



# COUNTY OF SANTA CRUZ

## PLANNING DEPARTMENT

701 OCEAN STREET - 4<sup>TH</sup> FLOOR, SANTA CRUZ, CA 95060  
(831) 454-2580 FAX: (831) 454-2131 TDD: (831) 454-2123

**KATHLEEN MOLLOY PREVISICH, PLANNING DIRECTOR**

July 25, 2013

Planning Commission  
County of Santa Cruz  
701 Ocean Street  
Santa Cruz, CA 95060

**Agenda Date: August 28, 2013**

Agenda Item #: 7

**Subject: Three Month Review of the Day Laborer Center (Permit #111195)  
APN 026-051-17**

Members of the Commission:

On July 25, 2012, your Commission voted to uphold the Zoning Administrator's decision to approve application #111195 to convert an existing non-conforming single family dwelling to a Day Laborer Center (Exhibit A). The Day Laborer Center began operation on April 2, 2013.

One of the conditions of the Day Laborer Center's Use Permit requires the applicant to track specific data associated with the operation of the center and to provide that information to the Planning Commission at a public hearing for a review of condition compliance after a three month period. Subsequent reviews are required after six months of operation and after 12 months of operation. The condition requires that the three month review is heard by the Planning Commission at a public hearing, and that the Planning Commission can determine at the 3 month review if the six month and 12 month reviews will require full public hearings or will require a status report on the Planning Commission consent agenda.

Based on the tracking information submitted by the Day Laborer Center staff, the planning department has determined that the Center is operating within the limitations of their permit and that future reviews of the required tracking data could be provided as an update to the Commission on your consent agenda.

### **Required Tracking Data**

Condition of Approval IV.G requires the Day Laborer Center Staff to track the following data:

1. Daily attendance of volunteers and workers.(Exhibits B & C)
2. The number of workers matched with employment opportunities daily (Exhibit D)
3. Methods of transportation to and from the site. (Exhibit E)
4. Medthods of transportation to and from job sites and the corresponding locations of job sites. (Exhibit F)
5. The average daily wait time at the Center prior to employment. (Exhibit G)
6. Complaints and concerns submitted to the disturbance coordinator and actions taken to

resolve the issues. (Exhibits G & H)

7. The date, location, public notification list, and minutes for each quarterly neighborhood meeting. (Exhibit I)

In addition to the above information, staff was required to review information from the Sheriff's Office regarding incidents at or in the vicinity of the Center involving day worker clients.

## **Analysis**

### Attendance of Day Laborers

The average number of laborers visiting the Center for the three month period covered by this report was as follows: April - 6 per day; May - 4 per day; and June - 10 per day. The average daily wait time at the Center was 2.25 hours between the months of April and June and the Center staff indicates that most jobs began between 8 a.m. and 10 a.m. Based on the information submitted, it could be inferred that the number of users increased during the warmer summer months and, inversely, will decline in the winter, or that the number of users will continue to increase as the Center becomes more well-known and established. The permit allows a maximum of 40 day laborers per day at the Center; therefore, the actual use has not yet reached the maximum allowed by the Use Permit. Subsequent reviews after 6 months and 12 months of operation should provide a better understanding of how many day workers will utilize the center daily.

### Operating Hours

The Day Laborer Center staff has indicated that they continuously abide by the operating hours as prescribed by the Use Permit, which are between 7:00 a.m. and 1:30 p.m., Tuesday through Saturday, and between 8:00 a.m. and 1:30 p.m. on Sunday. Given the additional requirements that all day workers must leave the premises at 1:30 p.m. and that the Center shall not permit lines or gatherings to form outside of the Center prior to 7:00 a.m., the applicant has obtained approval from the Planning Department to post an 8.5" x 11" sign on the front gate which provides the Center's hours of operation and which states that, if closed, the day laborer should leave and return during business hours. The hours of operation have also been clearly posted on the Center's front door (Exhibit J) and website. These posted hours of operation will assist in helping visitors comply with the prohibition on loitering outside of the Center. Although no lines or gatherings have formed outside of the structure during or after business hours thus far, ensuring that the hours of operation are clearly posted will reduce the potential for this activity to occur in the future.

### Traffic and Parking

The data submitted by the applicant (Exhibits E & F) indicate that, during the reporting period of April 2<sup>nd</sup> to June 30<sup>th</sup>, less than half of the day workers drove their own personal vehicles to the Center. All others used public transportation, biked, or walked to the Center. The information also indicates that at this time, it appears that the main form of transportation to and from job sites from the Center is via employer pick-up or by the day worker's personal vehicle. Within the reporting period, tracking information reveals that 16 percent of day workers traveled to job sites via bus, 4 percent biked, and 28 percent walked. The records do not show a clear trend regarding use of different forms of travel based on geographic location of the job site, as previously

expected. This data will be re-evaluated at the 6 and 12 month reviews to determine if day workers are utilizing transportation other than personal vehicles to travel to job sites located in close proximity to the Center.

Day Worker Center staff indicated that the parking area is adequate to accommodate visitors, volunteers, and staff, and provides adequate space to allow for employer pick-ups. Parking associated with the Day Worker Center is not occurring in the Center's driveway or on 7<sup>th</sup> Avenue. Records on parking will be re-evaluated at the 6 and 12 month reviews to determine if the Center's parking area continues to be adequate to serve visitors as the attendance at the Center increases.

### Crime

The Center continues to contract with First Alarm to monitor the premises between the hours of 9:00 p.m. and 6:00 a.m. First Alarm reports that no incidents have occurred at the Center during these evening hours (Exhibit K). Additionally, the attached incident record (Exhibit L) provided by the County Sheriff's Records Department indicates that two calls for service were received by the County Sheriff between April 2, 2013 and July 25, 2013; however, according to the Live Oak Service Center, both of those reports were unfounded.

### Coordination with Neighbors

The conditions of this use approval require that Center staff convene bi-monthly neighborhood meetings during the first quarter of operation. The intent of the meetings is to allow for Center staff to provide status updates of the Center's operations and to address any neighborhood concerns.

Two neighborhood meetings have been held since the Community Action Board received approval from your Commission. Meetings were held on March 26, 2013 and on May 30, 2013 during the afternoon and evening hours. The agendas and minutes from each meeting are attached to this report as Exhibit I.

The meeting minutes submitted by the applicant indicate that ten neighbors attended each meeting. It appears that the neighbors inquired about the Center's general policies and procedures. These questions include such things as how much pay the workers receive, how the Center is being marketed, and what the rules are for the parking area.

In addition to neighborhood meetings, conditions of the Center's use permit required that the Community Action Board designate a disturbance coordinator for the Center, clearly post contact information for that person at the Center, and track all complaints or concerns received and the Center's response thereto. The Day Worker Center staff indicate that three concerns were submitted to the disturbance coordinator within the required reporting period (Exhibits G & H):

- 1) May 25<sup>th</sup>, 2013- A neighbor notified the disturbance coordinator that a call to 911 had been made during the nighttime hours because suspicious sounds were coming from the Center. The sheriff's department indicates that this report was unfounded.
- 2) May 30<sup>th</sup>, 2013- A letter was submitted to the disturbance coordinator at a neighborhood meeting which indicated concerns about potential loitering and site lighting. The Center

responded to these concerns in writing (Exhibit H) and has attempted to further address these concerns by adding signage to the site regarding the operational hours of the Center (Exhibit J).

3) A complaint was received at the Center that a man selling strawberries at the corner of Rodriguez Street and 7<sup>th</sup> Avenue was associated with the Day Worker Center and should be removed from the sidewalk. Day Worker Center staff confirmed that the man was not associated with the Center and no further action was taken.

Based on this information, it does not appear that the establishment of the Day Worker Center has increased criminal activity in the neighborhood. It appears that the conditions which require the Center to hold neighborhood meetings and to designate and make available a Disturbance Coordinator, are meeting the intended outcome of facilitating communication between the Center and the residents in the surrounding area.

### Site Visits

Staff visited the site on July 25, 2013 between the hours of 7:45 and 8:45. The site visit was unannounced and the Center was observed at a distance to evaluate impacts associated with the operation of the Center. The following items were of particular interest during the site visit:

- If the parking area sufficiently accommodates the demand;
- If the day workers wait for work matches inside the Center and within the approved side yard only;
- If day workers gather in front of the Center to solicit work;
- If the traffic generated by the Center creates congestion on 7<sup>th</sup> Avenue.

The parking area was not full at 7:45 a.m. and no vehicles associated with the Center were parked on 7<sup>th</sup> Avenue or in the driveway. The Center appeared to be a very quiet operation. No significant activity outside of the Center was observed, with the exception of staff, volunteers, or day workers who were maintaining the landscaping at the parcel frontage. Noise and traffic in the area resulted from a children's summer day camp across the street and from the County Animal Services building. Although very little activity was observed from the street, it was confirmed by Center staff that five additional day workers had checked in during the time of the site visit.

The County Animal Services building is located in very close proximity to the Day Worker Center and volunteers of County Animal Services consistently walk dogs along 7<sup>th</sup> Avenue in front of the Day Worker Center. The volunteers at the animal services building that were present during the site visit, indicated that they have never noticed people standing in front of the Center with the exception of yard maintenance staff, and that they have never observed problems with traffic or parking associated with the Center. One volunteer indicated that it didn't seem like the Center was operational.

The front yard landscaping and other improvements have been maintained in good condition (Exhibit M).

### **Conclusion**

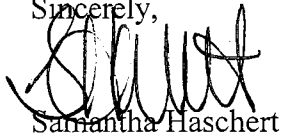
Based on the tracking information submitted by the applicant, the records submitted by the

County Sheriff, and the results of the site visit, it is apparent that the Day Worker Center is operating in compliance with the required conditions of permit #111195 (Exhibit A).

