City Council Agenda

City of Campbell, 70 N. First St., Campbell, California

NOTE: To protect our constituents, City officials, and City staff, the City requests all members of the public follow the guidance of the California Department of Health Services', and the County of Santa Clara Health Officer Order, to help control the spread of COVID-19. Additional information regarding COVID-19 is available on the City's website at www.campbellca.gov.

This Executive Session City Council meeting will be conducted via telecommunication and is compliant with provisions of the Brown Act and Executive Order N-29-20 issued by the Governor.

The following Councilmembers of the Campbell City Council are listed to permit them to appear electronically or telephonically at the Executive Session City Council meeting on July 7, 2020: Councilmember Rich Waterman, Councilmember Anne Bybee, Councilmember Paul Resnikoff, Vice Mayor Elizabeth "Liz" Gibbons, and Mayor Susan M. Landry.

Public comment for the City Council EXECUTIVE SESSION will be accepted via email at ClerksOffice@campbellca.gov prior to the meeting. Please indicate in the subject line "FOR PUBLIC COMMENT." Comments will be read during the Public Comment period. Written comments received by 5:00 p.m. on the day of the meeting will be posted on the website and distributed to the Council before the meeting.

CITY COUNCIL EXECUTIVE SESSION
Tuesday, July 7, 2020 – 5:30 p.m.
City Hall Council Chamber – 70 N. First Street

A. **Personnel** –Pursuant to G.C. Section 54957: Public Employee Performance Evaluation – City Manager

B. **Litigation**

C. **Real Property**

D. **Labor Negotiations -** Pursuant to G.C. Section 54957.6: Conference with Labor Negotiator - Agency Designated Representatives: City Council and City Manager Performance/Compensation Subcommittee Members Susan M. Landry and Anne Bybee
Unrepresented Employee: City Manager

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This Study Session and Regular City Council meeting will be conducted via telecommunication and is compliant with provisions of the Brown Act and Executive Order N-29-20 issued by the Governor.

The following Councilmembers of the Campbell City Council are listed to permit them to appear electronically or telephonically at the Study Session/Regular City Council meeting on July 7, 2020: Councilmember Rich Waterman, Councilmember Anne Bybee, Councilmember Paul Resnikoff, Vice Mayor Elizabeth "Liz" Gibbons, and Mayor Susan M. Landry.

Members of the public will not be able to attend meetings at the Campbell City Council Chamber physically. The City Council meeting will be live-streamed on Channel 26, the City's website, and YouTube (https://www.youtube.com/user/CityofCampbell).

Those members of the public wishing to participate are asked to register in advance at: https://us02web.zoom.us/webinar/register/WN_dYX0yvqpQSmh1dDB9SxIFQ

After registering, you will receive a confirmation email containing information about joining the meeting.

Public comment for the City Council meetings will be accepted via email at ClerksOffice@campbellca.gov prior to the start of the meeting. Written comments will be posted on the website and distributed to the Council. If you choose to email your comments, please indicate in the subject line "FOR PUBLIC COMMENT" and indicate the item number.

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CAMPBELL CITY COUNCIL STUDY SESSION
Tuesday, July 7, 2020 – 6:30 p.m.
City Hall – 70 N. First Street

NOTE: No action may be taken on a matter under Study Session other than direction to staff to further review or prepare a report. Any proposed action regarding items on a Study Session must be agendized for a future Regular or Special City Council meeting.

CALL TO ORDER, ROLL CALL

PUBLIC COMMENT
Those members of the public wishing to participate are asked to register in advance at: https://us02web.zoom.us/webinar/register/WN_dYX0yvqpQSmh1dDB9SxIFQ After registering, you will receive a confirmation email containing information about joining the meeting. Speakers may be allotted up to two (2) minutes.

AGENDA ITEMS

1. **Review of a Preliminary Application (PLN-2020-15) for a Proposed 5-Story Hotel on Property Located at 577 Salmar Avenue.**
   Recommended Action: Review the preliminary project plans for the hotel and provide feedback to the applicant and staff.

ADJOURN

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REGULAR MEETING OF THE CAMPBELL CITY COUNCIL
Tuesday, July 7, 2020 7:30 p.m.
City Hall Council Chamber – 70 N. First Street

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

SPECIAL PRESENTATIONS AND PROCLAMATIONS

COMMUNICATIONS AND PETITIONS

ORAL REQUESTS
NOTE: This portion of the meeting is reserved for persons wishing to address the City Council on any matter not on the agenda. Those members of the public wishing to participate are asked to register in advance at: https://us02web.zoom.us/webinar/register/WN_dYX0yvqpQSmh1dDB9SxIFQ After registering, you will receive a confirmation email containing information about joining the meeting. Speakers may be allotted up to two (2) minutes. The law generally prohibits the Council from discussion or taking action on such items. However, the Council may instruct staff accordingly regarding Oral Requests.

COUNCIL ANNOUNCEMENTS

CONSENT CALENDAR

1. **Minutes of City Council Special Meeting of June 9, 2020**
   Recommended Action: Approve the special meeting minutes of June 9, 2020.

2. **Minutes of City Council Special Meeting of June 16, 2020**
   Recommended Action: Approve the special meeting minutes of June 16, 2020.

3. **Minutes of City Council Study Session Meeting of June 16, 2020**
   Recommended Action: Approve the study session meeting minutes of June 16, 2020.

4. **Minutes of City Council Regular Meeting of June 16, 2020**
   Recommended Action: Approve the regular meeting minutes of June 16, 2020.

5. **Approving Bills and Claims**
   Recommended Action: Approve the bills and claims in the amount of $643,278.32.

6. **Second Reading of Ordinance 2265 Amending Chapter 6.12 of the City of Campbell Municipal Code (Ordinance/Roll Call Vote)**
Recommended Action: That the City Council approve the second reading and adopt Ordinance 2265 to amend Chapter 6.12 of the Municipal Code to update the required diversion rate of construction and demolition debris.

7. **Resolution Declaring the Month of July as Parks Make Life Better (Resolution/Roll Call Vote)**
Recommended Action: It is recommended that the City Council adopt a resolution recognizing July as Parks Make Life Better month.

8. **Authorizing the City Manager to Execute an Agreement with MoonChef, LLC, to Provide Catered Meals for the Senior Nutrition Program for FY 2020-2021 (Resolution/Roll Call Vote)**
Recommended Action: It is recommended that the City Council adopt a resolution authorizing the City Manager to execute an Agreement with MoonChef, LLC, to provide catered meals for the Senior Nutrition Program during FY 2020-2021.

9. **Authorize the City Manager to Execute an Agreement with Bateman Community Living, LLC to Provide Catered Meals for the Senior Nutrition Program 20-21 (Resolution/Roll Call Vote)**
Recommended Action: It is recommended that the City Council adopt a resolution authorizing the City Manager to execute the Agreement with Bateman Community Living, LLC, to provide catered meals for the Senior Nutrition Program for FY 20-21.

10. **Authorization to Issue a Request for Proposals for New Janitorial Service Contracts for City Owned Buildings (City Hall, Police Annexation, Historical Museum, 2Nd Street Garage and the City Service Center) (Resolution/Roll Call Vote)**
Recommended Action: It is recommended that the City Council adopt a resolution to authorize the Public Works Director to initiate a Request for Proposals for janitorial services for City Owned Buildings, with services beginning August 8, 2020; and authorize the Public Works Director to execute a contract to the most responsive bidder(s) for a period of eleven (11) months plus options to renew five (5) additional one (1) year contracts for a total of five (5) years and eleven (11) months.

11. **Pruneyard Cinemas Live Entertainment Permit (Resolution/Roll Call Vote)**
Recommended Action: That the City Council adopt a resolution approving a Live Entertainment Permit for Pruneyard Cinemas LLC for the recommended hours.

PUBLIC HEARINGS AND INTRODUCTION OF ORDINANCES

NOTE: Members of the public may be allotted up to two (2) minutes to comment on any public hearing item. Applicants/Appellants and their representatives may be allotted up to a total of five (5) minutes for opening statements and up to a total of three (3) minutes maximum for closing statements. Items requested/recommended for continuance are subject to Council's

consent at the meeting.

12. **Approval of FY 2021 Schedule of Fees and Charges (Resolution/Roll Call Vote)**
Recommended Action: That the City Council approve a resolution adopting the FY 2021 Schedule of Fees and Charges to be effective July 8, 2020.

13. **Public Hearing and Introduction of an Ordinance Amending Provisions of the Campbell Municipal Code to Revise the Business License Tax Rates with No Increases in Fiscal Year (FY) 2021 (Ordinance/Roll Call Vote)**
Recommended Action: That the City Council take a first reading of an Ordinance amending provisions of the Municipal Code to revise the business license tax rates with no increases in Fiscal Year (FY) 2021.

14. **Direction Regarding Potential Adjustment to City Council Compensation Amount**
Recommended Action: That the City Council provide direction to staff on whether it would like to adjust City Council compensation and return with an Ordinance setting the amount of the compensation adjustment, within the limits set forth by government code.

UNFINISHED BUSINESS

15. **Continue Discussion of Outdoor Dining and Retail Sales on Public Property as Part of the City's Efforts to Support the Business Community**
Recommended Action: Provide direction to staff on the potential use of Campbell Avenue as expansion to outdoor dining areas for Downtown Campbell businesses.

16. **Measure O - New Police Operations Building and Campbell Library Improvements Kickoff Meetings and Project Updates**
Recommended Action: That the City Council conduct project kickoff meetings with design consultants, LPA, Inc. and Jayson Architecture, for the Measure O - New Police Operations Building and Campbell Library Improvements; consider project related questions herein to provide guidance and feedback; and receive project documents and updates from staff.

NEW BUSINESS

17. **Proposed Modifications to the Community Center Building Use Policy (Resolution/Roll Call Vote)**
Recommended Action: That the City Council adopt a resolution to approve the attached modifications to the Community Center's Building Use Policy making it effective July 8, 2020 in coordination with the effective fee schedule.

18. **Proposed Modifications to the Park, Field & Athletic Facility Use Policy (Resolution/Roll Call Vote)**
Recommended Action: That the City Council adopt a resolution to approve the

proposed modifications to the Park, Field & Athletic Facility Use Policy to be effective July 8, 2020 in coordination with the FY 20-21 fee schedule.

COUNCIL COMMITTEE REPORTS

19. **Council Committee Reports**
Recommended Action: Report on committee assignments and general comments.

ADJOURN

IMPORTANT NOTICE: Materials related to an item on this agenda submitted to the City Council after distribution of the agenda packet are available for public inspection with the agenda packet in the lobby of City Clerk's Office, 70 N. First Street, Campbell, CA 95008, during normal business hours. These materials will also be available on the City website at https://www.ci.campbell.ca.us/agendacenter with the agenda packet following the last item of the agenda, subject to staff's ability to post the documents prior to the meeting. All documents not posted prior to the meeting will be posted the next business day.

Pursuant to the Executive Order, and in compliance with the Americans with Disabilities Act, if you need special assistance to participate in the Council meeting, please contact the City Clerk's Office at ClerksOffice@campbellca.gov or at (408) 866-2117 48 hours before the meeting.

City Council Report

Item: SS.1
Category: Study Session
Meeting Date: July 7, 2020

TITLE: **Review of a Preliminary Application (PLN-2020-15) for a Proposed 5-Story Hotel on Property Located at 577 Salmar Avenue.**

RECOMMENDED ACTION

Review the preliminary project plans for the hotel and provide feedback to the applicant and staff.

BACKGROUND

Procedure: The City's Zoning Code requires projects of a certain size to undergo a preliminary review by the Planning Commission prior to submittal of a formal development application. As a practice, these preliminary applications are occasionally forwarded to the City Council. This is done when a project may present policy questions that are more appropriately addressed by the Council rather than the Planning Commission.

In this regard, projects near the Salmar/Hamilton intersection have various policy implications given the high volume of traffic and neighborhood concerns regarding intensive development near the intersection. This meeting, therefore, is intended for the Council to provide high-level feedback on the proposal. The Planning Commission will still review the project at a study session to evaluate the proposal at a more detailed level consistent with the Zoning Code.

Project Site: The project site is an approximately one-acre parcel currently developed with a two-story office building constructed in 1990, located along Salmar Avenue south of Hamilton Avenue (see photos, below). It borders the Home Depot to the south and west, and Staples to the north, as shown on the aerial map on the following page. Fry's Electronics is located across the street to the east. The Hamilton Light-Rail Station is also 1/3 of mile walking distance.

DISCUSSION

Proposed Project: The proposed 5-story hotel would be constructed over a subterranean garage, include 143 hotel rooms, 135 parking stalls, and 6,000 square-feet of guest amenity space (i.e., fitness, lounge, activity area, patio, and staff offices). The preliminary plans are provided as **Attachment A**.

Zoning: The project site is zoned C-2 (General Commercial), which identifies a hotel as a permitted use. Permitted uses are those that the City has generally found to be compatible with the surrounding community such that a Conditional Use Permit is not required. In this regard, the review of a formal development application would largely focus on the architectural design, building scale, site layout, and any identified environmental impacts stemming from the project.

General Plan/Land Use: The General Plan land use designation for the project site is *General Commercial*. This land use designation supports uses that require high vehicular exposure in order to sustain the success and viability of the City's retail and business centers. A hotel use would further this purpose and therefore be consistent with the General Plan. Additionally, General Plan Strategy LUT-13.1a encourages hotels as both a community convenience and tax generator. Similarly, Strategy LUT-13.1c directs the City to evaluate the fiscal effects of land use, of which hotels are considered a net positive land use through virtue of generating transit-occupancy tax (TOT), as discussed in the "Fiscal Impacts" section of this report.

Strategy LUT-13.1a: Hotels: Attract major hotels to Campbell as a convenience for local residents and businesses, as well as a tax generator for the community.

Strategy LUT-13.1c: Fiscal Effects of Land Use: Evaluate the fiscal effects of different land uses on City revenues and services.

FAR: The C-2 Zoning District establishes a maximum 0.40 floor-area-ratio (FAR). The proposed hotel would result in a FAR of 1.5. However, the Zoning Code provides that the Planning Commission may grant an increase "when it determines that circumstances warrant an adjustment." Unfortunately, the Zoning Code does not provide specific guidance to the Planning Commission as to what circumstance may warrant an increased FAR.

FAR is a measure of land use intensity, comparable to density (units/acre) for residential projects. Typically, the more building area, the more activity (i.e., traffic and parking) that may be associated with the development due a greater number of employees and customers. Hotels are somewhat different in this regard since they are a less intensive use on a per square-foot basis than a comparably sized office or retail building.

The applicant contends that the additional FAR is necessary for the hotel to achieve the desired number of rooms (referenced **Attachment B** – Applicant Statement). Without the FAR increase, the room count would drop from 143 rooms to 35 rooms. To what extent this factor—or other factors such as fiscal impacts—should be considered grounds to “warrant an adjustment” to the FAR is a policy decision for which the Council may provide direction.

Recently, the City Council approved the Trojan Storage self-storage facility on McGlincy Lane with an increase to the base FAR. The additional square-footage for the self-storage building did not present any parking or traffic impacts, which allowed an FAR increase to 1.08 without any detrimental effects to the community.[1]

Traffic: The traditional level-of-service (LOS) methodology of evaluating traffic by rating intersection performance by grade (e.g., ‘A-,’ ‘D+’, etc.) is no longer allowed for use in review under the California Environmental Quality Act (CEQA). However, LOS analysis may be still be required by preparation of a traffic study under the City’s Congestion Management Program (CMP) obligations in order to evaluate traffic impacts to major regional intersections. This obligation is reiterated by General Plan Strategy LUT-2.3a:

Strategy LUT-2.3a: Intersection Level of Service: To the extent possible, maintain level of service (LOS) on designated intersections consistent with the Santa Clara County Congestion Management Plan.

Such studies are required by the VTA *Transportation Impact Analyses* Guidelines when a project is “expected to generate 100 or more ***net*** new weekday (AM or PM peak hour) or weekend peak hour trips, including both inbound and outbound trips.” The City Traffic Engineer has prepared a trip-generation analysis to determine whether this project

1 The 1700 Dell Avenue project was rezoned to P-D (Planned Development) such that no FAR maximum applied.

would require a traffic study under the VTA thresholds. As shown, below, the project would generate *fewer* than 100 net new peak trips. This remains the case even if the trips associated with the existing office building were not deducted.

In-lieu of a LOS analysis, CEQA now requires consideration of the vehicle miles traveled (VMT) incurred by a project. The City has yet to adopt VMT screening thresholds that trigger a formal VMT analysis. However, in the interim, staff has referred to San Jose's screening tool. Using San Jose's VMT methodology the project would not require a VMT analysis. The hotel is below the equivalent screening threshold,[2] and given the property's location less than ½ mile from the Hamilton Avenue light-rail station, there is also a presumption that the project would have a less than significant impact under CEQA.

Although not required by either CEQA or the CMP, the Public Works Department recommends preparation of a traffic study to minimally evaluate the impact to the Hamilton/Salmar intersection, which currently operates at a LOS 'D' during the PM peak hour. A traffic study could be used to establish the legal nexus to require a financial contribution to the off-ramp improvement project and/or other intersections potentially affected by the project.

Parking: The City's parking requirement for a hotel is 1 space per unit plus 1 space for each employee, resulting in a requirement of 150 stalls (assuming 7 employees). The applicant proposes 135 stalls in recognition of the site's proximity to the Hamilton Light-rail Station and the increasing use of rideshare services by hotel guests. If the Council is supportive of the overall project, staff could require a parking demand study to more closely evaluate parking demand at a site-specific level. However, it should be noted that the Institute of Transportation Engineers (ITE) parking standard for a hotel use is only .75 stalls per room, which would yield a requirement of 107 stalls. Since ITE's standards are derived from real-world sampling data, this may suggest that the City's parking standard is outdated and perhaps too high.

Design: Although the City does not have adopted commercial design guidelines, the General Plan speaks to the promotion of high quality and attractive building design. Absent an established architectural pattern in the immediate area, the appropriateness of the proposed design is a purely discretionary judgment by the Planning Commission. The hotel is shown in a contemporary design that appears to be common to the Aloft brand. If the Council has opinions about the proposed design, it may convey those at this meeting.

Policy LUT-9.3: Commercial Design Guidelines: Establish commercial and mixed-use design guidelines to ensure attractive and functional buildings and site design, and to ensure compatibility with adjacent land uses. [Not yet adopted]

[2] San Jose's VMT tool is not capable of estimating VMT for hotel uses. Per guidance from San Jose staff, hotel uses are to be converted to equivalent retail uses for the purpose of estimating VMT since hotel uses generally have similar trip generating characteristics as retail space.

Policy LUT-9.3: Design and Planning Compatibility: Promote high quality, creative design and site planning that is compatible with surrounding development, public spaces and natural resources.

Strategy LUT-9.3d: Building Materials: Encourage the use of long-lasting, high quality building materials on all buildings to ensure the long-term quality of the built environment.

PUBLIC COMMENT

Correspondence from the owners of the neighboring Fry's and Staples/Shell properties is included as **Attachment C**.

FISCAL IMPACT

The COVID-19 pandemic has depressed hotel occupancy rates nationwide. Prior to the pandemic the City received approximately $4.8 million annually in transit-occupancy tax (TOT) from the City's seven existing hotels. However, as discussed in the City's FY 2021 Budget, staff is anticipating a 37% decrease in TOT revenue this fiscal year and a slow return to normalcy with a possibility that some hotels may never return to their previous occupancy levels.

However, should business and recreational travel activities eventual return to normal, a 143-hotel would be expected to generate between $700,000 to $800,000 in TOT revenue annually. In a pre-pandemic context, the proposed hotel would increase the City's annual TOT generation by approximately 15%.

Prepared by:

Daniel Fama, Senior Planner

Reviewed by:

Paul Kermoyan, Community Development Director

Approved by:

Brian Loventhal, City Manager

Attachment:

a. Preliminary Plans
b. Applicant's Statement
c. Public Correspondence

CAMPBELL HOTEL PROJECT

577 SALMAR AVE,CAMPBELL, CA

CONSULTANTS

ARCHITECT:
ANDERSON ARCHITECTS INC.
KURT B. ANDERSON, AIA
120 W CAMPBELL AVE
CAMPBELL, CA 95008
TEL: (408) 371-1269
FAX: (408) 371-1276
EMAIL: kanderson@andarchinc.com

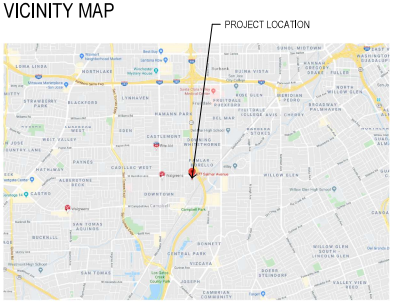
PROJECT DESCRIPTION

THE HOTEL PROJECT AS DESIGNED IS FIVE STORIES OF TYPE IIIA CONSTRUCTION OVER A SUBTERRANEAN GARAGE WHICH PROVIDEDS THE MAJORITY OF THE REQUIRED PARKING. THERE ARE 143 HOTEL ROOMS WITH ABOUT 6,000 SF OF GUEST AMENITY SPACES SUCH AS FITNESS, WIFI LOUNGE, ACTIVITY AREA, OUTDOOR PATIO, AND STAFF SUPPORT SPACE LOCATED AT THE GROUND LEVEL.

PROJECT DATA

APN:	279-33-041
PROJECT ADDRESS:	577 SALMAR AVE, CAMPBELL, CA
GENERAL PLAN:	GENERAL COMMERCIAL
ZONING:	C-2, GENERAL COMMERCIAL
PROPOSED USE:	HOTEL
PROPOSED TYPE OF CONSTRUCTION:	IA & IIIA
AUTOMATIC SPRINKLER:	YES
PROPOSED TYPE OF OCCUPANCY:	R-1 OVER S-2
NUMBER OF STORIES:	5 STORIES ABOVE GRADE WITH A BELOW GRADE PARKING GARAGE
PROPOSED HEIGHT:	53'-0" (TOP OF ROOF), 64'-0" (TOP OR STAIR)
PROPOSED GROSS BUILDING AREA (ABOVE GRADE):	59,215 SF (SEE BREAKDOWN FOR EACH FLOOR BELOW)
PROPOSED NUMBER OF ROOMS:	143
PROPOSED NUMBER OF PARKING STALLS:	137

VICINITY MAP



Sheet List	
Sheet Number	Sheet Name
0- GENERAL	
A0.0	Cover Sheet
1- ARCHITECTURE	
A0.1	Site Photography
A1.0	Site Plan
A2.1	Basement & Ground Floor Plan
A2.3	Level 2,3,4,5 Floor Plan
A3.0	3D Views

Gross Building SF breakdown	
Name	Area
1st Floor Building Gross	12279 SF
2nd Floor Building Gross	11660 SF
3rd Floor Building Gross	11670 SF
4th Floor Building Gross	11676 SF
5th Floor Building Gross	11670 SF
Basement Building Gross	37480 SF
Stair at Roof Level	260 SF

Anderson Architects INC
kanderson@andarchinc.com
Cell 408.202.5462
Kurt B. And
Principal
120 W. Campbell Ave. Suite D
Campbell, CA 95008
Tel. 408.37
Fax. 408.3
www.andarch

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Ms. Kathy Niu
577 Salmar Ave
Campbell, CA

Project:
Campbell Hotel
577 Salmar Ave
Campbell, CA

General Contractor
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Issued For

No.	Description
1	Preliminary Application

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Checked By:

Sheet Title:
Cover Sheet

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Attachment: Preliminary Plans (Preliminary Application (PLN-2020-15) ~ 577 Salmar Ave)

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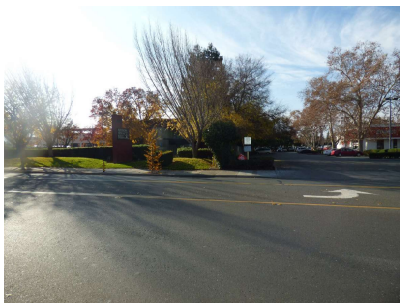
VIEW 2



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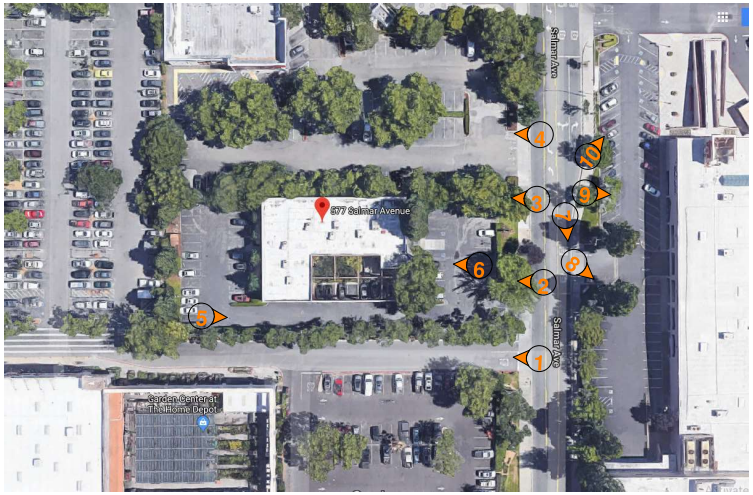

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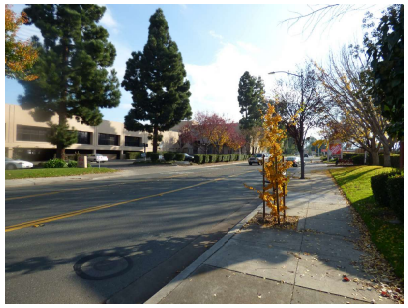

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VIEW 10

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Anderson Architects INC

kanderson@andarchinc.com
Cell 408.202.5462

Kurt S. And
Principal

120 W. Campbell Ave. Suite D
Campbell, CA 95008

Tel. 408.3
Fax. 408.3

www.andarch

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Site Photography

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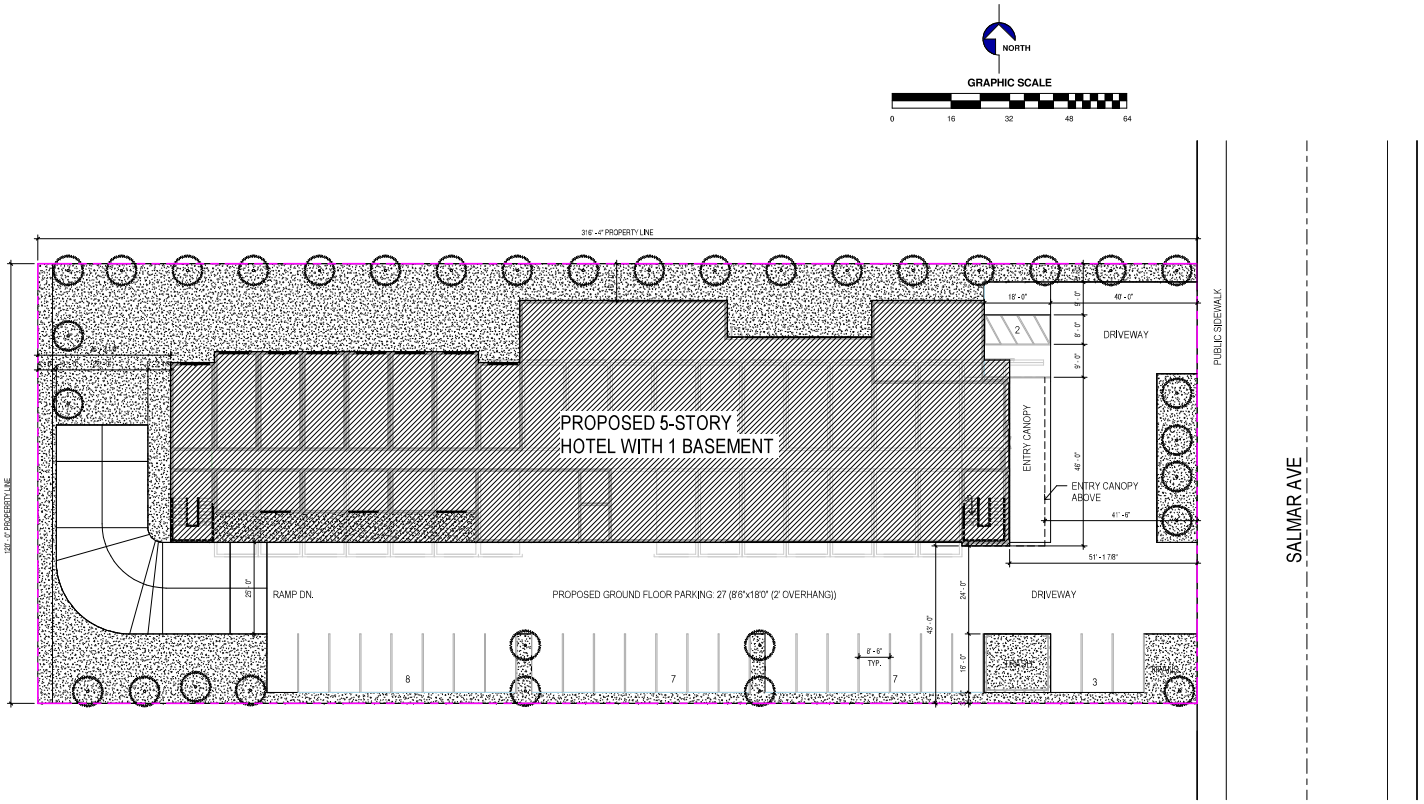
Attachment: Preliminary Plans (Preliminary Application (PLN-2020-15) ~ 577 Salmar Ave)



Anderson Architects INC
kanderson@andarchinc.com
Cell 408.202.5462
120 W. Campbell Ave. Suite D
Campbell, CA 95008
Kurt S. And
Principal
Tel. 408.3
Fax. 408.3
www.andarch

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0	Preliminary Application

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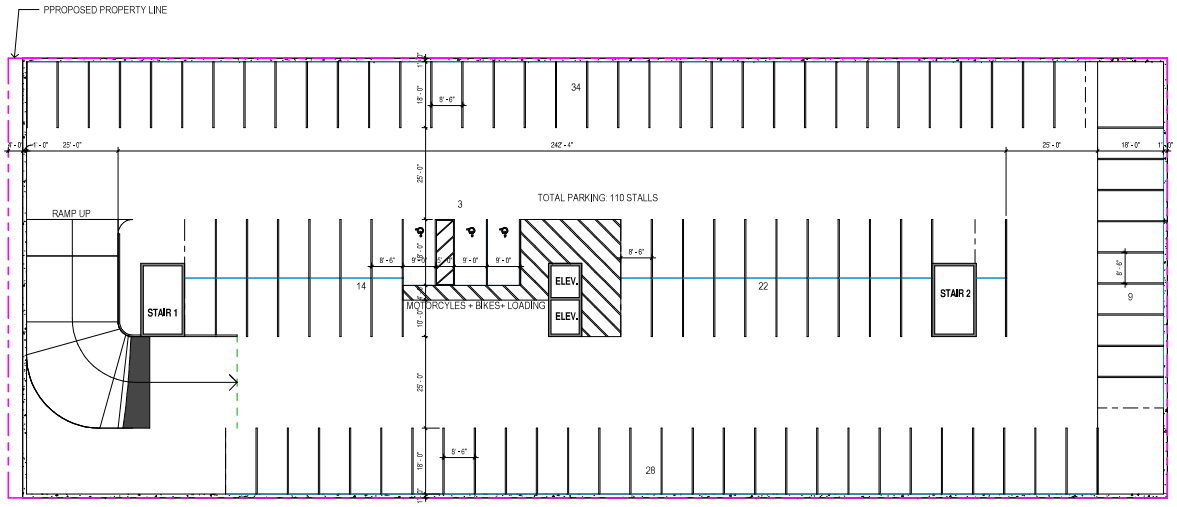
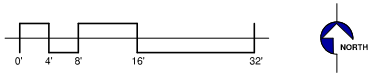
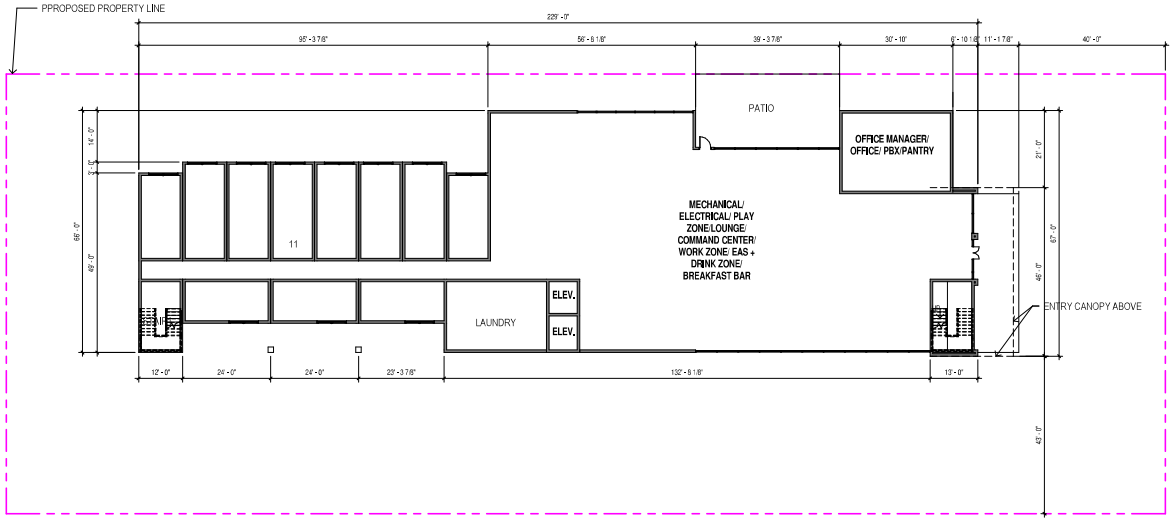
Attachment: Preliminary Plans (Preliminary Application (PLN-2020-15) ~ 577 Salmar Ave)



1 BASEMENT FLOOR PLAN
1/16" = 1'-0"





2 LEVEL 1/ GROUND FLOOR PLAN
1/16" = 1'-0"

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Anderson Architects INC
kanderson@andarchinc.com
Cell 408.202.5462
Kurt S. And
Principal
120 W. Campbell Ave. Suite D
Campbell, CA 95008
Tel. 408.37
Fax. 408.3
www.andarch

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specifications remains with ANDERSON ARCHITECTS
prejudice. Visual contact with these plans and specificat
constitute prima facie evidence of the acceptance of the

Client:

Ms. Kathy Niu

577 Salmar Ave
Campbell, CA

Project:

Campbell Hotel

577 Salmar Ave
Campbell, CA

General Contractor

STOEF
CONSTRUCTIC
SIMPLY • BUILT • BETTI

Stamp:

Issued For

No.	Description

Scale: 1/1

Drawn By:

Checked By:

Sheet Title:

Basement & Ground Fl
Plan

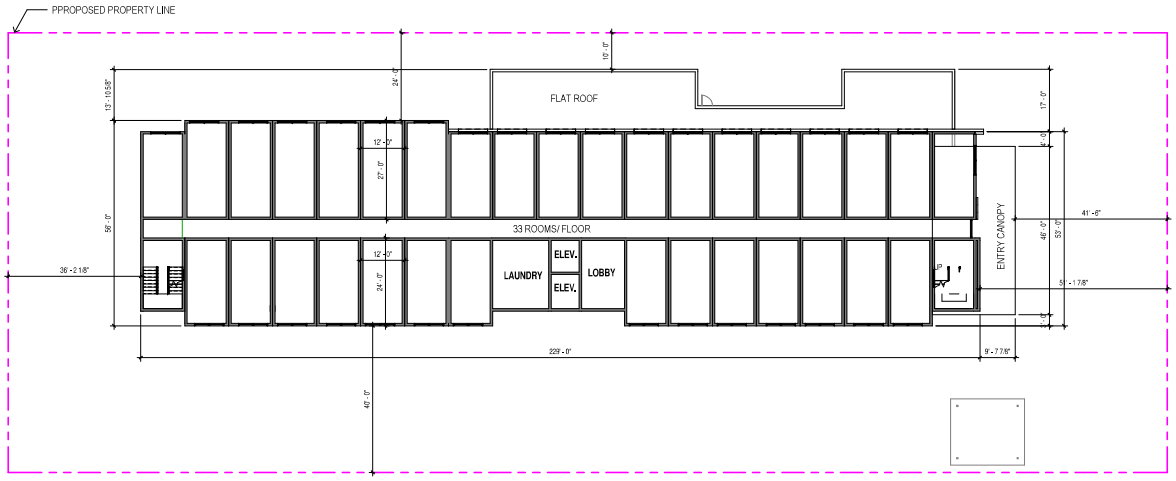
Sheet No.:

A2.1

File: Z:\PROJECTS\Campbell Hotel\Planning\Campbell Hotel.rvt

Job: Campb

Attachment: Preliminary Plans (Preliminary Application (PLN-2020-15) ~ 577 Salmar Ave)



1 LEVEL 2,3,4,5
1/16" = 1'-0"

1/29/2020 2:01:37 PM

Anderson Architects INC
kanderson@andarchinc.com
Cell 408.202.5462
120 W. Campbell Ave. Suite D
Campbell, CA 95008
Kurt S. And
Principal
Tel. 408.3
Fax. 408.3
www.andarch

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Stamp:

Issued For

No.	Description

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Sheet Title:

Level 2,3,4,5 Floor Pla

Sheet No.:

A2.3

File: Z:\PROJECTS\Campbell Hotel\Planning\Campbell Hotel.rvt

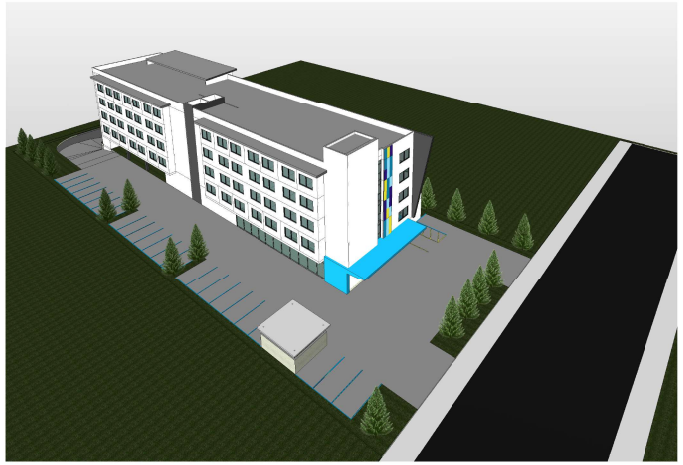
Job: Campb

Attachment: Preliminary Plans (Preliminary Application (PLN-2020-15) ~ 577 Salmar Ave)

2 AERIAL VIEW FROM NORTH WEST

1 3D View from North- East

4 3D View from South- East



3 AERIAL VIEW FROM SOUTH EAST

Anderson Architects INC

kanderson@andarchinc.com
Cell 408.202.5462

Kurt S. And
Principal

120 W. Campbell Ave. Suite D
Campbell, CA 95008

Tel. 408.3
Fax. 408.3

www.andarch

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Stamp:

Issued For

No.	Description

Scale:

Drawn By:

Checked By:

Sheet Title:

3D Views

Sheet No.:

A3.0

File: Z:\PROJECTS\Campbell Hotel\Planning\Campbell Hotel.rvt

Job: Camph

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Attachment: Preliminary Plans (Preliminary Application (PLN-2020-15) ~ 577 Salmar Ave)

January 29, 2019

Paul Kermoyan, Community Development Director
Campbell Planning Department
70 North First Street
Campbell, CA 95008

RE: 577 Salmar, Tru Hotel Prelim

Dear Paul:

Attached find a prelim set of plans for a 143 unit hotel located on Salmar Avenue.

The site has a GP designation of General Commercial with a Zoning designation of C-2, General Commercial. The allowed height is 75′, the front setback is 10′, the rear is 10′ and the sides are 1/2 the height of the wall adjacent to the property line. The allowed FAR is .4 although the Planning Commission can increase the FAR if the circumstances warrant an adjustment. Parking required is one space per room and one space for each employee.

Our front setback is +/- 51′-0″, our side setbacks are 10′-0″ and 43′-0″. Our height is five stories, +/- 53′-0″ to top of roof and our FAR is 1.5. We have provided 135 stalls with a designated area for uber and lyft drivers to pick up the hotel guests. Although we are providing less than required parking, the proximity to the light rail station (within 1500′) and the increased use of Uber and Lyft justifies the reduction in parking. We need 150 stalls and we are providing 135 stalls, that is a 9% reduction.

This is a very unique site in Campbell, it is surrounded on all side by commercial uses and the closest residential lots are approximately 340 feet away from the rear property line with Home Depot's massive parking lot in between. It is right off Highway 17 and in close proximity to both the north and south onramps. It is also within a 5-7 minute walk of the "Hamilton" light rail station located at the corner of Hamilton and Creekside Way.

The project is proposing 143 rooms that will generate approximately $2,000 a day in hotel tax not counting the befit to the community in increased revenue from the guests which will be frequenting the restaurants and retail stores in the area. The hotel will generate annually about $733,000 per year in hotel tax. That is based on a room rate of $150 per night and a 75% occupancy rate.

If the hotel was downsized to conform to the .4 FAR, the room count would be around 35 rooms. That would result in an annual tax generation of around $168,000.

These are very compelling reasons to support the increased FAR in this one of a kind location.

If you need any additional information, please call me.

Respectfully submitted,

Kurt B. Anderson, AIA, CGBP
Principal

Anderson Architects INC

120 W. Campbell Ave.
Suite D
Campbell, CA 95008
T: 408 . 371 . 1269
F: 408 . 370 . 1276

Project Description

The hotel project as designed is five stories of type IIIa construction over a subterranean garage which provides the majority of the required parking. There are 143 hotel rooms with about 6,000sf of guest amenity spaces such as fitness, wifi lounge, activity area, outdoor patio, and staff support space located at the ground level.

APN:	279-33-041
Project address:	577 Salmar ave, Campbell, CA 95008
General plan:	General Commercial
Zoning:	C-2, general commercial
Proposed use:	Hotel
Proposed type of construction:	IA & IIIA
Automatic sprinkler:	Yes
Proposed type of occupancy:	R-1 over S-2
Number of stories:	5 stories above grade with a below grade parking garage
Proposed height:	53'-0" (top of roof), 64'-0" (top or stair)
Proposed gross building area (above grade):	59,215 sf (see breakdown for each floor below)
Proposed number of rooms:	143
Proposed number of parking stalls:	137

BRANDENBURG PROPERTIES

RECEIVED
FEB 1 8 2020
CITY OF CAMPBELL
PLANNING DEPT.

February 13, 2020

Mr. Paul Kermoyan
COMMUNITY DEVELOPMENT DIRECTOR
City of Campbell
70 N. First Street
Campbell, CA 95008

RE: 500 and 570 E. Hamilton Avenue—known as "Staples" and "Shell"

Dear Paul:

It was very good to see you on Monday and thank you for your time at the counter along with the planner on duty to chat a bit about lands in the area of E. Hamilton and Salmar Avenues.

As you know, through closely-held affiliates, Brandenburg Properties is the owner of the above referenced properties. We have participated in the Envision Campbell efforts for some time and have advocated for expanded land use as well as FAR intensification in the E. Hamilton and Salmar Avenues vicinity—believing that both serve a purpose to advance Campbell in a thoughtful and intelligent way. In fact, such a thought was identified in two of three initial/draft land use alternatives presented by the City's GP consultant to the GPAC. Of course, at this point it remains unclear as to Council's ultimate decision relative to both topics—and the decision rightly rests with them.

As for our sites, specifically, let me be clear to you and the Council. We envision FAR intensification under the current land use designations, and as such, we do not foresee a need to amend the current land use or zoning. That said, we have been patient with hopes to see such FAR intensification manifest itself in transparent policy, rather than through discretionary/subjective actions on a "per project" basis, as is the case today.

A few days ago, the City received a pre-application for 577 Salmar—a neighboring property to ours—for a hotel project. The project seeks an increase in FAR to near 400% above the current FAR of 0.4, increasing to a proposed 1.6. It's important for you and Council to know that we'll quite likely seek FAR intensification under our current land use and zoning as well.

Sincerely,
For BRANDENBURG PROPERTIES

William B. Baron
Managing Partner

1122 Willow Street, Suite 200 • San Jose, California 95125-3157 • 408 / 279-5200 • FAX 408 / 279-367

Attachment: Public Correspondence (Preliminary Application (PLN-2020-15) ~ 577 Salmar Ave)

Daniel Fama

From: Paul Kermoyan
Sent: Monday, March 9, 2020 4:46 PM
To: Daniel Fama
Subject: FW: 577 Salmar and General Plan Update Process

FYI

Paul Kermoyan, AICP
Community Development Director
City of Campbell | Community Development Department
70 N. First Street | Campbell, CA 95008
www.cityofcampbell.com | 408.866.2141

From: Brett Feuerstein <brett@mesacenters.com>
Sent: Monday, March 9, 2020 3:04 PM
To: Susan M. Landry <susanl@campbellca.gov>; Liz Gibbons <lizg@campbellca.gov>; Paul Kermoyan <paulk@campbellca.gov>
Cc: britchie@denovoplanning.com; bloventhal@campbellca.gov; kellysniderconsulting@gmail.com
Subject: 577 Salmar and General Plan Update Process

Dear Mayor Landry, Vice-Mayor Gibbons, and Director Kermoyan,

I received the public notice regarding a proposed 5-story hotel with underground parking at 577 Salmar Avenue - directly across the street from my Fry's Electronics property. I've reviewed the proposal and think it's a terrific use at a currently underutilized site, which will bring new TOT, property, and sales tax revenue in a walkable, transit-served neighborhood. This is exactly what we have been encouraging for this area. I know the City Council will be reviewing this proposal on April 7 at a Study Session. I believe this project proposal adds urgency to the myriad of requests from me and other community members that Campbell quickly embark on a comprehensive planning process for the Salmar/Hamilton/Almarida area.

I believe that the best and most expedient way to incorporate the proposed hotel into a cohesive and beautiful new Gateway to Campbell would be to amend the General Plan and revise the area's General Commercial parcels to create a "shopping, services, entertainment, office, and residential pedestrian oriented mixed-use area" as stated in 2018 Land Use Alternatives Report. This could be done very efficiently and quickly by applying the Residential Commercial Professional Office ("RCPO") land use category to the parcels within .5-mile of the Hamilton light rail station.

I urge you to take advantage of the opportunity spearheaded by the 577 Salmar proposal to look at the Hamilton/Salmar/Almarida area now. The General Plan is currently being updated and the city can apply the designation of RCPO now, to encourage more wonderful projects that will continue to provide the City of Campbell with what it needs to keep the City keep moving forward in a positive direction.

I look forward to supporting what will hopefully become a beautiful entrance to this wonderful city.

Thanks for your consideration,

Brett Feuerstein
Owner, 600 E. Hamilton Avenue "Fry's Property"

Attachment: Public Correspondence (Preliminary Application (PLN-2020-15) ~ 577 Salmar Ave)

CITY COUNCIL MINUTES

City of Campbell, 70 N. First St., Campbell, California

SPECIAL MEETING OF THE CAMPBELL CITY COUNCIL
Tuesday, June 9, 2020 – 1:00 p.m.
City Hall - 70 N. First St., Campbell, California

This City Council Special meeting was conducted pursuant to the Governor's Executive Order N-29-20.

This meeting was recorded and can be viewed in its entirety at www.cityofcampbell.com/agendacenter.

CALL TO ORDER

The City Council of the City of Campbell convened in the special meeting place, this June 9, 2020, via telecommunication.

ROLL CALL

Attendee Name	Title	Status
Susan M. Landry	Mayor	Remote
Elizabeth 'Liz' Gibbons	Vice Mayor	Remote
Rich Waterman	Councilmember	Remote
Anne Bybee	Councilmember	Remote
Paul Resnikoff	Councilmember	Remote

ORAL REQUESTS

Susan Karlins commented on adopting new policing policies.

PUBLIC HEARINGS AND INTRODUCTION OF ORDINANCES

1. **Introduction of Fiscal Year (FY) 2020-21 Operating & Capital Budget**
   Recommended Action: That the City Council review the Proposed Fiscal Year 2020-21 (FY 2021) Operating Budget and 2021-2025 Capital Improvement Plan (CIP) as presented; provide direction to staff to proceed with finalizing the budget; and establish June 25, 2020 as the date for a public hearing and adoption of the FY 2021 Operating Budget and CIP, as well as the Gann Spending Limit.

   This is the time and place for a public hearing to review the Proposed Fiscal Year 2020-21 (FY 2021) Operating Budget and 2021-2025 Capital Improvement Plan (CIP) as presented; provide direction to staff to proceed with finalizing the budget; and establish June 25, 2020 as the date for a public hearing and

adoption of the FY 2021 Operating Budget and CIP, as well as the Gann Spending Limit.

City Manager Loventhal introduced the item and spoke about objectives and goals for the budget discussion.

Finance Director Fuentes gave a presentation on the FY 2020-21 Operating Budget.

The City Council asked questions and provided general comments.

City Manager Loventhal presented budget items and discussed reductions as proposed in the budget scenarios for City Administration.

City Attorney Seligmann presented budget items and discussed reductions as proposed in the budget scenarios for Legal Services.

Finance Director Fuentes presented budget items and discussed reductions as proposed in the budget scenarios for the Finance Department.

Community Development Director Kermoyan presented budget items and discussed reductions as proposed in the budget scenarios for the Community Development Department.

Recreation and Community Services Acting Director Bissell discussed Recreation program and service reductions as proposed in the budget scenarious for the Recreation and Community Services Department.

Public Works Director Capurso presented budget items and discussed reductions as proposed in the budget scenarios for the Public Works Departments.

Police Chief Berg presented budget items and dicussed reductions as proposed in the budget scenarios for the Police Department and Fire Services.

Fire Chief Bowden spoke about the Fire Services contract as proposed in the budget scenarios for the fire services provided to the City of Campbell.

Council took a ten-minute recess and reconvened at 3:30 p.m.

Mayor Landry asked if there was anyone from the public wishing to speak.

There was no one wishing to speak.

Finance Director Fuentes presented the FY 2021 – 2025 Capital Improvement Plan projects.

Council requested staff to provide additional information regarding the Carryover projects.

The City Council asked staff questions, provided general comments and gave feedback on reductions and services.

The City Council discussed what their priorities were, that included public safety, essential services, Community Center programs, and Open Space.

The City Council discussed continuing the budget discussions to a future meeting.

UNFINSIHED BUSINESS

2. **Provide City Manager Direction to Create Operational Allowances for Restaurant and Retail Business Establishments Necessary to Expand Their Ability to Operate Outdoors During the COVID-19 Pandemic and Involving Temporary Relaxation of Development Standards, Permit Processes, and Waiving of Application Fees for Outdoor Dining/Display Permits and Encroachment Permits (Resolutions/Roll Call Vote)**
Recommended Action: Adopt Resolutions authorizing the City Manager authority to establish operational allowances for restaurant and retail businesses in order to allow expansion to their ability to operate outdoors during the COVID-19 pandemic and involving temporary relaxation of development standards, permit processes, and waiving of application fees for Outdoor Dining/Display Permits and Encroachment Permits.

Community Development Director gave a brief presentation of this item.

Mayor Landry asked if there was anyone from the public wishing to speak.

There was no one wishing to speak.

Vice Mayor Gibbons suggested additional language to include in the resolutions that pertained to merchants adhering to the Alcoholic Beverage Control (ABC) requirements and social distancing requirements.

After discussion, **M/S: Waterman/Resnikoff – adopt Resolutions 12594 and 12595 authorizing the City Manager authority to establish operational allowances for restaurant and retail businesses in order to allow expansion to their ability to operate outdoors during the COVID-19 pandemic and involving temporary relaxation of development standards, permit processes, and waiving of application fees for Outdoor Dining/Display Permits and Encroachment Permits. The motion was adopted by the following roll call vote:**

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Waterman
SECONDER:	Resnikoff
AYES:	Landry, Gibbons, Waterman, Bybee, Resnikoff

Minutes Acceptance: Minutes of Jun 9, 2020 12:00 AM (CONSENT CALENDAR)

ADJOURN

Mayor Landry, adjourned the meeting at 4:30 p.m.

APPROVED:

ATTEST:

Susan M. Landry, Mayor

Andrea Sanders, Deputy City Clerk

CITY COUNCIL MINUTES

City of Campbell, 70 N. First St., Campbell, California

SPECIAL MEETING OF THE CAMPBELL CITY COUNCIL
Tuesday, June 16, 2020 – 5:30 p.m.
City Hall - 70 N. First St., Campbell, California

This City Council Special meeting was conducted pursuant to the Governor's Executive Order N-29-20.

This meeting was recorded and can be viewed in its entirety at www.cityofcampbell.com/agendacenter.

CALL TO ORDER

The City Council of the City of Campbell convened in the special meeting place, this June 16, 2020, via telecommunication.

ROLL CALL

Attendee Name	Title	Status
Susan M. Landry	Mayor	Remote
Elizabeth 'Liz' Gibbons	Vice Mayor	Remote
Rich Waterman	Councilmember	Remote
Anne Bybee	Councilmember	Remote
Paul Resnikoff	Councilmember	Remote

ORAL REQUESTS

There were no oral requests.

PUBLIC HEARINGS AND INTRODUCTION OF ORDINANCES

1. **Introduction of Fiscal Year (FY) 2020-21 Operating & Capital Budget**
   Recommended Action: That the City Council continue to review the Proposed Fiscal Year 2020-21 (FY 2021) Operating Budget and 2021-2025 Capital Improvement Plan (CIP) as presented; provide direction to staff to proceed with finalizing the budget; and establish June 25, 2020 as the date for a public hearing and adoption of the FY 2021 Operating Budget and CIP, as well as the Gann Spending Limit.

   This is the time and place for a public hearing to continue to review the Proposed Fiscal Year 2020-21 (FY 2021) Operating Budget and 2021-2025 Capital Improvement Plan (CIP) as presented; provide direction to staff to proceed with finalizing the budget; and establish June 25, 2020 as the date for a public hearing

and adoption of the FY 2021 Operating Budget and CIP, as well as the Gann Spending Limit.

City Manager Loventhal introduced the item and gave a broad summary of the information previously provided in the Operating Budget.

City Manager Loventhal provided clarification on personnel costs as presented in the Operating Budget.

The City Council asked questions in regards to vacant staff positions.

City Manager Loventhal and Community Development Director Kermoyan provided clarification.

Finance Director Fuentes presented the FY 2021-2025 Capital Improvement Plan (CIP) and referenced the desk item with CIP carryover project tables.

The City Council asked questions and provided general comments.

Mayor Landry declared the public hearing open and asked if anyone wished to speak.

Miles Harget, Campbell resident, commented on the Police Department budget and their expenditures.

Stuart Ching, Campbell resident, commented in opposition to the Bearcat Armored Vehicle.

There being no one else wishing to speak, Mayor Landry closed the public hearing.

Police Chief Berg provided clarification on the budgeting and need of the Bearcat vehicle for the public safety of the officers and the community.

The City Council provided comments in response to Chief Berg's statement.

Vice Mayor Gibbons discussed including the John D. Morgan restroom and parking project, the Community Center track resurfacing project and the Campbell Park bike pathway project to the FY 2020-21 Capital Improvement Plan (CIP) using Parkland funds.

Vice Mayor Gibbons made a motion to recommend the approval of the Capital Improvement Plan as presented with the deletion of the Lenco Bearcat and the additional Parkland projects.

The motion failed due to lack of a second.

M/S: Resnikoff/Waterman – that the City Council continue to review the Proposed Fiscal year 2020-21 (FY 2021) Operating Budget and 2021-2025 Capital Improvement Plan (CIP) as presented; provide direction to staff to proceed with finalizing the budget; and establish June 25, 2020 as the date for a public hearing and adoption of the FY 2021 Operating Budget and CIP, as well as the Gann Spending Limit. The motion was adopted by the following roll call vote:

RESULT:	**ADOPTED [4 TO 1]**
MOVER:	Resnikoff
SECONDER:	Waterman
AYES:	Landry, Waterman, Bybee, Resnikoff
NAYS:	Gibbons

ADJOURN

Mayor Landry adjourned the meeting at 6:47 p.m.

APPROVED:

ATTEST:

Susan M. Landry, Mayor

Andrea Sanders, Deputy City Clerk

CITY COUNCIL MINUTES

City of Campbell, 70 N. First St., Campbell, California

STUDY SESSION MEETING OF THE CAMPBELL CITY COUNCIL
Tuesday, June 16, 2020 – 6:30 p.m.
City Hall - 70 N. First St., Campbell, California

NOTE: This City Council Study Session meeting was conducted pursuant to the Governor's Executive Order N-29-20.

No action may be taken on a matter under Study Session other than direction to staff to further review or prepare a report. Any proposed action regarding items on a Study Session must be agendized for a future Regular or Special City Council meeting.

This meeting was recorded and can be viewed in its entirety at www.cityofcampbell.com/agendacenter.

CALL TO ORDER

The City Council of the City of Campbell convened in the special meeting place, this June 16, 2020, via telecommunication.

Attendee Name	Title	Status
Susan M. Landry	Mayor	Remote
Elizabeth 'Liz' Gibbons	Vice Mayor	Remote
Rich Waterman	Councilmember	Remote
Anne Bybee	Councilmember	Remote
Paul Resnikoff	Councilmember	Remote

Staff Present:

Brian Loventhal, City Manager; Andrea Sanders, Deputy City Clerk; Bill Seligmann, City Attorney; Todd Capurso, Public Works Director; Matthew Jue, Traffic Engineer; Cecil Lawson, Information Technology Manager; Paul Kermoyan, Community Development Director.

PUBLIC COMMENT

There were no public comments.

AGENDA ITEMS

1. **Vehicle Miles Traveled (VMT) for CEQA Review**
Recommended Action: Discuss Senate Bill 743 and its requirement of using Vehicle Miles Traveled (VMT) for analyzing transportation impacts under the California Environmental Quality Act (CEQA) beginning July 1, 2020.

Public Works Director Capurso gave a brief overview of the item and introduced consultant Gary Black from Hexagon Transportation Consulting.

Consultant Gary Black gave a presentation on Vehicle Miles Traveled (VMT) Policy.

Public Works Director Capurso provided additional information contained in the staff report dated June 16, 2020.

The City Council accepted the presentation, asked questions and provided general comments and feedback.

Consultant Black stated he would provide written responses to the Council's questions and comments.

ADJOURN

Mayor Landry adjourned the Study Session meeting at 7:26 p.m.

APPROVED:

ATTEST:

Susan M. Landry, Mayor

Andrea Sanders, Deputy City Clerk

CITY COUNCIL MINUTES

City of Campbell, 70 N. First St., Campbell, California

REGULAR MEETING OF THE CAMPBELL CITY COUNCIL
Tuesday, June 16, 2020 7:30 p.m.
City Hall– 70 N. First Street

This City Council meeting was conducted pursuant to the Governor's Executive Order N-29-20.

This meeting was recorded and can be viewed in its entirety at www.cityofcampbell.com/agendacenter.

CALL TO ORDER

The City Council of the City of Campbell convened on the regularly scheduled day of June 16, 2020, via telecommunication.

Mayor Landry stated that the City Council meeting was conducted pursuant to provisions of the Brown Act and an Executive Order issued by the Governor to facilitate teleconferencing to reduce the risk of COVID-19 transmission at public meetings.

ROLL CALL

Attendee Name	Title	Status
Susan M. Landry	Mayor	Remote
Elizabeth 'Liz' Gibbons	Vice Mayor	Remote
Rich Waterman	Councilmember	Remote
Anne Bybee	Councilmember	Remote
Paul Resnikoff	Councilmember	Remote

PLEDGE OF ALLEGIANCE

Mayor Landry led the Pledge of Allegiance.

SPECIAL PRESENTATIONS AND PROCLAMATIONS

There were no special presentations and proclamations.

COMMUNICATIONS AND PETITIONS

There were no communications and petitions.

ORAL REQUESTS

Ryan Radjabi, Campbell resident, commented on closing the Downtown streets and allowing outdoor dining.

COUNCIL ANNOUNCEMENTS

The City of Campbell continues to work closely with our partnering agencies to monitor how the coronavirus is impacting our communities. We are actively monitoring the information provided by the U.S. Centers for Disease Control and reviewing guidance provided by the County's Public Health Department. We continue to take proactive steps to prioritize the health and safety of our employees and community members. Our focus is to maintain essential services and keep you informed.

Following the County of Santa Clara's recent amendment to the "Shelter in Place" Order, we are cautiously moving forward to reopen Downtown. Campbell restaurants are open for outdoor dining, takeout and deliveries. Retail stores in Campbell are opening for in-store shopping, subject to County guidelines and curbside pickup. As we progressively move forward, we want to be sure to remind everyone to practice safe social distancing to help reduce the spread of infection.

The County of Santa Clara directly provides free COVID-19 testing through the Public Health Department and through Valley Medical Center hospitals and clinics, as well as, through several drive-through testing locations throughout the County. To find a clinic or community testing site closest to you, and make an appointment today, please visit www.Sccgov.org/cv19testing.

Santa Clara County Library District has contactless curbside services available Monday – Saturday from 1:00-5:00 p.m. at all eight library locations. Patrons can go online to place holds on materials then make an appointment to collect their requested books and movies from the library. For more information about this service, please visit their website at www.sccld.org.

As we approach the summer months, we will begin to experience hot temperatures. Especially during these critical times of "Sheltering in Place," it is important that you take the necessary precautions that include: drinking plenty of water, even if you don't feel thirsty; avoiding physical activity during the hottest time of the day – from 10:00 a.m. to 3:00 p.m.; taking care to not leave people or pets in a closed, parked car; wearing light colored, loose fitting, or lightweight clothing; checking on your furry friends to make sure they have enough water and that they are safe in the heat.

Should temperatures reach 90 degrees, the Campbell Community Center will open its cooling center. Capacity will be limited. Residents will be required to maintain a physical distance of 6 feet from others, wear a face mask, and stay home if they are sick. For the safety of staff and other cooling center visitors, a simple health screen will be performed. For more information about the Campbell Community Center cooling center, please visit www.Campbellca.gov.

Please continue to visit the city's website at www.campbellca.gov for up to date information on COVID-19, adjusted City services, cancelled events, Police Department services, the Campbell Community Center, and Business Resources.

CONSENT CALENDAR

Mayor Landry asked if any Councilmember, staff member, or anyone from the public wished to remove any item from the Consent Calendar.

City Manager Loventhal pulled item five from the consent calendar.

Councilmember Resnikoff pulled item six from the consent calendar.

The consent calendar was considered as follows:

1. **Minutes of City Council Study Session Meeting of May 22, 2020**
   Recommended Action: Approve the study session minutes of May 22, 2020.

   This action approves the study session meeting minutes of May 22, 2020.

2. **Minutes of City Council Regular Meeting of June 2, 2020**
   Recommended Action: Approve the regular meeting minutes of June 2, 2020.

   This action approves the regular meeting minutes of June 2, 2020.

3. **Excess Workers' Compensation Coverage Renewal**
   Recommended Action: That the City Council approve the Excess Workers' Compensation Insurance coverage provided by Midwest Employers Casualty Company for the period from July 1, 2020 to June 30, 2021.

   This action approves the Excess Workers' Compensation Insurance coverage provided by Midwest Employers Casualty Company for the period from July 1, 2020 to June 30, 2021.

4. **Approving Bills and Claims**
   Recommended Action: Approve the bills and claims in the amount of $2,381,888.87.

   This action approves the bills and claims in the amount of $2,381,888.87 as follows: payroll checks dated May 14, 2020, in the amount of $29,687.23; bills and claims checks dated May 18, 2020, in the amount of $2,078,915.87; and bills and claims checks dated May 25, 2020, in the amount of $273,285.77.

   M/S: Resnikoff/Bybee – that the City Council approve the consent calendar with the exception of items five and six. The motion was adopted by the following roll call vote:

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Resnikoff
SECONDER:	Bybee
AYES:	Landry, Gibbons, Waterman, Bybee, Resnikoff

ITEMS PULLED FROM CONSENT

5. **Calling General Municipal Election for District 1 and District 2; and Requesting Consolidation of Election in Accordance with California Elections Code Section 10418 (Resolution/Roll Call Vote)**
Recommended Action: That the City Council adopt a Resolution calling the General Municipal Election for November 3, 2020 to elect one Councilmember from District 1 and one Councilmember from District 2; and requesting consolidation of election with the Registrar of Voters in accordance with California Elections Code 10418, and levying a fee to each candidate for their Candidate Statement.

City Manager Loventhal provided clarification that all Councilmembers could participate in the discussion of this item regardless of being up for election this year.

Deputy City Clerk Sanders stated that the desk item provided to Council was to introduce two new resolutions that included additional language clarifying the procedure in the event of a tie. Resolution A declared that the tie would be resolved by way of lot, and Resolution B determined that the tie would be resolved by a runoff election.

Councilmember Bybee commented on adding the tie-breaker information into the candidate packet to inform the candidate's of how a tie would be resolved.

Council had a general consensus to resolve a tie by way of lot and adopt Resolution A of the desk item.

After discussion**, M/S: Gibbons/Bybee – that the City Council adopt Resolution 12596 calling the General Municipal Election for November 3, 2020 to elect one Councilmember from District 1 and one Councilmember from District 2; and requesting consolidation of election with the Registrar of Voters in accordance with California Elections Code 10418, and levying a fee to each candidate for their Candidate Statement. The motion was adopted by the following roll call vote:**

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Gibbons
SECONDER:	Bybee
AYES:	Landry, Gibbons, Waterman, Bybee, Resnikoff

6. **Resolution Approving the Revised Job Specifications for City Clerk and Authorizing Issuance of a Request for Proposals for Executive Search Services (Resolution/Roll Call Vote)**
Recommended Action: That the City Council adopt a resolution approving the revised job specification for City Clerk and authorizing issuance of a Request for Proposals for executive search services.

Council discussed the City Clerk recruitment, City Clerk performance measures and that a Request for Qualifications would be more appropriate for obtaining executive search services.

M/S: Gibbons/Bybee – that the City Council adopt Resolution 12597 approving the revised job specification for City Clerk and authorizing issuance of a Request for Qualifications for executive search services. The motion was adopted by the following roll call vote:

RESULT:	**ADOPTED [3 TO 2]**
MOVER:	Gibbons
SECONDER:	Bybee
AYES:	Landry, Gibbons, Bybee
NAYS:	Waterman, Resnikoff

PUBLIC HEARINGS AND INTRODUCTION OF ORDINANCES

7. **An Ordinance of the City of Campbell Chapter 6.12 to the City of Campbell Municipal Code Amending the Diversion Rate of Construction and Demolition Debris (Ordinance/Roll Call Vote)**
Recommended Action: That Council approve an ordinance amending Chapter 6.12 of the Municipal Code, updating the required diversion rate of construction and demolition debris.

This is the time and place for a public hearing to consider approving an ordinance of the City of Campbell, Chapter 6.12 to the City of Campbell Municipal Code amending the diversion rate of construction and demolition debris.

Public Works Director provided a staff report dated June 16, 2020.

Mayor Landry declared the public hearing open and asked if there was anyone from the public wishing to be heard.

There being no one else wishing to speak, Mayor Landry closed the public hearing.

M/S: Gibbons/Resnikoff – that the City Council approve Ordinance 2265 amending Chapter 6.12 of the Municipal Code, updating the required diversion rate of construction and demolition debris. Motion was adopted

by the following roll call vote:

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Gibbons
SECONDER:	Resnikoff
AYES:	Landry, Gibbons, Waterman, Bybee, Resnikoff

Deputy City Clerk Sanders read the title of Ordinance 2265.

M/S: Gibbons/Bybee – that the City Council waive further reading of Ordinance 2265. The motion was adopted by the following roll call vote:

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Gibbons
SECONDER:	Bybee
AYES:	Landry, Gibbons, Waterman, Bybee, Resnikoff

8. **Authorization to Proceed with an Application to Amend the General Plan (PRE2019-005) to Create a New Land Use Designation ("Major Corridor Mixed-Use") and Change the Land Use Designation of Property Located at 2029, 2045-2063 S. Bascom Avenue, 980 E. Campbell Avenue, and 951 Michael Drive from General Commercial and High Density Residential to Major Corridor Mixed-Use to Allow a Future Proposal for a Mixed-Use Development (Resolution/Roll Call)**

Recommended Action: Adopt a resolution denying the requested Authorization to Proceed with an Application to Amend the General Plan and directing the applicant to propose a project consistent with the General Plan.

This is the time and place for a public hearing to consider the authorization to proceed with an application to amend the General Plan (PRE2019-005) to create a new land use designation ("Major Corridor Mixed-Use") and change the Land Use Designation of property located at 2029, 2045-2063 S. Bascom Avenue, 980 E. Campbell Avenue, and 951 Michael Drive from General Commercial and High Density Residential to Major Corridor Mixed-Use to allow a future proposal for a Mixed-Use development.

Assistant Planner Healy presented a staff report dated June 16, 2020.

Applicant Dennis Randall of Acquity Realty, Inc. spoke about the project and requested that the City Council approve the project..

Audrey Kiehtreiber, San Tomas Aquino Community Coalition (STACC) President, spoke in opposition to the current proposed project, but could be more agreeable to it with a modified design.

Applicant Randall addressed Audrey Kiehtreiber's concerns and the new Land Use Designation.

There being no one else wishing to speak, Mayor Landry closed the public hearing.

Council discussed the project and the impact of a new General Plan Land Use Designation.

M/S: Gibbons/Bybee – that the City Council adopt Resolution 12598 denying the requested authorization to proceed with an application to amend the General Plan and directing the applicant to propose a project consistent with the General Plan. The motion was adopted by the following roll call vote:

RESULT:	**ADOPTED [3 TO 2]**
MOVER:	Gibbons
SECONDER:	Bybee
AYES:	Landry, Gibbons, Bybee
NAYS:	Waterman, Resnikoff

NEW BUSINESS

9. **Resolution Amending Agreement for City Manager Services (Resolution/Roll Call Vote)**
Recommended Action: That the City Council adopt a Resolution amending the Agreement for City Manager services.

