



**CAMERON PARK COMMUNITY SERVICES DISTRICT**

2502 Country Club Drive  
Cameron Park, CA 95682  
(530) 677-2231 Phone  
(530) 677-2201 Fax  
[www.cameronpark.org](http://www.cameronpark.org)

# **AGENDA**

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

## **REGULAR BOARD MEETING**

**Wednesday, August 16, 2023**

**6:30 pm**

**Cameron Park Community Center – Assembly Hall**

**2502 Country Club Drive, Cameron Park, CA 95682**

### **Board Members**

Sidney Bazett	President
Monique Scobey	Vice President
Eric Aiston	Board Member
Dawn Wolfson	Board Member
Tim Israel	Board Member

# AGENDA

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## CALL TO ORDER

- A. Roll Call
  - B. Pledge of Allegiance
- 

*Public testimony will be received on each agenda item as it is called. Principal party on each side of an issue is allocated 10 minutes to speak, individual comments are limited to 3 minutes except with the consent of the Board; individuals shall be allowed to speak on an item only once. Members of the audience are asked to volunteer their name before addressing the Board. The Board reserves the right to waive said rules by a majority vote.*

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## ADOPTION OF THE AGENDA

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

1. Adopt the Agenda
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## RECOGNITIONS, APPOINTMENTS, AND PRESENTATIONS

*The Board of Directors expresses appreciation to members of the community, District staff, or the Board for extra efforts as volunteers, committee members or community-minded citizens. The Board of Directors is prohibited from discussing issues not on the agenda brought to them at this time. According to State Law (the Brown Act), items must first be noticed on the agenda before any discussion or action.*

Shiva Frentzen, Executive Officer  
El Dorado Local Area Formation Commission  
**Annexation for Special Districts**

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## 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.*

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## 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 to be discussed and acted upon individually.*

2. **APPROVE** Conformed Agenda – Board of Directors Regular Meeting July 19, 2023
3. **APPROVE** Fire Prevention Specialist Revised Job Description

# AGENDA

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## 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.*

4. Items removed from the Consent Agenda for discussion
  5. **APPROVE**- Resolution 2023-35 Approving Fiscal Year 2023-2024 Final Budget
  6. **PUBLIC HEARING – APPROVE** Resolution 2023-35 Stating the Purposes and Fixing the Amount of Money to be Raised by Taxation to the District to Pay Voter Approved Debt for the Fiscal Year 2023-24 and Setting the Tax Rate
- 

## 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.*

7. Committee Chair Report-Outs
    - Budget & Administration
    - Covenants, Conditions & Restrictions (CC&R)
    - Fire & Emergency Services
    - Parks & Recreation
  8. General Matters to/from Board Members and Staff
- 

## ADJOURNMENT

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# **CONFORMED AGENDA**

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

## **REGULAR BOARD MEETING**

**Wednesday, July 19, 2023**

**6:30 pm**

**Cameron Park Community Center – Assembly Hall**

**2502 Country Club Drive, Cameron Park, CA 95682**

### **Board Members**

Sidney Bazett	President
Monique Scobey	Vice President
Eric Aiston	Board Member
Dawn Wolfson	Board Member
Tim Israel	Board Member

# AGENDA

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## CALL TO ORDER

- A. Roll Call *SB/MS/EA/TI/DW*
  - B. Pledge of Allegiance
- 

*Public testimony will be received on each agenda item as it is called. Principal party on each side of an issue is allocated 10 minutes to speak, individual comments are limited to 3 minutes except with the consent of the Board; individuals shall be allowed to speak on an item only once. Members of the audience are asked to volunteer their name before addressing the Board. The Board reserves the right to waive said rules by a majority vote.*

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## ADOPTION OF THE AGENDA

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

### 1. Adopt the Agenda

- *Motion to Adopt the Agenda*

*TI/DW – Motion Passed  
Ayes – SB/MS/DW/EA/TI  
Noes – None  
Absent – None  
Abstain – None*

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## RECOGNITIONS, APPOINTMENTS, AND PRESENTATIONS

*The Board of Directors expresses appreciation to members of the community, District staff, or the Board for extra efforts as volunteers, committee members or community-minded citizens. The Board of Directors is prohibited from discussing issues not on the agenda brought to them at this time. According to State Law (the Brown Act), items must first be noticed on the agenda before any discussion or action.*

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## 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.*

*Several neighbors to Cameron Park Lake testified about the recent absence of pickleball.*

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## 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 to be discussed and acted upon individually.*

2. **APPROVE** Conformed Agenda – Board of Directors Special Meeting June 13, 2023
3. **APPROVE** Conformed Agenda – Board of Directors Regular Meeting June 21, 2023
4. **APPROVE** Conformed Agenda – Board of Directors Special Meeting June 28, 2023

- *Motion to Approve the Consent Agenda*

*DW/EA – Motion Passed  
Ayes – SB/MS/DW/EA/TI  
Noes – None  
Absent – None  
Abstain – None*

## 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.*

5. Items removed from the Consent Agenda for discussion
6. **REVIEW, DISCUSS, PROVIDE DIRECTION TO STAFF** Next Steps for Fire and Emergency Services Sustainability

- *Direction provided to staff to proceed with recommendations*

7. **APPROVE RESOLUTION 2023-30** Authorizing the Interim General Manager to execute an extended agreement with Municipal Resources Group for Technical Support and Guidance to General Manager and Board of Directors

- *Motion to Approve Resolution 2023-30 to include attaching the rate sheet to the Resolution and Agreement with Municipal Resource Group*

*MS/EA – Motion Passed  
Ayes – SB/MS/DW/EA/TI  
Noes – None  
Absent – None  
Abstain – None*

*Board took a brief 5 minute break*

8. **APPROVE RESOLUTION 2023-31** Approving a Change for Professional Services Agreement Scope of Services between Cameron Park Community Services District and AP Triton

- *Motion to Approve Resolution 2023-31 authorizing interim General Manager to revise Scope of Services and enter into an amended agreement with AP Triton to include the optional Task 1D increasing the amount to \$73,136*

*TI/MS– Motion Passed  
Ayes – SB/MS/DW/TI  
Noes – EA  
Absent – None  
Abstain – None*

9. **APPROVE RESOLUTION 2023-32** Approving Cancellation of Advance Life Support Ambulance Agreement between El Dorado County Emergency Services Authority and Cameron Park Community Services District

- *Motion to Approve Resolution 2023-32 with an amendment to extend notice of cancellation to 120 days*

*EA/SB – Motion Passed  
Ayes – SB/MS/DW/EA/TI  
Noes – None  
Absent – None  
Abstain – None*

10. **PUBLIC HEARING - APPROVE RESOLUTION 2023-33** – Approving Lighting and Landscape Districts' Engineer's Report, Confirming Diagram and Assessments, and Directing Auditor-Controller of El Dorado County to Continue and to Collect Assessments for Fiscal Year 2023-24

- *Motion to Approve Resolution 2023-33*

*MS/EA– Motion Passed  
Ayes – SB/MS/DW/EA/TI  
Noes – None  
Absent – None  
Abstain – None*

## **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.*

11. Committee Chair Report-Outs
    - a. Budget & Administration
    - b. Covenants, Conditions & Restrictions (CC&R)
    - c. Fire & Emergency Services
    - d. Parks & Recreation
  
  12. General Matters to/from Board Members and Staff
- 

## **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.*

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## **CONVENE TO CLOSED SESSION**

*The Board will recess to closed session to discuss the following item(s):*

- Pubic Employment Pursuant to Government Code section 54957 – General Manager Recruitment
- 

## **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.*

- *The Board discussed in closed session the items agendized for closed session discussion and direction was given to staff.*
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## **ADJOURNMENT 10:18pm**

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## Agenda Transmittal

**DATE:** August 16, 2023

**FROM:** Chief Dusty Martin  
Chief Kalan Richards

**AGENDA ITEM #3:** **REVISION TO Fire Prevention Specialist Job Description**

**RECOMMENDED ACTION:** Approve

### **Introduction**

In 2022, the Board of Directors approved creating a new Fire Prevention Specialist position to support the Cameron Park Community Services District weed abatement ordinance education and enforcement and fire marshal activities.

### **Fire and Emergency Services Committee**

The Fire and Emergency Services Committee reviewed, discussed and approved forwarding to the Board of Directors for consideration.

### **Discussion**

When the position was vacated in recent weeks, reviewed the job description requirements to ensure that the position would be attractive to potential candidates. Adjustments were made to lessen the skill and education requirements to attract a larger candidate pool. The Hazardous Materials First Responder is a training needed to assist with fire marshal inspections. The Community Risk Education training changed and is difficult to secure a class. Many of the job functions are taught and learned in a new employee's first few months.

### Attachment

1A. Fire Prevention Specialist job description in track changes

**Attachment 3A**

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<b>Job Title:</b>	Fire Prevention Specialist	<b>Department/Group:</b>	Fire Department
<b>Location:</b>	Cameron Park Fire Department	<b>Will Train Applicant(s):</b>	Specific to assigned duties
<b>Level/Salary Range:</b>	Level/Salary Range	<b>Position Type:</b>	

<b>Applications Accepted By:</b>	
<b>OFFICE ADDRESS:</b> Cameron Park Community Services District 3200 Country Club Drive Cameron Park, CA 95682 <a href="http://www.cameronpark.org">www.cameronpark.org</a>	<b>BENEFITS:</b> <input checked="" type="checkbox"/> Full-Time with all Benefits <input type="checkbox"/> Part-Time with all Benefits <input type="checkbox"/> Less than Part-Time with no Benefits <input type="checkbox"/> Seasonal with no Benefits

<b>Job Description</b>
<p><b>GENERAL DESCRIPTION OF POSITION</b></p> <p>Under supervision of the Fire Marshal at the direction of the General Manager (or his/her designee) this position is assigned work in the Fire Prevention Program to conduct inspections of public occupancies and enforce applicable sections of Title 19 and Title 24 of the California Code of Regulations; conduct inspections of public assembly buildings, commercial, industrial, and specialized and hazardous occupancies; conduct field inspections of developments, buildings, water systems, fire warning alarm systems, and fire extinguishing systems to ensure compliance with all applicable fire laws, ordinances, and other regulations pertaining to fire protection and life safety; examine applications and project plans for buildings, and monitor assigned budget. This position will assist with the administration of the District's Weed and Rubbish Abatement Program, provide information on fire and life safety; design, construct, and display fire prevention materials; maintain fire and life safety and other public education information materials; develop cooperative relationships with homeowners, contractors, and landowners; and assist or act as a Public Information Officer</p> <p><b>SUPERVISION EXERCISED/RECEIVED</b></p> <p>Receives supervision from Fire Marshal under the direction of the General Manager (or his/her designee).</p> <p><b>ESSENTIAL JOB DUTIES:</b></p> <ul style="list-style-type: none"> <li>• Greets and assists the public, on the telephone and in person, with local and county information; answers questions about the Fire Prevention Program and Weed and Rubbish Abatement Ordinance.</li> <li>• Performs a variety of office tasks and related functions as needed including, but not limited to, word-processing, data entry, social media posting and other administrative support.</li> <li>• Maintains a professional work ethic, and confidentiality as required.</li> <li>• Establishes positive working relationships with representatives of community organizations, state/local agencies, district staff, fire department personnel, contractors, and the public.</li> <li>• Performs grant research and implementation.</li> <li>• Basic understanding of fire prevention codes, laws, policies and procedures.</li> <li>• Performs routine to fire and life safety inspections on new and existing buildings to include construction inspections, state mandated inspections; performs and assists with the District's Weed and Rubbish Abatement Ordinance.</li> <li>• Reviews and approves plans presented by contractors, engineers, architects, and property owners to ensure compliance with the portions of the California Health and Safety Code that apply, the California Code of Regulations Title 14, Title 19, and Title 24 as adopted by the California State Fire Marshal, the District's Weed and Rubbish Abatement Ordinance, all pertinent local El Dorado County, CA ordinances, and locally amended ordinances pertaining to fire protection systems, civil, plumbing, electrical, mechanical, other pertinent work, and structural work to be performed.</li> <li>• Performs as the fire department liaison for the creation and maintenance of Firewise Communities in Cameron Park.</li> <li>• Performs other related duties as required.</li> </ul>

**KNOWLEDGE OF:**

- Proper grammatical usage, punctuation, and spelling; basic mathematical functions; Standard office procedures, practices, and equipment, including a computer and applicable software programs – Word, Outlook, Excel, Publisher, Adobe, etc.; and social media and publishing software.
- Building and fire codes related to fire prevention inspections.
- Basic inspection techniques (e.g., observation, documentation, interpretation, code compliance) to conduct an inspection program ensuring compliance with State and local laws, codes, and standards.
- Basic fire protection engineering for inspections to ensure safe operating conditions and compliance with appropriate laws, regulations, and ordinances.
- Fire prevention programs and regulations to reduce fuel loading and ignition sources to educate the public about fire-safe landscapes (e.g., defensible space).
- Building codes and fire laws to ensure proper compliance and education to the public.
- Fire prevention requirements (e.g., equipment, industrial operations, clearance) to plan and conduct inspections ensuring compliance with Federal and State laws and local ordinances.

