

ATTACHMENT B

2018 Draft Volunteer Program



Monterey County Parks

**COUNTY OF MONTEREY
RESOURCE MANAGEMENT AGENCY - PARKS
1441 SCHILLING PLACE, SOUTH BLDG., 2ND FLOOR
SALINAS, CA 93901**

VOLUNTEER PROGRAM HANDBOOK

DRAFT

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WELCOME

Welcome to the Monterey County, Resource Management Agency ("RMA"), Parks Department (the "County Parks" or the "County").

The County Parks Volunteer Program, working together with our professional staff, is key to the success of our County Parks. Involvement in our Volunteer program will help build healthy communities and quality outdoor recreation facilities for use by residents and visitors, across our County.

A "Volunteer" is a person who believes they can make a difference and chooses to freely give time, effort and talent to take part in a project or task.

This Volunteer Program Handbook contains details regarding our program and information and documents that relate to the program ("Handbook").

Our Mission is to maintain stewardship over a system of County Parks. These outdoor recreation resources are managed to preserve, promote, and interpret the natural, historical, and cultural values of Monterey County. RMA-Parks provides quality recreational facilities for the public's enjoyment, inspiration, education, personal development and cultural enrichment.

We thank you for your interest and enthusiasm, and look forward to experiences and benefits we will both enjoy.

The most important aspect of your volunteer assignment is to enjoy and find pleasure in what you are doing.

"Quality Recreation with a Personal Touch"

GENERAL INFORMATION

Monterey County encompasses approximately 3,771 square miles of land and water. The County, through RMA-Parks Department, oversees the operation of regional parks, lakes, campgrounds, historical museums, hundreds of miles of trails, ecological preserves, and open space preserves, totaling 47.08 square miles

Monterey County is governed by a five-member Board of Supervisors. It is the Supervisors' responsibility to pass ordinances, review and adopt County budgets, and oversee all functions of the County's 23 departments. An important part of the duties of the Board is to set policies and procedures for County Departments.

The Parks Commission, the Historical Advisory Commission, and the Fish and Game Commission are advisory commissions appointed by the Board of Supervisors to advise them and RMA-Parks Department on major policy decisions in their respective areas of interest. They provide citizens' input and serve as a sounding board to the RMA Director and the Board of Supervisors.

The County RMA-Parks Department, like all other County departments, operates under the policies set by the Board of Supervisors. Such policies include: Park User Fees attached as Appendix L and made part of this Handbook, and Parks Facility Use Rules and Policies attached as Appendix M and made part of this Handbook, and how parks are to be used as set forth in Monterey County Ordinance 14.12, a copy of which is attached as Appendix N and made part of this Handbook.

PARKS VOLUNTEER PROGRAM

The County of Monterey is looking for individuals or couples who enjoy adventure, the outdoors and meeting people. The County operates several campgrounds and day-use parks each offering a variety of volunteer opportunities.

All types of volunteer expertise are needed, including individual and group. We try to match volunteer skills with projects allowing us to meet both individual and County needs. Volunteers are not to be used in lieu of or to displace regular County employees. They do, however, expand and enhance the work of paid staff.

The Monterey County Parks Volunteer Program is an arm of the County's Volunteer Program. Many County Departments have volunteers assisting them in meeting the needs of the public.

All Volunteers shall be subject to compliance with Parks Facility Use Rules and Policies, all applicable codes, ordinances, policies and procedures,

The Volunteer Program provides:

1. Staff assistance in maintaining County Park facilities and existing services;
2. Meaningful and worthwhile projects and work experience for Volunteers; and
3. Volunteers the opportunity to make substantial contributions to overall success of park operations and recreational activities available to our community.

COUNTY STANDARDS

Volunteers represent Monterey County Parks. Volunteers are the friendly face our park visitors see and depend on. We expect Park Volunteers to conduct themselves in the same responsible manner of conduct as required of other County park personnel.

The County asks each Volunteer to welcome all visitors with a smile and a positive attitude. Your cooperation, dedication, patience and flexibility will show through with each interaction you have with the public. This will show your genuine interest in our park and its visitors.

To help our visitors enjoy their visit to our parks, we need to provide them with a "Quality" experience. If things can go wrong (and they sometimes will), let's keep it in the family and take appropriate action to improve our operations.

There will be occasions when we have officials visiting our Parks who require special attention. All courtesies should be extended to them without inconveniencing other park visitors. Often, there are members of the media visiting our County Parks to develop stories or to take photos. Each member of the media who is favorably impressed with County Parks can influence thousands of others by what he or she writes, photographs, or broadcasts.

There will be occasional complaints - some serious, some minor. If you receive a complaint, try to contact the Administrative Operations Manager, Park Ranger or Volunteer Coordinator. If unable to contact the appropriate staff person, please ask our visitor to fill out a Customer Feed Back form, attached as Appendix xx and made part of this Handbook, to allow for a follow-up by Parks personnel. Then take any action within the scope of your training and authorization to solve the problem.

As a County Volunteer, you are enhancing services to the public, contributing to others' enjoyment of the outdoors and the environment, and finding pleasure and satisfaction from your efforts, which benefits everyone.

VOLUNTEER OPPORTUNITIES

Park Volunteers are considered to be an unpaid employee of the County. Volunteers report directly to the Administrative Operations Manager, his/her designee, or the Volunteer Coordinator, who will discuss and finalize duties and work schedules with each volunteer.

The County Parks Volunteer Program offers the following volunteer opportunities within our operations:

PARK HOST VOLUNTEER

A Park Host is a volunteer who provides basic operational services and information to the visiting public. The Park Host shall provide a minimum of twenty-four (24) hours per week of scheduled duties in exchange for a free designated volunteer site and utilities for a recreational vehicle. Duties vary at individual parks and may include, but are not limited to, the following: opening and closing park, entry gate operation, greet visitors, provide directions, answer questions, clean and restock restrooms, pick up litter, grounds and equipment maintenance, maintain records and visitation statistics, and a variety of other assignments. Park Hosts must understand and be able to explain County Park rules to visitors. This is in an advisory role only and does not include enforcement of park rules.

GENERAL OR DAY VOLUNTEER

General or Day volunteers come to the park to assist with all types of activities and tasks. Duties may include gardening, weed abatement, general clean-up, trash pick-up, entry station's operation, and a variety of other assignments. The General or Day Volunteer come to the park on a regular basis to perform volunteer services, but does not live in the park.

STUDENT VOLUNTEERS

Students, scouts, interns and other volunteers under the age of 18 are welcomed as Park Volunteers. Duties may include trash and debris pick-up, planting trees, trail maintenance or to complete a required project.

GROUP PROJECT VOLUNTEERS

Team building volunteer opportunities for organizations, corporations and civic groups. Park clean-ups, habitat restoration, trail building, and planting native vegetation and trees are rewarding activities for group volunteers.

TRAIL VOLUNTEER

Volunteers will serve in open space areas and park preserves on foot, bicycle, and equestrian trails. A trail volunteer may assist our visitors with information on park resources and policies;

aid in the maintenance of trails and open areas; removal of trash, debris and overgrown brush; identify hazards, violations, wildlife sightings, and visitor behavior and relay information back to park staff. Trail volunteers provide their own bicycles and horses.

PARK DOCENT/NATURALIST /EDUCATIONAL PRESENTER

Park Docents or Naturalists lend their specific interests and expertise to lead hikes, tours, and/or provide interpretive programs at the parks and open space reserves. They may be involved in presentations, work with school children, help with special events, or ongoing research and development.

WORK ALTERNATIVE & COURT PROBATION REFERRALS

These individuals “volunteer” their services to satisfy a Court or Probation Department requirement. It is at the discretion of the Administrative Operations Manager whether to accept such Volunteers. The decision to accept such referrals will be based upon the following:

- A. Availability of appropriate supervision.
- B. Availability of appropriate work.
- C. Capacity and temperament of the referred Volunteer.

APPLICATION PROCESS

Selection Process

1. A completed and signed application, attached as Appendix A and made part of this Handbook, shall be submitted to Monterey County Parks Administration Office.
2. A review of each application will be completed by the County. The County is not required to accept all volunteer candidates who offer their services.
 - A. If the application is approved for consideration, the County shall schedule a telephone or in-person interview with the Volunteer.
 - B. If the application is not approved, the County shall notify applicant.
3. The County is not obligated to accept or retain any person who volunteers his or her services. The relationship between a Volunteer and the County must be one of mutual benefit. Each Volunteer shall be given task(s) and must be able to perform safely and adequately the work he or she is assigned.

Background Check

The County may complete a check of references for all Volunteer applications approved for consideration.

Once the Volunteer's references have been verified, Volunteer may be asked to complete a background check through the State of California Department of Justice Live Scan Service. Final placement as a Volunteer is contingent upon the results of a criminal history check. No assignments may begin by a Volunteer until the Live Scan clearance is on file with the County.

Driver's Authorization

If a Volunteer will be driving County-owned vehicles for County business while performing his/her task, a Department of Motor Vehicles ("DMV") Report shall be provided to the County. A Volunteer using their own vehicle while performing services for the County shall provide to the County a DMV Report, a copy of their vehicle registration, and proof of insurance for Volunteer's vehicles.

Park Hosts shall provide current proof of registration and insurance for their recreational vehicle as well as their personal vehicle. All vehicles must be maintained in good working condition and be able to move immediately for emergency purposes.

Waiver and Indemnification

All Volunteer shall sign a Waiver and Release Agreement for Parks Volunteers, attached as Appendix B and made part of this Handbook.

Training

Orientation Session shall be scheduled by the County for the Volunteer which must be completed before starting assigned duties.

Training shall be scheduled by the County for the Volunteer. The County will determine and provide which training must be completed before starting assigned duties.

Volunteer may start assigned duties once the background check and DMV report has been received, and the Volunteer has completed both the Orientation and applicable Training sessions.

SAFETY

Monterey County is committed to providing a healthy and safe working environment for volunteers and staff. All Volunteers shall receive proper training prior to commencement of their assigned tasks. Our primary goal is to prevent injuries. No work is so important that it should be completed in an unsafe manner where injury may result. All Minor volunteers are not authorized to use any motor vehicles or power equipment.

Volunteers shall inform the Administrative Operations Manager and/or Volunteer Coordinator of any health limitations which may interfere with their performance of their tasks. If a job becomes overly strenuous, or otherwise taxes the Volunteer's capabilities in such a way as to present discomfort to their health, Volunteer should immediately stop the task and inform their supervisor or the Volunteer Coordinator.

All work-related injuries/illnesses must be immediately documented and analyzed per County, Cal-OSHA and USA-OSHA policy. All accidents and injuries shall immediately be reported to the Administrative Operations Manager and/or his or her designee. The Administrative Operations Manager or his/her designee shall complete an Incident/Accident Report and forward it to Parks Administration office.

Volunteers should not expect special privileges regarding park use or use of park facilities. Volunteers are not allowed to accept any gifts or gratuities or use County property or equipment for personal benefits. Recognition gifts issued by the County may be the exception, but no volunteer is assured receipt of any such recognition and County is under no obligation to provide any.

Volunteers shall be assigned certain tasks related to the ongoing needs of the County Parks. Failure to comply with any requirements in the Volunteer Program, including the Volunteer Handbook, Park Policies or County policies may result in the immediate release from the Volunteer Program.

Volunteers have certain rights and can expect these rights to be upheld by the Parks staff. If you feel your rights are being violated or you have been treated unfairly, the Volunteer should speak with the Volunteer Coordinator. If resolution is not found, then the matter should be escalated to the Administrative Operations Manager.

UNIFORMS

The County believes it is important for our visitors to be able to identify staff and volunteers working in the park. The County determines which type of Volunteer will be issued a shirt and name tag which must be worn while providing volunteer services. County issued shirts and name tags should not be worn unless the Volunteer is on the job or going to or from the job.

All Volunteers are asked to wear proper footwear when providing services in the parks. Some tasks may require personal protection equipment to be worn. The County will provide personal protection equipment as needed.

RECORDING OF TIME FOR VOLUNTEER HOURS

RMA-Parks is required to present reports to both the Parks Commission and Board of Supervisors showing Volunteer service hours, and projects and tasks completed. To assist with gathering this information Volunteers shall submit a Volunteer Weekly Time Cards, attached as Appendix D and made part of this Handbook. The Time Card shall show Volunteer hours and the project/tasks completed that the previous week within each Park facility to the Volunteer Coordinator, who will forward the time cards to the RMA - Parks Administration Office.

Group and Organization Volunteers shall complete the Project/Group Volunteer Time Card, attached as Appendix E and made part of this Handbook. The Project/Group Volunteer Time Card lists the names of volunteers, the total number of hours worked and the project tasks completed. The Project Volunteer Time Card shall be submitted to the Volunteer Coordinator or Park Supervisor, who will forward the document(s) to the RMA - Parks Administration Office.

USE OF COUNTY OWNED AND PRIVATE OWNED VEHICLES

County Owned Vehicles

All Volunteers operating a County vehicle while performing services shall follow the guidelines set forth in the County of Monterey Vehicle Use Policy attached as Appendix F and made part of this Volunteer Handbook. Volunteer operating a County vehicle while performing services shall be covered under the County vehicle insurance policy.

Volunteer Owned Vehicles

Volunteers operating their own private motor vehicles as part of your volunteer duties must possess a valid state operating license. In addition, Volunteer must provide the County with a Certificate of Insurance showing policy coverage and limits not less than those set forth in the California Vehicle Code, Sections 16450, et seq.

Out of State Vehicle Registration – California Vehicle Code, Section 516

Volunteers with vehicle registrations outside of the state of California should review and familiarize themselves with California Vehicle Code, Section 516 regarding registration of out of state vehicles to ensure the Volunteer is compliant with California state law.

ACCIDENT INSURANCE

The County will provide each Park Volunteer with accident insurance. This insurance will cover the Volunteer during the hours he/she is performing their assigned volunteer activities. Coverage information shall be provided to each Volunteer by the Administrative Operations Manager, his/her designee, or Volunteer Coordinator.

If a Volunteer does incur an injury during their volunteer activities, the Volunteer shall immediately notify the Administrative Operations Manager or his/her designee and complete the Parks Department accident report. The Administrative Operations Manager or his/her designee shall inform the Volunteer where the accident report forms are located. It is the Volunteer's responsibility to report all injuries and accidents as they happen.

TRANSFER, RESIGNATION AND TERMINATION

The County Parks or the Volunteer may terminate the Volunteer Agreement at any time.

Transfer

A Volunteer may express an interest in transferring to another park or facility within the County park system. Transfer may occur upon approval of all parties concerned, including the Administrative Operations Manager. The Volunteer Agreement or Park Host Agreement, and other applicable forms may require updating to reflect new location.

Resignation

A Volunteer may resign at any time; however, it is customary and most beneficial if written notice is given at least two weeks in advance. The original Notice to Resign shall be forwarded to Parks Administration. Copies of Notice to Resign shall be provided to the Volunteer Coordinator and Human Resources.

Termination

Occasionally, a Volunteer does not work out, even though he or she was carefully selected and trained. The County reserves the right to terminate a Volunteer at any time without providing notice or a reason.