Human Resources Manager Lopez presented a staff report dated June 16, 2020.

Vice Mayor Gibbons stated that an additional "Whereas" should be added to the amended agreement addressing the compaction issue based on the Personnel Rules and Regulations Section 4.3(c).

M/S: Gibbons/Bybee – that the City Council adopt Resolution 12599 amending the agreement for City Manager services with an additional "Whereas" regarding resolution of the compaction issue. Motion was adopted by the following roll call vote:

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Gibbons
SECONDER:	Bybee
AYES:	Landry, Gibbons, Waterman, Bybee, Resnikoff

COUNCIL COMMITTEE REPORTS

10. **Council Committee Reports**
Recommended Action: Report on committee assignments and general comments.

--Councilmember Waterman participated in a Silicon Valley Animal Control Authority Board (SVACA) meeting and a Campbell budget meeting.

--Councilmember Bybee attended a virtual Association of Bay Area Governments (ABAG) meeting on behalf of Vice Mayor Gibbons.

--Councilmember Resnikoff attended a virtual meeting of the West Valley Sanitation District meeting and a Cities Association of Santa Clara County meeting.

--Vice Mayor Gibbons spoke about Silicon Valley Clean Energy; Pride Month and the lighting of the Water Tower; the Ainsley House Foundation; and Cities Association.

--Mayor Landry attended a virtual State Route (SR) 85 Corridor Advisory Committee meeting; participated in Congresswoman Anna Eshoo's weekly Tele-Town Hall meeting; spoke about a conference call with Santa Clara County Board of Supervisors Cindy Chavez; participated in the Silicon Valley Leadership Group Mayors Circle meeting; and spoke about the Campbell Chamber of Commerce.

ADJOURN

Mayor Landry, adjourned the meeting at 9:34 p.m.

APPROVED:

ATTEST:

Susan M. Landry, Mayor

Andrea Sanders, Deputy City Clerk

City Council Report

Item: 5
Category: CONSENT CALENDAR
Meeting Date: July 7, 2020

TITLE: **Approving Bills and Claims**

RECOMMENDED ACTION

Approve the bills and claims in the amount of $643,278.32

DISCUSSION

The bills and claims that have been audited and approved by staff for payments made as noted below:

Type	Check Date	Amount
Payroll	**May 28, 2020**	**$73,357.04**
Bills & Claims	**June 1, 2020**	**$135,301.45**
Bills & Claims	**June 8, 2020**	**$207,618.99**
Payroll	**June 11, 2020**	**$23,946.98**
Bills & Claims	**June 15, 2020**	**$203,053.86**
	Total	**$643,278.32**

FISCAL IMPACT

Adequate funding was available to cover all expenses as listed.

Prepared by: _____
Roberto Garcia-Acosta, Accounting Clerk II

Reviewed by: _____

Norite Vong, Finance Manager

Approved by:

Brian Loventhal, City Manager

City Council Report

Item: 6
Category: CONSENT CALENDAR
Meeting Date: July 7, 2020

TITLE: **Second Reading of Ordinance 2265 Amending Chapter 6.12 of the City of Campbell Municipal Code (Ordinance/Roll Call Vote)**

RECOMMENDED ACTION

That the City Council approve the second reading and adopt Ordinance 2265 to amend Chapter 6.12 of the Municipal Code to update the required diversion rate of construction and demolition debris.

BACKGROUND

At its regular meeting June 16, 2020, the City Council held a public hearing to consider Ordinance 2265, to amend Chapter 6.12 of the Municipal Code updating the required CalGreen diversion rate of construction and demolition debris from fifty percent to sixty-five percent. The City Council voted unanimously to approve and take first reading of Ordinance 2265. Ordinance 2265 will become effective 30 days after adoption.

Prepared by: Andrea Sanders

Andrea Sanders, Deputy City Clerk

Approved by: Brian Loventhal

Brian Loventhal, City Manager

Attachment:

a. Ordinance 2265

ORDINANCE NO. 2265

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CAMPBELL AMENDING CHAPTER 6.12 OF THE CAMPBELL MUNICIPAL CODE REGARDING RECYCLING AND SALVAGING OF CONSTRUCTION AND DEMOLITION DEBRIS

THE CITY COUNCIL OF THE CITY OF CAMPBELL DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. Section 6.12.030 of the Campbell Municipal Code is hereby amended to read as follows with strikethroughs (~~strikethroughs~~) indicating deleted text, and underlying (underlining) indicating added text:

6.12.030 – Diversion requirements.

~~At least fifty percent of the c~~Construction and demolition debris tonnage from all covered projects shall be diverted from landfills by using recycling, reuse, salvage and other diversion programs~~.~~, at the required rate set by California's Green Building Standards Code,

SECTION 2. Section 6.12.040 of the Campbell Municipal Code is hereby amended to read as follows with strikethroughs (~~strikethroughs~~) indicating deleted text, and underlying (underlining) indicating added text:

6.12.040 – Declaration of intent.

Applicants for building, demolition or other development permits for projects under this chapter shall execute a declaration of intent to recycle ~~a minimum of fifty percent of~~ construction and demolition debris for a covered project at the required rate set by California's Green Building Standards Code.

SECTION 3. Section 6.12.060 of the Campbell Municipal Code is hereby amended to read as follows with strikethroughs (~~strikethroughs~~) indicating deleted text, and underlying (underlining) indicating added text:

6.12.060 – Reporting.

(a) No later than thirty days following the completion of a demolition project or construction project, the contractor shall, as a condition of final approval and for issuance of any certificate of occupancy, certify ~~that a minimum of fifty percent of the~~ construction and demolition debris was recycled at the diversion rate set by California's Green Building Standard Code and submit documentation to department of public works that demonstrates compliance with the requirements of this chapter.

(b) The documentation shall consist of photocopies of receipts and weight tags or other records of measurement or equivalent documentation from recycling companies, deconstruction contractors, and landfill and disposal companies.

Attachment: Ordinance 2265 (Ordinance 2265)

(c) Progress reports during construction may be required.

(d) All documentation submitted pursuant to this section is subject to verification by city.

(e) It is unlawful for any person to submit documentation to city under this section which that person knows to contain any false statements, including but not limited to false statements regarding tonnage of materials recycled or diverted, or to submit any false or fraudulent receipt of weight tags or other record of measurement.

SECTION 4. If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid, such decision or decisions shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance, and each section, subsection, sentence, clause and phrase thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared invalid.

SECTION 5. This ordinance shall become effective thirty (30) days following its passage, and shall be published one time within fifteen (15) days upon passage and adoption in the Campbell Express, a newspaper of general circulation in the City of Campbell, County of Santa Clara.

PASSED AND ADOPTED this 7th day July, 2020 by the following roll call vote:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:

APPROVED:

ATTEST:

_____
Susan M. Landry, Mayor

_____
Andrea Sanders, Deputy City Clerk

City Council Report

Item: 7
Category: CONSENT CALENDAR
Meeting Date: July 7, 2020

TITLE: **Resolution Declaring the Month of July as Parks Make Life Better (Resolution/Roll Call Vote)**

RECOMMENDED ACTION

It is recommended that the City Council adopt a resolution recognizing July as Parks Make Life Better month.

BACKGROUND

Since 1985, the U.S. House of Representatives designates the month of July as National Parks & Recreation month. In honor of that designation and in recognition of the California Parks and Recreation Society's effort to bring awareness to the importance of Parks and Recreation programs through the state-wide Parks Make Life Better campaign, staff requests that the City Council designate July as Parks Make Life Better month in the City of Campbell.

DISCUSSION

The City of Campbell Recreation and Community Services Department offers a variety of programs and services both in person and online that promote physical, emotional and mental health and wellness. In recent months our community has been faced with a severe pandemic which has disrupted the daily routine of our residents. The need for open space, the ability to connect with nature, the option to engage virtually and participate in physically distanced programs has proven to be an essential part of our residents' lives. Programs and services that are offered promote the economic vitality of Campbell, have provided day care for essential workers and served meals to vulnerable populations.

Recreation programs bring diverse populations together fostering social cohesiveness and strengthen community with facilities that reflect our community character, heritage, culture and history. Activities and programs create memorable experiences and support ongoing learning opportunities to keep families active and engaged.

The City of Campbell continues to be stewards of natural resources and recognizes the importance of access to local parks, recreation, trails, open space and facilities. The

Recreation and Community Services Department helps spread the Parks Make Life Better message to inform citizens of the many benefits of utilizing parks, facilities, recreation programs and services.

Prepared by: Natasha Bissell

Natasha Bissell, Recreation Services Manager

Approved by: Brian Loventhal

Brian Loventhal, City Manager

Attachment:

a. RESOLUTION July is PMLB month 2020

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAMPBELL DECLARING THE MONTH OF JULY AS PARKS MAKE LIFE BETTER MONTH

WHEREAS, Parks and Recreation ***promotes physical, emotional and mental health and wellness*** through organized and self-directed fitness, play, and activity; and

WHEREAS, Parks and Recreation ***supports the economic vitality of communities*** by providing frontline jobs, childcare for the essential work force and promoting community revitalization; and

WHEREAS, Parks and Recreation ***creates memorable experiences*** through engaging virtual and physically distanced programs, dynamic online events and new learning opportunities designed to keep families active while stay-at-home orders are in place and beyond; and

WHEREAS, Parks and Recreation ***fosters social cohesiveness*** in communities by celebrating diversity, providing spaces to come together peacefully, modeling compassion, promoting social equity, connecting social networks, and ensuring all people have access to its benefits; and

WHEREAS, Parks and Recreation ***supports human development*** and endless learning opportunities that foster social, intellectual, physical and emotional growth in people of all ages and abilities; and

WHEREAS, Parks and Recreation ***strengthens community identity*** by providing facilities and services that reflect and celebrate community character, heritage, culture, history, aesthetics and landscape; and

WHEREAS, Parks and Recreation ***facilitates community problem and issue resolution*** by providing safe spaces to come together peacefully and facilitating conversations and services in order that our communities may heal both physically and emotionally; and

WHEREAS, Parks and Recreation ***sustains and stewards our natural resources*** by protecting habitats and open space, connecting people to nature, and promoting the ecological function of parkland; and

WHEREAS, Parks and Recreation ***supports safe, vibrant, attractive, progressive communities*** that make life better through positive alternatives offered in their recreational opportunities; and

WHEREAS, The California Park & Recreation Society has released a statewide public awareness campaign, “Parks Make Life Better!®” to inform citizens of the many benefits of utilizing parks, facilities, programs, and services; now, therefore, be it resolved that the citizens of California recognize the importance of access to local parks, trails, open space, and facilities for the health, wellness, development, inspiration, and safety of all Californians; and be it further resolved, that we declare the month of July 2020 as “Parks Make Life Better!®” Month.

Passed and adopted this _____ day of July, 2020 by the following roll call vote:

AYES: Councilmembers:
NOES: Councilmembers:
ABSENT: Councilmembers:

APPROVED:

_____
Susan M. Landry, Mayor

ATTEST:

_____
Andrea Sanders, Deputy City Clerk

City Council Report

Item: 8
Category: CONSENT CALENDAR
Meeting Date: July 7, 2020

TITLE: **Authorizing the City Manager to Execute an Agreement with MoonChef, LLC, to Provide Catered Meals for the Senior Nutrition Program for FY 2020-2021 (Resolution/Roll Call Vote)**

RECOMMENDED ACTION

It is recommended that the City Council adopt a resolution authorizing the City Manager to execute an Agreement with MoonChef, LLC, to provide catered meals for the Senior Nutrition Program during FY 2020-2021.

BACKGROUND

The City entered into a partnership with MoonChef in December 2017 to provide Asian Meals in the Senior Nutrition Program. MoonChef caters meals two days per week in conjunction with Bateman who provides meals three days per week. The negotiated bulk meal rate is $5.38 per meal.

DISCUSSION

MoonChef is designated as an approved food caterer by the County of Santa Clara. The Agreement is for FY 20-21 covering the period of July 1, 2020 through June 30, 2021.

FISCAL IMPACT

The City shares the cost for the Senior Nutrition Program's catered meals with Santa Clara County. The total FY 20-21 meal quantities for MoonChef will be directed by staff based on need. Funds have been approved in the FY 20-21 operating budget and are included in the Recreation & Community Services Department, Adult Services Division Budget 101.525.7432.

ALTERNATIVES

1. Do not authorize City Manager to execute an agreement with MoonChef.
2. Provide different direction to staff.

ATTACHMENTS

1- Council Resolution MoonChef FY 2020-2021.

2- County Budget FY 2020-2021.

Prepared by:

Tina Wong-Erling, Senior Services Supervisor

Reviewed by:

Natasha Bissell, Recreation Services Manager

Approved by:

Brian Loventhal, City Manager

Attachment:

a. Council Resolution MoonChef FY 2020-2021
b. County Budget Justification FY 2020-2021

Attachment A

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAMPBELL AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT WITH MOONCHEF, LLC, TO PROVIDE CATERED MEALS FOR THE SENIOR NUTRITION PROGRAM FOR FY 20-21

WHEREAS, the City of Campbell recognizes the need for a nutritious meal program for senior citizens in Campbell; and

WHEREAS, MoonChef has been designated by the County as an approved caterer for meals for the City/County Nutrition Program for FY20-21; and

WHEREAS, the Agreement with MoonChef is required to clarify the financial obligations of each party.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Campbell does hereby authorize the City Manager to execute the Agreement with MoonChef to provide meals for the Senior Nutrition Program for FY 20-21.

PASSED AND ADOPTED this 7th day of July 2020 by the following roll call vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

APPROVED:

_____
Susan M. Landry, Mayor

ATTEST:

_____
Andrea Sanders, Acting City Clerk

County of Santa Clara
Social Services Agency

FY 2020-21

Attachment B

Agency Name: City of Campbell
Site Location: Campbell Community Center

14,384
Annual Meals

A	B	C	D
Fee for Service Budget Justification*			
Personnel Costs	Total Program Cost	Agency Amount**	SCC Contract Amount
Salaries	$ 71,781.00	$ 71,781.00	$ -
Volunteer Hours (in-kind)	$ -	$ -	$ -
Payroll Taxes	$ 1,723.00	$ 1,723.00	$ -
Retirement Contribution	$ 3,518.00	$ 3,518.00	$ -
Health Insurance	$ 8,394.00	$ 8,394.00	$ -
Other Fringe Benefits	$ 3,371.00	$ 3,371.00	$ -
Subtotal Personnel Costs	$ 88,787.00	$ 88,787.00	$ -
Operating Expenses			
Food Costs @ $5.58/meal	$ 80,262.72	$ 12,736.36	$ 67,526.36
Non-Food Costs @ $0.7/meal	$ 10,069.00	$ 5,034.50	$ 5,034.50
In-Kind Donations		$ -	$ -
Usage Cost	$ 6,991.00		$ 6,991.00
Insurance			$ -
Fiscal	$ 842.00	$ 421.00	$ 421.00
Staff Mileage @ Federally Approved Rate	$ 214.00	$ 107.00	$ 107.00
Equipment & Repair	$ 365.36	$ 182.50	$ 182.86
Pre-packaged Meals & Special Events Supplies	$ 250.00	$ 250.00	$ -
Subtotal Operating Expenses	$ 98,994.08	$ 18,731.36	$ 80,262.72
INDIRECT COSTS (maximum 15% of SCC Contract Amount or federally approved indirect rate)			
Administrative Overhead			$ -
Grand Total	$ 187,781.08	$ 107,518.36	$ 80,262.72
Unit cost (approximate)*:	$ 13.05	$ 7.47	$ 5.58
Food Cost per Meal:	$ 5.58	$ 0.89	$ 4.69
Food Cost as Percent of Unit Cost (Minimum of 25% less $.25 for SCC funding)**:	43%	12%	84%

*Actual expenses must be reconciled to the amount of the County per meal reimbursement quarterly and at year end.
**Agency contribution plan must equal at least $.83/meal. If a higher amount is listed above, that amount is required.

First Amendment to the Contract between the County of Santa Clara Social Services Agency and City of Campbell
FY2020

City Council Report

Item: 9
Category: CONSENT CALENDAR
Meeting Date: July 7, 2020

TITLE: **Authorize the City Manager to Execute an Agreement with Bateman Community Living, LLC to Provide Catered Meals for the Senior Nutrition Program 20-21 (Resolution/Roll Call Vote)**

RECOMMENDED ACTION

It is recommended that the City Council adopt a resolution authorizing the City Manager to execute the Agreement with Bateman Community Living, LLC, to provide catered meals for the Senior Nutrition Program for FY 20-21.

BACKGROUND

The City of Campbell has a long-standing partnership with Bateman Community Living to provide catered meals at the Senior Nutrition Program. The purpose of this agreement is to continue providing catered meals at the City of Campbell's Senior Nutrition Program for the FY 20-21. The negotiated bulk meal rate is $5.44 per meal.

DISCUSSION

Bateman Community Living is designated as an approved caterer by the County of Santa Clara through their competitive bid process for the provision of food services for the City/County Senior Nutrition Program. This is an agreement for the new contract cycle for FY 20-21 covering the period of July 1, 2020 through June 30, 2021.

FISCAL IMPACT

The City shares the cost for the Senior Nutrition Program's catered meals with Santa Clara County. The total FY 20-21 meal quantities for Bateman will be directed by staff based on need. Funds have been approved in the FY 20-21 operating budget and are included in the Recreation & Community Services Department, Adult Services Division Budget 101.525.7432.

ALTERNATIVES

1. Do not authorize City Manager to execute an agreement with Bateman Community Living, LLC.

2. Provide different direction to staff.

ATTACHMENTS

1- Council Resolution Bateman FY 2020-2021.
2- County Budget FY 2020-2021.

Prepared by:

Tina Wong-Erling, Senior Services Supervisor

Reviewed by:

Natasha Bissell, Recreation Services Manager

Approved by:

Brian Loventhal, City Manager

Attachment:

a. Council Resolution Bateman FY 2020-2021
b. County Budget Justification FY 2020-2021

Attachment A

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAMPBELL AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT WITH BATEMAN COMMUNITY LIVING, LLC, TO PROVIDE CATERED MEALS FOR THE SENIOR NUTRITION PROGRAM FOR FY 20-21

WHEREAS, the City of Campbell recognizes the need for a nutritious meal program for senior citizens in Campbell; and

WHEREAS, Bateman Community Living is designated by the County as an approved caterer for meals for the City/County Nutrition Program for FY 20-21; and

WHEREAS, the Agreement with Bateman Community Living are required to extend the terms for one year and clarify the financial obligations of each party.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Campbell does hereby authorize the City Manager to execute the Agreement with Bateman Community Living to continue to provide meals for the Senior Nutrition Program for FY 20-21.

PASSED AND ADOPTED this 7th day of July, 2020 by the following roll call vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

APPROVED:

_____
Susan M. Landry, Mayor

ATTEST:

_____
Andrea Sanders, Acting City Clerk

County of Santa Clara
Social Services Agency

FY 2020-21

Attachment B

Agency Name: City of Campbell
Site Location: Campbell Community Center

14,384
Annual Meals

A	B	C	D
Fee for Service Budget Justification*			
Personnel Costs	Total Program Cost	Agency Amount**	SCC Contract Amount
Salaries	$ 71,781.00	$ 71,781.00	$ -
Volunteer Hours (in-kind)	$ -	$ -	$ -
Payroll Taxes	$ 1,723.00	$ 1,723.00	$ -
Retirement Contribution	$ 3,518.00	$ 3,518.00	$ -
Health Insurance	$ 8,394.00	$ 8,394.00	$ -
Other Fringe Benefits	$ 3,371.00	$ 3,371.00	$ -
Subtotal Personnel Costs	$ 88,787.00	$ 88,787.00	$ -
Operating Expenses			
Food Costs @ $5.58/meal	$ 80,262.72	$ 12,736.36	$ 67,526.36
Non-Food Costs @ $0.7/meal	$ 10,069.00	$ 5,034.50	$ 5,034.50
In-Kind Donations		$ -	$ -
Usage Cost	$ 6,991.00		$ 6,991.00
Insurance			$ -
Fiscal	$ 842.00	$ 421.00	$ 421.00
Staff Mileage @ Federally Approved Rate	$ 214.00	$ 107.00	$ 107.00
Equipment & Repair	$ 365.36	$ 182.50	$ 182.86
Pre-packaged Meals & Special Events Supplies	$ 250.00	$ 250.00	$ -
Subtotal Operating Expenses	$ 98,994.08	$ 18,731.36	$ 80,262.72
INDIRECT COSTS (maximum 15% of SCC Contract Amount or federally approved indirect rate)			
Administrative Overhead			$ -
Grand Total	$ 187,781.08	$ 107,518.36	$ 80,262.72
Unit cost (approximate)*:	$ 13.05	$ 7.47	$ 5.58
Food Cost per Meal:	$ 5.58	$ 0.89	$ 4.69
Food Cost as Percent of Unit Cost (Minimum of 25% less $.25 for SCC funding)**:	43%	12%	84%

*Actual expenses must be reconciled to the amount of the County per meal reimbursement quarterly and at year end.
**Agency contribution plan must equal at least $.83/meal. If a higher amount is listed above, that amount is required.

City Council Report

Item: 10
Category: CONSENT CALENDAR
Meeting Date: July 7, 2020

TITLE: **Authorization to Issue a Request for Proposals for New Janitorial Service Contracts for City Owned Buildings (City Hall, Police Annexation, Historical Museum, 2Nd Street Garage and the City Service Center) (Resolution/Roll Call Vote)**

RECOMMENDED ACTION

It is recommended that the City Council adopt a resolution to authorize the Public Works Director to initiate a Request for Proposals for janitorial services for City Owned Buildings, with services beginning August 8, 2020; and authorize the Public Works Director to execute a contract to the most responsive bidder(s) for a period of eleven (11) months plus options to renew five (5) additional one (1) year contracts for a total of five (5) years and eleven (11) months.

BACKGROUND

Janitorial services for all City facilities are provided by outside contractors. The Department of Public Works, Building Maintenance Division manages two separate contracts for these services.

The first contract, for services at the Campbell Community Center, Heritage Theatre and Park Restrooms, will be extended for another year, as per the contract agreement approved by City Council in 2018.

The second contract, for janitorial services at City Hall, Police Annexation, Historical Museum, 2nd Street Garage and the City Service Center, will expire June 30, 2020. The City does have one more option to extend the existing service agreement with the current service provider, Sunnyvale Building Maintenance (SBM), for one additional year. However, SBM has communicated to the City that they will be closing their business effective August 1, 2020.

DISCUSSION

The Department of Public Works has prepared specifications and bidding procedures for a janitorial contract for services located at City Hall, Police Annexation, Historical Museum, 2nd Street Garage and the City Service Center.

The current service provider will continue to provide janitorial services through the month of July allowing time for the Department of Public Works (PW) to perform a Request for Proposals (RFP) for new janitorial services.

For the new contract, City staff will request proposals from potential service providers to demonstrate an understanding of service needs and challenges. These proposals will be reviewed, weighted and considered along with best pricing of services. The vendor with the best weighted score and pricing will be awarded the service contract.

The current annual cost for these janitorial services is approximately $52,000. Staff anticipates an increase in cost with the new contract.

Multiple year contracts create an interest in vendors to provide competitive proposals. The new contract(s) will be for one, eleven (11) month contract with the option for the City to renew the contract(s) for five (5) additional one (1) year periods, for a total of five (5) years and eleven (11) months. A Pre-Proposal Meeting will be held for staff to provide a limited walk-through of the sites and detailed expectations of service for all potential service providers.

FISCAL IMPACT

Funding for janitorial services is provided for in the Public Works operating budget.

Prepared by: Rebekah Rodriguez,

Reviewed by: Todd Capurso, Director of Public Works

Approved by: Brian Loventhal, City Manager

Attachment:

a. RESOLUTION
b. FINAL_RFP for Janitorial Services_2020-06-25

RESOLUTION NO._____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAMPBELL AUTHORIZING THE DIRECTOR OF PUBLIC WORKS TO INITIATE A REQUEST FOR PROPOSALS FOR JANITORIAL SERVICES FOR CITY OWNED BUILDINGS (CITY HALL, POLICE ANNEXATION, HISTORICAL MUSEUM, 2ND STREET GARAGE AND THE CITY SERVICE CENTER)

WHEREAS, janitorial services for all city facilities are provided by outside contractors; and

WHEREAS, the existing contract for janitorial services for City Owned Buildings will expire on June 30, 2020; and

WHEREAS, the current janitorial service provider, Sunnyvale Building Maintenance (SBM), plans to close their business effective August 1, 2020; and

WHEREAS, SBM is only able to extend the current contract for one month requiring the City to obtain a new janitorial service provider beginning August 8, 2020;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Campbell does hereby

1. Authorize the Director of Public Works to initiate a Request for Proposals for janitorial services for all City Owned Buildings.
2. Authorize the Public Works Director to execute a contract to the most responsive bidder(s) for a period of eleven (11) months plus options to renew five (5) additional one (1) year period for a total of five (5) years and eleven (11) months.

PASSED AND ADOPTED this 7th day of July 2020 by the following roll call vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

APPROVED:

_____
Susan M. Landry, Mayor

ATTEST:

_____
Andrea Sanders, Deputy City Clerk

CITY OF CAMPBELL

REQUEST FOR PROPOSALS (RFP)

FOR

JANITORIAL SERVICES FOR CITY OWNED BUILDINGS

(City Hall, Police Annexation, Historical Museum, 2nd Street Garage and the City Service Center)

Mandatory Pre-Proposal Meeting and Walk-Through:

Thursday, July 30, 2020 at 10:00 a.m.

Proposals Due by:
Tuesday, August 4, 2020 at 2:00 p.m.

Attachment: FINAL_RFP for Janitorial Services_2020-06-25 (RFP for New Janitorial Services Contracts for City Owned Buildings)

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Attachment: FINAL_RFP for Janitorial Services_2020-06-25 (RFP for New Janitorial Services Contracts for City Owned Buildings)

NOTICE INVITING PROPOSALS

Attachment: FINAL_RFP for Janitorial Services_2020-06-25 (RFP for New Janitorial Services Contracts for City Owned Buildings)

NOTICE INVITING PROPOSALS

NOTICE TO CONTRACTORS

The City of Campbell is soliciting proposals from licensed and bonded contractors for the provision of professional janitorial services to city owned buildings and facilities; Campbell City Hall, including the Police Annex Building, located at 70 North First Street, Historical Museum located at 51 N Central Ave., 2nd Street Garage located at Civic Center Dr., between N 3rd St. and N 2nd St., and the Public Works Service Center located at 290 Dillon Ave. The contractor's staff who will be accessing the Police Department (PD) areas will need to complete a PD Background check. The project/contract consists of general janitorial services, as outlined in the specifications and will include services on a daily, weekly or seasonal basis. Most areas will be serviced Monday through Friday with the Police Department areas being serviced seven (7) days per week. The total project area is approximately 51,200 square feet.

As a Request for Proposal (RFP) this is not an invitation to bid and, although price is very important, other factors will be taken into consideration. The project scope, content of proposal, and vendor selection process are summarized in the RFP.

INSTRUCTIONS FOR PROPOSALS

Proposal Packets containing specifications and instructions can be obtained online at www.cityofcampbell.com or at the mandatory pre-proposal and walk-through meeting. All proposals must include all required forms and information as outlined in the project Specifications, General Conditions and Instructions to Proposers. Proposals must be submitted to:

City of Campbell

City Clerk's Office

ATTN: Alex Mordwinow

70 North First Street

Campbell, CA 95008-1423

Submittals are due no later than **2:00 p.m. on Tuesday, August 4, 2020.** The City of Campbell reserves the right to reject all proposals and to waive any informality.

PROJECT INFORMATION

1. All contractors interested in submitting bids for this project are invited to attend a **PRE-PROPOSAL MEETING and BIDDER'S WALK-THROUGH**, conducted by the City's Public Works Superintendent. The Mandatory Walk-Through will be held at **10:00 a.m.**

Attachment: FINAL_RFP for Janitorial Services_2020-06-25 (RFP for New Janitorial Services Contracts for City Owned Buildings)

on Thursday, July 30, 2020, in the Service Center Administration Building located at 290 Dillon Avenue, Campbell, CA 95008. An orientation meeting will be conducted explaining the process to submit a proposal, the City's performance standards and expectations, project requirements, special conditions, and answer any questions proposers may have. A limited tour of the facilities will follow. **Please make sure that masks are worn during any contact with staff during the walk-through.** Any questions should be directed to Alex Mordwinow at 408-866-2127.

2. Date and Place of Accepting Proposals. Notice is hereby given that sealed proposals will be received at the Office of the City Clerk of the City of Campbell (City), 70 N. First Street, Campbell, CA 95008-1423 until **2:00 p.m. on Tuesday, August 4, 2020.**, for the foregoing project.

3. Contract Documents. The contract documents, including, but not limited to, the Notice Inviting Proposals, Instructions to Bidders, Specifications, Scope of Work, Bid Forms and Contract may be seen and picked up at the office of the Public Works Superintendent of the City of Campbell located at 290 Dillon Avenue, Campbell, California. Proposals must conform and be responsive to all contract documents.

4. Award of Contract. The City shall award the contract(s) to the best qualified company, with consideration of cost, for a period of **eleven (11) months or ending June 30, 2021**, with the City's sole option to renew the contract(s) for an additional (5) five – (1) one-year contracts.

   The City may choose to award the contracts for the Campbell City Hall, Police Annexation Historical Museum, 2nd Street Garage and the PW Service Center to the same contractor or to separate contractors if it is in the best interest of the City. The City reserves the right to reject any and all proposals, to modify the scope of the project to meet budget constraints, and to waive any informality or no substantive irregularity as the interest of the City may require.

5. Business License. All contractors and subcontractors working in the City of Campbell must have a valid City of Campbell Business License at the time the contract is awarded. Business Licenses may be purchased at the Finance Department at 70 N. First Street, Campbell, California.

6. Project Administration. All questions relative to this project must be submitted in writing and received a minimum of 3 working days prior to the proposal due date and shall be directed to:

City of Campbell, Public Works Department

70 North First Street, Campbell, CA 95008-1423

Attention: Alex Mordwinow, Public Works Superintendent

Tel: (408) 866-2145 / Fax: (408) 370-3304 / alexm@cityofcampbell.com

CITY OF CAMPBELL

By: _____
Andrea Sanders, Deputy City Clerk

Publish:_____

Attachment: FINAL_RFP for Janitorial Services_2020-06-25 (RFP for New Janitorial Services Contracts for City Owned Buildings)

PROPOSAL INSTRUCTIONS

Attachment: FINAL_RFP for Janitorial Services_2020-06-25 (RFP for New Janitorial Services Contracts for City Owned Buildings)

GENERAL CONDITIONS & INSTRUCTIONS TO BIDDERS FOR JANITORIAL SERVICES TO BE PROVIDED FOR CITY OWNED BUILDINGS

(Located at City Hall, Police Department Annexation, Historical Museum, 2nd Street Garage and City Service Center)

Attachment: FINAL_RFP for Janitorial Services_2020-06-25 (RFP for New Janitorial Services Contracts for City Owned Buildings)

I. OVERVIEW

The City of Campbell Public Works Department (hereinafter "City") is soliciting proposals from qualified janitorial service providers (hereinafter "Contractor") to secure the performance of professional janitorial services, which will provide necessary routine cleaning services as well as occasional special cleaning services for areas managed by the City's Public Works Department.

Contractor will use "environmental preferable" cleaning products when available for the required cleaning. All individuals performing on the project must clear a criminal background check.

II. BACKGROUND

The City of Campbell's City Hall is the center of conducted city business and the home of the City's Police Department and its related activities. The Council Chambers, located within the City Hall Building, is frequented by the City's Council Members and the community on a regular basis. The Historical Museum houses several City owned historical treasures and host Elementary School field trips and other groups throughout the year and the PW Service Center houses all the PW Maintenance staff areas and administration buildings. These facilities are used by a diverse group of staff, contractors, and community members expecting quality routine cleaning services and customer friendly and timely response to special event support or special cleaning requests. There is an expectation that all City Staff and City contractors will conduct themselves professionally and have a professional appearance.

III. GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS

A. Pre-Proposal Meeting / Walk-Through

A Pre-Proposal Meeting and limited Walk-Through will be held at **10:00 a.m., Thursday, July 30, 2020**. The location of the **meeting will be in the Service Center Administration Building**, located at 290 Dillon Avenue, Campbell Ca. It is **MANDATORY** for all bidders to attend this meeting. All contractors should be sure to sign-in and/or leave a business card to be placed on the mailing list for any addenda issued. Mask are required during the limited walk-through and any time in the presence of City staff.

B. Requests for Information

Questions regarding documents, discrepancies, omissions, or doubt as to meaning will be clarified for all bidders at the Pre-Proposal Walk-Through. Questions pertaining to this RFP after the pre-proposal conference must be submitted in writing prior to the deadline date via e-mail to Alex Mordwinow at alexm@cityofcampbell.com. Be as specific as possible, citing the specific section/number where applicable. The City will provide a written response to all pertinent questions in the form of an Addendum.

C. Addenda or Bulletins

Any addenda or bulletins issued during the time of bidding shall become a part of the specifications and shall be issued to all bidders who attended and registered their attendance at the Pre-Proposal Walk-Through.

D. Evidence of Responsibility

1. All applicants must be licensed, bonded, and have a minimum of five years' experience performing janitorial services to office and/or recreational facilities of a similar size and scope.
2. All bidders shall submit with their bid a list of recent references who can be contacted to provide evidence of the bidder's experience and responsibility exhibited on projects of similar size, scope and difficulty, evidence of the bidder's organization available for the performance of the contract, and any other required evidence of the bidder's qualification to perform the proposed contract

IV. PROPOSAL SUBMITTAL AND SELECTION

A. General

1. All proposals submitted will include the original and three (3) copies of the proposal. All proposals **must be sealed in an interior envelope labeled "Proposal for Janitorial Services City Owned Buildings"** and received by mail or recognized carrier no later than 2:00 p.m. on Tuesday August 4, 2020. **Please make sure envelopes are clearly addressed to the City Clerk's Office**. **Late proposals will not be considered.**
2. The City of Campbell reserves the right to waive minor irregularities, reject all proposals and/or terminate or postpone the project or any part thereof.
3. Costs of preparation of proposals will be borne by the proposer.
4. Selection of a qualified contractor will be by an approved City procedure for awarding professional contracts.
5. This request does not constitute an offer of employment or to contract for services.
6. The City reserves the option to retain all proposals, whether selected or rejected. Once submitted, the proposals and any supplemental documents become the property of the City.
7. All proposals shall remain firm for ninety (90) days following closing date for receipt of proposals.
8. The City reserves the right to award the contract to the contractor(s) who presents the proposal which, in the judgment of the City, best accomplishes the desired results, and shall include, but not be limited to a consideration of the professional service fees.
9. Selection will be made based on the proposals as submitted. The City may deem it necessary to interview applicants. The City retains the right to interview applicants as part of the selection process.
10. The proceedings of the selection process are confidential.

Attachment: FINAL_RFP for Janitorial Services_2020-06-25 (RFP for New Janitorial Services Contracts for City Owned Buildings)

B. Selection Criteria

The following criteria will be considered, although not exclusively, in determining which firm is hired:

1	Experience	15 Points
2	References	10 Points
3	Service Proposal	20 Points
4	Cost	50 Points
5	Local Business	5 Points
	Total	100 Points

The contract will be awarded to the most responsive and responsible proposal with consideration of total contractual costs. At the City's discretion, companies submitting proposals may be asked to interview with City Staff to clarify work plans and to ensure the contractor has a complete understanding of city expectations.

C. PROPOSAL FORMAT AND SUBMISSION REQUIREMENTS

1. Forms
   a. All proposals must be submitted along with the provided forms prepared by the City and included in this packet. All items on all forms must be completed. Numbers should be stated in figures and signatures of individuals must be in legible longhand. The completed forms must be without interlineations, alterations, or erasures.

2. Proposal
   a. All proposals shall include the following:

      i. Cover Letter – Cover letter signed by an officer of the firm, binding the firm to all the commitments made in the submittal. The cover letter also needs to provide a narrative outlining the reasons why your firm should be selected. The primary contact for your firm should also be provided in the cover letter, including their phone number and their email and mailing addresses.

      ii. Background – Proposer(s) must furnish satisfactory evidence of their ability and experience in conducting janitorial services for facilities in similar scope and size.

      iii. Review of Scope of Services – Proposers must provide a brief statement on the consultant's ability to provide the services listed in the attached scope of services. Please provide any suggested revisions or additions and provide a brief explanation of your firms approach and/or practices.

      iv. Proposed Personnel – Provide resumes for the proposed key personnel that will be directly involved in providing janitorial services for the City Hall and Historical Museum. Identify points of contact as necessary.

Attachment: FINAL_RFP for Janitorial Services_2020-06-25 (RFP for New Janitorial Services Contracts for City Owned Buildings)

v. Proposed Cost – Contractors will complete Attachment A – "Cost Proposal".

vi. References – A minimum of three current references should be provided. References should be similar in size and scope as this service request. Please provide the following information for each reference:

- Firm or Agency Name
- Project Description
- List of Services Provided
- Contact Person (Name and Title)
- Address
- Telephone Number
- Email Address

3. Requirements
   a. The successful contractor shall be required to provide the following documents to the City within ten (10) days of notice of bid award:
      i. Performance Bond for faithful performance in the amount of 100% of the first year's contract price (monthly rate x 12).
      ii. Payment Bond assuring that employees and subcontractors will be paid, in the amount of 100% of the first year's contract price (monthly rate x 12).
      iii. Certificate of Insurance documenting proof of the following coverages throughout the term of the contract:
         1. Worker's Compensation Insurance;
         2. Public liability and property damage insurance with limits of not less than $1,000,000 per occurrence;
         3. The City of Campbell must be named as additional insured's;
         4. The insurance may not be cancelled or reduced without providing thirty (30) days written notice to the City of Campbell.
      iv. Proof of obtaining a City of Campbell Business License.
      v. Employee Roster with employee names, addresses, Social Security numbers, and CA Driver's License numbers, background check and fingerprints provided by the Sheriff's Department for all employees who will be assigned to this job. This information must be provided in advance of the assignment of any and all new employees. Prior to their first day, each of contractor's employees assigned to this site must go to the Santa Clara County Sheriff's Office to be fingerprinted.

   b. **The successful bidder will be prepared to start this job on Saturday, August 8, 2020.**

V. AWARD OF CONTRACT

The City shall award the contract(s) to the best qualified company, with consideration of cost, for a period of eleven (11) months with the City's sole option to renew the contract(s) for an additional (5) five – (1) one-year period.

The City may choose to award the contract for the various locations to the same contractor or to separate contractors if it is in the best interest to the City. The City reserves the right

Attachment: FINAL_RFP for Janitorial Services_2020-06-25 (RFP for New Janitorial Services Contracts for City Owned Buildings)

to reject any and all bid proposals, to modify the scope of the project to meet budget constraints, and to waive any informality or no substantive irregularity as the interest of the City may require.

VI. EXTENSION OF CONTRACT

The term of the first contract will be for eleven months or ending on June 30, 2021, Purchase Orders will be created for a period of one year in junction of the City's Fiscal Year, July 1 through June 30 of each year. The City of Campbell, at its sole discretion, may elect to extend the service contract for an additional 5 (five), one-year terms, pending satisfactory performance under the original contract. Annual contractual costs shall be equal to the February-to-February San Francisco-Oakland-San Jose Consumer Price Index-All Urban (CPI) in an amount not to exceed four percent (4%) but not lower than 2%, annually, on July 1 of each contract renewal.

IV. SCHEDULE

A schedule for this RFP is given below and is subject to change:

Tentative RFP Schedule	Target Date(s)
Advertise for Potential Bidders	July 15 & 22, 2020
Mandatory Pre-Bid Meeting	July 30, 2020
RFP Due Date	August 4, 2020
Interview final candidates (Optional – at the City's discretion)	August 5, 2020
Award Contract	August 7, 2020
Start Contract	August 8, 2020

The successful bidder should be prepared to start this job on
Saturday, August 8, 2020.

Attachment: FINAL_RFP for Janitorial Services_2020-06-25 (RFP for New Janitorial Services Contracts for City Owned Buildings)

SPECIFICATIONS

CITY OF CAMPBELL

DEPARTMENT OF PUBLIC WORKS

Request for Proposals (RFP)
For
Janitorial Services for City Owned Buildings

Attachment: FINAL_RFP for Janitorial Services_2020-06-25 (RFP for New Janitorial Services Contracts for City Owned Buildings)

SPECIFICATIONS

GENERAL PROVISIONS

I. The contractor shall furnish all labor, equipment, cleaning solutions, and other supplies necessary for the complete janitorial service in accordance with the specifications and provisions of the contract for Janitorial Services for City Buildings as outlined on the attached charts and specifications.

II. The contractor shall establish effective communication channels to allow daily communication with assigned staff and weekly/monthly evaluations of services provided. To allow maximum effective communication between the City and contractor, the City requires a contractor's site supervisor and at least one of the contractor's staff on duty at all times must speak, read, and write fluent English. Children, friends, family, or other persons not directly employed by the contractor are strictly prohibited from City's premises. Weekly meetings between the City's Building Maintenance Supervisor, or his designee, and the contractor's project supervisor will be required.

III. All work is to be performed on the days and between the hours specified for each building, some services may be required on recognized holidays. Time allowances may be made for special monthly, bi-annual, and annual services; the contractor must make arrangements with the City's Building Maintenance Supervisor, or his designee for any adjustments to schedules.

IV. The City reserves the right to back charge the contractor for services not performed. If services are not performed as per the contract or schedule submitted, after two (2) days' notice to contractor of failure to perform, the City may then contract out the service and back charge the contractor for cost plus 15%. If the situation persists, and the contractor is unable to provide service to meet the specifications, the City has the right, after ten (10) days written notice, to terminate the contract.

V. Many City buildings have intrusion/burglar alarms installed on the premises. The contractor is responsible to adequately train the employees in the proper disarming and arming of each alarm. The City maintains the right to charge the contractor $50 for each incident of false (burglar) alarm caused by the contractor's employees. These charges, when applicable, will be documented and deducted from the monthly payment to said contractor.

VI. The contractor will be provided storage rooms where equipment and supplies may be stored in a safe and secure environment. The City will provide all light bulbs, batteries, toilet tissue, hand towels, paper seat covers, and liquid soap for dispensers, and plastic trash can liners. Supplies will be inventoried and provided on a weekly basis to assigned custodial storage rooms.

VII. All efforts shall be made to recycle as much of the materials and supplies waste as possible. Janitorial staff will collect recyclables and deposit them into the proper on-site recyclable materials depository. The custodial contractor is to supply all cleansers, disinfectants, solvents, waxes, cleaning tools, equipment and any additional supplies necessary for the contractor to perform to the contract specifications. In some cases (such as whiteboards, etc.) the City may require specific products to be used. The City's Building

Attachment: FINAL_RFP for Janitorial Services_2020-06-25 (RFP for New Janitorial Services Contracts for City Owned Buildings)

Maintenance Supervisor shall approve all cleaning products and solutions in advance of their use. The City promotes green cleaning practices and products; therefore, use of as many green products as possible is required. The green products shall be approved by the Building Maintenance Supervisor or his designee

VIII. Any damage to the facilities caused by the janitorial contractor or its employees shall be repaired by the contractor, to the Building Maintenance Supervisor's satisfaction, within five (5) working days. If repairs are not made, or not made to the satisfaction of the Building Maintenance Supervisor, the contractor shall be back charged at cost plus 15% for repairs provided by others. Proof of expense shall be documented and provided to the contractor.

IX. The contractor and contractor staff shall follow all established safety procedures and shall take special care not to endanger the public in any way. The contractor's equipment and supplies shall not be left on public walkways where someone could walk into them or trip over them. Doors to the contractor's supply closets shall remain closed and locked when a contractor's employee is not immediately present.

X. All buildings are public buildings, and some may require service to be provided while the building is still occupied with City employees or members of the public (i.e.: Police Department, night meetings, etc.). Special care shall be taken not to leave equipment and/or materials in locations where they may pose a health or safety hazard to the public or employees. If a building is occupied, the contractor shall employ use of "WET FLOOR" signs and the like as appropriate. A male employee shall not enter an occupied woman's restroom and vice-versa. Once the restroom is clear he/she may enter, post a sign stating the restroom is closed for maintenance, and proceed to perform the specified maintenance, cleaning and re-stocking of paper supplies.

XI. The contractor shall be provided with a monthly calendar of scheduled night meetings and shall perform daily services in those areas <u>after</u> the meetings have concluded so the area will be clean for the next days' business. The contractor shall further be responsible for unlocking public access doors one-half hour before scheduled meetings and locking them at the scheduled ending time.

XII. Currently most City Hall employees work a 9/80 work week, which means front doors, offices, and restrooms should be available to staff and the public until 6:00 p.m. on Mondays through Thursdays, and until 5:00 p.m. on Fridays. The contractor's employees shall not initiate work in restrooms or occupied office areas until after official office hours.

XIII. <u>DESIGNATED CITY HOLIDAYS</u>

A. Janitorial services **will be** provided in the Police Department Offices and Annex Building 365 days per year – including holidays.

B. Janitorial services **do not** need to be provided to other sites serviced in this contract on the following designated Holidays:

New Year's Day ..... January 1st *
Martin Luther King Day ..... Third Monday in January
Presidents Day ..... Third Monday in February
Memorial Day..... Last Monday in May
Independence Day..... July 4th*
Labor Day ..... First Monday in September
Thanksgiving Day ..... Fourth Thursday in November
Day after Thanksgiving ..... Friday after Fourth Thursday

Attachment: FINAL_RFP for Janitorial Services_2020-06-25 (RFP for New Janitorial Services Contracts for City Owned Buildings)

Christmas Day ..... December 25th *

* When the Holiday falls on a Saturday, the holiday will be observed the previous Friday, when the holiday falls on a Sunday, the holiday will be observed on the following Monday.

XIV. When working outside of normal City business hours, the contractor is responsible for the security of all doors and windows at the conclusion of his/her work in each area. All doors shall remain closed and locked while the contractor's staff is inside cleaning. Special care shall be taken to ensure buildings and rooms are not left unlocked, open, or unattended at any time. All windows shall be shut securely, and all exterior doors shall be closed securely and locked. The contractor's staff shall double-check all doors when they leave to insure they are secure (including doors they did not enter or exit). Rooms with alarms shall be armed immediately at the conclusion of the contractor's work.

XV. The contractor is responsible for the removal and replacement of all furniture and equipment, as required, to perform all vacuuming, shampooing, stripping, waxing, and buffing.

XVI. Interior doors that are open or unlocked shall be left in the same position/condition. Interior doors that are locked shall be re-locked at the conclusion of the contractor's work.

XVII. Emergency situations (water leaks, etc.) shall be reported immediately to the Building Maintenance Supervisor (24-hours/day). The contractor shall make note of any damages or unusual conditions found in any room and leave a written note in the Building Maintenance Supervisor mailbox located in the Recreation Office, or leave a voicemail message on his telephone (408-866-2194) clearly describing the condition, damage, or problem, and send an email to BuildingMaintenance@campbellca.gov.

REPORT EMERGENCIES TO 911 or:

Campbell Police Department (408) 378-8161
They will dispatch the appropriate emergency personnel

REPORT UNUSUAL DAMAGES OR CONCERNS TO STAFF VOICEMAIL BOXES:

Building Maintenance Supervisor 408.866.2194

Attachment: FINAL_RFP for Janitorial Services_2020-06-25 (RFP for New Janitorial Services Contracts for City Owned Buildings)

SCOPE OF WORK

Campbell City Hall, Police Annex & City Service Center

I. Sites:

A. Campbell City Hall
- 70 N. First Street
- Approximately 30,000 Square Feet

B. Police Annex Building
- 70 N. First Street (Police Parking Lot)
- Approximately 1460 Square Feet

C. City's Service Center
- 290 S. Dillon Ave
- 3 Buildings totaling approximately 3,500 Square Feet

II. DAILY SERVICES

A. The following services will be provided daily; Monday through Friday, plus Saturday and Sunday in the Police Department Offices and Annexation Building, all Kitchens, Locker Rooms and Dispatch Offices.

B. Office Areas and Meeting Rooms

1) Empty all wastebaskets and trash receptacles inside and outside all buildings, replace wastebasket liners when torn or dirty. Re-attach recycling collectors to wastebaskets.
2) Clean/wipe all open counters & tables, with damp cloth and appropriate cleaning solution.
3) Empty pencil sharpeners.
4) Clean all serving tables and trays. Remove coffee supplies, damp wipe, and replace supplies.
5) Wipe all wood chairs, tables, counters, and woodwork trim with a damp cloth and then with wood polish.
6) Clean fingerprints from light switches.
7) Dust all open flat surfaces (desks, file cabinets, etc.); damp wipe where appropriate.
8) Sweep and damp mop all vinyl/tile floors.
9) Wipe all chairs, flexi-plastic floor mats with a damp cloth.
10) Vacuum all carpeted offices, meeting rooms, stairs, and hallways. **Take care not to mar baseboards with vacuum.**
11) Spot clean stains on carpet daily.
12) Remove cushions and vacuum all couches, upholstered benches, and upholstered chairs.
13) Damp wipe all doors, doorknobs, kick-plates, and door frames.
14) Clean all glass doors inside and out.
15) Dust all interior stair railings and polish wood railings.
16) Damp wipe/clean all exterior stair railings.
17) Empty all exterior trash containers and ash trays at all entries. Wipe ash containers clean with damp cloth.
18) Damp wipe and dry all water fountains. Polish chrome as needed.
19) Check all light fixtures for burned out bulbs/tubes and replace as needed.

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20) Clean elevator doors & walls, interior & exterior.

C. Restrooms and Locker Rooms
1) Clean all mirrors with glass cleaner.
2) Wash/scrub all wash basins and dry them. Damp mop basin traps.
3) Clean all toilets and urinals using bowl cleanser and disinfectant. Damp wipe and dry outside surfaces.
4) Fill all toilet tissue, seat cover, paper towel, soap, and paper cup dispensers.
5) Damp wipe all chrome and stainless-steel fixtures and dispensers.
6) Remove any paper wads and graffiti from ceilings, walls, floors, and partitions. Damp wipe all partitions, doors, and walls. Graffiti remover products must be approved by the City's Building Maintenance Supervisor for the specific application required (to prevent damage to surfaces).
7) Sweep, damp mop, and disinfect restroom tile floors. Remove all hair and debris from floor drains and around base of partitions.
8) Damp wipe lockers, benches, counters, and shelves in locker rooms.
9) Damp wipe, disinfect, and towel dry all showers and shower areas. Remove all hair and debris from drains.
10) Replace deodorizers as needed.

D. Kitchen Areas, Break Rooms, and Lounges
1) Damp wipe all counters, appliances, tables, chairs, and flat surfaces with disinfectant.
2) Clean/scrub sink (bleach as necessary).
3) Wash, dry, and put away all utensils and items left in sink.
4) Ensure all appliances are turned OFF.
5) Wash all coffee dispensers with water; once a week on Fridays use vinegar or light citric acid.
6) Wipe microwave ovens clean inside and out.
7) Open refrigerator and clean any spills, mildew, etc.
8) Damp mop tile floors. Vacuum carpeted areas.
9) Refill all dispensers (paper towels, cups, soap, etc.)
10) Empty all trash containers and replace plastic liners.

E. Lobby Areas & Elevator
1) Remove all fingerprints from main entry doors and wing entry doors.
2) Damp wipe all emergency exit door handles.
3) Wipe all surfaces, inside & out, with damp cloth. Scrub with mild non-abrasive cleaner when and where necessary.

F. Exterior Walkways & Ramps
1) Wipe tops of trash receptacles with damp cloth to remove dust and any sticky residue.
2) Remove cigarette butts and other trash and debris from ash tray urns.

III. WEEKLY SERVICES

A. The following services will be provided weekly:
1) Dust all flat surfaces, including, but not limited to, windowsills, tops of partitions and doors, appliances, file cabinets, office equipment, water coolers, bookcases, etc.
2) Dust and damp wipe all telephones with disinfectant; take care not to get moisture into units.

Attachment: FINAL_RFP for Janitorial Services_2020-06-25 (RFP for New Janitorial Services Contracts for City Owned Buildings)

3) Dust or vacuum and damp wipe all air vents.
4) Remove cobwebs from inside and outside of all exterior windows.
5) At Service Center: Damp wipe, with cleaning fluid, the counter space inside the garden windows.
6) Wash handrails and partition wall ledges to remove bird droppings and other debris.
7) Remove and replace the recycle bins from City Hall, move them to the recycle pick up area next to exterior trash bin area twice a week.

IV. MONTHLY SERVICES

A. The following are monthly services that will be performed on a specific day arranged with the Building Maintenance Supervisor.
1) Strip and wax vinyl and tile floors (by request).
2) Remove all waxy residues from baseboards.
3) Clean all baseboards throughout the buildings with a damp cloth.
4) Wash all City Hall foyer windows, inside and out.
5) Dust/clean all window blinds with a damp cloth.
6) Dust the tops and screens of all computers.

V. TWICE YEARLY SERVICES

A. The following are services that will be performed twice a year on a specific day arranged with the Building Maintenance Supervisor.
1) Clean all carpets by steam extraction system and evenly apply and brush in carpet fiber protectant (Teflon or Scotchguard). The contractor is responsible for all furniture moving.
2) Wash all windows, inside and out.

3) Empty, clean, and sanitize inside of refrigerators. The Building Maintenance Supervisor will notify all staff to empty their belongings from the units prior to cleaning. This project must be scheduled for a Friday.
4) Remove, dust, wash & replace **ALL** light globe fixtures.
5) Remove, dust, wash & replace **ALL** heat/air conditioning.

VI. SPECIAL SERVICES

A. The contractor shall:
1) Lock all exterior entry doors according to the schedule provided in attachment, except on nights of public meetings (monthly schedule to be provided) when the doors at the top of the ramps should be left unlocked for public access. On meeting nights, janitorial staff must stay until meetings have concluded in order to lock all entry doors, clean the Council Chamber, and all upstairs lobby restrooms. Lower lobby doors on both sides, closest to Police Department shall always remain unlocked.

2) On City Council Meeting nights (first and third Tuesdays of each month at 7:30 p.m.), set “Reserved Parking” signs out in front of the closest five (5) parking spaces to the south/right of the City Hall mailbox by 6:00 p.m. Signs are stored in the cage outside the access to the HVAC unit. Signs can be removed and placed back in storage after 8:00 p.m. when Council members’ cars are parked in the stalls.

Attachment: FINAL_RFP for Janitorial Services_2020-06-25 (RFP for New Janitorial Services Contracts for City Owned Buildings)

3) On Council Meeting nights, clean the Council Chamber, the Council Caucus Room, and Council Restroom before and after the meeting.

4) Turn out all lights in all offices, meeting rooms, and work areas. Only lobby lights and in the Police Department shall remain on when the contractor staff leaves the building. In an attempt to reduce energy use, please do not leave lights on unnecessarily.

5) **Follow the schedule for alarms and locking procedures.**

VII. At the beginning of the contract, the contractor and the City's Building Maintenance Supervisor will set the schedule for all monthly, twice-yearly, and annual services. The contractor is responsible to remind the City one week in advance of the performance of all twice-yearly and annual services so the City can provide adequate notice to City Staff.

VIII. SCHEDULE OF PUBLIC MEETINGS

A. On the nights of public meetings,

1) The west-facing lobby doors are to be left unlocked until 10:00 p.m.
2) The lobby restrooms are to be cleaned before and after the meetings.

B. An updated calendar of these meetings and special Study Sessions will be provided monthly. Generally, the meetings will be as follows:

First Tuesday of each month:	City Council
First Wednesday of each month:	Parks & Recreation Commission
Second Tuesday of each month:	Planning Commission
Second Thursday of each month:	Civic Improvement Commission
Third Tuesday of each month:	City Council
Fourth Tuesday of each month:	Planning Commission
Fourth Wednesday of each month:	Historic Preservation Board

2nd Street Parking Garage

I. Site

A. Located at 41 N. Second Street
B. Area to be serviced is approximately 800 Square Feet

II. Three days a week Service

A. The following services will be provided on Monday, Wednesday & Friday:
1) Empty trash cans on all three levels of the structure (total of nine trash cans) and haul trash away.
2) Clean elevator inside and out on all levels.
3) Sweep and mop all tile areas.
4) Blow, clean, and maintain all stairways.

III. Monthly Service

A. The following services will be provided one time per month:

1) Clean all doors and walls near the elevators, stair landings, storage, and electrical room areas up to a ten-foot height on a monthly basis.

Attachment: FINAL_RFP for Janitorial Services_2020-06-25 (RFP for New Janitorial Services Contracts for City Owned Buildings)

Historical Museum

I. Site

A. 51 N. Central Avenue

- The Campbell Historical Museum & Offices consist of approximately 3,320 square feet of service area.

B. Service areas include the entire Museum building, offices, (2) restrooms, hallways, and exhibit area.

II. DAILY SERVICE (Monday through Friday)

A. Daily service shall include the following:

1) Vacuum all carpeted areas (Exhibit Hall, offices, hallway, etc.)
2) Sweep and mop all non-carpeted areas (restrooms, collections storage area, etc.)
3) Dust all exhibit furniture.
4) Clean counter tops, sinks, mirrors, and tabletops in kitchen and restrooms.
5) Disinfect toilets in restrooms.
6) Fill soap, paper, and tissue dispensers in restrooms and kitchen.
7) Empty all trash containers and take trash to the dumpster. Replace plastic liners as necessary (at least weekly).
8) Examine Exhibit Hall overhead track lighting for burned-out bulbs and notify Building Maintenance at BuildingMaintenance@campbellca.gov.
9) Sweep front and back exterior walkways.
10) Spot clean carpets as needed.
11) Clean large glass entry doors.

III. BI-WEEKLY (Every Other Week) Service

A. The following services shall be performed every other week:

1) Dust and clean all blinds (Exhibit Hall and Offices).
2) Dust walls, ceilings, office furniture, and windowsills.
3) Scrub, strip, wax, and buff tile floors.
4) Clean surfaces of exterior doors with a damp cloth, inside and out.
5) Wash windows, inside and out, throughout Museum and offices.
6) Spot clean walls and carpets as needed.
7) Empty recycle containers as needed and empty in the appropriate Collection Area (at City Hall).

Attachment: FINAL_RFP for Janitorial Services_2020-06-25 (RFP for New Janitorial Services Contracts for City Owned Buildings)

COST PROPOSAL FORMS

Attachment: FINAL_RFP for Janitorial Services_2020-06-25 (RFP for New Janitorial Services Contracts for City Owned Buildings)

CITY OF CAMPBELL

DEPARTMENT OF PUBLIC WORKS

PROPOSAL FOR

JANITORIAL SERVICES FOR CITY OWNED BUILDINGS

NAME OF BIDDER _____

BUSINESS ADDRESS _____

PHONE _____

CALIFORNIA CONTRACTOR'S LICENSE NO. _____ **CLASS:** _____

LICENSE EXPIRATION DATE _____

TO THE CITY:

The undersigned, as bidder, declares that the only persons or parties interested in this proposal as principals are those named herein; that this proposal is made without collusion with any other person, firm or corporation; that the bidder has carefully examined and has full knowledge of and understands all the provisions and contents of this proposal and the documents which must be attached hereto, the City of Campbell Standard Specifications and Details for Public Works Construction, the City of San Jose Standard Specifications and Standard Details, the State of California Standard Specifications and Standard Plans and the Specifications as approved by the Director entitled:

"**JANITORIAL SERVICES FOR CITY OWNED BUILDINGS**"

and Addenda Numbered _____, _____, _____, and _____ to said specifications on file in the office of the Superintendent of Public Works, 290 S. Dillon Avenue, Campbell, California; and the bidder proposes and agrees that if this proposal is accepted, he will contract with the City of Campbell in the form of the copy of Contract(s) annexed hereto, in the manner and time prescribed herein, to provide all necessary supervision, vehicles, labor, tools and equipment and to do all the work and furnish all the materials specified in the Contract, in the manner and time therein prescribed, and according to the requirements of the Director as therein set forth to furnish the contract, bonds and insurance specified in the Specifications and that he will take in full payment therefore the following item prices to wit:

Attachment: FINAL_RFP for Janitorial Services_2020-06-25 (RFP for New Janitorial Services Contracts for City Owned Buildings)

CITY OF CAMPBELL
JANITORIAL SERVICES FOR CITY OWNED BUILDINGS
COST PROPOSAL

The following bid is submitted in good faith by:

Business Name: _____

Name of Principal _____ **Telephone: ( )** _____

Business Address: _____ **Fax: ( )** _____

City, State, Zip: _____ **E-Mail:** _____

The above-named party does hereby offer to provide and deliver, as required, the janitorial services and all forms and required documents to the City of Campbell in strict compliance with the specifications adopted by the City Council, City of Campbell on July 7, 2020, for a period of one year, with the City's option to renew four (4) – one (1) year contracts for a total service period of five years:

The proposed cost for services for Year 1 (August 1, 2020 – June 30, 2021) is as follows:

Area	Monthly Cost	Annual Cost
Campbell City Hall & Police Annex Building		
Historical Museum		
2nd Street Garage		
City Service Center		
Total Cost		

As the City may need to add or delete service areas from this contract as new facilities are opened, existing facilities are enlarged, or facilities are closed or vacated, **service areas may be added or deleted from the service contract at a rate of** $_____ **per square foot in Year 1 and unit rate will be adjusted in future years at the same rate as future base contract rate adjustments.**

Signature of Contractor's
Authorized Representative: _____ Date: _____

Printed name of contractor's
Authorized Representative: _____ Phone: _____

Attachment: FINAL_RFP for Janitorial Services_2020-06-25 (RFP for New Janitorial Services Contracts for City Owned Buildings)

AFFIDAVIT

If the bidder or other interested persons is a corporation, state legal name of corporation, also names of the President, Secretary, Treasurer, and the Manager thereof; if a partnership, state the name of the partnership, if one exists, also the names of all the partners comprising the partnership; if any of the partners are individuals, state the first and last name of every individual in full; if any of the partners are corporations, state for each such corporation, the information required above of corporations; if any of the partners are partnerships, state for each such partnership the information required of partners; if the bidder or other interested person is a joint-venture, state the name of the joint venture, also names of all joint ventures comprising information required above of corporations; if any of the joint venturers are partnerships, state for each such partnership, the information required above of partners; if bidder or other interested persons is an individual, state the first and last names in full.

If the bidder is an individual, the bidder's signature shall be placed below; if bidder is an individual, doing business under a fictitious name, the name of the individual followed by the words "doing business under (insert the fictitious name)" shall be set forth above, together with the signature of the individual; if the bidder is a corporation, the legal name of the corporation shall be set forth above, together with the signature of the officer or officers of the corporation, the corporation title; that is the Vice-President, Secretary, etc., should be placed below the name of the officer and the corporate seal affixed; if the bidder is a partnership, the legal name of the partnership, if one exists, shall be set forth above, together with the signature of the partner or partners authorized to sign contracts on behalf of the partnership; if any of the partners are corporations, execution for such partners shall be accomplished in accordance with the requirements set forth above for corporations; if any of the partners are partnerships, execution for such partners shall be accomplished in accordance with the requirements set forth above for partnership; if bidder is a joint-venture, the legal name of the joint-venture, if one exists, shall be set forth as above for partnerships. If the signature is by an agent other than an officer of a corporation, or member of a partnership or a joint venture, a Power of Attorney must be on file with the City Clerk prior to opening of bids or submitted with the bid; otherwise, the bid may, at the City's option, be disregarded as non-responsive.

If this proposal shall be accepted and the undersigned shall fail to contract, and to give the Bond For Faithful Performance required by the specifications and contract and by law, and to provide all insurance as required by said contract, within ten (10) days after the bidder has received notice from the City that the contract is available for signature by the Contractor, the City may, at its option, determine that the bidder has abandoned his contract, and thereupon this proposal and the acceptance thereof shall be null and void, and the forfeiture of such security accompanying this proposal shall operate and the same shall be the property of the City of Campbell.

Accompanying this proposal are the following documents completely filled in by the bidder, incorporated herein by reference:

Attachment: FINAL_RFP for Janitorial Services_2020-06-25 (RFP for New Janitorial Services Contracts for City Owned Buildings)

1. Statement of Subcontractors.

2. Non-Collusion Affidavit

The City may, at its option, request additional supplemental information after bid opening. Bidder understands that the City reserves the right to reject any or all bids and to waive any informalities in the bidding.

The undersigned declares under penalty of perjury that the information contained in this proposal and all accompanying documents are true and correct.

Executed on the _____ day of _____, 2020

_____

NAME OF FIRM OR CORPORATION

By: _____

Title: _____

State Contractor License No.: _____

Classification: _____

Expiration Date: _____

Address: _____

_____

_____

Telephone: _____

NOTE--Signature(s) of bidder(s) must be properly acknowledged.

Attachment: FINAL_RFP for Janitorial Services_2020-06-25 (RFP for New Janitorial Services Contracts for City Owned Buildings)

STATEMENT OF SUBCONTRACTORS

The Proposer shall list the name, address, the California contractor license number, and public works contractor registration number issued pursuant to California Labor Code Section 1725.5 of each subcontractor to whom the Proposer proposes to subcontract portions of the work, as required by California Public Contract Code Sections 4100 *et seq*. and the provisions in "Designation of Subcontractors" in Section 2-1.15A of the City of San José Standard Specifications.

NAME OF SUBCONTRACTOR	ADDRESS OF SUBCONTRACTOR	LICENSE NUMBER, CLASSIFICATION, & DIR REGISTRATION NUMBER	WORK TO BE PERFORMED BY SUBCONTRACTOR	DOLLAR VALUE OF SUBCONTRACT

SIGNATURE OF PROPOSER: _____

Attachment: FINAL_RFP for Janitorial Services_2020-06-25 (RFP for New Janitorial Services Contracts for City Owned Buildings)

NONCOLLUSION AFFIDAVIT

(Title 23 United States Code Section 112 and Public Contract Code Section 7106)

To the CITY of CAMPBELL, *DEPARTMENT OF PUBLIC WORKS*.

In accordance with Title 23 United States Code Section 112 and Public Contract Code 7106 the bidder declares that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

Note: The above Noncollusion Affidavit is part of the Proposal. Signing this Proposal on the signature portion thereof shall also constitute signature of this Noncollusion Affidavit. Bidders are cautioned that making a false certification may subject the certifier to criminal prosecution.

_____

SIGNATURE OF PROPOSER

_____

TITLE

_____

DATE

Attachment: FINAL_RFP for Janitorial Services_2020-06-25 (RFP for New Janitorial Services Contracts for City Owned Buildings)

CERTIFICATION REGARDING DEBARMENT

To the CITY of CAMPBELL, *DEPARTMENT OF PUBLIC WORKS*.

By submitting its bid, the bidder certifies in accordance with California Public Contract Code Section 6109 that neither the bidder nor any subcontractor included on the list of proposed subcontractors submitted with the bid is ineligible to perform work on public works projects pursuant to California Labor Code Sections 1777.1 or 1777.7. In accordance with California Public Contract Code Section 6109, contractors and subcontractors who are ineligible to perform work on public works projects pursuant to California Labor Code Sections 1777.1 or 1777.7 may neither bid on, be awarded or perform as a subcontractor on public works projects.

Note: The above Certification Regarding Debarment is part of the Bid Proposal. Signing the Bid Proposal on the signature portion thereof shall also constitute signature of this Certification Regarding Debarment.

_____

SIGNATURE OF BIDDER

_____

TITLE

_____

DATE

Attachment: FINAL_RFP for Janitorial Services_2020-06-25 (RFP for New Janitorial Services Contracts for City Owned Buildings)

PUBLIC CONTRACT CODE SECTION 10285.1 STATEMENT

In accordance with California Public Contract Code Section 10285.1, the bidder hereby declares under penalty of perjury under the laws of the State of California that the bidder has _____, has not _____ been convicted within the preceding three years of any offenses referred to in that section, including any charge of fraud, bribery, collusion, conspiracy, or any other act in violation of any state or federal antitrust law in connection with the bidding upon, award of, or performance of, any public works contract, as defined in Section 1101, with any public entity, as defined in Section 1100, including, for the purposes of this article, the Regents of the University of California or the Trustees of the California State University. The term "bidder" is understood to include any partner, member, officer, director, responsible managing officer, or responsible managing employee thereof, as referred to in California Public Contract Code Section 10285.1.

Note: The bidder must place a check mark after "has" or "has not" in one of the blank spaces provided. The above Public Contract Code Section 10285.1 Statement is part of the Bid Proposal. Signing the Bid Proposal on the signature portion thereof shall also constitute signature of this Statement. Bidders are cautioned that making a false certification may subject the certifier to criminal prosecution.

_____

SIGNATURE OF BIDDER

_____

TITLE

_____

DATE

Attachment: FINAL_RFP for Janitorial Services_2020-06-25 (RFP for New Janitorial Services Contracts for City Owned Buildings)

PUBLIC CONTRACT CODE SECTION 10162 QUESTIONNAIRE

In accordance with California Public Contract Code Section 10162, the bidder shall complete, under penalty of perjury, the following questionnaire:

> Has the bidder, any officer of the bidder, or any employee of the bidder who has a proprietary interest in the proposer, ever been disqualified, removed, or otherwise prevented from bidding on, or completing a federal, state, or local government project because of a violation of law or a safety regulation?
>
> Yes _____ No _____

If the answer is yes, explain the circumstances in the following space.

Note: The above Questionnaire is part of the Bid Proposal. Signing this Bid Proposal on the signature portion thereof shall also constitute signature of this Questionnaire. Bidders are cautioned that making a false certification may subject the certifier to criminal prosecution.

_____

SIGNATURE OF BIDDER

_____

TITLE

_____

DATE

Attachment: FINAL_RFP for Janitorial Services_2020-06-25 (RFP for New Janitorial Services Contracts for City Owned Buildings)

PUBLIC CONTRACT CODE SECTION 10232 STATEMENT

In accordance with California Public Contract Code Section 10232, the bidder, hereby states under penalty of perjury, that no more than one final unappealable finding of contempt of court by a federal court has been issued against the bidder within the immediately preceding two-year period because of the bidder's failure to comply with an order of a federal court which orders the bidder to comply with an order of the National Labor Relations Board.