### **Recommendation**

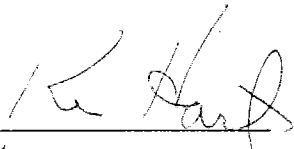
Staff recommends that your Commission accept this report on the operation of the Day Worker Center on 7<sup>th</sup> Avenue, as required by condition of approval IV.G. of permit #111195, and allow for the required 6 month and 12 month updates to return to your Commission as consent agenda items.

Sincerely,



Samantha Haschert  
Project Planner  
Development Review

Reviewed By: \_\_\_\_\_



Ken Hart  
Principal Planner  
Development Review

### Exhibits:

- A. Use Permit #111195 & Conditions of Approval
- B. Daily Attendance of Day Workers, prepared by Day Worker Center Staff
- C. Daily Attendance of Volunteers, prepared by Day Worker Center Staff
- D. Daily Job Matches, prepared by Day Worker Center Staff
- E. Day Worker Methods of Transportation to and from the Center, prepared by Day Worker Center Staff
- F. Day Worker Methods of Transportation to and from Job Sites, prepared by Day Worker Center Staff
- G. Day Worker Center Staff responses to Conditions of Approval
- H. Day Worker Center Staff responses to letter from neighbor, dated June 23, 2013
- I. Neighborhood Meeting Agendas and Minutes, prepared by Day Worker Center Staff
- J. Signage added to Day Worker Center Site
- K. Memo from First Alarm regarding incidents at the Center
- L. County of Santa Cruz Sheriff's Office, Calls for service 2/21/13 to 7/25/13



# COUNTY OF SANTA CRUZ

## Planning Department

### AMENDMENT TO PERMIT 107-U

Owner: ROMAN CATHOLIC BISHOP  
OF MONTEREY CALIFORNIA  
Address: PO BOX 2048  
MONTEREY, CA 93940

Permit Number: 111195  
Parcel Number(s): 026-051-17

### PROJECT DESCRIPTION AND LOCATION

Permit to change the use within an existing building from a non-conforming residential use to a day worker center. Requires an Amendment to Permit 107-U. Property located on the west side of 7th Ave., north of Rodriguez Street in Live Oak (2261 7th Ave.).

### SUBJECT TO ATTACHED CONDITIONS

Approval Date: 7/25/2012

Effective Date: 8/8/2012 (After 5 p.m.)

Exp. Date (if not exercised): see conditions

Coastal Appeal Exp. Date: Call Coastal Com

Denial Date: \_\_\_\_\_

Denial Date: \_\_\_\_\_

\_\_\_\_\_ This project requires a Coastal Zone Permit, which is not appealable to the California Coastal Commission. It may be appealed to the Board of Supervisors. The appeal must be filed within 14 calendar days of action by the decision body.

\_\_\_\_\_ This project requires a Coastal Zone Permit, the approval of which is appealable to the California Coastal Commission. (Grounds for appeal are listed in the County Code Section 13.20.110.) The appeal must be filed with the Coastal Commission within 10 business days of receipt by the Coastal Commission of notice of local action. Approval or denial of the Coastal Zone Permit is appealable. The appeal must be filed within 14 calendar days of action by the decision body.

This permit cannot be exercised until after the Coastal Commission appeal period. That appeal period ends on the above indicated date. Permittee is to contact Coastal staff at the end of the above appeal period prior to commencing any work.

A Building Permit must be obtained (if required) and construction must be initiated prior to the expiration date in order to exercise this permit. **THIS PERMIT IS NOT A BUILDING PERMIT.**

By signing this permit below, the owner agrees to accept the terms and conditions of this permit and to accept responsibility for payment of the County's costs for inspections and all other actions related to noncompliance with the permit conditions. This permit shall be null and void in the absence of the owner's signature below.

[Signature]  
Signature of Owner/Agent

8/15/12  
Date

7SMQ-D-fer Samatha  
Staff Planner Haschert

8-8-12  
Date

Distribution: Applicant, File, Clerical, Coastal Commission

EXHIBIT A



2012 0043959 09/12/2012 02:59:01 PM

OFFICIAL RECORDS OF Santa Cruz County

Sean Saldavia Recorder

RECORDING FEE: \$36.00

COUNTY TAX: \$0.00

CITY TAX: \$0.00



NOTI

8 PGS

RCD135

Return recorded form to:

Planning Department  
County of Santa Cruz  
701 Ocean Street, 4<sup>th</sup> Floor

Attention: Sheila McDaniel  
Application #: 111195

### Notice

THIS PAGE ADDED TO PROVIDE ADEQUATE SPACE FOR RECORDING INFORMATION  
(CALIFORNIA GOVERNMENT CODE §27361.6)

Recording requested by:

COUNTY OF SANTA CRUZ

When recorded, return to:

Planning Department  
Attn: Samantha Haschert  
County of Santa Cruz  
701 Ocean Street  
Santa Cruz, CA 95060

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### Conditions of Approval

Development Permit No. 111195  
Property Owner: Roman Catholic Bishop of Monterey CA  
Assessor's Parcel No.: 026-051-17

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Exhibit A: Project Plans, 3 sheets, dated December 12, 2011 and July 3, 2012 (revised parking plan); sheets 1 & 2 prepared by Thatcher & Thompson Architect; sheet 3 prepared by Ken Foster, Terra Nova Ecological Landscaping.

- I. This permit authorizes a day worker/laborer center to occupy an existing building which is currently used as a single family dwelling. This approval does not confer legal status on any existing structure(s) or existing use(s) on the subject property that are not specifically authorized by this permit. Prior to exercising any rights granted by this permit including, without limitation, any construction or site disturbance, the applicant/owner shall:
  - A. Sign, date, and return to the Planning Department one copy of the approval to indicate acceptance and agreement with the conditions thereof.
  - B. Obtain a Building Permit and Demolition Permit from the Santa Cruz County Building Official.
    1. Any outstanding balance due to the Planning Department must be paid prior to making a Building Permit application. Applications for Building Permits will not be accepted or processed while there is an outstanding balance due.
  - C. Obtain an Encroachment Permit from the Department of Public Works for all off-site work performed in the County road right-of-way.
  - D. Submit proof that these conditions have been recorded in the official records of the County of Santa Cruz (Office of the County Recorder) within 30 days from the effective date of this permit.
- II. Prior to issuance of a Building Permit the applicant/owner shall:
  - A. Submit final architectural plans for review and approval by the Planning



Department. The final plans shall be in substantial compliance with the plans marked Exhibit "A" on file with the Planning Department. Any changes from the approved Exhibit "A" for this development permit on the plans submitted for the Building Permit must be clearly called out and labeled by standard architectural methods to indicate such changes. Any changes that are not properly called out and labeled will not be authorized by any Building Permit that is issued for the proposed development. The final plans shall include the following additional information:

1. One elevation shall indicate materials and colors as they were approved by this Discretionary Application. If specific materials and colors have not been approved with this Discretionary Application, in addition to showing the materials and colors on the elevation, the applicant shall supply a color and material board in 8 1/2" x 11" format for Planning Department review and approval.
  2. The landscaping and site plans shall show the location of a 6 foot, solid wood board fence located in the south side yard. The plans shall show the side yard waiting area (picnic tables, etc.) located behind the 6 foot fence. The plans shall also show all proposed and existing exterior lighting. Lighting shall be directed downwards to reduce impacts on neighboring residences.
  3. Complete accessibility plans.
  4. Specifications to verify new work and change of occupancy (from an R-3 to a B) that comply with the 2010 CBC, CPC, CMC, CEC and 2008 CA Energy Standards, which are the codes currently enforced.
  5. Details showing compliance with fire department requirements.
- B. Submit a completed accessible hardship form to establish the costs of construction and the costs of providing access.
- C. Submit four copies of the approved Discretionary Permit with the Conditions of Approval attached. The Conditions of Approval shall be recorded prior to submittal, if applicable.
- D. Submit a complete list of the Center's policies. All policies shall be consistent with the approved program statements and conditions of approval.
- E. Submit a signed copy of the Center's contract with First Alarm. The contract shall specify the actions to be taken to provide security at the site.
- F. Meet all requirements and pay any applicable plan check fee of the Central Fire Protection District.
- G. Provide required off-street parking for 10 vehicles. Parking spaces must be 8.5 feet wide by 18 feet long and must be located entirely on-site and outside of any vehicular rights-of way. Parking must be clearly designated on the plot plan.

III. All construction shall be performed according to the approved plans for the Building

Permit. Prior to final building inspection, the applicant/owner must meet the following conditions:

- A. All site improvements shown on the final approved Building Permit plans shall be installed.
- B. All inspections required by the building permit shall be completed to the satisfaction of the County Building Official.
- C. Pursuant to Sections 16.40.040 and 16.42.100 of the County Code, if at any time during site preparation, excavation, or other ground disturbance associated with this development, any artifact or other evidence of an historic archaeological resource or a Native American cultural site is discovered, the responsible persons shall immediately cease and desist from all further site excavation and notify the Sheriff-Coroner if the discovery contains human remains, or the Planning Director if the discovery contains no human remains. The procedures established in Sections 16.40.040 and 16.42.100, shall be observed.

#### IV. Operational Conditions

- A. In the event that future County inspections of the subject property disclose noncompliance with any Conditions of this approval or any violation of the County Code, the owner shall pay to the County the full cost of such County inspections, including any follow-up inspections and/or necessary enforcement actions, up to and including permit revocation.
- B. All day workers visiting the site shall not be permitted to loiter, wait for work, wait for pick-up, or solicit work outside of the center's designated waiting areas. All visitors associated with the Day Laborer Center shall not be permitted to solicit work within any public right of way on 7<sup>th</sup> Avenue between Bostwick Lane and Rodriguez Street. All day workers visiting the site shall, when not conducting business within the office, wait within the building or within the designated side yard behind the fence. Loitering in the front yard of the parcel or on the premises outside of the designated waiting areas is not permitted.
- C. The Center may operate between the hours of 7:00 a.m. and 1:30 p.m., Tuesday through Saturday, and between 8:00 a.m. and 1:30 p.m. Sunday. All day workers must leave the premises at 1:30 p.m. The Center shall not permit lines or gatherings to form outside of the Center prior to 7:00 a.m.
- D. Center staff shall monitor the parking areas to ensure that parking is available for employer pick-up and workers vehicles. Parking is not permitted within the driveways or on 7<sup>th</sup> Avenue.
- E. The Center shall designate a disturbance coordinator to resolve potential neighborhood conflicts or concerns. The name and contact number of the disturbance coordinator shall be clearly posted at all times and will be supplied to the Planning Department. Any change in the contact person and/or contact number shall be reported to the Planning Department in writing. No additional signage is permitted beyond the disturbance coordinator sign and the signage approved on Exhibit A.