Termination Process

The termination process may be handled in one of the following ways.

- Both parties may agree that the position is not right and the Volunteer will choose to leave.
- The Administrative Operations Manager, his/her designee, or the Volunteer Coordinator may request a letter signed by County Management, terminating the Volunteer Agreement or Park Host Agreement. Copies of the letter shall be provided to Parks Administration office, Volunteer Coordinator, and Human Resources. The letter should be hand delivered to the Volunteer by the Administrative Operations Manager, his/her designee or Volunteer Coordinator.
- Terminations are effective immediately.
- Upon termination, the Volunteer Coordinator shall retain the Volunteer's identification card, name tag, uniforms, keys and any equipment belonging to the County. The ID card should be forwarded to the Parks Administration Office.

EMERGENCY PROCEDURES

During your service with the County you may be presented with an emergency, (i.e. fires, medical emergencies, and visitor problems). As a Volunteer, you shall respond in the following manner:

1. Fires or Medical Emergencies

Each Park is unique and the Administrative Operations Manager, or his/her designee, will provide information specific to your assigned park as to your response during emergency procedures, which must be followed.

During any emergency, Volunteers must be aware of their limitations. Volunteers shall not respond if they may become injured or victimized by person(s) included in the incident.

Enforcement of County Parks Facility Use Rules and Policies must be left up to County Parks' personnel or local law enforcement agency.

For Fires and Medical Emergencies and Public Safety, please call 911.

2. Visitor Problems

Volunteers shall not respond to any situation where their health and/or safety may be jeopardized. Volunteers shall not respond to incidents such as fights, drunken behavior, belligerent or inappropriate actions, reckless driving, or any other activity that is harmful to the public's use of county recreational facilities.

Incidents such as those mentioned above shall be reported immediately to Administrative Operations Manager, County Ranger staff and the Volunteer Coordinator. If not available, Volunteer must contact local law enforcement agencies by dialing 911.

Jacks Peak Park	(831) 372-8551
Manzanita Park	(831) 663-0859
Laguna Seca Recreation Area	(831) 758-3604
Lake Nacimiento	(805) 238-2376
Lake San Antonio – North Shore	(805) 472-2456
Lake San Antonio – South Shore	(805) 472-2311
Parks Department Headquarters – Salinas	(831) 755-4895
Royal Oaks Park	(831) 663-0859
San Lorenzo Park	(831) 385-5964
Toro Park	(831) 484-1108

3. In some cases, an Incident/Accident Report shall be completed about the incident. The Administrative Operations Manager and/or Volunteer Coordinator shall inform the Volunteer when this is required and provide the form for completion.

RECOGNITION

Both the County Board of Supervisors and RMA-Parks Department has formal programs to recognize the contributions made by volunteers serving in their various programs which can be found in Appendix XXX of this handbook. For further details, please contact your Park Volunteer Coordinator or RMA-Parks Administration.

PARK HOST PROGRAM

1. The Park Host is a temporary volunteer position.
2. The Park Host shall complete the same Application Process as other types of Volunteers described above, and complete and submit all documents requested by the County. In addition, the Park Host shall execute a Park Host Letter of Understanding, attached as Appendix J and made part of this Handbook, with the County.
3. The initial term of service may be up to six (6) months ("Initial Term"). The County reserves the option to extend the term ("Renewal Term"), at its sole discretion. Initial Term and all Renewal Terms of service shall be approved by the Administrative Operations Manager. In the event the County exercises its option to extend a Volunteer's service, the Volunteer Application may need to be updated and an Addendum to the Park Host Letter of Understanding with the Renewal Term shall be executed between the parties.
4. The County shall provide a designated volunteer site ("Site") in the assigned park where the Park Host shall park his or her recreational vehicle for the term set forth in the Park Host Letter of Understanding.
5. The Site is a pad for a recreational vehicle and includes hookups for sewer, potable water and 110 volt/30-amp minimum electricity at no cost to the Park Host. Park Host shall be responsible for any other desired services and their related costs.
6. Park Hosts' recreational vehicle shall be a self-contained trailer, fifth wheel or motor home. Mobile homes, house trailers, or construction trailers shall not be allowed. Park Host shall not erect any clothesline, flagpole, washing machine, clothes dryer or similar structure on the Site.
7. All Park Host recreational vehicles must be approved by the Administrative Operations Manager or his/her designee prior to being placed at the Site. The Site shall only be used as the private residence of the Park Host and one additional occupant, and may not be sublet or assigned to another.
8. Park Hosts, on occasion, may need to have repairs made to their auto, truck and/or recreational vehicle. Park Host shall have the vehicle transported to the repair shop. No repairs shall be made in the park.
9. Park Host shall keep the Site free of litter, debris and shall be maintained in an orderly condition.

10. Recreational vehicle skirting (excluding canvas skirting), fencing, storage areas or sheds shall not be allowed. Some landscaping, with prior approval of the Administrative Operations Manager or his/her designee, may be permitted.
11. While the Park Host resides in the park, the Park Host shall keep the registration and insurance on all his/her vehicles current and in effect at his/her sole expense. It is the responsibility of Park Hosts to shall provide the County with copies of proof of registration and insurance for all vehicles.
12. All Park Host's vehicles shall be maintained in good working order. This requirement also applies to the restroom, shower and kitchen facilities in the Park Host's recreational vehicle.
13. Park Hosts are responsible for ensuring all connections for sewer, water and electrical are maintained in good operating condition and do not pose a risk of blockage, waste or hazard to County property.
14. Park Hosts may be provided keys to open and close County Park facilities, buildings and gates. Park Hosts shall maintain control of keys at all time. In no circumstances shall Park Host give the keys to an individual who is not employed by or providing volunteer services to the Park.
15. This Park Host Volunteer program is not designed to accommodate children. The provided Site is limited to no more than two (2) adult residents. Occasional, infrequent overnight visitors and guests may be allowed if the Park Host's obligations are not impaired; the accommodations are appropriate; and there is no additional expense to the County.
16. Should the Additional Occupant wish to serve as a volunteer, the Additional Occupant shall complete a separate application form.
17. In the event the Additional Occupant will not be volunteering his/her time, the Additional Occupant shall sign an Acceptance of Non-Tenant Status form, attached to this Handbook as Appendix K, and submit the signed form to the County Parks Administration.
18. Park Hosts shall be allowed to have a maximum of two (2) household pets ("Pets"), as defined in Ordinance 14.12, upon written approval of the Administrative Operations Manager or his/her designee. Park Host shall provide a copy of the current certificate of rabies for all Pets.
19. Park Hosts must comply with Parks Facility Use Rules and Policies regarding Pets being kept on a leash or restrained at all times when outside your recreational vehicle. Under no circumstances shall Pets be left unattended when outside your recreational vehicle. Failure to adhere to the Parks Facility Use Rules and Policies will result in immediate termination of your agreement.

20. Park Hosts, Additional Occupant, and their guests must abide by all rules, regulations, and policies of the facility and the Volunteer Program, and act in a manner that will not cause embarrassment or discredit to the County. Altercations, disturbing the peace, intoxication, drug usage, careless operation of County or privately-owned vehicles and any other acts of indiscretion will be grounds for immediate termination of the Park Host status.
21. The County will not provide Park Host or an Additional Occupant with insurance against fire, bodily injury, property damage, or any other insurable risk. Park Host and Additional Occupant waive the right to claim damages from the County for any damage to either person's personal property for bodily injury sustained by Park Host, Additional Occupant, or their guests while on the premises. It is recommended that Park Host secure liability and property damage insurance.
22. Park Host and the Additional Occupant shall maintain a mailing address other than the Park address.
23. Park Host, Additional Occupant, and their guests shall review and remain in compliance with all Monterey County Ordinances as they relate to County Parks, including but not limited to:
 - A. Dangerous, inflammable or explosive character (personal firearms included) as set forth in the Monterey County Ordinance Chapter 14.12.120 – Firearms and Other Weapons;
 - B. Smoking set forth in Monterey County Ordinance Chapter 10.70 and 14.12; and
 - C. Alcohol consumption is prohibited in all parks as set forth in Monterey County Ordinance 14.12.135 – Alcohol Consumption – Day-Use Facilities
24. Park Host duties may include the collection and safe keeping of monies. Should monies collected represent a shortage, the Park Host on duty shall be responsible for reimbursement of funds to the County.
25. Volunteer shall contact the following individual(s) when issues arise:
 - A. For maintenance and safety/hazard issues -
 - B. For non-maintenance issues -
(pertaining to restrooms or general park conditions)
 - C. Building & Grounds Supervisor -
 - D. Volunteer Coordinator -
26. The County shall provide each Park Host with oneshirt, one I.D. card, and one nametag as noted in the Uniform section above.
27. The Park Host Agreement may be terminated as set forth in the Termination section above.

28. In the event of resignation or termination, Park Host agree to immediately vacate the designated volunteer site upon request or upon the expiration of your Park Host status. Park Host shall deliver the property to the County in good order and condition, damage by the elements, fire, earthquake, and ordinary wear and tear excepted. Any Park Host's personal property not removed from the designed volunteer site after termination may be disposed of by the County pursuant to law.

CONCLUSION

It is hoped this handbook is a benefit to you now and for future reference. Your assistance to Monterey County Parks will allow us to better meet the needs of the general public. We deeply appreciate your time and efforts.

APPENDICES

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APPENDIX A – VOLUNTEER APPLICATION

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APPENDIX B – WAIVER AND RELEASE FOR PARKS VOLUNTEERS

DRAFT 08-30-18


Monterey County Parks

WAIVER AND RELEASE AGREEMENT FOR PARK VOLUNTEERS

This Waiver and Release Agreement ("Agreement") is hereby executed by the undersigned, or if the undersigned is under the age of 18 years, then the undersigned's parent or legal guardian together with any heir, successor, representative or assign, collectively as "Volunteer") in favor and for the sole and exclusive benefit of the County of Monterey ("County"). Volunteer is interested in volunteering at one or more County Park locations to perform trail work and minor maintenance ("Program"). In connection with Volunteer's involvement in the Program, Volunteer hereby certifies, warrants, represents, agrees and covenants to the County, its officers and employees as follows:

Volunteer will perform assigned tasks that are within his/her physical capability, and will not undertake tasks that are beyond his/her ability. Volunteer is free of any mental or physical condition, ailment or injury (medical or otherwise) which would, in and of itself or in conjunction with any circumstance, including but not limited to those activities associated with the Program: (i) impair, prevent or prohibit Volunteer from engaging in such Program activities; or (ii) be affected, aggravated or worsened in any way, directly or indirectly, of Volunteer's involvement in such Program.

Volunteer will not participate if under the influence of alcohol or any drug that could impair his/her physical or mental abilities. Volunteer shall adhere to the Monterey County Code and all County Parks Facility Use Rules and Policies.

Volunteer will perform only those tasks assigned, observe all safety rules, and use care in the performance of assignments. Work performed by Volunteer will be limited to minor maintenance type work (e.g. use of hand tools). No power tools or vehicles of any kind are to be operated by Volunteer during performance of the volunteer work. Volunteer is familiar with the safe operation and use of machinery, equipment and tools that he/she may use in the Program, and will not undertake to use any machinery, equipment or tools with which he/she is unfamiliar or does not know how to operate safely.

Volunteer will dress appropriately for variations in weather and terrain.

County may, in its sole discretion, terminate Volunteer's participation in the program for any reason at any time.

Volunteer specifically acknowledges that he/she engages in the Program as a volunteer and not as a County employee, agent, official, officer or representative, and further acknowledges that he/she is not entitled to any compensation, benefit or insurance coverage from the County, or any Program promoter, sponsor, or organizer, nor will Volunteer make any such claim.

Emergency Contact:

Print Name	Signature	Date
Address	City	State
		Zip code
Phone	Email	

IF VOLUNTEER IS UNDER THE AGE OF 18, THE PARENT (OR GUARDIAN, IF ANY) MUST SIGN.

I am the parent or legal guardian of the above-named Volunteer and he/she has my permission to participate in:

I have read and agree to the provisions stated above for myself and the Volunteer. Further, I understand and agree that the sponsors and organizers of the Program are not responsible for supervision of minor Volunteers and that if I allow the above minor to participate without my supervision, I assume all the risks from such participation.

Print Name	Signature	Date
Address	City	State
		Zip code
Phone	Email	

Parks Make Life Better~

APPENDIX C – CUSTOMER FEED BACK FORM

Work in Progress

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APPENDIX D – CHUBB ACCIDENT FORMS

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Accidental Injury

(To be used for all claims involving accidental dismemberment; loss of sight, hearing, or use; paralysis; coma; in-hospital benefit; and disability)

HOW TO FILE A CLAIM

1. Complete all items on the attached claim form.
2. Attach the following documents (as applicable):
 - Fully completed Attending Physician Statement (Required for all claims)
 - Copies of all police reports, newspaper articles, etc. describing accident
 - Copies of any additional documents that support your claim
 - Copy of itemized hospital bill (In-Hospital Benefit only)
3. Send the completed and signed claim form and all required documents to:

**CHUBB GROUP OF INSURANCE COMPANIES
CLAIM SERVICE CENTER
600 INDEPENDENCE PARKWAY
P.O. BOX 4700
CHESAPEAKE, VA 23327-4700**

4. Retain a copy for your records.

**YOU WILL BE CONTACTED BY A CLAIM ADJUSTER IF ADDITIONAL
INFORMATION OR DOCUMENTATION IS REQUIRED.**

**IF YOU HAVE ANY CLAIM RELATED QUESTIONS PLEASE
CALL CHUBB AT 1-800-CLAIMS-0 (1-800-252-4670)**

APPENDIX E: VOLUNTEER INCIDENT/ACCIDENT REPORT

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Accidental Injury Claim Claimant's Statement

(Please print - Attach separate sheet if additional space required)

INSURED INFORMATION

Insured's Name _____ Soc. Sec. No. _____ Date of Birth ____/____/____ Marital Status _____

Insured's Address _____ Phone No. (H) _____

Phone No. (W) _____

Name and address of employer _____

Policy Number (Required) 9906-33-78 Insured's Occupation _____

Did the insured have any other insurance? _____ If yes, please list all companies, type of insurance, policy numbers and insurance amounts: _____

CLAIM INFORMATION

Date of accident ____/____/____ Time and place accident occurred _____

Please describe in detail the circumstances of accident (attach separate sheet if needed): _____

Was the accident related to the Insured's occupation? _____ If so, how? _____

Please describe the nature of Insured's injuries: _____

Please list the names and addresses of all treating physicians and hospitals: _____

Did police or other authorities investigate the accident? _____ If yes, please provide name, address and telephone number of all investigating officers and agencies: _____

CLAIMANT INFORMATION (If different than "Insured Information" above)

Claimant's Name _____ Age _____ Relationship to Insured _____

Claimant's Address _____ Phone No. (H) _____

Phone No. (W) _____

In what capacity are you making this claim? _____

AUTHORIZATION

I authorize any insurance company, physician, hospital or other healthcare provider, or any other organization, institution or person that may have records, documents or knowledge regarding the Insured to release any information requested regarding this claim and the loss reported. I understand this information will be used by the Chubb Group of Insurance Companies, or its authorized representatives, for the purpose of evaluating and determining coverage for this claim. I know I have a right to receive a copy of this authorization upon request and agree that a photographic or facsimile copy of this authorization is as valid as the original. I agree that this authorization shall be valid for the duration of this claim.