**SKILL TO:**

- Safely operate/drive different makes and models of District vehicles in a variety of conditions (e.g., inclement weather, rugged terrain) to travel as needed for job assignments.
- Tactfully and diplomatically mitigate complaints from the public to accomplish program goals.
- Work effectively in a team to complete tasks, event/incident planning, problem solving, and decision making.
- Develop and deliver effective oral and written presentations for information exchange and education of the public, employees, and others.
- Plan, organize, and prioritize tasks to ensure efficient completion of assignments.
- Operate computers and software programs effectively (e.g., e-mail, spreadsheets, presentations) to provide accurate reports and information exchange with the public, district, and fire department employees.
- Communicate performance standards and expectations to personnel for successful job performance.
- Read and interpret maps, street signs, reference manuals, training materials, policies, procedures, reports, and correspondence for successful job performance.
- Create graphic visual reports and conduct presentations (e.g., PowerPoint) for successful job performance.
- Produce accurate and timely social media content.
- Effectively organize and manage time to accomplish the timely completion of multiple assignments, deadlines, projects, and goals.

**ABILITY TO:**

- Read and understand written materials (e.g., reference manuals, training materials, policies) to effectively educate a variety of audiences (e.g., public, media, personnel).
- Utilize mobile communication devices (e.g., cell phones, two-way radios, tablets) to communicate with a variety of audiences (e.g., public, media, personnel).
- Explain appropriate rules, laws, and codes as they relate to inspections and fire prevention to promote compliance.
- Enforce appropriate rules, laws, and codes as they relate to inspections and fire prevention to ensure compliance.
- Read the topography of the land analyzing the relationship between the natural landscape and fire behavior to advise stakeholders and the public (e.g., homeowners, land owners, builders) regarding fire and life safety requirements (e.g., defensible space, applicable codes, building placement on property) ensuring compliance with State and local laws, codes, and standards.
- Assert yourself on behalf of the district to ensure enforcement of and compliance with State and local laws, codes, and standards.
- Be resourceful (e.g., locating vendors, funding, networking) to accomplish job assignments.
- Demonstrate patience when dealing with coworkers and the public to facilitate cooperation and effective communication.
- Use situational awareness to maintain personal and public safety.

- Maintain confidentiality regarding sensitive information and situations encountered during the performance of the job.
- Perform intermediate mathematics (e.g., algebra, percentages, ratios) to complete various tasks, including inspections, budgets, grant proposals, inventory control, and other calculations.
- Communicate in writing to convey clear and concise ideas and information to various audiences (e.g., public, media, personnel).
- Speak professionally (e.g., courteously, precisely, effectively) to the public, media, and personnel to provide information (e.g., complex issues, specifics, instructions).
- Make formal and informal public presentations on various topics (e.g., defensible space, fire and life safety, volunteer training) to communicate and educate a variety of audiences with varying levels of understanding.
- Demonstrate computer literacy by utilizing computer software (e.g., Microsoft) to create documents and reports.
- Perform administrative duties (e.g., filing, inventory, completing paperwork) necessary to meet operational needs.
- Maintain cooperative relationships with various entities (e.g., personnel, public, contractors, stakeholders, media, allied agencies) to complete tasks and reach common goals.
- Position can require 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. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.
- Ability to walk on uneven terrain and hike up and down hills. Ability to climb in and out of a pickup truck.

**REQUIRED EDUCATION AND EXPERIENCE:**

- Minimum of eighteen (18) years of age
- School diploma or equivalent GED Certificate
- Possess and able to maintain a valid California Class C Driver License
- Must have Hazardous Materials First Responder Awareness training within twelve (12) months of date of hire
- ~~Must obtain CSFM Community Risk Educator within twelve (12) months of the date of hire and successful completion of Task Book within twenty-four (24) months of the date of hire~~
- ~~—~~ Must have or obtain a valid CPR certification within 90 days of hire
- Must be able to pass a drug screening and Department of Justice (DOJ) background check

**PREFERRED SKILLS AND/OR CERTIFICATIONS**

- Associates Degree or higher.
- 1 year as a Fire Department Member or support person
- COMMUNITY RISK EDUCATOR CERTIFICATION
- COMMUNITY RISK SPECIALIST CERTIFICATION
- ~~COMMUNITY RISK OFFICER CERTIFICATION~~
- CSFM FIRE INSPECTOR I CERTIFICATE
- ~~CSFM CERTIFIED PLANS EXAMINER CERTIFICATION OR EQUIVALENT~~

**EQUAL OPPORTUNITY EMPLOYER**

Cameron Park Community Services District is an Equal Opportunity Employer.

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## Agenda Transmittal

**DATE:** August 16, 2023

**FROM:** Jill Ritzman, Interim General Manager  
Christina Greek, Finance/HR Manager  
Department heads

**Agenda Item #5:** **Fiscal Year 2023-2024 General Fund 01 Final Budget**

**RECOMMENDED ACTION:** **Approve Resolution 2023-35**

### Recommendation

#### Background

On June 21, 2023, the Board of Directors approved a Fiscal Year 2023-2024 (FY23-24) Preliminary Budget with an \$862,327 deficit. Staff's commitment was to reduce the deficit considerably. This report provides a list of budget changes between the Preliminary and Final Budget. Some changes add to District expenditures, such as liability insurance. Mostly, the list contains changes that will reduce the deficit by reducing expenditures or adding revenues.

#### Budget and Administration Committee

The Budget and Administration Committee met three times to discuss budget changes with staff: July 11, August 1 and August 8, 2023. Committee members received presentations from each Department head regarding service levels, budget changes and reductions. Direction was given to staff to reduce the budget expenditures to within 5% of revenues.

#### Discussion

The Fiscal Year 2023-2024 Final Budget deficit was reduced to \$434,002.00, within the 5% target set by the Budget and Administration Committee. Attachment 5A outlines the changes since the FY23-24 Preliminary Budget approved in June by the Board of Directors. Attachment 5B is the General Fund 01 budget, and Department budgets with a brief description of service levels and changes.

## **Conclusion**

With the approval of the General Fund 01 this month, Lighting & Landscape Assessment District budgets and engineers report (July), and CC&R Fund 02 budget (June), staff plans to reconcile and develop the Special Funds for Board review and approval. This effort includes Impact Fees for both Fire and Parks, funding available for park and community center improvements with grants and the engine rental revenue Fund 07.

## Attachments

5A. FY23-24 Budget Changes between June Preliminary Budget and August Final Budget

5B. General Fund 01 Budget, supported by Department Budgets: Administration, 1000; Fixed Costs, 9000; Fire Department, 3000; Weed Abatement, 8000; Parks, 4000; Community Center, 7000; Recreation, 5000

5C. Fund Balance

5D. Resolution 2023-35

# Attachment 5A

**Budget Changes Fiscal Year 2023-2024, June Preliminary to Proposed August Final**  
*These changes are represented in the line item adjustments in Department budgets, which comprise the District General Fund 01 budget.*

## June 2023

Board of Directors approved FY23-24 Preliminary Budget with following adjustments from the FY22-23 Final Budget

- \$945,069 added new Cal Fire new agreement
- Transfer to Reserve, eliminated \$500,000 contribution
- Property taxes increased by 4% based on actuals
- Eliminated savings factor of \$250,000 on Cal Fire Agreement

Board of Directors approved Resolutions to add following items to FY23-24 Final Budget

- \$100,000 revenues and expenditures for Recreation Dept program grant
- \$45,454 revenues and expenditures added for American Rescue Plan funding to Fire Department
- \$20,000 expenditures added for Cameron Park Drainage Improvement Study
- \$15,000 expenditures for General Manager executive search consultant

## July 2023

Budget and Administration Committee reviewed following items

- Engine rental revenues \$260,000 allocated to General Fund 01 instead of Special Fund 07
- El Dorado County Emergency Services Authority agreement for ambulance services - cancellation
- Liability & workers compensation increases \$59,006
- Automatic Gate at Cameron Park Lake and savings \$30,000 part-time wages
- Vacant positions including Recreation Coordinator, Park Maintenance Worker I, Fire Prevention Specialist
- New Fire Engine Purchase Agreement, penalty for cancellation

Board of Directors approved Resolutions to add following items to FY23-24 Final Budget

- \$45,000 Municipal Services Group, consulting services Don Ashton for annexation discussions
- \$73, 136 added AP Triton for support to annexation discussions (to Fund 07)
- \$180,045 savings for cancelling agreement with El Dorado County Emergency Services Authority agreement for ambulance services

## August 2023

Budget and Administration Committee reviewed following items on August 1 and August 8

- \$25,000 increase Franchise Tax revenues from El Dorado Disposal based on actuals
- Property taxes increased to 6% from FY22/23 actuals per County Auditor-Controller report
- Medical supplies added to Fire Department due to cancellation of Emergency Services Authority agreement
- Winter-time pool expenses reviewed but not implemented, estimated savings \$49,800
- \$35,000 added for Weed abatement expenses for the CSD parks to meet Ordinance requirements
- Annual General Manager benefits reduced by half (salary already reduced to 6 months)

## Attachment 5A

- \$65,907 un-funded full-time Recreation Coordinator
- Overtime in all departments reduced by half
- Weed abatement on private properties added \$50,000 in revenues & expenditures to Fire Dept
- Reduction of part-time staff at community center, parks and recreation, service level reductions include reduction of office hours, reduction of community center operational hours, reduction of recreation programming
- Legal services expenditures maintained at previous levels
- Departure of Battalion Chief during Year 1; savings undetermined

Additional items initiated by Board or in Committee, and in progress with staff

- Installing automatic gate opening at Cameron Park Lake
- Cancellation of new fire engine agreement; recommendation from staff to Budget and Administration Committee is to continue with purchase due to re-sale value
- Wage & compensation study for District employees
- Lowering director compensation monthly maximum
- Investigate County assuming responsibility for District Finances; County interested in talking with new General Manager



Cameron Park Community Services District  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
From 7/1/2023 Through 6/30/2024

01 - General Fund

		FY 2021 22 Final		FY 2022 23 Final		FY 23 24	Variance 23 24
		Budget	FY 2021 22 Actual	Budget	FY22 23 Actual	Proposed Final	Prelim to Final
<b>Operating Revenue</b>							
	Property Taxes	4110	4,582,358.00	4,788,564.00	4,861,167.11	4,980,106.00	172,731.00
	Franchise Fees	4113	206,780.00	220,000.00	192,469.73	220,000.00	30,000.00
	Fire Marshall Plan Review	4132	45,000.00	77,000.00	56,757.05	77,000.00	0.00
	Tuition Fees/Revenue	4142	0.00	0.00	1,572.50	0.00	0.00
	Recreation Program	4154	122,639.00	150,000.00	167,546.00	180,000.00	30,000.00
	Instructor Program	4155	0.00	50,000.00	89,941.05	100,000.00	50,000.00
	Transfer In	4165	39,598.85	73,837.00	0.00	73,837.00	(10,831.00)
	Special Events	4170	0.00	2,000.00	578.00	2,000.00	(2,000.00)
	Lake Entries - Daily (Kiosk)	4180	35,660.00	40,000.00	38,481.25	50,000.00	10,000.00
	Annual Passes (Lake/Pool	4181	75,000.00	65,500.00	40,690.26	65,000.00	(500.00)
Combo)	Picnic Site Rentals	4182	1,500.00	6,000.00	1,069.00	2,000.00	(4,000.00)
	Assembly Hall & Classroom	4185	35,139.00	30,000.00	41,685.91	47,000.00	17,000.00
Rentals	Gym Rentals	4186	26,000.00	23,000.00	14,425.06	23,000.00	0.00
	Pool Rental Fees	4187	98,000.00	101,500.00	92,426.09	113,000.00	11,500.00
	Sports Field Rentals	4190	19,580.00	21,000.00	18,269.80	31,800.00	10,800.00
	Donations	4250	0.00	0.00	9,600.00	7,745.00	7,745.00
	Sponsorships	4255	20,000.00	2,500.00	46.00	0.00	(2,500.00)
	JPA Reimbursable	4260	1,150,000.00	1,212,000.00	304,384.96	1,353,200.00	0.00
	Fire Apparatus Equip Rental	4262	10,000.00	15,000.00	0.00	260,000.00	245,000.00
	Reimbursement/Refund	4400	1,800.00	47,700.00	51,200.00	0.00	(47,700.00)
	Weed Abatement	4410	15,750.00	14,300.00	23,723.16	50,000.00	35,700.00
	Interest Income	4505	19,000.00	1,000.00	8,552.78	6,000.00	5,000.00
	Other Income/Refunds	4600	8,000.00	2,000.00	1,545.20	2,000.00	0.00
	Relief Funds	4601	0.00	0.00	0.00	0.00	0.00
	First Responder Fee	4602	0.00	100,000.00	93,179.11	115,000.00	15,000.00
	Grant - CCI	4605	113,120.00	0.00	0.00	0.00	0.00
	Grants	4610	0.00	0.00	29,998.50	104,450.00	104,450.00
	Gain/Loss of Assets	4615	0.00	0.00	0.00	10,000.00	10,000.00
	<b>Total Operating Revenue</b>		<u>6,624,924.85</u>	<u>7,042,901.00</u>	<u>6,139,308.52</u>	<u>8,063,038.00</u>	<u>687,395.00</u>
<b>Expenditures</b>							
	Salaries - Perm.	5000	777,784.00	923,694.00	905,899.79	910,097.00	(13,597.00)
	Salaries - Seasonal	5010	138,175.00	109,068.00	221,551.47	152,600.00	43,532.00

