



**Budget and Administration Committee**  
**Tuesday, May 1, 2018**

**6:30 p.m.**

**2502 Country Club Drive, Cameron Park**

**Agenda**

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

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

**CALL TO ORDER**

**ROLL CALL**

**ADOPTION OF AGENDA**

**APPROVAL OF CONFORMED AGENDA**

**OPEN FORUM**

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

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

**DEPARTMENT MATTERS**

***PUBLIC COMMENT***

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

1. El Dorado Disposal Annual Rate Request – Oral Report Back (J. England)
2. Discuss and Consider Support Senate Bill 929 (McGuire): Special Districts, Internet Web Sites (J. Ritzman)
3. Draft FY2018/19 Budget (V. Neibauer and Dept. heads)
4. Items for the June Committee Meeting
5. Items to take to the Board of Directors

MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF

ADJOURNMENT



**Budget and Administration Committee**  
**Tuesday, April 3, 2018**  
**6:30 p.m.**  
**2502 Country Club Drive, Cameron Park**  
**Conformed Agenda**

Members: Chair Director Margaret Mohr (MM), Vice Chair Director Holly Morrison (HM),  
and Alternate Director Greg Stanton (GS)  
Staff: General Manager Jill Ritzman

**CALL TO ORDER** – 6:30 p.m.

**ROLL CALL** – MM, HM

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1. El Dorado Disposal Annual Rate Request (J. England)
2. Election Resolution (J. Ritzman)
3. Supplemental District Budget & Finance Timeline (J. Ritzman; V. Neibauer)
4. Finance Office Report (Oral Report; V. Neibauer)
5. Items for the May Committee Meeting
  - El Dorado Disposal Annual Rate Request Concerns

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

- *Supplemental Budget Timeline Report*
- *Election Resolution*

**MATTERS TO AND FROM COMMITTEE MEMBERS**

**ADJOURNMENT** – 7:50 p.m.

## **Agenda Transmittal**

**DATE:** May 1, 2018

**FROM:** Jill Ritzman, General Manager

**AGENDA ITEM #1:** EL DORADO DISPOSAL ANNUAL RATE REQUEST – ORAL REPORT BACK

**RECOMMENDED ACTION:** Receive, Discuss and Move to the Board of Directors, Public Hearing Scheduled for May 16, 2018

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**BUDGET ACCOUNT:** ADMIN 1000

**BUDGET IMPACT:** None; user fees offset District costs for services contract.  
FY18-19 Budget for contract is \$163,000

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### **RECOMMENDATION**

El Dorado Disposal/Waste Connections is requesting an annual waste disposal rate increase of 4.21% effective July 1, 2018 (see Attachment A).

### **BACKGROUND**

Each year El Dorado Disposal/Waste Connections is required to adjust waste collection rates based on the Consumer Price Index (CPI) and the fuel cost (pursuant to agreement of February 21, 2008). In April, El Dorado Disposal staff presented the proposed rate increase to the Budget and Administration Committee.

### **DISCUSSION**

The Budget and Administration Committee requested information back on the topics listed below. El Dorado Disposal staff will be present to address the questions orally.

- Changes in recent years with fuel charges don't appear to be proportionate;
- Changes to the phone bank standard resulted in additional revenues to El Dorado Disposal & how were these revenues used;
- Are there options to lessen the impact to individual users;
- What will be the specific rates residents pay;
- CPI index type is set to "All Urban Consumers" and are there other appropriate options for Cameron Park.

**Attachment A:** El Dorado Disposal/Waste Connections Request Letter

**Attachment B:** State of California Consumer Price Index Calculator

**Attachment C:** El Dorado Disposal/Waste Connections Fuel Component Calculator



## Attachment A



WASTE CONNECTIONS INC.  
*Connect with the Future™*

El Dorado Disposal Service  
P.O. Box 1270  
Diamond Springs, CA 95619  
(530) 626-4141

Jill Ritzman, General Manager  
Cameron Park Community Services District  
2502 Country Club Drive  
Cameron Park, CA 95682  
(530) 350-4652

Re: Annual Rate Adjustment

March 20, 2018

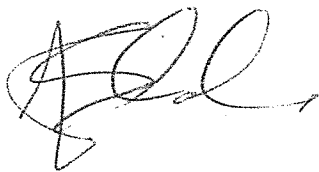
Dear Ms. Ritzman,

Pursuant to Section 18.C. of that certain Solid Waste Services Agreement, dated as of February 21, 2008 (the 'Agreement'), we are formally requesting that the District implement the automatic CPI adjustment for our hauling rates as provided for in Section 18.C of the Agreement. We have attached the CPI calculator as the reference. As you will see, the increase in the Consumer Price Index – All Items – for the State of California for the past year was 2.94%. Accordingly, we are requesting a 2.94% rate increase effective as of July 1, 2018.

In addition, we are formally requesting the review and approval of a change in the fuel component of the rate. The year over year comparison we do through the Purchaser's Price Index is done based on January to January view. This year, the fuel component increased slightly from 2.91% to 4.18%, a 1.27% change. Accordingly, the net rate increase effective July 1, 2018 is 4.21%. We have attached the PPI calculator for your reference.

We would like to review the Performance Standards with you, and also share with the public. As you know, we have summarized our performance and our program data in a monthly report, separately submitted to the CSD. We appreciate your co-operation and look forward to hearing from you. If you have any questions or need further information, please feel free to contact me at (530) 295-2854.

Sincerely,

A handwritten signature in black ink, appearing to read "JE", with a stylized flourish at the end.

Jeff England  
Site Manager  
Waste Connections of California, Inc. dba  
El Dorado Disposal Services

Cc: Sue Vandelinder

Attachments: Consumer Price Index Calculator  
Fuel Component Calculation



**STATE OF CALIFORNIA**  
**OFFICE OF THE DIRECTOR - RESEARCH UNIT**  
**CONSUMER PRICE INDEX CALCULATOR**

- 1 Select an Index
- 2 Select Index type
- 3 Select beginning month
- 4 Select beginning year
- 5 Select ending month
- 6 Select ending year

Based upon the Index, index type, and the time period you have specified, the percent change in the Consumer Price Index is equal to:

**2.94%**

Beginning  
Index Value  
**255,303**

Ending  
Index Value  
**262,802**

# Attachment C

EI Dorado Disposal  
 Fuel Component Calculation  
 For the Period January, 2006 through January, 2018

Item	Data Source	Beginning Period (Jan 06)	Current Period (Jan 18)	Index Change	% Increase	Beginning Fuel Component	Ending Fuel Component	Fuel Surcharge Applied in 2017	Change for 2018
Diesel Fuel	PPJ Commodity, #2 Diesel Series ID:WPU057303	197.1	231.0	33.9	17.20%	3.57%	4.18%	2.91%	1.27%

[http://data.bls.gov/timeseries/WPU057303?data\\_tool=KStable](http://data.bls.gov/timeseries/WPU057303?data_tool=KStable)

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2007	180.9	193.5	220.2	238	226.5	227.6	243.5	231.2	246.2	249.6	296.7	271.9
2008	278.2	287.5	353.7	365.1	398.2	421	431.9	346.7	342.3	281.8	224.1	168
2009	161.6	147.2	139.2	167.4	166.4	191.1	172.8	204.1	193.2	202.8	215.7	205.1
2010	229.4	206.9	225.5	240	235.8	221.8	218.5	231.1	227.7	243.7	255.3	259.2
2011	270	289.3	321.8	339.8	328.4	333.7	327.8	307.3	227.7	243.7	337.1	311
2012	322	329.2	344.3	339.4	325.8	295.4	298.7	307.3	317.8	310.6	323.8	317.4
2013	318.9	342.4	321	318.3	307.7	304.8	311.6	324.1	342.4	351	323.8	317.4
2014	308.5	322	318.1	318.7	316.5	308.8	307.8	319.3	328	318.4	307	314.7
2015	182.6	191.5	193.1	183.8	202.6	198.7	194	306.9	302.3	283.4	272.3	229.9
2016	119.2	113.4	119.4	123.6	144.4	155.4	157.6	189.2	169.4	173.5	167.4	130.8
2017	161.1	163.5	161.3	162.9	173.6	171.5	179.6	149.8	163.1	159.7	157	158.8
2018	231.0(P)							188.9	204.2	218.5(P)	224.0(P)	223.9(P)

P : Preliminary. All indexes are subject to revision four months after original publication.

*Cameron Park  
Community Services District*

## **Agenda Transmittal**

**DATE:** May 1, 2018

**FROM:** Jill Ritzman, General Manager

**AGENDA ITEM #2:** **SENATE BILL 929 (MCGUIRE): SPECIAL DISTRICTS, INTERNET WEB SITES**

**RECOMMENDED ACTION:** Discuss and Consider Support of Senate Bill 929 as amended March 6, 2018

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**BUDGET ACCOUNT:** ADMIN 1000

**BUDGET IMPACT:** None at this time

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If passed in to law, Senate Bill 929 (McGuire) requires every independent special district to have a website by 2020. This requirement includes a link to the district's meeting agendas, financial transaction reports, and compensation reports, as well as contact information for the district. Senate Bill 929 will provide the public greater access to District services, and greater transparency and accountability of the governing bodies who oversee them.

California Special District Association worked closely with the Senator McGuire to include language for small districts that cannot comply due to hardships such as lacking broadband access, or the necessary finances or staff to construct and maintain a website.

Attachment: Sample Support Letters to Senator Ted Gains and Assemblyman Kevin Kiley



2502 Country Club Drive, Cameron Park, California 95682  
telephone (530) 677-2231 • fax (530) 677-2201 • www.cameronpark.org

The Honorable Kevin Kiley  
California State Assembly  
State Capitol  
Sacramento, CA 95814

**RE: Senate Bill 929 (McGuire) – Support as amended March 6, 2018**

Dear Assembly Member Kevin Kiley,

On behalf of the Board of Directors of Cameron Park Community Services District, I am writing to support Senate Bill 929 (McGuire), which would require that all special districts maintain a website. Cameron Park is a small community of 18,000 residents, rural in nature, located between El Dorado Hills and Placerville. The District provides fire and emergency services, parks, recreation, CC&R enforcement and solid waste collection with a small yet efficient budget.

SB 929 will grant the public with greater access to their services, and greater transparency and accountability of the governing bodies who oversee them.

