



CAMBRIA COMMUNITY SERVICES DISTRICT

I, Donn Howell, Chairman of the Cambria Community Services District Policy Committee, hereby call a Special Meeting of the Policy Committee pursuant to California Government Code Section 54956. The Special Meeting will be held: **Wednesday, October 9, 2019, 2:00 PM, 1000 Main Street Cambria, CA 93428**. The purpose of the Special Meeting is to discuss or transact the following business:

AGENDA

SPECIAL MEETING OF THE CAMBRIA COMMUNITY SERVICES DISTRICT POLICY COMMITTEE

**Wednesday, October 9, 2019, 2:00 PM
1000 Main Street Cambria, CA 93428**

Copies of the staff reports or other documentation relating to each item of business referred to on the agenda are on file in the Office of the Committee Chairperson, available for public inspection during District business hours. The agenda and agenda packets are also available on the CCSD website at www.cambriacsd.org. The District Office hours are Monday - Thursday, and every other Friday from 9:00 a.m. through 4:00 p.m. Please call 805-927-6223 if you need any assistance. If requested, the agenda and supporting documents shall be made available in alternative formats to persons with a disability. The Committee Chairperson will answer any questions regarding the agenda.

1. OPENING

- A. CALL TO ORDER**
- B. ESTABLISH A QUORUM**
- C. CHAIRMAN'S REPORT**

2. PUBLIC COMMENT

3. CONSENT AGENDA

- A.** Consideration to Approve the August 1, 2019 Special Meeting Minutes and August 29, 2019 Regular Meeting Minutes

4. REGULAR BUSINESS

- A.** Discussion Regarding Ad Hoc Committee Recommendations for CSDA Sample Policy Handbook Sections 1030 Code of Ethics, 1035 Conflict of Interest and 1040 Correspondence to the Board
- B.** Discussion and Appointment of Committee Secretary

- C. Discussion of Chairman's Draft Report of What the Policy Committee Has Been Working on & Future Work Plan and Consideration to Allow Chairman to Forward Report & Future Work Plan to the Board of Directors for Consideration.
- D. Discussion and Consideration to Form Subcommittees' to Address:
 - A. Policies and Procedures Regarding Homelessness in Cambria
 - B. Use of Electronic Devices at Board Meetings
 - C. Disaster Preparedness
 - D. Veterans' Hall Fees

5. FUTURE AGENDA ITEMS

6. ADJOURN

POLICY STANDING COMMITTEE, CCSD
MINUTES OF MEETING 2 PM, AUGUST 1, 2019
CAMBRIA VETS HALL, CAMBRIA

PRESENT: all committee members: Ted Key, John Rohrbaugh, John Nixon, Mike Lyons, Vice Chair Gordon Heinrichs, Chair Amanda Rice

MEMBERS OF THE PUBLIC: John Weigold, Gen. Mgr. CCSD

Chair Rice called the meeting to order at 2: 02 pm

C. **Chairman's Report:** no report by Chair Rice, but the Chair approved the request that all members receive copies of the new bylaws approved by the CCSD during their meeting of July 18

C.1 **Public Comment:** none heard

2. A. **Consent agenda:** Motion by John Nixon, 2nd by Ted Key: unanimous approval of the minutes of 2 previous meetings: June 12 special meeting and June 27 Regular meeting.

3. **Regular business:**

Discussion of "Form" and "Content" as it applies to all standing committees. The Policy Committee approved the process governing the flow of new policies. Any new policy developed by any standing committee would first go to the CCSD board of directors for approval. Then, if necessary, any newly approved policy would be routed through the Policy Committee to be sure it conforms with the structure and numbering system used by the California Special Districts Association handbook. The District Clerk should have the responsibility of keeping the future CCSD Board Policy Handbook up-to-date. Motion by John Nixon, Ted Key 2nd, unanimous.

The ad hoc committee presented a small binder demonstrating the types of questions and problems encountered in their examination of CCSD policies in relation to those found in the CSDA handbook. Of the six examples, the Committee voted to forward the first 3 examples to the CCSD board of directors to ask for their comment:

CSDA Policy 1000: Adoption/Amendment of Policies

CSDA Policy 1005: Association Memberships

CSDA Policy 1010: Basis of Authority

The Policy Committee decided to delay discussion of the remaining examples until a future meeting. Motion by Amanda Rice, John Nixon 2nd. Vote 4 in favor, 1 opposed

Meeting adjourned 3:35 pm. Motion by Mike Lyons, Ted Key 2nd, unanimous

POLICY COMMITTEE MEETING SIGN-IN SHEET

Meeting Date: August 1, 2019

Name	Name
Monique Madrid	
MIKE LYONS	
TED KEY	
Gordon Herwick	
John Weigold	
JOHN ROHRBAUGH	
John Nixon	
Amanda Rice	

CAMBRIA COMMUNITY SERVICES DISTRICT
POLICY COMMITTEE SPECIAL MEETING MINUTES
Thursday, August 29, 2019 3:00 PM

A. CALL TO ORDER

Chairman Howell called the meeting to order at 2:07 p.m.

B. ESTABLISH QUORUM

A quorum was established.

Committee Members present:

Chairman Howell, Vice Chair-Gordon Heinrichs, Ted Key, John

Rohrbaugh Absent: John Nixon

Vacant-1

Staff present: Monique Madrid, Administrative Department Manager

3. CHAIRMAN'S REPORT

Chairman Howell welcomed the community members, and the members of the public and thanked the members for their participation in the committee.

He also advised that he would rely on the Rosenberg Rules of Order to assist with maintaining structure and order at the committee meetings.

1. PUBLIC COMMENT

There was no public comment.

2. CONSENT AGENDA

A. Consideration to Approve May 30, 2019 Regular Meeting Minutes

No public comment

Title: Motion to adopt the minutes

Moved by: John Rohrbaugh

Seconded by: Ted Key

Ayes: Key, Heinrichs, Rohrbaugh

Absent: Nixon

Vacant: 1

Chairman Howell not voting

3. REGULAR BUSINESS

- A. Discussion Regarding Ad Hoc Committee Recommendations for CSDA**
Sample Policy Handbook Sections 1015: Overview of the District Clerk's Role,
1020: Board/Staff Communication and 1025: Claims Against the District

The Chairman introduced the item and turned the item over to sub-committee member Jack Rohrbaugh who presented the sub-committee's report.. See attachment A.

Public Comment:
 Leslie Richards
 Karen Dean
 Jim Bahringer

Title: Motion to accept the sub-committees recommendations regarding policies 1015, 1020 and 1025 Board for consideration.

Moved by: John Rohrbaugh

Seconded by: Ted Key

Friendly amendment: Gordon Heinrichs

Ayes: Key, Rohrbaugh, Heinrichs

Absent: Nixon

Vacant: 1

Chairman Howell not voting

B. Discussion and Appointment of Committee Secretary

Chairman Howell presented the item. He thanked the District Clerk for attending and taking minutes for the committee. He asked that this item come back for consideration in September when committee member Nixon would be back from vacation.

