



Notice of Regular Meeting
Oceano Community Services District - Board of Directors Agenda
WEDNESDAY, October 23, 2019 – 6:00 P.M.
Oceano Community Services District Board Room
1655 Front Street, Oceano, CA

All items on the agenda including information items, may be deliberated. Any member of the public with an interest in one of these items should review the background material and request information on the possible action that could be taken.

All persons desiring to speak during any Public Comment period are asked to fill out a "Board Appearance Form" to submit to the General Manager prior to the start of the meeting. Each individual speaker is limited to a presentation time of THREE (3) minutes per item. Persons wishing to speak on more than one item shall limit his/her remarks to a total of SIX (6) minutes. This time may be allocated between items in one-minute increments up to three minutes. Time limits may not be yielded to or shared with other speakers.

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. FLAG SALUTE**
- 4. AGENDA REVIEW**
- 5. CLOSED SESSION: None**
- 6. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA**

This public comment period provides an opportunity for members of the public to address the Board on matters of interest within the jurisdiction of the District that are not listed on the agenda. If a member of the public wishes to speak at this time, Public comment is limited to three (3) minutes.

7. SPECIAL PRESENTATIONS & REPORTS:

A. Recognition of Jim Rodlin in Appreciation for 22 Years of Service to Oceano and the Five Cities Fire Authority

B. STAFF REPORTS:

- i. Operations – Utility System Manager Tony Marraccino
- ii. FCFA Operations - Chief Steve Lieberman
- iii. OCSD General Manager – Paavo Ogren
- iv. Sheriff's South Station - Commander Michael Manuele

C. BOARD OF DIRECTORS AND OUTSIDE COMMITTEE REPORTS:

- i. Director Villa
- ii. Director Gibson
- iii. Vice President White
- iv. President Austin
- v. Director Repogle

D. PUBLIC COMMENT ON SPECIAL PRESENTATIONS AND REPORTS:

This public comment period provides an opportunity for members of the public to address the Board on matters discussed during Agenda Item #7 – Special Presentations and Reports. If a member of the public wishes to speak at this time, Public comment is limited to three (3) minutes.

8. CONSENT AGENDA ITEMS:

Public comment Members of the public wishing to speak on consent agenda items may do so when recognized by the Presiding Officer. To facilitate public comment, we request persons wishing to speak to fill out a speak request form and give it to the General Manager. Public comment is limited to three (3) minutes.

- A. Review and Approval of Minutes for October 09, 2019
- B. Review and Approval of Cash Disbursements

9. HEARING ITEMS:

- A. Public Hearing to consider adoption of a resolution for placing a measure on the ballot for the March 3, 2020 consolidated election for voters within District boundaries to decide whether to approve an ordinance establishing a special tax for emergency medical and fire protection services

10. BUSINESS ITEMS:

Public comment Members of the public wishing to speak on public hearing items may do so when recognized by the Presiding Officer. To facilitate public comment, we request persons wishing to speak to fill out a speak request form and give it to the General Manager. Public comment is limited to three (3) minutes.

- A. Review and Approval of Minutes for Discussion of submitting an application to the San Luis Obispo County Local Agency Formation Commission to divest Emergency Medical and Fire Protection Services and provide direction to staff as deemed appropriate
- B. Consideration of a recommendation to terminate the emergency actions approved on July 10, 2019 authorizing the General Manager to procure the necessary equipment, services and supplies needed to resume groundwater pumping; to approve a purchase order with All American Drilling, Inc to install a new pump and related equipment for Well #4; and to approve a budget adjustment in the Water Fund for \$35,000 from reserves designated for infrastructure
- C. Consideration of a recommendation to approve change orders on the Oceano Generator Project in an amount not to exceed \$2,622.36 with a corresponding budget adjustment of \$1,143.51 from Facilities Fund contingencies and \$1,478.85 from public facilities reserves

11. RECEIVED WRITTEN COMMUNICATIONS:

12. LATE RECEIVED WRITTEN COMMUNICATIONS:

- 13. **FUTURE AGENDA ITEMS:** District Polices, Roles and Responsibilities with Related Agencies, Norswing/ Pershing Bid Award, Five Cities Fire Authority, District Rules and Regulations, Cienaga Seabreeze Park, Inc. Continued, Deferred Infrastructure Program, Lopez Water Contract Amendments, Central Coast Blue, Wastewater CIP, The Place, EIR State Parks PWP, LID Presentation, Old Firehouse Art

14. FUTURE HEARING ITEMS:

15. ADJOURNMENT:

This agenda was prepared and posted pursuant to Government Code Section 54954.2. Agenda is posted at the Oceano Community Services District, 1655 Front Street, Oceano, CA. Agenda and reports can be accessed and downloaded from the Oceano Community Services District website at www.oceanocsd.org

ASSISTANCE FOR THE DISABLED If you are disabled in any way and need accommodation to participate in the Board meeting, please call the Clerk of the Board at (805) 481-6730 for assistance at least three (3) working days prior to the meeting so necessary arrangements can be made.



Oceano Community Services District
Summary Minutes
Regular Meeting Wednesday, October 09, 2019 – 6:00 P.M.
Oceano Community Services District Board Room
1655 Front Street, Oceano, CA

1. **CALL TO ORDER:** at 6:00 p.m. by President Austin
2. **FLAG SALUTE:** led by President Austin
3. **ROLL CALL:** Board members present: President Austin, Vice President White, Director Gibson, Director Villa, and Director Replogle. Also present, General Manager Paavo Ogren, Legal Counsel Jeff Minnery, Business and Accounting Manager Carey Casciola.
4. **AGENDA REVIEW:** Agenda approved as amended in 8A and to moved 5B and 5C to after agenda item 14.
5. **CLOSED SESSION:** Closed session for item 5A was entered at approximately 6:12pm. Open session was resumed at approximate 6:25pm
No public comment on 5A, 5B or 5C
 - a. **PUBLIC EMPLOYMENT. Pursuant to Government Code Section 54957(b)(1):** Title: General Manager
No reportable action

Closed Session for item 5B and 5C were moved to end of meeting and started at approximately 8:45pm. Open session was resumed at approximate 9:10pm.
 - b. **Pursuant to Government Code 54956.9(a):** Conference with legal counsel regarding Santa Maria Valley Water Conservation District v. City of Santa Maria, et al.,
No reportable action
 - c. **Pursuant to Government Code 54956.9(d)(4):** Conference with legal counsel to determine whether to initiate litigation. Number of cases: 1
No reportable action
6. **PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA (NOT BEGINNING BEFORE 6:00 PM):**
No public comment.
7. **SPECIAL PRESENTATIONS & REPORTS:**

A. Adopting of a Resolution Proclaiming October 6-12, 2019 as Fire Prevention Week – Chief Lieberman and Captain Leathers presented. After an opportunity for public comment and Board discussion, staff recommendations were approved with a motion from Vice Present White, and a second from Director Villa and a 5-0 roll call vote.

B. STAFF REPORTS:

- i. Operations - Field Supervisor Tony Marraccino –reported on 15 USA's, 9 customer service calls, 2 after hour call outs, Well #8 has been troubleshooter, cleaned hotspots for sewer, repaired line at Cienega Seabreeze, sewer jetting, Pismo Coast Village, the County Drainage Project is boring under the Railroad, meter replacements, ready 311 app had 56 work orders in September, Lopez currently at 53.93%, 0 SSO's for the month of September.
- ii. FCFA - Chief Steve Lieberman – None
- iii. OCSD General Manager – Paavo Ogren – reported on the letter to IWMA for the proposed Ordinance, purchase order for Well #4 and emergency action.
- iv. Sheriff's South Station - Commander Michael Manuele – None

C. BOARD OF DIRECTORS AND OUTSIDE COMMITTEE REPORTS:

- i. Director Villa – reported on IWMA
- ii. Director Gibson – None
- iii. Vice President White – None
- iv. President Austin – reported on SSLOCSD
- v. Director Replogle – reported on WRAC

c. PUBLIC COMMENT ON SPECIAL PRESENTATIONS AND REPORTS:

No public comment.

8 CONSENT AGENDA:	ACTION:
<ul style="list-style-type: none"> a. Review and Approval of Cash Disbursements b. Review and Approval of Minutes for September 25, 2019 Special Meeting c. Review and Approval of Minutes for September 25, 2019 Regular Meeting 	<p>Director Replogle pulled item 8A for further discussion with the removal of check 58009 to Godbe for \$14,750 until further confirmation of the purchase order after closed session of the meeting.</p> <p>After an opportunity for public comment and Board discussion, staff recommendations for items 8A were approved as amended with the exclusion of Check 58009 to Godbe and the additional warrant to Rabobank of \$454.52 for a total of \$52,751.89, item 8B and item 8C were approved with a motion from Director Replogle, and a second from Vice President White and a 5-0 roll call vote.</p> <p>No public comment.</p> <p>After the Board returned from closed session at 9:10 and an opportunity for public comment and Board discussion, staff recommendations in item 8A were approved to include check 58009 for Godbe for \$14,750 with a motion from Vice President White and a second from Director Gibson and a 4-1 roll call vote, Director Replogle dissented.</p> <p>No public comment.</p>

9A BUSINESS ITEM:	ACTION:
<p>Appointment of Will Clemens as General Manager / Discuss and determine compensation and fringe benefits / Approve Employment Contract.</p>	<p>After an opportunity for public comment and Board discussion, staff recommendations were approved with the addition of defining misfeasance and malfeasance in section 11 of the contract with a motion from Director Villa, and a second from Vice President White and a 5-0 roll call vote.</p> <p>Public comment was received by Eugene Flores, and Will Clemens.</p>

9B BUSINESS ITEM:	ACTION:
Introduction of draft resolutions for placing a measure on the ballot for the March 3, 2020 consolidated election for voters within District boundaries to decide whether to approve an ordinance establishing a special tax for emergency medical and fire protection services pursuant to California Constitution Article XIII(C), and to set a public hearing for October 23, 2019 to consider adopting a final resolution.	After an opportunity for public comment and Board discussion, the item will be continued to the public hearing on October 23 rd . Public comment was received by Eugene Flores.

10. HEARING ITEMS: None

11. RECEIVED WRITTEN COMMUNICATIONS: None

12. LATE RECEIVED WRITTEN COMMUNICATIONS: None

13. FUTURE AGENDA ITEMS: District Polices, Roles and Responsibilities with Related Agencies, Norswing/ Pershing Bid Award, Five Cities Fire Authority, District Rules and Regulations, Cienaga Seabreeze Park, Inc. Continued, Deferred Infrastructure Program, Lopez Water Contract Amendments, Central Coast Blue, Wastewater CIP, The Place, EIR State Parks PWP, LID Presentation, Old Firehouse Art

14. FUTURE HEARING ITEMS: None

15. ADJOURNMENT: at approximately 9:17 pm



Oceano Community Services District

1655 Front Street, P.O. Box 599, Oceano, CA 93475

PHONE(805) 481-6730 FAX (805) 481-6836

Date: October 23, 2019

To: Board of Directors

From: Carey Casciola, Business and Accounting Manager

Subject: **Agenda Item #8B: Recommendation to Approve Cash Disbursements**

Recommendation

It is recommended that your board approve the attached cash disbursements:

Discussion

The following is a summary of the attached cash disbursements:

Description	Check Sequence	Amounts
	58019 - 58055	
Disbursements Requiring Board Approval prior to Payment:		
Regular Payable Register - paid 10/23/2019	58028 - 58055	\$ 73,059.66
	Subtotal:	\$ 73,059.66
Reoccurring Payments for Board Review (authorized by Resolution 2018-11):		
Payroll Disbursements - PPE 10/12/2019	N/A	\$ 31,529.65
Reoccurring Utility Disbursements - paid 10/09/2019	58019 - 58026	\$ 7,424.64
Reoccurring Health Disbursements - paid 10/09/2019	58027	\$ 56.21
	Subtotal:	\$ 39,010.50
	Grand Total:	\$ 112,070.16

Other Agency Involvement

N/A

Other Financial Considerations

Amounts are within the authorized Fund level budgets.

Results

The Board's review of cash disbursements is an integral component of the District's system of internal controls and promotes a well governed community.

COMPANY: 99 - POOLED CASH FUND
 ACCOUNT: 1-1001-000 POOLED CASH OPERATING
 TYPE: All
 STATUS: All
 FOLIO: All

CHECK DATE: 0/00/0000 THRU 99/99/9999
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 058028 THRU 058055

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK:	-----							
1-1001-000	10/17/2019	CHECK	058028	R&R ROLL-OFF LLC	595.86CR	OUTSTND	A	0/00/0000
1-1001-000	10/17/2019	CHECK	058029	CANNON	23,848.72CR	OUTSTND	A	0/00/0000
1-1001-000	10/17/2019	CHECK	058030	GATOR CRUSHING & RECYCLING	48.75CR	OUTSTND	A	0/00/0000
1-1001-000	10/17/2019	CHECK	058031	CRWA	300.00CR	OUTSTND	A	0/00/0000
1-1001-000	10/17/2019	CHECK	058032	DIVERSIFIED PROJECT SERVICES I	140.00CR	OUTSTND	A	0/00/0000
1-1001-000	10/17/2019	CHECK	058033	DIVERSIFIED PROJECT SERVICES I	1,117.50CR	OUTSTND	A	0/00/0000
1-1001-000	10/17/2019	CHECK	058034	ADAMSKI MOROSKI MADDEN CUMBERL	10,753.50CR	OUTSTND	A	0/00/0000
1-1001-000	10/17/2019	CHECK	058035	BURDINE PRINTING & GRAPHICS	729.70CR	OUTSTND	A	0/00/0000
1-1001-000	10/17/2019	CHECK	058036	ARAMARK	188.96CR	OUTSTND	A	0/00/0000
1-1001-000	10/17/2019	CHECK	058037	AUSTIN, LINDA	1,000.00CR	OUTSTND	A	0/00/0000
1-1001-000	10/17/2019	CHECK	058038	ZENITH INSURANCE COMPANY	1,617.00CR	OUTSTND	A	0/00/0000
1-1001-000	10/17/2019	CHECK	058039	GSI WATER SOLUTIONS, INC.	873.38CR	OUTSTND	A	0/00/0000
1-1001-000	10/17/2019	CHECK	058040	MUNICIPAL CODE CORPORATION	6,024.00CR	OUTSTND	A	0/00/0000
1-1001-000	10/17/2019	CHECK	058041	SHIRLEY D. GIBSON	350.00CR	OUTSTND	A	0/00/0000
1-1001-000	10/17/2019	CHECK	058042	MARWAL CONSTRUCTION INC.	5,625.00CR	OUTSTND	A	0/00/0000
1-1001-000	10/17/2019	CHECK	058043	COOPERATIVE PERSONNEL SERVICES	1,700.00CR	OUTSTND	A	0/00/0000
1-1001-000	10/17/2019	CHECK	058044	CITY OF ARROYO GRANDE	67.29CR	OUTSTND	A	0/00/0000
1-1001-000	10/17/2019	CHECK	058045	CSDA	7,127.00CR	OUTSTND	A	0/00/0000
1-1001-000	10/17/2019	CHECK	058046	J.B. DEWAR, INC.	593.21CR	OUTSTND	A	0/00/0000
1-1001-000	10/17/2019	CHECK	058047	FERGUSON ENTERPRISES, INC #135	483.29CR	OUTSTND	A	0/00/0000
1-1001-000	10/17/2019	CHECK	058048	MINER'S ACE HARDWARE, INC.	64.07CR	OUTSTND	A	0/00/0000
1-1001-000	10/17/2019	CHECK	058049	SLO CO. TAX COLLECTOR	557.60CR	OUTSTND	A	0/00/0000

COMPANY: 99 - POOLED CASH FUND
ACCOUNT: 1-1001-000 POOLED CASH OPERATING
TYPE: All
STATUS: All
FOLIO: All

CHECK DATE: 0/00/0000 THRU 99/99/9999
CLEAR DATE: 0/00/0000 THRU 99/99/9999
STATEMENT: 0/00/0000 THRU 99/99/9999
VOIDED DATE: 0/00/0000 THRU 99/99/9999
AMOUNT: 0.00 THRU 999,999,999.99
CHECK NUMBER: 058028 THRU 058055

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK:								
1-1001-000	10/17/2019	CHECK	058050	SLO CO PUBLIC HEALTH DEPT.	1,031.90CR	OUTSTND	A	0/00/0000
1-1001-000	10/17/2019	CHECK	058051	CARQUEST AUTO PARTS	11.81CR	OUTSTND	A	0/00/0000
1-1001-000	10/17/2019	CHECK	058052	MOSS, LEVY & HARTZHEIM	4,000.00CR	OUTSTND	A	0/00/0000
1-1001-000	10/17/2019	CHECK	058053	AQUA-METRIC	2,966.12CR	OUTSTND	A	0/00/0000
1-1001-000	10/17/2019	CHECK	058054	EARTH SYSTEMS PACIFIC	370.00CR	OUTSTND	A	0/00/0000
1-1001-000	10/17/2019	CHECK	058055	JOSHUA MOODY	875.00CR	OUTSTND	A	0/00/0000
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	73,059.66CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		
TOTALS FOR POOLED CASH FUND				CHECK	TOTAL:	73,059.66CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		

Payroll Summary Report
Board of Directors - Agenda Date October 23, 2019

	(*)	
Gross Wages	9/28/2019	10/12/2019
Regular	\$26,842.22	
Overtime Wages	\$375.96	\$596.91
Stand By	\$600.00	\$450.00
	\$27,818.18	\$1,046.91
Cell Phone Allowance	\$75.00	\$0.00
Total Wages	\$27,893.18	\$1,046.91
<u>Disbursements</u>		
Net Wages	\$20,331.23	\$20,399.74
State and Federal Agencies	\$5,941.69	\$5,895.07
CalPERS - Normal	\$5,083.15	\$5,087.25
SEIU - Union Fees	\$147.59	\$147.59
Total Disbursements processed with Payroll	\$31,503.66	\$31,529.65
Health (Disbursed with reoccurring bills)	\$4,964.24	\$4,964.24
Total District Payroll Related Costs	\$36,467.90	\$36,493.89

(*) Previously reported in prior Board Meeting packet - provided for comparison.

COMPANY: 99 - POOLED CASH FUND
ACCOUNT: 1-1001-000 POOLED CASH OPERATING
TYPE: All
STATUS: All
FOLIO: All

CHECK DATE: 0/00/0000 THRU 99/99/9999
CLEAR DATE: 0/00/0000 THRU 99/99/9999
STATEMENT: 0/00/0000 THRU 99/99/9999
VOIDED DATE: 0/00/0000 THRU 99/99/9999
AMOUNT: 0.00 THRU 999,999,999.99
CHECK NUMBER: 058019 THRU 058026

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK:								
1-1001-000	10/09/2019	CHECK	058019	AGP VIDEO INC.	1,645.00CR	OUTSTND	A	0/00/0000
1-1001-000	10/09/2019	CHECK	058020	CHARTER COMMUNICATIONS	270.00CR	OUTSTND	A	0/00/0000
1-1001-000	10/09/2019	CHECK	058021	DIGITAL WEST NETWORKS, INC.	616.96CR	OUTSTND	A	0/00/0000
1-1001-000	10/09/2019	CHECK	058022	VERIZON WIRELESS	355.51CR	OUTSTND	A	0/00/0000
1-1001-000	10/09/2019	CHECK	058023	PACIFIC GAS & ELECTRIC	4,115.41CR	OUTSTND	A	0/00/0000
1-1001-000	10/09/2019	CHECK	058024	SO CAL GAS	91.54CR	OUTSTND	A	0/00/0000
1-1001-000	10/09/2019	CHECK	058025	STANLEY CONVERGENT SECURITY SO	96.72CR	OUTSTND	A	0/00/0000
1-1001-000	10/09/2019	CHECK	058026	ELECSYS INTERNATIONAL CORP	233.50CR	OUTSTND	A	0/00/0000
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	7,424.64CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		
TOTALS FOR POOLED CASH FUND				CHECK	TOTAL:	7,424.64CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		

COMPANY: 99 - POOLED CASH FUND
 ACCOUNT: 1-1001-000 POOLED CASH OPERATING
 TYPE: All
 STATUS: All
 FOLIO: All

CHECK DATE: 0/00/0000 THRU 99/99/9999
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 058027 THRU 058027

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK: -----								
1-1001-000	10/09/2019	CHECK	058027	TASC -CLIENT INVOICES	56.21CR	OUTSTND	A	0/00/0000
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	56.21CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		
TOTALS FOR POOLED CASH FUND				CHECK	TOTAL:	56.21CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		



Oceano Community Services District

1655 Front Street, P.O. Box 599, Oceano, CA 93475

(805) 481-6730 FAX (805) 481-6836

Date: October 23, 2019

To: Board of Directors

From: Paavo Ogren, General Manager

Subject: **Agenda Item #9(A):** Public Hearing to consider adoption of a resolution for placing a measure on the ballot for the March 3, 2020 consolidated election for voters within District boundaries to decide whether to approve an ordinance establishing a special tax for emergency medical and fire protection services.

Recommendation

It is recommended that your Board:

1. Consider the attached resolutions which reflect alternative approaches to a special tax for emergency medical and fire protection services.
2. Adopt the resolution, including any amendments directed by the Board, which reflects the ballot measure that the Board deems appropriate for the March 3, 2020 election.

Discussion

The California Constitution provides voters within the District boundaries with the sole ability to approve a special tax to increase funding for emergency medical and fire protection services. The District's current services are provided by the Five Cities Fire Authority under the terms of a joint powers of authority agreement (JPA) with the cities of Arroyo Grande and Grover Beach originally adopted in 2010 and recently amended on June 12, 2019.

The need for voters in Oceano to consider approving a special tax, commonly referred to as a parcel tax, is based on reasons identified in the FCFA Five-Year Strategic Plan, which was adopted in September 2017. Staff has previously presented estimates of budget deficits that will be incurred under the Strategic Plan. Exhibit "A" reflects current estimates, which is the basis for the proposed amount of the special tax. Exhibit "B" provides a summary of the Board agenda items considered since adoption of the Strategic Plan. Exhibit "C" is a list of questions that the Board previously reviewed. Answers are currently being developed in coordination with the Board ad-hoc committee and will be included in supplemental agenda material for the public hearing.



Oceano Community Services District

Board of Directors Meeting

The attached resolutions provide the necessary language for a ballot measure. The attached ordinances provide options on how the tax would be established. The options are:

- 1) Establish a special tax on all parcels in Oceano equally (a "flat tax"), or
- 2) Establish a special tax based on "land-use."