I understand that any person who knowingly and with intent to defraud or deceive any insurance company files a claim containing any materially false, incomplete or misleading information may be subject to prosecution for insurance fraud.

SIGNED (Claimant or authorized person) _____ DATE ____/____/____

APPENDIX F – SUPERVISOR INCIDENT/ACCIDENT REPORT

DRAFT 08-30-18



Employee Accidental Injury Employer's Statement

(Please print - Attach separate sheet if additional space required)

POLICYHOLDER INFORMATION

Policyholder Name County of Monterey Policy Number 99 06-33-78
Policyholder Address 168 W/Alisal St., 3rd Floor--Risk Management

INSURED INFORMATION*

Name _____ Soc. Sec. No. _____ - _____ - _____ Date of Birth _____ Marital Status _____
Address _____
Hire Date _____ Date Last Worked _____ Annual Earnings _____
Insured's Occupation _____ Nature of Duties _____
Insurance Effective Date _____ Insured Class _____ Benefit Amount _____
Does the insured have any other accident or life insurance? _____ If yes, please list all companies, policy numbers and insurance amounts: _____
* PLEASE ATTACH COPY OF INSURED'S ENROLLMENT FORM, IF APPLICABLE.

CLAIM INFORMATION

Date of accident _____ Time and place accident occurred _____
Please describe in detail the circumstances of accident (attach separate sheet if needed): _____

Was the accident related to the insured's occupation? _____ If so, how? _____
Was Workers' Compensation claim filed? _____ If so, please advise name and address of Workers' Comp. carrier: _____

EMPLOYER CERTIFICATION

I understand that any person who knowingly and with intent to defraud or deceive any insurance company files a claim containing any materially false, incomplete or misleading information may be subject to prosecution for insurance fraud.

SIGNED (Authorized person) _____ DATE ____/____/____
NAME _____ TITLE _____ PHONE NO. _____

APPENDIX G – VOLUNTEER TIME CARD

Work in Progress

DRAFT 08-30-18

APPENDIX H – PROJECT/GROUP VOLUNTEER TIME CARD

DRAFT 08-30-18

APPENDIX I – COUNTY OF MONTEREY VEHICLE USE POLICY

DRAFT 08-30-18



County of Monterey

Vehicle Use Policy (Revision 04/2013)

April 16, 2013

APRIL 16, 2013

RETAIN UNTIL SUPERCEDED

COUNTY OF MONTEREY
VEHICLE USE POLICY AND PROCEDURES

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Attachments:

Attachment A: Employer Pull Notice (EPN) Program, DMV Information and Forms

Attachment B: Acknowledgement of Receipt / Understanding of the County of Monterey
Vehicle Use Policy

COUNTY OF MONTEREY **VEHICLE USE POLICY AND PROCEDURES**

I) Introduction

All officials and employees who use a County or privately owned vehicle for County business shall follow the guidelines set forth in this policy and procedures.

II) Purpose

The purpose of this policy is to establish and specify Monterey County's general requirements and guidelines for vehicle use (both private and County owned) by officials and employees during the conduct of official County business and to establish related procedures and controls. References to employees in this policy include officials and permanent and temporary County employees unless stated otherwise.

III) Policy

County and privately owned vehicles used for County work activities are to be operated in a safe manner consistent with local, state and federal laws. All accidents must be reported promptly according to the procedures outlined within. The use of County vehicles shall be limited to necessary County business.

IV) Procedures

A) Responsibilities

1) Resource Management Agency - Public Works

- The County Administrative Officer has designated the Resource Management Agency - Public Works Director as the agent responsible for implementing the provisions of this policy.
- The Resource Management Agency - Public Works Director shall be responsible for the uniform application and interpretation of County policy with regard to assignment of County vehicles to individuals and departmental pools.
- The Director shall also be responsible for ensuring that any proposed exceptions to this County policy are considered for maximum benefit to the County.
- Responsibility for County vehicles shall be centralized under the direction of the Monterey County Fleet Manager for maintenance, acquisitions, repairs and other responsibilities not delegated to other departments. This includes the authorization of alternate repair facilities.

2) Department Heads

- Ensure that all permanent staff and temporary County employees within his/her department, who drive vehicles on County business, are aware of and comply with this policy and procedures.
- Ensure all permanent staff, temporary County employees in each department who drive vehicles on County business are provided a copy of this policy and procedures.
- Ensure the employees sign an acknowledgement of receipt (see Attachment B) stating they have received, read, and have had the opportunity to obtain answers to any questions they may have regarding the meaning and interpretation of the policy and procedures. Employees shall not operate a vehicle (County or private) for County business, until he/she has signed the acknowledgement of receipt form.
- Ensure executed statements of acknowledgement are kept on file in the department.

2) Department Heads (Continued)

- The department head or his/her designee shall approve permanent retention authorization in March of each year and maintain annual filings of such authorization.
- Provide a copy of the department's retention authorization lists to the Resource Management Agency - Public Works, which will send a request for a copy annually, in April.
- Ensure County vehicles are operated by authorized County permanent staff and temporary County employees who possess a legally valid California driver's license of the proper class for the vehicle being operated, prior to the vehicle being assigned, and who meet all other requirements established by their department.¹
- Establish a driver's license verification process to verify driver's license status of authorized drivers, using the **California Department of Motor Vehicles "Employer Pull Notice" (EPN) Program (see Attachment A)**.
- Ensure that temporary County employees, who drive County vehicles, are subject to the same policy and procedures as permanent County employees.
- Ensure that all assigned vehicles are delivered to the County vehicle maintenance facility whenever service is due.²
- Ensure that all reimbursement claims for County vehicle repairs are sent to the Fleet Manager for verification and approval.
- Ensure that drivers' records and status information will be kept confidential.
- Ensure that all drivers utilizing County vehicles attend a defensive driver-training program. All new employees/drivers shall attend defensive driver training prior to driving on County business. The training may be a County or privately provided training course. Verification of attendance shall be kept on file in employee training records and recorded in the LDN database. The course shall be repeated every two (2) years or sooner if employee is involved in an automobile accident or if deemed necessary by the department head.

¹To obtain authorization for temporary County employee use of county owned vehicles, the appropriate department manager will submit a memo to the department head or his/her designee listing the temporary County employee's name, hours of work, assignment, and drivers license number for approval.

² Only the Fleet Manager or his/her designee can authorize use of alternate repair facilities, unless the situation is an emergency.

A) Responsibilities

3) Division Managers

- Ensure that all permanent staff and temporary County employees under his/her supervision, who drive County vehicles, possess a valid California driver's license of the proper class.
- Report ALL accidents reported to you to your department head or his/her designee immediately and Fleet Management.

4) Drivers

- Ensure the vehicle is used for official County business only and ensure that passengers shall be County employees or authorized persons.
- Have possession of a valid California driver's license of the proper class at all times while operating any vehicle on County business.
- Wear seat belts at all times and instruct all passengers to fasten their seat belts before the vehicle is in motion.
- Operate the vehicle in a safe manner conforming to traffic laws and road conditions.
- Smoking is prohibited in County owned or leased vehicles.*
- County vehicles are to be serviced and repaired by the Fleet Management Division of the Resource Management Agency - Public Works. In the event of a vehicle breakdown within County limits or when traveling out of the County, every effort should be made to contact Fleet Management for assistance or instructions. Point of contact during regular working hours (7:00 a.m. to 3:30 p.m.) is the East Laurel Service Center at: **Fleet Management, 855 E. Laurel Drive, Building A, Salinas, (831) 755-4949.***
- After hours, contacts are listed in the Vehicle Operator's Handbook found in glove compartments of all County vehicles.*
- As a requirement, all drivers must conduct an operator's check of the vehicle each day using the Vehicle Safety Check Sheet (see Attachment B) prior to operating. The minimum operator's check should consist of a check for body damage (dents, etc.), mechanical problems, and to verify all lights are functioning, all of which should be reported to your immediate supervisor and then in writing to the Fleet Management Division by completing a Vehicle and Property Damage Incident Report.
- Operate the vehicle in the manner consistent with the intended use of the vehicle.
- Place no bumper stickers or logos on County owned vehicles.
- Ensure no pets are allowed in County owned vehicles, unless necessary for completion of assigned County duties.

* Not a responsibility, but is a rule or other information included as a guideline in this policy.

4) Drivers (Continued)

- Immediately notify their department head or his/her designee of any change in his/her driving privileges.
- **Use of a County vehicle for transportation to home or a restaurant for meals is prohibited**, unless permanent retention has been authorized or it is done during duty hours or while attending a meeting on official County business.*
- Notify your division manager/supervisor **immediately** in the event you are involved in an accident.
- In the event of an accident, utilize the accident information provided on Page 10, Section "E".

B) Assignment of Vehicles

When not on County business, County vehicles are to be kept on County property locations. Privately owned vehicles are not to be left on County property for more than 24 hours (may be towed at owners expense)-unless prior arrangements are made otherwise with the department head or his/her designee. Duty hours, temporary or permanent retention may be allowed as follows:

1) Duty Hour Retention

The minimum transportation needs for this category of vehicle assignment shall include the following conditions:

- The department head or his/her designee has determined the assignee's duties cannot be satisfactorily performed without continuous availability of a suitable vehicle during duty hours.
- The tasks performed during duty hours require a specially equipped vehicle.
- The need cannot be met by use of a department pool vehicle.
- The monthly mileage claim costs of a privately owned vehicle would regularly exceed costs of assigning a County vehicle.

* Not a responsibility, but is a rule or other information included as a guideline in this policy.

B) Assignment of Vehicles (Continued)

2) Permanent Retention

A department head or his/her designee may assign an employee permanent (overnight) retention of a County vehicle if the department head deems that: 1) permanent retention is in the best interest of the public; and 2) the task(s) to be performed when called during off-duty hours requires immediate travel to the job location.

When an employee is assigned a vehicle for standby overnight or a weekend, an assigned County vehicle is not to be used for personal use except in rare emergency situations when no other vehicles are available (such as for an urgent medical need).

Approval for permanent retention is contingent on the employee being (and remaining) on a continuous on-call status during other than normal working hours (i.e., 24-hours on call) and meeting at least one of the following criteria:

- The need to respond to emergencies in the field with a vehicle specially equipped to meet the work needs of the department an average of at least six (6) or more calls per month.
- The employee is required to respond to the field with specially equipped vehicles to meet the seasonal work conditions of the department.
- The employee reports directly to the field at least fifty percent (50%) of his/her scheduled workdays and the employee lives more than ten (10) miles from the office headquarters.
- The employee operates specialized equipment that would be required in the event of an emergency and there is not enough time to retrieve the equipment from a County facility.
- An employee has an irregular work schedule due to required attendance at work related activities an average of at least two (2) weekends per month or two (2) evenings per week.

3) Temporary Retention

The authority granted in this section shall not be used in place of or to circumvent the requirements of making formal requests for permanent retention.

When an employee is assigned a vehicle for standby overnight or a weekend, an assigned County vehicle is not to be used for personal use except in rare emergency situations when no other vehicles are available (such as for an urgent medical need).

A department head or his/her designee shall be authorized to grant temporary retention of vehicles to employees based on the following criteria:

- When an employee is temporarily scheduled for standby duty outside of normal working hours due to emergency conditions or adverse weather.
- When an employee is leaving before working hours or returning from an authorized County business trip after regular working hours.

C) Use of a County Vehicle for Personal Business

When using a County vehicle, an employee shall follow these guidelines:

- When an employee is assigned a vehicle for standby overnight or a weekend, an assigned County vehicle is not to be used for personal use except in rare emergency situations when no other vehicles are available (such as for an urgent medical need).
- When a County car is taken home, it should be parked in an appropriate place such as the employee's driveway, garage, or close to the employee's home.
- Notwithstanding the above, a County vehicle shall not be used at all for the above listed exceptions when the employee has access to another private vehicle.
- If non-County employees (i.e., family members) attend local, regional or state meetings with an employee, the employee shall use his/her personal transportation, with the prior authorization of the department head or designee. Mileage claims shall be presented in accordance with the applicable provisions of the County's Personnel Policies and Practices Resolution.
- Each County employee who is assigned the use of a County vehicle shall be responsible for proper and complete reporting to the County's Auditor-Controller, to the Internal Revenue Service and to the California Franchise Tax Board to the value of the mileage and use of the assigned County vehicle for other than assigned County business.
- Transportation of any person(s) not connected with County business is prohibited in County vehicles unless otherwise expressly permitted by applicable law, or unless the department head or his/her designee gives prior specific authorization.

D) Use of Privately Owned Vehicles for County Business

The use of privately owned vehicles for official County business shall be allowed or encouraged when such use is determined to be in the best interests of the County.

Use of a privately owned vehicle for official County business shall not be mandatory, unless it has specifically been made a condition of employment, pursuant to the Personnel Policies and Practices Resolution Section A.18.2.

1) Prerequisites for Authorization

Any private vehicle to be operated shall be in sound mechanical condition and adequate for providing the required transportation in a safe and legal manner. The vehicle shall be a conventional 4-wheel vehicle. Under no circumstances shall a 2 or 3-wheel vehicle be used for County business. The vehicle shall be equipped with seat belts.

Any employees authorized to use a privately owned vehicle for official County business shall have:

- Prior authorization of his/her department head or their designee.
- A valid California driver's license of the proper class with him/her at all times when operating the vehicle, while on County business.
- Provide valid current proof of public liability/property damage insurance with policy limits not less than those set forth in California Vehicle Code Sections 16451.
- The County will not cover any damages incurred to passengers not associated with County business, unless prior authorization is received from the department head or his/her designee. These damages will be the responsibility of the employee's insurance. The County discourages carrying passengers not associated with County business during trips on County business.
- Borrowing a privately owned vehicle (not owned by County employee) for use on County business is prohibited.
- Cost of wear and tear to a personally owned vehicle used on County business is the responsibility of the vehicle owner.
- The County is not responsible for any loss/damage that occurs to any personally owned vehicle while parked on or near County work sites, at the employee's home/residence, not being used for County business, or while the employee is traveling on his/her normal commute to and from work.

1) Prerequisites for Authorization (Continued)

An employee may drive his/her own vehicle for County business only if the department head or his/her designee has approved the use, and:

- A County vehicle is not available.
- Non-County employees passengers are not carried.

An employee's supervisor may approve use of a private vehicle in the following situations:

- When there is no County vehicle available and alternate trip plans are not possible.
- When the only available County vehicle is unsafe to drive. In this instance, the vehicle shall be taken out of service.
- When the employee will be attending an all day meeting within the County and it is not appropriate to utilize a County vehicle for the entire day.

2) Mileage Reimbursement

Employees authorized to use their private vehicles for County business can claim reimbursement to the extent authorized by either the applicable provisions of the County's Salary and Benefits Resolution or the applicable provisions of any memorandum of understanding.

