

**Los Cerritos Wetlands Authority**  
**Request for Proposals**  
**For**  
**Los Cerritos Wetlands Homeless Community Liaison**  
**Services**



**Los Cerritos Wetlands Authority**  
**100 N. Old San Gabriel Canyon Road**  
**Azusa, CA 91702**

Interested entities may view the RFP on the Los Cerritos Wetlands Authority (LCWA) website at <https://intoloscerritoswetlands.org/>.

In the opinion of the LCWA, this RFP is complete and without need of explanation. However, any and all technical questions should be directed to Salian Garcia, RMC Budgets & Admin Officer, at [sgarcia@rmc.ca.gov](mailto:sgarcia@rmc.ca.gov).

Other questions related to the agency may be directed to Chad Oberly, Natural Resources & Tribal Affairs Manager, at [coberly@rmc.ca.gov](mailto:coberly@rmc.ca.gov).

## **Section 1: Introduction and Overview:**

The Los Cerritos Wetlands Authority (LCWA) is requesting proposals from qualified firms to provide homeless community liaison services within the Los Cerritos Wetlands Complex located in the Cities of Seal Beach and Long Beach. The objective of this solicitation is to select a firm that will work in partnership with the LCWA staff for oversight of the Los Cerritos Wetlands.

The LCWA is a joint powers authority of San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy (RMC), State Coastal Conservancy (SCC), City of Long Beach (LBC) and City of Seal Beach (SBC) whose mission is to provide for a comprehensive program of acquisition, protection, conservation, restoration, maintenance and operation and environmental enhancement of the Los Cerritos Wetlands Complex consistent with the goals of flood protection, habitat protection and restoration, and improved water supply, water quality, groundwater recharge and water conservation. The LCWA currently has acquired approximately 170 acres of an estimated 500 acres of wetland area and has created the Los Cerritos Wetlands Stewardship Program designed to promote community involvement focused on environmental education, maintenance, restoration and monitoring of the wetlands. An exchange of the LCWA-owned 5 acre “LCWA Site” for the privately owned 154 acre “Synergy Site” is in process. Once finalized the LCWA landholding would be 321 acres.

Services requested will be limited to the original approximately 170 acres of LCWA properties. However, additional services may be requested on the expanded area on an as needed basis. The anticipated budget for these services is \$50,000 annually, and may be subject to change due to available funding sources.

For a map of the project area, please see Exhibit A: Project Location Map.

## **Section 2: Proposed Scope of Services**

This land management service would provide homeless community liaison services for all the LCWA Properties which may include LCWA Central Site (sometimes referred to as LCWA Phase 1, or Bryant Lease West), Zedler Marsh, Southern Area, Steamshovel Slough, and the State Lands Commission parcel, totaling approximately 170 acres. The following is a proposed list of services that the consultant will provide in order to assure that the most sustainable and best management practices are being used on said properties.

1. Perform all duties as specified in the Protocols and Guidelines for the Safety and Security (PGSS, Exhibit B) for the LCWA Properties
2. Perform all duties as specified in the PGSS including Sub-Section C-1 to act as the LCWA Homeless Community Liaison
3. Keep free and clear any vegetation or debris known to conceal encampments.
4. Maintain vegetation to eliminate fire hazards from encampments.

5. Make sure all work in the wetlands is permitted/authorized and in full compliance with all regulations for this sensitive habitat.
6. Regularly monitor site for any problems/abnormalities and report to LCWA Staff.
7. Provide monthly photo reports to the LCWA Staff. Keep all affected community members informed of any large projects involving maintenance of property.
8. Attend all land management related field meetings between LCWA staff and regulatory agencies, program funders, and/or other stakeholders or easement-holders.
9. Attend and provide a report of activities to all LCWA board meetings.
10. Safeguard the combination code to all property access gates and distribute code to approved land users only.
11. Communicate and coordinate efforts with the LCWA's Land Management team.

### **Section 3: Additional Services:**

Any requests for labor outside of the above proposed scope of services will be billed in addition to the monthly retainer. These may be incurred only as requested by the LCWA in specific hourly increments.

### **Section 4: Consultant Fee Schedule:**

The services provided by this contract will be retained at a monthly fee. This fee will include a total of hours per month necessary for the Consultant to complete these services. If additional hours are required, the hours will be charged based on the Consultant's fee schedule. The Consultant must submit a fee schedule for all their staff pertinent to this proposal.

