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CAMBRIA COMMUNITY SERVICES DISTRICT

REGULAR MEETING

Thursday, August 23, 2012– 12:30 PM

VETERANS MEMORIAL BUILDING, 1000 MAIN ST., CAMBRIA, CA

AGENDA

This agenda is prepared and posted pursuant to Government Code Section 54954.2. By listing a topic on this agenda, the District's Board of Directors has expressed its intent to discuss and act on each item. In addition to any action identified in the summary description of each item, the action that may be taken by the Board of Directors shall include: a referral to staff with specific requests for information; continuance; specific direction to staff concerning the policy or mission of the item; discontinuance of consideration; authorization to enter into negotiations and execute agreements pertaining to the item; adoption or approval; and disapproval.

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 District Clerk, available for public inspection during District business hours. If requested, the agenda and supporting documents shall be made available in alternative formats to persons with a disability. The District Clerk will answer any questions regarding the agenda.

1. **OPENING**

- A. Call to Order
- B. Pledge of Allegiance
- C. Establishment of Quorum
- D. Report from Closed Session

2. **SPECIAL REPORTS**

- A. SHERIFF'S DEPARTMENT REPORT
(Estimated Time: 5 minutes)

3. **ACKNOWLEDGMENTS/PRESENTATIONS**

(Estimated Time: 15 minutes)

4. **PUBLIC COMMENT**

Members of the public may now address the Board on any item of interest within the jurisdiction of the Board but not on its agenda today. In compliance with the Brown Act, the Board cannot discuss or act on items not on the agenda. Each speaker has up to three minutes. Speaker slips (available at the entry) should be submitted to the District Clerk.

(Estimated Time: 20 minutes)

5. **AGENDA REVIEW: ADDITIONS/DELETIONS AND PULLED CONSENT ITEMS**

(Estimated Time: 5 minutes)

6. **MANAGER'S AND BOARD REPORTS**

- A. MANAGER'S REPORT

B. LONG TERM WATER SUPPLY ALTERNATIVES UPDATE - General Manager and/or District Engineer

C. MEMBER AND COMMITTEE REPORTS
(Estimated Time: 10 minutes)

7. CONSENT AGENDA

All matters on the consent calendar are to be approved by one motion. If Directors wish to discuss a consent item other than simple clarifying questions, a request for removal may be made. Such items are pulled for separate discussion and action after the consent calendar as a whole is acted upon.

A. Approve Expenditures for Month of July 2012

B. Approve Minutes of Board of Directors Regular Meeting, July 26, 2012

(Estimated Time: 15 minutes)

8. HEARINGS AND APPEALS

A. Conduct Public Hearing to Consider Approving the Appropriation Limit for Fiscal Year 2012/2013 and Adopt Resolution 47-2012 Establishing the Appropriation Limit for the CCSD

(Estimated Time: 30 minutes)

9. REGULAR BUSINESS

A. Discussion and Consideration to Approve Request for Intent to Serve Letter for 22 Affordable Housing EDUs (Equivalent Dwelling Units) for 2845 Schoolhouse Lane (Schoolhouse Lane II site), Applicant: People's Self-Help Housing

B. Consider Approving CCSD Response to SLO County Grand Jury June 20, 2011 Report titled "Managing Millions: Assessing the Transparency of Community Services Districts"

C. Discussion and Consideration to Reschedule the CCSD Board of Directors Regular September 27 Meeting Date to October 4

D. Discussion and Consideration to Adopt Ordinance 05-2012 Repealing CCSD Code Section 3.04.010 User Fee Schedule and Table 3.04.010

E. Discussion and Consideration to Adopt Resolution 44-2012 Approving Updated 2012 CCSD User Fee Schedule and Existing Veterans Memorial Building Fees

(Estimated Time: 60 minutes)

10. FUTURE AGENDA ITEM(S)

Requests from Board members to receive feedback, direct staff to prepare information, and/or request a formal agenda report be prepared and the item placed on a future agenda. No formal action can be taken.

11. ADJOURN TO CLOSED SESSION, 1316 Tamsen Street, Suite 201, Cambria

A. CONFERENCE WITH LABOR NEGOTIATORS pursuant to Government Code §54957.8

Agency Designated Representatives: Avery Consulting

Employee Organization: Cambria Firefighters/International Association of Firefighters (IAFF) Local 4635

B. CONFERENCE WITH LABOR NEGOTIATORS pursuant to Government Code §54957.6

Agency Designated Representative: Assistant District Counsel

Title of Position of Unrepresented Employee: General Manager

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **6.A.**

FROM: Jerry Gruber, General Manager

Meeting Date: August 23, 2012

Subject: MANAGER'S REPORT

ADMINISTRATION

Listed below is my General Manager's Report for the Month of August, 2012.

- Staff continues to work with Bill Maddaus regarding the Conservation Program that will be implemented by the CCSD. The Water Department is in the process of performing water audits of hotels within Cambria and the Administrative Department provided Bill Maddaus with historical data regarding usage.
- The Board of Directors held a special meeting to solicit input regarding the proposed fee schedule for the use of the Veterans Hall for nonprofit, community based organizations. The meeting was held on August 13, 2012 and was well attended by a number of stakeholders who voiced their concerns regarding the proposed fees being considered by the Board. The Master Fee Ad-Hoc Committee will reconvene and discuss the feedback that was provided to them and within the next few months and come back with recommendations to the full Board that reflects input provided by the community. The community was also very complimentary of the CCSD and staff for the support they have provided to nonprofit organization and the improvements that have been made to the Veterans Hall over the past year and one half.
- The County of San Luis Obispo continues to work on the Fiscalini Ranch Conditional Use Permit application, specifically the Fiscalini Ranch Plan. County staff has indicated that this item will be presented to the Planning Commission in September. Originally it was anticipated that the Planning Commission would be able to have this item brought to them in August, however due to every ones summer schedule the item has been moved forward one additional month.
- I have met several times since our last Board meeting with Cambria Community Healthcare District Staff and twice with President Kristi Jenkins regarding Administrative Services provided by the CCSD to the CCHD. We have scheduled an Ad Hoc Committee meeting between both Districts for August 29, 2012 to discuss our next steps for shared services. I have been in the process of reviewing the CCHD budget for fiscal year 2012/2013, CCHD Standard Operating Procedures, CCHD Memorandum of Understanding and other relevant information relating to CCHD. Chief Miller has been focusing on the operations side of the CCHD and I have been working with CCHD staff on the administrative side. Once a week Chief Miller and I debrief each other on the overall operations of the CCHD. I will be moving forward with scheduling a weekly meeting with Chief Miller, myself and operations and administrative staff from the CCDH to ensure that everyone is working together and keeping an open line of communication with both the CCSD and CCHD Boards. Administrative services provided by both me

and Chief Miller is averaging about ten hours per week total I will be attending the CCHD Trustees meeting on Tuesday July 28, 2012.

- Bill Avery, Avery and Associates continues to make significant progress relating to labor negotiations for the SEIU and the MCE. I anticipate bringing a Memorandum of Understanding for SEIU to the Board for approval in September and a Wage and Compensation Schedule regarding Management, Confidential and Exempt in September also. Negotiations regarding IAFF are ongoing.
- Now that the Fiscal Year 2012/2013 Budget has been adopted I have asked the Department Managers to formulate timelines for each project that has been identified as part of the budget. To date I have received a project time line from the Facilities and Resources Department and Water Department. If you would take a few moments to review both of the Managers' reports, from both the Facilities and Resources Department and Water Department you will see that a great deal of work and projects are being completed. I will need to meet a few more times with the Wastewater Department to discuss and establish timelines for the implementation of the FOG (Fats Oils and Grease) Program; this is a critical component of the SSMP Program that was mandated by the State of California. In addition to ongoing daily operations of the Collection System and Wastewater Treatment Facility, we will be bringing to the Board for consideration a Wastewater Collection System and Treatment Plant Audit. This will consist of evaluating the entire system with regards to what major components need to be replaced and a cost associated from a capital improvement perspective. As directed by the Board the Wastewater Department continues to locate missing manholes and will be proceeding this fiscal year with videotaping and cleaning approximately 20% of the Collection System.
- I have received a proposal from Alex Handler of Bartle Wells and Associates relating to connection fees. District Counsel is in the process of drafting a professional services agreement and once that is in place I will ask Bartle Wells to proceed with the study. A conservation component will be implemented into proposed future connection fees once Bill Maddaus completes the Conservation Program.
- I continue to meet on a regular basis with CCSD staff specifically the District Clerk, Finance Director, Administrative Services Officer and District Engineer to review and discuss daily operational and administrative matters. I continue to meet weekly with managers from the Facilities and Resources Department, Fire Department, Water and Wastewater Department.

I attended the following Meetings on behalf of the CCSD since our last Board of Directors meeting:

- Ø August 15, 2012 I attended a ribbon cutting ceremony for the Moonstone Connector Trail Project
 - Ø August 15, 2012 the monthly Board of Directors meeting at Camp Ocean Pines
 - Ø August 17, 2012 I attended a CSDA Local Chapter General Managers meeting in Avila Beach
 - Ø August 18, 2012 I attended an open reception for Evans and Gerst Antiques
- Please note I was out of town for twelve days visiting family in Florida.

**BOARD OF DIRECTORS' MEETING-AUGUST 23, 2012
ADDENDUM TO GENERAL MANAGER'S REPORT
FINANCE MANAGER'S REPORT**

AUDIT-The CCSD's audited financial statements for the fiscal year ended June 30, 2011 have been posted to the CCSD's website.

BUDGET- The Fiscal Year 2012/2013 Operating Budget has been posted to the CCSD website. The Mid-Year Revised Operating Budget for FY 2011/2012 has been posted to the CCSD website. The Third Quarter Revenue and Expenditure report for the nine months ended March 31, 2012 has been posted to the CCSD's website. The Fourth Quarter Revenue and Expenditure report for the twelve months ended June 30, 2012 is not expected to be completed until September or October, 2012 because some significant information, such as the final property tax payment, the final Worker's Compensation Invoice and the invoice for 911 Dispatch services, are not received until months after the June 30, year-end date and since the Fourth Quarter report is the last one of the fiscal year, all efforts are made to make it as complete as possible.

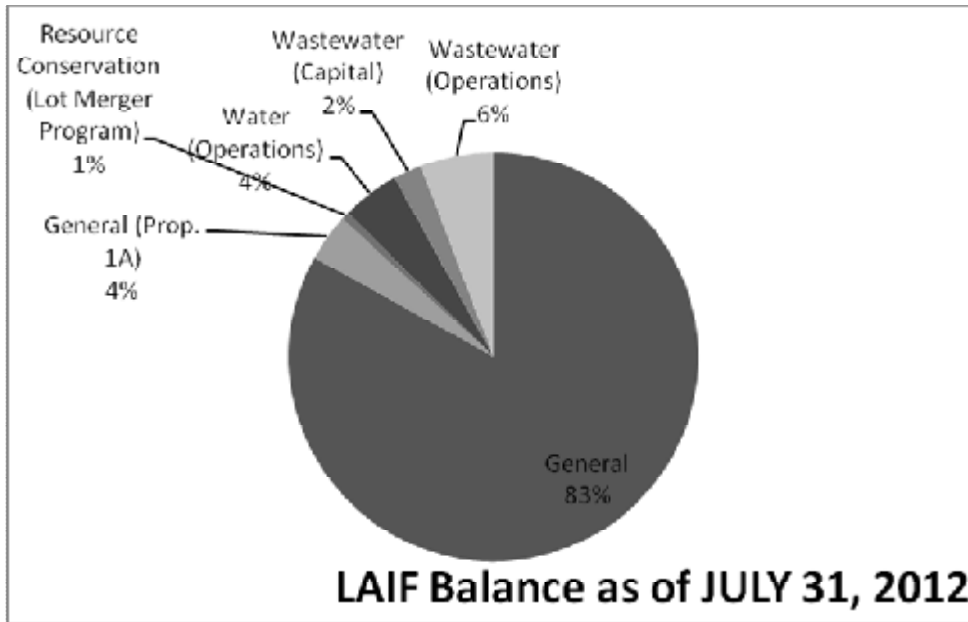
EXPENDITURES-There were no disbursements in excess of \$100,000 during July, 2012.

RESERVES-LAIF BALANCE-The balance in the Local Agency Investment Fund (LAIF) as of July 31, 2012 was \$4,280,446, which includes interest revenue for the period of April 1-June 30, 2012 in the amount of \$3,927. The attached Schedule of Cash and Investments Balance indicates how this balance compares to the prior month's balance as well as for the same month in each of the prior 4 years. Two items are noted-the Cash and Investments balance increased by approximately \$117,000 from July 31, 2008-July 31, 2012 (a period of economic difficulty when many government entities saw their reserves decrease) and, the decrease from June, 30, 2012 to July 31, 2012 is typical for July. NOTE-It is expected that the Schedule of Cash and Investments Balance will be updated and included with the Finance Manager's Report monthly in the future.

The LAIF Balance is made up as follows (restrictions, if applicable, are noted):

<u>FUND</u>	<u>AMOUNT</u>
General	\$ 3,555,290
General (Prop. 1A)	\$ 159,286
Water (Conservation Dept.-Lot Merger Program)	\$ 21,691
Water (Operations)	\$ 197,433
Wastewater (Capital)	\$ 96,267
Wastewater (Operations)	\$ 250,479

With the exception of the restricted funds to offset a potential future Proposition 1A take-away, final reserve amounts are determined after all other fiscal year activity is recorded, reconciled and audited, although the balances are monitored during the fiscal year to ensure that funds set-aside for specific programs, such as the Lot Merger Program, are not overspent. The above amounts have been updated based on the audit for the fiscal year ended June 30, 2011 with the exception of the Resource Conservation Department's balance (for the Lot Merger Program), which has been updated as of June 30, 2012.



INTERNAL LOANS-As of July 31, 2012, the CCSD Board of Directors approved several internal loans to be made out of the General Fund to the Water and Wastewater Funds. To date, all of the costs that were to be paid from the loan proceeds were actually able to be fully paid for out of the Water or Wastewater Funds respectively with the exception of the \$166,000 loan for ACE match requirements. As such, this is the only loan currently outstanding and no additional loans are expected to be required for activity through July 31, 2012.

<u>BORROWING FUND</u>	<u>LOAN AMOUNT AUTHORIZED</u>	<u>COSTS TO DATE</u>	<u>AMOUNT OF LOAN OUTSTANDING TO DATE</u>	<u>PURPOSE OF LOAN</u>
Water	\$ 166,000	\$ 166,000	\$ 157,726	<u>ACE Matching</u>

EXTERNAL LOANS-As of July 31, 2012 the CCSD external debt is as shown per the attachment, including interest rates and prepayment penalty provisions. An analysis of the potential savings that could be generated by prepayment of some or all of the CCSD's debt obligations was planned to be brought to the Board in this month's meeting. However, information to present a full analysis is still being compiled and it will be presented to the Board in September, 2012. In researching this matter, it was determined that an error had been shown on prior schedules of the CCSD's debt and that there is a prepayment penalty of 1% on the Citizens Bank note. This has been corrected on the attached schedule.

**BOARD OF DIRECTORS' MEETING-AUGUST 23, 2012
 ADDENDUM TO GENERAL MANAGER'S REPORT
 FINANCE MANAGER'S REPORT ATTACHMENT
 SCHEDULE OF CASH & INVESTMENTS BALANCE**

PERIOD ENDING	BALANCE	INCREASE/ (DECREASE FROM PRIOR YEAR	INCREASE/ (DECREASE FROM BASE PERIOD (July 31, 2008)
July 31, 2008	4,315,758	N/A	N/A
July 31, 2009	3,988,254	(327,504)	(327,504)
July 31, 2010	4,264,699	276,445	(51,059)
July 31, 2011	4,326,652	61,953	10,894
July 31, 2012	4,433,220	106,568	117,462

PERIOD ENDING	BALANCE	INCREASE/ (DECREASE FROM PRIOR MONTH
June 30, 2012	4,636,349	N/A
July 31, 2012	4,433,220	(203,129)

NOTES:

BALANCE includes amount on deposit with the LAIF plus Cash in Main Checking Account net of outstanding checks and deposits in transit plus Cash in Overflow Account.

All amounts are based on CCSD records.

BOARD OF DIRECTORS' MEETING-AUGUST 23, 2012
ADDENDUM TO GENERAL MANAGER'S REPORT
FINANCE MANAGER'S REPORT ATTACHMENT
SCHEDULE OF LONG-TERM DEBT

DESCRIPTION>	Bank Note (Funds 2006 Refund of 1995 Bonds)-65% Water	Bank Note (Funds 2006 Refund of 1995 Bonds)-35% Sewer	Bank Note (Funds 2006 Refund of 1999 Bonds)	State Revolving Fund Loan
DEBT HOLDER>	Citizens Bank	Citizens Bank	City National Bank	SWRCB
ORIGINAL PRINCIPAL>	1,233,375.00	664,125.00	2,245,000.00	2,592,324.38
INTEREST RATE>	4.50%	4.50%	4.55%	3.00%
FUND>	Water	Wastewater	Wastewater	Wastewater
DEPARTMENT>	Water	Wastewater	Wastewater	Wastewater
FINAL PAYMENT DATE>	5/1/2015	5/1/2015	9/23/2023	5/28/2016
PRINCIPAL BALANCE @ 8/1/12>	383,175	206,325	1,497,000	646,861
PROJECTED PRINCIPAL PAYMENT(S) FFY 2012/2013*>	166,985	89,915	94,000	154,651
PROJECTED INTEREST PAYMENT(S) FFY 2012/2013*>	17,243	9,285	65,975	19,406
PROJECTED BALANCE @ 6/30/13*>	216,190	116,410	1,403,000	492,210
PROJECTED PRINCIPAL PAYMENT(S) FFY 2013/2014*>	174,525	93,975	100,000	159,290
PROJECTED INTEREST PAYMENT(S) FFY 2013/2014*>	9,729	5,238	61,561	14,766
PROJECTED BALANCE @ 6/30/14*>	41,665	22,435	1,303,000	332,920
PROJECTED PRINCIPAL PAYMENT(S) FFY 2014/2015*>	41,665	22,435	109,000	164,069
PROJECTED INTEREST PAYMENT(S) FFY 2014/2015*>	1,875	1,010	56,807	9,987
PROJECTED BALANCE @ 6/30/15*>	0	0	1,194,000	168,851
PROJECTED PRINCIPAL PAYMENT(S) FFY 2015/2016*>	0	0	109,000	168,851
PROJECTED INTEREST PAYMENT(S) FFY 2015/2016*>	0	0	51,847	5,066
PROJECTED INTEREST PAYMENTS FFY 12/13-15/16*>	28,846	15,533	184,343	44,159
AVERAGE ANNUAL TOTAL (P+I) PAYMENT(S)**>	184,241	99,207	162,048	174,022
PREPAYMENT PENALTY>	Yes***-1%	Yes***-1%	Yes-Not allowed until 10/1/13, 3% from 10/1/13-4/1/16, 2% from 10/1/16-4/1/20, none after 10/1/20	No

*Presumes all scheduled payments are timely made.

**Average is based on years with a balance outstanding for the entire year. Payoff years are excluded if final amount is less than normal.

***Previously, it was erroneously reported that there was not a prepayment penalty.

**BOARD OF DIRECTORS' MEETING AUGUST 23, 2012
ADDENDUM TO GENERAL MANAGER'S REPORT
FIRE CHIEF'S REPORT**

Response information is attached and represents activities for the month of July 2012. Progress updates and highlights regarding the different programs and services our department provides are identified below:

Prevention and Education (July 2012)

- **04** residential new and remodel fire plan reviews were completed.
- **04** residential and commercial technical fire inspections were conducted.
- **00** residential and commercial water appliance inspections were conducted.
- **11** engine company commercial fire and life safety inspections were conducted.
- **03** public education event
- **03** residential smoke detectors were installed and or the batteries changed.

Meetings and Affiliations (July 2012)

- | | | |
|---------------------------------|---------|----------------------|
| • Bridge Street Fire Break. | July 3 | 1030-1200, Cambria |
| • Executive Team Meeting | July 3 | 1330-1530, Cambria |
| • SLO County Chiefs Association | July 11 | 0900-1300, Morro Bay |
| • Officers Meeting | July 18 | 0830-1200, Cambria |
| • CCSD/CCHD Operations | July 19 | 1000-1200, Cambria |
| • Homeland Security Grant | July 23 | 1000-1200, Los Osos |
| • SLO County Mutual Aid Comm. | July 24 | 0900-1200, Los Osos |

Operations

The Fire Department recently completed a recruit training academy graduating 4 new reserve firefighters. Please join us in welcoming Michael Burkey, Michael Castellanos, George Kaperonis and Emmet Hoey as the newest members of the Cambria CSD Fire Department and the North Coast Ocean Rescue. The recruitment of these personnel adds an additional Paramedic and three more local firefighters to the force. It is important to note that the addition of these personnel to the reserve corps does not impact on the current fire department budget.

The Cambria CERT and Fire Department recently assisted the San Luis Obispo County Sheriff Search and Rescue Team in the successful location of a missing area resident. The missing person did not return from a walk with his dog on Saturday August 11th. The search began on Saturday evening and successfully concluded Sunday morning with the victim and his dog sustaining only minor injuries.

The month of July marked the start of the effort to officially begin to merge the personnel, equipment and facilities of the Cambria Community Healthcare District and the Cambria Community Services District Fire Department. The agreement between the two agencies brings the CCHD ambulance under the management of the CCSD with the goal of forming a Joint Powers Agreement (JPA). The JPA is intended to effectively merge the two organizations for more efficient use of personnel and resources.

Prevention

The historic east village is set to see several major improvements in fire safety in the near future. The old “Bucket of Blood Saloon” (more recently Painted Sky Studios) is receiving a major facelift to include new ignition resistant exterior components and a fire sprinkler system. Also on the drawing board is the renovation of the Brambles Restaurant to include a sprinkler system and fire resistive exterior components.

The 2012 Fire Hazard Fuel Reduction (FHFRP) or weed abatement program has concluded for the season with 66 properties going to contract. The number of parcels going to contract continues to show a trend toward owner’s taking responsibility for the maintenance of their private property. The fire department has worked hard over the last several years to contact property owners and help them to avoid ending up on the contract list by taking the initiative to maintain their parcels.

“Wildfire Prevention is a Community Responsibility!”

CMB Fire Monthly Stats: Incidents

Categories	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Totals
Fire	0	0	0	0	1	2	2						5
Hazardous Mat.	0	0	0	0	0	0	0						0
Medical*	44	35	42	44	35	34	43						277
Vehicle TC	2	2	0	0	3	3	3						13
Hazardous Situations	2	2	6	0	3	0	0						13
Public Service Assist	9	3	5	14	7	10	1						49
False Alarms	4	7	12	9	10	7	9						58
Agency Assist	0	0	0	0	0	0	2						2
Mutual Aid	0	1	0	0	0	0	1						2
Auto Aid	1	0	0	0	2	0	0						3
Rescue	0	0	0	0	0	0	0						0
Fire Investigations	0	0	0	0	1	1	0						2
Monthly Response Totals	62	50	65	67	62	57	61	0	0	0	0	0	424
Cumulative Totals	62	112	177	244	306	363	424						424

**BOARD OF DIRECTORS' MEETING – August 23, 2012
ADDENDUM TO GENERAL MANAGER'S REPORT
DISTRICT ENGINEER'S REPORT**

This month's report includes a summary of work tasks that are not tied to a specific capital improvement project, (Non-CIP work tasks). The CIP related efforts this past month were focused solely on the Long-Term Water Supply Project, and related coordination with the Army Corps and their consultants. This effort is further discussed within staff report 6.B.

Non-CIP Works Tasks

Item No.	Description	Status
1	Permitting (Remodels & Proposed New Projects)	Responded to walk-up requests for information and water letter request for remodels. Completed approximately 36 remodel reviews to date for calendar year 2012. Also toured the Camp Ocean Pines facilities to further assess potential water savings opportunities.
2	Water Conservation Program Update	Continued to provide supporting information to Maddaus Water Management for updating the CCSD's water conservation program.

BOARD OF DIRECTORS' MEETING AUGUST 23, 2012
ADDENDUM TO GENERAL MANAGER'S REPORT
WATER SUPERVISOR REPORT

- Attached is the Water Department summary for July call outs: 173 in total.
- Well levels in San Simeon Creek well field are still above average for this time of year. Santa Rosa Well #4 is running 12 hours a day. Along with constant creek monitoring.
- We have started installing water services to the Wastewater lift station. This will be a task for the next few months as we fit it in to our work schedules.
- Manor way slurry coat has been completed and it turned out very nice. This will fulfill any further obligations associated with the Pine Knolls tank project.
- We have started a survey of our larger commercial users. This project is to see what potential water conservation measures we can achieve. We are inspecting, rooms for fixtures, laundry facilities and kitchens. This project will be on going for some time.
- A new 4" water meter has been installed at the high school, the previous one was over 30 years old. This is just one of our large meter replacement program for this fiscal year. We will be starting to replace other large meters after summer is over.
- Ongoing conservation review and meetings.
- Ongoing fire hydrant repairs and replacement.
- Please be mindful of water leaks and the ability to notice such leaks easier in the dry season. Should one notice or have questions regarding water in the streets or elsewhere, please notify the CCSD so that we can assist and/or repair as quickly as possible.

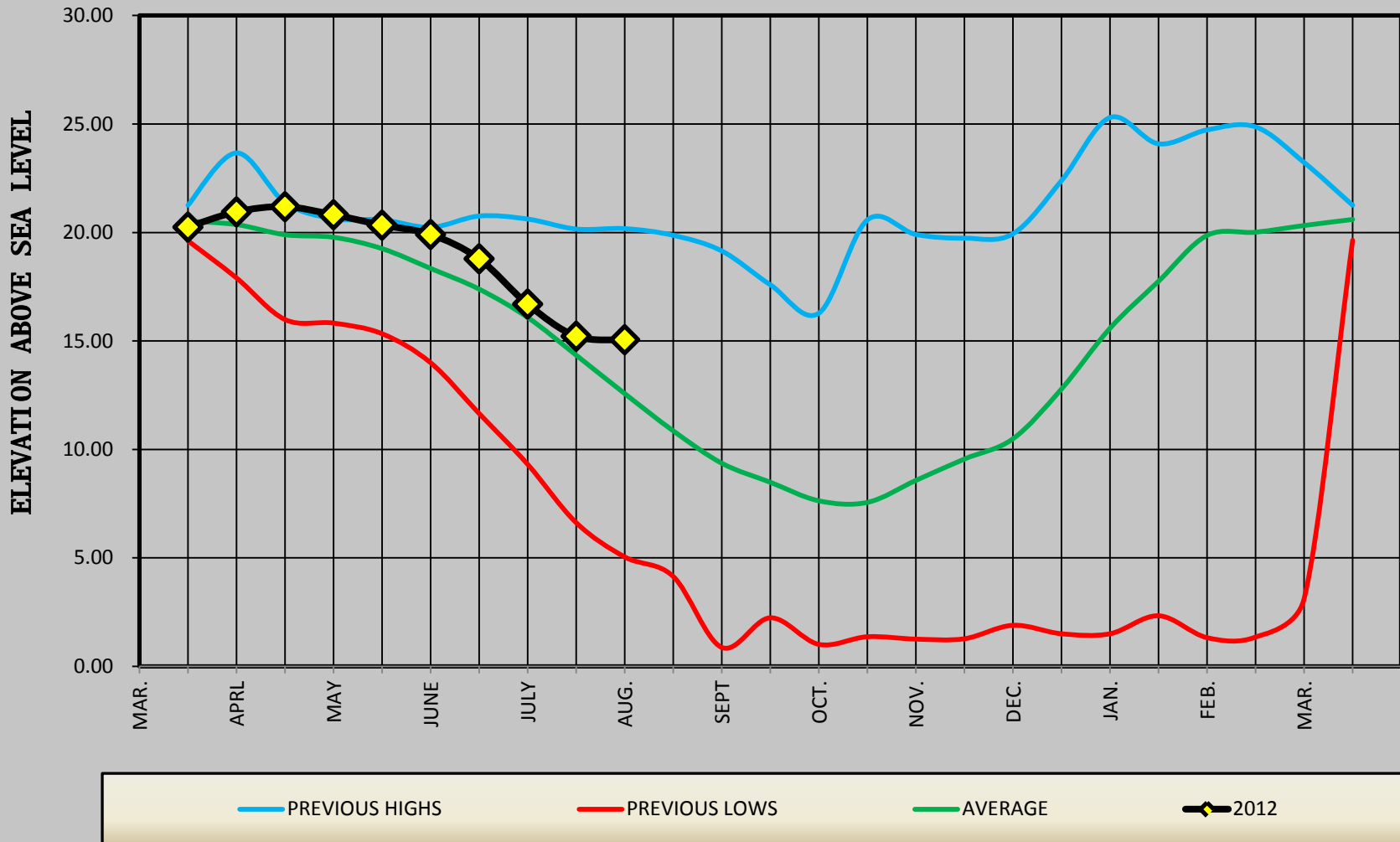
Jim Adams
Water System Supervisor

Water Department July 2012 Report

Nature Of Service Provided	Times Provided During Work hours	Times provided After hours	Total # of times provided
Read meter/locate meter	53	2	55
Leak/high usage on customers side of meter	49	5	54
Meter dial and/or Transmitter replaced (routine)	1		1
Lock/Unlock water meter	9	1	10
Shut off/ Turn on water at meter	4	3	7
Low water pressure	2		2
Dirty water complaints			0
Taste and Odor Complaints			0
Repair leak in distribution system	8		8
System alarms handled by operator on call		3	3
Water main breaks			0
Retro fit inspections (low flow toilets, hot water recirc pumps)	21		21
Water meter and service line up-grades for fire flow	3		3
U.S.A North locations			0
Meter monitor installed/show customer how to read meter	4		4
Water service replaced as routine maintenance			0
Angle stops replaced (routine maintenance)	5		5
Other as not discibed above			0
Total number of services preformed during work hours			159
Total number of services preformed after work hours			14
Total number of services preformed			173

Extras duties not listed above: Replaced meter at high school, upgrade and replacement of damaged/burried fire hydrants, running sr4 12 hours a day and continual monitoring of the santa rosa creek basin.