3) Personal Property Reimbursement

When an employee is authorized to use his/her private vehicle for County business pursuant to this policy and sustains damage to the vehicle while in the authorized performance of official County business, he/she may submit a claim for reimbursement for such loss subject to the following:

- He/she must report the incident that caused the damage to his/her insurance carrier if the damage exceeds their collision deductible.
- He/she must report the incident that caused the damage to his/her supervisor.
- He/she must report the incident to the police.

3) Personal Property Reimbursement (Continued)

- The employee will be eligible for reimbursement up to the amount of his/her collision coverage deductible or \$500.00, whichever is less upon submission of a substantiated claim consisting of:
 - i. A copy of the accident/incident report that was submitted to his/her supervisor.
 - ii. A copy of the accident/incident report prepared for his/her personal insurance (if the damage exceeds his/her comprehensive deductible).
 - iii. A copy of the police report.
 - iv. A statement signed by the employee's department head confirming the employee was on authorized County business at the time of the incident/accident, was authorized to use a personal vehicle on County business and that he/she approves the claim request.
 - v. A copy of the repair bill or estimate.
 - vi. A copy of the declarations page of the employee's automobile insurance policy evidencing the deductible for collision damage or comprehensive coverage.
 - vii. A copy of the vehicle registration form verifying the employee as the registered owner of the vehicle.
 - viii. A completed Monterey County claim form.

All such requests for reimbursements shall be subject to the approval of the County Administrator's Office.

E) In the Event of an Accident

All accidents involving a County vehicle or a private vehicle while used in the course and scope of employment must be reported whether or not there is damage to the County vehicle or whether or not the employee is cited.

An individual, whether officer, permanent, temporary or seasonal County employee, shall be personally responsible for all damages proximately caused to other persons and/or property when that individual, while operating or traveling in a County or privately owned vehicle, acts outside the course and scope of his/her office or employment or engages in criminal misconduct, fraud, malice or gross negligence. If the individual is using his/her privately owned vehicle pursuant to County policy, the individual's insurance shall be considered primary to that maintained by the County.

E) In the Event of an Accident (Continued)

The County will not assume responsibility for injury to a non-County passenger who is an occupant of a County vehicle or a personally owned vehicle being used in the course of County business, unless prior authorization for his/her presence has been granted as set forth herein. Disciplinary action may result if an investigation determines an employee was not in compliance with this policy.

In the event of an accident, the employee shall utilize the following information:

- Stop immediately.
- Take steps to prevent another accident at the scene.
- Call a doctor or ambulance; or 911 if necessary.
- Notify police.
- Obtain as much information about the accident as possible, (i.e., names and addresses of witnesses, license numbers of vehicles involved, etc.)³
- Do not discuss fault, liability, or responsibility for the accident.
- Do not agree to pay for anything or say that the County will take care of the costs or damage.
- Do not sign any papers.
- Do not discuss the accident or give statements to anyone at the scene, other than police officers.
- File a police report within ten (10) days, no matter how small the accident.
- The accident is to be reported as soon as possible to the Fleet Management Division (755-4949).
- Report the accident to your direct supervisor/manager and/or department head immediately or as soon as practically possible.
- In the event of personal injury, worker's compensation report forms are to be completed and submitted as required by the Worker's Compensation Procedure Manual when a County employee is injured in a vehicle accident.
- Complete required reports in accordance with the County Vehicle Accident Review Procedures.⁴
- If possible, take photos of the damaged vehicle/property and submit them with the incident report.

³ An accident report kit is provided in the glove compartment of each county vehicle.

⁴ A closed/concluded investigation (if applicable), may be reopened in the event new facts or evidence arise.

Attachments

- A – DMV Employer Pull Notice (EPN) Program Enrollment Information and Sample Forms
- B – Acknowledgment of Receipt / Understanding of the County of Monterey Vehicle Use Policy

Attachment A

DMV Employer Pull Notice (EPN) Program Enrollment Information and Sample Forms

Employer Pull Notice (EPN) Program

Summary:

The following information is provided to assist the departments in setting up license verification process. The license verification process is now required for all officers, employees who use a County owned vehicle or a privately owned vehicle for County Business.

The EPN program is free to government agencies and one application is good for forty-eight (48) months. Once approved, a listing of requested drivers will be sent to you. After that, the listings will follow annually unless there is a change in one of your employee's license status. In the event there is a change, an update on the specific driver will be automatically sent to you. The most common type of notification is by paper. E-mail access may be acquired for departments who require instant access / notification, by filling out an additional application.

The attached information will provide you with the web address, contact phone number and general information about the program along with samples of various forms.

Attachment B

Acknowledgement of Receipt / Understanding of the County of
Monterey Vehicle Use Policy



County of Monterey

VEHICLE SAFETY CHECK SHEET

VEHICLE NUMBER	PRIMARY DRIVER	
ODOMETER READING (MILES)	NEXT SCHEDULED MAINTENANCE DUE	MILES

Week period: From _____ to _____

DRIVER'S INITIALS								
DATE								
		MON Yes/No	TUE Yes/No	WED Yes/No	THU Yes/No	FRI Yes/No	SAT Yes/No	SUN Yes/No
MONTHLY CHECKS (To be checked every 1 st working day of each month)								
1	Fire extinguisher present, fully charged and checked monthly?							
2	Proof of insurance/incident folder present in vehicle?							
3	Vehicle registration present in vehicle?							
WEEKLY CHECKS								
4	First aid kit present and fully stocked?							
5	Road kit with flares present and fully stocked?							
6	Spare tire present, inflated and in good condition?							
7	Engine fluids at recommended levels?							
DAILY CHECKS								
8	Two-way radio operational?							
9	Windshield in good condition? (free of cracks or pits)							
10	Windshield wiper blades in good condition?							
11	Tires in good condition with 1/8" tread no nails or cuts?							
12	Does the horn work?							
13	Headlight low and high beams operational?							
14	Turn signals, emergency flasher, parking/license lights operational?							
15	Vehicle back-up alarm operational? (if applicable)							
16	Brakes functioning properly?							
17	Emergency brake tested and operational?							
18	Equipment or cargo secured in case of sudden stop?							
19	Light bar and arrow stick attached securely and operational?							
20	Is the body of the vehicle in good condition free of scratches and dents? Perform a visual check of every side of the vehicle.							

COMMENTS / CORRECTIVE ACTION REQUIRED (i.e. any missing equipment): _____

Supervisor's Signature:	Date:
-------------------------	-------

This safety check sheet is to be completed starting every morning by the primary driver. Some items are to be not less than weekly and should be checked every Monday morning. Any safety issues should be reported to supervisor immediately. The completed sheet is to be submitted to the driver's supervisor or manager after completion. The supervisor or manager will be responsible for reviewing this sheet and taking action on any problems listed. A work order should be generated for any repairs needed to keep the vehicle in full operational status. After review, the sheets are to be submitted to Fleet Coordinator on a weekly basis.

County of Monterey

ACKNOWLEDGEMENT OF RECEIPT / UNDERSTANDING OF THE COUNTY OF MONTEREY VEHICLE USE POLICY

I verify by signing this form:

- I have been provided a copy of the Monterey County Vehicle Use Policy.
- I understand its contents.
- All questions that I may have had regarding this policy have been answered.
- I understand that I am responsible for full compliance with this policy.
- I understand that I shall take the defensive driver training prior to driving on county business.
- I understand that I will enroll in the County's "Employer Pull Notice" program as a requirement for driving on County business.

EMPLOYEE'S PRINTED NAME	SIGNATURE
DEPARTMENT / DIVISION	DATE

APPENDIX J – PARK HOST LETTER OF UNDERSTANDING

Work in Progress

DRAFT 08-30-18

APPENDIX K – ACCEPTANCE OF NON-TENANT STATUS**Monterey County Parks****ACCEPTANCE OF NON-TENANT STATUS****Park Host Volunteer** _____**Additional Occupant/Non-Tenant** _____**Monterey County Park Assigned** _____

I acknowledge and agree:

1. I am not a tenant.
2. I agree I have County permission to stay on the designated volunteer site in the assigned County Park, with the above-named Park Host Volunteer while Park Host Volunteer serves as a Monterey County Volunteer.
3. The Park Host Volunteer's status as a volunteer may be terminated at any time by the County or the Park Host Volunteer.
4. Upon termination of the Park Host Volunteer's status as a volunteer, Additional Occupant shall vacate the volunteer site immediately without further notice.
5. Any and all personal property not removed after termination may be disposed of by the County pursuant to law.

Additional Occupant/Non-Tenant Signature_____
Date

APPENDIX L – PARK USER FEES

DRAFT 08-30-18

Monterey County Master Fee Resolution Article V- Parks Department

ARTICLE V - PARKS USER FEES

SECTION 1 - GENERAL PROVISIONS

<u>Description</u>	<u>Amount</u>	<u>Unit or Time</u>
A. Reservation Fees (Nonrefundable, unless otherwise indicated; includes/incorporates (not additional surcharge) of Active Network Service fees (July 2013):		
Day Use-Group Area (through internet)	\$9.00	Day Use-Group
Camping-Individual (through internet)	\$9.00	
Camping-Group (Laguna Seca & San Lorenzo)	\$15.00	
Camping-Group (Lakes San Antonio & Nacimiento)	\$40.00	
Camping-Group – Refundable Security Deposit (Lakes San Antonio & Nacimiento)	\$100.00	
B. Cancellation / Change Fee		
Day Use-Group Area	\$15.00	
Camping-Individual	\$15.00	
Camping-Group	\$100.00	
Change Fee (Changes to all reservations, dates and/or number of sites):	\$10.00	per request
C. Penalty Fee (All Parks)		
Fee for nonpayment of day use, camping, or boating fees	\$25.00	day
D. Returned Check Fee		
	\$25.00	per check
E. Specialty Fee		
Mills Act Application Processing Fee [for Historic Resources Review Board review, where applicable]	\$336.00	per application
F. Supervision (as needed):		
Use of Facilities during non-peak operating hours	\$65.00	per hour
G. Annual Day Use Pass [Not valid for special events when a fee is charged]		
All Parks, Excluding Lake Nacimiento (12 months from purchase date; includes 50% discount on day use entrance fees at Lake Nacimiento)	\$80.00	12 months
Lake Nacimiento (includes free entry to all other parks; 12 months from purchase date,)	\$200.00	12 months
H. Annual Dog Pass		
	\$20.00	Good for 1-2 Dogs
I. Boating (Lake San Antonio and Lake Nacimiento)		
Daily- Motorized	10.00	per day/per vessel

Monterey County Master Fee Resolution Article V- Parks Department

Daily- Non-Motorized (kayak and/or canoe)	\$3.00	per day/per vessel
Annual Pass	\$100.00	Jan-Dec
Replacement Decal	\$20.00	Each
Houseboats (Lake San Antonio)	Call: (805) 472-2313	\$400.00

J. Discounts for Camping [MULTIPLE DISCOUNTS NOT ALLOWED]

DISCOUNTS NOT VALID DURING SPECIAL EVENTS OR HOLIDAY WEEKENDS]

(Available as space permits for all Monterey County Parks)

(Max 14 Nights stay / Max 8 Persons per vehicle / 1-8 Bicycles per campsite / 1 Motorcycle)

Off Season (October 1st – April 30th)

Camping (as space permits)	\$5.00 off	vehicle/night
Weekly Rate	7 Nights for Cost of 5	per week

Active Duty Military (must show Military I.D.)

Disabled Persons (must have Placard or Disabled Card)

Senior Citizens (age 62+)

Day-Use - Vehicle Entry – Max 8 persons per Vehicle	\$5.00 discount	vehicle/day
Camping	\$5.00 discount	vehicle/per night
All other fees apply per fee schedule		

K. Distinguished Veterans (Requires CA State Dept. of Parks Distinguished Veterans Pass)

***EXCLUDES SPECIAL EVENTS AND HOLIDAY WEEKENDS**

(Available as space permits for all Monterey County Parks)

Day-Use - Vehicle Entry – Max 8 persons per Vehicle	Fee Waived	All Year
Campsites (Max 8 Persons per vehicle / 1-8 Bicycles per campsite / 1 Motorcycle)	Fee Waived	
Peak Season: (May 1 st -Sept 30 th)	Fee waived all year - allowed 5 days/mo.	
Off Season: (Oct. 1 st -April 30 th)	Fee waived all year - allowed 7 days/mo.	
Pets – (limit 2 per campsite)	Fee Waived	All Year
(Rabies shot verification required as per County Code)		
Boating (Lake San Antonio & Lake Nacimiento)	Fee Waived	All Year

L. Gift Card Service fee

(amount of 'gift' value is additional)

\$3.00	per card
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M. Firewood

(administrative fee includes handling and delivery costs)

Cost plus 50% of base cost per firewood unit/bundle
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O. See General Provisions for various discounts

Monterey County Master Fee Resolution Article V- Parks Department

SECTION 2 - LAKE SAN ANTONIO RECREATION AREA

For Reservations call toll free 1-888-588-CAMP (1-888-588-2267)

A. Day Use - Vehicle Entry – Max 8 persons per Vehicle	\$11.00	day
B. Campsites (South Shore and North Shore) (Max 14 Nights stay / Max 8 Persons per vehicle / 1-8 Bicycles per campsite / 1 Motorcycle)		
Primitive	\$32.00	night
Developed (BBQ Grill & Picnic Tables)	\$32.00	night
Electric (Water & Electric)	\$37.00	night
Full Hook-up (Water, Electric & Sewage)	\$42.00	night
Exclusive	\$45.00	night
C. Holiday Weekend(s) Premium additional charge (Memorial Day, Fourth of July, Labor Day)	\$5.00 additional	night
D. 2 nd Household Vehicle (limit 1 per campsite) (Must reside in same household. Verification required)	\$15.00	night
F. Dogs (limit 2 per campsite) (Rabies shot verification required as per County Code)	\$2.00 each	\$10.00 max per visit
G. South Shore Group Buildings		
Oakroom (1-80 persons)		
Oakroom Building Reservation (Vehicle fee not included)	\$75.00	day
With full hook-up group camping reservation (10 or more full hookup sites & minimum 2 nights Stay)	No Charge	(If Available)
[Refundable deposit required]	\$150.00]	
H. South Shore Youth Area		
Harden Youth Area Group Camping & Summer Lottery		
20-50 Persons	\$65.00	night
51-100 Persons	\$100.00	night
(10 vehicles max, 6:1 children to 1 adult ratio)		
Non-Youth	\$300.00	night / 10 vehicles
I. North Shore Group Picnic Area		
McCandless (Day Use)	\$130.00	includes 10 vehicles
J. North Shore Equestrian Area:		
Day Use	\$11.00	day
Camping	\$32.00	night
Horses	\$3.00	each
Kitchen and Arena	\$175.00	per day

Monterey County Master Fee Resolution Article V- Parks Department

K. Youth Group

Youth Area Group Camping

20-50 Persons

\$65.00 night

51-100 Persons

\$100.00 night

(10 vehicles max, 6:1 children to 1 adult ratio)

L. Firewood

(administrative fee includes handling and delivery costs)

