

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

Special Meeting
Monday, September 25, 2017

6:00 p.m. Closed Session
Board will convene into
Closed Session after
Public Comment
6:30 p.m. Special Meeting



Board of Directors
HOLLY MORRISON (HM), Vice-President
Directors: 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.

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:

- Employee Appointment, Employment, Evaluation or Discipline
 - Title: General Manager
 - Government Code section 54957(b)(1)

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.

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.

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.

- Standard for Signage Design in Cameron Park – Design Review Committee
 - Receive and File

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 Special Meeting, August 29, 2017
- b. Board of Directors Special Meeting, September 14, 2017
- c. Board of Directors Special Meeting, September 16, 2017
- d. Board of Directors Special Meeting, September 18, 2017
- e. Board of Directors Special Meeting, September 23, 2017

2. CC&R ADVISORY COMMITTEE REQUEST FOR REFERRAL TO LEGAL COUNSEL – 2850 OSBORNE ROAD

Recommended Action: Forward to Legal Counsel

3. CC&R ADVISORY COMMITTEE REQUEST FOR REFERRAL TO LEGAL COUNSEL – 3436 MONTERO ROAD

Recommended Action: Forward to Legal Counsel

4. DISTRICT OFFICE HOURS BETWEEN CHRISTMAS AND NEW YEAR'S HOLIDAY 2017

Recommended Action: The Board hereby adopts modified "Holiday Office Hours" closure:

11 a.m. to 4 p.m. for three days – Wednesday to Friday, December 27th – December 29th. A staff person will be in the front office during "Holiday Hours". Community Center Maintenance staff will be on the site when the office is open.

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. PUBLIC HEARING TO CONSIDER ADOPTION OF FISCAL YEAR 2018 BUDGET

Recommended Action: Review and Consider Adopting the Draft Fiscal Year 2018 Budget for the Cameron Park Community Services District

7. FIRE AND EMERGENCY MEDICAL SERVICES CONTRACT EXTENSION AND REQUEST FOR PROPSAL

Recommended Action: Consider Directing the Interim General Manager to Circulate the Subject Request for Proposal

8. REPORT BACK ITEMS TO THE BOARD OF DIRECTORS

9. 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

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.

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.

CONFORMED REVISED AGENDA

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

Tuesday, August 29, 2017

6:00 p.m. Closed Session
Board will convene into Closed Session
After Public Comment
6:30 p.m. Special Meeting



Board of Directors

HOLLY MORRISON (HM), Vice-President
Directors: MARGARET MOHR (MM), GREG STANTON (GS)

CALL TO ORDER - 6:04 p.m.

ROLL CALL – HM, MM, GS

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 – 6:31 p.m.

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.

Direction given to Board and Staff

PLEDGE OF ALLEGIANCE

ADOPTION OF THE AGENDA AND APPROVAL OF CONSENT CALENDAR

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Motion to adopt the Agenda and approve the Consent Calendar.

GS/MM

Ayes – GS, MM, HM

Noes – None

Absent - None

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.

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.

CONFORMED REVISED AGENDA

OPEN FORUM

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Bill Carey, Dave Gelber, Gerald Lillpop, Barbara Rogers

BEGINNING OF CONSENT CALENDAR

1. APPROVAL OF DRAFT CONFORMED AGENDAS

- a. Parks & Recreation Committee Meeting, April 3, 2017
- b. Parks & Recreation Committee Meeting, May 1, 2017
- c. Parks & Recreation Committee Meeting, July 10, 2017
- d. Budget & Administration Committee Meeting, July 11, 2017
- e. Fire & Emergency Services Committee Meeting, July 11, 2017
- f. Board of Directors' Special Meeting, July 26, 2017

2. STAFF REPORTS

Due to the lengthy agenda, we are carrying the Staff Reports over to the September meeting.

3. FINANCIAL REPORTS

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

4. TEMPORARY EMPLOYEES, POLICY NO. 2085

Recommended Action: Receive, Review and Adopt Policy No. 2085 under Consent Calendar

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. RESULTS OF GENERAL MANAGER PROFILE WORKSHOP

Recommended Action: Receive, Discuss and File

Public Comment: Gerald Lillpop, Bill Carey, Lydia Roseby

7. FILLING VACANT BOARD OF DIRECTORS' SEATS

Recommended Action: 1. Confirm the Application Deadline (September 5, 2017) and Select an Option for filling the Vacancies Created by the Resignation of Directors McNeil and Blackmon; and 2. Direct Staff to Post the Notice of Vacancies in Three Conspicuous Locations at Least 15 Days Prior to the Appointment to Fill the Vacant Positions

Motion to adopt Option #3 and move application deadline to September 11th close of business.

GS/MM – Motion passed

Ayes – HM, MM, GS

Noes – None

Absent – None

Public Comment: Barbara Rogers, Gerald Lillpop, Bill Carey, Dave Gelber

CONFORMED REVISED AGENDA

8. **FIRE AND EMERGENCY MEDICAL SERVICES CONTRACT EXTENSION AND REQUEST FOR PROPOSAL**

Recommended Action: 1. Authority the Board Vice President and Interim General Manager to Sign a Contract Extension with Cal Fire; and 2. Provide Direction to the Interim General Manager Relevant to Proceeding with a Request for Proposal for Fire and Emergency medical Services

Motion to authorize one-year extension with Cal Fire to 6/30/19 and proceed with RFP for Fire and Emergency medical services and to approve Resolution 2017-10 with the change to bring the RFP back to the Board for approval.

GS/MM – Motion passed

Ayes – HM, MM, GS

Noes – None

Absent – None

Public Comment: Barbara Rogers, Gerald Lillpop

9. **A REPORT FROM THE PARKS & RECREATION COMMITTEE: CONSIDERATION OF REALLOCATION OF PERSONNEL RESOURCES**

Recommended Action: 1. Provide Direction to the Interim General Manager Regarding Postponing Filling the Outreach/Marketing Specialist and Preparing a Marketing Firm Request for Proposal 2. Direct the Interim General Manager to Return with Options to Potentially Improve Recreational Programming

Motion to provide direction to the Interim General Manager regarding postponing filling the Outreach/Marketing Specialist and preparing a Marketing Firm Request for Proposal and to direct the Interim General Manager to return with options to potentially improve recreational programming

GS/MM – Motion passed

Ayes – HM, MM, GS

Noes – None

Absent – None

Public Comment: Doris Folk, Dave Gelber, Barbara Rogers, Gerald Lillpop

10. **RE-ESTABLISH THE CONFIDENTIAL ACCOUNTING SPECIALIST JOB CLASS WITH AN ANNUAL SALARY RANGE OF \$32,231 - \$39,177 AND ADD A NEW ACCOUNTING SPECIALIST POSITION TO THE BUDGET**

Recommended Action: Receive, Discuss and approve Resolution No. 2017-11

Motion to establish the Confidential Accounting Specialist job class with an annual salary range of \$32,231-\$39,177 and add a new Accounting Specialist position to the Budget: Resolution No. 2017-11

MM/GS – Motion passed

Ayes – HM, MM, GS

Noes – None

Absent – None

Public Comment: None

CONFORMED REVISED AGENDA

11. CAMERON PARK/GREEN VALLEY FUEL HAZARD

Recommended Action: 1. Authorize the Interim General Manager (IGM) to secure an encroachment permit from El Dorado County Department of Transportation (DOT) along 300 feet of road along Cameron Park Drive to undertake a “fire break” within County Right of Way (ROW), adjacent to private property. 2. Direct staff to return with a revised Weed Abatement Ordinance that will be acceptable to the County Auditor-Controller so as to lien private property that is not in compliance with weed abatement removal orders; and 3. Direct the Interim General Manager to open a dialogue with the County to come up with a partnership to mitigate weeds within County ROW that pose a fire hazard to homes in Cameron Park adjacent to Cameron Park Drive and Green Valley Road.

Motion to authorize the IGM to secure an encroachment permit from El Dorado County DOT along 300 feet of road along ~~Cameron Park Drive~~ Green Valley Road to undertake a “fire break” within County ROW adjacent to private property. Direct staff to return with a revised Weed Abatement Ordinance that will be acceptable to the County Auditor-Controller so as to lien private property that is not in compliance with weed abatement removal orders. Direct the IGM to open a dialogue with the County to come up with a partnership to mitigate weeds within County ROW that pose a fire hazard to homes in Cameron Park ~~adjacent to Cameron Park Drive and Green Valley Road.~~

HM/GS – Motion passed

Ayes – HM, GS, MM

Noes – None

Absent – None

Public Comment – Gerald Lillpop, Barbara Rogers

12. PRELIMINARY BUDGET

Recommended Action: 1. Review the Preliminary Fiscal Year 2018 Budget for the Cameron Park Community Services District; 2. Subject to modifications by the Board of Directors of the Preliminary Budget, set September 20, 2017 as the Public Hearing Date for considering adopting the Cameron Park Community Services District Fiscal 2018 Year Budget.

Motion to set September 20, 2017 as the Public Hearing Date for considering adopting the Cameron Park Community Services District Fiscal 2018 Year Budget contingent on having sufficient number of Board members and staff to review Community Services District revenue and report back to the Board.

GS/MM – Motion passed

Ayes – GS, HM, MM

Noes – None

Absent – None

Public Comment – Barbara Rogers, Dave Gelber

13. LABOR RELATIONS

Recommended Action: Consider Adopting Revisions of the New Labor Agreement

Motion to approve Resolution 2017-12 with the amended changes to the name Mr. Roberts.

GS/MM – Motion passed

Ayes – GS, HM, MM

Noes – None

Absent – None

Public Comment - None

14. REPORT BACK ITEMS TO THE BOARD OF DIRECTORS

Parks and Recreation to report back to Committee usage of facilities.

CONFORMED REVISED AGENDA

15. 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

Director Morrison did not attend the August LAFCO meeting.

GS: Kudos to Rich Ramirez and staff for their hard work. Trucks 'n Tunes was very successful and he is looking forward to the next one. The Skate Park looks great.

MM: Kudos to Tina and the Recreation Department for hard work on Trucks 'n Tunes. Thanks to J.R. the Park looks great.

HM: Welcome to Patti and Jason. Thanks to Richard Ramirez. Thanks to Tina for the good programs.

16. COMMITTEE REPORTS

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

Information already covered in the meeting.

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

Lyle is amazing. Nothing to bring back for Legal.

- c. **Fire and Emergency Services** – Chair Director Morrison

Did not meet due to only one Director being available.

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

Wrapping up Summer Spectacular. Moving forward to Fall.

ADJOURNMENT 9:36 p.m.

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Agenda Transmittal

DATE: September 25, 2017

TO: Board of Directors

FROM: Lyle Eickert, CC&R Compliance Officer

AGENDA ITEM #3: **CC&R ADVISORY COMMITTEE REQUEST FOR REFERRAL TO LEGAL COUNSEL - 2850 OSBORNE ROAD**

RECOMMENDED ACTION: Forward to Legal Counsel

BUDGET ACCOUNT: CC&R

BUDGET IMPACT: LEGAL FEES TBD

BACKGROUND:

Following a phone call complaint the homeowner at 2850 Osborne Road was issued an Initial violation notice on July 21, 2017 for being in violation of Cameron Park North Unit #2 CC&Rs, Clause #4(g) for having a boat parked on the side of the driveway. Clause 4(g) requires that boats must be parked or stored in such a manner so as not to be visible from roadways or objectionable views to contiguous property owners. A Final Notice letter was sent to the homeowner on August 14, 2017 and a Pre-Legal letter was sent on August 31, 2017. No response has been received from the homeowner and the violation still exists. At the CC&R Committee Meeting held on September 11, 2017, by a vote of 4-0, the Committee approved forwarding this violation to the Board of Directors for legal action.



*A special place
to live.*

CAMERON PARK

Agenda Transmittal

DATE: September 25, 2017

TO: Board of Directors

FROM: Lyle Eickert, CC&R Compliance Officer

AGENDA ITEM #4: **CC&R ADVISORY COMMITTEE REQUEST FOR REFERRAL TO LEGAL COUNSEL – 3436 MONTERO ROAD**

RECOMMENDED ACTION: Forward to Legal Counsel

BUDGET ACCOUNT: CC&Rs

BUDGET IMPACT: Legal Fees TBD

BACKGROUND:

Following a phone call complaint the homeowner at 3436 Montero Road was issued an Initial violation notice on July 19, 2017 for being in violation of Bar J Ranch Unit #5 CC&Rs, Clause #19 for having a boat parked on the side of his driveway. Clause 19 prohibits boats of any type from being kept or parked on the public streets of the property or outside of a garage on any lot. A Final Notice letter was sent to the homeowner on August 11, 2017 and a Pre-Legal letter was sent on August 31, 2017. No response has been received from the homeowner and the violation still exists. At the CC&R Committee Meeting held on September 11, 2017, by a vote of 4-0, the Committee approved forwarding this violation to the Board of Directors for legal action.



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CAMERON PARK

*Cameron Park
Community Services District*

Agenda Transmittal

DATE: September 25, 2017

FROM: Richard J. Ramirez, Interim General Manager

AGENDA ITEM #6: **PUBLIC HEARING TO CONSIDER ADOPTION OF FISCAL YEAR 2018 BUDGET**

RECOMMENDED ACTION:

1. Review the Preliminary Fiscal Year 2018 Budget for the Cameron Park Community Services District.
2. Subject to modifications by the Board of Directors of the Preliminary Budget, set October 18, 2017 as the Public Hearing Date for considering adopting the Cameron Park Community Services District Fiscal 2018 Year Budget.

BUDGET ACCOUNT: N/A

BUDGET IMPACT: N/A

At the Special Meeting of the Cameron Park Board of Directors, August 29, 2017 the Board reviewed the draft FY 18 Budget. Following this Agenda Transmittal Report is the information presented to the Board on August 29, 2017. The information is provided again in anticipation that the Board will have one or two new Board Members to fill the vacancies created by the resignations of Scott McNeil and Amy Blackmon. The information may help the new Board members come up to speed on financial issues facing the District in the coming months. Finally, as additional background, knowing the Board would likely not be ready to adopt a budget in July, the Board adopted a continuing budget resolution, authorizing appropriations at last year's level, enabling the District to continue operations. After the Board's review on August 29, 2017, the Draft budget was again returned to the Budget and Administrative (Admin) Committee for further consideration.

During the meeting of the Budget and Admin Committee, the following key issues were discussed:

- Should the District budget fire equipment lease reimbursements given the volatility of the revenue source being dependent on the use of District fire apparatus/rolling stock for wild fires, and if revenues are to be budgeted, should they be at the average for the last three years of some other amount?

- Should the District create a budget to represent what is known as “Fund 7: Fire Equipment Replacement Fund”, thereby tracking both expenses, revenues, and fund balance?
- The District’s financial position is in a far better condition than initially reported in May, the district is facing, albeit small, a structural deficit that, over time, will erode the Districts Fund Balance (reserves). Should the District develop an outreach effort to elicit comments from the community of how best to address the fact that operating expenses are out-distancing revenues with no cure on the near term; next five years?

Based on the Committee’s deliberations, the attached budget has been revised to reflect a reduction of \$75,000 in revenues (fire equipment reimbursements) and other minor changes on the expense side reflecting the reductions contained in the August 29, 2017 report and \$12,000 for increased use of Cal-Fire work crews to address weed abatement in District open space areas that have not been abated in years.

The above modifications results in an increase of the deficit to \$245,311. Should the Board elect to create a “Fund7: Fire Equipment Replacement Budget, the budget deficit would increase by \$75,000 or a deficit of \$320,311.

With respect to establishing a separate budget for fire equipment replacement and starting work on a community or civic engagement effort to solicit input from the community as to how to best address the “structural deficit”, the Committee desired the Board take this matter up at tonight’s meeting along with any other issues related to the FY 18 Operating Budget.

Following tonight’s review of the draft budget, because the September 20, 2017 Board meeting was cancelled wherein the Budget was noticed, Staff will need to publish and post a new public hearing notice before the Board may act on the FY 18 Operating Budget. Provided the Board adopts the above Staff Recommendation, the new public hearing date for the Budget will be October 18, 2017.

The Following information was provided to the Board at your last Special Meeting:

As the Board will recall, due to a number of issues facing the District’s finance office, the District did not close FY 16 or FY 17 thereby postponing the ability to consider the FY 18 Budget. Fortunately, the FY 16 trial balance has been completed, draft financial statements prepared and the District is ready to undertake the FY 16 Audit. This work provided the district with unaudited FY 16 beginning and ending fund balances that were reliable, coupled with the approved FY 17 Budget, to project beginning and ending FY 18 Fund Balances.

The CPCSD starts the 2018 Fiscal Year with a Fund Balance of \$3,593,447, a substantial improvement over unaudited numbers back in May of 2017. Projected Fiscal Year 2018 revised revenues total \$6,729,030 for all revenues (including CC&R and LLD assessments, and the General Obligation Tax levy to service the debt on the Community Center). Proposed expenditures for Fiscal Year 2018 total \$6,901,611. Although the District has an operating deficit of 2.5% of its current revenues, this is a significant improvement from initial reports in May 2018. To that end, sufficient reserves exist so as to maintain current levels of service; sans capital improvements or funding the capital improvement replacement fund.

