



CAMERON PARK COMMUNITY SERVICES DISTRICT

2502 County Club Drive
Cameron Park, CA 95682
(530) 677-2231 Phone
(530) 677-2201 Fax
www.cameronpark.org

AGENDA

Regular Board of Directors' Meetings are held
Third Wednesday of the Month

REGULAR BOARD MEETING
Wednesday, January 17, 2018
6:30 p.m.

Board Members

Holly Morrison	President
Margaret Mohr	Vice President
Monique Scobey	Board Member
Greg Stanton	Board Member
Ellie Wooten	Board Member

Notice to the Public

An AGENDA in FINAL FORM is located in the Reception area in the District Office and posted at each of the Cameron Park Fire Stations and on the District's website at www.cameronpark.org. Support material is available for public inspection at the District Office and on the District website. 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 which is distributed less than 72 hours prior to the meeting, is available for public inspection at the same time the writing is distributed to the members of the Board of Directors. Such written documents will be made available at the District Office and on the District website.

The Cameron Park Community Services District is committed to ensuring that all persons are provided the resources to participate in its public meetings. Please contact the District office at 530-677-2231 or cpcsd@cameronpark.org if you require public documents in alternate formats or accommodation during public meetings.

1. CALL TO ORDER

- Roll Call
 - Pledge of Allegiance
-

2. ADOPTION OF THE AGENDA

The Board will make any necessary additions, deletions, or corrections to the Agenda and motion to adopt the Agenda.

3. RECOGNITIONS AND PRESENTATIONS

Board of Directors express appreciation to members of the community, District staff, or the Board for extra efforts as volunteers, committee members or community-minded citizens.

Board of Directors receive guest speakers who have been invited to present items to the Board that are of interest to the District.

- a. California Special District Association – Dane Wadle, CPFO, Public Affairs Field Coordinator
-

4. APPROVAL OF CONSENT AGENDA

The following Consent Agenda items are considered routine and will be acted upon by the Board without discussion with one vote. Any item may be removed from the Consent Agenda by a Board member or a member of the audience and placed under General Business #6a. to be discussed and acted upon individually.

- a. Conformed Agenda - Board of Directors Meeting, December 20, 2017
 - b. Staff Reports
 - General Manager
 - Fire Department
 - Recreation Department
 - Parks Department
 - Covenants, Conditions & Restrictions (CC&R) Department
 - c. Financial Report
 - d. Approve Continuing Agreement with SCI Consulting Firm
 - e. Approve Budget Adjustment for the annual Fire Truck Lease Payment
-

5. OPEN FORUM FOR NON-AGENDA ITEMS

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.

6. GENERAL BUSINESS

For purposes of the Brown Act §54954.2 (a), items below 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.

- a. Items removed from the Consent Agenda for Discussion
 - b. APPROVE Fiscal Year 2015/16 Audited Financial Statements, presenter Michael O'Conner, Certified Public Accountant, R. J. Ricciardi, Inc. Certified Public Accountants
 - c. APPROVE District Organizational Chart and APPROVE Filling a Finance/Human Resources Officer Position
 - d. FIRE & EMERGENCY SERVICES CONTRACT - ACTIONS FOR CONSIDERATION:
 - AUTHORIZE the Release of Fire & Emergency Services Request for Proposal;
 - APPROVE the Selection Process for Fire & Emergency Services;
 - DIRECT THE GENERAL MANAGER to negotiate directly with CAL FIRE for a long term contract for Fire and Emergency Services, and to have staff return to the Board of Directors with a proposed contract and a comprehensive FY 2018-19 Fire Department Budget.
 - e. Director Morrison will Announce the Standing Committee Assignments for the Following Committees: Budget & Finance; Covenants, Conditions & Restrictions (CC&R); Fire & Emergency Services; and Parks & Recreation.
-

7. BOARD INFORMATION ITEMS

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. General Matters to/from Board Members and Staff
 - b. Local Area Formation Commission (LAFCO)
 - c. Committee Reports
 - Budget & Administration
 - Covenants, Conditions & Restrictions (CC&R)
 - Fire & Emergency Services
 - Parks & Recreation
-

8. ADJOURNMENT

DRAFT CONFORMED AGENDA

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



Wednesday, December 20, 2017 **6:00 p.m. Closed Session**
Board will convene into
Closed Session after Public
Comment
6:30 p.m. Regular Meeting

Board of Directors
HOLLY MORRISON (HM), Vice-President
Directors: MARGARET MOHR (MM), MONIQUE SCOBAY (MS),
GREG STANTON (GS), ELLIE WOOTEN (EW)

CALL TO ORDER – 6:03 p.m.

ROLL CALL - HM, MS, GS, EW MM arrived at 6:12 p.m.

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.

None

CONVENE INTO CLOSED SESSION

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

Conference with Legal Counsel – Anticipated Litigation
Government Code Section 54956.9(b) – one (1) potential case

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.

Closed item was discussed at agenzied and direction has been given to staff.

PLEDGE OF ALLEGIANCE

ADOPTION OF THE AGENDA AND APPROVAL OF CONSENT CALENDAR

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

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

- *Pull items number 4 and 6 from the Consent Calendar and move to Department Matters under number 7 for discussion.*
- *The presentation from Chief Clive Savacool may have to be delayed until such time as he arrives.*

GS/MS - Motion passed
Ayes – HM, MM, MS, GS, EW
Noes – None
Abstain – None
Public Comment - None

DRAFT CONFORMED AGENDA

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.

Fire Chiefs Association Initiative for Alternative Funding Source – Chief Clive Savacool, President, Fire Chiefs Association

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.

Bill Carey

BEGINNING OF CONSENT CALENDAR

1. APPROVAL OF DRAFT CONFORMED AGENDAS

- a. Parks & Recreation Committee Meeting, November 6, 2017
- b. Board of Directors Meeting, November 15, 2017

2. STAFF REPORTS

- a. General Manager
- b. Fire Department
- c. Recreation Department
- d. Parks Department
- e. Covenants, Conditions & Restrictions (CC&R) Department

3. FINANCIAL REPORT

4. RESOLUTION NO. 2017-19 AUTHORIZING PROPOSAL SUBMISSION FOR THE AB 2766 VEHICLE EMISSIONS REDUCTION GRANT FOR THE SUMMER SPECTACULAR SHUTTLE IN 2018 AND 2019

Recommended Action: Receive and Approve Resolution No. 2017-19 Directing Staff to the Submit Grant Proposal for the AB 2766 Motor Vehicle Emissions Reduction Grant for 2018 and 2019

This item was pulled from the Consent Calendar and moved to Department Matters under #7 for discussion.

5. EL DORADO SOLID WASTE ADVISORY COMMITTEE (EDSWAC) APPOINTMENT

Recommended Action: Receive and Appointment Jill Ritzman, General Manager, to the El Dorado Solid Waste Advisory Committee

CLARIFICATION: This Board is not appointing the General Manager to the El Dorado Solid Waste Advisory Committee, the El Dorado County Board of Supervisors will be doing that. This Board is recommending the General Manager be appointed.

DRAFT CONFORMED AGENDA

6. FIRE IMPACT MITIGATION FEE AGREEMENT WITH EL DORADO COUNTY FOR THE COLLECTION OF FEES ON BEHALF OF THE CAMERON PARK COMMUNITY SERVICES DISTRICT

Recommended Action: Receive and Approve the Agreement with El Dorado County for the Collection of Fire Impact Mitigation Fees by the County on Behalf of the Cameron Park Community Services District

This item was pulled from the Consent Calendar and moved to Department Matters under #7 for discussion.

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.

7. ITEMS REMOVED FROM THE CONSENT CALENDAR FOR DISCUSSION

4. RESOLUTION NO. 2017-19 AUTHORIZING PROPOSAL SUBMISSION FOR THE AB 2766 VEHICLE EMISSIONS REDUCTION GRANT FOR THE SUMMER SPECTACULAR SHUTTLE IN 2018 AND 2019

Recommended Action: Receive and Approve Resolution No. 2017-19 Directing Staff to the Submit Grant Proposal for the AB 2766 Motor Vehicle Emissions Reduction Grant for 2018 and 2019

Motion to approve Resolution No. 2017 directing staff to submit grant proposal for the AB 2766 Motor Vehicle Emissions Reduction Grant for 2018 and 2019.

GS/MS – Motion passed

Ayes - HM, MM, MS, GS, EW

Noes – None

Abstain – None

Public Comment – Lydia Roseby

6. FIRE IMPACT MITIGATION FEE AGREEMENT WITH EL DORADO COUNTY FOR THE COLLECTION OF FEES ON BEHALF OF THE CAMERON PARK COMMUNITY SERVICES DISTRICT

Recommended Action: Receive and Approve the Agreement with El Dorado County for the Collection of Fire Impact Mitigation Fees by the County on Behalf of the Cameron Park Community Services District

Motion to approve agreement with El Dorado County for the collection of fire impact mitigation fees by the County on behalf of the Cameron Park Community Services District.

GS/MS – Motion passed

Ayes - HM, MM, MS, GS, EW

Noes – None

Abstain – None

Public Comment – None

8. PROPOSED RESOLUTION NO. 2017-14 TO INFLUENCE BOUNDARIES OF THE LOCAL ASSISTANCE AREA

Recommended Action: Not Approve Proposed Resolution No. 2017-14

Motion to not approve proposed Resolution No. 2017-14.

GS/MM - Motion passed

Ayes – HM, MM, MS, GS, EW

Noes – None

Abstain – None

Public Comment – Steve Long, Barbara Rogers

DRAFT CONFORMED AGENDA

9. RESOLUTION NO. 2017-15 FORMALLY ESTABLISHING A SENIOR PROGRAM FOR THE DISTRICT

Recommended Action: Receive, Discuss and Adopt Resolution No. 2017-15 Formally Establishing a Senior Program for the District

Motion to adopt Resolution No. 2017-15 formally establishing a senior program for the District with the correction to the Date and Time on the Senior Programing Outline (Monday – Friday instead of Mondays, Wednesdays and Fridays).

MS/GS - Motion passed

Ayes – HM, MM, MS, GS, EW

Noes – None

Abstain – None

Public Comment – Gerald Lillpop, Lydia Roseby, Roger Berger, Dave Gelber, Bill Carey, Bev Huffman, Barbara Rogers

10. REQUEST FOR PROPOSAL FOR CAMERON PARK LAKE DAM EMERGENCY ACTION PLAN

Recommended Action: Approve Request for Proposal and Authorize a Formal Bid for Engineering Services to Develop a Cameron Park Lake Dam Emergency Action Plan

Motion to approve the Request for Proposal and authorize a formal bid for engineering services to develop a Cameron Park Lake Dam Emergency Action Plan.

MS/GS - Motion passed

Ayes – HM, MM, MS, GS, EW

Noes – None

Abstain – None

Public Comment - None

11. DRAFT BOARD OF DIRECTORS' MEETING AGENDA TEMPLATE

Recommended Action: Approve New Board of Directors' Meeting Agenda Template

Motion to approve the new Board of Directors' meeting agenda template.

GS/MM - Motion passed

Ayes – HM, MM, MS, GS, EW

Noes – None

Abstain – None

Public Comment – None

DRAFT CONFORMED AGENDA

12. ELECTION OF PRESIDENT AND VICE PRESIDENT; STANDING COMMITTEE ASSIGNMENTS

Recommended Action: Nominate and Elect Board of Directors' President and Vice President

Motion to elect Director Morrison as Board of Directors' President.

MS/EW - Motion passed

Ayes – HM, MM, MS, GS, EW

Noes – None

Abstain – None

Public Comment - None

Motion to elect Director Mohr as Board of Directors' Vice President.

GS/MS - Motion passed

Ayes – HM, MM, MS, GS, EW

Noes – None

Abstain – None

Public Comment - None

13. 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

Approved 2018 meeting calendar, ratified a resolution in appreciation for Dale Coco, created a budget ad hoc committee and approved the lease agreement for the LAFCO offices to stay where they are.

MS - Attended the Santa Parade and toured the fire stations.

MM - Merry Christmas and happy New Year, requested correction of her email address on the new roster.

EW - Attended the concert and suggested more.

GS - We are missing a music opportunity by not utilizing local school bands. Fire incidents are down this year and Community Center facility rentals are up. The craft fair was great. Appreciate staff working with Eagle Scouts. Kudos to staff, the General Manager and CAL FIRE. Clarified an item mentioned during Open Forum regarding the budget.

Jill - There was a glitch with the video from the November Board meeting and it is unusable.

HM - Craft fair was great and the breakfast was packed. The Christmas tree looks beautiful. Roster should include cell phone numbers and designate so. Thanked the General Manager for informative email.

14. COMMITTEE REPORTS

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

Discussed inclusion of the public in committees. Decided to postpone this issue.

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

None

c. **Fire and Emergency Services** – Chair Director Morrison, Vice Chair Director Wooten and Alternate Director Mohr

Mr. Long made a presentation and the General Manager had a meeting with the County regarding weed abatement. Discussed success of Santa Run and breakfast. The crab feed will be February 17, 2018.

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

Hacienda Park has been invaded by voles and moles. Rain has caused surface blistering of the pickle ball courts. Draft work plan was discussed.

DRAFT CONFORMED AGENDA

ADJOURNMENT – 9:11 p.m. - in honor of the CAL FIRE family of Corey Iverson.

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

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

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

*Cameron Park
Community Services District*

Agenda Transmittal

DATE: January 17, 2018

FROM: Jill Ritzman, General Manager

AGENDA ITEM #4B: **GENERAL MANAGER REPORT**

RECOMMENDED ACTION: Receive & File Report

Happy New Year! New Year's bring a fresh start for everyone, and I am happy to be experiencing my fresh start at the District. As I write this report, I have been 2 months and 3 days in the job but already feel like a seasoned District staff member.

My days continue to be busy meeting people and working with staff and Board members on the District's initiatives. Style Magazine called for an interview which will appear in their Spring edition, and I wrote the first of many columns for Cameron Park Life. I met with Rafael Martinez, Director of County Transportation to continue our initiative for weed abatement and fire fuel reduction in the county roadways; and had the pleasure of meeting with Supervisor Shiva Frentzen.

Members of the Mature Leadership Council and I met with Janet Kenneweg, an experienced senior center director, to solicit ideas for expanding programs for older adults in Cameron Park. Field trips to visit the senior centers in South Lake Tahoe, Rancho Cordova and Folsom are scheduled. I lunched with seniors earlier this month, and look forward to gathering new ideas for expanding programs and services for seniors.

Kathy Matranga-Cooper, Interim Special Projects Coordinator, is planning for a series of Board and Community Workshops, beginning on February 7, 2018. Topics will include background about Special Districts and their role in local government, parliamentary procedures, the Brown Act and local government finances. These workshops are open to the community, and would be ideal for anyone who is thinking about running for office, working in local government or just to know more about their community. Specific information will be coming soon.

The District is in the process of filling staff vacancies. Our goal is to select the right people to join the new team which will create a stable, knowledgeable workforce. Laura Sanders-Ito, who served as the District's receptionist, promoted into the Accounting Specialist position. Interviews for Park Superintendent and a new Receptionist are occurring now.

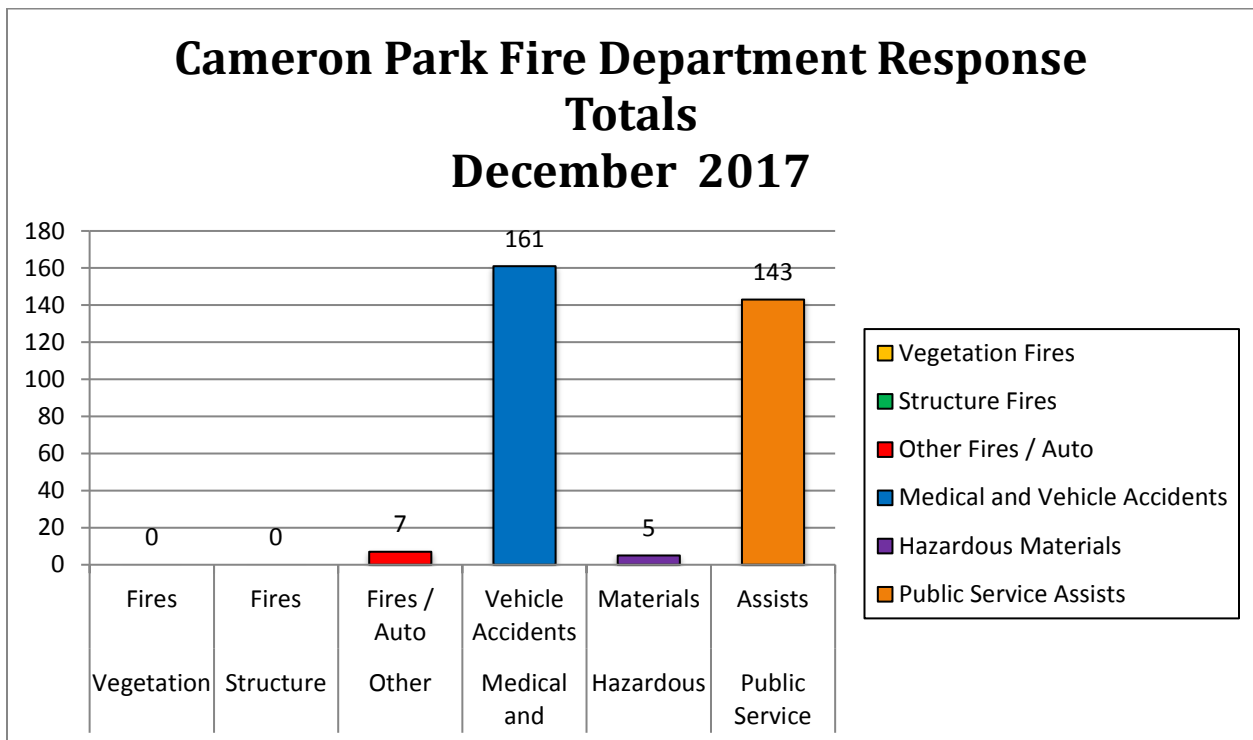
And lastly, the District E-Newsletter has received a facelift. If you're not on our mailing list now, please go to the District Website and sign up. The E-Newsletter will keep you up to date on the District's happenings.



CAMERON PARK FIRE DEPARTMENT STAFF REPORT

To: Board of Directors
From: Douglas Michael Ferro, Battalion Chief
Regarding #4b: Fire Department Report for the January 17, 2018 - Board Meeting
Recommended Action: Receive and File

Incidents for the Month of December 2017

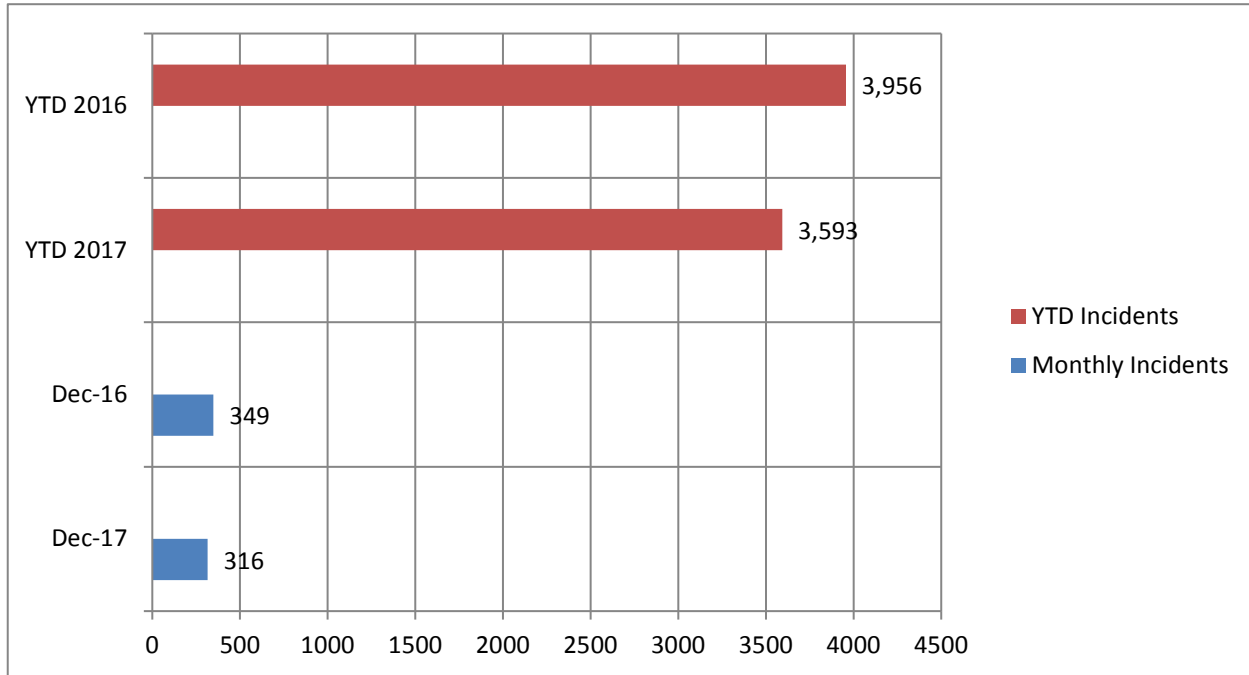


Incidents have decreased by 9.4% for the month of December compared to 2016.

Total incidents have decreased by 9.4% for the calendar year compared to 2016.



CAMERON PARK FIRE DEPARTMENT STAFF REPORT



PUBLIC OUTREACH EVENTS

- Station 88 and Station 89 personnel provided planning and support for the Santa Parade
- Station 88 and Station 89 personnel provided planning and support of the Santa Home Visits

FIRE DEPARTMENT OPERATIONS AND ADMINISTRATION

Incidents

Engine 89 staffed with three responded with four other El Dorado County fire engine companies responded to the Thomas Fire for two weeks. All Station 89 and Station 88 personnel provided support for the late fires in December.

Apparatus

No changes in the district apparatus in December



CAMERON PARK FIRE DEPARTMENT STAFF REPORT

FIRE PREVENTION

Fire Apparatus Engineer Regina Scriven has stepped up to maintain the prevention workload in Cameron Park. They have been educating our community children in fire prevention, executing the state mandatory inspections as well as the business inspections. Additionally, the personnel from Station 88 and Station 89 have made time in their busy days to share the burden of the business inspections and mandatory inspections.

When winter temperatures dip below freezing, families across the country fire up their furnaces, boilers, space heaters, woodstoves and other heating devices to beat the cold and keep their homes warm and snug. Unfortunately, the very appliances that ward off the winter chill can put you in danger of a house fire. January is the leading month for residential home fires, accounting for 21 percent of the total, according to the U.S. Fire Administration, and home heating is the second leading cause of all fires, after cooking.

Don't let your home become a statistic. Take these steps to reduce your risk of a house fire:

Clean your chimney: Creosote can build up from normal fireplace usage and clog the chimney from below; the chimney can also be clogged from above if debris falls in or if the chimney itself starts to deteriorate. Either way, it's a danger. Make sure your chimney is cleaned each year before using it.

Get your HVAC equipment serviced: You should have a technician pay a visit once a year to make sure your furnace and other equipment is in good working order. Your service professional can perform routine maintenance, repair any issues and instruct you on how to maintain your unit. Some maintenance, like replacing air filters monthly, you can do yourself in compliance with manufacturer instructions.

Careful with that space heater: Space heaters can be a convenient way to heat a small area, but they come with several caveats. Be very wary of liquid-fueled heaters -- older models shouldn't be used indoors at all, although newer models can be safe as long as you diligently follow all instructions regarding fueling and operation. Even electric heaters can cause problems, because they draw a lot of power which can overload the circuits in older homes. If you decide to use a space heater, make sure it is in no danger of tipping over, and never leave it running unattended. Space heaters account for one third of all heating fires, according to the National Fire Protection Association, so be careful.

Keep combustible material away from heat sources: Leave a few feet of clearance between your stove, space heaters, vents, radiators and other heat sources combustibles like furniture, carpet or curtains.

Don't thaw pipes with a blowtorch: Frozen pipes are a serious problem, and thawing the ice is critical to avoiding a burst pipe and the expensive damage that can accompany it. You have a number of good options to heat the problem area -- a hair dryer, heat lamp, space heater, hot towel or specialized heat tape will do the trick. Avoid open flames, which create a fire hazard.

Test your smoke detectors: It just takes only a moment to ensure your smoke detectors work. If you do have a fire, they could save your life.