### **Section 5: Minimum Requirements**

Entities (individuals or firms) interested in providing professional services for this contracting opportunity shall submit the following information in 8.5" x 11" format (12-point Arial font), one-inch (1") margins with each of the numbered sections below addressed and collated in a separate tab. The Proposal should include a table of contents with use of tabs or some type of divider system to clearly separate out the different parts of the Proposal.

Proposal shall provide straightforward and concise descriptions of Consultant's ability to satisfy the requirements of this RFP. Consultants shall ensure that their written responses completely and accurately indicate how they meet each criterion listed in Section 7: SELECTION CRITERIA. All documents contained in the Proposal shall have original (handwritten or digital) signatures and shall be signed by a person authorized to bind the proposing Contractor. Proposals not including the proper required attachments or original

signatures shall be deemed non-responsive. A non-responsive Proposal is one that does not meet one or more of the minimum requirements.

*Submit one (1) set of the following:*

1. Letter of Interest that includes the Federal Identification Number (if applicable) of the firm as well as the person authorized to negotiate and sign all agreements.
  - a) A completed W9 should be submitted with an original signature. The current version of the form is available [here](#).
2. Executive Summary (2 pages maximum).
3. A resume of the consultant(s) and for any proposed sub-contractors. The resume should include key individual's proposed project assignment and responsibilities, their specific professional experience related to this assignment, and their current work assignment(s) and projected completion dates.
4. Written statement of the consultant(s)'s qualifications that is responsive to the selection criteria below (Section 7). Consultants shall respond in writing indicating how they believe their qualifications fulfill the requirements of these criteria. Consultants must respond to each numbered criterion with complete and organized responses.
5. Methodology and Costs Proposal: Information requested is required to support the reasonableness of your quotation. Cost must have a detailed breakdown showing how the costs were determined and the desired method of payment (i.e., flat fee, lump sum, unit rate basis). The breakdown must include the following:
  - a. Proposer shall provide their Cost Proposal for performing the required services and shall include all applicable taxes and other expenses, such as all travel expenses, copying, postage, and other appropriate expenses.
  - b. For calculation purposes, Proposer shall use the below listed guidelines for costing travel, expenses, and deliverables. No separate or additional billings will be considered for reimbursement without written permission from the LCWA.
    - Transportation: Travel expenses and per diem directly related to the contract services shall be included in direct costs. Such costs shall not exceed the rates paid to the State's non-represented/excluded employees (CCR Title 2, Section 599.619).
    - Deliverables: See Section 2, Proposed Scope of Services. These costs shall be included in Cost Proposal.

- Hourly Rates: Provide hourly billing rates for staff and subcontractors as follows: Category of personnel, rate per hour, and total cost for each category of personnel.
- Identification of Subcontractor(s) Costs: Provide listing of proposed subcontractors and associated fees (i.e., admin mark-up).

6. Additional Required Documents:

- a) Current Statement of Information (can be obtained on the California Secretary of State's [website](#)). If operating under a fictitious business name, provide all supporting documentation (i.e., fictitious business name statement certified by the appropriate county clerk).
- b) If applicable, proof of current certification from the DGS Office of Small Business and Disabled Veteran Business Enterprise Services (OSDS). This information can be obtained [here](#).
- c) The Bidder's Declaration Form (GSPD-05-105, which can be found [here](#)). This form documents subcontracted services.
- d) If Applicable, Disabled Veteran Business Enterprise Declarations Form (STD 843). This can be found [here](#). This form documents compliance with requirements set forth in the Military and Veterans Code and is required to be completed for each Disabled Veteran Business Enterprise.

The State encourages Small Businesses and Disabled Veteran Business Enterprises to apply. If you feel you (if an individual), your company or your subcontractor qualifies as either, you may go [here](#) for more information or call OSDS at (916) 375-4940 for further information.

### Section 6: Submission Information and Deadline

The electronic submission of a single unprotected (i.e., not password protected) PDF file of the Proposal is required. The electronic submittal will be accepted until 5:00pm on ~~Thursday, September 19<sup>th</sup>, 2024.~~ **Tuesday, October 8, 2024.**

The Proposal shall be submitted to Salian Garcia, RMC Budgets & Admin Officer [sgarcia@rmc.ca.gov](mailto:sgarcia@rmc.ca.gov) with carbon copy to [info@rmc.ca.gov](mailto:info@rmc.ca.gov).

