

HCAOG

## HUMBOLDT COUNTY ASSOCIATION OF GOVERNMENTS

Members: County of Humboldt • Cities of Arcata, Blue Lake, Eureka, Ferndale, Fortuna, Rio Dell, Trinidad

June 24, 2009

Ms. Kay Backer  
Humboldt Economic & Land Plan  
PO Box 168  
Eureka, CA 95502

Dear Ms. Backer:

The Association's staff is in receipt of your request to view public records, per your letter dated June 15, 2009. In response to your request, we have located the pertinent documents currently in existence. Your specific inquiries and our responses are as follows:

**Item 1:**

As it relates to the draft Humboldt County Regional housing Needs Allocation Proposed Multiple Methodology Scenarios (the "RHNA Plan"), any listing of public comments solicited for, or utilized in, the preparation of the three methodologies.

**Response:**

The methodologies were discussion tools. A listing of public comments solicited for, or utilized in, the preparation of the three methodologies does not exist.

**Item 2:**

The date on which the "Revised RHNA Methodology Displayed Multiple Scenarios" was placed on HCAOG's website.

**Response:**

This request is not for an identifiable public record and therefore there is no document to inspect.

**Item 3:**

Any documentation that would assist the public to compare and contrast the allocation methodologies previously displayed on the website [as submitted to HCAOG by the City of Arcata] from the "Revised RHNA Methodologies Displayed".

**Response:**

The submittal from the City of Arcata was in table format and was not accompanied by discussion of the field entries. The requested documentation does not exist.

**Item 4:**

With regards to the RHNA Plan, any relevant information (e.g. data, underlying assumptions) and an explanation of how the [HCAOG member entity] survey data was incorporated in the methodologies. Please accept this communication to be a qualified written request for such data in accordance with Government Code § 65584.04(c).

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**Response:**

An explanation for how the survey was incorporated is a request for information, not a document, and therefore no document exists for viewing. The survey responses are available if requested. HCAOG member entity responses to initial information request (June 2008) and subsequent survey instrument (January 2009) are available for viewing.

**Item 5:**

HCAOG's financial statements for the Fiscal years 2007 and 2008, or, if no formal financial statements were produced, the general ledger or chart of accounts showing the income and expenditure information for the same period.

**Response:**

The financial statement for the fiscal year commencing July 1, 2007 and concluding June 30, 2008 is available for viewing at the Association's office any time after July 6, 2009. The financial statement for the fiscal year commencing July 1, 2008 and concluding June 30, 2009 does not exist until such time that the auditor completes his work.

**Item 6:**

All claims, including any claims presented but subsequently denied, for reimbursement for travel and other business expenses incurred personally by Executive Director Spencer Clifton.

**Response:**

Requested documents for the last 12 months are available to view at the Association's office any time after July 6, 2009. If you wish to inspect the time period previous to the last 12 months, please let us know.

**Item 7:**

HCAOG's employee expense reimbursement policies and procedures.

**Response:**

Policies and Procedures regarding reimbursements are those utilized by the County of Humboldt and are available for inspection at the Association's office any time after July 6, 2009.

**Item 8:**

Statements for Credit or Charge cards for accounts maintained for the benefit of HCAOG used by any employee or board member for the years 2007, 2008 and 2009.

**Response:**

All statements are available for viewing at the Association's office any time after July 6, 2009. The material that has been redacted pertains to credit card account numbers and other confidential information.

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**Item 9:**  
Executive Director Spencer Clifton's appointment calendar for the years 2007, 2008 and 2009.

**Response:**  
The agency does not retain previous year appointment calendars in the ordinary course of business. This year's calendar for the Executive Director is available for viewing at the Association's office any time after July 6, 2009. The material that has been redacted pertains to appointments and activities of other HCAOG staff members.

**Item 10:**  
Spencer Clifton's contract and salary schedule detailing the amount of a) compensation b) benefits c) paid time off, vacation, sick leave, etc.

**Response:**  
A written employee contract does not exist. However, the amount of compensation, benefits, paid time off, vacation, sick leave, etc., is calculated pursuant to Humboldt County's Compensation Plans for Management and Confidential Employees and for Elected and Appointed County Officials, Adopted Resolution No. 08-39. The document is available for viewing at the Association's office any time after July 6, 2009.

**Item 11:**  
The dates on which Executive Director Spencer Clifton received his last two previous performance evaluations.

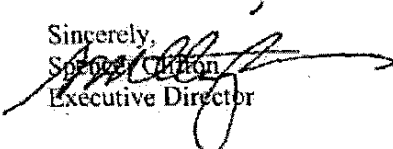
**Response:**  
This request is not for an identifiable public record but rather is for information. Per the Public Records Act there is no identifiable record for you to review.

**Item 12:**  
HCAOG's human resources policies and procedures and employee handbook, including, but not limited to, any policy discouraging or prohibiting employees from arriving at work while under the influence of alcohol or drugs.

**Response:**  
HCAOG utilizes the County of Humboldt's personnel policies and procedures. There is no employee handbook in existence for the agency.

The documents identified as being available for review, specific to the items listed above can be viewed at the Association's office any time after July 6, 2009. It would be helpful and extremely appreciated if an advance phone call could be made to assure that we would be in the office at the intended time to view said documents.

Do not hesitate to contact our office at (707) 444-8208 if we can be of any further assistance, or answer questions, which may arise.

Sincerely,  
  
Spencer Clifton  
Executive Director