Cameron Park Community Services District  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
From 7/1/2023 Through 6/30/2024

Overtime	5020	6,750.00	26,007.08	11,966.00	18,796.81	11,966.00	7,250.00	(4,716.00)
In Lieu Benefits Stipend	5120	0.00	6,583.32	10,000.00	9,250.00	10,000.00	0.00	(10,000.00)

Cameron Park Community Services District  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
From 7/1/2023 Through 6/30/2024

01 - General Fund

		FY 2021 22 Final Budget	FY 2021 22 Actual	FY 2022 23 Final Budget	FY22 23 Year to Date Actual	FY 23 24 - Preliminary	FY 23 24 1st Draft - Final	Variance 23 24 Prelim to Final
Health Benefit	5130	109,540.00	130,618.48	145,861.00	134,622.17	145,861.00	149,923.00	4,062.00
Retiree Health Benefit	5135	76,025.00	104,611.39	111,317.00	102,745.47	111,317.00	103,204.00	(8,113.00)
Dental Insurance	5140	9,721.00	12,107.44	13,262.00	12,057.93	13,262.00	14,730.00	1,468.00
Vision Insurance	5150	1,513.00	1,798.14	2,003.00	1,947.86	2,003.00	2,510.00	507.00
CalPERS Employer	5160	248,154.00	253,688.87	295,567.00	293,071.60	295,567.00	275,753.00	(19,814.00)
CalPERS 457	5161	0.00	0.00	0.00	3,725.00	0.00	5,500.00	5,500.00
Worker's Compensation	5170	31,622.93	36,508.99	42,262.00	42,251.93	42,262.00	53,530.00	11,268.00
FICA/Medicare Employer	5180	24,516.00	29,306.75	29,061.00	39,159.24	29,061.00	34,200.00	5,139.00
Contribution								
UI/TT Contribution	5190	10,682.00	9,382.41	10,603.00	8,841.19	10,603.00	13,020.00	2,417.00
Advertising/Marketing	5209	15,200.00	15,500.01	16,000.00	8,377.25	16,000.00	2,500.00	(13,500.00)
Agency Administration Fee	5210	0.00	0.00	0.00	(20.00)	0.00	0.00	0.00
Agriculture	5215	14,400.00	16,992.00	20,400.00	21,147.59	20,400.00	22,900.00	2,500.00
Audit/Accounting	5220	36,000.00	40,829.84	36,000.00	30,825.55	36,000.00	35,000.00	(1,000.00)
Bank Charge	5221	3,800.00	13,750.22	14,400.00	18,382.32	14,400.00	20,600.00	6,200.00
Clothing/Uniforms	5230	6,350.00	3,970.20	6,250.00	2,312.00	6,250.00	29,300.00	23,050.00
Computer Software	5231	31,721.00	34,998.38	36,622.00	28,987.88	36,622.00	40,580.00	3,958.00
Computer Hardware	5232	7,250.00	7,818.50	6,750.00	7,305.52	6,750.00	4,900.00	(1,850.00)
Contractual Services	5235	10,000.00	4,730.07	5,000.00	15,193.00	5,000.00	10,000.00	5,000.00
Contractual - Provider	5236	4,160,537.26	3,940,462.91	4,264,550.00	3,081,687.72	5,209,619.00	3,661,974.00	(1,547,645.00)
Services - FIRE								
Contract Under Utilization	5237	(300,000.00)	0.00	(250,000.00)	0.00	0.00	0.00	0.00
Ambulance Exp	5238	0.00	0.00	0.00	0.00	0.00	1,353,200.00	1,353,200.00
Contract Services - Other	5240	176,290.00	110,176.17	111,202.00	116,908.51	111,202.00	176,067.00	64,865.00
Director Compensation	5250	16,800.00	14,800.00	16,800.00	15,800.00	16,800.00	17,000.00	200.00
EDC Department Agency	5260	4,300.00	4,418.54	4,500.00	4,798.29	4,500.00	5,000.00	500.00
Educational Materials	5265	11,000.00	2,721.37	3,450.00	584.88	3,450.00	400.00	(3,050.00)
Equipment-Minor/Small	5275	8,500.00	10,441.99	15,500.00	15,150.36	15,500.00	14,500.00	(1,000.00)
Fire & Safety Supplies	5285	3,450.00	4,075.41	4,850.00	3,191.15	4,850.00	3,850.00	(1,000.00)
Fire Prevention &	5290	1,100.00	1,785.00	1,800.00	4,122.86	1,800.00	2,000.00	200.00
Fire Turnout Gear	5295	31,000.00	30,408.06	30,000.00	22,899.72	30,000.00	28,400.00	(1,600.00)
Fire- Intern paid	5296	20,200.00	11,320.00	11,800.00	7,600.00	11,800.00	10,000.00	(1,800.00)
Food	5300	2,500.00	2,772.46	2,950.00	3,491.17	2,950.00	3,900.00	950.00
Fuel	5305	34,000.00	56,911.43	53,500.00	56,783.40	53,500.00	62,200.00	8,700.00
Government Fees/Permits	5310	25,400.00	23,369.84	29,900.00	26,820.83	29,900.00	32,200.00	2,300.00
Janitorial / HH Supplies	5315	29,000.00	37,963.38	33,200.00	34,566.79	33,200.00	46,979.00	13,779.00

Cameron Park Community Services District  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
From 7/1/2023 Through 6/30/2024

Instructors	5316	6,500.00	29,514.80	30,000.00	53,947.17	30,000.00	54,000.00	24,000.00
Insurance	5320	175,886.00	172,385.49	206,710.00	206,047.15	206,710.00	254,433.00	47,723.00

Cameron Park Community Services District  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
From 7/1/2023 Through 6/30/2024

01 - General Fund

		FY 2021 22 Final Budget	FY 2021 22 Actual	FY 2022 23 Final Budget	FY22 23 Year to Date Actual	FY 23 24 - Preliminary	FY 23 24 1st Draft - Final	Variance 23 24 Prelim to Final
Legal Services	5335	15,000.00	10,733.00	10,000.00	16,074.00	10,000.00	10,000.00	0.00
Maint. - Vehicle Supplies	5340	2,200.00	0.00	500.00	206.42	500.00	600.00	100.00
Maint. - Buildings	5345	23,000.00	38,228.21	24,400.00	30,104.82	24,400.00	26,000.00	1,600.00
Maint. - Equipment	5350	43,040.00	35,009.63	33,800.00	40,417.88	33,800.00	42,350.00	8,550.00
Maint. - Grounds	5355	42,500.00	41,772.94	46,150.00	47,785.55	46,150.00	45,250.00	(900.00)
Maint. - Radio/Phones	5360	2,000.00	4,301.91	2,000.00	3,335.96	2,000.00	2,000.00	0.00
Maint. - Tires & Tubes	5365	13,600.00	13,273.27	12,600.00	16,831.22	12,600.00	13,400.00	800.00
Maint. - Vehicle	5370	25,500.00	34,455.14	32,700.00	38,673.62	32,700.00	32,500.00	(200.00)
Medical Supplies	5375	0.00	0.00	0.00	209.79	0.00	30,040.00	30,040.00
Memberships/Subscriptions	5380	10,660.00	10,909.09	12,200.00	11,408.05	12,200.00	12,150.00	(50.00)
Mileage Reimbursement	5385	500.00	1,995.82	3,900.00	2,756.85	3,900.00	2,900.00	(1,000.00)
Miscellaneous	5395	0.00	500.00	500.00	15,060.57	500.00	500.00	0.00
Office Supplies/Expense	5400	9,700.00	8,169.46	8,450.00	6,593.54	8,450.00	7,000.00	(1,450.00)
Pool Chemicals	5405	25,000.00	29,694.15	31,500.00	38,309.31	31,500.00	38,000.00	6,500.00
Postage	5410	7,800.00	8,018.77	4,000.00	1,971.30	4,000.00	2,250.00	(1,750.00)
Printing	5415	850.00	320.13	550.00	566.66	550.00	750.00	200.00
Professional Services	5420	74,110.00	82,855.48	20,683.00	39,549.75	20,683.00	136,750.00	116,067.00
Program Supplies	5421	19,730.00	27,900.55	13,000.00	15,614.70	13,000.00	16,000.00	3,000.00
Publications & Legal Notices	5425	600.00	407.39	450.00	1,347.60	450.00	1,180.00	730.00
Radios	5430	3,000.00	24.61	1,000.00	1,007.90	1,000.00	1,000.00	0.00
Rent/Lease - Bldgs, Fields,	5435	7,060.00	0.00	0.00	0.00	0.00	0.00	0.00
etc.								
Rent/Lease - Equipment	5440	3,400.00	10,174.62	2,100.00	3,609.47	2,100.00	11,900.00	9,800.00
Staff Development	5455	23,250.00	14,916.62	25,500.00	20,225.96	25,500.00	22,800.00	(2,700.00)
Special Events	5465	0.00	23,844.50	0.00	0.00	0.00	0.00	0.00
Phones/internet	5470	42,100.00	47,551.14	46,900.00	53,169.55	46,900.00	55,000.00	8,100.00
Utilities - Water	5490	46,000.00	58,525.12	50,500.00	56,411.35	50,500.00	41,500.00	(9,000.00)
Utilities - Gas	5491	0.00	93,131.82	93,500.00	143,475.80	93,500.00	150,000.00	56,500.00
Utilities - Electric/Solar	5492	167,798.00	148,290.77	136,200.00	151,965.88	136,200.00	157,000.00	20,800.00
Vandalism	5500	1,700.00	186.66	0.00	0.00	0.00	0.00	0.00
Cal Fire In Kind Purchases	5501	12,500.00	2,124.32	4,000.00	10,624.91	4,000.00	15,000.00	11,000.00
Capital Equipment Expense	5625	0.00	31,398.16	0.00	201,528.42	0.00	0.00	0.00
Transfer Out	7000	9,020.00	9,020.00	9,020.00	9,020.00	9,020.00	9,020.00	0.00
Transfer to Reserve	7001	<u>27,639.66</u>	<u>27,639.66</u>	<u>500,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Expenditures		<u>6,624,924.85</u>	<u>7,037,252.87</u>	<u>7,542,901.00</u>	<u>6,558,688.40</u>	<u>8,237,970.00</u>	<u>8,497,040.00</u>	<u>259,070.00</u>

Cameron Park Community Services District  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
From 7/1/2023 Through 6/30/2024

Net Revenue Over Expenditures	<u>0.00</u>	<u>(77,560.52)</u>	<u>(500,000.00)</u>	<u>(419,379.88)</u>	<u>(862,327.00)</u>	<u>(434,002.00)</u>	<u>428,325.00</u>
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## Department of Administration and Finance

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The Administration and Finance Department (1000) is responsible for office management and administrative support to the other departments within the District. This Department budget has:

- 4 Full-time employees assigned including the General Manager, Finance/Human Resources Officer, Accounting Specialist II and I;
- The Receptionist is assigned as in past years to Recreation Department;
- Work tasks assigned to a past part-time board clerk are re-assigned to the Finance staff.

Service levels in this Department remain relatively the same, with the addition of fully absorbing the board clerk duties within the full-time positions. Professional service contracts allocated in this Department include Municipal Resource Group for consulting services, Regional Government Services for executive search consulting services, Eide Bailly for auditing support.