Hard copies of the proposal are NOT required. Facsimiles or Proposals submitted/passed through to other LCWA personnel, or personnel of related agencies, will not be accepted.

Questions regarding this RFP are welcome and shall be made in writing to Salian Garcia at the email above no later than **5:00 pm Monday August 26th, 2024**. In the interest of fairness to all potential contractors, the LCWA will not respond to individual requests for information regarding the RFP. Responses to all questions will be posted on the LCWA's website by **5:00 pm August 28th, 2024**. Note that the LCWA's responses to questions and requests for

RFP Release Date: August 21, 2024

RFP Amend One: **September 24, 2024**

clarifications will be shared with other potential proposers through e-mail and the LCWA website. It is recommended that potential proposers inform LCWA of their intent or interest in responding to this RFP. Such notification will allow for any supplemental information regarding this solicitation to be provided, including addenda and responses to questions.

### **Section 7: Selection Criteria**

Proposals will be evaluated by a panel appointed by the LCWA. Proposals that are determined to be responsive to the mandatory requirements as indicated shall be evaluated based on the following criteria:

1. Recognition. Understanding of overall concepts and objectives of the LCWA and responsiveness to the RFQ requirements. An evaluation of the Consultant's understanding of the services will be based on this section.
2. Approach. Detailed discussion of the Consultant's approach proposed, appropriateness of the proposal, and the feasibility and readiness of the proposal for the services listed in this RFQ.
3. Qualifications. Nature and quality of past completed work and recent experience with similar projects, and education and experience of key personnel. Availability of personnel.

Upon receipt of these documents from an interested firm the LCWA may request additional information and may conduct discussions with firms/teams regarding top-ranking proposals.

Firms selected as finalists may be asked to submit additional information regarding their financial history and contract performance, including whether the firm has ever been:

- a. A defendant in any litigation alleging that the firm had defaulted in its performance of its obligations under a consulting or other agreement; or
- b. Found to be in default of a performance bond; or
- c. The subject of any bankruptcy or insolvency proceedings.

At LCWA's discretion, final interviews for selected Consultants may be held in September 2024, and a recommendation to the LCWA Governing Board for approval of awarding a contract to the successful Consultant is anticipated in November 2024.

The LCWA will attempt to negotiate a contract with the highest-ranking Consultant firm/team at compensation determined to be fair and reasonable. If the parties fail to conclude satisfactory arrangements, negotiations with that firm/team will be terminated and negotiations will then proceed in the same manner with the other firms/teams in order of ranking. In any event, the LCWA reserves the right to add, substitute, or eliminate sub-consultants in negotiating the contracts for this RFP.

<b>LCWA PROPOSAL SCORING SHEET</b>			<b>Consultant:</b>
<b><u>Criteria Description</u></b>	<b><u>Max Points</u></b>	<b><u>Score</u></b>	<b><u>Comments</u></b>
<b>Recognition</b>	10		
<b>Approach</b>	20		
<b>Experience</b>	20		
<b>TOTAL</b>	<b>50</b>		
<b>Additional Points:</b> Certified Small Business (SBE) or Disabled Veteran Business Enterprise (DVBE)	5		

**Section 8: Proposal General Information**

1. All Proposals become the properties of the LCWA upon receipt and will not be returned to the proposers. Costs incurred for developing Proposal and in anticipation of award of the Agreement are entirely the responsibility of the Proposer and shall not be charged to the LCWA or its JPA partners.
2. All Proposers’ responses and cost information shall remain undisclosed until a successful firm is identified or, if all proposals are rejected, after rejection of all such Proposals; following that date, all Proposals shall be regarded as public records under the California Public Records Act (GC 6250 et seq) and subject to review by the public.
3. A Proposal may be rejected if it is conditional or incomplete, or if it contains any alterations of form or other irregularities of any kind. LCWA may waive an immaterial deviation in a Proposal. LCWA’s waiver of an immaterial deviation shall in no way modify the RFP document or excuse the Proposer from full compliance with all requirements if awarded the Agreement.
4. Proposer may withdraw its Proposal by submitting a written withdrawal request to LCWA, signed by its authorized agent. Proposer may thereafter submit a modified/new Proposal prior to the Proposal Submission Deadline. Proposal modifications offered in any other manner, oral or written, shall not be considered.
5. Contractor agrees that the awarding department, the Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. Contractor agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer

period of records retention is stipulated. Contractor agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Contractor agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of this Agreement (GC § 8546.7, PCC § 10115 et seq., CCR Title 2, §1896). Contractor shall comply with the above and be aware of the penalties for violations of fraud and for obstruction of investigation as set forth in PCC § 10115.10.