Cost plus 50% of base cost
per firewood unit/bundle

M. See General Provisions for various discounts

SECTION 3 - LAKE NACIMIENTO RECREATION AREA

For Reservations call toll free 1-888-588-CAMP (1-888-588-2267)

A. Day Use - Vehicle Entry - Max 8 persons per Vehicle

South Shore

\$15.00 day

South Shore Off-Season (October to April)

\$10.00 day

North Shore (weekends only-Memorial to Labor Day)

\$12.00 day

B. Campsites:

(Max 14 nights stay / Max 8 persons per vehicle / 1-8 bicycles per campsite / 1 Motorcycle)

Primitive

\$32.00 night

Developed (BBQ Grill & Picnic Table)

\$32.00 night

Full Hook-up (Water, Electric & Sewage)

\$42.00 night

Exclusive

\$45.00 night

C. Dogs: (limit 2 per campsite)

(Rabies shot verification required as per County Code)

\$2.00 each \$10.00 max per visit

D. Boating: See General Provisions Section- G.

(No Houseboats allowed on Lake Nacimiento)

E. Firewood

(administrative fee includes handling and delivery costs)

Cost plus 50% of base cost
per firewood unit/bundle

F. See General Provisions for various discounts

Monterey County Master Fee Resolution Article V- Parks Department

SECTION 4 - LAGUNA SECA RECREATION AREA

For Reservations call toll free 1-888-588-CAMP (1-888-588-2267)

<u>Description</u>	<u>Amount</u>	<u>Unit or Time</u>
A. Day Use - Vehicle Entry – Max 8 persons per Vehicle	\$8.00	day
B. Campsite - (Max 14 Nights / Max 8 persons per vehicle / 1-8 Bicycles / 1 motorcycle)		
Primitive	\$32.00	night
Developed	\$32.00	night
Electric (Water & Electric Only)	\$37.00	night
Full Hookup, as available only (Water, Electric & Sewer)	\$42.00	night
Exclusive	\$45.00	night
Guest Vehicle (limit 1, as space allows)	\$15.00	night
Dogs (limit 2 – Rabies shot verification required as per County Code)	\$2.00 each	\$10.00 max per visit
C. Firewood (administrative fee includes handling and delivery costs)	Cost plus 50% of base cost per firewood unit/bundle	
D. Disposal Site (not registered as a camper)	\$10.00	dump
E. Track View Pavilion – Red Bull Energy Center Available for meetings, receptions, or other special events Please call for more information regarding rental rates and application (Refundable deposit is required) (831) 758-3604		
F. Rifle and Pistol Range Paper Targets & Reactive Steel Targets		
First hour	\$11.00	person
Every 15 minutes additional	\$2.50	person
Test Fire – 10 Minutes	\$7.50	person
Club Event - Subject to reservation	\$10.00	person
Law Enforcement Agencies	\$50.00	Hour/Agency
[Law Enforcement requires 2 Hour Minimum (Tuesday – Wednesday)]		
All Range use requires compliance with Range Rules, including but not limited to all participants/guests executing the Range release and compliance with all directives of Range Master.		
G. See General Provisions for various discounts		

Monterey County Master Fee Resolution Article V- Parks Department

SECTION 5 - SAN LORENZO PARK

For Reservations call toll free 1-888-588-CAMP (1-888-588-2267)

<u>Description</u>	<u>Amount</u>	<u>Unit or Time</u>
A. Day Use - Vehicle Entry - Max 8 person per Vehicle	\$8.00	vehicle/day
Day Use - Vehicle Entry - Max 8 person per Vehicle - Holidays/Events	\$10.00	vehicle/day
Day Use - Walk In - Holidays/Events	\$2.00	person/day
B. Campsite (Max 14 Night stay / Max 8 Persons per vehicle / 1-8 Bicycles per campsite / 1 motorcycle)		
Regular	\$32.00	night
Hookups (Water & Electric)	\$37.00	night
Full Hookups (Water, Electric & Sewer)	\$42.00	night
Exclusive	\$45.00	night
Guest Vehicle (limit 1, as space allows)	\$15.00	night
Dogs (limit 2 - Rabies shot verification required as per County Code)	\$2.00 each	\$10.00 max
D. Firewood (administrative fee includes handling and delivery costs)	Cost plus 50% of base cost per firewood unit/bundle	
D. Disposal Site (not registered as a camper)	\$10.00	dump
E. Group Picnic Areas		
<u>AREA</u>	<u>MIN</u>	<u>MAX</u>
Grove (Day Use)	50	200
DeAnza outdoor picnic site & building (Day Use)	50	400
(With 15 or more hookup sites & minimum 2 nights stay)		
Meyer Gazebo (Day Use)		
Mini Group Areas (Day Use)		
	<u>PRICE</u>	<u>VEHICLES</u>
	\$120.00	includes 10 vehicles
	\$600.00	includes 100 vehicles
	No Charge	(If Available)
	\$135.00	includes 13 vehicles
	\$40.00	day
F. Group Buildings		
<u>AREA</u>	<u>MIN</u>	<u>MAX</u>
Portola (Day Use)	1	44
(With 10 or more hookup sites & minimum 2 night stay)		
Southern Pacific Railroad Station (Depot) (Day Use)	1	40
Irrigation Museum - Meetings only	1	25
	<u>PRICE</u>	<u>VEHICLES</u>
	No Charge	(If Available)
	\$240.00	includes 10 vehicles
	\$135.00	includes 10 vehicles
G. Youth Group		
Youth Area Camping		
1 - 50 Persons		\$65.00
51-100 Persons		\$100.00
101-150 Persons		\$145.00
151-200 Persons		\$190.00
Youth Area Camping with building rental		
Average 8 person per site with minimum of 15 sites	\$32.00 per site per night	
H. Deposit: refundable deposit required for buildings, Gazebo, or group use areas	\$200	per site
I. See General Provisions for various discounts and youth camp rates		

Monterey County Master Fee Resolution Article V- Parks Department

SECTION 6 - TORO COUNTY PARK & ROYAL OAKS PARK

For reservations call toll free 1-888-588-CAMP (1-888-588-2267)

A. Day Use - Vehicle Entry - Max 8 Persons per Vehicle	\$8.00	vehicle/day
Day Use - Vehicle Entry - Max 8 Persons per Vehicle - Holidays/Events	\$10.00	vehicle/day
Day Use - Walk In - Holidays/Events	\$2.00	person/day

B. Group Picnic Areas (Day-use)

<u>AREA</u>	<u>PARK</u>	<u>MIN</u>	<u>MAX</u>	<u>PRICE</u>	<u>VEHICLES</u>
Quail Meadow*†	Toro		300	\$275.00	includes 20 vehicles
Buckeye*†	Toro		500	\$340.00	includes 30 vehicles
Badger Flats	Toro		150	\$195.00	includes 15 vehicles
Sycamore	Toro		150	\$195.00	includes 15 vehicles
Oak Grove	Toro		130	\$195.00	includes 15 vehicles
Creekside	Toro		130	\$160.00	includes 10 vehicles
Shady Oak	Royal Oaks		280	\$230.00	includes 20 vehicles
Live Oak*†	Royal Oaks		150	\$195.00	includes 15 vehicles
Hidden Oak	Royal Oaks		115	\$155.00	includes 15 vehicles
Acorn	Royal Oaks		80	120.00	includes 10 vehicles
Mini	Toro/Royal Oaks	1	49	\$40.00	day

[THIS SECTION ONLY: * Weddings allowed with permit from Parks Director]

[THIS SECTION ONLY: † Alcohol by permit only. Insurance required and may be purchased through Parks Department]

Deposit: A minimum refundable deposit may be required for buildings or Group Use Areas

1 - 100 persons	\$50.00	day
101 - 299 persons	\$100.00	day
300 or more persons	\$300.00	day

C. Jump House/Inflatables Use Permit Fee	\$40.00	Per unit
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[Insurance required and may be purchased through Parks Department]

D. Youth Group

 Youth Area Camping

1-50 Persons	\$65.00	group
51-100 Persons	\$100.00	group
101-150 Persons	\$145.00	group
151-200 Persons	\$190.00	group

E. See General Provisions for various discounts and youth camp rates

Monterey County Master Fee Resolution Article V - Parks Department

SECTION 7 - JACKS PEAK PARK

For reservations call toll free 1-888-588-CAMP (1-888-588-2267)

<u>Description</u>	<u>Amount</u>	<u>Unit or Time</u>
A. Day Use Vehicle Entry (Max 8 Persons per vehicle)	\$5.00	vehicle/day
B. Group Picnic Areas:		
Monterey Pines (20-50 persons) [Alcohol by permit only. Insurance required and may be purchased through the Parks Department]	\$70.00	day / 5 vehicles
C. See General Provisions for various discounts		

SECTION 8 - RACE TRACK RENTAL - LAGUNA SECA RECREATION AREA

For reservations contact Mazda Raceway Laguna Seca

2014 TRACK/PADDOCK RENTAL FEES: Track fees are all-inclusive and include the paddock, Classroom, 6 radios and the public restrooms in the Garage/Suite Building.

Note: Maximum of 35 vehicles or motorcycles on track, at one time.

A. 90 dBA maximum sound level

	Dec-Jan-Feb	March - April	May - Oct	November
Track and Paddock				
Monday thru Thursday	\$6,200.00	\$7,000.00	\$14,000.00	\$7,000.00
Friday thru Sunday & Holidays	\$8,000.00	\$9,000.00	\$14,000.00	\$9,000.00

B. 92 dBA maximum sound level

	Dec-Jan-Feb	March - April	May - Oct	November
Track and Paddock				
Monday thru Thursday	\$7,200.00	\$8,000.00	\$15,000.00	\$ 8,000.00
Friday thru Sunday & Holidays	\$9,000.00	\$10,000.00	\$15,000.00	\$10,000.00

C. 105 dBA maximum sound level

	Dec-Jan-Feb	March - April	May - Oct	November
Track and Paddock				
Monday thru Thursday	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00
Friday thru Sunday & Holidays	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00

D. Additional Provisions

PADDOCK ONLY rental rate is \$1,000.00/any day

Any Additional Hourly Rate = Daily Rate divided by 7.5

Any Prescheduled rental date is subject to an additional \$5,000/per day "Priority Fee"

All Rentals have a 60 Day Cancellation Policy

10 or more days booked/run at 90dB receive a 30% discounted rate, which is subject to availability

Monterey County Master Fee Resolution Article V- Parks Department

E. ASSOCIATED TRACK/PADDOCK RENTAL COSTS:

Track Rental Supervisor	\$ 200.00 per day-Direct pay day of rental
Sound Tester	\$ 100.00 per day-Direct pay day of rental
Independent Turn Workers/Track Worker	\$ 100.00 per day/per person
Gate Worker	\$ 100.00 per day/per person
Paddock Camping (Club rate)	\$ 1,000.00 per night
Radios (additional)	\$ Direct cost with Peninsula Communications
Standby ALS Ambulance	\$ Direct cost with American Medical Response
Standby Fire Crew/Truck	\$ Direct cost; \$1,800.00 (Approx.) per day (Salinas Rural Fire Dept.)
Standby Tow Truck	\$ Direct cost; \$800.00 (Approx.) per day

F. Fuel Available (Fuel prices subject to change due to market conditions; prices will be as posted):

Unleaded Premium 91 Octane	\$6.00 per gallon
Race Gas 110 Octane Leaded	\$9.75 per gallon
Race Gas 101 Octane Unleaded	\$9.00 per gallon

G. GARAGE BAYS & HOSPITALITY SUITE RENTALS and RED BULL ENERGY CENTER:

Subject to separate fees at posted rates; contact above to obtain rates.

H. **INSURANCE REQUIREMENTS:** A Certificate of Insurance for at least \$5 million liability coverage naming the County of Monterey, SCRAMP, and its respective officers, agents and employees as additional insureds must be provided prior to track/paddock activity. All minors (under 18 years of age) must be named with age stated on addendum as additional insured.

I. Expanded Track Rental Time (offered only to groups of 92 decibels or less)

Off Season (Nov 1st – April 30th)		
Monday-Thursday	\$853.00	Hour
Friday-Sunday and holidays	\$1,067.00	Hour
On Season (May 1 st – October 31 st)		
Monday-Sunday	\$1,600.00	Hour

J. Additional Vehicles on Track

31-35 Vehicles	\$1,600.00	Day
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K. Deposit – Due 60 days in advance 20% of total due

L. Cancellation Fee – If less than 60 days notice 20% of total due

M. **Special Track use**, including but not limited to Corporate/Manufacturer/partial day use/special sound levels subject to Special Use permit and negotiation.

N. **Additional Fees** may be applicable/required for safety, monitoring, clean-up, fuels, insurance, equipment, personnel, and processing based on type of use and event.

Monterey County Master Fee Resolution Article V- Parks Department

SECTION 9 - PHOTOGRAPHY PERMIT FEE SCHEDULE:

<u>Description</u>	<u>Amount</u>	<u>Unit or Time</u>
A. Annual Photography Permit (excluding Laguna Seca): Annual Commercial Portrait Photography Permit. Includes Photographer and One (1) Client Vehicles per day/visit [Additional Client Vehicles will be required to pay the applicable day-use fee; 'drop-off' of portrait subject not permitted.]	\$100.00	year
B. Daily non-Portrait Photography Fees (other than Section 9.A, above): Toro, Royal Oaks, San Lorenzo, Jacks Peak, Lake San Antonio, Lake Nacimiento, and Laguna Seca (except when associated with track)		
Still Photography	\$250.00	day
Television Advertisement or Video	\$500.00	day
Movie or Television Productions (Negotiable on Special Permits)	\$1,500.00	day
C. Special Conditions:		
The fee for any size production involving pyrotechnic or high speed stunts for any site/time not generally available for filming shall be the maximum for each activity.		
D. The damage deposit, if applicable:	Half of the first full day's fee or \$500.00 a day, whichever is greater.	

Monterey County Master Fee Resolution Article V- Parks Department

SECTION 10 - SPECIAL EVENTS

PROCESS:

A. Agreements for Special Events:

1. Special events may require any, or all, of the following: application, specific planning documents, coordination with other agencies, payment to other agencies, payment of special fees and a Certificate of Insurance.
1. For special events with less than 5,000 participants, County's Director of Parks, or designee, is authorized to approve admission, concession and other related fees for each special event.
2. Special events over 5,000 participants require approval by the Board of Supervisors.