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

To: Board of Directors
From: Tina Helm, Recreation Supervisor
Re Item #4b: Recreation Department Report
Recommended Action: Receive and File

UPCOMING EVENTS:

- **Sister Swing Concert** - Saturday, January 20th – Community Center. Doors open at 6pm and the show will start at 7pm. Sister Swing is a fresh, exciting trio of singers which has captured the Big Band Swing era and brought it to the 21st century. Tickets are available at Cameron Park CSD Office, Cameron Park Bel Air, Shingle Springs/Cameron Park Chamber of Commerce and online at www.showclix.com.
- **It's A Wedding Affair** – Sunday, February 25th from 10am to 2pm at the Community Center. Meet the area's most experienced wedding professionals and get all aspects of your wedding planned from bridal gowns, florists, honeymoons, MC/DJs, party rentals, photographers, videographers, catering and dessert tastings and more! This wedding show is designed for brides of every style! Brides can pre-register to be placed into the drawing.
- **Affair of the Heart** - Wednesday, February 28th from 4:30-7pm at the Cameron Park Community Center. Join Marshall Medical and the Cameron Park CSD for an evening of healthy food and wine, health screenings, featuring a Cardiologist Panel moderated by stand-up comedian/former "Tonight show" writer/heart attack survivor Frank King. Additional items will include exercise demos by CSD instructors, a Zen Zone, Doors and more

WEBSITE/NEWSLETTER

- Google Analytics – old website compared to new – please find the audience overview information from the December 2016 and December 2017 – Attachment A.
- The November newsletter for 2016 was sent out to 3,457 recipients through Mailchimp. The 2017 November newsletter was sent out to 3,775 recipients through Mailchimp. This is an **INCREASE** of 318 recipients.

YOUTH BASKETBALL:

Registration has been completed – there are 32 teams for the league grades 1st to 8th. Games begin Saturday, January 13th.

MARKETING:

- Recreation staff is spending a minimum of 15 minutes a day interacting through social media to promote programs and events within the community.
- As of January 11, 2018, there are 1,459 (4 more than December) page "Likes" on Facebook, 750 (3 more than December) followers on Twitter and 483 (8 more than December) followers on Instagram.
- Please find some of the PSAs of the recent events and activities held in December.
- Please find the MailChimp campaign information from the email newsletter for December.
- Staff is gathering feedback from the public on the Summer Spectacular – survey results will be forthcoming

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

COMMUNITY CENTER:

December rental activities included:

- Holiday Company Dinner
- Social Security Seminar
- Renaissance Society Lecture
- Pre-school Recital
- Foothill Dance Recital
- Eagle Scout Presentation

Ongoing Rentals

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

Please find the scheduled rentals for July to November Fiscal Years 2016/17 and 2017/18 compared to the rentals during the same time period. This comparison is for the auditorium/classroom rentals and does not include the gym.

	2016/17 Facility Rentals July 2016- June 2017	number of rentals	2017/18 Facility Rentals July 2016- June 2017	number of rentals
July	\$3,387.76	19	\$7,448.00	20
August	\$2,485.85	20	\$5,615.37	25
September	\$1,638.51	17	\$3,926.50	16
October	\$7,485.51	24	\$6,099.60	20
November	\$3,006.00	18	\$4,455.50	20
December	\$4,832.71	24	\$2,964.00	13
Total	\$22,836.34	122	\$30,508.97	114

December 2016

Reservation Types –

December 2017

- 9 Meetings
- 3 Training
- 2 Parties with kitchen use
- 1 Party
- 1 Corporate Lunch with kitchen use
- 2 Events
- 3 Recitals

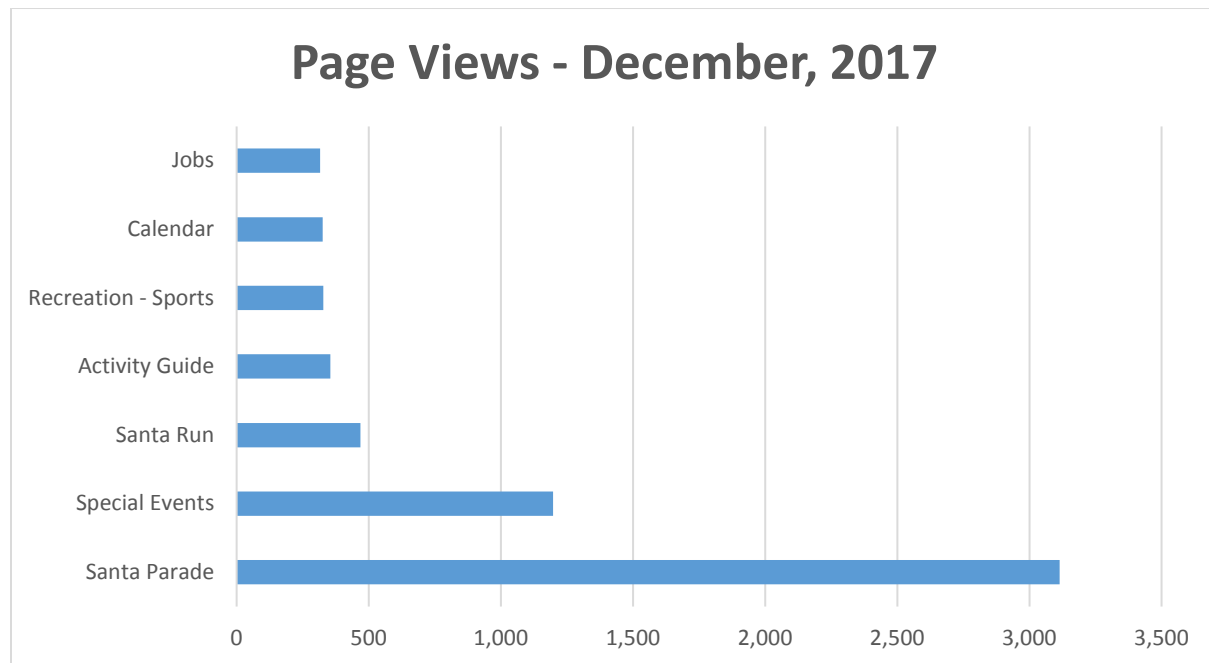
- 7 Meetings
- 1 Holiday Party with use of kitchen
- 2 Recitals
- 1 Event
- 1 Awards Presentation

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

The information below compares the data from November 24 to December 23 in 2016 and 2017.

<i>Item</i>	2016	2017	Difference
<i>Sessions</i> ¹	6,518	6,109	-6%
<i>Users</i> ²	4,553	4,323	-5%
<i>Pageviews</i> ³	12,964	12,889	<-1%
<i>Pages/Session</i> ⁴	1.99	2.11	+11%
<i>Time Per Session</i> ⁵	1:33	1:38	+4%

Below are the most visited web pages:



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

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

³ The number of **pageviews** represents the overall number of times pages on the website have been viewed during the chosen timeframe. If a user navigates through a few pages during their time on the website, this number will increase every time they access a page.

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

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

December Event Calendar

Happy Holidays ♥ Blessings To All!

December (Fridays to Sundays) – CP Rotary Club Observatory



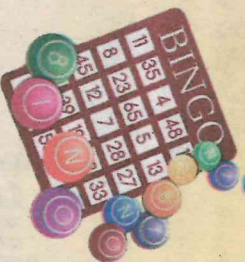
From 8:30pm to 10:30 pm, weather permitting, the observatory is open to the public on weekend evenings. Trained docents show the many celestial wonders of the universe through two 14-inch telescopes. Folsom Lake College, El Dorado Center, Campus Drive (continue through the back parking lots to the left of the observatory gate). For info and closure updates, call (530) 642-5621, Ext. 9.

December – El Dorado Hills Town Center Events

Visit the website for more information on Santa photos, carriage rides, and community performances! www.edtowncenter.com

December 8 through 10 – Santa Parade

December 8 through 10, ring in the holidays with the 16th annual Cameron Park Fire Department Santa Parade. Santa Claus will be driving through Cameron Park accompanied by the Cameron Park Fire Department. Visit www.cameronpark.org to find routes, photo stops, times and rain dates.



December 12 – Bingo!

From 1pm to 3pm, Bingo is played the 2nd Tuesday of every month at the CCSD, 2502 Country Club Dr., Cameron Park. Join us for an afternoon of fun, prizes, and treats! \$3 for 2 cards; \$1 each additional card. No more than 4 cards total. Call (530) 677-2231 for additional information, or visit www.cameronpark.org.

December 12 – Mixer – Tri-Chamber Holiday Luncheon

From 5:30pm to 7:30pm at Henry's Steakhouse at the Red Hawk Casino, come mingle and spread some Holiday Cheer with the El Dorado Hills, Shingle Springs/Cameron Park and El Dorado County Chambers at Henry's Steakhouse inside Red Hawk Casino. Enjoy drink specials, food and great raffle prizes! For more information, call (530) 677-8000 or visit the website at www.sscpchamber.org

December 16 – 3rd Saturday Art Walk - Placerville

Main Street galleries and merchants host changing art shows and late night shopping every third Saturday of the month. Demonstrations, refreshments, music and more. For information please call 530-672-3436.

December 16 – El Dorado Jazz Collective Concert

Doors open at 6pm and the show will start at 7pm, at the Cameron Park Community Center, 2502 Country Club Drive, Cameron Park. Come enjoy a holiday concert by the El Dorado Jazz Collective (featuring members of the Sacramento Jazz Orchestra). They are a 10 piece "little big band" playing modern, vintage and vocal jazz for a holiday crowd. Advance tickets for \$13 each, 2 for \$24, or buy tickets at the door for \$15 each. Tickets are available at Cameron Park CSD Office, Cameron Park Bel Air, Shingle Springs/Cameron Park Chamber of Commerce and online at www.showdix.com. For more information call (530) 677-2231 or visit us online at www.cameronpark.org.

December 18, 19, 20, or 21 – Santa Visits

Santa is making house calls! Santa is taking time out of his busy schedule to visit families in the Cameron Park area. Santa and his helper will come to your house, get Christmas wishes, give out your presents, etc. Santa will come between about 6:30 to 8:30pm. For more information call (530) 677-2231 or visit us online at www.cameronpark.org.

January 5 – Movie Night – "SING"!

FREE at the Cameron Park Community Center, 2502 Country Club Dr. Doors open at 6pm – Movie starts at 6:30pm. The Friends of the Library and the CSD invite you to join us for a free movie night featuring "SING" on our large, indoor screen! There will be \$1 food available – hot dogs, popcorn, ice cream and drinks. For more information call (530) 677-2231

Placerville Recreation and Parks

Give Where You Live

by JULIE BURNSIDES

Tis the season of togetherness and giving, and who better to give to than the children of our own community. Because of the generous donations community members make to the City of Placerville's **Recreation for Youth Fund**, about 150 local children are able to take one of the enriching classes Placerville's Recreation and Parks Division offers every year. If families with financial constraints meet the requirements for receiving youth assistance, the Youth Fund will (currently) pay for 50 percent of their child's class registration once every six months.

One-hundred percent of every donation goes directly to the fund for disbursement to those who apply. The city believes every child deserves the chance to learn to paint, dance, swim, play soccer, learn karate and participate in various youth camps; help keep this program alive and make sure no child is turned away. By donating, not only do you receive the satisfaction of knowing that your money is going directly to children in our community, but your name is also posted in the *Recreation and Parks Activity Guide* that's delivered to over 10,000 residents three times a year.

To donate, call 530-642-5232 or mail your donation to 549 Main Street, Placerville, CA 95667.

Cameron Park Community Services District

Holiday Happenings

by TINA HELM



Join Santa and his crew on December 2 for the **Santa Run and Pancake Breakfast**, featuring a 5K fun run/walk that begins and ends at the Cameron Park Community Center and concludes just in time for the **Cameron Park Explorer Post 89 Fire Department** breakfast, which runs until noon and includes pancakes, bacon, eggs, raffle prizes and more. To register, visit showclix.com and search "CP-Santa Run and Pancake Breakfast;" the first 50 registrants will receive a free Santa hat!

Gather at **Christa McAuliffe Park** on December 2 at 4 p.m. for hot chocolate and Christmas caroling at the inaugural **Tree Lighting Ceremony**.

Concerts this month include the **Sierra**

Symphony Orchestra on December 3 (doors open at 3:30 p.m., and the music begins at 4 p.m.) and the **El Dorado Jazz Collective** on December 16 (doors open at 6 p.m., and the music starts at 7 p.m.). Both performances are at the Cameron Park Community Center.

Listen for the sirens and the "ho, ho, hos" from December 8-10 (rain dates are December 15-17), as **Santa** comes to town on a big red engine, driving through Cameron Park neighborhoods while spreading cheer. To view the route, visit cameronpark.org.

On December 13-14, 18-19 and 20-21, Cameron Park residents can sign up for "**Visits with Santa**," where the man in red hands out candy canes and talks with children about their Christmas wishes. Space is limited, and the cost is \$65 per time slot.

The **50+ Room** is open on Tuesdays and Thursdays from 10 a.m. to 2 p.m. and has various activities throughout the month, including **holiday bingo** on December 12 at 1 p.m., **Modified Zumba** and **Tai Chi for Better Balance** classes, and **bridge** on Monday afternoons and Wednesday mornings.

Looking for a place to hold your next event? The **Cameron Park Community Center**—a 3800-square-foot assembly hall equipped with a fully functional sound system, projection screen and other amenities, including a fully functional commercial kitchen—is available for corporate parties or winter wedding receptions.

The **2018 Winter/Spring Activity Guide** is coming out this month and features classes offered from January through April.



CATCH ALL

Food Bank of El Dorado County

Hunger is a reality for many people in our community, and with the holiday giving season in full force, it's important to take note of how you can assist. At the **Food Bank of El Dorado County**, help is welcomed in the form of monetary donations, volunteer efforts, food drives and perishable and non-perishable food items. There are thousands of people in El Dorado County, from children to senior citizens, who are struggling with food insecurity. "Every \$1 donated is turned into \$5 [worth of food]; volunteers make it possible to leverage the donor contributions by volunteering their time. If you donate or volunteer, the number one benefit is efficiency, and that means more and better food to our local at-risk population," explains Mike Sproull, founder of the Food Bank of El Dorado County. Annually, the food bank hosts its **Holiday Outreach** program, where thousands of individuals from around the community come to pack up food and distribute it at their warehouse (4550 Business Drive) in Cameron Park; this year's event is on December 16 and delivery to homebound residents is also available.—**Emily Peter**

For more information, visit foodbankedc.org or contact Mike Sproull at mikes@foodbankedc.org or 530-621-9950.

December 2017

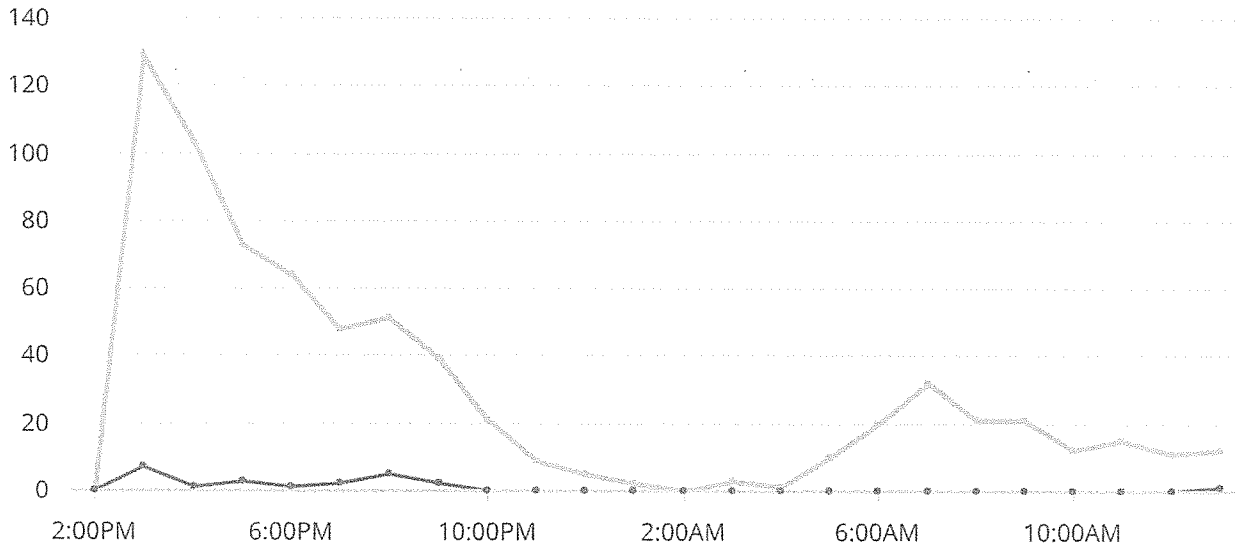
Sent

Thu, Nov 30, 2017 2:12 pm

24-hour performance

Opens

Clicks



Top links clicked

http://www.cameronpark.org	60
http://www.showclix.com	4
https://www.facebook.com/CPCSD/	2
https://twitter.com/CameronParkCSD1	2

Subscribers with most opens

...	22
...	20
...	19

December 2017

Sent 11/30/17 2:12PM

Click performance

URL	Total	Unique
http://www.cameronpark.org	60 (88%)	44 (88%)
http://www.showclix.com	4 (6%)	4 (8%)
https://www.facebook.com/CPCSD/	2 (3%)	1 (2%)
https://twitter.com/CameronParkCSD1	2 (3%)	1 (2%)

December 2017

Sent 11/30/17 2:12PM

*Advanced reports**Email domain performance*

Domain	Email	Bounces	Opens	Clicks	Unsubs
gmail.com	936 (25%)	1 (0%)	260 (28%)	10 (1%)	1 (0%)
yahoo.com	842 (22%)	1 (0%)	184 (22%)	11 (1%)	1 (0%)
sbcglobal.net	513 (14%)	0 (0%)	131 (26%)	8 (2%)	1 (0%)
hotmail.com	344 (9%)	0 (0%)	61 (18%)	2 (1%)	1 (0%)
comcast.net	240 (6%)	0 (0%)	69 (29%)	4 (2%)	0 (0%)
Other	899 (24%)	6 (1%)	226 (25%)	14 (2%)	2 (0%)

Agenda Transmittal

DATE: January 17, 2018

FROM: Craig Shuler, Parks Supervisor

AGENDA ITEM #4B: PARKS DEPARTMENT STAFF REPORT

RECOMMENDED ACTION: Receive and File

BUDGET ACCOUNT: N/A

BUDGET IMPACT: N/A

- Staff is setting up a man lift to remove the decorations and lights from the Christmas tree at Christa McAuliffe Park.
- Blades are being replaced on the wood chipper in preparation for the approximately 1,100 Christmas trees that the Boy Scouts will be collecting on Saturday, January 6th. The trees will be chipped and the chips spread around Cameron Park Lake.
- Weed abatement on Cameron Park Drive and Sudbury Road is being scheduled with CAL FIRE and El Dorado County Department of Transportation.
- Staff is putting together the cost of swapping the Fifty Plus Room with the dance room.
- Estimates are being obtained for the Cameron Park Lake lagoon to make to operational for 2018. This will include new sand for the beach, a chlorine pump, liner repair, new sump pumps and normal maintenance/set-up.
- The mole issue is being addressed at the Hacienda Dog Park.
- There was a car accident at Highway 50 and Christa McAuliffe Park which took out some of our fencing. This is being investigated for repair.
- Day-to-day operations – mowing schedules, cleaning parks and maintaining Landscape and Lighting Assessment Districts (LLADs).

*Cameron Park
Community Services District*

Agenda Transmittal

DATE: January 17, 2018

FROM: Lyle Eickart,
Covenants, Conditions & Restrictions (CC&R) Compliance Officer

AGENDA ITEM #4B: CC&R DEPARTMENT STAFF REPORT

RECOMMENDED ACTION: Receive and File

BUDGET ACCOUNT: N/A

BUDGET IMPACT: N/A

The following items were reviewed and discussed at the December CC&R Committee meeting:

Item	Number of Items
Initial Violation Notices	8
Final Violation Notices	6
Pre-Legal Notices	0
Legal Cases	1
Pending Violations	5
Corrected Violations	21

Please see the attached CC&R Committee agenda of 1/8/18.

CAMERON PARK COMMUNITY SERVICES DISTRICT

CC&R POLICY AND ENFORCEMENT SUBCOMMITTEE

2502 Country Club Drive, Cameron Park, CA 95682 - phone (530) 677-2231 fax (530) 677-2201

AGENDA

CC&R REGULAR SCHEDULED MEETING

Monday, January 8, 2018 6:30 p.m.

2502 Country Club Drive, Cameron Park, California

1.	Call to Order:			
	Roll Call:	Holly Morrison, Ellie Wooten Deborah Cole, Gerald Lillpop, Robert Dalton		
2.	Agenda Approval:			
	Agenda for	January 8, 2018		
	Recommended Action:	Approve Agenda		
3.	CC&R Conformed Agenda:			
	Conformed Agenda for	December 4, 2017		
	Recommended Action:	Approve Conformed agenda.		
4.	Election of Committee Officers			
	Article V of the CC&R Policies and Procedures Handbook requires that a Chairperson and Vice Chairperson be elected at the January Committee Meeting. The Board of Directors are scheduled to complete committee assignments at their January 17, 2018 meeting. Pending completion of Board Member committee assignments, the election of CC&R Committee officers will take place at the February 5, 2018 committee meeting. The officers shall be elected by a quorum vote of the committee and shall take over responsibilities immediately after the officer election.			
5.	Public Comment: Time For the Audience to Address the Committee On Non-Agenda Items			
	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 3 minutes, and individuals representing a group are allocated 5 minutes. Matters not on the agenda may be addressed by the public during the Open Forum. Public comments during Open Forum are limited to three minutes per person. The Committee reserves the right to waive said rules by a majority vote.			
6.	Communications Requiring Committee Review/Action:			
	None			
	Monthly Staff Report:			
7.	Initial Notice:	Notice Sent	Unit	Complaint
A.	3051 Cedarhurst Court	12/28/17	Cameron Park N.#2	Boat parked beside the driveway
B.	2617 Alana Court	12/21/17	Bar J Ranch Unit #1	Vehicle parked on the street overnight
C.	2926 Royal Park Drive	12/20/17	Deer Creek Estates	Utility trailer full of debris parked on roadside
D.	2718 Justin Woods Court	12/20/17	Creekside Estates #5	Recreational vehicle trailer parked on street
E.	3693 Millbrae Road	01/04/18	Cameron Park N. #2	Trailer with two small water craft on driveway
F.	3407 Turner Circle	01/05/18	Viewpointe	R/V trailer parked on driveway over 24 hours
G.	3415 Turner Circle	01/05/18	Viewpointe	R/V trailer parked on driveway over 24 hours
H.	4449 Voltaire Drive	01/05/18	Cambridge Oaks #1	Commercial trailer parked on the street overnight
	Recommended Action: None			
8.	Final Notice	Notice Sent	Unit	Complaint
A.	#6471 2772 Hillcrest Dr.	12/28/17	Creekside Estates #2	Misc. debris/materials beside the driveway
B.	#6473 3314 Flame Court	12/29/17	Cameron Woods #1	Boat parked beside the driveway/front of property
C.	#6472 3185 Perlett Drive	12/29/17	Cameron Woods #1	Boat parked beside the driveway/front of property
D.	#6474 3886 Los Santos	12/29/17	Cameron Park N. #1	Recreational vehicle trailer parked on driveway

E.	#6476 3951 Hillsborough	12/29/17	Cameron Park N. #2	Utility trailers improperly parked on property
F.	#6475 2706 Sterling Way	12/29/17	Cameron Park #12	Recreational Vehicle trailer parked on driveway
Recommended Action: None				
9.	Pre-Legal Notice	Notice Sent	Unit	Complaint
	None			
Recommended Action: None				
10.	Legal Cases	Notice Sent	Unit	Complaint
A.	#6434 2850 Osborne Rd.	10/16/17	Cameron Park N. #2	Boat stored on the driveway
Recommended Action: None				
11.	Pending	Notice Sent	Unit	Complaint
A.	#6462 3672 Millbrae Rd.	12/08/17	Cameron Park N. #2	Boat & misc. goods/materials/driveway & yard
B.	#6469 2724 Sterling Way	12/13/17	Cameron Park #12	Recreational vehicle trailer parked beside dr/way
C.	#6467 2614 Julie Court	12/13/17	Creekside Estates #5	Boat improperly parked on roadside
D.	#6470 33 69 Braniff Ct.	12/13/17	Air Park Estates	R/V trailer improperly parked beside driveway
E.	#6466 4407 Voltaire Dr.	12/12/17	Cambridge Oaks #1	Neglected landscape maintenance/front yard
Recommended Action: None				
12.	Corrected Violations	Notice Sent	Unit	Complaint
A.	#6464 3963 Toronto Rd.	11/30/17	Cameron Park N. #1	Boat trailer & misc. debris/materials on driveway
B.	2792 Sterling Way	11/27/17	Cameron Park #12	Miscellaneous debris/materials beside driveway
C.	3162 Lockheed Court	11/15/17	Air Park Estates	Motor home improperly parked
D.	3242 Western Drive	11/15/17	Air Park Estates	Motor home improperly parked
E.	2599 Deer Trail Lane	11/28/17	Cameron Park #12	Recreational vehicle trailer parked on driveway
F.	3062 Boeing Road	11/28/17	Air Park Estates	Aircraft improperly parked on vacant lot
G.	3500 Cambridge Road	11/30/17	Cameron Park N.#2	Commercial sign on corner of property
H.	505 Donell Court	11/30/17	Cameron Valley Est.	Cargo trailer improperly parked on roadway
I.	3741 Millbrae Road	11/30/17	Cameron Park N. #2	Construction of new fence/no permit
J.	3464 La Canada Drive	11/30/17	Cameron Park N. #7	House trailer parked on the side of the driveway
K.	3626 Montclair Road	11/30/17	Cameron Park N. #2	Commercial sign on front yard of the property
L.	3259 Sandhurst Court	11/29/17	Deer Trails Estates	Recreational vehicle trailer parked on driveway
M.	2680 Crane Way	11/29/17	Creekside Estates #6	Miscellaneous debris/materials on driveway
N.	3115 Boeing Road	11/30/17	Air Park Estates	Misc. debris/materials/front & corner of property
O.	3180 Oxford Road	12/04/17	Air Park Estates	Commercial sign on front yard of property
P.	3321 Flame Court	12/12/17	Cameron Woods #1	Boat improperly parked on front of the property
Q.	#6461 3684 Larkspur Ln.	12/08/17	Cameron Park N. #2	Cargo trailer parked on the side of the property
R.	#6460 3694 Larkspur Ln.	12/08/17	Cameron Park N. #2	R/V trailer and boat improperly parked on parcel
S.	#6463 3235 Sudbury Rd.	11/30/17	Cameron Park N. #6	Commercial trailers parked beside the roadway
T.	2133 Carrillo Ct.	12/13/17	Bar J Ranch Unit #2	Motorhome improperly parked on driveway
U.	#6468 3490 Santos Circle	12/13/17	Cameron Park N. #6	Recreational vehicle trailer parked on driveway
Recommended Action: None				
13.	Matters To and From Committee Members:			
	At this time, the Committee and staff are provided the opportunity to speak on various issues. Direction may be given, however, no action may be taken unless the Committee agrees to include the matter on a subsequent agenda.			
14.	Report Back Items:			
	None			
15.	Adjournment:			

Agenda Transmittal

DATE: January 17, 2018

FROM: Jill Ritzman, General Manager

AGENDA ITEM #4C: DISTRICT FINANCE REPORT AND BUDGET TO ACTUALS, FISCAL YEAR 2017/18, 1ST QUARTER

RECOMMENDED ACTION: Receive and File January District Financial Report

BUDGET ACCOUNT: NOT APPLICABLE

BUDGET IMPACT:

Recommendation:

Receive and File January District Financial Report.