A Pre-Award audit may also be performed by the LCWA, the Department of General Services, or their designated representative.

6. Prevailing Wages: Pursuant to [Labor Code Section § 1774](#), the Contractor and any subcontractors, regardless of tier, shall pay not less than the specified prevailing wage rates to all workers employed in the execution of the Contract.

Copies of the prevailing rate of per diem wages are on file at the Department of General Services, which shall be made available to all interested parties. Additionally, these prevailing wage rates are available on the Department of Industrial Relations (DIR) website [here](#). For more information, visit the Prevailing Wage Requirements page of the DIR [here](#).

7. Notification of the Right to Protest:

Should a proposer claim the LCWA failed to follow the procedures specified in either subdivision (b) or (c) of PCC § 10344, protestant must submit the initial protest letter and a detailed, written statement of protest, including the RFP title/number, and LCWA contact information, to both of the following:

Los Cerritos Wetlands Authority  
Attn: Executive Officer  
100 N. Old San Gabriel Canyon Road  
Azusa, CA 91702

8. LCWA does not guarantee, either expressly or by implication, that any work or services will be required under any contract issued as a result of this RFP.
9. Budget Contingency Clause: It is mutually agreed that if the Budget Act of the current year and/or any subsequent years, and/or funding sources covered under any Agreements resulting from this RFP does not appropriate sufficient funds for the program, the Agreements shall be of no further force and effect. In this event, the LCWA or its JPA partners shall have no liability to pay any funds whatsoever to Contractor or to