- F. The applicant shall notify the Planning Department of the date that the Center becomes operational. This date shall signify the starting date for all monitoring and tracking requirements as per the conditions of the permit.
- G. For one year following the date of commencement of operations, the Center shall track and submit the following reports/logs monthly for the first quarter and quarterly thereafter:
1. Daily attendance of volunteers and workers.
  2. The number of workers matched with employment opportunities daily
  3. The workers methods of transportation to and from the site.
  4. The workers methods of transportation to and from job sites and the corresponding locations of job sites.
  5. The average daily wait time at the center prior to employment.
  6. Complaints and concerns submitted to the disturbance coordinator and actions taken to resolve the issues.
  7. The date, location, public notification list, and minutes for each quarterly neighborhood meeting. These logs shall be submitted to the Planning Department for one year following commencement of operations at the site.

The required tracking information shall be submitted to the Planning Department at the following intervals, which shall begin at the commencement of operations: at the end of a three month period, at the end of a six month period, and at the end of a 13 month period. Staff shall include information from the Sheriff's Office regarding incidents at or in the vicinity of the Center involving day worker clients. The four month review shall be scheduled for a public hearing before the Planning Commission. At the hearing, the Planning Commission shall determine if the seven month and 13 month reviews will consist of a status report on the Planning Commission agenda or public hearing before the Planning Commission. The Planning Commission may revise or add conditions of approval at the time of each review. The at-cost account for the project shall remain open with a positive balance for one year following the commencement of operations at the center. The applicant is responsible for all fees associated with monitoring reviews, subsequent public hearings, and compliance requirements.

- H. Supplementary classes provided at the Center shall only be for the participation of workers waiting for employment through the Center.
- I. It is the responsibility of the Center to continuously enforce all Center policies, as approved by the Planning Department.
- J. Center staff shall encourage that on-site pick-ups and drop-offs do not occur for job sites that are clearly accessible by foot, bicycle, or by public transportation. Center staff shall coordinate transportation of employees to and from job sites in advance to encourage that unnecessary on-site pick-ups and drop-offs do not occur.
- K. The existing kitchen shall not be utilized as a commercial kitchen. No food shall be prepared and sold on site. Catering/food trucks are not permitted on site at any time.
- L. The Center shall convene a neighborhood meeting to take place bi-monthly for

the first quarter and quarterly thereafter for one year beginning at the commencement of operations at the Center. The meetings shall be noticed and organized by the Center and shall be located at the Center. Notices of the meetings shall be mailed to the property owner of each parcel located within a distance of 600 feet from the subject property's boundaries at least two weeks in advance of the meeting. The meetings shall allow for Center staff to provide a status update of Center operations and to address neighborhood concerns.

- V. As a condition of this development approval, the holder of this development approval ("Development Approval Holder"), is required to defend, indemnify, and hold harmless the COUNTY, its officers, employees, and agents, from and against any claim (including attorneys' fees), against the COUNTY, its officers, employees, and agents to attack, set aside, void, or annul this development approval of the COUNTY or any subsequent amendment of this development approval which is requested by the Development Approval Holder.
- A. COUNTY shall promptly notify the Development Approval Holder of any claim, action, or proceeding against which the COUNTY seeks to be defended, indemnified, or held harmless. COUNTY shall cooperate fully in such defense. If COUNTY fails to notify the Development Approval Holder within sixty (60) days of any such claim, action, or proceeding, or fails to cooperate fully in the defense thereof, the Development Approval Holder shall not thereafter be responsible to defend, indemnify, or hold harmless the COUNTY if such failure to notify or cooperate was significantly prejudicial to the Development Approval Holder.
- B. Nothing contained herein shall prohibit the COUNTY from participating in the defense of any claim, action, or proceeding if both of the following occur:
1. COUNTY bears its own attorney's fees and costs; and
  2. COUNTY defends the action in good faith.
- C. Settlement. The Development Approval Holder shall not be required to pay or perform any settlement unless such Development Approval Holder has approved the settlement. When representing the County, the Development Approval Holder shall not enter into any stipulation or settlement modifying or affecting the interpretation or validity of any of the terms or conditions of the development approval without the prior written consent of the County.
- D. Successors Bound. "Development Approval Holder" shall include the applicant and the successor(s) in interest, transferee(s), and assign(s) of the applicant.

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Minor variations to this permit which do not affect the overall concept or density may be approved by the Planning Director at the request of the applicant or staff in accordance with Chapter 18.10 of the County Code.

**Please note: This permit expires three years from the effective date listed below unless a building permit is obtained for the first phase of the project consisting of one of the primary structures described in the development permit (does not include demolition, temporary power pole or other site preparation permits, or accessory structures unless these are the primary subject of the development permit). Failure to exercise the building**

permit and to complete all the construction under the building permit, resulting in the expiration of the building permit, will void the development permit, unless there are special circumstances as determined by the Planning Director.

Please note: Four, seven and 13 months from the date of commencement of operations at the site, the applicant shall submit all monitoring logs required by condition of approval IV.G to the Planning Department for review. The four month review shall be heard by the Planning Commission at a public hearing. The Planning Commission shall review the monitoring logs and re-review the conditions of approval to determine if changes or additions are required. At that public hearing, the Planning Commission shall also determine if the seven and 13 month reviews will be heard as a status report on the consent agenda or at a public hearing.

Approval Date:

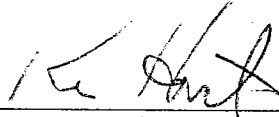
7/25/12

Effective Date:


8/8/12 (AFTER 5 p.m.)

Expiration Date:

8/8/15

  
Ken Hart

Principal Planner

  
Samantha Haschert

Project Planner

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Appeals: Any property owner, or other person aggrieved, or any other person whose interests are adversely affected by any act or determination of the Zoning Administrator, may appeal the act or determination to the Planning Commission in accordance with chapter 18.10 of the Santa Cruz County Code.

By signing below, the owner agrees to accept the terms and conditions of approval of Application 111195 and to accept responsibility for payment of the County's cost for inspections and all other action related to noncompliance with the permit condition. The approval of Application 111195 is null and void in the absence of the owner's signature below.

Executed on August 15, 2012  
(date)

Property Owner(s) signatures:

[Signature]  
(Signature)

Thomas H. Riordan  
(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

**ALL SIGNATURES ARE TO BE ACKNOWLEDGED BEFORE A NOTARY PUBLIC.  
IF A CORPORATION, THE CORPORATE FORM OF ACKNOWLEDGMENT  
SHALL BE ATTACHED.**

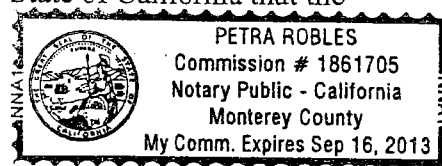
STATE OF CALIFORNIA, COUNTY OF SANTA CRUZ} ss

On August 15, 2012, before me, Petra Robles, Notary Public, personally appeared Thomas H. Riordan, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) ~~is~~ are subscribed to the within instrument and acknowledged to me that ~~he~~ ~~she~~ ~~they~~ executed the same in ~~his~~ ~~her~~ ~~their~~ authorized capacity(ies), and that by ~~his~~ ~~her~~ ~~their~~ signature on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

Witness my hand and official seal.

Signature [Signature]  
(Signature of Notary Public)



This form must be reviewed and approved by a County Planning Department staff person after notarization and prior to recordation.

Dated: 9/12/2012

COUNTY OF SANTA CRUZ

By: [Signature]  
Planning Department Staff

Day Worker Center of Santa Cruz County  
Use Permit Conditions REPORT - April 2, 2013 through June 30, 2013  
DAILY ATTENDANCE OF DAY WORKERS

| Day of the Month | April | May | June |
|------------------|-------|-----|------|
| 1                |       | 11  | 11   |
| 2                | 10    | 7   | 8    |
| 3                | 5     | 5   | 0*   |
| 4                | 5     | 3   | 15   |
| 5                | 10    | 9   | 18   |
| 6                | 4     | 0*  | 19   |
| 7                | 2     | 8   | 19   |
| 8                | 0*    | 8   | 13   |
| 9                | 8     | 4   | 17   |
| 10               | 9     | 4   | 0*   |
| 11               | 7     | 2   | 14   |
| 12               | 8     | 4   | 11   |
| 13               | 7     | 0*  | 9    |
| 14               | 8     | 4   | 7    |
| 15               | 0*    | 5   | 6    |
| 16               | 10    | 2   | 9    |
| 17               | 7     | 4   | 0*   |
| 18               | 5     | 1   | 10   |
| 19               | 4     | 2   | 16   |
| 20               | 5     | 0*  | 10   |
| 21               | 9     | 2   | 13   |
| 22               | 0*    | 7   | 13   |
| 23               | 7     | 4   | 10   |
| 24               | 10    | 7   | 0*   |
| 25               | 8     | 3   | 13   |
| 26               | 9     | 2   | 10   |
| 27               | 9     | 0*  | 10   |
| 28               | 7     | 6   | 12   |
| 29               | 0*    | 10  | 10   |
| 30               | 6     | 10  | 6    |
| 31               |       | 14  |      |

DWC Use Permit Conditions REPORT  
Attachment 4.G.1.-1

\* = This signifies the day was a Monday and the Center is closed on Mondays so no workers visited the Center.