The "flat tax" was recently voted on and approved by Templeton voters. The land-use based tax has been approved by Los Osos voters. In both cases for Oceano, the amount of the tax for a single-family home is proposed to be the same at \$15 per month, or \$180 per year. The taxes would be collected on property tax bills. Under the land-use approach, the amount that multi-family properties would pay would be higher and undeveloped properties would be lower. Total taxes in the first year (2020/21) under the flat tax is estimated at \$422,100, and under the land-use tax is estimated at \$461,000; both would increase up to 2% per year thereafter.

The tax would remain in effect until repealed by voters. Your Board has discretion modifying the amount of the tax in both alternatives up to your final action at the conclusion of the public hearing. Your Board cannot change the amount of the proposed tax after the public hearing. If approved by voters, the maximum tax will be established, and your Board's only discretion is to reduce the tax - the Board cannot increase the tax approved by voters. Both options require a 2/3rds voter approval.

During your Board's meeting on October 9, 2019 your Board considered draft resolutions of the two alternatives and discussed continuing consideration for both during the public hearing. Board discussion on October 9 recognized the complexities of the land-use approach and additional administrative costs that would be incurred annually. Discussion also recognized that "tax policy" does not inherently lend itself to "nexus" analysis for general government services such as medical emergency and fire protection. In contrast, developing revenues to provide enterprise services such as a potable drinking water supply is based on a cost of service nexus evaluation. Developing a taxation formula that is nexus based is imperfect at best, and Board discussion also recognized that a flat tax approach helps with affordability concerns since the tax applied to multi-family developments would be spread, or shared, between multiple dwelling units.

Subsequent to the Board meeting on October 9, additional input was provided to consider a tax based on square footage of each parcel. Previously on June 27, 2018, the Board held a public hearing to consider calling for an election on the November 2018 ballot. At that time, the new funding requirements for FCFA had not been finalized and the amount of the tax vote therefore could not be determined. Nevertheless, the Board reviewed both the land-use approach and the flat tax approach but had not considered a tax based on parcel size. In June 2018, the Board also reviewed the results of tax votes for other agencies in California and staff updated that information below with the type of tax proposed. None were proposed based on parcel size.



Oceano Community Services District

Board of Directors Meeting

Agency	Cost / SFR	Type	Yes Vote %	No Vote %	Results
Northshore Fire Protection District	\$ 120.00	Land Use	54.10 %	45.90 %	Failed
Sierra City Fire District	\$ 100.00	Land Use	72.25 %	27.75 %	Passed
Cambria CSD	\$ 62.15	Flat Tax	52.53 %	47.47 %	Failed
Mammoth Lakes Fire Protection District	\$ 79.00	Flat Tax	59.87 %	40.13 %	Failed
Hughson Fire Protection District	\$ 130.00	Land Use	51.80 %	48.20 %	Failed
Fort Bragg Fire Protection District	\$ 50.00	Land Use	67.67 %	32.33 %	Passed
Fallen Leaf Lake CSD (24 voters)	\$ 660.00	Per Unit	79.17 %	20.83 %	Passed
Downieville Fire Protection District	\$ 100.00	Land Use	53.71 %	46.29 %	Failed
Quincy Fire Protection District	\$ 98.50	Flat Tax	79.87 %	20.13 %	Passed
Shasta Lake Fire Protection District	\$ 100.00	Land Use	47.70 %	52.30 %	Failed
SFR = Single Family Residence					

The table illustrates that both flat taxes and land use taxes are common with 1 of 3 flat taxes and 2 of 6 land use taxes passing in June 2018. A third approach, a “per unit approach” is a hybrid approach that a very small district with high costs specifically developed and was passed. Lastly, the Templeton CSD tax measure in 2019, based on a flat tax of \$180 per parcel, recently **passed**.

For Oceano, based on Board discussion at the October 9 meeting, compelling taxation considerations can take into consideration affordability issues which provides support for the flat tax measure. Although a land use approach may be perceived to be more equitable, emergency medical and fire protection services are unlike water enterprises which provide *actual* services 24/7/365, and the actual use of emergency medical and fire protection services will vary significantly from taxpayer to taxpayer, and from parcel to parcel, over time. Thus, a true nexus analysis based on the actual cost of service to properties and/or people is not possible and approving a tax approach under a flat tax approach can address community specific needs such as affordability.

Other Agency Involvement

The District is involved with several agencies regarding the future of emergency medical and fire services for the community including the County of San Luis Obispo, the Five Cities Fire Authority, the Cities of Arroyo Grande and Grover Beach. Future efforts may also include discussions with CalFire and the City of Pismo Beach.



Oceano Community Services District

Board of Directors Meeting


Results

Consideration of the need for, and timing of, a special tax election for fire and emergency services promotes a well governed community.

Attachments:

- A. OCSD Special Tax Needs Analysis
 - B. Chronology
 - C. Frequently Asked Questions
 - D. Notice of Public Hearing
- Resolutions & Ordinances to consider placing a tax measure on the March 3, 2020 ballot.

OCSD - SPECIAL TAX NEEDS ANALYSIS					
10/09/2019					
		FCFA - Five Year Strategic Plan Budget			
		2019-20	2020-21	2021-22	2022-23
FCFA Expenditures Budget		\$5,855,468	\$6,102,277	\$6,540,282	\$6,753,637
Less:	Cost Recovery Fees	(\$121,250)	(\$25,300)	(\$25,600)	(\$25,900)
Less:	HazMat	(\$12,000)	(\$12,000)	(\$12,000)	(\$12,000)
Less:	Eng 2 Debt Service	(\$34,830)	(\$34,830)	(\$34,830)	(\$34,830)
FCFA Budget		\$5,687,388	\$6,030,147	\$6,467,852	\$6,680,907
Arroyo Grande	Allocated Costs	\$2,559,697	\$2,615,981	\$2,805,865	\$2,898,292
	Direct Costs	\$5,000	\$5,000	\$5,000	\$5,000
	Total Costs	\$2,564,697	\$2,620,981	\$2,810,865	\$2,903,292
	Funding %	45.0%	43.4%	43.4%	43.4%
	Cost per Capita	\$143.49	\$146.64	\$157.29	\$162.47
	Increase over prior year	1.4%	2.2%	7.3%	3.3%
Grover Beach	Allocated Costs	\$1,976,099	\$2,020,377	\$2,167,028	\$2,238,412
	Direct Costs	\$26,943	\$26,943	\$26,943	\$26,943
	Total Costs	\$2,003,042	\$2,047,320	\$2,193,971	\$2,265,355
	Funding %	34.7%	33.5%	33.5%	33.5%
	Cost per Capita	\$146.19	\$149.47	\$160.32	\$165.60
	Increase over prior year	9.9%	2.2%	7.3%	3.3%
Oceano	Allocated Costs	\$1,151,592	\$1,393,788	\$1,494,958	\$1,544,203
	Direct Costs	\$14,887	\$14,887	\$14,887	\$14,887
	Total Costs	\$1,166,479	\$1,408,675	\$1,509,845	\$1,559,090
	Funding %	20.2%	23.1%	23.1%	23.1%
	Cost per Capita	\$143.95	\$174.22	\$186.87	\$193.03
	Increase over prior year	16.6%	21.0%	7.3%	3.3%
Totals		\$5,687,388	\$6,030,147	\$6,467,852	\$6,680,907
Cost per Capita		\$149.43	\$158.44	\$169.94	\$175.54
		-	0.20	0.22	0.22
Arroyo Grande	Population Estimate	17,839	17,336	17,336	17,336
	Population %	45.3%	44.6%	44.6%	44.6%
	Call #	1,845	1,845	1,845	1,845
	Call %	52.2%	52.2%	52.2%	52.2%
	Station Shift Staffing %	37.5%	33.3%	33.3%	33.3%
	Funding Formula %	45.0%	43.4%	43.4%	43.4%
Grover Beach	Population Estimate	13,517	13,517	13,517	13,517
	Population %	34.3%	34.8%	34.8%	34.8%
	Call #	1,145	1,145	1,145	1,145
	Call %	32.4%	32.4%	32.4%	32.4%
	Station Shift Staffing %	37.5%	33.3%	33.3%	33.3%
	Funding Formula %	34.7%	33.5%	33.5%	33.5%
Oceano	Population Estimate	8,000	8,000	8,000	8,000
	Population %	20.3%	20.6%	20.6%	20.6%
	Call #	545	545	545	545
	Call %	15.4%	15.4%	15.4%	15.4%
	Station Shift Staffing %	25.0%	33.3%	33.3%	33.3%
	Funding Formula %	20.2%	23.1%	23.1%	23.1%
Funding Constraint Analysis					
		2019-20	2020-21	2021-22	2022-23
				2.0%	2.0%
"Flat Tax" Estimate			\$422,100	\$430,542	\$439,153
Net Property Taxes (Less Lighting Fund)		\$999,014	\$1,028,984	\$1,059,854	\$1,091,650
Total Property Taxes for Fire Fund		\$999,014	\$1,451,084	\$1,490,396	\$1,530,802
FCFA 5 year Strategic Budget Costs		\$1,166,479	\$1,408,675	\$1,509,845	\$1,559,090
		(\$167,465)	\$42,409	(\$19,449)	(\$28,287)

	A	B	C	D	K	L	M	N	O	
1			OCEANO COMMUNITY SERVICES DISTRICT							
2			FUND LEVEL ANALYSIS							
3			ADMINISTRATIVE DEPARTMENT - GENERAL FUND - 01				3%	3%	3%	3%
4										
5		ACCOUNT NO.	GENERAL FUND (GF)		PROJECTED	PROJECTED	PROJECTED	PROJECTED		
6			ADMINISTRATIVE DEPARTMENT - 01		FY 2019/2020	FY 2020/21	FY 2021/22	FY 2022/23		
7										
8			SOURCES OF FUNDS							
9			REVENUES							
10		01-4-3100-000	Property Taxes: Current Year - Secured		1,043,229	1,074,526	1,106,762	1,139,965		
11		01-4-3101-000	Property Taxes: Current Year - Unsecured		23,454	24,158	24,882	25,629		
12		01-4-3102-000	Property Taxes: Prior Year - Secured		(2,884)	(2,971)	(3,060)	(3,152)		
13		01-4-3103-000	Property Taxes: Prior Year - Unsecured		880	906	933	961		
15		01-4-3105-000	Penalties & Interest		8	8	9	9		
16		01-4-3106-000	Delinq Garbage Charges		1,275	1,313	1,352	1,393		
17		01-4-3120-000	Homeowners' Prop Tax Relief		6,643	6,842	7,047	7,259		
18		01-4-3213-100	Will Serve Letter Fee		1,514	1,560	1,606	1,654		
19		01-4-3230-100	Misc Income		1,861	1,917	1,974	2,033		
20		01-4-3238-200	Firework Permit		1,586	1,634	1,683	1,733		
24		01-4-3300-000	Interest Income		31,186	32,122	33,085	34,078		
25		01-4-3557-000	CO Charge: SB 2557		(15,980)	(16,459)	(16,953)	(17,461)		
26		01-4-3606-205	PG&E Energy Rebate		1,030	1,061	1,093	1,126		
29			Total Revenues		\$1,093,802	\$1,126,616	\$1,160,414	\$1,195,226		
30			USES OF FUNDS							
32			TRANSFERS							
33			(Transfers Out) - Lighting Fund		48,320	49,769	51,262	52,800		
34			(Transfers Out) - Fire Fund (OCSD Costs)		46,350	47,741	49,173	50,648		
35										
37			NET TRANSFERS OUT		\$94,670	\$97,510	\$100,435	\$103,448		
38			TOTAL PROPERTY TAXES FOR FIRE FUND		\$999,132	\$1,029,106	\$1,059,979	\$1,091,778		
39										



Oceano Community Services District

1655 Front Street, P.O. Box 599, Oceano, CA 93475

(805) 481-6730 FAX (805) 481-6836

CHRONOLOGY

The following table identifies the dates and agenda items that your Board has considered since the FCFA Board adopted the Strategic Plan. The table will be updated as additional District meetings occur to provide a chronology for public information.

September 22, 2017 – Five Cities Fire Authority	Five Cities Fire Authority Adopts the Five-Year Strategic Plan
November 18, 2017 – Five Cities Fire Authority	Five Cities Fire Authority Direction on phased transition of Reserve Firefighters to full time employees.
December 6, 2017	Discussion of the Five Cities Fire Authority Five-Year Strategic Plan and the November 17, 2017 agenda item on the Reserve Firefighter Program with Board direction as deemed appropriate.
January 10, 2018	Consideration of a report entitled “A Twenty Eighteen (2018) Outlook on the Fire Cities Fire Authority” and a recommendation to create an ad-hoc committee for inter-agency collaboration and related efforts.
February 13, 2018	Discussion of Five Cities Fire Authority including recent meetings with representatives of other agencies, upcoming Authority meetings, and Board direction as deemed appropriate. (No staff report)
March 28, 2018	Review, discuss and provide direction as deemed appropriate by your Board regarding the agenda item considered by the Five Cities Fire Authority at their meeting on March 16, 2018 proposing two preliminary budgets to develop the FY 2018-19 Budget.



Oceano Community Services District

Board of Directors Meeting

<p>April 25, 2018</p>	<p>Consideration of a Recommendation to approve a resolution Directing Approval of the Five Cities Fire Authority Budget for Fiscal year 2018/19, and discussion of related issues.</p>
<p>May 23, 2018</p>	<p>Consideration of a Recommendation to Approve a Memorandum of Agreement Amending the Five Cities Fire Authority Joint Powers of Authority Agreement with the Cities of Arroyo Grande and Grover Beach.</p>
<p>June 27, 2018</p>	<p>Public hearing to consider adopting a resolution to place a measure on the ballot for the November 6, 2018 consolidated general election for voters within District boundaries to decide whether to approve a special tax for fire and emergency services pursuant to California Constitution Article XIII(A)</p>
<p>September 26, 2018</p>	<p>Update on the Five Cities Fire Authority Joint Powers of Authority Agreement and the County/Cal Fire Strategic Plan efforts and provide Board Direction as Deemed Appropriate.</p>
<p>March 27, 2019</p>	<p>Status update on amending the Five Cities Fire Authority Joint Powers Agreement and Board direction as deemed appropriate</p>
<p>April 10, 2019</p>	<p>Discussion on timeline for amending the Five Cities Fire Authority Joint Powers Agreement and steps associated with calling for a special tax election in March 2020 with direction to staff as deemed appropriate.</p>
<p>April 24, 2019</p>	<ul style="list-style-type: none"> • Presentation by LAFCO on requirements if the District pursued divestiture of fire and emergency services and review of County Agenda Item #35 (April 23, 2019) regarding fire services for unincorporated communities with Board direction as deemed appropriate • Presentation by District legal counsel on activities associated with ballot items.



Oceano Community Services District

Board of Directors Meeting

May 8, 2019	Discussion of Proposition 218 parcel tax and assessment options for fire and emergency services including those previously approved for Los Osos, Cayucos and Cambria with Board direction as deemed appropriate.
May 22, 2019	Discussion of the May 17, 2019 Review of the Five Cities Fire Authority Strategic Plan by the Five Cities Fire Authority with Board direction as deemed appropriate.
June 12, 2019	Consideration of a Recommendation to Approve the Second Amendment to Five Cities Fire Authority (FCFA) Joint Exercise of Powers Agreement, including funding of \$1,062,383 for the 2019/20 FCFA budget, a revised funding formula for future years, a requirement for Oceano to hold a special tax ballot measure in March 2020, and a "Wind-Down" period terminating Oceano's participation in FCFA on June 30, 2021 in the event that the ballot measure does not pass.
July 10, 2019	Review of the Special Districts Fire Protection Study for County of San Luis Obispo dated November 2018 and discussion of other community options for fire and emergency services, and direction to staff as deemed appropriate.
July 24, 2019	Review of a draft comparison of fire departments in San Luis Obispo County unincorporated communities operated under the jurisdiction of independent special districts, discuss community options for fire and emergency medical services, and provide direction to staff as deemed appropriate.
August 14, 2019	Review of a draft "frequently asked questions" relating to a special tax for fire and emergency medical services with Board direction as deemed appropriate.
October 9, 2019	Introduction of draft resolutions for placing a measure on the ballot for the March 3, 2020 consolidated election for voters within District boundaries to decide whether to approve an ordinance establishing a special tax for emergency medical and fire protection services pursuant to California Constitution Article XIII(A), and to set a public hearing for October 23, 2019 to consider adopting a final resolution.
October 23, 2019	Public hearing to adopt a resolution to place a measure on the ballot for the March 3, 2020 consolidated election for voters within District boundaries to decide whether to approve a special tax for fire and emergency services pursuant to California Constitution Article XIII(A).

History and Background Questions

What is the history of Oceano Fire and Emergency services?

Why did OCSD join FCFA?

How much has Oceano already invested in Fire and Emergency services?

Why is a special tax being proposed for Oceano?

Why aren't Arroyo Grande and Grover Beach proposing special taxes too?

How does the community maintain local control?

Service Level and Emergency Response Questions

What are the state mandates that FCFA needs to fund in Strategic Plan?

Why is the FCFA Strategic Plan transitioning from reserve firefighters to full time professional fire fighters / emergency medical response?

How many emergency medical calls does FCFA respond to versus fire related emergency calls?

Does FCFA respond to emergencies outside the boundaries of the three communities?

Will the special tax fund emergency response to the beach?

Does FCFA respond to emergencies outside the County?

How is Cal Fire staff assigned to substations?

What is the response time for Cal Fire vs FCFA?

Financial Questions

What would it cost for the District to relocate administrative staff if Cal Fire needed the fire station?

Will the federal government reimburse any FCFA costs for mutual aid?

What if the County gave OCSD sales tax?

What if the Fire Department charged for permit fees/ inspection fees?

Are there other ways for the community to get a tax on the ballot?

How will passage or failure of the special tax effect the cost fire insurance or homeowners' policies?

What are the Options for Oceano?

What are the other options?

Will the District pursue “divestiture” of Fire and Emergency services if the parcel tax does not pass?

Why doesn’t OCSD directly contract with Cal Fire?

What Issues Exist if OCSD “divests” from Fire and Emergency Medical Services?

What does “divest” mean?

What’s the difference between divestiture versus dissolution?

What is the process for divestiture and when would it happen?

What are the costs to divest?

Must the County provide services if the District divests?

If the District divests does the County get everything? i.e. Personnel and Property taxes?

How much property taxes will be transferred to the County if the District divests and the County agrees to take over Fire and Emergency services?

What District assets would be transferred to the County? Would the firetrucks stay in Oceano?

Would the District still own the Sheriff Station?

What if the ballot measure in 2020 fails and the County agrees to take of Fire and Emergency medical services, but the community rejects the divestiture?

If one day the District wants to reinstate the power, how much does that cost?

What is the County Saying about Fire and Emergency Services for Oceano?

What will the County say before the election?

When should we start talking to the County?

Can the County increase property taxes if they take over the service?

What are the unintended consequences and reduction of service if the County takes over service?

Other Questions

Will Templeton become a full-time fire department if the special tax passes?
--

Is Templeton doing a survey?

What other unincorporated communities in the county have approved special taxes?
--

Additional Questions from 8/14/2019 Board Meeting
--

Why doesn't Oceano get more ambulances and paramedics?
--

Will FCFA respond to the Oceano Dunes or beach?

Is CAL FIRE a County or State agency?

How many stations does CAL FIRE have?

What is the "Strategic Plan"?

OCT 15 2019

THE *Newspaper of the Central Coast*
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 (805) 783-7625

In the Superior Court of The State of California
 In and for the County of San Luis Obispo

AD #4412603
 OCEANO CSD

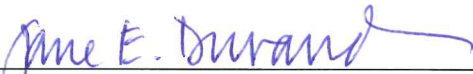
STATE OF CALIFORNIA

ss.

County of San Luis Obispo

I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen and not interested in the above entitled matter; I am now, and at all times embraced in the publication herein mentioned was, the principal clerk of the printers and publishers of THE TRIBUNE, a newspaper of general Circulation, printed and published daily at the City of San Luis Obispo in the above named county and state; that notice at which the annexed clippings is a true copy, was published in the above-named newspaper and not in any supplement thereof – on the following dates to wit; OCTOBER 9, 2019 that said newspaper was duly and regularly ascertained and established a newspaper of general circulation by Decree entered in the Superior Court of San Luis Obispo County, State of California, on June 9, 1952, Case #19139 under the Government Code of the State of California.

I certify (or declare) under the penalty of perjury that the foregoing is true and correct.



 (Signature of Principal Clerk)

DATE: OCTOBER 9, 2019
 AD COST: \$94.38

OCEANO COMMUNITY SERVICES DISTRICT
 NOTICE OF PUBLIC HEARING:
 CALLING AN ELECTION ON
 MARCH 3, 2020
 TO IMPOSE A QUALIFIED SPECIAL TAX

The Governing Board of the Oceano Community Services District will be holding a public hearing pursuant to Government Code section 50077 on the issue of calling an election on March 3, 2020 to impose a qualified special tax on all parcels of taxable real property in the District's boundaries at the regular meeting on **October 23, 2019**. At the hearing, public input will be solicited concerning the proposed Parcel Tax measure. The meeting will be held at the District offices at **1655 Front Street, Oceano, CA at 6:00 p.m.**

Further information concerning this hearing and the proposed Parcel Tax may be obtained from the website at oceanocsd.org, by calling (805)481-6730, or by emailing carey@oceanocsd.org.