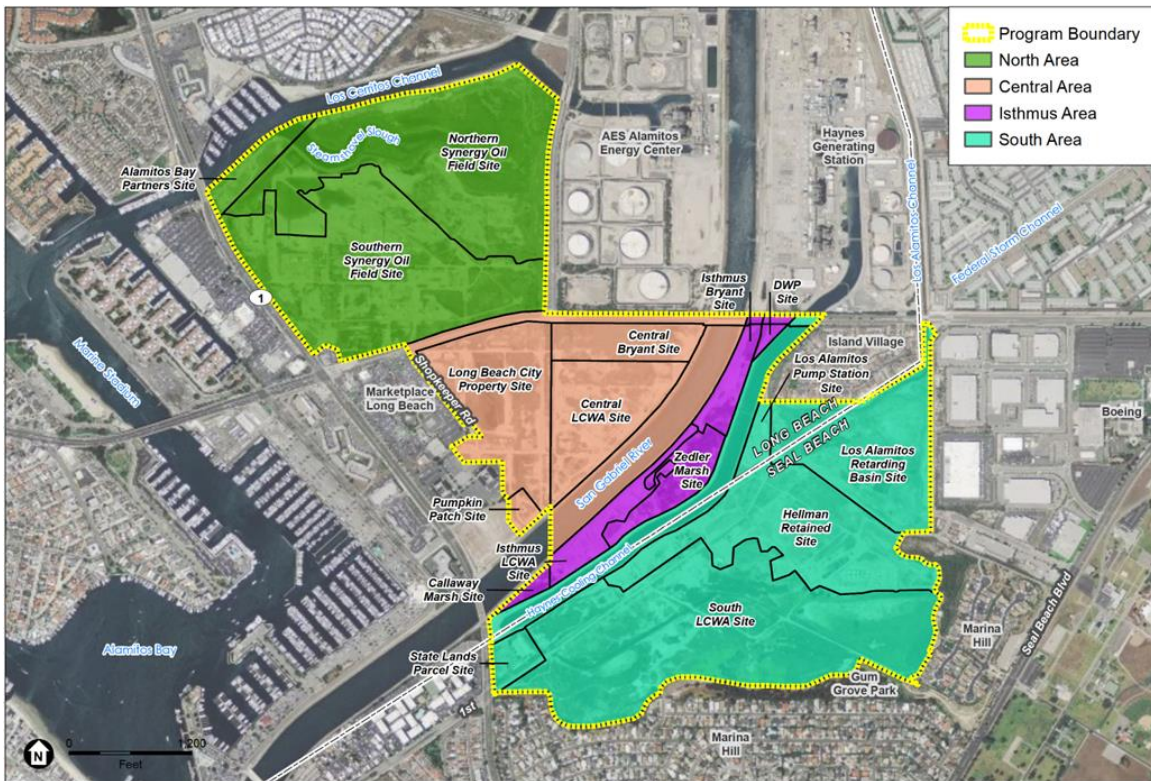
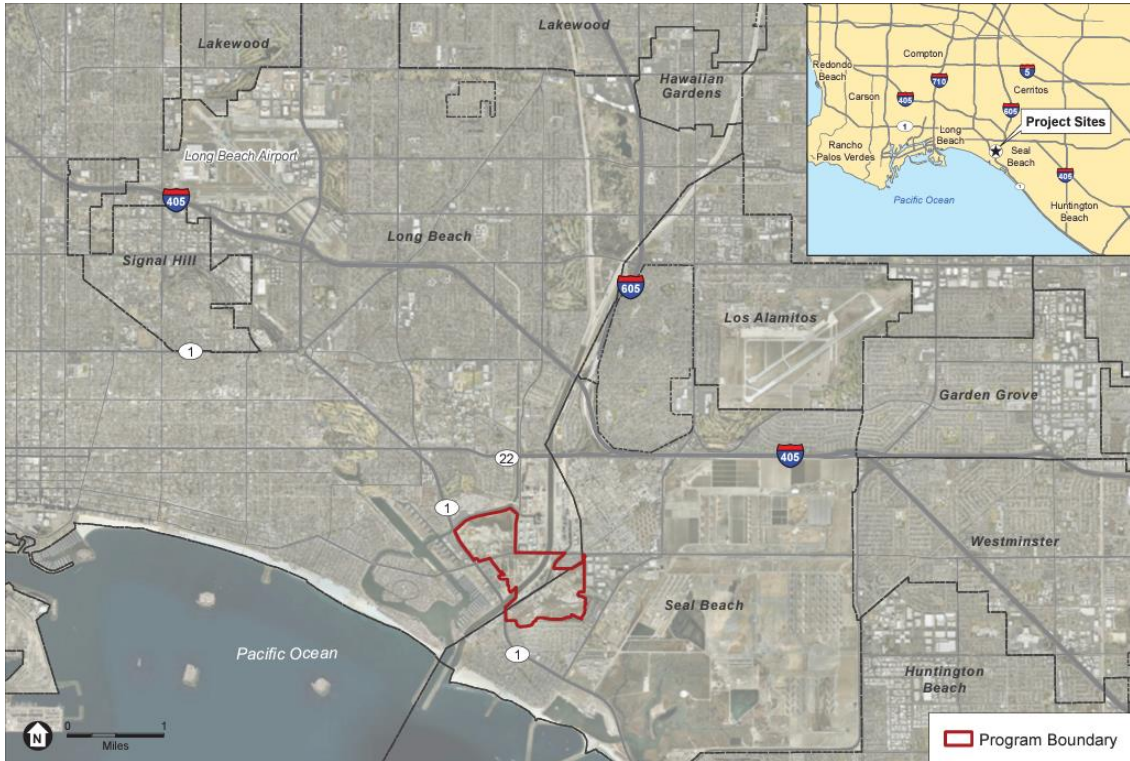
furnish any other considerations under the Agreements and Contractor shall not be obligated to perform any provisions of the Agreements.

If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel the Agreements with no liability occurring to the State or offer an agreement amendment to Contractor to reflect the reduced amount. This RFP's resulting Agreements shall be contingent upon approval of the Department of General Services (DGS), State Controller's Office, State Treasurer's Office, and/or any other entity required to approve the agreements.

10. All documents submitted in response to this RFP will become the property of the LCWA and will be regarded as public records under the California Public Records Act (Government Code Section 6250 et seq.) and subject to review by the public. Copies of the bid packages may be returned only at the bidder's expense unless such expense is waived by the LCWA.
11. All notices, clarifications, and addenda to this RFP shall be posted on the LCWA website. It is the proposing Contractor's responsibility to monitor the website for all information regarding this RFP. LCWA is not responsible for sending individual notification(s) of changes or updates. It is the sole responsibility of the proposing Contractors to remain apprised of changes to this RFP.