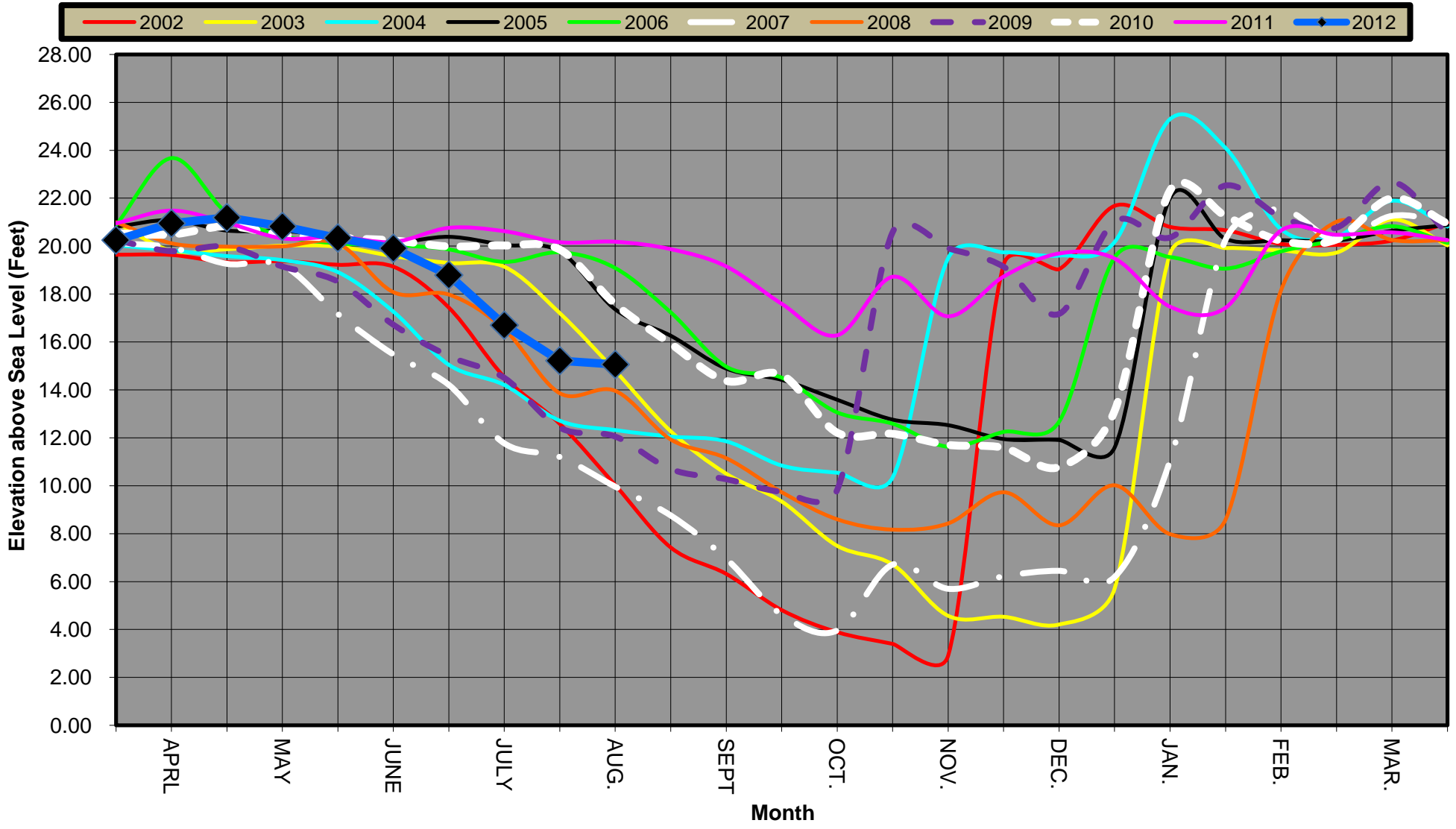
SAN SIMEON CREEK WELL LEVELS March 15th. 1988 - August 1st, 2012



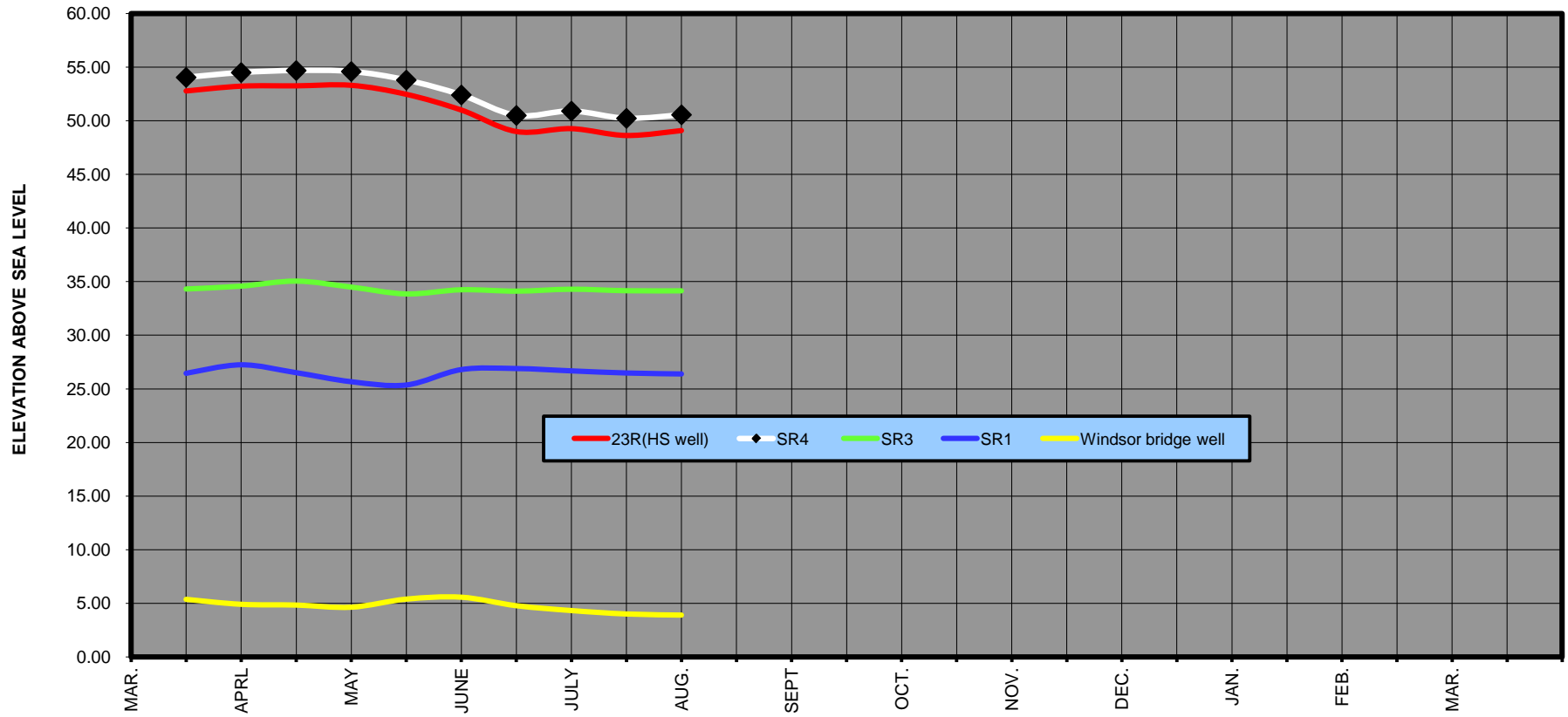
San Simeon Creek Well Levels

Last 10 years

March 15th, 2000 - August 1st, 2012



SANTA ROSA CREEK WELL LEVELS March 15th, 2012 - August 1st, 2012



8/1/12

CAMBRIA COMMUNITY SERVICES DISTRICT
WELL WATER LEVELS FOR 8/1/12

Well Code	Distance Ref. Point to Water Level	Reference Point Distance Above Sea Level	Depth of Water to Sea Level	Remarks
SANTA ROSA CREEK WELLS				
23R	34.33	83.42	49.09	
SR4	31.44	82.00	50.56	
SR3	20.15	54.30	34.15	
SR1	20.01	46.40	26.39	
RP#1	21.35	46.25	24.90	
RP#2	15.62	33.11	17.49	
21R3	8.95	12.88	3.93	
WBE	12.96	16.87	3.91	
WBW	13.03	17.02	3.99	

AVERAGE LEVEL OF DISTRICT'S SANTA ROSA WELLS = 37.03 FEET

SAN SIMEON CREEK WELLS				
16D1	6.38	11.81	5.43	
9M1	27.79	65.63	37.84	
9P2	9.90	19.11	9.21	
9P7	9.45	19.59	10.14	
9L1	15.35	27.33	11.98	
SS4	15.42	25.92	10.50	
9K2	17.02	30.23	13.21	
SS3	19.56	33.25	13.69	
SS2	18.40	34.01	15.61	
SS1	18.18	34.07	15.89	
11B1	27.42	105.43	78.01	
11C1	21.34	98.20	76.86	
PFNW	18.30	93.22	74.92	
10A1	27.92	78.18	50.26	
10G2	20.61	62.95	42.34	
10G1	19.05	59.55	40.50	
10F2	27.29	66.92	39.63	
10M2	27.62	55.21	27.59	
9J3	19.84	43.45	23.61	

Gradient = 1.29

15.06 FEET

Red Font are the CCSD's Production Wells

8/1/12

**BOARD OF DIRECTORS MEETING AUGUST 23, 2012
ADDENDUM TO GENERAL MANAGER'S REPORT
WASTEWATER SUPERVISOR REPORT**

- 1) Annual wastewater department cleaning project. This includes re-organizing the tool shop, vehicle storage area, and the collection system.
- 2) Replaced both check and plug valves at Lift Station #8.
- 3) We will be making major repairs to Lift Station B to include check valves, plug valves, emergency by-pass system, pump, volute, and pump casing.
- 4) Installed new touch screen HMI pump panel at Lift Station A1 on August 16, 2012
- 5) Working with Phoenix Engineering on preparing a RFP for the hydro cleaning/ CCTV sewer line project.
- 6) Alpha electric installed a new control timer on the digester air lift pump.
- 7) Operations staff performing on-going preventive maintenance tasks.
- 8) Operations staff continues to inspect and locate manholes per the SSMP. As I mentioned earlier, locating the remaining manholes have been a difficult task due to their location. For example, several manholes were under a foot of dirt. Bob Wright construction has been assisting us with raising and bringing them up to grade.

Mike Finnigan
Senior WWTP Operator

BOARD OF DIRECTORS' MEETING – August 23, 2012
ADDENDUM TO GENERAL MANAGER'S REPORT FACILITIES AND RESOURCES
MANAGER'S REPORT

- Fiscalini Ranch:
 - § Fire:
 - § There was a small fire on the bluff trail. A cigarette was dropped and caught one of the benches on the trail on fire. Fire was quickly extinguished by Cambria Fire Department.
 - § Erosion Project:
 - § Project is set to start August 22.
 - § The primary purpose of the proposed project is to restore stability to the multi-branched erosion gullies located in the grassland terrace in the center of the West FRP. The project will also remove non-native, invasive plants within the 40 acres in and around the gullies, enhancing the wetland habitat areas scattered throughout the site.
 - § This project is being made possible by a grant from the U.S. Fish and Wildlife Service. The project is being implemented by Upper Salinas-Las Tablas Resource Conservation District and CCSD.
 - § District staff will be overseeing the project along with providing material such as, logs, rock, native seeds, erosion control material, fencing and assisting the contractor with the implementation of the project.
 - § A new bench was installed on the Huntington trail.
- Trails:
 - § Moonstone Connector Trail:
 - § A ribbon cutting ceremony was held on August 15th.
 - § Among the attendees was, Supervisor Bruce Gibson, PROS Chair Steve Kniffen, board member Gail Robinette, California Coastal Trail representative Hannah Faire-Scott, members of California Conservation Corp and CCSD staff.
- Weed abatement:
 - § The last 3 remaining fire breaks were completed.
 - § Mile long fire break behind Waste Water yard and ending on Huntington Street.
 - § ¾ mile long fire break on Fiscalini forest, behind Warren Street and ending on Trenton.
 - § 2 mile break on Rodeo Grounds hill, going around air force housing and ending at the end of Wilton.
- Parks and Trails:
 - § Staff mowed the Steel Head Park
 - § Windsor trail was cut back

- Skate Park:
 - § Staff continues to work with local group to make necessary repairs.
 - § Railing on the big half pipe was repaired. Landing tops on the small ramps were repaired. 3 smaller ramps that were unsalvageable were demolished and removed. Entire Park was re painted. Staff also cleared back vegetation and cleaned the grounds.
 - § There is still a need for additional funds to finish the last layer of material for the big half pipe.
 - A group of local kids took it upon themselves to go house to house/ business to business asking for donations. They were able to collect \$3,000 for the skate park.

- Street Lights:
 - § Flag poles have been ordered. The poles are being manufactured and the estimated shipping date is September 6th. Poles will be installed shortly after.
 - § Staff has been working on a draft banner policy. Policy was handed over to the Historical Society for input.

- Vet's hall:
 - § 44 events were held at Veterans Memorial Building since last board meeting.
 - § Fees waived in August: \$2,122.50
 - § Kitchen Fire Suppression Hood System:
 - § The system is not in compliance with the fire code.
 - § System was upgraded on July 31st.
 - § Basketball hoops
 - § Staff purchased and installed new basket ball back board in the parking lot.

Submitted by:
 Carlos Mendoza
 Facilities and Resources Supervisor/
 Fiscalini Ranch Preserve Manager

**BOARD OF DIRECTORS' MEETING August 23, 2012
ADDENDUM TO GENERAL MANAGER'S REPORT
ADMINISTRATIVE OFFICE REPORT**

The Administrative Office staff continues to provide support to the community and the other CCSD departments through some of the following items:

Recruitment:

General Manager Gruber has appointed Jay Block to the position of Maintenance Technician in the Facilities and Resources department.

Conservation:

We have held the kick off meeting with Bill Maddaus and provided him with the documentation he requested. We continue to meet as staff and review the current program and the application of it to our current code and customers.

Voluntary lot mergers:

We currently have \$21,691 remaining in reserves for the voluntary lot merger program. This money is used exclusively for the voluntary lot merger program. After careful consideration of the Buildout Reduction Program and the remaining funds we will only be providing the Board approved amount of \$800 for "voluntary" lot mergers. Mergers which are required by the CCSD code such as a transfer of position will not be paid for by the CCSD voluntary lot merger funds. We will be bringing this matter to the Board for review in the September Board meeting.

Master fee schedule:

We held two fee schedule Special Meetings. At the last meeting on August 13 we received valuable input from the Veteran's Hall users and some community members. We have adjusted our recommendation to the Board for today's board meeting based on the input.

Intent to Serve Letters:

We are currently updating the list of Intent-to-Serve letters in order to answer some of the questions we have received about the number of outstanding or "pipeline" projects. We will provide this information as soon as we have verified all of the information.

Existing Commitment list:

We are also updating this list in order to provide a current list of commitments to the Board, staff, the community and the California Coastal Commission. We will provide this list once we have verified all of the information.

Information Technology:

We are currently working with each department and TechXpress to order replacement computers for all of the computers which have been identified as being at the end of life stage. Al LaBossiere located the state contract and in doing so has provided us with a resource where we will be able to save a considerable amount of money with each purchase.

Transfers:

We have finalized the transfer of both the SFR EDU from Main St., to Orme Pl., as well as the 11 commercial EDU transfer from Main St., to Moonstone Beach Dr.

Assessments:

Cortney Upthegrove and Al LaBossiere identified discrepancies in the Fire Suppression Benefit Assessment data file. This resulted in approximately \$5900 of additional revenue.

Meetings Attended:

Municipal Personnel Association of the Central Coast (MPACC) in Grover Beach on August 15.

Submitted by,
Monique Madrid
Administrative Services Officer

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **6.B.**

FROM: Jerry Gruber, General Manager
Bob Gresens, District Engineer

Meeting Date: August 23, 2012

Subject: LONG TERM WATER SUPPLY
ALTERNATIVES UPDATE

WATER SUPPLY PROJECT EIR/EIS

Much of the past month's efforts have focused on preparations associated with the recent August 9, 2012 Workshop No. 3, which presented the output of the Criterion Plus Decision modeling effort. This effort provided the relative technical rankings of the various supply concepts. The goal of the workshops was to provide direction and input to the Army Corps on which concepts to include for subsequent, detailed environmental analysis within the project's EIR/EIS process. This was in response to the Army Corps requesting input in selecting four concepts to include within a reasonable range of alternatives for the environmental study efforts.

Workshop 3 resulted in a very good interactive discussion between the technical project team members, the public, and the Board. After receiving community input, the Board passed a motion that allowed the Whale Rock surface storage and brackish water desalination concepts to be included among the alternatives. It was further conditioned that the facility size for environmental analysis be based on 250 acre-feet of dry season production capacity. The decision on the two remaining concepts was deferred to a further meeting, which we had thought would be part of today's agenda. However, supporting information was not ready in time for today's Board agenda packet. Therefore, the discussion on two remaining alternatives for consideration within the EIR/EIS still needs to be scheduled.

Although subject to changes based on future input and direction received, the EIR/EIS schedule currently estimates the public review draft being circulated for review and comments starting sometime during the last week of March 2013. Unless extended, the draft EIR/EIS will have a 45 day public review period. A preferred project alternative will also be identified following further environmental analysis of the reasonable range of alternatives.

The reasonable range of alternatives studied within the EIS/EIR now includes an alternative other than seawater desalination. Therefore, to allow for future Federal Water Resource Development Act (WRDA) funding of an alternative other than desalination, a WRDA Bill would need to amend the current Cambria project authorization. Further discussions would be needed with Federal representatives to pursue such an amendment.

CAMBRIA COMMUNITY SERVICES DISTRICT
EXPENDITURE REPORT
FOR THE MONTH OF JULY, 2012

VENDOR NAME	CHECK NUMBER	CHECK DATE	LINE NO.	LINE AMOUNT	LINE DESCRIPTION
ACCURATE MAILING SERVICE	54472	7/2/2012	1	250.00	WD/ADDITIONAL POSTAGE FOR MAY/JUNE UTILITY BILLS
ACCURATE MAILING SERVICE	54472	7/2/2012	2	250.00	WW/ADDITIONAL POSTAGE FOR MAY/JUNE UTILITY BILLS
ACCURATE MAILING SERVICE	54472	7/2/2012	1	700.00	WD/POSTAGE DEPOSIT FOR MAILING UTIL BILLS 07/12
ACCURATE MAILING SERVICE	54472	7/2/2012	2	700.00	WW/POSTAGE DEPOSIT FOR MAILING UTIL BILLS 07/12
ACCURATE MAILING SERVICE	54540	7/16/2012	1	14.34	WD/ADDITIONAL SERVICES FOR MAY/JUNE UTIL BILLS
ACCURATE MAILING SERVICE	54540	7/16/2012	2	14.33	WW/ADDITIONAL SERVICES FOR MAY/JUNE UTIL BILLS
ACCURATE MAILING SERVICE	54540	7/16/2012	3	114.76	WD/ADDITIONAL POSTAGE FOR MAY/JUNE UTIL BILLS
ACCURATE MAILING SERVICE	54540	7/16/2012	4	114.76	WW/ADDITIONAL POSTAGE FOR MAY/JUNE UTIL BILLS
				<u>2,158.19</u>	
ADAMS, JAMES R.	54473	7/2/2012	1	45.00	WD/MONTHLY CELLULAR PHONE SERVICE REIMB 07/12
AGP VIDEO	54541	7/16/2012	1	2,036.25	ADM/VIDEO PROD/DIST BOARD MTG'S 6/13-6/14-6/28/12
ALPHA ELECTRICAL SERVICE	54485	7/3/2012	1	2,636.18	WW/COMPLETED RE-WIRING LIFT STA B2 & A1
ALPHA FIRE & SECURITY	54529	7/10/2012	1	135.00	F&R/VET'S HALL MONITOR ELEC FIRE SYSTEM-AUG-SEPT
ASHLAND, INC.	54567	7/24/2012	1	1,486.49	WW/PRAESTOL
AT&T	54507	7/9/2012	1	36.12	WW/ALARM LIFT STATION B-4 06/25/12-07/24/12
AT&T	54573	7/24/2012	1	283.95	WW/ALARM VAN GORDON CRK RD WELL 7/6/12-8/6/12
				<u>320.07</u>	
AT&T/CALNET2	54596	7/24/2012	1	15.89	WW/MONTHLY FAX CHARGE 06/10/12-07/09/12
AT&T/CALNET2	54596	7/24/2012	1	15.73	WD/TELEMETRY SYST MONTHLY CHGS 06/10/12-07/09/12
AT&T/CALNET2	54596	7/24/2012	1	30.15	F&R/TELEMETRY SYS MONTHLY CHGS 06/10/12-07/09/12
AT&T/CALNET2	54596	7/24/2012	1	662.18	WW/CIRCUIT ALARM CHARGES 06/10/12-07/09/12
AT&T/CALNET2	54596	7/24/2012	1	15.73	WD/BUILDING PUMP LEIMERT TANK 06/10/12-07/09/12
AT&T/CALNET2	54596	7/24/2012	1	16.41	ADM/FAX MONTHLY CHARGES 06/10/12-07/09/12
AT&T/CALNET2	54596	7/24/2012	1	279.20	ADM/MAIN OFFICE MONTHLY CHARGES 06/10/12-07/09/12
AT&T/CALNET2	54596	7/24/2012	1	97.81	WD/PHONE & FAX MONTHLY CHARGES 06/10/12-07/09/12
AT&T/CALNET2	54596	7/24/2012	1	136.15	FD/MAIN OFFICE MONTHLY CHARGES 06/10/12-07/09/12
AT&T/CALNET2	54596	7/24/2012	1	110.39	WW/MONTHLY PHONE CHARGES 06/10/12-07/09/12
				<u>1,379.64</u>	
AVERY ASSOCIATES	54486	7/3/2012	1	288.16	ADM/EXPENSES RELATED TO LABOR RELATIONS
AVERY ASSOCIATES	54530	7/10/2012	1	1,700.00	ADM/LABOR RELATIONS SERVICES JULY 2012
AVERY ASSOCIATES	54568	7/24/2012	1	1,443.41	ADM/EXPENSES RELATED TO LABOR RELATIONS
				<u>3,431.57</u>	
BIGLEY, JOHN	54533	7/11/2012	1	6.84	WD/CUSTOMER REFUND
BOB WRIGHT CONSTRUCTION	54594	7/24/2012	1	3,600.00	WW/RAISE 9 MANHOLE AND ADD NEW COLLARS
BRENNTAG PACIFIC, INC.	54574	7/24/2012	1	801.73	WW/CHEMICALS
BRENNTAG PACIFIC, INC.	54574	7/24/2012	1	1,032.26	WD/CHEMICALS
				<u>1,833.99</u>	
BURTON'S FIRE, INC.	54487	7/3/2012	1	304.56	FD/MAINT & REPAIR VEHICLES
BURTON'S FIRE, INC.	54575	7/24/2012	1	245.81	FD/MAINT & REPAIR VEHICLES
				<u>550.37</u>	
BUSINESSPLANS, INC.	54597	7/24/2012	1	250.00	ADM/MONTHLY HRA PLAN ADMINISTRATION JUNE 2011
BUSINESSPLANS, INC.	54603	7/24/2012	1	276.00	ADM/MONTHLY HRA PLAN ADMINISTRATION JULY 2012
				<u>526.00</u>	
CAMBRIA BUSINESS CENTER	54569	7/24/2012	1	52.14	WW/SHIPPING CHARGES

**CAMBRIA COMMUNITY SERVICES DISTRICT
EXPENDITURE REPORT
FOR THE MONTH OF JULY, 2012**

VENDOR NAME	CHECK NUMBER	CHECK DATE	LINE NO.	LINE AMOUNT	LINE DESCRIPTION
CAMBRIA HARDWARE CENTER	54523	7/10/2012	1	10.70	FD/MAINT & REPAIR SCBA FIRE DEPT
CAMBRIA HARDWARE CENTER	54523	7/10/2012	2	68.47	FD/MAINT & REPAIR BUILDINGS
CAMBRIA HARDWARE CENTER	54523	7/10/2012	1	425.02	F&R/MAINT & REPAIR BUILDINGS
CAMBRIA HARDWARE CENTER	54523	7/10/2012	2	23.00	F&R/MAINT & REPAIR VET'S HALL
CAMBRIA HARDWARE CENTER	54523	7/10/2012	3	17.15	F&R/MAINT & REPAIR EQUIPMENT
CAMBRIA HARDWARE CENTER	54523	7/10/2012	4	398.24	F&R/DEPARTMENT OPERATING SUPPLIES
CAMBRIA HARDWARE CENTER	54523	7/10/2012	1	(0.55)	ADM/MAINT & REPAIR BUILDINGS
CAMBRIA HARDWARE CENTER	54523	7/10/2012	2	24.90	ADM/DEPARTMENT OPERATING SUPPLIES
CAMBRIA HARDWARE CENTER	54523	7/10/2012	1	116.32	WD/DEPATMENT OPERATING SUPPLIES
CAMBRIA HARDWARE CENTER	54523	7/10/2012	1	79.97	WW/MAINT & REPAIR TREATMENT PLANT
CAMBRIA HARDWARE CENTER	54523	7/10/2012	2	109.81	WW/MAINT & REPAIR COLLECTION
CAMBRIA HARDWARE CENTER	54523	7/10/2012	3	8.87	WW/MAINT & REPAIR LIFT STATION
				<u>1,281.90</u>	
CAMBRIA TOWING	54505	7/3/2012	1	250.00	FD/TOW 2003 FORD F350 LIC#1148464
CAMBRIA VILLAGE SQUARE	54481	7/2/2012	1	3,182.13	ADM/MONTHLY OFFICE LEASE PYMT 1316 TAMSEN 07/12
CAMBRIA VILLAGE SQUARE	54572	7/24/2012	1	369.31	ADM/COMMON AREA MAINT MAY/JUNE 2012
				<u>3,551.44</u>	
CARMEL & NACCASHA LLP	54474	7/2/2012	1	8,000.00	ADM/MONTHLY RETAINER LEGAL SERVICES 07/12
CARMEL & NACCASHA LLP	54566	7/24/2012	1	871.00	FD/GENERAL COUNSEL JUNE 2012
CARMEL & NACCASHA LLP	54566	7/24/2012	2	891.00	F&R/GENERAL COUNSEL JUNE 2012
CARMEL & NACCASHA LLP	54566	7/24/2012	3	7,754.30	ADM/GENERAL COUNSEL JUNE 2012
CARMEL & NACCASHA LLP	54566	7/24/2012	4	3,148.85	WD/GENERAL COUNSEL JUNE 2012
CARMEL & NACCASHA LLP	54566	7/24/2012	5	1,221.00	RC/GENERAL COUNSEL JUNE 2012
CARMEL & NACCASHA LLP	54566	7/24/2012	1	120.25	WD/LITIGATION SERVICES-BERGE JUNE 2012
CARMEL & NACCASHA LLP	54566	7/24/2012	2	120.25	WW/LITIGATION SERVICES-BERGE JUNE 2012
CARMEL & NACCASHA LLP	54566	7/24/2012	3	672.65	WD/LITIGATION SERVICES-LANDWATCH I JUNE 2012
CARMEL & NACCASHA LLP	54566	7/24/2012	4	929.20	WD/LITIGATION SERVICES-LINDSEY JUNE 2012
CARMEL & NACCASHA LLP	54566	7/24/2012	5	795.50	WW/LITIGATION SERVICES-GILRAY JUNE 2012
CARMEL & NACCASHA LLP	54566	7/24/2012	8	(6,600.00)	ADM/LESS MAY 2012 RETAINER
				<u>17,924.00</u>	
CENTRAL COAST COFFEE	54519	7/9/2012	1	44.64	ADM/OFFICE SUPPLIES
CHAMBER OF COMMERCE	54549	7/17/2012	1	210.00	ADM/ANNUAL MEMBERSHIP DUES 2012/2013
CHARTER COMMUNICATIONS	54565	7/23/2012	1	351.98	FD/MONTHLY INTERNET SERVICE JUN/JULY 2012
CHARTER COMMUNICATIONS	54565	7/23/2012	1	87.99	F&R/MONTHLY INTERNET SERVICE JULY 2012
CHARTER COMMUNICATIONS	54565	7/23/2012	1	175.99	WD/MONTHLY INTERNET SERVICE JULY 2012
CHARTER COMMUNICATIONS	54565	7/23/2012	1	279.99	ADM/MONTHLY INTERNET SERVICE JULY 2012
CHARTER COMMUNICATIONS	54565	7/23/2012	1	175.99	WW/MONTHLY INTERNET SERVICE JULY 2012
				<u>1,071.94</u>	
CHEMSEARCH	54576	7/24/2012	1	1,195.67	WW/RUST REMOVAL, LUBE/GREASE, REPAIR COMPOUND
COAST ELECTRONICS/RADIO	54598	7/24/2012	1	832.48	WD/REPROGRAM EXISTING RADIOS/INSTALL NEW ONES
COAST ELECTRONICS/RADIO	54598	7/24/2012	2	561.89	WW/REPROGRAM EXISTING RADIOS/INSTALL NEW ONES
				<u>1,394.37</u>	
CORBIN WILLITS SYSTEMS	54475	7/2/2012	1	1,199.12	ADM/MONTHLY SUPPORT AGREEMT-MOM SOFTWARE 07/12
CORRPRO COMPANIES, INC.	54599	7/24/2012	1	6,488.11	WD/REPLACE CATHODIC PROTECTION SYSTEM (FISC TANK)
CRYSTAL SPRING WATER CO.	54508	7/9/2012	1	29.43	WW/DRINKING WATER AND RENTAL JUNE 2012
CULLIGAN-KITZMAN WATER	54520	7/9/2012	1	53.00	FD/14 DAY WATER SOFTENER SERVICE 07/01/12-07/31/12