FEES:

B. Special Event Fees:

Cumulative Fees and charges for special events (as applicable) are as follows:

<u>Description</u>	<u>Amount</u>	<u>Unit or Time</u>
1. User Fees: The current user fees authorized at each park unit shall apply. This includes day-use, camping, boating, and other miscellaneous fees as listed on current Parks Fees Schedule. User fees may be waived by the Director of Parks in the event there is to be a special entrance fee for which a percentage of the gross receipts, or special fee, is to be paid to the County and includes the day-use fees.	Negotiated	Event
2. Assignment of Costs to Permittee: In the event that the Parks Department incurs excess costs for the operation of the park unit as a result of the special event, these costs shall be assigned to Permittee. Such costs shall include, but not be limited to, directing/parking traffic, providing security, providing trash disposal services, or utilization of County equipment in support of Permittee activities. Actual costs to County for labor and materials shall be charged. Equipment rental rates shall be charged at currently established Department of Public Works rates.	Negotiated	Event
3. Cash Bond: If anticipated percentage of gross receipts due the County from the Special Event exceed \$2,000, Permittee may be required to deposit a cash bond with the County for an amount equal to 50 percent of said amount, or as specified in the special event agreement.	Negotiated	Event

APPENDIX M – FACILITY USE RULES AND POLICIES

DRAFT 08-30-18



PARKS FACILITY USE RULES AND POLICIES

This Exhibit includes insurance, indemnification and Park Rules requirements for use of County parks. A Permit is required for events that will include special activities or equipment, such as serving and consuming alcohol, or a bounce house, rock climbing wall, etc. The following sections describe some of the major requirements the Applicant must meet to receive a Permit.

1. INCORPORATION INTO AGREEMENT

In addition to any other indemnification, assurances and hold harmless agreements made by Applicant in connections with an event, the Applicant agrees to the terms and conditions set forth in this County Parks Rules and Policies (Exhibit)

2. DEFINITIONS AND ELIGIBILITY

The following definitions are used throughout this Exhibit:

- **Applicant:** The persons, firm or corporation applying for a Permit.
- **Application:** The form(s) the Applicant submits to obtain a Permit for an event at a County of Monterey Parks facility. Once complete and approved by the County, the Application becomes the binding agreement in support of the Permit.
- **County:** The County of Monterey
- **Event:** The time(s), place(s) and persons, firms or corporations associated with this Application.
- **Permit:** The final authorization to use a County Park facility, including reservations and special permits or agreements. The specific permit may vary depending on the type of event or location.

Special activities and equipment that require review and approval of a Permit by the County include, but are not limited to:

- Air Bungee Jumpers
- Alcohol Use
- Inflatables (Bounce Houses)
- Rock Climbing Walls
- Professional Photography
- Music
- Other activities and equipment as designated by the County.

3. INSURANCE REQUIREMENTS FOR USE OF PARKS FACILITIES

The County may require the Applicant to provide proof of insurance for special activities or equipment. Before final approval of the Application, the following insurance documents must be provided to the County:

- Certificate of Insurance
- Additional Insured Endorsement
- Primary/Non-Contributory Endorsement.

All insurance must be submitted to the County no less than ten (10) business days prior to the start of the event. The following are minimum requirements for all Permits. Applications are reviewed on a case by case basis. Additional insurance may be required based on the determination of the County Risk Division.



PARKS FACILITY USE RULES AND POLICIES

3.1 INSURANCE CERTIFICATE

Without limiting Applicant's duty to indemnify the County, the Applicant must maintain in effect throughout the term of the event a policy or policies of insurance with the following minimum limits of liability:

POLICY LIMITS

- Commercial general liability insurance, including but not limited to premises and operations, including coverage for Bodily Injury and Property Damage, with a combined single limit for Bodily Injury and Property Damage of not less than \$1,000,000 per occurrence.
 - Homeowners insurance policies generally cannot provide the required endorsements, and are not accepted as coverage.
 - There are many companies that provide standalone special event insurance policies.
- Business Automobile Liability Insurance, covering all motor vehicles, including owned, leased, non-owned, and hired vehicles, used in providing services for this Event, with a combined single limit for Bodily Injury and Property Damage of not less than \$500,000 per occurrence.
- Worker's Compensation Insurance if Applicant employs others in the performance of this Event, in accordance with California Labor Code section 3700 and with Employer's Liability limits not less than \$1,000,000 each person, \$1,000,000 each accident and \$1,000,000 each disease.

CERTIFICATE REQUIREMENTS

The Insurance Certificate must include the following elements:

(Please note that the descriptions of certificate sections (*insured, certificate holder, etc.*) are based on the sections of an ACORD 25 form, commonly used as an insurance certificate. If your insurance policy uses a different form, the section names may vary slightly.)

- The applicant must be named as the *Insured*.
 - Must list the Applicant's first and last legal name, and mailing address.
- The policy effective date must cover the term of the event, including setup and cleanup/takedown days.
- The *Certificate Holder* must be named as:

County of Monterey RMA-Parks
1441 Schilling Place-South 2nd Floor
Salinas, CA 93901



PARKS FACILITY USE RULES AND POLICIES

CANCELLATION

Insurance shall not be cancelled or reduced without prior notice to the County. Cancellation of the required insurance without a substitute policy in effect and approved by the County will void the Permit.

3.2 INSURANCE ENDORSEMENTS

All insurance required by the County must be with a company acceptable to the County and issued and executed by an admitted insurer authorized to transact Insurance business in the State of California. Each insurance certificate must also have attached the following separate endorsement sheets:

ADDITIONAL INSURED

- The Additional Insured endorsement must name "The County of Monterey, its officers, agents and employees" as additional insured.
- The endorsement must include the associated policy number, or the ACORD certificate must list the endorsement form number in the *Description of Operations*.

PRIMARY/NON-CONTRIBUTORY

- The Primary/Non-Contributory endorsement must name "The County of Monterey, its officers, agents and employees" as additional insured.
- The endorsement must include the associated policy number, or the certificate of insurance must list the endorsement form number in the *Description of Operations*.
- The endorsement must state that the Applicant's insurance is primary to and will not seek contribution from any other insurance available to an additional insured under your policy (specific wording may vary slightly).

LIQUOR LIABILITY ENDORSEMENT (SERVING AND CONSUMPTION OF ALCOHOL PERMIT ONLY)

A Liquor Liability insurance endorsement or policy is required for a Consumption of Alcohol Permit.

- The Certificate of Insurance must include "Host Liquor Liability" either listed under *Type of Insurance* or *Description of Operations* if the applicant is applying for a Consumption of Alcohol Permit. This language will act as the endorsement.

SEPARATE ENDORSEMENT PAGES

The language for these endorsements must be provided as separate endorsement pages from the Certificate of Insurance. Including the endorsement language on the Certificate of Insurance, such as the ACORD Certificate *Description of Operations*, does not meet the requirements.

4. INDEMNIFICATION

The following indemnification clauses apply to their respective Application. The Application type will be indicated on the first page of the Application form.



PARKS FACILITY USE RULES AND POLICIES

4.1 GENERAL APPLICATION INDEMNIFICATION: APPLIES TO ALL APPLICATIONS

Applicant shall indemnify and hold harmless the County of Monterey, its officers, agents and employees from any and all claims, liability, loss, injury or damage arising out of, or in connection with, performance of this Event by Applicant and/or its agents, employees, or sub-contractors, excepting only loss, injury or damage caused by the sole negligence or willful misconduct of personnel employed by the County.

4.2 SERVING AND CONSUMPTION OF ALCOHOL PERMIT INDEMNIFICATION

In addition to any other indemnification, assurances and hold harmless language or agreements made by Applicant in connection with this Event, the Applicant hereby agrees to indemnify and hold harmless the County of Monterey, its officers, agents and employees from any and all claims, liability, loss, injury or damage arising out of the Applicant's service of alcohol whether the service of alcohol is the only alleged cause of claimant's damages or one of several alleged causes and shall extend to claims against the County of Monterey arising out of the County of Monterey's agreement to permit the service of alcohol.

4.3 FILM AND PHOTOGRAPHY PERMIT INDEMNIFICATION

In addition to any other indemnification, assurances and hold harmless language or agreements made by Applicant in connection with this Event, the Applicant hereby agrees to indemnify and hold harmless the County of Monterey, its officers, agents and employees from any and all claims, liability, loss, injury or damage resulting to any and all persons, firms or corporations furnishing or supplying work, services or materials, or supplies in connection with the performance of this Event.

5. PARK RULES

All park visitors are responsible for knowing the Park Rules and following them at all times.

Park Rules and Regulations are available at the County website

<http://www.co.monterey.ca.us/government/departments-i-z/resource-management-agency-rma/parks>

and are incorporated herein by reference.

5.1 SERVING AND CONSUMPTION OF ALCOHOL

Section 5.1 applies to events that will involve the serving or consumption of alcohol. Service will not be allowed unless the following policies are observed and conditions met. The Applicant is responsible for ensuring that the following are enforced.

SERVING AND CONSUMPTION OF ALCOHOL

- The Applicant will:
 - Submit with the Application a valid, unexpired Photo I.D. issued by a governmental agency for the Applicant that includes the Applicant's name, date of birth and description.
 - Prevent over-consumption, underage drinking, and other alcohol-related issues.



PARKS FACILITY USE RULES AND POLICIES

- Agree to check the identification of all guests and make certain that those without acceptable ID, or are underage do not consume alcoholic beverages.
 - Agree to serve meals or snacks along with alcoholic beverages.
 - Agree to provide non-alcoholic beverages.
 - Agree to have alcohol in the area permitted for the event only and not allow it to be taken out of the designated area.
- The Applicant also attests that they understand that:
- The Applicant is personally responsible for the actions of event guests, for enforcing the above, and must physically be present during the period(s) in which alcoholic beverages are present.
 - Any members of the Applicant's group found possessing alcoholic beverages outside of the permitted area may receive a citation and/or may be asked to leave the park.
 - Any violation of these terms and conditions may result in the revocation of this Permit and that the group may be asked to leave the park.
 - The Applicant will be responsible for payment to cover any damages that occur to the facility and additional clean-up.

SECURITY FOR SERVING AND CONSUMPTION OF ALCOHOL

- The Applicant must pay for security at any event where there is a Permit for serving and consumption of alcohol. Security services are required for Events with over 30 attendees, and must be coordinated and approved by the County prior to the event.
- One (1) Security Guard for every fifty (50) attendees, including the first thirty (30) attendees (1-50, 51-100, 101-150...).
 - One (1) Supervisor for every one hundred (100) attendees.

5.2 RULES AND REGULATIONS FOR FILM & PHOTOGRAPHY PERMIT

Section 5.2 applies to Film & Photography Permits.

- The permittee, its contractors, agents and employees shall abide by all applicable federal, state and County laws, including Monterey County Code Chapters 14.12, 14.18, and 14.20. All photographic activities within the Park(s) are to be under the general supervision of the Director of the Resource Management Agency or designee, and all arrangements for advanced preparations shall be made with him/her, including coordination of park operation schedule.
- During the course of the Permit, restrictions of public access to the work areas shall be kept to a minimum.
- No structures or sets are to be built. No trees or shrubbery are to be cut, trimmed or injured. No disturbance is to be made to the ground surface or cover without the express written permission of the Director of the Resource Management Agency or designee.



PARKS FACILITY USE RULES AND POLICIES

- The use of fires by the permittee shall not be permitted except under unusual circumstances and with the specific written approval and supervision of the Director of the Resource Management Agency or designee. Permittee is required to obtain any necessary fire permits.
- The permittee shall maintain a clean working area and upon completion of work, shall restore the premises to the same condition in which it was found.
- The permittee shall repair any and all damage to the County park system resources, facilities or property caused by the permittee's activities. The Director of the Resource Management Agency, or designee, shall be the sole judge of the extent of such damage and the adequacy of the repairs and restoration.
- The Director of the Resource Management Agency, or designee, may terminate any photography activity when it is necessary for the safety and enjoyment of the public, for the protection of the county park system resources, or for the violation of any rules and regulations of Monterey County.

5.3 AMPLIFIED MUSIC/SOUND

Section 5.3 applies to any Event that includes amplified music or sound. Applicant must list on the Application, all amplified music and sound that will be present at the Event.

- The Board of Supervisors of Monterey County has adopted Ordinance No. 2753 which regulates noise in county parks. The noise level, as ordered in this ordinance, shall not exceed 50 dBA at 50 feet utilizing an "A" weighted network. This ordinance covers all forms of sound, including music, and will be enforced throughout the park system, including group area PA systems, live music bands, as well as individual automobile stereo systems.
- The use of fuel-operated generators and portable bandstands (such as those used on flat-bed trucks) are not allowed without prior approval of the RMA Director or Deputy Director(s).
 - Generators must be "whisper" generators and meet all County sound level requirements.
- The Parks Department will supply electricity to each individual group picnic area that is reserved. The electrical outlets are to be used only by the group who has reserved that area for the day. The Parks Department does not guarantee electrical power to these group areas if a power failure occurs or if the equipment being used draws an excessive amount of AMPS.
- Bands and stereo equipment shall cease play one (1) hour before the posted closing hours of the park. Electricity at your reserved group area shall be turned off at that time.
- No vehicles shall be allowed to drive off the paved road or designated vehicle parking area to load or unload any equipment without prior permission from the RMA Director or Deputy Director(s).



PARKS FACILITY USE RULES AND POLICIES

- Approval for amplified music/sound must be applied for at least one (1) week before the event takes place.
- The Applicant is responsible for his/her group's actions while visiting any Monterey County Park and must physically be present the day of the event. The applicant understands that they may receive a criminal citation, have the electricity turned off to the group area, and/or be asked to leave the park due to violation of these terms and conditions.

5.4 INFLATABLES (BOUNCE HOUSES)

Section 5.4 applies to the use of inflatables in County Parks.

- Inflatable may not exceed fifteen feet by fifteen feet (15ft x 15ft) in size.
- Inflatable structure will not include any feature designed to use golf balls or other projectiles (exception: basketball hoops that are part of the inflatable structure).
- Only one (1) Inflatable is allowed per reserved area. Applicant may not use other areas or open spaces it has not reserved, regardless if it is occupied or not.
- Applicant must maintain supervision of the Inflatable at all times.
- Generators must be "whisper" generators and meet all County sound level requirements including Ordinance No. 2753 which regulates noise in county parks. The noise level, as ordered in this ordinance, shall not exceed 50 dBa at 50 feet utilizing an "A" weighted network.
- Applicant must be present at the Park for any delivery and pickup of the inflatable.

APPENDIX N – MONTEREY COUNTY PARK ORDINANCE 14.12

DRAFT 08-30-18

Chapter 14.12 - COUNTY PARKS

Sections:

14.12.010 - Definitions—Interpretation.

- A. As used in this Chapter, unless otherwise apparent from the context:
1. "Bicycle" means any device with two or more wheels that is human powered, including but not limited to mountain bikes, cruisers, and street bicycles.
 2. "County" means the County of Monterey.
 3. "County park" means:
 - a. An area owned by the County of Monterey and designated by it for public park purposes;
 - b. An area owned by some other public entity and used or operated by the County of Monterey for public park purposes.
 4. "Horse" includes mule and donkey, or other rideable animal.
 5. "Parks Department" means the Monterey County Parks Department and its employees. This definition shall also apply to the Monterey County Sheriff's Department and its safety employees when acting in an official capacity at Monterey County park sites.
 6. "Sheriff's Department" means the Monterey County Sheriff's Department and its safety employees.
 7. "Shooting range" means a public rifle and pistol range at Laguna Seca Recreation Area.
 8. "Vehicle" means a device by which any person or property may be propelled, moved, or drawn upon a highway, excepting a device moved by human power.
- B. Words used in the present tense include the future as well as the present. Words used in the masculine gender include the feminine and neuter. The singular number includes the plural and the plural the singular.
- C. "Shall" is mandatory and "may" is permissive.
- D. Section headings, when contained in this Chapter shall not be deemed to govern, limit, modify or in any manner affect the scope, meaning or Intent of the provisions of any section.

