



**Budget and Administration Committee  
Tuesday, July 10, 2018**

**6:30 p.m.**

**2502 Country Club Drive, Cameron Park**

**Agenda**

Members: Chair Director Margaret Mohr (MM), Vice Chair Director Holly Morrison (HM),  
and Alternate Director Greg Stanton (GS)

Staff: Jill Ritzman, General Manager  
and Vicky Neibauer, Finance/Human Resources Officer

**CALL TO ORDER**

**ROLL CALL**

**ADOPTION OF AGENDA**

**APPROVAL OF CONFORMED AGENDA**

**OPEN FORUM**

*At this time, members of the Committee or public may speak on any item not on the agenda that falls within the jurisdiction of this Committee; however, no action may be taken unless the Committee agrees to include the matter on a subsequent agenda.*

*Principal party on each side of an issue (where applicable) is allocated 10 minutes to speak, individual comments are limited to four minutes and individuals representing a group allocated five minutes. Individuals shall be allowed to speak to an item only once. The Committee reserves the right to waive said rules by a majority vote.*

**DEPARTMENT MATTERS**

***PUBLIC COMMENT***

*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 and individuals representing a group allocated five minutes. Individuals shall be allowed to speak to an item only once. The Committee reserves the right to waive said rules by a majority vote.*

- 1. Relocation of Waste Connections/El Dorado Disposal Recycling Center** (J. England, R. Vahl; discussion with map)
- 2. Bell Woods Easement, Community Facilities District** (report to be hand carried to meeting. J. Ritzman; Blair Aas, SCI; Brian Allen, CTA/Lennar Homes)
- 3. FY 2018/19 Budget Strategies** (J. Ritzman, V. Neibauer)
- 4. Election Notice for Filing Appointments**

5. **Staff Updates** (V. Neibauer)
6. **Items for the August Committee Meeting**
7. **Items to take to the Board of Directors**

**MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF**

**ADJOURNMENT**



## **Budget and Administration Committee**

**Tuesday, June 5, 2018**

**6:30 p.m.**

**2502 Country Club Drive, Cameron Park**

### **Conformed Agenda**

Members: Chair Director Margaret Mohr (MM), Vice Chair Director Holly Morrison (HM),  
and Alternate Director Greg Stanton (GS)

Staff: Jill Ritzman, General Manager  
and Vicky Neibauer, Finance/Human Resources Officer

**CALL TO ORDER** – 6:34 p.m.

**ROLL CALL** - MM, HM

**ADOPTION OF AGENDA** - Adopted

**APPROVAL OF CONFORMED AGENDA** - Approved

### **OPEN FORUM**

*At this time, members of the Committee or public may speak on any item not on the agenda that falls within the jurisdiction of this Committee; however, no action may be taken unless the Committee agrees to include the matter on a subsequent agenda.*

*Principal party on each side of an issue (where applicable) is allocated 10 minutes to speak, individual comments are limited to four minutes and individuals representing a group allocated five minutes. Individuals shall be allowed to speak to an item only once. The Committee reserves the right to waive said rules by a majority vote.*

### **DEPARTMENT MATTERS**

#### ***PUBLIC COMMENT***

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- 1. Assembly Bill 2258 Support Letter** (J. Henriquez, LAFCO)
- 2. Bell Woods Easement** (J. Ritzman)
- 3. Board Agenda Template** (J. Ritzman)
- 4. Draft FY 2018/19 Budget** (J. Ritzman, V. Neibauer and Department Heads)

5. **Appropriation Limitation for Fiscal Year 2018/19**

6. **Items for the July Committee Meeting**

7. **Items to take to the Board of Directors**

**MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF**

**ADJOURNMENT** - *9:15 p.m.*

# Overview of the Cameron Park CSD Community Facilities District 2018-01 (Bell Woods)

Cameron Park Community Services District  
Budget and Administration Committee Meeting