He asked the District Clerk if she would take the minutes at the next meeting until they could appoint a secretary. She agreed.

C. Discussion Regarding Future CSDA Policies for Review and Creating Subcommittees to Review the Policies

Chairman Howell introduced the item. He asked for volunteers to create a sub-committee to review the next set of policies. The next set will include 1030 Ethics, 1035 Conflict of Interest, and 1040 Correspondence to the Board. The committee members who volunteered to be on the sub-committee are:
 Ted Key, Jack Rohrbaugh, and Gordon Heinrichs.

Public Comment:
 Leslie Richards

3. ADJOURN
Chairman Howell adjourned the meeting at 3:45 p.m.

POLICY 1015 Overview of the District Clerk

Notes: As the Board of Directors has no established position of Secretary, the District Clerk performs many of the duties and responsibilities pursuant to this role. These are listed above as extracted from CSDA Policy 1015 and the CCSD position description for “Administrative Services Officer/District Clerk” (July 1, 2018).

Recommendations: The Committee recommends that the Board consider adopting Policy 1015 with any revisions that might be advised following review by the General Manager and District Clerk.

Policy 1015 Overview of the District Clerk’s Role

1015.1 Duties of the **District Clerk**

District Clerk shall have the following duties:

- a) Certify or attest to actions taken by the Board when required;
- b) Sign the minutes of the Board meeting following their approval;
- c) Sign the documents as directed by the Board;
- d) **Prepare or supervise the preparation and filing of a variety of legal notices and reports as required by law or as requested by the Board.** [Note. Extracted from the position description for “Administrative Services Officer/District Clerk” (July 1, 2018).]
- e) Perform any other duties assigned by the Board and the General Manager; and
- f) Perform any other duties required under law.

1015.2 Responsibilities of the **District Clerk**

The duties of the **District Clerk**, with assistance of the General Manager, are:

- a) Respond to routine correspondence;
- b) Prepare for Board meetings, including preparing the agenda with the advice of the General Manager and providing public notice of Board meetings in accordance with state law;
- c) Attend all Board meetings and ensure minutes of the Board of Directors meetings are recorded;
- d) Ensure accurate minutes of each Board meeting are prepared and maintained;
- e) Maintain Board records and other documents and reports as required by law;
- f) Disseminate correspondence to Board officers addressed to them; **and**
- g) **Prepare and present reports to the Board, including confidential and sensitive issues.** [Note. Extracted from the position description for “Administrative Services Officer/District Clerk” (July 1, 2018).]

POLICY 1020 Board/Staff Communication

Notes: CCSD Board Bylaw 7. only minimally covers the more detailed Policy 1020 in the CSDA manual.

Recommendations: The Committee recommends that the Board consider adopting CSDA Policy 1020. Policy 1020 amplifies, but in no way contradicts, CCSD Board Bylaw 7.

CSDA Policy 1020: Board/Staff Communication

Objectives: Effective governance of the District relies on the cooperative efforts of the agency's elected Board, who set policy and priorities, and the District's staff members, who analyze problems and issues, to make appropriate recommendations, and implement and administer Board policies. It is the responsibility of District staff to ensure Board members have access to information and to ensure such information is communicated completely and with candor to those making the request. However, Board members should avoid intrusion into those areas that are the responsibility of District staff. Individual Board members must avoid intervening in staff decision making, the development of staff recommendations, scheduling of work, and executing department priorities without the prior knowledge and approval of the General Manager and Board as a whole. This is necessary to protect District staff from undue influence and pressure from individual Board members and to allow staff to execute priorities given by management and the Board without fear of reprisal.

Role of the Board: As the legislative body for the agency, the Board is responsible for approving the District's budget, setting policy goals and objectives and adopting strategic plans. The primary functions of the District staff members are to execute Board policy and other Board actions and to keep the Board well informed. Individual members of the Board should not make attempts to pressure or influence staff decisions, recommendations, workloads, schedules, and department priorities, without the prior knowledge and approval of the Board as a whole. If a Board member wishes to influence the actions, decisions, recommendations, workloads, work schedule, and priorities of staff, that member must prevail upon the Board to do so as a matter of Board policy. Board members also have a responsibility of information flow. It is critical that they make extensive use of staff and agency reports and Board meeting minutes. Board members should come to meetings prepared; having read the agenda packet materials and supporting documents, as well as any additional information or memoranda provided on agency projects or evolving issues. Additional information may be requested from staff, if necessary. Individual Board members, as well as the Board as a whole, are permitted complete freedom of access to any information requested of staff and shall receive the full cooperation and candor of staff in being provided with any requested information. The General Manager or Legal Counsel will pass critical information to all Board members. There are limited restrictions when information cannot be provided. Draft documents (e.g. staff reports in progress, etc.) are under review and not available for release until complete and after review by District staff. In addition, there are legal restrictions on the agency's ability to release certain personnel information even to members of the Board. Any concerns Board members may have regarding the release of information or the refusal of staff to release information, should be discussed with Legal Counsel for clarification.

Policies: There shall be mutual respect from both staff and Board members of their respective roles and responsibilities at all times. There is a need for access to staff by Directors and at the same time, unlimited access could result in work priority conflicts for staff.

Purpose: The purpose of the policies listed below is to facilitate Board/staff communications consistent with these principles.

1020.1 All requests for information or questions by the Board to staff outside of a Board or Committee meeting, shall be directed to the General Manager, Legal Counsel, or the Clerk of the Board as appropriate and shall include the desired time and date for receiving the information. Staff will confirm the date they can provide the information. So that all Board members are equally informed, all written informational material requested by any Director shall be submitted by staff to all Board members with the notation indicating which Board member requested the information. If a Board member requests

information from any other member of the staff, staff may either direct the matter to the General Manager or may ask the Board member to contact the General Manager directly.

1020.2 Individual Directors cannot directly assign work to staff members. Board initiated projects will follow organizational channels, through the General Manager, unless there is an emergency. As no formal procedure will answer all cases, the following should be considered as a guide and used with restraint and judgment:

- a) Directors should clear all short-term requests of Staff with the General Manager prior to contacting individual members of the staff and, in most cases, the General Manager should direct and handle the request for the Director.
- b) For long-term, involved studies or where the matter includes confidential material, the General Manager should be contacted and the subject matter discussed with the full Board at a Board meeting prior to staff working on the assignments.
- c) In the event that staff is a participant or representative of a Committee or Work Group of the Board, the Board may contact the staff member directly to request or provide information or confer regarding matters of the Committee or Work Group.

1020.3 At Board meetings and other public meetings, respectful communication is expected. Staff is encouraged to give their professional recommendations, and the Board should recognize that staff may make recommendations that could be viewed as unpopular with the public and with individual Board members. Board members may request clarification and ask questions of staff at public meetings, and Directors are encouraged to participate in healthy discussions amongst each other regarding items under discussion on the Agenda. However, Directors should refrain from debate with staff at Board meetings about staff recommendations or other items being discussed. Staff must recognize that the Board, as the decision maker, is free to reject or modify a staff recommendation and that the Board's wishes will be implemented by staff even if it was contrary to a staff recommendation.