**CAMBRIA COMMUNITY SERVICES DISTRICT
EXPENDITURE REPORT
FOR THE MONTH OF JULY, 2012**

VENDOR NAME	CHECK NUMBER	CHECK DATE	LINE NO.	LINE AMOUNT	LINE DESCRIPTION
DAVIS, MIKE	54509	7/9/2012	1	200.00	FD/TREADMILL SERVICE/REPAIR
DORADO PARKING SYSTEMS	54577	7/24/2012	1	2,415.92	WWW/LIFT STA ALARM RECEIVER/TRANSMITTER CARDS
EMAINT ENTERPRISES LLC	54608	7/30/2012	1	2,160.00	WW/EMAINT USER AGREEMENT THRU 11/30/12
EVERBANK COMMERCIAL FINANCE	54550	7/17/2012	1	289.15	FD/SHARP X3500 COPIER LEASE AGREEMENT JULY 2012
FENCE FACTORY, THE	54551	7/17/2012	1	52.50	F&R/TEMP FENCE RENTAL SKATE PARK JULY 2012
FERGUSON ENT., INC #632	54543	7/16/2012	1	721.69	WD/HYDRANT REPAIR PARTS
FERGUSON ENT., INC #632	54552	7/17/2012	1	382.40	WD/MAINT & REPAIR DISTRIBUTION
FERGUSON ENT., INC #632	54552	7/17/2012	1	1,434.62	WD/FIRE HYDRANT REPAIR
				<u>2,538.71</u>	
FGL ENVIRONMENTAL	54510	7/9/2012	1	90.00	WD/BACTI AND SUPPORT ANALYSIS
FGL ENVIRONMENTAL	54553	7/17/2012	1	90.00	WD/BACTI AND SUPPORT ANALYSIS
FGL ENVIRONMENTAL	54553	7/17/2012	1	110.00	WD/BACTI AND SUPPORT ANALYSIS
FGL ENVIRONMENTAL	54578	7/24/2012	1	377.00	WW/INORGANIC, ORGANIC AND SUPPORT ANALYSIS
FGL ENVIRONMENTAL	54578	7/24/2012	1	90.00	WD/BACTI AND SUPPORT ANALYSIS
				<u>757.00</u>	
FINDLAY, NANCY	54534	7/11/2012	1	80.00	WD/CUSTOMER REFUND
FINNIGAN, MICHAEL	54476	7/2/2012	1	45.00	WWW/MONTHLY CELLULAR PHONE SERVICE REIMB 07/12
FIRMA CONSULTANTS, INC.	54522	7/10/2012	1	135.00	PR/PROF SVCS FISCALINI RANCH MDP #2 JUNE 2012
FIRST AMERICAN TITLE CO	54609	7/30/2012	1	327.00	RC/VOLT LOT MERGER
FIRST BANKCARD	54595	7/24/2012	1	7.67	ADM/CABLE CONVERSION
FIRST BANKCARD	54595	7/24/2012	2	600.00	ADM/GM LEADERSHIP SUMMIT CONFERENCE REGISTRATION
FIRST BANKCARD	54595	7/24/2012	3	16.44	ADM/MEETING W/GREENSPACE
FIRST BANKCARD	54595	7/24/2012	1	(595.00)	FD/REFUND FOR RESCUE TRAINING II APRIL 2012
FIRST BANKCARD	54595	7/24/2012	2	(595.00)	FD/REFUND FOR RESCUE TRAINING II APRIL 2012
FIRST BANKCARD	54595	7/24/2012	3	800.00	FD/CA OES SVC TRAINING
FIRST BANKCARD	54595	7/24/2012	4	599.50	FD/CA OES SVC TRAINING
FIRST BANKCARD	54595	7/24/2012	5	599.50	FD/CA OES SVC TRAINING
FIRST BANKCARD	54595	7/24/2012	6	24.99	FD/MEETING EXPENSE
FIRST BANKCARD	54595	7/24/2012	7	71.85	FD/TRAINING EXPENSE
FIRST BANKCARD	54595	7/24/2012	8	47.00	FD/OPERATING EXPENSE
FIRST BANKCARD	54595	7/24/2012	9	19.09	FD/MEETING EXPENSE
FIRST BANKCARD	54595	7/24/2012	1	20.17	ADM/OFFICE SUPPLIES
FIRST BANKCARD	54595	7/24/2012	2	17.75	PR/MEETING EXPENSE
FIRST BANKCARD	54595	7/24/2012	3	28.07	ADM/MEETING EXPENSE
FIRST BANKCARD	54595	7/24/2012	4	33.00	ADM/MEETING EXPENSE
				<u>1,695.03</u>	
FRED PRYOR SEMINARS	54521	7/9/2012	1	49.00	ADM/MICROSOFT EXCEL 2 DAY CLASS BEYOND BASICS
FRED PRYOR SEMINARS	54521	7/9/2012	1	79.00	ADM/MICROSOFT EXCEL CLASS - BASIC
FRED PRYOR SEMINARS	54521	7/9/2012	1	79.00	ADM/MICROSOFT EXCEL CLASS - BASIC
FRED PRYOR SEMINARS	54521	7/9/2012	1	49.00	ADM/MICROSOFT EXCEL 2 DAY CLASS BEYOND BASICS
				<u>256.00</u>	
G. W. POTTER	54557	7/17/2012	1	60.00	WW/MAINT & REPAIR JOHN DEERE TRACTOR
GANG, SCOTT	54535	7/11/2012	1	80.00	WD/CUSTOMER REFUND

**CAMBRIA COMMUNITY SERVICES DISTRICT
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VENDOR NAME	CHECK NUMBER	CHECK DATE	LINE NO.	LINE AMOUNT	LINE DESCRIPTION
GERBER'S AUTO SERVICE	54488	7/3/2012	1	44.50	WW/MAINT & REPAIR VEHICLES
GERBER'S AUTO SERVICE	54488	7/3/2012	1	188.50	WW/MAINT & REPAIR VEHICLES
GERBER'S AUTO SERVICE	54488	7/3/2012	1	44.50	F&R/MAINT & REPAIR VEHICLES
GERBER'S AUTO SERVICE	54488	7/3/2012	1	44.50	WD/MAINT & REPAIR VEHICLES
GERBER'S AUTO SERVICE	54554	7/17/2012	1	246.96	F&R/2 TIRES RANGER XLT LIC#E431220
				<u>568.96</u>	
GOLDEN BAY MECHANICAL SERVICES	54570	7/24/2012	1	140.23	F&R/MAINT & REPAIR VET'S HALL
GRAINGER	54579	7/24/2012	1	101.94	WW/LITHIUM-ION BATTERY 18V
GRATING PACIFIC, INC.	54555	7/17/2012	1	1,412.48	WW/GRATING FOR CAT WALK
GRESENS, ROBERT C.	54477	7/2/2012	1	45.00	WD/MONTHLY CELLULAR PHONE SERVICE REIMB 07/12
GROSSKREUTZ, BENJAMIN M.	54556	7/17/2012	1	65.00	WD/REIMB APP EXP FOR DISTRIBUTION EXAM
GRUBER, JEROME	54478	7/2/2012	1	45.00	ADM/MONTHLY CELLULAR PHONE SERVICE REIMB 07/12
HAYWARD LUMBER	54524	7/10/2012	1	119.36	F&R/MAINT & REPAIR BUILDINGS
HENRY SCHEIN, INC.	54489	7/3/2012	1	139.43	FD/EMERGENCY MEDICAL SUPPLIES
HOME DEPOT CREDIT SERVICE	54525	7/10/2012	1	53.59	FD/PROPANE TORCH
HOME DEPOT CREDIT SERVICE	54525	7/10/2012	1	642.43	F&R/PAINT SPRAYER
				<u>696.02</u>	
HSBC BUSINESS SOLUTIONS	54604	7/24/2012	1	599.99	WW/MAKITA CORDLESS TOOL KIT
INNOVATIVE CONCEPTS	54531	7/10/2012	1	25.00	FS/FIRE WEBSITE HOSTING
INNOVATIVE CONCEPTS	54531	7/10/2012	2	25.00	ADM/CIS HOSTING
				<u>50.00</u>	
INTELLIGENT PRODUCTS INC.	54558	7/17/2012	1	1,037.52	F&R/MUTT MITTS
J B DEWAR	54490	7/3/2012	1	1,522.24	WW/DIESEL
J B DEWAR	54490	7/3/2012	1	2,253.65	WD/GASOLINE AND DIESEL
J B DEWAR	54490	7/3/2012	1	1,731.54	FD/DIESEL
J B DEWAR	54559	7/17/2012	1	754.98	WW/DIESEL
J B DEWAR	54559	7/17/2012	1	1,311.45	WD/GASOLINE AND DIESEL
J B DEWAR	54580	7/24/2012	1	892.25	FD/DIESEL
				<u>8,466.11</u>	
JOHN DEERE FINANCIAL	54526	7/10/2012	1	222.15	F&R/MAINT & REPAIR TRACTOR
KAPERONIS, GEORGE	54563	7/17/2012	1	695.00	FD/REIMBURST RS2 CLASS FEES FEB. 2012
LABOSSIERE, J. ALLEYNE	54581	7/24/2012	1	90.48	ADM/REIMBURSE TRAVEL EXPENSES
LIEBERT CASSIDY WHITMORE	54482	7/2/2012	1	3,360.00	ADM/EMPLOYMENT RELATIONS CONSORTIUM
LINC DELIVERY	54512	7/9/2012	1	19.50	WW/DELIVERY SERVICE TO SWRQCB
LINC DELIVERY	54582	7/24/2012	1	19.50	WW/DELIVERY SERVICE TO SWQCB
LINC DELIVERY	54610	7/30/2012	1	19.50	WW/DELIVERY SERVICE TO SWQCB
				<u>58.50</u>	
MARINE RESCUE PRODUCTS INC.	54560	7/17/2012	1	596.65	FD/RESCUE FINS AND RESCUE REEL

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MATHESON TRI-GAS, INC	54513	7/9/2012	1	53.00	WWW/ACETYLENE GAS AND EQUIPMENT
MATHESON TRI-GAS, INC	54513	7/9/2012	1	56.72	WWW/ACETYLENE GAS AND EQUIPMENT
MATHESON TRI-GAS, INC	54513	7/9/2012	1	55.10	WWW/ACETYLENE GAS AND EQUIPMENT
				<u>164.82</u>	
MATTESON, RICHARD	54536	7/11/2012	1	127.31	WD/CUSTOMER REFUND
MEDSTOP URGENT CARE	54491	7/3/2012	1	2,070.00	FD/HAZ MAT PHYSICALS AND NEW HIRE PHYSICAL
MENDOZA, CARLOS	54479	7/2/2012	1	22.50	F&R/MONTHLY CELLULAR PHONE SERVICE REIMB 07/12
MENDOZA, CARLOS	54479	7/2/2012	2	22.50	ADM/MONTHLY CELLULAR PHONE SERVICE REIMB 07/12
MENDOZA, CARLOS	54583	7/24/2012	1	319.46	F&R/REIMBURSE BASKETBALL BACKBOARDS VET'S HALL
				<u>364.46</u>	
MILLER, MARK	54480	7/2/2012	1	45.00	FD/MONTHLY CELLULAR PHONE SERVICE REIMB 07/12
MILLER, MARK	54600	7/24/2012	1	287.50	FD/REIMB USE OF PERSONAL CAR / COMP CAR REPAIRED
MILLER, MARK	54605	7/24/2012	1	300.51	FD/REIMB USE OF PERSONAL CAR/COMP CAR REPAIRED
				<u>633.01</u>	
MINER'S ACE HARDWARE	54492	7/3/2012	1	107.74	WWW/MAINT & REPAIR COLLECTION
MINER'S ACE HARDWARE	54584	7/24/2012	1	34.30	F&R/DEPT OPERATING EXPENSE
MINER'S ACE HARDWARE	54611	7/30/2012	1	35.38	F&R/MAINT & REPAIR BUILDINGS
MINER'S ACE HARDWARE	54611	7/30/2012	1	94.76	F&R/DEPT OPERATING SUPPLIES
				<u>272.18</u>	
MISSION LINEN SUPPLY	54514	7/9/2012	1	217.08	WD/LINEN SERVICE & UNIFORM CLEANING JUNE 2012
MISSION LINEN SUPPLY	54514	7/9/2012	2	52.00	F&R/LINEN SERVICE & UNIFORM CLEANING JUNE 2012
				<u>269.08</u>	
NAPA AUTO PARTS	54493	7/3/2012	1	6.67	F&R/MAINT & REPAIR NON-LIC VEH
NAPA AUTO PARTS	54493	7/3/2012	1	4.28	WWW/MAINT & REPAIR COLLECTION
NAPA AUTO PARTS	54493	7/3/2012	1	8.56	WWW/MAINT & REPAIR COLLECTION
NAPA AUTO PARTS	54493	7/3/2012	1	11.11	WD/MAINT & REPAIR VEHICLES
NAPA AUTO PARTS	54493	7/3/2012	1	69.99	WD/DEPT OPERATING SUPPLIES
NAPA AUTO PARTS	54493	7/3/2012	1	8.56	WWW/MAINT & REPAIR COLLECTION
NAPA AUTO PARTS	54493	7/3/2012	1	24.66	WWW/MAINT & REPAIR VEHICLES
NAPA AUTO PARTS	54493	7/3/2012	1	8.56	F&R/MAINT & REPAIR VEHICLES
NAPA AUTO PARTS	54585	7/24/2012	1	12.84	WWW/MAINT & REPAIR COLLECTION
NAPA AUTO PARTS	54585	7/24/2012	1	74.06	F&R/MAINT & REPAIR VEHICLES
NAPA AUTO PARTS	54585	7/24/2012	1	0.54	F&R/MAINT & REPAIR VEHICLES
NAPA AUTO PARTS	54585	7/24/2012	1	62.36	WWW/MAINT & REPAIR LIFT STATION
NAPA AUTO PARTS	54585	7/24/2012	1	206.37	WWW/MAINT & REPAIR GENERATOR
NAPA AUTO PARTS	54585	7/24/2012	1	3.47	WD/MAINT & REPAIR VEHICLES
				<u>502.03</u>	
NATIONAL METER & AUTOMATION	54494	7/3/2012	1	1,913.37	WWW/ONE INCH METER BODY
NATIONAL METER & AUTOMATION	54544	7/16/2012	1	640.12	WWW/BR55 METER BODY
				<u>2,553.49</u>	
NOBLE SAW, INC.	54586	7/24/2012	1	103.07	F&R/MAINT & REPAIR EQUIPMENT
OAK SHORES REALTY,	54537	7/11/2012	1	80.00	WD/CUSTOMER REFUND
PACIFIC GAS & ELECTRIC	54545	7/16/2012	1	4.29	F&R/ELECTRIC SERVICE 05/30/12-06/27/12
PACIFIC GAS & ELECTRIC	54545	7/16/2012	1	14,033.70	WWW/ELECTRIC SERVICE 05/30/12-06/29/12
PACIFIC GAS & ELECTRIC	54545	7/16/2012	1	200.48	WWW/ELECTRIC SERVICE 05/30/12-06/27/12
PACIFIC GAS & ELECTRIC	54545	7/16/2012	1	19.06	ADM/ELECTRIC SERVICE 05/30/12-06/27/12
PACIFIC GAS & ELECTRIC	54545	7/16/2012	1	9.53	ADM/ELECTRIC SERVICE 05/30/12-06/27/12

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PACIFIC GAS & ELECTRIC	54545	7/16/2012	1	667.16	FD/ELECTRIC SERVICE 05/30/12-07/05/12
PACIFIC GAS & ELECTRIC	54545	7/16/2012	2	391.24	ADM/ELECTRIC SERVICE 05/30/12-07/05/12
PACIFIC GAS & ELECTRIC	54545	7/16/2012	3	1,709.98	F&R/ELECTRIC SERVICE 05/30/12-07/05/12
PACIFIC GAS & ELECTRIC	54545	7/16/2012	1	10,422.77	WD/ELECTRIC SERVICES 05/30/12-06/28/12
PACIFIC GAS & ELECTRIC	54545	7/16/2012	1	1,866.64	WD/ELECTRIC SERVICES 05/31/12-06/28/12
				<u>29,324.85</u>	
PALLA, CHERYL	54538	7/11/2012	1	102.64	WD/CUSTOMER REFUND
PASO ROBLES FORD	54495	7/3/2012	1	2,747.05	WW/REPAIRED LOW OIL PRES FORD F350 L#1148462
PASO ROBLES FORD	54495	7/3/2012	1	822.38	WWW/REPLACED FUEL INJECTOR FORD F350 L#1148462
PASO ROBLES FORD	54587	7/24/2012	1	4,353.45	WD/NEW TRANSMISSION 2003 FORD 350 L#1148463
				<u>7,922.88</u>	
PETTY CASH	54612	7/30/2012	1	7.48	F&R/MAINT & REPAIR VET'S HALL
PETTY CASH	54612	7/30/2012	2	17.00	F&R/EMPLOYEE RECRUITMENT EXPENSE
PETTY CASH	54612	7/30/2012	3	(3.07)	ADM/VET'S HALL
PETTY CASH	54612	7/30/2012	4	13.59	ADM/OFFICE SUPPLIES
PETTY CASH	54612	7/30/2012	5	49.45	ADM/POSTAGE
PETTY CASH	54612	7/30/2012	6	9.00	ADM/DEPT. OPERATING EXPENSE
PETTY CASH	54612	7/30/2012	7	117.62	ADM/MEETING EXPENSE
				<u>211.07</u>	
PHIL'S PRO PLUMB	54496	7/3/2012	1	150.00	FD/MAINT & REPAIR BUILDINGS
PICTURE IT FRAMED	54497	7/3/2012	1	105.09	ADM/PROCLAMATIONS (2)
PONTON INDUSTRIES, INC.	54606	7/24/2012	1	1,050.65	WW/DISSOLVED OXYGEN PROBE CAP
PROCARE JANITORIAL SUPPLY	54498	7/3/2012	1	84.77	F&R/JANITORIAL SUPPLIES
PROCARE JANITORIAL SUPPLY	54498	7/3/2012	1	13.80	F&R/JANITORIAL SUPPLIES
PROCARE JANITORIAL SUPPLY	54613	7/30/2012	1	227.69	F&R/DEPT. OPERATING SUPPLIES
				<u>326.26</u>	
QUILL CORP	54499	7/3/2012	1	144.25	ADM/OFFICE SUPPLIES
QUILL CORP	54499	7/3/2012	1	17.74	ADM/OFFICE SUPPLIES
QUILL CORP	54499	7/3/2012	1	48.25	ADM/OFFICE SUPPLIES
QUILL CORP	54499	7/3/2012	1	140.54	ADM/OFFICE SUPPLIES
QUILL CORP	54532	7/10/2012	1	275.15	ADM/OFFICE SUPPLIES
QUILL CORP	54588	7/24/2012	1	73.66	ADM/OFFICE SUPPLIES
QUILL CORP	54588	7/24/2012	1	6.75	ADM/OFFICE SUPPLIES
QUILL CORP	54588	7/24/2012	1	30.40	ADM/OFFICE SUPPLIES
QUILL CORP	54588	7/24/2012	1	70.27	ADM/OFFICE SUPPLIES
QUILL CORP	54588	7/24/2012	1	211.73	ADM/OFFICE SUPPLIES
QUILL CORP	54588	7/24/2012	1	10.13	ADM/OFFICE SUPPLIES
QUILL CORP	54614	7/30/2012	1	568.41	F&R/CANON COLOR PRINTER
				<u>1,597.28</u>	
RACO MANUFACTURING & ENGINEERI	54601	7/24/2012	1	91.16	WW/MAINT & REPAIR LIFT STATION
RICE, MIKE	54546	7/16/2012	1	750.00	F&R/FISCALINE CREEKSIDE INVASIVE REMOVAL
RICE, MIKE	54561	7/17/2012	1	2,680.00	F&R/WEED ABATEMENT
RICE, MIKE	54589	7/24/2012	1	1,336.00	WWW/CLEARED/REMOVED TREE DEBRIS PARK HILL FIREBREAK
RICE, MIKE	54615	7/30/2012	1	1,998.00	F&R/FIREBREAK PARK HILL/SANTA ROSA TRAIL
				<u>6,764.00</u>	
RICK ENGINEERING COMPANY	54500	7/3/2012	1	1,235.00	FD/GIS MAPPING & MAPS
ROMERO, JOSEPH	54607	7/24/2012	1	80.00	WD/REIMBURSE SECURITY DEPOSIT

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SDRMA	54483	7/2/2012	1	74,353.17	ADM/2012/2013 PROPERTY/LIABILITY INS. PREMIUM
SDRMA	54515	7/9/2012	1	192.15	ADM/FY 2011/2012 CHANGES
SDRMA	54527	7/10/2012	1	500.00	FD/COMPREHENSIVE DEDUCTIBLE 2003 FORD F-350
				<u>75,045.32</u>	
SELECT BUSINESS SYSTEMS	54501	7/3/2012	1	92.57	FD/EXTRA USAGE FEES 05/25/12-06/25/12
SLO CO FIRE / CAL FIRE	54502	7/3/2012	1	176.00	FD/ANDOVER ST FIRE INVESTIGATION SERVICES
SLO CO FIRE DEPT / C.D.F.	54571	7/24/2012	1	30,817.50	FD/DISPATCH SERVICE AGREEMENT 2011
SLO COUNTY	54591	7/24/2012	1	538.58	WD/CROSS-CONNECTION DIRECT COSTS
SLO COUNTY CLERK-RECORDER	54590	7/24/2012	1	17.00	WD/LIEN RELEASE 927 SHEFFIELD ST.
SLO COUNTY CLERK-RECORDER	54616	7/30/2012	1	17.00	WD/LIEN RELEASE 595 HASTINGS STREET
				<u>34.00</u>	
SLO COUNTY NEWSPAPERS	54516	7/9/2012	1	115.60	ADM/NOTICE OF AVAILABILITY OF FINAL BUDGET PROP.
SLO COUNTY NEWSPAPERS	54516	7/9/2012	1	344.40	FD/NTCE OF PUB HEARING/FIRE SUPPRESSION BENEFITS
SLO COUNTY NEWSPAPERS	54516	7/9/2012	1	280.60	ADM/NTCE OF PUB HRNG/DELINQUENT SLD WSTE COLL/DISP
SLO COUNTY NEWSPAPERS	54516	7/9/2012	1	194.80	FD/PROPOSAL REQUEST FIRE HAZARD FUEL REDUCTION
				<u>935.40</u>	
SOUANG, ANDRE	54539	7/11/2012	1	328.65	WD/CUSTOMER REFUND
SP MAINTENANCE SERVICES, INC.	54503	7/3/2012	1	76.00	F&R/REMOVE DAMAGED STREET LIGHT
STATE OF CAL-DPT HLT SVCS	54547	7/16/2012	1	60.00	WD/B. GROSSKREUTZ GRADE 2 WTR TRMT OP CERT
STATE OF CALIFORNIA	54528	7/10/2012	1	49.00	ADM/FINGERPRINT APPS
STATE WATER RES.CTRL.BRD.	54562	7/17/2012	1	195.00	WWW/R. LOPEZ GRADE III OPERATOR LIC EXAM
STATE WATER RES.CTRL.BRD.	54562	7/17/2012	1	195.00	WWW/D. BLACKBURN GRADE III WW LIC EXAM
STATE WATER RES.CTRL.BRD.	54562	7/17/2012	1	250.00	WWW/M. FINNIGAN GRADE IV LIC EXAM
				<u>640.00</u>	
SUN PACIFIC	54504	7/3/2012	1	30,000.00	WWW/EQUIP COSTS NEW PUMP PANEL LIFT STA B4&A1
TECHXPRESS, INC.	54484	7/2/2012	1	2,680.00	ADM/MONTHLY NETGUARD IT SERVICE JULY 2012
TECHXPRESS, INC.	54617	7/30/2012	1	2,680.00	ADM/MONTHLY NETGUARD IT SERVICE AUG 2012
				<u>5,360.00</u>	
THE DOCUTEAM	54542	7/16/2012	1	307.09	ADM/DOCUMENT STORAGE JUNE 2012
THE GAS COMPANY	54511	7/9/2012	1	116.28	F&R/GAS SERVICE VET'S HALL 05/30/12-06/28/12
THE GAS COMPANY	54511	7/9/2012	1	68.81	FD/GAS SERVICE 05/30/12-06/28/12
THE GAS COMPANY	54511	7/9/2012	1	9.67	ADM/GAS SERVICE 1316 TAMSEN #203 05/30/12-06/28/12
THE GAS COMPANY	54511	7/9/2012	1	28.41	WWW/GAS SERVICE 5500 HEATH APT B 05/31/12-06/29/12
THE GAS COMPANY	54511	7/9/2012	1	2.43	FD/GAS SERVICE 05/31/12-06/29/12
THE GAS COMPANY	54511	7/9/2012	1	31.05	WWW/GAS SERVICE 5500 HEATH LN 05/31/12-06/29/12
THE GAS COMPANY	54511	7/9/2012	1	55.00	F&R/GAS SERVICE 3195 BURTON 05/30/12-06/28/12
				<u>311.65</u>	
TITAN INDUSTRIAL SUPPLY	54592	7/24/2012	1	321.70	WWW/VEHICLE EMERGENCY FIRST-AID KITS
TITAN INDUSTRIAL SUPPLY	54592	7/24/2012	1	406.47	WWW/CALIF LABOR LAW POSTER/OFFICE FIRST AID KIT
				<u>728.17</u>	

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UNITED STAFFING ASSOC	54506	7/3/2012	1	148.80	F&R/TEMP STAFFING WE 06/24/12
UNITED STAFFING ASSOC	54506	7/3/2012	2	595.20	WW/TEMP STAFFING WE 06/24/12
UNITED STAFFING ASSOC	54517	7/9/2012	1	744.00	WW/TEMP STAFFING WE 07/01/12
UNITED STAFFING ASSOC	54593	7/24/2012	1	744.00	WW/TEMP STAFFING WE 07/08/12
UNITED STAFFING ASSOC	54593	7/24/2012	1	813.75	WW/TEMP STAFFING WE 07/15/12
UNITED STAFFING ASSOC	54618	7/30/2012	1	520.80	F&R/TEMP STAFFING 7/22/12
UNITED STAFFING ASSOC	54618	7/30/2012	2	446.40	WW/TEMP STAFFING 07/22/12
				<u>4,012.95</u>	
USA BLUE BOOK	54548	7/16/2012	1	2,498.13	WW/6 INCH 3 WAY PLUG VALVE FOR LIFT STA B03
USA BLUE BOOK	54548	7/16/2012	1	222.79	WW/MAINT & REPAIR TREATMENT PLANT
				<u>2,720.92</u>	
VERIZON WIRELESS	54564	7/17/2012	1	89.40	FD/CELL PHONE SERVICE 06/08/12-07/07/12
VERIZON WIRELESS	54602	7/24/2012	1	21.40	F&R/CELL PHONE SERVICE 06/08/12 - 07/07/12
VERIZON WIRELESS	54602	7/24/2012	2	21.40	WD/CELL PHONE SERVICE 06/08/12 - 07/07/12
VERIZON WIRELESS	54602	7/24/2012	3	42.79	WW/CELL PHONE SERVICE 06/08/12 - 07/07/12
				<u>174.99</u>	
VIC'S BACKHOE SERVICE	54518	7/9/2012	1	440.00	WD/BACKHOE SVCS TO REPLACE VALVE ON PINERIDGE
WINSOR CONSTRUCTION, INC.	54619	7/30/2012	1	114.22	F&R/CLASS II ROAD BASE
				<u>293,555.82</u>	
Accounts Payable Vendor Subtotal				<u>293,555.82</u>	
AFLAC (AMER FAM LIFE INS)	2788	7/6/2012	1	786.65	VOLUNTARY INS-PRETAX
AFLAC (AMER FAM LIFE INS)	2788	7/6/2012	1	81.48	VOLUNTARY INS-PRETAX
AFLAC (AMER FAM LIFE INS)	2802	7/18/2012	1	786.65	VOLUNTARY INS-PRETAX
AFLAC (AMER FAM LIFE INS)	2802	7/18/2012	1	81.48	VOLUNTARY INS-PRETAX
				<u>1,736.26</u>	
CAMBRIA COMMUNITY SERVICES DIS	2789	7/6/2012	1	1,050.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	2789	7/6/2012	2	150.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	2789	7/6/2012	3	100.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	2789	7/6/2012	4	250.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	2789	7/6/2012	5	100.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	2789	7/6/2012	6	250.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	2803	7/18/2012	1	1,100.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	2803	7/18/2012	2	150.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	2803	7/18/2012	3	100.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	2803	7/18/2012	4	250.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	2803	7/18/2012	5	100.00	MEDICAL REIMBURSEMNT
CAMBRIA COMMUNITY SERVICES DIS	2803	7/18/2012	6	250.00	MEDICAL REIMBURSEMNT
				<u>3,850.00</u>	
CAMBRIA FIREFIGHTERS ASSN	2791	7/6/2012	1	176.40	RESERVE FIREFTR DUES
EMPLOYMENT DEVELOPMENT DP	2790	7/6/2012	1	(121.58)	STATE INCOME TAX
EMPLOYMENT DEVELOPMENT DP	2790	7/6/2012	1	(19.18)	STATE INCOME TAX
EMPLOYMENT DEVELOPMENT DP	2790	7/6/2012	1	10.03	STATE INCOME TAX
EMPLOYMENT DEVELOPMENT DP	2790	7/6/2012	1	75.75	STATE INCOME TAX
EMPLOYMENT DEVELOPMENT DP	2790	7/6/2012	1	3,835.77	STATE INCOME TAX
EMPLOYMENT DEVELOPMENT DP	2790	7/6/2012	1	915.66	STATE INCOME TAX
EMPLOYMENT DEVELOPMENT DP	2804	7/18/2012	1	2,944.08	STATE INCOME TAX
EMPLOYMENT DEVELOPMENT DP	2804	7/18/2012	1	752.67	STATE INCOME TAX
				<u>8,393.20</u>	