Specifically, SB 929 would require that, by 2020, every independent special district must have a website. The sites will meet existing local agency website requirements including: a link to the district's meeting agendas, Financial Transaction Reports, and Compensation Reports, as well as a copy of the district's enterprise systems catalog. The bill will also ensure the sites contain contact information for the district. SB 929 will provide an exemption for small districts that cannot comply due to hardships such as lacking broadband access, or the necessary finances or staff to construct and maintain a website.

We believe that special districts are the most local form of government, and we are committed to empowering our community to engage in its government. The increased transparency provided by SB 929 is consistent with our district's outreach efforts, and making information more widely available on the Internet will improve public awareness and access to special district services in our community.

For these reasons, the Cameron Park Community Services District encourages you to support Senate Bill 929 (McGuire).

Sincerely,

*[Name of your district]*

CC: The Honorable Mike McGuire  
Dillon Gibbons, California Special Districts Association



2502 Country Club Drive, Cameron Park, California 95682  
telephone (530) 677-2231 • fax (530) 677-2201 • [www.cameronpark.org](http://www.cameronpark.org)

The Honorable Ted Gaines  
California State Senate  
State Capitol  
Sacramento, CA 95814

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Sincerely,

*[Name of your district]*

CC: The Honorable Mike McGuire  
Dillon Gibbons, California Special Districts Association

*Cameron Park  
Community Services District*

## **Agenda Transmittal**

**DATE:** May 1, 2018

**FROM:** Vicky Neibauer, Finance & Human Resources Officer

**AGENDA ITEM 3:** **DRAFT 18/19 FISCAL YEAR PROPOSED BUDGET  
REVIEW**

**RECOMMENDED ACTION:** Review & Discuss

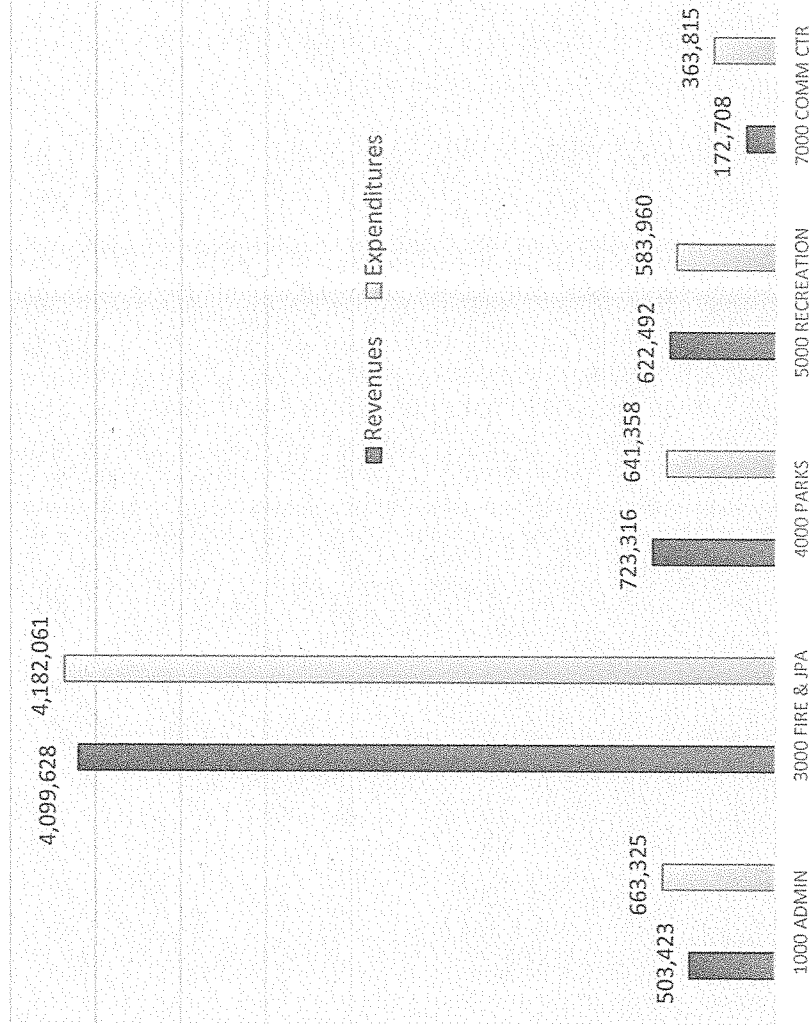
Attached to this document, is a draft set of budget documents representing the first draft of the Community Services District 18/19 Proposed Budget for your review and discussion. Staff have worked diligently to provide the most accurate and complete information as possible but these documents remain a 'work in progress'. Staff will continue to review and revise these budget documents in the coming weeks given your input this evening and as continued analysis and new information dictates.

CAMERON PARK COMMUNITY SERVICES DISTRICT

Proposed Budget  
General Fund Summary  
Fiscal Year 2018-19

FY 18-19 PROPOSED BUDGET

ACCOUNT DESCRIPTION	PROJECTED ACTUAL	FY 2018-19 PROPOSED
1000 ADMIN	443,716	503,423
3000 FIRE & JPA	4,074,584	4,099,628
4000 PARKS	660,219	723,316
5000 RECREATION	660,894	622,492
7000 COMM CTR	234,130	172,708
<b>Total Revenues</b>	<b>6,073,543</b>	<b>6,121,566</b>
1000 ADMIN	637,078	663,325
3000 FIRE & JPA	4,109,379	4,182,061
4000 PARKS	710,641	641,358
5000 RECREATION	240,265	583,960
7000 COMM CTR	585,705	363,815
<b>Total Expenditures</b>	<b>6,283,069</b>	<b>6,434,519</b>
	<b>(209,525)</b>	<b>(312,953)</b>



DRAFT

# DRAFT – Document in Development

Cameron Park Community Services District

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## Department of Administration and Finance

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The Administration and Finance Department is responsible for office management and administrative support to the other departments within the District. This Department budget has

- 4 Full-time employees assigned including the General Manager, Finance/Human Resources Officer, Accounting Specialist and Receptionist;
- 1 Part-time employee, 960 per year, who serves as the Board Clerk and special projects coordinator.

Administration and Finance Department's responsibilities include:

- Financial and accounting support for all departments including accounting, accounts payable, budget development and monitoring, accounts receivable, payroll, debt service, cash controls, Capital Improvement Project budgets/tracking, annual or bi-annual audit, State Controllers report ;
- the district's public counter staff serves as the customers first point of contact
  - assists customers with recreation program registration, facility reservations, CC&R forms and processes;
  - collects revenues and daily cash reconciliations,
  - develops Rec Trac reports for classes and program registration.
- Manage 3 District funds: General Fund, CC&R Fund and LLAD funds; responsible for financial transactions between the County and District for District funds.
- Human Resources is responsible for recruitment of district full and part time employees, employee benefits and pension program; district representative in Union negotiations; managing workers' compensation claims and return to work; processing up to 75 seasonal part-time employees.
- secretarial duties to the Board such as agenda and minute preparation.
- risk management including submission of claims against the District to Special District Risk Management Association.
- Consults with legal counsel and manages legal services contract.
- information technology (software and hardware) and managing contract with DSA Technologies (explain scope of contract.....); website design and management (Uptown Studios contract scope.....).
- land and cellular phones.



## DRAFT – Document in Development

Projects identified for the upcoming year include:

- Records retention and disposal from 3 storage lockers and District offices.
- Acquisition and implementation of new Finance Software

Impacts of new Labor agreement.....

# DRAFT

CAMERON PARK COMMUNITY SERVICES DISTRICT  
Proposed Budget  
1000 - Administration  
Fiscal Year 2018-19

ACCOUNT	ACCOUNT DESC.	FY 2017-18		FY 2018-19	
		PROJECTED ACTUAL	PROPOSED	ADDITIONAL	
<i>Revenues</i>					
4110	Property Tax	\$ -	\$ 66,000	\$ -	
4110	Property Tax	272,423	272,423	-	
4113	Franchise Fees	163,354	163,000	-	
4261	Training Admin. Fee/Reimbursement	-	-	-	
4400	Reimbursement	60	-	-	
4505	Interest	(639)	-	-	
4505	Interest	8,495	2,000	-	
4600	Other Income	23	-	-	
	<i>Total Revenues</i>	\$ 443,716	\$ 503,423	\$ -	
<i>Expenditures</i>					
5000	Salaries - Permanent	\$ 121,591	\$ 253,554	\$ -	
5010	Salaries - Seasonal	41	7,920	-	
5020	Overtime	1,321	1,000	-	
5130	Health & Dental	31,586	58,773	-	
5135	Retired: Health	26,816	76,931	-	
5140	Vision Insurance	199	425	-	
5150	Retiree Benefits	3,124	12,621	-	
5160	Worker's Compensation	3,332	1,034	-	
5160	FICA/Medicare Employer Contribution	7,029	3,677	-	
5180	UI/TT Contribution	7,975	2,519	-	
	<i>Total salaries and benefits</i>	203,014	418,454	-	
5209	Advertising/Marketing	5,349	3,000	-	
5210	Agency Administration Fee	5,425	6,767	-	
5220	Audit/Accounting	27,423	89,080	-	
5221	Bank Charge	2,577	3,000	-	
5230	Clothing/Uniforms	500	2,000	-	
5231	Computer Software	31,551	2,000	-	
5235	Contractual Services	29,051	-	-	
5240	Contract Services - Other	36,606	39,472	-	
5250	Director Compensation	13,700	9,900	-	
5260	EDC Department Agency	1,800	1,800	-	
5265	Educational Materials	220	-	-	
5270	Elections	-	18,000	-	
5275	Equipment-Minor/Small Tools	200	-	-	

**CAMERON PARK COMMUNITY SERVICES DISTRICT**  
**Proposed Budget**  
 1000 - Administration  
 Fiscal Year 2018-19

		FY 2017-18	FY 2018-19	
ACCOUNT	ACCOUNT DESC.	PROJECTED		
		ACTUAL	PROPOSED	ADDITIONAL
5300	Food	3,718	2,400	-
5315	Household Supplies	100	-	-
5317	Interest	30	-	-
5320	Insurance	5,250	5,452	-
5335	Legal Services	14,094	15,000	-
5345	Maint. - Buildings	-	-	-
5350	Maint. - Equipment	753	1,400	-
5355	Maint. - Grounds	-	-	-
5380	Memberships/Subscriptions	8,385	8,300	-
5385	Mileage Reimbursement	223	100	-
5395	Miscellaneous	15	-	-
5400	Office Supplies	3,500	3,000	-
5410	Postage	1,341	1,100	-
5415	Printing	-	-	-
5420	Professional Services	201,469	10,000	-
5425	Publications & Legal Notices	100	100	-
5435	Rent/Lease - Bldgs	1,243	2,000	-
5440	Rent/Lease - Equipment	19	-	-
5455	Staff Development	735	1,500	-
5470	Telephone	6,000	6,000	-
5480	Travel/Lodging	-	-	-
5492	Utilities - Elec/Gas	16,700	13,500	-
5625	Capital Equipment Expense	15,989	-	-
<i>Total services and supplies</i>		434,065	244,871	-
<i>Total Expenditures</i>		\$ 637,078	\$ 663,325	\$ -
		(193,363)	(159,902)	

**ADMINISTRATION DEPARTMENT  
BUDGET DETAIL**

**ACCOUNT ACCOUNT DESCRIPTION**

**4110 Property Tax**

!% general property tax collections based on the El Dorado County Assessor's tax roll. FY 17/18 Year End Projection and FY 18/19 Proposed based on Auditor-Controller Letter dated 8/31/17, Property Tax Revenue Estimates for the FY 17/18 Lien Date Tax Roles Includes Property Tax Administrative Cost. These estimates include the Property Tax Administration cost which is expensed separately in Line Item 5210 – Agency Administration Fee.