(Ord. 3646, 1992; Ord. 3327 §§ 1, 2, 1988; Ord. 1712 § 1 1970)

14.12.020 - Permit and fee schedules.

All permits, certificates, or decals issued by the Parks Department authorizing the use of a County park or any of its areas or facilities, and the fees, if any, for the same, shall be in accordance with schedules adopted, from time to time, by resolution of the County Board of Supervisors.

(Ord. 3646, 1992; Ord. 1712 § 6(a), 1970)

14.12.030 - Permit and fee required—Refund.

- A. No person shall enter or use any County park, or any of its facilities, without first paying the prescribed fee, if any, to the Parks Department at an established point of entry or collection and receiving an appropriate permit, certificate, or decal. No person shall, upon leaving a park, refuse to exhibit to the Parks Department, upon its demand, any permit which has been issued to him or her.
- B. No fee shall be refunded unless refunds have been authorized by resolution of County Board of Supervisors.

(Ord. 3646, 1992; Ord. 1721 § 6(b), (c), 1970) -

14.12.040 - Permit and fee—Exemptions.

The following persons are exempt from the permit and fee requirements of this Chapter: officers, employees, agents, and contractors (and employees of the latter) of any governmental entity, while engaged in the performance of their duties; concessionaires of the County and their agents, employees, suppliers, and contractors, while on the business of the concessionaire; employees of public utilities while in the performance of their duties; such other persons as may be designated by resolution of the County Board of Supervisors.

(Ord. 3646, 1992; Ord. 1712 § 6(f), 1970)

14.12.050 - Annual permit.

- A. Annual permits shall be valid for the calendar year in which issued, terminating on December 31st thereof, unless sooner revoked for cause.
- B. Annual vehicle permits shall be issued to an individual for use by him or her and/or his or her immediate family only.

(Ord. 3646, 1992; Ord. 1721 § 6(d), (e), 1970)

14.12.060 - Permit revocation.

- A. The Parks Department or the Sheriff's Department is authorized to revoke any permit, certificate, or decal which has been issued when:
 - 1. Such permit, certificate, or decal was issued unlawfully or erroneously; or
 - 2. Either department has reasonable grounds to believe that the person to whom such permit, certificate, or decal was issued, or any person who enters the park using such permit, certificate, or decal, has violated any provision of this Chapter or of State laws, in which latter case the Parks Department or Sheriff's Department may also expel such persons forthwith from the park.
- B. No person who has been ordered expelled from a County park shall remain therein.
- C. The Parks Department may, in its discretion, refuse to admit to a County park any person, who, or vehicle, vessel, or equipment which, has been expelled from a County park within the immediately proceeding six months.
- D. Camping permits may be issued so as to expire after a maximum of fifteen (15) consecutive days, and campground occupancy by the same person(s), equipment, or vehicle(s) at any camping facility shall not exceed thirty (30) total days per year, unless otherwise extended at the discretion of the Parks Director or his designee. After the first fifteen (15) day permit has expired, the occupant(s) equipment, and vehicle(s) must vacate the campground for a minimum of two consecutive days before a second permit may be issued. All camping permits expire at two p.m. on the expiration day.

(Ord. 5109 § 1, 2008; Ord. 3646, 1992; Ord. 3327 §§ 3, 4, 1988; Ord. 1721 § 7, 1970)

14.12.070 - Camping regulations.

- A. No person shall camp within a County park without a valid, unexpired, unrevoked permit therefor. The Parks Department may, at any time, revoke the camping permit of any person if the campsite occupied by such person is not maintained by him or her in a reasonably clean, sanitary, and attractive manner.

- B. No person shall camp within a County park except within designated camping areas.
- C. The holder of a camping permit shall affix it to his or her campsite marker. No person shall move, mutilate, or destroy any campsite marker or permit without prior consent of the Parks Department.
- D. Camping permits may be issued so as to expire after a maximum of fifteen (15) consecutive days, and campground occupancy by the same person(s), equipment, or vehicle(s) at any camping facility shall not exceed thirty (30) total days per year, unless otherwise extended at the discretion of the Parks Director or his designee. After the first fifteen (15) day permit has expired, the occupant(s) equipment, and vehicle(s) must vacate the campground for a minimum of two consecutive days before a second permit may be issued. All camping permits expire at two p.m. on the expiration day.
- E. No person shall, without prior approval of the Parks Department, park more than two motor vehicles, or one motor vehicle and one boat trailer, at any one campsite in a County park.
- F. Quiet shall be observed in all camping areas of a County park between the hours of ten p.m. and seven a.m. No person shall make any loud or boisterous noise of such a nature as to disturb other persons in such areas between said hours.
- G. No person under the age of eighteen (18) shall camp within a County park unless accompanied by an adult.
- H. No person shall camp below the high water line of any lake in a County park unless authorized by the Parks Department.
- I. Campsites must be physically occupied at least once every twenty-four (24) hours by the permittee or his or her designee.

(Ord. 5109 § 2, 2008; Ord. 3646, 1992; Ord. 1721 § 8, 1970)

14.12.080 - Boating regulations.

- A. The Parks Department is authorized to establish and designate such restricted boating areas and speed zones on any lake in a County park as are reasonably necessary for the safety of persons and property.
- B. The Parks Department is authorized to designate parts of a lake in a County park for the exclusive use of such specific classes of boats and during such specific times as will, in its judgment, best serve the interests of the boating public.
- C. The Parks Department is authorized to inspect and reinspect any boat in a County park to assure its compliance with all regulations applicable to it, and is authorized to revoke, for noncompliance, any boat permit previously issued by it.
- D. Boat permits shall be affixed to the outboard side of the boat, approximately midboat on the port side, or on the port side of the boat windshield, and are not transferable to other boats owned concurrently by the same or other owners.
- E. Boats owned by governmental agencies or by concessionaires of the County shall not be required to obtain boat permits under this Chapter, but shall be subject to all other provisions of this Chapter.
- F. No person shall place, use, or operate any boat on a lake or stream in a County park which:
 - 1. Fails to comply with all safety requirements;
 - 2. Lacks a valid decal, State registration, license and County decal or day use permit;
 - 3. Is not in a clean and sanitary condition;
 - 4. Is not, in the judgment of the Parks Department, of safe design and construction;
 - 5. Possesses an operable sink drain or toilet;
 - 6. Is of such size as to constitute, in the judgment of the Parks Department, an unreasonable hazard, in

~~which case it may, in the discretion of said department, be confined to lake areas designated by it.~~

G. No person shall, within a County park:

1. Operate a boat without a valid and unrevoked permit to do so from the Parks Department;
2. Operate a boat within a prohibited area when such area has been so designated by official Parks Department waterway markers;
3. Operate a boat in violation of sailing patterns and buoy markings posted or placed by the Parks Department;
4. Operate a boat at a speed greater than five miles per hour within two hundred (200) feet of any boat landing dock, ramp, logboom, or regular beaching area; or within one hundred (100) feet of any boat that is not under way;
5. Operate a boat in a restricted or special speed zone at a speed in excess of that posted by official Parks Department waterway markers;
6. Operate a boat within two hundred fifty (250) feet astern of any trolling fishing boat;
7. Operate or occupy any boat while afloat during hours of darkness, without prior approval of the Parks Department;
8. Keep any boat on shore overnight, except in an area designated by the Parks Department;
9. Leave a boat which is in his or her care, custody and control unattended, at a dock, for a period of more than fifteen (15) minutes; or, at any other place while afloat, for a period of more than eight hours, without prior written approval of the Parks Department;
10. Launch any boat at any place other than a launching area designated by the Parks Department;
11. Land or beach any boat, except at docks, ramps, or other places designated by the Parks Department;
12. Operate any boat bilge pump, except in an emergency;
13. Allow waste from boat washing to discharge into a lake or stream or onto any shore or bank thereof, except at such places as may be designated by the Parks Department;
14. Engage in any boat race, regatta, tournament, or exhibition, or operate a boat for hire, or engage in sales promotion activities of any kind, without first obtaining the consent of the Parks Department;
15. Allow any boat which is in his or her custody, care, or control to be operated by any person who is not competent to do so safely.

H. Any boat which has been left unattended in violation of a provision of this Chapter may be towed to a suitable storage area by the Parks Department, at the expense of the owner or other person responsible for such boat. The charges made by the Parks Department for such towing and storage shall be those established by resolution of the Board of Supervisors, and the County shall have a possessory special lien on such boat until such charges are paid. Such lien may be foreclosed in the manner provided by law.

(Ord. 3646, 1992; Ord. 1927 (part), 1972; Ord. 1721 § 9, 1970)

14.12.090 - Waterskiing regulations.

No person operating a motor boat shall tow more than two waterskiers at the same time, unless prior approval to do so has been granted by the Parks Department.

(Ord. 3646, 1992; Ord. 1972 (part), 1972; Ord. 1721 § 10, 1970)

14.12.100 - Motor vehicle regulations.

A. No person shall, within a County park:

1. Drive a vehicle at a speed greater than five miles per hour in a picnic area, campground, or parking lot, or at a speed greater than fifteen (15) miles per hour in any other area, unless a different maximum speed, not more than thirty-five (35) miles per hour, has been established by the Parks Department and signs have been erected giving notice thereof;
2. Drive a vehicle on other than established vehicular roads, trails, parking areas or boat launching areas;
3. Drive a vehicle unless he or she then holds a valid driver's license issued to him or her by this State, another State, or foreign jurisdiction of which he or she is a resident;
4. Drive a vehicle which has not been licensed by the motor vehicle licensing authority of this State, another State, or a foreign jurisdiction;
5. Park or leave unattended any vehicle or trailer in other than a single parking stall or area designated by the Parks Department for such parking; or on any boat launching ramp or so near thereto as to hinder or impede the drivers of other vehicles;
6. Drive any vehicle in willful or wanton disregard for the safety of person or property;
7. Drive a motorcycle which is not equipped with an effective spark arrester.

- B. The Parks Department or the Sheriff's Department is authorized to move or remove any vehicle or trailer which has been illegally parked in violation of this Chapter.

(Ord. 3646, 1992; Ord. 3327 § 5, 1988; Ord. 1721 § 11, 1979)

14.12.110 - Pets.

- A. The Parks Department shall refuse to admit into a County park any person who proposes to enter with a dog, unless such person can exhibit either a current license or a certificate of rabies inoculation of the dog. Upon presentation of either such license or such certificate, the Department is directed to register such dog and to collect a fee for its admission. Upon payment thereof, the Department shall give the dog owner or custodian a copy of the pet regulations established by this Chapter.
- B. The Department shall refuse to issue a camping permit when it appears that there will be more than two dogs per campsite.
- C. The Parks Department may refuse to admit to any County park any person who possesses:
1. A pet that appears to be dangerous; or
 2. More than two pets per vehicle; or
 3. A pet which, in the judgment of the Parks Department, is likely to disturb unreasonably other persons in such park.
- D. No person shall, within a County park:
1. Allow any dog or other pet in his or her custody to run unrestrained or upon a secure leash over seven feet long, or to be upon any beach, trail, or other public assembly area posted by the Parks Department;
 2. Allow any dog or other pet in his or her custody to molest or annoy any person;
 3. Allow any dog or other pet in his or her custody to be or remain tied up and left unattended outside of a tent, trailer, or vehicle in a camp area or day-use area during daylight hours;
 4. Allow any dog or other pet in his or her custody to be or remain tied up at night outside of a tent, trailer, or vehicle in a camp area;
 5. Abandon in the park any animal in his or her custody.

(Ord. 3646, 1992; Ord. 2144, 1976; Ord. 1721 § 2, 1970)

14.12.120 - Firearms and other weapons.

- A. No person shall, within a County park, possess, use, or discharge any firearm, pellet gun, bow and arrow, crossbow, slingshot, or missile launching device, except:
 - 1. A peace officer while on duty;
 - 2. A person, other than a peace officer, who is employed by, or in the service of, a governmental agency which authorizes him or her to carry or use any of said weapons or devices in the performance of his or her official duty and who is on official duty;
 - 3. As otherwise provided in Subsections B or C of this Section.
- B. At the firearm shooting range at Laguna Seca Recreation Area,
 - 1. It is lawful to possess, use, or discharge a firearm or firearms thereon during such times as the shooting range is open for public use, and it is lawful to transport an unloaded firearm or firearms between such range and the park entrance.
 - 2. Drugs and alcohol are prohibited at the shooting range and adjacent parking area. Any person under the influence of or suspected to be under the influence of drugs or alcohol or both shall be subject to arrest and removal from the shooting range area.
 - 3. No person may carry a loaded firearm on his or her person or in a vehicle under his or her control while entering or leaving the shooting range area or County park.
 - 4. Fully automatic firearms and armor-piercing, incendiary, or tracer ammunition are prohibited at the shooting range.
 - 5. The Parks Department is authorized to inspect and prohibit the use of all firearms and ammunition which are, in the judgment of the Parks Department, unsafe or hazardous at the shooting range.
 - 6. Minors under six years of age are not permitted to use firearms at the shooting range and are not permitted inside the firing enclosure.
 - 7. Minors under fourteen (14) years of age are not permitted to fire handguns at the shooting range.
 - 8. Minors under sixteen (16) years of age are not permitted to use the shooting range unless accompanied by an adult.
- C. When an archery range has been established by the County in a County park, it is lawful to possess, use, or discharge a bow and arrow or crossbow thereon during such times as it is open for public use, and it is lawful to transport such archery equipment between the archery range and the park entrance.
- D. The Parks Department is authorized to establish and post notices of the times when the shooting range or archery range shall be open or closed to public use.
- E. The Parks Department may establish a checking service at park entrances and take temporary custody of any firearm or other weapon whenever its possession in a County park is prohibited by any provision of this Section.

(Ord. 3646, 1992; Ord. 1721 § 13, 1970)

14.12.130 - Miscellaneous prohibited acts.