Any person may appear and be heard regarding any item on the Parcel Tax or regarding the addition of other items.
 October 9, 2019 4412603

RESOLUTION NO. 2019-_____

RESOLUTION OF THE BOARD OF DIRECTORS OF THE OCEANO COMMUNITY SERVICES DISTRICT CALLING AN ELECTION FOR SUBMISSION TO THE VOTERS OF A PROPOSED ORDINANCE FOR LEVY OF A SPECIAL TAX ON REAL PROPERTY LOCATED WITHIN THE DISTRICT TO FUND LOCAL EMERGENCY MEDICAL AND FIRE PROTECTION SERVICES AND REQUESTING CONSOLIDATION OF SAID ELECTION WITH THE MARCH 3, 2020 PRESIDENTIAL PRIMARY ELECTION

The following Resolution is hereby offered and read:

WHEREAS, the Oceano Community Services District (“OCSD”) is a member agency in the Five Cities Fire Authority (“FCFA”) along with the City of Grover Beach and the City of Arroyo Grande. The FCFA has identified the need for additional full-time emergency responders to ensure adequate local emergency medical and fire protection services for the member communities. This is due, in part, to the continued decline of the existing reserve program and increasing costs; and

WHEREAS, numerous studies have concluded that emergency response personnel staffing levels directly affect the level of community emergency medical and fire protection services and that additional, full-time emergency responders are necessary to provide for the overall safety of the community; and

WHEREAS, on June 27, 2018, the OCSD Board considered a report entitled “2018 Fire Service Analysis for the Oceano Community Services District” which included eight options that were evaluated for future emergency medical and fire protection services within Oceano. The report recommended that the most viable and cost-efficient choice for the community of Oceano was to continue to provide emergency medical and fire protection services through the Five Cities Fire Authority with funding supplemented by a special tax ballot measure; and

WHEREAS, on July 1, 2019, the OCSD Board approved an amendment to the Five Cities Fire Authority Joint Powers Agreement (“JPA”) in order to 1) fund certain priorities identified in the FCFA Strategic Plan; 2) make changes to the funding formula and funding contributions by member agencies to reflect current staffing levels; and 3) commit OCSD to the undertaking of a special tax ballot measure; and

WHEREAS, in order to provide the best emergency medical and fire protection services to Oceano, to have a fire department staffed and prepared to provide emergency medical and fire protection services 24-hours a day, 7-days a week, and to accomplish both victim rescue and property conservation, additional funding must be sought; and

WHEREAS, the Board of Directors desires to place a ballot measure before the voters at the March 3, 2020 election for approval of a proposed Ordinance to levy a special tax on real property within the District to provide 24-hours a day, 7-days a week local emergency medical services and fire protection within the OCSD and to assist with the attraction and retention of qualified professional medical responders and firefighters in Oceano; and

WHEREAS, according to the amendment to the JPA, if the proposed Ordinance fails to pass and Oceano is unable to fund its share of the funding formula of the FCFA JPA, Oceano will automatically and without further action cease to be a member of the Five Cities Fire Authority on June 30, 2021; and

WHEREAS, in its consideration of adoption of this Resolution, the Board of Directors has indicated that if funding through a special tax is not approved, the Board would consider seeking approval from the Local Agency Formation Commission to divest its active authority to provide emergency medical services and fire protection and instead request those services be provided by San Luis Obispo County under its contract with Cal Fire; and

WHEREAS, pursuant to the provisions of Government Code section 61121(a) and Government Code section 50075 et seq., the Board is authorized to levy a special tax, subject to the approval of the voters; and

WHEREAS, in accordance with the requirements of Government Code section 50077, on October 23, 2019, the Board of Directors conducted a noticed public hearing on the issue of whether to place such a measure on the ballot. The notice included the date, time and place of the public hearing, a general explanation of the matter to be considered, and a statement of where additional information could be obtained; and

WHEREAS, the Board of Directors desires to have the County of San Luis Obispo render certain services in connection with the March 3, 2020 election; and

WHEREAS, pursuant to Elections Code sections 10555 and 10400 et seq. said election may be consolidated with any other election, pursuant to the procedures set forth in the Elections Code.

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

1. The Board of Directors hereby finds and determines that the foregoing recitals are true and correct.
2. The Board of Directors hereby calls an election to be held on March 3, 2020, on the question of adopting a special tax to fund emergency medical and fire protection services.
3. It is hereby requested that the Board of Supervisors of San Luis Obispo County consolidate the election of the OCSD to be held on March 3, 2020, with any other San Luis Obispo County General Election held on the same date. This request is made pursuant to Elections Code sections 10555 and 10400, et seq. The Board of Directors agrees to reimburse the County of San Luis Obispo in full for services performed relating to this election upon presentation of an invoice.

The purpose of the election shall be for the voters in the District to vote on the following question:

<p style="text-align: center;">OCEANO COMMUNITY SERVICES DISTRICT LOCAL EMERGENCY MEDICAL SERVICES/FIRE PROTECTION RESPONSE MEASURE:</p> <p>To maintain rapid response times for 911 medical emergency and fire protection services, to provide 24-hours a day, 7-days a week staffed medical emergency and fire vehicles, shall Oceano Community Services District Ordinance No. 2020-1 levying an annual special tax of \$180.00 per parcel, providing \$422,000 a year, subject to annual maximum increases capped at 2%, until repealed by voters, and requiring independent citizen oversight and annual reports, be adopted?</p>	YES	
	NO	

- In accordance with Elections Code section 13119, the Ballot shall contain the following Fiscal Impact Statement:

FISCAL IMPACT STATEMENT FOR A SPECIAL TAX FOR THE PURPOSE OF FUNDING EMERGENCY MEDICAL AND FIRE PROTECTION SERVICES TO BE IMPOSED ON ALL PARCELS OF REAL PROPERTY IN THE OCEANO COMMUNITY SERVICES DISTRICT EACH FISCAL YEAR [Elections Code section 13119]

Rate of tax to be levied: \$180.00 per parcel located in the Oceano Community Services District. The special tax is subject to an annual maximum increase in an amount not to exceed two percent (2%) per year.

Amount of money to be raised annually: \$422,000.00 (estimated).

Duration of the tax: The authorization to levy the tax pursuant to this Ordinance shall continue until repealed by the voters.

The tax information estimates in this statement reflect the District's current determination of the number of taxable parcels, which is based on certain assumptions. The actual amount of money raised in each year the tax is levied may vary due to factors including, but not limited to, variations in the number of taxable parcels within the District and inflation.

- The Board of Directors hereby approves the proposed Ordinance to be submitted to the voters, which shall be included in its entirety with the ballot measure, in the form attached to this Resolution as Exhibit A and incorporated herein by this reference. The proposed measure is a special tax as defined in Article XIIC of the California Constitution and shall not take effect unless and until approved by a vote of at least a two-thirds (2/3) majority of the voters voting on the question in the election.
- The District Clerk is hereby directed to file a certified copy of this Resolution with the San Luis Obispo County Board of Supervisors.

PASSED, APPROVED, and ADOPTED by the Board of Directors of the Oceano Community Services District, State of California, this ____ day of _____, 2019, by the following vote:

AYES:

ABSTAIN:

NOES:

ABSENT:

President of the Board of Directors

ATTEST:

Board Secretary of the Oceano Community Services District

APPROVED AS TO FORM:

District Counsel

ORDINANCE NO. 2020-1

**OCEANO COMMUNITY SERVICES DISTRICT
AN ORDINANCE FOR LEVY OF A SPECIAL TAX ON REAL PROPERTY
LOCATED WITHIN THE DISTRICT TO FUND LOCAL EMERGENCY MEDICAL
AND FIRE PROTECTION SERVICES**

WHEREAS, the Oceano Community Services District (“OCSD”) is a member agency in the Five Cities Fire Authority (“FCFA”) along with the City of Grover Beach and the City of Arroyo Grande. The FCFA has identified the need for additional full-time emergency responders to ensure adequate local emergency medical and fire protection services for the member communities. This is due, in part, to the continued decline of the existing reserve program and increasing costs; and

WHEREAS, numerous studies have concluded that emergency response personnel staffing levels directly affect the level of community emergency medical and fire protection services and that additional full-time emergency responders are necessary to provide for the overall safety of the community; and

WHEREAS, on June 27, 2018, the OCSD Board considered a report entitled “2018 Fire Service Analysis for the Oceano Community Services District” which included eight options that were evaluated for future emergency medical and fire protection services within Oceano. The report recommended that the most viable and cost-efficient choice for the community of Oceano was to continue to provide emergency medical and fire protection services through the Five Cities Fire Authority with funding supplemented by a special tax ballot measure; and

WHEREAS, on July 1, 2019, the OCSD Board approved an amendment to the Five Cities Fire Authority Joint Powers Agreement (“JPA”) in order to 1) fund certain priorities identified in the FCFA Strategic Plan; 2) make changes to the funding formula and funding contributions by the member agencies to reflect current staffing levels; and 3) commit OCSD to the undertaking of a special tax ballot measure; and

WHEREAS, according to said amendment to the JPA, if the proposed Ordinance fails to pass and Oceano is unable to fund its share of the funding formula of the FCFA JPA, Oceano will automatically and without further action cease to be a member of the Five Cities Fire Authority on June 30, 2021; and

WHEREAS, in order to provide the best emergency medical and fire protection services to Oceano, to have a fire department staffed and prepared to provide emergency medical and fire protection services 24-hours a day, 7-days a week, and to accomplish both victim rescue and property conservation, additional funding must be sought. Therefore, the Board of Directors has placed a ballot measure before the voters at the March 3, 2020 election for approval of this Ordinance to levy a special tax on real property within the District to fund emergency medical and fire protection services.

NOW, THEREFORE, THE PEOPLE OF THE OCEANO COMMUNITY SERVICES DISTRICT DO ORDAIN as follows:

Section 1. Authority.

This Ordinance is adopted pursuant to section 4 of Article XIII A, section 4 of Article XIII B, and section 2 of Article XIII C of the California Constitution; Article 3.5 (commencing with section 50075) of Chapter 1 of Part 1 of Division 1 of Title 5 of the Government Code; Article 3.7 (commencing with section 53720) of Chapter 4 of Division 2 of Title 5 of the Government Code; Government Code section 53978; and Government Code section 61121(a).

Section 2. Fiscal Impact Statement [Elections Code section 13119].

Rate of tax to be levied: \$180.00 per parcel located in the Oceano Community Services District. The special tax is subject to annual maximum increases in an amount not to exceed two percent (2%) per year.

Amount of money to be raised annually: \$422,000.00 (estimated).

Duration of the tax: The authorization to levy the tax pursuant to this Ordinance shall continue until repealed by the voters.

The tax information estimates in this statement reflect the District's current determination of the number of taxable parcels, which is based on certain assumptions. The actual amount of money raised in each year the tax is levied may vary due to factors including, but not limited to, variations in the number of taxable parcels within the District and inflation.

Section 3. Tax Imposed and Purpose of Tax.

A special tax for the purpose of funding emergency medical and fire protection services shall be imposed on all parcels of real property in the Oceano Community Services District for each fiscal year, commencing with fiscal year 2020-2021. The maximum amount of the special tax for fiscal year 2020-2021 shall be \$180.00 per parcel.

Beginning with fiscal year 2021-2022, and for each fiscal year thereafter, the maximum amount the special tax shall increase is two percent (2%).

The records of the San Luis Obispo Assessor as of March 1st of each year shall be used to identify each parcel for the calculation of the special tax applicable to that parcel in the following fiscal year. For the purposes of this Ordinance, the term "parcel" shall mean a parcel of real property having a separate assessor's parcel number as shown on the last equalized assessment roll of San Luis Obispo County.

Section 4. Exemptions.

A. To the extent required by California and Federal law, the following parcels shall be exempt from the tax imposed by this Ordinance:

1. Parcels owned by Federal or State governmental agencies;
2. Parcels owned by local governmental agencies; and
3. Parcels exempt from taxation by the District pursuant to the laws or constitutions of the United States and/or the State of California.

B. Any person or entity claiming an exemption from the tax imposed by this Ordinance shall file a verified statement of exemption on a form prescribed by the Oceano Community Services District General Manager prior to June 30th of the first fiscal year for which the exemption is sought.

Section 5. Ballot Question.

Pursuant to the California Elections Code, the abbreviated statement of the proposition, as it appears on the ballot is as follows:

To maintain rapid response times for 911 medical emergency and fire protection services, to provide 24-hours a day, 7-days a week staffed medical emergency and fire vehicles, shall Oceano Community Services District Ordinance No. 2020-1 levying an annual special tax of \$180.00 per parcel, providing \$422,000 a year, subject to annual maximum increases capped at 2%, until repealed by voters, and requiring independent citizen oversight and annual reports, be adopted?

YES

NO

Section 6. Use of Tax Proceeds.

The proceeds of the special tax shall be deposited in a special account, created and maintained by the District and will be used solely for the purpose of providing 24-hours a day, 7-days a week staffed emergency medical and fire protection services within the District and for the costs of administering the special tax, including, but not limited to, the costs of collection. Proceeds of this special tax will not be used for any other purpose and will not be used to offset other District obligations.

(a) For purposes of this Ordinance, "emergency medical and fire protection services" include, but are not limited to, fire protection services, rescue services, emergency medical services, hazardous material emergency response services, ambulance services, and other services relating to the protection of lives and property that are critical to the public peace, health, and safety of the District's residents and members of the public.

(b) For the purposes of this Ordinance, the District's costs of "providing 24-hours a day, 7-days a week staffed emergency medical and fire protection services" include, but are not limited to, the following: salaries, benefits, training, and all other personnel related costs; the costs of acquiring or leasing, operating, and maintaining equipment and apparatus used for fire and emergency services; the costs of operating, maintaining, repairing, renovating, and equipping fire facilities.

Section 7. Method of Collection.

The special tax imposed by this ballot measure is due from each owner of record of a parcel within the District as reflected upon the rolls of the County Assessor at the same time the ad valorem tax is due and is to be collected in the same manner. The San Luis Obispo County Tax Collector shall collect the tax and any penalty or interest due hereunder; provided however, that the District Board of Directors may authorize other appropriate methods of collection of the special tax by appropriate resolution(s). The special tax shall have the same lien priority, and be subject to the same penalties and the same procedure and sale in cases of delinquency, as provided for ad valorem taxes.

Section 8. Accountability Measures.

- A. Account. Upon the levy and collection of the tax authorized by this Ordinance, an account shall be created into which the proceeds of the tax will be deposited. The proceeds of the tax authorized by this Ordinance shall be applied only to the specific purposes identified in this Ordinance.
- B. Annual Report. An annual report that complies with the requirements of Government Code section 50075.3 shall be filed with the District Board of Directors no later than January 1st of each fiscal year in which the tax is levied.

Section 9. Citizen Oversight Committee.

The Board of Directors shall establish a Citizen Oversight Committee (the "Committee"). The Committee shall review and evaluate annual expenditures made by the District from the proceeds of the special tax ("special tax proceeds"). The Committee may receive and review copies of the Report prepared pursuant to Section 8 of this Ordinance, and may inspect all facilities and contracts entered into for which special tax proceeds have been or will be expended. The Committee shall consist of a minimum of three (3) members appointed by the District Board of Directors. To be a qualified candidate for the Committee, a person must be at least 18 years of age and reside within the District's geographic boundaries. The Committee may not include any employee or officer of the District, or any vendor, contractor, or consultant of the District.

Section 10. Severability.

If any section, subsection, subdivision, paragraph, sentence, or clause of this Ordinance or any part thereof is for any reason held to be unlawful, such decision shall not affect the validity of the remaining portion of this Ordinance or any part thereof. The People of the Oceano Community Services District hereby declare that they would have passed each section, subsection, subdivision, paragraph, sentence, or clause thereof, irrespective of the fact that any one or more section, subsection, subdivision, paragraph, sentence, or clause be declared unlawful.

Section 11. Recitals.

That the recitals set forth hereinabove are true, correct, and valid.

Section 12. Effective Date.

This Ordinance shall not become effective unless approved at the March 3, 2020 election by a two-thirds (2/3) majority of the voting registered voters within the District. This Ordinance shall become effective ten (10) days after the vote is certified by San Luis Obispo County.

PASSED AND ADOPTED by the People of the Oceano Community Services District at an election held on March 3, 2020.

RESOLUTION NO. 2019-_____

RESOLUTION OF THE BOARD OF DIRECTORS OF THE OCEANO COMMUNITY SERVICES DISTRICT CALLING AN ELECTION FOR SUBMISSION TO THE VOTERS OF A PROPOSED ORDINANCE FOR LEVY OF A SPECIAL TAX ON REAL PROPERTY LOCATED WITHIN THE DISTRICT TO FUND LOCAL EMERGENCY MEDICAL AND FIRE PROTECTION SERVICES AND REQUESTING CONSOLIDATION OF SAID ELECTION WITH THE MARCH 3, 2020 PRESIDENTIAL PRIMARY ELECTION

The following Resolution is hereby offered and read:

WHEREAS, the Oceano Community Services District (“OCSD”) is a member agency in the Five Cities Fire Authority (“FCFA”) along with the City of Grover Beach and the City of Arroyo Grande. The FCFA has identified the need for additional full-time emergency responders to ensure adequate local emergency medical and fire protection services for the member communities. This is due, in part, to the continued decline of the existing reserve program and increasing costs; and

WHEREAS, numerous studies have concluded that emergency response personnel staffing levels directly affect the level of community emergency medical and fire protection services and that additional full-time emergency responders are necessary to provide for the overall safety of the community; and

WHEREAS, on June 27, 2018, the OCSD Board considered a report entitled “2018 Fire Service Analysis for the Oceano Community Services District” which included eight options that were evaluated for future emergency medical and fire protection services within Oceano. The report recommended that the most viable and cost-efficient choice for the community of Oceano was to continue to provide emergency medical and fire protection services through the Five Cities Fire Authority with funding supplemented by a special tax ballot measure; and

WHEREAS, on July 1, 2019, the OCSD Board approved an amendment to the Five Cities Fire Authority Joint Powers Agreement (“JPA”) in order to 1) fund certain priorities identified in the FCFA Strategic Plan; 2) make changes to the funding formula and funding contributions by member agencies to reflect current staffing levels; and 3) commit OCSD to the undertaking of a special tax ballot measure; and

WHEREAS, in order to provide the best emergency medical and fire protection services to Oceano, to have a fire department staffed and prepared to provide emergency medical and fire protection services 24-hours a day, 7-days a week, and to accomplish both victim rescue and property conservation, additional funding must be sought; and

WHEREAS, the Board of Directors desires to place a ballot measure before the voters at the March 3, 2020 election for approval of a proposed ordinance to levy a special tax on real property within the District to provide 24-hours a day, 7-days a week local emergency medical and fire protection services within the OCSD and to assist with the attraction and retention of qualified professional medical responders and firefighters in Oceano; and

WHEREAS, according to the amendment to the JPA, if the proposed Ordinance fails to pass and Oceano is unable to fund its share of the funding formula of the FCFA JPA, Oceano will automatically and without further action cease to be a member of the Five Cities Fire Authority on June 30, 2021; and

WHEREAS, in its consideration of adoption of this Resolution, the Board of Directors has indicated that if funding through a special tax is not approved, the Board would consider seeking approval from the Local Agency Formation Commission to divest its active authority to provide emergency medical services and fire protection and instead request those services be provided by San Luis Obispo County under its contract with Cal Fire; and

WHEREAS, pursuant to the provisions of Government Code section 53978 and Government Code section 50075 et seq., the Board is authorized to levy a special tax, subject to the approval of the voters; and

WHEREAS, in accordance with the requirements of Government Code section 50077, on October 23, 2019, the Board of Directors conducted a noticed public hearing on the issue of whether to place such a measure on the ballot. The notice included the date, time and place of the public hearing, a general explanation of the matter to be considered, and a statement of where additional information could be obtained; and

WHEREAS, the Board of Directors desires to have the County of San Luis Obispo render certain services in connection with the March 3, 2020 election; and

WHEREAS, pursuant to Elections Code sections 10555 and 10400 et seq. said election may be consolidated with any other election, pursuant to the procedures set forth in the Elections Code.

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

1. The Board of Directors hereby finds and determines that the foregoing recitals are true and correct.
2. The Board of Directors hereby calls an election to be held on March 3, 2020, on the question of adopting a special tax to fund emergency medical and fire protection services.
3. It is hereby requested that the Board of Supervisors of San Luis Obispo County consolidate the election of the OCSD to be held on March 3, 2020, with any other San Luis Obispo County General Election held on the same date. This request is made pursuant to Elections Code sections 10555 and 10400, et seq. The Board of Directors agrees to reimburse the County of San Luis Obispo in full for services performed relating to this election upon presentation of an invoice.

The purpose of the election shall be for the voters in the District to vote on the following question:

<p style="text-align: center;">OCEANO COMMUNITY SERVICES DISTRICT LOCAL EMERGENCY MEDICAL SERVICES/FIRE PROTECTION RESPONSE MEASURE:</p> <p>To maintain rapid response times for 911 medical emergency and fire protection services, to provide 24-hours a day, 7-days a week staffed medical emergency and fire vehicles, shall Oceano Community Services District Ordinance No. 2020-1 levying an annual special tax of \$36.00 per Benefit Unit, providing \$461,000 a year, subject to annual maximum increases capped at 2%, until repealed by voters, and requiring independent citizen oversight and annual reports, be adopted?</p>	YES	
	NO	

4. In accordance with Elections Code section 13119, the Ballot shall contain the following Fiscal Impact Statement:

FISCAL IMPACT STATEMENT FOR A SPECIAL TAX FOR THE PURPOSE OF FUNDING EMERGENCY MEDICAL AND FIRE PROTECTION SERVICES TO BE IMPOSED ON ALL PARCELS OF REAL PROPERTY IN THE OCEANO COMMUNITY SERVICES DISTRICT EACH FISCAL YEAR [Elections Code section 13119]

Rate of tax to be levied: \$36.00 per Benefit Unit on each parcel of real property located in the Oceano Community Services District. The special tax is subject to an annual maximum increase in an amount not to exceed two percent (2%) per year.

Amount of money to be raised annually: \$461,000.00 (estimated).

Duration of the tax: The authorization to levy the tax pursuant to this Ordinance shall continue until repealed by the voters.

The tax information estimates in this statement reflect the District's current determination of the number of taxable parcels, which is based on certain assumptions. The actual amount of money raised in each year the tax is levied may vary due to factors including, but not limited to, variations in the number of taxable parcels within the District and inflation.

5. The Board of Directors hereby approves the proposed Ordinance to be submitted to the voters, which shall be included in its entirety with the ballot measure, in the form attached to this Resolution as Exhibit A and incorporated herein by this reference. The proposed measure is a special tax as defined in Article XIIC of the California Constitution and shall not take effect unless and until approved by a vote of at least a two-thirds (2/3) majority of the voters voting on the question in the election.
6. The District Clerk is hereby directed to file a certified copy of this Resolution with the San Luis Obispo County Board of Supervisors.

