

AGENDA

Board of Directors Meeting
Cameron Park Community Services District
2502 Country Club Drive, Cameron Park, California



Wednesday, June 21, 2017 6:30 p.m. Regular Meeting

Board of Directors

SCOTT MC NEIL (SM), President
HOLLY MORRISON (HM), Vice-President
Directors: AMY BLACKMON (AB), MARGARET MOHR (MM), GREG STANTON (GS)

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

ADOPTION OF THE AGENDA AND APPROVAL OF CONSENT CALENDAR

Board members, staff and members of the public may request an item be pulled from the Consent Calendar for discussion. The Board will make any necessary additions, deletions, or corrections to the Agenda, determine matters to be added to or removed from the Consent Calendar, and with one motion adopt the Agenda and approve the Consent Calendar.

MOMENT OF RECOGNITION

This allotted time provides an opportunity for the Board of Directors to express appreciation to members of the community, District staff, or the Board for extra efforts as volunteers, committee members or community-minded citizens.

- Eagle Scout Arthur Davis Hunter III

PRESENTATION

This allotted time provides an opportunity for the Board of Directors to receive guest speakers who have been invited to present items to the Board that are of interest to the District.

OPEN FORUM

At this time, members of the public may speak on any item not on the agenda that falls within the jurisdiction of the Board of Directors. Comment during the Open Forum is limited to four minutes per person. Public testimony will be received on each agenda item as it is called. Principal party on each side of an issue (where applicable) is allocated 10 minutes to speak, individual comments are limited to four minutes except with the consent of the Board, individuals shall be allowed to speak on an item only once. The Board reserves the right to waive said rules by a majority vote. For the public's information, we are now taking email requests for future notification of Community Services District meetings.

BEGINNING OF CONSENT CALENDAR

1. APPROVAL OF DRAFT CONFORMED AGENDAS

- a. Board of Directors' Regular Meeting, May 17, 2017
- b. Board of Directors' Special Meeting May 22, 2017
- c. Board of Directors' Special Meeting May 23, 2017
- d. Board of Directors' Special Meeting June 12, 2017
- e. Board of Directors' Special Meeting June 15, 2017

2. STAFF REPORTS

- a. Fire Department Report
- b. Recreation Department Report
- c. Parks Department Report

AGENDA

3. FINANCIAL REPORTS

- a. Check Register
- b. General Manager's Credit Card Activity (Interim General Manager will not have a credit card)

4. ACCOUNTABILITY ACT REPORT FISCAL YEAR 2015/16

Recommended Action: Receive, Discuss and File

END OF CONSENT CALENDAR

DEPARTMENT MATTERS

For Purposes of the Brown Act §54954.2 (a), the numbered items on this Agenda provide a brief description of each item of business to be transacted or discussed. Recommendations of the staff, as shown, do not prevent the Board from taking other action.

5. ITEMS REMOVED FROM THE CONSENT CALENDAR FOR DISCUSSION

6. GENERAL MANAGER RECRUITMENT OPTIONS

Recommended Action: Receive, Discuss and Select Desired General Manager Recruitment Option

7. RESOLUTION 2017-05 DECLARING THE INTENTION TO CONTINUE ASSESSMENTS FOR FISCAL YEAR 2017/18, PRELIMINARILY APPROVING ENGINEER'S REPORT, AND PROVIDING FOR NOTICE OF HEARING ON JULY 19, 2017, FOR THE FOLLOWING LANDSCAPING AND LIGHTING DISTRICTS: AIRPARK, UNIT 6, UNIT 7, UNIT 8, VIEWPOINTE, GOLDORADO, UNIT 11, UNIT 12, CAMERON WOODS 1-4, BAR J15-A, BAR J15-B, CREEKSIDE, EASTWOOD, DAVID WEST, CAMBRIDGE OAKS, NORTHVIEW, CAMERON VALLEY, CAMERON WOODS 8, SILVER SPRINGS AND BAR J15-A NO. 2.

Recommended Action: Receive, Discuss and Approve Resolution No. 2017-05 with a Board Poll Vote and Schedule Public Hearing on July 19, 2017

8. PUBLIC HEARING AND RESOLUTION NO. 2017-06 ESTABLISHING APPROPRIATIONS LIMITATION FOR FISCAL YEAR 2017/18 FOR THE CAMERON PARK COMMUNITY SERVICES DISTRICT

Recommended Action: Hear Public Comment and Adopt Resolution No. 2017-06

9. SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY'S (SDRMA'S) BOARD OF DIRECTORS ELECTION

Recommended Action: Receive, Discuss and Vote for up to Four Candidates for the SDRMA's Board of Directors on Resolution No. 2017-07

10. FISCAL YEAR 2017/18 MARKETING AND PROGRAM PLAN

Recommended Action: Receive, Discuss and Approve Fiscal Year 2017/18 Marketing and Program Plan

11. REPORT BACK ITEMS TO THE BOARD OF DIRECTORS

12. MATTERS TO AND FROM DIRECTORS

At this time, the Board and staff are provided the opportunity to speak on various issues. Direction by the President may be given; however, no action may be taken unless the Board agrees to include the matter on a subsequent agenda.

- a. LAFCO – Director Morrison

13. COMMITTEE REPORTS

- a. **Budget and Administration** – Chair Director Stanton, Vice Chair Director Blackmon and Alternate Director Morrison
- b. **CC&Rs** – Chair Director Morrison, Director McNeil and Alternate Director Mohr
- c. **Fire and Emergency Services** – Chair Director Morrison, Vice Chair Director McNeil and Alternate Director Blackmon
- d. **Parks and Recreation** – Chair Director Blackmon, Vice Chair Director Mohr and Alternate Director Morrison

AGENDA

ADJOURNMENT

An AGENDA in FINAL FORM is located in the Reception area in the District Office as well as each of the Cameron Park Fire Stations. Additionally, a copy of the FINAL AGENDA is available on the District's website at www.cameronpark.org. Support material is available for public inspection at the receptionist counter in the District Office. Sessions of the Board of Directors may be recorded and members of the audience are asked to give their name and address before addressing the Board.

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Such writings will be made available in appropriate alternative formats upon request by a person with a disability, as required by Section 202 of the Americans With Disabilities Act of 1990 (42 U.S.C. § 12132) and the Federal Rules and Regulations adopted in implementation thereof.

A person with a disability who requires a modification or accommodation in order to participate in a public meeting of the Board of Directors may, five (5) days prior to the date scheduled for a regular meeting of the Board of Directors, contact the District Office at 2502 Country Club Drive, Cameron Park, CA 95682, phone number: (530) 677-2231 to request a disability related modification or accommodation in order to attend the meeting, or to request auxiliary aids or services in order to enable such person to understand the proceedings at such meeting.

Board of Directors Meeting
Cameron Park Community Services District
2502 Country Club Drive, Cameron Park, California



Wednesday, May 17, 2017 6:30 p.m. Regular Meeting

Board of Directors
SCOTT MC NEIL(SM), President
HOLLY MORRISON (HM), Vice-President
Directors: AMY BLACKMON (AB), MARGARET MOHR (MM), GREG STANTON (GS)

CALL TO ORDER – 6:30 p.m.

ROLL CALL – SM, HM, MM, GS AB was absent

PLEDGE OF ALLEGIANCE

ADOPTION OF THE AGENDA AND APPROVAL OF CONSENT CALENDAR

Board members, staff and members of the public may request an item be pulled from the Consent Calendar for discussion. The Board will make any necessary additions, deletions, or corrections to the Agenda, determine matters to be added to or removed from the Consent Calendar, and with one motion adopt the Agenda and approve the Consent Calendar.

Motion to adopt the Agenda and approve the Consent Calendar with the following revisions:

- *Director Mohr was at the meeting but arrived late and Director Blackmon was absent.*
- *Conformed Agenda of April 27, 2017, under "Reconvene to Open Session and Report out of Closed Session," change the word "contact" to "contract."*

*GS/MM - Motion passed
Ayes – SM, HM, MM, GS
Noes – None
Absent – AB
Public Comment - None*

MOMENT OF RECOGNITION

This allotted time provides an opportunity for the Board of Directors to express appreciation to members of the community, District staff, or the Board for extra efforts as volunteers, committee members or community-minded citizens.

Director McNeil recognized the new Interim General Manager, Richard J. Ramirez.

PRESENTATION

This allotted time provides an opportunity for the Board of Directors to receive guest speakers who have been invited to present items to the Board that are of interest to the District.

- Cameron Park Pickle Ball Club – Scott Gross and Chet Brewer

OPEN FORUM

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Bill Carey, Dave Gelber, Barbara Rogers, Gerald Lillpop, Scott Ousley

BEGINNING OF CONSENT CALENDAR

1. **APPROVAL OF DRAFT CONFORMED AGENDAS**
 - a. Board of Directors' Regular Meeting, April 19, 2017
 - b. Board of Directors' Special Meeting, April 25, 2017
 - c. Board of Directors' Special Meeting, April 27, 2017

2. **STAFF REPORTS**
 - a. General Manager's Report – Oral
 - o General Counsel Search
 - b. Fire Department Report
 - c. Recreation Department Report
 - d. Parks Department Report

3. **FINANCIAL REPORTS** – *Note: These reports were not included in the agenda packet.*
 - a. Preliminary Financial Report
 - b. Check Register
 - c. General Manager's Credit Card Activity (Interim General Manager will not have a credit card)

END OF CONSENT CALENDAR

DEPARTMENT MATTERS

For Purposes of the Brown Act §54954.2 (a), the numbered items on this Agenda provide a brief description of each item of business to be transacted or discussed. Recommendations of the staff, as shown, do not prevent the Board from taking other action.

4. **ITEMS REMOVED FROM THE CONSENT CALENDAR FOR DISCUSSION**

5. **PUBLIC NOTICE: EL DORADO DISPOSAL/WASTE CONNECTIONS PUBLIC HEARING. REPRESENTATIVES FROM EL DORADO DISPOSAL WILL PRESENT THE ANNUAL REPORT OF SOLID WASTE COLLECTIONS, EL DORADO DISPOSAL/WASTE CONNECTIONS, WITHIN THE SCOPE OF THE FRANCHISE AGREEMENT, HAS REQUESTED A RATE INCREASE**

Recommended Action: Receive, Discuss and Approve Rate Increase and Adopt Resolution No. 2017-04 with a Board Poll Vote

Motion to approve the El Dorado Disposal/Waste Connections rate increase at the revised rate of 2.59% and adopt Resolution No. 2017-04.

*GS/MM - Motion passed
Ayes – SM, HM, MM, GS
Noes – None
Absent – AB
Public Comment - None*

6. **CAL FIRE EMERGENCY COMMAND CENTER (ECC) 2016 ANNUAL REPORT: PRESENTED BY DEPUTY CHIEF BRIAN ESTES, CAL FIRE AMADOR/EL DORADO UNIT**

Recommended Action: Receive, Discuss and File

- 7. **RESOLUTION DIRECTING PREPARATION OF THE ENGINEER’S REPORT FOR THE CONTINUATION OF THE ANNUAL ASSESSMENTS FOR THE LANDSCAPING AND LIGHTING DISTRICTS: AIRPARK, UNIT 6, UNIT 7, UNIT 8, VIEWPOINTE, GOLDORADO, UNIT 11, UNIT 12, CAMERON WOODS 1-4, BAR J15-A, BAR J15-A NO. 2, BAR J 15-B, CREEKSIDE, EASTWOOD, DAVID WEST, CAMBRIDGE OAKS, NORTHVIEW, CAMERON VALLEY, CAMERON WOODS 8, SILVER SPRINGS AND BAR J14-A NO. 2.**

Recommended Action: Receive, Discuss and Approve Resolution No. 2017-03 with a Board Poll Vote

Motion to approve Resolution No. 2017-03.

GS/HM - Motion passed

Ayes – SM, HM, MM, GS

Noes – None

Absent – AB

Public Comment – Roberta Rimbault

- 8. **ACCOUNTABILITY ACT REPORT FISCAL YEAR 2015/16**

Recommended Action: Receive, Discuss and File

- 9. **FISCAL YEAR 2017/18 GENERAL FUND BUDGET: INCLUDING PARK IMPACT FEE – BOCCE BALL**

Recommended Action: Receive and File - Brief Oral Report by Interim General Manager Richard Ramirez

- 10. **REPORT BACK ITEMS TO THE BOARD OF DIRECTORS**

- 11. **MATTERS TO AND FROM DIRECTORS**

At this time, the Board and staff are provided the opportunity to speak on various issues. Direction by the President may be given; however, no action may be taken unless the Board agrees to include the matter on a subsequent agenda.

- a. **LAFCO** – Director Morrison

HM – Hopes the community will allow the staff and the Interim General Manager the time to get to the bottom of everything. Thanked staff for their work during these difficult times.

GS - Thanked Mr. Ramirez for coming on board and the staff for all their work. Also thanked CALFire for their presentation. Recognized Mr. Eickart for his birthday. Suggested distributing information on burn days.

SM - Staff has done a great job.

- 12. **COMMITTEE REPORTS**

- a. **Budget and Administration** – Chair Director Stanton, Vice Chair Director Blackmon and Alternate Director Morrison

Discussing budget as well as paper usage.

- b. **CC&Rs** – Chair Director Morrison, Director McNeil and Alternate Director Mohr

Did not meet.

- c. **Fire and Emergency Services** – Chair Director Morrison, Vice Chair Director McNeil and Alternate Director Blackmon

Received report from Chief Smith on Weed Abatement Program. Working on issue with Weed Abatement Ordinance.

- d. **Parks and Recreation** – Chair Director Blackmon, Vice Chair Director Mohr and Alternate Director Morrison

Combination pool/Cameron Park Lake pass sales did well, exceeded revenue, and hope to sell them online next year. The Marketing Plan is being revised. Summer Spectacular and Truck and Tunes are coming up.

ADJOURNMENT – 8:01 p.m.

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Board of Directors Meeting
Cameron Park Community Services District
2502 Country Club Drive, Cameron Park, California



Monday, May 22, 2017

5:30 p.m. Special Meeting
Board will convene into
Closed Session after Public Comment

Board of Directors

SCOTT MC NEIL(SM), President
HOLLY MORRISON (HM), Vice-President
Directors: AMY BLACKMON (AB), MARGARET MOHR (MM), GREG STANTON (GS)

CALL TO ORDER – 5:30 p.m.

ROLL CALL – SM, HM, AB, GS MM arrived late

PLEDGE OF ALLEGIANCE

ADOPTION OF THE AGENDA

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Motion to adopt the agenda with the following revision:

- *Add the appointment of the Interim General Manager as a member of the negating team for labor relations.*

HM/GS - Motion passed

Ayes – SM, HM, AB, GS

Noes – None

Absent - MM

OPEN FORUM

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None

DEPARTMENT MATTERS

For Purposes of the Brown Act §54954.2 (a), the numbered items on this Agenda provide a brief description of each item of business to be transacted or discussed. Recommendations of the staff, as shown, do not prevent the Board from taking other action.

1. INTERVIEW RESPONDENTS TO THE DISTRICT’S REQUEST FOR PROPOSAL (RFP) FROM INDIVIDUALS AND FIRMS TO PROVIDE LEGAL SERVICES TO THE DISTRICT

Recommended Action: Conduct General Legal Counsel Candidate Interviews and Provide Direction as Appropriate

PUBLIC COMMENT

At this time, members of the public may speak on any closed session agenda item.

Closed Sessions may be called as necessary for personnel, litigation, and labor relations or to meet the negotiator prior to the purchase, sale, exchange or lease of real property. Members of the public may address the Board prior to closing the meeting.

CONVENE TO CLOSED SESSION

The Board will recess to Closed Session to discuss the following item:

- “Labor Negotiations” Government Code Section 54957.6.

RECONVENE TO OPEN SESSION AND REPORT OUT OF CLOSED SESSION

Pursuant to Government Code §54957.1, the legislative body of any local agency shall publicly report any action taken in closed session and the vote or abstention of every member present thereon.

Nothing to report out.

ADJOURNMENT – 8:28 p.m.

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Board of Directors Meeting
Cameron Park Community Services District
2502 Country Club Drive, Cameron Park, California



Tuesday, May 23, 2017 5:30 p.m. Special Meeting

Board of Directors
SCOTT MC NEIL(SM), President
HOLLY MORRISON (HM), Vice-President
Directors: AMY BLACKMON (AB), MARGARET MOHR (MM), GREG STANTON (GS)

CALL TO ORDER – 5:30 p.m.

ROLL CALL – SM, HM, AB, GS MM was absent

PLEDGE OF ALLEGIANCE

ADOPTION OF THE AGENDA

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Motion to adopt the agenda.

*GS/HM – Motion passed
Ayes – SM, HM, AB, GS
Noes – None
Absent – MM*

OPEN FORUM

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None

DEPARTMENT MATTERS

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1. INTERVIEW RESPONDENTS TO THE DISTRICT’S REQUEST FOR PROPOSAL (RFP) FROM INDIVIDUALS AND FIRMS TO PROVIDE LEGAL SERVICES TO THE DISTRICT

Recommended Action: Conduct General Legal Counsel Candidate Interviews and Provide Direction as Appropriate

ADJOURNMENT – 9:08 p.m.

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Board of Directors Meeting
Cameron Park Community Services District
2502 Country Club Drive, Cameron Park, California



Monday, June 12, 2017 5:30 p.m. Special Meeting

Board of Directors
SCOTT MC NEIL(SM), President
HOLLY MORRISON (HM), Vice-President
Directors: AMY BLACKMON (AB), MARGARET MOHR (MM), GREG STANTON (GS)

CALL TO ORDER – 5:30 p.m.

ROLL CALL – SM, HM, GS MM arrived late and AB was absent

PLEDGE OF ALLEGIANCE

ADOPTION OF THE AGENDA

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Motion to adopt the agenda.

*GS/HM – Motion passed
Ayes – SM, HM, GS
Noes – None
Absent – AB, MM*

OPEN FORUM

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None

DEPARTMENT MATTERS

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1. CONTINUE DISCUSSION ON NEXT STEPS FOR INTERVIEWING GENERAL COUNSEL CANDIDATES TO PROVIDE LEGAL SERVICES TO THE DISTRICT

Recommended Action: Review, Discuss and Provide Direction as Appropriate

Consensus to conduct second interviews with selected legal firms.

2. **REVIEW PROPOSALS FROM FULL-SERVICE ACCOUNTING FIRMS AND CONSIDER AUTHORIZING THE INTERIM GENERAL MANAGER TO RETAIN A FIRM AS ACTING FINANCE DIRECTOR**

Recommended Action: Review, Discuss, Select a Full-Service Accounting Firm and Authorize the Interim General Manager to Retain the Firm as Acting Finance Director

Motion to engage VTD Accounting.

GS/HM – Motion passed

Ayes – SM, HM, MM, GS

Noes – None

Absent - AB

ADJOURNMENT – 6:05 p.m. - Adjourned to the Board of Directors' special meeting on Thursday, June 15, 2016.

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Board of Directors Meeting
Cameron Park Community Services District
2502 Country Club Drive, Cameron Park, California



Thursday, June 15, 2017 6:00 p.m. Special Meeting

Board of Directors
SCOTT MC NEIL (SM), President
HOLLY MORRISON (HM), Vice-President
Directors: AMY BLACKMON (AB), MARGARET MOHR (MM), GREG STANTON (GS)

CALL TO ORDER – 6:03 p.m.

ROLL CALL – SM, HM, MM AB and GS Absent

PLEDGE OF ALLEGIANCE

ADOPTION OF THE AGENDA

Board members, staff and members of the public may request an item be pulled from the Consent Calendar for discussion. The Board will make any necessary additions, deletions, or corrections to the Agenda, determine matters to be added to or removed from the Consent Calendar, and with one motion adopt the Agenda and approve the Consent Calendar.

Motion to adopt the agenda.

*HM/MM – Motion passed
Ayes – SM, HM, MM
Noes – None
Absent – AB, GS*

OPEN FORUM - None

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DEPARTMENT MATTERS

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1. **CONDUCT SECOND INTERVIEWS WITH SELECTED LAW FIRMS TO PROVIDE LEGAL SERVICES TO THE DISTRICT**

Recommended Action: Review, Discuss and Action as Appropriate

Motion to select the Prentice Long & Epperson firm for the Cameron Park Community Services District’s attorney and have the General Manager reach out to them to pin down the nuances as to their fees, what kind of latitude they have and report back to the Board.

*SM/MM – Motion passed
Ayes – SM, HM, MM
Noes – None
Absent – AB, GS*

ADJOURNMENT – 7:45 p.m.

An AGENDA in FINAL FORM is located in the Reception area in the District Office as well as each of the Cameron Park Fire Stations. Additionally, a copy of the FINAL AGENDA is available on the District's website at www.cameronpark.org. Support material is available for public inspection at the receptionist counter in the District Office. Sessions of the Board of Directors may be recorded and members of the audience are asked to give their name and address before addressing the Board.

Any written document that relates to an agenda item for an open session of a regular meeting of the Board of Directors of the District which is distributed less than 72 hours prior to the meeting shall be made available for public inspection at the same time the writing is distributed to all, or a majority of all, of the members of the Board of Directors of the District. Such written documents will be made available at the District Offices located at 2502 Country Club Drive, Cameron Park, CA 95682.

Such writings will be made available in appropriate alternative formats upon request by a person with a disability, as required by Section 202 of the Americans With Disabilities Act of 1990 (42 U.S.C. § 12132) and the Federal Rules and Regulations adopted in implementation thereof.

A person with a disability who requires a modification or accommodation in order to participate in a public meeting of the Board of Directors may, five (5) days prior to the date scheduled for a regular meeting of the Board of Directors, contact the District Office at 2502 Country Club Drive, Cameron Park, CA 95682, phone number: (530) 677-2231 to request a disability related modification or accommodation in order to attend the meeting, or to request auxiliary aids or services in order to enable such person to understand the proceedings at such meeting.

Cameron Park Fire Department

In Cooperation with

CAL FIRE



3200 COUNTRY CLUB DRIVE
CAMERON PARK, CA 95682
Weed Abatement (530)-672-7358
Business (530) 677-6190

Item #2a.

WEED ABATEMENT SPECIALIST UPDATE FOR JUNE FIRE COMMITTEE

- Continued receiving phone calls from residents regarding the Hazard Abatement Letter sent 4-6-2017. Calls and messages are documented on the 2017 Weed Abatement Call Log and in each individual file.
- Phone calls to date:
 - 188 since letters sent 4/6/17
 - 241 calls total since 2/6/17
- Completed 75 lot re-inspections with 56 more lots in compliance.
- Out of our total of 396 lots, 239 passed, 122 failed, 6 lots are not accessible, 29 with discrepancies from what is stated in county records and our visual findings. This brings our current totals to 66% in compliance and 34% not in compliance. We are currently following up with several property owners and working with them to get their lots in compliance with the Ordinance. We are emailing owners vendor lists, Ordinance copies and other resources that they may ask for. We also have met with lot owners at their property to provide them with further instructions and what work needs to be completed on their lots. With continued follow up and support to property owners, our compliance percentage continues to rise.
- In April, two vacant lot owners of large parcels expressed that they wanted to appeal our Hazard Abatement Notice as stated in Section 10 of the Ordinance. After discussions with the property owners, meetings with the owners on-site and our willingness to work together with them, they withdrew their appeal and will begin clearing their properties, as agreed upon. **UPDATE:** Both owners have started to clear their lots and have made progress toward meeting the agreed upon standards between themselves and Battalion Chief/Fire Marshal Michael Smith.
- Started to create a list of properties for potential lien process. Prepared an agenda transmittal for a total of 5 properties to potentially lien, which includes a detailed property description, time spent on inspections, etc. The 5 properties chosen present as a severe fire hazard to various Cameron Park neighborhoods. In addition, we have been unsuccessful in gaining contact with the property owners to work out solutions.
- Met with Gabrielle Quillman from the California Department of Fish & Wildlife regarding vacant Cameron Park lots whose owners state that their lots contain endangered and or rare plant species. We visited a total of 4 lots. According to Ms. Quillman, "state rare and threatened plant species are protected under state law pursuant to Fish and Game Code sections 1900 *et seq.*, but there is an exemption for fire-control activities. Meaning that

brush clearing for fire control, even if state-listed plant species are incidentally removed during the activity, it is not prohibited and does not require a permit as long as you notify the California Department of Fish and Wildlife (CDFW) beforehand.” She also mentioned that Federal law supersedes State law in regards to this and that we should verify with Federal Fish & Wildlife before clearing lots with endangered/rare plant species. We are waiting for Ms. Quillman to send us a report summarizing her findings of rare plants on the lots we visited so that we may document the property files.

- Spoke with Richard Kyper from the U.S. Fish & Wildlife Service in regards to clearing properties with endangered/rare plant species. He stated that his branch does not recognize or list any current endangered/rare plant species on the federal level in Cameron Park. In addition, there is nothing in place on the federal level to prevent weed abatement and clearing of properties. He did suggest having someone to tag the plants before weed abatement begins.
- Relayed the information from the State and Federal Fish & Wildlife Departments to the owner of the vacant lot on Sabana Drive. Battalion Chief/Fire Marshal Smith and Ms. Paye inspected the property again. They came up with a plan for clearance and notified the property owner of the standards and expectations.
- Continued very lengthy discussions with an owner of a 2 acre vacant lot toward the north end of Cameron Park Drive. The parcel borders the north end of the airport and Cameron Park Unit 11 Condos to the west. The lot is thick with brush, trees and weeds and poses a threat of fire danger to surrounding neighbors and businesses. B.C/F.M. Smith and Ms. Paye met with the owner at his lot and offered him several options for clearance so that his property will be in compliance with the Ordinance. Since the meeting, Ms. Paye has talked with the owner at least 5 more times via the phone.

Prevention Duties- June

Item #2a.

OVERVIEW OF CAMERON PARK WEED AND RUBBISH ABATEMENT

- See June Fire Committee Update Summary and unimproved parcel spreadsheet.

ON GOING DEVELOPMENT PROJECTS

- **Bass Lake Estates – 36 lot, single family residential subdivision**
TAC Letter due Jan 30th and TAC Meeting on Feb 6th. All road widths, additional fire hydrants, Title 14 Standards approved. Lebeck Young Engineering wants six (6) one-year extensions to this project.
- **Sierra Sunrise – 18 lot, single family residential subdivision**
Fire Flow Letter has been written for this project
- **Brooks – 1.87 acre single family residential subdivision**
Fire Flow and TAC Letters has been written for this project. TAC meeting held on October 3rd for this project.
- **Cameron Hills – 41 residential lots and 5 lettered lots**
Plans are in my office for review and a conditions letter will be written shortly.
- **Rancho Tierra – 69- 86 Lot Residential Subdivision**
Wrote Fire Flow Letter for this project. Request to revise subdivision letter to have this project contain 86 individual residential lots.
- **Possible Subdivision off of Green Valley – 42 New Residential Lots (Cameron Ridge)**
TAC Letter written, awaiting TAC meeting date.
- **Creekside Apartment Complex – 24 units, 3 commercial buildings with offices**
TAC Letter written, TAC meeting held, project going forward
- **Bell Woods Subdivision – West of Knollwood – 54-unit residential subdivision**
Originally 20% in Cameron Park / 80% in EDH, now ALL subdivision is within Cameron Park with the only entrance coming in from Hollow Lane of Bass Lake Rd – Asking for six - 1 year extensions.

Prevention Duties- June

Item #2a.

- **Ponte Palmero Phase 2**
EIR Letter was written to the county, Fire Safe Plan completed and sent to developer. Waiting for civil plans from Ponte Palmero on a 50,510 square feet, 44 unit Community Care Facility, 53,690 square feet, 46 room Assisted Living Facility and a 11,450 square feet Club House.
- **Cameron Glen Estates Phase 5 – 15 New Residential Lots – Winterhaven & Green Valley Road Area**
Plans for subdivision have been dropped off into the prevention office. Condition letter written for residential subdivision and given back to owner. TAC meeting held, owners are breaking ground for construction development.

TENANT IMPROVEMENT / INSPECTIONS / PROJECTS

- **Tenant Improvement – 1040 Camerado Drive – Strategic Data Systems**
This is a tenant improvement project involves the construction of a new office area within an unoccupied shell building. Plans reviewed, approved with a conditions letter, back with project manager to start working on project.
- **Tenant Improvement – 2580 Merrychase Drive – Arco AM/PM**
This is a tenant improvement project to include remodeling the carwash. Carwash will add 288 sq.ft. for tire detailing area. This will also reconfigure the dryer section. TAC letter written on April 25th for this project. TAC meeting held on 5/1/17. Co. planner will be issuing a permit in the next couple of weeks for project to submit plans to fire department.
- **Tenant Improvement – 3008 Green Valley Road Ste #2 – Jamba Juice**
This is a tenant improvement project to include remodeling this suite in a single story commercial strip mall. Plans reviewed, approved with conditions letter, back with project manager starting construction.
- ~~**Tenant Improvement – 3490 Palmer Drive Ste #3A – Subway (Sprinkler)**~~
This is a tenant improvement project involving a minor sprinkler modification to the walk-in cooler/freezer. Sprinkler plans reviewed, approved with a conditions letter, back with project manager to start working on project.

FINALED

Prevention Duties- June

Item #2a.

- **Tenant Improvement - 3500 Palmer Drive – CVS Pharmacy**
This is a tenant improvement project involves the construction of closing the openings of a wall, creating new hallway and door, upgrading restrooms within a mercantile occupancy type building. Plans reviewed, approved with a conditions letter, back with project manager to start working on project.
- **Tenant Improvement - 3380 Coach Lane – Safeway Store #1618**
This is a tenant improvement project involves the construction of a new produce work area and three new retail cases, possible altering fire sprinklers within a mercantile occupancy type building. Plans reviewed, approved with a conditions letter, back with project manager to start working on project.
- **Tenant Improvement - 3435 Robin Lane, Bldg #7**
This is a tenant improvement project involves the construction of a new office area within an unoccupied shell building. Plans reviewed, approved with a conditions letter, back with project manager to start working on project.
- **Tenant Improvement - 3435 Robin Lane, Bldg #7 (Sprinkler)**
This is a tenant improvement project involves the construction of a new office area within an unoccupied shell building. Sprinkler plans reviewed, approved with a conditions letter, back with project manager to start working on project.
- **Fire Alarm System and Panel Upgrade - 3500 Robin Lane – JM Eagle**
Installation of new cell communicator to existing commercial Fire Control Unit, this will eliminate the telephone line but still have sprinkler supervision to all sprinkler flow and control valves; Knox Box will be installed. Plans reviewed, approved with a conditions letter, back with project manager to start working on project.
- ~~**3572 Chelsea Road – New Single Family Residence**~~
Plans for a new single family residence submitted, will see if it complies with Title 14 State Fire Safe Regulations. CSD CCR office approved plans – Plans submitted, approved and signed off in County LMIS system. **COMPLETED**
- **Sprinkler Tenant Improvement – 3000 Green Valley Road, Ste #8 - Sierra Laundry Coin Wash**
This is a tenant improvement project involves the construction of a new laundry facility in a multi-business strip mall building. Sprinkler plans reviewed, approved with a conditions letter, back with project manager to start working on project.

Prevention Duties- June

Item #2a.