- A. No person shall, within a County park:
 - 1. Throw, dump, or deposit upon the surface of the ground, except in containers placed by the Parks Department, any trash, refuse, garbage, litter, or waste material;
 - 2. Throw, dump, or deposit into the waters of any lake or stream, or upon the shore or banks thereof, any

- trash, refuse, garbage, litter, waste material, petroleum product; or any noisome, nauseous, or offensive matter of any kind;
3. Throw or deposit any burning substance into or onto any combustible place or area, except into an authorized firepit or incinerator;
 4. Bring into such park any vehicle, trash, refuse, garbage, litter, or waste material for the purpose of leaving it therein;
 5. Build, kindle or use any cooking or similar fire, except in a camping or picnicking area in a firepit, stove, incinerator, or other similar facility provided by, or approved by, the Parks Department;
 6. Leave unattended any fire kindled by him or her;
 7. Smoke in any area of the park which the Parks Department has determined to be a hazardous fire area, provided signs are in place giving notice thereof;
 8. Hunt, kill, injure, or molest any animal or bird, or allow any child or animal in his or her care and custody to do so;
 9. Possess or use any fireworks or other explosives;
 10. Operate any noise-producing equipment, whether or not electrically amplified, which disturbs other people, except in accordance with the terms and conditions of a permit therefor issued by the Parks Department;
 11. Land any aircraft on a lake in any County park, except in an emergency or when authorized;
 12. Sell or advertise any product or service, or carry on any other commercial activity; or distribute any handbill, tract, or other literature, without authorization by the County Board of Supervisors;
 13. Make any oration, harangue, or other public demonstration without prior approval of the County Board of Supervisors;
 14. Perform or participate in any political rally or meeting, religious service or function, or any fund raising activity, without prior approval of the Board of Supervisors; for the purposes of this Chapter a wedding service or reception shall not be considered a religious service or function, provided however a permit for a wedding service or reception shall be obtained from the Director of Parks who shall impose reasonable conditions on the granting of the permit;
 15. Bring into the park a horse, without first obtaining the permission of the Parks Department;
 16. Allow any horse which is permitted to be in a County park to be in any camping or picnicking area thereof, or in any part of such park outside of established equestrian trails or designated equestrian areas;
 17. Cut, pick, mutilate, remove, or destroy any vegetation, or remove soil or rock or natural material, except as authorized by the Parks Department;
 18. Clean fish, except at such places as may be designated therefor by the Parks Department;
 19. Possess or use live bait in a fishing area;
 20. Bring into, or receive in, any recreation area any fish, amphibian animal, or aquatic plant for the purpose of propagation or use as fish bait, without the approval of the Parks Department and the State Department of Fish and Game;
 21. Enter any area of the park when signs have been erected by the Parks Department forbidding such entry;
 22. Enter any fenced utility area, or remove, destroy, or tamper with any valve, switch, or control of any telephone, electrical, water, or sewer line or system owned or operated by any public entity or public utility;

23. Commit any act of vandalism, including, but not limited to, removing fixtures or equipment, or destroying, tagging, or defacing any building, sign, fixture, or other equipment;
24. Engage in any riotous, boisterous, threatening, or indecent conduct, or use profane or indecent language, or operate a radio or musical instrument in such a manner as to disturb other persons;
25. Willfully fail or refuse to comply with any lawful order, signal, or direction of any authorized Parks Department employee or Sheriff's Department safety employee or refuse to submit to any lawful inspection under this Chapter;
26. Fish within a distance of three hundred (300) feet from a point where fish have been planted within a period of twenty-four (24) hours after such plant. The Parks Department shall post such areas with appropriate and visible "No Fishing" signs at the time of plant, and such signs shall remain in place during the period fishing in such area is prohibited;
27. Operate any machine, mechanism, device, or contrivance which produces sound exceeding fifty (50) decibels as measured at a distance of fifty (50) feet on a sound level meter using the A weighted network. Notwithstanding the foregoing, sound levels for Sports Car of America events, all track rentals and all use by racing teams at the Raceway at Laguna Seca Recreation Area, as well as other motorized wheel events at Laguna Seca Recreation Area, shall be established by the County of Monterey and such sound levels shall be made a condition of a permit or agreement authorizing such event. A violation of such condition shall constitute a violation of this Chapter.

Major spectator races allowed under Monterey County use permit with the Sports Car Racing Association of the Monterey Peninsula at Laguna Seca Recreation Area, the Rifle and Pistol Range at Laguna Seca Recreation Area, all other events authorized under the concession agreement for special events at any County Park, and boating activities on San Antonio Lake are excluded from the provisions of this Subsection.

28. Ride, use, or be in possession of a bicycle on any trail not authorized for such use by the Parks Department.
29. Ride, use, or be in possession of a bicycle without having positive identification in his or her possession.
30. Ride a bicycle on any authorized dirt trail without wearing a protective helmet that is certified by ANSI, SNELL, or both.
31. Ride a bicycle or horse in willful or wanton disregard for the safety of persons or property.
32. No person shall enter or remain in any day-use park area after the posted closing time without prior approval of the Parks Department.

(Ord. 3646, 1992; Ord. 3327 § 6, 1988; Ord. 2753, 1981; Ord. 2483, 1979; Ord. 2485, 1979; Ord. 2033, 1974; Ord. 1721 § 14, 1970)

14.12.135 - Alcohol consumption—Day-use facilities.

- A. No person shall, within a day-use County Park, drink, use, consume, or be in possession of any opened, sealed, or unsealed container of any beer, wine, or other alcoholic beverage, as defined in Section 23004 of the California Business and Professions Code (hereinafter referred to as "alcohol"), unless such possession or consumption has been specifically authorized by first obtaining a valid, unexpired, unrevoked Alcohol Use Group Permit issued from the Parks Department.
- B. Any person found to be under the influence of or suspected to be under the influence of alcohol, or in the possession of any opened, sealed, or unsealed container of alcohol in a day-use County Park without a valid, unexpired, unrevoked Alcohol Use Group Permit issued from the Parks Department shall be subject to arrest,

- citation; and/or removal from the day-use County Park;
- C. No person shall possess, use, or consume alcohol in a day-use County Park except in the specified group picnic area designated by the Director of Parks, as limited and conditioned by the valid, unexpired, unrevoked Alcohol Use Group Permit.
 - D. Alcohol Use Group Permits shall be issued on a first-come, first serve basis, and are subject to the availability of facilities and to the scheduling limitations and obligations of the Parks Department, and are limited and restricted to a limited number of group picnic areas at the applicable day-use County Park, as designated by the Director of Parks.
 - E. In addition to the basic group picnic area site fee, Alcohol Use Group Permits are subject to an additional fee surcharge in accordance with the Monterey County Fee Resolution.
 - F. No Alcohol Use Group Permit may be transferred, assigned, sublet, or utilized in an undesignated group picnic area or other location in the day-use County Park unless approved in writing by the Parks Director.
 - G. The availability of Alcohol Use Group Permits shall be regulated as follows:
 - 1. For each day of use, the Parks Department may issue up to two daily Alcohol Use Group Permits for the Toro Regional Park, and one daily Alcohol Use Group Permit for each of the Royal Oaks, Manzanita Regional Park, and Jack's Peak Regional Parks for the specified group picnic area sites designated by the Director of Parks.
 - 2. No Alcohol Use Group Permit shall be required in San Lorenzo Regional Park, the Laguna Seca Recreation Area, for Lake Nacimiento, or for Lake San Antonio.
 - 3. No Alcohol Use Group Permit shall be required for the residential areas within a County Park (e.g. employee housing, live-on volunteer housing sites).
 - 4. The Director of Parks may issue two additional Alcohol Use Group Permits per day for day-use parks and sites as necessary.
 - H. As determined by the Director of Parks, in addition to any group picnic area site fee and Alcohol Use Group Permit fee, a clean up and damage deposit may be charged proportionate to the number of anticipated participants in the activity subject to the use of the Alcohol Use Group Permit. Upon completion of the activity, all or any unused portion of the damage deposit shall be refunded to the permittee after final cost for clean up or repair of the site has been determined.

(Ord. 4016, 1999)

14.12.140 - Enforcement—Power to direct public.

Employees of the Parks Department or safety employees of the Sheriff's Department are authorized to direct the visiting public in County parks in its use of all facilities in the parks according to law, and, in the event of a fire or other emergency, or to expedite traffic or ensure safety, or to prevent pollution of any lake or stream, may direct the public as conditions may require notwithstanding the provisions of this Chapter.

(Ord. 3646, 1992; Ord. 3327 § 7, 1988; Ord. 1721 § 5, 1970)

14.12.150 - Enforcement—Park closure.

- A. The Parks Department or Sheriff's Department is authorized to close to public use any County park, or portion thereof, or any lake or stream therein, or restrict the times when the same shall be open to such use, or limit or prohibit boating, fishing, or other recreational uses thereof, whenever, in its judgment, it deems it prudent

to take any of said actions in order to safeguard the health or safety of the public or the safety of the park or any of its facilities.

- B. Good cause to take any of the actions outlined in Subsection A of this Section shall include, but not be limited to, the following: unreasonable fire hazard; dangerous weather or water conditions; sanitary protection of a watershed; construction or repairs in a park; conservation of fish and game; excessive boat traffic; unsafe or unsuitable shoreline, ramp, parking, or road conditions; the prevention of damage to the park or any of its facilities; or any dangerous, unsafe, or unhealthful condition.

(Ord. 3646, 1992; Ord. 3327 § 8, 1988; Ord. 1721 § 4, 1970)

14.12.160 - Enforcement—Arrest and citation authority.

- A. It is the duty of the Director of Parks, uniformed employees of the Parks Department, and safety employees of the Sheriff's Department, to enforce the provisions of this Chapter and, pursuant to Section 836.5 of the Penal Code, the Director, uniformed Parks Department employees, and safety employees of the Sheriff's Department are authorized to arrest a person without a warrant whenever the Director, uniformed Parks Department employees, or safety employees of the Sheriff's Department have reasonable cause to believe that the person to be arrested has committed a misdemeanor in his or her presence.
- B. In any case in which a person is arrested pursuant to Subsection A of this Section, and the person arrested does not demand to be taken before a magistrate, the public officer or employee making the arrest shall prepare a written notice to appear and release the person on his or her promise to appear, as prescribed by Chapter 5C (commencing with Section 853.6), Title 3, Part 2 of the Penal Code.

(Ord. 3646, 1992; Ord. 3327 § 9, 1988; Ord. 1927 (part), 1972; Ord. 1721 § 3, 1970)

14.12.170 - Penalty for violation.

Repealed.

(Ord. 3659 § 8, 1993)

14.12.180 - Fees.

- A. Park Schedule of Fees. A schedule of fees will be established by the County for the use of County Parks. These fees will be approved by the Board of Supervisors and established by resolution.

A schedule of fees will be established for each park and will address:

1. Day-use fees (eight persons or less per vehicle).
2. Campsites - regular.
3. Campsites - hookup (electric and water).
4. Campsites - full utility (electric, water and sewer).
5. Motorcycle.
6. Group picnic areas.
7. Extra vehicles accompanying campers.
8. Dogs (limit two per campsite). Must have in possession proof of rabies shot as required by County Code.
9. Youth group camping.
10. Firewood sales.

11. Disposal site fees for non-registered campers; for each sewage dump.

12. Group reservations.

13. Group camping.

14. Boating, annual and daily.

15. Bicycles.

16. Reservation fees.

17. Photography permits.

B. General Provisions:

1. Annual Day-Use Passes will be issued and valid at any Monterey County Park, but not valid when a special event fee is being charged.
2. Discount/Promotional Programs. The Director of Parks is authorized to approve limited term special discount programs and to reduce and/or waive fees for facilities used for promotional purposes.
3. Penalties. A penalty fee will be established and collected for nonpayment of day-use, camping, and boating fees.
4. Senior Citizen and Disabled Persons:
 - a. Vehicle Entrance Fees are waived at Toro, Royal Oaks, San Lorenzo and Jacks Peak Regional Parks and the Laguna Seca Recreation Area for senior citizens aged sixty-two (62) and over and for disabled persons. Waiver is good Monday through Thursday, except on public holidays.
 - b. Camping. A discount will be established for senior citizens and disabled persons in all types of camping which will be in effect seven days a week during the off-season September 15th to May 14th, and Sunday through Thursday during the season, May 15th through September 14th, except on public holidays.
5. Supervision. A fee for use of facilities during non-operating hours of the park based upon the hourly cost of employees along with associated benefits, may be charged if supervision is required.
6. Youth Groups:
 - a. Vehicle entry fees may be waived for organized school activities at Toro, Royal Oaks, San Lorenzo, Jacks Peak Regional Park and Laguna Seca Recreation Area Monday through Thursday, except on public holidays.
 - b. Group picnic fees may be waived for organized school activities at Toro, Royal Oaks, San Lorenzo on Monday through Thursday, except on public holidays, excluding the Buckeye Area at Toro Park and the DeAnza Group Area at San Lorenzo Park.
7. New Facilities. As new facilities are developed, the Director of Parks is authorized to establish an appropriate fee pending the next revision of the schedule of fees by the Board of Supervisors.

C. Racetrack Rental Permit and Fee Schedule, Laguna Seca Recreation Area. A special fee schedule will be developed for special uses of Laguna Seca Racetrack Area. Special uses include:

1. Still photography, shared with other users.
2. Non-competitive driving and/or testing on an exclusive or shared use basis.
3. Setting up the area in conjunction with a track rental.
4. Exclusive use for still photography.
5. Short or competitive driving, automobile or motor vehicle demonstrations, or motion pictures (exclusive use).

D. Daily Fees Will Be Developed For Use of Any Park For:

1. Feature motion picture.
2. Television series pilots, productions, specials, television shorts, or advertisements.

E. Special Conditions:

1. The fee for any size production involving pyrotechnic or high-speed stunts for any site/time not generally available for filming shall be the maximum for each activity.
2. A damage deposit equal to not less than fifty (50) percent of the first full day's fee or a minimum of five hundred dollars (\$500.00), whichever is greater.

F. Special Event Fees:

1. For Parks Department-sponsored special events and for parks-coordinated events with less than five thousand (5,000) participants, the County's Director of Parks is authorized to approve admissions, concessions and other related fees for each specific event.
2. Concession agreements for special event fees:
 - a. User fees not less than the current user fees approved at each park unit shall apply. This includes day-use, camping, boating, and other miscellaneous fees as listed on the current Parks Department fee schedule. User fees may be waived by the Director of Parks in the event that there is to be a special entrance fee for which a percentage of the gross receipts is to be paid to the County and which includes the day-use fee.
 - b. Registration fees will be established proportional to the number of anticipated participants in the Special Event. This registration fee will be collected in advance and is not refundable.
 - c. Percentage of Gross Receipts. Permittee shall pay to the County a minimum of seven percent of the gross receipts for the sale of food, beverages, and merchandise items, and a minimum of five percent of the gross receipts for admission tickets or for revenue received for services rendered. County's Director of Parks is authorized to negotiate above minimum when it is in the County's best interest depending on the situation and the event.
 - d. Allocation of Costs to Permittee. In the event that the Parks Department incurs excess costs for the operation of the park unit as a result of the special event, these costs shall be allocated to permittee. Such costs shall include, but not be limited to, directing traffic and parking providing security, providing trash disposal services or utilization of County equipment in support of permittee activities. Actual costs to County for labor and materials shall be charged and equipment rental rates shall be charged as currently established by the Department of Public Works.
 - e. Cash Bond. If anticipated percentage of gross receipts due the County from the special event exceed two thousand dollars (\$2,000.00), permittee may be required to deposit a cash bond with the County for an amount equal to fifty (50) percent of said amount.
 - f. Damage Deposit. A damage deposit may be charged proportionate to the number of anticipated participants in the special event. It may be included in the amount of the cash bond described in Paragraph e above. Upon completion of the event, all or any unused portion of the damage deposit shall be refunded to permittee after final cost out of the special event.

(Ord. 3646, 1992; Ord. 3285, 1987; Ord. 3251, 1987; Ord. 3204 § 1, 1987; Ord. 3112, 1986; Ord. 3034, 1984; Ord. 2972, 1984)