July 10, 2018





# What is a CFD?

- Enabling Legislation - Mello-Roos Community Facilities Act of 1982 Government Code Section 53311
- Adopted in response to Proposition 13 passed in 1978
- Issuers are any city or county, special district, JPA or other municipal corporation or district
- A financing district (CFD) granting local agencies authority to finance a wide array of public facilities and services



# CFD Facility Options

- “. . .the purchase, construction, expansion, improvement, or rehabilitation of any real or other tangible property with a useful life of 5 years or more . . .” **Government Code Section 53313.5**
  - School Facilities
  - Libraries
  - Child Care Facilities
  - Parks, Recreation and Open Space Facilities
  - Government Facilities
  - Public Utility Lines
  - Storm drainage, flood protection and sandstorm protection systems



# CFD Service Options

- Police Protection
- Criminal Justice
- Fire Protection and Suppression
- Ambulance and Paramedic
- Recreation Programs\*
- ***Maintenance and Lighting of Parks, Parkways, Streets, Roads and Open Space***
- Flood and Storm Protection
- Environmental Clean-Up





# CFD Election Rules

• ***Requires 2/3<sup>rds</sup> support of “Qualified Electors”***

• **Registered Voter Election**

- 2/3rds approval of registered voters if 12+ registered voters reside within the boundaries of the CFD
- 1 vote per participating register voter

• **Landowner Election**

- If less than 12 registered voters, the CFD need only 2/3rds approval of the landowners
- 1 voter per acre or portion thereof



# About CFD Special Tax Formula

- Defined by the Rate and Method of Apportionment of Special Tax (“RMA”)
- Allows for “creativity”
- Allows for “flexibility” for City and landowner
- Amount typically determined by lot size, density, land use and/or building square footage
- Must not be based on “ad valorem”
- “Special and General Benefit” findings not required
- “AB 1600 Nexus” findings not required
- Methodology must be “fair and reasonable”
- CFD special tax may only fund new or enhanced services and shall not supplant services already available within the territory when the CFD was formed.



# Why a CFD instead of a LLD?

- Allows for more flexibility in the design so it can be structured to the unique aspects of the development
- Does not require an annual Engineer's Report
- Special tax does not need to be based upon "special benefit" to property
- Unlike LLDs, there is no requirement for a contribution from the general fund for the "general benefit" to property
- Easier and less costly to annual administer



# CFD 2018-01 Special Tax (Bell Woods)

- CFD formation costs funded by developer
- Purpose of CFD
  1. District funding for landscaping and open space maintenance cost in the event the HOA dissolves
  2. Preserve open space maintenance costs
- Shall be levied in perpetuity beginning FY 18-19 or FY 19-20
- Collected by the El Dorado County Tax Collector
- Maximum special tax shall be adjusted annually for inflation
- Each fiscal year, the special tax requirement will determine the annual special tax levied



# CFD Landowner Formation Proceedings

Jul. 10, 2018	<b>Budget and Administration Committee Meeting:</b> CFD Overview Presentation
July 17, 2018	<b>District Board Meeting:</b> CFD Overview Presentation
Aug. 15, 2018	<b>District Board Meeting:</b> Presentation; Policies Resolution; Resolution of Intention
After Board Mtg.	District Clerk to record proposed CFD boundary map and publish the notice of public hearing Ballot mailed to landowner
Sept. 19, 2018	<b>District Board Meeting:</b>
``	Ballot received from landowner by no later than 4:30 p.m. Public Hearing Resolution of Formation Resolution Calling the Landowner Special Tax Election Open the ballots, tally the vote and announce the results Resolution Declaring Results of Special Election, Determining Validity of Prior Proceedings, and Directing Recording of Notice of Special Tax Lien
After Board Mtg.	City Clerk to record Notice of Special Tax Lien



# Questions? / Discussion

**Jill Ritzman**

General Manager

**Lennar**

Sean MacDiarmid, Project Manager

**Special Tax Consultant**

Arcelia Herrera, SCI Consulting Group

Blair Aas, SCI Consulting Group

**CAMERON PARK CSD**  
**COMMUNITY FACILITIES DISTRICT (BELL WOODS)**  
**FORMATION PROCEEDING TIMETABLE (TENTATIVE) \***