Day Worker Center of Santa Cruz County  
 Use Permit Conditions REPORT - April 2, 2013 through June 30, 2013  
 DAILY ATTENDANCE OF VOLUNTEERS

DWC Use Permit Conditions  
 REPORT Attachment 4.G.1.-2

| Day of the Month | April | May | June |
|------------------|-------|-----|------|
| 1                |       | 6   | 2    |
| 2                | 0     | 4   | 0    |
| 3                | 0     | 4   | 0*   |
| 4                | 0     | 1   | 0    |
| 5                | 1     | 0   | 2    |
| 6                | 0     | 0*  | 1    |
| 7                | 1     | 1   | 1    |
| 8                | 0*    | 3   | 0    |
| 9                | 1     | 2   | 0    |
| 10               | 5     | 2   | 0*   |
| 11               | 1     | 0   | 1    |
| 12               | 1     | 0   | 0    |
| 13               | 1     | 0*  | 1    |
| 14               | 0     | 1   | 0    |
| 15               | 0*    | 3   | 0    |
| 16               | 0     | 3   | 0    |
| 17               | 3     | 5   | 0*   |
| 18               | 3     | 3   | 1    |
| 19               | 3     | 2   | 2    |
| 20               | 3     | 0*  | 1    |
| 21               | 3     | 1   | 0    |
| 22               | 0*    | 2   | 0    |
| 23               | 1     | 3   | 0    |
| 24               | 1     | 1   | 0*   |
| 25               | 1     | 1   | 0    |
| 26               | 6     | 0   | 0    |
| 27               | 1     | 0*  | 1    |
| 28               | 2     | 1   | 0    |
| 29               | 3*    | 0   | 1    |
| 30               | 4     | 0   | 0    |
| 31               |       | 3   |      |

\* = This signifies the day was a Monday and volunteers visited the Center for special events that were pre-approved by the Santa Cruz County Planning Dept.



Day Worker Center of Santa Cruz County  
Use Permit Conditions REPORT - April 2, 2013 through June 30, 2013  
DAILY JOB MATCHES

DWC Use Permit Conditions  
REPORT Attachment 4.G.2.

| Day of the Month | April | May | June |
|------------------|-------|-----|------|
| 1                |       | 1   | 14   |
| 2                | 2     | 3   | 14   |
| 3                | 5     | 6   | 5*   |
| 4                | 0     | 5   | 4    |
| 5                | 2     | 0   | 9    |
| 6                | 7     | 2*  | 6    |
| 7                | 6     | 4   | 5    |
| 8                | 1*    | 1   | 4    |
| 9                | 1     | 0   | 2    |
| 10               | 2     | 2   | 1*   |
| 11               | 4     | 0   | 3    |
| 12               | 4     | 0   | 4    |
| 13               | 8     | 0*  | 3    |
| 14               | 0     | 3   | 4    |
| 15               | 0*    | 5   | 5    |
| 16               | 2     | 7   | 7    |
| 17               | 2     | 2   | 3*   |
| 18               | 3     | 6   | 4    |
| 19               | 2     | 2   | 5    |
| 20               | 3     | 3*  | 9    |
| 21               | 4     | 6   | 10   |
| 22               | 0*    | 3   | 11   |
| 23               | 1     | 3   | 4    |
| 24               | 1     | 6   | 6*   |
| 25               | 2     | 9   | 2    |
| 26               | 1     | 4   | 3    |
| 27               | 1     | 3*  | 3    |
| 28               | 0     | 7   | 9    |
| 29               | 0*    | 2   | 2    |
| 30               | 2     | 9   | 3    |
| 31               |       | 10  |      |

TOTAL            65            106            149

\* = This signifies the day was a Monday and although the Center is closed on Mondays, some job matches were coordinated in advance. Workers nor employers visited the Center on Mondays.

Day Worker Center of Santa Cruz County  
Use Permit Conditions REPORT - April 2, 2013 through June 30, 2013  
WORKER TRANSPORTATION TO AND FROM CENTER

**Transportation to Center**

| BIKE | WALK | BUS | DRIVE | TOTAL |
|------|------|-----|-------|-------|
| 29   | 28   | 12  | 62    | 131   |
| 22%  | 21%  | 10% | 47%   |       |

DWC Use Permit Conditions  
REPORT Attachment 4.G.3.

\* 131 workers registered with the Day Worker Center in the reporting period.

**Transportation from the Center** - Day workers who did not gain employment on a given day traveled away from the Center at the end of the day (by 1:30pm) the same way they traveled to the Center. Day Workers who were dispatched to work from the Center traveled to the worksite by bike, bus, their own car or were transported by the employer (see attachment 4.G.4 for data).

Day Worker Center of Santa Cruz County  
Use Permit Conditions REPORT - April 2, 2013 through June 30, 2013  
WORKER TRANSPORTATION TO AND FROM JOB SITES

**Transportation to Job Sites** - Includes only those dispatched from the Day Worker Center.

**Transportation from Job Sites** - Workers and employers were notified before the worker was dispatched that no workers are allowed to return to the Center after 1:30pm because the Center is closed. No workers returned to the Center after being dispatched to work from the Center.

Week of April 21

DWC Use Permit Conditions  
REPORT Attachment 4.G.4.

| <u>Job Sites</u> | City |  | Bike | Walk | Bus | Drive-<br>Worker | Drive -<br>Employer |
|------------------|------|--|------|------|-----|------------------|---------------------|
| Halterman Ave.   | LO   |  |      |      |     | X                |                     |
| Quail Hallow Rd. | BL   |  |      |      |     |                  | X                   |
| El Dorado Ave.   | LO   |  |      |      |     | X                |                     |
| 2nd Ave.         | SC   |  |      |      |     |                  | X                   |
| Hageman Ave.     | SC   |  |      |      |     | X                |                     |
| Escalona Drive   | SC   |  |      |      |     | X                |                     |

Week of May 6

| <u>Job Sites</u>       | City  |  | Bike | Walk | Bus | Drive -<br>worker | Drive -<br>Employer |
|------------------------|-------|--|------|------|-----|-------------------|---------------------|
| Branciforte Drive      | SC    |  |      |      | X   |                   |                     |
| Riverside Ave.         | SC    |  |      |      |     |                   | X                   |
| Capitola Rd. Extension | LO    |  |      | X    |     |                   |                     |
| 7th Ave.               | LO    |  | X    |      |     |                   |                     |
| Harper St.             | LO    |  |      | X    |     |                   |                     |
| National St.           | SC    |  |      |      |     | X                 |                     |
| High Gulch Rd.         | Aptos |  |      |      |     |                   | X                   |

Week of June 23

| <u>Job Sites</u>        | City      |  | Bike | Walk | Bus | Drive-<br>Worker | Drive -<br>Employer |
|-------------------------|-----------|--|------|------|-----|------------------|---------------------|
| 17th Ave.               | LO        |  |      |      |     | X                |                     |
| University Ave.         | Los Gatos |  |      |      |     | X                |                     |
| Old Mill Rd.            | Los Gatos |  |      |      | X   |                  |                     |
| Anderson St.            | SC        |  |      |      | X   |                  |                     |
| Old Ranch Rd.           | Los Gatos |  |      |      |     |                  | X                   |
| Multiple                | SC        |  |      |      |     |                  | X                   |
| Forest Ave.             | SC        |  |      |      |     | X                |                     |
| National St.            | SC        |  |      |      |     |                  | X                   |
| Yacht Harbor            | LO        |  |      |      |     |                  | X                   |
| Paul Sweet Rd.          | SC        |  |      |      |     |                  | X                   |
| Coffee Shop on Bay Ave. | Cap.      |  |      |      |     | X                |                     |
| Mt. Hermon Rd.          | Fel.      |  |      |      | X   |                  |                     |

Workers who were dispatched to job sites from the Center traveled to the job sites: via bus (16%), bike (4%), walking (28%), driving their own car (36%) or the employer driving (36%).