Discussion:

The District's 1st Quarter Budget to Actuals Report is attached to this cover report. The Budget to Actuals report was developed in Excel by the Vavrinek, Trine, Day & Co. (VTD) staff. While Fin Trac (District's financial software) is used daily for tracking accounts payable, there was not enough support from Fin Trac to successfully upload the budget in a timely manner. VTD staff spent many, many hours uploading the budget and trying to resolve problems in producing a financial report in Fin Trac. In the end, a financial report had to be produced in Excel. The 2nd Quarter Report will be prepared shortly.

The 1st Quarter Budget to Actuals Report represents a progress report as the District moves forward in achieving accurate and transparent financials reports. The attached report is by no means a complete picture of the District's finances. Staff is actively reviewing alternatives and seeking solutions for its aged and under-performing financial software. In addition, District staff has sought financial information from the District's Bank, Umpqua Bank and the County Auditor's office.

Understanding the 1st Quarter Budget to Actuals Report

After discussion at Budget and Administration Committee meeting, staff is explaining contents of to help the Board and residents have a greater understanding.

There are three Budget to Actual Analysis: General Fund, CC&R (Covenants, Conditions and Restrictions), and LLAD (Lighting and Landscape District). The General Fund report is comprised of

Parks, Recreation, Administration, and Fire departments. A significant funding source for these departments is property taxes. The CC&R and LLAD reports are separate because these programs have a separate, dedicated funding source.

Descriptions of the columns:

- Column 1 & 2 is a standard account number and basic description of the line item.
- Column 3 is the annual fiscal year budget, July 1, 2017 to June 30, 2018.
- Column 4 is the actual expenditures between July 1 and September 30.
- Column 5 is the difference between the budget and actual expenditures; a parenthesis denotes either a shortfall in revenue or a savings in expenditures.
- Column 6 is the percentage expended to date; for the 1st Quarter, 25% would be a target.

Some expenditures vary greatly at the District due to seasonality. For example, expenditures related to the pool operation (lifeguards, pool chemicals, electricity, water) are elevated during the first quarter of the fiscal year (July 1 to September 30) and again at the end of the fiscal year (April 1 to June 30). The seasonality of the District's business affects these budget to actuals reports. Additionally, property taxes are received twice a year, in the spring and summer.

When staff receives revenues for various recreation programs, those revenues are allocated to the specific program. The budget centralizes all of those revenues in 4154 Recreation Program Revenue.

Conclusion:

Providing a complete District financial report is a high priority for the District and VTD staff, and work is diligently progressing. The goal is to produce financial reports that are accurate, complete and transparent. Additional progress reports will be provided to the Board in the coming months. A clearer understanding will be achieved as staff moves forward with development of the Fiscal Year 2018/19 budget.

Attachments:

- Attachment A - 1st Quarter Report General Fund Budget
- Attachment B - 1st Quarter Report CCR
- Attachment C - 1st Quarter Report LLAD

CAMERON PARK COMMUNITY SERVICES DISTRICT

Budget to Actual Analysis

General Fund

Quarter End September 30, 2017

ACCOUNT	ACCOUNT DESC.	BUDGET	ACTUAL	VARIANCE	PCT
4110	Property Tax	\$ 3,879,151	\$ -	\$ (3,879,151)	-100%
4113	Franchise Fees	161,000	34,077	(126,923)	-79%
4133	Plan Review Fund 9	12,000	-	(12,000)	-100%
4145	Community Center You	-	6,729	\$ 6,729	100%
4146	Community Center Adu	-	6,944	6,944	100%
4147	Youth Sports	-	19,471	19,471	100%
4148	CC Adult Sports	-	1,162	1,162	100%
4149	Camp Revenues	-	2,119	2,119	100%
4153	Senior Programs	-	1,758	1,758	100%
4154	Recreation Program Revenue	327,139	-	(327,139)	-100%
4170	Special Events	35,030	8,379	(26,651)	-76%
4180	CP Lake Day - Kiosk	-	21,744	21,744	100%
4181	CP Lake Season Pass	-	264	264	100%
4182	CP Lake Reservations	-	4,775	4,775	100%
4183	Summer Kids Camp	-	11,738	11,738	100%
4184	CP Lake Concessions	-	4,207	4,207	100%
4185	Community Ctr Rental	-	18,696	18,696	100%
4186	CC Gym Rental	-	6,233	6,233	100%
4187	Community Center Poo	-	33,402	33,402	100%
4190	Facility Use Revenue	250,000	11,135	(238,865)	-96%
4209	Brochure Ads	-	375	375	100%
4220	Summer Spectacular	-	463	463	100%
4255	Sponsorships	21,000	2,000	(19,000)	-90%
4260	JPA Reimbursable	1,039,000	59,328	(979,672)	-94%
4262	Fire Apparatus Equipment Reimb	75,000	-	(75,000)	-100%
4400	Reimbursement	-	45	45	100%
4505	Interest	7,000	226	(6,774)	-97%
4600	Other Income/Donations	7,000	10,802	3,802	54%
<i>Total Revenues</i>		<u>\$ 5,813,320</u>	<u>\$ 266,070</u>	<u>\$ (5,547,250)</u>	<u>-95%</u>
5000	Salaries - Permanent	\$ 447,729	\$ 70,429	\$ (377,300)	-84%
5010	Salaries - Seasonal	165,000	72,536	(92,464)	-56%
5135	Health - Retired	106,121	28,812	(77,309)	-73%
5130	Health & Dental	65,575	18,622	(46,953)	-72%
5140	Vision Insurance	2,786	289	(2,497)	-90%
5150	Retiree Benefits	119,263	36,596	(82,667)	-69%
5160	Worker's Comp	13,531	5,929	(7,602)	-56%
5180	FICA/Medicare Employ	16,815	5,816	(10,999)	-65%
5190	UI/TT Contribution	9,250	4,550	(4,700)	-51%
<i>Total salaries and benefits</i>		<u>946,070</u>	<u>243,578</u>	<u>(702,492)</u>	<u>-74%</u>
5209	Agency Admin	\$ 42,900	\$ 12,851	\$ (30,049)	-70%
5210	Agency Administration Fee	76,400	(75)	(76,475)	-100%
5215	Agriculture	6,500	-	(6,500)	-100%
5220	Audit/Accounting	25,000	-	(25,000)	-100%
5221	Bank Charge	12,700	12,667	(33)	0%
5230	Clothing/Uniforms	4,850	1,979	(2,871)	-59%

Q1 1718 Budget to Actual

5231	Computer Software	14,900	1,285	(13,615)	-91%
5240	Cotractual Services -other	2,900	6,660	3,760	130%
5235	Contractual Services	294,230	113,776	(180,454)	-61%
5236	Contractual Services - Provider	3,624,070	99,837	(3,524,233)	-97%
5250	Director Comp	14,000	2,400	(11,600)	-83%
5260	EDC Dept Agency	5,400	-	(5,400)	-100%
5265	Educational Material	1,000	-	(1,000)	-100%
5275	Equipment-Minor/Smal	18,600	937	(17,663)	-95%
5282	Deposit Fund	-	-	-	100%
5285	Fire & Safety Supplies	3,800	654	(3,146)	-83%
5295	Fire Turnouts	21,000	1,353	(19,647)	-94%
5296	Fire-Volunteer/Resident	29,200	22,486	(6,714)	-23%
5300	Food	5,500	1,937	(3,563)	-65%
5305	Fuel	73,000	13,063	(59,937)	-82%
5310	Governmental Fees/Permits	16,650	943	(15,707)	-94%
5315	Household Supplies	24,550	4,863	(19,687)	-80%
5316	Instructors	84,000	24,811	(59,189)	-70%
5317	Interest	-	22	22	100%
5320	Insurance	54,000	493	(53,507)	-99%
5335	Legal Services	36,000	3,258	(32,742)	-91%
5345	Maintenance - Buildings	34,000	5,824	(28,176)	-83%
5350	Maintenance - Equipment	59,400	5,207	(54,193)	-91%
5355	Maintenance - Grounds	66,000	27,075	(38,925)	-59%
5360	Maintenance - Radios & Phones	2,000	330	(1,670)	-84%
5365	Maintenance - Tires & Tubes	12,000	3,651	(8,349)	-70%
5370	Maintenance - Vehicles	30,500	5,887	(24,613)	-81%
5375	Medical Supplies	200	516	316	158%
5380	Memberships/Subscrip	10,575	945	(9,630)	-91%
5385	Mileage Reimburse	2,900	55	(2,845)	-98%
5400	Office Supplies	13,100	5,357	(7,743)	-59%
5405	Pool Chemicals	53,000	28,138	(24,862)	-47%
5410	Postage	2,250	561	(1,689)	-75%
5415	Printing	1,475	74	(1,401)	-95%
5420	Professional Service	94,500	70,939	(23,561)	-25%
5421	Program Supplies	20,750	4,903	(15,847)	-76%
5425	Public & Legal Not	1,300	14	(1,287)	-99%
5430	Radios	500	35	(465)	-93%
5431	Refund-Activity	-	320	320	100%
5435	Rent/Lease - Bldgs	12,300	1,002	(11,298)	-92%
5440	Rent/Lease - Equip	2,350	162	(2,188)	-93%
5455	Staff Development	7,500	250	(7,250)	-97%
5470	Telephone	25,000	8,361	(16,639)	-67%
5480	Travel/Lodging	1,700	200	(1,500)	-88%
5490	Utilities - Water	55,300	13,626	(41,674)	-75%
5492	Utilities - Elec/Gas	123,500	56,523	(66,977)	-54%
5500	Vandalism	5,000	-	(5,000)	-100%
5466	Summer Spectacular	52,000	7,794	(44,206)	-85%
5465	Special Events Expense	17,500	3,293	(14,207)	-81%
5501	Cal Fire in Kind Barter	12,000	2,691	(9,309)	-78%
5625	Capital Equipment Ex	-	8,074	8,074	100%
<i>Total services and supplies</i>		<u>5,209,750</u>	<u>588,006</u>	<u>(4,621,744)</u>	<u>-89%</u>
<i>Total Expenditures</i>		<u>\$ 6,155,820</u>	<u>\$ 831,584</u>	<u>\$ (5,324,236)</u>	<u>-86%</u>

Attachment B

CAMERON PARK COMMUNITY SERVICES DISTRICT

Budget to Actual Analysis

Fund 02 - CC&R

Quarter End September 30, 2017

ACCOUNT	ACCOUNT DESC.	BUDGET	ACTUAL	VARIANCE	PCT
<i>Revenues</i>					
4135	Special Assessment	\$ 68,000	\$ -	\$ (68,000)	-100%
4140	Arc Review Fees	11,475	5,010	(6,465)	-56%
4165	Transfer In	22,519	-	(22,519)	-100%
	<i>Total Revenues</i>	<u>\$ 101,994</u>	<u>\$ 5,010</u>	<u>\$ (96,984)</u>	<u>-95%</u>
<i>Expenditures</i>					
5000	Salaries - Permanent	\$ 54,000	\$ 14,044	\$ (39,956)	-74%
5150	Retirement Benefits	6,200	1,619	(4,581)	-74%
5160	Worker's Comp	525	312	(213)	-41%
5180	FICA/Medicare Employ	775	205	(570)	-73%
5190	UI/TT Contribtuion	434	-	(434)	-100%
	<i>Total salaries and benefits</i>	<u>61,934</u>	<u>16,180</u>	<u>(45,754)</u>	<u>-74%</u>
5209	Advestising/Marketing	425	4	(421)	-99%
5210	Agency Admin	2,000	-	(2,000)	-100%
5221	Bank Charge	200	335	135	68%
5231	Computer Software	2,400	495	(1,905)	-79%
5235	Contractual Services - other	100	-	(100)	-100%
5240	Contractual Services	100	314	214	214%
5260	EDC Department Agency	1,500	-	(1,500)	-100%
5275	Equipment-Small Tool	100	-	(100)	-100%
5300	Food	50	53	3	6%
5305	Fuel	950	-	(950)	-100%
5320	Insurance	1,900	-	(1,900)	-100%
5335	Legal Services	25,000	334	(24,666)	-99%
5350	Maint. - Equipment	525	59	(466)	-89%
5370	Maint. - Vehicle Supplies	800	557	(243)	-30%
5380	Memberships/Subscrip		30	30	100%
5400	Office Supplies	1,000	1,380	380	38%
5410	Postage	350	142	(208)	-60%
5415	Printing	60	-	(60)	-100%
5420	Professional Service	600	1,190	590	98%
5470	Telephone	2,000	738	(1,262)	-63%
5492	Utilities - Elec/Gas		2,345	2,345	100%
	<i>Total services and supplies</i>	<u>40,060</u>	<u>7,976</u>	<u>(32,084)</u>	<u>-80%</u>
	<i>Total Expenditures</i>	<u>\$ 101,994</u>	<u>\$ 24,156</u>	<u>\$ (77,838)</u>	<u>-76%</u>

Attachment C

CAMERON PARK COMMUNITY SERVICES DISTRICT

Budget to Actual Analysis

Fund 30 - LLADs

Quarter End September 30, 2017

ACCOUNT	ACCOUNT DESCRIPTION	BUDGET	ACTUAL	VARIANCE	PCT
<i>Revenues</i>					
4135	Special Assessments	\$269,323		(\$269,323)	-100%
	<i>Total Revenues</i>	\$269,323		(\$269,323)	-100%
<i>Expenditures</i>					
5190	Salaries - Permanent	\$30,000		(\$30,000)	-100%
5336	Salary/Benefits		\$13,691	\$13,691	-100%
	<i>Total salaries and benefits</i>	\$30,000	\$13,691	(\$16,309)	-54%
5210	Agency Admin Fee	\$10,000	\$17,106	\$7,106	71%
5215	Agriculture	\$500		(\$500)	-100%
5230	Clothing/Uniform		\$622	\$622	100%
5235	Contractual Services - Temp	\$45,000	\$9,390	(\$35,610)	-79%
5240	Contractual Services - Other	\$1,000		(\$1,000)	-100%
5335	Legal Services	\$5,000		(\$5,000)	-100%
5350	Maintenance - Equipment	\$5,000		(\$5,000)	-100%
5355	Maintenance - Grounds	\$59,723	\$23,893	(\$35,830)	-60%
5370	Maintenance - Vehicles	\$600		(\$600)	-100%
5490	Utilities - Water	\$12,500	\$4,364	(\$8,136)	-65%
5492	Utilities - Electric	\$100,000	\$24,424	(\$75,576)	-76%
	<i>Total services and supplies</i>	\$269,323	\$79,799	(\$159,524)	-67%
	<i>Total Expenditures</i>	\$269,323	\$93,490	(\$175,833)	-65%

Agenda Transmittal

DATE: January 17, 2018

FROM: Kathy Matranga-Cooper, Interim Special Projects Coordinator

AGENDA ITEM #4D: **AGREEMENT WITH SCI CONSULTING FIRM**

RECOMMENDED ACTION: Approve Continuing Agreement with SCI Consulting Firm

BUDGET ACCOUNT: FUND 30 LLAD, 5420 PROFESSIONAL SERVICES

BUDGET IMPACT: \$18,500; \$5,000 in FY2017/18 Budget & Remainder in FY18/19

RECOMMENDATION:

Direct the General Manager to Execute a One Year Agreement with SCI Consulting Firm to serve as the District's Levy Administrator.

DISCUSSION:

The Cameron Park Community Services District (CPCSD) has worked with SCI Consulting Firm in the past for the preparation of the Landscape and Lighting Assessment Districts (LLAD) Engineer's Report. Staff recommends the District continue using SCI Consulting Group for preparation of this report for one year. This report is required by El Dorado County and will establish the legal and policy basis for imposing fees within the CPCSD.

Budget & Administration Committee

The Budget & Administration Committee supported moving the proposed agreement, with a one-year term, to the Board of Directors for consideration.

Attachments

- Attachment A – Levy Administration Services Agreement
- Attachment B – Tentative Project Timeline

LEVY ADMINISTRATION SERVICES AGREEMENT

THIS AGREEMENT is made on _____, 2017, between the **Cameron Park Community Services District**, ("District") and **SCI Consulting Group** ("Consultant" or "SCI"), a California Corporation, who agree as follows:

1. **Scope of Work ("Work").** Consultant shall perform the work and render the services described in the Scope of Work shown below (the "Work"). The Consultant shall provide all labor, equipment, material and supplies required or necessary to properly and competently perform the Work, and determine the method, details and means of doing the Work.
2. **Payment.**
 - a. In exchange for the Work, District shall pay to the Consultant a fee for completed phases of the Work. The total fee for the Work shall not exceed amounts set forth in the Fee Schedule shown below. There shall be no compensation for extra or additional work or services by the Consultant unless approved in advance in writing by District. The Consultant's fee shall include all of the Consultant's costs and expenses related to the Work.
 - b. At the completion of each phase of the Work, the Consultant shall submit to the District an invoice for the Work performed. If the Work is satisfactorily completed and the invoice is accurately computed, the District shall pay the invoice within 30 days of its receipt.
3. **Term.** This Agreement shall take effect on the above date and shall continue in effect until completion of the Work.
4. **Insurance.**
 - a. **Types & Limits.** The Consultant, at its sole cost and expense, shall procure and maintain for the duration of this Agreement the following types and limits of insurance:

Commercial General Liability	\$2,000,000 per occurrence \$4,000,000 aggregate
Automobile Liability	\$2,000,000 per accident
Workers' Compensation	Statutory limits
Professional Liability	\$2,000,000 per claim
Excess Liability (over General Liability & Auto Liability)	\$1,000,000 per occurrence & \$1,000,000 aggregate
 - b. **Other Requirements.** The general liability policy(ies) shall be endorsed to name the District, its officers and employees as additional insureds regarding liability arising out of the Work.
 - c. **Proof of Insurance.** Upon request, the Consultant shall provide to the District proof of insurance.

5. **Indemnification.** The Consultant shall indemnify, defend, protect, and hold harmless the District, and its officers and employees from and against any and all liability, losses, claims, damages, expenses, demands, and costs (including, but not limited to, attorney, expert witness and consultant fees, and litigation costs) arising out of the Consultant's performance of the Work and caused by willful misconduct of or by the Consultant or its employees, agents and subcontractors.
6. **Entire Agreement.** This writing represents the sole, final, complete, exclusive and integrated expression and statement of the terms of this contract between the parties concerning the Work, and supersedes all prior oral and/or written negotiations, representations or contracts. This Agreement may be amended only by a subsequent written contract approved and executed by both parties.
7. **Independent Contractor.** The Consultant's relationship to the District is that of an independent contractor.
8. **Successors and Assignment.** This Agreement shall bind and inure to the benefit of the heirs, successors and assigns of the parties; however, the Consultant shall not subcontract, assign or transfer this Agreement or any part of it without the prior written consent of the District.
9. **No Waiver of Rights.** Any waiver at any time by either party of its rights as to a breach or default of this Agreement shall not be deemed to be a waiver as to any other breach or default.
10. **Severability.** If any part of this Agreement is held to be void, invalid or unenforceable, then the remaining parts will nevertheless continue in full force and effect.
11. **Governing Law and Venue.** This Agreement will be governed by and construed in accordance with the laws of the State of California.
12. **Default.** In the event that the Consultant defaults in the obligations of the Consultant under this Agreement, or the Consultant defaults in the performance of the terms and conditions of this Agreement, the District may, at its option, declare this Agreement to be in default and, at any time thereafter, may do any one or more of the following: a) enforce performance of the Agreement by the Consultant; or b) terminate this Agreement. In the event that this Agreement is terminated, payment shall still be due for all Work performed by the Consultant through the date of the termination.
13. **Cancellation.** The District or the Consultant may cancel this Agreement without cause. The party desiring to cancel this Agreement shall notify the other party in writing. In the event that this Agreement is cancelled, payment shall still be due for all Work performed by the Consultant through the date of the notification of cancellation.
14. **Attorney's Fees.** In the event any legal action is brought to enforce or construe this Agreement, the prevailing party shall be entitled to an award of reasonable attorney's fees, expert witness and consulting fees, and litigation costs.

15. Notice. Any notice, invoice or other communication that is required or permitted to be given under this Agreement shall be in writing and either served personally or sent by prepaid, first class U.S. mail or by commercial delivery service, addressed as follows:

Public Agency:

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

Consultant:

SCI Consulting Group
4745 Mangels Boulevard
Fairfield, CA 94534

Any party may change its address by notifying the other party of the change in the manner provided below:

_____	_____
_____	_____
_____	_____
_____	_____

SCOPE OF WORK

This section outlines the engineering services and other responsibilities SCI would perform as the Engineer of Work and Assessment Levy Administrator for Cameron Park Community Services District. These services shall cover the Cameron Park CSD 20 landscaping and lighting Assessment Districts (the "Assessment Districts").

DEFINITIONS

District:	Cameron Park Community Services District, staff and Directors.
Assessment Districts:	The Cameron Park Community Services District Landscaping and Lighting Assessment Districts
SCI or Consultant:	SCI Consulting Group, and any and all employees and subcontractors.
Administration:	Services related to the determination, levy and collection of assessment revenues.

CONFIRMATION OF DISTRICT PARCELS AND LEVY CALCULATION

1. In the first quarter of the year, create a database including every parcel in the boundaries of the Assessment Districts, including the parcel attributes necessary for calculating the Assessments, and update it with new information for the upcoming year.
2. Obtain upcoming fiscal year estimated cost information from the District to use as a basis for the budget in the Engineer's Report.
3. On a parcel-by-parcel basis, calculate and verify the proposed specific assessment amount for each parcel and prepare the preliminary assessment roll.

ENGINEER'S REPORT AND OTHER DOCUMENTS

1. Update the previous Engineer's Report as necessary, including upgrades to improve compliance with Proposition 218 and other requirements.
2. File the final Engineer's Report with the District.
3. Prepare any needed resolutions and staff reports for the Assessment.
4. Prepare and assist with the publication of any notices for the continuation of the Assessment.
5. Attend District Board meetings as needed, including the meeting at which the Engineer's Report is approved and the public hearing is held.

LEVY RE-CALCULATION, RE-VERIFICATION AND SUBMITTAL

1. After the close of each fiscal year on June 30, obtain the final lien-date Assessor Roll from the County and create an updated District database.
2. Identify new or changed parcels that may require an updated or new assessment calculation and recalculate the final assessment on a parcel-by-parcel basis.

3. Finalize the Assessment Roll, other documents and supporting materials for the assessments.
4. Prepare the final Assessment Roll for the Assessment Districts and submit it to the County for inclusion on the upcoming fiscal year tax bills.

DISTRICT INFORMATION AND LEVY CONFIRMATION

1. Verify and validate Auditor's levy data prior to the printing of tax bills.

RESPONDING TO PUBLIC INQUIRIES AND APPEALS

1. Provide the County Auditor/Tax Collector with our toll-free phone number so property owners can directly contact SCI Consulting Group throughout the fiscal year regarding any questions that arise.
2. Throughout the fiscal year, research and, if necessary, revise any Assessments which we find to be based upon incorrect information being used to apply the method of assessment. (It should be noted that, due to our comprehensive levy validation procedures, actual revisions are expected to be very minimal, if any.)