Following nailing down Fund Balances, a draft budget was taken to the Budget and Admin Committee on August 8, 2017 with the Staff's FY 18 budget requests. Staff's budget requests were submitted prior to May 2018. At the time the committee reviewed the budget, the deficit was \$296,581. After the Committee's initial review, the Interim General Manager was asked to evaluate modifying a number of expenditures identified by the Committee and was specifically asked to back out all related capital expenses. This resulted a reduction in the deficit to \$172,581.

The Committee also asked the IGM to further evaluate a number of expenditures for further deficit reduction. Table I contains a summary of those items but they have not been backed out of the budget.

The Committee also asked about telephone expense. In double checking the annual cost for phone service in the proposed budget, they are consistent with previous year's expenses. What is different, in doing the internal audit, telephone costs were reallocated to reflect actual usage by functional areas.

Presented tonight is a significantly improved financial plan albeit still relying on fund balances to cover a small short fall in revenues over expenditures.

Staff will be present to further detail next steps as we shoot to approve a FY 18 Budget in September.

RECOMMENDATIONS:

1. Review the Preliminary Fiscal Year 2018 Budget for the Cameron Park Community Services District (see attachment A).
2. Subject to modifications by the Board of Directors of the Preliminary Budget, set September 20, 2017 as the Public Hearing Date for considering adopting the Cameron Park Community Services District Fiscal 2018 Year Budget.

Department	Account	Function	FY 16 Amount	FY 17 Amount	FY 18 Proposed	FY 18 Revised
Rec	5000-5010	Seasonal PT	\$35,722	\$54,009	\$45,000	\$40,000 ¹
Rec	5000-5465	Special Events		\$17,500	\$17,500	\$13,000 ²
			\$8,793			
Comm Ct	7000-5010	Seasonal PT		\$99,000	\$100,000	No Change ³
			\$89,904			
Comm Ct	7000-5345	Bldg. Maint.		\$12,000	\$17,000	\$13,000 ⁴
			\$13,488			
Parks	4000-5000	Salaries	\$176,994	\$154,000	\$128,000	No Change ⁵
Parks	4000-5235	Temps	\$79,649	\$40,000	\$82,500	No Change ⁶
Parks	4000-5405	Pool Chem	\$38,738	\$27,129	\$28,000	No Change ⁷
Parks	4000-5420	Prof. Services	\$28,072	\$14,000	\$30,000	No Change ⁸
Fire	3000-5240	Contract Service - Other	\$0	\$0	\$0	\$12,000 ⁹
Total Net Reduction with Revision						\$15,000

Table I: BUDGET COMMITTEE DISCUSSION

JUSTIFICATION

1	5000-5010	Reduced to reflect expense history
2	5000-5465	Reduced to reflect expense history
3	7000-5010	No change reflects increase in temp front counter staff and minimum wage bump
4	7000-5010	Reduced to reflect expense history
5	4000-5000	Reflects a reclassification of F-T personnel to reflect actual expense areas
6	4000-5235	Reflects increased attention to maintenance and grounds and previous expense history
7	4000-5405	Reflects improved best practices of chemical application
8	4000-5420	Reflects spraying open space areas to control weeds and an increase in inspection services
9	4000-5240	Expanded use of Fire hand Crews for CPCSD

Cameron Park Community Services District
 Fiscal Year 2017-2018 Programmatic Budget - DRAFT

	Unaudited Actual FY 2015-16	Adopted Final Budget FY 2016-17	Proposed Budget FY 2017-2018
General Fund SUMMARY:			
Beginning General Fund Balance 7/1	3,853,790	3,749,291	3,593,447 *
Revenues			
Property Taxes	3,540,447	3,626,569	3,879,151
Interest	773	7,500	7,000
Program Fees, Special Events, and Facility Rentals	746,255	594,427	593,866
Intergovernmental - JPA	1,039,004	1,075,523	1,039,000
Reimbursement (rebates), Grants, Accounting Fee	-	7,000	-
Franchise Fees	160,367	160,000	161,000
Other Income	6,258	-	7,000
Fire Apparatus Equipment Reimbursement	-	-	75,000
Total revenues and other sources:	<u>5,493,104</u>	<u>5,471,019</u>	<u>5,762,017</u>
Expenditures			
Administration	467,108	463,540	460,075
Recreation	348,535	352,055	401,184
Community Center	604,358	550,070	604,600
Parks	756,875	669,279	609,211
Fire	3,420,727	3,591,919	3,932,258
Total expenditures:	<u>5,597,603</u>	<u>5,626,863</u>	<u>6,007,328</u>
Net Surplus (Deficit)	(104,499)	(155,844)	(245,311)
Contingency			
Interfund Transfer			
Net Change in General Fund Balance	<u>(104,499)</u>	<u>(155,844)</u>	<u>(245,311)</u>
Reserves			
Economic Uncertainty Reserve			
Capital Replacement Reserve			
Ending General Fund Balance			
Unreserved, undesignated	<u>3,749,291</u>	<u>3,593,447</u>	<u>3,348,136</u>

* Subject to further adjustment pending final internal audit

Cameron Park Community Services District - General Fund
 Fiscal Year 2017-18 Budget
 General Fund by Department

General Fund:	Community Center				Budget 6/30/2016	Unaudited SOFT 06-30-16	FY 2016-17 General Fund Budget	Proposed 2017-18
	Administration	Fire & JPA	Parks	Recreation				
Revenues:								
Property Tax	\$ 247,831	\$ 2,792,458	\$ 659,311	\$ 179,551	\$ 3,555,460	\$ 3,540,447	\$ 3,611,600	\$ 3,879,151
Interest	\$ 7,000	\$ -	\$ -	\$ -	\$ 7,500	\$ 773	\$ 7,500	\$ 7,000
Recreation Program Revenue	\$ -	\$ -	\$ -	\$ 127,067	\$ 282,219	\$ 280,115	\$ 306,719	\$ 327,139
Administration Process Fees	\$ -	\$ -	\$ -	\$ -	\$ 7,000	\$ 7,500	\$ 7,000	\$ -
JPA Reimbursements	\$ -	\$ 1,039,000	\$ -	\$ -	\$ 1,056,705	\$ 1,039,004	\$ 1,056,705	\$ 1,039,000
Grant Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Facility Use Revenue	\$ -	\$ -	\$ -	\$ 21,000	\$ 184,510	\$ 335,197	\$ 184,510	\$ 198,697
Special Events	\$ -	\$ -	\$ -	\$ 35,030	\$ 76,500	\$ 71,550	\$ 52,000	\$ 35,030
Franchise Fees	\$ 161,000	\$ -	\$ -	\$ -	\$ 160,000	\$ 160,367	\$ 160,000	\$ 161,000
Other Income	\$ 7,000	\$ -	\$ -	\$ -	\$ 6,258	\$ 6,258	\$ -	\$ 7,000
Sponsorships	\$ -	\$ -	\$ -	\$ 21,000	\$ 15,000	\$ 51,893	\$ 15,000	\$ 21,000
Fire Apparatus Equipment Reimbursement	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000
Plan Review Fund 9	\$ -	\$ 12,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,000
Transfer In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total revenues	\$ 422,831	\$ 3,918,458	\$ 659,311	\$ 383,648	\$ 5,344,894	\$ 5,493,104	\$ 5,401,034	\$ 5,762,017
Expenditures:								
5000 Salaries - Permanent	\$ 152,000	\$ 128,620	\$ 104,109	\$ 63,000	\$ 415,162	\$ 424,098	\$ 431,000	\$ 447,729
5010 Salaries - Seasonal/PT/Funded	\$ 20,000	\$ -	\$ 45,000	\$ 100,000	\$ 166,687	\$ 143,434	\$ 182,800	\$ 165,000
5135 Health - Retired	\$ 23,000	\$ 39,462	\$ 43,667	\$ -	\$ 115,188	\$ 69,373	\$ 129,000	\$ 106,129
5130 Health & Dental Insurance	\$ 17,000	\$ 11,575	\$ 25,000	\$ 12,000	\$ 102,591	\$ 63,048	\$ 108,000	\$ 65,575
5140 Vision Insurance	\$ 300	\$ 1,286	\$ 1,000	\$ 200	\$ 1,478	\$ 1,290	\$ 1,600	\$ 2,786
5150 Retirement Benefits (active)	\$ 37,000	\$ 35,546	\$ 7,717	\$ 29,000	\$ 83,122	\$ 140,567	\$ 102,500	\$ 119,263
5160 Workers' Compensation	\$ 1,100	\$ 1,400	\$ 6,431	\$ 2,500	\$ 7,790	\$ 7,825	\$ 9,500	\$ 13,531
5180 FICA/Medicare Contribution	\$ 4,000	\$ 3,215	\$ 5,600	\$ 4,000	\$ 19,312	\$ 16,572	\$ 20,300	\$ 16,815
5190 UI/TT Contribution	\$ 2,500	\$ 250	\$ 4,000	\$ 2,500	\$ 11,338	\$ 14,016	\$ 11,800	\$ 9,250
Total salaries and benefits	\$ 256,900	\$ 76,408	\$ 202,761	\$ 216,209	\$ 922,668	\$ 880,223	\$ 996,500	\$ 946,078
5209 Advertising/Marketing	\$ 1,600	\$ 300	\$ 35,000	\$ 6,000	\$ 35,100	\$ 38,338	\$ 40,100	\$ 42,900
5210 Agency Administration Fee	\$ 5,500	\$ 55,000	\$ 12,000	\$ 3,900	\$ 75,043	\$ 77,199	\$ 78,400	\$ 76,400
5215 Agriculture	\$ -	\$ 6,000	\$ -	\$ 500	\$ 7,500	\$ 9,380	\$ 7,500	\$ 6,500
5220 Audit & Accounting	\$ 20,000	\$ 5,000	\$ -	\$ 4,500	\$ 25,000	\$ 25,445	\$ 25,000	\$ 25,000
5221 Bank Charges	\$ 2,200	\$ -	\$ -	\$ 6,000	\$ 12,000	\$ 14,183	\$ 12,000	\$ 12,700
5230 Clothing/Uniforms	\$ -	\$ 2,500	\$ 1,750	\$ 600	\$ 4,400	\$ 4,728	\$ 4,400	\$ 4,850
5231 Computer Software	\$ 2,500	\$ 1,200	\$ 7,700	\$ 3,500	\$ 12,700	\$ 10,926	\$ 13,200	\$ 14,900
5240 Contractual Services - other	\$ 1,600	\$ -	\$ 1,300	\$ -	\$ 33,280	\$ 14,830	\$ 10,000	\$ 2,900
5235 Contractual Services -Temporary Help	\$ 55,000	\$ 56,730	\$ 82,500	\$ 10,000	\$ 149,220	\$ 205,323	\$ 225,890	\$ 294,230

Cameron Park Community Services District - General Fund
 Fiscal Year 2017-18 Budget
 General Fund by Department

General Fund:	Administration	Fire & JPA	Parks	Recreation	Community Center	Budget 6/30/2016	Unaudited SOFT 06-30-16	FY 2016-17 General Fund Budget	Proposed 2017-18
5236 Contractual Services - Provider	\$ -	\$ 3,774,070				\$ 3,254,054	\$ 3,000,373	3,285,016	\$ 3,774,070
Salary Savings - Contract		\$ (300,000)							\$ (300,000)
5250 Directors Compensation	\$ 14,000					\$ 18,000	\$ 13,600	18,000	\$ 14,000
5260 EDC Department Agency	\$ 1,800	\$ 800	\$ 1,500	\$ 1,300		\$ 3,200	\$ 4,399	4,200	\$ 5,400
5265 Educational Material	\$ -		\$ 500		\$ 500	\$ 800	\$ 3,713	1,000	\$ 1,000
5275 Equipment-Minor/Small Tools	\$ 100	\$ 2,000	\$ 11,000	\$ 500	\$ 5,000	\$ 18,000	\$ 18,184	18,000	\$ 18,600
5282 Deposit Refund	\$ -						\$ 19,405	0	\$ -
5285 Fire & Safety Supplies	\$ -	\$ 1,500	\$ 1,500		\$ 800	\$ 2,900	\$ 3,319	2,900	\$ 3,800
5295 Fire Turnouts	\$ -	\$ 21,000				\$ 21,000	\$ 27,177	21,000	\$ 21,000
5296 Fire-Volunteer/Resident	\$ -	\$ 29,200				\$ 29,200	\$ 12,600	29,200	\$ 29,200
5300 Food	\$ 1,500	\$ 1,000	\$ 1,000	\$ 2,500	\$ 1,000	\$ 6,100	\$ 5,559	4,400	\$ 7,000
5305 Fuel	\$ -	\$ 62,000	\$ 11,000			\$ 73,000	\$ 43,129	73,000	\$ 73,000
5310 Government Fees/Permits	\$ -	\$ 2,150	\$ 10,000		\$ 4,500	\$ 12,650	\$ 16,056	15,150	\$ 16,650
5315 Household Supplies	\$ 50	\$ 6,000	\$ 6,500		\$ 12,000	\$ 20,000	\$ 31,815	21,000	\$ 24,550
5316 Instructors	\$ -			\$ 22,000	\$ 62,000	\$ 67,000	\$ 86,110	60,700	\$ 84,000
5320 Insurance	\$ 3,000	\$ 22,000	\$ 19,000		\$ 10,000	\$ 73,000	\$ 61,904	60,000	\$ 54,000
5335 Legal Services	\$ 25,000			\$ 7,500	\$ 3,500	\$ 30,000	\$ 64,958	40,000	\$ 36,000
5345 Maintenance - Buildings	\$ -	\$ 11,000	\$ 6,000		\$ 17,000	\$ 28,000	\$ 32,022	44,200	\$ 34,000
5350 Maintenance - Equipment	\$ 400	\$ 25,000	\$ 15,000	\$ 1,000	\$ 18,000	\$ 47,500	\$ 54,990	52,100	\$ 59,400
5355 Maintenance - Grounds	\$ -	\$ 3,000	\$ 55,000		\$ 8,000	\$ 44,500	\$ 53,674	50,500	\$ 66,000
5360 Maintenance - Radios & Phones	\$ -	\$ 2,000				\$ 1,000	\$ 1,923	2,000	\$ 2,000
5365 Maintenance - Tires & Tubes	\$ -	\$ 12,000				\$ 10,000	\$ 12,294	12,000	\$ 12,000
5370 Maintenance - Vehicles	\$ -	\$ 20,000	\$ 10,000		\$ 500	\$ 25,000	\$ 32,452	30,000	\$ 30,500
5375 Medical Supplies	\$ -				\$ 200	\$ 200	\$ 315	200	\$ 200
5380 Memberships & Subscriptions	\$ 8,500	\$ 850	\$ 1,000	\$ 225		\$ 8,575	\$ 9,476	9,078	\$ 10,575
5385 Mileage Reimbursement	\$ 700				\$ 2,200	\$ 5,600	\$ 2,234	5,500	\$ 2,900
5400 Office Supplies	\$ 4,000	\$ 4,000	\$ 2,000	\$ 1,100	\$ 2,000	\$ 10,350	\$ 13,137	10,850	\$ 13,100
5405 Pool Chemicals	\$ -		\$ 28,000		\$ 25,000	\$ 65,000	\$ 61,488	56,029	\$ 53,000
5410 Postage	\$ 1,200	\$ 500		\$ 400	\$ 150	\$ 1,900	\$ 1,816	1,900	\$ 2,250
5415 Printing	\$ 125	\$ 350	\$ 500	\$ 500		\$ 1,350	\$ 638	1,350	\$ 1,475
5420 Professional Services	\$ 43,000	\$ 4,500	\$ 30,000	\$ 5,000	\$ 12,000	\$ 71,100	\$ 118,995	73,700	\$ 94,500
5421 Program Supplies	\$ -			\$ 7,250	\$ 13,500	\$ 24,100	\$ 26,537	14,050	\$ 20,750
5425 Publications & Legal Notices	\$ 1,000	\$ 300				\$ 650	\$ 1,696	1,300	\$ 1,300
5430 Radios	\$ -	\$ 500				\$ 500	\$ 484	500	\$ 500
5431 Refund-Activity	\$ -						\$ 20,469	0	\$ -
5435 Rent/Lease - Buildings	\$ 500		\$ 1,000	\$ 800	\$ 10,000	\$ 7,570	\$ 12,383	9,900	\$ 12,300
5440 Rent/Lease - Equipment	\$ 100		\$ 2,000	\$ 250		\$ 1,000	\$ 1,039	1,200	\$ 2,350

Cameron Park Community Services District - General Fund
 Fiscal Year 2017-18 Budget
 General Fund by Department