Note: District participates in County 'Teeter Plan' where County remits property taxes based on assessments, not collections, according to the following 55% in Dec, 40% in April and 5% at end of fiscal year. Property tax is recognized when available and measurable. The District considers the property tax available if received within 60 days of fiscal year end.

Also includes \$66,000 in Supplemental, Special Tax revenues received to date.

**4113 Franchise Fee**

Waste Connections contracted franchise fee for solid waste and recycling pickup services. (based on FY 17/18 first and second quarter payments).

**4505 Interest**

Interest for money held at County and Umpqua Bank.

**5000 Salaries – Permanent**

From Personnel Budget (Revised 3/28/18)

Increase from prior year includes filling of Finance/HR Officer, increase salaries of Director position and movement of Reception/Front desk position from Community Center to Administration as well as practices from use of Temporary Agency staff to Permanent.

**5010 Salaries – Seasonal**

Part-time staffing for special project or seasonal programs.

Records Storage/Retention Project – 720 hours/\$11

**5020 Overtime**

40 hours x \$25.

**5130 Health & Dental**

From Personnel Budget (Revised 3/28/18)

New position - Health \$703 + Dental \$62

5135            Retired: Health  
Health insurance paid to retirees.  
From Personnel Budget (Revised 3/28/18)

5140            Vision Insurance  
From Personnel Budget (Revised 3/28/18)  
New position - \$11

5150            Retiree Benefits  
From Personnel Budget (Revised 3/28/18)  
Cal Pers employer contribution, Unfunded liability costs, CalPers 457 Plan.

5160            Worker's Compensation  
From Personnel Budget (Revised 3/28/18)  
New position - % cost to salaries

5180            FICA MediCare  
From Personnel Budget (Revised 3/28/18)  
New position – 1.45%

5190            UI/TT Contribution  
From Personnel Budget (Revised 3/28/18)  
New position - % cost to salaries

5209            Advertising/Marketing  
District newsletter, job postings, public notices, etc.

5210            Agency Admin  
County Administration cost of Assessment Tax roll

5220            Audit/Accounting  
RJ Ricciardi:    -16/17 Audit \$15,900  
                         -GASB 68 compliance \$1,500  
                         -17/18 Audit \$15,900  
                         -GASB 68 compliance \$1,500  
VTD                -4 months @ \$13,760  
                         New financial software implementation  
                         System reconciliation

Year End estimates costs in 5420

**5221            Bank Charge**

Additional services anticipated Cal card and Check Positive Pay.

**5231            Computer Software**

Software purchases.

**5240            Contract Services**

Shredding - Records Storage/Retention Project- 300 box/\$3=\$900

DSA

    \$314/mo MS

    \$189 annual prosupport

    \$22,260 Misc system upgrades, licenses, etc.

Uptown\$studios

    \$75/mo Web Hosting

    \$60/mo Web Maint

    \$175 Misc

Web Maintenance (Distributed evenly)

Paycheck Fees

    Time Clock System

        \$270/mo June-Aug

        \$130/mo Sept-May

    Payroll

        \$300/mo June-Aug

        \$180/mo Sept-May

17/18 includes Accountemps, DSA, Firewall \$7,300

**5250            Director Comp**

5 Directors for 12 Regular meetings @ \$100

5 Directors for 3 Special meetings @ \$100

2 Directors for 12 Budget and Admin meetings @\$100

**5260            EDC Department Agency**

LAFCO net operating expense share split equally betw/ Admin, Fire, Parks, Rec  
(Cortese-Knox-Hertzberg Local Gov Reorg Act of 2000 and Gov Code Sec 56381)

**5270            Elections**

Board of Director's election (4/5).

5300                    Food

Cost of food for special public meetings, employee recognition.

5317                    Interest

Late Reporting Interest Expense

**5320**                    **Insurance**

SDMRA Property/Casualty, Auto Includes 6% increase plus \$2,000 special endorsement.  
(Allocation: 6% Admin, 29% Parks, 11% Rec, 16% CC, 3% CC&R, 37% Fire.)

5335                    Legal Services

Approximately 86 hours/\$180/hour

**5350**                    **Maint. – Equipment**

Carbon Copy Inc. 100% Admin

5380                    Memberships/Subscriptions

Cal Municipal Treasurers Assoc - \$155

El Dorado Chamber - \$150

Shingle Springs/Cameron Park - \$150

CSDA - \$7,000

Mountain Democrat - \$115

Government Finance Office - \$160

Misc - \$500

5385                    Mileage Reimburse

Employee mileage reimbursement.

5400                    Office Supplies

Paper, Envelopes, folders, etc.

5410                    Postage

Postage (\$.475/piece) for front desk, accounts payable, administration and postage meter rental  
(\$20/mo)

5420                    Professional Services

Municipal Resource Group (Rhonda Silva) - Job Classification and Salary Schedule Development/Revision

FY 17/18 Vavrinek, Trine, Day & Co. (VTD)

Paycheck Fees

DSA Tech

5425                    Publications & Legal Notices

Legal notices, public notices.

5435                    Rent/Lease – Bldgs

5 Star Storage \$162/mo

5455                    Staff Development

\$300/5 staff

5470                    Telephone

TPX, AT&T, Jill cell \$100/mo

(Split)

5492                    Utilities – Electric/Gas

PG&E (split)

FY 17-18 includes One time Comcast Install

5625                    Capital Equipment Expense –



# DRAFT – Document in Development

*Cameron Park Community Services District*

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## Department of Fire and Emergency Services

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The Cameron Park Fire Department provides fire protection and emergency response services to the unincorporated community of Cameron Park under contract with CAL FIRE. This contract is currently under review. The Department currently serves an estimated resident population of 18,000 with two fire stations, 88 and 89. The Department also protects approximately 7,224 occupied and 203 vacant housing units and approximately 1.5 million square feet of nonresidential building area.

Describe staffing levels each station

Dispatch JPA - Camino Emergency Command Center.

Training agreement with South Lake Tahoe College

Fire Marshal Services & Fees

Ambulance Services JPA services, costs and reimbursement

Weed abatement transportation corridors, Growlersburg

Weed abatement empty large lots program description

# DRAFT

## CAMERON PARK COMMUNITY SERVICES DISTRICT

Proposed Budget  
3000 - Fire & JPA  
Fiscal Year 2018-19

ACCOUNT DESC.	FY 2017-18		FY 2018-19	
	PROJECTED ACTUAL	PROPOSED	ADDITIONAL	
Property Tax	\$ 2,792,458	\$ 2,724,228	\$ -	
Fire - Plan Review	15,000	10,000	-	
Plan Review Fund 9	-		-	
Tuition	10,000	10,000	-	
JPA Reimbursable	1,181,008	1,205,400	-	
Fire Apparatus Equipment Reimb	76,118	150,000	-	
<i>Total Revenues</i>	<u>\$ 4,074,584</u>	<u>\$ 4,099,628</u>	<u>\$ -</u>	
		-	-	
Salaries-Permanent	\$ 26,840	\$ 30,582	\$ -	
Health - Retired	49,782		-	
Retiree Benefits	41,913	88,805	-	
Worker's Comp	5,305	1,758	-	
FICA/Medicare Employer	676		-	
UI/TT Contribution	603		-	
<i>Total salaries and benefi</i>	<u>125,118</u>	<u>121,145</u>	<u>-</u>	
Advertising/Marketin	273	250	-	
Agency Administration Fee	55,000	67,668	-	
Audit/Accounting	-		-	
Clothing/Uniforms	1,000	2,500	-	
Computer Software	4,010	3,000	-	
Contractual Services	28,901	30,000	-	
Contractual - Provider Services	3,422,441	3,541,247	-	
Contractual Services Other	277	5,000	-	
Director Compensation	-	2,400	-	
EDC Department Agency	800	1,800	-	
Educational Materials	-	6,500	-	
Equipment-Minor/Small Tools	2,159	2,000	-	
Fire & Safety Supplies	709	1,500	-	
Fire Turnout Gear	5,324	24,000	-	
Fire- Volunteer/Resident	33,765	29,200	-	

DRAFT

CAMERON PARK COMMUNITY SERVICES DISTRICT

Proposed Budget

3000 - Fire & JPA

Fiscal Year 2018-19

	FY 2017-18	FY 2018-19	
	PROJECTED		
ACCOUNT DESC.	ACTUAL	PROPOSED	ADDITIONAL
Food	1,110	1,000	-
Fuel	56,754	62,000	-
Government Fees/Permits	1,726	2,000	-
Household Supplies	5,674	6,000	-
Instructors	-		-
Insurance	22,000	50,429	-
Legal Services	9,992		-
Maint. - Vehicle Supplies	-		-
Maint. - Buildings	6,075	11,000	-
Maint. - Equipment	17,863	15,000	-
Maint. - Grounds	4,300	3,000	-
Maint. Radio/Phones	1,500	2,000	-
Maint. Tires & Tubes	12,001	12,000	-
Maint. Vehicle	31,477	25,000	-
Memberships/Subscriptions	-	850	-
Office Supplies	4,758	4,000	-
Postage	398	2,500	-
Printing	100	500	-
Professional Services	3,774	3,000	-
Publications & Legal Notices	628	500	-
Radios	40,794	1,000	-
Rent/Lease - Equipment	-		-
Staff Development	3,000	10,000	-
Telephone	16,257	15,000	-
Travel/Lodging	3,000		-
Utilities - Water	6,518	12,000	-
Utilities - Electric/Gas	23,760	27,000	-
Capital Equipment Expense	156,144	78,072	-
<i>Total services and supplies</i>	3,984,261	4,060,916	-
<i>Total Expenditures</i>	\$ 4,109,379	\$ 4,182,061	\$ -
	(34,795)	(82,433)	

**FIRE & JPA DEPARTMENT  
BUDGET DETAIL**

**DRAFT**

**ACCOUNT DESCRIPTION**

4110 Property Tax

!% general property tax collections based on the El Dorado County Assessor's tax roll. FY 17/18 Year End Projection and FY 18/19 Proposed based on Auditor-Controller Letter dated 8/31/17, Property Tax Revenue Estimates for the FY 17/18 Lien Date Tax Roles Includes Property Tax Administrative Cost. These estimates include the Property Tax Administration cost which is expensed separately in Line Item 5210 – Agency Administration Fee.