FEE SCHEDULE

SCI shall be compensated for the performance of the Scope of Work as follows:

1. For Fiscal Year 2018-19, the total compensation for the Scope of Work shall be \$18,500 payable as follows:
 - a. A progress fee of \$5,000 shall be due on May 30 of the fiscal year.
 - b. Upon submittal of the special assessment levies to the County Auditor, the sum of \$7,000 shall be due.
 - c. On January 31 of the fiscal year, the remainder shall be due.

7. In the event that the District elects to request optional, additive scope of work, SCI will work with the District to negotiate compensation for these additional tasks, and execute an Addendum to the agreement for these additional services.
8. Incidental costs incurred by SCI for the purchase of property data, maps, travel and other out-of-pocket expenses incurred in performing the Scope of Work shall be reimbursed at actual cost by the District with total cost not to exceed \$1,000 per year, without prior authorization from the District.

Note: All costs associated with this proposal can be financed or refunded by assessment proceeds.

The Fee Schedule shown above is valid as long as this agreement is executed within 90 days from the date this agreement was submitted to the District.


SIGNATURE PAGE

By signing below, we agree to the terms of this Levy Administration Services Agreement.

Accepted:

Accepted:

Jill Ritzman
General Manager
Cameron Park Community Services District



John W. Bliss
President
SCI Consulting Group

Date

12-13-17

Date

TENTATIVE PROJECT TIMELINE FOR CAMERON PARK CSD LANDSCAPING AND LIGHTING ASSESSMENT DISTRICTS FISCAL YEAR 2018-19 LEVY

january							february							march							april						
s	m	t	w	t	f	s	s	m	t	w	t	f	s	s	m	t	w	t	f	s	s	m	t	w	t	f	s
	1	2	3	4	5	6					1	2	3					1	2	3	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28				25	26	27	28	29	30	31	29	30					

may							june							july							august						
s	m	t	w	t	f	s	s	m	t	w	t	f	s	s	m	t	w	t	f	s	s	m	t	w	t	f	s
		1	2	3	4	5						1	2	1	2	3	4	5	6	7				1	2	3	4
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31	

<u>Tentative Date</u>	<u>Tasks to be Completed (Detailed List)</u>	<u>Responsible</u>
December 2017	District receives SCI proposal	SCI
January 17, 2018	Board – Approval of Services Agreement	Board/District
March 21	Passage of resolution directing the preparation of the Engineer’s Report and resolution authorizing CC&R assessments	Board/District
April 16	Submit estimated assessment totals to District for budget preparation	SCI
May 1	District provides SCI with LLAD budgets	District/SCI
May 25	Complete and file Preliminary Engineer’s Report with District	SCI
June 13	Passage of resolution preliminarily accepting Engineer’s Report and scheduling the Public Hearing	Board/District
June 6	Publish notice of public hearing (must occur at least 10 days before Public Hearing)	SCI
July 18	Public Hearing and approval of resolution approving Engineer’s Report and levying annual assessments	Board/District
August 10	Submission of assessments to County	SCI
September	Confirmation of final levies with County	SCI

SCI can meet this timeline; however, the District can also modify it as needed. It is understood that all regular Board meetings are on the 3rd Wednesday of the month.

Agenda Transmittal

DATE: January 17, 2018

FROM: Jill Ritzman, General Manager

AGENDA ITEM #4E: LEASE PAYMENT FOR FIRE ENGINE

RECOMMENDED ACTION: Approve a Budget Adjustment for the Annual Fire Truck Lease Payment

BUDGET ACCOUNT:

GENERAL FUND, FIRE DEPT, 3000	
EXPENDITURE ACCT 5625, CAPITAL EQUIPMENT	\$78,072
REVENUE ACCOUNT, FIRE APPARATUS EQUIP REIMBURSEMENT	(\$78,072)
BUDGET IMPACT:	\$0

RECOMMENDATION:

Approve a Budget Adjustment for Lease Payment on a Fire Engine.

BACKGROUND:

In December 2015, the District executed an interim funding agreement with Umpqua Bank, Financial Pacific Leasing to finance the purchase of a fire engine. The principle totaled \$505,730, a 7 year term at 2.46%. The payments are annual, beginning in January 2016 and the last payment will be January 2022.

DISCUSSION:

Upon review of the General Fund budget, there is not an allocation for this payment. Typically purchases such as Fire apparatus or Parks large-scale mowers are budgeted in Account 5625: Capital Equipment. This request will add \$78,072 in expenditures to make this payment.

Staff is also requesting the addition of revenues to support this payment. Due to the significant fire events, the District will realize revenues from leasing fire equipment to CAL FIRE. While a specific amount of revenues has not been determined yet, the total revenues received will more than cover the cost of the lease payment.

Staff will work with the Budget & Administration Committee and Board of Directors on appropriate, transparent financial tracking and budget processes for Fire Department revenues and capital equipment expenditures. Process changes will be realized in the upcoming Fiscal Year 2018/19 Budget.

BUDGET & ADMINISTRATION COMMITTEE

Budget & Administration Committee supported moving this budget adjustment to the Board of Directors for consideration. The Committee also suggested to pay for the fire engine if full. Staff will review the District's ability to pay in full for the fire engine, and include in the FY18-19 Budget quicker pay-off strategy.



Agenda Transmittal

DATE: January 17, 2018

FROM: Jill Ritzman, General Manager

AGENDA ITEM #6B: FISCAL YEAR 2015/16 AUDITED FINANCIAL STATEMENTS

RECOMMENDED ACTION: Approve Fiscal Year 2015/16 Audited Financial Statements

BUDGET ACCOUNT: NOT APPLICABLE

BUDGET IMPACT:

RECOMMENDATION:
Approve Fiscal Year 2015/16 Audited Financial Statements.

INTRODUCTION:
Michael O'Conner, Certified Public Accountant, from RJ Ricciardi, Inc. will be presenting the Cameron Park Community Services District (District) Fiscal Year 2015/16 Audit. Mr. O'Conner has been with the District for the past several years, and is familiar with the District's operations and finances.

Staff from Vavrinek, Trine, Day and Company (VTD), currently under contract to support the District's Finance Office, assisted in providing the necessary information to Mr. O'Conner to conduct the Audit. Work has already begun on the Fiscal Year 2016/17 Audit, which should be ready before the end of the Fiscal Year. Brad Rockabrand and Phuong Nguyen from VTD are present in the audience to answer questions.

BUDGET & ADMINISTRATION COMMITTEE:

The Budget and Administration Committee received the presentation regarding the Audit from Michael O'Conner, and supported moving the Fiscal Year 2015/16 Audit to the Board of Directors for consideration.

Attachments:

- Cameron Park Community Services District Board Of Directors & Management Report For The Year Ended June 30, 2016
- Cameron Park Community Services District Cameron Park, California Basic Financial Statements, June 30, 2016

DRAFT

10/2/2017

To be used only for management discussion purposes; engagement is incomplete; this draft is subject to final review and possible revision. **Report/Letter date is TENTATIVE-TBD**

**CAMERON PARK COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS & MANAGEMENT REPORT**

**For the Year Ended
JUNE 30, 2016**

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DRAFT

Board of Directors
Cameron Park Community Services District
Cameron Park, California

In planning and performing our audit of the basic financial statements of Cameron Park Community Services District for the fiscal year ended June 30, 2016, in accordance with auditing standards generally accepted in the United States of America, we considered its internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the basic financial statements but not for the purpose of expressing an opinion on the effectiveness of its internal control. Accordingly, we do not express an opinion on the effectiveness of Cameron Park Community Services District's internal control.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or a combination of control deficiencies, that adversely affects the entity's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the entity's financial statements that is more than inconsequential will not be prevented or detected by the entity's internal control.

A material weakness is a significant deficiency, or a combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the entity's internal control.

Our consideration of internal control was for the limited purpose described in the first paragraph and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses, as defined above. We did not identify any deficiencies in internal control that we consider to be material weaknesses, as defined above.

During our audit, we noted certain matters involving internal controls and other operational matters that are presented for your consideration in this report. We will review the status of these comments during our next audit engagement. Our comments and recommendations, all of which have been discussed with appropriate members of management, are not intended to be all-inclusive, but rather represent those matters that we considered worthy of your consideration. Our comments and recommendations are submitted as constructive suggestions to assist you in strengthening controls and procedures; they are not intended to reflect on the honesty or integrity of any employee. We will be pleased to discuss these comments in further detail at your convenience, to perform any additional study of these matters, or to assist Cameron Park Community Services District in implementing the recommendations.

This report is intended solely for the information and use of management of Cameron Park Community Services District and others within the organization, and is not intended to be, and should not be, used by anyone other than these specified parties.

We thank Cameron Park Community Services District's staff for its cooperation during our audit.

R.J. Ricciardi, Inc.
Certified Public Accountants

San Rafael, California

Cameron Park Community Services District
MANAGEMENT REPORT
For the Year Ended June 30, 2016

We have audited the basic financial statements of Cameron Park Community Services District (The District) for the year ended June 30, 2016. Professional standards require that we provide you with the following information related to our audit.

Our Responsibility under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated June 29, 2016, our responsibility, as described by professional standards, is to plan and perform our audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement and are fairly presented in accordance with U.S. generally accepted accounting principles. Because an audit is designed to provide reasonable, but not absolute assurance and because we did not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us.

As part of our audit, we considered the internal control of the District. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by the District are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year. We noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. We evaluated the key factors and assumptions used to develop the accounting estimates in determining that it is reasonable in relation to the financial statements taken as a whole. The most sensitive estimate(s) affecting the financial statements were:

- Accrual and disclosure of compensated absences
- Capital asset lives and depreciation expense
- Pension plan and post-employment benefit actuarial assumptions
- Fair value of investments and financial instruments.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Audit Adjustments

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. For purposes of this letter, professional standards define an audit adjustment as a proposed correction of the financial statements that, in our judgment, may not have been detected except through our auditing procedures. An audit adjustment may or may not indicate matters that could have a significant effect on the District's financial reporting process (that is, cause future financial statements to be materially misstated).

Cameron Park Community Services District
MANAGEMENT REPORT
For the Year Ended June 30, 2016

The following audit adjustments, in our judgment, indicate matters that could have a significant effect on the District's financial reporting process:

The recording of depreciation expense and capital asset transactions was performed by RJ Ricciardi, Inc. Changes in long term debt, compensated absences, pension liabilities and other post-employment benefits were recorded by RJ Ricciardi, Inc. This resulted in approximately 10 audit entries.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated XXXXX.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the District's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the District's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the Management's Discussion and Analysis which is required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

This report is intended solely for the information and use of management and the Board of Directors of the District and others within the organization, and is not intended to be, and should not be, used by anyone other than these specified parties.

Cameron Park Community Services District
MANAGEMENT REPORT
For the Year Ended June 30, 2016

Current Year Observation

1) Security Cameras

Observation:

During the course of our audit we noted the District's cash receipt counters are not monitored by security cameras. Most of our audit clients have installed security cameras above their cash receipt counter areas as these units now appear to be more affordable.

Recommendation:

We recommend the District consider installing security cameras to monitor their cash receipt counters.

2) Supporting Documentation for Debt Payments

Observation:

During the course of our audit we noted the District's debt payments are not supported by an invoice or copy of the related payment schedule that has been approved by the General Manager.

Recommendation:

We recommend the District ensure all debt payments are supported by approved invoices or payment schedules.

3) ACH Payments for Payroll and Employee Benefits

Observation:

During the course of our audit we noted the District's ACH payments reported in their monthly bank statements were not consistently supported by supporting documents and calculations.

Recommendation:

We recommend the District ensure all ACH payments are supported by approved invoices or payroll and benefit calculations.

Prior Year Observations

1) Bank Statements and Non-Recurring Journal Entries

Observation:

During the course of our audit we noted that in the review of the monthly bank and County of El Dorado statements, the related reconciliations and non-recurring journal entries were not documented. The review and approval of bank and County statements should be documented.

Cameron Park Community Services District
MANAGEMENT REPORT
For the Year Ended June 30, 2016

Recommendation:

We recommended the General Manager review the monthly bank and County statements, related reconciliations and non-recurring journal entries and document their review by initialing the journal entries, bank reconciliation and related statements.

Status:

This recommendation has been implemented for bank statements, but not for non-recurring journal entries.

DRAFT

DRAFT

1/10/2018

To be used only for management discussion purposes; engagement is incomplete; this draft is subject to final review and possible revision. **Report/Letter date is TENTATIVE-TBD**

**CAMERON PARK COMMUNITY
SERVICES DISTRICT**

CAMERON PARK, CALIFORNIA

BASIC FINANCIAL STATEMENTS

JUNE 30, 2016

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INDEPENDENT AUDITORS' REPORT

To the Board of Directors
Cameron Park Community Services District
Cameron Park, California

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Cameron Park Community Services District, as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise Cameron Park Community Services District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the State Controller's Minimum Audit Requirements for California Special Districts. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on our judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to Cameron Park Community Services District's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Cameron Park Community Services District's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of Cameron Park Community Services District, as of June 30, 2016, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis (pages 3-6) and the required supplementary information (pages 29-32), as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming an opinion on the basic financial statements taken as a whole. The supplementary data (pages 33-34) is presented for the purpose of additional analysis and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly presented in all material respects in relation to the financial statements taken as a whole.

R. J. Ricciardi, Inc.
Certified Public Accountants

San Rafael, California

Cameron Park Community Services District
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
For the Year Ended June 30, 2016

Cameron Park Community Services District's (the "District") Management's Discussion and Analysis (MD&A) is designed to (a) assist the reader in focusing on significant financial issues, (b) provide an overview of the District's financial activity, (c) identify changes in the District's financial position (its ability to address the next and subsequent year challenges), and (d) identify individual fund issues or concerns.

Since the MD&A is designed to focus on the current year's activities, resulting changes and currently known facts, please read it in conjunction with the District's basic financial statements.

OVERVIEW OF FINANCIAL STATEMENTS

This annual report consists of three parts: management's discussion and analysis (this section), the basic financial statements and required supplementary information. The basic financial statements include two kinds of statements that present different views of the District.

The first two statements are government-wide financial statements that provide both short-term and long-term information about the District's overall financial status.

The remaining statements are fund financial statements that focus on individual parts of the District, reporting the District's operation in more detail than the government-wide statements.

The fund financial statements are composed of:

- Governmental fund statements which tell how basic services were financed in the short term, as well as what remains for future spending.

The Statement of Net Position and the Statement of Activities

The Statement of Net Position and Statement of Activities report information about the District as a whole and about its activities. These statements include all assets and liabilities of the District using the accrual basis of accounting, which is similar to the accounting used by private-sector companies. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

These two statements report the District's net position as well as changes to that net position. Net position is the difference between assets and liabilities, which is one way to measure the District's financial health, or financial position. Over time, increases or decreases in the District's net position are one indicator of whether its financial health is improving or deteriorating. To assess the overall health of the District, you need to consider additional non-financial factors including the condition of the District's buildings and other facilities.

REPORTING THE DISTRICT'S MOST SIGNIFICANT FUNDS

Fund Financial Statement

The fund financial statements provide more detailed information about the District's most significant funds; not the District as a whole. Funds are accounting devices for District use to keep track of specific sources of funding and spending on particular programs:

- Some funds are required by law and covenants.
- The District establishes other funds to control and manage money for particular purposes or to show that certain revenues have been properly used.

Cameron Park Community Services District
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
 For the Year Ended June 30, 2016

Governmental Funds

The District's basic services are reported in governmental funds, which generally focus on how money flows into and out of those funds and the balances left at year end that are available for spending. These funds are reported using an accounting method called modified accrual accounting, which measures cash, and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of fund information, which helps determine whether there are more or fewer financial resources that can be spent in the near future to finance the District's programs. Because this information does not encompass the additional long-term focus of the government-wide statements, we provide additional information at the bottom of the governmental fund statements that explains the relationship (or differences) between them.

FINANCIAL ANALYSIS OF THE DISTRICT AS A WHOLE

The following table summarizes the District's net position as of June 30, 2016:

Table 1
Governmental Activities Net Position

	Governmental Activities	
	2016	2015
Current and other assets	\$ 7,913,595	\$ 7,804,565
Capital assets, net of accumulated depreciation	20,859,330	20,750,343
Total assets	<u>28,772,925</u>	<u>28,554,908</u>
Deferred outflows of resources	<u>140,188</u>	<u>109,744</u>
Current liabilities	429,363	638,758
Long-term debt outstanding	<u>8,907,871</u>	<u>8,638,519</u>
Total liabilities	<u>9,337,234</u>	<u>9,277,277</u>
Deferred inflows of resources	<u>474,942</u>	<u>686,215</u>
Net position:		
Invested in capital assets, net of related debt	12,832,687	12,891,885
Unrestricted	<u>5,840,065</u>	<u>5,809,274</u>
Total net position	<u>\$ 18,672,752</u>	<u>\$ 18,701,159</u>

The District's net position was \$18,672,752 for the fiscal year ended June 30, 2016.

The following table summarizes the District's change in net position for the year ended June 30, 2016:

Cameron Park Community Services District
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
 For the Year Ended June 30, 2016

Table 2
Changes in Net Position

	Governmental Activities	
	2016	2015
Revenues		
Program revenues:		
Charges for services	\$ 1,232,446	\$ 907,334
Operating contributions and grants	1,039,004	1,063,792
Subtotal program revenues	<u>2,271,450</u>	<u>1,971,126</u>
General revenues:		
Property taxes	4,617,287	4,635,055
Interest income	16,428	77,702
Total revenues	<u>6,905,165</u>	<u>6,683,883</u>
Program Expenses		
General government	679,681	588,784
Recreation	347,497	607,288
Public safety - fire protection	4,011,185	3,375,160
Parks	706,392	635,952
Maintenance	922,570	796,703
Interest and fees	266,256	340,969
Total expenses	<u>6,933,581</u>	<u>6,344,856</u>
Change in Net Position	<u>\$ (28,416)</u>	<u>\$ 339,027</u>

Government Activities

For the 2016 fiscal year, the total District revenues were \$6,905,165 and the total District expenses were \$6,933,581. The difference of \$(28,416) is the change in net position bringing the total net position to \$18,672,752 on June 30, 2016. The main sources of revenue for the District are charges for services, operating grants and property taxes. The cost of all governmental activities was \$6,933,581 this year. District taxpayers ultimately financed \$4,617,287 for these activities through local taxes and assessments.

Capital Assets

At June 30, 2016, the District had \$20,859,330 in a broad range of capital assets, including land, buildings and furniture and equipment.

Table 3
Capital Assets at Year End

	2016	2015
Land	\$ 8,093,000	\$ 8,093,000
Land and park improvement	317,936	317,936
Building and structure	15,836,176	15,751,758
Furniture and equipment	4,032,916	3,289,435
Accumulated depreciation	<u>(7,420,698)</u>	<u>(6,701,786)</u>
Net capital assets	<u>\$ 20,859,330</u>	<u>\$ 20,750,343</u>

Cameron Park Community Services District
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
For the Year Ended June 30, 2016

Debt Administration

The District made all scheduled repayments of existing debt. Each of the District's debt issues is discussed in detail in Note 5 to the basic financial statements. As of June 30, 2016, the District's debt comprised:

Net pension liability	\$ 976,452
General Obligation Bond	224,458
Refunding bonds	7,374,000
Compensated absences	87,024
Other post-employment benefits	403,275
Total	<u>\$ 9,065,209</u>

Economic Outlook and Major Initiatives

Financial planning is based on specific assumptions from recent trends, State of California economic forecasts and historical growth patterns in the various communities served by the District.

The economic condition of the District as it appears on the balance sheet reflects financial stability and the potential for organizational growth. The District will continue to maintain a watchful eye over expenditures and remain committed to sound fiscal management practices to deliver the highest quality service to the citizens of the area.

Contacting the District Financial Management

This financial report is designed to provide citizens, taxpayers, investors and creditors with a general overview of the District's finances and to show the District's accountability for the money it receives. If you have any questions regarding this report or need additional financial information, contact the General Manager, Cameron Park Community Services District, 2502 Country Club Drive, Cameron Park, California, 95682.

Cameron Park Community Services District

STATEMENT OF NET POSITION

June 30, 2016

ASSETS

Cash and investments	\$ 7,659,901
Accounts receivable	253,694
Non-depreciable capital assets	8,093,000
Depreciable capital assets, net	<u>12,766,330</u>
Total assets	<u>28,772,925</u>

DEFERRED OUTFLOWS OF RESOURCES

Deferred outflows of resources	<u>140,188</u>
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LIABILITIES

Accounts payable	1,409
Accrued expenses	50,626
Accrued interest	219,990
Long-term liabilities:	
Due within one year:	
General obligation bond	112,338
Refunding bonds	45,000
Fire Truck lease	67,091
Due after one year:	
General obligation bond	112,120
Refunding bonds	7,329,000
Fire Truck lease	361,094
Compensated absences	87,024
Other post employment benefits	403,275
Net pension liability	<u>976,452</u>
Total due after one year	<u>9,268,965</u>
Total liabilities	<u>9,765,419</u>

DEFERRED INFLOWS OF RESOURCES

Deferred inflows of resources	<u>474,942</u>
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NET POSITION

Invested in capital assets, net of related debt	12,832,687
Unrestricted	<u>5,840,065</u>
Total net position	<u>\$ 18,672,752</u>

The accompanying notes are an integral part of these financial statements.

Cameron Park Community Services District

STATEMENT OF ACTIVITIES

For the year ended June 30, 2016

<u>Functions/Programs</u>	<u>Expenses</u>	<u>Program Revenues</u>			<u>Net (Expense)</u>
		<u>Charges for</u>	<u>Operating</u>	<u>Capital</u>	<u>Revenue and</u>
		<u>Services</u>	<u>Grants and</u>	<u>Grants and</u>	<u>Changes in</u>
			<u>Contributions</u>	<u>Contributions</u>	<u>Net Position</u>
					<u>Total</u>
					<u>Governmental</u>
					<u>Activities</u>
Governmental activities:					
General government	\$ 679,681	\$ -	\$ 1,039,004	\$ -	\$ 359,323
Recreation	347,497	752,514	-	-	405,017
Public safety	4,011,185	479,932	-	-	(3,531,253)
Parks	706,392	-	-	-	(706,392)
Facility	922,570	-	-	-	(922,570)
Interest and fees	266,256	-	-	-	(266,256)
Total governmental activities	<u>\$ 6,933,581</u>	<u>\$ 1,232,446</u>	<u>\$ 1,039,004</u>	<u>\$ -</u>	<u>(4,662,131)</u>
General revenues:					
Taxes					4,456,920
Franchise fees					160,367
Other income					-
Use of money and property					<u>16,428</u>
Total general revenues					<u>4,633,715</u>
Change in net position					<u>(28,416)</u>
Net position beginning of period restated					<u>18,701,168</u>
Net position ending of period					<u>\$ 18,672,752</u>

The accompanying notes are an integral part of these financial statements.

Cameron Park Community Services District
 GOVERNMENTAL FUNDS
BALANCE SHEET
 June 30, 2016

	General	Fire Development	Debt Service	Nonmajor Governmental Funds	Total Governmental Funds
<u>ASSETS</u>					
Cash and investments	\$ 3,620,775	\$ 1,275,930	\$ 435,566	\$ 2,327,630	\$ 7,659,901
Accounts receivable	<u>226,512</u>	-	-	<u>27,182</u>	<u>253,694</u>
Total assets	<u>\$ 3,847,287</u>	<u>\$ 1,275,930</u>	<u>\$ 435,566</u>	<u>\$ 2,354,812</u>	<u>\$ 7,913,595</u>
<u>LIABILITIES</u>					
Accounts payable	\$ -	\$ -	\$ -	\$ 1,409	\$ 1,409
Accrued expenses	<u>50,626</u>	-	-	-	<u>50,626</u>
Total liabilities	<u>50,626</u>	-	-	<u>1,409</u>	<u>52,035</u>
<u>FUND BALANCES</u>					
Committed - stabilization reserve	65,000	-	-	-	65,000
Assigned - specific purposes	-	1,275,930	435,566	2,353,403	4,064,899
Unassigned	<u>3,731,661</u>	-	-	-	<u>3,731,661</u>
Total fund balances	<u>3,796,661</u>	<u>1,275,930</u>	<u>435,566</u>	<u>2,353,403</u>	<u>7,861,560</u>
Total liabilities and fund balances	<u>\$ 3,847,287</u>	<u>\$ 1,275,930</u>	<u>\$ 435,566</u>	<u>\$ 2,354,812</u>	<u>\$ 7,913,595</u>

The accompanying notes are an integral part of these financial statements.

Cameron Park Community Services District
 Reconciliation of the
GOVERNMENTAL FUNDS - BALANCE SHEET
 with the Governmental Activities
STATEMENT OF NET POSITION
 For the year ended June 30, 2016

TOTAL FUND BALANCES - TOTAL GOVERNMENTAL FUNDS	\$	7,861,560
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Amounts reported for Governmental Activities in the Statement of Net Position are different from those reported in the Governmental Funds above because of the following:

CAPITAL ASSETS

Capital Assets used in Governmental Activities are not current assets or financial resources and therefore are not reported in the Governmental Funds		20,859,330
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LONG-TERM ASSETS AND LIABILITIES

The assets and liabilities below are not due and payable in the current period and therefore are not reported in the Funds:

Fire truck lease		(428,185)
Accrued interest payable		(219,990)
General obligation bond		(224,458)
Other bonds		(7,374,000)
Other post employment benefits		(403,275)
Non-current portion of compensated absences		(87,024)
Deferred inflows		(474,942)
Deferred outflows		140,188
Net pension liability		<u>(976,452)</u>

NET POSITION OF GOVERNMENTAL ACTIVITIES	\$	<u>18,672,752</u>
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The accompanying notes are an integral part of these financial statements.