<u>DATE</u>	<u>TASK TO BE COMPLETED</u>	<u>RESPONSIBLE</u>
June / July 2018	Prepare CFD annual maintenance costs	Developer / District / SCI
June / July 2018	Prepare Policies; prepare Preliminary Special Tax Report; draft CFD Formation Documents; Prepare Boundary Map	SCI
July 10, 2018 6:30 p.m. Budget/Admin. Mtg.	Presentation by SCI Overview of CFDs and Proposed CFD	SCI
July 18, 2018 6:30 p.m. Board Meeting **	Presentation by SCI Overview of CFDs and Proposed CFD	SCI
July 25, 2018 2 p.m.	Video Conference to discuss with the Preliminary Special Tax Report; finalize timeline for CFD formation	SCI / District / Developer
By Aug. 8, 2018	Finalize all CFD Formation Documents	SCI / District
By Aug. 8, 2018	Landowner(s) submits Petition, Consent and Waiver to the District requesting commencement of formation proceedings by the District and waiver of applicable timelines.	Developer
By Aug. 8, 2018	Map of Proposed Boundary is filed with the District Clerk	SCI
Aug. 15, 2018 6:30 p.m. Board Meeting **	Presentation by SCI on Proposed CFD Board adopts Local Goals and Policies for CFD Board adopts Resolution of Intention to Establish a Community Facilities District (Official approval of RMA, Description of Services)	SCI / Board
Aug. 16, 2018	Map of Proposed CFD Boundary is recorded with the County Recorder	District Clerk
By Aug. 16, 2018	Ballot mailed to landowner(s) ( <i>Must occur at least 10 days before the date of the public hearing</i> )	SCI
By Aug. 31, 2018	Publish notice of public hearing ( <i>Publication at least 7 days prior to public hearing</i> )	District Clerk
By Sept. 19, 2018 4 p.m.	Ballot received from landowner(s) by no later than 4:00 p.m.	Developer / District
Sept. 19, 2018 6:30 p.m. Board Meeting **	Public hearing ( <i>Must be held at least 30 days, but no more than 60 days after the adoption of the Resolution of Intention</i> ) Board adopts Resolution of Formation of CFD Board adopts Resolution Calling for Landowner CFD Election Election at approximately 6:30 p.m., the Board Clerk opens the ballot(s), tallies the vote on the Canvass, and announces the results of the election Board adopts Resolution Declaring Results of Special Election, Determining Validity of Prior Proceedings, and Directing Recording of Notice of Special Tax Lien	Board

By Oct. 4, 2018

Notice of Special Tax Lien recorded by the Clerk. *(Must be recorded within 15 days of the date of the hearing and election)*

District Clerk

\* Note that the timeline can and will be adjusted to meet the requirements of the District and Developers that that may arise during any initial meetings.

\*\* Regular meetings of the Cameron Park Community Services District Board of Directors are generally held on the third Tuesday of each month beginning at 6:30 p.m.

DRAFT



**CAMERON PARK CSD  
COMMUNITY FACILITIES DISTRICT (BELL WOODS)  
MASTER DOCUMENT LIST**

Rate and Method of Method of Apportionment of Special Tax (“RMA”)

Description of Services to be Funded by the CFD (“Services”)

Petition, Consent and Waiver Form (“Petition”)

Preliminary Public Hearing Report

Map of Proposed CFD Boundary

Local Goals and Policies for Community Facilities Districts (“Policies”)

**First Board Meeting**

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Resolution of Intention to Establish a Community Facilities District (“ROI”)

Notice of Public Hearing

**Second Board Meeting**

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Public Hearing Report

Resolution of Formation of CFD (“ROF”)

Resolution Calling for Landowner CFD Election (“Res Calling”)