Note: The above Statement is part of the Bid Proposal. Signing this Bid Proposal on the signature portion thereof shall also constitute signature of this Statement. Bidders are cautioned that making a false certification may subject the certifier to criminal prosecution.

_____

SIGNATURE OF BIDDER

_____

TITLE

_____

DATE

Attachment: FINAL_RFP for Janitorial Services_2020-06-25 (RFP for New Janitorial Services Contracts for City Owned Buildings)

DEBARMENT AND SUSPENSION CERTIFICATION

TITLE 49, CODE OF FEDERAL REGULATIONS, PART 29

The bidder, under penalty of perjury, certifies to the best of its knowledge and belief that, except as noted below, it and its principals:

a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

b) Have not, within a three (3) year period preceding this certification, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction, violation of Federal or State antitrust statutes, or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and

d) Have not within a three (3) year period preceding this Bid Proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

The bidder also certifies that, if bidder later becomes aware of any information contradicting the statements above, it will promptly provide that information to the City of Campbell.

"Principals" for the purpose of this certification means any owner, partner, director, officer, and/or manager.

If there are any exceptions to this certification, insert the exceptions in the following space:

Exceptions will not necessarily result in denial of award but will be considered in determining bidder responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action.

Note: The above Certification is part of the Bid Proposal. Signing this Bid Proposal on the signature portion thereof shall also constitute signature of this Certification. Providing false information may result in criminal prosecution or administrative sanctions. The above certification is part of the proposal.

Attachment: FINAL_RFP for Janitorial Services_2020-06-25 (RFP for New Janitorial Services Contracts for City Owned Buildings)

In signing this certification, I declare under penalty of perjury that the foregoing certifications are assurances are true and correct.

_____

SIGNATURE OF BIDDER

_____

TITLE

_____

DATE

Attachment: FINAL_RFP for Janitorial Services_2020-06-25 (RFP for New Janitorial Services Contracts for City Owned Buildings)

CONTRACT DOCUMENTS

Attachment: FINAL_RFP for Janitorial Services_2020-06-25 (RFP for New Janitorial Services Contracts for City Owned Buildings)

CONTRACT

BETWEEN CITY OF CAMPBELL

AND

_____

FOR

JANITORIAL SERVICES FOR CITY OWNED BUILDINGS (City Hall, Police Annexation, Historical Museum, 2nd Street Garage and the City Service Center)

THIS AGREEMENT, made and concluded in duplicate, this ____, day of _____, 2020 by and between (Contractor's Name)_____, (Address)_____, (City)_____, CA, (Zip Code)_____hereinafter referred to as "CONTRACTOR", and the City of Campbell, a Municipal Corporation, hereinafter referred to as "CITY":

ARTICLE I. WITNESSETH: That for and in consideration of the payments and agreements hereinafter mentioned, to be made and performed by CITY, and under the conditions expressed in the two (2) bonds, bearing even date with these presents, and hereunto annexed, the CONTRACTOR agrees with the CITY, at his own proper cost and expense, to do all the work and furnish all plant, labor, services, tools, equipment, supplies, transportation, utilities, and materials, except such as are mentioned in the Specifications to be furnished by the CITY, necessary to construct and complete to the satisfaction of the City Engineer, in accordance with this Contract, the Notice Inviting Bids, the accepted Bid Proposal, the Plans, the Special Provisions, the City of Campbell Standard Specifications and Details for Public Works Construction dated July 1994, and by reference therein to the City of San Jose Standard Specifications, the City of San Jose Standard Details, the State Standard Specifications, the State Standard Plans, and the Equipment Rental Rates of the California Department of Transportation and the General Prevailing Wage Rates, each of which documents are on file in the office of the City Clerk and all of which are hereby specifically referred to and by such reference made a part hereof.

The work to be done is shown upon the project plans and specifications entitled, "**JANITORIAL SERVICES FOR CITY OWNED BUILDINGS**", which said project plans, specifications, and referenced specifications are hereby made a part of this Contract.

ARTICLE II. The CITY hereby promises and agrees with the CONTRACTOR to employ, and does hereby employ, the CONTRACTOR to provide the materials and to do the work according to the terms and conditions herein contained and referred to, for the price aforesaid, and hereby contracts to pay the same at the time, and in the manner and upon the conditions herein set forth; and the CITY and the CONTRACTOR, for themselves, their heirs, executors, administrators, successors and assigns, do hereby agree to the full performance of the covenants herein contained.

Attachment: FINAL_RFP for Janitorial Services_2020-06-25 (RFP for New Janitorial Services Contracts for City Owned Buildings)

ARTICLE III. The CONTRACTOR agrees to receive and accept the prices indicated in the Contractor's signed proposal as full compensation for furnishing all materials and for doing all the work contemplated and embraced in this Contract; also for all loss or damage, arising out of the nature of the work aforesaid, or from the action of the elements, or from any unforeseen difficulties or obstructions which may arise or be encountered in the prosecution of the work until its acceptance by the CITY, and for all risks connected with the work; also for all expenses incurred by or in consequence of the suspension or discontinuance of work and for well and faithfully completing the work, and the whole thereof, in the manner and according to the Plans and Specifications, and the requirements of the Engineer, and also for furnishing the required bonds and insurance, and for doing all other things mentioned, contemplated or embraced in this agreement, and the contract documents.

ARTICLE IV. In accordance with the provisions of Section 3700 of the Labor Code, the Contractor will be required to secure the payment of worker's compensation to his employees.

ARTICLE V. By my signature hereunder, as CONTRACTOR, I certify that I am aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing the performance of the work of this Contract.

ARTICLE VI. The improvement contemplated in the performance of this Contract is an improvement over which the CITY shall exercise general supervision. The CITY shall have the right to assume full and direct control over this Contract whenever the CITY, at its sole discretion, shall determine that its responsibility to the United States or the State of California so requires.

ARTICLE VII. The general prevailing wage rates as heretofore specified, and any minimum wage rates indicated in the Special Provisions are hereby specifically referred to and by this reference are made a part of this Contract. It is further expressly agreed by and between the parties hereto that should there be any conflict between the terms of this instrument and the Bid or Proposal of CONTRACTOR, then this instrument shall control and nothing herein shall be considered as an acceptance of said terms of said Proposal conflicting herewith.

Attachment: FINAL_RFP for Janitorial Services_2020-06-25 (RFP for New Janitorial Services Contracts for City Owned Buildings)

ARTICLE VIII. Contractor shall be responsible for complying with the provisions of California Labor Code Section 1771.1(a) which states: A contractor or subcontractor shall not be qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of any contract for public work, as defined in this chapter, unless currently registered and qualified to perform public work pursuant to Section 1725.5. It is not a violation of this section for an unregistered contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Section 10164 or 20103.5 of the Public Contract Code, provided the contractor is registered to perform public work pursuant to Section 1725.5 at the time the contract is awarded.

ARTICLE IX. Contractor and any subcontractors under the Constructor shall comply with Section 1775 of the California Labor Code regarding prevailing wages.

ARTICLE X. Contractor shall be responsible for complying with the provisions of Section 1776 of the California Labor Code concerning payroll records, as more specifically described in Section 7-1.01A(3) of the City of San Jose Standard Specifications

ARTICLE XI. Contractor shall be responsible for complying with the provisions of California Labor Code Sections 1777.5 through 1777.7, inclusive, concerning apprentices, as more specifically described in Section 7-1.01A(5) of the City of San Jose Standard Specifications.

ARTICLE XII. Contractor shall be responsible for complying with the provisions of California Labor Code Sections 1810 through 1815, inclusive, concerning working hours, as more specifically described in Section 7-1.01A(1) of the City of San Jose Standard Specifications.

ARTICLE XIII. DELETED

ARTICLE XIV. DELETED

ARTICLE XV. DELETED

ARTICLE XVI. The City of Campbell shall notify Contractor of the receipt of any third-party claim relating to this contract within 30 days of receipt. The City of Campbell may recover its reasonable costs incurred in providing such notification, pursuant to subdivision (c) of Public Contract Code Section 9201. Notwithstanding this notification provision, the City of Campbell reserves its full authority to compromise or otherwise settle any claim relating to this contract at any time.

Attachment: FINAL_RFP for Janitorial Services_2020-06-25 (RFP for New Janitorial Services Contracts for City Owned Buildings)

IN WITNESS WHEREOF, the parties of these present have hereunto set their hands the year and date first above written and having fully read and understood the terms and conditions of this contract, acknowledge their agreement to be bound thereby.

CONTRACTOR

By: _____

Title: _____

(Attach Contractor's Acknowledgment)

CITY OF CAMPBELL

By: _____

Alex Mordwinow

Title: **Public Works Superintendent**

ATTEST:

_____

Andrea Sanders, Deputy City Clerk

Attachment: FINAL_RFP for Janitorial Services_2020-06-25 (RFP for New Janitorial Services Contracts for City Owned Buildings)

BOND FOR FAITHFUL PERFORMANCE

We, the undersigned _____, (hereinafter "contractor") and _____ a corporation organized under the laws of the State of _____, and authorized to transact business in the State of California, as Surety, are obligated to the City of Campbell, (hereinafter "City") a municipal corporation under the laws of the State of California, in the sum of _____Dollars ($_____) for the payment of which sum we obligate ourselves and our successors and assigns, jointly and severally by the following provisions:

The condition of this obligation is:

Because the obligated Contractor has, on _____, 2020, entered into written Contract with the City for the Project entitled "JANITORIAL SERVICES FOR CITY OWNED BUIDINGS", a copy of which is attached and made a part of this bond, for the construction of the Project.

Now, therefore, if the Contractor shall faithfully perform the work in accordance with the specifications and contract documents during the original term, and any extensions of the contract which may be granted by the City, with or without notice to the surety, and if it shall satisfy all claims and demands incurred under the contract, and shall fully indemnify and save harmless the City from all costs and damages which it may suffer by reason of failure to do so, and shall reimburse and repay the City all outlay and expense which the City may incur in making any default, then this obligation shall be void; otherwise to remain in full force and effect.

If any legal action be filed upon this bond, it shall be filed within one year after final payment has been made under the contract excluding the warranty period, if any, provided for in the contract, and venue shall lie in the County of Santa Clara, State of California, and that surety, for value received stipulates and agrees that no change, extension of time, alteration or addition to the terms of the contract or to the work to be performed under it or the specifications accompanying it shall in any way affect its obligation on this bond, and it does by this means waive notice of any change, extension of time, alteration or addition to the terms of the contract or to the work or to the specifications, and thereby waives the provisions of Section 2819 of the Civil Code of the State of California.

In witness, contractor and surety have executed this agreement as of _____, 2020.

(Contractor)

By _____

Title _____

(Surety)

By _____

Address of Surety:

Surety's Bond Number_____
(Accompany this bond with Attorney-in-fact's authority from Surety to execute the bond, certified to include the date of the bond.)

(Attach Acknowledgements)

(Both Principal's and Surety's Attorney in Fact)

Attachment: FINAL_RFP for Janitorial Services_2020-06-25 (RFP for New Janitorial Services Contracts for City Owned Buildings)

BOND FOR LABOR AND MATERIAL

We, the undersigned _____, (hereinafter "Principal") and _____, a corporation organized under the laws of the State of _____, and authorized to transact business in the State of California, as Surety, are obligated to the City of Campbell (hereinafter "City"), a municipal corporation under the laws of the State of California, in the sum of _____ Dollars ($_____) for the payment of which sum we obligate ourselves and our successors and assigns, jointly and severally by the following provisions:

The condition of this obligation is that the Principal entered, or is about to enter, into a certain written Contract with the City dated _____, 2020, for the "JANITORIAL SERVICES FOR CITY OWNED BUILDINGS", a true and correct copy of which is presently on file in the office of the City Clerk of the City of Campbell, which said Contract is hereby referred to and made a part hereof.

Because Principal is required to furnish a bond in connection with the contract, providing that if Principal, or any of its subcontractors, shall fail to pay for any materials, or other supplies, or for any work or labor on the contracted work of any kind, or for amounts due under the unemployment insurance act with respect to any work or labor on this project, the Surety on this bond will pay for the debt, in an amount not exceeding the sum specified in this bond, and also, in case suit is brought upon the bond, a reasonable attorney's fee to be fixed by the court.

Now, therefore, we, _____, as Principal, AND _____, as Surety, are obligated to the City of Campbell, in the sum of $_____, lawful money of the United States, for the payment of which sums will and truly to be made, we the said Principal and Surety bind ourselves, successors and assigns, jointly and severally, by these provisions.

The condition of this obligation is that if Principal, its successors or assigns, or its subcontractor, or subcontractors, shall fail to pay for any labor, materials, or other supplies, used in the performance of the work contracted to be done, or for amounts due under the unemployment insurance act with respect to this work or labor, then the Surety on this bond will pay for them, in an amount not exceeding the sum specified in this bond, and in case suit is brought upon this bond will also pay a reasonable attorney's fee, to be fixed by the court.

No prepayment or delay in payment and no changes, extensions, addition or alteration of any provision of said contract or in any specifications referred to herein, and no forbearance on the part of the City shall operate to release the Surety from liability on this bond, and consent to make such alterations without further notice to or consent by the Surety is hereby given, and the Surety hereby waives the provisions of Section 2819 of the Civil Code of the State of California.

In witness, the parties have executed this agreement as of _____, 2020.

(Principal)
By _____
(Surety)
By _____
Address of Surety: _____
_____
Surety's Bond Number: _____

(Attach Acknowledgements)

(Both Principal's and Surety's Attorney in Fact)

(Accompany this bond with Attorney-in-fact's authority from Surety to execute the bond certified to include the date of the bond.)

Attachment: FINAL_RFP for Janitorial Services_2020-06-25 (RFP for New Janitorial Services Contracts for City Owned Buildings)

ATTACHMENT A

CITY OF CAMPBELL
JANITORIAL SERVICES FOR CITY OWNED BUILDINGS
COST PROPOSAL

The following bid is submitted in good faith by:

Business Name: _____

Name of Principal _____ **Telephone: ( )** _____

Business Address: _____ **Fax: ( )** _____

City, State, Zip: _____ **E-Mail:** _____

The above-named party does hereby offer to provide and deliver, as required, the janitorial services and all forms and required documents to the City of Campbell in strict compliance with the specifications adopted by the City Council, City of Campbell on July 7, 2020, for a period of one year, with the City's option to renew four (4) – one (1) year contracts for a total service period of five years:

The proposed cost for services for Year 1 (August 1, 2020 – June 30, 2021) is as follows:

Area	Monthly Cost	Annual Cost
Campbell City Hall & Police Annex Building		
Historical Museum		
2nd Street Garage		
City Service Center		
Total Cost		

As the City may need to add or delete service areas from this contract as new facilities are opened, existing facilities are enlarged, or facilities are closed or vacated, **service areas may be added or deleted from the service contract at a rate of $_____ per square foot in Year 1 and unit rate will be adjusted in future years at the same rate as future base contract rate adjustments.**

Signature of Contractor's

Authorized Representative: _____ Date: _____

Printed name of contractor's

Authorized Representative: _____ Phone: _____

Attachment: FINAL_RFP for Janitorial Services_2020-06-25 (RFP for New Janitorial Services Contracts for City Owned Buildings)

APPENDICES

Attachment: FINAL_RFP for Janitorial Services_2020-06-25 (RFP for New Janitorial Services Contracts for City Owned Buildings)

APPENDIX A

CALIFORNIA PUBLIC CONTRACT CODE SECTION 9204

Attachment: FINAL_RFP for Janitorial Services_2020-06-25 (RFP for New Janitorial Services Contracts for City Owned Buildings)

STATE OF CALIFORNIA
AUTHENTICATED
ELECTRONIC LEGAL MATERIAL

State of California

PUBLIC CONTRACT CODE

Section 9204

9204. (a) The Legislature finds and declares that it is in the best interests of the state and its citizens to ensure that all construction business performed on a public works project in the state that is complete and not in dispute is paid in full and in a timely manner.

(b) Notwithstanding any other law, including, but not limited to, Article 7.1 (commencing with Section 10240) of Chapter 1 of Part 2, Chapter 10 (commencing with Section 19100) of Part 2, and Article 1.5 (commencing with Section 20104) of Chapter 1 of Part 3, this section shall apply to any claim by a contractor in connection with a public works project.

(c) For purposes of this section:

(1) "Claim" means a separate demand by a contractor sent by registered mail or certified mail with return receipt requested, for one or more of the following:

(A) A time extension, including, without limitation, for relief from damages or penalties for delay assessed by a public entity under a contract for a public works project.

(B) Payment by the public entity of money or damages arising from work done by, or on behalf of, the contractor pursuant to the contract for a public works project and payment for which is not otherwise expressly provided or to which the claimant is not otherwise entitled.

(C) Payment of an amount that is disputed by the public entity.

(2) "Contractor" means any type of contractor within the meaning of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code who has entered into a direct contract with a public entity for a public works project.

(3) (A) "Public entity" means, without limitation, except as provided in subparagraph (B), a state agency, department, office, division, bureau, board, or commission, the California State University, the University of California, a city, including a charter city, county, including a charter county, city and county, including a charter city and county, district, special district, public authority, political subdivision, public corporation, or nonprofit transit corporation wholly owned by a public agency and formed to carry out the purposes of the public agency.

(B) "Public entity" shall not include the following:

(i) The Department of Water Resources as to any project under the jurisdiction of that department.

(ii) The Department of Transportation as to any project under the jurisdiction of that department.

Attachment: FINAL_RFP for Janitorial Services_2020-06-25 (RFP for New Janitorial Services Contracts for City Owned Buildings)

(iii) The Department of Parks and Recreation as to any project under the jurisdiction of that department.

(iv) The Department of Corrections and Rehabilitation with respect to any project under its jurisdiction pursuant to Chapter 11 (commencing with Section 7000) of Title 7 of Part 3 of the Penal Code.

(v) The Military Department as to any project under the jurisdiction of that department.

(vi) The Department of General Services as to all other projects.

(vii) The High-Speed Rail Authority.

(4) "Public works project" means the erection, construction, alteration, repair, or improvement of any public structure, building, road, or other public improvement of any kind.

(5) "Subcontractor" means any type of contractor within the meaning of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code who either is in direct contract with a contractor or is a lower tier subcontractor.

(d) (1) (A) Upon receipt of a claim pursuant to this section, the public entity to which the claim applies shall conduct a reasonable review of the claim and, within a period not to exceed 45 days, shall provide the claimant a written statement identifying what portion of the claim is disputed and what portion is undisputed. Upon receipt of a claim, a public entity and a contractor may, by mutual agreement, extend the time period provided in this subdivision.

(B) The claimant shall furnish reasonable documentation to support the claim.

(C) If the public entity needs approval from its governing body to provide the claimant a written statement identifying the disputed portion and the undisputed portion of the claim, and the governing body does not meet within the 45 days or within the mutually agreed to extension of time following receipt of a claim sent by registered mail or certified mail, return receipt requested, the public entity shall have up to three days following the next duly publicly noticed meeting of the governing body after the 45-day period, or extension, expires to provide the claimant a written statement identifying the disputed portion and the undisputed portion.

(D) Any payment due on an undisputed portion of the claim shall be processed and made within 60 days after the public entity issues its written statement. If the public entity fails to issue a written statement, paragraph (3) shall apply.

(2) (A) If the claimant disputes the public entity's written response, or if the public entity fails to respond to a claim issued pursuant to this section within the time prescribed, the claimant may demand in writing an informal conference to meet and confer for settlement of the issues in dispute. Upon receipt of a demand in writing sent by registered mail or certified mail, return receipt requested, the public entity shall schedule a meet and confer conference within 30 days for settlement of the dispute.

(B) Within 10 business days following the conclusion of the meet and confer conference, if the claim or any portion of the claim remains in dispute, the public entity shall provide the claimant a written statement identifying the portion of the claim that remains in dispute and the portion that is undisputed. Any payment due on

Attachment: FINAL_RFP for Janitorial Services_2020-06-25 (RFP for New Janitorial Services Contracts for City Owned Buildings)

an undisputed portion of the claim shall be processed and made within 60 days after the public entity issues its written statement. Any disputed portion of the claim, as identified by the contractor in writing, shall be submitted to nonbinding mediation, with the public entity and the claimant sharing the associated costs equally. The public entity and claimant shall mutually agree to a mediator within 10 business days after the disputed portion of the claim has been identified in writing. If the parties cannot agree upon a mediator, each party shall select a mediator and those mediators shall select a qualified neutral third party to mediate with regard to the disputed portion of the claim. Each party shall bear the fees and costs charged by its respective mediator in connection with the selection of the neutral mediator. If mediation is unsuccessful, the parts of the claim remaining in dispute shall be subject to applicable procedures outside this section.

(C) For purposes of this section, mediation includes any nonbinding process, including, but not limited to, neutral evaluation or a dispute review board, in which an independent third party or board assists the parties in dispute resolution through negotiation or by issuance of an evaluation. Any mediation utilized shall conform to the timeframes in this section.

(D) Unless otherwise agreed to by the public entity and the contractor in writing, the mediation conducted pursuant to this section shall excuse any further obligation under Section 20104.4 to mediate after litigation has been commenced.

(E) This section does not preclude a public entity from requiring arbitration of disputes under private arbitration or the Public Works Contract Arbitration Program, if mediation under this section does not resolve the parties' dispute.

(3) Failure by the public entity to respond to a claim from a contractor within the time periods described in this subdivision or to otherwise meet the time requirements of this section shall result in the claim being deemed rejected in its entirety. A claim that is denied by reason of the public entity's failure to have responded to a claim, or its failure to otherwise meet the time requirements of this section, shall not constitute an adverse finding with regard to the merits of the claim or the responsibility or qualifications of the claimant.

(4) Amounts not paid in a timely manner as required by this section shall bear interest at 7 percent per annum.

(5) If a subcontractor or a lower tier subcontractor lacks legal standing to assert a claim against a public entity because privity of contract does not exist, the contractor may present to the public entity a claim on behalf of a subcontractor or lower tier subcontractor. A subcontractor may request in writing, either on his or her own behalf or on behalf of a lower tier subcontractor, that the contractor present a claim for work which was performed by the subcontractor or by a lower tier subcontractor on behalf of the subcontractor. The subcontractor requesting that the claim be presented to the public entity shall furnish reasonable documentation to support the claim. Within 45 days of receipt of this written request, the contractor shall notify the subcontractor in writing as to whether the contractor presented the claim to the public entity and, if the original contractor did not present the claim, provide the subcontractor with a statement of the reasons for not having done so.

Attachment: FINAL_RFP for Janitorial Services_2020-06-25 (RFP for New Janitorial Services Contracts for City Owned Buildings)

(e) The text of this section or a summary of it shall be set forth in the plans or specifications for any public works project that may give rise to a claim under this section.

(f) A waiver of the rights granted by this section is void and contrary to public policy, provided, however, that (1) upon receipt of a claim, the parties may mutually agree to waive, in writing, mediation and proceed directly to the commencement of a civil action or binding arbitration, as applicable; and (2) a public entity may prescribe reasonable change order, claim, and dispute resolution procedures and requirements in addition to the provisions of this section, so long as the contractual provisions do not conflict with or otherwise impair the timeframes and procedures set forth in this section.

(g) This section applies to contracts entered into on or after January 1, 2017.

(h) Nothing in this section shall impose liability upon a public entity that makes loans or grants available through a competitive application process, for the failure of an awardee to meet its contractual obligations.

(i) This section shall remain in effect only until January 1, 2020, and as of that date is repealed, unless a later enacted statute, that is enacted before January 1, 2020, deletes or extends that date.

(Added by Stats. 2016, Ch. 810, Sec. 1. (AB 626) Effective January 1, 2017. Repealed as of January 1, 2020, by its own provisions.)

Attachment: FINAL_RFP for Janitorial Services_2020-06-25 (RFP for New Janitorial Services Contracts for City Owned Buildings)

City Council Report

Item: 11
Category: CONSENT CALENDAR
Meeting Date: July 7, 2020

TITLE: **Pruneyard Cinemas Live Entertainment Permit (Resolution/Roll Call Vote)**

RECOMMENDED ACTION

That the City Council adopt a resolution approving a Live Entertainment Permit for Pruneyard Cinemas LLC for the recommended hours.

BACKGROUND

The following applicant has applied for a Live Entertainment Permit on behalf of Pruneyard Cinemas LLC:

Jeremy Duke
1901 South Bascom Avenue #1414
Campbell, Ca 95008

Pruneyard Cinemas became a Limited Liability Company on August 5, 2015, of which Mr. Jeremy Duke is the General Manager. Pruneyard Cinemas is described as a full-service movie theater with a restaurant and bar. The restaurant and bar portion of Pruneyard Cinemas is referred to as the Cedar Room. In order to allow Live Entertainment in the Cedar Room area of the Pruneyard Cinemas, a Live Entertainment Permit in compliance with Campbell Municipal Code 5.24 subject to the standards provided in Part IV, Section H, Provision 6 (Ancillary Live Entertainment) of the Pruneyard Master Use Permit must be obtained. .

DISCUSSION

The Pruneyard Cinemas hours of operation are 11:00 am to 2:00 am daily. The applicant has requested permission to have live entertainment seven days a week from 4:00 PM to 12:00 PM. Although the applicant has requested the flexibility of offering live entertainment for all seven days of the week, they do not intend on having live entertainment every day. The type of entertainment will be live mixed music, with either an individual or a small band.

In order to accommodate live entertainment, an 11' x 8' performance area has been designated in the southwest corner of the Cedar Room (see Figure 1). The area is normally occupied by a couch, coffee table, and chairs. The pool table is adjacent to

this area. When live entertainment is scheduled, the seating arrangement and the pool table will be moved to allow for the set-up of the live entertainment. There will not be a designated area established for dancing, and the remaining restaurant furnishings, outside of the performance area, will remain in place. Live entertainment is also allowed in the theatre areas with the same restrictions related to a designated dancing area.

A background check on the applicant consisting of fingerprinting was conducted and the Department of Justice responded that there is no information prohibiting the applicant from operating The Pruneyard Cinemas with a Live Entertainment Permit. Furthermore, Pruneyard Cinemas, LLC is a California LLC in good standing under the laws of California according to the California Secretary of State.

The Police Department supports allowing the live entertainment to occur as requested by the applicant. The Police Department believes that security personnel should be employed by the applicant when the nature and size of the event would suggest that it would be pertinent for the safety of the patrons and general public. The Police Department may require the business to employ security personnel if calls for service or the creation of a public nuisance indicate that it would be appropriate. The Police Department will also have the authority to temporarily suspend the live entertainment permit and bring up for review by the City Council for modification or revocation.

The additional stipulation would be that if on the nights of live entertainment, a public nuisance is created or there are significant calls for service, the Police Department would have the authority to immediately prohibit live entertainment from continuing that night.

FISCAL IMPACT

An application fee of $1,246 has been paid by the applicant and is not refundable regardless of the action of the City Council.

ALTERNATIVES

1. Deny the request.
2. Modify the conditions or hours for live entertainment.

Prepared by: _____

Ian White, Police Sergeant

Reviewed by:

Gary Berg, Police Chief

Approved by:

Brian Loventhal, City Manager

Attachment:

a. Pruneyard Cinemas LLC Resolution
b. Pruneyard Cinema LLC Figure 1

RESOLUTION NO. _____

BEING A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAMPBELL AUTHORIZING THE ISSUANCE OF A LIVE ENTERTAINMENT PERMIT TO PRUNEYARD CINEMAS LLC ON PROPERTY LOCATED AT 1875 SOUTH BASCOM AVENUE SUITE 100 AND SUITE 105.

WHEREAS, after due consideration of all the evidence presented, the City Council does find as follows:

1. The proposed Live Entertainment Permit would allow ancillary live entertainment in association with an existing full service theater with a restaurant and bar;

2. The existing full service theater with a restaurant and bar, Pruneyard Cinemas LLC is located at 1875 South Bascom Avenue, suite 100 and Suite 105;

3. The subject property is located within the C-2-O (General Commercial / Overlay) Combining Zoning District. Consistent with the zoning district designation, the City Council granted a Master Use Permit establishing a tailored land use program for The Pruneyard, as approved by City Council Resolution No. 12068. The Master Use Permit provides land use approval for live entertainment in association with the subject full service theater with a restaurant and bar;

4. As required by the Conditional Use Permit, the live entertainment shall be limited to a live individual or small band playing amplified music inside of the business;

5. Bingo activity is prohibited pursuant to CMC Sec., 5.29.030;

6. The applicant is over eighteen years of age;

7. The required application fee has been paid;

8. As of the present date, there is no substantial evidence that the applicant, his or her employee, agent, partner, director, officer, shareholder or manager has knowingly made any false, misleading or fraudulent statement of material fact in the application;

9. As of the present date, there is no substantial evidence that the proposed use as conditioned would constitute a violation of the provision of the Municipal Code, or other applicable law;

10. As of the present date, there is no substantial evidence that the applicant has been convicted of a felony or crime of moral turpitude;

11. As of the present date, there is no substantial evidence that the proposed operation as conditioned would result in a public nuisance as defined in the Municipal Code, or Section 370 of the California Penal Code; and

WHEREAS, based on the foregoing findings, the City Council further finds and concludes that, subject to the Conditions of Approval, there is no evidence that the activity applied for or the location thereof will create a public nuisance.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Campbell does hereby approve a Live Entertainment Permit to Jeremy Duke on behalf of Pruneyard Cinemas LLC, subject to the following conditions:

1. Live entertainment shall be limited to Monday through Sunday from 4:00 pm to 12:00 pm.

2. All Bartenders, door and security staff obtain ABC LEADS training with-in 30 days of hire.

3. At no time shall a designated area or dance floor be created to allow any form of dancing.

4. At no time shall a cover charge be received or a donation necessary in order to patronize the Cedar Room area of the establishment.

5. Noise levels shall not be audible more than 50 feet from the business' tenant space. In no case may noise from the live entertainment disrupt neighboring residences or businesses.

6. The Police Chief may require on-site security to be provided at a later date if calls for service become excessive compared to like businesses.

7. The applicant is aware that if the live entertainment creates a continued public nuisance or there are significant calls for service, the Police Department would have the authority to prohibit live entertainment from continuing and suspend this permit, pending a modification/revocation hearing before the City Council.

8. For the background check, the current General Manager will be fingerprinted. If the General Manager position changes personnel, the new General Manager will need to be fingerprinted.

PASSED AND ADOPTED this 7th day of July**,** 2020**,** by the following roll call vote:

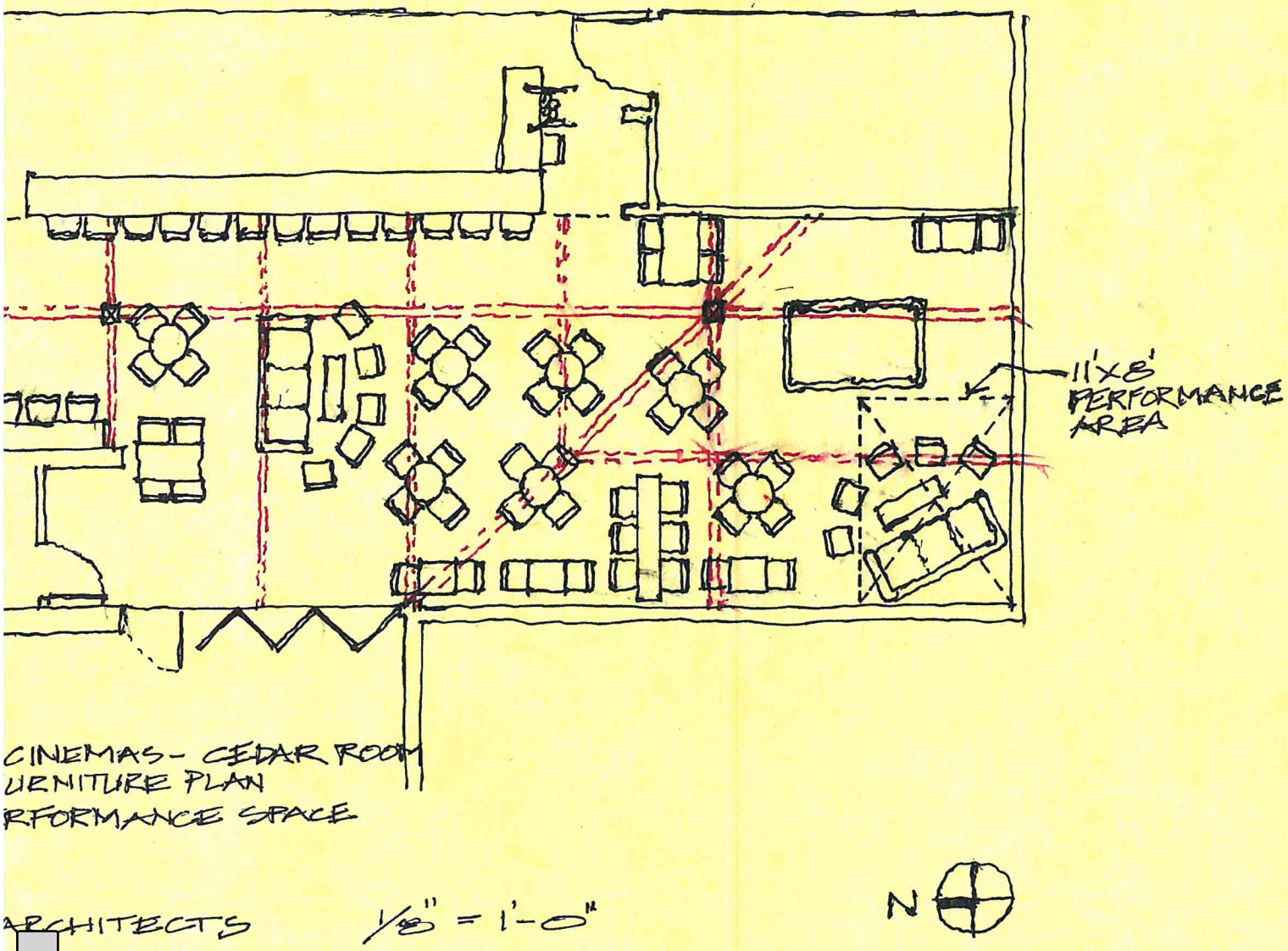
AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:
ABSTAIN: COUNCILMEMBERS

APPROVED:

_____
Susan M. Landry, Mayor

ATTEST:

_____
Andrea Sanders, Deputy City Clerk



Attachment: Pruneyard Cinema LLC Figure 1 (Pruneyard Cinemas Live Entertainment Permit)

City Council Report

Item:	**12**
Category:	**PUBLIC HEARINGS AND INTRODUCTION OF ORDINANCES**
Meeting Date:	**July 7, 2020**

TITLE: **Approval of FY 2021 Schedule of Fees and Charges (Resolution/Roll Call Vote)**

RECOMMENDED ACTION

That the City Council approve a resolution adopting the FY 2021 Schedule of Fees and Charges to be effective July 8, 2020.

BACKGROUND

The City's financial policies require that fees and charges for services be reviewed and updated annually to ensure that they keep pace with the changes in the cost of providing related services and/or changes in methods or levels of service delivery. For any changes to fees which are not development-related, such changes can be effective the day after City Council approval. However, for development-related fees, the California Government Code requires a 60-day period between approval of the resolution and implementation of the fee. Because the City's proposed FY 2021 fee schedule contains no increases of development-related fees, staff recommends an effective date of July 8, 2020 for all fees contained within the fee schedule (Attachment B) and to be approved by resolution (Attachment A).

The City has a User Fee and Cost Recovery Policy that identifies criteria to be utilized in preparing the annual fee schedule and recommendations for new fees. Each year, in conjunction with development of the annual operating budget, staff reviews the costs of providing fee-related services including overhead. The policy addresses desired levels of cost recovery that are used as a basis for setting fees. Furthermore, this data is useful for substantiating overhead rates and factors for state and federal grants.

The City last performed a comprehensive cost allocation plan and user fee update in FY 2019. This enabled the City to recover a greater proportion of the costs of providing services, consistent with the cost recovery policy. The City also completed a review and update of fire prevention fees in FY 2020 to coincide with fire prevention service level increases that commenced July 2019.

DISCUSSION

During the intervening periods between performing a full cost study and user fee analysis, the City generally assumes the relationships between the costs and user fees

remain consistent and that fees are then adjusted based on changes in actual costs such as salary and benefits or by an inflationary index. The updated cost allocation and fee study data is the baseline used to adjust fees in intervening years while also taking into consideration other factors such as percentage increases, appropriate subsidy levels and comparative fee data. “Attachment B” of this report includes a schedule that compares the proposed fees for FY 2021 with the existing fees for FY 2020. Because this is an interim year between comprehensive studies, most existing fees would normally be recommended to increase by 3.31%. This represents the prior year annual change in the San Francisco-Oakland-Hayward All Urban Consumers Price Index (CPI). Exceptions are normally made for fees set by statutory limit and those based on a per square foot or similar ratios.

However, per City Council guidance provided during recent Fiscal Year (FY) 2021 Budget Study Sessions and Special Meetings and so as to offer relief to the Campbell community struggling with the economic impacts of COVID-19, staff does not propose any increases or changes to the Schedule of Fees and Charges to start FY 2021; with a few exceptions to be detailed in the following paragraphs. Nevertheless, in lieu of increases that would normally be effective July 1, 2020, staff recommends a follow up review of the Schedule of Fees and Charges at the December 1, 2020 City Council meeting and consideration of rate increases at that time should the local economy improve quicker than expected from COVID-19. Within this report, staff has also included two alternatives for Council to consider should it wish to increase Business License Tax rates to start FY 2021.

RECREATION AND COMMUNITY SERVICES

Historically, most Community Center Building Use Fees and Park Facility Fees made a distinction between Free Events and those that charged an Entrance/Admission Fee; with a higher rate assessed to the latter type of event. This often caused confusion amongst both City staff and event organizers on the correct fee to charge and pay and how to properly verify the type of event. On average annually, the City has approximately 20 verified events that require Entrance/Admission Fees to attend. Some event organizers though may not reveal that their event charges an Entrance/Admission Fee and it can be administratively burdensome to perform a follow up verification and enforce. However, the majority of City event bookings are for private individuals or non-profit groups and the City realizes very little additional revenue from making the noted distinction. Thus, to streamline fees, eliminate confusion, and reduce administrative burden, staff proposes removing the distinction between Free Events and those that charge an Entrance/Admission Fee and replacing them with one set of base user fees and one set of non-profit user fees. Discounts for Campbell residents would remain the same as would Special Peak Rates. In addition to the reasons stated above, these structural changes would also allow for a much smoother implementation of a soon to be selected Parks & Recreation (P&R) Management system. For reference, a Request for Proposals (RFP) for such a system was approved by City Council on November 5, 2019 via Resolution 12515. This resolution also authorized the City Manager to award a contract once the evaluation of all proposals is complete. That evaluation is nearing completion.

In addition to the structural changes noted above, staff is also proposing adding a 2, 3, 7, and 7+ day category to Maximum Lighting Equipment and Video Projector & Screen Fees at the Heritage Theatre to account for the fact that most City set up expenses and staff time spent occur on the first day on an event. Discounted rates are thus proposed for days 2, 3, 7, and 7+.

And lastly, staff is proposing adding a 3% credit card transaction fee for Heritage Theatre ticket sales to cover processing charges incurred for selling tickets. This change is consistent with the citywide policy of charging up to 4% for these types of transactions and reflects the average credit card fee paid by the City for Heritage Theatre ticket sales.

FISCAL IMPACT

The proposed structural changes in Community Center Building Use Fees and Park Facility Fees are not expected to have a material impact on City revenue and should decrease staff time spent on event type verification and enforcement.

The fiscal impact of approving the proposed resolution with no increases to the Schedule of Fees and Charges will mean an estimated loss in General Fund revenue of approximately $146,000 in FY 2021.

Should City Council choose to approve Alternative 1 below, the estimated loss in General Fund revenue would be $0 in FY 2021 and $146,000 in estimated revenue would be realized.

Should City Council choose to approve Alternative 2 below, the estimated loss in General Fund revenue would be $73,000 in FY 2021 and $73,000 in estimated revenue would be realized.

ALTERNATIVES

1. Approve an increase in all allowable Fees and Charges by the change in Consumers Price Index (CPI) of 3.31%. This would require modification of the enclosed resolution and re-submittal at a future meeting.
2. Approve an increase in all allowable Fees and Charges by half the change in Consumers Price Index (CPI) or 1.655%. This would require modification of the enclosed resolution and re-submittal at a future meeting.
3. Provide other direction to staff.

Prepared by: _____

Will Fuentes, Finance Director

Approved by: _____

Brian Loventhal, City Manager

Attachment:

a. User Fee Resolution
b. Comparative User Fee Schedule FY 2021

RESOLUTION NO. _____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAMPBELL ADOPTING THE FY 2021 SCHEDULE OF FEES AND CHARGES TO BE EFFECTIVE JULY 8, 2020

WHEREAS, the City of Campbell Financial Policies require an annual evaluation of the Schedule of Fees and Charges to ensure that recovery of the cost of providing services is recovered where appropriate; and

WHEREAS, there has been presented to the City Council of the City of Campbell an updated Schedule of Fees and Charges for Fiscal Year (FY) 2021; and

WHEREAS, all of the required legal notices have been published pursuant to Government Code; and

WHEREAS, the City Council of the City of Campbell hereby adopts the attached updated Schedule of Fees and Charges to be paid to the City of Campbell by all persons desiring to obtain those items or services contained in the attached Fee Schedule effective July 8, 2020; and

WHEREAS, per City Council guidance provided during recent FY 2021 Budget Study Sessions and Special Meetings and so as to offer relief to the Campbell community struggling with the economic impacts of COVID-19, the updated Schedule of Fees and Charges does not include any increases to rates to start FY 2021, with a few exceptions;

NOW, THEREFORE, BE IT RESOLVED that the attached schedule of fees and charges be adopted and that this Resolution and the fee schedule be made an addendum to the City Council Policy Manual.

PASSED AND ADOPTED this _____ day of _____, 2020, by the following roll call vote:

AYES: Councilmembers

NOES: Councilmembers

ABSENT: Councilmembers

APPROVED:

_____
Susan M. Landry, Mayor

ATTEST:

_____
Andrea Sanders, Acting City Clerk

Master Fee Schedule

Effective July 8, 2020

City of Campbell
MASTER FEE SCHEDULE

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City of Campbell
PLANNING FEES

	Activity Description	FY 19/20 Fee	FY 20/21 Fee	Charge Basis	Note
	CEQA / Environmental Review				
1	Environmental Determination	$229	$229		
2	Negative Declaration	$8,143	$8,143		
3	Mitigated Negative Declaration	$13,029	$13,029		
4	EIR Review	Pass-through + 20% Admin Fee	Pass-through + 20% Admin Fee		
	Condition Monitoring				
5	Condition Monitoring Fee (Major Projects)	T&M; $4,000 Deposit	T&M; $4,000 Deposit		
	Consultant Report Review				
6	Consultant Report Review	Pass-through + 20% Admin Fee	Pass-through + 20% Admin Fee		
	Density Bonus Application				
7	Below Market Rate Project (no density bonus)	$4,072	$4,072		
8	Below Market Rate Project (with density bonus)	$4,886	$4,886		
	Development Agreement				
9	Development Agreement	T&M; $8,000 Deposit	T&M; $8,000 Deposit		
10	Amendment to Development Agreement	T&M; $5,000 Deposit	T&M; $5,000 Deposit		
	Eligible Facility Request				
11	Eligible Facility Request Permit Filing Fee	$1,425	$1,425		
	Extension of Time				
12	Extension - Administrative	$1,018	$1,018		[a]
13	Extension - Planning Commission / City Council	$3,257	$3,257		[a]
	Fence Exception				
14	Fence Exception - Rear/Interior Side Yard	$529	$529		
15	Fence Exception - Front Yard and Street Side	$794	$794		

City of Campbell
PLANNING FEES

	Activity Description	FY 19/20 Fee	FY 20/21 Fee	Charge Basis	Note
	General Plan / Zoning Map Amendment				
16	General Plan Amendment - Authorization to Proceed	$3,257	$3,257		[b]
17	General Plan Map Amendment	$13,029	$13,029		
18	Zoning Code Text Amendment	$15,268	$15,268		
19	Zone Map Change	$9,772	$9,772		
20	General Plan Policy Amendment	$15,268	$15,268		
	Historic Preservation				
21	Mills Act Application	$1,527	$1,527		
22	Tier 1 - Historic Preservation Board Application [Admin, PC, CC]	$1,018	$1,018		
23	Tier 2 - Historic Preservation Board Application [Significant Change]	$1,629	$1,629		
24	Designation Recision	$2,443	$2,443		
	Mailing Noticing				
25	Mailing / Noticing	$265	$265		
	Map				
26	Tentative Parcel Map				
	a) Tentative Parcel Map	$7,329	$7,329		
	b) Tentative Parcel Map Modification	$4,886	$4,886		
27	Tentative Subdivision Map				
	a) Tentative Subdivision Map	$9,772	$9,772		
	b) Tentative Subdivision Map Modification	$4,886	$4,886		
	Outdoor Seating - Downtown				
28	Outdoor Seating - No Alcohol	$326	$326		
29	Outdoor Seating - With Alcohol	$570	$570		
	Parking Modifications				
30	Parking Modifications - Project Related	$1,425	$1,425		
31	Parking Modifications - Stand Alone	$2,036	$2,036		

City of Campbell
PLANNING FEES

	Activity Description	FY 19/20 Fee	FY 20/21 Fee	Charge Basis	Note
	Planned Development Permit				
32	Administrative				
	a) Change of Use	$2,367	$2,367		
	b) All Others	$3,664	$3,664		
33	City Council				
	a) 0 - 1 Acre	$12,215	$12,215		
	b) 1 - 5 Acres	$16,286	$16,286		
	c) 5+ Acres	$20,358	$20,358		
34	Modification				
	a) Change to Conditions of Approval	$4,886	$4,886		
	b) Change in Design, Architecture, Etc.	$6,922	$6,922		
	Pre-Application Fee				
35	Pre-Application - Voluntary / Staff Review	$1,537	$1,537		[c]
36	Pre-Application - Mandatory / PC Review	$4,479	$4,479		[c]
	Reasonable Accommodation				
37	Reasonable Accommodation	$3,054	$3,054		
	Signs				
38	Sign Permit				
	a) Temporary Sign	$76	$76		
	b) Administrative Sign Permit	$463	$463		
	i) Each additional sign (same permit)	$102	$102		
	c) Planning Commission Sign Permit	$1,985	$1,985		
	i) Each additional sign (same permit)	$407	$407		
	d) City Council Sign Permit	$2,901	$2,901		
	i) Each additional sign (same permit)	$407	$407		
39	Master Sign Plan (MSP)				
	a) Administrative MSP	$1,985	$1,985		
	b) Planning Commission MSP	$3,176	$3,176		
	c) City Council MSP	$4,580	$4,580		

City of Campbell
PLANNING FEES

	Activity Description	FY 19/20 Fee	FY 20/21 Fee	Charge Basis	Note
	Site and Architecture Review				
40	Residential				
	a) Administrative	$1,832	$1,832		
	b) Expedited	$2,443	$2,443		
	c) Planning Commission				
	i) Per House	$3,257	$3,257		
	ii) Minor Modification to Side Yard Setback / FAR Increase	$3,664	$3,664		
	d) Modification	$1,720	$1,720		
41	Non-Residential				
	a) 1 - 5,000 SF Building	$6,514	$6,514		
	b) 5,001 - 10,000 SF Building	$8,143	$8,143		
	c) Building Over 10,000 SF	$9,772	$9,772		
	d) Modification	$3,664	$3,664		
	Tree Removal Permit				
42	Tree Removal Permit - SFR				
	a) Tree Removal Permit - SFR	$0	$0		
	i) Each Additional Tree (Same Permit)	$0	$0		
43	Tree Removal Permit - Non-SFR				
	a) Tree Removal Permit - Non-SFR	$244	$244		
	i) Each Additional Tree (Same Permit)	$76	$76		
	Use Permit				
44	Conditional Use Permit				
	a) Single Use Determination	$4,072	$4,072		
	i) Additional Determinations (each additional)	$1,018	$1,018	per determination	[d]
	ii) with Site and Architectural Review required	see site and arch review fees	see site and arch review fees		[d]
	b) Modification	50% of current fee	50% of current fee		
	c) Wireless Communications Facility	$6,107	$6,107		

City of Campbell
PLANNING FEES

	Activity Description	FY 19/20 Fee	FY 20/21 Fee	Charge Basis	Note
45	Temporary Use Permit				
	a) Non-Profit Organization with 501(c)(3) Federal Income Tax Status	$489	$489		
	b) All Others	$1,629	$1,629		
46	Master Use Permit				
	a) Zoning Clearance Fees				
	i) Sign	$407	$407		
	a) Each additional sign (same permit)	$102	$102		
	ii) Special Event Closure	$713	$713		
	iii) Outdoor Seating	$713	$713		
	b) Application Fees				
	i) Architectural Modification	$4,886	$4,886		
	ii) Conditional Use Authorization	$2,341	$2,341		
	Variance / Exception				
47	Variance - Residential	$4,072	$4,072		
48	Variance Modification - Residential	50% of current fee	50% of current fee		
49	Variance - Non-Residential	$4,072	$4,072		
50	Variance Modification - Non-Residential	50% of current fee	50% of current fee		
51	Winchester Master Plan Exception	$4,072	$4,072		
	Zoning Clearance				
52	Business License				
	a) Use & Occupancy: Non-Residential	$66	$66		
	b) Home Occupation	$66	$66		

City of Campbell
PLANNING FEES

	Activity Description	FY 19/20 Fee	FY 20/21 Fee	Charge Basis	Note
53	Post Entitlement Plan Check				
	a) Ministerial Projects	$78	$78		
	b) Admin. Decision	$305	$305		
	c) Single-Family Residential (public hearing)	$382	$382		
	d) Mixed-Use	$1,629	$1,629		
	e) Multi-Family Residential				
	i) Up to 5 units	$916	$916		
	ii) Up to 6-15 units	$1,629	$1,629		
	iii) 16+ units	$2,443	$2,443		
	f)Non-Residential				
	i) 1 - 5,000 SF Building	$916	$916		
	ii) 5,001 - 10,000 SF Building	$1,629	$1,629		
	iii) Building Over 10,000 SF	$2,443	$2,443		
	Zoning Letters				
54	Zoning Letter - Basic Property Information	$407	$407		
55	Zoning Letter - Basic Property Information with additional research required	$814	$814		
	Other Fees				
56	Technology Enhancement Fee	2.00%	2.00%	% of permit fee	
57	Appeals				
	a) Appeal to Planning Commission	$200	$200		
	b) Appeal to City Council	$200	$200		
58	Cash Deposit Preparation	$204	$204		
59	Deed Restriction Preparation	$204	$204		
60	Document Imaging / Reproduction of Microfiche				
	a) Plan Sheet	$2	$2		
	b) 8.5" x 11" or 11" x 17"	$0.62	$0.62		
61	Excess Plan Review	$204	$204	per hour	[e]
62	Hourly Rate for Planning Services				
	a) Standard Hourly Rate	$204	$204	per hour	[f]
	b) Overtime Rate	$254	$254	per hour	[f]

City of Campbell
PLANNING FEES

Activity Description	FY 19/20 Fee	FY 20/21 Fee	Charge Basis	Note

Notes:
* If it is anticipated that the application processing costs of selected minor or major projects will be significantly less or more than the above fees, the Community Development Director may at his/her discretion collect a deposit for the estimated staff time costs to process the application based on hourly rates.

** The City will pass-through to the applicant other agency fees applicable to the project (e.g. Dept. of Fish & Wildlife fees and County recording fees.)

[a] Or 50% of current application fee, whichever is less.
[b] 50% applies toward G.P. application.
[c] 50% applies toward formal application.
[d] Fee is additive to base fee for single use determination (i.e. single use determination fee, plus site and architecture fee)
[e] Base fees assume up to three plan checks and initial inspection and one re-inspection. The City will bill hourly for additional plan review and inspections required.

[f] Hourly rate applies for deposit-based billings, code enforcement inspections, missed/excess Inspections, re-inspections

City of Campbell

LAND DEVELOPMENT ENGINEERING AND ENCROACHMENT PERMIT FEES

	Activity Description	FY 19/20 Fee	FY 20/21 Fee	Charge Basis	Note
	Encroachment Permit / Improvement Permit Fees				
1	**Utility/Fiber**				
	a) Application Fee	$574	$574	per application	
	b) Plan Check and Inspection Fee				
	i) Minimum Fee	$574	$574	per project	[a]
	ii) Conduits/Pipelines (per lineal foot of trench)				
	a) Up to first 500 LF of trench	$3.67	$3.67	per LF	[a]
	b) Portion Greater than 500 LF	$1.84	$1.84	per LF	[a]
	iii) Manholes/Vaults/Utility Structures/Concrete Pads (Excluding Pull Boxes)	$230	$230	each	[a]
	iv) Pole Set or Removal (permit required)	$230	$230	each	[a]
2	**Storage Container**				
	a) Application Fee	$182	$182	per application	
	b) Plan Check and Inspection Fee	$0	$0		
3	**Construction Dumpster**				
	a) Application Fee	$0	$0	per application	
	b) Plan Check and Inspection Fee	$0	$0		
4	**Street Tree Planting / Removal Permit**				
	a) Application Fee	$0	$0	per application	
	b) Faithful Performance Security (refundable)	$500	$500	per tree	[b]
	c) Plan Check and Inspection Fee	$0	$0		
5	**Homeowner Occupied R-1**				
	a) Application Fee	$234	$234	per application	[c]
	b) Faithful Performance Security (refundable)	$2,500	$2,500		[b]
	c) Plan Check and Inspection Fee	$0	$0	per permit	[c]

City of Campbell

LAND DEVELOPMENT ENGINEERING AND ENCROACHMENT PERMIT FEES

	Activity Description	FY 19/20 Fee	FY 20/21 Fee	Charge Basis	Note
6	**All Other (Including Public Improvements and Private Street Improvements)**				
	a) Application Fee	$574	$574	per application	
	b) Deposit and Faithful Performance Security (Refundable)				
	i) Plan Check Deposit	2%; $500 min.	2%; $500 min.	% of Eng. cost est.	[d]
	ii) Faithful Performance Security	100% of Eng. Est.	100% of Eng. Est.	% of Eng. cost est.	[b]
	iii) Labor and Materials Security	100% of Eng. Est.	100% of Eng. Est.	% of Eng. cost est.	[b]
	iv) Warranty Security	25% of Eng. Est.	25% of Eng. Est.	% of Eng. cost est.	[e]
	c) Plan Check and Inspection Fee				
	i) Engineer's Estimate - for first $250,000				
	a) Minimum Fee	$3,673	$3,673		[f]
	b) Percent of Engineer's Estimate	14%	14%	% of Eng. cost est.	[f]
	ii) Engineer's Estimate - for next $250,000				
	a) Base Fee	$35,000	$35,000		
	b) plus, Percent of Engineer's Estimate > $250,000	8%	8%	% of Eng. cost est.	
	iii) Engineer's Estimate - for amount exceeding $500,000				
	a) Base Fee	$55,000	$55,000		
	b) plus, Percent of Engineer's Estimate > $500,000	7%	7%	% of Eng. cost est.	
	Agreement for Private Improvements in Public Right-of-Way				
7	Agreement for Private Improvements in Public Right-of-Way	$171	$171	each	
	Traffic / Parking Related Fees				
8	**Oversize Load Permit**				
	a) One Day	$16	$16	per day	
	b) Annual	$90	$90	per year	
9	**Parking Permit Fee**	$35	$35	each	
10	**Traffic Control Plan Review**				
	a) Minor (Lane Closures)	$230	$230		
	b) Major (Detours)	$918	$918		
11	**No Parking Signs**	$1	$1	per sign	
12	**Traffic Signal Timing Information**	$230	$230	per hour	

City of Campbell

LAND DEVELOPMENT ENGINEERING AND ENCROACHMENT PERMIT FEES

	Activity Description	FY 19/20 Fee	FY 20/21 Fee	Charge Basis	Note
	Mapping Fees				
13	**Final Map**				
	a) Parcel Map (4 lots or less)	$5,509	$5,509		
	b) Tract Map (5 or more lots)				
	i) Base Fee	$6,886	$6,886		
	ii) Plus, Per Lot Fee	$115	$115	per lot	
14	**Certificate of Compliance / Certificate of Correction**				
	a) Certificate of Compliance	$2,295	$2,295		
	b) Certificate of Correction	$803	$803		
15	**Lot Line Adjustment / Parcel Merger**				
	a) Lot Line Adjustment	$3,443	$3,443		
	b) Parcel Merger	$3,443	$3,443		
16	**Monumentation Deposit**				
	a) Monumentation Deposit (Refundable)	100% of Survey Cost Est.	100% of Survey Cost Est.	% of survey cost est.	[g]
17	**Vacation of Public Streets and Easements or Irrevocable Offers to Dedicate**				
	a) Summary	$3,673	$3,673		
	b) All Others	$230	$230	T&M, per hour	
18	**Street / Easement Dedications**				
	a) Homeowner Occupied R-1	$0	$0		
	b) All Others	$1,148	$1,148		
19	**Assessment Segregation or Reapportionment**				
	a) Assessment Segregation or Reapportionment	pass-through + 20% admin fee	pass-through + 20% admin fee		

City of Campbell

LAND DEVELOPMENT ENGINEERING AND ENCROACHMENT PERMIT FEES

	Activity Description	FY 19/20 Fee	FY 20/21 Fee	Charge Basis	Note
	Grading and Drainage Plan Review				
20	**Grading and Drainage Plan Review**				
	a) Site < 10,000 SF (gross site area)	$1,377	$1,377		
	b) Site ≥ 10,000 SF and < .5 Acre (gross site area)	$1,836	$1,836		
	c) Site ≥ .5 Acre (gross site area)				
	i) First Acre	$2,295	$2,295		
	ii) Each Additional Acre	$459	$459	per acre	
	NPDES / Stormwater Treatment Features Review and Inspection				
21	**NPDES Review / Inspection Fee (C3 Requirements)**				
	a) For Projects Not Required to Submit Numeric Sizing	$459	$459		
	b) For Projects Required to Submit Numeric Sizing				
	i) Impervious Area up to 1 Acre	$1,377	$1,377		[h]
	ii) Impervious Area Over 1 Acre				
	a) First Acre	$1,836	$1,836		[h]
	b) Each Additional Acre	$459	$459		[h]
	c) For Each Add'l Treatment Facility (First Two Included in Base Fee)	$459	$459	each	
	d) Pervious Pavement / Concrete / Asphalt				
	i) First 5,000 SF	$2,295	$2,295		
	ii) Each Additional 2,500 SF	$689	$689		
	e) For Projects Sent to Consultant Review	pass-through + 20% admin fee	pass-through + 20% admin fee		
22	**Stormwater Treatment Features Operations & Maintenance Inspection**	$286	$286		
	Engineering Maps, Plans, and Project Specifications				
23	Engineering Maps and Plans				
	a) Aerial Map/Plan/Plot (24" x 36")	$36	$36		
	b) Map Research Fee	$36	$36		
24	Project Plans and Specifications				
	a) General Conditions, Standard Provisions & Details (Per Book)	$17	$17	per book	
	b) General Conditions, Standard Provisions & Details (Per Page)	$1	$1	per page	

City of Campbell

LAND DEVELOPMENT ENGINEERING AND ENCROACHMENT PERMIT FEES

	Activity Description	FY 19/20 Fee	FY 20/21 Fee	Charge Basis	Note
	Other Applicable Fees				
25	Technology Enhancement Fee	2.00%	2.00%	% of permit fee	
26	Document Imaging / Reproduction of Microfiche				
	a) Plan Sheet	$2	$2		
	b) 8.5" x 11" or 11" x 17"	$0.60	$0.60		
27	Extension of Time	$230	$230	per extension	
28	Plan Revision	$115	$115	per revision	
29	Excess Plan Review	$230	$230	per hour	[i]
30	Hourly Rate for Services Not Identified in this Schedule, Other Inspection, Missed/Excess Inspections, Re-inspection Fee	$230	$230	per hour	[i]
31	Appeal				
	a) Appeal to Parks and Recreation Commission (Tree-Related Appeals)	$200	$200	per appeal	
	b) Appeal to City Council	$200	$200	per appeal	
32	Failure to Restore Public Improvements as Required	$100	$100	per day	
33	Commencing Work Without a Permit or Work Different than Authorized by Permit	2x fees	2x fees	double fees	

City of Campbell

LAND DEVELOPMENT ENGINEERING AND ENCROACHMENT PERMIT FEES

Activity Description	FY 19/20 Fee	FY 20/21 Fee	Charge Basis	Note

Notes:

* If it is anticipated that the application processing costs of selected minor or major projects will be significantly less or more than the above fees, the Public Works Director may at his/her discretion collect a deposit for the estimated staff time costs to process the application based on hourly rates.

** Engineer's cost estimate shall be approved by the City Engineer and shall include all items of work. The construction cost shall be cumulative for each utility permit work related to a single project as determined by the City regardless of the number of permits issued.

*** The City will pass-through to the applicant other agency fees applicable to the project (e.g. County recording fees.)

[a] Fee shall be greater of minimum fee or fee calculated based on project specifications.

[b] Deposit to be refunded upon completion of work and acceptance by the City.

[c] Home owner occupied R-1 permits only apply for projects with engineer's cost estimate of < $10,000.

[d] Deposit to be refunded upon payment of plan check and inspection fees.

[e] To be submitted upon completion of construction.

[f] Fee shall be greater of minimum fee or fee calculated based on engineer's cost estimate.

[g] Refundable upon installation and verification of all new monuments as shown on subdivision map.

[h] For up to two treatment facilities.

[i] Base fees assume up to three plan checks and initial inspection and one re-inspection. The City will bill hourly for additional plan review and inspections required.

City of Campbell

BUILDING INSPECTION DIVISION FEES

	Activity Description	FY 19/20 Fee	FY 20/21 Fee	Charge Basis	Note
1	Address Change or Addition (per Address)	$180	$180		
2	Building Permit (Minimum Fee)	$110	$110		
3	Building Permit Fees (Valuations up to $500,000)	2.00%	2.00%	of valuation	
4	Building Permit Fees (Valuations greater than $500,000)	1.66%	1.66%	of valuation	
5	Sub Trade Permits (Base Fee)	$110	$110		
6	Sub Trade Permits (Plumb. Elect. Mech. / per permit)	$43	$43		
7	Sub Trades greater than 1,500 SF (per SF)	$0.071	$0.071	per SF	
8	Plan Check Fee	33%	33%	% of bldg of permit fee	
9	Title 24 Plan Check Fee	20%	20%	of plan check fee	
10	General Plan Maintenance Fee	8%	8%	% of bldg of permit fee	
11	Technology Enhancement Fee	2%	2%	% of bldg of permit fee	
12	Construction License Tax (per CMC 3.40)	$0.50	$0.50	per SF	
13	State Seismic Fee - Residential	$0.00013	$0.00013	per $ of valuation	[a]
14	State Seismic Fee - Commercial	$0.00028	$0.00028	per $ of valuation	[a]
15	SB 1473 Fee	$1	$1	per $25K valuation	[b]
16	Imaging Fee - Plan Sheet	$2	$2		
17	Imaging Fee - 8.5" x 11" or 11" x 17"	$0.60	$0.60		
18	NPDES Inspection Fee	$71	$71		
19	Permit and Address Records Search (Copy Costs - Minimum)	$25	$25		
20	Demolition of Structure Permit Fee	$291	$291		
21	Added Plan Check Fee (Mid Job Plan Changes - One Hour Minimum)	$180	$180	per hour	
22	Excess Plan Review	$180	$180	per hour	[c]
23	Other Inspections (Hourly Rate - Two Hour Minimum)	$180	$180	per hour	
24	Missed/Excess Inspections, Re-inspection Fee (must be paid before inspection)	$180	$180	per hour	[c]
25	Work Without Permit Investigation Fee (Stop Work)	2x Permit Fee	2x Permit Fee	double bldg permit fee	

City of Campbell

BUILDING INSPECTION DIVISION FEES

Activity Description	FY 19/20 Fee	FY 20/21 Fee	Charge Basis	Note

Notes:

* If it is anticipated that the application processing costs of selected minor or major projects will be significantly less or more than the above fees, the Community Development Director may at his/her discretion collect a deposit for the estimated staff time costs to process the application based on hourly rates.

[a] Fee established by State.

[b] Fee established by State; $1 minimum fee.

[c] Base fees assume up to three plan checks and initial inspection and one re-inspection. The City will bill hourly for additional plan review and inspections required.

City of Campbell
IN-LIEU/IMPACT/MITIGATION FEES

	Activity Description	FY 19/20 Fee	FY 20/21 Fee	Charge Basis	Note
1	Inclusionary Ordinance In-Lieu fee				
	a) Owner Occupied Units	$34.50	$34.50	per SF	
	b) Rental Units	$21.50	$21.50	per SF	
2	Park In-Lieu Fee - Unit Type:				
	a) Single-family	$24,480	$24,480	per unit	
	b) Multi-family	$17,370	$17,370	per unit	
	c) Secondary / Accessory Dwelling Unit (750sf or Larger)	$7,771	$7,771	per unit	(a)
	d) Junior Accessory Dwelling Unit	$0	$0	per unit	
3	Storm Drain Area Fees				
	a) R-1 Land Use	$2,120	$2,120	per acre	
	b) Multi-Family Residential Land Use	$2,385	$2,385	per acre	
	c) All Other Land Use	$2,650	$2,650	per acre	
4	Roadway Maintenance Fee	0.32%	0.32%	% of bldg permit valuation	

Notes:
[a] The fee for Accessory Dwelling Units will be calculated per State law but shall not exceed the amount shown.

City of Campbell
FIRE FEES

	Activity Description	FY 19/20 Fee	FY 20/21 Fee	Charge Basis	Note
	Annual Inspection Permits				
1	Aerosol Products (500 lbs. - Minimum)	$311	$311		
2	Assembly (50 - 300)	$316	$316		
3	Assembly (> 300)	$496	$496		
4	Candles/Open Flames in Assemblies	$126	$126		
5	Carnival/Fair	$496	$496		
6	Cryogens	$311	$311		
7	Day Care - Commercial (Less than 50)	$194	$194		
8	Day Care - Commercial (Greater than 50)	$292	$292		
9	Dry Cleaning	$311	$311		
10	Dust Producing Operations	$350	$350		
11	High Piled Storage	$389	$389		
12	High Rise Building (Per Floor)	$158	$158		
13	Hot Work Operations e.g. Welding / Cutting	$389	$389		
14	Institutional (7 - 50 People)	$467	$467		
15	Institutional (Greater than 50 People)	$622	$622		
16	Liquid or Gas Fueled Vehicles in Assembly	$194	$194		
17	Lumber Yard	$311	$311		
18	Occupant Load Increase	$126	$126		
19	Ovens, Industrial Baking or Drying	$311	$311		
20	Repair Garage	$389	$389		
21	Residential Care Facilities (7 - 50 People)	$438	$438		
22	Residential Care Facilities (Greater than 50 People)	$583	$583		
23	Spray Painting or Dipping Operations	$311	$311		
24	Tent	$311	$311		
25	Woodworking Shop	$389	$389		
27	Apartments/Hotels/Motels				
	a) 3 - 16 units	$146	$146		
	b) 17 - 32 units	$243	$243		
	c) 33 or more units	$340	$340		

City of Campbell
FIRE FEES

	Activity Description	FY 19/20 Fee	FY 20/21 Fee	Charge Basis	Note
28	E Occupancies				
	a) 1 - 250 Students	$0	$0		
	b) 251 - 500 Students	$0	$0		
	c) > 500 Students	$0	$0		
29	Day Care Inspection				
	a) Residential (Child / Elderly / Community) Less Than 26 (per hour)	$156	$156	per hour	
	b) Residential (Child / Elderly / Community) 26 & Over (per hour)	$156	$156	per hour	
30	Failure to Obtain/Maintain Required Permits	Double Fee of Required Permit	Double Fee of Required Permit		
	Hazardous Material Permits				
1	Aboveground Facility Closure	$233	$233		[a]
2	Aboveground System Closure (Per System)	$389	$389		[a]
3	Aboveground System Installation (Per System)	$583	$583		[a]
4	Aboveground System Modification (Per System)	$467	$467		[a]
5	Haz Mat - Long Form	$583	$583		
6	Haz Mat - Long Form (Helium Gas Only - 6 Tanks or Less)	$146	$146		
7	Haz Mat - Short Form	$292	$292		
8	Underground Tank Annual Permit	$729	$729		
9	Underground System Closure (Per System)	$729	$729		
10	Underground System Installation (Per System)	$1,944	$1,944		
11	Underground System Modification (Per System)	$486	$486		
	Construction Permits - Plan Review, Permit and Inspection				
1	Architectural Review (Greater of a or b)				
	a) Minimum Fee	$146	$146		
	b) Percent of Bldg Plan Review Fee	25%	25%		

City of Campbell
FIRE FEES

Activity Description	FY 19/20 Fee	FY 20/21 Fee	Charge Basis	Note
2 Automatic Sprinklers				
a) Automatic Fire Sprinkler Systems New				
i) 1 - 49 Heads	$389	$389		
ii) 50 - 100 Heads	$681	$681		
iii) 101 - 200 Heads	$972	$972		
iv) Each Additional 100 Heads	$194	$194		
b) Automatic Fire Sprinkler Systems - Existing (No Calculations)				
i) 1 - 15 Heads (Over-the-Counter)	$292	$292		
ii) 16 - 49 Heads	$389	$389		
ii) 50 - 100 Heads	$583	$583		
iv) Each Additional 100 Heads	$97	$97		
c) Automatic Fire Sprinkler Systems - Existing (With Calculations)				
i) 1 - 49 Heads	$583	$583		
ii) 50 - 100 Heads	$778	$778		
iii) 101 - 200 Heads	$972	$972		
iv) Each Additional 100 Heads	$194	$194		
d) Residential 13D - Single Family	$389	$389		
3 Fire Alarm Systems				
a) Non-High Rise and Non R-2 Occupancies				
i) 1 - 20 Devices	$583	$583		
ii) 21 - 40 Devices	$681	$681		
iii) 41 - 100 Devices	$972	$972		
iv) 101 - 200 Devices	$1,458	$1,458		
v) Each Additional 50 Devices	$292	$292		
b) With Pre-Wire Inspection Required (High Rise and R-2 Occupancies)				
i) 1 - 20 Devices	$778	$778		
ii) 21 - 40 Devices	$1,167	$1,167		
iii) 41 - 100 Devices	$1,653	$1,653		
iv) 101 - 200 Devices	$2,139	$2,139		
v) Each Additional 50 Devices	$292	$292		

City of Campbell
FIRE FEES

	Activity Description	FY 19/20 Fee	FY 20/21 Fee	Charge Basis	Note
	c) 10% Re-Certification Fee	$292	$292		
4	Emergency Alarm System				
	a) New System	$778	$778		
	b) System Modification	$389	$389		
5	Fire Pump Installation	$486	$486		
6	Underground Fire Service Systems				
	a) Fire Sprinkler System - No Hydrants	$486	$486		
	b) Repairs	$486	$486		
7	On-Site Hydrant Systems - without automatic sprinklers				
	a) Base Fee	$632	$632		
	b) Plus, Fee Per Hydrant	$60	$60		
8	Special Systems (Leak Detection, Halon, CO2, Hood Standpipe)				
	a) Hood	$496	$496		
	b) Leak Detection, Halon, CO2, etc.	$496	$496		
9	Demolition				
	a) Demolition of Building	$194	$194		
	b) Demolition of Fire Protection System	$292	$292		
10	Roadways - Gates, Barriers, and Traffic Calming Devices	$194	$194		
	CEQA Review (per hour)				
1	Negative Declaration Review (per hour)	$156	$156	per hour	
2	CEQA Review (per hour)	$156	$156	per hour	
3	E.I.R Review (per hour)	$156	$156	per hour	
4	Planning Permit / Approval Review (per hour)	$156	$156	per hour	
5	Preliminary Plan Review (per hour)	$156	$156	per hour	
6	Subdivision Map Review (per hour)	$156	$156	per hour	

City of Campbell
FIRE FEES

	Activity Description	FY 19/20 Fee	FY 20/21 Fee	Charge Basis	Note
	Additional Inspection (courtesy, re-inspection, phasing) (per hour)				
1	Inspection Outside of Regular Office Hours	$233	$233	per hour; 1-hr min.	
2	Additional Inspection (courtesy, re-inspection, phasing) (per hour)	$156	$156	per hour	[b]
3	Excess Plan Check (4th and subsequent) (per hour)	$156	$156	per hour; 1-hr min.	
4	Special Inspections	$156	$156	per hour; 1-hr min.	
5	Variance Application (Alternate Methods & Materials)	$389	$389		
6	Services Performed but not Otherwise Listed in this Fee Schedule (per hour)	$156	$156	per hour	
7	Microfiche Fees/ Digital Imaging				
	a) Minimum Fee	$2	$2		
	i) Plan Sheet (Cost Per Sheet)	$1	$1	per sheet	
	ii) Source Page (Cost Per Page)	$1	$1	per page	
	iii) Reproduction of Microfiche (Plan Sheet, Cost Per Sheet)	$4	$4	per sheet	
	iv) Reproduction of Microfiche (Source Page)	$1	$1	per page	
	Operations				
1	Records Search	$76	$76	per hour; 1-hr min.	
2	CPR Classes (Per Person)	$36	$36		
3	Non-Emergency Standby/After Hours Inspection	$3,271	$3,271		

Notes:

[a] Additional closure fees may be required based on the type and number of hazardous materials systems closed.