Cameron Park Community Services District
 GOVERNMENTAL FUNDS
STATEMENT OF REVENUES,
EXPENDITURES AND CHANGES IN FUND BALANCES
 For the year ended June 30, 2016

	General	Fire Development	Debt Service	Other Governmental Funds	Total Governmental Funds
Revenues:					
Property taxes	\$ 3,595,879	\$ -	\$ 511,092	\$ 349,980	\$ 4,456,951
Franchise fees	160,367	-	-	-	160,367
Intergovernmental	1,039,004	-	-	-	1,039,004
Charges for services	700,621	10,848	-	469,084	1,180,553
Donations	51,893	-	-	-	51,893
Interest	3,125	5,294	1,350	6,659	16,428
Total revenues	<u>5,550,889</u>	<u>16,142</u>	<u>512,442</u>	<u>825,723</u>	<u>6,905,196</u>
Expenditures:					
General government	472,481	-	-	137,523	610,004
Recreation	348,547	-	-	-	348,547
Public safety	3,420,725	-	-	189,522	3,610,247
Parks	756,877	-	-	-	756,877
Facility	609,388	-	-	340,429	949,817
Debt service:					
Principal	-	-	260,000	30	260,030
Interest	-	-	226,000	-	226,000
Total expenditures	<u>5,608,018</u>	<u>-</u>	<u>486,000.0</u>	<u>667,504</u>	<u>6,761,522</u>
Excess (deficit) of revenues over (under) expenditures	(57,129)	16,142	26,442	158,219	143,674
Fund balances, beginning of period	<u>3,853,790</u>	<u>1,259,788</u>	<u>409,124</u>	<u>2,195,184</u>	<u>7,717,886</u>
Fund balances, end of period	<u>\$ 3,796,661</u>	<u>\$ 1,275,930</u>	<u>\$ 435,566</u>	<u>\$ 2,353,403</u>	<u>\$ 7,861,560</u>

The accompanying notes are an integral part of these financial statements.

Cameron Park Community Services District
RECONCILIATION OF THE NET CHANGE IN FUND BALANCES -
TOTAL GOVERNMENTAL FUNDS
with the
CHANGE IN NET POSITION OF GOVERNMENTAL ACTIVITIES
For the year ended June 30, 2016

Total net change in fund balances - governmental funds	\$	143,673
 CAPITAL ASSETS TRANSACTIONS		
Governmental Funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of those assets is capitalized and allocated over their estimated useful lives and reported as depreciation expense.		
The capital outlay expenditures are therefore added back to the fund balance		827,899
Depreciation expense is deducted from the fund balance		(718,912)
 LONG-TERM DEBT PROCEEDS AND PAYMENT		
Bond proceeds provide current financial resources to governmental funds, but issuing debt increases long-term liabilities in the Statement of Net Position. Repayment of bond principal is an expenditure in the governmental funds, but in the Statement of Net Position the repayment reduces long-term liabilities.		
Repayment of debt principal is added back to the fund balance		260,000
Fire Truck lease proceeds		(428,185)
Government funds record pension expense as it is paid. However, in the Statement of Activities those costs are reversed as deferred outflows/(inflows) and an increase/(decrease) in net pension liability.		
		(26,196)
 ACCRUAL OF NON-CURRENT ITEMS		
The amounts below included in the Statement of Activities do not provide (or require) the use of current financial resources and therefore are not reported as revenue or expenditures in the governmental funds (net change):		
Accrued bond interest		(40,256)
Other post employment benefits		(69,677)
Long-term compensated absences		23,238
		(86,695)
Changes in net position of governmental activities	<u>\$</u>	<u>(28,416)</u>

The accompanying notes are an integral part of these financial statements.

Cameron Park Community Services District
NOTES TO FINANCIAL STATEMENTS
For the Year Ended June 30, 2016

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The basic financial statements of Cameron Park Community Services District (the "District") have been prepared in conformity with accounting principles generally accepted in the United States of America as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the District's accounting policies are described below.

A. Reporting Entity

The District was duly organized and formed on June 26, 1961, pursuant to the Community Services District Law of the State of California (Division 2 of Title 6 of the Government Code, Section 61000, et seq.). The District was primarily formed to provide fire protection and park and recreation services but has the authority to provide many other services, including police protection, garbage collection and disposal, water, sewer, electric, street lighting, and mosquito abatement. The District is governed by a five-member elected Board of Directors.

The District has defined its reporting entity in accordance with GASB Statement No. 14, *The Financial Reporting Entity*, which provides guidance for determining which governmental activities, organizations, and functions should be included in its reporting entity.

The District levies assessments and provides services to eighteen Lighting and Landscaping Districts which are operated under the Lighting and Landscaping Act of 1972. All parcels within each Lighting and Landscaping District are assessed at varying rates depending upon the increased property values created by the installation of nearby public improvements.

B. Basis of Presentation - Government-Wide Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the non-fiduciary activities of the primary government and its component units. The effect of interfund activity has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support. The District has no business-type activities or component units.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segments are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Certain indirect costs are allocated from the general government activity to the recreation and park activity based on relative percentages or prior year actual operating expenditures. Program revenues include 1) charges to customers who purchase, use or directly benefit from the goods, services, or privileges provided by a given function or segment, and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

The government-wide financial statements are reported using the *economic resources measurement focus* and the *full accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue when reimbursable costs are incurred under the accrual basis of accounting.

Cameron Park Community Services District
NOTES TO FINANCIAL STATEMENTS
For the Year Ended June 30, 2016

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

C. Basis of Presentation - Fund Financial Statements

The accounts of the District are organized on the basis of funds. A fund is a separate accounting entity with a self-balancing set of accounts. Each fund was established for the purpose of accounting for specific activities in accordance with applicable regulations, restrictions, or limitations. Separate financial statements are provided for each governmental fund. Major individual governmental funds are reported as separate columns in the fund financial statements.

The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures as appropriate. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the District considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting.

The District may fund programs with a combination of cost-reimbursement grants, categorical block grants, and general revenues. Thus, both restricted and unrestricted net position may be available to finance program expenditures. The District's policy is to first apply restricted grant resources to such programs, followed by general revenues if necessary.

The District reports the following major governmental fund types:

General Fund - this the District's primary operating fund. It is used to account for all activities, except those required to be accounted for in another fund.

Fire Development Special Revenue Fund - this fund was established to account for the purchase of capital equipment to support public safety services.

Other Governmental Funds are comprised of several non-major funds that include funds for separate smaller landscaping districts, funds reserved for specific capital acquisitions, fire prevention and safety and other miscellaneous fund balances.

D. Budgets

Budgets are adopted on a basis consistent with generally accepted accounting principles (GAAP). Annual appropriated budgets are adopted and amended as required for the General Fund, the CC & R Special Revenue Fund, and the Impact Fee Special Revenue Fund and for active Lighting and Landscaping Special Revenue Funds. For each legally adopted operating budget, expenditures may not exceed budgeted appropriations at the activity level. The legal appropriation basis is at the level called "Department" (e.g., Parks) or an entire fund (e.g., CC & R Special Revenue Fund).

General fund expenditures were under appropriations in the amount of \$17,542.

Cameron Park Community Services District
NOTES TO FINANCIAL STATEMENTS
For the Year Ended June 30, 2016

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

E. Cash and Investments

The District pools cash resources of its various funds to facilitate the management of cash. Cash applicable to a particular fund is readily identifiable. The balance in the pooled cash and investment account is available to meet current operating requirements.

F. Interfund Transactions

Interfund transactions are reflected as loans, services provided, reimbursements, or transfers. Loans are reported as receivables and payables, as appropriate, and are referred to as either due from/due to other funds.

Services provided, deemed to be at market or near market rates, are treated as revenues and expenditures. Reimbursements occur when one fund incurs a cost, charges the appropriate benefitting fund and reduces its cost as a reimbursement. All other interfund transactions are treated as transfers.

G. Capital Assets

Capital assets for governmental fund types are not capitalized in the funds used to acquire or construct them. Capital acquisitions are reflected as expenditures in the governmental fund, and the related assets are reported in the government-wide financial statements. Capital assets, owned by the District, are stated at historical cost or estimated historical cost, if actual historical cost is not available.

Capital assets are depreciated using the straight-line method over the following estimated useful lives:

- Structures and improvements: 5 to 30 years
- Equipment: 3 to 20 years

It is the policy of the District to capitalize all land, structures and improvements, and equipment, except assets costing less than \$5,000.

H. Compensated Absences

An employee accumulates vacation time in accordance with the employee's respective "Memorandum of Understanding." The amount of vacation and sick time vested and accrued depends on years of service and date of hire. Vacation vested may be accumulated up to various maximum hours and is paid in full upon termination or retirement. Sick leave time may be accumulated without limit from year to year. Upon non-disciplinary separation from the District, after one year of consecutive District employment, the District will pay to represented employees 30% of accumulated sick leave up to 960 hours. Upon retirement at age 55 or over after at least 5 years of consecutive District employment, or upon industrial disability retirement, the District will pay to represented employees 60% of accumulated sick leave up to 960 hours. In the event of death of the employee, the District will pay to the employee's designated beneficiary 100% of accumulated sick leave up to 960 hours.

Cameron Park Community Services District
NOTES TO FINANCIAL STATEMENTS
For the Year Ended June 30, 2016

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

I. Property

All property taxes are collected and allocated by the County of El Dorado (the County) to the various taxing entities. Property taxes are determined annually as of January 1 and attach as an enforceable lien on real property as of July 1. Taxes are due November 1 and February 1 and are delinquent if not paid by December 10 and April 10, respectively. The District participates in the County "Teeter-Plan" method of property tax distribution. Under the Teeter Plan, the County remits property taxes to the District based on assessments, not on collections, according to the following schedule: 55 percent in December, 40 percent in April, and 5 percent at the end of the fiscal year. Property tax is recognized when it is available and measurable. The District considers property tax as available if it is received within 60 days after fiscal year end.

J. Net Position

GASB Statement No. 34 adds the concept of Net Position, which is measured on the full accrual basis, to the concept of Fund Balance, which is measured on the modified accrual basis.

Net position is the excess of all the District's assets over all its liabilities, regardless of fund. Net position is divided into three captions under GASB Statement No. 34. These captions apply only to net position, which is determined only at the Government-wide level, and are described below:

Invested in capital, net of related debt describes the portion of net position that is represented by the current net book value of the District's capital assets, less the outstanding balance of any debt issued to finance these assets.

Restricted describes the portion of net position that is restricted as to use by the terms and conditions of agreements with outside parties, governmental regulations, laws, or other restrictions that the District cannot unilaterally alter. These include amounts for debt service requirements.

Unrestricted describes the portion of net position that is not restricted to use.

K. Fund Equity

The accompanying basic financial statements reflect certain changes that have been made with respect to the reporting of the components of Fund Balances for governmental funds. In previous years, fund balances for governmental funds were reported in accordance with previous standards that included components for reserved fund balance, unreserved fund balance, designated fund balance, and undesignated fund balance. Due to the implementation of GASB Statement No. 54, the components of the fund balances of governmental funds now reflect the component classifications described below. In the fund financial statements, governmental fund balances are reported in the following classifications:

Nonspendable fund balance includes amounts that are not in a spendable form, such as prepaid items or supplies inventories, or that are legally or contractually required to remain intact, such as principal endowments.

Restricted fund balance includes amounts that are subject to externally enforceable legal restrictions imposed by outside parties (i.e., creditors, grantors, contributors) or that are imposed by law through constitutional provisions or enabling legislation.

Cameron Park Community Services District
NOTES TO FINANCIAL STATEMENTS
For the Year Ended June 30, 2016

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (concluded)

K. Fund Equity (concluded)

Committed fund balance includes amounts whose use is constrained by specific limitations that the government imposes upon itself, as determined by a formal action of the highest level of decision-making authority. The Board of Directors serves as the District's highest level of decision-making authority and has the authority to establish, modify or rescind a fund balance commitment via minutes action.

Assigned fund balance includes amounts intended to be used by the District for specific purposes, subject to change, as established either directly by the Board of Directors or by management officials to whom assignment authority has been delegated by the Board of Directors.

Unassigned fund balance is the residual classification that includes spendable amounts in the General Fund that are available for any purpose.

When expenditures are incurred for purposes for which both restricted and unrestricted (committed, assigned or unassigned) fund balances are available, the District specifies that restricted revenues will be applied first. When expenditures are incurred for purposes for which committed, assigned or unassigned fund balances are available, the District's policy is to apply committed fund balance first, then assigned fund balance, and finally unassigned fund balance.

L. Use of Estimates

The process of preparing financial statements in conformity with U.S. generally accepted accounting principles requires the use of estimates and assumptions regarding certain types of assets, liabilities, revenues, and expenditures/expenses. Such estimates primarily relate to unsettled transactions and events as of the date of the financial statements. Accordingly, upon settlement, actual results may differ from estimated amounts.

M. Deferred Outflows and Inflows of Resources

Pursuant to GASB Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*, and GASB Statement No. 65, *Items Previously Reported as Assets and Liabilities*, the District recognizes deferred outflows and inflows of resources.

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. A deferred outflow of resources is defined as a consumption of net position by the government that is applicable to a future reporting period. In addition to liabilities, the statement of net position will sometimes report a separate section for deferred inflows of resources. A deferred inflow of resources is defined as an acquisition of net position by the District that is applicable to a future reporting period.

N. Pensions

For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the District's California Public Employees' Retirement System (CalPERS) plans (Plans) and additions to/deductions from the Plans' fiduciary net position have been determined on the same basis as they are reported by CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Cameron Park Community Services District
NOTES TO FINANCIAL STATEMENTS
 For the Year Ended June 30, 2016

NOTE 2 - CASH AND INVESTMENTS

The District participates in the El Dorado County Treasury. El Dorado County (the County) pools its funds with those of other districts in the County and invests the cash. These pooled funds are carried at cost, which approximates market value. Interest earned is deposited quarterly into participating funds. Any investment losses are proportionately shared by all funds in the pool.

The County is authorized to deposit cash and invest excess funds by California Government Code Section 53648 et seq. The funds maintained by the County are either secured by federal depository insurance or are collateralized.

Furthermore, the County Treasurer has a written investment policy, approved by the Board of Supervisors, which is more restrictive than state code as to terms of maturity and type of investment. Also, the County has an investment committee, which performs regulatory oversight for its pool as required by California Government Code Section 27134.

Cash balances from all funds are combined and invested to the extent possible pursuant to the District Board Approved Investment Policy and Guidelines and State Government Code.

Deposits and Investments	Carrying Amount	Market Value	Investment Risk
Cash in County Treasury	\$ 4,239,659	\$ 4,239,659	AA
Cash in bank	<u>3,410,242</u>	<u>3,410,242</u>	N/A
Total cash and investments	<u>\$ 7,649,901</u>	<u>\$ 7,649,901</u>	

A. Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for deposits and investments is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party.

California Law requires banks and savings and loan associations to pledge government securities with a market value of 110% of the District's cash on deposit or first trust deed mortgage notes with a value of 150% of the deposit as collateral for these deposits. Under California Law, this collateral is held in the District's name and places the District ahead of general creditors of the institution.

B. Authorized Investments

California statutes authorize the District to invest idle or surplus funds in a variety of credit instruments as provided for in California Government Code Section 53600, Chapter 4: Financial Affairs. The Government Code allows investments in the following instruments:

- Securities of the United States Government, or its agencies
- Small Business Administration loans
- Certificates of Deposit (or Time Deposits) placed with commercial banks and/or savings and loan companies

Cameron Park Community Services District
NOTES TO FINANCIAL STATEMENTS
For the Year Ended June 30, 2016

NOTE 2 - CASH AND INVESTMENTS (concluded)

B. Authorized Investments (concluded)

- Negotiable Certificates of Deposit
- Banker's Acceptances
- Commercial paper and medium-term corporate notes
- Local Agency Investment Fund (State Pool and County Pool) Demand Deposits - Repurchase Agreements (Repos)
- Passbook Savings Account Demand Deposits - Reverse Repurchase Agreements
- County Cash Pool

C. Fair Value Reporting - Investments

The District has adopted provisions of GASB Statement No. 31, *Accounting and Financial Reporting for Certain Investments and for External Investment Pools*. GASB Statement No. 31 establishes accounting and financial standards for investments in interest earning investment contracts, external investment pools, and mutual funds. The statement requires all applicable investments to be reported at fair value on the balance sheet. Fair value is the amount at which an investment could be exchanged in a current transaction between willing parties, other than in a forced sale. All investment income, including change in fair market of investments, is recognized as revenue in the operating statement.

NOTE 3 - CAPITAL ASSETS

An analysis of capital assets as of June 30, 2016, is as follows:

	Balance at 07/01/15	Increase	Decrease	Balance at 6/30/16
<u>Governmental Activities</u>				
Capital assets, not being depreciated:				
Land	\$ 8,093,000	\$ -	\$ -	\$ 8,093,000
Total capital assets, not being depreciated	<u>8,093,000</u>	<u>-</u>	<u>-</u>	<u>8,093,000</u>
Capital assets, being depreciated:				
Land improvements	317,936	-	-	317,936
Buildings and structures	15,751,758	84,418	-	15,836,176
Furniture and equipment	<u>3,289,435</u>	<u>743,481</u>	-	<u>4,032,916</u>
Total capital assets, being depreciated	<u>19,359,129</u>	<u>827,899</u>	<u>-</u>	<u>20,187,028</u>
Less accumulated depreciation for:				
Land improvements	121,628	18,037	-	139,665
Buildings and structures	3,752,436	468,927	-	4,221,393
Furniture and equipment	<u>2,827,722</u>	<u>231,918</u>	-	<u>3,059,640</u>
Total accumulated depreciation	<u>6,701,786</u>	<u>718,912</u>	<u>-</u>	<u>7,420,698</u>
Total capital assets being depr. - net	<u>12,657,343</u>	<u>(108,987)</u>	<u>-</u>	<u>12,766,330</u>
Capital assets - net	<u>\$ 20,750,343</u>	<u>\$ (108,987)</u>	<u>\$ -</u>	<u>\$ 20,859,330</u>

Cameron Park Community Services District
NOTES TO FINANCIAL STATEMENTS
 For the Year Ended June 30, 2016

NOTE 3 - CAPITAL ASSETS (concluded)

Depreciation allocation:

Recreation	\$ 179,728
Parks	179,728
Facility	179,728
Public safety	179,728
Total	\$ 718,912

NOTE 4 - LONG-TERM DEBT

The following is a summary of changes in long-term debt as of June 30, 2016:

	Balance at 07/01/15	Increase	Decrease	Balance at 6/30/16	Current
2005 Capital Appreciation bonds	\$ 224,458	\$ -	\$ -	\$ 224,458	\$ 112,338
Refunding bond	7,634,000	-	260,000	7,374,000	45,000
Fire Truck Lease	-	428,185	-	428,185	67,091
Other post-employment benefits	333,598	16,209	-	349,807	-
Compensated absences	110,262	-	23,238	84,024	-
Total	\$ 8,302,318	\$ 444,394	\$ 283,238	\$ 8,463,474	\$ 224,429
Unamortized premium	\$ -	\$ -	\$ -	\$ -	\$ -

General Obligation Bonds, Series A

On August 24, 2005, the District issued \$8,685,000 in general obligation bonds. The bonds were issued at a premium of \$274,347. The bonds were issued for the purpose of constructing a new community center.

The general obligation bonds are payable solely from *ad valorem* property taxes. The bonds were fully refunded with proceeds from Umpqua Bank at an interest rate of 3% through August 1, 2030.

Principal payments on the bonds are due August 1 and interest is due on August 1 and February 1 of every year. Debt service requirements are as follows:

Cameron Park Community Services District
NOTES TO FINANCIAL STATEMENTS
For the Year Ended June 30, 2016

NOTE 4 - LONG-TERM DEBT (concluded)

Year Ending June 30	Principal	Interest	Total
2017	\$ 45,000	\$ 220,545	\$ 265,545
2018	46,000	219,180	265,180
2019	337,000	213,435	550,435
2020	371,000	202,815	573,815
2021	404,000	191,190	595,190
2022	442,000	178,500	620,500
2023	469,000	164,835	633,835
2024	510,000	150,150	660,150
2025	546,000	134,310	680,310
2026	585,000	117,345	702,345
2027	629,000	99,135	728,135
2028	673,000	79,605	752,605
2029	724,000	58,650	782,650
2030	770,000	36,240	806,240
2031	<u>823,000</u>	<u>12,345</u>	<u>835,345</u>
Total	<u>\$ 7,634,000</u>	<u>\$ 2,303,400</u>	<u>\$ 10,065,906</u>

Capital Appreciation Bonds

On August 24, 2005, the District issued capital appreciation bonds of \$224,458 as part of the General Obligation Bonds, Series A issuance. Principal payments on the term bonds are due August 1 and interest is due on August 1 of each year. Debt service requirements are as follows:

Year Ending June 30	Principal	Interest	Total
2017	\$ 112,338	\$ 137,662	\$ 250,000
2018	112,120	157,880	270,000
Total	<u>\$ 224,458</u>	<u>\$ 295,542</u>	<u>\$ 520,000</u>

Fire Truck Lease

On January 1, 2016, the District entered into a lease purchase agreement for a Fire truck in the amount of \$505,531. Principal payments on the lease are due January 1 and interest is due on January 1 of each year. Lease service requirements are as follows:

Year Ending June 30	Principal	Interest	Total
2017	\$ 67,091	\$ 10,554	\$ 77,645
2018	68,745	8,901	77,646
2019	70,440	7,206	77,646
2020	72,176	5,470	77,646
2021	73,955	3,691	77,646
2022	<u>75,778</u>	<u>1,868</u>	<u>77,646</u>
Total	<u>\$ 224,458</u>	<u>\$ 37,690</u>	<u>\$ 465,875</u>

Cameron Park Community Services District
NOTES TO FINANCIAL STATEMENTS
 For the Year Ended June 30, 2016

NOTE 5 - DEFINED BENEFIT PENSION PLAN

Plan Description: All qualified permanent and probationary employees are eligible to participate in the District's following cost-sharing multiple employer defined benefit pension plans (Plans):

- District Miscellaneous

The Plans are administered by the California Public Employees' Retirement System (CalPERS). Benefit provisions under the Plans are established by State statute and District resolution. CalPERS issues publicly available reports that include a full description of the pension plans regarding benefit provisions, assumptions and membership information that can be found on the CalPERS website.

Benefits Provided - CalPERS provides service retirement and disability benefits, annual cost of living adjustments and death benefits to plan members, who must be public employees and beneficiaries.

Benefits are based on years of credited service, equal to one year of full time employment. Members with five years of total service are eligible to retire at age 50 with statutorily reduced benefits. All members are eligible for non-duty disability benefits after 10 years of service. The death benefit is one of the following: the Basic Death Benefit, the 1957 Survivor Benefit, or the Optional Settlement 2W Death Benefit. The cost of living adjustments for each plan are applied as specified by the Public Employees' Retirement Law.

The Plan provisions and benefits in effect at June 30, 2016, are summarized as follows:

	District Miscellaneous	
	Prior to January 1, 2013	On or after January 1, 2013
Hire date		
Benefit formula	2% @ 55	2% @ 62
Benefit vesting schedule	5 years service	5 years service
Benefit payments	monthly for life	monthly for life
Retirement age	50 – 55	52 - 67
Monthly benefits, as a % of eligible compensations	2.0% to 2.7%	1.0% to 2.5%
Required employee contribution rates	7%	6.5%
Required employer contribution rates	7%	6.5%

Contributions - Section 20814(c) of the California Public Employees' Retirement Law requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. Funding contributions for the Plans are determined annually on an actuarial basis as of June 30 by CalPERS. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The District is required to contribute the difference between the actuarially determined rate and the contribution rate of employees.

Cameron Park Community Services District
NOTES TO FINANCIAL STATEMENTS
For the Year Ended June 30, 2016

NOTE 5 - DEFINED BENEFIT PENSION PLAN (continued)

For the year ended June 30, 2016, the contributions recognized as part of pension expense for each Plan were as follows:

	<u>Miscellaneous</u>
Contributions – employer	\$81,896

As of June 30, 2016, the District reported net pension liabilities for its proportionate shares of the net pension liability of the Miscellaneous Plans as follows:

	<u>Proportionate Share of Net Pension Liability</u>
Miscellaneous	\$ 702,394
Safety	\$ 274,058

The District's net pension liability for the Plans is measured as the proportionate share of the net pension liability. The net pension liability of the Plans is measured as of June 30, 2015, and the total pension liability for each Plan used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2014 rolled forward to June 30, 2015 using standard update procedures. The District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to the pension plans relative to the projected contributions of all participating employers, actuarially determined.