- ~~3392 Covello Circle – New Single Family Residence~~
Plans for a new single family residence submitted, will see if it complies with County DISM. CSD CCR office approved plans – Plans submitted, approved and signed off in County LMIS system. **COMPLETED**
- ~~3609 Montclair Road – New Single Family Residence~~
Plans for a new single family residence submitted, will see if it complies with County DISM. CSD CCR office approved plans – Plans submitted, approved and signed off in County LMIS system. **COMPLETED**
- **Sprinkler Tenant Improvement – 1040 Camerado Drive – Strategic Data Systems, Inc. (SDSI)**
This is a tenant improvement project involves the construction of new offices in a multi-business building. Sprinkler plans reviewed, approved with a conditions letter, back with project manager to start working on project.
- ~~3629 Montclair Road – Tenant Improvement – Single Family Residence~~
Plans for a tenant improvement single family residence submitted, will see if it complies with CFC and CBC. County personnel approved for CSD CCR officer. Plans submitted, approved and signed off in County LMIS system. **COMPLETED**
- **Fire Alarm Panel Upgrade Marshall Medical Center, Bldg #303**
Installation of new cell communicator to existing commercial Fire Control Unit, this will eliminate the telephone line but still have sprinkler supervision; Plans reviewed, approved with a conditions letter, back with project manager to start working on project.
- ~~Tenant Improvement – 3000 Green Valley Road, Ste #8 – Sierra Laundry Coin Wash~~
Owner re-submitted plans with different options regarding LPG tank locations. Option 1 was approved which included LPG tank to be underground, taking up three parking stalls. All codes will be followed including vehicle impact protection devices. LPG underground plans have been submitted, approved, and two 500 gallon tanks have been installed. **Installed and FINALED**
- **Tenant Improvement – Cameron Park Airport**
This is a tenant improvement project to include a 30 foot tall freestanding aluminum radio/weather/mast tower. Plans have been submitted. Plans reviewed, approved with a conditions letter, back with project manager to start working on project.

Prevention Duties- June

Item #2a.

- ~~3233 Chasen Drive – Underground Propane~~
Plans for a 500 gallon underground LPG replacement tank at a single family residence. – . Plans submitted, reviewed and approved with conditions letter. Met JS West out at project site, oversaw installation. **COMPLETED**
- **New Building - New West Haven II**
Notice grading work going on outside New West Haven II. Talked with General Contractor who advised phase 2 with another building will be going in. There is only a fire flow letter written back in 2012. He will submit site and new building plans to FD and County. Site plans are in the process of being submitted.
- ~~3225 Cessna Drive – New Single Family Residence~~
Plans for a new single family residence submitted, will see if it complies with County DISM and Title 14. CSD CCR officer approved plans – Plans submitted, approved and signed off in County LMIS system. **COMPLETED**
- **Chevron Gas Station, Carwash, Convenience Store and Restaurant**
Fire flow letter has been written for a new gas station, carwash, convenience store and restaurant located on the corner of Cambridge Road and Knollwood Drive intersection. Site Plan letter has been written. General plan review has been completed and letter has been written awaiting pickup from contractor.
- **Nina's Nails – Burke Junction Building**
This is a tenant improvement project to include remodeling this suite and a second suite, partially taking out a wall to accommodate this project. Plans reviewed, approved with conditions letter, back with project manager to start working on project. Final failed on 2/20, contractor will set up another appointment when all items have been completed.
- **Couch & Hammond Dentistry**
Installation of new cell communicator to existing commercial Fire Control Unit, this will eliminate the telephone line but still have sprinkler supervision; awaiting plans and documentation for project from Signal Service before installation and acceptance test. Plans reviewed, approved with a conditions letter, back with project manager to start working on project. Alarm system inspection failed, waterflow alarm device, on Feb. 6th, did not activate.

Prevention Duties- June

Item #2a.

- **Cameron Park Physical Therapy**
Installation of new cell communicator to existing commercial Fire Control Unit, this will eliminate the telephone line. Waiting on plans and documentation from Signal Service before approving installation and acceptance test.
- **Cameron Park Village – Upgrade Fire Alarm System**
Fire alarm plans submitted for review have been completed and ready for pick up. Once contractor has installed new system, inspection will occur.
- **Burke Junction Shopping Center – Updating Buildings A,B,C,D,E with Fire Alarm Monitoring Systems**
Failed alarm final on 2/10, installing Knox Boxes and fire alarm devices on buildings, will re-schedule final inspection. Plans have been submitted for duct smoke protection in hvac system.
- **Verizon Cell Tower – 1010 Camerado (Blacksheep)**
Plans reviewed, approved with a conditions letter, back with project manager to start working on project. Sprinkler Plans have been submitted, approved with conditions letter, back with project manager.
- **Lawrence J Alexander Building**
Fire Alarm submittal to put in fire alarm system in current building, Fire Alarm plans approved, awaiting call from owner for final.
- **Gold Country Hardware – Cameron Park Drive**
Plans submitted, reviewed and created approval letter with conditions, awaiting project manager/owners call to final.

B2/BUSINESS LICENSE INSPECTIONS

- Total for the month = 8
 - Passed = 8
 - Failed = 0
 - Total Staff Hours = 20

Fire Prevention Officer Association Meeting

- See Attached



El Dorado County Fire Prevention Officer's Association

501 Main Street, Diamond Springs, CA 95619
Business: 530-626-3190 Fax: 530-626-3188

Meeting Minutes

April 20, 2017

501 Main Street, Diamond Springs, CA

The meeting was called to order at 9:05 am

The sign-in sheet was passed around.

Approval of Minutes – A motion to approve the minutes from the March meeting was made by Mike Bruno. Motion seconded by Ken Earle. Motion approved.

Approval of Agenda – Book Case was added under New Business, Arson Task Force Trailer was added under Old Business. A motion to approve the agenda as amended was made by Ken Earle. Motion seconded by Dan Skubal. Motion approved.

Treasurer's Report – Tuthill/Cox/Earle Balance - \$3,520.65
Marshal explained memberships. Earle said the Training Officer's Association is a 501C-3 and that we could run fund raising through them for prevention training.

Correspondence or Communications – None

Agency Reports

Building Services – Tom Burnette

- Tom handed out a Draft of the revised Title 14-Fire Safe Regulations. The County will be setting up a team. He will send it out electronically. He also handed out the timeline for the Trakit project implementation. He also told us that the Land Development Manual is being revised by William McCloud. The Board of Supervisors re-organized Development Services. They are going back to having departments. Richard Taylor is the new Commercial Building Inspector and will be the new representative for the FPO's.

EID – Marc Mackay

- Department is very busy.

Cal Fire – Darin McFarlin

- Growlersberg Crews are doing clearance from 50 to Ice House with the Forest Service – 300 ft. on the North Side Shaded Fuel Break.

Fire Districts

- Cameron Park – Jamba Juice approved last night.
- DSP – Still working with the owner that is storing Ethanol along with Chris Simonson from the Building Department. Discovered an unlicensed, unpermitted spray booth. Working with a Hazmat facility that is storing 5000 gallons of sulfuric acid.
- Meeks Bay – One of their Type I KME Engines is ALS now. Multiple Subdivisions are under construction and busy doing repairs from all the flooding. The Fire Code has already helped them in the case of LPG's, They started a Defensible Space Project North of Emerald Bay at Paradise Point.

- Garden Valley – Dion Nugent – Working to develop a wildland fire plan for a camp.
- El Dorado Hills - R.V. Boar Storage off of Latrobe is updating their sprinkler system. Wetzel Oviatt at the S. end of EDH has been annexed into Latrobe. The retirement facility is almost done. They had to add Standpipes to their Manual Wet System. Wilson Estates opened up a second access.

Forest Service – Denise Rice

- Doing a Live Fire Burn along Pea Vine Ridge in mid-June. Also will be burns in Swansboro & Pacific Springs. They are currently working on making the forest accessible after the winter storms. The Forest Service will be doing Education at the County & State Fairs this year.
- Fire Safe Council – Bruce Dickson – The CWPP has been finalized. Everyone will get their own copies next month. It may also be viewed on the website. They are working on getting project shovel ready. Public Outreach – May is Wildfire Preparedness Day at Pollock Pines and Mosquito Fire Departments. The S. County Large Animal Rescue will be at the Placerville Community Hall. The Chipper and Dumpster Programs are still suspended. They are looking for money from none-governmental agencies.

Education

- Fire Prevention 3A – May 22 – May 26 - 8 am until 5 pm \$495.
- Signal Service Alarm Class – October 24, 2017 at DSP.

New Business

1. Request to purchase Book Case for library received from Hugh Counsel. Received Code Books that date back to the 1800's. They will live at DSP but Ken is looking for a 48" x 84" Metal Book Shelf/Cabinet to keep them in. He found one at United Corporate Furnishings for \$1,000. The FPO's don't want to spend that much on them. It was suggested that he check with Growlersberg to see if they could make one and also David Rodriguez said that North Tahoe is getting rid of a file cabinet that might work. Ken to call David. The FPO's agreed to allow Ken to us \$500 of our funds once the alternative suggestions were exhausted. A motion to allow Ken Earle to use \$500 of FPO Funds to purchase a Cabinet/Shelves was made by Marshall Cox. Motion was seconded by Mike Smith. The motion passed 8 to 0 with 4 members absent.

Old Business

1. By-Laws – Marshall to send changes.
2. Model Rocket Standard – Please review. We will vote next month.
3. No Parking Fire Lane Standard was discussed. Research is needed to see if cones may be used during construction and whether or not the CHP would ticket if there is not a sign. Review next month.
4. The Arson Task Force Trailer is ready to be towed to Growlersberg it just needs to be scheduled with Paul Gaine or Mike Webb.

Meeting adjourned.

Next Meeting: May 18, 2017, 9:00 am Station 49



El Dorado County Fire Prevention Officer's Association

501 Main Street, Diamond Springs, CA 95619

Business: 530-626-3190 Fax: 530-626-3188

Agenda

June 15, 2017

Station 49 Conference Room

Meeting Call to Order

Roll Call: Sign In

Pledge of Allegiance

Approval of Minutes: Approval of Minutes from April 2017 meeting.

Approval of Agenda

Treasurer's Report – Balance \$3,399.81

Correspondence or Communications

Agency Reports

El Dorado County Development Services
El Dorado County Transportation Division
El Dorado Irrigation District
Cal Fire
Fire Districts
Fire Safe Council
US Forest Service

Education

1. Alarm Class – October 24, 2017 – Presented by Bay Alarm's Shane Clary at DSP

New Business

1. Title 14 County Review and Ratification – Update on Status
2. RCFE, Assisted Living Memory Care – I2, I2.1, R2.1 – Occupancy Classifications Roundtable

Old Business

1. By-Laws – Review Comments & Finalize.
2. Approve Model Rocket Standard for Regional Implementation
3. Review & Approve No Parking-Fire Lane Standard for Regional Implementation
4. Arson Trailer - Status

Good of the Order

Next Meeting: July 20, 2017

**Cameron Park Community Services District
Staff Report for May 2017**

To: Board of Directors
From: Tina Helm, Recreation Supervisor
Re Item #2b: Recreation Department Report
Recommended Action: Receive and File

UPCOMING EVENTS:

- Summer Spectacular – June 24th – Cameron Park Lake from 2-10pm. The largest CSD event of the year! Free Parking Shuttle available at Light of the Hills Church, Marshall Medical, Pleasant Grove Middle School and the Community Center. Enjoy the kids' carnival, swimming at the lagoon, refreshments, food and craft vendors, exhibitors, and live music by Ray 'Catfish' Copeland Band, Cantemus Youth Choir and Superlicious. End the evening with the most amazing fireworks show in the area. Entrance is \$4 when purchased in advance (ages 7 and up). Wristbands are \$6 day of the event (cash only day of). Advance kids' carnival wristbands are available at the Cameron Park CSD office for \$15 dollars or \$20 day of.
- Trucks & Tunes – June 28th – Christa McAuliffe Park form 5-8:30pm. An evening in the park with live music by Tigers of Youth, kids activities, vendors, and delicious food from Sacto Mofu food trucks. Bring chairs and picnic blankets to enjoy this fun family event.

WEBSITE/NEWSLETTER

- Google Analytics – old website compared to new – please find the audience overview information from the date range of April 24, 2016 to May 23, 2016 and April 24, 2017 to May 23, 2017. Attachment A.
- The April newsletter for 2016 was sent out to 3,534 recipients through Mailchimp. The 2017 April newsletter was sent out to 3,429 recipients through Mailchimp. This is a decrease of approximately 3% - which is 1% less than last month.

EASTER EGG HUNT: Activity report – Attachment B

COMMUNITY YARD SALE: Activity report – Attachment C

COMMUNITY CLEAN UP DAY: Stats from the Spring Cleanup day - Attachment D

NEW UPCOMING PROGRAMS:

June – Morning Water Aerobics, additional evening Water Aerobics classes, and A Men's Softball League

MARKETING:

- Recreation staff is spending a minimum of 15 minutes a day interacting through social media to promote programs and events within the community.
- As of June 13, 2017, there are 1,354 (30 more than May) page "Likes" on Facebook, 696 (3 more than May) followers on Twitter and 364 followers on Instagram (47 more than May).
- Please find some of the PSAs of the recent events and activities held in May.
- Please find the MailChimp campaign information from the email newsletter for June.

MEETINGS/TRAINING:

- May 3 – Staff met with In-Shape Sponsorship Outreach: connected to sponsor future events.
- May 4 – Staff attended YTRS Meeting: Organizing Camp-a-Palooza and conversation topic summer camp troubleshooting
- May 6 – Staff had a booth at the El Dorado County Kids’ Expo at the Fairground: Promoted upcoming programs and events to families.
- May 17 – Staff reached out to Umpqua Bank Sponsorship phone meeting: Discussed renewing their sponsorship for this year, but they declined for this year.
- May 18 – Staff attended the Shingle Springs/Cameron Park Chamber mixer at Sam’s Town Cyclery to promote upcoming events.
- May 24 – Staff attended the Shingle Springs/Cameron Park Chamber Luncheon to promote upcoming events. Melanie Mulholland from Wells Fargo was the guest speaker
- May 25 – Staff attended Blue Oak Elementary School Open House – had a CSD booth to promote upcoming programs and events to families
- May 25 – Staff attended Buckeye Elementary School Open House - had a CSD booth to promote upcoming programs and events to families
- May 26 – Kids Kamp Staff held staff training.
- May 31 – Staff attended Camerado Middle School Open House - had CSD booth to promote upcoming programs and events to families

**Cameron Park Community Services District
Facility Report May 2017**

COMMUNITY CENTER:

May rental activities included:

- Cornerstone Financial
- Pre-school Recital
- Party
- Memorial
- Wedding
- Student testing/training
- Mortgage Workshop
- Sierra Renaissance Society

Ongoing Rentals:

- EDCAR (El Dorado County Association of Realtors) – weekly
- MADD – court mandated class – bi-monthly
- El Dorado Camera Club – monthly

Please find attached the scheduled rentals from July to April of Fiscal Years 2013/14; 2014/15; 2015/16 and 2016/17 compared to the rentals during the same time period. This comparison is for the auditorium/classroom rentals and does not include the gym.

	2013/14 Facility Rentals July 2013- June 2014	number of rentals	2014/15 Facility Rentals July 2014- June 2015	number of rentals	2015/16 Facility Rentals July 2015- June 2016	number of rentals	2016/17 Facility Rentals July 2016- June 2017	number of rentals
July	\$1,038.31	11	\$2,012.35	25	\$4,880.35	25	\$3,387.76	19
August	\$1,187.82	12	\$2,728.10	27	\$4,952.91	22	\$2,522.85	21
September	\$3,945.76	14	\$3,569.26	24	\$8,013.45	26	\$1,665.51	18
October	\$1,573.32	12	\$4,665.70	20	\$11,728.00 **	32	\$7,485.51	24
November	\$3,447.16	14	\$3,579.76	18	\$4,352.96	29	\$3,205.96	18
December	\$3,909.28	18	\$2,884.52	20	\$5,021.04	22	\$4,832.71	24
January	\$3,426.45	15	\$3,605.66	21	\$3,712.96	19	\$3,993.75	17
February	\$4,269.51	15	\$1,958.26	17	\$4,303.13	28	\$3,350.60	14
March	\$3,499.26	17	\$4,222.26	23	\$2,489.70	22	\$5,243.42	22
April	\$2,491.70	20	\$2,366.40	23	\$5,789.43	25	\$4,823.00	20
May	\$3,226.61	19	\$2,932.66	21	\$3,144.26	20	\$4,493.47	24
	\$32,055.18	167	\$34,524.93	239	\$58,388.19	270	\$45,004.54	221

Budget	\$53,300	\$35,000	\$36,750	\$38,588
Percentage of	60%	99%	159%	117%

May 2016	Reservation Types	May 2017
14 Meetings		11 Meetings
3 Trainings		3 Training
1 Quincinerawith Kitchen Use		1 Wedding with Kitchen Use
1 Memorial		1 Memorial with Kitchen Use
		1 Recital
		1 Events
		2 Parties – 1 with Kitchen use & classroom

** October 2015 the facility was rented for a Film Production (\$8,500)

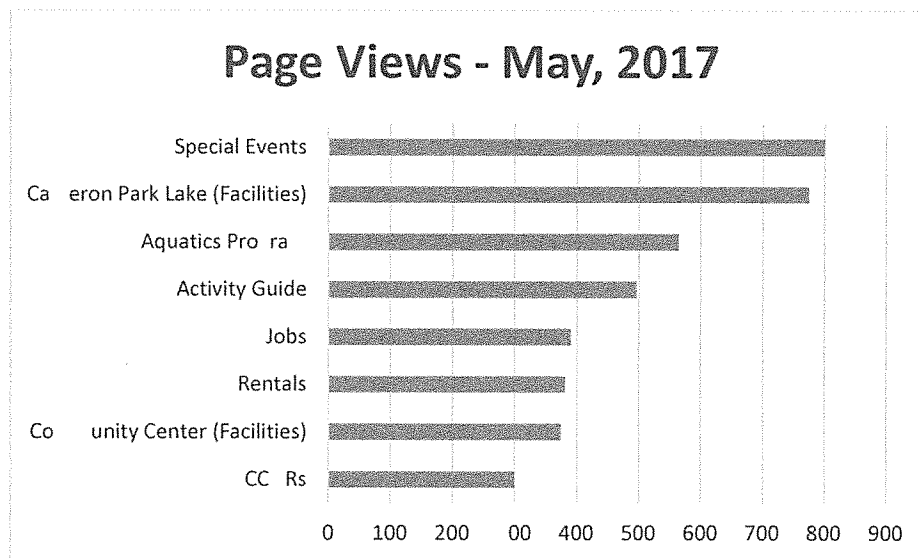
Exhibit A

Summary of Google Analytics on the Cameron Park Community Services District Website

The information below compares the data from April 24 to May 2 in 2016 and 2017.

Item	2016	2017	Difference
Sessions ¹	4,115	5,975	+45
Users ²	,089	4,422	+4
Pageviews ³	9,588	11,011	+6
Pages/Session ⁴	2.2	2.18	-6
Time Per Session ⁵	1:54	1:51	-2

Below are the most visited web pages:



¹ A "session" is defined as "a group of interactions that take place on the website within a given time frame." The session starts when a user enters the website and ends when they leave.

² "Users" defines how many people came to the website. Where sessions are created any time someone comes to the website, this number is unique to the number of people that came to the website and will not increase if someone comes multiple times.

The number of **pageviews** represents the overall number of times pages on the website have been viewed during the chosen time frame. If a user navigates through a few pages during their time on the website, this number will increase every time they access a page.

⁴ **Pages/Session** is an average representation of how many pages users visited during their time on the website.

⁵ **Time per session** measures how long users spent on the website.

from Girl Scout Troop 530, Ponderosa Key Club, and other volunteers helped at the event.

Food was available from Cameron Park Coffee and Deli and Lumpkin's Dirty Dogs Staff purchased 1000 pre-stuffed eggs this year. The plastic eggs from last year were stuffed by Cub Pack 700 – scouts, parents and siblings all helped. They stuffed approximately 2600 eggs with candy and toys.

Booths included State Farm Insurance, Fairytale Princess Parties, In Shape Fitness, Upcycled Treasures, Kovar's Satori Academy, and Wells Fargo Bank.

SUPPLIES AND RESOURCES:

Caution tape, wooden stakes, age group signs, PA system, tables, chairs, pop up tent, face paints, bounce house, and electrical cords were used.

EVALUATION:

The event was well attended. If children did not get an egg there were extras at the announcer's table as well as extra candy. People thanked the CSD for sponsoring this annual event.

Vendor's results below: out of a rating of 5.0

Booth Location	Booth Sales	Booth Traffic	Food/Beverages Available	Hours	Advertisin	Another Event?	
						Yes	No
4.66	4.67	4.67	4.66	5	4.	8	

Suggestions for next year:

- Continue to use the volunteers for the egg stuffing and the event activities.
- Purchase 1000 eggs already stuffed
- Guides working with Bunnies – keep them moving back to the photo area at the end of the hunt

ATTACHMENTS:

- Flyer
- Newspaper articles/pictures

**Cameron Park Community Services District
Activity Report**

EVENT: Yard Sale **DATE:** Saturday, April 22, 2017
LOCATION: Parking Lot at Community Center **TIME:** 8:00 am – 12:00 pm
ESTIMATED ATTENDANCE: about 250+ people
SUBMITTED BY: Tina Helm – Recreation Supervisor

◇ REVENUES:	\$ 800.00
• Space Sales 40 spots @ \$20	\$ 800.00
◇ EXPENDITURES:	\$ 390.10
• Flyers (design/printed)	\$ 66.72
• Yard signs/Banners	\$ 160.88
• Ad	\$ 10.00
• Staff day of event	\$ 107.50
◇ NET REVENUE:	\$ 409.90

PROGRAM DESCRIPTION:

The Yard Sale was held in conjunction with the Community Clean-Up Day. The Clean-Up event was located at Camerado School Parking lot from 8 am to 2 pm. The Vendor spaces were sold at a nominal fee - \$20 a spot and set up in the western part of the parking lot so that the spaces could be roped off and cars could still go around the parking lot. All 30 spaces were sold and assigned to people with numbers. Overflow was placed in the courtyard along the pool fence. Vendors could arrive at 6 am to set up their spots – they needed to be set up by 7:45 am. Vendors arrived at 5:55am to start setting up. People were here around 7am checking out what people were selling. Free ads were placed into The Windfall - yard sale section and a paid ad was placed into the Gold Panner. The event flyer was placed into The Windfall. On line ads were placed on the garagesalehunter.com, yardsalesearch.com, yardsales.net, garagesalefinder.com and garagesalecow.com. and Craigslist – Gold Country and Sacramento, Facebook, Next Door and Twitter. El Dorado Camera Club came and took pictures.

SUPPLIES AND RESOURCES:

Caution tape, sidewalk chalk and delineators were used. Larger flyers were put up in the parks and outside the Community Center.

EVALUATION:

A map with the location of spots was sent out on Thursday evening with the reminder about set up, food and location to park. Cameron Park Deli and Coffee Shop was a vendor and sold coffee, muffins, and sandwiches. The CSD had a booth at the event to promote upcoming programs and events. The weather was great – very hot - so lots of people showed up to buy items. Items were purchased as the vendors had less to take

home than what they started with!! Many of the vendors took their unsold items to Camerado School to donate them to hospice.

Vendor Evaluation Responses:

- See consolidated report below Scale of 1-5 (5= high and 1 = low)

Booth Location	Booth Traffic	Food/Bevs Available	Hours	Advertisin
4.80	4.40	4.22	4.00	4. 0

VENDOR'S SUGGESTIONS FOR NEXT YEAR:

- Longer hours – go till 1pm
- Loved it, we'll be back, great food
- More food options

STAFF SUGGESTIONS FOR NEXT YEAR:

- Continue to have a food/beverage vendor at the event.
- Have café/coffee ready earlier

ATTACHMENTS:

- Flyer
- Newspaper articles/pictures
- Vendor Evaluation
- Information given to each vendor day of



Cameron Park Community Services District
530-677-2231

Data from Spring Clean Day - 2017

Spring Clean-up event was held on April 22, 2017 at Camerado Middle School – 2480 Merrychase Drive.

244 vehicles went through the cleanup day

Data from Waste Connections

2017

37.5 tons MSW
8.39 tons green waste

2016

35.63 tons trash
3.70 tons of yard waste

Data from Snowline Hospice:

Please see below the Material Data in Pounds from the Cameron Park Clean Up.

2017

Ewaste	1,778lbs
Furniture	125lbs
Misc Household Goods	2,750lbs
TVs	1,508lbs
Linens/Clothing	333lbs
Total:	6,494lbs

2016

Ewaste	2,053lbs
Furniture	300lbs
Misc Household Goods	1,774lbs
TVs	2,374lbs
Linens/Clothing	786lbs
Total:	7,287lbs

2017 Yard Sale - held at the Cameron Park CSD Parking Lot from 8am to 12pm

Cameron Park CSD sponsored a Yard Sale Event that day as well with 40 vendors registered. 30 vendors were in the parking lot and the additional 10 were placed along the fence by the pool. All vendors showed up, the weather was great. There were approximately 300-350 people that came through the event throughout the day.

Get a jump on summer fun with Cameron Park CSD programs

Cameron Park Community Services District
News Release

Summer is almost here. Kids will be out of school soon and they'll need fun activities. We have lots of programs available for them. Summer Kidz Kamp is a week-long program for ages 6-13. They will spend the week doing games, swimming, gymnastics, cooking, arts and crafts, time at Cameron Park Lake and time at the Community Center. Each week has a different theme and a weekly field trip. Additional camps include Sterling "Smooth", Forbes Basketball Camp, Skyhawk Sports Camps, UK International Soccer Camp, Art Camps, Drama Camp, Jr. Jazzercise Camp, Hoop Camps, Mad Science Camps, Robotics Camps and lots more. We also have a variety of swim lessons available for your child to learn to swim or improve on existing skills.

Trucks & Tunes Concert Series returns every fourth Wednesday of the month: May 24, June 28, July 26, and Aug. 23 at Christa McAuliffe Park from 5-8:30 p.m. Grab your family and friends for a fun evening in the park. Enjoy delicious food from SactoMoFo food trucks, live music, a great kids' zone and vendors. This free event held every month from May through August. Vendor spaces are available.

Want summer fun to start earlier? We are offering Pre-Season Swim Lessons beginning the week of May 1 and May 15. These lessons are offered in the early evening. Mermaid School will also be returning for youth and adults. Your "instructor" will teach drills and skills as you swim in the talls. Adults will improve core strength and cardio in this unique exercise class. Water Aerobics classes also begin in May on Tuesday and Thursday evenings from 6:30-7:15 p.m. Water Zumba will be held on Wednesday evenings in May from 6:30-7:15 p.m.

To officially kick off summer, join us at the Cameron Park Community Center for "Welcome to Summer." This event will be held Saturday, May 27 from noon-5 p.m. and will include a free swim day. Plan your summer at this event and register for a variety of new summer adventures, swim lessons, summer camps, summer programs, purchase pool passes

Spectacular wrist bands, enjoy class demonstrations, food and vendor booths, giveaways, and a thank you to our community sponsors.

May is Bike Month. Attend a free "Bicycle Basics" class on Monday, May 15 from 5:30-6:30 p.m. This program is designed for beginning cyclists or cyclists who need a refresher on laws, equipment, types of bikes, etc. Pre-registration is required for this program.

Interested in travel? Kris Adams from Premier World Discovery will do a presentation on the trips planned for the year on May 8 at 10:30 a.m. at the Community Center. He be here to highlight what tours will be offered for travel in the upcoming months.

On May 10 from 9 a.m.-noon, the Master Gardeners are teaching a class called "Turning Dirt into Gold."

Nurturing soil is one of the best things you can do as a gardener. Plants thrive in soil that is teeming with life. Learn why this really matters and how to modify your soils to improve plant health and reduce disease and pests.

Adult Softball returns to Cameron Park. Sign up your team. The league begins mid-June. Games will be held at Rasmussen Park. Early bird fee is \$450/team before May 26. There will be a men's league and a co-ed league. Gather your family, friends and co-workers to form a team.

The Mature Adults have lots to do during May including programs/activities on Tuesdays and Thursdays from 10 a.m.-4 p.m. in the 50+ room. Some of the events this month include Brain Health Activity on May 9 at 10:30 a.m., Bingo on May 9 at 1 p.m., Gift Card Play Day on May 18 at 10 a.m., Game Day, sponsored by The Cameron Park Newcomers Club is May 23 at 10 a.m. Additionally, Tai Chi for Better Balance, Modified Zumba, Senior Fitness Strength & Stability and Pickleball are offered at Cameron Park Lake.

Come have a free lunch prepared by Chef Diann of Ponte Palmero at the Community Center on Wednesday, May 3 at noon. Join staff from Ponte Palmero for food, music and fun. Please call (530) 677-2231 to reserve a spot.

The summer activity guide is out and has lots to

Tap, Zumba in the Evenings, Guided Imagery classes, lots of bike classes and more. Pick up a copy to see all of the programs, camps, activities and special events that we have to offer.

Community members can give back to the community through programs and parks. The Cameron Park Community Services District (CSD) is working with the Cameron Park Community Foundation to develop a list of opportunities to celebrate your loved ones, to recognize your business or just make a contribution for pure community enjoyment. The District has some immediate needs to fund items for the parks, which include a brand new community information board at Cameron Park Lake, new picnic tables, a new play area, a new entrance to Cameron Park Lake and much more. Please contact the CSD for more information.

Congratulations to the Cameron Park Fire Department for raising \$13,000 during the Fill the Boot for Burns Boot Drive Fundraiser. The department was presented with a plaque from the Firefighters Burn Institute at the April 19 Board of Directors' meeting for their contribution.

It's time for Cameron Park CSD's largest event of the year. Join us for the 18th Annual Summer Spectacular. The event will be held on Saturday, June 24 at Cameron Park Lake. Take the shuttle to the lake. Gates open at 2 p.m. Enjoy a day filled with swimming at the lagoon, refreshments, food, vendors, exhibitors, a kid's carnival and live music by Ray 'Catfish' Copeland Band and Superlicious, an 80s flashback cover band. Wrap up the day with a stunning fireworks show, including a Low-Level Display over the lake. Pre-sale wristbands are \$4 and are available at Cameron Park Bel Air, Cameron Park/Shingle Springs Chamber of Commerce, the Cameron Park CSD office or online at showclix.com. Wristbands are \$6 the day of the event (cash only.) Kids' pre-sale carnival wristbands are available for \$15 at the Cameron Park CSD office or \$20 at the event.

Check out a complete listing of all of our recreation programs online at cameronpark.org. For more information please call the Cameron Park Community Services District at (530)677-2231.

terescopus, rthsonr, Lake College, 6000 Center, marina, neighbors
Campus Drive (continue through the back parking

cameronpark.org

Mermaid School Returns

Youth Classes

The only mermaid classes offered in Northern California are here in Cameron Park!

Learn to be a mermaid from a real professional mermaid! Join your "finstructor" as she leads your mermaid class in un-tailed drills and skills practice before donning tails, repeating the drills and skills in the tails, playing a group mermaid game, and having a chance for free swim. Participants are to bring their own swimmable

mermaid tail to class. Discounted purchasing information is available upon registration.