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FOR THE MONTH OF JULY, 2012**

VENDOR NAME	CHECK NUMBER	CHECK DATE	LINE NO.	LINE AMOUNT	LINE DESCRIPTION
H.O.B.-DIRECT DEPOSIT	2792	7/6/2012	1	3,481.70	Direct Deposit Flat
H.O.B.-DIRECT DEPOSIT	2792	7/6/2012	1	55,584.85	Direct Deposit Flat
H.O.B.-DIRECT DEPOSIT	2805	7/18/2012	1	3,481.70	Direct Deposit Flat
H.O.B.-DIRECT DEPOSIT	2805	7/18/2012	1	46,906.93	Direct Deposit Flat
				<u>109,455.18</u>	
H.O.B./FEDERAL TAXES	2793	7/6/2012	1	(460.51)	FEDERAL INCOME TAX
H.O.B./FEDERAL TAXES	2793	7/6/2012	1	(199.55)	FEDERAL INCOME TAX
H.O.B./FEDERAL TAXES	2793	7/6/2012	1	(55.64)	FEDERAL INCOME TAX
H.O.B./FEDERAL TAXES	2793	7/6/2012	1	159.59	FEDERAL INCOME TAX
H.O.B./FEDERAL TAXES	2793	7/6/2012	1	787.80	FEDERAL INCOME TAX
H.O.B./FEDERAL TAXES	2793	7/6/2012	1	219.72	FEDERAL INCOME TAX
H.O.B./FEDERAL TAXES	2793	7/6/2012	1	11,232.10	FEDERAL INCOME TAX
H.O.B./FEDERAL TAXES	2793	7/6/2012	1	9,756.68	FEDERAL INCOME TAX
H.O.B./FEDERAL TAXES	2793	7/6/2012	1	2,720.68	FEDERAL INCOME TAX
H.O.B./FEDERAL TAXES	2806	7/18/2012	1	8,640.49	FEDERAL INCOME TAX
H.O.B./FEDERAL TAXES	2806	7/18/2012	1	7,827.76	FEDERAL INCOME TAX
H.O.B./FEDERAL TAXES	2806	7/18/2012	1	2,182.70	FEDERAL INCOME TAX
				<u>42,811.82</u>	
ICMA-VNTGPT TRSFR AGT 457	2794	7/6/2012	1	2,863.46	457 DEF COMP-INDIV
ICMA-VNTGPT TRSFR AGT 457	2794	7/6/2012	1	800.00	457 DEF COMP-INDIV
ICMA-VNTGPT TRSFR AGT 457	2807	7/18/2012	1	2,863.46	457 DEF COMP-INDIV
ICMA-VNTGPT TRSFR AGT 457	2807	7/18/2012	1	800.00	457 DEF COMP-INDIV
				<u>7,326.92</u>	
PERS RETIREMENT SYSTEM	2795	7/6/2012	1	(14.56)	PERS PAYROLL REMITTANCE
PERS RETIREMENT SYSTEM	2795	7/6/2012	2	(756.31)	PERS PAYROLL REMITTANCE
PERS RETIREMENT SYSTEM	2795	7/6/2012	1	0.01	PERS PAYROLL REMITTANCE
PERS RETIREMENT SYSTEM	2795	7/6/2012	2	2,751.40	PERS PAYROLL REMITTANCE
PERS RETIREMENT SYSTEM	2795	7/6/2012	1	0.03	PERS PAYROLL REMITTANCE
PERS RETIREMENT SYSTEM	2795	7/6/2012	2	26,361.21	PERS PAYROLL REMITTANCE
PERS RETIREMENT SYSTEM	2808	7/18/2012	1	0.01	PERS PAYROLL REMITTANCE
PERS RETIREMENT SYSTEM	2808	7/18/2012	2	24,225.58	PERS PAYROLL REMITTANCE
PERS RETIREMENT SYSTEM	2808	7/18/2012	3	(1,155.91)	PERS PAYROLL REMITTANCE
				<u>51,411.46</u>	
SEIU LOCAL 620	2796	7/6/2012	1	231.91	SEIU UNION DUES
SEIU LOCAL 620	2809	7/18/2012	1	246.51	SEIU UNION DUES
				<u>478.42</u>	
SLO CREDIT UNION	2797	7/6/2012	1	280.00	CREDIT UNION
SLO CREDIT UNION	2810	7/18/2012	1	280.00	CREDIT UNION
				<u>560.00</u>	
THE VARIABLE ANNUITY LIFE	2798	7/6/2012	1	50.00	DEFERRED COMP -VALIC
THE VARIABLE ANNUITY LIFE	2811	7/18/2012	1	50.00	DEFERRED COMP -VALIC
				<u>100.00</u>	
				<u>226,299.66</u>	
Payroll Payable Vendor Subtotal				<u>226,299.66</u>	
TOTAL DISBURSEMENTS FOR JULY, 2012				<u>519,855.48</u>	



ADDENDA TO MONTHLY EXPENDITURE REPORT

<i>DEPARTMENT CODES</i>	
FD	Fire Department
F&R	Facilities and Resources
ADM	Administration
RC	Resource Conservation
WD	Water Department
WW	Wastewater Department
PR	Parks & Recreation

CAMBRIA COMMUNITY SERVICES DISTRICT
 BOARD OF DIRECTORS REGULAR MEETING MINUTES
 THURSDAY, JULY 26, 2012, 12:30 PM

AGENDA ITEM	DISCUSSION OR ACTION
1A. CALL TO ORDER	President MacKinnon called the regular meeting to order at 12:35 PM.
1B. PLEDGE OF ALLEGIANCE	President MacKinnon led the pledge of allegiance.
1C. ESTABLISHMENT OF QUORUM	President MacKinnon Present Vice President Thompson Present Director Bahringer Present Director Clift Present Director Robinette Present Staff Present: General Manager Jerry Gruber, Assistant District Counsel David Hirsch, Finance Manager Alleyne LaBossiere, District Clerk Kathy Choate.
1D. REPORT FROM CLOSED SESSION	District Counsel reported no report.
2. SPECIAL REPORTS	
A. Sheriff's Department Report	No Report
3. ACKNOWLEDGEMENTS/PRESENTATIONS	None
4. PUBLIC COMMENT	<p><u>Tina Dickason</u>, Cambria. Commented on July 15 equestrian incident she experienced on Santa Rosa Creek trail and unusual amount of horse droppings; equestrians accessed the trail via Rodeo Grounds and trailer parking issue. She submitted for the record a copy of a 2005 notice regarding Santa Rosa Creek Stream bank Restoration/Trail Project notice to public.</p> <p><u>Paul Carlson</u>, Cambria. Commented on use of outside consultants, he favors use of consultants. Board has a responsibility to solicit unbiased reports. Commented on Mr. Fryer's Conservation Report provided to Greenspace and referenced footnote 61 in back of document. Questions marginal cost of water comments. Are we including capital costs in marginal costs (labor)? Good information on water conservation. Thanked board for job they are doing and continue to provide information that is a benefit to entire community, not a small group.</p> <p><u>Mary Webb</u>, Vice President, Greenspace Land Trust. Attended July 19 water supply workshop. Greenspace sponsored independent report and it</p>

	is posted on Greenspace website. Based on 20 years of billing data. Commented on saturation studies and baseline studies. Opposes consultant, better spent on washer and low flow toilet rebates. Greenspace does not agree with all numbers in Fryer report; need 50 AF, not sure if enough. We started at 602 AF. Disagrees with Carlson, billing data speaks for itself.
5. AGENDA REVIEW	Stands as presented.
6. MANAGER'S AND BOARD REPORTS	
A. GENERAL MANAGER'S REPORT	General Manager presented the reports, highlighting department activities. Board discussion followed.
B. LONG TERM WATER SUPPLY ALTERNATIVES UPDATE	<p>General Manager Gruber presented the staff report and announced Water Supply Alternative Special Meeting, August 9, 11:00 AM.</p> <p>Public Comment:</p> <p><u>Elizabeth Bettenhausen</u>, Cambria. Emailed questions regarding agenda item 6B. What is goal of technical projects and further environmental analysis? What further analysis is needed beyond CEQA and NEPA? If ACE spends remainder of funds, does this close the project? Last paragraph in report, absence any additional federal appropriations.....does this paragraph mean to say concepts other than desalination effect spending by ACE? Why would EIR/EIS be insufficient if projects covered by engineers? What are we spending our money on, what purpose, and how much?</p> <p><u>Amanda Rice</u>, Cambria. Posed questions related to seawater desalination budget, does this represent contribution or budget by ACE or CCSD. Who set that budget? Total construction costs not listed, estimated. Is the dollar spent column of same line is this money we have spent, or money spent on behalf by ACE? From LAIF funds? Make clear where money came from. What is origin of funds and budget? Every month there is an expenditure report, no indication where money comes from.</p> <p><u>Tina Dickason</u>, Cambria. What happens to the \$166,000? Do we have entitlement to get that back.</p> <p><u>Harry Farmer</u>, Cambria. Commented on water situation in Cambria and how money is being spent. Referenced Mary Webb's comments</p>

	<p>regarding consultant fees. Could be better spent on rebates for washing machines and low flow toilets. Commented on other ways to reuse water, many years ago, CCSD encourages people to install cisterns, to collect water off roofs and use for landscaping. Supports grey water systems for washing machines to water landscaping. Take time and energy to pursue these alternatives. Humboldt County treats wastewater and places in flood plain and three years later, reused by community for drinking. Why aren't we addressing other alternatives that have been available for years?</p>
<p>C. MEMBER AND COMMITTEE REPORTS</p>	<p>Director Clift reported on Ad Hoc Water Supply Committee and discussion to recommend to full Board the consideration to divide water solutions into short-term and long-term alternatives. A full board discussion followed regarding Conservation Program and status thereof and long term solutions.</p> <p>Public Comment: <u>Mary Webb</u>, Cambria. Requests workshop to talk about this. Conservation way to go; subcontract with Fryer and save some money. Greenspace did not pay \$69,000 to Fryer. On adding connections, be clear. We have 32% vacancy right now, cannot add connections. If vacancy fills up, net increase, how to build in, in adding connections. Coastal Commission very clear on protecting Tide Water Goby and Red Legged Frog. Need an instream flow study. Money to Maddaus could have gone to instream flow study. BRP was estimated at \$38M dollars. Some percentage of connection fees to BRP. BRP is mitigation for growth. Growth causes the most harm in our environment. Check off recommendations by agencies for 20 years. Other ordinances need to be enforced; no lawns. Make sure rates for those living here do not include surcharges when adding connections. She won't reduce her water use to allow others water. Enforce deed restrictions on properties. Once retrofitted enforce no changes to fixtures. Implement Cambria Forest Management Plan. <u>Elizabeth Bettenhausen</u>, Cambria. Asked for clarification and definition of long-term and short-term water supply alternatives? Requested workshops on Conservation Program and Intent to Serves (ITS). Have requested for a decade statistics</p>

	<p>of ranking of residential and commercial use by units. How are we monitoring actual use of those issued an ITS before lifting the moratorium? If water use goes up by 39AF, how do we know who is using the water? Agrees with President MacKinnon regarding lost revenue, the more conservation the more lost revenue. Do we need balance the interest of conservation and revenue? <u>Tina Dickason</u>, Cambria. Commented on director's comments with regard to conservation and long-term water supply alternatives.</p>
7.	<p>CONSENT AGENDA</p>
<p>A. Approve expenditures for month of June 2012 B. Approve minutes of Board of Directors June 28, 2012 regular meeting C. Schedule Public Hearing to Consider Approval of the Appropriation Limit for Fiscal Year 2012/2013 D. Cast Ballot for CSDA Board of Directors Election 2012, Region Four, Seat A, Term Ends 2015 E. Adopt Resolution 33-2012 Recognizing NCOR as the Volunteer Emergency Ocean Rescue Team of the CCSD Fire Department</p>	<p>President MacKinnon introduced consent agenda. Director Clift moved approval of consent agenda as presented. Director Bahringer seconded. Motion carried unanimously. Ayes – 5, No – 0, Absent – 0 Public Comment: None</p>
8.	<p>HEARINGS AND APPEALS</p>
<p>A. Held Public Hearing to Adopt Resolution 32-2012 Ordering Abatement of Public Nuisance for Fire Hazard Fuel Reduction Program</p>	<p>President MacKinnon introduced the item. General Manager Gruber presented the report and noted the itemized list for consideration. President MacKinnon opened the public hearing. Public Comment: None Director Robinette moved to adopt Resolution 32-2012 ordering abatement of public nuisance for Fire Hazard Fuel Reduction Program. Director Clift seconded. Motion carried unanimously. Ayes – 5, No – 0, Absent – 0</p>
9.	<p>REGULAR BUSINESS</p>
<p>A. Adopt Ordinance 04-2012 Amending CCSD Code §8.04.080.E. Relating to Extensions of Time for Intent to Serve Letters</p>	<p>President MacKinnon introduced the item. Public Comment: <u>Elizabeth Bettenhausen</u>, Cambria. Added a question to her written list of questions routed to Board today. How would it be of benefit to community of Cambria? Expressed concern about Code and extent activity of ITS letters. Read from CCSD website, under current moratorium, ITS letters. How many issued prior to</p>

	<p>moratorium and how many are currently valid? Do the extension requirements in code apply to those issued before the moratorium? Are they honored as handed in? How many of those issued were prior to moratorium? Have any been issued since the moratorium? If so, under what circumstances and conditions. Commented on affordable housing. All data questions to be answered, related to ITS. What is total number of outstanding affordable housing units?</p> <p>Director Clift moved to waive further reading of Ordinance 04-2012 and ready by title only. Director Bahringer seconded. Motion carried unanimously. Ayes – 5, No – 0, Absent – 0</p> <p>Assistant District Counsel Hirsch read for the record the title of the ordinance.</p> <p>Director Clift moved to read by title only and adopt Ordinance 04-2012 amending CCSD Code §8.04.080.E. relating to extension of time for intent to serve letters. Director Bahringer seconded. Motion carried unanimously. Ayes – 5, No – 0, Absent – 0</p>
<p>B. Adopt Resolution 34-2012 Approving CCSD and San Luis Obispo County Integrated Regional Water Management Plan Memorandum of Mutual Understandings</p>	<p>President MacKinnon introduced the report. General Manager Gruber presented the report. Public Comment: <u>Mary Webb</u>, Cambria. Supports the item on agenda and a regional approach. In 2006 and 2007 we were ranked in top 10 with desalination project. Does this mean to qualify we have to have a regional project to qualify for grant funding? Commented on Ken Renshaw pipeline to Whale Rock reservoir. We could water bank, send winter water and hold for dry season; sellable regional project.</p> <p>Director Bahringer moved to adopt Resolution 34-2012 approving entering into Memorandum of Understanding for purposes of grant funding and adopt Resolution 35-2012 approving the Integrated Regional Water Management Plan. Director Robinette seconded. Motion carried unanimously. Ayes – 5, No – 0, Absent – 0</p>
<p>10. FUTURE AGENDA ITEM(S)</p>	<p>Public Comment: <u>Jerry McKinnon</u>, Cambria. Tomorrow, July 27 is 59th anniversary of Korean conflict. There were 38 months where troops fought against the spread of</p>

	communism and any consequences today. We are in a Veterans Memorial building dedicated to those who gave their lives for our freedom. June 25, 1950 – July 27, 1953. 40,000 men lost their lives in Korean War.
11. ADJOURN to closed session.	President MacKinnon adjourned the meeting to closed session at 2:53 PM

DRAFT

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **8.A.**

FROM: Alleyne LaBossiere, Finance Manager

Meeting Date: August 23, 2012 Subject: Conduct Public Hearing to Consider Approving the Appropriation Limit for Fiscal Year 2012/2013 and Adopt Resolution 47-2012 Establishing the Appropriation Limit for the CCSD

Recommendation:

1. Conduct public hearing to approve the appropriation limit for Fiscal Year 2012/2013.
2. Adopt Resolution 47-2012 establishing the CCSD appropriation limit for Fiscal Year 2012/2013, and direct staff to submit the resolution to the SLO County Auditor-Controller.

Fiscal Impact:

There is no fiscal impact if the CCSD is below the calculated limit, which is the situation; however, the annual appropriation limit calculation is still required and if the CCSD were over the limit, it would result in a reduction in General Fund Revenue or an increase in General Fund expenditures.

Discussion:

This is an annual item required by California state law, which limits the amount of property tax revenue that may be spent by local governments, including special districts, on activities other than education.

In November 1979 California voters passed Proposition 4, which added Article XIII B to the California constitution, and places an upper limit each year on the amount of money that can be spent on general operations from state tax revenues. The limit is based on 1978/1979 base year and adjusts each year based on population growth and inflation.

In 1990 California voters approved Proposition 111, which modified Article XIII B and provided new adjustment formulas making the Appropriation Limit more responsive to local growth issues, as well as requiring an annual review of limit calculations.

Government code Section 7910 provides that each year the governing body of each local jurisdiction so to, by resolution, establish its appropriation limit and make other necessary determinations for the following fiscal year pursuant to Article XIII B. The Board is being asked to schedule a public hearing to consider the Fiscal Year 2012/2013 Appropriation Limit.

The Appropriation Limit is submitted to the audit firm and becomes part of the annual audit review, and is also submitted to the State Controller's Office.

Resolution 47-2012 establishes the FY 2012/2013 Appropriation Limit and Budgeted Appropriation Subject to Limit. Revenue subject to the limit is property tax revenue. The CCSD's Appropriation Limit for FY 2012/2013 is \$2,338,891, and when compared to the budgeted appropriation of \$1,817,174, the CCSD falls under the limit by \$521,717. The financial analysis is attached for reference.

Attachments: Resolution 47-2012
FY 2012/2013 Appropriation Limit and Budgeted Appropriation Subject to Limit

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS: ___ MACKINNON ___ THOMPSON ___ BAHRINGER ___ CLIFT ___ ROBINETTE ___

RESOLUTION 47-2012

RESOLUTION OF THE BOARD OF DIRECTORS OF
THE CAMBRIA COMMUNITY SERVICES DISTRICT
APPROVING THE PROPOSITION 4 APPROPRIATION LIMIT
FOR THE FISCAL YEAR 2012/2013

WHEREAS, the State of California Department of Finance staff notified the CCSD of the change in the California per capita personal income and population changes in the unincorporated portions of San Luis Obispo County in 2012, which are used to calculate the appropriations limit adjustment; and

WHEREAS, the calculation factor to adjust the appropriation limit in Fiscal Year 2012/2013 is 1.0426, which is applied to the prior year appropriation limit of \$2,243,374 to yield an appropriation limit of \$2,338,891 for Fiscal Year 2012/2013; and

WHEREAS, pursuant to California Constitution Article XIII B, Section 1, Government Code Section 7900, and pursuant to the subsequent guidelines set forth by Proposition 111, the CCSD appropriation limit must be adjusted for changes for Fiscal Year ending June 30, 2013; and

WHEREAS, the CCSD plans to appropriate approximately \$1,817,174 in direct property tax revenue proceeds during Fiscal Year 2012/2013.

NOW, THEREFORE BE IT RESOLVED that the Board of Directors for the Cambria Community Services District approves the Appropriation Limit for the CCSD for Fiscal Year ending June 30, 2013, in the amount of \$2,338,891. This limit is greater than the expected total tax proceeds appropriation of \$1,817,174 budgeted in the current fiscal year.

PASSED AND ADOPTED this 23rd day of August 2012.

Ayes:
Noes:
Absent:
Abstain:

Allan S. MacKinnon, President,
Board of Directors

ATTEST:

APPROVED AS TO FORM:

Kathy A. Choate
District Clerk

Timothy J. Carmel
District Counsel

**CAMBRIA COMMUNITY SERVICES DISTRICT
2012-2013 APPROPRIATION LIMIT AND BUDGETED APPROPRIATION
SUBJECT TO LIMIT**

2011-2012 APPROPRIATION COMPARISON

Limit for 2011-2012	2,243,371
Budgeted Appropriation Subject to Limitation	<u>1,854,174</u>
Amount Under Limit	<u><u>389,197</u></u>

2012-2013 LIMIT COMPARISON

Consumer Price Index & Population Ratio (Unincorporated SLO County):		
Per Capital Cost of Living Increase:	3.770%	
Converted to Ratio		1.0377
Population Increase:	<u>0.47%</u>	
Converted to Ratio		<u>1.0047</u>
Calculation of Factor FFY 2012-2013		1.0426
2012-2013 Limit: 1.0426 X \$2,243,371 =		2,338,891

2011-2012 BUDGETED APPROPRIATION SUBJECT TO LIMITATION

Secured and Unsecured Taxes	1,798,695
Special District Augmentation Fund	0
Home Owner Property Tax Relief	<u>18,479</u>
Total	<u><u>1,817,174</u></u>

2012-2013 APPROPRIATION COMPARISON

Limit for 2012-2013	2,338,891
Budgeted Appropriation Subject to Limitation	<u>1,817,174</u>
Amount Under Limit	<u><u>521,717</u></u>

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **9.A**

FROM: Bob Gresens, District Engineer
David Hirsch, Assistant District Counsel

Meeting Date: August 23, 2012 Subject: Request for Intent to Serve for 22 units of
Affordable Housing, APN 013.151.034.
Applicant: People's Self-Help Housing

RECOMMENDED ACTION:

1. Consider and approve the request for issuance of an Intent to Serve Letter for 22 units of Affordable Housing as defined in Ordinance 1-99, under Implementation Program for Water Emergency Declaration and CCSD Code Section 8.04.110.
2. If approved, direct staff to issue Intent to Serve letter to People's Self-Help Housing for 22 affordable housing units on **APN 013.151.034, Schoolhouse Lane Site II.**

FISCAL IMPACT:

Administrative Fee	\$	70.00
Retrofit In Lieu Fee	(See note 1)	
Water & Sewer Connection Fee	\$	59,675.00 (See note 2)

- (1) To date, there are no retrofit points available for this project and the applicant would need to complete the actual water conservation retrofitting.
- (2) The value shown is for 50% of the water & sewer connection fee that will actually be charged initially. CCSD Municipal Code Section 8.04.11 C. reduces water and sewer fees for affordable housing by 50 % in the form of a refund once the housing units are completed.

BACKGROUND/DISCUSSION:

This item is a request from Peoples' Self Help Housing for issuance of Intent to Serve Letters for 22 units. This affordable housing project was originally submitted for the Affordable Housing Wait List in 2005 by Brad Clark and subsequently transferred under the CCSD's procedures to Peoples Self Help Housing. The project has previously been certified by the San Luis Obispo County Planning and Building Department as meeting their eligibility requirements as a lower-income housing project.

On December 13, 2001 the District established an Implementation Program for Water Emergency Declaration, which included a provision that the Board could consider issuance of Intent to Serve letters for affordable housing projects.

The Affordable Housing Program (AHP) was initially established in 1993 and further amended in subsequent ordinances before being codified in Section 8.04.110 of the CCSD Municipal Code. Code paragraph 8.04.110 B. provides for the Board to allocate up to 6 residential housing units per calendar year under this program. The code further

allows unused AHP units to be carried forward from year to year unless directed otherwise by the Board. Staff has been researching the issue of how the Code was to be implemented in light of the moratorium created as a result of the Water Shortage Emergency Declaration; however, there is a lack of documentation other than the previously mentioned December 13, 2001 staff report that clearly contemplates an exception for affordable housing. Staff intends to continue to research this issue, however, for purposes of addressing the People's Self Help Housing project it has been determined that at a minimum there are currently sufficient remaining allocations for the AHP to satisfy the request for 22 EDUs.

Affordable Housing projects must meet the County's standards for Affordable Housing in regard to owner/occupant income limits and continued availability for 30 years.

Based upon its position on the Affordable Housing Wait List and the availability of affordable housing units under the CCSD's Affordable Housing Program, staff recommends approval of the issuance of an Intent to Serve Letter to People's Self Help Housing for the requested units, subject to compliance with all District regulations as required by Section 8.04.110 B.

ATTACHMENTS:

Correspondence dated July 25, 2012 from People's Self-Help Housing
Parcel Map showing APN 013.151.034
District Municipal Code Section 8.04.110

BOARD ACTION: Date _____ Approved: _____ Denied: _____

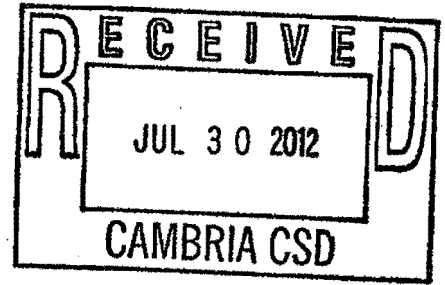
UNANIMOUS: ___ MACKINNON ___ THOMPSON ___ BAHRINGER ___ CLIFT ___ ROBINETTE ___



Peoples' Self-Help Housing

Jerry Gruber
General Manager
Cambria Community Services District
PO BOX 65
Cambria, CA 93428

July 25, 2012



Subject: Request for Intent to Serve Letter
2845 Schoolhouse Lane, Cambria

Dear Mr. Gruber:

Peoples' Self-Help Housing respectfully requests that the CCSD Board issue our Intent to Serve Letter for 22 units of water on our Schoolhouse Lane II site. By way of background, Peoples' Self-Help Housing (PSHH) purchased this 7 acre site in 2005 from Brad Clark as part of a three way agreement between the District, Brad Clark and PSHH.

1. Mr. Clark agreed to sell the site to PSHH for affordable housing in exchange for the District allowing Mr. Clark to move some water meters between his various properties.
2. PSHH agreed to purchase the Schoolhouse site because Mr. Clark had 22 units of water reserved for the site on the District's affordable housing set-aside list. Additionally, San Luis Obispo County agreed to provide PSHH with HUD affordable housing funds for the site acquisition.
3. The District agreed to allow Mr. Clark to move meters between several of his properties in exchange for limiting total development capacity on the Schoolhouse site to 40 units (78 units are allowed under the County's land use plan). Additionally, the District required that 4 acres of the property be dedicated to the District as permanent Open Space. Deed restrictions and an Open Space Agreement were recorded to ensure this.

24 units of water were available on the District's affordable housing set-aside list at the time of site acquisition. The District's practice had been to set aside 6 units of water for affordable housing out of its total water allocated annually. While all of the "non-affordable" water units were utilized, no affordable projects requested water for 4 consecutive years, which resulted in 24 units being available. Habitat for Humanity reserved 2 of those 24 water units for their sites in Cambria, and Mr. Clark reserved the remaining 22 for the Schoolhouse site. The CCSD Board issued Intent to Serves for the Habitat sites. However, PSHH was advised to wait for the issuance of the Intent to Serves in order for the District to pursue an additional 18 units of water to accommodate the 40 unit build-out envisioned under the Deed Restriction and Open Space Agreement with the CCSD.

3533 Empleo Street
San Luis Obispo, California 93401
TEL: (805) 781-3088
FAX: (805) 544-1901
E-mail: admin@pshhc.org
www.pshhc.org


NeighborWorks®
CHARTERED MEMBER
49

26 E. Victoria Street
Santa Barbara, California 93101
TEL: (805) 962-5152
FAX: (805) 962-8152
Email: sboffice@pshhc.org

There is a great need for affordable housing in Cambria. We look forward to continuing our tradition of service to the Cambria community and working with you on the Schoolhouse II site.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jeanette Duncan', written over a horizontal line.