The District's proportionate share of the net pension liability for each Plan as of June 30, 2014 and 2015 was as follows:

<u>District's Miscellaneous Plan</u>	<u>Miscellaneous</u>
Proportion - June 30, 2014	.028%
Proportion - June 30, 2015	.032%
Change – Increase (Decrease)	.004%

For the year ended June 30, 2015, the District recognized pension expense of (\$36,166). At June 30, 2015, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Pension contributions subsequent to measurement date	\$ 132,760	\$ -
Differences between actual and expected experience	5,249	-
Changes in assumptions	-	(49,660)
Change in employer's proportion and differences between the employer's contributions and the employer's proportionate share of contributions	2,179	(400,387))
Net differences between projected and actual earnings on plan investments	-	(24,895)
Total	\$ 140,188	\$ (474,942)

The \$132,760 amount reported as deferred outflows of resources related to contributions, subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2017.

Cameron Park Community Services District
NOTES TO FINANCIAL STATEMENTS
 For the Year Ended June 30, 2016

NOTE 5 - DEFINED BENEFIT PENSION PLAN (continued)

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized as pension expense as follows:

<u>Year Ended June 30</u>	
2017	\$ (190,139)
2018	(199,669)
2019	(200,045)
2020	122,340
Thereafter	-

Actuarial Assumptions - The total pension liabilities in the June 30, 2014 actuarial valuations were determined using the following actuarial assumptions:

	All Plans(2)
Valuation Date	June 30, 2014
Measurement Date	June 30, 2015
Actuarial Cost Method	Entry-Age Normal Cost Method
Actuarial Assumptions:	
Discount Rate	7.65%
Inflation	2.75%
Payroll Growth	3.0%
Mortality Rate Table	Derived using CalPERS Membership Data for all Funds (3)
Post Retirement Benefit Increase	Contract COLA up to 2.75% until Purchasing Power Protection Allowance Floor on Purchasing Power applies, 2.75% thereafter.

The underlying mortality assumptions and all other actuarial assumptions used in the June 30, 2013 valuation were based on the results of a January 2014 actuarial experience study for the period 1997 to 2011. Further details of the Experience Study can be found on the CalPERS website.

Discount Rate - The discount rate used to measure the total pension liability was 7.65% for each Plan. To determine whether the municipal bond rate should be used in the calculation of a discount rate for each plan, CalPERS stress tested plans that would most likely result in a discount rate that would be different from the actuarially assumed discount rate. Based on the testing, none of the tested plans run out of assets. Therefore, the current 7.65 percent discount rate is adequate and the use of the municipal bond rate calculation is not necessary. The long term expected discount rate of 7.50 percent will be applied to all plans in the Public Employees Retirement Fund (PERF). The stress test results are presented in a detailed report that can be obtained from the CalPERS website.

According to Paragraph 30 of Statement 68, the long-term discount rate should be determined without reduction for pension plan administrative expense. The 7.50 percent investment return assumption used in this accounting valuation is net of administrative expenses. Administrative expenses are assumed to be 15 basis points. An investment return excluding administrative expenses would have been 7.65 percent. Using this lower discount rate has resulted in a slightly higher Total Pension Liability and Net Pension Liability. CalPERS checked the materiality threshold for the difference in calculation and did not find it to be a material difference.

Cameron Park Community Services District
NOTES TO FINANCIAL STATEMENTS
 For the Year Ended June 30, 2016

NOTE 5 - DEFINED BENEFIT PENSION PLAN (continued)

CalPERS is scheduled to review all actuarial assumptions as part of its regular Asset Liability Management (ALM) review cycle that is scheduled to be completed in February 2018. Any changes to the discount rate will require Board action and proper stakeholder outreach.

For these reasons, CalPERS expects to continue using a discount rate net of administrative expenses for GASB 67 and 68 calculations through at least the 2017-18 fiscal years. CalPERS will continue to check the materiality of the difference in calculation until such time as we have changed our methodology.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Using historical returns on all the funds' asset classes, expected compound returns were calculated over the short-term (first 10 years) and the long-term (11-60 years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equivalent to the single equivalent rate calculated above and rounded down to the nearest one quarter of one percent.

The table below reflects the long-term expected real rate of return by asset class. The rate of return was calculated using the capital market assumptions applied to determine the discount rate and asset allocation. These rates of return are net of administrative expenses.

<u>Asset Class</u>	<u>New Strategic Allocation</u>	<u>Real Return Years 1-10⁽¹⁾</u>	<u>Real Return Years 11+⁽²⁾</u>
Global Equity	47.0%	5.25%	5.71%
Global Fixed Income	19.0	0.99	2.43
Inflation Sensitive	6.0	0.45	3.36
Private Equity	12.0	6.83	6.95
Real Estate	11.0	4.50	5.13
Infrastructure and Forestland	3.0	4.50	5.09
Liquidity	2.0	(0.55)	(1.05)

(1) An expected inflation of 2.5% used for this period

(2) An expected inflation of 3.0% used for this period.

Sensitivity of the Proportionate Share of the Net Pension Liability to Changes in the Discount Rate - The following presents the District's proportionate share of the net pension liability for each Plan, calculated using the discount rate for each Plan, as well as what the District's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower or 1-percentage point higher than the current rate:

Cameron Park Community Services District
NOTES TO FINANCIAL STATEMENTS
 For the Year Ended June 30, 2016

NOTE 6 - DEFINED BENEFIT PENSION PLAN (concluded)

	<u>Miscellaneous</u>
1% Decrease	6.65%
Net Pension Liability	\$1,108,837
Current Discount Rate	7.65%
Net Pension Liability	\$702,394
1% Increase	8.65%
Net Pension Liability	\$366,827
	<u>Safety</u>
1% Decrease	6.65%
Net Pension Liability	\$1,353,498
Current Discount Rate	7.65%
Net Pension Liability	\$274,058
1% Increase	8.65%
Net Pension Liability	(\$611,063)

Pension Plan Fiduciary Net Position

Detailed information about each pension plan's fiduciary net position is available in the separately issued CalPERS financial reports.

NOTE 6 - DEFERRED COMPENSATION PLAN

The District offers its employees a deferred compensation plan (the "Plan") created in accordance with Internal Revenue Code Section 457. The Plan, available to all full-time and permanent part-time employees, permits them to defer a portion of their salary until future years. Under this plan, participants are not taxed on the deferred portion of the compensation until distributed to them; distributions may be made only at termination, retirement, death or in an emergency as defined by the Plan.

The laws governing deferred compensation plan assets require plan assets to be held by a Trust for the exclusive benefit of plan participants and their beneficiaries. Since the assets held under these plans are not the District's property, are not managed by the District and are not subject to claims by general creditors of the District, they have been excluded from these financial statements.

NOTE 7 - POST-EMPLOYMENT BENEFITS OTHER THAN RETIREMENT

Plan Description. The District's defined benefit post-employment healthcare plan, Cameron Park Community Services District Other Post-Employment Benefit Program, provides medical benefits to eligible retired District employees and their beneficiaries. The contribution requirements of plan members and the District are established and may be amended by the District's governing board. Depending on the number of years of service and the circumstances surrounding retirement, employees may be eligible to receive health care insurance cost reimbursement of between 50%-100%.

Funding Policy. Under GASB Statement No. 45, the District is required to expense the *annual required contribution of the employer (ARC)*, an amount actuarially determined in accordance with the parameters of GASB Statement No. 45.

Cameron Park Community Services District
NOTES TO FINANCIAL STATEMENTS
 For the Year Ended June 30, 2016

NOTE 7 - POST-EMPLOYMENT BENEFITS OTHER THAN RETIREMENT(concluded)

The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and amortize any unfunded actuarial liabilities (or funding excess) over a period not to exceed thirty years. The current ARC rate was approximately 22.3% percent of annual covered payroll.

The District has not contributed to a trust for the pre-funding of OPEB; therefore, the District's funding policy is currently pay-as-you-go.

Annual OPEB Cost and Net OPEB Obligation/(Asset)

The following table shows the components of the District's Annual OPEB Cost for the fiscal years ended June 30, 2016, the amounts actually contributed to the plan (including administrative costs), and changes in the District's Net OPEB Obligation/(Asset):

	2016	2015
Annual Required Contributions	\$ 120,532	\$ 120,532
Interest on Net OPEB Obligation/(Asset)	14,231	11,281
Adjustment to Annual Required Contributions	(20,575)	(16,310)
Annual OPEB cost (expense)	114,188	115,503
Contributions made	(66,691)	(63,936)
Increase in Net OPEB Obligation/(Asset)	47,497	51,567
Net OPEB Obligation/(Asset) – beginning of year	355,778	282,031
Net OPEB Obligation/(Asset) – end of year	\$ 403,275	\$ 333,598

The District's annual OPEB cost, the percentage of annual OPEB cost contributed to the plan, and the net OPEB obligation was as follows, based on the District's actuarial valuation as of July 1, 2014:

Fiscal Year Ended	Annual OPEB Cost	Employer OPEB Contributions	Percentage of Annual OPEB Cost Contributed	Net OPEB Obligation
6/30/13	\$ 161,876	\$ 66,821	41%	\$ 188,673
6/30/14	\$ 161,876	\$ 68,518	42%	\$ 282,031
6/30/15	\$ 115,503	\$ 63,936	55%	\$ 333,598
6/30/16	\$ 114,118	\$ 66,691	58%	\$ 403,275

Actuarial Methods and Assumptions. Projections of benefits for financial reporting purposes are based on the substantive Plan (the Plan as understood by the employer and the Plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and Plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

In the July 1, 2014 actuarial valuation, the projected unit credit cost method was used. The actuarial assumptions included a 4% investment rate of return (net of administrative expenses), which is the expected long-term investment return on plan assets and an annual healthcare cost trend rate of 8%. Annual increase in projected payroll is not applicable. The actuarial value of assets was determined based on the market value of investments (\$0). The UAAL is being amortized as a level percentage of projected payrolls on an open basis. The amortization period is thirty years.

Cameron Park Community Services District
NOTES TO FINANCIAL STATEMENTS
For the Year Ended June 30, 2016

NOTE 8 - RISK MANAGEMENT

The District is exposed to various risks of loss related to: torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The District participates in the Special District Risk Management Authority (SDRMA), an intergovernmental risk-sharing, joint powers authority (risk-sharing pool) established to provide an independently managed, self-insurance program for members. The purpose of SDRMA is to spread the adverse effect of losses among the members and to purchase excess insurance as a group, thereby reducing its expense.

The District contributes its pro-rata share of anticipated losses to a pool administered by SDRMA. Should actual losses among participants be greater than the anticipated losses, the District will be assessed its pro-rata share of that deficiency. Conversely, if the actual losses are less than anticipated, the District will be refunded its pro-rata share of the excess. Settled claims have not exceeded commercial excess liability coverage in any of the past three fiscal years.

NOTE 9 - CONTINGENT LIABILITIES

The District is involved in various lawsuits. One specific claim was filed on March 2, 2016, by the Friends of El Dorado County regarding developer impact fees. The outcome of these lawsuits is not presently determinable.

NOTE 10 - STEWARDSHIP AND COMPLIANCE

At June 30, 2016, only one non-major fund had negative fund equity as follows: Promotional Grant.

The fund's negative fund equity balance is expected to return to a positive status in fiscal year 2017.

REQUIRED SUPPLEMENTARY INFORMATION

DRAFT

Cameron Park Community Services District
GENERAL FUND
SCHEDULE OF REVENUES,
EXPENDITURES AND CHANGES IN FUND BALANCES

Budget and Actual

For the year ended June 30, 2016

(Unaudited)

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with</u>
	<u>Original</u>	<u>Final</u>		<u>Final Budget</u>
Revenues:				
Property taxes	\$ 3,555,460	\$ 3,555,460	\$ 3,595,879	\$ 40,419
Franchise fees	160,000	160,000	160,367	367
Intergovernmental	1,056,705	1,056,705	1,039,004	(17,701)
Charges for services	558,229	558,229	752,514	194,285
Interest and other income	14,500	14,500	3,125	(11,375)
Total revenues	<u>5,344,894</u>	<u>5,344,894</u>	<u>5,550,889</u>	<u>205,995</u>
Expenditures:				
General government	408,802	408,802	472,481	(63,679)
Recreation	352,055	352,055	348,547	3,508
Public safety	3,751,051	3,751,051	3,420,725	330,326
Facility	568,353	568,353	609,388	(41,035)
Parks	545,299	545,299	756,877	(211,578)
Total expenditures	<u>5,625,560</u>	<u>5,625,560</u>	<u>5,608,018</u>	<u>17,542</u>
Excess (deficit) of revenues over (under) expenditures	<u>\$ (280,666)</u>	<u>\$ (280,666)</u>	(57,129)	<u>\$ 223,537</u>
Fund balances, beginning of period			<u>3,853,790</u>	
Fund balances, end of period			<u>\$ 3,796,661</u>	

PROPORTIONATE SHARE OF NET PENSION LIABILITY (ASSET)

Required Supplementary Information

Last 10 Years*

	<u>June 30, 2015</u>	<u>June 30, 2016</u>
Proportion of the net pension liability	0.01139%	0.03225%
Proportionate share of the net pension liability	\$ 708,539	\$ 976,452
Covered payroll	\$ 450,150	\$ 450,150
Proportionate share of the net pension liability as a percentage of covered payroll	157.40%	216.92%
Plan fiduciary net position as a percentage of the total pension liability	75.43%	91.01%

NOTES TO SCHEDULE:

Changes in Benefit Terms- None

Changes in Assumptions

The discount rate was changed from 7.5 percent (net of administrative expense) to 7.65 percent to correct for an adjustment to exclude administrative expense.

* Schedule is intended to show information for ten years. Additional years will be displayed as they become available.

SCHEDULE OF CONTRIBUTIONS
 Required Supplementary Information
 Last 10 Years*

	<u>June 30, 2015</u>	<u>June 30, 2016</u>
Actuarially required contribution (actuarially determined)	\$ 82,050	\$ 81,896
Contributions in relation to the actuarially determined contributions	<u>(82,050)</u>	<u>(81,896)</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>
Covered payroll	\$ 450,150	\$ 450,150
Contributions as a percentage of covered-employee payroll	18.23%	18.19%

* Schedule is intended to show information for ten years. Additional years will be displayed as they become available.

DRAFT

SCHEDULE OF FUNDING PROGRESS FOR OTHER POST-EMPLOYMENT BENEFITS

Required Supplementary Information
Last 10 Years*

Schedule of Funding Progress:

Valuation Date	(A) Actuarial Value of Assets	(B) Actuarial Accrued Liability	(C) Unfunded Liability (Excess Assets) [(B)-(A)]	(D) Funded Ratio [(A)/(B)]	(E) Annual Covered Payroll	(F) UAAL as a % of Payroll {[(B)-(A)]/(E)}
7/01/11	\$ -	\$ 1,990,747	\$ 1,990,747	0%	\$ 581,998	342%
7/01/14	\$ -	\$ 1,483,107	\$ 1,483,107	0%	\$ 539,978	275%

NOTE 1 - SCHEDULE DESCRIPTION

Cameron Park Community Services District (the District) sponsors a defined benefit postemployment healthcare plan (the Plan) to subsidize healthcare benefits to eligible retired employees. The above schedule presents information about the funded status for the Plan's two actuarial valuations.

NOTE 2 - ACTUARIAL VALUATIONS

Actuarial valuations of an on-going plan involve estimates of the value of the reported amounts and assumptions about the probability of occurrence of events far into the future. Amounts determined regarding the funded status of the plan and the annual required contribution of the District are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. Information regarding the actuarial methods and assumptions for the July 1, 2014 actuarial valuation can be found in Note 7 of the basic financial statements.

Cameron Park Community Services District
NON-MAJOR GOVERNMENTAL FUNDS
BALANCE SHEET
June 30, 2016

	CC& R 2	Quimby Act 3	AB 1600 4	Fire Training 5	Fire Equipment Replacement 7	Fire Safe Project 8	Fire Prevention 9	Maintenance 30-50	Community Center 70	Fund 71	Cap Projects 73	Per Capita Grant 80	Promotional Grant 81	Total Governmental Funds
<u>ASSETS</u>														
Cash and investments	\$ 232,078	\$ 20,005	406,376	\$ 58,827	\$ 595,372	\$ 5,075	\$ 33,011	\$ 813,914	\$ 1	\$ 12,078	\$ -	\$ 150,929	\$ (36)	\$ 2,327,630
Accounts receivable	1,828	-	-	-	-	-	-	25,354	-	-	-	-	-	27,182
Total assets	<u>\$ 233,906</u>	<u>\$ 20,005</u>	<u>\$ 406,376</u>	<u>\$ 58,827</u>	<u>\$ 595,372</u>	<u>\$ 5,075</u>	<u>\$ 33,011</u>	<u>\$ 839,268</u>	<u>\$ 1</u>	<u>\$ 12,078</u>	<u>\$ -</u>	<u>\$ 150,929</u>	<u>\$ (36)</u>	<u>\$ 2,354,812</u>
<u>LIABILITIES</u>														
Accounts payable	\$ 1,179	\$ -	\$ -	\$ -	\$ -	\$ 230	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,409
Total liabilities	<u>1,179</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>230</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,409</u>
<u>FUND BALANCES</u>														
Assigned for:														
Specific purposes	232,727	20,005	406,376	58,827	595,372	4,845	33,011	839,268	1	12,078	-	150,929	(36)	2,353,403
Total fund balances	<u>232,727</u>	<u>20,005</u>	<u>406,376</u>	<u>58,827</u>	<u>595,372</u>	<u>4,845</u>	<u>33,011</u>	<u>839,268</u>	<u>1</u>	<u>12,078</u>	<u>-</u>	<u>150,929</u>	<u>(36)</u>	<u>2,353,403</u>
Total liabilities and fund balances	<u>\$ 233,906</u>	<u>\$ 20,005</u>	<u>\$ 406,376</u>	<u>\$ 58,827</u>	<u>\$ 595,372</u>	<u>\$ 5,075</u>	<u>\$ 33,011</u>	<u>\$ 839,268</u>	<u>\$ 1</u>	<u>\$ 12,078</u>	<u>\$ -</u>	<u>\$ 150,929</u>	<u>\$ (36)</u>	<u>\$ 2,354,812</u>

Cameron Park Community Services District
NON-MAJOR GOVERNMENTAL FUNDS
STATEMENT OF REVENUES,
EXPENDITURES AND CHANGES IN FUND BALANCES
For the year ended June 30, 2016

	CC& R 2	Quimby Act 3	AB 1600 4	Fire Training 5	Fire Equipment Replacement 7	Fire Safe Project 8	Fire Prevention 9	Maintenance 30-50	Community Center 70	Fund 71	Per Capita Grant 80	Promotional Grant 81	Total Governmental Funds
Revenues:													
Property taxes	\$ 102,310	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 247,670	\$ -	\$ -	\$ -	\$ -	\$ 349,980
Charges for services	24,669	20,003	122,210	20,593	271,965	-	9,644	-	-	-	-	-	469,084
Other income	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest	918	2	1,093	67	140	-	64	4,375	-	-	-	-	6,659
Total revenues	<u>127,897</u>	<u>20,005</u>	<u>123,303</u>	<u>20,660</u>	<u>272,105</u>	<u>-</u>	<u>9,708</u>	<u>252,045</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>825,723</u>
Expenditures:													
General government	106,307	-	-	26,423	-	-	4,793	-	-	-	-	-	137,523
Public safety	-	-	-	-	189,522	-	-	-	-	-	-	-	189,522
Facility	-	-	-	-	-	-	-	340,429	-	-	-	-	340,429
Debt service:													
Principal	-	-	-	-	30	-	-	-	-	-	-	-	30
Interest	-	-	-	-	-	-	-	-	-	-	-	-	-
Total expenditures	<u>106,307</u>	<u>-</u>	<u>-</u>	<u>26,423</u>	<u>189,552</u>	<u>-</u>	<u>4,793</u>	<u>340,429</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>667,504</u>
Excess (deficit) of revenues over (under) expenditures	21,590	20,005	123,303	(5,763)	82,553	-	4,915	(88,384)	-	-	-	-	158,219
Fund balances, beginning of period	<u>211,137</u>	<u>-</u>	<u>283,073</u>	<u>64,590</u>	<u>512,819</u>	<u>4,845</u>	<u>28,096</u>	<u>927,652</u>	<u>1</u>	<u>12,078</u>	<u>150,929</u>	<u>(36)</u>	<u>2,195,184</u>
Fund balances, end of period	<u>\$ 232,727</u>	<u>\$ 20,005</u>	<u>\$ 406,376</u>	<u>\$ 58,827</u>	<u>\$ 595,372</u>	<u>\$ 4,845</u>	<u>\$ 33,011</u>	<u>\$ 839,268</u>	<u>\$ 1</u>	<u>\$ 12,078</u>	<u>\$ 150,929</u>	<u>\$ (36)</u>	<u>\$ 2,353,403</u>

Agenda Transmittal

DATE: January 17, 2018

FROM: Jill Ritzman, General Manager

AGENDA ITEM #6C: DISTRICT ORGANIZATIONAL CHART

RECOMMENDED ACTION: Approve District Organization Chart; Approve Filling a Finance/Human Resources Officer Position

BUDGET ACCOUNT: ADMIN 1000; ACCT 5000 FULL-TIME SALARY & BENEFIT ACCOUNTS

BUDGET IMPACT: \$64,981

RECOMMENDATION

- Approve District Organization Chart;
- Approve Filling a Finance/Human Resources Officer Position.

BACKGROUND

In recent months, District has been staffed, especially in the Finance Office, with Account Temps and Blue Ribbon employees. The District moved away from its historical Organizational Chart because of difficulties filling positions.

INTRODUCTION

In an effort to re-establish best practices in the District, staff asked the Municipal Resource Group (MRG) to make recommendations for an Organizational Chart. MRG's scope of services was to survey "like" agencies, assess standards for staffing and determine the best staff organization structure for the District. Staff felt a simple, yet thorough analysis was needed before filling any existing staff vacancies, such as the full-time Marketing & Communications Specialist or the 30 hour/week Administrative Assistant to the General Manager.

DISCUSSION

MRG's Organizational Analysis, along with recommendations, is attached. Based on MRG's recommendations and the current disorder in the Finance Office, staff feels that filling the Finance/Human Resources Officer position is the District's highest priority and is recommending filling the position as soon as possible. District Bi-Laws, Article 5.1 states that the Officers of the District shall be a General Manager, Finance Officer and Secretary.

Staff recognizes there are many financial and budgetary unknowns at this time, and the desire would be to present this recommendation with a clearer financial picture, which is not possible at this time. The duty of this position will be to assist the General Manager and Board in realizing complete, accurate and transparent financial reports. An additional benefit would be to transition away from staffing the District with temp agency employees, and invest in both part-time and full-time District employees to stabilize the District's workforce.

Consideration could be made to fill the position with an experienced part-time or temporary employee, until the District's financial situation is clearer; but a temporary appointment would perpetuate the recent instability in the Finance Office. If the District appointed a permanent, full-time position, the employee would be invested in the outcomes and future of the District. Consideration can also be made to not fill the Administrative Assistant (currently filled by a 15-hour, temporary employee) and Marketing & Communications Specialist (currently vacant position) until a clearer financial status is presented by staff.

Finance/Human Resources Officer Responsibilities

Budget Development and Monitoring

Financial Reports: General Fund, CCR, LLAD's and Funds held at County

Monitoring Contract Services

Maintaining Personnel Files

Managing Worker's Compensation

Implementing District's Purchasing Policy

Assuring Accuracy with Payroll and Accounts Payable

Securing & Implementing New Financial Software

Liaison with Special District Risk Management Association (District's insurer)

Liaison with Umpqua Bank (District bank)

Employee Hiring Processes

Manage Internet Technology: phones, computers, software, electronic filing

Implementing Records Retention Policy

Supervise Front Desk staff

Recommendations for New Fiscal Policies

Currently, the above list of essential operational tasks is being managed by the General Manager, with assistance from the Accounting Specialist. The District has an interest in strengthening visibility and partnerships in the community, and in order to achieve that objective, the General Manager needs to spend time in the community with groups and residents. In addition to building community partnerships, the General Manager would continue to oversee the Board of Directors and Board Committees' agendas and reports; serve as the liaison with District Counsel; manage the Fire & Emergency Services contract; labor relations; work with County Department heads; negotiate and implement capital improvement and professional services contracts; and implement Park Planning efforts.

Key Benefits of Finance/Human Resources Officer

- Move away from utilizing temp agencies for staff
- Depth of knowledge in the organization
- Keep other managers and supervisors in the field
- Streamline processes for payments on goods & services, timesheets & payroll processing
- Ensure labor laws are known and followed
- Manager present in the office during normal business hours
- Consistent oversight of Front Desk staff
- Eliminate need for current professional services contracts for accounting and human resources
- Prevent delays in audits and financial reporting
- Provide expertise to support staff in developing and monitoring the budget

BUDGET AND ADMINISTRATION COMMITTEE

The Budget and Administration Committee supported moving staff's recommendation to the Board of Directors for consideration, and asked for additional information regarding budget impacts.

FISCAL IMPACT

The salary range would be commensurate with the Parks Superintendent, \$52,025-\$63,237 annually. Total annual compensation for the position, including retirement and health benefits, is \$64,981 for Step 1. If the employee retires from the District after 10 years of service, the District shall pay for one-half of their base health care benefit. The District pays 100% of base retiree health care benefits after 20 years of service.