Fixed Costs (9000) are budgeted separately and are representative of mandatory costs for the District. These costs are obligations whether or not the District was fully functioning. This budget includes:

- ✓ Liability insurance
- ✓ Retiree Health Care
- ✓ Unfunded Pension Liability
- ✓ Audit
- ✓ El Dorado Local Agency Formation Commission
- ✓ Mandatory Fees and Permits, such as state permit for the Cameron Park Lake Dam and underground fuel tanks

Cameron Park Community Services District  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
From 7/1/2023 Through 6/30/2024

01 - General Fund  
1000 - Administration

		FY 2021 22 Final Budget	FY 2021 22 Actual	FY 2022 23 Final Budget	FY22 23 Actual	FY 23 24 - Preliminary	FY 23 24 Proposed Final	Variance 23 24 Prelim to Final
Operating Revenue								
Property Taxes	4110	314,508.29	316,890.76	379,655.00	381,273.93	394,841.00	406,400.00	11,559.00
Franchise Fees	4113	206,780.00	218,982.46	220,000.00	192,469.73	220,000.00	250,000.00	30,000.00
Tuition Fees/Revenue	4142	0.00	3,261.82	0.00	1,572.50	0.00	0.00	0.00
Transfer In	4165	17,288.15	0.00	20,133.00	0.00	20,133.00	36,553.00	16,420.00
Reimbursement/Refund	4400	1,800.00	2,196.94	0.00	0.00	0.00	0.00	0.00
Weed Abatement	4410	0.00	710.95	0.00	0.00	0.00	0.00	0.00
Interest Income	4505	19,000.00	1,560.91	1,000.00	8,361.35	1,000.00	6,000.00	5,000.00
Other Income/Refunds	4600	2,000.00	1,198.22	2,000.00	1,200.59	2,000.00	2,000.00	0.00
Relief Funds	4601	0.00	193,788.00	0.00	0.00	0.00	0.00	0.00
<b>Total Operating Revenue</b>		<b>561,376.44</b>	<b>738,590.06</b>	<b>622,788.00</b>	<b>584,878.10</b>	<b>637,974.00</b>	<b>700,953.00</b>	<b>62,979.00</b>
Expenditures								
Salaries - Perm.	5000	288,457.00	320,235.16	373,676.00	385,352.25	373,676.00	350,000.00	(23,676.00)
Overtime	5020	3,000.00	11,325.97	5,000.00	5,137.68	5,000.00	2,500.00	(2,500.00)
In Lieu Benefits Stipend	5120	0.00	6,583.32	10,000.00	9,250.00	10,000.00	0.00	(10,000.00)
Health Benefit	5130	28,003.00	34,434.29	40,000.00	38,822.68	40,000.00	45,600.00	5,600.00
Dental Insurance	5140	2,964.00	3,501.92	3,500.00	3,626.92	3,500.00	5,500.00	2,000.00
Vision Insurance	5150	391.00	527.52	350.00	636.17	350.00	800.00	450.00
CalPERS Employer	5160	21,894.00	25,382.50	32,282.00	30,086.95	32,282.00	23,000.00	(9,282.00)
CalPERS 457	5161	0.00	0.00	0.00	850.00	0.00	1,500.00	1,500.00
Worker's Compensation	5170	2,504.88	5,811.84	3,130.00	3,129.46	3,130.00	6,500.00	3,370.00
FICA/Medicare Employer	5180	4,183.00	4,492.86	5,000.00	5,912.57	5,000.00	6,000.00	1,000.00
Contribution								
UI/TT Contribution	5190	3,461.00	988.27	2,000.00	1,106.35	2,000.00	2,500.00	500.00
Advertising/Marketing	5209	1,000.00	676.36	1,000.00	0.00	1,000.00	500.00	(500.00)
Audit/Accounting	5220	20,000.00	24,929.84	10,000.00	22,125.55	10,000.00	10,000.00	0.00
Bank Charge	5221	600.00	846.66	1,000.00	147.01	1,000.00	1,000.00	0.00
Clothing/Uniforms	5230	200.00	361.13	700.00	654.76	700.00	700.00	0.00
Computer Software	5231	15,000.00	16,628.80	18,750.00	13,922.11	18,750.00	19,000.00	250.00
Computer Hardware	5232	2,500.00	3,546.39	4,000.00	4,030.80	4,000.00	4,000.00	0.00
Contract Services - Other	5240	18,700.00	18,074.29	17,000.00	20,333.06	17,000.00	20,000.00	3,000.00
Director Compensation	5250	16,800.00	14,800.00	16,800.00	15,800.00	16,800.00	17,000.00	200.00
Fire & Safety Supplies	5285	0.00	65.30	100.00	0.00	100.00	100.00	0.00
Food	5300	1,000.00	991.40	1,500.00	1,351.06	1,500.00	2,000.00	500.00



Cameron Park Community Services District  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
From 7/1/2023 Through 6/30/2024

Government Fees/Permits	5310	0.00	38.00	0.00	529.00	0.00	0.00	0.00
Janitorial / HH Supplies	5315	0.00	0.00	0.00	141.59	0.00	0.00	0.00

Cameron Park Community Services District  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
From 7/1/2023 Through 6/30/2024

01 - General Fund  
1000 - Administration

		FY 2021 22 Final Budget	FY 2021 22 Actual	FY 2022 23 Final Budget	FY22 23 Year to Date Actual	FY 23 24 - Preliminary	FY 23 24 1st Draft - Final	Variance 23 24 Prelim to Final
Legal Services	5335	15,000.00	10,733.00	10,000.00	16,074.00	10,000.00	10,000.00	0.00
Maint. - Equipment	5350	3,040.00	1,941.31	2,000.00	2,976.68	2,000.00	3,000.00	1,000.00
Maint. - Grounds	5355	0.00	2,256.00	0.00	0.00	0.00	0.00	0.00
Medical Supplies	5375	0.00	0.00	0.00	19.79	0.00	40.00	40.00
Memberships/Subscriptions	5380	9,000.00	9,648.36	11,000.00	9,785.00	11,000.00	11,000.00	0.00
Mileage Reimbursement	5385	200.00	987.44	1,300.00	1,411.42	1,300.00	1,300.00	0.00
Miscellaneous	5395	0.00	500.00	500.00	13,391.21	500.00	500.00	0.00
Office Supplies/Expense	5400	2,500.00	3,346.97	4,000.00	2,649.84	4,000.00	3,500.00	(500.00)
Postage	5410	1,100.00	1,409.91	1,500.00	1,206.72	1,500.00	1,500.00	0.00
Printing	5415	100.00	0.00	0.00	424.50	0.00	500.00	500.00
Professional Services	5420	38,710.00	57,939.86	10,000.00	25,769.75	10,000.00	80,000.00	70,000.00
Publications & Legal Notices	5425	100.00	303.64	300.00	868.82	300.00	800.00	500.00
Rent/Lease - Equipment	5440	0.00	0.00	0.00	8.69	0.00	0.00	0.00
Staff Development	5455	3,500.00	3,206.43	6,000.00	1,041.00	6,000.00	6,000.00	0.00
Phones/internet	5470	5,000.00	7,056.28	7,400.00	7,284.06	7,400.00	7,500.00	100.00
Utilities - Electric/Solar	5492	21,359.60	21,297.97	23,000.00	14,112.04	23,000.00	15,000.00	(8,000.00)
Transfer to Reserve	7001	<u>24,328.96</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Expenditures		<u>554,596.44</u>	<u>614,868.99</u>	<u>622,788.00</u>	<u>659,969.49</u>	<u>622,788.00</u>	<u>658,840.00</u>	<u>36,052.00</u>
Net Revenue Over Expenditures		<u>6,780.00</u>	<u>123,721.07</u>	<u>0.00</u>	<u>(75,091.39)</u>	<u>15,186.00</u>	<u>42,113.00</u>	<u>26,927.00</u>

Cameron Park Community Services District  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
From 7/1/2023 Through 6/30/2024

01 - General Fund  
9000 - Fixed Costs

		FY 2021 22 Final Budget	FY 2021 22 Actual	FY 2022 23 Final Budget	FY22 23 Actual	FY 23 24 - Preliminary	FY 23 24 Proposed Final	Variance 23 24 Prelim to Final
Operating Revenue								
Property Taxes	4110	<u>478,754.00</u>	<u>494,791.84</u>	<u>585,300.00</u>	<u>586,297.69</u>	<u>608,712.00</u>	<u>609,590.00</u>	<u>878.00</u>
Total Operating Revenue		<u>478,754.00</u>	<u>494,791.84</u>	<u>585,300.00</u>	<u>586,297.69</u>	<u>608,712.00</u>	<u>609,590.00</u>	<u>878.00</u>
Expenditures								
Retiree Health Benefit	5135	76,025.00	104,611.39	111,317.00	102,745.47	111,317.00	103,204.00	(8,113.00)
CalPERS Employer	5160	193,043.00	187,671.00	223,273.00	224,323.00	223,273.00	208,453.00	(14,820.00)
Audit/Accounting	5220	16,000.00	15,900.00	26,000.00	8,700.00	26,000.00	25,000.00	(1,000.00)
EDC Department Agency	5260	4,300.00	4,418.54	4,500.00	4,798.29	4,500.00	5,000.00	500.00
Government Fees/Permits	5310	13,500.00	12,346.56	13,500.00	7,937.64	13,500.00	13,000.00	(500.00)
Insurance	5320	<u>175,886.00</u>	<u>172,195.17</u>	<u>206,710.00</u>	<u>206,047.15</u>	<u>206,710.00</u>	<u>254,433.00</u>	<u>47,723.00</u>
Total Expenditures		<u>478,754.00</u>	<u>497,142.66</u>	<u>585,300.00</u>	<u>554,551.55</u>	<u>585,300.00</u>	<u>609,090.00</u>	<u>23,790.00</u>
Net Revenue Over Expenditures		<u>0.00</u>	<u>(2,350.82)</u>	<u>0.00</u>	<u>31,746.14</u>	<u>23,412.00</u>	<u>500.00</u>	<u>(22,912.00)</u>

## **Department of Fire and Emergency Services**

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The Cameron Park Fire Department provides fire protection and emergency response services under contract with CAL FIRE. The Department serves an estimated resident population of 18,000 with two fire stations, 88 and 89. The Fire Department has two budget units for Fire Department operations and the Weed Abatement Ordinance program.

On July 19, 2023, the Board of Directors cancelled the Advance Life Support Ambulance Agreement between El Dorado County Emergency Services Authority (ESA) and Cameron Park Community Services District as a District cost-saving measure. CAL FIRE will continue operations of the ambulance until ESA secures provider, within 120 days.

Fire Department Budget 8000 reflects appropriations associated with the Fire Marshal and Weed Abatement Ordinance activities. The budget is nearly self-funded through fees. The Fire Prevention Specialist is current vacant and recruitment is ongoing. \$50,000 in expenditures and revenues is allocated to fund weed/brush abatement activities on private properties in Cameron Park.

One of the two Battalion Chiefs may be departing earlier than expected, in Year 1 of the CAL FIRE agreement instead of Year 2 as reflected in the agreement. No specific cost savings is identified at this time. Fire Marshal duties would be contracted to a third party.

American Rescue Fund grant funded acquisition of new personal protective equipment. Funding for additional medical supplies was added.

Cameron Park Community Services District  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
From 7/1/2023 Through 6/30/2024

01 - General Fund  
3000 - Fire

		FY 2021 22 Final Budget	FY 2021 22 Actual	FY 2022 23 Final Budget	FY22 23 Actual	FY 23 24 - Preliminary	FY 23 24 Proposed Final	Variance 23 24 Prelim to Final
Operating Revenue								
Property Taxes	4110	2,972,155.81	2,972,927.39	2,933,878.00	2,988,493.61	3,051,233.00	3,143,231.00	91,998.00
Transfer In	4165	0.00	0.00	10,750.00	0.00	10,750.00	0.00	(10,750.00)
Donations	4250	0.00	0.00	0.00	7,500.00	0.00	7,745.00	7,745.00
JPA Reimbursable	4260	1,150,000.00	1,149,999.96	1,212,000.00	304,384.96	1,353,200.00	1,353,200.00	0.00
Fire Apparatus Equip Rental	4262	10,000.00	28,930.00	15,000.00	0.00	15,000.00	260,000.00	245,000.00
Reimbursement/Refund	4400	0.00	0.00	47,700.00	47,700.00	47,700.00	0.00	(47,700.00)
Other Income/Refunds	4600	6,000.00	0.00	0.00	344.61	0.00	0.00	0.00
First Responder Fee	4602	0.00	0.00	100,000.00	93,179.11	100,000.00	115,000.00	15,000.00
Grants	4610	0.00	0.00	0.00	0.00	0.00	45,454.00	45,454.00
<b>Total Operating Revenue</b>		<b>4,138,155.81</b>	<b>4,151,857.35</b>	<b>4,319,328.00</b>	<b>3,441,602.29</b>	<b>4,577,883.00</b>	<b>4,924,630.00</b>	<b>346,747.00</b>
Expenditures								
Worker's Compensation	5170	1,208.95	910.13	1,588.00	1,581.91	1,588.00	1,580.00	(8.00)
Bank Charge	5221	0.00	0.00	0.00	534.39	0.00	600.00	600.00
Clothing/Uniforms	5230	2,000.00	1,170.86	1,000.00	0.00	1,000.00	25,300.00	24,300.00
Computer Software	5231	2,500.00	5,289.10	6,000.00	2,042.25	6,000.00	2,500.00	(3,500.00)
Computer Hardware	5232	3,000.00	3,053.39	1,000.00	2,809.53	1,000.00	0.00	(1,000.00)
Contractual - Provider	5236	4,160,537.26	3,940,462.91	4,264,550.00	3,081,687.72	5,209,619.00	3,661,974.00	(1,547,645.00)
Services - FIRE								
Contract Under Utilization	5237	(300,000.00)	0.00	(250,000.00)	0.00	0.00	0.00	0.00
Ambulance Exp	5238	0.00	0.00	0.00	0.00	0.00	1,353,200.00	1,353,200.00
Contract Services - Other	5240	31,000.00	43,525.00	47,940.00	49,058.46	47,940.00	50,000.00	2,060.00
Educational Materials	5265	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00
Equipment-Minor/Small	5275	2,000.00	1,493.18	1,500.00	1,382.47	1,500.00	1,500.00	0.00
Fire & Safety Supplies	5285	1,000.00	958.41	1,000.00	468.06	1,000.00	500.00	(500.00)
Fire Turnout Gear	5295	31,000.00	30,408.06	30,000.00	22,899.72	30,000.00	28,400.00	(1,600.00)
Fire- Intern paid	5296	20,200.00	11,320.00	11,800.00	7,600.00	11,800.00	10,000.00	(1,800.00)
Food	5300	1,000.00	708.57	750.00	1,042.26	750.00	700.00	(50.00)
Fuel	5305	30,000.00	48,625.22	50,000.00	50,293.41	50,000.00	55,000.00	5,000.00
Government Fees/Permits	5310	1,000.00	2,804.63	2,800.00	4,688.81	2,800.00	5,000.00	2,200.00
Janitorial / HH Supplies	5315	7,500.00	9,141.77	7,500.00	7,220.65	7,500.00	21,279.00	13,779.00
Insurance	5320	0.00	0.32	0.00	0.00	0.00	0.00	0.00
Maint. - Buildings	5345	11,000.00	3,133.72	10,000.00	12,874.62	10,000.00	10,000.00	0.00
Maint. - Equipment	5350	25,000.00	16,071.93	16,000.00	19,374.66	16,000.00	20,000.00	4,000.00