[b] Re-inspection fee applies applies after second re-inspection.

* Fees are set by the City but administered by Santa Clara County Fire Department.

* Fees apply to only those quantities of materials or operations that require permits in accordance with the Fire Code.

* Excluding penalties, annual Fire Code Permit fees shall not exceed $1,000 per business location.

* Failure to submit and maintain the following correct and current Hazardous Materials Documents: HMIS (before bringing hazardous materials into City and thereafter), HMMP (within 30 days of notification and thereafter), HMMP (within 30 days of notification and thereafter), Closure Permit (30 Days Prior), CEQA Application (before bringing hazardous material into City), the fee will double as a result of non-compliance.

City of Campbell
POLICE FEES

	Activity Description	FY 19/20 Fee	FY 20/21 Fee	Charge Basis	Note
	Report / Recording / Records Fees				
1	Police Report Fee				[a]
	a) Up to ten pages	No charge	No charge	per report	[g]
	b) Each Add'l page after first 10 pages	$0.10	$0.10	per page	
2	CAD Incident Report				[a]
	a) Up to ten pages	No charge	No charge		
	b) Each Add'l page after first 10 pages	$0.10	$0.10	per page	
3	Audio Recording Copy Fees				[a]
	a) Discovery				
	i) Actual Cost of Digital Media	Actual cost of digital media	Actual cost of digital media	each	
	ii) Hourly Rate for Reproduction	$24	$24	per hour	
	b) Dispatch				
	i) Actual Cost of Digital Media	Actual cost of digital media	Actual cost of digital media	each	
	ii) Hourly Rate for Reproduction	$24	$24	per hour	
4	Arrest Log Release	$0.05	No Charge	per page	[a]
5	Research/Archiving	$24	$24	per hour	[b]
	Vehicle Release / Impound / Repossession Fees				
6	Vehicle Release				
	a) Storage / Impound	$166	$166		
	b) 30 Day Impound	$192	$192		
7	Vehicle Repossession Fee	$15	$15		[c]
	Citation Sign-off Fees				
8	Citation Sign-off				
	a) Campbell Police Department Issued Citation	No charge	No charge		
	b) Citation Issued by Other Agency (Non-Campbell PD)	$15	$15		
	DUI Response Cost Recovery				
9	Driving Under the Influence - Cost Recovery (Hourly Rate)	$164	$164	per hour	
	False Alarm Response				

City of Campbell
POLICE FEES

	Activity Description	FY 19/20 Fee	FY 20/21 Fee	Charge Basis	Note
10	False Alarm Fee				
	a) Up to three false alarms	$0	$0		
	b) 4th Alarm	$208	$208		
	c) 5th Alarm	$208	$208		
	d) 6th Alarm	$208	$208		
	e) 7th Alarm	$260	$260		
	f) 8th Alarm	$260	$260		
	g) 9th Alarm	$260	$260		
	h) 10th Alarm	$312	$312		
	i) 11th Alarm and Each Additional Alarm after 11	$312	$312		
	Permit / License Application Review				
11	Arcade and Semiarcade Permits				
	a) Arcade	$775	$775		
	b) Semiarcade	$644	$644		
12	Block Party Permit	$119	$119		
13	Concealed Weapon Permit				
	a) New	$100	$100	plus DOJ fees	[d]
	b) Renewal	$25	$25	plus DOJ fees	[d]
14	Firearms and Ammunition Sales Permit (Business)				
	a) New	$779	$779		
	b) Renewal	$259	$259		
15	Hypnotherapy	$775	$775		
16	Live Entertainment Permit	$1,246	$1,246		

City of Campbell
POLICE FEES

Activity Description	FY 19/20 Fee	FY 20/21 Fee	Charge Basis	Note
17 Massage				
a) Massage Establishment (Owner Not State Certified)				
i) New	$862	$862		
ii) Renewal	$312	$312		
b) Massage Establishment (Owner State Certified)				
i) New	$0	$0		[e]
ii) Renewal	$0	$0		[e]
c) Massage Therapist / Trainee				
i) New (State Certified)	$0	$0		[e]
ii) Renewal (State Certified)	$0	$0		[e]
18 Medical Marijuana Delivery Permit				
a) New	$2,170	$2,170		
b) Renewal	$1,085	$1,085		
19 Occult Science Permit	$775	$775		
20 Pawnbrokers and Secondhand Dealers				
a) New	$516	$516		
b) Renewal	$127	$127		
21 Pool or Billiards Permit				
a) Two or More Tables	$775	$775		
b) One Table Only	$59	$59		
22 Sexually Oriented Business Permit				
a) New	$1,246	$1,246		
b) Renewal	$775	$775		
23 Taxicab Owner's License	$964	$964		

City of Campbell
POLICE FEES

	Activity Description	FY 19/20 Fee	FY 20/21 Fee	Charge Basis	Note
24	Tow Car Operator Permit / Tow Truck Driver Certificate				
	a) Tow Car Operator Permit	$2,526	$2,526		
	b) Tow Truck Driver Certificate				
	i) New	$50	$50		[f]
	ii) Renewal	$12	$12		[f]
25	Used Car Dealer - Retail Only	$257	$257		
	Other				
26	Naturalization VISA Letter	$34	$34		
27	Security Services - Outside Work Assignments				
	a) Reserve Officer	$72	$72	per hour; 2-hr min.	
	b) Officer	$146	$146	per hour; 2-hr min.	
	c) Sergeant	$201	$201	per hour; 2-hr min.	

Notes:
[a] Per Government Code 6253(b) and City Attorney.
[b] Maximum amount allowed per Evidence Code Section 1563(b)(1). Fees apply only to research/archiving pursuant to a subpoena.
[c] Maximum amount allowed per Government Code Section 41612.
[d] Maximum allowed per Penal Code Section 26190.
[e] Fee administered via State certification process.
[f] Maximum amount allowed per Vehicle Code Section 2431.
[g] No fee for victoms of violent crime or domestic violence.

City of Campbell
PARKING CITATION FINES

	Code	Description	FY 19/20 Fee	FY 20/21 Fee	Charge Basis	Note
	CMC					
1	10.24.015	Stored on Street Over 72 Hours	$70	$70		
2	10.24.040	No Parking or Stopping Signs/Permit Parking	$40	$40		
3	10.24.065a	Disobeyed Curb Markings (Red/White; Yellow/Green)	$40	$40		
4	10.24.095c	Limited Time Parking	$40	$40		
5	10.24.135	Commercial Truck 10PM to 6AM	$70	$70		
6	10.24.140	Parking Out of Marked Space	$40	$40		
7	10.24.160	Removal of Markings	$70	$70		
8	10.28.030a	Commercial Truck in Yard/Driveway	$70	$70		
9	10.28.030b	Commercial Truck Over Two Hours (6AM to 10PM)	$70	$70		
10	13.040.120	Parking After Hours City/County Parks	$40	$40		
	VC					
11	22500a	Parking Within an Intersection	$40	$0		
12	22500e	Blocking Driveway	$40	$0		
13	22500f	Parking on Sidewalk	$40	$0		
14	22500.1	Fire Lane	$40	$0		
15	22502a	Wrong Way/18" From Curb	$40	$0		
16	22507.8a	Handicap Parking	$300	$0		
17	22507.8b	Obstruct / Block Handicap Parking	$300	$0		
18	22507.8c (2)	Crosshatch Lines Next to Handicap Stall	$300	$0		
19	22514	Fire Hydrant	$40	$0		
20	22521	Within 7 ½" of Railroad Tracks	$40	$0		
21	22523 (A)	Abandoned Towed	$70	$0		
22	40226	Handicap Dismissal	$25	$0		
23	5204(a)	No current Registration Tags	$70	$0		
24	5200	No Front/Rear Plate	$40	$0		
25	4000(a) (1)	Expired Registration	$70	$0		

Notes:

* Delinquent Penalty Assessment - Double the Fine Amount.

** All Other Parking Violation Fine Amounts Not Specifically Listed Will be $40.00.

City of Campbell

CODE ENFORCEMENT HOURLY BILLING FEES

	Activity Description	FY 19/20 Fee	FY 20/21 Fee	Charge Basis	Note
	Code Enforcement Re-Inspection Fees				
1	Code Enforcement Personnel	$172	$172	per hour	
2	Building Inspection Personnel	$180	$180	per hour	
3	Planning Personnel	$203	$203	per hour	
4	Public Works Engineering Personnel	$230	$230	per hour	

City of Campbell

HOURLY RATES FOR SPECIAL PUBLIC WORKS SERVICE REQUESTS

	Activity Description	FY 19/20 Fee	FY 20/21 Fee	Charge Basis	Note
	During Normal Work Hours (i.e. Non-Overtime)				
1	Arborist	$152	$152	per hour	
2	Assistant Engineer	$188	$188	per hour	
3	Associate Civil Engineer	$192	$192	per hour	
4	Building Maintenance Lead Worker	$152	$152	per hour	
5	Building Maintenance Worker	$140	$140	per hour	
6	Building Maintenance Supervisor	$177	$177	per hour	
7	City Engineer	$265	$265	per hour	
8	Executive Assistant	$138	$138	per hour	
9	Lighting & Traffic Technician	$153	$153	per hour	
10	Lighting & Traffic Signals Assistant	$119	$119	per hour	
11	Lighting & Traffic Signals Supervisor	$177	$177	per hour	
12	Maintenance Supervisor	$178	$178	per hour	
13	Mechanic II	$147	$147	per hour	
14	Office Assistant	$101	$101	per hour	
15	Office Specialist	$131	$131	per hour	
16	Park Maintenance Lead Worker	$141	$141	per hour	
17	Park Maintenance Supervisor	$186	$186	per hour	
18	Park Maintenance Worker I	n/a	n/a	per hour	
19	Maintenance Worker I	$120	$120	per hour	
20	Park Maintenance Worker II	n/a	n/a	per hour	
21	Maintenance Worker II	$129	$129	per hour	
22	Public Works Inspector	$183	$183	per hour	
23	Senior Civil Engineer	$229	$229	per hour	
24	Senior Public Works Inspector	$178	$178	per hour	
25	Street Maintenance Field Supervisor	$181	$181	per hour	
26	Street Maintenance Lead Worker	$139	$139	per hour	
27	Street Maintenance Worker I	n/a	n/a	per hour	
28	Street Maintenance Worker II	n/a	n/a	per hour	
29	Traffic Engineer	$236	$236	per hour	
	Overtime				
30	Arborist	$184	$184	per hour	
31	Assistant Engineer	$232	$232	per hour	

City of Campbell

HOURLY RATES FOR SPECIAL PUBLIC WORKS SERVICE REQUESTS

	Activity Description	FY 19/20 Fee	FY 20/21 Fee	Charge Basis	Note
32	Associate Civil Engineer	$237	$237	per hour	
33	Building Maintenance Lead Worker	$186	$186	per hour	
34	Building Maintenance Worker	$171	$171	per hour	
35	Building Maintenance Supervisor	$217	$217	per hour	
36	City Engineer	n/a	n/a	per hour	
37	Executive Assistant	$170	$170	per hour	
38	Lighting & Traffic Technician	$186	$186	per hour	
39	Lighting & Traffic Signals Assistant	$144	$144	per hour	
40	Lighting & Traffic Signals Supervisor	$216	$216	per hour	
41	Maintenance Supervisor	n/a	n/a	per hour	
42	Mechanic II	$179	$179	per hour	
43	Office Assistant	$124	$124	per hour	
44	Office Specialist	$161	$161	per hour	
45	Park Maintenance Lead Worker	$170	$170	per hour	
46	Park Maintenance Supervisor	n/a	n/a	per hour	
47	Park Maintenance Worker I	n/a	n/a	per hour	
48	Maintenance Worker I	$144	$144	per hour	
49	Park Maintenance Worker II	n/a	n/a	per hour	
50	Maintenance Worker II	$156	$156	per hour	
51	Public Works Inspector	$227	$227	per hour	
52	Senior Civil Engineer	n/a	n/a	per hour	
53	Senior Public Works Inspector	$220	$220	per hour	
54	Street Maintenance Field Supervisor	$222	$222	per hour	
55	Street Maintenance Lead Worker	$169	$169	per hour	
56	Street Maintenance Worker I	n/a	n/a	per hour	
57	Street Maintenance Worker II	n/a	n/a	per hour	
58	Traffic Engineer	$293	$293	per hour	

Note:
Three hour minimum for overtime call.

City of Campbell
EQUIPMENT USE RATES

	Activity Description	FY 19/20 Fee	FY 20/21 Fee	Note
	Hourly Rate			
1	Barricades / Each	n/a	n/a	
2	Barricades with Lights / Each	n/a	n/a	
3	Brush Chipper (1-Hour Minimum)	$88.00	$88.00	
4	Bucket Truck (1-Hour Minimum)	$86.50	$86.50	
5	Case Loader W18B (1-Hour Minimum)	$159.00	$159.00	
6	Chain Saw ($15.00 Minimum)	$9.50	$9.50	
7	Compressors with Tools (1-Hour Minimum)	$94.00	$94.00	
8	Concrete Saw (1-Hour Minimum; Daily Rate Add Cost of Blades)	$31.00	$31.00	
9	Dump Trucks, 5 Cyl (1-Hour Minimum)	$75.00	$75.00	
10	Flatbed, 3/4 Ton	n/a	n/a	
11	Forklift (1-Hour Minimum)	$31.00	$31.00	
12	Line Striper (1-Hour Minimum - Daily Rate Add Materials)	$95.00	$95.00	
13	Loader, 3-5 Ton (1-Hour Minimum)	$95.00	$95.00	
14	Paint Truck (1-Hour Minimum)	$75.00	$75.00	
15	Pick-Ups (1-Hour Minimum)	$64.00	$64.00	
16	Programmable Message Board	n/a	n/a	
17	Sweepers (Minimum - $130.00)	$82.00	$82.00	
	Daily Rate			
18	Barricades / Each	$3.00	$3.00	
19	Barricades with Lights / Each	$3.50	$3.50	
20	Brush Chipper (1-Hour Minimum)	$218.00	$218.00	
21	Bucket Truck (1-Hour Minimum)	$176.00	$176.00	
22	Case Loader W18B (1-Hour Minimum)	$282.00	$282.00	
23	Chain Saw ($15.00 Minimum)	$57.00	$57.00	
24	Compressors with Tools (1-Hour Minimum)	$135.00	$135.00	
25	Concrete Saw (1-Hour Minimum; Daily Rate Add Cost of Blades)	$65.00	$65.00	
26	Dump Trucks, 5 Cyl (1-Hour Minimum)	$150.00	$150.00	
27	Flatbed, 3/4 Ton	$125.00	$125.00	
28	Forklift (1-Hour Minimum)	$119.00	$119.00	
29	Line Striper (1-Hour Minimum - Daily Rate Add Materials)	$190.00	$190.00	
30	Loader, 3-5 Ton (1-Hour Minimum)	$207.00	$207.00	
31	Paint Truck (1-Hour Minimum)	$150.00	$150.00	
32	Pick-Ups (1-Hour Minimum)	$125.00	$125.00	
33	Programmable Message Board	$80.00	$80.00	
34	Sweepers (Minimum - $130.00)	n/a	n/a	

Notes:

* Additional equipment which must be rented by the City shall be billed at the City's actual cost plus an additional twenty percent (20%) of that cost to cover administrative expenses.

City of Campbell
DOWNTOWN EVENT FEES

	Activity Description	FY 19/20 Fee	FY 20/21 Fee	Charge Basis	Note
	Special Event Fees				
1	Administrative Review Fee	$1,611	$1,611		[a]
2	Equipment Use Fees	See Public Works Fees	See Public Works Fees		[b]
3	Event Day Staff Support	Actual Costs	Actual Costs		
4	New Event Application Fee	$620	$620		[c]
5	Security/Clean-up Refundable Deposit	$500	$500		[d]
6	Special Event Permit	$1,861	$1,861		[e]
	Event Day Staff Support				
7	Police	Actual Costs	Actual Costs		[f]
8	Public Works	Actual Costs	Actual Costs		[g]

Notes:

[a] Administrative Review Fee covers the costs associated with the Special Event Committee's time to schedule meetings, prepare agendas, prepare invoices, collect and process fees, etc.
[b] Equipment Use Fees are fees for such items as barricades, cones, safety vests, No Park Signs, etc.

[c] New Event Application Fee covers all costs associated with obtaining the required documents for a new event proposal, preparing the event memo, routing the application to appropriate departments, and follow-up with applicant.
[d] Refundable Deposit is a fee held on deposit to use in the event of damage to public property. If any damages should result the repair/replacement costs exceed $500, the event host will be billed the balance. If there are no damages and no additional fees due, this deposit shall be returned to event organizer.

[e] Special Event Permit Fees are designed to cover the costs of the impact special events have on public property.

[f] Police Fees cover costs associated with the services provided by the Campbell Police Department, which shall include, but not be limited to, closing the streets and event day supervision provided as per the Police Security Plan developed by CPD. Organizer shall be responsible for services provided after event closure until the crowd has dispersed and the area is deemed safe.
[g] Public Works Fees include the cost for PW personnel and associated equipment required for closing the streets, (i.e. barricade installation/removal, pick-up trucks, closing and opening the streets, provision and placement of directional and/or letterboard signs, etc.).

City of Campbell

WATER TOWER LIGHTING REQUEST FEES

	Activity Description	FY 19/20 Fee	FY 20/21 Fee	Charge Basis	Note
1	Water Tower Lighting Request	$150	$150	per application	

City of Campbell
COMMUNITY GARDEN PLOT RENTAL FEES

Activity Description	FY 19/20 Fee	FY 20/21 Fee	Charge Basis	Note
1 Community Garden Plot				
a) 100 SF	$37	$37	per year	
b) 200 SF	$75	$75	per year	

City of Campbell

ELECTRIC VEHICLE CHARGING FEES

Activity Description	FY 19/20 Fee	FY 20/21 Fee	Charge Basis	Note
1 Electric Vehicle Charging Stations				
a) Base Hourly Rate	$0.30	$0.30	per kWh	
b) Additional Hourly Rate, in effect 8am - 8pm, daily	$0.30	$0.30	per hour	

City of Campbell
SMALL CELL WIRELESS FACILITIES

	Activity Description	FY 19/20 Fee	FY 20/21 Fee	Charge Basis	Note
	For Attachments to City -Owned Poles				
1	Annual License Fee	$270.00	$270.00	per pole	[a]
	a) Annual License Fee Increase	3% annually on anniversary date of license.	3% annually on anniversary date of license.		[b]
	b) Additional Administrative and Inspection Fees	$230.00	$230.00	per hour	[c],[e]
2	Small Cell Wireless Facilities Permit Application Fee	$8,000 minimum for 35 hours of staff time.	$8,000 minimum for 35 hours of staff time.		
	a) Additional Review and Processing Fees	$230.00	$230.00	per hour	[d],[e]
3	Master License Administrative Fee	$8,000.00	$8,000.00		
	For Attachments to Utility -Owned Poles				
4	Permit Application Fee	$574.00	$574.00	per application	
5	Plan Check & Inspection Fees				
	a) Base Plan Check & Inspection Fees	$3,673 minimum for 16 hours of staff time.	$3,673 minimum for 16 hours of staff time.		
	b) Additional Administrative and Inspection Fees	$230.00	$230.00	per hour	[c],[e]
	c) Traffic Control Plan Review	$230.00	$230.00	per hour	[c],[e]
	i) Minor (Lane Closures)	$230.00	$230.00	per review	
	ii) Major (Detours)	$918.00	$918.00	per review	

Notes:

[a] Initial license fee.

[b] The License Fee shall increase annually on the first anniversary of the Effective Date of the Pole License.

[c] Additional administrative fees and costs related to inspecting Licensee' s Equipment or License Area related to this License.

[d] Any additional actual costs relating to reviewing and processing the Permit Application will be charged at the hourly rates shown. This fee includes but not limited to plan check, inspection and traffic control plan review.

[e] Annual Increases: All Permit Application, Plan Check & Inspection fees and staff hourly rates are subject to annual increases and adjustment based on a determination of the actual and reasonable costs relating to the processing of the Permit Application, and/ or based on Council resolution and approved fee schedule.

City of Campbell
ADMINISTRATION FEES

	Activity Description	FY 19/20 Fee	FY 20/21 Fee	Charge Basis	Note
1	Appeal Filing Fee	$200	$200		
2	Business License Listings:				
	a) One-Month (New Businesses)	$29	$29		
	b) Apartments Only	$29	$29		
	c) All Businesses (Including Apartments)	$93	$93		
	d) All Businesses (Excluding Apartments)	$76	$76		
	e) Mailing Labels - All Businesses (Including Apartments)	$101	$101		
	f) Mailing Labels - All Businesses (Excluding Apartments)	$80	$80		
3	Business License - Mandatory State Fee	$4	$4		[a]
4	City Council/and Other Meetings Video Disc	$21	$21		
5	City Flag	$62	$62		
6	Duplicate Business License (Replacement Original)	$10	$10		
7	Document Certification (No Charge to other Governmental Agencies)	$2	$2		
8	General Plan	$73	$73		[b]
9	General Plan Map / Zone Map (Color) (for larger than 11x17)	$36	$36		[b]
10	Initiative Petition Filing Fee	$200	$200		[c]
11	Non-Sufficient Funds Service Charge (Legal Limit)	$25	$25		[d]
12	Photocopies				[e]
	a) First Page	$1	$1		
	b) Each Additional Page	$0.10	$0.10		
13	Campaign Disclosure Information	$0.10	$0.10	per page	[d]
14	Photo duplication (non-standard print size)	Actual cost	Actual cost		[f]
15	Preparation of Public Information Requests and Staff Research Including Electronic Formatting	Actual hourly rate plus cost of digital devices	Actual hourly rate plus cost of digital devices		[g]
16	Rental Dispute Administration (Added to Business License Fee)	$11	$11	per unit	
17	Scavenging Permit (Municipal Code Section 6.04.160)	$298	$298	per year	[h]
18	Transacton Processing Fee	4% for Credit & Debit Card payments	4% for Credit & Debit Card payments		[i]
		1% + $0.30 for Electronic Check (ACH) payments	1% + $0.30 for Electronic Check (ACH) payments		[i]

City of Campbell
ADMINISTRATION FEES

Activity Description	FY 19/20 Fee	FY 20/21 Fee	Charge Basis	Note

Notes:

[a] Fee established by State. Fee changed effective January 1, 2018.

[b] Available on City website for no charge.

[c] To be refunded within one year if City Clerk certifies the Sufficiency of Petition. Legal limit.

[d] Legal limit.

[e] Fee applies for photocopies (excluding Police Reports) and each page of minutes and excerpts from Planning Commission and City Council Minutes book. The charge to any agency, persons wholly or in part by the City of Campbell will be determined by the City Manager or his designated representative. (No charge to other governmental agencies.)

[f] Government Code 6253(b) and the City Attorney.

[g] This fee applies to the creation of a new document not normally prepared, owned, used or retained by the City as part of the conduct of the Public's business. Fee also includes cost of any digital devices used to provide requested information.

[h] Requires business license (Industrial).

[i] Fee approved November 5, 2019 - Fee changed effective January 2, 2020

City of Campbell
RECREATION & COMMUNITY SERVICES FEES

Community Center Building Use Fees

A. Definition of Terms:

a. **NON-PROFIT:** To qualify for non-profit rates, customers must provide a copy of their letter of non-profit status from the California Secretary of State's office with their non-profit ID number indicated and must pay with an organization check or charge card. Organization name on letter of non-profit status, check/charge card, and permit must all be in the same name.

b. **SPECIAL PEAK RATES:** Special peak rates are for the following reservations:

i. Public meetings held by elected representatives serving the Campbell area

ii. Local election candidate forums sponsored by a non-profit organization, polling and/or trainings offered by the local Registrar of voters

iii. Meetings offered by either of the Campbell school districts (CUHSD and CUSD)

iv. Public meetings by other governmental agencies that serve Campbell residents

v. Events by non-profit organizations who have assumed leadership for events once provided by the City

vi. Programs and activities for which there is no entry fee for participation or attendance offered by local non-profit organizations

vii. Community Center Tenants

viii. Events sponsored by/for Campbell High School Alumni groups

ix. Meetings or trainings by school districts or other governmental agencies that are not open to the public

The above listed reservations can use the facility during non-peak time with basic staffing levels (2 building attendants or 1 technician) any charges above this will be assessed at the time of booking. The CUSD & CUHSD are limited to 3 uses per year.

c. **CAMPBELL RESIDENT:** To qualify for Campbell Resident discount, customers must provide proof of residency (i.e. driver's license, utility bill etc.). Permit holder and payee must be in the same name to qualify for resident discount.

B. Resident Discount:

Campbell Residents paying for a rental will be given the following discount on building rental rates:

$25 Per hour discount for rental of the full Orchard City Banquet Hall

$5 Per hour discount for all other building rental rates

City of Campbell
RECREATION & COMMUNITY SERVICES FEES

Community Center Building Use Fees

C. Facility rental fees for uses occurring during off-peak (normal operating) hours shall be assessed as follows:
(Monday through Thursday, 8:00am - 10:00pm and Fridays 8:00am to 5:00pm, except on recognized City

		FY 19/20 Fee		FY 20/21 Fee	
		Base Hourly Rate	Non-Profit Hourly Rate	Base Hourly Rate	Non-Profit Hourly Rate
Orchard City Banquet Hall with Kitchen	per hr.	$133	$112	$133	$112
Orchard City Banquet Hall (North or South)	per hr.	$92	$66	$92	$66
Kitchen in OCBH	per hr.	$56	$51	$56	$51
Roosevelt Rm. (Q-80)	per hr.	$87	$61	$87	$61
Mary Campbell (Q-84)	per hr.	$66	$51	$66	$51
Multi-Purpose (M-50)	per hr.	$82	$51	$82	$51
Adult Ctr. Meeting Room (C-35)	per hr.	$61	$41	$61	$41
Dance Studios (M-47, N-76)	per hr.	$61	$51	$61	$51
Activity Rm. (E-46)	per hr.	$66	$51	$66	$51
Conference Rm. (E-44)	per hr.	$46	$36	$46	$36
Board Rm. (E-42)	per hr.	$46	$36	$46	$36
Main Gym (Bldg. P)	per hr.	$66	$56	$66	$56
Auxiliary Gym (Bldg. N)	per hr.	$56	$46	$56	$46
CCC Plaza	per hr.	$41	$36	$41	$36

City of Campbell
RECREATION & COMMUNITY SERVICES FEES

Community Center Building Use Fees

D. Facility rental fees for uses during peak (NON-OPERATING) hours shall be assessed as follows:

		FY 19/20 Fee			FY 20/21 Fee		
		Special Peak Rates	Base Hourly Rate	Non-Profit Hourly Rate	Special Peak Rates	Base Hourly Rate	Non-Profit Hourly Rate
Orchard City Banquet Hall w/ Kitchen	per hr.	$77	$245	$194	$77	$245	$194
Orchard City Banquet Hall (North or South)	per hr.	N/A	N/A	N/A	N/A	N/A	N/A
Kitchen in OCBH	per hr.	N/A	$61	$56	N/A	$61	$56
Roosevelt Rm. (Q-80)	per hr.	$46	$122	$87	$46	$122	$87
Mary Campbell (Q-84)	per hr.	$41	$87	$66	$41	$87	$66
Multi-Purpose (M-50)	per hr.	$41	$117	$82	$41	$117	$82
Adult Ctr. Meeting Room (C-35)	per hr.	$36	$87	$61	$36	$87	$61
Dance Studios (M-47, N-76)	per hr.	N/A	$77	$66	N/A	$77	$66
Activity Rm. (E-46)	per hr.	$41	$87	$66	$41	$87	$66
Conference Rm. (E-44)	per hr.	$31	$71	$51	$31	$71	$51
Board Rm. (E-42)	per hr.	$31	$71	$51	$31	$71	$51
Pre-School Rm. (M-49)	per hr.	N/A	$71	$51	N/A	$71	$51
Main Gym (Bldg. P)	per hr.	$36	$82	$66	$36	$82	$66
Auxiliary Gym (Bldg. N)	per hr.	$31	$66	$51	$31	$66	$51
CCC Plaza	per hr.	$36	$51	$46	$36	$51	$46

City of Campbell
RECREATION & COMMUNITY SERVICES FEES

Community Center Building Use Fees

E. Equipment Rental & Fees

Meeting Room Equipment	FY 19/20 Fee	FY 20/21 Fee	Charge Basis
a) Coffee Urn - 100 Cup	$10	$10	per day
b) Coffee Urn - 35 Cup	$5	$5	per day
c) Directional Sandwich Signs	free with room rental		
d) LCD Projector	$100	$100	per day
e) Podium	free with room rental		
f) Portable Easel (Each Easel)	$5	$5	per day
g) Portable Easel with Easel Pads (Each Easel)	$25	$25	per day
h) Portable Projection Screen	$10	$10	per day
i) Portable PA Systems	$50	$50	per day
j) Stanchions	$25	$25	per day
k) TV & DVD/VCR on Cart	$25	$25	per day
l) Microphone	$10	$10	per day

Athletic Equipment			
a) Basketball Scoreboard Control (portable)	$25	$25	per day
b) Football Scoreboard Control	$10	$10	per day

F. Processing Fees

1. All applications are subject to a non-refundable $25 Processing Fee.
2. Any changes in time, date(s) or use made to a multi-use permit, or made less than thirty (30) days prior to a one-time use, are subject to an additional $25 Processing Fee.

G. Additional Charges

1. A janitorial service fee of $50 - $125 may be required on rentals. The fee will be based on the number of people in attendance, room reserved, and if food/drinks are present during the rental. Fee will be assessed at time of reservation.
2. Uses which extend beyond the approved reserved time will be charged at 1½ times the normal rental rate.
3. Uses which extend beyond 12:00 midnight will be charged at two (2) times the normal rental rate.
4. Reservations for recognized City holidays are subject to additional fees to cover staff holiday pay (1½ times the normal rental rate), when staff can be obtained to take the assignment.
5. An IT Service Fee of $50 will be charged for any requests to verify availability of Wi-Fi in rooms Q-80 or Q-84 for classroom or training use purposes.

H. Deposits

Facility	FY 19/20 Fee	FY 20/21 Fee
a) Use of Orchard City Banquet Hall	$500	$500
b) Uses of Roosevelt Room (Q-80), Multi-Purpose Room (M-50), or Activity Room	$300	$300
c) Uses of Activity or Meeting Rooms	$100	$100
d) Uses of Gymnasiums	$100	$100
e) Plaza	$100	$100

City of Campbell
RECREATION & COMMUNITY SERVICES FEES

Ainsley House / Museum Fee Schedules

A. Grounds

Description	FY 19/20 Fee	FY 20/21 Fee
Application Fee	$25	$25
Security Deposit	$500	$500
Additional Rental Hours	$200 per hour	$200 per hour

Campbell Residents will be given a 10% discount on all event rental rates.

	FY 19/20 Fee			FY 20/21 Fee		
	3 hours	8 hours	10 hours	3 hours	8 hours	10 hours
Fridays and Sundays	$880	$1,875	$2,375	$880	$1,875	$2,375
Saturdays	$1,165	$2,075	$2,625	$1,165	$2,075	$2,625

Description	FY 19/20 Fee	FY 20/21 Fee
Other Rentals		
Fund Raising Groups and Commercial Filming	50% Surcharge $750 / 4 hours $175 / hr. for each add'l hr.	50% Surcharge $750 / 4 hours $175 / hr. for each add'l hr.
Non-Commercial Photography	$100 per hour	$100 per hour

B. Tour Fees - Ainsley House

Description	FY 19/20 Fee	FY 20/21 Fee
Adults	$8	$8
Seniors	$6	$6
Youth (7 - 17)	$4	$4
Children (Under 7)	Free	Free
Members	Free	Free
Holidays Only (11/15 - 12/20):		
Adults	$10	$10
Seniors	$8	$8
Youth	$6	$6

C. Group Tours - Ainsley House

Description	FY 19/20 Fee	FY 20/21 Fee
Groups (10 or More)		
Adults	$5	$5
Seniors	$5	$5
Youth (7 - 17)	$5	$5
Children (Under 7)	Free	Free

City of Campbell
RECREATION & COMMUNITY SERVICES FEES

Ainsley House / Museum Fees

D. Carriage House

Description	FY 19/20 Fee	FY 20/21 Fee
Application Fee	$25	$25
Security Deposit	$500	$500
Room Rental Rate	$75 per hour	$75 per hour
Docent Led Tour:		
Up to 15 People	$25 per hour	$25 per hour
Up to 30 People	$50 per hour	$50 per hour
Open Ainsley House Walk-Through	$50 per hour	$50 per hour

(1- hour minimum)

E. Admission Fees - Historical Museum

Description	FY 19/20 Fee		FY 20/21 Fee	
	Museum Ticket	Combined Ticket *	Museum Ticket	Combined Ticket *
Adults	$2	$9	$2	$9
Seniors	$2	$7	$2	$7
Youth (7 - 17)	$2	$5	$2	$5
Children (Under 7)	Free	Free	Free	Free
Members	Free	Free	Free	Free

* Combined ticket = Ainsley House / Historical Museum

F. School Program - Historical Museum & Ainsley House

Description	FY 19/20 Fee	FY 20/21 Fee
Minimum for Classes of up to 20 Students	$120	$120
Each Additional Student	$6	$6
Chaperones	Free	Free
Ohlone Rental Program		
Educational Trunk Rental	$60 per month	$60 per month

City of Campbell
RECREATION & COMMUNITY SERVICES FEES

Ainsley House / Museum Fees

G. Museum Staff Research - Research of archival records and photographs:

Description	FY 19/20 Fee	FY 20/21 Fee	Charge Basis
Personal Use			
Photocopies:			
8.5" x 11"	$0.25	$0.25	per page
8.5" x 14"	$0.50	$0.50	per page
11" x 17"	$1.00	$1.00	per page
Digital Images:			
New Scan	$20	$20	per image
Image of Existing Scans	$10	$10	per image
Scanning and Printing on Photo Paper	Not provided	Not provided	
Commercial Use: For one-time use. Fees are per image.			
Use in a Book:			
For-Profit Entity	$150	$150	per image
Non-Profit Organization	$35	$35	per image
Editorial Use (magazine or non-scholarly journal):			
For-Profit Entity	$75	$75	per image
Non-Profit Organization	$25	$25	per image
Scholarly Publication	$10	$10	per image
Advertising (non-editorial, book covers, flyer / brochure / art work in a place of business, etc.):			
For-Profit Entity	$150	$150	per image
Non-Profit Organization	$35	$35	per image
Video/TV/Film/DVD:			
For-Profit Entity	$150	$150	per image
Non-Profit Organization	$35	$35	per image
Exhibition:			
For-Profit Entity	$100	$100	per image
Non-Profit Organization	$25	$25	per image
Internet / Website:			
For-Profit Entity	$100	$100	per image
Non-Profit Organization	$25	$25	per image
Other Fees			
Creating a CD of Scanned Photographs/Documents	$5	$5	per CD
Shipping	$5	$5	per shipment
Staff Research Time (applies to research only)	$30	$30	per hour; $15 min.

City of Campbell
RECREATION & COMMUNITY SERVICES FEES

Picnic Areas and Facilities

All reservations are subject to a non-refundable $25.00 processing fee in addition to the fees below.

A. Picnic Areas & Facilities - CAMPBELL RESIDENTS

Facility	FY 19/20 Fee	FY 20/21 Fee	Charge Basis
John D. Morgan Park			
Area A (50 Persons Maximum)	$51	$51	per day
Area B (150 Persons Maximum)	$82	$82	per day
Area C (75 Persons Maximum)	$51	$51	per day
Edith Morley Park			
Picnic Area (35 Persons Maximum)	$51	$51	per day
Picnic Area & Turf (100 Persons Maximum)	$66	$66	per day

B. Picnic Areas & Facilities - NON-RESIDENTS

Facility	FY 19/20 Fee	FY 20/21 Fee	Charge Basis
John D. Morgan Park			
Area A (50 Persons Maximum)	$97	$97	per day
Area B (150 Persons Maximum)	$163	$163	per day
Area C (75 Persons Maximum)	$97	$97	per day
Edith Morley Park			
Picnic Area (35 Persons Maximum)	$82	$82	per day
Picnic Area & Turf (100 Persons Maximum)	$163	$163	per day

City of Campbell
RECREATION & COMMUNITY SERVICES FEES

Park Facility Fees

A. Definition of Terms

NON-PROFIT: To qualify for non-profit rates, customers must provide a copy of their letter of non-profit status from the California Secretary of State's office with their non-profit ID number indicated and must pay with an organization check or charge card. Organization name on letter of non-profit status, check/charge card, and permit must all be in the same name.

B. Processing Fees & Deposits

a. All reservations are subject to a $25 non-refundable processing fee in addition to park fees and
b. $100 deposit per field
c. $500 deposit per site:
   i. For special events over 100 participants
   ii. Sports Leagues

C. Schedule of Fees

	FY 19/20 Fee		FY 20/21 Fee		Charge Basis
	Base Hourly Rate	Non-Profit Hourly Rate	Base Hourly Rate	Non-Profit Hourly Rate	
John D. Morgan Park Soccer Bowl	$30	$25	$30	$25	per hr.
John D. Morgan Park Athletic Field	$20	$15	$20	$15	per hr.
Community Center Stadium Field	$50	$25	$50	$25	per hr.
Community Center Stadium Track	$20	$15	$20	$15	per hr.
Community Center Athletic Field	$20	$15	$20	$15	per hr.
Community Center Concession Stand	$40	$30	$40	$30	per hr.
Handball Court (CCC)	$25	$14	$25	$14	per hr.
Sand Volleyball Court (JDM)	$25	$14	$25	$14	per hr.
Horseshoe Pit (JDM)	$10	$6	$10	$6	per hr.
Los Gatos Creek Trail Special Events*	$1,050	$630	$1,050	$630	per use
Orchard City Green Special Events*	N/A	$25	N/A	$25	per hr.
Non-Exclusive Use Permit (Under 10 People)	$20	N/A	$20	N/A	per hr.
Non-Exclusive Use Permit (10-20 People)	$25	N/A	$25	N/A	per hr.
Non-Exclusive Use Permit (21-99 People)	$30	N/A	$30	N/A	per hr.

* All special events located on the LG Creek Trail and Orchard City Green are subject to any and all additional fees associated with the Special Event Policy.

City of Campbell
RECREATION & COMMUNITY SERVICES FEES

Park Facility Fees

D. Special Events in Parks

Note: Not all fees are applicable to all events. This table summarizes special event fees that may be due in excess of any facility use fees applicable for the nature, size and location of the proposed event. All reservations are subject to a non-refundable $25.00 processing fee in addition to the fees below.

Description	FY 19/20 Fee	FY 20/21 Fee	Charge Basis
Administrative Review Fee	No Charge	No Charge	
Application Fee	$25	$25	per application
Handball Tournament - All Day Court Rental	$250	$250	per day
Event Day Staff Support:			
Recreation	$35	$35	per hour
Others	Per the PW / PD fee schedules		
Facility Use Fee	Per the Facility Use Policy		
Security / Clean-Up Deposit		$500	per event
Park Special Event Fee		$630	per day

City of Campbell
RECREATION & COMMUNITY SERVICES FEES

Heritage Theatre Use Fees

A. Theatre Rates for Non-Peak Days (Monday - Wednesday)

Description	FY 19/20 Fee	FY 20/21 Fee	Charge Basis
Base Rent (Up to an 8-Hour Period on One Day)	$550	$550	per day
Additional Time (On the Same Event Day)	$125	$125	per hour
Rehearsal Time (Up to an 8-Hour Period on One Day)	$375	$375	per day
Additional Rehearsal Time (On the Same Day)	$125	$125	per hour
Standard Sound Equipment (Up to Two Microphones)	No charge	No charge	
Full Sound Equipment (Full Use of Sound System)	$125	$125	per day
Minimum Lighting Equipment (Stage Wash Only)	$125	$125	per day
Maximum Lighting Equipment (no movers)	$400	$400	per day
Maximum Lighting Equipment (w/ movers)	$925	$925	per day
		$1,200	2 days same contract
		$1,500	3 days same contract
		$1,900	7 days same contract
		$1,900 + $300/day	+ 7 days same contract

B. Theatre Rates for Peak Days (Thursday - Sunday)

Description	FY 19/20 Fee	FY 20/21 Fee	Charge Basis
Base Rent (Up to an 8-Hour Period on One Day)	$800	$800	per day
Additional Time (On the Same Event Day)	$125	$125	per hour
Rehearsal Time (Up to an 8-Hour Period on One Day)	$500	$500	per day
Additional Rehearsal Time (On the Same Day)	$125	$125	per hour
Standard Sound Equipment (Up to Two Microphones)	No charge	No charge	
Full Sound Equipment (Full Use of Sound System)	$200	$200	per day
Minimum Lighting Equipment (Stage Wash Only)	$175	$175	per day
Maximum Lighting Equipment (no movers)	$475	$475	per day
Maximum Lighting Equipment (w/ movers)	$1,000	$1,000	per day
		$1,275	2 days same contract
		$1,575	3 days same contract
		$2,050	7 days same contract
		$2,050 + $300/day	+ 7 days same contract

C. **For events that are designed to be profitable**, rental fees shall be ten percent (10%) of gross ticket sales vs. the base rent (whichever is higher). Exceptions to this policy will be made for Primary Partners and fund-raising events hosted by local non-profit organizations with ticket prices greatly exceeding the normal market rates (i.e. $100 benefit performance tickets). In those cases, the 10% shall be computed based on the market rate of the tickets, as determined by the Theatre Manager.

D. **The Theatre may be rented to approved "Primary Partner" clients** at special reduced rates negotiated individually and subject to the review and approval of the City Council.

E. **Late Booking Fee –** A late booking fee will be assessed for any event booked less than 30 days in advance. The late booking fee is 10% of estimated rental charges (minus deposit) or $300 flat, whichever is higher.

City of Campbell
RECREATION & COMMUNITY SERVICES FEES

Heritage Theatre Use Fees

F. Fees for Additional Services will be charged as follows:

Description	FY 19/20 Fee	FY 20/21 Fee	Charge Basis
Box Office Fee	$575	$575	per contract
Credit Card ticket transaction fees	3%	3%	per transaction
Labor (all billed at 4-hour minimum) *			
Production Manager / Technical Director	$45	$45	per hour
Technical Staff	$35	$35	per hour
Stagehand	$30	$30	per hour
House / Event Staff	$35	$35	per hour
Professional Event Staff / Security	$35	$35	per hour
Lighting System	(See Peak Day Rates)		
Janitorial Fee - Rehearsal	$175	$175	per day
Janitorial Fee - Performance	$225	$225	per performance
Janitorial Fee for Food/Beverage	$250	$250	per day
Marley Floor Rental	$125	$125	plus labor
Marquee Sign Postings	$33	$33	per week
Marquee Sign Postings	$15	$15	per change
Piano Rental Fee	$100	$100	per day
Piano Tuning Fee	$150	$150	per tuning
Sound System	(See Peak Day Rates)		
Special Box Office Requests	$200	$200	per request
Spotlights	$100	$100	per day
Ticket Printing	$0.30	$0.30	per ticket
Theatre Facility Fee	$1 - $2	$1 - $2	per ticket or person
Processing Fee for Permit Changes	$30	$30	per change
Theatre Tours (Regular Operating Hours)	$60	$60	per hour
Theatre Tours (Non-Operating Hours)	$150	$150	per hour
Video Projector & Screen	$500	$500	per day
		$750	2 days same contract
		$1,000	3 days same contract
		$1,500	7 days same contract
		$1,500 + $250/day	+ 7 days same
Hazer	$60	$60	per day

* Overtime applies after 8 hours and double overtime applies after 12 hours.
** When tuning can be schedule and performed by Dan Naylor.

G. Premium Wi-Fi - The Heritage Theatre has an open Wi-Fi connection that is available to anyone within the Theatre or its surrounding area. A Premium Wi-Fi connection with considerable more speed and bandwidth is available to renters for a fee of $100/day.

H. Indoor Marquee Sign Postings – The Heritage Theatre has an electronic marquee in the lobby which is available for custom images, schedules, or information pertaining to events. Art/images that are ready for immediate upload and meet the specifications set out by the Theatre Manager are $50/day. Any artwork or image that must be developed by Theatre Staff is $50/day plus $45/hour for the Production Manager to develop the image with a one hour minimum fee.

I. Events that do not meet the criteria above, for which can't be anticipated at this time, staff shall have the authority to charge appropriate and warranted fees at rates higher than those stated above, subject to the approval of the Recreation and Community Services Director.

City of Campbell
RECREATION & COMMUNITY SERVICES FEES

Heritage Theatre Use Fees

J. Refundable Deposit

Description	FY 19/20 Fee	FY 20/21 Fee	Charge Basis
Deposit Fee	$500 - $5,000 *	$500 - $5,000 *	per date of use

* Based on type of event.

K. Theatre Garden Courtyard

Description	FY 19/20 Fee	FY 20/21 Fee	Charge Basis
Application Fee	$30	$30	per contract
Refundable Security Deposit	$200	$200	per contract
When Rented Independent of Theatre	$400	$400	for first 4-hours
Additional Hours	$75	$75	per hour

L. Theatre / Courtyard Photography Rates

Description	FY 19/20 Fee	FY 20/21 Fee	Charge Basis
Non-Refundable Processing Fee	$25	$25	per contract
Non-Commercial Photography	$100	$100	per hour
Commercial Photography	$150	$150	per hour

City of Campbell
RECREATION & COMMUNITY SERVICES FEES

Facility Fees / Preservation & Enhancement Fees

A. Facility Fee / Preservation & Enhancement Fees

Description	FY 19/20 Fee	FY 20/21 Fee
Heritage Theatre	$1 - $5 for each ticket issued or for each person seated in audience	$1 - $5 for each ticket issued or for each person seated in audience
Community Center Facility Rentals	2% of total facility rental charges *	2% of total facility rental charges *
Recreation Activities and Programs	$1 per registration; $1 per pass purchase; or $1 per month *	$1 per registration; $1 per pass purchase; or $1 per month *

* Fees are not-to-exceed amounts and will be applied by the Department Director based on the program or rental's ability to bear the fee.

City Council Report

Item:	**13**
Category:	**PUBLIC HEARINGS AND INTRODUCTION OF ORDINANCES**
Meeting Date:	**July 7, 2020**

TITLE: **Public Hearing and Introduction of an Ordinance Amending Provisions of the Campbell Municipal Code to Revise the Business License Tax Rates with No Increases in Fiscal Year (FY) 2021 (Ordinance/Roll Call Vote)**

RECOMMENDED ACTION

That the City Council take a first reading of an Ordinance amending provisions of the Municipal Code to revise the business license tax rates with no increases in Fiscal Year (FY) 2021.

BACKGROUND

As part of Measure M approved by the voters in November 2010, the Campbell Municipal Code, Section 5.01.170, was amended to provide that the City Council may, by ordinance, increase the amount of any tax set forth in this title by no more than two percent (2%) per year to account for inflation.

DISCUSSION

Per City Council guidance provided during recent Fiscal Year (FY) 2021 Budget Study Sessions and Special Meetings and so as to offer relief to the local business community struggling with the economic impacts of COVID-19, staff does not propose any increases to Business License Tax rates to start FY 2021. However in lieu of increases that would normally be effective July 1, 2020, staff recommends a follow up review of Business License Tax rates at the December 1, 2020 City Council meeting and consideration of rate increases at that time should the local economy improve quicker than expected from COVID-19. Within this report, staff has also included two alternatives for Council to consider should it wish to increase Business License Tax rates to start FY 2021.

The process for implementing amended Business License Tax Rates requires a first and second reading of the proposed ordinance. If the first reading is approved, the second reading will be presented at the July 21, Council meeting, and if approved, the FY 2021 rates will become effective thirty (30) days after its passage on August 20, 2020. Until that time, rates currently in existence from FY 2020 will carryover and still be effective.

Ordinance 2132 includes a provision that allows the new Business License Tax rates to be increased by ordinance in an amount not to exceed 2% on an annual basis, subject to Council approval. Staff is again recommending no increases to the existing Business License Tax rate schedule, but Council may choose to increase them to start FY 2021.

Attachment A is the authorizing ordinance. Attachment B is the updated comparative schedule of fees reflecting no changes.

FISCAL IMPACT

The fiscal impact of approving the proposed Ordinance with no increases to Business License Tax Rates will mean an estimated loss in General Fund revenue of approximately $15,000 in FY 2021.

Should City Council choose to approve Alternative 1 below, the estimated loss in General Fund revenue would be $0 in FY 2021 and $15,000 in estimated revenue would be realized.

Should City Council choose to approve Alternative 2 below, the estimated loss in General Fund revenue would be $7,500 in FY 2021 and $7,500 in estimated revenue would be realized.

ALTERNATIVES

1. Approve an increase in Business License Tax Rates up to the maximum allowed by Ordinance 2132 of 2%. This would require modification of the enclosed resolution and re-introduction at a future meeting.
2. Approve an increase in Business License Tax Rates up to 1% and less than the maximum allowed by Ordinance 2132. This would require modification of the enclosed resolution and re-introduction at a future meeting.
3. Provide other direction to staff.

Prepared by: _____

Will Fuentes, Finance Director

Approved by: _____

Brian Loventhal, City Manager

Attachment:

a. Business License Tax Ordinance FY 2021
b. Comparative Business License Fee Schedule FY 2021

ORDINANCE NO. _____

BEING AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CAMPBELL AMENDING PROVISIONS OF THE CAMPBELL MUNICIPAL CODE TO REVISE BUSINESS LICENSE TAX RATES WITH NO INCREASES IN FISCAL YEAR (FY) 2021

WHEREAS, pursuant to section 5.01.170 of the Campbell Municipal Code, as approved by the voters as part of Measure M, the City Council may by ordinance increase the amount of any tax set forth in this title by no more than two percent (2%) per year to account for inflation;

The City Council of the City of Campbell does ordain as follows:

SECTION ONE: Section 5.04.010 of the Campbell Municipal Code is amended to read as follows and reflects no increases in FY 2021:

5.04.010 - Designated.

Every person conducting businesses, professions and activities in the city, the primary nature of which is indicated in the following schedule, shall annually pay the license tax set opposite the same, based upon the average number of employees in such business, according to the following schedules, unless such business is otherwise specifically taxed by other provisions of this chapter:

Commercial:		
(Schedule I)	1 to 5 employees	$124.00
	6 to 15 employees	198.00
	16 to 50 employees	285.00
	51+ employees	572.00
Industrial and manufacturing:		
(Schedule II)	1 to 5 employees	$124.00
	6 to 50 employees	198.00
	51 + employees	342.00
Professional:		
(Schedule III)	1 to 3 employees	$124.00
	4 to 10 employees	228.00
	11 to 50 employees	400.00
	51+ employees	572.00
Hotels:	$171.00 per year plus $3.00/room	
Live commercial entertainment:		$342.00

Marijuana Business:	7% of gross receipts per Chapter 5.12	
Massage Establishment:	1 to 3 employees	$124.00
	4 or more employees	$228.00
Massage therapist:	$124.00	
Mobile home parks and trailer courts:	$228.00 per year plus $2/unit	
Out-of-town business:	$99.00	
Rental or income producing residences located on single or contiguous parcels of land:	$67.00 per year for the first unit plus $3.00 for each additional unit.	
(Owners occupying one unit of a 3 or more unit building are entitled to a $3.00 exemption if said owner files an affidavit with the City claiming the exemption.)		
Taxicab or limousine service:	$124.00 per year plus $21.00 per vehicle	
Theaters:	$457.00	
Tow Services:	$57.00	
Solicitors:	$342.00 per year	
Festival, fair or carnival	$342.00 first day plus $106 each additional day	
Hypnotism	$457.00	
Occult Science	$342.00	
Pawnbroker	$342.00	
Billiard and/or pool room	$228.00	
Amusement Devices		
	Number of Machines	
	1 – 5	$99.00
	6 – 10	$198.00
	11 – 50	$342.00
	51+	$572.00

SECTION TWO: This Ordinance shall become effective (30) days following its passage and adoption and shall be published once within fifteen (15) days upon passage and adoption in the Campbell Express, a newspaper of general circulation in the City of Campbell, County of Santa Clara.

PASSED AND ADOPTED this _____day of _____, 2020 by the following roll call vote:

AYES : Councilmembers:

NOES : Councilmembers:

ABSENT : Councilmembers:

ABSTAIN: Councilmembers:

APPROVED:

_____
Susan M. Landry, Mayor

ATTEST:

_____
Andrea Sanders, Acting City Clerk

City of Campbell ~ Business License Taxes

Fee Category			Current FY 2020**		Proposed FY 2021**
BUSINESS CLASSIFICATION*/**					
Out of Town		$	99.00	$	99.00
Industrial	1 to 5 Employees	$	124.00	$	124.00
	6 to 50 Employees	$	198.00	$	198.00
	51 or more Employees	$	342.00	$	342.00
		$	-	$	-
Commercial	1 to 5 Employees	$	124.00	$	124.00
	6 to 15 Employees	$	198.00	$	198.00
	16 to 50 Employees	$	285.00	$	285.00
	51 or more Employees	$	572.00	$	572.00
		$	-	$	-
Professional	1 to 3 Employees	$	124.00	$	124.00
	4 to 10 Employees	$	228.00	$	228.00
	11 to 50 Employees	$	400.00	$	400.00
	51 or more Employees	$	572.00	$	572.00
Amusement Devices - Vending Machines			Number of Machines		Number of Machines
	1-5	$	99.00	$	99.00
	6-10	$	198.00	$	198.00
	11-50	$	342.00	$	342.00
	51 or more	$	572.00	$	572.00
Apartments (First Unit)		$	67.00	$	67.00
(Each additional Unit)		$	3.00	$	3.00
Rental Dispute Fee (Each Unit)		$	11.00	$	11.00
Hotels		$	171.00	$	171.00
(Each Room)		$	3.00	$	3.00
Hypnotist		$	457.00	$	457.00
Kennels-Animal Hospitals- Groomers			Same as Professional		Same as Professional
Marijuana Business			7% of gross receipts per Chapter 5.12		7% of gross receipts per Chapter 5.12
Massage Establishment	1 to 3 Employees	$	124.00	$	124.00
	4 or more Employees	$	228.00	$	228.00
Massage Therapist		$	124.00	$	124.00
Mobile Home Parks		$	228.00	$	228.00
(Each additional Unit)		$	2.00	$	2.00
Non-profit Organizations			Exempt from Fee		Exempt from Fee
Occult Science		$	342.00	$	342.00
Pool Rooms		$	228.00	$	228.00
Scavenger Companies			Same as Professional		Same as Professional
Solicitors -Pawnbrokers -Private Patrol - Live Entertainment -Wine Festivals		$	342.00	$	342.00
(Each Additional Festival Day)		$	106.00	$	106.00
Taxicabs - Limousines		$	124.00	$	124.00
(Each Cab/ Limo)		$	21.00	$	21.00
Theaters		$	457.00	$	457.00
Tow Service		$	57.00	$	57.00
Trailer Courts (First Unit)		$	228.00	$	228.00
(Each additional Unit)		$	2.00	$	2.00
Veterinarians			Same as Professional		Same as Professional
Tobacco Retailer Permit ***		$	57.00	$	57.00

* If your business classification is not listed, please contact the Finance Department at 866-2174 for the appropriate fee.

** A mandatory $4.00 State ADA Fee will be added to each business license tax.

*** Per Ordinance 2165.

Attachment: Comparative Business License Fee Schedule FY 2021 (FY 2021 Business License Ordinance)

City Council Report

Item: 14
Category: PUBLIC HEARINGS AND INTRODUCTION OF ORDINANCES
Meeting Date: July 7, 2020

TITLE: **Direction Regarding Potential Adjustment to City Council Compensation Amount**

RECOMMENDED ACTION

That the City Council provide direction to staff on whether it would like to adjust City Council compensation and return with an Ordinance setting the amount of the compensation adjustment, within the limits set forth by government code.

BACKGROUND

Campbell Councilmember compensation amounts are amended to coincide with the election of at least one new Councilmember. This year, citizens of Campbell will elect two Councilmembers whose terms will begin in December 2020. As such, now is the appropriate time for the City Council to adjust its compensation, if desired. Approved compensation amounts would go into effect in January 2021.

City Council compensation and adjustments are set under the authority of California Government Code (GC) §36516, which allows Council compensation to increase in an amount equal to, but not to exceed, 5% for each calendar year from the operative date of the last compensation adjustment. Furthermore, the code states that the Council cannot provide automatic future increases in salary. The current Councilmember base salary amount is $717.62 per month, which was adopted by ordinance in June 2018 and effective January 2019.

DISCUSSION

A 1% increase to Council base salary would equal approximately $7.18 per month. The table below shows the new City Council base salary amounts, per 1% increase, up to the 5% amount permissible by GC §36516.

% Increase	Monthly Amount *
1 %	724.80
2 %	731.98
3 %	739.15
4 %	746.33
5%	753.50

*Effective January 2021

Staff is seeking direction regarding the City Council's interest in adjusting its base salary amount. Based on the provided direction, an Ordinance setting the amount of the compensation adjustment would be presented to the City Council at its next meeting date.

FISCAL IMPACT

Each 1% increase in base salary results in a total annual increase of $430.80 for all City Councilmembers ($7.18 x 5 members x 12 months). An increase in base salary would also impact other City paid benefits which are calculated as a percentage (%) of base salary including retirement and Medicare. As such, each 1% increase in base salary results in a total annual increase of $476.96 for all City Councilmembers. Thus, the fiscal impact of the compensation adjustment ranges from $477 for a 1% increase to $2,385 for a 5% increase. Such costs increases are not currently factored into the Adopted Budget for FY 2021 and would require a budget adjustment within the General Fund and budget unit 101.501 if approved.

ALTERNATIVES

1. Decline a compensation adjustment; or
2. Provide other direction to staff.

Prepared by: Margarita J. Mendoza

Margarita Mendoza, Administrative Analyst

Approved by: Brian Loventhal

Brian Loventhal, City Manager

City Council Report

Item: 15
Category: OLD BUSINESS
Meeting Date: July 7, 2020

TITLE: **Continue Discussion of Outdoor Dining and Retail Sales on Public Property as Part of the City's Efforts to Support the Business Community**

RECOMMENDED ACTION

Provide direction to staff on the potential use of Campbell Avenue as expansion to outdoor dining areas for Downtown Campbell businesses.

BACKGROUND

During its regular meeting of June 2, 2020, the City Council authorized staff to initiate relaxation of the City's development standards and permit processes to temporarily allow expansion of outdoor dining and retail display areas for Downtown businesses while the County Shelter in Place Order is in effect. As a result of the Council's action, City staff prepared Flexible Business Operation Guidelines to memorialize this authorization. Although staff immediately implemented Council's direction in preparation of the County Order allowing restaurants to recommence serving customers exterior to a business on Friday, June 5, the Guidelines were formally adopted on June 9.

The Downtown Campbell Guidelines address retail and restaurant businesses' ability to utilize the public sidewalk, within private parking lots, within private common areas, and on private parcels to aid in economic recovery efforts. Although the City Council did consider utilizing street parking and closing down Campbell Avenue altogether, they felt it premature to implement such allowances for a variety of reasons including a belief that the County Order would be a short-term constraint, the need to allow curbside pick-up orders, the desire to not restrict deliveries and residential parking, and to respond to surrounding neighbors' concerns of potential noise impacts. In the end, the Council requested that staff meet with Downtown businesses to understand if recently approved allowances were working and if there were increasing demands for further Municipal Code relaxation.

DISCUSSION

On June 11, City staff met with downtown business owners (Trattoria 360, Brown Chicken Brown Cow, Besties Boutique) and the Executive Director of the Campbell Chamber of Commerce to discuss how best to use public parking areas and public

parks. The discussion also included feedback on how the outdoor dining areas were performing.

The group appreciated the Council's recognition and flexibility to assist Downtown Business recovery. They also expressed concern that more assistance remains needed. Although they felt the use of public parking lots and public spaces may help some of the businesses, the greater need was to further allow outdoor dining area expansions within parking stalls and/or on Campbell Avenue. The reasons provided included the following:

- Many businesses have insufficient room to expand and socially distance at 6-foot spacings.
- Communal eating areas in parking lots and public space may help those businesses that are in proximity to defined areas, but not those that are far from them, stating that not all restaurants specialize in to-go orders.
- Business operations need to be in proximity to the restaurant kitchens for logistical reasons.

The group also informed staff that several restaurants will remain closed because the ability to expand dining or display areas on public sidewalks is too limiting and not worth the costs of reopening (i.e., food purchases, employee costs, not enough tables). As a result, the group believes the most effective way for restaurants to fully recover is to allow use of Campbell Avenue. They further expressed an opinion that once that type of environment is created for restaurant activity, it would reinvigorate the desire for customers to shop in the retail businesses.

<u>Closing Campbell Avenue</u>

This idea was supported by the group as the most effective approach for restaurant business survival while still debating how best to preserve the ability for other restaurants to retain curbside pickups. Through their discussion, they floated ideas of alternatively closing down portions of the streets such as Central Avenue, First Street, or Second Street as areas for outdoor dining. The problem with this idea is that not all businesses front these streets and would more than likely result in the creation of communal dining areas such as those that could be established in public parking lots or other public spaces.

One idea that was not discussed was closing down portions of Campbell Avenue (east to west) while retaining north to south vehicle access on Central Avenue, First Street, and Second Street. This scenario would preserve the ability for customers to have curbside pickups, it would benefit most businesses that front Campbell Avenue, it would not overly restrict delivery vehicles, it would minimize conflicts with waste/garbage removal, or the general public's ability to navigate the City's streets.

<u>Resources & Operations</u>

The Public Works Director informed the group that the City's ability to temporarily close down portions of the streets was also challenging due to resource costs. He suggested that a longer-term closure would have reduced City costs due to the less frequent effort to install and remove barricades. Closing down the street every weekend, however, would be resource intensive, but not impossible.

Moving Forward

The restaurant owners expressed concern that even when the County Public Health Officer authorizes the reopening of restaurants in the interior of buildings, they believe there will remain social distancing requirements that will further constrain the ability to have successful businesses due to the further loss of dining tables. In this regard, they sincerely hope that the City of Campbell will further relax its standards to allow street dining opportunities.

Alternatively, the City Council may provide direction on how best to utilize the City's public parking lots and other public spaces. A suggestion offered was for the Chamber to rent tents that could be erected in Ainsley Park and private parking lots as communal eating areas that would be maintained by Campbell service groups, such as Campbell Rotary and/or Downtown businesses. It should be noted that the group did not find this option as the most effective solution.

Follow Up with Downtown Businesses

Following the June 11 meeting, staff followed up with additional downtown businesses on how businesses were performing in light of the City's Flexible Business Operation Guidelines. Of the 14 businesses staff spoke with, three said the expansion of outdoor dining and retail sales has been beneficial while six reported no such benefit due to sidewalk space constraints. While one retail business has done well with online sales, little walk-up business occurs because this particular business relies on customers sampling its offerings, but social distancing restrictions prevent it. Two retail businesses preferred not to expand to prevent theft and to better serve customers. Two restaurants are considering expanding their outdoor dining areas.

Of those six businesses that reported the expanded outdoor guidelines have not helped, four supported closing Campbell Avenue to vehicle traffic and three supported using on-street parking stalls or parklets for outdoor dining space. One business supported the use of parklets and closing Campbell Avenue. Seven businesses preferred to keep curbside pick-up access available since curbside pick-up and delivery is the majority of their current business revenue. According to two businesses, expanding outdoor dining space into the street would decrease take-out revenue.

Use of a communal dining area received mixed support as businesses did not feel maintaining it with their staff was cost effective. Also, restaurants expressed concern about consumption of alcoholic beverages away from their dining areas.

Compliance

Since some downtown businesses expanded their outdoor dining and display areas on June 5, staff has received feedback and observed some issues at downtown restaurants. The path of travel on sidewalks is impacted by the presence of dining tables and chairs in some locations causing the width to be less than the minimum 48 inches. City staff is requiring 60 inches as the minimum width for issuance of a temporary outdooring dining permit. Some restaurants manage cue lines of patrons waiting for tables on the sidewalk reducing the width needed for path of travel. In some cases, staff has observed patrons in cue lines not wearing masks. To correct these issues, staff has provided flyers and advised restaurant operators in person to:

- Provide a five-foot wide unobstructed and continuous path of travel
- Provide two-foot clearance from face curb to edge of table
- Inform patrons of available tables via phone calls or text messages to eliminate the need of a cue line
- Remind patrons to wear masks when not consuming food and beverage

In light of these issues, staff is monitoring restaurant activity on an ongoing basis via in-person visits to clarify guidelines with business owners. Staff utilizes the educate first approach in its enforcement efforts, but can utilize other methods of enforcement as directed.

Collaborating on messaging with the Downtown Campbell Business Association and Chamber of Commerce may help reinforce compliance with Health Order and City guidelines.

Staff requests that the City Council discuss these ideas and provide direction on the use of Campbell Avenue for expansion of outdoor dining and retail sales.

FISCAL IMPACT

The fiscal impact would consist of staff time necessary to coordinate this effort and contribution of City funds toward the purchase of resources and materials. Staff time would consist of Public Works staff installing and programming electronic message boards, installing temporary signage and barricades. Electronic message boards and signage would alert motorists of closed streets and/or restricted access (e.g. “No Left Turn, No Right Turn). Material and resource costs can be minimized since the City owns two electronic message boards and materials to prepare temporary signage. Custom signage can be fabricated at an additional cost of materials and staff time.

Closing Campbell Ave. (east to west) between Third Street and Harrison Avenue while the cross streets remain open to vehicle traffic and parking, would support an equitable environment for retail and restaurant businesses to expand in the public right-of-way. Keeping the cross streets open to vehicle traffic enables motorists and other vehicles to access on-street parking, parking garages, loading zones and facilitate garbage/waste

removal. Garbage and waste removal of city-owned garbage cans occurs every morning except Tuesdays and Thursdays.

Safety barricades could be installed along the side of the crosswalks closest to the intersection at the following locations on E. Campbell Avenue.

- Harrison Avenue*
- Central Avenue
- First Street
- Second Street
- Third Street

*Placement at this location would allow motorists access to the Harrison Avenue parking lot. The City would have to purchase additional safety barriers to facilitate the closure of Campbell Ave. For example, barriers made of polyethylene plastic measure six feet long, 2.5 feet tall and 1.5 feet wide and can be filled with water or sand. Empty barriers weigh 80 pounds while barriers filled with water weigh approximately 1,100 pounds. Barriers are approximately $500 each. Public Works estimates 20 barriers (minimum) to be required for this purpose at an estimated cost of $10,000. The below image is an example of a fillable plastic barrier.