1020.4 Directors shall not attempt to coerce or influence staff, included in the making of recommendations, the awarding of contracts, the selection of consultants, the processing of any projects or applications, or the granting of permits. Directors shall not attempt to change or interfere with the operating policies and practices of any district department through interaction with staff. Individual Directors may discuss these items with the General Manager to get clarification or raise concerns.

1020.5 Board members should not make public comments critical of the performance of a District staff member. Any concerns by a Director over the behavior or work of a district employee during a Board meeting should be directed to the General Manager privately to ensure the concern is resolved. All complaints about employees from Directors should be submitted privately to the General Manager or, if a complaint concerns the General Manager, to Legal Counsel.

1020.6 Staff will respect the right of Directors to refuse to provide information or answers to staff and recognize that Directors may be bound by other rules of law or procedure that do not permit the Director to speak about the subject matter presented. If a Director violates any of the policies regarding communications as stated in this policy, any member of staff has the right to request that the Director speak directly with the General Manager about the subject matter presented without any fear of reprisal.

CCSD Board Bylaw 7: Director Guidelines

7.1 Board Members, by making a request of the General Manager, shall have access to information relative to the operation of the CCSD. If the General Manager cannot provide the requested information in a timely manner the General Manager shall inform the individual Board Member why the information is not or cannot be made available.

72. Individual Board Members should not involve themselves in the day-to-day operations of the District. Their principle role is to participate in the process of establishing the District's policies and goals. Individual Board Members should also not involve themselves or interfere in personnel matters. This is especially true if there is any potential that a personnel matter could subsequently be heard by the Board as an appeal of discipline. Therefore, personnel matters and other operational issues that may be of concern to individual Board Members should be addressed through the General Manager. Individual Board Members should also refrain from giving orders or instructions to the General Manager or any subordinates of the General Manager. The General Manager shall take directions and instructions from the Board of Directors, as a body, when it is sitting in a duly convened meeting. When presented with questions of complaints from citizens or staff related to operational

or personnel matters, Board Members should listen to the concerns expressed and either: (1) confer with the General Manager or District Counsel, as appropriate; or (2) refer the individual to the General Manager for resolution of their concerns.

POLICY 1025 Claims Against the District

Notes: CCSD does not have a policy regarding claims against the District, but staff members follow state statutes with regard to the review and response to claims.

Recommendations: The Committee recommends that the Board consider adopting CSDA Policy 1025 with any revisions that might be advised following review by legal counsel. We suggest that having a clearly stated set of procedures for the review and response to claims would be a useful policy to include in the Director Handbook, even if these strictly parallel existing state statutes.

CSDA Policy 1025: Claims against the District

Purpose: The purpose of this policy is to provide direction to District staff for processing and resolving (if possible) account adjustment requests and property damage claims against the District. Inherent in this policy is the recognition that every adjustment request or claim will be unique, and that guidelines cannot be written to accommodate every case. Therefore, staff must use discretion and good sense in handling each claim.

1025.1 Property (Land and Improvements) Damage Claims

In the course of the District's operations – [list several examples of routine district operations or services] – damage to land and improvements thereon occasionally occurs due to the proximity of the District's facilities to private property. When District employees are aware that property has been damaged in the course of their work, restorative measures are to be taken to return the property as close to its original condition as possible.

When a property owner informs a District employee of damage to their property (by telephone or in person), the employee receiving the claim will document in writing the time and date and a description of the stated circumstances and allegations. Employees should respond to questions, be cordial and respectful, but refrain from commenting on liability questions.

As soon as possible after information about the damage has been received, it shall be given to the appropriate division manager [replace position title with appropriate position title for your district]. The division manager, or his/her designee, shall investigate the property owner's allegations.

If the owner of damaged property informs a member of the Board, the information will be given to the General Manager. Directors should not independently investigate claims or make any representations to the property owner, but may go with staff to observe.

Investigations shall be done in a timely fashion and documented with a written report, including photographs and/or interviews, when appropriate. A copy of the report shall be submitted to the General Manager.

If the investigating staff person is convinced that the damage was caused by District personnel, equipment, or infrastructure, he/she shall prepare a work order to have the damage repaired, subject to the following conditions:

- a) General Manager approves the work order;
- b) Property owner agrees that the proposed repairs are appropriate and adequate;
- c) Property owner agrees to allow District personnel access to their property to perform the repair work;
- d) District personnel have the necessary tools, equipment, and expertise to perform the necessary work;

e) Repair work can be accomplished within a reasonable amount of time; and
Cost of material for the repairs will not exceed five hundred dollars (\$500).

If the cost of material for repairs is stated by claimant or estimated by staff to exceed five hundred dollars (\$500), the owner will be asked to submit their claim in writing on a District claim form.

The General Manager shall review the damage claim and the proposed repair work within a reasonable amount of time. If he/she determines that the damage is the District's responsibility and that the proposed repair work is appropriate, he/she may authorize the work if the cost of material for the repairs will not exceed one thousand five hundred dollars (\$1,500). A report shall be submitted to the Claims Committee [standing board committee assigned to review claims of this nature] describing the damage claim, including a description of the manner in which it was resolved. The claimant shall be notified of any action by the Committee regarding their claim.

If the cost of material for repairs is stated by claimant or estimated to exceed one thousand five hundred dollars (\$1,500), the claim will be submitted to the Claims Committee. The Claims Committee shall review the claim and receive input from staff in closed session [qualifies as "anticipated litigation" under the Brown Act]. After reviewing the damage claim, the Committee may authorize the work if the cost of material for the repairs will not exceed three thousand dollars (\$3,000) or may make a recommendation to the Board of Directors. A report shall be submitted to the Board describing the damage claim, including a description of the manner in which it was resolved, or a recommendation for Board action. The claimant shall be notified of any action by the Committee regarding their claim.

If the cost of material for repairs is stated by claimant or estimated to exceed three thousand dollars (\$3,000), the claim will be submitted to the Board of Directors for its consideration. The Board will consider the claim during a closed session ["anticipated litigation"] of a regular or special meeting. Action to accept or reject the claim may be taken in open or closed session. The claimant shall be notified of the Board's action regarding their claim. Notification that a claim has been rejected shall be accompanied by proof of service.

The Board will not consider a claim of an amount in excess of the [insurance deductible] 00), including the cost of investigation, without prior written approval of the District's insurance company.

Claims in excess of the District's insurance deductible shall be forwarded to the insurance company, and the claimant shall be advised of this action.

Claims for personal injury/wrongful death shall not be investigated by District staff or directors but shall be immediately forwarded to the District's insurance company.