Adult Mermaid School

Did you want to be a mermaid when you were younger? Now is your chance while getting an amazing core workout! Join your "finstructor" as she leads you through drills, skills practice, and swimming techniques with and without your mermaid tail. Improve your core strength and cardio in this unique exercise class. See what all of the craze is about in the only mermaid classes offered in Northern California. Participants are to bring their own swimmable mermaid tail to class. Discounted purchasing information is available upon registration.

Youth & Adult Classes are being offered on Fridays

in May at the Cameron Park Community Pool. Additional classes will be offered in July and August. Please call the CSD to register at 530-677-2231 or online at www.cameronpark.org

Where To Buy Fins:

Sheroes Entertainment offers \$10 off of purchases of tails on its site at: www.sheroesentertainment.com/store/mermaid-tail. The discount code is 17Cameron

If you are buying for a child, this fin is a great and durable option: www.walmart.com/ip/Mermaid-Fin/193155422

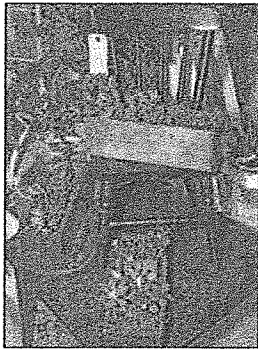
If you are buying for an adult, then this fin is also a great choice: www.mahinamermaid.com/collections/mahina-merfins

C'mon! El Dorado County is Calling!

Events & Social Gatherings

**6th Annual Spring
Antique, Craft, and
Garden Show Saturday,
May 6th 9am - 3pm**

Large, indoor/outdoor show featuring antiques, hand-made crafts, plants and garden accessories specific for the spring season. FREE admission!



**Cameron Park
Community Services District**
2502 Country Club Drive • Cameron Park
(530) 677-2231
Over 200 Classes! Instructor Opportunities Available
www.cameronpark.org

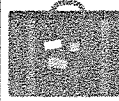
Meet & Greet

Wednesday, May 10 from 6-8pm at the Community Center. The Cameron Park Community Services District will be hosting a Meet & Greet with several of our elected officials. Present will be State Assemblyman Kevin Kiley, El Dorado County Supervisor of District I John Hidahl, El Dorado County Supervisor of District II Shiva Frentzen, and El Dorado County Supervisor of District IV Michael Ranalli. Please join us at this informal gathering to meet and talk to your elected officials! For more information call (530)677-2231 or visit us online at www.cameronpark.org.



Premier World Discovery

Monday, May 8 at 10:30am. Kris Adams from Premier World Discovery be at the Community Center to do a presentation on the trips planned for the year. He will highlight what tours will be offered for travel in the upcoming months. For more information call (530)677-2231 or visit us online at www.cameronpark.org.



C'mon! El Dorado County is Calling!

Events & Social Gatherings

FREE Trucks & Tunes
Wednesday May 24th 5-8:30pm
Christa McAuliffe Park

Grab your family and friends every 4th Wednesday of the month for a fun evening in the park! These FREE family-friendly events include delicious food from SactoMoFo food trucks, live music, a great kids's zone, and vendors!



FREE Welcome to Summer
Saturday, May 27th, 12-5pm
Community Center Pool

Join us for a FREE swim day with lots of fun activities! Plan your Summer at this event and register for a variety of new Summer adventures including pool passes, swim lessons, Summer camps, Summer programs, special events and more. Purchase your Summer Spectacular wrist bands in advance! We will have food and vendor booths, giveaways, and a thank you to our community sponsors!



Cameron Park
Community Services District

2502 Country Club Drive • Cameron Park
(530) 677-2231

Over 200 Classes! Instructor Opportunities Available
www.cameronpark.org

Water Exercise Classes

(Ages 14+)

Come and join us for an enjoyable total body workout. We are offering a variety of classes, using water to get fit and tone up!! These classes are great for all ages. Drop in and try a class or purchase a punch card. Water Aerobics & Aqua Zumba Fee: \$6 drop in or \$50 for a 10 time punch card.



June 2017 Newsletter

Sent

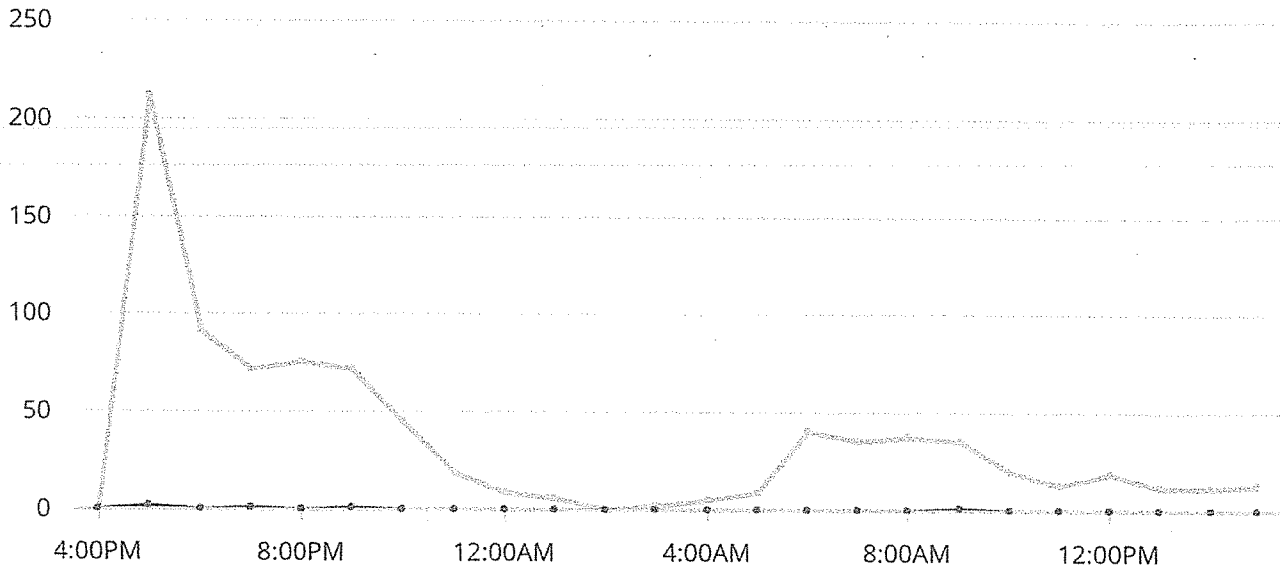
Thu, Jun 01, 2017 4:54 pm

Subscriber activity

24-hour performance

Opens

Clicks



Top links clicked

http://www.cameronpark.org	5
http://www.cameronpark.org/wp-content/uploads/2016/02/CPCSD_summer2017web.pdf	3
http://www.cameronpark.org/recreation/activity-guide/	2
http://www.cameronpark.org/	1
https://www.facebook.com/CPCSD/	0

Subscribers with most opens

Click performance









URL	Total	Unique
http://www.cameronpark.org	5 (45%)	5 (45%)
http://www.cameronpark.org/wp-content/uploads/2016...	3 (27%)	3 (27%)
http://www.cameronpark.org/recreation/activity-guide/	2 (18%)	2 (18%)
http://www.cameronpark.org/	1 (9%)	1 (9%)
https://www.facebook.com/CPCSD/	0 (0%)	0 (0%)
http://www.showclix.com	0 (0%)	0 (0%)
https://twitter.com/CameronParkCSD1	0 (0%)	0 (0%)

Advanced reports

Email domain performance

Domain	Email	Bounces	Opens	Clicks	Unsubs
gmail.com	799 (23%)	1 (0%)	219 (27%)	3 (0%)	0 (0%)
yahoo.com	771 (22%)	0 (0%)	194 (25%)	3 (0%)	1 (0%)
sbcglobal.net	500 (14%)	0 (0%)	127 (25%)	2 (0%)	3 (1%)
hotmail.com	317 (9%)	0 (0%)	70 (22%)	0 (0%)	0 (0%)
comcast.net	226 (7%)	0 (0%)	70 (31%)	0 (0%)	1 (0%)

Opens by location

Country	Opens	Percent
 USA	1,377	98.2%
	9	0.6%
 Netherlands	9	0.6%
 Canada	3	0.2%
 Germany	1	0.1%
 Spain	1	0.1%
 Honduras	1	0.1%
 Mexico	1	0.1%

*Cameron Park
Community Services District*

Agenda Transmittal

DATE: June 21, 2017

FROM: J.R. Hichborn, Parks Superintendent

AGENDA ITEM #2C: PARKS DEPARTMENT REPORT

RECOMMENDED ACTION: Receive and File

BUDGET ACCOUNT: N/A

BUDGET IMPACT: N/A

General Park info

There were two major staff training sessions last month. All new seasonal staff has been trained for the use of pesticides and the full-time staff went through a first aid/AED/CPR recertification course.

Cameron Park Lake

- The lagoon is open to the public for the summer, which has consumed a majority of park staff time to clean the water. The water flows at 3,000 gallons per minute and initially flows through five skimmers that get cleaned multiple times a day. The water then goes through a strainer to catch any additional debris and finally the water is then pushed through five giant filters before it recirculates back into the lagoon.
- The peddle boats are back in the water and still look brand new.
- The pickle ball courts are finished and the pickle ball players are thrilled to be playing on real courts.

Rasmussen Park

- Staff met with a Geotechnical Engineer on May 3rd and they gave us a written recommendation for solving some of the drainage issues that are still there. One of the residents tagged along on the visit.
- DZ Engineering is preparing a revised site plan for the t-ball field at Rasmussen Park to resubmit to the Planning Commission.
- Staff put 36 yards of decomposed granite on the trail to repair the damage from last year's storms.

Christa McAuliffe Park

The parking lot has been re-slurred and restriped and broken parking bumpers have been replaced.

Weed Abatement

- Staff has cleared the Dunbar property
- Staff cleared ¾ of the Sandpiper lot
- Staff started clearing Bonanza Park
 - The damn is finished
 - About ¼ of the rest of the park is done

Landscape and Lighting Assessment Districts (LLADs)

- LLAD staff has been hard at work keeping up with the explosion of growth on the landscape corridors.
- The new shade fabric was installed at Northview Park. The old one was ripped apart in one of last year's wind storms.

Community Center

- The exterior landscape has been getting some serious tender loving care.
- The rails on the pool slide were replaced per the state inspector's direction.
- Some of the broken and worn down tables and chairs have been replaced.
- A new cabinet was installed in the Fifty Plus Room.

Vandalism

- Toilet paper continues to be stolen from Rasmussen Park restrooms.
- A piece of play equipment was destroyed at Rasmussen Park.
- Trash cans were thrown on the overhead foul ball netting which is approximately 30 feet high.



Accounts Payable Check Register

06/16/17 12:50 PM User: AMY

Date	Check	Vend ID	Name	Amount
05/04/2017	26056	13917 01	Accountemps/Robert Half	2,166.72
05/04/2017	26057	50042 01	Airgas National Carbonation	475.64
05/04/2017	26058	04875 01	Allstar Fire Equipment, Inc.	524.38
05/04/2017	26059	19304 01	AT&T Calnet 3	529.65
05/04/2017	26060	08869 01	Auburn Journal/Gold Country Med	3,660.66
05/04/2017	26061	16241 01	Blain Stumpf	2,797.08
05/04/2017	26062	04803 01	Blue Ribbon Personnel Services	6,387.21
05/04/2017	26063	15586 01	Capital Private Patrol	1,400.00
05/04/2017	26064	00219 02	Churchill's Hardware	31.26
05/04/2017	26065	19141 01	David Lee Kahn	1,600.00
05/04/2017	26066	05737 01	Dept.Forestry & Fire Protection	4,615.87
05/04/2017	26067	ONE01110	Glenn Rambach	300.00
05/04/2017	26068	00220 01	Gold Country Equipment Center	226.17
05/04/2017	26069	12617 01	Highlander Pest Control	75.00
05/04/2017	26070	50330 01	Hillyard Inc.	490.86
05/04/2017	26071	50351 01	Hunt & Sons	1,046.05
05/04/2017	26072	13870 01	In The Swim (Cortz, Inc)	643.19
05/04/2017	26073	10123 01	JS West	606.34
05/04/2017	26074	ONE01083	Karen Chapman	54.00
05/04/2017	26075	03543 01	Larry McBride	600.00
05/04/2017	26076	ONE01108	Lenea Norris	183.00
05/04/2017	26077	12372-01	Lincoln Aquatics	4,763.48
05/04/2017	26078	18350 01	Loomis	223.49
05/04/2017	26079	19345 01	National Aquatic Services, Inc	1,454.30
05/04/2017	26080	09614 01	National Business Furniture LLC	3,790.38
05/04/2017	26081	00395 03	PG&E	2,303.72
05/04/2017	26082	19400 01	Pickleball Pimp, Inc.	252.00
05/04/2017	26083	18636 01	Rescue Training Institute, Inc.	84.00
05/04/2017	26084	04383 01	Richard Burgdorf	710.70
05/04/2017	26085	04732 01	Sam's Club Direct	31.84
05/04/2017	26086	00357 01	Scott McNeil	400.00
05/04/2017	26087	19269 01	Stratus Environmental, Inc	780.75
05/04/2017	26088	ONE01109	Teresa Campodonicio	300.00
05/04/2017	26089	11542 01	Thomas H. Caldie Jr.	422.99
05/04/2017	26090	03946 05	Verizon Wireless	705.65
05/04/2017	26091	19244 01	Walker's Office Supplies, Inc.	197.13
05/04/2017	26092	00460 01	WestWord / Around Here Magazin	350.00
05/05/2017	26054	01000-01	Public Employee's Union Local 1	68.58
05/05/2017	26055	19402 01	San Mateo County Child Support	119.53
05/11/2017	26093	13917 01	Accountemps/Robert Half	2,722.17
05/11/2017	26094	ONE01114	Amy Weston	300.00
05/11/2017	26095	10637 01	Angius & Terry LLP	6,233.47
05/11/2017	26096	19304 01	AT&T Calnet 3	292.51
05/11/2017	26097	00392 09	AT&T U-verse	85.00
05/11/2017	26098	19419 01	Bayshore Painters, Inc.	25,000.00
05/11/2017	26099	00365 01	Burkett's Office Supply Inc	281.53
05/11/2017	26100	50309 01	Carbon Copy Inc.	183.34
05/11/2017	26101	00219 02	Churchill's Hardware	33.82
05/11/2017	26102	17704 01	CoreLogic Solutions LLC	165.00
05/11/2017	26103	01907 01	D'Alesio, Inc.	150.00
05/11/2017	26104	00045 01	De Lage Landen	91.97
05/11/2017	26105	ONE0112	Diana Kennedy	17.00
05/11/2017	26106	19133 01	DSA Technologies, Inc	418.00
05/11/2017	26107	19186 01	EDC Chamber of Commerce	60.00
05/11/2017	26108	16224 01	Gold Country Officials	335.00
05/11/2017	26109	50351 01	Hunt & Sons	1,028.21
05/11/2017	26110	ONE01113	Linda Moya	300.00
05/11/2017	26111	ONE00163	Lyle Eickert	32.31
05/11/2017	26112	ONE0111	Martha Kelley	42.00
05/11/2017	26113	19417 01	Michael Cullen	80.00
05/11/2017	26114	19403 01	Miranda Nelson	32.44
05/11/2017	26115	16453 01	Sign Banner Print Express	137.12
05/11/2017	26116	11542 01	Thomas H. Caldie Jr.	250.00



Accounts Payable Check Register

Date	Check	Vend ID	Name	Amount
05/11/2017	26117	07612 02	U.S. Bank	1,958.17
05/11/2017	26118	07612 02	U.S. Bank	3,063.91
05/11/2017	26119	07612 02	U.S. Bank	4,882.20
05/11/2017	26120	19387 01	Zachary Thornton	240.00
05/18/2017	26123	13917 01	Accountemps/Robert Half	3,164.78
05/18/2017	26124	05625 02	ADM Screening	45.00
05/18/2017	26125	50042 01	Airgas National Carbonation	292.67
05/18/2017	26126	19317 01	Apco International Inc	150.00
05/18/2017	26127	19304 01	AT&T Calnet 3	39.81
05/18/2017	26128	16241 01	Blain Stumpf	180.14
05/18/2017	26129	19043 01	Bliss Power Lawn Equipment Co.	2,341.22
05/18/2017	26130	50309 01	Carbon Copy Inc.	167.74
05/18/2017	26131	00219 02	Churchill's Hardware	40.81
05/18/2017	26132	19098 01	Comcast	311.36
05/18/2017	26133	00045 01	De Lage Landen	176.96
05/18/2017	26134	03213 01	Department of Water Resources	4,982.00
05/18/2017	26135	05737 01	Dept.Forestry & Fire Protection	1,557,223.52
05/18/2017	26136	19133 01	DSA Technologies, Inc	200.00
05/18/2017	26137	40024 03	El Dor.Co. Environmental Manag	820.00
05/18/2017	26138	00220 01	Gold Country Equipment Center	67.84
05/18/2017	26139	08659-01	HealthSmart Benefit Solutions, Inc	74.19
05/18/2017	26140	07576 05	Home Depot Credit Services	2,755.23
05/18/2017	26141	50351 01	Hunt & Sons	1,524.50
05/18/2017	26142	87101 01	Infinite	13,290.00
05/18/2017	26143	18997 01	Mountain Democrat	16.88
05/18/2017	26144	04737 05	Office Depot	225.00
05/18/2017	26145	05412 01	Phil's Mobile Locksmith	85.00
05/18/2017	26146	18636 01	Rescue Training Institute, Inc.	52.50
05/18/2017	26147	19319 01	RGS - Regional Government Svcs	296.39
05/18/2017	26148	02449 01	SDRMA	50.00
05/18/2017	26149	21902 01	Shred-it USA	162.75
05/18/2017	26150	19314 01	Uptown Studios, Inc	350.00
05/18/2017	26151	03946 07	Verizon Business	15.61
05/18/2017	26152	ONE0115	Vickie Sharkey	360.00
05/18/2017	26153	50205 01	Wayne's Locksmith	22.68
05/19/2017	26121	01000-01	Public Employee's Union Local 1	68.68
05/19/2017	26122	19402 01	San Mateo County Child Support	119.53
05/25/2017	26154	13917 01	Accountemps/Robert Half	2,849.20
05/25/2017	26155	19310 01	Alison S. Lloyd	1,075.20
05/25/2017	26156	19419 01	Bayshore Painters, Inc.	2,300.00
05/25/2017	26157	04803 01	Blue Ribbon Personnel Services	5,816.20
05/25/2017	26158	011122	Crew Boss	2,826.05
05/25/2017	26159	19141 01	David Lee Kahn	3,150.00
05/25/2017	26160	19385 01	David Michael Bieker	80.00
05/25/2017	26161	19396 01	Dawnell Sue Reed	261.00
05/25/2017	26162	19133 01	DSA Technologies, Inc	9,785.73
05/25/2017	26163	11123 01	Ensemble Care For Heroes	98.11
05/25/2017	26164	50351 01	Hunt & Sons	854.73
05/25/2017	26165	ONE01040	Jason Rodriguez	339.40
05/25/2017	26166	111421 01	Jesse Szalo	300.00
05/25/2017	26167	10632 01	Jiffy Lube (My Fleet Center)	52.10
05/25/2017	26168	00412 01	Lehr Auto Electric	847.58
05/25/2017	26169	19398 01	Liebert Cassidy Whitmore	27,475.52
05/25/2017	26170	ONE00667	Lisa Hester	300.00
05/25/2017	26171	ONE00666	Margaet Broussard	300.00
05/25/2017	26172	ONE01117	Michelle Hicks	49.00
05/25/2017	26173	04737 05	Office Depot	72.78
05/25/2017	26174	00395 03	PG&E	11,216.19
05/25/2017	26175	ONE01116	Placerville Union School District	100.00
05/25/2017	26176	02449 01	SDRMA	70,509.43
05/25/2017	26177	16453 01	Sign Banner Print Express	84.19
05/25/2017	26178	06054 01	SRFPOA	60.00
05/25/2017	26179	06932 01	Upholstery Plus	1,068.24



Accounts Payable Check Register

Date	Check	Vend ID	Name	Amount
------	-------	---------	------	--------

Total Reconciled Checks: 0.00
Total Reconciled Check Amount Paid: 0.00
Total Unreconciled Checks: 126.00
Total Unreconciled Check Amount Paid: 1,825,330.23

SELECTION CRITERIA:

Check Date Range: 05/01/17 Through 05/31/17
Bank: OPR
Check Sort Option: Date Then Check
Check Status Option: Both Reconciled and Unreconciled Checks
Check Process Option: Good Checks Only
Pay Method: Checks Only

*Cameron Park
Community Services District*

Agenda Transmittal

DATE: June 21, 2017

TO: Board of Directors

FROM: Richard J. Ramirez, Interim General Manager

AGENDA ITEM #4: **ACCOUNTABILITY ACT REPORT FISCAL YEAR 2015/16**

RECOMMENDED ACTION: Receive, Discuss and File

BUDGET ACCOUNT: COVENANTS, CONDITIONS AND RESTRICTIONS (CC&R) FUND

BUDGET IMPACT: Implements CC&R

Certain direct charge levies are subject to the Local Agency Special Tax & Bond Accountability Act (Accountability Act) as codified in Government Code 50075 et seq. and 53410 et seq. The Act applies to the taxes charged for the District's Covenants, Conditions and Restrictions (CC&Rs) enforcement. The Act requires the District to file an annual report with the Board of Directors to account for the tax. Once filed, a copy of the report must be submitted to El Dorado County Auditor-Controller's Office.

The annual Accountability Act report is required to contain the following:

- The amount of money collected specifically for the special tax (not commingled with other revenue sources).
- The amount of money expended specifically for the special tax (not commingled with expenditures from other revenue sources).
- The status of any project required or authorized to be funded with the special tax proceeds (not commingled with projects using other revenue sources).
- Any other items required by the Board.

The following pages (which will be produced prior to or at the meeting) provide the information required by the Accountability Act for the applicable District activities.

**Cameron Park Community Services District
Accountability Report - Fiscal 15-16
CC&R Fund 2**

Income	\$ 81,500
Special Tax Receipts	\$ 21,625
ARC Review Fees	\$ 7,493
Settlements	
Total Income	\$ 110,618

Expenses

Advertising and Marketing	\$ 420
Agency Administration Fee	\$ 2,000
Bank Charges & Fees	\$ 401
Computer Fees	\$ 2,375
Equipment Small Tools	\$ 259
Fuel	\$ 942
Insurance	\$ 1,874
Legal Services	\$ 23,836
Maintenance - Equipment	\$ 545
Maintenance - Vehicles	\$ 69
Office Supplies	\$ 1,124
Postage	\$ 336
Printing	\$ 54
Professional Services	\$ 1,391
Telephone	\$ 2,177
Total Expense	\$ 37,802
Surplus (Deficit)	\$ 72,816
Cash Held at County 06/30/16	\$ 266,112

LL&D's	Unit 10- Airport Estates Fund 30	Unit 6 Fund 31	Unit 7 Fund 32	Unit 8 Fund 33	Viewpoint Fund 34	Goldorado Fund 35	Unit 11 Fund 36	Unit 12 Fund 37	Cameron Woods Fund 38	Bar J A 15 (Country Club 1) Fund 39	Bar J 15 B (Merychase) Fund 40	Creekside Fund 41	Eastwood Park Fund 42	David West Oaks Fund 43	Cambridge Northview Fund 44	Cameron Valley Fund 46	Cameron Woods 8 Fund 47	Silver Springs Fund 48	Ball Woods Fund 49	Bar J 15A-2 Fund 50	06/30/16 Actual
	Expenditures:																				
5000 Salaries - Permanent	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,864	\$ 1,305	\$ -	\$ 1,215	\$ 1,565	\$ -	\$ 1,709	\$ 1,071	\$ -	\$ -	\$ -	\$ 8,729
5130 Health & Dental Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,254	\$ 931	\$ -	\$ 4,085	\$ 1,178	\$ -	\$ 2,259	\$ 1,178	\$ -	\$ -	\$ -	\$ 10,884
5140 Vision Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10	\$ 60	\$ 60	\$ 233	\$ -	\$ 1,558	\$ -	\$ -	\$ -	\$ 1,881
5150 Retirement Benefits (active)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 702	\$ 550	\$ -	\$ 2,367	\$ 594	\$ -	\$ 1,217	\$ 635	\$ -	\$ -	\$ -	\$ 6,066
5160 Workers' Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 647	\$ -	\$ -	\$ -	\$ 647
Total salaries and benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,820	\$ 2,786	\$ 10	\$ 7,726	\$ 3,398	\$ 60	\$ 5,418	\$ 2,884	\$ 2,205	\$ -	\$ -	\$ 28,308
5215 Agriculture	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 227	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 227
5235 Contractual Services - Temporary Help	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,370	\$ 3,638	\$ -	\$ 11,000	\$ 5,683	\$ 17,612	\$ 7,558	\$ -	\$ -	\$ -	\$ -	\$ 56,861
5330 Legal Services	\$ 127	\$ 127	\$ 127	\$ 127	\$ 127	\$ 127	\$ 127	\$ 127	\$ 127	\$ 127	\$ 127	\$ 127	\$ 127	\$ 127	\$ 127	\$ 127	\$ 127	\$ 127	\$ 127	\$ 127	\$ 45
5350 Maintenance - Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,412	\$ -	\$ -	\$ 1,321	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,733
5355 Maintenance - Grounds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,442	\$ 1,292	\$ -	\$ 10,306	\$ 2,011	\$ -	\$ -	\$ 1,291	\$ -	\$ -	\$ -	\$ 26,301
5370 Maintenance - Vehicles	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 42	\$ 91	\$ 49	\$ 91	\$ -	\$ -	\$ 91	\$ 91	\$ -	\$ -	\$ -	\$ 457
5420 Professional Services	\$ 781	\$ 781	\$ 781	\$ 785	\$ 785	\$ 785	\$ 785	\$ 785	\$ 785	\$ 785	\$ 785	\$ 785	\$ 785	\$ 785	\$ 785	\$ 785	\$ 785	\$ 785	\$ 785	\$ 785	\$ 14,907
5450 Utilities - Water	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,874	\$ 1,995	\$ -	\$ 3,361	\$ 4,078	\$ -	\$ 2,716	\$ 1,549	\$ -	\$ -	\$ -	\$ 15,573
5492 Utilities - Electricity / Gas	\$ 16,240	\$ 13,340	\$ 9,697	\$ 11,745	\$ 2,175	\$ 2,755	\$ 4,495	\$ 10,730	\$ 7,250	\$ 15,255	\$ 1,995	\$ 1,740	\$ 1,450	\$ 510	\$ 1,305	\$ 1,595	\$ 1,100	\$ -	\$ -	\$ -	\$ 104,342
5265 Capital Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 155,746	\$ -	\$ -	\$ -	\$ -	\$ 44,707
Total services and supplies	\$ 17,149	\$ 14,249	\$ 10,606	\$ 12,658	\$ 3,088	\$ 3,668	\$ 5,408	\$ 11,643	\$ 8,162	\$ 42,308	\$ 9,524	\$ 2,702	\$ 28,668	\$ 13,195	\$ 2,216	\$ 181,233	\$ 12,687	\$ 2,073	\$ -	\$ -	\$ 45,338
Revenues:																					
Funds Transferred From County	\$ 20,826	\$ 16,638	\$ 12,588	\$ 15,624	\$ 6,233	\$ 2,970	\$ 6,963	\$ 12,460	\$ 7,830	\$ 24,305	\$ 10,097	\$ 2,455	\$ 41,308	\$ 18,380	\$ 1,672	\$ 30,188	\$ 12,912	\$ -	\$ -	\$ -	\$ 22,977
Total revenues	\$ 20,826	\$ 16,638	\$ 12,588	\$ 15,624	\$ 6,233	\$ 2,970	\$ 6,963	\$ 12,460	\$ 7,830	\$ 24,305	\$ 10,097	\$ 2,455	\$ 41,308	\$ 18,380	\$ 1,672	\$ 30,188	\$ 12,912	\$ -	\$ -	\$ -	\$ 22,977
Expenditures:																					
Salaries and employee benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,820	\$ 2,786	\$ 10	\$ 7,726	\$ 3,398	\$ 60	\$ 5,418	\$ 2,884	\$ 2,205	\$ -	\$ -	\$ 28,308
Services and supplies	\$ 17,149	\$ 14,249	\$ 10,606	\$ 12,658	\$ 3,088	\$ 3,668	\$ 5,408	\$ 11,643	\$ 8,162	\$ 42,308	\$ 9,524	\$ 2,702	\$ 28,668	\$ 13,195	\$ 2,216	\$ 181,233	\$ 12,687	\$ 2,073	\$ -	\$ -	\$ 45,538
Total expenditures	\$ 17,149	\$ 14,249	\$ 10,606	\$ 12,658	\$ 3,088	\$ 3,668	\$ 5,408	\$ 11,643	\$ 8,162	\$ 46,128	\$ 12,311	\$ 2,712	\$ 36,395	\$ 16,593	\$ 2,278	\$ 186,651	\$ 15,550	\$ 4,278	\$ -	\$ -	\$ 45,538
Excess/Deficit	\$ 3,678	\$ 2,389	\$ 1,982	\$ 2,966	\$ 3,145	\$ (698)	\$ 1,555	\$ 757	\$ (323)	\$ (18,003)	\$ 1,173	\$ (247)	\$ 12,640	\$ 5,125	\$ (48)	\$ (151,045)	\$ 245	\$ (2,073)	\$ -	\$ -	\$ (22,561)
Cash At County	\$ 95,301	\$ 42,073	\$ 47,420	\$ 47,420	\$ 8,583	\$ 6,324	\$ 25,017	\$ 32,710	\$ 24,161	\$ 98,392	\$ 32,497	\$ 4,381	\$ 232,964	\$ 39,508	\$ 10,643	\$ 247,791	\$ 66,551	\$ 468	\$ 2,819	\$ 39,236	\$ 45,239

Cameron Park
Community Services District

Agenda Transmittal

DATE: June 21, 2017

FROM: Richard J. Ramirez, Interim General Manager

AGENDA ITEM #6: GENERAL MANAGER RECRUITMENT OPTIONS

RECOMMENDED ACTION: Receive, Discuss, and Select Desired General Manager Recruitment Option

BUDGET ACCOUNT: PROFESSIONAL SERVICES

BUDGET IMPACT: \$5,000 - \$30,000

The Board will shortly embark on the search for a new General Manager (GM), replacing Interim General Manager Ramirez. To that end, the Board has clearly articulated their desire to consider a civic engagement process that would solicit the community's participation in the GM search.

On the other hand, the more traditional process of "search and select" is a viable alternative. The "search and select" process will secure a replacement to the Interim GM faster than the civic engagement process. A civic engagement process is more time consuming and could result in a new GM not being on board until after October 1, 2017. However, the advantage of a civic engagement effort, can be found in Proverbs 15:22, "*Without consultation, plans are frustrated, but with many counselors they succeed.*" Before going into the actual search options, or the "how" will the District proceed in "casting a wide net" for GM talent, the following is a general review of the two-mentioned approaches.

Search and Select Process

1. This approach takes the existing GM job specification, approved by the Board, and converts it to produce marketing materials (e.g., advertisements and flyers). The marketing materials will also be used by the District as outreach tools.
2. Once completed, the District would advertise in the various professional journals (California Special Districts Association (CSDA), California Parks and Recreation Association (CPRA), Western Cities Magazine, etc.) along with adds in regional and local papers about the GM opportunity in Cameron Park.