Official CFD Special Tax Ballot

Resolution Declaring Results of Special Election, Determining Validity of Prior Proceedings, and Directing Recording of Notice of Special Tax Lien (“Res Declaring”)

Notice of Special Tax Lien

**Upcoming Board Meetings**

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July 18

August 15

September 19

October 17

November 21

IRREVOCABLE OFFER OF DEDICATION (IOD) APPLICATION

The Irrevocable Offer of Dedication (IOD) process may take eight to sixteen weeks after the applicant has turned in a completed application. A completed application includes the Application Deposit and all supporting documents listed under the Required Materials section. The processing time may be extended if any of the required materials submitted are found to require further review. Application expires one (1) year after date of submission. Applicant may apply for an extension. Fees may apply.

I (we) hereby petition the El Dorado County Board of Supervisors, to initiate proceedings to dedicate a:

- checkbox Road Right of Way Easement
checkbox Road Right of Way, in fee
checkbox Drainage Easement
checkbox Public Utility Easement
checkbox Slope Easement
checkbox Other

checkbox \$500 ~ Base Deposit for IOD

Assessor's Parcel Number: 082-261-11

Name of all Property Owner (s): Cameron Park Community Services District

Mailing Address: 2502 Country Club Drive

City: Cameron Park State: CA Zip: 95682

Phone: 530-677-2231 Email: cpcsd@cameronpark.org

(Use additional pages if needed)

Representative: (if applicable) CTA Engineering & Surveying

Address: 3233 Monier Circle

City: Rancho Cordova State: CA Zip: 95742

Phone: 916-638-0919 Email: kheeney@ctaes.net

Street Address of Property:

Address: 2607 Knollwood Drive

City: Cameron Park State: CA Zip: 95682

Please describe in detail why this Right of Way/Easement is being offered:

To provide for a drainage outfall from the Bell Woods subdivision to the existing swale located on this parcel.

Four horizontal lines for additional description.

County Project Number necessitating IOD application. TM 01-1380

Name(s) of other County employee(s) and/or department(s) working on files related to this request (such as a Building Permit or Boundary Line Adjustment). Please list the project number(s), department(s) and contact person(s):

D.O.T. - Improvement Plans for Bell Woods

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If applicable, please attach a copy of the Conditions of Approval provided to you by the County, which specify the right of way and/or easement(s) that are to be dedicated.

By signing here, you are acknowledging that you believe the statements above to be true and correct as they relate to the Irrevocable Offer of Dedication.

  
\_\_\_\_\_  
Signature

4/23/18  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**LETTER OF AUTHORIZATION**

*If Applicable*

I (We), the undersigned, Owner(s) of Record with vested interest in Assessor's Parcel No. 082-261-11, hereby authorize CTA Engineering & Surveying to act as my agent or representative to prepare and process the necessary documents relative to my property with the County of El Dorado, on my behalf.

Owner(s) of Record: Cameron Park Community Services District  
Mailing Address: 2502 County Club Drive  
City: Cameron Park State: CA Zip: 95682  
Phone: 530-677-2231 Email cpcsd@cameronpark.org

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_

*For multiple owners, attach additional pages as needed.*

Agent for Applicant(s): CTA Engineering & Surveying  
Mailing Address: 3233 Monier Circle  
City: Rancho Cordova State: CA Zip: 95742  
Phone: 916-638-0919 Email kheeney@ctaes.net

# Attachment B

# Bell Woods Easement

RECORDING REQUESTED BY  
AND WHEN RECORDED RETURN TO:

COUNTY OF EL DORADO  
BOARD OF SUPERVISORS OFFICE  
330 FAIR LANE  
PLACERVILLE, CA 95667

Name: Cameron Park Community Services Dist.