1025.2 Property (Vehicles and Unsecured Property) Damage Claims

All claims of damage to vehicles, or other unsecured property, shall be submitted to the General Manager. He/she shall review the damage claim and the requested restitution. If he/she determines that the damage is the District's responsibility, he/she may authorize repairs or reimbursement of expenses to an amount not to exceed one thousand five hundred dollars (\$1,500). A report shall be submitted to the Claims Committee describing the damage claim, including a description of the manner in which it was resolved.

The claim will be processed as described above if the cost of material for repairs is estimated to exceed the applicable thresholds.

1025.3 Property Damage Claims on District Form

Except for damage to land and improvements estimated to cost less than five hundred dollars (\$500), all damage claims must be submitted in writing on a District claim form. This will ensure that a claim is valid and protect important rights of the District.

If an individual does not wish to file a claim on the District form, he/she may present the claim by letter if it conforms to Section 910 and Section 910.2, of the California Government Code. Section 910 specifies that a claim needs to show all of the following:

- a) The name and post office address of the claimant;
- b) The post office address to which the person presenting the claim desires notices to be sent;
- c) The date, place, and other circumstances of the occurrence or transaction which gave rise to the claim asserted;
- d) A general description of the indebtedness, obligation, injury, damage or loss incurred so far as it may be known as the time of presentation of the claim;
- e) The name or names of the public employee or employees causing the injury, damage, or loss, if known; and
- f) The amount claimed if it totals less than ten thousand dollars (\$10,000) as of the date of presentation of the claim, including the estimated amount of any prospective injury, damage, or loss, insofar as it may be known at the time of the presentation of the claim, together with the basis of computation of the amount claimed. If the amount claimed exceeds ten thousand dollars (\$10,000), no dollar amount shall be included in the claim. However, it shall indicate whether the claim would be a limited civil case.

Section 910.2 of the California Government Code specifies the following:

The claim shall be signed by the claimant or by some person on his behalf. Claims against local public entities for supplies, materials, equipment or services need not be signed by the claimant or on his behalf if presented on a billhead or invoice regularly used in the conduct of the business of the claimant.

If the filed letter/claim does not meet the requirements of the California Government Code Section 910 and Section 910.2, then a letter shall be sent to the claimant informing them of this fact.

District staff shall provide no assistance to the claimant in filling out the claim form. Claimant must fill out the claim form in its entirety and submit it via mail, fax or personal delivery to the District office. Upon receipt, office staff shall date-stamp the document.

1025.4 Account Adjustment Requests (Appropriate for Utility-Type Districts).

The General Manager or the Finance Division Manager [Business Manager, Chief Financial Officer, Treasurer or other appropriate position title], in his/her absence, is authorized to adjust a customer's water service [sewer, garbage, electricity, etc.] account when their bill reflects usage that is significantly greater than normal, due to accidental loss of water through broken pipes or when faucets are turned on in the owner's absence, etc. [or other type of abnormal account cost], subject to the following conditions:

- a) The customer requests the account adjustment in writing;
- b) A similar request has not been made within the past 12 months; and
- c) The account shows no record of being delinquent for more than 60 days during the past 24 months.

Regular Business Item 4.D.A. Attachment

DRAFT 9-17-19

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. .

FROM: John F Weigold, IV, General Manager
Tim Carmel, District Counsel

Meeting Date: , 2019 Subject: DISCUSSION AND CONSIDERATION OF
APPROVING THE OPERATIONAL
PROCEDURE FOR REMOVAL OF
HOMELESS ENCAMPMENTS ON CCSD
PROPERTY

RECOMMENDATIONS:

It is recommended that the Board of Directors discuss and consider approving the Operational Procedure for the Removal of Homeless Encampments on CCSD Property.

FISCAL IMPACT:

There will be significant costs incurred by District staff in implementing the Operational Procedure for the Removal of Homeless Encampments on CCSD Property

BACKGROUND:

This item is being presented to the Board of Directors to approve an Operational Procedure for the Removal of Homeless Encampments on CCSD Property. As has been discussed at recent Board meetings, the CCSD is experiencing a large number homeless encampments on the Fiscalini Ranch and other District property (also see June 25, 2019 article in the Cambrian entitled "There are 50 homeless campsites in Cambria, NCAC reveals during forum"). This Operational Procedure has been developed by staff and legal counsel to address legal issues, as discussed in this report, to assure that the rights of homeless persons as observed and the District is protected from potential liability.

The proposed Operational Procedure is modeled after protocols that have been developed by other agencies and provide required due process as well as fairness, notifying homeless persons that an encampment is not going to be allowed to stay in place so they can remove items, and includes a process to enable them to have access to their personal property. The CCSD Operational Procedure includes the following steps:

- documentation of the homeless encampment;
- preparation and posting of notices regarding removal of the encampment;
- outreach efforts with respect to homeless services, which includes coordination with the Sheriff's Department and related County and other agencies;
- clean-up and cataloging and storing property;

- procedures for notice and opportunities for homeless persons to recover their property; providing options for transportation to persons to recover their property; and
- appropriate follow-up.

The Fiscalini Ranch and many of the other District properties are dedicated to open space and subject to conservation easements. The Fiscalini Ranch also contains environmentally sensitive habitats. Illegal camping activities on the Ranch are prohibited under the East-West Ranch Public Access & Resource Management Plan, and could negatively impact environmentally sensitive areas. In addition to the issues related to open space, conservation easements and environmentally sensitive habitats, homeless encampments can pose significant hazards to public health and safety, criminal activity or nuisance conditions. Accordingly, they must be removed from Cambria Community Service District property when they are encountered.

Homelessness and removal of homeless encampments is a statewide, if not nationwide issue. There have been numerous lawsuits involving removal of homeless camps, many of which are still pending. There have been rulings as recently as April, 2019 in cases involving Santa Cruz, Oakland, Sonoma County and Berkeley involving closure of homeless encampments. The issues in these cases typically involve how the camps are removed and what happens to the possessions of the homeless individuals whose property is being seized by the public agency.

As also discussed in a previous staff report, in September, 2018 the 9th Circuit Court of Appeals decided the case *Martin v. City of Boise*, 902 F.3d 1031 (9th Cir. 2018). In *Martin*, the court ruled that the Cruel and Unusual Punishments Clause of the Eighth Amendment precluded the enforcement of a statute prohibiting sleeping outside against homeless individuals with no access to alternative shelter. In a case involving the City of Oakland related to that City's efforts to clear homeless encampments from its property, in November 2018 a Federal District Court denied a preliminary injunction and allowed the City to remove homeless camps. The Judge concluded that "Martin does not establish a constitutional right to occupy public property indefinitely at Plaintiffs' option." The Court in the Oakland case also cited to the procedures used by the City as far as removal, storage of property and providing services to the homeless.