Fillable Plastic Safety Barrier

To minimize staff time costs of opening and closing Campbell Avenue as described above, staff proposes closing the street for two months to enable staff to monitor the impacts to businesses, consumers, residents, and visitors, as well as overall traffic circulation. Monitoring this activity over this time period will allow staff to adjust barrier and signage placement while minimizing the number of times Campbell Avenue is opened and closed. However, the City Council can decide if a shorter time period for street closure is necessary and proper.

Prepared by:

Michael Thomas, Economic Development Specialist

Reviewed by:

Paul Kermoyan, Community Development Director

Approved by:

Brian Loventhal, City Manager

City Council Report

Item: 16
Category: OLD BUSINESS
Meeting Date: July 7, 2020

TITLE: **Measure O - New Police Operations Building and Campbell Library Improvements Kickoff Meetings and Project Updates**

RECOMMENDED ACTION

That the City Council conduct project kickoff meetings with design consultants, LPA, Inc. and Jayson Architecture, for the Measure O - New Police Operations Building and Campbell Library Improvements; consider project related questions herein to provide guidance and feedback; and receive project documents and updates from staff.

BACKGROUND

At the May 19 Council Meeting for the design contract awards for the Measure O - New Police Operations Building (POB) and Campbell Library Improvements, the Mayor clarified that project kickoff meetings would be held with the City Council. In June, design contracts were subsequently executed with LPA, Inc. for the Police project and with Jayson Architecture for the Library project. The Measure O - Police and Library Kickoff Meetings with Council is scheduled for the July 7 City Council Meeting. Project members from LPA and Jayson Architecture will attend. Items to be discussed are outlined herein, as well as project related matters that require Council guidance and feedback.

As part of this report, staff is providing information and updates for Measure O as previously requested by Council. The documents and updates are related to the project schedules, and budget. In addition, staff is also providing additional information regarding the CEQA process and timing for the Measure O Program. Staff is also seeking feedback from Council on how staff should proceed with the environmental services.

DISCUSSION

Design contracts with LPA and Jayson Architecture were fully executed by early June 2020. Staff and Jayson Architecture met with the Santa Clara County Library District (SCCLD) staff on June 11 to introduce the project team and primary staff contacts. Additionally, Jayson Architecture and their sub-consultants conducted site investigations at the Library on June 26 and programming studies started on June 30 with SCCLD staff.

On June 23, 2020, staff and the design team met with the Campbell Police Department (CPD) also to introduce the project team and primary staff contacts. LPA with MWL Architects reviewed the programming questionnaires to be distributed to Police staff in preparation for the programming and space needs interviews for the New POB. The consultant also suggested involving the cost estimator early during the program and space needs validations to check feasibilities.

MEASURE O POLICE AND LIBRARY KICKOFF MEETINGS

Staff is aware that one Council Member will need to be recused for the Police project discussion. Therefore, staff suggests conducting the kickoff meeting discussions with Jayson Architecture first for the Library project, to be followed by discussions with LPA for the Police project, and then discussions regarding the project as a whole.

For each project, staff and the design team are hoping to have open discussions with the Council regarding the project scope of services, design process, public engagement, schedule/touchpoints with Council, and budgets. That will be followed by each corresponding project team seeking Council's guidance and feedback related to the following matters to proceed expeditiously with the design services and produce deliverables meeting Council expectations:

1. Council's Project Goals/Priorities/Expectations.

   Staff and the design consultants would like to hear Council's top goals and priorities for the project and any expectations for the design process and desired outcomes.

2. Does Council have any desires or concerns regarding site planning and design approaches for the project?

   Staff and the design consultants would like to hear if there are any specific site and building issues from Council that should be addressed. Such issues can be related to the aesthetics and architecture of the buildings relative to the surrounding context, impacts to neighboring communities, budget, schedule, etc.

3. Would the City Council consider waiving Planning and Building Permit fees for the Measure O project?

   To apply as much of the Measure O funding to the physical improvements of the building, staff would like to hear Council feedback on potentially waiving the City's Planning Application fees for the Measure O projects including for CEQA mitigated negative declaration, Planned Development Permit, Pre-application Review, Site and Architecture Review, etc. (estimated at $25,000 for the Library and $35,000 for the Police building), and Building Permit fees (estimated at $250,000 for the Library and $380,000 for the Police). For the Building Permit fees, if a decision is later made to utilize third-party plan checkers and

inspectors-of-record due to staffing levels and to reduce liabilities for the City, those costs would be paid directly by the Measure O proceeds.

4. Guidance on how to proceed with the CEQA environmental process.

   Staff is seeking Council's guidance and feedback on how to proceed with the professional environmental services for Measure O projects. The CEQA timing sequences are presented in this report under the *Measure O Project Documents and Updates*. If the issuance of the Request for Proposals (RFP) for the environmental services is postponed beyond August 2020, there will be impacts to the project schedule. At this time, staff is proposing to return to Council on August 18 for an authorization to issue an RFP or as otherwise directed by Council.

Staff and the design consultants will incorporate the feedback received from Council, finalize Work Plans, refine Cost/Budget Plans and schedules, validate program and space needs, and develop workable concept design options for Council's consideration by the fall of 2020. Before presenting the concept options to Council, staff will reach out to project stakeholders, public, and the Civic Improvement Commission as necessary to gather feedback to report back to Council. Staff anticipates that the City Council will be asked to select one preferred concept design option for each of the Police and Library projects so that design teams can proceed developing Schematic Design Documents, which would set the scope and parameter of building designs moving forward to Design Development and Construction or Bridging Documents.

MEASURE O PROJECT DOCUMENTS AND UPDATES

At the May 19 Council Meeting, Council expressed a desire to review details related to the Measure O project schedules, budget, and cash flow/expenditure schedule. Staff is providing a summary of the information to Council in this report. Additional details can be found in the attachments.

Schedules:

The following tables show the overall project schedules in summary form, with dates for significant milestones:

Police Project Milestones	**Anticipated Completion**
Start Design Services	June 2020
Confirm Program and Space Needs	*Summer* 2020
Site Planning/Analysis and Site Selection	Late 2020
Concept Designs (*Council Meeting*)	*Late 2020*
Schematic Design (15% Design) – (*Council Meeting*)	Spring 2021
Environmental Studies	Summer 2021
Design Development (30% Design) – (*Council Meeting*)	Summer 2021
Design-Bid-Build	
Construction Documents (*Council Meeting*)	Early 2022

Bid and Award (*Council Meeting*)	Spring 2022
Start Construction	Summer 2022
Construction Completion	Early 2024
Design-Build (if authorized)	
Bridging Documents (*Council Meeting*)	Fall 2021
Pre-qualify and hire DB Entity (*Council Meeting*)	Late 2021
Construction Documents and Permits	Summer 2022
Start Construction	Summer 2022
Construction Completion	*Early 2024*

Library Project Milestones	**Anticipated Completion**
Start Design Services	June 2020
Confirm Program and Space Needs	*Summer* 2020
Concept Designs (*Council Meeting*)	Late 2020
Schematic Design (20% Design) – (*Council Meeting*)	Spring 2021
Design Development (40% Design) – (*Council Meeting*)	Summer 2021
Construction Documents – (*Council Meeting*)	Late 2021
Bid and Award – (*Council Meeting*)	Early 2022
Start Construction	Spring 2022
Construction Completion	Late 2023

The current schedules call for the Library to be completed by late 2023 with the Police Building being completed in early 2024. This is under the assumption that the environmental services RFP can be issued by August 2020. If the issuance of the RFP is postponed beyond August 2020, the onboarding of an environmental consultant may not happen by 2020 resulting in delays to currently anticipated schedule for the environmental declaration needed to start the preparation of Construction or Bridging Documents. Additional details can be found in the Gantt charts for each project – **Attachments A, B, and C**. Project schedules will be further refined and updated with input from the design consultants.

Budget:

As reported to Council on February 4 and May 19, 2020, the overall Measure O Budget Strategy is outlined here:

$50M Measure O Budget:

- $20M Police Budget for design, permits, construction, and construction contingency.
- $20M Library Budget for design, permits, temporary facility, construction, and construction contingency.
- $10M – Project and construction management, shared studies, shared improvements, new police site improvements, improvements to existing police facility, and overall general contingency.

A further detailed breakdown of the budget is as follows (*with minor updates*):

$20M - Library Budget:

- $1.7M - Design Services
- $1.5M - Temporary Library (for 7,000 to 10,000 square foot space)
- *$300K - Permit Fees and Pre-construction items*
- $200K - Special Inspection
- *$14.8M - Construction*
- $1.5M - Construction contingency

$20M – Police Budget:

- $1M - 30% Design Services
- $1.3M - Complete Design Services to construction (assuming Design-Bid-Build)
- $500K - Permit Fees and Pre-construction items
- $300K - Special Inspection
- $15.4M - Building Construction
- $1.5M - Construction contingency

$10M Shared Budget:

- $3M – Project and Construction Management
- $200K – Shared studies
- *$1M – Shared site improvements*
- $2M - Police Site Improvements
- $2.5M – For Existing Police Facility Improvements (tentative)
- $1.3M – General contingency

The costs for furniture, fixtures, and equipment (FF&E) for the Library will be covered by SCCLD, while FF&E costs for the new POB will need to be funded by the City separately from Measure O. The FF&E needs for the Police will be assessed during the programming phase. The current funding estimate for FF&E for the new POB is estimated at $3.0 million. A detailed cost estimate for the FF&E will be prepared during the Schematic Design phase. Potential funding options for FF&E will be developed and analyzed by staff and discussed with Council for consideration in calendar years 2021 and 2022 before spending is first anticipated to occur in the second quarter (2Q) of Fiscal Year (FY) 2022-23.

A more detailed breakdown of the overall budget for Measure O is provided in **Attachment D**. The breakdown will further be refined as staff develops the Cost/Budget Plan with design consultants. The final Budget Plan is planned to be presented to the City Council for consideration and approval during the Schematic Design approvals.

Cash Flow/Expenditures:

The proposed Measure O cash flow schedule is included as **Attachment E**. The cash flow schedule is also being shared with the City's financial advisor, NHA. From the cash flow schedule and other financial impact analysis, the timing and amounts of Measure O general obligation bond sales will be determined. With recommendations from NHA, staff is analyzing the scenario with two rounds of bond sales. The first round of sale is planned for August 2020 pending Council approval. Staff is planning to return to Council on July 21 with more specifics and seek Council approval for the FY 2020-21 property tax levy and the first round of Measure O bond issuance.

CEQA Process and Schedule:

The environmental review process is critical to the project timelines. In most development projects, the environmental declaration would be made prior to starting on Construction or Bridging Documents. For the Measure O Program, staff anticipates needing an Initial Study and Mitigated Negative Declaration (IS/MND) at minimum, which can take at least six to twelve months to complete, depending on findings and the public review process. Per the anticipated project timelines, staff is aiming to complete Design Development Documents and IS/MND by summer 2021 to start preparing Construction or Bridging Documents.

At the May 19 Council Meeting, some members of the Council stated that more detailed scope and design would be needed to solicit project specific environmental services proposals from consultants. If staff is directed to wait until the approval of the Police and Library concept designs to issue the RFP for environmental services, the RFP would be issued late 2020 or early 2021. That means the environmental consultant would be onboarded in spring 2021, IS/MND completed by late 2021, construction documents finalized by summer 2022, and construction start no earlier than fall 2022 for both Police and Library projects. Staff would need to adjust the current project timelines accordingly.

As stated at the May 19 Council Meeting, CEQA Guidelines Section 15004 (a)(1) states, "with public projects, at the earliest feasible time, project sponsors shall incorporate environmental considerations into project conceptualization, design, and planning. CEQA compliance should be completed prior to acquisition of a site for a public project." For measure bond programs or projects, the environmental studies are often initiated at program defining stages to disclose the potential impacts early in the program.

If the responsible agency is confident that no design changes would be necessary due to environmental impact findings and mitigations required, the agency may take the risk of starting the Construction or Bridging Documents before completing the environmental studies and declaration. The risk is associated with having to make significant changes to the Construction or Bridging Documents if mandated through the CEQA process, which can result in project delays and additional costs.

The CEQA process for the Measure O projects would need to be considered and reviewed as a whole program. The Measure O Police and Library projects cannot be

analyzed separately or "piecemealed" for environmental impacts per the CEQA Guidelines.

Staff is proposing to return to Council on August 18 to seek approval on the issuance of the RFP for the professional environmental services or as otherwise directed by the City Council. If the RFP process is postponed beyond August, staff would need to revise the project schedules to reflect delays to the overall schedules.

FISCAL IMPACT

At the May 19 Council Meeting, the City Council approved the FY 2019-20 Measure O Fund budget appropriations for the Police and Library Design Services. Unexpended appropriations will be carryforward into FY 2020-21. In FY 2020-21, the Measure O Fund will temporarily have a negative balance until the fund is made positive with anticipated bond proceeds. The City is able to absorb this temporary negative balance since it pools together cash within its investment portfolio. Staff is targeting August 2020 for the first round of Measure O general obligation bond sales, at which time it will replenish the Measure O Fund cash assets and fully offset the temporary negative balance.

Prepared by: _____
WooJae Kim, Senior Project Manager

Reviewed by: _____
Todd Capurso, Director of Public Works

Approved by: _____
Brian Loventhal, City Manager

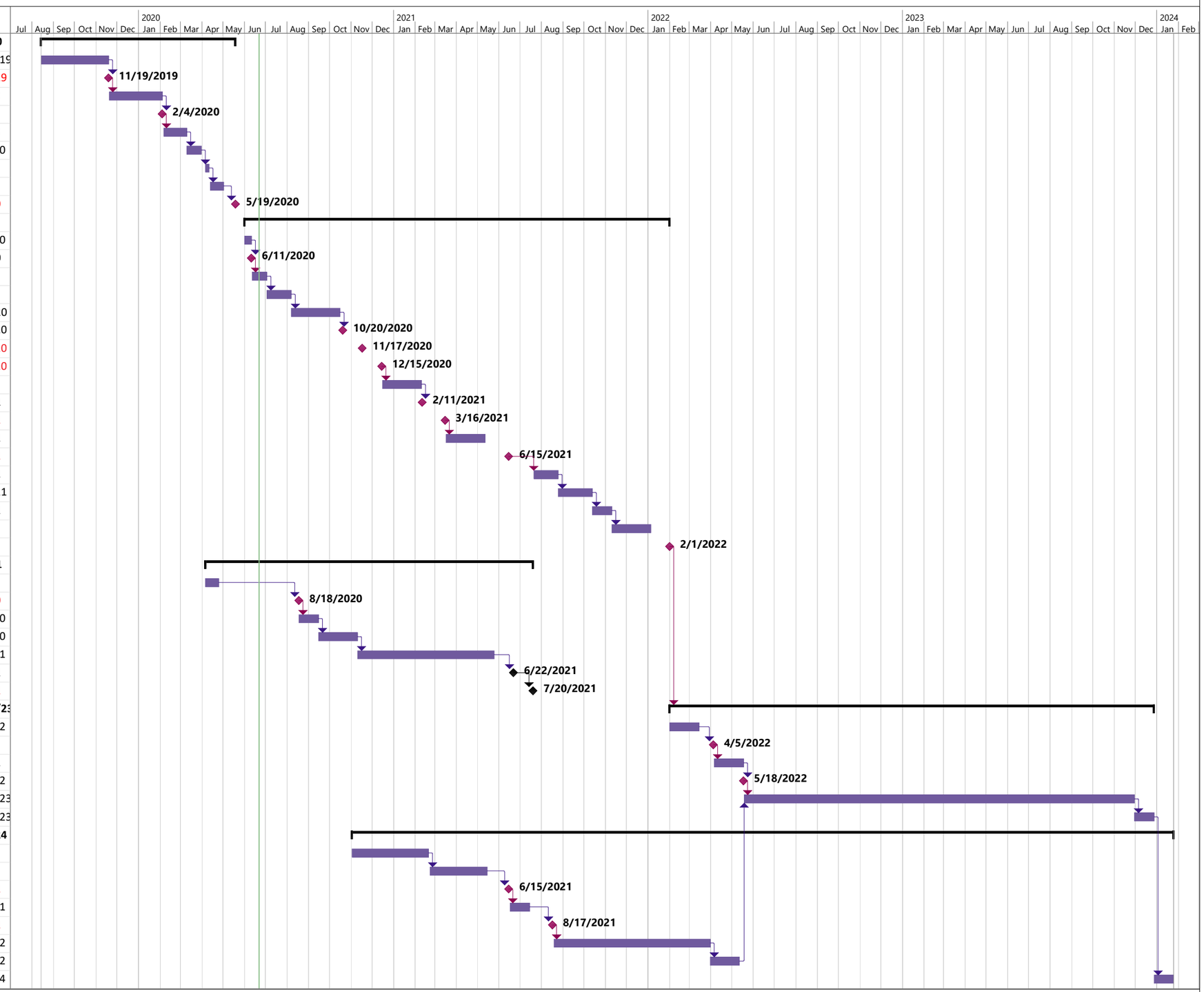
Attachment:

a. Library Gantt Chart Schedule

b. Police Design-Bid-Build Gantt Chart Schedule
c. Police Design-Build Gantt Chart Schedule
d. Measure O Budget Tracking
e. Cash Flow Schedule

Measure O - Campbell Library Improvements

ID	Task Mode	Task Name	Duration	Start	Finish
1		**PROJECT PLANNING**	**199 days**	**Wed 8/14/19**	**Tue 5/19/20**
2		Project Scoping	69 days	Wed 8/14/19	Mon 11/18/19
3		Council Update #1	0 days	Tue 11/19/19	Tue 11/19/19
4		Design RFP	54 days	Wed 11/20/19	Mon 2/3/20
5		Council Approve RFP	0 days	Tue 2/4/20	Tue 2/4/20
6		RFP Issue/Solicitation	23 days	Thu 2/6/20	Mon 3/9/20
7		Proposal Evaluation	15 days	Tue 3/10/20	Mon 3/30/20
8		Consultant Interviews	5 days	Mon 4/6/20	Fri 4/10/20
9		City Manager Contract Negotiation	15 days	Mon 4/13/20	Fri 5/1/20
10		Council Award Design Contract	0 days	Tue 5/19/20	Tue 5/19/20
11		**DESIGN**	**436 days**	**Mon 6/1/20**	**Tue 2/1/22**
12		Task A - Review Docs	8 days	Mon 6/1/20	Wed 6/10/20
13		Design Kickoff Meeting	0 days	Thu 6/11/20	Thu 6/11/20
14		Task B - Work Plan, Cost Plan, & Sched	15 days	Fri 6/12/20	Thu 7/2/20
15		Task C - Program & Space	25 days	Fri 7/3/20	Thu 8/6/20
16		Task D - Concept Alternatives	50 days	Fri 8/7/20	Thu 10/15/20
17		Community Meeting - First	0 days	Tue 10/20/20	Tue 10/20/20
18		Council Review Concepts	0 days	Tue 11/17/20	Tue 11/17/20
19		Council Approve One Concept	0 days	Tue 12/15/20	Tue 12/15/20
20		Task E - Schematic (20%) Design (SD)	40 days	Wed 12/16/20	Tue 2/9/21
21		Community Meeting - Second	0 days	Thu 2/11/21	Thu 2/11/21
22		Council Approve SD	0 days	Tue 3/16/21	Tue 3/16/21
23		Task F - Design Development (40%) (DI	40 days	Wed 3/17/21	Tue 5/11/21
24		Council Approve DD	0 days	Tue 6/15/21	Tue 6/15/21
25		Task G - 65% CD	25 days	Wed 7/21/21	Tue 8/24/21
26		Task G - 95% CD	35 days	Wed 8/25/21	Tue 10/12/21
27		Task G - 100% CD	20 days	Wed 10/13/21	Tue 11/9/21
28		Task G - Building Permit	40 days	Wed 11/10/21	Tue 1/4/22
29		Council Approve CD for Bid	0 days	Tue 2/1/22	Tue 2/1/22
30		**CEQA**	**336 days**	**Mon 4/6/20**	**Tue 7/20/21**
31		Prepare RFP for CEQA consultant	15 days	Mon 4/6/20	Fri 4/24/20
32		Council Authorize RFP Issue	0 days	Tue 8/18/20	Tue 8/18/20
33		RFP Issue/Solicitation	20 days	Tue 8/18/20	Mon 9/14/20
34		Review Proposals & Contract Award by	40 days	Tue 9/15/20	Mon 11/9/20
35		Initial Study/MND	140 days	Tue 11/10/20	Mon 5/24/21
36		Planning Commission	0 days	Tue 6/22/21	Tue 6/22/21
37		Council Certify IS/MND	0 days	Tue 7/20/21	Tue 7/20/21
38		**BID AND CONSTRUCTION**	**497 days**	**Tue 2/1/22**	**Wed 12/27/23**
39		Bid Advertise/Solicit	30 days	Tue 2/1/22	Mon 3/14/22
40		Council Award Low Bid	0 days	Tue 4/5/22	Tue 4/5/22
41		Contract Execution	30 days	Wed 4/6/22	Tue 5/17/22
42		NTP	0 days	Wed 5/18/22	Wed 5/18/22
43		Construction	400 days	Thu 5/19/22	Wed 11/29/23
44		Project Closeout	20 days	Thu 11/30/23	Wed 12/27/23
45		**Temporary Relocation**	**843 days**	**Mon 11/2/20**	**Wed 1/24/24**
46		Temporary Relocation Plan	80 days	Mon 11/2/20	Fri 2/19/21
47		Building Permit	60 days	Mon 2/22/21	Fri 5/14/21
48		Council Approval to Bid	0 days	Tue 6/15/21	Tue 6/15/21
49		Bid	20 days	Thu 6/17/21	Wed 7/14/21
50		Council Approve Low Bid	0 days	Tue 8/17/21	Tue 8/17/21
51		Temporary Library Construction	160 days	Thu 8/19/21	Wed 3/30/22
52		Library Temporary Relocation	30 days	Thu 3/31/22	Wed 5/11/22
53		Library Move Back	20 days	Thu 12/28/23	Wed 1/24/24



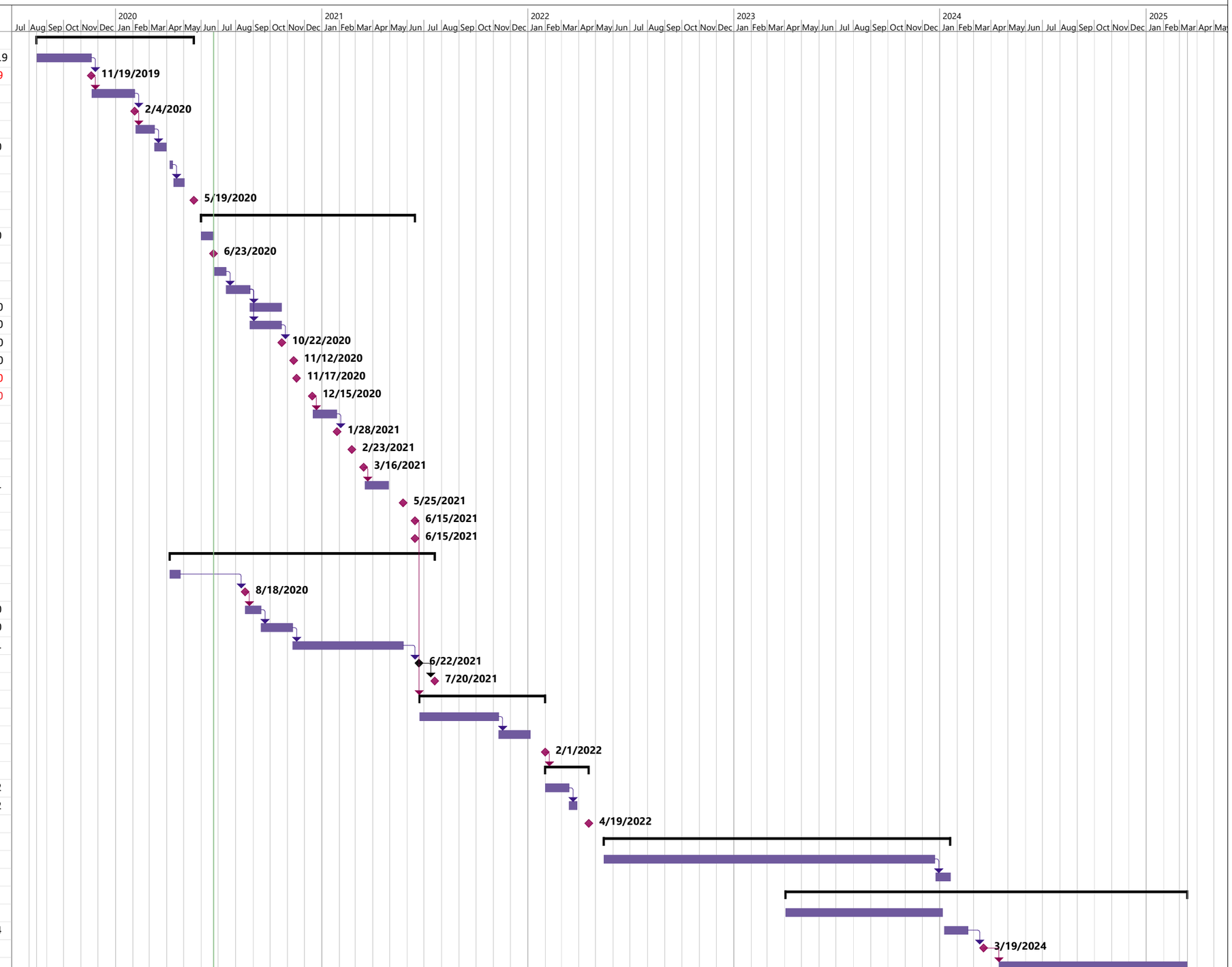
Last updated on Mon 6/22/20

Printed on Mon 6/22/20

Attachment: Library Gantt Chart Schedule (Measure O - Police and Library Kickoff Meetings and Updates)

Measure O - New Police Operations Building (with Design-Bid-Build)

ID	Task Name	Duration	Start	Finish
1	**Project Planning**	**199 days**	**Wed 8/14/19**	**Tue 5/19/20**
2	Project Scoping	69 days	Wed 8/14/19	Mon 11/18/19
3	Council Update #1	0 days	Tue 11/19/19	Tue 11/19/19
4	Design RFP	54 days	Wed 11/20/19	Mon 2/3/20
5	Council Approve RFP	0 days	Tue 2/4/20	Tue 2/4/20
6	RFP Issue/Solicitation	23 days	Thu 2/6/20	Mon 3/9/20
7	Proposal Evaluation	15 days	Tue 3/10/20	Mon 3/30/20
8	Consultant Interviews	5 days	Mon 4/6/20	Fri 4/10/20
9	City Manager Contract Negotiation	15 days	Mon 4/13/20	Fri 5/1/20
10	Council Award Design Contract	0 days	Tue 5/19/20	Tue 5/19/20
11	**DESIGN**	**271 days**	**Mon 6/1/20**	**Tue 6/15/21**
12	Task A - Review Docs	16 days	Mon 6/1/20	Mon 6/22/20
13	Kickoff Meeting	0 days	Tue 6/23/20	Tue 6/23/20
14	Task B - Work Plan, Cost Plan, & Schedule	15 days	Wed 6/24/20	Tue 7/14/20
15	Task C - Program & Space	30 days	Wed 7/15/20	Tue 8/25/20
16	Task D - Site Planning and Analysis	40 days	Wed 8/26/20	Tue 10/20/20
17	Task E - Buliding Concept Alternatives	40 days	Wed 8/26/20	Tue 10/20/20
18	Community Meeting - First	0 days	Thu 10/22/20	Thu 10/22/20
19	Present to Civic Improvement Commissic	0 days	Thu 11/12/20	Thu 11/12/20
20	Council Review Concepts	0 days	Tue 11/17/20	Tue 11/17/20
21	Council Approve One Concept	0 days	Tue 12/15/20	Tue 12/15/20
22	Task F - Schematic (15%) Design (SD)	30 days	Wed 12/16/20	Tue 1/26/21
23	Community Meeting - Second	0 days	Thu 1/28/21	Thu 1/28/21
24	Planning Commission	0 days	Tue 2/23/21	Tue 2/23/21
25	Council Approve SD	0 days	Tue 3/16/21	Tue 3/16/21
26	Task G - Design Development (30%) (DD)	30 days	Thu 3/18/21	Wed 4/28/21
27	Planning Commission	0 days	Tue 5/25/21	Tue 5/25/21
28	Council Approve DD & Delivery Method	0 days	Tue 6/15/21	Tue 6/15/21
29	Council Approve Design Contract Amend	0 days	Tue 6/15/21	Tue 6/15/21
30	**CEQA**	**336 days**	**Mon 4/6/20**	**Tue 7/20/21**
31	Prepare RFP for CEQA consultant	15 days	Mon 4/6/20	Fri 4/24/20
32	Council Authorize RFP Issue	0 days	Tue 8/18/20	Tue 8/18/20
33	RFP Issue/Solicitation	20 days	Tue 8/18/20	Mon 9/14/20
34	Review Proposals & Contract Award by C	40 days	Tue 9/15/20	Mon 11/9/20
35	Initial Study/MND	140 days	Tue 11/10/20	Mon 5/24/21
36	Planning Commission	0 days	Tue 6/22/21	Tue 6/22/21
37	Council Certify IS/MND	0 days	Tue 7/20/21	Tue 7/20/21
38	**Construction Documents**	**159 days**	**Wed 6/23/21**	**Tue 2/1/22**
39	Construction Documents (CD)	100 days	Wed 6/23/21	Tue 11/9/21
40	Building Permits	40 days	Wed 11/10/21	Tue 1/4/22
41	Council Approve CD Issuance	0 days	Tue 2/1/22	Tue 2/1/22
42	**Bid and Award**	**55 days**	**Tue 2/1/22**	**Tue 4/19/22**
43	Issue Bid	30 days	Tue 2/1/22	Mon 3/14/22
44	Evaluate Bids	10 days	Tue 3/15/22	Mon 3/28/22
45	Council Award Low-Bid Contract	0 days	Tue 4/19/22	Tue 4/19/22
46	**Construction**	**440 days**	**Mon 5/16/22**	**Fri 1/19/24**
47	Construction	420 days	Mon 5/16/22	Fri 12/22/23
48	Project Closeout	20 days	Mon 12/25/23	Fri 1/19/24
49	**Improve Existing Police Facility**	**510 days**	**Mon 4/3/23**	**Fri 3/14/25**
50	Design, Council Approvals, & Building Per	200 days	Mon 4/3/23	Fri 1/5/24
51	Bid and Award	30 days	Tue 1/9/24	Mon 2/19/24
52	Council Award Low-Bid Contract	0 days	Tue 3/19/24	Tue 3/19/24
53	Construction	240 days	Mon 4/15/24	Fri 3/14/25



Last updated on Tue 6/23/20

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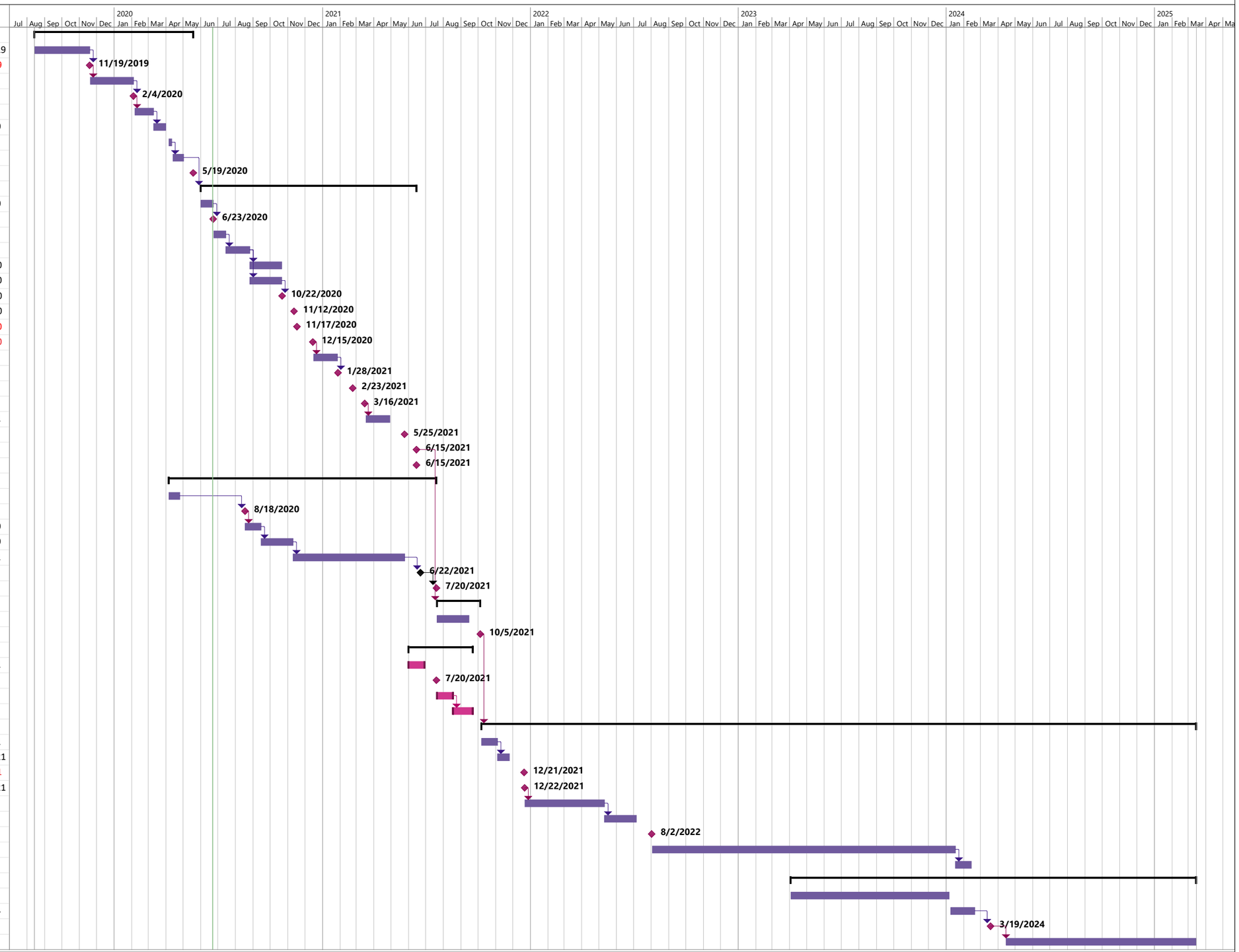
Attachment: Police Design-Bid-Build Gantt Chart Schedule (Measure O - Police and Library Kickoff Meetings and Updates)

Measure O - New Police Operations Building (with Design-Build)

ID	Task Name	Duration	Start	Finish
1	**Project Planning**	**199 days**	**Wed 8/14/19**	**Tue 5/19/20**
2	Project Scoping	69 days	Wed 8/14/19	Mon 11/18/19
3	Council Update #1	0 days	Tue 11/19/19	Tue 11/19/19
4	Design RFP	54 days	Wed 11/20/19	Mon 2/3/20
5	Council Approve RFP	0 days	Tue 2/4/20	Tue 2/4/20
6	RFP Issue/Solicitation	23 days	Thu 2/6/20	Mon 3/9/20
7	Proposal Evaluation	15 days	Tue 3/10/20	Mon 3/30/20
8	Consultant Interviews	5 days	Mon 4/6/20	Fri 4/10/20
9	City Manager Contract Negotiation	15 days	Mon 4/13/20	Fri 5/1/20
10	Council Award Design Contract	0 days	Tue 5/19/20	Tue 5/19/20
11	**DESIGN**	**271 days**	**Mon 6/1/20**	**Tue 6/15/21**
12	Task A - Review Docs	16 days	Mon 6/1/20	Mon 6/22/20
13	Kickoff Meeting	0 days	Tue 6/23/20	Tue 6/23/20
14	Task B - Work Plan, Cost Plan, & Schedule	15 days	Wed 6/24/20	Tue 7/14/20
15	Task C - Program & Space	30 days	Wed 7/15/20	Tue 8/25/20
16	Task D - Site Planning and Analysis	40 days	Wed 8/26/20	Tue 10/20/20
17	Task E - Buliding Concept Alternatives	40 days	Wed 8/26/20	Tue 10/20/20
18	Community Meeting - First	0 days	Thu 10/22/20	Thu 10/22/20
19	Present to Civic Improvement Commissic	0 days	Thu 11/12/20	Thu 11/12/20
20	Council Review Concepts	0 days	Tue 11/17/20	Tue 11/17/20
21	Council Approve One Concept	0 days	Tue 12/15/20	Tue 12/15/20
22	Task F - Schematic (15%) Design (SD)	30 days	Wed 12/16/20	Tue 1/26/21
23	Community Meeting - Second	0 days	Thu 1/28/21	Thu 1/28/21
24	Planning Commission	0 days	Tue 2/23/21	Tue 2/23/21
25	Council Approve SD	0 days	Tue 3/16/21	Tue 3/16/21
26	Task G - Design Development (30%) (DD)	30 days	Thu 3/18/21	Wed 4/28/21
27	Planning Commission	0 days	Tue 5/25/21	Tue 5/25/21
28	Council Approve DD & Delivery Method	0 days	Tue 6/15/21	Tue 6/15/21
29	Council Approve Design Contract Amend	0 days	Tue 6/15/21	Tue 6/15/21
30	**CEQA**	**336 days**	**Mon 4/6/20**	**Tue 7/20/21**
31	Prepare RFP for CEQA consultant	15 days	Mon 4/6/20	Fri 4/24/20
32	Council Authorize RFP Issue	0 days	Tue 8/18/20	Tue 8/18/20
33	RFP Issue/Solicitation	20 days	Tue 8/18/20	Mon 9/14/20
34	Review Proposals & Contract Award by C	40 days	Tue 9/15/20	Mon 11/9/20
35	Initial Study/MND	140 days	Tue 11/10/20	Mon 5/24/21
36	Planning Commission	0 days	Tue 6/22/21	Tue 6/22/21
37	Council Certify IS/MND	0 days	Tue 7/20/21	Tue 7/20/21
38	**Bridging Documents**	**54 days**	**Wed 7/21/21**	**Tue 10/5/21**
39	Bridging Documents	40 days	Wed 7/21/21	Tue 9/14/21
40	Council Approve BD Issuance	0 days	Tue 10/5/21	Tue 10/5/21
41	**Pre-Qualify DBE**	**81 days**	**Tue 6/1/21**	**Tue 9/21/21**
42	Prepare RFQ to Pre-qualify DBE	20 days	Tue 6/1/21	Mon 6/28/21
43	Council Approve Issuance of DBE RFQ	0 days	Tue 7/20/21	Tue 7/20/21
44	Issue RFQ to Pre-qualify DBE	20 days	Wed 7/21/21	Tue 8/17/21
45	Establish Pre-qualifed List	25 days	Wed 8/18/21	Tue 9/21/21
46	**Hire DBE and Construction**	**897 days**	**Thu 10/7/21**	**Fri 3/14/25**
47	Qualifed DBE Solicitation	20 days	Thu 10/7/21	Wed 11/3/21
48	Proposal Evaluation and Selection	15 days	Thu 11/4/21	Wed 11/24/21
49	Council Award DBE Contract	0 days	Tue 12/21/21	Tue 12/21/21
50	NTP	0 days	Wed 12/22/21	Wed 12/22/21
51	Construction Documents	100 days	Wed 12/22/21	Tue 5/10/22
52	Building Permit	40 days	Wed 5/11/22	Tue 7/5/22
53	Council Approve CDs	0 days	Tue 8/2/22	Tue 8/2/22
54	Construction	380 days	Wed 8/3/22	Tue 1/16/24
55	Project Closeout	20 days	Wed 1/17/24	Tue 2/13/24
56	**Improve Existing Police Facility**	**510 days**	**Mon 4/3/23**	**Fri 3/14/25**
57	Design, Council Approvals, & Building I	200 days	Mon 4/3/23	Fri 1/5/24
58	Bid and Award	30 days	Tue 1/9/24	Mon 2/19/24
59	Council Award Low-Bid Contract	0 days	Tue 3/19/24	Tue 3/19/24
60	Construction	240 days	Mon 4/15/24	Fri 3/14/25



Last updated on Mon 6/22/20

Printed on Mon 6/22/20

Attachment: Police Design-Build Gantt Chart Schedule (Measure O - Police and Library Kickoff Meetings and Updates)

Project Budget Estimate and Tracking for

Measure O Projects

Original Prepared by: WK

Date: 6/29/2020

Description	Org.	Account	Budget/ Estimates	Budget Modification	Current Project Budget	% of Budget	SHARED COSTS Project Approp.	SHARED COSTS Fund to Date Expenditure	SHARED COSTS Funds Remaining	CAMPBELL LIBRARY Project Approp.	CAMPBELL LIBRARY Fund to Date Expenditure	CAMPBELL LIBRARY Funds Remaining	POLICE Project Approp.	POLICE Fund to Date Expenditure	POLICE Funds Remaining	Total Project to Date Expenditure	% of Budget Expende	% of Time Expended
FUND SOURCES AMOUNT																		
Measure O			**$ 50,000,000**		**$ 50,000,000**		$ 10,000,000			$ 20,000,000			$ 20,000,000					
Police FF&E Funding			**$ 3,000,000**		**$ -**													
SCCLD Contribution			**$ -**		**$ -**													
DESIGN & ENGINEERING																		
Design Consultants			$ 4,004,210		$ 4,004,210	8.0%				$1,704,210		$1,704,210	$2,300,000		$2,300,000	$0		
Contingency			$ -		$ -	0.0%										$0		
CEQA Consultant			$ 150,000		$ 150,000	0.3%	$150,000		$150,000							$0		
Topography Survey			$ 35,115		$ 35,115	0.1%	$35,115	$26,223	$8,893							$26,223		
Hazardous Materials Study			$ 13,645		$ 13,645	0.0%	$13,645	$9,280	$4,365							$9,280		
Subtotal (Line A)			**$ 4,202,970**	**$ -**	**$ 4,202,970**	**8.41%**	$198,760	$35,503	$163,258	$1,704,210	$0	$1,704,210	$2,300,000	$0	$2,300,000	$35,503		
DESIGN REVIEWS																		
Departmental Reviews			$ -		$ -	0.0%										$0		
Constructability Review			$ 100,000		$ 100,000	0.2%	$100,000		$100,000							$0		
Other/Contingency			$ -		$ -	0.0%										$0		
Subtotal (Line B)			**$ 100,000**	**$ -**	**$ 100,000**	**0.2%**	$100,000	$0	$100,000	$0	$0	$0	$0	$0		$0		
MANAGEMENT SERVICES																		
Construction Management			$ 1,400,000		$ 1,400,000	2.8%	$ 1,400,000		$1,400,000							$0		
Project Management			$ 1,480,000		$ 1,480,000	3.0%	$ 1,480,000		$1,480,000							$0		
Printing			$ 5,000		$ 5,000	0.0%	$ 5,000		$5,000							$0		
Postage			$ 5,000		$ 5,000	0.0%	$ 5,000		$5,000							$0		
Advertising			$ 5,000		$ 5,000	0.0%	$ 5,000		$5,000							$0		
Subtotal (Line C)			**$ 2,895,000**	**$ -**	**$ 2,895,000**	**5.8%**	$ 2,895,000	$ -	$2,895,000	$ -	$ -	$0	$ -	$ -	$0	$ -		
PRE- & POST-CONSTRUCTION																		
Debt Issuance Fees			$ -		$ -	0.0%			$0							$0		
Planning Fees			$ 60,000		$ 60,000	0.1%				$ 25,000		$25,000	$ 35,000		$35,000	$0		
Building Permits			$ 630,000		$ 630,000	1.3%				$ 250,000		$250,000	$ 380,000		$380,000	$0		
Temporary Library			$ 1,500,000		$ 1,500,000	3.0%				$ 1,500,000		$1,500,000				$0		
As-Built/Record Archive			$ -		$ -	0.0%										$0		
Relocation			$ 85,000		$ 85,000	0.2%							$ 85,000			$0		
Subtotal (Line D)			**$ 2,275,000**	**$ -**	**$ 2,275,000**	**4.6%**	$0	$ -	$0	$1,775,000	$ -	$1,775,000	$500,000	$ -	$415,000	$ -		
Soft Cost Contingency			$ -		$ -	**0.0%**												
Soft Cost Total			**$ 9,472,970**		**$ 9,472,970**		**$3,193,760**	**$35,503**	**$3,158,258**	**$3,479,210**	**$0**	**$3,479,210**	**$2,800,000**	**$0**	**$2,715,000**			
Soft Costs as a % of Total Budget (Soft Cost Total / Total Budget)						**18.9%**												
CONSTRUCTION																		
Construction			$ 30,225,000		$ 30,225,000	60.5%				$ 14,825,000		$14,825,000	$ 15,400,000		$15,400,000	$0		
Contingency			$ 4,302,030		$ 4,302,030	8.6%	$ 1,306,240		$1,306,240	$ 1,495,790		$1,495,790	$ 1,500,000		$1,500,000	$0		
Shared Site			$ 1,000,000		$ 1,000,000	2.0%	$ 1,000,000		$1,000,000							$0		
Police Site			$ 2,000,000		$ 2,000,000	4.0%	$ 2,000,000		$2,000,000							$0		
Existing Police Facility			$ 2,500,000		$ 2,500,000	5.0%	$ 2,500,000		$2,500,000							$0		
Special Inspection Allowance			$ 500,000		$ 500,000	1.0%				$200,000		$200,000	$300,000		$300,000	$0		
Utility Relocations			$ -		$ -	0.0%										$0		
IT			$ -		$ -	0.0%										$0		
Muni Bldgs (keying, misc.)			$ -		$ -	0.0%										$0		
Subtotal (Line E)			**$ 40,527,030**		**$ 40,527,030**	**81.1%**	$6,806,240	$0		$16,520,790	$0		$17,200,000	$0		$0		
OTHER CITY COSTS																		
Fixtures, Furnshing, Equip. (FF&E)			$ 3,000,000		$ -	0.0%										$0		
Public Art					$ -	0.0%										$0		
Land Acquisition					$ -	0.0%										$0		
																$0		
Subtotal (Line F)			**$ 3,000,000**		**$ -**	**0.0%**	**$ -**	**$ -**		**$ -**	**$ -**		**$ -**	**$ -**		**$ -**		
Total Estimated Project Cost			**$ 53,000,000**		**$ 50,000,000**	**100.0%**	**$ 10,000,000**			**$ 20,000,000**			**$ 20,000,000**			**$ -**		**$ -**

Attachment: Measure O Budget Tracking (Measure O - Police and Library Kickoff Meetings and Updates)

Measure O - Cash Flow/Expenditure Schedule Estimates
Prepared: 6/29/2020

		2019-20				2020-21				2021-22				2022-23				2023-24				2024-25			
	Total	1Q	2Q	3Q	4Q	1Q	2Q	3Q*	4Q	1Q	2Q	3Q	4Q**	1Q**	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q
PM & CM (7130)	**1,362,000**	30,000	58,000	58,000	58,000	60,000	61,000	61,000	61,000	61,000	61,000	61,000	61,000	61,000	61,000	61,000	61,000	61,000	61,000	61,000	61,000	61,000	61,000	61,000	
CM Firm (7430)	**1,638,000**									50,000	80,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	158,000				
Library Consultant (7430)	**1,700,000**				20,000	150,000	150,000	150,000	150,000	200,000	200,000	200,000	200,000	50,000	50,000	50,000	30,000	30,000	30,000	40,000					
Police Consultant (7430)	**2,300,000**				20,000	200,000	200,000	200,000	200,000	250,000	300,000	300,000	200,000	100,000	50,000	50,000	50,000	50,000	50,000	50,000	30,000				
Misc. Shared Studies (7430)	**50,000**			36,000	9,000							5,000													
CEQA (7430)	**150,000**								50,000	50,000	50,000														
Pre-construction & Permits (7883)	**1,000,000**							20,000	30,000	50,000	450,000	450,000													
Library Temp. Relocation (7883)	**1,500,000**									200,000	800,000	300,000									200,000				
Library Construction (7883)	**16,100,000**											500,000	2,000,000	2,000,000	2,500,000	2,500,000	2,000,000	2,000,000	2,000,000	600,000					
Police Construction (7883)	**16,900,000**											500,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	400,000				
Police Site Improvements (7883)	**2,000,000**											1,000,000		1,000,000											
Shared Site Improvements (7883)	**1,000,000**													500,000				500,000							
Special Inspection (7430)	**500,000**											50,000	50,000	100,000	100,000	50,000	50,000	40,000	30,000	30,000					
(E) Police Space Design (7430)	**200,000**																	50,000	50,000	50,000	50,000				
(E) Police Space Improve (7883)	**2,300,000**																				600,000	600,000	600,000	500,000	
General Contingency (7883)	**1,300,000**												100,000	100000	100,000	100,000	100,000	200,000	200,000	200,000	100,000		50,000	50,000	
	50,000,000	**30,000**	**58,000**	**94,000**	**107,000**	**410,000**	**411,000**	**431,000**	**491,000**	**861,000**	**1,941,000**	**3,516,000**	**4,761,000**	**6,061,000**	**5,011,000**	**4,961,000**	**4,441,000**	**5,081,000**	**4,571,000**	**3,181,000**	**1,599,000**	**661,000**	**711,000**	**611,000**	**0**
					289,000				**1,743,000**				**11,079,000**				**20,474,000**				**14,432,000**				**1,983,000**

Police FF&E Funds - Cash Flow/Expenditure Schedule Estimate

		2019-20				2020-21				2021-22				2022-23				2023-24				2024-25			
	Total	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q
Police FF&E	**3,000,000**														500,000	500,000	500,000	500,000	500,000	500,000					
	3,000,000	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**500,000**	**500,000**	**500,000**	**500,000**	**500,000**	**500,000**	**0**	**0**	**0**	**0**	**0**
		0				**0**				**0**				**1,500,000**				**1,500,000**				**0**			

Assumptions:
1. Assuming Senior Public Works Project Manager to be the only personnel charge.
2. Assuming Design-Bid-Build project delivery for both Police and Library projects
3. If Design-Build is chosen for the Police project, the cash flow schedule might vary slightly. Decision to be made by 2020-21 4Q
4. Assuming construction start of spring/summer 2022.
5. Assuming temporary relocation costs will be all upfront before construction start. Another option is to lease an existing space, which would spreadout costs during constructior

City Council Report

Item: 17
Category: NEW BUSINESS
Meeting Date: July 7, 2020

TITLE: **Proposed Modifications to the Community Center Building Use Policy (Resolution/Roll Call Vote)**

RECOMMENDED ACTION

That the City Council adopt a resolution to approve the attached modifications to the Community Center's Building Use Policy making it effective July 8, 2020 in coordination with the effective fee schedule.

BACKGROUND

The Building Use Policy is designed to set clear policies, procedures, regulations and fee schedules for the public's use of the City's public rooms (banquet halls, gymnasiums, meeting rooms, etc.) at the Campbell Community Center. The policy contains descriptions of the facilities available, defines user groups and priorities, and provides rules and regulations specific to the rental use of the facilities. The Building Use Policy was last approved by City Council on July 16, 2013. Since that time modifications to the schedule of fees and charges are reviewed and approved by the City Council annually during the budget process.

DISCUSSION

In an effort to update the policy to reflect available amenities, streamline administrative processes and clarify regulations and procedures, staff is recommending modifications to the policy document.

The proposed modifications to the Community Center Building Use Policy are indicated by strike outs (for information to be removed) or in red (new verbiage) in the attached Building Use Policy (Attachment B) and include the following:

- Updated descriptions for all rooms, but specific to renovations completed in the Roosevelt Q-80, Mary Campbell Q-84, Board Room E-42, Conference Room E-44 and Activity Room E-46;
- Increased information for each room related to capacity for different seating arrangements (theater-style vs. classroom);
- Clarification on rental application timeframes including rental groups;
- Other minor updates and/or clarifications.

Lastly, there is a suggested structural change to the fee chart in the revision of this policy. Currently the schedule of fees is broken down by type of user, type of event and peak time or non-peak time. Staff has found that this structure is very confusing for clients and requires a lot of staff time to explain. In reviewing the types of bookings made on an annual basis it was found that majority of our rental clients fall into the category of private individual or non-profit and almost always are conducting free events like church services, weddings, celebrations or meetings. In FY19 there were only 23 bookings for ticketed events at the Community Center meaning the host was charging people to attend the event. In most of these cases they were fundraisers for non-profit groups.

After analyzing the types of bookings that regularly take place and working with staff that handle customer questions regarding rental rates, it was determined that streamlining this fee structure would help reduce phone and email inquiries and reduce staff time to execute a permit. Staff is proposing to consolidate the fees to two fee types, base and non-profit. These rates will still vary based on peak and non-peak times and rates will still be discounted if client or business is a Campbell resident. Based on feedback from Council about no CPI increase, the fees do not have recommended increases. The private individual is the more widely used rate in the existing fee structure over the for-profit rates which are rarely used.

Once changes to the policy are accepted or rejected, final formatting changes will be applied, and the table of contents will be updated to reflect any page number changes. Formatting style and layout will be updated to provide a fresh look.

FISCAL IMPACT

The changes proposed in this report will have no fiscal impact. Overall fiscal impacts relating to not implementing fee increases will be addressed in a separate report provided by the Finance Department relating to the City's Master Fee Schedule.

ALTERNATIVES

1. Do not accept structural changes and only approve minor updates and changes to the Community Center Building Use Policy.
2. Provide other direction to Staff.

Prepared by: _____

Lauren Merriman, Recreation Supervisor

Reviewed by: Natasha Bissell

Natasha Bissell, Recreation Services Manager

Approved by: Brian Loventhal

Brian Loventhal, City Manager

Attachment:

a. RESOLUTION Building Use Policy 2020
b. CCC Building Use Policy Red-lined Version for 7.7.20
c. CCC Building Use Policy Clean Version for 7.7.20

RESOLUTION NO._____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAMPBELL TO UPDATE THE BUILDING USE POLICY

WHEREAS, the City of Campbell operates the Community Center for a variety of uses including recreation programs, long-term leased facilities and short-term meeting, athletic and banquet spaces for private rental; and

WHEREAS, the Building Use Policy is designed to set clear policies, procedures, regulations and fee schedules for the public's use of the City's public rooms (banquet halls, gymnasiums, meeting rooms, etc.) at the Campbell Community Center; and

WHEREAS, edits to the Policy related to available facility amenities, room capacity, administrative process changes and clarifications on procedures were required; and

WHEREAS, structural changes to the format related to the fee and charges section are needed to simplify the rental process, eliminate rarely used categories and maintain consistency with other facility rental policies; and

WHEREAS, the Building Use Picnic Policy was last updated in July 2013.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby adopts the updated Building Use Policy for the Recreation and Community Services Department, effective July 8, 2020.

PASSED AND ADOPTED this 7th day of July, 2020 by the following roll call vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

APPROVED:

_____
Susan M. Landry, Mayor

ATTEST:

_____
Andrea Sanders, Deputy City Clerk

CITY OF CAMPBELL

RECREATION & COMMUNITY SERVICES DEPARTMENT

Building Use Policy

FOR THE
CAMPBELL COMMUNITY CENTER
1 WEST CAMPBELL AVENUE, #C-31
CAMPBELL, CA 95008

TELEPHONE: (408) 866-~~2138~~2104
FAX: (408) 374-6965
WEB SITE: www.campbellca.gov~~cityofcampbell.com~~

Office Hours
8:00 a.m. – 5:30 p.m. Monday - Thursday
8:00 a.m. – 5:00 p.m. Friday

Fees Approved by City Council on ~~May 7, 2019~~TBD
Effective ~~July 8, 2019~~July 8, 2020

Attachment: CCC Building Use Policy Red-lined Version for 7.7.20 (Community Center Building Use Policy)

Campbell Community Center
BUILDING USE POLICY

TABLE OF CONTENTS

INTRODUCTION .....~~3~~TBD

FACILITIES AVAILABLE .....~~3~~TBD

PRIORITIES FOR USE .....~~5~~TBD

RESERVATIONS.....~~6~~ TBD

Applications.....~~6~~TBD
When to Apply ..... ~~7~~TBD

RULES AND REGULATIONS.....~~8~~TBD

Decorations.....TBD~~8~~
Alcoholic Beverages .....TBD~~8~~
Security Requirements ....~~9~~TBD
Fund-Raising.....~~9~~TBD
Liability/Insurance Requirements..... ~~10~~TBD
Cancellations/Refunds ..... ~~10~~TBD
General Regulations..... ~~11~~TBD

SITE MAP ..... ~~14~~TBD

Wifi ACCESS AT THE COMMUNITY CENTER..... ....~~15~~TBD

ON-SITE PUBLICITY POLICY..... ~~16~~TBD

FEES & CHARGES ..... ~~18~~TBD
Fee Schedule for Weekday Uses ..... ~~19~~TBD
Fee Schedule for Weekend Uses ..... ~~20~~TBD
Processing Fees ..... ~~21~~TBD
Additional Charges ..... ~~21~~TBD
Deposits ..... ~~21~~TBD
Equipment Use Policy & Fees ..... ~~21~~TBD

I. INTRODUCTION

The Campbell Community Center is a unique community service complex. The site, which formerly housed the city's only high school, was purchased by the City of Campbell from the Campbell Union High School District in August of 1985. The facility was purchased primarily for the purpose of preserving its open space and recreational facilities for the use and enjoyment of the citizens of Campbell. An added highlight was the preservation of the beautiful historic buildings that front Campbell Avenue. Many of the classroom buildings are leased to various non-profit organizations, educational institutions and small businesses for the purpose of generating revenue to off-set the facility's operational costs. The City reserves specific areas to house the variety of recreation programs offered for citizens of all ages. The offices for the City's Recreation and Community Services Department are located on-site (Building C, Room 31).

When the City is not using the facilities for its classes and programs, it makes them available to the community for social, educational, athletic, and cultural activities. The available facilities include two banquet halls, several meeting rooms and classrooms, two gymnasiums, the football field, the plaza and adjacent athletic fields. In 2004 the City opened the newly renovated 800-seat Heritage Theatre. The policies governing the use of this facility are not contained within this policy, ~~but~~ and are available by contacting the Theatre Manager at (408) 866-2797 or visiting our website at www.~~cityofcampbell.com.~~campbellca.gov.

The purpose of the Building Use Policy is to assure that the facilities are utilized for recreational, cultural, educational, social and community service functions that meet the needs and interests of the community, as well as to set clear policies, procedures, regulations and rental fees regarding such uses.

II. -FACILITIES AVAILABLE

ORCHARD CITY BANQUET HALL (OCBH)

Maximum occupancy:

	~~Banquet Seating~~	~~Standing/Theater Style~~
~~North & South~~	~~299~~	~~400~~
~~North~~	~~125~~	~~200~~
~~South~~	~~125~~	~~200~~

-	OCBH (Full Hall)	OCBH North or South
Banquet Seating	299	125
Theater Seating	400	200
Classroom Seating	75	75

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The Orchard City Banquet Hall (OCBH) is air-conditioned, has ~~a tile~~ vinyl flooring and is suitable for large social gatherings, wedding receptions, banquets, meetings, etc. A dividing wall can separate this hall into two smaller rooms. It is equipped with ~~W~~wheelchair accessible rest-rooms, a ~~full-service~~full-service kitchen, wet bar and a lobby area ~~are~~ that is immediately adjacent. Included in hall rental are tables, chairs, stage, piano, state of the art audio/visual equipment, and City staff to set-up and take-down City equipment and furnishings.

KITCHEN (in Orchard City Banquet Hall) Maximum occupancy: 15

The full-service kitchen contains ample stainless steel tables and counters, large stainless steel sinks (no garbage disposal), 2 Blodgett ovens, a 12 burner gas range, a microwave, and a large walk-in refrigerator. ~~,~~

~~an upright freezer unit, and a cafeteria style serving area.~~ A separate back entry provides convenient caterer access. *NOTE: Utensils, cookware, silverware, dinnerware, towels, potholders, sponges, cleaning supplies, etc. are not provided.*

ROOSEVELT REDWOOD ROOM (Q-80) ~~Maximum occupancy: 125 for banquet seating~~Maximum Capacity: Banquet Seating - 125
Theater Seating - 200
Classroom Seating - 75

~~(Q-80)~~

~~200 for standing/theater-style seating (no tables)~~

The Roosevelt Redwood Room (Room Q-80) is air-conditioned, ~~carpeted~~has vinyl flooring, and is furnished with ~~black-out~~motorized window shades~~ drapes~~. ~~; i~~It is suitable for small social gatherings, wedding receptions, meetings, activities, etc. An adjacent kitchen contains a ~~2~~ large refrigerator and ~~/~~freezer ~~units~~, a sink (no garbage disposal), an oven, microwave, and ample counter/work space. Public rest~~-~~rooms are located at the west end of the building. Included in room rental rates are tables, chairs and staff to set-up and take-down of City's equipment and furnishings. ~~Customers must provide all their own utensils, towels, sponges, pot-holders, etc.~~ *NOTE: Utensils, cookware, silverware, dinnerware, towels, potholders, sponges, cleaning supplies, etc. are not provided.* ~~A portable dance floor is available for rent at an additional charge.~~ Wireless Internet access is generally available; inquire at time of reservation if verification of availability is requested for classroom or training purposes. See ~~Exhibit B~~WiFi Access on page TBD.

MARY CAMPBELL ROOM (Q-84) Maximum occupancy: Theater Seating – 75
Classroom Seating – 50

The Mary Campbell Room (Room Q-84) is air-conditioned, ~~carpeted~~has vinyl flooring, and offers tiered seating ideal for conferences, trainings and speaker meetings. ~~Black-out drapes~~Motorized window shades and a ~~motorized movie~~projector screen are included. Public rest~~-~~rooms are located nearby. Included in room rental rates are tables, chairs and staff to provide set-up and take-down of City's equipment and furnishings. Wireless Internet access is generally available; inquire at time of reservation if verification of availability is requested for classroom or training purposes. See Exhibit B.

MULTI-PURPOSE ROOM (M-50) Maximum occupancy: ~~100 for banquet seating~~Banquet Seating - 100
~~120 for standing/theater-style seating (no tables~~)Theater Seating ~~-~~ – 120
Classroom Seating – 50

The Multi-Purpose Room (Room M-50) is tiled and air-conditioned. It has mirrors on two walls ~~(drapes can cover mirrors, if desired)~~. An adjacent kitchen contains refrigerator~~, freezer~~, sink (no garbage disposal), a microwave and ample counter space. Restrooms are located inside the room. Included in rental rates are tables, chairs, and staff to provide set-up and take-down of City's equipment and furnishings. Customers must provide all their own utensils, towels, sponges, etc.

ADULT CENTER MEETING ROOM (C-35) Maximum occupancy: ~~80~~ Banquet Seating - 60~~2~~
Theater Seating - 80
Classroom Seating - 25

The Adult Center (50+) Meeting Room (Room C-35) is carpeted and air-conditioned. ~~and~~ It contains counters, a small sink (no disposal), kitchenette (including a microwave oven), and a piano. Alcoholic beverages are not allowed in this room. Included in rental rates are tables, chairs, and staff to provide set-up and take-down of City's equipment and furnishings.

BOARD ROOM (E-42) Maximum occupancy: ~~29~~Theater Seating - 29
Classroom Seating - ~~15~~20

The Board Room (Room E-42) is has vinyl flooring,~~carpeted and air-conditioned. It has~~ a built in counter with a sink (no disposal) in one corner, and air conditioning~~. A 10-cup drip coffee maker with filters is available for renters at no extra charge~~. This room is furnished with ~~mini-blinds~~motorized black-out shades,~~,~~ and a white board. Included in the Board Room rental rates are tables, chairs and staff to set-up and take-down the City's equipment and furnishings.

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ACTIVITY ROOM (E-46) Maximum occupancy: ~~49~~Banquet Seating - 49
Theater Seating - 49
Classroom Seating - 25

The Activity Room (Room E-46)~~ is tiled and contains counters, sinks and cooking facilities (including a microwave). This room is furnished with black-out drapes~~has vinyl floors,~~ and~~ tall ceilings with exposed ducting, motorized black-out shades, a whiteboard and air-conditioning. There is a large kitchen with ample counter space, refrigerator oven, stove-top, microwave and sink (no garbage disposal). Included in Activity Room rental rates are tables, chairs, and staff to provide set-up and take-down of City's equipment and furnishings. *NOTE: Utensils, cookware, silverware, dinnerware, towels, potholders, sponges, cleaning supplies, etc. are not provided.*

DANCE STUDIOS (M-47 & N-76)

Maximum occupancy: 20

The Community Center has two (2) Dance Studios. N-76 has a hardwood floor and M-47 has a Marley Floor. Both spaces have~~,~~ ballet bars and mirrors. ~~It is a~~Available for rent for dance classes and similar type uses. *NO food, beverages, smoking or hard-soled shoes are allowed.*

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MAIN GYMNASIUM (Bldg. P) Maximum occupancy: ~~860~~ 180 in bleachers
100 on floor

The Main Gymnasium offers spectator seating for ~~860~~ 180 in bleachers, six (6) basketball standards, two (2) volleyball courts, a hardwood floor, basketball score clock (additional charge), a lobby with rest-rooms and a ticket booth. *NO food, beverage, smoking or hard-soled shoes allowed.*

AUXILIARY GYMNASIUM (Bldg. N) Maximum occupancy: 100

The Auxiliary Gym offers six (6) basketball standards, one (1) volleyball court, a hardwood floor, and score clock (additional fee). No spectator seating is available. One restroom is immediately adjacent. *NO food, beverages, smoking or hard-soled shoes are allowed.*

~~**COMPUTER ROOM (H-74)**~~

~~Maximum occupancy: 20~~

~~The Computer Room is available to rent on an hourly basis for private trainings or classes. The room has 9 PCs, one of which is an instructor station attached to an LCD projector. Several common software applications are already loaded on the computers. *NO food, beverages or smoking are allowed in this room.*~~

Commented [LM1]: This space is no longer a compute was converted to Building Maintenance Offices in 2019.

ORCHARD CITY PLAZA Maximum occupancy: 100

The Plaza located adjacent to the OCBH and Building E may be available to rent on an hourly basis for private parties and receptions. The area is equipped with outside electrical and may be rented in conjunction with the OCBH ~~kitchen area~~. Reservation of this area cannot restrict access to OCBH or any other CCC rooms, and must be cordoned off to identify the parameters of the event. Requests to serve alcohol/food, utilize amplified sound or to set up tables and chairs will be subject to approval by the Director of Recreation and Community Services as well as the Chief of Police. ~~Costs associated with establishing the rental area parameters as well as setting up City owned tables and chairs will be covered by the rental fee.~~ Tables, chairs or other City equipment is not included in the rental price and is not available.

III.- COMMUNITY CENTER BUILDING USE PRIORITIES

A. ~~User Priority~~Priority for booking facilities will be given in the following order:

First priority:

- City of Campbell programs and events
- **Non-profit organizations and foundations that exist solely for the purpose of supporting City programs and activities***
- **Free public meetings held by elected representatives serving the Campbell area***
- **Local election candidate forums sponsored by a non-profit organization, polling and/or trainings offered by the local Registrar of voters***
- **Free meetings offered by either of the Campbell school districts (CUHSD and CUSD) ***
- **Free public meetings by other governmental agencies that serve Campbell residents***
- **Events by non-profit organizations who have assumed leadership for events once provided by the City***
- Programs and activities ~~for which there is no entry fee for participation or attendance~~ offered by local non-profit organizations
- Community Center Tenants
- Events sponsored by/for Campbell High School Alumni groups
- Meetings or trainings by school districts or other governmental agencies that are not open to the public

(CUHSD, CUSD, and Registrar of voters are each eligible for up to three reservations per calendar year at no charge)

*The bolded groups listed above can utilize the facility during non-peak hours free of charge. This will include basic staffing levels (i.e. building attendants or 2 technical staff) any services above basic staffing levels will have fees assessed at the time of booking. During peak hours the bolded groups listed above utilize the special rates listed in the fee schedule.

Second priority:

- Private meetings, groups, parties, banquets, and social events. ~~for which there are no entry fees for participation or attendance~~
- ~~Non-profit organization fundraisers or events involving an entry fee~~
- ~~Private, business or commercial meetings, seminars, parties, auctions, fundraisers or other events where an entry fee is collected/charged or funds are raised~~

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To qualify for non-profit rates, customers must provide a copy of their letter of non-profit status from the California Secretary of State's office with their non-profit ID number indicated and must pay with an organization check or charge card. Organization name on letter of non-profit status, check/charge card, and permit must all be in the same name.

NOTE: ***Businesses renting the facilities for the purpose of sales must obtain and provide proof of a Campbell Business License, available from the Finance Department's office at Campbell City Hall.***

B. Applications for the following types of uses will not be accepted:

1. Dances or parties advertised and open to the general public.
2. Events in the honor of a minor where alcohol is served.
3. Events offering Carnival rides/activities or gambling and/or games of chance (unless a permit has been obtained from the State Department of Justice and has been approved by the Police Chief).
4. Events advertised over the Internet where advance registration is not required.

To qualify for the Campbell residency, it is the Campbell resident who must make the reservation, sign the form, be responsible for the event and behavior of guests, and pay all applicable fees.