Note: District participates in County 'Teeter Plan' where County remits property taxes based on assessments, not collections, according to the following 55% in Dec, 40% in April and 5% at end of fiscal year. Property tax is recognized when available and measurable. The District considers the property tax available if received within 60 days of fiscal year end.

Also includes \$66,000 in Supplemental, Special Tax revenues received to date.

4133 Plan Review

Fire Marshall Fees for Plan Check

4260 JPA Reimbursement

4262 Fire Apparatus Equipment Reimbursement

Rental of fire equipment for state and federal fire events

4505 Interest

Interest for money held at County and Umpqua Bank.

5010 Salaries – Seasonal

2-3 part time employees, 1,000 hours total for weed abatement program; savings due to elimination of Blue Ribbon temp.

5150 Retiree Benefits

Retiree Benefits for 6 former Fire Department staff and contribution towards unfunded liability costs.

5160 Worker's Compensation

WC for part time employees

5180 FICA MediCare

5190 UI/TT Contribution

5209 Advertising/Marketing  
Weed Abatement Publications / Legal Notices

5210 Agency Admin  
County Administration cost of Assessment Tax roll

5230 Clothing/Uniform  
Resident Firefighter Uniforms and T-Shirts /Explorer T-Shirts \$2500  
Weed Abatement Uniforms \$400

5231 Computer Software

Software Purchases:

Fire Operations / Administration \$1500  
Web Based Station Management  
Weed Abatement \$500  
Prevention \$1500

5235 Computer / Software Maintenance

Computer Maintenance / Support \$600  
Intime Tech Support \$600  
ESRI GIS License Renewal \$450  
GST Annual Software Maint. \$1300  
Net Motion License \$500  
MDC Firewall License \$800  
MDC Maintenance / County \$750

5240 Contract Services

Dispatch Services \$25,000 (Invoiced to the CSD from the JPA)  
Weed Abatement Lien and Vendors \$30,000  
Computer Maintenance / Support \$600  
Intime Tech Support \$600  
ESRI GIS License Renewal \$450  
GST Annual Software Maint. \$1300  
Net Motion License \$500  
MDC Firewall License \$800  
MDC Maintenance / County \$750

5250 Director Comp

2 Directors for 12 Fire meetings @\$100

5260 EDC Department Agency

LAFCO net operating expense share split equally betw/ Admin, Fire, Parks, Rec  
(Cortese-Knox-Hertzberg Local Gov Reorg Act of 2000 and Gov Code Sec 56381)

5265 Educational Material

Prevention Education School / Public

5275 Equipment – Minor/Small Tools

Updated and Replacement tools for stations and engines  
Prevention / Investigation Tools and Supplies

5285 Fire and Safety Supplies

Identification and Accountability  
Prevention

5290 Fire Prevention/ Inspection

Non State Mandated Inspections

5295 Firefighter Turnout Gear

Structural / Wildland Firefighter Personal Protective Equipment (PPE)

5296 Resident Firefighter Stipend

Reimbursement for 24 hour shifts

5300 Food

Station 88 and 89 Training/Extended Fire Rehab / Meetings  
Prevention Training / Extended Investigation / Meetings

5305 Fuel

\$62,000

5310 Government Fees

Air Quality MD, Generator/Fuel Vault Permits \$2650  
EDC Air Quality, Fuel Vault Permit, Generator \$2,000

5315 Household Supplies

Station 88 and 89 Cleaning and Bathroom supplies \$6000

5320 Insurance

SDMRA Property/Casualty, Auto Includes 6% increase plus \$2,000 special endorsement.

(Allocation: 6% Admin, 29% Parks, 11% Rec, 16% CC, 3% CC&R, 37% Fire.)

5335 Legal Services

Approximately 86 hours/\$180/hour

Weed Abatement Attorney Fees / CSD Legal \$5000

5345 Building Maintenance

Station 88 and 89 Building Up Keep \$11,000

5350 Maint. – Equipment

Carbon Copy Inc. 100% Admin

Minor and Major Fire/Building Equipment Maintenance / Copy Machine Maintenance / Support  
(HVAC/Heating Systems/Generators/Waterheaters/ Washing Machines/Extractor)

\$25,000

5355 Maintenance – Grounds

Station 88 and 89 Yard/Grounds Maintenance

5360 Radio/Phones

Station 88 and 89

Prevention

5365 Maintenance Tires/Tubes

Repair and Replacement Tires for Fire Apparatus

5370 Maintenance Vehicle

Repair and Maintenance of Fire Apparatus

5380 Memberships/Subscriptions

Station 88 and 89 Newspaper

El Dorado Chief / Training Associations

Prevention NFPA Subscription / Memberships

5385                    Mileage Reimburse

Employee mileage reimbursement.

5400                    Office Supplies

Paper, Envelopes, folders, etc.

Station 88 and 89 \$4000

Weed Abatement \$2000

5410                    Postage

Station 88 and 89 \$500

Prevention \$500

Weed Abatement \$3500

5415 Printing

Station 88 and 89 \$350

Prevention \$750

Weed Abatement \$500

5420                    Professional Services

Alarm Monitoring Station 88 and 89

DOJ Background / Resident Physicals / Pest Control

5425                    Publications & Legal Notices

Legal notices, public notices.

Station 88 and 89 \$300

Prevention Postings \$500

Weed Abatement Postings \$1000

5430 Radio Accessories

Station 88 and 89 / Fire Apparatus

5435                    Rent/Lease – Bldgs

5455                    Staff Development

\$300/5 staff

Station 88 and 89 Personnel Licenses / Training \$5000

Prevention Training and Updated Training \$2500

Weed Abatement \$400



5470 Telephone

Cell Phones, T1 Line, MDC Air Cards, Station 88 and 89 phones/DSL and Long Distance \$15,000

5480 Business Travel/Lodge/Transportation

Station 88 and 89 \$1000

Prevention \$750

Weed Abatement \$300

5490 Utility Water

Station 88 and 89

5492 Utilities – Electric/Gas

Station 88 and 89 Electric/Propane

5625 Capital Equipment Expense –

Engine 89 Yearly Lease Payment (X7) \$78,072

Prevention Electronic Plans Table \$20,000 (One Time Expense)

Updated Automated Vehicle Location (AVL) (\$50,000) (One Time Expense for Hardware)

# DRAFT – Document in Development

*Cameron Park Community Services District*

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## Department of Covenants, Conditions and Restrictions

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The Covenants, Conditions and Restrictions (CC&R) Committee and the Architectural Review Committee are interrelated components to the CC&R Department. The CPCSD, with a full-time Compliance Officer, provides CC&R enforcement to the homeowners and property owners within the District's jurisdiction after review by the CC&R Committee. There are more than 80 distinct neighborhood CC&Rs.

The Architectural Review Committee, comprised of the Parks & Facilities Superintendent, Fire Marshall and Compliance Officer, reviews home improvement plans to the properties with in the CPCSD jurisdiction. Architectural Review fees range from \$35 for tree removal to \$270 for a new home. This fee will be under review during FY 2018/19.

This Department is offset 100% with a special tax assessment and Architectural Review fees. Budget includes legal services related to CC&R enforcement.

**CAMERON PARK COMMUNITY SERVICES DISTRICT**

**Proposed Budget**

*Fund 02 - CC&R*

**Fiscal Year 2018-19**

		FY 2017-18	FY 2018-19	
ACCOUNT	ACCOUNT DESC.	PROJECTED ACTUAL	PROPOSED	ADDITIONAL
<i>Revenues</i>				
4115	CC&R Special Tax	\$ 68,000	\$ 81,600	\$ -
4118	Delinquent Costs and Penalties	-	-	-
4135	Special Assessment	-	-	-
4140	Arc Review Fees	2,500	16,500	-
4400	Reimbursement	-	-	-
4450	Settlements	-	-	-
4505	Interest	-	-	-
	<i>Total Revenues</i>	<b>\$ 70,500</b>	<b>\$ 98,100</b>	<b>\$ -</b>
<i>Expenditures</i>				
		-	-	-
5000	Salaries - Permanent	\$ 61,642	\$ 53,262	\$ -
5150	Retirement Benefits	4,591	3,900	-
5160	Worker's Comp	825	513	-
5180	FICA/Medicare Employ	885	774	-
5190	UI/TT Contribtuion	1,038	434	-
	<i>Total salaries and benefiits</i>	<b>68,982</b>	<b>58,883</b>	<b>-</b>
5209	Advertising/Marketing	249	500	-
5210	Agency Administration Fee	2,000	2,000	-
5220	Audit/Accounting	-	-	-
5221	Bank Charge	200	200	-
5231	Computer Software	2,150	1,980	-
5235	Contractual Services	560	-	-
5240	Contractual Services	2,624	3,768	-
5250	Director Compensation	-	-	-
5260	EDC Department Agency	1,500	1,500	-
5275	Equipment-Small Tools	-	-	-
5300	Food	121	100	-
5305	Fuel	-	950	-
5320	Insurance	3,800	4,089	-
5335	Legal Services	13,037	20,000	-
5345	Maint. - Buidlings	217	-	-
5350	Maint. - Equipment	174	200	-
5370	Maint. Vehicle	1,400	600	-
5380	Memberships/Subscrip	60	30	-