|  |  |  |
|--|--|--|
|  | Day Worker Center Use Permit Conditions of Approval - First Quarter Report (April 2, 2013 - June 30, 2013)   |  |
| ANSWERS  | CONDITIONS   |  |
|  | I. This permit authorizes a day worker/laborer center to occupy an existing building which is currently used as a single family dwelling. This approval does not confer legal status on any existing structure(s) or existing use(s) on the subject property that are not specifically authorized by this permit. Prior to exercising any rights granted by this permit including, without limitation, any construction or site disturbance, the applicant/owner shall:  |  |
|  | A. Sign, date, and return to the Planning Department one copy of the approval to indicate acceptance and agreement with the conditions thereof.  |  |
| The Community Action Board of Santa Cruz County signed, dated and returned to the Planning Department one copy of the approval to indicate acceptance and agreement with the Conditional Use Permit, on August, 13, 2012.  |  |  |
|  | B. Obtain a Building Permit and Demolition Permit from the Santa Cruz County Building Official.  |  |
| The Community Action Board of Santa Cruz County obtained a Building Permit on December 10, 2012 and Demolition Permit on September 26, 2012, from the Santa Cruz County Building Official.   |  |  |
|  |  | 1. Any outstanding balance due to the Planning Department must be paid prior to making a Building Permit application. Applications for Building Permits will not be accepted or processed while there is an outstanding balance due.   |
| The Community Action Board of Santa Cruz County paid the outstanding balance due to the Planning Department prior to making a Building Permit Application. CAB obtained the Building Permit on December 10, 2012.  |  |  |
|  | C. Obtain an Encroachment Permit from the Department of Public Works for all off-site work performed in the County road right-of-way.  |  |
| It was not necessary to obtain an Encroachment Permit from the Dept. of Public Works because there was no off-site work performed in the County road right-of-way. This Encroachment/Driveway Review was approved on October, 10, 2012.  |  |  |
|  | D. Submit proof that these conditions have been recorded in the official records of the County of Santa Cruz (Office of the County Recorder) within 30 days from the effective date of this permit.  |  |
| The Community Action Board of Santa Cruz County submitted proof (copy of Recordable Conditions from the Santa Cruz County office of the Records Office) that the conditions were recorded in the official records of the County Santa Cruz (Office of the County Recorder) on November 26, 2012.   |  |  |
|  | II. Prior to issuance of a Building Permit the applicant/owner shall:  |  |
|  | A. Submit final architectural plans for review and approval by the Planning Department. The final plans shall be in substantial compliance with the plans marked Exhibit "A" on file with the Planning Department. Any changes from the approved Exhibit "A" for this development permit on the plans submitted for the Building Permit must be clearly called out and labeled by standard architectural methods to indicate such changes. Any changes that are not properly called out and labeled will not be authorized by any Building Permit that is issued for the proposed development. The final plans shall include the following additional information: |  |
|  |  | 1. One elevation shall indicate materials and colors as they were approved by this Discretionary Application. If specific materials and colors have not been approved with this Discretionary Application, in addition to showing the materials and colors on the elevation, the applicant shall supply a color and material board in 8 1/2" x 11" format for Planning Department review and approval. |
| The Community Action Board of Santa Cruz County submitted final architectural plans that included one elevation indicating that the exterior of the facility was not going to be painted as part of the remodel. The materials used in the remodel were labeled on the architectural plans.  |  |  |
|  |  | 2. The landscaping and site plans shall show the location of a 6 foot, solid wood board fence located in the south side yard. The plans shall show the side yard waiting area (picnic tables, etc.) located behind the 6 foot fence. The plans shall also show all proposed and existing exterior lighting. Lighting shall be directed downwards to reduce impacts on neighboring residences.          |
| The landscaping and site plans submitted to the Planning Dept. showed the location of a 6 foot, solid wood board fence located in the south side yard. The plans showed the side yard waiting area (picnic tables, etc.) located behind the 6 foot fence. The plans also showed all proposed and existing exterior lighting. Lighting is directed downwards to reduce impacts on neighboring residences. |  |  |
|  |  | 3. Complete accessibility plans.   |
| The Community Action Board of Santa Cruz County submitted final architectural plans to the Planning Dept. showing completed accessibility plans on November 26, 2012.  |  |  |
|  |  | 4. Specifications to verify new work and change of occupancy (from an R-3 to a B) that comply with the 2010 CBC, CPC, CMC, CEC and 2008 CA Energy Standards, which are the codes currently enforced.   |
| The Community Action Board of Santa Cruz County submitted final architectural plans to the Planning Dept. showing specifications verifying new work and change of occupancy that comply with 2010 CBC, CMC, CEC and 2008 CA Energy Standards on November 26, 2012.   |  |  |

|   |   |
|---|---|
|   | 5. Details showing compliance with fire department requirements.  |
| The Community Action Board of Santa Cruz County submitted final architectural plans to the Planning Dept. showing compliance with fire department requirements on November 26, 2012.  |   |
|   | B. Submit a completed accessible hardship form to establish the costs of construction and the costs of providing access.  |
| The Community Action Board of Santa Cruz County did not need to submit a completed accessibility hardship form to establish the costs of construction and the costs of providing access because we complied with all accessibility requirements. In December, officials from the Public Works Department verbally explained to the Center Program Director that this form is submitted by applicants that want to claim some exemption or relief from an accessibility requirement contained in the plans; CAB did not find it necessary to claim this exemption. |   |
|   | C. Submit four copies of the approved Discretionary Permit with the Conditions of Approval attached. The Conditions of Approval shall be recorded prior to submittal, if applicable.  |
| The Community Action Board of Santa Cruz County submitted four copies of the approved Discretionary Permit with the Conditions of Approval. The Conditions of Approval were recorded prior to submittal, on November 26, 2012.  |   |
|   | D. Submit a complete list of the Center's policies. All policies shall be consistent with the approved program statements and conditions of approval.   |
| The Community Action Board of Santa Cruz County submitted a complete list of the Center's policies, including the Day Worker Center Program Description, the Day Worker Center Rules and Regulations, the Friendly Neighbor Policy, and the Guide to Hire Day Workers by Telephone and In-Person.   |   |
|   | E. Submit a signed copy of the Center's contract with First Alarm. The contract shall specify the actions to be taken to provide security at the site.  |
| *   | The Community Action Board of Santa Cruz County submitted a signed copy of the Center's contract with First Alarm, on November 26, 2012. The contract specified the actions to be taken to provide security at the site. Attachments 2.E-1 and 2.E.-2 show security reports from First Alarm for the Center facility for April, May and June. No incidents were reported during this time period.   |
|   | F. Meet all requirements and pay any applicable plan check fee of the Central Fire Protection District.   |
| The Community Action Board of Santa Cruz County met all requirements and paid applicable plan check fees of the Central Fire Protection District. A copy of the receipt of payment by the Central Fire Protection District is attached and titled attachment 2.F.   |   |
|   | G. Provide required off-street parking for 10 vehicles. Parking spaces must be 8.5 feet wide by 18 feet long and must be located entirely on-site and outside of any vehicular rights-of way. Parking must be clearly designated on the plot plan.  |
| The Community Action Board of Santa Cruz County submitted final architectural plans to the Planning Dept. showing the required off-street parking for 10 vehicles. Parking spaces are 8.5 feet wide by 18 feet long and are located entirely on-site and outside of any vehicular right-of way. Parking is clearly designated on the plot plan.   |   |
|   | <b>III. All construction shall be performed according to the approved plans for the Building Permit. Prior to final building inspection, the applicant/owner must meet the following conditions:</b>  |
|   | A. All site improvements shown on the final approved Building Permit plans shall be installed.  |
| The Community Action Board of Santa Cruz County installed all site improvements shown on the final approved Building Permit plans.  |   |
|   | B. All inspections required by the building permit shall be completed to the satisfaction of the County Building Official.  |
| A County Building Official completed all required inspections by the Building Permit on Tuesday, March 26, 2013.  |   |
|   | C. Pursuant to Sections 16 40.040 and 16 42.100 of the County Code, if at any time during site preparation, excavation, or other ground disturbance associated with this development, any artifact or other evidence of an historic archaeological resource or a Native American cultural site is discovered, the responsible persons shall immediately cease and desist from all further site excavation and notify the Sheriff-Coroner if the discovery contains human remains, or the Planning Director if the discovery contains no human remains. The procedures established in Sections 16 40.040 and 16 42.100, shall be observed. |
| The Community Action Board of Santa Cruz County affiliates working on the Building renovation did not discover any artifacts or other evidence of an historic archaeological resource or a Native American cultural site.   |   |
|   | <b>IV. Operational Conditions</b>   |
|   | A. In the event that future County inspections of the subject property disclose noncompliance with any Conditions of this approval or any violation of the County Code, the owner shall pay to the County the full cost of such County inspections, including any follow-up inspections and/or necessary enforcement actions, up to and including permit revocation.  |
| The Community Action Board of Santa Cruz County understands and accepts condition IV.A., that "In the event that future County inspections of the subject property disclose noncompliance with any Conditions of this approval or any violation of the County Code, the owner shall pay to the County the full cost of such County inspections, including any follow-up inspections and/or necessary enforcement actions, up to and including permit revocation."   |   |