Project: Bell Woods  
A.P.N.: 082-261-11  
Date:

Mail Tax Statement to above.  
Exempt from Documentary Tax Transfer  
Per Revenue and Taxation Code 11922

Above section for Recorder's use

## IRREVOCABLE OFFER OF DEDICATION FOR A DRAINAGE EASEMENT

**CAMERON PARK COMMUNITY SERVICES DISTRICT**, hereinafter called GRANTOR, owner of the real property herein described, does hereby irrevocably offer for dedication to the COUNTY OF EL DORADO, a political subdivision of the State of California, an easement for drainage purposes, over, under, and across that certain real property situate in the unincorporated area of the County of El Dorado, State of California, described as:

**See Exhibits A & B, attached hereto and made a part hereof.**

It is understood that this offer of dedication shall remain in effect and run with the land until such time the County of El Dorado Board of Supervisors makes a finding of necessity for public purposes and accepts said offer by resolution.

IN WITNESS WHEREOF, GRANTOR has hereunto subscribed (his) (her) (their) name(s) this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

GRANTORS

**CAMERON PARK COMMUNITY SERVICES DISTRICT**

By:

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Title:

A Notary Public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

**STATE OF CALIFORNIA**

**COUNTY OF \_\_\_\_\_**

On \_\_\_\_\_ 20\_\_\_\_, before me, \_\_\_\_\_,

a Notary Public, personally appeared \_\_\_\_\_,

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

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

WITNESS my hand and official seal.

\_\_\_\_\_  
Notary Public in and for said County and State

Notary Public Seal

Exhibit 'A'

**IRREVOCABLE OFFER OF DEDICATION  
APN 082-261-11  
Drainage Easement**

All that real property situated in the County of El Dorado, State of California, being a portion of the real property conveyed by deed to CAMERON PARK COMMUNITY SERVICES DISTRICT, recorded in Book 1360, Page 597, Official Records of said County, hereinafter referred to as "CSD" property, being a portion of Lot 1520 as shown on the plat of "Cameron Park North Unit No. 3", filed in the office of the County Recorder of said County in Book 'D' of Maps, Page 13, and being more particularly described as follows:

BEGINNING at a point on the Westerly line of said "CSD" property, from which the Southernmost corner of said Lot 1520 bears South 45°57'03" East, 62.81 feet; thence along said Westerly line, North 45°57'03" West, 41.42 feet; thence leaving said Westerly line, North 29°00'37" East, 87.00 feet; thence South 60°59'23" East, 40.00 feet; thence South 29°00'37" West, 97.74 feet to the POINT OF BEGINNING, containing 3,695 square feet, more or less.

See Exhibit B attached hereto and made a part of this description.

**End of description**

The Basis of Bearings for this description is the California State Plane Coordinate System, Zone 2, NAD 83.

This description has been prepared by me or under my direct supervision.

\_\_\_\_\_  
Kevin A. Heeney, P.L.S. 5914



\_\_\_\_\_  
Date

**CTA Engineering & Surveying**  
3233 Monier Circle  
Rancho Cordova, CA 95742  
916-638-0919



1520  
CAMERON PARK  
COMMUNITY SERVICES DISTRICT  
1360 O.R. 597

1518

CAMERON PARK NORTH UNIT NO. 3 S.D. D-13 1519

S60°59'23"E  
40.00'

EXISTING

SWALE

3,695 Sq.Ft.

1521

PARCEL 1 N45°57'03"W  
PM 24-40 41.42'

S45°57'03"E  
62.81'

POINT OF BEGINNING

1522

SOUTHERN MOST CORNER  
LOT 1520

LOT A  
OPEN SPACE

1523

PROPOSED BELL WOODS SUBDIVISION

1524

KNOLLWOOD DRIVE

N

10

11

9

8

12

7

W-cta-E

S



EXHIBIT 'B'

DATE: 04/18/2018

DRAWN BY: KAH

SHEET

SCALE: 1"=100'