END OF DOCUMENT

# Exhibit A: Project Location Map



**LOS CERRITOS WETLANDS AUTHORITY**  
**PROTOCOLS AND GUIDELINES FOR THE SECURITY AND SAFETY OF THE**  
**LCWA PROPERTIES**

**Section A: Purpose and Scope**

The LCWA Protocols and Guidelines for the Safety and Security (PGSS) of the LCWA Properties was developed in conjunction with the Los Cerritos Wetlands Stewardship Program, the City of Long Beach Police and the City's Health and Human Services and the City of Seal Beach Police Department. The purpose of this policy is to ensure that personnel understand the needs and rights of the homeless and to establish procedures to guide LCWA Staff and all hired contractors during all contacts with the homeless, whether consensual or for enforcement purposes. The LCWA recognizes that members of the homeless community are often in need of special protection and services. The LCWA will address these needs in balance with the overall mission and goals of the LCWA. In addition, it is the policy of the LCWA to provide access by permission to members of the community, while protecting the rights, dignity and private property of the homeless. Homelessness is not a crime and members of this JPA will not use homelessness solely as a basis for detention or law enforcement action.

**Section B: LCWA Property Descriptions**

In June 2006 the LCWA purchased from the Bryant family 67 acres straddling the San Gabriel River in Long Beach at the heart of Los Cerritos Wetlands. Likewise in December 2010 the LCWA purchased from the Hellman family 100 acres in Seal Beach commonly known as the Hellman Lowlands and when added to a 5-acre industrial property (known as the OTD Parcel), total acreage is approximately 172 acres.

***Sub-Section B-1: Los Angeles County - Phase 1 East Parcel***

The East Parcel is located just east of the San Gabriel River and west of the Haynes Cooling Channel on a narrow piece of land often referred to as "Zedler Marsh". Though this parcel is east of the San Gabriel River it is still within the Long Beach City limits. This property is a total of 26 acres, of which several acres receive limited tidal influence from the San Gabriel River. The LCWA owns 15 acres on the East Parcel. The LCWA property includes a small tidal marsh area and a larger area composed of wetland habitat, native upland plants and non-native weeds. The San Gabriel River bike trail provides views of the functioning salt marsh ecosystem that exists within Zedler Marsh. An easement, via 2<sup>nd</sup> Street provides road access to the LCWA property through the retained Bryant land. Zedler Marsh offers the best opportunity for habitat stewardship, education, and nature appreciation. Zedler Marsh attracts and supports a variety of wildlife including critical breeding habitat for the endangered Belding's savannah sparrow (*Passerculus sandwichensis beldingi*) and foraging habitat for the endangered California least tern (*Sterna antillarum browni*) amongst other species of special concern. The southern portion of the LCWA property is used by Signal Hill Petroleum for oil operations. There are five oil wells in use on the East Parcel and several other oil related buildings and equipment. The south end of the property is not open to the public. These properties are fenced but require consistent patrolling in order to secure the property.

### ***Sub-Section B-2: Phase 1 West Parcel***

The West Parcel is located just west of the San Gabriel River, south of 2<sup>nd</sup> Street and measures approximately 41 acres. There is currently no tidal influence on the west parcel and the LCWA has no official easement into this property. The Bryant's still privately own the frontage bordering 2<sup>nd</sup> Street and therefore, the west parcel is presently inaccessible to the public, so all stewardship activities must take place on the east parcel until easements are obtained or other arrangements are procured. Though there are no tidally influenced areas on this part of the LCWA property, there are areas that collect water and act as seasonal freshwater or brackish ponds. The salt marsh plant community is noticeably less diverse than what is found in Zelder Marsh, however, the Belding's savannah sparrow still utilizes the degraded habitat. The topography is relatively homogenous throughout the property. Several roadways crisscross through this property so that Signal Hill Petroleum can access their seven oil wells. These properties are not fenced and require consistent patrolling in order to secure the property.

### ***Sub-Section B-3: Orange County – Phase 2/Hellman Lowlands***

This property is just east of the Haynes Cooling Channel and is bordered by an active oil field to the north and house developments and Gum Grove Park along its southeast border. The land is bisected by a long tidal channel which is approximately 40 acres of tidal salt marsh habitat home to about 15 breeding pairs of Belding's savannah sparrows and several populations of rare plants like Coulter's Goldfields (*Lasthenia glabrata coulterii*), Lewis' primrose (*Camissonia lewisii*), southern tarplant (*Centromadia parryi ssp. australis*), and California Boxthorn (*Lycium californicum*). The property is fenced but the chain-link fence is consistently compromised and requires constant repairs in order to keep the public from illegally trespassing.

## **Section C: Homeless Community Liaison**

The LCWA will hire a Contractor to act as the LCWA Homeless Community Liaison that is knowledgeable and experienced with homeless remediation, the Stewardship Program, on-going restoration projects and is compatible with the LCWA allocated costs.