Jeanette Duncan
Executive Director
Peoples' Self-Help Housing

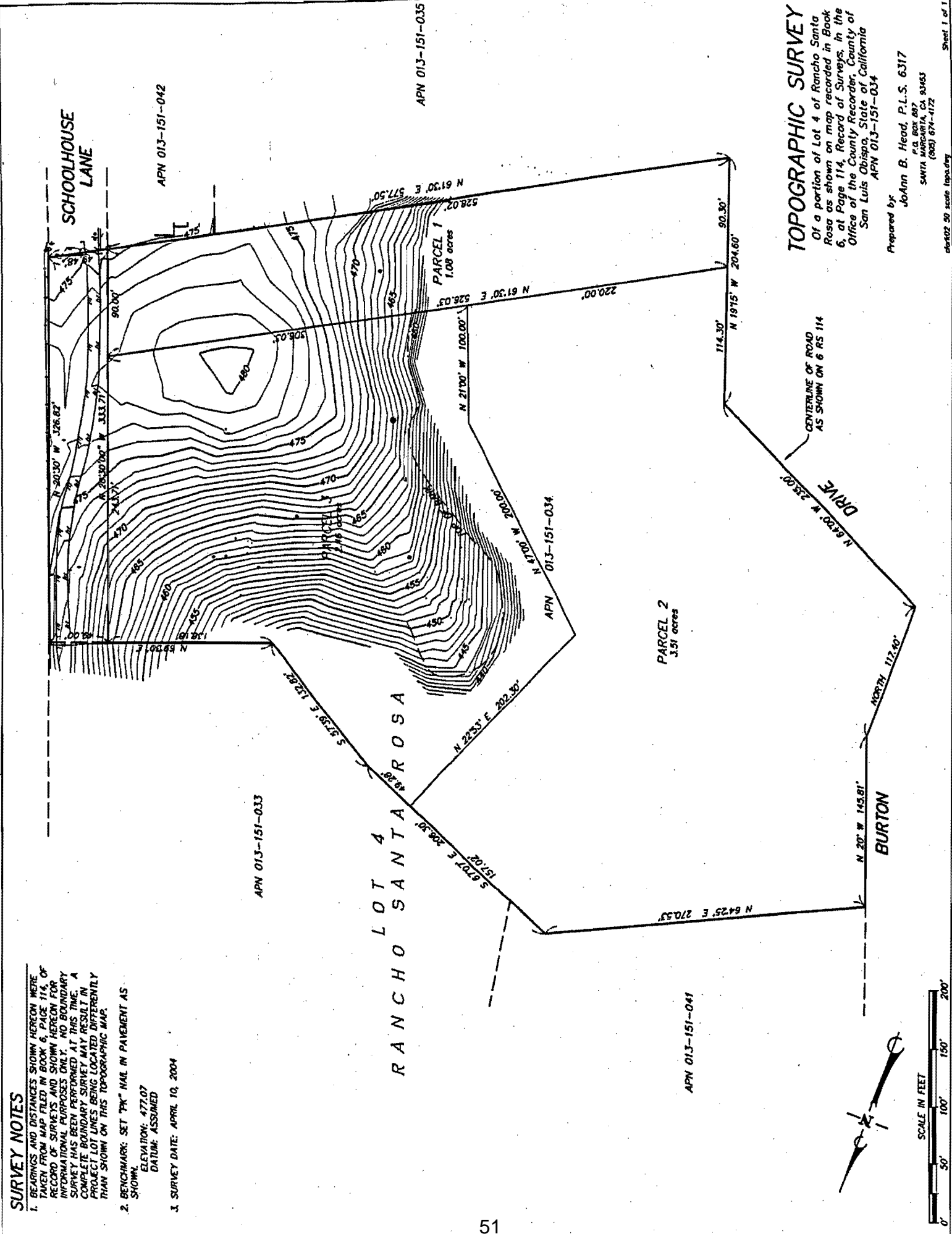
SURVEY NOTES

1. BEARINGS AND DISTANCES SHOWN HEREON WERE TAKEN FROM MAP FILED IN BOOK 6, PAGE 114, OF RECORD OF SURVEYS AND SHOWN HEREON FOR INFORMATIONAL PURPOSES ONLY. NO BOUNDARY SURVEY HAS BEEN PERFORMED AT THIS TIME. A COMPLETE BOUNDARY SURVEY MAY RESULT IN PROJECT LOT LINES BEING LOCATED DIFFERENTLY THAN SHOWN ON THIS TOPOGRAPHIC MAP.

2. BENCHMARK SET "PK" NAIL IN PAVEMENT AS SHOWN.

ELEVATION: 477.07
 DATUM: ASSUMED

3. SURVEY DATE: APRIL 10, 2004



TOPOGRAPHIC SURVEY
 Of a portion of Lot 4 of Rancho Santa Rosa as shown on map recorded in Book 6, at Page 114, Record of Surveys, in the Office of the County Recorder, County of San Luis Obispo, State of California
 APN 013-151-034

Prepared by
 JoAnn B. Head, P.L.S. 6317
 P.O. Box 887
 SANTA MARGARITA, CA 93453
 (805) 674-4172

Sheet 1 of 1

the sender parcel also has residential service it must retain a functional portion of its commercial service. The general manager will determine, in accordance with district's laws, rules and policies, the appropriate amount of EDUs that will remain on the sending site to serve existing and future uses on the site. For each EDU, or portion thereof, transferred the board by resolution will set a fee to be paid to the district or in lieu of all or part of this fee, for each transfer to a receiving parcel of two or less EDUs a lot retirement that meets the criteria of subsection (B)(1) of this section. The in lieu fees received by the district will be used to fund the lot retirement program. (Ord. 1-2006; Ord. 4-2005 § 1; amended during 2004 codification; Ord. 8-2003 § 2.5-10) (Ord. No. 02-2007, § 1, 8-23-2006)

Editor's note—Graphic of "Special Projects Area 2" as mentioned in § 8.04.100 is not set out herein but can be found on file with the district. Section 4 of Ordinance Number 02-2007 states "This ordinance will not apply to CCSD water position transfers that are in escrow with a title company by the end of CCSD business on Tuesday, January 2, 2008."

8.04.110 Affordable housing program.

A. Eligibility. Projects, or affordable housing units within a larger project, meeting each of the following requirements shall be eligible to participate in the affordable housing program:

1. a. The property identified for the project is within both the district boundary and the county urban services line, is designated under county zoning as multiple family, or, if not, is at least one-half acre in size; and at least four housing units will be constructed on the property all of which will serve "lower income households" as defined in Section 50079.5 of the California Health and Safety Code; or

b. The property identified for the project is within both the district boundary and the county urban services line, is zoned for single-family, and the project is for a single-

family owner-occupied house built for a non-profit corporation organized for the purposes of building "lower income" housing as defined in Section 50079.5 of the California Health and Safety Code.

2. The entire multifamily project site shall consist of eligible affordable housing units, except that one manager's unit may be constructed on the property, not meeting lower income requirements. The manager's unit shall use one affordable housing allocation.

3. The project is certified by the San Luis Obispo County planning and building department as meeting their eligibility requirements as a lower-income housing project;

4. The project owners agree to contract with a third party housing corporation or housing authority within the county to determine eligibility for occupancy of the lower-income units; and

5. The property owners comply with the application and administrative procedures as established by the district for this program, including, but not limited to, payment of any required fees and the execution of a covenant restricting the use and affordability of the property.

B. Allocation. The board of directors allocates six residential units per calendar year under the affordable housing program. Such units shall be subject to all other district regulations including the requirements of this water and sewer allocation chapter, except as specifically modified by this section. The affordable housing program allocation not used during a calendar year shall be carried over to the next year. Nothing in this section shall preclude the board of directors from modifying, or eliminating the allocation based on conditions imposed upon the district by a court or governmental agency of higher authority, or by a change in availability of resources, or by a change

in ordinances, resolutions, rules or regulations adopted by the board of directors for the protection of the health, safety and welfare of the district.

C. **Additional Provisions.** In order to encourage the development of affordable housing units meeting the district's lower income eligibility requirements the board of directors shall provide the following incentive: the water and sewer connection fee shall be reduced by fifty (50) percent for each unit constructed. Such reduction shall be in the form of a refund once the housing units are completed.

D. **Administrative Procedures.** The general manager, or designated representative, is authorized to establish such procedures and forms as necessary to implement this affordable housing program and to process applications under this chapter. Eligibility shall be through a waiting list, established on a first come first served basis. (Ord. 8-2003 § 2.5-11)

vided or which by this chapter are allowed only with board of directors approval, shall be executed only by the board president after board approval of the form of the restrictive covenant. (Ord. 8-2003 § 2.5-12)

8.04.120 Water and sewer allocation administration.

This water and sewer allocation chapter shall be administered by the general manager. Any final decision of the general manager may be appealed to the board of directors if such appeal is filed with the district in writing within thirty (30) days of the decision. Transfers of positions requiring recordation of a restrictive covenant will not be effective unless and until a fully executed restrictive covenant is recorded with the county recorder. The general manager, or designated representative, is authorized to establish such procedures and forms as necessary to implement this program. The applicant shall provide adequate evidence that all parties having recorded interests in the affected parcels, including lien holders, have executed the agreement. Restrictive covenants which deviate from the form pro-

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **9.B.**

FROM: Jerry Gruber, General Manager
Kathy Choate, District Clerk/Administrative Assistant
David Hirsch, Assistant District Counsel

Meeting Date: August 23, 2012 Subject: Consider Approving CCSD Response to SLO County Grand Jury June 20, 2012 Report titled, "Managing Millions: Assessing the Transparency of Community Service Districts."

RECOMMENDATIONS:

Consider approving CCSD response to SLO County Grand Jury report dated June 20, 2012 titled, "Managing Millions: Assessing the Transparency of Community Service Districts." The CCSD is required to respond to the Grand Jury's report pursuant to Penal Code Section 933(c) no later than 90 days (September 20, 2012) after the grand jury submits a final report.

FISCAL IMPACT: None

DISCUSSION: The CCSD received a report from the Grand Jury dated June 20, 2012. The report requires that the CCSD respond to Finding 4 and Recommendation 7. Finding 4 found the Cambria CSD meets the requirement regarding agendas on their website, but board minutes should be kept more current. Recommendation 7 recommends that the Cambria CSD website include a functional link to its annual budget and approved board minutes.

The CCSD is currently implementing the recommendations listed in the referenced report for Findings 4 and Recommendation 7.

With regard to Finding Number 4, the District Clerk is updating the minutes on the CCSD website and intends to make every effort to keep them current. In addition, it should be noted that minutes are always available to the public upon request.

With regard to Recommendation Number 7, there are functional links to the CCSD's annual budget and approved Board meeting minutes on the CCSD's website.

Attachments: June 20, 2012 Grand Jury correspondence
August 23 CCSD Response to Grand Jury
Response to Grand Jury Form

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS: ___ MACKINNON ___ THOMPSON ___ BAHRINGER ___ CLIFT ___ ROBINETTE ___



August 23, 2012

DIRECTORS:

Allan S. MacKinnon
President

Michael Thompson
Vice President

James Bahringer
Director

Muril N. Clift
Director

Gail Robinette
Director

Honorable Barry T. LaBarbera, Presiding Judge
Superior Court of California
1050 Monterey Street
San Luis Obispo CA 93408

Dear Judge LaBarbera:

In accordance with the requirements of Penal Code Section 933, this letter is being sent on of behalf of the Cambria Community Services District (CCSD) to respond to the Grand Jury report dated June 20, 2012 titled, "**Managing Millions: Assessing the Transparency of Community Service Districts.**"

OFFICERS:

Jerry Gruber
General Manager

Timothy J. Carmel
District Counsel

Kathy A. Choate
District Clerk

We are happy to report that the CCSD is currently implementing the recommendations listed in the referenced report for Findings 4 and Recommendation 7.

With regard to Finding Number 4, the District Clerk is updating the minutes on the CCSD website and intends to make every effort to keep them current. In addition, it should be noted that minutes are always available to the public upon request.

With regard to Recommendation Number 7, there are functional links to the CCSD's annual budget and approved Board meeting minutes on the CCSD's website.

Thank you for the opportunity to respond to the Grand Jury report.

Sincerely,

Allan S. MacKinnon
Board President

c: SLO County Grand Jury, PO Box 4910, SLO 93402
via email: GrandJury@co.slo.ca.us

Response to Grand Jury Report Form

Report Title: “Managing Millions: Assessing the Transparency of Community Service Districts”

Report Date: June 20, 2012

Response by: Allan S. MacKinnon **Title:** CCSD Board President

FINDINGS

- I (we) agree with the findings numbered: 4
- I (we) disagree wholly or partially with the findings numbered: _____
(Attach a statement specifying any portions of the findings that are disputed; include an explanation of the reasons.)

RECOMMENDATIONS

- Recommendations numbered 7 has been implemented.
(Attach a summary describing the implemented actions.)
- Recommendations numbered _____ have not yet been implemented, but will be implemented in the future.
(Attach a timeframe for the implementation.)
- Recommendations numbered _____ require further analysis.
(Attach an explanation and the scope and parameters of an analysis or study, and a timeframe for the matter to be prepared for discussion by the officer or director of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This timeframe shall not exceed six months from the date of publication of the grand jury report.)
- Recommendations numbered _____ will not be implemented because they are not warranted or are not reasonable.

(Attach an explanation.)

Date: 8/23/2012 Signed: _____

Number of pages attached 1



GRAND JURY

June 20, 2012

CONFIDENTIAL

President Allan MacKinnon
Cambria CSD
PO Box 65
Cambria, CA 93428

Dear Mr. MacKinnon:

The 2011-2012 San Luis Obispo County Grand Jury has completed the attached report titled **“Managing Millions: Assessing the Transparency of Community Service Districts.”** This copy of the report is being provided to you two days in advance of its public release, as required by California Penal Code §933.05 (f), which states:

A grand jury shall provide to the affected agency a copy of the portion of the grand jury report relating to that person or entity two working days prior to its public release and after the approval of the presiding judge. No officer, agency, department, or governing body of a public agency shall disclose any contents of the report prior to the public release of the final report.

Please check the last page of text of the report for the timing of your response, if any, as required by the Penal Code. Sections 933 through 933.05 of the Penal Code are attached for your reference.

Please keep in mind that this report must be kept confidential until its public release by the Grand Jury.

Respectfully,

Norman A. Baxter, Foreperson
2011-2012 San Luis Obispo County Grand Jury

Enclosures

Response to Grand Jury Report Form

Report Title: _____

Report Date: _____

Authorized Responder: _____

FINDINGS

- I (we) agree with the findings numbered: _____
- I (we) disagree wholly or partially with the findings numbered: _____
(Attach a statement specifying any portions of the findings that are disputed; include an explanation of the reasons.)

RECOMMENDATIONS

- Recommendations numbered _____ have been implemented.
(Attach a summary describing the implemented actions.)
- Recommendations numbered _____ have not yet been implemented, but will be implemented in the future.
(Attach a timeframe for the implementation.)
- Recommendations numbered _____ require further analysis.

(Attach an explanation and the scope and parameters of an analysis or study, and a timeframe for the matter to be prepared for discussion by the officer or director of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This timeframe shall not exceed six months from the date of publication of the grand jury report.)

- Recommendations numbered _____ will not be implemented because they are not warranted or are not reasonable.

(Attach an explanation.)

Date: _____ Signed: _____

Number of pages attached _____

California Penal Code

933. (a) Each grand jury shall submit to the presiding judge of the superior court a final report of its findings and recommendations that pertain to county government matters during the fiscal or calendar year. Final reports on any appropriate subject may be submitted to the presiding judge of the superior court at any time during the term of service of a grand jury. A final report may be submitted for comment to responsible officers, agencies, or departments, including the county board of supervisors, when applicable, upon finding of the presiding judge that the report is in compliance with this title. For 45 days after the end of the term, the foreperson and his or her designees shall, upon reasonable notice, be available to clarify the recommendations of the report.

(b) One copy of each final report, together with the responses thereto, found to be in compliance with this title shall be placed on file with the clerk of the court and remain on file in the office of the clerk. The clerk shall immediately forward a true copy of the report and the responses to the State Archivist who shall retain that report and all responses in perpetuity.

(c) No later than 90 days after the grand jury submits a final report on the operations of any public agency subject to its reviewing authority, the governing body of the public agency shall comment to the presiding judge of the superior court on the findings and recommendations pertaining to matters under the control of the governing body, and every elected county officer or agency head for which the grand jury has responsibility pursuant to Section 914.1 shall comment within 60 days to the presiding judge of the superior court, with an information copy sent to the board of supervisors, on the findings and recommendations pertaining to matters under the control of that county officer or agency head and any agency or agencies which that officer or agency head supervises or controls. In any city and county, the mayor shall also comment on the findings and recommendations. All of these comments and reports shall forthwith be submitted to the presiding judge of the superior court who impaneled the grand jury. A copy of all responses to grand jury reports shall be placed on file with the clerk of the public agency and the office of the county clerk, or the mayor when applicable, and shall remain on file in those offices. One copy shall be placed on file with the applicable grand jury final report by, and in the control of the currently impaneled grand jury, where it shall be maintained for a minimum of five years.

(d) As used in this section "agency" includes a department.

933.05. (a) For purposes of subdivision (b) of Section 933, as to each grand jury finding, the responding person or entity shall indicate one of the following:

(1) The respondent agrees with the finding.

(2) The respondent disagrees wholly or partially with the finding, in which case the response shall specify the portion of the finding that is disputed and shall include an explanation of the reasons therefor.

(b) For purposes of subdivision (b) of Section 933, as to each grand jury recommendation, the responding person or entity shall report one of the following actions:

(1) The recommendation has been implemented, with a summary regarding the implemented action.

(2) The recommendation has not yet been implemented, but will be implemented in the future, with a timeframe for implementation.

(3) The recommendation requires further analysis, with an explanation and the scope and parameters of an analysis or study, and a timeframe for the matter to be prepared for discussion by the officer or head of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This timeframe shall not exceed six months from the date of publication of the grand jury report.

(4) The recommendation will not be implemented because it is not warranted or is not reasonable, with an explanation therefor.

(c) However, if a finding or recommendation of the grand jury addresses budgetary or personnel matters of a county agency or department headed by an elected officer, both the agency or department head and the board of supervisors shall respond if requested by the grand jury, but the response of the board of supervisors shall address only those budgetary or personnel matters over which it has some decisionmaking authority. The response of the elected agency or department head shall address all aspects of the findings or recommendations affecting his or her agency or department.

(d) A grand jury may request a subject person or entity to come before the grand jury for the purpose of reading and discussing the findings of the grand jury report that relates to that person or entity in order to verify the accuracy of the findings prior to their release.

(e) During an investigation, the grand jury shall meet with the subject of that investigation regarding the investigation, unless the court, either on its own determination or upon request of the foreperson of the grand jury, determines that such a meeting would be detrimental.

(f) A grand jury shall provide to the affected agency a copy of the portion of the grand jury report relating to that person or entity two working days prior to its public release and after the approval of the presiding judge. No officer, agency, department, or governing body of a public agency shall disclose any contents of the report prior to the public release of the final report.

MANAGING MILLIONS: ASSESSING TRANSPARENCY OF COMMUNITY SERVICE DISTRICTS

INTRODUCTION

A community service district (CSD) is formed and governed under the Principal Act of the State of California. The Local Agency Formation Commission (LAFCO)¹ oversees the formation of a district and which active powers it holds (see *Government Code 61100* for a full listing). Control of each district originates with the registered voters within the district's boundaries who elect a Board of Directors, which then acts on their behalf.

The budgets of the 15 Community Service Districts (CSDs) in San Luis Obispo County (the County) total nearly \$31 million. The budgets of these CSDs range from zero to \$7,330,000. CSD responsibilities range from providing a single service, such as road maintenance, to multiple services, such as water, sewer, fire, trash collection, and lighting. Managed by a board of five people elected from their respective community, each CSD's operation profoundly impacts the quality of the infrastructure and, therefore, the quality of life in that CSD.

This Grand Jury report addresses how readily CSD residents can find information on the Internet about how their CSDs are governed and how their budgets are allocated. In order to make this determination, the Grand Jury examined and compared the relevant and/or legally required information each CSD offers its constituents via its website.²

¹ The purpose of LAFCO is to encourage orderly growth and development, promote efficient provision of public services, preserve agricultural land resources, and discourage urban sprawl

² Only CSDs are included in this report; special districts, such as sanitary districts, were not examined

AUTHORITY

Section 925 of the California Penal Code authorizes the Grand Jury to investigate special legislative or other districts in the county.

ORIGIN

Inspiration for this report came from new legislation,³ which took effect in January 2012 and requires that CSDs with a website post their board meeting agendas.

PROCEDURE

The Grand Jury identified 15 CSDs in the County, based on LAFCO records. The Grand Jury examined all available CSD websites and sent inquiries to the CSDs for more information. The CSDs provided all budget values for 2011-2012 (unless otherwise noted) and are rounded to the nearest \$10,000.

NARRATIVE

Below is a brief description of each CSD in the County with a discussion of its website information. Since many of the CSDs in the County are small and not well-known, the descriptions offered in the “location” field provide the reader with a general idea of the area served. It is neither a precise nor a legal definition.

³ Assembly Bill 392 and Government Code Section 5494.2, modification to the Ralph M. Brown Act

Avila Beach

Annual Budget: \$1,130,000

Location: Avila Beach

Charter: Water, Sewer, Street Lighting, Solid Waste, and Fire Protection

General Manager: Wallace Group

Website: None

Agendas: Not posted; *Budget:* Not posted; *Minutes:* Not posted

Lack of a website makes it very difficult to quantify what this district does or who should be contacted for more information. The absence of a website seems odd because this district performs many vital functions and operates with a large budget. LAFCO noted in its 2009 Municipal Service Review of Avila Beach CSD that it could “benefit from having a website.”⁴ District residents must find it difficult to contact the professionals responsible for providing services. The non-profit Avila Beach Community Center/Civic Association serves a similar population to the CSD and supplies ample community information on its website.

California Valley

Annual Budget: \$350,000

Location: Far eastern edge of the county on Hwy 58

Charter: Solid waste pick up/disposal and road maintenance

General Manager: Sharee Washer

Website: <http://appliedvb.com/californiavalley>

Agendas: Posted; *Budget:* Not posted; *Minutes:* Posted

While the website provides California Valley residents a wealth of information, it lacks the annual budget. As required by law, board agendas are posted, as are board minutes. Records for each extend back several years. The website includes Board member profiles. It helpfully summarizes service availabilities and limitations in this remote community. Road maintenance request forms, trash and recycling statistics and other information useful to the population are

⁴ LAFCO Avila Beach CSD Municipal Service Review, 2009, page 29

included. With the wealth of information provided it is surprising that the budget is excluded. The website is not linked from the county website.

Cambria

Annual Budget: \$7,330,000

Location: Cambria

Charter: Water, waste water, fire, trash, lighting, and community services

General Manager: Jerry Gruber

Website: <http://www.cambriacsd.org/cm/Home.html>

Agendas: Posted; *Budget:* Posted; *Minutes:* Posted

This excellent website includes board meeting minutes, agendas, annual budget, audio of board meetings, pertinent codes, public records request forms, Parks and Recreation Department details, emergency operations information, and almost anything else district residents might need. While the history of agendas and board minutes is extensive, meeting minutes have not been updated since December of 2011. There is a comprehensive list of contact telephone numbers for community services and district board members. Residents may also learn more about their water rates, start and stop service, and obtain updates on area projects. This CSD complies with the agenda posting requirement. Overall, it is very attractive, useful, and easy to use. The website links from the county site.

Creston Hills Ranch

Annual Budget: None

Location: South of Hwy 41, west of Webster Street

Charter: Improve and maintain roads

Website: None

Agendas: Not posted; *Budget:* No budget; *Minutes:* Not posted

No board member information was found. By letter, this CSD explained that it has no budget and the bylaws do not allow for a budget.

Ground Squirrel Hollow

Annual Budget: \$200,000

Location: East of Paso Robles

Charter: Road maintenance services

General Manager: Lonnie Lepore, Wallace Group

Website: <http://www.groundsquirrelhollowcsd.org>

Agendas: Posted; *Budget:* Outdated; *Minutes:* Posted

This small, single-function CSD has a very nice website. It provides board minutes and agendas, as well as information useful to the community members (community bulletin board, building permit details, etc.). The lengthy history of board agendas and minutes is up to date. However, there is no mailing address for the district on the website. The most recent budget posting dates from 2009-2010, yet a new budget has been approved by the date of this report. This CSD meets the requirement to post the board agenda. The website does not link from the county website.

Heritage Ranch

Annual Budget: \$2,300,000

Location: Lake Nacimiento area

Charter: Water and sewer services, solid waste, parks and recreation

General Manager: John D'Ornellas

Website: <http://www.heritageranchcsd.com>

Agendas: Posted; *Budget:* Posted; *Minutes:* Posted

This thorough and attractive website features board agendas, minutes and the budget. It also offers residents a calendar of events, employment applications, and many other useful resources. It is attractive and easy to use. Despite the very thorough nature of the website, it lacks an email or phone number for the district's general manager. This CSD meets the requirement to post the board agenda. The county website links here successfully.

Independence Ranch

Annual Budget: \$170,000

Location: Near San Miguel

Charter: Road maintenance

General Manager: John Eulberg

Website: <http://www.iranch.org>

Agendas: Not Posted; *Budget:* Posted; *Minutes:* Outdated

For a small district this website provides adequate information on board minutes and district budgets, as well as contact information for board members and management. In keeping with the charter, it also provides maps and road maintenance information. No new minutes have been posted since December of 2011 and the “agenda” link actually contains minutes from the same month. It is not apparent that the board agenda is posted prior to board meetings, so this website may not be in compliance with the law. The website is not linked from the county website.

Linne Road

Annual Budget: \$60,000

Location: Pomar/Estrella planning area

Charter: Road improvements and maintenance

Website: No

Agendas: Not Posted; *Budget:* Not Posted; *Minutes:* Not Posted

Without a website, it is difficult to find information about this CSD. Board member and general manager information, which is available through LAFCO, is outdated, as is the contact information for the district. This district’s budget is very small.

Los Osos

Annual Budget: \$4,290,000

Location: Los Osos

Charter: water, wastewater, drainage, parks, recreation, street lighting, solid waste, fire emergency and rescue response

General Manager (interim): Mitch Cooney

Website: <http://www.losososcsd.org/cm/Home.html>

Agendas: Posted; *Budget*: Posted; *Minutes*: Posted;

Consistent with the wide-ranging services provided, the Los Osos website contains a great deal of information, including the legally required board agenda, plus minutes and the budget. Additional community benefits include linking to the local Chamber of Commerce, a document library, and emergency management resources. One element, unique in the county to this district, is the ability to borrow board meeting DVDs. This CSD meets the requirement to post the board agenda. The county website links to this website.

Nipomo

Annual Budget: \$3,800,000

Location: Nipomo

Charter: Water, wastewater, solid waste franchise, some street lighting and drainage, parks

General Manager: Michael S. LeBrun

Website: <http://www.ncsd.ca.gov/cm/Home.html>

Agendas: Posted; *Budget*: Posted; *Minutes*: Posted

Nipomo's website includes easily accessible board agendas and minutes, and the budget. It is easy to find sewer and wastewater information and the community calendar of events. Overall, this highly informative website appears to provide the information district residents need, and it meets the requirement to post board agendas. The website appears to have a link from the county website, but the link is dysfunctional.

Oceano

Annual Budget: \$4,070,000

Location: Oceano

Charter: Water, sewer, fire protection, street lighting and “other miscellaneous items”

General Manager: Thomas Geaslan

Website: <http://oceanocsd.org/main>

Agendas: Posted; *Budget*: Posted; *Minutes*: Not Posted

A unique feature offered by Oceano’s website is the weekly “Friday Report” from the general manager. While this is a useful and informative offering, it does not make up for the lack of board minutes. The site includes a posting that combines the board package (a commendable offering) and agenda. The current budget resides on the website, as well as a calendar of events and bill-paying information. Board meetings are televised and the website provides a link for those wishing to access more information. This CSD complies with the agenda-posting law. The county website lists a link to this website, but that link does not work.

San Miguel

Annual Budget: \$1,380,000

Location: San Miguel

Charter: Water, wastewater, solid waste

General Manager: Rene Salas

Website: <http://www.sanmiguelcsd.org>

Agendas: Posted; *Budget*: Not posted; *Minutes*: Not posted

The required board agenda can be found on this website, along with a personnel directory and information for water, fire, and sewer services. No minutes or budget information is provided. As required by law, the agenda is posted and current. What appears to be the board package is included, a very nice feature. The county website links to this site.

San Simeon

Annual Budget: \$530,000 (from 2010-2011)

Location: San Simeon

Charter: Utility services

General Manager: Charlie Grace

Website: <http://www.sansimeoncsd.com>

Agendas: Posted; *Budget*: Not Posted; *Minutes*: Posted

This small district provides board agendas, minutes and, unlike many other websites, the board packet. Ordinances, committee information, and the water master plan can also be found here. Board members can be emailed directly. Unfortunately, an actual copy of the budget is not posted but this information could probably be found within the board meeting minutes. This CSD is in compliance with the law regarding posting of the agenda. The county website displays a link to the San Simeon CSD website, but it does not work.