IV. RESERVATIONS

A. APPLICATIONS

1. Application may be made in-person or in writing ~~by telephone (408-866-2138)~~ at/to the Campbell Community Center office a minimum of ten (10) days prior to the desired date of use. Call (408) 866-2138 for an appointment between the hours of 8:00am - 5:30pm Mondays through Thursdays and 8:00am – 4:30pm on Fridays.
2. All applicants must be at least 18 years of age or older (21 if alcohol is being served~~), and~~) and must be present throughout the entire use of the facility.
3. Full rental fees and applicable deposits are due at the time the reservation is made. ***NOTE: VISA, MasterCard, American Express and Discover charge cards are accepted. Uses will not be confirmed or approved until all fees are received.***
   a. Applicants reserving facilities less than thirty (30) days in advance must pay in cash, Cashier's check, VISA, MasterCard, American Express and Discover or by guaranteed money order. Personal or business checks will NOT be accepted less than 30 days prior to intended

Attachment: CCC Building Use Policy Red-lined Version for 7.7.20 (Community Center Building Use Policy)

use.

b. Non-Profit applicants who reserve for multiple uses (daily, weekly or monthly uses on one application) may qualify for monthly payments.

c. In all cases, payment must be made a minimum of ten (10) business days in advance of use.

4. No events may be scheduled before 8:00 a.m. or past 12:00 midnight (10:00pm on Sunday through Thursday evenings). No overnight uses allowed. The time reserved must be inclusive of whatever time is needed to set-up, decorate, etc. and clean-up at the conclusion of your use. The time stated on your application should be the actual time you wish to gain entry to the facility (not the time the event/function begins), and the time you anticipate being cleaned-up and gone. Do not expect entry before your scheduled time.

5. Some uses may require that the applicant obtain a Certificate of Insurance (see Section V-D on page 10), or hire security (see Section V-B-8 on page 9). These requirements will be noted on Facility Reservation Contract. Proof of security must be provided thirty (30) days prior to the event. If requirements are not met thirty (30) days prior, the Facility Reservation Contract is subject to cancellation.

6. You must make an appointment to view the facilities. Appointments may be scheduled with the Community Center ~~Clerk~~ staff (408-866-21~~38~~04). ~~Orchard City Banquet Hall is available for viewing weekdays between the hours of 8:00-10:00am and 2:00-5:00pm Mondays through Fridays.~~ Facility availability varies and needs to be confirmed prior to making the appointment.

7. Applications are not confirmed until applicant receives an approved Facility Reservation ~~Contract~~Permit. Absolutely no publicity or invitations should be distributed until the applicant receives official confirmation of the room reservation. When security or insurance are required; applicant must meet requirements at least thirty (30) days prior to event/scheduled use or reservation will be subject to cancellation.

B. WHEN TO APPLY FOR USE

1. Weekend Uses of Orchard City Banquet Hall:
Applications for weekend (Friday night, Saturday, Sunday) uses, such as wedding receptions may be filed up to one (1) year in advance of the desired date (Campbell Residents). ~~Example:~~ If the year prior date falls on a Saturday, Sunday, or holiday, applications will be accepted on the following business day. Non-residents of the City of Campbell can apply ten (10) days later, thereby providing residents with ten full days of priority.

2. Weekend uses of the Roosevelt Room (Q-80), Multi-Purpose Room (M-50) and Activity Room (E-46):
Applications for weekend (Friday Night and anytime Saturday or Sunday) uses, such as wedding receptions may be filed up to six (6) months in advance of the desired date for Campbell Residents. If the six-month prior date falls on a Saturday, Sunday, or holiday, applications will be accepted on the following business day. Non-resident of the City of Campbell can apply ten (10) days later, thereby providing residents with ten (10) full days of priority.

~~2.~~3. Other Uses:
Weekday uses, all Gym uses, and weekend uses of all other facilities may be submitted according to the following schedule:

FOR THE PERIOD OF:	GROUP	APPLY ON:
January 1 through May 31	**City, Tenants & Non-Profits**	**November 15**
	All Others	**November 25**
June 1 through August 31	**City, Tenants & Non-Profits**	**April 15**

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	All Others	**April 25**
Sept. 1 through December 31	**City Tenants & Non-Profits**	**July 15**
	All Others	**July 25**

Note – Free events or open to the public events for non-profit groups are given priority. Non-profit groups charging admission or an entrance fee must apply at the later date.

3. Exceptions:
   a. Major community events open to the general public and deemed to be of significant community interest may be submitted up to one year in advance.
   b. Non-Profit customers that meet on a regular weekly basis and where weekly meetings on the same day, time and place are integral to their success (churches, etc.), and have established a pattern of paying their monthly fees on time, are allowed to book their regular weekly uses up to one year in advance, subject to availability.
   b.c. Non-Profit groups that wish to conduct a large-scale event (for example a one-day conference) which requires the need to rent multiple meeting and banquet spaces are subject to approval by the Director of Recreation and Community Services.

V. RULES AND REGULATIONS

A. DECORATIONS

Any decorating, or covering of, or changes to the facilities shall be discussed at the time of application. The Permittee shall be responsible for putting up any decorations and all other special preparations necessary for the function. All decorations and tape shall be removed at the conclusion of the function. Permittee shall be responsible for the removal of all decorations, tape, special preparations, Permittee's personal property, and any rented equipment immediately upon the conclusion of their event.

1. All decorations must may only be applied with blue masking tape (except on wood floors). The use of cellophane, adhesive tape, nails, staples, screws, etc., is NOT allowed on walls or ceilings. Staples and pushpins are allowed only on tack strips and bulletin boards. All tape and string must be removed from all surfaces and equipment at the conclusion of the event.
2. Decorations may NOT be hung from light fixtures, ceilings, heat detectors, emergency lights, or acoustical wall/ceiling tiles.
3. Open flames (such as lighted candles) are NOT allowed without a permit from the Fire Marshal (Santa Clara County Fire Department), and even then must be in a container that does not allow the flame to exceed the height of the container (i.e.: hurricane lamp) or candle must be floated on water. All decorations must be flameproof or fire retardant.
4. Sterno flames for catering purposes are allowed.
5. Due to the sensitivity of the fire/smoke alarm system and the lingering odor, incense and fog machines are not allowed in the Community Center's facilities.
6. All plants, trees, and shrubs must be in waterproof containers and must be carefully placed so as not to damage floor, tables, or block fire exits.
7. No foreign substance may be applied to the floor.
8. No rice, birdseed, confetti, glitter, or hay bales are permitted at the Campbell Community Center or on surrounding sidewalks and parking lots. Use will cause forfeiture of entire damage deposit.
9. For safety reasons, relocation or rearrangement of City equipment is not permitted. City staff on duty must perform any rearrangement of City furnishings and/or equipment. All doors must be kept clear in the event of an emergency evacuation.

B. ALCOHOLIC BEVERAGES

The use of alcoholic beverages is allowed by prior written permit application only and must be requested at the time of application.

1. Failure to comply with required security, licenses, permits or certificates will result in immediate cancellation of the use and forfeiture of all fees paid.
2. Alcoholic beverages to be consumed on the premises shall be limited to beer, wine and champagne only. Absolutely no hard liquor is allowed.
3. Alcoholic beverages may be served, sold and/or consumed only in the interior of Orchard City Hall, the Roosevelt Redwood Room, Mary Campbell Room, Activity Room, Multi-Purpose Room and designated areas of the Orchard City Plaza. Alcoholic beverages are not to be served or consumed outside the specific area/room reserved; guests may not take alcoholic beverages outside into the common areas of the Community Center. Alcohol shall not be served, sold, or consumed in/from vehicles in the parking lot or on the premises.
4. Requests for serving and/or selling alcoholic beverages, in other rooms or common areas, for special occasions must be approved by the Chief of Police, after first receiving the approval of the ~~Community Center Manager~~Director of Recreation and Communication Services. If the presence of alcohol is deemed to conflict with other previously scheduled uses/users, the request may be denied.
5. Alcohol is NOT allowed at youth-oriented events or events held in the honor of a minor (Christenings, birthdays, graduations, coming-out parties, Quinc~~s~~eaneras, Bar or Bas Mitzvahs, etc.).
6. A group or organization wishing to sell alcoholic beverages at their function or provide alcoholic beverages with the cost of a meal or entry fee, must first obtain approval from the Campbell Police Department; and upon approval will be required to obtain, at their own expense, the appropriate permits and licenses **(a 24-hour Liquor License)** from the State Alcoholic Beverage Control Board. A 24-hour liquor license may be obtained at the:

   Alcoholic Beverage Commission, Santa Clara County District Office
   100 Paseo de San Antonio #119
   San Jose, CA 95113
   Telephone: (408) 277-1200
   Evidence of this license must be on file in the Community Center office at least ten (10) days prior to the event/function.
7. Permittees sponsoring events where alcohol is sold will be required to obtain liquor liability insurance with the coverage outlined in items D-3 and 4 on pages 12. Those actually selling the alcohol must have received the required training required by the ABC for alcohol sales (checking IDs, not selling to those already over-imbibed, etc.).
8. **SECURITY -** Permittees sponsoring/hosting events where alcoholic beverages are served or sold may be required, at their expense, to hire security. Approved security services will be required to be present for the duration of the event. ***NOTE: Security may be required and will be arranged by the Campbell Community Center when: alcohol is being served, your event is scheduled for more than 4 hours, and/or you expect/invited more than 100 people in attendance. Security fees due will be those in effect on the date of your event. A pre-event meeting and review will be scheduled with the Campbell Police Department prior to the event date, where the security requirements will be reviewed and confirmed.*** *Security fees will be estimated at the time of your ~~reservation, but~~reservation, and are subject to change on July 1 of each year. Current fees in effect on the day of the event will be charged in all cases.*
   a. **Police security will be billed at a minimum of 3 hours**
   b. **Security requirements: 1 officer for 150 or less in attendance and 2 officers for 151+ in attendance.**
9. The Permittee is responsible for neatly disposing of all beverage containers and cartons in the provided receptacles. Recycling is encouraged and receptacles are provided for your use. If space is limited, please contact the Building Attendant staff for assistance.
10. Excessive spills of any beverages or other substances must be mopped up immediately to prevent

accidents. Staff on duty will perform this for you; please notify them as soon as a problem exists so any safety hazards can be eliminated as soon as possible.

C. FUND-RAISING

A fund-raising activity is defined as an event where an admission fee is charged for entry or participation or a donation is collected in order to raise funds for an organization, special cause, or individual. Examples of fund-raisers may include, but are not limited to: Art Fairs where an admission fee is collected, a Crab Feed, Spaghetti Dinner, or other banquet where an admission fee is charged, a Flea Market, an Auction, a Cook-Off, a Casino Night, a class or seminar where a fee is charged for participation, or any other event where fees or donations are collected on behalf of an organization, or business. NOTE: Religious/church services are not considered fund-raising activities.

~~1. Non-profit organizations are subject to increased rental rates when conducting fund-raising activities.~~

1~~2~~. Refer to item 8 under F. General Regulations (page 14~~5~~) for restrictions on Casino Nights and other "gambling" – type fundraisers.

~~3. All private groups or businesses sponsoring fund-raising activities/events are subject to the increased rental rates.~~

~~4~~2. Those selling products or services on-site are required to obtain and provide proof of a City of Campbell Business License, which may be obtained from the:

Finance Department
Campbell City Hall
70 N. First Street ~~-~~(at N. First Street & Civic Center Drive).
Campbell, CA 95008
(408) 866-2174

D. LIABILITY/INSURANCE REQUIREMENTS

1. The applicant shall be responsible for any and all damage to the City's premises, equipment, and property. If, after an activity, additional janitorial maintenance is required (in excess of normal cleaning services/time), the applicant will be charged accordingly.
2. The applicant will be held responsible for all actions, behavior and damages caused by his/her guests/attendees.
3. All applicants requesting use of the gymnasium, or for events deemed potentially dangerous, will be required to provide the City with an **original** Certificate of Insurance providing proof of the following coverage:
   a. Public liability and property damage insurance in an amount not less than $1,000,000 per occurrence.
   b. The City of Campbell, its agents, attorneys, employees, officials, and volunteers ~~and the City of Campbell Successor Agency~~ must be named as an additional insured~~s~~.
   c. The coverage shall not be canceled or reduced without at least fifteen (15) days written notice to the City of Campbell.
   d. The certificate must be submitted to the Community Center office at least ten (10) days prior to the event.
4. All applicants requesting permission to sell alcoholic beverages must provide liquor liability insurance in an amount not less than $1,000,000 per occurrence, in addition to the insurance outlined above.
5. The City of Campbell is not responsible for accidents, injury, illness or loss of group or individual property.

E. CANCELLATIONS/REFUNDS

The City's cancellation policy has been developed to discourage the ~~last minute~~last-minute cancellation of events. If a cancellation is received on short notice, the City's ability to re-rent the facility is severely limited. The cancellation/refund policy is structured to offer the greatest refund in instances where the

City has the highest probability of re-renting the facility.

1. In the event that cancellation of a confirmed reservation is necessary, it is the Permittee's responsibility to provide immediate **written** notification of such intent to cancel use (email or f~~F~~ax is acceptable: 408-374-6965). City staff will not be held responsible for cancellations made by telephone. The earlier the notice is provided, the greater the refund of use fees. The refund schedule has been set to cover City costs and loss of potential revenues. ***NOTE: Cancellations will only be accepted from the Permittee (the person who signed the reservation application), not from anyone else acting ~~in~~ on their behalf. This policy is designed to prevent the unauthorized cancellation of an event.***

2. Refunds for cancellation of weekend uses of the banquet halls will be granted on the following basis:
   a. Cancellations received more than four (4) months in advance of the scheduled use will receive a refund of the full amount paid less a $75 cancellation fee and the $25 processing fee. (COST: $100)
   b. Cancellations received 3 - 4 months in advance will receive a refund of the full amount paid less a $175 cancellation fee and the $25 processing fee. (COST: $200)
   c. Cancellations received 2 - 3 months in advance will receive a refund of only 50% of their facility use fees including a $25 processing fee. (MAXIMUM COST: $300)
   d. Cancellations received 1 - 2 months in advance will receive a refund of only 25% of their facility use fees including a $25 processing fee. (MAXIMUM COST: $400)
   e. Cancellations received less than one (1) month in advance will receive a refund only of fees paid in excess of $500 including a $25 processing fee. (MAXIMUM COST: $500)
3. Refunds for cancellation of all other uses will be granted on the following basis:
   a. Cancellations received more than two (2) weeks in advance of the scheduled use will receive a refund of the full amount paid less the $25 processing fee and a $25 cancellation fee. (COST: $50)
   b. If notification is received less than two weeks in advance and more than 24 hours in advance, 25% of facility use fees, plus the $25 processing fee, and $25 cancellation fee will be retained. (MAXIMUM COST: $125)
   c. If less than 24 hours' notice of cancellation is provided, full use fees will be charged/retained; no refund will be provided.
4. The City of Campbell reserves the right to cancel any use of facilities and/or equipment in emergency situations or when deemed necessary for the safety and best interests of the customers, the City of Campbell, and all concerned. In such cases, City will provide a full refund of all fees and deposits paid.

F. GENERAL REGULATIONS

1. Only ~~trained~~ City staff ~~is allowed to~~can operate the audio/visual equipment and dividing wall in the OCBH. In addition, only City staff can move tables or chairs. Your event set-up needs to be completed and provided to the Campbell Community Center one (1) week prior to the scheduled event. Any changes to that agreed upon set-up must be completed by the City staff on-site. Call the staff person on duty for assistance at (408) 761-0350.
2. Any person(s) violating the established Rules and ~~Regulations, or~~Regulations or constituting a public nuisance may be required to leave the facility and premises.
3. Groups composed of minors must be supervised by one (1) adult for each twenty (20) minors throughout use of Community Center facilities. Children must be under adult supervision at all times. Children are not allowed to run around the facility unsupervised.
4. For customer comfort, energy efficiency and consideration of our neighbors, all doors and windows must remain closed throughout the entire event.

Commented [LM2]: This addition addresses safety of and the preservation of Community Center equipment.

5. ADVERTISING AND SIGNAGE:
   a. Posting of flyers, signs, handbills, etc. on the Community Center buildings, posts, windows, doors, trees, kiosks, or other structures is strictly prohibited. Adequate signage exists to guide guests to your rented room. Permittees should be very specific on their invitations to provide guests with the specific name (Orchard City Banquet Hall, Roosevelt Redwood Room, etc.) and/or Room number (Q-80, E-46, etc.) of the facility they have rented for their event. Any signs or flyers found posted will be immediately removed and are subject to removal fees of $25/sign. Directional sandwich signs are available for your use with advance notice, and subject to the fees outlined in Exhibit A.
   b. Events held at the Community Center and open to the public are eligible to be advertised on the reader-board sign, subject to the applicable fees and charges. See On-Site Publicity Administrative Policy for more information.
   c. Events advertised by mailed flyers are required to list the Permitee's phone number for directions or questions (do not list the Community Center phone number!). Permittee is required to list the correct room number for the room where the event is held on all fliers (do not list the Community Center Office suite number!). Misinformation on event publicity that causes undue~~o~~ additional work for Community Center staff is cause for additional charges for staff time.
   d. Internet Advertised Events:
      Meetings/events inviting persons unknown to the host(s), via the Internet, will be allowed only under the following circumstances:
      - Advertisement must state that participants must register in advance;
      - Registration system must be capable of maintaining a current count of registrants;
      - Registration is capable of being closed once the registration reaches the maximum capacity of the room;
      - All advertising, location, and directions to the meeting must be removed from the Internet once the maximum capacity has been reached.
      - A staffed check-in table is required where registrants are checked-in and the number of participants who have entered the premises is readily available. Once the maximum capacity of the room is attained, absolutely no additional persons are to be admitted.

      NOTE: The existing prohibition on dances and/or parties open to the general public (see Section III-B-1 on page 7) remains in effect. Room occupancy limits will be enforced for all events.
6. Permittees are only to use those facilities and equipment specifically designated on the Facility Reservation Contract. Staff on duty does not have the authority to grant use of additional facilities, equipment, or time extensions**.** Any time the facility is occupied beyond the scheduled time will be billed at 1½ times the standard rate for the overtime use. Use or occupancy of the facility beyond 12:00 midnight will cause forfeiture of Permittee's entire damage deposit.
7. Tables and chairs are to be used indoors only and only for the specific use for which they are intended. Standing on tables or ~~chairs, or~~chairs or sitting on tables is prohibited.
8. SMOKING IS NOT PERMITTED IN ANY INDOOR AREAS, and recent State Law prohibits smoking within 20 feet of a door or operable window to a public building. Permittees are responsible to make sure their smoking guests are respectful of these regulations and other users of the Community Center.
9. Card Games, Games of Chance, Raffles and Lotteries are governed by the California Department of Justice. Non-profit organizations desiring to conduct a fundraiser using controlled games (Casino Nights or other gambling events) as a funding mechanism are subject to the limitations of the law as outlined in Chapter 5 of Division 8 of the CA Business and Professions Code (see Section 1, Article 17 commencing with Section 19985). Web Reference: https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=BPC&division=8.&title=&part=&chapter=5.&article=17. ~~http://ag.ca.gov/gambling/pdfs/ab389.pdf~~ The law specifies that:
   a. Non-profit organizations must have been in existence and operation for at least 3 years and

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must register annually with the Division of Gambling Control;

b. Organizations are limited to one such event (5-hour limit) per year;

c. At least 90% of the gross revenue from the fundraiser (not including facility use fees) must go directly to the non-profit organization;

d. No cash prizes or wagers may be awarded to participants and maximum value of donated prizes shall not exceed $500 for an individual prize and $5,000 for the total value of all prizes awarded.

e. The hosting organization is required to register their event with the CA Department of Justice and is subject to their reporting requirements following the event.

f. The Community Center is limited to holding no more than four such fundraisers in any calendar year, even if sponsored by different nonprofit organizations. Please inquire if you desire to conduct such an event.

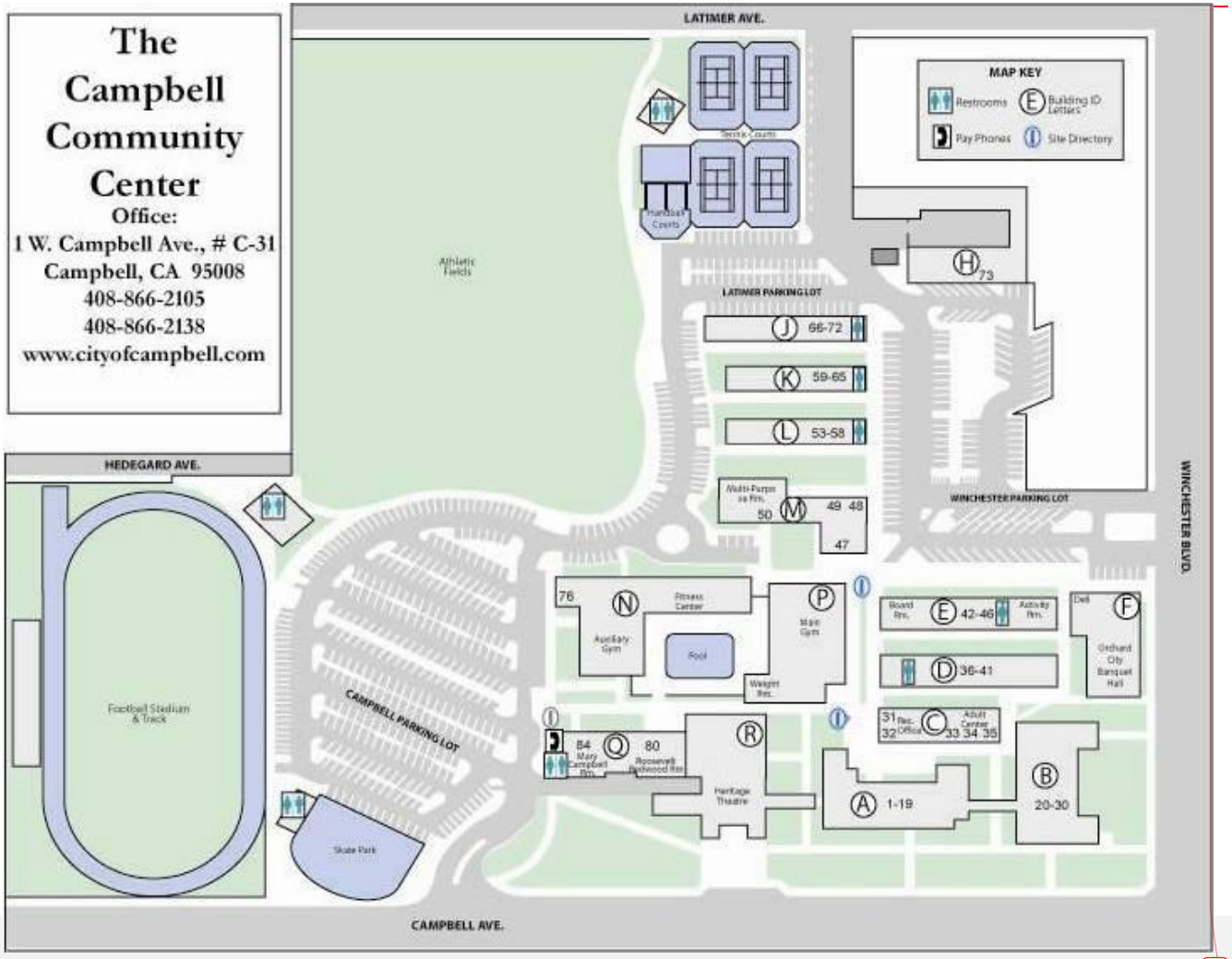
g. Raffles conducted by non-profit organizations are authorized by California Penal Code Section 320.5, provided the following conditions are met:

- Tickets must be sold with a detachable coupon or stub;
- Winners must be determined by drawing coupons or stubs by a person 18 years of age or older;
- At least 90% of the gross receipts must go to charitable or beneficial purposes;
- The host organization must register annually with the State Department of Justice and report gross receipts, operational expenses, and distribution of funds.

h. ~~With the exception of~~Except for the State Lottery, lotteries or raffles by individuals or organizations under conditions other than those described above are illegal.

i. No Bingo game shall be conducted by any organization or other legal entity on city property unless first approved by the Chief of Police and the use of city property has specifically been approved for this purpose by the City Council. (Ord. 1128 1 (part), 1977: Ord 1049 (part), 1976).

10. The Recreation and Community Services Director or other duly authorized representative on duty shall have the right to enter all facilities at any time during any and all uses.
11. Permits/reservations cannot be transferred, assigned or sublet.
12. The Recreation Services Manager shall regulate or prohibit such activity or use, which in his/her judgment is determined to be of a hazardous nature or is potentially dangerous or damaging to property or is not in the best interests of the citizens of the City of Campbell.
13. Businesses or organizations wishing to hold an auction are required to obtain approval from the Campbell Police Department, purchase a Campbell Business License and provide proof of liability insurance See Section V.D. (Liability /Insurance Requirements) for insurance requirements.
14. The misuse of the Community Center, failure to conform with facility regulations, or any other Federal, State or local law, rule, regulation or ordinance shall be sufficient reason for immediate termination of permit. No refund will be granted. This shall include overcrowding of the posted maximum capacity for the room in use, serving alcohol to minors, and the presence/serving of hard alcohol.
15. The City Council shall have the authority to waive or modify these rules at their discretion. Any and all requests/variances shall be considered individually and shall not be automatically applied as a matter of precedent to past or future uses of a similar nature. Waiver of any stated rule shall be directed, in writing, to the Director of Recreation & Community Services at least 90 days prior to the date of use.
16. The City reserves the right to amend fees and charges as deemed necessary. Previously approved reservations will not be affected by new rates.
17. Firearms, weapons and open flames are prohibited pursuant to Municipal Code Chapter 13.04
18. This Building Use Policy supersedes any policy now in effect and will take effect on ~~January~~ July ~~19~~19, ~~2019~~2020.



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City of Campbell
Recreation & Community Services Department
COMMUNITY CENTER

ACCESS TO WiFi AT THE COMMUNITY CENTER

WiFi is generally available at the Community Center ~~in the area surrounding the Heritage Theatre~~..

~~WiFi is also available in the Roosevelt Redwood Room (Q80) and the Mary Campbell Room (Q84) as well as in the backstage area of the Heritage Theatre.~~ Access to ~~these areas~~Wifi is available only through a scheduled use of ~~those~~ Community Center facilities, subject to applicable facility use fees. As with all WiFi systems, connection speeds may be slower when there are many users on the system. For classroom purposes, no more than 40 are recommended to be on the system at the same time.

Any facility rental client who is counting on the availability of WiFi services for the success of their use is required to notify Community Center office staff at the time they make their reservation (minimum 10 days in advance). If client requests the City's IT staff to perform a check of the system to assure its availability, that service can be provided for an IT service fee of $50.00. City IT staff will then check the system to assure that the Internet connection and WiFi is properly working and/or make the necessary repairs, if possible, by the time of the scheduled use. NOTE: City Information Technology staff are available to meet with facility rental clients during the City's normal operating hours, and are not available on nights, weekends or City Holidays.

The City's IT staff will not configure or troubleshoot WiFi connection issues with non-City owned devices connecting to the WiFi service. The system check will be a verification that a City laptop can connect to the WiFi service, and subsequently connect to the Internet. The client/facility user is responsible for making sure that their clients'/students' laptops don't have any compatibility issues, and getting them set up on the wireless connection. Each computer can be different and City staff cannot provide this level of individual service – that is the client's responsibility.

The City shall not be responsible for any downtime on the Comcast-provided WiFi. If Comcast has a system-wide or area wide system failure affecting service in the Community Center, the City shall not be responsible for this service failure and the fees paid for the rental of the room shall remain in force and not subject to forfeiture for this reason.

City of Campbell
Recreation & Community Services Department
COMMUNITY CENTER

ON-SITE PUBLICITY POLICY

Purpose

The purpose of this policy is to establish guidelines for the placement of allowable publicity on the Community Center site, including, but not limited to use of the Reader B~~b~~oard/marquee, banners, posters, and flyers that will be both effective and attractive, while not being a nuisance or distraction or otherwise detract from the aesthetics of the Community Center.

Multimedia Reader Board Sign

The Reader Board sign is available to publicize the following activities:

1. City events and activities including events sponsored by non-profits that exist solely to support City programs (i.e. Friends of the Heritage Theatre and the Museum Foundation);
2. Heritage Theatre season show sponsors;
3. Notice of upcoming Campbell High School reunion events;
4. Major community events that are co-sponsored (officially recognized, approved and/or subsidized) by the City or require downtown street closures, or held in City parks or facilities;
5. Messages regarding youth sports league sign-ups occurring at the Community Center;
6. Messages regarding free meetings and events of general public interest sponsored by public agencies or legislators serving the Campbell community.
7. Messages from outside organizations may appear no more than 4 weeks in advance of the event date.
8. Messages are subject to fees as outlined in the fee schedule below, with the following exceptions:
    a. Events or meetings administered by the City of Campbell;
    b. Notices from local community or business organizations regarding public events, meetings or activities co-sponsored by the City and occurring in City Parks, facilities, or the downtown;
    c. Notices from other public agencies or legislators serving the Campbell community regarding public forums, Town Hall meetings or other public meetings of general interest to the community (messages for fundraisers are not subject to fee exceptions);
    d. Notices from public schools regarding free events or meetings of general public interest (messages for fund-raisers or special events involving an entry fee not subject to fee exceptions).

Banners & Signs

1. All signs and banners must be approved, in advance, by the Recreation Community Services Director, or his/her designee.
2. Signs and banners are allowed only on the day of the event to help guide

Attachment: CCC Building Use Policy Red-lined Version for 7.7.20 (Community Center Building Use Policy)

patrons to the activity, and they are allowed only in the specific location(s) approved by City staff. Banners may not be hung or attached to existing fences and signs. The only building that may be used to display banners is the Concession Stand building and only for events that are being held in the Stadium and/or Athletic Fields.

3. Signs must be hung in a manner that will cause no permanent damage to the building or facility. Nails and tape shall not be used to hang banners or signs. Penetrations in landscaped areas shall be approved, in advance, by the Grounds Maintenance Supervisor or his/her designee so as to avoid damage to irrigation and other underground piping. Banner Hanging Fees are outlined in the fee schedule below. All banners must be professional vinyl banners with side sleeves for side posts or metal grommets for plastic ties or carabineers. The banner and all hanging devices must be completely removed immediately following the event (same day). The City is not responsible for banners left for more than 10 days after the event.

Posters & Flyers

1. Posters or flyers advertising events/programs of general public interest relating to recreational, cultural, athletic, community education, or social services available, may be submitted from public agencies, non-profit organizations and Community Center tenants to be displayed in the Community Center's display case at the west end of Building E. All posters/flyers are subject to the approval of the Recreation & Community Services Director or his/her designee and must be professional in appearance (no handwriting). Posters will be displayed as space and time permit.
2. Posters regarding events occurring in the Heritage Theatre or at the Community Center may be submitted for display, up to one month in advance, in the (3) kiosk directories on-site. Posters shall not exceed 12" wide x 17" length, must be professionally printed (not hand-written) and will not be returned to the provider.
3. Only flyers regarding events provided by the City of Campbell or events occurring in the Heritage Theatre may be submitted for display in the various (5) pedestrian kiosks on-site. These signs shall be laminated, and finished size shall be exactly 8½" x 11". Flyers shall be delivered to the Community Center Office, #C-31 at least one week in advance of desired posting date and no more than one month in advance of the event date.
4. Posters/flyers for private businesses will not be posted.
5. Posters, flyers and directional signs shall not be attached to the exterior of any building, post, wall, fence, sign, kiosk or other structure of any type. When they are found they will be immediately removed and any costs for removal and/or repair of damage (paint removal) will be billed to the sponsoring agency or individual.
6. Flyers, handbills, coupons or other literature may not be distributed by hand, left on vehicles or otherwise distributed on site at the Campbell Community Center.

Directional Signs

1. The signage program at the Community Center is sufficient to direct visitors to any room on campus, provided the visitor has the correct name or room number of their intended destination.
2. Informational and directional signs for events being held at the Community Center are allowed only when scheduled in advance with the Reservations~~-~~ ~~Clerk~~Staff and posted in/on the provided plastic A-frame signs. When customer provides the sign(s) there is

no charge for this service. If ~~we~~ the City provides signs, the cost is $25 to cover staff time to prepare signs. Signs must be computer-generated and attractive; hand-printed signs will not be allowed. Signs are for interior site use only. Signs of any kind are not allowed on the public right-of-way (visible from Campbell Ave., Winchester Blvd., or Latimer Ave.).

Fees

Readerboard Messages	$33/message/week
Modifications to Readerboard Messages	$15/message
Banner Hanging	$25/banner
Directional Signs created by City staff	$25/set
~~Directional A-Frame Signs~~	~~$10/day~~

Commented [LM5]: If signs are provided by the rental these A-Frame signs are included in rental price.

All fees are payable, in advance, to the City of Campbell in the Community Center main Recreation Office C-31. ~~Office #C-31~~.

COMMUNITY CENTER BUILDING USE FEES – OFF PEAK

C. Facility rental fees for uses occurring during off-peak (normal operating) hours shall be assessed as follows:

(Monday through Thursday, 8:00am - 10:00pm and Fridays 8:00am to 5:00pm, except on recognized City holidays)

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			FREE EVENT		ENTRANCE / ADMISSION FEE	
		Private Individual Base Hourly Rate	Non-Profit Hourly Rate	For Profit Org.	Private Ind. / For Profit Org.	Non-Profit
Orchard City Banquet Hall with Kitchen	per hr.	$133	$112	$173	$173	$133
Orchard City Banquet Hall (North or South)	per hr.	$92	$66	$107	$107	$92
Kitchen in OCBH	per hr.	$56	$51	$61	$61	$56
Roosevelt Rm. (Q-80)	per hr.	$87	$61	$102	$102	$87
Mary Campbell (Q-84)	per hr.	$66	$51	$77	$77	$66
Multi-Purpose (M-50)	per hr.	$82	$51	$92	$92	$82
Adult Ctr. Meeting Room (C-35)	per hr.	$61	$41	$71	$71	$61
Dance Studios (M-47, N-76)	per hr.	$61	$51	$71	$71	$61
Activity Rm. (E-46)	per hr.	$66	$51	$77	$77	$66
Conference Rm. (E-44)	per hr.	$46	$36	$56	$56	$46
Board Rm. (E-42)	per hr.	$46	$36	$56	$56	$46
Main Gym (Bldg. P)	per hr.	$66	$56	$77	$77	$66
Auxiliary Gym (Bldg. N)	per hr.	$56	$46	$66	$66	$56
CCC Plaza	per hr.	$41	$36	$46	$46	$41

*A 2% Facility Preservation Fee is added to the hourly rate and is charged at the time of booking.

COMMUNITY CENTER BUILDING USE FEES - PEAK

D. Facility rental fees for uses during peak (NON-OPERATING) hours shall be assessed as follows:

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		Special Peak Rates	~~Private Individual~~ Base Hourly Rate	FREE EVENT Non-Profit Hourly Rate	~~For Profit Org.~~	ENTRANCE / ADMISSION FEE ~~Private Ind. / For Profit Org.~~	~~Non-Profit~~
Orchard City Banquet Hall w/ Kitchen	per hr.	$77	$245	$194	~~$255~~	~~$255~~	~~$245~~
Orchard City Banquet Hall (North or South)	per hr.	N/A	N/A	N/A	~~N/A~~	~~N/A~~	~~N/A~~
Kitchen in OCBH	per hr.	N/A	$61	$56	~~$87~~	~~$87~~	~~$61~~
Roosevelt Rm. (Q-80)	per hr.	$46	$122	$87	~~$153~~	~~$153~~	~~$122~~
Mary Campbell (Q-84)	per hr.	$41	$87	$66	~~$102~~	~~$102~~	~~$87~~
Multi-Purpose (M-50)	per hr.	$41	$117	$82	~~$128~~	~~$128~~	~~$117~~
Adult Ctr. Meeting Room (C-35)	per hr.	$36	$87	$61	~~$102~~	~~$102~~	~~$87~~
Dance Studios (M-47, N-76)	per hr.	N/A	$77	$66	~~$82~~	~~$82~~	~~$77~~
Activity Rm. (E-46)	per hr.	$41	$87	$66	~~$102~~	~~$102~~	~~$87~~
Conference Rm. (E-44)	per hr.	$31	$71	$51	~~$82~~	~~$82~~	~~$71~~
Board Rm. (E-42)	per hr.	$31	$71	$51	~~$82~~	~~$82~~	~~$71~~
Pre-School Rm. (M-49)	per hr.	N/A	$71	$51	~~$82~~	~~$82~~	~~$71~~
Main Gym (Bldg. P)	per hr.	$36	$82	$66	~~$102~~	~~$102~~	~~$82~~
Auxiliary Gym (Bldg. N)	per hr.	$31	$66	$51	~~$77~~	~~$77~~	~~$66~~
CCC Plaza	per hr.	$36	$51	$46	~~$56~~	~~$56~~	~~$51~~

*A 2% Facility Preservation Fee is added to the hourly rate and is charged at the time of booking.

COMMUNITY CENTER BUILDING USE FEES

E. Processing Fees

1. All applications are subject to a non-refundable $25 Processing Fee.
2. Any changes in time, date(s) or use made to a multi-use permit, or made less than thirty (30) days prior to a one-time use, are subject to an additional $25 Processing Fee.

F. Additional Charges

1. All hourly fees are subject to a 2% Facility Preservation Fee. The Preservation Fee is calculated at time of permit and all fees are due at time of payment.
2. A janitorial service fee of $50 - $125 may be required on rentals. The fee will be based on the number of people in attendance, room reserved, and if food/drinks are present during the rental. Fee will be assessed at time of reservation.
3. Uses which extend beyond the approved reserved time will be charged at 1½ times the normal rental rate.
4. Uses which extend beyond 12:00 midnight will be charged at two (2) times the normal rental rate.
5. Reservations for recognized City holidays are subject to additional fees to cover staff holiday pay (1½ times the normal rental rate), when staff can be obtained to take the assignment.
6. An IT Service Fee of $50 will be charged for any requests to verify availability of Wi-Fi in rooms Q-80 or Q-84 for classroom or training use purposes.

G. Deposits

1. Refundable cleaning/damage/security deposits are required for the following uses in the following amounts:

Facility	FY ~~18/19~~ 20/21
a) Use of Orchard City Banquet Hall	$500
b) Uses of Roosevelt Room (Q-80), Multi-Purpose Room (M-50), or Activity Room (E-46)	$300
c) Uses of ~~Activity or~~ Meeting Rooms	$100
d) Uses of Gymnasiums	$100
e) Plaza	$100

2. The City reserves the right to deduct from the damage deposit additional charges relating to, but not limited to, janitorial services, maintenance/repair services, staff supervisor's time, or emergency services that were required as a result of your use.
3. Deposits may be fully or partially withheld for any of the following reasons:
   a. Facility use fees for time used in excess of that reserved.
   b. Damage to facility or equipment.
   c. Misuse of the Community Center (refer to item F-3 in Section V).
   d. Inadequate cleanup by customer requiring additional custodial time/services after customer's use.
   e. Damage to landscaping and/or outdoor equipment; or
   f. Misrepresentation of the type of event held, or group/individual actually using the facility.
4. If additional fees due exceed the amount of deposit, customer will be billed for the balance.
5. Deposits, less any applicable additional charges, will be processed through the City's Finance Department, approved by City Council, and returned to the customer by mail within 30 days of the date of last use.
6. It is the customer's responsibility to keep the Campbell Community Center office informed of any address, or telephone changes that may affect the prompt return of the customer's deposit.

H. Equipment Rental & Fees

For the convenience of facility users, the City will make available the listed equipment for use in/on City facilities. This equipment is available exclusively for use on/at City facilities and may not be rented for personal or off-site use.

1. **Reservations**

Equipment must be reserved at least ten (10) days prior to the desired date of use on the Facility Use Reservation form.

Meeting Room Equipment	FY 20/21~~18/19~~
a) Coffee Urn - 100 Cup	$10 per day
b) Coffee Urn - 35 Cup	$5 per day
c) Directional Sandwich Signs	free with room rental
d) LCD Projector	$100 per day
e) Podium	free with room rental
f) Portable Easel (Each Easel)	$5 per day
g) Portable Easel with Easel Pads (Each Easel)	$25 per day
h) Portable Projection Screen	$10 per day
i) Portable PA Systems	$50 per day
j) Stanchions	$25 per day
k) TV & DVD/VCR on Cart	$25 per day
l) Microphone	$10 per day
Athletic Equipment	**FY ~~18/19~~20/21**
a) Basketball Scoreboard Control (portable)	$25 per day
b) Football Scoreboard Control	$10 per day

CITY OF CAMPBELL

RECREATION & COMMUNITY SERVICES DEPARTMENT

Building Use Policy

FOR THE
CAMPBELL COMMUNITY CENTER
1 WEST CAMPBELL AVENUE, #C-31
CAMPBELL, CA 95008

TELEPHONE: (408) 866-2104
FAX: (408) 374-6965
WEB SITE: www.campbellca.gov

Office Hours
8:00 a.m. – 5:30 p.m. Monday - Thursday
8:00 a.m. – 5:00 p.m. Friday

Fees Approved by City Council on TBD
Effective July 8, 2020

Attachment: CCC Building Use Policy Clean Version for 7.7.20 (Community Center Building Use Policy)

Campbell Community Center
BUILDING USE POLICY

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Attachment: CCC Building Use Policy Clean Version for 7.7.20 (Community Center Building Use Policy)

I. INTRODUCTION

The Campbell Community Center is a unique community service complex. The site, which formerly housed the city's only high school, was purchased by the City of Campbell from the Campbell Union High School District in August of 1985. The facility was purchased primarily for the purpose of preserving its open space and recreational facilities for the use and enjoyment of the citizens of Campbell. An added highlight was the preservation of the beautiful historic buildings that front Campbell Avenue. Many of the classroom buildings are leased to various non-profit organizations, educational institutions and small businesses for the purpose of generating revenue to off-set the facility's operational costs. The City reserves specific areas to house the variety of recreation programs offered for citizens of all ages. The offices for the City's Recreation and Community Services Department are located on-site (Building C, Room 31).

When the City is not using the facilities for its classes and programs, it makes them available to the community for social, educational, athletic, and cultural activities. The available facilities include two banquet halls, several meeting rooms and classrooms, two gymnasiums, the football field, the plaza and adjacent athletic fields. In 2004 the City opened the newly renovated 800-seat Heritage Theatre. The policies governing the use of this facility are not contained within this policy, and are available by contacting the Theatre Manager at (408) 866-2797 or visiting our website at www.campbellca.gov.

The purpose of the Building Use Policy is to assure that the facilities are utilized for recreational, cultural, educational, social and community service functions that meet the needs and interests of the community, as well as to set clear policies, procedures, regulations and rental fees regarding such uses.

II. FACILITIES AVAILABLE

ORCHARD CITY BANQUET HALL (OCBH)

Maximum occupancy:

	OCBH (Full Hall)	OCBH North or South
Banquet Seating	299	125
Theater Seating	400	200
Classroom Seating	75	75

The Orchard City Banquet Hall (OCBH) is air-conditioned, has vinyl flooring and is suitable for large social gatherings, wedding receptions, banquets, meetings, etc. A dividing wall can separate this hall into two smaller rooms. It is equipped with wheelchair accessible restrooms, a full-service kitchen, wet bar and a lobby area that is immediately adjacent. Included in hall rental are tables, chairs, stage, piano, state of the art audio/visual equipment, and City staff to set-up and take-down City equipment and furnishings.

KITCHEN (in Orchard City Banquet Hall) Maximum occupancy: 15

The full service kitchen contains ample stainless steel tables and counters, large stainless steel sinks (no garbage disposal), 2 Blodgett ovens, a 12 burner gas range, a microwave, and a large walk-in refrigerator. A separate back entry provides convenient caterer access. *NOTE: Utensils, cookware, silverware, dinnerware, towels, potholders, sponges, cleaning supplies, etc. are not provided.*

ROOSEVELT REDWOOD ROOM (Q-80) Maximum Capacity: Banquet Seating - 125
Theater Seating - 200
Classroom Seating - 75

The Roosevelt Redwood Room (Room Q-80) is air-conditioned, has vinyl flooring and is furnished with motorized window shades. It is suitable for small social gatherings, wedding receptions, meetings, activities, etc. An adjacent kitchen contains a large refrigerator and freezer, a sink (no garbage disposal), an oven, microwave, and ample counter/work space. Public restrooms are located at the west end of the building. Included in room rental rates are tables, chairs and staff to set-up and take-down of City's equipment and furnishings. *NOTE: Utensils, cookware, silverware, dinnerware, towels, potholders, sponges, cleaning supplies, etc. are not provided.* Wireless Internet access is generally available; inquire at time of reservation if verification of availability is requested for classroom or training purposes. See WiFi Access on page TBD.

MARY CAMPBELL ROOM (Q-84) Maximum occupancy: Theater Seating – 75
Classroom Seating – 50

The Mary Campbell Room (Room Q-84) is air-conditioned, has vinyl flooring, and offers tiered seating ideal for conferences, trainings and speaker meetings. Motorized window shades and a projector screen are included. Public restrooms are located nearby. Included in room rental rates are tables, chairs and staff to provide set-up and take-down of City's equipment and furnishings. Wireless Internet access is generally available; inquire at time of reservation if verification of availability is requested for classroom or training purposes. See Exhibit B.

MULTI-PURPOSE ROOM (M-50) Maximum occupancy: Banquet Seating - 100
Theater Seating – 120
Classroom Seating – 50

The Multi-Purpose Room (Room M-50) is tiled and air-conditioned. It has mirrors on two walls. An adjacent kitchen contains refrigerator, sink (no garbage disposal), a microwave and ample counter space. Restrooms are located inside the room. Included in rental rates are tables, chairs, and staff to provide set-up and take-down of City's equipment and furnishings. Customers must provide all their own utensils, towels, sponges, etc.

ADULT CENTER MEETING ROOM (C-35) Maximum occupancy: Banquet Seating - 60
Theater Seating - 80
Classroom Seating - 25

The Adult Center (50+) Meeting Room (Room C-35) is carpeted and air-conditioned. It contains counters, a small sink (no disposal), kitchenette (including a microwave oven), and a piano. Alcoholic beverages are not allowed in this room. Included in rental rates are tables, chairs, and staff to provide set-up and take-down of City's equipment and furnishings.

BOARD ROOM (E-42) Maximum occupancy: Theater Seating - 29
Classroom Seating - 20

The Board Room (Room E-42) is has vinyl flooring, a built in counter with a sink (no disposal) in one corner, and air conditioning. This room is furnished with motorized black-out shades, and a white board. Included in the Board Room rental rates are tables, chairs and staff to set-up and take-down the City's equipment and furnishings.

ACTIVITY ROOM (E-46) Maximum occupancy: Banquet Seating - 49
Theater Seating - 49
Classroom Seating - 25

The Activity Room (Room E-46) has vinyl floors, tall ceilings with exposed ducting, motorized black-out shades, a whiteboard and air-conditioning. There is a large kitchen with ample counter space, refrigerator oven, stove-top, microwave and sink (no garbage disposal). Included in Activity Room rental rates are tables, chairs, and staff to provide set-up and take-down of City's equipment and furnishings. *NOTE: Utensils, cookware, silverware, dinnerware, towels, potholders, sponges, cleaning supplies, etc. are not*

provided.

DANCE STUDIOS (M-47 & N-76)

Maximum occupancy: 20

The Community Center has two (2) Dance Studios. N-76 has a hardwood floor and M-47 has a Marley Floor. Both spaces have ballet bars and mirrors. Available for rent for dance classes and similar type uses. *NO food, beverages, smoking or hard-soled shoes are allowed.*

MAIN GYMNASIUM (Bldg. P) Maximum occupancy: 180 in bleachers
100 on floor

The Main Gymnasium offers spectator seating for 180 in bleachers, six (6) basketball standards, two (2) volleyball courts, a hardwood floor, basketball score clock (additional charge), a lobby with restrooms and a ticket booth. *NO food, beverage, smoking or hard-soled shoes allowed.*

AUXILIARY GYMNASIUM (Bldg. N) Maximum occupancy: 100

The Auxiliary Gym offers six (6) basketball standards, one (1) volleyball court, a hardwood floor, and score clock (additional fee). No spectator seating is available. One restroom is immediately adjacent. *NO food, beverages, smoking or hard-soled shoes are allowed.*

ORCHARD CITY PLAZA Maximum occupancy: 100

The Plaza located adjacent to the OCBH and Building E may be available to rent on an hourly basis for private parties and receptions. The area is equipped with outside electrical and may be rented in conjunction with the OCBH. Reservation of this area cannot restrict access to OCBH or any other CCC rooms, and must be cordoned off to identify the parameters of the event. Requests to serve alcohol/food, utilize amplified sound or to set up tables and chairs will be subject to approval by the Director of Recreation and Community Services as well as the Chief of Police. Tables, chairs or other City equipment is not included in the rental price and is not available.

III. COMMUNITY CENTER BUILDING USE PRIORITIES

A. Priority for booking facilities will be given in the following order:

First priority:

- City of Campbell programs and events
- **Non-profit organizations and foundations that exist solely for the purpose of supporting City programs and activities***
- **Free public meetings held by elected representatives serving the Campbell area***
- **Local election candidate forums sponsored by a non-profit organization, polling and/or trainings offered by the local Registrar of voters***
- **Free meetings offered by either of the Campbell school districts (CUHSD and CUSD) ***
- **Free public meetings by other governmental agencies that serve Campbell residents***
- **Events by non-profit organizations who have assumed leadership for events once provided by the City***
- Programs and activities offered by local non-profit organizations
- Community Center Tenants
- Events sponsored by/for Campbell High School Alumni groups
- Meetings or trainings by school districts or other governmental agencies that are not open to the public

(CUHSD, CUSD, and Registrar of voters are each eligible for up to three reservations per calendar year at no charge)

*The bolded groups listed above can utilize the facility during non-peak hours free of charge. This will include basic staffing levels (i.e. building attendants or 2 technical staff) any services above basic staffing levels will have fees assessed at the time of booking. During peak hours the bolded groups listed above utilize the special rates listed in the fee schedule.

Second priority:
Private meetings, groups, parties, banquets, and social events.

To qualify for non-profit rates, customers must provide a copy of their letter of non-profit status from the California Secretary of State's office with their non-profit ID number indicated and must pay with an organization check or charge card. Organization name on letter of non-profit status, check/charge card, and permit must all be in the same name.

NOTE: ***Businesses renting the facilities for the purpose of sales must obtain and provide proof of a Campbell Business License, available from the Finance Department's office at Campbell City Hall.***

B. Applications for the following types of uses will not be accepted:
1. Dances or parties advertised and open to the general public.
2. Events in the honor of a minor where alcohol is served.
3. Events offering Carnival rides/activities or gambling and/or games of chance (unless a permit has been obtained from the State Department of Justice and has been approved by the Police Chief).
4. Events advertised over the Internet where advance registration is not required.

To qualify for the Campbell residency, it is the Campbell resident who must make the reservation, sign the form, be responsible for the event and behavior of guests, and pay all applicable fees.

IV. RESERVATIONS

A. APPLICATIONS
1. Application may be made in-person or in writing at/to the Campbell Community Center office a minimum of ten (10) days prior to the desired date of use. Call (408) 866-2138 for an appointment between the hours of 8:00am - 5:30pm Mondays through Thursdays and 8:00am – 4:30pm on Fridays.
2. All applicants must be at least 18 years of age or older (21 if alcohol is being served) and must be present throughout the entire use of the facility.
3. Full rental fees and applicable deposits are due at the time the reservation is made. ***NOTE: VISA, MasterCard, American Express and Discover charge cards are accepted. Uses will not be confirmed or approved until all fees are received.***
   a. Applicants reserving facilities less than thirty (30) days in advance must pay in cash, Cashier's check, VISA, MasterCard, American Express and Discover or by guaranteed money order. Personal or business checks will NOT be accepted less than 30 days prior to intended use.
   b. Non-Profit applicants who reserve for multiple uses (daily, weekly or monthly uses on one application) may qualify for monthly payments.
   c. In all cases, payment must be made a minimum of ten (10) business days in advance of use.
4. No events may be scheduled before 8:00 a.m. or past 12:00 midnight (10:00pm on Sunday

through Thursday evenings). No overnight uses allowed. The time reserved must be inclusive of whatever time is needed to set-up, decorate, etc. and clean-up at the conclusion of your use. The time stated on your application should be the actual time you wish to gain entry to the facility (not the time the event/function begins), and the time you anticipate being cleaned-up and gone. Do not expect entry before your scheduled time.

5. Some uses may require that the applicant obtain a Certificate of Insurance (see Section V-D on page 10), or hire security (see Section V-B-8 on page 9). These requirements will be noted on Facility Reservation Contract. Proof of security must be provided thirty (30) days prior to the event. If requirements are not met thirty (30) days prior, the Facility Reservation Contract is subject to cancellation.
6. You must make an appointment to view the facilities. Appointments may be scheduled with the Community Center staff (408-866-2104). Facility availability varies and needs to be confirmed prior to making the appointment.
7. Applications are not confirmed until applicant receives an approved Facility Reservation Permit. Absolutely no publicity or invitations should be distributed until the applicant receives official confirmation of the room reservation. When security or insurance are required; applicant must meet requirements at least thirty (30) days prior to event/scheduled use or reservation will be subject to cancellation.

B. WHEN TO APPLY FOR USE

1. Weekend Uses of Orchard City Banquet Hall:
Applications for weekend (Friday night, Saturday, Sunday) uses, such as wedding receptions may be filed up to one (1) year in advance of the desired date (Campbell Residents). If the year prior date falls on a Saturday, Sunday, or holiday, applications will be accepted on the following business day. Non-residents of the City of Campbell can apply ten (10) days later, thereby providing residents with ten full days of priority.

2. Weekend uses of the Roosevelt Room (Q-80), Multi-Purpose Room (M-50) and Activity Room (E-46):
Applications for weekend (Friday Night and anytime Saturday or Sunday) uses, such as wedding receptions may be filed up to six (6) months in advance of the desired date for Campbell Residents. If the six-month prior date falls on a Saturday, Sunday, or holiday, applications will be accepted on the following business day. Non-resident of the City of Campbell can apply ten (10) days later, thereby providing residents with ten (10) full days of priority.

3. Other Uses:
Weekday uses, all Gym uses, and weekend uses of all other facilities may be submitted according to the following schedule:

FOR THE PERIOD OF:	GROUP	APPLY ON:
January 1 through May 31	**City, Tenants & Non-Profits**	**November 15**
	All Others	**November 25**
June 1 through August 31	**City, Tenants & Non-Profits**	**April 15**
	All Others	**April 25**
Sept. 1 through December 31	**City, Tenants & Non-Profits**	**July 15**
	All Others	**July 25**

Attachment: CCC Building Use Policy Clean Version for 7.7.20 (Community Center Building Use Policy)

3. Exceptions:
    a. Major community events open to the general public and deemed to be of significant community interest may be submitted up to one year in advance.
    b. Non-Profit customers that meet on a regular weekly basis and where weekly meetings on the same day, time and place are integral to their success (churches, etc.), and have established a pattern of paying their monthly fees on time, are allowed to book their regular weekly uses up to one year in advance, subject to availability.
    c. Non-Profit groups that wish to conduct a large-scale event (for example a one-day conference) which requires the need to rent multiple meeting and banquet spaces are subject to approval by the Director of Recreation and Community Services.

V. RULES AND REGULATIONS

A. DECORATIONS

Any decorating, or covering of, or changes to the facilities shall be discussed at the time of application. The Permittee shall be responsible for putting up any decorations and all other special preparations necessary for the function. All decorations and tape shall be removed at the conclusion of the function. Permittee shall be responsible for the removal of all decorations, tape, special preparations, Permittee's personal property, and any rented equipment immediately upon the conclusion of their event.

1. All decorations may only be applied with blue masking tape (except on wood floors). The use of cellophane, adhesive tape, nails, staples, screws, etc., is NOT allowed on walls or ceilings. Staples and pushpins are allowed only on tack strips and bulletin boards. All tape and string must be removed from all surfaces and equipment at the conclusion of the event.
2. Decorations may NOT be hung from light fixtures, ceilings, heat detectors, emergency lights, or acoustical wall/ceiling tiles.
3. Open flames (such as lighted candles) are NOT allowed without a permit from the Fire Marshal (Santa Clara County Fire Department), and even then must be in a container that does not allow the flame to exceed the height of the container (i.e.: hurricane lamp) or candle must be floated on water. All decorations must be flameproof or fire retardant.
4. Sterno flames for catering purposes are allowed.
5. Due to the sensitivity of the fire/smoke alarm system and the lingering odor, incense and fog machines are not allowed in the Community Center's facilities.
6. All plants, trees, and shrubs must be in waterproof containers and must be carefully placed so as not to damage floor, tables, or block fire exits.
7. No foreign substance may be applied to the floor.
8. No rice, birdseed, confetti, glitter, or hay bales are permitted at the Campbell Community Center or on surrounding sidewalks and parking lots. Use will cause forfeiture of entire damage deposit.
9. For safety reasons, relocation or rearrangement of City equipment is not permitted. City staff on duty must perform any rearrangement of City furnishings and/or equipment. All doors must be kept clear in the event of an emergency evacuation.

B. ALCOHOLIC BEVERAGES

The use of alcoholic beverages is allowed by prior written permit application only and must be requested at the time of application.

1. Failure to comply with required security, licenses, permits or certificates will result in immediate cancellation of the use and forfeiture of all fees paid.
2. Alcoholic beverages to be consumed on the premises shall be limited to beer, wine and champagne only. Absolutely no hard liquor is allowed.
3. Alcoholic beverages may be served, sold and/or consumed only in the interior of Orchard City Hall, the Roosevelt Redwood Room, Mary Campbell Room, Activity Room, Multi-Purpose Room and

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designated areas of the Orchard City Plaza. Alcoholic beverages are not to be served or consumed outside the specific area/room reserved; guests may not take alcoholic beverages outside into the common areas of the Community Center. Alcohol shall not be served, sold, or consumed in/from vehicles in the parking lot or on the premises.

4. Requests for serving and/or selling alcoholic beverages, in other rooms or common areas, for special occasions must be approved by the Chief of Police, after first receiving the approval of the Director of Recreation and Communication Services. If the presence of alcohol is deemed to conflict with other previously scheduled uses/users, the request may be denied.
5. Alcohol is NOT allowed at youth-oriented events or events held in the honor of a minor (Christenings, birthdays, graduations, coming-out parties, Quinceaneras, Bar or Bas Mitzvahs, etc.).
6. A group or organization wishing to sell alcoholic beverages at their function or provide alcoholic beverages with the cost of a meal or entry fee, must first obtain approval from the Campbell Police Department; and upon approval will be required to obtain, at their own expense, the appropriate permits and licenses **(a 24-hour Liquor License)** from the State Alcoholic Beverage Control Board. A 24-hour liquor license may be obtained at the:

   Alcoholic Beverage Commission, Santa Clara County District Office
   100 Paseo de San Antonio #119
   San Jose, CA 95113
   Telephone: (408) 277-1200
   Evidence of this license must be on file in the Community Center office at least ten (10) days prior to the event/function.
7. Permittees sponsoring events where alcohol is sold will be required to obtain liquor liability insurance with the coverage outlined in items D-3 and 4 on pages 12. Those actually selling the alcohol must have received the required training required by the ABC for alcohol sales (checking IDs, not selling to those already over-imbibed, etc.).
8. **SECURITY -** Permittees sponsoring/hosting events where alcoholic beverages are served or sold may be required, at their expense, to hire security. Approved security services will be required to be present for the duration of the event. ***NOTE: Security may be required and will be arranged by the Campbell Community Center when: alcohol is being served, your event is scheduled for more than 4 hours, and/or you expect/invited more than 100 people in attendance. Security fees due will be those in effect on the date of your event. A pre-event meeting and review will be scheduled with the Campbell Police Department prior to the event date, where the security requirements will be reviewed and confirmed.*** *Security fees will be estimated at the time of your reservation, and are subject to change on July 1 of each year. Current fees in effect on the day of the event will be charged in all cases.*
   - ***a.*** **Police security will be billed at a minimum of 3 hours**
   - ***b.*** **Security requirements: 1 officer for 150 or less in attendance and 2 officers for 151+ in attendance.**
9. The Permittee is responsible for neatly disposing of all beverage containers and cartons in the provided receptacles. Recycling is encouraged and receptacles are provided for your use. If space is limited, please contact the Building Attendant staff for assistance.
10. Excessive spills of any beverages or other substances must be mopped up immediately to prevent accidents. Staff on duty will perform this for you; please notify them as soon as a problem exists so any safety hazards can be eliminated as soon as possible.

C. FUND-RAISING

A fund-raising activity is defined as an event where an admission fee is charged for entry or participation or a donation is collected in order to raise funds for an organization, special cause, or individual. Examples of fund-raisers may include, but are not limited to: Art Fairs where an admission fee is collected, a Crab Feed, Spaghetti Dinner, or other banquet where an admission fee is charged, a Flea Market, an Auction, a Cook-Off, a Casino Night, a class or seminar where a fee is charged for

participation, or any other event where fees or donations are collected on behalf of an organization, or business. NOTE: Religious/church services are not considered fund-raising activities.

1. Refer to item 8 under F. General Regulations (page 14) for restrictions on Casino Nights and other "gambling" – type fundraisers.

2. Those selling products or services on-site are required to obtain and provide proof of a City of Campbell Business License, which may be obtained from the:

   Finance Department
   Campbell City Hall
   70 N. First Street (at N. First Street & Civic Center Drive).
   Campbell, CA 95008
   (408) 866-2174

D. LIABILITY/INSURANCE REQUIREMENTS

1. The applicant shall be responsible for any and all damage to the City's premises, equipment, and property. If, after an activity, additional janitorial maintenance is required (in excess of normal cleaning services/time), the applicant will be charged accordingly.
2. The applicant will be held responsible for all actions, behavior and damages caused by his/her guests/attendees.
3. All applicants requesting use of the gymnasium, or for events deemed potentially dangerous, will be required to provide the City with an **original** Certificate of Insurance providing proof of the following coverage:
   a. Public liability and property damage insurance in an amount not less than $1,000,000 per occurrence.
   b. The City of Campbell, its agents, attorneys, employees, officials, and volunteers must be named as an additional insured.
   c. The coverage shall not be canceled or reduced without at least fifteen (15) days written notice to the City of Campbell.
   d. The certificate must be submitted to the Community Center office at least ten (10) days prior to the event.
4. All applicants requesting permission to sell alcoholic beverages must provide liquor liability insurance in an amount not less than $1,000,000 per occurrence, in addition to the insurance outlined above.
5. The City of Campbell is not responsible for accidents, injury, illness or loss of group or individual property.

E. CANCELLATIONS/REFUNDS

The City's cancellation policy has been developed to discourage the last-minute cancellation of events. If a cancellation is received on short notice, the City's ability to re-rent the facility is severely limited. The cancellation/refund policy is structured to offer the greatest refund in instances where the City has the highest probability of re-renting the facility.

1. In the event that cancellation of a confirmed reservation is necessary, it is the Permittee's responsibility to provide immediate **written** notification of such intent to cancel use (email or fax is acceptable: 408-374-6965). City staff will not be held responsible for cancellations made by telephone. The earlier the notice is provided, the greater the refund of use fees. The refund schedule has been set to cover City costs and loss of potential revenues. ***NOTE: Cancellations will only be accepted from the Permittee (the person who signed the reservation application), not from anyone else acting on their behalf. This policy is designed to prevent the unauthorized cancellation of an event.***

2. Refunds for cancellation of weekend uses of the banquet halls will be granted on the following

basis:

a. Cancellations received more than four (4) months in advance of the scheduled use will receive a refund of the full amount paid less a $75 cancellation fee and the $25 processing fee. (COST: $100)

b. Cancellations received 3 - 4 months in advance will receive a refund of the full amount paid less a $175 cancellation fee and the $25 processing fee. (COST: $200)

c. Cancellations received 2 - 3 months in advance will receive a refund of only 50% of their facility use fees including a $25 processing fee. (MAXIMUM COST: $300)

d. Cancellations received 1 - 2 months in advance will receive a refund of only 25% of their facility use fees including a $25 processing fee. (MAXIMUM COST: $400)

e. Cancellations received less than one (1) month in advance will receive a refund only of fees paid in excess of $500 including a $25 processing fee. (MAXIMUM COST: $500)

3. Refunds for cancellation of <u>all other uses</u> will be granted on the following basis:

a. Cancellations received more than two (2) weeks in advance of the scheduled use will receive a refund of the full amount paid less the $25 processing fee and a $25 cancellation fee. (COST: $50)

b. If notification is received less than two weeks in advance and more than 24 hours in advance, 25% of facility use fees, plus the $25 processing fee, and $25 cancellation fee will be retained. (MAXIMUM COST: $125)

c. If less than 24 hours' notice of cancellation is provided, full use fees will be charged/retained; no refund will be provided.

4. The City of Campbell reserves the right to cancel any use of facilities and/or equipment in emergency situations or when deemed necessary for the safety and best interests of the customers, the City of Campbell, and all concerned. In such cases, City will provide a full refund of all fees and deposits paid.

F. <u>GENERAL REGULATIONS</u>

1. Only City staff can operate the audio/visual equipment and dividing wall in the OCBH. In addition, only City staff can move tables or chairs. Your event set-up needs to be completed and provided to the Campbell Community Center one (1) week prior to the scheduled event. Any changes to that agreed upon set-up must be completed by the City staff on-site. Call the staff person on duty for assistance at (408) 761-0350.
2. Any person(s) violating the established Rules and Regulations or constituting a public nuisance may be required to leave the facility and premises.
3. Groups composed of minors must be supervised by one (1) adult for each twenty (20) minors throughout use of Community Center facilities. Children must be under adult supervision at all times. Children are not allowed to run around the facility unsupervised.
4. For customer comfort, energy efficiency and consideration of our neighbors, all doors and windows must remain closed throughout the entire event.
5. ADVERTISING AND SIGNAGE:

a. Posting of flyers, signs, handbills, etc. on the Community Center buildings, posts, windows, doors, trees, kiosks, or other structures is strictly prohibited. Adequate signage exists to guide guests to your rented room. Permittees should be very specific on their invitations to provide guests with the specific name (Orchard City Banquet Hall, Roosevelt Redwood Room, etc.) and/or Room number (Q-80, E-46, etc.) of the facility they have rented for their event. Any signs or flyers found posted will be immediately removed and are subject to removal fees of $25/sign. Directional sandwich signs are available for your use with advance notice, and subject to the fees outlined in Exhibit A.

b. Events held at the Community Center and open to the public are eligible to be advertised on the reader-board sign, subject to the applicable fees and charges. See On-Site Publicity Administrative Policy for more information.

c. Events advertised by mailed flyers are required to list the Permitee's phone number for directions or questions (do not list the Community Center phone number!). Permittee is required to list the correct room number for the room where the event is held on all fliers (do not list the Community Center Office suite number!). Misinformation on event publicity that causes undue additional work for Community Center staff is cause for additional charges for staff time.

d. Internet Advertised Events:

Meetings/events inviting persons unknown to the host(s), via the Internet, will be allowed only under the following circumstances:

- Advertisement must state that participants must register in advance;
- Registration system must be capable of maintaining a current count of registrants;
- Registration is capable of being closed once the registration reaches the maximum capacity of the room;
- All advertising, location, and directions to the meeting must be removed from the Internet once the maximum capacity has been reached.
- A staffed check-in table is required where registrants are checked-in and the number of participants who have entered the premises is readily available. Once the maximum capacity of the room is attained, absolutely no additional persons are to be admitted.

NOTE: The existing prohibition on dances and/or parties open to the general public (see Section III-B-1 on page 7) remains in effect. Room occupancy limits will be enforced for all events.

6. Permittees are only to use those facilities and equipment specifically designated on the Facility Reservation Contract. Staff on duty does not have the authority to grant use of additional facilities, equipment, or time extensions**.** Any time the facility is occupied beyond the scheduled time will be billed at 1½ times the standard rate for the overtime use. Use or occupancy of the facility beyond 12:00 midnight will cause forfeiture of Permittee's entire damage deposit.
7. Tables and chairs are to be used indoors only and only for the specific use for which they are intended. Standing on tables or chairs or sitting on tables is prohibited.
8. SMOKING IS NOT PERMITTED IN ANY INDOOR AREAS, and recent State Law prohibits smoking within 20 feet of a door or operable window to a public building. Permittees are responsible to make sure their smoking guests are respectful of these regulations and other users of the Community Center.
9. Card Games, Games of Chance, Raffles and Lotteries are governed by the California Department of Justice. Non-profit organizations desiring to conduct a fundraiser using controlled games (Casino Nights or other gambling events) as a funding mechanism are subject to the limitations of the law as outlined in Chapter 5 of Division 8 of the CA Business and Professions Code (see Section 1, Article 17 commencing with Section 19985). Web Reference: https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=BPC&division=8.&title=&part=&chapter=5.&article=17. The law specifies that:

a. Non-profit organizations must have been in existence and operation for at least 3 years and must register annually with the Division of Gambling Control;

b. Organizations are limited to one such event (5-hour limit) per year;

c. At least 90% of the gross revenue from the fundraiser (not including facility use fees) must go directly to the non-profit organization;

d. No cash prizes or wagers may be awarded to participants and maximum value of donated prizes shall not exceed $500 for an individual prize and $5,000 for the total value of all prizes awarded.

e. The hosting organization is required to register their event with the CA Department of Justice and is subject to their reporting requirements following the event.

f. The Community Center is limited to holding no more than four such fundraisers in any calendar year, even if sponsored by different nonprofit organizations. Please inquire if you desire to conduct such an event.

g. Raffles conducted by non-profit organizations are authorized by California Penal Code Section

320.5, provided the following conditions are met:

- Tickets must be sold with a detachable coupon or stub;
- Winners must be determined by drawing coupons or stubs by a person 18 years of age or older;
- At least 90% of the gross receipts must go to charitable or beneficial purposes;
- The host organization must register annually with the State Department of Justice and report gross receipts, operational expenses, and distribution of funds.