3. Once the job application period is open and closed, the Board (a committee or the full Board) would review the applicants' resumes and decide whom to interview.
4. Following this step, selected candidates would be invited, at District expense, to be interviewed in closed session by the Board.
5. Following the interviews, the Board would discuss terms and conditions with the preferred candidate.
6. Once terms and conditions (e.g., salary, benefits, severance, etc.) are arrived upon, an offer of employment would be made subject to medical exam, review of the candidate's credit worthiness, criminal background check, and investigation of character references (this last step is done concurrently with negotiations of terms and conditions).

Following the Search and Select Process, a new GM could be on Board by the end of August.

Civic Engagement Process

The Board has articulated a desire to involve the community early on in the process up to and potentially including the interview process. A GM search process using a civic engagement approach could look something like this:

1. The Board sets aside the adopted job specification and conducts a candidate profile exercise/workshop with the community. This exercise is usually done on a Saturday.
2. The community would be invited to participate in a half-day workshop, wherein the attendees would identify the qualities and characteristic they believe would be important in the next GM (The Profile). **This workshop would be open to the public**, although it is common to send out special invitations to community members to attend. The Board would also attend the workshop acting either as facilitators, participants or both.
3. Through a consensus building exercise, the assembly would identify the main GM profile criteria. That description would be used, not only for the marketing piece related to a search (see step #1. in the Search and Select Process), but would be the main screening tool to narrow the field of potential candidates applying for the position. This step, screening resumes, would be undertaken by the Board.
4. Before invitations are sent out to the candidates the Board desires to interview, the Board would develop a "modified assessment" center process. The assessment center would be comprised of two panels:
 - A professional panel made up of private/public active or retired managers; and
 - A community panel.

Each Board member will appoint a person to the community panel. The Interim GM would be tasked with formulating the professional panel. All members of the panels would sign confidentiality agreements.

- 4a. Another option is to continue the two panels into one panel: Five community members and two professionals (managers).
5. Once the membership of the modified assessment center is formed, selected candidates would be invited, at District expense, to be interviewed in closed session by the Board.
6. On day one of the interview process, the candidates would interact with panel members, either through interview questions or a "real world" presentation (e.g., review known facts on given District issues and then present analysis and recommendation). The entire interview process would be over a weekend, unless the Board would prefer a back-to-back Saturday experience avoiding Sunday interviews.
7. Panel members would "force rank" the candidates. The panel members would debrief the Board on their findings.
8. The next day, the Board would have a formal interview with each candidate and would basically follow the same concluding steps in Search and Select Process #5 and #6.

Following the Civic Engagement Process, a new GM could be on board by the end of September or mid-October.

Once the "process" for the GM search is approved by the Board, the Board needs to decide who will do the search. Generally, there are three approaches used by agencies when searching for their top executive:

In-House Method

The District would conduct all outreach, screening, backgrounds, travel arrangements, etc., for the search effort. Estimated cost for this process \$3,000 to \$6,000.

- Pros: Because the Interim GM would lead this effort, "in-house" would be the least costly and the most expeditious.
- Cons: Outreach is limited to social media and traditional forms of recruitment tools. In other words, the District is not guaranteed pool of talent that meets its needs. Likewise, because the District is intimately involved with the process (soup to nuts), one can argue the transaction is not at "arms-length." In other words, quality applicants may be reluctant to advance their candidacy unless a professional recruitment firm is involved to assure confidentiality. Finally, with the Interim GM leading the recruitment, other work may be postponed.

Recruitment Firm Method

The District retains a search firm with a **track record of specializing filling executive positions for public agencies**. In addition to all the steps identified in the In-House Method above, the selected firm often undertakes the profile; either through a civic engagement process or within a closed interview process with the Board, et. al. The firm will also create all marketing materials for the position. Estimated cost for this process \$15,000 to \$30,000.

- Pros: A firm carries a stable of highly qualified talent seeking new challenges. In addition to all the outreach efforts in the In-House Method, their “network” of contacts for talent to apply could not be matched by an in-house effort. Likewise, being contacted by a recruitment firm lends to the optics of the quality and professionalism of the recruitment effort. Most importantly, the candidates are assured confidentiality throughout the process.
- Cons: The recruitment would be less expeditious given the Board would first undertake a request for proposal (RFP) process to select a recruitment firm, unless this step is delegated (e.g., to the Interim GM). Once the firm is on board, the recruitment would commence. Likewise, this effort is the most costly of the options presented and may not have a GM on board until mid-October (or later).

Hybrid Method of In-House and Recruitment Firm

This effort could have staff coordinate the ideal candidate profile development (often undertaken as part of the recruitment firm’s contract). Additionally, the District may try to acquire from a recruitment firm, which recently undertook a public executive search, a recent “list of talent.” The District could use such a list as a base of potential candidates; in addition to outreach efforts suggested earlier (e.g., Western City Magazine). The estimated cost for this effort is \$12,000 to \$20,000.

- Pros: Albeit not as expeditious as the In-House Method, the District gets some of the good qualities of both described recruitment methods, avoiding some of the cost of hiring a recruitment firm.
- Cons: Firms may be reluctant to share resumes of personnel they have cultivated.

Recommendation

After discussing the available options, select one of three processes the Board desires to follow:

- Search and Select Process
- Civic Engagement Process
- A third process not identified in this report

Once the process is defined, choose how the Board will seek candidates:

- In-House Method
- Recruitment Firm Method
- Hybrid Method
- A fourth method not identified in this report

Cameron Park
Community Services District

Agenda Transmittal

DATE: June 21, 2017

TO: Board of Directors

FROM: Richard J. Ramirez, Interim General Manager

AGENDA ITEM #7: **Resolution No. 2017-05 declaring the Intention to Continue Assessments for Fiscal Year 2017-18, Preliminarily Approving Engineer's Report, and Providing for Notice of Hearing on July 19, 2017 for the following Landscaping and Lightings Districts: Airpark, Unit 6, Unit 7, Unit 8, Viewpointe, Goldorado, Unit 11, Unit 12, Cameron Woods 1-4, Bar J15-A, Bar J 15-B, Creekside, Eastwood, David West, Cambridge Oaks, Northview, Cameron Valley, Cameron Woods 8, Silver Springs and Bar J15-A No. 2.**

RECOMMENDED ACTION: Receive, Discuss and Approve Resolution No. 2017-05 with a Board Poll Vote and Schedule Public Hearing on July 19, 2017

BUDGET ACCOUNT: N/A

BUDGET IMPACT: N/A

RECOMMENDATION

It is recommended that the Board approve a Resolution that would declare the Board's intention to levy the continued assessments for Fiscal Year 2017-18, preliminarily approve the Engineer's Report for Cameron Park CSD Landscaping and Lighting Districts, and provide for the notice of a public hearing on July 19, 2017 regarding levying the continued assessments for Fiscal Year 2017-18.

RESULT OF RECOMMENDED ACTION

The Board will declare its intention to levy the continued assessments for Fiscal Year 2017-18; will preliminarily approve the Engineer's Report, including the proposed rates included in the Engineer's Report for the Cameron Park CSD Landscaping and Lighting Districts. The Engineer will administer and process the current parcel data to establish continued assessments for each parcel in the assessment district boundaries. The Engineer and will cause a Notice to be published in a local newspaper in order to notify the public of the hearing that will be held on July 19, 2017 for the continued levy of the assessments.

BACKGROUND

On May 17, 2017 the Board adopted Resolution No. 2017-03 directing SCI Consulting Group, the District’s assessment engineer and assessment administration firm, to prepare an Engineer’s Report for the continuation of the Cameron Park CSD Landscaping and Lighting Assessment District’s Fiscal Year 2017-18. SCI Consulting Group has prepared the Engineer’s Report for Fiscal Year 2017-18 and this Report is included with this staff report.

PROPOSED FY 2017-18 RATES

The following tables detail the proposed assessment rates for Fiscal Year 2017-18 and the rates for the previous Fiscal Year 2016-17:

Unit	LLAD	2017-18 Rate	Unit	LLAD	2016-17 Rate
#30	AIRPARK LLAD	\$60.14	#30	AIRPARK LLAD	\$60.14
#31	UNIT 6 LLAD	\$54.50	#31	UNIT 6 LLAD	\$54.50
#32	UNIT 7 LLAD	\$36.18	#32	UNIT 7 LLAD	\$36.18
#33	UNIT 8 LLAD	\$36.20	#33	UNIT 8 LLAD	\$36.20
#34	VIEWPOINTE LLAD	\$45.06	#34	VIEWPOINTE LLAD	\$45.06
#35	GOLDORADO LLAD	varies by size of parcel	#35	GOLDORADO LLAD	varies by size of parcel
#36	UNIT 11 LLAD	\$22.42	#36	UNIT 11 LLAD	\$22.42
#37	UNIT 12 LLAD	\$37.28	#37	UNIT 12 LLAD	\$37.28
#38	CAMERON WOODS 1-5 LLAD	\$47.50	#38	CAMERON WOODS 1-5 LLAD	\$47.50
#39	BAR J 15A COUNTRY CLUB LLAD	\$48.24	#39	BAR J 15A COUNTRY CLUB LLAD	\$48.24
#40	BAR J 15B MERRYCHASE LLAD	\$190.04	#40	BAR J 15B MERRYCHASE LLAD	\$190.04
#41	CREEKSIDE LLAD	\$31.00	#41	CREEKSIDE LLAD	\$31.00
#42	EASTWOOD LLAD	\$223.54	#42	EASTWOOD LLAD	\$223.54
#43	DAVID WEST LLAD	\$165.00	#43	DAVID WEST LLAD	\$165.00
#44	CAMBRIDGE OAKS LLAD	\$14.88	#44	CAMBRIDGE OAKS LLAD	\$14.88
#45	NORTHVIEW LLAD	\$324.00	#45	NORTHVIEW LLAD	\$324.00
#46	CAMERON VALLEY LLAD	\$106.52	#46	CAMERON VALLEY LLAD	\$106.52
#47	CAMERON WOODS 8 LLAD	\$113.18	#47	CAMERON WOODS 8 LLAD	\$113.18
#48	SILVER SPRINGS	\$0.00	#48	SILVER SPRINGS	\$0.00
#50	BAR J 15A No. 2	\$45.66	#50	BAR J 15A No. 2	\$49.15

CONCLUSION

It is recommended that the Board approve the Resolution of Intention to Continue Assessments for Fiscal Year 2017-18, Preliminarily Approving Engineer’s Report, and Providing for Notice of Hearing on July 19, 2017 for the Landscaping and Lighting Districts.

DRAFT

**RESOLUTION NO. 2017-05
of the Board of Directors
of the Cameron Park Community Services District
June 21, 2017**

**RESOLUTIONN APPROVING THE PRELIMINARY ENGINEER'S REPORT,
DECLARING ITS INTENTION TO CONTINUE ASSESSMENTS FOR
FISCAL YEAR 2017-18 IN:**

**AIRPARK LLAD #30, UNIT 6 LLAD #31, UNIT 7 LLAD #32, UNIT 8 LLAD #33,
VIEWPOINTE LLAD #34, GOLDORADO LLAD #35, UNIT 11 LLAD #36,
UNIT 12 LLAD #37, CAMERON WOODS 1-4 LLAD #38, BAR J 15A
COUNTRY CLUB LLAD #39, BAR J 15B MERRYCHASE LLAD #40,
CREEKSIDE LLAD #41, EASTWOOD LLAD #42, DAVID WEST LLAD #43,
CAMBRIDGE OAKS LLAD #44, NORTHVIEW LLAD #45, CAMERON
VALLEY LLAD #46, CAMERON WOODS 8 LLAD #47, SILVER SPRINGS
LLAD #48 and BAR J 15A No 2 LLAD #50**

**AND NOTICE OF PUBLIC HEARING (STREETS AND HIGHWAYS CODE
§22624)**

WHEREAS, the Board of Directors of the Cameron Park Community Services District adopted its Resolution Initiating Proceedings for the preparation and filing of the annual engineer's report for Fiscal Year 2017-18, commencing on July 1, 2017 and ending June 30, 2018, pursuant to the Landscaping and Lighting Act of 1972;

WHEREAS, the Annual Engineer's Report has been filed as directed with the Board of Directors, pursuant to the Landscaping and Lighting Act of 1972 for the above-identified Landscaping and Lighting Assessment Districts, all of which are located within the boundaries of the Cameron Park Community Services District and are more specifically described in the Engineer's Reports on file;

WHEREAS, the improvements to be paid for by the funds collected during Fiscal Year 2017-18 generally consist of maintenance of the existing improvements.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE CAMERON PARK COMMUNITY SERVICES DISTRICT AS FOLLOWS:

1. APPROVAL OF ENGINEER'S REPORT: The Board of Directors hereby approves, as submitted, the preliminary Engineer's Report filed with this Board of Directors for the:

AIRPARK LLAD #30, UNIT 6 LLAD #31, UNIT 7 LLAD #32, UNIT 8 LLAD #33, VIEWPOINTE LLAD #34, GOLDORADO LLAD #35, UNIT 11 LLAD #36, UNIT 12 LLAD #37, CAMERON WOODS 1-4 LLAD #38, BAR J 15A COUNTRY CLUB LLAD #39, BAR J 15B MERRYCHASE LLAD #40, CREEKSIDE LLAD #41, EASTWOOD LLAD #42, DAVID WEST LLAD #43, CAMBRIDGE OAKS LLAD #44, NORTHVIEW LLAD #45, CAMERON VALLEY LLAD #46, CAMERON WOODS 8 LLAD #47, SILVER SPRINGS LLAD #48 and , BAR J 15A No. 2 LLAD #50, Landscaping and Lighting Assessment Districts for Fiscal Year 2017-18.

2. PROPOSED ASSESSMENT: The Board of Directors intends to continue and to collect assessments during Fiscal Year 2017-18 within the Landscaping and Lighting Assessment Districts identified in Number 1 above, to pay for and maintain the above-described improvements. The Fiscal Year 2017-18 levy rates are not proposed to increase. The authorized maximum assessment rate change for Cameron Woods 8 and Bar J15-A No. 2 is not to exceed 3.0% per year with no maximum and for SILVER SPRINGS is not to exceed 4% per year with no maximum. The annual Bay Area CPI change as of December 2016 is 3.53%, and the Unused CPI carried forward from the previous fiscal year is 0.17%. Therefore, the maximum authorized increase that may be levied for Cameron Woods 8 and Bar J15-A No. 2 in fiscal year 2017-18 is 3.0%. The Maximum authorized increase that may be levied for Silver Springs in fiscal year 2017-18 is 3.53%

Therefore, the maximum authorized assessment rate for Cameron Woods 8 is \$120.07, for Silver Springs is \$607.47, and for Bar J15A No. 2 is \$50.62; the assessment rate proposed to be continued for fiscal year 2017-18 for Cameron Woods 8 is \$113.18, and for Bar J15A No. 2 is \$45.66, which are less than the maximum authorized rates. For Silver Springs the proposed rate will continue to be \$0.00.

The proposed assessment rates for Fiscal Year 2017-18 for the above-identified Landscaping and Lighting Assessment Districts are identified in the Engineer's Reports on file with the District and are as follows:

Unit	LLAD	2017-18 Rate
#30	AIRPARK LLAD	\$60.14
#31	UNIT 6 LLAD	\$54.50
#32	UNIT 7 LLAD	\$36.18
#33	UNIT 8 LLAD	\$36.20
#34	VIEWPOINTE LLAD	\$45.06
#35	GOLDORADO LLAD	varies by size of parcel
#36	UNIT 11 LLAD	\$22.42
#37	UNIT 12 LLAD	\$37.28
#38	CAMERON WOODS 1-5 LLAD	\$47.50
#39	BAR J 15A COUNTRY CLUB LLAD	\$48.24
#40	BAR J 15B MERRYCHASE LLAD	\$190.04
#41	CREEKSIDE LLAD	\$31.00
#42	EASTWOOD LLAD	\$223.54
#43	DAVID WEST LLAD	\$165.00
#44	CAMBRIDGE OAKS LLAD	\$14.88
#45	NORTHVIEW LLAD	\$324.00
#46	CAMERON VALLEY LLAD	\$106.52
#47	CAMERON WOODS 8 LLAD	\$113.18
#48	SILVER SPRINGS	\$0.00
#50	BAR J 15A No. 2	\$45.66

3. REVIEW OF ENGINEER'S REPORT: Affected property owners and interested persons may review the Engineer's Reports, which contain a full and detailed description of the boundaries of the Landscaping and Lighting Assessment Districts identified in number 1 above, the improvements, and the proposed maintenance budget and assessments upon each parcel, at the Cameron Park Community Services District Office located at 2502 Country Club Dr., Cameron Park, CA 95682 between the hours of 8:30 a.m. and 5:00 p.m., Monday through Friday.
4. NOTICE OF PUBLIC HEARING: NOTICE IS HEREBY GIVEN that the Board of Directors has scheduled a public hearing on the proposed assessments for July 19, 2017, 6:30 p.m., at the Cameron Park Community Services District Office located at 2502 Country Club Dr., Cameron Park, CA 95682, after which it will determine whether to continue and collect the proposed assessments and the amount of the assessments.
5. ADDITIONAL INFORMATION: Interested persons may contact the Cameron Park Community Services District Office located at 2502 Country

Club Dr., Cameron Park, CA 95682, (530) 677-2231 to receive additional information about the proposed formation and assessments.

PASSED AND ADOPTED this 21st day of June, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ATTEST:

Director Scott McNeil, President
Board of Directors

Richard J. Ramirez, Interim General Mngr.
Secretary of the Board



**CAMERON PARK COMMUNITY SERVICES
DISTRICT**

LANDSCAPING AND LIGHTING ASSESSMENT DISTRICTS

ENGINEER'S REPORT

JUNE 2017

PURSUANT TO THE LANDSCAPING AND LIGHTING ACT OF 1972 AND
ARTICLE XIII D OF THE CALIFORNIA CONSTITUTION

ENGINEER OF WORK:

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CAMERON PARK COMMUNITY SERVICES DISTRICT

NAME OF GOVERNING BOARD

Scott McNeil, President
Holly Morrison, Vice President
Amy Blackmon, Director
Margaret Mohr, Director
Greg Stanton, Director

CAMERON PARK CSD MANAGER

Richard Ramirez, Interim General Manager

ENGINEER OF WORK

SCI Consulting Group

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EXECUTIVE SUMMARY

INTRODUCTION

The Cameron Park Community Services District was formed as the result of a 1961 voter-approved ballot measure and duly established by El Dorado County Board of Supervisor's Resolution 97-61. The Cameron Park CSD provides community residents and visitors with fire protection and emergency response services, access to variety of parks, lakes, streams, reserves, and open spaces, including their maintenance, and a broad range of recreation programs, organized sports and activities suited to community interests for all ages and abilities. The District is authorized to manage street lighting and landscape buffer districts along certain surface streets and assures compliance with property owner approved Covenants, Conditions and Restrictions for affected residential properties.

The Cameron Park Community Services District ("CPCSD") has formed a number of Landscaping and Lighting Assessment Districts ("Assessment District(s)") in order to provide funding to maintain and improve landscaping and lighting facilities within each of the Assessment Districts. The boundary of each Assessment District is shown in this Engineer's Report ("Report") and includes all assessable parcels within each Assessment District.

FORMATION OF ASSESSMENT DISTRICTS

PRE-PROPOSITION 218 LIGHTING DISTRICTS:

The following Assessment Districts were formed prior to the passage of Proposition 218 and provide improvement and maintenance of street lighting facilities only: Airpark, Unit 6, Unit 7, Unit 8, Viewpointe, Goldorado, Unit 11, Unit 12, Cameron Woods 1-4, Creekside and Cambridge Oaks. These Assessment Districts were initially formed for the purpose of funding the operation, maintenance, repair and replacement of street lighting facilities.

PRE-PROPOSITION 218 PARKS AND LIGHTING DISTRICTS:

The following Assessment Districts were formed prior to the passage of Proposition 218 and were formed for the purpose of funding the maintenance, repair and replacement of street lighting as well as park and recreational improvements: Bar J 15A Country Club, Bar J 15B Merrychase, Eastwood, Crestview and Cameron Valley Landscaping and Lighting Assessment Districts. These Assessment Districts were also formed for the purpose of paying the costs of servicing such improvements including the costs of water, gas, and other utilities, as well as funding the costs of construction and maintenance of additional street lighting and park and recreational capital improvement projects.

PRE-PROPOSITION 218 PARKS DISTRICT:

The David West Landscaping and Lighting Assessment District was also formed prior to the passage of Proposition 218 for the purpose of funding the maintenance, repair and replacement of park and recreational improvements to fund the costs of water, gas and other utilities servicing such improvements, and the costs of construction and maintenance of additional park and recreational capital improvement projects.

With respect to all of these Assessment Districts formed prior to the passage of Proposition 218, the District adopted Resolutions of Formation for each of the above enumerated Assessment Districts based upon the filing with the District of Written Consents to the proposed formation of each of the above enumerated Assessment Districts by all of the owners of the affected properties within each of such Assessment Districts. The Resolutions of Formation for each of these Assessment Districts was adopted after a public hearing during which members of the public were offered the opportunity to protest against the formation of each of these Assessment Districts.

POST-PROPOSITION 218 PARKS AND LIGHTING DISTRICTS

The following Assessment Districts were formed after the passage of Proposition 218: Cameron Woods 8 was formed for the purpose of funding the maintenance, repair and replacement of street lighting improvements in that Assessment District. The Silver Springs Assessment District was formed for the purpose of funding the maintenance, repair and replacement of street lighting improvements and park and recreational improvements; to fund the costs of servicing such improvements including the costs of water, gas and other utilities; and to fund the costs of construction and the maintenance of additional street lighting and park and recreational capital improvement projects. However, the property within this assessment district remains undeveloped and no assessments are currently being assessed or collected. The Bar J 15A No. 2 Landscaping and Lighting Assessment District was formed to fund the maintenance, repair and replacement of park and recreational improvements, and to pay the costs of servicing such improvements including the costs of water, gas and other utilities. These Assessment Districts formed after the passage of Proposition 218 were formed pursuant to Written Consents filed with the District by all of the property owners within each proposed Assessment District consenting to formation of each of the above enumerated Assessment Districts and consenting to the levying and collection of assessments therein.

EXEMPTIONS FROM PROPOSITION 218

Those Assessment Districts described above formed prior to the passage of Proposition 218 on November 5, 1996 which adopted Article XIID of the California Constitution, were existing as of the effective date of Proposition 218 and fall within two of the four exceptions identified in Article XIID section 5 as existing assessments exempt from the procedural and approval process for assessments detailed in Proposition 218.

The two exceptions delineated in Proposition 218 that are applicable to those Assessment Districts described above existing as of the passage of Proposition 218 are as follows:

- (1) Any assessment imposed exclusively to finance the capital cost or maintenance and operation expenses for sidewalks, streets, sewers, water, flood control, drainage systems or vector control (Cal. Const., art. XIID, § 5, subd. (a)); and
- (2) Any Assessment imposed pursuant to a petition signed by the persons owning all of the parcels subject to the assessment at the time the assessment is initially imposed (Cal. Const., art. XIID, § 5, subd. (b)).

Both of these exceptions from the provisions of Proposition 218 apply to those Assessment Districts formed prior to the passage of Proposition 218. First, these Assessment Districts were formed pursuant to a petition signed by all of the current owners of the real property subject to the assessment in each of these Assessment Districts at the time the assessment was initially imposed, which meets the requirements of California Constitution Article XIII D, section 5(b).

The second exemption available is for capital and maintenance costs associated with sidewalks and streets. This exemption is supported by case law decided under the provisions of California Constitution Article XIII D, section 5(a). The Board of Directors of the District has adopted the position that street and sidewalk lighting is an integral part of "streets" and "sidewalks" and therefore an existing assessment for the maintenance of such street lighting is exempt under Proposition 218. In the case of *Howard Jarvis Taxpayers Association v. City of Riverside* (1999) 73 Cal.App.4th 679, the Court of Appeal concluded that street lights fall within the definition of "streets" for purposes of Article XIII D, section 5(a), which exempts an assessment pre-existing the adoption of Proposition 218 and opposed solely for "street" purposes.

Therefore, those assessments within the Assessment Districts specified above which were formed prior to the passage of Proposition 218 are exempt under both of these exceptions articulated in California Constitution Article XIII B, sections 5(a) and (b).

Those procedures and approval processes with respect to which these Assessment Districts are exempt are as follows:

(1) Procedural requirements regarding the imposition of assessments including (a) identification of all parcels which will have special benefit conferred upon them by the improvements or services funded by the assessment; and (b) differentiation between "special benefit" and "general benefit" conferred on properties from the improvement and/or services funded with assessment proceeds; and (c) allocation of assessments per parcel dependent upon the proportion of special benefit to each property in relationship to the entirety of the costs of acquiring or constructing an improvement or of maintaining and operating such an improvement among the parcels to be assessed; and (d) the assessment on a parcel may not exceed the reasonable cost of the "proportional special benefit" conferred on that parcel by the improvements or services funded with assessment proceeds; and (e) procedural requirements including the 45-day mailed notice to property owners of the proposed assessment; an opportunity for property owners to protest by ballot against the proposed assessment at a public hearing; and prohibition of any assessment if a majority protest exists. A "majority protest" is defined as ballots from property owners submitted in opposition to the assessments amounting to more than 50% of the total ballots submitted by property owners, with ballots submitted weighted according to the proportional financial obligation for paying assessments for each affected parcel.

In light of the fact that the Assessment Districts specified above formed prior to the adoption of Proposition 218 on November 5, 1996 comply with the definitions of two of the exemptions in Proposition 218 as specified above, the assessments levied within each of those

Assessment Districts are exempt from the substantive and procedural requirements outlined above.

Those Assessment Districts enumerated above formed after the adoption of Proposition 218 (Cameron Woods 8, Silver Springs and Bar J 15 K No. 2) were each formed pursuant to the unanimous consent of each of the property owners owning property within each such Assessment Districts at the time of formation of the Assessment Districts, and such property owners requested that such Assessment Districts be formed. The Engineer's Report demonstrates that these three Assessment Districts formed after the adoption of Proposition 218 comply with the procedural and substantive requirements of Proposition 218.

ASSESSMENT CONTINUATION PROCEDURES

This Engineer's Report ("Report") was prepared to establish the budget for the capital improvements, maintenance and services expenditures that are proposed to be funded in each of the Assessment Districts by the proposed 2017-18 assessments, to determine the special benefits received from the street lighting and landscaping maintenance and capital improvements to real property within each of the Assessment Districts, and to specify the method of assessment apportionment to lots and parcels within each Assessment District. This Report and the proposed assessments have been made pursuant to the Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the California Streets and Highways Code (the "Act") and Article XIID of the California Constitution (the "Article").

This Report describes each of the Assessment Districts and the proposed assessments for each Assessment District for fiscal year 2017-18. The proposed assessments are based on the estimated cost to operate, maintain and service the improvements in each Assessment District that provide a direct and special benefit to the properties within each such Assessment District.

In each subsequent year for which the assessments will be continued, the CPCSD Board must direct the preparation of an Engineer's Report, budgets and proposed assessments for each of the Assessment Districts for the upcoming fiscal year. After the Engineer's Report is completed, the Board may preliminarily approve the Engineer's Report and proposed assessments and establish the date for a public hearing on the continuation of the assessments. This Report was prepared pursuant to the direction of the Board adopted on May 17, 2017.

If the Board preliminarily approves this Engineer's Report and the continuation of the assessments by resolution, a notice of assessment levies must be published in a local paper at least 10 days prior to the date of the public hearing. The resolution preliminarily approving the Engineer's Report and establishing the date for a public hearing is used for this notice.

Following the minimum 10-day time period after publishing the notice, a public hearing is held for the purpose of allowing public testimony about the proposed continuation of the assessments. This hearing is currently scheduled for July 19, 2017.

Following consideration of public comments at a public hearing, and review of the Final Annual Engineer's Report, the Board of Directors ("the Board") of the CPCSD may order amendments to the Report or confirm the Report as submitted.

At this hearing, the Board will consider approval of a resolution confirming the assessments for fiscal year 2017-18 in each of the Assessment Districts. If so confirmed and approved, the assessments will be submitted to the County Auditor/Controller for inclusion on the property tax rolls for Fiscal Year 2017-18.

The word "parcel," for the purposes of this Report, refers to an individual property assigned its own Assessment Number by the Assessor's Office. The El Dorado County Auditor/Controller uses Assessment Numbers and specific Fund Numbers to identify on the tax roll properties assessed for special district benefit assessments. These numbers are shown by District in detail in the Report.

LEGAL ANALYSIS

DISCUSSION OF BENEFIT REQUIRED BY PROPOSITION 218

Assessments can only be levied based on the special benefit to property conferred by the improvements or services funded with the assessment revenue. This special benefit to assessed real property must be demonstrated to be over and above any general benefits. Proposition 218 has clarified that the assessments levied by the CPCSD must comply with the following two criteria: (1) assessments must be demonstrated to provide "special benefit" to the parcels of real property upon which the assessment is levied, and not for general benefit to the public and society at large, including non-property owners such as tenants and visitors to district facilities; and (2) no assessment may be imposed on any parcel of real property which exceeds the reasonable costs of the proportional special benefit conferred on that particular parcel.

The legislative history behind Proposition 218, the adoption by the Legislature of the Proposition 218 Omnibus Implementation Act and appellate case law interpreting the provisions of Proposition 218 demonstrate the analysis that the Board of Directors of the CPCSD must undertake in order to determine the amount of special benefit to assessed real property from the identified street lighting, park, recreational, landscaping and maintenance funded by assessment revenues, and the limitation that such assessments should not exceed the costs of the proportional special benefit to each such parcel as required by Proposition 218.

The State of California Legislative Analyst's impartial analysis of Proposition 218 states that first, local governments must estimate the amount of "special benefit" landowners receive, or would receive, from the improvements or services. If such improvements or services provide both special benefits to that parcel of real property and general benefits to members of the public and non-property owners such as tenants and visitors, then the CPCSD may charge landowners only for the cost of providing the special benefit. The CPCSD must use general revenue such as property taxes and user fees to pay the remaining portion of the costs of improvements or services. Second, the District must ensure that no property

owner's assessment is greater than the cost to the CPCSD to provide those improvements or maintenance services to benefit that particular owner's property.

The CPCSD, by means of this Engineer's Report, must estimate the amount of "special benefit" landowners receive from the identified street lighting, park, recreational and landscaping improvements, and associated maintenance, repair and replacement services funded with assessment revenues. If these identified street lighting, park, recreational and landscaping improvements, and associated maintenance, repair and replacement services provide both special benefits to property owners within the Assessment Districts and general benefits to non-property owners such as tenants and visitors, then the CPCSD must quantify the special benefit to properties received from those identified street lighting, park, recreational and landscaping improvements, and associated maintenance, repair and replacement services, and also quantify the amount of general benefit received by non-property owners such as tenants and visitors from such improvements and maintenance services.

In addition, Section 22573 of the Landscaping and Lighting Act of 1972 provides as follows:

"The net amount to be assessed upon lands within an assessment district may be apportioned by any formula or method which fairly distributes the net amount among all assessable lots or parcels in proportion to the estimated benefits to be received by each such lot or parcel from the improvements."