**CAMERON PARK COMMUNITY SERVICES DISTRICT**

**Proposed Budget**

*Fund 02 - CC&R*

**Fiscal Year 2018-19**

		<u>FY 2017-18</u>	<u>FY 2018-19</u>	
ACCOUNT	ACCOUNT DESC.	PROJECTED		ADDITIONAL
		ACTUAL	PROPOSED	
5400	Office Supplies	2,479	1,000	-
5410	Postage	400	300	-
5415	Printing	95	-	-
5420	Professional Services	2,716	-	-
5435	Rent/Lease - Bldgs	-	-	-
5470	Telephone	3,867	2,000	-
5492	Utilities - Elec/Gas	(6,616)	-	-
	<i>Total services and supplies</i>	31,031	39,217	-
	<i>Total Expenditures</i>	\$ 100,012	\$ 98,100	\$ -
		(29,512)	-	

# DRAFT

## CC&Rs BUDGET DETAIL

ACCOUNT	ACCOUNT DESC.
<u>4110</u>	<u>Property Tax</u>
	\$12 per parcel assessment for 8600 parcels
<u>4140</u>	<u>Architectural Review Fees</u>
	Annual revenue based on past experience; Individual fees determined by fee schedule
<u>5000</u>	<u>Salaries – Permanent</u>
	1.0 FTE CC&R Compliance Officer
<u>5150</u>	<u>Retiree Benefits</u>
<u>5160</u>	<u>Worker’s Compensation</u>
<u>5180</u>	<u>FICA/Medicare</u>
<u>5190</u>	<u>UI/TT Contribution</u>
<u>5209</u>	<u>Advertising/Marketing</u>
	Advertising for CC&R Committee community volunteers if needed
<u>5210</u>	<u>SCI Contract</u>
	Contract with SCI to gather necessary data to be submitted to El Dorado County Auditor for per parcel assessment for CC&R operations
<u>5221</u>	<u>Bank Charge</u>
	Processing of Architectural Review Committee fees
<u>5231</u>	<u>Computer Software</u>
	Fee for annual contract with Metro-Scan Core Logic for software used in CC&R enforcement

5240 Contract Services

DSA Technologies – Pro Rata

5250 Director Comp

5260 EDC Department Agency

Fee charged by El Dorado County Auditor to include the CC&R assessment on the individual tax reports

5300 Food

Pro-rata share of providing bottled water at main office

5305 Fuel

Gas for vehicle used in enforcement CC&R violations

5320 Insurance

Coverage of CC&R vehicle & basic liability

5335 Legal Services

Legal fees related to CC&R enforcement

5340 Maint. – Vehicle Supplies

5345 Maint. – Buildings

5350 Maint. – Equipment

On-going maintenance of Kyocera copier

5360 Maint. Radio/Phones

5370 Main. Vehicle

New tires, oil changes, wipers, etc

5380                    Memberships/Subscriptions

Pro-rata share of

5400                    Office Supplies

Paper, envelopes, pens, cards, ink, scotch tape, etc  
staples, clips, etc.

5410                    Postage

Stamps & certified letters

5420                    Professional Services

5425                    Publications & Legal Notices

5455                    Staff Development

5470                    Telephone

Pro-rata share of telephone usage

# DRAFT – Document in Development

Cameron Park Community Services District

## Department of Parks and Facilities

The Parks and Facilities Department is responsible for the maintenance and operation of the District's parks, community center and twenty-one Lighting and Landscape Assessment Districts (LLAD). The Cameron Park Community Services District (CPCSD) has 14 parks and recreation facilities, totaling of 143.1 acres. Two-thirds (96.3 acres) is improved for recreation use. The park sites are classified as community, neighborhood, or natural area.

Park Name	Type	Total Acres	Improved Acres	Un-improved Acres	Trails (miles)	Turf Area - Acreage
Cameron Park Community Center	Community	4.1	4.1			0.50
Cameron Park Lake	Community	56.5	56.5		1.10	5.00
Christa McAuliffe Park	Community	7.1	7.1			4.00
Rasmussen Park	Community	10.1	10.1		0.75	7.00
David West Park (LLAD)	Neighborhood	6.2	3.0	3.0		2.00
Dunbar Park Site	Neighborhood	0.9		0.9		
Eastwood Park (LLAD)	Neighborhood	2.2	2.2			2.00
Gateway Park	Neighborhood	13.3		13.3		1.00
Hacienda Park	Neighborhood	4.9	4.9		0.75	1.00
Northview Park (LLAD)	Neighborhood	5.2	5.2		0.75	
Bonanza Park Site	Natural Area	12.6		12.6		
Knollwood Park Site	Natural Area	6.5		6.5		
Royal Oaks Park	Natural Area	10.4		10.4	0.50	
Sandpiper Park Site	Natural Area	3.1		3.1		
	<b>TOTAL</b>	<b>143.1</b>	<b>93.1</b>	<b>49.8</b>	<b>3.85</b>	<b>22.50</b>

This Department has four full-time employees, including

- Parks & Facilities Superintendent;
- Park Supervisor, assigned to Parks;
- Park Maintenance Worker II, assigned to Community Center;
- Park Maintenance Worker II, assigned to LLADs;

Part-time park maintenance aides are assigned in all areas year-round and seasonally. One Administrative Assistant provides support to the Parks and Administration departments. Salary costs are spread as needed to the program areas.



## DRAFT – Document in Development

### Community Center

Facilities staff is responsible for

- Pool operations including monitoring pool chemicals;
- Cleanliness of the gym, restrooms, all classrooms, kitchen, large hall, parking lot and landscaped areas;
- Room set up and take down for all facility use, both internal and external;
- Working with external reservation holders for check in and checking out, and monitoring reservation holder's activities.
- Appropriate operating permits-licenses for fire and burglar alarms, food preparation, pools;
- Repairs related to plumbing, electrical, door locks.....

Special Projects and Requests identified for upcoming year:

- Establish routine janitorial service in restrooms.
- Establish deep cleaning in kitchen and restrooms.

### Community and Neighborhood Parks

Mike to complete

- Sports fields.....
- Playgrounds.....
- Pesticides, herbicides, fertilizers.....
- Irrigation systems.....
- Lagoon.....
- Provide support for District special events and recreation activities, and to the Cameron Park Community Foundation for memorial trees and benches;
- Maintain appropriate operating permits-licenses for dam, water resources control board, department of transportation, EID recycled water, hazardous materials, back-flow preventers, air quality control board, water rights, CAL-OSHA DOSH, and pesticides.

Special Projects and Requests identified for upcoming year:

- Convert remaining Blue Ribbon temporary workers and associated costs to
  - Add two Park Maintenance Worker IIs to Parks
  - 2,100 hours of part-time, seasonal staff
- Establish pre and post-emergent spray program to minimize re-occurrence of weeds and debris in open space areas, minimizing future weed abatement crews
- Re-direct Growlersburg efforts to more skilled labor
- Establish routine janitorial service in park restrooms.

## DRAFT – Document in Development

### Open Space

- Reduce fire fuels in unimproved parks and open spaces,
- Follow-up pre-emergent treatment to prevent re-growth,
- Collaborate with Growlersberg hand crews.

### Weed Abatement in Transportation Corridors

Lead and coordinate the partnership between Fire Department, Growlersburg Crew, and County Transportation to abate weeds along major county roadways.

Mike to complete

### Lighting and Landscape Assessment Districts

Mike to provide

## CAMERON PARK COMMUNITY SERVICES DISTRICT

Proposed Budget

4000 - Parks

Fiscal Year 2018-19

ACCOUNT	ACCOUNT DESC.	PROJECTED		
		FY 2017-18	FY 2018-19	ADDITIONAL
		ACTUAL	PROPOSED	
4110	Property Tax	\$ 659,311	\$ 700,516	
4185	Community Center Rentals	-		
4190	Parks/Field Use Revenue	-	\$ 22,800	
4250	Donations	-		
4400	Reimbursement	908		
4600	Other Income	-		
4120	Quimby Fees	-		\$ 31,000
	<i>Total Revenues</i>	<u>\$ 660,219</u>	<u>\$ 723,316</u>	<u>\$ 31,000</u>
5000	Salaries - Permanent	\$ 125,283	\$ 66,300	\$ 61,738
5010	Salaries - Permanent	5,194	84,000	29,400
5135	Health - Retired	43,667	14,675	-
5130	Health & Dental	10,240	9,383	18,364
5140	Vision Insurance	405	134	260
5150	Retiree Benefits	61,975	9,884	-
5160	Worker's Comp	4,369	2,481	1,786
5180	FICA/Medicare Employ	2,199	1,675	1,276
5190	UI/TT Contribution	2,327	815	911
	<i>Total salaries and benefits</i>	<u>255,659</u>	<u>189,347</u>	<u>113,735</u>
5209	Advertising/Marketing	949	1,000	-
5210	Agency Administration Fee	12,000	17,400	-
5215	Agriculture	2,212	6,500	-
5220	Audit/Accounting	1,760		-
5221	Bank Charge	-	3,500	-
5230	Clothing/Uniforms	2,907	2,000	-
5231	Computer Software	1,950	2,500	-
5235	Contractual Services	123,400	-	-
5240	Contract Services - Other	6,500		-
5250	Director Compensation	-	1,200	-
5260	EDC Department Agency	1,500	1,800	-

**CAMERON PARK COMMUNITY SERVICES DISTRICT**

**Proposed Budget**

4000 - Parks

Fiscal Year 2018-19

		<u>FY 2017-18</u>	<u>FY 2018-19</u>	
ACCOUNT	ACCOUNT DESC.	PROJECTED		
		ACTUAL	PROPOSED	ADDITIONAL
5265	Educational Material	395	750	-
5275	Equipment-Minor/Small Tools	3,385	12,000	-
5285	Fire & Safety Supplies	1,035	1,250	-
5300	Food	1,040	1,000	-
5305	Fuel	-	9,000	-
5310	Government Fees/Permits	8,591	10,000	-
5315	Household Supplies	6,600	6,500	-
5320	Insurance	19,000	39,525	-
5335	Legal Services	150		-
5340	Maint. - Vehicle Sup	2,414	2,000	-
5345	Maint. - Buildings	9,511	12,000	31,000
5350	Maint. - Equipment	25,608	13,000	-
5355	Maint. - Grounds	56,751	50,000	-
5365	Maint. Tires & Tubes	-	2,000	-
5370	Maint. Vehicle	8,039	8,000	-
5375	Medical Supplies	-	500	-
5380	Memberships/Subscriptions	575	1,000	-
5385	Mileage Reimburse	200	500	-
5395	Miscellaneous	-	13,186	-
5400	Office Supplies	3,877	1,500	-
5405	Pool Chemicals	28,184	28,000	-
5410	Postage	-		-
5415	Printing	-		-
5420	Professional Services	21,400	41,500	-
5425	Publications & Legal Notices	-		-
5435	Rent/Lease - Bldgs	81		-
5440	Rent/Lease - Equipment	100	2,000	-
5455	Staff Development	1,750	4,500	2,500
5470	Telephone	5,486	4,700	-
5486	Tuition	50		-
5490	Utilities - Water	32,897	22,200	-
5492	Utilities - Electric/Gas	59,674	60,000	-
5500	Vandalism	1,012	3,000	-
5501	Cal Fire In Kind Purchases	4,000	6,500	-