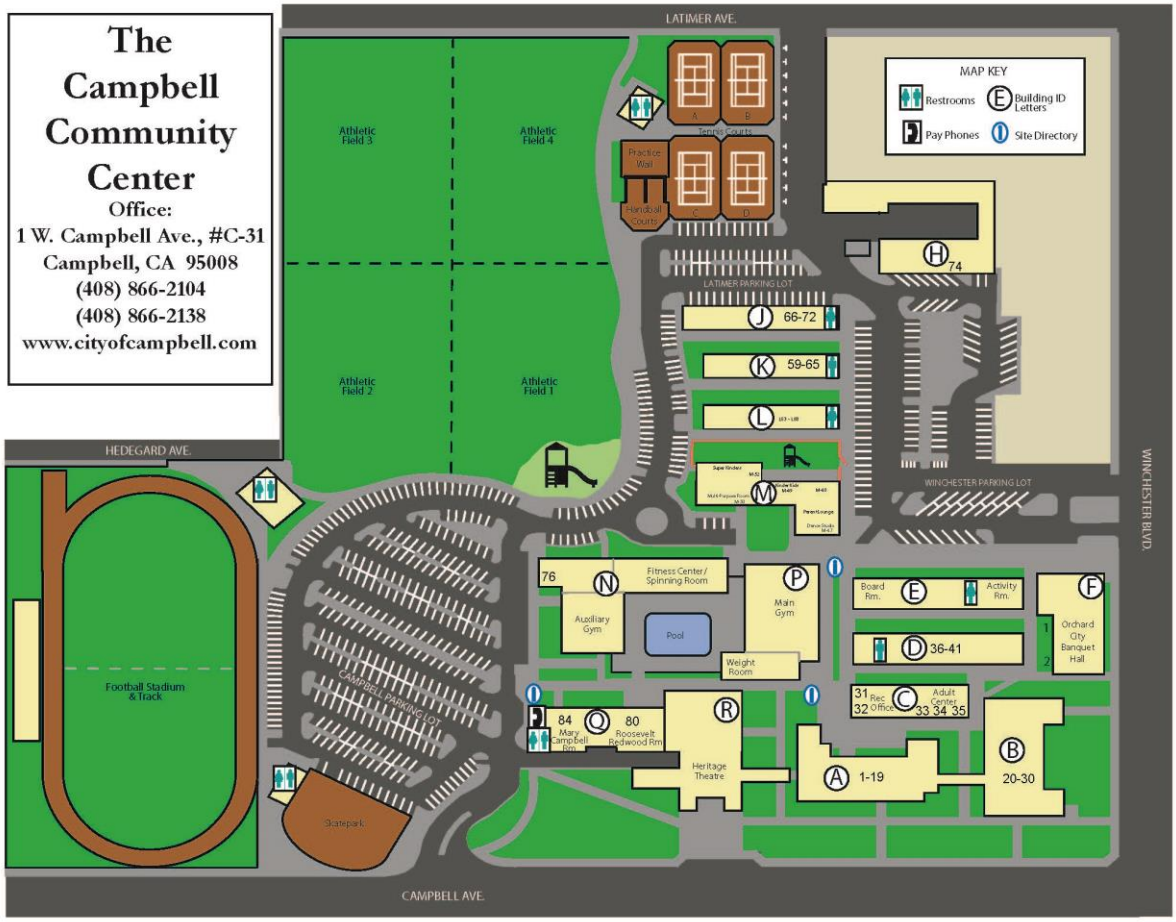
h. Except for the State Lottery, lotteries or raffles by individuals or organizations under conditions other than those described above are illegal.

i. No Bingo game shall be conducted by any organization or other legal entity on city property unless first approved by the Chief of Police and the use of city property has specifically been approved for this purpose by the City Council. (Ord. 1128 1 (part), 1977: Ord 1049 (part), 1976).

10. The Recreation and Community Services Director or other duly authorized representative on duty shall have the right to enter all facilities at any time during any and all uses.
11. Permits/reservations cannot be transferred, assigned or sublet.
12. The Recreation Services Manager shall regulate or prohibit such activity or use, which in his/her judgment is determined to be of a hazardous nature or is potentially dangerous or damaging to property or is not in the best interests of the citizens of the City of Campbell.
13. Businesses or organizations wishing to hold an auction are required to obtain approval from the Campbell Police Department, purchase a Campbell Business License and provide proof of liability insurance See Section V.D. (Liability /Insurance Requirements) for insurance requirements.
14. The misuse of the Community Center, failure to conform with facility regulations, or any other Federal, State or local law, rule, regulation or ordinance shall be sufficient reason for immediate termination of permit. No refund will be granted. This shall include overcrowding of the posted maximum capacity for the room in use, serving alcohol to minors, and the presence/serving of hard alcohol.
15. The City Council shall have the authority to waive or modify these rules at their discretion. Any and all requests/variances shall be considered individually and shall not be automatically applied as a matter of precedent to past or future uses of a similar nature. Waiver of any stated rule shall be directed, in writing, to the Director of Recreation & Community Services at least 90 days prior to the date of use.
16. The City reserves the right to amend fees and charges as deemed necessary. Previously approved reservations will not be affected by new rates.
17. Firearms, weapons and open flames are prohibited pursuant to Municipal Code Chapter 13.04
18. This Building Use Policy supersedes any policy now in effect and will take effect on July 9, 2020.

The Campbell Community Center

Office:
1 W. Campbell Ave., #C-31
Campbell, CA 95008
(408) 866-2104
(408) 866-2138
www.cityofcampbell.com



City of Campbell
Recreation & Community Services Department
COMMUNITY CENTER

ACCESS TO WiFi AT THE COMMUNITY CENTER

WiFi is generally available at the Community Center ..

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Access to Wifi is available only through a scheduled use of Community Center facilities, subject to applicable facility use fees. As with all WiFi systems, connection speeds may be slower when there are many users on the system. For classroom purposes, no more than 40 are recommended to be on the system at the same time.

Any facility rental client who is counting on the availability of WiFi services for the success of their use is required to notify Community Center office staff at the time they make their reservation (minimum 10 days in advance). If client requests the City's IT staff to perform a check of the system to assure its availability, that service can be provided for an IT service fee of $50.00. City IT staff will then check the system to assure that the Internet connection and WiFi is properly working and/or make the necessary repairs, if possible, by the time of the scheduled use. NOTE: City Information Technology staff are available to meet with facility rental clients during the City's normal operating hours, and are not available on nights, weekends or City Holidays.

The City's IT staff will not configure or troubleshoot WiFi connection issues with non-City owned devices connecting to the WiFi service. The system check will be a verification that a City laptop can connect to the WiFi service, and subsequently connect to the Internet. The client/facility user is responsible for making sure that their clients'/students' laptops don't have any compatibility issues, and getting them set up on the wireless connection. Each computer can be different and City staff cannot provide this level of individual service – that is the client's responsibility.

The City shall not be responsible for any downtime on the Comcast-provided WiFi. If Comcast has a system-wide or area wide system failure affecting service in the Community Center, the City shall not be responsible for this service failure and the fees paid for the rental of the room shall remain in force and not subject to forfeiture for this reason.

City of Campbell
Recreation & Community Services Department
COMMUNITY CENTER

ON-SITE PUBLICITY POLICY

Purpose

The purpose of this policy is to establish guidelines for the placement of allowable publicity on the Community Center site, including, but not limited to use of the Reader Board/marquee, banners, posters, and flyers that will be both effective and attractive, while not being a nuisance or distraction or otherwise detract from the aesthetics of the Community Center.

Multimedia Reader Board Sign

The Reader Board sign is available to publicize the following activities:

1. City events and activities including events sponsored by non-profits that exist solely to support City programs (i.e. Friends of the Heritage Theatre and the Museum Foundation);
2. Heritage Theatre season show sponsors;
3. Notice of upcoming Campbell High School reunion events;
4. Major community events that are co-sponsored (officially recognized, approved and/or subsidized) by the City or require downtown street closures, or held in City parks or facilities;
5. Messages regarding youth sports league sign-ups occurring at the Community Center;
6. Messages regarding free meetings and events of general public interest sponsored by public agencies or legislators serving the Campbell community.
7. Messages from outside organizations may appear no more than 4 weeks in advance of the event date.
8. Messages are subject to fees as outlined in the fee schedule below, with the following exceptions:
    a. Events or meetings administered by the City of Campbell;
    b. Notices from local community or business organizations regarding public events, meetings or activities co-sponsored by the City and occurring in City Parks, facilities, or the downtown;
    c. Notices from other public agencies or legislators serving the Campbell community regarding public forums, Town Hall meetings or other public meetings of general interest to the community (messages for fundraisers are not subject to fee exceptions);
    d. Notices from public schools regarding free events or meetings of general public interest (messages for fund-raisers or special events involving an entry fee not subject to fee exceptions).

Banners & Signs

1. All signs and banners must be approved, in advance, by the Recreation Community Services Director, or his/her designee.
2. Signs and banners are allowed <u>only on the day of the event</u> to help guide

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patrons to the activity, and they are allowed only in the specific location(s) approved by City staff. Banners may not be hung or attached to existing fences and signs. The only building that may be used to display banners is the Concession Stand building and only for events that are being held in the Stadium and/or Athletic Fields.

3. Signs must be hung in a manner that will cause no permanent damage to the building or facility. Nails and tape shall not be used to hang banners or signs. Penetrations in landscaped areas shall be approved, in advance, by the Grounds Maintenance Supervisor or his/her designee so as to avoid damage to irrigation and other underground piping. Banner Hanging Fees are outlined in the fee schedule below. All banners must be professional vinyl banners with side sleeves for side posts or metal grommets for plastic ties or carabineers. The banner and all hanging devices must be completely removed immediately following the event (same day). The City is not responsible for banners left for more than 10 days after the event.

Posters & Flyers

1. Posters or flyers advertising events/programs of general public interest relating to recreational, cultural, athletic, community education, or social services available, may be submitted from public agencies, non-profit organizations and Community Center tenants to be displayed in the Community Center's display case at the west end of Building E. All posters/flyers are subject to the approval of the Recreation & Community Services Director or his/her designee and must be professional in appearance (no handwriting). Posters will be displayed as space and time permit.
2. Posters regarding events occurring in the Heritage Theatre or at the Community Center may be submitted for display, up to one month in advance, in the (3) kiosk directories on-site. Posters shall not exceed 12" wide x 17" length, must be professionally printed (not hand-written) and will not be returned to the provider.
3. Only flyers regarding events provided by the City of Campbell or events occurring in the Heritage Theatre may be submitted for display in the various (5) pedestrian kiosks on-site. These signs shall be laminated, and finished size shall be exactly 8½" x 11". Flyers shall be delivered to the Community Center Office, #C-31 at least one week in advance of desired posting date and no more than one month in advance of the event date.
4. Posters/flyers for private businesses will not be posted.
5. Posters, flyers and directional signs shall not be attached to the exterior of any building, post, wall, fence, sign, kiosk or other structure of any type. When they are found they will be immediately removed and any costs for removal and/or repair of damage (paint removal) will be billed to the sponsoring agency or individual.
6. Flyers, handbills, coupons or other literature may not be distributed by hand, left on vehicles or otherwise distributed on site at the Campbell Community Center.

Directional Signs

1. The signage program at the Community Center is sufficient to direct visitors to any room on campus, provided the visitor has the correct name or room number of their intended destination.
2. Informational and directional signs for events being held at the Community Center are allowed <u>only</u> when scheduled in advance with the Reservations Staff and posted in/on the provided plastic A-frame signs. When customer provides the sign(s) there is no

charge for this service. If the City provides signs, the cost is $25 to cover staff time to prepare signs. Signs must be computer-generated and attractive; hand-printed signs will not be allowed. Signs are for interior site use only. Signs of any kind are not allowed on the public right-of-way (visible from Campbell Ave., Winchester Blvd., or Latimer Ave.).

Fees

Readerboard Messages	$33/message/week
Modifications to Readerboard Messages	$15/message
Banner Hanging	$25/banner
Directional Signs created by City staff	$25/set

All fees are payable, in advance, to the City of Campbell in the Community Center main Recreation Office C-31..

COMMUNITY CENTER BUILDING USE FEES – OFF PEAK

C. Facility rental fees for uses occurring during off-peak (normal operating) hours shall be assessed as follows:

(Monday through Thursday, 8:00am - 10:00pm and Fridays 8:00am to 5:00pm, except on recognized City holidays)

		Base Hourly Rate	Non-Profit Hourly Rate			
Orchard City Banquet Hall with Kitchen	per hr.	$133	$112			
Orchard City Banquet Hall (North or South)	per hr.	$92	$66			
Kitchen in OCBH	per hr.	$56	$51			
Roosevelt Rm. (Q-80)	per hr.	$87	$61			
Mary Campbell (Q-84)	per hr.	$66	$51			
Multi-Purpose (M-50)	per hr.	$82	$51			
Adult Ctr. Meeting Room (C-35)	per hr.	$61	$41			
Dance Studios (M-47, N-76)	per hr.	$61	$51			
Activity Rm. (E-46)	per hr.	$66	$51			
Conference Rm. (E-44)	per hr.	$46	$36			
Board Rm. (E-42)	per hr.	$46	$36			
Main Gym (Bldg. P)	per hr.	$66	$56			
Auxiliary Gym (Bldg. N)	per hr.	$56	$46			
CCC Plaza	per hr.	$41	$36			

*A 2% Facility Preservation Fee is added to the hourly rate and is charged at the time of booking.

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COMMUNITY CENTER BUILDING USE FEES - PEAK

D. Facility rental fees for uses during peak (NON-OPERATING) hours shall be assessed as follows:

		Special Peak Rates	Base Hourly Rate	Non-Profit Hourly Rate			
Orchard City Banquet Hall w/ Kitchen	per hr.	$77	$245	$194			
Orchard City Banquet Hall (North or South)	per hr.	N/A	N/A	N/A			
Kitchen in OCBH	per hr.	N/A	$61	$56			
Roosevelt Rm. (Q-80)	per hr.	$46	$122	$87			
Mary Campbell (Q-84)	per hr.	$41	$87	$66			
Multi-Purpose (M-50)	per hr.	$41	$117	$82			
Adult Ctr. Meeting Room (C-35)	per hr.	$36	$87	$61			
Dance Studios (M-47, N-76)	per hr.	N/A	$77	$66			
Activity Rm. (E-46)	per hr.	$41	$87	$66			
Conference Rm. (E-44)	per hr.	$31	$71	$51			
Board Rm. (E-42)	per hr.	$31	$71	$51			
Pre-School Rm. (M-49)	per hr.	N/A	$71	$51			
Main Gym (Bldg. P)	per hr.	$36	$82	$66			
Auxiliary Gym (Bldg. N)	per hr.	$31	$66	$51			
CCC Plaza	per hr.	$36	$51	$46			

*A 2% Facility Preservation Fee is added to the hourly rate and is charged at the time of booking.

COMMUNITY CENTER BUILDING USE FEES

E. Processing Fees

1. All applications are subject to a non-refundable $25 Processing Fee.
2. Any changes in time, date(s) or use made to a multi-use permit, or made less than thirty (30) days prior to a one-time use, are subject to an additional $25 Processing Fee.

F. Additional Charges

1. All hourly fees are subject to a 2% Facility Preservation Fee. The Preservation Fee is calculated at time of permit and all fees are due at time of payment.
2. A janitorial service fee of $50 - $125 may be required on rentals. The fee will be based on the number of people in attendance, room reserved, and if food/drinks are present during the rental. Fee will be assessed at time of reservation.
3. Uses which extend beyond the approved reserved time will be charged at 1½ times the normal rental rate.
4. Uses which extend beyond 12:00 midnight will be charged at two (2) times the normal rental rate.
5. Reservations for recognized City holidays are subject to additional fees to cover staff holiday pay (1½ times the normal rental rate), when staff can be obtained to take the assignment.
6. An IT Service Fee of $50 will be charged for any requests to verify availability of Wi-Fi in rooms Q-80 or Q-84 for classroom or training use purposes.

G. Deposits

1. Refundable cleaning/damage/security deposits are required for the following uses in the following amounts:

Facility	FY 20/21
a) Use of Orchard City Banquet Hall	$500
b) Uses of Roosevelt Room (Q-80), Multi-Purpose Room (M-50), or Activity Room (E-46)	$300
c) Uses of Meeting Rooms	$100
d) Uses of Gymnasiums	$100
e) Plaza	$100

2. The City reserves the right to deduct from the damage deposit additional charges relating to, but not limited to, janitorial services, maintenance/repair services, staff supervisor's time, or emergency services that were required as a result of your use.
3. Deposits may be fully or partially withheld for any of the following reasons:
   a. Facility use fees for time used in excess of that reserved.
   b. Damage to facility or equipment.
   c. Misuse of the Community Center (refer to item F-3 in Section V).
   d. Inadequate cleanup by customer requiring additional custodial time/services after customer's use.
   e. Damage to landscaping and/or outdoor equipment; or
   f. Misrepresentation of the type of event held, or group/individual actually using the facility.
4. If additional fees due exceed the amount of deposit, customer will be billed for the balance.
5. Deposits, less any applicable additional charges, will be processed through the City's Finance Department, approved by City Council, and returned to the customer by mail within 30 days of the date of last use.
6. It is the customer's responsibility to keep the Campbell Community Center office informed of any address, or telephone changes that may affect the prompt return of the customer's deposit.

H. Equipment Rental & Fees

For the convenience of facility users, the City will make available the listed equipment for use in/on City facilities. This equipment is available exclusively for use on/at City facilities and may not be rented for personal or off-site use.

1. **Reservations**

   Equipment must be reserved at least ten (10) days prior to the desired date of use on the Facility Use Reservation form.

Meeting Room Equipment	FY 20/21
a) Coffee Urn - 100 Cup	$10 per day
b) Coffee Urn - 35 Cup	$5 per day
c) Directional Sandwich Signs	free with room rental
d) LCD Projector	$100 per day
e) Podium	free with room rental
f) Portable Easel (Each Easel)	$5 per day
g) Portable Easel with Easel Pads (Each Easel)	$25 per day
h) Portable Projection Screen	$10 per day
i) Portable PA Systems	$50 per day
j) Stanchions	$25 per day
k) TV & DVD/VCR on Cart	$25 per day
l) Microphone	$10 per day
Athletic Equipment	**FY 20/21**
a) Basketball Scoreboard Control (portable)	$25 per day
b) Football Scoreboard Control	$10 per day

Attachment: CCC Building Use Policy Clean Version for 7.7.20 (Community Center Building Use Policy)

City Council Report

Item: 18
Category: NEW BUSINESS
Meeting Date: July 7, 2020

TITLE: **Proposed Modifications to the Park, Field & Athletic Facility Use Policy (Resolution/Roll Call Vote)**

RECOMMENDED ACTION

That the City Council adopt a resolution to approve the proposed modifications to the Park, Field & Athletic Facility Use Policy to be effective July 8, 2020 in coordination with the FY 20-21 fee schedule.

BACKGROUND

During 2013 and 2014 City staff held several meetings with youth sports organizations to review and identify ways to improve and clarify the Park, Field & Athletic Facility Use Policy. After presentation to the Parks and Recreation Commission in May 2013 and July 2014 the City Council approved and made effective the changes on June 2, 2015.

The purpose of this report is to provide additional suggested changes to the policy, briefly review the previous policy changes and discuss the results of implementation.

DISCUSSION

Since the implementation in June 2015, field user groups have worked with staff, through frequent engagement and communication to identify opportunities to improve the function of the Park, Field & Athletic Use Policy. The current sports organizations continue to be easy to work with, prompt with communication and very responsive if challenges arise.

One suggested change from these users is to adjust the application period for requesting field use space. The current policy follows the same guidelines as the Building Use Policy with three application periods each year, this timeline is largely dictated by the production of the Recreation Activity Guide for Fall, Winter/Spring and Summer issues being printed. With the closure of the fields during the wet months (mid-November to March) it is recommended that only two application periods be necessary for field use:

- For use March-June (spring season) applications would be submitted by November 15 and 25

- For use July-November (fall season) applications would be submitted by April 15 and 25

Making this change would allow for Sports Organizations to plan well in advance for upcoming seasons and plenty of time to submit changes if needed. Staff has piloted this change recently and user groups have been satisfied with the suggested amendment.

Other changes to the document address business practices that have been modified over time or changes to available facilities. For example, field reservations no longer need to be made in-person, tennis courts are not currently available at John D Morgan Park and dogs are permitted on-leash in City parks.

Prior to the review of this Policy with the Parks and Recreation Commission in February 2020, it was noted that the fees haven't seen any increase in several years and will likely be assessed a reasonable increase based on the Consumer Price Index (CPI) during the next budget cycle. Considering recent issues surrounding COVID 19 and direction from Council, fee increasing is not being proposed at this time. In addition, staff recommends the amendment of the fee structure to mimic the suggested changes to the Building Use Policy, which would remove the category of "Entrance/Admission Fee" for regular field use. There are currently no users applying for field-space that fall into this "Entrance/Admission Fee" category and it has been unused since 2015. However, the rates associated with the category "Entrance/Admission Fee" for the Los Gatos Creek Trail Special Events and Non-Exclusive Use Permits are the only fees used for these spaces. Staff recommends that the for-profit rate and non-profit rate in the entry fee column become the current base hourly rate and non-profit as these are the only uses for these spaces.

The following previous policy changes to the Park, Field & Athletic Facility Use Policy were the focus of the policy updates made in June 2015:

- Priority field usage will be based on youth sports organizations serving the highest number of Campbell residents
- Elimination of Resident Youth Sports Organization and significant hourly fee increases
- The field use fee will be discounted based on the percentage of Campbell residents.

The previous policy changes preserved the priority allocation of fields and created an incentive for youth sports organizations to encourage more Campbell youth to join their leagues. A significant change during this revision was the elimination of the Resident Youth Sports Organization (RYSO) classification and the way in which fees are charged for Youth Sports Organizations. Instead of a $1 per hour fee the regular fees for fields are charged and a discount, equal to the percentage of residents, is applied (up to a 70% limit). In addition, it can be noted that at the Community Center, the large field area is split into 4 separate fields. If an organization rents the large athletic field, they are

renting all 4 fields and paying the hourly rate for each of them ($15 per hour). In this example, the rental amount for the 4 fields are $60 per hour instead of $4 per hour, which was the charge prior to these revisions in 2015.

After implementation of the 2015 policy the Recreation and Community Services Department has seen a significant increase in revenue for field usage. The following table illustrates the amount of revenue collected per season by the youth sports groups before and after the implementation of new fees.

Organization	Annual Revenue $1 per hour	Annual Revenue $15-$25 per hour
Campbell Little League	$305	$0
Campbell Pop Warner	$1,330	$0
South Bay Youth Soccer (Fall & Spring)	$4,092	$19,308
Play Flag Football - Spring	$2,425	$2,632
Totals	**$8,152**	**$21,940**

When the policy was last approved in 2015 there was participation from several youth sports organizations that no longer rent space at the Campbell Community Center or John D. Morgan Park. While Campbell Little League is still a thriving organization, they have focused their practices on fields that have a “skinned” infield which are not available in other reservable Campbell Parks and Campbell Pop Warner Football/Cheer have joined with the Los Gatos chapter. This leaves the main youth sports organizations as South Bay Youth Soccer and Play Flag Football, both groups use the fields on a regular basis primarily in the Fall and Spring. There are other adult sports groups that rent the fields, in addition to the youth groups, but youth groups have priority on field space. Overall, all our field users have been successfully working together regarding their field space needs for the past several years.

In comparing rates to neighboring agencies the comparison varies as each agency has its own method to determine fees. In some cities there are no fees for youth sports organizations that have 51% resident participation. Some agencies require 51% residency to even qualify to rent the fields. Overall, Campbell is still in line with average field costs. When the economy turns around a CPI increase will be recommended.

FISCAL IMPACT

The changes proposed in this report will have no fiscal impact. Overall fiscal impacts relating to not implementing fee increases will be addressed in a separate report provided by the Finance Department relating to the City’s Master Fee Schedule.

ALTERNATIVES:

1. Do not accept structural fee changes and only accept minor modifications to policy.

2. Provide another direction to staff to address changes.

Prepared by: _____
Lauren Merriman, Recreation Supervisor

Reviewed by: _____
Natasha Bissell, Recreation Services Manager

Approved by: _____
Brian Loventhal, City Manager

Attachment:

a. RESOLUTION Park Field Athletic Use Policy 2020
b. Park, Field & Athletic Facility Use Policy Red-lined Version for 7.7.20
c. Park, Field & Athletic Facility Use Policy Clean Version for 7.7.20

RESOLUTION NO._____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAMPBELL TO UPDATE THE PARK, FIELD & ATHLETIC FACILITY USE POLICY

WHEREAS, the City of Campbell provides and maintains a variety of park, field and athletic facilities including public areas for the general enjoyment of the community; and

WHEREAS, field user groups have suggested a change and piloted an amendment to the application period for reserving fields from three (3) times a year to two (2) times per year; and

WHEREAS, other edits to the Policy related to reflect administrative process changes were required; and

WHEREAS, structural changes to the format to the fee and charges section are needed to simplify the rental process and maintain consistency with other facility rental policies; and

WHEREAS, the Park, Field & Athletic Facility Use Picnic Policy was last updated in June 2015; and

WHEREAS, proposed changes to the Park, Field & Athletic Facility Use Policy were reviewed by the Parks and Recreation Commission on February 5, 2020; and

WHEREAS, the rules listed in the Park, Field & Athletic Facility Use Policy correspond to recent changes in Ordinance Chapter 13.04 of the Campbell Municipal Code Regarding Park Regulations – Control of animals.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby adopts the updated Park, Field & Athletic Facility Use Policy for the Recreation and Community Services Department, effective July 8, 2020.

PASSED AND ADOPTED this 7th day of July, 2020 by the following roll call vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

APPROVED:

_____
Susan M. Landry, Mayor

ATTEST:

_____
Andrea Sanders, Deputy City Clerk

Park, Field & Athletic Facility Use Policy

FOR THE
CITY OF CAMPBELL PARKS
1 WEST CAMPBELL AVENUE, #C-31
CAMPBELL, CA 95008

TELEPHONE: (408) 866-2104
FAX: (408) 374-6965
EMAIL: recreation@campbellca.gov
WEB SITE: www.~~cityofcampbell.com~~campbellca.gov

Office Hours
8:00 a.m. – 5:30 p.m. Monday - Thursday
8:00 a.m. – 5:00 p.m. Friday

Revised January 2020 ~~June 2, 2015~~
Effective- July 8, 2020~~June 3, 2015~~

City of Campbell

Park, Field & Athletic Facility Use Policy

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Attachment: Park, Field & Athletic Facility Use Policy Red-lined Version for 7.7.20 (Park, Field & Athletic Facility Use Policy Updates)

Park, Field & Athletic Facility Use Policy

I. INTRODUCTION

This policy has been established to assure that the park and field facilities are utilized for recreational, athletic, cultural, educational, social and community service functions that meet the needs and interests of the community, as well as to set clear policies, procedures, regulations, and rental fees regarding such uses.

In additional to the facilities that are available for general public use, Campbell parks have a wide variety of amenities that are available for rental by the general public. These amenities include softball diamonds, a soccer bowl, a football stadium and track, general athletic fields/lawn ~~courts~~, group picnic areas, tennis courts, sand volleyball courts, handball courts, and horseshoe pits. Exclusive use requires an advance reservation and is subject to fees, and in some cases, damage deposits. Citizens are encouraged to use these facilities, when available, for their casual recreational needs, or to reserve them in advance for organized groups, parties, or league play. Please note that Jack Fischer Park is not available for rental or regular organized activities. This turf area has been designated to remain open and available for casual use.

II.FACILITIES AVAILABLE

The City of Campbell's Community Center and John D. Morgan Park both have numerous play fields and facilities available for rent.

JOHN D. MORGAN PARK 540 W. Rincon Avenue

The city's largest park is Morgan Park, named for former Police Chief John D. Morgan. Morgan Park is 32 acres and is located east of San Tomas Expressway between Budd and Rincon Avenues. Morgan Park is home to the Campbell-Moreland Pony/Colt Baseball League and contains two softball fields, a soccer bowl, open playfields, two separate playgrounds, ~~four tennis courts,~~ two sand volleyball courts, four horseshoe pits, restrooms, picnic areas, open fields and water play features.

Fields and facilities available for rent on an hourly basis include the following:

#	Description
2	Full Size Soccer Fields (Goals not provided)
2	Jr. Size Soccer Field (Goals not provided)
2	Softball Diamonds with Backstops (Bases not provided)
4	Horseshoe Pits (2 available for rent)
~~4~~	~~Tennis Courts (2 available for rent)~~
2	Sand Volleyball Courts (1 available for rent)

Attachment: Park, Field & Athletic Facility Use Policy Red-lined Version for 7.7.20 (Park, Field & Athletic Facility Use Policy Updates)

THE CAMPBELL COMMUNITY CENTER 1 W. Campbell Ave.

The Campbell Community Center is a unique community service complex. The site, which used to house the city's only high school, was purchased by the City of Campbell from the Campbell Union High School District in August of 1985. The facility was purchased primarily for the purpose of preserving its open space and recreational facilities for the use and enjoyment of the citizens of Campbell. The offices for the City's Recreation and Community Services Department are located on-site (Building C, Room 31). In addition to the reservable athletic facilities the Community Center is also home to the City's Skate Park.

Fields and facilities available for rent on an hourly basis:

#	Description
1	Football Stadium Athletic Field and Track (Bleachers on one side)
1	Large Multi-Use Field Area (used for various sports-rented in quadrants – 4 fields total)
2	Handball Courts (lighted until 10:00pm)

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LOS GATOS CREEK TRAIL

The City's section of the Los Gatos Creek Trail (from Bascom Ave. to Camden Ave.) is available for non-exclusive use to groups holding small walking/running events. The Campbell section of the trail includes a paved walkway approximately three miles in total length, including a ~~two-mile~~two-mile par course loop. Use of the trail for special events (groups over 100) and/or fundraisers requires a Special Event Permit (Section X). Use of other sections of the Creek Trail must be arranged with the correct jurisdiction. (The County of Santa Clara Parks and Recreation Department, City of San Jose, and the Town of Los Gatos all manage sections of the Trail.)

III. RESERVATIONS

A. APPLICATIONS

1. Field Reservations can be made no less than 10 calendar days prior to the desired date(s) of use and may be submitted according to the following schedule:

For rentals for the period of ~~January~~ March 1 through ~~May 31~~June 30

Type of User	Event Type	Apply on:
Non-Profit	Free	November 15
Non-Profit	Fee based	November ~~20~~25
Tenants		November 15
Private Individual or For-Profit Organization	Free or fee based	November ~~20~~25
~~Private Individual or For-Profit Organization~~	~~Fee based~~	~~November 25~~

For rentals for the period of ~~June 1~~July 1 through ~~August 31~~November 15

Type of User	Event Type	Apply on:
Non-Profit	Free	April 15
Non-Profit	Fee based	April ~~20~~25
Tenants		April 15
Private Individual or For-Profit Organization	Free or fee based	April ~~20~~25
~~Private Individual or For-Profit Organization~~	~~Fee based~~	~~April 25~~

~~For rentals for the period of September 1 through December 31~~

~~Type of User~~	~~Event Type~~	~~Apply on:~~
~~Non-Profit~~	~~Free~~	~~July 15~~
~~Non-Profit~~	~~Fee based~~	~~July 20~~
~~Tenants~~		~~July 15~~
~~Private Individual or For-Profit Organization~~	~~Free~~	~~July 20~~
~~Private Individual or For-Profit Organization~~	~~Fee based~~	~~July 25~~

2. Applications must be ~~made in-person~~submitted ~~at~~ to the Campbell Community Center office during business hours, or ~~by~~emailed to ~~telephone during business hours~~ recreation@campbellca.gov. Call (408) 866-2104~~–~~to check on facility availability. ~~or to make a reservation~~.
3. All applicants must be at least 18 years of age or older.
4. Full rental fees and applicable deposits are due at the time the reservation is made. **NOTE: VISA, MasterCard, American Express or Discover are accepted. Uses will not be confirmed or approved until all fees are received.**
   ~~a. Applicants reserving facilities less than thirty (30) days in advance must pay in cash, cashier's check, credit card or by guaranteed money order.~~

~~Personal or business checks are NOT accepted less than 30 days prior to intended use.~~

B. CANCELLATIONS

1. Cancellations must be made in writing (fax acceptable: 408-374-6965) and received by the Recreation and Community Services Department at least 15 days in advance of the use date in order to receive a refund. The $25 processing fee will be deducted from all refunds. If it rains on the date of reservation, a full refund is available, providing the permittee ~~calls the Community Center Office (866-2104) the next working day to report the rainout.~~submits a formal request for refund.

IV. General Park and Facility Use Rules and Regulations

A. GENERAL RULES AND REGULATIONS

1. Parks are open for public use from sunrise until one-half hour after sunset. Lighted facilities (Community Center tennis, handball and track as well as Campbell Park basketball courts) are available for public use until 10:00pm. No person shall remain in a City Park during non-operating hours.

2. Misuse of a public park facility, or the failure to conform to established policies, procedures, rules, and regulations is sufficient reason for denial of future applications. This includes abiding by the Wet Field Policy (Section V.c and outlines restrictions for use of turf areas when they are wet).

3. Permits/reservations cannot be transferred, assigned, or sub-let to any other group or organization for any reason.

4. Customers are responsible to remove all items they brought into the park at the conclusion of their use. All balloons, decorations, tablecloths, food, bottles, cans, paper, and other litter must be deposited into trash receptacles, where provided, or removed from the premises. Recycling is encouraged. If you anticipate generating a great deal of trash, you are responsible to provide your own additional waste bags to contain your trash. The customer is responsible for the condition in which he/she leaves the facility.

5. Athletic uses must be restricted to designated field areas. Portable volleyball and/or badminton courts must be set up away from walking paths and picnic areas, so as not to cause a danger or potential injury to the general public.

6. Individual minors or groups of minors must be properly supervised by adults when using park facilities.

7. Permittees are to restrict their use to only use those playfields or courts specifically reserved and paid for, as designated on their Facility Reservation Contract. Other playfields or courts may be scheduled by other groups and may not be available. Permittees are advised to always carry their Facility Reservation Contract in case there is a question as to who has priority/reservation for the use of the field or court area. If you arrive at the facility and have difficulty gaining access due to an unscheduled user, contact the Campbell Police Department at (408) 866-2101.

8. Complaints from surrounding neighborhood residents as to noise level, litter and debris, and disregard for use of parking regulations could result in cancellation of your reservation and denial of future facility use. Groups using the Stadium must abide by the Community Center's established Good Neighbor Policy (see Section XII-C).

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9. In the event of an emergency, unsafe condition, or conflict with City or school activities, the City reserves the right to cancel a previously approved reservation. When possible, alternate facilities will be provided.

10. Private play apparatus (dunk booths, trampolines, etc.) are not allowed in parks with the exception of commercially contracted Bounce-Abouts in John D Morgan and Edith Morley Parks. Bounce-Abouts are allowed only with a permit may be provided only by companies that have a current certificate of insurance on file with the City of Campbell.

11. All motor vehicles must park in designated marked stalls in the parking lots or legally on side streets, or be subject to citation by the Campbell Police Department. No unauthorized vehicles shall enter park premises, drive on turf, grounds, playfields, or paved walkways. Customers must carry or "cart" their belongings to and from parking lots.

12. Gambling is prohibited on all City property.

13. Per State law, smoking is not permitted in parks.

14. Disfigurement of City property is not allowed. The City of Campbell maintains a 'Graffiti Hotline' for citizens to use to report graffiti and assist the City in its eradication. To report graffiti or to access the Hotline call (408) 866-2191.

15. Vending of any merchandise is not allowed in Campbell parks, except with the possession of a concession agreement approved by the City Council.

16. No amplified sound is permitted including megaphones, public address systems or other equipment.

17. No fires are allowed in City Parks, except in provided barbecue pits. Customers are not allowed to bring in their own portable barbecues or hibachis.

18. Model rockets are allowed, with a permit only, in specific areas within John D. Morgan Park and at the Campbell Community Center. Permits are issued by the Santa Clara County Fire Department, and only after you have secured a park reservation for the date and time of the firing of the rocket. For details or a copy of model rocket procedures, contact the Community Center Recreation office at (408) 866-2104.

For details on model rocket permits, contact:

Santa Clara County Fire Department (408) 378-4010
Office of Fire Prevention
14700 Winchester Blvd.
Los Gatos, CA 95030

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16. Fireworks are prohibited in all city parks.

A. GENERAL RULES AND REGULATIONS

1. Park hours are from sunrise until one-half hour after sunset. Lighted facilities are open until 10:00pm. No person shall remain in a City park during non-operating hours.
2. All motor vehicles must park in marked stalls in the parking lots or legally on side streets, or be subject to citation by the Campbell Police Department. No unauthorized vehicles shall enter park premises, drive on turf, grounds, playfields, or paved walkways. Customers must carry or "cart" their belongings to and from parking lots.
3. For the safety of all park users, athletic uses must be limited to designated field and court areas. Volleyball, badminton, or other similar activities must be set up a minimum of 25 feet from walking paths and picnic areas.
4. Smoking is not permitted on school property or within 25 feet of any playground.
5. Gambling is prohibited on all City and school property.
6. Dunk booths and trampolines are not allowed in Campbell parks. Bounce-Abouts are allowed only with a picnic permit at John D. Morgan and Edith Morley Parks.
7. Disfigurement of City property is not allowed. The City of Campbell has created a 'Graffiti Hotline' for citizens to use to report graffiti and assist the City in its eradication. To access the Hotline call (408) 866-2191.
8. Vending of any merchandise is not allowed in Campbell parks, except with the possession of a concession agreement approved by the City Council, and a business license if applicable.
9. No fires are allowed in City Parks, except in provided barbeque pits. Customers are not allowed to bring in their own portable barbeques or hibachis unless they hold a Concession Agreement with the City of Campbell. Contact the Recreation Department for more information
10. Fireworks are not allowed in City Parks.
11. Model rocket launches are allowed only in specific areas at John D. Morgan Park and at the Campbell Community Center. Permits are only issued to Campbell residents and resident groups. A launch permit must be obtained from the Santa Clara County Fire Department in addition to a Park Use Permit. Contact the Recreation Department for more information.
12. Any person(s) violating the established Rules & Regulations, or constituting a public nuisance, may be required to leave the facility and premises.

B. FACILITY RENTERS' RULES AND REGULATIONS

Commented [LM2]: Repetitive language, most of thes included in the section above, those not included are being ed.

1. Permits/reservations cannot be transferred, assigned, or sub-let to any other group or organization for any reason.
2. Customers are responsible to remove all items they brought into the park at the conclusion of their use. All litter must be deposited into trash or recycle receptacles, where provided, or removed from the premises. If you anticipate

~~generating a great deal of trash, you are responsible to provide your own additional waste bags to contain your trash. All trash must be in containers or removed from the premises. The customer is responsible for the condition in which he/she leaves the facility. Any excessive clean-up required by City crews following your use will be cause for forfeiture of all or part of your clean-up/damage deposit.~~

~~3. The misuse of City facilities, or failure to conform with facility regulations, established policies (including the Wet Field Policy) and procedures or any other Federal, State, or local law, rule, regulation or ordinance shall be sufficient reason for immediate termination of permit and denial of future applications. No refund will be granted.~~

~~4. Permittees are to restrict their use to only use those playfields or courts specifically reserved and paid for, as designated on their Facility Reservation Contract. Other playfields or courts may be scheduled by other groups and may not be available. Permittees are advised to always carry their Facility Reservation Contract in case there is a question as to who has priority/reservation for the use of the field or court area. If you arrive at the facility and have difficulty gaining access due to an unscheduled user, contact the Campbell Police Department at (408) 866-2101.~~

~~5. Complaints from surrounding neighborhood residents as to noise level, litter and debris, and disregard for use of parking regulations could result in cancellation of your reservation and denial of future facility use. Groups using the Stadium must abide by the Community Center's established Good Neighbor Policy (see Section XII-C).~~

~~6. Individual minors or groups of minors must be properly supervised by adults when using park facilities. Groups composed of minors must be supervised by one (1) adult for each ten (10) minors throughout the use period on City facilities.~~

~~7. In the event of an emergency, unsafe condition, or conflict with City or school activities, the City reserves the right to cancel a previously approved reservation. When possible alternate facilities will be provided.~~

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C. ALCOHOLIC BEVERAGES

1. Alcoholic beverages are not allowed ~~on school district property or~~ in ~~most~~ City parks (per Municipal Ordinance 13.04.160).

2. At John D. Morgan Park and Edith Morley Park beer and wine may be consumed only with an approved permit and only in a designated picnic area. No alcoholic beverages may be consumed in any other areas including athletic fields and facilities. ~~No other alcoholic beverages are allowed in the parks. (Per Ordinance 13.04.160)~~

3. The selling of alcoholic beverages in Campbell parks is prohibited.

4. In cases where a special event is held in a City park and alcoholic beverages are desired to be served or sold, the City Council may make an exception to this

policy on a case-by-case basis.

D. ANIMALS

1. Dogs on leash are allowed on leash in all Campbell Parks, except in children's play areas and when special events are taking place. Edith Morley Park, and on the Los Gatos Creek Trail.
2. Animals (except for service animals) are not allowed in City parks, with the above exceptions.

E. LIABILITY/INSURANCE

INDEMNIFICATION

Permittee agrees to indemnify, defend, and hold harmless City, and its agents, officers, attorneys, employees, officials and volunteers, to the fullest extent permitted by law from any and all claims, causes of action, injuries, losses, liabilities, cost (including reasonable defense costs and attorneys' fees) or damages arising out of or related to, or alleged to arise out of or relate to the permittee's use of City facilities or any acts or omissions of Permittee, its agents, officers, employees, or anyone rendering services on their behalf, except for any claims, causes of action, injuries, losses, liabilities or damages proximately caused by the sole negligence, or willful misconduct of City. This provision is intended to fully allocate all risk of liability to third-parties between Permittee and City; and there shall be no rights of contribution or indemnity, whether in law or equity or otherwise in favor of Permittee against the City. This provision shall survive the termination of this Agreement.

INSURANCE

Permittee shall maintain insurance for injuries to persons or damage to property during the term of the permit, conforming to the following specifications:

A. Types of Coverage

1. Permittee shall maintain Commercial General Liability coverage;

2. If Permittee owns or operates any motor vehicles in the course and scope of exercising the rights granted by the permit, then Permittee shall maintain automobile insurance;

3. If Permittee employs persons in the course and scope of exercising the rights granted by the permit, then Permittee shall maintain Workers' Compensation Insurance as required by the Labor Code of the State of California and Employer's Liability insurance.

B. **Minimum Scope of Insurance**

Coverage shall be *at least as broad as*:

1. For Commercial Liability Coverage: Insurance Services Office (ISO) CGL form CG 00 01 11 85 covering Commercial General Liability on an "occurrence" basis; and

2. For Automobile Insurance Coverage: ISO CA 00 01 06 92 including symbol 1 (Any Auto); and

3. Workers' Compensation insurance as required by the Labor Code of the State of California and Employer's Liability insurance acceptable to the City.

C. **Minimum Limits of Insurance**

Permittee shall maintain limits no less than:

1. General Liability: $1,000,000 combined single limit per occurrence for bodily, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, 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: $1,000,000 combined single limit per accident for bodily injury and property damage.

3. Workers' Compensation and Employer's Liability: Workers' Compensation limits as required by the State of California and Employer's Liability limits of $1,000,000 per accident.

D. **Deductible and Self-Insured Retention**

Any deductibles or self-insured retention must be declared to and approved by the City. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retention as respects the City, its agents, officers, attorneys, employees, officials and volunteers; or the Permittee shall procure a bond guaranteeing payment of, or provide proof of ability to pay losses related to investigations, claim administration, and defense expenses.

E. **Other Insurance Provisions**

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

Attachment: Park, Field & Athletic Facility Use Policy Red-lined Version for 7.7.20 (Park, Field & Athletic Facility Use Policy Updates)

1. General Liability and Automobile Liability Coverage:

a. The City, its agents, officers, attorneys, employees, officials and volunteers are to be covered as insureds as respects: liability arising out of activities related to use of the City's facilities by Permittee, operations performed by or on behalf of the Permittee, including equipment furnished in connection with permittee's operations, or automobiles owned, leased, hired or borrowed by the Permittee.

b. The Permittee's insurance coverage shall be primary insurance as respects the City its agents, officers, attorneys, employees, officials and volunteers. Any insurance or self-insurance maintained by the City, its agents, officers, attorneys, employees, officials and volunteers shall be excess of the Permittee's insurance and shall not contribute with it.

c. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its agents, officers, attorneys, employees, officials, and volunteers.

d. The Permittee's insurance shall apply separately to each insured against whom claim is made or suit is brought except with respect to the limits of the insurer's liability.

2. Workers' Compensation and Employer's Liability Coverage: The insurer shall agree to waive all rights of subrogation against the City, its agents, officers, attorneys, employees, officials, and volunteers for losses arising from work performed by the Permittee for the City.

3. All Coverages: Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City. A ten (10) day written notice is required for cancellation due to non-payment of a premium.

F. **Acceptability of Insurers**

The policies of insurance listed above are to be issued by an issuer with a current A.M. Best Rating of A:VII and be authorized to transact business in the State of California, unless otherwise approved by the City.

G. **Verification of Coverage**

Permittee shall furnish the City with the original certificates of insurance and

Attachment: Park, Field & Athletic Facility Use Policy Red-lined Version for 7.7.20 (Park, Field & Athletic Facility Use Policy Updates)

amendatory endorsements evidencing coverage required by this clause at least ten (10) days prior to the event or use. All certificates and endorsements are to be received and approved by the City before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Permittee's obligation to provide them. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates are to be on forms acceptable to the City. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements effecting coverage required by these specifications, at any time.

H. The foregoing provisions shall survive termination of the Permit while coverage is still required to be in effect.

MODIFICATIONS TO RULES & POLICY

1. The City of Campbell shall have the authority to waive or modify these rules, for uses on their property, at their discretion, upon written request and approval. Any and all requests/variances shall be considered individually and shall not be automatically applied as a matter of precedent to past or future uses of a similar nature by the same or another group. Requests for fee waivers or waiver of any rule shall be directed, in writing, to the Director of Recreation and Community Services at least 90 days prior to the intended date of use/event.

2. This Park, Field and Athletic Facility Use Policy supersedes any policy now in effect and will take effect on ~~June 3, 2015~~ July 9, 2020.

V. FIELD USE POLICY

General information pertaining to use of sports fields has been summarized and noted here so that field users and those participating in their activities may be made fully aware of the conditions of use under which your reservation was made.

A. TURF PRESERVATION

Your cooperation is needed to preserve the turf on City fields by following these guidelines:

1. The City will determine when a field must be taken out of service in order to maintain the health of the turf.
2. Field use, especially sports practices, should be conducted in such a way that play will take place on different sections of the turf, thus reducing excessive turf damage to any one area. Rotate use of areas (i.e. use middle of turf area for drills one day and sides of field the following day), and when possible, stay off of fringe or bare areas to limit erosion and further damage.
3. Replace turf divots at end of each day to help re-root grass.
4. Do not use fields during or after heavy rain, or when wet or muddy.
5. Soccer practices are NOT to be held on the infield area of a softball or baseball diamond.
6. Softball, baseball, and T-ball practices are to be held only on designated ball fields in order to prevent injuries to other park users.
7. Permit holders must r~~R~~emove all equipment at the conclusion of use each day. This includes soccer goals. No equipment (goals, etc.) ~~is allowed to~~can be left on City ~~or school~~ property.
8. Do not overcrowd fields by scheduling multiple games in areas reserved. Allow a safe distance between fields for safe passage of spectators and participants.
9. Paint is the only approved method of applying lines to the fields. Burning of lines with chemicals or cutting lines into turf areas is not allowed.
10. Report hazards on City property to the Public Works Grounds Maintenance Division office at 408-866-2145.
11. Report immediate emergencies (broken water lines, gushing sprinkler heads, etc.) to the Campbell Police Department (408-866-2101) who will call-out appropriate City maintenance personnel. When you make the call, be prepared to fully identify yourself, your location, and the specific nature of the emergency and where it is so that the appropriate personnel will be notified and can come prepared with the proper repair equipment.
12. Do not drive or park cars, motorcycles, or other motorized vehicles on turf areas or sidewalks. Vehicles are only permitted in marked parking spaces.

B. CONDITIONS OF USE

1. Tournament dates, practice games and league game dates are to be specified when making field reservations.

2. All leagues must make photocopies of their facility ~~reservation summary~~permit to be carried by each coach or manager. They must show it upon request of any person or group.
3. The Recreation & Community Services Department or duly appointed representative must be notified immediately if a field or fields reserved by your group are no longer needed or if there is a change in your playing schedule.
4. All General Facility Use Rules (Section IV) apply to all field uses. All Community Center Good Neighbor Policies (Section XII) apply to all field uses at the Community Center.
5. Field users renting the Community Center Concession Stand agree to abide by Concession Stand Use Procedures (available on request) and must be in possession of a current Concession Agreement if they intend to sell food or beverages.

C. WET FIELD POLICY

The following information is the City's policy regarding the use of fields during wet conditions. This policy and described procedures apply to all sports and activities including football, soccer, softball, baseball, rugby, field hockey, or any other physical activity taking place on a grass field or turf area. This includes all fields at John D. Morgan Park/Campbell ~~Middle School~~School of Innovation, Edith Morley Park, and the Campbell Community Center.

Play is prohibited if any of these conditions are present:

- During active rainfall, all fields are closed. Play is allowed during a light mist if the ground is hard and relatively dry.
- Standing water is visible and "squishy" sounds are heard when walking on the turf.
- Soil is wet and "spongy".
- The ground is muddy and soil clumps or clings to shoes after walking on the turf.
- If it has been raining for three consecutive days prior to date of use.

The following procedures are to be followed regarding the use of the fields when there has been rain, over-watering, or the fields are not playable.

Users' Responsibility

1. If it has rained within the preceding 24 hours, groups using public fields must call the Recreation & Community Services Department's **FIELD CONDITIONS HOTLINE** at **(408) 866-2769** to receive updated information on field playability. Generally, only same-day information will be provided, except in the case of severe conditions or scheduled maintenance. The HOTLINE message will be updated by 3:00pm Monday-Friday and by 7:30am Saturday and Sunday. As time permits, staff will also send an email update to permit holders regarding the field closure. PLEASE DO NOT INQUIRE EARLIER OR ABOUT FUTURE DAYS as the determination of field conditions are not made until those times each day.

Determination of field conditions will be made by City personnel, and determinations/decisions are not negotiable.

2. In the event that the HOTLINE has not been updated, or is unavailable, groups are expected to make educated and responsible decisions regarding field conditions and playability, keeping in mind the current and future quality of turf facilities. In general, if you can see standing water, hear a "squishy" sound when walking on the turf, or have mud on the bottom of your shoes after walking on the turf, the field is too wet to allow safe play. Scheduled activities on the turf should be canceled to avoid damage to the turf and potential injuries to the players.
3. Groups failing to follow the guidelines of this policy will subject their reservation to cancellation and risk loss of future use and/or priority status. Fields will be checked for misuse during times when fields are considered too wet and/or muddy by designated City staff. ~~GROUPS FAILING TO FOLLOW THE GUIDELINES OF THIS POLICY WILL SUBJECT THEIR RESERVATION TO CANCELLATION AND LOSS OF FUTURE USE AND/OR PRIORITY STATUS. FIELDS WILL BE CHECKED FOR MISUSE DURING TIMES WHEN FIELDS ARE CONSIDERED TOO WET AND/OR MUDDY BY DESIGNATED CITY STAFF.~~
4. Groups witnessing misuse of fields by other scheduled or unscheduled users are advised to contact Campbell Police Department (408-866-2101) to report misuse.

5. Abuse/use during wet conditions shall result in a minimum $50 fine* upon the first occurrence and minimum $100* fine for the second infraction. A third infraction in a calendar year will result in loss of future scheduled uses and/or priority status. It is the ~~contact person's~~permit holders' responsibility to be sure that all coaches and parents understand and enforce this policy, however inconvenient it may be. *Fine may be higher if the cost of repairs necessary as a result of group's use of wet field ~~exceed the~~exceed the minimum fine amount.
6. The City's maintenance staff has the authority to close fields due to wet field conditions or deterioration indefinitely.

VI. FACILITY/COURT USE POLICY

General information pertaining to use of ~~tennis courts,~~ handball courts, sand volleyball courts, and horseshoe pits has been summarized and noted here so that users and those participating in their activities may be made fully aware of the conditions of use under which your reservation was made.

A. CONDITIONS OF USE

1. The tennis courts at the Campbell Community Center are not available for rental uses.
2. When requesting to reserve the handball courts, sand volleyball courts or horseshoe pits, ~~O~~only 50% of the available courts ~~at any location~~ will be reserved at one time. All other courts will remain open to the general public. For full

closure of any facility a Special Event Permit is required.

3. Permit holders are required to carry their permit with them at all times while using a rented facility.
4. Only tennis shoes and non-marking soled shoes are allowed on the tennis and handball courts.
5. All steel racquets must have guards.

6. Skates, skateboards, scooters, go-peds, bicycles, animals, glass containers, and alcoholic beverages are not allowed on tennis courts, handball courts, sand volleyball courts, and horseshoe pits.
7. All General Facility Use Rules (Section IV) apply to court uses.

VII. TRACK/TRAIL USE POLICY

General information pertaining to non-exclusive group use of the Campbell Community Center Track and the Los Gatos Creek Trail has been summarized and noted here so that groups utilizing the facilities are fully aware of the conditions of use under which their reservations are made.

A. LOS GATOS CREEK TRAIL

1. Organized group use of the trail is allowed by permit only. Facility use permits will only be issued to groups of less than 100 people. For events with more than 100 people a Special Event Permit is required (Section X).
2. Permits for trail use are for non-exclusive use only. To avoid conflict with other trail users group members are required to run/walk on the right side of the trail single file. Any closure of the trail would require a Special Event Permit (Section X).
3. Permits for trail use will only be issued to one group at any given time.
4. For organized groups of more than 30 people starting at Campbell Park, we ask that organizers ~~a~~ staggered the start of the race ~~is required with 10 runners/walkers leaving at least 1 minute apart~~ to prevent congestion on the trail.
5. All equipment left by your group must be removed by the conclusion of the event. All litter must be picked up and removed.
6. All General Facility Use Rules (Section IV) apply to all trail uses

B. COMMUNITY CENTER TRACK

1. Organized group use of the track is allowed by permit.
2. Permits for track use are for non-exclusive use only. Group members are required to run/walk in the inside lanes, leaving the four outside lanes open to the general public. Closure of the track/stadium to the general public would require an approved Special Event Permit (Section X).
3. All equipment left by your group must be removed by the conclusion of the event. All litter must be picked up and removed.
4. Groups are not allowed to place cones, barricades or any other types of training

tools or equipment on the track that may impede the general public's use and enjoyment of the facility.

4.5. No amplified sound or music is allowed at any time (this includes megaphones, public address systems, sound systems or radios.

5.6. All Community Center Good Neighbor Policies (Section XII) and General Facility Use Rules (Section IV) apply to all track uses.

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~~V~~III. ORCHARD CITY GREEN

All facility use rules in the City's Park Field and Facility Use Policy apply to use of the Orchard City Green.

A. CONDITIONS OF USE

1. Organized group use of the area is allowed by permit only. Facility use permits will only be issued to groups of less than 100 people. For events with more than 100 people a Special Event Permit is required (Section X). Permitted uses of this area will be strictly limited so as not to conflict with City, Library and Museum or Ainsley House business, operations and activities.
2. Permits will only be issued for community-sponsored events by an individual or non-profit organization. Permits will not be issued for commercial or private use of the area. No gated or for fee events will be considered, except for City events or for events sponsored by non-profit support groups for the benefit of City programs.
3. The Orchard City Green is adjacent to many public facilities that are heavily used by the general public; permits will only be issued for events that will not heavily impact the regular business operations in the area or other previously scheduled uses (such as the Ainsley Gardens).

IX. NON-EXCLUSIVE PARK USE PERMITS

Many park areas are not available for reservation and are open to the general public. Commercial use of these public park facilities requires a use permit (CMC 13.04140). Non-exclusive park use permits are available per the following conditions.

A. CONDITIONS OF USE

1. Non-exclusive park use permits will only be issued to groups who will not disrupt the general public's use and enjoyment of the park facility.
2. Permit holders are not allowed to setup equipment (i.e. cones) or use heavy equipment (i.e. kettlebells) that may impact or damage the facility.
3. PA systems and megaphones are not allowed.
4. All General Facility Use Rules (Section IV~~VI~~) apply to this section.

X. SPECIAL EVENT PERMITS

Special events of 100 people or more held in City parks or on City of Campbell property (i.e. Los Gatos Creek Trail, Community Center) will be authorized by the Recreation & Community Services Department (R&CS). It is the intent of the City to welcome outdoor

public events for the general economic benefit of the City's business community, cultural enrichment and/or promotion of the City while not negatively impacting public access. Events targeted in Downtown Campbell please refer to the Downtown Special Event Policy and Application Packet.

A. GENERAL GUIDELINES

1. The event must not severely disrupt normal business and residential traffic patterns. Plans must be developed that mitigate public inconvenience to the greatest extent possible.
2. The proposed site must be suitable for the event, with consideration given to adequate space, traffic flow, parking, power, health and safety requirements, and impact on the site.
3. The Organizer must pay for all applicable City services and permit fees and charges as specified by City Council Policy (see schedule of Fees and Charges).

B. APPLICATION MATERIALS

The application should be filled out completely and submitted a minimum of ninety (90) days prior to the event. The following items are required to be submitted with the application.

1. Event Site Diagram and/or Route Map – must accompany the application, indicating the layout of all equipment (food, vendor booths, tent and canopy locations, stages, first aid, information/headquarters, trash & recycling container locations, parking areas, volunteer stations, etc.).
2. Event Description – a detailed description of all aspects of the event including: logistics, schedule of events, changes from previous years events, and any other relevant information.
3. Any necessary permits (i.e. health permits, liquor license, fire inspection, etc.)
4. Event Financial Report – This should include an expense and revenue report from the previous year's event. If this is the first year for the event, include an estimate of expenses and revenue to be generated by the event. If the event is a fundraiser, also include what the revenue is going towards.

The completed application along with the supporting documents will be distributed to the City's Special Events Committee (Police, Public Works & Recreation Department representatives) for approval or denial. The event organizer will hear within sixty days (60) whether or not their event is approved.

C. PRE-EVENT MEETING

After the event is approved, a pre-event meeting with the Event Organizer and representatives from City departments will be scheduled 30 to 60 days before the event. At this meeting, the Event Organizer will present the proposed event plan and, with City staff, finalize an event plan that meets public health and safety standards, provides for

the delivery of City services and addresses the concerns of the community.

The Organizer will be informed of all the required fees, permits and insurance requirements.

D. INSURANCE REQUIREMENTS

Insurance requirements listed under Section IV.E.4 apply to Special Events as well.

XI. OTHER INFORMATION

A. TENT AND CANOPY REQUIREMENTS

Article 32 of the State Fire Code requires that permits be obtained for the rental, use, or installation of:

- Tents over 200 square feet in size; and
- Canopies over 400 square feet in size.

When more than one tent or canopy is installed at the same location, adjacent to one another, the total square footage shall be computed for the purpose of enforcing the need for a permit.

The code was written to provide assurance that the fabric is of a non-flammable material, the unit is properly installed and anchored to the ground, and exits are clearly marked and readily accessible in the event of an emergency.

The Santa Clara County Fire Department is the governing body for the City of Campbell. They will generally only issue the permits to the vendor who owns and sets up the tents and canopies.

To obtain a permit, or obtain further information, contact:

Santa Clara County Fire Department (408) 378-4010
Office of Fire Prevention
14700 Winchester Blvd.
Los Gatos, CA 95030

B. FUNDRAISING

Concessions, other than City operated, must possess a valid City of Campbell business license and any other applicable state, county or federal permit. Concessions will be defined as the sale of any food, beverage, souvenir item or service. Copies of said permits and licenses must be submitted a minimum of 30 working days in advance of permit use date.

Food being sold to the public requires a Health Permit obtainable from the County of Santa Clara's Health Department and must be submitted to the City, 30 working days prior to permit use date.

Attachment: Park, Field & Athletic Facility Use Policy Red-lined Version for 7.7.20 (Park, Field & Athletic Facility Use Policy Updates)

C. BARBECUE RULES AND REGULATIONS

As per City Ordinance (13.04.060), "No fire shall be built, lighted or maintained within any city or county park area except in a camp stove or barbecue provided in areas designated for such purposes~~, provided that oil or gas camp stoves may be used for cooking in designated areas~~...."

Portable barbecues, hibachis, gas grills, etc. are not allowed in City parks or facilities, with the following exceptions:

1. Groups or organizations holding a current Concession Agreement with the City of Campbell, and then only if the barbecue or grill is a professional portable trailered grill, or a portable propane barbecue in good condition, to be used in a specific designated area, as approved in advance by the Director of Recreation & Community Services or his/her designee.
2. Professional catering companies holding a Campbell Business License and authorized by the Director of Recreation & Community Services to provide such service to a scheduled picnic or facility use customer, and then only if the barbecue or grill is a professional portable trailered grill and used in the specific location designated. All grills are to be supervised at all times to prevent injury to the general public.

XII. COMMUNITY CENTER GOOD NEIGHBOR POLICY

The City has established the following rules and regulations to govern use of Community Center facilities for the safe and pleasant enjoyment of your participants and neighbors. Failure to abide by the Good Neighbor Policy may result in loss of security/damage deposit and/or loss of the privilege of future use of the facilities.

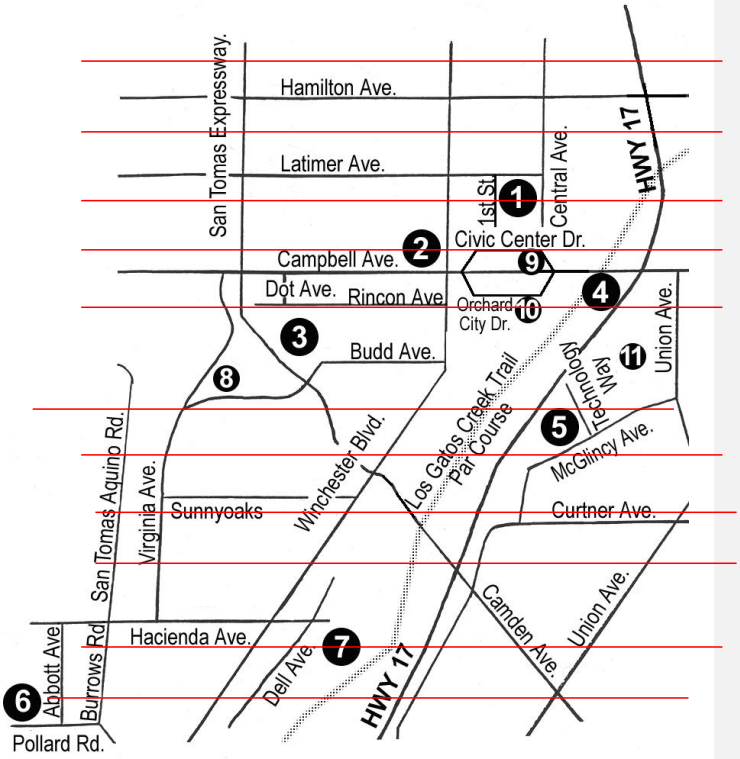
1. No unauthorized vehicles are allowed inside the Football Stadium, on any turf areas, corridors, patios or any location other than the parking lot. Authorized vehicles must obtain a Parking Permit from the Recreation Supervisor and display it on their front left dashboard. Unauthorized vehicles are subject to citation and towing.
2. No amplified music, use of musical instruments, radios, or public address systems, with the exception of approved Special Events.
3. All litter and debris that occur as a result of your event must be picked up. All trash must be placed inside the provided containers or in sealed trash bags adjacent to the containers.
4. No smoking in City parks or in areas adjacent to surrounding neighborhoods.
5. No outside vendors allowed on the Campbell Community Center campus, areas adjacent to surrounding neighborhoods, or streets.

Attachment: Park, Field & Athletic Facility Use Policy Red-lined Version for 7.7.20 (Park, Field & Athletic Facility Use Policy Updates)

6. Site Plan – The location of all vendors, booths, barbecue equipment, portable restrooms, and any other special equipment desired by your organization must be proposed on a Site Plan and approved, in advance, by the ~~Facilities~~ Recreation Supervisor. If they are not submitted and approved, they are NOT ALLOWED and must be removed upon demand by City staff or the Campbell Police Department. All vendors must have a Campbell Business License and food booths must meet Santa Clara County Health Department and Fire Department codes and requirements (or be subject to shut-down upon determination that they do not meet applicable codes).

XIII. PARK LOCATION MAP

~~1. Civic Center Complex~~
~~City Hall~~
~~Library~~
~~Ainsley House~~
~~Museum~~
~~Orchard City Green~~
~~2. Campbell Community Center~~
~~3. John D. Morgan Park~~
~~4. Campbell Park and Par Course~~
~~5. Edith Morley Park~~
~~6. Jack Fischer Park~~
~~7. Dog Park – S.C.C. Park~~
~~8. Virginia Park~~
~~9. Ainsley Park~~
~~10. Hyde Park~~
~~11. Stojanovich Park~~



Attachment: Park, Field & Athletic Facility Use Policy Red-lined Version for 7.7.20 (Park, Field & Athletic Facility Use Policy Updates)

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IX. PROCEDURES FOR YOUTH SPORTS ORGANIZATIONS

ELIGIBILITY FOR YOUTH SPORTS ORGANIZATIONS (YSO's)

Policy Goal: To ensure that youth who reside in the City of Campbell can play organized sports on Campbell fields at reduced rates; that Recreation staff will be guided by the Policy in order to equitably allocate fields to youth organizations; to protect athletic fields by providing scheduled rest periods and prohibit usage during and as a result of inclement weather.

Field Rental applications for Youth Sports Organizations must be submitted according to the timeline listed in this policy under Section III Reservations. Youth Sports Organizations must meet the following requirements:

Attachment: Park, Field & Athletic Facility Use Policy Red-lined Version for 7.7.20 (Park, Field & Athletic Facility Use Policy Updates)

A. Provide participant rosters for the previous year to verify the number of Campbell residents. Organizations will provide proof of residency (for example: utility bill, drivers' license, preprinted personal check). Organizations will also be required to provide team rosters four weeks after the start of each season's games and/or access to organization's computer registration reports.

B. Provide documentation of non-profit status by the State of California's Secretary of State.

C. Provide a service, program or opportunity that is not currently provided by the City of Campbell.

D. Provide a training program for coaches which includes positive coaching practices when working with youth.

E. Certify in writing that all coaches and volunteers who are in direct contact with children have completed a background check in keeping with California Penal Code Section 11105.3, and that the organization will not utilize the services of anyone with convictions or any arrest pending adjudication involving the offenses specified in subdivision (a) of Section 15660 of the California Welfare and Instructions Code.

F. Maintain updated website.

G. Provide certificate of insurance.

H. Complete all specified forms, information, materials, and pay fees by the appropriate deadline.

Failure to meet stated Campbell residency requirements and/or failure to provide documents of proof; and/or repeated failure to use fields that are reserved may result in reduced priority in the future season.

FACILITY RESERVATION REQUESTS. The Recreation Supervisor will review facility requests and create Reservation Permits based on facility availability. The City's maintenance and Capital Improvement Project schedules shall receive priority over field requests. The City will attempt to set construction schedules so as not to interfere with the approved schedules of the leagues. Groups must be flexible in accepting alternate facilities if/when their normal facility is scheduled for maintenance or major renovation/improvement. The City reserves the right to cancel an approved reservation due to maintenance needs, overuse of facility, unsafe conditions, or due to conflict with a City or school district event. In these cases, all attempts will be made to provide a minimum of 15 days advance notice and to provide an alternate location for the group's scheduled practice, game, or activity. In the event of an emergency, or when no notice is provided, groups must cooperate with the request not to use the facility. If there are no alternate facilities available, the City is not obligated to provide an alternate facility.

Recreation Supervisor will grant field use based on the following priority:

Priority 1 - City of Campbell Recreation Programs

Priority 2 - Youth Sports Organizations (YSOs)

1. Number of Campbell Residents Served in League
2. Previous Field User
3. Responsible Field User
4. Non-profit Organization
5. For-profit Organization*

*For-profit youth sports organizations will not receive a discounted field rental rate and must meet the requirements listed ~~in IX with the exception of item B~~within this policy.

Priority 3 - Adult Sports Organization (ASOs)

1. Number of Campbell Residents Served in League
2. Previous Field User
3. Responsible Field User
4. Non-profit Organization
5. For-profit Organization

All dates, times, and fields listed on any group's application may not be approved in total. The Recreation Supervisor may need to reduce days/week, hours/day, weeks/year, or assign a different field to meet demands or avoid construction/repair projects and planned field rotations. The Recreation Supervisor will work with the groups to maximize the use of the available facilities for the best and most efficient use of all facilities for the community.

RESPONSIBLE FIELD USE

All organizations permitted to use fields will be responsible for the following items:

- Litter removal from fields and adjacent areas such as parking lots
- Ensuring that the lanes of the track are kept open for public use
- No amplified sound
- Enforcement of no smoking and no alcohol
- Supervision of youth spectators, especially on outdoor exercise equipment
- Providing a contact name and cell number for the groups on-site supervisor

FIELD USE AND MONITORING Groups should not reserve fields or facilities that they do not intend to use. Once a reservation/permit is received, the groups are responsible to notify the City's Recreation Supervisor in writing of any reserved time that can be released. The City will monitor use of the facilities ~~to insure that~~to ensure that groups are using the facilities they reserved. Groups who reserve time that they do not use (other than rainy days) will be subject to penalty fees of $25/day. Leagues may not assign their scheduled time to other groups.

CONTACT PERSON Each group shall appoint one contact person to be the agent for the organization in all communications with the City of Campbell's Recreation

Supervisor. Only this person shall communicate with the Recreation Supervisor regarding any issues relating to the organization's use of the park facilities, except in the event of the need to report the existence of a safety hazard. The contact person is responsible to see that ~~all of~~all the organization's board members, coaches, committee chairs and parents are aware of all policies, procedures and conditions of use of the facilities.

SCHEDULING CHANGES. Scheduling changes after the original permit has been issued will be subject to a $25 processing fee per incident.