Squire Canyon

Annual Budget: \$30,000

Location: North of Pismo Beach, east of the 101

Charter: Improve and maintain roads, including drainage

General Manager: Lonnie Lepore/Wallace Group

Website: <http://www.squirecanyoncsd.com>

Agendas: Broken links; *Budget*: Not Posted; *Minutes*: Broken links

This website promises much, but delivers little. Board agendas and minutes are listed, but when they are accessed, the documents cannot be found. With the current agenda unavailable, this website does not comply with the law. A link on the website offered an out-of-date budget (2009-2010), but it is not there. There is an audit available on line, but it dates from 2009. The board of this district meets only four times a year. Overall, the content of this website seems appropriate for such a small district responsible only for roads, but the links to documents should work. The site is completely devoid of any form of contact information – no telephone numbers, no mailing addresses, and no emails that work. The county website does not link to this website.

Templeton

Annual Budget: \$5,140,000

Location: Templeton

Charter: Water, wastewater, trash, fire (volunteer), parks & recreation

General Manager: Jeff Hodge

Website: <http://www.templetoncsd.org/cm/Home.html>

Agenda: Posted; *Budget*: Not Posted; *Minutes*: Not Posted

With board agendas posted, it is odd that this site lacks board minutes. There is a link to the current budget, but it does not function. Further resources for the community posted to this website include a newsletter, employment opportunities and information about fire, park services, and conservation. Here residents can also find committee information and agendas, plus utility information. Strangely, only one phone number appears on the entire website, and it is not on the home page. This website meets the agenda-posting law and links from the county website.

CONCLUSION

The following table summarizes the information provided by the CSDs in San Luis Obispo County:

CSD	Budget	Website	Agenda Posted	Budget Posted	Minutes Posted
Avila Beach	\$1,130,000	No	No	No	No
California Valley	\$350,000	Yes	Yes	No	Yes
Cambria	\$7,330,000	Yes	Yes	Yes	Yes
Creston Hills Ranch	\$0	No	No	No	No
Ground Squirrel Hollow	\$200,000	Yes	Yes	Outdated	Yes
Heritage Ranch	\$2,300,000	Yes	Yes	Yes	Yes
Independence Ranch	\$170,000	Yes	No	Yes	Outdated
Linne Road	\$60,000	No	No	No	No
Los Osos	\$4,290,000	Yes	Yes	Yes	Yes
Nipomo	\$3,800,000	Yes	Yes	Yes	Yes
Oceano	\$4,070,000	Yes	Yes	Yes	No
San Miguel	\$1,380,000	Yes	Yes	No	No
San Simeon	\$530,000	Yes	Yes	No	Yes
Squire Canyon	\$30,000	Yes	Broken link	No	Broken link
Templeton	\$5,140,000	Yes	Yes	No	No
TOTAL	\$30,780,000				

CSD budgets in the county range from zero to \$7,330,000. In the main, the CSDs of the county provide websites which meet at least the minimal legal requirement to post board agendas. Some websites are excellent, while others are neglected, with outdated content and/or broken links.

Avila Beach provides no website, despite its large budget and recommendation from LAFCO to develop a website. With the exception of Avila Beach, most CSDs provide a level of information appropriate to their district charter.

FINDINGS

1. Avila Beach CSD lacks a website.
2. Linne Road CSD lacks a website.
3. California Valley CSD meets the agenda requirement, but posts no annual budget.
4. Cambria CSD meets the agenda requirement, but board minutes should be kept more current.
5. Ground Squirrel Hollow CSD meets the agenda requirement, but lacks an up-to-date budget and has insufficient contact information.
6. Heritage Ranch CSD meets the agenda requirement. It has insufficient contact information for the general manager.
7. Independence Ranch CSD does not meet the agenda requirement. The budget is posted but board minutes are outdated.
8. Los Osos CSD meets the agenda requirement, and provides many good links and information resources to the community.
9. Nipomo CSD meets the agenda requirement. It further benefits residents by including a great deal of additional information.
10. Oceano CSD meets the agenda requirement but lacks board minutes. The inclusion of the board package is a significant benefit to the residents, but combining it with the agenda makes finding it awkward.
11. San Miguel CSD meets the agenda requirement, but lacks minutes and a budget on its website. District stakeholders benefit from the posting of the board package.
12. San Simeon CSD meets the agenda requirement, but fails to post the budget and board minutes. Providing the board package online is a great service to district residents.
13. Squire Canyon CSD has broken links for its agenda and minutes, and no link for a budget.
14. Templeton CSD meets the agenda requirement, but does not post its minutes or budget on its website. It also has insufficient contact information.
15. The County's CSD web page contains several broken links to CSDs, and some CSDs with websites are not listed.

RECOMMENDATIONS

1. Avila Beach CSD, due to its size and the breadth of its services, should develop a website to comply with the LAFCO recommendation to do so.
2. The Avila Beach CSD website should have a functional link to its board agendas.
3. The Independence Ranch CSD website should have a functional link to its board agendas.
4. The Squire Canyon CSD website should have a functional link to its board agendas.
5. The Avila Beach CSD website should include a functional link to its annual budget and approved board minutes.
6. The California Valley CSD website should include a functional link to its annual budget and approved board minutes.
7. The Cambria CSD website should include a functional link to its annual budget and approved board minutes.
8. The Ground Squirrel Hollow CSD website should include a functional link to its annual budget and approved board minutes.
9. The Independence Ranch CSD website should meet the agenda requirement and include a functional link to its annual budget and approved board minutes.
10. The Oceano CSD website should include a functional link to its annual budget and approved board minutes.
11. The San Miguel CSD website should include a functional link to its annual budget and approved board minutes.
12. The San Simeon CSD website should include a functional link to its annual budget and approved board minutes.
13. The Squire Canyon CSD website should repair the link to its board agendas and minutes, and include a functional link to its annual budget.
14. The Templeton CSD website should include a functional link to its annual budget and approved board minutes.
15. San Luis Obispo County should repair or create links between its website and each CSD website.

REQUIRED RESPONSES

1. Avila Beach CSD is required to respond to Finding 1 and Recommendations 1, 2, and 5. The responses shall be submitted to the Presiding Judge of the San Luis Obispo County Superior Court by **September 20, 2012**. Please provide a paper copy and an electronic version of all responses to the Grand Jury.
2. California Valley CSD is required to respond to Finding 3 and Recommendation 6. The responses shall be submitted to the Presiding Judge of the San Luis Obispo County Superior Court by **September 20, 2012**. Please provide a paper copy and an electronic version of all responses to the Grand Jury.
3. Cambria CSD is required to respond to Finding 4 and Recommendation 7. The responses shall be submitted to the Presiding Judge of the San Luis Obispo County Superior Court by **September 20, 2012**. Please provide a paper copy and an electronic version of all responses to the Grand Jury.
4. Ground Squirrel Hollow CSD is required to respond to Finding 5 and Recommendation 8. The responses shall be submitted to the Presiding Judge of the San Luis Obispo County Superior Court by **September 20, 2012**. Please provide a paper copy and an electronic version of all responses to the Grand Jury.
5. Heritage Ranch CSD is required to respond to Finding 6. The responses shall be submitted to the Presiding Judge of the San Luis Obispo County Superior Court by **September 20, 2012**. Please provide a paper copy and an electronic version of all responses to the Grand Jury.
6. Independence Ranch CSD is required to respond to Finding 7 and Recommendation 9. The responses shall be submitted to the Presiding Judge of the San Luis Obispo County Superior Court by **September 20, 2012**. Please provide a paper copy and an electronic version of all responses to the Grand Jury.

7. Linne Road CSD is required to respond to Finding 2. The responses shall be submitted to the Presiding Judge of the San Luis Obispo County Superior Court by **September 20, 2012**. Please provide a paper copy and an electronic version of all responses to the Grand Jury.
8. Oceano CSD is required to respond to Finding 10 and Recommendation 10. The responses shall be submitted to the Presiding Judge of the San Luis Obispo County Superior Court by **September 20, 2012**. Please provide a paper copy and an electronic version of all responses to the Grand Jury.
9. San Miguel CSD is required to respond to Finding 11 and Recommendation 11. The responses shall be submitted to the Presiding Judge of the San Luis Obispo County Superior Court by **September 20, 2012**. Please provide a paper copy and an electronic version of all responses to the Grand Jury.
10. San Simeon CSD is required to respond to Finding 12 and Recommendation 12. The responses shall be submitted to the Presiding Judge of the San Luis Obispo County Superior Court by **September 20, 2012**. Please provide a paper copy and an electronic version of all responses to the Grand Jury.
11. Squire Canyon CSD is required to respond to Finding 13 and Recommendation 13. The responses shall be submitted to the Presiding Judge of the San Luis Obispo County Superior Court by **September 20, 2012**. Please provide a paper copy and an electronic version of all responses to the Grand Jury.
12. Templeton CSD is required to respond to Finding 14 and Recommendation 14. The responses shall be submitted to the Presiding Judge of the San Luis Obispo County Superior Court by **September 20, 2012**. Please provide a paper copy and an electronic version of all responses to the Grand Jury.

13. The County of San Luis Obispo is required to respond to Finding 15 and Recommendation 15. The responses shall be submitted to the Presiding Judge of the San Luis Obispo County Superior Court by **September 20, 2012**. Please provide a paper copy and an electronic version of all responses to the Grand Jury.

The mailing addresses for delivery are:

Presiding Judge	Grand Jury
Presiding Judge Barry T. LaBarbera Superior Court of California 1050 Monterey Street San Luis Obispo, CA 93408	San Luis Obispo County Grand Jury P.O. Box 4910 San Luis Obispo, CA 93402

The email address for the Grand Jury is: GrandJury@co.slo.ca.us

ACAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. 9.C.

FROM: Jerry Gruber, General Manager
Kathy Choate, District Clerk

Meeting Date: August 23, 2012 Subject: Discussion and Consideration to Reschedule the CCSD Board of Directors Regular September 27 Meeting Date to October 4, 2012

Recommendation:

Discussion and consideration to reschedule the CCSD Board of Directors regular September 27 meeting date to October 4, 2012.

Fiscal Impact:

None

Discussion:

The 2012 CSDA annual conference is scheduled for September 24 – 27, 2012 in San Diego California. The conference allows attendees to see and experience top-of-the-line education, complete with valuable networking opportunities. At this year’s conference, attendees will have over 30 education sessions to choose from on a variety of special district issues ranging from governance to human resources to finance and more. Over 50 exhibitors will be in attendance with products and services of use to special districts of all types and sizes. And attendees will benefit from the knowledge of three nationally recognized keynote speakers.

The CCSD is a member of CSDA (California Special Districts Association). To afford board members the opportunity to attend, should they so desire, the September 27 regular meeting could be rescheduled to October 4 and with board approval could do so.

Attachment: Attendee Registration Form

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS: ___ MACKINNON ___ THOMPSON ___ BAHRINGER ___ CLIFT___ROBINETTE___



ATTENDEE REGISTRATION FORM

2012 CSDA Annual Conference and Exhibitor Showcase
San Diego, California

(Please print) All future correspondence will be sent to the key contact.
One form per attendee.

Three Ways to Register

1. ONLINE by visiting the CSDA Annual Conference website at conference.csdanet.net
2. FAX your registration form to 916-442-7889. All faxed forms must include payment.
3. MAIL CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814, please include registration form along with payment. Check should be made payable to: California Special Districts Association.

Registration fees include:

- President's Reception with the Exhibitors Monday evening
- Keynote Sessions and Super Session
- Exhibitor Showcase Dessert on Tuesday
- Exhibitor Showcase on Monday and Tuesday
- SDRMA Full Plated Breakfast on Wednesday
- Awards Luncheon on Wednesday
- All Breakout Sessions on Tuesday, Wednesday, and Thursday
- SDFL "Taste of the City" Reception
- Closing Brunch on Thursday

Who qualifies for member rates?

All California Special Districts Association and Special District Risk Management Authority members. Contact the CSDA office toll-free 877-924-2732 to find out if you are already a member. It's not too late to become a CSDA member. Simply contact Cathrine Lemaire at cathrine@csda.net or call toll-free at 877-924-2732.

Name:		Title:	
District:			
Address:			
City:		State:	Zip:
Phone:		Fax:	
Email:		Website:	
Member status: <input type="checkbox"/> Member <input type="checkbox"/> Non-member		<input type="checkbox"/> Vegetarian <input type="checkbox"/> Any Special Needs:	
Conference Registration Fees		Early Bird (on or before Aug. 17)	Regular (after Aug. 17)
<input type="checkbox"/> CSDA Member - Full Conference		\$525.00	\$550.00
<input type="checkbox"/> Non-member - Full Conference		\$685.00	\$710.00
<input type="checkbox"/> Guest - Full Conference (Cannot be from a district) <input type="checkbox"/> Vegetarian		\$250.00	\$300.00
<input type="checkbox"/> CSDA Member - One-day registration <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday		\$250.00 each day	\$275.00 each day
<input type="checkbox"/> Non-member - One-day registration <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday		\$410.00 each day	\$435.00 each day
Separate Registration Fees		Member	Non-member
<input type="checkbox"/> Pre-Conference Workshop: SDLA Module 1: Governance Foundations - Sept. 24		\$225.00	\$375.00
<input type="checkbox"/> Pre-Conference Workshop: Organizational Assessment & Strategic Planning - Sept. 24		\$225.00	\$375.00
<input type="checkbox"/> CSDA Golf Tournament - Sept. 24		\$125.00	
<input type="checkbox"/> Richard A. Reynolds Groundwater Desalination Facility Tour - Sept. 24		\$ 10.00 (includes transportation) (limited seating)	
<input type="checkbox"/> Tailgate Party with the Exhibitors/Padres vs. Dodgers Game - Sept. 25		\$ 50.00 (includes game, food & drinks) (limited seating)	
<input type="checkbox"/> CSDA Awards Luncheon (Guests only) - Sept. 26		\$ 40.00	
<input type="checkbox"/> SDFL "Taste of the City" Reception (Guests only) - Sept. 26		\$ 50.00	
TOTAL			
Payment type: <input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX <input type="checkbox"/> Discover			
Account name:		Account Number:	
Expiration date:		Authorized Signature:	

SELECT THE BREAKOUT SESSIONS YOU'D LIKE ATTENDING	TUESDAY, SEPTEMBER 25, 2012 11:00 a.m. – 12:15 p.m. Breakout Sessions <input type="checkbox"/> The Cost of Poor Benefits Plan Design & Some Win Win Fixes <input type="checkbox"/> What's New About LAFCo <input type="checkbox"/> Got Work? When Do You Have to Pay for it Under the FLSA? <input type="checkbox"/> New Developments: The Brown Act and Public Records Act <input type="checkbox"/> Serving the Public Through Best Board Practices <input type="checkbox"/> Measure WW: Lessons in Presenting Successful Ballot Measures	WEDNESDAY, SEPTEMBER 26, 2012 11:00 a.m. – 12:00 p.m. Breakout Sessions <input type="checkbox"/> Cost Saving Early Retirement Incentives <input type="checkbox"/> No Cost Safety Training -- 'There's an App for That!' <input type="checkbox"/> Company Nurse Program -- 'The Nurse Will Listen to You Now.' <input type="checkbox"/> AB1234 Required Ethics Training (part 1) <input type="checkbox"/> The Alternative Workforce -- Independent Contractors, Retired Annuitants, and Volunteers <input type="checkbox"/> How to Avoid Disability Discrimination Claims in the Workplace 1:45 – 2:45 p.m. Breakout Sessions <input type="checkbox"/> SDRMA – Pool Coverage – 'Do I Need a Life Vest?' <input type="checkbox"/> SDRMA <input type="checkbox"/> Building a Positive Working Relationship with Your Governing Body <input type="checkbox"/> Assessing Your Organization for Efficiency <input type="checkbox"/> AB1234 Required Ethics Training (part 2) <input type="checkbox"/> Streamlining Payment Processes for Local Government <input type="checkbox"/> Strategic Performance Management: Using Logic Models to Drive Results	THURSDAY, SEPTEMBER 27, 2012 8:30 – 10:00 a.m. Breakout Sessions <input type="checkbox"/> Chapter Roundtable Discussion <input type="checkbox"/> What to Expect When You're Needing Community Support <input type="checkbox"/> Nightmare to Hollywood Ending: Special Districts Getting Out of the Red <input type="checkbox"/> Accommodating Bad Behavior: We're Not Going to Take It! <input type="checkbox"/> What is REALLY Going On! The Latest Update on Prevailing Wage, CMU, ARRA Requirements <input type="checkbox"/> 21st Century Privacy Issues in the Workplace <input type="checkbox"/> Local Investing for Special Districts through County Treasurer-Tax Collectors: What Are the Options & Benefits?
	3:00 – 4:30 p.m. Breakout Sessions <input type="checkbox"/> Can I Accept That Gift? What you need to know about the updated FPPC Gift Regulations <input type="checkbox"/> Capital Funding in the Wake of the Great Recession <input type="checkbox"/> An Update on ABx1 26 (RDA Dissolution) Is It Working? <input type="checkbox"/> Rate Rollback: Proposition 218 and Initiative Measures <input type="checkbox"/> Revenues: Where's the Fire?! Where's the Water?! <input type="checkbox"/> A-B-CEQA		

Cancellation/Substitution Policy: Cancellations must be in writing and received by CSDA not later than August 30. All cancellations received by this date will be refunded less a \$75 processing fee. There will be no refunds for cancellations made after August 30, 2012. Substitutions are acceptable and must be done in writing no later than September 14, 2012. Please submit any cancellation notice or substitution request to sharonf@csda.net or fax to 916-442-7889. **Consent to Use of Photographic Images:** Registration and attendance at, or participation in, CSDA meetings and other activities constitutes an agreement by the registrant to CSDA's use and distribution (both now and in the future) of the registrant or attendee's image or voice in photographs, videotapes, electronic reproductions and audiotapes of such events and activities.

CAMBRIA COMMUNITY SERVICES CCSD

TO: Board of Directors

AGENDA NO. **9.D.**

FROM: Jerry Gruber, General Manager
David Hirsch, Assistant District Counsel
Kathy Choate, District Clerk/Administrative Assistant
Monique Madrid, Administrative Services Officer

Meeting Date: June 28, 2012 Subject: Discussion and Consideration to Adopt Ordinance 05-2012 Repealing CCSD Code Section 3.04.010 User Fee Schedule and Table 3.04.010

RECOMMENDATION: Waive further reading, read by title only and Adopt Ordinance 05- 2012 “An Ordinance of the Board of Directors of the Cambria Community Services District Repealing Section 3.04.010 and Table 3.04.010 of the Cambria Community Services District (“CCSD”) Code Relating to the Fee Schedule for Various Services and Facilities.”

FISCAL IMPACT:

No fiscal impact with this action. The contract amount for the fee study as budgeted for fiscal year 2011/2012 was not exceeded. If the new user fee schedule is adopted at the August Board Meeting, additional revenues can be anticipated, although those amounts are unknown at this time. Revenues generated from the user fees have not been included as part of the 2102/2013 proposed fiscal year budget.

BACKGROUND:

During the past year, the User Fee Ad-Hoc Committee and District staff has worked collaboratively with Bartle Wells regarding revisions to the District’s user fee schedule. On June 14 and August 13 special board meetings were conducted to solicit community input on the proposed final draft user fee schedule.

The last comprehensive user fee schedule was updated approximately 10 years ago with minor revisions completed a few years afterwards. The proposed user fee schedule to be considered today includes an overview, background and objectives, legal requirements, methodology, update fee requirements and a regional survey to compare the CCSD’S proposed user fee’s to other cities and special districts. The goal of the user fee schedule update is to ensure that the CCSD recovers the full cost of providing services from those to whom the service is provided.

DISCUSSION:

Currently, the user fee schedule is set forth in the CCSD Municipal Code, Section 3.04.010 and Table 3.04.010. Although the law used to require that certain fees and charges be adopted by ordinance, it now allows those fees to be adopted by resolution. There is far greater flexibility in establishing user fees by resolution, as future changes in fee amounts can be done in a single Board action.

Introduction of the subject ordinance was conducted at the June 28 regular meeting. At today's meeting, the Board will consider both adopting the repeal ordinance, and as a separate agenda item consider adopting Resolution 44-2012 to establish the proposed new user fee schedule.

Attachment: Draft Ordinance 05-2012

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS: ___ MACKINNON ___ THOMPSON ___ BAHRINGER ___ CLIFT ___ ROBINETTE ___

ORDINANCE NO. 05-2012

BOARD OF DIRECTORS
CAMBRIA COMMUNITY SERVICES DISTRICT
DATED: August 23, 2012

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE CAMBRIA COMMUNITY SERVICES DISTRICT REPEALING SECTION 3.04.010 AND TABLE 3.04.010 OF THE CAMBRIA COMMUNITY SERVICES DISTRICT (CCSD) CODE RELATING TO THE FEE SCHEDULE FOR VARIOUS SERVICES AND FACILITIES

WHEREAS, Section 3.04.010 and Table 3.04.010 of the Cambria Community Services District (“CCSD”) Code contain the CCSD’s fee schedule for various services and facilities, including customer service charges, general administrative charges, fire permits and facility use; and

WHEREAS, a previously existing provision of State law, Government Code Section 61621, authorized community services districts to adopt certain charges and deposits by ordinance, however, SB 135, Chapter 249 of the Statutes of 2005, which was a comprehensive revision to the Community Service District Law (Government Code Sections 61000 et seq), repealed Section 61621 and enacted Government Code Section 61115, which expressly authorizes community service districts to establish rates or other charges for services and facilities that the district provides by either resolution or ordinance; and

WHEREAS, the Board of Directors has determined that it is more appropriate, and provides greater flexibility to facilitate any needed changes, to adopt the CCSD’s fees and charges for services and facilities by resolution instead of by ordinance and therefore Section 3.04.010 and Table 3.04.010 should be repealed.

NOW, THEREFORE, BE IT ORDAINED, by the Board of Directors of the Cambria Community Services District as follows:

Section 1. Section 3.04.010 and Table 3.04.010 of the Cambria Community Services District Code is hereby repealed.

Section 2. If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional, ineffective or in any manner in conflict with the laws of the United States, or the State of California, such decision shall not affect the validity of the remaining portions of this ordinance. The District Board hereby declares that it would have passed this ordinance and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentence, clause or phrase be declared unconstitutional, ineffective, or in any manner in conflict with the laws of the United States or the State of California.

Section 3. This Ordinance shall take effect thirty (30) days after its adoption.

The foregoing ordinance amendment was adopted at a regular meeting of the Board of Directors of the Cambria Community Services District held on the 23rd day of August 2012.

AYES:
NOES:
ABSENT:

Allan S. MacKinnon
President, Board of Directors

ATTEST:

APPROVED AS TO FORM:

Kathy A. Choate
District Clerk

Timothy J. Carmel
District Counsel

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors
FROM: Jerry Gruber General Manager
Monique Madrid Admin Services Officer
Kathy Choate, District Clerk/Administrative Assistant

AGENDA NO. **9.E.**

Meeting Date: August 23, 2012 Subject: Discussion and Consideration
to Adopt Resolution 44-2012
Adopting Updated 2012 CCSD User
Fee Schedule and Existing Veterans
Memorial Building Fees

Recommendations:

Adopt Resolution 44-2012 approving the updated 2012 CCSD User Fee Schedule and existing Veterans Memorial Building fees.

Fiscal Impact:

The Fee Schedule is based upon the CCSD's costs to provide a variety of services and facilities and will reimburse the District for those costs.

Discussion:

The fee schedule for District services and facilities was last updated in 2005. Staff worked with Alex Handler of Bartle Wells and Associates and prepared a comprehensive update of the CCSD's fees and charges in order to establish fees that reflect the District's cost of providing services. A copy of the Fee Study, which contains greater detail regarding the basis of the fees, is attached for the Board's reference.

The Board previously introduced Ordinance 05-2012, which will remove the Fee Schedule from the CCSD Code. Since State law now permits fees and charges for District services and facilities to be adopted by ordinance or resolution, staff is recommending that from now on fees be adopted by resolution, which will provide greater flexibility for future changes.

The CCSD conducted two special meetings to receive public input on the proposed revisions to the CCSD fee schedule for various services and facilities. The first was conducted on June 18, 2012 and only one member of the public attended the meeting. This individual provided feedback and ideas to the Board and staff. The second special meeting was conducted on August 13, 2012 and many Veteran's Hall users and community members attended and provided valuable input regarding the newly developed user fee schedule and Veteran's Hall facility fees.

We have amended our recommendation for adoption of the Veteran's Hall facility fees based on the feedback we received. With regard to the Veteran's Hall fees, we are recommending adoption of the existing fees listed in Exhibit "A" for the previous classification named Direct/Verified Non-Profit Use or Community Recreation Use. We also recommend a change to the name of this classification to Community Groups and Civic Organizations.

We are also recommending adoption of the newly created facility fees also listed in Exhibit "A" for the previous classification named Commercial Use, along with a recommendation of a change to the name of this classification to For Profit Entities & Private Events.

Ordinance 05-2012 is also on tonight's agenda for adoption. The resolution adopting the new Fee Schedule has been structured to become effective upon the effective date of the Ordinance, which will be 30 days after adoption.

*Attachment: Resolution 44-2012
Exhibit "A"
Cambria Community Services District Fee Schedule Update Final Draft 6-20-2012*

BOARD ACTION: Date _____ Approved: _____ Denied: _____

UNANIMOUS: __MACKINNON__ THOMPSON __BAHRINGER__ CLIFT __ROBINETTE

RESOLUTION NO. 44-2012

RESOLUTION OF THE BOARD OF DIRECTORS OF THE CAMBRIA COMMUNITY SERVICES DISTRICT ADOPTING A FEE SCHEDULE FOR VARIOUS SERVICES AND FACILITIES PROVIDED BY THE DISTRICT

WHEREAS, Article I of Title 3, Section 3.04.010 and Table 3.04.010 of the Cambria Community Services District Code has previously contained the CCSD's fee schedule for various services and facilities, including customer service charges, general administrative charges, water meter allocations, fire permits and facility use; and

WHEREAS, a former provision of state law, Government Code Section 61621, authorized community services districts to adopt certain charges and deposits by ordinance, however, SB 135, Chapter 249 of the Statutes of 2005, which was a comprehensive revision to the Community Service District Law (Government Code Sections 61000 et seq), repealed Section 61621 and enacted Government Code Section 61115, which expressly authorizes community service districts to establish rates or other charges for services and facilities that the district provides by either resolution or ordinance and the Board of Directors has determined that it is more appropriate, and provides greater flexibility to facilitate any needed changes, to adopt the CCSD's fees and charges for services and facilities by resolution and has repealed Article I of Title 3, Section 3.04.010 and Table 3.04.010 of the Cambria Community Services District Code; and

WHEREAS, the last update of CCSD fees was in 2005, and therefore in order to establish fees that reflect the District's cost of providing services, a comprehensive update of the CCSD's fees and charges has been prepared; and

WHEREAS, on June 18, and August 13, 2012, special board meetings were conducted to receive public input on the proposed revisions to the CCSD fee schedule for various services and facilities; and

WHEREAS, the Board of Directors has determined that adoption of the revised fee schedule for various services and facilities is appropriate and necessary in order to reasonably recover the cost of providing services.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Cambria Community Services District as follows:

1. The above recitals are true and correct, and are incorporated herein by this reference.
2. The Fee Schedule for Various Services and Facilities, attached hereto as Exhibit A and incorporated herein by this reference, is hereby adopted.
3. The fees and charges set forth in Exhibit "A" shall go into effect upon the effective date of Ordinance 05-2012, which repealed Section 3.04.010 and Table

3.04.010 of the Cambria Community Services District Code, provided however, that fees shall be increased to the new fee schedule for any existing contracts for use of the Veterans' Memorial Hall by for profit entities that included a provision for increasing fees once the new fee schedule was adopted and effective. All other fees for existing contracts for use of the Veterans' Memorial Hall by Community Groups, Civic Organizations and Private events shall be at the rate in effect at the time the contract was executed.

The foregoing Resolution was PASSED and ADOPTED this 23rd day of August 2012.

Ayes:
Noes:
Absent:
Abstain:

Allan S. MacKinnon,
President, Board of Directors

ATTEST:

APPROVED AS TO FORM:

Kathy A. Choate
District Clerk

Timothy J. Carmel
District Counsel

Cambria Community Services District

Fee Schedule

DRAFT

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</i> allowed per calendar year.
Remodel Application Review Fee with Water Fixtures	Actual cost (including 10% admin overhead), <i>\$250 deposit required</i>
Remodel Application Review Fee without Water Fixtures	Actual cost (including 10% admin overhead), <i>\$100 deposit required</i>
Special Agreement Fee	Actual cost (including 10% admin overhead), <i>\$1,000 deposit required</i>
Other/Miscellaneous Services	The General Manager may levy fees for other services not specified herein at a level not exceeding the cost of providing each service. These fees can be appealed to the Board of Directors.
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
Agenda Subscription (by Postal Mail)	\$54 annual (including postage)

Type of Fee	Fee
WATER METER ALLOCATION FEES	
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: <i>Positions are defined in CCSD Municipal Code</i>	
For parcels with positions, 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 FEES	
Construction Damage	Actual cost (including 10% admin overhead)
Customer Service Call for Water Loss (formerly callout to private property leak)	No charge first call. Subsequent calls will be billed at actual costs and may include a minimum 2 hours fully burdened overtime rate for after hours calls. <i>No charge if meter is malfunctioning.</i>
Water Connection Fee	\$3,255 per EDU
Sewer Connection Fee	\$2,170 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	\$400
Each Add'l Toilet/Urinal	\$800
Each Add'l Shower or Bathtub	\$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 RECOVERY FEES (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 FEES	
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	\$10 + \$0.20 per page for black & white copies
Fire Investigation Report	\$10 + \$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

DRAFT

	Community Groups		For Profit Entities	
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</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
	a			
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

Class III—Moderate to Higher Impact (Events from 100 up to 500 people, events where alcohol liability is required, dances, large exhibits, and

Class IV—High Impact (Events with attendance by over 500 people)

Community groups and civic organizations may receive a fee reduction as determined by the General Manager.