Cameron Park Community Services District  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
From 7/1/2023 Through 6/30/2024

Maint. - Grounds	5355	3,000.00	2,550.16	2,500.00	7,470.72	2,500.00	2,000.00	(500.00)
Maint. - Radio/Phones	5360	2,000.00	4,301.91	2,000.00	3,335.96	2,000.00	2,000.00	0.00

Cameron Park Community Services District  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
From 7/1/2023 Through 6/30/2024

01 - General Fund  
3000 - Fire

		FY 2021 22 Final Budget	FY 2021 22 Actual	FY 2022 23 Final Budget	FY22 23 Year to Date Actual	FY 23 24 - Preliminary	FY 23 24 1st Draft - Final	Variance 23 24 Prelim to Final
Maint. - Tires & Tubes	5365	10,000.00	13,273.27	10,000.00	14,734.54	10,000.00	10,000.00	0.00
Maint. - Vehicle	5370	20,000.00	30,905.40	29,000.00	33,376.32	29,000.00	29,000.00	0.00
Medical Supplies	5375	0.00	0.00	0.00	0.00	0.00	30,000.00	30,000.00
Memberships/Subscriptions	5380	850.00	790.73	800.00	1,166.39	800.00	800.00	0.00
Miscellaneous	5395	0.00	0.00	0.00	1,156.36	0.00	0.00	0.00
Office Supplies/Expense	5400	4,500.00	1,638.09	2,000.00	2,168.88	2,000.00	2,000.00	0.00
Postage	5410	500.00	145.19	300.00	250.85	300.00	300.00	0.00
Printing	5415	500.00	172.13	300.00	8.37	300.00	100.00	(200.00)
Professional Services	5420	2,000.00	2,473.00	3,000.00	1,959.00	3,000.00	2,000.00	(1,000.00)
Publications & Legal Notices	5425	500.00	0.00	0.00	174.38	0.00	200.00	200.00
Radios	5430	3,000.00	24.61	1,000.00	1,007.90	1,000.00	1,000.00	0.00
Staff Development	5455	12,500.00	4,771.50	8,000.00	9,855.74	8,000.00	8,000.00	0.00
Phones/internet	5470	13,000.00	13,371.43	13,000.00	17,468.15	13,000.00	18,000.00	5,000.00
Utilities - Water	5490	10,000.00	11,580.65	11,500.00	14,088.95	11,500.00	11,500.00	0.00
Utilities - Gas	5491	0.00	5,163.74	5,500.00	7,737.35	5,500.00	10,000.00	4,500.00
Utilities - Electric/Solar	5492	24,859.60	27,373.59	27,000.00	28,095.11	27,000.00	27,000.00	0.00
Capital Equipment Expense	5625	0.00	11,600.45	0.00	0.00	0.00	0.00	0.00
Total Expenditures		<u>4,138,155.81</u>	<u>4,249,213.05</u>	<u>4,319,328.00</u>	<u>3,409,613.89</u>	<u>5,514,397.00</u>	<u>5,401,433.00</u>	<u>(112,964.00)</u>
Net Revenue Over Expenditures		<u>0.00</u>	<u>(97,355.70)</u>	<u>0.00</u>	<u>31,988.40</u>	<u>(936,514.00)</u>	<u>(476,803.00)</u>	<u>459,711.00</u>

Cameron Park Community Services District  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
From 7/1/2023 Through 6/30/2024

01 - General Fund  
8000 - Weed Abatement

		FY 2021 22 Final Budget	FY 2021 22 Actual	FY 2022 23 Final Budget	FY22 23 Actual	FY 23 24 - Preliminary	FY 23 24 Proposed Final	Variance 23 24 Prelim to Final
Operating Revenue								
Property Taxes	4110	14,930.93	15,065.80	14,000.00	1,827.90	14,560.00	0.00	(14,560.00)
Fire Marshall Plan Review	4132	45,000.00	59,818.95	77,000.00	56,757.05	77,000.00	77,000.00	0.00
Pool Rental Fees	4187	0.00	117.00	0.00	0.00	0.00	0.00	0.00
Reimbursement/Refund	4400	0.00	15,080.43	0.00	0.00	0.00	0.00	0.00
Weed Abatement	4410	15,750.00	5,319.01	14,300.00	23,723.16	14,300.00	50,000.00	35,700.00
Grant - CCI	4605	<u>113,120.00</u>	<u>165,071.95</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Operating Revenue		<u>188,800.93</u>	<u>260,473.14</u>	<u>105,300.00</u>	<u>82,308.11</u>	<u>105,860.00</u>	<u>127,000.00</u>	<u>21,140.00</u>
Expenditures								
Salaries - Perm.	5000	32,885.00	20,295.48	43,000.00	29,367.40	43,000.00	40,000.00	(3,000.00)
Salaries - Seasonal	5010	18,150.00	11,947.80	10,695.00	8,654.73	10,695.00	7,000.00	(3,695.00)
Overtime	5020	0.00	0.00	0.00	630.62	0.00	0.00	0.00
Health Benefit	5130	0.00	0.00	10,500.00	6,360.45	10,500.00	10,500.00	0.00
Dental Insurance	5140	0.00	0.00	750.00	500.00	750.00	750.00	0.00
Vision Insurance	5150	0.00	0.00	140.00	86.88	140.00	140.00	0.00
CalPERS Employer	5160	2,496.00	1,553.43	3,300.00	2,172.61	3,300.00	2,500.00	(800.00)
Worker's Compensation	5170	199.93	179.45	262.00	261.01	262.00	450.00	188.00
FICA/Medicare Employer	5180	1,945.00	1,188.43	2,566.00	1,069.38	2,566.00	1,200.00	(1,366.00)
Contribution								
UI/TT Contribution	5190	625.00	275.74	1,052.00	451.51	1,052.00	600.00	(452.00)
Bank Charge	5221	0.00	0.00	3,500.00	1,965.46	3,500.00	2,500.00	(1,000.00)
Clothing/Uniforms	5230	250.00	262.50	350.00	20.00	350.00	200.00	(150.00)
Computer Software	5231	1,000.00	199.00	0.00	199.00	0.00	1,000.00	1,000.00
Computer Hardware	5232	1,000.00	804.48	1,250.00	332.36	1,250.00	0.00	(1,250.00)
Contractual Services	5235	10,000.00	4,730.07	5,000.00	15,193.00	5,000.00	10,000.00	5,000.00
Contract Services - Other	5240	100,000.00	14,976.75	12,885.00	8,765.00	12,885.00	50,000.00	37,115.00
Educational Materials	5265	10,000.00	2,711.73	3,450.00	234.88	3,450.00	400.00	(3,050.00)
Fire & Safety Supplies	5285	500.00	183.05	1,000.00	369.01	1,000.00	500.00	(500.00)
Janitorial / HH Supplies	5315	0.00	0.00	0.00	226.68	0.00	0.00	0.00
Memberships/Subscriptions	5380	500.00	50.00	100.00	50.00	100.00	50.00	(50.00)
Office Supplies/Expense	5400	1,000.00	674.31	800.00	760.48	800.00	350.00	(450.00)
Postage	5410	6,000.00	6,238.00	2,000.00	469.61	2,000.00	300.00	(1,700.00)
Printing	5415	250.00	148.00	250.00	115.29	250.00	150.00	(100.00)
Professional Services	5420	0.00	103.00	300.00	206.00	300.00	250.00	(50.00)



Cameron Park Community Services District  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
From 7/1/2023 Through 6/30/2024

Publications & Legal Notices	5425	0.00	103.75	150.00	161.01	150.00	180.00	30.00
Staff Development	5455	2,000.00	3,079.92	2,000.00	1,619.30	2,000.00	800.00	(1,200.00)

Cameron Park Community Services District  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
From 7/1/2023 Through 6/30/2024

01 - General Fund  
8000 - Weed Abatement

	FY 2021 22 Final Budget	FY 2021 22 Actual	FY 2022 23 Final Budget	FY22 23 Year to Date Actual	FY 23 24 - Preliminary	FY 23 24 1st Draft - Final	Variance 23 24 Prelim to Final
Total Expenditures	<u>188,800.93</u>	<u>69,704.89</u>	<u>105,300.00</u>	<u>80,241.67</u>	<u>105,300.00</u>	<u>129,820.00</u>	<u>24,520.00</u>
Net Revenue Over Expenditures	<u>0.00</u>	<u>190,768.25</u>	<u>0.00</u>	<u>2,066.44</u>	<u>560.00</u>	<u>(2,820.00)</u>	<u>(3,380.00)</u>

## **Department of Parks and Facilities**

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The Parks and Facilities Department is responsible for the maintenance and operation of the District's parks, community center, pool and twenty Landscaping and Lighting Assessment Districts (LLAD). The Cameron Park Community Services District (District) has 14 parks, unimproved open space and recreation facilities, totaling of 143 acres. Two-thirds of the acreage is improved for recreation use.

The most significant cost reduction in Parks & Facilities is the reduction of staff costs. When an employee was absent due to vacation or sick leave, managers and supervisors' past practice was to fill the vacancy by adding hours to a part-time employee's regular schedule or have full-time employees work over-time to provide the same service levels. In other words, the District never budgeted for enough staff to fill temporary vacancies. This is why staffing costs over the years elevated from budgeted amount.

For FY23-24, this past practice must change to remain within the limited budget parameters. Staff is working to minimize impacts to programs and services. Community center hours of operation will be reduced and activities consolidated into a smaller window of time. A pilot program will be implemented to assign room keys to long-time instructors, eliminating the need for District staff to unlock the doors and be available if needed during the class, but an "on-call" system will be in place.

Due to feedback from the community and Budget and Administration Committee, staff is proposing to keep the pool open 12 months/year. Closing in the winter months was a potential savings of almost \$50,000. Instead, staff eliminated special events, such as Easter event and Halloween event, saving employee and supply costs in the Parks & Facilities and Recreation departments. Sponsorship opportunities for selected special events will be available to local community service organizations and businesses, and if secured, would be added back to the budget.

An additional \$35,000 allocated for additional work to reduce fire fuels on District park and open space properties, meeting the District's Weed Abatement ordinance guidelines.

Revenues from users groups, sports fields and community center, increased due to increased fees. Staff negotiate agreements with user groups in the fall for implementation in January for a calendar year. Increased utility costs, including propane, is being considered.

Utility costs, propane and electricity, continue to increase in costs significantly. The solar project, completed in late 2021, is projected to begin saving on electrical costs (estimated \$70,000/year) after the 3<sup>rd</sup> year. Staff will contact Brighton Energies, builder, for additional information regarding a timeline for savings. A water savings is due to the de-activation of a water main for a fire hydrant to serve Cameron Park Lake; an existing well is now used for fire hydrant.