General Fund:	Community Center				Budget 6/30/2016	Unaudited SOFT 06-30-16	FY 2016-17 General Fund Budget	Proposed 2017-18
	Administration	Fire & JPA	Parks	Recreation				
5455 Staff Development	\$ 1,600	\$ 2,900	\$ 2,000	\$ 500	\$ 12,700	\$ 8,869	\$ 11,500	\$ 7,500
5470 Telephone	\$ 7,500	\$ 11,500	\$ 1,000	\$ 2,250	\$ 28,300	\$ 24,562	\$ 28,900	\$ 25,000
5480 Travel/Lodging	\$ 700	\$ 1,000	\$ -	\$ -	\$ 2,000	\$ 800	\$ 2,000	\$ 1,700
5490 Utilities - Water	\$ -	\$ 12,000	\$ 30,200	\$ -	\$ 55,750	\$ 47,537	\$ 55,750	\$ 55,300
5492 Utilities - Electricity / Gas	\$ -	\$ 3,500	\$ 40,000	\$ -	\$ 145,300	\$ 146,900	\$ 145,300	\$ 123,500
5500 Vandalism	\$ -	\$ -	\$ 5,000	\$ -	\$ 1,000	\$ 7,864	\$ 4,000	\$ 5,000
5466 Summer Spectacular	\$ -	\$ -	\$ -	\$ 52,000	\$ 52,000	\$ 50,911	\$ 52,000	\$ 52,000
5465 Special Events Expense	\$ -	\$ -	\$ -	\$ 17,500	\$ 17,500	\$ 8,793	\$ 17,500	\$ 17,500
5501 Cal Fire In Kind Barter	\$ -	\$ -	\$ 12,000	\$ -	\$ -	\$ -	\$ -	\$ 12,000
Total services and supplies	\$ 203,175	\$ 3,855,850	\$ 406,450	\$ 184,975	\$ 4,651,592	\$ 4,566,950	\$ 4,774,363	\$ 5,061,250
Expenditures:								
Salaries and employee benefits	\$ 256,900	\$ 76,408	\$ 202,761	\$ 216,209	\$ 922,668	\$ 880,223	\$ 996,500	\$ 946,078
Services and supplies	\$ 203,175	\$ 3,855,850	\$ 406,450	\$ 184,975	\$ 4,651,592	\$ 4,566,950	\$ 4,774,363	\$ 5,061,250
Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ 51,301	\$ 150,431	\$ -	\$ -
Fire Engine Lease/Purchase Payment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Reserve for Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total expenditures	\$ 460,075	\$ 3,932,258	\$ 609,211	\$ 401,184	\$ 5,625,561	\$ 5,597,603	\$ 5,770,863	\$ 6,007,328
Total Revenues	\$ 422,831	\$ 3,918,458	\$ 659,311	\$ 383,648	\$ 5,344,894	\$ 5,493,104	\$ 5,401,034	\$ 5,762,017
Surplus/(Deficit)	\$ (37,244)	\$ (13,800)	\$ 50,100	\$ (17,536)	\$ (280,667)	\$ (104,499)	\$ (369,829)	\$ (245,311)
Transfer In/(out) of General Fund					\$ 280,667		\$ 245,311	
					\$ -	\$ (104,499)	\$ (369,829)	\$ -

Cameron Park Community Service District - Administration
Statement of Revenues & Expenditures - PRELIMINARY DRAFT
For the Year ended June 30, 2016; Compared to Prior Fiscal Year ended June 30, 2015
and the Annual Budget for FY 2017 & 2018

Administration (Dept. 1000)		Actual 6/30/2015	Budget FY 2015-16	Unaudited 6/30/2016	Annual Budget FY 2016-17	Proposed Annual Budget FY 2017-18
Expenditures:						
5000	Salaries - Permanent	\$ 102,120	\$ 146,273	\$ 150,046	\$ 156,000	\$ 152,000
5010	Salaries - Seasonal/PT funded	\$ 12,327	\$ 7,488	\$ 17,808	\$ 23,800	\$ 20,000
5135	Health - Retired	\$ 25,333	\$ 23,515	\$ 22,026	\$ 25,000	\$ 23,000
5130	Health & Dental Insurance	\$ 9,276	\$ 18,127	\$ 16,404	\$ 19,000	\$ 17,000
5140	Vision Insurance	\$ 187	\$ 274	\$ 304	\$ 300	\$ 300
5150	Retirement Benefits (active)	\$ 20,599	\$ 29,271	\$ 36,409	\$ 35,000	\$ 37,000
5160	Workers' Compensation	\$ 550	\$ 820	\$ 824	\$ 1,000	\$ 1,100
5180	FICA/Medicare Contribution	\$ 2,404	\$ 2,400	\$ 3,293	\$ 2,500	\$ 4,000
5190	UI/TT Contribution	\$ 963	\$ 1,302	\$ 2,239	\$ 1,400	\$ 2,500
	Salaries & benefits	\$ 173,759	\$ 229,470	\$ 249,354	\$ 264,000	\$ 256,900
5209	Advertising/Marketing	\$ 582	\$ 600	\$ 548	\$ 600	\$ 1,600
5210	Agency Administration Fee	\$ 4,314	\$ 5,253	\$ 5,404	\$ 5,500	\$ 5,500
5215	Agriculture	\$ -	\$ -	\$ -	\$ -	\$ -
5220	Audit & Accounting	\$ 26,358	\$ 20,000	\$ 20,445	\$ 20,000	\$ 20,000
5221	Bank Charges	\$ 2,679	\$ 2,500	\$ 2,138	\$ 2,500	\$ 2,200
5230	Clothing/Uniforms	\$ -	\$ -	\$ -	\$ -	\$ -
5231	Computer Software	\$ 2,021	\$ 2,000	\$ 2,723	\$ 2,000	\$ 2,500
5235	Contractual Services -Temp Help	\$ 129,701	\$ 33,280	\$ 32,299	\$ 37,440	\$ 55,000
5240	Contractual Service - other	\$ 27,365	\$ -	\$ -	\$ -	\$ 1,600
5250	Director Comp	\$ -	\$ 18,000	\$ 13,600	\$ 18,000	\$ 14,000
5260	EDC Department Agency	\$ 842	\$ 800	\$ 1,760	\$ 1,800	\$ 1,800
5265	Educational Material	\$ -	\$ 300	\$ -	\$ 300	\$ -
5270	Elections	\$ -	\$ -	\$ -	\$ 10,000	\$ -
5275	Equipment-Minor/Small	\$ 173	\$ 500	\$ 44	\$ 500	\$ 100
5300	Food	\$ 951	\$ -	\$ 1,299	\$ 700	\$ 1,500
5305	Fuel	\$ 1,138	\$ 700	\$ -	\$ -	\$ -
5310	Government Fees/Permits	\$ 53	\$ -	\$ -	\$ -	\$ -
5315	Household Supplies	\$ -	\$ -	\$ 17	\$ -	\$ 50
5320	Insurance	\$ 2,619	\$ 3,000	\$ 2,874	\$ 3,000	\$ 3,000
5335	Legal Services	\$ 40,680	\$ 30,000	\$ 36,570	\$ 30,000	\$ 25,000
5340	Maintenance - Vehicle Supplies	\$ -	\$ -	\$ -	\$ -	\$ -
5345	Maintenance - Buildings	\$ -	\$ -	\$ -	\$ -	\$ -
5350	Maintenance - Equipment	\$ 1,282	\$ 1,000	\$ 724	\$ 600	\$ 400
5355	Maintenance - Grounds	\$ -	\$ -	\$ 463	\$ -	\$ -
5360	Maintenance - Radios & Phones	\$ -	\$ -	\$ -	\$ -	\$ -
5365	Maintenance - Tires & Tubes	\$ -	\$ -	\$ -	\$ -	\$ -
5370	Maintenance - Vehicles	\$ -	\$ -	\$ -	\$ -	\$ -
5375	Medical Supplies	\$ -	\$ -	\$ -	\$ -	\$ -
5380	Memberships & Subscriptions	\$ 5,881	\$ 7,000	\$ 8,367	\$ 7,500	\$ 8,500
5385	Mileage Reimbursement	\$ -	\$ 300	\$ 641	\$ 300	\$ 700
5395	Miscellaneous	\$ -	\$ -	\$ (44)	\$ -	\$ -
5400	Office Supplies	\$ 2,494	\$ 2,500	\$ 3,960	\$ 3,000	\$ 4,000
5410	Postage	\$ 766	\$ 1,000	\$ 1,122	\$ 1,000	\$ 1,200
5415	Printing	\$ 99	\$ 300	\$ 107	\$ 300	\$ 125
5420	Professional Services	\$ 1,144	\$ 42,500	\$ 77,071	\$ 42,500	\$ 43,000
5425	Publications & Legal Notices	\$ 288	\$ 400	\$ 986	\$ 1,000	\$ 1,000
5435	Rent/Lease - Buildings	\$ -	\$ -	\$ 457	\$ -	\$ 500

Cameron Park Community Service District - Administration
Statement of Revenues & Expenditures - PRELIMINARY DRAFT
For the Year ended June 30, 2016; Compared to Prior Fiscal Year ended June 30, 2015
and the Annual Budget for FY 2017 & 2018

		Actual	Budget	Unaudited	Annual	Proposed
	Administration (Dept. 1000)	6/30/2015	FY 2015-16	6/30/2016	Budget	Annual
					FY 2016-17	Budget
						FY 2017-18
5440	Rent/Lease - Equipment	\$ 38		\$ 96	\$ -	\$ 100
5455	Staff Development	\$ 139	\$ 4,200	\$ 1,558	\$ 4,000	\$ 1,600
5470	Telephone	\$ 2,216	\$ 2,400	\$ 7,251	\$ 6,000	\$ 7,500
5480	Travel/Lodging	\$ -	\$ 1,000	\$ 647	\$ 1,000	\$ 700
5486	Tuition	\$ -		\$ -	\$ -	\$ -
5490	Utilities - Water	\$ -		\$ -	\$ -	\$ -
5492	Utilities - Electricity / Gas	\$ 20		\$ -	\$ -	\$ -
5625	Capital Equipment	\$ 8,170		\$ (5,374)	\$ -	\$ -
	Total services & supplies	\$ 262,014	\$ 179,533	\$ 217,755	\$ 199,540	\$ 203,175
	Salaries & benefits	\$ 173,759	\$ 229,470	\$ 249,354	\$ 264,000	\$ 256,900
	Total expenditures	\$ 435,773	\$ 409,003	\$ 467,108	\$ 463,540	\$ 460,075

Cameron Park Community Services District - Fire
Statement of Revenues & Expenditures - PRELIMINARY DRAFT
For the Year ended June 30, 2016; Compared to Prior Fiscal Year ended June 30, 2015

Fire (Dept. 3000)		Actual FY 2014-15	Annual Budget FY 2015-16	Soft YTD as of 6/30/2016	Annual Budget FY 2016-17	Proposed Annual Budget FY 2017-18
Expenditures:						
5010	Salaries - Seasonal	\$ 5,572				
5135	Health - Retired	\$ 46,647	\$ 91,673	\$ 39,462	\$ 78,000	\$ 39,462
5150	Retiree Benefits			\$ 35,546	\$ -	\$ 35,546
5160	Workers' Compensation	\$ 935	\$ 1,394	\$ 1,400	\$ 1,800	\$ 1,400
5180	Fica/Medicare Employer	\$ 426				
5190	UI/TT Contribution	\$ 54				
	Salaries & benefits	\$ 53,635	\$ 93,067	\$ 76,408	\$ 79,800	\$ 76,408
5209	Advertising/Marketing	\$ -		\$ -	\$ -	\$ -
5210	Agency Administration Fee	\$ 43,145	\$ 52,530	\$ 54,039	\$ 55,000	\$ 55,000
5215	Agriculture	\$ -		\$ -	\$ -	\$ -
5220	Audit & Accounting	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
5221	Bank Charges	\$ -		\$ -	\$ -	\$ -
5230	Clothing/Uniforms	\$ 3,000	\$ 2,500	\$ 2,446	\$ 2,500	\$ 2,500
5231	Computer Software	\$ 1,344	\$ 2,500	\$ 1,110	\$ 2,500	\$ -
5235	Contractual Services - Temporary Help	\$ 25,739	\$ 25,000	\$ -	\$ 56,730	\$ 56,730
5236	Contractual Services - Provider	\$ 2,666,439	\$ 3,254,054	\$ 3,000,373	\$ 3,285,016	\$ 3,774,070
	Salary Savings - Contract			\$ -	\$ (300,000)	\$ (300,000)
5260	EDC Department Agency	\$ 842	\$ 800	\$ 880	\$ 800	\$ 800
5265	Educational Material	\$ 57		\$ 3,713	\$ -	\$ -
5270	Elections	\$ -		\$ -	\$ -	\$ -
5275	Equipment-Minor/Small	\$ 1,954	\$ 2,000	\$ 4,183	\$ 2,000	\$ 2,000
5282	Deposit refunds			\$ -		
5285	Fire & Safety Supplies	\$ 3,000	\$ 1,500	\$ 1,812	\$ 1,500	\$ 1,500
5295	Fire Turnouts	\$ 18,632	\$ 21,000	\$ 27,177	\$ 21,000	\$ 21,000
5296	Fire-Volunteer/Resident	\$ 21,480	\$ 29,200	\$ 12,600	\$ 29,200	\$ 29,200
5300	Food	\$ 1,582	\$ 1,000	\$ 700	\$ 1,000	\$ 1,000
5305	Fuel	\$ 70,377	\$ 62,000	\$ 35,404	\$ 62,000	\$ 62,000
5310	Government Fees/Perm	\$ 1,868	\$ 2,650	\$ 2,076	\$ 2,650	\$ 2,150
5315	Household Supplies	\$ 6,660	\$ 6,000	\$ 9,047	\$ 6,000	\$ 6,000
5320	Insurance	\$ 24,212	\$ 28,000	\$ 23,997	\$ 21,600	\$ 22,000
5316	Instructors - Programs	\$ -		\$ 53		
5335	Legal Services	\$ -		\$ 19,644	\$ 10,000	\$ -
5345	Maintenance - Buildings	\$ 7,466	\$ 11,000	\$ 11,247	\$ 26,200	\$ 11,000
5350	Maintenance - Equipment	\$ 16,806	\$ 25,000	\$ 18,862	\$ 25,000	\$ 25,000
5355	Maintenance - Grounds	\$ 2,165	\$ 3,000	\$ 2,598	\$ 3,000	\$ 3,000
5360	Maintenance - Radios & Phones	\$ 3,309	\$ 1,000	\$ 1,923	\$ 2,000	\$ 2,000
5365	Maintenance - Tires & Tubes	\$ 7,158	\$ 10,000	\$ 10,605	\$ 12,000	\$ 12,000
5370	Maintenance - Vehicles	\$ 20,985	\$ 20,000	\$ 19,589	\$ 20,000	\$ 20,000
5375	Medical Supplies	\$ -		\$ -	\$ -	\$ -
5380	Memberships & Subscriptions	\$ 962	\$ 850	\$ 816	\$ 850	\$ 850
5385	Mileage Reimbursement	\$ -	\$ 100	\$ -	\$ -	\$ -
5395	Miscellaneous	\$ 4,327		\$ -	\$ -	\$ -
5400	Office Supplies	\$ 3,748	\$ 4,000	\$ 4,401	\$ 4,000	\$ 4,000
5410	Postage	\$ 192	\$ 500	\$ 196	\$ 500	\$ 500
5415	Printing	\$ -	\$ 350	\$ 85	\$ 350	\$ 350
5420	Professional Services	\$ 1,910	\$ 4,200	\$ 2,295	\$ 4,200	\$ 4,500
5425	Publications & Legal Notices	\$ 35	\$ 250	\$ -	\$ 300	\$ 300
5430	Radios	\$ -	\$ 500	\$ 484	\$ 500	\$ 500
5440	Rent/Lease - Equip	\$ -		\$ -	\$ -	\$ -
5455	Staff Development	\$ 5,536	\$ 5,000	\$ 7,046	\$ 5,000	\$ 2,900
5470	Telephone	\$ 15,086	\$ 18,000	\$ 11,296	\$ 15,000	\$ 11,500
5480	Travel/Lodging	\$ 840	\$ 1,000	\$ 153	\$ 1,000	\$ 1,000
5486	Tuition	\$ -		\$ -	\$ -	\$ -

Cameron Park Community Services District - Fire
Statement of Revenues & Expenditures - PRELIMINARY DRAFT
For the Year ended June 30, 2016; Compared to Prior Fiscal Year ended June 30, 2015

	Actual	Annual	Soft	Annual	Proposed
Fire (Dept. 3000)	FY 2014-15	Budget	YTD as of	Budget	Annual
		FY 2015-16	6/30/2016	FY 2016-17	Budget
					FY 2017-18
5490 Utilities - Water	\$ 8,435	\$ 12,000	\$ 7,239	\$ 12,000	\$ 12,000
5492 Utilities - Electricity / Gas	\$ 27,397	\$ 27,000	\$ 27,051	\$ 27,000	\$ 3,500
5625 Capital Equipment	\$ 220,261	\$ 18,500	\$ 14,177	\$ 56,000	\$ -
Reserve for Capital Equipment	\$ -		\$ -		\$ -
Fire Engine purchase and Fire Engine lease	\$ -		\$ -	\$ -	\$ -
Total services & supplies	\$ 3,241,948	\$ 3,657,984	\$ 3,344,317	\$ 3,479,396	\$ 3,855,850
Salaries & benefits	\$ 53,635	\$ 93,067	\$ 76,408	\$ 79,800	\$ 76,408
Total expenditures	\$ 3,295,583	\$ 3,751,051	\$ 3,420,725	\$ 3,559,196	\$ 3,932,258