JOB NO. 16-017-004

1 OF 1

A.P.N.: 082-261-11

IRREVOCABLE OFFER OF DEDICATION

OWNER: CAMERON PARK  
COMMUNITY SERVICES DISTRICT

EL DORADO COUNTY  
DRAINAGE EASEMENT

PORTION OF LOT 1520, "CAMERON PARK  
NORTH UNIT NO. 3", S.D. D-13 LYING IN THE  
NE1/4 SEC. 5, T.9 N., R.9 E. M.D.M.

cta Engineering & Surveying

DATE:

COUNTY OF EL DORADO

STATE OF CALIFORNIA



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# Cameron Park Community Services District

## POLICY HANDBOOK

POLICY TITLE: Easement Acceptance

POLICY NUMBER: 3060

**3060.1** Acceptance by the District of any interest in public utility easements or other easements dedicated to the District for installation, maintenance, repair, etc., of its facilities, shall require approval of the Board of Directors.

**3060.2** Commitments to accept easements or assurances that easements will be accepted may be provided by staff only after approval of same by the Board of Directors.

**3060.2.1** Acceptance of easements shall be accomplished by the Board of Directors by adoption of a resolution. Said resolution shall be in the following format:

RESOLUTION NO.  
[DISTRICT NAME]

ACCEPTING [SPECIFY TYPE OF SERVICE] EASEMENT

WHEREAS, a permanent easement is needed for the purpose of constructing, maintaining, servicing and/or replacing [specify type of service] facilities for the parcel listed below.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of [District Name] that the District shall accept the easements offered to it by the owners of the parcels hereinafter listed:

Assessor's Parcel No.'s

Property Owner

\_\_\_\_\_

BE IT FURTHER RESOLVED that the Secretary of the Board cause a copy of this Resolution certified by the Secretary of the Board of Directors to be filed for record in the office of the Recorder of the County of [Name of County District is in], State of California.

## Agenda Transmittal

**DATE:** July 10, 2018

**FROM:** Jill Ritzman, General Manager

**AGENDA ITEM #3:** BUDGET PLAN OF ACTION

**RECOMMENDED ACTION:** Provide Feedback

### INTRODUCTION

On June 20, 2018, the Board of Directors approved a base budget to continue the current level of services with a deficit of \$369,692. With accurate documentation of annual expenditures and revenues, District staff will begin making budget changes to align revenues and expenditures to:

- Cover annual operating costs,
- Fund an adequate Capital Improvement Plan that invests in capital assets, and
- Address long-term employee and retiree costs.

### DISCUSSION

Staff will continue to change business practices to realize a cost savings and efficiencies to providing services. The following items will be initiated now and the budget will be adjusted for the September budget hearing. These items will be completed by the end of the fiscal year.

- a. Use junior umpire program instead of paid umpires for adult sports
- b. Change/reduce banner program; consider electronic sign(s)
- c. Eliminate ornamental lawns and landscaping in low impact areas
- d. Investigate opportunities and process to install solar power for all buildings
- e. Install LED lighting in all buildings
- f. Weed abatement in Cameron Park Lake – investigate lower costs
- g. Invest in irrigation system to save water, electricity
- h. Pool & lagoon chemicals savings; heat less frequently
- i. Banking fees, interest rates
- j. Insurance costs, incentives, Workers Comp changes
- k. Eliminate paid storage
- l. Go paperless
- m. Bid vehicle fuel costs

- n. Bid & update website; initiate, streamline social media initiatives
- o. Review costs, reduce costs for employee health benefits

### Recreation Program Changes

Recreation staff will review their current budget to determine whether the existing staff can initiate cost savings and generate new, additional revenues to assist in offsetting the cost of service delivery. The outcome and recommendations of this review will be brought forward in September for consideration. The items to be considered include:

- Activity Guide - cost saving measures for publishing and distributing
- Paid marketing and advertisements
- In-house design work
- Review cost/benefit of all special events
- Recreation program fees and facility use fees increases
- Expanding fee generating programs and fewer programs that have minimal or no fees
- Evaluate changes in pool and lagoon operating hours, days
- Capitalize on grants and sponsorships

### Employee and Retiree Costs

Staff is investigating options to address employee and retiree costs. Specifically, staff is investigating options to lower costs for providing benefits to employees and health care for retirees. The District's health care agreement with CAL PERS must be cancelled or renewed by June for the following calendar year. Options for prefunding future retiree health care will be investigated, along with possible impacts of the anticipated cost increases for CAL PERS pensions. Staff will keep the Budget & Administration Committee apprised of staff's work in this area with a goal of a full presentation regarding the District's options and cost savings/increases by the end of the year.