Five recent court cases construing the assessment provisions of Proposition 218 demonstrate the process that the District must utilize to satisfy Proposition 218's special benefit and proportionality requirements.

SILICON VALLEY TAXPAYERS ASSOCIATION, INC. v SANTA CLARA COUNTY OPEN SPACE AUTHORITY

In July of 2008, the California Supreme Court issued its ruling on the Silicon Valley Taxpayers Association, Inc. v. Santa Clara County Open Space Authority ("SVTA"). This ruling is the most significant court case in further legally clarifying the substantive assessment requirements of Proposition 218.

This case dealt with an open space assessment. The Court emphasized that the Engineer's Report must demonstrate distinct benefits to particular properties above and beyond those which the general public using and enjoying the open space receives. The Court also noted that such special benefits would likely result from factors such as proximity, improved access, and views.

Several of the most important elements of the ruling included further emphasis that:

- Benefit assessments are for special, not general, benefit
- The services and/or improvements funded by assessments must be clearly defined

- Special benefits are directly received by and provide a direct advantage to property in the assessment district

DAHMS V. DOWNTOWN POMONA PROPERTY

A similar holding can be found in the Court of Appeals 2009 decision upholding the business improvement district assessment to fund supplemental municipal services in the case of *Dahms v. Downtown Pomona Property and Business Improvement District* (2009) 174 Cal.App.4th 708. In that case, the Court held that services provided to assessed property including security, street maintenance, and marketing, promotion and special events for property owners within the Assessment District were all special benefits conferred on parcels within the Assessment District because they "affected the assessed property in a way that is particular and distinct from their effect on other parcels and that real property in general and the public at large do not share." The Court further held that under Proposition 218, the cap on the total assessment is the entirety of the reasonable cost of the special benefit conferred on all parcels by the improvements and services funded by assessment revenue. The Court also noted that if special benefits themselves produce certain general benefits to the public at large, the value of those general benefits need not be deducted before the caps on the special benefits which the assessments provide are calculated. Therefore, the Court concluded that security, maintenance, and special event services specially benefit property within an Assessment District and may be apportioned according to the cost of providing those services.

BEUTZ V. COUNTY OF RIVERSIDE

The case of *Beutz v. County of Riverside* (2010) 194 Cal.App.4th 1516 dealt with an assessment under the Landscaping and Lighting Act of 1972 and concluded that Proposition 218 permits assessments to fund maintenance, repair and replacement of park and recreational facilities when supported by an adequate Engineer's Report. The Court concluded that park and recreational improvements, maintenance, and park and recreational services confer special benefit on property. However, the Court noted that the Engineer's Report in that case did not separate and quantify the degree of special benefit to properties being assessed for such services, as opposed to the general benefit conferred on members of the public such as nonproperty owners, tenants and visitors from such park improvements and services. The Court noted that the nature and extent of general and special benefits from the park improvements and maintenance services must be quantified in relationship to each other based on credible solid evidence.

GOLDEN HILL NEIGHBORHOOD ASSOCIATION V. CITY OF SAN DIEGO

In the recent Court of Appeal case of *Golden Hill Neighborhood Association v. City of San Diego* (2011) 199 Cal.App.4th 416, the city levied an assessment under the Landscaping and Lighting Act for maintenance services consisting of trash removal, sidewalk sweeping and washing, landscaping, graffiti abatement and trail and canyon beautification. The Court implicitly found that such services do provide special benefit to the property being assessed from those services pursuant to the requirements of Proposition 218. However, the Court found that the Engineer's Report did not appropriately analyze how much of the benefit of a public facility or service accrues to assessed properties (special benefit) and how much accrues to the general public who do not own property within the Assessment District

(general benefit). The Court found that all benefits, both special benefits and general benefits, must be identified, separated and quantified. The Court even mentioned a hypothetical example of apportioning of general benefit and special benefit with respect to the benefit of street lighting based on vehicle trips generated by assessed properties as a fraction of total vehicle trips; in other words, in terms of usage of assessment funded facilities and services by owners of assessed properties as opposed to members of the general public.

BONANDER V. TOWN OF TIBURON

The town of Tiburon formed an assessment district to fund the cost of moving overhead utility lines underground. The engineer identified special benefits of improved aesthetics, increased safety, and improved service reliability. The degree of benefit to an individual property was dependent on proximity to existing overhead utility lines. The assessment district was divided into three zones. The Court found that it did constitute a special benefit conferred on real property and it is a proper subject for assessment. The Court also found that it is permissible to conclude that all properties in a district benefit equally from a certain type of special benefit, and therefore assess all such properties an equal assessment amount. The Court concluded that just because a particular benefit is conferred equally upon all properties in an assessment district does not compel the conclusion that it is not tied to particular parcels of property. Finally, the Court found that the town impermissibly used a "cost based" approach in determining the amount of assessment on any given parcel. The Court noted that Proposition 218 requires that the proportional special benefit derived by each parcel shall be determined depending on the **entirety** of the capital cost of a public improvement, or its maintenance and operation expenses, and not just as costs incurred in each zone. The Court noted that Proposition 218 requires the amount of the assessment to be proportional to the **benefits** conferred on the property, not the costs incurred.

COMPLIANCE WITH CURRENT LAW

This Engineer's Report and the process used to establish these proposed assessments for 2017-18 in the three assessment districts subject to the requirements of Proposition 218 (Cameron Woods 8, Silver Springs and Bar J 15 A No.2) are consistent with the case law described above and with the requirements of Articles XIII C and XIII D of the California Constitution based on the following factors:

1. Those Assessment Districts formed prior to the passage of Proposition 218 and with the unanimous approval of property owners within each such Assessment District are exempt from the provisions of Proposition 218 pursuant to the provisions of Article XIII D, sections 5(a) and 5(b).
2. All of the Assessment Districts are narrowly drawn to include only small neighborhoods in which all parcels receive special benefits from the street lighting and park and recreation improvements constructed within that particular Assessment District. Such small neighborhood Assessment Districts ensure that all street lighting and park and recreation improvements constructed and maintained with assessment proceeds are located in close proximity to all parcels of real property subject to the assessment in each Assessment District and therefore

provide direct special benefit to each of such parcels in each Assessment District pursuant to the case law specified above.

The fact that the street lighting, park and recreational improvements and maintenance, repair and replacement services for those improvements have some limited general benefit to the public at large including non-property owners, tenants and visitors, does not mean that they do not also have a special benefit to property owners whose parcels are assessed. The Engineer's Report is consistent with case law cited above because the assessments have been apportioned based on the entirety of the capital cost of the Improvements and maintenance thereof and based on proportional special benefit to each parcel of real property within each Assessment District.

While such improvements and maintenance may provide some benefits to the general public despite the neighborhood character of such improvements, when special benefits can be identified they may be separated from general public benefits and their costs imposed as assessments on the properties to which those special benefits accrue. This Engineer's Report is consistent with the decisions mentioned above in *Beutz*, *Dahms*, and *Golden Hill* because the street lighting and park and recreation improvements and maintenance will directly and specially benefit property in the Assessment District and whatever limited general benefits exist have been explicitly calculated, quantified, and excluded from the assessments.

The assessments paid by each parcel within each Assessment District are proportional to the special benefit that each parcel within each Assessment District receives from such improvements and maintenance because:

The assessment imposed on each parcel within each Assessment District does not exceed the costs incurred by CPCSD in providing such street lighting and park and recreation improvements and maintenance to each such parcel as specified in this Engineer's Report.

- a. The use of a variety of small neighborhood Assessment Districts ensures that the street lighting, park, landscaping and recreational improvements constructed and maintained with assessment proceeds are located in close proximity to all parcels of real property subject to the assessment, thereby ensuring that such improvements provide special benefit to each of the parcels in each Assessment District paying such assessments.
- b. Due to the proximity of the parcels of real property in each Assessment District to the street lighting and park and recreation capital improvements and maintenance funded with assessment proceeds, such properties receive a special benefit from such improvements and maintenance distinct from the benefit of other parcels of real property outside of each Assessment District. The nature of the neighborhood street lighting and park and recreational improvements within each Assessment District ensures that the special benefit from such improvements accrue to the residents of the parcels comprising each such Assessment District. The

street lighting and neighborhood park and recreational facilities located within such Assessment Districts are not extensively used by non-property owners such as visitors and guests due to their neighborhood character. The extent to which such neighborhood facilities within each Assessment District are utilized by non-property owners such as visitors and guests, such use constitutes a general benefit which is calculated in the section of this Engineer's Report which follows entitled "Calculating General Benefit."

PLANS AND SPECIFICATIONS

The work and improvements proposed to be undertaken by the Assessment Districts and the cost thereof paid from the levy of the continued assessments provide special benefit to Assessor Parcels within the Assessment Districts as defined in the Method of Assessment herein. In addition to the definitions provided by the Landscaping and Lighting Act of 1972, (the "Act") the work and improvements (the "Improvements") are generally described as follows:

Installation, maintenance and servicing of public facilities and improvements, including, but not limited to, turf and play areas, landscaping, ground cover, shrubs and trees, irrigation systems, drainage systems, lighting, street lighting, public lighting facilities, fencing, entry signs and associated appurtenances and labor, materials, supplies, utilities and equipment, as applicable, at each of the locations owned, operated or maintained by the Cameron Park Community Services District. Any plans and specifications for these improvements will be filed with the General Manager of the Cameron Park Community Services District and are incorporated herein by reference.

As applied herein, "Installation" means the design and construction of public improvements, including, but not limited to, land preparation, such as grading, leveling, cutting and filling, sod, landscaping, irrigation systems, sidewalks and drainage, and lights.

"Maintenance" means the furnishing of services and materials for the ordinary and usual maintenance, operation and servicing of any improvement, including repair, removal or replacement of all or any part of any improvement; providing for the life, growth, health, and beauty of landscaping, including cultivation, irrigation, trimming, spraying, fertilizing, or treating for disease or injury; the removal of trimmings, rubbish, debris, and other solid waste, and the cleaning, sandblasting, and painting of walls and other improvements to remove or cover graffiti.

"Servicing" means the furnishing of electric current, or energy, gas or other illuminating agent for any public lighting facilities or for the lighting or operation of any other improvements; or water for the irrigation of any landscaping, the operation of any fountains, or the maintenance of any other improvements.

DESCRIPTIONS OF THE DISTRICTS

SERVICES FOR INDIVIDUAL DISTRICTS

Each of the Assessment Districts within CPCSD provide for the installation, maintenance and servicing of street lighting and/or park and recreational improvements located within each such Assessment District. The following table provides further detail regarding the public improvements funded in the individual Assessment Districts.

TABLE 1 – SERVICES FOR INDIVIDUAL DISTRICTS

District	Services Provided	
30. Airpark	Street Lights (112) LS 70 Watt	
31. Unit 6	Street Lights (92) LS-1A 70 Watt	
32. Unit 7	Street Lights (72) LS-1A 70 Watt	
33. Unit 8	Street Lights (70) LS-1 70 Watt	
34. Viewpointe	Street Lights (15) LS-1 70 Watt	
35. Goldorado	Street Lights (18) LS-1 70 Watt	
36. Unit 11	Street Lights (33) LS-1 70 Watt	
37. Unit 12	Street Lights (74) LS-1 70 Watt	
38. Cameron Woods 1-4	Street Lights (42) LS-1 70 Watt	
39. Bar J 15A Country Club	Street Lights (103) LS-1 70 Watt	Landscaping, etc.
40. Bar J 15B Merrychase	Street Lights (8) LS-1E-HPS Watt	Landscaping, etc.
41. Creekside	Street Lights (12)(HPSVL), LS-1D, 70 W	
42. Eastwood	Street Lights (8) LS-1 70 Watt	Landscaping, etc
43. David West	No lights	Landscaping, etc
44. Cambridge Oaks	Street Lights (9) (HPSVL), LS-1D, 70 W	
45. Northview	Street Lights (10) LS1-D 70 W	Landscaping, etc
46. Cameron Valley	Street Lights (9) LS-1 70 Watt	Landscaping, etc
47. Cameron Woods 8	Street Lights (8) LS-1 70 Watt	
48. Silver Springs	No lights	Landscaping, etc
50. Bar J 15A No 2	No lights	Landscaping, etc

DISTRICT BOUNDARIES AND SPECIFIC AREAS MAINTAINED

A description of the boundaries, areas maintained and improvements are described in detail below for each district.

Airpark (LLAD #30)

BOUNDARIES: El Dorado County Map Book, 083, pages 14 through 24, pages 47, 48, and pages 51 through 54, inclusive.

Improvements:

New:

- No Planned Projects.

Existing:

- 112 LS 70W street light lamps including maintenance (performed by PG&E) and electrical service. The street lights, listed by PG&E service number, are shown in Table 2, below:

TABLE 2 – AIRPARK STREET LIGHTS

114	124	134	144	154	164	174	184	194	204	214	224
115	125	135	145	155	165	175	185	195	205	215	225
116	126	136	146	156	166	176	186	196	206	216	
117	127	137	147	157	167	177	187	197	207	217	
118	128	138	148	158	168	178	188	198	208	218	
119	129	139	149	159	169	179	189	199	209	219	
120	130	140	150	160	170	180	190	200	210	220	
121	131	141	151	161	171	181	191	201	211	221	
122	132	142	152	162	172	182	192	202	212	222	
123	133	143	153	163	173	183	193	203	213	223	

Unit 6 (LLAD #31)

BOUNDARIES: El Dorado County Map Book, 083, pages 25 through 33, inclusive.

Improvements:

New:

- No Planned Projects.

Existing:

- 92 LS-1A, 70W street light lamps including maintenance (performed by PG&E) and electrical service. The street lights, listed by PG&E service number, are shown in Table 3, below:

TABLE 3 – UNIT 6 STREET LIGHTS

1	13	23	33	46	57	73	84	96	109
2	14	24	34	48	58	74	85	98	111
4	15	25	35	49	59	75	86	99	
5	16	26	36	50	60	76	87	101	
6	17	27	37	51	64	77	88	103	
7	18	28	38	52	67	78	89	104	
8	19	29	39	53	68	79	90	105	
10	20	30	40	54	69	80	93	106	
11	21	31	44	55	70	81	94	106	
12	22	32	45	56	71	83	95	107	

Unit 7 (LLAD #32)

BOUNDARIES: El Dorado County Map Book, 083, pages 04 through 13, and pages 42 and 55, inclusive; Map Book 102, page 39; Map Book 116, page 01 parcel 1.

Improvements:

New:

- No Planned Projects.

Existing:

- 72 LS-1A, 70W street light lamps including maintenance (performed by PG&E) and electrical service. The street lights, listed by PG&E service number, are shown in Table 4, below:

TABLE 4 – UNIT 7 STREET LIGHTS

226	233	240	247	255	263	270	277	285	292	299
227	234	241	249	256	264	271	278	286	293	300
228	235	242	250	257	265	272	279	287	294	
229	236	243	251	259	266	273	280	288	295	
230	237	244	252	260	267	274	281	289	296	
231	238	245	253	261	268	275	282	290	297	
232	239	246	254	262	269	276	284	291	298	

Unit 8 (LLAD #33)

Boundaries: El Dorado County Map Book, 082, pages 52 through 60, page 62 through 64, pages 66 through 68, pages 70, 71, 73, 76, 77, 79, and 82 through 84, inclusive.

Improvements:

New:

- No Planned Projects.

Existing:

- 70 LS-1A, 70W street light lamps including maintenance (performed by PG&E) and electrical service. The street lights, listed by PG&E service number, are shown in Table 5, below:

TABLE 5 – UNIT 8 STREET LIGHTS

305	315	322	333	340	347	355	364	372	380
306	316	326	334	341	348	356	365	373	381
308	317	327	335	342	349	357	366	374	382
311	318	328	336	343	350	359	367	375	383
312	319	330	337	344	351	360	369	376	525
313	320	331	338	345	352	362	370	377	527
314	321	332	339	346	353	363	371	379	528

Viewpointe (LLAD #34)

BOUNDARIES: El Dorado County Map Book 116, pages 39, 40 and 42, inclusive.

Improvements:

New:

- No Planned Projects.

Existing:

- 15 LS-1, 70W street light lamps including maintenance (performed by PG&E) and electrical service. The street lights, listed by PG&E service number, are shown in Table 6, below:

TABLE 6 – VIEWPOINTE STREET LIGHTS

289	294	297	300	653
290	295	298	301	654
291	296	299	648	655

Goldorado (LLAD #35)

BOUNDARIES: El Dorado County Map Book 083, pages 34, 45 and 50, 61 inclusive.

Planned Projects for 2017-18

- Outreach for possible Rate Increase and New District formation to address assessment shortfalls that jeopardize the ability of the LLD's to maintain necessary maintenance service levels.

Improvements:

New:

- No Planned Projects.

Existing:

- 18 LS-1, 70W street light lamps including maintenance (performed by PG&E) and electrical service. The street lights, listed by PG&E service number, are shown in Table 7, below:

TABLE 7 – GOLDORADO STREET LIGHTS

656	659	661	666	667	670	672	674	677
658	660	662	666	669	671	673	676	680

Unit 11 (LLAD #36)

BOUNDARIES: El Dorado County Map Book 116, pages 8 through 27, pages 41, 45 56, and 62, inclusive.

Improvements:

New:

- No Planned Projects.

Existing:

- 33 LS-1, 70W street light lamps including maintenance (performed by PG&E) and electrical service. The street lights, listed by PG&E service number, are shown in Table 8, below:

TABLE 8 – UNIT 11 STREET LIGHTS

470	474	478	484	488	492	496	500	506
471	475	480	485	489	493	497	502	
472	476	482	486	490	494	498	503	
473	477	483	487	491	495	499	504	

Note: PG&E service number 1177, 1178, 1179, 1253, 1254, 12255, 1256 are lights within the common area of the HOA and are not maintained by the Unit 11 LLAD.

Unit 12 (LLAD #37)

BOUNDARIES: El Dorado County Map Book, 116, pages 28 through 37 and pages 44, 57 and 61, inclusive

Improvements:

New:

- No Planned Projects.

Existing:

- 74 LS-1, 70W street light lamps including maintenance (performed by PG&E) and electrical service. The street lights, listed by PG&E service number, are shown in Table 9, below:

TABLE 9 – UNIT 12 STREET LIGHTS

533	540	554	561	568	575	582	589	596	604	611
534	541	555	562	569	576	583	590	597	605	612
535	542	556	563	570	577	584	591	599	606	613
536	548	557	564	571	578	585	592	600	607	656
537	549	558	565	572	579	586	593	601	608	
538	552	559	566	573	580	587	594	602	609	
539	553	560	567	574	581	588	595	603	610	

Cameron Woods 1-4 (LLAD #38)

Boundaries: El Dorado County Map Book, 083, pages 46 and 49, and Map Book, 070, pages 37, 42, and 46, and 070-011-33, inclusive.

Improvements:

New:

- No Planned Projects.

Existing:

- 42 LS-1, 70W street light lamps including maintenance (performed by PG&E) and electrical service. The street lights, listed by PG&E service number, are shown in Table 10, below:

TABLE 10 – CAMERON WOODS 1-4 STREET LIGHTS

530	534	538	542	721	725	1172	1297	1301	1305	1359
531	535	539	543	722	1169	1173	1298	1302	1306	1360
532	536	540	544	723	1170	1174	1299	1303	1307	
533	537	541	720	724	1171	1175	1300	1304	1358	

Bar J 15A Country Club (LLAD #39)

Note: Bar J15-A Landscaping and Lighting District has a deficit. Bar J15-A No. 2 was formed to cover costs and services that would otherwise be reduced or eliminated. During fiscal year 2014-15, a major fencing project was completed in Bar J-15A and Bar J15-A No 2 – the funding for this project came from non_assessment revenue and contributed to the general fund offset.

BOUNDARIES: El Dorado County Map Book, 119, pages 05 through 07, 13 through 18, and 20 through 26, inclusive. (Formally Map Book, 108, pages 08 through 10, 16 through 21, 29 through 32, and 35 through 37, inclusive.)

Improvements:

New:

- No Planned Projects.

Existing:

- 103 LS-1, 70W street light lamps including maintenance (performed by PG&E) and electrical service. The street lights, listed by PG&E service number, are shown in Table 11, below:

TABLE 11 – BAR J 15A COUNTRY CLUB STREET LIGHTS

684	693	702	711	728	737	746	755	790	799	808	817
685	694	703	712	729	738	747	756	791	800	809	818
686	695	704	713	730	739	748	783	792	801	810	819
687	696	705	714	731	740	749	784	793	802	811	820
688	697	706	715	732	741	750	785	794	803	812	
689	698	707	716	733	742	751	786	795	804	813	
690	699	708	718	734	743	752	787	796	805	814	
691	700	709	726	735	744	753	788	797	806	815	
692	701	710	727	736	745	754	789	798	807	816	

- Irrigated landscape area of 56,378 s.f., 6,746 linear feet of irrigation piping (plus water sourcing and electricity for the irrigation controller), and 104 trees
- 16,740 s.f. of walk area (asphalt)

Bar J 15B Merrychase (LLAD #40)

BOUNDARIES: El Dorado County Map Book 119, pages 27 and 28 inclusive, and 119-190-12. (Formally Map Book, 108, pages 40 and 41, inclusive. Except 108-404-1.)

The improvements to be maintained include landscaping within the landscape corridors on the South side of Country Club Drive between Trinidad Drive and Merrychase Drive, the West side of Merrychase Drive between Country Club Drive and Lot B; both sides of Casa Largo Way; and the South side of Trinidad Drive between Country Club Drive and Lot B.

Planned Projects for 2017-18

- Outreach for possible Rate Increase and New District formation to address assessment shortfalls that jeopardize the ability of the LLD's to maintain necessary maintenance service levels.

Improvements:

New:

- No Planned Projects.

Existing:

- 8 LS-1E HPS 70-watt street light lamps including maintenance (performed by PG&E) and electrical service. The street lights, listed by PG&E service number, are shown in Table 12, below:

TABLE 12 – BAR J 15B MERRYCHASE STREET LIGHTS

1083	1084	1085	1086	1087	1088	1089	1090
------	------	------	------	------	------	------	------

- Irrigated landscape area of 45,928 s.f., 6,746 l.f. of irrigation piping (plus water sourcing and electricity for the irrigation controller), and 133 trees
- 1,135 l.f. of concrete masonry wall with 16 plaster pilasters
- 16,920 s.f. of walk area (concrete)

The improvements to be serviced include 8 existing street lights, with a cost of \$13.94 per light, per month. Schedule LS-1E HPS 70 W, PG&E owned Street and Highway Lighting. Maintenance to be performed by PG&E; energy costs to be paid by the district. Energy costs also include the irrigation controller service.

Energy costs for 8 LS-1E-HPS 70 W, located at the following streets or intersections.

Trinidad Drive	3 each
Gailey Circle	3 each
Gailey Court	1 each
Casa Largo Way and Merrychase Drive	1 each

Creekside (LLAD #41)

BOUNDARIES: El Dorado County Map Book, 116, pages 53 and 55, inclusive.

Planned Projects for 2017-18

- Outreach for possible Rate Increase and New District formation to address assessment shortfalls that jeopardize the ability of the LLD's to maintain necessary maintenance service levels.

Improvements:

New:

- No Planned Projects.

Existing:

- 12 (HPSVL), LS-1D, 70 W street light lamps including maintenance (performed by PG&E) and electrical service. The street lights, listed by PG&E service number, are shown in Table 13, below:

TABLE 13 – CREEKSIDE STREET LIGHTS

758	759	760	761	762	763	764	765	1120	1121	1122	1123
-----	-----	-----	-----	-----	-----	-----	-----	------	------	------	------

Eastwood (LLAD #42 – Park and Landscape Corridor)

BOUNDARIES: El Dorado County Map Book, 70, pages 32 through 36, 38 and 41, inclusive.

The improvements to be maintained include two elements:

The established park, identified as Lot A, formed by the boundaries of Culver Lane, Veld Way, and Canoga Lane within the Eastwood Park Development Area.

The landscape corridor on the north side of Meder road between Lots 137 and 148 and on the south side of Meder Road between Lots 3 and 17 (refer to pages 6 and 7), as well as the setback landscape areas adjacent to Lots 6 and 7 at Veld Way.

Improvements:

New:

- Eastwood LLAD will continue to set aside \$10,000 annually for replacement costs for both the sound wall and iron fences.

Existing:

- Tree wells
- Irrigation upgrade (spray irrigation/drip irrigation systems)
- Shrubs
- Bark landscape to Meder Rd.
- 8 (HPSVL), LS-1D, 70 W street light lamps including maintenance (performed by PG&E) and electrical service. The street lights, listed by PG&E service number, are shown in Table 14, below:

TABLE 14 – EASTWOOD STREET LIGHTS

1140	1142	1143	1146	1147	1182	1183	1257
------	------	------	------	------	------	------	------

- Irrigated landscape area of 122,330 s.f., 10,804 l.f. of irrigation piping (plus water sourcing and electricity for the irrigation controllers)
- 1,970 l.f. of concrete masonry wall with 8 brick pilasters
- Four picnic tables, trash receptacles, dog waste stations, dog waste pick-up signs and drinking fountain
- 47 existing trees and 428 miscellaneous shrubs
- Irrigation controllers: 3 each
- Energy costs for 9 LS1-D 70W and 1 spot light

David West Park (LLAD #43)

Note: In 2011 the Cameron Park CSD conducted several outreach meetings and a balloting. The Community was not supportive of the proposed measure. Cameron Park CSD will determine the next steps.

BOUNDARIES: El Dorado County Map Book, 119, pages 29 and 30 inclusive (formally Map Book 108, pages 44 and 45, inclusive.)

The improvements to be maintained include the landscaping within the landscape corridor on the north side of Crazy Horse Road between Lot B to the east and Lots D and 8 to the west (refer to book: 108 page 44). The park, Lot C, generally formed by the boundaries of Highway 50 and Crazy Horse Road, and Lots B, D & 8 in the Cambridge Oaks Development Area. This is a multi-use facility adaptable to baseball, soccer, or general recreation purposes.

Improvements:

New:

- No Planned Projects.

Existing:

- Irrigated landscape area of 98,400 s.f., 5,960 l.f. of irrigation piping (plus water sourcing and electricity for the irrigation controllers)
- 66 trees, plants, shrubs, ground cover
- 2,760 s.f. of concrete walkways, 1,200 l.f. of wood header, 125 l.f. of temporary (retractable) fencing, and 1,560 l.f. of permanent chain-link fence
- Three-foot monument dedicating park to David West
- ADA accessibility
- 2,400 sq. foot asphalt parking lot (space for approx. 15 cars)
- Two picnic tables and free-standing water fountains
- Full, chain-link backstop, two sets of bleachers, snack shack/scorers building

Cambridge Oaks (LLAD #44)

BOUNDARIES: El Dorado County Map Book, 119, pages 29 and 30 inclusive (formally Map Book 108, pages 44 and 45, inclusive.)

Planned Projects for 2017-18

- Outreach for possible Rate Increase and New District formation to address assessment shortfalls that jeopardize the ability of the LLD's to maintain necessary maintenance service levels.

Improvements:

New:

- No Planned Projects.

Existing:

- 9 (HPSVL), LS-1D, 70W street light lamps including maintenance (performed by PG&E) and electrical service. The street lights, listed by PG&E service number, are shown in Table 15, below:

TABLE 15 – CAMBRIDGE OAKS STREET LIGHTS

C1023	C1024	C1025	C1026	C1027	C1028	C1033	C1034	C1035
-------	-------	-------	-------	-------	-------	-------	-------	-------

Northview (LLAD #45)

BOUNDARIES: El Dorado County Map Book, 083, page 57 and 58, inclusive.

The improvements to be maintained include the landscaping within the landscape improvements along the northerly side of Meder Road and the west side of Auburn Hills Drive adjacent to the Northview (Cameron Ridge) development. This includes such items as plant material, irrigation, and masonry walls with pilasters and entry signage. Also included are landscape improvements in the open space area between Ashland Drive and the northerly boundary of the development. The improvements, which are further described in Part A of the report, are being furnished and installed by and at the developer's expense with the exception of planned park improvements and the sidewalk running along the west side of Auburn Hills Drive between lots 1 and 51, also described in Part A of this report. These park improvements and the sidewalk are being installed by the CPCSD at the expense of Assessment District No. 45 through the establishment of a capital fund. Maintenance of all the described facilities, including a replacement fund, is being funded by the assessment district.

Improvements:

New:

- No Planned Projects.

Existing:

- ADA compliant pathway
- Park entrance signage at Auburn Hills
- Security lighting
- Signage throughout park
- 10 street light lamps including maintenance (performed by PG&E) and electrical service. The street lights, listed by PG&E service number, are shown in Table 16, below:

TABLE 16 – NORTHVIEW STREET LIGHTS

1258	1259	1260	1261	1262	1271	1272	1273	1274	1275
------	------	------	------	------	------	------	------	------	------

- Irrigated landscape area of 14,080 s.f., 7,755 l.f. of irrigation piping (plus water sourcing and electricity for the irrigation controllers)
- 72 trees and 465 shrubs
- Playground structure, drinking fountain, picnic table, shaded structure, playground fiber and trash receptacle
- 5,640 s.f. of concrete walkways and one wooden gate
- 1,227 l.f. of masonry wall with 16 brick pilasters
- 472 l.f. of concrete header (mowstrip)
- Energy costs for 10 LS1-D 70W and 1 spot light

Cameron Valley Estates (LLAD #46)

BOUNDARIES: El Dorado County Map Book, 070, page 39, 44 and 45, inclusive.

The improvements to be maintained include the landscaping within the landscape improvements along the east and west side of Carousel Lane between Meder Road and Braemer Drive and the northerly side of Drummond Way and Auburn Hills Drive. This includes such items as plant material, irrigation, and masonry walls with pilasters and entry signage. Also included are the four corners around the detention pond between Sinclair and Connery Drive. The improvements, which are further described in Part A of the report, are being furnished and installed by and at the developer's expense. Maintenance of all the described facilities is being funded by the assessment district.

Improvements:

New:

- No Planned Projects.

Existing:

- 9 street light lamps including maintenance (performed by PG&E) and electrical service. The street lights, listed by PG&E service number, are shown in Table 17, below:

TABLE 17 – CAMERON VALLEY ESTATES STREET LIGHTS

1341	1342	1343	1344	1346	1347	1347	1348	1349
------	------	------	------	------	------	------	------	------

- Irrigated landscape area of 45,840 s.f., 9,870 l.f. of irrigation piping (plus water sourcing and electricity for the irrigation controllers)
- 233 trees and 1,755 shrubs
- 11,580 s.f. of concrete walkways
- 2,910 l.f. of redwood fencing, and
- 1,640 l.f. of concrete header (mow strip)
- 28,000 s.f. of bard
- Energy costs for 9 LS1-D 70W and 1 spot light

Cameron Woods 8 (LLAD #47)

BOUNDARIES: Assessor Parcel Numbers: 070-470-01 through 34 and 070-480-01 through 25.

Planned Projects for 2017-18

- Outreach for possible Rate Increase and New District formation to address assessment shortfalls that jeopardize the ability of the LLD's to maintain necessary maintenance service levels.

Improvements:

New:

- No Planned Projects.