PASSED, APPROVED, and ADOPTED by the Board of Directors of the Oceano Community Services District, State of California, this ____ day of _____, 2019, by the following vote:

AYES:

ABSTAIN:

NOES:

ABSENT:

President of the Board of Directors

ATTEST:

Board Secretary of the Oceano Community Services District

APPROVED AS TO FORM:

District Counsel

ORDINANCE NO. 2020-1

**OCEANO COMMUNITY SERVICES DISTRICT
AN ORDINANCE FOR LEVY OF A SPECIAL TAX ON REAL PROPERTY
LOCATED WITHIN THE DISTRICT TO FUND LOCAL EMERGENCY MEDICAL
AND FIRE PROTECTION SERVICES**

WHEREAS, the Oceano Community Services District (“OCSD”) is a member agency in the Five Cities Fire Authority (“FCFA”) along with the City of Grover Beach and the City of Arroyo Grande. The FCFA has identified the need for additional full-time emergency responders to ensure adequate local emergency medical and fire protection for the member communities. This is due, in part, to the continued decline of the existing reserve program and increasing costs; and

WHEREAS, numerous studies have concluded that emergency response personnel staffing levels directly affect the level of community emergency medical and fire protection services and that additional full-time emergency responders are necessary to provide for the overall safety of the community; and

WHEREAS, on June 27, 2018, the OCSD Board considered a report entitled “2018 Fire Service Analysis for the Oceano Community Services District” which included eight options that were evaluated for future emergency medical and fire protection services within Oceano. The report recommended that the most viable and cost-efficient choice for the community of Oceano was to continue to provide emergency medical and fire protection services through the Five Cities Fire Authority with funding supplemented by a special tax ballot measure; and

WHEREAS, on July 1, 2019, the OCSD Board approved an amendment to the Five Cities Fire Authority Joint Powers Agreement (“JPA”) in order to 1) fund certain priorities identified in the FCFA Strategic Plan; 2) make changes to the funding formula and funding contributions by the member agencies to reflect current staffing levels; and 3) commit OCSD to the undertaking of a special tax ballot measure; and

WHEREAS, according to said amendment to the JPA, if the proposed Ordinance fails to pass and Oceano is unable to fund its share of the funding formula of the FCFA JPA, Oceano will automatically and without further action cease to be a member of the Five Cities Fire Authority on June 30, 2021; and

WHEREAS, in order to provide the best emergency medical and fire protection services to Oceano, to have a fire department staffed and prepared to provide emergency medical and fire protection services 24-hours a day, 7-days a week and to accomplish both victim rescue and property conservation, additional funding must be sought. Therefore, the Board of Directors has placed a ballot measure before the voters at the March 3, 2020 election for approval of this Ordinance to levy a special tax on real property within the District to fund emergency medical and fire protection services.

NOW, THEREFORE, THE PEOPLE OF THE OCEANO COMMUNITY SERVICES DISTRICT DO ORDAIN as follows:

Section 1. Authority.

This Ordinance is adopted pursuant to section 4 of Article XIII A, section 4 of Article XIII B, and section 2 of Article XIII C of the California Constitution; Article 3.5 (commencing with section

50075) of Chapter 1 of Part 1 of Division 1 of Title 5 of the Government Code; Article 3.7 (commencing with section 53720) of Chapter 4 of Division 2 of Title 5 of the Government Code; Government Code section 53978; and Government Code section 61121(a).

Section 2. Fiscal Impact Statement [Elections Code section 13119].

Rate of tax to be levied: \$36.00 per Benefit Unit on each parcel of real property located in the Oceano Community Services District. The special tax is subject to annual maximum increases in an amount not to exceed two percent (2%) per year.

Amount of money to be raised annually: \$461,000.00 (estimated).

Duration of the tax: The authorization to levy the tax pursuant to this Ordinance shall continue until repealed by the voters.

The tax information estimates in this statement reflect the District's current determination of the number of taxable parcels, which is based on certain assumptions. The actual amount of money raised in each year the tax is levied may vary due to factors including, but not limited to, variations in the number of taxable parcels within the District and inflation.

Section 3. Tax Imposed and Purpose of Tax.

A special tax for the purpose of funding emergency medical and fire protection services shall be imposed on all parcels of real property in the Oceano Community Services District for each fiscal year, commencing with fiscal year 2020-2021.

The maximum amount of the special tax for fiscal year 2020-2021 shall be \$36.00 per Benefit Unit on each parcel of real property within the District. A chart identifying the number of Benefit Units associated with each particular land use/property classification is attached as Exhibit "A."

Beginning with fiscal year 2021-2022 and for each fiscal year thereafter, the maximum amount the special tax shall increase is two percent (2%).

The records of the San Luis Obispo Assessor as of March 1st of each year shall be used to identify each parcel for the calculation of the special tax applicable to that parcel in the following fiscal year. For the purposes of this Ordinance, the term "parcel" shall mean a parcel of real property having a separate assessor's parcel number as shown on the last equalized assessment roll of San Luis Obispo County.

Section 4. Exemptions.

A. To the extent required by California and Federal law, the following parcels shall be exempt from the tax imposed by this Ordinance:

1. Parcels owned by Federal or State governmental agencies;
2. Parcels owned by local governmental agencies; and
3. Parcels exempt from taxation by the District pursuant to the laws or constitutions of the United States and/or the State of California.

B. Any person or entity claiming an exemption from the tax imposed by this Ordinance shall file a verified statement of exemption on a form prescribed by the Oceano Community Services District General Manager prior to June 30th of the first fiscal year for which the exemption is sought.

Section 5. Ballot Question.

Pursuant to the California Elections Code, the abbreviated statement of the proposition, as it appears on the ballot is as follows:

To maintain rapid response times for 911 medical emergency and fire protection services, to provide 24-hours a day, 7-days a week staffed medical emergency and fire vehicles, shall Oceano Community Services District Ordinance No. 2020-1 levying an annual special tax of \$36.00 per Benefit Unit, providing \$461,000 a year, subject to annual maximum increases capped at 2%, until repealed by voters, and requiring independent citizen oversight and annual reports, be adopted?

YES

NO

Section 6. Use of Tax Proceeds.

The proceeds of the special tax shall be deposited in a special account, created and maintained by the District and will be used solely for the purpose of providing 24-hours a day, 7-days a week staffed emergency medical and fire protection services within the District and for the costs of administering the special tax, including, but not limited to, the costs of collection. Proceeds of this special tax will not be used for any other purpose and will not be used to offset other District obligations.

(a) For purposes of this Ordinance, "emergency medical and fire protection services" include, but are not limited to, fire protection services, rescue services, emergency medical services, hazardous material emergency response services, ambulance services, and other services relating to the protection of lives and property that are critical to the public peace, health, and safety of the District's residents and members of the public.

(b) For the purposes of this Ordinance, the District's costs of "providing 24-hours a day, 7-days a week staffed emergency medical and fire protection services" include, but are not limited to, the following: salaries, benefits, training, and all other personnel related costs; the costs of acquiring or leasing, operating, and maintaining equipment and apparatus used for fire and emergency services; the costs of operating, maintaining, repairing, renovating, and equipping fire facilities.

Section 7. Method of Collection.

The special tax imposed by this ballot measure is due from each owner of record of a parcel within the District as reflected upon the rolls of the County Assessor at the same time the ad valorem tax is due and is to be collected in the same manner. The San Luis Obispo County Tax Collector shall collect the tax and any penalty or interest due hereunder; provided however, that the District Board of Directors may authorize other appropriate methods of collection of the special tax by appropriate resolution(s). The special tax shall have the same lien priority, and be subject to the same penalties and the same procedure and sale in cases of delinquency, as provided for ad valorem taxes.

Section 8. Accountability Measures.

- A. Account. Upon the levy and collection of the tax authorized by this Ordinance, an account shall be created into which the proceeds of the tax will be deposited. The proceeds of the tax authorized by this Ordinance shall be applied only to the specific purposes identified in this Ordinance.
- B. Annual Report. An annual report that complies with the requirements of Government Code section 50075.3 shall be filed with the District Board of Directors no later than January 1st of each fiscal year in which the tax is levied.

Section 9. Citizen Oversight Committee.

The Board of Directors shall establish a Citizen Oversight Committee (the "Committee"). The Committee shall review and evaluate annual expenditures made by the District from the proceeds of the special tax ("special tax proceeds"). The Committee may receive and review copies of the Report prepared pursuant to Section 8 of this Ordinance, and may inspect all facilities and contracts entered into for which special tax proceeds have been or will be expended. The Committee shall consist of a minimum of three (3) members appointed by the District Board of Directors. To be a qualified candidate for the Committee, a person must be at least 18 years of age and reside within the District's geographic boundaries. The Committee may not include any employee or officer of the District, or any vendor, contractor, or consultant of the District.

Section 10. Severability.

If any section, subsection, subdivision, paragraph, sentence, or clause of this Ordinance, or any part thereof, is for any reason held to be unlawful, such decision shall not affect the validity of the remaining portion of this Ordinance or any part thereof. The People of the Oceano Community Services District hereby declare that they would have passed each section, subsection, subdivision, paragraph, sentence, or clause thereof, irrespective of the fact that any one or more section, subsection, subdivision, paragraph, sentence, or clause be declared unlawful.

Section 11. Recitals.

That the recitals set forth hereinabove are true, correct, and valid.

Section 12. Effective Date.

This Ordinance shall not become effective unless approved at the March 3, 2020 election by a two-thirds (2/3) majority of the voting registered voters within the District. This Ordinance shall become effective ten (10) days after the vote is certified by San Luis Obispo County.

PASSED AND ADOPTED by the People of the Oceano Community Services District at an election held on March 3, 2020.

OCEANO CSD - SCHEDULE OF BENEFITS

Property Classification/Land Use	Number of Benefit Units Per Parcel
Residential/Single Family Dwelling	5 Units Per Dwelling Unit
Residential/Secondary Dwelling on Parcel	4 Units Per Dwelling Unit
Commercial/Industrial with Residential	1 unit plus 5 per Dwelling Unit
Residential Care Facility	5 Units plus 1/Patient Room
Condominium	4 Units Per Dwelling Unit
Duplex/Triplex/Fourplex	4 Units Per Dwelling Unit
Apartment	3 Units Per Dwelling Unit
Mobile Home	3 Units Per Dwelling Unit
Commercial/Manufacturing/Storage	1 Unit Per 300 S.F. or Less
Schools and Churches	1 Unit Per 300 S.F. or Less
Preschools/Daycares	1 Unit Per 300 S.F. or Less
Unimproved/Agriculture Property 1 Acre or Less	1 Unit Per Acre or Less
Unimproved/Agriculture Property Over 1 Acre	1 Unit/Acre Maximum of 5
Barns/Shops/Warehouse Over 300 Square Feet	2 Units Per Building
Motel/Hotel/Bed and Breakfast	3 Units Per Rental Room
Laundry, Laundromats	10 units each
Recreational Facilities	1 Unit Per Acre/Maximum of 5
All Vacant	1 Unit each
Beauty Parlors	4 units each
Automotive Garages	6 units each
Auto Sales & Service	6 units each
Property for Vehicle Storage	2 Units Per Acre or Less
Restaurants	10 units each
Delicatessens	6 units each
Transit Container Storage	1 Unit Per Container
Bar/Cocktail Lounge	10 units each
Retail Stores	4 units each
Grocery/Minimart	10 units each
Office	4 Units each
Public Utility	4 units each



Oceano Community Services District

1655 Front Street, P.O. Box 599, Oceano, CA 93475

(805) 481-6730 FAX (805) 481-6836

Date: October 23, 2019

To: Board of Directors

From: Paavo Ogren, General Manager

Subject: **Agenda Item # 10(A):** Discussion of submitting an application to the San Luis Obispo County Local Agency Formation Commission to divest Emergency Medical and Fire Protection Services and provide direction to staff as deemed appropriate.

Recommendation

It is recommended that your Board discuss submitting an application to the San Luis Obispo County Local Agency Formation Commission to initiate divestiture of Emergency Medical and Fire Protection Services and provide direction to staff as deemed appropriate.

Discussion

The Five Cities Fire Authority (FCFA) has been providing fire and emergency medical services to the communities of Arroyo Grande, Grover Beach and Oceano since 2010 when the cities and the district approved a Joint Powers of Authority Agreement (JPA) establishing FCFA. In September 2017, FCFA adopted a strategic plan for future services, which has led to several actions needed to implement the plan. The plan, along with the JPA, budgets and other FCFA documents can be obtained at:

<http://www.fivecitiesfireauthority.org/documents>

Costs associated with implementing the strategic plan have been identified. On June 12, 2019, your Board approved the Second Amendment to the JPA which provides the new funding formulas. With the increased costs associated with implementing the strategic plan, a March 2020 ballot measure seeking voter approval for additional funding will be needed. If additional funding is not approved by voters, the District will need to consider other options for future fire and emergency services as Oceano will no longer be able to fund its share of costs for FCFA and the community's membership in FCFA will terminate on June 30, 2021.

The options if the tax vote does not pass include "divesting" the District's powers for providing emergency medical and fire protection services and developing a plan for future services with the County/Cal Fire.



Oceano Community Services District

Board of Directors Meeting

On April 24, 2019, David Church, Executive Director for the San Luis Obispo Local Agency Formation Commission (LAFCo) presented the attached PowerPoint on “divestiture.” The following definition is included in the presentation:

Government Code Section 56037.2. "Divestiture of power" means the termination of the power and authority to provide particular functions or classes of services within all or part of the jurisdictional boundaries of a special district.

Also attached is correspondence from the District to the County dated August 26, 2019, and the County’s response dated September 5, 2019. The correspondence was sent by the District to initiate discussions on a future plan for services and to seek clarification from the County on a policy adopted by the Board of Supervisors on May 7, 2019. That policy states that the County will “consider all available resources and financing options” while developing a “Plan for Services” when a special district is seeking divestiture of fire and emergency medical services.

The clarification requested by the District from the County in the letter dated August 26, 2019 included the following four questions:

1. Will the County expect OCSD to transfer ownership of the Oceano Fire Station?
2. Will the County expect OCSD to transfer ownership of the Sheriff Substation in Oceano?
3. Will the County expect OCSD to transfer any other real property?
4. Will the County expect OCSD to transfer its solid waste franchise authority?

In essence, the District was seeking an understanding of what the County will expect from the District when County policy states that they will “consider all available resources?”

The County response dated September 5, 2019 was non-responsive. The County letter states that “It would be premature for the County to provide a response to the questions outlined as the Oceano Community Services District has yet to make a determination on divestiture and begin the ... (LAFCo) process.”

The County “non-response” response avoids helping in public education prior to the March 2020 vote and impairs a well-informed community decision that can only be made by voters pursuant to the State Constitution. Initiating an application with LAFCo may help promote a response from the County since the County’s letter states that the responding to the District questions is premature for the following two reasons:

1. The District has yet to make a determination on divestiture.
2. The District has yet to begin the LAFCo process.

In essence, the County’s correspondence has stated that they will only engage in dialogue with the District regarding the meaning of County policy after the District has initiated formal proceedings with LAFCo. Staff verified with LAFCo’s Executive Director that the District can initiate the LAFCo process at any time.



Oceano Community Services District

Board of Directors Meeting

Attached are LAFCO's standard application and fee schedule. The required resolution can be placed on your Board's November 13, 2019 agenda for your consideration if doing so is deemed appropriate by the Board at this time. The resolution would include a determination that divestiture must be considered as an option and that time is of the essence for the voters of Oceano to make a well-informed decision.

Other Agency Involvement

The cities of Arroyo Grande and Grover Beach are the other member agencies of the Five Cities Fire Authority. The County of San Luis Obispo / Cal Fire could potentially provide emergency medical and fire services to Oceano if the tax measure on the March 3, 2020 ballot does not pass.

Financial Considerations

The application costs to LAFCo are based on actual time and materials with an initial deposit of approximately \$3,000.

Current District revenues from the Sheriff Substation is \$113,000 per year. Franchise revenues from South County Sanitary Inc. are just under \$100,000. Altogether, if the March 2020 special tax does not pass, the County's new policy would seemingly expect those resources, which total over \$200,000 per year, in addition to the Fire Station and District property taxes of approximately \$1 million per year to help pay for County/Cal Fire costs. Lastly, the District's current administrative office space would be lost since it is physically located in the Oceano Fire Station, and the District would incur additional costs to obtain new office space and relocate.

Results

Initiating an application with LAFCo would hopefully prompt the County to engage in discussions and provide disclosures on their expectations, which would help ensure a well-informed decision for Oceano voters in March 2020.

Attachments:

- A. Letter from OCSD President Linda Austin to County Chair Debbie Arnold dated August 26, 2019
- B. Letter from County Chair Debbie Arnold to OCSD President Linda Austin dated September 5, 2019
- C. PowerPoint presentation by David Church from OCSD meeting of April 24, 2019
- D. LAFCo Application and fee schedule



Oceano Community Services District

1655 Front Street, P.O. Box 599, Oceano, CA 93475

(805) 481-6730 FAX (805) 481-6836

August 26, 2019

Debbie Arnold, Chairperson
San Luis Obispo County Board of Supervisors
County of San Luis Obispo
San Luis Obispo, Ca 93408

Subject: May 7, 2019 Agenda Item #32; Request for Initial Consultation
County Policy on Developing a Plan for Services for an Organizational Change for Medical Emergency
and Fire Response Service

Chairperson Arnold,

On May 7, 2019 the County Board of Supervisors received an update on your study of special districts that provide medical emergency and fire response services. At that meeting, your Board also considered and adopted certain policies. Based on those policies, the Oceano Community Services District (OCSD) is interested in initiating consultation with the County on a "Plan for Services" that OCSD could include in an application to the Local Agency Formation Commission (LAFCo) to divest medical emergency and fire response services if necessary.

It is our understanding that the adjacent slide included in the May 7th presentation depicts the adopted policies regarding a Plan for Services. If our understanding is incorrect, please let us know. We appreciate that the County is willing to develop a Plan for Services in consultation with the affected community.

At this time, you may be aware that OCSD will need voters to approve a special tax in the March 2020 election for the community to continue as a member of the Five Cities Fire Authority. Until the outcome of that special tax vote is known, uncertainty exists regarding how OCSD might provide medical emergency and fire response services in the future.

2. Clarify the response to a special district's request for an organizational change for fire service

Recommended Next Step: Clarify approach

- "Plan for Services" developed in consultation with the affected community and County Fire
- County to determine the appropriate level of service
- County to consider all available resources and financing options



COUNTY OF SAN LUIS OBISPO

www.slocounty.ca.gov



Oceano Community Services District

Board of Directors Meeting

OCSD is currently evaluating the amount of the special tax needed to adequately fund future membership in FCFA. Our 2019 Board meetings have included multiple agenda items on numerous points and issues including options if the March 2020 special tax vote does not pass. We are preparing public information on these issues. Addressing the new County policy is important so that voters have the best information possible when they decide how to vote.

The OCSD Board has directed me to request clarification on the County's intent behind your policy that states that the "County will consider all available resources and financing options." We recognize that property taxes currently allocated to OCSD for medical emergency and fire services will need to be reallocated to the County as a condition for the County's willingness to provide services to Oceano in the future. In addition to a property tax transfer, we would like clarification on what else the County will intend to require from OCSD under your adopted policy.

More specifically, we are requesting clarification on the following questions if the March 2020 special tax does not pass and the OCSD pursues divestiture of medical emergency and fire response services through the San Luis Obispo County Local Agency Formation Commission.

1. Will the County expect OCSD to transfer ownership of the Oceano Fire Station?
2. Will the County expect OCSD to transfer ownership of the Sheriff Substation in Oceano?
3. Will the County expect OCSD to transfer any other real property?
4. Will the County expect OCSD to transfer its solid waste franchise authority?

The Oceano Community Services District appreciates the recent study commissioned by the County on special districts that provide medical emergency and fire response services. We look forward to your reply to this inquiry. Questions and initial coordination should be directed to our General Manager, Paavo Ogren, at 805-481-6730.

Sincerely,

A handwritten signature in blue ink that reads "Linda M. Austin".

Linda Austin, President
Oceano Community Services District



COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS

Debbie Arnold *Chairperson, District Five Supervisor*

John Peschong *District One Supervisor*

Bruce Gibson *District Two Supervisor*

Adam Hill *Vice-Chairperson, District Three Supervisor*

Lynn Compton *District Four Supervisor*

September 5, 2019

Linda Austin, President
Oceano Community Services District
1655 Front Street, P.O. Box 599
Oceano, CA 93475

Dear President Austin:

On behalf of the Board of Supervisors, I am responding to the Oceano Community Services District's letter regarding a request for consultation on developing a plan for services for an organizational change for fire service. As your letter states, on May 7, 2019, the Board of Supervisors received an update from the Ad Hoc Fire Committee evaluating service by special districts and considered and approved the approach to the development of any "plan for services."

The Ad Hoc Fire Committee met with the Administrative Office to review the district's letter and formulate a response. As outlined in the May 7 report, if a special district decides it is unable to continue providing fire service to its community, it can apply for an organizational change to transfer that responsibility to a "successor agency." While the County has no legal obligation to take over fire service, the Board has indicated that the protection of public safety is its highest priority and thus would engage discussions on this matter. If the successor agency is determined to be the County, any plan for services would have the County determine the appropriate level of service, considering all available resources and financing options, in consultation with the affected community and County Fire.

The intent of the approach outlined in the May 7 report was for the County to consult with the special district after the Board of Directors of the special district agree that relinquishing fire protection is in the best interest of the special district and it is determined that the County would become the "successor agency." It would be premature for the County to provide a response to the questions outlined as the Oceano Community Services District has yet to make a determination on divestiture and begin the San Luis Obispo Local Agency Formation Commission (LAFCO) process.

County of San Luis Obispo Government Center

1055 Monterey Street | San Luis Obispo, CA 93408 | (P) 805-781-5450 | (F) 805-781-1350
Agenda Item 10A

boardofsups@slocounty.ca.gov | slocounty.ca.gov

Attachment "B"

The County encourages the Oceano Community Services District to continue its efforts towards a special tax in the March 2020 election. As previously discussed at a meeting with the Ad Hoc Committee and County Administrative Officer, the County's stance is that the community within a district needs to make the decision regarding the level of service and special tax warranted as was recently seen with the Templeton Community Services District.

For any questions, please contact our County Administrator Wade Horton (whorton@co.slo.ca.us).

Sincerely,



DEBBIE ARNOLD

Chair, Board of Supervisors

CC: Board of Supervisors
Wade Horton, County Administrative Officer
Chief Jalbert, San Luis Obispo County Fire
David Church, San Luis Obispo LAFCO

Oceano Community Services District



Divestiture of a Power LOCAL AGENCY FORMATION COMMISSION



LAFCo's Purpose: Legislative

- Set up in 1963 in every County
- State Law guides LAFCO decisions:
 - Discourage urban sprawl
 - Preserve agriculture and open space
 - Promote efficient public services
 - Encourage orderly boundaries

LAFCO Actions

- **Incorporations:** Nipomo and Cambria studied incorporation
- **District Formations:** Most recent California Water Districts
- **Dissolution:** On Occasion – CSA 17, Creston Hills Ranch CSD, Cayucos Fire Dept.
- **Disincorporation:** very rare – Maybe one or two state wide
- **Annexations:** Several annexations on radar; Fiero Ln. & Froom Ranch in SLO, MB Wastewater Site, Furlotti in Paso Robles
- **Detachments:** On occasion-but not very often
- **Outside User Agreements** to serve a property or area outside the service area of a jurisdiction.
- **Updating Spheres of Influence-Municipal Service Reviews** all jurisdictions
- **Activate/Divest Powers** of a District

Agenda Item 10A





Who is on the Commission?