The District has been and must continue to be mindful of the rights that homeless persons have to their personal property that is located at encampments. Clearing encampments involves removing and often seizing the few personal possessions that a homeless person has. In a Federal case involving the City of Los Angeles, it was held that "Because homeless persons' unabandoned possessions are 'property' within the meaning of the Fourteenth Amendment, the City must comport with the requirements of the Fourteenth Amendment's due process clause if it wishes to take and destroy them." *Lavan v. City of Los Angeles*, 693 F.3d 1022, 1032 (9th Cir. 2012). Therefore, before any such seizure, the government "must announce its intentions and give the property owner a chance to argue against the taking."

Based upon the foregoing, the attached Operational Procedure for the Removal of Homeless Encampments on CCSD Property had been developed. It will provide clear procedures to follow to abate homeless encampments on CCSD property, while at the same time being sensitive to the rights of homeless individuals and their property.

Attachments: Operational Procedure for the Removal of Homeless Encampments on CCSD Property



CAMBRIA COMMUNITY SERVICES DISTRICT

P.O. Box 65 • Cambria, CA 93428 • Telephone: (805) 927-6223 • Fax: (805) 927-5584

TO: Interested Parties

FROM: John F. Weigold, IV
General Manager

DATE: August , 2019

SUBJECT: **Operational Procedure for Removal of Homeless Encampments on CCSD Property**

PURPOSE

The Cambria Community Services District owns property, including the Fiscalini Ranch and parcels that have been accepted from the Land Conservancy of San Luis Obispo County. These properties are dedicated to open space and subject to conservation easements. The Fiscalini Ranch and many of these parcels also contain environmentally sensitive habitats, protected habitat of Cambria's Monterey Pine forest. Illegal camping activities on the Ranch and these parcels are prohibited under the East-West Ranch Public Access & Resource Management Plan and the conservation easements, and could negatively impact environmentally sensitive areas.

The District is a special district that provides limited, defined services to the Cambria community. It does not have broader police powers, such as a city or county, and therefore is not in the same position and lacks many of the resources that those types of local governmental agencies have when it comes to addressing the problems of homelessness

In an effort to protect public health and safety of the community at large, homeless encampments, which can pose significant hazards to public health and safety, criminal activity or nuisance conditions, must be removed from Cambria Community Service District property when they are encountered. At the same time, the District is mindful of the rights that homeless persons have to their personal property that is located at encampments.

Based on the foregoing, and recognizing the constitutional rights of persons in encampments whose personal property remains at these locations, the following

procedures must be followed when removing homeless encampments from CCSD property.

PROCEDURES

1. OBSERVATION AND IDENTIFICATION OF ENCAMPMENT:

- a) Facilities & Resources staff are informed of an encampment located on CCSD property
- b) Facilities & Resources staff conducts a preliminary site investigation of the reported encampment, which should include documentation through photography.
- c) Facilities & Resources staff shall record and document the following information;
 - i. Location of the encampment
 - ii. Date and time of the posting
 - iii. Staff involved in the posting
 - iv. Any contact with individuals
 - v. Photographs shall be taken of all posted notices.
- d) Facilities & Resources staff shall arrange with the San Luis Obispo County Sherriff's Department to coordinate the posting of a NOTICE TO VACATE ILLEGAL ENCAMPMENT (see Exhibit A) at the encampment site and on or near each tent or structure that is subject to removal. The Notice shall be posted no fewer than 72 hours before an encampment removal, and the removal date shall be no more than seven (7) days after the Notice posting date.

2. DETERMINATION OF SHELTER AVAILABILITY AND RELATED OUTREACH EFFORTS

- a) Prior to abatement actions, the District shall make a reasonable effort to determine the availability of temporary shelters spaces for indigent, homeless individuals by contacting appropriate agencies within San Luis Obispo County.
- b) Facilities & Resources staff will conduct outreach with individuals in the encampment to provide and distribute information about shelter resources, and other related services. Outreach efforts must be thoroughly documented and include offers to coordinate transportation to available temporary shelter locations and coordinate with appropriate agencies such as San Luis Obispo County Social Services Department, San Luis

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Obispo County Adult Mental Health Services Division CalWORKs Homeless Assistance Program, CAPSLO - Community Action Partnership of San Luis Obispo County Inc., and other service providers to ensure maximum participation in outreach efforts in all phases. Staff should also attempt to obtain the identity of all individuals located in the encampment.

c) The San Luis Obispo County Sheriff's Department should be contacted to determine whether the identified individuals are currently on court-supervised probation or parole, whether the individual has any outstanding warrants, and/or whether the individual is or has committed any criminal offenses.

d) The San Luis Obispo County Sheriff's Department will be requested to accompany CCSD staff during these efforts.

3. PROCEDURES AFTER POSTING

a) Individuals shall not be prevented from accessing the encampment to retrieve personal belongings before vacating the encampment site.

b) Facilities & Resources staff will conduct continuing outreach efforts, and document the same, during the pendency of the notice period.

c) Facilities & Resources staff will re-post the Notices to Vacate if they are removed, and thereafter photograph shall again the locations of the re-posted Notices to Vacate to confirm and memorialize their posting.

d) Facilities & Resources staff will endeavor to assist in the coordination of, and transportation of, individuals and personal belongings to available shelter locations and storage program sites, by contracting appropriate County and other agencies.

e) Resources for the transportation of individuals and their belongings may be provided for during the notice period, subject to the CCSD's limited resources for providing such assistance.

4. CLEAN-UP

a) At the conclusion of the notice period, Facilities & Resources staff will continue to conduct and document outreach efforts for all individuals remaining in the encampment.

b) At the conclusion of the notice period, Facilities & Resources staff shall visit the encampment and shall review, collect, and arrange for the storage of any items personal belongings left at the encampment site.

c) Facilities & Resources staff will collect, bag, and label personal belongings left at the site. A "Notice of Collected Property" (Exhibit C) will be posted where the original

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"Notice to Vacate" was previously posted and will contain the appropriate District telephone number and information regarding storage and how to recover property.

- d) Facilities & Resources staff shall itemize the personal belongings collected and include the location, date, and time of collection on a CCSD itemization form.
- e) The collected belongings must be stored at an appropriate CCSD facility for at least ninety (90) days.
- f) Simultaneously, Facilities & Resources staff shall visit the encampment and shall review, collect, and arrange for the disposal of hazardous, unsafe, or perishable items left at the encampment site.
- g) Facilities & Resources staff shall immediately dispose of belongings that are considered to be clearly trash or are unsafe for storage, such as food or food wrappers, soiled items, or used personal hygiene items. See the list of examples of items that shall be immediately discarded attached hereto as Exhibit B.
- h) During the cleanup process, if the Facilities & Resources staff notices hazardous materials or any other biohazards (such as blood, urine, human waste, etc.), they shall contact the San Luis Obispo County Environmental Health and report their findings.
- i) Facilities & Resources staff shall not confiscate or remove belongings from site when the occupant is present, absent a reasonable belief that the belongings are an immediate threat to public health and safety or are evidence of a crime or contraband.
- j) After the conclusion of the notice period, Facilities & Resources staff, with the assistance of the San Luis Obispo County Sheriff's Department, will make contact with any individuals remaining in the encampment and attempt to connect supportive services to any remaining individual.