|  |  |   |
|--|--|---|
|  |  | B. All day workers visiting the site shall not be permitted to loiter, wait for work, wait for pick-up, or solicit work outside of the Center's designated waiting areas. All visitors associated with the Day Laborer Center shall not be permitted to solicit work within any public right of way on 7th Avenue between Bostwick Lane and Rodriguez Street. All day workers visiting the site shall, when not conducting business within the office, wait within the building or within the designated side yard behind the fence. Loitering in the front yard of the parcel or on the premises outside of the designated waiting areas is not permitted. |
| The Community Action Board of Santa Cruz County has not permitted any day worker visiting the site to loiter, wait for work, wait for pick-up, or solicit work outside of the Center's designated waiting areas. All visitors associated with the Day Laborer Center are not permitted to solicit work within any public right of way on 7th Avenue between Bostwick Lane and Rodriguez Street. All day workers visiting the site, when not conducting business within the office, have waited within the building or within the designated side yard behind the fence. Loitering in the front yard of the parcel or on the premises outside of the designated waiting areas is not permitted and has been monitored for compliance. |  |   |
|  |  | C. The Center may operate between the hours of 7:00 a.m. and 1:30 p.m., Tuesday through Saturday, and between 8:00 a.m. and 1:30 p.m. Sunday. All day workers must leave the premises at 1:30 p.m. The Center shall not permit lines or gatherings to form outside of the Center prior to 7:00 a.m.   |
| The Community Action Board of Santa Cruz County has operated the Center between the hours of 7:00 a.m. and 1:30 p.m., Tuesday through Saturday, and between 8:00 a.m. and 1:30 p.m. Sunday. All day workers have left the premises by 1:30 p.m. The Center does not permit lines or gatherings to form outside of the Center prior to 7:00 a.m. (or 8am on Sundays).   |  |   |
|  |  | D. Center staff shall monitor the parking areas to ensure that parking is available for employer pick-up and workers vehicles. Parking is not permitted within the driveways or on 7th Avenue.  |
| The Community Action Board of Santa Cruz County understood and accepted condition IV.D., by monitoring the parking areas to ensure that parking did not occur within the driveways or on 7th Avenue. Also, staff directly monitored or supervised volunteers who monitored the parking area daily to ensure that parking was available for employer pick-up and worker vehicles in the designated parking areas.   |  |   |
|  |  | E. The Center shall designate a <u>disturbance coordinator</u> to resolve potential neighborhood conflicts or concerns. The name and contact number of the disturbance coordinator shall be clearly posted at all times and will be supplied to the Planning Department. Any change in the contact person and/or contact number shall be reported to the Planning Department in writing. No additional signage is permitted beyond the disturbance coordinator sign and the signage approved on Exhibit A.  |
| The Community Action Board of Santa Cruz County designated the Disturbance Coordinator to be the Day Worker Center Program Director, Mireya Gomez-Contreras. Her name and contact number was clearly posted on the front window of the building before opening day, April 2, 2013, and was supplied to the Planning Department in March 2013. Additional signage (a sign on the front door noting the Center's hour of operation) was posted with Planning Department approval on June 11, 2013. See attachment 4.E.   |  |   |
|  |  | F. The applicant shall notify the Planning Department of the date that the Center becomes operational. This date shall signify the starting date for all monitoring and tracking requirements as per the conditions of the permit on that date.   |
| The Community Action Board of Santa Cruz County notified the Planning Department via e-mail on Tuesday, March 12 and confirmed again on April 15, that the Center was operational as of April 2, 2013. Center staff began monitoring and tracking requirements as per the conditions of the permit.  |  |   |
|  |  | G. For one year following the date of commencement of operations, the Center shall track and submit the following reports/logs monthly for the first quarter and quarterly thereafter:  |
|  |  | 1. Daily attendance of volunteers and workers.  |
| Center staff tracked daily attendance of volunteers and workers. Worker attendance ranged from 2 to 19 workers per day between April 2, 2013 through June 30, 2013. Attachment 4.G.1 -1 shows the daily attendance of workers per day during this time period. Volunteers at the Center ranged between 1 to 6 per week. Attachment 4.G.1 - 2 shows volunteer attendance.   |  |   |
|  |  | 2. The number of workers matched with employment opportunities daily  |
| Job matches ranged from 1 to 12 per day. Attachment 4.G.2. shows job matches facilitated for the month of April, May and June 2013.  |  |   |
|  |  | 3. The workers methods of transportation to and from the site. [Center site]  |
| Center staff tracked workers methods of transportation to and from the [Center] site. Workers methods of transportation: bus (10%), bike (22%), car (47%*) and walking (21%). Attachment 4.G.3 shows the numbers of workers who arrived at the site using each of these transportation methods. Workers who were not dispatched to a jobsite from the Center left the Center using the same method of transportation as they used to arrive to the Center. (*Workers who arrived by car either drove their own vehicle, carpooled, were dropped off.)  |  |   |
|  |  | 4. The workers methods of transportation to and from job sites and the corresponding locations of job sites.  |
| Center staff tracked the workers methods of transportation to and from the job sites. Attachment 4.G.4 is a sample of three weeks worth of data (1 per month in the reporting period) that shows the percentage of workers that traveled to the job sites via bus (16%), bike (4%), walking (28%), driving their own car (36%) or the employer driving (36%). The attachment also shows the list of job sites where workers were dispatched and the method of transportation they used to travel there. (A complete account of methods of transportation to and from job sites for every day of operation is available if needed.)   |  |   |
|  |  | 5. The average daily wait time at the Center prior to employment.   |

The average daily wait time at the Center prior to employment was 2.25 hours. Wait time ranged from a minimum of 30 minutes to 4 hours. Most jobs began between 8am and 10am.

6. Complaints and concerns submitted to the disturbance coordinator and actions taken to resolve the issues.

There were three concerns submitted to the Disturbance Coordinator. 1 on May 25, Jim Nee, a resident of Casa La Familia notified the Disturbance Coordinator that he had called 911 the night before because he heard banging sounds coming from the direction of the Day Worker Center. Mr. Nee requested not receive a call back from the Sheriff's Office to receive follow-up information. The Disturbance Coordinator contacted the Live Oak Service Station and received direction to obtain a report about the incident from the Santa Cruz County Sheriff's Dept. at the Santa Cruz County Government Building. Center staff obtained a report about the incident on May 30, 2013 which stated "Unable to see anything; everything appears secure". See attachment 4.G.6. The second complaint was submitted in the form of a letter hand delivered to Community Action Board Executive Director, Christine Johnson-Lyons, by neighbor Eve Roberson at the end of the May 30, 2013 Neighborhood Meeting. Center staff responded in writing to Mrs. Roberson's concerns on June 25 and a copy was sent to the Planning Dept. The third concern was on May 12, 2013, when the Center Office Manager encountered a woman on the front porch screaming that the Center remove the day worker who was selling strawberries on the corner of Rodriguez St. and 7th Ave on the sidewalk. The woman said she was going to call the police. The Center Office Manager confirmed that the person selling strawberries was not a registered day worker with the Center and she communicated incident to the Director the same day. The woman refused to leave her name and contact information in order to receive a follow-up call from the Center Director. The Center Director wrote up an incident report form.

7. The date, location, public notification list, and minutes for each quarterly neighborhood meeting. These logs shall be submitted to the Planning Department for one year following commencement of operations at the site.

The Day Worker Center hosted two Neighborhood Meetings. The first was held on Tuesday, March 26th at the Santa Cruz Live Oak Grange at 4:30pm. The second Neighborhood Meeting was held on Thursday, May 30 in the Day Worker Center at 5:30pm. These meetings notices were sent two weeks in advance to all neighbors within 600 feet of the Center (addresses were provided by the Planning Dept.). The Planning Department was also notified prior to each meeting. The meeting Agenda and minutes are attached and labeled 4.G.7-1 and 4.G.7-2. Center Staff received verbal notification via phone from the Sheriff's Live Oak Service Station on May 30, that no additional incidents had been reported (beside the May 24th, 2013 call to 911 by Mr. Nee - see 4.G.6 above) at or in the vicinity of the Center involving day worker clients since opening day on April 2, 2013. Staff received verbal communication via phone on July 15th that the Sheriff's Dept. has record of two instances when an officer was dispatched to "check the [Day Worker Center] area", one on April 4 and one on May 24. Center staff has requested a report from the Sheriff's Dept. for the April 4 area check to review and take appropriate action.

NOTE: The required tracking information shall be submitted to the Planning Department at the following intervals, which shall begin at the commencement of operations: at the end of a three month period, at the end of a six month period, and at the end of a 13 month period. Staff shall include information from the Sheriff's Office regarding incidents at or in the vicinity of the Center involving day worker clients. The four month review shall be scheduled for a public hearing before the Planning Commission. At the hearing, the Planning Commission shall determine if the seven month and 13 month reviews will consist of a status report on the Planning Commission agenda or public hearing before the Planning Commission. The Planning Commission may revise or add conditions of approval at the time of each review. The at-cost account for the project shall remain open with a positive balance for one year following the commencement of operations at the center. The applicant is responsible for all fees associated with monitoring reviews, subsequent public hearings, and compliance requirements.

H. Supplementary classes provided at the Center shall only be for the participation of workers waiting for employment through the Center.

Center staff ensured that classes provided at the Center were only for workers waiting for employment through the Center during the Center's hours of operation. Classes were not publicized outside of the Center.

I. It is the responsibility of the Center to continuously enforce all Center policies, as approved by the Planning Department.

Center staff enforced all Center policies, as approved by the Planning Department, daily.

J. Center staff shall encourage that on-site pick-ups and drop-offs do not occur for job sites that are clearly accessible by foot, bicycle, or by public transportation. Center staff shall coordinate transportation of employees to and from job sites in advance to encourage that unnecessary on-site pick-ups and drop-offs do not occur.

Center staff monitored all job matches to dispatch workers to job sites by foot, bicycle or public transportation when the job site was clearly accessible using these transportation methods. This was done to prevent on-site pick-ups and drop-offs for jobs that were clearly accessible by foot, bicycle or public transportation. This Condition was addressed due to the lay volume of job matches that were facilitated by phone and/or the internet versus job matches that occurred as a result of an employers driving.

K. The existing kitchen shall not be utilized as a commercial kitchen. No food shall be prepared and sold on site. Catering/food trucks are not permitted on site at any time.

Center staff ensured that the existing kitchen was not utilized as a commercial kitchen. No food was prepared and sold on site. Catering/food trucks were not permitted on site at any time.

L. The Center shall convene a neighborhood meeting to take place bi-monthly for the first quarter and quarterly thereafter for one year beginning at the commencement of operations at the Center. The meetings shall be noticed and organized by the Center and shall be located at the Center. Notices of the meetings shall be mailed to the property owner of each parcel located within a distance of 600 feet from the subject property's boundaries at least two weeks in advance of the meeting. The meetings shall allow for Center staff to provide a status update of Center operations and to address neighborhood concerns as well as provided a tour of the facility.

The Center convened two neighborhood meetings in the first quarter (5-30-13 and 6-25-13). The meetings were noticed and organized by the Center. The first meeting took place at the Live Oak Grange because the Center was not yet open and the second meeting took place at the Center. Notices of the meetings were mailed to the property owners of each parcel located within a distance of 600 feet from the subject property's boundaries at least two weeks in advance of the meeting (through the provision of mailing addresses by the Santa Cruz County Planning Department). Center staff provided a status update of Center operations, addressed neighborhood concerns, and provided tours of the facility. See attachment 4.G.7-1 and 4.G.7-2 for agendas and minutes.