- **Cross-section of local jurisdictions**
 - Two County Board of Supervisors
Debbie A. – Lynn C. – John P. Alt.
 - Two City Council Members
Roberta F.- Ed W. – Steve G. Alt
 - Two Special District Members
Marshall O.- Robert E. - Ed Eby, Alt.
 - One Public Member
Tom M. - Heather J. Alt



Divestiture of a Power

- LAFCO approval to activate or divest a power
- CSD's are required to get LAFCO approval to divest a power that is active (GC 56824.10)
- Apply to LAFCO, review and analyze, LAFCO hearing, Protest Process
- Key pieces; Plan for Services and Property Tax Exchange with the County
- Powers: Water, sewer, parks & recreation, fire protection, solid waste, street lighting



Divestiture of a Power

- GC 56037.2. "Divestiture of power" means the termination of the power and authority to provide particular functions or classes of services within all or part of the jurisdictional boundaries of a special district.



Divestiture of a Power

➤ Process

- Board of Directors consider a Resolution of Application, a Plan for Services and Budget
- Must provide a 21 day hearing notice
- File the adopted Resolution, Plan for services, budget, and fees (\$3,000) with LAFCO
- Reviewed by LAFCO Staff, Referrals, Staff Report, Noticing, LAFCO Public Hearing
- If approved, protest hearing process begins



Divestiture of a Power

➤ Plan for Services

- Important document that tells the CSDs story
- Describes the service-level and how the service will be provided in the future
- With fire service, work with the County to develop a Plan for Service
- Timing of the service transfer, assets to be transferred, equipment, taxes, etc.
- Plan for financing; cost, revenues, initial budget
- **County review of the Plan for Services**



Divestiture of a Power

➤ Property Tax Exchange Agreement

- Agreement by District and County to exchange Property Tax
- County and District negotiate the agreement
- Agreement is approved by both the District and County
- Amount based on prior use of Property Tax for fire services
- Agreement must be approved before divestiture is approved



Divestiture of a Power

Summary

- Process should take 6-months to a year
- Make sure this is the direction District wants to go-Activating the power will be difficult
- Key is working with the County

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If you have any questions, please contact us at 805-781-5795 or
visit our website at: www.slolafo.com or
email us at the following addresses:

dchurch@slolafo.com

dbloyd@slolafo.com

I. REQUIREMENTS FOR LAFCO APPLICATIONS

Instructions:

- Please use this checklist to prepare the proposal application
- If you have any questions, please contact us at 805-781-5795 or visit our website at: www.slolafco.com or

email us at the following addresses:

dchurch@slolafco.com

dbloyd@slolafco.com

I. REQUIREMENTS FOR LAFCO APPLICATIONS-CHECKLIST



Application Checklist

A formal application filed with the LAFCO Executive Officer must include the following:

1. A PETITION OR A RESOLUTION

An application may be filed by either **petition of a proponent** (an individual or group) or by a **resolution of a legislative body** (a city, county or special district, etc.). A sample resolution of the application can be found in Sample D of this Application Packet. A Notice of Intention to Circulate a Petition can be found in Form B and must be submitted to the Executive Officer. A blank petition is included in Form C for your use. Examples of petitions and resolutions are available for review at the LAFCO Office.

2. MAPS AND LEGAL DESCRIPTIONS

Applicants must initially submit four full copies and one reproducible 8 ½" x 11" copy of maps and legal descriptions of the exterior boundaries of the territory proposed. Maps and legal descriptions must be prepared and certified by a civil engineer or licensed land surveyor. Please include all background material such as deeds or tract maps. **After the maps and legal descriptions have been reviewed and certified by the San Luis Obispo County Surveyor, eight full size maps and one copy-ready 8 ½" x 11" map must be submitted.** Information on map and legal description standards can be found in Section II of this application packet.

3. PROPOSAL APPLICATION-ENVIRONMENTAL INFORMATION (FORM A)

The Proposal Application form includes a Justification of Proposal Questionnaire that must be completed. This questionnaire is included in this packet as Form A for your use.

Any environmental determination (CEQA decision) regarding the proposal should be submitted. If LAFCO is to perform the CEQA review an environmental assessment of the site and other environmental studies may be required.

4. PUBLIC HEARING NOTICE MAILING LIST REQUIREMENTS

The Public Hearing Notice Mailing List Requirements are included for your use in Section III. It must be signed and include a list of associated assessor

parcel map numbers (APNs) and County Assessor maps detailing property owners within 300 feet of the exterior boundaries of the project site. Two sets of mailing labels for the property owners within 300 feet of the exterior boundaries must be included.

A sample letter of consent from each affected property owner is required if the application is to be processed without public notice or hearing. A consent letter is attached for your use in Sample E.

For area with 12 or more people, a mailing list of registered voters must be provided. The list can be obtained from the County Clerk-Recorder.

5. FEES AND COST-ACCOUNTING AGREEMENTS

A LAFCO cost-accounting agreement and a County Planning and Building Department cost-accounting agreement must be completed and submitted along with applicable fees. Both of these agreements are included in Section IV of this packet along with a LAFCO fee schedule and fee calculation worksheet.

APPLICATIONS BY CITIES AND DISTRICTS MUST ALSO INCLUDE THE FOLLOWING:

6. A PLAN FOR PROVIDING SERVICES WHICH INCLUDES:

- Enumeration and description of services to be extended to the affected territory.
- The level and range of such services.
- An indication of when such services can feasibly be extended to the affected territory.
- An indication of any improvement or upgrading of structures, roads, sewer or water facilities or other conditions the city could impose or require in the affected territory, should it come under city jurisdiction.
- An indication of how such services will be financed.
- Any additional information required by the Executive Officer.

7. CITIES ONLY: A COPY OF THE ADOPTED PRE-ZONING ORDINANCE THAT HAS OCCURRED.

- The CEQA environmental determination (CEQA documentation).
- Relevant General Plan policies.

II. STANDARDS FOR MAPS AND LEGAL DESCRIPTIONS

Instructions:

- Maps and legal descriptions must be consistent with these standards.
- Maps and legal descriptions will be reviewed by the County Surveyor for consistency.
- If you have any questions, please contact us at 805-781-5795 or visit our website at: www.slolafo.com or email us at the following addresses:
dchurch@slolafo.com
dbloyd@slolafo.com

II. STANDARDS FOR MAPS AND LEGAL DESCRIPTIONS

The following standards shall be used for all proposals submitted to LAFCO and for all County Special District Maps

MAP PREPARATION

1. The map shall be prepared by a Registered Civil Engineer or a Licensed Land Surveyor.
2. Map size shall be a maximum of 24" x 36" and a minimum of 18" x 26" with a minimum ½" border.
3. The map shall bear a graphic scale and a north arrow.
4. Scales of maps are to be as large as possible.
5. The original map shall be prepared in ink on linen.
6. To assure microfilming compatibility, lettering should be as large as practical. Minimum letter height for hand lettering shall be .100" with a line of weight of 12 (Radiograph #0). For machine lettering the minimum height shall be .080" with a line weight of 10 (Radiograph #00). The controlling factor is clarity so these minimum sizes should be used only when necessary.
7. The point of beginning of the accompanying legal description must be shown on the map.
8. The exterior boundaries of any proposed annexation (or other action) must be clearly shown and the delineation should distinguish between the proposed boundary line and the existing boundary line of the district or municipality.
9. The acreage(s) of the affected parcel(s) must be shown on the map.
10. All maps shall include a vicinity map showing the general location of the property(ies) and relationship to existing district boundary. This vicinity map may be placed in any corner of the larger map document.
11. Dimensions of all roads, easement, rights-of-way, etc., within, adjacent to, or crossing the boundary line of the proposed annexation (or other action) shall be designated on the map sufficient to plot the boundaries and relationship to street rights-of-way and street centerlines. All road names must be shown.
12. Where needed to show greater detail, enlargements or blow-ups shall be used. Additional sheets may be necessary.
13. The map shall contain a legend explaining the use of various lines and symbols.

14. All calls used in the description must be reflected on the map.
15. All changes to a map shall be noted in a revision block adjacent to the title block in the lower right-hand corner of the map.
16. Maps shall also be submitted on disk in CAD format.
17. All parcels within the subject territory that touch the new boundary must be labeled with assessors' parcel number(s)

LEGAL DESCRIPTION PREPARATION - Descriptions must be definite and certain. Qualitative line calls are necessary along lot lines and road rights-of-way. "To calls" are important for terminus of line points where necessary.

1. Because description(s) may use data from several source documents, the call for each line or series of courses shall be given, with the location of the source document.
2. The State Board of Equalization requires that the description be geographically plottable. To comply with this requirement, each course will require either a bearing and distance, or will have to be along or to an easily definable existing line (State Highway, Right-of-Way, long existing County road, ancient subdivision boundary, etc.). In addition, the point of beginning shall be easily definable.
3. Sections or fractions of sections may be described in accordance with the "Manual of Instructions for the Survey of Public Lands of the United States".
4. All courses termination at or going along an existing boundary shall have sufficient defining terms to prevent any gaps between the proposed action and the existing boundary.
5. The acreage(s) of the parcel(s) will be added at the end of the description(s).
6. To assure microfilming compatibility, all characters in the description must be clear and distinct, and show good contrast with the background.

Back-up Data: Because of the increasing workload of the County Public Works Department, it is required that back-up data be included with the map and legal description. The back-up data should include all official records and maps used to prepare the map and legal description. For more complex maps calculations should also be included. If insufficient data are included the map and legal descriptions will be returned to the applicant unchecked.

The cooperation of the Applicant during preparation of supporting documents will greatly reduce the time required to process any proposed actions.

SAMPLE

ANNEXATION NO. 1

PARADISE COMMUNITY SERVICES DISTRICT

Beginning at the southwest corner of Lot AL of said subdivision, said point also a point on the westerly boundary line of the Paradise Community Services District; thence southwesterly along the southeasterly line of Cloud Nine Road and the northwesterly line of Lot AM S 19 W 1, 438.5 feet to the southwest corner of Lot AM, thence easterly along the south line of Lots AM, AN and AO East, 2,084 feet to the northwest corner of Lot 8 of the Heavenly Orchards, said point also being on the existing direct boundary, then East, North and West along the existing district boundary to the point of beginning, bearings and distances East 86.55 feet, North 1632.85 feet, and West 1801.92 feet.

Containing 80.5 acres.

Date: _____

III. PUBLIC HEARING NOTICE MAILING LIST REQUIREMENTS

Instructions:

- These requirements may be waived if 100% of the property owners are in favor of the action.
- If you have any questions, please contact us at 805-781-5795 or visit our website at: www.slolafo.com or email us at the following addresses:
dchurch@slolafo.com
dboyd@slolafo.com

III. PUBLIC HEARING NOTICE MAILING LIST REQUIREMENTS

LAFCO requires that property owners within 300 feet of any parcel(s) being considered for action be notified of any and all public hearings relating to such actions. Information necessary to do this is to be provided by the applicant in the following manner:

Obtain a current copy of the County Assessor map(s) that include your proposal site and all parcels within 300 feet of any part of the proposal site. The exterior property lines of the parcel(s) on which your proposal is located, even if your proposal will occupy only a portion of the parcel(s), must be clearly outlined on the map and another line must be clearly drawn indicating a distance of 300 feet from all exterior property lines you have outlined. Check the scale shown on each map and adjust the adjoining maps if necessary to include all property within 300 feet. Maps may be purchased from the Assessor's Office, Room 100, at the County Government Center at a cost of \$4.00 per map page.

Please list all Assessor Parcel Numbers (APNs), including book, block, and parcel number, for all parcels located completely or partially within or touching the areas included within the 300-foot boundary.

Include the following with your application submittal:

1. The County Assessor map(s) covering the proposal site with the 300-foot area surrounding the site outlined.
2. A list of Assessor Parcel Numbers (APNs) from the mapped area.
3. Two sets of mailing labels of all property owners within 300 feet of the proposal site.
4. This page signed and dated.

I, _____, hereby certify under the penalty of perjury that the attached information contains all of the APNs of all the property within the area described on the attached application and within a distance of 300 feet from all exterior boundaries of that property.

Signature

Date

IV. FEES AND COST-ACCOUNTING AGREEMENTS

LAFCO

Public Works Department

Instructions:

- Please check with LAFCO staff regarding questions about fees.
- Cost Accounting Agreements with both the County and LAFCO must be completed and submitted.
- The Agreement would only be used if the fees were not sufficient to cover processing costs.
- If you have any questions, please contact us at 805-781-5795 or visit our website at: www.slolafco.com or email us at the following addresses:
dchurch@slolafco.com
dbloyd@slolafco.com

IV. FEE SCHEDULE & COST-ACCOUNTING AGREEMENTS

FEE SCHEDULE

(ADOPTED 09/20/01, REVISED 04/27/05, 09/20/07, 03/30/10, 04/30/13, 01/19/17, 09/12/17)

All fees shall be paid prior to the acceptance of an application for processing. All fees should include the appropriate Processing Fee (Minimum \$1,500), Environmental Fees and Public Works Department Fee (\$636 per application for checking maps and legal descriptions. Please pay this by separate check). Where indicated below, the fees are an initial deposit toward the actual cost of processing a proposal. The applicant shall enter into an agreement to provide for reimbursement to LAFCO for the actual costs of processing an application. A refund shall be issued for any portion of the fee not used for processing. Where fees exceed the required amount indicated below, the applicant shall be notified by the Executive Officer to pay an additional amount equal to the initial deposit. The proposal shall be suspended until such additional funds are deposited with the LAFCO Clerk.

Annexation/Detachment Processing Fees

Acreage

0.1 - 4.99	\$1,500 Deposit Toward Project Cost
5.00 – 9.99	\$2,500 Deposit Toward Project Cost
10.00 – 14.99	\$3,500 Deposit Toward Project Cost
15.00 – 19.99	\$4,500 Deposit Toward Project Cost
20.00 +	\$5,000 plus \$10.00/acre Deposit Toward Project Cost

Other Processing Fees

Incorporations, Formations, Other Actions

Formation of a Special District	\$5,000 Deposit Toward Project Cost
Incorporation of a City	\$15,000 Deposit Toward Project Cost
Dissolution of one or more Districts	\$2,500 Deposit Toward Project Cost
Disincorporation of a City	\$5,000 Deposit Toward Project Cost
Consolidation of Districts	\$3,000 Deposit Toward Project Cost
Merger of Districts	\$3,000 Deposit Toward Project Cost
Establishment of Subsidiary Districts	\$3,000 Deposit Toward Project Cost
Reorganization of City or District (Two or more of the above changes of organization, excluding incorporation of a city.)	\$7,500 Deposit Toward Project Cost

Sphere of Influence Fees

Sphere of Influence amendment –
Result of Proposal-

Acreage

4.99 acres or less	\$1,500 Deposit Toward Project Cost
5 - 9.99 acres	\$2,500 Deposit Toward Project Cost
10+ acres	\$3,500 Deposit Toward Project Cost
Agency Request for Comprehensive SOI Update or Municipal Service Review	\$5,000 Deposit Toward Project Cost

Environmental Fees

Initial Study Fee	\$500 Deposit Toward Project Cost
Negative Declaration Fee	\$1,000 Deposit Toward Project Cost
Responsible Agency	\$1,000 Deposit Toward Project Cost
Categorical Exemption	\$500 Deposit Toward Project Cost
EIR Appeal Fee	\$1,000 Deposit Toward Project Cost
EIR required and LAFCO is Lead Agency	Minimum \$5,000 deposit to be increased to equal 25% of the cost of the report

Other Fees

Sphere of Influence Amendment & Annexation to California Water District	
• SOI Amendment	\$1,000 Deposit Toward Project Cost
• Annexation	\$2,000 Deposit Toward Project Cost
• CEQA	\$500 Deposit Toward Project Cost
Activation of Latent District Powers	\$2,500 Deposit Toward Project Cost
Request for Reconsideration	\$1,500 Deposit Toward Project Cost
Fee Waiver Request	\$500 Deposit Toward Project Cost
Request for Time Extension	\$500 Deposit Toward Project Cost
Study Session Request	\$2,500 Deposit Toward Project Cost
Request for Fiscal Analysis or Other Studies	\$2,500 Deposit Toward Project Cost
Outside User Agreement	\$2,500 Deposit Toward Project Cost
Pre-application Review	Limited to three (3) hours of staff time, then actual cost
Petition Verification Fee	Minimum filing fee of \$10 + \$1.00 per signature
Processing request for the State Controller's review of an incorporation fiscal analysis	\$1,500
Annual Agenda Mailing List Fee	\$25
Executive Officer's Report (monthly mailings for 12 months)	\$100
Copying Fee	\$.10 per page

State Fees

State Board of Equalization, State Controller's Office and the Department of Fish and Game Fees in accordance to their fee schedules. These fees are collected after proposal approval.

Other Charges

In additional to the fees specified herein, the Executive Officer may charge an applicant/appellant for the actual costs that are incurred as a result of processing a proposal that are not covered in the Commission's fee schedule. An applicant/appellant may appeal the decision of the Executive Officer in writing. Such appeal will be presented to the Commission at its next meeting.

Refunds for withdrawn proposals shall be based on an estimate by the Executive Officer of the total costs incurred in processing the proposal up to the date of the withdrawal request.

Fee Waiver

The Commission, upon a finding that such action would be in the public's best interest and/or is necessary for health and safety reasons, may waive fees partially or in total. Requests for fee waiver must be submitted in writing to the Commission. Fees may be waived by the Executive Officer for proposals filed in response to Commission conditions.

Public Works Department Fee

\$636 per application for checking maps and legal descriptions.

Clerk-Recorder Department Fee

\$50 for processing and filing a Notice of Determination as set forth in CEQA Guidelines.

LAFCO Charge-out Rates:

Executive Officer	\$110/hour
Analyst	\$85/hour
Commission Clerk	\$50/hour
Legal Counsel	\$150/hour

FEE SCHEDULE WORKSHEET

1. **Processing Fee (depends upon proposal type):** \$ _____

Annexation fees are based upon total acreage. Other types of proposals also include a processing fee. Reorganizations (two or more changes of organization) have a separate fee.

2. **Sphere of Influence Fee:** \$ _____

SOI fees are also based upon acreage and represent an initial deposit toward the proposal's processing cost.

3. **Environmental Fees:** \$ _____

Environmental Determination fees are required for compliance with the California Environmental Quality Act (CEQA).

4. **Other Fees:** \$ _____

Total LAFCO Fees Due with Application Filing: \$ _____
Checks should be made payable to LAFCO.

5. **Public Works Department Fee** \$636.00
\$540 per application for checking maps and legal descriptions.
A separate check made out to the County is required.

6. **State Board of Equalization (BOE) & County Clerk-Recorder Fees:** \$ _____

The BOE fees are paid after LAFCO approval has been granted. A separate check made out to the State Board of Equalization is required.

If you need help in determining your fees, please contact LAFCO staff for assistance at (805) 781-5795.

COST ACCOUNTING AND INDEMNIFICATION AGREEMENT

Applicant: _____

Mailing Address: _____

Telephone: _____

Fax: _____

E-mail Address: _____

The cost of processing an application may exceed the initial deposit required. In order to recover any additional costs associated with processing your application, the Local Agency Formation Commission, LAFCO, has found it necessary to implement a provision of the Fee Schedule that provides full cost recovery for processing an application.

I, _____, the landowner and/or responsible Applicant, agree to pay the actual costs pursuant to the Fee Schedule attached hereto, plus copying charges and related expenses incurred in the processing of this application. I also understand that if payment on any billings prior to final action is not paid within thirty (30) days, I agree that processing of my application will be suspended until payment is received. In the event of default, I agree to pay all costs and expenses incurred by LAFCO in securing the performance of this obligation, including the cost of any suit and reasonable attorney fees.

As part of this application, Applicant agrees to defend, indemnify, hold harmless and release the San Luis Obispo Local Agency Formation Commission (LAFCO), its officers, employees, attorneys, or agents from any claim, action or proceeding brought against any of them, the purpose of which is to attack, set aside, void, or annul, in whole or in part, LAFCO's action on the proposal or on the environmental documents submitted to or prepared by LAFCO in connection with the proposal. This indemnification obligation shall include, but not be limited to, damages, costs, expenses, attorneys' fees, and expert witness fees that may be asserted by any person or entity, including the Applicant, arising out of or in connection with the application. In the event of such indemnification, LAFCO expressly reserves the right to provide its own defense at the reasonable expense of the Applicant. If the applicant is in non-compliance with an existing agreement, the applicant shall be subject to LAFCO General Policy 20, which identifies additional steps that must be satisfied before a new application may be accepted.

In order to implement the cost accounting and indemnification provisions, please sign and date this statement indicating your agreement to the cost accounting procedure and indemnification agreement. This signed agreement is required for your application to be accepted for processing. Checks may be made payable to LAFCO and delivered or mailed to the LAFCO Office at 1042 Pacific Street, Suite A, San Luis Obispo, CA 93401. If you have questions regarding your application, please contact the LAFCO Office at (805) 781-5795.

Applicant's Signature

Date

Applicant's Signature

Date

Applicant's Signature

Date

FORMS & SAMPLES

- Form A: Proposal Application
- Form B: Notice of Intention to Circulate Petition
- Form C: Petition for Proposal
- Sample: Sample Resolution of Application
- Sample: Property Owner Consent Letter
- Sample: Statement of Boundary Change Form

Form A

PROPOSAL APPLICATION

Instructions:

- Please complete the entire form.
(The information is used to evaluate the proposal by LAFCO staff.)
- Please attach any documents that may help in that evaluation.
- If you have any questions, please contact us at 805-781-5795 or visit our website at: www.slolafco.com or email us at the following addresses:
dchurch@slolafco.com
dbloyd@slolafco.com

**SAN LUIS OBISPO LAFCO
Local Agency Formation Commission**

Proposal Application

The California Government Code requires the Commission to review specific factors in its consideration of this proposal. Please complete this form to facilitate our review.