5. FOLLOW UP

- a) Once the encampment has been cleared of individuals and their personal property, Facilities & Resources staff shall ensure that any remaining nuisance conditions (litter, perishable items, waste) are properly removed and abated.
- b) Once the encampment is removed and the property is cleaned up, Facilities & Resources staff shall take such steps as necessary to prevent the reoccurrence of the encampment, including posting of appropriate legal notices, and implementing other appropriate remediation measures.

Attachments:

Exhibit A - Notice to Vacate

Exhibit B - Guidelines for Property Identification

Exhibit C - Notice of Collected Property

Exhibit A

**NOTICE TO VACATE
ILLEGAL ENCAMPMENT**

DATE AND TIME OF POSTING: _____

LOCATION:

**THE CAMBRIA COMMUNITY SERVICES DISTRICT HAS DEEMED THIS SITE TO
BE AN UNLAWFUL ENCAMPMENT AND UNINHABITABLE**

**ALL PERSONS ARE DIRECTED TO VACATE THIS SITE
AND REMOVE ANY PERSONAL BELONGINGS.**

THE CAMBRIA COMMUNITY SERVICES DISTRICT WILL BE OUT TO CLEAN THIS
SITE

ON: _____

DATE: _____

DISTRICT CREWS WILL ABATE THIS ENCAMPMENT ON
THE DATE SPECIFIED ABOVE, OR ON THE NEXT BUSINESS DAY.

ANY PROPERTY LEFT AT THIS SITE AT THE TIME OF CLEANUP WILL BE
REMOVED FROM THE SITE AND STORED BY THE DISTRICT
**PROPERTY THAT IS UNSAFE, PERISHABLE, OR HAZARDOUS TO STORE
WILL BE IMMEDIATELY DISCARDED.**

IF YOU HAVE ANY QUESTIONS AND/OR CONCERNS,
PLEASE CALL _____ AT _____.

Exhibit B

GUIDELINES FOR PROPERTY IDENTIFICATION

The District will not search through piles or bags of items for valuables or personal
property.

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Priority items to take to storage: *The following items are considered to have a good likelihood of being considered as valuable or personal property:*

- ID/Social Security cards
- Medications*
- Photos/Photo Albums
- Tax/medical records
- Jewelry
- Eyeglasses
- Purses/backpacks/briefcases
- Suitcases
- Tents
- Phones
- Radios & Electronics
- Tools
- Stoves & Generators
- Bicycles
- Bedding/Sleeping Bags
- Pots & Pans
- Books

*All medications and controlled substances will be turned over to the San Luis Obispo County Sheriff's Department.

Items that will not be taken to storage: *The following items are considered to be trash or are unsafe for storage:*

- **Dirty or Soiled:** items that smell or are stained with urine, bodily waste, or mud
- **Perishable:** open food or personal products that will spoil or rot in storage
- **Contaminated:** items used for hygiene or other risk of biohazard (i.e. used toothbrushes, hairbrushes, washcloths and underwear)
- **Hazardous or Explosive:** items that could corrode or burn in storage (i.e. car batteries, gasoline cans, and propane tanks)

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- **Broken or Disassembled:** items broken, damaged or stripped of parts (i.e. electronics stripped for copper, flat tires, tom up clothes)
- **Weapons:** weapons will be turned over to the San Luis Obispo County Sheriff's Department.
- Food/beverage wrapper
- Tissue/paper napkins
- Open household product containers

Exhibit C
NOTICE OF COLLECTED PROPERTY
("NOCP")

Please take notice that property was collected at this location on

_____.

by the Cambria Community Services District.

To reclaim your property, please contact the Carlos Mendoza, Facilities & Resources Supervisor at (805) 927-6223

Property will be stored at _____

**The property will be stored for ninety (90) days
from this date**

_____.

Regular Business Item 4.D.B Attachment
 CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **4.G.**

FROM: John F. Weigold, IV, General Manager
 Timothy Carmel, District Counsel

 Meeting Date: September 12, 2019 Subject: DISCUSSION AND CONSIDERATION
 REGARDING THE USE OF
 ELECTRONIC DEVICES DURING
 BOARD MEETINGS

RECOMMENDATIONS:

Staff recommends that the Board discuss and consider the use of electronic devices during Board meetings.

FISCAL IMPACT:

There is no fiscal impact associated with the Board potentially adopting a policy related to the use of electronic devices during Board meetings.

DISCUSSION:

The Board of Directors has previously discussed adopting a policy related to the use of electronic devices by Board members during meetings. This staff report is to provide background information to the Board in order to help facilitate their discussion and consideration of this issue.

It is not uncommon for cities and other local agencies to have policies regarding texting and use of electronic communications by members of their legislative bodies during meetings. For example, the cities of Huntington Beach, Anaheim, Escondido, San Jose, Milpitas, Palm Desert, Palm Springs, Moreno Valley and Stockton all have policies banning, limiting or discouraging using cell phones and tablets during meetings. The following is an excerpt from a policy in the City of Arroyo Grande that was adopted in 2010:

...City Council Members shall not use electronic devices or Electronic Communications at any time during a meeting of the City Council at which he or she is in attendance to access the internet or to receive or send emails, text messages or other communications

Arroyo Grande's policy also includes the following exception:

The limitations on use of electronic devices and Electronic Communications during meetings contained herein shall not apply to the receipt of telephone calls or text messages from family members in the event of an urgent family matter. A Council Member wishing to respond to such a message during a meeting shall

do so during a recess or shall excuse him or herself from the meeting to place the return call or text in a manner that does not disrupt the meeting.

As far as legal issues, it should be noted that the Brown Act does not specifically prohibit text messaging or similar communications during meetings and there is no definitive case law on the subject. However, using electronic devices during meetings has the potential to create an appearance that officials are either not paying attention or are engaged in communications to which the public is not privy to about an item on the agenda. Otherwise, there are two primary legal issues related to use of electronic devices during meetings. First, the Brown Act does prohibit communication that is used to develop a collective concurrence. Thus, text messages or e-mails among members during meetings on a matter within the Board's purview create the risk of a collective concurrence and Brown Act violation. Second, although the CCSD does not generally have many hearings that fall into the category of "adjudicatory proceedings," occasional "quasi-judicial" hearings can come up in the context of matters such as personnel related appeals or appeals of staff determinations. In those instances, communications through electronic devices during the meeting can be particularly problematic because of the potential to communicate and receive evidence that other members or parties to the proceeding do not see, which could raise due process concerns.

There are two options available to the Board if it wants to adopt a policy related to the use of electronic devices at Board meetings. It can either completely ban the use of electronic devices during meetings, or the policy can have more flexible language and provide that electronic communications during meetings should be "avoided."

The cities of Anaheim, El Cajon, Huntington Beach, Petaluma, Stockton, and Roseville all have outright bans on the use of all electronic communication during meetings in one form or another, but they also typically include limited exceptions for family emergencies such as the one in the City of Arroyo Grande.