Cameron Park Community Services District - Parks
Statement of Revenues & Expenditures - PRELIMINARY DRAFT
For the Year ended June 30, 2016; Compared to Prior Fiscal Year ended June 30, 2015

Parks (Dept. 4000)	Actual 6/30/2015	Annual Budget FY 2015-16	Soft Unaudited 6/30/2016	Annual Budget FY 2016-17	Proposed Annual Budget FY 2017-18
Expenditures:					
5000 Salaries - Permanent	\$ 157,521	\$ 153,368	\$ 176,994	\$ 154,000	\$ 128,620
5010 Salaries - Seasonal/PT funded	\$ -		\$ -	\$ -	\$ -
5135 Health - Retired	\$ -		\$ 7,885	\$ 26,000	\$ 43,667
5130 Health & Dental Insurance	\$ 40,394	\$ 41,455	\$ 21,940	\$ 42,000	\$ 11,575
5140 Vision Insurance	\$ 645	\$ 544	\$ 564	\$ 600	\$ 1,286
5150 Retirement Benefits (active)	\$ 35,193	\$ 30,678	\$ 37,468	\$ 34,000	\$ 7,717
5160 Workers' Compensation	\$ 1,650	\$ 2,460	\$ 2,471	\$ 2,900	\$ 6,431
5180 FICA/Medicare Contribution	\$ 2,502	\$ 3,000	\$ 2,591	\$ 3,200	\$ 3,215
5190 UI/TT Contribution	\$ 1,643	\$ 1,736	\$ 1,302	\$ 1,800	\$ 250
Salaries & benefits	\$ 239,549	\$ 233,241	\$ 251,215	\$ 264,500	\$ 202,761
5209 Advertising/Marketing	\$ -		\$ 169	\$ -	\$ 300
5210 Agency Administration Fee	\$ 43,145	\$ 13,508	\$ 13,896	\$ 14,200	\$ 12,000
5215 Agriculture	\$ 8,414	\$ 6,000	\$ 9,155	\$ 6,000	\$ 6,000
5220 Audit & Accounting	\$ -		\$ -	\$ -	\$ -
5221 Bank Charges	\$ -		\$ -	\$ -	\$ -
5230 Clothing/Uniforms	\$ 1,832	\$ 1,500	\$ 1,696	\$ 1,500	\$ 1,750
5231 Computer Software	\$ 1,344	\$ 1,200	\$ 710	\$ 1,200	\$ 1,200
5235 Temporary Help Contractual Service	\$ 40,426	\$ 32,500	\$ 79,649	\$ 40,000	\$ 82,500
5240 Contractual Services - Other	\$ -		\$ 1,599	\$ -	\$ -
5250 Director Comp	\$ -		\$ -	\$ -	\$ -
5260 EDC Department Agency	\$ 842	\$ 800	\$ 880	\$ 800	\$ 1,500
5265 Educational Material	\$ 309	\$ 200	\$ -	\$ 200	\$ 500
5270 Elections	\$ -		\$ -	\$ -	\$ -
5275 Equipment-Minor/small	\$ 3,085	\$ 10,000	\$ 8,767	\$ 10,000	\$ 11,000
5285 Fire & Safety Sup	\$ 333	\$ 400	\$ 842	\$ 400	\$ 1,500
5300 Food	\$ 76	\$ 300	\$ 577	\$ 300	\$ 1,000
5305 Fuel	\$ 5,139	\$ 11,000	\$ 7,724	\$ 11,000	\$ 11,000
5310 Government Fees/Perm	\$ 6,746	\$ 6,600	\$ 9,521	\$ 8,000	\$ 10,000
5315 Household Supplies	\$ 5,918	\$ 6,000	\$ 11,263	\$ 6,000	\$ 6,500
5316 Internet	\$ -		\$ -	\$ -	\$ -
5320 Insurance	\$ 18,966	\$ 22,000	\$ 18,116	\$ 17,400	\$ 19,000
5335 Legal Services	\$ -		\$ 4,064	\$ -	\$ -
5345 Maintenance - Buildings	\$ 5,239	\$ 5,000	\$ 7,287	\$ 6,000	\$ 6,000
5350 Maintenance - Equipment	\$ 11,317	\$ 10,000	\$ 17,308	\$ 12,000	\$ 15,000
5355 Maintenance - Grounds	\$ 21,859	\$ 40,000	\$ 47,077	\$ 45,000	\$ 55,000
5360 Maintenance - Radios & Phones	\$ -		\$ -	\$ -	\$ -
5365 Maintenance - Tires & Tubes	\$ 27		\$ 1,689	\$ -	\$ -
5370 Maintenance - Vehicles	\$ 6,556	\$ 5,000	\$ 12,863	\$ 10,000	\$ 10,000
5375 Medical Supplies	\$ -		\$ -	\$ -	\$ -
5380 Memberships & Subscriptions	\$ 60	\$ 500	\$ 108	\$ 500	\$ 1,000
5385 Mileage Reimbursement	\$ -		\$ -	\$ -	\$ -
5395 Miscellaneous	\$ 1,950		\$ 44	\$ -	\$ -
5400 Office Supplies	\$ 1,722	\$ 1,150	\$ 2,489	\$ 1,150	\$ 2,000
5405 Pool Chemicals	\$ 37,036	\$ 30,000	\$ 38,738	\$ 27,129	\$ 28,000
5410 Postage	\$ 6		\$ -	\$ -	\$ -
5415 Printing	\$ 81	\$ 500	\$ 176	\$ 500	\$ 500
5420 Professional Services	\$ 10,366	\$ 13,400	\$ 28,072	\$ 14,000	\$ 30,000
5425 Publications & Legal Notices	\$ 162		\$ 710	\$ -	\$ -
5430 Radios	\$ -		\$ -	\$ -	\$ -

Cameron Park Community Services District - Parks
Statement of Revenues & Expenditures - PRELIMINARY DRAFT
For the Year ended June 30, 2016; Compared to Prior Fiscal Year ended June 30, 2015

Parks (Dept. 4000)		Actual 6/30/2015	Annual Budget FY 2015-16	Soft Unaudited 6/30/2016	Annual Budget FY 2016-17	Proposed Annual Budget FY 2017-18
5435	Rent/Lease - Buildings	\$ -		\$ 1,221	\$ -	\$ 1,000
5440	Rent/Lease - Equipment	\$ 1,098	\$ 1,000	\$ 771	\$ 1,000	\$ 2,000
5455	Staff Development	\$ 240	\$ 1,500	\$ 205	\$ 1,500	\$ 2,000
5470	Telephone	\$ 1,425	\$ 3,000	\$ 934	\$ 3,000	\$ 1,000
5480	Travel/Lodging	\$ -		\$ -	\$ -	\$ -
5490	Utilities - Water	\$ 26,963	\$ 28,000	\$ 27,229	\$ 28,000	\$ 30,200
5492	Utilities - Electricity / Gas	\$ 38,339	\$ 40,000	\$ 41,524	\$ 40,000	\$ 40,000
5500	Vandalism	\$ (36)	\$ 1,000	\$ 7,864	\$ 3,000	\$ 5,000
5501	Cal Fire In Kind Barter					\$ 12,000
5625	Capital Equipment	\$ 19,945	\$ 20,000	\$ 100,723	\$ 95,000	\$ -
	Total services & supplies	\$ 320,927	\$ 312,058	\$ 505,660	\$ 404,779	\$ 406,450
	Salaries & benefits	\$ 239,549	\$ 233,241	\$ 251,215	\$ 264,500	\$ 202,761
	Total expenditures	\$ 560,475	\$ 545,299	\$ 756,875	\$ 669,279	\$ 609,211

Cameron Park Community Services District - Recreation
Statement of Revenues & Expenditures - PRELIMINARY DRAFT
For the Year ended June 30, 2016; Compared to Prior Fiscal Year ended June 30, 2015

Recreation (Dept. 5000)		Actual 6/30/2015	Annual Budget FY 2015-16	Unaudited 6/30/2016	Annual Budget FY 2016-17	Proposed Annual Budget FY 2017-18
Expenditures:						
5000	Salaries - Permanent	\$ 66,631	\$ 82,005	\$ 78,049	\$ 82,005	\$ 104,109
5010	Salaries - Seasonal/PT funded	\$ 34,772	\$ 54,009	\$ 35,722	\$ 54,009	\$ 45,000
5135	Health - Retired	\$ -	\$ -	\$ -	\$ -	\$ -
5130	Health & Dental Insurance	\$ 25,333	\$ 29,866	\$ 20,953	\$ 29,866	\$ 25,000
5140	Vision Insurance	\$ 443	\$ 472	\$ 422	\$ 472	\$ 1,000
5150	Retirement Benefits (active)	\$ 16,332	\$ 16,418	\$ 21,934	\$ 16,418	\$ 29,000
5160	Workers' Compensation	\$ 990	\$ 1,476	\$ 1,483	\$ 1,476	\$ 2,500
5180	FICA/Medicare Contribution	\$ 3,770	\$ 5,362	\$ 3,707	\$ 5,362	\$ 5,600
5190	UI/TT Contribution	\$ 2,605	\$ 3,500	\$ 3,906	\$ 3,500	\$ 4,000
	Salaries & benefits	\$ 150,875	\$ 193,108	\$ 166,176	\$ 193,108	\$ 216,209
5209	Advertising/Marketing	\$ 29,847	\$ 30,000	\$ 34,093	\$ 30,000	\$ 35,000
5210	Agency Admin	\$ 3,082	\$ 3,752	\$ 3,860	\$ 3,752	\$ 3,900
5220	Audit & Accounting	\$ -	\$ -	\$ -	\$ -	\$ -
5221	Bank Charges	\$ 2,121	\$ 3,000	\$ 4,247	\$ 3,000	\$ 4,500
5230	Clothing/Uniforms	\$ 874	\$ -	\$ -	\$ -	\$ -
5231	Computer Software	\$ 3,281	\$ 4,000	\$ 3,174	\$ 4,000	\$ 7,700
5235	Contractual Services - Temp Help	\$ 10,289	\$ -	\$ 6,358	\$ -	\$ 10,000
5240	Contractual Service Other	\$ -	\$ -	\$ -	\$ -	\$ 1,300
5250	Director Comp	\$ -	\$ -	\$ -	\$ -	\$ -
5260	EDC Department Agency	\$ 842	\$ 800	\$ 880	\$ 800	\$ 1,300
5265	Educational Material	\$ -	\$ -	\$ -	\$ -	\$ -
5270	Elections	\$ -	\$ -	\$ -	\$ -	\$ -
5275	Equipment-Minor/Small	\$ -	\$ 500	\$ 460	\$ 500	\$ 500
5282	Refund - Deposit	\$ 5,342	\$ -	\$ 2,575	\$ -	\$ -
5285	Fire & Safety Supplies	\$ -	\$ -	\$ -	\$ -	\$ -
5300	Food	\$ 2,457	\$ 3,800	\$ 2,142	\$ 3,800	\$ 2,500
5305	Fuel	\$ -	\$ -	\$ -	\$ -	\$ -
5310	Government Fees/Perm	\$ -	\$ -	\$ -	\$ -	\$ -
5315	Household Supplies	\$ 146	\$ -	\$ -	\$ -	\$ -
5316	Instructors	\$ 17,208	\$ 16,000	\$ 25,827	\$ 16,000	\$ 22,000
5320	Insurance	\$ 7,428	\$ 8,500	\$ 6,922	\$ 8,500	\$ 7,500
5335	Legal Services	\$ -	\$ -	\$ 820	\$ -	\$ -
5350	Maintenance - Equipment	\$ 1,726	\$ 1,500	\$ 542	\$ 1,500	\$ 1,000
5380	Memberships & Subscriptions	\$ 248	\$ 225	\$ 185	\$ 225	\$ 225
5385	Mileage Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -
5395	Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -
5400	Office Supplies	\$ 875	\$ 900	\$ 974	\$ 900	\$ 1,100
5405	Pool Chemicals	\$ -	\$ -	\$ -	\$ -	\$ -
5410	Postage	\$ 258	\$ 400	\$ 395	\$ 400	\$ 400
5415	Printing	\$ -	\$ -	\$ 270	\$ -	\$ 500
5420	Professional Services	\$ 5,699	\$ 5,000	\$ 5,256	\$ 5,000	\$ 5,000
5421	Program Supplies	\$ 11,593	\$ 7,000	\$ 12,873	\$ 7,000	\$ 7,250
5425	Publications & Legal Notices	\$ -	\$ -	\$ -	\$ -	\$ -
5431	Refund - Activity	\$ 1,095	\$ -	\$ 7,572	\$ -	\$ -
5435	Rent/Lease - Bldgs	\$ 91	\$ -	\$ 800	\$ -	\$ 800
5440	Rent/Lease - Equip	\$ -	\$ 70	\$ 172	\$ 70	\$ 250
5455	Staff Development	\$ 309	\$ 1,500	\$ 60	\$ 1,500	\$ 500
5470	Telephone	\$ 3,735	\$ 2,500	\$ 2,199	\$ 2,500	\$ 2,250

Cameron Park Community Services District - Recreation
Statement of Revenues & Expenditures - PRELIMINARY DRAFT
For the Year ended June 30, 2016; Compared to Prior Fiscal Year ended June 30, 2015

Recreation (Dept. 5000)		Actual 6/30/2015	Annual Budget FY 2015-16	Unaudited 6/30/2016	Annual Budget FY 2016-17	Proposed Annual Budget FY 2017-18
5480	Travel/Lodging	\$ -	\$ -	\$ -	\$ -	\$ -
5625	Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
5466	Summer Spectacular	\$ 47,713	\$ 52,000	\$ 50,911	\$ 52,000	\$ 52,000
5465	Special Events Expense	\$ 3,850	\$ 17,500	\$ 8,793	\$ 17,500	\$ 17,500
	Total services & supplies	\$ 160,108	\$ 158,947	\$ 182,359	\$ 158,947	\$ 184,975
						\$ -
	Salaries & benefits	\$ 150,875	\$ 193,108	\$ 166,176	\$ 193,108	\$ 216,209
	Total expenditures	\$ 310,983	\$ 352,055	\$ 348,535	\$ 352,055	\$ 401,184

Cameron Park Community Services District - Community Center
Statement of Revenues & Expenditures - PRELIMINARY DRAFT
For the Year ended June 30, 2016; Compared to Prior Fiscal Year ended June 30, 2015

Community Center (Dept. 7000)		Actual	Annual	Unaudited	Annual	Proposed
		6/30/2015	Budget FY 2015-16	6/30/2016	Budget FY 2016-17	Annual Budget FY 2017-18
Expenditures:						
5000	Salaries - Permanent	\$ 9,887	33,516	\$ 19,009	37,000	\$ 63,000
5010	Salaries - Seasonal/PT funded	\$ 66,631	105,190	\$ 89,904	99,000	\$ 100,000
5130	Health & Dental Insurance	\$ 4,344	13,143	\$ 3,750	15,000	\$ 12,000
5140	Vision Insurance	\$ -	188	\$ -	200	\$ 200
5150	Retirement Benefits (active)	\$ 3,109	6,755	\$ 9,210	4,500	\$ 10,000
5160	Workers' Compensation	\$ 1,100	1,640	\$ 1,647	2,000	\$ 2,100
5180	FICA/Medicare Contribution	\$ 5,005	8,550	\$ 6,980	9,000	\$ 4,000
5190	UI/TT Contribution	\$ 4,160	4,800	\$ 6,569	5,000	\$ 2,500
	Salaries & benefits	\$ 94,236	173,782	\$ 137,070	171,700	\$ 193,800
5209	Advertising/Marketing	\$ 4,056	4,500	\$ 3,527	9,500	\$ 6,000
5210	Agency Administration Fee	\$ -	0	\$ -	0	\$ -
5215	Agriculture	\$ 640	1,500	\$ 225	1,500	\$ 500
5220	Audit & Accounting	\$ -	0	\$ -	0	\$ -
5221	Bank Charges	\$ 5,714	6,500	\$ 7,798	6,500	\$ 6,000
5230	Clothing/Uniforms	\$ 535	400	\$ 585	400	\$ 600
5231	Computer Software	\$ 2,362	3,000	\$ 3,209	3,500	\$ 3,500
5235	Temporary Help Contractual Service	\$ 121,421	91,720	\$ 87,018	91,720	\$ 90,000
5240	Contract Services - Other	\$ -	0	\$ 13,231	0	\$ -
5250	Director Comp	\$ -	0	\$ -	0	\$ -
5260	EDC Department Agency	\$ -	0	\$ -	0	\$ -
5265	Educational Material	\$ -	500	\$ -	500	\$ 500
5270	Elections	\$ -	0	\$ -	0	\$ -
5275	Equipment-Minor/Small	\$ 816	5,000	\$ 4,729	5,000	\$ 5,000
5285	Fire & Safety Supplies	\$ 1,048	1,000	\$ 665	1,000	\$ 800
5290	Fire Prevention & Inspection	\$ -	0	\$ -	0	\$ -
5282	Refund - Deposit	\$ 12,438	0	\$ 16,830	0	\$ -
5300	Food	\$ 19	300	\$ 841	300	\$ 1,000
5310	Government Fees/Perm	\$ 2,928	3,400	\$ 4,460	4,500	\$ 4,500
5315	Household Supplies	\$ 7,005	8,000	\$ 11,487	9,000	\$ 12,000
5316	Instructors	\$ 50,019	51,000	\$ 60,231	44,200	\$ 62,000
5320	Insurance	\$ 10,447	11,500	\$ 9,995	10,200	\$ 10,000
5335	Legal Services	\$ -	0	\$ 3,860	0	\$ 3,500
5345	Maintenance - Buildings	\$ 14,289	12,000	\$ 13,488	12,000	\$ 17,000
5350	Maintenance - Equipment	\$ 14,183		\$ 17,554		\$ 18,000
5355	Maintenance - Grounds	\$ 7,615	10,000	\$ 3,535	13,000	\$ 8,000
5360	Maintenance - Radio & Phones	\$ 288	1,500	\$ -	2,500	\$ -
5370	Maintenance - Vehicles	\$ 27	0	\$ 315	0	\$ 500
5375	Medical Supplies	\$ -	200	\$ -	0	\$ 200
5380	Memberships & Subscriptions	\$ -	0	\$ -	200	\$ -
5385	Mileage Reimbursement	\$ 6,020	5,200	\$ 1,593	0	\$ 2,200
5395	Miscellaneous	\$ -	0	\$ -	5,200	\$ -
5400	Office Supplies	\$ 698	1,800	\$ 1,313	1,800	\$ 2,000
5405	Pool Chemicals	\$ 29,856	35,000	\$ 22,750	28,900	\$ 25,000
5410	Postage	\$ -	0	\$ 103	200	\$ 150
5415	Printing	\$ 1	200	\$ -	0	\$ -
5420	Professional Services	\$ 4,198	6,000	\$ 11,675	8,000	\$ 12,000
5421	Program Supplies	\$ 8,587	17,100	\$ 13,663	6,800	\$ 13,500