V. As a condition of this development approval, the holder of this development approval ("Development Approval Holder"), is required to defend, indemnify, and hold harmless the COUNTY, its officers, employees, and agents, from and against any claim (including attorneys' fees), against the COUNTY, its officers, employees, and agents to attack, set aside, void, or annul this development approval of the COUNTY or any subsequent amendment of this development approval which is requested by the Development Approval Holder.

|  |  |   |
|--|--|---|
|  |  | A. COUNTY shall promptly notify the Development Approval Holder of any claim, action, or proceeding against which the COUNTY seeks to be defended, indemnified, or held harmless. COUNTY shall cooperate fully in such defense. If COUNTY fails to notify the Development Approval Holder within sixty (60) days of any such claim, action, or proceeding, or fails to cooperate fully in the defense thereof, the Development Approval Holder shall not thereafter be responsible to defend, indemnify, or hold harmless the COUNTY if such failure to notify or cooperate was significantly prejudicial to the Development Approval Holder. |
|  |  | B. Nothing contained herein shall prohibit the COUNTY from participating in the defense of any claim, action, or proceeding if both of the following occur:   |
|  |  | 1. COUNTY bears its own attorney's fees and costs; and  |
|  |  | 2. COUNTY defends the action in good faith.   |
|  |  | C. Settlement. The Development Approval Holder shall not be required to pay or perform any settlement unless such Development Approval Holder has approved the settlement. When representing the County, the Development Approval Holder shall not enter into any stipulation or settlement modifying or affecting the interpretation or validity of any of the terms or conditions of the development approval without the prior written consent of the County.  |
|  |  | D. Successors Bound. "Development Approval Holder" shall include the applicant and the successor(s) in interest, transferee(s), and assign(s) of the applicant.   |





**Community Action Board of Santa Cruz County, Inc.**

406 Main Street, Suite 207 · Watsonville, CA 95076

TEL. (831) 763-2147 · FAX (831) 724-3447

WEBSITE: <http://www.cabinc.org>

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June 23, 2013

Eve Roberson  
2304 7<sup>th</sup> Avenue  
Santa Cruz, CA 95062

Dear Eve:

I am writing in response to your May 30, 2013 letter titled "Violations to the Conditions of Approval". We share your interest in and concern for ensuring compliance with Use Permit Conditions for the Day Worker Center of Santa Cruz County. Since their adoption, we have taken these standards, along with being a good neighbor to local residents and businesses, very seriously. Throughout the planning, site improvement work and now the delivery of services, these Conditions have been an essential function of the Center's operations. We have researched carefully the reported violations noted (by date) to both learn and to be able to respond responsibly to you regarding each incident. Below are our findings:

*Incident #1 – Sun. 5/19/13. At 7:50 AM a day worker was seen waiting for the gate to open at 8AM. A First Alarm truck arrived about the same time and a male got out, opened the cemetery gate and drove in. He did not appear to look in the direction of the Center.*

RESPONSE: The First Alarm truck you note was not doing so under the Day Worker Center contract. He was there to open the Cemetery gate and NOT the Day Worker Center driveway gate. First Alarm provides security services to the Center only during the hours of 9PM and 6AM. It is difficult to know if the individual noted as a "day worker" who was waiting at 7:50 AM (in front of the cemetery or Center gate?) was 1) a day worker waiting for the Center to open or 2) someone waiting to enter the cemetery either for work or as a visitor. If he was a day worker and if he was waiting for the Center to open at 8AM, it was most likely a worker who was visiting the Center for the first time and did not know about the Center's hours of operation. (Workers who register receive a one-one-one orientation immediately upon registering. They are told specifically to arrive after the Center opens). Based on our sign-in sheet for this day, Sunday, May 19, 2013, our first worker arrived at 8:06 AM. We hope that this explanation offers clarification of what might have occurred and our procedures related to accountability with this Condition.

*Incident #2: Sun. 4/28/13 At 8:10AM a Jeep dropped off a female who opened the Center gate and went into the building. No cars were in the parking lot. A few minutes later a day worker walked up from Soquel and walked around the parking lot, loitered in front for a few minutes and then left, walking towards Rodriguez. Apparently no one in the center noticed his presence.*

RESPONSE: The Center Operations Manager owns a jeep and was most likely the female who was dropped off at the Center and went into the building. Regarding cars in the parking lot, according to our parking lot car log, there

EXHIBIT H

were no cars in our parking lot at 8:10AM. Regarding the person who reportedly "walked around the parking lot, loitered in front for a few minutes and then left" Center staff did not document anyone walking to the back nor loitering in the front yard and are responsible for checking for anyone who might be doing so. Standard procedures at the Center include staff sitting at the front desk (located near the front door and adjacent to the easterly window, with a view of the front gate, driveway and yard. Staff immediately inform any person visiting the Center (including employers) that they must carry out all Center activities inside the building. Although we have no record of there having been an individual who was not complying with the rules, staff commit to giving extra attention to monitoring activities outside the building to ensure that those coming to the Center enter the building as quickly as possible.

*Incident #3: Sun. 4/21/13 At 7:30AM a day worker walked up from Soquel and loitered on the street between the locked Center and cemetery gates. At 7:50AM a female drove up w/ another day worker, parked and they went into the building, with the waiting day worker following. At 8:05AM the First Alarm truck arrived, a male unlocked the cemetery and drove into the cemetery.*

RESPONSE: One particular day a worker who rides the bus had trouble during his first week at the Center calculating how much time it took him to walk to the Center from the bus stop without arriving before the Center opened. Staff and the worker found a solution that has worked since so that he no longer arrive earlier than opening time. This individual's problem has not reoccurred. The First Alarm truck that arrived at 8:05 AM to unlock the cemetery gate was not associated with the Center. First Alarm provides security services to the Center only during the hours of 9PM and 6AM.

*Incident #4: Fri. 4/19/13 At 7AM a day worker was seen loitering on the street in front of the building, finally sitting on a rock by the locked gate. At 7:08AM a female drove up with 2 day workers, unlocked the gate and all went into the building.*

RESPONSE: One particular worker who rides the bus to the Center had trouble during his first week at the Center in calculating how much time it took him to walk to the Center from the bus stop without arriving before the Center opened. Staff and the worker found a solution so he did not arrive earlier than opening time more than a few times. (see further response to Incident #3 above).

*Incident #5: Sun. 4/14/13 At 7:45 AM a day worker was seen loitering in the front yard and parking lot. There was a car parked in the lot at the time. At 8AM someone opened the front door of the Center and the day worker entered the building.*

RESPONSE: The "day worker [who] was seen loitering in the front yard and parking lot" was not a day worker. He was a Day Worker Center volunteer who was performing duties related to his assigned responsibilities for the day: assessing the project for what tools would be needed, extend of the work to be performed, and estimated time needed for completion. Staff were aware of this activity.

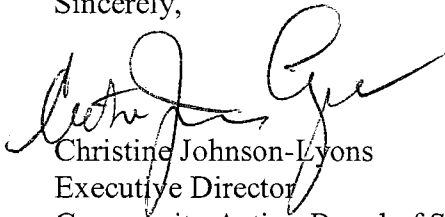
*Incident #6: Sat. 4/13/13 The front porch light was left on at night for the first time since the center opened on 4/2/13. However, it is still not left on every night as required. There are no other lights on the Center property so it is very dark at night.*

EXHIBIT H

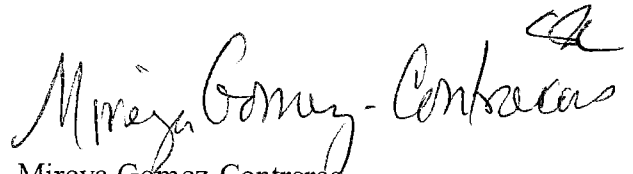
RESPONSE: The porch light was left on, per Center records, starting April 2, 2013, the Center's first day of service. Staff implemented a system that involves setting alarms on both staff cell phones to alert each to leave the front porch light on every day when the Center is closed for the day. It is possible that staff forgot to turn the light on, on 4/13/13. With the staff's system controls implemented to ensure that oversights do not occur, there has not been a further incident of the light not being left on.

We hope that this report is helpful in addressing the issues that you have noted. We regret that your letter was handed to us after the Day Worker Center Neighborhood Meeting had adjourned on May 30<sup>th</sup>. The purpose of these meetings is to respond to concerns and issues identified by neighbors in an open setting with time to understand, discuss, and resolve such matters. This meeting had a very short agenda and there was also time after the meeting for neighbors to talk informally with each other and staff. We hope that in the future you will let us know of your concerns at these times or directly by dropping in or scheduling an appointment. We very much want to hear yours and anyone else's concerns and questions. Toward that end, if you would like to meet to follow-up on the subject of your letter and this response, we would be very happy to do so. Give a call to Mireya Gomez-Contreras at 831-475-1041 and she'll set up a time to do so.

Sincerely,



Christine Johnson-Lyons  
Executive Director  
Community Action Board of Santa Cruz County



Mireya Gomez-Contreras  
Program Director  
Day Worker Center

✓ Cc: Samantha Hashcert, Santa Cruz County Planning Dept.

Day Worker Center of Santa Cruz County

**First Neighborhood Meeting**

**AGENDA**

Tuesday, March 26, 2013

Location: Santa Cruz Live Oak Grange

Time: 4:30pm – 5:30pm

**AGENDA**

|   |           |        |
|---|-----------|--------|
| 4:35 – Welcome and Introductions of presenters          | (5 mins)  | Chris  |
| 4:40 – Background and Purpose of Meeting                | (10 mins) | Chris  |
| 4:50 – Site Development –Present signed Building Permit | (10 mins) | Javier |
| 5:00 – Program Operations                               | (15 mins) | Mireya |
| 5:15 – Questions and Answers                            | (15 mins) | Chris  |
| 5:29pm – Closing  | (1 min)   | Chris  |

## Day Worker Center of Santa Cruz County

### **Neighborhood Meeting MINUTES**

Meeting Date – Tuesday, March 26, 2013

Location – Live Oak Grange

Time: 4:30pm-5:30pm

#### **Meeting Highlights**

- Ten neighbors attended the meeting and signed the attendance sheet.
- Day Worker Center affiliates facilitated the meeting. Affiliates included Community Action Board of Santa Cruz County (CAB) Executive Director, Christine Johnson-Lyons, Day Worker Center Program Director, Mireya Gomez-Contreras, and CAB Board member and day worker, Javier Rodriguez. Day Worker Center volunteers present included Rodrigo Perez-Valencia, Ana Hirsig-Gutierrez, and Ned VanValkenburgh.
- Those in attendance introduced themselves during introductions.
- Christine Johnson-Lyons gave presented some background about the purpose of the meeting and about the Community Action Board organization. She also referred those present to the information table at the back of the room as well as the sign-in sheet.
- Javier Rodriguez gave a presentation about the development of the Day Worker Center site, including the process for obtaining the Use and Building Permits and the progress with the building renovation. He announced the Center would open on Tuesday, April 2.
- Mireya Gomez-Contreras gave a presentation about the Program Operations including how workers will be registered and oriented, how they would be dispatched, the availability of parking for affiliates, and the Center's expectations about the number of workers that would attend and be matched with employment daily. She distributed copies of the flyer targeting employers.
- Guests asked questions of the presenters. Questions were on the following topics:
  - o What is the anticipated hourly wage that workers will be paid?
  - o How will the Center market services to workers and employers?
  - o What will be the parking rules for the Center?
  - o How will we screen employers and workers?
  - o Is the Center receiving state realignment monies (AB 109) to serve other populations besides day workers such as recently incarcerated individuals looking for employment?
  - o A recommendation was made that we start the meeting later so people who work regular business hours (9am-5pm) can attend. Others like the late PM time.