Please provide the names and addresses of the Applicant's Agent or and/or other persons to whom copies of the Agenda, Executive Officer's report and any required notice or hearing is to be furnished.

Applicant/Agents

Name	Address	Telephone No.

Interested Parties

Name	Address	Telephone No.

E-mail Addresses

Proposal Type:

- | | | |
|--|---|---|
| <input type="checkbox"/> ANNEXATION | <input type="checkbox"/> OUTSIDE USER AGREEMENT | <input type="checkbox"/> SPECIAL STUDY |
| <input type="checkbox"/> SPHERE OF INFLUENCE | <input type="checkbox"/> SPECIAL DISTRICT FORMATION | <input type="checkbox"/> INCORPORATION OF CITY |
| <input type="checkbox"/> DISSOLUTION | <input type="checkbox"/> MERGERS | <input type="checkbox"/> ACTIVATE OR ADD POWERS |
| <input type="checkbox"/> CONSOLIDATIONS | <input type="checkbox"/> REORGANIZATIONS | <input type="checkbox"/> DETACHMENT |

General Information

Name & type of Proposal: _____
(e.g., name, type, jurisdiction)

1. This Application was initiated by:

_____ Petition _____ Resolution of Application

2. Does the application include 100% written consent of each property owner in the affected territory?

_____ Yes _____ No

3. State reason(s) for requesting the proposed action: _____

4. State location of affected territory: _____

5. Is the affected territory inhabited or uninhabited (less than 12 registered voters)?

_____ Inhabited _____ Uninhabited

6. Do the boundaries of the district or city overlap or conflict with the boundaries of the proposed annexation?

_____ Yes _____ No

If yes, justify the need for overlapping or conflicting boundaries: _____

7. Do the boundaries of the territory split lines of assessment?

_____ Yes _____ No

8. Do the boundaries of the territory proposed create an island or corridor of unincorporated territory or a strip?

_____ Yes _____ No

If yes, justify the necessity for the boundaries as proposed: _____

9. If the proposed boundary follows a street or highway does it include the entire street or highway?

_____ Yes _____ No

10. List the cities or district(s) that will be affected by this proposal: _____

Land Use Information

11. Total acreage: _____

APN #s _____

12. Indicate the zoning. County and City rezoning of the site:

County: _____

City: _____

13. Describe any special land use concerns found in General Plans: _____

14. Describe the existing land use: _____

15. What is the proposed land use? _____

16. Has the affected territory been rezoned? _____ Yes _____ No

Date: _____ (Please attach ordinance)

If yes, what is the rezoning use and densities (if applicable) permitted? _____

17. Describe the specific development potential of the property: _____

18. Has a Land use Permit, Conditional Use Permit, Tract Map, or Specific Plan or other land use approval been given for the property(ies)?

_____ Yes _____ No If yes, please attach a copy of the approval.

Environmental Information

(Please submit any environmental studies that have been completed.)

19. Has an environmental determination (Negative Declaration-Environmental Impact Report) been certified by a legislative body?

_____ Yes _____ No

If yes, please attach a copy.

20. Is the site presently zoned for or engaged in agricultural use?

_____ Yes _____ No If yes, please explain: _____

Prime agricultural land:

_____ Yes _____ No

21. Will extension of services requested for this proposal induce growth on affected property? _____ Yes _____ No

On adjacent properties? _____ Yes _____ No

Unincorporated? _____ Yes _____ No

Both? _____ Yes _____ No

22. Will the proposal require public services from any agency or facility that is currently operating at or near capacity, i.e. sewer, water, police or fire?

_____ Yes _____ No

If yes, please explain: _____

23. Please describe the environmental setting of the site: _____

24. Terrain: Level to gently rolling (0-10%) _____

Slopes (10-30%) _____

Steep slopes (over 30%) _____

25. Hydrology (streams, lakes, or marshes on site)? _____ Yes _____ No

If yes, please describe: _____

26. Vegetation:

Has the natural vegetation already removed or altered?

_____ Yes _____ No

27. Are there any endangered plant species on site? _____ Yes _____ No

28. Have any endangered or threatened species been identified?

_____ Yes _____ No

If yes, please explain: _____

Form B

NOTICE OF INTENTION TO CIRCULATE PETITION

Instructions:

- Prior to circulation of the petition, the Executive Officer will review and approve the Notice of Intention to Circulate a Petition. This will ensure that the petition is adequate and that it meets all requirements.
- If you have any questions, please contact us at 805-781-5795 or visit our website at: www.slolafo.com or email us at the following addresses:
dchurch@slolafo.com
dboyd@slolafo.com

FORM B

NOTICE OF INTENTION TO CIRCULATE PETITION

Before circulating any petition for change of organization, the Applicant shall file a notice of intention with the Executive Officer that shall include the name and mailing address of the Applicant and a written statement, not to exceed 500 words in length, setting forth the reasons for the proposal. Please provide this information below.

1. Please print your name, address and phone number.

2. Notice is hereby given of the intention to circulate a petition proposing to

3. Please provide the reasons for the proposal:

Signature /Applicant

Date

Form C

PETITION FOR PROPOSAL

Instructions:

- The petition must be filled out accurately to ensure the validity of the request.
- If you have any questions, please contact us at 805-781-5795 or visit our website at: www.slolafo.com or email us at the following addresses:
dchurch@slolafo.com
dbloyd@slolafo.com

TO:

Local Agency Formation Commission
County of San Luis Obispo
1042 Pacific Street, Suite A
San Luis Obispo, CA 93401

To be filled in by LAFCO

File No: _____

Date Presented: _____

Officially Filed: _____

Designated as: _____

LAFCO Action: _____

Date: _____

PETITION FOR

(Name of Proposal)

The undersigned by their signature hereon DO HEREBY REPRESENT REQUEST AND PETITION as follows:

1. The proposal is made pursuant to Part 3, Division 3, Title 5 of the California Government Code (commencing with section 56000, Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000).

2. The nature of the proposed change of organization (i.e., annexation, detachment, Reorganization, etc.) is/are:

3. The name or names of all districts and/or cities for which any such change or organization is proposed is as follows:

4. The names of all other affected counties, cities and districts are:

5. The territory(ies) proposed for _____

is/are: _____

(uninhabited (less than 12 people) or inhabited (12 or more people))

6. This proposal **is / is not** within the sphere of influence of the affected city and/or district. (Circle one)

7. Complete description of the exterior boundaries of the territory proposed for annexation. **Please attach legal description to this petition.**

8. Do the boundaries of the districts or cities listed above overlap or conflict with the boundaries of the proposed annexation? Yes No

If yes, justify the need for overlapping or conflicting boundaries:

9. List any of the districts or cities, as above-listed, which possess authority to perform the same or similar function as requested herein.

(Name of public agency or agencies)

10. Do the boundaries of the territory proposed split lines of assessment?
 Yes No

11. Do the boundaries of the territory proposed create an island or corridor of unincorporated territory or a strip? Yes No

If yes, justify the necessity for the island corridor or strip:

12. If the proposed boundary follows a street or highway, does it follow the center of the street or highway? Yes No

13. It is desired that this proposal provide for and be made subject to the following terms and conditions:

A.

B.

14. The reasons for this proposal are:

A. _____

B. _____

15. The persons signing this petition have signed as _____ registered voters **OR** _____ owners of land.

16. If the formation of a new district is included in the proposal:

A. The principal act(s) under which said district(s) is/are proposed to be formed is/are: _____

B. The proposed name(s) of the new district(s) is/are: _____

C. The boundaries of the proposed new district(s) are as described in Exhibit(s) _____, _____, heretofore incorporated herein.

17. If an incorporation or formation of a district is in the proposal:

A. The proposed name of the new city/district is: _____

B. Provisions are requested for appointment of:

i. City/District Manager _____ Yes _____ No

ii. City Clerk & City Treasurer _____ Yes _____ No
(City only)

C. Number of members proposed for initial Board of Directors/City Council, pursuant to Chapter Three commencing with §61120. (Please check one, below.)
_____ 3 (Three) _____ 5 (Five)

18. If the proposal includes the consolidation of special districts, the proposed name of the consolidated district(s) is/are: _____

19. How will the new district be financed?

20. Proponents of this proposal: (Names of Chief Petitioners, not to exceed three (3), who hereby request that proceedings be taken in accordance with the provisions of Section 56000, et. seq. of the Government Code and herewith affix signatures) as follows:

Please sign on the top line and print on the line below.

Name	Mailing Address
1.	
2.	
3.	

When a form is completed and the requisite number of qualified signatures has been obtained (after circulation), the petition is to be filed with the Executive Officer.

The petition and signature sheets must be left intact. Removal of the signature sheets from one counterpart to another counterpart will invalidate the entire petition.

NOTE: THIS PAGE MUST BE COMPLETED AND ATTACHED TO EACH PETITION.

According to Election Code, Section 104, whenever any petition is submitted to the elections official, each section of the petition shall have attached to it a declaration signed by the Circulator of the petition, setting forth, in the Circulator's own hand, the following:

PRINTED NAME OF CIRCULATOR (including given name, middle name or initial and last name):

RESIDENCE ADDRESS OF CIRCULATOR:

DATES ON WHICH ALL SIGNATURES TO THE PETITION WERE OBTAINED:

Starting date: _____

Ending date: _____

The Circulator, by affixing his/her signature below, hereby certifies:

1. That the Circulator circulated the attached petition and witnessed the appended signatures being written;
2. That, according to the best information and belief of the Circulator, each signature is the genuine signature of the person whose name it purports to be;
3. That the Circulator shall certify to the content of the declaration as to its truth and correctness, under penalty or perjury under the laws of the State of California, with the signature of his or her name at length, including given name, middle name or initial, and last name.

Date

Name (as required above)

As a signer of this Petition, I hereby certify that I have read the content of the Petition and request that proceedings be taken for the proposal as provided by said Petition.

PLEASE SIGN NAME ON THE TOP LINE
PRINT NAME ON THE SECOND LINE

Date signed	Signature & printed name of Petitioners	Residential Address of Petitioners	Official Use Only
	Sign:		
	Print:		
	Sign:		
	Print:		
	Sign:		
	Print:		
	Sign:		
	Print:		
	Sign:		
	Print:		
	Sign:		
	Print:		
	Sign:		
	Print:		
	Sign:		
	Print:		

As a signer of this Petition, I hereby certify that I have read the content of the Petition and request that proceedings be taken for the proposal as provided by said Petition.

PLEASE SIGN NAME ON THE TOP LINE
PRINT NAME ON THE SECOND LINE

Date signed	Signature & printed name of Petitioners	Residential Address of Petitioners	Official Use Only
	Sign:		
	Print:		
	Sign:		
	Print:		
	Sign:		
	Print:		
	Sign:		
	Print:		
	Sign:		
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	Sign:		
	Print:		
	Sign:		
	Print:		

As a signer of this Petition, I hereby certify that I have read the content of the Petition and request that proceedings be taken for the proposal as provided by said Petition.

PLEASE SIGN NAME ON THE TOP LINE
PRINT NAME ON THE SECOND LINE

Date signed	Signature & printed name of Petitioners	Residential Address of Petitioners	Official Use Only
	Sign:		
	Print:		
	Sign:		
	Print:		
	Sign:		
	Print:		
	Sign:		
	Print:		
	Sign:		
	Print:		
	Sign:		
	Print:		
	Sign:		
	Print:		
	Sign:		
	Print:		

SAMPLE DOCUMENTS

- Sample D: Sample Resolution of Application
- Sample E: Sample Property Owner Consent Letter

SAMPLE D

SAMPLE RESOLUTION OF APPLICATION



COPY

CAMBRIA COMMUNITY SERVICES DISTRICT

RESOLUTION NO. 16-2001

DATE: June 28, 2001

A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE CAMBRIA COMMUNITY SERVICES DISTRICT
REQUESTING THE LOCAL AGENCY FORMATION COMMISSION TO INITIATE
PROCEEDING FOR THE ANNEXATION OF TERRITORY

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE CAMBRIA
COMMUNITY SERVICES DISTRICT ("THE DISTRICT") AS FOLLOWS:

SECTION 1. FINDINGS.

The Board of Directors of the District hereby finds, determines and declares that:

1. The Cambria Community Services District desires to initiate proceeding pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, commencing with Section 56000 of the California Government Code, for annexation of territory to the Cambria Community Services District; and,
2. Notice of intent to adopt this resolution of application has been given, and
3. The principal reasons for the proposed annexation is as follows: the Cambria Community Services District is the primary owner of the property, and the property is currently situated outside of the District's Boundary; and
4. The following agency or agencies would be affected by the proposed jurisdictional changes:

<u>Agency</u>	<u>Nature of Change</u>
County of San Luis Obispo	Annexation

5. The territory proposed to be annexed is uninhabited, and a map and description of the boundaries of the territory are attached hereto as Exhibits A & B and by this reference incorporated herein; and,
6. The proposed annexation is not subject to any terms and conditions; and
7. This proposal is consistent with the adopted sphere of influence for the agency
subject to annexation; and
8. This Board desires that the Local Agency Formation Commission assume Lead Agency status responsible for compliance with the California Environmental Quality Act; and,

9. This Board has determined that this proposal meet the criteria for waiver of Conducting Authority proceedings as set forth in Government Code Section 56663(a),

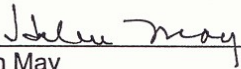
SECTION 2.

Be it further resolved that the Board of Directors of the Cambria Community Services District hereby adopts and approves this Resolution of Application, and hereby requests the Local Agency Formation Commission of San Luis Obispo County to take proceedings for the annexation of territory as authorized and in the manner provided by the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000.

SECTION 3. EFFECTIVE DATE.

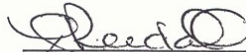
This resolution shall become effective immediately upon adoption.

By unanimous vote on the motion of Director Fitzgerald, seconded by Director Funke-Bilu, Resolution 16-2001 was adopted at the Regular Meeting of the Board of Directors this 28th day of June 2001.



Helen May
President, Board of Directors

ATTEST:



Leah Reedall
District Clerk

SAMPLE E

SAMPLE LETTER OF CONSENT

To: San Luis Obispo Local Agency Formation Commission
1042 Pacific Street, Suite A
San Luis Obispo, CA 93401

Date: _____

LAFCO Commissioners,

This Letter of Consent will serve to notify you of our approval of the annexation of territory to: (name project)

that includes the property list below:

Assessor's Parcel Numbers:



Oceano Community Services District

1655 Front Street, P.O. Box 599, Oceano, CA 93475

(805) 481-6730 FAX (805) 481-6836

Date: October 23, 2019

To: Board of Directors

From: Carey Casciola, Business and Accounting Manager

Via: Paavo Ogren, General Manager

Subject: **Agenda Item #10(B)** – Consideration of a recommendation to terminate the emergency actions approved on July 10, 2019 authorizing the General Manager to procure the necessary equipment, services and supplies needed to resume groundwater pumping; to approve a purchase order with All American Drilling, Inc in the amount of \$22,564.49 to install a new pump and related equipment for Well #4; and to approve a budget adjustment in the Water Fund for \$35,000 from reserves designated for infrastructure

Recommendation

It is recommended that your Board:

1. Terminate emergency actions approved on July 10, 2019 authorizing the General Manager to procure the necessary equipment, services and supplies needed to resume groundwater pumping.
2. Approve a purchase order with All American Drilling, Inc in the amount of \$22,564.49 for the installation of the new pump and related equipment for Well #4.
3. Approve a budget adjustment in the Water Fund of \$35,000 for Well #4 from infrastructure reserves.

Discussion

At the special meeting on July 10, 2019 your Board adopted Resolution 2019-09, authorizing the General Manager to procure the necessary equipment, services and supplies needed to resume groundwater pumping. Recently, Well #8 was placed back into service and the emergency efforts are therefore no longer needed and should be terminated. As a result, efforts to place Well #4 back into service requires Board approval of the attached purchase order for the installation of the new pump, and related equipment.



The following history of events is a timeline leading up to the emergency action:

- November 29, 2018: Well #8 motor failed. Groundwater pumping transitioned to Wells #4 and #6, which are operated concurrently (blended) for water quality purposes.
- December 2, 2018: Well #4 failed, with the apparent cause relating to the well shaft and/or bowls. With the failure of Well #4, the District lost its ability to pump groundwater under existing permits issued by the State Division of Drinking Water since Well #4 and Well #6 are supposed to be operated concurrently.
- December 3, 2018: Resolution 2018-15 was adopted authorizing the General Manager to take emergency actions so that groundwater pumping can be resumed.
- December 12, 2018: The emergency actions were terminated since a replacement motor for Well #8 had been acquired and installed.
- July 6, 2019: The new motor for Well #8 failed, which resulted in another emergency situation because Well #4 continued to be out of service.
- July 10, 2019: Resolution 2019-09 was adopted authorizing the General Manager to take emergency actions so that groundwater pumping can be resumed.
- October 12, 2019: Well #8 placed back into service.

The following is an update on the emergency efforts.

Well #8

At this time, the motor for Well #8 has been rewound and reinstalled. Placing it back in permanent service was accomplished after the electrical engineer and electrician increased the time between the two starters to allow for more time between surges of power. As a result, the District is able to depend on Well #8 as a water supply if deliveries from the County of San Luis Obispo were interrupted.

Well #4

The attached purchase order for the installation of the pump, bowls and shaft by All American Drilling, Inc is for the rehabilitation to Well #4. Under emergency action, a purchase order was issued for a chemical scrubbing of the scaling within the well casing, which has been completed. Flushing the well and a final inspection will occur prior to the Board meeting to ensure that the integrity of the casing is suitable for continuing use. If the final inspection concludes that the integrity of the casing is compromised, then Well #4 may need to be abandoned, or installation of a smaller casing inside the



Oceano Community Services District

Board of Directors Meeting

existing casing, which could reduce pumping capabilities. A verbal update during the Board agenda item will be provided.

Other Agency Involvement

Since the emergency actions are no longer needed, no other agencies are involved at this time.

Other Financial Considerations

Below is an itemized estimate of costs. Total costs are estimated at under \$45,000 for both Well #4 and #8. At this time the budget adjustment proposed for \$35,000 is for the work related to Well #4 and decreases infrastructure reserves in the water fund from \$235,995 to 200,995. The work related to Well #8 can be covered by the adopted budget and will be monitored in the quarterly reports.

Well #4 Rehabilitation - scrub casing	\$10,905.56
Well #4 Rehabilitation - install new pumps, bowls, & shaft	\$22,564.49
Well #4 Motor Inspection/ Rebuild	\$1,926.00
Well #8 Original Motor Rewind	\$5,602.00
Well #8 Current Motor Removed & Original Motor Reinstallation	\$1,200.00
Well #8 New Motor Rewind	Under Warranty
Total	<u>\$42,198.05</u>

Results

Receiving and update on groundwater pumping capabilities and terminating emergency actions promotes drinking water needs, and a healthy and well governed community.

Attachment: PO 2019 -20-12 – All American Drilling



Oceano Community Services District

1655 Front Street, P.O. Box 599, Oceano, CA 93475

(805) 481-6730 FAX (805) 481-6836

PURCHASE ORDER # 2019-20-12

VENDOR: All American Drilling, Inc. Name: All American Drilling, Inc. Address: 2361 "A" Street City: Santa Maria, CA 93455 PH: 805-346-2422 Fax: 805-346-1844 Email:	PURCHASE ORDER: Well #4 – new pump installation Code to: 2-5-4400-320
--	--

SHIPPING ADDRESS: OCEANO COMMUNITY SERVICES DISTRICT C/O Tony Marraccino (805) 574-4860 1655 FRONT STREET OCEANO, CA 93445	BILLING ADDRESS: OCEANO COMMUNITY SERVICES DISTRICT P O BOX 599 OCEANO, CA 93475-0599 (805) 481-6730
---	---

DATE OF ISSUANCE:

October 23, 2019

SCOPE OF WORK: See attached Project Estimate dated 09/19/2019

COMPLETION REQUIREMENTS: N/A

AMOUNT: Not To Exceed \$22,564.49

This purchase order is subject to Terms and Conditions incorporated herein by reference on the attached documents.

Signature

Date



All American Drilling, Inc.
Fisher Pump & Well Service
 2361 "A" Street
 Santa Maria, Ca. 93455
 805.346.2422 / 805.346.1844




Project Estimate

Customer **Oceano CSD**
 PO BOX 599
 Oceano, CA 93475

Date 09/19/19

Contact **Tony Manchino**
Phone/Cell 805-574-4860
Fax No. tony@oceanoCSD.org

Site Info **Install New 350GPM Pump VT Pump System**

Date	Qty	Description		
		Work Summary		
	1	Install new VT pump system down to 130' Set lateral, check rotation, and bring well online.		\$ 4,800.00
		Material Summary		
	1	9RCLC 3-stg pump 316 S/S bolts 416S/S collets		\$ 4,663.01
	1	6" head assembly		\$ 1,716.12
	1	1" x 416SS Head Shaft		\$ 514.08
	130	Feet 6" column pipe .280"x119.25"		\$ 5,464.37
	130	1"x 416SS line shaft x10'		\$ 3,675.67
	13	Feet 6"x2" water lube spider		\$ 1,081.08
	13	1"x2" w/L rubber bearings		\$ 196.56
	1	Misc parts and materials		\$ 453.60
		Total Includes Materials, Tax & Installation		\$ 22,564.49
		 _____ Richard Banks		
		Accepted By _____	Date _____	

Thank You Allowing All American Drilling/Fisher Pump Service To Assist You.

Conditions of Purchase

1. The only terms that will be honored are those issued by the Oceano Community Services District (District).
2. No acknowledgment of this order is required. If this purchase order is the result of a written bid or quotation, the purchase order shall serve as acceptance thereof. If this purchase order is the result of an informal oral or written quote, acceptance will be assumed unless otherwise advised within (10) days of the date of the order. Unless otherwise specified, the U.S. Mail shall be the accepted means of communication.
3. Purchase order numbers shall appear on all invoices, packages, crates, boxes, etc.
4. Invoices must include only items shown on this order. In the event any item included on this order is not delivered, please notify the District at once as to the reason for the delay and the date we can expect delivery. Do not include any item which is back ordered on your invoice. Any invoice or claim on this contract must be presented within 1 year from delivery of goods or services.
5. Changes of any kind are not authorized without permission from the District.
6. The District reserves the right to cancel any or all items not shipped within the time specified on the order.
7. No charges for transportation, containers, packing, etc. will be allowed unless specified on the order.
8. All material furnished must be as specified and will be subject to inspection and approval of the District after delivery. The right is reserved to reject and return at the risk and expense of the supplier such portion of any shipment which may be defective or fail to comply with specifications without invalidating the remainder of the order. Rejected material will be held for disposition at the expense and risk of the seller.
9. This order is subject to sales tax, exempt from federal tax. Certificate of exemption will be provided upon request.
10. All goods and/or services shall be in compliance with all federal, state and local law including but not limited to OSHA and CAL OSHA.
11. The seller shall provide the District with a Material Safety Data Sheet for each product containing substances on the List of Hazardous Substances published by the California Administrative Code, Title S, Section 5194. These sheets must be sent to Oceano Community Services District at P O Box 599, Oceano, CA 93475-0599. Please reference the above purchase order number.