Existing:

- 8 street light lamps including maintenance (performed by PG&E) and electrical service. The street lights, listed by PG&E service number, are shown in Table 18, below:

TABLE 18 – CAMERON WOODS 8

1392	1393	1394	1395	1396	1397	1398	1399
------	------	------	------	------	------	------	------

Silver Springs (LLAD #48)

BOUNDARIES: Assessor Parcel Numbers: 115-370-01 through 03 and 115-370-07 and 115-370-11 and 115-430-01 through 53.

Improvements:

New:

- None.

Existing:

- None

No charges for Silver Springs LLAD shall be levied until the improvements have commenced.

Bar J15-A No. 2 (LLAD #50)

Note: Bar J15-A No. 2 Landscaping and Lighting District was formed to cover costs and services that would otherwise have been reduced or eliminated.

BOUNDARIES: El Dorado County Map Book, 119, pages 05 through 07, 13 through 18, and 20 through 26, inclusive.

Improvements:

New:

- None.

Existing:

- Irrigated landscape area of 56,378 s.f., 6,746 linear feet of irrigation piping (plus water sourcing and electricity for the irrigation controller), and 104 trees
- 16,740 s.f. of walk area (asphalt)

Note: The Cameron Park CSD is performing an ongoing audit that will be finalized in Fiscal Year 2018 to ascertain whether PG&E and EID may have inadvertently overcharged some of the LLD's. Any adjustment to the budgets will be dealt with in the Fiscal Year 2019 Engineer's Report, thereby possibly adjusting assessments for any overcharge.

LEVY SUMMARY BY DISTRICT

TABLE 19 – FY 2017-18 ASSESSMENT REVENUES

DISTRICT LEVY SUMMARY							
District Designation	District Name	FY 2017-18 Total			Levy Per Unit		
		Assessment Levy	Assessable Parcels	Lights	Rate	Method	Eligible for Increase
30	Airpark	\$19,305	321	112	\$60.14	Per Parcel	No
31	Unit 6	\$16,568	304	92	\$54.50	Per Parcel	No
32	Unit 7	\$12,554	347	67	\$36.18	Per Parcel	No
33	Unit 9	\$15,494	428	81	\$36.20	Per Parcel	No
34	Viewpointe	\$6,218	138	15	\$45.06	Per Parcel	No
35	Goldorado	\$2,935	32	19	*	varies by size	No
36	Unit 11	\$6,883	307	31	\$22.42	Per Parcel	No
37	Unit 12	\$12,340	331	74	\$37.28	Per Parcel	No
38	Cameron Woods 1-5	\$7,790	164	50	\$47.50	Per Parcel	No
39	Bar J 15A	\$24,265	503	105	\$48.24	Per Parcel	No
40	Bar J 15B Merrychase	\$10,271	41	11	\$190.04	-lots A & B	No
41	Creekside	\$2,449	79	12	\$31.00	Per Parcel	No
42	Eastwood	\$40,908	183	10	\$223.54	Per Parcel	No
43	David West	\$18,150	110	0	\$165.00	Per Parcel	Up to 5%/yr to cap of \$165
44	Cambridge	\$1,637	110	9	\$14.88	Per Parcel	No
45	Northview	\$29,808	92	11	\$324.00	Per Parcel	No
46	Cameron Valley	\$12,782	120	6	\$106.52	Per Parcel	No
47	Cameron Woods 8	\$5,999	53	8	\$113.18	Per Parcel	Up to 3%/yr
48	Silver Springs	\$0	58	0	\$0.00	Per Parcel	Up to 4%/yr
50	Bar J 15A No. 2	\$22,967	503	0	\$45.66	Per Parcel	Up to 3%/yr
Total:		\$269,323					

Note:

LLAD 43, David West has reached the cap set in the original formation documents; the assessment rate for FY 2017-18 will be \$165.00.

LLAD 30, Airpark will be levied at \$60.14 for fiscal year 2017-18 which is below the Maximum Authorized Rate of \$63.02.

METHOD OF APPORTIONMENT

METHOD OF APPORTIONMENT

The method used for apportioning the assessment in those three assessment districts subject to the requirements of Proposition 218 (Cameron Woods 8, Silver Springs and Bar J 15 A No. 2) is based upon the relative special benefits to be derived by the properties in the Assessment Districts over and above general benefits conferred on real property or to the public at large. The assessment is apportioned to lots and parcels in proportion to the relative special benefit from the improvements. Special benefit is calculated for each parcel in each such Assessment District using the following process:

1. Identification of all benefit factors from the Improvements and Maintenance;
2. Calculation of the proportion of these benefits that are special and general and quantification of the general benefits;
3. Determination of the relative special benefit per property type;
4. Calculation of the specific assessment for each individual parcel based upon special versus general benefit, property type, and property characteristics.

The assessments levied in all of the other assessment districts are exempt from the substantive and procedural requirements of Proposition 218 (see Exemptions from Proposition 218 at pages 2 through 4 above). The substantive requirements with respect to which such assessment districts are exempt include the following: (1) differentiation between "special benefit" and "general benefit" conferred on properties from the improvements or services funded with assessment proceeds; (2) limitation of the value of the assessment on each parcel by the reasonable cost of the proportional special benefit" conferred on that parcel by the improvements and services funded with the assessments, and (3) allocation of assessments per parcel dependent upon proportional special benefit measured as a proportion of the entirety of the costs of constructing and/or maintaining improvements.

The assessments levied in these assessment districts exempt from the requirements of Proposition 218 are based on an analysis of special benefit as required by the Landscaping and Lighting Act of 1972, which benefit categories are described below.

This section of the Engineer's report includes: (1) a discussion of the special benefits to be provided by the proposed improvements and maintenance services and the method of apportionment of assessments within those assessment districts exempt from Proposition 218; and (2) a discussion of the special benefits and general benefits to be provided by the proposed improvements and maintenance services and the method of apportionment of assessments within those three assessment districts subject to the requirements of Proposition 218.

SPECIAL BENEFITS

In summary, the assessments can only be levied based on the special benefit to property. This benefit is received by property over and above any general benefits. With reference

to the requirements for assessments, Section 22573 of the Landscaping and Lighting Act of 1972 states:

"The net amount to be assessed upon lands within an assessment district may be apportioned by any formula or method which fairly distributes the net amount among all assessable lots or parcels in proportion to the estimated benefits to be received by each such lot or parcel from the improvements."

Proposition 218, as codified in Article XIID of the California Constitution, has confirmed that assessments must be based on the special benefit to property and that the value of the special benefits must reasonably exceed the cost of the assessment:

"No assessment shall be imposed on any parcel which exceeds the reasonable cost of the proportional special benefit conferred on that parcel."

The following benefit categories summarize the types of special benefit to residential, commercial, industrial and other lots and parcels resulting from the installation, maintenance and servicing of the Improvements to be provided with the assessment proceeds. These categories of special benefit are derived from the case law specified above and from statutes passed by the California Legislature and other studies which describe the types of special benefit received by property from street lighting and park and recreational improvement and maintenance such as those proposed to be funded in each Assessment District. These types of special benefits are summarized below.

1. Proximity to improved public landscaping, lighting, parks and other permanent park and recreational facilities.
2. Illumination of properties and illumination of walkways, roads and other means of access to properties.
3. Increased safety of property due to improved lighting and illumination.
4. Access to improved parks and landscaped areas within the Assessment Districts.
5. Improved Views.
6. Extension of a property's outdoor areas and green spaces for properties within close proximity to park improvements.

BENEFIT FACTORS

The special benefits from the Improvements are further detailed below:

PROXIMITY TO IMPROVED PUBLIC LANDSCAPING, LIGHTING, PARKS AND OTHER PERMANENT PARK AND RECREATIONAL FACILITIES

Only the specific properties within close proximity to the Improvements are included in each Assessment District. Therefore, property in the Assessment Districts enjoys unique and valuable proximity and access to the Improvements that the public at large and property outside the Assessment Districts do not share.

The Board has determined that the location, nature and function of the proposed street lighting and park and recreational projects within each Assessment District combine to

provide substantially equal benefit to all parcels of real property within each particular land use category within each Assessment District, regardless of the location of that property within the boundaries of each Assessment District.

The reasons for this determination are as follows:

1. With respect to park and recreational improvements, each of those Assessment Districts which use assessment proceeds to fund park and recreational improvements are small with a maximum distance of a parcel of real property to neighborhood park and recreational facility of less than 1/3 mile. Since all parcels of real property within each Assessment District are located within an average radius of less than 453 feet from available park and recreational improvements constructed and maintained with assessment proceeds, the Board has found it reasonable to assess all such parcels within each Assessment District equally for those Assessment Districts which provide park and recreational improvements and maintenance.

ILLUMINATION OF PROPERTIES AND ILLUMINATION OF WALKWAYS, ROADS AND OTHER MEANS OF ACCESS TO PROPERTIES

The assessments in many of the Assessment Districts fund lighting that directly illuminates properties in the Districts, and the means of access to properties, such as walkways and roads. This is a clear and direct advantage to property in the Districts that the public at large and other properties do not receive. For each Assessment District which provides street light improvements and maintenance, each parcel of real property within such Assessment District is located within the boundaries of illumination areas provided by such street light facilities and therefore enjoy special benefit from those facilities not enjoyed by other parcels located outside each such Assessment District.

INCREASED SAFETY OF PROPERTY DUE TO IMPROVED LIGHTING AND ILLUMINATION

Well lighted properties, walkways and roads are safer, so for those Assessment Districts which provide funding for street light improvements and maintenance, the lighting funded by the Assessments also clearly improves the safety of property in the Districts. This is another direct advantage to property within each Assessment District which benefit is not enjoyed by any parcels of real property located outside of each such neighborhood Assessment District which provide street lighting.

ACCESS TO IMPROVED PARKS AND LANDSCAPED AREAS WITHIN THE DISTRICTS

Since the parcels in each Assessment District are the only parcels that enjoy close access to the Improvements, they directly benefit from the unique close access to improved landscaping areas that are provided by the Assessments. This is a direct advantage and special benefit to property in those Assessment Districts with landscaping.

IMPROVED VIEWS

The maintenance of park and recreational landscaped areas in those Assessment Districts providing park and recreational improvements and maintenance provides improved views to those neighborhood properties located within each such Assessment District. The

properties in each such Assessment District enjoy close and unique proximity access and views of the Improvements; therefore, the improved and protected views provided by the Assessments are another direct and tangible advantage that is uniquely conferred upon property in that Assessment District.

EXTENSION OF A PROPERTY'S OUTDOOR AREAS AND GREEN SPACES FOR PROPERTIES WITHIN CLOSE PROXIMITY TO THE IMPROVEMENTS

The public parks and landscaped areas within certain specified Assessment Districts provide additional outdoor areas that serve as an effective extension of the land area for those parcels of property located within that particular Assessment District. The park improvements, therefore, provide an important, valuable and desirable extension of usable land area for the direct advantage and special benefit of properties with good and close proximity to the Improvements.

GENERAL VERSUS SPECIAL BENEFIT

Article XIII C (Proposition 218) of the California Constitution requires any local agency proposing to increase or impose a benefit assessment to "separate the general benefits from the special benefits conferred on a parcel." This analysis applies to two of the three assessment districts formed after the adoption of Proposition 218 and subject to its requirements (Cameron Woods 8, Bar J 15 A No. 2; Silver Springs is undeveloped property and no assessments are currently being assessed or collected) The rationale for separating special and general benefits is to ensure that property owners subject to the benefit assessment are not paying for general benefits. The assessment can fund special benefits but cannot fund general benefits. Accordingly, a separate estimate of the special and general benefit is given in this section.

In other words:

Total Benefit	=	General Benefit	+	Special Benefit
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There is no widely-accepted or statutory formula for general benefit. General benefits are benefits from improvements or services that are not special in nature, are not "particular and distinct" and are not "over and above" benefits received by other properties. The SVTA decision provides some clarification by indicating that general benefits provide "an indirect, derivative advantage" and are not necessarily proximate to the improvements.

In this report, the general benefit is conservatively estimated and described, and then budgeted so that it is funded by sources other than the assessment.

A formula to estimate the general benefit is listed below:

General Benefit	=	Benefit to Real Property Outside the Assessment District	+	Benefit to Real Property Inside the Assessment District that is Indirect and Derivative	+	Benefit to the Public at Large
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Special benefit, on the other hand, is defined in the state constitution as “a particular and distinct benefit over and above general benefits conferred on real property located in the district.” The SVTA decision indicates that a special benefit is conferred to a property if it “receives a direct advantage from the improvement (e.g., proximity to a park).” In this assessment, as noted, properties in the Assessment District have close and unique proximity to street lighting, views and access to the park and recreational Improvements that other properties and the public at large do not receive. Therefore, the majority of the benefits conferred to property in each of these Assessment Districts is special, and only minimally received by property outside the Assessment District or by the public at large.

In the 2009 *Dahms* case, the Court upheld an assessment that was 100% special benefit on the rationale that the services funded by the assessments were directly provided within the assessment district and not to parcels located outside the Assessment District. It is also important to note that the improvements and services funded by the assessments in this case are similar to the improvements and services funded by the Assessments described in this Engineer’s Report. The Court found these improvements and services to be 100% special benefit. Also similar to the assessments in this case, the Assessments described in this Engineer’s Report fund improvements and services directly provided within the Assessment District and every benefiting property in the Assessment District enjoys proximity and access to the Improvements. Therefore, *Dahms* establishes a basis for minimal or zero general benefits from the Assessments. However, in this Report, the general benefit is more conservatively estimated and described, and then budgeted so that it is funded by sources other than the Assessment.

CALCULATING GENERAL BENEFIT

In this section, the general benefit in the Cameron Woods 8 and Bar J 15 A No. 2 Assessment Districts subject to this requirement of Proposition 218 is conservatively quantified.

GENERAL BENEFIT TO PROPERTY OUTSIDE THE ASSESSMENT DISTRICT

Properties within the Cameron Woods 8 and Bar J 15 A No. 2 Assessment Districts receive almost all of the special benefits from the Improvements because properties in each Assessment District enjoy unique close proximity and access to the Improvements that is not enjoyed by other properties or the public at large. However, certain properties within the proximity/access radius of the Improvements, but outside of the boundaries of each such Assessment District, may receive some benefit from the Improvements. Since this benefit is conferred upon properties outside the Assessment District boundaries, it contributes to the overall general benefit calculation and will not be funded by the Assessments.

The properties outside of the Bar J 15 A No. 2 Assessment District, which provides park and recreation facilities and maintenance, and within the proximity radii for neighborhood parks

in this Assessment District may receive some benefits from the park and recreational Improvements. Since these properties are not assessed for their benefits because they are outside of the area that can be assessed by the District, this is a form of general benefit to the public at large and other property. A 5% reduction factor is applied to these properties in this Assessment District.

The properties outside of the Cameron Woods 8 Assessment District, which provides street lighting improvements and maintenance only, likely do not receive any benefits from the illumination provided by those street lighting improvements. However, guests and visitors to residents and owners of parcels within this Assessment Districts may derive some general benefit from the security provided by such illumination when visiting owners of property within this Assessment District or when traveling on streets located in this Assessment Districts during non-daylight hours. Since the properties owned by such visitors and guests are not assessed for the street lighting benefits because they are outside the area that can be assessed within this Assessment District, this is also a form of general benefit to the public at large and other property which cannot be assessed. A 5% reduction factor is applied to these properties in this Assessment District as such a benefit constitutes general benefit under the case law and legislation discussed above.

GENERAL BENEFIT TO PROPERTY WITHIN THE ASSESSMENT DISTRICT

The "indirect and derivative" benefit to property within the Cameron Woods 8 and Bar J 15 a No.2 Assessment Districts is particularly difficult to calculate. A solid argument can be presented that all benefit within each such Assessment District is special, because the Improvements are clearly "over and above" and "particular and distinct" when compared with the baseline level of service and the unique proximity, access and views of the Improvements enjoyed by benefiting properties in each such Assessment District. All of the parcels in each of these assessment districts are either used for residential purposes, or are vacant but zoned residential. All such parcels are subject to assessment.

Nevertheless, the SVTA decision indicates there may be general benefit "conferred on real property located in the district." A measure of the general benefits to property within the Assessment area is the percentage of land area within each Assessment District that is publicly owned and used for regional purposes such as major roads, rail lines and other regional facilities because such properties, while physically within these Assessment Districts, are used for regional purposes and could receive some indirect benefit from the improvements and/or maintenance funded with assessment proceeds, or provide indirect benefits to the public at large. A negligible amount of the land area (~0%) in these Assessment Districts is used for such regional purposes, so this is a measure of the general benefits to property within these Assessment Districts.

GENERAL BENEFIT TO THE PUBLIC AT LARGE

In *Beutz*, the Court opined that general benefits from parks and recreation facilities could be quantified by measuring the use of parks and recreation facilities by people who do not live within the assessment boundaries. In the *Golden Hills* case, the Court opined that general benefits from street lighting facilities could be quantified by measuring the number of vehicle trips within areas served by street lights by people who do not live within Assessment District

boundaries. This Report uses this general benefit measure as the third component of our overall general benefit quantification. Therefore, the general benefit to the public at large from park and recreational improvements provided in Bar J 15 A No. 2 Assessment District can be estimated by the proportionate amount of time that the neighborhood park and recreational facilities located within this Assessment District are used and enjoyed by individuals who are not residents, employees, customers or property owners within this Assessment District. Likewise, the general benefit to the public at large from street lighting facilities and improvements afforded by the Cameron Woods 8 Assessment District can be estimated by the proportionate usage of streets afforded with street lighting facilities by individuals who are visitors and guests of property owners and not residents, customers or property owners within that particular Assessment District. Based upon significant research conducted by SCI, the general benefit from street lighting is estimated to be 5% or less.

SCI has conducted numerous surveys of similar park and recreation facilities in the Sacramento area and other areas in California and has determined that use by the public at large for facilities similar to those located in the Bar J 15 A No. 2 Assessment District is nearly always less than 15%. Therefore, the CPCSD estimates that visitors to neighborhood parks in this Assessment District which provides park and recreational improvements amounts to general benefits to the public at large equal to the amount of 15%.

TOTAL GENERAL BENEFITS

Using a sum of these three measures of general benefit, we find that approximately 20% (5%+0%+15%) of the benefits for the Bar J 15 A No. 2 Assessment District which funds park improvements and maintenance, and approximately 10% (5%+0%+5%) of the benefits for the Cameron Woods 8 Assessment District which funds street lighting improvements and maintenance may be general in nature and should be funded by sources other than the assessment.

General Benefit Calculation – Districts with Parks (Bar J 15 A No. 2)

5% (Outside the Assessment District)
 + 0% (Property within the Assessment District)
 +15% (Public at Large)
 = 20% (Total General Benefit)

**General Benefit Calculation – Districts with Streetlights
(Cameron Woods 8 Assessment District)**

5% (Outside the Assessment District)
 + 0% (Property within the Assessment District)
 +5% (Public at Large)
 = 10% (Total General Benefit)

NON-ASSESSMENT REVENUE FUNDS GENERAL BENEFITS

This analysis finds that 20% of the total benefit conferred by the park improvements and maintenance funded within the Bar J 15 A No. 2 Assessment District, and 10% of the total benefit conferred by the street lighting improvements and maintenance funded in the Cameron Woods 8 Assessment District may constitute general benefit.

The total budget for installation, maintenance and servicing of the Improvements in each of these Assessment Districts is included in Table 24. The budgets for each of these two Assessment Districts do not reflect the significant non-assessment revenues contributed by the Cameron Park Community Services District General Fund which pay the following costs: (1) all administration costs; (2) all legal costs; (3) all other overhead costs calculated as 30% of total costs incurred in each such assessment District per regulations of the Uniform Public Construction Cost Accounting Commission; (4) additional capital improvement costs such as the cost of the major fencing project in Bar J 15 A No. 2 in fiscal year 2014-15.

This funding from non-assessment sources more than compensates for general benefits, if any, received by the properties within these two assessment districts, because the proportion of general fund contributions to expenses in each such assessment district exceeds the proportion of total benefit in each such assessment District determined to be general benefit.

The park and recreational improvements in the Bar J 15 A No. 2 assessment district and street lighting improvements in the Cameron Woods 8 assessment district were constructed by the original property owners and developers of the homes in each such assessment district as a condition of development. The value of such construction costs can be quantified and monetized. Since the construction of the park improvements and street lighting improvements in these 2 assessment districts was performed by the developers and paid for with non-assessment funds, the total amount of construction costs for such improvements in each such assessment district can be amortized over the life of each of these assessment districts and used to offset the proportion of general benefit resulting from improvements and maintenance services in each of these 2 assessment districts. The annual amount of such offset is conservatively estimated at 25% of the total annual assessment amount in each of these 2 assessment districts.

METHOD OF ASSESSMENT

The second step in apportioning assessments for all assessment districts, both those subject to and exempt from the requirements of Proposition 218, is to determine the relative special benefit for each property. This process involves determining the relative benefit received by each property in relation to a single family home, or, in other words, on the basis of Single Family Equivalents (SFE). This SFE methodology is commonly used to distribute assessments in proportion to estimated special benefit and is generally recognized as providing the basis for a fair and appropriate distribution of assessments. For the purposes of this Engineer's Report, all properties are designated a SFE value, which is each property's relative benefit in relation to a single family home on one parcel. In this case, the "benchmark" property is the single family detached dwelling which is one Single Family Equivalent or one SFE.

ASSESSMENT APPORTIONMENT

The assessments for these Assessment Districts provide direct and special benefit to properties in the districts. All of these assessment districts are residential single family development projects. As such, each residential property receives similar benefit from the improvements. Therefore, the Engineer has determined that the appropriate method of apportionment of the benefits derived by all parcels is on a dwelling unit basis. All improved properties or properties proposed for development are assigned an SFE factor equal to the number of dwelling units developed or planned for the property. The assessments are listed on the Assessment Roll.

GOLDORADO AND BAR J 15B MERRYCHASE NON-RESIDENTIAL PARCELS

Tables 20 and 21 below include specific SFE units for the non-residential parcels within Goldorado and Bar J15B Merrychase.

TABLE 20 – GOLDORADO ASSESSMENT METHODOLOGY

35. Goldorado Assessment Methodology		
Size	Parcel	Assessment Per Parcel
0.42	83-340-01-1	\$21.28
0.49	83-340-07-1	\$24.84
0.68	83-340-14-1	\$34.48
2.47	83-451-01-1	\$125.22
0.47	83-453-09-1	\$23.82
0.48	83-453-10-1	\$24.34
0.55	83-453-11-1	\$27.88
0.52	83-453-12-1	\$26.36
0.49	83-453-13-1	\$24.84
0.57	83-453-14-1	\$28.90
1.77	83-453-18-1	\$89.74
2.34	83-453-21-1	\$118.64
0.43	83-453-22-1	\$21.80
16.13	83-454-03-1	\$817.78
1.83	83-455-01-1	\$92.78
4.22	86-456-01-1	\$213.94
4.67	83-456-02-1	\$236.76
4.14	83-456-10-1	\$209.90
3.05	83-456-11-1	\$154.64
1.2	83-456-12-1	\$60.84
0.61	83-456-13-1	\$30.92
0.58	83-456-14-1	\$29.40
0.48	83-456-15-1	\$24.34
1.49	83-456-17-1	\$75.54
0.91	83-456-18-1	\$46.14
1.58	83-456-19-1	\$80.10
4.34	83-500-01-1	\$220.04
0.24	83-610-01-1	\$12.16
0.15	83-610-02-1	\$7.60
0.2	83-610-03-1	\$10.14
0.2	83-610-04-1	\$10.14
0.2	83-610-05-1	\$10.14

TABLE 21 – BAR J 15B MERRYCHASE

Total assessment = \$10,651.56		
Residential Lots:	\$7,791.64	41= \$190.03 per parcel
Lot A:	\$2,369.65	1 = \$2369.65 per parcel
Lot B:	\$490.27	1 = \$490.27 per parcel

FY 2017-18 BUDGET AND LEVY SUMMARY

The table on the following page summarizes the 2017-18 District levy by individual District.

Dedicated funds include funds dedicated to new capital improvements as well as reserve funds. Generally speaking, reserves are kept to less than or equal to revenue for one annual assessment.

TABLE 22 – FISCAL YEAR 2017-18 BUDGET

District/Assestee Fund Number	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	50	Totals	
District Description	Alipark	Unit 6	Unit 7	Unit 8	Veropole	Goldorado	Unit 11	Unit 12	Cameron Woods 1-4	Bar J 15A Country Club	Bar J 15B Marnechase	Creekside	Eastwood	David West	Cambridge Oaks	Northview	Cameron Valley	Cameron Woods B	SXor Springs	Bar J15-A No. 2	Totals	
EXPENDITURES																						
Total Salaries and Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,020	\$2,786	\$10	\$7,726	\$3,398	\$0	\$5,418	\$5,089	\$0	\$0	\$0	\$29,247	
Agriculture																						
Contractual Services - Temp Help	\$127	\$127	\$127	\$127	\$127	\$127	\$127	\$127	\$127	\$11,370	\$3,638	\$0	\$11,000	\$5,683	\$0	\$17,612	\$7,550	\$0	\$0	\$0	\$58,861	
Legal Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$127	\$127	\$127	\$127	\$127	\$127	\$127	\$127	\$127	\$127	\$127	\$4,891	
Equipment/Maintenance	\$781	\$781	\$785	\$785	\$785	\$785	\$785	\$785	\$785	\$12,806	\$1,383	\$49	\$11,718	\$2,811	\$0	\$0	\$1,342	\$0	\$0	\$0	\$29,490	
Professional Services	\$16,240	\$13,240	\$9,697	\$11,745	\$2,175	\$4,495	\$10,730	\$7,250	\$15,255	\$15,255	\$1,595	\$1,740	\$1,450	\$410	\$1,305	\$785	\$785	\$785	\$785	\$785	\$14,503	
Electricity	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,874	\$1,874	\$1,095	\$0	\$3,361	\$4,078	\$0	\$2,716	\$1,549	\$0	\$0	\$0	\$104,342	
Water	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$155,746	\$0	\$0	\$0	\$0	\$16,573	
Capital Improvement Fund	\$17,146	\$14,246	\$10,605	\$12,657	\$3,087	\$3,867	\$5,407	\$11,642	\$6,162	\$46,127	\$12,309	\$2,711	\$38,394	\$16,392	\$2,317	\$186,630	\$17,755	\$2,072	\$0	\$46,537	\$200,453	
Subtotal	\$17,146	\$14,246	\$10,605	\$12,657	\$3,087	\$3,867	\$5,407	\$11,642	\$6,162	\$46,127	\$12,309	\$2,711	\$38,394	\$16,392	\$2,317	\$186,630	\$17,755	\$2,072	\$0	\$46,537	\$484,477	
RESERVE FUNDING PLAN																						
Desired Level of Reserves (5 Yrs)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,716	\$27,814	\$0	\$26,427	\$48,911	\$0	\$41,066	\$36,348	\$0	\$0	\$0	\$0	
Previously Collected	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Current Year Contribution	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,018	\$8,471	\$0	\$2,013	\$5,260	\$0	\$1,537	\$6,450	\$0	\$0	\$0	\$0	
Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,018	\$8,471	\$0	\$2,013	\$5,260	\$0	\$1,537	\$6,450	\$0	\$0	\$0	\$0	
REVENUES																						
Donations	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Total Assessments Collected/Interest	\$19,465	\$16,038	\$12,588	\$15,024	\$6,233	\$2,970	\$6,963	\$12,400	\$7,630	\$24,304.72	\$10,316.48	\$2,455	\$41,308	\$18,380	\$1,672	\$10,188	\$12,912	\$6,049	\$0	\$22,977	\$271,272	
Interest	\$160	\$70	\$34	\$120	\$15	\$35	\$80	\$60	\$40	\$40	\$45	\$6	\$400	\$230	\$35	\$380	\$130	\$50	\$0	\$10	\$1,950	
Number of Parcels	321	304	347	428	138	32	387	331	164	503	41	79	183	110	110	92	120	53	58	503	4,224	
Cost per Parcel	\$60.14	\$54.50	\$30.18	\$36.20	\$45.06	varies	\$22.42	\$37.28	\$47.50	\$48.24	\$190.04	\$31.00	\$223.54	\$165.00	\$14.88	\$324.00	\$106.52	\$113.18	\$0.00	\$45.66	\$0.00	
Lights	112	92	72	70	15	18	33	74	42	103	8	12	8	0	9	10	6	8	0	0	692	
Subtotal	\$19,625	\$16,108	\$12,622	\$15,144	\$6,248	\$3,005	\$7,043	\$12,460	\$7,670	\$24,344.72	\$10,361.48	\$2,461	\$41,708	\$18,610	\$1,707	\$10,568	\$13,042	\$6,099	\$0	\$23,087	\$273,222	
Replacement Costs																						
Beginning Fund Balance, Jun 30, 2017	\$95,301	\$42,073	\$47,420	\$47,420	\$8,593	\$6,324	\$25,017	\$38,710	\$24,161	\$88,392	\$32,497	\$4,381	\$233,964	\$39,508	\$10,643	\$247,791	\$66,551	\$468	\$2,819	\$46,239	\$1,120,283	
Net Sources/Uses	\$2,317	\$2,300	\$1,993	\$2,967	\$3,146	(\$597)	\$1,556	\$758	(\$332)	(\$21,840)	(\$10,464)	(\$256)	\$2,901	(\$3,472)	(\$345)	(\$157,099)	(\$11,293)	\$3,977	\$0	(\$22,560)	(\$210,463)	
Ending Fund Balance June 30, 2018	\$97,618	\$44,373	\$49,413	\$50,387	\$11,739	\$5,727	\$26,574	\$39,468	\$23,829	\$66,552	\$22,033	\$4,125	\$236,865	\$36,036	\$10,298	\$89,792	\$55,258	\$4,445	\$2,819	\$23,679	\$909,820	

NOTE: CAMERON PARK CSD WILL CONTINUE TO REVIEW LEVELS OF SERVICE FOR VIEW POINT, GOLDORADO, BAR J15 B, AND CAMERON VALLEY TO DETERMINE WHETHER LEVELS OF SERVICE SHOULD BE REDUCED OR POSSIBLE FUTURE FUNDING MECHANISMS CAN BE PUT IN PLACE TO HELP WITH INCREASING COSTS.

ASSESSMENT

WHEREAS, on May 17, 2017 the Board of Directors of the Cameron Park Community Services Landscape and Lighting Assessment District adopted Resolution No. 2017-03 designating Engineer of Work, and Directing Preparation of the Engineer's Report for the Continuation of the Landscaping and Lighting Assessment Districts for the Cameron Park Community Services District, FY 2017-18;

WHEREAS, said Resolution directed the undersigned Engineer of Work to prepare and file a report presenting an estimate of costs, a diagram for each of the Assessment Districts and an assessment of the estimated costs of the improvements upon all assessable parcels within each of the Assessment Districts, to which Resolution and the description of said proposed improvements therein contained, reference is hereby made for further particulars;

NOW, THEREFORE, the undersigned, by virtue of the power vested in me under said Act and the order of the Board of the Cameron Park Community Services District, hereby make the following assessment to cover the portion of the estimated cost of said improvements, and the costs and expenses incidental thereto to be paid by the assessment district.

As required by the Act, an Assessment Diagram is hereto attached and made a part hereof showing the exterior boundaries of each said Landscape and Lighting Assessment District. The distinctive number of each parcel or lot of land in the said Assessment Districts is its Assessor Parcel Number appearing on the Assessment Roll.