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

Cameron Park Community Services District  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
From 7/1/2023 Through 6/30/2024

01 - General Fund  
4000 - Parks and Facilities

		FY 2021 22 Final Budget	FY 2021 22 Actual	FY 2022 23 Final Budget	FY22 23 Actual	FY 23 24 - Preliminary	FY 23 24 Proposed Final	Variance 23 24 Prelim to Final
Operating Revenue								
Property Taxes	4110	425,262.25	425,619.72	411,873.00	426,750.56	428,348.00	507,755.00	79,407.00
Transfer In	4165	22,310.70	0.00	42,954.00	0.00	42,954.00	23,453.00	(19,501.00)
Lake Entries - Daily (Kiosk)	4180	35,660.00	4,901.90	40,000.00	34,497.75	40,000.00	50,000.00	10,000.00
Annual Passes (Lake/Pool)	4181	18,750.00	14,660.86	15,000.00	10,465.58	15,000.00	16,250.00	1,250.00
Combo)								
Picnic Site Rentals	4182	1,500.00	1,674.50	6,000.00	1,069.00	6,000.00	2,000.00	(4,000.00)
Sports Field Rentals	4190	17,580.00	14,672.76	16,000.00	12,074.20	16,000.00	25,440.00	9,440.00
Donations	4250	0.00	0.00	0.00	2,000.00	0.00	0.00	0.00
Reimbursement/Refund	4400	0.00	0.00	0.00	3,500.00	0.00	0.00	0.00
Gain/Loss of Assets	4615	0.00	3,015.31	0.00	0.00	0.00	10,000.00	10,000.00
Total Operating Revenue		<u>521,062.95</u>	<u>464,545.05</u>	<u>531,827.00</u>	<u>490,357.09</u>	<u>548,302.00</u>	<u>634,898.00</u>	<u>86,596.00</u>
Expenditures								
Salaries - Perm.	5000	180,766.00	213,673.93	207,501.00	200,564.40	207,501.00	229,424.00	21,923.00
Salaries - Seasonal	5010	17,075.00	2,935.04	0.00	0.00	0.00	0.00	0.00
Overtime	5020	2,000.00	4,858.25	4,966.00	2,214.74	4,966.00	1,750.00	(3,216.00)
Health Benefit	5130	34,180.00	50,016.59	50,000.00	50,298.74	50,000.00	56,823.00	6,823.00
Dental Insurance	5140	2,800.00	4,865.74	4,811.00	4,816.23	4,811.00	5,000.00	189.00
Vision Insurance	5150	466.00	662.46	800.00	714.39	800.00	900.00	100.00
CalPERS Employer	5160	12,671.00	21,423.67	20,000.00	21,292.62	20,000.00	24,000.00	4,000.00
CalPERS 457	5161	0.00	0.00	0.00	1,675.00	0.00	2,000.00	2,000.00
Worker's Compensation	5170	16,417.65	16,459.22	21,180.00	21,179.13	21,180.00	29,000.00	7,820.00
FICA/Medicare Employer	5180	3,876.00	5,219.64	5,000.00	8,179.99	5,000.00	8,000.00	3,000.00
Contribution								
UI/TT Contribution	5190	2,122.00	1,129.02	2,200.00	1,276.49	2,200.00	2,200.00	0.00
Advertising/Marketing	5209	0.00	376.37	0.00	0.00	0.00	0.00	0.00
Agency Administration Fee	5210	0.00	0.00	0.00	(20.00)	0.00	0.00	0.00
Agriculture	5215	14,000.00	16,692.00	20,000.00	20,789.34	20,000.00	22,500.00	2,500.00
Bank Charge	5221	0.00	168.05	0.00	1,193.99	0.00	1,000.00	1,000.00
Clothing/Uniforms	5230	1,200.00	1,449.66	1,500.00	1,242.64	1,500.00	1,750.00	250.00
Computer Software	5231	3,781.00	3,895.54	1,872.00	3,137.48	1,872.00	3,500.00	1,628.00
Computer Hardware	5232	500.00	155.14	0.00	0.00	0.00	0.00	0.00
Contract Services - Other	5240	15,000.00	20,264.76	20,177.00	22,222.36	20,177.00	42,667.00	22,490.00
Educational Materials	5265	0.00	9.64	0.00	0.00	0.00	0.00	0.00

Cameron Park Community Services District  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
From 7/1/2023 Through 6/30/2024

Equipment-Minor/Small	5275	4,000.00	5,644.29	4,000.00	5,049.62	4,000.00	4,000.00	0.00
Fire & Safety Supplies	5285	1,000.00	2,117.88	1,750.00	1,381.16	1,750.00	1,750.00	0.00

Cameron Park Community Services District  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
From 7/1/2023 Through 6/30/2024

01 - General Fund  
4000 - Parks and Facilities

		FY 2021 22 Final Budget	FY 2021 22 Actual	FY 2022 23 Final Budget	FY22 23 Year to Date Actual	FY 23 24 - Preliminary	FY 23 24 1st Draft - Final	Variance 23 24 Prelim to Final
Fire Prevention &	5290	0.00	0.00	0.00	198.00	0.00	0.00	0.00
Food	5300	500.00	495.40	500.00	367.20	500.00	500.00	0.00
Fuel	5305	4,000.00	8,286.21	3,500.00	6,412.10	3,500.00	7,000.00	3,500.00
Government Fees/Permits	5310	8,000.00	4,152.02	10,000.00	9,471.19	10,000.00	10,000.00	0.00
Janitorial / HH Supplies	5315	8,000.00	6,946.41	7,700.00	9,455.08	7,700.00	7,700.00	0.00
Insurance	5320	0.00	190.00	0.00	0.00	0.00	0.00	0.00
Maint. - Vehicle Supplies	5340	2,200.00	0.00	500.00	166.42	500.00	500.00	0.00
Maint. - Buildings	5345	4,000.00	5,037.08	4,800.00	2,852.89	4,800.00	4,000.00	(800.00)
Maint. - Equipment	5350	5,000.00	4,888.62	5,500.00	9,299.75	5,500.00	9,000.00	3,500.00
Maint. - Grounds	5355	37,500.00	31,225.96	41,250.00	37,930.68	41,250.00	41,250.00	0.00
Maint. - Tires & Tubes	5365	2,400.00	0.00	1,400.00	2,096.68	1,400.00	2,400.00	1,000.00
Maint. - Vehicle	5370	4,500.00	2,960.00	2,500.00	2,738.27	2,500.00	2,500.00	0.00
Memberships/Subscriptions	5380	0.00	67.50	0.00	223.32	0.00	0.00	0.00
Mileage Reimbursement	5385	200.00	790.60	2,400.00	1,285.43	2,400.00	1,500.00	(900.00)
Miscellaneous	5395	0.00	0.00	0.00	500.00	0.00	0.00	0.00
Office Supplies/Expense	5400	1,000.00	1,487.19	1,200.00	441.47	1,200.00	800.00	(400.00)
Postage	5410	100.00	69.08	100.00	19.40	100.00	100.00	0.00
Printing	5415	0.00	0.00	0.00	18.50	0.00	0.00	0.00
Professional Services	5420	30,500.00	18,033.62	3,000.00	3,704.00	3,000.00	3,000.00	0.00
Publications & Legal Notices	5425	0.00	0.00	0.00	143.39	0.00	0.00	0.00
Rent/Lease - Equipment	5440	3,000.00	8,842.33	1,500.00	3,065.75	1,500.00	11,000.00	9,500.00
Staff Development	5455	2,500.00	1,104.61	2,500.00	682.98	2,500.00	2,000.00	(500.00)
Special Events	5465	0.00	3,844.50	0.00	0.00	0.00	0.00	0.00
Phones/internet	5470	10,500.00	10,625.74	10,500.00	11,542.89	10,500.00	12,000.00	1,500.00
Utilities - Water	5490	27,500.00	35,388.71	30,000.00	28,591.57	30,000.00	17,000.00	(13,000.00)
Utilities - Electric/Solar	5492	23,859.60	24,705.53	24,200.00	25,613.32	24,200.00	25,000.00	800.00
Vandalism	5500	1,200.00	186.66	0.00	0.00	0.00	0.00	0.00
Cal Fire In Kind Purchases	5501	12,500.00	2,124.32	4,000.00	10,624.91	4,000.00	15,000.00	11,000.00
Capital Equipment Expense	5625	0.00	0.00	0.00	174,023.61	0.00	0.00	0.00
Transfer Out	7000	9,020.00	9,020.00	9,020.00	9,020.00	9,020.00	9,020.00	0.00
Transfer to Reserve	7001	<u>3,310.70</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Expenditures		<u>513,144.95</u>	<u>552,488.98</u>	<u>531,827.00</u>	<u>717,697.12</u>	<u>531,827.00</u>	<u>617,534.00</u>	<u>85,707.00</u>
Net Revenue Over Expenditures		<u>7,918.00</u>	<u>(87,943.93)</u>	<u>0.00</u>	<u>(227,340.03)</u>	<u>16,475.00</u>	<u>17,364.00</u>	<u>889.00</u>

Cameron Park Community Services District  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
From 7/1/2023 Through 6/30/2024

01 - General Fund  
7000 - Community Center

		FY 2021 22 Final Budget	FY 2021 22 Actual	FY 2022 23 Final Budget	FY22 23 Actual	FY 23 24 - Preliminary	FY 23 24 Proposed Final	Variance 23 24 Prelim to Final
Operating Revenue								
Property Taxes	4110	222,832.42	223,073.95	353,477.00	358,156.69	367,616.00	394,957.00	27,341.00
Annual Passes (Lake/Pool Combo)	4181	18,750.00	14,268.32	13,000.00	9,840.59	13,000.00	16,250.00	3,250.00
Assembly Hall & Classroom	4185	35,139.00	20,262.80	30,000.00	41,685.91	30,000.00	47,000.00	17,000.00
Rentals								
Gym Rentals	4186	13,000.00	3,414.17	10,000.00	7,187.68	10,000.00	10,000.00	0.00
Pool Rental Fees	4187	49,000.00	41,145.94	50,000.00	43,982.12	50,000.00	56,500.00	6,500.00
Reimbursement/Refund	4400	0.00	13,098.81	0.00	0.00	0.00	0.00	0.00
<b>Total Operating Revenue</b>		<u>338,721.42</u>	<u>315,263.99</u>	<u>456,477.00</u>	<u>460,852.99</u>	<u>470,616.00</u>	<u>524,707.00</u>	<u>54,091.00</u>
Expenditures								
Salaries - Perm.	5000	134,906.00	163,247.83	158,747.00	181,089.13	158,747.00	162,673.00	3,926.00
Overtime	5020	1,000.00	1,558.41	1,000.00	4,866.69	1,000.00	1,000.00	0.00
Health Benefit	5130	17,996.00	16,020.06	16,000.00	21,318.36	16,000.00	22,000.00	6,000.00
Dental Insurance	5140	1,751.00	1,187.50	1,701.00	1,500.00	1,701.00	1,480.00	(221.00)
Vision Insurance	5150	265.00	217.20	313.00	282.36	313.00	270.00	(43.00)
CalPERS Employer	5160	8,338.00	7,363.43	7,000.00	8,193.23	7,000.00	7,800.00	800.00
CalPERS 457	5161	0.00	0.00	0.00	1,200.00	0.00	2,000.00	2,000.00
Worker's Compensation	5170	6,915.82	7,226.91	9,883.00	9,882.36	9,883.00	7,000.00	(2,883.00)
FICA/Medicare Employer	5180	3,721.00	4,449.90	4,000.00	5,101.71	4,000.00	5,000.00	1,000.00
Contribution								
UI/TT Contribution	5190	1,537.00	1,541.73	2,000.00	1,031.12	2,000.00	2,720.00	720.00
Advertising/Marketing	5209	1,200.00	861.77	1,000.00	0.00	1,000.00	0.00	(1,000.00)
Agriculture	5215	400.00	300.00	400.00	358.25	400.00	400.00	0.00
Bank Charge	5221	1,600.00	4,953.66	4,900.00	2,038.03	4,900.00	2,500.00	(2,400.00)
Clothing/Uniforms	5230	900.00	501.63	900.00	273.94	900.00	1,000.00	100.00
Computer Software	5231	1,940.00	2,583.72	2,500.00	2,789.97	2,500.00	3,000.00	500.00
Computer Hardware	5232	0.00	0.00	0.00	132.83	0.00	200.00	200.00
Contract Services - Other	5240	5,890.00	6,926.63	7,000.00	6,903.52	7,000.00	7,000.00	0.00
Educational Materials	5265	0.00	0.00	0.00	350.00	0.00	0.00	0.00
Equipment-Minor/Small	5275	2,500.00	3,304.52	6,000.00	6,010.01	6,000.00	6,000.00	0.00
Fire & Safety Supplies	5285	950.00	750.77	1,000.00	972.92	1,000.00	1,000.00	0.00
Fire Prevention &	5290	1,100.00	1,785.00	1,800.00	3,924.86	1,800.00	2,000.00	200.00
Food	5300	0.00	343.17	0.00	462.52	0.00	200.00	200.00



Cameron Park Community Services District  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
From 7/1/2023 Through 6/30/2024

Fuel	5305	0.00	0.00	0.00	77.89	0.00	200.00	200.00
Government Fees/Permits	5310	2,900.00	4,028.63	3,600.00	4,194.19	3,600.00	4,200.00	600.00

Cameron Park Community Services District  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
From 7/1/2023 Through 6/30/2024