**CAMERON PARK COMMUNITY SERVICES DISTRICT**

**Proposed Budget**

*4000 - Parks*

Fiscal Year 2018-19

		<u>FY 2017-18</u>	<u>FY 2018-19</u>	
<b>ACCOUNT</b>	<b>ACCOUNT DESC.</b>	<b>PROJECTED ACTUAL</b>	<b>PROPOSED</b>	<b>ADDITIONAL</b>
5625	Capital Equipment Expense	-	60,000	
	<i>Total services and supplies</i>	<u>454,982</u>	<u>452,011</u>	<u>33,500</u>
	<i>Total Expenditures</i>	<u>\$ 710,641</u>	<u>\$ 641,358</u>	<u>\$ 147,235</u>
		(50,422)	81,958	(116,235)

**CAMERON PARK COMMUNITY SERVICES DISTRICT**

**Proposed Budget**

7000 - COMMUNITY CENTER

Fiscal Year 2018-19

		<u>FY 2017-18</u>	<u>FY 2018-19</u>	
ACCOUNT	ACCOUNT DESC.	PROJECTED ACTUAL	PROPOSED	ADDITIONAL
4145	Community Center You	\$ 11,643		
4146	Community Center Adu	14,941		
4147	Youth Sports	59,041		
4148	CC Adult Sports	3,445		
4153	Senior Programs	6,852		
4183	Summer Kids Camp	11,662		
4184	Community Center Con	2,593		
4185	Community Ctr Rental	52,094	49,688	
4186	CC Gym Rental	22,953	12,000	
4187	Community Center Poo	48,832	71,880	
4400	Reimbursement	74		
4154	Recreation Program	-		
4190	Facility Use Revenue	-	39,140	
	<i>Total Revenues</i>	<u>\$ 234,130</u>	<u>\$ 172,708</u>	<u>\$ -</u>
5000	Salaries - Permanent	\$ 61,290	\$ 57,286	
5010	Salaries - Seasonal	69,403	52,120	
5020	Overtime	634	2,000	
5130	Health & Dental	23,705	13,792	
5140	Vision Insurance	265	281	
5150	Retiree Benefits	15,594	5,376	
5160	Worker's Compensation	5,770	620	
5180	FICA/Medicare Employer Contributic	3,949	1,586	
5190	UI/TT Contribution	8,933	204	
	<i>Total salaries and benefi</i>	<u>189,543</u>	<u>133,265</u>	-
5209	Advertising/Marketing	5,242		
5215	Agriculture	-		
5220	Audit/Accounting	1,760		
5221	Bank Charge	6,766	3,500	
5230	Clothing/Uniforms	728	750	

**CAMERON PARK COMMUNITY SERVICES DISTRICT**

**Proposed Budget**

7000 - COMMUNITY CENTER

Fiscal Year 2018-19

		<u>FY 2017-18</u>	<u>FY 2018-19</u>	
<b>ACCOUNT</b>	<b>ACCOUNT DESC.</b>	<b>PROJECTED ACTUAL</b>	<b>PROPOSED</b>	<b>ADDITIONAL</b>
5231	Computer Software	657	2,500	
5235	Contractual Services	81,841	-	(90,000)
5240	Contract Services - Other	9,568	-	-
5260	EDC Department Agency	-		
5275	Equipment-Minor/Small Tools	4,624	4,000	-
5282	Refund -- Deposit	7,227		
5285	Fire & Safety Supplies	760	400	
5290	Fire Prevent & Insp	520	400	
5300	Food	649	500	
5310	Government Fees/Permits	3,042	4,500	
5315	Household Supplies	14,005	16,000	
5316	Instructors	62,000		
5320	Insurance	10,025	21,807	-
5335	Legal Services	192		
5340	Maint. - Vehicle Supplies	-	-	
5345	Maint. - Buildings	19,336	17,000	-
5350	Maint. - Equipment	18,851	12,000	-
5355	Maint. - Grounds	7,827	8,000	-
5370	Maint. Vehicle	500	1,000	-
5375	Medical Supplies	258	150	-
5380	Memberships/Subscrip	334		
5385	Mileage Reimbursement	2,889		
5400	Office Supplies	1,625	1,000	-
5405	Pool Chemicals	24,979	25,000	-
5410	Postage	-		
5415	Printing	-		
5420	Professional Services	12,000	26,293	
5421	Program Supplies	13,500		
5431	Refund -- Activity/Pass	1,697		
5435	Rent/Lease - Bldgs	10,000		
5440	Rent/Lease - Equipment	-		
5455	Staff Development	726	750	
5465	Special Events	47		
5470	Telephone	4,873	1,500	

**CAMERON PARK COMMUNITY SERVICES DISTRICT**

**Proposed Budget**

7000 - COMMUNITY CENTER

Fiscal Year 2018-19

		<u>FY 2017-18</u>	<u>FY 2018-19</u>	
ACCOUNT	ACCOUNT DESC.	PROJECTED		
		ACTUAL	PROPOSED	ADDITIONAL
5490	Utilities - Water	8,230	12,000	-
5492	Utilities - Electric/Gas	52,300	65,000	-
5625	Capital Equipment Expense	6,586	6,500	
	<i>Total services and supplies</i>	<u>396,162</u>	<u>230,550</u>	<u>(90,000)</u>
	<i>Total Expenditures</i>	<u>\$ 585,705</u>	<u>\$ 363,815</u>	<u>\$ (90,000)</u>
		(351,575)	(191,107)	90,000



## PARKS & PLANNING DEPARTMENT - 4000 BUDGET DETAIL

ACCOUNT	ACCOUNT DESCRIPTION
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<u>4110</u>	<u>Property Tax</u>
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Allocated funds of \$700,516.

<u>4182</u>	<u>CP Lake Reservations</u>
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<u>4190</u>	<u>Parks/Field Use Revenue</u>
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<u>4195</u>	<u>Special Event Park Rental</u>
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22,800 Reflects field and parks reservation fees.

<u>4220</u>	<u>Summer Spectacular</u>
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<u>4250</u>	<u>Donations</u>
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<u>4261</u>	<u>Training Admin. Fee</u>
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<u>4400</u>	<u>Reimbursement</u>
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<u>5000</u>	<u>Salaries – Permanent</u>
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Full Time benefitted district employees

Additional reflects the hiring of 3 permanent, part time employees at \$14.00 per hour – 1000 hours annually. Benefits amounts included in FICA, WC & UI/TT

<u>5010</u>	<u>Salaries – Seasonal</u>
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Temporary and seasonal district staff

<u>5020</u>	<u>Overtime</u>
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Over time compensation for employees

<u>5130</u>	<u>Health &amp; Dental</u>
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Health and dental for full time benefitted employees

<u>5135</u>	<u>Retired: Health</u>
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5140 Vision Insurance

Vision insurance for full time benefitted employees

5150 Retiree Benefits

Allocated amount of \$76,800.00 (in addition to amount in Personnel Budgeted Report)

5160 Worker's Compensation

5180 FICA/Medicare Employer Contribution

5190 UI/TT Contribution

5210 Agency Admin

Allocated funds of \$17,400.

5215 Agriculture

This account is used for Country and State fees which include County and State organizations like, DWR (Department Of Water Resources), Fish and Game, County Agriculture Department Etc.

5220 Audit/Accounting

5230 Clothing/Uniforms

This account would supply the uniforms needed for all Parks staff. Cost would include, t-shirt, jackets, and steel toe work boots.

5231 Computer Software

Computer software would include upgrades to the Lagoon pool controller. Also includes maintenance and/or upgrades to the districts security cameras, computer software, etc.

5235 Contractual Services

5236 Contractual – PS

5240 Contract Services

5265 Educational Material

Materials to invest in the continued training and growth for our full time benefitted employees.

5275 Equipment-Minor/Small

Equipment and tools to perform our day to day tasks. The account also covers the necessary tools for the Cal-Fire inmate crew.

5282 Refund—Deposit

5285 Fire & Safety Sup

Safety continues to be a key function of the Parks department. This fund will be used for any safety supplies the Parks department needs. These items include, fire extinguishers, safety vests, cones, etc.

5300 Food

This account covers food costs for staff appreciation events. Also includes coffee for the Parks department.

5305 Fuel

Covers the cost of fuel for the Parks department. Also covers fuel for various pieces of equipment.

5310 Gov't Fees & Permits

This fund covers the reports we file with the State for Cameron Park Lake. These reports are created and submitted by Stratus Environment. We also use this account for County Agriculture, Encroachment permits and Fish and Game permits.

5315 Household Supplies

Funds are for janitorial supplies in the Parks restrooms.

5320 Insurance

Allocated amount of \$39,525.

5340 Maint. – Vehicle Sup

This account is used for minor vehicle supplies and equipment.

5345 Maint. – Buildings

This account is used to maintain and repair buildings for which the Parks department is responsible for. This includes the Parks shop, Park restrooms, well houses and concession stands. I have identified some major needs the district should address.

5350 Maint. – Equipment

This account cover the maintenance of all the equipment within the department. Items covered would be, lawn mowers, tractor, utility vehicles, chain saws, weed eaters Etc.

5355 Maint. – Grounds

This account provides general funding for grounds and field supplies. It is mainly used to maintain the Parks system.

5360                    Maint. Radio/Phones

5365                    Maint. Tires & Tubes

This account covers new Tires for district vehicles. We have 2 vehicles that are in need of new tires.

5370                    Main. Vehicle

The district has a temporary employee who helps us with our mechanical maintenance. This cost remains fairly low due to the employee's knowledge and expertise in this area. We still need to allocate funds for this account because the district has some older, high mileage vehicles.

5375                    Medical Supplies

This account is used for first aid stock for the department.