Cameron Park Community Services District - Community Center
Statement of Revenues & Expenditures - PRELIMINARY DRAFT
For the Year ended June 30, 2016; Compared to Prior Fiscal Year ended June 30, 2015

	Actual	Annual	Unaudited	Annual	Proposed
Community Center (Dept. 7000)	6/30/2015	Budget	6/30/2016	Budget	Annual
		FY 2015-16		FY 2016-17	Budget
					FY 2017-18
5425 Publications & Legal Notices	\$ -	0	\$ -	0	\$ -
5431 Refund - Activity	\$ 9,444	0	\$ 12,897	0	\$ -
5435 Rent/Lease - Bldgs	\$ 6,209	7,500	\$ 9,905	9,000	\$ 10,000
5440 Rent/Lease - Equip	\$ 463	0	\$ -	0	\$ -
5455 Staff Development	\$ -	500	\$ -	500	\$ 500
5470 Telephone	\$ 2,879	2,400	\$ 2,880	2,400	\$ 2,750
5480 Tuition	\$ -	0	\$ -	0	\$ -
5490 Utilities - Water	\$ 10,709	15,750	\$ 13,069	15,750	\$ 13,100
5492 Utilities - Electricity / Gas	\$ 61,083	78,300	\$ 78,325	78,300	\$ 80,000
5493 Utilities - Garbage	\$ -	0	\$ -	0	\$ -
5625 Capital Equipment	\$ -	12,801	\$ 35,531	6,000	\$ -
Total services & supplies	\$ 395,995	394,571	\$ 467,288	378,370	410,800
Salaries & benefits	\$ 94,236	173,782	\$ 137,070	171,700	193,800
Total expenditures	\$ 490,230	568,353	\$ 604,358	550,070	604,600

Cameron Park Community Service District - CC&R's
Statement of Revenues & Expenditures - PRELIMINARY DRAFT
For the Year ended June 30, 2016; Compared to Prior Fiscal Years ended June 30, 2015
and the Annual Budget for FY 2015-16 to 2017-18

CC&R Fund 02	Actual 6/30/2015	Annual Budget FY 2015-16	Annual Budget FY 2016-17	Proposed Annual Budget FY 2017-18	
Revenues:					
4135	Special Assessment	\$ 81,500	\$ 81,500	\$ 82,500	\$ 68,000
4140	Arc Review Fees	\$ 18,095	\$ 15,000	\$ -	\$ 11,475
4261	Admin. Fee	\$ -	\$ -	\$ -	\$ -
4450	Settlements	\$ 7,492	\$ 7,500	\$ -	\$ -
4505	Interest	\$ -	\$ -	\$ -	\$ -
4600	Other Income	\$ -	\$ 500	\$ -	\$ -
	Transfer In From Reserves				\$ 22,519
	Total revenues	\$ 107,087	\$ 104,500	\$ 82,500	\$ 101,994
Expenditures:					
5000	Salaries - Permanent	\$ 51,520	\$ 53,374	\$ 53,374	\$ 54,000
5135	Health - Retired	\$ -	\$ -	\$ -	\$ -
5130	Health & Dental Insurance	\$ -	\$ -	\$ -	\$ -
5140	Vision Insurance	\$ -	\$ -	\$ -	\$ -
5150	Retirement Benefits (active)	\$ 19,550	\$ 6,000	\$ 6,000	\$ 6,200
5160	Workers' Compensation	\$ 275	\$ 400	\$ 400	\$ 525
5180	FICA/Medicare Contribution	\$ 735	\$ 700	\$ 700	\$ 775
5190	UI/TT Contribution	\$ 434	\$ 434	\$ 434	\$ 434
	Salaries & benefits	\$ 72,513	\$ 60,908	\$ 60,908	\$ 61,934
5209	Advertising/Marketing	\$ -	\$ 4,000	\$ 2,000	\$ 425
5210	Agency Administration Fee	\$ 4,005	\$ 1,000	\$ 2,000	\$ 2,000
5220	Audit & Accounting	\$ -	\$ -	\$ -	\$ -
5221	Bank Charges	\$ 149	\$ 167	\$ 200	\$ 200
5231	Computer Software	\$ 2,724	\$ 2,500	\$ 2,500	\$ 2,400
5235	Contractual Services -Temp He	\$ 22	\$ -	\$ -	\$ 100
5240	Contractual Service - other	\$ -	\$ -	\$ -	\$ 100
5260	EDC Department Agency	\$ 842	\$ 900	\$ 2,000	\$ 1,500
5265	Educational Material	\$ -	\$ -	\$ -	\$ -
5270	Elections	\$ -	\$ -	\$ -	\$ -
5275	Equipment-Minor/Small	\$ 11	\$ 100	\$ 100	\$ 100
5300	Food	\$ 14	\$ 100	\$ 100	\$ 50
5305	Fuel	\$ 656	\$ 600	\$ 600	\$ 950
5310	Government Fees/Permits	\$ -	\$ -	\$ -	\$ -
5315	Household Supplies	\$ -	\$ -	\$ -	\$ -
5320	Insurance	\$ 1,960	\$ 1,900	\$ 2,000	\$ 1,900
5335	Legal Services	\$ 14,450	\$ 22,000	\$ 20,000	\$ 25,000
5340	Maintenance - Vehicle Supplies	\$ -	\$ 500	\$ 500	\$ 800
5350	Maintenance - Equipment	\$ 541	\$ 400	\$ -	\$ 525
5365	Maintenance - Tires & Tubes	\$ -	\$ 300	\$ -	\$ -
5370	Maintenance - Vehicles	\$ 217	\$ -	\$ -	\$ -
5380	Memberships & Subscriptions	\$ -	\$ -	\$ -	\$ -
5395	Miscellaneous		\$ 200		

5400	Office Supplies	\$ 1,160	\$ 1,000	\$ 1,000	\$ 1,000
5410	Postage	\$ 236	\$ 450	\$ 450	\$ 350
5415	Printing	\$ -	\$ 75	\$ 100	\$ 60
5420	Professional Services	\$ 663	\$ 600	\$ 600	\$ 600
5425	Publications & Legal Notices	\$ -	\$ 200	\$ -	\$ -
5455	Staff Development	\$ -	\$ -	\$ -	\$ -
5470	Telephone	\$ 1,976	\$ 2,000	\$ 2,000	\$ 2,000
Total services & supplies		\$ 29,625	\$ 38,992	\$ 36,150	\$ 40,060
Salaries & benefits		\$ 72,513	\$ 60,908	\$ 60,908	\$ 61,934
Total expenditures		\$ 102,138	\$ 99,900	\$ 97,058	\$ 101,994
Total revenues		\$ 107,087	\$ 104,500	\$ 82,500	\$ 101,994
Surplus/(deficit)		\$ 4,949	\$ 4,600	\$ (14,558)	\$ -
Transfers In/(Out) of General Fund					
Net Surplus/(deficit)		\$ 4,949	\$ 4,600	\$ (14,558)	\$ -

Cameron Park Community Services District - LL&D's
Statement of Revenues & Expenditures - PRELIMINARY DRAFT
For the Year ended June 30, 2016;
and the Annual Budget for FY 2017 & 2018

LL&D's	Soft Roll Up YTD as of 6/30/2016	Annual Budget FY 2016-17	Annual Budget FY 2017-18
Revenues:			
County Assessment	\$ 249,576	\$ 269,323	\$ 269,323
4600 Other Income	\$ -	\$ -	\$ -
Total revenues	\$ 249,576	\$ 269,323	\$ 269,323
Expenditures:			
5000 Salaries - Permanent	\$ 25,680	\$ 30,000	\$ 30,000
Salaries & benefits	\$ 25,680	\$ 30,000	\$ 30,000
5210 Agency Administration Fee	\$ -	\$ 10,000	\$ 10,000
5215 Agriculture	\$ 417	\$ 500	\$ 500
5220 Audit & Accounting	\$ -	\$ -	\$ -
5235 Temporary Help Contractual Service	\$ 56,943	\$ 45,000	\$ 45,000
5240 Contractual Services - Other	\$ -	\$ 1,000	\$ 1,000
5335 Legal Services	\$ 4,727	\$ 5,000	\$ 5,000
5345 Maintenance - Buildings	\$ -	\$ -	\$ -
5350 Maintenance - Equipment	\$ 4,620	\$ 5,000	\$ 5,000
5355 Maintenance - Grounds	\$ 42,879	\$ 71,000	\$ 59,723
5370 Maintenance - Vehicles	\$ 548	\$ 600	\$ 600
5400 Office Supplies	\$ -	\$ -	\$ -
5410 Postage	\$ -	\$ -	\$ -
5415 Printing	\$ -	\$ -	\$ -
5420 Professional Services	\$ -	\$ -	\$ -
5440 Rent/Lease - Equipment	\$ -	\$ -	\$ -
5455 Staff Development	\$ -	\$ -	\$ -
5470 Telephone	\$ -	\$ -	\$ -
5490 Utilities - Water	\$ 15,572	\$ 12,500	\$ 12,500
5492 Utilities - Electricity / Gas	\$ 104,312	\$ 100,000	\$ 100,000
5500 Vandalism	\$ -	\$ -	\$ -
5625 Capital Equipment	\$ 37,484	\$ -	\$ -
Total services & supplies	\$ 267,503	\$ 250,600	\$ 239,323
Salaries & benefits	\$ 25,680	\$ 30,000	\$ 30,000
Total expenditures	\$ 293,183	\$ 280,600	\$ 269,323
Total revenues	\$ 249,576	\$ 269,323	\$ 269,323
Surplus/(deficit)	\$ (43,607)	\$ (11,277)	\$ -
Transfers In/(Out) of General Fund			
Net Surplus/(deficit)	\$ (43,607)	\$ (11,277)	\$ -

Cameron Park Community Service District - G.O. Bond
Statement of Revenues & Expenditures - PRELIMINARY DRAFT
For the Year ended June 30, 2016; Compared to Prior Fiscal Years ended June 30, 2015
and the Annual Budget for FY 2017 & 2018

Go Bond		Actual 6/30/2015	Soft 6/30/2016	Annual Budget FY 2016-17	Proposed Annual Budget FY 2017-18
7300	Bond Payment Principal	\$ 260,000	\$ 260,000	\$ 282,055	\$ 300,000
7350	Bond Payment Interest	\$ 225,120	\$ 225,120	\$ 250,000	\$ 254,890
7370	Bond Payment Admin Fees	\$ 880	\$ 880	\$ 880	\$ 1,600
Total expenses		\$ 486,000	\$ 486,000	\$ 532,935	\$ 556,490
Total expenditures		\$ 486,000	\$ 486,000	\$ 532,935	\$ 556,490
Total revenues		\$ 486,000	\$ 486,000	\$ 532,935	\$ 556,490
Surplus/(deficit)		\$ -	\$ -	\$ -	\$ -
Transfers In/(Out) of General Fund					
Net Surplus/(deficit)		\$ -	\$ -	\$ -	\$ -

Bold = comparison between YTD and prior year YTD, Budget is noted

Agenda Transmittal

DATE: September 25, 2017

FROM: Richard J. Ramirez, Interim General Manager

AGENDA ITEM #7: **FIRE AND EMERGENCY MEDICAL SERVICES CONTRACT EXTENSION AND REQUEST FOR PROPOSAL**

RECOMMENDED ACTION Provide Direction to the Interim General Manager Relevant to Proceeding with a Request for Proposal for Fire and Emergency Medical Services

BUDGET ACCOUNT: N/A

BUDGET IMPACT: N/A

August 29, 2017, the Board authorized the Vice President and General Manager to sign a CAL-FIRE Contract extension to February 2019. To date we have not received the new contract but anticipate it will arrive shortly.

During the August 29, 2017 Board meeting, a decision to postpone sending out the Request for Proposal (RFP) until the Board could appoint new members to fill out vacancies created by the resignations of Directors McNeil and Blackmon. Likewise, the Board wanted the RFP revised to detail more emphasis on services provided by CAL-FIRE, such as work crew "fuel" eradication. To address this issue the RFP's pricing and scope of work was revised to better detail that current level of service.

To provide background to new Board members that may be appointed to the Board on August 23, 2017, the Staff Report (and Resolution) is provided below:

The Cameron Park Community Services District (CSD) has been contracting with Cal Fire over 20 years. During that period, Cal Fire has provided a high quality of emergency service response to the community, including but not limited to fire suppression, prevention, advanced life support/transport and management of all fire and medical response function within Cameron Park.

As part of the Board's fiduciary responsibilities and a customary best management practice, from time to time an agency needs to compare and contrast service delivery. Such a review is normally undertaken on a schedule agreed to by both parties. The review is often done by a third party to

ascertain both the quality and cost of the service being delivered. The results of such a review may confirm that the current service arrangement is in the best interest of the community or it may find that changes are needed, including but not limited to modification of service, *resource augmentation* or termination of the current service. Accordingly, the District has been a part of or undertaken reviews of Fire and Emergency services in 2003, 2008, 2010 and 2016.

The findings of all of the above studies have been consistent with the findings as far back as 2003 which indicated:

Summary

- The current contract with the California Department of Forestry is working in a satisfactory fashion according to all of those interviewed. The cost for maintaining that contract is escalating. **This will require the passage of a special tax to raise required revenue.** Absent that revenue enhancement, the District will have to modify the level of service or redirect funds allocated to Parks and Recreation.
- El Dorado Hills Fire Department has indicated that they are only interested in providing the service if there is a **reorganization that would allow their fire department to cover the area.** Additionally, they would not bid on a 2-person unit. The tax shift from the CSD to meet the El Dorado Hills proposal is higher than the existing total property tax. This could be accomplished if there were to be a tax initiative in the immediate future.
- The El Dorado County Fire Protection District cost alternative is lower than either 1) the continuance of the Schedule A Contract with the State or 2) the detachment of fire protection services and subsequent reorganization of the El Dorado Hills Fire Department. **However, the alternatives do meet minimum levels of service (as approved by the Board).**
- Reinstating the Cameron Park Fire Department is the last option. Essentially this would be a reduction in cost both present and in the future, but would result in the loss of ancillary benefits derived from a larger organizational context.

Interesting to note that the 2003 report concluded (as other reports subsequently strongly suggest) that a special tax was needed to maintain current Fire and Emergency levels of service. This was before the Community Center was built. Specifically, the rising costs were in large measure due to the more “robust” pensions and health care benefits realized by public safety personnel in the late 1990’s regardless of agency provider. The 2003 report concluded that if a revenue augmentation was not undertaken, service levels would need to be modified. Neither a special tax was considered nor were service levels reduced. Likewise, the CSD chose to stay with Cal Fire since the very first fire review in 2003.

In 2017, after four known third party evaluations, the CSD Board established an ad hoc committee to again evaluate whether or not the District should continue the current contract arrangement with Cal Fire. The findings of the committee, reported at the Special Board Meeting of July 26, 2017, concluded there was sufficient merit to justify preparing an RFP so as to consider another evaluation of current and potential new service providers. To that end, the Board directed the Interim General Manager to prepare an RFP and return with it to the Board for discussion.