***Sub-Section C-1:*** The responsibilities of the Homeless Community Liaison include the following:

- a) Maintain and make available all of the JPA's assistance programs and other resources that are available to the homeless which include as appropriate; City of Long Beach Department of Health and Human Services, Homeless Services Coordinator and the City of Seal Beach Police Department, Homeless Community Liaison.
- b) Meet with social services and representatives of these organizations that render assistance to the homeless.
- c) Maintain a list of the areas within the LCWA properties which are recurring homeless encampments.
- d) Document incident with photos, date, time location and violation, contact appropriate law enforcement representatives and write-up a brief incident report to submit to the LCWA.
- e) Remain abreast of laws dealing with the removal and/or destruction of the personal property of the homeless. This will include the following:

1. Proper posting of notices of trespass and cleanup operations.
2. Be present during any cleanup operation conducted by this department involving the removal of personal property of the homeless to ensure that the rights of the homeless are not violated.
3. Be present during any cleanup operation conducted by the LCWA involving the removal of personal property of the homeless to ensure that the rights of the homeless are not violated.

#### **Section D: Field Contacts**

The Homeless Community Liaison will contact the following departments in accordance to each of the Cities' jurisdiction and sphere of influence to determine available resources and to schedule removal of illegal encampments.

##### ***Sub-Section D-1:*** City of Long Beach Department of Human and Health Services and Police Department contacts

- a) Homeless Service Officer
- b) Multi-Service Center Coordinator
- c) Police Department East Division

##### ***Sub-Section D-2:*** City of Seal Beach Police Department Contacts

- a) Homeless Community Liaison Officer
- b) Department of Public Works

The LCWA Homeless Community Liaison is encouraged to contact the homeless for purposes of rendering aid, support and for community oriented policing purposes. Nothing in this policy is meant to dissuade the Homeless Community Liaison from contacting the appropriate law enforcement and taking reasonable enforcement action when facts support a reasonable suspicion of criminal activity. However, when encountering a homeless person who has committed a nonviolent misdemeanor and continued freedom is not likely to result in a continuation of the offense or a breach of the peace. The Homeless Community Liaison is encouraged to consider long-term solutions to problems that may relate to the homeless, such as shelter referrals and counseling in lieu of physical arrest. The LCWA should provide homeless persons with resource and assistance information whenever it is reasonably apparent that such services may be appropriate.

#### **Section E: Site Security**

Security is essential to maintaining safe and healthy wetlands for the public. Although the LCWA Phase 1 properties are not fenced and preventing trespassing is an ongoing concern. Following are measures that will ensure the LCWA properties are patrolled and trespassers are escorted off the properties.

- a) Place no trespassing, camping or open fires signs throughout the property.
- b) Contact the Long Beach and Seal Beach Police Departments to report trespasses.
- c) The Homeless Community Liaison will conduct quarterly surveys (every three months) of the unauthorized encampments on the property or as

necessary. If necessary, contact and coordinate the necessary personnel for removal of the unauthorized encampments.

- d) Provide educational materials to the easement holders, volunteers, and the general public on the protocols if they encounter unauthorized encampments on the LCWA properties.

## **Section F: Homeless Remediation**

**Sub-Section F-1:** Regular site visitation and monitoring will occur by the Homeless Community Liaison to ensure the safety of the oil operations and to assess ecological impacts by any occupants. The Homeless Community Liaison will coordinate and remove unauthorized encampments with the help of local law enforcement and the City of Long Beach Department of Health and Human Services. In addition, the Homeless Community Liaison will schedule the trimming of low growing trees and perimeter fencing improvements as necessary.

**Sub-Section F-2:** Removal of the unauthorized encampments will improve the ecology of the wetlands by:

- a) Improving nesting habitat encroachment during breeding season (Feb-June)
- b) Discourage unapproved animal practice such as dog walking, dog training. And unpermitted habitat alterations, such as campfires.

**Sub-Section F-3:** Homeless members of the community will receive the same level and quality of service provided to other members of the community. The fact that a victim or witness is homeless can, however, require special considerations for a successful investigation and prosecution.