INSURANCE REQUIREMENTS

INDEMNIFICATION

To the fullest extent permitted by law, CONTRACTOR shall indemnify, defend and hold harmless the District and its officers, agents, employees, and volunteers from and against all claims, demands, damages, liabilities, loss, costs, and expense (including attorney's fees and costs of litigation) of every nature arising out of or in connection with Contractor's performance or attempted performance of work hereunder or its failure to comply with any of its obligations contained in the agreement, except such loss or damage which was caused by sole negligence or willful misconduct of the District.

INSURANCE COVERAGE

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, or employees.

MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as:

1. Commercial General Liability (CGL); Insurance Services Office (ISO) Form CG 0001 covering CGL on an "occurrence" basis for bodily injury and property damage, including products-completed, operations, personal injury and advertising injury, with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: ISO Form Number CA 0001 covering, Code 1 (any auto), or if Contractor has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than \$1,000,000 per accident for bodily injury and property damages.
3. Worker Compensation insurance as required by the State of California, with Statutory Limits, and Employer's Liability insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease. If Contractor will provide leased employees, or is an employee leasing or temporary staffing firm or a professional employer organization (PEO), coverage shall also include an Alternate Employer Endorsement (providing scope of coverage equivalent to ISO policy form WC 00 03 O1 A) naming the District as the Alternate Employer, and the endorsement form shall be modified to provide that District will receive not less than thirty (30) days advance written notice of cancellation of this coverage provision. If applicable to Contractor's operations, coverage also shall be arranged to satisfy the requirements of any federal workers or workmen's compensation law or any federal occupational disease law.
(Not required if Contractor provides written verification it has no employees)

If the contractor maintains higher limits than the minimums shown above, the District requires and shall be entitled to coverage for the higher limits maintained by the contractor.

OTHER INSURANCE PROVISIONS

The insurance policies are to contain, or be endorsed to contain, the following provisions:

Additional Insured Status:

The District, its officers, officials, employees, and volunteers are to be covered as insureds on the auto policy with respect to liability arising out of automobiles owned, leased, hired or borrowed by, or on behalf of the Contractor; and on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10, 11 85 or both CG 20 10 and CG 23 37 forms if later revisions used).

Primary Coverage

For any claims related to this contract, the Contractor's insurance coverage shall be primary insurance as respects the District, its officers, officials, employees, and volunteers. Any insurance of self-insurance maintained by the District, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

Notice of Cancellation

Each insurance policy required above shall state that coverage shall not be canceled, except after thirty (30) days prior written notice (10 days for non-payment) has been given to the District.

Failure to Maintain Insurance

Contractor's failure to maintain or to provide acceptable evidence that it maintains the required insurance shall constitute a material breach of the Contract upon which the District immediately may withhold payments due to Contractor, and/or suspend or terminate this Contract. The District, at its sole discretion, may obtain damages from Contractor resulting from said breach.

Waiver of Subrogation

Contractor hereby grants to District a waiver of any right to subrogation which any insurer of said Contractor may acquire against the District by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the District has received a waiver of subrogation endorsement from the insurer.

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the District. The District may require the Contractor to provide proof of ability to pay losses and related investigation, claim administration, and defense expenses within the retention.

Acceptability of Insurers

Insurance is to be placed with insurers with a current A.A. Best's rating of no less than A:VII, unless otherwise acceptable to the District.

Claims Made Policies

If any of the required policies provide coverage on a claims-made basis:

1. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work;
2. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work;
3. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive date prior to the contract effective date, the Contractor must purchase “extended reporting” coverage for a minimum of five (5) years.

Separation of Insured's

All liability policies shall provide cross-liability coverage as would be afforded by the standard ISO (Insurance Services Office, Inc.) separate of insured's provision with no insured versus insured exclusions or limitation.

Verification of Coverage

Contractor shall furnish the District with original certificates and mandatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the District before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The District reserves the right to required complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

Certificates and copies of any required endorsements shall be sent to:

Oceano Community Services District
P.O. Box 599
Oceano, CA 93475-0599

Subcontractors

Contractor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein.

Special Risks or Circumstances

District reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.



Oceano Community Services District

1655 Front Street, P.O. Box 599, Oceano, CA 93475

(805) 481-6730 FAX (805) 481-6836

Date: October 23, 2019

To: Board of Directors

From: Paavo Ogren, General Manager

Subject: **Agenda Item # 10(C):** Consideration of a recommendation to approve change orders on the Oceano Generator Project in an amount not to exceed \$2,622.36 with a corresponding budget adjustment of \$1,143.51 from Facilities Fund contingencies and \$1,478.85 from public facilities reserves

Recommendation

It is recommended that your Board approve change orders on the Oceano Generator Project in an amount not to exceed \$2,622.36 with a corresponding budget adjustment of \$1,143.51 from Facilities Fund contingencies and \$1,478.85 from public facilities reserves.

Discussion

On September 25, 2019 your Board approved a purchase order with MarWal Construction to provide construction management services and inspection services required by the California State Essential Services Act. Upon reviewing project design details, MarWal identified two possible changes to the project design that would benefit the District and cost proposals were obtained from the project contractor, which are attached.

Proposed Change #1 – Modify and add Generator Warning Lights - \$1,624.65

The generator warning lights are red lights that turn on to notify personnel that there is a fault with the generator that would prevent it from turning on in the event of a power failure. The current design has the light at the front of the fire station and proposes to relocate it to the back of the station where it would be more readily seen by fire personnel. The proposed change also includes a second light at the back of the Sheriff substation to alert Sheriff personnel if the fault light turns on. The fault lights are important indicators of a problem so that it can be fixed and so that the generator is ready during a power outage. Attachment #1 provides the request for a cost proposal prepared by MarWal and the contractors cost proposal.



Proposed Change #2 - Modify Electrical Conduit to Concrete Pad - \$ 997.71

The project design currently routes electrical conduit out of the ground adjacent to the concrete pad and the proposed change is to route the electrical conduit up and through a “window” in the concrete pad, which will eliminate potential tripping hazard during the operations and maintenance of the emergency generator. Attachment #2 provides the request for a cost proposal prepared by MarWal and the contractors cost proposal.

Other Agency Involvement

Permits for the project were issued by the County Planning Department and the San Luis Obispo County Air Pollution Control District.

Financial Considerations

The proposed change orders would increase project costs from \$132,998 to \$135,620. The change orders will decrease Facilities Fund contingencies by \$1,143.51 and public facilities reserves by \$1,478.85 based on the attached allocation of costs spreadsheet.

Results

Approving the change orders will reduce a tripping hazard and improve the location of warning lights for fire and sheriff personnel.

Attachments:

1. Change Order Request #1 – Warning Lights
2. Change Order Request #2 – Electrical Conduit relocation
3. Allocation of Emergency Generator Costs

**Oceano Community Services District
P.O. Box 599
Oceano, CA 93475-0599**

COST REQUEST BULLETIN

TO: Mark Schwind Electric
P.O. Box 2117
Nipomo, CA 93444

Email: mschwindelectric@charter.net

DATE: October 08, 2019

PROJECT: Emergency Generator
PJT NO: 2019-01

COST REQUEST BULLETIN NUMBER: 01

You are hereby requested to provide costs of the changes herein described which interprets the Contract Documents or proposes changes in the Work which may increase or decrease the Contract Sum or Contract Time. Please submit your itemized proposal to the District immediately and before proceeding with this Work. If your proposal is found to be satisfactory and in proper order, this Cost Request Bulletin (CRB) will be superseded by a Change Order (CO). The proposal should itemize costs for labor, materials, overhead, and profit as required in Section 7.3, Compensation for Extra or Deleted Work.

Description: Red light relocation - Fire Station
Red light - location clarified - Sheriff's building

Ref: RFI 002, Rev. 1

The (2) red lights providing fault notification for the generator status are provided on the Single Line Diagram/E-04.

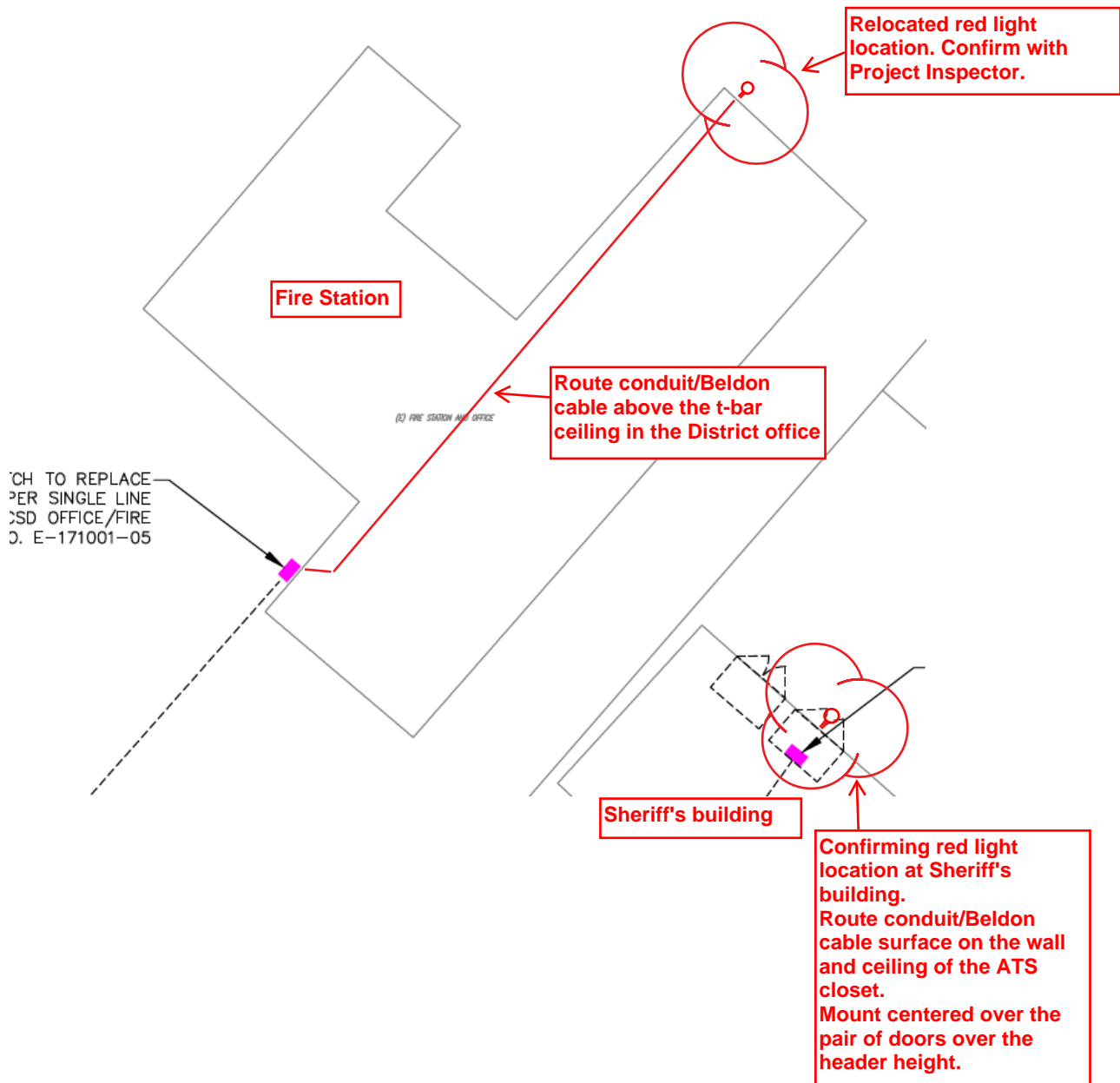
A. Fire Station - relocate from above the ATS location as indicated on detail 2/E-05 to the rear of the station. See attached Exhibit 01 for relocation location.

B. Sheriff's building - See attached Exhibit 01 confirming the mounting location.

By: 
Marcia Walther

cc: 2019-01, CRB 01, 10.03.19
Paavo Ogren, OCSD, email
Tony Marraccino, OCSD, email

**Emergency Generator
2019-01**
**CRB 01 - Exhibit 1
Red light locations**



**Oceano Community Services District
P.O. Box 599
Oceano, CA 93475-0599**

COST REQUEST BULLETIN

TO: MarkSchwind Electric
P.O. Box 2117
Nipomo, CA 93444

Email: mschwindelectric@charter.net

DATE: October 04, 2019

PROJECT: Emergency Generator
PJT NO: 2019-01

COST REQUEST BULLETIN NUMBER: 02

You are hereby requested to provide costs of the changes herein described which interprets the Contract Documents or proposes changes in the Work which may increase or decrease the Contract Sum or Contract Time.

Please submit your itemized proposal to the District immediately and before proceeding with this Work. If your proposal is found to be satisfactory and in proper order, this Cost Request Bulletin (CRB) will be superseded by a Change Order (CO). The proposal should itemize costs for labor, materials, overhead, and profit as required in Section 7.3, Compensation for Extra or Deleted Work.

Description: Added "window" in concrete foundation for conduit access

Ref: RFI 001, Rev. 2

Please see attached RFI 001, Rev. 2 -

- a. Verify that the SEOR's requirements for creating a "window" in the concrete foundation so the conduits can be installed internal to the generator. If the requirements can't be met structurally or electrically then do not proceed with step "b".
- b. Provide a cost to install the "window" including the added #5 rebar requirements.

By: 

Marcia Walther

cc: 2019-01, CRB 01, 10.04.19
Attachment - RFI #001, Rev. 2
Paavo Ogren, OCSD, email

**Request for Information ~~001~~ - partial response - EEOR
- added questions - SEOR**

Detailed, RFIs Grouped by RFI Number

**- RFI #001-Revised - Resent
to SEOR/Team, 09.30.19
- RFI #001-Rev. 2 - SEOR
response, rec'd 10.04.19**

OCSD - Emergency Generator **Project # 2019-01**
1687 Front Street
Oceano, CA 93445
Tel: Fax:

RFI #: 001 **Date Created: 9/26/2019**

Answer Company	Answered By	Author Company	Authored By
Wilson Engineering	Gary Wilson	Marwal Construction Inc.	Marcia Walther

Co-Respondent	Author RFI Number
Joshua Moody	

Subject	Discipline	Category
Generator Issues	Electrical	Plan Clarification

Cc:	Company Name	Contact Name	Copies	Notes

Question **Date Required: 10/2/2019**

Generator Issues - see attached Exhibit dated 09.25.19

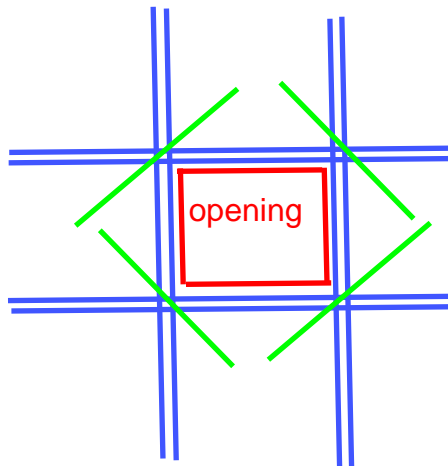
09.27.19 Update - per response from EEOR, need to have the structural engineer review the request for blocking out a "window" in the concrete foundation. See attached partial response, received 09.26.19, for additional info required.

Suggestion 09.30.19 - See revised RFI #001 with additional information requested by SEOR via email rec'd 09.30.19.

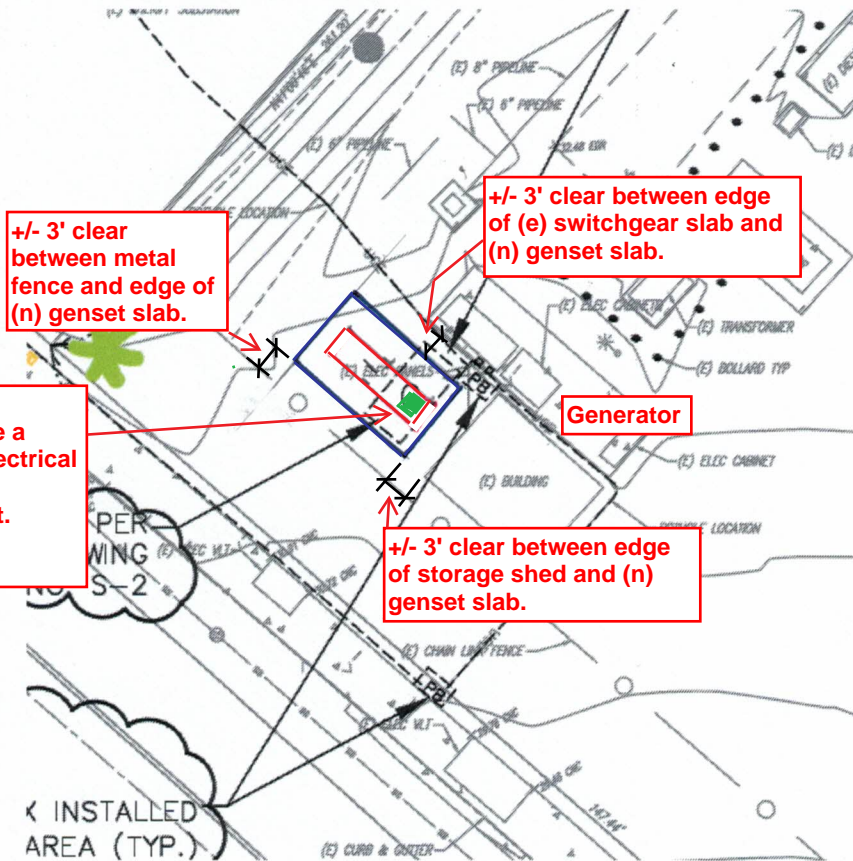
Answer **Date Answered: 10/3/19**

The window is fine as shown as long as the edge of the window is 6" or greater from the centerline of the bolts. And no dimension of the window shall be greater than 24". There shall be two continuous #5 bars top and bottom at each edge of the window with 2" clear from the edge of the window and 1" clear between each other. Also, at each of the corners there shall be one #5 x 5'-0" diagonal bar top and bottom.

**RFI 001, Rev. 2 -
District to issue a
CRB.
10.04.19, mlw**



Joshua Moody, SE
Joshua@MoodySE.com
805-540-8343



Generator placement issues:

1. The clear dimension from the edge of the (e) switchgear foundation to the (e) metal fence is approximately 15'-3". Per detail 1/S-2 the length of the (n) foundation is 14'-10". This leaves no space to install the (n) pullbox or revise the conduit runs.

2. Suggest turning the unit 90 degrees and moving it as far west to provide the following:

- a. Allows for easier and closer access to the fuel fill location. Per Tony, OCSD - fuel truck has a 50' hose.
- b. Provides 3'+ of clear space around the (3) sides for ease of installation/mounting/conduit routing.

3. Routing (n) conduit up through foundation (see Exhibit A). Per detail 1/E-05 (see Exhibit B) indicates the conduits, with flexible connections, are to be run on the outside of the unit, through the sidewall of the frame into the area to tie onto the connection points. This is to accommodate for liquefaction/differential movement.

a. Suggest installing the "window" in the foundation, running the conduits up into the unit with a vertical flex connection. This internalizes the conduits and doesn't require penetrating the unit frame.

b. If the above solution is not acceptable, has Cummins approved penetrating the frame as there are no knock-outs provided and therefore requires field drilling the holes for the conduits.

4. As the generator is close to the metal fencing suggest bonding the fence to the ground system.

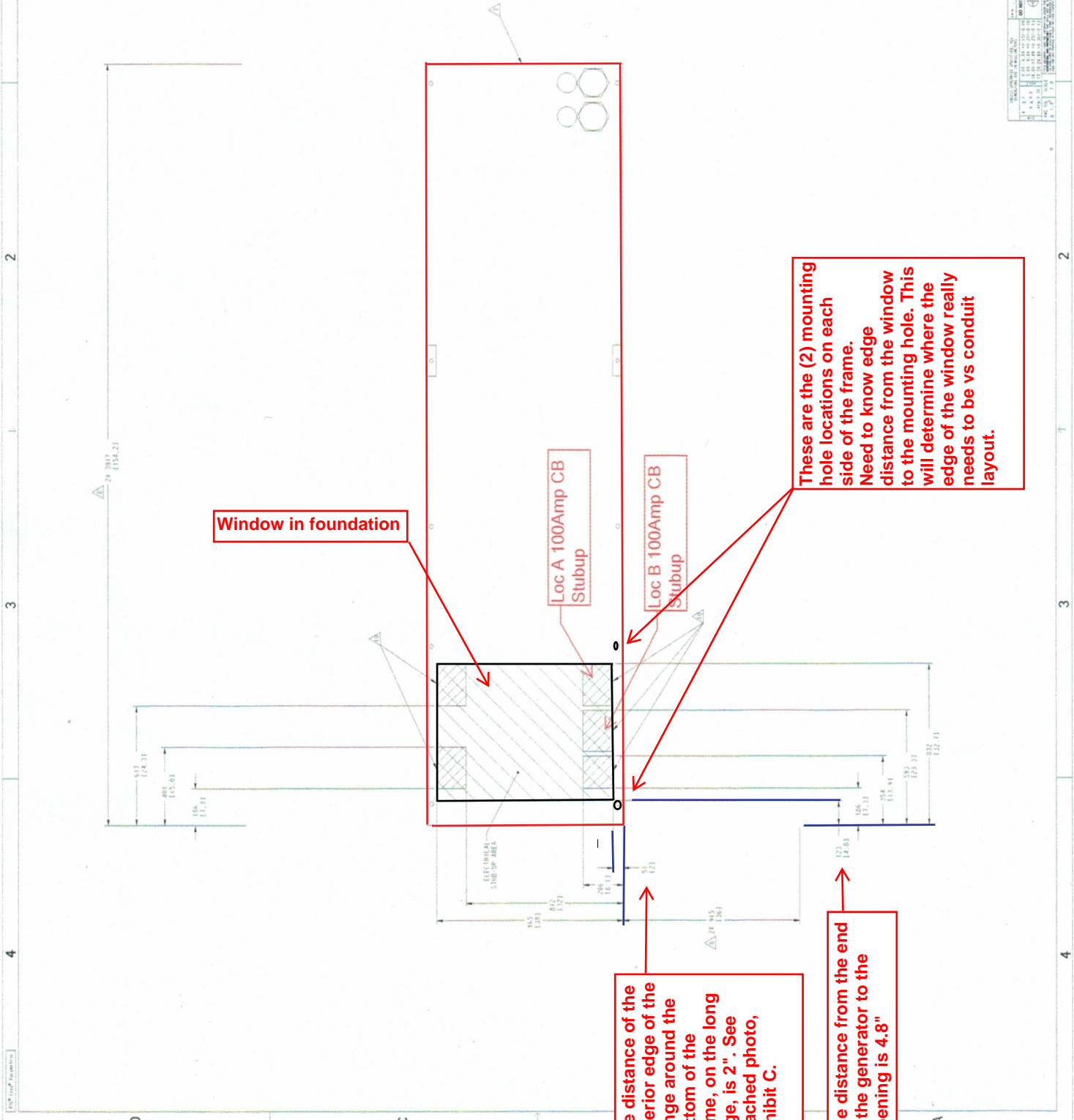
DATE	BY	CHKD	APP'D

PROJECT NO.	DATE	SCALE

Exhibit H1 - District Support
 Drawing Name: A054B565
 Revision: C
 Revision: C
 Sheet 3 of 5
 ECO-173968

**Emergency Generator
2019-01**

**Exhibit A -
"Window" location in
concrete foundation for
internal conduit routing -
09.25.19, mlw
Revised - 09.30.19, mlw**



Window in foundation

Loc A 100Amp CB Stubup

Loc B 100Amp CB Stubup

These are the (2) mounting hole locations on each side of the frame. Need to know edge distance from the window to the mounting hole. This will determine where the edge of the window really needs to be vs conduit layout.