Attached for the Board's consideration is the draft Emergency Services RFP. The draft is about 90% completed but far enough along to provide the Board with sufficient information on the direction of the RFP. However, based on a number of factors, not the least of which is the language in the current contract (See Attachment A, Exhibit C, Section 4: Extension of Agreement), an extension of the current contract needs to be considered to enable the RFP to be undertaken in a deliberate fashion. The factors lending to an extension are as follow:

- Normally, a review and finding that an RFP and potential change of service would occur a minimum of two years from the date of the expiration of a complex service such as the Cal Fire contract. This would allow sufficient time for a comprehensive review and if necessary, change in providers.
- The current contract expires in less than a year and the CSD failed to give proper notice of its intention to renew, extend or terminate the current arrangement; and
- Current contract language is now in force and effect unless a formal written notice is forwarded to Cal Fire with the Board's intention. In other words, the State will give notice to terminate on June 30, 2018.

Given the time required to allow for proposers to review and submit the RFP, the language in the existing agreement, coupled with the need should the Board select to change Fire and Emergency Service providers, a contract extension is necessary. The resolution (approved on 8/29/17) would extend the current provider relationship by eight months; or until February 2019. Unless modified, the resolution will also authorize to advertise the RFP for emergency services (see Attachment B).

Recommendation:

1. Authorize the Acting President and General Manager to sign a contract extension with Cal Fire based on the attached Resolution.
2. Provide direction to the General Manager relevant to proceeding with a Request for Proposal for a Fire and Emergency Medical Services.

Attachment A: Fire and Emergency Services Extension of Agreement

Attachment B: Resolution Extending the Contract with Cal Fire for Fire and Emergency Services

Attachment C: Request for Proposal

Contractor Name: Cameron Park Community Services District

Contract No.: 2CA02184

Page No.: 8

EXHIBIT C
GENERAL TERMS AND CONDITIONS

1. **APPROVAL:** This Agreement is of no force or effect until signed by both parties and approved by the Department of General Services, if required. STATE will not commence performance until such approval has been obtained.
2. **AMENDMENT:** This agreement may be amended by mutual consent of LOCAL AGENCY and STATE. No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or Agreement not incorporated in the Agreement is binding on any of the parties.

If during the term of this agreement LOCAL AGENCY shall desire a reduction in STATE civil service employees assigned to the organization provided for in Exhibit D, Schedule A, LOCAL AGENCY shall provide 120 days written notice of the requested reduction. Notification shall include the following: (1) The total amount of reduction; (2) The firm effective date of the reduction; and (3) The number of employees, by classification, affected by a reduction. If such notice is not provided, LOCAL AGENCY shall reimburse STATE for relocation costs incurred by STATE as a result of the reduction. Personnel reductions resulting solely from an increase in STATE employee salaries or STATE expenses occurring after signing this agreement and set forth in Exhibit D, Schedule A to this agreement shall not be subject to relocation expense reimbursement by LOCAL AGENCY.

If during the term of this agreement costs to LOCAL AGENCY set forth in any Exhibit D, Schedule A to this agreement increase and LOCAL AGENCY, in its sole discretion, determines it cannot meet such increase without reducing services provided by STATE, LOCAL AGENCY shall within one hundred twenty (120) days of receipt of such Schedule notify STATE and designate which adjustments shall be made to bring costs to the necessary level. If such designation is not received by STATE within the period specified, STATE shall reduce services in its sole discretion to permit continued operation within available funds.

3. **ASSIGNMENT:** This Agreement is not assignable by the LOCAL AGENCY either in whole or in part, without the consent of the STATE in the form of a formal written amendment.

* → 4. **EXTENSION OF AGREEMENT:**

- A. One year prior to the date of expiration of this agreement, LOCAL AGENCY shall give STATE written notice of whether LOCAL AGENCY will extend or enter into a new agreement with STATE for fire protection services, and, if so, whether LOCAL AGENCY intends to change the level of fire protection services from that provided by this agreement. If this agreement is executed with less than one year remaining on the term of the agreement, LOCAL AGENCY shall provide this written notice at the time it signs the agreement and the one year notice requirement shall not apply.
- B. If LOCAL AGENCY fails to provide the notice, as defined above in (A), STATE shall have the option to extend this agreement for a period of up to one year from the original termination date and to continue providing services at the same or reduced level as STATE determines would be appropriate during the extended period of this agreement. Six months prior to the date of expiration of this agreement, or any extension hereof, STATE shall give written notice to LOCAL AGENCY of any extension of this agreement and any change in the level of fire protection services STATE will provide during the extended period of this agreement. Services provided and obligations incurred by STATE during an extended period shall be accepted by LOCAL AGENCY as services and obligations under the terms of this agreement.

- C. The cost of services provided by STATE during the extended period shall be based upon the amounts that would have been charged LOCAL AGENCY during the fiscal year in which the extended period falls had the agreement been extended pursuant hereto. Payment by LOCAL AGENCY for services rendered by STATE during the extended period shall be as provided in Exhibit B, Section 1, B of this agreement.
5. **AUDIT:** STATE, including the Department of General Services and the Bureau of State Audits, and LOCAL AGENCY agree that their designated representative shall have the right to review and to copy any records and supporting documentation of the other party hereto, pertaining to the performance of this agreement. STATE and LOCAL AGENCY agree to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated, and to allow the auditor(s) of the other party access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. STATE and LOCAL AGENCY agree to a similar right to audit records and interview staff in any subcontract related to performance of this Agreement. (Gov. Code §8546.7, Pub. Contract Code §10115 et seq., CCR Title 2, Section 1896).
6. **INDEMNIFICATION:** Each party, to the extent permitted by law, agrees to indemnify, defend and save harmless the other party, its officers, agents and employees from (1) any and all claims for economic losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers and any other person, firm, or corporation furnishing or supplying work services, materials or supplies to that party and (2) from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by that party, in the performance of any activities of that party under this agreement, except where such injury or damage arose from the sole negligence or willful misconduct attributable to the other party or from acts not within the scope of duties to be performed pursuant to this agreement; and (3) each party shall be responsible for any and all claims that may arise from the behavior and/or performance of its respective employees during and in the course of their employment to this cooperative agreement.
7. **DISPUTES:** LOCAL AGENCY shall select and appoint a "Contract Administrator" who shall, under the supervision and direction of LOCAL AGENCY, be available for contract resolution or policy intervention with the STATE's Region Chief when, upon determination by the designated STATE representative, the Unit Chief acting as LOCAL AGENCY's Fire Chief under this agreement faces a situation in which a decision to serve the interest of LOCAL AGENCY has the potential to conflict with STATE interest or policy. Any dispute concerning a question of fact arising under the terms of this agreement which is not disposed of within a reasonable period of time by the LOCAL AGENCY and STATE employees normally responsible for the administration of this agreement shall be brought to the attention of the CAL FIRE Director or designee and the Chief Executive Officer (or designated representative) of the LOCAL AGENCY for joint resolution. For purposes of this provision, a "reasonable period of time" shall be ten (10) calendar days or less. STATE and LOCAL AGENCY agree to continue with the responsibilities under this Agreement during any dispute.
8. **TERMINATION FOR CAUSE/CANCELLATION:**
- A. If LOCAL AGENCY fails to remit payments in accordance with any part of this agreement, STATE may terminate this agreement and all related services upon 60 days written notice to LOCAL AGENCY. Termination of this agreement does not relieve LOCAL AGENCY from providing STATE full compensation in accordance with terms of this agreement for services actually rendered by STATE pursuant to this agreement.

Attachment B

**RESOLUTION NO. 2017-10
of the Board of Directors
of the Cameron Park Community Services District
August 29, 2017**

**RESOLUTION EXTENDING THE CONTRACT WITH CAL FIRE
FOR FIRE AND MEDICAL EMERGENCY SERVICES**

WHEREAS, The Board of Directors of the Cameron Park Community Services District (CPCSD) and the California Department of Forestry and Fire Protection (Cal Fire) entered into a fire-year agreement to provide fire and emergency services to the community of Cameron Park in July 2013; and

WHEREAS, the current agreement will expire on June 30, 2018 if the Board and Cal Fire do not enter into a new agreement; and

WHEREAS, it is a customary best management practice to compare and contrast, from time to time, long-term agreements with any service provider; and

WHEREAS, the CPCSD has been part of or specifically undertaken a number of reviews for fire and emergency services including reports in 2003, 2008, 2010 and 2016 testing both best practices and cost for delivery; and

WHEREAS, an ad hoc committee of the Board was formed to again evaluate best practices and cost for delivery; and

WHEREAS, the ad hoc committee following a review of current delivery platforms and cost concluded that a Request For Proposal (RFP) would be a good instrument to undertake a new best practices and cost for delivery review; and

WHEREAS, the Board asked the Interim General Manager to prepare such an RFP and return with it to the Board for further discussion; and

WHEREAS, the CPCSD, after further deliberation, desires to issue an RFP for emergency fire and advanced life support services, including any modifications incorporated by the Board into the RFP;

WHEREAS, the RFP process may take up to 180 days to ascertain whether or not the CPCSD selects to remain with Cal Fire at current service levels, modify current levels of service or finds that a new fire and emergency service provider would be in the District's best interest; and

WHEREAS, the CPCSD desires to extend by 12 months the current California Department of Forestry and Fire Protection (Cal Fire) Agreement No. 2CA2184 so as to publish an RFP for emergency services, evaluate submitted proposals and to provide for an adequate transition period, should a new service provider be selected; and

WHEREAS, The CPCSD encourages Cal Fire to respond in writing to the RFP to be circulated in August/September 2017; and

WHEREAS, the CPCSD will budget sufficient funds, currently estimated at \$3,774,070 for Fiscal Year 2018, along with reimbursement from the El Dorado Hills Ambulance Joint Powers Authority, to pay for the current contract and any incremental amount reflecting actual cost for providing emergency services by Cal Fire through June 2019.

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of the CPCSD hereby approves a contract extension to June 30, 2019; and

BE IT FURTHER RESOLVED, that the Board authorizes the Vice President and the Interim General Manager to execute a contract extension on behalf of the Board of Directors of the CPCSD and,

BE IT FURTHER RESOLVED, the Board authorizes the finalization of the draft RFP to be brought back to the Board for review.


PASSED AND ADOPTED BY THE Board of Directors of the Cameron Park Community Services District at a meeting held on 29th day of August 2017, by the following vote of said Board:

AYES: HM, MM, GS


NOES: None

ABSENT: None

ATTEST:



Director Holly Morrison, Vice President
Board of Directors



Richard J. Ramirez
Secretary to the Board



Request for Proposal Emergency Services

Cameron Park Community Services District
2502 Country Club Drive
Cameron Park, CA 95682

Board of Directors:
Holly Morrison, Vice President
Margaret Mohr, Director
Greg Stanton, Director

Richard J. Ramirez, Interim General Manager

Issued ??? 2017
Submittal Deadline ???, 2017

EMERGENCY SERVICES REQUEST FOR PROPOSAL

Dear Proposers:

The Cameron Park Community Services District (hereinafter referred to as the “CSD”) is requesting proposals from qualified agencies to provide Fire Protection, Emergency Medical, Fire Prevention and emergency dispatch services to the Community (hereafter referred to as Emergency Services). The CSD is interested in exploring all viable alternatives for these services, in alternatives that will meet or exceed current performance standards and/or capabilities for fire and emergency services and fire prevention, while also addressing concerns of ability to pay, cost containment, service duplication, and regional cooperation.

1. BACKGROUND

On July 26, 2017, the Board of Directors of the CSD agreed to move forward with a comprehensive review and analysis of seeking proposals for Emergency Services.

The CSD is a special district under the California Government Code, with a five member Board of Directors, a General Manager and General Counsel, who serve under agreement to the Board but at the pleasure of the CSD Board of Directors. The District’s General Fund budget of over \$____ and Emergency Services reports to the General Manager.

As a CSD, the District, in addition to Emergency Services, provides solid waste collection (by contract, private conditions, covenants and regulation enforcement for its ____ homeowner associations; parks, recreation, special events and lighting and landscaping services.

The CSD currently contracts for Emergency Services with CAL FIRE. The Fire Chief is appointed by the State of California and works in cooperation with the General Manager under the provisions of the current contract. Said Contract will be extended for a one-year period in August 2017 while the CSD conducts the Request for Proposal (RFP) and deliberates on the results of the proposals submitted.

CSD Emergency Services consists of eighteen full time positions that provide administrative services as well as staffing for the two fire stations. Personnel are distributed in the following manner:

Eighteen sworn career firefighters of which sixteen are suppression positions, of those eleven are licensed paramedic positions, and two Battalion Chiefs and one Fire Chief. Administrative support is provided by the Amador- El Dorado and CAL FIRE Sacramento Headquarters.

The Emergency Services provides fire administration, fire prevention including inspection, plan check, emergency preparedness, and education using sworn staff and operates two fire stations with sworn staffing and equipment as follows:

Station #88 (2961 Alhambra Drive): One Paramedic Type I Engine (E88) staffed with a minimum of two, One Type III (E388) reserve, and One Utility Pick-Up.

Station #89 (3200 Country Club Drive): One Paramedic Type I Engine (E89), staffed with a minimum of two. One Fire Based Paramedic Ambulance, staffed with a minimum of two. Two Type I Engines in reserve and one Type III in reserve, Two Battalion Chief Command vehicles and Two Utility Pick-ups.

The 2017-18 agreement with CAL FIRE is not to exceed \$3,780,000.00. The General Manager's draft budget for the same period is _____. Midyear budget review requires CAL FIRE to report on the status of operations and to request any budget amendments provided they do not exceed the contract amount. Anything over the contract amount is absorbed by CAL FIRE.

In addition to general fund support, the CSD receives approximately \$1,106,000.00 for Paramedic Ambulance Transport Services through the El Dorado County Emergency Services Authority.

Incident Statistics

The Emergency Services responded to 3,956 incidents during calendar year 2016. Below are the responses broken into response categories:

Structure Fires: (14) Vegetation Fires: (20) Vehicle Fires: (14) Miscellaneous Fires: (89) Hazards: (22) Medical Aides: (1,794) Rescue: (0) Public Assist: (332) Traffic Collisions: (72) Other/Cover: (1,599)

Current Response Times: As part of this RFP, the CSD has listed response times for different types of emergency responses as follows (NOTE: All response time are in CSD District Boundaries Only and do not apply to Automatic or Mutual Aid outside of District):

Respond to Code 3 El Dorado County Emergency Medical Services Authority requires a medic response to be no more than 10 minutes in the urban areas, and no more than 20 minutes in the rural areas.

In 2016, the average response time for E89 in Station 89s area was 5 minutes and 9 seconds.

In 2016, the average response time for M89 in Station 89s area was 5 minutes and 20 seconds.

In 2016, the average response time for E88 in Station 88s area was 5 minutes and 23 seconds.

In 2016, the average response time for M89 in Station 88s area was 7 minutes and 21 seconds.

2. SCHEDULE OF EVENTS

This request for proposal will be governed by the following schedule:	TBD
Release of RFP	2017
Deadline for Written Questions	2017
Responses to Questions Posted on Web	2017
Proposals are Due	2017
Interview (if held)	2017
Proposal Evaluation completed	2017
Directors Review of Contract	(TBD)

All dates are subject to change at the discretion of the CSD

3. SCOPE OF WORK

The CSD is seeking capable agencies to provide a full array of fire, emergency medical transport, and other emergency/non-emergency services. Such services may include:

- Fire Suppression
- Vehicle and Technical Rescue
- Hazardous Materials Response
- Emergency Medical Transport Response (ALS and BLS), Support and Training
- Training and Personnel Development
- Fire Prevention to include: code enforcement, plans review, inspections, investigation, hazardous materials disclosure coordination, fee billing and public education, state mandated inspections (Public Resources Code 4291), local and residential weed abatement program.
- Fire administration and support to include: Time and attendance reporting; fire and EMS records management; IT; human resource management; budgeting, accounting, purchasing, project management, clerical support, scheduling, internal and external coordination, public education, disaster preparation, legal counsel, hiring coordination, labor relations, retirement administration, workers compensation, Employee Assistance Program (EAP), oversight of Safety Program, Injury/Illness Prevention Program (IIPP), compliance to California Code of Regulations Title 8 and Title 22. Public Information Officer (PIO) overseeing multimedia and special events.

- Dispatch Services
- Fleet Management/Maintenance (See list of Fire Vehicles attached as Appendix _).
- EOC & Incident Command
- For each agency submitting a proposal for Emergency Services, the following are considered mandatory:
 - The ability to provide advanced life support service (ALS) and transport within the requirements of the El Dorado County Emergency Services Authority, who is responsible for the approval of any emergency medical service paramedic (EMT-P) provider in El Dorado County.
 - The ability to serve as a critical element within the CSD's emergency response system and provide command staff during a major emergency. Provider must establish ability to enter into or current mutual and automatic aid agreements with surrounding jurisdictions, CALOES and El Dorado County Emergency Services Authority.
 - The ability to meet the general responsibilities for delivering Emergency Services and to provide such services in a manner delivering these services using generally accepted practices within the level of service agreed to with the CSD. Please see the proposed Draft Agreement attached in Appendix _ for required insurance levels and coverage.