Safety hazards should be reported immediately to the Recreation ~~Supervisor~~ and Community Services Department at 408-866-2104. Be sure to specify the park and the specific location and nature of the hazard. If possible, cone or flag the hazard so that the maintenance staff can more easily locate the hazard for investigation and repair.

All groups are expected to take responsibility for their actions, the actions of their participants, and the guests/families of their participants. Any damage that occurs to the facility during the group's scheduled time must be reported to the Recreation Supervisor. If repairs are required, the responsible group will be invoiced for the repair cost. Failure to pay will result in retention of your security/damage deposit and may impact the group's ability to use Campbell fields in the future. Damage that occurred prior to the group's scheduled use should also be reported as such to the Recreation Supervisor so that necessary action and repairs can be initiated.

NOTE:
Field Users may propose to provide improvements to the facilities in lieu of use fees. Documents and/or detailed drawings outlining such proposals must accompany the field use application, must meet or exceed the permit value from the prior season in labor and materials, and are subject to the approval and acceptance of the City. If not approved, the group is subject to the use fees as described above. Only improvements that will benefit the general public (not just a specific group) will be considered for a fee waiver.

Facilities that are designed for dedicated use, and have separate water and/or utility meters, may be subject to additional fees (i.e.: groups using the facilities pay the water and utility bills) and arrangements regarding the maintenance of such dedicated facilities. Such arrangements shall be made, in writing, between the facility owner and the approved facility user.

Current fees and charges are listed in ~~Exhibit A~~Section X. Checks should be made payable to the City of Campbell and be drawn on an organization check. Organization credit cards are also accepted. No personal checks or credit cards will be accepted. Checks returned due to insufficient funds are subject to a $25 handling fee and payment of the balance due by certified check, cash, or money order within ten days of notice of such action.

As stated above, any repairs to facilities required as the result of damage caused by a YSO or ASO shall be invoiced to the group and payment is due within thirty (30) days. Invoices shall be for cost + 15%. Non-payment of fees due for damage repairs will affect the group's future status.

Groups who wish to request that the City make significant repairs to any facility shall submit such request/proposal in writing, at time of application. These items will be prepared as budget requests in the annual budget process for consideration. If approved, funds will be available the following fiscal year (starting in July). Groups will be made aware of improvements scheduled for each calendar year. All attempts will be made to perform improvements during the off-season, when possible. Be aware, however, that the off-season is usually the rainy season, when it is difficult or not appropriate to make repairs to turf or other outside athletic facilities due to the wet conditions.

Groups wishing to make improvements to facilities must submit these improvements in advance to the City. No groups are allowed to make improvements to any facility without first obtaining approval.

The City of Campbell reserves the right to amend fees and charges as deemed necessary.

FACILITY USE AND MAINTENANCE. All field users shall respect the facilities and treat them as they would their own. Care shall be taken to avoid constant wear in the same location. Practices and drills shall be relocated daily so as not to over-wear any certain area. Divots shall be filled and/or replaced according to the specifications provided. Unauthorized vehicles are not allowed on turf, play field, paths, or blacktop areas. All vehicles shall park in marked stalls in parking lots or legally on adjacent public streets. Litter shall be removed or deposited into the provided receptacles.

X. FEES AND CHARGES

The fees and charges set forth here are not negotiable; City staff does not have the authority to waive or reduce fees. All fees and deposits are due at the time the reservation is submitted to hold the date and facility.

A. PROCESSING FEES

1. All applications are subject to a **non-refundable $25 processing fee**. This fee is designed to cover administrative time required to process your reservation.

B. DEPOSITS

1. A refundable damage deposit of $100 is required for all athletic field reservations. Long term renters and co-sponsored groups are required to provide a $250 refundable damage deposit.
2. The City reserves the right to deduct from the damage deposit all additional charges relating to, but not limited to, janitorial services, maintenance/repair services, staff time, or emergency services that were required as a result of your use.
3. Refunds of security/damage deposits may be fully or partially withheld for any of the following reasons:
   a. Damage to or misuse of the facility.
   b. Inadequate cleanup by permittee, requiring additional custodial/staff time/services after your use.
   c. Misrepresentation of the type of event held, or group/individual actually using the facility.
4. If additional fees due exceed the amount of deposit, permittee will be billed for the balance. Payment will be due within thirty (30) days of date of invoice. Fees not paid will be sent to collections.
5. Deposits, less any applicable additional charges, will be processed through the City's Finance Department, approved by City Council, and returned to the permittee by mail within 30 days of the date of their event.
6. It is the permitee's responsibility to keep the Campbell Community Center office staff informed of any address, or telephone changes.

C. DEFINITION OF TERMS

~~A. FREE EVENT: Any event which is free or open to the public. No charge for admission or attendance for the event. No charge for vendors to attend or participate.~~

~~B.~~A. ~~ENTRANCE/ADMISSION FEE: Any event for which there is a charge to enter or a fee to attend the event. Any fees collected from vendors or participants constitutes a fee and will incur the associated rental fees.~~

~~C.~~B. NON-PROFIT: To qualify for non-profit rates, customers must provide a copy of their letter of non-profit status from the California Secretary of State's office

with their non-profit ID number indicated and must pay with an organization check or charge card. Organization name on letter of non-profit status, check/charge card, and permit must all be in the same name

To qualify for non-profit rates, customers must provide a copy of their letter of non-profit status from the California Secretary of State's Office with their non-profit ID number indicated and pay with an organization check or charge card.

D. FEES & CHARGES FOR USE OF PARKS, FIELDS & FACILITIES

Non-profit Youth Sports Organizations will receive a discounted rate corresponding to the percentage of Campbell residents in their league up to a 70% discount. For example, a group with 58% Campbell residents would receive a 58% discount from the non-profit rental fee. For-profit Youth Sports Organizations and all Adult Sports Organizations are not eligible for a discount.

	FREE EVENT			ENTRANCE / ADMISSION FEE	
	Private Individual Base Hourly Rate	Non-Profit Hourly Rate	For Profit Org.	Private Individual / For Profit Org.	Non-Profit
John D. Morgan Park Soccer Bowl*	$30 hr	$25 hr	$45 hr	$45 hr	$30 hr
John D. Morgan Park Athletic Field*	$20 hr	$15 hr	$35 hr	$35 hr	$20 hr
Community Center Stadium Field*	$50 hr	$25 hr	$70 hr	$70 hr	$50 hr
Community Center Stadium Track*					
Community Center Athletic Field*	$20 hr	$15 hr	$35 hr	$35 hr	$20 hr
Community Center Concession Stand	$40 day	$30 day	$55 day	$55 day	$40 day
Tennis Court (JDM)	$25 hr	$14 hr	$30 hr	$30 hr	$25 hr
Handball Court (CCC)	$25 hr	$14 hr	$30 hr	$30 hr	$25 hr
Sand Volleyball Court (JDM)	$17 hr	$14 hr	$30 hr	$30 hr	$17 hr
Horseshoe Pit (JDM)	$10 hr	$6 hr	$12 hr	$12 hr	$10 hr
Los Gatos Creek Trail Special Events* **	$630$1050/use	$315$630/use	$1,050/use	$1,050/use	$625/use
Orchard City Green*	N/A	$25 hr	N/A	N/A	$50 hr
Non-Exclusive Use Permit (Under 10 People)	$15 $20hr	N/A	$20 hr	$20 hr	$15 hr
Non-Exclusive Use Permit (10-20 People)	$20 $25hr	N/A	$25 hr	$25 hr	$20 hr
Non-Exclusive Use Permit (21-99 People)	$25 $30hr	N/A	$30 hr	$30 hr	$25 hr

* = A refundable damage deposit is required for all indicated uses.

** = Special Events must be approved by the City of Campbell Special Event Committee (Section X)

Park, Field & Athletic Facility Use Policy

FOR THE
CITY OF CAMPBELL PARKS
1 WEST CAMPBELL AVENUE, #C-31
CAMPBELL, CA 95008

TELEPHONE: (408) 866-2104
FAX: (408) 374-6965
EMAIL: recreation@campbellca.gov
WEB SITE: www.campbellca.gov

Office Hours
8:00 a.m. – 5:30 p.m. Monday - Thursday
8:00 a.m. – 5:00 p.m. Friday

Revised January 2020 Effective July 8, 2020

City of Campbell

Park, Field & Athletic Facility Use Policy

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Park, Field & Athletic Facility Use Policy

I. INTRODUCTION

This policy has been established to assure that the park and field facilities are utilized for recreational, athletic, cultural, educational, social and community service functions that meet the needs and interests of the community, as well as to set clear policies, procedures, regulations, and rental fees regarding such uses.

In additional to the facilities that are available for general public use, Campbell parks have a wide variety of amenities that are available for rental by the general public. These amenities include softball diamonds, a soccer bowl, a football stadium and track, general athletic fields/lawn, group picnic areas, tennis courts, sand volleyball courts, handball courts, and horseshoe pits. Exclusive use requires an advance reservation and is subject to fees, and in some cases, damage deposits. Citizens are encouraged to use these facilities, when available, for their casual recreational needs, or to reserve them in advance for organized groups, parties, or league play. Please note that Jack Fischer Park is not available for rental or regular organized activities. This turf area has been designated to remain open and available for casual use.

II.FACILITIES AVAILABLE

The City of Campbell's Community Center and John D. Morgan Park both have numerous play fields and facilities available for rent.

JOHN D. MORGAN PARK 540 W. Rincon Avenue
The city's largest park is Morgan Park, named for former Police Chief John D. Morgan. Morgan Park is 32 acres and is located east of San Tomas Expressway between Budd and Rincon Avenues. Morgan Park is home to the Campbell-Moreland Pony/Colt Baseball League and contains two softball fields, a soccer bowl, open playfields, two separate playgrounds, two sand volleyball courts, four horseshoe pits, restrooms, picnic areas, open fields and water play features.
Fields and facilities available for rent on an hourly basis include the following:

#	Description
2	Full Size Soccer Fields (Goals not provided)
2	Jr. Size Soccer Field (Goals not provided)
2	Softball Diamonds with Backstops (Bases not provided)
4	Horseshoe Pits (2 available for rent)
2	Sand Volleyball Courts (1 available for rent)

Attachment: Park, Field & Athletic Facility Use Policy Clean Version for 7.7.20 (Park, Field & Athletic Facility Use Policy Updates)

THE CAMPBELL COMMUNITY CENTER 1 W. Campbell Ave.

The Campbell Community Center is a unique community service complex. The site, which used to house the city's only high school, was purchased by the City of Campbell from the Campbell Union High School District in August of 1985. The facility was purchased primarily for the purpose of preserving its open space and recreational facilities for the use and enjoyment of the citizens of Campbell. The offices for the City's Recreation and Community Services Department are located on-site (Building C, Room 31). In addition to the reservable athletic facilities the Community Center is also home to the City's Skate Park.

Fields and facilities available for rent on an hourly basis:

#	Description
1	Football Stadium Athletic Field and Track (Bleachers on one side)
1	Large Multi-Use Field Area (used for various sports-rented in quadrants – 4 fields total)
2	Handball Courts (lighted until 10:00pm)

LOS GATOS CREEK TRAIL

The City's section of the Los Gatos Creek Trail (from Bascom Ave. to Camden Ave.) is available for non-exclusive use to groups holding small walking/running events. The Campbell section of the trail includes a paved walkway approximately three miles in total length, including a two-mile par course loop. Use of the trail for special events (groups over 100) and/or fundraisers requires a Special Event Permit (Section X). Use of other sections of the Creek Trail must be arranged with the correct jurisdiction. (The County of Santa Clara Parks and Recreation Department, City of San Jose, and the Town of Los Gatos all manage sections of the Trail.)

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III. RESERVATIONS

A. APPLICATIONS

1. Field Reservations can be made no less than 10 calendar days prior to the desired date(s) of use and may be submitted according to the following schedule:

For rentals for the period of March 1 through June 30

Type of User	Event Type	Apply on:
Non-Profit	Free	November 15
Non-Profit	Fee based	November 25
Tenants		November 15
Private Individual or For-Profit Organization	Free or fee based	November 25

For rentals for the period of July 1 through November 15

Type of User	Event Type	Apply on:
Non-Profit	Free	April 15
Non-Profit	Fee based	April 25
Tenants		April 15
Private Individual or For-Profit Organization	Free or fee based	April 25

2. Applications must be submitted to the Campbell Community Center office during business hours, or emailed to recreation@campbellca.gov. Call (408) 866-2104to check on facility availability..
3. All applicants must be at least 18 years of age or older.
4. Full rental fees and applicable deposits are due at the time the reservation is made. **NOTE: VISA, MasterCard, American Express or Discover are accepted. Uses will not be confirmed or approved until all fees are received.**

B. CANCELLATIONS

1. Cancellations must be made in writing (fax acceptable: 408-374-6965) and

Attachment: Park, Field & Athletic Facility Use Policy Clean Version for 7.7.20 (Park, Field & Athletic Facility Use Policy Updates)

received by the Recreation and Community Services Department at least 15 days in advance of the use date in order to receive a refund. The $25 processing fee will be deducted from all refunds. If it rains on the date of reservation, a full refund is available, providing the permittee submits a formal request for refund.

IV. General Park and Facility Use Rules and Regulations

A. GENERAL RULES AND REGULATIONS

1. Parks are open for public use from sunrise until one-half hour after sunset. Lighted facilities (Community Center tennis, handball and track as well as Campbell Park basketball courts) are available for public use until 10:00pm. No person shall remain in a City Park during non-operating hours.

2. Misuse of a public park facility, or the failure to conform to established policies, procedures, rules, and regulations is sufficient reason for denial of future applications. This includes abiding by the Wet Field Policy (Section V.c and outlines restrictions for use of turf areas when they are wet).

3. Permits/reservations cannot be transferred, assigned, or sub-let to any other group or organization for any reason.

4. Customers are responsible to remove all items they brought into the park at the conclusion of their use. All balloons, decorations, tablecloths, food, bottles, cans, paper, and other litter must be deposited into trash receptacles, where provided, or removed from the premises. Recycling is encouraged. If you anticipate generating a great deal of trash, you are responsible to provide your own additional waste bags to contain your trash. The customer is responsible for the condition in which he/she leaves the facility.

5. Athletic uses must be restricted to designated field areas. Portable volleyball and/or badminton courts must be set up away from walking paths and picnic areas, so as not to cause a danger or potential injury to the general public.

6. Individual minors or groups of minors must be properly supervised by adults when using park facilities.

7. Permittees are to restrict their use to only use those playfields or courts specifically reserved and paid for, as designated on their Facility Reservation Contract. Other playfields or courts may be scheduled by other groups and may not be available. Permittees are advised to always carry their Facility Reservation Contract in case there is a question as to who has priority/reservation for the use of the field or court area. If you arrive at the facility and have difficulty gaining access due to an unscheduled user, contact the Campbell Police Department at (408) 866-2101.

8. Complaints from surrounding neighborhood residents as to noise level, litter and debris, and disregard for use of parking regulations could result in cancellation of your reservation and denial of future facility use. Groups using the Stadium must abide by the Community Center's established Good Neighbor Policy (see Section XII-C).

9. In the event of an emergency, unsafe condition, or conflict with City or school activities, the City reserves the right to cancel a previously approved reservation. When possible, alternate facilities will be provided.

10. Private play apparatus (dunk booths, trampolines, etc.) are not allowed in parks with the exception of commercially contracted Bounce-Abouts in John D Morgan and Edith Morley Parks. Bounce-Abouts are allowed only with a permit may be provided only by companies that have a current certificate of insurance on file with the City of Campbell.

11. All motor vehicles must park in designated marked stalls in the parking lots or legally on side streets, or be subject to citation by the Campbell Police Department. No unauthorized vehicles shall enter park premises, drive on turf, grounds, playfields, or paved walkways. Customers must carry or "cart" their belongings to and from parking lots.

12. Gambling is prohibited on all City property.

13. Per State law, smoking is not permitted in parks.

14. Disfigurement of City property is not allowed. The City of Campbell maintains a 'Graffiti Hotline' for citizens to use to report graffiti and assist the City in its eradication. To report graffiti or to access the Hotline call (408) 866-2191.

15. Vending of any merchandise is not allowed in Campbell parks, except with the possession of a concession agreement approved by the City Council.

16. No amplified sound is permitted including megaphones, public address systems or other equipment.

17. No fires are allowed in City Parks, except in provided barbecue pits. Customers are not allowed to bring in their own portable barbecues or hibachis.

18. Model rockets are allowed, with a permit only, in specific areas within John D. Morgan Park and at the Campbell Community Center. Permits are issued by the Santa Clara County Fire Department, and only after you have secured a park reservation for the date and time of the firing of the rocket. For details or a copy of model rocket procedures, contact the Community Center Recreation office at (408) 866-2104.

For details on model rocket permits, contact:

Santa Clara County Fire Department **(408) 378-4010**
Office of Fire Prevention
14700 Winchester Blvd.
Los Gatos, CA 95030

16. Fireworks are prohibited in all city parks.

C. ALCOHOLIC BEVERAGES

1. Alcoholic beverages are not allowed in City parks (per Municipal Ordinance 13.04.160).

2. At John D. Morgan Park and Edith Morley Park beer and wine may be consumed only with an approved permit and only in a designated picnic area. No alcoholic beverages may be consumed in any other areas including athletic fields and facilities.

3. The selling of alcoholic beverages in Campbell parks is prohibited.

4. In cases where a special event is held in a City park and alcoholic beverages are desired to be served or sold, the City Council may make an exception to this policy on a case-by-case basis.

D. ANIMALS

Dogs are allowed on leash in all Campbell parks, except in children's play areas and when special events are taking place.

E. LIABILITY/INSURANCE

INDEMNIFICATION

Permittee agrees to indemnify, defend, and hold harmless City, and its agents, officers, attorneys, employees, officials and volunteers, to the fullest extent permitted by law from any and all claims, causes of action, injuries, losses, liabilities, cost (including reasonable defense costs and attorneys' fees) or damages arising out of or related to, or alleged to arise out of or relate to the permittee's use of City facilities or any acts or omissions of Permittee, its agents, officers, employees, or anyone rendering services on their behalf, except for any claims, causes of action, injuries, losses, liabilities or damages proximately caused by the sole negligence, or willful misconduct of City. This provision is intended to fully allocate all risk of liability to third-parties between Permittee and City; and there shall be no rights of contribution or indemnity, whether in law or equity or otherwise in favor of Permittee against the City. This provision shall survive the termination of this Agreement.

INSURANCE

Permittee shall maintain insurance for injuries to persons or damage to property during the term of the permit, conforming to the following specifications:

Attachment: Park, Field & Athletic Facility Use Policy Clean Version for 7.7.20 (Park, Field & Athletic Facility Use Policy Updates)

A. Types of Coverage

1. Permittee shall maintain Commercial General Liability coverage;

2. If Permittee owns or operates any motor vehicles in the course and scope of exercising the rights granted by the permit, then Permittee shall maintain automobile insurance;

3. If Permittee employs persons in the course and scope of exercising the rights granted by the permit, then Permittee shall maintain Workers' Compensation Insurance as required by the Labor Code of the State of California and Employer's Liability insurance.

B. Minimum Scope of Insurance

Coverage shall be *at least as broad as*:

1. For Commercial Liability Coverage: Insurance Services Office (ISO) CGL form CG 00 01 11 85 covering Commercial General Liability on an "occurrence" basis; and

2. For Automobile Insurance Coverage: ISO CA 00 01 06 92 including symbol 1 (Any Auto); and

3. Workers' Compensation insurance as required by the Labor Code of the State of California and Employer's Liability insurance acceptable to the City.

C. Minimum Limits of Insurance

Permittee shall maintain limits no less than:

1. General Liability: $1,000,000 combined single limit per occurrence for bodily, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, 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: $1,000,000 combined single limit per accident for bodily injury and property damage.

3. Workers' Compensation and Employer's Liability: Workers' Compensation limits as required by the State of California and Employer's Liability limits of $1,000,000 per accident.

D. **Deductible and Self-Insured Retention**

Any deductibles or self-insured retention must be declared to and approved by the City. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retention as respects the City, its agents, officers, attorneys, employees, officials and volunteers; or the Permittee shall procure a bond guaranteeing payment of, or provide proof of ability to pay losses related to investigations, claim administration, and defense expenses.

E. **Other Insurance Provisions**

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

1. General Liability and Automobile Liability Coverage:

a. The City, its agents, officers, attorneys, employees, officials and volunteers are to be covered as insureds as respects: liability arising out of activities related to use of the City's facilities by Permittee, operations performed by or on behalf of the Permittee, including equipment furnished in connection with permittee's operations, or automobiles owned, leased, hired or borrowed by the Permittee.

b. The Permittee's insurance coverage shall be primary insurance as respects the City its agents, officers, attorneys, employees, officials and volunteers. Any insurance or self-insurance maintained by the City, its agents, officers, attorneys, employees, officials and volunteers shall be excess of the Permittee's insurance and shall not contribute with it.

c. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its agents, officers, attorneys, employees, officials, and volunteers.

d. The Permittee's insurance shall apply separately to each insured against whom claim is made or suit is brought except with respect to the limits of the insurer's liability.

2. Workers' Compensation and Employer's Liability Coverage: The insurer shall agree to waive all rights of subrogation against the City, its agents, officers, attorneys, employees, officials, and volunteers for losses arising from work performed by the Permittee for the City.

3. All Coverages: Each insurance policy required by this clause shall

be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City. A ten (10) day written notice is required for cancellation due to non-payment of a premium.

F. **Acceptability of Insurers**

The policies of insurance listed above are to be issued by an issuer with a current A.M. Best Rating of A:VII and be authorized to transact business in the State of California, unless otherwise approved by the City.

G. **Verification of Coverage**

Permittee shall furnish the City with the original certificates of insurance and amendatory endorsements evidencing coverage required by this clause at least ten (10) days prior to the event or use. All certificates and endorsements are to be received and approved by the City before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Permittee's obligation to provide them. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates are to be on forms acceptable to the City. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements effecting coverage required by these specifications, at any time.

H. The foregoing provisions shall survive termination of the Permit while coverage is still required to be in effect.

MODIFICATIONS TO RULES & POLICY

1. The City of Campbell shall have the authority to waive or modify these rules, for uses on their property, at their discretion, upon written request and approval. Any and all requests/variances shall be considered individually and shall not be automatically applied as a matter of precedent to past or future uses of a similar nature by the same or another group. Requests for fee waivers or waiver of any rule shall be directed, in writing, to the Director of Recreation and Community Services at least 90 days prior to the intended date of use/event.

2. This Park, Field and Athletic Facility Use Policy supersedes any policy now in effect and will take effect on July 9, 2020.

V. FIELD USE POLICY

General information pertaining to use of sports fields has been summarized and noted here so that field users and those participating in their activities may be made fully aware of the conditions of use under which your reservation was made.

A. TURF PRESERVATION

Your cooperation is needed to preserve the turf on City fields by following these guidelines:

1. The City will determine when a field must be taken out of service in order to maintain the health of the turf.
2. Field use, especially sports practices, should be conducted in such a way that play will take place on different sections of the turf, thus reducing excessive turf damage to any one area. Rotate use of areas (i.e. use middle of turf area for drills one day and sides of field the following day), and when possible, stay off of fringe or bare areas to limit erosion and further damage.
3. Replace turf divots at end of each day to help re-root grass.
4. Do not use fields during or after heavy rain, or when wet or muddy.
5. Soccer practices are NOT to be held on the infield area of a softball or baseball diamond.
6. Softball, baseball, and T-ball practices are to be held only on designated ball fields in order to prevent injuries to other park users.
7. Permit holders must remove all equipment at the conclusion of use each day. This includes soccer goals. No equipment (goals, etc.) can be left on City property.
8. Do not overcrowd fields by scheduling multiple games in areas reserved. Allow a safe distance between fields for safe passage of spectators and participants.
9. Paint is the only approved method of applying lines to the fields. Burning of lines with chemicals or cutting lines into turf areas is not allowed.
10. Report hazards on City property to the Public Works Grounds Maintenance Division office at 408-866-2145.
11. Report immediate emergencies (broken water lines, gushing sprinkler heads, etc.) to the Campbell Police Department (408-866-2101) who will call-out appropriate City maintenance personnel. When you make the call, be prepared to fully identify yourself, your location, and the specific nature of the emergency and where it is so that the appropriate personnel will be notified and can come prepared with the proper repair equipment.
12. Do not drive or park cars, motorcycles, or other motorized vehicles on turf areas or sidewalks. Vehicles are only permitted in marked parking spaces.

B. CONDITIONS OF USE

1. Tournament dates, practice games and league game dates are to be specified when making field reservations.

2. All leagues must make photocopies of their facility permit to be carried by each coach or manager. They must show it upon request of any person or group.
3. The Recreation & Community Services Department or duly appointed representative must be notified immediately if a field or fields reserved by your group are no longer needed or if there is a change in your playing schedule.
4. All General Facility Use Rules (Section IV) apply to all field uses. All Community Center Good Neighbor Policies (Section XII) apply to all field uses at the Community Center.
5. Field users renting the Community Center Concession Stand agree to abide by Concession Stand Use Procedures (available on request) and must be in possession of a current Concession Agreement if they intend to sell food or beverages.

C. WET FIELD POLICY

The following information is the City's policy regarding the use of fields during wet conditions. This policy and described procedures apply to all sports and activities including football, soccer, softball, baseball, rugby, field hockey, or any other physical activity taking place on a grass field or turf area. This includes all fields at John D. Morgan Park/Campbell School of Innovation, Edith Morley Park, and the Campbell Community Center.

Play is prohibited if any of these conditions are present:

- During active rainfall, all fields are closed. Play is allowed during a light mist if the ground is hard and relatively dry.
- Standing water is visible and "squishy" sounds are heard when walking on the turf.
- Soil is wet and "spongy".
- The ground is muddy and soil clumps or clings to shoes after walking on the turf.
- If it has been raining for three consecutive days prior to date of use.

The following procedures are to be followed regarding the use of the fields when there has been rain, over-watering, or the fields are not playable.

Users' Responsibility

1. If it has rained within the preceding 24 hours, groups using public fields must call the Recreation & Community Services Department's **FIELD CONDITIONS HOTLINE** at **(408) 866-2769** to receive updated information on field playability. Generally, only same-day information will be provided, except in the case of severe conditions or scheduled maintenance. The HOTLINE message will be updated by 3:00pm Monday-Friday and by 7:30am Saturday and Sunday. As time permits, staff will also send an email update to permit holders regarding the field closure. PLEASE DO NOT INQUIRE EARLIER OR ABOUT FUTURE DAYS as the determination of field conditions are not made until those times each day. Determination of field conditions will be made by City personnel, and determinations/decisions are not negotiable.

2. In the event that the HOTLINE has not been updated, or is unavailable, groups are expected to make educated and responsible decisions regarding field conditions and playability, keeping in mind the current and future quality of turf facilities. In general, if you can see standing water, hear a "squishy" sound when walking on the turf, or have mud on the bottom of your shoes after walking on the turf, the field is too wet to allow safe play. Scheduled activities on the turf should be canceled to avoid damage to the turf and potential injuries to the players.
3. Groups failing to follow the guidelines of this policy will subject their reservation to cancellation and risk loss of future use and/or priority status. Fields will be checked for misuse during times when fields are considered too wet and/or muddy by designated City staff.
4. Groups witnessing misuse of fields by other scheduled or unscheduled users are advised to contact Campbell Police Department (408-866-2101) to report misuse.

5. Abuse/use during wet conditions shall result in a minimum $50 fine* upon the first occurrence and minimum $100* fine for the second infraction. A third infraction in a calendar year will result in loss of future scheduled uses and/or priority status. It is the permit holders' responsibility to be sure that all coaches and parents understand and enforce this policy, however inconvenient it may be.
   *Fine may be higher if the cost of repairs necessary as a result of group's use of wet field exceed the minimum fine amount.
6. The City's maintenance staff has the authority to close fields due to wet field conditions or deterioration indefinitely.

VI. FACILITY/COURT USE POLICY

General information pertaining to use of handball courts, sand volleyball courts, and horseshoe pits has been summarized and noted here so that users and those participating in their activities may be made fully aware of the conditions of use under which your reservation was made.

A. CONDITIONS OF USE

1. The tennis courts at the Campbell Community Center are not available for rental uses.
2. When requesting to reserve the handball courts, sand volleyball courts or horseshoe pits, only 50% of the available courts will be reserved at one time. All other courts will remain open to the general public. For full closure of any facility a Special Event Permit is required.
3. Permit holders are required to carry their permit with them at all times while using a rented facility.
4. Only tennis shoes and non-marking soled shoes are allowed on the tennis and handball courts.
5. All steel racquets must have guards.

6. Skates, skateboards, scooters, go-peds, bicycles, animals, glass containers, and alcoholic beverages are not allowed on tennis courts, handball courts, sand volleyball courts, and horseshoe pits.
7. All General Facility Use Rules (Section IV) apply to court uses.

VII. TRACK/TRAIL USE POLICY

General information pertaining to non-exclusive group use of the Campbell Community Center Track and the Los Gatos Creek Trail has been summarized and noted here so that groups utilizing the facilities are fully aware of the conditions of use under which their reservations are made.

A. LOS GATOS CREEK TRAIL

1. Organized group use of the trail is allowed by permit only. Facility use permits will only be issued to groups of less than 100 people. For events with more than 100 people a Special Event Permit is required (Section X).
2. Permits for trail use are for non-exclusive use only. To avoid conflict with other trail users group members are required to run/walk on the right side of the trail single file. Any closure of the trail would require a Special Event Permit (Section X).
3. Permits for trail use will only be issued to one group at any given time.
4. For organized groups of more than 30 people starting at Campbell Park, we ask that organizers staggered the start of the race to prevent congestion on the trail.
5. All equipment left by your group must be removed by the conclusion of the event. All litter must be picked up and removed.
6. All General Facility Use Rules (Section IV) apply to all trail uses

B. COMMUNITY CENTER TRACK

1. Organized group use of the track is allowed by permit.
2. Permits for track use are for non-exclusive use only. Group members are required to run/walk in the inside lanes, leaving the four outside lanes open to the general public. Closure of the track/stadium to the general public would require an approved Special Event Permit (Section X).
3. All equipment left by your group must be removed by the conclusion of the event. All litter must be picked up and removed.
4. Groups are not allowed to place cones, barricades or any other types of training tools or equipment on the track that may impede the general public's use and enjoyment of the facility.
5. No amplified sound or music is allowed at any time (this includes megaphones, public address systems, sound systems or radios.
6. All Community Center Good Neighbor Policies (Section XII) and General Facility Use Rules (Section IV) apply to all track uses.

III. ORCHARD CITY GREEN

All facility use rules in the City's Park Field and Facility Use Policy apply to use of the Orchard City Green.

A. CONDITIONS OF USE

1. Organized group use of the area is allowed by permit only. Facility use permits will only be issued to groups of less than 100 people. For events with more than 100 people a Special Event Permit is required (Section X). Permitted uses of this area will be strictly limited so as not to conflict with City, Library and Museum or Ainsley House business, operations and activities.
2. Permits will only be issued for community-sponsored events by an individual or non-profit organization. Permits will not be issued for commercial or private use of the area. No gated or for fee events will be considered, except for City events or for events sponsored by non-profit support groups for the benefit of City programs.
3. The Orchard City Green is adjacent to many public facilities that are heavily used by the general public; permits will only be issued for events that will not heavily impact the regular business operations in the area or other previously scheduled uses (such as the Ainsley Gardens).

IX. NON-EXCLUSIVE PARK USE PERMITS

Many park areas are not available for reservation and are open to the general public. Commercial use of these public park facilities requires a use permit (CMC 13.04140). Non-exclusive park use permits are available per the following conditions.

A. CONDITIONS OF USE

1. Non-exclusive park use permits will only be issued to groups who will not disrupt the general public's use and enjoyment of the park facility.
2. Permit holders are not allowed to setup equipment (i.e. cones) or use heavy equipment (i.e. kettlebells) that may impact or damage the facility.
3. PA systems and megaphones are not allowed.
4. All General Facility Use Rules (Section IV) apply to this section.

X. SPECIAL EVENT PERMITS

Special events of 100 people or more held in City parks or on City of Campbell property (i.e. Los Gatos Creek Trail, Community Center) will be authorized by the Recreation &

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Community Services Department (R&CS). It is the intent of the City to welcome outdoor public events for the general economic benefit of the City's business community, cultural enrichment and/or promotion of the City while not negatively impacting public access. Events targeted in Downtown Campbell please refer to the Downtown Special Event Policy and Application Packet.

A. GENERAL GUIDELINES

1. The event must not severely disrupt normal business and residential traffic patterns. Plans must be developed that mitigate public inconvenience to the greatest extent possible.
2. The proposed site must be suitable for the event, with consideration given to adequate space, traffic flow, parking, power, health and safety requirements, and impact on the site.
3. The Organizer must pay for all applicable City services and permit fees and charges as specified by City Council Policy (see schedule of Fees and Charges).

B. APPLICATION MATERIALS

The application should be filled out completely and submitted a minimum of ninety (90) days prior to the event. The following items are required to be submitted with the application.

1. Event Site Diagram and/or Route Map – must accompany the application, indicating the layout of all equipment (food, vendor booths, tent and canopy locations, stages, first aid, information/headquarters, trash & recycling container locations, parking areas, volunteer stations, etc.).
2. Event Description – a detailed description of all aspects of the event including: logistics, schedule of events, changes from previous years events, and any other relevant information.
3. Any necessary permits (i.e. health permits, liquor license, fire inspection, etc.)
4. Event Financial Report – This should include an expense and revenue report from the previous year's event. If this is the first year for the event, include an estimate of expenses and revenue to be generated by the event. If the event is a fundraiser, also include what the revenue is going towards.

The completed application along with the supporting documents will be distributed to the City's Special Events Committee (Police, Public Works & Recreation Department representatives) for approval or denial. The event organizer will hear within sixty days (60) whether or not their event is approved.

C. PRE-EVENT MEETING

After the event is approved, a pre-event meeting with the Event Organizer and representatives from City departments will be scheduled 30 to 60 days before the event. At this meeting, the Event Organizer will present the proposed event plan and, with City

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staff, finalize an event plan that meets public health and safety standards, provides for the delivery of City services and addresses the concerns of the community.

The Organizer will be informed of all the required fees, permits and insurance requirements.

D. INSURANCE REQUIREMENTS

Insurance requirements listed under Section IV.E.4 apply to Special Events as well.

XI. OTHER INFORMATION

A. TENT AND CANOPY REQUIREMENTS

Article 32 of the State Fire Code requires that permits be obtained for the rental, use, or installation of:

- Tents over 200 square feet in size; and
- Canopies over 400 square feet in size.

When more than one tent or canopy is installed at the same location, adjacent to one another, the total square footage shall be computed for the purpose of enforcing the need for a permit.

The code was written to provide assurance that the fabric is of a non-flammable material, the unit is properly installed and anchored to the ground, and exits are clearly marked and readily accessible in the event of an emergency.

The Santa Clara County Fire Department is the governing body for the City of Campbell. They will generally only issue the permits to the vendor who owns and sets up the tents and canopies.

To obtain a permit, or obtain further information, contact:

Santa Clara County Fire Department (408) 378-4010
Office of Fire Prevention
14700 Winchester Blvd.
Los Gatos, CA 95030

B. FUNDRAISING

Concessions, other than City operated, must possess a valid City of Campbell business license and any other applicable state, county or federal permit. Concessions will be defined as the sale of any food, beverage, souvenir item or service. Copies of said permits and licenses must be submitted a minimum of 30 working days in advance of permit use date.

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Food being sold to the public requires a Health Permit obtainable from the County of Santa Clara's Health Department and must be submitted to the City, 30 working days prior to permit use date.

C. BARBECUE RULES AND REGULATIONS

As per City Ordinance (13.04.060), "No fire shall be built, lighted or maintained within any city or county park area except in a camp stove or barbecue provided in areas designated for such purposes...."

Portable barbecues, hibachis, gas grills, etc. are not allowed in City parks or facilities, with the following exceptions:

1. Groups or organizations holding a current Concession Agreement with the City of Campbell, and then only if the barbecue or grill is a professional portable trailered grill, or a portable propane barbecue in good condition, to be used in a specific designated area, as approved in advance by the Director of Recreation & Community Services or his/her designee.
2. Professional catering companies holding a Campbell Business License and authorized by the Director of Recreation & Community Services to provide such service to a scheduled picnic or facility use customer, and then only if the barbecue or grill is a professional portable trailered grill and used in the specific location designated. All grills are to be supervised at all times to prevent injury to the general public.

XII. COMMUNITY CENTER GOOD NEIGHBOR POLICY

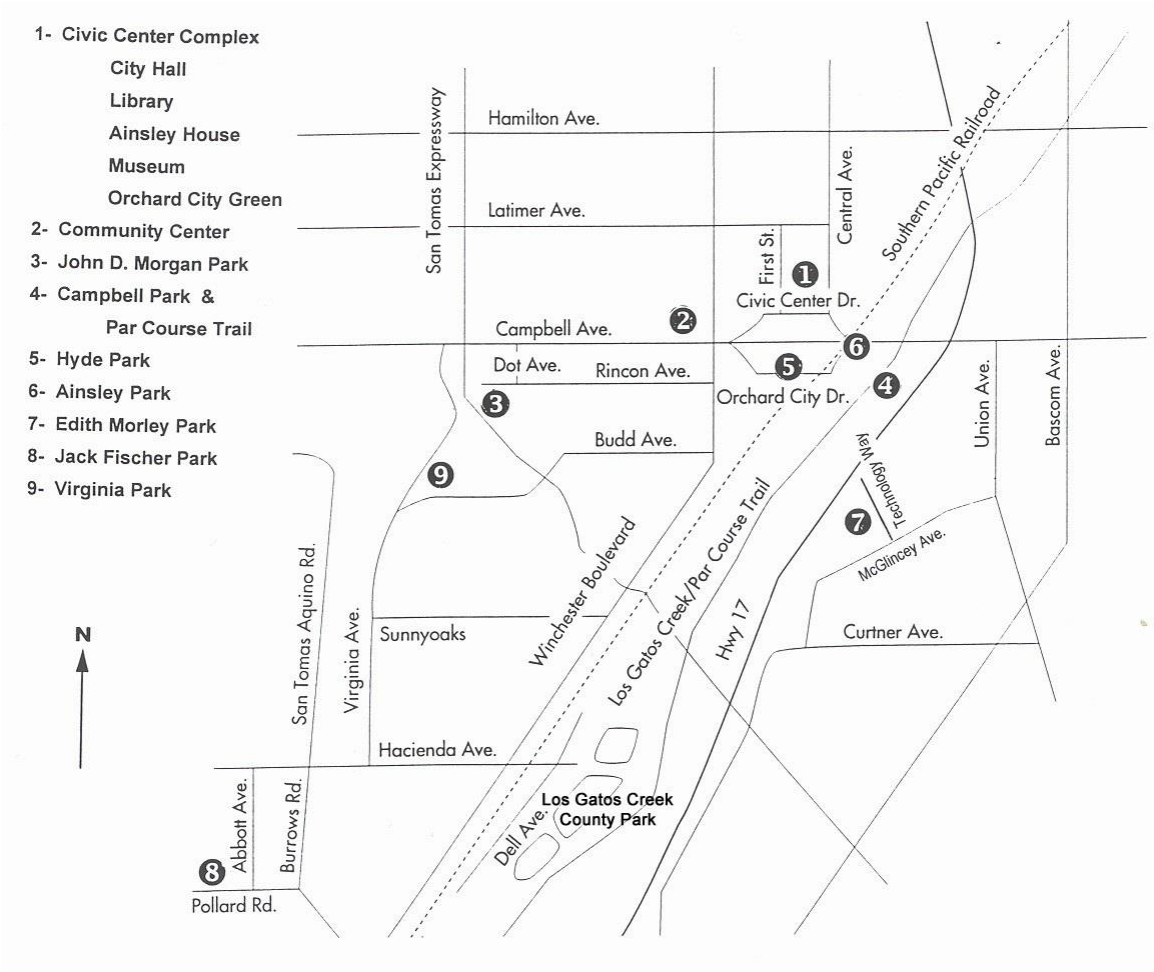
The City has established the following rules and regulations to govern use of Community Center facilities for the safe and pleasant enjoyment of your participants and neighbors. Failure to abide by the Good Neighbor Policy may result in loss of security/damage deposit and/or loss of the privilege of future use of the facilities.

1. No unauthorized vehicles are allowed inside the Football Stadium, on any turf areas, corridors, patios or any location other than the parking lot. Authorized vehicles must obtain a Parking Permit from the Recreation Supervisor and display it on their front left dashboard. Unauthorized vehicles are subject to citation and towing.
2. No amplified music, use of musical instruments, radios, or public address systems, with the exception of approved Special Events.
3. All litter and debris that occur as a result of your event must be picked up. All trash must be placed inside the provided containers or in sealed trash bags adjacent to the containers.
4. No smoking in City parks or in areas adjacent to surrounding neighborhoods.

Attachment: Park, Field & Athletic Facility Use Policy Clean Version for 7.7.20 (Park, Field & Athletic Facility Use Policy Updates)

5. No outside vendors allowed on the Campbell Community Center campus, areas adjacent to surrounding neighborhoods, or streets.
6. Site Plan – The location of all vendors, booths, barbecue equipment, portable restrooms, and any other special equipment desired by your organization must be proposed on a Site Plan and approved, in advance, by the Recreation Supervisor. If they are not submitted and approved, they are NOT ALLOWED and must be removed upon demand by City staff or the Campbell Police Department. All vendors must have a Campbell Business License and food booths must meet Santa Clara County Health Department and Fire Department codes and requirements (or be subject to shut-down upon determination that they do not meet applicable codes).

XIII. PARK LOCATION MAP



IX. PROCEDURES FOR YOUTH SPORTS ORGANIZATIONS

ELIGIBILITY FOR YOUTH SPORTS ORGANIZATIONS (YSO's)

Policy Goal: To ensure that youth who reside in the City of Campbell can play organized sports on Campbell fields at reduced rates; that Recreation staff will be guided by the Policy in order to equitably allocate fields to youth organizations; to protect athletic fields by providing scheduled rest periods and prohibit usage during and as a result of inclement weather.

Field Rental applications for Youth Sports Organizations must be submitted according to the timeline listed in this policy under Section III Reservations. Youth Sports Organizations must meet the following requirements:

A. Provide participant rosters for the previous year to verify the number of Campbell residents. Organizations will provide proof of residency (for example: utility bill, drivers'

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license, preprinted personal check). Organizations will also be required to provide team rosters four weeks after the start of each season's games and/or access to organization's computer registration reports.

B. Provide documentation of non-profit status by the State of California's Secretary of State.

C. Provide a service, program or opportunity that is not currently provided by the City of Campbell.

D. Provide a training program for coaches which includes positive coaching practices when working with youth.

E. Certify in writing that all coaches and volunteers who are in direct contact with children have completed a background check in keeping with California Penal Code Section 11105.3, and that the organization will not utilize the services of anyone with convictions or any arrest pending adjudication involving the offenses specified in subdivision (a) of Section 15660 of the California Welfare and Instructions Code.

F. Maintain updated website.

G. Provide certificate of insurance.

H. Complete all specified forms, information, materials, and pay fees by the appropriate deadline.

Failure to meet stated Campbell residency requirements and/or failure to provide documents of proof; and/or repeated failure to use fields that are reserved may result in reduced priority in the future season.

FACILITY RESERVATION REQUESTS. The Recreation Supervisor will review facility requests and create Reservation Permits based on facility availability. The City's maintenance and Capital Improvement Project schedules shall receive priority over field requests. The City will attempt to set construction schedules so as not to interfere with the approved schedules of the leagues. Groups must be flexible in accepting alternate facilities if/when their normal facility is scheduled for maintenance or major renovation/improvement. The City reserves the right to cancel an approved reservation due to maintenance needs, overuse of facility, unsafe conditions, or due to conflict with a City or school district event. In these cases, all attempts will be made to provide a minimum of 15 days advance notice and to provide an alternate location for the group's scheduled practice, game, or activity. In the event of an emergency, or when no notice is provided, groups must cooperate with the request not to use the facility. If there are no alternate facilities available, the City is not obligated to provide an alternate facility.

<u>Recreation Supervisor will grant field use based on the following priority:</u>

Priority 1 - City of Campbell Recreation Programs

Priority 2 - Youth Sports Organizations (YSOs)

1. Number of Campbell Residents Served in League
2. Previous Field User
3. Responsible Field User
4. Non-profit Organization
5. For-profit Organization*

*For-profit youth sports organizations will not receive a discounted field rental rate and must meet the requirements listed within this policy.

Priority 3 - Adult Sports Organization (ASOs)

1. Number of Campbell Residents Served in League
2. Previous Field User
3. Responsible Field User
4. Non-profit Organization
5. For-profit Organization

All dates, times, and fields listed on any group's application may not be approved in total. The Recreation Supervisor may need to reduce days/week, hours/day, weeks/year, or assign a different field to meet demands or avoid construction/repair projects and planned field rotations. The Recreation Supervisor will work with the groups to maximize the use of the available facilities for the best and most efficient use of all facilities for the community.

RESPONSIBLE FIELD USE

All organizations permitted to use fields will be responsible for the following items:

- Litter removal from fields and adjacent areas such as parking lots
- Ensuring that the lanes of the track are kept open for public use
- No amplified sound
- Enforcement of no smoking and no alcohol
- Supervision of youth spectators, especially on outdoor exercise equipment
- Providing a contact name and cell number for the groups on-site supervisor

FIELD USE AND MONITORING Groups should not reserve fields or facilities that they do not intend to use. Once a reservation/permit is received, the groups are responsible to notify the City's Recreation Supervisor in writing of any reserved time that can be released. The City will monitor use of the facilities to ensure that groups are using the facilities they reserved. Groups who reserve time that they do not use (other than rainy days) will be subject to penalty fees of $25/day. Leagues may not assign their scheduled time to other groups.

CONTACT PERSON Each group shall appoint one contact person to be the agent for the organization in all communications with the City of Campbell's Recreation Supervisor. Only this person shall communicate with the Recreation Supervisor regarding any issues relating to the organization's use of the park facilities, except in the event of the need to report the existence of a safety hazard. The contact person is

Attachment: Park, Field & Athletic Facility Use Policy Clean Version for 7.7.20 (Park, Field & Athletic Facility Use Policy Updates)

responsible to see that all the organization's board members, coaches, committee chairs and parents are aware of all policies, procedures and conditions of use of the facilities.

SCHEDULING CHANGES. Scheduling changes after the original permit has been issued will be subject to a $25 processing fee per incident.

Safety hazards should be reported immediately to the Recreation and Community Services Department at 408-866-2104. Be sure to specify the park and the specific location and nature of the hazard. If possible, cone or flag the hazard so that the maintenance staff can more easily locate the hazard for investigation and repair.

All groups are expected to take responsibility for their actions, the actions of their participants, and the guests/families of their participants. Any damage that occurs to the facility during the group's scheduled time must be reported to the Recreation Supervisor. If repairs are required, the responsible group will be invoiced for the repair cost. Failure to pay will result in retention of your security/damage deposit and may impact the group's ability to use Campbell fields in the future. Damage that occurred prior to the group's scheduled use should also be reported as such to the Recreation Supervisor so that necessary action and repairs can be initiated.

NOTE:
Field Users may propose to provide improvements to the facilities in lieu of use fees. Documents and/or detailed drawings outlining such proposals must accompany the field use application, must meet or exceed the permit value from the prior season in labor and materials, and are subject to the approval and acceptance of the City. If not approved, the group is subject to the use fees as described above. Only improvements that will benefit the general public (not just a specific group) will be considered for a fee waiver.

Facilities that are designed for dedicated use, and have separate water and/or utility meters, may be subject to additional fees (i.e.: groups using the facilities pay the water and utility bills) and arrangements regarding the maintenance of such dedicated facilities. Such arrangements shall be made, in writing, between the facility owner and the approved facility user.

Current fees and charges are listed in Section X. Checks should be made payable to the City of Campbell and be drawn on an organization check. Organization credit cards are also accepted. No personal checks or credit cards will be accepted. Checks returned due to insufficient funds are subject to a $25 handling fee and payment of the balance due by certified check, cash, or money order within ten days of notice of such action.

As stated above, any repairs to facilities required as the result of damage caused by a YSO or ASO shall be invoiced to the group and payment is due within thirty (30) days.

Invoices shall be for cost + 15%. Non-payment of fees due for damage repairs will affect the group's future status.

Groups who wish to request that the City make significant repairs to any facility shall submit such request/proposal in writing, at time of application. These items will be prepared as budget requests in the annual budget process for consideration. If approved, funds will be available the following fiscal year (starting in July). Groups will be made aware of improvements scheduled for each calendar year. All attempts will be made to perform improvements during the off-season, when possible. Be aware, however, that the off-season is usually the rainy season, when it is difficult or not appropriate to make repairs to turf or other outside athletic facilities due to the wet conditions.

Groups wishing to make improvements to facilities must submit these improvements in advance to the City. No groups are allowed to make improvements to any facility without first obtaining approval.

The City of Campbell reserves the right to amend fees and charges as deemed necessary.

FACILITY USE AND MAINTENANCE. All field users shall respect the facilities and treat them as they would their own. Care shall be taken to avoid constant wear in the same location. Practices and drills shall be relocated daily so as not to over-wear any certain area. Divots shall be filled and/or replaced according to the specifications provided. Unauthorized vehicles are not allowed on turf, play field, paths, or blacktop areas. All vehicles shall park in marked stalls in parking lots or legally on adjacent public streets. Litter shall be removed or deposited into the provided receptacles.

X. FEES AND CHARGES

The fees and charges set forth here are not negotiable; City staff does not have the authority to waive or reduce fees. All fees and deposits are due at the time the reservation is submitted to hold the date and facility.

A. PROCESSING FEES

1. All applications are subject to a **non-refundable $25 processing fee**. This fee is designed to cover administrative time required to process your reservation.

B. DEPOSITS

1. A refundable damage deposit of $100 is required for all athletic field reservations. Long term renters and co-sponsored groups are required to provide a $250 refundable damage deposit.
2. The City reserves the right to deduct from the damage deposit all additional charges relating to, but not limited to, janitorial services, maintenance/repair services, staff time, or emergency services that were required as a result of your use.
3. Refunds of security/damage deposits may be fully or partially withheld for any of the following reasons:
   a. Damage to or misuse of the facility.
   b. Inadequate cleanup by permittee, requiring additional custodial/staff time/services after your use.
   c. Misrepresentation of the type of event held, or group/individual actually using the facility.
4. If additional fees due exceed the amount of deposit, permittee will be billed for the balance. Payment will be due within thirty (30) days of date of invoice. Fees not paid will be sent to collections.
5. Deposits, less any applicable additional charges, will be processed through the City's Finance Department, approved by City Council, and returned to the permittee by mail within 30 days of the date of their event.
6. It is the permitee's responsibility to keep the Campbell Community Center office staff informed of any address, or telephone changes.

C. DEFINITION OF TERMS

A.

B. NON-PROFIT: To qualify for non-profit rates, customers must provide a copy of their letter of non-profit status from the California Secretary of State's office with their non-profit ID number indicated and must pay with an organization check or charge card. Organization name on letter of non-profit status, check/charge card, and permit must all be in the same name

Attachment: Park, Field & Athletic Facility Use Policy Clean Version for 7.7.20 (Park, Field & Athletic Facility Use Policy Updates)

To qualify for non-profit rates, customers must provide a copy of their letter of non-profit status from the California Secretary of State's Office with their non-profit ID number indicated and pay with an organization check or charge card.

D. FEES & CHARGES FOR USE OF PARKS, FIELDS & FACILITIES

Non-profit Youth Sports Organizations will receive a discounted rate corresponding to the percentage of Campbell residents in their league up to a 70% discount. For example, a group with 58% Campbell residents would receive a 58% discount from the non-profit rental fee. For-profit Youth Sports Organizations and all Adult Sports Organizations are not eligible for a discount.

	Base Hourly Rate	Non-Profit Hourly Rate
John D. Morgan Park Soccer Bowl*	$30 hr	$25 hr
John D. Morgan Park Athletic Field*	$20 hr	$15 hr
Community Center Stadium Field*	$50 hr	$25 hr
Community Center Stadium Track*		
Community Center Athletic Field*	$20 hr	$15 hr
Community Center Concession Stand	$40 day	$30 day
Handball Court (CCC)	$25 hr	$14 hr
Sand Volleyball Court (JDM)	$17 hr	$14 hr
Horseshoe Pit (JDM)	$10 hr	$6 hr
Los Gatos Creek Trail Special Events* **	$1050/use	$630/use
Orchard City Green*	N/A	$25 hr
Non-Exclusive Use Permit (Under 10 People)	$20hr	N/A
Non-Exclusive Use Permit (10-20 People)	$25hr	N/A
Non-Exclusive Use Permit (21-99 People)	$30hr	N/A

* = A refundable damage deposit is required for all indicated uses.

** = Special Events must be approved by the City of Campbell Special Event Committee (Section X)

Attachment: Park, Field & Athletic Facility Use Policy Clean Version for 7.7.20 (Park, Field & Athletic Facility Use Policy Updates)

City Council Report

Item: 19
Category: COUNCIL COMMITTEE REPORTS
Meeting Date: July 7, 2020

TITLE: **Council Committee Reports**

RECOMMENDED ACTION

Report on committee assignments and general comments.

DISCUSSION

This is the section of the City Council Agenda that allows the City Councilmembers to report on items of interest and the work of City Council Committees.

MAYOR LANDRY:
City Atty. Performance/Comp. Subcommittee
City Clerk Performance/Comp. Subcommittee
City Mgr. Performance/Comp. Subcommittee
Economic Development Subcommittee
Recycling and Waste Reduction Commission of SCC**
Santa Clara Valley Water District: County Water Commission
State Route (SR) 85 Corridor Policy Advisory Board
West Valley Mayors and Managers

Cities Association of Santa Clara County Representative, (Alt.)
Cities Association Selection Committee & Legislative Action Committee (Alt.)
Friends of the Heritage Theater Liaison (Alt.)
SCC CDBG Program Committee** (Alt.)
Silicon Valley Clean Energy JPA (Alt.)
Valley Transportation Authority Policy Advisory Committee (Alt.)
West Valley Clean Water JPA (Alt.)
West Valley Sanitation District Board (Alt.)
West Valley Solid Waste Authority JPA (Alt.)

VICE MAYOR GIBBONS:
Association of Bay Area Governments
Association of Bay Area Governments Executive Committee**
Campbell Historical Museum & Ainsley House Foundation Liaison
Cities Association Selection Committee & Legislative Action Committee
Comprehensive County Expressway Planning Study Policy Advisory Board**
Education Subcommittee

Legislative Subcommittee
Silicon Valley Clean Energy JPA (SVCEC)
SVCEC Executive Committee**
SVCEC Finance and Audit Subcommittee**
SCC CDBG Program Committee**

County Library District JPA Board of Directors (Alt.)
SCC Emergency Operations Commission (Alt.)**
West Valley Mayors and Managers (Alt.)

COUNCILMEMBER BYBEE
City Atty. Performance/Comp. Subcommittee
City Clerk Performance/Comp. Subcommittee
City Mgr. Performance/Comp. Subcommittee
Downtown Subcommittee
Finance Subcommittee
Friends of the Heritage Theater Liaison
Legislative Subcommittee
Valley Transportation Authority Policy Advisory Committee

Association of Bay Area Governments (Alt.)
Campbell Historical Museum & Ainsley House Foundation Liaison (Alt.)
Comprehensive County Expressway Planning Study Policy Advisory Board**(Alt.)
Santa Clara Valley Water District: County Water Commission (Alt.)
State Route (SR) 85 Corridor Policy Advisory (Alt.)

COUNCILMEMBER RESNIKOFF
Advisory Commissioner Appointment Interview Subcommittee
Cities Association of Santa Clara County Representative,
Education Subcommittee
West Valley Clean Water JPA
West Valley Sanitation District
West Valley Solid Waste Authority JPA

Downtown Subcommittee (Alt.)
Recycling and Waste Reduction Commission of SCC** (Alt.)
Silicon Valley Animal Control Authority Board (SVACA)(Alt.)

COUNCILMEMBER WATERMAN:
Advisory Commissioner Appointment Interview Subcommittee
County Library District JPA Board of Directors
Economic Development Subcommittee
Finance Subcommittee
Silicon Valley Animal Control Authority Board (SVACA)

****appointed by other agencies**

Prepared by: Andrea Sanders

Andrea Sanders, Deputy City Clerk

MEMORANDUM

City of Campbell

City Clerk's Office

To: Honorable Mayor and City Council

Date: July 7, 2020

From: Andrea Sanders, Deputy City Clerk

Via: Brian Loventhal, City Manager

Subject: **Desk Item 12 – Revised Fee**

Per discussions with Police Chief Berg and the City Attorney, staff has amended Police Fees to show mid-step staffing rates at the Community Service Officer (CSO), Police Officer, Police Agent, and Police Sergeant levels for # 9- Driving Under the Influence (DUI) - Cost Recovery as opposed to a single composite rate at top step. Attached are the applicable replacements pages. No other Police Fees have changed.

City of Campbell
POLICE FEES

	Activity Description	FY 19/20 Fee	FY 20/21 Fee	Charge Basis	Note
	Report / Recording / Records Fees				
1	Police Report Fee				[a]
	a) Up to ten pages	No charge	No charge	per report	[g]
	b) Each Add'l page after first 10 pages	$0.10	$0.10	per page	
2	CAD Incident Report				[a]
	a) Up to ten pages	No charge	No charge		
	b) Each Add'l page after first 10 pages	$0.10	$0.10	per page	
3	Audio Recording Copy Fees				[a]
	a) Discovery				
	i) Actual Cost of Digital Media	Actual cost of digital media	Actual cost of digital media	each	
	ii) Hourly Rate for Reproduction	$24	$24	per hour	
	b) Dispatch				
	i) Actual Cost of Digital Media	Actual cost of digital media	Actual cost of digital media	each	
	ii) Hourly Rate for Reproduction	$24	$24	per hour	
4	Arrest Log Release	$0.05	No Charge	per page	[a]
5	Research/Archiving	$24	$24	per hour	[b]
	Vehicle Release / Impound / Repossession Fees				
6	Vehicle Release				
	a) Storage / Impound	$166	$166		
	b) 30 Day Impound	$192	$192		
7	Vehicle Repossession Fee	$15	$15		[c]
	Citation Sign-off Fees				
8	Citation Sign-off				
	a) Campbell Police Department Issued Citation	No charge	No charge		
	b) Citation Issued by Other Agency (Non-Campbell PD)	$15	$15		

City of Campbell
POLICE FEES

	Activity Description	FY 19/20 Fee	FY 20/21 Fee	Charge Basis	Note
	DUI Response Cost Recovery				
9	Driving Under the Influence - Cost Recovery (Hourly Rate)	$164		per hour	
	a) Community Service Officer (CSO)		$60	per hour	
	b) Police Officer		$91	per hour	
	c) Police Agent		$97	per hour	
	d) Police Sergeant		$107	per hour	
	False Alarm Response				
10	False Alarm Fee				
	a) Up to three false alarms	$0	$0		
	b) 4th Alarm	$208	$208		
	c) 5th Alarm	$208	$208		
	d) 6th Alarm	$208	$208		
	e) 7th Alarm	$260	$260		
	f) 8th Alarm	$260	$260		
	g) 9th Alarm	$260	$260		
	h) 10th Alarm	$312	$312		
	i) 11th Alarm and Each Additional Alarm after 11	$312	$312		
	Permit / License Application Review				
11	Arcade and Semiarcade Permits				
	a) Arcade	$775	$775		
	b) Semiarcade	$644	$644		
12	Block Party Permit	$119	$119		
13	Concealed Weapon Permit				
	a) New	$100	$100	plus DOJ fees	[d]
	b) Renewal	$25	$25	plus DOJ fees	[d]
14	Firearms and Ammunition Sales Permit (Business)				
	a) New	$779	$779		
	b) Renewal	$259	$259		
15	Hypnotherapy	$775	$775		

City of Campbell
POLICE FEES

	Activity Description	FY 19/20 Fee	FY 20/21 Fee	Charge Basis	Note
16	Live Entertainment Permit	$1,246	$1,246		
17	Massage				
	a) Massage Establishment (Owner Not State Certified)				
	i) New	$862	$862		
	ii) Renewal	$312	$312		
	b) Massage Establishment (Owner State Certified)				
	i) New	$0	$0		[e]
	ii) Renewal	$0	$0		[e]
	c) Massage Therapist / Trainee				
	i) New (State Certified)	$0	$0		[e]
	ii) Renewal (State Certified)	$0	$0		[e]
18	Medical Marijuana Delivery Registration				
	a) New	$2,170	$2,170		
	b) Renewal	$1,085	$1,085		
19	Occult Science Permit	$775	$775		
20	Pawnbrokers and Secondhand Dealers				
	a) New	$516	$516		
	b) Renewal	$127	$127		
21	Pool or Billiards Permit				
	a) Two or More Tables	$775	$775		
	b) One Table Only	$59	$59		
22	Sexually Oriented Business Permit				
	a) New	$1,246	$1,246		
	b) Renewal	$775	$775		
23	Taxicab Owner's License	$964	$964		

City of Campbell
POLICE FEES

	Activity Description	FY 19/20 Fee	FY 20/21 Fee	Charge Basis	Note
24	Tow Car Operator Permit / Tow Truck Driver Certificate				
	a) Tow Car Operator Permit	$2,526	$2,526		
	b) Tow Truck Driver Certificate				
	i) New	$50	$50		[f]
	ii) Renewal	$12	$12		[f]
25	Used Car Dealer - Retail Only	$257	$257		
	Other				
26	Naturalization VISA Letter	$34	$34		
27	Security Services - Outside Work Assignments				
	a) Reserve Officer	$72	$72	per hour; 2-hr min.	
	b) Officer	$146	$146	per hour; 2-hr min.	
	c) Sergeant	$201	$201	per hour; 2-hr min.	

Notes:
[a] Per Government Code 6253(b) and City Attorney.
[b] Maximum amount allowed per Evidence Code Section 1563(b)(1). Fees apply only to research/archiving pursuant to a subpoena.
[c] Maximum amount allowed per Government Code Section 41612.
[d] Maximum allowed per Penal Code Section 26190.
[e] Fee administered via State certification process.
[f] Maximum amount allowed per Vehicle Code Section 2431.
[g] No fee for victoms of violent crime or domestic violence.

MEMORANDUM

City of Campbell

City Clerk's Office

To: Honorable Mayor and City Council

Date: July 7, 2020

From: Andrea Sanders, Deputy City Clerk

Via: Brian Loventhal, City Manager

Subject: **Desk Item 15 – Email Correspondence**

Attached is a desk item containing email comments for item 15.

Andrea Sanders

From:
Sent: Tuesday, July 7, 2020 10:35 AM
To: Clerks Office
Subject: campbell ave closure

WARNING: This email originated from an external sender!

Council members: My name is Tom Dodge and I am the general partner of the Curry building which encompasses 415 Campbell Ave., 409 Campbell Ave. and 21 Harrison. A Campbell ave. street closure would be detrimental to the two remaining tenants (out of seven spaces located in my building). Both utilize the two parking lots, one adjacent to the building and the other across the street running parallel with the R/R tracks. Blue Line pizza's main source of business unfortunately now comes from take out orders and people will not walk the extra block or two in order to pick it up. Please see about keeping the parking lots accessible to vehicle traffic.....thanks, tom dodge.

Andrea Sanders

To: Margarita Mendoza
Subject: RE: Public Comment - July 7

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Tuesday, July 7, 2020 10:56 AM
To: Campbell City Managers Office <cmoffice@campbellca.gov>
Subject: Online Form Submittal: Contact Us (Dropdown)

WARNING: This email originated from an external sender!

Contact Us (Dropdown)

First Name	Linda N
Last Name	Marquez
Address1	
Address2	*Field not completed.*
City	
State	CA
Zip	
Phone Number	
Email Address	
Whom would you like to contact?	Mayor
Question / Comment	Hi. I am hoping we keep the outdoor dining option in Campbell. My question is can we consider shutting down Campbell Avenue like we do for the Farmer's market so we have more room for outdoor dining? Currently, it seems a bit tight to try and walk by the folks on the sidewalk. We have ample parking in the garages. I think it would make it safer both for the diners and the people walking by. Just a thought. Thank you, Linda Marquez

Email not displaying correctly? View it in your browser.

Andrea Sanders

To: Margarita Mendoza
Subject: RE: Online Form Submittal: Contact Us (Dropdown)

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Sunday, July 5, 2020 10:57 AM
To: Campbell City Managers Office <cmoffice@campbellca.gov>
Subject: Online Form Submittal: Contact Us (Dropdown)

WARNING: This email originated from an external sender!

Contact Us (Dropdown)

First Name	Diane
Last Name	McCarthy
Address1	
Address2	*Field not completed.*
City	
State	CA
Zip	
Phone Number	
Email Address	*Field not completed.*
Whom would you like to contact?	Mayor
Question / Comment	I think we should block off downtown Campbell Ave. I know in the past it was blocked off. It is easy enough to drive around it on the one way streets. People could easily walk around. Restaurants could safely serve without people needing to walk too close. I think it will be a very long time before restaurants can safely serve. This seems like a way to help many people, easily.

Email not displaying correctly? View it in your browser.

Andrea Sanders

To: Angela Pace
Subject: RE: Public Comment - Item 15: E. Campbell Ave Closure

From: Angela Pace
Sent: Monday, July 6, 2020 3:08 PM
To: Susan M. Landry <susanl@campbellca.gov>; Liz Gibbons <lizg@campbellca.gov>; Paul Resnikoff <paulr@campbellca.gov>; Anne Bybee <anneb@campbellca.gov>; Rich Waterman <RichW@campbellca.gov>
Cc: Clerks Office <clerksoffice@campbellca.gov>
Subject: Public Comment - Item 15: E. Campbell Ave Closure

WARNING: This email originated from an external sender!

Hello,

I understand that you'll be meeting to discuss the possibility of closing E. Campbell Avenue so I'm reaching out to share our experience and some thoughts regarding this matter. Please consider the following:

Our business has been surviving almost exclusively on takeout/curbside/delivery. While our outdoor patio recently opened, we have not seen our business increase from the re-opening of the patio. Rather, we've seen a cannibalization of sales - people who have been ordering takeout have now switched to outdoor dining and we have not seen any increase in sales. This indicates that for those people who are sensitive and afraid of Covid, non-face-to-face services like curbside pickup or delivery has continued to be their preferred method of ordering regardless of the amount of open space and exploring outdoor dining or strolling in downtown is simply not an option for them.

We have locations in five (5) neighboring downtown areas - all of which have had the discussion of closing the main downtown thoroughfare. Of these 5 downtowns:
* 2 downtowns completely closed the main street 7 days/week (Mountain View and San Carlos)
* 2 downtowns closed the main street for Friday - Sunday (Burlingame and Danville)
* 1 downtown did not close the main street but has permitted the parklets to be used (Los Gatos)

The results of these street closures are as follows:

* San Carlos stayed closed for 2 weeks before complaints by small businesses resulted in the re-opening of the street - small businesses experienced greater losses in sales due to the street closure

* Mountain View has closed for almost 2 weeks (since June 22) and many small businesses are asking for the street to be re-opened, again, due to greater losses in sales due to the street closure. For us, this past week's sales have been at the lowest since the shelter-in-place mandate took effect in mid-March. Like the other businesses, we attribute this downward trend in sales to the street closure. Foot traffic has not increased from the street closure.

* Burlingame is only testing the weekend street closure for another couple of weeks. Results have been mixed with many businesses not seeing much change in sales. During the weekend closure, the City assigned dedicated short-term/curbside pickup only parking in different parking lots and street parking in the area to provide alternative/convenient solutions for the public.

* Danville closed the street on the weekends only (which started this past weekend). It's still to early to comment on the result though we can say that it was very slow this past weekend but that could've been due to the holiday. As an FYI, Danville is leaving one lane open as a fire/safety lane and also have dedicated takeout/curbside pickup parking designated on side streets to provide alternative/convenient takeout and curbside pickup solutions for the public.

* Los Gatos has left North Santa Cruz and Main Street open which has allowed for traffic and takeout/curbside pickup business to continue. However, they have blocked off most street parking and allowed parklets for merchants/restaurants thus providing additional outdoor seating for restaurants and additional space for merchants. The town has also placed dedicated curbside/takeout parking throughout the town.

Based on these experiences, we do not believe it's prudent to close any main downtown street and jeopardize our current sales. The fact is that even pre-Covid, people do not like having to walk to get to a store or restaurant. By having the main street closed, they are forced to have to find parking elsewhere and then walk in which may further exacerbate matters.

Thus, we are not in favor of Closing E. Campbell Ave because it would effectively eliminate curbside pickup and create a barrier to those who want takeout (i.e., they would have to find a parking space somewhere farther away, walk to the store while possibly coming into contact with others) and create more inconvenience for those wanting to pick something up at a merchant. Additionally, closing E. Campbell Ave could create traffic, parking and noise issues in the residential community surrounding downtown which is another deterrent for people to come into the area.

However, if E. Campbell Ave were to close, we ask that access to the 2 parking lots near us remain open (i.e., parking lot adjacent to us and the Orchard City/Railway Parking Lot) so that convenient parking is available to the public.

By having these 2 lots (415 E. Campbell Ave Parking Lot and Orchard City Parking Lot) remain open, having this parking and accessibility could alleviate some of the concerns that we have regarding a street closure. Accessibility, ease and convenience combined with a safe environment with social distancing and mask protocols are what is needed to try to revitalize our downtown business community.

We understand that there is no easy answer but we hope that you consider all perspectives before making a decision like closing E. Campbell Ave which would immediately impact access to a significant revenue source that restaurants have (i.e., takeout/curbside). And if you were to close the street, at a minimum, please consider leaving the 415 E. Campbell Ave Lot and Orchard City Parking Lot open and accessible to the public.

Thanks for your consideration on this matter.

Regards,

Angela Pace
Blue Line Pizza

Fan us at www.facebook.com/BlueLinePizza

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