**Sub-Section F-4:** An attempt should be made to capture the following when handling investigations involving homeless victims, witnesses or suspects:

- a) Document alternate contact information. This may include obtaining addresses and phone numbers of relatives and friends.
- b) Document places the homeless person may frequent.
- c) Provide homeless victims with victim/witness resources when appropriate.
- d) Consider whether a crime should be reported and submitted for prosecution, even when a homeless victim indicates that he/she does not desire prosecution.

## **Section G: Guidelines for Homeless Annual Relocation and Removal of Illegal Encampments**

The Homeless Community Liaison will schedule and conduct an annual or as necessary strategic relocation and removal of illegal encampments by use of the following procedures per California Penal Code 647 (e).

### ***Sub-Section G-1: Personal Property***

The personal property of homeless persons must not be treated differently than the property of other members of the public. The LCWA should use reasonable care when handling, collecting and retaining the personal property of homeless persons and should not destroy or discard the personal property of a homeless

person. When a homeless person is arrested or otherwise removed from a public place, the LCWA should make reasonable accommodations to permit the person to lawfully secure his/her personal property. Otherwise, the personal property should be collected for safekeeping. If the arrestee has more personal property than can reasonably be collected and transported by the LCWA, other resources should be consulted and the City of Long Beach Department of Health and Human Services can provide additional resources. The property should be photographed and measures should be taken to remove or secure the property. It will be the LCWA's responsibility to coordinate the removal and safekeeping of the property.

***Sub-Section G-2: Instructions for relocating and removing homeless encampments.***

The LCWA should not conduct or assist in cleanup operations of belongings that reasonably appear to be the property of homeless persons without the prior authorization and coordination with the City of Long Beach Health and Human Services or the Seal Beach as appropriate jurisdiction pertains. When practicable, requests by the public for cleanup of a homeless encampment should be referred to the Homeless Community Liaison who encounter unattended encampments, bedding or other personal property in public areas that reasonably appears to belong to a homeless person should not be removed or destroyed until the following procedures for relocation and removal are followed.

***a) One week before relocation and removal of illegal encampments***

Homeless Camps – Requires coordination with multiple agencies and organizations that address homeless issues and that perform relocation, shelter removal and site cleanup documented primarily through coordination efforts and possible cleanup. The Homeless Community Liaison will contact the City of Long Beach Department of Health and Human Services per Section D as well as the appropriate Police Department to coordinate a move out date. The LCWA will post a date and time for relocation and removal, giving the homeless the appropriate time to lawfully exit the LCWA properties and abandon their camps. Contact the City of Long Beach Homeless Services to receive brochures and relocation information to distribute

***b) Before the Event***

- Send out reminder email to personnel, partners and those that will conduct the annual survey for homeless encampments.
- Survey site to determine event objective based on work-plan, constraints, timeline and other priorities
- Have game-plan of work to be accomplished one week prior event
- Have leaders scheduled and designated for days of events
- Have liability collection sheet ready for event
- Contact landowners to schedule dumpsters drop and pick-up
- Have tools and materials on site one half-hour prior to event
- Place directive signs (where to stop, what to be concerned with, leave bags next to dumpster)
- Ensure trash bags, latex gloves, relocation brochures, shade structure, table hand sanitizer are available for participants.

- Place abandonment notices around the homeless encampments giving the homeless population a 48-hours notice to abandon the property or risk being arrested for trespassing.
- c) **During Event**
- Take photos
  - Sign all participants in on liability sheets
  - Introduce the relocation team with the LCWA properties
  - Go over game-plan and safety concerns with participants
  - Distribute necessary safety materials and tools
  - Delegate leaders to organize smaller groups if larger groups necessitate
  - Stay on designated roads and work-sites
- d) **After Event**
- Thank everyone for their participation
  - Make sure all necessary materials are accounted for (i.e. tools, liability sheets) conduct sweeps of all the LCWA properties or as needed.
  - Surveyed for new and returned homeless encampments monthly
  - Weigh the trash
  - Throw trash in bin
  - Retrieve directive signs
  - Contact proper Cities Departments and landowners for pick-up of the dumpsters
  - Monthly monitoring of unauthorized encampments may result in clean up days being adjusted to a frequency of more than an annual event, if so staff will seek additional board authorization.

**Sub-Section G-3: Ecological Issues.**

Sometimes homeless encampments can impact the ecology and natural resources of the community and may involve criminal offenses beyond mere littering. The Homeless Community Liaison is encouraged to notify other appropriate agencies or departments when a significant impact to the environment has or is likely to occur. Significant impacts to the environment may warrant a crime report, investigation, supporting photographs and notification to the LCWA.