With respect to related supplies and services the CSD and provider will work together to develop the required materials needed to operate Emergency Services. Those costs will be made part of the budget and will be the responsibility of the CSD. Emergency Services will account for all such supplies and services provided by the CSD.

See Attachment _ for certification program exhibits reflecting training expected of firefighters and EMS personnel under current standards of the Cameron Park Fire Department.

4. PROPOSAL FORMAT GUIDELINES

Interested agencies are to provide the CSD with a thorough proposal using the following guidelines:

Proposal should be typed and should contain no more than __ typed pages using a 12-point font size, including transmittal letter and resumes of key people, but excluding Index/Table of Contents, tables, charts, and graphic exhibits. Each proposal will adhere to the following order and content of sections. Proposal should be straightforward, concise and provide "layman" explanations of technical terms that are used. Emphasis should be concentrated on conforming to the RFP instructions, responding to the RFP requirements, and on providing a complete and clear description of the offer. Proposals, which appear unrealistic in terms of technical commitments, lack of technical competence or are indicative of failure to comprehend the complexity and risk of this RFP and any awarded contract, may be rejected. The following proposal sections are to be included in the Proposer's response:

Provider Application Form and Cover Letter

Complete Appendix __, "Request for Proposal-Vendor Application Form" and attach this form to the cover letter. A cover letter, not to exceed two pages in length, and should summarize key elements of the proposal. An individual authorized to bind the consultant must sign the letter. The letter must stipulate that the proposal price will be valid for a period of at least 180 days. Indicate the address and telephone number of the contractor's office located nearest to the Cameron Park, California and the office from which the project will be managed.

Background and Project Summary Section

The Background and Project Summary Section should describe your understanding of the CSD, the work to be done, and the objectives to be accomplished. Refer to Scope of Work of this RFP.

Methodology Section

Provide a detailed description of the approach and methodology to be used to accomplish the Scope of Work of this RFP. The Methodology Section should include an implementation plan that describes in detail:

- The methods, including controls by which your agency manages projects of the type sought by this RFP;
- Methodology for soliciting and documenting views of internal and external stakeholders; and
- Any other project management or implementation strategies or techniques that the respondent intends to employ in carrying out the work paying particular attention to how and under what timetable you would transition into serving as the CSD's Emergency Services Operation; identifying all tasks and deliverables to be performed, durations for each task, and overall time of completion, including a complete transition plan. Include your plan to deal with fluctuation in service needs and any associated price adjustments.

Detailed description of efforts your agency will undertake to achieve client satisfaction and to satisfy the requirements of the "Scope of Work" section; e.g. use of focus groups to evaluate service, response time, etc.

Detailed description of how your Agency's Proposal will maximize efficient, cost-effective operations and will meet or exceed current performance standards and/or capabilities.

Detailed description of specific tasks you will require from CSD staff. Explain what the respective roles of CSD staff and your staff would be to complete the tasks specified in the Scope of Work.

Proposers may perform some or all of the services identified in this Request for Proposals. The CSD will consider partial proposals and may award contracts for some or all of the services identified and may award more than one contract. If your Proposal is for only some of the services identified, please clearly identify which services you propose to provide.

Proposers are encouraged to provide additional innovative and/or creative approaches for providing the service that will maximize efficient, cost-effective operations and will meet or exceed current performance standards and/or capabilities. In addition, the CSD will consider proposals that offer alternative service delivery means and methods for the services desired.

Proposers are also requested to identify any CSD owned facilities or property, including existing fire stations, apparatus and equipment which Proposer would propose to use or lease, purchase, or rent from the CSD in connection with the services to be performed, including information about the terms of any proposed lease, purchase or use of such apparatus, equipment and facilities, and how this proposed structure affects the overall cost proposal to the CSD.

Staffing

Provide a list of lead personnel who will be working on this project and indicate the functions that each will perform and anticipated hours of service of each individual.¹ Include a resume for each designated individual.

Upon award and during the contract period, if the contractor chooses to assign different personnel to the project, the Contractor must submit their names and qualifications including information listed above to the CSD for approval before they begin work.

Qualifications

The information requested in this section should describe the qualifications of the firm or entity, key staff and sub-contractors performing projects within the past five years that are similar in size and scope to demonstrate competence to perform these services. Information shall include:

Names of key staff that participated on named projects and their specific responsibilities with respect to this scope of work.

A summary of your firm/agency demonstrated capability, including length of time that your firm has provided the services being requested in this Request for Proposal. Preference will be given to Proposers who can demonstrate 5-10 years of analogous experience in delivering Emergency Incident Management, Fire Suppression, Fire Prevention and ALS Emergency Medical Transport Services to an Urban Municipality of like size, demographics and complexity, which includes a commercial, industrial, and residential mix.

In addition, if you propose to provide your own personnel to provide maintenance of the current fire fleet and equipment (see inventory in Attachment ___), the following minimum qualifications apply.

Proposer shall provide a minimum of one full time staff member certified as required per NFPA 1071 Emergency Vehicle Technician Professional, and California State Certified Fire / Master Mechanic level III with Pump certificate.

¹ Hourly rates for the proposed personnel shall be set forth on Appendix ___.

Proposers will provide ASE master (or equal) proficiency trained working staff to service all other equipment.

Proposers will provide working staff that have Commercial Licenses (CDL) to test drive DOT regulated equipment after repair.

Proposer will manage the CDL random drug test program for their staff as required by California Highway Patrol and Department of Transportation and advise the CSD Representative of non-compliance.

License Requirement: Prior to the award of the contract the Contractor must be licensed in the State of California with a valid Bureau of Automotive Repair license or other appropriate and legal designation.

Provide at least three references that received similar services from your firm. The CSD reserves the right to contact any of the organizations or individuals listed. Information provided shall include:

- Client name
- Type of service provided
- Project start and end dates
- Client project manager name, telephone number, and e-mail address

Financial Capacity

Provide the Proposer's latest audited financial statement or other pertinent information such as internal unaudited financial statements State Controller's audit report. Describe any administrative proceedings, claims, lawsuits, or other exposures pending against the Proposer.

Fee Proposal

All Proposers are required to use the form in Appendix _ to be submitted with their proposal. Pricing instructions should be clearly defined to ensure fees proposed can be compared and evaluated. Proposals shall be valid for a minimum of 180 days following submission.

Disclosure

Please disclose any and all past or current business and personal relationships with any current CSD elected official, appointed official, employee, or family member of any current CSD elected official, appointed official, or employee. Any past or current business relationship may not necessarily disqualify the firm from consideration.

Sample Agreement

The firm selected by the CSD will be required to execute an Agreement for Services (Agreement) with the CSD. The form of the Agreement will be negotiated upon tentative award of the proposal selected

by the Board. Said agreement shall be prepared by the proposer and be subject to review by the CSD's General Counsel.

Checklist of Forms to Accompany Proposal

As a convenience to Proposers, following is a list of the forms, included as appendix to this RFP, which should be included with proposals:

- Vendor Application Form
- Ex Parte Communications Certificate
- (2) Price Proposal Form
- Disclosure of Government Positions (4) Disqualifications Questionnaire

5. PROCESS FOR SUBMITTING PROPOSALS

Content of Proposal

The proposal must be submitted using the format as indicated in the proposal format guidelines.

Preparation of Proposal

Each proposal shall be prepared simply and economically, avoiding the use of elaborate promotional material beyond those sufficient to provide a complete, accurate and reliable presentation.

Number of Proposals

Submit one original, five (5) hard copies plus one disk copy of your proposal in sufficient detail to allow for thorough evaluation and comparative analysis. In the event of a conflict between the original and any hard copy or disk copy, the original shall control.

Submission of Proposals

Complete written proposals must be submitted in sealed envelopes marked and received no later than 4:00 p.m. (P.S.T) on ??? to the address below. Proposals will not be accepted after this deadline. Faxed or e-mailed proposals will not be accepted.

General Manager
FIRE SERVICES PROPOSAL
Cameron Park Community Services District
2502 Country Club Drive
Cameron Park, CA 95682

Inquiries

Questions about this RFP must be directed in writing, via e-mail to:
Cameron Park Community Services District
Request for Proposal - Emergency Services

Richard J. Ramirez, Interim General Manager
rramirez@cameronpark.org

The CSD reserves the right to amend or supplement this RFP prior to the proposal due date. All amendments, responses to questions received, and additional information will be posted to the CSD website, cameronpark.org; Proposers should check this web page daily for new information. The CSD will endeavor to answer all written questions timely received no later than ???. The CSD reserves the right not to answer all questions.

From the date that this RFP is issued until a firm is selected and the selection is announced, firms are not allowed to communicate outside the process set forth in this RFP with any CSD employee other than the General Manger listed above regarding this RFP. The CSD reserves the right to reject any proposal for violation of this provision. No questions other than written will be accepted, and no response other than written will be binding upon the CSD.

Conditions for Proposal Acceptance

This RFP does not commit the CSD to award a contract or to pay any costs incurred for any services. The CSD, at its sole discretion, reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with any qualified source(s), or to cancel this RFP in part or in its entirety. The CSD may waive any irregularity in any proposal. All proposals will become the property of the CSD. If any proprietary information is contained in the proposal, it should be clearly identified.

In the event that there is a challenge to the award of contract, or the recommended award of contract (collectively defined only for purposes of this section as a Claim), the Proposer to whom the contract is awarded, or recommended to be awarded, will assume all responsibility for any Claim, and will defend, indemnify, and hold harmless the CSD from and against all damages (including but not limited to legal fees that may be awarded), and pay any and all costs and expenses, including but not limited to CSD's reasonable costs and legal fees, related to the Claim. The CSD may tender the defense of a Claim or may, in its sole discretion, choose to defend the Claim itself and be entitled to prompt reimbursement of its reasonable costs and expenses, including but not limited to legal fees, as they occur. In the event the CSD tenders the defense of the Claim, it retains the right to approve any settlement of a Claim and may reasonably object to any counsel defending the Claim. Such costs and legal fees shall not be reimbursable to Proposer by CSD through any awarded contract.

Notwithstanding the preceding paragraph, this indemnity and defense obligation does not apply to the extent any Claim is based on the CSD's failure to follow the procurement procedures set forth in this RFP.

By submitting a proposal in response to this RFP, and in consideration for the CSD's review of its Proposal, Proposer agrees to this indemnity and defense obligation, which shall be in effect from the time a Proposer submits a proposal until such time, if any, as the CSD awards a contract and the time for challenging such an award has expired. In addition, any Proposal shall remain a firm offer to the CSD during the pendency of any Claim. Proposers shall execute the acknowledgement of this obligation on Appendix ?.

6. EVALUATION CRITERIA

The CSD will award the contract to the lowest responsible proposer. The award will be based on evaluation of qualitative factors in addition to price. At all times during the evaluation process, the following criteria will be used. Sub-criteria are not necessarily listed in order of importance. Additional sub criteria that logically fit within a particular evaluation criteria may also be considered even if not specified below.

Qualifications of Firm and Key Personnel..... Up to 25%

Includes a firm's ability to provide the requested scope of services, the firm's financial capacity, recent experience conducting work of similar scope, complexity, and magnitude for other public agencies of similar size, references.

Approach to Providing the Requested Scope of Services..... Up to 25%

Includes an understanding of the RFP and of the project's scope of services, knowledge of applicable laws and regulations related to the scope of services.

Price Proposal Up to 25%

Price Proposals will be evaluated on the basis of the Total Estimated Annual Price submitted in Appendix _.

Innovative and/or Creative Approaches to Providing the Services that Provide Additional Efficiencies or Meet or Exceed Current Performance Standards and/or Capabilities (e.g., removal of fuel hazards, etc.).....Up to 25%

7. EVALUATION OF PROPOSALS AND SELECTION PROCESS

An Evaluation/Selection Committee (Committee), which may include members of the CSD staff, community, and possibly outside experts, will screen and review all proposals according to the weighted criteria set forth above. (See Section 10. EX PARTE COMMUNICATIONS.) While price is one basic factor for award, it is not the sole consideration.

Responsiveness Screening

Proposals will first be screened to ensure responsiveness to the RFP. The CSD may reject as non-responsive any proposal that does not include the documents required to be submitted by this RFP. At any time during the evaluation process, the CSD reserves the right to request clarifications or additional information from any or all Proposers regarding their proposals.

Initial Proposal Review

The Committee will initially review and score all responsive written proposals based upon the Evaluation Criteria set forth above. The Committee may also contact Proposer's references. Proposals that receive the highest evaluation scores may be invited to the next stage of the evaluation process.

The CSD may reject any proposal in which a Proposer's approach, qualifications, or price is not considered acceptable by the CSD. An unacceptable proposal is one that would have to be substantially rewritten to make it acceptable. The CSD may conclude the evaluation process at this point and recommend award to the lowest responsible proposer. Alternatively, the CSD may elect to negotiate directly with one or more Proposers to obtain the best result for the CSD prior to making a recommendation or selection.

Interviews, Reference Checks, Revised Proposals, Discussions

Following the initial screening and review of proposals, the Proposers included in this stage of the evaluation process may be invited to participate in an oral interview. Interviews, if held, are tentatively scheduled for ?? and will be conducted at ???. This date is subject to change. The individual(s) from Proposer's firm that will be directly responsible for carrying out the contract, if awarded, should be present at the oral interview. The oral interview may, but is not required to, use a written question/answer format for the purpose of clarifying the intent of any portions of the proposal.

In addition to conducting an oral interview, the CSD may during this stage of the evaluation process also contact and evaluate the Proposer's references, contact any Proposer to clarify any response or request revised or additional information, contact any current users of a Proposer's services, solicit information from any available source concerning any aspect of a proposal, and seek and review any other information deemed pertinent to the evaluation process, e.g. meet with auditory firm who conducted your last audit.

Following conclusion of this stage of the evaluation price, the Committee will again rank all Proposers according to the evaluation criteria set forth above. The Committee may conclude the evaluation process at this point, and make a recommendation for award, or it may request Best and Final Offers from Proposers. The CSD may accept the proposal or negotiate the terms and conditions of the agreement with the highest ranked firm, which shall be determined to be the lowest responsible bidder. The CSD may recommend award without Best and Final Offers, so Proposers should include their best proposal with their initial submission.

Recommendation for award is contingent upon the successful negotiation of final contract terms. Negotiations shall be confidential and not subject to disclosure to competing Proposers unless an agreement is reached. If contract negotiations cannot be concluded successfully within a time period determined by the CSD, the CSD may terminate negotiations and commence negotiations with the next highest scoring Proposer or withdraw the RFP.

8. PROTEST PROCEDURES

Failure to comply with the rules set forth herein may result in rejection of the protest. Protests based upon restrictive specifications or alleged improprieties in the proposal procedure which are apparent or reasonably should have been discovered prior to receipt of proposals shall be filed in writing with the CSD General Counsel, Mr. Jason Epperson (hereafter referred to as "General Counsel"), at least 10 calendar days prior to the deadline for receipt of proposals. The protest must clearly specify in writing the grounds and evidence on which the protest is based.

Protests based upon alleged improprieties that are not apparent or which could not reasonably have been discovered prior to submission date of the proposals, such as disputes over the staff recommendation for contract award, shall be submitted in writing to General Counsel, within forty-eight hours from receipt of the notice from the CSD advising of staff's recommendation for award of contract. The protest must clearly specify in writing the grounds and evidence on which the protest is based. The General Counsel will respond to the protest in writing at least three days prior to the meeting at which staff's recommendation to the CSD Board of Directors will be considered. Should Proposer decide to appeal the response of the General Counsel, and pursue its protest at the Board of Directors' meeting, it will notify the General Counsel of its intention at least two days prior to the scheduled meeting.

9. CONFIDENTIALITY

The California Public Records Act (Cal. Govt. Code Sections 6250 et seq.) mandates public access to government records. Therefore, unless information is exempt from disclosure by law, the content of any request for explanation, exception, or substitution, response to this RFP, protest, or any other written communication between the CSD and Proposer, shall be available to the public. The CSD intends to release all public portions of the proposals following the evaluation process at such time as a recommendation is made to the Board of Directors.

If Proposer believes any communication contains trade secrets or other proprietary information that the Proposer believes would cause substantial injury to the Proposer's competitive position if disclosed, the Proposer shall request that the CSD withhold from disclosure the proprietary information by marking each page containing such proprietary information as confidential. Proposer may not designate its entire proposal as confidential nor designate its Price Proposal as confidential.

Submission of a proposal shall indicate that, if Proposer requests that the CSD withhold from disclosure information identified as confidential, and the CSD complies with the Proposer's request, Proposer shall assume all responsibility for any challenges resulting from the nondisclosure, indemnify and hold harmless the CSD from and against all damages (including but not limited to attorney's fees that may be awarded to the party requesting the Proposer information), and pay any and all cost and expenses related to the withholding of Proposer information. Proposer shall not make a claim, sue, or maintain any legal action against the CSD or its directors, officers, employees, or agents concerning the disclosure, or withholding from disclosure, of any Proposer information. If Proposer does not request that the CSD withhold from disclosure information identified as confidential, the CSD shall have no obligation to withhold the information from disclosure and may release the information sought without any liability to the CSD.