I do hereby assess and apportion said net amount of the cost and expenses of said improvements, including the costs and expenses incident thereto, upon the parcels and lots of land within said Assessment Districts, in accordance with the special benefits to be received by each parcel or lot, from the improvements, and more particularly set forth in the Cost Estimate and Method of Assessment hereto attached and by reference made a part hereof.

The Cameron Woods 8, Silver Springs and Bar J-15A No. 2 assessments are subject to an annual increase tied to the Consumer Price Index-U for the San Francisco Bay Area as of December of each succeeding year (the "CPI"), with a maximum annual increase not to exceed 3% for Cameron Woods 8 and Bar J-15A No. 2 and Silver Springs with a maximum adjustment not to exceed 4%.

Any change in the CPI in excess of the maximum annual increase shall be cumulatively reserved as the "Unused CPI" and shall be used to increase the maximum authorized assessment rate in years in which the CPI is less than 3% for Cameron Woods 8 and Bar J-15A No. 2 and is less than 4% for Silver Springs.

The change in the CPI from December 2015 to December 2016 was 3.53% and the Unused CPI carried forward from the previous fiscal year is 0.17%. Therefore, the maximum authorized assessment rate for fiscal year 2017-18 is increased by 3.00% which equates to

\$120.07 per single family equivalent benefit unit for Cameron Woods 8 and \$50.62 per single family equivalent benefit unit for Bar J-15A No. 2. The estimate of cost and budget in this Report proposes assessments for fiscal year 2017-18 at the rate of \$113.18 for Cameron Woods 8, and \$45.66 for Bar J-15A No. 2, which are less than the maximum authorized assessment rate

The Unused CPI carried forward from the previous fiscal year is 0.0% for Silver Springs, therefore, the maximum authorized assessment rate for fiscal year 2017-18 is increased by 3.53% which equates to \$607.47 per single family equivalent benefit unit. The estimate of cost and budget in this Report proposes assessments for fiscal year 2017-18 at the rate of \$0, which is less than the maximum authorized assessment rate.

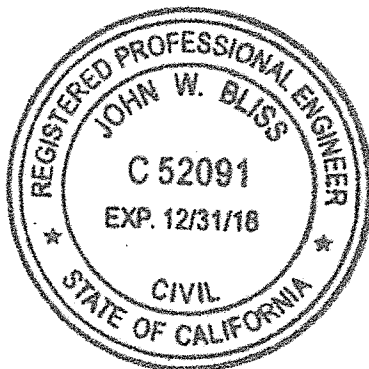
The assessment is made upon the parcels or lots of land within the Assessment Districts in proportion to the special benefits to be received by the parcels or lots of land, from said improvements.

Each parcel or lot of land is described in the Assessment Roll by reference to its parcel number as shown on the Assessor's Maps of the County of El Dorado for the fiscal year 2017-18. For a more particular description of said property, reference is hereby made to the deeds and maps on file and of record in the office of the County Recorder of said County.

I hereby place opposite the Assessor Parcel Number for each parcel or lot within the Assessment Roll, the amount of the assessment for the fiscal year 2017-18 for each parcel or lot of land within each of the said Assessment District.

Dated: June 14, 2017

Engineer of Work



A handwritten signature in black ink, appearing to read "John W. Bliss".

Engineer of Work, License No. C052091

ASSESSMENT DIAGRAM

FILED IN THE OFFICE OF THE DISTRICT CLERK
OF THE CAMERON PARK COMMUNITY SERVICES DISTRICT,
COUNTY OF EL DORADO, CALIFORNIA, THIS _____
DAY OF _____, 2017.

DISTRICT CLERK _____

RECORDED IN THE OFFICE OF THE DISTRICT CLERK
OF THE CAMERON PARK COMMUNITY SERVICES DISTRICT,
COUNTY OF EL DORADO, CALIFORNIA, THIS _____
DAY OF _____, 2017.

DISTRICT CLERK _____

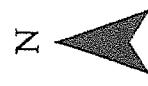
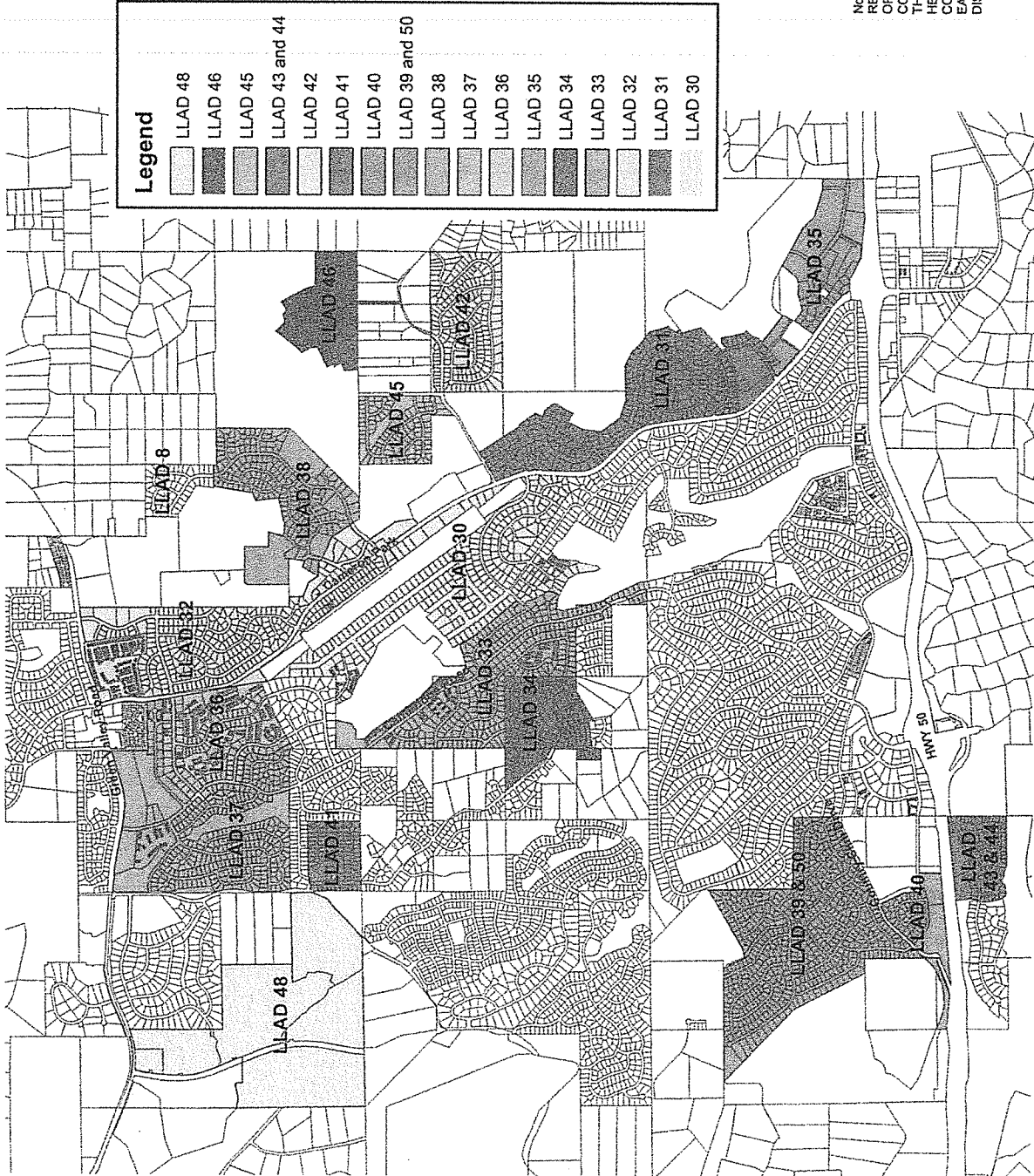
AN ASSESSMENT WAS CONFIRMED AND LEVIED
BY THE DISTRICT BOARD OF THE CAMERON PARK
COMMUNITY SERVICES DISTRICT ON THE LOTS,
PIECES AND PARCELS OF LAND ON THIS ASSESSMENT
DIAGRAM ON THE _____, 2017 FOR FISCAL YEAR
2017-18 AND SAID ASSESSMENT DIAGRAM AND THE
ASSESSMENT ROLL FOR SAID FISCAL YEAR WERE
FILED IN THE OFFICE OF THE COUNTY AUDITOR
OF THE COUNTY OF EL DORADO ON THE _____
DAY OF _____, 2017.
REFERENCE IS HEREBY MADE TO SAID RECORDED
ASSESSMENT ROLL FOR THE EXACT AMOUNT OF EACH
ASSESSMENT LEVIED AGAINST EACH PARCEL OF LAND.

DISTRICT CLERK _____

FILED THIS _____ DAY OF _____
2017, AT THE HOUR OF _____ O'CLOCK
_____ M. IN THE OFFICE OF THE COUNTY
AUDITOR OF THE COUNTY OF EL DORADO,
STATE OF CALIFORNIA, AT THE REQUEST OF
THE GOVERNING BOARD OF THE CAMERON PARK
COMMUNITY SERVICES DISTRICT.

COUNTY AUDITOR, COUNTY OF EL DORADO

Note:
REFERENCE IS HEREBY MADE TO THE MAPS AND DEEDS
OF RECORD IN THE OFFICE OF THE ASSESSOR OF THE
COUNTY OF EL DORADO FOR A DETAILED DESCRIPTION OF
THE LINES AND DIMENSIONS OF ANY PARCELS SHOWN
HEREIN. THOSE MAPS SHALL GOVERN FOR ALL DETAILS
CONCERNING THE LINES AND DIMENSIONS OF SUCH PARCELS.
EACH PARCEL IS IDENTIFIED IN SAID MAPS BY ITS
DISTINCTIVE ASSESSOR'S PARCEL NUMBER.



**CAMERON PARK COMMUNITY SERVICES DISTRICT
LANDSCAPING AND LIGHTING DISTRICTS
ASSESSMENT DIAGRAM**

ASSESSMENT ROLL

An Assessment Roll (a listing of all parcels assessed within the Assessment Districts and the amount of the assessment) will be filed with the District Clerk and is, by reference, made part of this report and is available for public inspection during normal office hours.

Each lot or parcel listed on the Assessment Roll is shown and illustrated on the latest County Assessor's records and these records are, by reference made part of this report. These records shall govern for all details concerning the description of the lots or parcels.

Non-assessable lots or parcels include government owned land and public utility owned property.

*Cameron Park
Community Services District*

Agenda Transmittal

DATE: June 21, 2017
TO: Board of Directors
FROM: Richard J. Ramirez, Interim General Manager

AGENDA ITEM #8: **PUBLIC HEARING AND RESOLUTION NO. 2017-06 ESTABLISHING APPROPRIATIONS LIMITATION FOR FISCAL YEAR 2017/18 FOR THE CAMERON PARK COMMUNITY SERVICES DISTRICT**

RECOMMENDED ACTION: Hear Public Comment and Adopt Resolution No. 2017-06

BUDGET ACCOUNT:	N/A
BUDGET IMPACT:	N/A

Every year, the District is required to calculate and adopt the new tax spending limit for the upcoming fiscal year in accordance with the provisions of the spending limitation legislation implementing Proposition 4 (the Gann Spending Limit Initiative). Government Code Section 7910 requires that: "... the governing body of each local jurisdiction to establish appropriation limits by resolution for the following fiscal year at a regular or special meeting."

The District's new limit for the 2017/18 fiscal year will be calculated on the basis of the prior year's limit increased by a growth factor. The growth factor results from combining the change in Per Capita Personal Income and the change in population for your district (as certified by the State's Department of Finance) or the change reported for "unincorporated areas" for the County.

The change in the Per Capita Personal Income has been reported to be 3.69%, and the reported increase in population in the County's unincorporated areas to be 0.45%. Therefore, the ratio of change to be applied to last year's limit is:

$$1.0369 \times 1.0045 = 1.0416$$

Tonight a public hearing will be held regarding the appropriations limitation. At the conclusion of the hearing the Board will be asked to adopt resolution 2017-06 declaring the FY 2017/18 Appropriation Limitation.

DRAFT

RESOLUTION NO. 2017-06
of the Board of Directors
of the Cameron Park Community Services District
June 21, 2017

RESOLUTION ESTABLISHING APPROPRIATIONS LIMITATION FOR FY 2017/18
FOR THE CAMERON PARK COMMUNITY SERVICES DISTRICT

WHEREAS, the Board of Directors of the Cameron Park Community Services District conducted a hearing on the appropriations limitation for the Cameron Park Community Services District on Wednesday, June 21, 2017; and

WHEREAS, the hearing was advertised and noticed as required by law; and

WHEREAS, the Board received testimony and other evidence regarding the appropriations limitation to be established for the Cameron Park Community Services District.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Cameron Park Community Services District that the appropriation limit for the 2017/2018 fiscal year, as described in Article XIII B of the State Constitution and implemented by Chapter 1205, Statutes of 1980 is the sum of \$10,076,488 computed as follows:

<u>\$9,674,048</u>	(x) 1.0416 =	<u>\$10,076,488</u>
2016/17 Appropriations Limit		2017/2018 Appropriations Limit

PASSED AND ADOPTED by the Board of Directors of the Cameron Park Community Services District, at a regularly scheduled meeting, held on the 21st day of June 2017, by the following vote of said Board:

AYES:

NOES:

ABSENT:

ATTEST:

Scott McNeil, President
Board of Directors

Richard J. Ramirez, Secretary to the Board

*Cameron Park
Community Services District*

Agenda Transmittal

DATE: June 21, 2017

TO: Board of Directors

FROM: Richard J. Ramirez, Interim General Manager

AGENDA ITEM #9: SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY'S
(SDRMA's) BOARD OF DIRECTORS ELECTION

RECOMMENDED ACTION: Receive, Discuss and Vote for up to Four Candidates for the
SDRMA's Board of Directors on Resolution No. 2017-07

BUDGET ACCOUNT: N/A

BUDGET IMPACT: N/A

SDRMA is holding an election for three seats on their Board of Directors. They have identified seven candidates who qualify for these seats and are asking that Resolution No. 2017-07 be completed, which will act as their ballot. The four-year terms for newly elected directors will begin on January 1, 2018 and terminate on December 31, 2021.

The candidates are:

- Timothy Unruh – District Manager, Kern County Cemetery District No. 1
- James M. Hamlin (Jim) – Board Director, Burney Water District
- Mike Scheafer (Incumbent) – Director/President, Costa Mesa Sanitary District
- Michael J. Karen – Board Director, Apple Valley Fire Protection District
- David Aranda (Incumbent) – General Manager, Mountain Meadows Community Services District
- Cindi Beaudet – General Manager, Temecula Public Cemetery District
- Jean Bracy, SDA (Incumbent) – Deputy Director-Administration, Mojave Desert Air Quality Management District

This is an opportunity for the Board to provide input into who will be elected to the SDRMA Board of Directors, however, the vote is not mandatory. It is recommended that up to four candidates be chosen with a poll vote on Resolution No. 2017-07.



SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

1112 I Street, Suite 300
Sacramento, California 95814-2865
T 916.231.4141 or 800.537.7790 • F 916.231.4111

Maximizing Protection. Minimizing Risk. • www.sdrma.org

SDRMA'S BOARD OF DIRECTORS ELECTION BALLOT INSTRUCTIONS

Notification of nominations for four (4) seats on the Special District Risk Management Authority's (SDRMA's) Board of Directors was mailed to the membership in February 2017.

On May 11, 2017, SDRMA's Election Committee reviewed the nomination documents submitted by the candidates in accordance with SDRMA's Policy No. 2017-03 Establishing Guidelines for Director Elections. The Election Committee confirmed that seven (7) candidates met the qualification requirements and those names are included on the Official Election Resolution Ballot.

Enclosed is the Official Election Resolution Ballot along with a Statement of Qualifications as submitted by each candidate. Election instructions are as follows:

1. The enclosed combined Official Election Resolution Ballot must be used to ensure the integrity of the balloting process.
2. After selecting up to four (4) candidates, your agency's governing body must approve the enclosed Official Election Resolution Ballot. **Ballots containing more than four (4) candidate selections will be considered invalid and not counted.**
3. The signed Official Election Resolution Ballot **MUST** be sealed and received by mail or hand delivery at SDRMA's office on or before 4:30 p.m. on Tuesday, August 29, 2017 to the address below. Faxes or electronic transmissions are NOT acceptable. A self-addressed, stamped envelope is enclosed.

Special District Risk Management Authority
Election Committee
1112 "I" Street, Suite 300
Sacramento, California 95814

5. The four-year terms for newly elected Directors will begin on January 1, 2018 and terminate on December 31, 2021.
6. Important balloting and election dates are:

August 29, 2017 - Deadline for members to return the signed Official Election Resolution Ballot
August 30, 2017 - Ballots are opened and counted
August 31, 2017 - Election results are announced and candidates notified
September 27, 2017 - Newly elected Directors are introduced at the SDRMA Annual Breakfast to be held in Monterey at the CSDA Annual Conference
November 1-2, 2017 - Newly elected Directors are invited to attend SDRMA board meeting (Sacramento)
January 2018 - Newly elected Directors are seated and Board officer elections are held

Please do not hesitate to call SDRMA's Chief Operating Officer Paul Frydendal at 800.537.7790 if you have any questions regarding the election and balloting process.

RESOLUTION NO. _____

**A RESOLUTION OF THE GOVERNING BODY OF THE
Cameron Park Community Services District
FOR THE ELECTION OF DIRECTORS TO THE SPECIAL DISTRICT
RISK MANAGEMENT AUTHORITY BOARD OF DIRECTORS**

WHEREAS, Special District Risk Management Authority (SDRMA) is a Joint Powers Authority formed under California Government Code Section 6500 et seq., for the purpose of providing risk management and risk financing for California special districts and other local government agencies; and

WHEREAS, SDRMA's Sixth Amended and Restated Joint Powers Agreement specifies SDRMA shall be governed by a seven member Board of Directors nominated and elected from the members who have executed the current operative agreement and are participating in a joint protection program; and

WHEREAS, SDRMA's Sixth Amended and Restated Joint Powers Agreement Article 7 - Board of Directors specifies that the procedures for director elections shall be established by SDRMA's Board of Directors; and

WHEREAS, SDRMA's Board of Directors approved Policy No. 2017-03 Establishing Guidelines for Director Elections specifies director qualifications, terms of office and election requirements; and

WHEREAS, Policy No. 2017-03 specifies that member agencies desiring to participate in the balloting and election of candidates to serve on SDRMA's Board of Directors must be made by resolution adopted by the member agency's governing body.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the Cameron Park Community Services District selects the following candidates to serve as Directors on the SDRMA Board of Directors:

(continued)



OFFICIAL 2017 ELECTION BALLOT
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
BOARD OF DIRECTORS

VOTE FOR ONLY FOUR (4) CANDIDATES

Mark each selection directly onto the ballot, voting for no more than four (4) candidates. Each candidate may receive only one (1) vote per ballot. A ballot received with more than four (4) candidates selected will be considered invalid and not counted. All ballots must be sealed and received by mail or hand delivery in the enclosed self-addressed, stamped envelope at SDRMA on or before 4:30 p.m., Tuesday, August 29, 2017. Faxes or electronic transmissions are NOT acceptable.

- Timothy Unruh, District Manager, Kern County Cemetery District No. 1
James M. Hamlin (Jim), Board Director, Burney Water District
Mike Scheafer (Incumbent), Director/President, Costa Mesa Sanitary District
Michael J. Karen, Board Director, Apple Valley Fire Protection District
David Aranda (Incumbent), General Manager, Mountain Meadows Community Services District
Cindi BeauDET, General Manager, Temecula Public Cemetery District
Jean Bracy, SDA (Incumbent), Deputy Director - Administration, Mojave Desert Air Quality Management District

ADOPTED this ___ day of ___, 2017 by the Cameron Park Community Services District by the following roll call votes listed by name:

AYES: _____
NOES: _____
ABSTAIN: _____
ABSENT: _____

ATTEST: _____ APPROVED: _____

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate Timothy Unruh
District/Agency Kern County Cemetery District No.1
Work Address 18662 Santa Fe Way, PO Box 354, Shafter, CA 93263
Work Phone 661-746-3921 Home Phone 661-746-6725

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

The work of SDRMA is critical to the everyday operations of a Special District. Knowing that the district and the board is protected gives a 'Peace of Mind' to our daily operations. Sitting on this Board will give me an opportunity to give back to SDRMA and its membership. As a manager of a moderate sized Special District, I am especially interested in maintaining an involvement from that small district perspective. It is imperative that SDRMA maintains cost effective service to the Special District community and it's important that smaller districts have a voice in their insurance needs.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

I spent three years as a Director for CSDA including one year as Legislation Committee Chairman. I currently sit on the CSDA Legislation Committee and am a Special District Administrator (SDA). Our District is in its fourth term as a District of Distinction which now includes the Transparency Certification. I currently sit as a Director with a city appointment on Kern Mosquito and Vector board. I have been a Director of the California Association of Public Cemeteries for 15 years and currently am Chairman of the Legislation Committee. I have been involved with the Kern County Special Districts Association since 1995 from when we worked to obtain LAFCo representation for Special Districts.

Most importantly, I have been a manager for the Kern County Cemetery District for 30 years and work daily to keep our cemetery district strong and effective in our community. To that end, I have the SDRMA General Safety Specialist Certification and with that training I work for a compliant, safe and healthy working relationship with our staff.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

I feel that community history is very important and am a volunteer with the local Historical Society. I also have sat on the local school board and have been involved with our youth through our church as well as our community through sports and especially by giving our young people a safe and entertaining place to visit after our home football games.

This being said, I feel that I am a committed and thorough person who knows that to get things done you must be involved and be able to think out of the box in difficult situations. You must listen to those around you and sometimes that means keeping one's mouth shut.

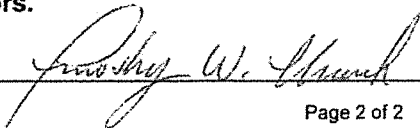
I have worked as a Manager for many years and understand the needs of special districts. What SDRMA offers is an integral part of special district operations and I feel that I can bring a passion for the practical needs of Special Districts.

What is your overall vision for SDRMA? (Response Required)

SDRMA has shown great concern for the Special Districts in California as is seen in their commitment to meeting our insurance needs. This is done by listening to the membership and continuing to work on being a better and complete insurance stop. I feel that the Health Insurance part of their programs will be the next large growth area. As we deal with PERB's and the needs of our work force, this area will help to meet the needs of our agencies.

Their education is excellent and they have defined their role in local government very well. It will be necessary to maintain this role and work to educate the membership. SDRMA's commitment to be a cost-effective insurance provider has work well in the past and will continue to do so as long as the Board and staff work together to fulfill their mission statement.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature  Date: April 24, 2017

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate James M. Hamlin (Jim)
District/Agency Burney Water & Sewer District
Work Address 20541 Burney Court, Burney, Ca. 96013
Work Phone (530) 335-2040 Home Phone (530) 335-2040

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

Able to look at actuarial evidence. Being able to set adequate rates for both
Insurance program and districts. SDRMA needs to operate as a business.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

Served on hospital district for 24 1/2 years, California Hospital District board
for 8 years, Burney water Sewer board for three years. I had my own insurance
brokerage for 43 years. I did not have an E & O Claim.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

see previous question

What is your overall vision for SDRMA? (Response Required)

SDRMA must operate as a viable business. Many district carriers and board members are reluctant to raise rates. When I served on Ca. Hospital Board, many of the board members were not willing to operate as a business because it would affect their hospitals bottom line.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature James M. Hamlin Date 4-1-2017

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate **MIKE SCHEAFER**
District/Agency **COSTA MESA SANITARY DISTRICT**
Work Address **1551-B BAKER ST, COSTA MESA, CA 92626**
Work Phone **714-435-0300** Home Phone **714-552-9858**

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

As an incumbent on the SDRMA Board I wish to continue providing the service and knowledge that I have been consistent with during my current term. As an insurance professional for over 44 years I bring the experience needed to manage the risks Districts are faced with. Over my term I have consistently made decisions to provide the protections necessary at the most affordable cost. Districts continue to encounter new challenges to their risk management programs. My years of experience, my continued involvement in insurance education and my desire to protect make me a sound choice to continue on the Board of SDRMA.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

Current SDRMA Board Member. President Costa Mesa Sanitary District Board of Directors. Former City Councilmember for the City of Costa Mesa. Former Parks and Recreation Commissioner for the City of Costa Mesa.

Leadership positions, including Board President for the following: Little League Baseball, Boys and Girls Club of the Harbor Area, Costa Mesa Senior Center, The Albert Dixon Memorial Foundation (non profit providing funds for other non-profit agencies).

Over 30 years experience with Lions Clubs International. Served as District Governor, Club President several times. Chaired the California Convention Committee several times. Membership in the organization continues.

My leadership role in all these organizations gave, and give, me experience in the risks that face each. My insurance experience helps me make prudent decisions when challenged with those risks.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

Many of the organizations that I have either been elected to or volunteered for quickly put me in a leadership role. They recognized my ability to handle the risks and challenges the organizations meet. I was able to steer those organizations in a clear path to minimize the risk.

I continue to hold a teaching credential in Insurance Education with the local community college District. Additionally I was a professor of Insurance Continuing Education for many years. I have a passion for passing on the knowledge I have acquired over my career.

I have always faced the risk management challenges of any organization with the confidence that the desired outcomes would be realized. ☒

What is your overall vision for SDRMA? (Response Required)

My vision is to continue providing the protection and service to the Special Districts that make them strong in their risk management efforts. I will continue to work for those ends while keeping strong my conviction that rates need to be adequate yet affordable for the Districts.

New technologies, changes in legislation, make it extremely difficult for Districts to keep up with the factors posing new challenges to risk management, insurance, etc. My experience in those areas, my position as an elected official, make me keenly aware of how to protect the Districts.

I will continue to be committed to making SDRMA the leader in protecting the risk management needs of our Special Districts.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature _____



Date _____

4/25/17

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate Michael J. Karen
District/Agency Apple Valley Fire Board
Work Address N/A
Work Phone N/A Home Phone 760-713-3273

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

I would be honored to serve on the SDRMA Board of Directors because I am interested in not only risk management, but insurance as well. I have run my own company and have seen first hand how accidents can affect the bottom line.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

I was appointed to the Apple Valley Fire Board in February of 2016. I was re-elected the same year. During my time on the board, I have already been a part of many great things. The board and I helped to pass Measure A which funds our district in perpetuity. We also passed and have streamlined the budget. I have also been a part of evaluations as well.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

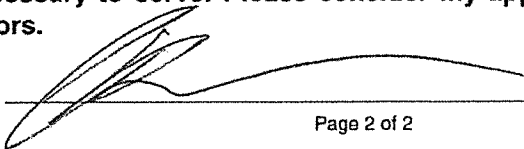
I have been a business owner, and I am a Veteran of Desert Strike/Desert Storm. I am a member of the Apple Valley Chamber of Commerce, Victor Valley Republican, and the Community Emergency Response Team (CERT). I am an elected member of the Republican Central Committee as well as a Director for the Apple Valley Fire District. I have donated my time to seniors, the needy, and Salvation Army. I was also a Man About Town nominee for the High Desert Phoenix Foundation.

What is your overall vision for SDRMA? (Response Required)

As a Director, I would work to promote education in the districts. I would also build coalitions to keep the rates competitive. I hope to work with the board on any and all issues facing all of our districts. I would love to be elected to such a distinguished team!

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature



Date

4-20-17

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate David Aranda
District/Agency Mountain Meadows Community Services District
Work Address 17780 Highline Rd - Tehachapi CA 93561
Work Phone 661-822-7616 Home Phone 661-300-1231

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

Working with six other board members and the staff as a team is challenging and rewarding.

Over the years of my service on the SDRMA Board I hope the members have found my input to be beneficial and it is my desire to continue to look after the members receiving the best service at a fair cost.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

Service on SDRMA

Service on SDWCA - I was part of the group that consolidate two entities into one entity which was very cost effective

Service on SDLF

Past Service on CSDA - current Education Committee member

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

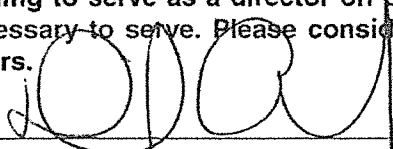
Serving as a General MANAGER over the past twenty plus years and serving as a Board Member assists me in understanding the proper process that benefits the operation of SDRMA
Eighteen years of experience with SDRMA provides a good knowledge base to benefit the members

What is your overall vision for SDRMA? (Response Required)

- 1) Continue to provide excellent service
- 2) Continue the balance of a financially strong pool that provides great policy coverage at the best pricing possible.
- 3) Serve the members with cutting edge software customer service oriented employees and a Board that remembers who we are serving!

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature



Date

4-20-17

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate	Cindi Beaudet		
District/Agency	Temecula Public Cemetery District		
Work Address	41911 C Street, Temecula CA 92592		
Work Phone	(951)699-1630	Home Phone	(951)541-8736

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

As a member of SDRMA, I've learned first hand the risk and challenges that comes with my type of Special District. I think it is important to have an active and knowledgeable voice representing our industry and districts and that understands the role special districts play and their importance. I will bring sound policy principles to the table and work with my fellow board members in the spirit of collaboration to ensure SDRMA continues to be a cost effective, high quality risk management service.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

I have played an active role in the cemetery industry in both the private sector and with special districts for almost two decades and was elected in 2006 to the Board of California Association of Public Cemeteries (CAPC). While on the Board for CAPC one of my roles was Education Committee Chair, working with executive staff to identify learning and certification opportunities for our members. This experience has provided me with the skills and knowledge of board development, procedures, protocol and policy development.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

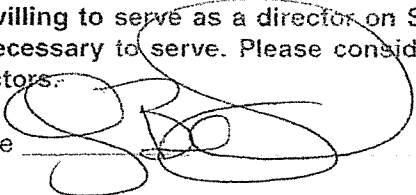
Since 2004 I have served as General Manager to the Temecula Public Cemetery District. I consider myself to be well versed in cemetery leadership, risk mitigation, best management practices and risk reduction. I hold a life insurance license from the State of California. I am an advocate for the cemetery profession, serving as a formal mentor for CAPC. I am engaged and involved heavily in my community and understand first hand the challenges and risk associated with cemetery operations and management.

What is your overall vision for SDRMA? (Response Required)

My overall vision for SDRMA is that it appropriately and accurately addresses the risk and mitigation needs of all its members in a thoughtful and deliberate manner, considering the size, scope and nuances of each type of public agency. This thoughtful consideration will provide better service to our members while maintaining the cost effective quality programs SDRMA continues to offer.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature



Date

4/27/17

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

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Nominee/Candidate Jean Bracy, SDA
District/Agency Mojave Desert Air Quality Management District
Work Address 14306 Park Ave., Victorville, CA 92392
Work Phone 760-245-1661

Why do you want to serve on the SDRMA Board of Directors?