CAMBRIA COMMUNITY SERVICES DISTRICT



District Fee Update

Final Draft 06/20/12



BARTLE WELLS ASSOCIATES
INDEPENDENT PUBLIC FINANCE ADVISORS

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DISTRICT OVERVIEW

The Cambria Community Services District provides water, wastewater, fire protection, parks, recreation, and open space services to a population of approximately 6,400 in and around the unincorporated community of Cambria in San Luis Obispo County, California. The District was formed in 1976 and is located on California's Central Coast, roughly halfway between the cities of San Francisco and Los Angeles. The District is governed by a five-member board of directors elected at large to four-year overlapping terms.

BACKGROUND & OBJECTIVES

The District charges a number of miscellaneous fees to help recover the cost of providing various services to its customer base and the community. These fees are organized into a number of categories including Customer Service Charges, General Administrative Charges, Water Meter Allocation Fees, Utility Service & Water Conservation Fees, Fire Department Fees, and Veteran's Memorial Hall Rentals. The District's fees were last updated in 2005. Many of the fees no longer reflect the District's cost of providing service. In addition, some fees are no longer levied while other new fees are needed to recover costs for various services.

In 2011, the District retained Bartle Wells Associates to conduct a comprehensive review and update of the District's miscellaneous fees and charges. The overall goal of the study is to develop updated fees and charges based on a cost-of-service approach to help ensure the fees adequately and accurately recover the costs of providing the service for which each fee is levied. Updated fee recommendations were developed with substantial input from District staff.

Key elements of the study included:

- Provide independent review of the District's fees and charges;
- Survey fees of other regional agencies for comparison;
- Work closely with District staff to develop updated fees that reasonably recover the cost of providing service.

LEGAL REQUIREMENTS

Fees and charges levied by state and local governmental agencies must meet the requirements of Proposition 26, a Constitutional Amendment that was narrowly approved by California voters on the November 2010 ballot. Proposition 26 redefines fees and charges levied by local agencies as “taxes”, which are subject to voter approval. However, Proposition 26 included seven exceptions under which local fees are not considered taxes and are therefore not subject to voter approval. All of the fees imposed by the District meet one or more of these criteria to be exempted from voter approval as a tax. These exceptions include:

- A fee that is imposed for a special benefit or privilege provided to an individual, does not exceed the reasonable cost of service, and does not provide broad, general benefits to others in the community;
- A fee imposed for a specific government service or product provided directly to the person paying the fee, that does not exceed the reasonable cost of providing service;
- A charge imposed for reasonable regulatory costs (i.e. licenses, audits, inspections, permits) that does not exceed the reasonable cost of service;
- Rental or lease fees charged for the use of or entrance to governmental property;
- Fines or penalties imposed for violations of the law;
- A charge imposed as a condition of property development (such charges are governed by California Government Code Section 66000 et. seq. with Water and Sewer Capacity Charges governed specifically by Section 66013);
- Assessments and property-related fees imposed under the provisions of Proposition 218, such as the District’s water and sewer service charges.

For fees that cannot exceed the reasonable cost of service, the District can charge up to the cost of providing service, but also has the option of charging less than the cost of service at its discretion. Fees that are penalties or are rental fees for District facilities, vehicles, or equipment do not need to be based on the cost of service.

METHODOLOGY

BWA held a number of phone conferences with District staff to discuss each fee in detail and obtain reasonable estimates of staff time, equipment, and materials required for the provision of each fee. Most updated fees were developed based on a cost of service methodology with District input. In many cases, the updated fees were based on slightly conservative cost estimates to ensure the fees do not exceed the cost of providing service.

UPDATED FEE RECOMMENDATIONS

The attached tables show updated fee recommendations. The proposed fees represent standard fees that would apply in most situations. In situations requiring additional staff time and costs, the District should reserve the right to collect additional fees to reflect the actual cost of service on a time and materials basis.

The study recommends elimination of a number of fees that District staff indicated were no longer levied. At the same time, the study recommends the addition of some new fees when the need was identified by District staff. For some fees, the cost of providing service can vary widely based on the specifics of each application or incident. For these types of fees, the District should track staff time and costs to ensure the fee accurately and reasonably recovers the cost of service to each customer. In some cases, a minimum fee is recommended with the indication that additional fees may apply when applicable.

REGIONAL FEE SURVEY

BWA conducted a survey of fees levied by a number of other regional agencies. These comparable fees are shown on the attached updated fee tables. The fee comparisons are for general information purposes only. BWA obtained fee schedules from these agencies, but did not contact each agency to discuss the specifics of each fee. As such, in some cases, other agencies' fees may not be a perfect match with the District's fees.

FUTURE FEE UPDATES

To ensure future fees continue to reflect the cost of providing service, District fees should be reviewed every three to five years and updated as needed. In interim years, the District can add or revise specific fees on a case-by-case basis when warranted. BWA recommends the District establish a straightforward process for updating future fees by Resolution (as opposed to Ordinance) pursuant to Government Code Section 61115.

Updated Fees with Regional Fee Comparisons

Cambria Community Services District

Current & Proposed Fees

CUSTOMER SERVICE CHARGES			
Type of Fee	Current Fee	Proposed Fee	Comparable Agency Fee
Account Start	\$35	\$38.50	Nipomo CSD & Templeton CSD: \$10 City of Arroyo Grande: \$15 Heritage Ranch CSD: \$25 City of Morro Bay: \$25 City of Paso Robles: \$39 City of Pismo Beach: \$45 Los Osos CSD: \$50 City of Grover Beach: \$100
Account Close	\$35	Eliminated	No comparable agencies charge this fee
Security Deposit for non-owner customers / or after disconnect	\$80	\$100	City of Paso Robles: \$84 City of Morro Bay: \$100 City of Pismo Beach: \$180 City of Grover Beach: \$198
Returned Check	\$35	\$25 first time \$35 per each additional time	City of Atascadero: \$20 Heritage Ranch CSD: \$20 (1st time), \$30 (2nd time), \$35 (3rd time), \$40 (each add'l) City of San Luis Obispo: \$26 City of Morro Bay: \$25 first time, \$35 add'l times City of Pismo Beach: \$25 first time, \$35 add'l times Templeton CSD: \$30 Town of Atherton: \$35
Late Fee – after 30 days	\$30	10% of delinquent amount with a \$10 minimum charge plus 0.5% of delinquent amount each additional month bill remains delinquent. Government Code §61115(c). <i>The District allows one (1) late fee waiver per calendar year.</i>	City of Arroyo Grande: 10% of unpaid balance Los Osos CSD: 10% of unpaid balance San Miguel CSD: 10% of unpaid balance San Simeon CSD: 10% of unpaid balance City of Pismo Beach: 10% penalty + 8% annual interest City of Grover Beach: \$19 Heritage Ranch CSD: 12% per year

CUSTOMER SERVICE CHARGES - CONTINUED			
Type of Fee	Current Fee	Proposed Fee	Comparable Agency Fee
48-Hour Notice fee	\$50	\$29.50	Los Osos CSD: \$10 (72 hour notice) City of Paso Robles: \$29 City of Morro Bay: \$50
Service Disconnect / Reconnect Fee	\$120	\$140	City of Arroyo Grande: \$30 Pismo Beach: \$30 Heritage Ranch CSD: \$40
Service Disconnect only	\$60	\$70	City of Morro Bay: \$42 San Simeon CSD: \$50
Service Reconnect only	\$60	\$70	Templeton CSD: \$50 San Miguel CSD: \$60 City of Grover Beach: \$66 Los Osos CSD: \$75 City of Paso Robles: \$84
Off Hours Reconnect – Surcharge	\$50	\$155	City of Morro Bay: \$107 Heritage Ranch CSD: \$120 City of Pismo Beach: \$126 (if done through a return call out min of 3 hours) City of Grover Beach: \$132 Los Osos CSD: \$225 City of Paso Robles: \$337
Non-customer Account History Reports	\$10 + copy cost	Eliminated	No comparable agencies charge this fee
Meter Tampering	\$50 + actual cost	\$50 + actual cost	City of Arroyo Grande: \$10 (lock cut replacement fee) City of Grover Beach: \$19 City of Paso Robles: 1st offense is \$56; 2nd offense is \$84; and \$112 penalty if damage to meter plus cost of meter Los Osos CSD: \$110 Heritage Ranch CSD: \$140

CUSTOMER SERVICE CHARGES - CONTINUED

Type of Fee	Current Fee	Proposed Fee	Comparable Agency Fee
Payment Plan	New fee	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	New fee	Actual cost (including 10 % admin overhead), <i>\$250 deposit required</i>	
Remodel Application Review Fee without Water Fixtures	New fee	Actual cost (including 10 % admin overhead), <i>\$100 deposit required</i>	
Special Agreement Fee	New fee	Actual cost (including 10 % admin overhead), <i>\$1000 deposit required</i>	
Other/Miscellaneous Services	New fee	The General Manager may levy fees for other services not specified herein at a level not exceeding the cost of providing each service. These fees can be appealed to the Board of Directors.	

GENERAL ADMINISTRATIVE CHARGES			
Type of Fee	Current Fee	Proposed Fee	Comparable Agency Fee
Photo-copying	\$0.20 per page	\$0.20 per page for black & white copies plus any additional pass-through costs if applicable	City of Arroyo Grande: \$0.20 per page Town of Atherton: \$0.10 per page
Drawings & Maps	\$2.00/pg Or plus actual costs	Actual costs with a minimum of \$2 per page	
Reports	\$10 + \$0.20 / pg	Eliminate	
Parcel Lists	\$10 + \$0.20 / pg	Eliminate	
Allocation Wait Lists	\$10 + \$0.20 / pg	Eliminate	
Customer Mailing Lists	\$10 + \$0.20 / pg	Eliminate	
Weed Abatement Lists	\$10 + \$0.20 / pg	Eliminate	
Weed Abatement Mailing Labels	\$10 + copy costs	Eliminate	
Misc. Locate & Copy	\$10 + \$0.20 / pg Or actual cost + 30%	Eliminate	
Videos of Board Meetings	\$25	Eliminate	
Audio Cassettes	N/A	Eliminate	
Audio, CD, or DVD	Combines several eliminated fees	Actual cost (including any vendor costs, materials, staff time, 10% administrative overhead, mailing costs, and any other related costs)	City of Arroyo Grande: \$10 audio tape, \$5 audio CD, vendor cost DVD
Public Records Research	\$25 + copy cost + actual costs over 1 hr	Eliminate	
Custom Report	\$25 + copy cost + actual costs over 1 hr	\$0.20 per page for black & white copies plus actual costs (including staff time and 10% administrative overhead)	City of Morro Bay: \$24 (report copies) Heritage Ranch CSD: \$40/hour (staff) +10% (legal counsel/engineer) City of Paso Robles: \$110/hour City of Arroyo Grande: hourly rate at cost City of Atascadero: hourly rate at cost City of Pismo Beach: hourly rate at cost Town of Atherton: \$20 (report/research)
Agenda Subscription (by Email)	\$24 annual	\$36 annual	City of Arroyo Grande: \$15 to \$35 for various Boards/Commissions/City Council agendas & minutes
Agenda Subscription (by Postal Mail)	\$48 annual	\$54 annual (including postage)	City of Pismo Beach: \$36 + postage

WATER METER ALLOCATION FEES			
Type of Fee	Current Fee	Proposed Fee	Comparable Agency Fee
Initial Application Administrative Fee	\$35	Eliminate	
Wait List Administration Fee	\$80	\$88 (includes 10% admin overhead)	
Intent to Serve Letter	\$70	Actual cost (including 10 % admin overhead), <i>\$900 deposit required</i> <i>Cost tracking by staff</i>	Templeton CSD: \$50 (will serve letter administration) Los Osos CSD: \$750 deposit; \$195 application; \$290 complex application
Extension of Intent to Serve Letter Single Permit Permits for more than 3 EDUs		Actual cost (including 10 % admin overhead) with deposit required <i>\$200 deposit required</i>	
Transfer of Meter/Position Location	\$598 + costs	Replaced with 2 separate fees (listed below)	
Meter/Position Relocation: <i>Positions are defined in CCSD Municipal Code</i> For parcels with positions, without existing connection Active Service Transfer	See above See above	Actual cost (including 10% admin overhead), \$750 deposit required Actual cost (including 10% admin overhead), <i>\$750 deposit required</i>	
Transfer of Wait List Position Location	See above	Eliminate	Town of Atherton: Address change for building permit fee \$250
Research and Evaluation Fee of Proposed Projects	New fee	Actual cost (including 10% admin overhead), <i>\$1,000 deposit required</i>	
Fireflow Evaluation of Infrastructure	New fee	Actual cost (including 10% admin overhead), <i>\$200 deposit required</i>	
Assignment of Position (Change of Owner)	\$475 + costs	Actual cost (including 10% admin overhead), <i>\$500 deposit required</i>	
Assignment requiring Board Approval	\$1,100 + costs	Actual cost (including 10% admin overhead), <i>\$1,000 deposit required</i>	

UTILITY SERVICE & WATER CONSERVATION FEES

Type of Fee	Current Fee	Proposed Fee	Comparable Agency Fee
Construction Damage	\$104 + actual costs	Actual cost (including 10% admin overhead)	City of Atascadero: time and materials City of Pismo Beach: time and materials
Customer Service Call for Water Loss (formerly callout to private property leak)	\$30 + actual costs over 1 hr	No charge first call. Subsequent calls will be billed at actual costs and may include a minimum 2 hours fully burdened overtime rate for after hours calls. <i>No charge if meter is malfunctioning.</i>	Los Osos CSD: Broken service repair \$150 (during business hours); \$225 (after hours); fees for up to 2 hours
Water Connection Fee	\$3,255 per EDU	Not included in study	City of Arroyo Grande: \$853 City of Grover Beach: \$1,158.42 Heritage Ranch CSD: \$1,456 City of Morro Bay: \$2,276 Los Osos CSD: \$2,584 Nipomo CSD: \$3,192 City of Paso Robles: \$14,870 City of San Luis Obispo: \$15,919 Templeton CSD: \$24,478
Sewer Connection Fee	\$2,170 per EDU	Not included in study	City of Arroyo Grande: \$1,030 Los Osos CSD: \$2,584 Heritage Ranch CSD: \$3,389 City of Grover Beach: \$1,072.90 for wastewater DIF + \$2,475 sewer facility fee City of San Luis Obispo: \$3,849 Templeton CSD: \$5,441 City of Paso Robles: \$5,467 Nipomo CSD: \$7,625
Engineering Plan Check	\$120	\$206 + actual costs over 2 hours (including 10% admin overhead)	City of Arroyo Grande: \$1,560 (expedited engineering plan check) City of Atascadero: \$415 (public works plan check for single family residence)
New Construction Application Fee	New fee	\$55	
New Construction Plan Review	New fee	\$110 + actual costs over 2 hours	

UTILITY SERVICE & WATER CONSERVATION FEES - CONTINUED

Type of Fee	Current Fee	Proposed Fee	Comparable Agency Fee
Remodel Application Fee	New fee	\$55	
Remodel Plan Review	\$25	\$110 + actual costs over 2 hours	
Water & Sewer Impact Fee – New fixtures added to Existing Service Each Add'l Sink/Lavatory Each Add'l Toilet/Urinal Each Add'l Shower or Bathtub	\$400 \$1,000 \$800	Not included in study	See Water and Sewer Connection Fees
Meter Test	\$75 + actual costs	Actual costs (including 10% admin overhead), <i>\$125 deposit required</i>	Heritage Ranch CSD: \$40 City of Grover Beach: \$69 Los Osos CSD: \$150 deposit City of Paso Robles: \$168 City of Pismo Beach: \$218 (refunded if meter is overcharging)
Meter Relocation	\$75 + actual costs	Actual costs (including 10% admin overhead), <i>\$100 deposit required</i>	City of Morro Bay: 1.5 x regular meter fee City of Paso Robles: Hydrant meter relocation \$129 Los Osos CSD: \$500 deposit
Water Conservation Fixture(s) Inspection(s): New Construction, Retrofits, and Resale Pre-Inspection Remodels of greater than 20% of existing square footage Remodels of less than 20% of existing square footage	\$30 each inspection after first two inspections \$30 each inspection after first two inspections	\$99.50 initial inspection, plus \$49.75 per reinspection if needed, plus additional actual costs \$99.50 initial inspection, plus \$49.75 per reinspection if needed, plus additional actual costs \$99.50 initial inspection, plus \$49.75 per reinspection if needed, plus additional actual costs	

UTILITY SERVICE & WATER CONSERVATION FEES - CONTINUED

Type of Fee	Current Fee	Proposed Fee	Comparable Agency Fee
Sewer Wye Inspection	\$30	\$99.50 initial inspection, plus \$49.75 per reinspection if needed, plus additional actual costs	
Sewer Lateral Agreement	Actual costs	Fee eliminated	
Response to Private Sewer Spill	Actual costs + 40%	Fee eliminated	
Pre-Treatment Inspection Related to SSMP	Actual costs	\$105 plus actual costs over 1 hour	

EQUIPMENT RECOVERY FEES (EXCLUDES STAFF TIME)

Type of Fee	Current Fee	Proposed Fee	Comparable Agency Fee
Backhoe	\$90 / hour	\$90 / hour	City of Arroyo Grande & Los Osos CSD: \$40 / hr Heritage Ranch CSD: \$100 / hr (includes operator)
Portable Trailer Mounted Compressor	\$20 / hour	\$30 / hour	City of Arroyo Grande: \$19 (air compressor)
Service Truck	\$35 / hour	\$50 / hour	City of Arroyo Grande: \$40 / hr Heritage Ranch CSD: \$75 / hr (includes operator)
Dump Truck	\$70 / hour	\$70 / hour	City of Arroyo Grande: \$45 / hr Heritage Ranch CSD: \$80 / hr (includes operator)
Vactor Truck	New fee	\$100 / hour	
Labor (each worker)	\$56 / hour	\$45 / hour	City of Arroyo Grande: \$43.65 / hr Heritage Ranch CSD: \$35 / hr
Other Equipment	Actual cost	Actual cost	

FIRE DEPARTMENT FEES			
Type of Fee	Current Fee	Proposed Fee	Comparable Agency Fee
Fireworks/Pyrotechnics Show Permit and Inspection	Actual costs + 40%	\$250 + actual costs over 2 hours	City of Arroyo Grande: \$245 (pyrotechnic show) City of Grover Beach: \$255 for less than 200 devices, \$382 for more than 200 devices (public fireworks display inspection) City of Paso Robles: \$300 (per event)
Tent Fire Permit and Inspection	Actual costs + 40%	\$150 + actual costs over 1 hour	City of Arroyo Grande: \$27 (special event inspection of tent)
Movie Set Fire and Inspection	New Fee	\$250 + actual costs over 2 hours	
Plan Check w/Inspection and Fire Letter:			City of Arroyo Grande: \$360 (fire code permits and inspection); City of Grover Beach: \$63 to \$190 based on building type City of San Luis Obispo: 21.5% of the combined construction permit and plan check fee; Templeton CSD: Plan review \$175 minimum + \$0.25 per square foot over 5,000 square feet; Cal Fire is \$340 minimum
Residential New Construction	\$55 + actual costs over 1.5 hrs	\$350 + actual costs over 3 hours	
Residential Remodel	\$28 + actual costs over .75 hrs	\$350 + actual costs over 3 hours	
Commercial New Construction	\$109 + actual costs over 3 hrs	\$450 + actual costs over 4 hours	
Commercial Remodel	\$54 + actual costs over 1.5 hrs	\$350 + actual costs over 3 hours	

FIRE DEPARTMENT FEES - CONTINUED

Type of Fee	Current Fee	Proposed Fee	Comparable Agency Fee
Fire Alarm Plan Check & Inspection	Actual costs + 40%	\$350 + actual costs over 3 hours	<p>City of Arroyo Grande: Varies based on type of construction and number of devices (plan check is \$149.95 to \$329.94; inspection is \$151.97 to \$289.53);</p> <p>City of Atascadero: \$120 per plan or 1.3 times the actual cost of consultant (plan check), \$130 (inspect);</p> <p>City of Grover Beach: Plan check is \$72 for residential, \$96 for businesses; Inspection varies based on building type and ranges from \$255 to \$638;</p> <p>City of Morro Bay: Ranges from \$60 to \$275 based on number of devices;</p> <p>City of Paso Robles: Permit issuance \$55; Fire Alarm System fee ranges from \$200 to \$350 based on number of devices</p>
On-site Hydrant(s) Inspection(s)	\$75 + actual costs	\$300 + actual cost over 2.5 hours	<p>City of Arroyo Grande: Hydrant Service Plan Check \$221.95, inspection \$128.06;</p> <p>City of Grover Beach: Hydrant meter set-up fee \$48;</p> <p>Heritage Ranch CSD: Temporary hydrant meter \$35, hydrant meter deposit \$100;</p> <p>Los Osos CSD: Hydrant meter service charge deposit \$500;</p> <p>City of Morro Bay: at cost;</p> <p>Templeton CSD: construction fire hydrant meter \$750</p>
Sprinkler System	\$75 + actual costs	<p>\$250 standard + actual costs over 2 hours</p> <p>+ if required, \$100 for bucket flow test</p> <p>+ if required, \$100 for underground inspection</p> <p>+ if required, \$100 for line test</p>	<p>City of Arroyo Grande: Varies based on type of construction and number of sprinkler heads (plan check is \$113.95 to \$227.90, inspection is \$151.97 to \$271.48);</p> <p>City of Atascadero: \$205 for residential, \$720 to \$1,405 for large commercial (fire sprinkler plan check and inspection)</p>

FIRE DEPARTMENT FEES - CONTINUED

Type of Fee	Current Fee	Proposed Fee	Comparable Agency Fee
Hydrant / Fire Flow Calculations	\$34 + actual costs	\$175 + actual cost over 1.5 hours	City of Arroyo Grande: \$41.95 plan chk + \$14.40 inspection; City of Grover Beach: Fire flow test/document \$127; Los Osos CSD: Fire flow test \$75; City of Morro Bay: \$35; City of Paso Robles: Fire Flow \$370; City of Pismo Beach: Fire flow test \$35
Administration of Fire Hazard Fuel Reduction Order (Formerly Weed Abate Order)	\$400 + actual costs over 11 hrs	\$200 + contractor cost pass through	City of Arroyo Grande: \$240; City of Atascadero: Actual costs plus 150% if lot must be cleared by the City; City of Grover Beach: Direct and indirect costs; City of Pismo Beach: Actual cost + 100% with a \$100 minimum
Incident Report	\$10 + copy cost	\$10 + \$0.20 / pg	City of Arroyo Grande: \$10 City of Atascadero: \$0.50 for 1st page, \$0.10 for each additional page City of Grover Beach: \$18
Fire Investigation Report	\$10 + copy cost	\$10 + \$0.20 / pg	City of Morro Bay \$27 City of Paso Robles \$15 City of Pismo Beach: no charge if 5 pages or less, otherwise \$0.25 per page
Fire Service Vehicle Reimbursement Rates for Mutual Aid Calls			
Fire Engine Type I	\$50 per hour	\$90 per hour	State of California 2012 Reimbursement Rates
Fire Engine Type II	\$42 per hour	\$56 per hour	State of California 2012 Reimbursement Rates
Rescue Vehicle	\$15 per hour	\$56 per hour	State of California 2012 Reimbursement Rates
Command Vehicle	\$12 per hour	\$56 per hour	State of California 2012 Reimbursement Rates
Utility Vehicle	\$10 per hour	\$56 per hour	State of California 2012 Reimbursement Rates
Water Tender CAF (Compressed Air Foam)	\$136 per hour	\$70 per day	State of California 2012 Reimbursement Rates
Vehicle Mileage	\$0.36 per mile	Per IRS allowance	IRS allowance in 2012 is \$0.555 per mile
Personnel Costs	Actual cost	Actual cost	

Updated Fees for Veteran's Memorial Hall Rentals

VETERAN'S MEMORIAL HALL RENTALS					
	Community Groups & Civic Organizations		For Profit Entities & Private Events		
SECURITY/CLEANING DEPOSIT					
Partial Facility Use:					
Class I & II		\$100		\$100	
Class III		\$400		\$400	
Full Facility Use:					
Class I & II		\$250		\$250	
Class III		\$1,000		\$1,000	
Class IV Events		\$1,000		\$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	1 Hour	\$25	\$50	\$50	\$80
	Half Day (4 Hours)	\$75	\$150	\$150	\$250
	Full Day (8 Hours)	\$150	\$300	\$300	\$500
Class II	1 Hour	\$35	\$70	\$70	\$100
	Half Day (4 Hours)	\$100	\$200	\$200	\$300
	Full Day (8 Hours)	\$200	\$400	\$400	\$600
Class III	Half Day (4 Hours)	\$150	\$300	\$300	\$600
	Full Day (8 Hours)	\$250	\$500	\$500	\$1,000
	Each Add'l Hour	\$30	\$60	\$60	\$120
Overnight Add-On Fee		\$25		\$50	
Dining Room with Deck					
	1 Hour	\$20		\$35	
	Half Day (4 Hours)	\$60		\$90	
	Full Day (8 Hours)	\$120		\$180	
Kitchen (Add-On Fee)					
<i>Only rented as an add-on to rental of Main Hall or Dining Room</i>					
	1 Hour	\$20		\$30	
	Each Add'l Hour	\$10		\$15	
BBQ Pit					
	Half Day (4 Hours)	\$40		\$60	
	3/4 Day (6 Hours)	\$55		\$80	
	Full Day (8 Hours)	\$70		\$100	
Parking Lot Only (Includes Restrooms)					
	Half Day (4 Hours)	\$100		\$200	
	Each Add'l Hour	\$25		\$50	
CLASS IV FEES					
		<u>Parking Lot Only</u>	<u>Full Facility</u>	<u>Parking Lot Only</u>	<u>Full Facility</u>
	Half Day	\$400	\$600	\$800	\$1,200
	All Day	\$750	\$1,000	\$1,500	\$2,000
STAFFING \$40 per hour per staff member, with a 2 hour minimum					
<i>Onsite District staff may be required 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

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 500 or more people)

Community groups and civic organizations may receive a fee reduction as determined by the General Manager.

Updated Fee Notes & Supporting Information

CUSTOMER SERVICE CHARGES		
Type of Fee	Proposed Fee	Notes
Account Start	\$38.50	Cost of service basis includes staff time estimated at 0.7 hours at burdened rate of \$50/hr plus 10% administrative overhead.
Account Close	Eliminated	
Security Deposit for non-owner customers / or after disconnect	\$100	Security deposit increased to better reflect typical minimal bill for bi-monthly billing period.
Returned Check	\$25 first time \$35 per each additional time	Updated fee complies with California Civil Code Section 1719.
Late Fee – after 30 days <i>Fee can be waived one time each calendar year.</i>	10% of delinquent amount with a \$10 minimum charge plus 0.5% of delinquent amount each additional month bill remains delinquent	The proposed fee reduces the burden on customers with delinquent bills below \$300.
48-Hour Notice fee	\$29.50	Updated fee calculated on a per unit basis based on the average cost for processing, delivering and posting each notice. Costs of service include 16 hours of staff time at a fully burdened rate of \$50 (4 hours billing clerk, 2 employees delivering and posting notices for 6 hours each), plus 10% administrative overhead, plus vehicle costs for 6 hours resulting in a total cost of service of \$1180 divided by an estimated average of 40 notices resulting in an average fee of \$29.50 per notice.
Service Disconnect / Reconnect Fee	\$140	Updated fee calculated on a per unit basis based on the average cost for connecting and/or disconnecting water service. Costs of service include 10 hours of staff time at a fully burdened rate of \$50 (4 hours administrative processing plus 2 employees for 3 hours each connecting/disconnecting water services on site), plus 10% administrative overhead, plus vehicle costs of \$150 resulting in a total cost of service of \$700 divided by an estimated average of 10 service connects/disconnects resulting in a fee of \$70 per service connection or disconnection.
Service Disconnect only	\$70	
Service Reconnect only	\$70	

CUSTOMER SERVICE CHARGES - CONTINUED

Type of Fee	Proposed Fee	Notes
Off Hours Reconnect	\$155	Employee MOU requires a minimum of 2 hours overtime pay for after hour call outs. Fee includes 2 hours of water dept staff time at a fully burdened overtime rate of \$65 plus \$25 for a half hour of vehicle use.
Non-customer Account History Reports	Eliminated	
Meter Tampering	\$50 + actual cost	This fee is a penalty that is not subject to cost of service requirements. In addition to the penalty, customers are required to pay the actual costs of repair, including any overhead and administration.
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>	Optional at request of customer.
Remodel Application Review Fee with Water Fixtures	Actual cost (including 10% admin overhead), <i>\$250 deposit required</i>	The cost of providing service varies based on the specifics of each application.
Remodel Application Review Fee without Water Fixtures	Actual cost (including 10% admin overhead), <i>\$100 deposit required</i>	The cost of providing service varies based on the specifics of each application.
Special Agreement Fee	Actual cost (including 10% admin overhead), <i>\$1,000 deposit required</i>	The cost of providing service varies based on the specifics of each agreement.
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.	The District also reserves the authority to levy fees that are different from the standard fees proposed on a case-by-case basis when a standard fee does not accurately reflect the cost of providing service.