There are a few variations worth noting. The City of Palm Desert's ban reads as follows:

Use of Electronic Communications Devices to Send and Receive E-Mail and Text Messages by City Officials Participating in Public Meetings. A city official participating in a public meeting shall not use an electronic communications device to communicate with another city official participating in the same public meeting, or any other person with respect to matters that are the subject of the public meeting. While not strictly prohibited, use of an electronic communications device by a city official while participating in a public meeting to communicate with persons other than another city official participating in the same public meeting on matters that are not the subject of the public meeting is highly discouraged, except in emergency situations. Therefore, while participating in a public meeting, a city official may: (a) send or receive e-mail and text messages to and from family members or family caregivers where absolutely necessary for the care of that family member, in the reasonable discretion of the city official; and (b) send or receive e-mail and text messages that must be sent or received

to address urgent business matters of the city official, that do not involve city business, in the reasonable discretion of the city official.

The City of Novato's prohibition provides that:

During City Council meetings noticed and open to the public, the intent is that any electronic devices will be used to access the Council paperless agenda materials and other relevant information necessary for informed decision-making at the meeting. Examples of these uses are:

- Accessing City email account to review messages sent by staff in response to Council agenda item questions
- Visiting other local agencies' websites to view upcoming meeting agendas and materials
- Searching online maps, such as Google Maps, to view locations that are the subject of a Council action
- Accessing minutes of past meetings

Pursuant to the Ralph M. Brown Act, a Councilmember shall not, during a City Council meeting, use electronic devices, directly or through intermediaries, to communicate secretly with one another.

One city that does have more flexible language is the City of Mountain View, whose policy reads as follows:

E-Communications During City Council Meetings —Receiving communications concerning any matter before the Council, during City Council meetings —either by text, e -mail or through social media forums — should be avoided.

In addition, reading, forwarding or responding to e- communications during City Council meetings may result in the perception that Councilmembers are distracted or dividing their attention between a multitude of matters. Councilmembers should strive to give their full attention to the proceedings before them at Council meetings to ensure sound decision - making.

...The foregoing limitation shall not apply to communications of a personal nature during City Council meetings. A Councilmember wishing to respond to such a communication during a meeting shall do so during a recess or shall excuse himself or herself from the meeting in a manner that does not disrupt the meeting.

A report on the issue from the State of Washington included one policy that had the following language that discouraged use of electronic communications during meetings, but that is short of an outright ban:

Councilmembers shall avoid accessing any electronic message during Council meetings. Accessing such communication could be construed as receiving public comment without the benefit of having the citizen in person to address their concerns. Likewise, Councilmembers shall avoid browsing the Internet on non-City business during Council meetings in order that Council's full attention can be given to the topic at hand." (The Spokane Valley Governance Manual)

It is recommended that the Board consider this matter and provide direction regarding establishing a policy. If the Board decides it would like to adopt a policy, it could be done by minute action or through an amendment to the Board of Directors Bylaws.

EXHIBIT "A"

Cambria Community Services District Fee Schedule

Type of Fee	Fee
CUSTOMER SERVICE CHARGES	
Account Start	\$38.50
Security Deposit for non-owner customers / or after disconnect	\$100
Returned Check	\$25 first time \$35 per each additional time
Late Fee – after 30 days <i>Fee can be waived once each calendar year at District's discretion.</i>	10% of delinquent amount with a \$10 minimum charge plus 0.5% of delinquent amount each additional month bill remains delinquent
48-Hour Notice fee	\$29.50
Service Disconnect / Reconnect Fee	\$140
Service Disconnect only	\$70
Service Reconnect only	\$70
Off Hours Reconnect	\$155
Meter Tampering	\$50 + actual cost
Payment Plan	Fee waived for first payment plan. Late Fee applies to second payment plan. <i>Maximum of 2 payment plans allowed per calendar year.</i>
Remodel Application Review Fee with Water Fixtures	Actual cost (including 10% admin overhead), \$250 <i>deposit required</i>
Remodel Application Review Fee without Water Fixtures	Actual cost (including 10% admin overhead), \$100 <i>deposit required</i>
Special Agreement Fee	Actual cost (including 10% admin overhead), \$1,000 <i>deposit required</i>
Application Fee to Place Banners or Decorations on Main Street Light Lamp Posts	\$50 Non-Refundable Fee
Other/Miscellaneous Services	The District reserves the authority to levy fees for other services not specified herein at a level not exceeding the District's costs for providing each service. Such fees will be based on District estimates for staff time and materials, including overhead and administration.
Application Fee for Events Using Fiscalini Ranch	\$100
GENERAL ADMINSTRATIVE CHARGES	
Photo-copying	\$0.20 per page for black & white copies plus any additional pass-through costs if applicable
Drawings & Maps	Actual costs with a minimum of \$2 per page
Audio, CD, or DVD	Actual cost (including any vendor costs, materials, staff time, 10% admin overhead, mailing costs, and any other related costs)
Custom Report / Data Queries	\$0.20 per page for black & white copies plus actual costs (including staff time and 10% administrative overhead)
Agenda Subscription (by Email)	\$36 annual

Type of Fee	Fee
Agenda Subscription (by Postal Mail)	\$54 annual (including postage)
WATER METER ALLOCATIONS	
Wait List Administration Fee	\$88 (includes 10% admin overhead)
Intent to Serve Letter (Good for 18 months)	Actual cost (including 10 % admin overhead), \$900 <i>deposit required</i>
Extension of Intent to Serve Letter	Actual cost (including 10 % admin overhead) with deposit required
Single Permit	\$200 <i>deposit required</i>
Permits for more than 3 EDUs	\$400 <i>deposit required</i>
Transfer of Meter/Position Location	Replaced with 2 separate fees (listed below)
Meter/Position Relocation: For parcels without an existing connection	Actual cost (including 10% admin overhead), \$750 <i>deposit required</i>
Active Service Transfer	Actual cost (including 10% admin overhead), \$750 <i>deposit required</i>
Special Project Agreement	Actual cost (including 10% admin overhead), \$1,000 <i>deposit required</i>
Fireflow Evaluation of Infrastructure	Actual cost (including 10% admin overhead), \$200 <i>deposit required</i>
Assignment of Position (Change of Owner)	Actual cost (including 10% admin overhead), \$500 <i>deposit required</i>
Assignment requiring Board Approval	Actual cost (including 10% admin overhead), \$1,000 <i>deposit required</i>
UTILITY SERVICE & WATER CONSERVATION	
Construction Damage	Actual cost (including 10% admin overhead)
Customer Service Call for Water Loss (formerly callout to private property leak)	No charge first call ; actual cost thereafter; After hours minimum 2 hours fully burdened overtime rate <i>No charge if meter is malfunctioning</i>
Water Capacity Fee	\$12,688 per EDU
Sewer Capacity Fee for properties in Cambria Assessment District No. 2	\$7,161 per EDU
Sewer Capacity Fee for properties outside of Cambria Assessment District No. 2	\$9,330 per EDU
Engineering Plan Check	\$206 + actual costs over 2 hours (including 10% admin overhead)
New Construction Application Fee	\$55
New Construction Plan Review	\$110 + actual costs over 2 hours (including 10% admin overhead)
Remodel Application Fee	\$55
Remodel Plan Review	\$110 + actual costs over 2 hours (including 10% admin overhead)
Water & Sewer Impact Fee – New fixtures added to Existing Service	
Each Add'l Sink/Lavatory, Toilet, Urinal, or Clothes Washer	\$400
Each Add'l Shower or Bathtub	\$800
Each Add'l Bar or Laundry Sink	\$200
Meter Test <i>Fee waived if meter found defective</i>	Actual costs (including 10% admin overhead), \$125 <i>deposit required</i>
Meter Relocation	Actual costs (including 10% admin overhead), \$100 <i>deposit required</i>