I have served on the SDRMA Board of Directors since 2010. In 2017 I was elected by the Board to be the Board President. The Board strives to provide a variety of avenues for members to be successful and has adopted many important programs and policies aimed to provide members **cost effective coverage**. Each year, the Board **carefully considered** rates for services and from 2009 to 2016 voted to hold rates flat for the property/liability program. Through strategic planning SDRMA has a **strong financial base**. SDRMA has included **Cyber Coverage**; provided a **FREE Law Legal Hotline**; established a **multiple-policy discount (5%)** for each member who belongs to both the property/liability and the workers compensation programs; shares investment earnings with members through a **longevity distribution**; established the **loss prevention allowance funds** which reimburses members for safety-related costs up to \$1,000; launched and enhanced the SDRMA **interactive website**; provided **FREE online training** through Target Solutions; launched a **Safety Specialist Certificate** program; and contracted with Company Nurse to provide **FREE screening services** for work-related injury cases. I have worked closely with SDRMA for **17 years**. I am attracted to its member-focused, pro-active, and positive mission. I would like to see – and be a part of – SDRMA continue this member-centric approach.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization)

I am serving my eighth year on the SDRMA Board of Directors and in 2017 I am the Board President. I am serving my fifth year on the Board of Directors for the **Special District Leadership Foundation (SDLF)** and I am the Board Secretary. On this Board I have been part of the continuing expansion of the SDLF programs, including the premier program, **District of Distinction**, also the Special District Administrator Certificate, the Recognition of Special District Governance, and the District Transparency Certificate of Excellence.

My career experience with special districts has helped me to understand the issues specific to smaller organizations. I have learned what it really means for an organization to do more with less. I have also learned that political realities for special districts are distinct from other forms of governments. As the Deputy Director – Administration for the Mojave Desert Air Quality Management District, I am the staff representative to the Governing Board Committees for Budget and Personnel. I am a member of and have chaired the California Air Pollution Control Officers Association (CAPCOA), statewide committees for Fiscal and Human Resource officers. I organized and have chaired the Alternate Fuel Task Force for the Mojave Desert air basin; I have represented the District in the Antelope Valley Clean Cities Coalition.

My working opportunities have crossed several public service types. I served as the Victorville city representative to the Technical Advisory Committee for the Victor Valley Transit Authority and as the City representative and officer on the Executive Committee of the Regional Economic Development Authority. I volunteered four years on the Board of Directors of the Victor Valley Federal Credit Union. For six years, I worked as an adjunct professor at Victor Valley Community College teaching Public Works Administration.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

What special skills, talents, or experience (including volunteer experience) do you have?

As professional and as a volunteer, I have a wide range of experiences with organizational structures, long term and vision planning, development of staff and volunteers, and resource and program management. My experience of leading organizational activities and implementing change for growth includes bringing together intergenerational and multicultural groups to achieve common goals.

I am an effective manager with expertise in efficient and productive management implementing process improvements in finance, human resources, risk management, and a wide variety of related administrative and organizational functions. I have led highly skilled teams to support the achievement of overall agency goals and objectives.

I earned a Master's Degree in Public Administration from California State University, San Bernardino

I earned the Special District Administrator Certification from the Special Districts Leadership Foundation

I earned the Recognition of Special District Governance from the Special Districts Leadership Foundation

I earned the Masters Certification in Labor Relations from the California Public Employers Labor Relations Association (CALPELRA)

What is your overall vision for SDRMA?

I want to continue contributing my experience and expertise to SDRMA's overall function to further strengthen and enhance the lines of services provided by SDRMA. I want to see members educated to be wise in their management to reduce costs and deliver their very important missions to their communities. I want to be part of the mission to enhance the member's experience through claims management and education that leads to loss prevention.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature John Bailey Date 2-27-17

*Cameron Park
Community Services District*

Agenda Transmittal

DATE: June 21, 2017
TO: Board of Directors
FROM: Richard J. Ramirez, Interim General Manager

AGENDA ITEM #10: FISCAL YEAR 2017/18 MARKETING AND PROGRAM PLAN

RECOMMENDED ACTION: Receive, Discuss and Approve FY 2017/18 Marketing and Program Plan

BUDGET ACCOUNT: N/A

BUDGET IMPACT: Unknown

After months of deliberation, the District's Parks and Recreation Committee, chaired by Director Margret Mohr, is ready to bring the draft update of the District's Marketing and Program Plan. With support of staff, the Committee took a top to bottom approach in this update, which has been updated for the coming fiscal year.

Recognizing that this document remains a draft until adopted by the Board, pages 1 and 2 of the Plan Update provides a summary of the plans objectives:

Programing

- Improve Revenue by 5% each year: For some this may be viewed as an unrealistic objective in light of the fact that an extraordinary one time sponsorship might skew the following year's target. For others, this may be an effort at "sandbagging, in light of the new staff resources allocating to expanding revenue development at the Community Center. The Board may wish to discuss this point in more detail.
- Increase Class attendance: The same can be said for this objective as the revenue objective.
- Assist instructors to help promote their class: In light of the transition in the General Manager's office, oversight on allocating staff resources is wanting. Nevertheless the objective remains a priority for staff.
- Increase CPCSD's share of class and activity revenue

Facilities

- Increase revenue from facility rentals by 5%
- Make facilities more attractive to renters
- Increase print-ad promotions and direct marketing to local community groups
- Increase revenue from facility rentals by 5% by the end of Fiscal Year 2017/18 by making facilities more attractive to renters, print-ad promotions, and marketing directly to local community groups.

Public Relations

- Increase awareness of the programs and facilities by utilizing local media resources, promoting relationships with local service clubs, installing standard identifying signage (banners) in the parks, creating a generic brochure of the programs and facilities, publishing monthly e-newsletter, coupon/flyer promotions, produce a video clip, and utilizing social media tools such as Facebook, Twitter, and Instagram.

Website

- Improve website to be more user-friendly, provide easier access to information about activities, develop a website that staff can quickly update and make website promotion and updates a priority.

Other Revenue Sources

- Increase general revenues by selling ad space to local agencies and organizations in the Activity Guide and the website. Update product sheet and develop sponsorship recruitment. A sponsorship campaign for the Activity Guide and the website with discounts to organizations that advertise on multiple products. Sponsorship support for community benefit is on-going.

Events

- Actively promote classes and programs at events and proactively use social media. Train staff to cross-market at the front desk and promote upcoming events.

Recommendation: After discussing the update, consider adopting the plan for implementing in Fiscal Year 2017/18.

DRAFT – Revised June 13, 2017



Cameron Park Community Services District

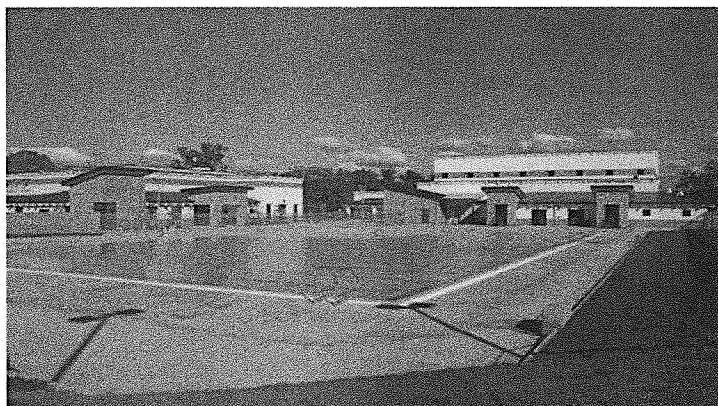
MARKETING and PROGRAM PLAN

2017/18



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Executive Summary

Purpose and Mission

With these guidelines as a reference point, the Cameron Park Community Services District (CPCSD) determined that the mission and purpose of the Marketing and Program Plan (MPP) should be as follows:

The purpose of CPCSD's Marketing and Program Plan is to create a set of goals, strategies and tactics that can be used to build a strong relationship with District residents that results in value for both the residents and the CPCSD. The Marketing and Program Plan will focus on specific goals for the next two years, with projections for conceptual goals over the next five years.

Plan elements include Programming, Facilities, Public Relations, Website, Other Revenue Sources and Events. This document is being updated to reflect Fiscal Year 2017/18.

A list of objectives for the MPP has been created and displayed in order of importance. We have identified the need to increase revenue through greater program participation and increase awareness of programs, facilities and events. This list is detailed further in the MPP on pages 3 and 4.

A set of guidelines were identified as guiding principles to be used in the creation of the MPP:

- The MPP needs to be usable and simple to follow.
- The MPP will contain short term and long term sustainable goals.
- The purpose of the MPP is to guide CPCSD toward increased revenue and better service to the public.

Goals, strategies and action items are written for each plan element. This plan provides a measurable framework for directing our marketing efforts into specific activities to meet the identified objectives starting on page 4.

The following is a synopsis of each plan element.

- Programming
 - Improve revenue by 5% each year
 - Increase class attendance
 - Assist instructors to help them promote their classes
 - Increase CPCSD's share of class and activity revenue
- Facilities
 - Increase revenue from facility rentals by 5%
 - Make facilities more attractive to renters
 - Increase print-ad promotions and direct marketing to local community groups

- Increase revenue from facility rentals by 5% by the end of Fiscal Year 2017/18 by making facilities more attractive to renters, print-ad promotions, and marketing directly to local community groups (page 7).
- Public Relations
 - Increase awareness of the programs and facilities by utilizing local media resources, promoting relationships with local service clubs, installing standard identifying signage (banners) in the parks, creating a generic brochure of the programs and facilities, publishing monthly e-newsletter, coupon/flyer promotions, produce a video clip, and utilizing social media tools such as Facebook, Twitter, and Instagram.
- Website
 - Improve website to be more user-friendly, provide easier access to information about activities, develop a website that staff can quickly update and make website promotion and updates a priority.
- Other Revenue Sources
 - Increase general revenues by selling ad space to local agencies and organizations in the Activity Guide and the website. Update product sheet and develop sponsorship recruitment. A sponsorship campaign for the Activity Guide and the website with discounts to organizations that advertise on multiple products. Sponsorship support for community benefit is on-going (page 12).
- Events
 - Actively promote classes and programs at events and proactively use social media. Train staff to cross-market at the front desk and promote upcoming events.

Objectives for the Cameron Park Community Services District's Marketing and Program Plan

Objectives

- Improve customer service
- Increase revenue
- Increase program and event participation
- Create community sponsorships and partnerships
- Educate community about the benefits of CPCSD
- Educate and train staff about marketing and community outreach
- Encourage community volunteers
- Show thanks and goodwill to the community
- Recruit quality staff
- Encourage networking efforts by the Board of Directors and staff

DRAFT

Marketing and Program Plan Topics

Programming

1. Goal: Increase revenue in Recreation Department programs by 5% for Fiscal Year 2017/18.

A. Strategy: Increase advertising and public relations.

Action Items:

- Send out weekly press releases and post on the website regarding upcoming classes, events, programs, camps, leagues, and community calendars. Recipients include: iHeartMedia, Gold Country Media, Zoom Newspaper, The Sacramento Bee (Folsom Connect), and Cameron Park Life, Mountain Democrat, The Clipper, The Windfall, Village Life, Senior Times, Sacramento Magazine, Around Here Magazine, Style Magazine and more.
- Run 12 specific ads and/or articles per year in a variety of local and regional media such as: Mountain Democrat, The Clipper, The Windfall, Around Here, Style Magazine and Cameron Park Life highlighting our programs, facilities, and special events.
- Mail and distribute activity guides three times a year.
- Feature one instructor or course description each month on social media.
- Monthly General Manager column in the *Cameron Park Life* will highlight activities and new programs.
- Focus on implementing quality programs and retaining prior program participants as well as discover ways to improve and attract new ones, through program surveys and customer feedback, which staff will review and compile into a data base to develop classes based on customer feedback annually.
- Work with the Front Desk and instructors to promote programs. The Front Desk and instructors will be provided this information when each Activity Guide is released.
- Send out monthly newsletters through MailChimp with an additional special event reminder when appropriate.
- Create at least three additional recreational and informative classes and programs annually (one for each Activity Guide) designed to benefit all ages and demographics.
- Create an incentive program to encourage registration of multiple programs. This program will run continuously.
- Create postcards highlighting special events, classes, and facilities to be distributed throughout the community and during community events.
- Incorporate the Children's Outdoor Bill of Rights into programs and program activities (adopted by the Board of Directors in 2012).

Completed Action Items:

- 2016/2017 Summer Kidz Kamp Survey sent to 2016 Summer participants to gather feedback on field trips and other ideas for the upcoming summer program – returned surveys receive a \$10 discount on Kamp enrollment.

B. Strategy: Guide instructors to better promote their programs more effectively.

Action Items:

- Instructors will be asked to provide information about their class for the Activity Guide.
- Instructors will be asked to submit flyers specific to their activities prior to publication of the Activity Guide.
- Instructors will be required to distribute flyers throughout the community and promote their class through social media.
 - The CSD will provide a flyer format that the instructor will fill in with appropriate content such as a picture, description, times, etc.
 - Instructors will be required to take quality photos of their program for promotional use.
 - Instructors should promote their classes through social media.
- Instructors will be invited to participate in community events and provide demonstrations.
- Staff will actively seek out new instructors and classes through a variety of different resources (i.e., surveys on the website and the suggestion box at the front desk) that have the potential to bring in students and revenue. The goal is to provide at least one new class per season.

C. Strategy: Reduce the percentage of cancelled classes to only 10% of the schedule.

Action Items:

- Evaluate program/class offerings and participation prior to each Activity Guide to determine which are most in demand and those that are less popular.
- Determine the least popular classes and replace with new ones.
- Create and give new classes an opportunity to grow and improve enrollment and attendance prior to subjecting them to review process. Reviews will occur six (6) weeks before each Activity Guide.
 - Review ongoing classes and evaluate their growth for enrollment and evaluation. If enrollment for the program is low, then either come up with solutions for growth, or end the program.

2. Goal: Increase program attendance by 5%.

A. Strategy: Recruit quality instructors and offer interesting classes and programs to attract more community participation.

Action Items:

- Identify quality instructors with popular curriculum through surveys and customer feedback to offer programs.
- Analyze pricing structure based on attendance, popularity, and potential and discuss with instructor.
- Establish minimum levels of attendance (average five persons per class) for each program prior to the first meeting to make sure participation is sufficient to fund the program or develop a breakeven point for each class.
- Keep up with the hot trends in classes by reviewing before each Activity Guide.
- Produce a program report following each activity guide with class enrollment from all facilities to evaluate the programs.
- Maintain offering classes on District property with a proceeds ratio of 60% for the instructor and 40% to the District and classes not on District property at 70% for the instructors and 30% for the District.
- Evaluate the recreation program revenue status at the conclusion of each season.
- After the conclusion of each season, report on program evaluation and/or survey data collected to the Parks & Recreation Committee using the following schedule:
 - Fall season – report in February
 - Winter/Spring season – report in June
 - Summer season – report in October

Facilities

3. Goal: Increase revenue via facility rentals by 5% by the end of Fiscal Year 2017/18.

A. Strategy: Increase advertising, promotion, and community partnerships.

Action Items:

- Promote the features and competitive prices to rent the community center facility in the newspaper, on the website, etc.
- Compare the facility fee structure annually with like agencies in order to remain competitive.
- Promote the availability of the Community Center and Cameron Park Lake for rentals such as corporate barbecues, weddings, retreats, parties and special events at the pool using the website, flyers signage and social media.
- Install signage at all facilities, fields and picnic units to increase advertising rental opportunities.
- Work with at least two (2) community groups (Shingle Springs/Cameron Park Chamber of Commerce, service clubs, faith-based organizations, businesses, governmental agencies and schools) to host mixers, events and fundraisers at our facilities. Attract at least four (4) new club activities this year.
- Partner with at least two (2) community groups and businesses for joint community projects.
- Hold at least five (5) workshops or lectures at our Community Center open to the public for new people to see the facilities and promote those open events to help drive traffic to the Center and introduce new people to the facility.
- After the conclusion of each season, report on facilities evaluation and/or survey data collected to the Parks & Recreation Committee using the following schedule:
 - a. Fall season – report in February
 - b. Winter/Spring season – report in June
 - c. Summer season – report in October

B. Strategy: Showcase our facilities.

Action Items:

- Set up styled shoots of the facilities and take pictures at many different events as a way of highlighting the potential and various uses of the facility.
- Offer local artists the opportunity to exhibit their art at our various facilities.
- Work with all groups who use any of our facilities for special events or occasions and obtain photographs from those events for advertising and highlighting the many uses of our facilities. To ensure this, we will edit our facility contract and make sure to have permission for use agreements available.
- Take quality pictures of our events, highlight them on the website, and use pictures in the newsletter and social media.

Public Relations

4. Goal: Increase awareness of programs and facilities.

- A. Strategy: Develop new outreach ideas utilizing the media, service organizations, community-wide events, social media and consistent signage and branding.

Action Items:

- Visit local community groups by connecting with the Chamber to make a minimum of three (3) formal presentations a year on who CPCSD is, what we offer and how we serve the community. Develop a PowerPoint presentation to be used at these meetings and to be used throughout the year. Photographs and quotes should accompany data and information from the CPRS branding initiative.
- Participate in at least three (3) community events to promote programs and facilities (Board members and/or staff).
- Finalize a standard banner sign for all parks and facilities. Message banner to be on park sign boards at all times. Ensure it is simple, clear and easy to read from the highway.
- Re-edit brochures to feature a synopsis of the programs and facilities.
- Grow email subscribers to the newsletter by 20%. Increase mentions in the General Manager's column, on the website, and at community events.
- Add a section to Facebook, Instagram, and Twitter to sign up for the newsletter to grow subscribers.
- Make monthly Activity Guide and flyer distribution runs to several predetermined locations around the Cameron Park area. A partial list of these locations include: select local businesses, public libraries, Marshall Hospital, chambers of commerce, the California Visitors' Center, and other local businesses. Add ten (10) new businesses to the distribution to this year.
- Marketing/Community Outreach Specialist to monitor our daily social media pages on Facebook, Twitter, etc. Update new classes, special events, and other newsworthy items as pertinent and keep front page updated with the most current information. Staff will be encouraged to interact with our followers and sponsors to create more of a community atmosphere.
- Promote programs, facilities, and classes through social media outlets, including but not limited to: Facebook, Twitter, Craigslist, YouTube, Instagram, and event sites. Promote prior to each District event and follow-up with pictures and success stories.
- Increase newsletter subscription (see above).
- Attend local events and fairs such as National Night Out, health and business expos, Back to School nights and Open House to pass out flyers, posters and other advertising materials, in order to promote programs, facilities, and other uses. Attend least three (3) new events this year.
- Identify five (5) partners to work with on event/meeting planning and specialty publications in order to promote and highlight our facilities as a premiere destination and location.
- Identify and attend two (2) relevant meetings targeted to weddings, special events, corporate meetings, etc.

- Create public service announcements to be sent weekly to newspapers, television websites, community websites, monthly and specialty magazines, and various media outlets.
- Develop a plan, utilizing the MOU, to promote the Fifty Plus Room activities and continue to work with the Mature Leadership Council to offer programs, events and other interests for the 50+ population.
- Establish customer service adjustment protocol:
 - Where, in the opinion of the General Manager, due to circumstances outside the control of the consumer, the General Manager may adjust, refund or partially waive a fee for any program offered by the District, provided there is a written report justifying the modification.

B. Strategy: Invite Board members to public events to advocate the services that the CPCSD provides to the community.

Action Items:

- Host and improve staff meetings in 2017/2018, using the MPP as a guide and the California Park and Recreation Society (CPRS) trainings. These meetings should be considered part of employee training.
- Use the CPRS Branding Initiative in its promotional materials and Children's Outdoor Bill of Rights (where necessary).
- Incorporate the CPCSD logo on website, promotional materials, uniforms, and advertisements.

5. Goal: Expand on community partnerships.

A. Strategy: Build on partnerships with different organizations throughout the Cameron Park community and look for and solicit new relationships and partnerships.

Action Items:

- Reach out and meet new potential partners at least once a month (i.e., classes, programs, sponsorships, partnerships). These organizations include (but are not limited to):
 - Local and Small Businesses
 - Schools
 - Non-Profit Organizations
 - Civic Organizations
 - Chambers of Commerce
 - Sports Leagues
 - Faith-Based Organizations
 - Corporations
- Work with local groups, by offering package deals to hold luncheons, meetings, fundraisers, or events at the CSD facilities. Goal is to have four (4) new luncheons, meetings, or fundraisers.
- Work with schools on field trips and other educational opportunities. Goal is to add at least two (2) new field trips or activities with the schools in 2017/18.

- Provide the Activity Guide to organizations and schools, create presentations, welcome packets, and media guides to local organizations and corporations. Goal is to increase distribution by at least four (4) corporations or organizations.
- Identify large corporations and businesses and offer corporate/employee packages and/or discounts. Identify two (2) corporations each year.
- Complete the annual Community Events Calendar by October 1.
- Contact local health care facilities, including Marshall Hospital, and associated physical therapy programs to determine if the aquatic facilities may be used for hospital professional therapist programs.
- Identify and contact local company meeting planners to identify opportunities to provide facility rentals for off-site corporate workshops.
- Talk with at least two (2) groups and organizations per year to explore opportunities to provide recreation programs to their members, as well as opportunities for them to offer their programs through the CPCSD.

Other Revenue Sources

6. Goal: Increase sponsorship revenue.

- Target Summer Spectacular by two (2) to four (4) new sponsors.
- Target other key sponsorship opportunities or events by two (2) to four (4) new sponsors.

A. Strategy: Promote ad space availability in our products such as the Activity Guide and website.

Action Items:

- Develop an advertising package to sell advertising that can be shared through flyers, the Activity Guide, and the website. Discounts should be given to organizations that advertise through multiple products.

7. Goal: Grow participation in our classes, activities, and events for underserved community members.

Action Items:

- Make aware to the Board of Directors and the public the funds that are available for scholarships. Include a report at the Board of Directors' meetings for the scholarship fund.
- Create and increase awareness of the scholarship package for underserved youth and adults through community sponsorship target programs for life-long skill building (i.e., leadership programs, swim lessons, volunteerism, etc.), monthly newsletters, etc.

Events

8. Goal: Use various events (i.e., concerts, Summer Spectacular, etc.) to promote classes and facilities.

A. Strategy: Set up and staff a booth and provide marketing material at all appropriate community events.

9. Goal: Use events to bring in revenue.

A. Strategy: Establish a CPCSD booth at outside events (i.e., chamber events, school festivals, etc.).

Action Items:

- When possible and appropriate, use this booth to register people for classes, sell upcoming event tickets and hand out marketing items.
- Purchase new booth, including tent, tablecloth, backdrop, and side rails.

Marketing Procedures and Guidelines

The following is a list of procedures, guidelines and internal policies that should be followed whenever marketing, promotional, or advertising material is created and provided to the public.

1. Advertisements

- All advertisements must be approved by the Recreation Supervisor/General Manager. The purpose of this policy is to create uniformity in our message and to make sure that CPCSD is using its advertising budget efficiently.
- All advertisements must be proofread for content, dates, times, spelling and grammar.
- All advertisements must include the CPCSD logo.
- All advertisements should include the CPRS “Parks Make Life Better” logo or slogan, when appropriate.
- Create a map of signage advertising locations.
- Update the list of flyer distribution locations.
- Create an ad for television and/or radio (i.e., Channel 2 and cable).

2. Events

Set-up and operation of CPCSD booths at community events should follow these procedures:

- A CPCSD banner or large sign should be prominently placed at the booth.
- Flyers and Activity Guides should be nicely displayed at the booth.
- Staff should consult with the Marketing/Community Outreach Specialist, Recreation Supervisor, or General Manager to find out what programs and services to promote at each event.
- Staff, volunteers or Board Members working these booths should wear CPCSD apparel and name tags.

3. Programming

- The following timeline has been established for the date of final class/program information submittals:

Need Information By:

October 15
February 15
June 15

Activity Guide Mail Date:

December 9
April 9
August 9

- The cover photo of the Activity Guide should be of classes or programs offered by CPCSD. Preferably, these photos should be taken at a class or program.
- Instructors will approve in writing the information regarding their specific class. Unapproved classes may lead to non-inclusion in the upcoming Activity Guide.
- Review frequently cancelled classes. In most cases, look at alternatives as to why classes are being cancelled, such as dates, times, and interest. If, upon review, any class is cancelled multiple times or is unable to boost enrollment/participation, the class may be

subject to termination. Exceptions may be made upon review and recommendation from the Recreation Supervisor.

- All program, event and facility rental participants and instructors will complete survey evaluations to be reviewed by the Recreation staff as a means of better serving the community.
- Evaluate other agencies on trends, classes, instructors, and more and establish a connection to instructors seeking to offer more classes.

4. Website

All modifications to the website must follow district procedures.

In conclusion, the Fiscal Year 2017/18 MPP is designed to help ensure the success of the Cameron Park Community Services District through a comprehensive approach towards providing extraordinary service to the members of the Cameron Park community.

DRAFT

Communications Plan

Website

- Goal: Improve the website *and social media* so that the community will make it the go-to source for activities in Cameron Park.
- Goal: Improve the website by making it more informative and user-friendly.
 - Strategy: Improve website functionality to showcase Cameron Park activities, easy access to regulation information (CC&Rs, etc.), and registration for classes. Conduct website upgrade for increased customer visibility and marketing capabilities.

Action Items:

- Increase website hosting to allow for easy updates for staff.
- Give consumers the ability to navigate, register for programs, and find information online easily.
- Promote website on all advertising and public relations announcements.
- Utilize new website design and create interest and engagement.
- Identify community resources and link to public information.
- Add icons to the website linking the Social Media accounts.

Completed Action Items

- Complete Request for Proposal (RFP) by October, 2015
- Revamp front page to showcase current events, activities, and programs.

Social Media

Social media gets the word out and builds engagement in the community. We will increase followers, newsletter subscriptions and outreach.

- Social Media Vision (Mission)
Our communication strategy will make us more effective in disseminating information to our customer base and potential customers about our community, parks, programs, services and facilities, and our ability to help foster positive social interaction. We will do this through a systematic and cost effective approach by utilizing various mediums of social media, and we will measure our efforts monthly to determine the effectiveness and improve our strategy.
- One Year Social Media Strategy Finding our target audience via monthly audits.
 - Understanding where our audience (customer base) is receiving information via social media using surveys.
 - Demographics: sex, age, income, needs, family-make up.
- Engaging awareness of social media.
 - Promoting use of social media as communication tool.
- Optimizing the social media experience.
 - Grow the CPCSD social media likes and followers.

- How can we create useful information for social media outlets?
- How can we reach our audience?
- Utilize before event to set up, during and after.
- Provide website and Facebook links in other regional publications and website partners.
- Through social media, we engage in communications through these and other outlets:
 - Facebook
 - Twitter
 - Instagramcommunity outreach
- Overarching Goals (Measurable Tactics)
 - Short Term (Four Months)
 - To set up an overall social media posting cadence and manage our social media platforms – what to say, how to say it and how often:
 - Facebook:
 - ✓ Promote upcoming events and activities.
 - ✓ Develop a social media monitoring and posting schedule for selected staff.
 - ✓ Share a mix of relevant links, engaging content, and questions.
 - Twitter:
 - ✓ Promote content such as upcoming events and activities through Twitter.
 - ✓ Listen and engage in relevant conversations about Cameron Park.
 - ✓ Build reputation as a “Special Place to Live.”
 - Instagram:
 - ✓ Create CPCSD awareness through postings.
 - ✓ Engage with local entities to support a fan base.
 - Special Events Websites
 - Nextdoor
 - Intermediate Term (Seven to Eight Months)
 - Create a strategy to grow number of followers.
 - Incorporate new video clips and photographs of both programs and facilities to our social media outlets and website.
 - Build relationships within the Cameron Park community and outside by increasing social media communication.
 - Current Numbers
 - ✓ As of June 13th, 2017, there are 1,354 page “Likes” on Facebook and 696 followers on Twitter and 364 followers on Instagram.
 - Develop Facebook, Twitter and Instagram promos. Share promo with followers for early registration, giveaways or special events to determine effectiveness.
 - Long Term (One Year)
 - Strive to make a positive emotional connection with customers and community members to foster active participation and customer loyalty through our various social media outlets.

Surveying

- Goal: Survey the public annually via the website to determine interests and ideas. The Fiscal Year 2015/2016 District Park and Facility Master Plan Update was completed and many of the components have been included into the MPP.
- Strategy: Informally survey the public through the Activity Guide, online, email surveys, and registration forms throughout the year.

Action Items:

- Continue a “How did you hear about this program?” question on the top of registration forms, on-line registration, and front desk registration. Measure the customers’ responses and report to the Board of Directors each month.
- Continue a “How did you hear about this facility?” question on the top of all rental agreement forms. Use this data to improve performance and improve results.
- Conduct program and facility surveys at the end of classes and provide an incentive for people to fill out surveys during special events. These surveys will be used to build upon areas of success and improve areas of weakness.
- Research and implement an online survey tool to gather feedback from the community 3 times a year with the Activity Guide.
- Conduct the survey one month after the Activity Guide has been released to allow the time necessary to recruit necessary instructors for new classes.
- Provide incentives for completing and submitting surveys.

Survey residents to get interest from the community for new classes

Staff will conduct a minimum of two mini-surveys of the public soliciting feedback on the effectiveness of our promotional efforts.

Provide surveys to attendees after each class and before each Activity Guide to assess how well current program offerings are meeting residents’ needs, and to identify changes in types of programs and the way they are delivered.

Resources

The CPCSD looked for assistance in creating the MPP. The following sources of information were incorporated into various parts of the MPP.

Marketing Procedure and Guidelines

The Marketing Procedure and Guidelines have been developed to be used whenever marketing material is created and presented to the public. Some objectives for these guidelines include, but are not limited to, the need to create uniformity in the message to the public and to ensure that budgets are used efficiently. The procedures and guidelines set standards for review of materials by the appropriate manager and the District Administrator. All advertisements will include the “Parks Make Life Better” slogan where appropriate.

Communicating the Promise through a Memorable Slogan

It would be a priority to communicate and promote the full brand promise to staff, stakeholders, users and elected officials. The essence of our profession’s promise is this memorable slogan (can also be called a tagline) that Cameron Park is “A Special Place to Live”



Parks
Make
Life
Better! SM

This phrase is simple, concise, timeless, enduring and extendable. It is at once a promise and the fulfillment of a promise. CPRS’ *Parks Make Life Better!* slogan creates a strong emotional connection between what we do and the lives of those we serve. It makes clear that our work matters to individuals, families, neighborhoods and communities.

Publications

The CPCSD reviewed several parks and recreation marketing publications, including Auburn Area Recreation and Park District’s Marketing and Program Plan (Auburn used El Dorado Hills Marketing and Program plan format).

The CPCSD utilized the Fiscal Year 2015/16 Master Plan to incorporate action items and strategies into the MPP.

Professional

The CPCSD has included the Children’s Outdoor Bill of Rights (adopted by the CPCSD Board in 2012) into many of the summer camps, outdoor programs, and special events hosted by the CPCSD.

The CPCSD fully utilized many aspects of the CPRS branding initiative.

To find what the public values about parks and recreation, CPRS conducted a public opinion research in Fiscal Year 2008-09. CPRS is the first park and recreation organization to have undertaken such a comprehensive study of public perceptions of parks and recreation.

Using CPRS’ research data, a brand promise was crafted and subsequently approved in 2009 by the CPRS Board of Directors.

Parks and recreation makes lives and communities better now and in the future by providing:

- Access to the serenity and inspiration of nature;
- Outdoor space to play and exercise;
- Facilities for self-directed and organized recreation;
- Positive alternatives for youth which help lower crime and mischief; and
- Activities that facilitate social connections, human development, the arts and lifelong learning.