GENERAL ADMINISTRATIVE CHARGES

Type of Fee	Proposed Fee	Notes
Photo-copying	\$0.20 per page for black & white copies plus any additional pass-through costs if applicable	Cost recovery for photocopier, paper, toner, and costs for photocopier operations, maintenance and repair.
Drawings & Maps	Actual costs with a minimum of \$2 per page	In some cases, actual costs may require cost recovery related to offsite travel for document retrieval.
Reports	Eliminated	
Parcel Lists	Eliminated	
Allocation Wait Lists	Eliminated	
Customer Mailing Lists	Eliminated	
Weed Abatement Lists	Eliminated	
Weed Abatement Mailing Labels	Eliminated	
Misc. Locate & Copy	Eliminated	
Videos of Board Meetings	Eliminated	
Audio Cassettes	Eliminated	
Audio, CD, or DVD	Actual cost (including any vendor costs, materials, staff time, 10% administrative overhead, mailing costs, and any other related costs)	
Public Records Research	Eliminated	Fees for information requests submitted pursuant the California Public Records Act (Government Code Sections 6250 - 6270) are generally limited to the direct costs of duplication and may not also recover costs for staff time to search for or review information.
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	Fee estimated at \$3.00 per month including staff time and administrative overhead.
Agenda Subscription (by Postal Mail)	\$54 annual (including postage)	Fee estimated at \$4.50 per month including staff time, administrative overhead, and postage.

WATER METER ALLOCATION FEES		
Type of Fee	Proposed Fee	Notes
Initial Application Administrative Fee	Eliminated	
Wait List Administration Fee	\$88 (includes 10% admin overhead)	Replaced the previously-named "Wait List Annual Maintenance Fee". Staff time estimated at 2 hours at a burdened rate of \$40/hr plus 10% administrative overhead. Tasks include annual administrative review and update, database maintenance.
Intent to Serve Letter (Good for 18 months)	Actual cost (including 10 % admin overhead), <i>\$900 deposit required</i>	The letter is good for 18 months and expires thereafter.
Extension of Intent to Serve Letter Single Permit Permits for more than 3 EDUs	Actual cost (including 10 % admin overhead) with deposit required <i>\$200 deposit required</i> <i>\$400 deposit required</i>	The cost of providing service can vary based on the specifics of each extension. Deposits reflect a rough estimate of the minimum cost for issuing the extension under each situation.
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), <i>\$750 deposit required</i>	The cost of providing service can vary based on the specifics of each situation.
Active Service Transfer	Actual cost (including 10% admin overhead), <i>\$750 deposit required</i>	The cost of providing service can vary based on the specifics of each situation.
Transfer of Wait List Position Location	Eliminated	
Special Project Agreement	Actual cost (including 10% admin overhead), <i>\$1,000 deposit required</i>	The cost of providing service can vary based on the specifics of each situation.
Fireflow Evaluation of Infrastructure	Actual cost (including 10% admin overhead), <i>\$200 deposit required</i>	The cost of providing service can vary based on the specifics of each situation.
Assignment of Position (Change of Owner)	Actual cost (including 10% admin overhead), <i>\$500 deposit required</i>	The cost of providing service can vary based on the specifics of each situation.
Assignment requiring Board Approval	Actual cost (including 10% admin overhead), <i>\$1,000 deposit required</i>	The cost of providing service can vary based on the specifics of each situation.

UTILITY SERVICE & WATER CONSERVATION FEES		
Type of Fee	Proposed Fee	Notes
Construction Damage	Actual cost (including 10% admin overhead)	The cost of providing service can vary based on the specifics of each incident.
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>	The cost of providing service can vary based on the specifics of each incident. After hours calls will include a minimum of 2 hours of fully burdened staff overtime costs based on existing labor contracts.
Water Connection Fee	Not included in study	Not included in study. District should review this fee to ensure it adequately and equitably recovers the cost of infrastructure benefiting new development.
Sewer Connection Fee	Not included in study	Not included in study. District should review this fee to ensure it adequately and equitably recovers the cost of infrastructure benefiting new development.
Engineering Plan Check	\$206 + actual costs over 2 hours (including 10% admin overhead)	Staff time estimated at 2 hours at an engineer's burdened rate of \$94/hr plus 10% admin overhead. Additional fees can apply on a case-by-case basis to recover costs for additional staff time required.
New Construction Application Fee	\$55	Estimated minimum 1 hour of staff time at fully burdened rate of \$50/hr plus 10% admin overhead.
New Construction Plan Review	\$110 + actual costs over 2 hours (including 10% admin overhead)	Staff time estimated at 2 hours at a burdened rate of \$50/hr plus 10% admin overhead. Additional fees can apply on a case-by-case basis to recover costs for additional staff time required plus 10% admin overhead. District should better coordinate with County to ensure District is informed of remodels; County should require District signoff before approving remodels.
Remodel Application Fee	\$55	Estimated minimum 1 hour of staff time at fully burdened rate of \$50/hr plus 10% admin overhead.
Remodel Plan Review	\$110 + actual costs over 2 hours (including 10% admin overhead)	Staff time estimated at 2 hours at a burdened rate of \$50/hr plus 10% admin overhead. Additional fees can apply on a case-by-case basis to recover costs for additional staff time required plus 10% admin overhead.

UTILITY SERVICE & WATER CONSERVATION FEES - CONTINUED

Type of Fee	Proposed Fee	Notes
Water & Sewer Impact Fee – New fixtures added to Existing Service Each Add'l Sink/Lavatory Each Add'l Toilet/Urinal Each Add'l Shower or Bathtub	Not included in study	These fees should be scaled to the District's Water and Sewer Connection Fees to ensure the fee is proportional to estimated demand of each added fixture.
Meter Test	Actual costs (including 10% admin overhead), <i>\$125 deposit required</i>	
Meter Relocation	Actual costs (including 10% admin overhead), <i>\$100 deposit required</i>	The cost of providing service can vary based on the specifics of relocation. Actual costs may include staff time billed at the fully burdened rate, 10% administrative overhead, equipment and vehicle costs, and any other direct costs incurred in providing the service. <i>The District can require a higher deposit based on District assessment of costs required to provide the service.</i>
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	Costs of service for inspection include 1 hour of staff time at a fully burdened rate of \$45/hr, 10% administrative overhead, and vehicle costs. Tasks includes site inspection, data entry, and administration. Reinspection costs estimated at half of the initial inspection cost assuming 1/2 hour staff time.
Sewer Wye Inspection	\$99.50 initial inspection, plus \$49.75 per reinspection if needed, plus additional actual costs	Costs of service for inspection include 1 hour of staff time at a fully burdened rate of \$45/hr, 10% administrative overhead, and vehicle costs. Tasks includes site inspection, data entry, and administration. Reinspection costs estimated at half of the initial inspection cost assuming 1/2 hour staff time.
Sewer Lateral Agreement	Eliminate	
Response to Private Sewer Spill	Eliminate	
Pre-Treatment Inspection Related to SSMP	\$105 plus actual costs over 1 hour	Inspections and reinspections estimated at a minimum time of 1 hour at \$50/hr, 10% administrative overhead, and vehicle costs. Tasks include site inspection, data entry, and administration.

EQUIPMENT RECOVERY FEES (EXCLUDES STAFF TIME)

Type of Fee	Proposed Fee	Notes
Backhoe	\$90 / hour	No change; current fees deemed adequate and reasonable based on staff review.
Portable Trailer Mounted Compressor	\$30 / hour	This fee replaces the District's prior fee for "Compressor Tools".
Service Truck	\$50 / hour	Revised based on District estimate.
Dump Truck	\$70 / hour	No change; current fees deemed adequate and reasonable based on staff review.
Vactor Truck	\$100 / hour	Vehicle cost is approximately \$300,000. Operation requires a commercially licensed driver.
Labor (each worker)	\$45 / hour	Hourly rate based fully burdened salary of \$45/hr for a Water Treatment Operator II. <i>The District may recover additional costs to account for overtime pay when applicable.</i>
Other Equipment	Actual cost	District can determine a reasonable rate for other equipment to help ensure adequate cost recovery.

FIRE DEPARTMENT FEES		
Type of Fee	Proposed Fee	Notes
Fireworks/Pyrotechnics Show Permit and Inspection	\$250 + actual costs over 2 hours	Base fee includes fire department staff time estimate of 2 hours at a fully burdened rate of \$100/hr and \$50 fire department vehicle use. Tasks include site visit and inspection, issuance of permit, and administration.
Tent Fire Permit and Inspection	\$150 + actual costs over 1 hour	Base fee includes fire department staff time estimate of 1 hour at a fully burdened rate of \$100/hr and \$50 for fire department vehicle use.
Movie Set Fire Permit and Inspection	\$250 + actual costs over 2 hours	Base fee includes fire department staff time estimate of 2 hours at a fully burdened rate of \$100/hr and \$50 fire department vehicle use. Tasks include site visit and inspection, issuance of permit, and administration.
Plan Check w/Inspection and Fire Letter:		Tasks include plan review, rough and final site inspection, and administration. Staff time can vary based on project.
Residential New Construction	\$350 + actual costs over 3 hours	Base fee includes staff time estimate of 3 hours at fully burdened rate of \$100/hr plus \$50 for vehicle and administrative materials.
Residential Remodel	\$350 + actual costs over 3 hours	Base fee includes staff time estimate of 3 hours at fully burdened rate of \$100/hr plus \$50 for vehicle and administrative materials.
Commercial New Construction	\$450 + actual costs over 4 hours	Base fee includes staff time estimate of 4 hours at fully burdened rate of \$100/hr plus \$50 for vehicle and administrative materials.
Commercial Remodel	\$350 + actual costs over 3 hours	Base fee includes staff time estimate of 3 hours at fully burdened rate of \$100/hr plus \$50 for vehicle and administrative materials.
Fire Alarm Plan Check & Inspection	\$350 + actual costs over 3 hours	Base fee includes staff time estimate of 3 hours at fully burdened rate of \$100/hr plus \$50 for vehicle and administrative materials. Tasks include rough and final site inspections, sprinkler inspection, and administration.
On-site Hydrant(s) Inspections(s)	\$300 + actual cost over 2.5 hours	Base fee includes staff time estimate of 2.5 hours at fully burdened rate of \$100/hr plus \$50 for vehicle, equipment, and administrative materials. Tasks include site inspections and administration.

FIRE DEPARTMENT FEES - CONTINUED

Type of Fee	Proposed Fee	Notes
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	Base fee includes staff time estimate of 2 hours at fully burdened rate of \$100/hr plus \$50 for vehicle, equipment, and administrative materials. Tasks include rough and final site inspections and administration. Additional fees apply to recover costs for additional testing and inspection requirements.
Hydrant / Fire Flow Calculations	\$175 + actual cost over 1.5 hours	Staff time estimated a minimum of 1.5 hours at a rate of \$50/hr plus \$100 for fire truck, equipment, and administration.
Administration of Fire Hazard Fuel Reduction Order (Formerly Weed Abate Order)	\$200 + contractor cost pass through	Base fee per parcel includes 4 hours of staff time at \$50 per hour. Fee recovers District's costs for site inspection, notifying owner, hiring contractor, invoicing, and related administration. Tasks include involvement of fire chief and captain, District Board, clerk, legal counsel, and administrative staff.
Incident Report	\$10 plus \$0.20 per page for black & white copies	Fee recovers costs for annual software license fees, computers, and printers/copiers.
Fire Investigation Report	\$10 plus \$0.20 per page for black & white copies	Fee recovers costs for annual software license fees, computers, and printers/copiers.
Vehicle Mileage	Per IRS allowance	
Personnel Costs	Actual cost	
Fire Service Vehicle Reimbursement Rates for Mutual Aid Callout Responses		
Fire Engine Type I (1,500 gpm)	\$90 per hour	These fees are based on the State of California reimbursement rate schedule for mutual aid callout responses.
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	

Appendix A
Summary of Proposition 26

Proposition 26: An Executive Summary for The Layperson

BY PATRICK WHITNELL



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Much effort has been expended trying to explain and analyze the purpose and effect of Proposition 26, the so-called “Stop Hidden Taxes Initiative.” Wading into the morass of municipal finance is a daunting task even for the expert, and Prop. 26 adds another layer of complexity to an already complicated area. This article provides the non-expert with tools to gain a working knowledge of Prop. 26.

The Starting Point: *Sinclair Paint*

Prop. 26’s genesis occurred in 1997 with the California Supreme Court’s decision in *Sinclair Paint v. State Board of Equalization*.¹ In this case, Sinclair Paint challenged a state fee imposed on companies that utilized lead to manufacture paint and other products. The fee was used to fund various state programs to address the impact of lead exposure on children. Sinclair Paint argued that this was not a fee but rather a tax, because Sinclair Paint did not benefit from any of the programs funded by the fee. Why is this distinction important? A fee may be adopted by the Legislature with a simple majority vote. A tax, on the other hand, requires a two-thirds vote of both houses for approval.

The court disagreed and held that the fee was not imposed by the state under its power to tax, but rather was imposed under its power to regulate to protect public health, safety and welfare (commonly referred to as the “police power”). Therefore the court concluded that if the fee bore a reasonable relationship to the burden imposed by those charged the fee and the fee did not exceed the cost of the program it was funding, then the fee was not a tax. It did not matter that the person paying the fee did not receive any benefit from the program being funded.

The Aftermath: The Rise of the “Regulatory Fee”

Sinclair Paint-type fees are commonly referred to as “regulatory fees.” After the Supreme Court validated regulatory fees as not being taxes, the state (as well as local agencies) looked to adopt regulatory fees to provide funding for a variety of state and local programs. Environmental review and regulation programs were a popular choice to be funded by regulatory fees. At the local level, regulatory fees were used to provide funding to address the adverse effects of certain types of business activities. For example, a city may impose a regulatory fee on businesses that sell alcohol to address the increased policing and health costs associated with drinking.

The Response: Proposition 26

Business groups have long complained about regulatory fees. After the Supreme Court decision, they continued to argue that regulatory fees were nothing more than taxes, that they placed an unfair burden on businesses and that they were simply a way for the state and local governments to avoid the voting requirements imposed by Prop. 13 and Prop. 218. It’s no surprise that the California Chamber of Commerce was the main proponent of Prop. 26.

The best explanation of the proponent’s argument for why Prop. 26 was necessary can be found in the initiative’s Findings and Declarations of Purpose section, which reads:

This escalation in taxation does not account for the recent phenomenon whereby the Legislature and local governments have disguised new taxes as “fees” in order to extract even more revenue from California taxpayers without having to abide by [the] constitutional voting requirements [imposed by Prop. 13 and Prop. 218]. Fees couched as “regulatory” but which exceed the reasonable costs of actual regulation or are simply imposed to raise revenue for a new program and are not part of any licensing or permitting program are actually taxes and should be subject to the limitations applicable to the imposition of taxes.

Prop. 26 appeared on the November 2010 ballot and was narrowly approved by the voters with 52.5 percent of the vote.

The Rule: What Does Proposition 26 Do?

Prop. 26 is divided into two parts. One part addresses state fees and the other addresses local fees. Although the two parts overlap substantially, there are also significant differences. This article focuses exclusively on the part addressing local fees.

Prop. 26 is a constitutional amendment that introduces, for the first time, a definition of what constitutes a local tax:

As used in this article, “tax” means any levy, charge or exaction of any kind imposed by a local government ...

Therefore, almost any requirement imposed by a local government that results in the local government receiving revenues is a local tax. This means that the local government would need to obtain a majority approval of the voters if the revenues are to be used for general governmental purposes, or a two-thirds voter approval if the revenues are to be used for a particular purpose. In contrast, a fee may be adopted by a majority vote of the city council.

Fortunately for cities, this all-encompassing definition is tempered by seven exceptions set forth in Prop. 26. These exceptions encompass most — but not all — fees or charges that a city may want to impose. Unfortunately, not

all the exceptions are models of clear language, and the courts will likely be the final arbiter as to their meaning. The following section provides a brief synopsis of what these exceptions cover.

The Exceptions: What Proposition 26 Does Not Apply To

The seven exceptions temper the broad definition of “tax” in Prop. 26. But the interpretation of these exceptions and their application in particular circumstances will be the focus of future legal arguments. A full discussion of these exceptions is beyond the scope of this article, but here is a synopsis of each exception and a few common examples of what each exception may cover.

1. **The Special Benefit or Privilege Exception** provides that a fee imposed by local government that provides a special benefit to the person paying the fee or directly grants the person some privilege is not a tax. Common examples include fees for planning permits, restricted neighborhood parking permits, and entertainment and street closure permits.

2. **The Government Service or Product Exception** provides that a fee imposed for a specific government service or government product provided directly to the person paying the fee is not a tax. Some common examples are fees for parks and recreation classes.

3. **The Licenses and Permits Exception** provides that the following are not taxes: a fee imposed for issuing licenses and permits; and the costs of administrative enforcement of licenses and permits. Common examples include health and safety permits, building licenses, police background checks and permits for regulated businesses (such as massage establishments, card rooms, taxicabs and tow-truck operators).

For the exceptions set forth in items 1 through 3, Prop. 26 imposes the additional requirement that the fee imposed must not exceed the city’s reasonable costs. If the fee does exceed the reasonable costs, then it is not eligible for any of these exceptions and would be a tax subject to voter approval.

4. **The Local Government Property Exception** provides that fees charged for the use of or entrance to local government property is not a tax. Some common examples are city facility room rentals, equipment rental fees, park entrance fees and golf greens fees.

5. **The Fines and Penalties Exception** provides that fines and penalties imposed for violations of the law are not taxes. Common examples include parking fines, code enforcement fines, library late return penalties and late payment penalties.

6. **The Property Development Exception** provides that a fee imposed as a condition of property development is not a tax. Some common examples are development impact fees, construction and grading permit fees, fees imposed by California Environmental Quality Act mitigation requirements, and Quimby Act and park mitigation fees.

7. **The Prop. 218 Exception** provides that property assessment and property-related fees that are already subject to the approval requirements of Prop. 218 are not taxes. Common examples include water and sewer rates and special district assessments, such as Landscape and Lighting District Act assessments.

A Short Note on Proposition 26’s Effective Date

Prop. 26 was approved by the voters on Nov. 2, 2010. With respect to the part addressing local fees, nothing in Prop. 26 explicitly or implicitly provides that it was intended to apply to local fees that were in place prior to that

date. But if a local fee that existed prior to Nov. 2, 2010, is increased or extended after that date, the fee needs to be examined to determine whether it falls within one of the seven exceptions. If it does not fall within any exception, the increased or extended fee is subject to the voter-approval requirement.

Conclusion

Prop. 26 continues the line of initiatives, which began with Prop. 13, that place constraints on cities' ability to raise revenues without first receiving voter approval. The seven exceptions in Prop. 26 help to significantly narrow its application, but its exact contours await future court interpretation. Therefore it is critical for cities to consult with their city attorney whenever they consider adopting a new fee or increasing or extending an existing fee.

Footnote:

¹ 15 Cal. 4th 866.

Appendix B

California Public Records Act Summary

California Public Records Act

GOVT. CODE §§ 6250 - 6276.48

THE BASICS

The Public Records Act is designed to give the public access to information in possession of public agencies: "public records are open to inspection at all times during the office hours of the...agency and every person has a right to inspect any public record, except as . . . provided, [and to receive] an exact copy" of an identifiable record unless impracticable. (§ 6253). Specific exceptions to disclosure are listed in sections 6253.2, 6253.5, 6253.6, 6254, 6254.1-6254.22, 6255, 6267, 6268, 6276.02-6276.48; to ensure maximum access, they are read narrowly. The agency always bears the burden of justifying nondisclosure, and "any reasonably segregable portion . . . shall be available for inspection...after deletion of the portions which are exempt." (§ 6253(a))

WHO'S COVERED

- **All state and local agencies**, including: (1) any officer, bureau, or department.; (2) any "board, commission or agency" created by the agency (including advisory boards); and (3) nonprofit entities that are legislative bodies of a local agency. (§ 6252(a),(b)). Many state and regional agencies are required to have written public record policies. A list appears in § 6253.4.

WHO'S NOT COVERED

- Courts (except itemized statements of total expenditures and disbursement). (§§ 6252(a), 6261)
- The Legislature. (§ 6252) See Legislative Open Records Act, Govt. Code §§ 9070-9080.
- Private non-profit corporations and entities.
- Federal agencies. See Federal Freedom Of Information Act, 5 U.S.C. § 552.

ACCESS TIP ☞ Look to access laws (e.g. Legislative Open Records Act, IRS rules, court cases) that permit inspection and copying of records of agencies not subject to the Public Records Act. Many local jurisdictions also have "Sunshine" laws that grant greater rights of access to records.

WHAT'S COVERED

- "Records" include all communications related to public business "regardless of physical form or characteristics, including any writing, picture, sound, or symbol, whether paper, . . . , magnetic or other media." (§ 6252(e)) Electronic records are included, but software may be exempt. (§§ 6253.9(a),(g), 6254.9 (a),(d))

WHAT MUST HAPPEN

- **Access is immediate** and allowed at all times during business hours. (§ 6253(a)) Staff need not disrupt operations to allow immediate access, but a decision whether to grant access must be prompt. An agency may not adopt rules that limit the hours records are open for viewing and inspection. (§§ 6253(d); 6253.4(b))
- **The agency must provide assistance** by helping to identify records and information relevant to the request and suggesting ways to overcome any practical basis for denying access. (§ 6253.1)
- **An agency has 10 days to decide if copies will be provided** In "unusual" cases (request is "voluminous," seeks records held off-site, OR requires consultation with other agencies), the agency may, upon written notice to the requesters, give itself an additional 14 days to respond. (§ 6253(c)) These time periods may not be used solely to delay access to the records. (§ 6253(d))
- **The agency may never make records available only in electronic form.** (§ 6253.9(e))
- **Access is always free.** Fees for "inspection" or "processing" are prohibited. (§ 6253)
- **Copy costs are limited to "statutory fees"** set by the Legislature (not by local ordinance) or the "direct cost of duplication", usually 10 to 25 cents per page. Charges for search, review or deletion are not allowed. (§ 6253(b); North County Parents v. D.O.E., 23 Cal.App.4th 144 (1994)) If a request for electronic records either (1) is for a record normally issued only periodically, or (2) requires data compilation, extraction, or programming, copying costs may include the cost of the programming. (§ 6253.9(a),(b))
- **The agency must justify the withholding of any record** by demonstrating that the record is exempt or that the public interest in confidentiality outweighs the public interest in disclosure. (§ 6255)

ACCESS TIP ☞ Always ask for both copies and access; after inspection you can reduce the copy request (and associated costs) to the materials you need.

REQUESTING PUBLIC RECORDS

- Plan your request; know what exemptions may apply.
- Ask informally before invoking the law. If necessary, use this guide to state your rights under the Act.
- Don't ask the agency to create a record or list.
- A written request is not required, but may help if your request is complex, or you anticipate trouble.
- Put date limits on any search.
- If the agency claims the records don't exist, ask what files were searched; offer any search clues you can.
- Limit pre-authorized costs (or ask for a cost waiver), and pay only copying charges.
- Demand a written response within 10 days.

IF YOUR REQUEST IS DENIED

- Keep a log of to whom you speak and the stated reason for the denial.
- Employ the following six-step DENIAL strategy:
 - D = Discretionary:** Exemptions are permissive, never mandatory. Ask the agency if it will waive the exemption and release the record.
 - E = Explanation:** Insist that the agency explain in a written denial why the exemption applies to the requested record.
 - N = Narrow Application:** The Act favors access. Exemptions must be narrowly construed.
 - I = Isolate:** Request the release of any non-exempt portions of the record.
 - A = Appeal:** State your rights, using this guide, and ask to speak to a higher agency official.
 - L = Lawsuit:** File suit to enforce your rights. If you win, the agency must pay your costs and legal fees. (§ 6259(d)); Belth v. Garamendi 232 Cal.App.3d 896 (1991).
- Write a news story or Letter to the Editor about the denial.
- Consult your supervisor or lawyer, or contact one of the groups listed on this brochure.

WHAT'S NOT COVERED

- Employees' private papers, unless they "relat[e] to the conduct of the public's business [and are] prepared, owned, used, or retained by the agency." (§ 6252(e))
- Computer software "developed by a state or local agency ... includ[ing] computer mapping systems, computer programs, and computer graphic systems." (§§ 6254.9(a),(b))
- Records not yet in existence: The PRA covers only records that already exist, and an agency cannot be required to create a record, list, or compilation. "Rolling requests" for future-generated records are not permitted.

RECORDS EXEMPT FROM DISCLOSURE

The Act exempts certain records from disclosure in whole or in part. This does not mean they are not public records or that disclosure is prohibited. An agency may withhold the records, but can allow greater access if it wishes. (§ 6253(e)).

However, "selective" or "favored" access is prohibited; once it is disclosed to one requester, the record is public for all. (§ 6254.5) Many categories of records are exempt, some by the Act itself, (§§ 6254(a)-(z)) and some by other laws (§§ 6275-6276.48). These include:

- **Attorney-Client discussions** are confidential, even if the agency is the client, but the agency (not the lawyer) may waive secrecy. (§§ 6254(k), 6254.25, 6276.04)
- Appointment calendars and applications, phone records, and other records which impair the **deliberative process** by revealing the thought process of government decision-makers may be withheld only if "the public interest served by not making the record[s] public clearly outweighs the public interest served by disclosure of the record[s]." (§ 6255; *Times Mirror v. Superior Ct.*, 53 Cal.3d 1325 (1991); *CFAC v. Superior Ct.*, 67 Cal.App.4th 159 (1998); *Rogers v. Superior Ct.*, 19 Cal.App.4th 469 (1993)) If the interest in secrecy does not clearly outweigh the interest in disclosure, the records must be disclosed, "whatever the incidental impact on the deliberative process." (*Times Mirror v. Superior Ct.*) The agency must explain, not merely state, why the public interest does not favor disclosure.

- **Preliminary drafts, notes and memos** may be withheld only if: (1) they are "not retained...in the ordinary course of business" and (2) "the public interest in withholding clearly outweighs the public interest in disclosure." Drafts are not exempted if: (1) staff normally keep copies; or (2) the report or document is final even if a decision is not. (§ 6254(a)) Where a draft contains both facts and recommendations, only the latter may be withheld. The facts must be disclosed. (*CBE v. CDFCA.*, 171 Cal.App.3d 704 (1985))
- **Home Addresses** in DMV, voter registration, gun license, public housing, local agency utility and public employee records are exempt, as are addresses of certain crime victims. (§§ 6254(f),(u), 6254.1, 6254.3, 6254.4, 6254.16, 6254.21)
- **Records concerning agency litigation** are exempt, but only until the claim is resolved or settled. The complaint, claim, or records filed in court, records that pre-date the suit (e.g., reports about projects that eventually end in litigation), and settlement records are public. (§§ 6254(b), 6254.25; *Register Div. of Freedom Newspapers, Inc. v. County of Orange*, 158 Cal. App. 3d 893 (1984))
- **Personnel, medical and similar files** are exempt only if disclosure would reveal intimate, private details. (§ 6254(c)) Employment contracts are not exempt. (§ 6254.8)
- **Police incident reports, rap sheets and arrest records** are exempt (Penal Code §§ 11075, 11105, 11105.1), but information in the "police blotter" (time and circumstances of calls to police; name and details of arrests, warrants, charges, hearing dates, etc.) must be disclosed unless disclosure would endanger an investigation or the life of an investigator. Investigative files may be withheld, even after an investigation is over. (Gov. Code § 6254(f); *Williams v. Superior Ct.*, 5 Cal. 4th 337 (1993); *County of L.A. v. Superior Ct.*, 18 Cal. App. 4th 588 (1994). Identifying data in police personnel files and misconduct complaints are exempt, but disclosure may be obtained using special procedures under Evidence Code section 1043.
- **Financial data** submitted for licenses, certificates, or permits, or given in confidence to agencies that oversee insurance, securities, or banking firms; **tax, welfare, and family/adoption/birth** records are all exempt. (§§ 6254(d),(k),(l), 6276)

A POCKET GUIDE TO THE CALIFORNIA PUBLIC RECORDS ACT

A SERVICE OF:
**THE FIRST AMENDMENT PROJECT
SOCIETY OF PROFESSIONAL
JOURNALISTS (Nor. Cal.)**

HOW TO USE THIS GUIDE

This pocket guide is intended to be a quick reference and provide general information to journalists and citizens. It addresses some common public records problems, but does not substitute for research or consultation with a lawyer on detailed questions. This guide current as of December 3, 2003.

FOR MORE INFORMATION OR HELP:

FIRST AMENDMENT PROJECT.....510/208-7744
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