Type of Fee	Fee
Water Conservation Fixture(s) Inspection(s): Applies to: New Construction, Retrofits, Resale Pre-Inspection, Remodels of greater than 20% of existing square footage, and Remodels of less than 20% of existing square footage	\$99.50 initial inspection, plus \$49.75 per reinspection if needed, plus additional actual costs
Sewer Wye Inspection	\$99.50 initial inspection, plus \$49.75 per reinspection if needed, plus additional actual costs
Sewer Lateral Agreement	Eliminate
Response to Private Sewer Spill	Eliminate
Pre-Treatment Inspection Related to SSMP	\$105 plus actual costs over 1 hour
EQUIPMENT RENTAL COSTS (EXCLUDES STAFF TIME)	
Backhoe	\$90 / hour
Portable Trailer Mounted Compressor	\$30 / hour
Service Truck	\$50 / hour
Dump Truck	\$70 / hour
Vactor Truck	\$100 / hour
Labor (each worker)	\$45 / hour
Other Equipment	Actual cost
FIRE DEPARTMENT	
Fireworks/Pyrotechnics Show Permit and Inspection	\$250 + actual costs over 2 hours
Tent Fire Permit and Inspection	\$150 + actual costs over 1 hour
Movie Set Fire Permit and Inspection	\$250 + actual costs over 2 hours
Plan Check w/Inspection and Fire Letter Residential New Construction Residential Remodel Commercial New Construction Commercial Remodel	\$350 + actual costs over 3 hours \$350 + actual costs over 3 hours \$450 + actual costs over 4 hours \$350 + actual costs over 3 hours
Fire Alarm Plan Check & Inspection	\$350 + actual costs over 3 hours
On-site Hydrant(s) Inspections(s)	\$300 + actual cost over 2.5 hours
Sprinkler System	\$250 standard + actual costs over 2 hours + if required, \$100 for bucket flow test + if required, \$100 for underground inspection + if required, \$100 for line test
Hydrant / Fire Flow Calculations	\$175 + actual cost over 1.5 hours
Administration of Fire Hazard Fuel Reduction Order	\$200 + contractor cost pass through
Incident Report	\$0.20 per page for black & white copies
Fire Investigation Report	\$0.20 per page for black & white copies
Fire Service Vehicle Reimbursement Rates for Mutual Aid Calls	
Fire Engine Type I (1,500 gpm)	\$90 per hour
Fire Engine Type II	\$56 per hour
Rescue Vehicle	\$56 per hour
Command Vehicle	\$56 per hour
Utility Vehicle	\$56 per hour
Water Tender CAF (Compressed Air Foam) (500 gpm)	\$70 per day
Vehicle Mileage	Per IRS allowance
Personnel Costs	Actual cost

EXHIBIT "A"

VETERAN'S MEMORIAL HALL RENTALS

		Community Groups & Civic Organizations		For Profit Entities & Private Events	
SECURITY/CLEANING DEPOSIT					
Partial Facility Use:					
Class I & II		\$50		\$100	
Class III		\$50		\$400	
Full Facility Use:					
Class I & II		\$250		\$250	
Class III		\$250		\$1,000	
Events with alcohol		\$500			
Class IV Events		n/a		\$1,500	
CLASS I - III FEES					
Main Hall & Full Facility		<u>Main Hall</u>	<u>Full Facility</u>	<u>Main Hall</u>	<u>Full Facility</u>
Class I	Per hour	\$20	n/a	\$50	\$80
	Half Day (4 Hours)	n/a	n/a	\$150	\$250
	Full Day (8 Hours)	n/a	n/a	\$300	\$500
Class II	Per hour	\$25	n/a	\$70	\$100
	Half Day (4 Hours)	n/a	n/a	\$200	\$300
	Full Day (8 Hours)	n/a	n/a	\$400	\$600
Class III	Half Day (4 Hours)	\$30	n/a	\$300	\$600
	Full Day (8 Hours)	n/a	n/a	\$500	\$1,000
	Each Add'l Hour	n/a	n/a	\$60	\$120
Overnight Add-On Fee		n/a		\$50	
Dining Room with Deck					
	Per hour	\$12		\$35	
	Half Day (4 Hours)	n/a		\$90	
	Full Day (8 Hours)	n/a		\$180	
Kitchen (Add-On Fee)					
<i>Only rented as an add-on to rental of Main Hall or Dining Room 5'</i>					
	1 hour	\$6		\$30	
	Each Add'l Hour	\$6		\$15	
BBQ Pit					
	Per hour	\$6			
	Half Day (4 Hours)	n/a		\$60	
	3/4 Day (6 Hours)	n/a		\$80	
	Full Day (8 Hours)	n/a		\$100	
Parking Lot Only (Includes Restrooms)					
	Per hour	\$9		n/a	
	Half Day (4 Hours)	n/a		\$200	
	Each Add'l Hour	n/a		\$50	
CLASS IV FEES		<u>Parking Lot Only</u>	<u>Full Facility</u>	<u>Parking Lot Only</u>	<u>Full Facility</u>
	Half Day	n/a	n/a	\$800	\$1,200
	All Day	n/a	n/a	\$1,500	\$2,000
STAFFING	n/a for community and civic groups			\$40 per hour per staff member, 2 hour minimum	
<i>Onsite District staff may be required for profit and private events, at the discretion of the General Manager or his/her designee.</i>					
Class I—Low or Minimum Impact (Events up to 35 people, includes passive uses, such as group meetings or exercise classes.)					
Class II—Medium Impact (Events with more than 35 people but less than 100, or where equipment or materials, supplies, or displays are brought in, such as woodcarving or art instruction, educational seminars, health fairs, craft shows, holiday benefits, and events with similar impact.)					
Class III—Moderate to Higher Impact (Events from 100 up to 500 people; events where alcohol liability is required, dances, large exhibits, and other events with similar impact.)					
Class IV—High impact (Events with attendance by over 500 people)					
<i>Community groups and civic organizations and Veterans Organizations may receive a fee reduction as determined by the General Manager.</i>					