5380                    Memberships/Subscriptions

The district has employees who hold certifications and memberships that benefit the district. This account pays for the subscription of those certifications and memberships.

5385                    Mileage Reimburse

From time to time district staff has to use their person vehicles. This mainly falls under the Parks Superintendent. We do not have enough vehicles at times to keep up with the demand.

5395                    Miscellaneous

This account is going to be used for our turf maintenance program.

5400                    Office Supplies

This account funds the various office supplies needs to operate.

5405                    Pool Chemicals

I do not foresee any major changes in the amount needed to keep the Lagoon operational for the summer months. I will be watching this account closely to give the district a better idea of where we actually land next fiscal year.

5410                    Postage

5420                    Professional Services

Professional services are contracts used to help out the department. They include, On the Spot Janitorial, DSA, Sierra Security, Uptown Studios, D&Z Engineering and El Dorado Weed Control.

5440 Rent/Lease – Equipment

This account funds the rental of equipment the district currently does not own. The department needs the ability to rent equipment if needed for an emergency. The account will also fund the aeration equipment for the use on the districts sports fields.

5455 Staff Development

The department fully supports full time staff to seek additional training to maximize their skill set. This will only benefit the district. I propose an addition \$1,500 so staff can continue their growth within this industry. As the department starts to implement new technology and practices, staff will need to be trained to keep them up to speed.

5470 Telephone

This account may vary a bit depending on what the district truly needs. The district just added Verizon phones and hot spots for the staff and irrigation systems. After 90 days of activation we are going to look back at our actual usage and use that to create the appropriate plan. This account also includes the Parks shop landline phones.

5486 Tuition

5480 Travel/Lodging

5486 Tuition

5490 Utilities – Water

This account is for the Parks department irrigation and restroom water. I predict a 20% water savings throughout the department.

5492 Utilities – Electric/Gas

This account is used for all the electrical and gas consumption for the department. Most of this account gets used by the Lagoon and the 2 wells the district utilizes. This also includes lighting and power for the department.

5493 Utilities

5500 Vandalism

Vandalism is an unforeseen expense and is solely based on damaged done. I am basing budgeted amount on last years approved budget.

5501                    Cal Fire In Kind Purchases

The account is used to compensate Cal-Fire for the use of their inmate crews.

5625                    Capital Equipment Expense

This fund is where the department is recommending some additional funds to repair the infrastructure and equipment. The department is asking for \$59,405 to accomplish this. The itemized list is below:

- \$9,655: Sealing and painting the rest of Rasmussen's parking lot. 36,888 SQFT
- \$3,000: Additional Benches for the Cameron Park Lake Tennis Courts
- \$2,500: 4 new picnic benches and 2 new BBQ's
- \$4,000: Repair the damage to the wood fence around the Parks shop
- \$13,500: 300 yards of playground mulch
- \$5,000: Repaint the restrooms at Rasmussen Park
- \$5,250: Replace the well pump at Rasmussen (not sure if needed yet)
- \$2,000: Add gates to the home run fence at Rasmussen
- \$1,500: Replace 4 damaged poles on the outfield baseball fence at Rasmussen
- \$13,000: A new utility vehicle to replace the old golf cart

# DRAFT

PARKS & PLANNING DEPARTMENT-7000  
BUDGET DETAIL

<u>ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>
<u>5000</u>	<u>Salaries – Permanent</u> Full Time benefitted district employees
<u>5010</u>	<u>Salaries – Seasonal</u> Seasonal and temporary part time staff
<u>5020</u>	<u>Overtime</u>
<u>5130</u>	<u>Health &amp; Dental</u>
<u>5135</u>	<u>Retired: Health</u>
<u>5140</u>	<u>Vision Insurance</u>
<u>5150</u>	<u>Retiree Benefits</u>
<u>5160</u>	<u>Worker’s Compensation</u>
<u>5180</u>	<u>UI/TT Contribution</u>
<u>5190</u>	<u>UI/TT Contribution</u>
<u>5209</u>	<u>Advertising/Marketing</u>
<u>5210</u>	<u>Agency Admin</u>
<u>5215</u>	<u>Agriculture</u>
<u>5220</u>	<u>Audit/Accounting</u>
<u>5221</u>	<u>Bank Charge</u>
<u>5230</u>	<u>Clothing/Uniforms –</u>

This accounts covers work related clothing such as T-shirts, jackets and steel toe work boots.

5231 Computer Software –

This account would be for upgrading the HVAC computer software and upgrading the pool chemical controller to allow remote access.

5235 Contractual Services

5236 Contractual – PS

5240 Contract Services  
moved to professional Services

5250 Director Comp

5260 Employer FICA/MED

5265 Educational Material

5270 Elections

5275 Equipment-Minor/Small

Funding for the day to day tools and equipment to maintain the facility

5285 Fire and Safety Supplies

Any safety related items including glasses, gloves, masks etc

5290 Fire prevention and inspection

This account is for our annual hood cleaning and fire riser inspection in the kitchen.

5320 Insurance

This includes the allocated amount of \$21,807.00 in addition to our proposed amount of \$5,000.00.

5335 Legal Services

5340 Maint. – Vehicle Sup

5345 Maint. – Buildings



This account is used to maintain and repair the Community Center. This is the primary account for maintenance of the Community Center.

5350                    Maint. – Equipment

Funds would be used maintain the equipment such as lighting, HVAC, community pool, audio / visual etc.

5355                    Maint. – Grounds

Funds used to maintain the exterior landscape of the Community Center. Irrigation, fertilization, plants etc.

5360                    Maint. Radio/Phones

5365                    Maint. Tires & Tubes

5370                    Main. Vehicle

The Community Center has a designated vehicle. This account would be used to make any necessary repairs to this vehicle

5375                    Medical Supplies

This account is used to restock the first aid kits

5380                    Memberships/Subscriptions

5385                    Mileage Reimburse

5395                    Miscellaneous

5400                    Office Supplies

This account is used for purchasing any office supplies needed.

5405                    Pool Chemicals

I do not foresee any major changes in the amount from last year. I will be watching this account closely to give the district a better idea of where we actually land next fiscal year.

5410                    Postage

5415                    Printing

5420 Professional Services

This includes the allocated amount of \$10,800.00.

This also includes the allocated amount of \$3,768.00 for (base) DSA service

Also includes outside janitorial help \$11,725.

5425 Publications & Legal Notices

5431 Refund—Activity/P

5435 Rent/Lease – Bldgs.

5440 Rent/Lease – Equipment

5455 Staff Development

The department fully supports full time staff to seek additional training to maximize their skill set. This will only benefit the district. I propose an addition \$750 so staff can continue their growth within this industry. As the department starts to implement new technology and practices, staff will need to be trained to keep them up to speed.

5470 Telephone

Use of district cell phones for facilities staff.

5486 Tuition

5480 Travel/Lodging

5490 Utilities – Water

This account is used for all of the department's water usage. The usage includes irrigation and restroom water. I am predicting a 15% water savings for the Community Center. This % is solely based on the fact that the department gets the irrigation systems working efficiently, which is going to be quite a bit of work. There are unforeseen issues that could arise.

5492 Utilities – Electric/Gas

This account is used for all the electrical and gas consumption for the Community Center including the pool.

5493 Utilities

5500 Vandalism

5501                    Cal Fire In Kind Purchases

5625                    Capital Equipment Expense

Heat exchange pump \$3,000

Storage shed for facilities \$3,500

## PARKS & PLANNING DEPARTMENT BUDGET DETAIL

### LLAD Narrative

**LLAD's-** The District has 6 major LLAD's that we are responsible for maintaining. We are also responsible for 13 other LLAD's. These LLAD's only have street lights. We pay for the electricity of those street lights. The district and LLAD's are in desperate need of some turf maintenance equipment. I am prospering that we spend some of the county funds to upgrade our equipment. This will make our turf program much more efficient and effective.

**45 Northview** – Includes maintenance of Northview. Northview consists of a Playground with a shade canopy and a large decomposed walking path. There is minor landscape throughout the Park. Northview is in need of some additional playground fiber. I budgeted \$4000 to have 100 yards of playground mulch installed.

**43 David West Park** – David West is a Sports Field that is funded by the LLAD. David West has a large turf area that is used by Little League and Flag Football. It also consists of a parking lot, shrubbery and trees throughout the park. The sports turf is need of some turf grass and soil corrections. I budgeted \$1,750 to correct the soil and irrigation at David West.

**42 Eastwood Park** – Eastwood consists of a Neighborhood Park and roadway landscaping. Eastwood consists of oak trees, turf grass and a large concrete path throughout the park. It is also responsible for the landscape located along Meter Rd. Eastwood is in need of some irrigation corrections and upgrades.

**46 Cameron Valley - Cameron** Valley consists of long stretches of landscape along sidewalks and roadways. Cameron Valley has very little resources to keep the LLAD maintained.

**Bar J A 39 & 50** – Bar J A consists of landscaping along Country Club and Merrychase Dr. This landscape consists of trees and shrubbery along a walking a jogging paths. Bar J A is in need of some black top side walk repair. I budgeted to have \$23,000 of work done to correct the tripping hazards. We could also dress the area up with some new mulch / bark.

**40 Bar J B** – Bar J B consists of landscaping along walkways and paths. We should add some bark and mulch to the area to dress it up. Bar J B is another LLAD that has minimal resources.

Below are the 13 LL&D's that we are responsible for. They only contain street lights and we are responsible for paying the electricity costs. We also report the damaged or burnt out light fixture to PG&E for repair.

- Bell Woods 49
- Silver Springs 48 "Undeveloped"
- Cambridge Oaks 44
- Cameron Woods 8 47
- Cameron Woods 1-4 38
- Unit 12 37
- Viewpoint 34
- Unit 8 33
- Unit 7 32
- Unit 6 31
- Airpark 30
- Goldorado 35
- Unit 11
- Creekside 41

**LLAD Capital Expense**

- New ¾ ton district vehicle with lumber rack and tool boxes \$30,000
- Leaf Vacuum \$4,200
- New Exmark or Toro Lawn Mower \$12,000
- Storage Container for equipment \$3,500
- Toro stand on turf Aerator \$11,420

**ACCOUNT      ACCOUNT DESC.**

5000              Salaries – Permanent –

Additional: \$28,000.00 reflects the hiring of 2 permanent, part time employees at \$14.00 per hour – 1000 hours annually. No benefits

BR Proposed subtract Additional equals an \$13,250.00 savings. (\$41,250.00 - \$28,000.00 = \$13,250.00)

5235              Contractual Services –

Feb – June 2018 Projected: \$19,495. Looks too low

\$41,250: 2018-19 with Blue Ribbon proposed. This is based upon two BR emp., at 1000 hrs. each fiscally (no benefits). One would be paid at \$21.75 per hour and one at \$19.50 per hour.