CONCLUSION

The key purpose of the Finance/Human Resources Officer is to keep the General Manager, Park Superintendent and Recreation Supervisor visible in the field and in the community: implementing programs and services, supervising staff, ensuring customer service standards are met, and partnering with community groups and residents. The instability in the Finance Office has led to delays with audits and financial reports, errors in processing payroll, District policy not being followed, aged financial software and inefficient processes for accounts payable. A full-time, permanent Finance/Human Resources Officer will assist in stabilizing the work force and adding depth of knowledge about District operations.

Attachments:

Municipal Resource Group Organizational Analysis
Job Description – Finance/Human Resources Officer



December 8, 2017

TO: Jill Ritzman, General Manager, Cameron Park CDS

SUBJECT: ORGANIZATIONAL ANALYSIS

SUMMARY/BACKGROUND

The Cameron Park Community Services District (District) has experienced organizational changes over the years, at least partially related to staffing issues. To determine if the current organizational structure provides the needed support and management for staff and functions staff, a basic organizational analysis was requested of Municipal Resource Group (MRG) that would involve collecting organizational charts of other districts in the general geographical area and job descriptions. The goal of the analysis was to determine best practices in other community services/parks and recreation districts related to how the work is typically organized for maximum efficiency and effectiveness.

METHODOLOGY/ANALYSIS

Since the goal of the organizational study was to determine the best organizational structure as practiced in other entities that have similar functions to the District and was not intended to be a job classification and/or compensation study, using other community services/parks and recreation districts that are fairly similar to the District and within the basic geographical area was appropriate. With this general guideline in mind, organizational charts and job descriptions were collected from the following districts:

- ARDEN CREEK PARKS AND RECREATION
- ARDEN MANOR
- ARDEN PARK PARKS AND RECREATION
- CARMICHAEL PARK AND RECREATION DISTRICT
- FAIR OAKS RECREATION AND PARK DISTRICT
- FULTON-EL CAMINO RECREATION AND PARK DISTRICT
- NORTH HIGHLANDS RECREATION AND PARK DISTRICT
- ORANGEVALE RECREATION AND PARK DISTRICT

Some of these districts are smaller than CPCSD and some are larger in both size and population. They all have responsibility for similar functions except that the Cameron Park CDS also has a Fire Chief who oversees the fire and emergency services contract and the Fulton-El Camino District has a park police department headed by a Chief of Park Police. Except for these anomalies, all eight districts and CPCSD are responsible for the core functions of parks and recreation.

Appendix B lists the management and supervisory positions below the General Manager/District Administrator in each survey district. By showing the management/supervisory positions, the major departments/functional work units of each district are more readily revealed. For instance, not counting the Fire Chief as it is an anomaly, the Cameron Park CDS has only two supervisory/management positions under the General Manager: the Parks Superintendent and Recreation Supervisor. As can be seen from Appendix B, the Arden Park District is the only other survey district which only has two managers/supervisors in its organizational structure, also over parks and recreation. All of the other seven survey districts have managers/supervisors over parks and recreation (Arden Manor only uses a Park Maintenance Worker over its park function); however, they additionally have management/supervisory positions over their administrative functions. The titles vary from Administrative Services Manager to Office Manager with the use of Administrative Services Manager being the most commonly used title (Arden Manor, Carmichael Park and Recreation District, Fair Oaks Recreation and Park District).¹

It is clear from the survey results that the majority of other districts have a distinct administrative services department/functional work unit headed by a management/supervisory position responsible for managing such functions as finance, human resources, information technology, risk management, and/or office management. Given the difficulties the District has experienced with many of its administrative functions over the past year or so, it can be logically concluded that the lack of an expert manager overseeing and handling these functions is directly related to these problems. Additionally, with a manager over the District's administrative functions, the General Manager can provide more focus on the community and the Board without getting overly bogged down in administrative minutiae.

Another key element that is important for efficient operations of the District is the function of the General Manager's work team. Having direct administrative support for developing Board agendas, minutes, special projects, and communications allows the General

¹ Note about "Manager" titles: While larger organizations tend to use the terms "Director" and "Manager" in their job titles, it is appropriate to use the "Manager" title in small organizations as well. Use of "Manager" denotes the management of an important function in a smaller organization. Use of "Superintendent" is similarly used but is more common for field management positions.

Manager to spend more time within the community strengthening support for public services. A consistent approach of the survey agencies to this type of support was not found. Some of the survey agencies have these types of responsibilities residing with an Office Manager or other administrative supervisor or analyst, some use a class similar to the District's position, often called Administrative Assistant, and some had no support position at all. Since there were no consistent best practices noted, the optimal approach would be to look at current needs of the District. Because of the need for administrative, Board, and special project support, a new specialized job class would help address these three important work assignments. The new class should be called Administrative Specialist/Clerk of the Board to denote its various responsibility areas. However, given the fact that the position is currently filled on a part-time basis by a retired annuitant, implementing a new class is not urgent and can be developed a later date.

Finally, a review of the District's maintenance work unit was conducted. The only concern from this review relates to the supervisory span of control which appears very narrow. That is, there is a Parks Superintendent, a Parks Supervisor, and two Maintenance Workers who are considered lead workers. This number of supervisory and lead job classes/positions is unusual for such a small organization, especially when some of these classes are supervising or leading seasonal and temporary employees. The responsibility level of supervising regular staff is very different from supervising temporary employees who serve "at will". Therefore, supervisory/lead staff are not needed for just overseeing temporary workers.

When the park maintenance divisions are reviewed from the survey agencies, only two other districts (Fair Oaks and North Highlands) have such narrow spans of control. Given that all of the positions are filled except the Parks Superintendent, no changes are recommended at this time. However, should any vacancies in the Parks Supervisor or Lead Maintenance Worker II classes occur, thought should be given to expanding the span of control (number of employees directly supervised) to a larger ratio rather than the current one supervisor/lead worker to one or two regular, full-time employees or just only temporary employees.

RECOMMENDATION

It is recommended that the District effect the following changes:

Immediate Recommendations

- Reinststitute the old Finance/Human Resources Officer job class with a new title of Administrative Services Manager with the revisions as tracked in Appendix C; set salary at the same level as Parks Superintendent.
- Implement the proposed organizational chart in Appendix D.

Recommendations for Future Changes

- When the retired annuitant in the Administrative Assistant/Special Projects position leaves, develop a new Administrative Specialist/Clerk to the Board job description before starting a new recruitment.
- Take advantage of any future vacancies in the maintenance work unit to expand the current narrow span of control ratios.

Bronda Silva
Human Resources Consultant, MRG

ATTACHMENTS:

Attachment A – Organizational Charts of Eight Survey Districts

Attachment B - Survey District and CPCSD Showing all

Management/Supervisory Positions Below the General Manager/District Administrator

Attachment C - Updated/Retitled Job Description for Administrative Services Manager

Attachment D – Proposed Organizational Chart

APPENDIX A – ORGANIZATIONAL CHARTS OF THE EIGHT SURVEY DISTRICTS

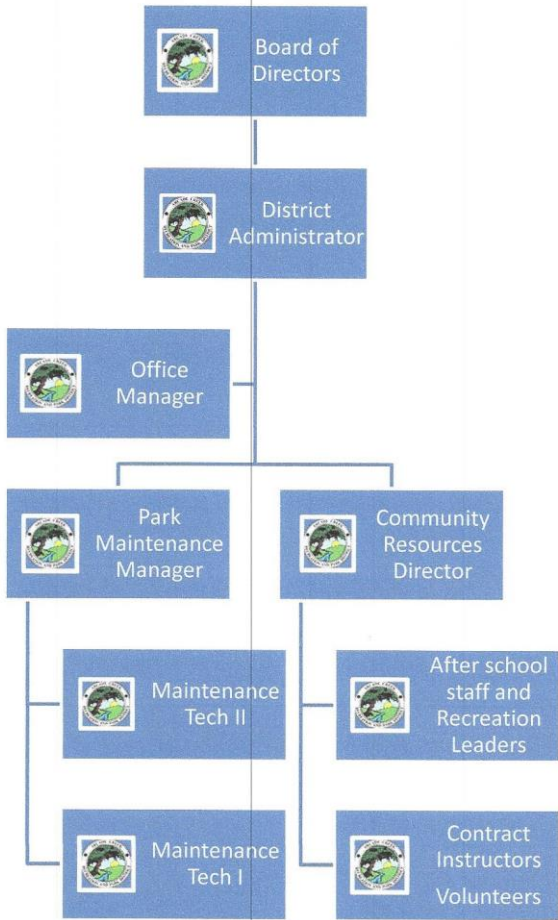
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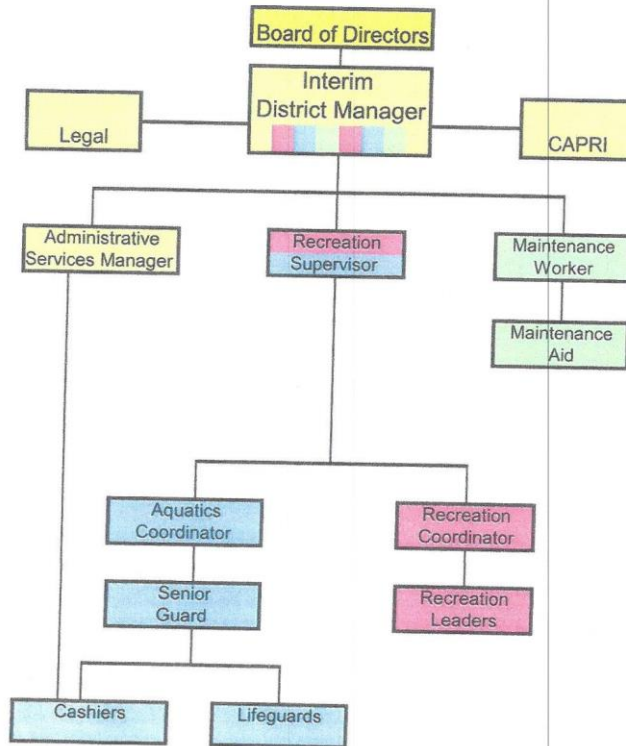
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ORGANIZATIONAL CHART
 ARDEN MANOR RECREATION AND PARK DISTRICT



- 9331 Administration
- 9360 Maintenance
- 9361 Recreation
- 9362 Aquatics

2-1

Arden Park

Salary Schedule Effective 7.1.2017

Exhibit A to Resolution No. 17-07-09

I. REGULAR FULL TIME POSITIONS / CLASSIFICATIONS

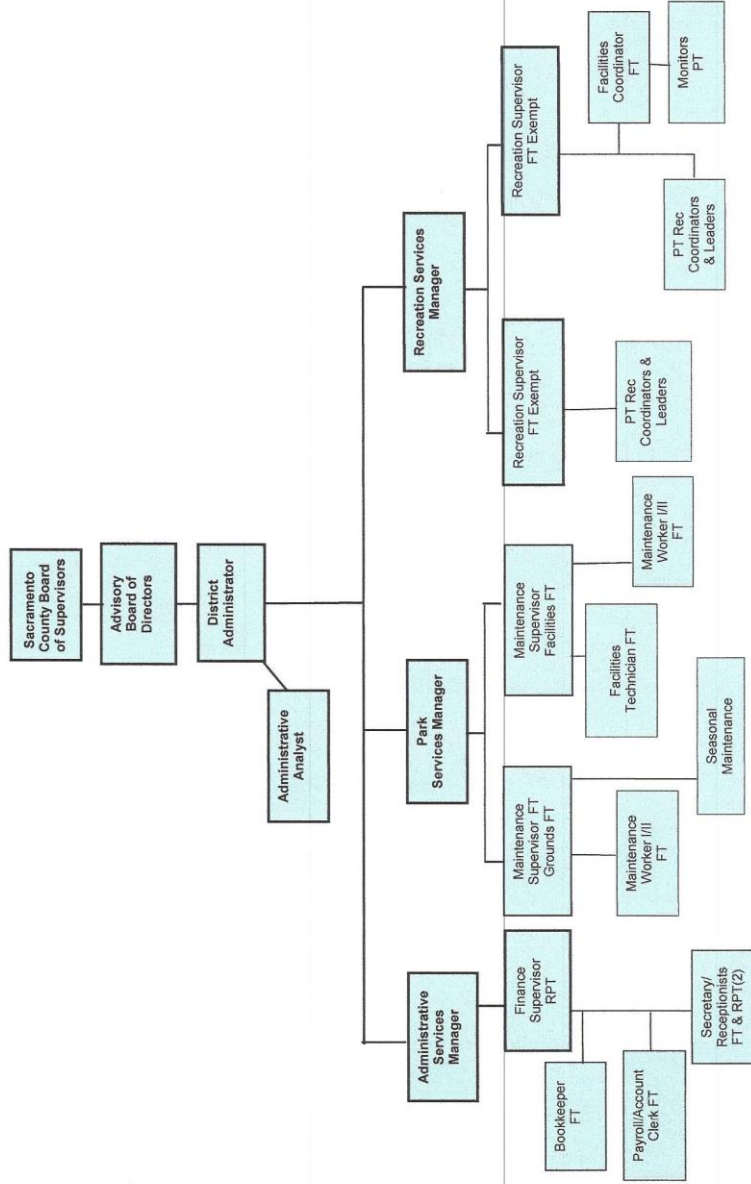
POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
District Administrator	\$67,752	\$71,140	\$74,697	\$78,431	\$82,353
Recreation Supervisor	\$46,836	\$49,178	\$51,637	\$54,219	\$56,929
Park Maint Supervisor	\$46,836	\$49,178	\$51,637	\$54,219	\$56,929
Park Maint Worker II	\$31,289	\$32,853	\$34,496	\$36,221	\$38,032
Administrative Assistant	\$40,596	\$42,626	\$44,757	\$46,995	\$49,345
Park Maint Worker I	\$25,924	\$27,220	\$28,581	\$30,010	\$31,511

II. PART TIME, TEMPORARY POSITIONS

POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Pre-school Leader	\$14.25	\$14.61	\$14.97	\$15.35	\$15.73
Pre-school Aide	\$10.75	\$11.02	\$11.29	\$11.58	\$11.87
Recreation Leader II	\$11.48	\$11.77	\$12.06		
Recreation Leader I	\$10.75	\$11.02	\$11.29		
Recreation Aide	\$10.75	\$11.02	\$11.29		
Pool Manager	\$14.78	\$15.15	\$15.53		
Ass't Pool Manager w/WSI	\$13.25	\$13.58	\$13.92		
Swim Instructor with WSI	\$11.90	\$12.20	\$12.50		
Lifeguard I/Swim Instructor	\$11.00	\$11.28	\$11.56		
Cashier	\$10.50				
Park Maint Worker II-Part Time	\$13.10	\$13.43	\$13.76	\$14.11	
Park Maint Worker I-Part Time	\$10.50	\$10.76	\$11.03	\$11.31	



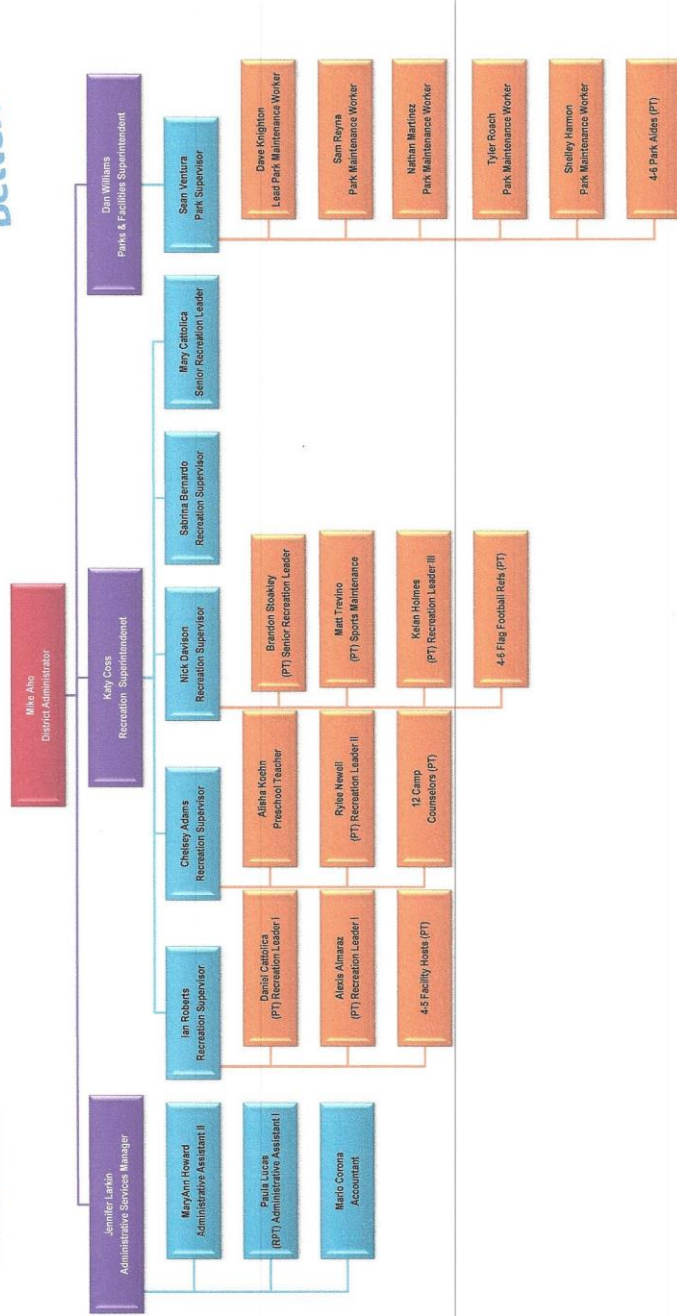
Carmichael Recreation & Park District Employee Organizational Chart

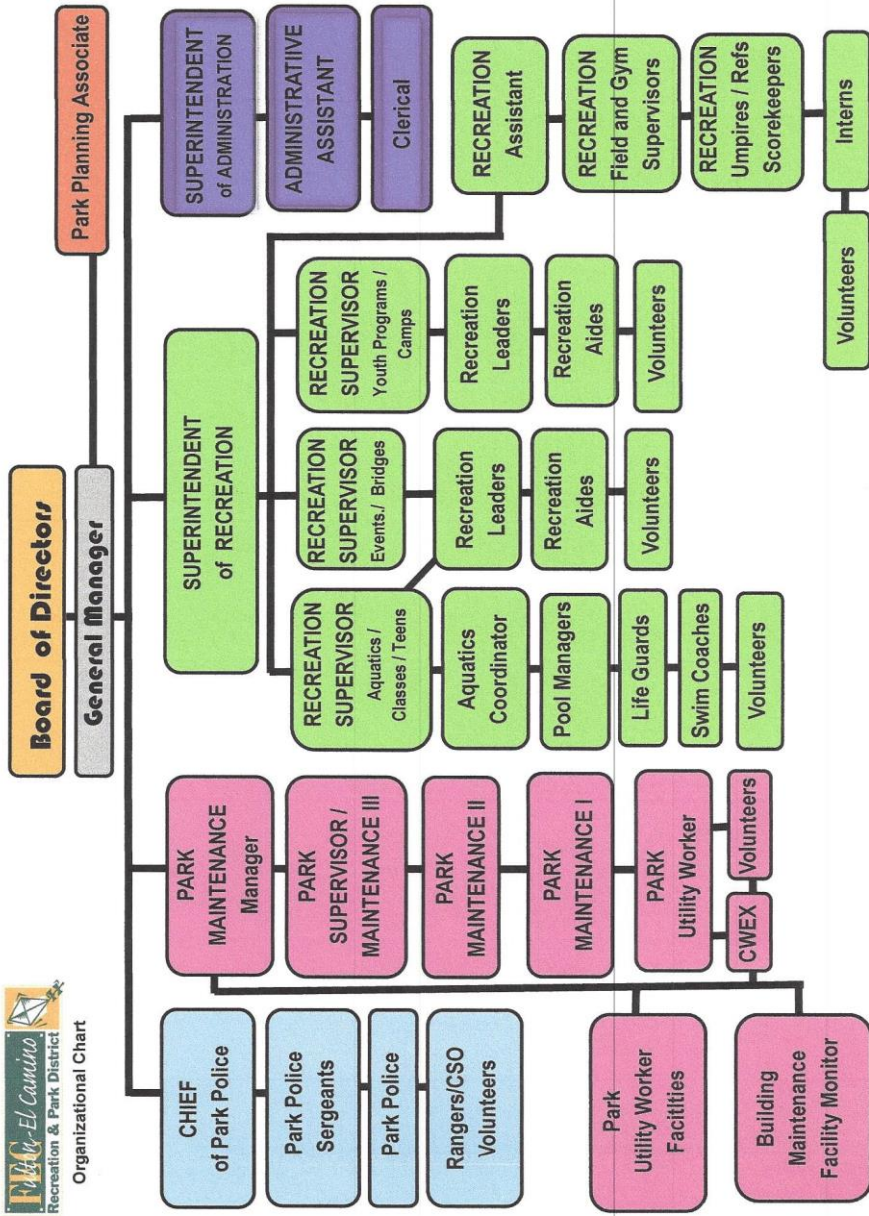


Updated 7/2017

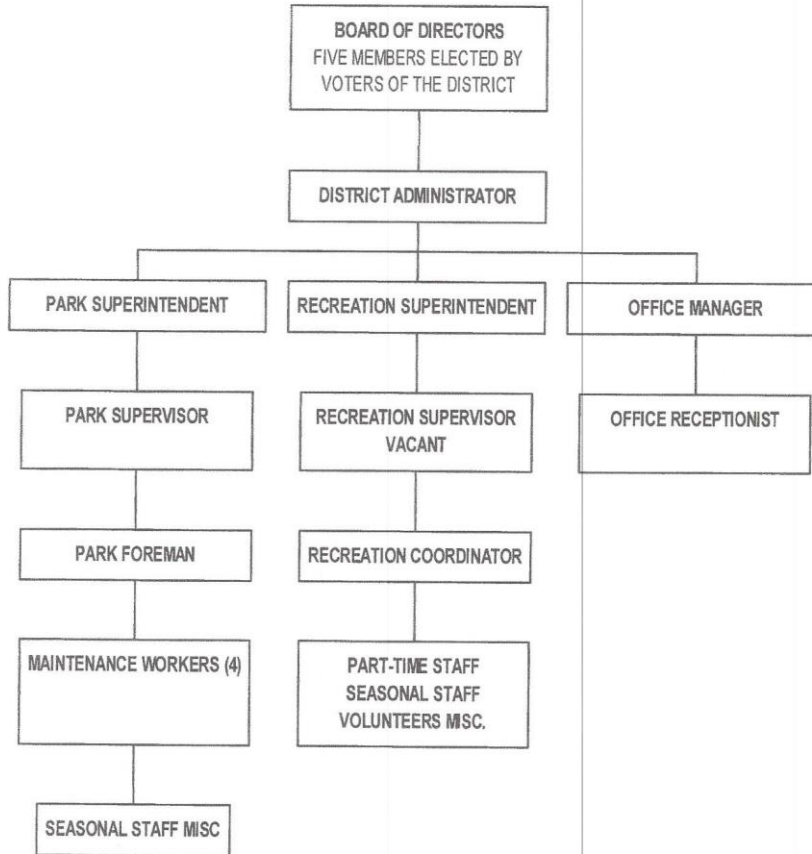


2017 ORGANIZATIONAL CHART Fair Oaks Recreation & Park District





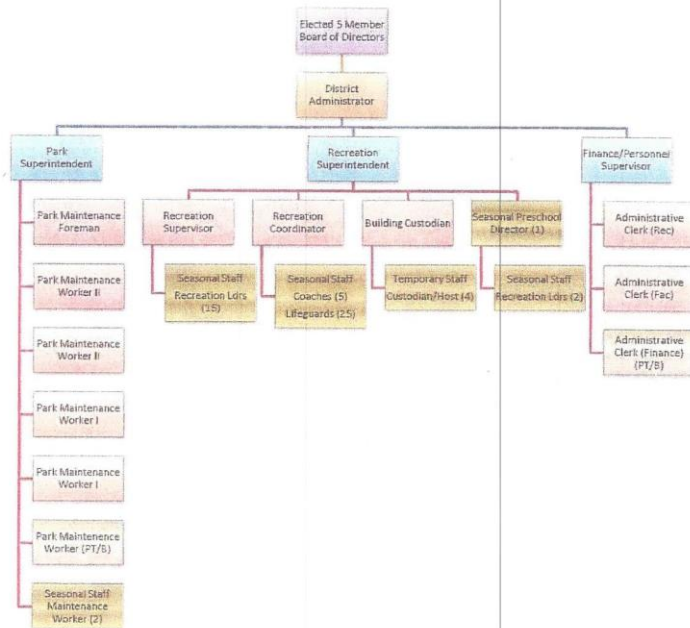
NORTH HIGHLANDS RECREATION AND PARK DISTRICT
ORGANIZATIONAL CHART



REVISED 2/5/15

Orangevale Recreation & Park District

Organizational Chart



PT/B = Part Time Benefitted (20 to 35 hrs per week)

**APPENDIX B – SURVEY DISTRICTS AND CPCSD SHOWING ALL
MANAGEMENT/SUPERVISORY POSITIONS BELOW THE GENERAL
MANAGER/DISTRICT ADMINISTRATOR**

CAMERON PARK COMMUNITY SERVICES DISTRICT – Parks Superintendent, Recreation
Supervisor, Fire Chief

ARDEN CREEK PARKS AND RECREATION – Park Maintenance Manager, Community Resources
Director, Office Manager

ARDEN MANOR – Administrative Services Manager, Recreation Supervisor

ARDEN PARK PARKS AND RECREATION – Recreation Supervisor, Park Maintenance Supervisor

CARMICHAEL PARK AND RECREATION DISTRICT – Administrative Services Manager, Park Services
Manager, Recreation Services Manager

FAIR OAKS RECREATION AND PARK DISTRICT – Administrative Services Manager, Recreation
Superintendent, Parks and Facilities Superintendent

FULTON-EL CAMINO RECREATION AND PARK DISTRICT – Park Maintenance Manager,
Superintendent of Recreation, Superintendent of Administration, Chief of Park Police

NORTH HIGHLANDS RECREATION AND PARK DISTRICT – Park Superintendent, Recreation
Superintendent, Office Manager

ORANGEVALE RECREATION AND PARK DISTRICT – Park Superintendent, Recreation
Superintendent, Finance/Personnel Supervisor

APPENDIX C – UPDATED/RETITLED JOB DESCRIPTION FOR ADMINISTRATIVE SERVICES MANAGER

CAMERON PARK COMMUNITY SERVICES DISTRICT

Administrative Services Manager

(Exempt/Confidential)

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under supervision of the General Manager, plans, manages and organizes and directs the administrative, finance, human resources and risk management and other related functions as required. Also may serve as liaison to the District’s contracted information technology service provider.