### Evaluate Costs for Swimming Lagoon and Summer Spectacular

The Swimming Lagoon and Summer Spectacular are two iconic amenities provided by the District, and much discussed when budget challenges arise. Staff will determine all revenues and expenditures for each amenity and report back to the Budget & Administration Committee in August.

### New Initiatives

Several cost saving ideas have been discussed amongst staff, community members and Board members, in the past or currently. These are long-term measures that will take time to evaluate the cost/benefit, and implementation steps. Staff will begin investigating these initiatives and report back to the Budget & Administration Committee by the end of the year.

- Divesting the District of the open space properties
- Long-term lease of community center and/or classrooms
- New cell towers or roadside electronic signs
- Refinancing Community Center bond

## TIMELINE

A supplementation budget and finance timeline was provided to the District in April and again included in the June Budget report. The original timeline, with edits, is below:

### May/June

- Secure New Financial Software *COMPLETED*

### June/July

- Approval of FY 2018/19 Budget, including pre funding retirement CalPERS obligations;
- ~~Determined Fund Balances and Descriptions for District Funds held at the County.~~  
*COMPLETED*

### (ADDED) August 1

- Implementation of Abila, new financial software
- Interface Rec Track and Abila for revenue tracking

### September

- Fire and Parks – Five Year Capital Improvement Projects Budget
- Set aside for Browning Reserve projects
- Final Fiscal Year 2018-19 Budget
- Report back on recommended recreation program and facility changes

### October

- Update Five-Year Budget Forecast and Assessment

### December/January

- FY 2016/17 and FY 2018/19 Audit
- Conclude Vavrinek, Trine, Day & Co. (VTD) Services
- (ADDED) Report back on employee and retiree costs, current and long-term budget impacts
- (ADDED) Report back with recommendations on new cost saving initiatives

# COUNTY OF EL DORADO

RECORDER CLERK - REGISTRAR OF VOTERS - VETERANS AFFAIRS

William E. Schultz



Recorder-Clerk  
Commissioner of Civil Marriages  
360 Fair Lane  
Placerville CA 95667  
www.edcgov.us/countyclerk/  
Phone: 530.621.5490  
Jane Kohlstedt  
Assistant Recorder-Clerk

Registrar of Voters  
2850 Fairlane Court  
PO Box 678001  
Placerville CA 95667  
www.edcgov.us/elections/  
Phone: 530.621.7480 Fax: 530.626.5514  
Linda Webster  
Assistant Registrar of Voters

Veterans Affairs Office  
130 Placerville Drive,  
Placerville CA 95667  
www.edcgov.us/veterans/  
Phone: 530.621.5893  
William E. Schultz  
Veterans Affairs Interim Dept. Head  
Ed Swanson  
Veterans Service Officer

## NOTICE

THE ELECTIONS DEPARTMENT IS SCHEDULING APPOINTMENTS FOR FILING FOR THE NOVEMBER 6, 2018 ELECTION.

Filing Period

**JULY 16 – AUGUST 10, 2018**

### Placerville Area

(July 26 and August 9 are being reserved for Tahoe filings)  
8:00AM – 5:00PM

### Tahoe Area

Appointments will be at the Recorder Clerks Office

July 26, 2018 - 8:00am to 12:00pm and 1:00pm to 4:00pm

August 9, 2018 - 8:00am to 12:00pm

PLEASE CONTACT THE ELECTIONS DEPARTMENT TO SCHEDULE

530-621-7490

kim.smith@edcgov.us