01 - General Fund  
7000 - Community Center

		FY 2021 22 Final Budget	FY 2021 22 Actual	FY 2022 23 Final Budget	FY22 23 Year to Date Actual	FY 23 24 - Preliminary	FY 23 24 1st Draft - Final	Variance 23 24 Prelim to Final
Janitorial / HH Supplies	5315	13,500.00	21,875.20	18,000.00	17,522.79	18,000.00	18,000.00	0.00
Maint. - Vehicle Supplies	5340	0.00	0.00	0.00	40.00	0.00	100.00	100.00
Maint. - Buildings	5345	8,000.00	30,057.41	9,600.00	14,377.31	9,600.00	12,000.00	2,400.00
Maint. - Equipment	5350	10,000.00	11,765.63	10,000.00	8,295.89	10,000.00	10,000.00	0.00
Maint. - Grounds	5355	2,000.00	5,740.82	2,400.00	1,787.91	2,400.00	2,000.00	(400.00)
Maint. - Tires & Tubes	5365	1,200.00	0.00	1,200.00	0.00	1,200.00	1,000.00	(200.00)
Maint. - Vehicle	5370	1,000.00	589.74	1,200.00	2,559.03	1,200.00	1,000.00	(200.00)
Medical Supplies	5375	0.00	0.00	0.00	190.00	0.00	0.00	0.00
Memberships/Subscriptions	5380	0.00	67.50	0.00	0.00	0.00	0.00	0.00
Office Supplies/Expense	5400	200.00	646.22	250.00	84.73	250.00	100.00	(150.00)
Pool Chemicals	5405	25,000.00	29,694.15	31,500.00	38,309.31	31,500.00	38,000.00	6,500.00
Postage	5410	0.00	14.74	0.00	0.00	0.00	0.00	0.00
Professional Services	5420	400.00	2,087.00	2,383.00	949.00	2,383.00	1,500.00	(883.00)
Rent/Lease - Equipment	5440	200.00	919.75	200.00	335.02	200.00	500.00	300.00
Staff Development	5455	250.00	768.90	3,500.00	1,541.47	3,500.00	3,000.00	(500.00)
Phones/internet	5470	8,000.00	10,042.44	9,500.00	10,237.74	9,500.00	11,000.00	1,500.00
Utilities - Water	5490	8,500.00	11,555.76	9,000.00	13,730.83	9,000.00	13,000.00	4,000.00
Utilities - Gas	5491	0.00	87,968.08	88,000.00	135,738.45	88,000.00	140,000.00	52,000.00
Utilities - Electric/Solar	5492	78,859.60	53,615.67	40,000.00	69,418.46	40,000.00	75,000.00	35,000.00
Vandalism	5500	500.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital Equipment Expense	5625	0.00	7,244.89	0.00	6,000.00	0.00	0.00	0.00
Total Expenditures		<u>353,419.42</u>	<u>503,806.37</u>	<u>456,477.00</u>	<u>584,071.83</u>	<u>456,477.00</u>	<u>565,843.00</u>	<u>109,366.00</u>
Net Revenue Over Expenditures		<u>(14,698.00)</u>	<u>(188,542.38)</u>	<u>0.00</u>	<u>(123,218.84)</u>	<u>14,139.00</u>	<u>(41,136.00)</u>	<u>(55,275.00)</u>

## Department of Recreation

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The Recreation Department has three full-time positions, two of which are funded. The Recreation Supervisor and Receptionist are funded; the Recreation Coordinator is not. Functions include:

- Coordination and oversight of community center and park reservations and user groups;
- District communications and outreach include website management, social media outlets, relationship with local newspaper, community surveys and front desk receptionist.
- Recreation activities and programs including all aquatic activities, enrichment classes, sports programs and special events.

Due to budget reductions, the following service level will change:

- There is no dedicated or budgeted back-up to the Receptionist. Office hours will be reduced. Recreation supervisor, administrative and CCR staff will assist in covering the front desk.
- Close coordination between supervisors to managed reduced community center hours of operations:
  - Change of class times or elimination of classes;
  - Temporary issuance of keys to long-time instructors if staff is not present;
  - Coverage for unscheduled employee absences;
  - On-call system for staff to be implemented.
- Special events are eliminated in the budget saving employee and supply costs. Sponsorships will be available to local community service organizations and businesses for selected special events to cover employee overtime costs and supply costs.
- Additional funding for an expansion of recreation registration software, to make program registration user friendly on cell phones (not just computers).

Based on community and Budget and Administration Committee feedback, the pool will remain open year-round.

Staff will keep the Park and Recreation Committee apprised of the service levels and any unforeseen constraints.

Cameron Park Community Services District  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
From 7/1/2023 Through 6/30/2024

01 - General Fund  
5000 - Recreation

		FY 2021 22 Final Budget	FY 2021 22 Actual	FY 2022 23 Final Budget	FY22 23 Actual	FY 23 24 - Preliminary	FY 23 24 Proposed Final	Variance 23 24 Prelim to Final
Operating Revenue								
Property Taxes	4110	153,914.30	154,164.98	110,381.00	118,366.73	114,796.00	90,904.00	(23,892.00)
Recreation Program	4154	122,639.00	201,840.12	150,000.00	167,546.00	150,000.00	180,000.00	30,000.00
Instructor Program	4155	0.00	0.00	50,000.00	89,941.05	50,000.00	100,000.00	50,000.00
Transfer In	4165	0.00	0.00	0.00	0.00	0.00	3,000.00	3,000.00
Special Events	4170	0.00	31,859.00	2,000.00	578.00	2,000.00	0.00	(2,000.00)
Lake Entries - Daily (Kiosk)	4180	0.00	36,676.88	0.00	3,983.50	0.00	0.00	0.00
Annual Passes (Lake/Pool)	4181	37,500.00	31,251.76	37,500.00	20,384.09	37,500.00	32,500.00	(5,000.00)
Combo)								
Gym Rentals	4186	13,000.00	3,414.17	13,000.00	7,237.38	13,000.00	13,000.00	0.00
Pool Rental Fees	4187	49,000.00	46,204.56	51,500.00	48,443.97	51,500.00	56,500.00	5,000.00
Sports Field Rentals	4190	2,000.00	5,121.24	5,000.00	6,195.60	5,000.00	6,360.00	1,360.00
Donations	4250	0.00	3,669.00	0.00	100.00	0.00	0.00	0.00
Sponsorships	4255	20,000.00	19,921.20	2,500.00	46.00	2,500.00	0.00	(2,500.00)
Grants	4610	0.00	0.00	0.00	29,998.50	0.00	58,996.00	58,996.00
Total Operating Revenue		<u>398,053.30</u>	<u>534,122.91</u>	<u>421,881.00</u>	<u>492,820.82</u>	<u>426,296.00</u>	<u>541,260.00</u>	<u>114,964.00</u>
Expenditures								
Salaries - Perm.	5000	140,770.00	141,216.81	140,770.00	109,526.61	140,770.00	128,000.00	(12,770.00)
Salaries - Seasonal	5010	102,950.00	145,598.94	98,373.00	212,896.74	98,373.00	145,600.00	47,227.00
Overtime	5020	750.00	8,264.45	1,000.00	5,947.08	1,000.00	2,000.00	1,000.00
Health Benefit	5130	29,361.00	30,147.54	29,361.00	17,821.94	29,361.00	15,000.00	(14,361.00)
Dental Insurance	5140	2,206.00	2,552.28	2,500.00	1,614.78	2,500.00	2,000.00	(500.00)
Vision Insurance	5150	391.00	390.96	400.00	228.06	400.00	400.00	0.00
CalPERS Employer	5160	9,712.00	10,294.84	9,712.00	7,003.19	9,712.00	10,000.00	288.00
Worker's Compensation	5170	4,375.70	5,921.44	6,219.00	6,218.06	6,219.00	9,000.00	2,781.00
FICA/Medicare Employer	5180	10,791.00	13,955.92	12,495.00	18,895.59	12,495.00	14,000.00	1,505.00
Contribution								
UI/TT Contribution	5190	2,937.00	5,447.65	3,351.00	4,975.72	3,351.00	5,000.00	1,649.00
Advertising/Marketing	5209	13,000.00	13,585.51	14,000.00	8,377.25	14,000.00	2,000.00	(12,000.00)
Bank Charge	5221	1,600.00	7,781.85	5,000.00	12,503.44	5,000.00	13,000.00	8,000.00
Clothing/Uniforms	5230	1,800.00	224.42	1,800.00	120.66	1,800.00	350.00	(1,450.00)
Computer Software	5231	7,500.00	6,402.22	7,500.00	6,897.07	7,500.00	11,580.00	4,080.00
Computer Hardware	5232	250.00	259.10	500.00	0.00	500.00	700.00	200.00
Contract Services - Other	5240	5,700.00	6,408.74	6,200.00	5,641.11	6,200.00	6,400.00	200.00

Cameron Park Community Services District  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
From 7/1/2023 Through 6/30/2024

Equipment-Minor/Small	5275	0.00	0.00	4,000.00	2,708.26	4,000.00	3,000.00	(1,000.00)
Food	5300	0.00	233.92	200.00	268.13	200.00	500.00	300.00

Cameron Park Community Services District  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
From 7/1/2023 Through 6/30/2024

01 - General Fund  
5000 - Recreation

		FY 2021 22 Final Budget	FY 2021 22 Actual	FY 2022 23 Final Budget	FY22 23 Year to Date Actual	FY 23 24 - Preliminary	FY 23 24 1st Draft - Final	Variance 23 24 Prelim to Final
Instructors	5316	6,500.00	29,514.80	30,000.00	53,947.17	30,000.00	54,000.00	24,000.00
Maint. - Equipment	5350	0.00	342.14	300.00	470.90	300.00	350.00	50.00
Memberships/Subscriptions	5380	310.00	285.00	300.00	183.34	300.00	300.00	0.00
Mileage Reimbursement	5385	100.00	217.78	200.00	60.00	200.00	100.00	(100.00)
Miscellaneous	5395	0.00	0.00	0.00	13.00	0.00	0.00	0.00
Office Supplies/Expense	5400	500.00	376.68	200.00	488.14	200.00	250.00	50.00
Postage	5410	100.00	141.85	100.00	24.72	100.00	50.00	(50.00)
Professional Services	5420	2,500.00	2,219.00	2,000.00	6,962.00	2,000.00	50,000.00	48,000.00
Program Supplies	5421	19,730.00	27,900.55	13,000.00	15,614.70	13,000.00	16,000.00	3,000.00
Rent/Lease - Bldgs, Fields, etc.	5435	7,060.00	0.00	0.00	0.00	0.00	0.00	0.00
Rent/Lease - Equipment	5440	200.00	412.54	400.00	200.01	400.00	400.00	0.00
Staff Development	5455	2,500.00	1,985.26	3,500.00	5,485.47	3,500.00	3,000.00	(500.00)
Special Events	5465	0.00	20,000.00	0.00	0.00	0.00	0.00	0.00
Phones/internet	5470	5,600.00	6,455.25	6,500.00	6,345.95	6,500.00	6,500.00	0.00
Utilities - Electric/Solar	5492	18,859.60	21,298.01	22,000.00	13,801.22	22,000.00	15,000.00	(7,000.00)
Capital Equipment Expense	5625	0.00	7,244.90	0.00	0.00	0.00	0.00	0.00
<b>Total Expenditures</b>		<u>398,053.30</u>	<u>517,080.35</u>	<u>421,881.00</u>	<u>525,240.31</u>	<u>421,881.00</u>	<u>514,480.00</u>	<u>92,599.00</u>
<b>Net Revenue Over Expenditures</b>		<u>0.00</u>	<u>17,042.56</u>	<u>0.00</u>	<u>(32,419.49)</u>	<u>4,415.00</u>	<u>26,780.00</u>	<u>22,365.00</u>

General Fund 01 Balances

	Audited Fund Balance		Budget/Actual Fund Balance	
	Fiscal Year 2019-20	Fiscal Year 2020-21	Fiscal Year 2021-22*	Fiscal Year 2022-23*
General Fund 01				
Fund Balance - Beginning	3,549,529	3,229,964	3,468,423	3,430,461
Excess Revenues Over (under) Expenditures	(319,565)	238,459	(37,962)	5,787
Fund Balance - Ending	3,229,964	3,468,423	3,430,461	3,436,248

\*FY 2021-22 and FY 2022-23 are unaudited. FY2022-23 is still pending JPA reimbursement and the remainder of the CalFIRE contract.

**RESOLUTION No. 2023-35  
of the Board of Directors  
of the Cameron Park Community Services District  
August 16, 2023**

**A RESOLUTION ADOPTING THE CAMERON PARK COMMUNITY SERVICES  
DISTRICT FISCAL YEAR 2023-24 FINAL BUDGET**

*WHEREAS*, a preliminary Fiscal Year 2023-24 Budget was adopted by this Board on June 21, 2023; and

*WHEREAS*, the Budget & Administration Committee reviewed the proposed Final Fiscal Year 2023-24 Budget; and

*WHEREAS*, the Fiscal Year 2023-24 Budget is due to the County of El Dorado by September 1, 2022;

*NOW THEREFORE BE IT RESOLVED* that the District adopts Attachment 5B attached to this resolution and made part therein as the Cameron Park Community Services Fiscal Year 2023-24 Budget.

*PASSED AND ADOPTED* by the Board of Directors of the Cameron Park Community Services District at a regularly scheduled meeting held on the 16<sup>th</sup> day of August 2023 by the following vote of said Board:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**ATTEST:**

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Director Sidney Bazett, President  
Board of Directors

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Jill Ritzman, Interim General Manager  
Secretary to the Board





## **Agenda Transmittal**

**DATE:** August 16, 2023

**FROM:** Christina Greek, Finance/Human Resources Officer

**AGENDA ITEM #6:** **PUBLIC HEARING - STATING THE PURPOSES AND FIXING THE AMOUNT OF MONEY TO BE RAISED BY TAXATION TO THE DISTRICT TO PAY VOTER APPROVED DEBT FOR THE FISCAL YEAR 2023-24 AND SETTING THE TAX RATE**

**RECOMMENDED ACTION: APPROVE RESOLUTION 2023-35**

### **BACKGROUND**

Each year the District is required to adopt a Resolution levying a tax on all taxable property within the District to pay the debt service costs on the voter approved bonds used for the construction of the Community Center.

The adopted Resolution must be attested by the Clerk of the Board and submitted to the El Dorado County Auditor-Controller's office.

### **DISCUSSION**

Resolution 2023-35 (Attachment 6A) sets the Fiscal Year 2023-24 tax rate at \$0.020149 per \$100 of secured assessed valuation of property on all taxable property within the District to pay the debt service costs on bonds used for the construction of the Community Center. Last year's rate was \$0.020833 per \$100 of secured assessed valuation.