DISTINGUISHING CHARACTERISTICS:

The **Administrative Services Manager** is a management/supervisory level class responsible for all functions and operations related to office administration, finance, human resources, risk management and contracted information technology service provider. The Administrative Services Manager assists with carrying out, reviewing, interpreting and coordinating District policies. This position supervises and directs work performed by regular and/or part-time employees

Departmental operations are coordinated with the activities of other District departments and are developed within the framework of District policies. The position requires a demonstrated ability to work successfully with staff, management, the Board as well as with representatives of community organizations, state/local agencies and associations, District management and staff and the public.

SUPERVISION EXERCISED/RECEIVED:

Receives general direction from the General Manager. Incumbents in this position routinely exercise supervision over regular and/or part-time employees.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Manages the office administration, finance, human resources, and contracted information technology operations of the District.
- Oversees and performs complex accounting functions related to financial statements, the preparation of journal entries for general ledger accounts, reconciliation of accounts, accounts payable, payroll, payroll benefits, accruals, and taxes in a governmental fund accounting system; provides back up for staff absences.
- Provides high-level, quality reports to the General Manager timely in support of the Department for committees and the Board of Directors.
- Performs a variety of financial reporting tasks, including the preparation and analysis of month-end closing for the general ledger; prepares annual reports and works with the independent auditor in gathering and interpreting data for required annual audit and state reports, reconciling District accounts and funds; maintains spreadsheets; analyzes and prepares accounts for year-end closing and financial statements.
- Works with staff to highlight revenue and expenditure trends to ensure budget compliance.
- Manages and coordinates all functions related to the District's finances including cash management, treasury, audit and control, procurement, payroll, accounts payable, fixed assets, vendor agreements, annual budget, internal control systems, records management, reporting and analysis, compliance with appropriate laws, ordinances and regulations and other related functions.
- Manages the District's fixed asset record-keeping and coordinate the preparation of a fixed asset report.
- Administers human resources functions, including salaries, benefits and required employment documentation. Maintains a variety of confidential records and files.
- Manages the District's benefits programs, including proper participation in CalPERS and compliance with the District's CalPERS contracts and CalPERS regulations.
- Manages and coordinates all functions and operations related to the District's Information Technology including software, hardware, internet, telecom and other related functions.
- Manages the District's risk management and insurance programs for compliance, assures points for rate reduction are obtained for annual insurance renewal.

- Manages and oversees the administrative functions of the office including customer service and Board support.
- Participates as a contributory member of the District Management team coordinating efforts with the General Manager and all other departments; demonstrates strong professional skills with the Board of Directors, committees, other agencies, the public and staff; attends meetings as assigned; attends Board of Directors meetings as required; prepares and presents reports to the General Manager, Board of Directors, and other public agencies or groups, analyzes complex technical challenges and evaluates alternative solutions.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires both near and far vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: (The following are minimal qualifications necessary for entry into the classification.)

Education and/or Experience:

A Bachelor’s degree is required and a Master’s degree is preferred. Experience in a government agency, special district, or with fund accounting is highly desirable. Three to five years of increasingly responsible experience including supervision, governmental finance, human resources and risk management are also highly.

License/Certificate:

Must be able to travel to various locations within and outside the District to meet the District’s needs and to fulfill the job responsibilities. When driving on District business, maintenance of a valid California Driver’s License and satisfactory driving record is required.

Knowledge/Abilities/Skills:

(The following are a representative sample of the KAS’s necessary to perform essential duties of the position.)

Knowledge of:

Principles and practices of administering and directing public agency administrative functions and related responsibilities including financial record keeping, report writing, and basic governmental accounting; principles and practices of budget development, budget administration and purchasing; cash handling techniques; basic principles of mathematics; principles and practices of records management and organizational effectiveness; applicable federal, state and local laws, codes and regulations; principles and practices for public sector human resources management; principles and practices of supervision, training, discipline, and performance evaluation methods and techniques of scheduling work assignments; principles and practices of records management and organizational effectiveness; standard office procedures, practices, and equipment; modern office procedures, including word processing, spreadsheet, and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; Americans with Disabilities Act (ADA) compliance, occupational hazards and standard safety practices.

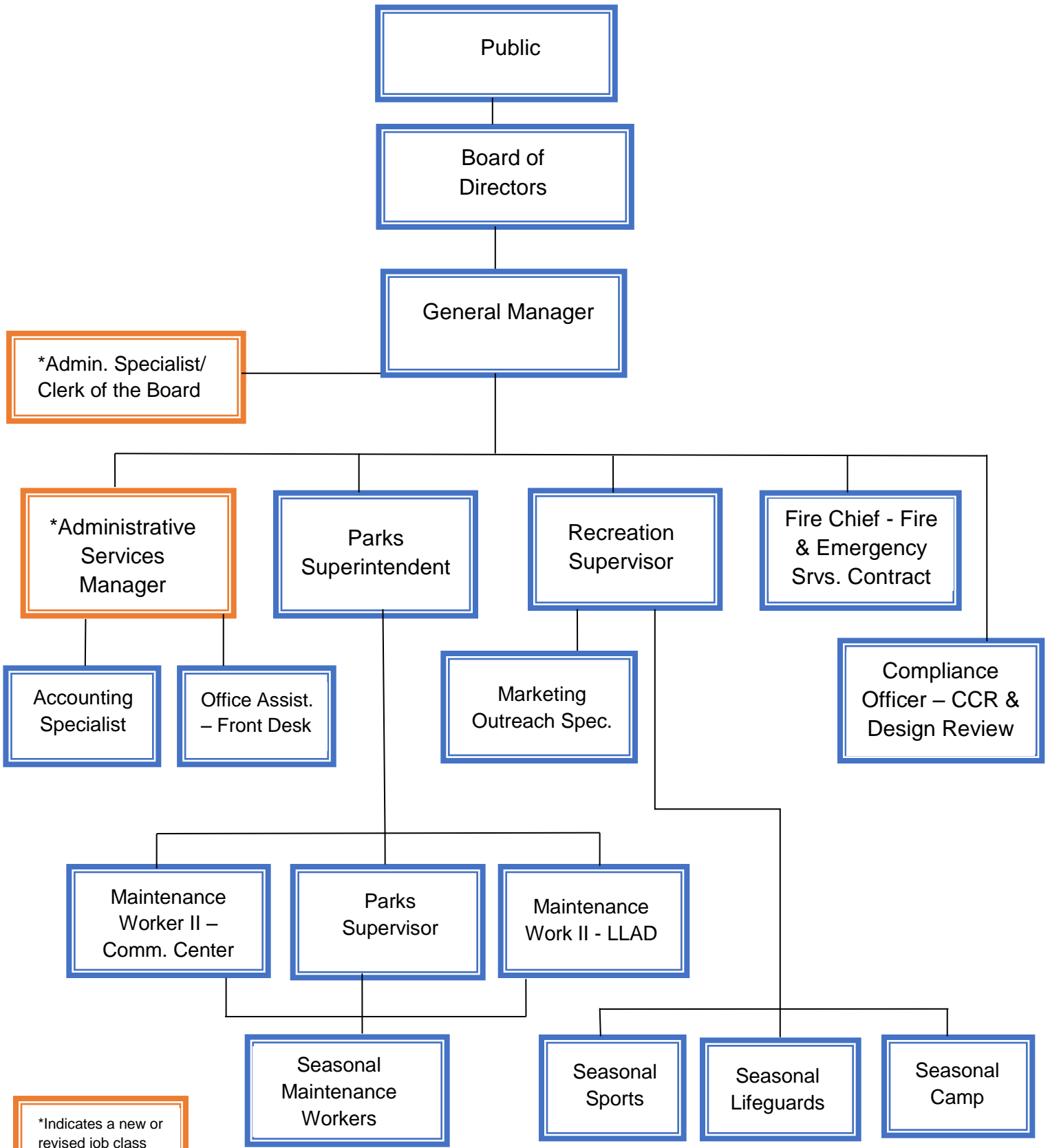
Ability to:

Work independently and plan, direct, manage, and coordinate the work of the finance, human resources, information technology, office management, and risk management functions; prepare and administer a district-wide governmental fund accounting budget; estimate time, materials, and equipment needed to complete projects; keep accurate records; examine and analyze a wide variety of financial documents and reports; implement goals, objectives, and methods for measuring and evaluating achievement and performance levels; learn new complex software programs; perform mathematical calculations quickly and accurately; interpret, apply, and make decisions in accordance with laws, procedures, rules, regulations, policies, and guidelines; supervise, train, discipline, and evaluate subordinates; read, interpret, and record data accurately; analyze situations, project consequences of proposed actions, and implement recommendations in support of goals; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze complex issues, and develop and implement appropriate responses; follow written and oral directions; observe and enforce safety principles and work in a safe manner; work flexible hours, including evenings and weekends as business needs require; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; maintain a high degree of confidentiality, professional standards, and communication skills.

Skill to:

Operate office computers and other technology devices and use a variety of word processing, spreadsheet and software applications, including financial systems.

APPENDIX D – PROPOSED ORGANIZATIONAL CHART



*Indicates a new or revised job class

CAMERON PARK COMMUNITY SERVICES DISTRICT
Finance/Human Resources Officer

(Exempt/Confidential)

Administration Department

Salary: \$52,025 - \$63,237 Annually

\$4,335 - \$5,270 Monthly

\$25.01- \$30.40 Hourly

Plus Benefits

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

COMMUNITY OVERVIEW:

The community of Cameron Park is located in the foothills of El Dorado County, on the west slope of the Sierra Nevada along U.S. Highway 50, about 30 miles east of Sacramento, California. The community is home to about 15,000 residents and covers an area of about 8.3 square miles. The Cameron Park Community Services District (CSD) administers fire and emergency services, parks, recreation, covenants, conditions and restrictions (CC&Rs), lighting and landscaping districts, solid waste disposal and recycling.

DEFINITION:

Under supervision of the General Manager, plans, manages and organizes and directs the Finance, Human Resources and Risk Management and other related functions as required. Also serves as liaison to the District's contracted information technology service provider. Provides information to the public or other staff that requires the use of mature judgment. Maintains a high degree of confidentiality, professional standards and communication skills.

DISTINGUISHING CHARACTERISTICS:

The **Finance/Human Resources Officer** is the senior level class responsible for all functions and operations related to Finance, Human Resources, Risk Management and serves as liaison for the District's contracted information technology service provider. The Finance/Human Resources Officer assists with carrying out, reviewing, interpreting and coordinating District policies. This position supervises and directs work performed by part time employees. Manages a general fund operational budget of approximately \$5.3 million as well as over \$500,000 in 20 Landscape and Lighting Assessment Districts (LLADs).

Departmental operations are coordinated with the activities of other District departments and are developed within the framework of District policies. The position requires a demonstrated ability to work successfully with staff, management, the Board as well as with representatives of community organizations, state/local agencies and associations, District management and staff and the public.

SUPERVISION EXERCISED/RECEIVED:

Receives general direction from the General Manager. Incumbents in this position routinely exercise supervision over part time employees.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Reports directly to the General Manager and works with all departments. Manages the Finance, Human Resources and Information Technology operations of the District.
- Accepts responsibility for performing complex accounting functions related to financial statements, the preparation of journal entries for general ledger accounts, reconciliation of accounts, accounts payable, payroll, payroll benefits, accruals, and taxes in a governmental fund accounting system. Knowledgeable of all functions and responsibilities of the Finance Department in order to train or lead other department staff, including backing up for absences.
- Provides high-level, quality reports to the General Manager timely in support of the Department for committees and the Board of Directors.
- Performs a variety of financial reporting tasks, including prepares month-end closing and analyzes month-end reports for the general ledger; prepares annual reports and works with the independent auditor in gathering and interpreting data for required annual audit and state reports, reconciling District accounts and funds; maintains spreadsheets; analyzes and prepares accounts for year-end closing and financial statements.
- Works with staff to highlight revenue and expenditure trends to ensure budget compliance.
- Manages and coordinates all functions related to the District's finances including cash management, treasury, audit and control, procurement, payroll, accounts payable, fixed assets, vendor agreements, annual budget, internal control systems, records management, reporting and analysis, compliance with appropriate laws, ordinances and regulations and other related functions.
- Manages the District's fixed asset record-keeping and coordinate the preparation of a fixed asset report.
- Maintains a monthly task list to ensure critical department administrative tasks are completed on time.
- Administers Human Resources, including salaries, benefits and required employment documentation. Maintains a variety of confidential records and files.
- Manages the District's benefits programs, including proper participation in CalPERS and compliance with the District's CalPERS contracts and CalPERS regulations.
- Manages and coordinates all functions and operations related to the District's Information Technology including software, hardware, internet, telecom and other related functions.
- Manages the District's risk management and insurance programs for compliance, assures points for rate reduction are obtained for annual insurance renewal.
- Participates as a contributory member of the District Management team coordinating efforts with the General Manager and all other departments; demonstrates strong professional skills with the Board of Directors, committees, other agencies, the public and staff; attends meetings as assigned; attends Board of Directors meetings as required; prepares and presents reports to the General

Manager, Board of Directors, and other public agencies or groups, analyzes complex technical challenges and evaluates alternative solutions.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires both near and far vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: (The following are minimal qualifications necessary for entry into the classification.)

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Finance/Human Resources Officer's duties as described above. A Bachelor's degree is required and a Master's degree is preferred. Experience in a government agency, special district, or with fund accounting is highly desirable. Three to five years of increasingly responsible experience including supervision, governmental finance, human resources and risk management are also highly desirable to perform the above duties and responsibilities at the professional level desired by the District.

License/Certificate:

Must be able to travel to various locations within and outside the District to meet the District's needs and to fulfill the job responsibilities. When driving on District business, maintenance of a valid California Driver's License and satisfactory driving record is required.

Certificates in finance, human resources, information technology and public administration are highly desired.

Other Qualifications:

- Possession of, or ability to obtain, a valid Class C California driver's license
- Must be able to pass a screening process to become bonded
- Drug screening and Department of Justice (DOJ) background check required

Knowledge/Abilities/Skills:

(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)

Knowledge of:

Principles and practices of administering and directing a public agency department and related responsibilities including financial record keeping, report writing, and basic governmental accounting; principles and practices of budget development, budget administration and purchasing; cash handling techniques; basic principles of mathematics; principles and practices of records management and organizational effectiveness; applicable federal, state and local laws, codes and regulations; principles and practices of supervision, training, discipline, and performance evaluation methods and techniques of scheduling work assignments; principles and practices of records management and organizational effectiveness; standard office procedures, practices and equipment; modern office procedures, including word processing, spreadsheet, and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; Americans with Disabilities Act (ADA) compliance, occupational hazards and standard safety practices.

Ability to:

Work independently and plan, direct, manage and coordinate the work of the Finance, Human Resources, Information Technology and Risk Management functions; prepare and administer a District-wide governmental fund accounting budget; estimate time, materials and equipment needed to complete projects; keep accurate records; examine a wide variety of financial documents and reports; implement goals, objectives, and methods for measuring and evaluating achievement and performance levels; learn new complex software programs; perform mathematical calculations quickly and accurately; interpret, apply and make decisions in accordance with laws, procedures, rules, regulations, policies and guidelines; supervise, train, discipline and evaluate subordinates; read, interpret and record data accurately; analyze situations, project consequences of proposed actions and implement recommendations in support of goals; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe and enforce safety principles and work in a safe manner; work flexible hours, including evenings and weekends as business needs require; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

Skill to:

Operate an office computer and a variety of word processing, spreadsheet and software applications, including financial systems.

EQUAL OPPORTUNITY EMPLOYER

Cameron Park Community Services District is an Equal Opportunity Employer.

ADDITIONAL INFORMATION:

Finance/Human Resources Officer - full time (salary \$52,025 to \$63,237 – plus benefits). Plans, manages, organizes and directs the Finance, Human Resources, Information Technology, Risk Management and other related functions as required. Provides information to the public or other staff that requires the use of mature judgement. Maintains a high degree of confidentiality.

For a detailed job description, flyer and application please visit:

www.cameronpark.org/about-cpcsd/jobs-cameron-park/

Applications are available Monday-Friday, 8:00 am - 5:00 pm at Cameron Park CSD, 2502 Country Club Drive, Cameron Park CA 95682.

RESPONSIBLE FOR:

Reviewing, interpreting and coordinating District polices, a variety of financial reporting tasks and managing budgets, audits, record keeping, payroll, benefits programs, insurance programs and information technology operations.

FILING DATE:

Open until filled.

SUBMIT:

All submittal packets will be screened for completeness and possession of minimum requirements. Only completed packet submittals will be considered, which must include:

- Cover letter; and
- Resume; and
- Completed CSD job application (online at www.cameronpark.org/about-cpcsd/jobs-cameron-park/).

Submit completed packets by:

FAX – (530) 677-2201

or

Email – admin@cameronpark.org

or

U.S. Mail or in person -

Cameron Park Community Services District

Attention: Mary Cahill, General Manager

2502 Country Club Drive

Cameron Park, CA 95682

PLEASE DO NOT SEND EMAIL REQUESTS FOR INFORMATION - FOR INFORMATION CALL:

Mary Cahill, General Manager – (530) 677-2231

Agenda Transmittal

DATE: January 17, 2018

FROM: Jill Ritzman, General Manager

AGENDA ITEM #6D: **REQUEST FOR PROPOSAL – FIRE & EMERGENCY SERVICES CONTRACT**

RECOMMENDED ACTIONS: Fire & Emergency Services Contract - Actions For Consideration:

- AUTHORIZE the Release of Fire & Emergency Services Request for Proposal;
- APPROVE the Selection Process for Fire & Emergency Services;
- DIRECT THE GENERAL MANAGER to negotiate directly with CAL FIRE

BUDGET ACCOUNT: FIRE DEPARTMENT 3000

BUDGET IMPACT: To Be Determined

RECOMMENDATION

- Authorize the Release of Fire & Emergency Services Request for Proposal;
- Approve the Selection Process for Fire & Emergency Services

ALTERNATE RECOMMENDATION - FIRE & EMERGENCY SERVICES COMMITTEE

The Fire & Emergency Services Committee propose an alternate recommendation for Board consideration: Direct the General Manager to negotiate directly with CAL FIRE for a long term contract for Fire and Emergency Services, and to have staff return to the Board of Directors with a proposed contract and a comprehensive FY 2018-19 Fire Department Budget.

BACKGROUND

On September 25, 2017, the Board of Directors approved a recommendation to have the General Manager Circulate the Fire and Emergency Services Request for Proposal. There has been changes to District leadership positions since that time. Staff is returning to the Board for authorization to release the Request for Proposal for Fire & Emergency Services, and to approve the Selection Process for proposers.

DISCUSSION

Interim General Manager Rich Ramirez developed the attached Request for Proposal (RFP). The document is based upon similar documents from the California cities of Costa Mesa and Marysville. In addition, excerpts from agencies in Arizona and Colorado that had sought proposals from both public and private entities for fire and emergency response services were included in the RFP.

Staff is proposing a community engagement selection process to recommend an agency to the Board of Directors for consideration. The goal is to establish a fair & objective process with involvement by community members, professionals with experience in fire and emergency services and members of the Board of Directors Fire & Emergency Services Committee. The Selection Process is detailed in Attachment A.

Estimated Timeline for RFP



Release of RFP.....	February 1, 2018
Pre-Bid Meeting and Facility Tour	week of February 12, 2018
Deadline for Written Questions	March 5, 2018
Responses to Questions Posted on Website.....	March 9, 2018
Deadline for Proposals.....	March 16, 2018
Professional Review Panel	week of March 26, 2018
Notification to Proposers of Interview.....	week of April 2, 2018
Community Selection Panel Interviews.....	week of April 16, 2018
Negotiate Contract, General Manager and Legal Counsel	April 19 – May 4, 2018
Board of Directors Considers Proposed Contract.....	May 16, 2018

Attachment A: Selection Process Outline
Attachment B: Request for Proposal

Attachment A

Fire & Emergency Services - Request for Proposals

January 5, 2018

Selection Process

Outcomes:

- Establish a fair & objective process with community and professional involvement
- Final recommendation to the Board of Directors from a community selection panel
- Secure a new long term (5+ years) contract for Fire & Emergency Services

Process components

1. Formal RFP released; six week window for responses
2. Notification to all area fire agencies
3. Pre-Bid meeting with Q/A and tour of stations
4. Professional panel to review written RFP, assess and score
5. Community panel conducts oral interviews & selects best candidate
6. General Manager & legal counsel negotiates final contract with recommended agency to be presented to BOD

Professional Panel

Responsibilities: review and rank written RFP responses and developing oral interview questions for community member panel

Comprised of four members:

- ✓ Fire Services Retiree or Professionals, not associated with proposers (2)
- ✓ County OES staff (1)
- ✓ Board of Directors Fire Committee member (1)
- ✓
- Written scoring of each portion of RFP
- Go/No Go criteria to ensure capable agency moves on in process
- General Manager to participate in de-briefing after interviews; solicit feedback on possible contract terms

Community Panel

Responsibility: conduct oral interview of eligible proposers

Comprised of six members:

- ✓ Appointee from each Board members (5)
- ✓ Fire Committee member (1)
- ✓ Professional panel member as advisory
- GM to participate in de-briefing after interviews; solicit feedback on possible contract terms

NOTE: All panel members are kept strictly confidential



Request for Proposal Emergency Services

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

Board of Directors:
Holly Morrison, President
Margaret Mohr, Vice President
Monique Scobey, Director
Greg Stanton, Director
Ellie Wooten, Director

Jill Ritzman, General Manager

Issued February 1, 2018
Submittal Deadline March 16, 2018

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 contact 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:

Release of RFP.....	February 1, 2018
Pre-Bid Meeting and Facility Tour	week of February 12, 2018
Deadline for Written Questions	March 5, 2018
Responses to Questions Posted on Website.....	March 9, 2018
Deadline for Proposals	March 16, 2018
Professional Review Panel	week of March 26, 2018
Notification to Proposers of Interview.....	week of April 2, 2018
Community Selection Panel Interviews.....	week of April 16, 2018
Negotiate Contract, General Manager and Legal Counsel .	April 19 – May 4, 2018
Board of Directors Considers Proposed Contract.....	May 16, 2018

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.

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

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.

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 Friday, March 16, 2018, 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:

Jill Ritzman, General Manager
jritzman@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
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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

DRAFT

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:

[Empty box for detailing other functions]

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:

[Empty box for detailing services not provided]

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."



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



DRAFT

Cameron Park
Community Services District

Agenda Transmittal

DATE: January 17, 2018

FROM: Jill Ritzman, General Manager

AGENDA ITEM #6E: CAMERON PARK COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' COMMITTEE ASSIGNMENTS

RECOMMENDED ACTION: Receive, Discuss and File

BUDGET ACCOUNT: N/A

BUDGET IMPACT: N/A

Annually the Board of Directors' President assigns members to standing committees for a one-year term, per the District's Bylaws, Article 6.13 Committees:

*The following committees shall be established as "Standing Committees"; **Covenants, Conditions & Restrictions, Parks and Recreation, Fire & Emergency Services, and Budget and Administration.** These committees meet in accordance with the provisions of the Ralph M. Brown Act commencing with Section 54950 et al California Government Code, as amended. These committees will consist of two directors appointed by the Board President. The same two Directors may not serve on all standing committees during the same term. Committee assignments will be for a term of one year commencing with the Board reorganization in December.*

Prior to this meeting, President Morrison requested Committee preferences from Board members. At this time Board President Morrison will announce the Committee assignments and schedule. The Committee Chair appointment will be made at the first meeting.