The distance of the exterior edge of the flange around the bottom of the frame, on the long edge, is 2". See attached photo, Exhibit C.

The distance from the end of the generator to the opening is 4.8"

**Emergency Generator
2019-01**

**RFI #001, Revised
Added Exhibit A.1, 10.01.19, mlw
Required bolt hole locations.**

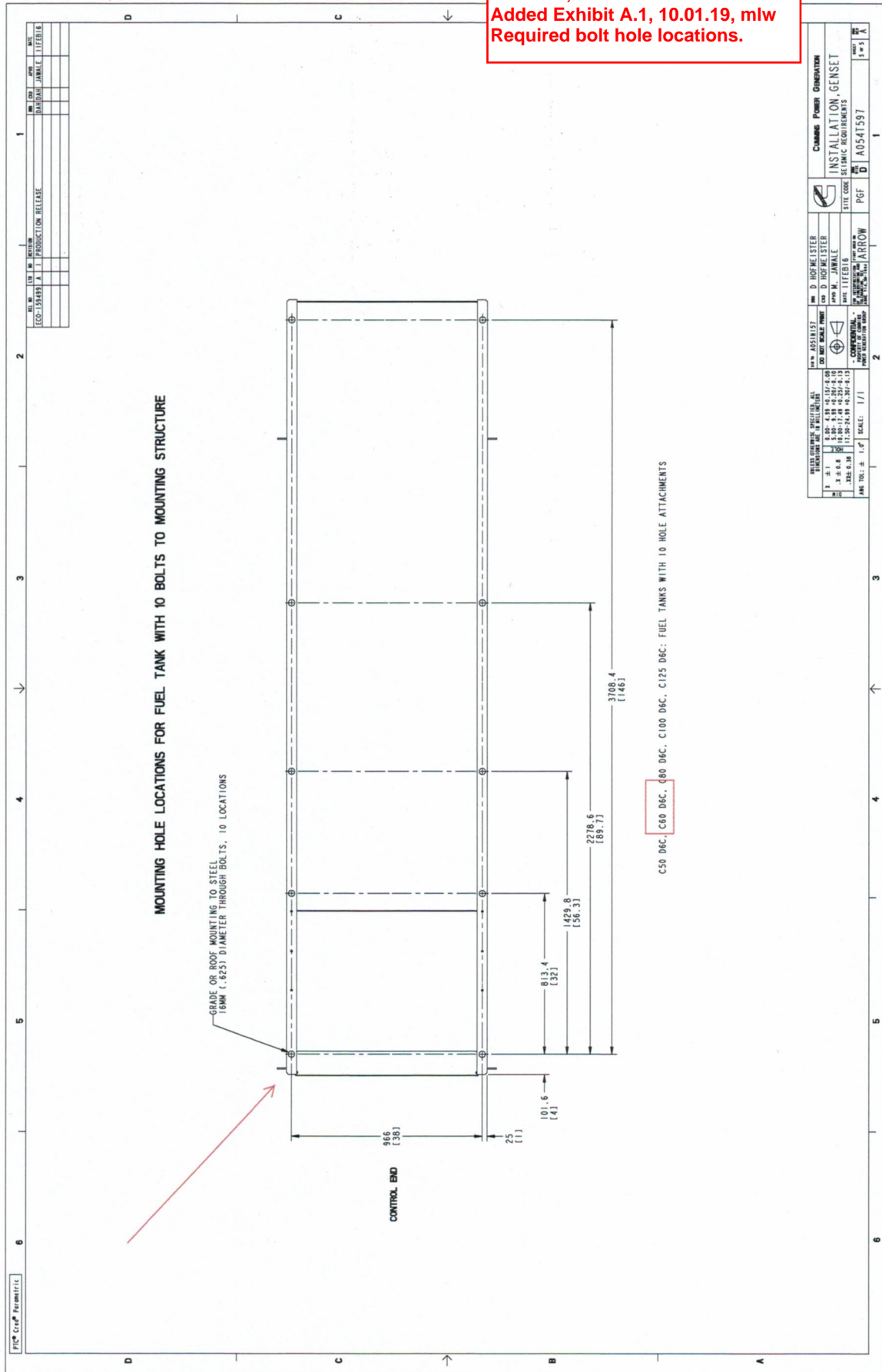


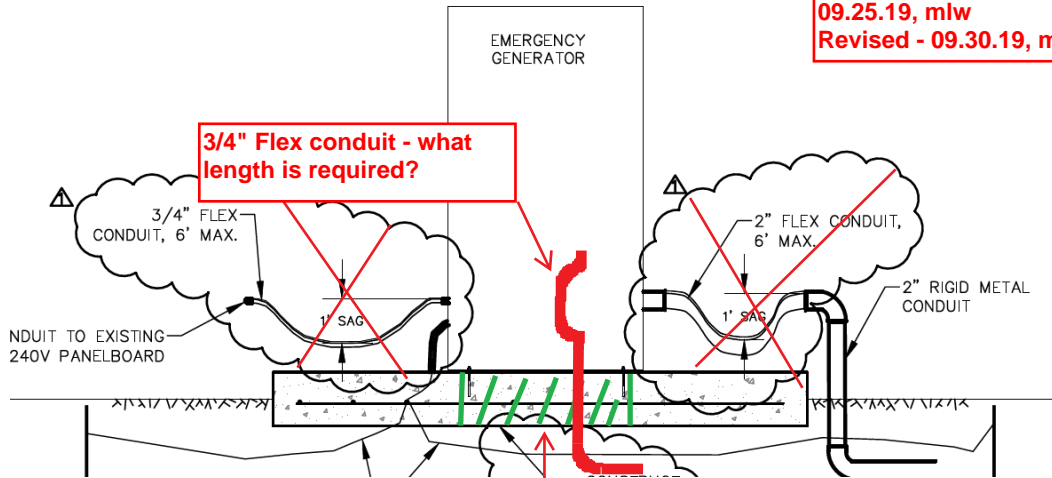
Exhibit H1 - District Supervisor: A054T597
Revision: A
ECC-159499
Sheet 5 of 6

Regulatory Review and Approval is required prior to changing this item per
PGG 1-01-01-116. This item impacts compliance with these External Regulations:
IBC-OSHPD

**Emergency Generator
2019-01**

**RFI 01 - Exhibit B -
Detail 1/E-05 - suggest routing of
conduits up through "window" in
foundation. Keep conduits 6" from the
edge of the window for potential
movement.**

**09.25.19, mlw
Revised - 09.30.19, mlw**



**3/4" Flex conduit - what
length is required?**

**Block out window
for internal conduit
installation per the
size outlined in
Exhibit A.
Revised - 09.30.19
See Exhibits D & E
for further window
placement.**

- 1. All material call outs
remain the same.**
- 2. Hold 2" conduit 6" off
the side of the window
opening to allow for
differential settlement.**

Emergency Generator
2019-01
RFI #001, Revised -
09.30.19, mlw
Exhibit C - 09.30.19, mlw
Revised- added new note -
10.04.19

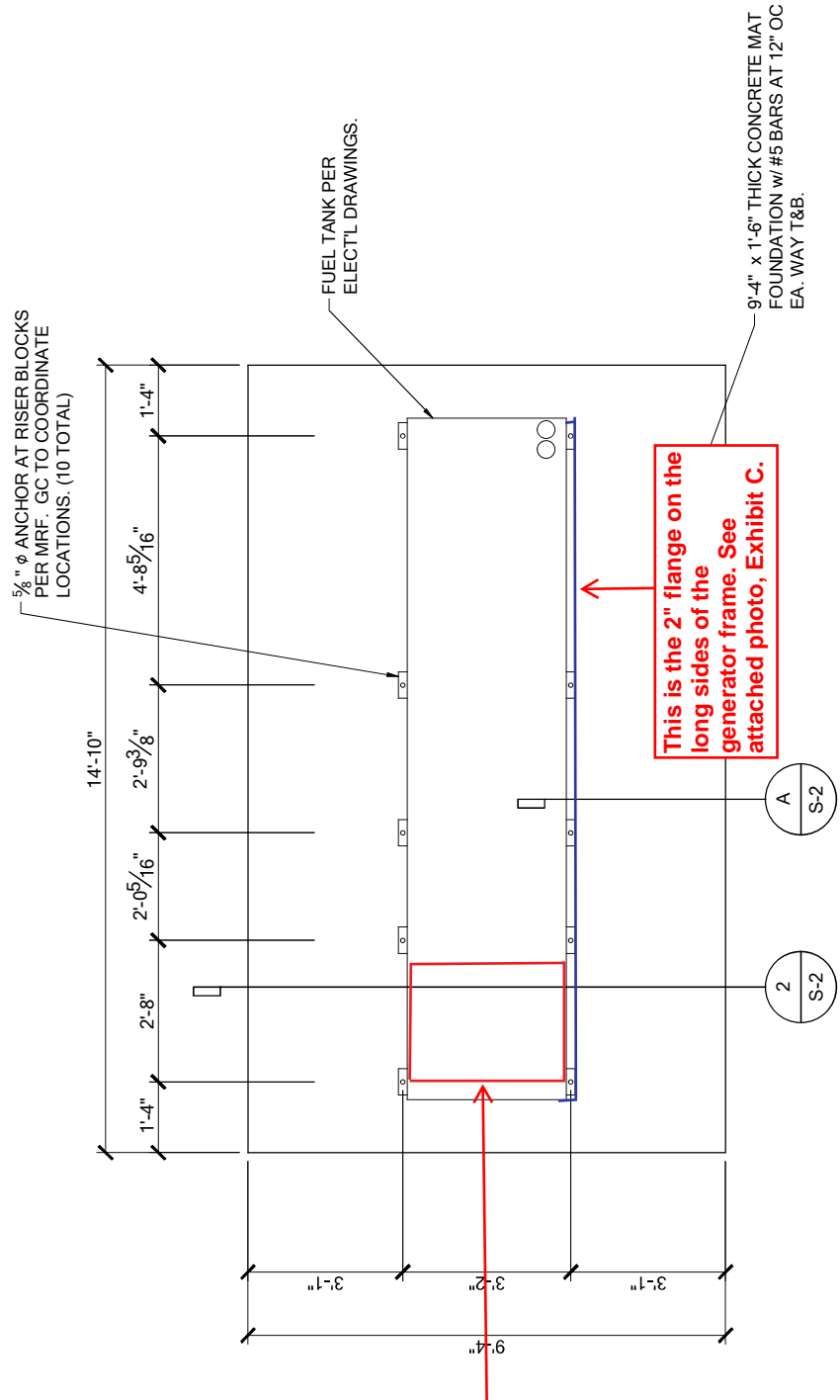
2" flange on long
dimension of the frame.

There appears to be at
least (7) holes on each
side so I selected this one
to spread out the
attachment points.

See Exhibit A.1 for
bolt hole locations
for the C60
generator.
10.04.19, mlw

Bolt holes to be
used for the 5/8" all-
thread installation.



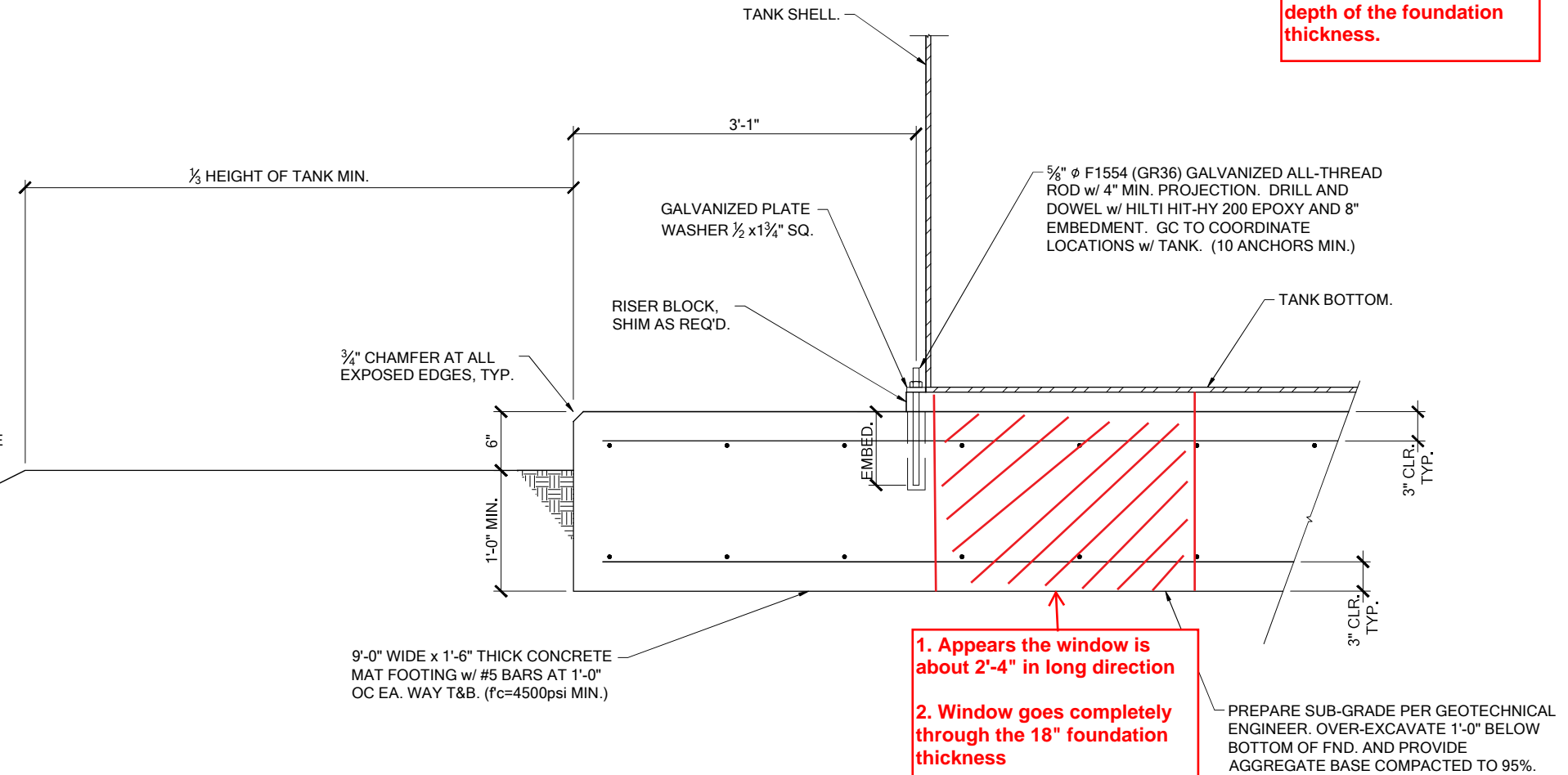


1 S-2 GENERATOR FOUNDATION PLAN SCALE: 3/8" = 1'-0"

**Emergency Generator
2019-01**

**RFI #001, Rev 1 - Exhibit E
- added 09.30.19, mlw**

**Indicates window is full
depth of the foundation
thickness.**



A
S-2 TANK ANCHOR SECTION
SCALE: 1" = 1'-0"



**Emergency Generator
2019-01**
**RFI #0001 - EEOR response, rec'd 09.26.19, mlw
To Joshua Moody, SEOR - 09.27.19, mlw
- Additional questions regarding "window" in
concrete foundation.**

From: Gary Wilson <GaryW@wilsonengineering.net>

To: "tiggerspring@netzero.net" <tiggerspring@netzero.net>

Cc: "paavo@oceanocsd.org" <paavo@oceanocsd.org>, "tony@oceanocsd.org" <tony@oceanocsd.org>

Sent: Thu, Sep 26, 2019 04:43 PM

Subject: RE: OCS D, 2019-01, Em. Generator - RFI #001 and #002, SLO County Bldg Depa rt - Essential Services Act (ESA) requirements

Marcia,

I reviewed RFI #1 and #2.

Regarding RFI#1, I don't see any issues electrically with re-orienting the slab. As far as the proposed access in a window in the slab, I would check with the Structural Engineer as to whether that changes his calc's. For the length of the flexible conduit, it must be able to subside 1' without affecting the conduit. Somehow if you could offset the conduit as it comes up through the slab so that the flex section can sag without putting pressure directly on the rigid conduit then I don't see a problem. But that might be a question for Matt Varvel as he approved the plans as originally submitted. Finally, I would NOT attach the metal fencing to the ground system as the fence goes for quite a ways away from the generator. If a ground fault were to occur, someone at the far end of the fence that came in contact with the fence might be exposed to a high voltage.

~~Regarding RFI#2, I don't see any issues electrically. What you are proposing makes~~

Sincerely,

Gary Wilson, P.E.
E 19856 C 70607
Wilson Engineering
771 Merced St., Pismo Beach, CA 93449
(805) 748-6209
GaryW@wilsonengineering.net

Question for SEOR -
See Exhibit A for blackout info per Cummins.
1. Is this acceptable?
2. Are there any additional rebar requirement around this new opening?
3. What edge distance is required for the 5/8" all-thread installation?
09.27.19, mlw

Phone conversation with Matt Varvel, SLO Cty Bldg Inspector/Plans Examiner On 09.25.19 at 1:23pm, Matt and I discussed a vertical flex connection through the block out or window in the concrete foundation. That is acceptable to him.
**Marcia Walther
Project Inspector**

From: tiggerspring@netzero.net [mailto:tiggerspring@netzero.net]

Sent: Thursday, September 26, 2019 3:45 PM

To: Gary Wilson

Cc: paavo@oceanocsd.org; tony@oceanocsd.org

Subject: OCS D, 2019-01, Em. Generator - RFI #001 and #002, SLO County Bldg Depa rt - Essential Services Act (ESA) requirements

Good afternoon Gary -

Several items of discussion -

1. The SLO County Building Inspector, Matt Varvel, has approved me as the required ESA Project Inspector of Record for this project. I met with Matt ,Tuesday, 09/24, to discuss how the process will work on this project vs. much larger ESA projects I have done in the past with the County as the AHJ (Authority Having Jurisdiction). He agreed to the following:
 - a. I will do all of the inspections and report to him. He will review the project once we are completed so he can sign off the permit card.
 - b. The verified report form I developed for another ESA project in the County is acceptable for use on this project. (see attached example - myself, both EOR's and both Contractors will sign this doc once the project is completed)
 - c. Preconstruction meeting - is required.
Agenda Item 10C

2. RFI's 001 and 002 - these RFI's are derived from the site walk Tony, OCSD and I took on Tuesday, 09/24. Please review and respond as quickly as possible especially since RFI 001 involves the placement of the generator foundation.

Thanks
Marcia Walther
Project Inspector

**Oceano Community Services District
Allocation of Emergency Generator Costs**

	EXPENDITURES			Sheriff Sub-Station		Fire Station		REVENUES			
	Current Budget	Budget Adjustment	Total					General Fund	PFF	Grant	Total
Design & Permits (Prior Year Budgets)	\$ 10,320	\$ -	\$ 10,320	\$ 2,064	20%	\$ 8,256	80%	\$ 10,320			\$ 10,320
Construction Budget											
Generator	\$ 38,358		\$ 38,358	\$ 7,672	20%	\$ 30,686	80%				
Concrete Pad	\$ 15,789		\$ 15,789	\$ 3,158	20%	\$ 12,631	80%				
Electrical Conduit	\$ 31,418		\$ 31,418	\$ 3,142	10%	\$ 28,276	90%				
Generator Install	\$ 4,613		\$ 4,613	\$ 923	20%	\$ 3,690	80%				
Inspection & RFI's	\$ 32,500		\$ 32,500	\$ 6,500	20%	\$ 26,000	80%				
10/23/2019 Change Order #1 & #2		\$ 2,622	\$ 2,622	\$ 524	20%	\$ 2,098	80%				
Totals	\$ 122,678	\$ 2,622	\$ 125,300	\$ 21,918		\$ 103,382		\$ 7,094	\$ 77,226	\$ 38,358	\$ 122,678
Design, Permitting & Construction	\$ 132,998	\$ 2,622	\$ 135,620	\$ 23,982		\$ 111,638		\$ 17,414	\$ 77,226	\$ 38,358	\$ 132,998
Revenue Budget Adjustment								\$ 1,143.51	\$ 1,478.85		\$ 2,622

Allowable Percent Funded from Public Facilities Fees - Resolution 2017-03

70.5%

\$ 78,704.85

Construction Inspection Estimates:

ESA Inspection Services	\$ 27,000
Electrical	\$ 2,000
Structural	\$ 1,500
DPSI	\$ 2,000
	<u>\$ 32,500</u>