**CAMERON PARK COMMUNITY SERVICES DISTRICT**

**Proposed Budget**

*Fund 30-50 - LL&Ds*

Fiscal Year 2018-19

		FY 2018-19	
ACCOUNT	ACCOUNT DESC.	PROPOSED	ADDITIONAL
<i>Revenues</i>			
4135	Special Assessments	\$ 271,273	
4350	Special Assessments		
4998	Auditor Adj- Fund Balance	\$ 24,691	\$ 90,320
4505	Interest Income		
<i>Total Revenues</i>		\$ 295,964	\$ -
<i>Expenditures</i>			
5000	Salaries - Permanent	\$ 58,916	
5336	Salaries - Permanent	39,840	
5130	Health & Dental	13,140	
5140	Vision Insurance	179	
5160	Worker's Comp	3,138	
5180	FICA/Medicare Employ	1,398	
5190	UI/TT Contribution	1,152	
<i>Total salaries and benefits</i>		117,763	-
5210	Agency Admin Fee	18,000	
5215	Agriculture		
5235	Contractural Service		
5230	Clothing/Uniforms	1,500	
5240	Contractural Service		
5255	District Overhead		
5275	Equipment-Minor/Small Tools	1,200	
5305	Fuel	2,400	
5335	Legal Services		
5340	Maint. - Vehicle Sup	500	
5350	Maint. - Equipment	4,900	
5355	Maint. Grounds	17,000	27,000
5370	Maint. - Vehicle	1,250	
5455	Staff Development	1,200	
5470	Telephone	900	
5420	Professional Services (Engineering)		
5490	Utilities - Electric	14,937	

**CAMERON PARK COMMUNITY SERVICES DISTRICT**

**Proposed Budget**

*Fund 30-50 - LL&Ds*

Fiscal Year 2018-19

		<u>FY 2018-19</u>	
ACCOUNT	ACCOUNT DESC.	PROPOSED	ADDITIONAL
5492	Utilities- Electirc/Gas	114,413	
5495	Utilites - Water/Irr		
5625	Capital Improvement		63,320
9999	Reconciliation Account		
	<i>Total services and supplies</i>	<u>178,200</u>	<u>90,320</u>
	<i>Total Expenditures</i>	<u>\$ 295,963</u>	<u>\$ 90,320</u>

# DRAFT – Document in Development

Cameron Park Community Services District

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## Department of Recreation

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The Recreation Department consists of a full-time Recreation Supervisor, full-time Recreation Coordinator, and up to 75 seasonal employees who serve as lifeguards, Cameron Park Lake kiosk and concession workers, and summer camp staff. Two part-time staff work year round to support the front desk operations, special events and youth sports program.

The Department provides opportunities for a wide variety of activities to all age groups. The programs and events coordinated by the Recreation Department include:

- Enrichment Classes for adults, mature adults and youth classes are organized year-round on fitness, sports, cooking, gardening, games, music, art, foreign languages, safety and informational topics. Summer youth classes in subjects such as science, NASA, robots, arts, drama Legos, electronics, dance, exercise, horses and sports are available.
- Adult and Youth Sports program including basketball, volleyball, futsal, baseball and softball.
- Coordinate the scheduling of sports fields for youth sports, such as little league.
- Expanded Senior Activities for art, fitness, day trips and education; continuation of table games and social activities.
- Aquatics Center, with swim lessons, exercise programs and a mermaid school.
- Cameron Park Lake & Swim Lagoon operations for swimming, boat rentals and concessions.
- The summer Youth Day Camp program runs from the end of May to the beginning of August, Monday through Friday, 7:30 a.m. to 6:30 p.m. Youth from 1<sup>st</sup> through 7<sup>th</sup> grades enjoy drama, cooking, arts/crafts, games, sports, swimming, time at Cameron Park Lake and a special trip each week.
- Sponsorships and grants from local organizations are solicited to help offset the cost of events and activities. Applications for grants are also prepared.
- Marketing
  - Several efforts go into marketing the CPCSD.
  - Activities Guide
    - This is produced three times a year and is posted to the CPCSD website, mailed to every household within the 95682 zip code and hand-delivered to local businesses. It includes the District's classes, programs, events and parks/recreation facilities.



## DRAFT – Document in Development

- A newsletter is emailed monthly to a mailing list of over 3,000 recipients and posted to the CPCSD website.
- Manage social media sites, Facebook and Twitter
- Volunteer Administration
- Special Events : Movie Nights (partner: Library), Concert Series, It's a Wedding Affair, Affair of the Heart (partner: Marshall Medical Center), Easter Egg Hunt, Community Clean-up Day and Yard Sale, Community Services Showcase, Spring Craft and Garden Show, Trucks and Tunes, Welcome to Summer, Summer Spectacular, Community Campout, Pooch Plunge & Laps at the Lake, Halloween Carnival and Pumpkin Patch, Christmas Craft Faire, Run with Santa/Pancake Breakfast (partner: Cameron Park Fire Fighters Association), Tree Lighting Ceremony (Partners: Rotary, Cameron Park Community Foundation, Chamber of Commerce)

Attendance # for types of programs.....

**CAMERON PARK COMMUNITY SERVICES DISTRICT**

**Proposed Budget**

*5000 - Recreation*

Fiscal Year 2018-19

		<u>FY 2017-18</u>	<u>FY 2018-19</u>	
ACCOUNT	ACCOUNT DESC.	PROJECTED ACTUAL	PROPOSED	ADDITIONAL
<i>Revenues</i>				
4110	PropertyTax	\$ 194,588	\$ 194,588	\$ -
4145	Youth Programs	32,370	31,635	-
4146	Adult Programs	25,258	24,724	-
4147	Youth Sports	90,465	82,015	-
4148	Adult Sports	14,233	13,740	-
4149	Camp Revenues	11,702	10,670	-
4154	Recreation Program	10,435	10,435	-
4170	Special Events	41,328	35,000	-
4180	CP Lake Day - Kiosk	34,000	34,000	-
4181	CP Lake Season Pass	20,661	15,700	-
4182	CP Lake Reservations	2,010	1,660	-
4183	Summer Kids Camp	34,000	34,000	-
4184	CP Lake Concessions	6,500	6,500	-
4186	Gym Use Fees	12,000	12,000	-
4187	Community Center Pool Use Fees	62,625	62,625	-
4190	Parks/Facility Revenue	4,200	4,200	-
4195	Special Event Park Rental	-	-	-
4209	Brochure Ads	1,000	1,000	-
4215	Grill'n & Chill'n	-	-	-
4220	Summer Spectacular	29,020	28,000	-
4255	Sponsorships	34,500	20,000	-
4400	Reimbursement	-	-	-
<i>Total Revenues</i>		<u>\$ 660,894</u>	<u>\$ 622,492</u>	<u>\$ -</u>
<i>Expenditures</i>				
5000	Salaries - Permanent	\$ 50,617	\$ 84,181	\$ -
5010	Salaries - Seasonal	24,096	156,417	-
5130	Health & Dental	16,306	32,921	-
5135	Retired: Health	-	-	-
5140	Vision Insurance	272	412	-
5150	Retiree Benefits	2,589	11,726	-
5160	Worker's Compensation	2,247	1,861	-
5180	FICA/Medicare Employer Contributic	2,125	-	-
5190	UI/TT Contribtuion	3,293	499	-

**CAMERON PARK COMMUNITY SERVICES DISTRICT**

**Proposed Budget**

5000 - Recreation

Fiscal Year 2018-19

ACCOUNT	ACCOUNT DESC.	FY 2017-18		FY 2018-19	
		PROJECTED		PROPOSED	ADDITIONAL
		ACTUAL			
	<i>Total salaries and benefits</i>	101,545		288,017	-
				-	
5209	Advertising/Marketing	20,638		41,000	-
5210	Agency Administration Fee	-		4,833	-
5220	Audit/Accounting	1,760		4,833	-
5221	Bank Charge	3,124		4,500	-
5230	Clothing/Uniforms	423		500	-
5231	Computer Software	1,560		12,600	rec trac migra
5235	Contractual Services	15,500		8,000	
5240	Contract Services - Other	3,200		3,768	
5260	EDC Department Agency	1,200		1,800	Lafco
5275	Equipment-Minor/Small Tools	130		500	
5282	Refund -- Deposit	400		-	
5285	Fire & Safety Sup	484		-	
5300	Food	1,100		2,100	
5310	Govt Fees & Permits	297		-	
5316	Instructors	34,884		74,990	
5320	Insurance	125		14,992	
5335	Legal Services	32		-	
5350	Maint. - Equipment	1,318		1,000	copier
5375	Medical Supplies	508		500	firts aid
5380	Memberships/Subscriptions	230		460	cprs
5385	Mileage Reimbursement	-		3,800	busses for KK
5400	Office Supplies	742		2,000	
5410	Postage	199		400	corresponden
5415	Printing	-		-	
5420	Professional Services	3,228		9,840	Loomis/sherifi
5421	Program Supplies	3,949		17,410	
5431	Refund -- Activity/Pass	815		-	
5435	Rent/Lease - Bldgs	1,081		10,300	camerado/blu
5440	Rent/Lease - Equipment	19		-	
5455	Staff Development	100		500	
5465	Special Events	12,775		13,000	
5466	Summer Spectacular	8,502		52,000	
5470	Telephone	5,000		3,700	
5480	Travel/Lodging	399		-	

**CAMERON PARK COMMUNITY SERVICES DISTRICT**

**Proposed Budget**

*5000 - Recreation*

Fiscal Year 2018-19

		<u>FY 2017-18</u>	<u>FY 2018-19</u>	
<b>ACCOUNT</b>	<b>ACCOUNT DESC.</b>	<b>PROJECTED ACTUAL</b>	<b>PROPOSED</b>	<b>ADDITIONAL</b>
5492	Utilities - Elec/Gas	15,000	6,616	-
	<i>Total services and supplies</i>	<u>138,720</u>	<u>295,943</u>	-
	<i>Total Expenditures</i>	<u>\$ 240,265</u>	<u>\$ 583,960</u>	<u>\$ -</u>
		420,630	38,532	