and response, as provided by the County's Office of Emergency Services (OES), has never been more important. Recognizing the need to protect life and property of this community and that the demands of this department far exceed the capabilities of one position, the Board of Supervisors has committed a portion of the Measure R tax revenue (\$76,500 in FY 21/22) to creating and funding a new position (OES Coordinator) to assist the OES Manager in meeting the need for emergency preparedness, response and recovery in our community.

Under the ballot measure, Measure R supports vital local services including "*...preparing for and responding to natural disasters and health emergencies...*", thus services provided by the OES are allowable uses of Measure R funds. The addition of one position brings the OES Department to two full time operational positions. Due to budget constraints the County has never been able to fund more than one operational position in the OES Department until the passage of Measure R. As of the preparation of this report, both OES positions are now filled and the capacity to provide OES related services and complete OES related tasks is higher than ever before.

Lastly, as the OES Coordinator classification is a brand new position to the County, no other funding sources have been supplanted or replaced by this use of Measure R funds. We trust this information is sufficient for the Committee, however should any additional information be necessary please do not hesitate to let this department know.

Regards,

Neal Lopez
County Administrative Officer/Director of Emergency Services

Measure R Oversight Committee

Re: FY 21/22 Measure R Report from the Department of Agriculture

Dear Measure R Oversight Committee

Calls for service to our animal services division have increased significantly in recent years. For many years Del Norte has been the only County in California to rely on the Agricultural Commissioner to provide direct supervision of animal services. It is important to have somebody in this position who has the experience, training and physical capabilities of an ACO (Animal Control Officer) to supervise and support animal services staff. The Board of Supervisors has approved an Animal Services Supervisor position similar to those utilized by the few remaining Counties where the Department of Agriculture oversees animal services. This new position will significantly increase the department's ability to respond to difficult calls for service and our capability to take enforcement actions to protect public safety. In FY 22-23 this will represent an investment of \$78,804.55.

The addition of this position brings the Animal Services division to three trained ACO positions, two at the officer level and one supervisor. As of the writing of this letter we have promoted our existing officer to supervisor, have a start date of May 13th for our newly hired ACO and have opened a recruitment to fill our other ACO position. Measure R funds have also been used to increase the compensation of our animal control officer positions. This has had a clear impact on the quantity and quality of applicants in our animal control officer recruitments. We anticipate this will also help with retention; a constant issue for animal services agencies.

These funds have also been used to start much needed work on our departmental infrastructure. We have received new garage doors for all the bays of our main garage building. This building holds all of our vehicles that are designated for emergency response. Difficulty opening these old manual doors represented a health and safety issue for staff and at times left us unable to use key vehicles.

Animal Services Supervisor is a new position for the County, no other funding sources have been supplanted or replaced by this use of Measure R funds. Please contact me if I can provide any additional information or clarifications.

Justin Riggs
Agricultural Commissioner