10. EX PARTE COMMUNICATIONS

Proposers and Proposers' representatives should not communicate with the Board of Directors members about this RFP. In addition, Proposers and Proposers' representatives should not communicate outside the procedures set forth in this RFP with an officer, employee or agent of the CSD, including any member of the evaluation panel, with the exception of the Interim General Manager, regarding this RFP until after Contract Award. Proposers and their representatives are not

prohibited, however, from making oral statements or presentations in public to one or more representatives of the CSD during a public meeting.

A "Proposer" or "Proposer's representative" includes all of the Proposer's employees, officers, directors, consultants and agents, any subcontractors or suppliers listed in the Proposer's proposal, and any individual or entity who has been requested by the Proposer to contact the CSD on the Proposer's behalf. Proposers shall include the Ex Parte Communications form (Appendix _) with their proposals certifying that they have not had or directed prohibited communications as described in this section.

11. CONFLICT OF INTEREST

The Proposer warrants and represents that it presently has no interest and agrees that it will not acquire any interest which would present a conflict of interest under California Government Code sections 1090 et seq., or sections 87100 et seq., during the performance of services under this Agreement. The Proposer further covenants that it will not knowingly employ any person having such an interest in the performance of this Agreement. Violation of this provision may result in this Agreement being deemed void and unenforceable.

12. DISCLOSURE OF GOVERNMENTAL POSITION

In order to analyze possible conflicts that might prevent a Proposer from acting on behalf of the CSD, the CSD requires that all Proposers disclose in their proposals any positions that they hold as directors, officers, or employees of any governmental entity. Additional disclosure may be required prior to contract award or during the term of the contract. Each Proposer shall disclose whether any owner or employee of the firm currently hold positions as elected or appointed officials, directors, officers, or employees of a governmental entity or held such positions in the past twelve months using the attached "Disclosure of Government Positions Form." (See Appendix ?.)

13. CONDITIONS TO AGREEMENT, IF ANY

The selected Proposer will execute an Agreement for Services with the CSD describing the Scope of Services to be performed, the schedule for completion of the services, compensation, and other pertinent provisions. The contract shall follow the sample form of Agreement provided as Appendix _ to this RFP, which may be modified by CSD. All Proposers are directed to particularly review the indemnification and insurance requirements set forth in Exhibit ?..

Submittal of a proposal shall be deemed acceptance of all the terms set forth in this RFP and the sample Agreement for Services unless the Proposer includes with its proposal, in writing, any conditions or exceptions requested by the Proposer to the proposed Agreement. The CSD may consider the scope and number of conditions in evaluation proposals and determining the lowest responsible bidder.

14. DISQUALIFICATION QUESTIONNAIRE

Proposers shall complete and submit, under penalty of perjury, a standard form of questionnaire inquiring whether a Proposer, any officer of a Proposer, or any employee of a Proposer who has a proprietary interest in the Proposer, has ever been disqualified, removed, or otherwise prevented from proposing on, or completing a federal, state, or local government project because of a violation of law or safety regulation and if so, to explain the circumstances. A proposal may be rejected on the basis of a Proposer, any officer or employee of such Proposer, having been disqualified, removed, or otherwise prevented from proposing on, or completing a federal, state, or local project because of a violation of law or a safety regulation. See Appendix ?.

15. STANDARD TERMS AND CONDITIONS

Amendments

The CSD reserves the right to amend or supplement this RFP prior to the proposal due date. All amendments and additional information will be posted to the CSD website, cameronpark.org; Proposers should check this web page daily for new information.

Cost for Preparing Proposal

The cost for developing the proposal is the sole responsibility of the Proposer. All proposals submitted become the property of the CSD.

Insurance Requirements

CSD requires that licensees, lessees, and vendors have an approved Certificate of Insurance (not a declaration or policy) or proof of legal self-insurance on file with the CSD for the issuance of a permit or contract. Within ten (10) consecutive calendar days of award of contract, successful Proposer must furnish the CSD with the Certificates of Insurance proving coverage as specified within Appendix _.

APPENDIX A

Emergency Services Provider Application Form

Type of Applicant: New Current Provider

Legal Contractual Name of Corporation

Name of Contact Person for Agreement

Corporate Mailing Address

City, State and Zip Code

Email Address

Name of Contact Person for Proposal

Title	Email Address
Telephone Number	Fax Number

Federal Tax Identification Number

Is Your Business (check one)

- Non-Profit Corporation For Profit Corporation

Is Your Business (check one)

- Corporation Limited Liability Partnership
 Individual Sole Proprietorship
 Partnership Unincorporated Association

Names & Titles of Corporate Board Members

Also list names & titles of persons with written authorization/resolution to sign contracts.

Name	Title	Telephone Number

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APPENDIX B

Ex Parte Communications Certification

Please indicate by signing below one of the following two statements (only sign one statement).

I certify that Proposer and Proposer's representatives have not had any communication with a CSD Board of Directors member concerning the Emergency Services RFP at any time after ???.

Signature

OR

I certify that Proposer or Proposer's representatives have communicated after ?? with a CSD Board of Directors member concerning the Emergency Services RFP. A copy of all such communications (e.g. emails, letters, memos, phone calls, meetings) is attached to this form for public distribution.

Signature

APPENDIX C

Emergency Services Pricing Proposal Form

If selected, _____ will provide the following services/programs (check each box for the corresponding service to be provided for under this proposal):

- Dispatch Services - If your proposal does not include dispatch services indicate who will dispatch:
- Fire Suppression
- Vehicle and Technical Rescue
- Hazardous Material Response
- Emergency Medical Response, Support and Training: ALS, BLS or both (Circle)
- Emergency Medical Transport: ALS, BLS, or both (Circle)
- Training and Personnel Development
- Fire Prevention to include: code enforcement, plans review, inspections, investigation, hazardous materials disclosure coordination, fee billing and public education, state mandated inspections. (Public Resource Codes 4291)
- Weed Abatement Administration
- Vegetation Management and Fuel Reduction - Please detail how this will be undertaken:
- Fire Administration and Support to include: time and attendance reporting; fire and EMS records management; IT; human resource management; budgeting, accounting, purchasing, project management, clerical support, scheduling, internal and external coordination, public education, disaster preparation, legal counsel, hiring coordination, labor relations, retirement administration, workers compensation, Employee Assistance Program (EAP), oversight of Safety Program, Injury/Illness Prevention Program (IIPP), compliance to California Code of Regulations Title 8 and Title 22. Public Information Officer (PIO) overseeing multimedia and special events.
- Fleet Management/Maintenance (see list of fire vehicles attached as Appendix _)
- EOC and Incident Command
- Community Relations and Outreach - Detail what your programs will include:
- Events Planning, Organization and Support
- Programs which provide cost avoidance to the CSD:

Law Enforcement program (specific to arson investigation):

Explorer and Resident Programs

Other Functions

If your proposal will provide programs or services beyond those listed above, please detail below:

IMPORTANT - Strike out ANY above service, program or activity not provided as part of this proposal. If a service, program or activity is not provided as part of this proposal, detail who will provide the service, program or activity and at what cost:

Under this proposal emergency services will be deployed in the following manner:

_____ will provide 24/7 emergency services as listed above during the following hours per shift _____ and number of shifts per _____

Station #88 (2961 Alhambra Drive Cameron Park, CA 95682)

- Total number of sworn personnel (including command personnel) _____;
- Total Number of non-sworn personnel assigned _____;
- Minimum staffing assigned to the ALS Type I Engine per shift _____;
- Number of personnel per shift _____;

Station #89 (3200 Country Club Drive Cameron Park, CA 95682)

- Total number of sworn personnel (including command personnel) ____;
- Total Number of non-sworn personnel assigned____;
- Minimum Staffing assigned to the Paramedic Ambulances____;
- Minimum staffing assigned to the ALS Type I Engine per shift ____;
- Number of personnel per shift____;

Vegetation Management and Fuel Reduction:

- Explain the level of service to be provided in detail

Equipment Maintenance Schedule:

- Provide Fleet Management and Equipment Schedule

Please indicate the cost for providing services checked off above and for deploying personnel.

General Administration, Operations and Supervision of Suppression Personnel:

\$ _____ Year One

\$ _____ Year Two

\$ _____ Year Three

\$ _____ Year Four

\$ _____ Year Five

Station #88 (2961 Alhambra Drive)

\$ _____ Year One

\$ _____ Year Two

\$ _____ Year Three

\$ _____ Year Four

\$ _____ Year Five

Station #89 (3200 Country Club Drive)

\$ _____ Year One

\$ _____ Year Two

\$ _____ Year Three

\$ _____ Year Four

\$ _____ Year Five

Grand Total of both Station 88 and Station 89 for a five year contract: \$ _____

Note: For purposes of this proposal only the equipment and rolling stock identified in Exhibit ____ and owned by the Cameron Park Community Services District will be used to provide the checked-off services above. **If other equipment is required to carry out the service, e.g. dispatch, etc. please detail how that equipment will be provided and whether or not the price for contracting with _____ includes the required equipment.** IF they are not included in the price of the proposal, detail which equipment is are not included.

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APPENDIX D

DISQUALIFICATION QUESTIONNAIRE

The Contractor shall complete the following questionnaire:

Has the Contractor, any officer of the Contractor, or any employee of the Contractor who has proprietary interest in the Contractor, ever been disqualified, removed, or otherwise prevented from bidding on, or completing a federal, state, or local government project because of a violation of law or safety regulation?

Yes _____ No _____

If the answer is yes, explain the circumstances in the following space.

APPENDIX E

DISCLOSURE OF GOVERNMENT POSITIONS

Each Proposer shall disclose below whether any owner or employee of the agency currently hold positions as elected or appointed officials, directors, officers, or employees of a governmental entity or held such positions in the past twelve months. List below or state "None."

A large, empty rectangular box with a thin black border, intended for the proposer to list any government positions held by owners or employees of the agency. A large, light gray watermark reading "DRAFT" is oriented diagonally across the page, passing through the box.

APPENDIX F

In the event that there is a challenge to the award of contract, or the recommended award of contract (collectively defined only for purposes of this section as a Claim), the Proposer to whom the contract is awarded, or recommended to be awarded, will assume all responsibility for any claim, and will defend, indemnify, and hold harmless the CSD from and against all damages (including but not limited to legal fees that may be awarded), and pay any and all costs and expenses, including but not limited to CSD's reasonable costs and legal fees, related to the claim. The CSD may tender the defense of a claim or may, in its sole discretion, choose to defend the claim itself and be entitled to prompt reimbursement of its reasonable costs and expenses, including but not limited to legal fees, as they occur. In the event the CSD tenders the defense of the claim, it retains the right to approve any settlement of a claim and may reasonably object to any counsel defending the claim. Such costs and legal fees shall not be reimbursable to Proposer by CSD through any awarded contract.

Notwithstanding the preceding paragraph, this indemnity and defense obligation does not apply to the extent any claim is based on the CSD's failure to follow the procurement procedures set forth in this RFP.

By submitting a proposal in response to this RFP, and in consideration for the CSD's review of its Proposal, Proposer agrees to this indemnity and defense obligation, which shall be in effect from the time a Proposer submits a proposal until such time, if any, as the CSD awards a contract and the time for challenging such an award has expired. In addition, any Proposal shall remain a firm offer to the CSD during the pendency of any claim.

I agree to the foregoing indemnity and defense obligation.

Proposer: _____

Dated: _____

APPENDIX G

Rolling Stock – Apparatus List

FIRE APPARATUS



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Cameron Park Fire Department
 Monthly Vehicle/Apparatus Inventory Report

<u>Apparatus:</u>	E88 5C7 LIC#1206288
<u>Make:</u>	2006 Spartan
<u>Model:</u>	Smeal
<u>VIN #:</u>	457CT2D9X6C054260
<u>Current Mileage:</u>	80314
<u>Accrued Mileage for Month:</u>	838
<u>Current Pump Hours:</u>	311
<u>Accrued Pump Hours for Month:</u>	na
<u>Interior Repair Needs:</u>	None
<u>Exterior Repair Needs:</u>	None
<u>Mechanical Repair Needs:</u>	None
<u>Estimated Repair Costs:</u>	0
<u>Apparatus:</u>	E288 5C4 LIC#E104830
<u>Make:</u>	1990 Spartan
<u>Model:</u>	NA
<u>VIN #:</u>	4S7AT9K08PC009808
<u>Current Mileage:</u>	104911
<u>Accrued Mileage for Month:</u>	0
<u>Current Pump Hours:</u>	8914
<u>Accrued Pump Hours for Month:</u>	0
<u>Interior Repair Needs:</u>	None
<u>Exterior Repair Needs:</u>	None
<u>Mechanical Repair Needs:</u>	None
<u>Estimated Repair Costs:</u>	\$0
<u>Apparatus:</u>	E388 5C8 LIC#1375275
<u>Make:</u>	2011 HME
<u>Model:</u>	NA
<u>VIN #:</u>	1HTWEA2R44CJ565999
<u>Current Mileage:</u>	26548
<u>Accrued Mileage for Month:</u>	709
<u>Current Pump Hours:</u>	102
<u>Accrued Pump Hours for Month:</u>	0
<u>Interior Repair Needs:</u>	None/new
<u>Exterior Repair Needs:</u>	None/new
<u>Mechanical Repair Needs:</u>	None/new
<u>Estimated Repair Costs:</u>	0

Cameron Park Fire Department
 Monthly Vehicle/Apparatus Inventory Report

<u>Apparatus:</u>	U88 2C3 LIC#127543
<u>Make:</u>	2010 Ford
<u>Model:</u>	F-150
<u>VIN #</u>	1FTFX1EV8AFC17326
<u>Current Mileage:</u>	41145
<u>Accrued Mileage:</u>	246
<u>Interior Repair Needs:</u>	None
<u>Exterior Repair Needs:</u>	None
<u>Mechanical Repair Needs:</u>	None
<u>Estimated Repair Costs:</u>	\$0
<u>Apparatus:</u>	E89 5C9 LIC#1489217
<u>Make:</u>	1990 Spartan
<u>Model:</u>	NA
<u>VIN #</u>	4S7AT9K08PC009808
<u>Current Mileage:</u>	3494
<u>Accrued Mileage for Month:</u>	176
<u>Current Pump Hours:</u>	8849
<u>Accrued Pump Hours for Month:</u>	16
<u>Interior Repair Needs:</u>	None
<u>Exterior Repair Needs:</u>	None
<u>Mechanical Repair Needs:</u>	None
<u>Estimated Repair Costs</u>	\$0
<u>Apparatus:</u>	E289 5CS LIC#1206287
<u>Make:</u>	2006 Spartan
<u>Model:</u>	Smeal
<u>VIN #:</u>	4S7CT2D936C054259
<u>Current Mileage:</u>	75624
<u>Accrued Mileage for Month:</u>	648
<u>Current Pump Hours:</u>	540
<u>Accrued Pump Hours for Month:</u>	unknown
<u>Interior Repair Needs:</u>	none
<u>Exterior Repair Needs:</u>	none
<u>Mechanical Repair Needs:</u>	None
<u>Estimated Repair Costs:</u>	0

Cameron Park Fire Department
 Monthly Vehicle/Apparatus Inventory Report

Apparatus:	E389 5C5 LIC#E1109085
Make:	2001 International
Model:	Masterbody
VIN #	1HTSEADN32H502143
Current Mileage:	63952
Accrued Mileage for Month:	572
Current Pump Hours:	441
Accrued Pump Hours for Month:	0
Interior Repair Needs:	None
Exterior Repair Needs:	None
Mechanical Repair Needs:	N/A
Estimated Repair Costs:	
Apparatus:	U89 2C2 LIC#E1088016
Make:	2001 Ford
Model:	F-250
VIN #	1FTNW21L91EB4355
Current Mileage:	130994
Accrued Mileage for Month:	1028
Interior Repair Needs:	None
Exterior Repair Needs:	None
Mechanical Repair Needs:	None
Estimated Repair Costs:	\$0
Apparatus:	U289 39C1 LIC#041782
Make:	1999 Ford
Model:	Expedition
VIN #	1FMPU16L72LA88018
Current Mileage:	112865
Accrued Mileage:	92
Interior Repair Needs:	None
Exterior Repair Needs:	None
Mechanical Repair Needs:	None
Estimated Repair Costs:	\$0

Cameron Park Fire Department
 Monthly Vehicle/Apparatus Inventory Report

Apparatus:	B2715 39C4 LIC#1275433
Make:	2010 Ford
Model:	F-150
VIN #	1FTFW1EV2AFC17325
Current Mileage:	78612
Accrued Mileage:	1558
Interior Repair Needs:	None
Exterior Repair Needs:	None
Mechanical Repair Needs:	None
Estimated Repair Costs:	\$0
Apparatus:	B2716 39C3 LIC#1275432
Make:	2010 Ford
Model:	F-150
VIN #	1FTFW1EV0AFC17324
Current Mileage:	92879
Accrued Mileage:	1554
Interior Repair Needs:	None
Exterior Repair Needs:	None
Mechanical Repair Needs:	None
Estimated Repair Cost:	\$0