### Attachments:

6A – Resolution 2023-35

**RESOLUTION No. 2023-35**  
**of the Board of Directors of the**  
**Cameron Park Community Services District**  
**August 13, 2023**

**RESOLUTION STATING THE PURPOSES AND FIXING THE AMOUNT OF**  
**MONEY TO BE RAISED BY TAXATION IN THE DISTRICT TO PAY VOTER**  
**APPROVED DEBT FOR FISCAL YEAR 2023-24 AND SETTING THE TAX RATE**

*WHEREAS*, a duly called municipal election (the “Election”) was held in the Cameron Park Community Services District, El Dorado County, State of California (hereinafter referred to as the “District”), on March 8, 2005, at which the following measure (the “Bond Measure”) was submitted to the qualified electors of the District:

“To construct and equip a Cameron Park recreational community center, including meeting/classrooms, a youth activity area, facilities for senior citizen meals and programs, recreational and competition pools, gym, exercise/dance room, assembly hall with a theatre and stage for community productions, shall Cameron Park Community Services District issue \$8,500,000 of bonds at legal rates and appoint a Citizens’ Oversight Committee to maintain financial accountability, prevent waste and ensure that no bond money is used for operating expenses”

*WHEREAS*, at such election, the Bond Measure received the affirmative vote of more than two thirds of the voters of the District voting on the proposition as certified by the Registrar of Voters of the County of El Dorado in the official canvassing of votes;

*WHEREAS*, on August 24, 2005, the District issued \$8,499,457.70 of such voter approved bonds (the “Bonds”)

*WHEREAS*, on July 9, 2014, the District refunded \$7,436,000.00 of bonds to refinance the remaining balance of the 2005 bonds.

*WHEREAS*, the District is in receipt of the statement of assessed values and the assessment roll for the fiscal year 2023-24 and the total assessed value of the land within the District is \$3,088,584,019;

*WHEREAS*, the estimated minimum amount of money required to pay debt service on the Bonds for the current roll year is \$650,907;

*NOW, THEREFORE, BE IT RESOLVED* by the Board of Directors of the Cameron Park Community Services District, El Dorado County, California, as follows:

SECTION 1. For the purpose of paying debt service on the Bonds, the District hereby levies a tax of \$.020149 for each \$100 of secured assessed valuation of property on all taxable property within District for fiscal year 2023-24.

SECTION 2. The District does hereby levy and affix the aforesaid taxes and tax rate on all taxable property within the District as described in Section 1 hereof and the District shall transmit a copy of this Resolution to the Auditor/Controller of the County of El Dorado.

SECTION 3. This Resolution shall take effect immediately upon its passage.

*PASSED AND ADOPTED* this 13<sup>h</sup> day of August 2023, by the following vote of said Board:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

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Director Sidney Bazett, President  
Board of Directors

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Jill Ritzman, Interim General Manager  
Secretary to the Board

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



**Budget and Administration Committee**  
**Tuesday, August 1, 2023**  
**6:30 p.m.**

**Cameron Park Community Center – Social Room**  
**2502 Country Club Drive**  
**Cameron Park, CA 95682**

# Agenda

Members: Chair, Sidney Bazett (SB), Vice-Chair, Director Monique Scobey (MS)  
Alternate Director Tim Israel (TI)

Staff: Jill Ritzman, Interim General Manager; Christina Greek, Finance/HR Officer

## **CALL TO ORDER**

## **ROLL CALL**

*Public testimony will be received on each agenda item as it is called. Principal party on each side of an issue is allocated 10 minutes to speak, individual comments are limited to 3 minutes except with the consent of the Committee; individuals shall be allowed to speak on an item only once. Members of the audience are asked to volunteer their name before addressing the Committee. The Committee reserves the right to waive said rules by a majority vote.*

## **ADOPTION OF AGENDA**

## **APPROVAL OF CONFORMED AGENDA**

## **OPEN FORUM**

*Members of the public may speak on any item not on the agenda that falls within the responsibilities of the Committee.*

## **DEPARTMENT MATTERS**

- 1. Fiscal Year 2023-2024 Final Budget, Draft #1** (Ritzman, Greek, Department heads)

## **2. Staff Updates**

- a. Check Register Review (C. Greek)
- b. Finance Office Monthly Report (oral report; Greek)
- c. SB 1383 Update Multi-family complexes & Electronic Annual Report (oral report; Ritzman)
- d. General Obligation Bond Taxation Rate (Greek)

## **3. Items for Future Committee Meetings**

- Review Draft #2 FY2023-24 Final Budget; **Next Meeting tentative scheduled Tuesday, August 8 at 4:00pm**

## **4. Items to take to the Board of Directors**

- General Obligation Bond Tax Assessment Rate

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

## **ADJOURNMENT**

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



**Budget and Administration Committee**  
**Tuesday, August 8, 2023**  
**4:00 p.m.**

**Cameron Park Community Center – Social Room**  
**2502 Country Club Drive**  
**Cameron Park, CA 95682**

# Agenda

Members: Chair, Sidney Bazett (SB), Vice-Chair, Director Monique Scobey (MS)  
Alternate Director Tim Israel (TI)

Staff: Jill Ritzman, Interim General Manager; Christina Greek, Finance/HR Officer

## **CALL TO ORDER**

## **ROLL CALL**

*Public testimony will be received on each agenda item as it is called. Principal party on each side of an issue is allocated 10 minutes to speak, individual comments are limited to 3 minutes except with the consent of the Committee; individuals shall be allowed to speak on an item only once. Members of the audience are asked to volunteer their name before addressing the Committee. The Committee reserves the right to waive said rules by a majority vote.*

## **ADOPTION OF AGENDA**

## **APPROVAL OF CONFORMED AGENDA**

## **OPEN FORUM**

*Members of the public may speak on any item not on the agenda that falls within the responsibilities of the Committee.*

## **DEPARTMENT MATTERS**

- 1. Fiscal Year 2023-2024 Final Budget, Draft #2** (Ritzman, Greek, Department heads)

**2. Fire Engine Purchase Agreement – Report Back (Ritzman)**

**3. Staff Updates**

**4. Items for Future Committee Meetings**

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

- Proposed Fiscal Year 2023-2024 Final Budget; format and recommendations

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

**ADJOURNMENT**

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



## **Covenants, Conditions & Restrictions (CC&R) Committee Meeting**

**Monday, August 7, 2023**

**5:30 p.m.**

**Cameron Park Community Center – Social Room**

**2502 Country Club Drive**

**Cameron Park, CA 95682**

## **Agenda**

Members: Chair, Eric Aiston (EA) V. Chair, Bob Dutta (BD) Candice Hill Calvert (CHC)  
Director Dawn Wolfson (DW), Kristen Wiederhold (KW)  
Alternate: Tim Israel (TI)

Staff: CC&R Compliance Officer Jim Mog, Interim General Manager Jill Ritzman

### **CALL TO ORDER**

### **ROLL CALL**

*Public testimony will be received on each agenda item as it is called. The principal party on each side of an issue is allocated 10 minutes to speak, individual comments are limited to 3 minutes except with the consent of the Committee; individuals shall be allowed to speak on an item only once. Members of the audience are asked to volunteer their name before addressing the Committee.*

### **APPROVAL OF AGENDA**

#### **1. APPROVAL OF CONFORMED AGENDA**

- a. Conformed Agenda – CC&R Meeting – July 10, 2023

### **OPEN FORUM**

*Members of the public may speak on any item not on the agenda that falls within the responsibilities of the Committee.*



## DEPARTMENT MATTERS

### 2. Monthly Staff Report

- a. Open Violations, CC&R Violation Manager Case Detail Report (written report)
  - o Total Cases Open = 38
    - Courtesy Notices – 9
    - Initial Notices – 9
    - Final Notices – 6
    - Pre-legal Notices – 0
    - Referred to Legal – 0
    - Outside Agency – 2
  - o Prior Month's Cleared Cases – 5
  - o Prior Month's New Cases – 8
  
- b. Architectural Review Projects – July, 2023
  - o Projects Reviewed – 25
  - o Projects Approved – 25

#### Summary of ARC Projects:

- o Roofs – 13
- o Solar – 3
- o Tree Removals – 0
- o Fences – 1
- o New Home Const. – 0
- o ADU/JADU – 1
- o Swimming Pool – 2
- o Exterior House Paint – 0
- o Carport – 0
- o Deck – 3
- o Exterior Renovation – 0
- o Siding Replacement – 1
- o Detached Garage – 0
- o Gazebo/Pergola/Patio Cover – 0
- o Storage Shed – 0
- o Window Replacement - 1

### 3. Review and Approval

Request for pre-legal on the following properties:

- a). CCR23-1023 - 3193 Country Club Dr. – Improperly Stored Vehicle (Boat in frontage) – Cameron Park N #1 – CPK N.#1 Clause 4(f) Vehicle Storage Requirement. (Notes presented by CC&R Staff).
  
- b). CCR23-1032 – 504 Crazy Horse Rd. – Improperly Stored Materials (Fence material in emergency access) – Cambridge Oaks #3 Section 5. Garbage and Refuse Disposal. (Notes presented by CC&R staff).

- c). CCR23-1027 – 2606 Royal Park Dr. – Improperly stored House Trailer – Cameron Park Unit #11 – Improperly Stored Vehicle. Section 8 Parking Restrictions.

#### **4. Staff Updates**

- a) Neighborhood Campaign Cameron Park N. Unit #3 has begun. Sections of CPK #3 have already been inspected and staff is drafting the campaign letters as we go. Staff has a goal of August 23<sup>rd</sup> to have the 518-home neighborhood reviewed and completed with all campaign letters out to residents.
- b) The CC&R Handbook has been revised to include the newly revised CPCSD Fence Guideline. (Attachment 4b)

#### **5. Items for Future CC&R Committee Agendas**

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

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

### **ADJOURNMENT**

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



**Fire & Emergency Services Committee**  
**Tuesday, August 8, 2023**  
**5:30 p.m.**

**Cameron Park Community Center – Social Room**

**2502 Country Club Drive**  
**Cameron Park, CA 95682**

# Agenda

Members: Director Eric Aiston (EA) & Director Dawn Wolfson (DW)  
Alternate, Director Tim Israel (TI)

Staff: Interim General Manager Jill Ritzman, Chief Dusty Martin

## **CALL TO ORDER**

## **ROLL CALL**

*Public testimony will be received on each agenda item as it is called. Principal party on each side of an issue is allocated 10 minutes to speak, individual comments are limited to 3 minutes except with the consent of the Committee; individuals shall be allowed to speak on an item only once. Members of the audience are asked to volunteer their name before addressing the Committee. The Committee reserves the right to waive said rules by a majority vote.*

## **ADOPTION OF AGENDA**

## **APPROVAL OF CONFORMED AGENDA**

## **OPEN FORUM**

*Members of the public may speak on any item not on the agenda that falls within the responsibilities of the Committee.*

## **DEPARTMENT MATTERS**

1. **Review and Forward to the Board of Directors** - Revision to Fire Prevention Specialist

## **STAFF REPORTS**

2. **Receive and Discuss** - Fire Department Report for July 2023 (C. Siebert)
3. **Receive and Approve** - Fire Prevention update for July 2023 (K. Richards)
4. **El Dorado County Emergency Services Authority** - Notification sent to cancel agreement for ambulance services (oral update, Martin & Ritzman)

## **ITEMS FOR FUTURE COMMITTEE AGENDAS**

- 

## **ITEMS TO TAKE TO THE BOARD OF DIRECTORS**

- 

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

## **ADJOURNMENT**

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



**Parks & Recreation Committee**  
**Monday, August 7, 2023**  
**6:30 p.m.**

**Cameron Park Community Center – Social Room**

**2502 Country Club Drive**  
**Cameron Park, CA 95682**

# Agenda

Members: Director Monique Scobey (MS), Director Tim Israel (TI), Alt. Director Sid Bazett (SB)  
*Director Scobey will be absent; Director Bazett may be able to attend as alternate*

Staff: Interim General Manager Jill Ritzman, Parks & Facilities Superintendent Mike Grassle,  
Recreation Supervisor Kimberly Vickers  
*Superintendent Grassle will be absent*

## **CALL TO ORDER**

## **ROLL CALL**

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## **APPROVAL OF AGENDA**

## **APPROVAL OF CONFORMED AGENDA**

## **OPEN FORUM**

*Members of the public may speak on any item not on the agenda that falls within the responsibilities of the Committee.*

## **DEPARTMENT MATTERS**

1. Automatic Entry Gate for Cameron Park Lake (M. Grassle)
2. Summer Spectacular Report (K. Vickers, M. Grassle)

## **STAFF REPORTS**

3. Recreation Report (K. Vickers, hand-carry to meeting)
4. Parks & Facilities Report (M. Grassle)

## **Items for May & Future Committee Agendas**

- a. Automatic Entry Gate at Cameron Park Lake (September)
- b. Park Improvement Plan Review (September)
- c. CP Lake daily entry fees (September)
- d. Gift Policy proposal (October)
- e. Registration/communication software report (October)

## **Items to take to the Board of Directors**

## **MATTERS TO AND FROM COMMITTEE MEMBERS**

## **ADJOURNMENT**