*Minutes prepared by Mireya Gomez-Contreras on April 13, 2013.*

Day Worker Center of Santa Cruz County

**Neighborhood Meeting**  
**AGENDA**

May 30, 2013

Location: Day Worker Center

5:30 – 6:30 PM

- |                            |                         |
|----------------------------|-------------------------|
| 1. Welcome & Introductions | Christine Johnson-Lyons |
| 2. Program Update          |                         |
| a) Services                |                         |
| 1. Job matching            | Mireya Gomez-Contreras  |
| 2. Training & education    | Daisey Miranda          |
| 3. Community Service       | Mireya Gomez-Contreras  |
| 4. Partnerships            | Mireya Gomez-Contreras  |
| 5. Facility                | Mireya Gomez-Contreras  |
| 3. Questions and Answers   | Christine Johnson-Lyons |

Day Worker Center of Santa Cruz County  
**Neighborhood Meeting Minutes**

Meeting Date – Thursday, May 30, 2013

Location – Day Worker Center

Time: 5:30pm-6:30pm

**Meeting Highlights**

- Ten neighbors attended the meeting and signed the attendance sheet.
- Day Worker Center affiliates facilitated the meeting. Affiliates included Community Action Board of Santa Cruz County (CAB) Executive Director, Christine Johnson-Lyons, Day Worker Center Program Director, Mireya Gomez-Contreras, and Day Worker Center Office Manager, Daisey Miranda.
- Center staff provided a tour of the Day Worker Center to guests to show them the different rooms, activities and operational tools used daily before & after the meeting.
- Day Worker Center Program Director gave an update on the Center's primary services. She reported on the number of job matches for the month of April, the types of jobs workers are dispatched to perform, the number of workers registered (70) and the number of employers who had hired through 5.30.13 (68). She pointed out the Center's Calendar of Activities and the types of community involvement that was planned for day workers in the months ahead. She also described the 3 partnerships that have been established: with the Volunteer Center of Santa Cruz County for ESL classes; UC Santa Cruz & Cabrillo College for volunteers; and the Grey Bears for donations of pastries, fruit and vegetables. Finally she reported on the safety measures taken at the Center including the Center's coordination with the Santa Cruz Sheriff's Office, the security services contract with First Alarm Security Company and the internal safety protocols implemented daily.
- Daisey Miranda talked about the types of training and education opportunities offered to day workers during the time the Center is open (while they are waiting for work). She also showed examples of tools used to track job matches and worker participation daily.
- Guests asked questions of the presenters. Questions were on the following topics:
  - o How CAB and the Day Worker Center is funded.
  - o The effectiveness of our marketing work to employers and day workers.
  - o How we screen employers and workers.
  - o Recommendations included that the meeting start later in the evening and that we review the mailing addresses because some people did not receive notice. Two people said that they like the late PM time and won't come if after dinner.

*Minutes prepared by Mireya Gomez-Contreras*

## Samantha Haschert

---

**From:** Mireya Gomez [mireya@cabinc.org]  
**Sent:** Tuesday, July 02, 2013 1:48 PM  
**To:** Samantha Haschert  
**Subject:** Day Worker Center signage

Hi Samantha,

Based on our conversation this morning about how to respond to the community's interest in using our services and the neighbor's feedback, I will be taking two measures to ensure all visitors of the Center quickly learn about the best times and days when they can seek employment, hire a worker or volunteer.

First I will post a new sign on the front gate with the following message:

**Dear visitors: If you are visiting the Day Worker Center before or after hours of operation (Tues-Sat 7am-1:30pm and Sun 8am-1:30pm), please return during our normal business hours. No Loitering.**

The second measure I am taking is to post more clearly our hours of operation on the primary page of our website. I will take a before and after picture so the Planning Dept. can clearly see the adjustment.

Please let me know if you have any questions.

I've attached a photo of the front door of the Center with our signage showing our business hours.

Thanks,

Mireya Gomez-Contreras  
Program Director - Day Worker Center  
831-475-9675  
[www.dayworkercenterSC.org](http://www.dayworkercenterSC.org)



# **Day Worker Center of Santa Cruz County**

## **HOURS OF OPERATION**

**TUESDAY – SATURDAY**

**7:00AM – 1:30PM**

**SUNDAY**

**8:00am – 1:30PM**

**(CLOSED ON MONDAY)**

[HIRE A WORKER](#)  
[Our Mission](#)  
[Who Are Day Workers?](#)  
[Donate](#)  
[Contact Us](#)  
[Volunteer](#)

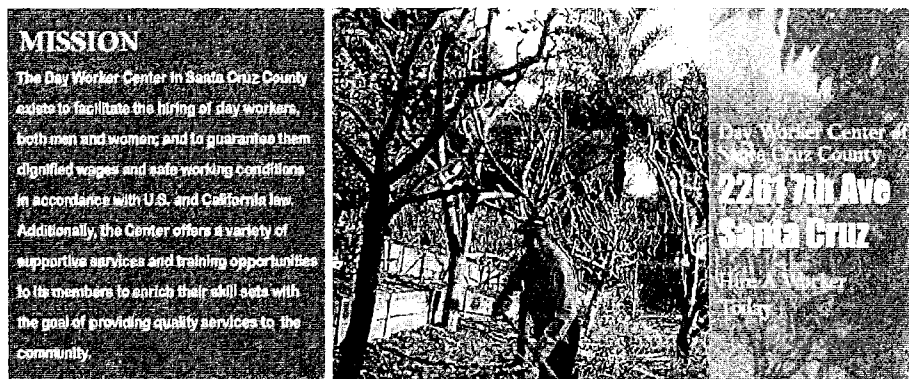
[The Day Worker Center](#)  
[FAQs](#)  
[HIRE A WORKER](#)  
[Our Mission](#)  
[News & Events](#)  
[Contact Us](#)  
[Donate](#)



## The Day Worker Center

HOURS: OPEN 7:00 AM – 1:30 PM Tuesday- Saturday and 8:00AM– 1:30PM Sunday (closed on Monday)

The Day Worker Center of Santa Cruz County supports the day laborer population and contributes to our community in many ways. Located at 2261 7th Avenue in Santa Cruz, call 831 475-WORK. Besides providing a location for potential employers to reach workers by phone or email during Center hours of operation, the Center reaches out to day workers who would normally be soliciting work on the streets and informs them about the Center's services; providing secure, safe employment, developing job skills, improving wages, and helping workers become more fully engaged members of our community. >>Find out more about our mission.



**Hire a Worker**

**Who Are ...**  
Day Workers?

**Find out more**  
about our mission

[Our Mission](#)  
[Volunteer](#)  
[Contact Us](#)  
[Community Action Board of Santa Cruz County](#)  
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Day Worker Center of Santa Cruz County – Hire a Day Worker Call 475-WORK | Powered by Mantra & WordPress.



July 29, 2013



**FIRST ALARM  
SECURITY &  
PATROL, INC.**

Corporate Office  
South Bay Service Area  
1731 Technology Drive  
Suite 800  
San Jose, CA 95110  
(408) 364-1110  
(800) 400-1110  
Fax: (408) 451-9857

Santa Cruz County  
1111 Estates Drive  
Aptos, CA 95003

Shea Ackerly  
Santa Cruz County  
Branch Manager  
(831) 685-1110  
[sackerly@firstalarm.com](mailto:sackerly@firstalarm.com)

Santa Cruz county Planning department,

The Community Action Board of Santa Cruz County has hired First Alarm Security & Patrol to conduct Three (3) Vehicle/ foot patrols in a 24-hour period as deterrence for trespassing or criminal activity. The random patrols are to be done as follows: 1-check between 9pm-12am, 1-check between 12:30am-3am and 1-check 3am-6am.

Based on our security checks during the time period of April 2 through June 30, 2013, our security checks revealed no people or cars on site and no signs of criminal activity on the property.

After reviewing the Guard Tour Report there has been missed guard tour time stamps. We will insure that the patrol officers are hitting all three time frames for their time stamps.

Best regards,

Shea Ackerly

Branch Manager

First Alarm Security & Patrol, Inc.

[sackerly@firstalarm.com](mailto:sackerly@firstalarm.com)



**COUNTY OF SANTA CRUZ  
SHERIFF'S OFFICE  
MISCELLANEOUS CORRESPONDENCE**

**DATE:** July 25, 2013  
**TO:** To Whom It May Concern  
**FROM:** Sheriff's Office  
**SUBJECT:** Calls for service

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(Note: These statistics are prepared for this particular request. They cannot be compared to any other statistic produced by the department and are based solely on specific types of calls for service).

The requested information is from April 1, 2013 through July 24, 2013:

| Address      | CreateTime     | Location         | TypeID | TypeText             |
|--------------|----------------|------------------|--------|----------------------|
| 2261 7TH AVE | 4/4/2013 11:39 | DAY LABOR CENTER | OUT    | OUT W/VEH OR SUBJ--O |
| 2261 7TH AVE | 5/24/2013 0:21 |                  | AREACK | AREA CHECK-GENERAL I |